



COMMITTEE HANDBOOK

APRIL 2023

INTRODUCTION



WELCOME

Thank you for volunteering to serve the City of Roeland Park as a citizen committee member. This handbook is designed to provide you with information regarding your role and responsibilities.

Committees were established to increase citizen input and participation in City government. Committees exist to advise and make recommendations to the Council on distinct issues and subjects affecting the city. Although committees are unique to themselves, there are procedures, protocols and policies that are common to all of them. This handbook has been developed to assist members in becoming familiar with standard procedures and protocol. Use this guide as a road map during your appointment.

By accepting this role, you are uniquely situated to work directly with your local government, on behalf of your fellow citizens, to better the community. Thank you for your dedication and service to the City of Roeland Park.

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COMMITTEE PURPOSE

SERVE WITH PURPOSE

Aquatic Center Advisory Committee

The purpose of the Aquatic Center Advisory Committee is to review and provide feedback on pool operations, programs, facility conditions, and events at the City pool. They provide recommendations to the Governing Body and serve as a sounding board for City staff concerning issues of pool policy and service quality.

Staff Liaison: **Keith Moody**



: kmoody@roelandpark.org

Staff Liaison: **Anthony Marshall**



: amarshall@roelandpark.org

Arts Advisory Committee

The purpose of the Arts Advisory Committee is to make recommendations concerning the public display and purchase of art on City owned property. The Arts Committee also coordinates the public display of art on City-owned property. The Arts Advisory Committee makes decisions on art and art programs for the City of Roeland Park. The Arts Advisory Committee also manages and maintains the George R. Schlegel Gallery housed at City Hall.

Staff Liaison: **Kelley Nielsen**



: knielsen@roelandpark.org

Board of Zoning Appeals Committee

The Board of Zoning Appeals receives, hears, and decides appeals to official decisions pertaining to zoning requirements.

Primary Staff Liaison: **Wade Holtkamp**



: wholtkamp@roelandpark.org

Secondary Staff Liaison: **Jennifer Jones-Lacy**



: jjones-lacy@roelandpark.org

Community Engagement Committee

The purpose of the Community Engagement Committee is to help foster broad and inclusive participation of our residents and highlight city amenities. The Committee will serve as a liaison between the business community, residents and city government. The Committee will make recommendations to the City Council concerning opportunities to enhance engagement and report on outcomes from engagement efforts.

Staff Liaison: **Daniel Vandebos**



: dvandebos@roelandpark.org

Community Foundation Advisory Committee

The purpose of the Community Foundation Advisory Committee is to promote community engagement and development, serving as the central resource for personalized charitable funds from individuals, families, and organizations.

Staff Liaison: **Jennifer Jones-Lacy**




: jjones-lacy@roelandpark.org

COMMITTEE PURPOSE

CONT.

Ad Hoc Historical Committee



The Historical Committee makes recommendations to the City Council relating to the preservation, protection and development of historic areas, buildings, structures and sites.

Staff Liaison: **Edward Morris**  : emorris@roelandpark.org

Parks & Trees Committee

The Parks & Trees Committee makes recommendations to the City Council concerning City owned parks and parkland in order to protect the City of Roeland Park's historical trees and green landscape.

Primary Staff Liaison: **Donnie Scharff**
Staff Liaison: **Anthony Marshall**

 : dscharff@roelandpark.org
 : amarshall@roelandpark.org

Planning Commission

The Planning Commission adopts and amends regulations governing subdivisions, approves plats, and recommends zoning changes.

Primary Staff Liaison: **Jennifer Jones-Lacy**  : jjones-lacy@roelandpark.org
Secondary Staff Liaison: **Wade Holtkamp**  : wholtkamp@roelandpark.org

Diversity, Equity & Inclusion

The DEI Committee started in September 2020 after the City approved a racial equity resolution no. 682. It became a permanent committee in September 2021. Part of this charge was to begin a committee to review the City's policies and determine how the City could be a more inclusive community.

Staff Liaison: **Jennifer Jones-Lacy**  : jjones-lacy@roelandpark.org

Sustainability Committee

The Sustainability Committee makes recommendations to the City Council concerning issues relating to or affecting environmental sustainability.

Staff Liaison: **Wade Holtkamp**  : wholtkamp@roelandpark.org

MEMBERSHIP & ATTENDANCE



MEMBERSHIP

All committee members are appointed by the Mayor and approved by the Governing Body at a regular Governing Body meeting. All committee members serve as volunteers without compensation.

Appointment terms vary by committee. The section of City code that deals with specific committees indicates the length of the appointment term. The following committees have one-year terms: Arts, Aquatic Center, Community Engagement, Historical, Parks and Trees, DEI, Sustainability

Any member may be removed from a committee at any time by majority vote of the City Council. Memberships begin on January 1st of the appointed year. Members that would like to be reappointed to a committee must notify the City Clerk.

ATTENDANCE

Regular attendance at meetings is critical to the effective operation of committees, as most of the work of the committee is accomplished at meetings. Frequent absences can generate frustration for members attempting to complete projects. Therefore, all committee members are expected to regularly attend all meetings. If you know in advance that you will be unavailable for a meeting, please communicate with your staff liaison prior to the meeting.

If a member misses 4 or more regular or special meetings within a 12 month period, unless excused in advance by the staff liaison, the member shall be automatically terminated as a committee member.

ROLES & RESPONSIBILITIES

APPOINTMENT TO A COMMITTEE PROVIDES AN OPPORTUNITY FOR GENUINE PUBLIC SERVICE. EACH APPOINTED MEMBER SHOULD BE AWARE OF THE RESPONSIBILITIES AND EXPECTATIONS THAT ACCOMPANY SERVICE WITH THE CITY OF ROELAND PARK,

1 LEADERSHIP

All committee members are appointed by the Mayor and approved by the Governing Body at a regular Governing Body meeting. All committee members serve as volunteers without compensation.

Committees have governing body liaisons that may or may not be voting members. All appointed members serve a term length outlined in the City Code. Some committees may elect a chair and vice-chair who are responsible for organizing and running meetings.

2 CONFLICT MANAGEMENT

Cooperation among fellow committee members plays an important role in community problem-solving. In order to build consensus around common goals and objectives, members should, objectively, first show a willingness to define the issues at hand and then work to reconcile opposing viewpoints. When appointed members interact positively, the group will be more effective.

Important points to keep in mind in working with other appointed members are:

- Respect an individual's viewpoint, even though it may be different from your own
- Allow other members adequate time to present their views before making comments
- Be open and honest
- Welcome new members and help them become acquainted with their board, commission, or committee
- Accept responsibility, voice opinions, be fair and factual

3 FINANCIAL STEWARDSHIP

Every year, Committees receive a \$1000 stipend. Together with the city's Financial Director, the committee's staff liaison is responsible for exercising financial oversight by reviewing and analyzing financial reports, asking probing questions about those reports, and using their knowledge of the City's finances to make decisions regarding new ventures or projects.

4 ETHICAL BEHAVIOR

Ethical behavior is the cornerstone for all aspects of city government. Committees reinforce the City's commitment to ethical government by adopting the letter and spirit of this Code of Ethics. The Code's aim is to affirm an identity of excellence and integrity for our City's government through our citizens, our employees and our dealings with other communities and build public trust.

The Code applies to all who represent our City's government. As representatives of the City, all are required to subscribe to and understand how the Code applies to them. All must agree to practice the values expressed in the Code in day-to-day service to the City. Additional information on the Code of Ethics is included in the Appendix.

MEETINGS TYPES & REGULATIONS



MEETINGS

There are three types of meetings: regular meetings, special meetings, and emergency meetings. All meetings must be open session meetings, with limited exceptions for specified items that may be discussed in a closed session (for which the public cannot attend). A committee may want to use a meeting as a retreat or a planning session, but such a meeting would still have to be noticed and open to the public. All meetings require a **quorum** to proceed with the meeting.



A **quorum** is a majority (half+1) of the entire committee members, not just those members present or those seats that are filled. **When a quorum is not present for a scheduled meeting, the committee cannot hold the meeting.** If there is a chance that additional members (needed to comprise a quorum) will arrive within a reasonable time, the staff Liaison may orally announce that they will wait for a specified time (e.g., 15 minutes) to decide on whether the meeting will proceed or need to be declared cancelled due to lack of a quorum.

ALL MEETINGS ARE SUBJECTED TO KANSAS' TWO SUNSHINE LAWS: THE KANSAS OPEN RECORDS ACT (KORA) AND THE KANSAS OPEN MEETING ACT (KOMA).

KANSAS OPEN MEETINGS ACT

The Kansas Open Meetings Act (KOMA) is established by K.S.A. 75-4317 et seq. The City Council and any committees of a public body are subject to KOMA. KOMA states the meetings of these public bodies are required to be open to the public. KOMA defines a meeting as:

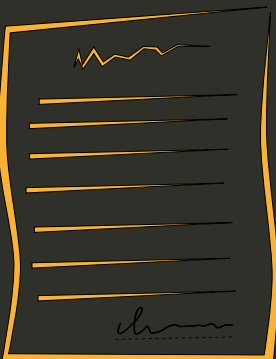
- A gathering or assembly in person, by a telephone, or any other medium for interactive communication,
- By a majority of the membership of the body, and
- For the purpose of discussing the business or affairs of the body.

All three must be present for it to be considered a meeting. However, be careful about public perception should a majority of a body be meeting for purposes other than the affairs of the body. Informal discussions before, after or during a recess of a public meeting are subject to KOMA. KOMA also notes that "serial communications" may be considered a meeting if they:

- Collectively involve a majority of the membership of the body,
- Share a common topic of discussion, and
- Are intended by any or all participants to reach an agreement on a matter that requires binding action to be taken by the body.



KANSAS OPEN RECORDS ACT



The Kansas Open Records Act (KORA) is established by K.S.A. 45-215 et seq. KORA provides the procedure for the public to view and make copies of public records. It states that all public records shall be open unless otherwise provided by K.S.A. 45-216(a). It also defines and categorizes records. Public records are records made, maintained, created or possessed by a public agency in any form including electronic storage. Public Agency includes the committee members.

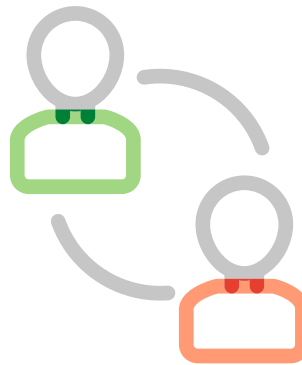
Effective July 1, 2016, records made, maintained, or kept by a member are public records if they relate to the City of Roeland Park. Records may be discretionarily closed due to personal privacy, safety/security, or internal communication while policies are being developed. There are nearly 300 types of records that are mandatorily closed.

Additional information and a comprehensive understanding of KOMA & KORA regulations, please visit <https://ag.ks.gov/open-government>

AGENDAS, MINUTES, AND COMMUNICATIONS

AGENDAS & MINUTES

Committee agendas should be prepared in advance of each meeting and shared with the City Clerk, members, and staff liaisons. Minutes should be taken that reflect the items being considered, a brief description of the discussion, and direction or recommendation provided by the committee. Minutes should be reviewed and submitted to the City Clerk for publication on the City website within 3 days of the meeting occurring.



ELECTED AND STAFF LIAISONS

Each committee is appointed a **staff liaison**, who works to facilitate the agenda and the resources needed for your committee. Your staff liaison is a vital resource as they are aware of the City Council priorities as well as the City resources and rules. Committee members and staff are expected to always work courteously and professionally with each other. Any questions, issues or concerns about your committee, the work plan, or other city business can be directed to your staff liaison. Appointed members are encouraged to use their staff liaison as a resource and contact them directly if they require additional material or clarification of data. Members are not allowed to direct staff for individual projects.

Elected liaisons are appointed on an annual basis to committees by the Mayor. The elected liaison is anticipated to share feedback and insights from the Governing Body and may be a voting member of the committee. The decision on if a liaison is a voting member is left to each committee.

APPENDIX

CODE OF ETHICS

Roeland Park, Kansas Code of Ordinances § Sec. 1-318 Code of Ethics.

(a) *Code of ethics for elective and appointive offices; declaration of policy.* The proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for certain City officials is hereby established. The purpose of this code is to establish guidelines for ethical standards of conduct for such officials by setting forth those acts or actions that are incompatible with the best interests of the City and directing disclosure by such officials of private financial or other interests in matters affecting the City.

(b) *Definitions.*

(1) Interest means direct or indirect pecuniary or material benefit accruing to a public officer as a result of a contract or transaction which is or may be the subject of any official act or action by or with the City, except for such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this code, a public officer shall be deemed to have an interest in the affairs of:

- A. Any person related to him/her by blood or marriage in a degree closer than the fourth degree of consanguinity or affinity (determined by the civil law method), and a divorce or separation between spouses shall not be deemed to terminate any such relationship;
- B. Any person or business entity with whom a contractual relationship exists with the public officer that would be positively or negatively impacted by that individual's relationship with the City;
- C. Any business entity in which the public officer is an officer, director, or member having a financial interest in, or by which the public officer is employed;
- D. Any business entity in which the stock of; or legal or beneficial ownership of, in excess of five percent of the total stock or total legal and beneficial ownership, is controlled or owned by the public officer.

(2) Official act or action means any legislative, administrative, appointive or discretionary act of any officer of the City or any agency, board, committee or commission thereof.

(3) Business entity means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust, corporation, limited liability company, or similar business organization.

(4) Public officer means any person, officer holding a position by public election or Governing Body appointment in the service of the City of Roeland Park, whether paid or unpaid, including members of any board, committee or commission thereof.

(5) Transaction shall be defined as any activity that engages the authorization, approval, involvement in an official capacity of a public officer that did or could result in the expenditure of City funds.

(6) Ethics attorney shall be defined as that individual who is licensed to practice law in the State of Kansas who does not currently serve the City that is selected by the Governing Body.

(c) *Standards of Conduct*

(1) The requirements herein set forth shall constitute reasonable standards and guidelines for the ethical conduct of public officers of the City.

(2) Interest in contract or transaction. No public officer having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the City, shall:

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- A. Have or hereafter acquire an interest in such contract or transaction;
 - B. Have an interest in any business entity representing, advising or appearing on behalf of any person involved in such contract or transaction, whether paid or unpaid;
 - C. Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction;
 - D. Have solicited, accepted or granted a present or future gift, service or thing of value from or to a person involved in such contract or transaction.

(3) Exceptions. The prohibition against gifts, services or things of value in subsection 1-318(c)(2)(D) shall not apply to:

- A. An occasional non-pecuniary gift, service or thing of value, insignificant in value (\$50.00 or less);
- B. An award publicly presented in recognition of public services.

(4) Pre-acquisition of interest. No public officer, with respect to any contract or transaction which is under consideration as an official act or action of the City, shall acquire an interest in or be affected by such contract or transaction at a time when the public officer believes or has reason to believe that it will directly or indirectly be affected by an official act or action of the City.

(5) Disclosure of information prohibited. No public officer, with respect to any contract or transaction which is or is under consideration of an authorization, shall disclose information specifically intended to be confidential concerning the property, government or affairs of the City, or use such information to advance the financial interest of himself, herself or others.

(6) Incompatible service. No public officer shall engage in or accept private employment or render service, for private interest, when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made as provided in this Code.

(7) Appearances. No public officer shall appear on behalf of any private person, other than himself, herself, his or her spouse or minor children, before any City agency or the Municipal Court. However, a member of the Governing Body may appear before City agencies on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations.

(8) Public contracts. No public officer who in his or her capacity as such officer participates in the making of a contract in which he or she has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his or her part, shall enter into any contract with the City unless:

- A. The contract is awarded through a process of public notice and competitive bidding, or
- B. The contract for property or services is one for which the price is fixed by law.

(9) Public property. No public officer shall engage in, request or permit the unauthorized use of City-owned vehicles, equipment, materials or property for the operation of a private business or for personal use.

(10) Later case interest. No public officer shall, after the termination of service with the City, appear for pay before any board, commission, committee or agency of the City in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service, or which was under his or her active consideration. No elected official shall apply for or be considered for any employment with the City following his or her departure from elected office for the length of his or her tenure or four years, whichever is the longest.

(11) Use of computers by elected officials. Any computer ("computer" being defined to include desktop as well as portable computers, computer functions such as internet access, electronic mail and broadband broadcast; computer databases; servers; hardware; and software) provided by the City for use by elected officials shall be restricted to use for official City business. No elected official shall use any such computer for personal use or cause, permit or allow any other person to use or access any such computer for other than official City business. Use of any such computer for political purposes, including campaigns for City offices, shall be considered to be personal use. Unless approved by the Governing Body, use of any such computer for fund raising activities shall be considered to be personal use.

(d) Exceptions to Code of Ethics

(1) It shall not be deemed a violation of the standards of the code if the interest of a public officer in a person or business entity is a contractual obligation of less than \$500.00 which has not been preceded by any other obligation, discharged or existing, between the parties, and which is not the first in a series of two or more loans or debts which either of the parties is under an obligation to make or incur.

(2) A commercially reasonable loan made in the ordinary course of business by an institution authorized by the laws of this state to engage in the making of such loans shall not be deemed to create an interest in violation of this code. A contract for a commercial retail sale, even though over the value of \$500.00, shall not be deemed to create an interest in violation of this code.

(3) A public officer does not make or participate in the making of a contract or perform an official act or action related to a contract or transaction if the public officer abstains or recuses himself or herself from any official act or action in regard to the contract or transaction, and does not vote on such item.

(e) Disclosure of Interest in Legislative Actions

(1) Any member of the Governing Body who has a financial interest or personal interest in any proposed legislation before the Governing Body shall disclose on the record the nature and extent of such interest.

(2) Any other public officer who has a financial or personal interest in any proposed legislative action of the Governing Body and who participates in discussion with or gives an official opinion or recommendation to the Governing Body, shall disclose on the record of the nature and extent of such interest.

(f) Enforcement. Any alleged violation by a public officer shall be brought to the attention of the Governing Body by a written complaint duly signed by a complaining party. The Governing Body shall consider the complaint, and/or direct that the City Ethics Attorney consider or investigate the complaint, and consideration shall be given to open meetings requirements and standards, including but not limited to those related to consultation with the City's attorneys and personnel matters of non-elected personnel. The Governing Body may take such action, or direct that such action be taken, as the Governing Body deems appropriate, including but not limited to those set forth in subsection 1-318(h) (violations; penalties) below.

(g) Advisory Opinions

(1) When any public officer has a question as to the applicability of any provision of this code to a particular situation, or as to the definition of terms used herein, such public officer should bring the question to the attention of the City Administrator or the Mayor, as may be appropriate. If any such questions are not resolved through such channels, he or she may apply in writing to the Governing Body for a formal advisory opinion from the Ethics Attorney. The officer shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the code before such advisory opinion is made. As appropriate, an opinion from the Kansas Governmental Ethics Commission may also be requested.

(2) Such opinion until amended or revoked shall be binding on the City, the City Council, and the Ethics Attorney in any subsequent actions concerning the public officer who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Such opinion shall not be binding in any action initiated by any private citizen. Any ethics opinion shall not be considered attorney-client privilege as between the Ethics Attorney and the public officer.

(3) Whenever, at any meeting of the City Council, any person states or alleges that the participation of any member of the Governing Body with respect to any matter on the agenda for action by the Governing Body at that meeting would or may result in a violation of this code, the Governing Body member affected may request to have the matter tabled until the next regular meeting of the City Council in order to afford said Governing Body member an opportunity to obtain an advisory opinion from the Ethics Attorney.

(h) Violations; penalties.

(1) Action, if any, for violation of this Code may include, but not be limited to, an informal reprimand, formal resolution of public censure, or forfeiture or ouster in accordance with the applicable statutes of the State of Kansas. In addition, in the case of employees, action may be based upon established employment policies of the City, including suspension or dismissal where appropriate.

(2) In addition, any public officer who willfully and knowingly violates any of the provisions of subsections 1-318(c) (Standards of conduct) or 1-318(e) (Disclosure of interest in legislative action) of this Code may be deemed guilty of a public offense and the Ethics Attorney and/or the City Prosecutor, with the approval of the Governing Body, shall have the power to initiate any suit, and to prosecute any criminal or civil action on behalf of the City where such action is appropriate. Any public officer so found guilty of violating any provision contained in such sections shall be punished in accordance with the penalties set forth in section 1-117 of the City Code. Public officers in violation of the provisions of this Code shall also be subject to submission to the Kansas Governmental Ethics Commission, the Attorney General of Kansas, or the Johnson County, Kansas, District Attorney for review, investigation, and appropriate action pursuant to state law.

(3) In addition, where the violation by the public officer has resulted in financial harm to the City or financial profit or gain to the public officer, the City is authorized to seek damages in an amount not to exceed twice the financial harm suffered by the City or twice the profit or gain realized by the public officer, whichever is greater.

(4) Violations of any provision of this Code may further constitute cause to cancel any contract, cease negotiations on any contract, and/or rescind or modify any previous action based upon any such violation.

(i) Distribution of code of ethics. The City Clerk shall cause a copy of the Code of Ethics to be distributed to every public officer of the City within 30 days after enactment and amendment of the same. Each public officer elected or appointed thereafter shall be furnished a copy and file a signed version with the City before entering upon the duties of his or her office.

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -

MEETING NAME & DATE -

ATTENDEES -

NEXT STEPS / DEADLINES -

MEETING NOTES -



CONTACT US

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