

COMMITTEE OF THE WHOLE MEETING AGENDA

Roeland Park City Hall

4600 W 51st Street, Roeland Park, KS 66205

Monday, June 22, 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

- Mark Pentz, Interim City Admin.
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Chair, Janssen
Co-Chair, Poppa

Finance

Chair, Rhoades
Co-Chair, Kelly

Safety

Chair, McNeil
Co-Chair, Thompson

Public Works

Chair, Fast
Co-Chair, Kellerman

CMBR Fast called the meeting to order.

CMBR Poppa arrived after the start of the meeting and CMBR Rhoades was not present.

I. REPORTS OF COMMITTEES:

1. Admin – Bike Walk KC – Joe Blankenship

Joe Blankenship from BikeWalkKC addressed the Committee about helping Roeland Park create a bicycle and pedestrian plan in the City. Mr. Blankenship stated that the U.S. Department of Transportation Secretary Anthony Fox has called on all municipal leaders to look at bike and pedestrian safety in their cities. Mr. Blankenship noted the Vision Zero Initiative which is working to reduce and end pedestrian and bicycle fatalities. He added that while automobile-automobile incidents have decreased, pedestrian-auto/bicycle-auto incidents have increased. This is especially important as more cities working to become more pedestrian and bicycle-friendly communities.

Mayor Marquardt has been working with Mr. Blankenship as well as with CMBR Kelly, Planning Commissioner Kyle Rogler, and Laura and Tyler Steele from the Parks Committee, as part of a volunteer group. The group felt their mission ties into the City’s participation of Community for All Ages which CMBR Kelly is a member of.

The focus of the group has been three-fold:

- Identify specific areas of concern that relate to bicycle and pedestrian safety across the City and come up with recommendations that could potentially be implemented.
- Help facilitate a process that would create a walk-friendly community designation, that would reflect planning and infrastructure efforts on planning for all modes of participation.
- Propose potential policies to recommend to the Governing Body for adoption that would help set up the City to be more bicycle and pedestrian friendly.

Mr. Blankenship stated the City has already committed to becoming an equitable transportation community of all ages in the City and the Strategic Plan has a more connected vibrant walking community envisioned and the City is already moving forward with the infrastructure.

Mayor Marquardt added that CMBR Thompson has expressed an interest to become involved in the group. Mayor Marquardt added the focus of the group was not to create new lanes or major changes, but look at where there might be deficits in the City and to look for opportunities for growth. He then asked the Committee for a recommendation to form a formal ad hoc group.

The Committee discussed the formation of the new committee and CMBR Kelly agreed to create the action item for this to be presented at Council for approval. The Committee then recommended formalizing the committee.

2. Admin – Discussion on Date for Executive Session to Review Resumes for City Administrator

Interim Administrator Pentz has spoken with the consultant with the League of Kansas Municipalities regarding the applications for a new City Administrator. He anticipates having résumés available by Friday July 10. LKM will start reviewing the applications July 6th. After their review they will identify the top 7 to 15 applicants, and deliver their top recommendations to the City by July 10th. Once received the City will distribute them to the Governing Body.

After brief discussion, the Committee decided to meet with the consultant at 6:00 p.m., July 21st to discuss the applications. Mayor Marquardt said he has been contacted by several applicants and wanted to stress the importance that all résumés and information should be kept strictly confidential.

3. Finance – Discussion of Proposed FY 2016 Budget

Interim Administrator Pentz has met with the Finance Committee and staff to add address any specific line item questions. CMBR Kelly added that staff is available to any Councilmember that would like to ask questions prior to budget meetings, so that everyone is prepared to focus on voting on the items.

General Fund Summary

Interim Administrator Pentz spoke on the General Fund Summary. He noted that the greatest impact is with the departure of Walmart. He stated that the City of Roeland Park's policy has been to keep reserves reserve equal to approximately two months of expenditures, which is 16.7 percent and is typical for a city like Roeland Park. He noted that the projections for 2018 are 13.83 percent, but this will also be when the last payment is made on the pool facility. That will potentially free up monies to put towards the reserve fund.

Outstanding Major Topics

Tree Trimming or Removal in the Right-of-Way

Interim Administrator Pentz first addressed the second category beginning with the larger expense items. He noted the funding for adding tree care back into the budget would be new monies. The options for providing this funding would be to find a way to increase revenues, decrease spending, or tap into the reserve fund.

Mr. Pentz said it was unusual for trees to be maintained by the city and the responsibility is usually on the homeowner to maintain growth in the right-of-way of their property. He added that he will work with Public Works Director Leon in putting together more accurate numbers to reflect City care of the trees. Due to this possible budget expense, he posed the question whether this should be added to the budget with the effect of Walmart leaving.

CMBR Fast recommended the City negotiate a group rate for the citizens with regards to tree trimming. Public Works Director Leon felt that could be a possibility, but would open the City up for possible liabilities.

The Committee agreed to not put tree trimming back into the budget at this time.

Deputy Chief Police Position

After meeting with the Finance Committee, Mayor Marquardt, President of the Council, Interim Administrator Pentz presented a request that Police Chief Morris and Public Works Director Leon are proposing. They are recommending adding \$12,800 in new dollars to the budget to create two positions. One would be a maintenance level position for the Public Works Department and the other will be an additional patrol officer for the Police

Department. Mr. Pentz noted how unusual it is for a police chief and another department head to come together with a proposal that would benefit both departments in such a positive way.

Public Works Director Leon has created a position description noting that his employees are all equipment operators. This position would handle needs of his department that do not require such skills. This will give him more time and flexibility in his department.

Police Chief Morris said adding another officer will enhance his patrol division. He noted that deputy chief is largely an office position and feels that this is a waste of resources. He is also very confident in his command staff that he currently has. Chief Morris said this would be a win-win for the City.

Interim Administrator Pentz did recommend that the salary and benefits for the deputy chief be included in the budget as a placeholder even if the monies do not go towards that. He also suggesting waiting until the hiring of a new administrator before making any decisions, noting that the new administrator would like to look at the needs of the organization, make their or own assessment on how to expend the funds and to make a recommendation to the Governing Body.

The Committee agreed to the amounts for a Deputy Police Chief as a placeholder item in the budget and not make a decision until after the hiring of a new city administrator.

Community Event Funding/In-Kind Line Item Funding

After a brief discussion the Committee recommended to approve an administrative line item for Community Event Funding to establish a baseline of what is spent from the Police and Public Works Departments to provide staff to serve the community events.

Restore Judge and Prosecutor Salaries to 2010 Levels

CMBR Fast stressed the fact that both the judge and the prosecutor put in a lot more time than just participating at the court docket. After some discussion it was recommended to increase the salaries of both the judge and the prosecutor to the levels requested.

Establish a Mediation Program for Neighbor-to-Neighbor Issues

Ms. Mootz stated she did not believe the program would be utilized very much. She noted that when the City previously had such a program through Johnson County Community College it was rarely used. CMBR Fast stated she felt mediation was a useful tool in prevent problems reaching municipal court. CMBR Thompson felt the recommendation was too broad and that there was not enough information about the mediation process. CMBR Kelly expressed her desire to see something more concrete in how the funds would be spent. The Committee also discussed where the oversight would be of the program.

Mr. Otto had previously mentioned that the \$2,000 proposed would not buy a lot of time for the program. It was recommended that staff come up with a more detailed plan. CMBR Fast said she will work on this item, but it was decided to table the item currently.

United Community Services

It was noted that the last increase request made to the City was in 2013. Currently UCS is asking for a \$400 increase which will bring the City's contribution to \$3,530.

After a brief discussion of the benefits of the program in Johnson County, it was recommended to move this forward to the budget.

Targeted Salary Modifications

Ms. Jones-Lacy said she has met with CMBR Kelly and previous CMBR Gliniecki where they discussed the salaries of Roeland Park City staff. She noted they are among the lowest paid in Johnson County. She said the goal has been to bring those classifications up closer to the median. Last year directors' positions were increased and this year they are seeking to address the next largest variance between the median average in Johnson County and Roeland Park's peer cities. Currently that adjustment will affect only one police officer position, increasing to 45,000, which requires new dollars of \$1,648.

The Committee recommended the \$1,648 increase to the budget.

Technology Acquisition/Support for the Mayor and Council

Interim Administrator Pentz met with Ms. Jones-Lacy, CMBR Rhoades and CMBR Kelly met to discuss this item. Mr. Pentz suggested, and CMBR Rhoades agreed, providing a technology allowance for the use of personal cell phones and computers at \$50 a month. He said it would be expected that Councilmembers would have and be available with a cell phone and/or a computer, tablet or other device to communicate if they received the allowance.

Ms. Jones-Lacy spoke with City Attorney Shortlidge, who verified with LKM that everything maintained on the device as related to City business would be subject to KORA (Kansas Open Records Act), but not records unrelated to City business. The funding of this proposal would be new money added to the budget.

The Committee agreed not to move forward with this suggestion. CMBR Fast said she would have rather have a discussion of increasing the Council's training budget. That discussion will be added to a future COW meeting.

Major Home Repair

Currently the City's funding in this project is at 80 percent of one home (\$8,000). It is recommended to increase funding an additional \$2,000 to allow for major home repair for one house per year at \$10,000. Ms. Jones-Lacy noted that currently there is a wait list of 13 in Roeland Park. Last year two homes were completed on the list and only one will be completed this year. She the person waiting the longest has been on the list for just over two years. The most recently added one has been on a couple of months. These are major repairs to homes such as HVAC, electrical, concrete, foundation or roof work with the goal to bring people up to code. These are not for cosmetic home improvements or remodeling projects.

The Committee recommend to approve the \$2,000 increase.

Strategic Planning

Currently there is \$18,500 in the budget for Strategic Planning. Ms. Jones-Lacy has researched the items listed in Phase I goals and assigned dollar figures to the different goals. This was presented to the Committee in the Roeland Park Strategic Plan Dashboard 2016 Budget Items.

With regard to the newsletter, City Clerk Bohon said they have changed companies and the newsletter will be published more timely.

The Committee agreed to leave the \$18,500 as a placeholder in the budget and will discuss further how those funds are to be allocated at a future Committee of the Whole meeting.

There was a brief conversation regarding the salary of the ethics attorney and a reduction in that salary with those funds used to help offset the pay increase for the judge and the prosecutor.

Ms. Jones-Lacy inquired of the will of the Council of how they would like staff to find the \$7,540 needed for the increase to the budget, whether that be new funds, reductions in other areas or utilizing reserves.

CMBR Kelly said she would like the money to be found within the budget. Interim Administrator Pentz stated, "We can. We will." CMBR McNeil recommended not touching reserves since it was stated at the beginning of the meeting that Mr. Otto had already presented them with a balanced budget.

Budget Calendar

June 29 - Committee of the Whole meeting to focus on TIF issues, possible CIP and the training budget.

July 6 - Committee of the Whole workshop with the new draft of budget. (Meeting was cancelled)

July 13 - Committee of the Whole budget workshop.

July 13 - Executive Session regarding 47th and Mission.

July 14 - Budget Community Forum

July 20 - Committee of the Whole

July 21 - Executive Session to discuss City Administrator applicants.

II. **ADJOURN**

CMBR Fast adjourned the meeting.