

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK
Roeland Park City Hall, 4600 W 51st Street
Monday, March 18, 2024 6:00 PM**

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| <ul style="list-style-type: none">• Michael Poppa, Mayor• Emily Hage, Council Member• Benjamin Dickens, Council Member• Jan Faidley, Council Member• Jennifer Hill, Council Member | <ul style="list-style-type: none">• Jeffrey Stocks, Council Member• Tom Madigan, Council Member• Kate Raglow, Council Member• Matthew Lero, Council Member | <ul style="list-style-type: none">• Keith Moody, City Administrator• Jennifer Jones-Lacy, Asst. Admin.• Kelley Nielsen, City Clerk• John Morris, Police Chief• Donnie Scharff, Public Works Director |
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Admin	Finance	Safety	Public Works
Lero	Stocks	Hage	Raglow
Faidley	Dickens	Hill	Madigan

I. APPROVAL OF MINUTES

- A. Governing Body Workshop Meeting Minutes March 4, 2024

II. DISCUSSION ITEMS:

1. Review Chapter 2 of the City Code (10 min)
2. Discuss Narcan Administration Training and Use by the Police Department (10 min)
3. Review and Preliminary Approval of 2025 Objectives - 15 min
4. Review Budget Engagement Software (10 min)

A. Committee Minutes

1. Ad-Hoc Historical Committee Meeting Minutes February 22, 2024
2. Diversity Equity and Inclusion Committee Meeting Minutes February 27, 2024
3. Sustainability Committee Meeting Minutes February 1, 2024

III. ADJOURN

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

Below are the Procedural Rules of the Committee

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

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

- F. **Speak Only Once Per Agenda Item.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.
- H. **Agendas and minutes** can be accessed at www.roelandpark.org or by contacting the City Clerk

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

Item Number: **APPROVAL OF MINUTES- I.-A.**
Committee **3/18/2024**
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Governing Body Workshop Meeting Minutes March 4, 2024**
Item Type:

Recommendation:

Details:

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Governing Body Workshop Meeting Minutes March 4, 2024	Cover Memo

**CITY OF ROELAND PARK, KANSAS
GOVERNING BODY WORKSHOP MINUTES
ROELAND PARK CITY HALL
4600 WEST 51ST STREET, ROELAND PARK, KS 66205
March 4, 2024, 6:00 P.M.**

- Michael Poppa, Mayor
- Emily Hage, Council Member
- Benjamin Dickens, Council Member
- Jan Faidley, Council Member
- Jennifer Hill, Council Member

- Tom Madigan, Council Member
- Jeffrey Stocks, Council Member
- Matthew Lero, Council Member
- Kate Raglow, Council Member

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

Admin
Lero
Faidley

Finance
Stocks
Dickens

Safety
Hage
Hill

Public Works
Raglow
Madigan

(Roeland Park Governing Body Workshop Meeting Called to Order at 6:27 p.m.)

I. MINUTES

A. Governing Body Workshop Meeting Minutes February 19, 2024

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Review Chapter 1 of the City Code

Ms. Jones-Lacy gave an overview of the proposed updates to Chapter 1 of the City Code. Recommendations include a modernization of terms, removing gender pronouns, allowing the City Manager to live within 25 miles of Roeland Park. Also outlined are the duties and responsibilities of the Arts Committee and the Arts Director. To the Sustainability Committee, educating the community on disproportionate effects of climate change will be added to their duties.

The Governing Body discussed election of the Council president first meeting in January.

CMBR Faidley asked if when they changed the swearing in date whether it required a charter ordinance. Ms. Jones-Lacy said that it did.

CMBR Raglow asked if the 25-mile radius would be in line with the remote work policy and having the ability to reach City Hall within a certain amount of time.

City Manager Moody recommended a distance as that is easier to calculate versus a time requirement which could vary depending on circumstances.

CMBR Madigan said initially they wanted everyone to live in Roeland Park that works there. He said the City Administrator is the highest paid position and they want to keep that money in Johnson County. He personally would like to limit it to Johnson County. Ms. Jones-Lacy said they can make that exception.

CMBR Hage asked if it served them to be prescriptive in their language knowing that qualified takes many forms. The desire is to make certain they are open to as many qualified candidates as possible.

CMBR Faidley asked CMBR Hage if experience would be a better option than qualification. CMBR Faidley also asked if they require experience over qualification. CMBR Hage said a combination of experience and education would work and they could consider making the language more flexible.

City Manager Moody said they do consider experience in greater weight over education.

Ms. Jones-Lacy added that a lot of weight is placed on the job advertisement and on how the position is described.

The discussion turned to oaths and bonds. It was recommended to remove the phrase “so help me God.” City Attorney Felzien said that the oath would then be under the penalty of perjury.

CMBR Madigan said in removing the phrase, it feels like they are taking away something. He would like to see an option of being able to say “so help me God” in the oath. Ms. Jones-Lacy stated they can have two with one being “under the pains and penalties of perjury.”

CMBR Hill appreciated the separation of church and state.

CMBR Dickens, as an atheist, appreciates this option as he does not swear allegiance to any deity.

CMBR Raglow said in giving options, they need to provide options for all religions.

Mayor Poppa agreed that people should be given the option.

Mr. Felzien said he would look into something encompassing, but that it could get cumbersome.

The Council then moved on to discussion of liaison and alternate members on committees. CMBR Madigan started the discussion stating that the larger committees have a problem getting a quorum.

There was discussion of the role and duties of the Governing Body liaisons and alternates to the committees. The liaisons would attend the meetings and the alternates would be a back-up. The alternate may attend the meetings but would not be voting if the liaison is there, and it would be their responsibility to keep current on the issues the committee was discussing.

Mayor Poppa said it has been a matter of practice the alternate would be backup for the primary liaison. He noted that the alternate would not count toward quorum if the primary were there. This would only apply to standing committees.

The conversation moved on to the Youth Advisory Committee, which Ms. Jones-Lacy recommended eliminating as there has never been any activity. The suggestion was made to instead allow youth to join the standing committees and there was discussion about lowering the minimum age for participation.

CMBR Faidley thanked the DEI committee for their recommendations on gender changes and for replacing equality with equity, and that they are still learning the difference between those two words.

There was agreement to discuss the changes again after the next draft has been written.

Regarding the residency radius, Mayor Poppa said that 25 miles in 30 minutes may not be feasible.

City Manager Moody said the City Administrator rarely gets called in. Usually, the police are the first to respond, and with the improvements in communication, they have other methods versus the in-person required from years ago. Ms. Jones-Lacy added that the City Administrator would not be considered a remote employee anyway.

The discussion went back to the election of the Council president and whether to keep it at the first meeting in January or move it to March.

CMBR Madigan said it was a great idea to move it to March.

CMBR Faidley said it is difficult for new Councilmembers to decide who to support so early in their term.

CMBR Lero said as a new Councilmember he knew almost everyone already but could see it being a difficult decision if someone did not.

CMBR Hage spoke to the culture of how well the Council works together, and as a new Councilmember it is easy to trust the consensus of those working together. It was also stated it would be good to know who was in the running before the meeting and suggested moving the election to the second meeting in January.

CMBR Dickens would like to see new Councilmembers up and running and familiar with their process first.

Mayor Poppa would like to add to the code that the intentions be put forward at the first meeting in January for someone wanting to be Council president.

Some discussion items were clarified such as CMBR Madigan wanted to make sure the City Administrator had some public experience and speaking qualifications.

CMBR Hage stated being in favor of the broader language.

There was agreement on two versions of the oath.

CMBR Faidley asked whether legislation is moving forward at the state level with KORA to limit the cost of requesting open records. Ms. Jones-Lacy said that is still open and that municipalities have said no to this as they have staff hours to pay for. Mayor Poppa stated it has not come up for a vote.

For the standing committees, it was clarified that the majority would be City residents and non-residents of up to one.

CMBR Madigan noted that forms are sent out asking who would like to remain on the committees and they do not know who responds or not. City Clerk Nielsen will send out an updated list of committee members to the Governing Body.

Mayor Poppa asked if they could set their own requirements of what consists of a quorum. Mr. Felzien will investigate whether it can be lower than 50 percent plus one.

CMBR Hage said a majority of folks at a meeting are necessary to encourage discussion and dialogue.

CMBR Faidley noted that committees often do not make official motions but are developing consensus. Voting requires a quorum, but the committees can still meet.

CMBR Hill would like to see the committee age requirement lowered to 14.

CMBR Raglow said youth at that age cannot drive and should they invite their parents to the meetings.

CMBR Hill said that children would be more open to speaking if their parents were not there.

Mayor Poppa suggested incorporating language at 14 with a parental chaperone to age 16.

CMBR Hill said she would not see the youth remaining long on a committee.

CMBR Raglow staff look at verbiage 14-17 with parental consent and will continue discussion.

2. Discuss Elections for Appointed Governing Body Members

Mayor Poppa said they have unintentionally found themselves where a local appointed official will put their name on a partisan ballot. Mayor Poppa presented Charter Ordinance No. 38.

CMBR Raglow expressed agreement with the changes suggested by the Mayor.

CMBR Madigan is not concerned about partisan elections but the inconvenience it causes to someone and supports the changes.

There was consensus on the changes to the ordinance and it will be brought before the Governing Body at the March 18th City Council meeting.

III. NON-ACTION ITEMS

There were no minutes presented.

IV. ADJOURN

CMBR Raglow adjourned the meeting.

(Roeland Park Workshop Adjourned at 7:57 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 3/18/2024
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 3/13/2024
Submitted By: Chief Morris
Committee/Department: Police / Safety
Title: **Review Chapter 2 of the City Code (10 min)**
Item Type: Discussion

Recommendation:

To review City Ordinance Chapter 2 for update considerations

Details:

City ordinances need periodic review to establish they are within compliance with new laws or expected set-standards of the City. The attached document has been redlined reflecting staff's suggested edits. Chief Morris will lead a review of the proposed edits.

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

City ordinances apply to all citizens in order to gain compliance of any violation.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Chapter 2 - Animal Control Regulations Redline	Cover Memo

CHAPTER II.
ANIMAL CONTROL AND REGULATIONS

ARTICLE 1. GENERAL PROVISIONS

Sec. 2-101. Definitions.

For the purposes of this chapter, the following words and phrases shall mean:

- (a) *Abandon* includes the leaving of an animal by its owner or other person responsible for its care or custody without making effective provisions for its proper care.
- (b) *Animals* means all vertebrate and invertebrate animals such as but not limited to bovine cattle, horses and other equines, swine, goats, dogs, cats, rabbits, sheep, fowl or wild animals, reptiles, fish, bees or birds that have been tamed, domesticated or captivated.
- (c) *Animal shelter* means the facility or facilities **operated by the City** or its authorized agents for the purpose of impounding or caring for animals under the authority of this chapter or state law.
- (d) *At-large* means to be outside of a fence or other enclosure which restrains the animals to a particular premise or not under the control, by leash or lead, of the owner or other authorized person capable of restraining the animal. Animals tethered to a stationary object within range of public thoroughfares are deemed to be "at-large."
- (e) *Bite* means any contact between an animal's mouth and teeth and the skin of a bite victim which causes visible trauma, such as a puncture wound, laceration, abrasion, bruise or other piercing of the skin.
- (f) *Cat* means any member of the species *felis catus*, regardless of sex.
- (g) *Chicken* means the common domestic fowl (*Gallus domesticus*) or its young.
- (h) *Chicken tractor* means a moveable chicken run.
- (i) *Coop* means a structure for housing poultry during non-daylight hours.
- (j) *Dog* means any member of the species *canis familiaris*, regardless of sex.
- (k) *Ear-tipped feral cat* means a cat that is unsocialized to humans and has a temperament of extreme fear or resistance to contact with humans that exhibits a straight-line cutting of the tip of its ear to indicate that it has been sterilized and vaccinated against rabies.
- (l) *Fowl* means all animals that are included in the zoological class *aves*, which shall include, but not limited to, chickens, ducks, geese, turkeys, guineas and pigeons.
- (m) *Harbor* means any person who shall allow any animals to habitually remain or lodge or to be fed within ~~his~~**their** or ~~her~~ home, store, yard, enclosure or place of business or any other premises where he or she resides or controls. This shall not apply to unowned ear-tipped feral cats whose colony is on or around the property of a resident.
- (n) *Humane live animal trap* means any cage trap that upon activation encloses an animal without placing any physical restraint upon any part of the body of such animal.

- (o) *Humanely euthanize* means the proper injection of a substance that quickly and painlessly terminates the life of an animal, or any other method approved by the American Veterinary Medical Association or the American Humane Society.
- (p) *Kennel* means any establishment, commercial or otherwise, maintained for breeding, rearing, grooming, boarding, or otherwise harboring in an enclosure in one location only, three or more dogs.
- (q) *Livestock* includes, but is not limited to cattle, horses, goats, sheep or other animals commonly regarded or used as farm or ranch animals.
- (r) *Neighbor property owners* that own an abutting property with a common boundary including those properties that if the right-of-way land or city street was disregarded would then have an abutting property line.
- (s) *Neutered* means any male or female cat or dog that has been permanently rendered sterile.
- (t) *Own* means and includes own, keep, harbor, shelter, manage, possess, or have a part interest in any animal. If a minor owns any such animal subject to the provisions of this chapter, the head of the household of which such minor is a member shall be deemed to own such animal for the purposes of this chapter. This shall not apply to unowned ear-tipped feral cats whose colony is on or around the property of a resident.
- (u) *Owner* means the one who owns, or ~~his or her~~*their* employee, agent, or other competent person into whose charge an animal has been placed by the actual owner as described in subsection (r) above.
- (v) ~~Pit bull for purposes of this chapter, pit bull is defined as:~~
 - ~~(1) The Staffordshire bull terrier breed of dog;~~
 - ~~(2) The American pit bull terrier breed of dog;~~
 - ~~(3) The American Staffordshire terrier breed of dog;~~
 - ~~(4) Any dog which, in the opinion of a licensed veterinarian, has the appearance and characteristics of being predominantly of the breeds of Staffordshire bull terrier, American pit bull terrier, American Staffordshire terrier, or a combination of any of these breeds.~~~~This definition shall expire January 1, 2018.~~
- (w) *Run* means an enclosed area in which chickens are allowed to walk and run about.
- (x) *Vaccination* means an injection of a vaccine, approved by the State Department of Health and Environment and administered by a licensed veterinarian for the purpose of immunizing an animal against rabies.
- (x) *Veterinarian* means a doctor of veterinary medicine licensed by the State of Kansas.

(Ord. No. 857, § 1; Code 2012; Ord. No. 903, § 1, 1-26-2015)

Sec. 2-102. Animal Control Officer; Duty to Impound: Citation Alternative.

- (a) There is hereby created the position of Animal Control Officer for the City and such Officer shall be charged with the enforcement of this chapter. ~~Any person employed by the City as an Animal Control Officer and commissioned by the Chief of Police shall have such powers and authority as allowed by law in the enforcement of this chapter. All Animal Control Officers shall be subject to the supervision and direction of the Chief of Police.~~
- (b) Except as provided in subsection (c), it shall be the duty of the Animal Control Officer to take up and impound all animals found in the City in violation of the provisions of this chapter.

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- (c) As an alternative to the provisions of subsection (b) of this section, any law enforcement officer or the Animal Control Officer may issue a citation to the owner, harbinger or keeper of an animal in violation of this chapter charging a violation of this chapter.

(Ord. No. 486, § 2)

Sec. 2-103. Same; Capture/Destruction.

When deemed necessary by law enforcement officers or the Animal Control Officer for the health, safety and welfare of the residents of the City, such officers and/or their agents may:

- (a) Place a humane trap on public or a requesting resident's property for the purpose of capturing any animal defined in this chapter as creating a nuisance in the City;
- (b) Use any tranquilizer guns, humane traps, or other suitable devices to subdue and capture any animal that is deemed by the Animal Control Officer, in ~~his or her~~their discretion, to be of a danger to itself or to the public health and safety.
- (c) Use firearms or other suitable weapons to destroy any rabid animal, any dangerous or vicious animal as defined in section 2-122 and 2-123 or any animal creating a nuisance as defined in sections 2-121, where such animal is impossible or impractical to catch, capture or tranquilize.

(Code 1986; Ord. No. 903, § 2, 1-26-2015)

Sec. 2-104. Same; Right of Entry; Unlawful Interference.

- (a) The Animal Control Officer or any law enforcement officer shall have the right of entry upon any private lots or lands for the purpose of collecting any animal whose presence thereupon is a violation of this chapter.
- (b) It shall be unlawful for any person to interfere with the Animal Control Officer in the exercise of ~~his or her~~their duties.
- (c) Whenever necessary to make an inspection to enforce any of the provisions of this chapter, or whenever the Animal Control Officer or any law enforcement officer has reasonable cause to believe that there exists in any building or upon any premises any condition or violation which creates an unsafe, dangerous or hazardous condition, the Animal Control Officer or law enforcement officer may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the Animal Control Officer or law enforcement officer by this chapter; provided that if such building or premises be occupied, such officer shall first present proper credentials and request entry; and if such building or premises be unoccupied, such officer shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If such entry is refused, the Animal Control Officer or law enforcement officer shall have recourse to every remedy provided by law to secure entry. When the Animal Control Officer or law enforcement officer shall have first obtained a proper search warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the Animal Control Officer or law enforcement officer for the purpose of inspection and examination pursuant to this chapter.
- (d) In the interests of animal control ordinance enforcement, animal rescue, and open violation enforcement, any person keeping or harboring any animal in this City by so doing does thereby authorize the Animal Control Officer or a law enforcement officer to enter without warrant, when there are exigent circumstances, upon private property, except inside any residential structure, of such person who owns or

controls where such animal is found, in plain view, for the purpose of enforcement of this chapter and to seize such animal from the private property to abate an ordinance violation.

(Ord. No. 738, § 1; Code 2007; Ord. No. 903, § 3, 1-26-2015)

Sec. 2-105. Municipal Pound Established.

A **municipal pound** shall be established to carry out the provisions of this chapter. **Such a pound may** be operated by a contractor and all services required herein may be provided by a contractor. When so contracted, the pound shall have the following services and facilities as a minimum:

- (a) Adequate pickup and impounding of all stray and ownerless dogs and cats and animals otherwise in violation of the provisions of this chapter.
- (b) Group holding facilities for stray, ownerless and unvaccinated animals impounded for violation of the provisions of this chapter.
- (c) Facilities for the humane ~~destruction~~ euthanasia of animals.

(Code 1986)

~~Sec. 2-106. Breaking Pound.~~

- ~~(a) It shall be unlawful for any unauthorized person to open, unlock, break open or attempt to break open the pound, or to take or let out any animal placed therein, or take or attempt to take from an authorized officer of this City any animal taken up by him or her under the provisions of this chapter, or in any manner interfere with or hinder any authorized officer or employee of this City in catching, taking up, or impounding any animal.~~
- ~~(b) It shall be unlawful for any person or persons, other than those duly authorized, to care for, feed, attempt to feed, or interfere in any way with the care of impounded animals.~~

~~(Code 1986)~~

Commented [JJ1]: We do not operate a city pound so this is not relevant.

Sec. 2-107. Cruelty to Animals.

It shall be unlawful for any person to:

- (a) Willfully or maliciously kill, maim, disfigure, torture; beat with a stick, chain, club or other object; mutilate, poison, burn or scald with any substance; or otherwise cruelly set upon any animals, except that reasonable force may be employed to drive off dangerous or vicious animals;
- (b) Drive or work any animal cruelly or cruelly work any maimed, mutilated, infirm, sick or disabled animal, or cause, allow or permit the same to be done;
- (c) Have, keep or harbor any animal which is infected with any dangerous or incurable and/or painfully crippling condition except as provided in section 2-108;
- (d) Sell or offer for sale, barter, give away, or use as an advertising device or promotional display, living baby chickens, rabbits, ducklings or other fowl under two months of age in any quantity less than 12; or to sell, offer for sale, barter, give away, or display animals or fowls as specified in this section which have been dyed, colored or otherwise treated so as to impart to them an artificial or unnatural color. This section shall not be construed to prohibit the sale of animals or fowls as specified in this

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(Supp. No. 15, Update 5)

subsection, in proper facilities, by hatcheries or persons engaged in raising and selling such animals and fowls for recognized animal husbandry purposes;

- (e) Promote, stage, hold, manage, or in any way conduct any game, exhibition, contest or fight in which one or more animals are engaged for the purpose of injuring, killing, maiming, or destroying themselves or any other animal;
- (f) Neglect or refuse to supply such animal with necessary and adequate care, food, drink, air, light, space, shelter and protection from the elements as necessary for health and well-being of such kind of animal;
- (g) Abandon or leave any animal in any place without making provisions for its proper care;
- (h) Attach chains or other tethers, restraints or implements directly to a dog without the proper use of a collar, harness or other device designed for that purpose and made from a material that prevents injury to the dog;
- (i) Continuously tether a dog for more than one hour, except that tethering of the same animal may resume after a hiatus of three continuous hours, for up to three hours total time on tether per day; provided that, for the purpose of tethering a dog, a chain, leash, rope or tether shall be at least ten feet in length;
- (j) Use a chain, leash, rope, collaring device, tether, or any assembly or attachments thereto to tether a dog that shall weigh more than one-eighth of the animal's body weight, or due to weight, inhibit the free movement of the animal within the area tethered; or
- (k) Tether a dog in such a manner as to cause injury, strangulation, or entanglement of the dog on fences, trees, posts or other manmade or natural obstacles. These provisions shall not apply to the exceptions sanctioned under section 2-108.

In addition to the penalties provided in section 1-117 of this Code, the Judge of the Municipal Court may order a person convicted of violation under this section to turn the animal involved over to a designated humane society. All such animals taken by the designated agency may be placed with another or more suitable person or ~~destroyed~~ humanely euthanized as soon thereafter as is conveniently possible.

(Ord. No. 857, § 2; Ord. No. 903, § 4, 1-26-2015)

Sec. 2-108. Same; Exceptions.

The provisions of section 2-107 shall not apply to:

- (a) Normal or accepted veterinary or veterinary hospital practices or treatment of animals under active veterinary care;
- (b) Bona fide experiments carried on by commonly recognized research facilities;
- (c) Killing, attempting to kill, trapping, catching or taking of any animal in accordance with the provisions of K.S.A. Ch. 32 or K.S.A. Ch. 47;
- (d) The humane ~~euthanasia~~ killing of an animal which is diseased or disabled beyond recovery for any useful purpose, or the humane killing of animals for population control, by the owner thereof or by an authorized agent such as a licensed veterinarian, at the request of the owner;
- (e) The humane ~~killing~~ euthanasia of an animal by the Animal Control Officer, a public health officer or a law enforcement officer in the performance of ~~his or her~~ their official duty;
- (f) **The humane ~~killing~~ euthanasia of an unclaimed animal after three full business days following the receipt of such animal at a municipal pound or an incorporated humane society shelter by the owner, operator or authorized agents of such establishments.**

(Code 1986; Ord. No. 903, § 5, 1-26-2015)

Sec. 2-109. Keeping Animals.

It shall be unlawful for the owner, lessee, occupant or person in charge of any premises in the City to possess and maintain any animal or fowl within the City or permit to be maintained thereon any stable, shed, pen or other place where horses, mules, cattle, sheep, goats or swine, or undomesticated animals are kept. This provision shall not apply to:

- (a) The maintaining of dogs which are regulated by Article 2 of this chapter;
- (b) The maintaining of non-poisonous and non-vicious animals and fowl which are commonly kept as household pets, such as cats, hamsters, rabbits, parakeets, and comparable animals, when kept as household pets and in a safe and sanitary manner in accordance with section 2-111 of this chapter;
- (c) The transporting of animals through the City by ordinary and customary means;
- (d) The maintaining of chickens which are regulated by Article 4 of this chapter.

(Ord. No. 857, § 3; Ord. No. 903, § 6, 1-26-2015)

Sec. 2-110. Animal Traps.

It shall be unlawful for any person to use, place, set out, or deploy any animal trap aboveground, which makes use of a spring gun, spring jaws, clamping devices, cutting or stabbing mechanism or any other devices that will damage or severely injure any animal when caught or trapped by the device or trap. This section shall not prohibit the use of mouse/rat traps or any animal traps that are designed to trap and hold animals without injuring the animals.

(Ord. No. 857, § 4; Ord. No. 903, § 7, 1-26-2015)

Sec. 2-111. Animal Confines; Shelters.

- (a) It shall be unlawful for any person to keep or maintain any animal in any yard, structure or area that is not clean, dry and sanitary, free from debris and offensive odors that annoy any neighbor, and devoid of rodents and vermin.
- (b) Excrement shall be removed at least once each week from any animal shelter, pen or yard area where animals are kept, or more often if necessary to prevent or control odors, fly breeding, or rodent infestation. If excrement is stored on the premises by any animal owner, it shall be stored in adequate containers with fly-tight lids, and all such stored or accumulated wastes shall be disposed of at least once each week.
- (c) All animal shelters, pens and yards shall be so located that adequate drainage is obtained, normal drying occurs, and standing water is not present.
- (d) All animals' shelters and board fences confining animals shall be maintained in good repair, and all animal shelters and board fences confining animals subject to residential and commercial classification shall be protected from deterioration by painting or comparable treatment.
- (e) All premises on which animals are kept shall be subject to inspection by the Animal Control Officer, duly authorized law enforcement officer, or public health official. If the officer or official determines from such inspection that the premises are not being maintained in a clean and sanitary manner, he or she shall notify the owner of the animals in writing to correct the sanitation deficiencies within 24 hours after notice is served on the owner. Any animal kept under any condition which could endanger the public or animal

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health, including but not limited to keeping of animals outside during extreme weather warnings issued by the National Weather Service for the City, or create a health nuisance may be impounded. Animals shall be released after fees are paid and cause for impoundment has been corrected.

(Ord. No. 903, § 8, 1-26-2015)

Editor's note(s)—Ord. No. 903, §§ 8—20, adopted January 26, 2015, repealed and reenacted §§ 2-111—2-123 to read as herein set out. Formerly, §§ 2-111—2-123 pertained to nuisance, animal activities prohibited; noisy animals; animal confines, shelters; death of animals; vicious animals; running-at-large; impoundment, fee, notice, record; redemption of impounded animals; impoundment of rabies suspects; animals bitten by rabid animals; vehicular accidents involving animals; emergency, proclamation; and keeping large numbers of animals, special permit, respectively, and derived from the Code of 1986; the Code of 2012; Ord. No. 408, §§ 11—13; Ord. No. 857, §§ 5, 6; and Ord. No. 862, § 1.

Sec. 2-112. Death of Animals.

All dead animals shall be disposed of by the owner or keepers within 24 hours of the animal's death, by burial, incineration in a facility approved by the Animal Control Officer, by rendering or by other lawful means approved by the Animal Control Officer. It shall be unlawful for any person to dump a dead animal on any public or private property.

(Ord. No. 903, § 9, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-113. Impoundment; Fee; Notice; Record.

- (a) The Animal Control Officer or law enforcement officer shall impound any animal found at-large in the City or constituting a nuisance or otherwise in violation of this chapter in a suitable pound or enclosure provided or contracted for by the City. The impounding officer shall make diligent inquiry as to the owner of the animal and shall notify the owner thereof of such impoundment as soon as reasonably possible.
- (b) In case the identity of the owner of the impounded animal cannot be ascertained, the Animal Control Officer or law enforcement officer shall, upon taking any such animal into custody and impounding the same, make a record thereof, with a description of the animal and the date and place taken into custody and the place of impounding.

(Ord. No. 903, § 10, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-114. Redemption of Impounded Animals.

At any time before the sale or ~~destruction~~ euthanasia of any animal impounded under the provisions of this article, except for animals impounded under sections 2-123 (vicious) and 2-115 (rabid), the owner thereof may redeem the animal by paying the City Clerk the impounding fee and all costs incurred as a result of such impoundment.

(Ord. No. 903, § 11, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-115. Impoundment of Rabies Suspects.

- (a) Any Animal Control Officer or law enforcement officer or local health officer may take up, upon private or public property, any animal which has bitten or scratched a person or other animal and impound the animal in the City pound, securely penned and separated from other animals, or in a veterinary hospital or animal care facility for a period of not more than 30 days during which time the local health officer shall determine whether or not such animal is suffering from a disease and, if not, the local health officer shall authorize the release of the animal upon payment by the owner of the boarding fee therefore. The health officer may authorize the keeping of any such animal on the owner's premises if the owner produces a rabies vaccination certificate showing that the animal has valid rabies vaccination protection. Impoundment costs shall be borne by the owner. If in the opinion of the local health officer symptoms develop justifying a microscopic examination, then the animal shall be ~~euthanized~~ ~~killed~~ and examination made by the State Department of Health and Environment.
- (b) In lieu of the provisions of subsection (a), the owner of any such animal may, at ~~his or her~~ ~~their~~ ~~their~~ own expense, take such animal to any duly qualified and licensed ~~veterinarian in the City~~ for observation. Such veterinarian shall report ~~his or her~~ ~~their~~ findings in writing to the local health officer. If in the opinion of such veterinarian a microscopic examination is justified, then the animal shall be turned over to the Animal Control Officer or any law enforcement officer to be ~~euthanized~~ ~~killed~~ and examination made by the State Department of Health and Environment.
- (c) Any animal desired for observation by the local health officer under this section shall be delivered to the Animal Control Officer or any law enforcement officer upon demand and shall not be withheld, hidden or harbored. Any person violating this provision shall be guilty of a violation of this Code. Upon refusal of any person to so deliver such animal, the Judge of the Municipal Court shall cause a warrant to be issued for the arrest of such person, which warrant shall also provide for the surrender of the animal and shall be lawful authority for the apprehending and forcible taking of the animal.

(Ord. No. 903, § 12, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-116. Animals Bitten by Rabid Animals.

Whenever a dog, cat or other animal is bitten by a rabid animal or an animal later proved to have been rabid, it shall be the duty of the owner of the animal that is bitten, to report that fact to the local health officer and/or the police department. It shall also be the duty of the owner of the bitten animal to ~~either destroy or have his or her bitten animal destroyed~~ ~~humanely euthanize the animal~~ unless:

- (a) The animal which was bitten had been vaccinated against rabies at least three weeks before being bitten and has a current vaccination; and
- (b) If the bitten animal has a current vaccination, it shall be confined for 90 days; and
- (c) The bitten animal shall be released from confinement only upon written order from the local health officer, who declares the animal to be free of rabies; and
- (d) If the animal is found to have contracted rabies during confinement, it shall be ~~properly disposed of~~ ~~humanely euthanized~~.

(Ord. No. 903, § 13, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Commented [JJL2]: I wouldn't require it to be a city vet as we only have one and they may not be there forever. I would just say a "licensed vet" and leave it at that.

Commented [JJ3]: A few references from Ord 903 about "properly disposed of" when it comes to pets. I changed to humanely euthanized which is in our definitions (disposed of is not defined) and is what I believe it is referring to.

Sec. 2-117. Vehicular Accidents Involving Animals.

Any person who as the operator of a motor vehicle strikes any animal shall stop at once and shall immediately report such injury or death to the owner of such animal, or in the event that the owner cannot be ascertained, and located, the operator shall at once report the accident to the Animal Control Officer or any law enforcement officer.

(Ord. No. 903, § 14, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-118. Emergency; Proclamation.

The Mayor is hereby authorized whenever in ~~his or her~~^{their} opinion the danger to the public safety from rabid animals is made imminent to issue a proclamation ordering all persons owning any animal in the City to confine the animal in a good and sufficient enclosure from which the animal cannot escape, or fasten such animal by means of a chain on the premises where the owner may reside, for such time as may be specified in such proclamation. Any animal not confined during such time may be ~~disposed of humanely~~^{ethanized} wherever found by any law enforcement officer, or the Animal Control Officer of the City. The owner of such animal may be prosecuted for such violation thereof.

(Ord. No. 903, § 15, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-119. Keeping Large Numbers of Animals; Special Permit.

- (a) No person or household shall own or harbor more than two dogs of six months of age or older or more than one litter of puppies, or more than two cats of more than six months of age or more than one litter of kittens, or engage in the commercial business of breeding, buying, selling, trading, training or boarding cats or dogs, or both cats and dogs, without first having obtained a special permit from the City. A special permit for a third dog or a third cat may be approved administratively by the City Clerk. The fee for such special permit, shall be \$100.00. No special permit shall be issued until an inspection certificate has been issued by the Animal Control Officer certifying approval of the premises and compliance with the applicable laws of the City. Thirty days after notifying neighbors, if the City Clerk has received not more than one protest concerning the keeping of the animals for which the special permit is being applied for, the City Clerk shall issue a special permit. If two or more complaints are received, the special permit request shall go before the City Council. If three or more complaints are received, the special permit shall be denied. The City shall not allow more than three dogs or three cats per residence. ~~Those persons who have received City Council approval to keep more than two dogs or more than two cats prior to December 31, 2003 shall be exempt from the requirement to pay such special permit fee; provided, however, that this exemption shall no longer apply if a special permit is not renewed, suspended or revoked as hereinafter provided.~~ Those persons who have received City Council approval to keep more than three dogs or more than three cats prior to **December 22, 2015** shall be exempt from the limitation to have a maximum of three dogs or three cats. This shall only apply to the specific animals for which the special permit was issued. ~~Those persons who received City Council approval prior to December 31, 2003 are exempt from application of specific animals for which the special permit was issued. The exemption shall no longer apply if the special permit is not renewed, is suspended or is revoked.~~
- (b) **Special permits must be renewed annually. No special permit shall be issued until an inspection certificate has been issued by Neighborhood Services the Animal Control Officer certifying approval of the premises and**

Commented [JJ4]: Delete because this is no longer relevant.

compliance with the applicable laws of the City. After notifying neighbors, if the City Clerk has not received any protest concerning the keeping of the animals for which the special permit was issued, the City Clerk may issue a renewal of an existing special permit at the same location. If the Animal Control Officer finds that the holder of any special permit is maintaining the facility in a manner detrimental to the health, safety or peace of mind of any person residing in the immediate vicinity, he or she shall report such fact to the City Clerk, and the special permit shall not be renewed except after a public hearing before the City Council.

- (c) The ~~Animal Control Officer~~ Neighborhood Services or any law enforcement officer shall have the right to inspect any premises licensed under this section at any reasonable time. The application for a special permit shall be deemed to constitute consent to such entry and inspection. Should the applicant or any person having control of the property refuse access to the property for an inspection, the Animal Control Officer or law enforcement officer may seek an administrative search warrant.
- (d) The City Council may refuse to renew, may suspend or may revoke a special permit if, following a public hearing, it finds any of the following:
 - (1) The premises are being maintained in violation of any applicable law of the State of Kansas, or of the City.
 - (2) The premises are being maintained so as to be a public nuisance.
 - (3) The premises are being maintained so as to be detrimental to the health, safety or peace of mind of persons residing in the immediate vicinity.
- (e) This section shall not apply to and will not be construed to require a special permit for a licensed veterinarian to operate an animal hospital.
- (f) Bona fide service animals shall not be counted in the animals limit per household.

(Ord. No. 903, § 16, 1-26-2015; Ord. No. 924, § 1, 12-21-2015; Ord. No. 978, § 1, 4-15-2019)

Note(s)—See editor's note at § 2-111.

Sec. 2-120. Animal Foster Homes.

- (a) Persons may operate animal foster homes by obtaining an animal foster home permit from the City Clerk. The permit shall be issued for a one-year period from the date of issue. A permit fee shall be paid in an amount established by a resolution adopted by the Governing Body. All fees shall be nonrefundable and nontransferable.
- (b) Upon payment of such fee, the City Clerk may issue an animal foster home permit to any person licensed by the State of Kansas as a foster home shelter licensee in accordance with K.A.R. 9-22-4, and amendments thereto.
- (c) For the purposes of this section, an "animal foster home" shall mean the premises of the foster home shelter licensee who provides temporary care to dogs or cats for not more than 365 days, except as otherwise authorized pursuant to K.A.R. 9-22-4(j), and amendments thereto.
- (d) Except as provided in subsection (f) below, fostered animals shall be exempt from the special permit requirements of section 2-119 and City animal licensing requirements. However, any permittee who keeps any specific fostered animal in the permittee's home in excess of 365 days must obtain all applicable licenses and permits from the City in addition to complying with the requirements of K.A.R. 9-22-4(j), and amendments thereto.
- (e) The animal foster home permit applicant must:
 - (1) Be in conformity with the City zoning ordinance, any other applicable ordinance and state laws;

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(Supp. No. 15, Update 5)

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- (2) Not have been convicted of violating the cruelty or animal welfare laws of this or any other jurisdiction; and
 - (3) Make a satisfactory showing that the area for housing the animals will provide a humane standard of care and will not constitute a nuisance to the surrounding neighborhood.
- (f) Animal foster home permits shall allow permittees to have up to two total animals (which includes animals which are personally owned) without obtaining a special permit pursuant to section 2-119.
 - (g) If the total number of foster animals at the premises is three or more, a special permit shall also be required. For the purposes of this section, female animals that have given birth to offspring and their offspring shall be counted as one animal until the offspring are six months of age. Foster home permits shall not allow fostering of dangerous or vicious animals as defined in section 2-122 or 2-123.
 - (h) No more than one animal foster care home permit shall be issued per household or premises.

(Ord. No. 903, § 17, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-121. Nuisance Animals.

- (a) *Excessive animal noise.*
 - (1) No person shall own or keep any animal that, by making excessive noise, disturbs an individual residing in, working in or owning a structure that is within 600 feet of the property on which the animal is kept.
 - (2) For purposes of this section, excessive noise means and includes any noise produced by an animal that is so loud and continuous or untimely as to disturb the sleep or peace of a neighbor of reasonable sensibilities.
- (b) *Property damage.* It shall be unlawful for any person owning or possessing an animal to permit such animal to go upon any sidewalk, parkway, or private lands or premises without the permission of the owner of such premises and break, bruise, tear up, crush or injure any lawn, flower bed, plant, shrub, tree or garden in any manner whatsoever. It shall be unlawful for any person owning or possessing an animal to permit such animal to defecate upon any sidewalk, parkway, or private lands or premises without the permission of the owner of such premises, unless the person owning or possessing the animal immediately removes such waste.
- (c) *Running at large.* It is unlawful for the owner or harbinger of any dog or cat to permit such dog or cat to run-at-large within the City at any time. Any dog or cat running-at-large within the City shall be impounded as set out in section 2-207 and shall be redeemed as provided for in section 2-117. This shall not apply to unowned ear-tipped feral cats.
- (d) *Exceptions.*
 - (1) A person with a disability using an assistance dog as defined in K.S.A. 39-1113 shall be deemed to be in compliance with subsection (c) of this section.
 - (2) Official use of dogs by any governmental unit shall be deemed in compliance with subsection (c) of this section.
 - (3) An owner, while participating in supervised obedience classes or trials, shall be deemed to be in compliance with subsection (c) of this section. Evidence of this shall be shown by the fact that the dog and owner are going through standard obedience exercises, the owner has a leash on the owner's person, and the dog is under immediate control. The dog's tags must be readily available on the owner's person.

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- (e) *Animals putting person in fear.* No person shall own, keep or harbor any animal that jumps upon or threatens persons upon public streets; or without provocation, molests, chases or interferes with persons or vehicles in the public right-of-way by jumping upon, chasing, barking or biting at persons or vehicles. This section shall also apply to animals while being walked on leashes, or otherwise physically restrained.
- (f) *Animal injury.* No person shall own, keep, or harbor any animal that, without provocation, causes injury to another domestic animal. This section shall not apply to animals injured while trespassing on the premises of the owner, keeper, or harbinger of the offending animal.
- (g) *Same—Violations.*
- (1) Upon a person's conviction for a third time involving the same animal in any 24-month period of subsections (a), (b), or (c), in any combination thereof, or upon a first conviction of section (e), the animal at issue shall constitute a "nuisance animal."
 - (2) No animal may be declared a nuisance if, at the time of violations the person or animal was teasing, tormenting, abusing or assaulting the alleged nuisance animal. No animal may be declared a nuisance if the animal was protecting or defending a human being within the immediate vicinity of the animal from an unjustified attack or assault.
 - (3) No person owning, harboring or having the care or custody of a nuisance animal shall suffer or permit such animal to go unconfined beyond the premises of such person unless such dog is securely leashed and muzzled or otherwise securely restrained.
 - (4) A nuisance animal is "unconfined" if while on the premises of its owner or harbinger such dog is not securely confined indoors or confined in a securely enclosed and locked pen or dog run area upon the premises of the person. Such pen or dog run area must be adequate to ensure the confinement of such dog upon the premises.
 - (5) Failure to keep a nuisance animal according to the above requirements shall be a separate violation of this chapter. Upon conviction of failure to comply with such requirements, the Judge of the Municipal Court may revoke said person's license for that individual nuisance animal.
 - (6) It is unlawful for a person to keep, harbor or maintain the animal involved in the violations within the corporate limits of the City when that person's license to keep the animal has been revoked pursuant to this section.

(Ord. No. 903, § 18, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Sec. 2-122. Dangerous Animals.

- (a) It shall be unlawful for the owner of any animal to keep or maintain such animal in the City so as to constitute a dangerous animal except that dangerous animals are subject to return under conditions set forth in this section. A dangerous animal is any animal which has done any of the following:
- (1) Caused a bite injury, other than a bite that resulted in great bodily harm, disfigurement, or death, to any person; or
 - (2) Killed another domestic animal.
- (b) Notwithstanding the definition of a dangerous animal above, no animal may be declared dangerous if any injury or damage is sustained by a person or animal who, at the time such injury or damage was sustained, was:
- (1) A member of the household; or

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- (2) Tormenting, abusing or assaulting the domestic animal or was committing or attempting to commit a crime; or
 - (3) If the animal was protecting or defending a human being within the immediate vicinity of the animal from an unjustified attack or assault.

The provisions of this article shall not apply to a police dog being used to assist one or more law enforcement officers acting in an official capacity.

- (c) Notwithstanding the definition of a dangerous animal above, no animal may be declared dangerous based solely on size or breed, or mix of breed; or if death to a domestic animal occurred solely due to a size disparity between the animals and there was no attack on a domestic animal.
- (d) Any dangerous animal which is in the custody of an Animal Control Officer and which in the judgment of the Judge of the Municipal Court, would constitute a menace to the health, safety or welfare of the public if released from custody, may be held pending a hearing on any charges or complaints filed in the Municipal Court to determine the disposition thereof. If not so determined, the animal may, after having been held pursuant to Section 2-115, be returned to its owner, keeper, or harbinger until final determination is made by the Municipal Court as to whether a violation of this section has occurred. If returned pending the final disposition of the case, the animal must be kept securely confined and must be muzzled while in public until final determination is made as to whether a violation of this section occurred.
- (e) Upon conviction of keeping a dangerous animal, the court may order that the animal be humanely euthanized.
- (f) Upon conviction of keeping a dangerous animal, the Judge of the Municipal Court may order restitution be paid to the victim of the violation of subsection (a).
- (g) Upon conviction of keeping a dangerous animal, and the animal returning to its owner, the animal shall be kept subject to the following standards:
 - (1) *Leash and muzzle.* No person shall permit a dangerous animal to go outside its kennel or pen unless such dog is securely leashed with a leash no longer than four feet in length. No person shall permit a dangerous animal to be kept on a chain, rope or other type of leash outside its kennel or pen unless a person is in physical control of the leash. Such dogs may not be leashed to inanimate objects such as trees, posts, buildings, etc. In addition, all dangerous animals on a leash outside the animal's kennel must be muzzled by a muzzling device sufficient to prevent such animal from biting persons or other animals.
 - (2) *Confinement.* All dangerous animals shall be securely confined indoors or in a securely enclosed and locked pen or kennel when not indoors, except when leashed and muzzled as above provided. Such pen, kennel or structure must have secure sides and a secure top attached to the sides. All structures used to confine dangerous animals must be locked with a key or structure. Such structure must have a secure bottom or floor attached to the sides of the pen or the sides of the pen must be embedded in the ground no less than two feet. All structures erected to house dangerous animals must comply with all zoning and building regulations of the City. All such structures must be adequately lighted and ventilated and kept in a clean and sanitary condition, and must not be the primary enclosure for keeping of the animal. Animal control officers shall have the authority to monitor and inspect the keeping of all dangerous animals.
 - (3) *Confinement indoors.* No dangerous animal may be kept on a porch, patio or in a part of a house or structure that would allow the animal to exit such building on its own volition. In addition, no such animal may be kept in a house or structure when screen doors are the only obstacle preventing the animal from exiting the structure.

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- (4) *Signs.* All owners, keepers or harborers of dangerous animals within the City shall, within ten days of conviction, display in a prominent place on their premises a signs easily readable by the public using the words "Beware of Dog" or "Beware of Dangerous Animal," whichever is applicable.
- (5) *Insurance.* All owners, keepers or harborers of dangerous animals must within ten days of conviction provide proof to the City Clerk of public liability insurance. The policy shall be in a single incident amount of between \$50,000.00 and \$500,000.00 for bodily injury to or death of any person or persons or for damage to property owned by any persons which may result from the ownership, keeping or maintenance of such animal. The amount of insurance required shall be determined by the municipal court judge based upon the severity of the incident(s) where harm was caused as defined in 2-122(a) of this section. This determination shall be based upon evidence provided to the court which may include, but not be limited to, photos of any injuries/damage, letters from treating physicians or veterinarians of injured animals, testimony, written or otherwise, from injured parties or caregivers of injured parties, and testimony from any caregivers or character witness for the animal causing injury. The insurance policy shall name the City of Roeland Park as an additional insured.
- (6) *Identification photographs.* All owners, keepers or harborers of dangerous animals must within ten days of conviction provide to the City Clerk two color photographs of the registered animal clearly showing the color and approximate size of the animal.
- (7) *Microchip.* All owners, keepers or harborers of dangerous animals must within ten days of conviction microchip the animal and provide microchip information to the City Clerk to register the animal as dangerous.
- (8) *Spaying/neutering.* All owners, keepers or harborers of dangerous animals must within ten days of conviction spray or neuter the animal and provide proof of sterilization to the City Clerk.
- (9) *Sale or transfer of ownership prohibited.* Sale—No person shall sell, barter or in any other way dispose of a dangerous animal registered with the City to any person within the City unless the recipient person resides permanently in the same household and on the same premises as the registered owner of such animal; provided that the registered owner of a dangerous animal may sell or otherwise dispose of a registered dog or the offspring or such dog to persons who do not reside within the City.
- (10) *Failure to comply.* It shall be unlawful for the owner, keeper or harborer of an animal deemed by the Municipal Court to be a dangerous animal to fail to comply with the keeping requirements and conditions set forth in this article. Any animal found to be the subject of a violation of this article shall be subject to immediate seizure and impoundment. In addition, each day that the owner, keeper or harborer fails to comply with the provisions of this article shall be deemed a separate offense. Upon conviction, the court shall order the revocation of the license of such animal resulting in the immediate removal of the animal from the City. In addition to the foregoing penalties, any person who violates this article shall pay all expenses, including shelter, food, handling, and veterinary care necessitated by the enforcement of this article.

(Ord. No. 903, § 19, 1-26-2015; Ord. No. 959, § 1, 11-20-2017)

Note(s)—See editor's note at § 2-111.

Sec. 2-123. Vicious Animals.

- (a) It shall be unlawful to keep, possess, or harbor a vicious animal within the city limits. A vicious animal means any animal which has caused great bodily harm, disfigurement, or death to any person.

Commented [JJ5]: This is very difficult, if not impossible, to obtain. Suggest either removing this or just not allowing dangerous dogs to be kept in the City.

- (b) A vicious animal does not include an animal that has caused serious injury to any person while a person was committing a criminal offense. The provisions of this article shall not apply to a police dog being used to assist one or more law enforcement officers acting in an official capacity.
- (c) Upon conviction of keeping a vicious animal, the court shall order that the animal be removed from the City or humanely euthanized.
- (d) Upon conviction of keeping a vicious animal, the Judge of the Municipal Court may order restitution be paid to the victim up to the maximum amount allowed by law.
- (e) The owner of a vicious animal shall pay all costs associated with impoundment, removal, or euthanasia of said animal. The owner shall pay any other associated costs incurred.

(Ord. No. 903, § 20, 1-26-2015)

Note(s)—See editor's note at § 2-111.

Secs. 2-124—2-126. Reserved.

Editor's note(s)—Ord. No. 903, § 25, adopted January 26, 2015, repealed the former §§ 2-124—2-126 in their entirety, which pertained to animal foster homes, animals defecating on property of others and penalty, respectively, and derived from the Code of 2014; Ord. No. 545, § 2; and Ord. No. 857, § 7.

ARTICLE 2. DOGS AND CATS

Sec. 2-201. Registration and Vaccination Required; Fee.

- (a) Every owner of any dog or cat over six months of age shall annually register with the City Clerk ~~his or her~~ their name and address with the name, sex and description of each dog or cat owned and kept within the City. It shall be unlawful for the owner of any newly acquired dog or cat or any dog or cat brought into the City to fail to register such animal within 30 days from acquisition or bringing the dog or cat into the City. It shall be unlawful for the owner of any previously registered dog or cat to fail to maintain current registration of such dog or cat.
- (b) Upon registration, the owner shall present a current, completed certificate of immunization against rabies. No registration shall follow without evidence of this document, and it shall be unlawful for the owner of any dog or cat over six months of age to fail to maintain effective rabies immunization of such dog or cat.
- (c) The owner or harbinger of any dog or cat shall, at the time of registering such dog or cat, present to the City Clerk a certificate from an accredited veterinarian showing that a male dog or cat has been neutered or a female dog or cat has been spayed, if the dog or cat has been neutered or spayed.
- (d) The City Clerk shall collect an annual registration fee for each neutered male dog or cat and for each spayed female dog or cat, and for each unneutered male dog or cat and for each unspayed female dog or cat.
- (e) The registration year shall be on an annual basis. Owners must register their animals within 30 days of obtaining the animal or within 30 days of expiration of the current license, which period shall be determined as follows: For those dogs and cats having a current registration as of March 27, 1996, the registration period shall begin on the date of the most recent registration and shall end one year later; for dogs and cats which do not have a current registration as of March 27, 1996, or which are first registered as of March 27, 1996, the registration period shall begin 30 days from March 27, 1996, or on the date the dog or cat is first owned and kept within the City, whichever occurs later, and shall end one year later. Every owner or harbinger of a

dog or cat who shall fail to register the same within 30 days of the expiration of the registration period shall pay in addition to the registration fee herein provided, a penalty fee for late registration.

(Ord. No. 742, § 2; Code 2012)

Sec. 2-202. Dog or Cat Tags.

It shall be the duty of the City Clerk or designated agent, upon a showing of current rabies immunization and receipt of the registration fee hereinbefore required, to keep a record suitable for the registration of dogs or cats, the time of the registration, the name of the owner or keeper, the number of the registration and the amount paid therefore. The City Clerk shall deliver to the owner or keeper of the dog or cat a certificate in writing, stating that the person has registered the dog or cat and the number by which the dog or cat is registered, and shall also deliver to the owner or keeper of the dog or cat a tag with the registration number and the registration year thereon, which shall be, by the owner or keeper, attached to the collar to be used on the dog or cat so registered. When any tag has become lost during a registration period, the owner of the dog or cat may request a duplicate tag for the remainder of the registration period. When so requested, the City Clerk shall, upon presentation of the registration certificate, issue a duplicate of such tag upon the payment of **\$1.00 fee**. It shall be unlawful for any person to take off or remove the City registration tag from any dog or cat belonging to another, or remove the strap or collar on which the same is fastened.

(Ord. No. 408, § 5; Code 2012)

Sec. 2-203. Same; Counterfeit Tag.

It shall be unlawful for any person to place on any dog or cat a tag issued for any other dog or cat or to make or use any false, forged or counterfeited tag or imitation thereof.

(Code 1986)

Sec. 2-204. Evidence of Vaccination.

It shall be unlawful for the owner of any dog or cat kept within the City to fail to display a current certificate of immunization against rabies issued by an accredited veterinarian evidencing the vaccination of such dog or cat within two years, when requested by the Animal Control Officer or any law enforcement officer.

(Code 1986)

Sec. 2-205. Reserved.

Sec. 2-206. Reserved.

Editor's note(s)—Ord. No. 903, § 25, adopted January 26, 2015, repealed the former § 2-206 in its entirety, which pertained to running-at-large and fine and derived from the Code of 1986.

Sec. 2-207. Impoundment; Record; Notice; Redemption; Minimum Fee.

- (a) Any dog or cat found in violation of the provisions of this article shall be subject to impoundment by the City.
- (b) A record of all dogs and cats impounded shall be kept by the City containing the following information: color, sex, weight, height, identifying marks, registration number (if any) and the date of impoundment.

-
- (c) No dog or cat impounded under this section shall be ~~disposed of~~ [removed from shelter](#) until after expiration of a minimum of three full business days of custody during which the public has clear access to inspect and recover the dog or cat through time periods ordinarily accepted as usual business hours. During such time of custody, the City shall attempt to notify the owner or custodian of any dog or cat impounded by such facility if the owner or custodian is known or reasonably ascertainable. Such dog or cat may at any time be released to the legal owner, moved to a veterinary hospital for treatment or observation, released in any manner, if such dog or cat was a gift to the animal shelter, or euthanized by a licensed veterinarian if it appears to the veterinarian that the dog or cat is diseased or disabled beyond recovery. If within three full business days the owner does not appear to claim the dog or cat, then the dog or cat may be sold, euthanized or otherwise disposed of.
- (d) If at any time before the sale or ~~destruction-euthanasia~~ of any dog or cat impounded under the provisions of this article, the owner of an impounded dog or cat does appear and redeem the dog or cat, it shall be turned over to the person claiming it upon payment of any impoundment fees or penalties plus the actual costs of impoundment, and shall not apply to any dog or cat alleged as being vicious under section 2-123 or suspected of rabies under section 2-115 of this Code.
- (e) The minimum impoundment fee shall be established by the Johnson County Animal Control Commission (NEACC).
- (f) Any dog or cat impounded may not be released without a current rabies vaccination.
- (g) Impoundment hereunder shall not preclude any court from imposing and executing any fine which might otherwise be levied under this article for violation of any of the provisions thereof; nor shall impoundment be a defense in any prosecution commenced hereunder.
- (h) The redemption of any dog or cat impounded for a violation of any provision of this chapter shall be prima facie evidence of the violation of such provision by the person redeeming the dog or cat.

(Code 2014; Ord. No. 903, § 21, 1-26-2015)

Sec. 2-208. Disposition of Unclaimed Dogs.

- (a) If any dog or cat is not redeemed by its owner or harborer within the time allowed for redemption as specified in section 2-207 thereof, the Animal Control Officer, any authorized law enforcement officer, any authorized veterinarian or any duly authorized pound personnel may ~~destroy~~ [humanely euthanize](#) such dog or cat or sell the same for the costs of impoundment and keeping, plus any registration fee due for the current year.
- (b) No dog or cat may be transferred to the permanent custody of a prospective owner unless:
- (1) Such dog or cat has been surgically spayed or neutered before the physical transfer of the dog occurs; or
 - (2) The prospective owner signs an agreement to have the dog or cat spayed or neutered and deposits with the City not less than the lowest nor more than the highest cost of spaying or neutering in the community as determined by the City. Any funds deposited pursuant to such an agreement shall be refunded to such person upon presentation of a written statement signed by a licensed veterinarian that the dog or cat has been spayed or neutered. If such person does not reclaim the deposit within six months after receiving custody of the dog or cat, the City shall keep the deposit and may reclaim the unspayed or unneutered dog or cat.
- (c) Nothing in this section shall be construed to require sterilization of a dog or cat which is being held by the City and which may be claimed by its rightful owner within the holding period established in section 2-207.

(Code 2014)

Sec. 2-209. Confinement of Dogs or Cats in Heat.

Any unspayed female dog or cat in the stage of estrus (heat) shall be confined during such period of time in a house, building or secure enclosure, and the area of enclosure shall be so constructed that no other dog or cat may gain voluntary access to the confined animal except for purposes of planned breeding. Any animal that is in the state of estrus (heat) and that is not properly confined, or any such animal that is creating a neighborhood nuisances, shall be removed to a boarding kennel, to a veterinary hospital or to the animal shelter. All expenses incurred as a result of the confinement shall be paid by the owner. The owner of animals removed to the animal shelter shall be charged at the rate established from time to time by the animal shelter for routine confinement.

(Ord. No. 408, § 10; Code 1986)

~~Sec. 2-210. Muzzling.~~

~~Whenever the Mayor shall deem it necessary for the protection and welfare of the inhabitants of the City, he or she shall issue an order requiring all dogs kept within the City to be effectively muzzled for such length of time as may be specified in the order to prevent them from biting or injuring persons or animals. Such order shall be published in the official newspaper of the City for such period of time as the Mayor may deem necessary.~~

~~(Code 1986)~~

~~Sec. 2-211. Pit Bulls.~~

~~It shall be unlawful for any person to keep or maintain more than one pit bull on any property in the City. This prohibition shall expire on January 1, 2018.~~

~~(Ord. No. 501, § 1; Code 2012; Ord. No. 903, § 22, 1-26-2015)~~

Commented [JJ6]: Recommend deletion.

ARTICLE 3. OTHER ANIMALS

Sec. 2-301. Exotic Animals.

- (a) It shall be unlawful for any person, firm or corporation to keep, maintain or have in ~~his or her~~their possession or under ~~his or her~~their control within the City any poisonous reptile or any other dangerous wild animal or reptile, any vicious or dangerous animal or any other animal or reptile of wild, vicious or dangerous propensities.
- (b) It shall be unlawful for any person to keep, maintain or have in ~~his or her~~their possession or under ~~his or her~~their control within the City any exotic animals, including but not limited to the following:
 - (1) All poisonous animals including rear-fang snakes.
 - (2) Apes: Chimpanzees; gibbons; gorillas, orangutans; and siamangs.
 - (3) Baboons.
 - (4) Badgers.
 - (5) Bears.

(Supp. No. 15, Update 5)

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- (6) Bison.
 - (7) Bobcats.
 - (8) Cheetahs.
 - (9) Crocodilians, 30 inches in length or more.
 - (10) Constrictor snakes, six feet in length or more.
 - (11) Coyotes.
 - (12) Deer; includes all members of the deer family, for example, white-tailed deer, elk, antelope and moose.
 - (13) Elephants.
 - (14) Game cocks and other fighting birds.
 - (15) Hippopotami.
 - (16) Hyenas.
 - (17) Jaguars.
 - (18) Leopards.
 - (19) Lions.
 - (20) Lynxes.
 - (21) Monkeys.
 - (22) Ostriches or emus.
 - (23) Porcupines.
 - (24) Pumas; also known as cougars, mountain lions and panthers.
 - (25) Raccoons.
 - (26) Rhinoceroses.
 - (27) Skunks.
 - (28) Tigers.
 - (29) Wolves.

The prohibitions of this section shall not apply to ear-tipped feral cats.

- (c) The prohibitions of this section shall not apply to bona fide pet shops, zoos, circuses, carnivals, educational institutions, medical institutions or to any citizen when the citizen petitions the Governing Body, if:
 - (1) Their location conforms to the provisions of the zoning ordinance of the City.
 - (2) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors.
 - (3) Animals are maintained in quarters so constructed as to prevent their escape.
- (d) The Judge of the Municipal Court shall have the authority to order any animal deemed vicious confined, ~~destroyed~~ humanely euthanized or removed from the City.

(Ord. No. 857, § 9; Ord. No. 903, § 23, 1-26-2015)

ARTICLE 4. CHICKENS

Sec. 2-401. Registration and Fee.

- (a) Any person who keeps chickens in the City shall obtain a permit from the City prior to acquiring chickens.
- (b) The principal use of the person's property must be a single-family use dwelling or duplex-family dwelling as defined in chapter 16.
- (c) The property must be occupied by the person requesting the permit.
- (d) Every owner of chickens over 16 weeks of age shall annually register with the City Clerk ~~his or her~~their name and address.

(Ord. No. 932, § 1, 5-16-2016)

Sec. 2-402. Renewal of Registration.

- (a) Renewal applications shall be approved by the City Clerk, unless a complaint from a contiguous neighbor has been filed with the City or its representatives. If complaints are received, renewal applications may only be approved by the City Council.
- (b) The City Council may refuse to renew or revoke a permit if, following a public hearing, it finds any of the following:
 - (1) The premises are being maintained in violation of any applicable law of the State of Kansas, or of the City.
 - (2) The premises are being maintained so as to be a public nuisance.
 - (3) The premises are being maintained so as to be detrimental to the health, safety or peace of mind of persons residing in the immediate vicinity.

It shall be the duty of the City Clerk or designated agent, upon receipt of the registration fee hereinbefore required to keep a record suitable for the registration of chickens, the time of the registration, the name of the owner or keeper, the number of the registration and the amount paid therefore.

The City Clerk shall deliver to the owner or keeper of the chickens a certificate in writing, stating that the person has registered the chickens and the number by which the chickens are registered.

(Ord. No. 932, § 2, 5-16-2016)

Sec. 2-403. Same; Number and Type of Chickens Allowed.

- (a) No person or household shall own or harbor more than six chickens of 16 weeks of age or older or more than one clutch (eight) chicks per tract of land regardless of how many dwelling units are on the tract.
- (b) Only female chickens are allowed.

Sec. 2-404. Enclosures.

- (a) Chickens must be kept in a clean, safe and healthy environment.

-
- (b) Chickens must be kept in a coop, run or chicken tractor at all times.
 - (c) All coops shall be inspected and approved by the Building Inspector.
 - (1) The coop must be built with a minimum of 12 square feet per chicken, not to exceed 85 square feet total (minimum two square feet of coop per chicken).
 - (2) The coop shall be enclosed on all sides and shall have a roof and doors. Access doors must be able to be shut and locked. Opening windows and vents must be covered with predator- and bird-proof wire of less than one-inch openings.
 - (3) The coop, run and chicken tractor shall consist of sturdy wire or wooden fencing.
 - (4) The coop, run and chicken tractor shall be designed so as to be easily maintained.
 - (5) The coop, run and chicken tractor shall be constructed with durable materials that will hold up to weather and environment.
 - (6) Used materials (reclaimed material) for enclosures must be approved by the Building Inspector as referenced in the adopted International Residential Code. The use of scrap, waste board, sheet metal, or similar materials is prohibited.
 - (d) Coops, runs and chicken tractors may only be located in the rear yard of the property, as defined in Chapter 16.
 - (e) Coops must be located at least ten feet from the property line and at least 40 feet from any adjacent residential dwelling, church, school or place of business.
 - (f) Chicken runs and chicken tractors must be located at least ten feet from the property line.

Sec. 2-405. Odor and Noise Impact.

- (a) Odors from chickens, chicken manure or other chicken related substances shall not be perceptible at or beyond the property boundaries.
- (b) Perceptible noise from chickens shall not be loud enough at the property boundaries to disturb persons of reasonable sensibilities.

(Ord. No. 857, § 14; Ord. No. 903, § 24, 1-26-2015)

Sec. 2-406. Waste Storage and Removal.

Chicken waste is the responsibility of the owner; no more than three cubic feet of chicken manure can accumulate. The coop and surrounding area must be kept free from trash and accumulated droppings. Composting of manure must following City Code Section 15-105 - Composting.

(Ord. No. 857, § 15)

Sec. 2-407. Feed and Water.

- (a) Chickens shall be provided with access to feed and clean water at all times.
- (b) All feed and other items associated with the keeping of chickens shall be protected from or to prevent rats, mice, or other rodents from gaining access to or coming into contact with the feed.

(Ord. No. 857, § 16)

Sec. 2-408. Predators and Rodents.

The chicken owner shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites. ~~and~~ (Ord. No. 857, § 17)

Sec. 2-409. Non-Commercial Use.

- (a) Chickens are not to be kept for profit.
- (b) Commercial chicken operations are prohibited.

(Ord. No. 857, § 18)

Sec. 2-410. Reserved.

Editor's note(s)—Ord. No. 903, § 25, adopted January 26, 2015, repealed the former § 2-410 in its entirety, which pertained to chickens harmed by dogs or cats, and derived from Ord. No. 857, § 19.

Sec. 2-411. Unlawful Acts.

- (a) No person shall publicly slaughter any chicken.
- (b) It shall be unlawful for any person to keep chickens in violation of any provision of this article.
- (c) It shall be unlawful for any owner, renter or leaseholder of property to allow chickens to be kept on the property in violation of the provisions of this article.

(Ord. No. 857, § 20; Ord. No. 932, § 3, 5-16-2016)

Sec. 2-412. Enforcement.

- (a) Lack of care, illness issues and abuse complaints will be handled through code enforcement, police and protection ordinances.
- (b) Where chickens are found running at large, the City will seek assistance from a person with expertise in catching chickens.

(Ord. No. 857, § 21; Ord. No. 932, § 4, 5-16-2016)

Sec. 2-413. Nuisances.

Any violation of this article that constitutes a health hazard or that interferes with the use or enjoyment of neighboring property is a nuisance and may be abated under the general nuisance abatement provisions of Chapter 8, Article 3.

(Ord. No. 857, § 22)

Item Number: DISCUSSION ITEMS- II.-2.
Committee 3/18/2024
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 3/11/2024
Submitted By: Chief Morris
Committee/Department: Police / Safety
Title: **Discuss Narcan Administration Training and Use by the Police Department (10 min)**
Item Type: Discussion

Recommendation:

To discuss the use of NALOXONE by the police department.

Details:

Narcan (Naloxone) saves lives because it can quickly restore normal breathing to a person whose breathing has slowed or stopped as a result of overdosing on prescription opioid medications, heroin, or drugs that are adulterated and contaminated with an opioid like fentanyl (e.g., cocaine, methamphetamine).

Policy 429 of the Roeland Park Police Policy currently addresses administering Narcan as a medical aid. No change to the policy is needed in order for Police staff to begin administering Narcan.

Attached is literature that provides additional background information on Narcan (Naloxone).

Attached is a legal opinion from the City Attorney indicating that pursuant to K.S.A. 65-16,127 (g) (3) any first responder agency or person that administers, in good faith and reasonable care, an EOA to a person experiencing a suspected opioid overdose shall not be subject to civil liability, criminal prosecution, any disciplinary or other adverse action.

The estimated cost to train and equip police staff with Narcan (Naloxone) is \$2,000. The Police Chief supports adding this capability to the department.

What are the racial equity implications of the objective?

Available to any person who has a risk of death or serious complications because of an opioid

reaction.

How does item benefit Community for all Ages?

Makes a safer community for all person(s) who are at risk of death because of an opioid overdose.

Financial Impact

Amount of Request: \$2,000	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

see attached documents

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Narcan Supporting Literature	Cover Memo
<input type="checkbox"/> Current Police Department Medical Aid Policy- Already Addresses Administering Narcan	Cover Memo
<input type="checkbox"/> Legal Memo Addressing Liability to City	Cover Memo

How and When to Use Naloxone for an Opioid Overdose

Naloxone saves lives because it can quickly restore normal breathing to a person whose breathing has slowed or stopped as a result of overdosing on prescription opioid medications, heroin, or drugs that are adulterated and contaminated with an opioid like fentanyl (e.g., cocaine, methamphetamine).¹



What are the signs of an opioid overdose?

During an overdose, a person's breathing can be dangerously slowed or stopped, causing brain damage or death. It's important to recognize the signs and act fast, even before emergency workers arrive. Signs of an overdose may include:^{2,3}

- Small, constricted "pinpoint pupils"
- Falling asleep or loss of consciousness
- Limp body
- Slow, shallow breathing
- Choking or gurgling sounds



Naloxone (Narcan®) temporarily reverses the effects of overdose from drugs made from opium or opioids, including:¹

- heroin
- morphine
- oxycodone (OxyContin®)
- methadone
- fentanyl
- hydrocodone (Vicodin®)
- codeine
- hydromorphone
- buprenorphine

If you give naloxone to a person who has not taken an opioid medicine, it will not hurt them.¹ To learn about training on how to give naloxone, visit getnaloxonenow.org.



Fact Sheet: Family and Caregivers

Side effects of naloxone

Naloxone can (but does not always) cause withdrawal symptoms, unpleasant physical reactions, when an individual stops using a substance that they depend on. Withdrawal symptoms may be uncomfortable but are not life-threatening.¹

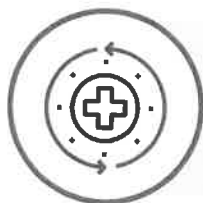
Withdrawal symptoms may include:

- Fever
- Nausea
- Feeling restless or irritable
- Fast heart rate
- Sweating
- Vomiting
- Shaking

What to do if you think someone has overdosed on opioids

1. Call 911 immediately.
2. Give naloxone as quickly as possible, if available. Do not wait for emergency workers to arrive before giving naloxone.
3. Try to keep the person awake and breathing.
4. Lay the person on their side to prevent choking.
5. Stay with the person until emergency workers arrive.
6. Naloxone is a temporary treatment. More than one dose might be needed under some circumstances, especially if an overdose event involves illicitly manufactured fentanyl and fentanyl-related substances.⁴

Remember, naloxone is a safe medicine. By carrying naloxone, you can save a life.⁵ After naloxone is used or if it is expired, make sure to let your clinician or pharmacist know so you can get more.



For more information and resources on naloxone, visit cdc.gov/opioids/naloxone, and for drug overdose prevention, visit cdc.gov/drugoverdose.

¹<https://www.drugabuse.gov/publications/drugfacts/naloxone>

²<https://www.samhsa.gov/medication-assisted-treatment/medications-counseling-related-conditions/opioid-overdose>

³<https://harmreduction.org/issues/overdose-prevention/overview/overdose-basics/recognizing-opioid-overdose/>

⁴<https://store.samhsa.gov/sites/default/files/d7/priv/sma18-4742.pdf>

⁵<https://www.hhs.gov/surgeongeneral/priorities/opioids-and-addiction/naloxone-advisory/index.html>



Naloxone DrugFacts

What is naloxone?

Naloxone is a medicine that rapidly reverses an opioid overdose. It is an opioid antagonist. This means that it attaches to opioid receptors and reverses and blocks the effects of other opioids. Naloxone can quickly restore normal breathing to a person if their breathing has slowed or stopped because of an opioid overdose. But, naloxone has no effect on someone who does not have opioids in their system, and it is not a treatment for opioid use disorder. Examples of opioids include heroin, fentanyl, oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine, and morphine.

What are some signs of an opioid overdose?

- unconsciousness
- very small pupils
- slow or shallow breathing
- vomiting
- an inability to speak
- faint heartbeat
- limp arms and legs
- pale skin
- purple lips and fingernails


How is naloxone given?

Naloxone should be given to any person who shows signs of an opioid overdose or when an overdose is suspected. Naloxone can be given as a nasal spray or it can be

injected into the muscle, under the skin, or into the veins. Steps for responding to an opioid overdose can be found in the Substance Abuse and Mental Health Administration's (SAMHSA) *Opioid Overdose Prevention Toolkit*.

What are the different naloxone delivery systems?

Naloxone comes in two FDA-approved forms: injectable and prepackaged nasal spray. No matter what dosage form you use, it's important to receive training on how and when to use naloxone. You should also read the product instructions and check the expiration date.

- **Injectable** brands of naloxone are offered by different companies listed in the FDA Orange Book under "naloxone" (look for "injectable"). Typically, the proper dose must be drawn up from a vial. Usually, it is injected with a needle into muscle, although it also may be administered into a vein or under the skin. The FDA recently approved Zimhi™, a single-dose, prefilled syringe that can be injected into the muscle or under the skin.
 - *Note: Some people use an improvised nasal spray emergency kit not approved by the FDA that combines injectable naloxone with an attachment designed to deliver naloxone through the nose. However, this improvised intranasal device is not easy to assemble, especially when under pressure in an emergency, and requires training beforehand. Additionally, the FDA-approved naloxone devices have been shown to produce substantially higher blood levels of naloxone than the  improvised nasal spray. These outcomes suggest that the approved prepackaged nasal spray technology is preferable over non-FDA-approved forms.*
- **Prepackaged Nasal Spray (generic naloxone, Narcan®, Kloxxado®)**, developed as a result of NIDA-funded research, is an FDA-approved prefilled, needle-free device that requires no assembly and is sprayed into one nostril while the person lays on their back. This device can also be easier for loved ones and bystanders without formal training to use.



Is there a preferable delivery system?

All systems used by first responders deliver the stated dose of naloxone and can be highly effective in reversing an opioid overdose. Study findings released in March 2019 suggests that the FDA-approved naloxone devices deliver higher blood levels of naloxone than the improvised nasal devices.

Is Narcan® the same as naloxone?

When naloxone was first approved to reverse opioid overdoses, its brand name was "Narcan." There are now other formulations and brand names for naloxone, but many people continue to call all of these products "Narcan." However, the proper generic name is "naloxone."

Can I give naloxone to someone who has overdosed?

Yes. Families with loved ones who struggle with opioid addiction should have naloxone nearby; ask their family member to carry it; and let friends know where it is. People should still call 911 immediately in the event of an overdose.

Naloxone is being used more by police officers, emergency medical technicians, and non-emergency first responders than before. In most states, people who are at risk or who know someone at risk for an opioid overdose can be trained on how to give naloxone. Families can ask their pharmacists or health care provider how to use the devices.

What precautions are needed when giving naloxone?

Naloxone works to reverse opioid overdose in the body for only 30 to 90 minutes. But many opioids remain in the body longer than that. Because of this, it is possible for a person to still experience the effects of an overdose after a dose of naloxone wears off. Also, some opioids are stronger and might require multiple doses of

naloxone. Therefore, one of the most important steps to take is to call 911 so the individual can receive immediate medical attention. NIDA is supporting research for stronger formulations for use with potent opioids like fentanyl.

People who are given naloxone should be observed constantly until emergency care arrives. They should be monitored for another 2 hours after the last dose of naloxone is given to make sure breathing does not slow or stop.

People with physical dependence on opioids may have withdrawal symptoms within minutes after they are given naloxone. Withdrawal symptoms might include headaches, changes in blood pressure, rapid heart rate, sweating, nausea, vomiting, and tremors. While this is uncomfortable, it is usually not life threatening. The risk of death for someone overdosing on opioids is worse than the risk of having a bad reaction to naloxone. Clinicians in emergency room settings are being trained to offer patients immediate relief and referral to treatment for opioid use disorder with effective medications after an opioid overdose is reversed. NIDA offers tools for emergency clinicians [here](#).

Side effects from naloxone are rare, but people might have allergic reactions to the medicine. Overall, naloxone is a safe medicine. But it only reverses an overdose in people with opioids in their systems and will not reverse overdoses

Tolerance vs. Dependence vs. Addiction

Long-term use of prescription opioids, even as prescribed by a doctor, can cause some people to develop a **tolerance**, which means that they need higher and/or more frequent doses of the drug to get the desired effects.

Drug **dependence** occurs with repeated use, causing the neurons to adapt so they only function normally in the presence of the drug. The absence of the drug causes several physiological reactions, ranging from mild in the case of caffeine, to potentially life-threatening, such as with heroin. Some chronic pain patients are dependent on opioids and require medical support to stop taking the drug.

Drug **addiction** is a chronic disease characterized by compulsive, or uncontrollable, drug seeking and use despite harmful consequences and long-lasting changes in the brain. The

from other drugs like cocaine or methamphetamine.

changes can result in harmful behaviors by those who misuse drugs, whether prescription or illicit drugs.

How much does naloxone cost?

The cost varies depending on where you get the naloxone, how you get it, and what type you get. Patients with insurance should check with their insurance company to see if this medicine is covered. Patients without insurance can check the retail costs at their local pharmacies. Some drug companies have cost assistance programs for patients unable to pay for it.

Where can I get naloxone?

Many pharmacies carry naloxone. In some states, you can get naloxone from a pharmacist even if your doctor did not write you a prescription for it. It is also possible to get naloxone from community-based distribution programs, local public health groups, or local health departments, free of charge.

Co-Prescribing Naloxone with Prescription Opioids

Research indicates that clinicians prescribing naloxone along with prescription opioids may reduce the risk of opioid-related emergency room visits and prescription opioid-involved overdose deaths. The U.S. Centers for Disease Control and Prevention recommends co-prescription of naloxone for some patients who take opioids. This recommendation was first outlined in the [2016 CDC Guideline for Prescribing Opioids for Chronic Pain](#) and is still present in the [updated 2022 CDC Clinical Practice Guideline for Prescribing Opioids for Pain](#).

Points to remember

- Naloxone is a medicine that rapidly reverses an opioid overdose. It attaches to opioid receptors and reverses and blocks the effects of other opioids.
- Naloxone is a safe medicine. It only reverses overdoses in people with opioids in their systems.
- There are two FDA-approved formulations of naloxone: injectable and prepackaged nasal spray.
- Police officers, emergency medical technicians, and first responders are trained on how to give naloxone.
- In some states, friends and family members can be trained on how to give naloxone.
- Naloxone only works in the body for 30 to 90 minutes. It is possible for a person to still experience the effects of an overdose after naloxone wears off or need multiple doses if a potent opioid is in a person's system.
- In some areas, you can get naloxone from pharmacies with or without a personal prescription from community-based distribution programs, or local health departments. The cost varies depending on where and how you get it as well as what type you get.

Learn more

For more information about naloxone and opioid use disorder, visit:

- [NIDA's Opioids webpage](#)
-  [NIDA's Naloxone for Opioid Overdose: Life-Saving Science Policy Brief](#)

updated on January 2022

Tell us your Naloxone Success Stories (<https://www.dccca.org/naloxone-success-stories/>)

Training on naloxone administration is available at no cost to you or your organization.

Kansas Naloxone Program - Training Opportunities



Click on the buttons below to register or request the training that works best for you.

Attend a

**Request a
Free Group
Training for**

**Attend a
First**

.ccca.org

Kansas Naloxone Program

DCCA is providing free naloxone (Narcan) nasal spray, fentanyl test strips and training to community organizations and any Kansas resident. DCCA is funded for this project by the Kansas Department of Aging and Disability Services (KDADS) through the State Opioid Response (SOR) grant initiative from the Substance Abuse and Mental Health Services Administration (SAMHSA) and Healthy Blue of Kansas.

*This program offers free Naloxone/Narcan contingent upon continued Federal, State & Local funding and available supply**

Naloxone is an opioid overdose reversal drug that counteracts the life-threatening effects of an opioid overdose. Naloxone is available to any resident or organization in Kansas upon request.



Healthy Blue

Request Naloxone Kit and Fentanyl Test Strips

(<https://www.dccca.org/naloxone-kit-request-form/>)

First Responder Naloxone Request (<https://www.dccca.org/first-responders-naloxone-request/>)

MENU For more information or if you have questions please contact naloxone@dccca.org (<mailto:naloxone@dccca.org>).

For **Oklahoma residents** interested in naloxone access and/or training, please contact Monica Townsend at mtownsdin@dccca.org (<mailto:mtownsdin@dccca.org>) or 1.405.548.5062

Headquarters

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DCCCA provides social and community services that improve the safety, health, and well-being of those we serve.

Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Roeland Park Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex, and age, if known.
 - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

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Members should not direct EMS personnel regarding whether to transport the person for treatment.

429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision, and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an involuntary commitment or emergency admission in accordance with the Involuntary Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment, or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

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If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

429.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.8 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or delays will affect the EMS response.

The Patrol Supervisor should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

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Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

429.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after the member has passed a written and skills examination.

429.9.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Dispatch as soon as possible and request response by EMS.

429.9.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

429.9.3 AED TRAINING AND MAINTENANCE

The Training Sergeant should ensure appropriate training is provided to members authorized to use an AED (K.S.A. § 65-6149a).

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

429.10 ADMINISTRATION OF EMERGENCY OPIOID ANTAGONIST MEDICATION

Members may administer emergency opioid antagonist medication in accordance with protocol specified by the physician medical director who prescribed or the licensed pharmacist who dispensed the medication for use by the member (K.S.A. § 65-16,127; K.A.R. 68-7-23).

429.10.1 EMERGENCY OPIOID ANTAGONIST MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer emergency opioid antagonist medication, such as naloxone, should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning

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of their shifts to ensure that the equipment is serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers an emergency opioid antagonist should contact Dispatch as soon as possible and request response by EMS. The member shall provide any information related to the administration of the opioid antagonist to the responding EMS personnel or treating physician (K.A.R. 68-7-23).

429.10.2 NOTIFICATION

Notification to the department physician medical director shall be made within 24 hours of administration of an opioid overdose medication (K.A.R. 68-7-23).

429.10.3 EMERGENCY OPIOID ANTAGONIST MEDICATION REPORTING

Any member administering an emergency opioid antagonist should detail its use in an appropriate report.

429.10.4 EMERGENCY OPIOID ANTAGONIST MEDICATION TRAINING

The Training Sergeant should ensure training is provided to members authorized to administer emergency opioid antagonist medication. The training shall include, at minimum, the following (K.S.A. § 65-16,127; K.A.R. 68-7-23):

- (a) Techniques to recognize signs of an opioid overdose
- (b) Standards and procedures to store and administer an emergency opioid antagonist
- (c) Emergency follow-up procedures, including the requirement to summon EMS either immediately before or immediately after administering an emergency opioid antagonist
- (d) Inventory requirements and reporting the administration of an emergency opioid antagonist to a healthcare provider
- (e) Proper disposal of emergency opioid antagonist

The Training Sergeant shall coordinate the training with the prescribing physician medical director or the licensed pharmacist who dispensed the medication. The physician medical director or pharmacist shall also be utilized to coordinate agency activities with EMS and medical directors for quality assurance (K.S.A. § 65-16,127).

429.11 ADMINISTRATION OF EPINEPHRINE

Members may administer epinephrine in accordance with protocol specified by the physician who prescribed the medication for use by the member.

429.11.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not

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expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Sergeant.

Any member who administers epinephrine should contact Dispatch as soon as possible and request response by EMS.

429.11.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

429.11.3 EPINEPHRINE TRAINING

The Training Sergeant should ensure that training is provided to members authorized to administer epinephrine.

429.12 FIRST AID TRAINING

Subject to available resources, the Training Sergeant should ensure officers receive periodic first aid training appropriate for their position.

Memorandum

To: Keith Moody, Jennifer Jones-Lacy
From: Alex Felzien and Steve Mauer
Date: 3/11/2024
Re: Naloxone

We were asked to research any liability issues regarding Roeland Park law enforcement officers administering Emergency Opioids Antagonists (“EOAs”).

Pursuant to K.S.A. 65-16,127 (g)(3) any first responder agency or person that administers, in good faith and reasonable care, an EOA to a person experiencing a suspected opioid overdose shall not be subject to civil liability, criminal prosecution, any disciplinary or other adverse action.

There are no liability issues related to Roeland Park officers using EOAs, including Narcan. Additionally, and as identified by Councilmember Hage, EOAs are qualified expenses for the opioid funds the City receives from the Kansas Attorney General.

Item Number: DISCUSSION ITEMS- II.-3.
Committee 3/18/2024
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 3/14/2024
Submitted By: Keith Moody
Committee/Department: Admin.
Title: **Review and Preliminary Approval of 2025 Objectives - 15 min**
Item Type: Discussion

Recommendation:

Staff recommends Council provide preliminary approval of the 2025 Objectives they support. Preliminary approval provides direction to staff to reflect the cost estimate for each Objective in the appropriate budget line item.

Details:

Attached is a DRAFT Goals and Objectives document for 2025. The Objectives have been placed under the most appropriate goal. This review is your opportunity to ask for clarification on objectives as well as to gain understanding of how an Objective will further our goals and impact diversity and inclusion. **If you do not find that the Objective is in line with our goals or do not believe it should be a priority for 2025 this is the time that you should express yourself.**

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

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

What are the racial equity implications of the objective?

The supporting documentation for each objective specifically contains responses to questions concerning how it impacts equity and inclusion. This has been incorporated to ensure we are looking at each objective through an equity and inclusion lens.

How does item benefit Community for all Ages?

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

Financial Impact

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

ATTACHMENTS:

Description	Type
 2025 Objectives DRAFT	Cover Memo

Behavioral Values Organizational Goals & Fiscal Year 2025 Objectives

Behavioral Values: In the spring of 2023 the Governing Body and Department Directors developed Behavioral Values for the organization during a series of workshops facilitated by the KU Public Management Center. This effort was intended to strengthen the working relationships within the Governing Body as well as between the Governing Body and Staff. The Behavioral Values guide the organization as we examine how to bridge the gap between what is politically acceptable (what we want to do) and what is operationally sustainable (can we do it).

Value	Definition
Committed to Continuous Learning	We learn new skills, gain knowledge, listen, and seek to understand so as to be proactive and innovative in our leadership and decision making.
Sense of Humor	Remaining keenly aware of the context and approach, we use humor as a tool to create social connections and build relationships.
Respect	We hold all people and groups in high regard, treating them with kindness while creating an environment where they feel seen and heard.
Integrity	We are honest and uphold the highest ethical standards.
Inclusive	We welcome, represent, empower, and engage all people and groups through a focus on equity and fairness without favor or bias.
Transparency	We share information openly to create shared understanding and clarity and confidence in community governance.

Organizational Goals and Current Year Objectives: The broadly defined Organizational Goals are consistent areas of focus for organization improvements. These are reviewed and updated at the start of each budget cycle to ensure each remains relevant prior to staff and the elected officials focusing on specific Objectives (priorities) for the next budget year. The Objectives are specific initiatives intended to further the City's Goals and support our Values.

A. Advance Diversity, Equity, and Inclusion – within the community through intentional policy and procedures.

Objectives:

1. Plan for 75th Anniversary Events for 2026

Justification: Roeland Park will be celebrating its 75th year of incorporation on 7/2/2026. An inclusionary planning process should start early for this commemorate milestone to allow ample time for events scheduling and budget development. An Ad Hoc 75th Anniversary Committee made up of the Engagement Committee, residents, elected officials and staff would be an appropriate team to complete this objective. The planning effort should not require any funding; however, a key responsibility of the committee would be to develop a budget for planned anniversary events to be presented for inclusion in the 2026 budget.

Cost Estimate: \$0 **Account**

Completion Date: 7/1/25

Responsible Party: Ad Hoc 75th Anniversary Committee (to be appointed)

Submitted By: Council Person Hage

What are the racial equity implications of this objective?

- What is the intended outcome of this item? The intent is to celebrate Roeland Park's 75 years of evolution and success, raising awareness of our history with old and new residents alike and building a stronger connection among our residents. The events also make memories for future generations to look back upon.
- Does this item benefit all racial groups? The events will be designed to encourage participation by all racial groups.
- Does this item leave out any racial groups? No.
- What (if any) social determinants of health are impacted by this item? The social aspect of the events is intended to enhance mental health.
- What (if any) are the unintended economic and environmental impacts of this item? None identified.
- How has the impacted community been involved? The impacted community will make up the Ad Hoc 75th Anniversary Committee, they will be at the core of planning for the events.
- How will the program be communicated to all stakeholders? The City will solicit interested committee volunteers through our normal communications channels.

B. Prioritize Communication and Engagement with the Community

–by expanding opportunities to inform and engage residents in an open and participatory manner.

Objectives:

1. Complete a Strategic Planning Process

Justification: Roeland Park completed a community lead Strategic Planning Process in 2015. The strategic initiatives included in that plan have guided the City during the past decade to 170 initiatives totaling more than \$27 million of investment in the community. Our community has seen significant change during this period, completing a follow up strategic planning process in 2025 would be timely. These citizen lead planning initiatives demand significant coordination effect in addition to requiring expertise in the areas of engagement, facilitation, and community planning. The cost estimate below contemplates employing a consulting firm with successful experience in leading such initiatives. The deadline anticipates the process commencing at the beginning of 2025 and continuing throughout the entire year, with completion by year end.

Cost Estimate: \$60,000 **Account 5209-101 Professional Services**

Completion Date: 12/31/25

Responsible Party: City Administrator

Submitted By: Keith Moody

What are the racial equity implications of this objective? The strategic planning process is intended to engage every resident of the community. Designed with accessibility for all, employing multiple methods of engagement ensuring each voice is heard and no population segment marginalized.

2. Create a Public Art Master Plan for Roeland Park

Justification: Roeland Park has long pursued a policy of beautifying our city with quality public art. It has become incorporated into our city's branding. The process of selecting and placing art has historically been done on a case-by-case basis on the advice of the Arts Advisory Committee. Previously, availability of funding dictated the timing and placement of art.

Now that the city has allocated an annual budget for art it is prudent to adequately plan for locating future public art as well as assessing the type of artwork that works best in each location. It will also provide opportunities to take stock of existing public art and determine if current locations should be reconsidered.

A public art masterplan would create a framework and roadmap for the arts in Roeland Park well into the future. Some examples of public art master plans that other communities have published include [Leawood](#) and [Overland Park](#) locally. There are also many small towns that have created public art master plans such as [Truckee, California](#) and [McCall](#).

[Idaho](#). We envision our master planning process to take place throughout 2025 and include an assessment of the current collection and program, public engagement, establishment of a vision and goals, and a future location guide with recommended styles. A consultant will be engaged to facilitate the process and develop the plan.

Cost Estimate: \$30,000 **Account 5217-101** The Art Committee will allocate \$20k of the \$25k annual art budget toward this objective, leaving an additional \$10,000 request to be added for this objective.

Completion Date: 12/31/25

Responsible Party: Arts Advisory Committee

Submitted By: Arts Advisory Committee

What are the racial equity implications of this objective?

- What is the intended outcome of this item? *The intended outcome is to provide a vision and course of action for transparency in our policies, selection criteria and long-term goals. This will include potential locations for multiple placements of public art in a cohesive and complementary plan within the city over a period of time.*
- Does this item benefit all racial groups? *Yes*
- Does this item leave out any racial groups? *No*
- What (if any) social determinants of health are impacted by this item? *The appreciation of art has shown to be beneficial to overall mental health and wellness.*
- What (if any) are the unintended economic and environmental impacts of this item? *Placement of art in public spaces may require removal of trees/plantings and additional landscaping that should weigh environmental impacts and neighborhood aesthetics.*
- How has the impacted community been involved? *They have been given access to information about public art creating an opportunity to educate, explore, and discover what our community has to offer.*
- How will the program be communicated to all stakeholders? *The City will use all means of communication-newsletter, website and social media to relay the information to all stakeholders.*

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

Objectives:

1. Improve and Expand Nall Park Mountain Bike Trail

Justification: The existing Nall Park single track mountain bike and hiking trail is widely used by residents of Roeland Park and enthusiasts throughout the metro. The steep grade and compact nature of the existing trail makes it unique among local trails. It was constructed in 2017 and has been maintained by volunteers coordinated by the trail steward.

Portions of the trail have degraded making it more challenging to navigate and access the lower portion of the trail. There are also fallen trees and some remaining invasive species that should be removed.

The intent is preventing further degradation of the trail, remove fallen and standing dead trees and other hazards. Working with Urban Trail Co and the trail steward existing obstacles will be improved and an expanded trail to the north will be added with secondary access to lower trail areas and new smaller features suited to a wide range of skill levels.

The design of the trail would be coordinated by UTC, the Nall Park Trail Steward and JCPRD and coordinated with the Parks Committee and the Nall Park Masterplan. JCPRD is expanding their funding and involvement with building and maintaining regional bike trails to create a consistent quality of trails and signage. As part of the goal, they could potentially take on the maintenance and upgrades to the trail in the future. We would have their knowledge and expertise in this phase and in the future could hand over some portion of the future cost. The majority of initial work would be completed with volunteer labor coordinated by UTC and the trail steward. Some large tree removal and earth moving would require expertise and heavy equipment. A budget of \$15k would allow for rental of equipment/operators and bringing in additional dirt for obstacles, new signage, and related expenses.

Cost Estimate: \$15,000 **Account 5472-300**

Completion Date: 10/31/25, working with volunteer labor means that the schedule is difficult to determine. Walk-through and planning with UTC would begin in the fall of 2024 with the intent to complete work during the summer of 2025. Effort will be made for portions of the trail to remain open during construction.

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

Submitted By: Council Person Lero

What are the racial equity implications of this objective? These upgrades would benefit all racial groups by expanding the trail to allow for a wider skill level. A less aggressive trail is easier to ride with a broader range/cost of bikes making it more accessible. The trail maintenance and expansion work would be done by volunteer labor and is broadly advertised in the greater mountain bike community and is racially and economically diverse. Creating a trail that is more accessible has direct health benefits for users of the trail and an indirect benefit by increasing awareness of Nall Park and its current walking paths and playgrounds. More users of the trail and park gets more people in the park and eyes on the trails and helps to reduce crime.

2. Add Covered Benches at Bus Stops in Roeland Park

Justification:

This is meant to help our residents who utilize public transit to get from their home to work, school, shopping, etc. This is needed for a city that is striving to be more friendly to those without their cars, particularly during inclement weather. 8 covered benches are proposed for the bus stops along Roe Boulevard near the 48th and 51st intersections on the east and west side of the street as well as adjacent to Sunflower Medical Center, adjacent to St. Lukes Hospital on Johnson Drive and two final locations on 48th at Roe Parkway. A unique concept to be considered is employing covered benches made of retired wind turbine blades by [Canvus](#). These uniquely designed elements would complement Roeland Park's public art and contribute to the city's commitment to reuse and recycling with a nod to our carbon emissions reduction efforts. Pictures below are examples of covered benches by Canvus.



Cost Estimate: \$50,000 **Account 5455-370** Paid for with TIF1 and TIF3 funds.

Completion Date: 9/31/25

Responsible Party: Public Works Director and Johnson County Transit

Submitted By: Council Person Dickens

What are the racial equity implications of this objective? Our public transit is utilized by all walks of life, but we know that studies show that communities of color are often in the lower income categories and therefore, may rely more heavily on public transit.

D. Keep Our Community Safe & Secure – for all residents, businesses, and visitors.

Objectives:

1. Establish a Standardized Reporting System for Police Department Activities through LEFTA Law Enforcement Software

Justification:

The Roeland Park Police Department has several different categories of reporting items that are assigned to different members of the

department. The desired goal is to compile reports and documentation faster with more reliability and establish one central reporting system for the department by use of the LEFTA law enforcement software applications. This software can track and utilize the most modern approach of organization of police operations and reporting that include several topics: Fleet Management, Vehicle Pursuits, Employee Complaints and Compliments, Stop Data and Bias Enforcement, Internal affairs, Recruiting and Background, Academy and Training, Equipment and Purchases, Use of Force, and any additional topics to meet the needs of the department or community.

Cost Estimate: \$5,720 year one costs **Account 5266-102**. Subsequent annual subscription fee is \$3,720 currently.

Completion Date: 2/28/25

Responsible Party: Cory Honas

Submitted By: Chief John Morris

What are the racial equity implications of this objective? This objective will establish reports of all police operations that can be shared with the community as determined by administrative policy. Transparency creates a more positive image of the community policing philosophy and keeps a checks and balance system of all police operations. Less time preparing operational reports provides more opportunities for staff to dedicate themselves to specific crime prevention methods thus creating a safer community for all citizens.

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

Objectives:

1. Add a Full Time Management Analyst Position

Justification: The City has always operated with a slim staff. We manage a lot of work out of the administrative office with the staff we have. With Administration and Neighborhood Services, we have six staff members. This includes the City Administrator, Assistant City Administrator/Finance Director, City Clerk, Building Inspector, Code Enforcement Officer and two half-time Administrative Assistants. We have had six staff members since 1999, when the City made the Building Inspector a full-time position. Apart from period vacancies, we have maintained 6 FTEs. Roeland Park consistently has among the lowest staffing levels in Johnson County at 5.8 staff members per 1,000 residents. The cities with fewer staff per thousand are Mission Hills, Shawnee, and Fairway (Mission Hills does not have its own Police Department).

At the same time, the workload and demands on administrative staff have increased substantially. Including, but not limited to the following.

- We have added six standing citizen committees that require staffing and coordination (Parks & Trees, 2001, Arts – 2002, Sustainability – 2007, Community Events – 2013/Engagement – 2019, Aquatic Center Advisory – 2019, DEI – 2021)
- We have added seven public assistance grant programs that are managed by administrative staff.
- We have substantially increased the data included in our annual budget and have submitted award-winning budgets for the past five years.
- We manage a full-service website in-house.
- We create a full color print newsletter six times/year in-house.
- We have taken on city-wide glass recycling, installed solar panels, and are embarking on a bike share program with Mission, all of which are managed by administrative staff.
- We started the RP Community Foundation and managed those accounts.
- We started Project RISE
- We staff and manage numerous ad hoc projects and council requests as they arise.

While these additional responsibilities have enhanced city services and brought value to residents, they have also increased the workload on the existing staff in a significant way. We recently gave up our municipal intern position to benefit Public Works. While this position was helpful, it was not ideal as the regular turnover contributed recurring training.

The expansion of services enhanced public engagement, increased communication, and education efforts as well as more frequent and more complicated public infrastructure projects all contribute to the need for additional administrative man hours. The amount of time dedicated to exempt staff has continued to increase in order to accommodate the demand. Creating a new, full-time, entry-level management analyst position to provide relief to existing staff, and help administration better manage responsibilities. In addition, this position can bring enhancement to existing services and bolster what's provided to the public. This would not be a position that would be exclusive to the Administration Department. The individual could help in all areas of the City including Parks & Recreation, Public Works, and Police. This person could help with analysis and presentation of data, process improvement, and analysis of best practices. The primary duties of this position would include:

Finance/Budget:

- Manage Accounts Payable
- Assist with the Budget – conduct research on historical expenditures and revenues, review best practices, ensure contracts are captured

within the scope of the budget and help with review and document creation.

- Assist with the annual audit.
- Review data for the Aquatic Facility, ensure information is correct in CivicRec, help staff at the pool with financial questions, reconciliation, and daily deposits to ensure accuracy.

Committee Work

- Be the primary staff person for the Community Foundation and manage the accounts.
- Be primary staff for the Sustainability and/or DEI Committees
- Provide support to all committees, providing research, helping with RFPs responding to inquiries and needs, assisting with budgetary requests, etc.

Research and data analysis:

- Gather data for the Cost-of-Living Analysis;
- Gather data on programming from comparable cities and provide best practices on various city initiatives and Council requests;
- Conduct various surveys as requested by Council and City Administration;
- Collect data on solar usage and track metrics to ensure performance;
- Coordinate and report on quarterly updates to budget objectives, strategic plan, and other plans as assigned;
- Engage in process improvement reviews of city activities and make recommendations to management for such improvements.

Special Project Management:

- Manage council requests, prepare staff reports and present to council as needed.
- Assist with processing new hires for the pool.
- Help coordinate, manage, and promote special events for the City.
- Aid Department Heads on an as needed basis for special projects as they arise.
- Assists with writing articles for and layout of the Roeland Parker
- Manage the website, ensure it regularly reflects up-to-date and accurate information, work on making as many functions available online as possible.

The employee would report to the Assistant City Administrator who would be responsible for hiring and training the individual and ensuring work is completed in a timely and efficient manner. This position would be classified at a Level 13 on the pay scale, which is the same as a Police Officer. It would require a bachelor's degree with at least one-two years of experience or a master's degree (preferred) in Public Administration or a related field.

Cost Estimate:

\$105,000 in 2025 (\$65k - 5101.105 – Salary; \$40k – various benefits accounts in Dept. 107)

Completion Date: Hire by 3/31/25

Responsible Party: Assistant City Administrator

Submitted By: Jennifer Jones-Lacy, Assistant City Administrator; Kelley Nielsen, City Clerk

What are the racial equity implications of this objective?

- What is the intended outcome of this item? To better serve the residents and council by way of providing additional staff support to communicate with residents, provide needed data and analysis, support our citizen committees, and support all departments in the work they do. Also intended to ease the load on existing staff.
- Does this item benefit all racial groups? That is the intent. Due to the sheer volume of responsibilities Administrative staff have, this position will help us address matters more timely and effectively.
- Does this item leave out any racial groups? No
- What (if any) social determinants of health are impacted by this item? Enhanced mental health by reducing overwhelm for existing staff and improving a sense of well-being at work.
- What (if any) are the unintended economic and environmental impacts of this item?
N/A
- How has the impacted community been involved? Have consulted with existing Admin staff on how to improve workload.
- How will the program be communicated to all stakeholders? Staff will work to identify diverse candidates for this position by advertising at local universities and through publications that reach a diverse audience. Hiring an additional staff member means we can better serve our community by providing more manpower to the work we do.

F. Cultivate a Rewarding Work Environment – where creativity, efficiency, productivity, and work-life balance are continuous pursuits.

Objectives:

1. Create an Employee Engagement Committee

Justification:

As a small tight-knit community, Roeland Park is special. Our residents have come to expect a high level of service and our staff delivers on that expectation daily. This is reflected in our Leading the Way award given by ETC and the regular praise we receive on social media for the high-quality service and protection provided to the community. One way to retain our high-quality staff and recruit additional quality employees is to build a sense of culture for our organization as one that values and cares for our employees in an intentional way.

According to Leigh Branham, author of The 7 Hidden Reasons

Employees Leave, the number one reason people leave an employer is that they do not feel valued and recognized. He goes on to say that it's mostly about informal recognition and respect, rather than being formally recognized. An employee engagement committee is one way we can make employees feel valued and respected. This committee would consist of one or two staff members from each department. Most committee members would not be department heads, ensuring grass-roots engagement by all staff that builds vesting on our organizational culture. We can ask for volunteers to participate on the committee with membership rotating periodically.

The goals of the committee will be as follows:

1. **Plan regular social activities for City of Roeland Park staff.** This can include, but is not limited to group lunches, social outings outside of work (such as the pool party), the annual Holiday party, etc. This would include scheduling food and activities, communicating with staff, scheduling dates, etc.
2. **Organize group volunteer activities.** This can be a couple times/year where we get together to serve our community in some way.
3. **Consider ways to encourage engagement by staff.**

These goals may expand or adjust in the future, but it's a good starting point for this committee. These activities will help show city staff that they are valued and that their contributions are appreciated by city administration and the community. It will also bring folks together from different departments, allowing more cooperative work and exposure to what others do in different parts of the city.

Cost Estimate: \$7,500 **Account** 5267.101 – Employee Related Expenses

Completion Date: 4/30/24

Responsible Party: Assistant City Administrator

Submitted By: Jennifer Jones-Lacy

What are the racial equity implications of this objective?

- What is the intended outcome of this item? The intended outcome is to engage all employees. We hope to do an employee survey to determine what activities and benefits staff would enjoy and what would appeal to staff from all backgrounds.
- Does this item benefit all racial groups? We hope that it does and hope to include staff members from all departments and backgrounds.
- Does this item leave out any racial groups? No, we strive to be inclusive.
- What (if any) social determinants of health are impacted by this item? A greater sense of connection among co-workers which is key to psychological safety and mental health.
- What (if any) are the unintended economic and environmental impacts of this item? N/A
- How has the impacted community been involved? We will involve all staff and request volunteers to participate.

- How will the program be communicated to all stakeholders? We intend to do a presentation to staff to share the details and gain interest.

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

Objectives:

1.

Justification:

Cost Estimate: \$ **Account**

Completion Date:

Responsible Party:

Submitted By:

What are the racial equity implications of this objective?

H. Work to Implement Strategic Goals – as outlined in the Strategic Plan, Comprehensive Plan, Planning Sustainable Places Study, and other planning documents adopted by Council.

Objectives:

1. Hire a Consultant to Complete an Assessment of Current Carbon Emissions for City Facilities and Develop a Plan to Implement the Regional Climate Action Plan at the City Level

Justification: The City adopted the Regional Climate Action Plan via Resolution 690 on July 6, 2021. That plan aims to reach an ambitious goal of net zero emissions by 2050. The plan places a special emphasis on local government operations, with a plan to reach net zero by 2030 for City/County operations. To get there, we will need the help of experts. The first step is to complete a carbon emissions inventory to determine our baseline. The City of Roeland Park has already implemented improvements at our public buildings to reduce carbon emissions including high efficiency HVAC systems, energy efficient lighting, improved insulation and roofing systems, water conserving fixtures, installing solar panels on city facilities, using hybrid and electric vehicles, expanding our electric charging station infrastructure in partnership with Johnson County, and entering into a cooperative grant

with the City of Mission and Bike KC for electric bicycles. This assessment will show us our largest source of emissions and will provide a plan to achieve significant emissions reductions going forward, with a goal of net zero, by 2030.

Staff have reached out to two consultants who specialize in this type of work to get an idea of the cost of this project. If approved, we would issue an RFQ for this service to select a consultant. The Sustainability Committee will lead this process and be integrally involved in the review and implementation of this process, along with the Assistant City Administrator.

Cost Estimate: \$45,000 **Account 5209-101 Professional Services, General Overhead**

Completion Date: 12/31/25

Responsible Party: Sustainability Committee, Assistant City Administrator

Submitted By: Sustainability Committee

What are the racial equity implications of this objective? One of the primary pillars of the Climate Action Plan is environmental justice and equity in implementation. To be successful, the improvements need to benefit the entire population. Working to reduce carbon emissions helps some of our more vulnerable populations, including children, who experience asthma and other breathing difficulties. Also, building resiliency, which is part of our focus, will help all Roeland Parkers in the future live safe and healthy lives and be prepared in the event of a climate emergency to withstand the impacts.

A Guide for Racial Equity Impact Questions: the guide below is provided as an aid to help develop answers to the broad question of “what are the racial equity implications of this objective”. 2024 marks the implementation of a racial equity lens as a supporting data component for Objectives.

- What is the intended outcome of this item?
- Does this item benefit all racial groups?
- Does this item leave out any racial groups?
- 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?

Social determinants of health are the conditions in the environment where people are born, live, learn, work, play, worship, and age that affect a wide range of health and quality-of-life outcomes. Several social determinants of health that are particularly relevant to municipal government are: crime prevention and criminal justice, safe and healthy living conditions, connectivity of neighborhoods, and access to recreation opportunities.

Item Number: DISCUSSION ITEMS- II.-4.
Committee 3/18/2024
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 3/18/2024
Submitted By: Jennifer Jones-Lacy, Assistant City Administrator/Finance Director
Committee/Department: Admin
Title: **Review Budget Engagement Software (10 min)**
Item Type: Discussion

Recommendation:

Review the Balancing Act Software to fulfill the budget objective to create more resident participation in the budget process and more transparency.

Details:

The 2024 Budget Objective was to "enhance community engagement in the annual budget process, starting with the 2025 Budget." Specifically mentioned in the objective (copied below) was to engage Balancing Act to provide a budget simulator that residents can actively participate in as well as a taxpayer receipt for those interested. Below is a summary of the tools we intend to purchase.

- **Budget Simulation:** provides a way for government to frame tough financial tradeoffs and puts residents in the shoes of decision makers. It offers several different ways to interact with the budget items and produces detailed, visual reports. Budget simulations have been adapted to be used with plans for housing, climate action, transit, parking and more.
- **Prioritize:** is a simple, visual way to present projects and costs. Government sets an overall budget and users select projects up to the specified amount, and rank order them. The report provides weighted and unweighted results and can identify top projects based on a variety of voting techniques. This tool is well suited for a specific funding source such as budget surpluses or capital projects.
- **Taxpayer Receipt:** produces for residents an estimate of taxes paid and how they are utilized, illustrating the value received from government.

Included is Meeting Mode (where you can get feedback in real time from your constituents), detailed back-end Analytics and unlimited technical assistance.

Lawrence recently embarked in a new simulation where they are starting with a deficit and are inviting participants to make decisions on cutting the budget or increasing revenue.

Attached is the cost estimate for all three tools and an implementation plan outline for the City of Roeland Park. We intend to get started with this as soon as possible. I will note that staff time is limited to getting this implemented so we will do our best to have it ready for the 2025 budget.

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

Financial Impact

Amount of Request: \$6,960 annually + \$5,000+ for consulting/custom budget simulations	
Budgeted Item?	Budgeted Amount: \$15,000 for this objective, \$10k for software
Line Item Code/Description: 5253.101 - Public Relations	

Additional Information

1. Enhance Community Engagement in the Annual Budget Process, Starting with the 2025 Budget

Justification: Involving the community in the budget process allows residents to engage more deeply in civic matters and invest in Roeland Parks' future.

Typically, the City of Roeland Park has held a community budget forum in June and a public budget/mill rate hearing in August. While informative, these engagement opportunities tend to present citizens with a complete budget. Enhancing the community's engagement in the annual Budget process would mean involving the community earlier in the process, with targeted input opportunities that could inform the formation of budget objectives and decisions in a meaningful way. The public feedback should be considered when forming goals and objectives for the upcoming year. There are a variety of public engagement techniques. To the extent possible, accommodations should be offered to those who request them, including but not limited to ASL interpretation and multilingual formats:

1. Balancing Act online simulation: This is an online platform that allows residents to develop a city budget based on the actual resources anticipated by the City, prioritize community projects, and generate customized estimate of paid taxes. While this isn't a tool designed for direct decision making, it helps to educate residents on the process of allocating resources and provides the city insights into community priorities.

Example: City of Greensboro <https://www.greensboro-nc.gov/departments/budget-evaluation/budget-simulator>

2. Budget survey/vote (informational/feedback): Create a survey that could be taken virtually but also hard copy. Partner with RPCC and resident champions to get the word out to folks who don't have online access.

Examples: City of Thousand Oaks <https://www.toaks.org/Home/ShowDocument?id=13815>

3. Budget pop-up events: Host informal events in popular community gathering spots. Offer food/drink or activities to draw people in. Be prepared with specific questions to engage folks and have City leadership present to answer questions.

Example: City of Chicago round table discussions:

<https://www.chicago.gov/content/dam/city/sites/budget/2021BudgetEngagementRecap.pdf>

Cost Estimate: \$15,000 (not to exceed) Account 5253 .101

- \$10,000 – cost estimate for public engagement tools
- \$5,000 – estimated costs of contract professional to administer and facilitate (\$50/hr. at 100 hours)

Completion Date: September 1, 2024 (as part of the adoption of the 2025 budget)

Responsible Party: Administrative Staff, Governing Body

Submitted By: Mayor Poppa with Councilmembers Brauer, Castagna-Herrera, Dickens, Faidley, Hill, Madigan, Raglow, and Rebne

What are the racial equity implications of this objective?

- What is the intended outcome of this item?
 - o To enhance community engagement and transparency in the annual budget process.
- Does this item benefit all racial groups?
 - o Yes.
- Does this item leave out any racial groups?
 - o No
- What (if any) social determinants of health are impacted by this item?
 - o n/a
- What (if any) are the unintended economic and environmental impacts of this item?
 - o n/a
- How has the impacted community been involved?
 - o Community members are central to this objective.
- How will the program be communicated to all stakeholders?
 - o Via City communication channels

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Balancing Act Price Quote	Exhibit
<input type="checkbox"/> Implementation Schedule for RP - SAMPLE	Exhibit



Proposal for City of Roeland Park, KS

Full Suite of Public Engagement Software:

- Unlimited subscription to **Simulation** module
- Unlimited subscription to **Prioritize** module
- Unlimited subscription to **Taxpayer Receipt** module which produces an estimate of taxes paid and how they are utilized.
- Annual subscription includes unlimited subscription to **Analytics**: which gives you detailed insight into who is using the simulation and how they would balance tradeoffs, and **Meeting Mode**: which modifies Balancing Act for use in face-to-face or online synchronous meetings. Onboarding and unlimited technical support are included. All data from simulation is downloadable by client.

Annual Subscription:

Annual Subscription	
Full Suite: Budget Simulation, Prioritize and Taxpayer Receipt	\$6,960/ yr

Client has the option to lock in the above rates for 2-, 3-, 4- or 5-year contractual terms, otherwise a 5% annual increase will incur.

Optional Consulting:

Concierge helps you create a genuine public engagement process for your city. Together we will develop a set of engagement goals, define stakeholders, determine your appropriate engagement level and create an engagement plan and simulation for your city. Our in-house Concierge consultant is a former ten-year budget director at both the city and county level. Price per Engagement/ Simulation: \$5,000.00

Data visualization: Post engagement, Balancing Act will utilize the data from the software's analytics to create visualizations per the City's specifications at a rate of \$2,500 per Simulation.

Contact:

Amy Kavanagh Flynn

amy.flynn@polco.us

415.294.8787

Balancing Act, a division of Policy Confluence, dba Polco

Proposal valid through **4/30/24**. This proposal assumes industry standard insurance requirements and purchasing via a purchase order and these [terms of service](#) or the [Polco Agreement](#) or one that is substantially similar.

PARK CITY

Budget Engagement

Implementation Plan – Year 1

This document outlines the implementation plan for Park City to build a budget simulation for the FY 2024 budget cycle. The strategies employed in this document will guide the engagement process and design for the budget simulation.

PROJECT TITLE

Park City 2024 Budget Engagement Plan

PROJECT LEAD

Penny Frates
Senior Budget Analyst

PROJECT SPONSER

Sarah Pearce
Deputy City Manager

LEVEL OF PUBLIC PARTICIPATION

Inform
This simulation is focused on building internal budget engagement.

PROJECT ENGAGEMENT GOALS

Four goals were identified by City staff for the FY 2024 budget simulation:

1. Increase budget transparency and overall budget comprehension for city staff and residents.
2. Clarify organizational priorities.
3. Improve resource allocation with strategic priorities.
4. Increase departments awareness of budget constraints and investment opportunities, specifically the difference of restricted and non-restricted funding.

STAKEHOLDERS

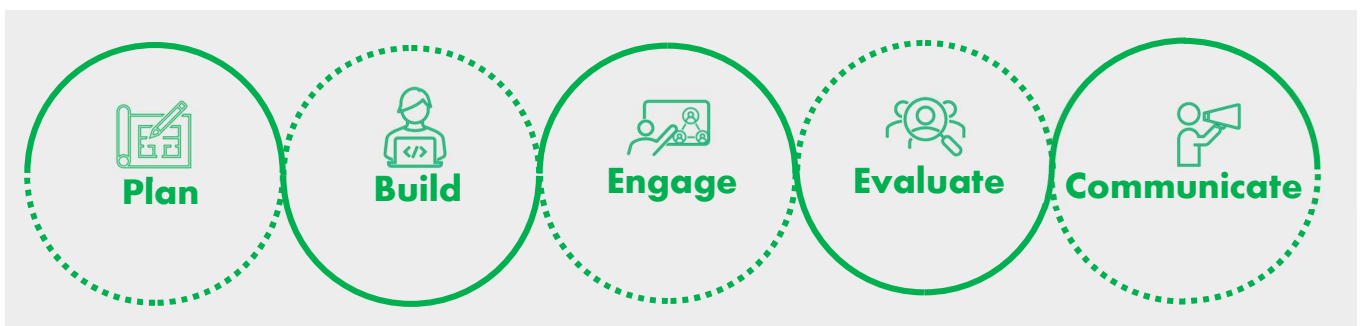
City Results Team (Budget review team comprising a representative from each division)
City Council

TIMELINE

February 2023

Public Engagement Planning – 5 STEPS

A five-step engagement process guides the implementation of Park City's first year engagement plan. Balancing Act Concierge Services will perform steps **Plan** and **Build** and guide Park City through **Engage**, **Evaluate** and **Communicate**.



1 PLAN

- Determine project goals and stakeholders.
- Design public engagement plan and budget simulation parameters. Plan will outline budget engagement method (online, in-person meeting, hybrid).
- Collect all fiscal and supporting information for the budget simulations.

Time Frame: February 2023

2 BUILD

- Build draft simulation including welcome message, demographic questions and more detail sections. Simulation will focus on four engagement goals to promote increased budget transparency and budget comprehension.
- Review simulation with Project Sponsor and make necessary adjustments.
- Balancing Act will make updates to the simulation based upon Park City feedback.

- Recommend Park City validate budget simulation with a couple of staff prior to conducting engagement.

Time Frame: Build – February 3-9, 2023; Review and Validate - February 10-14, 2023

3



ENGAGE

- Inform staff of the budget simulation activity. Share project purpose, status and expected outcome with internal staff.
- Promote discussion on the budget opportunities for FY 2024. Identify common themes for agreement, areas of disagreement, and new options for collaboration and reinvestment.

Time Frame: February 16-17, 2023

4



EVALUATE

- Analyze simulation data and assess respondent sentiment, areas of agreement and magnitude of changes being proposed. Review data by demographic variables to determine response variation by group.
- Discuss the implications of making changes based upon simulation feedback. What are the short, medium and long-term opportunities for addressing findings?

Time Frame: February 2023

5



COMMUNICATE

- Develop a communications strategy of findings for simulation respondents and internal staff. Close the communication loop.
- Communicate how engagement is an organizational value and will continue to advance within all levels the organization (multiple-year horizon).

Time Frame: February – May 2023

2



BUILD - *Information Needed to Build Sim*

DESIGN APPROACH- *Choose 1 or modify options*

- (1) Build a simulation for the Results Team to use for reviewing the FY 2024 budget. Synthesize budget requests for the simulation discussion to focus on priority areas (hybrid design: scenario questions and department budgets).

GENERAL

Timeline: February 2023

Sim Audience: Internal Staff – Results Team

Engagement Method: In-person meeting utilizing Balancing Act Simulation with Meeting Mode (consider breakout groups)

Sim Fund Level: General Fund

SIMULATION COMPONENTS

Sim Welcome Message: TBD

Sim Entry Questions: TBD depending on audience and engagement method

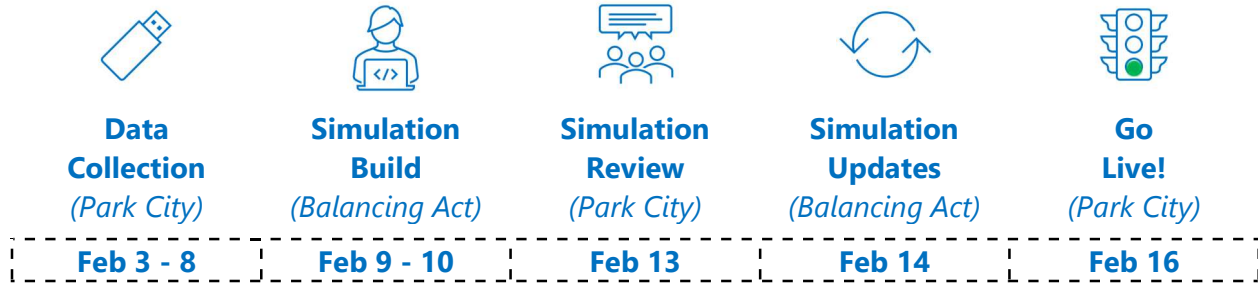
Revenue: TBD: Consider scenario questions (distinct options for consideration) with floors and limits on revenue sources.

Expenditure: TBD: Consider scenario questions (distinct options for consideration) with floors and limits on expenditure categories. Categorizing expenditure by strategic priority area moves focus from department silos to service area.

Information Callouts: Utilize performance information to frame current service levels and outcomes and the justification for the investment.

Sim Exit Questions: TBD

SIMULATION BUILD TIMELINE



Item Number: Committee Minutes- A.-1.
Committee 3/18/2024
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: Ad-Hoc Historical Committee Meeting Minutes February 22, 2024
Item Type:

Recommendation:

Details:

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
 Ad-Hoc Historical Committee Meeting Minutes February 22, 2024	Cover Memo

AD HOC HISTORICAL COMMITTEE

Minutes Feb 22, 2024 at City Hall

6:00 p.m. meeting called to order by Chair Madigan

Roll Call: Tom Madigan, Allen Foley, Jenn Hill, Chief Morris, Anna Jacobson, Jim Grebe and Matt Bauer, guest.

Absent: Liz Vogel, Ian Tompkins

Old Business

Anna summarized her recent reports and has finished reading *The Shawnee and Their Neighbors* by Stephen Warren. Particularly interested in the role of missionaries in reservations.

Tom asked about the ownership of Anna's work for the committee and it was confirmed that Roeland Park owns the work, essays, etc. Anna requested that the term of her work be extended. Tom will contact Keith regarding this.

Oral History. In March, Kate Raglow and Anna will be contacting those who are on the list.

Tom confirmed that, for the present, we won't be dealing with the period prior to 1850 and this includes the Santa Fe Trail.

Location Signs. Allen re-capped what we've done in the past regarding location and interpretive signs.

Discussion about the Indian missions, their role and treatment of children. Anna talked about racial covenants in R.P., non-discrimination ordinance regarding gay rights in the city.

The committee agreed to proceed with development of the Roe sign before doing others. Allen to get current cost estimates. Anna will review the latest wording of the sign and will report at our next meeting.

Next Meeting: March 28 6 p.m. at City Hall. The committee archives will be discussed in addition to other matters.

Meeting adjourned at 7:15 p.m.

Submitted with respect,

Jim Grebe

Item Number: Committee Minutes- A.-2.
Committee 3/18/2024
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: Diversity Equity and Inclusion Committee Meeting Minutes
February 27, 2024
Item Type:

Recommendation:

Details:

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Diversity Equity and Inclusion Committee Meeting Minutes February 27, 2024	Cover Memo



Members Present: Carrie Paulette, Jeff Stocks, Harold Morales

Other Present: Jennifer Jones-Lacy

Members Absent: Haile Sims, Emily Cramer, Roginia Moore

- Introductions
- Follow up from last month's business
 - **Approve minutes - pushed to the next meeting**
 - **Roles: Tabled for now**
 - Secretary-
 - Communications- newsletter and social media point
 - Boulevard Liaison
 - Council Update/Liaison
 - Recruitment
 -
- City/Council Update/Report:
 - **February Updates** - Jennifer and Jeff provided some updates. Discussed the short-term rental issue and how the committee would like to discuss this topic and how this is a concern for affordable housing. Will ask to have it on April 1st. Plan to discuss at the next meeting.
 - **March 4th Update to Council-** Carrie and Harold will do the update
- Goal 2: Open lines of communication with each section of Roeland Park's community:
 - Goal: content in each:
 - Each Roeland Parker
 - **Discussed adding something in the next Roeland Parker (goes out April 1st, deadline 3/7/24)- Carrie will work on this**
 - Monthly in Digital Newsletter
 - Monthly social media
 - Include sections about:
 - Community event
 - City DEI work update
 - Local issue/action (ex: SMSD Dual Language, etc.)
 - Other?
 - Boulevard communication- FB group, newsletter, liaison- **tabled**
 - Community survey- **tabled**
- Goal 1: Assess city council initiatives with an equity lens
 - Guiding questions/rubric for our committee- **discuss again in March**
 - City Code: Chapter 1
 - Discussed translation for website, and city documents

■ ***Changes discussed:***

- Opportunities to think about aquatic center events that are cultural to increase access for traditionally marginalized groups
- Changing gender language: he/she to “they”
- Taking out “under God” from oath
- Discussed pay scale and ways to promote pay equity
- Discussed accessibility of documents, webpages (language and visually impaired)
- Adding DEI components to the “duties and responsibilities” of Arts Committee and Sustainability Committee. Discussed idea of collaborating with Arts Committee

○ Pending Items:

- Mission Road Project (bike lanes, street lights) (later date)- ***did not discuss***

● Communications out:

- What do we want to report out to residents?
- What feedback do we want to share with council?

● Next Steps

- Send out information about short-term rental for next meeting (Ordinance 925)
- Carrie & Harold will share with council on March 4th
- Carrie will work on submission to April Roeland Parker and submit by next Thursday
- Jennifer will ask about translation for webpages, newsletter, etc.

Item Number: Committee Minutes- A.-3.
Committee 3/18/2024
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Sustainability Committee Meeting Minutes February 1, 2024**
Item Type:

Recommendation:

Details:

What are the racial equity implications of the objective?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Sustainability Committee Meeting Minutes February 1, 2024	Cover Memo

Sustainability Committee
City of Roeland Park, KS
Agenda
Thursday, February 1, 2024, 6:15 pm
In Person Meeting – City Hall

The purpose of the Sustainability Committee is to make recommendations to the Governing Body concerning issues relating to or affecting environmental sustainability.

Join Zoom Meeting: <https://zoom.us/j/99339586327>
Meeting ID: 993 3958 6327

Committee:

David Smith – Chair; Megan Reavis; Melissa Castillo, Aiden Ellis, Grace Suh, Ginny Varraveto
Wade Holtkamp, Benjamin Dickens, City liaisons; Jen Hill, City Council liaisons

Members in attendance: Aiden Ellis (remote), Melissa Castillo, Megan Reavis, David Smith

Liaison(s) in attendance: Wade Holtkamp, Jennifer Jones-Lacy, Jenn Faidley, Cale

Guest(s) in attendance:

Call to Order: 6:18

Approval of minutes: 6:18

Citizen Comment(s):

Additions to the Agenda:

Sustainability Minute:

- Members are invited to highlight and/or share thoughts, experiences, or observations from outside the meetings that illustrate sustainable practices and the importance of the Sustainability Committee's mission. (All)

Old Business

- Calendar of events
 - Co-promote other orgs' events
- Native Plant Resolution next steps
 - Send to City staff, conform language to City's resolutions
- Grace's R Park proposal- add additional native plantings to make park more lush
 - Adopt-a-plot program?
- Roeland Park Community Foundation Board appointment
- Callery pear buyback
 - Deep Roots- replaces callery pear trees with native trees
 - Promote in newsletter
- Goats to eat honeysuckle near Aldi? Takes three growing seasons
- Native plant sales at Shawnee Indian Mission
- JjL's running the Community Foundation Board once again
 - Foundation is a 501(c)(3) that approves grant requests and deals with donations
 - SustComm needs a person to send (Dave)

- Grace's R Park proposal- add additional native plantings to make park more lush

New Business:

- JJL's KC Can Compost proposal- City would partner with KC Can Compost (\$13/month subscription)- people get a bucket and liners, take compost to locked compost site with an unlock code. Bins will be at Aldi by Ripple Glass bin, KC Can Compost would service once/month. Costs City \$55/month. Aldi may have their own parallel program. \$60 one-time fee for cans.
 1. Would be an ongoing cost, first year is a pilot program
 2. City will hold some cans at City Hall
 3. Site maintenance fee may eventually be eliminated if enough people participate
 4. May expand to R Park if Aldi plan succeeds- foot traffic
 5. Roesland could be another site- educational experience for kids- Melissa volunteers to sponsor
 6. We will get metrics
 7. Vote: 3-0 in favor of sponsoring
- JJL- budget objective regarding hiring a consultant for sustainability plan for Roeland Park
 1. PV did municipal property assessment audit
 2. Consultant would work with SustComm to develop roadmap in 2024. Approximate cost would be ~\$40,000
 3. Proposals from Keramida and GBA (George Butler and Associates)
 4. RP adopted KC Climate Action Plan June 6 2021
 5. Propose budget objectives in 2024
- Go Green Environmental Fair- RP currently lacks someone on Steering Committee
 1. First friday every month at 9 AM via Zoom- Dave will attend when possible
 2. Someone needs to chair children's activities
- Melissa is now officially a native plant landscape designer
 1. Plan it Native sponsored by Deep Roots KC

Adjourn: 6:57