

COMMITTEE OF THE WHOLE MEETING
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Wednesday, May 6, 2015 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

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

Admin

Chair, Kellerman
Co-Chair, Janssen

Finance

Chair, Poppa
Co-Chair, Rhoades

Safety

Chair, Kelly
Co-Chair, McNeil

Public Works

Chair, Thompson
Co-Chair, Fast

Mayor Marquardt called the meeting to order. All Committee members present agreed to let the Mayor facilitate the meeting.

CMBR Kellerman was absent.

I. REPORTS OF COMMITTEES:

1. Finance – Salary and Benefits Committee Report

CMBR Kelly directed the Committee to review the bibliography in the report which lists all the information the Wage/Benefit Ad Hoc Committee had access to when conducting their research and making decisions. She also included in the report copies of spreadsheets comparing information from other Johnson County cities.

CMBR Kelly read her report into the record. In 2013, the Wage/Benefit Ad Hoc Committee was seated to review the city employee wages and benefits with three goals in mind:

- Review Health Benefit package and cost. Make recommendations for changes.
- Review and compare salaries. Make recommendations for salary scale corrections if needed.
- Make recommendations for long term salary increases and maintenance to keep Roeland Park's total compensation package competitive in the area.

She concluded by stating that the committee has completed two-thirds of its task. The final remaining part is to make recommendations for long-term salary increases. During 2013, they researched the benefit packages and put out an RFP and submitted recommendations for review. The Council then authorized staff to remain with the same company for three years before any further changes. The City has made the switch to include a high deductible health plan which has resulted in savings to the City as well as utilize the HMO has the base plan with employees paying part of their premium costs along with the premium for family coverage.

The Wage committee also reviewed salary compensations for various department heads throughout cities in Johnson County. The spreadsheets of those comparisons were presented to the Committee. Comparisons were then discussed with the Committee on the wages of various department heads on spreadsheets with other cities. There was agreement from the prior Governing Body to recommend a wage adjustment for the salaries most out of alignment, and those adjustments were made in the 2015 budget year. The Wage committee also recommended adding a placeholder in the City budget to allow for compensation changes for the contracted City Administrator position. A three percent merit-based increase was also added, to be determined by department heads. The Wage committee is recommending wage correction increases be made in 2016 and 2017 to make the salary competitive with other cities in the area and to also encourage retention of employees and the ability to recruit quality employees. The Wage committee said it could not change the salary of the City's one contracted employee, but was

to be part of the negotiation process. It is also important for the City to be able to hire and retain quality public safety officers and to be able to offer them a competitive salary.

CMBR Kelly concluded her presentation by thanking the staff, the Committee and former CMBR Gliniecki and Ms. Linda Fell.

CMBR Fast stated that after researching companies and reviewing plans the City chose to go with Midwest Public Risk (MPR), which she feels is a good plan. She added that they provide support with human resources issues, creating and updating the policy manual and also provide needed training.

City Administrator Otto detailed the review of salaries of City employees compared with other Johnson County cities. The spreadsheets reflect the current year pay increases. There was further discussion with the Committee on bringing salaries into alignment.

Public Comment

Linda Fell - Mrs. Fell thanked CMBR Kelly and former CMBR Gliniecki for their input on the Wage committee. She offered comments regarding merit increases, salary compensation for City employees.

City Administrator Otto further clarified that the City Administrator does not receive a portion of the three percent merit increase of the staff.

CMBR Fast wanted to open discussions on how to stair step the merit increases into the budget to bring the Police Chief's salary more in line with his counterparts. City Administrator Otto said this will be a part of future budget discussions.

Mrs. Fell offered further comments regarding the pay structure for the City Administrator and budgeting merit increases for staff.

2. Finance – City Comparisons

City Administrator Otto reviewed the spreadsheets in the packet that compare Roeland Park with other Johnson County cities. He noted that the City's spending per person is on average. He then reviewed the City's mill rate when compared to other cities. He noted that the City would see approximately \$60,831 for every mill increase. He also directed the Committee to city staff sizes noting that Roeland Park works with a staff of 29, which equates to 4.25 staff members for every 1,000 residents. A graph representing where the City tax dollars go show a majority at 41.41 % goes to the Shawnee Mission School District with the City receiving 24.86%. The remaining tax dollars are allocated to the county, state, Johnson County Community College and Fire District #2.

3. Finance – Begin Department Level Review of Staff Prepared Budgets from Police, Court, Council, Employee Benefits, Public Works, Neighborhood Services, Administration

101 General Operating

5120 Streetlight Repair and Maintenance. City Administrator Otto noted this is a new item to reflect the City's street light purchase. Includes expenses for electricity, maintenance, locate services and the participation in Kansas One Call. Also of note are increases in 5201 Electric, Gas, Sewer and Water. 5208 Newsletter. This item has increased for 2015 as the Boulevard Apartments had not been receiving the letter. Adding the apartments has resulted in an increase of 411 new addresses.

5202 Telephone. CMBR McNeil inquired as to the increase, which Mr. Otto will research and report back to the Committee.

5210 Maintenance and Repair Building. Mayor Marquardt questioned the lack of budgeted increase through 2018. City Administrator Otto stated the increase from 2014 to 2015 from \$3,000 to \$10,000 is for increased expenses at City Hall. This includes fees for monitoring/service calls for the heating and air conditioning unit which is \$2,500 annually, and will allow for future expenses to maintain the building.

5213 Audit Fees. Mr. Otto noted the fees for the City's audit have increased. He also added that any funds not spent in the General Fund will be rolled into the cash carry forward and can be spent the following year.

5421 Johnson County Home Repair. Mr. Otto said that 11 qualified homes are currently on the major repair list with the longest one being on the list for two years. The City judge is trying to encourage some to use the home repair program. Currently the City has budgeted to do one home a year, but Johnson County has grant funds that could allow for the addition of another home to be worked on in a year.

5516 Strategic Planning will be discussed in detail at next week's COW meeting.

5758 Pool Operations. City Administrator Otto noted the increased operations for the pool. A five percent increase has been added as the pool continues to age. The hope is these funds will not be needed, but is prudent to plan for considering past expenses.

CMBR Fast stated she would like to see the City prosecutor and City judge salaries return to the 2014 levels.

CMBR McNeil inquired of the TIF fund expenditures. Mr. Otto said this represents a line item that shows what the City anticipates not receiving into the General Fund and bond interest because the monies are held in the TIF district. This figure represents monies being retained at Bella Roe, the Roeland Park Shopping Center, McDonald's, Walgreens, the old pool site and the Boulevard Apartments.

101 GENERAL OPERATING

5818 Transfer to Bond and Interest Fund. This line item is for streetlight bond payments, payments previously made to Kansas City Power & Light for pole rental.

102 POLICE

Police Chief Morris presented his department's proposed budget to the Committee. He noted an increase in part-time projected salaries to increase to \$15,000 in 2017 and 2018. His goal is to hire more part-time officers to help bring down the overtime costs of the full-time officers. There has been an increase in travel and training expenses, but the medical expense and drug testing on new hires has been reduced. The tornado sirens have recently been serviced and repaired. This expense has been added into the budget and the recommended service will be every three years. The sirens will be put on a routine maintenance inspection semi-annually. The department's laundry service has increased since there is now a full staff. There is a hope to be able to bring down the maintenance cost on vehicles with the new service contract. Clothing and uniforms have increased as the new vests that were purchased were \$800 apiece. The federal government does reimburse the department 50 percent, but payment is usually made in the next budget cycle. They just received reimbursement in March for the vests budgeted in 2014. Chief Morris would like for his officers to have dress uniforms. The total cost for this will be \$3,600. Otherwise uniforms are replaced on an as needed basis. It was also noted that ammunition costs have increased. Community Policing has been added back into the budget with \$1,000 annually. This covers expenses for events such as the National Night Out. The budget will also allow for the purchase of extra Neighborhood Watch signs, stickers, and anything needed for the community. Chief Morris noted that many things are donated for the events it puts on and that US Bank has given a \$150 donation for the upcoming National Night Out event.

There was discussion of seized monies by the department. It was stated that these are put in a separate fund that cannot be utilized until the case has been disposed. After the judge issues an order, the funds must be used strictly for police equipment.

City Administrator Otto added that in 5101 Salaries - Regular, monies have been added for a deputy police chief position. June budget discussions will be whether to hire a deputy chief or to wait another year.

Mayor Marquardt suggested Committee members submit their suggestions for discussion to Committee chairs so that department heads can be notified and be able to prepare and be present for the meeting.

Chief Morris discussed his department's overtime. He noted that they provide security for Mission Bank when it opens and the bank reimburses the department. STEP program participation is reimbursed by the state and the Community Center reimburses the department when they provide security at events where they serve alcohol.

DEPARTMENT 103 COURT

City Administrator Otto stated that with the implementation of DigiTicket, it will eliminate the entry of citations by the court clerk.

5209 Professional Services. It was noted that the court-appointed attorneys are paid a flat fee of \$150 per court appearance. It is the responsibility for the City to pay for transportation and housing costs of any persons in custody by the City.

5405 Dues Subscriptions & Books. CMBR McNeil spotted a typo in the 2016 Forecast. An extra 1 should be added changing the amount from \$61 to \$611.

5108 Salaries - Judge & 5109 - Salaries Prosecutor. Mr. Otto reminded everyone of the 15 percent salary reduction in 2011, along with the Governing Body, the Mayor and Council. These would be increased \$1,836 for the judge and \$1,530 for the City prosecutor.

CMBR Fast inquired if there was a budget item for any complaints under the anti-discrimination ordinance. City Administrator Otto said this was intended to be a net-neutral item. If the parties choose mediation, they agree in advance on splitting the cost. If the matter goes to hearing officer, the officer can assess the charges to either party. Before the process begins the intake form explains to the parties involved the fees for mediation and the potential consequences that would come from a hearing officer.

104 NEIGHBORHOOD SERVICES

5101 Salaries - Regular. It was noted that a three percent increase for salaries in 2018 was added and the new amount should be \$114,000.

5825 Transfer to Equipment Fund. This is a budgeted amount to purchase a new vehicle for the City's Building Inspector. His current vehicle will be ten-plus years at that point. The intention will be to sell the vehicle or add to replace a vehicle in Public Works.

105 ADMINISTRATION

5101 Salaries - Regular. There is a three percent increase for salaries in 2018 bringing it to \$260,000.

5503 Office Equipment. This is a separate item to identify computer purchases.

107 EMPLOYEE BENEFITS

5126 Health Insurance. Mr. Otto noted that premiums are budgeted to increase 7.5 percent annually. Future projections are about a 3.2 percent increase for next year. In 2017, the City will spend roughly \$6,000 more in healthcare than in 2009.

108 CITY COUNCIL

5103 Salaries - Elected Officials. In 2010, the Governing Body decided on a 15 percent reduction in salary for 2011. The cost will be \$7,038 to restore salaries to their 2010 level.

5206 Travel Expense & Training. This item was increased by \$1,700 as the City-paid life insurance policy on the management team was defunded.

115 SOLID WASTE

City Administrator Otto said this is a new fund to segregate this item. It includes items for the leaf program and the solid waste cost to Town & Country. The carry forward figures represent monies that were collected for this purpose and will be spent as such.

Public Comment

Linda Fell: Ms. Fell inquired whether the reserves were in the General Fund. She also inquired of Chief Morris' line item of \$45,000 on fuel.

CMBR Fast stated she would like a future discussion to review training accounts.

City Administrator Otto recapped for future discussion:

- Tree trimming and tree removal in right-of-way.
- Setting aside funding for in-kind contributions for 5K's or community events, or take out of Public Works and Police accounts for overtime.
- Looking at target increase for the most out of line market salaries.
- Deputy Chief, to fund, not fund, or hybrid.
- Judge and prosecutor salaries.
- Asking judge about mediation models
- Council training
- Home program
- Strategic Planning
- TIF fund possibilities, TDD & CID discussion

Schedule:

Monday, May 11

- Admin and Finance
- Presentation from the Bike and Pedestrian Challenge
- City Administrator selection process and councilmember involvement at different stages.
- Draft for naming policy for City properties.
- Potential discussion for an interim administrator
- Committee members interested in announcing their desire to be Council President

Tuesday, May 12 - Strategic Planning with possible budget items.

Staff is continuing to work on revisions of the employee handbook with the help of MPR. There will also be upcoming discussion on meeting procedures. City Clerk Bohon will also set out an update list of who is interested in which committee.

II. NON-ACTION ITEMS:

III. ADJOURN