

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK**

**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
Monday, April 5, 2021 6:00 PM**

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

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

I. APPROVAL OF MINUTES

A. March 15, 2021

II. DISCUSSION ITEMS:

1. Review Proposed 2022 Pay Scale
2. Review Proposed 2022 Solid Waste Assessment
3. Direction on Holding July 4th Fireworks
4. Direction on Pool Opening and Operations Plan
5. Executive Session - "I move to recess the City Council into executive session in order to discuss the potential acquisition of real estate, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to reconvene in the virtual format in () minutes."

III. NON-ACTION ITEMS:

IV. ADJOURN

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

Below are the Procedural Rules of the Committee

The governing body encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open

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

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

public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.

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

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

Item Number: **APPROVAL OF MINUTES- I.-A.**
Committee **4/5/2021**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **March 15, 2021**
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ March 15, 2021	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, March 15, 2021, 6:00 P.M.

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

Admin

Brauer
Hill

Finance

McCormack
Madigan

Safety

Rebne
Faidley

Public Works

Kelly
Dickens

(Governing Body Workshop Called to Order at 7:26 p.m.)

ROLL CALL

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

I. APPROVAL OF MINUTES

1. March 1, 2021

The minutes were approved as submitted.

II. DISCUSSION ITEMS

City Administrator Moody said the material sample for the sign lettering is in a meeting room at City Hall. He asked if everyone was supportive of the sample.

CMBR Faidley said she stopped in to see the samples and they look nice.

Mayor Kelly said he looked at them too and they matched well with the other material.

There was majority agreement on the material samples.

1. Review and Approval of Special Survey Questions for 2021

Ryan Murray with ETC Institute compiled a sample document based on the information and questions they received. Mr. Murray wanted to highlight some of the special questions. He also said the Racial Equity Committee submitted questions for the survey.

CMBR Hill asked about the single-use plastic bags. She wanted to know if they needed a clause that this would be post-COVID. Mr. Murray said if they have some language in mind, then to let City Administrator Moody and they will work to incorporate that.

CMBR Brauer inquired about the content in Question 1. City Administrator Moody said that Mr. Murray lumped the category of services in the first question, but then there are other questions further on in the survey that are associated with those services.

Mr. Murray said they are getting reliable trend data from these surveys.

CMBR Madigan thanked them for the explanation and reacting to the citizens' emails before the Council had to bring it up.

CMBR Kelly said he was in support of Question 30 for a ban on single-use plastic bags. He recognized that during COVID they had to use the plastic bags. He asked if they could look into whether paper bags were an option instead of plastic and have more sustainability on it. He also thanked them for changing the survey to where they can look at the data by census blocks as opposed to strictly addresses. He said it is very interesting to see the divide among the wards. Mr. Murray added that they are using the ward data as a secondary map.

City Administrator Moody asked CMBR Kelly if he would want to see a ban on plastic bags post-COVID-19. CMBR Kelly responded that regardless of COVID, they want direction from citizens on whether they would support a ban of single-use plastic bags in the City.

City Administrator Moody asked if there was concern about the question. CMBR Hill said she would want to see them take a more proactive approach and not a single-use plastic bag ban, but for a reusable bag push. She said it would be better talking about the benefits of something versus taking something away.

CMBR Kelly would like to hear that feedback and asked if they could rewrite the question to reflect that.

CMBR Faidley said that obviously pre-COVID they had businesses encouraging shoppers to bring their own bag. She said she is not sure how they can ask that question and make it relevant to what they have lived through this past year.

CMBR McCormack suggested they word it outside of a public health issue or pandemic.

CMBR Rebne said he thinks people understand what a ban on single-use bags is and would support leaving it like it is in the survey.

CMBR Hill said there is a lot of research of how plastic bag bans can hurt those less fortunate. Putting the question in a way that is positive will go a lot further. She said she is happy to work on language and will send it to City Administrator Moody

CMBR Kelly said Kansas may come up with an ordinance for a ban on plastic bags. He does not want to see them write an ordinance but he does what to know what the citizens believe they should do.

CMBR Madigan said her has a problem asking if they want to ban the bags, and then ask for and provide alternatives.

CMBR Faidley asked, professionally speaking, if the survey is getting too long. Mr. Murray said he had a good discussion with the Racial Equity Committee and he thinks they are in good shape and noted they usually get a large response to their surveys.

CMBR Hill said she did have some concerns whether residents will actually complete it if it's too long. Mr. Murray said he will compare the 2019 survey but noted that the pool questions took up a lot of space and had a lot of reading information and they got a good response. He did add that by making cuts in the length it will boost the response rate. He does not see a major impact on the length of the survey as long as the City promotes it and can keep the response time open longer.

Mr. Murray will wait for further input on Question 30. The timeline is to get it mailed out sometime over the summer.

2. Review and Preliminary Approval of 2022 Objectives

The Governing Body discussed the following objectives for 2022.

1. Purchase a Neighborhood Resource Trailer for the Police Department

This objective was brought forward by Police Chief Morris. He noted that having a resource trailer is popular in other communities across the country. He said it is a one-stop shop that they can take to community and special events, sporting events, and the parks. It is a way to get information to the citizens. It will have special lighting, a speaker system, and be a place to store items. It will be an approachable place in the community when the Police Department is out in the City.

CMBR Faidley said this will help address the racial equity conversation making the police more approachable and visible.

Mayor Kelly said this is a really cool resource that can also be at school events and can coordinate with the Community Engagement Committee.

2. Evaluate and Address Citizen Concerns with an Ever-Increasing Property Tax Burden Tied to Appreciating Home Values. Determine Feasibility of a Compensating Lowering of the Mill Levy. Additionally, Create an Analysis of the Cost-of-Living Comparison with All Cities and Towns within a Maximum of a 25-mile Radius Limit.

This objective was brought forward by CMBR Madigan and started over an article about Johnson County, the rising poverty level, and less affordable housing. He noted that Roeland Park itself has not suffered much in terms of property values but the residents have. He said that as property values go up, property taxes increase. He said they keep looking for ways to save money for the City, but they do nothing to help residents with their tax burden. He asked for a cost-of-living comparison of all communities around them and not just those comparable to Roeland Park as that is a true comparison. He also said they still need to discuss the mill levy.

CMBR Rebne some of the excess property taxes they receive could be used to offset some of the struggles people have with their housing taxes.

CMBR Madigan said they cannot keep using extra taxes. He said it is great that the City has extra money but not everyone can afford it. Some people cannot pay for necessities because of their taxes and some citizens are struggling in their City. Unemployment and loss of jobs have hit the single mother and people of color the hardest and it is going to get to the point where there cannot afford to live there.

Mayor Kelly said this item is worthy of discussion. He felt that it may be a budget item and it could be discussed at that time. He asked City Administrator Moody if the comparables within the 25-mile radius can be presented at a budget discussion along with the single-family cost of living comparison.

CMBR Hill said that as a budget item this would not help as many as they would like. She said that property taxes have not increased but property values have. She too would like to discuss the mill levy.

Mayor Kelly said they can have a comparison done this year for an informed discussion for the upcoming budget cycle. He said this is not an objective for next year and would be completed as a 2021 item.

CMBR Faidley said it was her understanding that at the state level the tax lid was going away. Mayor Kelly said he is not sure how that will go. CMBR Faidley also believed this item should be discussed and said she would be one of the three signatures if anyone else would like to get this on a Workshop agenda. She would like to have it discussed sooner rather than later.

CMBR Madigan said that would be a step in the right direction and as long as it is discussed and people are open-minded, he, of course, will sign on as this is his objective.

CMBR Hill said would sign on as the third person to get it on the agenda.

City Administrator Moody said he will put together a comparison for closer cities and their costs of living. He said this item will be removed from the list and placed as an action item for discussion.

3. Conduct a Space needs, Cost and Site Assessment for a possible new Public Works Facility at “The Rocks.”

CMBR Faidley submitted this objective for a feasibility study to construct a new Public Works facility on the site and what other uses for the land they could possibly have.

CMBR Faidley said it might be an improvement for the site. For five years they have been trying to develop the area and they have not had a lot of interest. A feasibility study would help them ascertain whether it's doable.

CMBR Madigan said he backs the idea for several reasons. The Ad Hoc Development Committee asked for ideas and got very few comments. In 5 years, they keep hearing that development at the location is not a place that is going to draw people, especially a hotel, as a destination. They have to keep their options open. The Rocks could be considered as a light industry park.

CMBR Rebne asked if they have looked at whether it's zoned for housing or strictly business. City Administrator Moody said they have broadened their view of what they would consider for land use. They have spoken with those that do multi-family and there has been no interest. The current zoning does support Public Works as a use.

CMBR Faidley said they have run the gamut of what could be there.

City Administrator Moody said the City was approached by climate controlled self-storage but it would not help them draw the peripheral uses they are looking for.

4. Phase 2 of Cooper Creek Park Restoration Project

CMBR Brauer brought this item project forward. She said the funding for the project has been broken into three years for a couple of reasons. One is that there is a lot of maintenance in removing native species and it made sense to fund that since it is an ongoing project. Picnic tables, benches, trash and recycling bins have already been installed at the park. For 2022, they will construct a free library. The library will be sponsored and maintained by a family who lives across from the park. They will add landscaping to revitalize and beautify the park. Two play structures will be added and keeping with the nature theme. The overall park will also be ADA accessible. She said Cooper Creek Park is a gateway to Roeland Park and they want to add beauty and color there. They will also be adding a Monarch butterfly waystation.

CMBR Faidley said the Monarch waystation is super cool. CMBR Brauer said they have a very innovative group who care about the areas in Roeland Park.

5. Implement a Web-based Map to be Viewable by the Public for Annual Leaf Collection Progress

Public Works Director Scharff presented this objective with the intent to add a web-based map that would allow residents to log into the website and track the leaf truck in real time. The intent is to help residents know where the truck is so they will plan better to get their leaves out and make their leaf collection process more effective. Johnson County AIMS is going to help them set this up. There is GPS on the truck and AIMS will help them locate the truck.

CMBR Faidley asked if they could a live webcam. Public Works Director Scharff said he could look into that option and that the software is out there.

CMBR Madigan said this is a great idea as he is tired of seeing the truck pick up leaves and then the next day people put their leaves out. Hopefully, this will give people an idea when to put their leaves out.

CMBR Brauer said she thinks people would watch the webcam.

6. All Staff and Elected Officials to Complete Diversity, Equity, and Inclusion (DEI) Certification Program through MARC's Government Training Institute by the End of 2022

City Clerk Nielsen said this program is through MARC at \$300 per person. She is working to see if there are any discounts on larger groups.

City Administrator Moody said this is the first time this is being offered.

CMBR Rebne said it is a great objective. He said he didn't know anyone who has completed the program or what the expectation is and how much time is required. City Administrator Moody said the program is virtual allowing for greater flexibility going through the courses. He said this makes it more appealing to elected officials.

CMBR Faidley said that everything that she has seen MARC do has been well-executed. She asked if they could do a small trial group to get feedback to see if everyone will do it.

CMBR Dickens said he would like to see other training options. He said there are other training options available and this one for MARC is first-run. He said he is supportive of the concept, but he is not certain about this particular program and would like to see what else is available.

There was general support to move forward with this objective.

7. Incentivize Home Energy Audits to Promote Roeland Park Achieving our Carbon Emissions Reduction Goal

As Mayor Kelly's objective, he would like to improve opportunities for people to invest in their homes by incentivizing home energy audits. Homeowners would receive data on how to make their homes more sustainable and given ways to reduce their carbon emissions. In turn, the City would be improving the value of their home stock.

CMBR Kelly said this is a good concept and idea but asked if it will be only for people who can afford to do the repairs and make improvements. He did not see those on a fixed income putting in money to make their home more efficient.

Mayor Kelly said he is hoping to provide a range of options from a fiscal perspective, such as opportunities to take part in the audit, and then replace little bits at a time such as one window over whole house, installing low-flow shower head, and getting blown-in insulation. He is hoping with the new federal administration there might be more incentives. He would also like to look for ways to help regardless of fiscal circumstances such as through the major/minor home programs they have.

CMBR Madigan said it is great idea because it gives people options. He said that people can also reduce their carbon footprint by hanging their clothes in the yard but noted a lot of communities forbid that.

8. Investigate Storm Water Utility Options Available to Roeland Park

City Administrator Moody presented this option as a potential way to lower the mill levy. During the assessment, they would gather information and discuss methods of applying a fee as well as look at different scenarios.

CMBR Kelly asked if this would be only for both businesses and residential. And while a utility fee could reduce the mill levy, it is just moving money around to somewhere else. City Administrator Moody said the utility fee would be all different types of uses.

CMBR Madigan said in several areas of Roeland Park residents are already paying a stormwater assessment fee.

CMBR Rebne asked would those residents already paying a stormwater assessment be required to pay an extra stormwater utility fee. City Administrator Moody said three projects were completed on properties who are charged an assessment which is different than a utility. The utility fee would maintain the system throughout the entire City and could include street sweeping as that affects

drainage. He said those property assessments can be explored in the process and how to consider those parties paying the assessment until it expires. The Council would be the ones having those discussions on how it would impact residences and businesses.

Mayor Kelly said it would be interesting to see the study and the impact it would have on the City, businesses and residences.

9. Update the City's Zoning Code to Improve Clarity as well as Address Barriers to Building "Missing Middle" Housing

Ms. Jones-Lacy said the updated 2020 Comprehensive Plan addresses the zoning code. She said that over time the code has been updated piecemeal. This objective aims to review the entire zoning code utilizing Confluence who has worked with them on the Comprehensive Plan and their new design standards. They would review the code and assess areas for improvement. They want to address issues that need clarity, make it up to date and also add visuals. She said that zoning can be a barrier to building affordable or workforce housing and after a review of the code, they can look and see if barriers exist. She said they can make sure the code is not preventing that type of construction.

CMBR Rebne supports this and said it is a good idea for the Council and City to have a clear view of what it says and for them to make adjustments to match their goals moving forward.

10. Employ a Unitary Surface as Part of the Playground Replacement Planned for Phase 3 of R Park Improvements

CMBR Dickens brought this objective forward so that playground surfaces would be accessible to those with all types of mobility issues, and for all ages and all people keeping in line with their Community for All Ages program.

CMBR Rebne said this is awesome. He asked how this fits in with the phase at R Park that is already happening.

CMBR Dickens said during Phase 3, they are looking to replace the playground equipment and bringing in new features.

Tony Nichols said they will begin the Phase 3 planning stage in the next couple of months with it scheduled to be completed in 2022. The features will be accessible for everyone.

CMBR Madigan said with a playground cost of \$75,000 he wants the equipment to be all inclusive. He also asked about the surface to be installed. Mr. Nichols said there are different options, but they want a uniform surface flat that is permeable.

CMBR Hill thanked CMBR Dickens for putting this objective together saying it represents Roeland Park.

11. Implement Program to Change Over Police Vehicle Inventory to Hybrids

CMBR Hill brought forward this option and noted that while the initial couple up front is a couple thousand dollars more, the annual fuels savings of \$12,000 more than offsets that amount.

CMBR Madigan asked about the effect of the vehicles being run all the time and how that will affect the battery of the hybrid. City Administrator Moody said that *Car and Driver* conducted testing on hybrids in a police vehicle application and believes it actually reduces vehicle maintenance. By reducing the engine idling time with a hybrid, they will see a reduction in cost of maintenance.

CMBR Kelly said this should be a line item on their next budget. City Administrator Moody said that oftentimes they incorporate changes into objectives. Keeping it as an objective helps to record and celebrate those changes.

12. Remove Discriminatory Language from Property Covenants and Restrictions

CMBR Rebne brought forth this objective noting that a goal of the Racial Equity Committee is to look at the process to remove discriminatory language from covenants and then rewrite property deeds. He noted this objective could also include the Historical Committee.

City Administrator Moody said they are estimating 60 properties for amending the language. As of yet, they do not have a cost of doing a search of the deeds with those covenants. AIMS thinks they can provide copies of the recorded covenants and then staff can then review them for language. If they are not able to that, then they would have to pay a title company to review them. City Administrator Moody said it is a very involved process.

CMBR Rebne said this item is on the agenda for Racial Equity and after their discussion, he will bring them their feedback.

3. Discuss Sidewalk Extension Along Reinhardt from 48th to 47th

City Administrator Moody said they need to decide what side they want the sidewalk on noting that some folks will be upset regardless of what alignment is chosen.

CMBR Dickens and CMBR Hill agreed to set up a community meeting with residents in the area of the proposed sidewalk to get their input.

Mayor Kelly asked what project they won't be doing because they are putting in a sidewalk on Reinhardt.

City Administrator Moody said as far as street projects Reinhardt is the only reconstruction project they are doing in 2021.

4. Executive Session

This item will be moved to a future meeting.

III. NON-ACTION ITEMS:

IV. ADJOURN

MOTION: CMBR DICKENS MOVED AND CMBR BRAUER SECONDED TO ADJOURN. (THE MOTION CARRIED 8-0).

(Roeland Park Governing Body Workshop adjourned at 9:47 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 4/5/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 2/22/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Review Proposed 2022 Pay Scale**
Item Type: Other

Recommendation:

Staff recommends adopting the proposed 2022 Pay Scale, taking affect 1/1/22 following implementation of employee merit increases.

Details:

No movement of positions to higher or lower pay grades are reflected in the proposed 2022 pay scale.

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

Each year we review the pay scale, in concert with the budget development process. In 2019 we employed Gallagher to complete a job duties and compensation analysis which resulted in a two year plan implementing significant movement of positions to higher pay grades, this was completed in 2021. Gallagher used Johnson County cities of similar size as their market comparison for a more specific comparison.

As in prior years the midpoint for each pay grade has been adjusted for inflation, for 2022 a \$.55/hr. increase to the midpoint has been applied. This annual adjustment is based upon two relevant indexes (Employment Cost Index- Wages Only and the Consumer Price Index). This same approach has been employed since 2017. Figure #1 attached reflects a three year weighted average of these two indexes (ranging from 2.14% to 1.26%). Figure #2 applies these percentages to the average midpoint of the pay scale, resulting in a range of \$.72 to \$.42 per hour as a reasonable adjustment to the pay scale midpoints. The average of this range is \$.57/hr. therefore the proposed \$.55 per hour adjustment is on target. Merit increases will be applied prior

to the new pay scale taking affect, no adjustments in pay to bring an employee's wage up to the new minimum for their position are anticipated to be necessary and therefore the proposed 2022 pay scale has no fiscal impact on the 2022 budget.

The proposed 2022 pay scale maintains the City's "average" position in the market.

How does item relate to Strategic Plan?

Timely adjustments to the pay scale will keep Roeland Park competitive in the market and ensure the City is attracting and retaining quality employee's.

How does item benefit Community for all Ages?

Financial Impact

Amount of Request: No fiscal impact to 2022 budget	
Budgeted Item?	Budgeted Amount: No fiscal impact to 2022 budget.
Line Item Code/Description:	

Additional Information

ATTACHMENTS:

Description	Type
 Inflation Index	Cover Memo
 2022 Pay Scale	Cover Memo
 2021 Pay Scale	Cover Memo

Figure #1: Inflation Indexes

Updated 2/22/21

Weight Per Year	Employment Cost Index: (ECI) State and Local Government Workers				Consumer Price Index: CPI-U: WNC	
	12 Months Ended	Wages & Benefits	ECI-Wages Only	Benefits Only	12 Months Ended	All Items
15%	Dec. '18	2.60%	2.40%	3.10%	Dec. '18	1.86%
35%	Dec. '19	2.90%	2.50%	3.30%	Dec. '19	1.32%
50%	Dec. '20	2.30%	1.80%	3.10%	Dec. '20	1.03%
Three Year Weighted Avg. =		2.56%	2.14%	3.17%		1.26%

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

Ten Year History

Calendar Year	Semiannual Averages		Annual % Change	Fiscal Year	Budgeted Merit Increases	Actual Merit Increases
	Jan-Jun	Jul-Dec				
2011	211.86	215.14	4.35%	2012	0.00%	
2012	217.39	219.61	2.08%	2013	1.00%	
2013	222.06	221.17	0.71%	2014	0.00%	
2014	222.84	222.47	0.59%	2015	3.00%	
2015	221.51	223.05	0.26%	2016	3.00%	2.72%
2016	222.96	225.16	0.94%	2017	3.00%	2.91%
2017	227.43	229.00	1.71%	2018	3.00%	2.85%
2018	100.00	101.86	1.86%	2019	4.50%	4.47%
2019		103.21	1.32%	2020	4.25%	4.05%
2020		104.26	1.03%	2021	4.25%	4.19%
Average			1.48%		2.60%	3.53%

Figure #2: Pay Scale Adjustment Guide

Average Midpoint Pay	Proposed Per Hour Increase		Annual Full-time Increase
	Minimum	Maximum	
\$70,122.00			
	Minimum	\$0.44	\$915.20
	Midpoint	\$0.55	\$1,144.00
	Maximum	\$0.66	\$1,372.80
2.14% = Weighted Average ECI (Wages Only)			
1.26% = Weighted Average CPI			
Hourly Equivalent			
\$1,497.10	\$0.72	= ECI (Wages Only)	
\$880.73	\$0.42	= CPI	
	\$0.57	=Average	

Proposed Pay Scale Effective 1/1/2022

Titles and Pay Levels	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 17						
City Administrator	\$99,268	\$119,600	\$139,932	\$47.73	\$57.50	\$67.28
Level 16						
	\$94,434	\$113,776	\$133,118	\$45.40	\$54.70	\$64.00
Level 15						
Police Chief	\$89,600	\$107,952	\$126,304	\$43.08	\$51.90	\$60.72
Level 14						
Director of Public Works	\$84,766	\$102,128	\$119,490	\$40.75	\$49.10	\$57.45
Level 13						
Finance Director/Assistant City Administrator	\$79,932	\$96,304	\$112,676	\$38.43	\$46.30	\$54.17
Level 12						
	\$74,194	\$90,480	\$106,766	\$35.67	\$43.50	\$51.33
Level 11						
	\$69,418	\$84,656	\$99,894	\$33.37	\$40.70	\$48.03
Level 10						
City Clerk	\$64,642	\$78,832	\$93,022	\$31.08	\$37.90	\$44.72
Level 9						
Parks & Recreation Superintendent	\$59,867	\$73,008	\$86,149	\$28.78	\$35.10	\$41.42
Police Sergeant						
Public Works Superintendent						
Level 8						
Building Inspector	\$55,091	\$67,184	\$79,277	\$26.49	\$32.30	\$38.11
Police Corporal and Detective						
Level 7						
Police Officer	\$49,088	\$61,360	\$73,632	\$23.60	\$29.50	\$35.40
Level 6						
Code Enforcement Officer	\$44,429	\$55,536	\$66,643	\$21.36	\$26.70	\$32.04
Level 5						
Facility Maintenance Supervisor	\$40,768	\$50,960	\$61,152	\$19.60	\$24.50	\$29.40
Skilled Maintenance Worker/Equipment Operator						
Swimming Pool Manager						
Level 4						
Administrative Assistant	\$37,107	\$46,384	\$55,661	\$17.84	\$22.30	\$26.76
Court Clerk						
Police Clerk						
Level 3						
Assistant Pool Manager	\$33,446	\$41,808	\$50,170	\$16.08	\$20.10	\$24.12
Swim Team Head Coach						
Water Exercise Instructors						
Level 2						
Administrative Intern	\$29,786	\$37,232	\$44,678	\$14.32	\$17.90	\$21.48
Police Intern						
Public Works Intern						
Level 1						
Community Center Custodian/Attendant	\$26,125	\$32,656	\$39,187	\$12.56	\$15.70	\$18.84
Head Lifeguard						
Swim Lesson Instructors						
Level .75						
Swim Team Assistant Coach				\$10.50	\$13.13	\$15.75
Level .5						
Life Guard				\$9.50	\$11.88	\$14.25
Pool Receptionist/Clerk						
Level .25						
Concessions Worker				\$8.50	\$10.63	\$12.75

Averages 2022	\$ 58,293	\$ 71,266	\$ 84,239	\$ 26.23	\$ 32.07	\$37.90
Averages 2021	\$ 57,362	\$ 70,122	\$ 82,882			
Average Annual Change in Wage	\$ 931	\$ 1,144	\$ 1,357			
Average Change in Hourly Rate	\$ 0.45	\$ 0.55	\$ 0.65			
Percent of Change	1.623%	1.631%	1.637%			

Proposed Pay Scale Effective 1/1/2021

Titles and Pay Levels	Annual Pay			Hourly Rate		
	Minimum	Midpoint	Maximum	Min	Mid	Max
Level 17						
City Administrator	\$98,318	\$118,456	\$138,594	\$47.27	\$56.95	\$66.63
Level 16						
	\$93,485	\$112,632	\$131,779	\$44.94	\$54.15	\$63.36
Level 15						
Police Chief	\$88,651	\$106,808	\$124,965	\$42.62	\$51.35	\$60.08
Level 14						
Director of Public Works	\$83,817	\$100,984	\$118,151	\$40.30	\$48.55	\$56.80
Level 13						
Finance Director/Assistant City Administrator	\$78,983	\$95,160	\$111,337	\$37.97	\$45.75	\$53.53
Level 12						
	\$73,256	\$89,336	\$105,416	\$35.22	\$42.95	\$50.68
Level 11						
	\$68,480	\$83,512	\$98,544	\$32.92	\$40.15	\$47.38
Level 10						
City Clerk	\$63,704	\$77,688	\$91,672	\$30.63	\$37.35	\$44.07
Level 9						
Parks & Recreation Superintendent	\$58,928	\$71,864	\$84,800	\$28.33	\$34.55	\$40.77
Police Sergeant						
Public Works Superintendent						
Level 8						
Building Inspector	\$54,153	\$66,040	\$77,927	\$26.04	\$31.75	\$37.47
Police Corporal and Detective						
Level 7						
Police Officer	\$48,173	\$60,216	\$72,259	\$23.16	\$28.95	\$34.74
Level 6						
Code Enforcement Officer	\$43,514	\$54,392	\$65,270	\$20.92	\$26.15	\$31.38
Level 5						
Facility Maintenance Supervisor	\$39,853	\$49,816	\$59,779	\$19.16	\$23.95	\$28.74
Skilled Maintenance Worker/Equipment Operator						
Swimming Pool Manager- new						
Level 4						
Administrative Assistant	\$36,192	\$45,240	\$54,288	\$17.40	\$21.75	\$26.10
Court Clerk						
Police Clerk						
Level 3						
Assistant Pool Manager	\$32,531	\$40,664	\$48,797	\$15.64	\$19.55	\$23.46
Swim Team Head Coach- new						
Water Exercise Instructors- new						
Level 2						
Administrative Intern	\$28,870	\$36,088	\$43,306	\$13.88	\$17.35	\$20.82
Public Works Intern						
Level 1						
Community Center Custodian/Attendant	\$25,210	\$31,512	\$37,814	\$12.12	\$15.15	\$18.18
Head Lifeguard- new						
Swim Lesson Instructors- new						
Level .75	Hourly Rate					
Swim Team Assistant Coach- new	\$10.50	\$13.13	\$15.75	\$10.50	\$13.13	\$15.75
Level .5						
Life Guard				\$9.50	\$11.88	\$14.25
Pool Receptionist/Clerk						
Level .25						
Concessions Worker				\$8.50	\$10.63	\$12.75

Item Number: DISCUSSION ITEMS- II.-2.
Committee 4/5/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/25/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Review Proposed 2022 Solid Waste Assessment**
Item Type: Other

Recommendation:

Staff recommends setting the solid waste service assessment at \$201.50 for 2022 based upon the attached analysis.

Details:

Attached is the 2022 Solid Waste Rate Analysis. The 2022 analysis does not reflect Public Works staff costs associated with the leaf pick up program, this is consistent with the approach employed in setting the 2019, 2020 and 2021 assessment. A total assessment of \$201.50 per home is proposed (a \$1.50 increase from 2021). The solid waste fee charged by WCA will increase \$.30/month/home or \$3.60/year/home based upon the contract renewed with WCA in 2020. The renewal extended service to 2021 through 2025. With a \$.30 per month increase in the fee established for 2022, 2023, 2024, and 2025. The \$.30 increase equates to 1.94%. In contrast the average annual increase in the rate from 2014 through 2021 is 4.58%.

The Rate Analysis reflects a garbage/recycling/yardwaste assessment based upon the rate charged by WCA (\$189/yr). It also includes \$1/yr to cover administrative costs and a fee to cover a portion of the leaf collection program costs (\$11.50/yr which does not include the public works man hour costs). These total \$201.50/yr, a \$1.50 increase from 2021. The increase is less than the increase in the WCA fee (of \$3.60) due to the cost of the leaf collection program going down. This equates to an average annual increase in the solid waste assessment of 2.47% between 2016 and 2022.

Looking beyond 2022, Council should anticipate the solid waste assessment will around \$3.75 per year.

How does item relate to Strategic Plan?

Reviewing the costs of service annually and setting fees appropriately is good financial stewardship.


How does item benefit Community for all Ages?

Contracted solid waste services result in less heavy truck traffic on City streets and lower costs for service to the end user, these are beneficial to people of all ages.

Financial Impact

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

ATTACHMENTS:

Description	Type
 2022 Solid Waste Assessment Analysis	Cover Memo

2022 Solid Waste Assessment Analysis

Trash Service Cost:

Includes solid waste, yard debris, unlimited recycling, large item pickup (excluding white goods)*

Leaf Program Cost:

Citywide curbside leaf pickup program

Administrative Cost:

Staff administrative time for questions, new residents trash/recycling startup, etc.

\$ 24.46	Administrative Assistant Cost with Benefits and 5% Overhead
260	hours
\$ 6,359.60	

Summary of Program Costs								Average Annual Increase
Year of Service:	2016	2017	2018	2019	2020	2021 Budget	Projected 2022 Budget	
History of Solid Waste Fee Charged City by Contractor (Per Home Per Year)	\$ 145.44	\$ 149.76	\$ 182.04	\$ 182.04	\$ 182.04	\$ 185.40	\$ 189.00	4.99%
Percent Increase	0.00%	2.97%	21.55%	0.00%	0.00%	1.85%	1.94%	
Total Homes Subject to Assessment	2,846	2,845	2,849	2,850	2,850	2,850	2,851	

Summary of Solid Waste Program Costs:

Administrative Costs	\$ 4,228.00	\$ 4,228.00	\$ 4,228.00	\$ 5,496.40	\$ 6,110.00	\$ 6,293.30	\$ 6,359.60
Leaf Pick Up Costs	\$ 87,656.00	\$ 87,645.00	\$ 51,288.00	\$ 46,207.00	\$ 41,184.00	\$ 41,801.76	\$ 42,419.52
Solid Waste Service Costs	\$ 413,922.24	\$ 426,067.20	\$ 518,631.96	\$ 518,814.00	\$ 518,814.00	\$ 528,390.00	\$ 538,839.00
Total program cost	\$ 505,806.24	\$ 517,940.20	\$ 574,147.96	\$ 570,517.40	\$ 566,108.00	\$ 576,485.06	\$ 587,618.12

Estimated Cost Per Property	\$ 177.73	\$ 182.05	\$ 201.53	\$ 200.18	\$ 198.63	\$ 202.28	\$ 206.11
-----------------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

Annual Assessment Breakdown:

Annual Solid Waste Charge per property	\$ 148.00	\$ 149.76	\$ 183.00	\$ 183.00	\$ 183.00	\$ 185.25	\$ 189.00	4.62%
Solid Waste Revenue	\$ 421,221	\$ 426,067	\$ 521,367	\$ 521,550	\$ 521,550	\$ 527,963	\$ 538,839	
Administrative Fee Charged per property:	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	
Administrative Service Fee Revenue	\$ 2,846.00	\$ 2,845.00	\$ 2,849.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,851.00	
Leaf Program Charge Per property:	\$ 26.47	\$ 27.24	\$ 15.00	\$ 13.00	\$ 14.00	\$ 13.75	\$ 11.50	-9.43%
Leaf Program Revenue	\$ 77,179.00	\$ 80,000.00	\$ 42,735.00	\$ 37,050.00	\$ 39,900.00	\$ 39,187.50	\$ 32,786.50	
Per Property / Year Cost	\$ 175.47	\$ 178.00	\$ 199.00	\$ 197.00	\$ 198.00	\$ 200.00	\$ 201.50	2.47%
Per Property / Per Month Cost	\$ 14.62	\$ 14.83	\$ 16.58	\$ 16.42	\$ 16.50	\$ 16.67	\$ 16.79	
Annual Surplus or (Deficient)/Home	\$ (2.25)	\$ (4.05)	\$ (2.53)	\$ (3.18)	\$ (0.63)	\$ (2.28)	\$ (4.61)	
Total Estimated Surplus or (Deficiency)	\$ (6,406.00)	\$ (11,531.60)	\$ (7,196.96)	\$ (9,067.40)	\$ (1,808.00)	\$ (6,485.06)	\$ (13,141.62)	

History of Solid Waste Assessment

Solid Waste Assessment	\$ 175.47	\$ 178.00	\$ 199.00	\$ 197.00	\$ 198.00	\$ 200.00	\$ 201.50	2.47%
Equivalent Monthly Rate	\$ 14.62	\$ 14.83	\$ 16.58	\$ 16.42	\$ 16.50	\$ 16.67	\$ 16.79	

*Notes: Solid waste contract with WCA provides for a \$.30/month increase in the solid waste fee per account each year from 2021 through 2025. Anticipate a \$3.75 increase in the annual solid waste assessment in 2023, 2024, and 2025. Public Works personnel costs for the leaf collection program (estimated at \$13,000 for 2022) are removed from the proposed Solid Waste Assessment fee (hence the reason the sheet reflects an annual deficiency). Leaf collection program costs for 2022 are estimated at 3% above 2020 actual costs.

Item Number: DISCUSSION ITEMS- II.-3.
Committee 4/5/2021
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 3/31/2021
Submitted By: Tony Nichols
Committee/Department: Public Works
Title: **Direction on Holding July 4th Fireworks**
Item Type: Discussion

Recommendation:

Staff recommends providing direction to Fairway to secure fireworks vendor for the 4th of July event and begin operational planning with all event partners. Marketing for event would include relevant masking and distancing information per current local health orders.

Details:

In 2020 the participating cities opted to cancel the 4th of July fireworks due to COVID related gathering and distancing restrictions.

Relevant Current Health Order Restrictions:

Six feet of physical distancing within a public space between people who do not live together.

Masks required while outdoors in public spaces and unable to maintain a 6-foot distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

Current Johnson County Health Code **does not** limit gatherings for outdoor events.

The 4th of July fireworks display can be observed from other areas of the city and residents homes if they do not wish to gather at the event site.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-4.
Committee 4/5/2021
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/31/2021
Submitted By: Tony Nichols
Committee/Department: Public Works
Title: **Direction on Pool Opening and Operations Plan**
Item Type: Discussion

Recommendation:

Staff recommends opening the Roeland Park Aquatic Center for the 2021 season with the modifications provided in the proposed operational plan.

Details:

Attached Operations Plan

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
 Pool Operations Plan 2021	Cover Memo

2021 RPAC Operational Plan

Relevant Current Health Order Restrictions:

- Mask required (outside of the water) for patrons who do not reside together and can not maintain 6 ft of social distance.
- Only capacity limitation based on providing adequate spacing for patrons to maintain 6 ft of social distance.

Pool Capacity and ticketing

- Using deck space and pool space areas, RPAC could safely host 844 patrons and provide at least 6 feet of social distance between all patrons. If grass areas are used in calculation the capacity limit goes well above 1000. With these very high potential gathering limits, there is no need to restrict capacity.
- The pools that did open in 2020 offered reservable time slots to limit patron capacity. Without the need to limit capacity, RPAC will use an open swim format like in 2019 and previous seasons.

Pass Options

- RPAC will offer season passes, daily visits and punch cards for admission. SuperPass will not be available for the 2021 season.

Mask Requirements and Social Distancing

- Patrons will be required to wear masks when they can not maintain 6 feet social distance and not in the water. (see local health order for exemptions)
 - Waiting in line and interacting with staff at front desk and concessions.
- Staff working the front desk, concessions and in the break room will be required to wear masks.
- Lifeguards will wear masks during training (outside of water), while in break room, and any other areas that they can not maintain social distance.
- Patrons in line for amenities will be asked to maintain social distancing.

Cleaning Protocols

- Staff will clean high contact surfaces (door handles drinking fountains, railings) at least hourly.
- Backpack sprayer will sanitize restrooms and equipment daily.

Hours of Operation

- Saturday of Memorial Day weekend (5/29/21) through August 11th
 - Daily Open Swim Noon – 7p. 7p closing time will allow for one 8 hour shift for staff with time for cleaning at end of shift. 15 year old lifeguards are restricted to 8 hour day per child labor laws. One shift reduces number of staff required for pool operations.
- August 12th – September 6th (Labor Day)
 - Open Swim Tuesday and Thursday 4p -7p. Weekends and Labor Day Noon – 7p.
 - Child labor laws restrict any staff under the age of 16 to 3 hours on a school night.

Programming

- Staff will wear masks as required if social distancing can not be maintained. (some swim lessons)

- Swim Team will space participants out across lanes to maintain distancing. Additional restrictions may be required during meets. Johnson County Swim and Dive League will follow all current health code requirements.

Item Number: DISCUSSION ITEMS- II.-5.
Committee
Meeting Date: 4/5/2021



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Executive Session - "I move to recess the City Council into executive session in order to discuss the potential acquisition of real estate, pursuant to the real estate exception of the Kansas Open Meetings Act, K.S.A.75-4319(b)(6). The open meeting to reconvene in the virtual format in () minutes."

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?