

**AGENDA**  
**CITY OF ROELAND PARK, KANSAS**  
**CITY COUNCIL MEETING**  
**ROELAND PARK**  
**Roeland Park City Hall, 4600 W 51st Street**  
**September 5, 2023 6:00 PM**

- Michael Poppa, Mayor
- Trisha Brauer, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Jennifer Hill, Council Member

- Miel Castagna-Herrera, Council Member
- Tom Madigan, Council Member
- Kate Raglow, Council Member
- Michael Rebne, Council Member

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

**Admin**

Dickens

Rebne

**Finance**

Hill

Castagna-Herrera

**Safety**

Madigan

Brauer

**Public Works**

Faidley

Raglow

**Pledge of Allegiance**

A. Instructions on Logging into Meeting Remotely

**Roll Call**

**Modification of Agenda**

**I. Public Comments**

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

**II. Consent Agenda**

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

A. Appropriations Ordinance #1027

B. City Council Meeting Minutes August 21, 2023

**III. Business From the Floor**

**A. Applications / Presentations**

**IV. Mayor's Report**

A. Hispanic Heritage Month Proclamation

B. Diaper Need Awareness Week Proclamation

**V. Workshop and Committee Reports**

**VI. Reports of City Liaisons**

**VII. Unfinished Business**

**VIII. New Business**

A. Appoint Mallorie Hurlbert to the Parks Committee and Roginia Moore to the Diversity, Equity, and Inclusion Committee (5 min)

B. Compensation Study Presentation and Pay Scale Adoption (20 min)

C. Approve Interlocal Agreement with Westwood for 2025 CARS Mission Road Project (5 min)

**IX. Ordinances and Resolutions:**

A. Ordinance 1048 - STO

B. Ordinance 1049 - UPOC

**X. Workshop Items:**

**XI. Reports of City Officials:**

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

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

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

making devices off or to "silent mode" before the meeting begins.

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

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

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

**Item Number:** Pledge of Allegiance- -A.  
**Committee** 9/5/2023  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

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Date:

Submitted By:

Committee/Department:

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

Item Type:

### **Recommendation:**

**See instructions to log in below.**

### **Details:**

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

**Kelley Nielsen is inviting you to a scheduled Zoom meeting.**

**Topic: City Council and Governing Body Workshop Meeting**

**Time: This is a recurring meeting Meet anytime**

#### **Join Zoom Meeting**

**<https://zoom.us/j/97767592270?pwd=VWNXbjNkejVb0JBaStWMDF5WXpoZz09>**

**Meeting ID: 977 6759 2270**

**Passcode: council**

**One tap mobile**

**+16699006833,,97767592270# US (San Jose)**

+12532158782,,97767592270# US (Tacoma)

**Dial by your location**

- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

**Meeting ID: 977 6759 2270**

**Find your local number: <https://zoom.us/j/97767592270>**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

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

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/28/2023 - 4:20 PM

## Goals/Objectives & Terms

**Item Number:** Consent Agenda- II.-A.  
**Committee** 9/5/2023  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: **Appropriations Ordinance #1027**  
Item Type:

**Recommendation:**

**Details:**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

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## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/31/2023 - 3:56 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Appropriations Ordinance #1027	Cover Memo

# Appropriation Ordinance - 9/5/2023 - #1027

*4600 West Fifty-First Street*

*Roeland Park, Kansas 66205*

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

Tuesday, September 5, 2023

## Appropriation Ordinance - 9/5/2023 - #1027

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

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

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this September 5, 2023.

Attest:

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City Clerk

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Mayor

**Total Appropriation Ordinance**

**\$**

**701,626.42**

# Appropriation Ordinance - 9/5/2023 - #1027

						Check /EFT		
Vendor	Dept	Acct #	Description	Invoice Description	Date	Amount	Chk #	Check Amount
						Distribution	Check	
Vendor	Dept	Account	Account Description	Reference	Date	Amount	Check #	Amount
ADP, Inc.	101	5214.101	Other Contracted Services	640496108	08/23/23	70.72	75440	70.72
Advance Auto Parts	106	5260.106	Vehicle Maintenance	5128323421582	08/30/23	46.79	75452	46.79
Airgas USA, LLC	106	5308.106	Clothing & Uniforms	9140686854	08/30/23	26.84	75453	26.84
All Copy Products, Inc.	102	5214.102	Other Contracted Services	80675360	08/23/23	322.50	75441	645.00
All Copy Products, Inc.	105	5214.105	Other Contracted Services	80675360	08/23/23	322.50		
American Fidelity Assurance	101	2052.101	Supplemental Insurance Payable	D627873	08/23/23	628.42	75442	628.42
Anthony Plumbing, Heating & Coo	101	4220.101	Electrical Permit	8/24/23 Refund	08/30/23	79.00	75454	79.00
Aquila Industries	300	5476.300	Community Center Improvement	6	08/30/23	207,880.70	75455	207,880.70
Terri Baugh	101	5283.101	Community Foundation Grant Expen	8/25/23 Post	08/30/23	350.00	75456	350.00
Bollcom, Inc.	101	5211.101		9568	08/30/23	89.00	75457	89.00
Breeden Holdings, LLC	106	5260.106	Vehicle Maintenance	1081491	08/30/23	122.40	75458	122.40
Casey's Business Mastercard	106	5302.106	Motor Fuels & Lubricants	3D5L 8/31/23	08/18/23	746.17	32859	746.17
C & C Group	101	5210.101	Maintenance & Repair Building	58764	08/30/23	217.00	75459	217.00
Constellation Newenergy- Gas Div	290	5289.290	Natural Gas	3825672	08/30/23	38.24	75460	38.24
Corporate Health - Medical Pavilio	220	5207.220	Medical Expense & Drug Testing	32384900	08/30/23	50.00	75461	50.00
Edwards Chemicals	220	5326.220	Chemicals	IN122754	08/30/23	139.10	75462	139.10
Enlighten Electric, Inc.	101	4220.101	Electrical Permit	8/24/23 Refund	08/30/23	1.75	75463	1.75
Everlasting Sign Art	360	5315.360	Machinery & Auto Equipment	19552	08/30/23	264.50	75464	529.00
Everlasting Sign Art	360	5315.360	Machinery & Auto Equipment	19557	08/30/23	264.50		
Galls, LLC	102	5308.102	Clothing & Uniforms	6687 8/4/23	08/30/23	58.76	75465	244.76
Galls, LLC	102	5308.102	Clothing & Uniforms	25241680	08/30/23	186.00		
Green For Life Environmental	115	5235.115	Disposal Fees	AS0001180559	08/30/23	185.00	75466	185.00
Hampel Oil, Inc.	106	5302.106	Motor Fuels & Lubricants	91704570	08/30/23	1,158.66	75467	1,158.66
Hometown Lawn, LLC	106	5214.106	Other Contracted Services	1529	08/30/23	2,225.00	75468	4,450.00
Hometown Lawn, LLC	106	5214.106	Other Contracted Services	1574	08/30/23	2,225.00		
KC VLP - Retail Branch	106	5211.106	Maintenance & Repair Equipment	3001675000	08/30/23	1,905.84	75469	2,162.15
KC VLP - Retail Branch	115	5302.115	Motor Fuels & Lubricants	2968145000	08/30/23	256.31		
Kansas Gas Service	101	5289.101	Natural Gas	8/10/23 X2	08/23/23	118.53	75443	219.02
Kansas Gas Service	106	5289.106	Natural Gas	8/10/23 X2	08/23/23	100.49		
Kansas Heavy Construction, LLC	270	5430.270	Residential Street Reconstruction	3	08/30/23	345,610.54	75470	345,610.54
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	32200110000003	08/30/23	831.00	75471	36,995.47
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	323001010000007	08/30/23	5,459.00		
Lamp, Rynearson & Assoc., Inc.	270	5430.270	Residential Street Reconstruction	322001040000014	08/30/23	12,457.27		
Lamp, Rynearson & Assoc., Inc.	360	5442.360	Building Improvement	323012010000007	08/30/23	2,554.80		
Lamp, Rynearson & Assoc., Inc.	370	5457.370	CARS 2020 - Roe	322001070000006	08/30/23	15,693.40		
The Legal Record	101	5204.101	Legal Printing	L14243	08/30/23	63.07	75472	167.77
The Legal Record	101	5204.101	Legal Printing	L14244	08/30/23	54.54		
The Legal Record	101	5204.101	Legal Printing	L14353	08/30/23	50.16		

Lexington Plumbing & Heating Co.	290	5210.290	Maintenance & Repair Building	143628	08/30/23	250.00	75473	250.00
Lowe's Business Acct./GEMB	102	5211.102	Maintenance & Repair Equipment	1760 9/12/23	08/24/23	62.66	32860	718.01
Lowe's Business Acct./GEMB	106	5304.106	Janitorial Supplies	1760 9/12/23	08/24/23	75.88		
Lowe's Business Acct./GEMB	106	5304.106	Janitorial Supplies	1760 9/12/23	08/24/23	33.66		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 9/12/23	08/24/23	16.11		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 9/12/23	08/24/23	22.76		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 9/12/23	08/24/23	17.04		
Lowe's Business Acct./GEMB	106	5306.106	Materials	1760 9/12/23	08/24/23	24.68		
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 9/12/23	08/24/23	224.09		
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 9/12/23	08/24/23	60.48		
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 9/12/23	08/24/23	10.43		
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 9/12/23	08/24/23	68.38		
Lowe's Business Acct./GEMB	290	5306.290	Materials	1760 9/12/23	08/24/23	64.54		
Lowe's Business Acct./GEMB	101	5307.101	Other Commodities	1760 9/12/23	08/24/23	37.30		
Sarah Martin	300	5469.300	Stormwater Maintenance	8/18/23 CTR	08/30/23	69.54	75474	69.54
Mauer Law Firm PC	101	5215.101	City Attorney	8/23/23	08/30/23	10,584.00	75475	10,584.00
Venessa Maxwell-Lopez	103	5209.103	Professional Services	8/18/23	08/30/23	150.00	75476	150.00
McGrath Human Resources Group	101	5209.101	Professional Services	1794	08/30/23	25,186.00	75477	25,186.00
Mission Parks & Recreation	101	5283.101	Community Foundation Grant Expen	873847	08/30/23	1,455.00	75478	1,455.00
Mission Electronics, Inc.	101	5211.101		51928IN	08/30/23	350.00	75479	350.00
Missouri Organic	106	5263.106	Tree Maintenance	63298	08/30/23	670.00	75480	3,149.00
Missouri Organic	106	5263.106	Tree Maintenance	63417	08/30/23	938.00		
Missouri Organic	106	5263.106	Tree Maintenance	63500	08/30/23	469.00		
Missouri Organic	106	5263.106	Tree Maintenance	63579	08/30/23	737.00		
Missouri Organic	106	5263.106	Tree Maintenance	63667	08/30/23	268.00		
Missouri Organic	106	5263.106	Tree Maintenance	63988	08/30/23	67.00		
Kelley Nielsen	105	5206.105	Travel Expense & Training	6/29-8/25/23 Exp	08/30/23	65.50	75481	65.50
Online Solutions, LLC	101	5214.101	Other Contracted Services	5197	08/30/23	9,600.00	75482	9,600.00
Redacted	101	5273.101	Neighbors Helping Neighbors	8/30/23 NHN	08/30/23	2,000.00	75483	2,000.00
Adam Peer	103	5209.103	Professional Services	8/24/23	08/30/23	150.00	75484	150.00
Principal Life Insurance Co.	107	5130.107	City Paid Life/ST Disability	10001 8/17/23	08/23/23	543.06	75444	543.06
Purchase Power	101	5205.101	Postage & Mailing Permits	7903 8/20/23	08/30/23	156.61	75485	156.61
Megan Reavis	115	5271.115	Compost Bin Rebate Program	8/28/23 CTR	08/30/23	75.00	75486	75.00
Redishred Kansas Inc.	102	5214.102	Other Contracted Services	1226195	08/30/23	26.77	75487	53.54
Redishred Kansas Inc.	105	5214.105	Other Contracted Services	1226195	08/30/23	26.77		
Rejis Commission	102	5214.102	Other Contracted Services	514067	08/30/23	819.50	75488	1,058.38
Rejis Commission	102	5214.102	Other Contracted Services	514140	08/30/23	238.88		
Ripple Glass, LLC	115	5272.115	Solid Waste Contract	5902	08/30/23	7,187.50	75489	7,187.50
Staples	101	5301.101	Office Supplies	8071145601	08/30/23	120.14	75490	360.55
Staples	101	5301.101	Office Supplies	8071220467	08/30/23	58.78		
Staples	101	5301.101	Office Supplies	8071295437	08/30/23	37.05		
Staples	101	5304.101	Janitorial Supplies	8071145601	08/30/23	25.80		
Staples	101	5304.101	Janitorial Supplies	8071220467	08/30/23	80.98		
Staples	101	5304.101	Janitorial Supplies	8071295437	08/30/23	37.80		

Strasser True Value	106	5306.106	Materials	436611	08/30/23	8.24	75491	35.39
Strasser True Value	106	5306.106	Materials	437558	08/30/23	27.15		
Town & Country Building Services	101	5214.101	Other Contracted Services	158646	08/30/23	1,747.00	75492	1,747.00
Water District No 1 of Johnson Co	101	5287.101	Water	8/25/23 Multi	08/30/23	160.29	75493	2,069.23
Water District No 1 of Johnson Co	106	5287.106	Water	8/25/23 Multi	08/30/23	1,070.18		
Water District No 1 of Johnson Co	220	5287.220	Water	8/25/23 Multi	08/30/23	721.55		
Water District No 1 of Johnson Co	290	5287.290	Water	8/25/23 Multi	08/30/23	117.21		
Wholesale Batteries, Inc.	106	5260.106	Vehicle Maintenance	486725	08/30/23	154.59	75494	181.67
Wholesale Batteries, Inc.	290	5306.290	Materials	486379	08/30/23	27.08		
Kansas City Board of Public Utilities	106	5201.106	Electric	6657 7/24/23	08/18/23	110.63	EFT	110.63
Kansas City Board of Public Utilities	106	5201.106	Electric	6657 7/24/23	08/18/23	41.19	EFT	41.19
Kansas City Board of Public Utilities	106	5201.106	Electric	6657 7/24/23	08/18/23	37.00	EFT	37.00
Kansas City Board of Public Utilities	106	5287.106	Water	6657 7/24/23	08/18/23	200.37	EFT	200.37
Kansas City Board of Public Utilities	106	5288.106	Waste Water	6657 7/24/23	08/18/23	14.70	EFT	14.70
Evergy	101	5201.101	Electric	8/25/23 Multiple	08/25/23	1,108.92	EFT	1,108.92
Evergy	101	5201.101	Electric	8/29/23 Multiple	08/29/23	19.08	EFT	19.08
Evergy	106	5201.106	Electric	8/25/23 Multiple	08/25/23	543.22	EFT	543.22
Evergy	220	5201.220	Electric	8/25/23 Multiple	08/25/23	2,787.66	EFT	2,787.66
Evergy	220	5201.220	Electric	8/29/23 Multiple	08/29/23	2,787.66	EFT	2,787.66
Evergy	290	5201.290	Electric	8/25/23 Multiple	08/25/23	1,056.14	EFT	1,056.14
Evergy	290	5201.290	Electric	8/29/23 Multiple	08/29/23	1,056.14	EFT	1,056.14
Evergy	101	5222.101	Traffic Signal Expense	8/25/23 Multiple	08/25/23	115.09	EFT	115.09
Evergy	101	5269.101	Electric Vehicle Charging Program	8/25/23 Multiple	08/25/23	218.41	EFT	218.41
Evergy	106	5290.106	Street Light Electric	8/25/23 Multiple	08/25/23	69.53	EFT	69.53
KPERS	101	2040.101	KPERS Accrued Employee	8/17/23 PR	08/18/23	2,339.28	EFT	2,339.28
KPERS	101	2040.101	KPERS Accrued Employee	8/17/23 PR	08/18/23	3,565.61	EFT	3,565.61
KPERS	101	2050.101	Insurance Withholding Payable	8/17/23 PR	08/18/23	3,553.86	EFT	3,553.86
KP&F	101	2045.101	KP&F Employee Withholding Payable	8/17/23 PR	08/18/23	2,284.96	EFT	2,284.96
KP&F	101	2045.101	KP&F Employee Withholding Payable	8/17/23 PR	08/18/23	7,305.49	EFT	7,305.49
Miller Management Systems, LLC	101	5214.101	Other Contracted Services	Recurring EFT	08/20/23	2,363.00	EFT	2,363.00
						\$	701,626.42	

Item Number: Consent Agenda- II.-B.  
Committee 9/5/2023  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:  
Submitted By:  
Committee/Department:  
Title: **City Council Meeting Minutes August 21, 2023**  
Item Type:

**Recommendation:**

**Details:**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/31/2023 - 3:56 PM



## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▫ City Council Meeting Minutes August 21, 2023	Cover Memo

**CITY OF ROELAND PARK, KANSAS  
CITY COUNCIL MEETING MINUTES  
ROELAND PARK CITY HALL  
4600 WEST 51<sup>ST</sup> STREET, ROELAND PARK, KS 66205  
August 21, 2023, 6:00 P.M.**

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>Michael Poppa, Mayor</li><li>Trisha Brauer, Council Member</li><li>Benjamin Dickens, Council Member</li><li>Jan Faidley, Council Member</li><li>Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>Miel Castagna-Herrera, Council Member</li><li>Tom Madigan, Council Member</li><li>Michael Rebne, Council Member</li><li>Kate Raglow, Council Member</li></ul> | <ul style="list-style-type: none"><li>Keith Moody, City Administrator</li><li>Jennifer Jones-Lacy, Asst. City Admin.</li><li>Kelley Nielsen, City Clerk</li><li>John Morris, Police Chief</li><li>Donnie Scharff, Public Works Director</li></ul> |
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<b>Admin</b> Dickens Rebne	<b>Finance</b> Hill Castagna-Herrera	<b>Safety</b> Madigan Brauer	<b>Public Works</b> Faidley Raglow
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(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

**Pledge of Allegiance**

Mayor Poppa called the meeting to order and led everyone in the Pledge of Allegiance.

**Roll Call**

City Clerk Nielsen called the roll. CMBRS Dickens and Brauer were absent. All other Governing Body members were present. Staff members present were City Administrator Moody, City Attorney Mauer, Public Works Director Scharff, Police Chief Morris, and City Clerk Nielsen.

**Modification of Agenda**

*There were no modifications to the agenda.*

**I. Public Hearing - Amending 2023 Budget**

Mayor Poppa opened the public hearing. There were no public comments, and the hearing was closed.

**II. Public Hearing - Exceeding Revenue Neutral Rate and Adoption 2024 Budget**

Mayor Poppa opened the public hearing. There were no public comments, and the hearing was closed.

**III. Public Comments**

**Donald Martin** (4935 Wells) Mr. Martin gave the Governing Body a petition signed by residents of Wells Drive requesting speed bumps on their street.

Mayor Poppa said they have seen the petition and it was given to the City Clerk. It will go through a process after which they will reach out to Mr. Martin, and they can plan the next steps.

**Jim Constant** (5039 Buena Vista) Mr. Constant spoke to the speed and amount of traffic on Buena Vista. He gave the Governing Body personal recounts of traffic issues of cars in his yard, property damage, and almost being struck by vehicles. He said that the stop signs do not seem to help. He also mentioned the child who was struck by a vehicle recently and the numerous close calls. He emphasized they need to do something to slow the traffic down and suggested options of speed bumps or making it a one-way street. He said he has invited police officers to sit in his driveway and they have.

Mayor Poppa thanked Mr. Constant for his comments and said they will be discussing the issue and traffic calming measures at Buena Vista during their Workshop meeting immediately following the Council meeting.

#### **IV. Consent Agenda**

- A. Appropriations Ordinance #1026**
- B. Council Minutes August 7, 2023**
- C. 2024 Land Lease with JCPRD for Sports Dome**

**MOTION:** CMBR MADIGAN MOVED AND CMBR REBNE SECONDED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. (MOTION CARRIED 6-0.)

#### **V. Business from the Floor - Proclamations/Applications/Presentations**

##### **A. Outstanding Service Award**

City Clerk Nielsen said the Outstanding Service Award is being presented to Doreen Dreyer, Administrative Assistant. Ms. Nielsen said she is known for her kindness, helpfulness, fun personality, attention to detail in City communications, and prompt service to everyone she interacts with.

Mayor Poppa said whenever he walks into the office, she is always smiling and attentive. He said he was sorry she couldn't be there to accept the award, but they truly appreciate her work.

#### **VI. Mayor's Report**

##### **A. National Suicide Prevention Awareness Month Proclamation**

Mayor Poppa said this is a personal issue for him as he has had a brother-in-law and friend die by suicide. He thanked the Johnson County Suicide Prevention Coalition for attending the meeting. He read the proclamation into the record.

Tim DeWeese, the executive director for the Johnson County Mental Health Center was also in attendance at the meeting. He thanked the City of Roeland Park for continuing to bring awareness to this issue. He said that last year there were 111 suicides in Johnson County and 38 this year. He said that even one is too many. Mr. DeWeese said they take about 40,000 calls annually at 988 Lifeline and said there is never a wrong call to make. They are there to provide resources and direction.

Mayor Poppa declared the month of September 2023 as National Suicide Prevention Awareness Month in the City of Roeland Park. All Councilmembers expressed their support for this proclamation.

(Photos were taken)

- **988 Suicide & Crisis Lifeline:** [988Lifeline.org/Talk-To-Someone-Now](https://988lifeline.org/Talk-To-Someone-Now)
- **Johnson County Suicide Prevention Coalition:** [JoCoGov.org/SuicidePrevention](https://JoCoGov.org/SuicidePrevention)

## **B. National Fentanyl Prevention and Awareness Day Proclamation**

Mayor Poppa said this day was established to remember those lost to illicit fentanyl poisoning and to acknowledge the devastation of drugs.

CMBR Hill said she has recent experience of a relative and fentanyl poisoning. It is an epidemic affecting adults and children. They are using Narcan in high school and middle schools regularly. She said the time is different now and they need to stress and teach the children that one drug can kill you.

Mayor Poppa read the proclamation into the record declaring August 21<sup>st</sup> through the end of the month National Fentanyl Prevention and Awareness Day in the City of Roeland Park. All Governing Body members expressed their support of the proclamation.

- **DEA:** <https://www.dea.gov/fentanylawareness>
- **CDC:** <https://www.cdc.gov/opioids/overdoseprevention/help-resources.html>

## **VII. Reports of City Liaisons and Committees**

*There were no reports given.*

## **VIII. Unfinished Business**

*No Unfinished Business was discussed.*

## **IX. New Business**

### **A. Amend 2023 Budget**

Mayor Poppa stated that all funds being amended in 2023 are available and that the next three years look positive.

**MOTION:** CMBR FAIDLEY MOVED AND CMBR RAGLOW SECONDED TO APPROVE THE AMENDMENT OF THE 2023 BUDGET. (MOTION CARRIED 6-0.)

### **B. Adopt the 2024 Budget Including CIP and Objectives**

CMBR Madigan recommended to remove the sales tax objective and research for Roeland Park to no longer collect sales tax on food.

CMBR Rebne said he understands the desire to remove the objective. He said that the residents voted on a tax increase to pay for objectives. He said he thinks it is still worth looking into, even with Governor Kelly making moves to remove sales tax on food. He suggested they could look at a modified food sales tax and possibly not collect on certain items such as unprepared foods.

CMBR Madigan said the research shows that in reducing sales taxes property taxes rise. He said he can't support something that would cause the property tax to increase to make up for the reduction in sales tax collected.

CMBR Hill expressed agreement with removing the item. She said it was estimated they would need to raise the levy about 19 mills to cover the loss of a food sales tax. She said that all their major retailers sell food, and it would be devastating to their residents to raise the mill that much.

CMBR Raglow stated she was also in favor of removing the item and see this as robbing Peter to pay Paul in that the monies will need to be made up somewhere. She added that individuals shopping from outside of Roeland Park help to provide those funds, whereas, property taxes are paid only by their residents.

There was majority agreement of the Governing Body to pull the objective from the budget.

CMBR Faidley asked about wage benefit study results and wanting to implement it for this budget cycle.

City Administrator Moody said the admin committee met and they will be bringing a recommendation to the Governing Body on September 5<sup>th</sup>, which is post-adoption of the budget. The implementation plan they will be bringing as a recommendation stays within the budget set for 2023 and 2024. They also believe the adoption of an amendment for the 2024 budget will afford them the resources to complete the implementation of the new pay scale. The committee's focus was to stay within those budget resources. It does provide moving everyone below the new minimum to the minimum, with a minimum of \$1.25 per hour adjustments.

Mayor Poppa said he, CMBR Raglow, and CMBR Dickens from the Admin Committee and the department heads were a part of the committee who will make the recommendation. CMBR Raglow stayed on the committee pass her term for continuity.

**MOTION:** CMBR RAGLOW MOVED AND CMBR REBNE SECONDED TO APPROVE THE PROPOSED 2024 BUDGET INCLUDING THE 5-YEAR CAPITAL IMPROVEMENT PLAN AND 2024 GOALS AND OBJECTIVES, INCLUDING FUNDS FOR PROJECT RISE IN A NOT TO EXCEED AMOUNT OF \$100,000 IN 2024. (MOTION CARRIED 6-0.)

### **C. Public Fireworks Display Request from Bishop Miege**

Mayor Poppa said this is an item that comes before them every year. It consists of three to five booms at home football games after the National Anthem. The requested dates in September are 9/1, 9/15, 9/29, and in October on 10/20.

Police Chief Morris said this has been a long-standing tradition. He has off-duty officers that will be working at those games, and he personally will be at those games. He said they make sure the school follows all the guidelines and noted that all the requirements have been met. Police Chief Morris said he does not have an issue with the request.

Mayor Poppa asked if they notify the surrounding neighbors. Police Chief Morris said since it has been going on for years, most residents would be aware of it. He said it is very quick. He also said if they go

into playoffs there may be additional dates, but the school is in compliance with the City with their request.

CMBR Faidley asked if they do a social media push as a heads up to residents. Police Chief Morris said they notify dispatch and the Fire Department in case they receive any calls. Currently he is not aware of any social media. CMBR Faidley asked if they can do that, and give the approximate time. Chief Morris said that was a great idea and they can do that.

CMBR Hill said it is important to remember why they banned fireworks in Roeland Park. She said that so many people have PTSD and pets are traumatized, as well as war veterans. She said that just because something has always been done shouldn't necessarily mean it should continue. She reiterated this is the reason why they put the ban in place to begin with.

Police Chief Morris said this is not his request, but from their application. He wanted the Governing Body to know that they had complied with all the points they needed to for approval. He added that the Fire Department has signed off on this request.

CMBR Madigan said that setting off something like this is not unusual and that many sports set off fireworks or cannons. He said it is only once. The ban on fireworks affects the whole city. With a little education, they can let the people know they're going to be affected by this. He said that if someone is prepared, it is a lot different than not knowing when something is going to happen.

CMBR Rebne said they have heard from many people and that it might be a good idea to reassess their fireworks ordinance. He noted that Bishop Miege School was asking for permission, and he supports their request.

CMBR Castagna-Herrera agreed with putting the word out on their social media pages noting if they know something is coming, people are better able to handle it.

Police Chief Morris will notify the school to do a social media push and he will have it put on the City, Police, and Fire Department Facebook pages.

**MOTION:** CMBR MADIGAN MOVED AND CMBR CASTAGNA-HERRERA SECONDED TO APPROVE THE PUBLIC FIREWORKS REQUEST BY BISHOP MIEGE HIGH SCHOOL. (MOTION CARRIED 5-1 WITH CMBR HILL VOTING NO.)

#### **D. Approve Community Center Change Orders**

Mayor Poppa said the change order includes additional brick tuckpointing on the exterior and flooring in Room 4, the Neighbors' Place. He said it timing makes sense to do it now rather than in Phase 2.

**MOTION:** CMBR FAIDLEY MOVED AND CMBR REBNE SECONDED TO EXTEND APPROVAL TO THE CITY ADMINISTRATOR TO AUTHORIZE UP TO \$50,000 OF ADDITIONAL WORK AT THE COMMUNITY CENTER THROUGH CHANGE ORDERS AND CONSTRUCTION CHANGE DIRECTIVES. (MOTION CARRIED 6-0.)

#### **E. Discuss Replacement of Police Duty Weapons**

Police Chief Morris requested approval from the Governing Body to replace the department's current .40 caliber Glock with a 9mm. He said that all in-car tactical rifles are currently 9mm. The reason for wanting the change is to have all weapons whether in-car or side arm to be the same caliber. This will save the department time and money as ammunition is quite expensive. He also wants to add some optics to the handguns to include a sight on top and a flashlight underneath. The flashlight will eliminate the need for an officer to carry both a handgun and a light. These 9mm units have less recoil, better target recognition, and are safer as one-unit. Their current handguns have a trade-in option that will be applied to the new purchase price. There is also \$5,000 in the CIP for replacement of weapons, and \$5,294 from the Special Law Enforcement Fund to apply towards the purchase. The total expense will be applied towards the optics with a pointing dot, flashlights, new holsters and the 9mm handguns.

CMBR Faidley asked when switching to the new caliber guns if the officers will be required to have new training. Police Chief Morris said they will go through training at the range so that can be qualified on the new weapons.

CMBR Madigan said he was trained on side arms. He said the size of the bullet does not matter, it's whether you are hitting the target. He added that there is a higher probability of hitting a target with a 9mm than a .40 caliber. He supports this move in light of what happened in Mission recently.

CMBR Rebne said he is afraid that none of the money is devoted to encounters with folks who are in a law-breaking situation. He would want to see the emphasis on de-escalation rather than on shooting to kill. He added there is so much work that still needs to be done to keep everyone safe and would not vote to approve the \$20,000 expense of weaponry.

CMBR Faidley asked if the flashlight has a switch to turn it off and on. Police Chief Morris said it will.

Police Chief Morris said there is criteria that the officers have to be able to use their weapon. He said the new weapons help to protect themselves and the community. He said that Johnson County is changing and with the newer weapons they have a potential to be more accurate and not hit a bystander. He said this is not about killing but protection, and that de-escalation always comes first. Chief Morris said he would much rather talk with someone than fight with them.

CMBR Madigan said they should not lose sight of the fact they pay for a co-responder as a way to help de-escalate problems. The issue they're talking about is an active shooter situation and if someone is endangering people, an officer needs to return fire.

**MOTION:** CMBR MADIGAN MOVED AND CMBR RAGLOW SECONDED TO APPROVE THE REPLACEMENT OF THE POLICE DEPARTMENT DUTY WEAPONS. (MOTION CARRIED 5-1 WITH CMBR REBNE VOTING NO.)

#### **F. Approve Service Agreement with Confluence to Update the City Zoning Code**

Mayor Poppa said that Confluence was involved in the City's Comprehensive Plan and worked on the Roe 2020 project. They also helped with redesigning their building standards and are familiar with the City and their codes. The \$40,000 service agreement is approved in the budget.

CMBR Faidley said that Confluence is known to them. Also, she asked about the amount of public engagement they are looking at in this process and questioned whether one time is sufficient.

City Administrator Moody said Planning Commission meetings are public and this will be largely handled there. They have planned one engagement session and those who want to continue to share are welcome to attend the Planning Commission meetings. He said their meetings are relatively informal and more open to public engagement.

CMBR Madigan agreed they need more public involvement. He would like to see something where the public can come to a venue like the Community Center's Multi-Purpose room so they can see what is proposed and be able to talk about it. He said people want to be more involved.

City Administrator Moody said their intent is to bring public engagement into the process. He also said there is not a timeline for this to be completed. If there is greater public participation, they can take whatever time they need to make certain the discussion is thorough, and everyone has the opportunity to be heard.

**MOTION:** CMBR MADIGAN MOVED AND CMBR REBNE SECONDED TO APPROVE THE AGREEMENT WITH CONFLUENCE TO UPDATE THE CITY'S ZONING CODE. (MOTION CARRIED 6-0.)

#### **X. Ordinances and Resolutions**

*There were no ordinances or resolutions presented.*

#### **XI. Reports of City Officials**

*There were no ordinances or resolutions presented.*

#### **Adjourn:**

**MOTION:** CMBR MADIGAN MOVED AND CMBR RAGLOW SECONDED TO ADJOURN. (MOTION CARRIED 6-0.)

(Roeland Park City Council Meeting Adjourned at 7:02 p.m.)

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Kelley Nielsen, City Clerk

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Michael Poppa, Mayor



**Item Number:** Mayor's Report- IV.-A.  
**Committee** 9/5/2023  
**Meeting Date:**



## City of Roeland Park

Action Item Summary

**Date:**  
**Submitted By:**  
**Committee/Department:**  
**Title:** Hispanic Heritage Month Proclamation  
**Item Type:**

### Recommendation:

- **Smithsonian National Museum of the American Latino:** <https://latino.si.edu>
- **El Centro:** <https://www.elcentroinc.com>
- **Hispanic Chamber of Commerce of Greater Kansas**  
**City:** <https://hccgkc.com/membership-directory>

### Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

#### What are the implications to intersectionality?

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

#### Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:

Line Item Code/Description:
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### Additional Information

#### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/29/2023 - 3:10 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Hispanic Heritage Month Proclamation	Cover Memo



# Proclamation

## Hispanic Heritage Month

WHEREAS, each year, the United States observes National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of those whose ancestors were indigenous to North America as well as those who came from Spain, Mexico, the Caribbean, Central America and South America; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson was expanded by President Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15; and

WHEREAS, the date September 15 is significant because it is the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. Additionally, Mexico and Chile celebrate their independence days on September 16 and September 18, respectively; and

WHEREAS, this year's theme, "Latinos: Driving Prosperity, Power, and Progress in America," encourages us to reflect on the legacy of Hispanic people who have influenced our nation's history and serve today as leaders in all aspects of our national life from the Supreme Court and halls of Congress to boardrooms and Main Streets across all of the United States; and

WHEREAS, we recognize and honor the many ways that Hispanics have enriched the fabric of our society while also rededicating ourselves to address the lack of equal access to opportunity that many still face; and

WHEREAS, the Hispanic population of the United States is now 62.1 million, constituting 18.7% of the total population. Specifically, in Johnson County, the Hispanic population is now 54,389, constituting approximately 9% of the County's population and represents a wide range of nationalities and backgrounds which reflect the remarkable diversity of the American people;

NOW, THEREFORE, BE IT RESOLVED, that on this 5th day of September 2023, the City of Roeland Park Governing Body does hereby proclaim September 15th – October 15th, 2023 as Hispanic Heritage Month and encourage all residents to celebrate our unique and vibrant history and recommit ourselves to a shared future of healthy, peaceful, safe and sustainable communities for all.

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MICHAEL POPPA  
Mayor

Item Number: Mayor's Report- IV.-B.  
Committee 9/5/2023  
Meeting Date:



## City of Roeland Park

Action Item Summary

Date:

Submitted By:

Committee/Department:

Title: **Diaper Need Awareness Week Proclamation**

Item Type:

### Recommendation:

- Happy Bottoms: <https://happybottoms.org>

### Details:

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

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- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

#### Financial Impact

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

## Additional Information

### REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/29/2023 - 3:11 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▯ Diaper Needs Awareness Week Proclamation	Cover Memo



# Proclamation

## Diaper Need Awareness Week

Whereas, diaper need, the condition of not having a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of babies, toddlers, and their families; and

Whereas, national surveys and research studies report that one in three families struggles with diaper need, and 48 percent of families delay changing a diaper to extend the available supply; and

Whereas, infants and toddlers go through six to 12 diapers each day during the two to three years they wear diapers; and

Whereas, purchasing enough diapers to keep a baby or toddler clean, dry, and healthy can consume 14 percent of a low-wage family's post-tax income, making it difficult to provide the necessary supply; and

Whereas, during the COVID-19 pandemic, diaper banks across the country saw enormous increases in demand for diapers and expanded their distribution of diapers by an average of 86 percent; and

Whereas, a daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in child care programs and quality early-education programs that enable children to thrive and parents to work; and

Whereas, without enough diapers, babies and toddlers risk infections and health problems that may require medical attention resulting in medical costs, and parents may be prevented from accessing childcare needed to go to work or school, thereby destabilizing the family's economic prospects and well-being; and

Whereas, the people of Roeland Park recognize that diaper need is a public health issue, and addressing the diaper need can lead to economic opportunity for the state's families and communities and improved health for children, thus ensuring all children and families have access to the basic necessities required to thrive and reach their full potential; and

Whereas, while experiencing double, triple, or greater increase in demand for diapers due to the pandemic and economic shutdown, these diaper banks continue to do everything in their ability to increase diaper distributions and support children and families in need of immediate assistance; and

Whereas, now that our state is recovering from the pandemic, diaper banks are playing a critical role in supporting families and advancing our collective economic growth; now

Therefore, I, Michael Poppa, Mayor of Roeland Park, do hereby proclaim the week of September 18 through September 24, 2023 as

### NATIONAL DIAPER NEED AWARENESS WEEK

in the City of Roeland Park, thank the aforementioned diaper banks, their staff, volunteers and donors, for their courageous service during the crisis, and encourage the residents of Roeland Park to donate generously to diaper banks, diaper drives, and support those organizations that collect and distribute diapers to families struggling with diaper need, so that all of Roeland Park children and families can thrive and reach their full potential.

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MICHAEL POPPA  
Mayor



**Item Number:** New Business- VIII.-A.  
**Committee** 9/5/2023  
**Meeting Date:**



**City of Roeland Park**  
Action Item Summary

**Date:** 8/29/2023  
**Submitted By:** Parks and Diversity, Equity, and Inclusion Committee  
**Committee/Department:** Parks and Diversity, Equity, and Inclusion Committee  
**Title:** **Appoint Mallorie Hurlbert to the Parks Committee and Roginia Moore to the Diversity, Equity, and Inclusion Committee (5 min)**  
**Item Type:** Other

**Recommendation:**

**To appoint Mallorie Hurlbert to the Parks Committee and Roginia Moore to the Diversity, Equity, and Inclusion Committee .**

**Details:**

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

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- Does this item benefit Community for All Ages?
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- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request:	
Budgeted Item?	Budgeted Amount:

Line Item Code/Description:

Additional Information

REVIEWERS:

Department	Reviewer	Action	Date
Administration	Nielsen, Kelley	Approved	8/29/2023 - 3:16 PM

**Goals/Objectives & Terms**

**ATTACHMENTS:**

Description		Type
▣	Mallorie Hurlbert	Cover Memo
▣	Roginia Moore	Cover Memo

## Online Form Submittal: Committee Volunteer Form

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

Wed 5/31/2023 3:25 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; RP Intern <intern@roelandpark.org>; Micah Rehmert <mrehmert@roelandpark.org>

### Committee Volunteer Form

Date	5/31/2023
First Name	Mallorie
Last Name	Hurlbert
Address	3915 w 48th st
City	Roeland park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	Bishop Miege High School
How long have you been a resident of Roeland Park?	6 years
How much time do you have to devote per month?	10-20 hours
Board & Committee Interest	I am interested in joining the Parks committee. I would like to bring to light the lack of accessibility within our parks as well as additional parks being considered on the East side of Roe. I would also like to bring to the table a discussion regarding street lights throughout the neighborhoods. I believe the Parks committee would be appropriate for these items but would be open to additional committees or boards.
Select a Board or Committee	Parks
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	Field not completed.
Resume	Field not completed.

## Online Form Submittal: Committee Volunteer Form

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

Mon 6/12/2023 2:21 PM

To: Nielsen, Kelley <knielsen@roelandpark.org>; RP Intern <intern@roelandpark.org>; Micah Rehmert <mrehmert@roelandpark.org>

### Committee Volunteer Form

Date	6/12/2023
First Name	Roginia
Last Name	Moore
Address	3603 W 47th Terrace
City	Roeland Park
State	KS
Zip	66205
Email	
Phone	
Place of Employment	Real Estate & Moore - Keller Williams Key Partners LLS
How long have you been a resident of Roeland Park?	2 years
How much time do you have to devote per month?	5-10 hours
Board & Committee Interest	I enjoy living in Roeland Park and Serving the community. I would like to be more connected to the community in which I live.  Diversity, Equity and Inclusion Committee Board of Zoning Appeals Community Foundation
Select a Board or Committee	Diversity, Equity and Inclusion Committee
Are you a high school student between the ages of 14 and 18?	No
Additional Comments	Field not completed.
Resume	<u><a href="#">Resume Roginia Moore.docx</a></u>

**Item Number:** New Business- VIII.-B.  
**Committee** 9/5/2023  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

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**Date:** 8/31/2023  
**Submitted By:** Keith Moody  
**Committee/Department:** Administrative Committee  
**Title:** **Compensation Study Presentation and Pay Scale Adoption (20 min)**  
**Item Type:** Presentation

### **Recommendation:**

**The Administrative Committee recommends adoption of the proposed pay scale to be effective with approval.**

**The Administrative Committee recommends implementation of the new pay scale according to the 3-criteria approach developed by McGrath to be effective retroactive to the 8/11/23 payroll as step 1. The 2nd step of implementation to occur with the 2024 merit increase process employing a 4.7% merit increase pool.**

### **Details:**

Malayna Halverson with McGrath will take us through the attached power point presentation as a review of the survey and study efforts McGrath has completed on the pay component of the analysis. Also attached is the final report on both pay and benefits. The proposed pay scale is reflected in the final report. The implementation plan is detailed in the presentation along with the fiscal impacts of the two-step implementation approach. The recommended implementation plan is within the 2023 Projected Budget and 2024 Proposed Budget.

We will discuss the results of the benefit analysis further, but there are only two minor areas McGrath has recommended considering change: an additional holiday and a city match to employee self-directed retirement plans. These are items that can be discussed and implemented at the start of 2024 if that is the direction of Council.

McGrath is still working on the remote work analysis; we anticipate this element will be ready for Council presentation/consideration in October/November.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

**What are the implications to intersectionality?**

- Does this item benefit all racial groups?
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- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request: Step 1 in 2023: \$142k annually; Step 2 in 2024: \$124k annually	
Budgeted Item?	Budgeted Amount: Fiscal Impact falls within the 2023 Projected and 2024 Proposed Budget
Line Item Code/Description: Full and Part-time Wages	

**Additional Information**

**REVIEWERS:**

Department	Reviewer	Action	Date
Administration	Moody, Keith	Approved	8/28/2023 - 4:34 PM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description		Type
▣	McGrath Compensation Survey Presentation	Cover Memo
▣	McGrath Compensation and Benefits Survey Report	Cover Memo



# City of Roeland Park, Kansas

## *Classification and Compensation Study*



# About McGrath



## McGrath Consulting Established in 2000

- Sept 2012 – McGrath Human Resources Group
- 500 Clients in 42 States Companywide

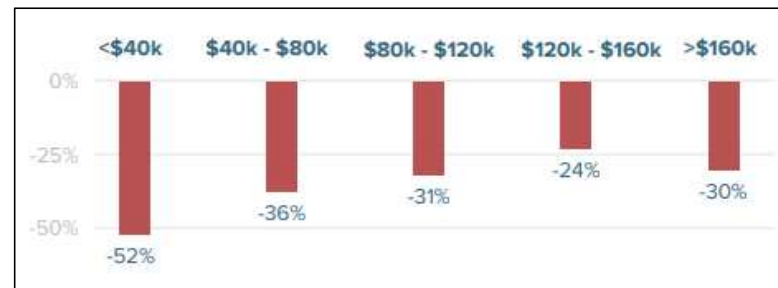
## Public Sector Consultants

- Human Resources
- Public Safety (Police, Fire, EMS, Dispatch)

## Specializing In

- Compensation Studies
- Performance Management
- Development of Policies and Procedures/Handbooks

# Public Employer Trends

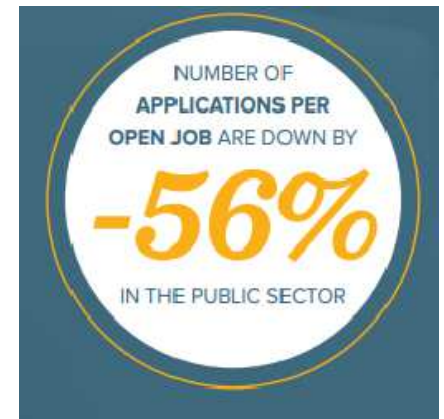


*“The decline in job applications per job over the last six years is being felt across all job types and salary levels. The hardest hit are jobs that pay below \$40,000 per year, which are frequently the jobs that interface with the public and community members the most. **This may unfortunately lead to a decrease in the quality of services that agencies are able to provide.**” (Source: The Quiet Crisis in Public Sector, neogov, 2022.)*

# Public Employer Trends

*Public employers are battling for their talent because:*

- 30%-40% of local government workers are eligible to retire (Silver Tsunami).
- Long term employment has less appeal to the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Public employers do not always compete with private sector salaries and benefits.
- Cost of benefits causing erosion.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are 'learn on the job.'
- Public employers are not able to offer the same level of flexible work arrangements to all employees.
- There are limited financial resources.
- Not all work cultures are pleasing and supportive.



# Study Methodology

- Interviews with Administration and Department Directors.
- Review of data from current Compensation System, organizational charts, current job descriptions, and compensation policies.
- Solicited compensation data from public comparable organizations (Minimum, Midpoint, Maximum, and incumbent salary).
- All positions requested to complete a Position Questionnaire (PQ). At least one (1) PQ was required per position.
- Met with City Administrator and Administrative Committee to discuss summary findings and recommendations and gain their perspective on structure, compensation philosophy, and implementation.

# Public Comparable Organizations

Cities of similar complexity and size within Roeland Park's employment market were selected as Comparable Organizations

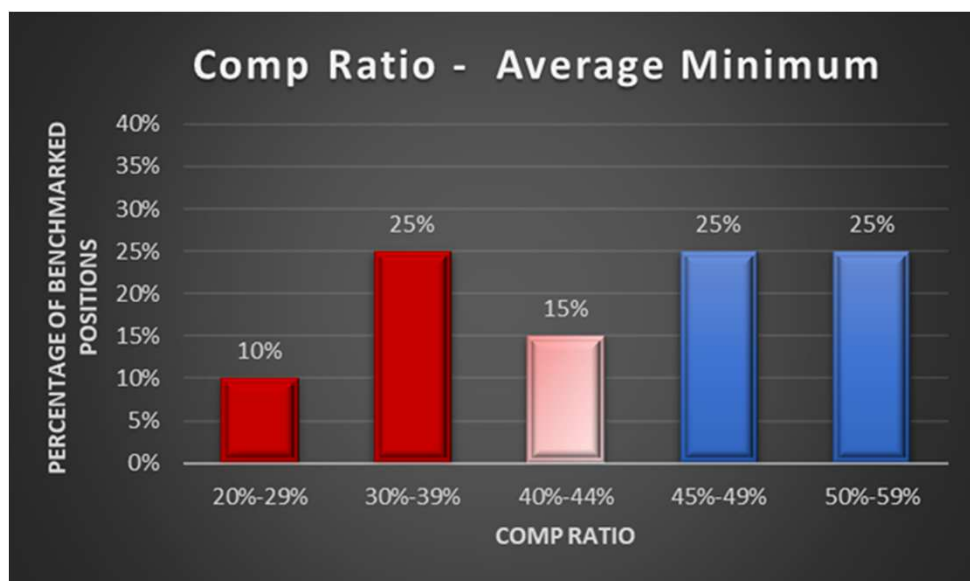
Belton, MO	Mission, KS
Bonner Springs, KS	North Kansas City, MO
Fairway, KS	Parkville, MO
Gladstone, MO	Platte City, MO
Grain Valley, MO	Prairie Village, KS
Grandview, MO	Raymore, MO
Kearney, MO	Riverside, MO
Lansing, KS	Smithville, MO
Merriam, KS	Springhill, KS
Mission Hills, KS	

# Market Summary Findings

## Comp Ratio

- A comparison of the City's Salary Range and/or salaries to the “Market”
- Average Market Rate: 50%
- Acceptable Comp Ratio Range: 40%\* or greater
  - \*Current market conditions may show 40%-44% is at risk of not being market competitive

# Average Market Minimum

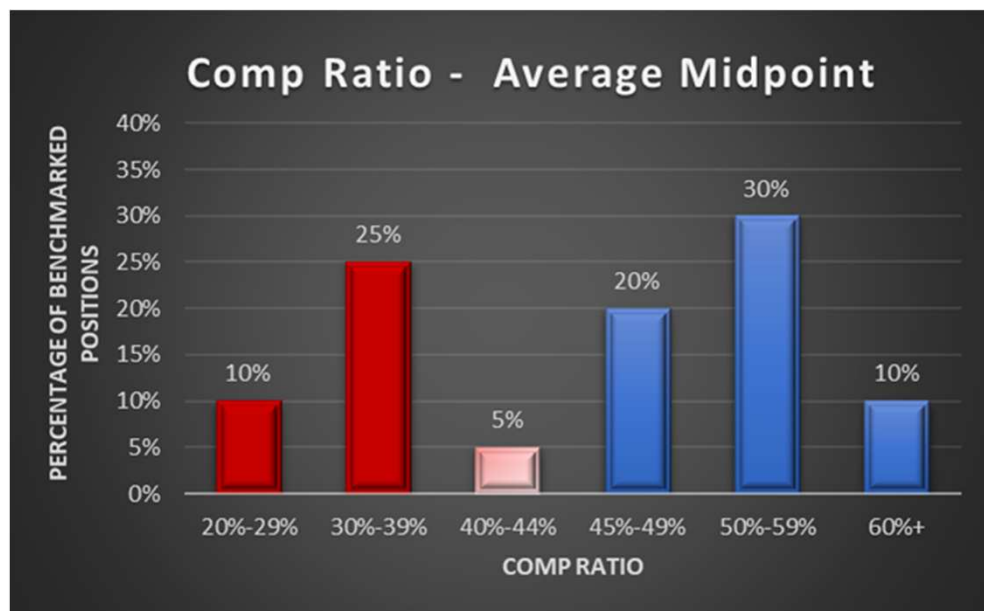


- 35% below Average Market Minimum
- 15% have Comp Ratio of 40%-44% and may be falling short of competitiveness
- 50% aligned to Average Market Minimum

\*May not result in 100% due to rounding



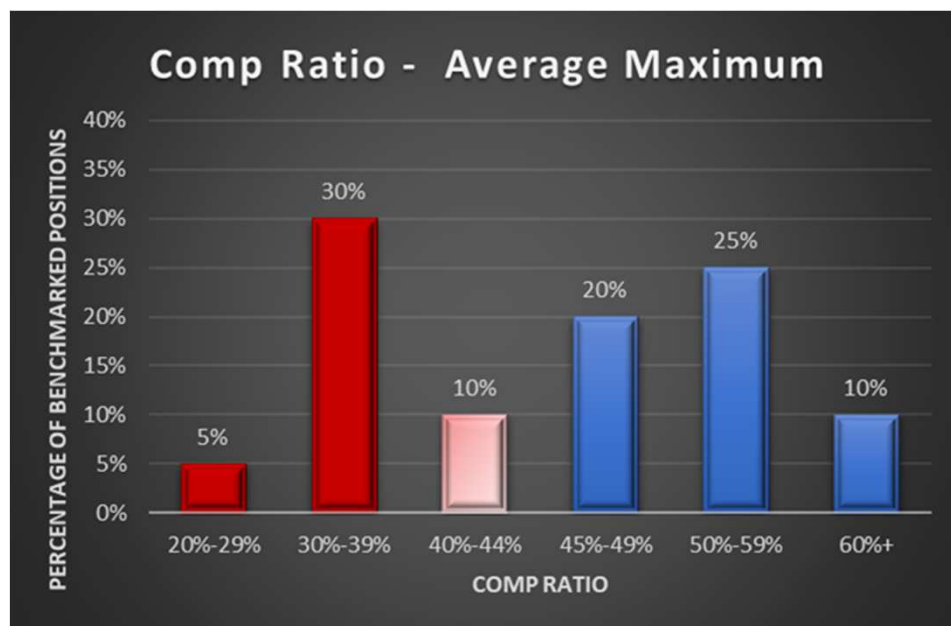
# Average Midpoint



- 35% below Average Midpoint
- 5% have Comp Ratio of 40%-44% and may be falling short of competitiveness
- 60% aligned to Average Midpoint

\*May not result in 100% due to rounding

# Average Maximum



\*May not result in 100% due to rounding

- 35% below Average Maximum
- 10% have Comp Ratio of 40%-44% and may be falling short of competitiveness
- 55% aligned to Average Midpoint

# Compensation Philosophy

An organization's commitment of compensation for its employees. A consistent philosophy sets the direction for determining the compensation package to offer employees and should align with the overall Mission of the organization.

- ❖ **Lead the local market for competitive recruitment/retention by setting the ranges over average market.**  
*Can the City afford to lead the market? Is the City competing against above market strategy? Are there other considerations that should allow setting wages above the average?*
- ❖ **Meet the local market by aligning the ranges to the average market.** *Most organizations strive for average.*
- ❖ **Follow the local market by not reaching average.** *This typically only happens for financial purposes, and fiscal resources will then be allocated to recruitment and turnover.*

**Recommended Salary Structure is set at 5% above average market.**

# Current Salary Structure

1. Current salary schedule is built with flat dollar amount separation per pay grade.
2. Number of grades will grow due to flat rate separation. Smaller percentage between grades with higher salary ranges.
3. System appears to be working, given market findings and Administration's ongoing management of the structure.
4. Positions move salary ranges as needed to align to market benchmarks.

# Recommendations

1. Above Average Market Compensation Philosophy
2. Ranges are set for 2023
3. Range System Structure
  - 22 Pay Grades
  - Percentage separation between Pay Grades (in lieu of flat dollar)
  - Control Point set at 5% Above Market
  - Employee Progression will continue to be an annual performance adjustment
4. Classification System has slight adjustments

# Implementation Plan

1. Place to Minimum, if under.
2. If movement to the Minimum was less than \$1.25 per hour, move staff a total of \$1.25 per hour into their range.

In Range compression adjustments:

3. In range adjustments based upon years in current position, up to the midpoint and not to exceed \$3.00/hr (unless it was necessary to get them to the minimum).

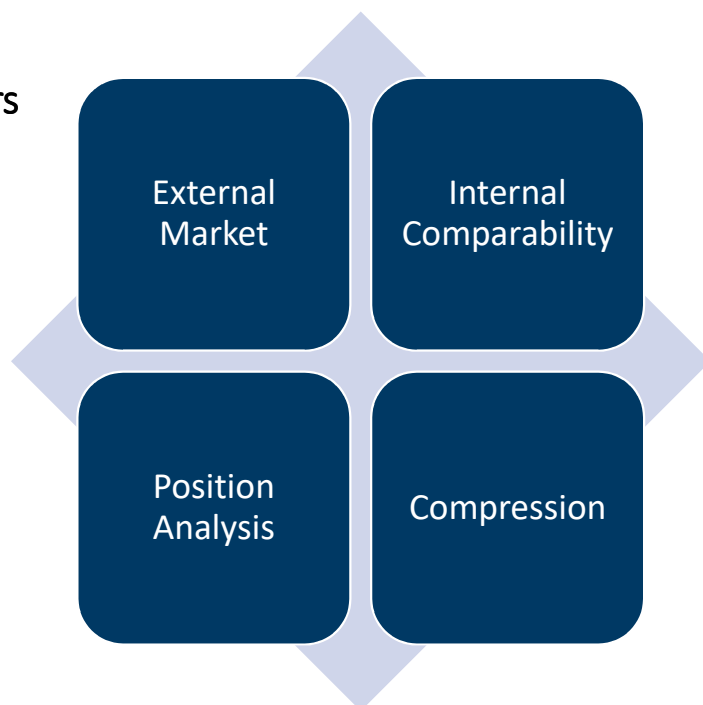
# Implementation Steps

1. Step 1- Effective 8/1/23: Pay adjustments made in accordance with the 3 criteria detailed on prior slide. These adjustments amount to a 5.5% increase in wages (or \$142,000 annually).
2. Step 2- Effective 1/1/24: Merit Increase pool of 4.70% available (or \$124,000 annually). The higher-than-normal merit increase percentage affords adjustment for those who's tenure would indicate their pay should be at or above the control point (mid-point).

The 2023 Projected Budget and 2024 Proposed Budget reflect a two-step implementation with 6.1% pay adjustments anticipated 8/1/23 and a 4% Merit Increase pool available 1/1/24. The proposed implementation plan is within the budget amounts previously approved by Council.

# Position Placement

Utilization of several factors  
used to place positions:

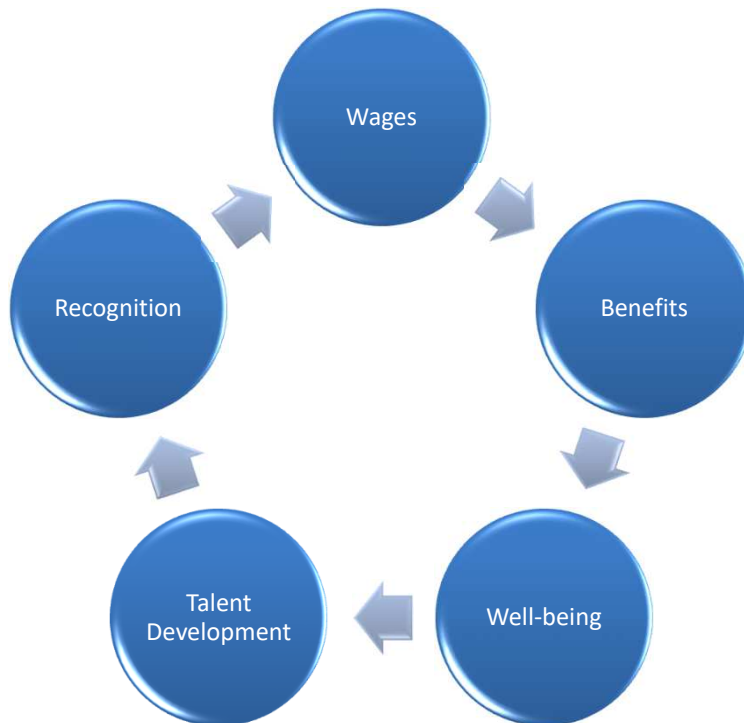




# Maintenance of System

1. Salary Schedule Adjustments
  - Annual adjustments based on predetermined economic indicator
    - City may opt for an acceptable alternative deviating from annual
  - Allows Schedule to maintain overall competitiveness with the Market
2. Annual Performance Adjustment
  - Annual adjustment with adequate performance
    - City may opt for an acceptable alternative to combine performance with salary range adjustment
3. Market Adjustment
  - Future documented and verified market trend changes
  - Metrics will assist in identifying
4. Periodic Review of the External Market (Every 3-5 years)
5. Compensation Policy Updates

# Total Rewards



A Total Rewards model encompasses specific employment elements to drive performance and a positive employment experience.

Page 15-16 of Final Report.

The second highest rated item for retention is a positive work environment/culture, followed by challenging work and the ability to utilize their skills and talents.

# Benefit Overview

Benefits are separate from wages for recommendations. City will need time to review benefits and opportunities presented.

1. Health Insurance ranking compared to other comparable organizations
2. Health Savings Account
3. Observed Holidays
4. Sick/Vacation
5. Retirement Program

# Questions/Comments/Discussion



# Compensation and Benefits Study Final Report

for

City of Roeland Park, Kansas



August 2023



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# Introduction

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by the City of Roeland Park, Kansas to conduct a Compensation and Benefits Study.

The purpose of the Compensation Study is to assist the City in reviewing and analyzing the current staff compensation structure, obtain recommendations for improvements to the existing structure, and obtain recommendations to ensure internal equity and external competitiveness, along with providing a benefits overview compared to the external market.

The Consultants would like to extend appreciation to the Elected Officials, City Administrator, Department Directors, and employees for their time, cooperation, and sharing of information and perceptions with McGrath Human Resources Group.

## Methodology

### Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved gathering of data that pertains to current compensation practices within the City. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with the City Administrator, Department Directors, and other management personnel within each Department. The purpose of these meetings was to first, gain an understanding of the City's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the City that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities.

Employees from each Job Classification were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the position. The Consultants utilized the Position Questionnaires completed by the employees, which had been reviewed by supervisory employees, to gain a better understanding of the job responsibilities, skills, and various competencies of the position.

During the second virtual visit, the Consultants met with the City Administrator and subsequent meetings with Department Directors and elected officials to provide a summary of the City against the comparable market and the type of compensation model that would be most successful.

Upon completion of the draft compensation schedule, the Consultants met with the City Administrator along with Department Directors and elected officials to review the recommended Salary Schedule and gain their perspective. Any recommendations and feedback provided was reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact on internal equity within the entire Compensation System.

## **Labor Market**

In order to gain information from the external market, through interviews with the Department Directors and City Administration, a list of comparable organizations was established. Organizations with similar complexity, size, and location were considered. Each of the comparable organizations were contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

**Table 1: Comparable Organizations**

Belton, MO	Mission, KS
Bonner Springs, KS	North Kansas City, MO
Fairway, KS	Parkville, MO
Gladstone, MO	Platte City, MO
Grain Valley, MO	Prairie Village, KS
Grandview, MO	Raymore, MO
Kearney, MO	Riverside, MO
Lansing, KS	Smithville, MO
Merriam, KS	Springhill, KS
Mission Hills, KS	

The collection of this compensation data was utilized to analyze the average Market Minimum, Midpoint and Maximum Rates per defined benchmark positions. A comparison of the average salary of the positions to the salary of incumbents within the City was also performed. When necessary, evaluation of the comparable organization's job description, when available online, was utilized to resolve conflicts. In some cases, titles were altered to better align with the industry or responsibility. Not all positions are reflected in the following data analysis. In some situations, data was not available in the external market, data was insufficient, or there were no internal matches at the time of the Study.

## **Market Data Solicited**

The market survey gathered the following 2023 information: Minimum, Midpoint, and Maximum salary for the positions as well as the average salary of the incumbents. Upon examination, salaries were eliminated if statistically too high or too low as to not skew the average (typically within one-two standard deviations). Then, a new percentile amount was calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure that each position was examined based on the data available and how the responsibilities of each position align within the City.

In order to analyze salaries, a Comp Ratio is used. This is a ratio of the City's salary in relation to the external market data. A 50% Comp Ratio would mean that the salary is in line with the external Market while utilizing +/-10% range around each data point. Thus, if a position has a Comp Ratio of 45% or greater, the employee is considered fairly compensated, but positions with 40%-44% Comp Ratios may still be facing challenges with recruitment/retention due to the current labor market and have been identified separately.

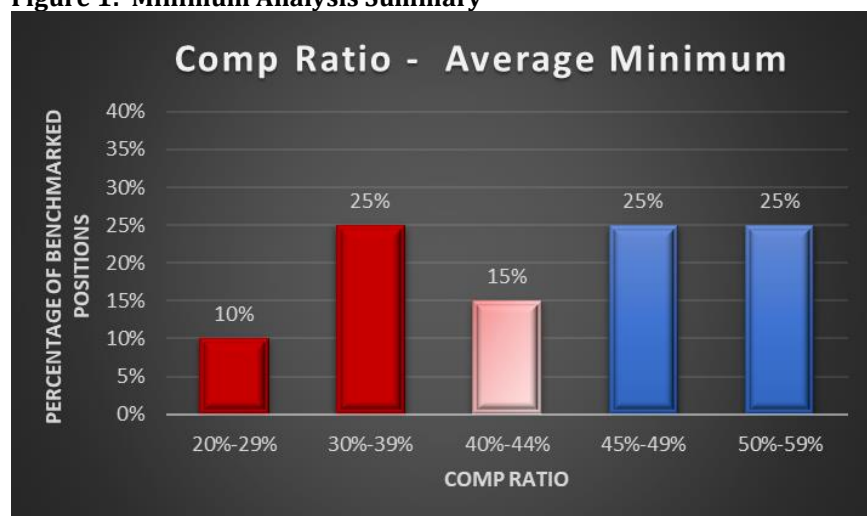
## **Market Analysis**

### **Minimum Salary Comparison**

The analysis of the minimum salary range gives an initial indication if starting salaries are within an acceptable market range. When building a salary schedule, consideration of this information will ensure the City's minimums are within an acceptable range to the average market minimum; however, this analysis is only the beginning in the development of a compensation schedule.

Approximately 35% of the benchmarked job titles are below the average market for minimums, and another 15% are in a lower comp ratio that may be falling short of competitiveness. Overall, 50% of the positions are within the acceptable average market minimum. The figure below provides a summary of findings.

**Figure 1: Minimum Analysis Summary**

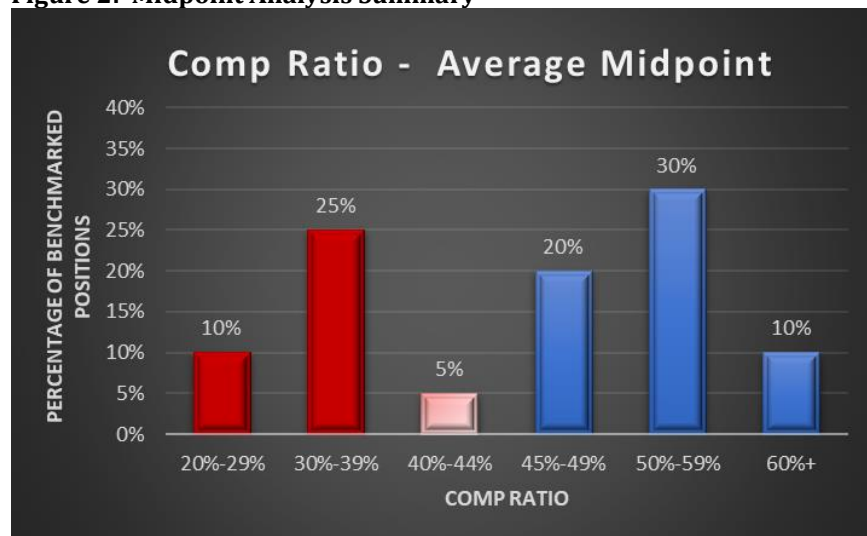


\*May not result in 100% due to rounding

### **Average Midpoint Salary Analysis**

The Consultants wanted to know if the midpoint of the existing salary schedule was aligned with the average market; therefore, a midpoint analysis between the City's midpoint and the market average was conducted. Again, a comp ratio less than 40% would indicate the salary ranges are not aligned to the market. Approximately 35% of the midpoint of benchmarked positions are lower than the average market, and another 5% of the positions are in a lower comp ratio that are just falling short of competitiveness. Overall, 60% of the positions are within the acceptable average market at the midpoint. The following is a summary of findings.

**Figure 2: Midpoint Analysis Summary**

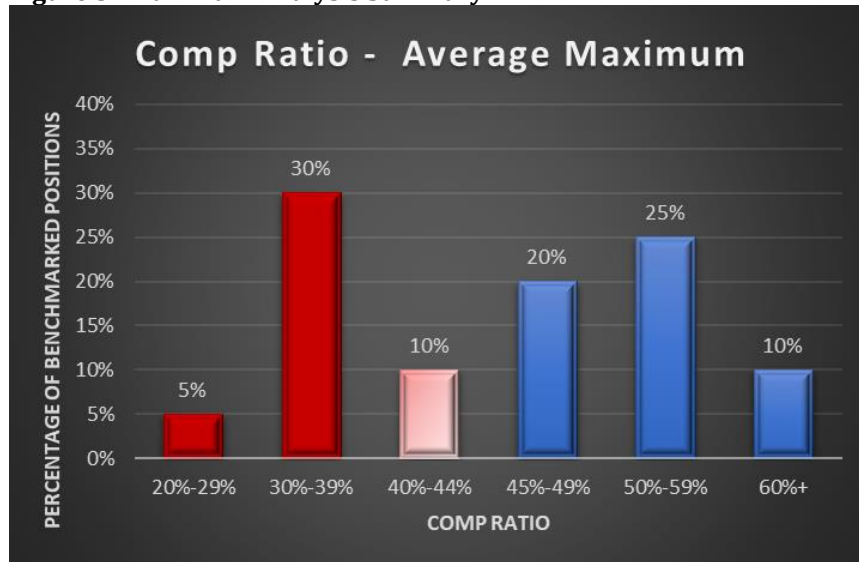


\*May not result in 100% due to rounding

## Average Maximum Salary Analysis

The same process was used to compare maximum rates for the City's ranges. Approximately 35% of the midpoint of benchmarked positions are lower than the average market, and another 10% of the positions are in a lower comp ratio that are just falling short of competitiveness. Overall, 50% of the positions are within the acceptable average market at the midpoint. The following is a summary of findings.

Figure 3: Maximum Analysis Summary



\*May not result in 100% due to rounding

## Market Data Summary

Overall, the City has done a good job keeping pace with the external market, as the majority of positions are aligned to the market. There are specific positions' entire salary ranges that will need adjustment to better capture their respective market. Positions also need to be analyzed for position responsibility and internal comparability.

## Current Compensation System

The current compensation system is a range system with a minimum, midpoint, and maximum rate for each salary range. There is 20% between the minimum to midpoint, and 20% between midpoint to maximum. This allows Administration to have a quartile system for merit adjustments. This is a traditional salary range, with a sufficient spread. The 2023 ranges are separated by a flat dollar amount (\$5,200) in lieu of percentages. Each year, the Administration then reviews the salary ranges for adjustment that may be needed, and moves positions as needed to retain the flat dollar separation. When a percentage is applied to the existing pay grades, the ranges are separated by as much as 13% on the lowest paid

salary ranges, and progressively decrease to just over 4% at the highest paid salary ranges. The City spends significant time analyzing the salaries each year to maintain the system.

## **Compensation Philosophy**

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization. First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The City is in business to provide services to the citizens, businesses, and visitors of the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the City would cease to provide infrastructure, safety, court services, and other essential services and process the necessary functions to keep those systems in place. Employees expect a compensation system that pays a competitive wage for the skills, education, and responsibilities of the position, and the City is in close proximity to larger communities and organizations that lead the market's wages.

In order for the City to be competitive with recruitment and retention, it is recommended the City establish its compensation philosophy that is based on above average market wages so the City can be competitive in the current labor market. In reviewing the existing data, it would appear the City is already doing this in focused areas, so it is recommended the City develop a compensation philosophy to allow Administration to simply maintain that place in the market for all positions.

## **Salary Schedule Options**

The salary structure is one of the basic building blocks of a base compensation program. The type of structure sends a clear message about an organization's approach to job design, work processes, and organization structure. The type of salary structure an organization chooses must fit its culture, business needs, and operating cycle. The options discussed included continuation of the existing model that is structured based on flat dollar amounts, versus a range model that is built and managed based on percentages between salary ranges. After discussing the options and the merits and challenges with each option, the determination was made to migrate the City to a percentage-based compensation model that is set at 5% above the average market.

## **Compensation Recommendations**

### **Salary Schedule**

The recommended 2023 Compensation System continues to be a range system, provided as Appendix A. Embedded within the System are 22 different pay grades with 5%-20% spread between pay grades. There is a 20% range between the Minimum and Control Point within each pay grade, and 20% from the Control Point to the Maximum. The Schedule has been developed around the Control Point of the Schedule, which is set at 5% over the average Market.

### **2024 Adjustment**

The recommended salary schedule was developed with 2023 market data to maintain competitiveness with the existing market. The City is recommended to make an adjustment to the entire range in 2024 based upon an average of how the comparable market comparables trend their structures.

### **Classification Structure**

During the course of the Study, there was an opportunity to better align job titles with responsibilities. Some job titles were revised to either have consistency throughout the organization, or to become more current with the external market and are reflected on the recommended Salary Schedule.

## **Position Placement**

Placement onto the respective Salary Schedule is based upon several criteria:

- Job Analysis
- Market analysis
- Compression analysis
- Internal equity

After considering all these elements, placement of some positions on the Salary Schedules have changed, with some positions now being placed in different pay grades than on the previous Schedule. This is not an indication that any given position is more or less important. Similarly, this is not a “reclassification” process, where a position is being evaluated on changes in responsibility, authority, or decision making that may place the position in a higher or lower pay grade, etc. This process is a complete reset of the Compensation System. This is sometimes difficult for employees, because they look only at where their position is placed on the Schedule and compare themselves to positions that have been placed higher. When this occurs, employees begin to compare their perception of the value of positions within the organization, and do not know, or disregard, the factors the Consultants considered when placing all the positions onto the Schedule.

## **Employee Placement**

For purposes of implementation, all employees were placed within the Salary Range if under the Minimum amount. Additional in-range adjustments were also determined based upon theoretical placement within the new pay range based upon time in current position, if below the Control Point, within fiscal limits.

## **General Operational Guidelines**

### **Maintenance of Salary Schedule**

It is important for the City to have a standardized procedure to adjust the Salary Schedules for consistency and for budgetary forecasting. It is the Consultant’s recommendation that on a set date each year, the Salary Schedules be increased by the Consumer Price Index – Urban (CPI -U) percentage or by a local economic indicator, if preferred. For example, since budgeting is done at approximately the same time each year, the City should establish a specific month in which to capture the average of the previous twelve (12) months of the selected economic indicator for a recommended adjustment. The City will still maintain control if conditions and finances fluctuate in a specific year. The City may approach this with a multi-year average approach to allow the annual adjustments to be fiscally manageable. The following are the types of increases recommended:



### **Salary Schedule Adjustments**

Annually, the Salary Schedules should be adjusted for economic reasons. Without maintaining the Salary Schedule, it will fall below the Market and the City will end up spending dollars to get it updated. Annual Salary Schedule adjustments will keep a competitive Salary Schedule. It is important the City budgets dollars for increases to the overall Schedule each year. There may be years when the economy cannot support such increases; however, that should be the exception, not the norm.

### **Annual Adjustments**

The Salary Schedule is based on a premise of annual salary adjustments tied to merit. Each year, employees can receive a merit increase, with acceptable performance, unless an employee is on a Performance Improvement Plan.

### **Market Adjustments**

Each budget cycle, Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment into the range. The City is recommended to exercise caution in its use however, because this option is not intended to be a means to simply increase the wages of any employee. In order for the City to offer this, there should be written parameters in place, because this should only be used in a controlled manner for positions that have been verified by the City Administrator as having challenges with recruitment/retention based on market fluctuations. These parameters would include:

1. A documented and verified review of local comparables by the City Administrator or a third-party consultant.
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the City Administrator.

### **Compensation Policy Recommendations**

With the updated Salary Schedule, the City now has a competitive Compensation System for recruitment and retention purposes. Recommended compensation guidelines have been provided to City Administration (Appendix B). The Administration is recommended to consider these established guidelines and update the City's compensation policy accordingly.

In addition, the City Council is recommended to develop a compensation policy that sets the direction of the organization's compensation philosophy going forward. Developing a policy for placement within the market will give guidance to the City Administrator to bring forward compensation recommendations in the future to keep the City aligned to this policy.

## Metrics

Salary Schedules need to be balanced between what is competitive for recruitment/retention, as well as what is affordable and financially sustainable long term. The City should monitor metrics as an internal indicator to identify if there is a possible concern with the City's placement in the market. Internally, metrics are standards of measurement used to assess what is occurring within an organization. Metrics tell an organization how well or poorly they are doing, allowing an organization to review, assess, problem solve, and adjust processes, as well as identify challenges or stressors to the organization that may be having a negative impact. Specific metrics may help identify where dollars are being expended that can be costly, including turnover. Although the Consultants acknowledge compensation is not the only reason for unwanted turnover, it is a consideration of the larger picture. In order to ensure competitive recruitment/retention, the City is advised to follow the recommended compensation philosophy to ensure it can stay competitive to support retaining its personnel. Metrics will help identify that success. It is recommended the human resources staff member compile these metrics for ongoing review.

**Table 2: Metrics Recommendations**

<b>METRIC</b>	<b>FORMULA TO CALCULATE</b>	<b>PURPOSE</b>
Applicant Tracking	Number of Views, total number of applications received, total number of recruitments	Assessing for reduced application stream
Turnover	Number of separations ÷ Number of approved FTE	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Early Turnover	Number of employees leaving the job in the first 12 months of employment ÷ average actual # of employees in the job for same time period	Effectiveness of compensation and benefits; may identify trends that need further analysis within departments
Offer Acceptance	The number of employment offers accepted ÷ number of employment offers made	Effectiveness of compensation package
Employee Demographics	Percentage of employees in age categories and years of service categories	Assess work demographic for trends in lower tenure and higher percentage of employees in mobile generation groups (under 40)
Exit Interviews Metrics	NA	Documenting reasons for turnover for trends in compensation package

## Market Updates

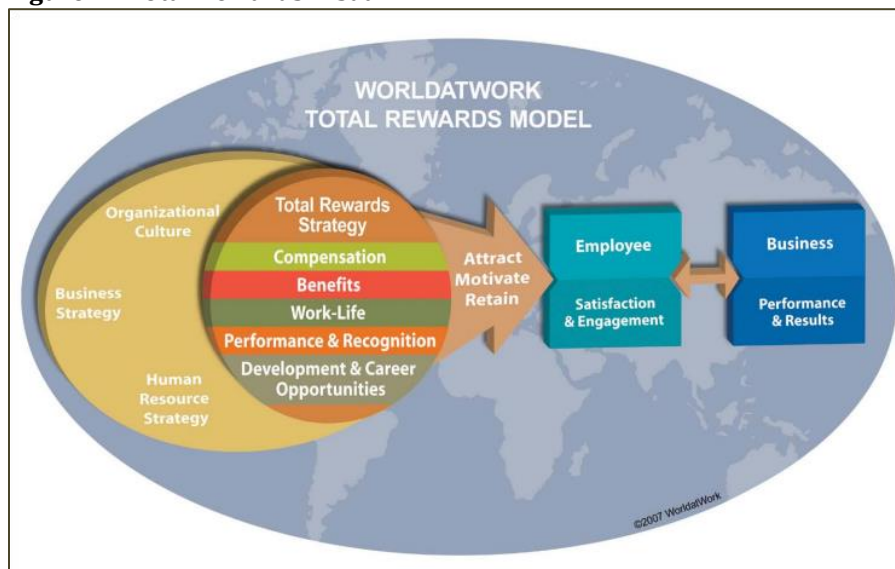
One of the main concerns in any Salary Schedule is the ability to keep it current. Often, an organization spends time and resources to review and reevaluate their Salary Schedule, resulting in providing employees or Pay Grades significant increases because either the

positions or the Schedule is not in line with the external market. A Salary Schedule has a typical life span of three (3) to five (5) years, at which time market conditions typically necessitate a review. The City can strive to prolong the life of their Schedule if it continues to commit to maintaining its competitiveness with the external market by ensuring market updates occur. Given the current competitive market, the City is recommended to initially conduct a market update in three (3) years. Analyzing turnover and other human resource type metrics should help indicate if an external market update is required sooner or can be pushed back a year.

## Total Rewards Model

Attraction, motivation, engagement and retention are critical issues facing all employers. Successfully addressing these issues begins with, at a minimum, having a strategy that aligns certain elements of the employment experience with the goals and objectives of the employer. A Total Rewards model encompasses specific employment elements to drive performance and a positive employment experience, which should promote retention. A Total Rewards model considers the following:

**Figure 4: Total Rewards Visual**



The following is an inventory of the City's current compensation, benefits, and related opportunities it provides its employees, based on the Total Rewards Model:

- **Wages (Base Pay and Variable Pay).** Pay provided by an employer for services rendered. This includes both fixed pay and variable pay tied to performance.
  - Base Wages
  - Performance Adjustments

- **Benefits.** Programs an employer uses to supplement the cash compensation that employees receive. These include health, income protection, retirement programs that provide security for employees and their families, etc.
  - Social Security - mandatory
  - Medicare - mandatory
  - Workers Compensation - mandatory
  - Unemployment Compensation - mandatory
  - Health Insurance with Health Savings Account option
  - Vision Insurance
  - Dental Insurance
  - Life Insurance
  - Short Term Disability
  - State Retirement Systems (PKPERS/KPF)
  - Deferred Compensation
  - Flexible Spending Account
  - Vacation Leave
  - Sick Leave
  - Paid Parental Leave
  - Bereavement, Civil, and Military Leaves
  - Volunteer Leave
  - Observed Holidays
  - Paid Breaks
  
- **Well-being.** Organizational practices, policies and programs that help employees achieve success both at work and outside of work.
  - Community Fitness/Aquatics center access
  - Educational Programs
  - City provided uniforms (department-specific)
  
- **Talent Development.** Provides the opportunity and tools for employees to advance their skills and competencies in both short- and long-term careers.
  - Education Reimbursement
  - Training and Development Courses
  - City sponsored membership for professional organizations
  - On the job training
  - Performance Management Feedback
  
- **Recognition.** Acknowledgement of employee behaviors/outcomes that support the organization's success. Recognition programs can be formal or informal, does not need to have a financial component.
  - Employee Recognition/Awards by Department
  - Outstanding Service Award Program

This visual should help the City as it considers new Total Reward opportunities for employees, to provide a balanced and engaging employment experience to its employees even when it is not providing the highest wages in the region. Compensation is not the only driving factor for recruitment and retention, although it is currently the highest rated factor for both recruitment and retention feedback (Neogov Job Seeker Report 2021). The second highest rated item for retention is a positive work environment/culture, followed by challenging work and the ability to utilize their skills and talents.

## Benefits

In addition to compensation, the City asked that a comparison of major benefits be completed. Below is a summary of these comparisons. It should be noted the recommendations contained in the Benefit Analysis will take time to evaluate with a benefits broker, and most cannot be quickly changed. This allows the City to understand their benefits among the comparable market and is independent of the compensation recommendations.

### Health Insurance

The City offers three (3) health plan designs summarized as follows:

**Table 3: Health Plan Summary**

PLAN DESCRIPTION	IN NETWORK DEDUCTIBLE	MONTHLY EMPLOYEE CONTRIBUTION (S/F)
INO2	\$0/\$0	\$109.68/\$387.2
OA 1500	\$1,500/\$3,000	\$100.32/\$361.92
Choice HDHP 1500	\$1,500/\$3,000	\$52.64/\$216.96

Most organizations have been forced to add higher deductibles and coinsurance limits onto health plans to push costs back onto the end users/consumers, which is now a standard across the nation. Roeland Park is no exception. Multiple plan options allow employees the opportunity to select from the coverage that best matches their personal situation, which is positive. The City also offers a Health Savings Account contribution of \$750(S)/\$1,500(F) annually, which can be used toward medical expenses incurred during the year on the High Deductible Health Plan (HDHP). There are additional opportunities for employees to earn additional HSA contributions, so the total HSA potential is \$1,600 (S)/\$3,200 (F). The City's HSA contribution is at the high end of the market, which was found to be \$575-\$1,800 for single, and \$575-\$2,400 for family.

## **Premiums**

It is extremely difficult to compare health insurance, as the number of plans and the plan designs are significantly different among organizations. What can be compared is the amount the employee contributes toward the cost of that insurance. As the City is aware, the cost of health insurance is a large budget item for any organization. Health insurance is also often the single largest benefit looked at by potential new hires with the City, so a review of employee contributions to this benefit is imperative for offering a comprehensive benefit package.

The Consultants compared the City's 2023 health plan with comparable organizations' health plans for a more accurate reflection of insurance in this geographical region. Following are the results from comparable entities that provided benefit data, broken down into single and family coverage. Wellness incentives and HSA/HRA deposits are excluded.

**Table 4: Single Plan Premium Comparison**

<b>COMPARABLE</b>	<b>PLAN DESCRIPTION</b>	<b>SINGLE MONTHLY PREMIUM</b>	<b>DEDUCTIBLE AMOUNT</b>
Belton	HDHP HSA	\$0.00	\$3,000.00
Belton	PPO	\$0.00	\$2,000.00
Bonner Springs	HDHP 1500	\$0.00	\$1,500.00
Grain Valley	CoPay 1500	\$0.00	\$1,500.00
Grain Valley	QHDHP 1500	\$0.00	\$1,500.00
Grandview	QHDHP EPO 3500	\$0.00	\$3,500.00
Merriam	HDHP	\$0.00	\$3,000.00
Prairie Village	QHDHP OAP HSA Plan	\$0.00	\$3,000.00
Prairie Village	Base Plan OAP	\$0.00	\$0.00
Riverside	HSA Plan	\$0.00	\$3,000.00
Riverside	CoPay Plan	\$0.00	\$1,000.00
Riverside	CoPay Plan 2	\$0.00	\$2,500.00
Smithville	QHDHP AE38	\$0.00	\$5,000.00
Spring Hill	750 Gold PPO Plan	\$0.00	\$750.00
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$1,200.00
Spring Hill	2750 Silver PPO Plan	\$0.00	\$2,750.00
Spring Hill	3750 Silver HSA Plan	\$0.00	\$3,750.00
Raymore	Local Plus 3500	\$5.00	\$3,500.00
Grandview	EPO 2000	\$7.62	\$2,000.00
Raymore	Local Plus 1000	\$10.00	\$1,000.00
Merriam	PPO	\$26.59	\$1,000.00
Gladstone	HDHP 25000	\$28.00	\$2,500.00
Smithville	QHDHP BTKN	\$37.73	\$2,800.00
Gladstone	HDHP 2000	\$38.00	\$2,000.00
Fairway	Qualified HDHP 1500 w/HSA	\$46.95	
Grandview	QHDHP 3000	\$52.06	\$3,000.00
Roeland Park	Choice HDHP 1500	\$52.64	\$1,500.00
Raymore	OA3500	\$68.15	\$3,500.00

Fairway	Co Pay plan 750	\$70.05	
Smithville	PPO BW9H	\$70.93	\$5,000.00
Fairway	Open Access In Network Only	\$72.90	
Lansing	Health Savings 6350	\$80.80	
Smithville	PPO BLXF	\$83.84	\$2,000.00
Raymore	OA2000	\$89.01	\$2,000.00
Roeland Park	OA 1500	\$100.32	\$1,500.00
Belton	HMO	\$108.38	\$0.00
Roeland Park	INO2	\$109.68	\$0.00
Gladstone	CoPay 2000	\$137.00	\$2,000.00
Bonner Springs	500	\$137.82	\$500.00
Mission	Base PPO	\$139.78	\$2,500.00
Mission	EPO	\$140.49	\$2,000.00
Lansing	Primary PPO 5000	\$155.83	
Mission	Buy up PPO	\$169.69	\$2,000.00
North Kansas City	Preferred Care Blue Network	\$179.34	\$3,000.00
North Kansas City	BlueSelect Plus HDHP	\$188.03	\$2,000.00
Grandview	PPO 2000	\$189.22	\$2,000.00
Lansing	Premier PPO 5000	\$195.61	
North Kansas City	Preferred Care Blue HDHP	\$199.03	\$2,000.00
Gladstone	INO2	\$227.00	\$0.00
North Kansas City	BlueSelect Plus PPO	\$234.03	\$1,000.00
North Kansas City	Preferred Care Blue PPO	\$278.07	\$1,000.00

**Table 5: Family Plan Premium Comparison**

COMPARABLE	PLAN DESCRIPTION	FAMILY MONTHLY PREMIUM	DEDUCTIBLE AMOUNT
Merriam	HDHP	\$0.00	\$6,000.00
Spring Hill	750 Gold PPO Plan	\$0.00	\$1,500.00
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$2,400.00
Spring Hill	2750 Silver PPO Plan	\$0.00	\$5,500.00
Spring Hill	3750 Silver HSA Plan	\$0.00	\$7,500.00
Gladstone	HDHP 25000	\$28.00	\$5,000.00
Gladstone	HDHP 2000	\$38.00	\$4,000.00
Raymore	Local Plus 3500	\$57.37	\$7,000.00
Merriam	PPO	\$74.45	\$3,000.00
Grandview	QHDHP EPO 3500	\$96.91	\$7,000.00
Fairway	Qualified HDHP 1500 w/HSA	\$129.00	
Gladstone	CoPay 2000	\$137.00	\$4,000.00
Riverside	HAS Plan	\$143.45	\$6,000.00
Prairie Village	QHDHP OAP HSA Plan	\$159.97	\$6,000.00
Raymore	Local Plus 1000	\$165.66	\$3,000.00
Fairway	Co Pay plan 750	\$189.30	
Fairway	Open Access In Network Only	\$192.45	
Grain Valley	QHDHP 1500	\$202.65	\$3,000.00
Roeland Park	Choice HDHP 1500	\$216.96	\$3,000.00
Gladstone	INO2	\$227.00	\$0.00
Smithville	QHDHP AE38	\$229.46	\$10,000.00
Grain Valley	CoPay 1500	\$249.55	\$3,000.00
Grandview	EPO 2000	\$264.23	\$4,000.00

Lansing	Health Savings 6350	\$280.78	
Bonner Springs	HDHP 1500	\$284.70	\$3,000.00
Smithville	QHDHP BTKN	\$297.99	\$5,600.00
Belton	HDHP HAS	\$303.40	\$6,000.00
Riverside	CoPay Plan 2	\$322.38	\$5,000.00
Smithville	PPO BW9H	\$342.66	\$10,000.00
Smithville	PPO BLXF	\$360.03	\$4,000.00
Roeland Park	OA 1500	\$361.92	\$3,000.00
North Kansas City	Preferred Care Blue Network	\$378.65	\$6,000.00
Roeland Park	INO2	\$387.20	\$0.00
Raymore	OA3500	\$387.32	\$7,000.00
North Kansas City	BlueSelect Plus HDHP	\$408.64	\$4,000.00
Grandview	QHDHP 3000	\$410.50	\$6,000.00
Mission	Base PPO	\$419.32	\$5,000.00
Mission	EPO	\$421.46	\$4,000.00
North Kansas City	Preferred Care Blue HDHP	\$435.21	\$4,000.00
Raymore	OA2000	\$448.08	\$4,000.00
Riverside	CoPay Plan	\$466.67	\$2,000.00
Prairie Village	Base Plan OAP	\$482.53	\$0.00
Mission	Buy up PPO	\$509.08	\$4,000.00
Belton	PPO	\$518.38	\$6,000.00
North Kansas City	BlueSelect Plus PPO	\$534.41	\$2,000.00
Lansing	Primary PPO 5000	\$541.47	
Bonner Springs	500	\$632.15	\$1,500.00
North Kansas City	Preferred Care Blue PPO	\$656.00	\$2,000.00
Lansing	Premier PPO 5000	\$679.75	
Belton	HMO	\$805.01	\$0.00
Grandview	PPO 2000	\$808.26	\$4,000.00

The table above indicates that the City's multiple plans are spread throughout the comparable market that provided health data, in terms of premium only. The City is recommended to consider holding premiums going into the next fiscal year.

### **Expected Employee Cost**

Because premiums and deductibles are varied in the region, the monthly premium plus the deductible is a truer look at the expected employee cost. This calculation shows the City's true position in the market as shown in the Tables below.

**Table 6: Single Plan Comparable Review**

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	EXPECTED ANNUAL RISK TO EMPLOYEE
Prairie Village	Base Plan OAP	\$0.00	\$0.00	\$0.00
Spring Hill	750 Gold PPO Plan	\$0.00	\$750.00	\$750.00
Riverside	CoPay Plan	\$0.00	\$1,000.00	\$1,000.00
Raymore	Local Plus 1000	\$120.00	\$1,000.00	\$1,120.00



COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	EXPECTED ANNUAL RISK TO EMPLOYEE
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$1,200.00	\$1,200.00
Belton	HMO	\$1,300.56	\$0.00	\$1,300.56
Roeland Park	INO2	\$1,316.16	\$0.00	\$1,316.16
Merriam	PPO	\$319.02	\$1,000.00	\$1,319.02
Bonner Springs	HDHP 1500	\$0.00	\$1,500.00	\$1,500.00
Grain Valley	CoPay 1500	\$0.00	\$1,500.00	\$1,500.00
Grain Valley	QHDHP 1500	\$0.00	\$1,500.00	\$1,500.00
Belton	PPO	\$0.00	\$2,000.00	\$2,000.00
Grandview	EPO 2000	\$91.44	\$2,000.00	\$2,091.44
Roeland Park	Choice HDHP 1500	\$631.68	\$1,500.00	\$2,131.68
Bonner Springs	500	\$1,653.84	\$500.00	\$2,153.84
Gladstone	HDHP 2000	\$456.00	\$2,000.00	\$2,456.00
Riverside	CoPay Plan 2	\$0.00	\$2,500.00	\$2,500.00
Roeland Park	OA 1500	\$1,203.84	\$1,500.00	\$2,703.84
Gladstone	INO2	\$2,724.00	\$0.00	\$2,724.00
Spring Hill	2750 Silver PPO Plan	\$0.00	\$2,750.00	\$2,750.00
Gladstone	HDHP 25000	\$336.00	\$2,500.00	\$2,836.00
Belton	HDHP HAS	\$0.00	\$3,000.00	\$3,000.00
Merriam	HDHP	\$0.00	\$3,000.00	\$3,000.00
Prairie Village	QHDHP OAP HSA Plan	\$0.00	\$3,000.00	\$3,000.00
Riverside	HSA Plan	\$0.00	\$3,000.00	\$3,000.00
Smithville	PPO BLXF	\$1,006.08	\$2,000.00	\$3,006.08
Raymore	OA2000	\$1,068.12	\$2,000.00	\$3,068.12
Smithville	QHDHP BTKN	\$452.76	\$2,800.00	\$3,252.76
Grandview	QHDHP EPO 3500	\$0.00	\$3,500.00	\$3,500.00
Raymore	Local Plus 3500	\$60.00	\$3,500.00	\$3,560.00
Grandview	QHDHP 3000	\$624.72	\$3,000.00	\$3,624.72
Gladstone	CoPay 2000	\$1,644.00	\$2,000.00	\$3,644.00
Mission	EPO	\$1,685.88	\$2,000.00	\$3,685.88
Spring Hill	3750 Silver HSA Plan	\$0.00	\$3,750.00	\$3,750.00
North Kansas City	BlueSelect Plus PPO	\$2,808.36	\$1,000.00	\$3,808.36
Mission	Buy up PPO	\$2,036.28	\$2,000.00	\$4,036.28
Mission	Base PPO	\$1,677.36	\$2,500.00	\$4,177.36
North Kansas City	BlueSelect Plus HDHP	\$2,256.36	\$2,000.00	\$4,256.36
Grandview	PPO 2000	\$2,270.64	\$2,000.00	\$4,270.64
Raymore	OA3500	\$817.80	\$3,500.00	\$4,317.80
North Kansas City	Preferred Care Blue PPO	\$3,336.84	\$1,000.00	\$4,336.84
North Kansas City	Preferred Care Blue HDHP	\$2,388.36	\$2,000.00	\$4,388.36
Smithville	QHDHP AE38	\$0.00	\$5,000.00	\$5,000.00
North Kansas City	Preferred Care Blue Network	\$2,152.08	\$3,000.00	\$5,152.08
Smithville	PPO BW9H	\$851.16	\$5,000.00	\$5,851.16

\*Plans that did not report a deductible excluded

**Table 7: Family Plan Comparable Review**

<b>COMPARABLE</b>	<b>PLAN DESCRIPTION</b>	<b>ANNUAL PREMIUM</b>	<b>DEDUCTIBLE AMOUNT</b>	<b>EXPECTED ANNUAL RISK TO EMPLOYEE</b>
Spring Hill	750 Gold PPO Plan	\$0.00	\$1,500.00	\$1,500.00
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$2,400.00	\$2,400.00
Gladstone	INO2	\$2,724.00	\$0.00	\$2,724.00
Merriam	PPO	\$893.36	\$3,000.00	\$3,893.36
Gladstone	HDHP 2000	\$456.00	\$4,000.00	\$4,456.00
Roeland Park	INO2	\$4,646.40	\$0.00	\$4,646.40
Raymore	Local Plus 1000	\$1,987.92	\$3,000.00	\$4,987.92
Gladstone	HDHP 25000	\$336.00	\$5,000.00	\$5,336.00
Grain Valley	QHDHP 1500	\$2,431.80	\$3,000.00	\$5,431.80
Spring Hill	2750 Silver PPO Plan	\$0.00	\$5,500.00	\$5,500.00
Roeland Park	Choice HDHP 1500	\$2,603.52	\$3,000.00	\$5,603.52
Gladstone	CoPay 2000	\$1,644.00	\$4,000.00	\$5,644.00
Prairie Village	Base Plan OAP	\$5,790.36	\$0.00	\$5,790.36
Grain Valley	CoPay 1500	\$2,994.60	\$3,000.00	\$5,994.60
Merriam	HDHP	\$0.00	\$6,000.00	\$6,000.00
Bonner Springs	HDHP 1500	\$3,416.40	\$3,000.00	\$6,416.40
Grandview	EPO 2000	\$3,170.76	\$4,000.00	\$7,170.76
Roeland Park	OA 1500	\$4,343.04	\$3,000.00	\$7,343.04
Spring Hill	3750 Silver HSA Plan	\$0.00	\$7,500.00	\$7,500.00
Riverside	CoPay Plan	\$5,600.04	\$2,000.00	\$7,600.04
Raymore	Local Plus 3500	\$688.44	\$7,000.00	\$7,688.44
Riverside	HAS Plan	\$1,721.40	\$6,000.00	\$7,721.40
Prairie Village	QHDHP OAP HSA Plan	\$1,919.64	\$6,000.00	\$7,919.64
Grandview	QHDHP EPO 3500	\$1,162.92	\$7,000.00	\$8,162.92
Smithville	PPO BLXF	\$4,320.36	\$4,000.00	\$8,320.36
North Kansas City	BlueSelect Plus PPO	\$6,412.92	\$2,000.00	\$8,412.92
Riverside	CoPay Plan 2	\$3,868.56	\$5,000.00	\$8,868.56
North Kansas City	BlueSelect Plus HDHP	\$4,903.68	\$4,000.00	\$8,903.68
Mission	EPO	\$5,057.52	\$4,000.00	\$9,057.52
Bonner Springs	500	\$7,585.80	\$1,500.00	\$9,085.80
Smithville	QHDHP BTKN	\$3,575.88	\$5,600.00	\$9,175.88
North Kansas City	Preferred Care Blue HDHP	\$5,222.52	\$4,000.00	\$9,222.52
Raymore	OA2000	\$5,376.96	\$4,000.00	\$9,376.96
Belton	HDHP HSA	\$3,640.80	\$6,000.00	\$9,640.80
Belton	HMO	\$9,660.12	\$0.00	\$9,660.12
North Kansas City	Preferred Care Blue PPO	\$7,872.00	\$2,000.00	\$9,872.00
Mission	Base PPO	\$5,031.84	\$5,000.00	\$10,031.84
Mission	Buy up PPO	\$6,108.96	\$4,000.00	\$10,108.96
North Kansas City	Preferred Care Blue Network	\$4,543.80	\$6,000.00	\$10,543.80

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	DEDUCTIBLE AMOUNT	EXPECTED ANNUAL RISK TO EMPLOYEE
Grandview	QHDHP 3000	\$4,926.00	\$6,000.00	\$10,926.00
Raymore	OA3500	\$4,647.84	\$7,000.00	\$11,647.84
Belton	PPO	\$6,220.56	\$6,000.00	\$12,220.56
Smithville	QHDHP AE38	\$2,753.52	\$10,000.00	\$12,753.52
Grandview	PPO 2000	\$9,699.12	\$4,000.00	\$13,699.12
Smithville	PPO BW9H	\$4,111.92	\$10,000.00	\$14,111.92

\*Plans that did not report a deductible excluded

Looking at deductible amount with premium cost, the City is better poised in the Market based on expected actual cost to the employee. A final look at the City in relation to out-of-pocket maximums, or maximum costs follows.

### **Maximum Employee Cost**

The following tables show that employees that experience a major medical event that exceeds the deductible costs will have a lower financial risk than in other comparable cities when considering the maximum out of pocket expenses.

**Table 8: Single Plan Maximum Risk Comparative Review**

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	OUT OF POCKET MAXIMUM AMOUNT	HIGHEST ANNUAL RISK TO EMPLOYEE
Roeland Park	Choice HDHP 1500	\$631.68	\$1,500.00	\$2,131.68
Grandview	EPO 2000	\$91.44	\$2,500.00	\$2,591.44
Bonner Springs	HDHP 1500	\$0.00	\$3,000.00	\$3,000.00
Grain Valley	QHDHP 1500	\$0.00	\$3,000.00	\$3,000.00
Merriam	HDHP	\$0.00	\$3,000.00	\$3,000.00
Prairie Village	QHDHP OAP HSA Plan	\$0.00	\$3,000.00	\$3,000.00
Gladstone	INO2	\$2,724.00	\$685.00	\$3,409.00
Mission	EPO	\$1,685.88	\$2,000.00	\$3,685.88
Roeland Park	OA 1500	\$1,203.84	\$2,500.00	\$3,703.84
Riverside	CoPay Plan	\$0.00	\$4,000.00	\$4,000.00
Grain Valley	CoPay 1500	\$0.00	\$4,000.00	\$4,000.00
Belton	HDHP HAS	\$0.00	\$4,000.00	\$4,000.00
Grandview	QHDHP EPO 3500	\$0.00	\$4,000.00	\$4,000.00
Raymore	Local Plus 1000	\$120.00	\$4,000.00	\$4,120.00
Merriam	PPO	\$319.02	\$4,000.00	\$4,319.02
Gladstone	HDHP 2000	\$456.00	\$4,000.00	\$4,456.00
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$4,500.00	\$4,500.00
Grandview	QHDHP 3000	\$624.72	\$4,000.00	\$4,624.72
Belton	PPO	\$0.00	\$4,900.00	\$4,900.00

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	OUT OF POCKET MAXIMUM AMOUNT	HIGHEST ANNUAL RISK TO EMPLOYEE
Raymore	Local Plus 3500	\$60.00	\$5,000.00	\$5,060.00
Gladstone	HDHP 25000	\$336.00	\$5,000.00	\$5,336.00
Prairie Village	Base Plan OAP	\$0.00	\$5,500.00	\$5,500.00
Riverside	HAS Plan	\$0.00	\$5,600.00	\$5,600.00
Gladstone	CoPay 2000	\$1,644.00	\$4,000.00	\$5,644.00
North Kansas City	BlueSelect Plus PPO	\$2,808.36	\$3,000.00	\$5,808.36
Riverside	CoPay Plan 2	\$0.00	\$6,000.00	\$6,000.00
Smithville	QHDHP BTKN	\$452.76	\$5,600.00	\$6,052.76
Raymore	OA2000	\$1,068.12	\$5,000.00	\$6,068.12
North Kansas City	Preferred Care Blue PPO	\$3,336.84	\$3,000.00	\$6,336.84
Smithville	QHDHP AE38	\$0.00	\$6,350.00	\$6,350.00
Mission	Base PPO	\$1,677.36	\$5,000.00	\$6,677.36
North Kansas City	BlueSelect Plus HDHP	\$2,256.36	\$4,500.00	\$6,756.36
Belton	HMO	\$1,300.56	\$5,500.00	\$6,800.56
Raymore	OA3500	\$817.80	\$6,000.00	\$6,817.80
North Kansas City	Preferred Care Blue HDHP	\$2,388.36	\$4,500.00	\$6,888.36
Spring Hill	3750 Silver HSA Plan	\$0.00	\$7,000.00	\$7,000.00
Smithville	PPO BW9H	\$851.16	\$6,350.00	\$7,201.16
Grandview	PPO 2000	\$2,270.64	\$5,000.00	\$7,270.64
North Kansas City	Preferred Care Blue Network	\$2,152.08	\$5,200.00	\$7,352.08
Smithville	PPO BLXF	\$1,006.08	\$6,500.00	\$7,506.08
Mission	Buy up PPO	\$2,036.28	\$5,500.00	\$7,536.28
Roeland Park	INO2	\$1,316.16	\$6,850.00	\$8,166.16
Spring Hill	2750 Silver PPO Plan	\$0.00	\$8,250.00	\$8,250.00
Bonner Springs	500	\$1,653.84	\$6,850.00	\$8,503.84
Spring Hill	750 Gold PPO Plan	\$0.00	\$8,700.00	\$8,700.00

\*Plans that did not report an out-of-pocket maximum excluded

**Table 9: Family Plan Maximum Risk Comparative Review**

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	OUT OF POCKET MAXIMUM AMOUNT	HIGHEST ANNUAL RISK TO EMPLOYEE
Roeland Park	Choice HDHP 1500	\$2,603.52	\$3,000.00	\$5,603.52
Merriam	HDHP	\$0.00	\$6,000.00	\$6,000.00
Prairie Village	QHDHP OAP HSA Plan	\$1,919.64	\$6,000.00	\$7,919.64
Grandview	EPO 2000	\$3,170.76	\$5,000.00	\$8,170.76
Grain Valley	QHDHP 1500	\$2,431.80	\$6,000.00	\$8,431.80
Gladstone	HDHP 2000	\$456.00	\$8,000.00	\$8,456.00
Merriam	PPO	\$893.36	\$8,000.00	\$8,893.36
Spring Hill	1200 Platinum PPO Plan	\$0.00	\$9,000.00	\$9,000.00
Mission	EPO	\$5,057.52	\$4,000.00	\$9,057.52

COMPARABLE	PLAN DESCRIPTION	ANNUAL PREMIUM	OUT OF POCKET MAXIMUM AMOUNT	HIGHEST ANNUAL RISK TO EMPLOYEE
Grandview	QHDHP EPO 3500	\$1,162.92	\$8,000.00	\$9,162.92
Roeland Park	OA 1500	\$4,343.04	\$5,000.00	\$9,343.04
Bonner Springs	HDHP 1500	\$3,416.40	\$6,000.00	\$9,416.40
Gladstone	CoPay 2000	\$1,644.00	\$8,000.00	\$9,644.00
Raymore	Local Plus 1000	\$1,987.92	\$8,000.00	\$9,987.92
Gladstone	HDHP 25000	\$336.00	\$10,000.00	\$10,336.00
Raymore	Local Plus 3500	\$688.44	\$10,000.00	\$10,688.44
Grain Valley	CoPay 1500	\$2,994.60	\$8,000.00	\$10,994.60
Belton	HDHP HAS	\$3,640.80	\$8,000.00	\$11,640.80
North Kansas City	BlueSelect Plus PPO	\$6,412.92	\$6,000.00	\$12,412.92
Riverside	HAS Plan	\$1,721.40	\$11,200.00	\$12,921.40
Grandview	QHDHP 3000	\$4,926.00	\$8,000.00	\$12,926.00
Riverside	CoPay Plan	\$5,600.04	\$8,000.00	\$13,600.04
North Kansas City	Preferred Care Blue PPO	\$7,872.00	\$6,000.00	\$13,872.00
North Kansas City	BlueSelect Plus HDHP	\$4,903.68	\$9,000.00	\$13,903.68
Spring Hill	3750 Silver HSA Plan	\$0.00	\$14,000.00	\$14,000.00
North Kansas City	Preferred Care Blue HDHP	\$5,222.52	\$9,000.00	\$14,222.52
Smithville	QHDHP BTKN	\$3,575.88	\$11,200.00	\$14,775.88
North Kansas City	Preferred Care Blue Network	\$4,543.80	\$10,400.00	\$14,943.80
Mission	Base PPO	\$5,031.84	\$10,000.00	\$15,031.84
Raymore	OA2000	\$5,376.96	\$10,000.00	\$15,376.96
Smithville	QHDHP AE38	\$2,753.52	\$12,700.00	\$15,453.52
Prairie Village	Base Plan OAP	\$5,790.36	\$10,000.00	\$15,790.36
Riverside	CoPay Plan 2	\$3,868.56	\$12,000.00	\$15,868.56
Gladstone	INO2	\$2,724.00	\$13,700.00	\$16,424.00
Spring Hill	2750 Silver PPO Plan	\$0.00	\$16,500.00	\$16,500.00
Raymore	OA3500	\$4,647.84	\$12,000.00	\$16,647.84
Smithville	PPO BW9H	\$4,111.92	\$12,700.00	\$16,811.92
Mission	Buy up PPO	\$6,108.96	\$11,000.00	\$17,108.96
Smithville	PPO BLXF	\$4,320.36	\$13,000.00	\$17,320.36
Spring Hill	750 Gold PPO Plan	\$0.00	\$17,400.00	\$17,400.00
Roeland Park	INO2	\$4,646.40	\$13,700.00	\$18,346.40
Grandview	PPO 2000	\$9,699.12	\$10,000.00	\$19,699.12
Belton	PPO	\$6,220.56	\$13,700.00	\$19,920.56
Bonner Springs	500	\$7,585.80	\$13,700.00	\$21,285.80
Belton	HMO	\$9,660.12	\$12,775.00	\$22,435.12

\*Plans that did not report an out-of-pocket maximum excluded

Although the City's plans span the entire market, the City is poised very well in the market for maximum financial risk due to major claims, which is highly beneficial for employees. A reminder that these tables exclude the maximum HSA contribution opportunities provided

by the City, of up to \$1,600 (S)/\$3,200 (F), which puts the City in a highly competitive placement within the market for health coverage.

### **Time Off Benefits**

Time off and work-life balance continue to be top areas candidates and employees look at when considering employment and retention. Therefore, the City's paid time off benefits were also reviewed.

#### **Holidays**

Currently the City offers a total of 11 observed holidays and no personal days. The comparables that provided holiday information reported combined total of observed holiday and personal days between 10-15 days. Overall, the City is at the lower end of the market for holidays.

The City could introduce a floating holiday benefit for employees for use during each calendar year. There are some holidays which are not observed by the City but may be very important to an employee. Providing floating holidays will allow employees to request paid time when their religious holiday or traditional practices do not match those of the City.

As an alternative, the City could introduce an additional observed holiday. The City could offer December 24<sup>th</sup>, which is an observed day for other comparables.

Either of these options will poise the City more competitively to the market.

#### **Vacation**

The City's vacation schedule consists of 4 levels of accrual that increase based upon years of service.

Based on reporting municipalities, the City's vacation is competitive at time of hire at 96 hours, as compared to 80-96 hours (with one reporting 104 hours). The City's vacation schedule maxes out at 192 hours once 15 years of service is reached, whereas the comparables reported 168-258 hours by 15-25 years of service. There are no recommendations for vacation changes.

### **Sick Time**

The City accumulates sick time at the equivalent rate of 12 days per year, which is consistent with the market, although two (2) organizations do allow higher accrual for tenure but declined to reveal details of that level of accrual. At this time, there are no recommendations for sick leave changes.

### **Paid Parental Leave**

The City should be applauded for providing paid leave for employees who are new parents or will become parents. This is becoming a more common benefit and is growing to include employees who need support in other facets of life including providing care and support to aging parents. These paid benefits are not required in Kansas; however, other states are adopting mandatory benefits of this nature, which is gaining support nationwide.

### **Retirement Plans**

Because Roeland Park is a border community to the State of Missouri, there was discussion of whether the City is at a disadvantage with the Kansas Public Employees Retirement System (KPERS/KPF) as compared to Missouri's System, LAGERS.

Both the KPERS/KPF and LAGERS are State-administered, defined benefit plans. A defined benefit plan sets out the specific benefit that will be paid to a retiree. This calculation takes into account factors such as age, the number of years an employee has worked, and their highest salary years which then dictates the pension that will be paid on retirement. Under a defined benefit plan, the employer is responsible for providing contributions to the employee's account. Whereas KPERS has a mandatory employee contribution, this is optional for LAGERS. Employee contributions are listed in the table below. The advantage here for the employee is that they are guaranteed a particular income level at retirement. The downside for the employer is that they share in the risk if the account underperforms. If this happens, the contributions increase to support funding.

Providing multiple tools for an employee to be able to retire has become an important part of the benefit package. A defined contribution plan (such as deferred compensation) is an accumulation of funds that helps to make up a person's retirement portfolio. A person contributes a portion of their salary, and these contributions are invested in a fund in order to provide retirement benefits. Because of the State pension contributions, few employers contribute to these additional voluntary retirement options, although voluntary employer contributions to deferred compensation (between 2%-6%) were found among some comparables. The City of Roeland Park offers a voluntary deferred compensation plan, and this is an area of opportunity the City could consider in the future.

**Table 10: Retirement System Summary**

CITY	RETIREMENT SYSTEM	BENEFIT LEVEL	EMPLOYEE CONTRIBUTION	RETIREMENT SYSTEM	EMPLOYEE CONTRIBUTION
Bonner Springs, KS	KPERS		6%	KPF	7.15%
Fairway, KS	KPERS		6%	KPF	7.15%
Lansing, KS	KPERS		6%	KPF	7.15%
Merriam, KS	KPERS		6%	KPF	7.15%
Mission Hills, KS	KPERS		6%		
Mission, KS	KPERS		6%	KPF	7.15%
Prairie Village, KS	KPERS		6%		
Belton, MO	LAGERS	L-6	0%		
Gladstone, MO	LAGERS	L-6	0%		
Grain Valley, MO	LAGERS	L-6	0%		
Grandview, MO	LAGERS	L-6	0%		
Kearney, MO	LAGERS	L-7	0%		
North Kansas City, MO	LAGERS	L-6	0%		
Parkville, MO	LAGERS	L-6	4%		
Platte City, MO	LAGERS	L-7	4%		
Raymore, MO	LAGERS	L-6	0%		
Riverside, MO	LAGERS	L-6	0%		
Smithville, MO	LAGERS	L-7	2%		



## Appendix A: 2023 Salary Schedule

Title & Grade	MIN	CONTROL POINT	MAX
<b>22</b>	\$128,054.60	\$160,068.25	\$192,081.90
	\$61.56	\$76.96	\$92.35
City Administrator			
<b>21</b>	\$106,712.17	\$133,390.21	\$160,068.25
	\$51.30	\$64.13	\$76.96
Police Chief			
<b>20</b>	\$101,630.64	\$127,038.30	\$152,445.96
	\$48.86	\$61.08	\$73.29
Director of Public Works			
<b>19</b>	\$96,791.08	\$120,988.85	\$145,186.63
	\$46.53	\$58.17	\$69.80
Finance Director/Assistant City Administrator			
<b>18</b>	\$92,181.98	\$115,227.48	\$138,272.98
	\$44.32	\$55.40	\$66.48
<b>17</b>	\$83,801.80	\$104,752.25	\$125,702.71
	\$40.29	\$50.36	\$60.43
<b>16</b>	\$76,183.46	\$95,229.32	\$114,275.19
	\$36.63	\$45.78	\$54.94
<b>15</b>	\$69,257.69	\$86,572.11	\$103,886.53
	\$33.30	\$41.62	\$49.95
City Clerk/ HR Manager			
Building Official			
<b>14</b>	\$64,726.81	\$80,908.52	\$97,090.22
	\$31.12	\$38.90	\$46.68
Parks & Recreation Superintendent			
Police Sergeant			
Public Works Superintendent			
Building Inspector II			
<b>13</b>	\$58,842.56	\$73,553.20	\$88,263.83
	\$28.29	\$35.36	\$42.43
Police Corporal			
Detective			
<b>12</b>	\$53,493.23	\$66,866.54	\$80,239.85
	\$25.72	\$32.15	\$38.58
Police Officer			
Facility Maintenance Supervisor			
Building Inspector I			
<b>11</b>	\$49,993.68	\$62,492.09	\$74,990.51
	\$24.04	\$30.04	\$36.05

<b>10</b>	\$46,723.06	\$58,403.83	\$70,084.59
	\$22.46	\$28.08	\$33.69
Code Enforcement Officer			
<b>9</b>	\$43,666.41	\$54,583.02	\$65,499.62
	\$20.99	\$26.24	\$31.49
Skilled Maintenance Worker/Equipment Operator			
Swimming Pool Manager			
Administrative Assistant			
Senior Court Clerk			
Police Clerk			
<b>8</b>	\$40,809.73	\$51,012.16	\$61,214.60
	\$19.62	\$24.53	\$29.43
<b>7</b>	\$38,139.94	\$47,674.92	\$57,209.90
	\$18.34	\$22.92	\$27.50
Assistant Pool Manager			
Swim Team Head Coach			
Water Exercise Instructors			
Maintenance Worker			
<b>6</b>	\$35,644.80	\$44,556.00	\$53,467.20
	\$17.14	\$21.42	\$25.71
Administrative Intern			
Police Intern			
Public Works Intern			
Community Center Custodian/Attendant			
Head Lifeguard			
<b>5</b>	\$15.00	\$18.75	\$22.50
Lifeguard			
Swim Team Assistant Coach			
Swim Lesson Instructors			
<b>4</b>	\$13.50	\$16.88	\$20.25
<b>3</b>	\$12.00	\$15.00	\$18.00
<b>2</b>	\$10.50	\$13.13	\$15.75
Pool Receptionist/Clerk			
<b>1</b>			
Concessions Worker/Deck Attendant	\$9.00	\$11.25	\$13.50

## **Appendix B: Compensation Policy Guidelines**

These guidelines are provided to the City to utilize in conjunction with the new compensation system. The City is recommended to assess these guideline recommendations.

### **New Hires**

Employees start at the Minimum Rate of the Pay Grade if the employee has the minimum skills and abilities required in the job description. The hiring supervisor, with the approval of the City Administrator, can start experienced individuals up to the Control Point.

### **Cost of Living Adjustment**

On January 1<sup>st</sup> of each year (or another date specified by the City), employees should receive an annual cost of living adjustment equivalent to the percentage adjustment of the Salary Schedule. This may be combined with the Annual Adjustment.

### **Annual Adjustment**

On January 1<sup>st</sup> of each year (or another date specified by the City), employees should receive an incremental annual increase based on performance. Employees on a Performance Improvement Plan will have their annual increase held until such time as performance improves, or when approved by the City Administrator.

### **Market Adjustments**

Each budget cycle, Administration should evaluate the placement of current employees. If there is a shift in the market for a specific position, a Market Adjustment to those incumbent employees could be given, which would be an adjustment into the range. A market adjustment requires:

1. A documented and verified review of local comparables by the City Administrator or third-party consultant.
2. A consistent pattern of recruitment/retention concerns with isolated classifications, as verified by the City Administrator.

### **Promotions**

An individual who moves to a position of a higher Pay Grade, will be placed at the Minimum Rate of the new salary range; OR the rate closest that provides a 5% increase, if over the Minimum Rate. No employee will be placed above the designated Control Point.

## **Demotions**

There are a number of situations that can occur resulting in an employee's pay being lowered and the pay may not be within the established Salary Range. Dependent upon the circumstances, an individual's pay can be handled differently. It will be the responsibility of the City Administrator to determine the pay implications due to employee demotions. The following are suggested guidelines:

- A. Demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary can be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.
- B. Demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, the salary will be reduced within the new Salary Range as close to the current salary as possible. If the salary is above the new salary range, then treatment will be as described in "A" above.
- C. Demotion that is a result of the employee's performance, the employee's salary is decreased to a placement within the Salary Range of the new Pay Grade, as determined by the City Administrator. Demotions of this nature are rare circumstances.

## **Top of the Range**

When an employee reaches the Maximum of their Pay Grade, they will not be eligible for any additional pay increases until their pay range is adjusted. The City may consider the option for employees who reach the Maximum to receive the equivalent annual increase in the form of a lump-sum non-base building payment. This method of payment still provides additional compensation to an employee but does not compromise the Schedule.

## **Position Pay Grade Changes**

Pay Grades may change under the following circumstances:

### **A. Management request for a Pay Grade Evaluation**

A Department Head may request a Pay Grade evaluation for any position in their Department, via procedures identified by the City Administrator. The request should be in writing, including job duty changes or other circumstances that have precipitated the evaluation. This should include the old job description along with either a new job description or a document that illustrates the changes. It will be the responsibility of the City Administrator to determine if the position should be sent to the Consultants for evaluation. It should be noted that significant changes to a position's responsibility that

could prompt reclassification should receive prior approval from the City Administrator in order to avoid unapproved position creep.

B. Administration Initiation of a Pay Grade Evaluation

Administration may determine a position needs to be evaluated as a result of a City-initiated position and/or program changes, organizational structure changes, recurring minimal modifications to positions that over time may result in substantive change in a position, and recruitment or retention challenges.

If after a Pay Grade Evaluation, it is determined the employee's current salary is below the Minimum Rate of the new Pay Grade, the employee should be placed at the Minimum Rate of the new Pay Grade. If the current salary is within the new Salary Range, it will be at the discretion of the City Administrator as to whether any further adjustment occurs.

**Item Number:** New Business- VIII.-C.  
**Committee** 9/5/2023  
**Meeting Date:**



## **City of Roeland Park**

### Action Item Summary

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**Date:** 8/22/2023  
**Submitted By:** Donnie Scharff, Director of Public Works  
**Committee/Department:** Public Works  
**Title:** **Approve Interlocal Agreement with Westwood for 2025 CARS Mission Road Project (5 min)**  
**Item Type:** Agreement

### **Recommendation:**

**Approve interlocal agreement with Westwood for the 2025 CARS Mission Road Project.**

### **Details:**

Attached is the interlocal agreement with the City of Westwood for the 2025 CARS Mission Rd project from 47th St to 53rd St. This is a standard agreement that is used for joint projects with neighboring cities. Roeland Park will be the administering city and will incur the project costs and will then invoice Westwood for their construction costs minus the amount that CARS has allocated to Westwood.

The project includes a 2" mill & overlay with spot curb and gutter, sidewalk, ADA compliance, and driveway apron replacement. Dedicated bike lanes are anticipated to be added along both sides of Mission Road. The total estimated cost of the project is \$1.86M. CARS will cover 50% of the construction cost or \$842K, which brings the project cost shared by the cities to \$1.02mm. At this point we are estimating that the balance of the project costs not covered by CARS will be shared equally between Roeland Park and Westwood. This may change depending upon the final design plans, if it does we will ask Council to approve a revised agreement.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

### **What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?

- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

### Financial Impact

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

### Additional Information

#### REVIEWERS:

Department	Reviewer	Action	Date
Police	Moody, Keith	Approved	8/30/2023 - 9:14 AM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ Interlocal Agreement with Westwood	Cover Memo



**INTERLOCAL AGREEMENT BETWEEN THE CITY OF ROELAND PARK  
KANSAS, AND THE CITY OF WESTWOOD, KANSAS, FOR THE PUBLIC  
IMPROVEMENT OF MISSION ROAD FROM 47<sup>TH</sup> STREET TO 53<sup>RD</sup> STREET**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **City of Roeland Park, Kansas** (hereinafter "Roeland Park"), and the **City of Westwood, Kansas** (hereinafter "Westwood"), each party having been organized and now existing under the laws of the State of Kansas (hereinafter Roeland Park and Westwood may be referred to singularly as the "Party" and collectively as the "Parties").

WITNESSETH:

WHEREAS, the Parties hereto have determined it is in their best interest to make certain public improvements to **Mission Road**, as such improvements are hereinafter described and defined as the Improvements;

WHEREAS, the Parties are also jointly applying to the Board of County Commissioners of Johnson County, Kansas (the "County") for funding through a CARS Agreement pursuant to which the Improvements constitute an eligible project under the County Assistance Road System Program ("CARS");

WHEREAS, the governing bodies of each of the Parties hereto have determined to enter into this Agreement for the aforesaid public improvement, as authorized and provided by K.S.A. 12-2908 which authorizes any municipality to contract with any other municipality to perform any government service, activity or undertaking that each contracting municipality is authorized by law to perform;

WHEREAS, the Governing Body of Roeland Park did approve and authorize its mayor to execute this Agreement by official vote of the Governing Body on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and

WHEREAS, the Governing Body of Westwood did approve and authorize its mayor to execute this Agreement by official vote of the Governing Body on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants and agreements herein contained, and for other good and valuable considerations, the Parties hereto agree as follows:

1. PURPOSE OF AGREEMENT. The Parties hereto enter into this Agreement for the purpose of constructing those public improvements to **Mission Road**, including public sidewalk, a mill and overlay within the project limits, pavement marking, concrete repairs, stormwater improvements, street lighting and other related work (collectively, the "Improvements").
2. ESTIMATED PROJECT COST.
  - A. As of the date of this Agreement, the estimated cost of construction and engineering services for the Improvements covered by this Agreement, exclusive of the cost of right-of-way or easement acquisition, is One Million Eight Hundred Sixty-Nine Thousand Three Hundred Eighty-Nine Dollars and Fifty Cents (\$1,869,389.50).
  - B. The cost of making the Improvements shall include:
    - (1) Labor and material used in making the Improvements; and
    - (2) Such other expenses which are necessary in making the Improvements, exclusive of the cost of acquiring real property and any improvement thereon for the location

of the Improvement. These expenses include engineering survey, design, bidding, construction services, and material testing.

- C. Pursuant to the CARS Agreement, the Parties anticipate receipt of County CARS funding in the amount of Eight Hundred Forty-Two Thousand Dollars (\$842,000.00) to help pay a portion of the cost of the Improvements. Notwithstanding anything in this Agreement to the contrary, in the event such funding is not made available for the Improvements, then either Roeland Park or Westwood may terminate this Agreement upon written notice to the other of them.
- D. The remaining cost of making the said Improvements shall be distributed between the Parties as follows:
  - (1) Roeland Park shall pay fifty (50%) (the "Roeland Park Percentage Share") of the local share balance of said Improvements (estimated as of the date of this Agreement to be **\$513,694.75** after application of County CARS funds).
  - (2) Westwood shall pay Fifty percent (50%) (the "Westwood Percentage Share") of the local share balance (after application of County CARS funds) of said Improvements (estimated as of the date of this Agreement to be **\$513,694.75** after application of County CARS funds).
  - (3) Each Party shall pay the cost of financing and/or bonding its share of the project cost.
- 3. FINANCING. Roeland Park and Westwood shall each pay its portion of the cost with monies budgeted and appropriated funds.
- 4. ROELAND PARK ADMINISTRATION OF PROJECT. It is acknowledged and understood between the Parties that since there are two separate municipalities included within the proposed Improvements, it would be beneficial for one of the municipalities to have primary responsibility for the project to provide for the orderly design and construction of the Improvements. However, both municipalities shall have the right of review and comment on project decisions at any time throughout duration of this Agreement, and any subsequent agreements hereto. The Improvements shall be constructed, and the work administered by Roeland Park acting by and through the Roeland Park Director of Public Works (hereinafter the "PW Director"), who shall be the principal public official designated to administer the Improvements. The PW Director shall, among his or her several duties and responsibilities, assume and perform the following:
  - A. Make all contracts for the Improvements, including soliciting bids by publication in the official newspaper of Roeland Park. In the solicitation of bids, the most favorable bid shall be determined by Roeland Park administering the project and the Governing Body of Roeland Park approving the lowest responsible bidder for the project, except that the Governing Body of Westwood reserves the right to reject the successful bidder in the event that the bid price exceeds the engineer's estimate. If all bids exceed the estimated cost of the Improvements, then either Roeland Park or Westwood shall have the right to reject the bid. In such case, the project shall be rebid at a later date.
  - C. Upon completion of the Improvements the PW Director shall submit to Westwood a final accounting of all costs incurred in making the Improvements for the purpose of apportioning the same among the Parties as provided herein.

- D. Roeland Park shall require performance and completion bonds for the Improvements from all contractors performing work on this Improvements (the "Contractors") and require that all Contractors discharge and satisfy any mechanics or materialman's liens that may be filed.
  - F. Roeland Park shall require that any Contractor provide a two-year performance and maintenance bond for the Improvements. As "Project Administrator," Roeland Park will, upon request of Westwood, make any claim upon the maintenance bond or performance bond and require that the Contractor fully perform all obligations under the performance and maintenance bonds, and this obligation shall survive the termination of this Agreement and shall be in force and effect for the full term of the performance and maintenance bond.
  - G. Roeland Park shall cause to be inserted in all contracts for construction a requirement that the Contractor defend, indemnify and save Westwood and Roeland Park harmless from and against all liability for damages, costs, and expenses arising out of any claim, suit or action for injuries or damages sustained to persons or property by reason of the acts or omissions of the Contractor and the performance of its contract.
  - H. Roeland Park shall cause to be inserted into all contracts for construction a requirement that the Contractor observe the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.).
  - I. To the fullest extent permitted by law, including but not limited to K.S.A. 16-121, as amended from time to time, Roeland Park will cause any Contractor to name Westwood as an additional insured on all insurance policies issued for the Improvements; provided that, such policies shall not provide insurance for Westwood's negligence or intentional acts or omissions.
5. REIMBURSEMENT OF COSTS. Roeland Park will pay all project costs owed to any Contractor, as those costs become due. Roeland Park shall submit to Westwood on or before the 10th day of each month, or as received, estimates of accrued costs of constructing the Improvements for the month immediately preceding the month the statement of costs is received along with any supporting documentation that substantiates such costs; provided that Westwood shall within thirty (30) days after receipt of a statement of costs as aforesaid, remit the Westwood Percentage Share of the accrued costs to Roeland Park. Any costs accrued by Roeland Park in 2023 will be invoiced to Westwood in January 2024 with the above remittance terms.
  6. CONSTRUCTION OBSERVATION. Roeland Park shall provide construction observation and administration services for the Improvements. Roeland Park shall be responsible for ensuring compliance with contract specifications under any contract for construction of the Improvements. The Westwood Public Works Director or such director's designee shall promptly report any deviation from any contract specifications or any inappropriate construction practices relating to work within its municipal boundaries to the Roeland Park Public Works Director. Roeland Park will take all reasonable actions to inform the Westwood Public Works Director of project status and any deviation from any contract specifications or inappropriate construction practices relating to work within the Westwood municipal boundaries.
  7. DURATION AND TERMINATION OF AGREEMENT. The Parties hereto agree that except for the obligations of Roeland Park which may arise after completion of the Improvements as set forth in Section 4, Paragraph F, above, this Agreement shall exist until the completion of the Improvements. Upon completion of the Project, Roeland Park shall notify Westwood of the

completion in writing. Westwood, as soon thereafter as reasonably possible, shall inspect the work, and if it determines it is satisfactory, shall so notify Roeland Park in writing; upon such notification, Westwood shall have no further obligation under this Agreement and this Agreement shall be deemed terminated. In the event Westwood fails to so notify Roeland Park within thirty (30) after completion of its acceptance or rejection of the work, the work shall be deemed accepted.

8. PLACING AGREEMENT IN FORCE. The administering body described in Section 4 hereof shall cause this Agreement to be executed in triplicate. Each Party hereto shall receive a duly executed copy of this Agreement for its official records.
7. AMENDMENTS. This Agreement cannot be modified or changed by any verbal statement, promise or agreement, and no modification, change nor amendment shall be binding on the Parties unless it shall have been agreed to in writing and signed by both Parties.
8. JURISDICTION; NATURE OF THE AGREEMENT. This Agreement shall be construed according to the laws of the State of Kansas and may be enforced in any court of competent jurisdiction. The Parties understand this contract is a contract between municipalities authorized pursuant to K.S.A. 12-2908 and is therefore not an interlocal cooperation agreement under the provisions of K.S.A. 12-2901 et seq..
9. CASH BASIS AND BUDGET LAWS. The right of the Parties to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1100 et seq.), the Budget Law (K.S.A. 79-2935 et seq.), and other laws of the State of Kansas. This Agreement shall be construed and interpreted in such a manner as to ensure the Parties shall at all times remain in conformity with such laws.
10. AMENDMENT TO CARRY OUT INTENT. If any provision, covenant, agreement or portion of this Agreement, or its application to any person, entity or property, is held invalid, the Parties shall take such reasonable measures including but not limited to reasonable amendment of this Agreement, to cure such invalidity where the invalidity contradicts the clear intent of the parties in entering into this Agreement; provided, however, nothing herein is intended to bind a future governing body of the Parties in a manner prohibited by the laws of the State of Kansas.

[Remainder of Page Intentionally Left Blank – Signature Pages Follow]

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by each of the Parties hereto on the day and year first above written.

**CITY OF ROELAND PARK, KANSAS**

By: \_\_\_\_\_  
Michael Poppa, Mayor

**ATTEST:**

\_\_\_\_\_  
Kelley Nielsen, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Steve Mauer, City Attorney

**CITY OF WESTWOOD, KANSAS**

By: \_\_\_\_\_  
David Waters, Mayor

**ATTEST:**

\_\_\_\_\_  
Abby Schneweis, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

**Item Number:**        **Ordinances and Resolutions:- IX.-**  
                                 **A.**  
**Committee**            **9/5/2023**  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

**Date:**                            **8/30/2023**  
**Submitted By:**            **Chief Morris**  
**Committee/Department:**   **Safety / Police & Court**  
**Title:**                            **Ordinance 1048 - STO**  
**Item Type:**                   **Ordinance**

### **Recommendation:**

**To approve ordinance 1048 - 2023 STO ( Standard Traffic Ordinance ) books published by The League of Kansas Municipalities.**

**30 STO & 30 UPOC books are ordered for staff.**

### **Details:**

Each year the City of Roeland Park updates it ordinance numbers to the new current publications of the Standard Traffic Ordinance & the Uniform Public Offense Code published by The League of Kansas Municipalities. The adoption of these publications serve as a regulatory reference to the current laws for municipalities in the State.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

#### **What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request: \$498.66	
Budgeted Item?	Budgeted Amount: \$498.66
Line Item Code/Description: Office Supplies / Publications	

**Additional Information**

Books are for:

Police Staff

Court Staff

City Hall Staff

**REVIEWERS:**

Department	Reviewer	Action	Date
Police	Nielsen, Kelley	Approved	8/31/2023 - 9:02 AM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ STO & UPOC	Cover Memo
▣ KS League / Information	Cover Memo



**CITY OF ROELAND PARK, KANSAS  
ORDINANCE NO. 1048**

**AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," EDITION OF 2023, WITH CERTAIN AMENDMENTS AND ADDITIONS; AMENDING AND REPEALING EXISTING SECTION 14-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS AND REPEALING ORDINANCE NO. 1000.**

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

**SECTION 1.** Section 14-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

**"14-101. INCORPORATING STANDARD TRAFFIC ORDINANCE.** There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Roeland Park, Kansas, that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," Edition of 2023, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such sections as are hereafter modified or changed, such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, as amended. At least one copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 1048," with all sections or portions thereof intended to be changed clearly marked to show any such change, and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied, at the cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient."

**SECTION 2.** Existing Section 1 of Ordinance No. 1000 is hereby repealed and replaced with Section 1, *supra*.

**SECTION 3.** This ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

**PASSED** by the City Council the 5th day of September, 2023. **APPROVED** by the Mayor.

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Michael Poppa, Mayor

**ATTEST:**

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Kelley Nielsen, City Clerk

**APPROVED AS TO FORM:**

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Steven E. Mauer, City Attorney

**CITY OF ROELAND PARK, KANSAS**  
**ORDINANCE NO. 1049** \_\_\_\_\_

**AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES" EDITION OF 2023, AMENDING AND REPEALING EXISTING SECTION 11-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS, AND ORDINANCE NO. 1001.**

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

**SECTION 1.** Existing Section 11-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

**11-101. INCORPORATING UNIFORM PUBLIC OFFENSE CODE.**

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Roeland Park, Kansas, that certain code known as the "Uniform Public Offense Code for Kansas Cities," Edition of 2023, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas with certain amendments as provided in this ordinance and with certain additions as are provided in Article 2 of this Chapter XI. At least one copy of said Uniform Public Offense Code shall be marked or stamped "Official Copy as Adopted by Ordinance No. 1049," and to which shall be attached a copy of this Ordinance, and filed with the City Clerk, to be open for inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with the enforcement of this ordinance shall be supplied, at the cost of the City, such number of official copies of the ordinance similarly marked, as may be deemed expedient.

**SECTION 2.** Existing Section 1 of Ordinance No. 1001 is hereby repealed and replaced with Section 1, *supra*.

**SECTION 3.** This Ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

**PASSED** by the City Council the 5th day of September 2023. **APPROVED** by the Mayor.

\_\_\_\_\_  
Michael Poppa, Mayor

**ATTEST:**

---

Kelley Nielsen, City Clerk

**APPROVED AS TO FORM:**

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Steven E. Mauer, City Attorney

**STANDARD TRAFFIC ORDINANCE  
FOR  
KANSAS CITIES**

The *Standard Traffic Ordinance* for Kansas Cities has been published by the League of Kansas Municipalities since 1960. It is designed to provide a comprehensive traffic code for Kansas cities. It does not take effect in a city until the governing body has passed and published an ordinance incorporating it by reference under the authority of and by the procedure prescribed by K.S.A. 12-3009 through 12-3012 and K.S.A. 12-3301 and 12-3302. All citations refer to the Kansas Statutes in effect 7/1/23 unless otherwise noted.

It is not necessary to publish the *Standard Traffic Ordinance* in a newspaper if it is properly incorporated by reference. It is only necessary to publish the incorporating ordinance. The incorporating ordinance may delete articles or sections that the governing body considers unnecessary for the city. The incorporating ordinance may also change sections, but where there is a statutory citation at the end of any section, care should be exercised not to change the language in such a manner as to conflict with the language of the statute (K.S.A. 8-2001).

The *Standard Traffic Ordinance*, in large part, parallels the state traffic act. Additional provisions for local regulations, if any, may be included in the incorporating ordinance. Previous ordinances relating to traffic in conflict with provisions of this standard traffic ordinance and ordinances incorporating earlier editions of the standard traffic ordinance should be repealed by the incorporating ordinance.

There must be at least one official copy of this standard ordinance on file with the city clerk. Enforcing officers should have copies. The blanks on the first page should be filled in on all copies.

There are several blank pages at the end of this book. Newspaper clippings of the incorporating ordinance and subsequent ordinances on traffic may be pasted on these pages. Extra copies of the newspaper should be procured, or reprints arranged for so that copies may be pasted in all copies of the standard ordinance.

A listing of changes made to the Standard Traffic Ordinance for 2023 can be found on page 205 of this edition.

**UNIFORM PUBLIC OFFENSE CODE  
FOR  
KANSAS CITIES**

The League of Kansas Municipalities has published the *Uniform Public Offense Code* since 1980. The *Uniform Public Offense Code* is designed to provide a comprehensive public offense ordinance for Kansas cities. It does not take effect in a city until the governing body has passed and published an ordinance incorporating it by reference under the authority of and by the procedure prescribed by K.S.A. 12-3009 through 12-3012 and K.S.A. 12-3301 and 12-3302. All citations refer to the Kansas Statutes in effect 7/1/2023 unless otherwise noted.

It is not necessary to publish the *Uniform Public Offense Code* in a newspaper if it is properly incorporated by reference. It is only necessary to publish the incorporating ordinance. The incorporating ordinance may delete articles or sections that the governing body considers unnecessary. The incorporating ordinance may also change sections. The League advises, however, that cities changing sections with a statutory citation should exercise care to ensure the changes do not conflict with state law.

The *Uniform Public Offense Code*, in large part, parallels the state criminal code. Additional provisions for local regulations, if any, may be included in the incorporating ordinance. Previous ordinances relating to public offenses in conflict with provisions of the *Uniform Public Offense Code* and ordinances incorporating earlier editions of the *Uniform Public Offense Code* should be repealed by the incorporating ordinance.

There must be at least one official copy of the *Uniform Public Offense Code* on file with the city clerk. Enforcing officers should also have copies. The blanks on the first page should be filled in on all copies.

There are several blank pages at the end of this book. Newspaper clippings of the incorporating ordinance and subsequent ordinances on public offenses may be pasted on these pages. Extra copies of the newspaper should be procured, or reprints made so that copies may be pasted in all copies of the *Uniform Public Offense Code*.

A listing of changes made to the *Uniform Public Offense Code* for 2023 can be found on page 160 of this edition.

**Item Number:**       **Ordinances and Resolutions:- IX.-**  
                              **B.**  
**Committee**           **9/5/2023**  
**Meeting Date:**



## **City of Roeland Park**

Action Item Summary

**Date:**                       **8/30/2023**  
**Submitted By:**       **Chief Morris**  
**Committee/Department:**   **Safety / Police & Court**  
**Title:**                     **Ordinance 1049 - UPOC**  
**Item Type:**             **Ordinance**

### **Recommendation:**

**To approve ordinance 1049 - 2023 UPOC (Uniform Public offense Code) books published by The League of Kansas Municipalities.**

**30 STO & 30 UPOC books are ordered for staff.**

### **Details:**

Each year the City of Roeland Park updates its ordinance numbers to the new current publications of the Standard Traffic Ordinance & the Uniform Public Offense Code published by The League of Kansas Municipalities. The adoption of these publications serve as a regulatory reference to the current laws for municipalities in the State.

**Community Impact:** Utilizing a lens of intersectionality, illustrate how this item would promote the city's commitment to equity, including improving social determinates of health:

#### **What are the implications to intersectionality?**

- Does this item benefit all racial groups?
- Does this item benefit Community for All Ages?
- Does this item exclude or disproportionately impact any social identities? If yes, what populations and why?
- What (if any) social determinants of health are impacted by this item?
- What (if any) are the unintended economic and environmental impacts of this item?
- How has the impacted community been involved?
- How will the program be communicated to all stakeholders?

**Financial Impact**

Amount of Request: \$498.66	
Budgeted Item?	Budgeted Amount: \$498.66
Line Item Code/Description: Office Supplies / Publications	

**Additional Information**

Books are for:

Police Staff

Court Staff

City Hall Staff

**REVIEWERS:**

Department	Reviewer	Action	Date
Police	Nielsen, Kelley	Approved	8/31/2023 - 9:03 AM

## Goals/Objectives & Terms

### ATTACHMENTS:

Description	Type
▣ STO & UPOC	Cover Memo
▣ KS League / Information	Cover Memo



**CITY OF ROELAND PARK, KANSAS  
ORDINANCE NO. 1048**

**AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," EDITION OF 2023, WITH CERTAIN AMENDMENTS AND ADDITIONS; AMENDING AND REPEALING EXISTING SECTION 14-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS AND REPEALING ORDINANCE NO. 1000.**

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

**SECTION 1.** Section 14-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

**"14-101. INCORPORATING STANDARD TRAFFIC ORDINANCE.** There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Roeland Park, Kansas, that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," Edition of 2023, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such sections as are hereafter modified or changed, such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, as amended. At least one copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 1048," with all sections or portions thereof intended to be changed clearly marked to show any such change, and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied, at the cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient."

**SECTION 2.** Existing Section 1 of Ordinance No. 1000 is hereby repealed and replaced with Section 1, *supra*.

**SECTION 3.** This ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

**PASSED** by the City Council the 5th day of September, 2023. **APPROVED** by the Mayor.

---

Michael Poppa, Mayor

**ATTEST:**

---

Kelley Nielsen, City Clerk

**APPROVED AS TO FORM:**

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Steven E. Mauer, City Attorney

**CITY OF ROELAND PARK, KANSAS**  
**ORDINANCE NO. 1049** \_\_\_\_\_

**AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES" EDITION OF 2023, AMENDING AND REPEALING EXISTING SECTION 11-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS, AND ORDINANCE NO. 1001.**

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**SECTION 2.** Existing Section 1 of Ordinance No. 1001 is hereby repealed and replaced with Section 1, *supra*.

**SECTION 3.** This Ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

**PASSED** by the City Council the 5th day of September 2023. **APPROVED** by the Mayor.

\_\_\_\_\_  
Michael Poppa, Mayor

**ATTEST:**

---

Kelley Nielsen, City Clerk

**APPROVED AS TO FORM:**

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Steven E. Mauer, City Attorney

**STANDARD TRAFFIC ORDINANCE  
FOR  
KANSAS CITIES**

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**UNIFORM PUBLIC OFFENSE CODE  
FOR  
KANSAS CITIES**

The League of Kansas Municipalities has published the *Uniform Public Offense Code* since 1980. The *Uniform Public Offense Code* is designed to provide a comprehensive public offense ordinance for Kansas cities. It does not take effect in a city until the governing body has passed and published an ordinance incorporating it by reference under the authority of and by the procedure prescribed by K.S.A. 12-3009 through 12-3012 and K.S.A. 12-3301 and 12-3302. All citations refer to the Kansas Statutes in effect 7/1/2023 unless otherwise noted.

It is not necessary to publish the *Uniform Public Offense Code* in a newspaper if it is properly incorporated by reference. It is only necessary to publish the incorporating ordinance. The incorporating ordinance may delete articles or sections that the governing body considers unnecessary. The incorporating ordinance may also change sections. The League advises, however, that cities changing sections with a statutory citation should exercise care to ensure the changes do not conflict with state law.

The *Uniform Public Offense Code*, in large part, parallels the state criminal code. Additional provisions for local regulations, if any, may be included in the incorporating ordinance. Previous ordinances relating to public offenses in conflict with provisions of the *Uniform Public Offense Code* and ordinances incorporating earlier editions of the *Uniform Public Offense Code* should be repealed by the incorporating ordinance.

There must be at least one official copy of the *Uniform Public Offense Code* on file with the city clerk. Enforcing officers should also have copies. The blanks on the first page should be filled in on all copies.

There are several blank pages at the end of this book. Newspaper clippings of the incorporating ordinance and subsequent ordinances on public offenses may be pasted on these pages. Extra copies of the newspaper should be procured, or reprints made so that copies may be pasted in all copies of the *Uniform Public Offense Code*.

A listing of changes made to the *Uniform Public Offense Code* for 2023 can be found on page 160 of this edition.