

GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park, City Hall 4600 W. 51st Street
Monday, May 2, 2022 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"> Michael Poppa, Council Member Tom Madigan, Council Member Kate Raglow, Council Member Michael Rebne, Council Member | <ul style="list-style-type: none"> Keith Moody, City Administrator Erin Winn, Asst. Admin. Kelley Nielsen, City Clerk John Morris, Police Chief Donnie Scharff, Public Works Director |
|--|--|--|

Admin	Finance	Safety	Public Works
Raglow	Rebne	Poppa	Brauer
Dickens	Hill	Madigan	Faidley

I. APPROVAL OF MINUTES

A. April 4, 2022

II. DISCUSSION ITEMS:

1. Review Edits/Updates to Preliminarily Approved 2023 Objectives - 5 min
2. Continued Discussion on Storm Water Utility Options - 2022 Objective - 15 min
3. Follow Up Items on Roesland Crossing Guard Discussion- 5 min
4. Adjourn to Executive Session, pursuant to K.S.A. 75-4319(b)(2), to receive legal advice from the City's attorneys regarding the City's existing ordinances and the potential ramifications of modifying, or not modifying, the existing ordinances based upon the new requirements of HB2717, for a length of ____ minutes."
5. Adjourn to executive session, pursuant to K.S.A. 75-419(b)(2), to receive legal advice from the City's attorneys regarding the existing contractual requirements and proposed contractual changes with Sunflower Development for a length of ____ minutes."
6. Adjourn to Executive Session pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) for City Administrator mid year review. The open meeting to resume in the council chamber at _____. Roeland Park City Council and Governing Body Workshop Meeting

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 **5/2/2022**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **April 4, 2022**
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ April 4, 2022	Cover Memo

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, April 4, 2022, 5:00 P.M.

- Mike Kelly, Mayor
- Trisha Brauer, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Jennifer Hill, Council Member

- Tom Madigan, Council Member
- Michael Poppa, Council Member
- Kate Raglow, Council Member
- Michael Rebne, Council Member

- Keith Moody, City Administrator
- Erin Winn, Asst. Admin.
- Kelley Nielsen, City Clerk
- John Morris, Police Chief
- Donnie Scharff, Public Works Director

Admin
Hill
Raglow

Finance
Madigan
Rebne

Safety
Faidley
Poppa

Public Works
Dickens
Brauer

(Governing Body Workshop Called to Order at 6:15 p.m.)

ROLL CALL

CMBR Dickens called the meeting to order. All Governing Body members were present with CMBRS Raglow and Madigan appearing virtually.

I. APPROVAL OF MINUTES

A. March 21, 2022

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Review Ripple Glass Recycling Information and Discuss Options

Ms. Winn reviewed the results from the Ripple curbside glass recycling pilot program and presented four possible options to continue the program. Piercyn Charbonneau from Ripple Glass was also present for the discussion.

Ms. Winn said the six-month pilot program was available to 654 households and there was approximately a 62 percent participation with the twice monthly collection. The program cost the City \$9,000.

Four options presented to the Governing Body were:

1. The City being the sole contractor for the program. An RFP would be issued per the City's purchasing policy. Ripple would also submit a proposal for the program. In this option the cost would be totally paid by the City.

2. Roeland Park residents would pay for the service. An RFP would be issued for a collector and the fee would be added to the solid waste assessment.

3. There would be an opt-in program through Ripple or another vendor. There is a possibility to develop a program to reimburse some or all of the cost to the resident participant.

4. Keep the status quo where individuals drop their glass off if they choose or choose their own collector and subscribe for a service.

Ms. Winn said that for a City-wide participation a monthly collection would be all that was needed. The estimated cost would be approximately \$2.25 a month from Ripple and up to \$10 per month from various other providers.

If the City were to completely fund the program, the cost is projected to be \$77,000 annually. Those funds could then be unavailable for other capital projects throughout the year.

Ms. Winn also reviewed the responses to glass recycling from the citizen survey noting that responses were split on being very supportive and non-supportive.

A key consideration that was noted is that Roeland Parkers recycle at three times the rate as the national average. It is difficult to determine, however, if full participation would increase if enrollment was mandatory.

CMBR Brauer asked if there was data to show that glass recycling changed at the Aldi collection site during their pilot program. Mr. Charbonneau said that Ripple noticed no change.

CMBR Faidley asked if the pilot was profitable and were there any complaints from broken glass. Mr. Charbonneau said the pilot was not profitable and was not intended to be. It ended with a net zero cost. Ms. Winn said they received one call and she reached out to Ripple who handled the issue immediately. She added that the pilot was not intended to make money but to see if Ripple could handle collections on a municipal wide scale.

CMBR Madigan asked if there was any data identifying the glass recycling participation rate of surrounding cities. Ms. Winn responded they do not have that information. CMBR Madigan said he also does not want to add more money to their taxes at this time and could not see the City paying out \$77,000 that could be used for other projects. He would support the fourth option to keep the status quo.

CMBR Hill said she would support the first option of the City being the contractor and paying the fee. She said this would encourage more people to recycle their glass adding that those who are doing it now will continue. She said that everyone needs to recycle their glass as the benefits are far beyond what they can see today.

Mayor Kelly thanked Ripple for their partnership noting that Roeland Park has become a laboratory for such projects. Mr. Charbonneau also thanked the City on behalf of Ripple and for their ongoing sustainability efforts. Mayor Kelly said he knew they were focusing on the economic impact but that is not the only factor to consider, and that the environmental component also needs to be considered and how they want to quantify that. He said there is a potential to recycle about 830,000 pounds of glass a year, which will keep it out of the landfill as they will need to find a new one soon. The Governing Body also wants to be sensitive to the costs to resident. Mayor Kelly said this is a unique opportunity for them to investigate further. He noted that the City currently provides many services to the community that not everyone participates in such as their parks, events, adding that not everyone citizen drives on every single street. He said that even though they probably would not have 100

percent participation that should not preclude them from looking at this effort. He wants to get a good quantification on the environmental impact as well as citizen input not that they have had the pilot program.

CMBR Dickens asked if they knew why people were not supportive in the citizen survey. He also said he was leaning toward Option 1.

CMBR Faidley agreed that they need to calculate for the environmental costs. She said if they increase the solid waste fee to cover this, then people will squawk and those who would not use the program would squawk the loudest. She also said she is not sure she would be willing to allow this to take from the City's capital improvements.

CMBR Poppa thanked the City and Ripple for putting this program together and also for the partnership. He suggested a hybrid option of 1 and 2. City Administrator Moody said he would be happy to have residents help offset cost. Currently, they do not have any type of monthly billing and do not have any software with those capabilities. He added that staffing is not set up to deal with that kind of traffic for utility billing. That hybrid would need to shift staff and create a financial burden.

CMBR Raglow said she too was leaning towards Option 1. If they move in that direction, she wanted to know if they could add bins in parks as this is a big miss with recycling that other cities have. Mr. Charbonneau said they can coordinate for on-call drop-offs for events and could even provide ongoing collection at parks.

CMBR Madigan said they would need to address the difficulty of moving bins as they are not on wheels. Mr. Charbonneau said the cost of containers with wheels has increased 42 percent. The bins alone have increased \$15 apiece and they would need to pass along that cost.

CMBR Hill said they could look into providing options for the residents.

CMBR Rebne agreed with CMBR Faidley taking away from the capital projects and if they went with Option 1, he would like it explicitly stated what improvements they would be carving out of the capital budget. He also asked if glass recycling could be provided to the apartment complexes and whether the upfront costs included everyone getting a bin. Mr. Charbonneau said they provide their services to about 50 apartment complexes in the metro and would add Roeland Park apartment complexes in for free along with the City-wide curbside program. He said they have the capacity to do that, and it does benefit the residents. Mr. Charbonneau said the RFP rate they would quote would include the price for the bins. He said there is also the possibility of a rebate program for them.

CMBR Faidley thanked CMBR Rebne for mentioning the Boulevard apartments as they currently do not have any type of recycling. She said they also need to consider apartment recycling especially with development of the Rocks.

Mayor Kelly said he would support Option 1 and wants to seek proposals from companies so they can have a real conversation about what would fit into the budget and how it would affect the long-term Capital Improvements Program.

There was a majority consensus to explore Option 1 further.

Ms. Winn said she will also compare the RFP results versus a mill reduction and look further into hybrid options.

2. Discuss Full-Time Management Fellowship

Ms. Winn said their current management intern Kristen Morehead is a management fellow at KU and as a requirement her second year needs to be a full-time local government position. Ms. Win said that her work and analysis has been beneficial during her time with the City. She would like the Governing Body to consider changing the terms of her employment to full time next year, which would add about \$30,000 to that line item but could be paid through ARPA funding. Ms. Winn said are benefitting from her qualifications which will be utilized as they see an increase in development activity. Plans would be for her to be working on an economic development policy. There are also TIF funds expiring, and they are trying to spend them all, but if not, Ms. Morehead will investigate how to convert those into something beneficial to the City. She will also be working on a committee procedural handbook to get that information uniformly into one place. In return, Ms. Morehead will get to experience all facets of a vibrant community. Ms. Winn also noted that it is important to keep a diverse workforce in local government especially for female people of color. Ms. Winn also said she is expecting her second child in October and would be on leave until January, so it would be wonderful to have another set of hands. It was noted that she is also pursuing an internship with Kansas City, Kansas. If she accepts to stay with Roeland Park, she will bring a formal offer to the Governing Body.

There was unanimous consensus to increase Ms. Morehead's position to full-time.

3. Discuss Contract for Construction Project Management/Inspection Services

City Administrator Moody said the rationale behind the contracting position is provided in the staff report. He has had previous experience with this type of service in another City. It typically draws from a retired Kansas City MODOT or KDOT staff who is not quite ready to completely leave the workforce. Mr. Moody asked for consent to test the waters, do recruiting, put out an RFP, and a draft sample agreement is included for reference.

CMBR Faidley asked if they are expecting a robust response. City Administrator Moody said they cannot predict in this type of a market. He said previously he has had a good response, but it has been a while. The goal is for the individual to handle easement acquisitions, initial contacts with neighbors, and addressing residents' questions during constructions projects. Currently this falls mainly to Public Works Director Scharff and City Administrator Moody. This would not interfere with their agreement with Larkin, the City's engineer.

There was consensus to move forward with the RFP.

III. COMMITTEE MINUTES

There were no items discussed.

IV. ADJOURN

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

(Roeland Park Governing Body Workshop Adjourned at 6:56 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 5/2/2022
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/16/2022
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Review Edits/Updates to Preliminarily Approved 2023 Objectives - 5 min**
Item Type: Discussion

Recommendation:

Informational, review of edits of preliminarily approved 2023 Objectives.

Details:

Council reviewed Draft 2023 Objectives on 3/21/22. Some edits have been made based upon that initial review as well as updated cost estimates. A redline version of the Goals and Objectives is attached so that the edits are easily identified.

How does item relate to Strategic Plan?

Adopting goals and objectives is a way for the City to set clear priorities and enhance our financial planning. Some goals specifically address recommendations of the Strategic Plan.

How does item benefit Community for all Ages?

A number of the objectives are specifically intended to address areas where we can improve our service delivery to residents of all ages.

Financial Impact

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


Additional Information

Attached is a DRAFT Goals and Objectives document for 2023. The Objectives have been placed under the most appropriate goal. This review is your opportunity to ask for clarification on objectives as well as to gain understanding of how an Objective will further our goals. **If you do not find that the Objective is in line with our goals or do not believe it should be a priority for 2023 this is the time that you should express yourself.**

In providing preliminary approval of the Objectives we are saying we find that the objective is a priority and the financial impacts should be reflected in the identified account as we begin work on the line item budgets. We will determine if we can afford to complete the objectives as we work through the budget development process. Objectives may need to be removed or delayed if we end up in a position where we are constrained financially or by time. Council will be asked to prioritize, postpone, eliminate or reduce the budget of objectives when we present the line item budgets at the first workshop in June if the need to reduce expenditures exists.

Please make notes as you read through the Objectives. I will lead the review by reading the title of the objective and ask for comments/questions. If we have none I will assume the Objective has preliminary approval and will move on to the next objective. If we have concerns expressed about an objective, I will ask for the Governing Body to vote on preliminary approval of that Objective. I must stress the importance of reading the objectives and coming prepared with questions in order to move through this process in a timely manner. I will refer questions to the person who submitted the objective if I am not able to address the question.

ATTACHMENTS:

Description	Type
 2023 Preliminarily Approved Goals and Objectives	Cover Memo

Fiscal Year 2023

Organizational Goals & Current Objectives

- A. Prioritize Diversity, Communication and Engagement with the Community**
– by expanding opportunities to inform and engage residents in an open and participatory manner.

Objectives:

1. Enhance Community Engagement in the Annual Budget Process, Starting with the 2024 Budget

Justification:

Getting the community involved in the budget process allows residents to more deeply engage in civic matters and invest in Roeland Park's future by partnering with the city's leadership team to prioritize crucial City services and projects.

Typically, the City of Roeland Park has held a community budget forum in June and a public budget/mill rate hearing in August. While informative, these engagement opportunities tend to present citizens with a complete budget. Enhancing the community's engagement in the annual Budget process would mean involving the community earlier in the process, with targeted input opportunities to segments of the community who have historically not engaged in the budget process. Expanding community engagement that would inform the formation of budget objectives and decisions in a meaningful way. The public feedback should be considered when forming goals and objectives for the upcoming year. There are a variety of public engagement techniques, such as:

1. **Balancing Act online simulation:** This is an online platform that allows residents to develop a city budget based on the actual resources anticipated by the City. While this isn't a tool designed for direct decision making, it helps to educate residents on the process of allocating resources in a city.
Example: City of Greensboro <https://www.greensboro-nc.gov/departments/budget-evaluation/budget-simulator>
2. **Budget survey/vote (informational/feedback):** Create a survey that could be taken virtually but also hard copy. Partner with RPCC and resident champions to get the word out to folks who don't have online access.
Example: City of Thousand Oaks
<https://www.toaks.org/Home/ShowDocument?id=13815>

3. **Budget pop-up events:** Host informal events in popular community gathering spots. Offer food/drink or free stuff to draw people in. Be prepared with specific questions to engage folks and have City leadership present to answer questions.
Example: City of Chicago round table discussions:
<https://www.chicago.gov/content/dam/city/sites/budget/2021BudgetEngagementRecap.pdf>

Cost Estimate: \$10,000 **Account 101-5253**

Completion Date: September 1, 2023 (as part of the adoption of the 2024 budget)

Responsible Party: Administrative Staff, Governing Body

Submitted By: Council Person Poppa

B. Improve Community Assets – through timely maintenance and replacement as well as improving assets to modern standards.

Objectives:

1. Phase 3 Improvements at Cooper Creek Park

Justification: The restoration of Cooper Creek Park began in 2021 with Phase 1 and will continue with Phase 2 in 2022. Phase 3 of the project would complete and maintain the extensive restoration, resulting in a welcoming, sustainable park benefiting residents, visitors, and wildlife. A further goal of Phase 3 is to raise awareness among residents of how they can help protect our local environment by planting native species and by controlling the spread of invasive plants in their own yards. In this way, the modest effort to restore the habitat of a relatively small park will have far-reaching consequences that benefit all of Roeland Park and its neighboring cities.

Phase 3 specific actions:

1. Amenities and Gateway- Supplement the landscaping beds planted in Phases 1 and 2 with additional pollinator plantings, as needed, to maintain qualifications as a Monarch Waystation (cost estimate \$2,000).
2. Natural Environment Preservation- Repeat herbicide treatments, as needed, for maintaining eradication of invasive plant species (cost estimate \$2,500).
3. Plant Trees and Shrubs- Plant additional trees/shrubs, if needed, to add diversity. Enough trees will be planted in 2022 that 30% can be lost and still achieve the tree canopy target. A \$3,500

place holder is proposed in case added diversity or larger trees (5 gallon) are needed.

4. Community Education on Invasive Species and Native Species- Work with the Parks and Recreation Superintendent, the Parks Committee, Public Works, and Ward 1 City Councilors to share information learned during eradication of invasive species in Cooper Creek Park, targeting other City parks, especially Nall Park. Midtown Signs will fabricate and install one 24" x 36" ADA-accessible, tabletop interpretive sign in Cooper Creek Park that provides information on the restoration of this riparian ecosystem, including such topics as eradication of invasive species, wildlife, native plantings, and pollinator gardens (cost estimate \$4,071).
5. Create a Children's Book- about the Cooper Creek Park Restoration Project, written at the level of 3rd and 4th Graders. A hardcopy of the book will be left permanently in the Little Free Library, Cost per 8" x 11" online Shutterfly book = \$40 plus 3 extra copies to use, if needed, as replacements = \$160.

This Objective addresses Goal 5 (Promote recreational opportunities through enhanced green space), Strategy A (Develop existing facilities to maximize use and service to public) of the City's strategic plan. It also supports Community for All Ages by adding ADA and Universal Design compliant elements at the park. The project demonstrates the City's commitment to beautifying and maintaining its parks, attracting residents of all ages, updating gateway entrances into the city, and maintaining healthy natural ecosystems for the benefit of wildlife, plants, and people.

Cost Estimate: \$12,330 **Account 300-5470**

Completion Date: December 31, 2023

Responsible Party: Councilmember Trisha Brauer, Parks and Recreation Superintendent, Director of Public Works, and Parks Committee; Cooper Creek Park Restoration Project Citizen Group will be responsible for maintaining (through 2023) the 10 native trees planted in the area near the picnic table, preparing and planting pollinator beds, and community education programming.

Submitted By: Council Person Brauer

2. Update the Women's Restroom at the Aquatic Center

Justification: The men's restroom was updated as part of the 2021 renovations of the Roeland Park Aquatic to provide privacy through enclosed showers. This objective seeks to update the women's locker room areas to the same finishes as the men's room. The women's showers are private. To match the finishes in the men's locker area this objective would replace

shower stall partitions, replace restroom partitions, re-epoxy the floor and replace lockers to match partitions.

Cost Estimate: \$75,000 **Account 220-5442**

Completion Date: May 1, 2023

Responsible Party: Parks and Recreation Superintendent

Submitted By: Aquatics Committee

3. Review and Update Nall Park Master Plan

Justification: The Capital Improvement Plan (CIP) reflects the replacement of existing play equipment (2024- \$80,000), creation of a disc golf course (2024- \$13,500), retaining wall repair (2025- \$15,000) and repaving of the asphalt trail (2029- \$125,000) at Nall Park. In addition, Johnson County’s planned reconstruction of the Nelson Wastewater Treatment Plant will entail force main construction in this park. A master plan for Nall Park was developed in 2007. This objective would entail hiring a planning firm to lead the Parks’ Committee through a review of that master plan and facilitate changes that may be identified. The effort would also establish the scope of work to be completed and be accompanied by current cost estimates. The product will aid the city in identifying funding and scheduling of projects in the CIP.

Cost Estimate: ~~\$7~~45,000 **Account 300-5209**

Completion Date: August 1, 2023

Responsible Party: Parks and Recreation Superintendent and Parks Committee

Submitted By: Council Person Faidley

4. Add Artistic Play Structure at Southeast Entryway to R Park

Justification: The intent of the objective is to enhance, improve, and complete the Traffic Garden/Children’s Playground area located in the SE quadrant of R Park by adding an artistic play-structure. This site-specific, one-of-a-kind play-structure will unite the children’s play area with the Traffic Garden. The iconic, fantasy play-structure will inspire fun and imagination with play and art. During the last 6 years the City of Roeland Park, led by the Parks and Recreation Superintendent, Public Works, and the Parks Committee with support and fundraising from citizens, has addressed important maintenance and improvements in all the parks in Roeland Park. In the 2022 Phase 3 improvements at R Park Phase will replace the playground equipment and create a new traffic garden to help teach children the rules of the road. The Traffic Garden is laid out to accommodate several art pieces. The southeast corner of the garden is

one such location also serving as a primary entrance to the park and large enough to incorporate an artistic play structure. A design would be developed in accordance with playground safety standards. The Parks Committee will lead the project and consult with the Arts Committee to arrive at a proposed design.

Cost Estimate: \$90,000 **Account 300-5472** \$30,000 is to be covered via private donations and \$60,000 covered by the city.

Completion Date: December 15, 2023

Responsible Party: Parks and Recreation Superintendent, Parks Committee, Arts Committee

Submitted By: Council Person Raglow

C. Keep Our Community Safe & Secure – for all citizens, businesses, and visitors.

Objectives:

1. Purchase ~~2~~-License Plate Reader Cameras for Police Department

Justification: License plate reader (LPR) camera systems reduce crime by real time alerts provided to officers through in-car computers and cell phones of stolen vehicles or vehicles associated with criminal activity. More than 80% of all crimes involve the use of a motor vehicle. A pole mounted camera system working 24/7 in the business district corridor ([at signal for 51st and Roe Boulevard](#)) would expand police coverage in the area of town with the highest incidence of crime. A second vehicle mounted LPR would provide the department opportunity to employ the capability throughout the community. LPR camera systems are used nationwide including several local communities. The [total cost of the system is estimated at \\$40,500 which includes equipment, installation and software, each camera is \\$2,500. Installation per camera is \\$350.](#) After the first year, a [\\$4,000 annual](#) software and monitoring fee is charged; ~~the total ongoing cost for both cameras is \$5,000.~~ A review of the effectiveness of the LPR system in Roeland Park will occur after the first year of use to determine if continued use is warranted.

Cost Estimate: [Year 1 cost of \\$40,500, ongoing annual cost of \\$4,000](#) **Account 360-4840**

Completion Date: January 30, 2023

Responsible Party: Chief Morris

Submitted By: Chief Morris

2. Allocate Special Law Enforcement Funds to Support K-9 Expenses

Justification:

The Roeland Park Police Canine Unit was established in 2018 through grants and fundraising. The equipment needed, as well as the canine and required training were covered by these resources. Fundraisers, grants, and donations have helped purchase additional equipment needed for the unit. The Covid19 pandemic has placed a strain on grants and non-profit police canine assistance programs. Many of the non-profit organizations have closed and those still functioning must select who receives funds from a larger pool of applicants. While the start-up of the unit required a sizeable amount, the yearly canine operating costs are relatively low. These costs include food (\$720), veterinary care (\$2,500), certifications (\$100), training (\$1,000), equipment (\$1,500) and incidental expenses (\$1,000).

The most important aspect of the police canine program is equipment and training. Most equipment is built to last many years; therefore, the need to replace items is minimal. Unexpected equipment issues can arise and require either repair or replacement. Most of the weekly training is done while on-duty and adds very little expense to the overtime budget. The National Police Canine Association (NPCA) holds a national training event every year with top rated canine instructors from around the world. This training is very beneficial for the canine handler and the canine program and is held at different venues throughout the United States.

The Special Law Enforcement Fund is used to account for resources dedicated to the K-9 unit along with resources from seizures. One of the benefits associated with having a K-9 unit is the increased potential for seizures. This was pointed out to Council when the decision to add a K-9 originally occurred. The Special Law Enforcement Fund has a balance of \$24,000. These resources are sufficient to cover the annual K-9 expenses.

Cost Estimate: \$6,820 **Account 109-5316 K-9 Expenses**

Completion Date: January 1, 2023

Responsible Party: Chief Morris

Submitted By: Council Person Madigan

D. Provide Great Customer Service – with professional, timely and friendly staff.

Objectives:

1.

Justification: .

Cost Estimate: \$ **Account**

Completion Date:

Responsible Party:

Submitted By:

E. Cultivate a Rewarding Work Environment – where creativity, efficiency and productivity are continuous pursuits.

Objectives:

1.

Justification: .

Cost Estimate: \$ **Account**

Completion Date:

Responsible Party:

Submitted By:

F. Encourage Investment in Our Community – whether it be redevelopment, new development or maintenance.

Objectives:

1.

Justification: .

Cost Estimate: \$ **Account**

Completion Date:

Responsible Party:

Submitted By:

G. Work to Implement Strategic Plan Goals – developed by the Strategic Planning Committee.

Objectives:

1.

Justification: .

Cost Estimate: \$ **Account**

Completion Date:

Responsible Party:

Submitted By:

Item Number: DISCUSSION ITEMS- II.-2.
Committee 5/2/2022
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 12/30/2021
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Continued Discussion on Storm Water Utility Options - 2022 Objective - 15 min**
Item Type: Discussion

Recommendation:

Staff is looking for direction from Council on if or how to proceed further development of a storm water utility.

Details:

Council discussed this topic at their 1/3/22 workshop and indicated that they would like some time to consider and then continue the discussion. No additional information was requested by Council on 1/3/22. Council discussed the topic again on 3/21/22 where council requested a summary indicating how other communities with a storm water utility fee apply the fee to schools, churches, not for profits or other government agencies. Attached is that comparison; only a couple of cities provide exemption opportunities. Also attached are the documents from the 1/3/22 initial workshop discussion item.

This item is a 2022 Objective, the complete objective item is listed in the "Additional Information" section below.

The attached presentation reflects insights provided by the City Administrator, City Attorney and City Engineer. It also reflects an implementation scenario that is revenue neutral for the City. This scenario provides clarity on how a new storm water fee with assumed reduction in the property tax mill impacts each of three primary property types (residential, commercial, and property tax exempt). Implementation of a storm water utility need not be revenue neutral.

The assumed method of applying the storm water fee is based upon impervious area (the primary element contributing to storm water run off) which is consistent with the approach employed by the other JOCO cities with a storm water fee. Attached is a map reflecting the impervious area identified by Larkin using the County's GIS system.

A storm water utility fee can be used to maintain, replace and operate the components of the storm water collection and conveyance system including, curbs, inlets, piping, open drainage ways along with staff, supplies and contractual services dedicated to storm sewer services. Street sweeping, catch basin cleaning, and brush/debris removal from drainage ways are examples of routine maintenance items that would also be eligible for funding through the storm water fee.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Additional Information

1. Investigate Storm Water Utility Options Available to Roeland Park

Justification: Currently Roeland Park does not operate a storm water utility as is common among neighboring Johnson County communities. The 2020 version of the Single-Family Cost of Living Comparison showed that communities that operate a storm water utility and employ a related utility fee also tend to enjoy a lower property tax mill rate. Implementing a storm water utility could further diversify the revenue structure of the community, which is Strategic Plan Goal and Strategy 1.D- Dedicate resources to create a financial plan with the purpose to diversify the revenue base.

The investigation would entail an initial legal assessment of how a storm water utility may be established considering any unique circumstances in Roeland Park. The investigation would also entail a high-level engineering analysis to identify rough impervious surface area, common methods of applying a fee as well as identifying fees contributed by different land uses. The investigation would also look at how the resources can be deployed.

Cost Estimate: \$5,000 **Account 270.5209 Engineering Services**

Completion Date: 3/31/2022

Responsible Party: City Administrator, Public Works Director, City Council

Submitted By: Keith Moody, City Administrator

ATTACHMENTS:

Description	Type
📎 Comparison of Exemptions Allowed	Cover Memo
📎 Storm Water Utility Options Presentation	Cover Memo
📎 Roeland Park Impervious Area Map	Cover Memo



Stormwater Fee Program Comparisons Schools, Churches, and Other Governmental Agencies

Kansas & Missouri Communities	SWU Fee?	Exemption Policy?	Comments
Bonner Springs, KS	YES	NO	Bonner Springs currently collects \$3 for all residential property and \$5.50 for non-residential property, <u>including schools, churches, governments, and non-profits</u> . However, these fees and procedures will be reviewed during the 2022 budget session.
Fairway, KS	YES	NO	Fairway <u>collects SWUF from their only church in town</u> . In addition, they also collect SWUF for two buildings owned by the KS Board of Regents (KU research facilities).
Kansas City, MO	YES	YES	Nearly every property within the City limits is charged a Stormwater fee, which is based upon the amount of impervious surface area on the property. Stormwater fees are not applied to properties that do not have impervious surfaces. In order to receive an exemption from the fee, a customer must complete our Stormwater Utility Impervious Surface Fee Exemption form and provide a copy of the State of Missouri tax exemption letter/documentation and <u>include the use of the exemption, i.e. church school, etc.</u> The Missouri State tax exemption is one of the criteria used to determine if a customer can be exempt from paying Stormwater fees. The other criteria are- ownership of the property, use of the property for tax exemption purpose and if the customer was paying Stormwater fees. There are no taxes associated with Stormwater accounts (the Stormwater fee has been called taxes).
Lawrence, KS	YES	NO	The City of Lawrence charges SWU Fee on their utility bill, therefore anyone who has a water account pays the fee. <u>There are no exemptions for non-profits or governments</u> . The City of Lawrence pays the fee as well on the City's properties in order to help support stormwater control.
Leavenworth, KS	YES	YES	Leavenworth charges schools, churches and non-profits. They also charge county facilities; however, <u>they do not charge state or federal properties</u> .
Lenexa, KS	YES	NO	
Louisburg, KS	YES	NO	Louisburg charges every utility account a flat \$4 fee on each bill. Utility customers include their gas, water, and sewer customers. Regardless of whether the customer is served gas, water or sewer, or any combination of the three, the \$4 fee applies. <u>There are no variances or exceptions to for any organizational/property type</u> .
Mission Hills, KS	YES	NO	



Stormwater Fee Program Comparisons Schools, Churches, and Other Governmental Agencies

Kansas & Missouri Communities	SWU Fee?	Exemption Policy?	Comments
Mission, KS	YES	NO	Revenue consists of an annual fee collected from each property in the City as an assessment on the property tax bill. The fee is set as a dollar amount per equivalent residential unit (ERU), which equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For FY 2022, the annual fee remains at \$28 per ERU/per month. A single-family parcel of property pays a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, determined by taking the total impervious surface for the parcel and dividing by 2,600 sq. ft. to determine the appropriate ERU multiplier. <u>The City collects the fee on all property – residential, commercial, non-profit, and government (including city owned property).</u>
Olathe, KS**	YES	YES	<u>Charitable, nonprofit organizations located in Olathe may qualify for a monthly discount on City non-residential stormwater service charges.</u> Any nonprofit organization located in Olathe and exempt from taxation under § 501(c)(3) of the Internal Revenue Code (IRS) are encouraged to apply. Upon receipt of needed information and approval of the discount, future monthly bills will be based on the nonprofit rate as stated in the most current Comprehensive Listing of Fees and Charges.
Overland Park, KS	YES	NO	Overland Park has a hybrid revenue structure in their Stormwater Utility Fund to address this issue. They use both a property tax component of about one mill, which tax-exempt properties are not subject to. They also have <u>a user fee component, which tax-exempt properties are subject to.</u>
Prairie Village, KS	YES	NO	Prairie Village uses a 0.100% stormwater utility fee, and <u>all properties are subject to it, including schools, churches, nonprofits, and other government organizations.</u> For residential properties, the City counts roof area and driveway area for the calculations. On commercial properties, (anything non-residential) the City counts all impervious surfaces.
Shawnee, KS	YES	YES	Shawnee charges all organizations, including internal departments, for their impervious area. <u>At times, the City has issued refunds (very few), only if the owner removes significant impervious area since the last calculation.</u>
Unified Government, KS	YES	NO	Currently, all property owners, from single -family units to schools and nonprofits, pays a flat \$6.00 monthly fee. However, the Unified Government is looking to revise their procedures. Two proposals are listed on their website .
Westwood, KS	YES	NO	

**Information obtained from City website

STORM WATER UTILITY DISCUSSION

1/5/22

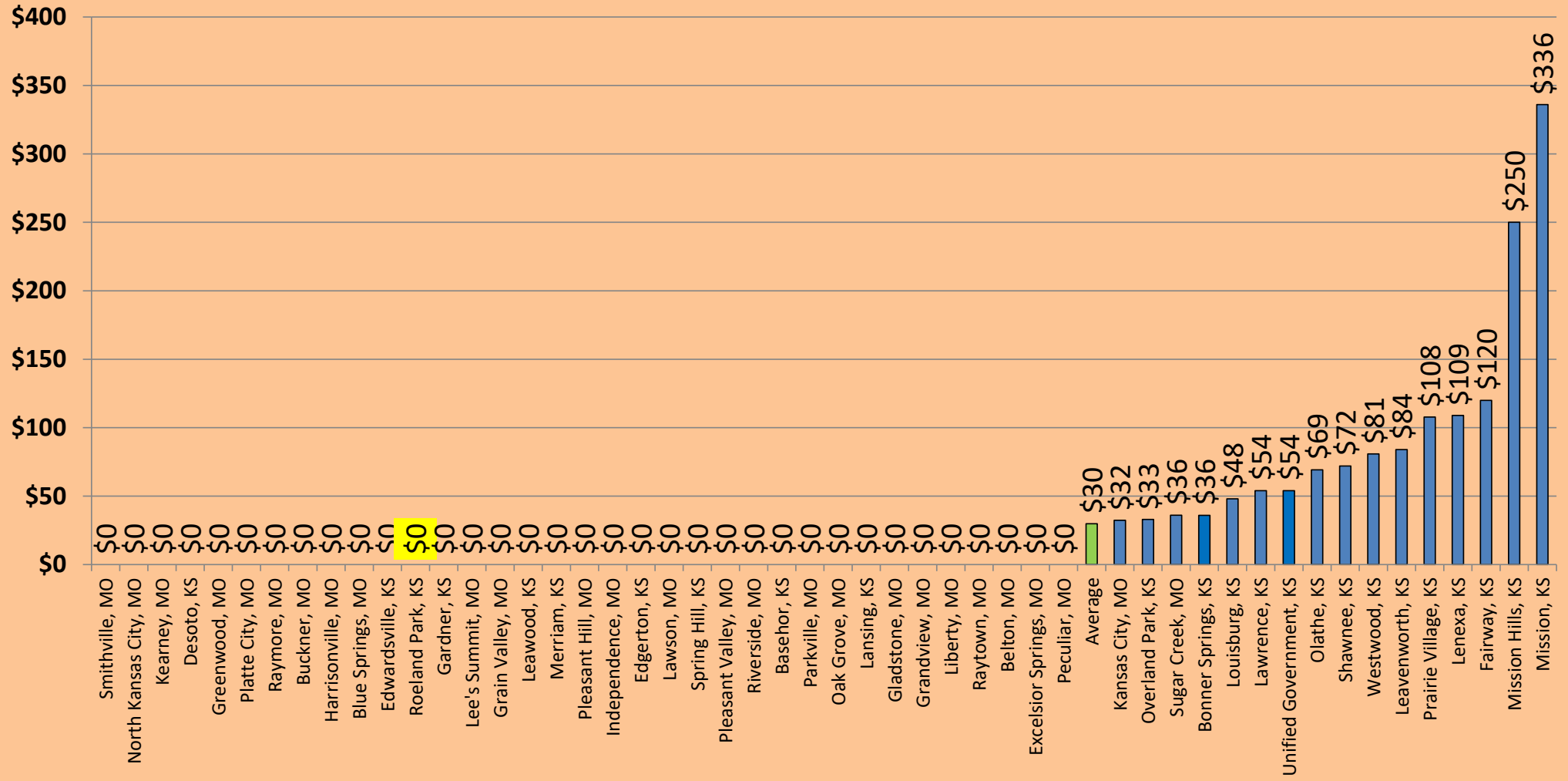
STORM WATER UTILITY ASSUMPTIONS & OVERVIEW

- Presumed fee of \$.0289/ impervious square foot.
- Presumed average \$70/yr. fee per single family lot.
- Utility fee would not be applied to lots currently subject to storm water improvement assessment. (Average Assessment for RC12= \$224, RC13= \$245, RC14= \$150; assessment lasts for 10 years, 1,339 lots currently pay an assessment, roughly half of the single family lots)
- Fee applied to all types of uses. The total fees by type of land use:
 - Single Family Lots= \$199,500
 - Multifamily/Commercial/Office/Industrial Sites= \$72,600
 - Churches and Schools= \$21,000
 - City Owned Facilities= \$12,500
- Total Estimated Annual Utility Fee Revenues Based Upon these Assumptions= \$305,600

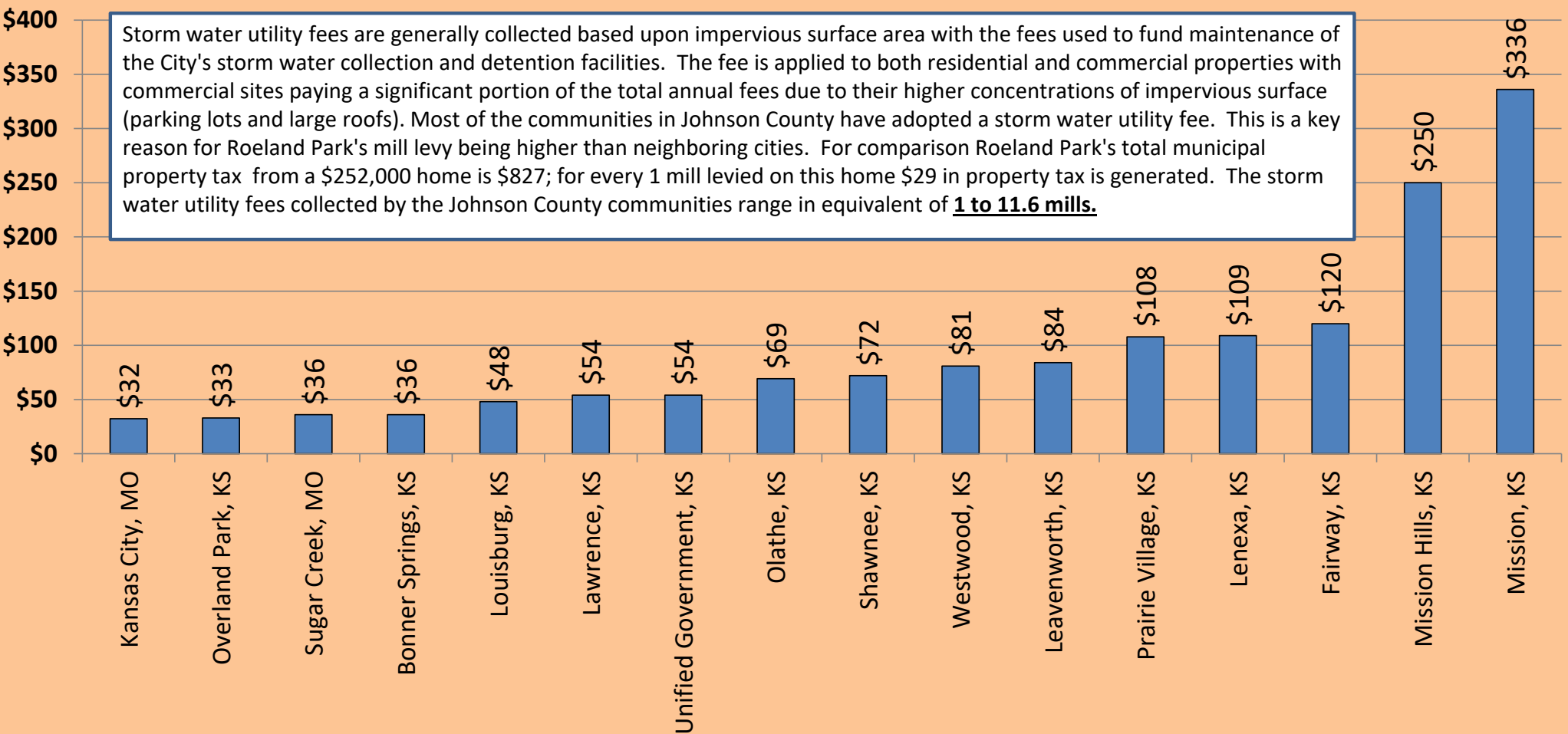
PROPERTY TAX AND STORM WATER ASSESSMENT INFORMATION

- 18% of property tax revenues come from commercial and 82% comes from residential properties.
- Each 1 mill equals \$103,000 in tax revenue, \$18.5k from commercial property and \$84.5k from residential property.
- Cities with a storm water utility in JOCO have fees that range from \$33 to \$336 per single-family lot, the average is \$131/yr./lot.
- The assumed \$70/yr./lot fee is less than half of the lowest current storm water improvement assessment in Roeland Park and 53% of the average storm water utility fee collected in JOCO per single family lot.

Storm Water Utility Cost for a Single Family- 2020



Storm Water Utility Cost for a Single Family- 2020



INITIAL IMPLEMENTATION

- Schools, churches, the City, and the Library do not pay property taxes but would generally be subject to a storm water utility fee imposed by a City.
- RC12 has 427 lots (equal to \$30k in utility fees), RC13 has 248 (equal to \$17k in utility fees) and RC 14 has 664 (equal to \$46k in utility fees) for a total of 1,339 lots currently subject to a storm water improvement assessment which would reduce the utility revenue by \$93k from the \$305,600 estimate; roughly 1/3 of the total.
- The initial implementation could generate around \$200k in storm water fees.
- Initial implementation could entail around a 2-mill reduction in the tax levy netting the budget impact to zero.

FULL IMPLEMENTATION

- Once all of the single family lots are paying the utility fee (2027) the mill could be reduced by 3 (from the current levy) and the net impact would be around a \$12 savings to an average home based upon the 2022 average home value of \$236,800.
- A 3-mill reduction would reduce property taxes paid by commercial property \$55.5k and reduce residential property taxes paid by \$253.5k.
- Commercial Property would see a net increase in taxes/fees paid of \$17,100 (\$72,600 in new storm sewer fees - \$55,500 in fewer property taxes).
- Residential Property would see a net decrease in taxes/fees paid of \$54,000 (\$199,500 in new storm sewer fees - \$253.,500 in fewer property taxes).
- Schools, Government Entities and Churches would see an increase in fees paid of \$33,500
- Net change in taxes and fees to the City of -\$3,400.

STEP IMPLEMENTATION ALTERNATIVES

- 6-year Implementation- If implementation occurred in 2022 initially excluding the lots subject to the storm improvement assessment but adding the utility fee to them as those assessments retire a six-year implementation could be planned where the mill is reduced by .5 each year from 2022 through 2027 with a total mill reduction of 3 over this period.
- 3-year Implementation- If implementation occurred in 2025 where the fee is applied to all lots and the storm improvement assessments would not be collected and instead most of the utility fees collected would be used to make the remaining three years of related debt service payments. This scenario could include a 1 mill reduction in 2025, 2026 and 2027 for a total reduction of 3 mill.
- If schools, churches and other tax-exempt entities were exempted, either the mill reduction would need to be smaller or the storm water fee larger.

ADDITIONAL CONSIDERATIONS

- If the storm water utility fee is not increased annually by the amount that property taxes would have increased on the presumed 3 mill reduction, the net decline in taxes and fees will grow from the initial -\$3,400. Future Councils will need to act on an annual basis to manage this delta.
- The Storm water utility revenue is restricted for use on maintenance and operation of the storm water system including street sweeping, curbs, inlets, piping, detention facilities, and drainage courses. For comparison, property taxes are not restricted to a specific use.
- If property taxes are reduced in an amount equal to storm water utility fees there is no change in service level provided.
- It can be argued that the cost of storm water services are accounted for with greater transparency through implementation of a storm water fee.

TAX VS FEE BURDEN COMPARISON

- Commercial properties have a higher property tax burden than residential properties. 25% of each \$1 of taxable commercial property is subject to the property tax mill, where only 11.5% of each \$1 of taxable residential property is subject to property tax. Commercial property pays 2.17 times the tax that residential property does on the same \$1 of property value.
- Land uses other than single family lots average 42% of impervious area per lot compared to single family lots which average 25% of impervious area. Based upon the averages per land use category the commercial properties would pay on average 1.68 times more storm water utility fees per square foot than single family properties.
- Based upon this comparison a property tax is a greater burden to commercial properties than a storm water fee.

PROS OF A STORM WATER FEE

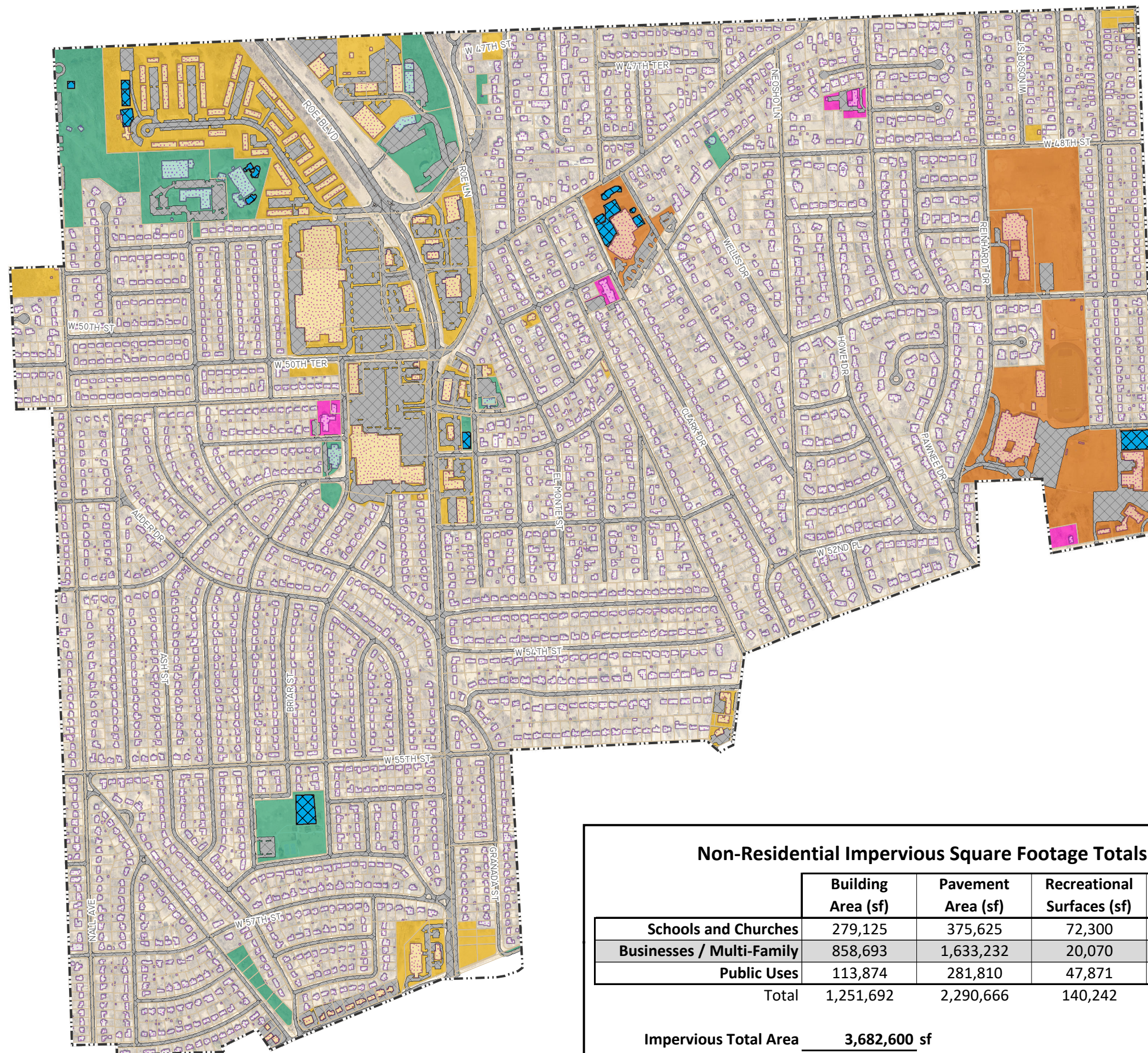
- Pro- Implementing a storm water fee and reducing the mill rate will bring Roeland Park's mill rate down.
- Pro- A storm water fee would make Roeland Park comparable to other JOCO cities.
- Pro- A storm water fee diversifies the city's revenue sources.
- Pro- A storm water fee can stabilize revenues compared to property taxes (although property taxes are historically stable).
- Pro- A storm water fee arguably creates improved accuracy in accounting for the cost of the storm water system.

CONS OF A STORM WATER FEE

- Con- A storm water fee does not represent as great of a fee burden to commercial properties as the property tax it would be replacing (it is more of a burden to commercial than residential, just not as much of a burden as property tax).
- Con- If future councils choose not to increase the storm water fee to keep pace with increases in taxable value, this will result in less revenue. Consequently, the tax/fee burden will shift from commercial to residential properties.
- Con- Implementation could take years, potentially up to six years. This long runway poses a challenge because residents, newly elected officials and new staff will lack history and potentially question/debate/challenge full implementation.
- Con- A storm water fee has restrictive uses compared to property taxes.
- Con- Applying the storm water fee to uses that are currently exempt from property tax could bring objection from schools, churches, and other tax-exempt entities.

QUESTIONS AND DIRECTION

- Questions?
- Is implementing a storm water utility fee something Council would like to consider further?
- If so, would you like to consider initial implementation with only those properties currently not subject to a storm water improvement assessment?
- If so, would you want to employ an approach that results in a neutral impact upon revenues?



Non-Residential Impervious Square Footage Totals				
	Building Area (sf)	Pavement Area (sf)	Recreational Surfaces (sf)	Total
Schools and Churches	279,125	375,625	72,300	727,050
Businesses / Multi-Family	858,693	1,633,232	20,070	2,511,994
Public Uses	113,874	281,810	47,871	443,555
Total	1,251,692	2,290,666	140,242	
Impervious Total Area	<u>3,682,600 sf</u>			

Revenue	
3,682,600 sf Non-Residential Areas @ \$ 0.0289 / sf	<u>\$106,427</u>
2,850 Single Family Homes @ \$ 70 / each lot	<u>\$199,500</u>
Total Stormwater Utility Fee Revenue	\$305,927

Item Number: DISCUSSION ITEMS- II.-3.
Committee 5/2/2022
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 4/29/2022
Submitted By: Keith Moody
Committee/Department:
Title: Follow Up Items on Roesland Crossing Guard Discussion- 5 min
Item Type: Discussion

Recommendation:

Council asked if a cooperative service agreement with other NE JOCO cities could be done and result in a savings.

Council asked if SMSD could provide the service and the City make a financial contribution to the school.

Details:

I have looked at service agreements for other NE JOCO cities who use All City Services. The hourly rate ranges between \$21 and \$25 per hour for the 2021 and 2022 school year. Some of these rates are for one or two crossing guards, so similar in scope to what Roeland Park would require. The initial quote we received from ACS reflected a \$40/hr rate. A cooperative approach appears possible. Awaiting feedback from Mission, Westwood and Merriam on if they would be open to a joint service agreement.

Joe Gilhaus, Deputy Superintendent for SMSD, indicated that SMSD is not able to provide financial assistance for a crossing guard at Roesland Elementary nor is SMSD interested in an arrangement where they provide the crossing guard service and the City makes a financial contribution to SMSD.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Additional Information

Attached is an engineering analysis completed by our traffic engineer assessing the need for a crossing guard at the Parish pedestrian crossing by Roesland Elementary as well as identifying techniques to enhance pedestrian safety at this location. Please review the analysis in detail. Janelle Clayton will lead a review of the analysis/report at the meeting.

Note that a number of the identified safety enhancements have been implemented during the course of the assessment process.

The analysis reflects that a crossing guard is warranted. Some options to be considered in staffing a crossing guard are listed below:

1. SMSD existing staff continue to serve as crossing guard (the Principal has requested the City provide a crossing guard based upon increased workload of their staff).
2. Volunteers could be organized by the City to provide a crossing guard (the Principal has indicated that the School District will not use volunteers to staff crossing guard positions; this does not preclude the City from using volunteers). The City would be liable for conduct of volunteers organized by the City and the City's insurance coverage would extend to those volunteers. Training would be part of a City organized effort to staff the service with volunteers.
3. Volunteers could be organized by a civic organization such as a church, the PTA, the Boy Scouts, the Girl Scouts, etc.
4. Contract for crossing guard services (presumably SMSD will not share in the cost as they do not provide financial support to other cities who provide crossing guards). All of the cities in Johnson County that provide crossing guards contract for these services.
5. Hire a crossing guard as a part time position (could possibly use the Community Center Attendant staffing pool and/or the part time police officer staffing pool to aid in the task). This option could be the primary guard and the school could serve in a back up capacity.
6. Assign an existing employee to the task (police, admin, public works).

Options 4 and 5 entail on going additional operating expense to the City. Option 6 would reallocate roughly 25% of the time of a full time staff member. That is a significant portion of a positions work week. I would point to Roeland Park's very lean staffing figure per capita and share that existing staff is simply not able to take on a new significant task without additional man hours.

All City Management Services (ACMS) has provided a proposal (for informational purposes) for one crossing guard working on average 2 hours per day for 180 schools days with a not to exceed price of \$14,389 (\$40/hr rate). ACMS provides contracted crossing guard services to all of the cities in Johnson County who provide crossing guards.

For comparison a part-time employee with a total hourly cost of \$20.00/hr working 2 hours a day on 180 days per year would equate to an annual cost of \$7,200.

A summary of JOCO City participation in crossing guard service is attached for reference.

Total student enrollment at Roesland including Pre-K and speech= 374

Students residing in Roeland Park= 325

Students registered to ride the bus= 71

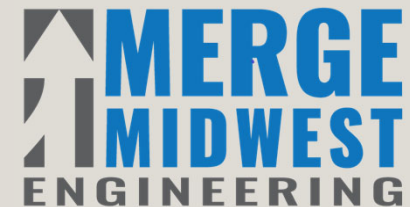
ATTACHMENTS:

Description	Type
📎 Presentation for Crossing Guard Analysis	Cover Memo
📎 Engineering Analysis for Crossing Guard at Roeland Elementary	Cover Memo
📎 Survey of JOCO Cities Crossing Guard Participation	Cover Memo

PEDESTRIAN SAFETY ANALYSIS & ENHANCEMENTS ROESLAND SCHOOL CROSSING

CITY COUNCIL WORKSHOP

April 18th, 7:00 PM



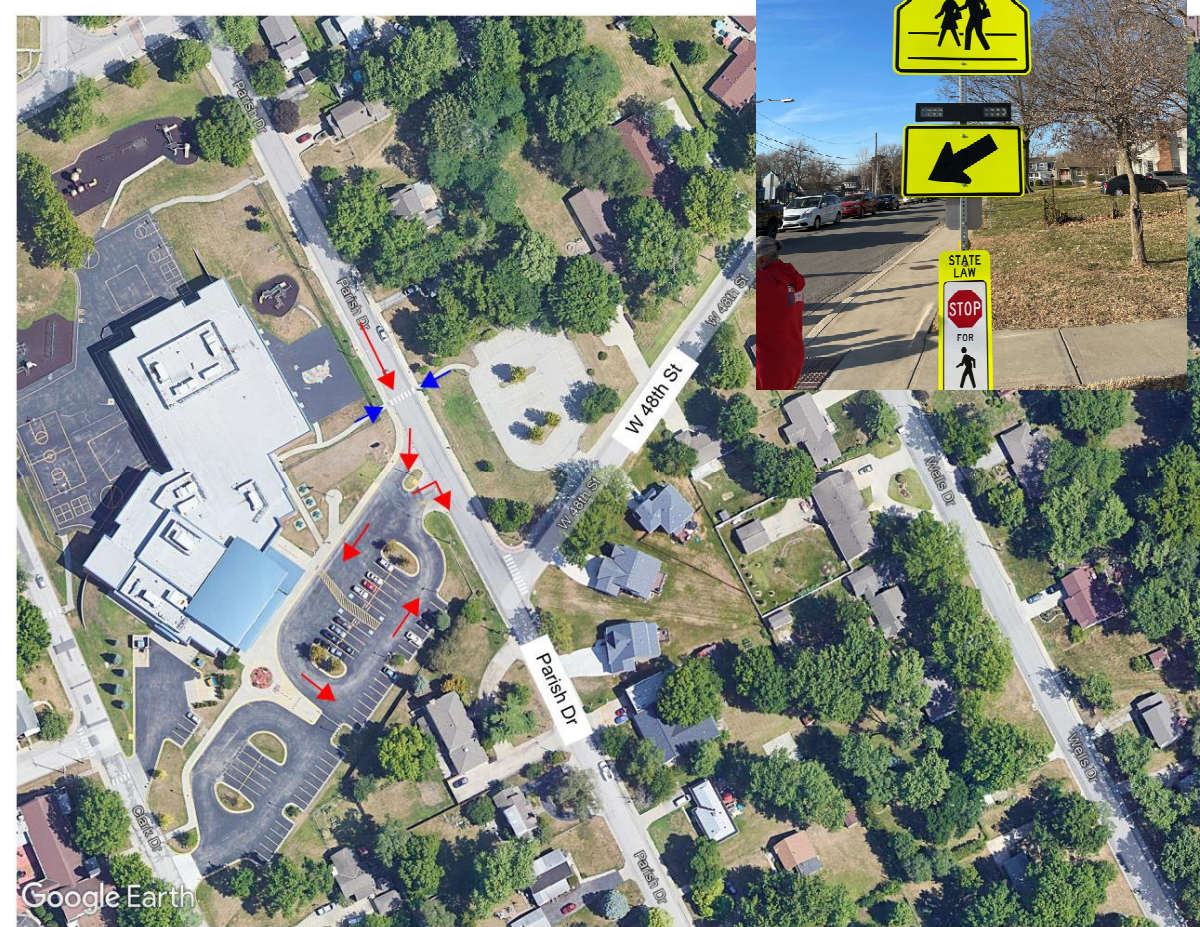
PEDESTRIAN SAFETY ANALYSIS

- Existing Conditions & Procedures
- Field Observations
- Guidelines for the Need for a Crossing Guard
- Gathering Data – Gap Study
- Safety Improvements Implemented



EXISTING CONDITIONS & PROCEDURES

- Drop-Off & Pick-Ups Enter from the North on Parish Drive
- Must Turn Right When Exiting
- Heavy Utilization of Auxiliary Lot
- Rectangular Flashing Beacon
 - Were not using
 - Was mounted too low
 - Flashing bar malfunctioned
- Car queue blocked visibility of crosswalk





EXISTING CONDITIONS & PROCEDURES

- 48th Street – On-Street Parking



WARRANTS FOR A CROSSING GUARD

- MUTCD – Engineering study shows gaps in traffic are inadequate
- Safe Routes to School Guide – considers age and numbers of children crossing, width of street, safe gaps, volume and speed of traffic, presence of signals, signs and markings, school boundaries, other factors.
- Handled differently across the nation
 - Cal Trans, Arizona State Law

GAP STUDY (TUESDAY 3/29/22)

- After Spring Break – Nice Weather Day (High 74 degrees)
- 7:15 – 8:15 AM and 2:45 – 3:45 PM
- Morning Drop Off
 - 98 pedestrian crossings
 - 68 vehicles northbound, 134 vehicles southbound
- Afternoon Pick Up
 - 131 pedestrian crossings
 - 55 vehicles northbound, 40 vehicles southbound
 - 50 vehicles recorded in queue line

GAP STUDY (TUESDAY 3/29/22)

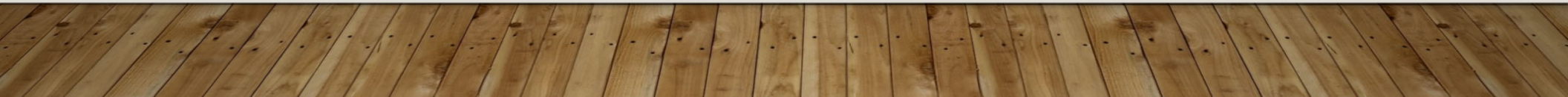
- Rows of children waiting to cross, walking speed, time to cross
- Time between vehicles
- Number of adequate gaps in one-hour period
 - Needed 17 seconds in AM – Only had 52 gaps (needed 60)
 - Needed 23 seconds in PM – Only had 54 gaps (needed 60)

SAFETY IMPROVEMENTS IMPLEMENTED BY CITY

- Provided cones and signs for delineation of no-stopping zone.
- School staff is educating school community on no-stopping area.
- Raised existing school crossing sign and RRFB.
- Repaired RRFB light bar.
- Adopted a no-parking or standing ordinance along 48th Street from 7:30-8:30 AM and 2:30-3:30 PM. Signs have been ordered.
- School staff is using the RRFB.

THANK YOU

QUESTIONS?



TECHNICAL MEMORANDUM

TO: Keith Moody, City Administrator
FROM: Janelle Clayton, PE, PTOE
DATE: March 31, 2022
SUBJECT: Roesland Elementary School- Parish Drive Pedestrian Crossing

Purpose

The purpose of this technical memorandum is to summarize the concerns regarding the Parish Drive crosswalk raised by the staff at Roesland Elementary School and the field observations performed by Merge Midwest staff during drop-off and pick-up hours.

Background

Roesland Elementary School Principal Kelly Swift contacted the City requesting city funds for a crossing guard at the Parish Drive crosswalk adjacent to the school. City staff met with Ms. Swift on Monday, November 8th, 2021, to discuss concerns and potential safety improvements. Additionally, a letter was sent to the City by Matt Schram who voiced concerns about parking on W. 48th Street during school pick-up hours.

Currently, a staff member serves as a crossing guard at the crosswalk before and after school and there is a Rectangular Rapid Flashing Beacon (RRFB) school-crossing sign assembly at the crosswalk that activates the flashing light bar when the push button is activated. A few older students also help near the school entrance to facilitate students getting into and out of vehicles.

Existing Concerns

Information and concerns expressed by Ms. Swift and Mr. Schram included the following:

1. In the morning there are approximately 50-65 students and parents crossing Parish Drive at the crosswalk. In the afternoon there are approximately 100 students and parents crossing the crosswalk.
2. The safety protocols the school must follow due to COVID has left them short on staff to handle outside duties.
3. More parents and students are utilizing the crosswalk compared to years past.
4. Existing staff do not have formalized training in acting as a crossing guard.
5. Some drivers are not yielding to the crossing guard while stepping into the roadway with the paddle and safety vest.
6. Some drivers are driving too fast.
7. Vehicles are parking along both sides of W. 48th Street during the after school pick up that makes pulling out of the auxiliary parking lot more difficult and dangerous for students crossing the street.

Current Drop-Off & Pick-Up Procedures

Vehicles dropping off and picking up students enter the school parking lot from the north along Parish Drive. After dropping students off, they continue to exit the lot where they must turn right (south) on Parish Drive. See **Exhibit 1** below. The red arrows depict the vehicle traffic pattern, and the blue arrows show the existing crosswalk on Parish Drive.

Exhibit 1 – School Drop-Off & Pick-Up Traffic Pattern



Initial Field Observation & Safety Improvement Recommendations

After school pick-up field observations were completed on Monday, November 8th, 2021. The following observations were made:

1. The RRFB (Rectangular rapid flashing beacon) was not pressed once during the observation. The crossing guard noted that they don't ever use it. They did at first, but the novelty wore off. [Suggested Recommendation: Information training with the students and having the crossing guard make the students press it so they know what they should be doing. That way if they are crossing at a time the guard is not there, they will know what to do. Follow-Up: The school now has a student crossing guard helper that activates the button after school. The crossing guard](#)

noted that when she tried to push the button without a helper, she was concerned the students would go into the crosswalk without her leading them.

2. The school crossing sign for the southbound direction was mounted too low. There is a power line overhead, which would limit the height of the sign. The bottom of the main sign should be 7' from the ground. The low height could be causing issues with vehicles not able to see the flashing light bar. [Suggested Recommendation: Raise the sign to a maximum height that can be accomplished without being too close to the power line.](#) [Follow-Up: The City has raised the sign.](#)
3. Vehicles in the queue to pick-up students stop too close to the crosswalk on both the north and south sides. This inhibits drivers on Parish Drive from being able to see students on the west side trying to cross. See photos below:

Parish Drive - Looking North



Parish Drive - Looking South



Stopping sight distance for 25 mph is 155' and 115' for 20 mph. We cannot apply a traditional sight triangle for that distance as it would take up too much of the car stacking. However, KS Statute: Article 15 – Uniform Act Regulating Traffic, Rules of the Road: 8-1571 says the following: No parking within 20 feet of a crosswalk at an intersection. While observing the operations, this distance clear of the crosswalk should increase the visibility of the crosswalk for oncoming traffic. Suggested Recommendation: Prohibit stopping 20' north of the crosswalk and around the curve into the school lot to increase visibility of the crosswalk as shown in Exhibit 2 below. Follow-Up: The City has provided the school with cones and signs to delineate the no-stopping area and the school is now using them.

Exhibit 2**Morning Drop-Off Field Observation (12/8/2021)**

Morning drop-off observations were completed on December 8, 2021, from 7:40 a.m. to 8:10 a.m. Almost everyone used the button to activate the RRFB to cross Parish Drive. One group of two students who were some of the earlier arrivals (prior to the crossing guard being present) walking across Parish Drive from the parking lot did not use the button. There were a few groups who arrived prior to the crossing guard, and all but that one group activated the RRFB. The crossing guard also used the RRFB each time and was able to reach it. See photo below:

Crossing Guard – Morning Drop-Off



One adult was observed at the crosswalk, one in front of the school, and 4 students in yellow vests were helping at the drop-off line in the school parking lot.

The cones and signs to delineate the no-stopping zone were not up, although the car queue was not observed backing into that general area. The drop-offs were fairly random arrivals spread out during 7:45-8:10.

After School Pick-Up Observation (12/8/2021)

After school pick-up observations were completed on December 8, 2021, from 2:35 p.m. to 3:30 p.m. Traffic was already queued onto Parish Drive at 2:35 p.m., although they did leave the space open by the crosswalk. At 3:00 p.m. the crossing guard came out along with the student helpers and set up the cones and signs to delineate the no-stopping zone. In addition to the guard at the crosswalk, there was another staff member along the curve as you turn into the school lot directing the guard at the crosswalk how many cars to allow to move forward. In speaking with the crossing guard, some of the vehicles waiting in line north of the crosswalk will try to move forward beyond the sign. The guard will actually step into the roadway to keep cars from doing this, but some have come close to hitting her. This is an education issue and once everyone is aware of the expectations

the second staff member directing how many cars to let through the curve may not be needed.

A student helper was stationed at the crosswalk with the guard for the sole purpose of activating the button on the RRFB. While the morning drop-off was pretty clam, the after-school hour was busy, and the students gather at the crosswalk area in a small space. It appeared that the crossing guard needed to keep the students back from the crosswalk while navigating the gaps in the traffic.

The flashing light bar for the northbound RRFB was not operating. The crossing guard said she noticed it stopped working about a week prior. The City has since addressed the issue.

Vehicles were observed parking on both sides of W. 48th Street as mentioned in Mr. Schram's email. This blocks the line-of-sight for the exiting driver in the parking lot and prohibits simultaneous two-way travel on W. 48th Street. One vehicle parked on the south side of W. 48th Street just east the crosswalk. This is especially dangerous as a westbound driver on W. 48th Street approaching Parish Drive cannot see a pedestrian coming from the south trying to cross W. 48th Street. See photos below:

Exiting Auxiliary Parking Lot – Looking West toward Parish Drive



**Exiting Auxiliary Parking Lot – Looking West toward Parish Drive
Vehicle Blocking South Crosswalk Approach**



Suggested Recommendation: No-parking signs could be installed designated the parking restrictions on both sides of W. 48th Street during drop-off and pick-up hours, or during school hours in general. Follow-Up: An ordinance prohibiting parking or standing 150' east of Elledge Drive on both sides of 48th Street from 7:30 AM – 8:30 AM and from 2:30 PM to 3:30 PM has been adopted. No parking signs have been ordered by City staff.

Information was gathered regarding the need or warrants for a school crossing guard. The *Safe Routes to School Guide* and Chapter 7D of the *2009 Manual on Uniform Traffic Control Devices* (MUTCD) provide information on school crossing guards.

<https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part7.pdf>

http://guide.saferoutesinfo.org/crossing_guard/index.cfm

MUTCD –Adult crossing guards may be used where an engineering study shows gaps in traffic are inadequate and that additional safe gaps need to be created.

Safe Routes to School Guide – The locations at which crossing guard should be assigned should be determined using the following factors:

1. Numbers and ages of children crossing
2. Width of the street and number of lanes to be crossed
3. Safe gaps in traffic
4. Presence of signals, signs, and markings
5. Volume and speed of traffic
6. Crash experience
7. School attendance boundaries and walk zones
8. Distance of crossing from school
9. Adjacent land use

The principal roles of the crossing guards are to encourage safe behavior, identify and/or create gaps in traffic for safe crossings, alerting drivers to the likely presence of pedestrians crossing the street.

For an engineering study we would need to do the following:

1. Collect volume and speed data on Parish Drive approaching the school area.
2. Observe conditions during the AM and after school periods noting:
 - a. Number of pedestrians crossing
 - b. Number of gaps available in traffic
 - c. Notice if any sight-distance restrictions are present
3. Obtain and review crash data near the crossing area

Municipalities and school districts around the United States handle the warrants for school crossing guards a bit differently but reference the MUTCD criteria and the Safe Routes to School Guide. A few places have established criteria for crossing guards:

Ontario School Crossing Guard Guide

<https://higherlogicdownload.s3-external-1.amazonaws.com/ITE/OTC-School-Crossing-Guard-Guide-2005.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1636315706&Signature=c3XJxhIT6AmHgPiWOKO4dcmiZA%3D>

CalTrans – they have their own expanded version of the MUTCD

<https://dot.ca.gov/-/media/dot-media/programs/safety-programs/documents/ca-mutcd/rev6/camutcd2014-part7-rev6.pdf>

Section 7D.02 Adult Crossing Guards

Option:

⁰¹ Adult crossing guards may be used to provide gaps in traffic at school crossings where an engineering study has shown that adequate gaps need to be created (see Section 7A.03), and where authorized by law.

⁰² Adult Crossing Guards may be assigned at designated school crossings to assist school pedestrians at specified hours when going to or from school. The following suggested policy for their assignment applies only to crossings.

Guidance:

⁰³ An Adult Crossing Guard should be considered when:

- A. Special situations make it necessary to assist elementary school pedestrians in crossing the street.
- B. A change in the school crossing location is being made, but prevailing conditions require school crossing supervision until the change is constructed and it is not reasonable to install another form of traffic control or technique for this period.

Criteria for Adult Crossing Guards

Support:

⁰⁴ Adult Crossing Guards normally are assigned where official supervision of school pedestrians is desirable while they cross a public highway, and at least 40 school pedestrians for each of any two hours (not necessarily consecutive) daily use the crossing while going to or from school.

Option:

⁰⁵ Adult crossing guards may be used under the following conditions:

1. At uncontrolled crossings where there is no alternate controlled crossing within 600 feet; and
 - a. In urban areas where the vehicular traffic volume exceeds 350 during each of any two hours (not necessarily consecutive) in which 40 or more school pedestrians cross daily while going to or from school; or
 - b. In rural areas where the vehicular traffic volume exceeds 300 during each of any two hours (not necessarily consecutive) in which 30 or more school pedestrians cross daily while going to or from school.Whenever the critical (85th percentile) approach speed exceeds 40 mph, the guidelines for rural areas should be applied.
2. At stop sign-controlled crossing:

Where the vehicular traffic volumes on undivided highways of four or more lanes exceeds 500 per hour during any period when the school pedestrians are going to or from school.
3. At traffic signal-controlled crossings:
 - a. Where the number of vehicular turning movements through the school crosswalk exceeds 300 per hour while school pedestrians are going to or from school; or
 - b. Where justified through analysis of the operations of the intersection.

Legal Authority and Program Funding for Adult Crossing Guards

Option:

⁰⁶ Cities and counties may designate local law enforcement agencies, the governing board of any school district or a county superintendent of schools to recruit and assign adult crossing guards to intersections that meet approved guidelines for adult supervision.

Arizona Law:

Arizona Requirements for the Placement of Adult School Crossing Guards

Arizona State Law (ARS Section 28-797-D) mandates an adult school crossing guard at a yellow 15 mph School crosswalk if the school crosswalk is not adjacent to the school site. These guards are employed by the school district. Adult school crossing guards are recommended, but not required, by state law at 15 mph school zone crossings that are adjacent to the school site. These guards may be either employed by the school district or be volunteers, who have been trained and approved by the school district. (Traffic Safety for School Areas Guidelines, ADOT)

The City of Phoenix requires adult school crossing guards for elementary school crossings on busy collector streets and arterial streets. In some cases, two guards may be recommended. At white-painted crosswalks and signalized crossings, guards can be recommended using a method based on observation and engineering judgment using specific criteria such as street classification and the age of students.

Pedestrian Count and Gap Study (3/29/2022)

On Tuesday, March 29, 2022, pedestrian crossing volumes, traffic volumes, and available gaps were recorded during the morning drop-off (7:15 AM – 8:15 AM) and the afternoon pick-up (2:45 PM – 3:45 PM) at the Parish Drive crosswalk. This date was chosen as it was after the school's spring break when the number of walkers is typically larger than the winter months. The high was 74 degrees and partly cloudy on 3/29/2022.

During the morning study period from 7:15 AM to 8:15 AM, a total of 98 pedestrian crossings were recorded. 68 vehicles traveled northbound, and 134 vehicles traveled southbound on Parish Drive.

During the afternoon study period from 2:45 PM to 3:45 PM, a total of 131 pedestrian crossings were recorded. 55 vehicles traveled northbound, and 40 vehicles traveled southbound on Parish Drive. 50 vehicles were recorded in the pick-up queue line.

Gap studies refer to the determination of the number of available gaps in traffic passing a point that are of adequate length to permit pedestrians to cross. The gap is defined as the time that elapses when the rear of a vehicle passes a point on a roadway until the front of the next arriving vehicle (from either direction) passes the same point. It should be noted that the cars that idle in the car line along Parish Drive were not considered as part of the through traffic as they are consistently present. Only the through traffic was considered in the gap study. As gap studies are typically done prior to the installation of any traffic control devices, such as the Rectangular Rapid Flashing Beacon sign that is present at the crossing, or the presence of a crossing guard, the guard was instructed to try to hold the children back from the crossing until the through traffic on Parish had cleared. This was in an effort to mimic a condition without a crossing guard as much as possible.

The pedestrians are measured by recording the number of rows of pedestrians waiting at the crossing. When the group steps off the curb to cross the roadway, they have approximately 2 seconds of headway between rows. There is about 20' of available space directly behind the crossing guard for students to stand and wait. They can also wrap the curve of the sidewalk when larger groups are present. During the afternoon pick-up, it was typical to see a single-file line of students

The minimum adequate gap is defined as the time (in seconds) for one or a group of pedestrians to perceive and react to the traffic situation and cross the roadway from a point of safety on one side to a point of safety on the other side (Pline, 1992). The calculation for the minimum safe gap is as follows:

$$G = (W/S) + ((N-1)H + R)$$

Where:

G = Minimum Safe Gap in Traffic (sec)

W = Crossing Distance (ft) – 28'

S = Walking Speed (ft/sec) – Assumed 2.0 ft/sec due to young ages of children

N = Predominate Number of Rows (group size)

H = Time Headway between Rows – Assumed 2.0 sec

R = Pedestrian Start Up Time (sec) – Assumed 3.0 sec

The recorded pedestrian rows and gap calculations for the morning and afternoon periods are shown below.

Morning Drop-Off

Morning Drop-Off (7:15 – 8:15 AM)		
No. of Rows	Occurrences	Cumulative
1	41	41
2	6	47
3	0	47
4	1	48
5	0	
6	0	
7	0	
8	0	
9	0	
10	0	
11	0	

The 85th percentile of the morning sample is $0.85 \times 48 = 40.8$, corresponding to groups with one row. The minimum acceptable gap for the morning drop-off period is:

$$G = (W/S) + ((N-1)H + R) = (28 \text{ ft}/2.0 \text{ ft/sec}) + (((1-1) \times 2.0 \text{ sec}) + 3.0 \text{ sec}) = 17 \text{ seconds.}$$

During the morning drop-off period, 52 adequate gaps of 17 seconds or more were recorded. This is less than 60 minutes in the study period, therefore there are not enough adequate gaps for the crossing during the morning drop-off.

Afternoon Pick-Up

Afternoon Pick-Up (2:45 – 3:45 PM)		
No. of Rows	Occurrences	Cumulative
1	23	23
2	6	29
3	4	33
4	2	35
5	1	36
6	2	38
7	1	39
8	1	40
9	1	41
10	0	41
11	1	42

The 85th percentile of the afternoon sample is $0.85 \times 42 = 35.7$, corresponding to groups with four rows. The minimum acceptable gap for the afternoon pick-up period is:
 $G = (W/S) + ((N-1)H + R) = (28 \text{ ft}/2.0 \text{ ft/sec}) + (((4-1) \times 2.0 \text{ sec}) + 3.0 \text{ sec}) = 23 \text{ seconds}.$

During the hour of study during the afternoon period, 54 adequate gaps of 23 seconds or more were recorded. This is less than 60 minutes in the study area, therefore there are not enough adequate gaps for the crossing during the afternoon pick-up.

Summary

Field observations have been completed for the Parish Drive crossing at Roesland Elementary school. One indicator of the possible need for a crossing guard or signal is where there are at least 20 school children crossing during the highest crossing hour and the number of adequate gaps in the vehicle traffic is fewer than the number of minutes in the study period. There were 98 pedestrian crossings during the morning drop-off and 131 pedestrian crossings during the afternoon pick-up hours. The gap study indicated that there are not enough sufficient gaps in traffic for pedestrians to safely cross Parish Drive. Due to the high volume of young children crossing Parish Drive, and the queue of vehicles interacting with the crosswalk it is recommended that a crossing guard be present at this location. The school should continue the use of the cones and signs to delineate the no-stopping zone by the crosswalk. In time, with education and communication, the additional staff member utilized to inform the crossing guard how many vehicles to let by should not be needed.

Safety Improvements Implemented by the City to-date include the following:

- Raising the existing school crossing sign for the southbound direction
- Providing cones and signs for the school to delineate a no-stopping zone
- Repaired the flashing light bar for the RRFB assembly for the northbound direction
- An ordinance prohibiting parking or standing 150' east of Elledge Drive on both sides of 48th Street from 7:30 AM – 8:30 AM and from 2:30 PM to 3:30 PM has been adopted. No parking signs have been ordered by City staff.



Survey of Crossing Guard Involvement by JOCO Cities						
Agency Name	Check If City Does Not Provide Any Crossing Guard Services or Financial Support	Check If City Staffs Crossing Guard Positions	Check If City Provides Fiscal Support to Schools for Crossing Guard Service	Check If City Contracts for Crossing Guard Service	Does City Provide Crossing Guard Service to Public and Private Schools	Notes:
DeSoto	X					
Edgerton						
Fairway	X					
Gardner				X	Only have public schools	All-City Management Services provides the service.
Lake Quivira	X					No schools located in the City.
Leawood				X	Yes	\$80k per year for 7 schools.
Lenexa				X	Yes	
Merriam				X	Only have public schools	\$33k per year for two schools.
Mission				X	Only have public schools	\$17.8k per year for two schools.
Mission Hills	X					No schools located in the City.
Olathe				X	No	
Overland Park				X	Yes	\$40k per year for 40 schools. Two crossings per day. \$21.75/hr is the rate.
Prairie Village				X	Yes	
Roeland Park	X					
Shawnee				X	No	\$111.4k per year for 14 locations. Two crossings per
Springhill						
Westwood				X		One public school, cost shared between Westwood and Westwood Hills.
Westwood Hills				X		One public school, cost shared between Westwood and Westwood Hills.

Item Number: DISCUSSION ITEMS- II-4.
Committee
Meeting Date: 5/2/2022



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Adjourn to Executive Session, pursuant to K.S.A. 75-4319(b) (2), to receive legal advice from the City's attorneys regarding the City's existing ordinances and the potential ramifications of modifying, or not modifying, the existing ordinances based upon the new requirements of HB2717, for a length of ____ minutes."

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-5.
Committee
Meeting Date: 5/2/2022



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Adjourn to executive session, pursuant to K.S.A. 75-419(b)(2), to receive legal advice from the City's attorneys regarding the existing contractual requirements and proposed contractual changes with Sunflower Development for a length of ____ minutes."

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-6.
Committee
Meeting Date: 5/2/2022



City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Adjourn to Executive Session pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) for City Administrator mid year review. The open meeting to resume in the council chamber at _____. Roeland Park City Council and Governing Body Workshop Meeting

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?