

GOVERNING BODY WORKSHOP AGENDA
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, March 14, 2016 6:00 P.M.

- Joel Marquardt, Mayor
- Becky Fast, Council Member
- Tim Janssen, Council Member
- Ryan Kellerman, Council Member

- Teresa Kelly, Council Member
- Sheri McNeil, Council Member
- Michael Poppa, Council Member
- Michael Rhoades, Council Member
- Erin Thompson, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Janssen
Poppa

Finance

Rhoades
Kelly

Safety

McNeil
Thompson

Public Works

Fast
Kellerman

Councilmember Fast Called the meeting to order.
Councilmember Kellerman appeared by phone.

I. MINUTES

1. January 11, 2016
2. February 1, 2016

Public Comment:

Jim Haley, 4927 W. 57th. Item Number 5, Replace the tennis courts at R Park. Wants a decision to be made. It's an existing amenity and should remain and be fixed. Also expressed his support of the co-responder program and thanked Police Chief Morris for wanting to be a part of the program.

Marek Gliniecki. Mr. Gliniecki, Chair of the Arts Advisory Committee, updated the Governing Body on steps the committee is taking on preservation of the art the City has, working with the City Administrator. Currently looking at structures in the median on Roe and evaluating future art.

II. DISCUSSION ITEMS:

1. Review and Preliminary Approval of Objectives

City Administrator Moody said the Council took some steps to establish some goals to help focus the direction of the City. "Developing objectives for 2017 is the first task that the Department Heads and Council are charged with in the budget development process. The Objectives have been reviewed with the City Administrator with the submittal for completeness and to assure they serve to further our Goals. The Objectives are incorporated into a comprehensive list, under the Goal which the Objective best relates.

The Objectives are given Preliminary approval at this stage. In doing so Department Heads are given confirmation from the Council that they believe these are good ideas. The Department Head shall then incorporate the financial impacts into the budget account identified in the Objective. As the complete budget is developed, the City's ability to afford completing the Objectives will be assessed. It is almost certain that even though the Objectives are good ideas, the City will not be able to afford to implement them all.

If there are questions concerning the appropriateness or effectiveness of an Objective, the Council should raise those issues NOW. By giving an Objective preliminary approval the Board is confirming their support of the Objective, although funding ability and time constraints remain to be addressed.

An Objective may list options, the Council may leave the options as presented and decide later on which they wish to pursue or list only one option they wish to pursue in the Objective. Staff will be in attendance to answer questions about Objectives.

Again, the ability of the City to afford completing the Objectives will be assessed as the budget revenues and expenditures are pulled together over the next month. Objectives will more than likely need to be prioritized and some eliminated due to financial constraints.”

City Administrator Moody asked for agreement from the Governing Body that this is a list of good ideas that supports the goals of the City while the ability to fund them has yet to be determined. He said he will be asking for preliminary approval on the items or whether they should be dropped.

A. Enhance Communication and Engagement with the Community – by expanding opportunities to inform and engage citizens in an open and participatory manner.

1. Deter and Reduce Crime Through the “Community Policing Philosophy.”

There is no cost associated with this program, but has an anticipated completed implementation date of September 1, 2017, and will be an ongoing program.

Mayor Marquardt inquired about the lack of cost and Chief Morris said there is no cost associated as this program is to improve on the type of service currently in place.

CMBR Kelly inquired whether the policing program is similar to community policing in KCK. Chief Morris said their policing is governed by a different department, but Roeland Park will incorporate part of their philosophy. CMBR Kelly said that will be a good complement to what they already do.

The Council agreed to leave this objective in.

2. Complete a Citizen Satisfaction Survey Every Other Year.

The annual cost for the ETC Direction Finder Survey is \$7,500 which represents the \$15,000 cost of the survey over a two-year period. City Administrator Moody said one of the advantages of having a company that specializes in citizen surveys is the ability to compare the City’s results to benchmarks of other cities, adding that many Kansas City Metro cities use ETC.

CMBR Fast asked about the possibility of spreading the \$15,000 out even further as she didn’t feel there was much change policy-wise in two years that would necessitate a survey every two years. She suggested a spread of three or four-years.

City Administrator Moody said one of the downsides of drawing out the survey period is it places limits on the ability to ask specific questions currently facing the city.

CMBR Rhoades and CMBR Poppa also supported extending the time between surveys.

City Administrator Moody suggested changing the language to complete the citizen satisfaction survey in 2017, then look at the opportunity to complete the survey every two or three years thereafter. There was agreement to support that change.

3. Develop a Networking Opportunity for the Roeland Park Business Community.

This program has a \$2,500 cost associated with it. The objective was submitted by CMBR Thompson and the Economic Development Committee is the responsible party for the program.

CMBR McNeil said the City has reached out to businesses in the past and asked they plan to bring more interest. CMBR Thompson say the EDC would like to reach out more to individual entrepreneurs and home-based businesses to create a local network that would build on itself.

CMBR McNeil asked about the amount budgeted. CMBR Thompson has estimated \$100 for food, marketing and promotion of the monthly events.

CMBR Rhoades felt this was a great idea and recommended seeking out sponsors to help bring down the cost.

CMBR Kelly also agreed this is a great idea. She was previously involved with the EDC and the meetings were always well attended. She would also welcome the opportunity to help with that. She added the need for a better list of home-based businesses.

Mayor Marquardt expressed his support, but noted previous attendance wasn't consistent. He suggested future discussions could include something that would be a draw into the meetings to encourage attendance.

B. Improve Community Assets

1. Invest in Street Maintenance

This is an ongoing objective based upon information provided by Shafer, Kline & Warren to keep the "good" streets in good condition and bringing the "fair" streets up to good condition. The Public Works Director will provide the oversight of this project with a projected cost of \$325,000 annually.

CMBR McNeil inquired about general obligation bond funding. City Administrator Moody said maintenance should not be funded utilizing GO bonds, but would be better for the reconstruction of "poor" condition rated streets.

There was Council discussion of ways to fund street improvements. There was an agreement that this is a good objective, but a discussion will need to be held to determine exactly how to fund the street maintenance program.

2. Issue \$2 million in General Obligation bonds every three years.

City Administrator Moody said the CIP reflects projects that the City is planning over the next five years and will be funded in part with General Obligation Bonds.

CMBR Fast said she would like to discuss this at a time when they work on the CIP and are able to have a more detailed discussion.

CMBR Kelly agreed with CMBR Fast and felt they could agree this is a good idea at this point. The Finance Committee will be meeting to discuss this and they will be better prepared to come with more details and a better roadmap for a larger discussion.

3. Find a new location for Public Works

City Administrator Moody said that to fully develop the Old Pool site, Public Works must be moved to a new location. The estimated cost (\$1,000,000) is anticipated to be covered primarily by proceeds derived from the sale of the Old Pool site and/or the sale of the NE corner of Roe and Johnson Drive with the balance covered by TIF or Bond proceeds. TIF funds are also available to help pay for a public building. They were conservative in their estimates that part would come from TIF and part from bond proceeds, but the majority would come from the revenue from the sale of the lots. City Administrator Moody also said there is a time limit on the use of the TIF funds or they will be lost.

Mayor Marquardt said the development of this site is important as it is one of the most highly visible sites and planning for the move is a good idea.

CMBR Poppa asked when they would hear back from CBC. CMBR Thompson said they will get in touch the first Wednesday of April where they will brief the ad hoc committee and should then come to a Workshop for further discussion. CMBR Poppa said the objective should be left in until that time.

City Administrator Moody said the money needs to be spent by the February 2018 deadline and there are different concepts being considered. The question is whether to spend the money on grading, but there is a risk that the grading might not suit the interested party and dirt would need to be moved again which further challenges the redevelopment of the site. It could also be discussed whether it is possible to relocate the Public Works building and not do the regrading.

CMBR Janssen questioned the use of TIF funds for a new building. City Administrator Moody said the funds can be used to purchase or construct a public building even outside the TIF district, but they cannot be used to subsidize a private building. CMBR Thompson added the funds can be used only if it improves the TIF district. City Administrator Moody said that Public Works serves the entire City, including the TIF district.

CMBR Fast felt this would be better discussed after getting the development report. There was agreement to leave this item on to discuss at a later time.

4. Repair/Removal/Replacement of Public Art

CMBR Fast said there is art in the City that need to be moved or repaired and some are broken. She thought it was time to start looking at this since Roe will be redone in 2020.

CMBR Rhoades asked Mr. Gliniecki about the status of the inventory of art in the City. Mr. Gliniecki said the Arts Committee is in the process of evaluating all pieces in the City to determine what needs to be fixed, what needs conservation work and whether or not a piece is worth keeping. They will also be looking into conservation costs. He said they are a small committee and believed it will take about a year to evaluate all the pieces.

CMBR Kelly said she supports investing in the public art. With the upcoming road projects this evaluation will be important and felt a five-year plan should be created that would include recommended relocations of pieces as well as a plan for art acquisitions. Mr. Gliniecki said in the past there had been no budget for art purchases, but now they have one and the committee appreciates it.

CMBR Poppa as if TIF proceeds could be used for maintenance if art within the district. Mayor Marquardt said it was his understanding funds can be uses for such a thing if it improves the area.

City Administrator Moody asked what the criteria is for determining if a piece has reached the end of its useful life. Mr. Gliniecki said some pieces have deteriorated and needed to be removed. He addressed specific pieces and noted that the committee is making a determination whether they need to be moved or conserved.

Council agreed to keep this item on the list.

5. Replace Tennis Courts at R Park

CMBR Kelly said she saw at the community forum a plan reworking the court by making it just one and changing the direction. She would support researching what it would take to get the court usable again and use the additional space to add other things in R Park.

CMBR Rhoades said he would like to see a real number on the changes and find out if it is possible to resurface it. Public Works Director Leon said they received an estimate for \$150,000 from McConnell & Associates to reconstruct the court. They recently reconstructed the tennis courts in Prairie Village.

City Administrator Moody said he has met with Mr. Leon and they discussed partnering with another agency to get some of those funds. They were also researching the possibility of whether Public Works could do the court. Currently R Park debt is being paid for with a debt service through a mill levy. To continue doing that, they will need to work out a debt arrangement to pay for the tennis court and then keep the mill levy to pay off the debt on the tennis court.

The Council agreement to keep this topic for further discussion.

6. Stormwater Network Inspection/Condition Rating

City Administrator Moody said this proposal would inspect all of the stormwater piping which will aid in the development of a plan for pipe replacement. Public Works Director Leon said the cost is estimated at \$35,000 per year for four years. He has spoken with the City of Shawnee and now believes that the cost would be approximately \$20,000 annually.

CMBR Fast asked about the possibility of a multi-city bid on the inspection. Mr. Leon did not know at this time and commented that cities working together on bids is still a relatively new process. CMBR Fast said she would like to hear more.

CMBR Rhoades believed it would be acceptable to put in \$20,000 and extend it to a five-year plan.

CMBR Fast said the Governing Body Workshop will go into recess until after the Special Call City Council meeting.

(Governing Body Workshop in Recess from 7:25 p.m. to 7:51 p.m.)

CMBR Fast reconvened the meeting.

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

Police Chief Morris introduced the co-responder pilot program at an earlier Workshop. This is a program currently utilized in Olathe and Overland Park. The desire is to expand it to the northeast section of Johnson County. A mental health official would be embedded with police departments to respond to the scenes of possible mental issues to better evaluate emergency situations and to help people get treatment at a faster rate. The goal is to alleviate some arrests and/or charges being filed on those mental health issues. The programs of this type already in place are getting good reviews and Chief Morris believes this would be of benefit to the City's officers.

2. Provide a Strategy for Reducing Traffic Accidents.

Police Chief Morris said the targeting the past few years by doing blitz operations has been successful. They have increased their STEP programs and with enhanced traffic safety have won the Gold Award from AAA. The use of speed monitoring has been especially effective in the school zone. He does feel there is always room for improvement.

The Council agreed to move forward with this item.

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

1. Equip Dump Trucks with Wing Plows and Pre-wet Systems

Public Works Director Leon would like to add two new retrofitted dump trucks that will help make his team more efficient. He said they are also seeking to remove the 2000 GMC Sonoma from the fleet.

CMBR Rhoades asked for a comparison of currently plowing the City with the existing equipment versus having the side plows and what would that save. Public Works Director Leon said it saves time where currently trucks need to pass to clear one side of a street. With the wing plows, they will complete one side in one pass. This not only saves time, but also resources such as fuel and salt, less time running equipment and manpower. His goal is to make snow removal more efficient.

Public Works Director Leon discussed the training that is required to drive the trucks and also CMBR McNeil's question about green alternatives such as beet juice instead of ice, noting there are issues with that chemical and does not recommend it.

2. Update City Website

City Clerk Bohon said she is researching options for a more user-friendly website as the current one feels a bit dated. She is also looking at the different programs other municipalities are using. City Administrator Moody said they also would like a platform that is easy for staff to modify and manage.

CMBR Kelly said this is a good idea. CMBR Fast would like to see a website that is easier to search.

After a brief discussion the Council agreed to continue with the research before making a financial commitment.

3. Purchase Tablets for Neighborhood Services Field Work

Ms. Jones-Lacy said Neighborhood Services are out in the field performing building inspections and codes enforcement. They write things down and take pictures with their phones and pen and paper notes until they return to the office to enter them into the system.

She said the Council has approved CitizenServe, a cloud-based system that tracks everything and this will provide more capability in terms of reporting and identifying. To fully benefit from the CitizenServe system, it would be helpful for Codes Enforcement Officer and Building Inspector to have electronic connectivity via a tablet or a computer in their car so that they can save time creating reports for rental inspections. This will eliminate duplicate work, thus saving time.

CMBR Fast said this has previously been discussed and there was agreement to move forward.

4. Purchase Budget Software

Ms. Jones-Lacy said staff currently uses Microsoft Excel to do the budgeting which has a lot of opportunities for error since it is a manual system. They would like a system that would allow more capability and less room for error. They also would like a cloud-based system that is more user-friendly and able to do more challenging analyses.

The Council agreed that staff should continue with their research.

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

1. Employee Recognition Program: Outstanding Service Award

CMBR Poppa said he would like to see a recognition for excellence in service to promote a good work environment for City staff.

The Council briefly discussed a timeline of when to offer awards and what types would be given. They agreed to move this forward and that a program should be developed.

2. Consider Paid Time Off or Vacation Accrual Changes for Full Time Employees

City Administrator Moody said a lot of cities do this and feels the current process should be updated to be more of a motivator in employee retention.

There was a brief discussion of how to incorporate the current program into new structure and the Council agreed to continue with this item to discuss further down the line.

F. Encourage investment in our community – whether it be redevelopment, new development or maintenance

1. Update Comprehensive Plan

CMBR Poppa said the Comprehensive Plan is out of date and at the five-year mark since its last update. He would like to discuss how to update it, determine what needs to be updated, and also adding city initiatives. After his initial review some items are completely obsolete such as those that relate to the caves development, northeast Johnson Drive & Roe and the Gateway area.

Mayor Marquardt asked the City Administrator if there is a recommendation for updating the CIP. City Administrator Moody said it is not uncommon to update every ten years though some do it on a five-year rotation.

CMBR McNeil felt a lot of money is spent to update the plan often, but then nothing is done about it. She added that the bike/walk initiative and completing streets great are great ideas, but Roe continues to be a barrier for the City. She recommended doing a new CIP after the citizen survey.

CMBR Kelly they need to commit to the plan and not let it sit on the shelf collecting dust.

There was a majority agreement to redo the CIP in 2018 after the citizen satisfaction survey.

2. Install a Biking/Walking Trail in Nall Park

CMBR Fast said she, Mayor Marquardt and City Administrator Moody are meeting with the Boulevard Apartments. In the past the apartments have said they would be willing to put some money towards a trail. She added there are some TIF funds available.

The Council decided to keep this on the idea board and will discuss it further in the budget process.

G. Work to implement Strategic Plan goals – in concert with the Strategic Plan Advocate Group

1. Invest in Our Citizens Advisory Committees

CMBR Poppa made a request to add an additional \$1,000 of funding to each of the citizen advisory committees to support their efforts in the maintenance, care and replacement of the City's assets.

CMBR McNeil said when the monies were given to the committees they wanted quarterly financial reports and they have not received those. CMBR Fast said at the next workshop financials will be presented at the meeting.

There was a discussion of which groups should pay for certain events and if those expenses can be shared across committees. After a brief discussion the Council decided to keep this on the list to prioritize later. City Administrator Moody recommended that regular events should have a budget so they can be planned for ahead of time.

2. Research Trail Connection Opportunities to Existing Johnson County Trail System

CMBR Thompson said there is no cost and this item goes with the Nall Park Bike Trail and efforts to connect to other trails. She added the Bike/Walk Group is looking into this.

3. Begin a Wayfinding Sign Program

City Administrator Moody said these would be directional signs for places of interest within the community, whether they be a school, government office, parks facilities, historical sites, or denoting the downtown area. They would be a way to incorporate the new branding and add noticeability to the logo. The anticipated implementation would be over a two-year period at a cost of \$20,000/year with 16 signs.

CMBR Rhoades said he would like to see examples. CMBR McNeil would like to wait until more projects are completed. CMBR Kelly said this is being looked at by the Bike/Walk committee and also Community for All Ages.

Mayor Marquardt said there is no sign denoting City Hall and the library folks have expressed a desire for one. He felt this would go a long way to promote the City.

The Council agreed to discuss after the branding process is complete.

III. NON-ACTION ITEMS:

IV. ADJOURN

CMBR Fast noted at the next Workshop meeting Commerce Bank will be present. She recommended that the Governing Body submit their questions as they will be on hand to answer them.

III. ADJOURN

(Roeland Park Governing Body Workshop Adjourned at 9:25 p.m.)