

**Roeland Park City Council  
Administrative Committee  
Minutes  
December 21, 2009**

**Present:** Chair Toni Hull, Co-Chair Bill Art. Bob Meyers, Betsy Mellor, Adrienne Foster, Scott Gregory, Marek Gliniecki, Mark Kohles, Megan England, John Carter, Debra Mootz, and Rex Taylor

**1) Call to Order.** 5:50 PM

**2) Old Business: Discussion of the 2010 City Administrator Goals. Each Ward Representative and the Mayor Submitted the following:** *We discussed each of the submitted goals and it was determined that number of the goals presented is work that City Administrator does in the normal course of his job. This discussion revealed how difficult it is to create goals that are not in the normal course of his job. In some instances council members were not aware that he has been doing a lot of what was presented as goals.*

**Mayor**

1. Storm water projects - Have storm water projects progressed smoothly? Have his years of city employment enhanced the storm water experience for the city? Are there other parts of the city that flood but are not in a storm water district? Has the administrator provided elected officials with a map that shows the boundaries of the various storm water districts? In summary, the goal is to design such City map. *The City Administrator indicated that this map already exists.*
2. The annual street maintenance program involves numerous decisions. It could be said that the annual street program has the most discretionary dollars spent each year. At the council's discretion, street maintenance could be postponed for years without additional damage to the streets. If street maintenance contracts were let once every four years for one million dollars, would more bidders submit bids? Do the worst streets get repaired prior to other streets? Have you driven over the entire city streets? How long should a residential street last before needing mill and over lay? Roe blvd was recently repaired. How many years should it last? Parish Street was completely rebuilt from the ground up about 5 years ago. Why has it not lasted for 15 years as some other streets? Have council members been provided with street maps showing the annual repairs for the prior 10 years? In the last 10 years have some streets been ignored? What about the street in the industrial park? Is the administrator responsible for the street program? The goal is to answer the above questions and provide such a map and excel spreadsheet. *This information exists and has been updated by Public Works staff on a regular basis.*
3. Managerial reports - Has the city's CPA firm or the administrator developed and continued a group of managerial reports to aid the council in their oversight duties? Managerial reports are different from the basic financial statements, but are equally important for the internal control of a city with part-time elected officials. What are the reports and have they been continuously maintained from election to election? *The City Administrator indicated that these reports exist as he provides the monthly financials in terms of sales tax reports and the quarterly financial treasurer reports produced.*

**Ward 1** *Their goals were brought to the meeting and discussed.*

*Goal 1- To tally calls about the use of the new trash container that has been put into service as per the Solid Waste Contract beginning 1-1-2010.*

*Goal 2- To submit a minimum of 3 grants where city has funds for the required grant matching funds required by most grant proposals.*

### **Ward 2**

The goal I've been rolling around in my head has to do with code enforcement. We all believe that it's a problem and our worst score with the public. However, I have a difficult time trying to come up with something quantifiable. The best I can do is to suggest a reporting and tracking system that charges the codes officer with regular "rounds" and involves his/her superiors in the tracking, with exception reporting to the governing body so that we are apprised of what's going on in our wards. Finally, the flaw in what I suggest is that the codes person reports to Debbie. John still has ultimate responsibility, but there could be problems with lines of authority. *As is indicated by the Ward representatives this is difficult to quantify.*

### **Ward 3**

- 1) Community Outreach Assessment:
  - a. Create a number of annual events, to host a number of public events throughout the year--perhaps for each season. *To quantify it is suggested to say four in place of "number"*
  - b. Create a facebook page, etc--Take examples from Mission and Fairway *In the process of being done.*
- 2) City Hall Technology Assessment --Create a technology needs inventory for the future city hall renovation. *In the process of being done.*
- 3) City Hall FFE Assessment--Create a furniture needs inventory for the future city hall renovation. *Done.*
- 4) Organize a Student Outreach Government Class Program--Organize a number Government classes or programs aimed at elementary/high school students. *This program is not permitted in the school. The thinking here is to create a "Student Government", that can be done at City Hall.*

FYI...Goals numbered "2" and "3" above may be combined into one goal...

### **Ward 4**

- 1) To conduct 4 Ward meetings to explain the Code Enforcement Process. This would include sending out post cards to announce the meetings. *The C.A. indicated that he go attend Ward meetings when invited and provide and explanation of the Code Enforcement Process.*
- 2) Develop a City wide Home Tours Program. This can start with 2-3 homes and work up to a seasonal or annual tour – per section of the city or disburse over the city as a whole. *This is a program that had been done in the past as a way to increase pride in the look of the city's neighborhoods.*
- 3) Research and develop options for regular residence satisfaction feedback. Develop a program that over time can give and indication of resident's perception of the service provided to them by staff and council overall.
- 4) Identify 6 grants to submit on behalf of the city and report on this to the council. *The Admin Committee charged itself to identify 3 to 5 City Administrator goals that are measurable and have the resources available to him to complete the goals. This will be done at the next Admin meeting on January 25, 2010.*

**6) Adjourn - 6:45 PM**