



Full Commission Meeting Agenda Update

Thursday, September 15, 2016
7:00 PM

Location:

Municipal Office Building
701 N 7th Street, Lobby
Kansas City, Kansas 66101
Commission Chambers

<u>Name</u>	<u>Absent</u>
Mayor Mark Holland	☐
Commissioner At-Large Dist. 1 – Melissa Bynum	☐
Commissioner At-Large Dist. 2 – Hal Walker	☐
Commissioner Gayle E. Townsend	☐
Commissioner Brian McKiernan	☐
Commissioner Ann Brandau-Murguia	☐
Commissioner Harold Johnson	☐
Commissioner Mike Kane	☐
Commissioner Angela Markley	☐
Commissioner James Walters	☐
Commissioner Jane Philbrook	☐

SERGEANT-AT-ARMS: CAPTAIN RANCE QUINN

- I. CALL TO ORDER**
 - II. ROLL CALL**
 - III. INVOCATION GIVEN BY REVEREND GEORGE KEMPER, EBENEZER MINISTRIES**
 - IV. PLEDGE OF ALLEGIANCE**
 - V. REVISIONS TO SEPTEMBER 15, 2016 AGENDA**
- BLUE SHEET**

VI. MAYOR'S AGENDA

Item No. 1 - VOTING DELEGATES: LKM CONFERENCE

Synopsis: Designation of Mayor Mark Holland, Gordon Criswell, Melissa Mundt, and Mike Taylor as voting delegates for the League of Kansas Municipalities Annual Conference in Overland Park, KS.

Tracking #: 16787

VII. CONSENT AGENDA

(Anyone wishing to speak about a particular item on the Consent Agenda must notify the Mayor when he asks if there are any “set-asides” on the Consent Agenda. Your item will then be discussed and voted on separately. All remaining items on the Consent Agenda are viewed as a single group and voted on with one vote.)

Item No. 1 - RESOLUTION: GRANT ELEMENTARY SANITARY SEWER IMPROVEMENTS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the Grant Elementary Sanitary Sewer Improvements (1510 N. 4th St.), CMIP 6301, submitted by Ryan Haga, Attorney, Legal Department.

*On August 22, 2016, the **Public Works and Safety Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*

Tracking #: 16742

Item No. 2 - RESOLUTION: 26TH & GRANDVIEW EMERGENCY SANITARY SEWER REPAIRS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the 26th & Grandview Sanitary Sewer Repairs, CMIP 6166, submitted by Ryan Haga, Attorney, Legal Department.

*On August 22, 2016, the **Public Works and Safety Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*

Tracking #: 16743

Item No. 3 - RESOLUTION: 2016 STORM SEWER REPAIR & REHABILITATION PROJECT AND 2017 SANITARY SEWER IMPROVEMENTS

Synopsis: A resolution authorizing a survey and descriptions of lands necessary for the 2016 Storm Sewer Repair & Rehabilitation Project and 2017 Sanitary Sewer Improvements, CMIP 5303 & 6301, submitted by Ryan Haga, Attorney, Legal Department.

*On August 22, 2016, the **Public Works and Safety Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*

Tracking #: 16744

Item No. 4 - RESOLUTION: COLLAPSE OF N. 33RD TERRACE

Synopsis: A resolution declaring the necessity and authorizing a survey of land to be condemned due to the collapse of North 33rd Terrace (at a location in the North 3800 block), submitted by Ken Moore, Chief Legal Counsel.

*On August 22, 2016, the **Public Works and Safety Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*

Tracking #: 16767

Item No. 5 - REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN

Synopsis: Request approval of revisions to the Wyandotte County, Kansas Emergency Operations Plan, specifically the section titled ESF 6-Mass Care, Housing & Human Services, submitted by Matt May, Emergency Management Director.

*On August 22, 2016, the **Public Works and Safety Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*

Tracking #: 16724

Item No. 6 - NOMINATION: REACH FOUNDATION'S COMMUNITY ADVISORY COMMITTEE

Synopsis: Nomination of Theresa Reyes-Cummings to the REACH Health Care Foundation's Community Advisory Committee (CAC), submitted by Joe Connor, Assistant County Administrator.

On August 22, 2016, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, voted unanimously to approve and forward to full commission.

Tracking #: 16741

Item No. 7 - NOMINATIONS: BOARDS AND COMMISSIONS

Synopsis: Nominations for Boards and Commissions:
Jay Matlack to the Contract Fairness Board, 9/15/16 to 3/31/18, submitted by Mayor Mark Holland

Erin Stryka to the 47th & Mission Commission, 9/15/16 - 3/31/18, submitted by Mayor Mark Holland

Tracking #: 16772

Item No. 8 - MINUTES

Synopsis: Minutes from special session of August 25, 2016 and regular sessions of July 28 and August 11, 2016.

Tracking #: MINUTES

Item No. 9 - WEEKLY BUSINESS MATERIAL

Synopsis: Weekly business material dated August 25 and September 1, 2016.

Tracking #: WEEKLY BUSINESS MATERIAL

VIII. PUBLIC HEARING AGENDA

IX. STANDING COMMITTEES' AGENDA

X. ADMINISTRATOR'S AGENDA

Item No. 1 - ORDINANCE: MASTER PLANS AND MASTER PLAN AMENDMENTS

Synopsis: An ordinance affirming approval of Master Plans and Master Plan amendments, submitted by Patrick Waters, Legal. All of the Master Plans and Master Plan amendments have previously been approved by the Board of Commissioners.

On August 11, 2016, the full commission voted unanimously to table this item for 30 days.

Tracking #: 16722

XI. COMMISSIONERS' AGENDA

XII. LAND BANK BOARD OF TRUSTEES' AGENDA

Item No. 1 - COMMUNICATION: LAND BANK BUSINESS

Synopsis: Request approval of the following applications, submitted by Chris Slaughter, Land Bank Manager.

Tax Foreclosure Transfer

1038 Walker Ave. - Rising Star Baptist Church, parking

(Vacant property was a no sale in Tax Sale 329. Delinquent taxes and demo assessment owed.)

Land Bank Contract Sale

1101 S. 5th St. - K & W Land Company, LLC

(Property was taken by Land Bank in Tax Sale 335. Agreement in place for applicant to purchase property; one year period to demo property.)

*This item was scheduled to appear before the **Neighborhood and Community Development Standing Committee**, chaired by Commissioner Walker, on September 12, 2016. It was requested, and approved by the Mayor, to fast track this item to the September 15, 2016 full commission meeting.*

Tracking #: 16775

XIII. PUBLIC ANNOUNCEMENT

XIV. ADJOURN

**AGENDA UPDATE
UNIFIED GOVERNMENT COMMISSION MEETING
THURSDAY, SEPTEMBER 15, 2016**

XII. LAND BANK BOARD OF TRUSTEES' CONSENT AGENDA

CORRECTION

Paper copies of the agenda should read: XII. "Land Bank Board of Trustees' Agenda," not "Consent Agenda." The electronic version is correct.

16787



300 SW 8th Avenue, Ste. 100
Topeka, KS 66603-3951
P: (785) 354-9565
F: (785) 354-4186
www.lkm.org

August 19, 2016

Dear City Clerks or City Managers/City Administrators:

We are pleased the League's Annual Conference in Overland Park, is shaping up to be an exciting experience. We have an outstanding program of speakers, panel discussions and workshops planned which were highlighted in the July issue of the *Kansas Government Journal*.

I am writing to invite your city governing body to register its League voting delegates. State law provides that the governing body of each member city of the League may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League. League bylaws provide that a city voting delegate or alternate delegate qualifies by having his or her name, city title and address registered with the executive director.

Each member city needs to file new registration forms with the League of Kansas Municipalities. You may send them one of three ways: by mail to League of Kansas Municipalities, 300 SW 8th Avenue, Topeka, KS 66603; scanning the form and emailing adebusk@lkm.org; or via FAX to 785-354-4186. **Please send forms by Friday, September 16th to the attention of Anna DeBusk.**

Article 4, Sec. 5 of the League Bylaws prescribes the total number of votes provided to each member city based on population. The number of delegate registration forms enclosed is based on the following table.

City Population	No. Votes	No. Delegate Forms	No. Alternate Forms
1 - 2,500	1	1	1
2,501 - 7,500	2	2	2
7,501 - 17,500	3	3	3
17,501 - 37,500	4	4	4
37,501 - 77,500	5	5	5
77,501 - 117,500	6	6	6
* 117,501 - 157,500	7	7	7
157,501 - 197,500	8	8	8
197,501 - 237,500	9	9	9
237,501 - 277,500	10	10	10
277,501 - 355,500	11	11	11
355,501 - 395,500	12	12	12

A business and policy session of city voting delegates will be held on Monday afternoon, at the conference in Overland Park.

I look forward to hearing from you.

Sincerely,

Erik A. Sartorius
Executive Director

Enclosures

CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (circle one number)

voting delegate 1 2 3 4 5 6 7

alternate voting delegate 1 2 3 4 5 6 7

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities.

Signed: _____
City Clerk

Date: _____

INSTRUCTIONS

Fourteen voting delegate registration forms are enclosed. Based on its current population, your city may have up to seven voting delegates. A separate form should be filed for your voting delegate and for any alternate delegate you elect.

Actions taken at the League's annual business session are taken by vote of the individual voting delegates present unless the weighted voting system is triggered by the request of ten or more delegates.

If the weighted voting system is used, a roll call vote of member cities will be held. Under a roll call by city, your city will have one vote.

State Law Authorizing City Delegates

K.S.A. Supp. 12-1601f. "The governing body of each member city may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities."

League Bylaw on Election and Qualifying of Delegates

Article 2, Section 2. "When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates in accordance with the provisions of Article 4 of these bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of the voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified and until a successor is elected and qualified."



Staff Request for Commission Action

Tracking No. 16742

Full Commission Meeting Date: 9/15/16

Committee: Public Works & Safety

Date of Standing Committee Action: 8/22/16

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
09/09/2016	Ryan Haga	x5075	rhaga@wycokck.org	Legal

Item Description:

GRANT ELEMENTARY SANITARY SEWER IMPROVEMENTS, CMIP 6301

This resolution declares that this project is a necessary and valid improvement project. This resolution directs the Chief Counsel to cause a survey and description of such parcels to be undertaken and prepared by a licensed land surveyor or a professional engineer to identify and describe the property to be acquired for this project, and to submit an ordinance authorizing the exercise of eminent domain and to undertake all other necessary actions to complete the acquisition of such parcels.

Action Requested:

To adopt the resolution.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Grant Elementary Reso

(Published _____)

RESOLUTION NO. _____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands necessary to be condemned for the construction, maintenance, operation, use and repair of the **Grant Elementary Sanitary Sewer Improvements (CMIP 6301)**, all in Wyandotte County, Kansas.

**BE IT RESOLVED BY THE COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

SECTION 1. It is hereby found and determined necessary that certain lands be condemned for public use providing for land necessary for construction, maintenance, operation, use and repair of the **Grant Elementary Sanitary Sewer Improvements (CMIP 6301)**. The project is a relocation of sanitary sewer infrastructure from beneath a school at 1510 N. 4th Street. This project is all in Wyandotte County, Kansas.

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County, newspaper, The Wyandotte Echo.

**ADOPTED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

THIS _____ DAY OF _____, 2016.

UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

Ryan Haga
Assistant Counsel



Staff Request for Commission Action

Tracking No. 16743

Full Commission Meeting Date: 9/15/16

Committee: Public Works & Safety

Date of Standing Committee Action: 8/22/16

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
09/09/2016	Ryan Haga	x5075	rhaga@wycokck.org	Legal

Item Description:

26th & Grandview Emergency Sanitary Sewer, CMIP 6166

This resolution declares that this project is a necessary and valid improvement project. This resolution directs the Chief Counsel to cause a survey and description of such parcels to be undertaken and prepared by a licensed land surveyor or a professional engineer to identify and describe the property to be acquired for this project, and to submit an ordinance authorizing the exercise of eminent domain and to undertake all other necessary actions to complete the acquisition of such parcels.

Action Requested:

To adopt the resolution.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

26th & Grandview Reso

(Published _____)

RESOLUTION NO._____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands necessary to be condemned for the construction, maintenance, operation, use and repair of the **26th & Grandview Emergency Sanitary Sewer (CMIP 6166)**, all in Wyandotte County, Kansas.

**BE IT RESOLVED BY THE COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

SECTION 1. It is hereby found and determined necessary that certain lands be condemned for public use providing for land necessary for construction, maintenance, operation, use and repair of the **26th & Grandview Emergency Sanitary Sewer (CMIP 6166)**. The project is a relocation of sanitary sewer infrastructure from beneath a house at 26th Street and Grandview Boulevard. This project is all in Wyandotte County, Kansas.

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County, newspaper, The Wyandotte Echo.

**ADOPTED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

THIS _____ DAY OF _____, 2016.

UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

Ryan Haga
Assistant Counsel



Staff Request for Commission Action

Tracking No. 16744

Full Commission Meeting Date: 9/15/16

Committee: Public Works & Safety

Date of Standing Committee Action: 8/22/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 09/09/2016	<u>Contact Name:</u> Ryan Haga	<u>Contact Phone:</u> x5075	<u>Contact Email:</u> rhaga@wycokck.org	<u>Department/Division:</u> Legal
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Item Description:

2016 STORM SEWER R & R PROJECT AND 2017 SANITARY SEWER IMPROVEMENTS, CMIP 5303 & 6301

This resolution directs the Chief Counsel to cause a survey and description of such parcels to be undertaken and prepared by a licensed land surveyor or a professional engineer to identify and describe the property to be acquired for this project, and to submit an ordinance authorizing the exercise of eminent domain and to undertake all other necessary actions to complete the acquisition of such parcels.

Action Requested:

To adopt the resolution.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

2016 & 2017 Storm Sewer Reso

(Published _____)

RESOLUTION NO. _____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands necessary to be condemned for the construction, maintenance, operation, use or repair of sanitary sewer infrastructure located at **94th Street and Everett Avenue, 91st Street and Parallel Parkway, 123rd Street and Polfer Road, 1400 Village West Parkway, N 55th Terrace and Leavenworth Road, N 61st Terrace and Freeman Avenue, N 109th Street and Kimball Avenue, N 112th Street and Donahoo Road, and N 83rd Terrace and Tauromee Avenue (CMIP Nos. 5303 & 6301) for the Unified Government's 2016 Storm Sewer R & R Project and 2017 Sanitary Sewer Improvements**, all in Wyandotte County, Kansas.

**BE IT RESOLVED BY THE COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

SECTION 1. It is hereby found and determined necessary that certain lands be condemned for public use providing for land necessary for the investigation, construction, maintenance, operation, use or repair of sanitary sewer infrastructure located at **94th Street and Everett Avenue, 91st Street and Parallel Parkway, 123rd Street and Polfer Road, 1400 Village West Parkway, N 55th Terrace and Leavenworth Road, N 61st Terrace and Freeman Avenue, N 109th Street and Kimball Avenue, N 112th Street and Donahoo Road, and N 83rd Terrace and Tauromee Avenue (CMIP Nos. 5303 & 6301).**

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County, newspaper, The Wyandotte Echo.

**ADOPTED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

THIS _____ DAY OF _____, 2016.

UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

Ryan P. Haga, Assistant Counsel



Staff Request for Commission Action

Tracking No. 16767

Full Commission Meeting Date: 9/15/16

Committee: Public Works & Safety

Date of Standing Committee Action: 8/22/16

(If none, please explain):

Publication Required: Yes

<u>Date:</u> 09/09/2016	<u>Contact Name:</u> Ken Moore	<u>Contact Phone:</u> x5070	<u>Contact Email:</u> kjmoore@wycokck.org	<u>Department/Division:</u> Legal
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Item Description:

PROJECT: COLLAPSE OF NORTH 33RD TERRACE

This resolution declares that this project is a necessary and valid improvement project and directs the Chief Counsel to cause a survey and description of such parcels to be undertaken and prepared by a licensed land surveyor or a professional engineer to identify and describe the property to be acquired for this project, and to submit an ordinance authorizing the exercise of eminent domain and to undertake all other necessary actions to complete the acquisition of such parcels.

Action Requested:

Adopt resolution

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Reso

(Published _____)

RESOLUTION NO. _____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands necessary to be condemned due to the collapse of North 33rd Terrace in Kansas City, Wyandotte County, Kansas.

**BE IT RESOLVED BY THE COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

SECTION 1. It is hereby found and determined necessary that certain interests lands be condemned due to the collapse of North 33rd Terrace (at a location in the North 3800 block) and the lack of reasonably feasible alternatives for providing a means of private ingress and egress to abutting property owners, all in Kansas City, Wyandotte County, Kansas.

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County newspaper, The Wyandotte Echo.

**ADOPTED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

THIS _____ DAY OF _____, 2016.

UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

KENNETH J. MOORE
Chief Counsel



Staff Request for Commission Action

Tracking No. 16724

Full Commission Meeting Date: 09/15/2016

Committee: Public Works & Safety

Date of Standing Committee Action: 08/22/2016

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
09/09/2016	Matt May	x6337	mmay@wycokck.org	Emergency Management

Item Description:

The County is required by State statute (KSA 48-928(d)) and has adopted local resolution (R-47-12) to maintain a County Emergency Operations Plan (CEOP). The Unified Government Human Services Department and Emergency Management Department have recently reviewed and updated the "ESF 6 Mass Care, Housing and Human Services" section of the plan. Submitted by Matt May, Emergency Management Director.

Action Requested:

Recommended Action: Submit to the County Administrator for signature.

Alternative Action: Move forward for consideration by the Commission.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ESF 6 Annex rev



Wyandotte County, Kansas Emergency Operations Plan

ESF 6 Mass Care, Housing, and Human Services

Coordinating Agency Unified Government Human Services Department

Primary Agencies

Bonner Springs EMS Department
Bonner Springs Fire Department
Bonner Springs Police Department
Edwardsville Fire Department
Edwardsville Police Department
Greater Kansas City Medical Reserve Corp
Humane Society of Greater Kansas City
Kansas City Kansas Housing Authority
KCKFD EMS Division
KCK Fire Department
KCK Police Department
KCK Police Department, Animal Control Unit
The Salvation Army
Unified Government Area Agency on Aging Department
Unified Government Building and Logistics Division
Unified Government Community Development Department
Unified Government Neighborhood Resource Center
Unified Government Office of the Disabled Division
Unified Government Public Health Department
Unified Government Rental Licensing Division
Unified Government Transit Department
Volunteer Organizations Active in Disasters
Wyandot Center
Wyandotte County Sheriff's Office



Support Agencies

Bonner Springs / Edwardsville School District 204
City of Bonner Springs
City of Edwardsville
Community Emergency Response Team
Kansas City Kansas Community College
Kansas City Kansas School District 500
Ministerial Alliance
Piper School District 203
Providence Medical Center
Radio Amateur Civil Emergency Services
Rainbow Mental Health Center Services Inc.
Turner School District 202
Unified Government Emergency Management Department
Unified Government Parks and Recreation Department
University of Kansas Medical Center & Hospital



1 PURPOSE, SCOPE, POLICIES/AUTHORITIES

This section provides the overall purpose of this ESF annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

This Emergency Support Function (ESF) describes the actions required to provide temporary shelter and humanitarian assistance to people and pets affected by a disaster. Specifically ESF 6 addresses:

- Shelters for People
- Shelters for Animals
- Short and Long Term Housing
- Emergency Relief Supplies
- Functional and Access Needs Populations
- Mental Health Services for Evacuees and Emergency Workers
- Accountability of Disaster Evacuees and Volunteers
- Hazardous Materials Situations

1.2 Scope

This ESF includes information that addresses: 1) the five phases of emergency management; 2) stakeholders including those with functional and access needs and children; 3) incident management procedures including organizational charts, as appropriate; and 4) all hazards planning. This ESF Annex applies to all County, City and participating agencies with assigned emergency responsibilities as described in Section 3, Responsibilities. This annex benefits Wyandotte County through coordination with partner agencies, outside organizations and the public. This annex specifically addresses:

- Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with the volunteer agencies providing mass care services;



- A flexible organizational structure capable of meeting the varied requirements of different mass care scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP). The number of people in need and the type of services required will vary greatly depending on the hazard and its severity. The population affected could range from very few in an isolated event, such as a small tornado, to large numbers as a result of a widespread event such as a lengthy major power outage during winter.
- Coordination of voluntary organizations offering emergency assistance programs to meet disaster-related humanitarian needs.

1.3 Policies/Authorities

The following local, regional, state and federal authorities apply to this ESF 6 Annex.

Local

- Shelter Agreements between the American Red Cross and public and private facilities that have been pre-selected as mass care shelter sites, some of which can be found in attachment 4.1 (on file with the ARC and the National Shelter System (NSS);
- Wyandotte County – Unified Government, Kansas – Code of Ordinances / Chapter 12 – Emergency Management and Emergency Services

Regional

- Incident Management Plan;
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 6;
- Regional Mass Casualty Incident (MCI) Plan.

State

- (State) - Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.



- (State) - Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- (State) - Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.
- (State) - Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to, and receive assistance from other States.
- (State) - KSA 12-16, 117 - This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the “interlocal agreement” mechanism contained in KSA 12-2901.
- (State) - KSA 48-904 through 48-936 - These state statutes establish the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.
- (State) - KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning



Committee (LEPC) in each county.

- (State) - State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

Federal

- American Red Cross Congressional Charter, 36 U.S.C. §§300101-300111 recodified 2007;
- (Federal) - 16 U.S.C. 3501 - 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- (Federal) - 44 CFR 350 - 44 CFR 350 of the Code of Federal Regulations.
- (Federal) - 44 CFR Part 10 - 44 CFR Part 10 - Environmental Considerations.
- (Federal) - 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- (Federal) - 44 CFR Part 14 - 44 CFR Part 14 - Audits of State and Local Governments.
- (Federal) - 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- (Federal) - 44 CFR Parts 59-76 - 44 CFR Parts 59-76 - National Flood Insurance Program and related programs.
- (Federal) - 50 CFR, Title 10 - 50 CFR - Title 10 of the Code of Federal Regulations.
- (Federal) - National Flood Insurance Act of 1968, 42 U.S.C. 4101 - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- (Federal) - Public Law 101-549 - Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.



- (Federal) - Public Law 101-615 - Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- (Federal) - Public Law 106-390, Disaster Mitigation Act 2000 - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- (Federal) - Public Law 107-296, 116 Stat. 2135 (2002) - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- (Federal) - Public Law 833-703 - Public Law 833-703 - amendment to the Atomic Energy Act of 1954.
- (Federal) - Public Law 84-99, 33 U.S.C. 701n - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- (Federal) - Public Law 85-256, Price-Anderson Act - Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- (Federal) - Public Law 89-665, 16 U.S.C. 470 - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- (Federal) - Public Law 91-671, Food Stamp Act of 1964 - Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- (Federal) - Public Law 93-234 - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- (Federal) - Public Law 93-288, as amended, 42 U.S.C. 5121 - Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers



the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

- (Federal) - Public Law 95-510, 42 U.S.C. 9601 - Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- (Federal) - Public Law 99-499 - Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- (Federal) - Regulatory Improvement Act of 1994 - Regal Community Development and Regulatory Improvement Act of 1994.
- (Federal) - Stewart B. McKinney Homeless Assistance Act - Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.

2 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF 6 activities. 1) General Command, Control, and Notification, 2) Sheltering People, 3) Short and Long Term Housing, 4) Emergency Relief Supplies, 5) Considerations for Functional and Access Needs Populations and Children, 6) Accountability of Disaster Survivors and Volunteers, 7) Hazardous Materials Situations, and 8) Sheltering Animals/Co-habitation Sheltering.

The narrative portions of this section provide summarized overviews for the topics listed above. Section 3 provides the detailed actions organized by agency detailing their ESF 6 duties in a consolidated format.

2.1 General (Command, Control, and Notification)

When the Emergency Management Director is notified of an event that requires the activation of the EOC, the Emergency Management Director, in consultation with the County Administrator, and emergency management staff will determine which



Emergency Support Functions are required for activation in support of emergency operations. If it is determined that ESF 6 will be activated, the Emergency Management Director will contact the designated Coordinating Agency for ESF 6 to report to the EOC to attend an initial briefing regarding the situation.

Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency. The Emergency Management Director or designee may also advise the City Administrators in Bonner Springs and/or Edwardsville of the need to declare a local emergency in their community. For more information on a declaration of a local emergency, see the ESF 5 Annex.

Once activated, the ESF 6 Coordinator is responsible for contacting primary and support agencies with liaison roles as well as providing briefings and direction for initiation of activities for mass care, housing and human services in support of emergency operations.

ESF 6 operations will be coordinated from the Wyandotte County Emergency Operations Center (EOC). The Unified Government Human Services department, as Coordinating Agency, will set up disaster response. Working initially with the chapter office, the ESF #6 Coordinator will coordinate with the Red Cross Headquarters. The headquarters will set up offsite to avoid disruption of the day-to-day operations of the affected Red Cross Chapter. In addition, the Red Cross Headquarters can accommodate the inprocessing and operations of large amounts of staff and supplies. For a large regional disaster response involving several jurisdictions, and thus several American Red Cross chapters, leadership staff from all of the affected chapters will work out of the Red Cross Headquarters building. Close communication will be maintained between the Red Cross Headquarters, mass care shelters, the ESF #6 Coordinator, and the EOC.

When requested, the ARC will send a liaison to work with the ESF #6 Coordinator at the Wyandotte County EOC to ensure close coordination and joint decision-making. If needed, other support agencies may be asked to report to the EOC to assist with ESF 6 activities. For example, if the event requires mental health services for survivors or emergency workers, a representative from Wyandotte Center will be requested to report to the EOC as the Mental Health Services Coordinator.

The ARC will work closely with Wyandotte County government agencies in the EOC to coordinate with the activities associated with ESF 6. ARC will maintain close



coordination and liaison roles with the ARC Government Liaison at the State EOC, if activated, as well as ARC Government Liaisons in adjacent counties with activated EOCs, as appropriate.

The ESF #6 Coordinator will work with the many volunteer agencies providing human services assistance to avoid duplication of some services and lack of others. The Kansas City Volunteers Active in Disasters (VOAD) will coordinate disaster services being provided by voluntary agencies as well as set up the Spontaneous Volunteer Reception Center. The KC VOAD is also responsible for transitioning into long-term recovery casework in coordination with ESF 14. The American Red Cross has volunteers and staff trained in Partner Services who will be coordinating with other volunteer agencies throughout the disaster response and recovery.

The ARC Government Liaison will coordinate with the collection, processing, and dissemination of ESF 6-related information to and from the EOC. WebEOC will be utilized as the preferred method to disseminate information. Other information will be closely coordinated through the EOC Data and Technology Coordinator to ensure necessary ESF 6 information is disseminated to the EOC staff.

2.2 Sheltering People

All facilities in Wyandotte County that have been pre-identified as potential shelter sites have been inspected and determined to be compliant with ADA standards for accessibility to those with functional and access needs (See shelter list in Attachment 4.1). A completed shelter survey form (Attachment 4.2), has been completed for each pre-identified shelter and is on file with the ARC. All facilities pre-identified for use as shelters are listed in the National Shelter System and meet minimum Federal Emergency Management Agency (FEMA) standards for per person space requirements. Among other factors considered in selecting shelters, the ARC considered the following:

- Kitchen facilities,
- restrooms,
- showers,
- size,
- communications,



- parking, and
- accessibility

Damage assessment information will dictate the type and scope of mass care (shelter) operations required. The ESF #6 Coordinator will work with ESF 14 Damage Assessment Teams to gather information regarding people displaced by the event to assist in determining the number of shelters to open and where they should be located. In addition to the type and scope of the disaster, factors in determining the number of shelters and their locations will be accessibility, transportation, security, staff and supplies.

The ARC Liaison in the EOC will work closely with other EOC staff to determine shelter needs and identify capabilities based on the specifics of the emergency situation. Attachment 4.3 provides a list of various ARC Shelter Types/Uses that will be opened based on the needs resulting from the emergency. For instance, Reception Centers may be used temporarily until more formal shelter operations have been established. Provision of cots, blankets, clothing and other comfort items will be coordinated by the ARC. The ARC Government Liaison will work closely with ESF 7 to utilize donated equipment and supplies as much as possible.

Opening, staffing, and operation of the shelters will be accomplished in accordance with ARC standard operating procedures detailed in the ARC Shelter Operations Workbook (see **Attachment 4.6**). Forms and documentation for mass care operations (i.e., registration, inventory, inspection, tracking, etc. have been developed and are maintained by the American Red Cross (ARC). Every effort will be made to manage mass care operations using the procedures described in this guidance.

Direct shelter control and management is the responsibility of the Shelter Managers. Each Shelter Manager will be responsible for managing their individual shelter while coordinating activities with the Mass Care Sheltering Manager or Chief. The Shelter Operations Workbook provides a staffing pattern of two 12-hour shifts will be established by the American Red Cross. Organization charts are provided for both small and large shelters. In coordination with the EOC, the ARC will determine if and when it is appropriate to consolidate shelters, as well as when shelters should close. Shelters will be deactivated in accordance with ARC operating procedures.

The ARC will keep records on the number of shelters, shelter residents, meals served, supplies used, supplies ordered, etc. This information will be collected and shared daily. The American Red Cross has their own Logistics Branch that will oversee



resources. In some cases, the ARC may order supplies through the EOC based on the scope and scale of the events. The ARC maintains daily reports that cover all activities and will make available to the EOC daily. This information for new ARC shelters will be collected daily. To the extent possible, the ARC will use the capabilities of WebEOC, to document ESF 6 activities.

Physical accessibility of ARC shelters has been ensured by selecting only ADA compliant spaces for potential shelters in Wyandotte County. The ARC Government Liaison and Red Cross Disaster Public Affairs will work with ESF 15 to ensure shelters are publicized using multiple methods and languages in public communications as detailed in the ESF 15 annex.

KCKFD EMS, Bonner Springs EMS Department and Edwardsville Fire Department will provide emergency medical services as needed for shelter residents by contacting 911. Residents requiring additional medical care outside these capabilities will be coordinated through ESF 8 and directed or transported to the appropriate location for additional specialized care. The Greater Kansas City Medical Reserve Corp may be requested to provide medical services.

Page 66 of the Shelter Operations Workbook address methods to ensure considerations for allocating sufficient space for persons with functional and access needs. In addition, specific play areas for children and recreation areas for teens and adults are identified in the space allocation guidelines.

The ARC Disaster Services memorandum addresses how the ARC will handle and provide for unaccompanied minors in ARC shelters. The following steps are followed by the ARC staff and are further detailed in the reference memorandum,

- 1) If an unaccompanied minor arrives at a shelter or service center, Red Cross should try to reach the parent or legal guardian and contact law enforcement.
- 2) The American Red Cross Unaccompanied Minors Report Form must be used to document the minor's arrival, changes in circumstances, etc.
- 3) Red Cross should make every effort to designate two volunteers or paid staff members to supervise an unaccompanied minor.
- 4) If an unaccompanied minor arrives with an urgent health need, he/she should be referred to appropriate health services or mental health facilities and the circumstances should be documented.



- 5) If the minor's medical status requires transfer to a medical facility, Emergency Medical Service assumes responsibility for the minor during transport and transfers responsibility to the medical facility staff upon its arrival.
- 6) Unaccompanied minors should not be photographed or interviewed by third parties except in very specific circumstances (as outlined below).
- 7) Parents or guardians must provide government-issued identification when taking custody of a minor, and the transfer must be documented.
- 8) The Wyandotte County Sheriff's office will handle transfer of unaccompanied minors per their procedures.

In major or catastrophic events, the ARC may request that Wyandotte County make staff available to support initial sheltering operations while additional ARC resources are being deployed from other areas. The ARC staffing system begins with volunteers from the chapter level, transitioning to the regional level and then up to the state and national level if additional volunteers are needed. In addition, spontaneous volunteers may be integrated into the staffing system to provide sufficient staff at all mass care facilities. If pre-identified shelters are not available in Wyandotte County, the ARC will coordinate with ARC logistics, ESF 7, and adjacent county officials to locate suitable shelters outside the impact area.

If the situation dictates, potential shelters will be given priority in damage assessments to expedite the provision of mass care services. The ARC Government Liaison will coordinate with the appropriate primary and support agencies to ensure mass care facilities have priority for safety inspections and that only shelter locations deemed safe are utilized.

The ARC Government Liaison and the EOC staff will coordinate with available volunteer agencies to ensure feeding operations can be accomplished in shelters. The Salvation Army and Southern Baptist Disaster Relief are feeding partners with the ARC. Feeding will be based on sound nutritional standards and will include provisions to meet the requirements of disaster victims with special diets.

The ARC will be responsible for shelter sanitation, unless it is a complex shelter. If additional resources and/or staff are needed in large/complex emergencies, the ARC will coordinate with ESF 7 to obtain necessary resources.

ARC will coordinate with law enforcement agencies and ESF 13 if active to provide security at shelters. ESF 13 will assist in identifying registered sex offenders, parolees,



or other individuals required to report to local, state, or federal law enforcement entities. Law enforcement officials/ESF 13 will be responsible to ensure a safe environment in public shelters which may include segregation of the above-identified individuals.

The ARC will provide information to shelter residents about the status of the disaster. If possible, televisions and radios will be available along with copies of daily newspapers. A bulletin board will be established for messages, information, and shelter rules. The shelter manager will communicate with the EOC liaison to obtain current information as well. Information provided to shelter residents will be provided in multiple formats to accommodate multiple languages, if necessary. In addition, information will be provided in writing for those with hearing disabilities, and in audible format for those with vision disabilities.

Although in most cases, the Salvation Army will not activate shelters in Wyandotte County, they may be called upon in catastrophic emergencies to open and operate shelters. (Note: the Salvation Army does activate and operate Cooling Centers for use during Heat Emergencies as discussed in the Special Incident Annex for Heat Emergencies.)

2.3 Short and Long Term Housing

Mass care operations will continue until those displaced by the incident obtain other temporary housing or return to their homes. The Unified Government Rental Licensing Division, Community Development Department, Kansas City, Kansas Housing Authority, and the Unified Government Neighborhood Resource Center have capabilities and resources to assist shelter residents in locating short- and long-term housing. ESF 6 will coordinate closely with ESF 14 to ensure housing needs are addressed.

2.4 Emergency Relief Supplies

Initial humanitarian assistance (food, clothing, first aid, crisis counseling, emergency clean-up assistance, etc.) will be provided by the ARC, Salvation Army and other volunteer groups. If necessary, support in this area will be requested from ESF 7 and the private sector. The ARC has an In-Kind Donations position that coordinates donated items for ARC operations. The ARC reserves the right to not accept certain



donated supplies if they do not meet certain criteria. For example, if the item is food and it is unknown how it was prepared or stored, it will not be accepted.

In Wyandotte County, the Meals on Wheels Program is managed by the Unified Government. This program serves the homebound and provides both a nutritional meal and a wellness check each day. Since the program is managed by the Unified Government, maximum flexibility in the program can be provided if additional services are needed for those at home, including those sheltered-in-place. Other congregate meal sites are managed by local churches and community organizations. They would also be available to assist in meeting the needs of the homebound if necessary.

The ARC Government Liaison will consider the needs of the medically fragile when requests for equipment and mass care supplies are requested. Equipment for individuals with medical needs is available through several Durable Medical Equipment (DME) providers in Wyandotte County. A recent study of the homebound population utilizing oxygen provided an excellent source of contact information for home health and DME providers.

Both stationary and mobile feeding operations will be considered based on the needs of the situation. In addition to the numerous volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens and Southern Baptists Mobile Kitchens, Unified School Districts), the ARC and/or Wyandotte County may contract with local private food providers to supplement feeding operations for those affected by the disaster.

If necessary, sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. The ARC, Salvation Army and other volunteer organizations will coordinate the bulk distribution of emergency relief supplies with assistance from applicable primary and support agencies to meet logistical requirements.

2.5 Considerations for Functional and Access Needs Populations and Children

The State of Kansas has developed a registry that enables those with functional and access needs to self-register their specific needs that they may need assistance with in the event of a disaster. In addition, the Emergency Management Department has access to other inventories that may be helpful in identifying those with functional and



access needs such as those registered for Meals on Wheels or those identified in a recent study of the homebound population utilizing oxygen. In addition, the Department of Motor Vehicles has information relating to registered drivers with mobility issues. The ARC Government Liaison, in consultation with the Operations staff in the EOC, will determine potential impacts on vulnerable and access needs populations based on the nature of the emergency.

The Unified Government has a local ADA Coordinator position within the Human Services Department that coordinates regularly with the State ADA Coordinator to ensure programs and policies are in compliance with the Americans with Disabilities Act. In addition, in large or complex disasters, the EOC Manager may choose to staff an ADA Response Coordinator directly in the EOC. The ARC Government Liaison will consult with the ADA Coordinator, or ADA Response Coordinator, if assigned to ensure mass care programs are delivered in a manner consistent with the ADA.

All facilities in Wyandotte County that have been pre-identified as potential shelter sites have been inspected and determined to be compliant with ADA standards for accessibility to those with functional and access needs.

All ARC shelters for people allow companion/service animals. The Shelter Operations Workbook provides additional considerations for sheltering companion/service animals.

Long Term Care facilities in Kansas City, Bonner Springs, and Edwardsville belong to the Kansas Health Care Association and Kansas Center for Assisted Living. Several facilities are also members of Leading Age Kansas. Both organizations are active in providing emergency preparedness assistance to congregate care facilities. Although special facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the pre-identified shelters can accommodate these functional and access needs populations as well.

The Greater Kansas City Medical Reserve Corp will provide volunteers to help assist with individuals with functional and access needs at shelter locations.

As ESF 6 Coordinator, the ARC will ensure that the physical and mental health needs of children are appropriately addressed. To the maximum extent possible, children will remain with their families or caregivers during evacuation, transport, sheltering, or the delivery of other services.

Through its Public Health Agency, Wyandotte County has identified the primary languages spoken in households within Wyandotte County. Most educational materials



have been translated in to Spanish and on occasion other languages. Within the Unified Government of Wyandotte County and in Bonner Springs and Edwardsville employees who are fluent in foreign languages and sign language have been identified and are “on-call” to provide interpretation and translation services as needed. These individuals are utilized routinely for day-to-day activities. The ADA Coordinator in the Office of the County Administrator maintains a contact list of interpreters. In addition, the Kansas State School for the blind can assist with Braille interpretation, if needed. The ARC also receives assistance in identifying languages from the Kansas City Kansas School District, KCK Fire Department, Catholic Charities, and the refugee resettlement agency for Wyandotte County.

For those languages for which no individuals have been identified, Wyandotte County subscribes to “Propio”. The service is available to all emergency response agencies. These types of interpretation and translation services are also available to the Public Information Officers throughout the county. The local television stations have agreed to provide materials in Spanish and other languages as appropriate when they interrupt programming or when text lines are used across normal programming. TTY telephone services are available throughout Wyandotte County.

2.6 Accountability of Disaster Survivors and Volunteers

The Wyandotte County Community Emergency Response Team or KC VOAD (in the case of large regional disasters) will screen, place, and manage emergent (spontaneous) volunteers and establish a Volunteer and Donations Management operation. This function will be closely coordinated with mass care operations to facilitate the use of donated goods and volunteer labor to support ESF 6 activities. For more information, see ESF 7, Resource Management.

Every effort will be made to provide crisis-counseling services to people affected by the disaster. Depending on the magnitude of the event, a representative from the Wyandot Center may be requested to report to the EOC to serve as the Mental Health Services Coordinator. Trained mental health counselors available through the Wyandot Center and numerous volunteer organizations have the ability to provide both faith-based and non-faith-based disaster counseling services.

Emergency services personnel will be notified to be alert to signs of high stress, emotional instability or unusual behavior among both disaster victims and emergency workers and will notify ESF 6 of such conditions. The Mental Health Services



Coordinator will work with primary and support agencies to assess disaster mental health requirements and, based on the needs of the event, deploy appropriately trained staff to provide services at:

- Disaster sites
- Damage areas
- Shelters
- Medical Facilities
- Assistance Centers
- Mortuary facilities
- Dispensing sites
- Mental health offices

If the emergency is crime-related, the Police Department's Office of Victims Services will take the lead in facilitating appropriate mental health services to the individuals affected by the event and work with the Mental Health Services Coordinator to ensure services are coordinated.

ESF 6, specifically the Mental Health Services Coordinator, will work with ESF 15 to ensure information regarding the availability of crisis counseling services is provided to the public. If dictated by the scope of the event, a special telephone number may be established to take calls specifically related to disaster mental health issues.

The ARC will operate a Safe and Well Linking system to report on victim's statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members. If appropriate, the ARC will work closely with agencies providing mental health services when relaying information to family members.

2.7 Hazardous Materials Situations

Although Wyandotte County is not within evacuation zones for nuclear power plants, the County is a designated reception county for nuclear plan evacuees from surrounding counties. In these instances, the evacuating County would coordinate and conduct any necessary contamination screening, decontamination and health screening prior to transport of evacuees into Wyandotte County.



The Emergency Manager of an evacuated county would contact Wyandotte County Emergency Management to notify Wyandotte County of incoming evacuees. ESF 6 would then be activated to coordinate shelter operations. Normal shelter operations would proceed as discussed in Section 2.2.

In instances where specific incidents have resulted in contamination of potential shelter residents by hazardous materials, the ARC will coordinate with ESF 10 and the KCK Fire Department's Hazardous Materials Team, using the Rapid Tag system, to identify and ensure potential shelter residents exposed to hazardous materials as a result of the disaster (non-nuclear plan evacuees) are decontaminated off-site prior to entry into the shelter.

2.8 Sheltering Animals/Co-habitation Sheltering

Whenever possible, the ARC will coordinate with the KCK Police Department's Animal Control Unit and the Humane Society of Greater Kansas City to co-locate facilities to accommodate household pet sheltering with facilities sheltering people.

All ARC shelters for people allow companion/service animals. The ARC Shelter Operations Workbook provides additional considerations for sheltering companion/service animals.

The ARC may also ask that the Emergency Management Department request additional resources such as County Animal Response Teams from surrounding counties, the State Animal Response Team, or other animal response teams such as Code 3 Associates out of Colorado.

The Fair Board is responsible for animal sheltering for livestock. In addition, a State Department of Agriculture designee with knowledge regarding pet and livestock shelters exists in Leavenworth County and management services and technical assistance could be obtained quickly if needed.

The Humane Society of Greater Kansas City will coordinate adoption/foster care of animals during a disaster and will track all animals they have charge of or foster out.

Veterinarian Services will be provided by the Human Society of Greater Kansas City to provide triage, medical exams, and medical first aid for displaced animals.

See **Attachment 4.7** for additional information.



In addition, Chapter 4 of the *Wyandotte County Multi-hazard Mitigation Plan* details specific mitigation measures related to mass care, housing, and human services.
http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284.



3 RESPONSIBILITIES

It is understood that each coordinating and primary agency will at a minimum:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF 6 activities.
- Provide ongoing status reports as requested by the Mass Care, Housing and Human Services Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

The remainder of this section provides the actions necessary to implement this ESF sorted alphabetically by responsible agency.



Coordinating: Unified Government Human Services	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Help ensure mass care, housing and human services programs are delivered in a manner meeting the needs of those with functional and access needs
6	Assist in identifying mass care facilities suitable for people with functional and access needs.
7	Coordinate with Local and State ADA Coordinator for compliance with ADA
8	Coordinate the activities of the other volunteer agencies providing assistance.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Help ensure mass care, housing and human services programs are delivered in a manner meeting the needs of those with functional and access needs
6	Assist in identifying mass care facilities suitable for people with functional and access needs.
7	Coordinate with Local and State ADA Coordinator for compliance with ADA
8	Assist in providing care in shelters appropriate for those with access and functional needs.
9	Coordinate the activities of the other volunteer agencies providing assistance.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Help ensure mass care, housing and human services programs are delivered in a manner meeting the needs of those with functional and access needs
6	Coordinate with Local and State ADA Coordinator for compliance with ADA
7	Provide ongoing status reports as requested by the ESF Coordinator(s).



Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Coordinate with Local and State ADA Coordinator for compliance with ADA
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: American Red Cross	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide technical guidance to County and City officials and agencies regarding selection and operation of shelters.
6	Provide training and the ARC Shelter Operations Workbook to Shelter Managers which includes the ARC policies on the admission and treatment of service animals.
7	Coordinate with other jurisdictions to identify alternate shelters if Wyandotte County shelters are inaccessible or full
8	Assess staffing, equipment and supply requirements and relay resource needs to the EOC, government officials and agencies.
9	Coordinate reception and care for evacuees of a nuclear power plant zone evacuation
10	Select Shelters utilizing criteria on Shelter Facility Survey Instructions and Form (Attachment 4.2)
11	Inspect shelters and maintain updated shelter lists and agreements.
12	Develop/Implement procedures for co-habitation shelters (if applicable)
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Deploy a liaison to the Wyandotte County EOC to coordinate ESF #6 activities.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.



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6	Coordinate with ESF #15 to disseminate information to shelter residents about the status of the response
7	Manage the collection, processing, and dissemination of information to and from the EOC regarding ESF 6 operations.
8	Provide technical guidance to County and City officials and agencies regarding selection and operation of shelters.
9	Provide training and the ARC Shelter Operations Workbook to Shelter Managers which includes the ARC policies on the admission and treatment of service animals.
10	Coordinate with other jurisdictions to identify alternate shelters if Wyandotte County shelters are inaccessible or full
11	Assess staffing, equipment and supply requirements and relay resource needs to the EOC, government officials and agencies.
12	Coordinate the activities of the other volunteer agencies providing assistance.
13	Coordinate reception and care for evacuees of a nuclear power plant zone evacuation
14	Develop/Implement procedures for co-habitation shelters (if applicable)
15	Maintain close coordination with the ESF 6 Coordinator at the State EOC as well as ESF 6 Coordinators in adjacent counties, as appropriate.
16	Utilize the National Shelter System to track sheltered evacuees.
17	Provide various disaster relief services including but not limited to, fixed and mobile feeding sites, mental health services, childcare, clothing and emergency clean up.
18	Coordinate with ESF 15 to notify public of availability and location of shelters
19	Identify, open, and staff emergency shelters in accordance with Shelter Operations Workbook (Attachment 4.6)
20	Conduct sanitation activities at shelters.
21	Open and manage shelters.
22	Provide food, clothing, emergency medical care and other urgent disaster-related needs.
23	Deploy trained personnel to manage mass care operations.
24	Implement procedures for registration, tracking, feeding, and other mass care functions.
25	Identify and address unmet needs of those with access and functional needs
26	Identify and address unmet needs of general public during disaster
27	Work with the Wyandot Center Mental health Coordinator to make referrals as appropriate.
28	Ensure that the physical and mental health needs of children are appropriately addressed. To the maximum extent possible, children will remain with their families or caregivers during evacuation, transport, sheltering, or the delivery of other services.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.



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3	Participate in After Action Reports and critiques
4	Maintain close coordination with the ESF 6 Coordinator at the State EOC as well as ESF 6 Coordinators in adjacent counties, as appropriate.
5	Manage the collection, processing, and dissemination of information to and from the EOC regarding ESF 6 operations.
6	Coordinate with ESF #15 to disseminate information to shelter residents about the status of the response
7	Provide ongoing status reports as requested by the ESF 6 Coordinator
8	Provide technical guidance to County and City officials and agencies regarding selection and operation of shelters.
9	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Provide technical guidance to County and City officials and agencies regarding selection and operation of shelters.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Bonner Springs EMS Department

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Assist with shelter safety inspections and communications support when requested by the EOC.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist with shelter safety inspections and communications support when requested by the



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	EOC.
6	Provide assistance with emergency medical care and transportation issues.
7	Notify evacuees of hazardous materials incidents of shelter and lodging availability and locations
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Bonner Springs Fire Department

<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Assist with shelter safety inspections and communications support when requested by the EOC.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.



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5	Assist with shelter safety inspections and communications support when requested by the EOC.
6	Provide assistance with emergency medical care and transportation issues.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Bonner Springs Police Department	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking



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	care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities
7	Provide security at or around mass care operational facilities (shelters, supply staging areas and warehouses).
8	Provide traffic flow and parking assistance around mass care facilities.
9	Facilitate notification to evacuees of hazardous materials incidents of shelter and lodging availability and locations
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: City of Bonner Springs	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Assist in providing transportation and other available City resources as required to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: City of Edwardsville	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Assist in providing transportation and other available City resources as required to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: Edwardsville Fire/EMS Department	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Assist with shelter safety inspections and communications support when requested by the EOC.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist with shelter safety inspections and communications support when requested by the EOC.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: Edwardsville Police Department	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities
7	Provide security at or around mass care operational facilities (shelters, supply staging areas and warehouses).
8	Provide traffic flow and parking assistance around mass care facilities.
9	Facilitate notification to evacuees of hazardous materials incidents of shelter and lodging availability and locations
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises



2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Humane Society of Greater Kansas City	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Develop and enforce procedures to address risk of injury by aggressive or frightened animals, disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter
6	Develop and implement procedures to control fleas, ticks, and other pests at each congregate household pet shelter
7	Coordinate pre-disaster inspections and development of agreements for congregate household pet facilities
8	Estimate the number of household pets to plan for in congregate household pet facilities
9	Develop procedures and provide housing for a variety of household pet species
10	Develop and implement procedures to separate household pets based on appropriate criteria
11	Develop and implement procedures to segregate household pets to prevent transmission of disease
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Develop and enforce procedures to address risk of injury by aggressive or frightened animals, disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter
5	Develop and implement procedures to control fleas, ticks, and other pests at each congregate household pet shelter
6	Develop procedures and provide housing for a variety of household pet species
7	Develop and implement procedures to separate household pets based on appropriate criteria
8	Develop and implement procedures to segregate household pets to prevent transmission of



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	disease
9	Reunite sheltered unclaimed animals with their owners
10	Address long-term care, permanent relocation, or disposal of unclaimed pets
11	Dispose of deceased animals
12	Register pets brought to shelters (including id of a current rabies vaccination for all animals).
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
2	Participate in After Action Reports and critiques
3	Reunite sheltered unclaimed animals with their owners
4	Address long-term care, permanent relocation, or disposal of unclaimed pets
5	Provide ongoing status reports as requested by the ESF 6 Coordinator
6	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Kansas City Kansas Housing Authority	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Participate in Emergency Management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Identify temporary housing resources.
6	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all



	involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Identify temporary housing resources.
5	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).
6	Provide ongoing status reports as requested by the ESF 6 Coordinator
7	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: KCK Fire/EMS Department

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Assist with shelter safety inspections and communications support when requested by the EOC.

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist with shelter safety inspections and communications support when requested by the EOC.
6	In a large haz-mat event where citizens and/or responders have potentially been contaminated, conduct contamination screening/decontamination in the designated cold zone area.



7	In an incident that involves haz-mat exposure requiring mass care operations, coordinate with the ARC to identify, screen and decontaminate evacuees exposed to hazards posed by the disaster to keep shelters free of contamination.
8	Provide assistance with emergency medical care as requested through 911 for shelter residents.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: KCK Police Department	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking



	care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Notify evacuees of hazardous materials incidents of shelter and lodging availability and locations
6	Provide physical security for congregate and household pet facilities, including perimeter controls and security personnel.
7	Deploy Police Chaplains and CIT to assist in delivering crisis intervention services.
8	Victims Assistance officers will take the lead in facilitating mental health services during incidents involving crime.
9	Work with the Wyandotte Center Mental Health Coordinator to deploy Fire Chaplains to assist in delivering crisis intervention services
10	Provide information to the Wyandotte Center Mental Health Coordinator regarding field activities and identified mental health needs.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: KCK Police Department, Animal Control

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Develop and enforce procedures to address risk of injury by aggressive or frightened



	animals, disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter
6	Designate and safely segregate aggressive animals
7	Develop plans to manage the relocation of household pets due to illness, injury, or aggression to an alternate facility such as a veterinary clinic or animal control shelter
8	Select and operate shelters for congregate household pets
9	Provide for the temporary sheltering of unclaimed and/or non-eligible animals
10	Coordinate for utility provision in shelters for congregate household pets such as running water, adequate lighting, ventilation, electricity, back-up power
11	Set up and maintain household pet confinement areas such as crates, cages, and pens as well as pet first areas inside each shelter
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Develop and enforce procedures to address risk of injury by aggressive or frightened animals, disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter
6	Designate and safely segregate aggressive animals
7	Develop plans to manage the relocation of household pets due to illness, injury, or aggression to an alternate facility such as a veterinary clinic or animal control shelter
8	Select and operate shelters for congregate household pets
9	Provide for the temporary sheltering of unclaimed and/or non-eligible animals
10	Coordinate for utility provision in shelters for congregate household pets such as running water, adequate lighting, ventilation, electricity, back-up power
11	Set up and maintain household pet confinement areas such as crates, cages, and pens as well as pet first areas inside each shelter
12	Attempt to reunite sheltered unclaimed animals with their owners
13	Dispose of household pet waste
14	Provide controlled areas and procedures for exercising household pets
15	Conduct maintenance of facilities while in use as shelters for congregate household pets
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Reunite sheltered unclaimed animals with their owners
5	Provide ongoing status reports as requested by the ESF 6 Coordinator



6	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Medical Reserve Corps of Greater Kansas City	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Train Volunteers to assist those with access and functional needs at shelters
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Train Volunteers to assist those with access and functional needs at shelters
5	Provide care and support to the following functional and access needs populations: individuals in long-term care facilities, individuals in assisted living facilities, individuals in group homes, and others with access and functional needs.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide care and support to the following functional and access needs populations: individuals in long-term care facilities, individuals in assisted living facilities, individuals in group homes, and others with access and functional needs.
5	Provide ongoing status reports as requested by the ESF 6 Coordinator



Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: The Salvation Army	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Serve as liaison to the EOC, government officials and agencies regarding the activities of the Kansas City Community Organizations Active in Disaster (KCCOAD).
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Serve as liaison to the EOC, government officials and agencies regarding the activities of the Kansas City Community Organizations Active in Disaster (KCCOAD).
6	Provide various disaster relief services including but not limited to, fixed and mobile feeding sites, mental health services, childcare, clothing and emergency clean up.
7	Utilize SATERN to track sheltered evacuees
8	Work with the Wyandotte Center Mental Health Coordinator to provide mental health services to all those affected by the emergency.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator



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5	Serve as liaison to the EOC, government officials and agencies regarding the activities of the Kansas City Community Organizations Active in Disaster (KCCOAD).
6	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Serve as liaison to the EOC, government officials and agencies regarding the activities of the Kansas City Community Organizations Active in Disaster (KCCOAD).
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Unified Government Area Agency on Aging	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Coordinate provision of food to citizens dependent on food programs such as meals on wheels
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Coordinate provision of food to citizens dependent on food programs such as meals on wheels
6	Augment County and City transportation resources for people with special physical needs (i.e., wheelchair accessible buses or vans).
7	Provide resources to support the special needs of elderly disaster victims.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.



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3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Unified Government Building & Logistics Division	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Ensure that any County facilities suitable for use in support of ESF #6 can be quickly made available if necessary.
6	Provide personnel to assist with mass care operations and staffing.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises



2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Unified Government Community Development	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Identify temporary housing resources.
6	Assist displaced individuals and families in locating short and long-term housing.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: Unified Government Neighborhood Resource Center	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).
5	Assist displaced individuals and families in locating short and long-term housing.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).
5	Provide ongoing status reports as requested by the ESF 6 Coordinator
6	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: Unified Government Rental Licensing	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).
6	Assist in identifying temporary housing resources.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Assist displaced individuals and families in locating short and long-term housing (coordinate with ESF 14).



5	Assist in identifying temporary housing resources.
6	Provide ongoing status reports as requested by the ESF 6 Coordinator
7	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Unified Government Transit Department	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist with the transportation of people out of unsafe areas.
6	Assist with the movement of people to emergency shelters.
7	Coordinate transportation for access and functional needs populations.
8	Provide assistance with the transportation of food, water and other supplies in support of mass care, housing and human services operations.



<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Volunteers Active in Disasters (VOAD)	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities



	taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Support ESF #6 activities by providing food, comfort and hygiene items, crisis counseling services, assistance with emergency repairs and clean-up, temporary housing resources, child and elder care, special needs assistance and other humanitarian assistance required by the situation.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Support ESF #6 activities by providing food, comfort and hygiene items, crisis counseling services, assistance with emergency repairs and clean-up, temporary housing resources, child and elder care, special needs assistance and other humanitarian assistance required by the situation.
5	Provide ongoing status reports as requested by the ESF 6 Coordinator
6	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Primary: Wyandot Center	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide technical assistance and expertise in developing and administering Crisis Counseling grants in the event of a Presidential Declaration.
6	Deploy personnel to provide crisis counseling services to those affected by the event.
7	Make trained staff available to provide mental health services in shelters and at various assistance centers.
8	Provide a representative to the Wyandotte County EOC to coordinate mental health needs of disaster survivors as well as emergency workers and staff.
9	Identify and deploy staff to provide appropriate disaster related mental health services. This may include deployment to shelter location or others as identified.
10	Provide trained personnel to assist with crisis intervention activities.



<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Deploy personnel to provide crisis counseling services to those affected by the event.
5	Make trained staff available to provide mental health services in shelters and at various assistance centers.
6	Provide ongoing status reports as requested by the ESF 6 Coordinator
7	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Wyandotte County Public Health Department	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Assist in ensuring environmental surety in mass care facilities.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.



4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Assist in ensuring environmental surety in mass care facilities.
6	Provide disease surveillance and containment in mass care operations locations.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Primary: Wyandotte County Sheriff's Office	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities



Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Coordinate with Shelter Management to ensure proper management/separation of registered sex offenders reporting to shelters
6	Coordinate with Shelter Management to provide assistance with parolees or other individuals required to report to local, state, or federal law enforcement entities
7	Provide security at or around mass care operational facilities (shelters, supply staging areas and warehouses).
8	Provide traffic flow and parking assistance around mass care facilities.
9	Notify evacuees of hazardous materials incidents of shelter and lodging availability and locations
10	Provide care and support for institutionalized populations
11	Provide communications support.
12	The Wyandotte County Sheriff's will work with "The Unaccompanied Minors Registry along with the National Center for Missing & Exploited Children (NCMEC)" by allowing the public to report information related to children who have been separated from their parents or legal guardians as a result of a disaster. We would house the children, up to the age of 18, and maintain a registry on the ground until they are able to reunite with their families
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator



5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: Community Emergency Response Team

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Screen, place and manage emergent (spontaneous) volunteers and establish a donations management operation.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Supporting: KCK Community College	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide facilities, equipment and personnel to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: Providence Hospital and Medical Center



<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
6	Provide personnel and resources to support ESF #6 operations.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
6	Provide personnel and resources to support ESF #6 operations.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
6	Provide personnel and resources to support ESF #6 operations.
7	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
3	Provide personnel and resources to support ESF #6 operations.
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Supporting: Radio Amateur Civil Emergency Services (RACES)	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Help to ensure open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Help to ensure open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Help to ensure open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested.
4	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	



1	Participate in Emergency Management training and exercises
2	Help to ensure open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: Rainbow Services Inc.

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).

Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services

1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Supporting: Unified Government Parks & Recreation	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide personnel and equipment assistance with mass care, housing and human services operations.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
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<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
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3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide personnel and equipment assistance with mass care, housing and human services operations.
6	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: University of Kansas Hospital Authority	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	



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1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
6	Provide personnel and resources to support ESF #6 operations.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
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<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
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2	Ensure open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
3	Provide personnel and resources to support ESF #6 operations.
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.



Supporting: USD 202 Turner	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
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2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: USD 203 Piper	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	



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3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: USD 204 Bonner Springs/Edwardsville

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services



1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: USD 500 Kansas City Kansas

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services



1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Provide ongoing status reports as requested by the ESF 6 Coordinator
5	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Supporting: Wyandotte County Emergency Management

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human



Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Participate in Emergency Management training and exercises
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Identify those with vulnerable needs through the vulnerable needs registry, MARC Oxygen Dependent Patient study project, and Catholic Charities
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide a representative to the County EOC, when requested.
2	Provide ongoing status reports as requested by the ESF Coordinator(s).
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
5	Identify those with vulnerable needs through the vulnerable needs registry, MARC Oxygen Dependent Patient study project, and Catholic Charities
6	Provide initial notification for ESF 7
7	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the Mass Care, Housing, and Human Services function.
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Participate in After Action Reports and critiques
4	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the



	response/recovery.
5	Provide ongoing status reports as requested by the ESF 6 Coordinator
6	Identify those with vulnerable needs through the vulnerable needs registry, MARC Oxygen Dependent Patient study project, and Catholic Charities
7	Provide ongoing status reports as requested by the ESF Coordinator(s).
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Participate in Emergency Management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

4 REFERENCES/ATTACHMENTS

The following reference documents are available from the Emergency Management Department. These documents have been hyperlinked where possible:

- [ICS Forms](#)
- [Region L Hazard Mitigation Plan](#)
- ESF 6 Regional Coordination Guide
- ARC Shelter Operations Workbook

Resource /Contact Lists

In general, detailed contact lists and inventories will not be attached to ESF annexes since this type of information changes constantly. Instead, information is provided as to the department or individual that maintains each type of contact list or inventory.

Contacts:

Contact information, including home and cellular telephone numbers for employees / responders are maintained in two ways in Wyandotte County. Information for all employees is maintained by the agency for which they work. Information for police and fire responders is also maintained by the Public Safety Answering Point so that when emergencies arise, calls / pages can go out quickly. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County



Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

Resources:

Information about resources / assets owned and operated by agencies within the United Government is maintained by each agency. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

If additional resources beyond what is available through United Government resources or through normal mutual aid channels, Wyandotte County Emergency Management operates and maintains an active, well-equipped, well-staffed Emergency Operations Center (EOC) capable of obtaining those resources through the ICS request process. Following the April 7, 2010 Full-Scale Exercise "Perfect Storm," the agency recognized the need to have additional United Government staff trained to work in positions in the EOC. During 2010 and 2011, the Emergency Management Agency undertook a training effort which allowed over 80 additional staff members to be trained to work in the EOC. Among those trained were personnel responsible for Logistics and Finance. This training effort and the on-going training plan allow Wyandotte County Emergency Management to rely upon the skills of these individuals if resources are needed during a response.

Type of Resource List	Department Maintained By	Title	Phone Number
American Red Cross inventory	American Red Cross	Disaster Services Director	913-321-6314
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300

The following documents are attached to this ESF:

- List of shelters
- Shelter Facility Survey



- ARC Shelter Types/Uses
- Federal Crisis Counseling Assistance and Training Program Overview
- American Red Cross Shelter Operations Workbook
- Animal Sheltering Plan Supplemental



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4.1 List of Shelters

Physical Address	Physical City	Zip	Phone	POC	POC Phone	24HR POC	24HR Phone	Capacity Evacuation	Capacity Post Evacuation	Handicap Accessible	ADA Compliant
1715 N. 82nd St	KANSAS CITY	66112	(913) 627-6600	Dr. Kelli Mather	(913) 207-5491	David Smith	(913) 744-5104	375	187	Yes	Yes
100 N McDaniel	BONNER SPRINGS	66012	(913) 422-5600	John Scheurer	(913) 915-9428			400	200	Yes	Yes
2901 NORTH 72ND ST	KANSAS CITY	66109	(913) 596-7050	Margie Witt	(913) 573-8327	Margie Witt	(913) 449-2233	629	314	Yes	Yes
2901 North 72nd Street	KANSAS CITY	66109		Dr. Kelli Mather	(913) 207-5491	David Smith	(913) 744-5104	350	175	Yes	Yes
2214 North 59th Street	KANSAS CITY	66104	(913) 627-7555		(913) 207-5491	David Smith	(913) 744-5104	500	250	Yes	Yes
3400 Orville	KANSAS CITY	66102	(913) 627-6100	Dr. Kelli Mather	(913) 207-5491	David Smith	(913) 744-5104	135	67	Yes	Yes
3430 Hutton Rd	KANSAS CITY	66109	(913) 299-3706	Don Andrews	(913) 299-3706			80	40	Yes	Yes
2400 Steele Road	KANSAS CITY	66106		Dr. Kelli Mather	(913) 207-5491	David Smith	(913) 744-5104	500	250	Yes	Yes
2570 S. 42nd St	KANSAS CITY	66106	(913) 288-4100	Dr. Jason Dandoy		Doug Powers		90	45	Yes	Yes
100 SOUTH 20TH	KANSAS CITY	66101	(913) 342-9143	THE ADMINISTRATOR	(913) 279-7847			300	150	Yes	Yes
11201 Parallel Pkwy	KANSAS CITY	66109	(913) 721-2760	John Bryden	(913) 963-4452	Joel Banister		193	96	Yes	Yes
5340 Oak Grove Road	KANSAS CITY	66106	(913) 288-3900	Dr. Jason Dandoy				120	60	Yes	Yes
9301 Parallel Parkway	KANSAS CITY	66112	(913) 788-5657	Ricky Turner	(913) 788-8515			400	200	Yes	Yes
3033 N. 103rd Ter	KANSAS CITY	66109	(913) 334-7777					400	200	Yes	Yes
4400 N 107th Street	KANSAS CITY	66109		Tim Conrad	(913) 721-2100			500	250	Yes	Yes
4420 N. 107 St	KANSAS CITY	66109	(913) 721-1144	Steve Adams	(913) 721-2088			400	200	Yes	Yes
420 N. Bluegrass	BONNER SPRINGS	66012	(913) 422-5115	Dr. Robert Van Maren	(913) 422-4193			500	250	Yes	Yes
2515 Lawrence Av	KANSAS CITY	66106	(913) 627-4550	Dr. Kelli Mather	(913) 207-5491	Robert Francis		120	60	Yes	Yes
8200 Elizabeth	KANSAS CITY	66112	(913) 627-4500	Dr. Kelli Mather		David Smith		120	60	Yes	Yes
1800 S 55th Street	KANSAS CITY	66106		Dr. Jason Dandoy	913-484-5713	Doug Powers	913-302-5289	292	146	Yes	Yes
1312 S 55th Street	KANSAS CITY	66102	(913) 288-3300	Dr. Jason Dandoy	913-484-5713	Doug Powers	913-302-5289	600	300	Yes	Yes
2211 S. 55th St	KANSAS CITY	66106	913-288-3300	Dr. Jason Dandoy		Doug Powers		800	400	Yes	Yes
295 S. 10th ST	KANSAS CITY	66102	(913) 627-6400	Dr. Kelli Mather	(913) 207-5491	David Smith	(913) 744-5104	150	75	Yes	Yes



4.2 Shelter Facility Survey



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ESF 6—Mass Care, Housing & Human Services

SHELTER FACILITY SURVEY

Please print all information. This form is generic to many types of shelters; some of the questions on this form might not apply to every site. In such cases, answer N/A (not applicable).

Site Name: _____
Street Address: _____
Town/City: _____ County/Parish: _____ State: _____ Zip Code: _____
Mailing Address (if different): _____
Phone: (____) _____-____ Fax: (____) _____-____
Email address (if applicable): _____

EMERGENCY CONTACT INFORMATION:

To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

Directions to the facility from the nearest major highway evacuation route. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster. Include latitude and longitude if available (they can be obtained via GPS).

Latitude: _____ Longitude: _____

CAPACITY

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity should be calculated using 15 to 20 square feet per person. In a general shelter, use 40 to 60 square feet per person to determine capacity.

Capacity Evacuation = _____ at _____ square feet
 General = _____ at _____ square feet

LIMITATIONS ON FACILITY USE

Some facilities are only available during certain times due to other activities. Please indicate the dates that the facility is available.

- ☐ This facility will be available for use at any time during the year.
- ☐ This facility is **only** available for use during the following time periods.
- From: _____ to _____
- From: _____ to _____
- ☐ This facility is **not** available for use during the following time periods:
- From: _____ to _____
- From: _____ to _____

Some facilities have specific areas that can be used as an emergency shelter. Please indicate restrictions on use of certain areas of the building or if the entire facility is available for use.

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GENERAL FACILITY INFORMATION

FIRE SAFETY

Some facilities that appear to be suitable for sheltering might not meet fire codes based on building capacity. This list of questions is not meant to be exhaustive. It is recommended that local codes be examined to determine if the facility meets them. In addition, contact can be made with the fire department to ensure compliance.

Does the facility have inspected fire extinguishers? ☐ Yes ☐ No

Does the facility have functional fire sprinklers? ☐ Yes ☐ No

Does the facility have a fire alarm? ☐ Yes ☐ No

If yes, choose one: ☐ Manual (pull-down) ☐ Automatic

Does the fire alarm directly alert the fire department? ☐ Yes ☐ No

Comments from fire department, if available: _____

UTILITIES

A major concern in running an emergency shelter is whether or not utilities can continue to run after a storm. This section is designed to evaluate the capabilities of the facility and to list the appropriate contacts in case the utilities fail.

Emergency generator on site? ☐ Yes ☐ No

IF YES- Capacity in kilowatts _____ Power for entire shelter? ☐ Yes ☐ No
If no, what will it operate? _____

Operating time, in hours, without refueling, at rated capacity: _____

☐ Auto start ☐ Manual start Fuel type _____

Utility company name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Generator fuel vendor: _____ Emergency phone number: (____) ____-____

Generator repair contact: _____ Emergency phone number: (____) ____-____

IF NO- Emergency generators do not have to be present in order to use the facility as a shelter. However, care must be taken to evaluate the appropriateness of the facility in emergency situations. For example, if there are no appropriate facilities in the area available for sheltering that have emergency generators, consideration should be made to use those facilities. Most pre-identified emergency shelters do not have generators. In addition, if a shelter does not have a generator on site, it is appropriate to pre-identify vendors so that a generator could be brought in if necessary.

Heating ☐ Electric ☐ Natural gas ☐ Propane ☐ Fuel ☐ Oil

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Repair contact: _____ Emergency phone number: (____) ____-____

Cooling ☐ Electric ☐ Natural gas ☐ Propane

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Repair contact: _____ Emergency phone number: (____) ____-____

Cooking ☐ Electric ☐ Natural Gas ☐ Propane ☐ No cooking facilities on site

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Utility/Vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Repair contact: _____ Emergency phone number: (____) ____-____

See the Food Preparation section below.

Telephones Business phones available to shelter staff? ☐ Yes ☐ No

Phones available to shelter residents? ☐ Yes ☐ No

Number of phones: _____ Locations: _____

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Repair contact: _____ Emergency phone number: (____) ____-____

Water ☐ Municipal ☐ Well(s) ☐ Trapped water

If trapped: Potable (drinkable) storage capacity in gallons: _____

Non-potable (undrinkable) storage capacity in gallons: _____

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Repair contact: _____ Emergency phone number: (____) ____-____

Planning for Drinking Water

The recommended amount of potable water to have on hand per evacuee is one gallon per day. Presuming that existing water supplies remain available, and that the goal for resources on hand is for three days after the shelter opens, you should strive to have three gallons on hand for each projected shelter resident.

Projected population x 3 = projected number of gallons of water needed.

Projected population x 3 _____

- Total available _____

Gallons of Water Needed _____

MATERIAL SUPPORT

COTS & BLANKETS

During evacuation sheltering, it is often impractical to have cots and bedding for all evacuees. However, it is desirable to have some cots and bedding on hand to be provided on a case by case basis to shelter residents who could, for a variety of reasons, experience hardship by sleeping on the floor. A good planning target for the quantity of cots to have on hand for evacuation sheltering is enough for 10% of the projected population. Generally, it is recommended to have two blankets per person in the shelter.

Projected population ÷ 10 = projected number of cots needed.

Projected population ÷ 10 _____

- Total available _____

Cots needed _____

Projected population ÷ 5 _____

- Total available _____

Blankets needed _____



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ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Many people with disabilities can be accommodated in general shelters. It is important to evaluate a building to determine if it is accessible to people with disabilities. No single deficiency in the following list makes a facility "out of compliance" or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local building or safety department, an assisted living center or a disability advocacy organization.

Access to building

- ☐ Curb cuts (minimum 35 inches wide)
- ☐ Accessible doorways (minimum 35 inches wide)
- ☐ Automatic doors or appropriate door handles
- ☐ Ramps (minimum 35 inches wide) Are ramps: ☐ Fixed ☐ Portable
- ☐ Level Landings

Accessible and accommodating restrooms

- ☐ Grab bars (33-36 inches wide) ☐ Sinks @ 34 inches in height
- ☐ Stall (38 inches wide) ☐ Towel dispenser @ 39 inches in height

Showers

- ☐ Shower stall (minimum 36 inches by 36 inches) ☐ Grab bars (33-36 inches in height)
- ☐ Shower seat (17-19 inches high) ☐ Hand-held spray unit with hose
- ☐ Fixed shower head (48 inches high)

Accessible and accommodating cafeterias

- ☐ Tables (28-34 inches high)
- ☐ Serving line [counter] (28-34 inches high)
- ☐ Aisles (minimum 38 inches wide)

Accessible telephones

- ☐ Maximum 48 inches high ☐ TDD available ☐ Earpiece (volume adjustable)

SANITATION

TOILETS

The American Red Cross recommended ratio for toilet facilities is a minimum of 1 restroom for 40 people. Count only those facilities that will be accessible to shelter residents and shelter staff.

Projected population ÷ 40 = projected needed number of toilet facilities.

Number of toilets available:	Men	Women	Unisex	People with Disabilities
Projected need:	Men	Women	Unisex	People with Disabilities
- Total available:	Men	Women	Unisex	People with Disabilities
Portable toilets needed:	Men	Women	Unisex	People with Disabilities

SINKS

The recommended ratio of sinks is one sink for every two toilets.

Number of sinks available:	Men	Women	Unisex	People with Disabilities
Projected need:	Men	Women	Unisex	People with Disabilities
Total available:	Men	Women	Unisex	People with Disabilities
Portable sinks needed:	Men	Women	Unisex	People with Disabilities

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SHOWERS

The best case scenario for showers is 1 shower for every 40 residents. In the case of evacuation shelters, the ratio can be higher. However, if it is determined that an evacuation shelter will be open longer term, alternative arrangements will have to be made. There might be a nearby facility that, while it couldn't be used a shelter, might have showers available. Consider requesting transportation through partner agencies; when a Disaster Relief Operation (DRO) has been set up, requests can go through Partner Services at the DRO. Portable showers might need to be acquired.

Number of showers available: Men _____ Women _____ Unisex _____ People with Disabilities _____

Number of showers needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

Are there any limitations on the availability of showers (time of day, etc.)? ☐ Yes ☐ No

Alternatives for showers on-site:

Alternatives for showers off-site:

FOOD PREPARATION

☐ None on site ☐ Warming oven kitchen

☐ Full-service kitchen

(If full-service meals, "per meal" number that can be produced): _____

☐ Facility uses central kitchen — meals are delivered

Central kitchen contact: _____ Phone Number: (____) _____-_____

Planning for shelter feeding

While people coming to evacuation shelters are encouraged to bring food with them, for a variety of reasons this doesn't always occur. Therefore, it pays to be prepared to feed shelter residents. For planning purposes, it is helpful to think in terms of three to five days of meals with no outside assistance. This covers the possibility of widespread damage to commercial food sources and infrastructure. Meals can range from freshly prepared food at shelter facilities that have adequate kitchen facilities to prepackaged shelf-stable meals (military-style Meals Ready to Eat [MREs], Heater Meals, etc.). The planning target should be 5 meals worth of food in inventory for each projected shelter resident.

Projected population x 5 = projected number of meals needed.

Projected need _____

- Total available _____

Meals Needed _____

Equipment (Indicate quantity and size [sq. ft.] as appropriate).

Refrigerators _____ Walk-in refrigerators _____ Ice machines _____

Freezers _____ Walk-in freezers _____ Braising pans _____

Burners _____ Griddles _____ Warmers _____

Ovens _____ Convection ovens _____ Microwave ovens _____

Steamers _____ Steam kettles _____

Sinks _____ Dishwashers _____

FEEDING AREAS

☐ None on site ☐ Snack Bar (seating capacity: _____) Cafeteria (seating capacity: _____)

☐ Other indoor seating (describe, including size and capacity estimate): _____

Total estimated seating capacity for eating: _____

Comments related to feeding: _____

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OTHER CONSIDERATIONS

ARC 4496

"Standards for Selection of Hurricane Evacuation Shelters," or ARC4496, is a document published by the American Red Cross. Planning considerations for hurricane evacuation shelters involve a number of factors and require close coordination with local officials responsible for public safety. Technical information contained in hurricane evacuation studies, storm surge mapping, flood mapping and other data can now be used to make informed decisions about the suitability of shelters. Anyone considering using a facility as a hurricane evacuation shelters should carefully review ARC 4496 and consult with local officials to ensure safety of the facility is considered.

HEALTH SERVICES

Number of rooms available: _____ Number of beds or cots available: _____

Number of rooms needed: _____ Number of beds or cots needed: _____

Total square footage of available health care space: _____

BABY AND INFANT SUPPORT SUPPLIES

Diaper changing tables are extremely important due to health safety considerations. While there is not a recommended number of tables by population, there should be changing tables available. Beyond diaper changing, it is helpful to know in advance what baby supplies are available, if needed.

of diaper changing tables: _____

of diapers available: _____

Cans of formula available: _____

LAUNDRY FACILITIES

Generally, shelters do not have access to laundry facilities. Availability of such facilities would be considered an extra and not a necessity. These facilities would be especially useful for a shelter open longer than a week.

Number of clothes washers: _____ Number of clothes dryers: _____

Will the shelter worker or shelter residents have access to these machines? ☐ Yes ☐ No

Are laundry facilities coin operated? ☐ Yes ☐ No

Special conditions or restrictions: _____



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ADDITIONAL INFORMATION

Does the entity that plans to manage the shelter own the building? ☐ Yes ☐ No

If NO- is there a current written agreement to use this site? ☐ Yes ☐ No

Is this facility within five miles of an evacuation route? ☐ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☐ No

Groups associated with this facility

Facility staff required when using facility? ☐ Yes ☐ No

Paid feeding staff required when using facility? ☐ Yes ☐ No

Church auxiliary required when using facility? ☐ Yes ☐ No

Fire auxiliary required when using facility? ☐ Yes ☐ No

Other: _____ Required ☐ Yes ☐ No

Other: _____ Required ☐ Yes ☐ No

Will any of the above groups be trained or experienced in shelter management?

IF YES, please list: _____

RECOMMENDATIONS/OTHER INFORMATION (Be specific):

***** Attach a sketch or copy of the facility floor plan *****

Survey completed/updated by _____

Printed Name

Signature

Date completed

Printed Name

Signature

Date completed



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4.3 ARC Shelter Types/Uses

Shelter Type	Lead Agency	Population Served	Notes
Congregate ARC has “shelter teams” of 3-4 individuals who can have a shelter open in 2-3 hours.	ARC	General Population plus some medically needy persons	ARC allows some limited medical care at the shelters. Folks needing “acute” care are sent to hospitals. Screening criteria for medical needs and mental health are done to decide admission to shelter populations. The Medical Reserve Corps in KC is currently doing a plan/training for Corp volunteers to assist at the shelter with folks who have functional and access needs. Just-in-time training is being developed. . Although the ARC plans to shelter 10% of the population, historically only 3% of the population accesses shelters in the KC Metro area. New ARC protocol allows medical personnel to practice at their currently licensed level. This included MDs, RNs, EMT, etc.
Volunteer Reception Center	TSA and others for special types of volunteers	Volunteers	Volunteers are directed to other reception centers if they are already “volunteers” for another organization. Each organization has its own credentialing system. Spontaneous unaffiliated volunteers are “assigned” to an organization in order to gain access to liability protections. Volunteers are tracked by their organization.
Reception Center	ARC	Evacuees, Mass Casualties	The length of time this type of shelter is open varies with the incident. It is important to note that ARC CANNOT close a shelter until every person has a LONG-TERM housing plan.
Family Assistance Center	EM	Fatality oriented	EM will do this as a part of the Mass Fatality Plan. Staffing for the center will be a mix of COADs and EM folks, and other volunteers such as CERT. These centers are generally open for long periods of time.
Respite Center	ARC + Partners	Individuals needing rehabilitation or “out of the weather” shelter	Each emergency response agency will be responsible for the rehab of their employees. This type of center applies to general public that needs assistance.
Family Reunification Center	ARC	Non injured persons	Sometimes conducted in the neighborhoods. Also done mostly through the ARC website. Not always a physical location.
HazMat Shelters	KCK Fire, HAZ-MAT Team	Individuals exposed to Haz-Mat	ARC will coordinate with KCK Fire Department’s Hazardous Materials Team to ensure decontamination occurs prior to entry into shelters.
Pet Shelters	KCK Police Animal Control Unit	Household pets only	Generally co-located with Congregate shelters, but run by animal organizations.



4.4 Federal Crisis Counseling Assistance and Training Program Overview

The following information is from the Department of Health and Human Services, Substance Abuse and Mental Health Service Administration, Center for Mental Health Services Website. The Website contains program information, as well as technical assistance and publications useful in developing program applications and managing Crisis Counseling Programs.

<http://www.mentalhealth.samhsa.gov/cmhs/EmergencyServices>

Origin and Legislative Authority

The Crisis Counseling Assistance and Training Program (CCP) is implemented as a supplemental assistance program available to the United States and its Territories, by the Federal Emergency Management Agency (FEMA). Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 1974 authorizes FEMA to fund mental health assistance and training activities in areas which have been Presidentially declared a disaster. The Center for Mental Health Services (CMHS), Emergency Services and Disaster Relief Branch (ESDRB) works with FEMA through an interagency agreement to provide technical assistance and consultation, training for State and local mental health personnel, grant administration and program oversight.

Program Overview

For over twenty five years, the Crisis Counseling Program has supported short term interventions with individuals and groups experiencing psychological sequelae to large scale disasters. These interventions involve the counseling goals of assisting disaster survivors in understanding their current situation and reactions, mitigating additional stress, assisting survivors in reviewing their options, promoting the use of or development of coping strategies, providing emotional support, and encouraging linkages with other individuals and agencies who may help survivors recover to their pre-disaster level of functioning. While always cognizant of those with special needs, the thrust of the Crisis Counseling Program since its inception has been to serve people responding normally to an abnormal experience.

Upon receiving a Presidential disaster declaration, a State Mental Health Authority (SMHA) will conduct a needs assessment to determine the level of stress being experienced by disaster victims and whether existing State and local resources can meet those needs. If not, the SMHA may choose to apply for a Crisis Counseling grant. Upon award of the grant, an SMHA typically provides funds to local mental health providers to hire additional staff to provide outreach and education on typical stress reactions and methods of reducing stress.



Supplemental funding for crisis counseling is available to State Mental Health Authorities through two grant mechanisms: (1) the Immediate Services Program (ISP) which provides funds for up to 60 days of services immediately following a disaster declaration; and (2) the Regular Services Program (RSP) which provides funds for up to nine months following a disaster declaration. While CMHS provides a limited amount of technical assistance to Immediate Service Programs, the monitoring responsibility remains with FEMA. For the RSP, FEMA has designated CMHS as the authority responsible for monitoring State programs.

Eligibility for CCP Grants

Only a State or Federally-recognized Indian Tribe may apply for a crisis counseling grant. The State determines the need for crisis counseling services by compiling disaster data and conducting a mental health needs assessment of the Presidentially-declared area. The SMHA must assess key indicators of disaster stress and determine geographic, social, cultural, ethnic and vulnerable populations for whom crisis counseling services should be provided. The State must also assess if responding to the mental health needs of the disaster victims is beyond the capacity of State and local resources. The needs assessment is the most crucial element of the grant application and should support the program plan and budget request.

The CCP Grant Process

Both the Immediate and Regular Services grant applications are submitted through the State Emergency Management Agency which then transmits the application to FEMA. The processes of grant review, allocation of funding, and grant oversight differ between the Immediate and Regular Service Programs.

Immediate Services Program

The ISP application is due 14 days after the President makes a disaster declaration and is collaboratively reviewed by CMHS and FEMA to ensure a speedy decision and access to funds as soon as possible. If approved, the ISP grant is then monitored by FEMA. If a State decides to apply for a Regular Services Grant, the ISP can be extended until the RSP application is reviewed and a funding decision has been made. If necessary, the ISP extension may include additional funds to carry the program through the review and decision process of the RSP, normally between six and ten weeks. Funds for the ISP are transferred from FEMA to the State Emergency Management Agency. The State must determine a mechanism for funds to be received by State and local mental health agencies involved in the CCP.

Regular Services Program



The RSP application is due 60 days after the disaster declaration and is submitted through the State Emergency Management Agency to FEMA. CMHS has the responsibility for reviewing the application. The RSP application review is completed through a formal, confidential peer review process administered by CMHS. Based on the peer review, CMHS provides a formal recommendation to the FEMA Regional Office responsible for the disaster response and recovery. The recommendation can result in one of three decisions: approval, approval with conditions or recommendations or disapproval. The FEMA Region makes a recommendation of its own and submits their recommendation along with the CMHS recommendation to FEMA Headquarters to make the final decision. If funding is approved, FEMA Headquarters transfers funds to CMHS. CMHS then transfers funds through a Notice of Grant Award (NOGA) directly to the State Mental Health Authority (SMHA). The RSP grant is monitored by CMHS however all monitoring is done in coordination with the FEMA Region and FEMA Headquarters.

Services Funded

Disaster mental health interventions include outreach and education for disaster survivors, their families, local government, rescuers, disaster services workers, business owners, religious groups and other special populations. All Crisis Counseling Programs are primarily geared toward assisting individuals in coping with the extraordinary stress caused by the disaster. Crisis Counseling Programs are strongly encouraged to coordinate with other public and private agencies responding to the disaster to ensure that needs are met with the most effective use of existing resources. The Crisis Counseling Program does not support long term, formal mental health services such as medications, office-based therapy, diagnostic services, psychiatric treatment or substance abuse treatment (refer to CCP-PG-02 for additional information). Services that are supported are short-term interventions with individuals and groups experiencing psychological reactions to a major disaster and its aftermath. Outreach is the primary method for delivering crisis counseling services to disaster survivors. It consists primarily of face-to-face contact with survivors in their natural environments in order to provide disaster-related crisis counseling services.

The following descriptions characterize services most frequently funded by the CCP:

- **Individual Crisis Counseling Services** assist disaster survivors in understanding their current situation and reactions, reviewing their options, addressing their emotional support and linking with other individuals and agencies who may assist them. During individual services, crisis counseling staff are active listeners who provide emotional support.
- **Group Crisis Counseling Services** involves providing/facilitating support groups, meeting with citizens, working in classrooms with affected students,



working with affected teachers and administrators after school, discussing disaster-related issues with families, assisting people in understanding their current situation and reactions, reviewing their options, addressing their emotional support and linking with other individuals and agencies who may provide assistance. Groups may be facilitated by a mental health professional, a paraprofessional or the group members themselves.

- **Education Services** include the distribution or presentation of information on the project or crisis counseling-related topics. Educational information may be provided through brochures, flyers posted in public areas, mailings and training to human service personnel such as the clergy or teachers. The media is often a partner in providing information through Public Service Announcements, newspaper articles and advertisements. Educational information may also be provided to groups of people. The key difference between group education services and group crisis counseling services is that project staff present psychoeducational information to groups rather than facilitate the sharing of experiences between members of the group.
- **Referrals** are a key component of the CCP. In most disasters, the majority of survivors have needs that can be met by short-term, relatively informal interventions. However, in some circumstances, some disaster survivors may need long-term, more formal mental health services that are beyond the scope of the Crisis Counseling Program. Survivors requiring longer-term, more formal mental health treatment should be referred to an appropriate agency or licensed mental health professional. Some disaster recovery needs may be more physical, structural or economical in nature and addressing these issues is outside the scope of the CCP (Refer to CCP-PG-04 for additional information). In these instances, CCP staff play a key role in referring survivors to specific disaster services available through FEMA Teleregistration, the American Red Cross, the Salvation Army, Interfaith Disaster Recovery Services and Unmet Need Committees.

Technical Assistance

Available technical assistance materials include application kits and guidelines, six program guidances that further clarify the scope of the CCP, training manuals, publications and videos about working with specific populations. Following is a list of materials currently available:

General Materials

Pilot Application Kit

Budget Estimating and Reporting Toolkit



Guidelines for Reviewers of CCP Grant Applications
Crisis Counseling Assistance and Training Program: Best Practices



4.5 Center for Mental Health Services Formula for Estimating Disaster Related Mental Health Needs.

LOSS CATEGORIES	NUMBER OF PERSONS AFFECTED	AVERAGE NUMBER PER HOUSEHOLD (MULTIPLY)	AT RISK MULTIPLIER (PERCENT)	TOTAL NUMBER IN NEED OF SERVICES
Dead			100	
Hospitalized			35	
Non-hospitalized injured			15	
Homes Destroyed			100	
Homes with Major Damage			35	
Homes with Minor Damage			15	
Disaster Unemployed			15	
Other losses (specify)			10	



4.6 Shelter Operations Workbook

See PDF of Shelter Operations Workbook in the KDEM Super System File Archive

The Workbook is also available via this link:

<http://public1.co.collin.tx.us/eoc/Shared%20Documents/Shelter%20Operations%20Workbook.pdf>



4.7 Animal Sheltering Plan Supplemental

Although Wyandotte County does not yet have an Animal Response Team, surrounding counties which are partners in the KC Homeland Security Region each have teams that are available to Wyandotte County if requested. Animal Response Teams exist in Johnson County, Miami County, and Leavenworth County as well as in neighboring Missouri counties. MARC Regional Coordination Guides provide guidance as to appropriate methods for requesting these and other types of resources when needed during a disaster. Decisions regarding the need for an animal response team would be made as a collaborative effort between Unified Command, Shelter Managers, and the Wyandotte County Emergency Operations Center. Financial information related to animal response and sheltering would be tracked by the Finance Section of the Wyandotte County EOC. Each of the teams has the ability to provide the following services on a mobile basis:

- Setup of temporary animal relief shelters
- Evacuation of animals
- Rescue of abandoned or stranded animals
- Implementation of record keeping and identification system
- Limited transportation of animals
- Coordination of initial veterinary care for sick and injured animals
- Coordination of animal food and supplies
- Lost animal documentation
- Reuniting animals with caregivers

The American Red Cross Shelter Operations Guide details procedures for co-located human and animal shelters and does address service animals. The Guide is attached to this EOP. Because Wyandotte County would not be performing these animal sheltering services directly, but through other organizations, detail regarding all procedures for animal shelter operations is under the control of the contract organization. When Wyandotte County has a fully formed Animal Response Team, an update to the EOP will be submitted.



Staff Request for Commission Action

Tracking No. 16741

Full Commission Meeting Date: September 15, 2016

Committee: Administration & Human Services

Date of Standing Committee Action: August 22, 2016

(If none, please explain):

Publication Required: No

<u>Date:</u> 08/26/2016	<u>Contact Name:</u> Joe Connor	<u>Contact Phone:</u> x6724	<u>Contact Email:</u> jconnor@wycokck.org	<u>Department/Division:</u> Administrator's Office
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Item Description:

Request to appoint Theresa Reyes-Cummings as the Unified Government's appointee to the REACH Health Care Foundation's Community Advisory Committee (CAC). This will be a two-year term and she has expressed interest in being appointed. Brenda Sharpe, REACH Executive Director, has expressed support of this request. The CAC term for this appointment will run from June 1, 2016 to May 31, 2018.

The sole function of the CAC is to serve as the nominating committee to the REACH Board of Directors. The appointment is entirely at the discretion of the UG Commission.

Attached are Theresa Reyes-Cummings' resume and email from Brenda Sharp recommending her appointment.

Action Requested:

Appoint Theresa Reyes-Cummings as the Unified Government's appointee to the REACH Healthcare Foundation's Community Advisory Committee for a two-year term commencing June 1, 2016.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Nomination Form, T Cummings Resume, Recommendation Email



County Administrator's Office
Douglas G. Bach, County Administrator

701 North 7th St., Suite 945
Kansas City, Kansas 66101-3064

Phone: (913) 573-5030
Fax: (913) 573-5540

NOTICE OF PENDING APPOINTMENT

DATE: 8/9/16

BOARD POSITION: Reach Healthcare Foundation's Community Advisory Committee

INCUMBENT REPLACED: Cecilia Ysaac Belmares

TERM EXPIRATION DATE: 05/31/2016

APPOINTING COMMISSIONER: _____

REVIEW DATE (7 business days): _____

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: Theresa Reyes-Cummings

ADDRESS:

CELL NUMBER AND EMAIL ADDRESS: _____

TERM OF OFFICE: 06/01/2016 TO 05/31/2018

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

THERESA REYES-CUMMINGS

EXPERIENCE

JACKSON COUNTY COMMUNITY MENTAL HEALTH FUND, KANSAS CITY, MO

Director of Program Development; August 2007 - Present

- Develop, plan and manage new projects and programs to ensure they are meeting program goals, objectives and maintain fiscal accountability.
- Provide professional support, grant and fundraising consulting for area mental health providers.
- Enhance agency organization capacity by assisting with grants management and developing community mental health programs.
- Plan and coordinate special events and training.
- Coordinate and convene mental health initiatives for Jackson County, Missouri including extensive work with Mental Health/Drug Courts.
- Serve as a community consultant on cultural competency in behavioral health care.
- Advocacy, public relations, community speaking and engagement work.
- Research and evaluation of programs.

TRUMAN MEDICAL CENTERS, INC, KANSAS CITY, MO

Government Grants and Contracts Administrator; 2005-August 2007

- Directly supervise a staff of two grant accounting specialists in the Finance Department.
- Responsible for the corporate administration of all government grants and contracts.
- Research and develop new programs and made application for new grant resources.
- Received and facilitated requests for new and renewing government grants and service contracts from all hospital departments.
- Provided development consulting for new projects and developed sustainability plans.
- Provided Department Leaders with financial and performance reports.
- Developed policies and procedures that standardized reporting, record keeping and general ledger methodology for grant funded projects.
- Managed and monitored grant compliance and worked with external auditors. Partnered with foundation to obtain and meet fundraising and capital campaign goals.
- Provided corporate accounting and budgeting support to Foundation.

WEIDNER CONSULTING, AUSTIN, TX

Performance Management Consultant; 2004-2005

- Researched and analyzed current management practices within local and federal government departments.
- Facilitated "Managing for Results" methodology to government departments, enabling them to establish a comprehensive performance management system that integrated strategic planning, budgeting, reporting, evaluation and decision-making based on results for the public.
- Facilitated needs assessments, goal setting, strategic planning, and outcome development workshops for local and federal government clients.

- Report writing.

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY, KANSAS CITY, KS

Public Safety Business Office Director; 2004-2004

- Directly supervised a staff of 10 employees.
- Established a centralized business office for the Public Safety Departments of the Unified Government.
- Developed and secured grant funding for public safety and juvenile justice programs.
- Prepared, administered and monitored grant reports and expenditures.
- Assisted with budget development for Sherriff, Police and Fire Departments. Serve as point of contact for auditor.
- Prepared comprehensive financial and outcome reports.
- Prepare and present information and reports to Mayor and County Commission.
- Public relations for public safety and juvenile justice programs.

Juvenile Justice Administrator; 2001-2003

- Directly manage \$4.5 million state and federal grant dollars for community youth development programs.
- Organize and develop collaborative partnerships between agencies and government in order to meet community needs.
- Communicated with stakeholders and governing agency about grant compliance, progress and new development.
- Researched, prepared and managed new grant proposals.
- Increased profile of the Juvenile Corrections Advisory Board through public relations and lobbying activities.
- Developed comprehensive strategic plans for department and community.
- Facilitated Board meetings and served on statewide advisory councils to develop new strategies for juvenile justice programming across the State of Kansas.

FOURTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS, OTTAWA, KS

Director; 1996-2001

- Directly managed a staff of 15 employees.
- Managed and developed a fiscal grant budget of \$1 million in state and federal grants. Researched and developed new programs to meet the needs of offenders in the community including substance abuse programming, life skills, job skills and educational services.
- Developed and reported on program goals and outcomes.
- Serve as public relations and community action liaison. Facilitated community and board meetings.
- Serve as lobbyist for Community Corrections programs. Coordinated and trained staff.
- Serve on statewide advisory committees.

FOURTH JUDICIAL DISTRICT COURT SERVICES, OTTAWA, KS

Court Service Officer; 1994-1996

- Supervised adult and juvenile offenders on probation.
- Assessed client needs and made referrals to appropriate community resources. Supervised community service activities.
- Data entry, record keeping and report writing.
- Serve on legislative committees to develop and advocate for offender community programming.

WESTERN JUDICIAL SERVICES, KANSAS CITY, MO

District Manager; 1992-1994

- Directly supervised a staff of 6 employees.
- Managed and marketed community-based offender services to the community. Assessed community needs and developed new programs.
- Finance and human resource management.
- Assisted with the reorganization of the Missouri Substance Abuse Traffic Offender Program. Record keeping, data analysis and public relations.

MIDWEST ADP, KANSAS CITY, MO

Court Liaison Officer; 1990-1992

SPOFFORD HOME FOR CHILDREN, KANSAS CITY, MO

Residential Case Manager; 1990

RESIDENTIAL CENTER FOR YOUTH, PITTSBURG, KANSAS

Residential Care Worker; 1988-1990

EDUCATION

UNIVERSITY OF KANSAS, MASTER OF PUBLIC ADMINISTRATION, 2004

**PITTSBURG STATE UNIVERSITY, BACHELOR OF ARTS,
SOCIAL SCIENCE/PHILOSOPHY, 1990**

PITTSBURG STATE UNIVERSITY, CERTIFICATION OF PARALEGAL STUDIES, 1992

CERTIFICATIONS

**GRANT PROFESSIONAL CERTIFICATION (GPC), NATIONAL GRANT
PROFESSIONALS ASSOCIATION - CURRENT**

MENTAL HEALTH FIRST AID INSTRUCTOR CERTIFIED - CURRENT

PRESENTATIONS

- Regular presenter at the Grant Professional Associations Training Events
 - Guest Lecturer at UMKC School of Social Work; 2014-2016
 - National Association of Drug Courts, 2010, "Mental Health Courts," Panelists
 - Wyandotte County Mayor's Prayers Breakfast; 2007 Keynote Presenter
 - KU Public Administrators Workshop, October 2005, "Grantsmanship 101"
 - Truman Medical Center Management Team, March 2005, "Grants
-

Administration”

- Kans Trans Conference, March 2002, “Community Partnerships and Juvenile Justice”
- Kansas City Diversity Weekend, May 2002, “Justice programming in Wyandotte County”
- Kansas Governor’s Juvenile Justice Conference, July 2002, “Innovative Juvenile Justice and School Partnerships,”
- Kansas Association of Counties, November 2002, “Portrait of Community Corrections and Juvenile Justice”

LEADERSHIP

- El Centro, Board Co-Chair
- Paces Youth Programs, Board Member
- Federal Grant Reviewer
- Grant Professionals Association, Heart of America Chapter, Co-Founder
- International Mission Trips to India; Water projects, Dental and Health Clinics.
- Leadership Programs Alumni (Leadership 2000 and Ottawa Leadership)

From: Brenda Sharpe [<mailto:brenda@reachhealth.org>]
Sent: Thursday, July 28, 2016 2:02 PM
To: Behgam, Lindsay
Subject: CAC appointment
Importance: High

Lindsay, as you know, the Unified Government is an appointing authority to the REACH Healthcare Foundation's Community Advisory Committee (CAC). The UG has an open appointment to the REACH Foundation's Community Advisory Committee. This vacancy was created by the conclusion of two full terms by Cecelia Ysaac.

Theresa Reyes Cummings has expressed interest in an appointment to the REACH CAC. A resident of Wyandotte County, Theresa has a long history and experience in the health and human services field. Her extensive network and contacts would be well-utilized on the CAC.

Just as a recap, the CAC serves as the Foundation's Nominating Committee for the Board of Directors. Each year, the CAC meets approximately 5 times to recruit, interview and select a slate of qualified candidates to be considered for election by the Board of Directors. The CAC does not have a role in grantmaking or any other fiduciary obligations, but are regularly invited to events and educational opportunities across our 6-county service area to learn more about healthcare access for the uninsured and underserved.

The CAC term for this appointment will run from June 1, 2016 to May 31, 2019.

We hope that the Unified Government of Wyandotte County, Kansas City, KS will give Theresa every consideration for this appointment. I've attached a copy of her current resume. Thanks so much for your consideration; please don't hesitate to call me if you need any additional information.

Best regards,
Brenda

Brenda R. Sharpe | President & CEO
REACH Healthcare Foundation
O (913) 432-4196 | M (913) 568-8113 | TF (866) 866-8805
6700 Antioch, Suite 200
Merriam, KS 66204
brenda@reachhealth.org



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County Administrator's Office
Douglas G. Bach, County Administrator

701 North 7th St., Suite 945
Kansas City, Kansas 66101-3064

Phone: (913) 573-5030
Fax: (913) 573-5540

NOTICE OF PENDING APPOINTMENT

DATE: AUGUST 15, 2016

BOARD POSITION: CONTRACT FAIRNESS BOARD CHAIR

INCUMBENT REPLACED: _____

ADDRESS: _____

TERM EXPIRATION DATE: _____

APPOINTING COMMISSIONER: MARK HOLLAND

REVIEW DATE (7 business days): _____

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: JAY MATLACK

ADDRESS: _____

CELL NUMBER AND EMAIL ADDRESS: _____

TERM OF OFFICE: _____ TO _____

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.



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Douglas G. Bach, County Administrator

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Kansas City, Kansas 66101-3064

Phone: (913) 573-5030
Fax: (913) 573-5540

NOTICE OF PENDING APPOINTMENT

DATE: 8/26/16

BOARD POSITION: 47th AND MISSION COMMITTEE

INCUMBENT REPLACED: HEIDI HOLLIDAY

ADDRESS: _____

TERM EXPIRATION DATE: _____

APPOINTING COMMISSIONER: MARK HOLLAND

REVIEW DATE (7 business days): _____

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: ERIN STRYKA

ADDRESS: _____

CELL NUMBER AND EMAIL ADDRESS: _____

TERM OF OFFICE: _____ TO _____

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

STATE OF KANSAS)
WYANDOTTE COUNTY)) SS
CITY OF KANSAS CITY, KS)

SPECIAL SESSION, THURSDAY, AUGUST 25, 2016

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in Special Session, Thursday, August 25, 2016, with six members present: Bynum, Commissioner At-Large First District; Johnson, Commissioner Fourth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Holland, Mayor/CEO, presiding. Walker, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; Murguia, Commissioner Third District; and Kane, Commissioner Fifth District, were absent. The following officials were also in attendance: Doug Bach, County Administrator; Carol Godsil, Deputy UG Clerk; and Ken Moore, Chief Legal Counsel.

MAYOR HOLLAND called the meeting to order.

ROLL CALL: Johnson, Markley, Walters, Philbrook, Bynum, Holland.

AMENDED NOTICE OF SPECIAL MEETING of the Unified Government of Wyandotte County/Kansas City, Kansas, to be held Thursday, August 25, 2016, at 6:15 p.m. in the Commissioner Chambers of the Municipal Office Building. The Commission will recess to the 9th floor conference room for an Executive Session regarding litigation.

CONSENT TO MEETING of the governing body of Wyandotte County/Kansas City, Kansas, accepting service of the foregoing notice, waiving all and any irregularities in such service and in such notice, and consent and agree that we, the governing body, shall meet at the time and place therein specified and for the purpose therein stated.

Mayor Holland asked do we have a motion for executive session for consultation with our attorney and to discuss confidential matters related to litigation.

Commissioner Markley made a motion, seconded by Commissioner Bynum, to go into executive session until 7:00 p.m. to discuss confidential matters related to pending litigation under the attorney/client privilege, which is allowed under the Kansas Open Meetings Act; and that staff designated by the County Administrator be present to participate in the discussion. Motion carried.

The Commission will reconvene in open session at 7:00 p.m. in the Commission Chambers.

Present for the Executive Session: Bynum, Commissioner At-Large First District; Johnson, Commissioner Fourth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Holland, Mayor/CEO, presiding.
Staff present: Doug Bach, County Administrator; Ken Moore, Chief Legal Counsel, Henry Couchman, Senior Attorney; and Maureen Mahoney, Asst. to Mayor/Chief of Staff.

**MAYOR HOLLAND ADJOURNED THE
EXECUTIVE SESSION AT 6:45 p.m.**

dt

Carol Godsil
Deputy Unified Government Clerk

August 25, 2016

STATE OF KANSAS)
WYANDOTTE COUNTY)) SS
CITY OF KANSAS CITY, KS)

PLANNING & ZONING AND
REGULAR SESSION
THURSDAY, JULY 28, 2016

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in regular session Thursday, July 28, 2016, with ten members present: Bynum, Commissioner At-Large First District; Walker, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; Johnson, Commissioner Fourth District; Kane, Commissioner Fifth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Holland, Mayor/CEO, presiding. Murguia, Commissioner Third District; was absent. The following officials were also in attendance: Doug Bach, County Administrator; Ken Moore, Chief Legal Counsel; Bridgette Cobbins, Unified Government Clerk; Joe Connor, Assistant County Administrator; Gordon Criswell, Assistant County Administrator; Melissa Mundt, Assistant County Administrator; Rob Richardson, Planning Director; Bryon Toy, Planner; Zach Flanders, Planner; Jamie Ferris, Planner; Janet Parker, Administrative Assistant; Patrick Waters, Senior Attorney; Emerick Cross, Commission Liaison; Kathleen VonAchen, Chief Financial Officer; and Captain Robert Angell, Sergeant-At-Arms.

MAYOR HOLLAND called the meeting to order.

ROLL CALL: Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Holland.

INVOCATION was given by Pastor Artrell Harris, Roswell Church of Christ.

Mayor Holland asked if there were any revisions to the agenda. **Bridgette Cobbins, UG Clerk,** said yes, Mayor, a blue sheet has been distributed. Under Section 13, the Administrator's Agenda, we have additional information for Item No. 2F, Budget Items, a resolution and an ordinance. The first item is submission of the following documents. changes to the Administrator's Amended 2016 and Proposed 2017 Budget for an additional mill rate reduction. That is referred to as the yellow sheet. The resolution and ordinance approving and adopting the 2016 Amended Budget and 2017 Annual Budget of the Unified Government, 2016-2021 Capital Maintenance Improvement Program, and the Amended 2016 and 2017 Capital Budget.

Mayor Holland asked the Clerk to read the statement governing this meeting followed by the items on the Planning and Zoning Consent Agenda. I will just remind the audience that as part of our Planning and Zoning meeting, this is a required statement to be read at each meeting.

Ms. Cobbins read the statement.

Ms. Cobbins asked if any members of the Commission wished to disclose contact with proponents or opponents on any item on the agenda. **Commissioner McKiernan** disclosed contact with opponents of Special Use Permit #SP-2016-47 and opponents of Vacation Alley Petition #A-2016-7. **Commissioner Bynum** disclosed correspondence with opponents of Change of Zone Petition #3116 and correspondence from proponents of Special Use Permit Petition # SP-2016-51.

A gentleman said I cannot hear her. **Mayor Holland** said if you have any further concerns, sir, we would ask you to pull off to the side and talk to staff and not to interrupt the meeting.

Mayor Holland disclosed contact with Change of Zone #3115, proponents, and Plan Review Petition #PR-2016-16 proponents.

Ms. Cobbins read all items on the Planning and Zoning Consent Agenda.

Mayor Holland said tonight we have two distinct parts of our meeting. The Planning and Zoning portion will be handled first and then followed by or regular Commission meeting. I will now ask the Clerk to read the Planning and Zoning statement which is required by law to be read into the record before every Planning and Zoning meeting.

PLANNING AND ZONING CONSENT AGENDA

Mayor Holland asked would any commissioner or anyone in attendance tonight like to step forward and remove any item from the Consent Agenda. All items not removed will be voted on by a single vote. **Ryan Dugdale, North Kansas City**, asked to set-aside Change of Zone Application #3102.

July 28, 2016

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the Planning and Zoning Consent Agenda, excluding the set-aside. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

PLANNING AND ZONING CONSENT AGENDA

CHANGE OF ZONE APPLICATIONS

ITEM NO. 1 - 16698...CHANGE OF ZONE PETITION #3102 - STEVE WARGER WITH WARGER ASSOCIATES

SYNOPSIS: Change of Zone from R-1 Single Family District to CP-3 Planned Commercial District for storage units at 7756 Holliday Drive, submitted by Robin H. Richardson, Director of Planning. The applicant wants to build a self-storage facility with 52 storage units on 2.44 acres. The Planning Commission voted 7 to 0 to recommend approval of Change of Zone Application #3102, subject to:

Urban Planning and Land Use Comments

1. The site plan depicts two lots. Are you planning on subdividing this lot via plat?
Applicant Response: The client intends to do a lot split in the future.
Staff Response: Because the parcel has not been platted, a lot split cannot be filed. The lot needs to be subdivided via preliminary and final plat.
2. With the scale of the project, what is the purpose of having four phases? Each subsequent phase will necessitate its own final plan review, which requires City Planning Commission approval.
Applicant Response: Acknowledged.
3. The CP-3 Planned Commercial District landscaping requirement is one tree for every 7,000 square feet of site area. The Commercial Design Guidelines requires that landscape exceed the district requirement by at least 75 percent. Based on the site area, 2.44 acres (106,286.4 square feet), 27 (26.57) trees are required based on the guidelines. Please revise the landscape plan to meet this requirement.
Applicant Response: Acknowledged
Staff Response: Prior to being placed on the agenda for the final development plan review, the district's landscape requirements shall be met.
4. Landscaping shall be irrigated.

July 28, 2016

Applicant Response: Acknowledged.

5. Staff sees that a fence will run the perimeter of the property. What type of fencing is proposed? A solid fence with masonry pilasters every 32 running feet is required.

Applicant Response: Fencing was anticipated to be chain link for the use proposed. We would request that any fence in the rear north of the project be chain link and we can use wood other than the gate of front with stone pillars. The area to the rear of the project is the railroad.

Staff Response: While the rear of the parcel abuts railroad right-of-way, there is a portion of the parcel in the rear that will not be developed. As a result, the rear of the property could be developed, however small the area may be, it must be screened from public view. Staff stands by its original comment regarding to the fencing.

6. Will this facility house recreation vehicles (RVs), boats, and antique/vintage cars? Will there be 24-hour access to the site? Will access be provided by a key, key code or some other type of unlocking mechanism?

Applicant Response: The storage facility will have a gate with a key card type opener. This will allow for 24-hour access, but it is not anticipated there will be a lot of traffic to the facility.

Staff Response: No outside storage will be permitted.

Revised Staff Stipulation at meeting: Outside storage is allowed provided it does not exceed the 6' height of the fence. If the applicant wishes to amend that stipulation, it can be accomplished through a plan review application.

7. Are you proposing any exterior lighting? Any and all proposed lighting shall have 90 degree cutoff fixtures and not exceed one footcandle at the property line.

Applicant Response: There will be lighting and we acknowledged the requirements.

8. Based on the 4,800 square foot building, the CP-3 Planned Commercial District requires 19 parking spaces. 14 spaces are shown on the site plan adjacent to the building. Please revise to meet code.

Applicant Response: Revised as requested.

9. All parking, loading and maneuvering areas shall be paved and striped.

Applicant Response: Acknowledged.

10. Please provide building elevations of the proposed structures.

July 28, 2016

The photographs of the storage buildings do not comply with the Commercial Design Guidelines. Please review and incorporate these requirements into the development.

Applicant Response: We are working on the elevations and will send in a separate email, but we intend to match the type of construction to the west.

Staff Response: When the final plan review is submitted, the storage unit facility shall comply with the Commercial Design Guidelines.

Public Works Comments:

1. Items that require plan revision or additional documentation before engineering can recommend approval: None.
2. Items that are conditions of approval (stipulations): Proposed sanitary service has not been addressed. Provide proposed layout, etc. required to connect sanitary service line to a public sanitary main. (A new length of public main may be required.)
3. Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents: None.

Staff Conclusion:

While it may not have been the original intention, this project is creating a commercial subdivision. The piecemeal nature is forcing decisions to be made in a manner that does not meet our codes.

To meet code, the following stipulations are required:

1. Restroom facilities will be required per building code. The site design does not afford any area for a septic system and those systems cannot be shared between users. A sanitary sewer connection will be required. It must extend to within 200 feet of the existing business and the existing business must then connect. This is how a proposed commercial subdivision would normally occur.
2. A driveway shall be installed on the east side of the vacant property and a cross access easement giving access to the vacant property to the east.
3. A cross-access easement shall be filed and recorded between the self-storage business and the vacant property to the east so sanitary sewer service can be connected between the two lots when the sewer is provided to the storage business.

July 28, 2016

Mayor Holland said what I'm going to do for this is I'm going to start with asking our staff to frame the situation. I may ask the applicant to speak first and then call on people to speak on it.

Rob Richardson, Director of Planning, said the issue that's of concern to the applicant at this point, I believe, is just one issue. There's a stipulation that would require them to extend sewer to this site. They would prefer to use a septic system because of the cost of the sewer extension. At the time the first building went in this area, the landscape business, they went in on a septic system but now this is potentially—it really is creating a commercial development and our code requires that when you create a commercial development you provide all public service to that, which would include the sewer. I can't recall off the top of my head if we've spoken with them about a benefit district that could extend to this side or not, but Mr. Dugsdale could probably address that. **Mayor Holland** asked who would you like to address that. **Mr. Richardson** said the applicant is Mr. Dugsdale or the applicant's representative.

Mr. Dugsdale, 1716 Swift, North Kansas City, Missouri, said I don't believe we've had any discussions about creating a benefit district. The existing sanitary sewer that we would have to tie into is approximately 2,600 feet away. For a project of this size it's just not economically feasible to extend a sanitary sewer main for 2,600 ft. which could be in excess of \$200,000.

There was one other issue. We didn't want to have an opaque fence on the north side of the project which there is, with a lot split proposed, if this rezoning is approved, there would be a portion of the land that will stay with the landscaping property that's directly to the west. In between our property, the landscaping property, there is an existing railroad. We would prefer to only have the opaque fence on the south and the east side to screen the storage from public view.

Mr. Richardson said, Mayor, I believe the Planning Commission did approve the other type of fencing for that north side, but I'm checking. Yes, they did. That's part of the existing recommendation from the Planning Commission. **Mayor Holland** said you said there was no discussion about a possible benefit district for the sewer. **Mr. Richardson** said apparently we have not.

Mayor Holland said, Mr. Bach, what would be the process if we were going to discuss a possible benefit district for the sewer to look at future development. **Doug Bach, County Administrator**, said what we would do is identify all of the properties along the area that would go from where the current sewer exists up into where his property is. I guess to frame the issue, you would kind of look at it from the perspective that if any of those properties develop in the future, that they would pay into what the costs would be to build, or their share of the cost would be to come into a benefit district and then they could pay over a number of years. There is a few different ways we could go about doing it, but in order to do that, that essentially then means that the government says we're going to take on all the cost of running the sewer line up and down that area and build that into our issuance, do it, and then the applicant would have their percentage of what there would be that they would pay for. Then we may or may not get money back out of other properties going forward based on whether or not they develop. On the flip side, and I haven't done any analysis up and down this property to look at it from a development perspective, but by putting the sewer line in place it could encourage something to come along there, but that's speculative at this point for me to think that could happen.

Mayor Holland said so you're asking for an exemption where you would have septic instead of sewer. **Mr. Dugsdale** said correct. **Mayor Holland** said the question is, this is the question I have for staff. Would it be possible that if he did do septic and we decided to do a benefit district, that he could tie in later in terms of the cost of putting in the septic versus retrofitting that back to sewer? Would there be an unnecessary expense by the applicant to put in a septic and then go to sewer afterwards? **Mr. Bach** said well the cost of the septic would all be cost that he wouldn't incur if we were saying we're going to run a sewer line to it. I don't know the capacity for the size of project he has. I would assume it's probably not a real big septic system coming in here so you're probably in the \$10,000 range. **Mr. Dugsdale** said yes. It's a 1,000 gallon tank with about 300 sq. ft. of laterals so it's 30 x 10. I was talking to my client before. We would definitely be in favor of installing the septic system and if and at what time sanitary main was extended to our site, whether it was a benefit district or we paid our fees for the cost to our site, we would tie in at a later date.

Commissioner Markley said I was just going to comment on sort of the nature of this area. It's a bunch of farm fields and it's out in Morris. Everybody out there is on septic. While I appreciate the idea of trying to get sewer to neighborhoods, I don't feel like we should force that upon a business that's willing to locate in that neighborhood where we don't have any businesses just so that we can get sewer to an area where really it should be our obligation to get sewer to those areas. That's just my feeling.

Mayor Holland opened the public hearing.

The following appeared in support:

Kurt Weber, 4767 Quivira Drive, said I'm the one that is trying to develop the property. This is a half mile from this property. I concur with the commissioner. I have had meetings with the public Health Department and the people who issue the permits and it meets all requirements based on their assessment. He couldn't be here tonight because he was in another meeting, but he was willing to come. I appreciate your consideration. I'm a small individual just trying to do a business, economic development, that I believe is going to be very good for the area.

No one else appeared.

No one appeared in opposition.

Mayor Holland closed the public hearing.

Mayor Holland said so what we have before us now is a request by the petitioner to be allowed to do septic with the stipulation that should sewer be run, they would pay their fair share to connect. If through a benefit district, you would pay your percentage of your benefit district as well as the connection fee to the sewer as a stipulation. That's the recommendation. That would take, if I'm not mistaken to do that change, it would take eight votes.

Action: Commissioner Markley made a motion, seconded by Commissioner Philbrook, to approve Change of Zone #3102 subject to the stipulations, with the additional stipulation if through a benefit district you would pay a percentage of your benefit district as well as the connection fee to the sewer as an additional stipulation. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 2 – 16699...CHANGE OF ZONE #3113 - JOE JENNINGS

SYNOPSIS: Change of Zone from R-1 Single Family District to A-G Agriculture District to keep existing accessory buildings at 4600 Sortor Drive, submitted by Robin H. Richardson, Director of Planning. The applicant wants to rezone his 7.93 acre property, in order to keep existing accessory buildings. The Planning Commission voted 7 to 0 to recommend denial of Change of Zone Application #3113.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to deny Change of Zone Petition #3113. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 3 – 16700...CHANGE OF ZONE PETITION #3115 – KORB MAXWELL POLSINELLI PC

SYNOPSIS: Change of Zone from CP-1 Planned Limited Business District to CP-2 Planned General Business District for an 89 unit hotel at 3440 Rainbow Blvd., submitted by Robin H. Richardson, Director of Planning. With the rezoning application, preliminary plans for any proposed changes are required. The proposed changes, associated with the community center, are included with this submittal. The Planning Commission voted 6 to 0 to recommend approval of Change of Zone Application #3115, subject to:

Urban Planning and Land Use Comments

1. The striped islands located in the rear of the property along the west property line shall be curbed and landscaped.

2. Sec. 27-466(d)(1)e. Parking and other paved areas: Not less than six feet from any property line and not less than ten feet from any street right-of-way line.

The proposed paving and drive aisles along the Rainbow Extension needs to be setback ten feet from the street right-of-way line as required by the code. The setbacks range from six to thirteen feet.

A variance from the Board of Zoning Appeals is required.

3. Sec. 27-577(b)(1) New construction must provide at least a 25-foot landscape zone between structures and/or parking lots and all public streets and access easements 40 feet wide or greater. This requirement may be reduced to 12 feet where there is no paving, other than a sidewalk, between a building and the right-of-way. The distance is to be measured from the public right-of-way or curb line of a private easement.

The associated parking with the hotel around the perimeter of the property does not comply with Commercial Design Guidelines. A request in deviation from the City Planning Commission is required to reduce the distance from the property line.

4. All parking lot islands shall have one 2" caliper (minimum) shade tree.
5. The plan must be amended to comply with the Master Plan.

Applicant Response: The applicant will continue to work with UG Legal, Staff and the City Clerk's Office to fully understand the implications, if any, of the 2011 Green Corridor Plan on the proposed development. As of the date of this letter, the applicant understands the UG's position to be that the 2011 Green Corridor Plan is not effective against the subject property.

6. Please indicate how the proposed use will affect adjoining properties in the context of internal connections and traffic circulation.

Applicant Response: As displayed on Sheet C1.1 submitted with the applicant's rezoning application, the trip generation chart indicates approximately one-half of the total current parking counts. Adjacent lots should see little to no impact since the proposed development will maintain all of the existing access points, and the demo and removal of the existing gas station, coupled with the transient nature of the proposed hotel's customer base (i.e. 1-in and 1-out), could result in a net decrease in overall traffic to the area.

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7. Per KDOT, the proposed hotel will require coordination with the local KDOT office to acquire an access permit. The Olathe Office has jurisdiction for this section of US-169. Their phone number is (913) 764-0987. The Access Management Unit will assist as necessary.

Applicant Response: The applicant has been in communications with KDOT regarding the proposed development and KDOT has informed that it does not have any issues with the applicant's proposed right-of-way work. An application for highway access will be submitted.

8. Please provide additional details about any proposed changes to the existing retail restaurant that is planned to be retained.

Applicant Response: The applicant intends to install new exterior finishes to the south façade of the existing restaurant to match its existing finishes.

9. Applicant states that the intent is to rehabilitate a shopping center; however, the application generally is for a rezoning for a proposed 89-unit hotel. Please explain how replacing the majority of the property (with the exception of an existing restaurant) constitutes rehabilitation. If the developer intends to have additional ground floor retail on site or to have additional parts of the existing shopping center to remain, please explain.

Applicant Response: The applicant intends to demo the existing strip center except for the existing restaurant and redevelop the property to include an approximately 89-room hotel and the existing restaurant. Other than the existing restaurant, the applicant does not intend to retain additional parts of the existing shopping center. The retail component, if any, to accompany the proposed hotel (such as a gift shop, for example) is, at this time to be determined.

10. Please indicate if the existing restaurant will remain in operation through the entire proposed redevelopment process.

Applicant Response: The applicant anticipates that the existing restaurant will remain in the operation throughout the proposed redevelopment process, and agrees to update the UG if the applicant and the tenant determine otherwise.

Public Works Comments

- A) Items that require plan revision or additional documentation before engineering can recommend approval:

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- 1) Construction plans shall be reviewed and approved prior to UG final approval and construction permit acquisition.
- B) Items that are conditions of approval (stipulations): None
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents: None

Staff Conclusion

The applicant has applied for a variance for a reduction in drive aisle width and paving setbacks which is scheduled to appear before the August 11, 2016 Board of Zoning Appeals meeting. A final plan review is required to be submitted prior to building permitting. This approval will not be final until and if the Board of Zoning Appeals approves the variance.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve Change of Zone Petition #3115, subject to the stipulations. Roll call was taken and there were nine "Ayes," Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker,

ITEM NO. 4 – 16701...CHANGE OF ZONE PETITION #3116 - JENNIFER PAUTZ, PC WITH MDS REALTY INVESTMENT GROUP

SYNOPSIS: Change of Zone from R-1(B) Single Family District to R-2 Two Family District for a duplex at 2912 North 47th Terrace, submitted by Robin H. Richardson, Director of Planning. The applicant is seeking a rezoning of the parcel in order to rent the property as a duplex. The Planning Commission voted 6 to 0 to recommend denial of Change of Zone Application #3316 as it is not in conformance with the Master Plan.

Urban Planning and Land Use Comments

1. Please provide documentation about when the conversion from the single family house to a duplex was completed and whether building permits were obtained for this work.
Applicant response: We are new owners of the property and do not have any documentation providing when the dwelling was converted to a duplex. We have been told by the City the prior owner tried to re-zone on a few occasions, but was denied. The City may or may not have any records of permits pulled for work done at the dwelling prior to our ownership.

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Staff Comments Continued: This house is an illegal conversion of a single-family house into a duplex. The house was built in 1952 as a single family house. According to aerial photography, the south addition to the house was constructed between 1964 and 1971. The property was annexed in the City in 1966. Geo-Spatial Services did not find any building permits for the addition in the old county files. This eliminates the possibility that the property is a legal nonconforming use. There are no building permits on file in the City records. BPU bills the property as a single family house with a single water and electric bill. It is unclear whether the house was converted into two units with the addition or whether the conversion occurred later. The applicant believes the previous owner recently converted the house into a duplex. This property was cited twice under previous ownership for not having a rental license and the tenants were evicted following citations both times.

2. Please provide a site plan showing front yard, side yards, and back yard setbacks from the property line. The front yard setback does not appear to meet the 25 foot front yard setback requirement of the R-2 Two-Family District. (Sec. 27-456(c)(2)a.)

Applicant Response: Receiving from engineering. If front yard setback is not in compliance, we would proceed with a variance to reach requirements.

Staff Comments Continued: The house does not meet the front yard setback of the R-2 district. The property will have to obtain a variance for the front yard setback. This will be a stipulation of approval.

3. Please provide plan of the interior of the units showing dimensions to document that units meet the minimum floor area of 750 square feet of habitable floor area per dwelling unit. (Sec. 27-456(c)(3)b.)

Applicant Response: Each unit is approximately 1,120 sq. ft. Current state of dwelling would not change, as prior ownership separated in to two separate dwellings.

Staff recommends that the Board of Commissioners concur with the findings contained within the staff report related to Factors to be Considered and Key Issues and recommends denial of Petition #3116 subject to all comments and suggestions outlined in this staff report.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to deny Change of Zone Petition #3116. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

SPECIAL USE PERMIT APPLICATIONS

ITEM NO. 1 – SPECIAL USE PERMIT #SP-2016-48 – PARALLEL SENIOR VILLAS INC.

SYNOPSIS: Special Use Permit for a beauty salon at 6246 Parallel Parkway for current residents, submitted by Robin H. Richardson, Director of Planning. The applicant is requesting to allow to allow Lonita Pearl of La’Pearls Relaxation, Wellness & Beauty Box to operate a beauty salon for current residents. The Planning Commission voted 6 to 0 to recommend approval of Special Use Permit Application #SP-2016-48, subject to:

Urban Planning and Land Use Comments

1. Please provide information regarding the proposed hours of operation, parking, signage, etc. for this operation.

Applicant response: La’Pearls Relaxation Wellness & Beauty Box hours are Monday 8:00 -11:00, Tuesday-Friday 8:00-4:00 Saturday- 8:00-1:00. Signage- Advertising will not appear anywhere outside Parallel Senior Villa residency.

2. Please indicate the projected mix of customers coming to the proposed salon who are not residents of the Senior Villas

Applicant response: Parallel Senior Villa residents and community members along with La’Pearls Relaxation, Wellness, & Beauty Box is an excellent fit of compatibility due to the fact that La’Pearls Relaxation, Wellness, & Beauty Box is a Start-Up business that has never been established until now. La’Pearls Relaxation, Wellness, & Beauty Box has no clients-guests at this time. Therefore, the compatibility between the two will be successful. La’Pearls Relaxation, Wellness, & Beauty Box is willing to limit its services to only Parallel Senior Villa residents and community members. It has been discussed between myself, management and property owner that outside clients are to call directory phone sign in and are personally escorted to the salon by Lonita Pearl and then personally escorted out after sign out by Lonita Pearl. If this were to occur nonresident guest will be

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senior citizens (age appropriate) that fits the compatibility of both Parallel Senior Villa and La'Pearls Relaxation, Wellness, & Beauty Box.

Staff/Commission Recommendation: Only residents of the facility are allowed to be customers for this operation.

Applicant Response at Meeting: The applicant agreed to this recommendation.

3. Please provide drawings and plans indicating the location of the proposed salon in the context of the existing Senior Villas. Denote whether the salon will have its own designated parking or its own designated entry or exit into the building.

Applicant Response: La'Pearls Relaxation, Wellness & Beauty Box will be located inside Parallel Senior Villa at 6246 Parallel Parkway, KCK, 66102 located on the third floor with access by using the elevator in the lobby.

4. Please indicate the number of employees the proposed salon will have.

Applicant Response: Parking - Traffic will not be an issue because La'Pearls Relaxation, Wellness, & Beauty Box has only one employee, Lonita Pearl, with an occasional one volunteer youth on board in order to provide free computer for the school year. Once again, traffic will be minimal because La'Pearls Relaxation, Wellness, & Beauty Box have no client-guests.

5. Indicate whether the proposed salon will offer classes as alluded to in the business plan (CPR classes for example), and provide details regarding expected frequency and enrollment numbers.

Applicant Response: La'Pearls Relaxation, Wellness, & Beauty Box, wellness segment is a sign-up, registration station for CPR Certification (No CPR Classes) will be provided on Parallel Senior Villa premises. CPR classes are administered by Lonita Pearl and Chief Executive Helen Robinson of the American Health Safety Institute given at 515 Klump St., Bonner Springs, Kansas. It has been discussed by Lonita Pearl, Management, and Property Owner, that two free Bystander CPR Awareness sessions will be provided to the Senior Parallel Villa residents and community members a year; in the event to identify a person in need of CPR either in home or on an outing.

6. Approval is for two years.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve Special Use Permit #SP-2016-48 subject to the stipulations, for two years. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 2 – SPECIAL USE PERMIT #SP-2016-51 – JAMI S. APPELATE

SYNOPSIS: Special Use Permit for a kennel for five dogs at 2819 North 100th Street, submitted by Robin H. Richardson, Director of Planning. The applicant relocated to Kansas City, Kansas, with four dogs and acquired one additional dog while residing in Kansas City, Kansas. The applicant is seeking a special use permit for a dog kennel in order to retain the five dogs. The applicant does not wish to acquire any additional dogs or replace existing dogs. The applicants have a 10-year old lab mix (Haley) who is rescued and has severe arthritis, 10-year old Sheppard mix Bhodi who has had a case of paralysis in the past and it could happen again at any time, a Beagle (Sasha) who is 8 and came to them very abused and neglected, 8-year old (Jager) who is blind and is epileptic and they just rescued a 1-year old Yorkie (Sky). The three larger dogs are outside and the two smaller dogs stay inside. They got the Yorkie to stay inside with Jager as a companion since he does not go outside. The Planning Commission voted 6 to 0 to recommend approval of Special Use Permit #SP-2016-51, subject to:

1. Kennel the dogs if there is no one on the property to take care of them.
2. No new dogs or breeding.
3. Neighbors in opposition can contact him with preferable hours when the dogs can be taken off their bark collars.
4. The dogs must be registered.
5. Approval for two years.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve Special Use Permit #SP-2016-51 subject to the stipulations, for two years. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

PLAN REVIEW APPLICATION

ITEM NO. 1 – 16706...PLAN REVIEW PETITION #PR-2016-16 – JUSTIN HUNTING WITH CROSSLAND CONSTRUCTION

SYNOPSIS: Preliminary plan review for a new building for the KCK Police Department South Patrol Division at 2100R Metropolitan Avenue, submitted by Robin H. Richardson, Director of Planning. The applicant wants to build a 6,280 square foot municipal building for KCKPD South Patrol on nine acres. The Planning Commission voted 6 to 0 to recommend approval of Plan Review Application #PR-2016-16, subject to:

Urban Planning and Land Use Comments

1. Any development must comply with EPA development standards related to the existing cap.
Applicant Response: Acknowledged.
2. Sec. 27-576(e)(4) All building facades shall be at least 50 percent masonry. The proposed stucco meets this requirement. EIFS is not permitted at the ground level or comprising more than 15 percent of any façade. Please reference Sec. 27-576(e) for allowable building materials.
Applicant Response: Acknowledged.
3. Sec. 27-576(c)(2) In order to break up the monotonous appearance of long facades, a building wall no more than 45 feet in length should be divided into increments of no more than 45 feet through articulation of the facade. This can be achieved through combinations of at least three of the following techniques:
 - a. Divisions or breaks in materials;
 - b. Building offsets (projections, recesses, niches);
 - c. Window bays;
 - d. Separate entrances and entry treatment; or
 - e. Variation in rooflines.
 Applicant Response: Acknowledged.
4. As part of the Community Commercial designation in the City-Wide Master Plan there is required infrastructure:
 - a. Minimum 8-foot sidewalk/trail along the arterial road.
 - b. Minimum 4-foot pedestrian path with landscape buffer and pedestrian lighting from parking areas to buildings.

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Applicant Response:

- 1) An 8 walk was added along Metropolitan Ave. with the Walmart improvements.
- 2) A 4 walk is provided.
5. Sec. 27-577(a)(5) - Landscaping shall exceed the typical code requirements by at least 75 percent.
 - a. The district requirement is one tree per 10,000 square feet of site area. The property is 9 acres, so 69 trees are required per code.
 - b. All deciduous trees shall be at least 2" caliper when planted. All evergreens must be at least 6 in height when planted. All shrubs must be planted at a minimum of 5 gallons.

Applicant Response: The landscape plan has been modified to include the additional trees as required.
6. All landscaping shall be irrigated.

Applicant Response: Additional notes have been added to the landscape plan.
7. No wild flowers in the native grasses.

Applicant Response: Acknowledged.
8. Utility connections (including transformer boxes) shall be screened with landscaping or an architecturally designed screen wall. All utilities mounted on the wall shall be painted to match the building. All rooftop mechanical equipment shall be screened from public view on all sides by a parapet.

The Code states that rooftop mechanical units must be screened by a parapet. If that cannot be accomplished by a parapet, the combination of a parapet and architectural screen shall be used to enclose the units and screen them from public view.

Applicant Response: Additional screening has been added to the landscape plan and an enclosure has been added around mechanical equipment and dumpster for security.
9. Sec. 27-575(g)(2) - Service areas and docking facilities should be located to the side or rear of the building away from public streets and main circulation and drives as possible.

Applicant Response: Acknowledged.
10. Sec. 27-575(g)(3) - All trash receptacles shall be enclosed with a screening wall or fence constructed of the same materials as the primary structure. The screen must be a minimum of six feet in height on all sides and designed with the gate facing away from streets or adjacent land uses. All screening materials must be well maintained at all times.

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Applicant Response: Enclosure has been added with additional landscape screening as well.

Public Works Comments

- A) Items that require plan revision or additional documentation before engineering can recommend approval: None.
- B) Items that are conditions of approval (stipulations):
 - 1) Final development plans and final design memorandums/studies will have to be approved before going to Planning Commission with approval to obtain permits. This will include complete drawings with construction notes and details.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents: None.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve Plan Review Petition #PR-2016-16 subject to the stipulations. Roll call was taken and there were nine "Ayes," Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

Mayor Holland said I did have an oversight earlier. We did have another elected official who was here who left after the Consent, but, Judge Kate Lynch, was in attendance and I had intended to recognize her before she left.

PLANNING AND ZONING NON-CONSENT AGENDA

SPECIAL PERMIT APPLICATION

ITEM NO. 1 – SPECIAL USE PERMIT PETITION #SP-2016-47 – ZACHARY RUBIO FOR LOS CUATES AUTO SALES

SYNOPSIS: Special use permit for a used car lot at 402 Osage Avenue, submitted by Robin H. Richardson, Director of Planning. The applicant wants to utilize this facility for the sale of used automobiles and auto detailing services. The Planning Commission voted 5 to 1 to recommend approval of Special Use Permit Application #SP-2016-47, subject to:

Urban Planning and Land Use Comments

1. Please submit both an explanation of and site photographs showing where and how many parking spots will be available for employees, customers and for the cars that will be sold.
Applicant Response: See submittal
2. Do you have access to one of the garage doors that are in the building? If not, will all of your work on the cars (cleaning, etc.) take place outside?
Applicant Response: Yes I do.
3. How many employees will you have?
Applicant Response: As of now just myself.
4. What will be your hours of operation?
Applicant Response: 0900-1730
5. How will you advertise your business?
Applicant Response: Business cards and signs
6. How many cars do you plan on having in your inventory at any given time?
Applicant Response: Max of 6
7. Where will you acquire the used cars you are going to be selling?
Applicant Response: The auction.
8. Do you have any other used car operations in the Kansas City, Kansas, area or are you new to this type of business?
Applicant Response: No I don't. I am new to business.
9. Provide scaled drawings showing the layout and total square footage you will be operating out of.
10. Applicant must comply with Section 27-593(b)(19) to include, but not limited to:
 - a. Conducting any necessary repair of the façade
 - b. Adding new doors or windows if existing fixtures are in disrepair
 - c. Painting and any other cosmetic work that needs to be done
11. All parking spaces will need to be repainted. At least one will need to be accessible for individuals with disabilities according to ADA standards.
12. To comply with Commercial Design Guidelines: Fresh paint, as well as a wainscot around the applicant's portion of the building.
13. Applicant is responsible for planting at least one tree per Commercial Design Guideline standards.

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- a. The concrete pavement will need to be saw cut out in order to plant tree(s).
- 14. In order to have legitimate signage, a sign permit must be filed with the Urban Planning and Land Use Department by a licensed and bonded sign company with the Kansas City, Kansas Business Licensing Department.
- 15. Five off street parking spots must be provided at all times for employees, visitors, customers and others per M-3 district regulations.
 - a. Based on the above, the inventory of cars for sale must be stored inside of the building.

Public Works Comments

None

Rob Richardson, Director of Planning, said the applicant is desiring to have a used car dealer at 402 Osage. It's recommended to you by the Planning Commission with the stipulation that all of the cars for sale be inside because the only parking onsite is required parking for the square footage of the industrial facility there.

Mayor Holland opened the public hearing.

No one appeared in support of.

No one appeared in opposition.

Mayor Holland closed the public hearing.

Action: **Commissioner McKiernan made a motion, seconded by Commissioner Kane, to approve Special Use Permit #SP-2016-47 subject to the stipulations, for two years.** Roll call was taken and there were eight "Ayes," Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum; and one "no," Walker.

VACATION APPLICATION

ITEM NO. 1 – 16705...VACATION APPLICATION #A-2016-7 – REZEK MUSLET WITH MUSLET LLC

SYNOPSIS: Vacation of an alley between 609 and 631 Central Avenue, submitted by Robin H. Richardson, AICP, Director of Planning. The applicant, Wil Anderson for BHC Rhodes on behalf of the owner, Rezek Muslet, wants to vacate the alley between 631 Central Avenue, 601 Central Avenue and 10 South Tremont Street in order to connect adjoining properties that is under the same ownership. The Planning Commission voted 5 to 1 to recommend denial of Vacation Petition #A-2016-7.

Rob Richardson, Director of Planning, said the application before you is recommended for denial. The vacation is not necessary to allow the current proposed development to move forward. There is currently a lawsuit between the applicant and a neighboring property owner over property line dispute and damage to the neighbor's property that was done by the construction crews. If this were to be denied, they could apply again in a year.

Mayor Holland said help me understand. This is currently in litigation. **Mr. Richardson** said not this particular action, but there is litigation between the applicant and his neighbor over the property lines and damage that was done across the property line to the adjacent neighbor.

Wil Anderson, BHC Rhodes, 712 State Avenue, Kansas City, KS, said as Rob said, this is in front of the courts at the moment. It's sort of hindering any further movement on this development. If it was held over for 12 months, I would prefer that it was held over until the court case is sorted out and then allow us to bring it forward again. If it's recommended for denial, the vote carries until the 12 months, we will live with that.

Mayor Holland said you are the applicant or on behalf of the applicant. **Mr. Anderson** said applicant. **Mayor Holland** said you don't have a preference because it's going to take a year regardless. **Mr. Anderson** said the court case has been going on for six months now. **Mayor Holland** said do they want to withdraw the application. **Mr. Anderson** said they will eventually want to vacate the alley to that land, it doesn't abut the property—somebody would have to describe the word abut. To me abut means the boundaries are common, the boundaries are not

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common. The vacation that we are applying for is not a common boundary. There is a space between the two boundaries.

Mayor Holland said your request, help me understand your request, is vote either way, you don't care. **Mr. Anderson** said I do care. **Mayor Holland** said okay. I didn't understand. I thought you said it doesn't matter one way or the other. **Mr. Anderson** said I don't think the court case will be resolved quickly. If it's going to be denied, and I have to wait 12 months for this, so be it. If I could get it held over for another two months, then that would serve our purpose better. **Mayor Holland** said your preference is to hold it over for two months. **Mr. Anderson** said correct.

Mayor Holland opened the public hearing.

No one appeared in support of.

The following appeared in opposition:

Chris Kuzila, 601, 603, 605 Central Avenue and 10 S. Tremont, Kansas City, KS, said it's my property that they have damaged in their construction situation. I pray that the Commission makes a motion to deny removing the alley from city property. There's no reason to. It's all ready. The alley is already included in Mr. Muslet's decision to put property and development. The alley has already been given to Mr. Muslet in his development. There's no reason to abandon the alley whatsoever. It's already his. We own the bulk of the property in the square delineated by the alley on the south of Central Avenue, Central Avenue, Tremont, and said alley. We would enjoy public property around the bulk of our property on Central Avenue. I wish to deny this application.

No one else appeared.

Mayor Holland closed the public hearing.

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Commissioner McKiernan said this property has had a storied history over the past year or so. Mr. Richardson, let me just make sure that I've got my facts correct on this. On this property dirt was moved before hauling permits were issued. **Mr. Richardson** said correct. **Commissioner McKiernan** said on this property no silt fence was installed on the property from which the dirt was being removed nor where it was being transported. **Mr. Richardson** said correct. **Commissioner McKiernan** said an excavation might have started on this property before a permit was pulled for excavation. **Mr. Richardson** said I'm not certain about that, but I believe so. **Commissioner McKiernan** said that there was a plan change made that wasn't approved, but was then executed by the developer. **Mr. Richardson** said correct. They built a retaining wall. **Commissioner McKiernan** said and in the process of building that retaining wall, they damaged Mr. Kuzila's property and then put the retaining wall actually outside the boundaries of their original plan. **Mr. Richardson** said correct. **Commissioner McKiernan** said and that crossed the property line. **Mr. Richardson** said the retaining wall itself didn't cross the property line. While they were constructing it, they went across the property line and caused a retaining wall on the adjoining property to fall. **Commissioner McKiernan** said okay. In my opinion, since the applicant can continue to work on this project once the current litigation is resolved and since the applicant can reapply in a year, if they continue to desire a vacation; I would move that we uphold the Planning Commission's denial of the vacation as presented.

Action: **Commissioner McKiernan, seconded by Commissioner Kane, to deny Vacation Application #A-2016-7.**

Mayor Holland said I will just remind us we don't do this very often. If you vote yes, you agree with the Planning Commission and deny this application. If you vote no, you disagree with the Planning Commission and you want to allow this petition to move forward.

Roll call was taken and there were nine "Ayes," Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

Mayor Holland said that concludes our Planning and Zoning Agenda and brings us to our regular agenda.

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REGULAR SESSION

MAYOR'S AGENDA

No item of business

NON-PLANNING CONSENT AGENDA

Mayor Holland asked if there were any set-asides on the Non-Planning Consent Agenda. There were no set-asides.

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the Non-Planning Consent Agenda.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 1 – 16679...ORDINANCE: AMENDMENTS TO VARIOUS CONSTRUCTION CODE SECTIONS

SYNOPSIS: Proposed updates and amendments to the Unified Government’s Electrical Code, Building Code, Fire Code, Plumbing Code, Property Maintenance Code, Mechanical Code, and Residential Code for One- and Two-Family Dwellings, submitted by Ryan Haga, Attorney. On July 11, 2016, the Neighborhood and Community Development Standing Committee, chaired by Commissioner Walker, voted unanimously to approve and forward to full commission.

Action: **ORDINANCE NO. O-42-16,** “An ordinance relating to the updating of regulations, provisions, conditions, terms, and specifications for the control of buildings and structures within the city by adopting and enforcing the 2011 National Electrical Code, amending Section 8-125 and 8-126.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-43-16, “An ordinance relating to the updating of regulations, provisions, conditions, terms, and specifications for the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the city by adopting and enforcing the 2012 International Building Code; amending Section 8-22 through 8-26.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-44-16, “An ordinance relating to updating of regulations for buildings and structures within the city though the enforcement of 2012 International Mechanical Code; amending 8-279 through 8-283.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-45-16, “An ordinance relating to updating of regulations for buildings and structures within the city though the enforcement of 2012 Uniform Plumbing Code; amending 8-348 through 8-352.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-46-16, “An ordinance relating to updating of regulations for property, buildings and structures within the city though the enforcement of 2012 International Property Maintenance Code; amending 8-431 through 8-549.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-47-16, “An ordinance relating to the protection of the public health, safety and general welfare of the public by the city’s adoption of the 2012 International Fire Code; Sections 15-52 and 15-54 amended.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ORDINANCE NO. O-48-16, “An ordinance relating to the protection of the public health, safety and general welfare of the public by the city’s adoption of the 2012 International Residential Code for One- and Two-Family Dwellings; Sections 8-411 through 8-413 amended. **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 2 – 16683...ORDINANCE: EXPANDING UG’S ABILITY TO PLACE A LIEN FOR DAMAGE TO A STRUCTURE

SYNOPSIS: Proposed amendments to expand the ability of the UG to place a lien on the proceeds of any covered claims for damage to a structure in excess of 75% of the face value of the insurance policy, submitted by Ryan Haga, Attorney. On July 11, 2016, the Neighborhood and Community Development Standing Committee, chaired by Commissioner Walker, voted unanimously to approve and forward to full commission.

Action: **ORDINANCE NO. O-49-16**, “An ordinance concerning payment of insurance proceeds and amending ordinance 2-297 and 2-298.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 3 – 16690...ORDINANCE: CENTRAL AVENUE & 18TH ST. INTERSECTION, CMIP #1223

SYNOPSIS: An ordinance authorizing the Chief Counsel to institute proceedings to acquire land for the Central Avenue and 18th Street Intersection Improvement Project, CMIP 1223, No. 105-N-0649-01, submitted by Lideana Laboy, Engineering. On December 4, 2014, the Commission unanimously adopted Resolution No. R-105-14, authorizing said improvement.

Action: **ORDINANCE NO. O-50-16**, “An ordinance condemning land for the 18th Street and Central Avenue (CMIP 1223) Improvement Project (KDOT Project No. 105-N-0649-01), and acquiring easements for such purposes, and directing the Chief Counsel to institute eminent domain proceedings as provided by law to acquire the tracts and parcels of land described in this ordinance.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 4 – 16684...ORDINANCE: LEGACY APARTMENT PARKING PROJECT

SYNOPSIS: An ordinance authorizing the issuance of \$14M of Community Improvement District (CID) Sales Tax Revenue Bonds (Legacy Apartments Parking Project), Series 2016, submitted by Kathleen VonAchen, Chief Financial Officer. On July 11, 2016, the Economic Development and Finance Standing Committee, chaired by Commissioner McKiernan, voted unanimously to approve and forward to full commission.

Action: **ORDINANCE NO. O-51-16**, “An ordinance authorizing the issuance of Community Improvement District Sales Tax Revenue Bonds (Legacy Apartments Parking Project), Series 2016 in the maximum principal amount of \$14,000,000 of the Unified Government of Wyandotte County/Kansas City, Kansas, for the purpose funding costs of certain improvements; and making certain covenants with respect thereto.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

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ITEM NO. 5 – 16708...RESOLUTION: RAINBOW VILLAGE PROJECT IRBs

SYNOPSIS: A resolution of intent to issue \$12M in industrial revenue bonds (IRBs) for Rainbow Legacy Investors, LLC, for the Rainbow Village Project, consisting of an 89-room hotel, submitted by Marlon Goff, Urban Redevelopment Manager. The TIF Project Plan and development agreement was approved on June 9, 2016. On July 11, 2015, the Economic Development and Finance Standing Committee, chaired by Commissioner McKiernan, voted unanimously to approve and forward to full commission.

Action: **RESOLUTION NO. R-59-16,** ‘A resolution determining the intent of the Unified Government of Wyandotte County/Kansas City, Kansas to issue its Industrial Revenue Bonds in the aggregate amount not to exceed \$12,000,000 to finance the costs of acquiring, constructing and equipping a commercial project for the benefit of Rainbow Legacy Investors, LLC or its successors and assigns (Rainbow Village Project)’ **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to adopt the resolution.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 6 – 16709...RESOLUTION: EPA BROWNSFIELD AREA-WIDE PLANNING GRANT APPLICATION

SYNOPSIS: A resolution authorizing the Unified Government to request a Brownsfields Area-Wide Planning Grant from the Environmental Protection Agency (EPA), submitted by Angela Harshbarger, Economic Development. The deadline to submit the application is August 10, 2016. On July 11, 2016, the Economic Development and Finance Standing Committee, chaired by Commissioner McKiernan, voted unanimously to approve and forward to full commission.

Action: **RESOLUTION NO. R-60-16**, “A resolution authorizing the Unified Government of Wyandotte County/Kansas City, Kansas to submit an application to the Environmental Protection Agency for a Brownfields Area-Wide Planning Grant.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to adopt the resolution.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 7 – 16712...NOMINATIONS BOARDS AND COMMISSIONS

SYNOPSIS: Nominations for Boards and Commissions:

Susan Maier, Demolition Appeals Board, 7/28/16 to 3/31/20, submitted by Commissioner Bynum

David H. Spero, Wyandotte Leavenworth Advisory Council on Aging, 7/28/16 to 3/31/18, submitted by Commissioner Walker

Dwight Depriest, Demolition Appeals Board, 7/28/16 to 3/31/18, submitted by Commissioner Walker

Carolyn Wyatt, UG Board of Park Commission, 7/28/16 to 3/31/18, submitted by Commissioner Townsend

Carole Newton, Demolition Appeals Board, 7/28/16 to 3/31/18, submitted by Commissioner Townsend

Paul Soptic, Demolition Appeals Board, 7/28/16 to 3/31/20, submitted by Commissioner McKiernan

Erin Stryka, Demolition Appeals Board, 7/28/16 to 3/31/20, submitted by Commissioner Murguia

Bob Laubsch, Demolition Appeals Board, 7/28/16 to 3/31/20, submitted by Commissioner Johnson

Jim Grohusky, Demolition Appeals Board, 7/28/16 to 3/31/18, submitted by Commissioner Kane

Don Jolley, Demolition Appeals Board, 7/28/16 to 3/31/20, submitted by Commissioner Markley

Don Bozich, Demolition Appeals Board, 7/28/16 to 3/31/18, submitted by Commissioner Walters

Lou Braswell, Demolition Appeals Board, 7/28/16 to 3/31/18, submitted by Commissioner Philbrook

Revised: Paul Soptic, Law Enforcement Advisory Board, 6/30/16 to 3/31/20, submitted by Commissioner Johnson

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

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ITEM NO. 8 - MINUTES

SYNOPSIS: Minutes from special sessions of June 30 and July 7, 2016.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 9 - WEEKLY BUSINESS MATERIAL

SYNOPSIS: Weekly business material dated June 30, July 7, 14, and 21, 2016.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to receive and file and authorize fund transfers. Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

PUBLIC HEARING AGENDA

No business items

STANDING COMMITTEES’ AGENDA

No business items

ADMINISTRATOR’S AGENDA**ITEM NO. 1 – 16623...ORDINANCE: ESTABLISHING A DOWNTOWN SSMID**

SYNOPSIS: An ordinance establishing a Downtown Self-Supported Municipal Improvement District (SSMID), submitted by Patrick Waters, Attorney. On June 30, 2016, the Commission unanimously voted to approve establishment of a Downtown SSMID; however, amendments made to the boundaries was approved by an 8/2 vote.

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Patrick Waters, Legal, said as you may recall, the SMIDD District was approved last month with revised boundaries as shown here. This ordinance, for your consideration, simply adds the revised boundary and the legal description.

Action: **ORDINANCE NO. O-52-16**, “An ordinance authorizing and providing for the establishment of the Downtown Kansas City, Kansas Self-Supported Municipal Improvement District.” **Commissioner McKiernan made a motion, seconded by Commissioner Johnson, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

ITEM NO. 2 – 16710...BUDGET ITEMS: 2016 AMENDED BUDGET, 2017 BUDGET, AND ANNUAL ACTON PLAN AND CITIZEN PARTICIPATION PLAN

SYNOPSIS: Adoption of the following resolutions and ordinances regarding the 2016 Amended Budget, the 2017 Proposed Budget, and the 2016-2017 Annual Action Plan and the Citizen Participation Plan.

Mayor Holland said that brings us now to the budget adoption process. This is a process that we have been actively engaged in since last October and a process that we will take up again this October. We will start with a Commission retreat to look at priorities and then we begin immediately Capital Improvement discussion in the fall and then a public hearing in February. The year-round budget process that we have adopted, I will say another thank you to our staff for their hard work on this and to the Commission for really the diligent work that we’ve done over the course of the last year. I will recognize Commissioner Kane.

Commissioner Kane said I have some more information that should help ease some questions about what I’ve been asking for which is a fire station. In 1990, there were 53,065 people that lived west of 92nd Street north of Parallel. In 2014, there were 13,719. Put that in perspective of households, in 1990, there were 1,328 households. In 2014, you got to remember were a year and a half in, there was 3,790. That is not counting the Delaware Ridge apartments, the Village West apartments which is 306 units and a Phase II which is 312 units.

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The thing that is important when you think about that, if you take the 3,790 properties, average them by 4,000 they are paying an annual tax of \$15,160,000. If you add north of State Avenue, it's \$19,272,000. Now, I realize that's a lot of money, but if you look at what's going on, we often talk about the pole barn at 123rd & Leavenworth Road, but the closest ambulance to that area is at 94th & State.

I realize when you build a fire station it cost between \$275,000 and \$300,000 note to carry that through. I know there are a bunch of moving parts in this, but at \$15,000,000 of that area phase out there, I don't think \$300,000 to get something started out there, and I know we have some moving parts on the inside of the city, it's just like when General Motors built. I don't know if you know or not, but for 17 years I worked on the car that was coming in at the plant and then they expand the plant, then they put the metal in, they put the outside in, they put the roof on, then they bring the equipment in, and then they bring the operators. We can worry about manning this place once it gets going with the other moving parts on the east and south side of town.

The thing is folks, at \$15,000,000 we deserve a fire station out west and we deserve it not in two or three years, we deserve it now. Like I said, there are multiple moving parts, but we have to start somewhere. This is where I'm starting. I'd like to have Doug find \$300,000 so we can get it going. Think about this, \$15,000,000 and the closest ambulance to us is at 94th & State. I want to make that in a motion.

Action: Commissioner Kane made a motion, seconded by Commissioner Philbrook, to find \$300,000 in the budget to get a new fire station started.

Commissioner McKiernan said you know, Commissioner Kane, I certainly agree with that. One of the things that I'm still confused about, Doug, is that when I look at our CMIP schedule, debt schedule, consolidated, that we went over earlier this year dated May 4, I find line 8079, under Public Building Commission, tagged fire station with \$4M allocated for 2017. I have to confess that I thought that money was dedicated toward just what Commissioner Kane had said, toward getting the process started that we just maybe hadn't figured the location yet and that was still up for debate. I've been operating under the assumption that we had set-aside money to get this process started in 2017 to cut the lag time down. As he said, we'll figure out how to staff it, but I guess I was confused. I'd like to know if it's for not getting the process started, what is this

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line under Public Building Commission? **Doug Bach, County Administrator**, said the line was put there to allow us to get the process started. However, as we discussed in some of the workshops, it's in the budget, but the anticipated source of the funding is to come from somewhere else within either the operating budget of Fire Department or within our overall budget. It's not an addition, it's to say we could put \$4M towards this, but it's not part of my debt fund. That's why I put it in the Public Building Commission to note that when it's in the Public Building Commission I have to identify a source of funding that is going to be used to cover that expense.

To date, we haven't identified what that source of funding could be. What is contemplated is that we will develop that savings within the \$50M budget within the Fire Department and be able to designate \$300,000 to \$400,000 a year, during this time period, to pay for that fire station.

As we've gone through the Strategic Plan in our labor management relations over the past several months, we're in a path that puts us in the place where, I believe, we'll be able to get there; but we're not there yet, to come up with solutions to be able to say when we hit 2017 we'll know we'll be able to save that money, direct it from that source that is already built into our budget and say that will go toward the debt service on that. Then we'll bring that back to the Commission when we do our debt obligations and go out for \$4M, or whatever the amount is, to contemplate for the fire station that we're going to build and say we're going to build that, that's where the funding will come from and allow us to move forward in 2017.

Commissioner Kane said here's the problem. I'm sorry, Hal, go ahead.

Mayor Holland said Commissioner Walker

Commissioner Walker said I agree with Commissioner Kane. I think that there is no question there's one needed out there. I want to add a little historical data to this or information actually. In the period before unification the City Council applied to the County Commission and was given the opportunity to annex the area of Piper which had been unincorporated. Fire Service was their responsibility and what they did was they had the pole barn, but at that time the number of people living out there was severely, well, compared to today it was vastly reduced.

A number of commitments in annexation were made. Among those was fire service and police service. I don't believe that the people in Piper, and I certainly know, I think I was the Chief Counsel then, I didn't understand that to be that we would just put our firemen in the pole barn in lieu of the volunteers that had been working before. I've made this point before, as a Commissioner, as a citizen, and taxpayer, I'm troubled by the Unified Government making commitments, maybe not any of you were here when all these commitments had been made; BPU PILOT, fire station, or services in general being provided. It troubles me that we don't take them with some level of seriousness, at least more seriously than we do.

I would hope that if we make commitments to people, as Commissioners, that are off in the future somewhere that our successors in office, those that follow us, will have enough integrity and decency to honor those. I realize we can't bind future governments and those governments maybe they can't bind us, but I am very troubled by what we do not do or do not fulfill because it's easier to put it off to some future date. I don't know what the right answer is here. I don't think we should wait on the planning process for this Fire Department and based entirely upon the contingency of what the outcome of operational savings might be in the Fire Department.

I know when I bought my house, one of the reason I bought my house, even though I was young, and I didn't realize it was an inferior firehouse, there was a firehouse five minutes from my in Highland Crest. It wasn't the make or break of the deal, no, but I wouldn't want to live where I had to depend on guys to get to the firehouse and then come to my house. I think if we want to see growth in that area and continue to have growth that is responsible, we have got to start the process. Now, maybe fund it down the road out of those operational savings, but we don't start now, I just—you know if I were going to be building out there, I'd want to know there was a firehouse on the way. There's a lot of places to build that have firehouses already.

Commissioner Kane said you know we're still going to collect \$15,130,000 out there. It's a tremendous amount of money. The place has grown 185% and we're supported by a pole barn and no ambulance. If you have a stroke and, hopefully, the ambulance is at 94th & State and you've got to go all the way to Piper High School, let's say your grandparent was there. Then they get in there and they say well it takes 10 to 15 minutes to get there and 10 to 15 minutes to work on them. You don't take a stroke victim to Providence, you take them to Shawnee Mission or Bethany and you have that one hour window. KU, I'm sorry. You have that one hour

window and in that one hour window your family is at-risk and if you can get them fast enough, you'll be able to talk to your family again.

I've been working on this for 11 years. When I found out that we pay \$15,160,000 and we can't spend \$30,000 to start a new building, to start the new process, and I know that like Brian said, same thing General Motors said, you worry about manning it later. We need a place to put the folks along with the other things that are going to be happening here on this side of town. If we wait until we try to get money, then how many more years is that going to happen out there and at the rate at 185% and these numbers are 2014, not 2015, not 2016. It's a simple request. I realize it's a lot of money, but if we don't do something now, and a lot of us live out there and if something happens to our family, how are we going to feel.

Commissioner Bynum said I think I heard Mr. Bach in response to Commissioner McKiernan's question basically say, the money is budgeted in the CMIP. Is that correct? **Mr. Bach** said no, I said the money could ultimately be budgeted within the Fire Department today. **Commissioner Bynum** said through the Public Building Commission? **Mr. Bach** said we have a \$50M budget for fire operations. If we identify where the savings can be within that departments operations, then we could dedicate a stream of \$300,000 or \$400,000 of that to go towards issuance of debt in the Public Building Commission or we may come back with a different solution, but I put it in Public Building Commission because I wanted to be clear we don't have it funded like we would any other debt project.

Commissioner Bynum said it just sounds to me like we're very close to being on the same page. I'd like to ask us to make the commitment for this one station, for the process to get started, to go ahead, and make the commitment to start the process and follow through with the plan that's on the table, the plan that's in place, and see if we can't get to the \$300,000 that we need, but make the commitment for it. That's what I would like to see happen.

Mayor Holland said I think I'd like to weigh in at this point. There is a plan, we have money in the budget now for site acquisition and design, is that right? **Mr. Bach** said yes, Mayor. **Mayor Holland** said we are actively working on site selection, site acquisition, and design for the new firehouse. That's already in the budget, that money is in the budget now for us to do that work. The commitment is clear that we need to implement our study and the study calls for a new

firehouse out west. We do not have to implement the whole study before we build that first firehouse. The hold up right now and really we're going forward with site acquisition and design right now. We're not waiting for everything to line up. We have to do that process.

Right now, we have completed our contract negotiations with 12 of our 13 bargaining units. The only one we have not reached a conclusion with is the Fire Department. There are some components in the fire contract that have to be changed in order for us to implement the study in order to recognize the savings and the size of the department that the study calls for reductions that allow us to fund it. I believe that there's enough money in that savings to fund the building of a new fire stations, fire stations plural. My understanding is we're going to finish that contract sometime this fall. We'll have that contract sealed up and then we'll be able to implement the full study and as soon as that happens we will be able to build this fire station and we could potentially build it, you can build it with temporary notes. If we make the decision, we don't need new budget authority in 2017. We have the budget authority and the ability through temp notes that as soon as this Commission says go build that station, we can build it and then we won't need to worry about the budgeting items until 2018.

I don't believe there is a need in the 2017 budget to allocate money for that because even if we're going to build it in 2017, we wouldn't have a payment yet. We would have temp notes that we would just bond it. The key then is a commitment by this Commission, and I've heard the commitment resoundingly, because we adopted the recommendation as a Commission from the fire study. We're in the implementation phase that we're going to build a station out west, there's no question about that. We probably need to build eight stations because we have a major need for realignment of our stations and for new stations. Many of them are in deplorable condition, because frankly, Commissioner, we don't need one out west, we need two because that pole barn has got to be replaced. We have multiple needs. I want to honor the spirit of this which is to, we're committed to building a station out west, no question. We have the tools in-hand already to do that between the site acquisition money and the design money and the temporary notes for 2017 that we could go forward as soon as we say go and so that's already at our disposal. I don't think we need to put—the motion was to put \$300,000 into the 2017 budget. I don't think that's necessary to build that fire station. I think what I hear is, we just want to make sure we hear the commitment. **Commissioner Kane** said I want \$300,000 to get it going.

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Commissioner Bynum said I don't know about the money, but I really want to hear this Commission make the commitment tonight that this site acquisition, this planning, and this station will take shape in 2017 whether we need to add \$300,000 or find \$300,000 or move \$300,000. I don't know that I really care, but I'd like to hear the Commission commit to a fire station in Piper. I said that during the budget workshop. It sounds like you're telling me that the money is budgeted. **Mayor Holland** said the money for the design and site acquisition is budgeted. If we say build it, Mr. Bach, what's the process? If we say build that thing in 2017, what do you do?

Mr. Bach said well our first steps are going to be to go through and identify the exact location or close to it that we want to be so we'll go through site acquisition. Once we acquire the site, then we'll start doing design work to determine how it'll look on that site, how it'll fit, how many bays we're going to use within that fire station. Once we get that done, then we'll start submitting through our Planning and Zoning process to advance it.

Mayor Holland asked and what would you need in terms of budgetary authority in 2017 to make that happen. **Mr. Bach** said obviously, the site acquisition and the design is money we have in place in order for me to go out for bid and bring a contractor in. Then I would need to have the commitment for the entire fire station. **Mayor Holland** said say we gave you the commitment for the entire fire station say, it's \$3M to \$4M, whatever it cost to build that fire station; would you need budget in the 2017 budget in order to pay for that or would it come into the 2018 budget? Can we not put it in a bond issue with temporary notes and build it. **Mr. Bach** said if I were going to start the fire station in 2017, then I would need budget authority to build the entire project. **Mayor Holland** said you'd need \$4M? **Mr. Bach** said we, I, need authority to spend \$4M because ultimately I will issue a contract for \$4M. We'll go out and we will issue a temp note, a bond, whatever the most efficient tool is as we go through it, we'll issue that and then we would need to start payments on that probably in 2018 or 2019 to make that happen.

Mayor Holland said that's my point. We can build it in 2017 without \$300,000 of additional money in the budget. We would just need to give the authority to do that. **Mr. Bach** said I would say that would be correct. Kathleen, do you have any thoughts on that?

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Kathleen VonAchen, Chief Financial Officer, said if we were going to issue these revenue bonds for the \$4M Capital Project for a fire station, then the annual debt service would likely begin next calendar year, fiscal 18. The issue has to do with trying to carve out \$300,000 from the existing fire station budget. We currently have the funds within the fire station budget to make the debt service payment; it would just be a matter of doing a budget adjustment. We would reduce some lines in the Fire Department budget and add that budget to another debt service payment line. Theoretically, we do have the budget. The problem is that we would have to make sure that we have sufficient monies to operate the facility once it's constructed.

Mayor Holland said that's what I wanted to know. I think there are two issues here. I want to hear from the rest of the Commissioners, but then I want to try to sort out the issues as best as possible so thank you.

Commissioner McKiernan said so, Doug, that \$4M that's in the CMIP, you would need authority to borrow the \$4M even though were not going to begin to paying it back for one, maybe two years, and if I do my rough math on \$4M at our current borrowing rate, we'd be locking ourselves into about \$250,000 a year, \$260,000 a year for 20 years. We would need to find \$260,000 a year starting next year. Even if we decided that we could put that in there this year, put a hard \$260,000 in there, and when we get the operation savings back, it pays back our hard \$260,000 and we're effectively neutral for the year because I think you expect to find some operational savings. We put in a hard \$260,000, whatever it might be in the budget, we get those savings that pays that back, we end up neutral for the year in terms of that piece of the puzzle. Am I off on that?

Mr. Bach said I think it is a little bit more than that, but I don't know that that's the question right now. It's the commitment going forward. Financially, I wouldn't probably take money from the General Fund at all in 2017. You said it correctly in a sense that I would need a hard commitment to say, we're going to go out and issue that much debt for the station in 2017. We would know then, going forward, we're going to have that commitment to fund it and just go from the aspect that we will identify savings in future years or however you want to play it, to fund that Debt Service.

From this standpoint, I would move it from Public Building Commission into Debt Service and make it as committed debt and then when we do our debt package in March of 2017, we would add to it the amount of money required in order to build this station, and then future years after that, we would have it. It would just be a commitment to it. You're either just going to do it from General Fund and fund the Debt Service or from the Debt Service fund, which we know we would need to add money to, or we identify savings somewhere and then commit that over to it. I guess from that standpoint you commit that you're going to find the savings for it somewhere in the plan as we go through it and say here's our commitment and we're going forward.

Commissioner Markley said I think what Brian was saying and what I'm trying to say are along the same line. I think Commissioner Kane's concern, and you can correct me if I'm wrong, we've always made a lot of commitments, but a commitment is only as good as the dollars behind it. What we're hearing, is the money is on a page in the budget, but the money only exists if we find the savings through the other operational strategies. Mike is saying, what happens if we don't find those savings, does that mean I'm not going to get a fire station out west when this whole Commission has said that's a priority of ours. I guess my question, and I think we're kind of thinking the same thing, why not just put \$300,000 cash in there and if we find the savings, we don't spend that \$300,000 because we use the stuff we saved. If we don't find the savings, Commissioner Kane has assurances that there's money out there that we could use to fill any gaps that we didn't find. Let's say we only find \$200,000 in savings, we might have to use \$100,000 of our cash, but at least we're not in a position where we're saying, well, we didn't find the savings so we can't do anything this year and we're another year behind in this priority that we set. That's what I'm thinking.

Commissioner Walker said I think Commissioner Markley said it. We budget a lot of things and it's all based on anticipated revenues. When those revenues fall short, we don't have the actual cash dollars and we then adjust or cut budgets, Operating Budget, General Fund. I'm hearing this conversation like we're already out there looking for a piece of ground and we've got somebody on the ground trying to buy a piece of property and we got a design firm that is trying to design this fire station and I don't believe that. Who is this? Who's doing this? **Mayor Holland** said let's be clear, I said we have the money in the budget for those things.

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Commissioner Walker said we have money, but there is no guarantee that the money will ever come.

The whole plan seems to be based on some hope that we're going to save money in fire operations when the matters that are outstanding are finally concluded. If that doesn't happen, there's no money for a fire station. I guess what you're hearing from the rest of us is, we don't care about that issue. What we care about is that we have an obligation to provide a reasonable amount of fire service and emergency services, ambulances to the Piper area, to western Wyandotte County. I don't care where it's located in western Wyandotte County. I have no expertise in picking the strategic spot, but our obligation is not contingent upon us finding savings in some way. Our obligation is there whether we save a dime when it comes to fire operations. I hope we are correct and that we are able to generate substantial savings through initiatives outlined in the plan.

I think we got the horse and the cart backwards. In this particular case, the fire station is essential regardless of whether we ever save a dime in operations. That's how I'm standing on this. We start this fire station. We give instructions to Mr. Bach that you start this, you start spending money, you get this land, you design it, if we can go vertical next year, so much the better; that's where I'm standing on this thing. Not because I don't want to do the plan or I don't want to do as much savings.

I've already said we can't sustain \$1.7M in overtime in the Fire Department and I agree that it needs to be cut. I don't see why we got to put that first and then if we're able to do that, then the Piper people get a fire station. All I'm hearing is, we've got it in the budget doesn't mean a damn thing if there's no money that comes in to do it. What I'm saying is I want the money dedicated for that purpose out of the existing budget that we know we're going to get.

Mr. Bach said I just want to clarify. No, we're not out there doing the work. We're under a labor management agreement now with our fire union that we will work with them to go through and site priorities to which station as a management labor team we feel would be the most appropriate one. I haven't taken and moved out in front of that and say this Piper one. I realize you, as the Commission, can make the decision to say we're going to build this station, but the money that was built into the budget for the planning purpose and the design of it is one that's intended that would be the first station identified by the joint committee. It may very well be that the joint committee comes up and identifies that the Piper station is first, but so far that committee as not come forward with that recommendation. As I was directed to be with that

from labor management, I haven't made that assumption that we would just get out in front of it and start doing it.

Commissioner Townsend said a couple of questions, statement first. I'll speak for myself, that's all I can speak for. I have no doubt that there is a fire station needed out west and in my district there is going to have to be a discussion about consolidation, possibly of two. My question though deals with this money that the Commissioner wants to have, I guess, specifically identified, is that right Commissioner Kane? **Commissioner Kane** said yes. **Commissioner Townsend** said the question is for me, let's get down to where do we take this money from. These are the type of things we usually hash out at the workshops. So, where would this money come from? Would it come from the budget already allocated for the Fire Department? I thought I understood that if we wanted to build, there could be a bond that was \$3M or \$4M that Ms. VonAchen was discussing. I need that just clarified for me because eventually we are going to make a commitment that's backed with dollars, which is what I hear Commissioner Kane wanting. The bottom line issue where does that come from in the current budget?

Mr. Bach said if you give us direction to do this, I'd probably need a few minutes to work through and just verify everything with my staff before we would adopt the budget. My assumption would be I would not build, I would not need any active dollars over what we have in the 2017 Budget in order to make this happen. What I would be doing is moving the money from the fire station where it's in the Public Building Commission over into Debt. That would mean that you are committing, as a governing body, that you're going to pay for that \$4M going forward and that's where we'd put it and we would establish it to the General Fund obligation coming to it. We would issue a temporary note for construction on it, most likely next year. Then we'd put the money over into the bank and we would start the project, bid it. Then I would enter a hard contract with whatever company for however much money it takes to do it, and then we would start to make temporary note payments on it effective in 2018. I wouldn't have, I don't believe, like I said, I would want to spend a couple of minutes with my staff before I give you the formal recommendation, but I don't think I would do anything to change the 2017 dollars, but I do need to change the CMIP Budget to reflect that and make sure that change is kind of the category of what's being approved.

Mayor Holland said so you're recommendation, Mr. Bach, you wouldn't be adding \$300,000, you'd be adding \$4M. **Mr. Bach** said to the CMIP. **Mayor Holland** said to the CMIP

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and you'd add the whole value of that fire station to the CMIP Budget. **Mr. Bach** said I don't go out for a contract for \$300,000; I go out for a contract for \$3M or \$4M. Cash basis law requires that I have all of the money allocated to go into that project before I can enter that contract. **Mayor Holland** said so that's how you would do it and it would not require reworking up the budget numbers. It would simply be adding \$4M in debt. **Mr. Bach** said I don't think I would have to rework anything for '17, though like I said, I would want a couple of minutes just to go back through that for what we would be approving in this year's budget before we adopt it tonight.

Commissioner Kane said are you going to do that now, Doug? **Mayor Holland** said let's get through the list and then—if you want to give him direction to do that, he can talk to his staff. **Commissioner Kane** said I want to give direction to do that, but they're not going to build the hotel out there at the casino so I would think the first \$300,000 could come from there. We know they're not going to build that. We know we've got money coming in so we don't have to do anything. How much money comes from that if they don't build it? **Mr. Bach** said \$1.4M penalty this year. **Commissioner Kane** said okay. We take \$300,000 of that money and move it over here and then we only get \$1.1M and then we worry about the rest of the stuff later. I really want to do this. I think that is very, very important. Doug, please work it out.

Commissioner McKiernan so, Mr. Bach, as I understand; I don't understand quite where the setoff or the offset is for the \$4M that's in CMIP now. That certainly looks like a hard number and it looks like it contributes to the CMIP totals under Debt Financed Projects. Let's say we were to go ahead and commit that, it is possible that we could realize the debt payment, the annual debt payment from operational savings yet to be realized. It's possible that money could be recovered and allocated in future years and we're actually pretty confident that there is some money that can be recovered and put toward that future Debt Service Payment. Is that correct? **Mr. Bach** said I would expect it. **Commissioner McKiernan** said committing here does not solve at all the issue of staffing which is an issue that has to be resolved separate from any building and it's going to be a problem, but I would assume would be resolved cooperatively through a labor management process. **Mr. Bach** said, yes, I would assume so, Commissioner. I don't think we would want to, and I'm not trying to be flippant, I'm certain you're not wanting to build a fire station and not move people in it. The ongoing staffing issue goes way over what the

cost would be. **Commissioner McKiernan** said that is an ongoing issue that is still to be actively worked and could ultimately play on this. What I keep coming back to is even if there were no operational efficiencies for us to recover, the change of our population is such that it suggests that this station would become a reality anyway for us. We just happen to be in a situation where, I believe, we're going to recover what is going to be needed to make that annual debt payment.

Now, one thing you just brought up though is, are you suggesting that you're team task force, the group that you're working with, that would ultimately suggest the first place to build a new fire station could theoretically come back and say that this is the area of town, we do not believe this area of town should have the first fire station that we build new. Is that possible? **Mr. Bach** said it could. **Commissioner McKiernan** said but ultimately that group is going to come back with a recommendation for priorities. **Mr. Bach** said for priorities of fire station locations. Yes, that's the intent we hope to come out from the facilities built on that. Mr. Connor, if I'm saying anything wrong there, let me know because I think you work on the facility side. **Commissioner McKiernan** said I guess my question here would be, if the Commission were to say it's Piper and that group were to say no, that's the top priority so we would be open to making a change.

Commissioner Kane said that group, they're not talking about one, they're talking about two, I'm just starting with one. The thing is it shows that we pay \$15,160,000 and we have no ambulance out there. There are paramedics, but no ambulance. **Commissioner McKiernan** said so we could commit this as part of the 2017, commit that money that's on the CMIP debt schedule and feel at least somewhat, if not reasonably confident, that the annual debt payment can be recovered through our ongoing process. **Mr. Bach** said I think so.

Commissioner Markley said as often is the case Commissioner McKiernan has read my mind and already covered the topic. I was just going to ask about how the debt payments would then work with our recovered operational cost.

Mayor Holland said so what I'm going to ask is, just for clarity, I'm going to ask for a 15 minute recess. I'm going to ask for Mr. Bach to talk with his financial team, come back to us based on the motion that's on the table and come back to us with his recommendation on how to make this work best based on this discussion.

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I'll just reflect what I've heard. I've heard that the Commission is willing to make a commitment that the first station we'd like to see, and I think that message needs to be taken back to that team, the first station we'd like to see built is a new station in Piper to provide adequate coverage out there which is exactly what our study calls for. I think that's an excellent idea. Mr. Bach is going to work out the financial piece in terms of how that is going to be paid for.

Let's take a 15 minute recess and I think there is a consensus to do that. Mr. Bach, if you would meet with your team and come back with a recommendation, then we can vote on it at that time.

Mr. Bach said you could recess, go ahead and take your Land Bank action while you're in recess and then we can start working on this.

Mayor Holland said we're going to take a recess. We're in recess until 8:30 p.m.

Mayor Holland reconvened the meeting at 8:30 p.m. **Mayor Holland** said Mr. Bach is not back with his team yet. We do have some Land Bank items in front of us that, I believe, we can take care of in the interim.

Mayor Holland reconvened the meeting as the Land Bank Board of Trustees.

LAND BANK BOARD OF TRUSTEES' CONSENT AGENDA

ITEM NO. 1 – 16682...COMMUNICATION: LAND BANK APPLICATIONS

SYNOPSIS: Communication requesting consideration of the following Land Bank applications, submitted by Chris Slaughter, Land Bank Manager. The Land Bank Advisory Board has recommended approval. On July 11, 2016, the Neighborhood and Community Development Standing Committee, chaired by Commissioner Walker, voted unanimously to approve and forward to the Land Bank Board of Trustees.

Side-lots

36 S. Hallock St. – Distant Vista Properties, LLC

38 S. Hallock St. – Distant Vista Properties, LLC

3014 N. 17th St. – Maria Fernandez

1716 N. 25th St. – Claude Johnson

Rehab

3023 S. 23rd Cir. - Residential Revival, LLC

Transfer from Land Bank

4714 Vista Dr. – Argentine Betterment Corporation (ABC)

(ABC will be building a single-family home using CDBG funds)

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the Land Bank Board of Trustees Consent Agenda.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Murguia, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

Mayor Holland reconvened from the Land Bank Board of Trustees back to the Unified Government Commission.

Mayor Holland said we can do a lot of these. We’re going to start down the list. As I look at the ordinances we need, we’ve established the Downtown SMIDD. We’ve come to the budget items. Items A, B, C, D, E are all eligible. The only one that we’re holding on is F. I will entertain motions for the remaining items that are before us.

a. **RESOLUTION: LIBRARY BOARD TAX RATE**

A resolution expressing the property taxation policy of the Unified Government with respect to financing of the 2017 Annual Budget for the Wyandotte County Library; approving and adopting the 2017 Budget of the Wyandotte County Library; levying a tax for the Library to fund the budget set by the Wyandotte County Library Board within the Wyandotte County Library District (Piper, Edwardsville, and Turner); and appropriating the funds on the behalf of the Wyandotte County Library.

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Action: **RESOLUTION NO. R-61-16**, “A resolution expressing the property taxation policy of the Unified Government of Wyandotte County/Kansas City, Kansas, with respect to financing the 2017 Annual Budget for the Wyandotte County Library and approving, adopting, and appropriating the budget of the Wyandotte County Library Board and levying a tax for the year beginning January 1, 2017.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to adopt the resolution.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

b. **ORDINANCE: DOWNTOWN SSMID**

An ordinance expressing the property taxation policy of the Unified Government with respect to financing of the 2017 Annual Budget for the Self-Supported Municipal Improvement District (SSMID) and approving, adopting, and appropriating the budget of the SSMID and levying a tax for the year, beginning January 1, 2017.

Action: **ORDINANCE NO. O-53-16**, “An ordinance expressing the property taxation policy of the Unified Government of Wyandotte County/Kansas City, Kansas with respect to financing the 2017 Annual Budget for the Self-Supported Municipal Improvement District and approving, adopting and appropriating the budget of the Self-Supported Municipal Improvement District and levying a tax for the year beginning January 1, 2017. **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

c. ORDINANCE: SEWER SERVICE RATE

An ordinance adopting a regulation establishing the rate for sewer service charges effective January 1, 2017.

Action: **ORDINANCE NO. O-54-16**, “An ordinance relating to sewer service charges, approving the regulation establishing the rate, effective January 1, 2017, as authorized by section 30-96 of the code of the Unified Government of Wyandotte County/Kansas City, Kansas, and repealing any previously adopted regulations establishing such rates.” **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the ordinance.** Roll call was taken and there were nine “Ayes” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

d. RESOLUTION: BPU Pilot Rate

A resolution setting the percentage of gross revenues to be set over to the Board of Public Utilities to the Unified Government for 2017. (the PILOT)

Action: **RESOLUTION NO. R-62-16**, “A resolution setting the percentage of gross revenues to be set over by the Board of Public Utilities to the Unified Government for the year 2017.” **Commissioner McKiernan made a motion, seconded by Commissioner Bynum, to adopt the resolution.**

Commissioner Walker said my annual statement. I am opposed to this simply on the basis that we have not made any progress in reducing the PILOT fee. That was a commitment we made. I am going to vote against this until we start getting serious about reducing the PILOT.

Roll call was taken and there were eight “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum; and one “no,” Walker.

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e. RESOLUTION: 2016-2017 ANNUAL ACTION PLAN AND AMENDED CITIZEN PARTICIPATION PLAN

A resolution approving and authorizing submission of the 2016-2017 Annual Action Plan and Amended Citizen Participation Plan to the U.S. Department of Housing and Urban Development.

Action: **RESOLUTION NO. R-63-16**, “A resolution approving and authorizing the execution of the 2016-2017 Annual Action Plan and Amended Citizen Participation Plan.” **Commissioner McKiernan made a motion, seconded by Commissioner Bynum, to adopt the resolution.** Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

Mayor Holland said we are now at our final item for the evening. We have a revised yellow sheet in route. We are going to recess until it is here. I would invite us not to leave the room because it could be here shortly. As soon as it arrives, then we’ll want to take action.

Mayor Holland recessed the meeting.

Mayor Holland reconvened the meeting.

Mayor Holland said, Mr. Bach, would you like to walk us through the changes on the yellow sheet. In fact, we have approved everything except the ordinance for the Amended Budget and Annual Budget, including the Land Bank so this is our final item. We would ask you to walk us through the yellow sheet in its entirety. **Mr. Bach** asked do you want me to go through every item on here or just what I’ve added to it. **Mayor Holland** just what you’ve added because the rest of it is in keeping with what we did in the budget workshops ending on Monday night.

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Mr. Bach said what we have on the last two lines and what we've done is identified where we have in the budget now, CMIP, for fire station and that is under the category of Public Building Commission for \$4M. We've deducted that from the PBC, which is an uncommitted funding source to that, and moved it over into the CMIP for the Piper fire station because I think you want expressly want where it's at and moved that into City Debt and added \$4M.

The financial encumbrance for 2017 does not change what your obligating from the General Fund, what it does say, is when we go out and do our bond issue we will add \$4M to city debt. Then you will be obligated to fund that debt every year there after going forward. That's where you'll see the change when we bring that back. In previous years saying, here's the money that goes ahead and pays for that debt. I think this denotes it so when you approve this last item on the agenda, F, the resolution and ordinances attached to that specifically designate that you are authorizing us to go forward and issue all the debt funded projects built into this budget book and this will be one of them.

Mayor Holland said I want to specify on our CMIP we usually have five years. Is this \$4M in the 2017 CMIP? **Mr. Bach** said yes. It's under the category of 2017 so that would come out that way. **Mayor Holland** said, Commissioner Kane, the request you have made is now incorporated in different form from your request. Are you comfortable with the way the Administrator has put this in here. **Commissioner Kane** said that's dedicated \$4M? **Mayor Holland** said yes sir. That's what it says. It's dedicated, in 2017 Debt Finance Projects. **Commissioner Kane** said I am good with that. **Mayor Holland** asked would you like to withdraw your motion and move a motion for the adoption of the Amended Budget. **Commissioner Philbrook** said I withdraw my second. **Commissioner Kane** said I withdraw my motion and with the modifications that the Administrator made with the \$4M committed to building a Piper fire station.

f. RESOLUTION AND ORDINANCE: 2016 AMENDED BUDGET AND 2017 ANNUAL BUDGET

A resolution and an ordinance approving, adopting, and appropriating the budget of the Unified Government of Wyandotte County/Kansas City, Kansas, for the Amended

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2016 Budget and the 2017 Budget for the year beginning January 1, 2017, as submitted by the County Administrator and amended by Attachment A.

Action: **RESOLUTION NO. R-64-16 AND ORDINANCE NO. O-55-16** “A resolution and ordinance approving, adopting and appropriating the budget of the Unified Government of Wyandotte County/Kansas City, Kansas for the Amended 2016 Budget and the 2017 Budget for the year beginning January 1, 2017, as submitted and amended by attachment A.”

Commissioner Kane made a motion, seconded by Commissioner McKiernan, to adopt the resolution and approve the ordinance.

Mr. Bach said just to clarify, this is an amended yellow sheet that has been incorporated.

Mayor Holland said thank you. Please note for the record, that it is the amended yellow sheet.

Roll call was taken and there were nine “Ayes,” Townsend, McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker.

Commissioner Kane said I would like to thank the Commission for this huge modification in the budget. It’s much needed and I really appreciate what we did tonight. Thank you.

Mayor Holland said I would also like to add a thank you to the Commission for the hard work over this last year especially the last few weeks. I think we owe our tremendous staff for their work. Mr. Bach, job well done. Commission we have a budget.

COMMISSIONERS’ AGENDA

No business item

PUBLIC ANNOUNCEMENTS

No business item

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MAYOR HOLLAND ADJOURNED

THE MEETING AT 8:45 P.M.

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Bridgette D. Cobbins
Unified Government Clerk

tk

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STATE OF KANSAS)
WYANDOTTE COUNTY)) SS
CITY OF KANSAS CITY, KS)

REGULAR SESSION
THURSDAY, AUGUST 11, 2016

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in regular session Thursday, August 11, 2016, with ten members present: Bynum, Commissioner At-Large First District; Walker, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; Johnson, Commissioner Fourth District; Kane, Commissioner Fifth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Holland, Mayor/CEO, presiding. Murguia, Commissioner Third District, was absent. The following officials were also in attendance: Doug Bach, County Administrator; Ken Moore, Chief Legal Counsel; Carol Godsil, Deputy Unified Government Clerk; Gordon Criswell and Melissa Mundt, Assistant County Administrators; Kathleen VonAchen, Chief Financial Officer; Maureen Mahoney, Asst. to Mayor/Chief of Staff; Dennis Laughlin, Director of General Services, Angie Masloski, Public Safety Office; Sheriff Don Ash; Deputy Police Chief Rodney Smith; Chris Slaughter, Land Bank Manager; Charles Brockman, Economic Development; Patrick Waters; Senior Attorney; and Captain Michelle Angell, Sergeant-at-Arms.

MAYOR HOLLAND called the meeting to order.

INVOCATION was given by Sister Therese Bangert, Our Lady and St. Rose Catholic Church.

Mayor Holland asked if there were any revisions to the agenda. There were none

ROLL CALL: McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend, Holland.

MAYOR'S AGENDA

Mayor Holland said we have two special recognitions this evening related to law enforcement. We want to begin first with a presentation of the President's Volunteer Service Award. Dr. Barnhart, I would ask you to step forward to present these awards.

ITEM NO. 1 – 16739...PRESENTATION: PRESIDENT’S VOLUNTEER SERVICE AWARD

Synopsis: Presentation of the President’s Volunteer Service Award to Sheriff Don Ash and Lt. Kelli Bailiff, presented by Dr. Stephen Barnhart, the American Association for Higher Education & Accreditation of Grandview, Missouri.

Dr. Stephen Barnhart, American Association for Higher Education & Accreditation of Grandview, Missouri, said one of the reasons, and people may say this may be bad timing for such an award, but it depends on how you look at it. Our conception in presenting these awards is it’s the exact right time to recognize special people especially in the law enforcement community. That being said, our family have been Kansas City, Kansas residents since the late 1800s. We have pictures of my great-grandfather building the streets in Kansas City, Kansas. I think the oldest one we have right now is 1902. The Barnhart and Bohannon family came to these parts forever and some of them are still here.

That being said, I give special recognition to the Wyandotte County Sheriff’s Office and especially to, I’ve always known him by just Donnie, but I guess the suit and the severity and appreciation of this award it has to be Sheriff Ash.

Lt. Bailiff, of course, any and everybody if you watch TV, if you don’t if you read the paper, do people still read the papers; but these two people especially deserves a special recognition. The AHEA is a non-profit. It’s been around since 1969 operating off the same Charter. We are a certifying agency to make the President’s Volunteer Service Award.

This award is not to be taken lightly. It’s one of the most prestigious and recognized awards that there is directly from the President’s Office. This started back in 2003, I believe, under a Republican regime. Anyway, it was started with President George Bush and it recognizes people above and beyond the call of duty for extraordinary services. It is sponsored through the Points of Light Foundation which is one of the biggest non-profits in the nation. Rather than go on and on about the qualifications and the deserving aspect of these awards, we would like to present these to the Wyandotte County Sheriff’s Office and their recognition of community policing and trying to make the place a better place to live, not only for here, but for everywhere they go, everything they do, every person they come into contact with. This is a very special award. There is no better time to make an award like this than to be able to get out in front of the public and your peers, the community, other law enforcement; military is involved with these things these days.

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Without further ado, we will have Lt. Bailiff come up first. Lt. Bailiff, we've all known her. I remember back when she started doing this. You could tell she did it from the heart more so than any recognition. Of course, I imagine you needed a job and a career as well and I think you have showed us you were able to handle that quite readily. That being said, we probably have some things here that you're not aware you are going to get. These are very fine awards. We're going to start out with the Lifetime Achievement Award. Now, within the Foundation there are several different awards available: Special Kids, Programs, Young Adults, Teenagers and even Senior. I don't know if you're a senior or not.

This award is the Lifetime Achievement Award and it is signed by the President. This is the lifetime service for actually completing over 4,000 hours of volunteer service not just in a year like most award are for, but this is a Lifetime Certificate and a Lifetime Career Award. I would like to present this to you at this time.

We also have what comes with the award the Certificate from the Points of Life Foundation. This is the Gold Award and the closest thing we have being they do not have a specific law enforcement or community policing award is Education. For your education and your efforts toward the betterment of society and community policing, we also award the Gold Points of Light Award.

We have a Special Recognition Letter on gold embossed letterhead with the President's signature.

After the awards, we also have a couple of small tokens of our appreciation from the Foundation. We would like to present this Olympic style Gold Medal with a ceramic inlay: red, white and blue for, of course, patriotism. At this time, we would like to see how this looks on your uniform. We have that and we also have one of the finest lapel pens you'll ever see. I've been asked many, many times, so has anybody who's worn this, what it was about and where you'd get it. That's your opportunity to open the door and do even more above and beyond the call of duty than you already have been. With that being said, I'd like to place this pen upon your lapel. With that, that concludes our awards for Lt. Bailiff.

Mr. Barnhart said, Sheriff Don Ash, I congratulate you on this award. A lot of people are familiar with Sheriff Ash. I can remember back when he went on the Police Department. He was a couple years older than I was, but I wanted to do the same thing and follow his footsteps. He was involved in charge of charity and sports and commissions. It goes on and on and on and I would need my normal four or five hours for that, but we are supposed to bundle down to the

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three minutes and we're going to make it. We don't want to rush, but we do want to give you the proper justification in receiving your awards.

The Lifetime Achievement Award for over 4,000 hours of volunteer service over a lifetime which is the highest award available in the nation for volunteer service.

We also have some other recognitions for you. I might also add the awards do come in an envelope with their name with the Presidential Seal on the outside. Of course that's to carry it home, your certificate, so you don't damage it. Also, for Sheriff Ash we have the Points of Life Award for volunteer service. This is the Gold Level Award for a year of volunteer service that qualifies under our rules and regulations above and beyond the other awards.

We also have for you the Gold Embossed Stamped Letter. This is a letter from Barrack Obama that is the Commander in Chief of the Award. It makes it nice. I think it's suitable for framing.

Also for Sheriff Ash, I call it the Olympic Style Gold but that's as close as I can get. To me, this is the higher service than the Olympic Medal for what it stands for and the people behind it. It's the best we can do and it's the highest we got.

We have one more award. This is the Lifetime Volunteer Service Award that goes with the larger degree there. The newest recipient of the President's Volunteer Service Award, Sheriff Ash.

This doesn't mean this has to be the last award. There are yearly awards that are still available but being as you have already qualified for the highest level award, your name could be submitted to our committee for future recognitions and awards. I'm sorry to say this is all that I have for you this evening. I must also say ladies and gentlemen, distinguished guests, Mayor, we appreciate you, we appreciate what you're doing. If there is anything we can do to help you in the future, we'll certainly be there for you.

Sheriff Ash said Mayor, Commission, thank you all very much for this time and to be able to have this special recognition. Lt. Bailiff and I are both humble to receive the award. I think volunteerism has been a part our of lives. I know it's been a part of my life since I was a teenager. I think I was 15 when I took on my first volunteer assignment. They just never seem to go away or stop. I've had a lot of opportunities to do a lot of things. I just never considered, and I know Kelli feels the same way, that you don't serve. The spirit of volunteerism in Wyandotte County has always been strong. It has always been prevalent and paramount. I know that many of you here and certainly those in the audience know that. We're humble to receive

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the award. I can tell you of all the awards that she and I each have had the opportunity to receive over the decades and the years, this is the most recent one. I don't know if it will be the last one, but it certainly is the most recent and we're honored and humble to have it.

Mayor Holland said we have two presentations tonight and I thought it was appropriate that we the two together. To do the recognition of our men and women in uniform for what they do. I'd also like to recognize at this time, Lynn Melton, the sister-in-law of Captain Melton, who has requested permission to address this Commission. It's my privilege to yield the podium to her at this time for her remarks.

ITEM NO. 2 – 16738...RECOGNITION: UNIFIED GOVERNMENT

Synopsis: Recognition of the Unified Government on behalf of the family of Captain Robert D. "Dave" Melton.

Lynn Melton, sister-in-law of Captain Melton, this is my husband John. He normally isn't in town but made it in town today. On behalf of our entire family, we would like to thank the Unified Government for all the support, kind words and prayers. The support from the police, firefighters, and entire community has just been unbelievable and we say thank you very much, but with that we have two questions for Mayor Holland. You, Mayor Holland, stated at a press conference on July 20, 2016, less than 24 hours of Captain Melton's death to a grieving family of both blood and blue and to the entire community and I quote you, "we have seen the loss of innocent lives at the hands of police" that leads us to two questions. The first question being, could you please provide for the record the names of these people? Our second question, why would you use this press conference to attack the very organization that protects you, your family, and your church 24/7 at taxpayer's expense, as well as protects our community? **Mayor Holland** asked do you have further comments tonight. **Ms. Melton** said no, I don't. **Mayor Holland** said I would be honored to have the opportunity to meet with you and talk with you about that. I know this has been a painful time for our community and especially for our police officers and for your family. My thoughts and prayers are with your family, continue to be, and with Detective Lancaster's family. It's been a tragic summer. Certainly, I didn't want anything that I said to cause any harm to you or to the men and women in uniform. I'd be glad to take some time to sit down with you and talk with you through that. I think it's important that we continue this dialogue. **Ms. Melton** said would you like my phone number. **Mayor Holland**

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said I would be glad to. In fact, my Chief of Staff is here, Maureen Mahoney, is right here and I would be glad to get your information and I would be honored to have the opportunity to sit down and visit with you. **Ms. Melton** said okay, I would appreciate that. **Mayor Holland** said thank you very much.

Mayor Holland said I do think that we need to, I think the prayer tonight was apropos in terms of the difficult summer that we've had in our community by Sister Therese. What I would ask Sister, if you would indulge for a moment. I'd like to ask us to take another moment of silence for Captain Melton and Detective Lancaster and then, Sister, if you would just close us in prayer following that moment of silence. Let us pray.

There was a moment of silence.

Sister Therese closed with prayer.

Mayor Holland said thank you very much. I want to thank the Melton family for being here tonight. I want to thank Sheriff Ash and Lt. Bailiff for being here as well. Congratulations to you. We will continue the conversation.

CONSENT AGENDA

Mayor Holland asked would anyone in the audience tonight like to remove any item from the Consent Agenda. Any item not removed will be voted on with a single vote. There were none.

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve the Consent Agenda.** Roll call was taken and there were nine "Ayes," McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 1 – 16655...GRANT: FY16 JAG GRANT

Synopsis: Request acceptance of the Edward Byrne Memorial FY16 Justice Assistance Grant (JAG) in the amount of \$102,314 from the US Dept. of Justice to fund the Police Department for staff training (\$60,000) and the Sheriff's Department to purchase a truck, ballistic vests, and an in car camera (\$42,314), submitted by Angie Masloski, Public Safety Business Office. The grant

will begin October 1, 2016 and end September 30, 2019. No match is required. On July 25, 2016, the Public Works and Safety Standing Committee, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 2 – 16639...COMMUNICAITON: 2015 UG HOLLYWOOD CASINO GRANT ALLOCATION

Synopsis: The Greater Kansas City Community Foundation has received a request from Marilyn Alstrom, Executive Director of Leadership 2020 for an extension to spend their 2015 UG-Hollywood Casino Grant allocation in the amount of \$24,990, submitted by Joe Connor, Assistant County Administrator. On July 25, 2016, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, voted unanimously to approve and forward to full commission.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 3 – 16687...COMMUNICATION: 2015 UG HOLLYWOOD CASINO GRANT ALLOCATION

Synopsis: Request from the Argentine Betterment Corporation to expend \$5,123 of their 2015 UG-Hollywood Casino grant allocation after the stated end of the grant period which is June 22, 2016, submitted by Joe Connor, Assistant County Administrator. On July 25, 2016, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, voted unanimously to approve and forward to full commission.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 4 – 16695...COMMUNICATION: HOLLYWOOD GRANT EXTENSION REQUEST

Synopsis: Request from Vaughn-Trent Community Services, Inc. to extend their 2015 Unified Government-Hollywood Casino Grant period since they were delayed in starting their program, submitted by Joe Connor, Assistant County Administrator. They also want to adjust the 2016 grant period to begin September 1, 2016, instead of June, 2016. On July 25, 2016, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, voted unanimously to approve and forward to full commission.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 5 – 16737.....PLAT: REPLAT OF FOXMOORE PHASE 1, LOT 1

Synopsis: Replat of Foxmoor Phase 1, Lot 1, located at 90th & State Avenue and being developed by MRC Investments, submitted by Brent Thompson, County Surveyor, and Wayne Moody, Interim County Engineer.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve and authorize Mayor to sign said plat. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

ITEM NO. 6 – 16721....NOMINATION: BOARDS AND COMMISSIONS

Synopsis: Nomination for Boards and Commissions:

Alvin Sykes, Housing Authority Board, 8/11/16 to 3/31/18, submitted by Commissioner Walker.

Action: Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve. Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

August 11, 2016

Item No. 7 - MINUTES

Synopsis: Minutes from regular sessions of June 30, 2016; and special sessions of July 11, 18, and 21, 2016.

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to approve.** Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

Item No. 8 - WEEKLY BUSINESS MATERIAL

Synopsis: Weekly business material dated July 28 and August 4, 2016.

Action: **Commissioner Kane made a motion, seconded by Commissioner McKiernan, to receive and file.** Roll call was taken and there were nine “Ayes,” McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

PUBLIC HEARING AGENDA

No items of business.

STANDING COMMITTEES' AGENDA

No items of business.

ADMINISTRATOR'S AGENDA

Item No. 1 – 16722...ORDINANCE: MASTER PLANS AND MASTER PLAN AMENDMENTS

Synopsis: An ordinance affirming approval of Master Plans and Master Plan amendments, submitted by Patrick Waters, Legal. All of the Master Plans and Master Plan amendments have previously been approved by the Board of Commissioners.

August 11, 2016

Doug Bach, County Administrator, said tonight we have an item that's being put forth, it's really more of, I will say from one aspect, and I can turn this to Mr. Waters in the Legal Department; it's really more of administrative in the sense that as we went through and we're looking at all of the Master Plans and how they were confirmed over time and having conversations with our bond counsel on these items, it was their recommendation that we bring these back and we adopt a resolution that actually, or an ordinance, that approved all of these and were covered under an ordinance rather than the Commission votes that were held at the time that they were taken forward. It does not make any change to any of the plans that were out there. They were all adopted as they were on the dates they were. The Commissions that were in place voted and approved, but were given the recommendation as we've issued out bonds and such on the different areas in the community that we have an ordinance that recognizes the actions that were taken over the years on these different ones. With that, I can turn it over to Mr. Waters, if you have any other clarification on my comments.

Patrick Waters, Senior Attorney, said no, Mr. Bach, I think you covered it all. As you said, all of these Master Plans were properly approved by roll call vote. However, we just didn't follow up with an affirming ordinance and to make sure that we have all of our procedural steps covered, we think that it's appropriate to pass this all inclusive ordinance tonight.

Commissioner Philbrook said I appreciate you guys bringing this before us to take care of it. I would just ask that we table it for one month. I just want to review the Master Plans. I haven't seen all these master plans, not that I can change them, but I like to know what I'm ratifying. If it won't cause any undue harm to have that tabled one month, I'm requesting that.

Mayor Holland asked, Mr. Waters, do you see any harm in waiting 30 days to ratify these and taking some time for the Commission to be able to review them. **Mr. Waters** said I guess I'd defer to Mr. Bach if there's any upcoming issue on the agenda next month that these would. **Mr. Bach** said I don't believe one month, I mean operationally that won't have an impact on us from how we look and review things. I know we're moving forward with a new Rosedale Master Plan; however, that will be a separate action coming forward and it will probably be after this.

Commissioner Bynum asked will we receive all of these Master Plans then so that we can see them. Can we ask staff to please send us these Master Plans? **Mr. Waters** said absolutely. **Mayor Holland** said I think what we can do is ask Mr. Bach's staff to set up a format wherein each of the commissioners can be briefed to the level in which you'd like. Some commissioners might have more interest than others, but to make sure that those who want the information have the information. I think we can accomplish that in the next 30 days and that would keep us on track just to tidy some things up. **Commissioner Philbrook** said thank you. I appreciate that.

Mr. Bach said and, again, I'll note; were not making any changes to any of the plans as they're set out. They're all in place as they were adopted. It's just an ordinance that kind of ratifies how they were approved.

Mayor Holland said I have a question for Legal. The motion is to table it for 30 days. That's a normal motion, with a normal majority vote, is that right? This is not a Planning and Zoning item. **Ken Moore, Chief Counsel**, said that's correct, six votes is all it would require. **Mayor Holland** said I'll put it before us right now to table this for 30 days and we'll have the Administrator set up a process where all the commissioners who are interested can be briefed on the Master Plans that we would be providing these ordinances for. Is that clear to everyone?

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Townsend, to table this item for 30 days.** Roll call was taken and there were nine "Ayes," McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

COMMISSIONERS' AGENDA

No items of business.

Mayor Holland said this was the only item on the Standing Committee Agenda from Monday night. It did not seem like a good use of either staff or Commission time to come in for these

few number of items. We took an unusual step, not a precedence setting step, but an usual step, to handle them tonight as the full Land Bank Board of Trustees.

Mayor Holland reconvened as the Land Bank Board of Trustees. **Mayor Holland** said we will hear these items presented and take action on them. That also means because were doing it as a full commission, we're not doing the standing committee role, we're skipping that role and doing it as the full commission so our action tonight will be final.

LAND BANK BOARD OF TRUSTEES' AGENDA.

Item No. 1 - 16716...COMMUNICATION: LAND BANK BUSINESS

Synopsis: Request consideration of the following Land Bank items, submitted by Charles Brockman, Management Analyst, Economic Development. The Land Bank Advisory Board has recommended approval.

Applications

3826 N. 37th St. – Jose Solis, property acquisition

3814 N. 37th St. – Jose Solis, yard extension

3820 N. 37th St. – Jose Solis, property acquisition

3816 N. 37th St. – Jose Solis, property acquisition

(Mr. Solis will clean the property up and fence it. Currently, the property is wooded and rocky.)

Transfers from Land Bank

1135 Armstrong to CHWC

1133 Armstrong to CHWC

1131 Armstrong to CHWC

812 Waterway to CHWC

(CHWC will be building single-family homes on each lot.)

Charles Brockman, representing Land Bank and Economic Development, said we had four applications submitted and four transfers from Land Bank to CHWC. After we go through the four applications, we'll need to take a vote for approval and then we'll go to the next applications to move the property of Land Bank into CHWC and that would need a roll call too. **Mayor Holland** asked the items, are you going to go through them one by one. **Mr. Brockman** said yes.

WYANDOTTE COUNTY LAND BANK

LAND BANK BOARD OF TRUSTEES
FULL COMMISSION

AUGUST 11, 2016



Yard Extension Applications

- | | |
|--------------|-----------------------------|
| • Jose Solis | 3814 N. 37 th St |
| • Jose Solis | 3816 N. 37 th St |
| • Jose Solis | 3820 N. 37th St |
| • Jose Solis | 3826 N. 37th St |

August 11, 2016



There is one applicant and four properties for the yard extensions. This is 3839 Bell Crossing and Mr. Solis is wanting those properties right there.

Yard Extension – Jose Solis

- Applicant owns property at **3839 Bell Crossing Dr.**
- Applicant is current on property taxes & has no open Code cases
- Total Appraised Value of the properties **\$5,280.00**
- Potential Taxes: **\$110.00** (*approximate/combined*)

The applicant owns the property at 3839 Bell Crossing. He's current on his property taxes and has no open code cases. Total appraised value of the properties together is \$5,280. Potential taxes are \$110,000 combined.



The Land Bank Advisory Board recommended to forward applications for approval. Mr. Solis is here if you have any questions of him.

Commissioner Bynum said these four properties are either in or very near to Brentwood neighborhood. I'm just curious, they are vacant land and was there a structure on any of them at one time. **Mr. Brockman** said not to my knowledge. **Commissioner Bynum** said this is a well-established neighborhood with a lot of history to it. I'd be very interested in what is the plan for these properties. **Mr. Brockman** said the plan for these properties is to fence and to have his animals, he has horses, to run on the property. **Commissioner Bynum** asked how much acreage does this entail when you put the four parcels together with what he already has because that's semi-close to this neighborhood. **Mr. Brockman** said its four acres Mr. Solis has on his property. I don't have the exact acreage on it. Let me go through. I don't have the acreage.

Commissioner Bynum said it's a significant neighborhood with a lot of historical significance. It's a residential area; it is moving northward into a more rural area. The properties look like they're somewhat on the boundaries between the residential, but there is residential property to the north of where these properties are. I'm assuming if we give these properties over in the Land Bank, the next step would have to be, I guess I'm looking to Legal, would have to be some sort of special use application for keeping horses, if that's the goal of having the property. **Ken Moore**,

Chief Legal Counsel, said that's correct. All this action does is transfer the ownership into the Land Bank. It doesn't allow any use in and of itself. You still would have to apply for the necessary permits.

Commissioner Bynum asked do we happen to know if the neighborhood was spoken to at any time about the transfer of the property. **Chris Slaughter, Land Bank Manager**, said we don't know if the neighborhood was, but the Advisory board did meet and did discuss and did approve the application. I will say they have been in the Land Bank since Tax Sale #321 which was maybe 2006, if my memory serves, so they've been sitting there for some time.

Commissioner Townsend said I had several questions when I thought we were going to meet in the standing committee so I'll ask them now and they go to some of the concerns that Commissioner Bynum raised. I would like to know where Mr. Solis resides. I see that he has property adjacent to these four properties. Is this his residence? Is he a resident of that area? **Mr. Brockman** said he resides at 3614 Sortor Dr. **Commissioner Townsend** asked where is that in relation to the property that he is requesting. **Mr. Brockman** said it's not on the map, but I believe it's to the south of that. **Commissioner Townsend** said Mr. Solis is requesting these four. There have been any number of discussions by the standing committee that would have heard this and we had asked in the past, that once an individual was seeking to purchase or had purchased five or more of these properties from the Land Bank, that they come to us and let us know what their intentions were for some of these properties. An application is here for you. Does Mr. Solis own any other properties currently that have come from the Land Bank previously? **Mr. Brockman** said not to my knowledge, but his son owns the property above the northern Land Bank and several properties to the east.

Commissioner Townsend said my other question has to do with, again, the purpose, this has been touched on previously by Commissioner Bynum's questions. What is the intention of Mr. Solis with the properties beyond just cleaning it up and fencing them? If there are going to be animals put on there, how many, what type, permits? Again, these questions are really significant because we've had several individuals who are not actually residing in that area that is adjacent to a very old, well-established neighborhood and many of those residents have expressed concerns, and rightfully so, about people who are not residents there coming in and exceeding what they

can do legally with regard to ownership of animals, type and all of this. I think it's important that we have some idea of what the future holds for this before we get into these kinds of problems. I'd like to hear from the applicant.

Cousin interpreting for applicant said I'll try to explain what his plans are with this property right here. He owns the one on the left, the one on the very front of the red mark right there. He owns this one, his wife owns this one, his son owns this one too, which is this one, this one, and this one. There's not really a plan for the future on this property that they have told me. They have three kids and plan on the future of this property, but what they're saying right now is that this property is just bushes, there's nothing right there. We have kids, he has a big family right there, has a big family, and there are kids, many kids and like every weekend we just join right there, and ride their bikes and activity right there. What he's saying is he wants to get this all together and try to clean it up and make it safer for all his kids, for all his family. Later on, I don't know what it's going to be, but there is nothing like clear plans right now on this property, just to make it safer for his family. He has a couple of horses, a couple of goats, and just for pasture and not really make a business, make it safer right there, try to clean it up and make it safer.

Commissioner Townsend asked currently, how is Mr. Solis using the property that he already owns? What's there now? **Cousin** said on this one, it's just one of his sons started cleaning. His plan is just to move a trailer right there and live right there. **Commissioner Townsend** asked how long has he had this property. **Cousin** said around two years. **Commissioner Townsend** asked is it cleared off, has he cleared it off in the two years? **Cousin** said no. Cleared like on the bushes and everything. No, his sons just started doing that. On this other one right here, his son, right here owns a small business right here, which is Solis Underground Construction. We have all the equipment right there which is trailer, ditch switch, the rotor, and other equipment that we need for work. On this other one is the place that they live, they have a house and a trailer right there. Everything is registered. **Commissioner Townsend** asked is someone living right there in the house? **Cousin** said yes. They're living right there. We work with this every day and we just started the business. We don't really have enough time to clean up right there. We own it, we'll stay on it. Their plan is to start cleaning up for safety for the kids they like to be around. That's the plans right now.

Commissioner Townsend said a couple of things. If Mr. Solis has owned the property adjacent to the ones he seeks to obtain from the Land Bank currently and there hasn't been a clean-up in two years, I would like to see the clean-up of what he already owns. Normally, I like to see people come forward and want to take things out of the Land Bank. In a situation like this, if the owner already has land and hasn't started that clean-up after several years, I am reluctant to add to that.

The other thing that caught my attention were the words business. There is, as I said, a neighborhood group adjacent to that, that has expressed concerns in the past with a lot of the livestock and those types of things that have come forward. I would actually like to see this action sent back for the next standing committee that would normally hear this to give the neighbors in that area an opportunity to come and express any concerns that they might have. There has been a lot of activity and a lot of concerns coming before us lately from this area. There are so many pieces of property adjacent to all this, really by one family, I would like to hear from that neighborhood.

Action: **Commissioner Townsend made a motion, seconded by Commissioner Kane, to forward these four properties to the next standing committee which will be held in September.** Roll call was taken and there were nine "Ayes," McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

TRANSFER OF LAND BANK PROPERTY

COMMUNITY HOUSING OF WYANDOTTE
COUNTY (CHWC)

1131, 1133 and 1135 ARMSTRONG AVE. &
812 WATERWAY DR.

1131, 1133, and 1135 Armstrong Ave.
& 812 Waterway Dr.



Mr. Brockman said we have four properties from Land Bank transferring to CHWC.

August 11, 2016

Action: Commissioner McKiernan made a motion, seconded by Commissioner Kane, to approve as submitted.

Commissioner Walker asked what are they going to do with that. Mr. Brockman said they are going to combine four properties and they have one contractor that they are working with and they are seeking another one to build two homes there. Commissioner Walker asked from the four properties. Mr. Brockman said yes. There is a representative here from CHWC if you have any questions. Commissioner Walker said I guess the question would be, do they have the funding or is this something they are hoping to get if they get the land?

Claudia Uribe, Real Estate Coordinator for CHWC, said to answer your question, yes. We do have funding in place and we actually have a family who has been preapproved for the house there, they're excited, if you guys approve it, of course.

Roll call was taken and there were nine "Ayes," McKiernan, Johnson, Kane, Markley, Walters, Philbrook, Bynum, Walker, Townsend.

PUBLIC ANNOUNCEMENTS

No items of business.

MAYOR HOLLAND ADJOURNED

THE MEETING AT 7:50 P.M.

August 11, 2016

Carol Godsil
Deputy Unified Government Clerk

tk

August 11, 2016



Unified Government Clerk's Office

Bridgette D. Cobbins

Unified Government Clerk

701 North 7th Street, Suite 323
Kansas City, Kansas 66101-3070

Phone: 913-573-5260
Fax: 913-573-5299
<http://www.wycokck.org>

Memorandum

To: Doug Bach
County Administrator

From: Bridgette Cobbins
UG Clerk

Date: August 25, 2016

Re: Weekly Business Material

Attached is a listing of weekly business items presented to the Unified Government of Wyandotte County/Kansas City, Kansas, for informational purposes.

In addition to the listing of the items, we have indicated the action taken by the Unified Government Clerk.

mbb

Attachment

Weekly Business Material for August 25, 2016

1. COMMUNICATION:

Bridgette Cobbins, UG Clerk, listing bid received on August 24, 2016, for Project ID #B26693 – St. John the Divine Stabilization Project.

Action: Received and filed. Copies previously forwarded to the County Administrator, Emma Scovil, and Legislative Auditor.

2. COMMUNICATION:

Charlotte (Angel) Fitzgerald, District Office Coordinator, KDOT, to:
Randall Nicely, AT&T – Overland Park, 9444 Nall Avenue, Overland Park, KS, granting permission to bore and bury fiber optic cable on K-32 at Ruby Avenue, at RP: 25.0 in Wyandotte County, Permit 1-16-374.

Melody DaMour, Time Warner Cable Midwest, LLC, 8221 W. 119th St., Overland Park, KS, granting permission to overlash coax cable on existing poles on K-32, between Berger Avenue and S. 65th Street, from RP: 27.75 to RP: 27.88 in Wyandotte County, Permit 1-16-371.

Action: Received and filed.

3. COMMUNICATION:

Dennis A. Degner, Chief, Solid Waste Permits Section, KDHE, to Ken Mack, City of Kansas City HHW, 5033 State Ave., granting permit renewal for Household Hazardous Waste, 9/18/16 – 9/17/17 Permit No. #0677.

Action: Received and filed.

4. COMMUNICATIONS:

Kathleen VonAchen, Chief Financial Officer, regarding warrant cancellations:

<u>WT. NO.</u>	<u>ISSUED</u>	<u>AMOUNT</u>	<u>FUND / VENDOR</u>
797880	8/26/2016	\$ 279.36	990/Internal Improvement
		\$ 145.44	561/St. Revolving Loan

Action: Received and filed.

5. PERSONNEL ACTION COMMUNICATION, DATED AUGUST 23, 2016:

Section II – Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Joseph M Lichtenberger	PW/Fleet	8/25/16	Fleet Maint Tech I	Fleet Maint Tech II
Brandon L Penegar	PW/WPC	8/11/16	General Maint Worker	General Maint Worker
John D Schmidt	PW/Street	8/25/16	Transit Operator	Equipment Operator I

Section III – Separations

Name	Department/Division	Eff. Date	Job Title
Shane K Blackmon	Parks/Rec	8/10/16	Summer Laborer
Aaron D Boyd	Parks/Rec	8/10/16	Summer Laborer
Zach B Brown	Parks/Rec	8/10/16	Summer Laborer
Jacob R Cline	Parks/Rec	8/10/16	Summer Laborer
Jon A Coleman	Parks/Rec	8/10/16	Summer Laborer
Gage M Collins	Parks/Rec	8/10/16	Summer Laborer
Darryl D Fry	Parks/Rec	8/10/16	Summer Laborer
Johnathan M Grube	DA's Office	8/19/16	ADA II
Brandon W Hand	Parks/Rec	8/10/16	Summer Laborer
Tyrone A Hooks	Parks/Rec	8/10/16	Rec Instructor
Cordell D Holt	Parks/Rec	8/10/16	Summer Laborer
Al V Locke	Parks/Rec	8/10/16	Summer Laborer
Draival J Mashak	Parks/Rec	8/10/16	Summer Laborer
Tristan A McAnulla	Parks/Rec	8/10/16	Summer Laborer
Gustavo Valdovino	Parks/Rec	8/10/16	Summer Laborer

Section IV - Leave of Absence

Name	Department/Division	Lv. Beg	Lv. Ends
Brenda A Fears	Register of Deeds	8/11/16	9/10/16

Section V - Increases per Memorandum of Understanding

Name	Department/Division	Eff. Date	Job Title
Donna J Dewberry	Police	9/10/16	Office Asst III
Monica Macias-Leyva	Municipal Court	9/4/16	Court Clerk I

Action: Received and filed. Copy previously forwarded to Payroll.

6. PERSONNEL ACTION COMMUNICATION, DATED AUGUST 25, 2016:

Section II – Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Ryan R Lockamy	Comm Corr/Adult	8/11/16	ISO-I	IS Supervisor
William R Martin	PW/WPC	8/25/16	Plant Operator II	Plant Operator II
Dennis F Sudac	Appraiser's Office	8/25/16	Appraiser	Admin Supt Asst

Action: Received and filed. Copy previously forwarded to Payroll.

7. REQUEST FOR DEFENSE AND NOTIFICATION OF SUIT PURSUANT TO THE KANSAS TORT CLAIM ACT IN CASE OF TONY B. THOMAS/CASE NO. 15-3257-SAC-DJW:

Christopher Blake #1695
Johnathon Westbrook #1950

Action: Received and filed. Copies previously forwarded to Legal Department.

8. CLAIMS FOR DAMAGES:

Arlesha Johnson, 1747 S. 42nd St., alleging while driving by a city worker cutting grass, something hit the back of her truck causing damage.

Maria Quintero, 1014 Calvin Avenue Apt. 2, through Dwight D. Alexander II, 753 State Ave., Suite 101, attorney, alleging while walking to her seat, sudden acceleration of the bus caused her to fall.

Megan Noronha, 700 East 8th St., Apt. 12L, Kansas City, MO, alleging Sheriff Deputy dropped his flashlight on windshield.

Action: Received and filed. Copies previously forwarded to Legal.

9. TRAVEL REQUESTS:

Gordon Criswell, Joe Connor, Melissa Mundt, County Administrator's Office, travel to Kansas City, MO, September 25 - 28, 2016, to attend the ICMA Conference, Training/Travel.

Joe Connor, County Administrator's Office, travel to Topeka, KS, July 11, 2016, to attend the Board of Tax Appeals Hollywood Casino hearing, Training/Travel.

Joe Connor, County Administrator's Office, travel to Oakland, CA, October 31, 2016 – November 3, 2016, to attend the 2016 Code for America Summit, Training/Travel.

John Paul Jones, Fire Administration, travel to San Antonio, TX, August 16 – 20, 2016, to attend the FRI, Training/Travel.

Action: Approved by Administrator's Office and received and filed.

10. BUSINESS BONDS:

Electrical Bond:

Amteck, LLC
FAB Electric and Trenching, LLC
Facility Solutions Group, Inc.
Shogren Electric Service, LLC
Speake Electric, LLC
Timothy Stark DBA Stark Electric
Tucker Electric, Inc.

Electrical Contractor's Bonds:

Lance Laven DBA Laven Electric
Landis Enterprises, LLC
Neil Powell DBA NP Heating & Cooling
Sure-Fire Contracting, Inc.
Ted McNeal DBA McNeal Technologies

HVAC Bond:

Pro Air, Inc.

Plumber's Bonds:

John Ray Properties, LLC
NPL Construction Co.
Numer Plumbing, LLC
Sure-Fire Contracting, Inc.

Mechanical/HVAC Bonds:

E&Q Heating and Cooling, Inc.
Joe Lowrey HVAC, LLC
Metal Craft, Inc.

Mechanical Contractor's Bonds:

Green Field Energy Group, Inc. DBA Mid-America Facility Solutions

Second Hand and Junk Dealer's Bond:

Jeff Pearson DBA Pearson Restorations

Septic Tank/Cess Pool Installer & Cleaner's Bonds:

Fimple Sewer & Drain Cleaning
Healy Biodiesel, Inc.
Roto-Rooter Services Company-Branch #506

Sign Hanger's Bond:
R.F. Fisher Electric Company, LLC

Action: Referred to License.

11. REINSTATEMENT NOTICES:

HVAC Bond:
Sam's Heating & Cooling, Inc. (2)

Action: Referred to License.

12. CERTIFICATES OF INSURANCE:

Asplundh Tree Expert Co.
Mama Lillys, Inc.
MVM, Inc.
Protective & Investigative Services, LLC
U.S. Security Associates, Inc.
Wright Tree Service, Inc.

Action: Referred to License.

13. CONTINUATION OF CERTIFICATES:

Electrical Contractor's Bond:
J. Warren Company, Inc.
M & E Electric
Rohan R. Kerr d/b/a Kingston Electric
Young Sign Company

HVAC Bonds:
Besel Roofing & Heating Inc./Randy Kenton Mch. Contr.

Mechanical Bond:
Heart of America Serv. Co., LLC

Plumber's Bonds:
Besel Roofing & Heating Inc./Brett Peters Master Pl.
Blue River Plumbing, Inc.
Midwest Heating, Cooling & Plumbing, LLC

Sign Installation & Service Contractor's Bond:
Roderick Advertising Co., Inc

Action: Referred to License.

14. APPLICATION FOR CATERER/DRINKING ESTABLISHMENT:

Steve Beaumont/William Hutton d/b/a Chateau Avalon, 701 Village West Pkwy.

Action: Referred to License.



Unified Government Clerk's Office

Bridgette D. Cobbins

Unified Government Clerk

701 North 7th Street, Suite 323
Kansas City, Kansas 66101-3070

Phone: 913-573-5260
Fax: 913-573-5299
<http://www.wycokck.org>

Memorandum

To: Doug Bach
County Administrator

From: Bridgette Cobbins
UG Clerk

Date: September 1, 2016

Re: Weekly Business Material

Attached is a listing of weekly business items presented to the Unified Government of Wyandotte County/Kansas City, Kansas, for informational purposes.

In addition to the listing of the items, we have indicated the action taken by the Unified Government Clerk.

tpl

Attachment

Weekly Business Material for September 1, 2016

1. CONTRACT:

Emery Sapp & Sons, Inc., for Riverview Avenue Bridge Replacement, Project I.D. 9246, \$4,953,423.09.

Action: Approved by County Administrator and received and filed.

2. COMMUNICATIONS:

Charlotte (Angel) Fitzgerald, District Office Coordinator, KDOT, to Nick McGuire, Magellan Midstream Partners, LP, PO Box 22186, Tulsa, OK, approving Highway Permit 1-16-387 to excavate pipeline to inspect and repair anomaly on I-635 at RP: 8.7 in Wyandotte County.

Charlotte (Angel) Fitzgerald, District Office Coordinator, KDOT, to Jeff Skarda, Google Fiber Kansas, LLC, 1600 Amphitheater Pkwy., Mountain View, CA, approving Highway Permit 1-16-386 to install 3,320' of HDPE encased fiber optic cable along K-32, from S. 65th Street to S. 68th Street, between RP:26.8 and RP:27.8 in Wyandotte County.

Action: Received and filed.

3. PUBLIC NOTICE:

All City Tow Service, 1015 S. Bethany, listing vehicles sold at a public auto auction on July 14, 2016.

Action: Received and filed.

4. COMMUNICATION:

Richard Mikesic, Accounting Manager, regarding warrant cancellations:

WT. NO.	ISSUED	AMOUNT	FUND / VENDOR	REASON	NAME
787947	3/24/2016	\$402.09	790/Tax Collection Fund	Stale Date	Peak
		\$15.00	160/County General Fund		
791055	5/13/2016	\$187.48	263/Health Dept Grant Fund	Stale Date	Herr
792239	5/24/2016	\$253.38	110/General Fund	Lost Warrant	Iron Mountain
792492	5/17/2016	\$31.99	790/Tax Collection Fund	Lost Warrant	Rolls
794087	6/24/2016	\$46.98	263/Health Dept Grant Fund	Stale Date	Herr
796562	7/29/2016	\$1,000.00	110/General Fund	Lost Warrant	Truskey

Action: Received and filed.

5. PERSONNEL ACTION COMMUNICATION, DATED AUGUST 30, 2016:

Section II - Transfer

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Gabriel Valdovino Jr	Transportation	8/11/16	Transit Operator	Dispatcher II

Section III - Separations

Name	Department/Division	Eff. Date	Job Title
Ashley C Cheffen	311 Operations	8/26/16	Program Aide
Jonell M Cvetkovic	PW/Street	8/31/16	Flare Tech I
Joshua S King	Election	8/31/16	Program Coordinator

Section V - Increases per Memorandum of Understanding

Name	Department/Division	Eff. Date	Job Title
Gregory L Carr	Dispute Resolutions	8/28/16	Disp Res. Counselor
Roger D Guess	Parks/Rec	9/10/16	Groundskeeper I

Section VIII - Other Requests

Name	Department/Division	Action Requested and Explanation
William L Howard	Police	ACD code change effective 8/18/16
Mark R Wilcox	Police	ACD code change effective 8/18/16

Action: Received and filed. Copy previously forwarded to Payroll.

6. PERSONNEL ACTION COMMUNICATION, DATED SEPTEMBER 1, 2016:

Section I - Appointments

Name	Department/Division	Eff. Date	Job Title
Nicholas K Campbell	DA's Office	9/1/16	ADA I
Danielle C Onions	DA's Office	9/1/16	ADA I
Kimberly G Sanders	Sheriff/JIAC	9/8/16	Program Specialist

Section II - Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Jack W Jordan	B&L/Security	8/25/16	Security Office	Security Officer
Matthew C Miller	Fire/Admin	8/25/16	Info Sys Coordinator	Info Sys Analyst

Section III - Separations

Name	Department/Division	Eff. Date	Job Title
Lance E Gallagher	DOTS	8/26/16	Info Systems Coord
Kecia L Newton	Del Revenue	10/15/15	Admin Supt Spec

Section VIII - Other Request

Name	Department/Division	Action Requested and Explanation
William L Howard Jr.	Police/Admin	Out of class pay effective 7/6/16

Action: Received and filed. Copy previously forwarded to Payroll.

7. CLAIMS FOR DAMAGES:

Margaret Applegate, 315 S. Osage St. Apt B, Independence, MO, alleging bodily injury due to falling on a hump in the crosswalk.

Alden Lockett, 1050 Ella Ave., alleging damage to vehicle caused by hitting a pothole.

Action: Received and filed. Copies previously forwarded to Legal.

8. TRAVEL REQUEST:

Maritza Gordillo, KCKPD/CID/Victim Services Unit, travel to Manhattan, KS, Oct. 9 – 14, 2016, to attend the Kansas Academy for Victim Assistance training, VOCA grant.

Action: Approved by Administrator's Office.

9. APPLICATION FOR CATERER/DRINKING ESTABLISHMENT:

Mason Jar LLC/Clifford Dale DBA The Mason Jar, 941 N. 74th Drive.

Action: Referred to License.

10. APPLICATIONS FOR PRIVATE SECURITY BUSINESS:

American Homeland Security/Charlan Wells DBA American Homeland Security, 6520 Cleveland.

MVM, Inc/Michael Haynes DBA MVM, Inc., 44620 Guilford Dr. #150, Ashburn, VA.

Simmons Security & Protection Services, Inc./John Turner DBA Simmons Security & Protection Services, 726 Minnesota Ave.

U.S. Security Associates, Inc./The Corporation Company DBA U.S. Security, One West Armour Blvd. #303, Kansas City, MO.

Action: Referred to License.



Staff Request for Commission Action

Tracking No. 16722

Full Commission Meeting Date: 8/11/16, 9/15/16

Committee: Full Commission

Date of Standing Committee Action: (If none, please explain):
--

Publication Required: Yes

<u>Date:</u> 09/12/2016	<u>Contact Name:</u> Patrick Waters	<u>Contact Phone:</u> x5079	<u>Contact Email:</u> patrickwaters@wycokck.org	<u>Department/Division:</u> Legal
<u>Item Description:</u> Ordinance affirming approval of Master Plans and Master Plan amendments.				
<u>Action Requested:</u> Approval of ordinance.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Ordinance				

(Published _____)

ORDINANCE NO. _____

AN ORDINANCE affirming the previous approval of Master Plans and Master Plan amendments.

WHEREAS, the Unified Government Board of Commissioners voted to approve the Prairie-Delaware-Piper Master Plan on February 26, 2004;

WHEREAS, the Unified Government Board of Commissioners voted to approve the 91st Street Corridor Plan on November 23, 2004;

WHEREAS, the Unified Government Board of Commissioners voted to approve the Downtown Master Plan on June 7, 2007;

WHEREAS, the Unified Government Board of Commissioners voted to approve the Kansas City, Kansas City-Wide Master Plan on May 1, 2008;

WHEREAS, the Unified Government Board of Commissioners voted to approve the Southwest Boulevard/Merriam Lane Master Plan on October 27, 2011;

WHEREAS, the Unified Government Board of Commissioners voted to approve the Sidewalk and Trails Master Plan on July 26, 2012;

WHEREAS, the Unified Government Board of Commissioners voted to approve the State Avenue Corridor Plan on November 7, 2013;

WHEREAS, the Unified Government Board of Commissioners voted to approve the Master Plan Amendment to the Downtown Master Plan – Healthy Campus Initiative on December 4, 2014;

WHEREAS, pursuant to K.S.A. 12-747(b) an ordinance affirming the approval of any master plan shall be adopted by the governing body.

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF
THE UNIFIED GOVERNMENT OF WYANDOTTE/COUNTY/
KANSAS CITY, KANSAS:**

Section 1. The Board of Commissioners hereby affirms the approval of the Prairie-Delaware-Piper Master Plan as previously adopted and approved on February 26, 2004, and ratifies all actions previously taken with respect thereto.

Section 2. The Board of Commissioners hereby affirms the approval of the 91st Street

Corridor Plan as previously adopted and approved on November 23, 2004, and ratifies all actions previously taken with respect thereto.

Section 3. The Board of Commissioners hereby affirms the approval of the Downtown Master Plan as previously adopted and approved on June 7, 2007, and ratifies all actions previously taken with respect thereto.

Section 4. The Board of Commissioners hereby affirms the approval of the Kansas City, Kansas City-Wide Master Plan as previously adopted and approved on May 1, 2008, and ratifies all actions previously taken with respect thereto.

Section 5. The Board of Commissioners hereby affirms the approval of the Southwest Boulevard/Merriam Lane Master Plan as previously adopted and approved on October 27, 2011, and ratifies all actions previously taken with respect thereto.

Section 6. The Board of Commissioners hereby affirms the approval of the Sidewalk and Trails Master Plan as previously adopted and approved on July 26, 2012, and ratifies all actions previously taken with respect thereto.

Section 7. The Board of Commissioners hereby affirms the approval of the State Avenue Corridor Plan as previously adopted and approved on November 7, 2013, and ratifies all actions previously taken with respect thereto.

Section 8. The Board of Commissioners hereby affirms the approval of the Master Plan Amendment to the Downtown Master Plan – Healthy Campus Initiative as previously adopted and approved on December 4, 2014, and ratifies all actions previously taken with respect thereto.

Section 9. This Ordinance shall take effect and be in full force after its passage, approval, and publication.

PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS 11th DAY OF AUGUST, 2016.

Mark Holland, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to form:

Legal Department



Staff Request for Commission Action

Tracking No. 16775

Full Commission Meeting Date: 9/15/16

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 9/12/16

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
09/09/2016	Chris Slaughter	x8977	cslaughter@wycokck.org	Land Bank

Item Description:

The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee review the proposed packets and forward them to the Land Bank Board of Trustees for final consideration.

Item (1) - Tax Foreclosure Transfer

Item (2) - Land Bank Contract Sale

Action Requested:

The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee approve the above requests and forward them to the Land Bank Board of Trustees for final approval.

It is requested that this item be fast tracked to the September 15, 2016 Full Commission Meeting.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Tax Foreclosure Transfer, Land Bank Contract Sale

TAX FORECLOSURE TRANSFERS

Recipient	Property Address	Comments
Rising Star Baptist Church	1038 Walker Ave	Vacant property that was a No Sale in Tax Sale 329 . Property has been delinquent since 2009 for approximately \$3,600.00 and there is a Demo Assessment for about \$8,900.00 also owed. The church is requesting the property to increase their parking. The Land Bank is requesting the authority to transfer the property to Rising Star Baptist Church. *

EVENTS

08/26/16 - Hearing held on transferring property to Land Bank and Judge Lampson ordered the transfer of property to the Unified Government. Sheriff's Deed sent to Sheriff Ash for signature. Once Sheriff's Deed is filed a Clerk's Deed will be generated and filed.

*** In order for Land Bank to receive property, a Clerk's Deed must be filed with the Register of Deeds Office**



RIISING STAR BAPTIST CHURCH

1034 Walker Avenue Kansas City, KS 66104

913-371-0629

risingstarbaptist7@att.net

REV. MICHEAL D. BLACK, PASTOR

July 18, 2016

Mr. Chris Slaughter - Unified Government
The Land Bank:

Rising Star Baptist Church's *'Mission'* is to nurture disciples, to bring about regeneration, to teach, and to reach out to ALL through the power of our Lord and Savior Jesus Christ. (Matthew 28:18-20)

Our *'Vision'* Statement: Daily we will work to bring about improvements to our neighborhood. (John 9:4)

We, the Rising Star Baptist Church Congregation, request Parcel #081263 of which we have maintained the property for the past two years. This parcel of property will be used as additional parking. This additional parking will be used by our congregation; some of which are now elderly and require closer parking spaces to the church. Additionally, we plan to host outside community events throughout the year.

Each July the community is invited to attend Youth Enrichment Week and Vacation Bible School Week. The church van picks up community youth and adults to come hear the Good News of Jesus Christ in spirit-filled classes, eat free meals and snacks; take part in various fun and educational activities.

Each August we host a Community Back-to-School Celebration for any/all families. During this day of celebration, families are given school supplies, clothing/shoes, food and in general attend a day of fun at the church.

In December we host a Christmas Day celebration. Again, the community is invited to come enjoy a festive holiday meal, receive gifts (clothes, shoes, and toys), hear holiday music, and receive free counseling and spiritual guidance.

In November Rising Star Baptist Church will celebrate its 79th year anniversary and we plan to continue serving well in Kansas City, Kansas communities. Receiving the additional parcel of land will help our future expansion plans on Walker Avenue. We greatly appreciate your consideration of our request. God Bless!

Sincerely,

Reverend Micheal D. Black, Pastor

Rev. Micheal D. Black

Deacon Michael W. McConnell, Chairman

Michael W. McConnell

Please provide a narrative for the following

Redevelopment Plans

- Description of planned improvements/renovation
- Development Team description (List names of developer, contractors, lead construction lender, architects, project managers, consultants, marketing agent, etc.)
- Timeline for renovation/improvement
- List of previous projects and references

Project Financing

- Cost of renovation/improvements
- Description of how acquisition and improvement/renovation will be financed or if any incentives from the Unified Government will be perused

Note: The WCLB may place a lien on the property or enter into a development agreement with the purchaser to guarantee that the proposed renovations/improvements are completed to WCLB standards.

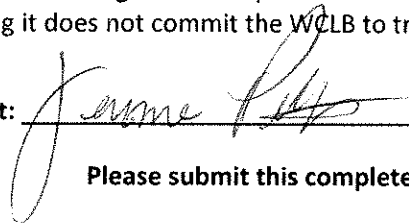
Please attach the following documents:

- Pre-qualification letter from lender or letter from bank supporting funds of project costs
- Most recent audited financial statement
- Development budget

You will be given a quit claim deed with purchase. If desired, title insurance is the responsibility of the purchaser. All property is sold AS IS.

To the best of my knowledge, the information provided in this application is true and in compliance with WCLB Policies and Procedures (see <http://www.wycokck.org/landbank/>). I understand that the WCLB staff will review this request and confirm that it is in compliance with these Policies and Procedures, as well as existing WCLB and neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit the WCLB to transfer property.

Signature of Applicant:



Date: 8/26/16

Please submit this completed application to:

Wyandotte County Land Bank

701 N 7th St, Suite 421

Kansas City, KS 66101

Phone: 913 573-8977 Fax: 913 573-5745

<http://www.wycokck.org/landbank/>

Please allow at least 90 days for your application to be processed.

Wyandotte County Land Bank (WCLB)

Commercial Property Interest Application

Please complete a separate application for each parcel.

To purchase a WCLB owned property AS IS, with or without a structure that is zoned commercial or will be used for commercial purposes, complete this form and return it to the WCLB.

Please review our Priorities, Policies, and Procedures before completing this application

(See <http://www.wycokck.org/landbank/>).

Application will NOT be processed if not completed in its entirety.

Contact Information

Name of Applicant: Jerome Peterson

Name of Corporation/Business: Guiding Star Baptist Church

Mailing Address: 3035 N. 27 St

City: Kansas City State: K.S. Zip: 66104

Daytime Phone #: _____ Alternate Phone #: _____

Fax Number: (optional): _____ Email Address (optional): _____

Property Information

WCLB address: 2249 Lathrop Parcel#: 081263

Description of property in its existing condition: over grown

Purchase offer amount (if applicable): _____

Proposed Property Reuse/Improvements

Property will be used for: ☐ Residential ☐ Commercial ☐ Industrial ☒ Other

Property will be occupied by: ☐ Owner ☐ Renter ☒ Business ☐ Other

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL COURT DEPARTMENT

DEFENDANTS.

Case No. 2013 PT 000001
(Tax Sale No. 329)

TITLE TO REAL ESTATE INVOLVED

K.S.A. Chapter 60

ORDER CONFIRMING TRANSFER OF PROPERTY FOR COA NO. 141

NOW ON this 26th day of August, 2016, this matter comes before the Court on Plaintiff's Motion to Confirm Transfer for COA 141, pursuant to K.S.A. 79-2803a and 79-2803b. Plaintiff appears through its attorney, Wendy M. Green. There are no other appearances.

WHEREUPON, evidence is offered in support of said Motion, and the Court, having examined the pleadings filed herein, finds as follows:

1. Cause of Action No. 141 was included in the Journal Entry of Judgment previously filed herein on May 22, 2013, and involves the property located at 1038 Walker Avenue, described as follows, to wit:

Lots 43, 44 and 45, Block 34, WYANDOTTE CITY, an addition in Kansas City, Wyandotte County, Kansas.

2. Pursuant to the Order of Sale previously filed herein on May 2, 2013, the Sheriff offered the subject property under Cause of Action No. 141 for sale on May 23, 2013.

3. The subject property under Cause of Action No. 141 did not sell at the Sheriff's sale on May 23, 2013.

4. Pursuant to K.S.A. 79-2803b (a), "upon application of the county, a court may authorize the county to dispose of one or more lots or tracts by negotiated public or private sale or transfer if the court finds that such property or properties had been included as a part of a prior judgment and order of sale and had not been purchased at the sale."

5. Plaintiff should be allowed to transfer the subject property to the Wyandotte County Land Bank, by way of the Plaintiff, for the amount of \$2,452.28, which has been credited upon the judgment heretofore rendered in this case for said Cause of Action.

IT IS THEREFORE BY THE COURT ORDERED, ADJUDGED AND DECREED that the subject property under Cause of Action No. 141 be transferred pursuant to K.S.A. 79-2803a and 79-2803b to the Wyandotte County Land Bank through the Plaintiff.

IT IS FURTHER BY THE COURT ORDERED, ADJUDGED AND DECREED that the Sheriff of Wyandotte County, Kansas forthwith execute to the Plaintiff a good and sufficient deed therefore.

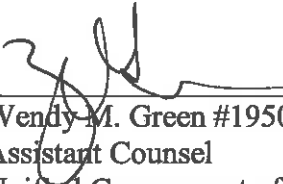
IT IS SO ORDERED.

R. WAYNE LAMPSON

The Honorable R. Wayne Lampson
Chief Judge of the District Court

I hereby certify the above and foregoing
to be a True and correct copy, the original
of which is filed and entered record
in this court.
CLERK DISTRICT COURT
WYANDOTTE CO. KS
DATE 8/26/16
By [Signature] Deputy.

Submitted by:



Wendy M. Green #19505
Assistant Counsel
Unified Government of Wyandotte
County/Kansas City, Kansas
Legal Department
701 North 7th Street
Kansas City, Kansas 66101
PH: (913) 573-5060
FX: (913) 573-5243
EM: wmgreen@wycokck.org
ATTORNEY FOR THE
UNIFIED GOVERNMENT

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LAND BANK CONTRACT SALE

Applicant	Property Address	Comments
K & W Land Company, LLC	1101 S 5th St	Property was taken by Land Bank in Tax Sale 335 . Agreement in place for applicant to purchase property, one (1) year period to demo property or face penalty.

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Wyandotte County Land Bank (WCLB)

Commercial Property Interest Application

Please complete a separate application for each parcel.

To purchase a WCLB owned property AS IS, with or without a structure that is zoned commercial or will be used for commercial purposes, complete this form and return it to the WCLB.

Please review our Priorities, Policies, and Procedures before completing this application
(See <http://www.wycokck.org/landbank/>).

Application will NOT be processed if not completed in its entirety.

Contact Information

Name of Applicant: William Willhite and Kathi Butler

Name of Corporation/Business: K & W Land Co. LLC

Mailing Address: 801 Armourdale Parkway

City: Kansas City State: KS Zip: 66105

Daytime Phone #: 913-281-5353 Alternate Phone #: 816-898-2933

Fax Number: (optional): 913-281-5399 Email Address (optional): billwillhite@ntstrucking.com

Property Information

WCLB address: 1101 S, 5th Street Parcel#: 258500

Description of property in its existing condition: Vacant multi story buildings.
Unsecure, with blight

Purchase offer amount (if applicable): _____

Proposed Property Reuse/Improvements

Property will be used for: Residential Commercial ~~xxx~~ Industrial Other

Property will be occupied by: Owner Renter ~~xxx~~ Business Other

Please provide a narrative for the following

Redevelopment Plans

- Description of planned improvements/renovation
- Development Team description (List names of developer, contractors, lead construction lender, architects, project managers, consultants, marketing agent, etc.)
- Timeline for renovation/improvement
- List of previous projects and references

Project Financing

- Cost of renovation/improvements
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Note: The WCLB may place a lien on the property or enter into a development agreement with the purchaser to guarantee that the proposed renovations/improvements are completed to WCLB standards.

Please attach the following documents:

- Pre-qualification letter from lender or letter from bank supporting funds of project costs
- Most recent audited financial statement
- Development budget

 ~~You will be given a quit claim deed with purchase.~~ If desired, title insurance is the responsibility of the purchaser. All property is sold AS IS.

To the best of my knowledge, the information provided in this application is true and in compliance with WCLB Policies and Procedures (see <http://www.wycokck.org/landbank/>). I understand that the WCLB staff will review this request and confirm that it is in compliance with these Policies and Procedures, as well as existing WCLB and neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit the WCLB to transfer property.

Signature of Applicant: 

Date: 8-31-2016

Please submit this completed application to:

Wyandotte County Land Bank

701 N 7th St, Suite 421

Kansas City, KS 66101

Phone: 913 573-8977 Fax: 913 573-5745

<http://www.wycokck.org/landbank/>

Please allow at least 90 days for your application to be processed.