

GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, March 7, 2016 6:00 P.M.

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| <ul style="list-style-type: none">○ Joel Marquardt, Mayor○ Becky Fast, Council Member○ Tim Janssen, Council Member○ Ryan Kellerman, Council Member | <ul style="list-style-type: none">○ Teresa Kelly, Council Member○ Sheri McNeil, Council Member○ Michael Poppa, Council Member○ Michael Rhoades, Council Member○ Erin Thompson, Council Member | <ul style="list-style-type: none">○ Keith Moody, 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

Janssen
Poppa

Finance

Rhoades
Kelly

Safety

McNeil
Thompson

Public Works

Fast
Kellerman

Mayor Marquardt called the Governing Body Workshop to order.
CMBR Fast was absent

I. MINUTES

1. January 19, 2016

The January 19, 2016 minutes were approved.

II. DISCUSSION ITEMS:

1. Presentation from WCA (Town and Country) Review 2017 Contract and Rate Change

City Administrator Moody introduced to the Governing Body William Rose, Operations Manager for WCA, the new owners of Town and Country.

William Rose addressed the City's concerns regarding trash pickup. He noted that since the company's purchase the main issues have dealt with yard waste pickup. He explained that before the purchase of the company they were not given any information as to how many employees there were and there are even less now. He also added that as a transportation company they closely follow DOT rules and regulations. Drivers are not permitted to work over 57½ hours per week and are also subject to random drug testing, which was not done previously. This has resulted in a loss of some drivers. Mr. Rose said the company is in a very aggressive hiring process. They are also buying a yard and putting it closer to Kansas City and will extend driver pickup times as they will not be based out of Harrisonville, Missouri. The drivers will also have extensive training as well as criminal and DMV background checks. Before being allowed to service the City, the drivers will have a three-day training class as well as two weeks on-the-road training.

Public Comment

John Clements - Mr. Clements, a 37-year resident, said he experienced wonderful service until a couple months ago. He has since lost confidence after acquisition with the delays and felt there was no dependability.

Mr. Rose said he had the experience to fix these issues and is increasing the workforce. He added they are hiring every day and things have begun to improve in the past few weeks.

CMBR McNeil inquired about recycling at the new yard. Mr. Rose said there will be recycling and that WCA owns the Kansas City Transfer Station where the recycling will go and then will be shipped to Harrisonville just like it is today.

Mayor Marquardt asked for clarification that the issues that have been resolved will remain resolved.

Mr. Rose said cameras have been installed in the trucks to monitor the drivers as well as cameras on the outside the trucks. If driver exceeds the speed limit, goes through a stop light or a stop sign, then the camera comes on and they are notified. He and Mr. Ewell review the issues daily.

David Stroh, Operations Manager for WCA, added that the company is holding the drivers and their supervisors more accountable. They are creating better and more accurate route sheets and maps to the drivers. He reiterated that they are giving their personnel more training and improving the routing system as well as putting individual addresses into the system to aid the drivers. He said the company was not making excuses, but is working to implement a change for the better, not just for safety, but for the service as well.

CMBR Janssen asked for the best way to communicate to WCA if residents have concerns or their pickup was missed. Mr. Rose said there is customer service staff, a process they are also working to improve. The previous Town & Country phone system is being converted to be compatible with WCA. Calls can be made to the WCA offices during the week from 8 a.m. to 5 p.m. and a driver will be dispatched if needed.

CMBR McNeil thanked Mr. Rose for the company putting cameras in the trucks, adding that sometimes the drivers were a little crazy. Mr. Rose said he knew this and that it needed to be addressed immediately.

CMBR Rhoades inquired about the spring and that there is a lot of leaf pickup. Mr. Rose said they are putting trucks out for yard debris. They have newly trained drivers and that the pickup days will remain the same.

CMBR Kellerman thanked Mr. Rose and Mr. Stroh for coming to the meeting. He asked for reassurance that going forward the drivers will be properly screened. Mr. Rose said drivers are randomly screened quarterly. He added that if there is a pickup problem, they will notify the City that they will not be out to pick them up. They will also work on Saturdays, if necessary, for pick-ups, but they will no longer pick up on Christmas and Thanksgiving.

Mayor Marquardt thanked them for their progress on improving the service to the City.

City Administrator Moody said the proposed contract for service reflects a proposed rate increase of 2.9 percent. The joint contract has been in effect since 2013 and there has not always been a rate increase. Mr. Moody has gathered information on solid waste fees for garbage, recycling and yard waste services, and felt this is a good price. He also added that MARC facilitated the joint contract process. MARC has recommended continuing with the same company as they cannot go through the bid process and provide adequate notice to change contractors and meet the pre-notification requirement in the contract for 2017. Mr. Moody will be meeting with the other cities, MARC and Town & Country to talk about the joint bid process that would take effect January 1, 2018. They are also trying to get other communities to be a part of that process. MARC requires Council approval for the rate increase for 2017 and recommends continuing with Town & Country.

The Governing Body discussed a timetable to approve the increase. City Administrator Moody said WCA has met the requirement of the notice of a rate increase which is in April prior to the January effective date. He added that the existing contract does not have performance measures or penalties and this will be addressed in the upcoming discussing contract discussions.

There was a consensus to move this to New Business on the City Council agenda.

2. 2016 CARS BIDS

Public Works Director Leon said this project is to construct the interchange for the Commerce Bank site. He received five competitive bids with Kansas Heavy as the lowest bidder coming in at \$73,784. They have done stormwater work for the City in the past, and Mr. Leon is confident they will do a good job with this project. The project was budgeted at \$114,000. Mr. Leon felt the funding for construction would be covered by the by the Commerce Bank Development Agreement and CARS funding. His recommendation was to move this to a City Council agenda for approval.

CMBR McNeil inquired about the fees for the SKW oversight. Public Works Director Leon did not have the numbers at the meeting, but believed that since the bid came in below budget and with the funding from CARS and Commerce's share most of those fees would be covered.

Mayor Marquardt asked for thoughts on what the percentage split might be and CMBR Kelly requested the anticipated SKW fee be made available at the Council meeting. Mr. Leon said he would provide those figures again said that he felt CARS funds would offset some of the inspection fees because of the bid coming in under budget.

Consensus to move to Council new business.

3. 2015 CARS Bids

Public Works Director Leon said this project bid was re-issued in the winter of 2015. They received eight bids with the lowest by Phoenix Concrete & Underground in the amount of \$294,074.33. SKW has performed the due diligence, background check, and verifying references for this contractor and said that they're more than capable to do this project. His recommendation is to move this to a City Council agenda for approval.

CMBR McNeil asked for clarification of the project cost and with the reimbursements the City's share is approximately \$137,000.

There was a consensus to move this item to City Council New Business.

4. In-Car Video Cameras

Police Chief Morris presented photos of cameras currently used in his patrol vehicles. Chief Morris is interested in upgrading the in-car cameras and noted that last year he received budget approval in the CIP to purchase them this year. After a trade-in credit of \$3,750, five units will have new cameras at a cost of \$17,005 plus installation. The cameras have a five-year warranty with bumper to bumper protection and purchased and service from a local vendor in Lenexa. Chief Morris said he evaluated other companies and chose to stay with the company they currently have. He then asked for the purchase approval be placed on the next consent agenda.

There was consensus to move this to the next City Council Consent Agenda.

5. Mental Health Co-Responders Presentation

Police Chief Morris presented to the Governing Body a new program where a mental health professional, a co-responder, would be imbedded with the police department and go on calls with law enforcement when mental illness is identified as a factor. This outreach provides a face-to-face professional assessment of the immediate safety risk of the individuals involved. In the longer term, the co-responder can more effectively provide follow-up, engage individuals and to referral to services to prevent an over-utilization of jails and emergency rooms. This program would get a mental health person to go to the scene when an officer responds when previously health professionals weren't called in until they were in jail, the hospital or presented through a referral program. It has been asked upon by the law enforcement agencies to help fund this program due to the increase of mental health issues in the state. The program has been in effect in Olathe and Overland Park for the past two years and is working well.

Chief Morris said some of the benefits would help eliminate some of the repeated calls to the same address and also shorten the time to get help to people when they need it versus waiting until the next business day. The program would make for less jail time when treatment is preferable. Added benefits are the high quality service with face-to-face meeting with a Johnson County Mental Health provider.

The cities of Prairie Village, Leawood, Mission, Merriam, Westwood and Roeland Park will be cost sharing based on population with Roeland Park's share for one year a little over \$7,000. A memorandum of understanding was

written by Leawood's staff attorney. Roeland Park City Attorney Shortlidge reviewed it, made changes, and Chief Morris is recommending to move forward with Mr. Shortlidge's recommendations. Chief Morris said he is not asking for approval, but just wanted to make the Governing Body aware of program. If they would consider approval, the program would start January of 2017. If the program begins sooner than that the cost will be prorated.

CMBR Thompson asked if the co-responder would be on scene as a mental health provider or as law enforcement. She also inquired whether statements given to the co-responder would be protected under HIPAA. Chief Morris said the co-responders were there as mental health professionals, but was unsure about the confidentiality of statements made.

City Administrator Moody commented that the police officers are not trained like mental health professionals and this program will save time by officers not waiting for a response for mental health services before they can go back into service.

CMBR Thompson wanted assurances that statements are protected if not spoken to a law enforcement officer.

CMBR Rhoades commented that he felt the fee is worth it and asked for some statistics.

Police Chief Morris said from 5/1/2014 through 11/4/2015, Roeland Park had 32 referrals to Johnson County Mental Health. During that same time period Overland Park had 2,400 referrals. He said there is a definite need for this added staff.

City Administrator Moody said the program is working. He also said the police officers learn from the co-responders. They learn to actually identify behavior that they might have previously viewed as anger or someone being defensive. They learn to ask questions by seeing how the co-responder handles the call. From that, they can do triage before calling out for a co-responder and they become better at identification of who may benefit best from the co-responder.

Police Chief Morris said he has sent three officers to crisis intervention training and will be sending more. Currently five or six on staff have already received the training.

CMBR McNeil expressed concern of only one person to cover all the cities who share the time of 40 hours a week. Chief Morris said they can always add more staff if it is not enough. His department will also provide a work area the mental health professional.

CMBR Kelly thanked the police departments for their work on this and she said she think it's a great program that she would like to see go forward. Ms. Kelly also said she was in favor of staff looking at this as one of their initiatives for 2017 and would like to see it presented as a pilot program.

6. 2016 Mowing Contract

Public Works Director Leon put together an RFP for City mowing services to which he received six bids. The lowest bid was Next to Nature Landscape, LLC who currently contracts for the cities of Leawood and Overland Park. It is anticipated there will be 20 mowings per season and they will also provide trimming as necessary. Contracting out this service represents a 21 percent cost savings to the City.

Mr. Leon said that there are other benefits by contracting mowing aside from financial savings. This will allow his department to focus more time spent on maintaining the City's green infrastructure such as the bioswales and rain garden. They will also be able to do the preventative tree maintenance which has been contracted out the last couple of years. More time will be spent on landscaping upkeep on the islands and at the Community Center. The staff will also have more time to continue its focus on the large amount of street work that needs to be done. There

is also a hope that this will allow time for cross-training staff in other areas such as inspections, curb and sidewalk repairs.

City Administrator Moody said that in theory municipalities can generally benefit by performing work in-house. In his experience, solid waste disposal and mowing are two areas where cities have a difficult time competing on a cost basis. He added that especially with mowing where the competition is high, it keeps the prices low. He also said that many cities contract out their mowing. He recommended that at the end of the 2016 mowing season the Governing Body can reevaluate the contract before deciding on services for 2017.

CMBR McNeil asked about the \$12,500 budgeted this year for a new mower. Public Works Director Leon said he is not seeking to spend that money this year if he is allowed to contract out mowing services for 2016.

CMBR Kellerman asked when the last time the City contracted out mowing and Mr. Leon said it was in 2013.

CMBR McNeil inquired as to who pays for the mowing at the Indian Mission. Public Works Director Leon said Fairway is negotiating their own deal for maintenance of that land.

Public Works Director Leon addressed the timing of mowing will be when the grass reaches 7 inches and will be mowed to 3½ inches. The company will call the City when they are coming out and they will also submit documentation of their work in order to be paid. He is not expecting weekly mowing, but possibly every ten days. Three areas that will mowed and trimmed at the same time will be City Hall, Carpenter Park and Sweaney Park.

City Administrator Moody said there will be real financial gains as they will not need to hire seasonal people which is a savings of \$22,000 plus benefits. Gas expense in the budget will be avoided. He added that the contract is performance based and they will be paid per mowing. They are also responsible for pickup up debris before they mow.

There was a consensus to move this to the City Council Consent Agenda.

7. December Financial Report

Ms. Jones-Lacy presented the December Financial Report and the year-end report for 2015. She noted that all figures were pre-audit, so there will likely be some changes. The report showed budget adjustments with the largest one being Pool Operations and Maintenance at \$185,000.

Sales and use tax revenues continue to be below projections, but the City and the county's portions are meeting projections. Franchise fees are down slightly, notably natural gas due to the mild winter and the steady move away from telephone land lines. Conversely, court fines are up.

Ms. Jones-Lacy presented the 2015 year-end unaudited cash reserves noting that the General Fund assumed \$1.9 million in cash carryforward for the end of 2015. She also discussed that General Fund expenses were under budget while revenues were about 40,000 more than estimated, so fund balances are higher than originally projected. The reserve balance exceeds the expectation of holding three months of operating expenses and the General Fund, bond and interest funds are also looking positive. Ms. Jones-Lacy also discussed the transfers in and out of the various funds adding that the operating cash carryforward is \$609,000 which is above what was originally anticipated when doing mid-year projections.

TDD revenues did not come in as anticipated

Ms. Jones-Lacy spoke of the initial investment of \$2.4 million made with Columbia Capital and that they are mostly invested in agency and government bonds. The bonds are set to mature in March, June, October and December and she will bring back figures that show the interest earned at maturity.

Mayor Marquardt recommended due to time constraints to return later to finish the budget discussion.

8. Reappoint City Attorney, Ethics Attorney, Bond Counsel, Finance Advisor, Judge and Prosecutor

City Administrator Moody said these are annual appointments and there is no desire to replace any of the positions. He did note that City Attorney Shortlidge will be retiring after the budget process and the replacement process will take place then.

There was a consensus to move discussions to the City Council agenda under New Business.

9. Branding Consultant Consideration

CMBR Kellerman said they had 16 proposals. The branding committee ranked the needs and City Administrator Moody compiled the rankings. The top two were interviewed and Benedictine College was chosen as they seemed to have the most comprehensive plan. They will do surveys and focus groups of a cross-section of residents and all residents will have a chance to be involved in the branding of the city. They will also gather information from not only the residents, but people that work in the City. City Administrator Moody said the committee was looking for agreement between the Governing Body and Benedictine College in keeping with the proposal that would be on an upcoming Council meeting agenda.

CMBR Thompson asked if the proposal would encompass all three phases of the proposal. City Administrator Moody said a contract still needs to be developed. The plan is to coordinate with the college's MBA marketing class which does not begin until the fall. He added that it is important that the folks involved in the process be there through the entire process for continuity. This will be an intern project for a senior.

CMBR Rhoades noted that work will be done *pro bono*, but the City is to pay any out-of-pocket expenses incurred such as printing and is estimated at \$1,000. The request is for \$3,000 to be approved in an agenda item.

Mayor Marquardt asked if the committee will accept ideas from professionals after the research is done on the creative process giving *pro bono* ideas. CMBR Kellerman said to continue with the continuity of the project and the student having gone through the process, they have all the capable means to handle all of the project and it was the desire of the committee to keep it all in one place.

CMBR Kelly said there was a request by the Council president to see minutes and notes from the committee's work and she has not received that and asked about their availability. She also wanted to know what the selection criteria was in narrowing down the 16 RFPs. She asked if the scope of services were all the same when comparing the proposals and if the proposals included portfolios of past projects. She also would like to see what the past experience is and the undergraduate work of the prospective intern and what their focus would be going forward. She inquired about the qualifications of the college department who would be providing oversight and their experience in the municipal branding process. She also said this could not be considered as a *pro bono* project if there are expenses coming out of the City's pocket.

Ms. Kelly mentioned the Specific Needs section that refers to a "family-friendly" community. She agrees with that concept, but should incorporate the "community for all ages" as the City has adopted that language.

In Phase III, CMBR Kelly said no specifics were given on how to identify an accurate sampling of the population. She also inquired if they had past experience in community engagement.

CMBR Kelly also asked for further clarification of the branding committee's role and felt more people on it would be a better representation of a cross-section to the community and to also include someone with branding experience to help drive the process. She expressed a desire to have the best three ideas presented at a Workshop to the full Council, not just to the branding committee.

Under Implementation CMBR Kelly said she was confused because she felt the objectives should have been met prior to the implementation step. She would also like to see a timeline for implementation with more detail about what the recommendations are and what they perceive the timeline would be.

Mayor Marquardt said that due to time constraints the discussion on branding would need to be continued at the next Workshop.

CMBR Kellerman said the goal tonight was just to get the process moving forward. Mayor Marquardt said the discussion will be added to the next available Workshop agenda.

There was a consensus to continue the branding discussion on the next available Workshop agenda.

III. NON- ACTION ITEMS

IV. ADJOURN

(Roeland Park Governing Body Workshop Adjourned)