

**COUNCIL COMMITTEE  
May 2, 2011  
6:00 p.m.  
Council Chambers**

**AGENDA**

**CHARLES CLARK, COUNCIL PRESIDENT**

**AGENDA ITEMS FOR DISCUSSION**

- \*COU2011-20 Consider Approval of Contract with Vance Brothers, Inc. for Project P500:  
2011 Crack Seal/Slurry Seal Program  
Keith Bredehoeft**
- \*COU2011-21 Consider approval of a contract with McAnany Construction, Inc. for Project  
P5001: 2011 Street Repair Program  
Keith Bredehoeft**
- COU2011-22 Discussion regarding eligible expenses and reimbursement  
Chris Engel**

**Executive Session**

**\*Council Action Requested the same night**

**COUNCIL COMMITTEE OF THE WHOLE  
May 2, 2011**

The Council Committee of the Whole met on Monday, May 2, 2011 at 6:00 p.m. The meeting was called to order by Council President Charles Clark with the following members present: Al Herrera, Dale Warman, Ruth Hopkins, Steve Noll, Michael Kelly, Andrew Wang, Laura Wassmer, Dale Beckerman, David Morrison, Diana Ewy Sharp and David Belz. Mayor Shaffer arrived late. Staff Members present: Wes Jordan, Chief of Police; Captain Tim Schwartzkopf, Bruce McNabb, Director of Public Works; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Chris Engel, Assistant to the City Administrator and Joyce Hagen Mundy, City Clerk.

**\*COU2011-20 Consider Approval of Contract with Vance Brothers, Inc. for Project P500: 2011 Crack Seal/Slurry Seal Program**

Bruce McNabb reported that on April 22, 2011, the City Clerk opened bids for Project P5000: 2011 Crack Seal/Slurry Seal Program. The following bid was received:

Vance Brothers, Inc.	\$182,360.00
----------------------	--------------

The bid from Vance Brothers Inc. is \$130.00 above the engineer's estimate of \$182,230.00. Council Policy CP 270 allows for the bid award if the bid cost does not exceed the engineer's estimate by 10%. City staff has reviewed the bid for accuracy and found no errors.

Mr. McNabb noted that \$180,000.00 is budgeted for this project and the contract will be awarded for that amount with funding from the 2011 Capital Infrastructure Program Project P500.

Diana Ewy Sharp made the following motion, which was seconded by Dale Warman and passed unanimously:

**MOVED THE GOVERNING BODY AUTHORIZE THE MAYOR TO  
SIGN THE CONSTRUCTION CONTRACT WITH VANCE BROTHERS,  
INC FOR PROJECT P5000: 2011 CRACK SEAL/SLURRY SEAL  
PROGRAM IN THE AMOUNT OF \$180,000.**

**COUNCIL ACTION TAKEN  
05/02/2011.**

**\*COU2011-21 Consider approval of a contract with McAnany Construction, Inc. for Project P5001: 2011 Street Repair Program**

Bruce McNabb stated that on April 22, 2011, the City Clerk opened bids for Project P5001, 2011 Street Repair Program. This program consists of repairs to deteriorated asphalt pavement throughout the City. Department compiled the list based on the pavement

condition. The work will include where necessary full depth pavement repair, curb and gutter replacement, sidewalk repair, new sidewalk and milling/overlaying the pavement.

The following bids were received:

McAnany Construction, Inc.	\$127,100.00
O'Donnell & Sons Construction	\$156,803.00
Seal-O-Matic Paving Co.	\$235,771.20
Musselman & Hall, Contractors	\$246,945.00
J.M. Fahey Construction Co.	\$263,450.00
Little Joe's Asphalt, Inc.	\$287,520.44
Engineers Estimate	\$246,060.00

Mr. McNabb noted that there is \$260,000 budgeted for this project and the contract will be awarded for that amount. Due to the excellent bids received, the City will be able to complete more repairs than expected with funding available in the 2011 Capital Infrastructure Program Project P5001: 2011 Street Repair Program.

Dale Warman made the following motion, which was seconded by Laura Wassmer and passed unanimously:

**MOVED THE GOVERNING BODY AUTHORIZE THE MAYOR TO  
SIGN THE CONSTRUCTION CONTRACT WITH MCANANY  
CONSTRUCTION, INC. FOR PROJECT P5001: 2011 STREET  
REPAIR PROGRAM IN THE AMOUNT OF \$260,000.00  
COUNCIL ACTION TAKEN  
05/02/2011**

#### **COU2011-22 Discussion regarding eligible expenses and reimbursement**

Chris Engel noted that at February and March committee meetings, the Council discussed travel and reimbursement policies for both city staff and for Council. At those meetings staff was directed to research travel policies for other governing bodies. Staff explored travel policies from three Kansas counties, five cities in Johnson County, including three neighboring cities and four other governmental agencies. The following components were commonly found in the policies reviewed:

- Per diem for meals and incidentals
- Position on alcoholic beverages with dinner
- Transportation costs - taxi, rental car, airport shuttle
- Timeline to reimburse/reconcile expenses
- Annual cap/limit per member

Council President Charles Clark led the committee in discussion on each of the findings.

#### **Per diem for meals and incidentals**

Chris Engel explained that this would be a per day or per meal rate that is set and paid to each participant in advance of travel. The rate is typically based on the U.S. General

Services Administration (G.S.A.) Meals & Incidentals (M&I) rate which varies based on destination. No receipts or reconciliation is generally required.

Laura Wassmer expressed her supports use of per diem as an easy program to administer. Diana Ewy Sharp noted the Council recently approved per diem payment for staff travel. She asked for clarification on the term "incidentals". Chris Engel responded it is generally considered items related to travel costing \$5 or less such as a bottle of water at the airport. Quinn Bennion noted that cab fares, tolls, etc. would be reimbursed as they are currently and are not considered part of the per diem.

Andrew Wang asked if the use of per diem would result in the City spending less money. Chris Engel stated that since per diem is based on destination costs, for some travel it would be less and for other travel it would be more.

The consensus of the committee was for staff to include per diem in the drafted policy.

### **Position on alcoholic beverages**

Chris Engel noted about 50% of the policies strictly prohibited the purchase of alcoholic beverages while the other 50% made no mention of alcoholic beverages in their policy.

Laura Wassmer confirmed that if the policy established a per diem for meals that alcoholic beverages could be purchased within the per diem.

### **Transportation - rental car/taxi/airport shuttle**

Chris Engel stated that transportation costs are not included in the per diem. Other cities will cap or establish an area within transportation costs are paid with the expense being paid as a reimbursement. The current policy does not address transportation costs.

Diana Ewy Sharp stated she uses a shuttle as her car is also used by her daughter and cannot be left at the airport. She does not feel this issue needs to be addressed specifically with reasonable expenses covered. Ruth Hopkins agreed.

Andrew Wang asked how shuttle costs compared to driving and parking at the airport. Mr. Engel replied mileage would be approximately \$45 with \$5 to \$16 per day for parking. The cost of a taxi would be in excess of \$100. David Belz added that when staff arranges transportation they usually arrange for the shuttle to pick up several people.

David Morrison noted there are services available that provide door to door service to the airport for \$40. He would like to see a cap on the amount rather than "reasonable" expenses. Staff should be directed to find the most economical travel costs and set the cap at that amount. Steve Noll replied that these costs are changing constantly and would require frequent research by staff to keep the costs current. Andrew Wang suggested setting a base mileage reimbursement & established parking costs at the long-term parking area.

Michael Kelly supports letting people travel as they want and review the total costs. Al Herrera explained that he prefers to travel early in the morning or late in the evening often resulting in one less day of hotel costs and agrees the whole picture needs to be reviewed.

Charles Clark stated he heard the committee directing staff to include some type of cap and “reasonable” costs. He asked staff to work with that in preparing a draft for review.

### **Timetable to Reimburse/Reconcile Expenses**

Quinn Bennion stated that this has been added because it was found in several policies, but noted it has not been a problem. He added with the use of a per diem it would be easier for staff to reconcile. Chris Engel stated some of the polices had 30 days, 40 days or the 15<sup>th</sup> of the month following travel.

It was the consensus of the committee that this is not an issue and does not need to be addressed in the policy. Any problems that may occur can be addressed individually by staff.

Mayor Shaffer arrived at 6:30 p.m. after attending the Johnson County Charter Commission meeting.

### **Annual cap/limit per member**

Ruth Hopkins stated that she knows of other cities that have done this and have found it to limit the ability of their members to go through the process required for leadership positions. She noted that all of her travel particularly that related to her leadership positions is approved in advance.

Laura Wassmer does not feel this has been abused and noted generally only a portion of the budgeted travel amount is spent annually. She feels it is beneficial both to the individual and for the city to have council members participate in conferences and events at the state or national level.

Dale Beckerman stated he felt placing an annual cap would be taking a step backwards. It is appropriate for the Council to have a travel budget each year. He does not feel a cap would be workable.

David Morrison stated he felt a cap was needed. He does not feel the city needs to spend taxpayers’ money to send several people on trips. If multiple trips are taken by individuals, they should be paid for by the individual. He feels a cap is reasonable and suggested to make it more flexible have it cover a two year period. He feels no more than two out-of-town trips should be paid by the city.

Michael Kelly stated it is not a matter of capping individual travel and the focus of any cap should be on the complete budget and handled through the budget process. Laura Wassmer agreed. Andrew Wang agreed there should not be an individual cap.

Charles Clark stated the direction of the council appears to be with an annual cap to the budgeted amount.

Dale Beckerman questioned how the per diem was handled when there are meals included in the registration for the event. Chris Engel noted most cities will adjust the per diem in those situations.

Diana Ewy Sharp noted there has been concern expressed with hotels, but felt there were advantages in staying at conference hotels both in reduced travel cost and greater networking. Chris Engel said the policy could address hotel registration. Laura Wassmer felt it was not an issue and did not need to be addressed. Andrew Wang agreed noting that you can't assume the least expensive hotel will result in lower overall travel costs. David Belz noted this has not been an issue in the past and that staff has attempted to register for the conference hotel or the closest hotel to the meeting location.

Michael Kelly stated council members are responsible adults and are capable of self-policing themselves when traveling on city business. He does not feel there is a need to micro-manage council travel.

## **Executive Session**

Michael Kelly moved pursuant to KSA 75-4319 (b) (6) that the Governing Body, recess into Executive Session for a period not to exceed 25 minutes for the purpose of preliminary discussion relating to the possible acquisition of real property.

Present will be the Mayor, City Council, City Administrator, Assistant City Administrator and City Attorney. The council meeting will reconvene at 7:10 p.m. The motion was seconded by Andrew Wang and passed by a vote of 11 to 1 with Ruth Hopkins voting "nay".

David Belz moved to reconvene the Council Committee of the Whole meeting. The motion was seconded by Michael Kelly and passed unanimously.

Council President Charles Clark called for Staff Reports.

## **Staff Reports**

### **Public Safety**

- Chief Jordan reported that Dick Callahan, crossing guard at 95h & Roe, is retiring and moving to California. Staff is looking at possible consolidation of that crossing noting that 0-5 students cross each session. Council Policy requires a minimum of 15 student crossings for a manned crossing guard. They are following the same process as used earlier in the year at Belinder Elementary School.
- There are three 5K or fun runs in the City during the next month: Corinth Dragon Run – May 7<sup>th</sup>, BRGR 5K for Jazz – May 15<sup>th</sup> and the SME Drum Run - May 22<sup>nd</sup>.
- DEA pill drop-off this past weekend resulted in the collection of 9 boxes of drugs within the four hour period between 10 and 2.

### **Public Works**

- Bruce McNabb stated staff is working to resolve the final issues at Franklin Park and liquidated damages. The park rededication is May 21<sup>st</sup>.
- The Tree Board and Arbor Day Celebration was held at Porter Park on Saturday, April 30<sup>th</sup> with a tree planted in honor of Jim Hanson.

## **Administration**

- Chris Engel reminded Council of the parks trolley tour being held next Wednesday, May 11<sup>th</sup>
- Dennis Enslinger noted the Large Item Pick-up will be held on May 15<sup>th</sup> for areas north of 75<sup>th</sup> Street and May 21<sup>st</sup> for areas south of 75<sup>th</sup> Street.
- The Smart Cities and Smart Lights grant through MARC has 250 LED streetlights being installed in Prairie Village. The lights will be primarily located in Wards 1, 2, & 6.
- There will be an artist reception for the Gallery on Friday, May 13<sup>th</sup>
- Staff met with representatives of 6 homes associates to discuss possible use of the City's website for their associations. 4 were interested in having mini web pages connected to the city's site.
- CVS plans to submit for site plan approval at the June 7<sup>th</sup> meeting of the Planning Commission. Mr. Enslinger advised that a project page has been set up on the city's website for the CVS project and noted it will not come before the Governing Body for approval.
- Quinn Bennion stated the 2012 budget overview will be presented at the May 16<sup>th</sup> Council Committee meeting.
- 60<sup>th</sup> Anniversary celebration will be featured in the next edition of the Village Voice.

### **Adjournment**

With no further business to come before the Council Committee of the Whole, Council President Charles Clark adjourned the meeting at 7:25 p.m.

Charles Clark  
Council President