

COMMITTEE OF THE WHOLE MEETING
City of Roeland Park
Roeland Park City Hall, 4600 W 51st Street, Roeland Park, KS 66205
Monday, March 2, 2015, 6:00 P.M.

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| <ul style="list-style-type: none"> ○ Joel Marquardt, Mayor ○ Megan England, Council Member ○ Becky Fast, Council Member ○ Marek Gliniecki, Council Member | <ul style="list-style-type: none"> ○ Jennifer Gunby, Council Member ○ Ryan Kellerman, Council Member ○ Teresa Kelly, Council Member ○ Sheri McNeil, Council Member ○ Michael Rhoades, Council Member | <ul style="list-style-type: none"> ○ Aaron Otto, City Administrator ○ Jennifer Jones-Lacy, Asst. Admin. ○ Kelley Bohon, City Clerk ○ John Morris, Police Chief ○ Jose Leon, Public Works Director |
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Admin	Finance	Safety	Public Works
Chair, Kellerman	Chair, Gliniecki	Chair, Kelly	Chair, England
Co-Chair, Gunby	Co-Chair, Rhoades	Co-Chair, McNeil	Co-Chair, Fast

(Committee of the Whole in Session at 6:00 p.m.)

CMBR England appeared by phone.

Scott Ferrel, 5531 Sherwood: Mr. Ferrel asked the Committee to put the alcohol permit on city property request for the city-wide block party and Barktober Fest on a future Council agenda.

The Committee agreed to forward the request to a Council meeting agenda.

I. MINUTES

- A. January 26, 2015 Committee of the Whole Minutes
- B. February 2, 2015 Committee of the Whole Minutes
- C. February 9, 2015 Committee of the Whole Minutes

The Committee recommended to approve the minutes with the change in verbiage submitted by City Attorney Shortlidge regarding the Motion to Recess to Executive Session on February 2, 2015.

CMBR Gunby requested and received Committee agreement to move Item II (9) to after Item II (3) on the agenda.

II. REPORTS OF COMMITTEES:

1. Admin - Strategic Planning Update – Misty Bruckner

Misty Bruckner from Wichita State, Center of Urban Studies, provided the Committee with a Strategic Planning update. Ms. Bruckner has been working with the Roeland Park community for almost a year and stated she has never worked with such an active and engaged community, which is a tremendous asset to the City. Ms. Bruckner held stakeholder interviews, Council interviews, and interviews with City staff, businesses, and religious leaders. She also spoke with different education groups. A very large community open house was held where approximately 150 people came to talk about what they saw as major issues for the community. The information was put online and approximately 150 more people responded online. She has worked with the Strategic Planning Committee about prioritizing the input from this feedback and has developed five goal areas as expressed from the citizenry.

The Strategic Planning Committee then planned how to move forward with the information and went back to the citizens in November and December to share with them the direction, goals and strategies with over 200 people participating online sharing their comments and thoughts. Ms. Bruckner added it was not usual for this much community involvement, as most cities struggle to get people more involved and be passionate about their community.

Aside from having great citizen involvement and democracy in action, another challenge for the Council is being stewards of place and time, how to keep the community moving forward. She recommended the Council consider what will make Roeland Park different five years from now and focus on the actions and directions going forward while realizing that goals and strategies will change along the way.

J.P. Hildebrand addressed Goal 1: Create a long-term financial plan to diversify revenue supporting economic growth. He noted that the goals presented to the Council are intertwined with an end result of betterment of the City. He outlined the different funding options available for the City with the most common being:

- TDD (Transportation Development District). Used for transportation-related projects or infrastructure such as roads, sidewalks, parking lots, traffic signals, bike lanes.
- CID (Community Improvement District). This allows for taxes to be levied to fund improvements within the district.
- TIF (Tax Increment Financing). Monies are used to revitalize deteriorating or distressed areas, which can be an incentive to attract developers.
- Sales tax. A base tax rate that ensures City services. This is a balanced funding source.
- Sales tax revenue or STAR bonds are issued to finance the development of major commercial entertainment and tourism areas.
- Public and private grants can assist in addressing economic development within the City.

Mr. Hildebrand added that the City's goals need to be put in writing for the past, present and future. He said it was essential to utilize the resources of the City to create a financial plan or vision and identified resources as being the people, organizational resources, software resources, City, county, state entities, and the current Committee. The goals that have been identified are broad in scope and need to be prioritized for time as short, long and mid-term goals. He added that it was important for communication to occur at all levels and that there needs to be interaction between cities to avoid a duplication of services. Mr. Hildebrand concluded by stating that the Council has the opportunity to move Roeland Park into the future.

Mary Vrla-Mohr spoke to Goal 2: Create a commercial development plan to revitalize underutilized property and leverage available land to create a sustainable community. She stated this strategic plan is analogous to a sketch by all of the citizens, this community's work of art; a sketch that's evolving and ensures that as a city we adapt and change. Ms. Vrla-Mohr added that Roeland Park's success can be attributed to the strength, the vitality and the adaptability of its businesses, the priorities set by staff, Council and consistently the people's support.

Tom Madigan remarked on Goal 3: Market Roeland Park to increase awareness and promote a positive image. Mr. Madigan stated the goal of marketing is the key to overcoming any real or perceived negative image issue or anything relating to the City of Roeland Park. Working on the creative branding of Roeland Park as a premier City of choice is the goal of marketing the Roeland Park.

Sara Goodburn worked with Janna Willhaus on Goal 4: Connect citizens to the community through events, places, services and activities. Ms. Goodburn stressed the important of relationship building in relationships between city government and its citizens and between the citizens themselves. She also mentioned plans to update the Welcome packet and utilizing the City's newsletter and website to encourage those relationships.

Greg Smith worked with Harold Staley and Kathleen Whitworth, on Goal 5: Promote recreational opportunities through enhanced green space, facilities and communication. Mr. Smith noted that the feedback he has

received from citizens is to increase the amenities and for City Council to provide additional funding for park maintenance and those amenities. He also noted it was necessary to enhance the promotion of community events, the City's facilities and programs to increase awareness.

Mr. Madigan thanked Scott Ferrel and his Events Committee for the many positive steps they have made in letting citizens know what's going on in Roeland Park. He directed the Committee to the Strategic Plan as a representation of the accomplishment of their goal in preparing this report. He added that the Strategic Planning Committee has no authority to implement the plan or to allocate the strategic planning budget, but the Committee should remember the people of Roeland Park have spoken and they are waiting to get started. He requested that the information in the packet appear on the City website so the citizens can review it, and the last act of the ad hoc committee would be to present their findings to the citizens at the Second Quarterly Community Forum.

Ms. Bruckner said the report is for the Committee's review with the hope of adopting it in some fashion, then allocating the support to move it forward to keep the momentum going to accomplish the goals defined by the residents.

CMBR Gliniecki expressed his appreciation of the work put into the report.

CMBR McNeil stated she appreciated the report, that it had some great ideas, particularly enhancing the welcome package and including ways for citizens to get involved with or assisting seniors, that this was more towards the heart of the City.

Mr. Madigan noted that there has already been movement on many of the items and many have already been accomplished.

Mr. Smith noted some upcoming events would be the Fun Run, neighborhood cleanup, a cleanup at Nall Park, working that in with Easter Egg Hunt. He added that JCPRD is now attending all Events Committee meetings.

CMBR Gunby stated she and CMBR Rhoades will be organizing the 2nd Quarter Community Forum, with a topic of the forms of communication the City uses to interact with citizens, but it may not be working. They will look to poll the citizens as to what forms of communication works best for them. She added that the report had a lot of general recommendations and asked for a supplementary document for specific thoughts on implementing some of the goals, especially as it relates to budget, specifically how to improve the welcome packet, what's in it, and the timing.

Mr. Madigan stated he was willing to share his information with the Council and that each goal champion would be willing to address the Committee with any questions or ideas they might have.

Mayor Marquardt thanked the people involved and thanked the consultant for going above and beyond the call of the contract to help the City, adding that it was a very positive document which he hopes the Governing Body would try to implement.

Ms. Bruckner suggested an ongoing advisory group be formed to work with the Council to maintain stability through changes in the Governing Body, reporting quarterly on the actions that have been occurring to accomplish the goals as well as an annual review to assess accomplishments and whether the document is still meeting the City's needs or should be amended.

CMBR Fast expressed her appreciation for the work in the report and working to get and keep people engaged for the betterment of the City.

Ms. Jones-Lacy added a recommended implementation schedule will be available. The schedule is flexible both on budget and availability of staff and volunteers to implement.

CMBR Kelly also expressed her appreciation and stressed to the Committee the need to full on commit to the report if they really want to make things happen in the City.

Ms. Jones-Lacy stated that adoption of the plan is adopting the overarching principles of the plan, but it is a living document that is subject to change.

There was Committee agreement to move the report to Council for the acceptance of the Strategic Planning document.

2. Admin – Request by Arts Committee to Fundraiser for an arts event

CMBR Gliniecki, on behalf of the Arts Committee, requested approval for the group to host a fundraiser for Pianos on Parade as was presented at the last Council meeting. The group would be using the City's letterhead to promote their event.

Mayor Marquardt suggested he would like a member of staff to review what goes out on the City's letterhead before its use.

The Committee recommended to forward this item to the Consent Agenda.

3. Public Works- Right of Way Updates

City Administrator Otto stated that in 2013 the Council adopted a Right-of-Way ordinance after looking at best practices. After working with Google, it has become apparent that there are no provisions for maintenance of equipment, as the current ordinance largely addresses the installation of a utility. Changes to the current ordinance would allow for the Public Works Director to be the lead person issuing right-of-way work permits. The change would give the City the ability to enforce and regulate the maintenance of equipment by the utility provider. Mr. Otto stated a conversation is needed on the location of vertical towers and flush-mounted vaults and their location in a yard as well as easements needed, or the requests could be brought to the Governing Body on a case by case basis.

Mayor Marquardt noted it was important to protect the visual environment and allowing a rear yard easement will keep the front properties uniformly nice.

Public Works Director Leon said it is the utility company's responsibility to remove and replace fencing or other items in a resident's yard to access their utilities.

The Committee recommended to move forward to the Special Call Meeting of March 2, 2015, the Right-of-Way ordinance revisions.

4. Finance - Community Events Funding in 2015

The Committee agreed to postpone this topic to a later meeting.

5. Finance - Purchasing Policy Update

Ms. Jones-Lacy noted that in the process of reviewing the existing purchasing policy adopted in 2011 and making comparisons with peer cities, staff has made recommendation that could be integrated into a new purchasing policy. The primary recommendations are:

- Better definition of the requirements for informal written price quotes and formal bids.

- Clearly defined spending limitations between the directors, City Administrator and then what needs to go to Council or to an RFP.
- Department heads rather than the City Clerk will keep a list of qualified vendors for routine or on-call purchases or services.
- More clear definition of the procedure for petty cash.
- Allow the City Administrator to approve change orders of up to ten percent in a contract without having to come to the Governing Body whenever there are change orders.

Ms. Jones-Lacy stated there may be change orders that go beyond ten percent, which would be brought to the Governing Body. Since Council meets only once a month not having this authority could delay a project. The hope was to implement this as part of purchasing to streamline that effort. Ms. Jones-Lacy noted changes usually occur in capital improvement projects and there is not currently a policy governing how to address change orders. Any new programs would be brought before the Governing Body that had not been previously approved in the budget, but purchasing limitations would set boundaries of what staff could pursue without the approval of Council.

The Committee discussed the ten percent variance request in contracts, but were not comfortable as this could in some cases be quite a large number.

CMBR Rhoades and CMBR Kelly stated they would agree with a variance percentage with a not-to-exceed dollar amount.

Mayor Marquardt suggested a three percent variance on contracts up to \$20,000, with \$2,000 signing authority for department heads and \$7,500 for the City Administrator.

CMBR England reminded the Committee that they were the ones that requested staff to review the policies and bring recommended changes to the Committee.

CMBR Fast stated City Administrator Otto is very cautious and brings any issues to the Governing Body. She also agreed with Mayor's suggestions on spending authority limits

CMBR Kelly reminded the Committee that a change order is for contracts in existence and not spending new money on a new project. Ms. Kelly echoed Ms. Fast's statements that Mr. Otto is conscientious with the City's money and has been his practice in the past to bring any issues before the Council.

CMBR England stated the Council has authorized the expenditure of money when the budget was passed, and has given staff the authority to spend that money. She recommended looking at signing authority limits every two to three years.

CMBR McNeil recommended that signing authority for the City Administrator be set at \$10,000 with department heads at \$5,000 limits.

Ms. Jones-Lacy noted that any departmental request over their limit would be approved by the City Administrator up to his limit. Anything over that would be brought before Council.

CMBR Kelly stated the City's expenditures have already been approved and budgeted after much discussion, which makes the City run well. She felt it was unnecessary of the Council to review every expenditure change as this would be trying to micro-manage staff as if they are not trusted to do what Council has approved for them to do.

CMBR Gliniecki asked about qualified vendors to which Ms. Jones-Lacy stated that currently the City Clerk keeps the master list, but requests that it change to the director to put in line with actual practice. She added that any new vendor must provide a W-9 to show their legitimacy.

Police Chief Morris addressed the Committee regarding his process for selecting vendors.

CMBR Kellerman stated he did not want to see any changes to the policy and to leave it where it is.

The Committee did not agree to accept the changes to the purchasing policy as written.

The Committee recommended 6-2 to increase directors' signing authority to \$2,500 and the City Administrator's authority to \$ 7,500.

The Committee recommended 5-3 to give the City Administrator spending authority for change order and capital improvement projects at two percent on a contract with a dollar amount of up to \$20,000.

CMBR Gliniecki noted the purchasing language needs to be amended before approval at the next Council meeting

Ms. Jones-Lacy directed the Committee to review the language clarifying bid requirements from vendors, stating that the City Administrator actually authorizes an expenditure, not through a purchase order, but a written documentation. The update to the policy is to add clarity to the practices by staff and to ensure the policy matches what staff is doing. She stated there was information about surplus property and added language that property can be disposed of through online or live auction sale sites.

The amended policy will be presented at next Council meeting.

6. Public Works- Streetlight Inspection Proposal

Mayor Marquardt spoke with Public Works Director Leon and the item will be discussed at the Committee of the Whole Meeting March 9, 2015.

7. Admin - Clarification as to setting the committee of the whole agenda

The Committee agreed to postpone this topic to a later meeting.

8. Admin - Ethics Ordinance Update Road Ahead

CMBR Kelly opened the discussion stating the ethics attorney had addressed the Committee and the Committee had an opportunity at that time to ask questions and seek further information. It was decided to move the item forward to a City Council meeting where it then failed because Councilmembers had questions.

CMBR McNeil stated she has reviewed the policy, asked questions of concern and is now comfortable with the policy.

Mayor Marquardt proposed to keep the item on the agenda to resolve any outstanding issues.

CMBR Fast stated she would like to postpone the vote until the new Council is seated as this will apply to the new Council. She believed they were currently a lame duck Council and did not like tying the hands of a new Council.

Mayor Marquardt noted that this Council has worked on the policy, had the discussions and is thoroughly familiar with it, and with the due diligence complete is in a position to vote on it.

CMBR Kelly remarked that after ten months of work this Council is the most knowledgeable. She believed the changes were necessary so it would eliminate individuals presenting to the ethics attorney with a problem, which could cost the City thousands of dollars. This proposal would make it a City presentation to the attorney, and recommends if there are issues to speak with staff or the Mayor before calling the attorney.

CMBR Fast called the question if the Committee wished to discuss at a future Committee of the Whole or move it back to Council.

CMBR England noted that bringing in the ethics attorney ask more questions was going to cost the City money and recommended moving the item back to Council.

The Committee recommended 5-3 to call the question. It was then recommended to move the item back to a Council agenda.

CMBR Fast reminded everyone that this is a charter ordinance and will require a super majority vote to pass.

CMBR Kelly recommended that everyone submit their questions to staff and to be prepared the night of the Council meeting.

9. **Admin- Personnel** Matters of Non-Elected Personnel.

MOTION: CMBR KELLERMAN MOVED, SECONDED BY CMBR GUNBY, TO RECESS INTO EXECUTIVE SESSION UNDER THE PERSONNEL MATTERS OF NON-ELECTED PERSONNEL EXCEPTION TO THE OPEN MEETINGS ACT FOR THE CITY ADMINISTRATOR'S EVALUATION WITH THE OPEN MEETING TO RESUME IN THE CITY HALL CONFERENCE ROOM AT 7:55 P.M. (MOTION CARRIED 8-0)

10. **Admin - City Administrator Report**

- a. Discussion of special called meeting in April

The Committee agreed to postpone this topic to a later meeting.

11. **Admin - Procedures Discussion**

The Committee agreed to postpone this topic to a later meeting.

12. **Admin - Remote Meeting Participation Policy**

Ms. Jones-Lacy reported that Intern Ted Clemons worked on this policy. City Administrator Otto recommended putting this topic on an agenda because the Council does have written remote participation policy. There have currently been no issues, but there is nothing governing the policy and Mr. Otto felt it would be prudent to have something formal in place.

CMBR Rhoades recommended removing Special Call meetings towards a Councilmember's total, and they should be allowed to participate without it counting against their total missed meetings.

CMBR Kelly inquired if participating remotely is not being considered part of the quorum, does that affect voting, is someone still allowed to vote.

CMBR McNeil asked for clarification for participation remotely during executive session.

Mayor Marquardt noted the League of Kansas Municipalities stated appearing remotely during executive session is acceptable, but is not desired.

CMBR Gliniecki asked that Ms. Jones-Lacy present the question to Mr. Clemons. Ms. Jones-Lacy also requested the Committee e-mail with any other questions they think of and this will be discussed at the next Committee of the Whole meeting.

I. NON-ACTION ITEMS:

CMBR Gliniecki directed everyone to review the Non-Action items.

- A. Committee Minutes
 - 1. Arts
 - 2. Community Events
- B. Pending Items
 - 1. Naming City Property Policy
 - 2. Appeals Board for Property Maintenance and Code Board of Appeals
 - 3. Bed and Breakfast / Boarding House Permissibility as a Home Business
 - 4. Fee Resolution Update
 - 5. Possible modifications to Chapter 16
 - 6. E ticketing System
 - 7. SMAC BMP Cost Share Program
 - 8. December Financials
 - 9. First Quarter Public Safety
 - 10. Roeland Park Community Center Improvements List
 - 11. City Name on Water One Water Tower

II. ADJOURN

CMBR Kelly made a motion to adjourn. The Committee was in agreement.

(Roeland Park Committee of the Whole Meeting Adjourned)