

AGENDA
CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING
ROELAND PARK
Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
January 19, 2021 6:00 PM

- | | | |
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| <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 |
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Admin

Brauer
Hill

Finance

McCormack
Madigan

Safety

Rebne
Faidley

Public Works

Kelly
Dickens

Pledge of Allegiance

A. Instructions on Logging into Meeting Remotely

Roll Call

Modification of Agenda

I. Citizens Comments

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens Are Requested To Keep Their Comments Under 5 Minutes. If a large number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

II. Consent Agenda

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

A. Appropriations Ordinance #966

B. Council Minutes December 21, 2020

C. Council Minutes January 4, 2021

III. Business From the Floor

A. Applications / Presentations

IV. Mayor's Report

V. Workshop and Committee Reports

VI. Reports of City Liaisons

A. Ad Hoc Police Policy Review Committee - Report on Chapter 4

VII. Unfinished Business

A. Discuss Design Options for Entryway Signs

VIII. New Business

A. Committee Appointment and Reappointments

B. Reappoint Ad-Hoc Development Committee

C. Reappoint Ad-Hoc Historical Committee Members

D. Approve Task Order for 2021 Street Maintenance Program

E. Approve Agreement with MARC for Traffic Signal Monitoring through Operation Green Light

IX. Ordinances and Resolutions:

X. Workshop Items:

XI. Reports of City Officials:

A. Holiday Kindness Program Report - Chief

B. COVID Report

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

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

A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the

discretion of the Mayor (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item
1. **Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.
 2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.
- C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.
- D. **Speaker Decorum.** Each person addressing the City Council, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to five minutes. If a large

number of people wish to speak, this time may be shortened by the Mayor (Chair) so that the number of persons wishing to speak may be accommodated within the time available.

- F. **Speak Only Once.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and group affiliation, if any, before delivering any remarks.
- H. Agendas and minutes can be accessed at www.roelandpark.org or by contacting the City Clerk

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

Item Number: Pledge of Allegiance- -A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Instructions on Logging into Meeting Remotely**

Item Type:

Recommendation:

See instructions to log in below.

Details:

The City Council Meeting will be held remotely. Below are instructions for joining the meeting by phone, online or both.

Roeland Park City Council Meeting and Workshop

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/RoelandParkCouncil/roeland-park-city-council-meeting-and-workshop>

You can also dial in using your phone.

United States (Toll Free): 1 877 568 4106

Access Code: 719-374-005

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/719374005>

Please use these tips while listening in:

- 1) Please be sure to mute yourself.
- 2) We recommend logging in a couple minutes early to test the app. The meeting will be recorded.

3) If you're able to, joining the meeting through the online portal is best so you can see the screen and listen in. If you have trouble with audio, you can call in as well as use the web-based meeting app.

4) We will allow public comment at the beginning of the Council Meeting. If you would like to make a public comment, please log or call into the meeting five minutes early so we can get your name and call on you when it's time to make a public comment. If you are logged in online, you can also make your request to speak known using the chat function in the app.

5) Unless called upon or requesting to speak, we ask that audience members abstain from speaking or adding commentary to the chat function so we can maintain an orderly and efficient meeting.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Consent Agenda- II.-A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Appropriations Ordinance #966

Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description

Type

□ Appropriations Ordinance #966

Cover Memo

The City of Roeland Park, Kansas

4600 West Fifty-First Street

Roeland Park, Kansas 66205

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

Thursday, January 14, 2021

Appropriation Ordinance - 1/19/2021 - #966

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

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

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 19th day of January, 2021.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance

\$

198,545.65

Appropriation Ordinance - 1/19/2021 - #966

Vendor	Dept	Acct #	Description	Invoice Description	Check /EFT		Amount	Chk #	Check Amount
					Date				
Vendor	Dept	Account	Account Description	Reference	Date	Distribution	Amount	Check #	Check Amount
Accu-Screen Inc.	101	5207.101	Medical Expense & Drug Testing	2021 Contract	01/07/21		250.00	71649	250.00
Advance Auto Parts	106	5260.106	Vehicle Maintenance	4839 1/1/21	01/13/21		34.82	71698	34.82
American Equipment Co.	106	5211.106	Maintenace & Repair Equipment	39839	01/13/21		409.95	71699	409.95
Balls Food Stores	102	5301.102	Office Supplies	36061	01/13/21		31.90	71700	31.90
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	1061216	01/13/21		62.95	71701	62.95
City of Shawnee	104	5305.104	Dues, Subscriptions, & Books	2021 Membership	01/07/21		120.00	71650	120.00
Civic Plus	220	5266.220	Computer Software	205211	01/07/21		4,500.00	71651	4,500.00
Dog Waste Depot	110	5262.110	Grounds Maintenance	38318	01/13/21		420.31	71702	420.31
Domain Listings	101	5305.101	Dues, Subscriptions, & Books	2421848	01/07/21		228.00	71652	228.00
Frank Gilman	103	5214.103	Other Contracted Services	1/1/21 Ck Req	01/01/21		1,166.67	71618	1,166.67
gWorks	103	5266.103	Computer Software	201912225	01/07/21		481.45	71654	481.45
ICMA	105	5305.105	Dues, Subscriptions, & Books	2021 Dues	01/07/21		200.00	71655	1,254.68
ICMA	105	5305.105	Dues, Subscriptions, & Books	2021 Renewal	01/07/21		1,054.68		
Johnson County Park & Recreation	290	5255.290	JoCo Management Fee	12/18/20	01/07/21		13,651.75	71657	13,651.75
Johnson County Police Chief's & St	102	5305.102	Dues, Subscriptions, & Books	2021 Dues	01/13/21		125.00	71703	125.00
Kansas Association of City/County	105	5206.105	Travel Expense & Training	2191	01/07/21		200.00	71658	400.00
Kansas Association of City/County	105	5206.105	Travel Expense & Training	21130	01/07/21		200.00		
KS Municipal Insurance Trust	107	5125.107	Worker's Compensation	132168	01/07/21		53,195.00	71659	53,195.00
LeadsOnline	102	5214.102	Other Contracted Services	258494	01/07/21		1,758.00	71660	1,758.00
League of Kansas Municipalities	101	5305.101	Dues, Subscriptions, & Books	21108	01/07/21		4,697.61	71661	4,697.61
Lowe's Business Acct./GEMB	106	5304.106	Janitorial Supplies	1760 1/12/20	01/08/21		117.77	32620	763.11
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 1/12/20	01/08/21		84.57		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 1/12/20	01/08/21		14.18		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 1/12/20	01/08/21		26.00		
Lowe's Business Acct./GEMB	290	5307.290	Other Commodities	1760 1/12/20	01/08/21		47.49		
Lowe's Business Acct./GEMB	290	5307.290	Other Commodities	1760 1/12/20	01/08/21		473.10		
Venessa Maxwell-Lopez	103	5209.103	Professional Services	1/8/2021	01/13/21		150.00	71636	150.00
Midwest Public Risk	107	5126.107	Health/Dental/Vision Insurance	1/2021 Final	01/01/21		41,738.00	71619	41,738.00
Municode	101	5214.101	Other Contracted Services	352094	01/07/21		275.00	71662	275.00
Northeast Johnson Cty. Chamber o	101	5253.101	Public Relations	31360	01/13/21		250.00	71705	250.00
Northeast Johnson Cty. Chamber o	101	5305.101	Dues, Subscriptions, & Books	31301	01/07/21		1,500.00	71663	1,500.00
Principal Life Insurance Co.	107	5130.107	City Paid Life/ST Disability	10001 1/31/21	01/07/21		814.62	71664	814.62
RSC Communications, Inc.	106	5214.106	Other Contracted Services	101648	01/13/21		2,271.50	71706	2,271.50
George Schlegel	101	5230.101	Art Commissioner	Recurring Check	01/01/21		100.00	71621	100.00
Strasser True Value	106	5306.106	Materials	1/5/21	01/13/21		25.52	71707	48.92
Strasser True Value	106	5306.106	Materials	1/5/21 2	01/13/21		23.40		
Strategic Insights Inc.	101	5266.101	Computer Software	238	01/07/21		750.00	71666	750.00
Karen Torline	103	5214.103	Other Contracted Services	1/1/21 Ck Req	01/01/21		1,416.67	71620	1,416.67
Virtual Academy	102	5206.102	Travel Expense & Training	VA5787	01/07/21		1,035.00	71667	1,035.00

[illegible]

Item Number: Consent Agenda- II.-B.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Council Minutes December 21, 2020**

Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description

Type

□ Council Minutes December 21, 2020

Cover Memo

**CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, December 21, 2020 6:00 P.M.**

- | | | |
|--|---|--|
| <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

Brauer
Hill

Finance

McCormack
Madigan

Safety

Rebne
Faidley

Public Works

Kelly
Dickens

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

Pledge of Allegiance

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

Roll Call

City Clerk Nielsen called the roll; all Governing Body members were present. Staff members present were City Administrator Moody, Assistant City Administrator Jones-Lacy, Public Works Director Scharff, Police Chief Morris, City Clerk Nielsen, Public Works Superintendent Vandenbos, Parks and Rec Superintendent Nichols, City Intern Verbrugge, and City Attorney Mauer.

Modification of Agenda

There were no modifications made to the agenda.

I. Citizens Comments

Public Comments were made in Section IX. Ordinances and Resolutions: Ordinance 1005.

II. Consent Agenda

- A. Appropriations Ordinance #964
- B. Council Minutes December 7, 2020
- C. 2021 Cereal Malt Beverage Renewal for Minit Mart

MOTION: CMBR HILL MOVED AND CMBR DICKENS SECONDED TO APPROVE THE CONSENT AGENDA AS PRESENTED. (MOTION CARRIED 7-0.)

III. Business from the Floor

A. Applications/Presentations

- 1. Present Outstanding Service Award

Mayor Kelly said that Roeland Park is successful because of all of the staff and thanked them for their dedication to the City. Admin Committee CMBRS Brauer and Hill, along with City Clerk Nielsen, selected the Outstanding Service Award for the second half of 2020. City Administrator Moody began the award in 2017 to recognize a staff member's exemplary work and service to the community of Roeland Park. Their name is engraved on the traveling "Roe Cup", and they receive a gift certificate.

Mayor Kelly said it is an honor to recognize Assistant City Administrator and Finance Director Jennifer Jones-Lacy for her work in the community. Her work is highlighted by her financial ability for which she and the City have received budget awards and the CAFR award recognition. Ms. Jones-Lacy also has a giving spirit. She provides leadership in the Neighbors Helping Neighbors program and the Community for All Ages program as well as with her work on universal design. She always represents the City in a positive manner and the Mayor congratulated her on this well-deserved honor and thanked her for her service.

Ms. Jones-Lacy expressed her appreciation for the award and said it is an honor to be recognized in this way. She absolutely loves Roeland Park and feels lucky to be able to live and work here. She really believes that Roeland Park is made up of the best people. She said it is an amazing community with such caring people, which hold for both staff and residents.

Mayor Kelly added that he appreciated her hard work for the City and she helps to make them look good. He said it is an honor to have her as a staff member, but more importantly as a neighbor and a friend.

2. Years of Service Awards

Mayor Kelly said they appreciate those staff members who invest in the community by working here in Roeland Park.

City Administrator Moody said they have four staff who have reached years of service milestones with Roeland Park.

Police Chief Morris recognized three officers for their dedication and service to the community.

Cory Honas has 20 years of service and is also K-9 Rango's handler.

Anthony Estrada also has 20 years of service as a part-time officer with the City.

Warren Gardner has 25 years of service and was Chief Morris' field training officer when he started.

Chief Morris thanked them for their dedicated service to the department and to the community.

Mayor Kelly said it is an honor to have them in Roeland Park making their community safer and stronger and a better place for all.

Public Works Superintendent Daniel Vandebos recognized Doug Thorell for his 10 years of service. He is the Public Works Impact Leadership Award Winner for 2020. He said he knows all the ins and outs and is his go-to guy. Mr. Thorell is a valuable asset to the team, the best leaf sweeper operator that can do it in less time and still do a great job because he knows the City so well and is efficient. He's also their best in-house mechanic. Mr. Vandebos said he has many ideas to make day-to-day and year-to-year operations easier such as using an asphalt float, which has taken them from 45 minutes to hour to dump asphalt

down to 15 minutes using the float. This not only saves the City money, but saves the staff sweat and back issues. Mr. Thorell is very reliable, doesn't call out, and schedules his vacations well in advance. When he is assigned a job, he gets it done right, efficiently, and safely. He has established good relationships outside of Public Works and works well with the Community Center and Police Department and makes the collaborations seamless.

Mr. Vandenbos got a call today about the leaf program. Someone was missed because of a car blocking their leaves. She asked he neighbor to move their car, but the sweeper was already past the leaves. Doug finished the street but circled back because he saw the car had moved. Mr. Vandenbos said he always does what is right.

3. Art Committee Presentation on Plan for Placement of Art Along Roe Blvd

Michael Poppa from the Arts Committee reviewed the map in the agenda packet that detailed areas of landscaping and art placement at various locations throughout the City. He said certain areas might need to be fine-tuned a little further and noted areas along Roe Boulevard that will join the Roe 2020 project.

"Damsel in Blue" is their newest sculpture and will be placed in front of the portico at City Hall. The sculpture will have electricity to it so it will be lighted. Mr. Poppa added that the project is \$700 less than the original bid that they received. "Ballet Mechanique" has been relocated to the corner by Walgreens. Two other spaces in the City have been identified for more substantial pieces, but the committee is still looking for the right artwork.

The Arts Committee is also looking at a 2021 mural project for the retaining wall near 47th and Roe Lane. They would like further discussion with the Council about the Aldi funds for art and having some of that allocated for the staircase in the same area.

Commerce Bank's art is in and they have received a lot of positive comments.

There is an art exhibition scheduled for January in the Schlegel Art Gallery. It will feature about 11 or 12 Roeland Park resident artists.

St. Luke's discussed with their art consultant whether they want to do their art in-house or have the City take that on. There is about \$76,000 combined funds available for that gateway project.

Mayor Kelly thanked Mr. Poppa for the work of the Arts committee and providing suggestions for art placement. He asked about the 57th street obelisk and whether sight lines were considered or if it might impede traffic at the intersection. Mr. Poppa said the Arts committee wants to discuss this with the Council. He added that the top of the obelisk is made of glass and believes its placement would add something to the area.

City Administrator Moody said that the refurbished "Industrialized Tree" was damaged and one limb was knocked off. It has been replaced and they want to make sure it is sturdy enough to go back on Roe. If not, then it will be placed in a more protected place though it may be more north on Roe rather than south.

CMBR Hill said she was curious about the funding for the mural. She said it was her understanding that the staircase project was moved up and there are funds slated for that. Mr. Poppa said there is money slated

for the staircase, but that there may be additional funding for it in which case they might be able to reallocate some funding for the mural.

CMBR Faidley asked once the placement of art is decided and landscaping is considered, are the pieces permanently located or is there a potential for them to be moved to different locations? Mr. Poppa said along Roe might be a couple of change opportunities. But most of the larger sculptures would remain in place as long as they can. CMBR Hill asked in regard to the landscaping issue on Roe if the Arts Committee was sensitive to that before placing their artwork. Mr. Poppa said they are working and coordinating with the timeline of the City.

Ms. Jones-Lacy said regarding the one percent for art from Aldi is they are planning to do the staircase design in 2021 with construction slated for 2022. Additional funds will be available because of the increase in the sales tax which was not currently budgeted. They will have additional resources and it is for the Council to decide how to allocate those funds from Aldi. She said they also have the flexibility to make adjustments during the budget process to reallocate those funds.

CMBR Hill wants to make sure the mural does not get pushed off because of the stairs. She said this project will help to beautify the City.

IV. Mayor's Report

Mayor Kelly wished everyone a happy holiday, Merry Christmas, Happy Hannukah, Happy Kwanza, Happy Solstice, and a Happy New Year. He encouraged everyone to take community responsibility and wear a mask, wash their hands, limit the size of gatherings, and to take care of each other.

V. Workshop and Committee Reports

No report was given.

VI. Reports of City Liaisons

No reports were given.

VII. Unfinished Business

There was no unfinished business discussed.

VIII. New Business

A. Gaga Ball Presentation by Girl Scouts

Park & Rec Superintendent Tony Nichols introduced Sarah Nielsen and Josie Yungeberg, 8th grade cadets from Girl Scout Troop 1236. He said they are working on their silver award project. They gave their presentation before the Parks and Tree Committee and it was well-received. They wanted to share their idea with the City Council.

The scouts proposed the installation of a gaga ball pit for Nall Park. There is already a gaga ball pit on the east side of Roe, so they believe that Nall Park would be a good fit. They said it is an entertaining asset for kids and parents. They also explained the rules of gaga ball. The pit they are proposing would have an

ADA accessible gate. Financing of the project will be through fundraising, a Girl Scouts grant and hopefully a donation from Lowe's donation. Building the gaga ball pit would begin in late spring and be completed by June. September 1 is the deadline for silver award projects to be completed.

Mayor Kelly thanked them for their thorough and comprehensive presentation and their dedication through scouting.

CMBR McCormack commended the Scouts for their work in putting this together and said it will be a wonderful asset for Nall Park.

CMBR Faidley asked how different surfaces affect play and whether there would be liability for the City.

Mr. Nichols said the Parks Committee and the Scouts chose this area of Nall Park is for the flat surface and it will also provide better access to the ADA disability issues. There would be increased maintenance in a grass setting. They also did not want to create a mud pit and that is why they considered the square dance area.

CMBR Hill said she could see why they chose Nall Park. She asked if there would be more use if it was placed in a neighborhood. The Scouts said it was originally proposed for R Park, but the park plans were complete so they chose Nall Park because it has the flat surface.

Mr. Nichols said the Parks Committee considered both parks and felt that R Park had many play options already and there is a flat surface at Nall Park and it is needing more play opportunities.

CMBR Brauer thanked the Scouts for bringing to the community for residents of all ages. Mr. Nichols said Public Works will monitor the weathering of the treated lumber and routinely inspect the hardware used to attach the pit to the play surface.

CMBR Rebne said his kids like to play gaga ball and thanked them for bringing smart fun to Nall Park.

Police Chief Morris commended the Scouts on their project and said it was a great idea. He said he would donate \$100 to the project.

Mayor Kelly also donated \$100 to the project.

CMBR Kelly asked if there is a way to put material underneath the pit for safety. The Scouts said they mostly use their hands and there is not any running and not much falling. They said they can research it.

CMBR Faidley asked about the anchoring system into the concrete and whether that would prevent other uses on the concrete. Mr. Nichols said there will still be a lot of space on the pad to allow for skating and such.

CMBR Brauer and City Attorney Mauer also donated \$100 to the project and CMBR Rebne donated as well.

CMBR Hill asked if they could put turf under the pit. Mr. Nichols said he did not know, but he could get an estimate on what that would look like.

Stephanie Nielsen, the troop leader, said the difference between the cost of treated lumber versus composite lumber is between \$3,000 and \$4,000. The Scout project will use treated lumber with a cover on top of the bars to prevent splinters.

MOTION: CMBR KELLY MOVED AND CMBR REBNE SECONDED TO APPROVE THE GAGA BALL PIT AT NALL PARK. (MOTION CARRIED 8-0)

B. Approve Service Agreement for HVAC Maintenance

CMBR Faidley asked if the covered equipment list is updated. Public Works Director Scharff said the items and units were updated and considered in the agreement.

MOTION: CMBR MCCORMACK MOVED AND CMBR BRAUER SECONDED TO APPROVE THE 2021 THROUGH 2023 SERVICE AGREEMENT WITH LIPPERT MECHANICAL. (MOTION CARRIED 8-0)

C. Approve Service Agreement for Plumbing Maintenance

MOTION: CMBR MCCORMACK MOVED AND CMBR REBNE SECONDED TO APPROVE THE 2021 THROUGH 2023 ON-CALL BUILDING SERVICES AGREEMENT FOR PLUMBING WITH LEXINGTON PLUMBING. (MOTION CARRIED 8-0)

D. Approve Service Agreement for Electrical Maintenance

CMBR Faidley asked about the hourly rate rather than an annual contract fee and whether this is a company they have worked with in the past. Public Works Director Scharff said that Pro Circuit is based on references with the City of Prairie Village. He said they did not use a lot of electrical services last year and so they are going with a cheaper contractor based on their infrequency of use.

City Administrator Moody added these are for on-call services. He said there is nothing preventing them from using another contractor or requesting other quotes. In a situation where it is not planned or emergency, they will know what the fee will be per hour.

MOTION: CMBR HILL MOVED AND CMBR BRAUER SECONDED TO APPROVE 2021 THROUGH 2023 ON-CALL BUILDING SERVICES AGREEMENT WITH PRO CIRCUIT, INC. (MOTION CARRIED 8-0)

E. Update to Temporary Personnel Policies Related to COVID

Mayor Kelly said the challenges of COVID continue and they need to make an update to the temporary personnel policies.

MOTION: CMBR HILL MOVED AND CMBR DICKENS SECONDED TO APPROVE THE UPDATED TEMPORARY PERSONNEL POLICIES RELATED TO COVID. (MOTION CARRIED 8-0).

IX. Ordinances and Resolutions:

A. Ordinance 1005 - Protecting Public Safety and Community Resources Act

Public Comment

Stephanie Iser (5714 Cedar) Ms. Iser said she had mixed feelings about the draft language. After more than a year, she is grateful the vote is here. She had hoped for language that would include the need for a judicial warrant and clearly defined public safety exclusions where a warrant might be bypassed. The advocate groups said it is necessary to build trust and was explicitly requested by the immigrant community. She understands that the language has been vetted by City leaders and cannot be included at this time. She said they accept the ordinance as drafted to get it in place and started but asked that the work continue to get better protocols included and finish what has been started. She thanked everyone who worked on this.

Carrie Paulette (5105 Ash) Ms. Paulette thanked those who have worked on the ordinance for immigrants. She also thanked the immigrant community who trusted them during this process. She also appreciates that the ordinance extends to all City departments and that once it is passed, the City Council will continue to discuss it.

Grant Mayfield, one of the founders of Safe and Welcoming Roeland Park, thanked the Council for taking this matter up and acknowledged the work done over the last year. He said it is not exactly what they envisioned, but it does consider the input from many individuals, those that signed petitions, reached out to the Council, and those who shared their stories. He looks forward to being able to continue the work on the policy.

Rui Xu, Kansas legislator, provided a broad general support of the ordinance and thanked all who worked so hard on this over the past year.

Mayor Kelly said the community members have made this a priority and staff, professionals, the Police Department, and the residents have all worked on this to make it happen.

There are two versions of the ordinance. The first draft is consistent with what they discussed in Workshop and the second redline version incorporates suggested changes after working with Safe and Welcoming Roeland Park. The changes have been reviewed both by the City Attorney and the Chief of Police.

CMBR Kelly asked about the purpose behind Section 2.A.7. Mayor Kelly said it was discussed and is consistent with language passed by Lawrence, Kansas in September. He said the goal is to form bonds of trust with immigrants in the community and is a show of transparency that the City is not interested in defeating its own ordinance. CMBR Kelly asked why they give an alert to identify or say they are not taking a specific action.

CMBR Rebne, in response to CMBR Kelly said he is in support of including the passage. He said the ordinance has been worked on for over year to make sure to get closer in solidifying trust with the Police Department and ICE.

CMBR Kelly how they would be providing an alert and how it would be disseminated to the public.

CMBR Faidley said this really goes to the question of transparency and trust and supports the ordinance as written.

CMBR Kelly said he does not see this as transparency and does not know the mechanism that would be used.

Mayor Kelly said the ordinance sends a message that the City stands with immigrants and a community for all. Their work to protect to serve all people is enhanced when its people feel safe. He looks forward to continuing this work. This will be carried forward into the community, especially to immigrants who have been afraid to be an active member in the community.

MOTION: CMBR FAIDLEY MOVED AND CMBR REBNE SECONDED TO ADOPT ORDINANCE 1005 - PROTECTING PUBLIC SAFETY AND COMMUNITY RESOURCES ACT, VERSION 2. (MOTION CARRIED 8-0.)

B. Resolution 687 - In Support of Court Fine Changes Proposed by Judge Torline

CMBR Rebne asked CMBR McCormack if what they are voting on is what she envisioned on her budget objective. CMBR McCormack said that Judge Torline has embraced the idea behind reducing fines and fees for court cost. She said the fines do make money for the City, but it also unfairly punishes poorer citizens. They will look at what it does to the budget and how it affects the way the court runs, and whether this reduction really does help people. In all, she felt it was an excellent iteration of her budget objective.

MOTION: CMBR MCCORMACK MOVED AND CMBR HILL SECONDED TO APPROVE RESOLUTION 687 - SUPPORT OF COURT FINE CHANGES PROPOSED BY JUDGE TORLINE. (MOTION CARRIED 8-0)

X. Workshop Items:

There were no Workshop items presented.

XI. Reports of City Officials:

A. COVID Report

Chris Verbrugge, City Intern, provided an update for the first half of December. In the packet are holiday scheduling announcements as it relates to county COVID testing. Governor Kelly has launched a new COVID campaign, "Help stop the spread. It's up to us, Kansas." The call is to help healthcare workers who are overrun to please get a flu shot. The report in the packet also includes an update on CARES Act funding projects. They are still waiting on HVAC upgrades and confirmation that the touchless faucets have been installed.

Mr. Nichols said the vendor they were using to purchase the touchless faucets is not able to meet the deadline and, therefore, cannot complete the project by the end of the year.

CMBR Faidley thanked Mr. Nichols for overseeing ongoing testing at Community Center, noting that it is very well run. She said you can register in advance and there is no cost.

CMBR Hill said she and her son went, the process was easy, no waiting and there is a quick turnaround.

B. City Administrator Report

City Administrator Moody said the signals at 51st street have been taken down and adjustments have been made to the stop sign. They have added another southbound traffic sign in the median. With those

additions it has addressed the issue of visibility. They are projecting at the end of January for them to be up and operational. They are doing back of curb work and sodding north of 51st. Most of hardscape is complete and striping is in place. The workers are taking advantage of the good weather.

The pool project is on schedule as well. They are finishing up pouring the concrete and erecting different features.

C. Asst City Admin

Ms. Jones-Lacy provided an update on Dynamhex. She and Katie Garcia have been working with the principal engineer configuring the tool to make it user-friendly. It will help the City measure sustainability and greenhouse reduction goals. The second component is the public interface where residents can look at the City's carbon footprint, how it changes, their own footprint, changes they can make such as a more efficient vehicle or modifications in their home. They intend to go live February 1. There will be a public campaign to make sure public awareness knows this is coming.

Mayor Kelly said he is excited and happy for residents to be able to use the tool.

D. Public Works

Public Works Director Scharff said they are on track and working on wrapping up the leaf program.

E. Parks & Rec

Mr. Nichols provided an update on COVID testing through the Kansas Department of Health & Environment. Sign-ups for testing through the KDHE website. People are encouraged to sign up ahead of time. There were 56 people tested on Saturday, 67 on Sunday, and 45 on Monday. The service is well-used and operating efficiently.

Mayor Kelly asked for an update on the City's solar project. City Administrator Moody said solar installation at the Community Center is under way. The City Hall solar work will begin after they finalize the roof installation.

Aldi will also be doing a solar installation on their roof. City Administrator Moody said it's nice to see a business following the City's lead.

The Sunflower Medical Building has two tenant finishes underway and are also installing their MRI capability. They are on schedule to meet their deadline for completion with a hundred percent occupancy.

CMBR Hill commented when trying to schedule appointments for COVID that at first Roeland Park was not listed and the following day it showed up and went away again. Mr. Nichols said he will bring that to his point of contact and see what is going on.

XII. Adjourn

MOTION: CMBR MCCORMACK MOVED AND CMBR REBNE SECONDED TO ADJOURN. (MOTION CARRIED 8-0)

(Roeland Park City Council Meeting Adjourned at 7:41 p.m.)

Kelley Nielsen, City Clerk

Mike Kelly, Mayor

Item Number: Consent Agenda- II.-C.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Council Minutes January 4, 2021**
Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description
□ Council Minutes January 4, 2021

Type
Cover Memo

**CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, January 4, 2021 6:00 P.M.**

- | | | |
|--|---|--|
| <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

Brauer
Hill

Finance

McCormack
Madigan

Safety

Rebne
Faidley

Public Works

Kelly
Dickens

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

Pledge of Allegiance

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

Roll Call

Ms. Jones-Lacy called the roll. CMBR Brauer was absent. Staff members present were City Administrator Moody, Assistant City Administrator Jones-Lacy, Public Works Director Scharff, Police Chief Morris, Management Intern Verbrugge, and City Attorney Mauer.

Modification of Agenda

There were no modifications made to the agenda.

I. Citizens Comments

There were no public comments made.

II. Consent Agenda

- A. Appropriations Ordinance #965

MOTION: CMBR HILL MOVED AND CMBR KELLY SECONDED TO APPROVE THE CONSENT AGENDA AS PRESENTED. (MOTION CARRIED 7-0.)

III. Business from the Floor

- A. Applications/Presentations

IV. Mayor's Report

The Mayor's Report was given at the end of the meeting.

V. Workshop and Committee Reports

No report was given.

VI. Reports of City Liaisons

No reports were given.

VII. Unfinished Business

There was no unfinished business discussed.

VIII. New Business

A. Council Liaison and Committee Appointments

Mayor Kelly said he appreciates the time the Governing Body members are willing to dedicate to various committees.

CMBR Kelly said he planned on staying with the Sustainability Committee.

CMBR Hill volunteered to be an alternate on Stormwater Management Advisory Council.

CMBR Dickens volunteered to be an alternate on First Tier Suburbs.

CMBR Rebne offered to be an alternate on the Sustainability Committee.

MOTION: CMBR REBNE MOVED AND CMBR HILL SECONDED TO ADOPT THE COUNCIL LIAISON APPOINTMENTS AS PRESENTED IN THE PACKET ADDING CMBR KELLY TO SUSTAINABILITY, CMBR REBNE AS AN ALTERNATE ON SUSTAINABILITY, CMBR HILL AS AN ALTERNATE ON THE STORMWATER MANAGEMENT ADVISORY COUNCIL, AND CMBR DICKENS AS AN ALTERNATE ON FIRST TIER SUBURBS. (MOTION CARRIED 7-0)

B. Appoint Linda Thornburgh, Sarah Martin, and Jaime Davis to the Parks Committee

Mayor Kelly said the proposed appointments come with the recommendation of the Parks Committee.

CMBR Faidley thanked outgoing members Jennifer Provyn and Kathleen Whitworth for their long-term contribution to the committee. Mayor Kelly said they have dedicated countless hours to the parks and under their leadership the City has seen parks in their community continue to flourish.

CMBR Rebne seconded CMBR Faidley's comments. He said that Ms. Whitworth had urged them in Ward 4 to find representation and CMBR Rebne said he believed there were two applications from Ward 4 submitted. Mayor Kelly said he isn't able to comment, but at least one other application will be discussed in the near term before the Council.

MOTION: CMBR MCCORMACK MOVED AND CMBR REBNE SECONDED TO APPROVE THE APPOINTMENT OF LINDA THORNBURGH, SARAH MARTIN, AND JAIME DAVIS TO THE PARKS COMMITTEE. (MOTION CARRIED 7-0)

C. Council President Election

Mayor Kelly said in according to Ordinance 989 at the first Council meeting in January, they are to elect a new Council president.

CMBR Hill moved to table the until all Governing Body members were present and to give ample time to consider the items since they got late notice on Saturday. She said it is important for everyone to be here. She said it was originally moved to January since previous CMBR Poppa was leaving the Council.

MOTION: CMBR HILL MOVED AND CMBR DICKENS SECONDED TO TABLE THE VOTE FOR COUNCIL PRESIDENT UNTIL ALL GOVERNING BODY MEMBERS ARE PRESENT. (MOTION FAILS 3-4 WITH CMBRS REBNE, FAIDLEY, KELLY, AND MADIGAN VOTING NO.)

CMBR Faidley wanted to clarify the timing change of the election was not only due to Mr. Poppa leaving, but also for the swearing in of new Councilmembers and not creating a vacancy gap in the president position.

CMBR Madigan nominated CMBR Faidley for Council President.

CMBR Dickens nominated CMBR Hill for a second term as Council President.

CMBR Faidley stated she is appreciative of CMBR Hill's leadership and also the hard work of the entire Council especially during 2020. She said as elected officials, staff, and residents, they have done great work. CMBR Faidley also said she is experienced in leading meetings, working towards consensus, and also sees the value of rotating the position.

CMBR Hill thanked the Council for their support in the past year. She said the position has a large learning curve and her experience would lend well to serve another term. She said she believes her relationships with the Mayor and the staff have worked well and they have been efficient in their meetings. She also said it is beneficial to have more on than one year but stated CMBR Faidley would do an equally lovely job.

Mayor Kelly called for a vote. CMBRS Madigan, McCormack, Rebne, Kelly, and Faidley voted in support of CMBR Faidley for Council President. CMBRS Dickens and Hill voted in support of CMBR Hill.

Mayor Kelly congratulated CMBR Faidley as Council President. He thanked CMBR Hill and said he has enjoyed working with her and looks forward to continuing to do so as part of the Governing Body.

IX. Ordinances and Resolutions:

There were no ordinances or resolutions presented.

X. Workshop Items:

There were no Workshop items presented.

XI. Reports of City Officials:

A. Mayor's Report - Discuss Tax Rebate Program

Mayor Kelly thanked CMBR Madigan for bringing this matter forward for discussion with him and City Administrator Moody. Mayor Kelly said this is an item he is very passionate about and is one of the first things they created in 2018 with the new Council. He said they have done a remarkably good thing for Roeland Parkers since that time. They wanted to make sure they have proper oversight of the committee, to make certain applications for aid are administered with as much adherence to the language of the requirements as possible. They also have staff on the committee overseeing tax rebate program, as well as community professionals.

It has been discussed that Finance subcommittee members should provide the oversight of the Tax Rebate Program and rotate according to the subcommittee matrix.

CMBR Madigan said it is only logical for the Finance Committee to have that oversight.

City Administrator Moody asked for clarification on whether the two professionals would continue to serve. Mayor Kelly said that is correct.

MOTION: CMBR MADIGAN MOVED AND CMBR FAIDLEY SECONDED THE FINANCE COMMITTEE MEMBERS WILL PROVIDE OVERSIGHT TO THE TAX REBATE PROGRAM. (MOTION CARRIED 7-0)

B. COVID Report

Intern Chris Verbrugge provided the COVID update for the 2nd half of December. The vaccines have made it to Johnson County and the governor has issued a general prioritization plan.

Also, Roeland Park hosted COVID testing at the Community Center.

People getting vaccines are encouraged to use the social media tag #sleeveupJoCo.

With the exception of the touchless drinking fountains all CARES Act items were completed prior to the end of the year.

Mayor Kelly added they were able to adapt quite a bit in the use of CARES funding made available by Johnson County.

CMBR McCormack said she was getting her vaccine and wanted to take the opportunity to give feedback. Mr. Verbrugge said people can use any social media site they prefer with the hashtag #sleeveupJoCo to share their experience.

CMBR Faidley asked what happened to the money that was allotted for the touchless faucet that was not installed. City Administrator Moody said any monies not utilized were given an opportunity by Johnson County to be put towards costs related to the police.

Mayor Kelly reminded everyone to adhere to social distancing guidelines, limit gathering sizes, wear a mask, and wash their hands. He said they expect to see a spike in January because of holiday gatherings. He added that they are still trying to do their best to help the hospital capacity in their community.

XII. Adjourn

MOTION: CMBR DICKENS MOVED AND CMBR MCCORMACK SECONDED TO ADJOURN. (MOTION CARRIED 7-0)

(Roeland Park City Council Meeting Adjourned at 6:36 p.m.)

Kelley Nielsen, City Clerk

Mike Kelly, Mayor

Item Number: Reports of City Liaisons- VI.-A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 12/1/2020
Submitted By: Sergeant Cliff Chaffee
Committee/Department: Ad-Hoc Police Policy Review Committee
Title: **Ad Hoc Police Policy Review Committee - Report on Chapter 4**
Item Type: Other

Recommendation:

Details:

Attached are the sections of the Police Policy reviewed and recommended for implementation by the Ad Hoc Police Policy Review Committee at their 12/28/20 meeting.

Lisa Bruner, Chair of the Committee will provide an overview of the key discussions on these policies. This is an opportunity for Council to inquire about the policies.

The Police Department will complete training on the policies prior to them being implemented.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> _403 - Crime and Disaster Scene Integrity	Cover Memo
<input type="checkbox"/> _404 - Special Weapons and Tactics Team	Cover Memo
<input type="checkbox"/> _405 - Ride-Alongs	Cover Memo
<input type="checkbox"/> _406 - Hazardous Material Response	Cover Memo
<input type="checkbox"/> _408 - Response to Bomb Calls	Cover Memo
<input type="checkbox"/> _411 - Citation Releases	Cover Memo
<input type="checkbox"/> _412 - Foreign Diplomatic and Consular Representati	Cover Memo
<input type="checkbox"/> _413 - Rapid Response and Deployment	Cover Memo
<input type="checkbox"/> _415 - Utility Service Emergencies	Cover Memo
<input type="checkbox"/> _416 - Aircraft Accidents	Cover Memo
<input type="checkbox"/> _417 - Field Training	Cover Memo
<input type="checkbox"/> _418 - Air Support	Cover Memo
<input type="checkbox"/> _423 - Mobile Digital Computer Use	Cover Memo
<input type="checkbox"/> _425 - Public Recording of Law Enforcement Activity	Cover Memo
<input type="checkbox"/> _426 - Bicycle Patrol	Cover Memo
<input type="checkbox"/> _427 - Automated License Plate Readers (ALPRs)	Cover Memo
<input type="checkbox"/> _428 - Homeless Persons	Cover Memo

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Roeland Park Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

Crime and Disaster Scene Integrity

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Special Weapons and Tactics Team

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of a Special Weapons and Tactics Team (SWAT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the Roeland Park Police Department to maintain a SWAT, either internally or through mutual aid agreement(s) comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

- (a) Command and control
- (b) Containment
- (c) Entry/apprehension/rescue

404.3 CAPABILITIES

This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

The various levels of tactical team capability and training are as follows and may fluctuate based upon personnel, training, available equipment, resources and capabilities:

- Level I - A basic team capable of providing containment and intervention in critical incidents that exceed the training and resources available to line-level officers. This

Special Weapons and Tactics Team

does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g., active shooter response). Generally 5 percent of the Level I team's on-duty time should be devoted to training.

- Level II - An intermediate-level tactical team capable of providing containment and intervention. These teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of the Level II team's on-duty time should be devoted to training with supplemental training for tactical capabilities above the Level I team.
- Level III - An advanced-level tactical team whose members function on a full-time basis. Generally 25 percent of the Level III team's on-duty time is devoted to training. Level III teams operate in accordance with contemporary best practices. Such teams possess both skills and equipment to utilize tactics beyond the capabilities of Level I and Level II teams.

404.4 MANAGEMENT AND SUPERVISION

The Chief of Police is responsible for activating the necessary call to ensure mutual aid agreement is followed. We rely on outside assistance. Under the direction of the Chief of Police, through the Patrol Supervisor, the SWAT shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by the Chief of Police upon recommendation of command staff.

404.4.1 TEAM SUPERVISORS

The negotiation team and tactical team will be under the direction of designated team supervisors, who shall be selected by the responding SWAT agency upon specific recommendation by command staff and the SWAT Commander.

The primary responsibility of the team supervisors is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

404.5.1 EQUIPMENT INSPECTIONS

The SWAT Commander shall appoint a team supervisor to perform operational readiness inspections of all SWAT equipment at least quarterly. The result of the inspection will be forwarded to the SWAT Commander in writing. The inspections will include personal equipment issued to members of the SWAT, operational equipment maintained in the SWAT facility and equipment maintained or used in SWAT vehicles.

Roeland Park Police Department

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Special Weapons and Tactics Team

404.5.2 MULTIJURISDICTIONAL OPERATIONS

The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

- (a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.
- (b) Members of the Roeland Park Police Department shall operate under the policies, procedures, and command of the Roeland Park Police Department when working in a multi-agency situation.

404.6 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.6.1 ORGANIZATIONAL PROCEDURES

The Department shall develop a separate written set of organizational procedures that should address, at a minimum:

- (a) Specific missions the SWAT is capable of performing.
- (b) SWAT organization and function.
- (c) Member selection, retention and termination criteria.
- (d) Procedures for notification, activation, deactivation and deployment.
- (e) Command and control issues, including a clearly defined command structure and dedicated lines of communication.
- (f) Multi-agency response.
- (g) Out-of-jurisdiction response.
- (h) Specialized functions and supporting resources.

404.6.2 OPERATIONAL PROCEDURES

The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

- (a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).
 - 1. All SWAT members should have an understanding of operational planning.

Roeland Park Police Department

KS LE Policy Manual

Special Weapons and Tactics Team

2. SWAT training should include planning for both spontaneous and planned events.
3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.
- (b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
 1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.
- (c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.
- (d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.
- (e) Roles for the negotiations team and negotiators.
- (f) A standard method of determining whether a warrant should be regarded as high risk.
- (g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.
- (h) Protocols for post-incident scene management, including:
 1. Documentation of the incident.
 2. Transition to investigations and/or other sections.
 3. Debriefing after every deployment of the SWAT.
 - (a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.
 - (b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.
 - (c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
 - (d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.
- (i) A sound risk management analysis.

Special Weapons and Tactics Team

- (j) Standardization of equipment deployed.

404.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.7.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT include:

- (a) Barricaded suspects who refuse an order to surrender.
- (b) Incidents where hostages are taken.
- (c) Individuals who are threatening suicide and have refused to surrender.
- (d) Arrests of potentially armed or dangerous persons.
- (e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order, and ensure the protection of persons or property.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the Shift Sergeant.

404.7.2 ON-SCENE DETERMINATION AND NOTIFICATION

The Shift Supervisor at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT is to respond to the scene. Final determination will be made by the Shift Sergeant, who shall then notify dispatch that SWAT will be needed.

The Shift Sergeant should brief the outside agency SWAT Commander about the incident. Such information should include:

- (a) The type of crime involved.
- (b) The number of suspects, identity and criminal history.
- (c) The known weapons and resources available to the suspect.
- (d) If the suspect is in control of hostages and/or barricaded.
- (e) Whether contact has been made with the suspect and whether there have been demands.
- (f) If potential victims are still within the inner perimeter.
- (g) If the suspect has threatened or attempted suicide.
- (h) The location of the command post and a safe approach to it.
- (i) The extent of any inner or outer perimeter and the number of personnel involved.

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- (j) Any other assets or resources at the scene including other involved agencies.
- (k) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current callout procedures. A current mobilization list shall be maintained in the Shift Sergeant's office and Dispatch by the SWAT Commander.

The Shift Sergeant will notify the Chief of Police as soon as practicable.

404.7.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

- (a) Establish an arrest/response team in case the suspect takes action. The response team's tasks may include:
 - 1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
 - 2. Securing any subject or suspect who may surrender or attempt to escape.
- (b) Evacuate any injured persons in the zone of danger.
- (c) Evacuate or provide safety instructions to other people in the zone of danger.
- (d) Establish an inner and outer perimeter.
- (e) Establish a command post outside of the inner perimeter.
- (f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.
- (g) Plan for, and stage, anticipated resources.

404.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Shift Supervisor shall brief the SWAT Commander. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

404.7.5 COMMUNICATIONS WITH SWAT MEMBERS

All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt

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or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.8 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Roeland Park Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, City employees and members of this department to observe and experience, first-hand, various functions of the Roeland Park Police Department. The term "ride-along" includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as Dispatch.

405.3 ELIGIBILITY

A ride-along is available to City of Roeland Park, Kansas residents and business owners, students currently attending class in City of Roeland Park, Kansas and those employed within the City of City of Roeland Park, Kansas. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to, the following:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against this department or the City
- Denial by any supervisor

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week, from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Shift Sergeant.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Shift Sergeant. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver's license number, birthdate, address and telephone number.

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The Shift Sergeant will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate section as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers
- Volunteers
- Chaplains
- Reserves
- Roeland Park Police Department applicants
- Any others with approval of the Shift Sergeant
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers are covered in the Explorers Policy.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department or any other law enforcement agency, and employees of the City, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Shift Sergeant.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel or City employee shall not:

- (a) Be considered on-duty.
- (b) Represent him/herself as a member of this department or any other law enforcement agency.
- (c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Kansas Criminal Justice Information System (KCJIS) check prior to approval of the ride-along.

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405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Sergeant. The Shift Sergeant or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

- (a) The participant will follow the directions of the department member.
- (b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.
- (c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.
 - 1. If the participant is on a ride-along, the member may return the participant to the point the ride originated.
- (d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
- (e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
- (f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the communications operator that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The communications operator will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Sergeant. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

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Upon completion of the ride-along, the member shall return the waiver form to the Shift Sergeant.

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Roeland Park Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Make the initial assessment of a potentially hazardous material from a safe distance.
- (b) Notify Dispatch, appropriate supervisors, the appropriate fire department and hazardous response units.
 1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

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Hazardous Material Response

- (c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
- (d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
- (e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
 - 1. Placards or use of an emergency response guidebook.
 - 2. Driver's statements or shipping documents from the person transporting the material.
 - 3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
 - (a) The type of material.
 - (b) How to secure and contain the material.
 - (c) Any other information to protect the safety of those present, the community and the environment.
- (f) Provide first aid to injured parties if it can be done safely and without contamination.
- (g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
- (h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
- (i) Establish a decontamination area when needed.
- (j) Activate automated community notification systems, if applicable.

406.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Shift Sergeant as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

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406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Roeland Park Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Roeland Park Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Sergeant is immediately advised and informed of the details. This will enable the Shift Sergeant to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 ROELAND PARK POLICE DEPARTMENT FACILITY

If the bomb threat is against the Roeland Park Police Department facility, the Shift Sergeant will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Roeland Park Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Sergeant deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of City of Roeland Park, Kansas, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 - 1. No evacuation of personnel and no search for a device.
 - 2. Search for a device without evacuation of personnel.
 - 3. Evacuation of personnel without a search for a device.
 - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Sergeant is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Sergeant should be notified when police assistance is requested. The Shift Sergeant will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Sergeant determine that the Department will assist or control such an incident, he/she will determine:

Response to Bomb Calls

- (a) The appropriate level of assistance.
- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - 1. Two-way radios
 - 2. Cell phones
 - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.

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- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Shift Sergeant including:
 - 1. The time of discovery.
 - 2. The exact location of the device.
 - 3. A full description of the device (e.g., size, shape, markings, construction).
 - 4. The anticipated danger zone and perimeter.
 - 5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services

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- Field supervisor
- Shift Sergeant
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Sergeant should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Citation Releases

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Roeland Park Police Department with guidance on when to release adults who are suspected offenders on a citation/notice to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence and Stalking Policy.

411.2 POLICY

The Roeland Park Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation/notice to appear in court, when authorized to do so.

411.3 RELEASE

A suspected offender shall be released on issuance of a citation/notice to appear in court for the following:

- (a) Cigarette or tobacco infractions (K.S.A. § 79-3393; K.S.A. § 12-4212).
- (b) Traffic infractions unless the person demands to be taken before a judge (K.S.A. § 8-2104(c); K.S.A. § 22-2401).
- (c) County code or resolution violations (K.S.A. § 19-4714).
- (d) City or municipal ordinance violations unless the violation involves the intentional infliction of bodily harm (K.S.A. § 12-4206; K.S.A. § 12-4212).
- (e) Misdemeanors not committed in the presence of the officer unless the officer has probable cause to believe that (K.S.A. § 22-2401):
 - 1. The person will not be apprehended or evidence of the crime will be irretrievably lost unless the person is immediately arrested.
 - 2. The person may cause injury to self or others or damage to property unless immediately arrested.
 - 3. The person has intentionally inflicted bodily harm to another person.

411.3.1 DISCRETIONARY RELEASES

A suspected offender may be released on issuance of a citation/notice to appear in court for:

- (a) Misdemeanors
- (b) City or municipal ordinance violations involving the intentional infliction of bodily harm (K.S.A. § 12-4206; K.S.A. § 12-4212)
- (c) Wildlife, parks and tourism violations (K.S.A. § 32-1049)

Citation Releases

411.4 PROHIBITIONS

The release of a suspected offender on a citation/notice to appear in court is not permitted for:

- (a) Felonies (K.S.A. § 22-2401).
- (b) Violations of uniform traffic regulations if the person (K.S.A. § 8-2104):
 - 1. Demands an immediate appearance before a judge, or;
 - 2. Is arrested for driving under the influence or eluding in a vehicle.
- (c) A warrant for the person's arrest or a court order requiring the person to be taken into custody is issued.

See the Domestic Violence and Stalking Policy for release restrictions related to those investigations.

411.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider (K.S.A. § 12-4212):

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.
- (d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- (e) The individual's ties to the area, such as residence, employment or family.
- (f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Roeland Park Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Roeland Park Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll-free at 866-217-2089, or at another current telephone number, and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Foreign Diplomatic and Consular Representatives

412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
 - 4. Honorary consular officers

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

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412.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

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Foreign Diplomatic and Consular Representatives

Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

413.2 POLICY

The Roeland Park Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

Rapid Response and Deployment

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Patrol Supervisor should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

Rapid Response and Deployment

413.6 TRAINING

The Training Sergeant should include rapid response to critical incidents in the training plan. This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Utility Service Emergencies

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing City utility service emergencies. This policy will address calls for service that are directed to the Police Department.

415.2 POLICY

It is the policy of the Roeland Park Police Department to appropriately respond to City utility service requests received by this department for reason of any utility or infrastructure emergency event.

415.3 UTILITY SERVICE EMERGENCY

A current contact list of City personnel to be notified in the event of a utility service emergency should be available in Dispatch.

415.3.1 WATER LINES

The City's responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.

If a water line break occurs on the City side of the water meter, public works personnel should be notified as soon as practicable.

415.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

415.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving City reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

415.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

415.3.5 TRAFFIC SIGNALS

A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Dispatch of the problem with the traffic signal. The communications operator should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

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Utility Service Emergencies

A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Roeland Park Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Aircraft Accidents

416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Medical Examiner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

Aircraft Accidents

- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of City of Roeland Park, Kansas shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of RPPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

Aircraft Accidents

416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Roeland Park Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.2 POLICY

It is the policy of the Roeland Park Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and is in compliance with state-specific KS-CPOST requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

- (a) Issuance of training materials to each trainee at the beginning of his/her field training.
- (b) Daily, weekly and monthly evaluation and documentation of the trainee's performance.
- (c) A multiphase structure that includes:
 - 1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Training Sergeant and FTO coordinator.
 - 2. Assignment of the trainee to a variety of shifts and geographical areas.
 - 3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
- (d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the officer trainee's training file including:
 - 1. All performance evaluations.
 - 2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

Field Training

417.4 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Chief of Police or the authorized designee.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing department training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising individual FTO performance.
- (g) Monitoring the overall performance of field training.
- (h) Keeping the Shift Sergeant informed through monthly evaluation reports about the trainees' progress.
- (i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.
- (j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
- (k) Performing other activities as may be directed by the Patrol Supervisor.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.5 FTO SELECTION, TRAINING, AND RESPONSIBILITIES

417.5.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of four years of patrol experience, two of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (d) Successful completion of an internal oral interview process.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possession of, or ability to obtain, department-approved certification.

Field Training

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.5.2 TRAINING

An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

417.5.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

417.5.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee.
- (c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.
- (d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.
- (e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.
- (f) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.

Air Support

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

418.2 POLICY

It is the policy of the Roeland Park Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

418.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

418.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

- (a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.
- (b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.
- (c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.
- (d) Vehicle pursuits.
- (e) Pre-planned events or actions that require air support.
- (f) Due to a request under existing mutual aid agreements.
- (g) When the Shift Sergeant or equivalent authority determines a reasonable need exists.

418.3.2 ALLIED AGENCY REQUEST

After consideration and approval of the request for air support, the Shift Sergeant or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

Mobile Digital Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

423.2 POLICY

Roeland Park Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Sergeants.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages

Mobile Digital Computer Use

that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Sergeant or other department-established protocol, all calls for service assigned by a communications operator should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a communications operator.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Shift Sergeant is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

423.6 EQUIPMENT CONSIDERATIONS

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423.6.1 MALFUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Dispatch. It shall be the responsibility of the communications operator to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Roeland Park Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officer, him/herself or others.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

Public Recording of Law Enforcement Activity

individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Evidence Room Policy.

Bicycle Patrol

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Roeland Park Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

426.2 POLICY

It is the policy of the Roeland Park Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

426.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol coordinator or the Shift Sergeant.

426.4 SELECTION

Interested officers who are off probation shall submit a letter of interest to the Chief of Police. Qualified applicants will then be invited by the Chief of Police. Interested officers shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance
- (b) Special skills or training as it pertains to the assignment
- (c) Good physical condition
- (d) Willingness to perform duties using the bicycle as a mode of transportation

426.4.1 OFFICER RESPONSIBILITIES

Officers should operate the bicycle in compliance with the Kansas Uniform Act Regulating Traffic under normal operation, unless their duties require otherwise (K.S.A. § 8-1401 et seq.; K.S.A. § 8-1506).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

Officers are exempt from the rules of the road only when making use of audible and visual signals meeting the requirements of K.S.A. § 8-1738 and K.S.A. § 8-1720 (K.S.A. § 8-1506(c)).

Bicycle Patrol

426.5 BICYCLE PATROL COORDINATOR

The Chief of Police shall delegate certain responsibilities to officers assigned to bicycle patrol.

The Chief of Police may appoint a senior bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Organizing bicycle patrol training.
- (b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.
- (c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.
- (d) Scheduling maintenance and repairs.
- (e) Evaluating the performance of bicycle patrol officers.
- (f) Coordinating activities with the Patrol Division.
- (g) Other activities as required to maintain the efficient operation of bicycle patrol.

426.6 PATROL BICYCLE

Bicycle patrol officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, batteries and a charger.

Patrol bicycles shall be primarily black or white in color with a "Police" decal affixed to each side of the crossbar or the bicycle's gear bag. Every patrol bicycle shall be equipped with:

- (a) Front and rear reflectors.
- (b) A siren and horn.
- (c) A steady or flashing blue and red warning light that is visible from the front, sides or rear of the bicycle.
- (d) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.
- (e) A gear bag that shall include a first-aid kit, tire pump, repair tool, tire tube, security lock, high-visibility vest and equipment information and use manuals. These items are to remain with/on the patrol bicycle at all times.

Patrol bicycles shall be properly secured when not in the officer's immediate presence.

426.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

426.6.2 MAINTENANCE

- (a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

Roeland Park Police Department

KS LE Policy Manual

Bicycle Patrol

- (b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).
 - 1. Each patrol bicycle will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Department.
- (c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.
- (d) If a needed repair is beyond the ability of the bicycle patrol officer, a repair work order will be completed and forwarded to the coordinator for repair by a technician approved by the Department.
- (e) Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.
 - 1. During prolonged periods of non-use, each bicycle patrol officer assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.
- (f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

426.7 UNIFORMS AND EQUIPMENT

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Roeland Park Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

426.8 TRAINING

Officers should complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- (a) Bicycle patrol strategies
- (b) Bicycle safety and accident prevention

Roeland Park Police Department

KS LE Policy Manual

Bicycle Patrol

(c) Operational tactics and techniques using bicycles

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Roeland Park Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Roeland Park Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Fleet Officer. The Chief of Police will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

Automated License Plate Readers (ALPRs)

- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

427.5 DATA COLLECTION AND RETENTION

The Chief of Police, or a designee of his/her choice, is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Roeland Park Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.

Roeland Park Police Department

KS LE Policy Manual

Automated License Plate Readers (ALPRs)

- (b) The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Roeland Park Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Roeland Park Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by and directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

- (a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.
- (b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.
- (c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.
- (d) Remaining abreast of laws dealing with homelessness, including personal property rights.
- (e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.
- (f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

Homeless Persons

428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

- (a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (b) Documenting locations the person may frequent.
- (c) Providing victim/witness resources, when appropriate.
- (d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.
- (e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.
- (f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.
- (g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under involuntary commitment when facts and circumstances reasonably indicate such a detention is warranted (see the Involuntary Commitments Policy).

Homeless Persons

428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Item Number: Unfinished Business- VII.-A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/14/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Discuss Design Options for Entryway Signs**
Item Type: Discussion

Recommendation:

DI is seeking direction on design options to keep the project within budget.

Details:

Options to be discussed:

1. Lighting to be a standard white vs RGB (ability to program color changing into the sign lighting). The RGB capability is \$10,000 per sign.
2. Use a stained concrete finish on the backside of the sign and granite on the balance of the surfaces. All three signs reflect landscaping on the backside of each sign which will obscure the view of the stained concrete.
3. Some combination of 2 and 3 above applied to the 3 signs.
4. Complete the signs with RGB and full granite cladding and allocate addition funds to the project (DI will provide the amount at the meeting).

Attached are is the entryway sign design that Council has approved.

Financial Impact

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

Additional Information

Also attached is the sign easement requested from Commerce Bank. We have not received the executed easement back from Commerce. Commerce has reviewed the entryway sign designs preferred by the Council as well as diagrams reflecting the easement area and have indicated that they are agreeable to the easement. But no answer to date.

If Commerce is not willing to grant the easement, the NW corner sign could be moved into the area between the sidewalk and curb but that puts the sign very close to the road. Staff has discussed the possibility of remodeling the entryway sign at Johnson and Roeland Drive. DI believes that sign could be re-faced to be similar in appearance to the design the Council has selected and that this would be more affordable than building a new sign.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
📎 Entryway Signs Approved by Council	Cover Memo
📎 Sign Easement Requested from Commerce Bank	Cover Memo

ROELAND PARK

GATEWAY SIGNAGE

CONCEPT DESIGN NOVEMBER 12, 2020

**Dimensional
Innovations**



SIGNAGE OPPORTUNITIES

01 NORTH GATEWAY

02 SOUTH GATEWAY WEST

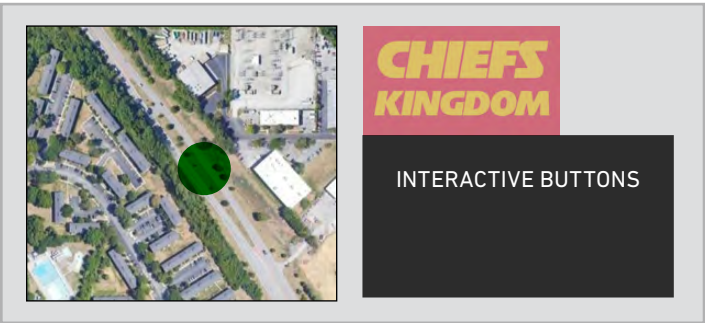
03 SOUTH GATEWAY EAST



FACE LIT



HALO LIT



FACE LIT DETAILS
 -ALUMINUM LETTERS WITH ACRYLIC FACES APPLIED TO DAY/ NIGHT VINYL, RETURNS PAINTED WITH A BRASS METAL FINISH
 POST MOUNT LETTERS (1'-8"H)
 -REVERSE CUT LOGO FROM BRASS STRUCTURE 7'-0"H)
 -INTERNALLY ILLUMINATED WITH WHITE AND RGB LEDS
 -ANTIQUE COLORED CONCRETE STRUCTURE

HALO LIT DETAILS
 -ALUMINUM LETTERS PAINTED WITH A BRASS METAL FINISH
 POST MOUNT LETTERS (1'-8"H)
 -REVERSE CUT LOGO FROM BRASS STRUCTURE 7'-0"H)
 -INTERNALLY ILLUMINATED BACK LIT WITH WHITE AND RGB LEDS
 -ANTIQUE COLORED CONCRETE STRUCTURE

01 NORTHSIDE GATEWAY - RENDER OPTIONS



01 NORTHSIDE GATEWAY - LANDSCAPING PLAN

EXAMPLES:

- Prairie Dropseed,
- Adam's Needle (Yucca)
- Fatal Attraction Coneflower
- Northwind Switchgrass
- Karl Foerster Feather Reed Grass
- Hummelo Stachys, Summer Beauty Allium, Montrose White Calamint, Autumn Joy Sedum, or Autumn Moor Grass. These are shorter (12"-18") and would be best positioned in the front third of the planting bed.

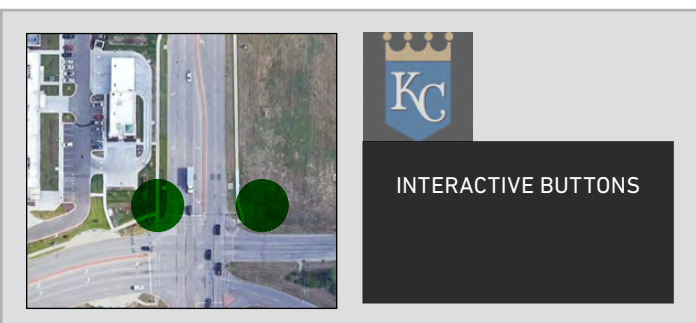




FACE LIT



HALO LIT



FACE LIT DETAILS

- ALUMINUM LETTERS WITH ACRYLIC FACES APPLIED TO DAY/ NIGHT VINYL, RETURNS PAINTED WITH A BRASS METAL FINISH
- POST MOUNT LETTERS (1'-0"H)
- REVERSE CUT LOGO FROM BRASS STRUCTURE 4'-6"H)
- INTERNALLY ILLUMINATED WITH WHITE AND RGB LEDS
- ANTIQUE COLORED CONCRETE STRUCTURE

HALO LIT DETAILS

- ALUMINUM LETTERS PAINTED WITH A BRASS METAL FINISH
- POST MOUNT LETTERS (1'-0"H)
- REVERSE CUT LOGO FROM BRASS STRUCTURE 4'-6"H)
- INTERNALLY ILLUMINATED WITH WHITE AND RGB LEDS
- ANTIQUE COLORED CONCRETE STRUCTURE

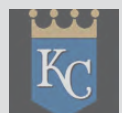
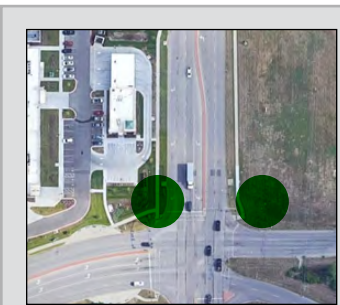
02 WESTSIDE GATEWAY



FACE LIT



HALO LIT



INTERACTIVE BUTTONS

FACE LIT DETAILS

- ALUMINUM LETTERS WITH ACRYLIC FACES APPLIED TO DAY/ NIGHT VINYL, RETURNS PAINTED WITH A BRASS METAL FINISH
- POST MOUNT LETTERS (1'-0"H)
- REVERSE CUT LOGO FROM BRASS STRUCTURE 4'-6"H)
- INTERNALLY ILLUMINATED WITH WHITE AND RGB LEDS
- ANTIQUE COLORED CONCRETE STRUCTURE

HALO LIT DETAILS

- ALUMINUM LETTERS PAINTED WITH A BRASS METAL FINISH
- POST MOUNT LETTERS (1'-0"H)
- REVERSE CUT LOGO FROM BRASS STRUCTURE 4'-6"H)
- INTERNALLY ILLUMINATED WITH WHITE AND RGB LEDS
- ANTIQUE COLORED CONCRETE STRUCTURE

03 EASTSIDE GATEWAY



ROELAND PARK
GATEWAY SIGNAGE

THANK YOU

**Dimensional
Innovations**

DO NOT WRITE, TYPE OR STAMP ANYTHING ABOVE THIS LINE OR IN THE MARGINS.
REMOVE THIS BOX PRIOR TO PRINTING.

4700 Johnson Drive, Roeland Park, KS 66205
Commerce Addition Lot 2

SIGN EASEMENT

KNOW ALL MEN BY THESE PRESENTS: That _____
("Grantor"), in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt and sufficiency of which is hereby acknowledged, does hereby grant to the CITY OF ROELAND PARK, KANSAS, a Kansas municipal corporation ("Grantee"), with an address of 4600 W 51st Street, Roeland Park, KS 66205, its successors and assigns, forever a perpetual easement, over, under and through the following described real property for the purpose of entering upon, locating, constructing and maintaining, or authorizing the location, construction, or maintenance of a sign, which may include, but is not necessarily limited to, conduits, wires, service boxes, landscaping (the "Sign"), and shall include the right to repair, replace, and maintain the Sign, and for any reconstruction and future expansion of such Sign within the area of easement together with the right of access to the easement and over the easement for these purposes, in the following described premises:

SEE ATTACHMENT 'A' (the "Easement Property")

THIS EASEMENT is executed and delivered and said easement is granted upon the following conditions:

1. Grantor, its/his/her heirs, executors, administrators, successors and assigns, hereby releases Grantee, its agents and employees, assigns and successors from any and all liability for damage to the remaining lands of Grantor resulting from this conveyance, and construction and maintenance of said Sign, PROVIDED the Grantee, its agents and employees, assigns and successors shall, as soon as practicable, after construction of said Sign and all subsequent alterations and repairs thereto, restore all property of the Grantor to a neat and presentable condition.
2. The rights granted herein shall not be construed to interfere with or restrict Grantor its/his/her heirs, executors, administrators, successors and assigns from the use of the Easement Property with respect to the construction and maintenance of property improvements along and over the Easement Property so long as the same are so constructed as not to impair the strength or interfere with the use and maintenance of the Sign.

Rev. 1-8-20

DO NOT WRITE, TYPE OR STAMP ANYTHING BELOW THIS LINE.
REMOVE THIS BOX PRIOR TO PRINTING.

DO NOT WRITE, TYPE OR STAMP ANYTHING ABOVE THIS LINE OR IN THE MARGINS.
REMOVE THIS BOX PRIOR TO PRINTING.

THIS EASEMENT shall apply to all interests now owned or hereafter acquired to the above-described property, shall run with the land, and shall be filed with the Register of Deeds, Johnson County, Kansas.

DATED this _____ day of _____, 20____.

Signature _____

Signature _____

Printed Name _____

Printed Name _____

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

BE IT REMEMBERED, That on this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came _____ who is/are personally known to me to be the same person(s) who executed the within instrument of writing and duly acknowledged the execution of same.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public
Notary Stamp:

DO NOT WRITE, TYPE OR STAMP ANYTHING BELOW THIS LINE.
REMOVE THIS BOX PRIOR TO PRINTING.

DO NOT WRITE, TYPE OR STAMP ANYTHING ABOVE THIS LINE OR IN THE MARGINS.
REMOVE THIS BOX PRIOR TO PRINTING.

THIS EASEMENT shall apply to all interests now owned or hereafter acquired to the above-described property, shall run with the land, and shall be filed with the Register of Deeds, Johnson County, Kansas.

DATED this _____ day of _____, 20____.

Signature _____

Signature _____

Printed Name _____

Printed Name _____

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

BE IT REMEMBERED, That on this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came _____ (name/s), member(s) of _____ (name of company), a Limited Liability Company duly formed under the provisions of the _____ (state) Limited Liability Company Act, who is/are personally known to me to be the such member(s) and who is/are personally known to me to be the same person(s) who executed as such member(s) the foregoing instrument on behalf of said company, and such person(s) duly acknowledged the execution of same to be the act and deed of said company.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public
Notary Stamp:

DO NOT WRITE, TYPE OR STAMP ANYTHING BELOW THIS LINE.
REMOVE THIS BOX PRIOR TO PRINTING.

DO NOT WRITE, TYPE OR STAMP ANYTHING BELOW THIS LINE.
REMOVE THIS BOX PRIOR TO PRINTING.

ATTACHMENT "A"

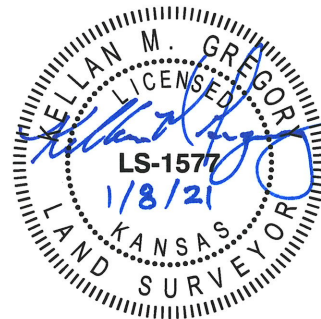
SIGN EASEMENT LEGAL DESCRIPTION

All that part of Lot 2, COMMERCE ADDITION, LOTS 1 AND 2, a subdivision of record situate in the City of Roeland Park, Johnson County, Kansas, being described as follows:

Beginning at the Southeast corner of said Lot 2; thence Southwesterly, along the South line of said Lot 2, a distance of 26.59 feet; thence Northeasterly, departing the South line of said Lot 2, to a point on the East line of said Lot 2 that is 26.00 feet North of the Southeast corner thereof, as measured along said East line; thence Southerly, along the East line of said Lot 2, a distance of 26.00 feet to the Point of Beginning.

Containing 325 square feet, more or less.

This description prepared by:
Kellan M. Gregory, KS PLS #1577
Lamp Rynearson
9001 State Line Road
Kansas City, Missouri 64114
KS CLS-350



**LAMP
RYNEARSON**

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

SHEET 1 OF 2

DESIGNER / DRAFTER
KMG

REVIEWER
DGM

PROJECT NUMBER
0320001.00

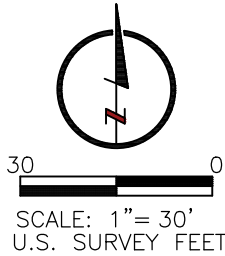
DATE
1/8/21

SURFACE LOCATION

BOOK AND PAGE

SIGN EASEMENT
LEGAL DESCRIPTION

EASEMENT EXHIBIT

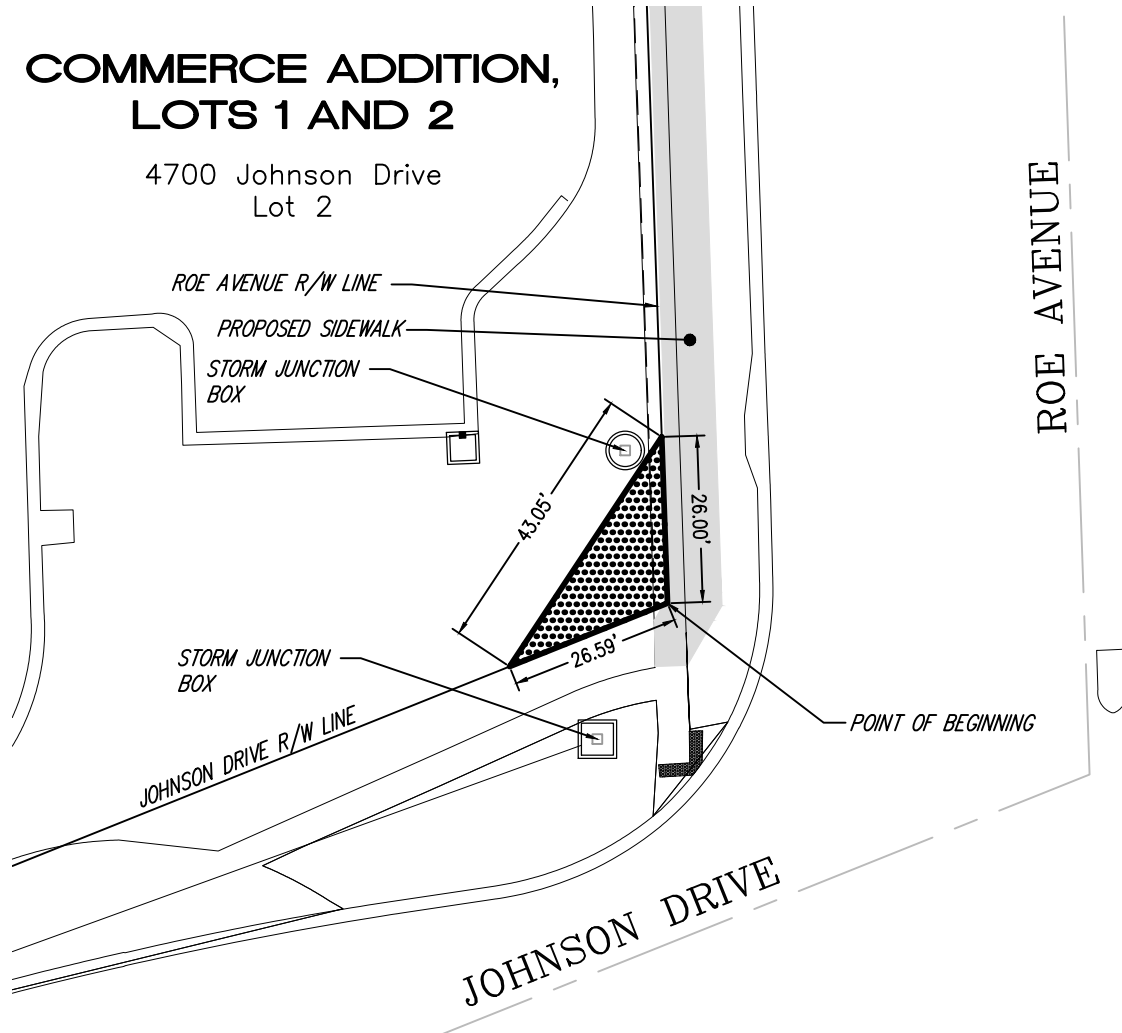


LEGEND

	EASEMENT LINE
	RIGHT-OF-WAY (R/W) LINE
	STREET CENTERLINE

COMMERCE ADDITION, LOTS 1 AND 2

4700 Johnson Drive
Lot 2



**LAMP
RYNEARSON**

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

SHEET 2 OF 2

DESIGNER / DRAFTER
KMG

REVIEWER
DGM

PROJECT NUMBER
0320001.00

DATE
1/8/21

SURFACE LOCATION

BOOK AND PAGE

SIGN EASEMENT
EXHIBIT

Item Number: New Business- VIII.-A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/13/2021
Submitted By: Mayor
Committee/Department: Admin.
Title: **Committee Appointment and Reappointments**
Item Type: Other

Recommendation:

To appoint Anita Macek, Sara Coe and Judy Hyde to the parks committee, Matthew Lero to the planning commission, reappoint Carol Fields to sustainability, and reappoint Judy Orth to the Roeland Park Community Foundation Board.

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description		Type
	Anita Macek	Cover Memo
	Sara Coe	Cover Memo
	Judy Hyde	Cover Memo
	Matthew Lero	Cover Memo
	Carol Fields	Cover Memo

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com <noreply@civicplus.com>

Tue 10/20/2020 12:17 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>

Committee Volunteer Form

Date	10/20/2020
First Name	Anita
Last Name	Macek
Address	4800 Neosho
City	Roeland Park
State	Kansas
Zip	66205
Email	
Phone	
Place of Employment	Retired
How long have you been a resident of Roeland Park?	10 years, also grew up here for 20 years
How much time do you have to devote per month?	Whatever is needed
Board & Committee Interest	Parks and Trees
	I love this town and would like to contribute to its residents and its future. I'm an avid gardener with some pertinent experience. I'd also love to have a dog park nearby.
Select a Board or Committee	Parks
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	I don't have a current resume, but was a teacher for 35 years and am experienced in working with groups and people of all ages. Most recently I volunteered with activities at Bickford Assisted Living and was the leader of a TOPS chapter in Lenexa.
Resume	Field not completed.

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com <noreply@civicplus.com>

Thu 10/8/2020 6:55 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>

Committee Volunteer Form

Date	10/8/2020
First Name	Sara
Last Name	Coe
Address	5346 Sherwood Drive
City	Roeland Park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	KCKPS USD 500
How long have you been a resident of Roeland Park?	16 years
How much time do you have to devote per month?	Field not completed.
Board & Committee Interest	I'm interested in joining the parks committee. I've been interested in our parks for several years. I've recently let some other volunteer commitments go. I now feel like I have the time that I could commit to being on parks. My family uses the parks quite a bit and I'd love to volunteer some time to helping make our city amazing.
Select a Board or Committee	Parks
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	Field not completed.
Resume	Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com <noreply@civicplus.com>

Wed 12/2/2020 7:50 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>

Committee Volunteer Form

Date	12/2/2020
First Name	Judy
Last Name	Hyde
Address	5113 W. 58th St.
City	Roeland Park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	retired
How long have you been a resident of Roeland Park?	48+ years
How much time do you have to devote per month?	varies
Board & Committee Interest	I'm interested in joining the Parks Committee. I currently Chair the Sustainability Committee, and I would continue with that in addition to Parks. I've been a member of the See Red Run! task force in R Park, the task force for the R Park shelters/restroom, the Citizens Fundraising Initiative for R Park group, and the Cooper Creek Restoration Project, among others. I am committed to investing in this City.
Select a Board or Committee	Parks
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	I believe in investing in the City, and I'm willing to work toward that end. I provided my resumé when I joined the Sustainability Committee, so it is on file. The additions would be my volunteer work for the City that I've cited above.

Online Form Submittal: Committee Volunteer Form

noreply@civicplus.com <noreply@civicplus.com>

Mon 12/14/2020 1:36 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; Jones-Lacy, Jennifer <jjoneslacy@roelandpark.org>

Committee Volunteer Form

Date	12/14/2020
First Name	Matthew
Last Name	Lero
Address	4222 w 55th st
City	Roeland park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	RDM Architecture
How long have you been a resident of Roeland Park?	7 yrs
How much time do you have to devote per month?	6-10 hrs
Board & Committee Interest	I'm interested in the Planning Commission seat. As an architect I've taken many projects through various planning commissions around the metro area and I feel like I have some insight into the process that could be useful and would allow me to contribute to my city. I'm also a small business owner and I feel like it is important to make time for civic involvement. It is something that we encourage and make time for. I've been working with some other residents to get the sidewalk added along Buena Vista and it felt good have a positive impact on the city and this seems like another good way to do that.
Select a Board or Committee	Planning Commission
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	I'm also interested in being involved in other ways if there isn't a spot available on the planning commission. with two kids at Roesland and being an artist myself, Parks and Arts are also appealing.

Committee Volunteer Application

wordpress@roelandpark.net on behalf of City of Roeland Park-Volunteer Form

Fri 12/8/2017 10:15 AM

To: Bohon, Kelley <kbohon@roelandpark.org>;

Committee Volunteer Application Form

Email:	
Date:	12/09/2017
Name:	Carol O. Fields
Daytime Phone Number:	
Evening Phone Number:	
Address:	3535 W. 47th Pl. Roeland Park, KS 66205 United States of America
Place of Employment:	retired
How long have you been a resident of Roeland Park?:	4 & 1/2 years
How much time do you have to devote per month?:	a few hours a few days
Briefly describe why you are interested in serving on a Board/Committee for the City of Roeland Park:	I think Sustainability in the immediate human and beyond human environment is very important and begins with our everyday life decisions. I have attended & mostly observed several meetings of the committee this year, and am pleased with what the committee has been doing. But I want the city to improve its yard waste program and help city residents find easier ways to compost more, and to explore solar power options also.
Select which Board or Committees you are interested in serving on: (only one per application):	Sustainability
Additional, comments:	As a retiree from Social work, then reseach accounting, I do not have a resume prepared at this time. I will call

Item Number: New Business- VIII.-B.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/11/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Reappoint Ad-Hoc Development Committee**
Item Type: Other

Recommendation:

To reappoint council members Jim Kelly, Jan Faidley, Tom Madigan, Benjamin Dickens and resident Tim Janssen.

Details:

This committee was appointed for a term that ends on 12/31/2020.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: New Business- VIII.-C.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/30/2020
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Reappoint Ad-Hoc Historical Committee Members**
Item Type: Other

Recommendation:

To reappoint council members Tom Madigan and Michael Rebne and residents Barbara Wall, Chris Wolffe, Kevin Martin and Jim Grebe to the ad-hoc historical committee.

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.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description

▣ Types of Committees

Type

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:

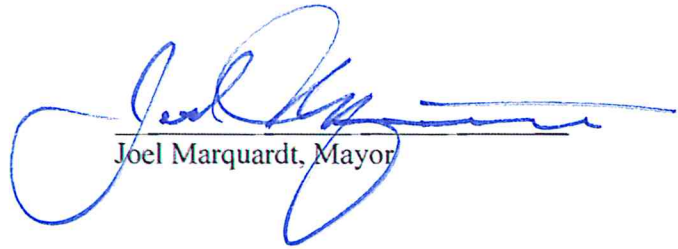
1-1506. Meetings. Meetings of task groups shall be informal and no officers shall be established for task groups. No minutes of task group meetings shall be required. Meetings of the task group shall be subject to the requirements of the Kansas Open Meetings Act.

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.

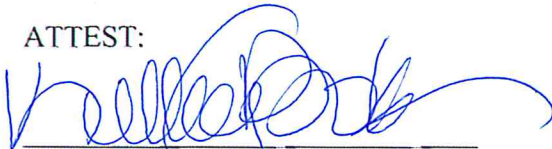
SECTION 16. This ordinance shall take effect upon its publication in the official City newspaper.

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: New Business- VIII.-D.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/10/2021
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: **Approve Task Order for 2021 Street Maintenance Program**
Item Type: Agreement

Recommendation:

Approve Task Order for 2021 Street Maintenance with Lamp Ryneerson not to exceed \$22,500

Details:

Attached is a task order for Lamp Ryneerson to provide bidding and inspection services for the 2021 chipseal & UBAS street maintenance program. Public Works staff prepped 10 streets in 2020 as part of the on going yearly maintenance of city streets. Staff works to prep 10%-12% of the street network each year to reach our goal of providing surface maintenance to each street every 8-10 years. Routine maintenance includes crack sealing of joints, transverse cracks, ect.

For 2021 we anticipate 40% of the surface maintenance program to employ UBAS, 60% to employ chip seal.

Financial Impact

Amount of Request: \$22,700	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description: 5421.300- Street Maintenance	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
📎 2021 Street Maintenance Task Order	Cover Memo
📎 2020 Street Maintenance Map	Cover Memo

City of Roeland Park – 2021 Street Maintenance

Contract: 2021 Street Maintenance

Ordinance or Resolution:

Task Agreement No: 20-7

Funding Amount: \$22,700.00

Purchase Order No:

Project Title: 2021 Street Maintenance

Contractor/Consultant:
Larkin Lamp Ryneerson
9001 State Line Road, Suite 200
Kansas City, MO 64114

Division Manager:
Civil Design Group
Daniel G. Miller, P.E. – Civil Design Group Leader

Project Management Manual reviewed:

Attachments (Gantt Chart, etc.): None

PROJECT Scope (can be in the form of an attachment):

1. Chip Seal Street Maintenance Project: Contract Documents, Bidding, Construction Administration and Observation Fees. Services will be provided for an hourly rate not to exceed \$11,350.00, including direct expenses. See attachment.
2. UBAS Street Maintenance Project: Contract Documents, Bidding, Construction Administration and Observation Fees. Services will be provided for an hourly rate not to exceed \$11,350.00, including direct expenses. See attachment.

Staff Signatures

Mayor:

Mike Kelly

City Administrator:

Keith Moody

Signature: _____

Date: _____

Signature: _____

Date: _____

Partner Signatures

Division Manager:

Daniel G. Miller, P.E.

Signature: _____

Date: _____

Company Principal (if different):

Tony O'Malley, P.E.

Signature: _____

Date: _____

Project Type: Design ☒ Construction ☒ Property Acquisition _____ Conceptual/Problem Solving _____ Surveying _____

Project Discipline(s): Transportation ☒ Planning _____ Water _____ Wastewater _____ Stormwater _____

Report(s) Received:

Work on File:

This Task Agreement is subject to all the provisions included in the On-Call Professional Services Agreement, Public Works Department, Engineering Division by and between the City and Lamp Ryneerson (Professional), **dated 1/1/2017.**

Attach scope of work, budget, and other supporting material



9001 State Line Rd., Ste. 200
 Kansas City, MO 64114
 [P] 816.361.0440
 [F] 816.361.0045
 Lamprynearson.com

CIVIL DESIGN GROUP FEE ESTIMATE

PROJECT TITLE 2021 Street Maintenance
 LOCATION Roeland Park
 DATE 11/30/2020

PROJECT #
 BY Greg Van Patten

Classification:

	Civil Design Group Leader	Senior Project Engineer	Project Engineer IV	Project Designer IV	Construction Observer	Admin Asst.		
Associate:	Miller	Van Patten	Schleicher	McMurry	Jones	Nichols	Subtotal of Hrs per Item	Subtotal of Fee per Item
Hourly Rate:	\$223.00	\$116.00	\$116.00	\$106.00	\$96.00	\$79.00		

2021 Chip Seal Street Maintenance Project								
Contract Documents								
Project Extent Exhibit, Quantities		3	2				5	\$580.00
Project Manual	1	4				6	11	\$1,161.00
Specifications	1	3				4	8	\$887.00
Cost Estimate		2					2	\$232.00
Bidding		3				2	5	\$506.00
Bid Evaluation and Recommendation	1	2					3	\$455.00
Contract Documents for Execution		2				2	4	\$390.00
Subtotal of Hours per Associate	3	19	2	0	0	14	38	
Subtotal of Fee per Associate	\$669.00	\$2,204.00	\$232.00	\$0.00	\$0.00	\$1,106.00		
						Labor Fee		\$4,211.00
						Reimbursables	5%	\$210.55
						Contingency	5%	\$210.55
Subtotal of Engineering Services								\$4,632.10
Construction Administration								
Attend/ Prep Preconstruction Meeting	2	2			2		6	\$870.00
Shop Drawing Review/ Submittals	1	2					3	\$455.00
Field Visits		4					4	\$464.00
Construction Issues /Pay Estimate	1	3			1		5	\$667.00
Subtotal of Hours per Associate	4	11	0	0	3	0	18	
Subtotal of Fee per Associate	\$892.00	\$1,276.00	\$0.00	\$0.00	\$288.00	\$0.00		
						Labor Fee		\$2,456.00
						Reimbursables	5%	\$122.80
						Contingency	5%	\$122.80
Subtotal of Engineering Services								\$2,701.60
Construction Observation								
Construction Observation								\$0.00
Part Time, 20 Hours / Week / 10 Day Construction					40		40	\$3,840.00
Subtotal of Hours per Associate	0	0	0	0	40	0	40	
Subtotal of Fee per Associate	\$0.00	\$0.00	\$0.00	\$0.00	\$3,840.00	\$0.00		
						Labor Fee		\$3,840.00
						Reimbursables	0.575/mi	\$172.50
						Contingency	0%	\$0.00
Subtotal of Construction Administration								\$4,012.50

PROJECT TITLE 2021 Street Maintenance
 LOCATION Roeland Park
 DATE 11/30/2020

PROJECT #
 BY Greg Van Patten

Classification:

	Civil Design Group Leader	Senior Project Engineer	Project Engineer IV	Project Designer IV	Construction Observer	Admin Asst.		
Associate:	Miller	Van Patten	Schleicher	McMurry	Jones	Nichols	Subtotal of	Subtotal of Fee
Hourly Rate:	\$223.00	\$116.00	\$116.00	\$106.00	\$96.00	\$79.00	Hrs per Item	per Item

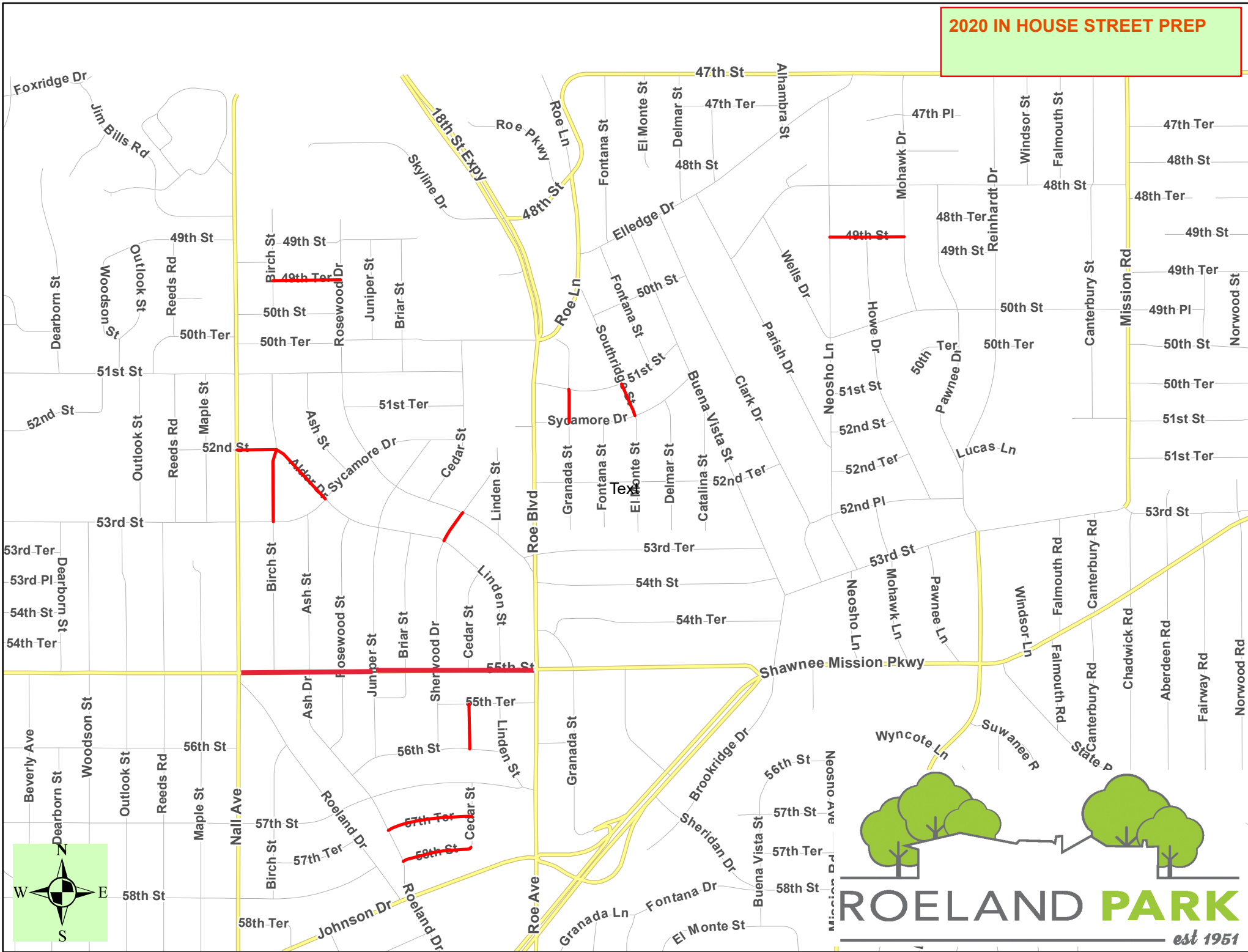
2021 UBAS Street Maintenance Project

Contract Documents								
Project Extent Exhibit, Quantities		3	2				5	\$580.00
Project Manual	1	4				6	11	\$1,161.00
Specifications	1	3				4	8	\$887.00
Cost Estimate		2					2	\$232.00
Bidding		3				2	5	\$506.00
Bid Evaluation and Recommendation	1	2					3	\$455.00
Contract Documents for Execution		2				2	4	\$390.00
Subtotal of Hours per Associate	3	19	2	0	0	14	38	
Subtotal of Fee per Associate	\$669.00	\$2,204.00	\$232.00	\$0.00	\$0.00	\$1,106.00		
						Labor Fee		\$4,211.00
						Reimbursables	5%	\$210.55
						Contingency	5%	\$210.55
Subtotal of Engineering Services								\$4,632.10
Construction Administration								
Attend/ Prep Preconstruction Meeting	2	2			2		6	\$870.00
Shop Drawing Review/ Submittals	1	2					3	\$455.00
Field Visits		4					4	\$464.00
Construction Issues /Pay Estimate	1	3			1		5	\$667.00
Subtotal of Hours per Associate	4	11	0	0	3	0	18	
Subtotal of Fee per Associate	\$892.00	\$1,276.00	\$0.00	\$0.00	\$288.00	\$0.00		
						Labor Fee		\$2,456.00
						Reimbursables	5%	\$122.80
						Contingency	5%	\$122.80
Subtotal of Engineering Services								\$2,701.60

Construction Observation								
Construction Observation								\$0.00
Part Time, 20 Hours / Week / 10 Day Construction					40		40	\$3,840.00
Subtotal of Hours per Associate	0	0	0	0	40	0	40	
Subtotal of Fee per Associate	\$0.00	\$0.00	\$0.00	\$0.00	\$3,840.00	\$0.00		
						Labor Fee		\$3,840.00
						Reimbursables	0.575/mi	\$172.50
						Contingency	0%	\$0.00
Subtotal of Construction Administration								\$4,012.50

Project Fee Summary

		2020 Chip Seal Street Maintenance Project	
		Contract Documents, Bidding, Construction Administration and Observation Fees	\$11,346.20
		2020 UBAS Street Maintenance Project	
		Contract Documents, Bidding, Construction Administration and Observation Fees	\$11,346.20
		PROJECT TOTAL	\$22,692.40



Item Number: New Business- VIII.-E.
Committee 1/19/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 1/7/2021
Submitted By: Donnie Scharff, Director of Public Works
Committee/Department: Public Works
Title: **Approve Agreement with MARC for Traffic Signal Monitoring through Operation Green Light**
Item Type: Agreement

Recommendation:

Staff recommend the approval of agreement with MARC for traffic signal monitoring for 3 signals on Roe Blvd for 2021/2022 not to exceed \$3,600

Details:

OGI is a regional program that works to improve traffic flow and reduces vehicle emissions. OGI works with participating municipalities on developing signal timing plans that are best suited for traffic flow reducing traffic backups that can occur during the rush hour periods in the mornings and afternoons. MARC will assist with signal timings for peak & off peak hours to reduce traffic delays. MARC will assist the city with responding to citizen complaints regarding signalized intersections concerns from the public.

The attached agreement is for years 2021 & 2022. The traffic signals located at 50th Terr, 51st St, and 48th St will be monitored on the OGI network. The annual cost for each intersection is \$600, however the total cost is \$1,200 per intersection but MARC leverages 50% of the budget from STP funds.. Total amount for 2021, 2022 is \$3,600. MARC will provide staff with access to view 2 PTZ (pan/tilt/zoom) video cameras that will be mounted on top of the signals at the intersections of 51st St and 48th St. This allows staff to view current traffic in real time.

OGI manages the regionally shared Advance Traffic Management System software that monitors traffic signals in real time to help diagnose and detect operational issues.

Financial Impact

Amount of Request: \$3,600	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description: 5457.370	

Additional Information

Operation Green Light is important for these key reasons:

- It improves the flow of traffic on the most-used arterial roads in the region.
- It helps improve regional air quality.
- It provides a tool for state and local governments to better manage changes in traffic patterns with the Kansas City Scout freeway management system

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> OGL Agreement	Cover Memo
<input type="checkbox"/> Exhibit	Cover Memo
<input type="checkbox"/> OGL Information Brochure	Cover Memo

**COOPERATIVE AGREEMENT
FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT
TRAFFIC CONTROL SYSTEM**

THIS COOPERATIVE AGREEMENT FOR FUNDING OPERATIONS OF OPERATION GREEN LIGHT TRAFFIC CONTROLS SYSTEM (this "Agreement") is made and entered into by and between Mid-America Regional Council ("MARC"), a consortium of cities in the nine county Kansas City Metropolitan Area, a Regional Planning Commission and a Missouri not for profit corporation and Roeland Park, KS.

WHEREAS, MARC performed a feasibility study "*Operation Green Light Feasibility Report, June 2000*" (the "Feasibility Report"), which created a regional arterial traffic signal coordination system known as "Operation Green Light" ("OGL"), for the Kansas City Urban Area; and

WHEREAS, the Strategic Plan 2017-2020 established the vision, mission, objectives, and goals of the program; and

WHEREAS, improvement in traffic operational efficiency, air quality, and monetary savings to the Member Agencies and the public can be realized from a consolidated management approach of coordinated traffic signal control along arterial corridors in the roadway systems of each Member Agency; and

WHEREAS, several Missouri agencies and political subdivisions are contracting with MARC to participate in OGL for coordination in the Missouri portions of the Kansas City Urban Area; and

WHEREAS, the Kansas Department of Transportation ("KDOT") is also contracting with MARC to participate in OGL; and

WHEREAS, the Member Agencies which are political subdivisions or agencies of the State of Kansas are authorized pursuant to the provisions of Section 12-2908 of the Kansas Statutes Annotated to enter into cooperative agreements for the purpose of coordinating traffic signals between and within the Jurisdictional Boundaries of the Member Agencies; and

WHEREAS, each Member Agency has agreed to enter into an agreement to fund the cost of operating such a Regional Traffic Control System, and to mutually cooperate regarding the operation of the same; and

NOW, THEREFORE, in consideration of the covenants and conditions herein set forth, MARC and the Member Agencies (collectively, the "Parties") mutually agree as follows:

Sec. 1. STATUTORY AUTHORITY. Pursuant to the authority set forth in K.S.A. 12-2908 the parties enter into this Agreement for the funding of the operations of the Regional Traffic Control System for the purpose of coordinating traffic signals within the Jurisdictional Boundaries of the Member Agencies from a regional perspective.

Sec. 2. DEFINITIONS. As used in this Agreement, and Exhibit 1 through Exhibit 6, attached

hereto and incorporated herein by this reference, the following words shall have the meanings set forth herein:

Exhibit 1 – Steering Committee Document

Exhibit 2 – Scope of Services

Exhibit 3 – Compensation

Exhibit 4 – Insurance Requirements

Exhibit 5 – Ownership Matrix

Exhibit 6 – Concept of Operations

Communications Network – all telecommunication infrastructure between Regional Traffic Management Centers and Traffic Signal Controllers which are a part of the Regional Traffic Control System.

Jurisdictional Boundaries – the geographical boundaries of the governmental entities acting as political subdivisions of the States of Kansas.

Jurisdictional Control Center – the site or location designated by the Member Agency containing various equipment, computer hardware, and computer software capable of controlling and coordinating all Traffic Signal Controllers located within the Jurisdictional Boundaries of the Member Agency.

Member Agencies – agencies that have entered into an agreement with MARC to participate in funding the cost of design, construction, and operations of the Regional Traffic Control System.

Private Firms – any private firm or firms engaged by MARC to perform or provide any services, directly or indirectly, related to the operations of the Regional Traffic Control System (including, without limitation, design services provided for on-going operations), as more particularly set forth in Exhibit 2.

Regional Traffic Control System – an array of components including Traffic Signal Controllers, wireless and wireline telecommunications equipment, interface units, computer hardware and software, digital storage media, operator's console, peripherals, and other related devices designed to monitor, control, and coordinate traffic movements at signalized intersections according to a given or developed plan.

Regional Traffic Management Center – the site or location designated by the Steering Committee containing various equipment, computer hardware, and computer software capable of controlling and coordinating the Regional Traffic Control System. The Regional Traffic Management Center is sometimes referred to herein and in the Exhibits as the Traffic Operations Center ("TOC").

Steering Committee – that committee created for the purpose of assisting and advising MARC with respect to the plans, specifications, construction, installation, and operation of the Regional Traffic Control System and consisting of voting representatives from the Member Agencies, KDOT and participating agencies and political subdivisions of the

State of Missouri which have entered into similar agreements with MARC regarding OGL. The membership structure and policy are set forth in Exhibit 1.

Traffic Signal Controller – a complete electrical mechanism responsible for traffic signal control and operation at an individual intersection.

Sec. 3. RESPONSIBILITIES OF PARTIES.

(a) MARC. MARC is hereby designated the administrator and is by virtue of this designation responsible for administering this cooperative undertaking. As administrator, MARC shall perform or cause to be performed the services set forth in Exhibit 2.

(b) Member Agencies. In addition to the obligations set forth in this Agreement, the Member Agencies shall each also perform all the obligations set forth in the document entitled “OGL Concept of Operations: Roles and Responsibilities”, attached hereto as Exhibit 6. Furthermore, the Member Agencies each individually agree that they shall not interfere with MARC’s exercise of its obligations under this Agreement, including, but not limited to MARC’s deployment of the regional signal timing and on-going operations of the Regional Traffic Control System.

Sec. 4. SHARE OF COSTS. Subject to the conditions set forth in this Agreement, the Member Agencies shall each make payment to MARC the sum set forth in Exhibit 3, which is attached hereto and incorporated by reference as if fully set forth herein. The cost associated with Member Agencies represent each individual agency’s share of the cost for the maintenance and operation of the Regional Traffic Control System, as set forth in said Exhibit 3. The “Operation Green Light Location/ Ownership Matrix” set forth in Exhibit 5 identifies the location and ownership of the software, hardware, and other components comprising the Regional Traffic Control System.

Sec. 5. SHARING INFORMATION. MARC shall share information related to the maintenance and operation of the Regional Traffic Control System with the Member Agencies, KDOT and participating agencies and political subdivisions of the State of Missouri and the Member Agencies shall cooperate in sharing information among themselves, KDOT, with the participating agencies and political subdivisions of the State of Missouri and with MARC necessary for the on-going maintenance and operation of the Regional Traffic Control System.

Sec. 6. SEVERABILITY. Should any provision hereof for any reason be deemed or ruled illegal, invalid, or unconstitutional by any court of competent jurisdiction, no other provision of this Agreement shall be affected; and this Agreement shall then be construed and enforced as if such illegal or invalid or unconstitutional provision had not been contained herein.

Sec. 7. AUTONOMY. No provision of this Agreement shall be constructed to create any type of joint ownership of any property, any partnership or joint venture, or create any other rights or liabilities except as may be otherwise expressly set forth herein.

Sec. 8. EFFECTIVE DATE. The effective date of this Agreement shall be upon complete execution by the Parties.

Sec. 9. TERMINATION FOR CONVENIENCE. Any party to this Agreement may terminate this Agreement by giving one hundred eighty (180) days' written notice to the other party. Financial obligations will be honored up to the effective date of termination. A Member Agency that terminates this Agreement may no longer be granted access to the Regional Traffic Control System. Costs may be incurred by the Member Agency terminating the Agreement for MARC to uninstall or transfer ownership of network equipment owned by MARC.

Any party or parties' unilateral decision to terminate their participation in this Agreement shall not affect the rights of the other parties to continue cooperation under this Agreement, and this Agreement shall continue to be in effect for all parties not-exercising rights to terminate their participation in this Agreement.

Sec. 10. MERGER. This Agreement constitutes the entire agreement between the parties with respect to this subject matter.

Sec. 11. NO AUTHORITY ON BEHALF OF OTHER PARTIES. This agreement does not give any party hereto authority to take any action or execute any documents on behalf of any other party to this Agreement.

Sec. 12. COMPLIANCE WITH LAWS. All parties to this Agreement shall comply with and shall require any Private Firms contracted pursuant to this Agreement to comply with all federal, state, and local laws, ordinances, and regulations applicable to the work and this Agreement.

Sec. 13. DEFAULT AND REMEDIES. If any party of this Agreement is in Default or breach of any provision of this Agreement, any non-defaulting party may terminate their participation and cooperation in this Agreement, withhold payment, or invoke any other legal or equitable remedy after giving written notice and opportunity to correct such default or breach within thirty (30) days of receipt of such notice; provided, however, if such default or breach cannot be cured within thirty (30) days, then any non-defaulting party shall notify the party in default in writing and commence to cure within thirty (30) days.

Any party or parties' unilateral decision to terminate their participation in this Agreement shall not affect the rights of the other parties to continue cooperation under this Agreement, and this Agreement shall continue to be in effect for all parties not-exercising rights to terminate their participation in this Agreement.

Sec. 14. WAIVER. Waiver by the any party to this Agreement of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or of any other term, covenant, or condition. No term, covenant, or condition of this Agreement can be waived except by written consent of all of the Parties to this Agreement, and forbearance or indulgence by any party to this Agreement in any regard whatsoever shall not constitute a waiver of same to be performed by said party to which the same may apply and, until complete performance of the term, covenant, or condition, the Parties to this Agreement shall be entitled to invoke any remedy available to it under this Agreement or by law despite any such forbearance or indulgence.

Sec. 15. MODIFICATION. Unless stated otherwise in this Agreement, no provision of this Agreement may be waived, modified, or amended except in writing signed by each party to this Agreement; provided, however, the Exhibits to this Agreement may be modified by agreement of

a majority vote of the Steering Committee without each Member Agency approving and executing an amendment to this Agreement.

Sec. 16. HEADINGS; CONSTRUCTION OF AGREEMENT. The headings of each section of this Agreement are for reference only. Unless the context of this Agreement clearly requires otherwise, all terms and words used herein, regardless of the number and gender in which used, shall be construed to include any other number, singular or plural, or any other gender, masculine, feminine, or neuter, the same as if such words had been fully and properly written in that number or gender.

Sec. 17. AUDIT. Each Member Agency shall have the right to audit this Agreement and all books, documents, and records relating thereto upon written request to MARC. MARC shall maintain all its books, documents, and records relating to this Agreement and any contract during the period of this Agreement for three (3) years after the date of final payment of the contract or this Agreement, whichever expires last. The books, documents, and records shall be made available for any and each of the Member Agencies' review within fifteen (15) business days after the written request is made.

Sec. 18. AFFIRMATIVE ACTION; NON-DISCRIMINATION.

(a) MARC shall require Private Firms to establish and maintain for the term of this Agreement an Affirmative Action Program in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended. More specifically, any third party firm will comply with the applicable regulations of the U. S. Department of Transportation ("USDOT") relative to non-discrimination in federally assisted programs of the USDOT, as contained in 49 C.F.R. 21 through Appendix H and 23 C.F.R. 710.405, which are herein incorporated by reference and made a part of this Agreement.

(b) During the performance of this Agreement or any subcontract resulting thereof, MARC, Private Firms, and all subcontractors and vendors (the Private Firms, together with all subcontractors and vendors, shall for purposes of this Section 18 be collectively referred to as the "Other Contractor Parties") shall observe the provisions of the Kansas Acts Against Discrimination (K.S.A. 44-1001 et seq.) and Title VII of the Civil Rights Act of 1964 as amended and shall not discriminate against any person in the performance of work under the Agreement because of race, religion, color, sex, national origin, age, disability, ancestry, veteran status, or low income. In all solicitations or advertisements for employees, MARC and the Other Contractor Parties shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission ("Commission"). If MARC fails to comply with the manner in which MARC reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, or if MARC is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, MARC shall be deemed to have breached this Agreement, and this Agreement may be canceled, terminated, or suspended, in whole or in part, by any of the Member Agencies.

(c) MARC shall abide by the Kansas Age Discrimination In Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 1201 et seq.), as well as all other federal, state, and local laws, ordinances, and

regulations applicable to this project, and shall furnish any certification required by any federal, state, or local laws, ordinances, and regulations applicable to this project and shall furnish any certification required by any federal, state, or local governmental agency in connection therewith.

(d) MARC shall include the provisions of paragraphs (b) through (c) above in every subcontract so that such provisions will be binding upon such subcontractor or vendor.

Sec. 19. ASSIGNABILITY OR SUBCONTRACTING. MARC shall not subcontract, assign, or transfer any part or all of MARC's obligations or interests without the Member Agencies prior approval which shall not be unreasonably delayed or withheld. If MARC shall subcontract, assign, or transfer any part or all of MARC's interests or obligations under this Agreement without the prior approval of the Member Agencies, it shall constitute a material breach of this Agreement.

Sec. 20. CONFLICTS OF INTEREST. MARC shall require its Private Firms to certify that no officer or employee of any of the Member Agencies, or no spouse of such officer or employee, has or will have a direct or indirect financial or personal interest in this Agreement or any other related agreement, and that no officer or employee of any of the Member Agencies, or member of such officer's or employee's immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of MARC or its Private Firms in this Agreement or any other related agreement.

Sec. 21. RULES OF CONSTRUCTION. The judicial rule of construction requiring or allowing an instrument to be construed to the detriment of or against the interests of the maker thereof shall not apply to this Agreement.

Sec. 22. NOTICE. Any notice to a party in connection with this Agreement shall be made in writing at the following address or such other address, as the party shall designate in writing:

MARC
Attention: Director, Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, Missouri 64105

Sec. 23. GOVERNING LAW. This Agreement shall be construed and governed in accordance with the law of the State of Kansas. Any action in regard to this Agreement or arising out of its terms and conditions must be instituted and litigated in the courts of the State of Kansas, and in no other. The Parties submit to the jurisdiction of the courts of the State of Kansas and waive venue.

Sec. 24. INDEMNIFICATION BY PRIVATE FIRMS. MARC shall require its Private Firms (including, without limitation, any design professionals) to defend, indemnify, and hold harmless the Member Agencies and any of its agencies, officials, officers, agents or employees from and against all claims, damages, liabilities, losses, costs, and expenses, including reasonable attorney fees, arising out of any negligent acts or omissions in connection with the services performed pursuant to this Agreement (including, without limitation, professional negligence), caused by a Private Firm, its employees, agents, contractors, or caused by others for whom the Private Firm is liable. Notwithstanding the foregoing, the Private Firm is not required under this section to

indemnify the Member Agencies for the negligent acts of a Member Agency or any of its agencies, officials, officers, or employees.

Sec. 25. INSURANCE. MARC and any Private Firms retained by MARC shall maintain the types and amounts of insurance set forth in Exhibit 4; provided, however, the limits set forth in Exhibit 4 are the minimum limits and MARC may carry higher limits as it may deem necessary, in its discretion, or as may be required by other Member Agencies.

Sec. 26. INITIAL TERM; RENEWAL OF TERM. The initial term of this Agreement shall be two (2) years (“Term”) unless sooner terminated in accordance with Section 9 of this Agreement. The Term of this Agreement shall automatically renew for one (1) additional two (2) year period (the “Renewal Term”) on the same terms and conditions as set forth herein; provided, the Term shall not automatically renew as to each individual member agency if such member agency provides written notice to MARC of its intention not to renew within one hundred eighty (180) days prior to the expiration of the Term.

Sec. 27. CASH BASIS LAW & UNFUNDED OBLIGATIONS. This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 et seq. and amendments thereto as it applies to Member Agencies which are agencies or political subdivisions of the State of Kansas. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Member Agencies. This Agreement shall be construed and interpreted so as to ensure that the Member Agencies shall at all times stay in conformity with such laws and, as a condition of this Agreement, each member agency reserves the right to unilaterally sever, modify, or terminate its participation in this Agreement at any time if, in the opinion of its legal counsel, the Agreement is deemed to violate the terms of the Kansas Cash Basis Law to the extent it prohibits unfunded obligations. The Member Agencies are obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from: (a) funds budgeted and appropriated for that purpose during the Member Agencies’ current budget year, or (b) funds made available from any lawfully operated revenue producing source.

Sec. 28. EXECUTION IN MULTIPLE COUNTER PARTS. This Agreement may be executed by the parties in multiple counterparts which shall be taken together as one complete document.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, each party hereto has executed this Agreement on the day and year herein written.

MID-AMERICA REGIONAL COUNCIL

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENT

STATE OF MISSOURI)
) ss
COUNTY OF JACKSON)

On this ____ day of _____, 202__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Executive Director of Mid-America Regional Council ("MARC") and that this foregoing instrument was signed and sealed on behalf of MARC by authority of its Board, and said officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of MARC.

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

Printed Name _____
Notary Public - State of Missouri
Commissioned in Jackson County

My commission expires:

***Notices:** Notices pursuant to this Agreement to ROELAND PARK, KS shall be sent to:

City of Roeland Park
Attention: Donnie Scharff, Public Works Director
4600 W. 51St
Roeland Park, KS 66205

EXECUTION OF AGREEMENT

ROELAND PARK, KS

By: _____
[PRINTED NAME]
[TITLE]

Date: _____

Attest:

Clerk

APPROVED AS TO FORM:

ACKNOWLEDGMENT

STATE OF KANSAS)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public, appeared _____, to me personally known, or proved to me on the basis of satisfactory evidence, who, being by me duly sworn, did say that he is the Mayor of the City of _____, Kansas, and that the foregoing officer acknowledged said instrument to be executed for the purposes therein stated and as the free act and deed of said City.

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

Printed Name: _____
Notary Public – State of Kansas
Commissioned in _____

My commission expires:

EXHIBIT 1

OPERATION GREEN LIGHT COMMITTEE Role, Responsibility, and Organizational Structure

- 1.1.1 *Responsibilities: The Operation Green Light Steering Committee shall serve to approve budgets, procurement and staffing recommendations to the Mid-America Regional Council Board of Directors and to make other technical and policy decisions concerning the development, deployment and operation of the Operation Green Light regional traffic signal coordination program, including:* approve the program's upcoming annual budget during the final meeting of the calendar year. Purchases and contracts shall follow MARC's established threshold guidelines as well as the following: amounts of \$15,000-\$25,000 shall be reported to the committee; amounts of \$25,001 or more shall be voted on and approved by the Steering Committee before purchase or contract is sent to MARC's Board of Directors for approval.
- 1.1.2 Participate in program decision-making at key points by reviewing and providing comments on project deliverables and by approving or rejecting technical and policy recommendations;
- 1.1.3 Participate in the development of inter-jurisdictional agreements for the construction, operation, maintenance and other activities of the regional traffic signal coordination system; and
- 1.2 Call upon committee members to participate in Task Force work groups as technical issues rise requiring additional effort than time allows during a Steering Committee meeting. The Task Force shall submit to the Steering Committee recommendations based on its discussions.
- 1.3 Membership and Meetings: The Steering Committee shall be composed of representatives from participating agencies in the following manner:

(The following table is a current list as of August 2020)

	Participating Agency Non-Funding Agency in Bold	Membership (voting)
1	Belton	1
2	Blue Springs	1
3	Bonner Springs	1
4	Fairway	1
5	FHWA – MO & KS	Ex Officio
6	Gladstone	1
7	Grandview	1
8	Independence	1
9	Kansas City, MO	1
10	KC Scout	Ex Officio
11	KDOT	1
12	Lansing	1
13	Leavenworth	1
14	Leawood	1
15	Lee's Summit	1
16	Lenexa	1
17	Liberty	1
18	MARC	1
19	Merriam	1
20	Mission	1
21	Mission Woods	1

22	MoDOT	1
23	North Kansas City	1
24	Olathe	1
25	Overland Park	1
26	Prairie Village	1
27	Raymore	1
28	Roeland Park	1
29	Shawnee	1
30	Unified Government/KCK	1
31	Westwood	1

Each representative shall have a designated alternate with full authority to act in the absence of the representative. The Steering Committee may be expanded to include other additional members as approved by majority vote of the members of the existing Steering Committee.

The Steering Committee shall meet minimally on a quarterly basis but may meet more frequently if the business of the Steering Committee necessitates. The final meeting of the calendar year shall be designed to report on the State of the Operation Green Light Program including Budget reporting and approval of the future budget and election of the next vice-chairperson.

The chairperson of the Steering Committee shall have the authority to call a meeting of the Committee with a minimum of seven (7) calendar days' notice to all the members. Notice is deemed to have occurred from the date that it is deposited with the United States Postal Service, postage prepaid; distributed via Facsimile; OR distributed via E-mail addressed to the members of the Steering Committee. The chairperson and vice-chairperson shall help develop meeting agendas prior to meeting notices and shall preside over the meetings.

- 1.4 Chairperson and Vice-Chairperson: The Steering Committee members shall elect by majority vote of all of the voting members of the Committee, from amongst the members of the Committee, a vice-chairperson who will serve a one-year term. Said election will occur at the final regularly scheduled meeting of the calendar year of the Steering Committee prior to the expiration of the chairperson's one-year term. The vice-chairperson shall assume the responsibilities of the chairperson at the end of the chairperson's term and any time the chairperson is unable to attend committee meetings. Kansas and Missouri shall be represented in these positions in alternating years.

- 1.5 Quorum and Voting: All members of the Steering Committee shall be entitled to one vote on all matters submitted to the Committee for vote.

Any six of the voting members of the Steering Committee, including at least one member from Kansas City, Missouri, the Missouri Department of Transportation, Unified Government/Kansas City, Kansas, or Overland Park, Kansas, (based on the four largest agencies by signal count at the beginning of the current Operations contract term) shall constitute the quorum necessary to convene the meeting of the Committee. All official actions by the Steering Committee shall require a majority vote of the members present at the meeting.

All votes shall be taken and recorded in the minutes by roll call. Each member shall have the ability to recall any matter voted upon during his or her absence providing said member notifies in writing the committee chairperson or co-chairperson within 7 calendar days of when the meeting minutes are posted to the MARC website and/or delivered to committee members via email. Within 3 business days of being notified, the chairperson or co-chairperson shall collaborate with OGL staff to present the issue for a reconsideration of the vote via email to all committee members who will be asked to respond within 10 calendar days. If a response is not received by close of business on the 10th day, the member's previously cast vote shall be counted in the same manner.

EXHIBIT 2

SCOPE OF WORK

1. Project Management

The Mid-America Regional Council (MARC) will provide staff time, equipment and materials, and contract services necessary to accomplish the following project management services:

- Arrange and conduct regular Steering Committee meetings to discuss and develop policies and procedures governing the development, implementation and on-going operation of the program;
- Arrange and conduct Technical Committee meetings as needed to discuss and develop recommendations concerning technical issues associated with the development, implementation and on-going operation of the project;
- Arrange and conduct other meetings with project participants as necessary to develop, implement and operate the project;
- Negotiate, execute and administer agreements with state and local governments to provide federal, state and local funding for the development, implementation and ongoing operation of the program;
- Develop and publish requests for proposals, consultant agreements and other procurement documents necessary to select and hire contractors to provide system integration services, telecommunications and traffic engineering design services, computer software, computer hardware, communications network, traffic signal equipment and other items necessary for the development, implementation and ongoing operation of the program;
- Negotiate, execute and administer agreements with private firms to provide system integration services, telecommunications and traffic engineering design services, computer software, computer hardware, communications network, traffic signal equipment and other items necessary for the development, implementation and ongoing operation of the program;
- Develop and maintain project budgets and schedules;
- Develop and maintain project databases;
- Publish and distribute project documents and other deliverables to participating state and local governments; and
- Perform other tasks necessary to manage and administer the program.

2. Traffic Signal Timing

MARC shall coordinate with agency staff or their delegates to develop and implement, with agency approval, the requisite signal timing plans for OGL intersections

3. Operations and Maintenance

3.1. Computer Software and Databases

MARC will procure all required software and may engage a private firm or firms selected by the project Steering Committee to provide technical support and maintain computer software and databases at the Operation Green Light Traffic Operations Center. MARC staff shall be responsible for providing day-to-day maintenance of the computer software and databases including but not limited to data entry, backups, upgrades, etc., at the Operation Green Light Traffic Operations Center.

3.2. Computer Network

MARC will procure all required hardware and software. Any equipment (e.g. switches, routers, hubs, etc.) that is used for the field communication back bone will be considered part of the computer network. MARC may engage a private firm or firms selected by the Steering Committee to provide technical support and maintain the Operation Green Light computer network.

3.3. Field Communications System

All field communications equipment purchased by MARC will be maintained by MARC. The city will maintain any pre-existing, city-owned equipment that is utilized as part of the OGL field communication system. MARC staff will monitor the field communication system through monitoring software which is purchased by MARC. MARC may engage a private firm or firms selected by the project Steering Committee to maintain the regional field communications system. The scope of services for this work will be developed with and approved by the Steering Committee.

3.4. Traffic Signal Controllers

Each member agency shall be responsible for all maintenance to the traffic signal controllers. MARC responsibility will be limited to maintaining the regional field communication system and will terminate at the traffic controller unless otherwise specified. Traffic signal controllers and cabinets that have been purchased and/or installed as part of the OGL controller upgrade project will also be owned and maintained by the local jurisdiction once they have been received and/or accepted, and the local jurisdiction will be responsible for purchasing and installing replacement controllers that are compatible with the OGL system should the MARC-purchased controller fail.

EXHIBIT 3
COMPENSATION

- A. The amount the City will pay MARC under this contract will not exceed **Three Thousand, Six Hundred and 00/100 Dollars (\$3,600.00)**. This amount represents the City share of the total project cost as shown in Table 1 of this Exhibit. City shall pay MARC, upon invoice, for the actual costs incurred for MARC on a yearly basis.

Table 1			
Operation Green Light Program			
Annual Operations Costs			
Total Agency Signals in OGL			3
Cost per Year Subsidized			
Year	No. of Signals	Cost Per Signal	Local Agency Cost
2021	3	\$600.00	\$1,800.00
2022	3	\$600.00	\$1,800.00
Total			\$3,600.00

- B. It shall be a condition precedent to payment of any invoice from MARC that MARC is in compliance with, and not in breach or default of, all terms, covenants and conditions of this Contract. If damages are sustained by City as a result of breach or default by MARC, City may withhold payment(s) to MARC for the purpose of set off until such time as the exact amount of damages due City from MARC may be determined.
- C. No request for payment will be processed unless the request is in proper form, correctly computed, and is approved as payable under the terms of this Contract.
- D. City is not liable for any obligation incurred by MARC except as approved under the provisions of this Contract.

Exhibit 4

INSURANCE REQUIREMENTS

A. MARC shall procure and maintain and shall cause any Private Firm it engages to perform services under this Agreement to procure and maintain in effect throughout the duration of this Agreement, and for a period of two (2) years thereafter, insurance coverage not less than the types and amounts specified below. MARC shall not accept insurance policies from any Private Firm containing a Self-Insured Retention.

1. Commercial General Liability Insurance: with limits of \$500,000 per occurrence and \$2,000,000 aggregate, written on an “occurrence” basis. The policy shall be written or endorsed to include the following provisions:

- a. Severability of Interests Coverage applying to Additional Insureds
- b. Contractual Liability
- c. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000
- d. No Contractual Liability Limitation Endorsement
- e. Additional Insured Endorsement, ISO form CG20 10, current edition, or its equivalent

2. Workers’ Compensation Insurance: as required by statute, including Employers Liability with limits of:

Workers Compensation Statutory
Employers Liability
\$100,000 accident with limits of:
\$500,000 disease-policy limit
\$100,000 disease-each employee

3. Commercial Automobile Liability Insurance: with \$500,000 per claim up to \$2,000,000 per occurrence, covering owned, hired, and non-owned automobiles. Coverage provided shall be on an “any auto” basis and written on an “occurrence” basis. The insurance will be written on a Commercial Business Auto form, or an acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles, as to acts done in connection with the Agreement, by Design Professional.

4. Professional Liability Insurance (only applicable for Private Firms that are design professionals or other types of professionals that can carry professional liability insurance): with limits Per Claim/Annual Aggregate according to the following schedule:

<u>Fee Minimum Limits</u>	<u>Professional Liability Minimum</u>
Less than \$25,000	\$100,000
\$25,000 or more, but less than \$50,000	\$500,000
\$50,000 or more	\$1,000,000

B. Cyber Liability Coverage Summary: with \$2,000,000 Annual Aggregate Limit of Liability for each Insured/Member for Information Security & Privacy Liability. Each Member of MPR will have a \$2,000,000 Limit Each

C. The policies listed above may not be canceled until after thirty (30) days written notice of cancellation to MARC and the City, ten (10) days in the event of nonpayment of premium. The Commercial General and Automobile Liability Insurance specified above shall provide that MARC and the City and their agencies, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the services performed under this Agreement. Private Firms engaged by MARC shall provide to MARC and the City at execution of this Agreement a certificate of insurance showing all required endorsements and additional insureds.

D. All insurance coverage must be written by companies that have an A.M. Best’s rating of “B+V” or better, and are licensed or approved by the State of Kansas to do business in Kansas and by the State of Missouri to do business in Missouri.

E. Regardless of any approval by MARC or the City, it is the responsibility of the Private Firms to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of a Private Firm’s failure to maintain the required insurance in effect, MARC may order the Private Firm to immediately stop work, and upon ten (10) days notice and an opportunity to cure, may pursue its remedies for breach of this Agreement as provided for herein and by law.

EXHIBIT 5

Operation Green Light Location / Ownership Matrix

Component	Location	Purchased By	Owned By	Maintained By	Comments
Software/Firmware					
TransSuite & Associated Software	OGL TOC	MARC	MARC	MARC*	Available for use by local agencies
Genetec Video System	OGL TOC	MARC	MARC	MARC*	
Other software used by MARC staff	OGL TOC	MARC	MARC	MARC*	
Computer Hardware					
OGL TOC Servers	OGL TOC	MARC	MARC	MARC*	
OGL TOC Workstations	OGL TOC	MARC	MARC	MARC*	
Agency TOC Servers	Local Agency	Local Agency	Local Agency	Local Agency	
Agency TOC Workstations	Local Agency	Local Agency	Local Agency	Local Agency	
Field Hardware					
OGL Field Network Equipment	Field	MARC	MARC	MARC*	
Local Agency Field Network Equipment	Field	Local Agency	Local Agency	Local Agency	Extension of City network
Existing Closed-Loop fiber re-tasked to OGL Network	Field	Local Agency	Local Agency	Local Agency	OGL owns switches to manage
Traffic Signal Controllers	Field	MARC/Local Agency	Local Agency	Local Agency	OGL purchased controllers only for original build-out
OGL-purchased Closed Circuit Camera	Field	MARC	Local Agency	Local Agency	
Miscellaneous					
OGL TOC Office	MoDOT KC District	MoDOT	MoDOT	MoDOT	
OGL TOC Phone System	OGL TOC	MoDOT	MoDOT	MoDOT	
OGL TOC Office Furniture & Equipment	OGL TOC	MARC	MARC	MARC*	
OGL Vehicles & Mobile Equipment	OGL TOC	MARC	MARC	MARC*	

* MARC maintained components to be maintained by joint-funded agreement

Exhibit 6

OGL Concept of Operations: Roles and Responsibilities

Introduction

Operation Green Light (OGL) is a regional initiative to improve traffic flow and reduce vehicle emissions by coordinating traffic signals on major roadways in the Kansas City metropolitan area. OGL is a cooperative effort of the Mid-America Regional Council (MARC), state departments of transportation and local agencies working together to coordinate traffic signal timing plans and communication between traffic signal equipment across jurisdictional boundaries.

The concept of operations provides a high-level overview of the roles and responsibilities of the agencies participating in the operation and management of OGL. The concept of operations is intended to balance the need for standardization and uniformity of operations on OGL routes with the need to be responsive to the unique needs and circumstances of the agencies participating in OGL.

Signal Timing

Initial Deployment of Regional Timing Plans

The member agencies will partner with MARC and each other in developing regional traffic signal timing plans. In order to facilitate this work each member agency will provide MARC traffic counts and other relevant, available data for traffic signals that are part of regionally significant traffic corridors that pass through adjacent cities. This information may include;

- Existing timing plans and data in the existing traffic controller (controller data sheets)
- Intersection geometry via aerial mapping
- Signal phasing information (or policy)
- Historical traffic count information available
- Approved yellow and all-red clearance intervals (or policy)
- Pedestrian timing (or policy)
- Signal phasing policy (lead only/lead-lag/vary lead-lag by time-of-day)
- Historical citizen complaints on the intersection operation as needed

After providing data to MARC, each member agency will then work with MARC to cooperatively develop regionally optimized timing plans. The member agency will continue to be responsible for maintenance of timing plans for traffic signals that lie wholly within the member agency's jurisdictional boundaries and are not on OGL corridors unless the member agency decides to contract this work to MARC. The steps involved in the development of regional timing plans are:

- The member agency will either collect traffic counts on the arterials for signals maintained by the member agency and provide this information to MARC OR will contract with MARC to collect traffic counts as needed.
- In conjunction with member agency staff, MARC will conduct travel-time studies and speed profile studies on the arterial prior to implementation of the timing plans
- MARC may hold design meetings with representatives from the member agencies and other impacted agencies. At the first of these meetings the following items will be established
 - Number of timing plans and time of use (i.e., am, noon, pm, off-peaks, etc.)
 - Critical intersections of a corridor
 - An initial common corridor cycle length for each of the plans identified (i.e. am,



pm, etc.) [Note: this cycle length may need to be revisited after developing the regional timing plan.]

- The member agency will then develop the following initial parameters for individual signals maintained by the member agency for each of the timing plans to be developed, and submit them to MARC for review and incorporation into regional plans for the OGL corridor;
 - phase sequencing
 - splits
 - offsets
- MARC will develop initial splits and offsets for any remaining signals and incorporate member agency developed timing plans into regional plans for the OGL corridor.
- MARC may then incorporate the regional plans into mutually agreed upon software as needed for review by the member agencies.
- At the second meeting, MARC and the member agencies will;
 - Review the regional timing plans developed
 - Review any software models developed
 - Determine if any changes to initial timings need to be made to optimize the operation of the corridor
- Once the member agencies have agreed on the different timing plans developed, they will download the timing plans into signal controllers maintained by each member agency OR will request MARC to provide signal timing plans and download to local controllers.
- In conjunction with member agency staff, MARC will field-monitor each arterial after a timing plan has been downloaded and will work with the member agency to make any additional changes to further optimize the flow of traffic if necessary.
- In conjunction with member agency staff, MARC will conduct travel-time and speed profile studies on arterials after implementation of the optimized signal timing plans

Providing Maintenance Timing Plans

As part of a regional effort, MARC will on a regular basis, or as requested, examine the operations of signals that are part of regionally significant traffic corridors that pass through the member agency and adjacent cities and determine if optimization is necessary. If minor changes to splits and offsets are to be made to individual signals along an OGL corridor the following steps will be followed:

- In conjunction with MARC, member agency staff will field-monitor the affected corridor or intersection(s)
- MARC will meet with affected member agencies if needed
- MARC will collect traffic counts as necessary OR the member agency will collect traffic counts at member agency-maintained traffic signals
- The member agency will develop timing plans for member agency-maintained signals and download them to controllers as necessary in coordination with MARC OR MARC will develop and provide revised arterial timing plans as needed
- In conjunction with member agency staff, MARC will field-monitor each arterial after timing plan download and provide further optimization if necessary, by submitting updated timing plans for agency consideration and download

If major changes, such as changes to cycle lengths, phase sequencing and major changes to splits, are to be made along an OGL corridor, the process described above for initial deployment of regional timing plans may be used.



Incident Management

The member agency will work with MARC and other member agencies to identify locations along the regionally significant arterials and interstate highways where incidents are prone to happen and have major impact on traffic flow. These locations may be manually forced to run special plans when an incident is observed at the TOC. The following steps shall be followed for planned, recurring, and anticipated incident response:

- MARC and member agencies will identify incident-prone locations
- MARC will meet with affected member agencies to discuss solutions
- MARC will develop signal timing plans for the incident
- MARC will submit such plans for review by member agencies
- MARC and member agencies will jointly determine the parameters required for invoking such a plan by the TOC
- Once the plan has been invoked (when the required parameters are met) MARC will inform the affected agencies immediately
- After the incident has been cleared, MARC will put signals back on their regular plans and inform member agencies

The member agency will inform MARC about construction and roadway closures and may request signal timing plan adjustments. MARC will provide special timing plans when requested to optimize traffic flow for agency consideration and download.

Citizen Complaints

Member agencies will route/report citizen complaints/requests on OGL signals to the TOC and MARC, in cooperation with the member agency, will respond to the complaint/request in a timely manner. MARC will also route/report received citizen complaints to the member agencies and maintain a response log.

Dispute Resolution

In the event that satisfactory agreement cannot be reached between member agencies on timing plans or incident plans developed for OGL, the dispute will be referred to the OGL Steering Committee, which will provide recommendations for resolution. Unless the responsible engineer for a member agency determines that such plans will create an unsafe condition within their jurisdiction, the member agency will implement the plans recommended by the Committee

Emergency Provisions

In the event of an emergency not already covered under a pre-arranged incident-management plan, the member agency will take any steps it considers necessary to manage traffic signals within its jurisdiction to ensure the safety of the traveling public. The member agency will notify MARC of any emergency changes made to OGL traffic signal timing plans in a timely manner and will work expeditiously with MARC to restore all OGL corridors within its jurisdiction to normal operation when the emergency subsides.

Field Communication Operation and Maintenance

MARC will be responsible for maintenance and replacement of all wireless communication infrastructure that is installed as a result of OGL initiated construction projects. Member agencies



that have the capability to maintain their own communication infrastructure may do by separate agreement with MARC.

Controller Upgrades and Work inside the Traffic Controller Cabinet

MARC will, with the applicable member agencies, upgrade traffic controllers that are incapable of communicating with the central system software. When work is performed that involves the opening of a traffic controller cabinet, the member agency will coordinate with the contractor and have a representative in the field. The member agency will test and approve/disapprove the work performed by the contractor and inform MARC of the fact. MARC will be responsible for administration and final approval of all OGL initiated construction projects. Member agencies are responsible for notifying and coordinating with OGL when undertaking traffic signal system construction projects on OGL corridors.

Technical Support for OGL Computer Network

MARC will provide technical support for the central system software and the laptop version of the central system software. MARC will also maintain the computer network hardware along with all network components such as network switches, routers, licensed and unlicensed radios, modems etc.

The Traffic Operations Center

MARC will staff OGL operations at the Traffic Operations Center (TOC). The TOC is currently co-located with the KC Scout program and offices in the MoDOT KC District offices.

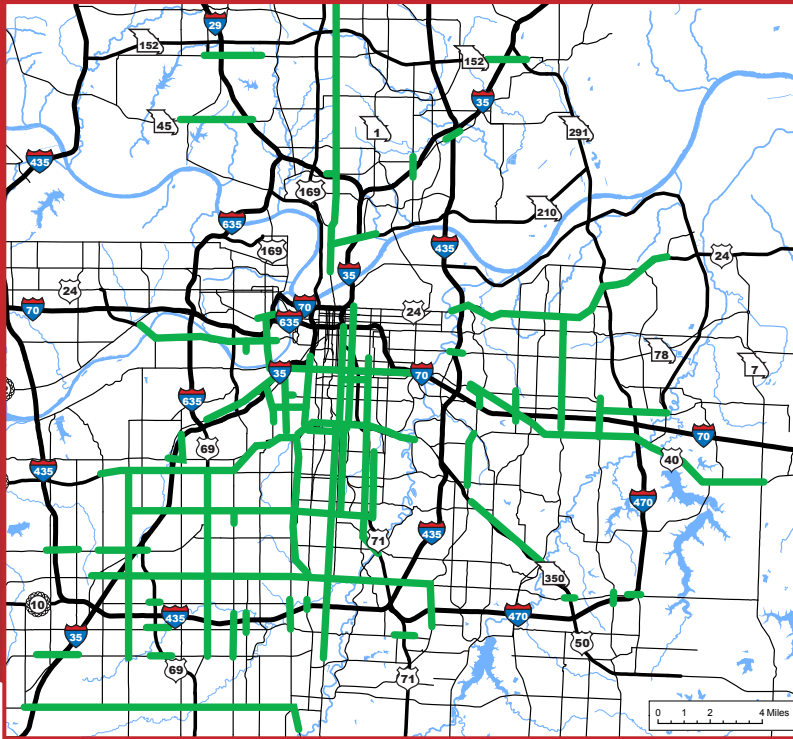
The TOC will be staffed as determined by MARC. MARC expects to coordinate with Kansas City Scout and use the video monitoring capabilities available at the KC Scout TOC to alleviate congestion along arterials. It is recommended that member agencies with traffic management centers, at a minimum, staff their centers to operate on a schedule concurrent with OGL.

The staff will interact with citizens and the media and provide answers to traffic signal timing questions on OGL signals.



OPERATION GREEN LIGHT

PRIORITY CORRIDORS (634 intersections)



Phase I priority corridors

HOW MUCH DOES IT COST?

The first phase of Operation Green Light cost \$13.1 million, and the initial annual operating cost is \$1.2 million. The project is paid for by federal, state and local funds.

HOW BIG IS THE SYSTEM?

Phase I of the project covers more than 600 intersections in 20 cities. The entire system could eventually grow to 1,500 intersections throughout the region. Later phases could include a dedicated fiber-optic communications system and a joint traffic operations center with Kansas City Scout.



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Mid-America Regional Council

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WHAT IS OPERATION GREEN LIGHT?

Operation Green Light is a cooperative effort to improve the coordination of traffic signals and incident response on major routes — on both sides of the state line — throughout the Kansas City area.

WHAT DOES IT DO?

Operation Green Light helps synchronize traffic signals on major streets throughout the region, especially those that cross city limits. This reduces unnecessary delays, improves traffic flow and cuts emissions that contribute to ozone pollution.

WHY IS IT IMPORTANT?

Operation Green Light is important for three reasons:

- It will improve the flow of traffic on the most used arterial roads in the region, especially during peak travel periods;
- It will improve regional air quality; and
- It will provide a tool for state and local governments to better manage changes in traffic patterns with the Kansas City Scout freeway management system.

HOW DOES IT WORK?

The state and local governments that own traffic signals in the area are working together to make sure that the timing plans for the intersections on major routes are coordinated for more efficient flow of traffic. Although existing equipment is used wherever possible, some new communications equipment and software, and new signal controllers must be installed so the traffic signals on the system can communicate with

each other and with a central operations center. This equipment and software help keep the traffic signals in sync with new timing plans.

HOW DOES IT HELP TRAFFIC FLOW?

Depending on factors like the length of a trip and the number of traffic lights, Operation Green Light could save seconds or even minutes for someone driving on a coordinated route. Since thousands of vehicles travel along each road on a weekday, this could add up to noticeably improved traffic flow, especially during rush-hour periods in the morning and afternoon. Operation Green Light has reduced delays on synchronized routes by an average of 17 percent.

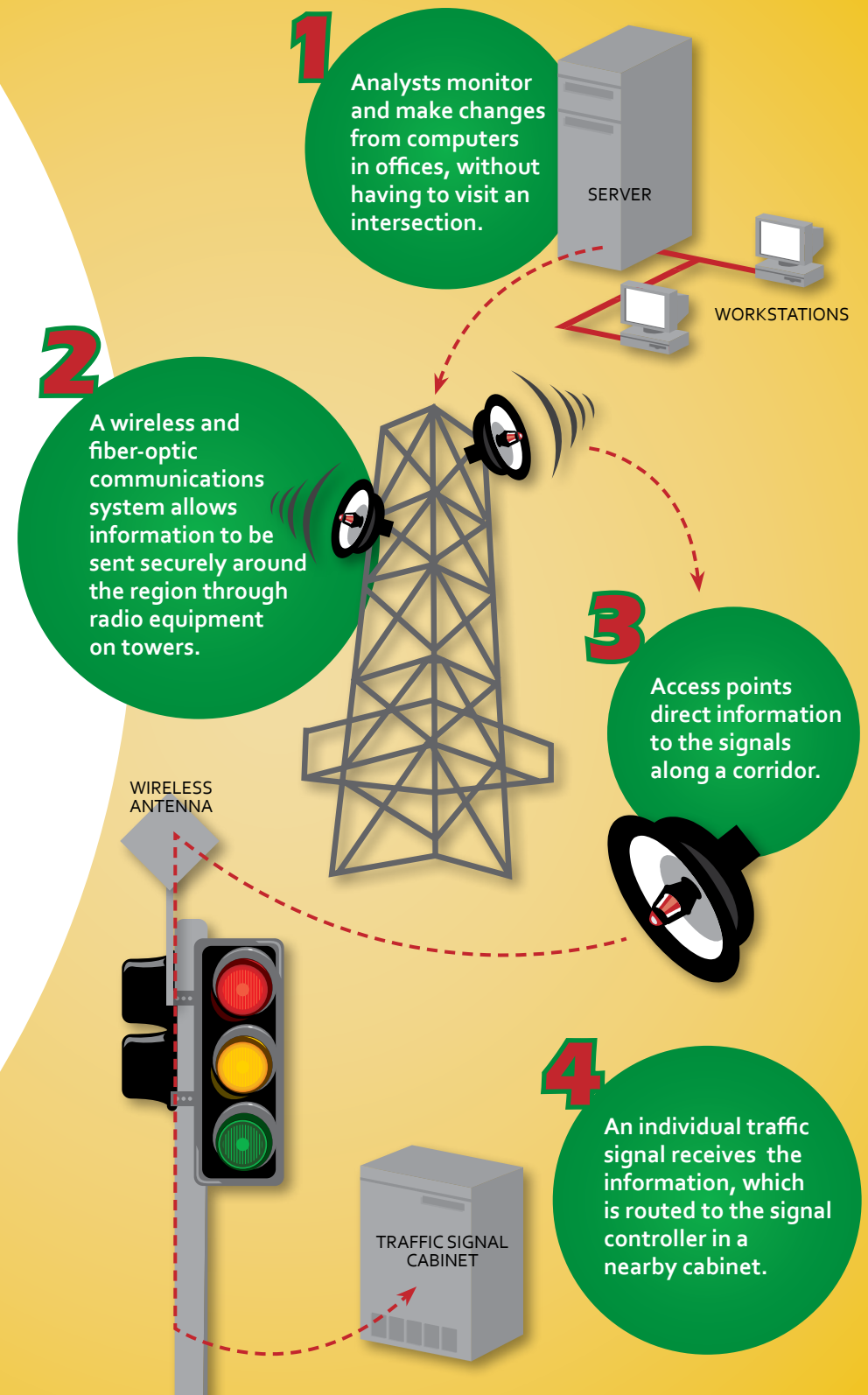
Well-coordinated signals can also work with the Kansas City Scout freeway management system to help respond to traffic incidents. Operation Green Light's wireless communications system allows analysts in an office to make changes to a signal without having to visit the intersection. This reduces costs and increases the likelihood that signal problems are solved quickly.

HOW CAN IT IMPROVE AIR QUALITY?

By decreasing the amount of time motorists have to idle at intersections, Operation Green Light helps reduce emissions that contribute to the formation of ground-level ozone, the Kansas City area's main air pollutant.

WHO IS INVOLVED IN THE PROJECT?

The Mid-America Regional Council, 20 area cities, the Kansas and Missouri Departments of Transportation, and the Federal Highway Administration are working together to deliver Operation Green Light.



Item Number: Reports of City Officials:- XI.-A.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 1/13/2021
Submitted By: Chief Morris
Committee/Department: Police Department
Title: **Holiday Kindness Program Report - Chief**
Item Type: Report

Recommendation:

Informational only, Chief Morris will give an oral report at the meeting.

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Reports of City Officials:- XI.-B.
Committee 1/19/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **COVID Report**
Item Type:

Recommendation:

Details:

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
COVID Report for the first part of January	Cover Memo

Memo

To: Governing Body

From: Jennifer Jones-Lacy, Asst. City Administrator/Finance Director

CC: Keith Moody, Donnie Scharff, John Morris, Kelley Nielsen

RE: COVID-19 Update for the Period January 1st – 15th



Below is a summary of activities that took place for the first half of January related to the COVID-19 Pandemic in Roeland Park and beyond.

General

- As of January 15th, 2020, Roeland Park is still in Phase 3 of the reopening plan.
- The COVID-19 testing site hosted at the Roeland Park Community Center closed on January 3, 2021.
- On January 4, 2021, Governor Laura Kelly [signed](#) an Executive Order extending temporary relief for motor carriers from certain regulations so they may continue to quickly deliver the supplies necessary for Kansas to beat and recover from COVID-19.
- Governor Laura Kelly [announced](#) that Kansas exceeded 1 million COVID-19 tests in 2020. The 1 million tests goal was set by Governor Kelly in October 2020.
- Johnson County Department of Health and Environment Director Dr. Sanmi Areola provided an update to the Board of County Commissioners.
 - Highlights from the January 5, 2021 briefing can be found [here](#).
 - Highlights from the January 13, 2021 briefing can be found [here](#).
- Governor Laura Kelly [announced](#) the finalized COVID-19 vaccine distribution order. The vaccine will be distributed in five phases, beginning with those most at risk of contracting or becoming seriously ill from COVID-19 and ending with Kansans at large.
 - Phase 1:
 - Health care workers
 - Residents or patients in long-term care facilities and senior housing
 - Workers critical to pandemic response continuity

-
- Phase 1 groups have already begun to receive vaccines.
 - Phase 2:
 - Persons aged 65 and older
 - High-contact critical workers necessary to maintain systems, assets, and activities that are vital to the state security, the economy, or public health, or who interact with large numbers of contacts and job-related COVID-19 exposure. This includes:
 - Firefighters, police officers, first responders, and correction officers
 - Grocery store workers and food services
 - K-12 and childcare workers, including teachers, custodians, drivers, and other staff
 - Food processing, including meat processing plants
 - Large-scale aviation manufacturing plants
 - Transportation workers
 - Workers in retail, agriculture, supply of critical services or materials for COVID-19 response, the U.S. Postal Service, and Department of Motor Vehicles
 - Those living or working in licensed congregate settings and other special care or congregate environments where social distancing is not possible, including:
 - Homeless shelters
 - Congregate childcare institutions
 - Emergency shelters or safe houses
 - Corrections facilities
 - Behavioral health institutions
 - Phase 3:
 - Persons aged 16-64 with serious medical conditions that increase the risk for severe illness from COVID-19, including:
 - Cancer
 - Chronic kidney disease
 - Chronic obstructive pulmonary disease
 - Down syndrome
 - Heart conditions like cardiomyopathies
 - Type 2 diabetes
 - Sick cell disease

-
- Pregnant patients
 - Other non-health care workers in critical infrastructure who cannot work remotely, including:
 - Agricultural and food workers not included in previous phases
 - Workers performing in-person activities indoors, in critical manufacturing, not included in previous phases.
 - Utility workers
 - Social service and government workers not included in previous phases
 - Logistics workers, such as truck transportation workers, couriers, and others
 - Water and wastewater workers
 - Shelter and housing workers, finance workers
 - Information technology and communications workers
 - Phase 4:
 - Those aged 16-64 with other medical conditions that increase the risk for severe illness from COVID-19, such as:
 - Asthma
 - Cerebrovascular disease
 - Cystic Fibrosis
 - Immunocompromised state from blood or bone marrow transplant, immune deficiencies, or use of immune weakening medicines
 - Neurologic conditions such as dementia
 - Liver disease
 - Pulmonary fibrosis
 - Type 1 diabetes
 - Obesity and severe obesity
 - Phase 5:
 - The rest of the population 16 and older
 - Potentially children, dependent upon further research on the effectiveness and risks associated with vaccinating kids
 - A visual representation of the vaccine distribution order can be found [here](#).
 - Informational slides from the Governor's Office regarding the vaccine distribution order can be found [here](#).

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- The Johnson County Department of Health and Environment [requests patience](#) during the vaccine rollout. The Department of Health and Environment has received a limited amount of vaccines but has seen a tremendous demand.
 - Don't forget to use #SleeveUpJoCo if/when you make a post on social media about receiving the vaccine.
 - The Johnson County Library Lenexa City Center branch [will be closed](#) from January 8-12, 2021 due to a potential COVID-19 exposure.
 - Johnson County [released](#) an update regarding vaccination efforts for health care workers. The County aims to vaccinate 1,000 healthcare workers each day during the week of January 11, 2021.
 - Johnson County is [releasing](#) updates on the number of vaccines received and given. These updates can be tracked [here](#).

Administration/Neighborhood Services

- The City of Roeland Park was allocated \$215,287.00.
 - The total cost for the CARES Act-related COVID-19 projects was \$114,276.98. These costs were reimbursed by the County.
 - The County reimbursed \$40,489.01 in Direct Expenses related to addressing the COVID-19 pandemic.
 - The remaining \$60,521.01 of the City's allocation went toward covering Police Department expenses.

Public Works

- Staff is continuing to follow all safety guidelines. There are no other updates from the Department of Public Works.

Police Department/Municipal Court

- There are no updates regarding the Police Department or Municipal Court.

Community Center and Parks & Recreation

- There are no updates regarding the Community Center or the Department of Parks & Recreation.