

**JULY 26, 2018 UNIFIED GOVERNMENT BOARD OF
COMMISSIONERS MEETING
ORDER OF BUSINESS
MEETING TO CONVENE AT 7:00 PM**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INVOCATION GIVEN BY REVEREND GEORGE KEMPER, EBENEZER MINISTRIES**
- IV. PLEDGE OF ALLEGIANCE**
- V. REVISIONS TO THURSDAY, JULY 26, 2018 AGENDA**
- VI. CLERK'S STATEMENT**

(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.)
- VII. PLANNING AND ZONING CONSENT AGENDA**
- VIII. PLANNING AND ZONING NON-CONSENT AGENDA**
- IX. MAYOR'S AGENDA**
- X. REGULAR CONSENT AGENDA**
- XI. PUBLIC HEARING AGENDA**
- XII. STANDING COMMITTEES' AGENDA**
- XIII. ADMINISTRATOR'S AGENDA**
- XIV. COMMISSIONERS' AGENDA**
- XV. LAND BANK BOARD OF TRUSTEES' CONSENT AGENDA**
- XVI. PUBLIC ANNOUNCEMENTS**
- XVII. ADJOURN**

SERGEANT-AT-ARMS: CAPTAIN GEORGE SIMS

PLANNING AGENDA

VII. PLANNING AND ZONING CONSENT AGENDA

A. CHANGE OF ZONE APPLICATION

1. **#3163 - RONALD D. JURY REVOCABLE TRUST**

Synopsis: Change of Zone from C-3 Commercial District to M-1 Light Industrial and Industrial Park District for a private storage facility at 952 Kansas Avenue, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL**)

Tracking #: 18328

B. SPECIAL USE PERMIT APPLICATIONS

1. **#SP-2018-47 - RAFAEL CASTILLO-CARRERA**

Synopsis: Renewal of a Special Use Permit (#SP-2015-29 - expired 6/25/2017) to park a work vehicle in his driveway at 2903 Shearer Road, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL FOR 2 YEARS**)

Tracking #: 18326

2. **#SP-2018-57 - LUKE OLENICK WITH SUNFLOWER TOW SERVICE, LLC**

Synopsis: Special Use Permit for the Temporary Use of Land for a modular office trailer at 452 South 26th Street, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL FOR 2 YEARS**)

Tracking #: 18329

3. **#SP-2018-58 - TOM ELLIOTT AND MERRITT BOLD WITH ALL AMERICAN TRAILER, LLC**

Synopsis: Special Use Permit to sell semi-trailers at 2330 State Line Road, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL FOR 2 YEARS**)

Tracking #: 18330

4. **#SP-2018-61 - DAROLD BUNCE WITH CROSSWIND FELLOWSHIP CHURCH**

Synopsis: Special Use Permit for a temporary storage container for the church at 2101 West 43rd Avenue, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL FOR 1 YEAR**)

Tracking #: 18331

C. VACATION APPLICATIONS

1. **#A-2018-3 - 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, 573-5774 **(RECOMMENDED FOR APPROVAL)**

Tracking #: 18333

2. **#U/E-2018-4 - MARK CHRISTIAN WITH ACCU-SURV SURVEY COMPANY**

Synopsis: Vacation of utility easements at 4807 North 124th Court, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 **(RECOMMENDED FOR APPROVAL)**

Tracking #: 18334

D. PLAN REVIEW APPLICATION

1. **#PR-2018-19 - MONSIGNOR STUART W. SWETLAND WITH DONNELLY COLLEGE**

Synopsis: Preliminary Plan Review for a building addition and parking at 608 North 18th Street, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 **(RECOMMENDED FOR APPROVAL)**

Tracking #: 18337

E. MASTER PLAN AMENDMENT

1. **#MP-2018-2 - Amendment to the Rosedale Master Plan to include the 47th Avenue Complete Street Plan, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (RECOMMENDED FOR APPROVAL)**

Tracking #: 18340

F. MISCELLANEOUS - ORDINANCES (Final action on previously approved items)

1. AN ORDINANCE affirming approval of 47th Street Master Plan Amendment, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 **(RECOMMENDED FOR APPROVAL)**

Tracking #: 18325

2. AN ORDINANCE rezoning property at 4141 and 4244 North 67th Street (#3162) from R-1 Single Family District to A-G Agriculture District, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 **(RECOMMENDED FOR APPROVAL)**

Tracking #: 18338

3. **AN ORDINANCE** rezoning property at 5015 Gibbs Road (#3152) from CP-1 Planned Limited Business District to CP-3 Planned Commercial District, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL**)
Tracking #: 18339

VIII. PLANNING AND ZONING NON-CONSENT AGENDA

A. CHANGE OF ZONE APPLICATION

1. **#3155 - KELLEY HRABE WITH PRAIRIE FIRE DEVELOPMENT GROUP**
Synopsis: Change of Zone from A-G Agriculture District to TND Traditional Neighborhood Design District for a mixed residential development at 10700 Lathrop Avenue, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL - 5/1 VOTE**)
Tracking #: 18327

B. SPECIAL USE PERMIT APPLICATION

1. **#SP-2018-62 - MARTHA MEDINA WITH MANHATTAN BAR & GRILL, LLC**
Synopsis: Special Use Permit for a restaurant/drinking establishment with live entertainment at 812 South 12th Street, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR DENIAL - 5/2 VOTE**)
Tracking #: 18332

C. PLAN REVIEW APPLICATION

1. **#PR-2018-5 - PASTOR LUKE KAMMRATH WITH ST. LUKE'S LUTHERAN CHURCH**
Synopsis: Preliminary and Final Plan Review for a church, retreat area, garden and small scale animal husbandry at 3200 North 10th Street, submitted by Robin H. Richardson, AICP, Director of Planning, 573-5774 (**RECOMMENDED FOR APPROVAL - 6/1 VOTE**)
Tracking #: 18335

TAX STATUS REPORT ***BOARD OF COMMISSIONERS AGENDA FOR JULY 26, 2018***

None of the properties included in applications to be considered on the Planning & Zoning agenda have delinquent taxes prior to 2013.

NOTE: This information cannot serve as the basis for approval or denial of an application. It is not among the factors to be considered as set by ordinance or among accepted zoning factors and criteria. However, such information in certain cases might be relevant to evaluating accepted factors or as an accompaniment to other valid purposes and/or factors.

REGULAR AGENDA

IX. MAYOR'S AGENDA

X. REGULAR CONSENT AGENDA

1. RESOLUTION: ADOPTION OF BUDGETARY AND FINANCIAL POLICIES

Synopsis: A resolution adopting eleven budgetary and financial policies, submitted by Kathleen VonAchen, Chief Financial Officer.

*On July 9, 2018, the **Economic Development and Finance Standing Committee**, chaired by Commissioner Burroughs, voted unanimously to approve and forward to full commission.*

Tracking #: 18322

2. MINUTES

Synopsis: Minutes from regular session of June 28, 2018; and special sessions of June 28 and July 12, 2018.

Tracking #: MINUTES

3. WEEKLY BUSINESS MATERIAL

Synopsis: Weekly business material dated July 12 and 19, 2018.

Tracking #: WEEKLY BUSINESS MATERIAL

XI. PUBLIC HEARING AGENDA

XII. STANDING COMMITTEES' AGENDA

XIII. ADMINISTRATOR'S AGENDA

XIV. COMMISSIONERS' AGENDA

XV. LAND BANK BOARD OF TRUSTEES' CONSENT AGENDA

1. LAND BANK BUSINESS

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.

Applications for yard extension, unless specified otherwise

740 Simpson Ave. - Antonio Mesa, Jr.

1047 Ella Ave. - Maria Hernandez

710 S. 8th St. - Jesus Serrano

804 N. 20th St. - Misael Carreon

131 S. 14th St. - Rosario Martinez

4335 Parallel Pkwy. - Estralita Justice

340 Franklin Ave. - Nicole Skinner

2024 Quindaro Blvd. - Larry Watkins

1935 N. 14th St. - Dion Groves

1939 N. 14th St. - Dion Groves, for property acquisition

1937 N. 14th St. - Dion Groves, for property acquisition

1931 N. 25th St. - Elmer Moreira

1927 N. 25th St. - Elmer Moreira, for property acquisition

1855 R N. 9th St. - D & M Enterprise, LLC, for property acquisition

3113 W. 43rd Ave. - Drew Woolery, for new construction

Transfers from Land Bank

2714 Webster Ave. - Habitat for Humanity of Kansas City

2718 Webster Ave. - Habitat for Humanity of Kansas City
2736 Cleveland Ave. - Habitat for Humanity of Kansas City
(Habitat has requested parcels for future builds.)

847 Everett Ave. - Boulevard Lofts, LP
851 Everett Ave. - Boulevard Lofts, LP
829 Everett Ave. - Boulevard Lofts, LP
821 Everett Ave. - Boulevard Lofts, LP
819 Everett Ave. - Boulevard Lofts, LP
830 Washington Ave. - Boulevard Lofts, LP
1304 H N. 8th St. - Boulevard Lofts, LP
846 Everett Ave. - Boulevard Lofts, LP
844 H Everett Ave. - Boulevard Lofts, LP
842 Everett Ave. - Boulevard Lofts, LP
840 Everett Ave. - Boulevard Lofts, LP
836 Everett Ave. - Boulevard Lofts, LP
824 Everett Ave. - Boulevard Lofts, LP
(Properties will be part of a future development project.)

Donations to Land Bank

117 Quindaro Blvd. - Walnut Blvd. Missionary Baptist Church
119 Quindaro Blvd. - Walnut Blvd. Missionary Baptist Church
207 Quindaro Blvd. – Alyce Barnett
(Applicants have indicated that they are unable to keep up properties to UG standards.)

Tax Sale #340 (04/26/18) Transfers
(See list for the 241 properties)

*On July 9, 2018, the **Neighborhood and Community Development Standing Committee**, chaired by Commissioner McKiernan, voted unanimously to approve and forward to full commission.*

Tracking #: 18313

XVI. PUBLIC ANNOUNCEMENTS

XVII. ADJOURN



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Change of Zone Petition #3163

GENERAL INFORMATION

Applicant:
Ronald D. Jury Revocable
Trust

Status of Applicant:
Jury & Associates
5750 West 95th Street
Overland Park, KS 66207

Requested Actions:
Change of Zone from
C-3 Commercial District to
MP-1 Planned Light
Industrial and Industrial
Park District

Date of Application:
May 25, 2018



Purpose:
To construct a new 10,000 square foot warehouse with a 20,000 square foot parking lot.

Property Location:
950 and 952 Kansas Avenue

Existing Zoning: C-3 Commercial District

Surrounding Zoning:

North:	M-2 General Industrial District
South:	M-2 General Industrial District
East:	R-2(B) Two Family District
West:	C-3 Commercial District

Existing Uses:

North:	Trucking Company
South:	Used Car Dealership
East:	Residence
West:	Restaurant

Total Tract Size: 31,986 square feet (0.73 acres)

Master Plan Designation: The Armourdale Master Plan designates this property as Commercial.

Major Street Plan: The City-wide Master Plan designates Kansas Avenue as a Class B Thoroughfare.

Advertisement: The Wyandotte Echo – June 14, 2018
Letters to Property Owners – June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The Applicant, The Ronald D. Jury Revocable Trust, has applied to rezone the property as 950 and 952 Kansas Avenue from C-3 Commercial District to MP-1 Planned Light Industrial and Industrial Park District in order to construct a new 10,000 square foot warehouse with a 20,000 square foot parking lot.

City Ordinance Requirements: Article VIII Sections 27-340 – 27-765 and Article VII Sections 27-245 – 27-339

FACTORS TO BE CONSIDERED

1. Neighborhood character.

Kansas Avenue is a major street with a mix of industrial, commercial, and residential uses.

2. The zoning and uses of properties nearby and the proposed use's expected compatibility with them.

The property is compatible with the nearby industrial properties. However, the proposed use may not be compatible with nearby commercial and residential properties as the industrial nature of the storage facility may detract from the residential and neighborhood commercial properties that neighbor it on either side.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

The property is suitable for commercial uses. It is on a major street with good visibility and within an area with other restaurant and thriving businesses.

4. *The length of time the property has remained vacant as zoned.*

The most recent business license was for an Insurance agent business that was terminated in the year 2000.

5. *The extent to which the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality or marketability of nearby property.*

The proposed use may injure the visual quality or marketability of nearby property due to the compatibility issues addressed above.

6. *The extent to which the proposed use would increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.*

The proposed use is not foreseen to increase traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.

7. *The degree of conformance of the proposed use to the Master Plan.*

The Armourdale Master Plan designates this property for commercial use. It also includes light industrial and residential on the same block. The plan suggests that the City “review the adopted plan on an annual basis, with the understanding that this is an interim plan subject to change in the event that a major developer might assemble sufficient property to make revision a reasonable course of action.” It also states that the plan should “rezone only reasonably large tracts that are contiguous with existing industrial zoning.” Given the age of the Armourdale Master Plan (May 1979) and the lack of annual reviews, it is unclear to what extent the land use recommendations are still relevant and reflect the community’s vision. There are elements in the Master Plan that suggest that this use could conform to the Master Plan, but it also could be interpreted that the intent of the plan is for Kansas Avenue to remain a commercial, neighborhood-retail oriented street. The Armourdale Master Plan includes the following recommendation for this area:

Area II: Kansas Avenue from 7th Street to 14th Street.

This area from 7th to Mill is currently zoned "I" Light Industry, and is zoned "G" Commercial west of Mill. The zoning pattern has been in place since 1946, but does not reflect actual land use. Much of the property zoned "I" contains uses which would actually be allowable under "G", while substantial portions of the "G" District contain solid stretches of single family properties. The Land Use Plan proposes to regularise the situation, with the zoning being changed to reflect more closely the actual uses. This would allow "G" zoning to act as buffer district between light industry north of Kansas Avenue and the residential areas to the south, would remove intrusive "I" zoning south of Kansas Avenue, and would reinforce the residential neighborhood west of Mill, particularly in the vicinity of Kaw Park, where a large portion of the existing commercial development tends to be neighborhood oriented. Thus, by changing the zoning to more nearly reflect the pattern of existing land use, the characteristics of the neighborhood might be strengthened and preserved.

8. The extent to which the proposed use could cause environmental harm or enhance the environment.

This is not foreseen to be an issue.

9. The extent to which utilities and public services are available and adequate to serve the proposed use.

a. Water service

Available

b. Sanitary sewer service

Available

c. Storm water control

To meet City Code

d. Police

Police service is provided by South Patrol, District #333

e. Fire

Fire service is provided by District #2

f. Transit

KCATA provide north/south transit service on 10th Street via Route #104

g. Schools

h. Streets

See item #6 above

10. The economic impact of the proposed use on the community.

The proposed use would increase the value of this property and the tax base. however, it may have a detrimental economic impact on the value of neighboring properties due to the compatibility issues addressed above.

11. The capability of the proposed use to meet applicable ordinance requirements.

The proposed use is capable of meeting applicable ordinance requirements.

12. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

Having an occupied business at this location would be a benefit to the public safety. The compatibility issues discussed above may be a detriment to the public welfare. Denial of the application would be a hardship on the landowner in that they would not be able to operate a storage facility.

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on June 20, 2018. Four people were in attendance, and there was no opposition to the plan expressed during the meeting according to the meeting minutes.

KEY ISSUES

Compatibility with Armourdale Master Plan
Compatibility with Neighboring Properties

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Change of Zone Application #3163, subject to:

Urban Planning and Land Use Comments:

Please provide additional information about the operations of the facility and business.

Staff Note: This will be a private warehouse. Hours will be limited as will all other activities due to the personal nature of the warehouse.

Public Works Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None
- B) Items that are conditions of approval (stipulations):
 - 1) Plan Engineering is currently reviewing the same application through the Development Review Committee process i.e. DRC 18300-00271. Applicant shall review, revise, and resubmit plans in accordance with the comments provided through the DRC process.
 - 2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

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 **APPROVAL** of Petition #3163 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Armourdale Master Plan Land Use Plan
Development Plan

REVIEW OF INFORMATION AND SCHEDULE

<u>Action</u>	<u>Planning Commission</u>	<u>Board of Commissioners</u>
Public Hearing	July 9, 2018	July 26, 2018
Rezoning	Approval	

STAFF CONTACT: Zach Flanders
zflanders@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #3163 as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #3163, as it is not in compliance with the City Ordinances and as it will not promote the health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 42:43:

CHANGE OF ZONE APPLICATION #3163 – RONALD D. JURY REVOCABLE TRUST
– **SYNOPSIS:** Change of Zone from C-3 Commercial District to M-1 Planned Light Industrial and Industrial Park District for a private storage facility at 952 Kansas Avenue.
Detailed Outline of Requested Action: The Applicant, The Ronald D. Jury Revocable Trust, has applied to rezone the property as 950 and 952 Kansas Avenue from C-3 Commercial District to MP-1 Planned Light Industrial and Industrial Park District in order to construct a new 10,000 square foot warehouse with a 20,000 square foot parking lot.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated June 14, 2018
7. The Notices to property owners dated June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Ron Jury, applicant, 952 Kansas Avenue, Kansas City, Kansas

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 45:00: Planning Director Richardson stated that the staff recommends approval; normally staff would recommend approval to a planned district but the plans have been through the Development Review process under C-3 and the Commission has the final plans as to what the buildings are going to be. Therefore, the staff is recommending approval for M-1 zoning and not planned zoning.

Motion and Vote starts at 45:25:

On motion by Dr. Serda seconded by Ms. Pauley, the Planning Commission voted as follows to **RECOMMEND APPROVAL of Change of Zone Application #3163:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Chairman
Ernst	Not Present

Motion to recommend APPROVAL Passed: 7 to 0

Subject to:

Urban Planning and Land Use Comments:

Please provide additional information about the operations of the facility and business.

Staff Note: This will be a private warehouse. Hours will be limited as will all other activities due to the personal nature of the warehouse.

Public Works Comments:

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

1) None

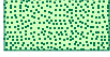
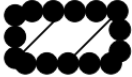
B) Items that are conditions of approval (stipulations):

1) Plan Engineering is currently reviewing the same application through the Development Review Committee process i.e. DRC 18300-00271. Applicant shall review, revise, and resubmit plans in accordance with the comments provided through the DRC process.

- 2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) None



Land Use Legend

-  Commercial
-  Heavy Industrial
-  Light Industrial
-  Park
-  Public / Semi-Public
-  Residential
-  Special Conditions Area

PROJECT INFORMATION

PROJECT NAME: 961 KANSAS AVE
OWNER: BNM
DESIGNER: BNM
DATE: 03/28/2018

BUILDING CODE SUMMARY

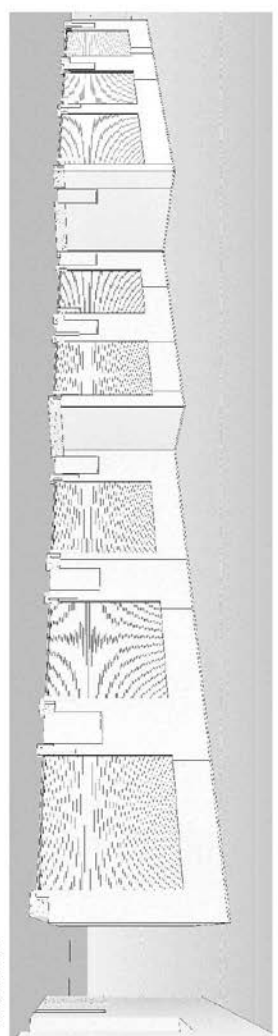
APPLICABLE CODES:
 2015 IBC
 2015 IRC
 2015 IEBC
 2015 IMC
 2015 IFBC
 2015 IFBC

ZONING INFORMATION

ZONING DISTRICT: M-2
PERMITTED USES: MANUFACTURING, INDUSTRIAL, OFFICE, RETAIL, RESIDENTIAL, COMMERCIAL, EDUCATIONAL, HEALTHCARE, RECREATION, CULTURAL, PUBLIC USE, SPECIAL USE, OTHER USES AS PERMITTED BY THE ZONING ORDINANCE.

SHEET INDEX

SHEET NO. 1 OF 1
TITLE: 961 KANSAS AVE
DATE: 03/28/2018



LOCATION MAP



NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

2. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

3. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

4. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

5. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

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7. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

8. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

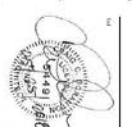
9. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

10. THE PROJECT SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE 2015 IBC, 2015 IRC, 2015 IEBC, 2015 IMC, 2015 IFBC, AND 2015 IFBC.

961 KANSAS AVENUE

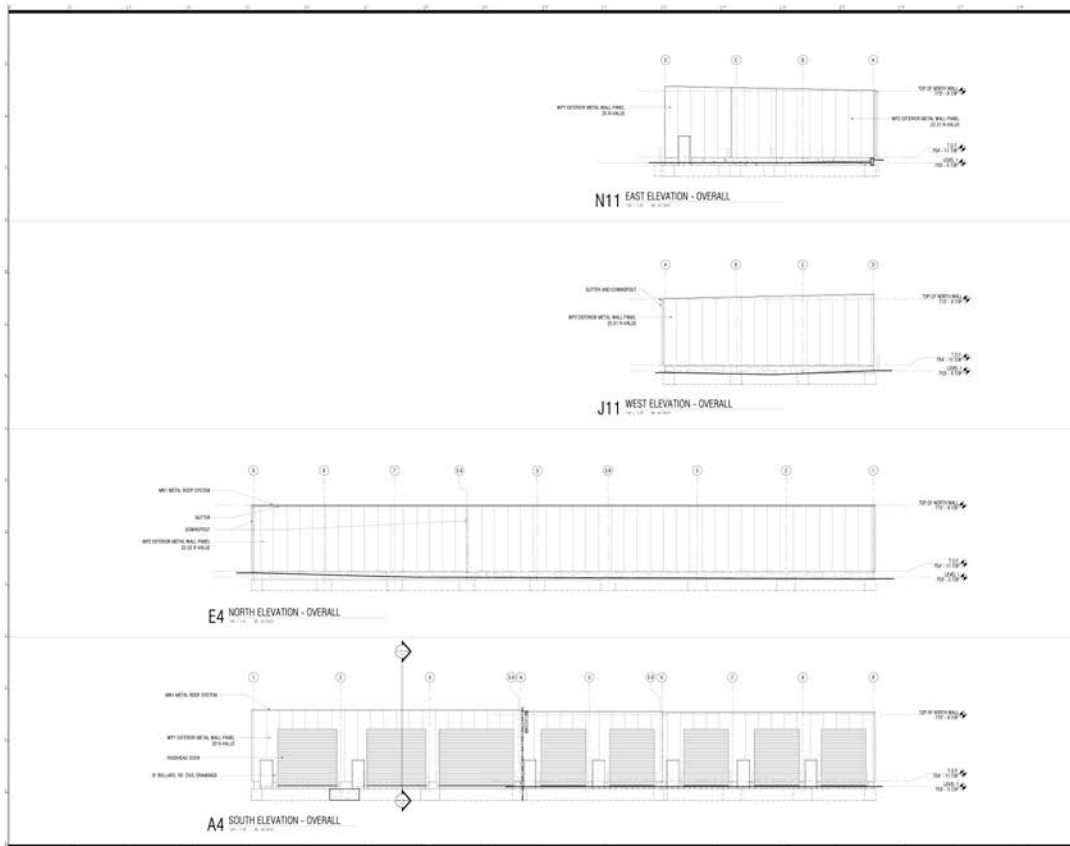
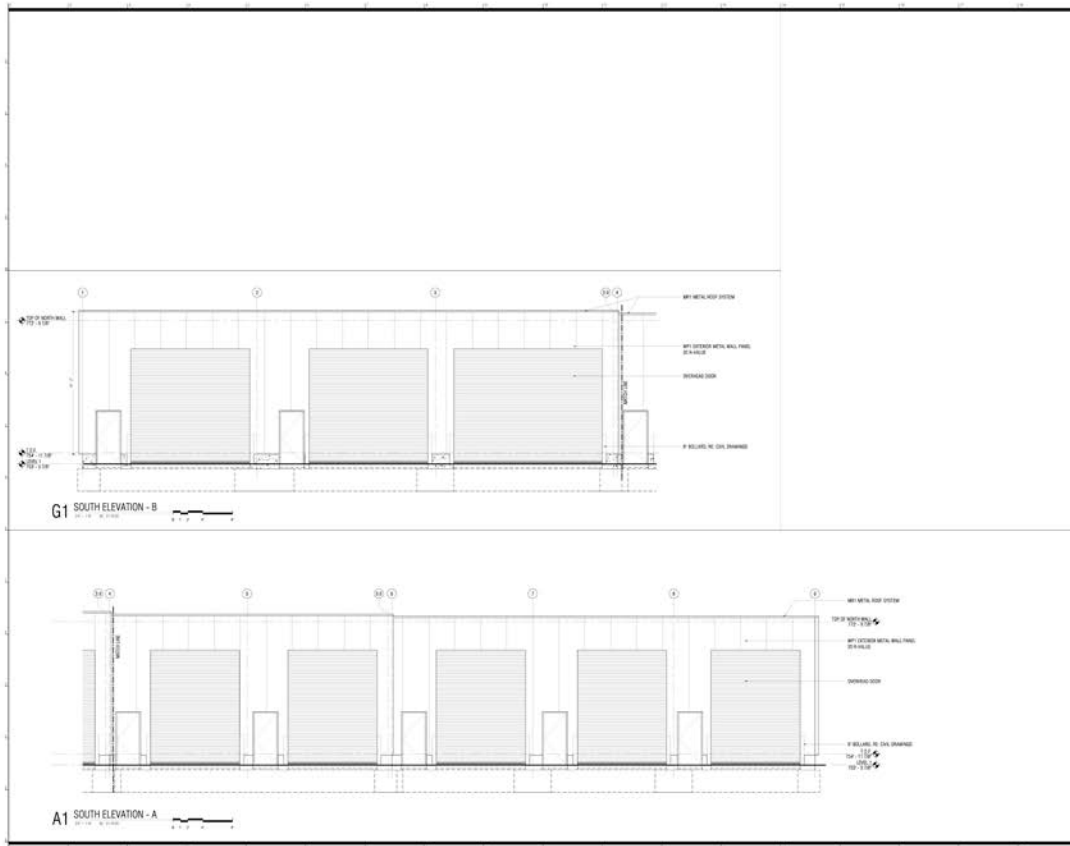
PERMIT SET

MARCH 28, 2018



DESIGNER

A000







Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #SP-2018-47

GENERAL INFORMATION

Applicant:
Rafael Castillo-Carrera

Status of Applicant:
Applicant
2903 Shearer Road
Kansas City, KS 66106

Requested Action:
Renewal of Special Use Permit
for the Temporary Use of Land to
park work vehicle in the driveway
of the home

Date of Application:
March 18, 2018

Purpose:
To park a work vehicle in the
driveway of the home

Property Location:
2903 Shearer Road



Commission Districts:

Commissioner At Large: Tom Burroughs

District Commissioner: Ann Brandau Murguia

Existing Zoning: R-1 Single Family District

Existing Surrounding Zoning:	North:	R-1 Single Family District
	South:	R-1 Single Family District
	East:	R-1 Single Family District
	West:	R-1 Single Family District

Existing Uses:	North:	Single-Family Homes
	South:	Single-Family Homes
	East:	Single-Family Homes
	West:	Single-Family Homes

Total Tract Size: 0.26 acre

Master Plan Designation: The City-Wide Master Plan designates this property as Low-Density Residential.

Major Street Plan: The Master Plan classifies Shearer Road as a local street.

Advertisement: The Wyandotte Echo – April 19, 2018
Letters to Property Owner – April 17, 2018, May 22, 2018 and July 18, 2018

Public Hearings: May 14, 2018, June 11, 2018, July 9, 2018 and July 26, 2018

Public Opposition: A complaint was made to Code Enforcement about a food truck being stored on the driveway in January 2018. No one appeared in opposition at any of the City Planning Commission meetings.

PROPOSAL

Detailed Outline of Requested Action: The applicant, Rafael Castillo-Carrera, wants to continue parking his work vehicle in the driveway of his home during the week.

City Ordinance Requirements: 27-592 through 27-606

FACTORS TO BE CONSIDERED

1. The Character of the Neighborhood.

The neighborhood is all single-family homes; it is residential in nature.

2. The zoning and uses of properties nearby and the proposed use's expected compatibility with them.

The zoning of nearby properties is R-1 Single Family District. A large work truck is not typically compatible with this type of district.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

The property in question is zoned R-1 Single Family District. The residential use is the best use and the removal of these restrictions could adversely affect surrounding neighbors if the truck is not properly shielded from public view.

4. *The length of time the property has remained vacant as zoned.*

The property is currently occupied as a single-family home by the applicant.

5. *The degree of conformance of the proposed use to the Master Plan.*

Special Use Permits are not addressed in the Master Plan.

6. *Whether the proposed use will result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.*

The storage of a large work truck would have some impact on vehicle circulation when it is not parked in the applicant's driveway. As a larger vehicle, it would have a larger turning radius and must make slower turns. While this traffic circulation is not ideal, the street network and vehicular traffic can accommodate a truck of this size.

7. *Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.*

The proposed use is not convenient to the mass public. It is only convenient to the owner of the truck. A use such as this could possibly be perceived as a negative impact to adjoining property owners.

8. *Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.*

Noise from a vehicle this size can produce noise that is slightly louder than a normal vehicle. Vibration, dust, and illumination should not be substantial issue with this application.

9. *Whether the proposed use will pollute the air, land or water.*

This is not expected to be an issue.

10. Whether the use would damage or destroy an irreplaceable natural resource.

This is not expected to be an issue.

11. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

Any hardship that might result from the denial of this application would be in the form of requiring the applicant to find a commercial location for the truck at what would presumably be a significantly greater expense.

12. Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.

The truck takes up a significant portion of the applicant's driveway

PREVIOUS ACTIONS

#SP-2015-29 – Previous Special Use Permit for the Temporary Use of Land to park a work vehicle at the home, approved for two (2) years. This permit expired June 25, 2017. The applicant was in contact with staff and given the paperwork to apply for renewal of the special use permit.

At the May 14, 2018 City Planning Commission meeting this application was held over for one month. "Director Richardson stated that since the applicant is present this evening he is going to provide the interpreter with his business card, so they can set up a meeting with Director Richardson. The staff would recommend that this application be held over until June 11, 2018 for the applicant to hold a neighborhood meeting and address the questions in the staff report.

Chairman Huey asked the interpreter/applicant to work with the staff during the next month."

NEIGHBORHOOD MEETING

The applicant held a valid neighborhood meeting on June 21, 2018. According to the applicant, there were no attendees of the meeting.

KEY ISSUES

SOAR goals
Truck in public view

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Special Use Permit Application #SP-2018-47, **for two (2) years**, subject to:

Urban Planning and Land Use Comments:

Below are the stipulations from #SP-2015-29:

1. Approval for two (2) years.
2. Property owner increase shrubbery along west side of driveway to shield truck from public view
3. A business license must be obtained for this business.
4. What is the proposed timespan of this action?

Applicant Response: Within this year.

5. What landscaping screening measures are in place to screen truck from public view?

Applicant Response: I asked all of the neighbors if they were bothered by having the truck parked in the driveway of my home at 2903 Shearer Road. All of them said that they were not bothered by the truck being parked in the driveway since it did not inconvenience them. One of them even said that they wouldn't be bothered by having the truck parked in the street.

- (1) When the previous application was submitted, staff was under the impression that the business was not owned by the applicant and that the business was not currently in operation.
 - a. What is the current status of this business?
 - b. Is the applicant the owner of this business?
 - c. If the business is in operation, do they have a business license per the stipulation above?

Applicant Response: The business operates during the weekend at soccer fields in Missouri.

- (2) It does not seem from photos that any shrubbery was planted along the west side of the driveway to shield truck from public view. Is there an explanation as to why this stipulation was not met? Do plan on any future landscaping?

Staff Note: Applicant did not respond to this question.

- (3) Please provide details as to when the truck is in operation:
 - a. How many days in a week does the truck leave the property?
 - b. How many times in a day does the truck come to and from the property?
 - c. What times of the day does the truck come to and from the property?

Applicant Response: The truck is used on the weekend in Missouri, at soccer fields during youth soccer games.

- (4) Do you intend for this to be a permanent situation, or are you working to find a commercial property to serve as a permanent location to park the truck?**

Per the Business License Division:

- (1) We currently find no business registered as operating at that address or by the applicant name. If the applicant is engaged or would be engaged in a business activity from the home, they will need to register and file the occupation tax application with this office. If they are to be an employee of a business and the work vehicle would be used as dispatched to a job site, that business should be registered and filed with our office to conduct work in the city.**

Public Works Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:**
1) None
- B) Items that are conditions of approval (stipulations):**
1) None
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:**
1) None

Staff Conclusion:

The applicant responded to some comments in a meeting with Director Richardson and did hold a valid neighborhood meeting.

June 11, 2018 Staff Update:

The applicant nor his interpreter contacted Janet Parker after the meeting to set up an appointment with Director Richardson. A staff member stated that a couple of weeks after the meeting he was contacted by the interpreter who stated that they had lost the business card and she was given Director Richardson's number, which was called but no message was left. Staff reached the applicant and interpreter on June 1, 2018; they stated that the email listed on the application was not the applicant's email but belonged to someone else that had helped him. Staff was provided with another email and sent all correspondence to the new email address. (Staff has not had any further contact with the applicant.) The applicant has not had a valid neighborhood meeting and therefore this applicant cannot be approved.

Staff still supports its original recommendation of denial of this application for the reasons stated in the staff report.

The Planning Commission has the following options:

1. Recommend denial of the application
2. The applicant can request that it be held over for one month, so he can have his neighborhood meeting and address the comments in the staff report.
3. The application cannot be approved because a valid neighborhood meeting has not been held.

July 9, 2018 Staff Update:

The applicant submitted a valid neighborhood meeting affidavit and answered some of the staff comments with Director Richardson. If there is truly no neighborhood objection to this truck, then staff recommends approval for one more renewal. However, it should be considered that parking commercial trucks in residential areas is not in conformance with SOAR goals.

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission for one more renewal.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #SP-2018-47 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

May 14, 2018 City Planning Commission Minutes
June 11, 2018 City Planning Commission Minutes
July 9, 2018 City Planning Commission Minutes
Neighborhood meeting affidavits
Aerial map
2015 photos
2018 photos

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	May 14, 2018	July 26, 2018
Special Use	Held Over June 11, 2018 Held Over July 9, 2018 Approval	

STAFF CONTACT: Mason Herrman
 mherrman@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**SP-2018-47** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**SP-2018-47**, as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

May 14, 2018 City Planning Commission Minutes:

Hearing Starts at 1:43:47:

SPECIAL USE PERMIT APPLICATION #SP-2018-47 – RAFAEL CASTILLO-CARRERA – SYNOPSIS: Renewal of a Special Use Permit (#SP-2015-29 – expired 6/25/2017) to park a work vehicle in his driveway at 2903 Shearer Drive. **Detailed Outline of Requested Action:** The applicant, Rafael Castillo-Carrera, wants to continue parking his work vehicle in the driveway of his home during the week.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated May 14, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated April 19, 2018; and
7. The Notices to property owners dated April 17, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Rafael Castillo-Carrera, 2903 Shearer Road, Kansas City, Kansas 66106 (along with his interpreter)

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 1:47:30: Director Richardson stated that since the applicant is present this evening he is going to provide the interpreter with his business card, so they can set up a meeting with Director Richardson. The staff would recommend that this application be held over until June 11, 2018 for the applicant to hold a neighborhood meeting and address the questions in the staff report.

Chairman Huey asked the interpreter/applicant to work with the staff during the next month.

Motion and Vote starts at 1:48:20:

On motion by Mr. Carson, seconded by Mr. Reasons, the Planning Commission voted as follows to **HOLD OVER Special Use Permit Application #SP-2018-47 as per the recommendation of the staff until the June 11, 2018 City Planning Commission meeting:**

Carson	Aye
Childress	Aye
Ernst	Aye
Miller	Aye
Mose	Aye
Reasons	Aye
Serda	Aye
Huey	Chairman
Connelly	Not Present
Jones	Not Present
Pauley	Not Present

Motion to HOLD OVER Passed: 7 to 0

June 11, 2018 City Planning Commission Minutes:

Hearing Starts at 2:14:27 :

SPECIAL USE PERMIT APPLICATION #SP-2018-47 – RAFAEL CASTILLO-CARRERA – SYNOPSIS: Renewal of a Special Use Permit (#SP-2015-29 – expired 6/25/2017) to park a work vehicle in his driveway at 2903 Shearer Drive. **Detailed Outline of Requested Action:** The applicant, Rafael Castillo-Carrera, wants to continue parking his work vehicle in the driveway of his home during the week.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated June 11, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated April 19, 2018; and
7. The Notices to property owners dated April 17, 2018 and May 22, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Recording Secretary Parker stated that last month Director Richardson stated that since the applicant was present at the meeting he was going to provide the interpreter with his business card (he gave them Janet Parker's business card), so they could set up a meeting with Director Richardson. The staff recommended that this application be held over until the June 11, 2018 meeting for the applicant to hold a neighborhood meeting and address the questions in the staff report. Staff has provided an update on what has transpired since the May 14th meeting on page 6 of the staff report. Chairman Huey stated that there was a question about whether a valid neighborhood meeting was held. Recording Secretary Parker stated that the applicant did not call to set up a meeting with Director Richardson as they had lost her card. They did call one of the staff members a couple of weeks ago and they gave them Director Richardson's phone number which they called but did not leave a message. Staff figured out which number it was on the missed calls list and she called them back. They indicated that they had not received any information that had been emailed to them as the email address on the application was someone else's email that had been helping him (and did not share the information) and provided her with another email address. This occurred on May 31, 2018 and on June 1, 2018 she emailed the information on the neighborhood meeting. They stated that the meeting was held on June 7, 2018 which does not meet the statutory requirements of a ten (10) day notification period (NOTE: There are no minutes from the neighborhood meeting.)

Present in Support:

- ❖ Rafael Castillo-Carrera, 2903 Shearer Road, Kansas City, Kansas 66106 (along with his interpreter)

The Planning Commission discussed the neighborhood meeting with the applicant.

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 2:21:50: Planner Toy stated that the staff received the neighborhood information on Friday, June 8th (staff reports went out on June 6th) and the minutes were due on June 1, 2018. There was no way to have a valid neighborhood meeting. The deadline to hold a neighborhood meeting was May 28th for the June 11th meeting. That is 1 ½ weeks passed the due date. He did not meet with

staff to discuss the case; this is a code enforcement case because he did not come back and renew his special use permit. He was parking the truck in the front of the house (driveway) and did not renew and moved the truck to the side of the house and that is why it is a code enforcement case. The Planning Commission has two (2) options. They can recommend denial or the applicant can request to hold over this application (as the staff requested that it be held over last month) and have a valid neighborhood meeting because as of now it is not a valid meeting. It cannot be approved because there has not been a valid neighborhood meeting.

Planning Commissioner Connelly asked if any of the application documents are in Spanish because it appears there is a language barrier. Planner Toy stated only the notices to property owners. Recording Secretary Parker stated that staff provides an interpreter for meetings in the office (or if the applicant, etc. requests an interpreter for the Planning Commission meeting.)

The applicant requested that this application be held over one (1) month and he will have a valid neighborhood meeting. Recording Secretary Parker set a meeting with the applicant and Director Richardson for Monday, June 18, 2018 at 10:00 a.m. in the Planning office (and an interpreter will be provided.) Planner Toy stated that the truck can remain on the site; Code Enforcement will stay any ruling until the application is decided when it is going through the process. Mr. Toy further stated that the neighborhood meeting notices need to be sent out by the applicant by June 15, 2018 and the meeting must be held by June 25, 2018. The Planning Commission stated that they would like the applicant to know that he does not have to do anything differently at his neighborhood meeting than the last time and also asked staff to give the applicant direction on how the minutes should be written as these minutes state "15 minutes."

Motion and Vote starts at 2:31:32:

On motion by Mr. Connelly, seconded by Ms. Pauley, the Planning Commission voted as follows to **HOLD OVER Special Use Permit Application #SP-2018-47 as per the applicant's request to the July 9, 2018 City Planning Commission meeting:**

Carson	Aye
Connelly	Aye
Ernst	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Huey	Chairman
Childress	Not Present
Mose	Aye
Serda	Not Present

Motion to HOLD OVER Passed: 7 to 0

July 9, 2018 City Planning Commission Minutes:

SPECIAL USE PERMIT #SP-2018-47 – RAFAEL CASTILLO-CARRERA –

SYNOPSIS: Renewal of a Special Use Permit (#SP-2015-29 – expired 6/25/2017) to park a work vehicle in his driveway at 2903 Shearer Drive. **Detailed Outline of**

Requested Action: The applicant, Rafael Castillo-Carrera, wants to continue parking his work vehicle in the driveway of his home during the week.

The items I have just read are on the Consent Agenda. At this time, does any member of the Commission wish to disclose any contact on any of the items? (No one responded in the affirmative.)

“Please include the following items as part of the record for all of the Items on the Consent Agenda:

1. The City’s currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City’s currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The publication in The Echo for the special use permit; and
7. The notices to property owners.

The Commission will vote to approve in one vote these items unless someone comes forward and asks that an item be removed from the Consent Agenda.”

Chairman Carson asked if anyone wished to remove an item from the Consent Agenda (No one responded in the affirmative.)

On motion by Dr. Serda, seconded by Ms. Jones, the Planning Commission voted as follows to **APPROVE the items on the Consent Agenda:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present
Motion to APPROVE Passed: 7 to 0	
Subject to:	

Urban Planning and Land Use Comments:

Below are the stipulations from #SP-2015-29:

1. Approval for two (2) years.
2. Property owner increase shrubbery along west side of driveway to shield truck from public view
3. A business license must be obtained for this business.
4. What is the proposed timespan of this action?

Applicant Response: Within this year.

5. What landscaping screening measures are in place to screen truck from public view?

Applicant Response: I asked all of the neighbors if they were bothered by having the truck parked in the driveway of my home at 2903 Shearer Road. All of them said that they were not bothered by the truck being parked in the driveway since it did not inconvenience them. One of them even said that they wouldn't be bothered by having the truck parked in the street.

- (1) When the previous application was submitted, staff was under the impression that the business was not owned by the applicant and that the business was not currently in operation.
 - a. What is the current status of this business?
 - b. Is the applicant the owner of this business?
 - c. If the business is in operation, do they have a business license per the stipulation above?

Applicant Response: The business operates during the weekend at soccer fields in Missouri.

- (2) It does not seem from photos that any shrubbery was planted along the west side of the driveway to shield truck from public view. Is there an explanation as to why this stipulation was not met? Do plan on any future landscaping?

Staff Note: Applicant did not respond to this question.

- (3) Please provide details as to when the truck is in operation:
 - a. How many days in a week does the truck leave the property?
 - b. How many times in a day does the truck come to and from the property?
 - c. What times of the day does the truck come to and from the property?

Applicant Response: The truck is used on the weekend in Missouri, at soccer fields during youth soccer games.

- (4) Do you intend for this to be a permanent situation, or are you working to find a commercial property to serve as a permanent location to park the truck?

Per the Business License Division:

- (1) We currently find no business registered as operating at that address or by the applicant name. If the applicant is engaged or would be engaged in a business activity from the home, they will need to register and file the occupation tax application with this office. If they are to be an employee of a business and the work vehicle would be used as dispatched to a job site, that business should be registered and filed with our office to conduct work in the city.

Public Works Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None
- B) Items that are conditions of approval (stipulations):
 - 1) None
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

Staff Conclusion:

The applicant responded to some comments in a meeting with Director Richardson and did hold a valid neighborhood meeting.

June 11, 2018 Staff Update:

The applicant nor his interpreter contacted Janet Parker after the meeting to set up an appointment with Director Richardson. A staff member stated that a couple of weeks after the meeting he was contacted by the interpreter who stated that they had lost the business card and she was given Director Richardson's number, which was called but no message was left. Staff reached the applicant and interpreter on June 1, 2018; they stated that the email listed on the application was not the applicant's email but belonged to someone else that had helped him. Staff was provided with another email and sent all correspondence to the new email address. (Staff has not had any further contact with the applicant.) The applicant has not had a valid neighborhood meeting and therefore this applicant cannot be approved.

Staff still supports its original recommendation of denial of this application for the reasons stated in the staff report.

The Planning Commission has the following options:

1. Recommend denial of the application
2. The applicant can request that it be held over for one month, so he can have his neighborhood meeting and address the comments in the staff report.

3. The application cannot be approved because a valid neighborhood meeting has not been held.

July 9, 2018 Staff Update:

The applicant submitted a valid neighborhood meeting affidavit and answered some of the staff comments with Director Richardson. If there is truly no neighborhood objection to this truck, then staff recommends approval for one more renewal. However, it should be considered that parking commercial trucks in residential areas is not in conformance with SOAR goals.

AFFIDAVIT – NEIGHBORHOOD MEETING

STATE OF KS)
COUNTY OF WY) SS:

Comes now RAFAEL CARRERA, of lawful age,
sound mind and upon his/her oath states as follows:

1. That I am the petitioner for Petition # 1842-00028
2. That I conducted a neighborhood meeting on
6-21-2018.
3. Attached are the minutes/summary of the meeting
and a copy of the notice mailed to the property
owners on the list provided by the Urban
Planning and Land Use Department.

Further affiant saith not.

Rafael Carrera

Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before
me this 25 day of June, 2018

My commission expires 6 of 16, 2021



G. Valle

Notary Public

Neighborhood meeting affidavit

STATE OF KANSAS)
)
COUNTY OF WYANDOTTE)

06/25/2018

BEFORE ME, GILBERT VALLE, THE UNDERSIGNED, A
NOTARY PUBLIC IN AND FOR SAID COUNTY, STATE OF
KANSAS, ON THIS DAY PERSONALLY APPEARED, RAFAEL
CARRERA AND WHOM, AFTER BEING DULY SWORN, DEPOSE
AND STATE THAT:

"I MAIL A NOTICE FOR A NEIGHBORHOOD TO MY
NEIGHBOR FOR A MEETING THAT I HAD ON JUNE 21ST AT 2903
SHEARER KANSAS CITY, KS AND ON THAT DAY AFTER
WAITING FOR MORE THAT AN HOUR, NO BODY SHOWED UP
FOR THE MEETING"

FURTHER AFFIANTS SAYETH NOT.

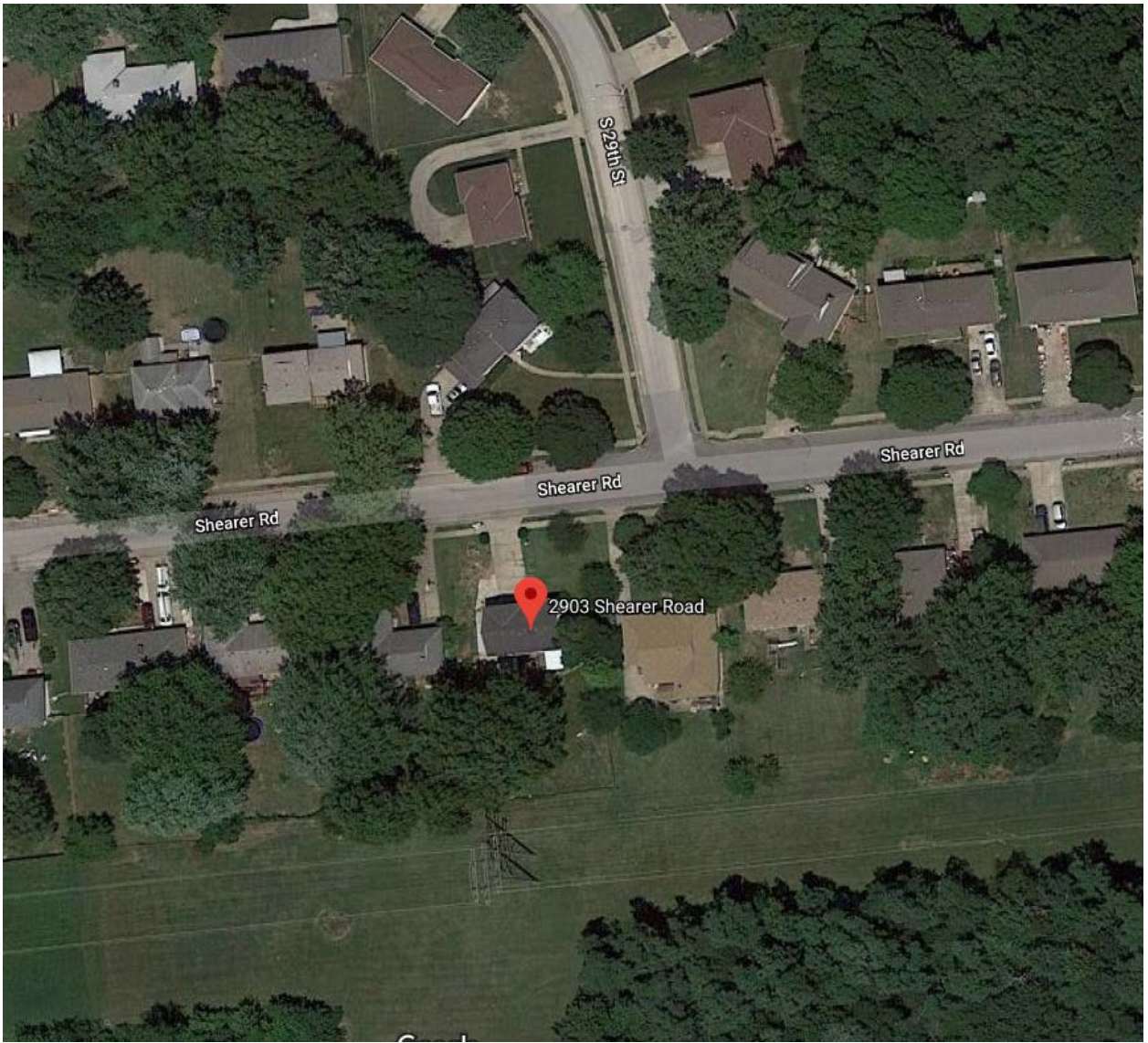
Rafael Carrera
RAFAEL CARRERA

SWORN AND SUBSCRIBE TO BEFORE ME, THIS 25TH DAY OF
JUNE, 2018.

G. Valle



Neighborhood meeting affidavit, cont.



Aerial photo

Global Search

Result (2903 Shearer Road) **18200-00477**

Record ID: 18200-00477

 This record was LOCKED on 2018-02-15.
Condition: Case Closed : This case has been closed and cannot be updated unless activated by a supervisor. Severity: Lock
Total conditions: 1 (Lock: 1)

[Learn more about this lock and how to resolve it](#)

◀ **Comments (2)** **Conditions (1)** **Contacts (0)** **Custom Fields** **Documents (2)** **Fee (0)** ▶

Comment **Apply to Inspections**
01/31/2018 After receiving a complaint about a food truck I did find one being stored on the driveway. Notice issued to all parties. Re-inspection date 02/14/2018. JA No

Code enforcement comments 1/31/2018



Truck parked in front driveway in 2015







Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #SP-2018-57

GENERAL INFORMATION

Applicant:
Luke Olenick

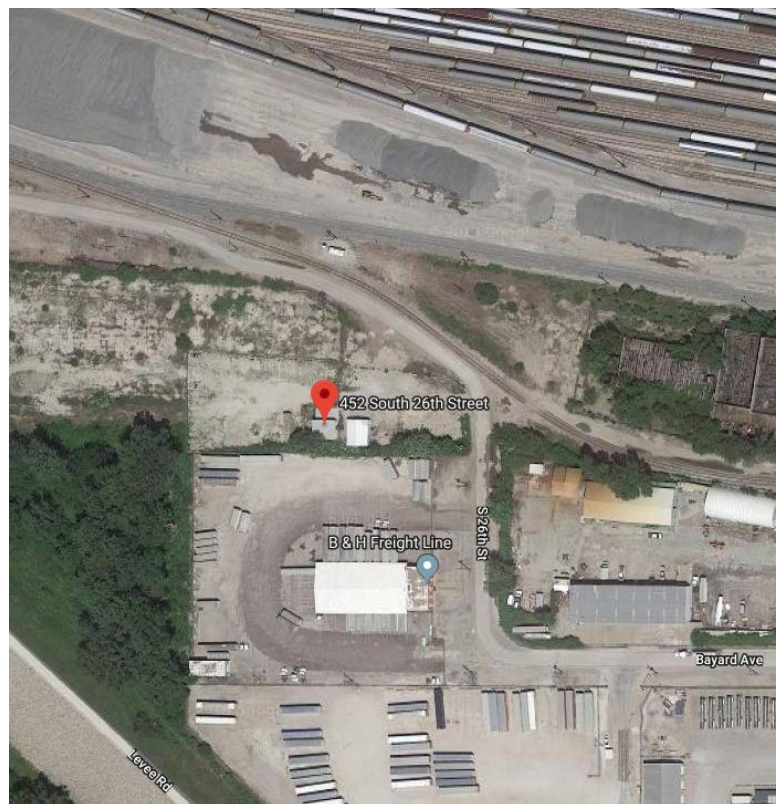
Status of Applicant:
Owner
Sunflower Tow Service
452 South 26th Street
Kansas City, KS 66105

Requested Action:
Approve a Special Use Permit
for the Temporary Use of Land

Date of Application:
April 24, 2018

Purpose:
To use a modular office trailer

Property Location:
452 South 26th Street



Commission Districts:

1. Commissioner At Large: Tom Burroughs
2. District Commissioner: Brian McKiernan

Existing Zoning: M-3 Heavy Industrial District

Existing Surrounding Zoning: **North:** M-3 Heavy Industrial District
South: M-3 Heavy Industrial District
East: M-3 Heavy Industrial District
West: No District

Existing Uses: **North:** Vacant industrial lot, UP Railway
South: Industrial
East: Industrial
West: KCS Railway, Kansas River

Total Tract Size: 1.06 acres

Master Plan Designation: The City-Wide Master Plan designates this property as Employment.

Major Street Plan: The Major Street Plan classifies South 26th Street as a local street.

Advertisement: The Wyandotte Echo – May 17, 2018
Letters to Property Owner – May 17, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicant is requesting a Special Use Permit for the Temporary Use of Land to use a mobile office trailer. The previous office was broken into and burned, and this will be a temporary solution until a future plan is developed.

City Ordinance Requirements: 27-592 through 27-606

FACTORS TO BE CONSIDERED

1. The Character of the Neighborhood.

The character of the neighborhood is industrial in nature. Surrounding the property is other industrial uses and the railways.

2. *The zoning and uses of properties nearby and the proposed use's expected compatibility with them.*

The zoning and uses of properties nearby are set out above. The proposed use is compatible with surrounding properties.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

The removal of the restrictions will not detrimentally affect nearby property.

4. *The length of time the property has remained vacant as zoned.*

The property is not vacant. It is presently a tow lot.

5. *The degree of conformance of the proposed use to the Master Plan.*

Special Use Permits are not addressed in the Master Plan.

6. *Whether the proposed use will result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.*

The proposed use will not result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.

7. *Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.*

The temporary office will provide a waiting area for customers of the tow lot, so it would provide a benefit to the public. It will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.

8. *Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.*

This is not expected to be an issue.

9. *Whether the proposed use will pollute the air, land or water.*

The proposed use may pollute the nearby Kansas River if proper measures are not taken with the proposed holding tank.

10. *Whether the use would damage or destroy an irreplaceable natural resource.*

The proposed use will not damage or destroy an irreplaceable natural resource.

11. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the landowner is minimal.

12. Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.

This is not expected to be an issue.

PREVIOUS ACTIONS

None.

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on June 25, 2018. According to the applicant, there was no opposition from attendees of the meeting.

KEY ISSUES

None.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Special Use Permit Application #SP-2018-57, subject to:

Urban Planning and Land Use Comments:

1. By what date do you plan on reconstructing a permanent office building?

Applicant Response: Within 5 calendar years of taking up full occupation of the modular office trailer. Our business has steadily grown over the past 5 years, and I expect with a 'manned' lot that demand for our services to the community will increase. As business increases, increased revenues will permit building a modern full use office building.

2. Are there any insurance proceeds available to apply to new construction?

Applicant Response: No. I did not submit a claim to my insurance following the destruction by fire of the previous office building. All cleanup was paid for out of pocket. When the time comes to build the new office building, we will most likely seek federally backed SBA style funding.

3. Approval would be for two (2) years.

Conservation District Comments:

1. There is one major soil type identified: Eudora-Urban land complex, rarely flooded. This soil type is considered erodible when the surface is denuded of a protective cover.
2. Fluids that might get spilled in the operation needs to be cleaned up immediately. In rainfall events the contamination can quickly be washed into the storm sewer.

Applicant Response: We have an EPA compliant spill cleanup procedure on file for employees to follow, attached to this document.

3. Ideally there would be a rainfall collection system that could trap any liquid contaminates from leaving the property.

Public Works and Engineering Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None.
- B) Items that are conditions of approval (stipulations):
 - 1) Prior to construction permit acquisition, a valid private on-site wastewater permit is required to be obtained from the Wyandotte County Health Department for construction, alteration, extension, or replacement of private on-site wastewater system.
 - 2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #SP-2018-57 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Zoning map
Aerial photos
Neighborhood meeting minutes
Neighborhood meeting affidavit
Applicant submitted photos
Site plan
Applicant transmittal letter
Applicant response letter
Spill procedure

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	July 9, 2018	July 26, 2018
Special Use	Approval	

STAFF CONTACT: **Mason Herrman**
 mherrman@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**SP-2018-57** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**SP-2018-57**, as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 1:28:15:

SPECIAL USE PERMIT APPLICATION #SP-2018-57 – LUKE OLENICK WITH SUNFLOWER TOW SERVICE, LLC – SYNOPSIS: Special Use Permit for the Temporary Use of Land for a modular office trailer at 452 South 26th Street. **Detailed Outline of Requested Action:** The applicant is requesting a Special Use Permit for the Temporary Use of Land to use a mobile office trailer. The previous office was broken into and burned, and this will be a temporary solution until a future plan is developed.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated May 17, 2018; and
7. The Notices to property owners dated May 17, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Luke Olenick, applicant, Sunflower Tow Service, 10419 West 63rd Terrace, Shawnee, Kansas

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 1:30:50: Planning Director Richardson stated that the staff recommends approval subject to the stipulations in the staff report.

Motion and Vote starts at 1:30:57:

On motion by Dr. Serda, seconded by Ms. Jones the Planning Commission voted as follows to **recommend APPROVAL of Special Use Permit Application #SP-2018-57:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye

Huey Chairman
Ernst Not Present
Motion to recommend APPROVAL Passed: 7 to 0
Subject to:

Urban Planning and Land Use Comments:

1. By what date do you plan on reconstructing a permanent office building?

Applicant Response: Within 5 calendar years of taking up full occupation of the modular office trailer. Our business has steadily grown over the past 5 years, and I expect with a 'manned' lot that demand for our services to the community will increase. As business increases, increased revenues will permit building a modern full use office building.

2. Are there any insurance proceeds available to apply to new construction?

Applicant Response: No. I did not submit a claim to my insurance following the destruction by fire of the previous office building. All cleanup was paid for out of pocket. When the time comes to build the new office building, we will most likely seek federally backed SBA style funding.

3. Approval would be for two (2) years.

Conservation District Comments:

1. There is one major soil type identified: Eudora-Urban land complex, rarely flooded. This soil type is considered erodible when the surface is denuded of a protective cover.
2. Fluids that might get spilled in the operation needs to be cleaned up immediately. In rainfall events the contamination can quickly be washed into the storm sewer.

Applicant Response: We have an EPA compliant spill cleanup procedure on file for employees to follow, attached to this document.

3. Ideally there would be a rainfall collection system that could trap any liquid contaminates from leaving the property.

Public Works and Engineering Comments:

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

- 1) None.

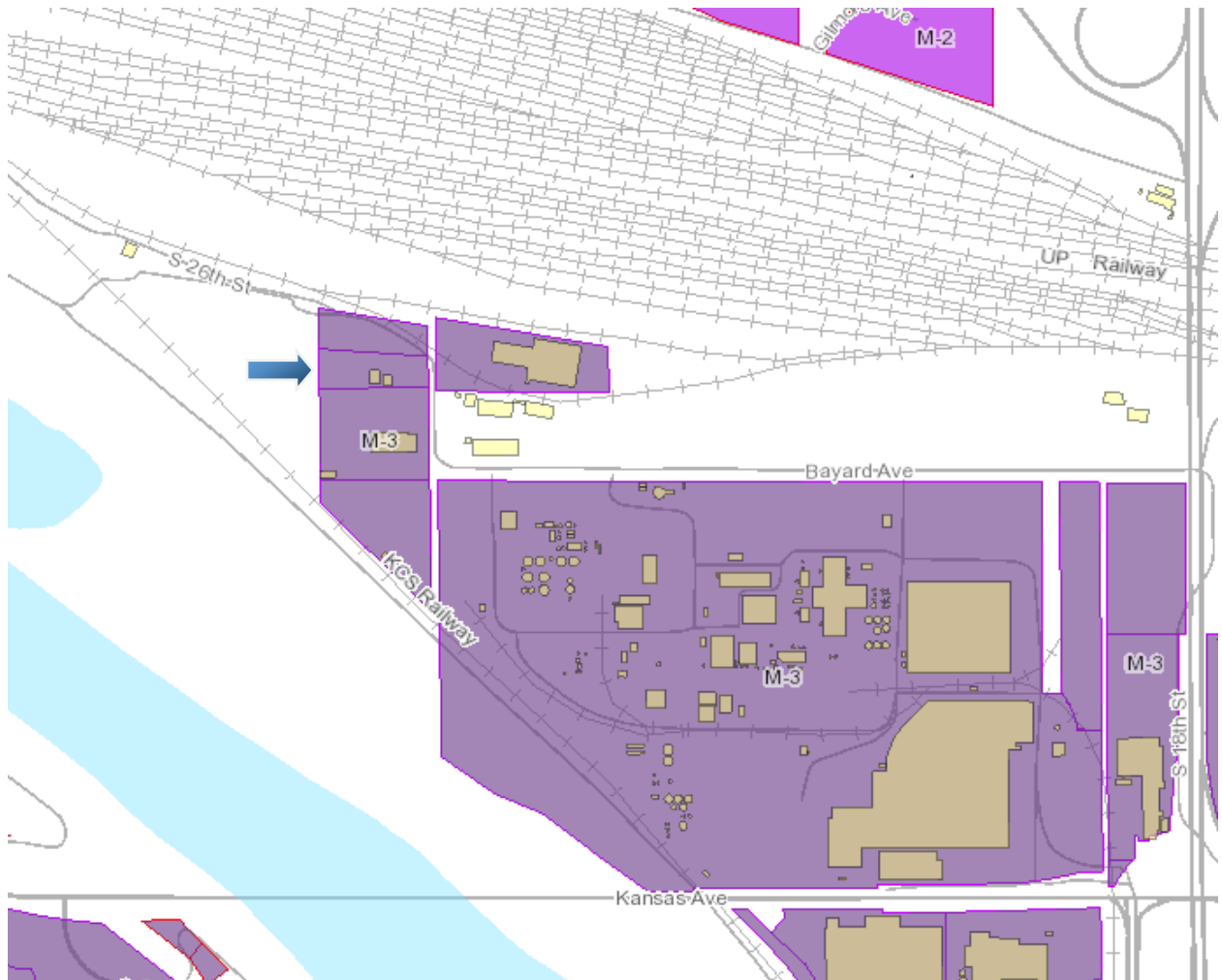
B) Items that are conditions of approval (stipulations):

- 1) Prior to construction permit acquisition, a valid private on-site wastewater permit is required to be obtained from the Wyandotte County Health Department for construction, alteration, extension, or replacement of private on-site wastewater system.

2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.

C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:

1) None



Zoning map



Aerial photo

Sunflower Tow Service LLC
452 S. 26th Street
Kansas City, KS 66105

Neighborhood meeting minutes:

Application Number: SP-2018-57

Date and Location: June 25th, 2018 at The Rosedale Development Center
1403 Southwest Blvd, KC, KS 66103

Meeting called to order at: 5:00pm

Names of people in attendance: Lucas Olenick, Colleen Nallia, Lauren Tribble

Introductions: Lucas Olenick introduced himself as owner of Sunflower Tow Service. Lauren Tribble introduced herself as office manager for Sunflower Tow Service. Colleen Nallia introduced herself as a concerned citizen.

Mr. Olenick presented the scope of the project, describing the purpose of the temporary office unit. He presented the architectural plans drawn by Dale Staten at Thunderhead, and the associated engineering documents.

Questions and answers (include the following):

- Ms. Nallia asked: What sort of timeline is there for a permanent office being built?
 - Mr. Olenick answered: within 5 years.
- Ms. Tribble asked: Will the bathroom in the temporary building be public?
 - Mr. Olenick answered: No, it will be for office staff only. There will be a 'johnny-on-the-spot style portable toilet for use by the tow drivers and customers as needed. Tow lots do not generally provide a public use bathroom.

Meeting adjourned at: After the presentation, and question and answer session, there was an approximately 20 minute period of waiting to see if anyone else was going to attend the meeting. At 5:45pm no one else had arrived, and Mr. Olenick thanked the attendees, and adjourned the meeting.

Minutes taken by 

Neighborhood meeting minutes

AFFIDAVIT – NEIGHBORHOOD MEETING

STATE OF Kansas)
COUNTY OF Wyandotte) SS:

Comes now Luke Oenick, of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the petitioner for Petition # SP-2018-57
2. That I conducted a neighborhood meeting on June 25 2018.
3. Attached are the minutes/summary of the meeting and a copy of the notice mailed to the property owners on the list provided by the Urban Planning and Land Use Department.

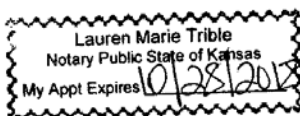
Further affiant saith not.



Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this 25 day of June, 20018

My commission expires 28 of October, 20018





Notary Public

Neighborhood meeting affidavit

S.W. CORNER OF LOT FACING EAST



LOCATION OF DESTROYED STRUCTURE



NORTH SIDE OF TEMPORARY BUILDING



S.E. CORNER OF LOT FACING WEST



THUNDERHEAD
DESIGN.BUILD.DEVELOP

PO BOX 24223
O.P. KS 66058
913.295.3894

Applicant submitted photos

SUNFLOWERTOW

SUNFLOWERTOW, LLC
LUCAS OLENIK (MANAGING MEMBER)
452 S. 26th St. • Kansas City, KS 66105

CONTEXT PICS 4/12/2018



THUNDERHEAD

DESIGN.BUILD.DEVELOP

04.15.18

Development Review Committee, DRC & Planning Staff
Unified Government of Wyandotte County/ Kansas City, Kansas
4953 State Avenue, Kansas City, Kansas 66102
913.573.8664p 913.573.8622

Re: Transmittal Letter, 452 S 26th St KC KS 66105, DRC, Final Dev Plan, Temp Building Proposal Request

Dear DRC & Staff,

The following submittal is for a proposed temporary building and support improvements required for Sunflower Tow LLC. The mobile satellite type trailer was moved on site after another larger footprint building used as office space on the site burned to the ground and was demolished and removed.

The applicant only recently purchased the property in September of 2017. The whole site has operated in longevity as a tow lot. The western portion of the lot is and has been a secure auto storage yard bounded by fence. The eastern portion of the property is a receiving yard and employee/customer parking bounded by fence, the secure yard a fence and concrete barricades and entered by 26th street. The receiving yard includes an improved pole barn where utilities currently come into the site. The applicant's proposal includes siting the temporary building adjacent to the existing utilities and off to the side so large vehicles in tow can still make the turning radius in the receiving yard.

Other improvements include accommodating accessibility standards on site. In particular removing existing paving and replacing with new at the temporary building ramps and stairs.

Per the pre-application meeting we have included a printed copy and thumb drive pdfs of notarized Final Development Plan Application, a new stamped boundary survey of the property, a notarized deed of the property, a proposed stamped site plan of the property, existing photography of the site also showing the temporary building and this transmittal letter. Also per the pre-application conference we have brought a check for \$350.

Please contact if you have any other questions or need anything else.

Earnestly,
Dale Staten - Architect



THUNDERhead
PO BOX 24223
OP KS 66283
913.205.3894
dale@dalestaten.com

Applicant transmittal letter

Sunflower Tow Service
PO Box 2372
Shawnee Mission, KS 66201

Urban Planning and Land Use
Wyandotte County Unified Government
701 N 7th Street, Room 423
Kansas City, KS 66101

Re: Petition #SP-2018-57, response to staff comments

Greetings –

This letter is to serve as our preliminary responses to the City Staff comments and suggestions for our application for special use permit #SP-2018-57

Urban Planning and Land Use Comments:

1. By what date do you plan on reconstructing a permanent office building?
 - Within 5 calendar years of taking up full occupation of the modular office trailer. Our business has steadily grown over the past 5 years, and I expect with a 'manned' lot that demand for our services to the community will increase. As business increases, increased revenues will permit building a modern full use office building.
2. Are there any insurance proceeds available to apply to new construction?
 - No. I did not submit a claim to my insurance following the destruction by fire of the previous office building. All clean up was paid for out of pocket. When the time comes to build the new office building, we will most likely seek federally backed SBA style funding.

Conservation District Comments:

2. Fluids that might get spilled in the operation needs to be cleaned up immediately. In rainfall events the contamination can be quickly washed into the storm sewer.
 - We have an EPA compliant spill clean up procedure on file for employees to follow, attached to this document.

We have scheduled the neighborhood meeting for June 25th, 2018 and mailed certified letters to all of the neighbors that the UG had indicated, as well as the appropriate county commissioners and other indicated contacts. We will be having the meeting at the Rosedale Developmental Center, at 5pm.

We here at Sunflower Tow really feel that once our office is in full operation at the modular office unit, we will be able to further offer our services to the people of Wyandotte county in a constructive way. We work closely with several existing businesses in the county already, providing not only towing services, but also parking management, and title processing services for a large auction in Wyandotte county. We hope to have a long and successful business in Kansas City, KS. All of our employees live in Kansas, with about half residing in Wyandotte county. We're unique among most tow services offering full health benefits, along with retirement benefits, and paid vacation. As our business grows once we have an established a full time manned lot through the use of the modular office, we will be able to employ more people, further spreading the economic success that will occur.

In closing, I appreciate the steps I am learning in the special use permit process and will apply the lessons learned to the future developments that we at Sunflower Tow Service have in Wyandotte County. Thank you for your time.

Luke Olenick
Owner, Sunflower Tow Service

Applicant response letter

Sunflower Tow Service

Chemical and waste spill procedures

Minor chemical/hazardous waste spill procedures

A minor spill is when:

- The chemical spilled has a low to moderate hazard;
- No one has been exposed to the chemical; and
- Employees have sufficient equipment and training to properly clean up the spill

Follow these procedures for minor spills:

1. Protect yourself and alert others: Avoid contact with the spilled material. Wear appropriate PPE. Treat all chemicals as if they are hazardous.
2. Contain the spill and secure the area: Use chemical absorbent boom to surround the spill area. Do not walk through or allow others to walk through spilled material.
3. Cover liquid spills with absorbent floor dry. Use a scoop and broom to sweep up spill after it has been absorbed. Place spill material in plastic bag or compatible container and label to identify contents. Further decontaminate the area as needed with mop or paper towels if appropriate.
4. Clean up. Wash hands and replace items used out of spill kit (i.e. floor dry, gloves, towels, disposable PPE).
5. Contact Metro Accident Support Services 816-985-1349 to arrange pickup of waste. Notify supervisor of spill, and the clean-up procedure followed.

Major spill procedures

A major spill is when:

- The chemical spilled is flammable, reactive, or highly toxic;
- Someone has been exposed to the spill directly; or
- Too much material has been spilled for the amount of absorbent available at the tow lot

Follow these procedures for major chemical spills:

1. Protect yourself and others: Shut off any sources of ignition and stop the source of the spill, if you can do so without endangering yourself or others.
2. Evacuate the immediate area.
3. Call the fire department if:
 - a. The spill causes a reaction that creates a fire
 - b. Fumes or gasses are causing concern of fire
4. Call Metro Accident Support Services 816-985-1349 to arrange immediate emergency response to the spill. Notify your supervisor of the spill immediately.

Spill procedures



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #SP-2018-58

GENERAL INFORMATION

Applicant:
Merritt Bold and Tom Elliott

Status of Applicant:
Representative
Bold Management, LLC
15321 Larsen St
Overland Park, KS 66221

Requested Action:
Approval of a special use permit

Date of Application:
March 30, 2018

Purpose:
Special Use Permit to sell semi-trailers

Property Location:
2330 State Line Road



Commission Districts: 1. Commissioner At Large: Tom Burroughs
2. District Commissioner: Ann Brandau Murguia

Existing Zoning: M-3 Heavy Industrial District

Existing Surrounding Zoning: **North:** M-3 Heavy Industrial District
South: M-3 Heavy Industrial District
East: M3-5 Manufacturing District (Kansas City, Missouri)
West: M-3 Heavy Industrial District (Across Kansas River)

Existing Uses: **North:** Storage facility
South: Warehouse distribution/storage facility
East: Utilities facility
West: Meat products manufacturing (Across Kansas River)

Total Tract Size: 2.13 acres

Master Plan Designation: The City-Wide Master Plan designates this property as Industrial.

Major Street Plan: The Major Street Plan designates State Line Road as a Local or Neighborhood Street.

Advertisement: The Wyandotte Echo – May 17, 2018
Letters to Property Owner – May 17, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicants, Merritt Bold and Tom Elliott, are applying for a Special Use Permit to sell semi-trailers.

City Ordinance Requirements: 27-592 through 27-606

FACTORS TO BE CONSIDERED

1. The Character of the Neighborhood.

The character of this neighborhood is entirely industrial.

2. The zoning and uses of properties nearby and the proposed use's expected compatibility with them.

The zoning and uses of properties nearby are entirely industrial. The proposed use of semi-trailer sales and associated semi-trailer storage will not be incompatible with an industrially zoned area.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

Removal of the restrictions should not detrimentally affect nearby property.

4. *The length of time the property has remained vacant as zoned.*

The property is not vacant.

5. *The degree of conformance of the proposed use to the Master Plan.*

Special Use Permits are not addressed in the Master Plan.

6. *Whether the proposed use will result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.*

The proposed use should not result in an increase in the amount of vehicular traffic. The expected frequency of sales is unknown; however, they should not occur often enough to cause detrimental amounts of traffic to the property.

7. *Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.*

The proposed use is not reasonably necessary for the convenience and welfare of the public. Rather, it is only convenient for those looking to purchase a semi-trailer. The proposed use will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.

8. *Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.*

Being an industrial neighborhood, there is already noise associated with semi-trailers and semi-trucks. The sale of such trailers will not create any extra noise that is not already associated with the neighborhood.

9. *Whether the proposed use will pollute the air, land or water.*

The proposed use will not pollute the air, land, or water.

10. *Whether the use would damage or destroy an irreplaceable natural resource.*

The use would not damage or destroy an irreplaceable natural resource.

11. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners is minimal. If this application is denied, then the applicant will have to find a new location to run their business.

12. Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.

The proposed use would not result in overcrowding of land or cause undue concentrations of population.

PREVIOUS ACTIONS

None.

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on May 24, 2018. According to the applicant, there was no opposition from the one attendee of the meeting.

KEY ISSUES

Final Site Plans
UG Floodplain Requirements
Frequency of sales

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Special Use Permit Application #SP-2018-58, subject to:

Urban Planning and Land Use Comments:

1. If approved, Special Use Permit will be valid for two (2) years.

Business License Comments:

1. If approved, All American Trailer will need to file the occupation tax application with this office.

Public Works and Engineering Comments:

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

- 1) Engineering comments are listed as stipulations below.
- B) Items that are conditions of approval (stipulations):
 - 1) The special use permit requires final site plans prepared by a Professional Engineer licensed in the state of Kansas. Provide a final site plan showing property lines, dimensions to existing building, proposed parking spaces, drive aisles, utilities, contours and/or elevations, etc., in accordance with UG standards and criteria. Further discussion or a meeting with staff may be needed prior to a resubmittal.
 - 2) The existing parcel is with FEMA floodplain. Show existing floodplain lines, base flood elevation, and floodplain note referencing FEMA map number and applicable information, and existing building floor elevation, etc., on the site plan.
 - 3) Please coordinate with Kim Portillo, CFM regarding UG floodplain requirements, as applicable.
 - 4) On the site plan, indicate the existing and proposed impervious areas in SF, and indicate net increase in impervious area, even if it is zero or negative SF.
 - 5) Any proposed land disturbance activities shall be indicated on the site plan, with the area and SF depicted on the plan or a note indicating no land disturbance activities. If land will be disturbed, indicate applicable erosion control bmp's on the site plan, in accordance with UG standards and criteria.
 - 6) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #SP-2018-58 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Zoning Map
Aerial Photo
Neighborhood Meeting Affidavit, Minutes, and Sign-In Sheet
Photos of Property
Site Layout

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	July 9, 2018	July 26, 2018
Special Use	Approval	

STAFF CONTACT: **Mason Herrman**
 mherrman@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**SP-2018-58** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**SP-2018-58**, as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 1:31:30:

SPECIAL USE PERMIT APPLICATION #SP-2018-58 – TOM ELLIOT AND MERRITT BOLD WITH ALL AMERICAN TRAILER, LLC – SYNOPSIS: Special Use Permit to sell semi-trailers at 2330 State Line Road. **Detailed Outline of Requested Action:** The applicants, Merritt Bold and Tom Elliott, are applying for a Special Use Permit to sell semi-trailers.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;

6. The Notice in the Wyandotte Echo dated May 17, 2018; and
7. The Notices to property owners dated May 17, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Tom Elliott, All American Trailer, 1802 North Concord Road, Independence, Missouri

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 1:33:29: Planning Director Richardson stated that the staff recommends approval subject to the stipulations in the staff report.

Motion and Vote starts at 1:33:37:

On motion by Ms. Jones, seconded by Ms. Pauley, the Planning Commission voted as follows to **recommend APPROVAL of Special Use Permit Application #SP-2018-58:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present

Motion to recommend APPROVAL Passed: 7 to 0

Subject to:

Urban Planning and Land Use Comments:

1. If approved, Special Use Permit will be valid for two (2) years.

Business License Comments:

1. If approved, All American Trailer will need to file the occupation tax application with this office.

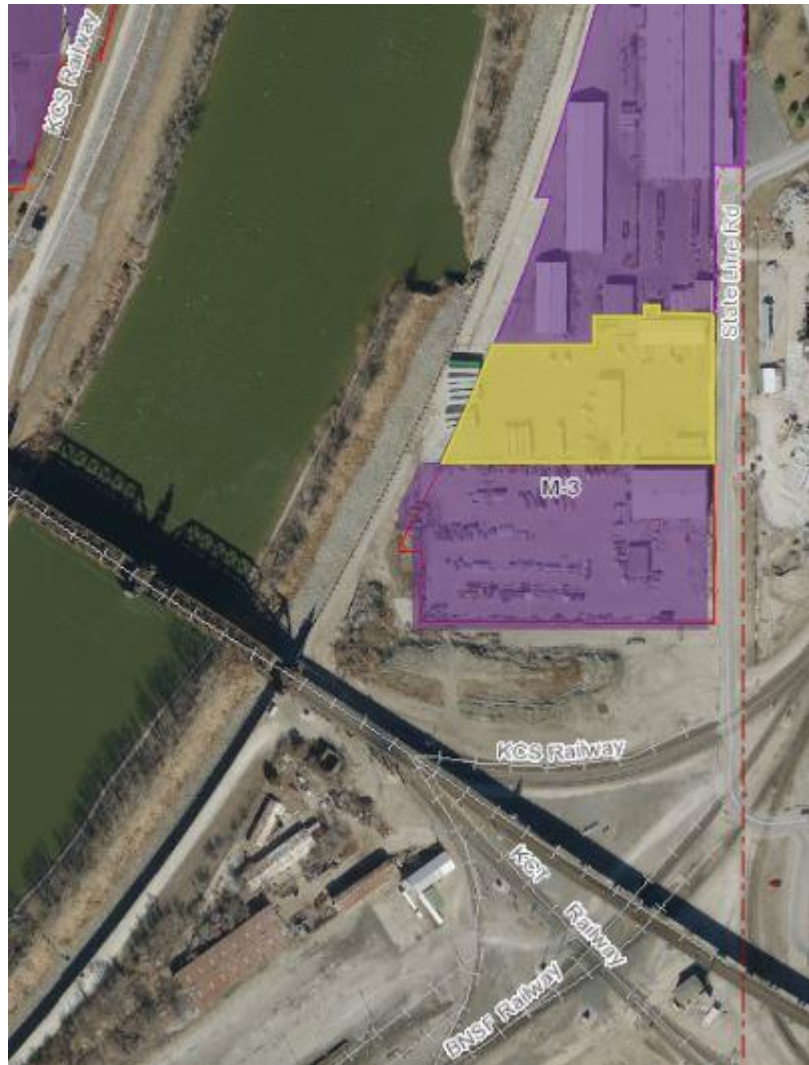
Public Works and Engineering Comments:

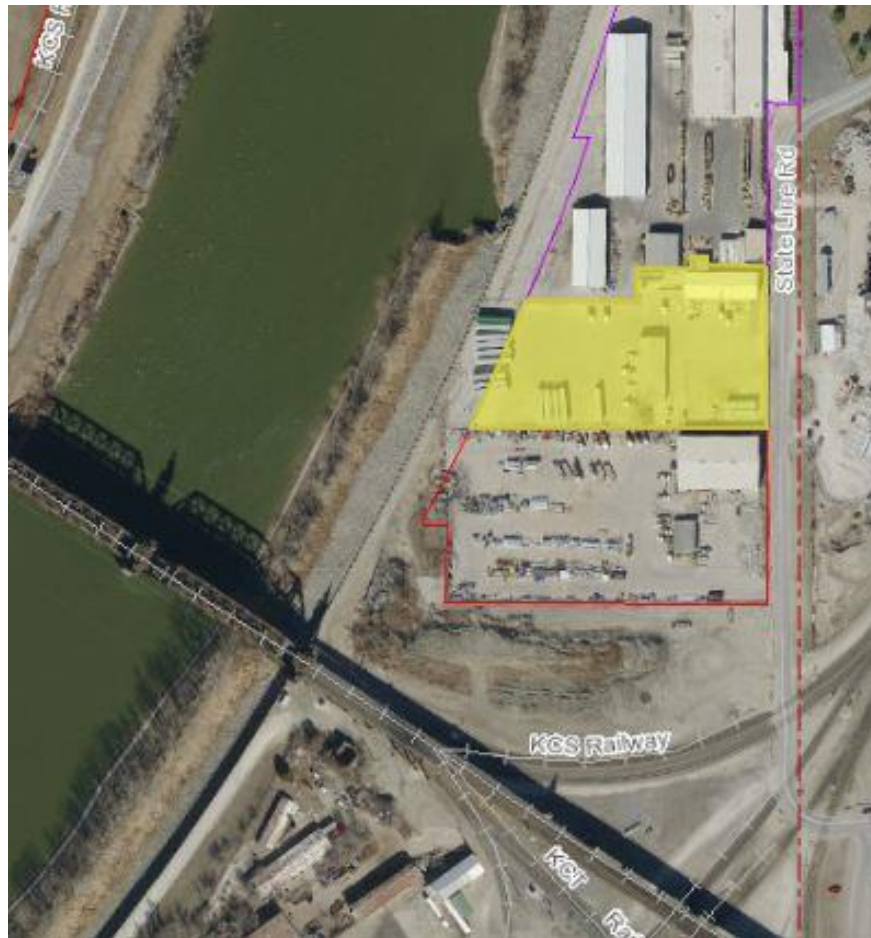
A) Items that require plan revision or additional documentation before engineering can recommend approval:

- 1) Engineering comments are listed as stipulations below.

B) Items that are conditions of approval (stipulations):

- 1) The special use permit requires final site plans prepared by a Professional Engineer licensed in the state of Kansas. Provide a final site plan showing property lines, dimensions to existing building, proposed parking spaces, drive aisles, utilities, contours and/or elevations, etc., in accordance with UG standards and criteria. Further discussion or a meeting with staff may be needed prior to a resubmittal.
 - 2) The existing parcel is with FEMA floodplain. Show existing floodplain lines, base flood elevation, and floodplain note referencing FEMA map number and applicable information, and existing building floor elevation, etc., on the site plan.
 - 3) Please coordinate with Kim Portillo, CFM regarding UG floodplain requirements, as applicable.
 - 4) On the site plan, indicate the existing and proposed impervious areas in SF, and indicate net increase in impervious area, even if it is zero or negative SF.
 - 5) Any proposed land disturbance activities shall be indicated on the site plan, with the area and SF depicted on the plan or a note indicating no land disturbance activities. If land will be disturbed, indicate applicable erosion control bmp's on the site plan, in accordance with UG standards and criteria.
 - 6) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) None





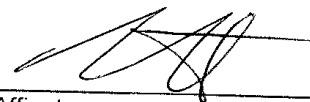
AFFIDAVIT – NEIGHBORHOOD MEETING

STATE OF Kansas)
COUNTY OF Wyandotte) SS:

Comes now Tom Elliott, of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the petitioner for Petition # SP-2018-58
2. That I conducted a neighborhood meeting on 5/24/18.
3. Attached are the minutes/summary of the meeting and a copy of the notice mailed to the property owners on the list provided by the Urban Planning and Land Use Department.

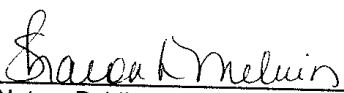
Further affiant saith not.



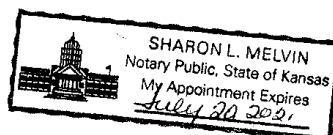
Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this 24th day of May, ~~2008~~ 2018

My commission expires July of 20th, ~~2008~~ 2021



Notary Public



MINUTES:

Application Number __SP-2018-58__

Date and Location: __5/24/18 2330 State Line Rd KC KS__

Meeting called to order at: __2pm__

Names of people in attendance:

Eleanor Pitts

Tom Elliott

Tom Elliott reviewed the site plan, offices and parking spaces. Showed where trailers were going to be parked on property. Offices where remodeled 2 yrs ago. The site is not going to be changed at all will use site as it sits. No questions were asked.

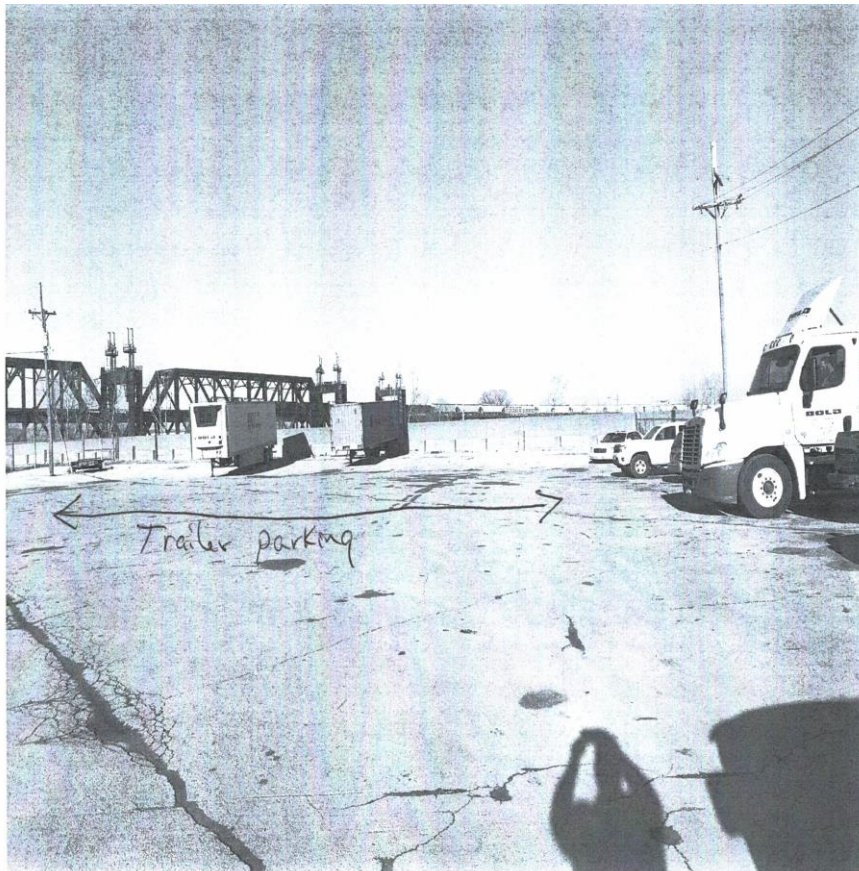
Meeting adjourned at: 2:15pm

Minutes taken by: Tom Elliott

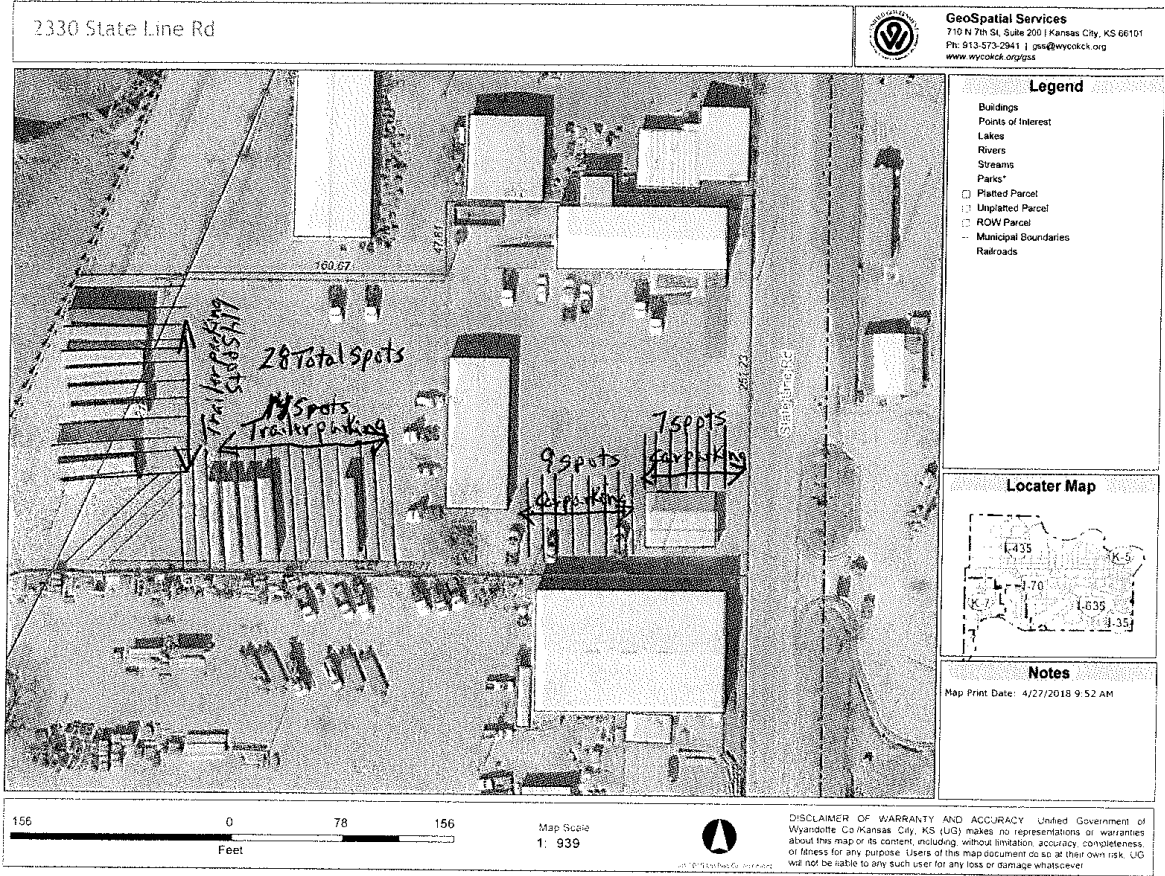
SIGN IN SHEET FOR NEIGHBORHOOD MEETING SP-2018-58

1. Sharon W. Potts
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____









Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners

From: City Staff

Date: July 26, 2018

Re: **Petition #SP-2018-61**

GENERAL INFORMATION

Applicant:
Darold Bunce

Status of Applicant:
Owner
Crosswind Fellowship Church
2101 West 43rd Avenue
Kansas City, KS 66103

Requested Action:
Approval of Special Use Permit

Date of Application:
May 24, 2018

Purpose:
To keep a storage container on the property

Property Location:
2101 West 43rd Avenue

Commission Districts:
Commissioner At-Large: Tom Burroughs
District Commissioner: Ann Brandau Murguia



Existing Zoning: C-1 Limited Business and R-1(B) Single Family Districts

Existing Surrounding Zoning: **North:** C-1 Limited Business District (across West 43rd Avenue)
South: R-1(B) Single Family District
East: C-1 Limited Business District
West: C-1 Limited Business and R-1(B) Single Family Districts

Existing Uses: **North:** Single family homes
South: Single family homes
East: A parking lot and single-family homes
West: Single family homes

Total Tract Size: .25 acre

Master Plan Designation: The City-Wide Master Plan designates this property as General and Single Family.

Major Street Plan: The Major Street Plan classifies West 43rd Avenue as a Class C Thoroughfare and Eaton Street as a local street.

Advertisement: The Wyandotte Echo – June 14, 2018
Letters to Property Owner – June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicant, Darold Bunce with Crosswind Fellowship Church wants to keep a shipping container in the rear of the property to store classroom materials because the church is out of space and unable to build an addition onto the building.

City Ordinance Requirements: 27-592 through 27-606

Code Enforcement Action: Code Enforcement Officer Martel cited Crosswind Fellowship Church on April 25, 2018 for having a shipping container on the property without a special use permit, however the violation occurred on December 5, 2017.

FACTORS TO BE CONSIDERED

1. *The Character of the Neighborhood.*

The character of the neighborhood is primarily comprised of single family homes even though West 43rd Avenue has commercial businesses between Rainbow Boulevard and State Line Road.

2. *The zoning and uses of properties nearby and the proposed use's expected compatibility with them.*

The zoning and uses of properties nearby is set out above. The proposed use is not necessarily compatible with the adjacent residential uses.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

One of the SOAR goals is to reduce blight and degradation in the neighborhood. Keeping a storage container is contrary to this goal. The removal of the restriction could detrimentally affect nearby property.

4. *The length of time the property has remained vacant as zoned.*

The property is not vacant.

5. *The degree of conformance of the proposed use to the Master Plan.*

Special use permits are not addressed in the Master Plan.

6. *Whether the proposed use will result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.*

The proposed use will not result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street.

7. *Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.*

The proposed use is not reasonably necessary for the convenience and welfare of the public.

8. *Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.*

Not applicable.

9. Whether the proposed use will pollute the air, land or water.

Not applicable.

10. Whether the use would damage or destroy an irreplaceable natural resource.

Not applicable.

11. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

There is no relative gain to the public health, safety, and welfare. If the application is denied, the applicant must build an addition, shed or another structure on a permanent foundation for additional storage.

12. Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.

The location of the shipping container in the rear of the property may create parking circulation issues as that area on site is the only available off-street parking.

PREVIOUS ACTIONS

None

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on June 25, 2018. According to the applicant, no one attended the meeting.

KEY ISSUES

SOAR Goals
Google Street View Photograph
Site Photographs

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Special Use Permit Application #SP-2018-61 **for one (1) year to work with the staff on cladding the exterior of the container.**

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #**SP-2018-61** subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Applicant Response Letter
Neighborhood Meeting Minutes
Notice of Violation
Photographs of Property

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	July 9, 2018	July 26, 2018
Special Use	Approval	

STAFF CONTACT: **Byron Toy, AICP**
 btoy@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**SP-2018-61** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**SP-2018-61**, as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 1:34:13:

SPECIAL USE PERMIT APPLICATION #SP-2018-61 – DAROLD BUNCE WITH CROSSWIND FELLOWSHIP CHURCH – SYNOPSIS: Special Use Permit for a temporary storage container for the church at 2101 West 43rd Avenue. **Detailed Outline of Requested Action:** The applicant, Darold Bunce with Crosswind Fellowship Church wants to keep a shipping container in the rear of the property to store classroom materials because the church is out of space and unable to build an addition onto the building.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated June 14, 2018; and
7. The Notices to property owners dated June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Darold Bunce, applicant and Pastor of Crosswind Fellowship Church, 1515 South 52nd Terrace, Kansas City, Kansas

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 1:42:10: Planning Director Richardson stated that in previous cases, the staff has strenuously opposed the use of containers in residential areas. If it is to be there permanently it should be clad with something that makes it look more than just a container with the container in the inside and it looked more residential. He stated that just painting it is not going to gain staff approval. They could be given some time, possibly a year, to work with staff to figure out how to clad it and do more than paint it.

Motion and Vote starts at 1:44:48:

On motion by Mr. Connolly, seconded by Ms. Pauley, the Planning Commission voted as follows to **recommend APPROVAL of Special Use Permit Application #SP-2018-61 for one (1) year to work with the staff on cladding the exterior of the container:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Chairman
Ernst	Not Present
Motion to recommend APPROVAL Passed: 7 to 0	

Toy, Byron

From: Parker, Janet
Sent: Wednesday, June 27, 2018 11:43 AM
To: Toy, Byron
Subject: FW: SP-2018-61 - Response to Draft Staff Report

Our goal is to serve you with excellence! Please click the following link and take a moment to complete this short customer service survey to help us better serve you!

<https://www.surveymonkey.com/s/UBPLUCS>

Thank you,

Janet L. Parker, CSC/APC



NOTE: All applications to be heard by the Board of Zoning Appeals and City Planning Commission are to be submitted to:

**Kim Portillo
Urban Planning and Land Use Annex
Neighborhood Resource Center
4953 State Avenue
Kansas City, KS 66102**

From: Darold Bunce <crosswindag@yahoo.com>
Sent: Friday, June 22, 2018 12:21 PM
To: Parker, Janet <jparker@wycokck.org>
Subject: Re: SP-2018-61 - Draft Staff Report

Here are my responses to the draft. I hope this is what you desire I am unsure of what I'm suppose to do.

Factors to be considered

#3. The storage container has done just the opposite as what is stated. We took an unused area of the parking lot that was a catch all and debris ply and cleaned it up. If we are allowed to keep the container it would be painted or even sided so it does not look like some tin can. As well as where we sat the container most of it is hidden by two concrete walls.

#7. Without this container it would limit us in our ability to minister to the community, which is an aid in the welfare of the public.

#12. The container has not created parking circulation issues. This is located in the back dead end park that was not used except for debris collection.

Urban Planning and land use comments:

#1. That part of the parking has been unused and will continue to be unused except for the container and a place for the community to play basketball.

#2. The container has been on the property since Aug. 2017.

#3 . As long as we have stuff needed to be stored.

#4. Inflatables and games for use in community, chairs, lawnmower, and minor miscellaneous

Public Works comments:

The container gives us a safe and secure storage. This does enable us to better affect the community around us. If approved we plan to either paint or side it so it is not a degradation in the neighborhood but an improvement. As I stated from the beginning we thought we were within codes when we purchased the container. I did not find anything under the codes that I read about containers. Now that we have made the expense in good faith and we are willing to continue to improve the area, we would like to keep it.

Thank you.

Darold Bunce

Crosswind Lead Pastor

The Cross of Christ is our cause and

The Wind of the Holy Spirit is our power.

2 Corinthians 5:18

From: "Parker, Janet" <jparker@wycokck.org>

To: "crosswindag@yahoo.com" <crosswindag@yahoo.com>

Cc: "Toy, Byron" <btoy@wycokck.org>; "Parker, Janet" <jparker@wycokck.org>

Sent: Monday, June 18, 2018 11:03 AM

Subject: SP-2018-61 - Draft Staff Report

Attached are the "draft" comments on this application. Please submit additional information/plans to our office, by **Monday, June 25, 2018**, at 12:00 Noon. Failure to respond will result in the case being held over for one month or a recommendation of denial. Contact **the Planner below with questions**. For engineering questions or to set an appointment, please contact **Martin Ntonjira** at mntonjira@wycokck.org.

Please also send a copy of the minutes, along with the attendance sheet, for your neighborhood meeting to Janet Parker (jparker@wycokck.org or Fax: 913-573-5796) by **Wednesday, June 27, 2018. (If this has not already been done.)**

Also, if you have not picked up your zoning sign and posted it on your property, that must be done by Tuesday, June 19, 2018.

MINUTES:

Application Number __SP-2018-61__

Date and Location: __6-25-18 Crosswind Fellowship Church__

Meeting called to order at: __6:30 pm__

Names of people in attendance: My wife & I

Introductions:

Presentation by applicant and/or team (explain what information was given to those in attendance and a summary of what the speaker said).

Questions and answers (include the following): None

- Who asked question or gave comment
- What was the question or comment
- Who answered the question/comment
- What was the answer given

Meeting adjourned at: 7:03 pm

Minutes taken by: __Darold Bunce__



CODE ENFORCEMENT DIVISION

Neighborhood Resource Division
Unified Government of Wyandotte County/Kansas City, Kansas
4953 State Avenue, Kansas City, Kansas 66102
p. (913) 573-8800 | f. (913) 573-8731 | www.wycokck.org/codeenforcement

0 Thurs 2:12

NOTICE OF VIOLATION

April 25, 2018

CROSSWIND FELLOWSHIP CHURCH
2101 W 43RD AVE
KANSAS CITY, KS 66103

Dear Owners:

An inspection of the property at **2101 W 43RD AVE, KANSAS CITY, KS 66103** was conducted on **Tuesday, December 5, 2017** and revealed the following violations of Chapter 8, Chapter 31 and/or Chapter 27 of the Code of Ordinances, Kansas City, Kansas.

Code Case: 17200-04495

04/19/18 Zoning Ordinance Violation - Section 302.7.1 is added to read as follows:
Storage containers. The use of storage pods and similar metal shipping containers used for the storage of materials, possessions, products, or other items, may be permitted, subject to one container per business or residence for no more than two non-consecutive months in any twelve month period. The one month periods that the storage containers are positioned or located on a property must be separated by a minimum of one month before the second month in a twelve month period may occur. Containers must be positioned or located on private property, not in the public right of way or easements, and must be positioned or located on a driveway or other improved surface. Storage containers shall not be positioned or located in the yard or in other landscaped surface areas.
SHIPPING CONTAINERS CANNOT BE STORED/KEPT ON THE PROPERTY CONTINUOUSLY WITHOUT AN ACTIVE BUILDING PERMIT. THE CONTAINER IN THE PARKING AREA BEHIND THE CHURCH HAS BEEN NOTICED SINCE DECEMBER 2017.
PLEASE REMOVE THE CONTAINER OR APPLY FOR A SPECIAL USE PERMIT THROUGH PLANNING AND ZONING, (913)573-5758.

12/05/17

All violations must be corrected before **May 09, 2018**. Failure to abate these violations may result in a Summons to appear in Municipal Court on Misdemeanor Charges and/or the issuance of Administrative Citations with escalating civil penalties from \$100 to \$500. Unpaid civil penalties shall be assessed against the property and become a lien which may lead to foreclosure.

Should you have any questions, please contact Inspector Cheryl A Martel at 913 573-8607.

reinsltr.rpt

Printed: 04/25/2018 (9:28 am)



Figure 1. Photograph of the rear of 2101 West 43rd Avenue (provided by Google Street View).





Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Vacation Petition #A-2018-3

GENERAL INFORMATION

Applicant:
Rezek Muslet

Status of Applicant:
Representative
Wil Anderson of BHC Rhodes
710 State Avenue
Kansas City, KS 66101

Requested Action:
Approval to vacate alley

Date of Application:
April 27, 2018

Purpose:
To combine two parcels together
for development

Property Location:
609 Central Avenue



Commission Districts:

1. Commissioner At Large: Tom Burroughs
2. District Commissioner: Brian McKiernan

Existing Zoning: C-3 Commercial District

Existing Surrounding Zoning: **North:** C-3 Commercial District
South: R-1(B) Single Family District
East: C-3 Commercial District
West: C-3 Commercial District

Existing Uses: **North:** Vacant land
South: Single family home
East: Vacant land
West: Restaurant (under construction)

Neighborhood Characteristics: The character of the neighborhood is comprised of commercial businesses and vacant land along Central Avenue, east of 7th Street Trafficway and single-family homes behind the east-west alley between 7th Street and Tremont Street.

Total Tract Size: .023 acre

Master Plan Designation: The City-Wide Master Plan designates this property as Community Commercial.

Major Street Plan: The Major Street Plan classifies Central Avenue as a Class B Thoroughfare

Advertisement: Wyandotte Echo – May 17, 2018
Letters to Property Owners – May 17, 2018, June 13, 2018 and July 18, 2018

Public Hearings: June 11, 2018, July 9, 2018 and July 26, 2018

Public Opposition: One (1) neighbor was present at all of the City Planning Commission meetings.

PROPOSAL

Detailed Outline of Requested Action: The representative, Wil Anderson of BHC Rhodes on behalf of the applicant, Rezek Muslet wants to vacate a portion of the alley in between 609 Central Avenue and 631 Central Avenue to connect adjoining properties to continue construction of two (2) commercial retail buildings.

City Ordinance Requirements: Article XXI Sections 27-502 – 27-709 and K.S.A. 12-504 to 12-506 and 12-512b.

FACTORS TO BE CONSIDERED

1. ***Development of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.***

Any future development can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.

2. ***The extent to which utilities and public services are available and adequate to serve the proposed use.***

- a. ***Water service***

Available

- b. ***Sanitary sewer service***

Available

- c. ***Storm water control***

To be designed to meet City Code

- d. ***Police***

Police service provided by the East Patrol, District #115

- e. ***Fire***

Fire service provided by Station #9 located at 11th and Central Avenue

- f. ***Transit***

Kansas City ATA provides transit service at the intersection of 7th Street Trafficway and Central Avenue, Route #102 as well as the intersection of 6th Street and Central Avenue, Route #107.

- g. ***Schools***

Kansas City, Kansas USD 500

3. ***Streets are designed so as to provide a safe, convenient and functional system for vehicular traffic, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probable future land and building uses.***

Streets are already designed as to provide a safe, convenient and

functional system for vehicular traffic and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probably future land and building uses.

4. ***Assurance that buildings, lots, blocks, parcels and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protection, and to provide for long-term sustained real estate values.***

Any proposed buildings, lots and streets will be so arranged as to afford adequate light, open space or air, to facilitate fire protection, and to provide for long-term real estate values.

5. ***Development patterns are designed with due regard to topography, so that the natural features of the land and vegetation shall be protected and enhanced.***

Not applicable.

6. ***Adequate sites are provided for schools, parks, playgrounds, and other community services so that residents of all neighborhoods shall have convenient access to such facilities.***

Not applicable.

7. ***Vacation will not create utility conflicts.***

The proposed vacation will not create utility conflicts.

KEY ISSUES

None

PREVIOUS ACTIONS

#A-2012-4 went before the City Planning Commission on May 14, 2012 and was voted for denial 6 to 1. The abutting property owner, Mr. Chris Kuzila objected to the application and as an abutting property owner, his opinion on the matter was heavily weighted. That proposal involved a vacation of the entire alley. The current proposal only involves a portion of the alley.

#A-2016-7 went before the City Planning Commission on July 11, 2016 and was voted for denial 5 to 1. The Unified Government Board of Commissioners denied the petition on July 28, 2018.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Alley Vacation Application #A-2018-3 for the following reasons:

1. Due and legal notice has been given by publication as required in this act, and that
2. No private rights will be injured or endangered by such vacation or exclusion, and that
3. The public will suffer no loss or inconvenience thereby, and that
4. In justice to the petitioner or petitioners the prayer of the petitioner ought to be granted:

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission. In addition, subject to approval, a \$50.00 ordinance publication fee is due immediately following the Board of Commissioners meeting. The alley will not be officially vacated until the ordinance is published in the *Wyandotte Echo*.

STAFF RECOMMENDATIONS

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Vacation Petition #A-2018-3 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Vacation Exhibit

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	June 11, 2018	July 26, 2018
Vacation	Held Over July 9, 2018 Approval	

STAFF CONTACT: **Byron Toy, AICP**
btoy@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #A-2018-3 as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to

the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**A-2018-3**, as they are not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

June 11, 2018 City Planning Commission Minutes:

Non-Consent Agenda Starts at 15:15:

ALLEY VACATION APPLICATION #A-2018-3 – REZEK MUSLET WITH MUSLET LLC – SYNOPSIS: Vacation of an alley between 609 and 631 Central Avenue.

Detailed Outline of Requested Action: The representative, Wil Anderson of BHC Rhodes on behalf of the applicant, Rezek Muslet wants to vacate a portion of the alley in between 609 Central Avenue and 631 Central Avenue to connect adjoining properties to continue construction of two (2) commercial retail buildings.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated June 11, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated May 17, 2018; and
7. The Notices to property owners dated May 17, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Wil Anderson, representing the applicant, BHC Rhodes, 712 State Avenue, Kansas City, Kansas 66101 (Requested a holdover of the application.)

Present in Opposition:

- ❖ There was one person present who said that he will come back to the July 9, 2018 meeting.

Staff Recommendation starts at 18:17: Planner Toy stated that the staff recommends holding over this application until the July 9, 2018 meeting.

Motion and Vote starts at 18:33:

On motion by Mr. Connelly, seconded by Mr. Miller, the Planning Commission voted as follows to **HOLD OVER Alley Vacation Application #A-2018-3 as per the applicant's representative's request until the July 9, 2018 meeting:**

Carson	Aye
Connelly	Aye
Ernst	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Huey	Chairman
Childress	Not Present
Mose	Not Present
Serda	Not Present

Motion to HOLD OVER Passed: 7 to 0

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 2:21:10:

ALLEY VACATION APPLICATION #A-2018-3 – REZEK MUSLET WITH MUSLET LLC – SYNOPSIS: Vacation of an alley between 609 and 631 Central Avenue.

Detailed Outline of Requested Action: The representative, Wil Anderson of BHC Rhodes on behalf of the applicant, Rezek Muslet wants to vacate a portion of the alley in between 609 Central Avenue and 631 Central Avenue to connect adjoining properties to continue construction of two (2) commercial retail buildings.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated May 17, 2018; and
7. The Notices to property owners dated May 17, 2018 and June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Deputy Chief Counsel Patrick Waters distributed a list of factors that needs to be mentioned (from State Law) in a motion for approval.

Present in Support:

- ❖ Mickey Davis, 2100 Hutton Road, Kansas City, Kansas (Mr. Davis originally appeared requesting a holdover – which was presented to staff today)

Present in Opposition:

- ❖ Chris Kuzila, 601, 603, and 605 Central and 10 South Tremont, Kansas City, Kansas 66101

Staff Recommendation starts at 2:43:26: Planning Director Richardson stated that when he made statements about the alley that was a different application that touched Mr. Kuzila's property; this is a new application that ends at the retaining wall. The Legal Department has determined that this is not an issue for which the development can be held at bay. There has been a legal opinion that this is a different application than what he thought it had been previously. With regard to the case law that was discussed with Legal Department if this was Mr. Kuzila's only way into his property and someone was going to vacate this portion of the alley as a spite strip, the Court would not allow it. It is not a necessity for the enjoyment of the property when you cannot get through it today. The staff recommendation is to approve this vacation for this portion of the alley and make this property whole. The request is from the wall to the north and Mr. Muslet owns both sides and this would make this property whole (and he showed the Commission on the map.) The alley stub will remain for access to Mr. Kuzila's property from the south. You couldn't cross it then and you cannot cross it now. A lot of things happened at the first attempt to do this project and that is why it has been stalled for a long time. They are working on a new plan to correct some of these issues.

Motion and Vote starts at 2:46:30:

On motion by Mr. Connelly, seconded by Mr. Reasons, the Planning Commission voted as follows to **RECOMMEND APPROVAL** of **Alley Vacation Application #A-2018-3** for the following reasons:

1. **Due and legal notice has been given by publication as required in this act, and that**
2. **No private rights will be injured or endangered by such vacation or exclusion, and that**
3. **The public will suffer no loss or inconvenience thereby, and that**
4. **In justice to the petitioner or petitioners the prayer of the petitioner ought to be granted:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye

Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Chairman
Ernst	Not Present

Motion to RECOMMEND APPROVAL Passed: 7 to 0

EXHIBIT FOR VACATION OF ALLEY

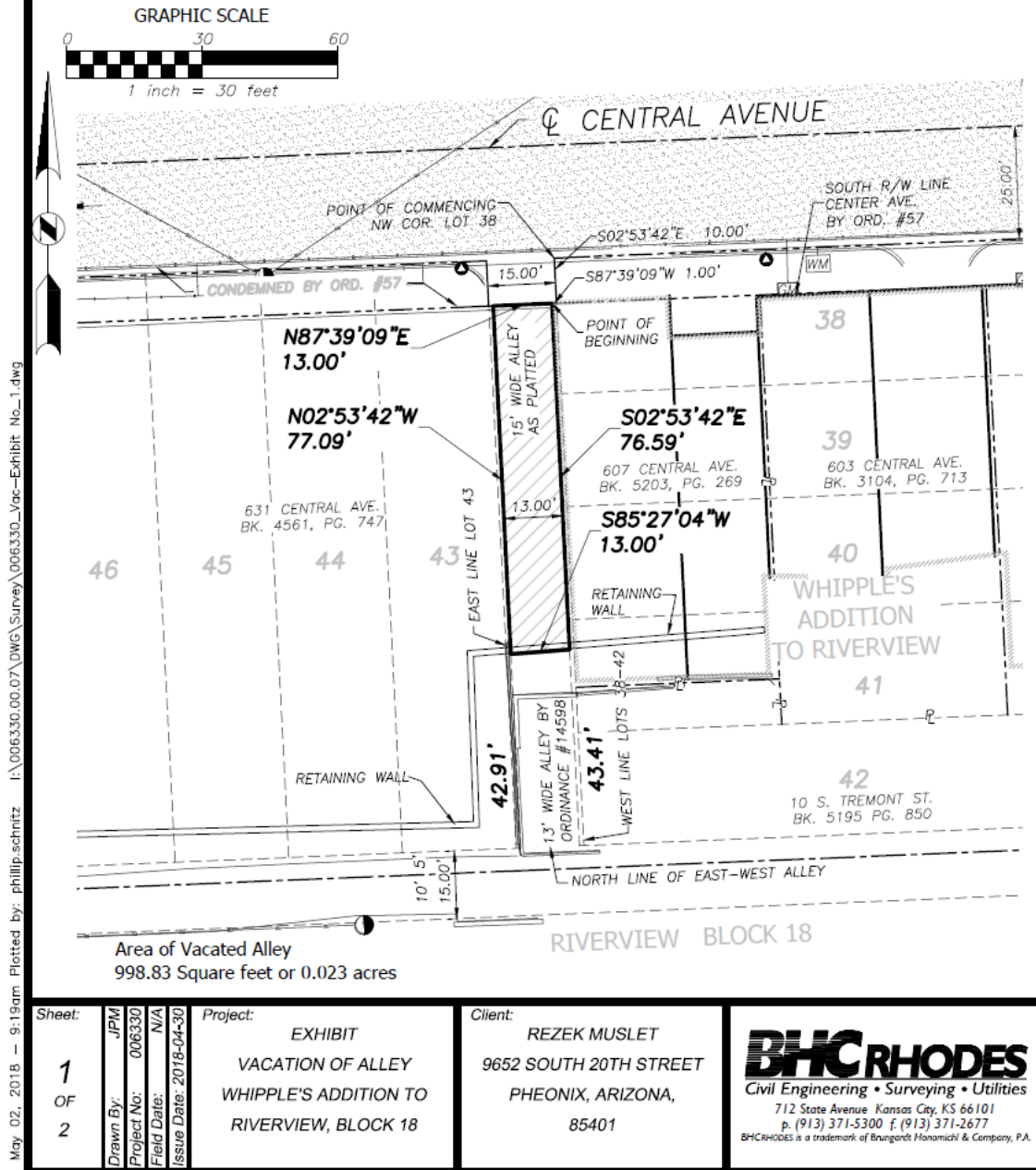


EXHIBIT FOR VACATION OF ALLEY

Legal Description
Alley Vacation
Block 18 Whipple's Addition to Riverview

A tract of a land being a part of WHIPPLE'S ADDITION TO RIVERVIEW, a subdivision in of land in Kansas City, Wyandotte County, Kansas, being more particularly described as follows:

NOTE: Basis of Bearings is South 02° 53' 42" East along the West line of Lots 38 through 42, WHIPPLE'S ADDITION TO RIVERVIEW as determined by Global Positioning System observations and referenced to the Kansas State Plane Coordinate System, North Zone (NAD83).

Commencing at the Northwest corner of Lot 38, as shown on the recorded plat of WHIPPLE'S ADDITION TO RIVERVIEW and recorded in the Office of the Register of Deeds in said city, county and state;

Thence South 02° 53' 42" East 10.00 feet on the West line of said Lot 38 to the South right-of-way line of Central Avenue as established by Ordinance Number 57;

Thence South 87° 39' 09" West 1.00 feet on the South right-of-way line of Central Avenue to the Point of Beginning said point being on the West line of the East 1.00 feet of Ordinance Number 14598;

Thence South 02° 53' 42" East 76.59 feet being 1.00 West of and parallel with the West line of Lots 38 through 42, WHIPPLE'S ADDITION TO RIVERVIEW to a point 0.20 feet south of an existing retaining wall and 43.41 feet north of the north line of the east-west alley on the south side of said lot 42;

Thence South 85° 27' 04" West, parallel with the existing retaining wall, 13.00 feet to the East line of the West 1.00 feet of Ordinance Number 14598, and 42.91 feet north of the north line of the east-west alley on the south side of said lot 43;

Thence North 02° 53' 42" West 77.09 feet being 1.00 feet East of and parallel with the East line of said Lot 43 to the South right-of-way line of said Central Avenue;

Thence North 87° 39' 09" East 13.00 feet to the Point of Beginning, said tract containing 998.83 square feet or 0.023 acres.

Subject to all easements and restrictions of record.

May, 02, 2018 - 9:17am Plotted by: philip.schnitz I:\006330.00.07\DWG\Survey\006330_Vac-Exhibit No. 1.dwg

Sheet:	Drawn By:	Project No:	Field Date:	Issue Date:	Project:	Client:	BHCRHODES Civil Engineering • Surveying • Utilities 712 State Avenue • Kansas City, KS 66101 p. (913) 371-5300 f. (913) 371-2677 BHCRHODES is a trademark of Brungardt Honsnisch & Company, P.A.
2	JPM/PJS	006330	N/A	2018-04-30	EXHIBIT	REZEK MUSLET	
OF					VACATION OF ALLEY	9652 SOUTH 20TH STREET	
2					WHIPPLE'S ADDITION TO	PHEONIX, ARIZONA,	
					RIVERVIEW, BLOCK 18	85401	



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Vacation Petition #U/E-2018-4

GENERAL INFORMATION

Applicant:
Mark Christian

Status of Applicant:
Representative
Accu-Surv Survey Co.
300 South Sunset Lane
Raymore, MO 64083

Requested Action:
Vacation of a utility easement.

Date of Application:
May 24, 2018

Purpose:
Vacation of a 10-foot-wide sanitary
utility easement over two residential
lots.

Property Location:
4807 North 124th Street

Existing Zoning: R-1 Single Family District



Existing Surrounding Zoning: **North:** R-1 Single Family District
South: R-1 Single Family District
East: R-1 Single Family District
West: R-1 Single Family District

Existing Uses: **North:** Residential
South: Residential
East: Residential
West: Residential

Neighborhood Characteristics: The neighborhood is residential in nature

Total Tract Size: 0.57 acres between two lots

Master Plan Designation: The City-Wide Master Plan designates this property as low-density residential.

Major Street Plan: North 124th Court is a designated local street.

Advertisement: The Wyandotte Echo – June 14, 2015
Letters to Property Owner – June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: Mark Christian of Accu-Surv Survey Company is requesting to vacate 10 feet of a utility easement that spans two residential lots.

City Ordinance Requirements: Article XXI Sections 27-502 – 27-709 and K.S.A. 12-504 to 12-506 and 12-512b.

FACTORS TO BE CONSIDERED

- 1. Development of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.***

This will not be an issue.

- 3. Streets are designed so as to provide a safe, convenient and functional system for vehicular traffic, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probable future land and building uses.***

Not Applicable.

4. ***Assurance that buildings, lots, blocks, parcels and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protection, and to provide for long-term sustained real estate values.***

This is not foreseen to be an issue.

5. ***Development patterns are designed with due regard to topography, so that the natural features of the land and vegetation shall be protected and enhanced.***

Not Applicable.

6. ***Adequate sites are provided for schools, parks, playgrounds, and other community services so that residents of all neighborhoods shall have convenient access to such facilities.***

This is not foreseen to be an issue.

7. ***Vacation will not create utility conflicts.***

Staff has not been informed of any conflicts.

KEY ISSUES

None.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Utility Easement Vacation Application #U/E-2018-4,
for the following reasons:

1. **Due and legal notice has been given by publication as required in this act, and that**
2. **No private rights will be injured or endangered by such vacation or exclusion, and that**
3. **The public will suffer no loss or inconvenience thereby, and that**
4. **In justice to the petitioner or petitioners the prayer of the petitioner ought to be granted:**

Subject to:

Planning and Land Use Comments:

1. **What is the purpose of this vacation, will the lots be combined in order to build over the parcel line? There is a house planned to be built over the**

property line. The property owner will need to consolidate the two lots in order to build in such a manner.

Public Works Comments:

- A. Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None
- B. Items that are conditions of approval (stipulations):
 - 1) The County Surveyor makes separate technical review of the vacation and survey exhibit documents and submits comments directly to the preparer of the survey. Provide revised vacation and survey exhibit documents in accordance with County Surveyor comments
 - 2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C. Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATIONS

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered* and *Key Issues* and recommends **APPROVAL** of Vacation Petition #U/E 2018-4 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Aerial Image
Exhibit

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	July 9, 2018	July 26, 2018
Vacation	Approval	

STAFF CONTACT: **Jamie Hickey**
 jhickey@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition **U/E-2018-4** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition **U/E 2018-4** as they are not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 2:48:00:

UTILITY EASEMENT VACATION APPLICATION #U/E-2018-4 – MARK CHRISTIAN WITH ACCU-SURV SURVEY COMPANY – SYNOPSIS: Vacation of utility easements at 4807 North 124th Court. **Detailed Outline of Requested Action:** Mark Christian of Accu-Surv Survey Company is requesting to vacate 10 feet of a utility easement that spans two residential lots.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated June 14, 2018; and
7. The Notices to property owners dated June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Mark Christian, applicant, Accu-Surv Survey Company, 300 South Sunset Lane, Raymore, Missouri

Present in Opposition:

❖ No one appeared

Staff Recommendation starts at 2:50:34: Planner Toy stated that the staff recommends approval subject to the stipulations in the staff report.

Motion and Vote starts at 2:50:42:

On motion by Dr. Serda, seconded by Ms. Jones, the Planning Commission voted as follows to **RECOMMEND APPROVAL** of **Utility Easement Vacation Application #U/E-2018-4** for the following reasons:

1. Due and legal notice has been given by publication as required in this act, and that
2. No private rights will be injured or endangered by such vacation or exclusion, and that
3. The public will suffer no loss or inconvenience thereby, and that
4. In justice to the petitioner or petitioners the prayer of the petitioner ought to be granted:

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present

Motion to RECOMMEND APPROVAL Passed: 7 to 0

Subject to:

Planning and Land Use Comments:

1. What is the purpose of this vacation, will the lots be combined in order to build over the parcel line? There is a house planned to be built over the property line. The property owner will need to consolidate the two lots in order to build in such a manner.

Public Works Comments:

- A. Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None
- B. Items that are conditions of approval (stipulations):
 - 1) The County Surveyor makes separate technical review of the vacation and survey exhibit documents and submits comments directly to the preparer

- of the survey. Provide revised vacation and survey exhibit documents in accordance with County Surveyor comments
- 2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C. Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) None



ACCU-SURV SURVEY COMPANY
300 S. SUNSET LANE
RAYMORE, MO. 64083
(816) 322-1973 FAX (816)322-9522





Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Preliminary Plan Review #PR-2018-19

GENERAL INFORMATION

Applicant:
Monsignor Stuart W. Swetland

Status of Applicant:
Representative
Donnelly College
806 North 18th Street
Kansas City, Kansas 66102

Requested Action:
Preliminary Plan Review for a new academic building, additional open space, and parking deck and surface parking lot.

Date of Application:
May 24, 2018

Purpose:
To obtain approval of a Preliminary Plan Review for a new academic building, additional open space, and parking deck and surface parking lot for use by Donnelly College.



Property Location: 608 North 18th Street

Existing Zoning: RP-5 Planned Apartment District

Surrounding Zoning:	North:	R-2 Two Family District
	South:	R-2 Two Family District and RP-5 Planned Apartment District
	East:	R-1(B) Single Family District
	West:	R-2 Two Family District

Existing Uses:	North:	Donnelly College
	South:	Residential
	East:	Religious use/Residential
	West:	Residential

Total Tract Size: 5.02 acres

Master Plan Designation: The City-Wide Master Plan designates this property for institutional use.

Major Street Plan: North 18th Street is a designated Class B thoroughfare.

Advertisement: The Wyandotte Echo – Not Required
Letters to Property Owners – June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: Monsignor Swetland is seeking approval of a Preliminary Plan Review for a 5.02-acre site that currently features an academic building, residential tower, and supporting parking, to be redeveloped as a new academic building, open space and parking deck with surface parking.

City Ordinance Requirements: Article XXII Sections 27-1001 – 27-1419 and Article XXI Sections 27-501 - 27-1000

FACTORS TO BE CONSIDERED

1. Neighborhood character.

This area is a mix of residential and institutional uses.

2. The zoning and uses of properties nearby and the proposed use's expected compatibility with them.

This development is on the current college campus which has operated at its current location since its founding in 1949. This use is compatible with the area.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

This is not foreseen to be an issue.

4. *The length of time the property has remained vacant as zoned.*

This property is not vacant.

5. *The extent to which the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality or marketability of nearby property.*

Continued investment in the city's academic institutions is positive for the community. The new building, if built in line with our guidelines and standards, would only improve the visual quality and marketability of the area.

6. *The extent to which the proposed use would increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.*

The proposed uses may increase traffic to the site, however, there will be increased parking included with the development to facilitate this demand.

7. *The degree of conformance of the proposed use to the Master Plan.*

This development would be in conformance with the Master Plan.

8. *The extent to which the proposed use could cause environmental harm or enhance the environment.*

This is not foreseen to be an issue.

9. *The extent to which utilities and public services are available and adequate to serve the proposed use.*

a. *Water service*

Existing

b. *Sanitary sewer service*

Existing

c. Storm water control

Existing

d. Police

Police service is provided by Police District #441

e. Fire

Fire service is provided by District #4

f. Schools

Kansas City, Kansas USD 500

g. Streets

See item #6 above

10. The economic impact of the proposed use on the community.

Bringing more students to the campus could have a positive impact on businesses in the area. Additionally, higher educational attainment rates in a community are correlated with economic strength of a community.

11. The capability of the proposed use to meet applicable ordinance requirements.

The proposed use is expected to meet applicable ordinance requirements.

12. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

It could be argued that increased economic and academic activity would be a gain for the community.

13. Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.

This is not anticipated to be an issue.

14. Whether the proposed use will pollute the air, land or water.

This is not anticipated to be an issue.

15. Whether the use would damage or destroy an irreplaceable natural resource.

This is not anticipated to be an issue.

16. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

The addition of green recreational space as part of this development can be seen as a gain to the public health.

17. Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.

The proposed use will not result in overcrowding of land.

KEY ISSUES

None.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 6 to 0 to recommend **APPROVAL** of Plan Review Application #PR-2018-19, **for everything west of 18th Street** subject to:

Urban Planning and Land Use Comments:

If approved, the following stipulations shall apply:

1. All concrete used for above ground structures must be integrally colored.
2. Any signage must comply with the sign code and be permitted through the Urban Planning and Land Use Department.
3. All streets must have sidewalks and landscape.

Fire Department Comments:

1. Provide plans showing method of providing emergency vehicle access to the structure. Plans to be stamped by a KS registered qualified design professional.
2. Provide sprinkler plans for review if structure is to be sprinkled at time of building permit review.
3. Provide location of fire hydrant within 400' of structure if un-sprinkled or 600' if sprinkled.

Public Works Comments:

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

- 1) Engineering comments are listed as stipulations below.
- B) Items that are conditions of approval (stipulations):
 - 1) The sanitary sewer memo shall be P.E sealed and shall evaluate flow calculations and sewer analysis, i.e. existing and proposed sanitary sewer flows, in accordance with the UG Minimum Design Standards for Sanitary Sewers. The sanitary sewer memo shall also evaluate the capacity of the existing system and determine if any improvements are needed downstream to accommodate the proposed sanitary sewer flows.
 - 2) Final development plans shall include final engineering, calculations, studies, and complete construction level drawings with construction notes and details, in accordance with UG standards and criteria and shall be reviewed and approved by UG prior to being placed on the Planning Commission agenda.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

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 **APPROVAL** of **Petition #PR 2018-19** subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Aerial photo
Zoning Map
Photo of structure at present
Proposed plans

REVIEW OF INFORMATION AND SCHEDULE

Action	<u>Planning Commission</u>	<u>Board of Commissioners</u>
Public Hearing	July 9, 2018	July 26, 2018
	Approval	

STAFF CONTACT: **Jamie Hickey**
 jhickey@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**PR 2018-19** as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**PR 2018-19**, as it is not in compliance with the City Ordinances and as it will not promote the health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 3:02:32:

PLAN REVIEW APPLICATION #PR-2018-19 – PASTOR STUART W. SWETLAND WITH DONNELLY COLLEGE - SYNOPSIS: Preliminary and Final Plan Review for a building addition and parking at 608 North 18th Street. **Detailed Outline of Requested Action:** Monsignor Swetland is seeking approval of a Preliminary Plan Review for a 5.02-acre site that currently features an academic building, residential tower, and supporting parking, to be redeveloped as a new academic building, open space and parking deck with surface parking.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file; and
6. The Notices to property owners dated June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. Planning Commissioner Jones recused herself at 9:46 p.m.

Present in Support:

- ❖ Monsignor Stuart Swetland, applicant, President of Donnelly College, 608 North 18th Street, Kansas City, Kansas 66102

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 3:05:07: Planning Director Richardson stated that the staff is in favor of this application; however, the staff has discovered that the legal description did not include the parking lot portion on the southeast corner of Tauromee and 18th Street where the old church is located that would be converted to parking and therefore was not noticed properly. That portion would have to come back because it was not included in the original legal description. They are showing removal of the church and parking. The only comment staff has is that if that is eventually done, there would need to be sidewalks and crosswalks on 18th Street because people would be crossing and there is a downhill slope. The staff recommends approval of everything west of 18th Street noting that the notices would have to be redone regarding the tearing down (of the church) and rebuilding of the parking lot. The notices went to the neighbors and the people on the east side of 17th Street would not have received a mailed notice (that is the only discrepancy.)

Motion and Vote starts at 3:07:04:

On motion by Ms. Pauley, seconded by Mr. Connelly, the Planning Commission voted as follows to **RECOMMEND APPROVAL of Plan Review Application #PR-2018-19 for everything west of 18th Street:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Not Present
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present

Motion to RECOMMEND APPROVAL Passed: 6 to 0

Subject to:

Urban Planning and Land Use Comments:

If approved, the following stipulations shall apply:

- 1. All concrete used for above ground structures must be integrally colored.**
- 2. Any signage must comply with the sign code and be permitted through the Urban Planning and Land Use Department.**

3. All streets must have sidewalks and landscape.

Fire Department Comments:

1. Provide plans showing method of providing emergency vehicle access to the structure. Plans to be stamped by a KS registered qualified design professional.
2. Provide sprinkler plans for review if structure is to be sprinkled at time of building permit review.
3. Provide location of fire hydrant within 400' of structure if un-sprinkled or 600' if sprinkled.

Public Works Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) Engineering comments are listed as stipulations below.
- B) Items that are conditions of approval (stipulations):
 - 1) The sanitary sewer memo shall be P.E sealed and shall evaluate flow calculations and sewer analysis, i.e. existing and proposed sanitary sewer flows, in accordance with the UG Minimum Design Standards for Sanitary Sewers. The sanitary sewer memo shall also evaluate the capacity of the existing system and determine if any improvements are needed downstream to accommodate the proposed sanitary sewer flows.
 - 2) Final development plans shall include final engineering, calculations, studies, and complete construction level drawings with construction notes and details, in accordance with UG standards and criteria and shall be reviewed and approved by UG prior to being placed on the Planning Commission agenda.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) None

Planning Commissioner Jones rejoined the Commission at 9:51 p.m.





Current street view of 608 N. 18th Street (via Google Maps, April 2017)



Conservation District Comments

The Wyandotte County Conservation District, with technical assistance from the Natural Resources Conservation Service, has completed an environmental review of the plans for: P PR-2018-19 Monsignor Stuart W. Swetland with Donnelly College building addition 608 North 18th Street.

In addition to the site review the following reports were generated from the Wyandotte County Soil Survey to assess the limitations for development and/or natural resources concerns for this site.

MAPS AND REPORTS

Soils Map
Soils Inventory Report
Map Unit Description (Brief)
Dwellings and Small Commercial Buildings
Soil Features

In summary, the following limitations and resource concerns were noted for this plat:

- There are two major soil types that were identified: Ladoga silt loam, 3 to 8 percent slopes and Knox silt loam, 7 to 12 percent slopes. These soil types are considered highly erodible when the surface is denuded of a protective cover.
- We did not received any plans to review on this project. **We would recommend no action on this application until such time as we have had a chance to review all of the erosion control plans for this project.**
- The Best Management Practices in this report can be used to solve erosion problems that come up.

- Shrink Swell potential has been identified as a limiting factor for the development of dwellings. Shrinking and swelling can cause damage to buildings, roads and other structures and to plant roots. Special design commonly is needed.

The following Best Management Practices are recommended for this plat:

* **Access Road** – Temporary entrance/exit pads should be constructed of a stone base design to provide a buffer area where construction vehicles can drop their mud to avoid transporting it onto public roads. See the *Protecting Water Quality Field Guide* pages 27-29 for Temporary Gravel Construction Entrance/Exit Pad.

* **Dust Control** – Any combination of the following may be used to help reduce the dust and air pollution at a construction site; vegetative cover, sprinkling, barriers, street cleaning and mulching. See the *Protecting Water Quality Field Guide* pages 89-92 for Dust Control information.

* **Critical Area Planting** - After final grade has been completed permanent vegetation will be established. See the *Protecting Water Quality Field Guide* pages 35-54 for Temporary, and Permanent Seeding.

* **Filter Strips** – During development, strategic non disturbance of existing perennial grass vegetation can function as filter strips. See the *Protecting Water Quality Field Guide* pages 195-200 for Filter Strip.

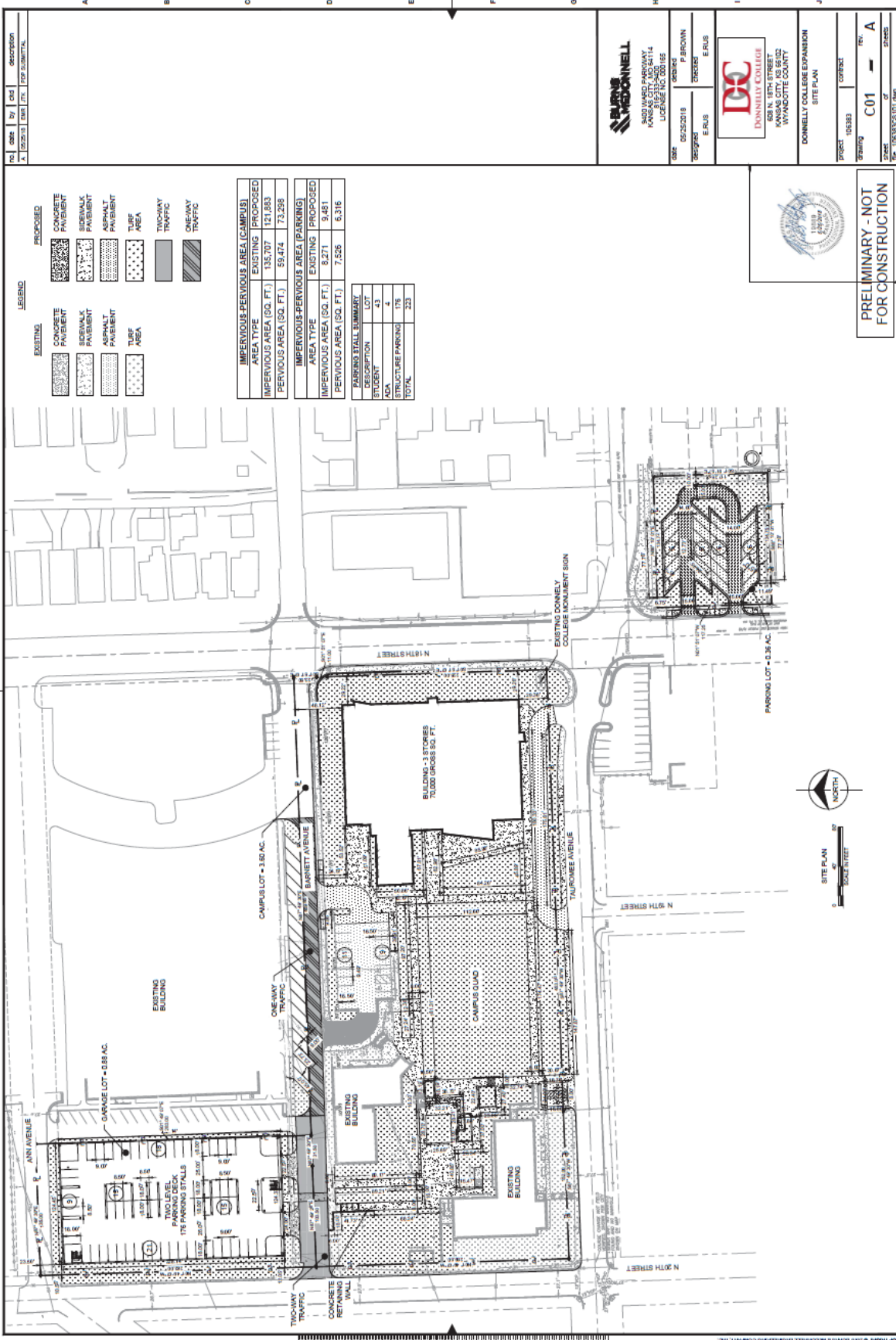
* **Silt Fences** - Temporary sediment barrier consisting of a geotextile fabric which is attached to supporting posts and trenched into the ground may be substituted for vegetative strips. Install on the contour, where fence can intercept runoff as a sheet flow; not located in crossing channels, waterways or other concentrated flow paths. See the *Protecting Water Quality Field Guide* pages 175-181 for Sediment Fence.

* **Sediment Trap** -Temporary catch basins consisting of a row or more of entrenched and anchored straw bales can be utilized in minor swales with less than 2 acres of drainage. See the *Protecting Water Quality Field Guide* for Straw Bale Sediment Trap.

* **Mulching** – Mulch can be applied to seeded areas to help establish plant cover. It can also be used in unseeded areas to protect against erosion over the winter or until final grading and shaping can be accomplished. See the *Protecting Water Quality Field Guide* pages 61-66 for Mulching.

* **Precision Land Forming** – Keep disturbed areas small; open only the land that is minimally necessary to perform the intended construction activities; and only for the minimum duration of time necessary to complete construction. Permanent or temporary soil stabilization should be applied to denuded areas that will remain undisturbed for longer than 60 days.

* **Sediment Basins** – This best management practice should be utilized in the natural concentrated flow areas to protect adjacent property and meet the National Pollution Discharge Elimination Systems Permit (NPDES). See the *Water Quality Field Guide* pages 201 – 208 for Temporary Sediment Trap and pages 209-216 for Sediment Basin.



SHANE MEDONNEL
 3402 WARD PARKWAY
 KANSAS CITY, MO 64114
 LICENSE NO. 00165

DATE: 05/20/18
 DESIGNED BY: BROWN
 CHECKED BY: ERLS

DONNELLY COLLEGE
 1201 N. 19TH STREET
 KANSAS CITY, MO 64102
 WYANDOTTE COUNTY

PROJECT: 101383
 SHEET: C01
 OF: 01

CONTRACT: 101383
 SHEET: C01
 OF: 01

DONNELLY COLLEGE EXPANSION
 SITE PLAN

PRELIMINARY - NOT
 FOR CONSTRUCTION



 DONNELLY COLLEGE

Z01 - VIEW FROM 18TH STREET LOOKING NORTH

 MC REALTY GROUP  BURNS
MCDONNELL



 DONNELLY COLLEGE

Z02 - VIEW FROM NEW QUAD

 MC REALTY GROUP  BURNS
MCDONNELL

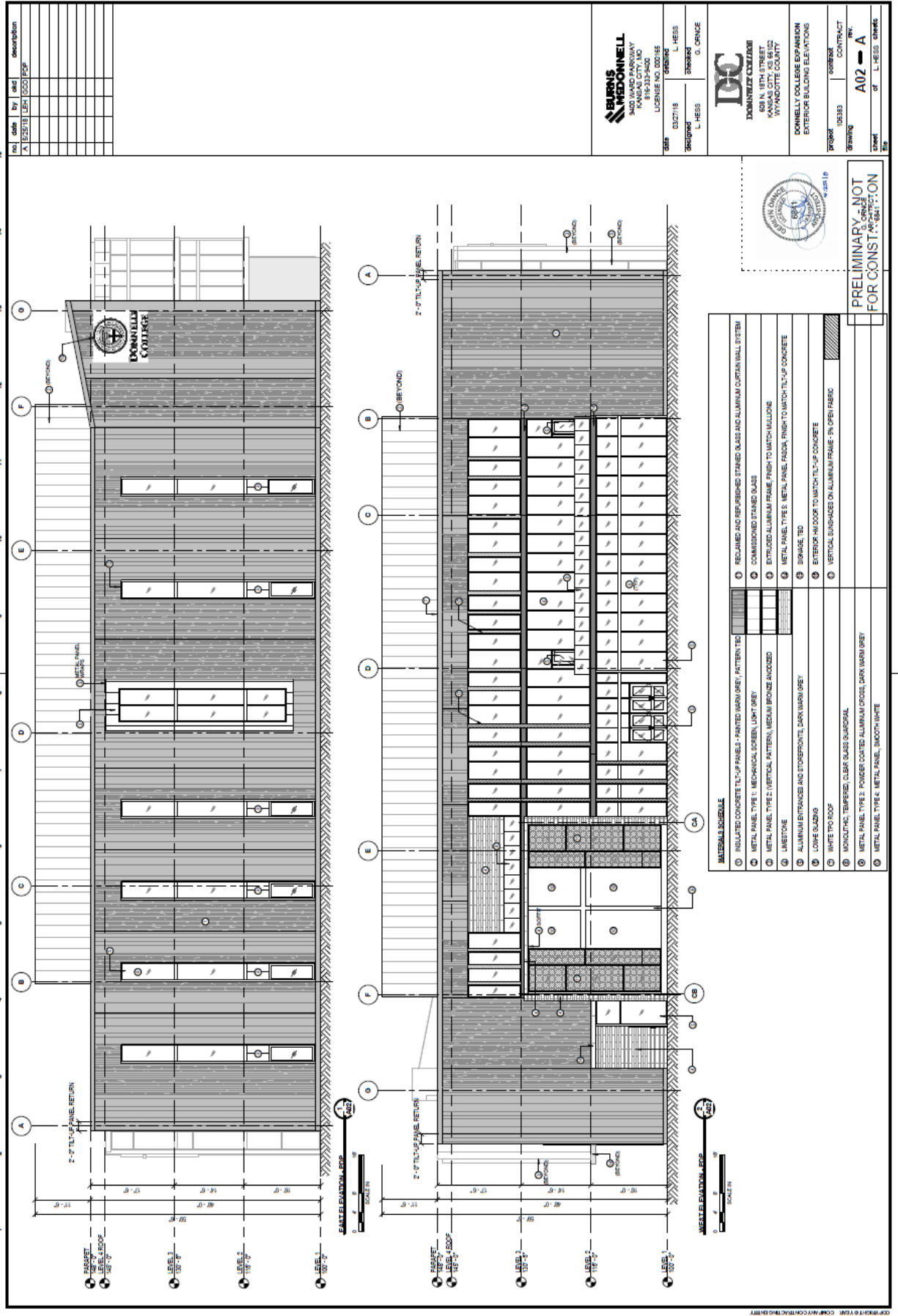


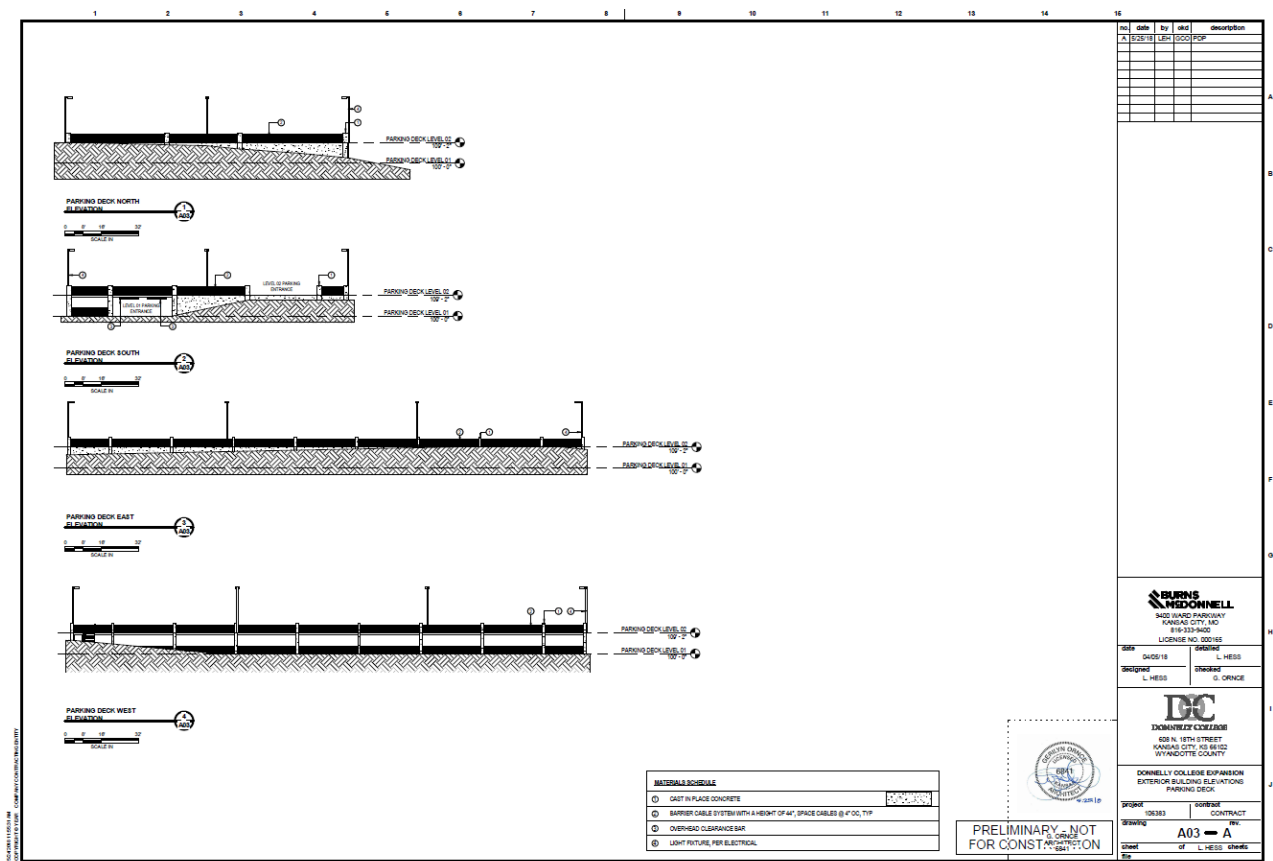
Z03 - NEW ACADEMIC BUILDING &
CHAPEL LOOKING SOUTHEAST



MC REALTY GROUP









Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
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www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #MP-2018-2 – 47th Street (Avenue) Complete Street Plan

GENERAL INFORMATION

Applicant:

Unified Government of Wyandotte County/Kansas City, Kansas
Urban Planning and Land Use Department

Requested Action:

Approve Master Plan Amendment

Purpose:

The Rosedale Master Plan includes the recommendation to establish a '47th Avenue Cultural Corridor' on 47th Avenue between Rainbow Boulevard and Mission Road. The plan described this as follows:

47th Avenue has seen dramatic improvements over the past several years. Mission and 47th continue its reputation as a hotspot for unique Kansas City restaurants. Woodside Village is creating an anchor at 47th and Rainbow. These two destinations create anchors at either end of 47th Avenue, and this plan promotes continued redevelopment and a more pedestrian and bicycle friendly environment. (PG. 53)

A key component of this recommendation is a 47th Avenue Road Diet:

Improving the roadway design of 47th Avenue is an important part of continuing the forward momentum of this area. The design of the roadway has a big effect on the safety, walkability, and overall feel of the 47th Avenue district. Based on the limited amount of traffic on 47th Avenue and the comparatively high number of vehicles turning into businesses along the corridor, a road diet would benefit traffic flow by creating room for a center turn lane and streamlining traffic flow at the intersection of 47th Avenue and Mission. A road diet would also benefit pedestrians and cyclists by providing room for protected bike lanes or on-street parking for businesses. Implementing a road diet on 47th Avenue will require working closely with cities of

Westwood and Roeland Park. Westwood will begin a planning process to further study this issue shortly following the adoption of this plan. (PG. 55).

The City of Westwood, Kansas, conducted a study to create a conceptual plan for the 47th Complete Street Plan which was adopted in May 2018. The following is a summary of the recommendations from the plan.:

Recommendations - 47th Street Near Term

- Complete a “road diet” on 47th Street, reconfiguring from a four-lane section to a three-lane section.
- Begin with a (mostly) striping project that works within existing curb lines.
- Reallocate new space within curb lanes to buffered bike lanes.
- Provide a dedicated space for cyclists, reduce the crossing distance for pedestrians, and improve the turn radius for trucks by maintaining bike lanes through the 47th Street/Mission intersection with no dedicated right turn lane from westbound 47th Street to northbound Mission Road.
- Enhance the 47th Street/Belinder Road crossing with four-way continental striping, signage demonstrated to encourage driver compliance, turn queue boxes for bikes, and a pedestrian refuge on the west side.
- Add a mid-block crossing near Walmart with a pedestrian refuge island that maintains all turn movements, and move the existing bus stop east of the Walmart driveway.
- Incorporate shared bus/bike zones for existing bus stops.

Recommendations - 47th Street Long Term

- As resurfacing or sidewalk reconstruction occurs, or as grant opportunities permit, consider a raised cycle track option in the future.
- Continue to explore opportunities for bike lane + turn lane option at 47th and Mission in coordination with adjacent property owners as site configurations and property owner goals evolve over time.
- In coordination with transit improvements, street resurfacing, or reconstruction of curbs or sidewalks, incorporate floating bus boarding islands to enhance transit efficiency and minimize conflicts between buses, bikes, and pedestrians.

Current Master Plan Designation: Varied.

Major Street Plan: 47th Avenue is a Class C Thoroughfare

Advertisement: Wyandotte Echo – June 14, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

FACTORS TO BE CONSIDERED

1. *Neighborhood character.*

47th Avenue includes a mix of commercial, single family, and multi-family properties.

2. *The extent to which the proposed use would increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.*

The plan is not anticipated to increase traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems. According to the Plan “Because a road diet conversion reduces the number of through lanes, there is a common misconception that road diets result in more congested and difficult to travel roadways. When applied in the right locations, road diets can maintain the effective capacity of the roadway for automobiles while improving levels of service for other modes of travel. Generally, traffic flow along a road diet conversion is not only safer, but smoother and more predictable for a variety of users.” (Pg. 38) Please reference the traffic analysis section of the plan starting on page 41 for more information.

3. *The extent to which utilities and public services are available and adequate to serve the proposed amendment and the extent to which the environment would be impacted.*

This is a plan to improve public infrastructure in order to better serve the adjacent neighborhood.

4. *The difference between the existing and proposed Master Plan.*

This plan includes additional detail on the design of 47th Avenue.

5. *Analysis of the impact on surrounding properties.*

Implementation of the plan will enhance surrounding properties and result in better environment for pedestrians and cyclists.

6. *Estimate the future costs and revenues to the Unified Government and property owner and Market Impact.*

Revitalization will result in more tax revenues, although some of the infrastructure requirements may be costly. It is hoped that much of the infrastructure desired can be grant funded.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 7 to 0 to recommend **APPROVAL** of Master Plan Amendment #MP-2018-2.

STAFF COMMENTS AND SUGGESTIONS

The Staff concurs with the recommendation of the City Planning Commission in order to create alignment and enhanced coordination between the City of Westwood and Kansas City, Kansas.

The City of Westwood submitted an application for federal funding through the Surface Transportation Program (STP) administered by Mid-America Regional Council to construct the long-term recommendations of the plan in March 2018. This project received the highest score in the Kansas side of the Metropolitan area and is likely to receive funding.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of **Master Plan Amendment #MP-2018-2** subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

Plan document links:

47th Street Complete Street Plan:

https://xfer.wycokck.org/public/file/O8MSdK4l40_X967w5HrCkw/47th%20Street%20Complete%20Street%20Plan%20-%20reduced.pdf

Appendix 1 - Traffic Memo:

<https://xfer.wycokck.org/public/file/LashpYB580S2b0lzonLiHA/Appendix%201%20-%20Traffic%20Memo.pdf>

Appendix 2 - Parking Analysis:

<https://xfer.wycokck.org/public/file/zVpWK7fFZ0OZersdZ0bg5Q/Appendix%202%20-%20Parking%20Analysis.pdf>

Appendix 3 – Open House Summary: <https://xfer.wycokck.org/public/file/oiJf4iD0jEyxb7-1-6Mmw/Appendix%203%20-%20Open%20House%20Summary.pdf>

Appendix 4 – Online Survey: https://xfer.wycokck.org/public/file/gl_O_N-uDEO1xvOQV5--KA/Appendix%204%20-%20Online%20Survey.pdf

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Board of Commissioners
Public Hearing	July 9, 2018	July 26, 2018
Master Plan	Approval	
Amendment		

STAFF CONTACT: Zach Flanders, AICP
zflanders@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #**MP-2018-2**, as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**MP-2018-2**, as it is not in compliance with the City Ordinances and as it will not promote the health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing starts at 3:09:34:

AMENDMENT TO THE ROSEDALE MASTER PLAN TO INCLUDE THE 47TH AVENUE COMPLETE STREET PLAN Starts at :

Present in Support:

- Robin H. Richardson, Director of Planning, Urban Planning and Land Use Department, 701 North 7th Street, Kansas City, Kansas 66101

Present in Opposition:

- No one appeared

Staff Recommendation starts at 3:09:49: Planning Director Richardson stated that the staff recommends approval.

Motion and Vote starts at 3:10:06:

On motion by Mr. Connelly, seconded by Ms. Jones, the Planning Commission voted as follows to **RECOMMEND APPROVAL of the Amendment to the Rosedale Master Plan:**

Carson	Chairman
Childress	Aye
Connelly	Aye
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present

Motion to RECOMMEND APPROVAL Passed: 7 to 0

(Published _____)

ORDINANCE NO. _____

AN ORDINANCE affirming the approval of the 47th Street (Avenue) Complete Street Master Plan Amendment.

WHEREAS, a public hearing on the 47th Street (Avenue) Complete Street Master Plan Amendment to the Rosedale Master Plan (“47th Street Master Plan Amendment”), a copy of which is on file with the Unified Government Clerk, was held before the Planning Commission for the Unified Government of Wyandotte County/Kansas City, Kansas (“Unified Government”) on July 10, 2018; and

WHEREAS, on July 10, 2018, the Planning Commission for the Unified Government recommended approval of the 47th Street Master Plan Amendment; and

WHEREAS, the Unified Government Board of Commissioners voted to approve the Planning Commission’s recommendation and voted to approve the 47th Street Master Plan Amendment on July 26, 2018; and

WHEREAS, pursuant to K.S.A. 12-747(b) an ordinance affirming the approval of any master plan amendment 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 approves the recommendation of the Planning Commission and affirms the approval the 47th Street Master Plan Amendment as adopted and approved on July 26, 2018.

Section 2. 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 26TH DAY OF JULY, 2018.

David Alvey, Mayor/CEO

Attest:

Unified Government Clerk

(First published _____)

#3162

ORDINANCE NO. _____

AN ORDINANCE rezoning property hereinafter described located at approximately 4141 and 4244 North 67th Street in Kansas City, Kansas, by changing the same from its present zoning of R-1 Single Family District to A-G Agriculture District.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY,
KANSAS, AS FOLLOWS:

Section 1. It is hereby found and determined that a petition was filed on April 22, 2018, by the owners of property to have the zoning of said property changed from its present zoning of R-1 Single Family District to A-G Agriculture District.

It is likewise found and determined that the Planning Commission published notice, mailed notices, held public hearing(s), prepared recommendations and followed the procedures provided by law.

Section 2. In compliance with recommendations of the Planning Commission, it is hereby ordained that the zoning of the following described property:

4244 North 67th Street = NE ¼ W of 67th ST S of RR R/W & NE ¼ SE 1/4 W OF 67TH ST LS: BEG SE CORNER NE ¼ SE ¼; W 544FT, N 215 FEET, NE 127.68 FEET.

4410 North 67th Street = NE ¼ N OF RR R/W & S OF RIVER CONT 5.53AC M/L

4141 North 67th Street = NE 1/4 SE ¼ E OF 67TH ST CONT 3.5 AC M/L

be changed from its present zoning of R-1 Single Family District to A-G Agriculture District as defined by the Zoning Ordinances of Kansas City, Kansas.

Section 3. The Urban Planning and Land Use Department of Kansas City, Kansas, is hereby ordered and directed to cause such designation to be made on the official District Map of said City in its custody and to show the property herein described to be now zoned for A-G Agriculture District. Said District Map,

previously incorporated by reference by Section 27-408 of the Code of Ordinances of Kansas City, Kansas, is hereby reincorporated as part of the Zoning Ordinance as amended.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval and publication in the Wyandotte Echo.

PASSED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS THIS _____
DAY OF _____, 2018.

UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY,
KANSAS

BY: _____
DAVID ALVEY
MAYOR/CHIEF EXECUTIVE OFFICER

ATTEST:

UNIFIED GOVERNMENT CLERK

(First published _____)

#3152

ORDINANCE NO. _____

AN ORDINANCE rezoning property hereinafter described located at approximately 5015 Gibbs Road in Kansas City, Kansas, by changing the same from its present zoning of CP-1 Planned Limited Business District to CP-3 Planned Commercial District.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF
THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY,
KANSAS, AS FOLLOWS:

Section 1. It is hereby found and determined that a petition was filed on September 29, 2017, by the owners of property to have the zoning of said property changed from its present zoning of CP-1 Planned Limited Business District to CP-3 Planned Commercial District.

It is likewise found and determined that the Planning Commission published notice, mailed notices, held public hearing(s), prepared recommendations and followed the procedures provided by law.

Section 2. In compliance with recommendations of the Planning Commission, it is hereby ordained that the zoning of the following described property:

Tract 9156, Section 36, Township 11, Range 24; Beginning 170 feet east and 55 feet south of the northwest corner of the northeast quarter; N43E-21.23 feet, east 384.98 feet, south 240 feet, west 400 feet, north 225 feet to point of beginning. Containing 2.2 AC M/L, located at approximately 5015 Gibbs Road, Kansas City, Kansas,

be changed from its present zoning of CP-1 Planned Limited Business District to CP-3 Planned Commercial District as defined by the Zoning Ordinances of Kansas City, Kansas.

Section 3. Pursuant to the Code of City Ordinances, Section 27-467, the Governing Body approves the preliminary development plans, incorporated herein by reference, marked as the certified preliminary development plan, and maintained in the Urban Planning and Land Use Department as submitted to the Governing Body and received by the Unified Clerk.

Section 4. The Urban Planning and Land Use Department of Kansas City, Kansas, is hereby ordered and directed to cause such designation to be made on the official District Map of said City in its custody and to show the property herein described to be now zoned for CP-3 Planned Commercial District. Said District Map, previously incorporated by reference by Section 27-408 of the Code of Ordinances of Kansas City, Kansas, is hereby reincorporated as part of the Zoning Ordinance as amended.

Section 5. This ordinance shall be in full force and effect from and after its passage, approval and publication in the Wyandotte Echo.

PASSED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS THIS _____
DAY OF _____, 2018.

UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY,
KANSAS

BY: _____
DAVID ALVEY
MAYOR/CHIEF EXECUTIVE OFFICER

ATTEST:

UNIFIED GOVERNMENT CLERK



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Change of Zone Petition #3155

GENERAL INFORMATION

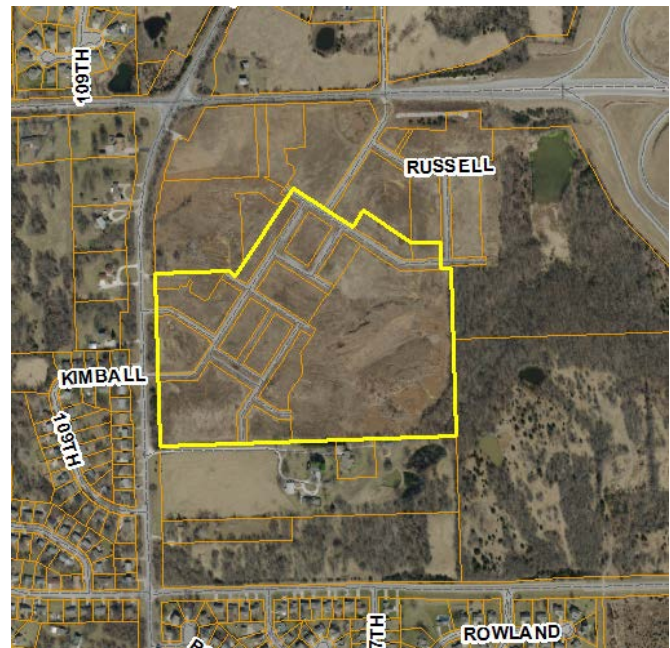
Applicant:
Kelly Hrabe

Status of Applicant:
Prairie Fire Development Group
770 East 5th Street
Kansas City, MO 64106

Requested Actions:
Change of Zone from
A-G Agriculture District to TND
Traditional Neighborhood District

Date of Application:
Rezoning: October 27, 2017
Plat: April 26, 2018

Purpose:
To build a mixed residential
development



Property Location: 10700 Lathrop Avenue

Commission Districts:

1. Commissioner At-Large: Tom Burroughs
2. District Commissioner: Michael (Mike) Kane

Existing Zoning: A-G Agriculture District

Surrounding Zoning:

North:	A-G Agriculture District
South:	A-G Agriculture District
East:	A-G Agriculture District
West:	R-1 Single Family District

Existing Uses:

North:	Undeveloped land
South:	Large lot single family home
East:	Undeveloped land
West:	Single family homes

Total Tract Size: 42.17 acres

Master Plan Designation: The Prairie Delaware Piper Master Plan designates this property as Planned Mixed Residential District

Major Street Plan: The Major Street Plan classifies Hutton Road and Leavenworth Road as Class B Thoroughfares. The Prairie Delaware Piper Master Plan classifies both streets as Major Arterials.

Advertisement: The Wyandotte Echo – November 16, 2017
Letters to Property Owners – November 15, 2017, June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicant, Kelly Hrabe with Prairie Fire Development Group is seeking a change of zone of 10700 Lathrop Avenue from A-G Agriculture District to TND Traditional Neighborhood Design District and preliminary plat (approved by City Planning Commission) for 159 residential lots to build a mixed residential development, which includes single family homes, semi-detached villas and three (3) multi-family buildings on 42.17 acres.

The proposed development is comprised of seventy (70) single family homes (22%), eighty-eight (88) duplexes (44 units) (14%) and three (3) multi-family buildings (162 units) (50%.) The total unit count is 320 units compared to the previous plan for this area that had between 150 and 200 units.

FACTORS TO BE CONSIDERED

1. Neighborhood character

The neighborhood is comprised of residential uses. The property that surrounds these parcels to the north and east are undeveloped and were part of a larger proposed development in 2007. To the east, across Hutton Road are single family homes.

2. The zoning and uses of properties nearby and the proposed use's expected compatibility with them.

The zoning and their uses are set out above. The proposed development can be compatible with the surrounding properties. To assure this project is compatible with nearby property, an accompanying design manual and code has been submitted.

3. The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?

The property in this application is suitable for the use that the applicant is seeking. It is not unusual to have single family homes, duplexes and apartment type uses to be adjacent to major thoroughfares and an interstate interchange.

4. The length of time the property has remained vacant as zoned.

The property has never been completely developed.

5. The extent to which the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality or marketability of nearby property.

Although one could argue the development is not reasonably necessary, the style of development is more environmentally conscious than any other recent subdivision proposal. Encouraging this type of development could be reasonably necessary as it emphasizes the convenience and livability for its future residents and neighborhood.

This project will provide a wide variety of attached and detached single family home types as well as apartment unit types that are not currently available in this area. The project creates a human scale environment conducive to pedestrian use. Aesthetically, the development will be attractive and should not harm the appropriate use, visual quality or marketability of nearby property.

6. *The extent to which the proposed use would increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.*

The proposed use will increase traffic as this site is undeveloped, however a previous development that had a lower density was approved in 2005 and a traffic study was conducted.

7. *The degree of conformance of the proposed use to the Master Plan.*

The proposed use does not conform to the Master Plan.

8. *The extent to which the proposed use could cause environmental harm or enhance the environment.*

The proposed use will not cause environmental harm.

9. *The extent to which utilities and public services are available and adequate to serve the proposed use.*

a. *Water service*

Available

b. *Sanitary sewer service*

Available

c. *Storm water control*

To be designed to meet City Code

d. *Police*

Police service is provided by West Patrol, District #225

e. *Fire*

Fire service is provided by Fire Station #6

f. *Transit*

Kansas City ATA does not provide transit service near this property. The closest available stop is at 109th and Parallel Parkway

g. *Schools*

Piper USD 203

h. Streets

See item #6 above

10. The economic impact of the proposed use on the community.

This project will have a positive economic impact on the community.

11. The capability of the proposed use to meet applicable ordinance requirements.

The project can meet all ordinance requirements.

12. The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.

The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the landowners is minimal.

13. Development of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.

Development is of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.

14. Streets are designed so as to provide a safe, convenient and functional system for vehicular traffic, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probable future land and building uses.

A substantial number of the streets are partially installed within the development and any new street will be designed so as to provide a safe, convenient and functional system for vehicular traffic, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probable future and building uses.

15. Assurance that buildings, lots, blocks, parcels and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protection, and to provide for long-term sustained real estate values.

Buildings, lots and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protection and to provide for long-term sustained real estate values.

16. Development patterns are designed with due regard to topography, so that the natural features of the land and vegetation shall be protected and enhanced.

Development patterns are designed with regard to topography, so that the

natural features of land and vegetation shall be protected and enhanced.

17. Adequate sites are provided for schools, parks, playgrounds, and other community services so that residents of all neighborhoods shall have convenient access to such facilities.

Amenities are provided for residents in the neighborhood.

PREVIOUS ACTIONS

In 2005, New Market was approved for a mixed-use development, but prior to 2007, only the roads and sewer infrastructure were partially installed.

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on June 26, 2018. According to the applicant, those in attendance asked questions ranging from square footage of the various housing types, storm shelters to recipients of tax credits.

KEY ISSUES

Parking
Storm Protection

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 5 to 1 to recommend **APPROVAL** of Change of Zone Application #3155, subject to:

Urban Planning and Land Use Comments:

- 1) Subject to approval, a \$50.00 rezoning ordinance publication fee shall be submitted to the Urban Planning and Land Use Department immediately following the Board of Commissioners meeting.

Applicant Response: Okay, the check will be ready when needed.

- 2) Explain how this proposal complies with the Prairie Delaware Piper Master Plan Mixed Use Residential Guidelines and Design Considerations in the attachments.

Applicant Response:

1. ***The proposed development is a mixed-density development exceeding 25 acres. The site plan includes a variety of mixed density housing types including multi-unit, duplex, town homes and villas with a variety of bedrooms. Dwelling units are grouped and clustered by type on blocks of varying size, and oriented toward a traditional street grid. There is a variety of scale and***

density of dwellings on each block to create a cohesive, traditional neighborhood feel. The variation in unit types and scale avoids the monotony typically found in standard suburban tract subdivisions.

- 2. We have established a consistent architectural theme that ties into the agricultural programmatic component of the proposed development. The design takes a modern spin yet respects and honors the historic Kansas farmhouse vernacular through architectural massing, form and materials. Homes typically will be aligned within 20' of sidewalks, forming a comfortable, human-scaled urban form. Front porches and patios will encourage neighborly interactions.*
- 3. The site plan proposes connections to the park being proposed by the UG, as well as tying into the infrastructure improvements being made along Hutton Road. The original site plan on which the preliminary plat is based included a traditional axial grid to create a walkable neighborhood area, with interior streets connecting the project site to another development node, across a stream to the east as well as to the more suburban street patterns across Georgia Avenue.*
- 4. The development features attractive dwellings with variety in massing and façade details. Additionally, the TND proposes a palette of standardized traditional colors that will allow for further differentiation of buildings, in a modern style that is distinct from but complements and harmonizes with surrounding development.*
- 5. The TND also has established a landscape palette and standards to be used throughout the development. Buildings will be complemented by surrounding gardens, xeriscape landscaping, and street trees. Extensive landscaping defines outdoor public spaces including a garden, community center and market area. Residences areas and shared common facilities are bounded by continuous landscape buffers, walking path connections, and landscaped screening of parking areas.*

Staff Response: The applicant's response does not address the Prairie-Delaware-Piper Master Plan. It should address density, amenities and square footage of homes.

- 3) T zone T-2 and T-3, the parking regulation is two off-street parking spaces for each dwelling unit. Based on the design manual, the development is proposing 1.5 parking spaces per unit. A deviation in the parking regulations require a variance from the Board of Zoning Appeals.**

In previous discussions with staff, the garage and parking stall in the driveway complies with the two off-street spaces per unit.

Applicant Response: Provided that the garage and driveway parking stall are deemed to comply with the two off-street spaces required per unit, a variance is not required from the parking requirements. The deviation was

suggested in the design manual because it is typical for senior / age restricted developments to have a reduced parking requirement.

Staff Response: Garage and driveway parking complies with the code so long as a car in the drive does not block the sidewalk. This would appear to be an issue for parking.

- 4) Exterior “menu board” signs or “A” frame signs are not permitted in the TND T-1, T-2, T-3 or T-4 zones. These signs are permitted in T-5 and T-6 zones, a maximum of twelve (12) square feet, five (5) feet in height and minimum four (4) foot sidewalk clearance.

Applicant Response: We will restrict menu board and “A” frame signs to the T-5 zone and community building area. The sign standards will be revised to meet the T-Zone standards indicated in your comments for size and sidewalk clearance.

- 5) Within the Piper Village TND Design Manual, goats are mentioned as a possibility on the southeastern portion of the development. To keep livestock on the property, other than chickens, a minimum of five (5) acres is required. Between one (1) acre and five (5) acres, a special use permit is required.

Applicant Response: We do not anticipate goats being on the property. Regardless, no agricultural uses that violate the zoning or UG ordinances would be allowed on the property. The property operations would comply with all zoning and ordinance regulations.

- 6) Will the pool, communal kitchen, and fitness room be within the clubhouse?

Applicant Response: The pool will be exterior adjacent to the clubhouse; the communal kitchen and fitness room will be in the clubhouse.

- 7) How will storm protection be provided for the residents in the development?

Sec. 27-340. Any new residential use, for multi-family development or single-family residential development for which a preliminary plan/plat application is approved by the Planning Commission, shall contain an area for storm protection. Such area may be a room or space, such as a basement, a structure complying with Federal Emergency Management Agency Publication 320 (“Taking Shelter from the Storm”) or Publication 361 (“Design and Construction Guidance for Community Shelters”) or subsequent updates thereto shall comply with this requirement. For residential uses design specifically for occupancy by those age 55 and over, the basement, safe room, or community shelter must be within the structure where the dwelling unit is located or within 15 feet of the structure in question and accessed under roof.

Applicant Response: Once architectural plans proceed into design development and construction documents provisions for the code required storm protection will be made in each type of structure pursuant to the code section below. We anticipate this is necessary to be granted building permits for structures.

- 8) Architecturally, the final design must resemble the pictures of actual units shown and not the sketches. Further design on the apartments must be submitted to the full Planning Commission for review prior to final plan review.**

Public Works Comments:

Change of Zone:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None****
- B) Items that are conditions of approval (stipulations):
 - 1) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.****
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
 - 1) A final development plan will need to be approved by UG staff and the TND board. Final plans require construction level drawings and final engineering design in accordance with UG standards and criteria. Further discussion with staff may be needed.**
 - 2) Final development plans will have to be approved before going to planning commission and/or TND Board with approval to obtain construction permits. This will include final engineering, calculations, studies, reports, and complete drawings with construction notes and details in accordance with UG standards and criteria.****

Preliminary Plat:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None****
- B) Items that are conditions of approval (stipulations):
 - 1) Final development plans and a final plat will have to be approved by UG staff and Planning Commission prior to construction permit acquisition. This will include final engineering, calculations, and complete drawings with construction notes and details. The Final Development Plans/Plat must meet the requirements of UG standards and criteria.**
 - 2) The County Surveyor makes separate technical review of the plat and submits comments directly to the preparer of the plat. Provide revised plat in accordance with engineering and County Surveyor comments.**
 - 3) Final development plans and the final plat shall include a separate public improvement plan set for the proposed public sanitary sewer****

- improvements in accordance with UG standards and criteria. Further coordination with UG staff and Water Pollution Control is required.
- 4) All public sanitary sewer will need to be in an easement meeting the UG standards and criteria (minimum of 15' wide or the depth of the sewer, whichever is greater). Check UG standards, checklists, and criteria.
 - 5) Final development plan shall require a KDHE sewer permit extension application to be provided.
 - 6) Final development plans and the final plat shall include a separate public improvement plan set for the proposed public street and storm sewer improvements, in accordance with UG standards and criteria.
 - 7) Final Development plans/plat shall include retaining wall calculations, details, and construction plans signed and sealed by a Professional Structural Engineer registered in the State of Kansas, in accordance with UG standards and criteria. Please review and comply with the on-line retaining wall checklist. These requirement(s) are for all types of retaining walls, including modular block or pre-manufactured walls, and reinforced concrete walls.
 - 8) Final Plans shall address the recommendations of the Traffic Impact Study for the Piper Village Development. The developer / Engineer shall also provide the UG with a memorandum on the decision to close off access of New Market to Leavenworth Road. It should be noted that the UG has already conducted studies for improvements on Hutton Road and Leavenworth road intersection. Also, the UG is adding left-turn lanes for the northbound/southbound traffic as part of the ongoing Hutton Road improvement project with future traffic signal at Hutton and Georgia and possible lane configurations. Please coordinate with UG Public Works i.e. the County Engineer and the City Traffic Engineer, which may be required prior to a resubmittal for Final plans regarding the Traffic Impact Study for Piper Village Development.
 - 9) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) None

Staff Conclusion:

The applicant has worked with staff to clarify and address issues related to parking, traffic, and sanitary sewers. For final engineering to be approved, a final plat review must be submitted, which includes full civil drawings (grading, erosion, sanitary and storm sewers, retaining wall plans). The TND Design Review Board must review and approve the architecture prior to DRC submittal and the building permitting process.

Additional Stipulations Added at City Planning Commission Meeting:

1. This will be an age restricted 55 and older community that is maintenance free.

2. On the Piper Village Plat they will convert Tract A to a lot and will transfer to the owner to the north.
3. They will comply with the chart on page 19 of the staff report for the percentage of unit mix and only 24 units can be apartments and the rest of the chart stated on that page.

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #3155 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Applicant Response Letter
Neighborhood Meeting Minutes
Prairie Delaware Piper Master Plan Mixed Residential Guidelines and Design
Preliminary Plat
Preliminary Site Plan
Preliminary Grading Plan
Preliminary Utility Plan
Building Elevations
Piper Village Design Manual

REVIEW OF INFORMATION AND SCHEDULE

<u>Action</u>	<u>Planning Commission</u>	<u>Board of Commissioners</u>
Public Hearing	July 9, 2018	July 26, 2018
Rezoning	Approval	

Public Hearing	July 9, 2018	TBD
Preliminary Plat Approved		

STAFF CONTACT: **Byron Toy, AICP**
 btoy@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #3155 as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #3155 as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Non-Consent Agenda Starts at 8:33:

CHANGE OF ZONE APPLICATION #3155 – KELLEY HRABE WITH PRAIRIE FIRE DEVELOPMENT GROUP – SYNOPSIS: Change of Zone from A-G Agriculture District to TND Traditional Neighborhood Design District for a mixed residential development at 10700 Lathrop Avenue.

PIPER VILLAGE – SYNOPSIS: Preliminary Plat for 70 single-family lots, 88 duplex lots and 1 multi-family lot at 10700 Lathrop Avenue.

Detailed Outline of Requested Action: The applicant, Kelly Hrabec with Prairie Fire Development Group is seeking a change of zone of 10700 Lathrop Avenue from A-G Agriculture District to TND Traditional Neighborhood Design District and preliminary plat 159 residential lots to build a mixed residential development, which includes single family homes, semi-detached villas and three (3) multi-family buildings on 42.17 acres.

The proposed development is comprised of seventy (70) single family homes (22%), eighty-eight (88) duplexes (44 units) (14%) and three (3) multi-family buildings (162 units) (50%.) The total unit count is 320 units compared to the previous plan for this area that had between 150 and 200 units.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;

3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated November 16, 2017 for the change of zone application; and
7. The Notices to property owners dated November 15, 2017 and June 13, 2018 for the change of zone and June 13, 2018 for the plat.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Planning Commissioner Serda recused himself from the proceedings on this case at 6:52 p.m.

Present in Support:

- ❖ Kelley Hrabe with Prairie Fire Development Group, applicant, 416 West 62nd Street, Kansas City, Missouri 64106

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 40:09: Planning Director Richardson stated that the staff recommends approval subject to the stipulations in the staff report and the additional stipulations:

1. This will be an age restricted 55 and older community that is maintenance free.
2. On the Piper Village Plat they will convert Tract A to a lot and will transfer to the owner to the north.
3. They will comply with the chart on page 19 of the staff report for the percentage of unit mix and only 24 units can be apartments and the rest of the chart stated on that page.

Motion and Vote starts at 41:00:

On motion by Ms. Jones, seconded by Mr. Reasons, the Planning Commission voted as follows to **RECOMMEND APPROVAL of Change of Zone Application #3155** as follows:

Carson	Chairman
Childress	Aye
Connelly	No
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Not Present (recused)
Huey	Chairman

Urban Planning and Land Use Comments:

- 1) Subject to approval, a \$50.00 rezoning ordinance publication fee shall be submitted to the Urban Planning and Land Use Department immediately following the Board of Commissioners meeting.

Applicant Response: Okay, the check will be ready when needed.

- 2) Explain how this proposal complies with the Prairie Delaware Piper Master Plan Mixed Use Residential Guidelines and Design Considerations in the attachments.

Applicant Response:

1. *The proposed development is a mixed-density development exceeding 25 acres. The site plan includes a variety of mixed density housing types including multi-unit, duplex, town homes and villas with a variety of bedrooms. Dwelling units are grouped and clustered by type on blocks of varying size, and oriented toward a traditional street grid. There is a variety of scale and density of dwellings on each block to create a cohesive, traditional neighborhood feel. The variation in unit types and scale avoids the monotony typically found in standard suburban tract subdivisions.*
2. *We have established a consistent architectural theme that ties into the agricultural programmatic component of the proposed development. The design takes a modern spin yet respects and honors the historic Kansas farmhouse vernacular through architectural massing, form and materials. Homes typically will be aligned within 20' of sidewalks, forming a comfortable, human-scaled urban form. Front porches and patios will encourage neighborly interactions.*
3. *The site plan proposes connections to the park being proposed by the UG, as well as tying into the infrastructure improvements being made along Hutton Road. The original site plan on which the preliminary plat is based included a traditional axial grid to create a walkable neighborhood area, with interior streets connecting the project site to another development node, across a stream to the east as well as to the more suburban street patterns across Georgia Avenue.*
4. *The development features attractive dwellings with variety in massing and façade details. Additionally, the TND proposes a palette of standardized traditional colors that will allow for further differentiation of buildings, in a modern style that is distinct from but complements and harmonizes with surrounding development.*

5. *The TND also has established a landscape palette and standards to be used throughout the development. Buildings will be complemented by surrounding gardens, xeriscape landscaping, and street trees. Extensive landscaping defines outdoor public spaces including a garden, community center and market area. Residences areas and shared common facilities are bounded by continuous landscape buffers, walking path connections, and landscaped screening of parking areas.*

Staff Response: The applicant's response does not address the Prairie-Delaware-Piper Master Plan. It should address density, amenities and square footage of homes.

- 3) T zone T-2 and T-3, the parking regulation is two off-street parking spaces for each dwelling unit. Based on the design manual, the development is proposing 1.5 parking spaces per unit. A deviation in the parking regulations require a variance from the Board of Zoning Appeals.

In previous discussions with staff, the garage and parking stall in the driveway complies with the two off-street spaces per unit.

Applicant Response: Provided that the garage and driveway parking stall are deemed to comply with the two off-street spaces required per unit, a variance is not required from the parking requirements. The deviation was suggested in the design manual because it is typical for senior / age restricted developments to have a reduced parking requirement.

Staff Response: Garage and driveway parking complies with the code so long as a car in the drive does not block the sidewalk. This would appear to be an issue for parking.

- 4) Exterior "menu board" signs or "A" frame signs are not permitted in the TND T-1, T-2, T-3 or T-4 zones. These signs are permitted in T-5 and T-6 zones, a maximum of twelve (12) square feet, five (5) feet in height and minimum four (4) foot sidewalk clearance.

Applicant Response: We will restrict menu board and "A" frame signs to the T-5 zone and community building area. The sign standards will be revised to meet the T-Zone standards indicated in your comments for size and sidewalk clearance.

- 5) Within the Piper Village TND Design Manual, goats are mentioned as a possibility on the southeastern portion of the development. To keep livestock on the property, other than chickens, a minimum of five (5) acres is required. Between one (1) acre and five (5) acres, a special use permit is required.

Applicant Response: We do not anticipate goats being on the property. Regardless, no agricultural uses that violate the zoning or UG ordinances

would be allowed on the property. The property operations would comply with all zoning and ordinance regulations.

- 6) Will the pool, communal kitchen, and fitness room be within the clubhouse?

Applicant Response: The pool will be exterior adjacent to the clubhouse; the communal kitchen and fitness room will be in the clubhouse.

- 7) How will storm protection be provided for the residents in the development?

Sec. 27-340. Any new residential use, for multi-family development or single-family residential development for which a preliminary plan/plan application is approved by the Planning Commission, shall contain an area for storm protection. Such area may be a room or space, such as a basement, a structure complying with Federal Emergency Management Agency Publication 320 ("Taking Shelter from the Storm") or Publication 361 ("Design and Construction Guidance for Community Shelters") or subsequent updates thereto shall comply with this requirement. For residential uses design specifically for occupancy by those age 55 and over, the basement, safe room, or community shelter must be within the structure where the dwelling unit is located or within 15 feet of the structure in question and accessed under roof.

Applicant Response: Once architectural plans proceed into design development and construction documents provisions for the code required storm protection will be made in each type of structure pursuant to the code section below. We anticipate this is necessary to be granted building permits for structures.

- 8) Architecturally, the final design must resemble the pictures of actual units shown and not the sketches. Further design on the apartments must be submitted to the full Planning Commission for review prior to final plan review.

Public Works Comments:

Change of Zone:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
- 1) None
- B) Items that are conditions of approval (stipulations):
- 1) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) A final development plan will need to be approved by UG staff and the TND board. Final plans require construction level drawings and final

- engineering design in accordance with UG standards and criteria. Further discussion with staff may be needed.
- 2) Final development plans will have to be approved before going to planning commission and/or TND Board with approval to obtain construction permits. This will include final engineering, calculations, studies, reports, and complete drawings with construction notes and details in accordance with UG standards and criteria.

Preliminary Plat:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
 - 1) None
- B) Items that are conditions of approval (stipulations):
 - 1) Final development plans and a final plat will have to be approved by UG staff and Planning Commission prior to construction permit acquisition. This will include final engineering, calculations, and complete drawings with construction notes and details. The Final Development Plans/Plat must meet the requirements of UG standards and criteria.
 - 2) The County Surveyor makes separate technical review of the plat and submits comments directly to the preparer of the plat. Provide revised plat in accordance with engineering and County Surveyor comments.
 - 3) Final development plans and the final plat shall include a separate public improvement plan set for the proposed public sanitary sewer improvements in accordance with UG standards and criteria. Further coordination with UG staff and Water Pollution Control is required.
 - 4) All public sanitary sewer will need to be in an easement meeting the UG standards and criteria (minimum of 15' wide or the depth of the sewer, whichever is greater). Check UG standards, checklists, and criteria.
 - 5) Final development plan shall require a KDHE sewer permit extension application to be provided.
 - 6) Final development plans and the final plat shall include a separate public improvement plan set for the proposed public street and storm sewer improvements, in accordance with UG standards and criteria.
 - 7) Final Development plans/plat shall include retaining wall calculations, details, and construction plans signed and sealed by a Professional Structural Engineer registered in the State of Kansas, in accordance with UG standards and criteria. Please review and comply with the on-line retaining wall checklist. These requirement(s) are for all types of retaining walls, including modular block or pre-manufactured walls, and reinforced concrete walls.
 - 8) Final Plans shall address the recommendations of the Traffic Impact Study for the Piper Village Development. The developer / Engineer shall also provide the UG with a memorandum on the decision to close off access of New Market to Leavenworth Road. It should be noted that the UG has already conducted studies for improvements on Hutton Road and Leavenworth road intersection. Also, the UG is adding left-turn lanes for the northbound/southbound traffic as part of the ongoing Hutton Road improvement project with future traffic signal at Hutton and Georgia and possible lane configurations. Please coordinate with UG Public Works i.e.

the County Engineer and the City Traffic Engineer, which may be required prior to a resubmittal for Final plans regarding the Traffic Impact Study for Piper Village Development.

- 9) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.

C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:

- 1) None

Staff Conclusion:

The applicant has worked with staff to clarify and address issues related to parking, traffic, and sanitary sewers. For final engineering to be approved, a final plat review must be submitted, which includes full civil drawings (grading, erosion, sanitary and storm sewers, retaining wall plans). The TND Design Review Board must review and approve the architecture prior to DRC submittal and the building permitting process.

Additional Stipulations Added at City Planning Commission Meeting:

1. This will be an age restricted 55 and older community that is maintenance free.
2. On the Piper Village Plat they will convert Tract A to a lot and will transfer to the owner to the north.
3. They will comply with the chart on page 19 of the staff report for the percentage of unit mix and only 24 units can be apartments and the rest of the chart stated on that page.

On motion by Ms. Jones, seconded by Mr. Miller, the Planning Commission voted as follows to **APPROVE Piper Village Preliminary Plat** as follows:

Carson	Chairman
Childress	Aye
Connelly	No
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Not Present (recused himself)
Huey	Chairman
Ernst	Not Present

Motion to **RECOMMEND APPROVAL** Passed: 5 to 1

Subject to the above stipulations

Dr. Serda rejoined the Commission at 7:24 p.m.



9000 State Line Road
Leawood, Kansas 66206

11006 Parallel Parkway, Suite 1
Kansas City, Kansas 66109

Tel: (913) 642-6642
Fax: (913) 642-6941

June 25, 2018

Kimberly Portillo, CFM
Development Review Coordinator
Department of Urban Planning and Land Use
Neighborhood Resource Center
Unified Government of Wyandotte County / Kansas City, Kansas
4953 State Avenue
Kansas City, Kansas 66102

**RE: Review Comment Responses
Resubmittal of Change of Zone #3155
Piper Village Development (Hutton Road at Leavenworth) formerly New Market**

Ms. Portillo,

Attached please find the responses in bold for the review comments for the above referenced project.

URBAN PLANNING AND LAND USE COMMENTS (JUNE 19, 2018)

1) *Subject to approval, a \$50.00 rezoning ordinance publication fee shall be submitted to the Urban Planning and Land Use Department immediately following the Board of Commissioners meeting. **OK, the check will be ready when needed.***

2) *Explain how this proposal complies with the Prairie Delaware Piper Master Plan Mixed Use Residential Guidelines and Design Considerations in the attachments.*

1. **The proposed development is a mixed-density development exceeding 25 acres. The site plan includes a variety of mixed density housing types including multi-unit, duplex, town homes and villas with a variety of bedrooms. Dwelling units are grouped and clustered by type on blocks of varying size, and oriented toward a traditional street grid. There is a variety of scale and density of dwellings on each block to create a cohesive, traditional neighborhood feel. The variation in unit types and scale avoids the monotony typically found in standard suburban tract subdivisions.**
2. **We have established a consistent architectural theme that ties into the agricultural programmatic component of the proposed development. The design takes a modern spin yet respects and honors the historic Kansas farmhouse vernacular through architectural massing, form and materials. Homes typically will be aligned within 20' of sidewalks, forming a comfortable, human-scaled urban form. Front porches and patios will encourage neighborly interactions.**
3. **The site plan proposes connections to the park being proposed by the UG, as well as tying into the infrastructure improvements being made along Hutton Road. The original site plan on which the preliminary plat is based included a traditional axial grid to create a walkable neighborhood area, with interior streets connecting the project site to another development node, across a stream to the east as well as to the more suburban street patterns across Georgia Avenue.**

4. The development features attractive dwellings with variety in massing and facade details. Additionally, the TND proposes a palette of standardized traditional colors that will allow for further differentiation of buildings, in a modern style that is distinct from but complements and harmonizes with surrounding development.
5. The TND also has established a landscape palette and standards to be used throughout the development. Buildings will be complemented by surrounding gardens, xeriscape landscaping, and street trees. Extensive landscaping defines outdoor public spaces including a garden, community center and market area. Residence areas and shared common facilities are bounded by continuous landscape buffers, walking path connections, and landscaped screening of parking areas.

3) T zone T-2 and T-3, the parking regulation is two off-street parking spaces for each dwelling unit. Based on the design manual, the development is proposing 1.5 parking spaces per unit. A deviation in the parking regulations require a variance from the Board of Zoning Appeals.

In previous discussions with staff, the garage and parking stall in the driveway complies with the two off-street spaces per unit.

Provided that the garage and driveway parking stall are deemed to comply with the two off-street spaces required per unit, a variance is not required from the parking requirements. The deviation was suggested in the design manual because it is typical for senior/ age restricted developments to have a reduced parking requirement.

4) Exterior "menu board" signs or "A" frame signs are not permitted in the TND T-1, T-2, T-3 or T-4 zones. These signs are permitted in T-5 and T-6 zones, a maximum of twelve (12) square feet, five (5) feet in height and minimum four (4) foot sidewalk clearance. **We will restrict menu board and "A" frame signs to the T-5 zone and community building area. The sign standards will be revised to meet the T-Zone standards indicated in your comments for size and sidewalk clearance.**

5) Within the Piper Village TND Design Manual, goats are mentioned as a possibility on the southeastern portion of the development. To keep livestock on the property, other than chickens, a minimum of five (5) acres is required. Between one (1) acre and five (5) acres, a special use permit is required. **We don't anticipate goats being on the property. Regardless, no agricultural uses that violate the zoning or UG Ordinances would be allowed on the property. The property operations would comply with all zoning and ordinance regulations.**

6) Will the pool, communal kitchen, and fitness room be within the clubhouse? **The pool will be exterior adjacent to the clubhouse, the communal kitchen and fitness room will be in the clubhouse**

7) How will storm protection be provided for the residents in the development? **Once architectural plans proceed into design development and construction documents provisions for the code required storm protection will be made in each type of structure pursuant to the code section below. We anticipate this is necessary to be granted building permits for structures.**

Sec. 27-340. Any new residential use, for multi-family development or single-family residential development for which a preliminary plan/plat application is approved by the Planning Commission, shall contain an area for storm protection. Such area may be a room or space, such as a basement, a structure complying with Federal Emergency Management Agency Publication 320 ("Taking Shelter from the Storm") or Publication 361 ("Design and Construction Guidance for Community Shelters") or subsequent updates thereto shall comply with this requirement. For residential uses design specifically for occupancy by those age 55 and over, the basement, safe room, or community shelter must be within the structure where the particular dwelling unit is located or within 15 feet of the structure in question and accessed under roof.

PUBLIC WORKS COMMENTS (JUNE 19, 2018)

Change of Zone:

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

1) Detailed engineering comments are made by separate technical review of the plans and submitted directly to the applicant. Provide revised plans and responses in accordance with the engineering comments. **See responses to engineering comments in the following sections.**

2) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition. **Understood.**

B) Items that are conditions of approval (stipulations):

1) None

C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:

1) None

Preliminary Plat:

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

1) Detailed engineering comments are made by separate technical review of the plans and submitted directly to the applicant. Provide revised plans and responses in accordance with the engineering comments. **See responses to engineering comments in the following sections.**

2) The County Surveyor makes separate technical review of the plat documents and submits comments directly to the preparer of the plat. **See responses to County Surveyor in section below.**

Provide revised plat documents in accordance with County Surveyor comments.

3) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition. **Understood.**

COUNTY SURVEYOR PRELIMINARY PLAT REVIEW COMMENTS (MAY 22, 2018)

1) Provide a 10' U/E along out boundary of plat. A 10' U/E has been added along Hutton Rd, and the east and south boundaries as well as the northwest. The section of the plat that extends to Leavenworth Road has no U/E shown as this property will likely be developed separately from this project.

Piper Village COZ #3155 Neighborhood Meeting Minutes
June 25, 2018, 6pm, 11006 Parallel Parkway, Kansas City, KS 66109

Piper Village Change of Zone #3155

Neighborhood Meeting Minutes

Date and Location: June 25, 2018, 6pm, 11006 Parallel Parkway, Kansas City, KS 66109

Names of people in attendance:

Presentation Group:

Kelley Hrabe, Hutton Road Partners, LLC
Rudy Manes, Hutton Road Partners, LLC
Jared Nook, Prairie Fire Development Group
Phil Gibbs, Jr., Continental
Brian Lavery, Continental

Neighbors:

Debbie Michalski – 3110 N. 110th St
Art Davis – 2009 N 113th Terr
Alice and Kim Baslee – 3218 N. 109th Terr
David Adair – 3230 N. 99th Terr
Craig Howell – 12117 Leavenworth Road
Don Cook – 10910 Kimball
Pat Brune – 2507 N. 100th Terr
Jack and Sharon Ulrich – 2761 Hutton Rd
Mike Connor – 2704 N. 101st Terr
Bud Davis – 3413 N. 109th Terr
Marc Rowe – 11255 Leavenworth Road
Wes and Beverly Brown – 10520 Cleveland Ave
Leslie Maness
Pam Barnett – 11612 Parallel Pkwy
Bill Szczygiel – 3925 Independence Blvd
Charles and Peggy Clark – 11810 Delavan Ave
Allen Thorne – 2840 Hutton Rd
Mel Myer – 4137 N. 110th St
Richard and Pat Lavin – 10215 Longwood Ave
Jon Spchen – 11110 Winchester
Melissa Bynum – UG Commissioner

Introductions / Presentation of Project:

Kelley Hrabe of Hutton Road Partners, LLC described the location and use of the project through a Powerpoint presentation. From previous meeting in fall of 2017, feedback was incorporated into this plan to limit density and add age restrictions such as not to overload the Piper school system. Making use of a half completed project with some infrastructure in place. An age restricted (55+) residential development, some for rent, some for sale. Approx 320 units, less dense than previously approved development of 250k retail and 700 units. Phase 1 duplexes and villas would be for sale for \$175k-\$275k, or rent for \$725-\$1700 per month including HOA dues. Final rent and sales prices are subject to

change pending market conditions. Phase 2 would provide a continuum of care model in the apartment units. Project could have amenities such as community garden, orchard, vineyard, community building, pool, common area, onsite management and maintenance. One person in family needs to be 55+, kids only allowed overnight for limited time. Project will give UG residents who have lived here for a long time and participated in community and paid taxes a place to downsize and live for 20-30 years as they progress from work to retirement and on. Developer is going to continue to own/operate the project.

Questions from attendees: (responses from development group in italics)

- What is the size of the villas or duplexes? *1100 sq. ft. for duplexes, approx.. 1600 sq. ft. for villas*
- Do these have basements? *No.*
- How many stories in the apartments? *3* Does the apartment have an elevator? *Yes*
- How will you keep it to 55+? *By covenants and restrictions*
- Do you have to build the apartments? *Yes, this provides an option for downsizing from the villas/duplexes within the same community to provide continuity for the residents.*
- Ratio of rental to for sale units? *Driven by market, unknown at this time*
- Timeline of Phase 1? *Construction spring 2019, units online fall 2019*
- Does the rent include the HOA fees? *Yes*
- Are you reusing all of the roads? *Some, not all*
- Is the property manager on site? *Yes, with a social coordinator and maintenance as well.*
- Is this privately funded? *Yes*
- Will you pay full taxes? *Yes, but we will investigate the possibility of development incentives with the UG to assist with dev costs.*
- Is this a section 8 project? *No, but laws can't restrict providing housing in a fair manner, housing will be provided at market rates*
- Do you have other Wyandotte County projects? *Yes, Pemberton at 81st and Walker*
- Was this ground previously zoned for this? *Yes, but zoning never got filed although it was approved*
- How many road entries off Hutton? *2*
- Where is the proposed fire department? *North of development off east side of Hutton.*
- How many garages? *One.* Comment that Hazelwood has 2
- Will you provide a storm shelter? *Yes, approximate cost of \$6k per unit.*
- Will home owner have input on house model? *Limited likely to finishes and décor, no to little input on floor plan.*
- How have projects like this affected single family home values nearby? *Likely no negative effects, assessments trend upward.*
- Will there be a preconstruction waiting list? *Yes*
- Will you leave some trees? *Yes, where possible.*
- Why have 3 bedroom units if it's age restricted without kids? *Demand*
- Are you getting tax credits or help from the UG ? *There may be some tax credits used down the road for future phases, as we believe that this community should be inclusive to all seniors living in Wyandotte County.*
- Will the management company always be there even after the construction is complete? *Yes, full time along with social coordinator*
- Will all of the homes be the same? *No. TND requires variety, offsets, material and glazing %*

END OF MINUTES

Mixed Use Residential Guidelines and Design Considerations

The community needs a variety of housing choices for long term sustainability. The Land Use Plan, Map 10, illustrates areas where mixed use residential development is recommended. These locations have good access to major road arterials and have available sewer access.

The following guidelines and Table 8 describe and define the unit types and amenities required for mixed use residential development proposals.

Guidelines:

- Development sites should be at least 25 acres in size for mixed-use or mixed density residential projects.

- Sites that are less than 25 acres in size are recommended for single family detached residential development.
- Establish an overall design theme for a mixed use residential plan.
- Design streets within residential neighborhoods to connect to adjacent uses.
- Avoid designing subdivisions that have all the same unit type and lot size.
- Encourage a variety of architectural styles within each neighborhood.
- Establish landscape standards that provide an overall theme for the development.



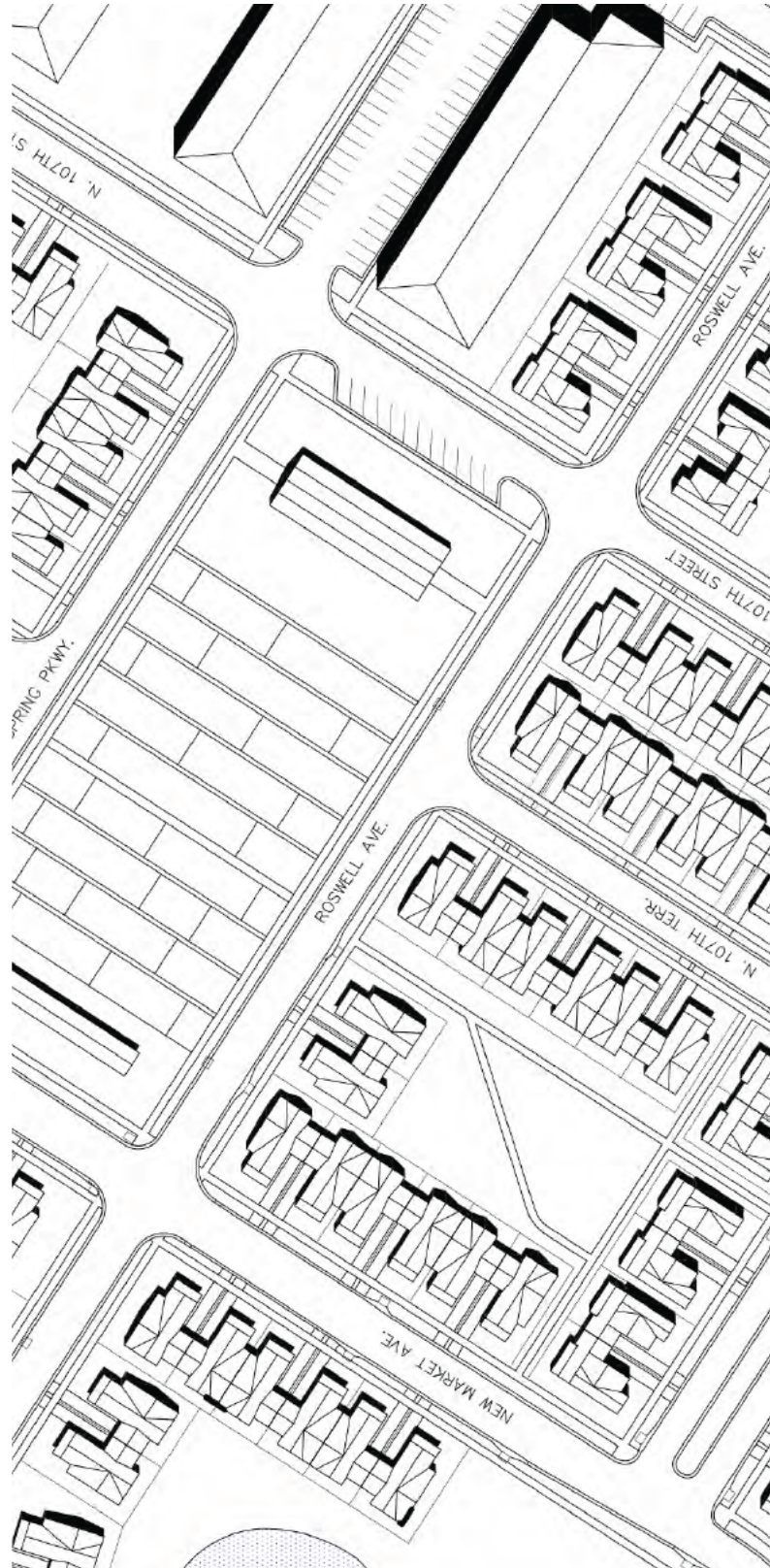
Mixed use example

Table 8: Mixed-Use Residential

	Small	Medium	Large
Minimum Acres*	25	100	200
Units*	100 - 299	300 - 649	650 or more
Percent SFD units Minimum Percentage	66	55	50
Percent SFD units Maximum Percentage	None	None	None
Percent Duplex Maximum Percentage	33	30	30
Percent SF Attached (3 or more units) Maximum Percentage	33	30	30
Percent Apartments Maximum Percentage	None	20	25
Commercial Acres Maximum Acres	None	6	15
Commercial SF Maximum Square Feet	N/A	40,000	100,000
Commercial Uses Not Allowed	N/A	Drive-thru commercial	Restricted by plan
Open Space Percent Maximum Percentage	10	12	15
Setbacks	Based on Plan	Based on Plan	Based on Plan
Amenities Required	Trail/sidewalk and bikeway connections	Trail/sidewalk and bikeway connections	Trail/sidewalk and bikeway connections
Additional Amenities Required	2	3	4
Landscape	As required within code	As required within code	As required within code

*A development may use either areas of units to qualify.

Piper Village TND Proposal and Design Manual



Submitted April 27, 2018 Revised June 14, 2018

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Piper Village - Project Summary



Re-invision Existing Infrastructure

This existing infrastructure is the impetus for this Piper Village TND application. This proposal mixes current market conditions with TND concepts to create a sustainable neighborhood focused around healthy living and a holistic, community-centered lifestyle.

The development will have a variety of housing types, ranging from single family villas, to townhomes, to multi-family apartment buildings.

Housing Mix and Unit Count

Single Family

70 Two- or Three-Bedroom Villas
(Mix of detached and semi-detached units)

Multi-Family

88 Two Bedroom Duplexes (44 buildings)
3 Apartment Buildings, each containing 54 units

Zoning

The land is currently zone as agricultural, although a TND re-zoning petition was approved in 2006. This proposal contains T-2, T-3, and T-4 districts. These districts do not fully about Leavenworth and Hutton Roads, leaving room

Project History

In 2005 the Unified Government approved a Traditional Neighborhood Design (TND) re-zoning proposal for a project at the intersection of Hutton Road and Leavenworth Road. This development, named "New Market", was an ambitious New Urbanist project that would fully embody the goals, standards, and variety of land uses within the Unified Government's TND policy and ordinance. Site improvements on the project began, and a street grid, water lines, sewer, and storm sewer infrastructure were established. Before residential construction could proceed, however, the housing market crashed and the project was abandoned.

Piper Village

along Hutton and Leavenworth Roads for the possibility a greater variety of commercial or civic uses associated with a T-5 district.

Roadways

A majority of the new housing will be built within the existing TND street grid, which has been modified to satisfy concerns about the turning radii required for fire safety and emergency services access. Streets typically include wide buffer strips between sidewalk and curb. Blocks are smaller in scale, similar in size to KCK's older urban neighborhoods, to promote walkability.

Amenities

Primary Shared Amenities will include

- Individual garden plots/boxes, communal gardens, and orchards
- Service buildings for gardens (washing station, potting shed, pavilions with tool storage)
- Indoor/outdoor pool
- Community center meeting space, communal kitchen, and fitness room
- Farmer's market
- Small playground
- Open green spaces



Bainbridge, Washington

Maintenance

All gardens will be kept tidy by residents and management company. A portion of rent income will be allotted to properly maintain and manage gardens and programming activities.

Animals

Based on resident demand, the developer may include honey production and a limited number of chickens (hens only) on the southeastern most portion of the development.

Piper Village - Project Summary

Architecture

As with all TND projects, buildings will be constructed with high quality and durable facade materials. The design standards within this manual suggest building in a style that emulates rural American architecture while using today's construction practices and clean lines. Homes typically will be aligned within 20' of sidewalks, forming a comfortable, human-scaled urban form. Front porches and patios will encourage neighborly interactions. Buildings will be complemented by surrounding gardens, xeriscape landscaping, and street trees.



Churchill Landscapes LLC

Vision



Bainbridge, Washington

Our vision is to create a modern neighborhood where residents can live close to the earth. Communities centered around food production and healthy lifestyle, called Agrihoods, are popping up all over the country. This proposal seeks to bring this highly desired and market-proven concept to the Kansas City area.

An agrihood is a place where casually picking a ripe raspberry on an afternoon walk is commonplace. Gardens, both of flowers and food production, will surround houses and be celebrated as focal points in the main square. Community amenities and activities, programmed both by management and residents, enrich life as residents can take a cooking class with visiting chefs, do low-impact exercises in the pool, grow their

own food, press their own cider, and compare the taste of the heirloom tomato they grew to their neighbor's favorite variety.

This neighborhood will be designed specifically for a range of households to maintain healthy and highly social and active lives.

Traditional Neighborhood Design brings even more depth to the agrihood concept. By making the community highly walkable and building at human scale, residents will be encouraged to walk or bike rather than get in their cars to visit neighbors or the club house.

While the agrihood concept itself will be the greatest draw, using TND will allow us to create several different housing types to fit a variety of preferred lifestyles at various levels of cost. Careful neighborhood design incorporating walkability with a range of community amenities will ensure that this new neighborhood will be viable for many, many years.

Site Plan

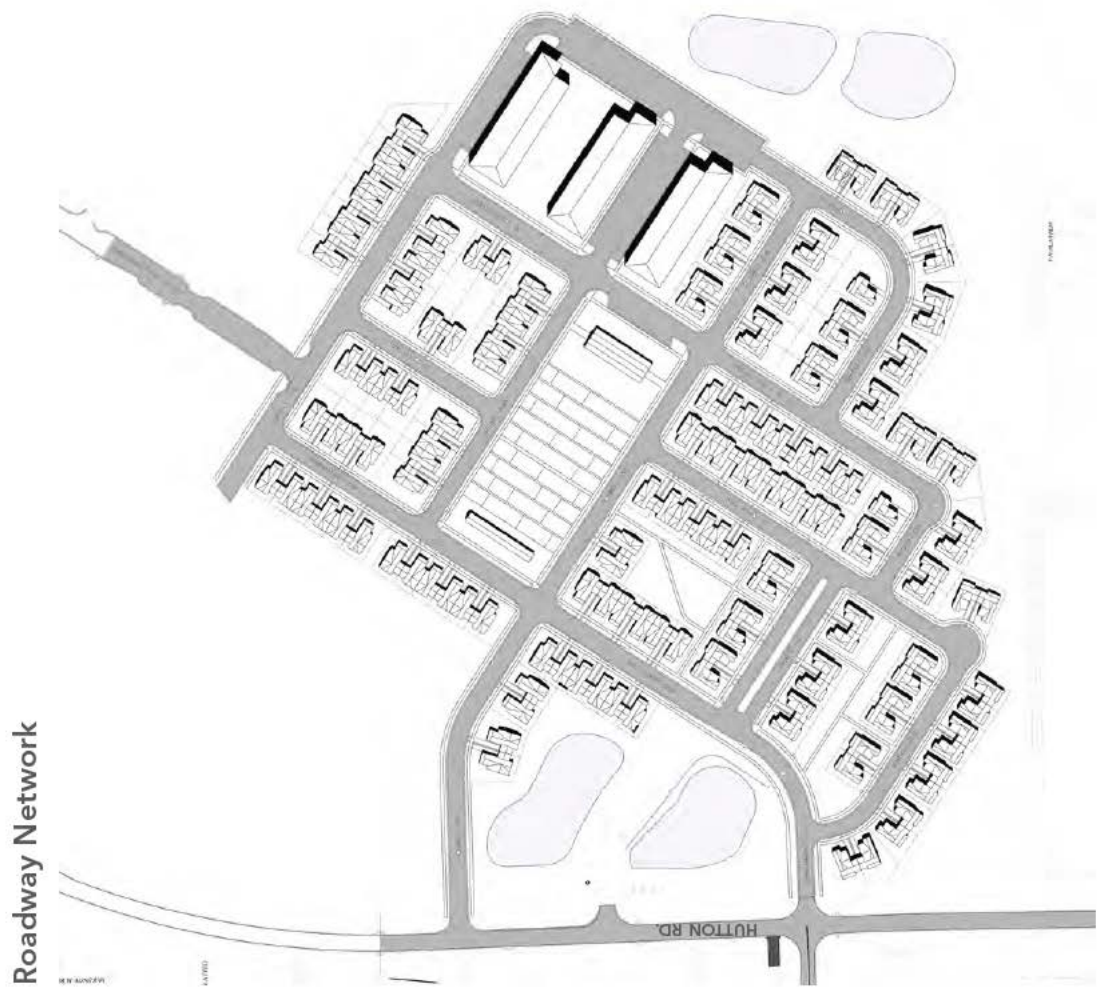




Site plan characteristics

Based on the existing partially-constructed street grid, the new site plan balances the different elements of the neighborhood. Beautifully-designed homes line a quiet, walkable street network, and extensive landscaping defines outdoor public spaces including a garden, community center and market area.

The three TND districts are clearly defined and clustered on the site: the T-3 district clusters detached houses toward the south; a T4 district with attached units occupies the central, north and west areas; and the T5 district includes larger apartment buildings on the east, surrounded by open meadows and potential areas for future development.



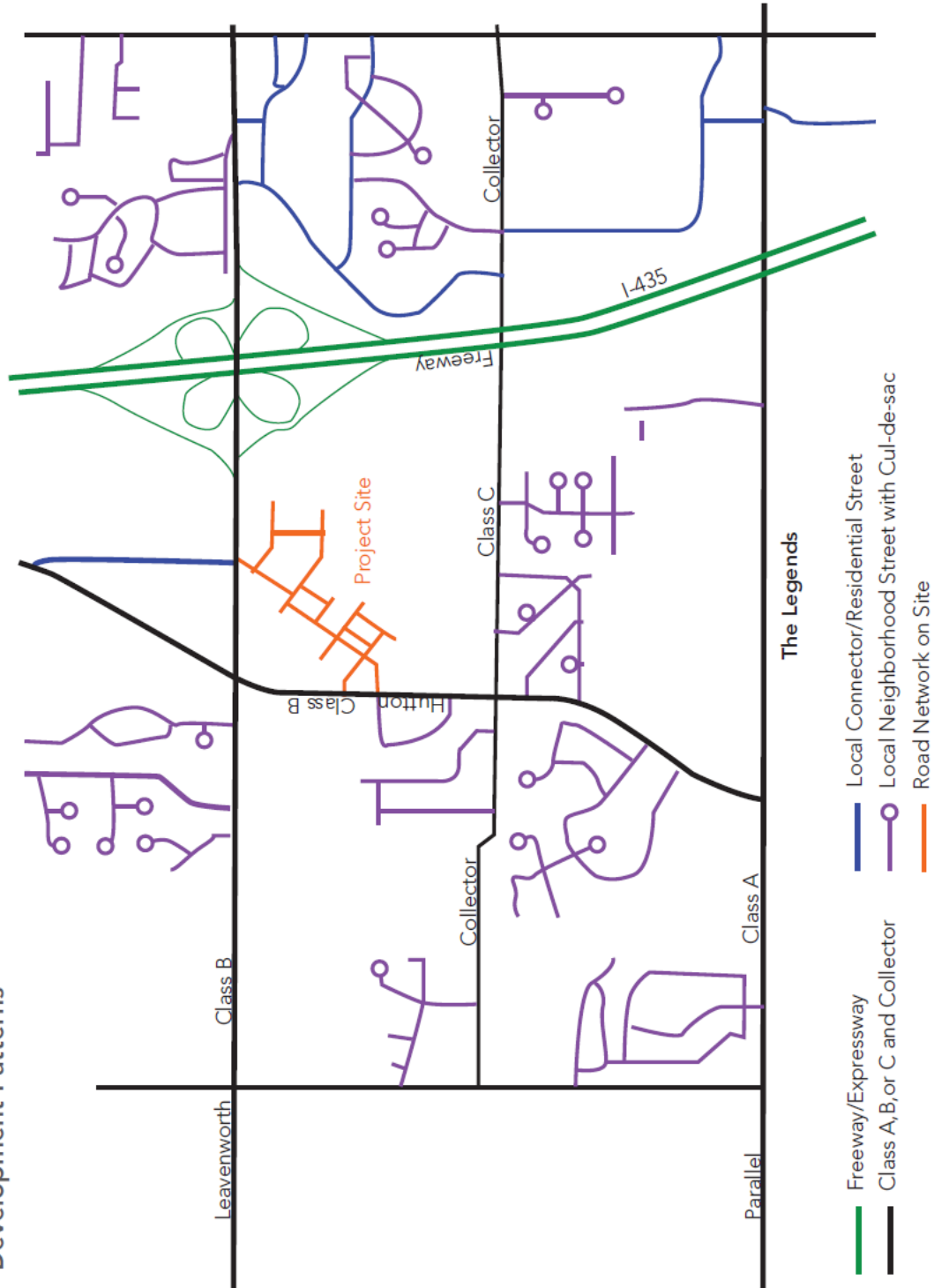
Road Network on Site

The roadways on site are configured in a skewed, traditional neighborhood-scaled grid.

Surrounding Roadway Network and Patterns

The site is surrounded with a large-scaled grid of Class A,B, and C thoroughfares and collector streets that are further bisected by Interstate 435. The established network of arterial and collector streets envelopes a patchwork of winding suburban residential streets nearby, punctuated by cul-de sacs that, for the most part, are discontinuous and unconnected. Several streets terminate abruptly in dead-end stubs, in anticipation of future housing development along the expanding arteries of the major street plan outlined in the Prairie Delaware Piper Master Plan.

Development Patterns



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Development Patterns

The development of residential areas surrounding the site can best be understood by observing the street grid. Nestled within the broad lattice of Class A and B thoroughfares are patches of winding suburban residential streets, punctuated heavily by culs-de sac. These neighborhood streets are isolated and largely unconnected to other neighborhood streets.

Several of these developments have either one or two entrances, and are otherwise isolated from the community fabric of the Piper area. Minor collector streets are clearly incomplete as several dead-ends remain, in anticipation of future housing and commercial development. The project site encompasses a unique, traditional neighborhood-scaled area that contrasts with much of the surrounding suburban development.

Street network and development patterns on site

The proposed on-site streets are configured in a skewed traditional neighborhood-scaled grid. This grid is connected to Class B thoroughfares at three separate points. The original 2005 TND plan shows a clearly identified neighborhood center. The streets surrounding this center were built, and thus will be scaled similarly in the new proposed site plan.

The original plan fashioned a traditional axial grid to create a walkable neighborhood area, with interior streets connecting the project site to another development node, across a stream to the east as well as to the more suburban street patterns across Georgia Avenue.

Zoning Analysis

RP-3 Townhomes Planned



R-2 Two-Family

Zoning

Zoning Analysis

The site is currently zoned AG-Agricultural. In 2006, a TND rezoning application for the subject parcels was approved by the Unified Government Planning Commission, but the implementing ordinance was not adopted due to the long-term halt in construction.

Surrounding Zoning

This area is clearly transitioning from agricultural to more intensive commercial and residential uses. While a majority of this new development is zoned R-1, more varied housing options are anticipated in the Prairie Delaware Piper Master Plan. Townhomes and duplexes are thus found scattered nearby.

To the south, the Legends commercial development (zoned CP-3) offers a large array of limited intensity commercial activity to the area. Other generally low-intensity commercial uses are beginning to line Leavenworth Road and make use of highway frontage within CP-2 and CP-3 zoning classifications.

Landscape Standards

An integral aspect of the agrihood concept is the extensive use of edible landscape and plantings that require higher levels of active maintenance. To preserve the ecological sensibilities associated with agrihoods, street plantings and other plantings not strictly associated with harvested plants should be limited to low-maintenance, regional xeriscape plants.

Street and Sidewalk

To the maximum extent possible, sidewalks should be separated from the street curb by a minimum of a 4-foot buffer strip. These buffer strips should also be wide enough to accommodate the corresponding caliper of street tree designated for each block.

Agrihood Landscaping

Gardens or edible landscaping will be considered the norm for the proposed development, rather than the exception. This means that gardens and garden boxes may dominate front, side, and back yards. The development's management entity, along with residents, will keep gardens tidy, productive, and weed-free.

Key Considerations for Street Trees

A wide range of tree varieties are encouraged throughout each T-district. However, street trees shall generally be limited to the following varieties or approved equivalent. These species are general suggestions and actual species may vary.

Street trees shall follow UG guidelines for both allowed and prohibited species (excluding elm limitations) found in Section 32-358 of the Code of Ordinances, as updated in June 2017.

Street trees and trees in parking lot medians should not be fruit-, berry-, or large seed-producing as they both soil sidewalk surfaces and create trip/slip hazards. This includes Sweetgum and Oak Trees.

All trees should have a minimum 2.5" caliper at time of planting.

In general, tree types should be diversified so that the tree population remains stable in case of insect or disease infestation. However, street tree types should be limited to one variety per street block to encourage a unified appearance and subtle variations that distinguishes one block from another.

Street Tree Species

Small Trees

To be planted 20 feet O.C.



Amur Maple
Acer ginnala



Japanese Lilac
Syringa reticulata 'Ivory Silk'



Oklahoma/Eastern Redbud
Cercis canadensis



Shantung Maple
Acer truncatum



Bald Cypress
Taxodium distichum
Large Tree



Emerald Sunshine Elm
Ulmus propinqua
'JFS-Bieberich'
Medium Size



Frontier Elm
Ulmis x Frontier
Medium Size



Dogwood
Cornus ssp
Medium Size

Street Tree Species

Large Trees

To be planted 35' O.C.



River Birch single stem only
Betula nigra



Ginkgo
Ginkgo biloba
(male cultivars only)



Red Maple
Rubrum

Landscape Standards



Landscape Buffers and Screening

A continuous landscape buffer comprised of evergreen species that grow to a minimum height of 6 feet shall be placed between:

- T3 or T2 districts abutting T5 Districts, and
- T4, T3, or T2 district abutting an entirely non-residential use.

Walking path connections through these buffers are highly encouraged.

All parking within 30 feet of the street shall have screening vegetation, including but not limited to garden boxes, along pavement edges that runs parallel to the street.



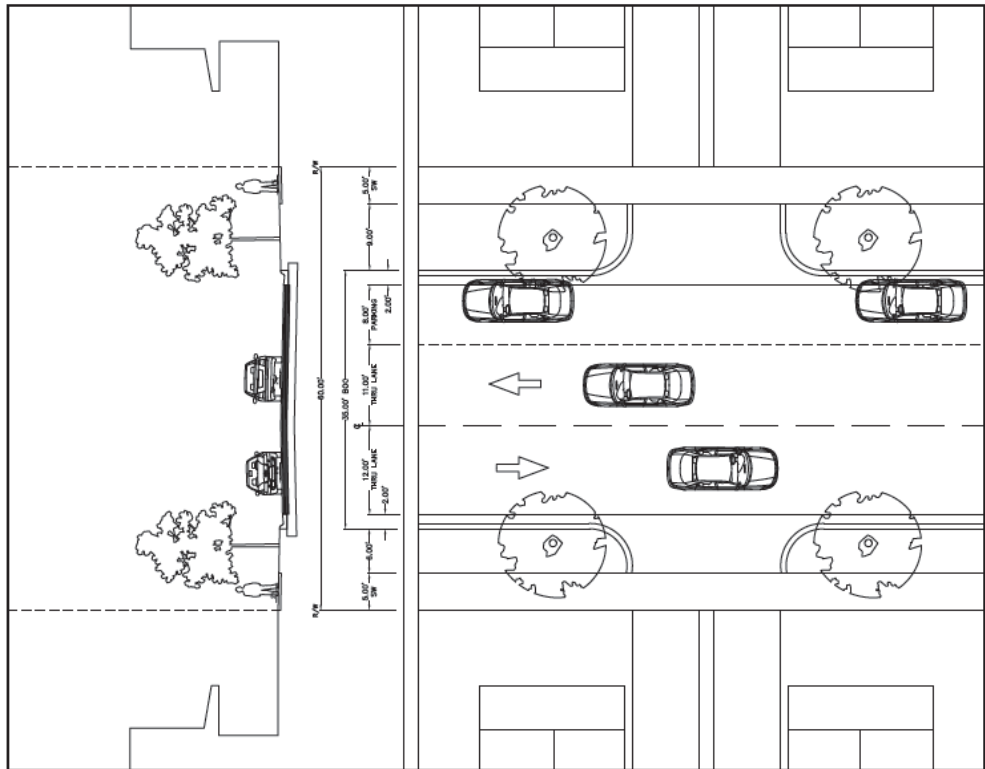
Waste Receptacle Screening

All trash and recycling receptacles shall be enclosed on all sides with an opaque wall or fence constructed of materials similar in character and quality to the primary structure.

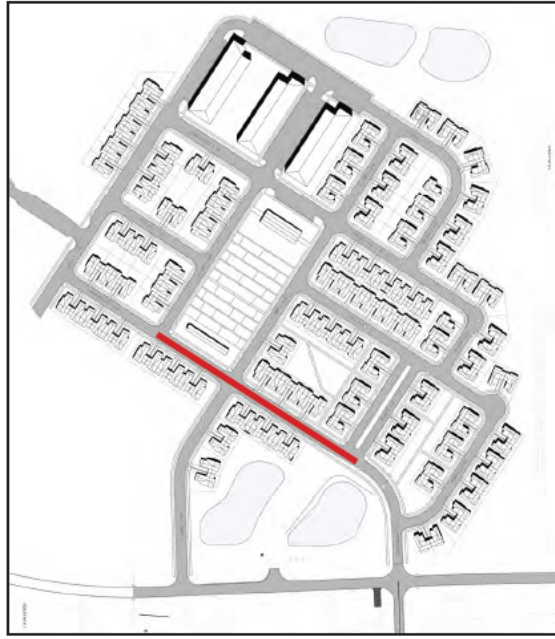
[illegible]

50 feet	50 feet
28 feet	28 feet
Two-way	Two-way
12 feet	12 feet
0	0
None	None
n/a	n/a
5 feet	5 feet
5 feet	5 feet

Street Sections



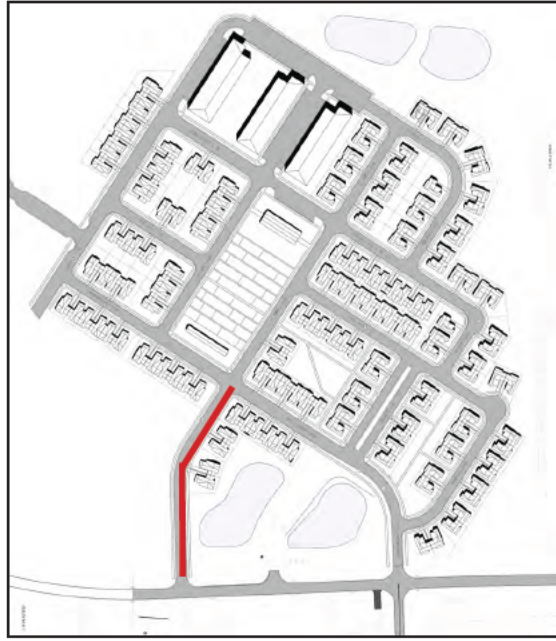
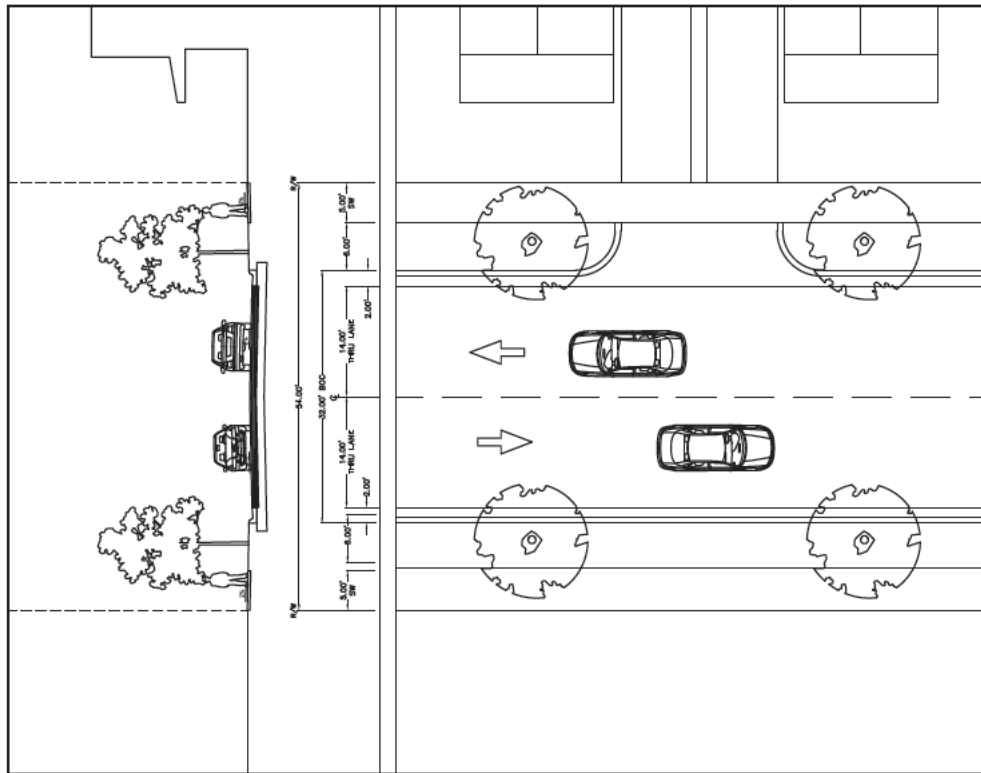
22



Street section 2

ROW width:	60 feet
Roadway Width:	35 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	12 feet
Median Width:	0
Parking lane:	Parallel, one side
Parking lane width:	8 feet
Sidewalk width:	5 feet
Landscape buffer:	5 feet, 8 feet

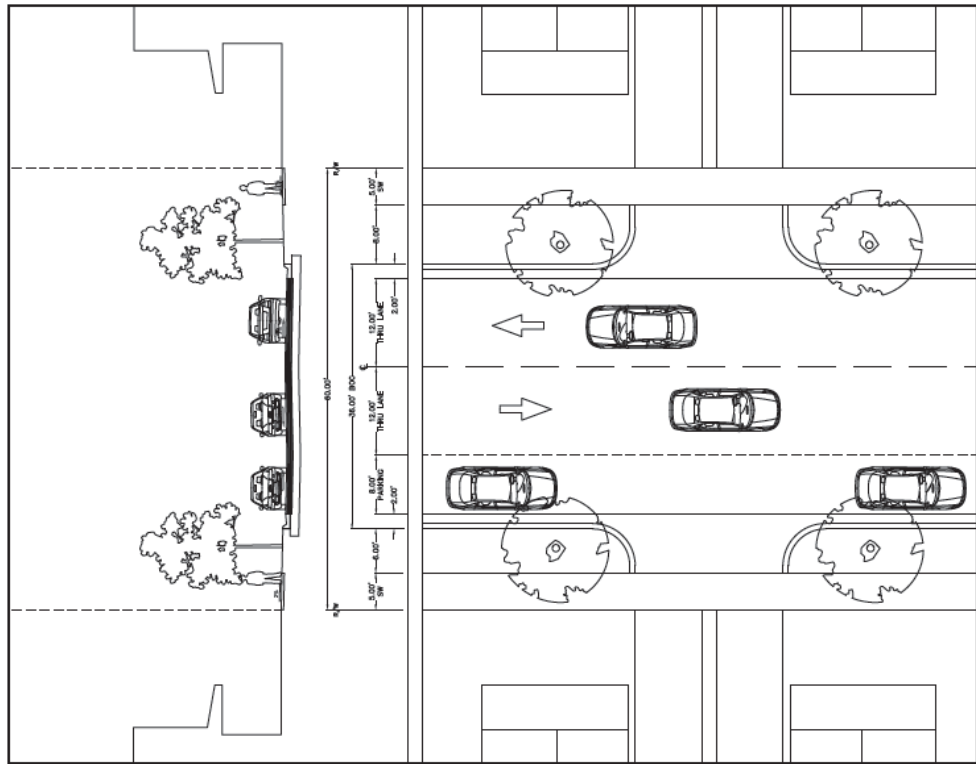
Street Sections



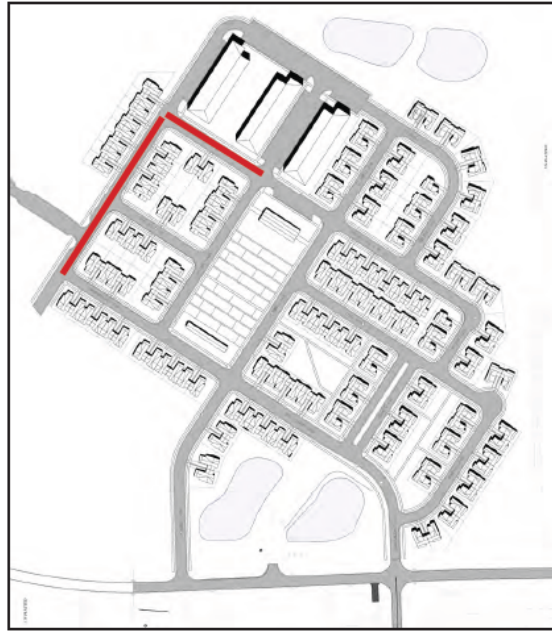
Street section 3

ROW width:	54 feet
Roadway Width:	32 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	14 feet
Median Width:	0
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	5 feet

Street Sections



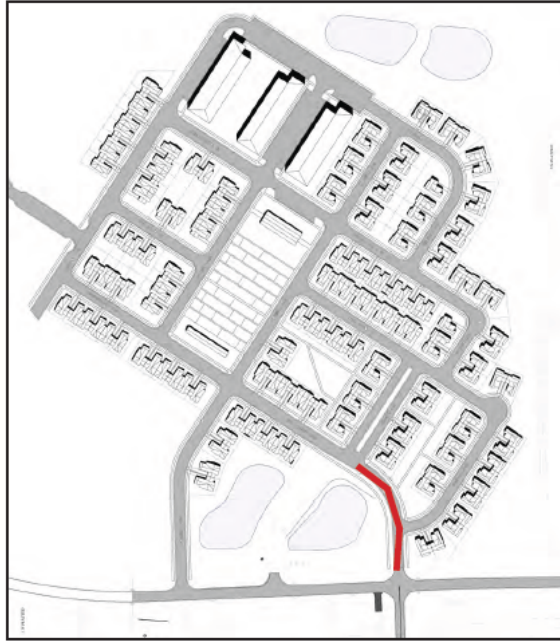
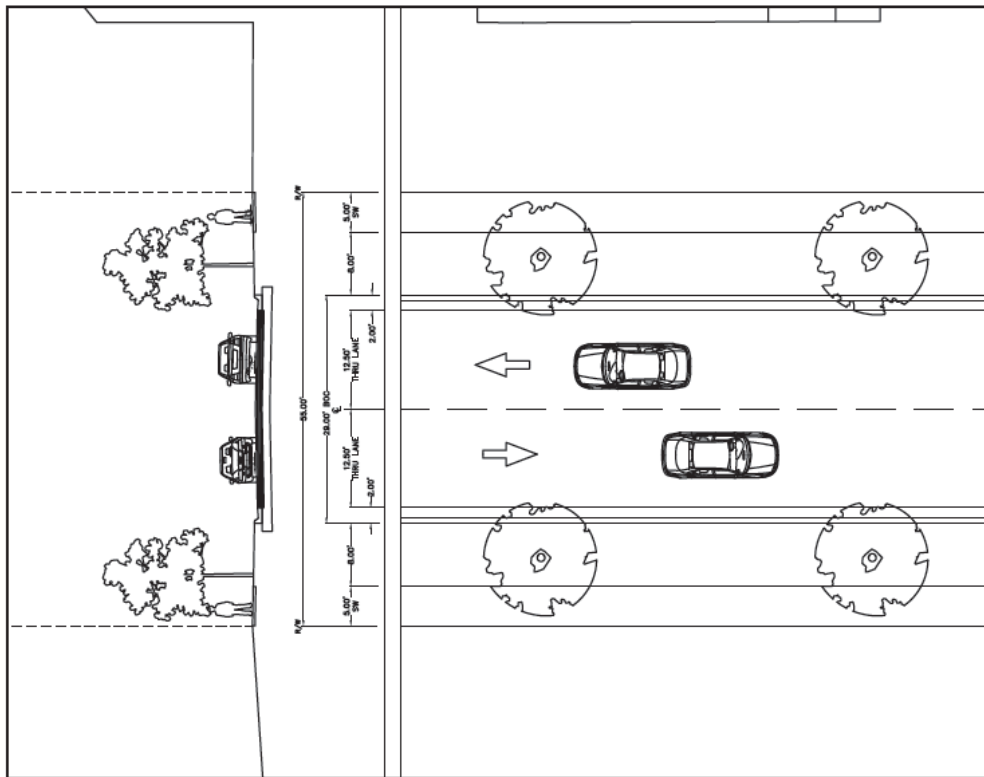
24



Street section 4

ROW width:	60 feet
Roadway Width:	36 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	12 feet
Median Width:	0
Parking lane:	Parallel, one side
Parking lane width:	8 feet
Sidewalk width:	5 feet
Landscape buffer:	5 feet, 7 feet

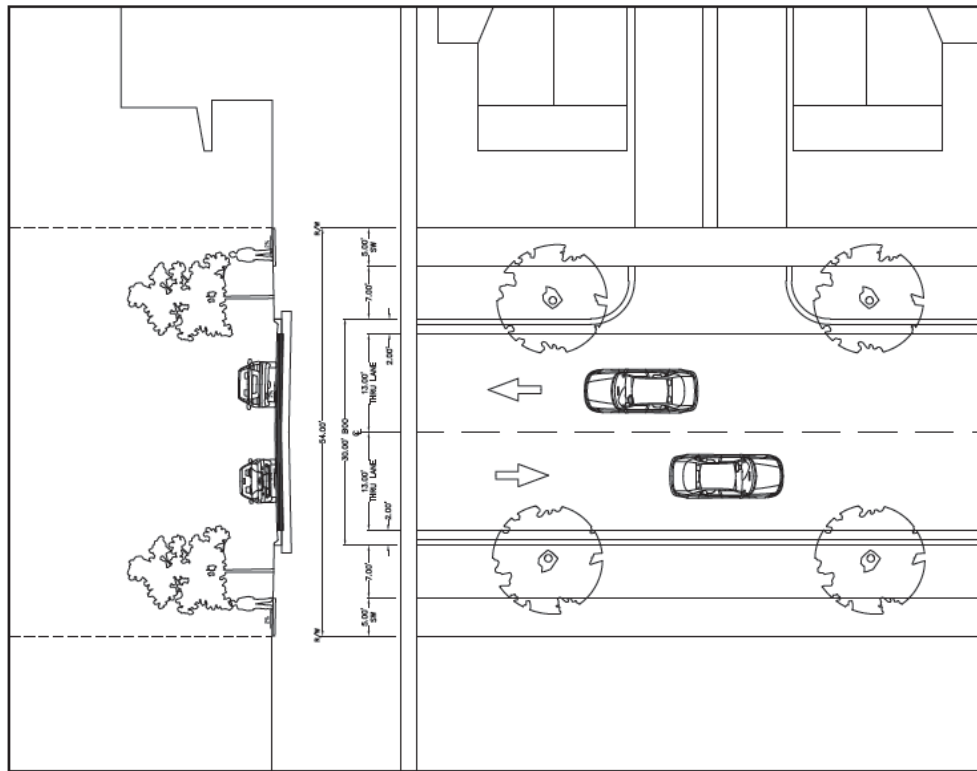
Street Sections



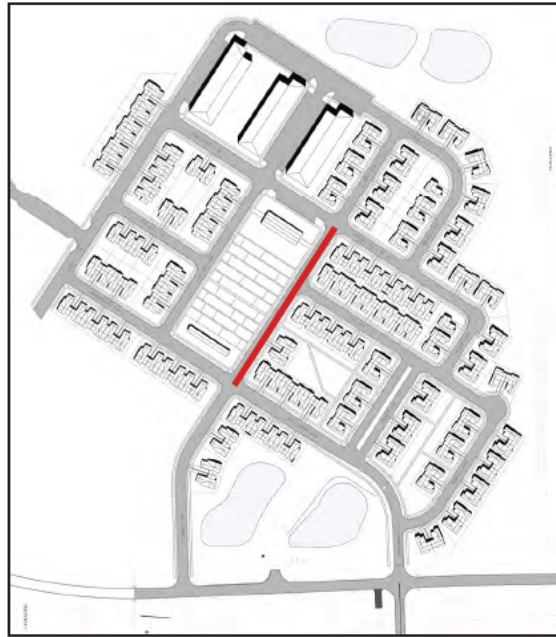
Street section 5

ROW width:	60 feet
Roadway Width:	29 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	12.5 feet
Median Width:	0
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	11.5 feet, 7.5 feet

Street Sections



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Street section 6

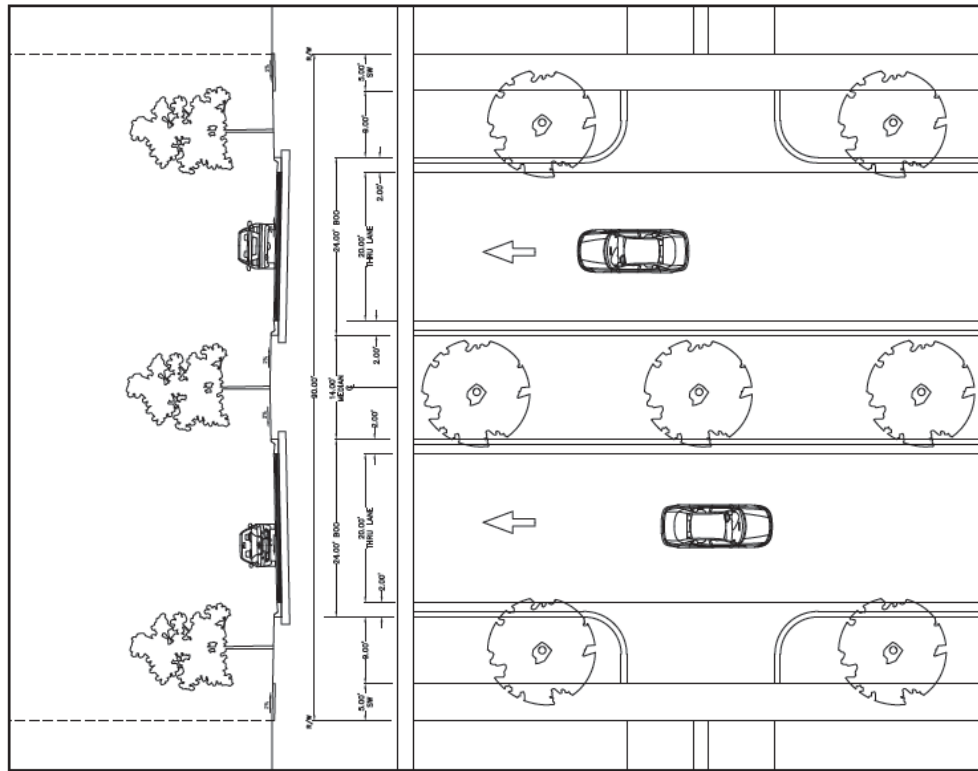
ROW width:	54 feet
Roadway Width:	30 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	13 feet
Median Width:	0
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	6 feet

[illegible]

An aerial photograph of a residential development. The layout features a central green space with a winding path. Surrounding this central area are several blocks of housing, including rows of terraced houses and larger apartment-style buildings. A prominent red line runs along the top edge of the central green space, possibly indicating a boundary or a specific feature. The overall design suggests a planned community with integrated green spaces.

ROW width:	60 feet
Roadway Width:	29 feet
Traffic lanes:	Two-way
Traffic lane width:	12.5 feet
Median Width:	0
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	11.5 feet

Street Sections

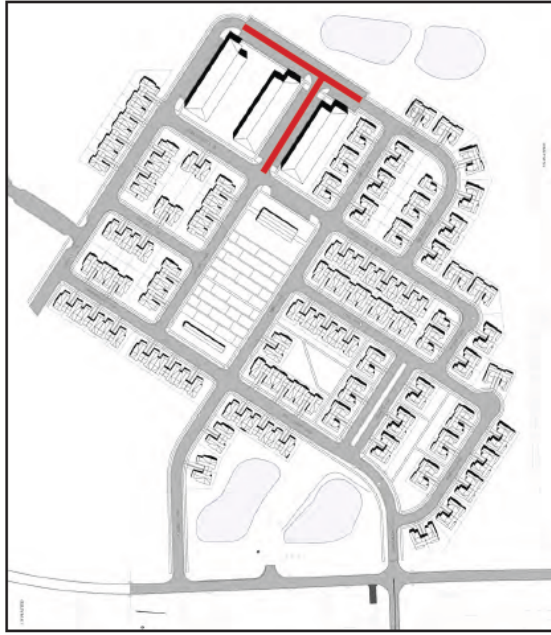
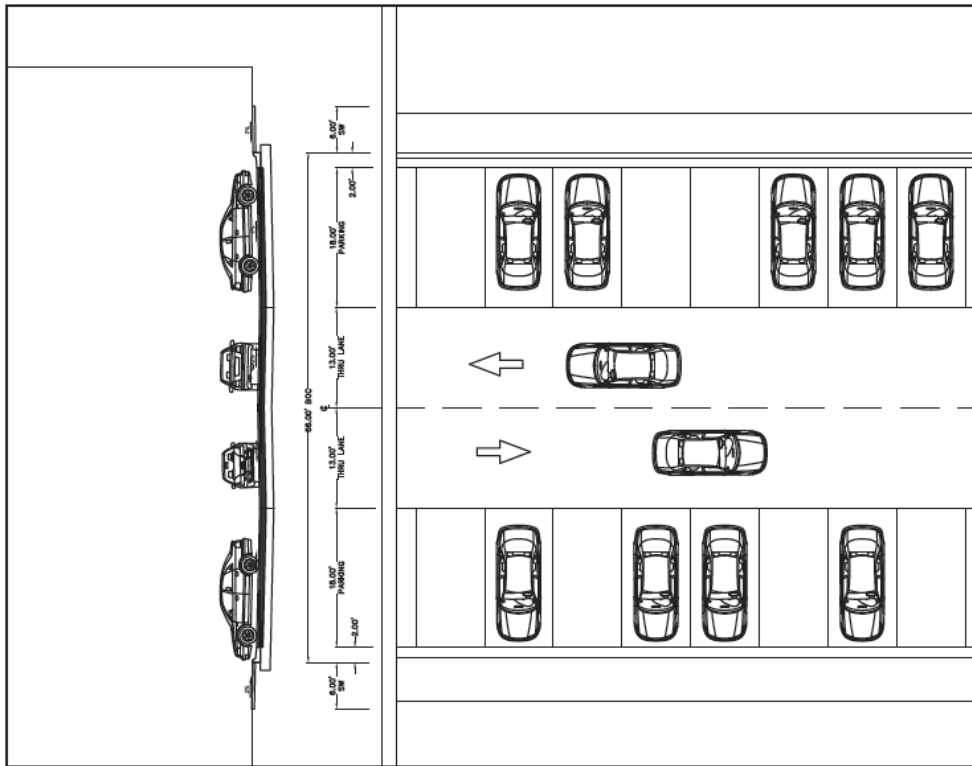


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Street section 8

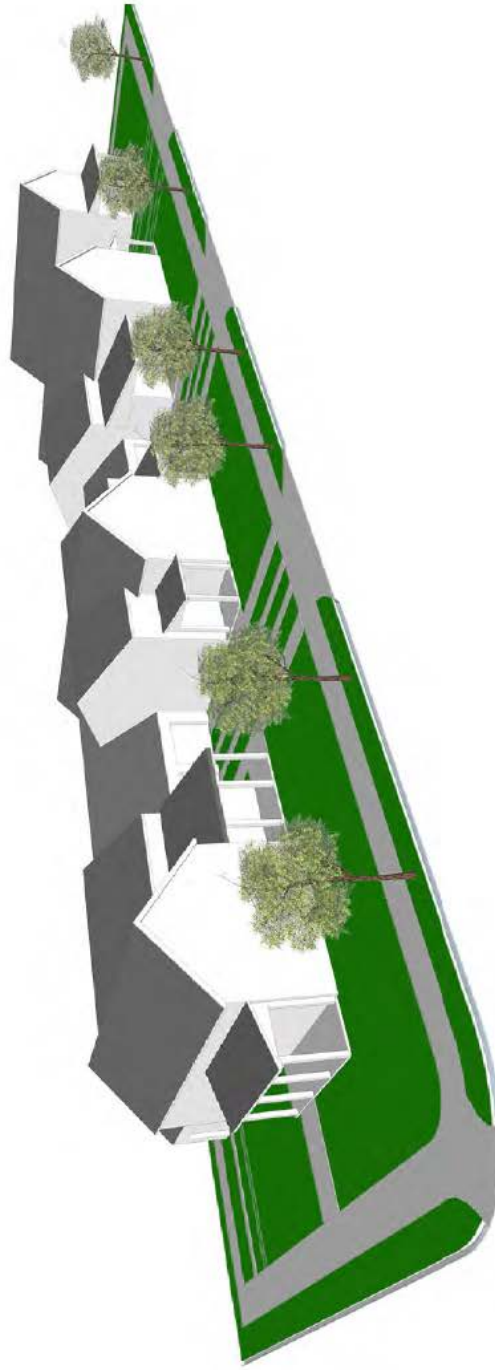
ROW width:	90 feet
Roadway Width:	24 feet x 2
Traffic lanes:	One-way
Traffic lane width:	20 feet
Median Width:	14 feet
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	8 feet



Street section 9

ROW width:	60 feet
Roadway Width:	29 feet
Traffic lanes:	Two-way, un-striped
Traffic lane width:	12.5 feet
Median Width:	0
Parking lane:	None
Parking lane width:	n/a
Sidewalk width:	5 feet
Landscape buffer:	11.5 feet, 7.5 feet

Architectural Standards



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Architectural Standards

Purpose

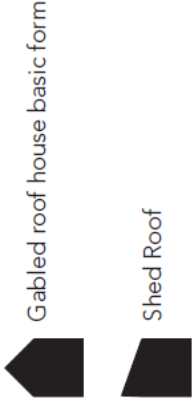
These standards are not meant to be rigidly prescriptive, but provide a framework for a compatible design language that can be applied to various unit types within this plan. They are also in place to ensure high quality of materials and basic architectural and access principles that contribute to safe, walkable neighborhoods.

To complement the agrihood programmatic concept, the design style suggested for this development draws strongly from the traditional American Farm House, featuring gabled roofs, simplistic and clean facades, with touches of subtle detail.

As illustrated in the following images, this style celebrates the traditional house shape by minimizing the building to clean lines while adding touches of warmth through color, elements for personalization, and natural materials.

The following images illustrate basic design moves that are typically used within the farm house. These moves are meant to add articulation and variety to building types while preserving the clean lines and simple massing. These are illustrations only, and should not be considered as final designs, but rather a design vocabulary. Any windows or materials shown are suggestions only. These standards seek to allow architects to exercise creativity, while specifying high-quality design and materials that create a cohesive look and feel, and work effectively in meeting requirements for interior floor plans and construction methods.

The following illustrations are variations of the two classic building types shown below.

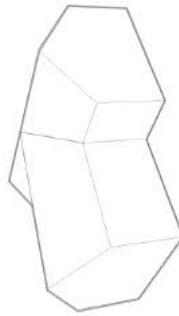


The American farmhouse prominently features the gable roof form by facing at least one gabled face toward the street. In most cases, the house has two gabled roofs perpendicular to each other with a shed roof porch.

Basic Form



Single Gable Roof



Perpendicular Gable Roofs



Shed Roof Front Porch



Photo by Megan Painter



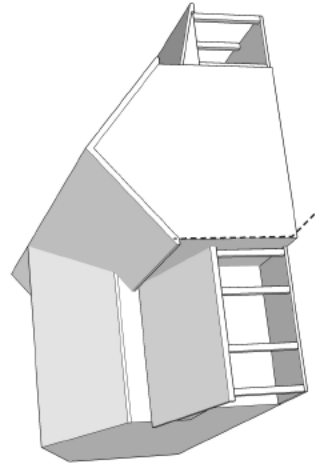
Feldman Architecture

Massing Configurations

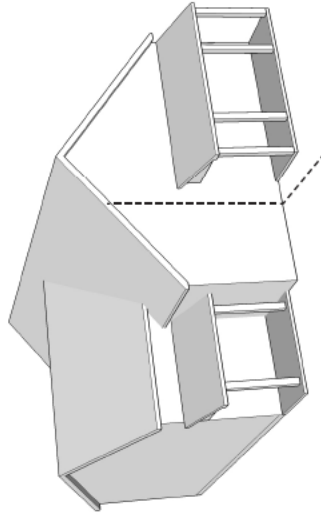
The building types within this phase of the plan should be a combination of the basic gabled house shape and the shed roof form. These should be composed in a way that adds articulation and variegated depth in building facades.

Two Bedroom Units - Duplexes

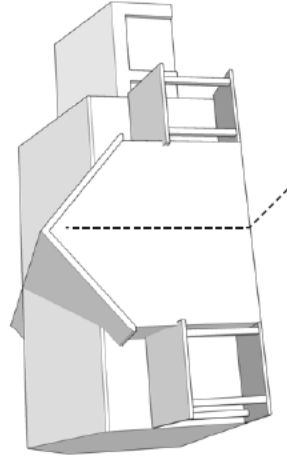
This building type can take on the appearance of being one large house. Duplexes proposed for Phase One will be one story in height. For greater variety, at least two different building compositions should be used within the development.



Duplex Configuration Option



Duplex Configuration Option

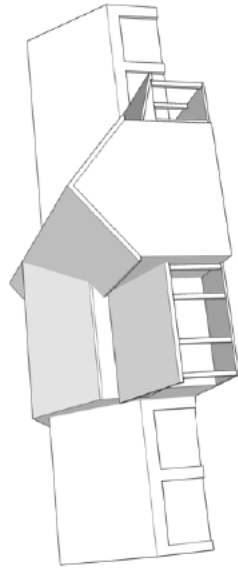


Duplex Configuration Option

----- Unit demising 33

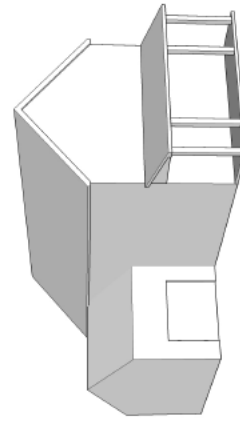
Paired garages are recessed between dwelling units so that they do not overwhelm the primary elevation and rhythm of the block face. Recessing the garages also allows for additional fenestration on the side elevations of each dwelling unit.

Occasional breaks between garages and their appurtenant dwellings are encouraged to permit additional pedestrian circulation, provide access to light and air, create landscaped buffers, and prevent the appearance of a continuous street wall.



Duplex with recessed side garages

The proposed Villa typology may be two stories in height. This simple configuration shows a single gabled mass, shed roof front porch and a side garage.



Villa Configuration Option

Massing - Apartment Buildings

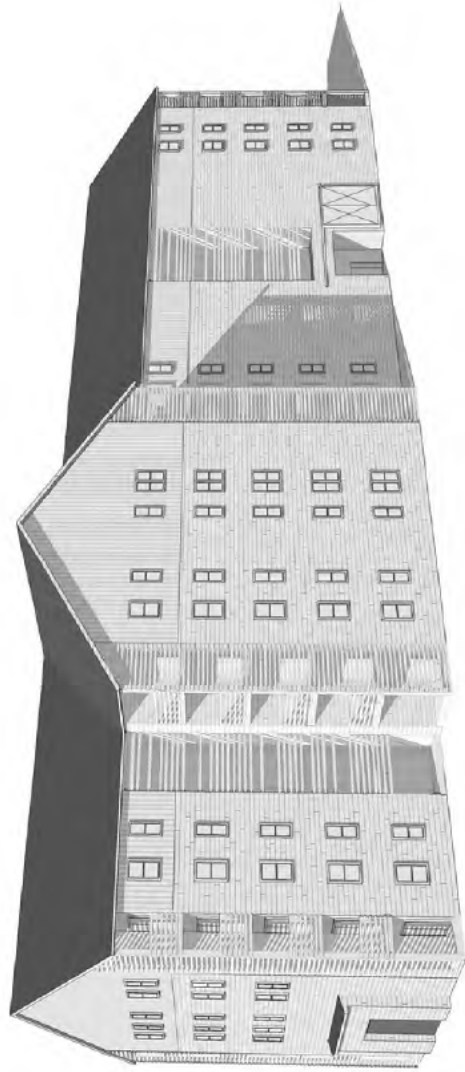
The proposed apartment buildings exceed the massing and scale of the rural farm house. This might suggest that these larger dwelling forms be viewed as the "barns" of the homestead. However, under no condition should designers be compelled to replicate or imitate a rustic barn. Such a design approach would most likely lead to a chintzy, overly idealized, and contrived outcome.

Instead, designers are encouraged to focus on creative use of materials, gabled roof form, and references to rural construction practices. For example, the image below shows a play on traditional slatted barn siding to act as both railing and shading for balcony areas.

The conceptual design below is suggestive and is intended only for illustration of form and texture, not massing.

Though much larger in scale than the units proposed in this development, the design shown is derived from the principles described in this manual. Two masses with gabled roofs intersect at 90 degree angles. The primary elevation features a horizontal break high in the facade, and siding materials are oriented horizontally below the break, and vertically above.

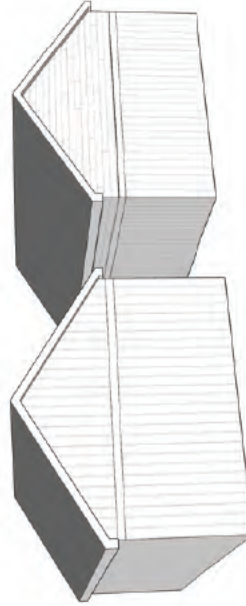
This design also incorporates access, fenestration, and outdoor space requirements described elsewhere in this manual.



Materials

At first glance, the facade in the photo at left may appear to be composed of uniform materials. A closer look reveals that the upper level siding is oriented vertically, while the lower level uses shorter, horizontal siding. Many other examples in this manual display a thick horizontal trim piece or rim joist fascia used to add a subtle break in material orientation or texture. Small details like this add great visual interest to a traditional house form.

These changes in material pattern also convey a strong sense of craftsmanship and attention to detail. Breaks in contrasting materials are more visually appealing when they occur more than halfway up a facade. Horizontal breaks and changes in material orientation or texture below 6 feet should be avoided.



Two basic schemes for adding horizontal articulation: the first image shows a singular horizontal strip, the second shows a horizontal strip as well as a change in material scale and orientation.

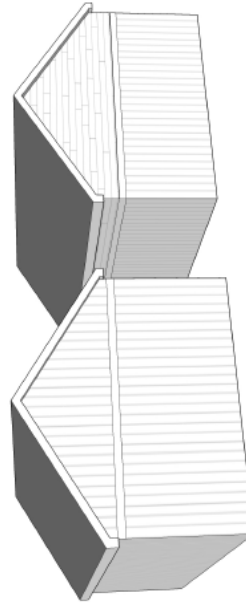


Sherwin Williams

Materials

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Two basic schemes for adding horizontal articulation: the first image shows a singular horizontal strip, the second shows a horizontal strip as well as a change in material scale and orientation.



Sherwin Williams

Materials

Color

Color should be used to provide interest, accent, and variety to buildings. White accented with a natural material is shown in several general illustrations of the proposed building forms. For an individual residence, this can provide a tidy, contemporary style and aesthetically pleasing appearance. However, in a traditional residential environment, monotone finishes and excessive reliance on a single color palette can become dull and undistinguished. Variations on a traditional color scheme are therefore preferred.

Designers may choose rich blues, blue-greens, yellows and reds or warm and cool grays for building exteriors. Principal facade colors should be limited to a single hue with a shade darker or lighter. Trim should be of a similar hue or white.

Tans and earth tones should be avoided as primary or predominant colors, as they are more typically associated with auto-dependent suburban developments, rather than traditional vernacular neighborhoods.

Acceptable Colors Hues



Materials and Transparency

Buildings should follow the material proportions laid out in the TND standards.

To best serve the farm house design concept, accents of warm or natural stone, wood/engineered wood, or blackened materials should be used as a complement to metal, cement board, engineered wood, vinyl and stucco.

Material Proportions of TND buildings

100% Cement Board / hardboard / engineered wood or 65% Stone, Cast Stone, Brick or Stucco.

Single family buildings may have facades consisting of 25% masonry or cement board.

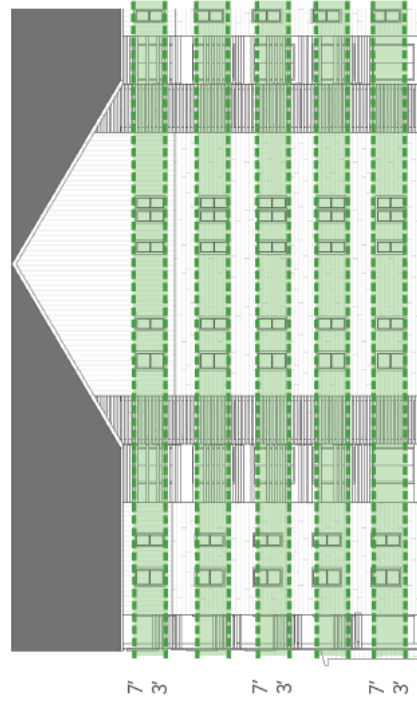
In terms of durability, metal siding should be considered on par with cement board or engineered wood.

Roof Form and Materials

Roof style and material should be consistent for each building type. The architect may design with or without eaves, and should create a cohesive roof design aesthetic throughout all building types. Gable roofs should have a slope no less than 5/12.

Transparency

On every level between 3'AFF and 7'AFF, 25% of the front facade must be composed of fenestration that allows clear views to the street. Facades of 6+ multi-family units facing large parking and shared outdoor areas must also meet this fenestration percentage. This level of transparency ensures constant casual surveillance while also creating a more welcoming environment.



Green area between 3'AFF and 7' AFF must have 25% transparency

Architectural Accents

Architectural accents are strongly encouraged. These images show the warmth and richness that can be added even by small touches of contrasting materials such as wood, stone, concrete that highlight special architectural elements such as chimneys, porches, doors overhangs or green rooms.





This image shows an accent color door and flower box. Such elements add character and options for personalization to the outside of the home. They also add interest and soften stark facades.

Access

Curb Cuts

To increase walkability and safety along street sidewalks, all vehicular access to garages or off-street parking shall be limited to alleys behind buildings or shared driveways into garages that do not dominate the building's facade.

Entrances - Single Family Units

In general, front entrances should face the street and be paired with a porch or defined outdoor seating area. Side entry with a porch is also acceptable. All single family units must have a prominent front door.

Entrances - Townhomes/Duplexes

Entrances must face the street and be paired with porches, overhangs, stoops or outdoor seating areas. Side entry with a porch is also acceptable. Townhomes on street corners may have the primary entrance on either street. If located on the street corner facade, garages must face the side street.

Entrances - 6+ Unit Apartment Buildings

To encourage activity on the street and within areas around the building's base, all ground floor units will have their main entry door on the exterior of the building. These doors may be on the front or a side facade and distinguished by a door yard, porch, wide stoop, canopy visible from the street, or similar architectural feature. Shared entrances must also be accessible to the street

and should be clearly distinguished through architectural features. If entrances are located on the side, rear or front of the building, the street facing entrances should be of equal or greater prominence to those located on side or rear facades.

Outdoor Areas

All single family and townhome units must have an outdoor space appurtenant to the unit. To encourage use, this area must not have any dimension of less than 6 feet.

Within 6+ Unit Apartment Buildings, 50% of units shall have an outdoor balcony or seating area with no dimension less than 5 feet.

Parking

Proposed deviation: 2 off-street spots in T2 and T3

Due to the abundance of on-street parking on the existing street grid, and because this TND development primarily serves downsizing seniors, all single family and town homes in T2 or T3 districts shall provide 1.5 parking spaces per unit if located on the existing grid. Parking along alleys or streets at the rear of buildings shall be considered off-street parking.

Signs and Setbacks

Setbacks

Height standards, front, side and rear setbacks of all building types shall comply with those set forth in the TND ordinance.

Signs

Signs must meet standards of the Unified Government's sign code. However, up to two signs advertising farmers market, community, and garden activities may be located at the Hutton Road entrance and another at the town square. These signs should be permanent in nature and designed to have temporary, interchangeable parts to advertise a wide variety of events. These signs should be equal to or less than 32 square feet in area and be made of durable materials.

Educational or exterior "menu board" signs or any other internally-oriented sign within the garden, market or distribution portions of the agrihood do not require sign permits and are not regulated by the Unified Government.

Due to the ecological and natural characteristics of the agrihood development, digital and LED signs are not permitted.



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #SP-2018-62

GENERAL INFORMATION

Applicant:
Martha Medina with
Manhattan Bar & Grill LLC

Status of Applicant:
812 South 12th Street
Kansas City, KS 66105

Requested Action:
Approval of a special use
permit for a drinking
establishment and
restaurant and live
entertainment venue.

Date of Application:
May 25, 2018

Purpose:
Applicant is seeking a special use permit for a drinking establishment, restaurant, and live entertainment venue.

Property Location:
814 South 12th Street



Existing Zoning: C-3 Commercial District

Existing Surrounding Zoning: **North:** C-3 Commercial District
South: C-3 Commercial District
and RP-5 Planned Apartment District
East: C-3 Commercial District
West: C-3 Commercial District

Existing Uses: **North:** Commercial Building
South: Single Family Residence
East: Commercial Building, vacant lot
West: Duplex (Two-Family Residential)

Total Tract Size: 0.14 acre

Master Plan Designation: The Armourdale Master Plan designates this property as commercial

Major Street Plan: The City-Wide Master Plan classified 12th Street as a Collector, Taylor Avenue as a Local Street, and Pennsylvania Avenue as a Local Street

Advertisement: The Wyandotte Echo – June 14, 2018
Letters to Property Owner – June 13, 2018 and July 18, 2018

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: A neighbor has expressed opposition via email and there were five (5) persons present in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicant is requesting a special use permit for a drinking establishment, restaurant, and live entertainment venue at 814 South 12th Street. This property was approved for a parking variance (#2223) on November 14, 2016 and a Special Use Permit (#SP-2016-73) for a drinking establishment on December 1, 2016. This building was previously a drinking establishment and was closed in 2013.

City Ordinance Requirements: 27-592 through 27-606

FACTORS TO BE CONSIDERED

1. The Character of the Neighborhood.

This neighborhood has a mix of uses including single family houses, multi-family townhouses and apartment buildings, retail, restaurants, and other commercial uses. Industrial uses, including heavy industry exist around the fringes of the neighborhood near the Kansas River.

2. *The zoning and uses of properties nearby and the proposed use's expected compatibility with them.*

12th Street is one of the more significant streets in Armourdale, and currently has a mix of commercial and residential uses. There are commercial uses to the north and east of the property, but there are also residential uses to the west and south. The proposed use may create compatibility issues with the duplexes that neighbor the property on the west due to noise and light.

3. *The suitability of the property for the uses to which it has been restricted. Will removal of the restrictions detrimentally affect nearby property?*

The removal of the restrictions will not detrimentally affect nearby properties if stipulations are adhered to.

4. *The length of time the property has remained vacant as zoned.*

The business license for a drinking establishment and dance hall at this location was terminated March 28, 2013.

5. *The degree of conformance of the proposed use to the Master Plan.*

The proposed use conforms to the Master Plan.

6. *Whether the proposed use will result in increasing the amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.*

The proposed use will not increase vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.

7. *Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use, visual quality, or marketability of adjoining property.*

The proposed use is not reasonably necessary for the convenience and welfare of the public. The proposed use will not permanently injure the appropriate use, visual quality, or marketability of the adjoining property.

8. *Whether the noise, vibration, dust, or illumination that would normally be associated with such use is of such duration and intensity as to create problems for near-by property.*

Noise and illumination could become a nuisance for nearby properties.

9. *Whether the proposed use will pollute the air, land or water.*

The proposed use will not pollute the air, land, or water.

10. *Whether the use would damage or destroy an irreplaceable natural resource.*

This is not applicable.

11. *The relative gain to the public health, safety, and welfare as compared to the hardship imposed on the individual landowner or landowners.*

The denial of the special use permit would prevent the owner from operating a drinking establishment.

12. *Whether the proposed use would result in overcrowding of land or cause undue concentrations of population.*

This is not an issue.

PREVIOUS ACTIONS

This property was approved for a parking variance (#2223) on November 14, 2016 and a Special Use Permit (#SP-2016-73) for a drinking establishment on December 1, 2016

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on June 20, 2018. No one attended the neighborhood meeting.

KEY ISSUES

Safety and Security
Noise Mitigation

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 5 to 2 to recommend **DENIAL** of Special Use Permit Application #SP-2018-62 **due to the non-conformity of the use with the surrounding land use and the potential of being a nuisance and the inadequacy of the parking.**

STAFF COMMENTS AND SUGGESTIONS

The staff **does not agree** with the recommendation of the City Planning Commission. The staff recommends **approval for one (1) year** with the additional stipulations added to the staff report:

1. **Doors and windows will be closed during live entertainment.**
2. **There will be trash-pick up crew every evening that makes sure there is not excessive trash on Taylor, Pennsylvania and 12th Street after closing.**
3. **They need to commit to calling the police if their patrons are congregating off-site and/or using the restroom in the alley.**
4. **There needs to be operable security cameras and lighting in the parking lot, alley and frontage from the day the place opens and they need to make those recordings available to the police. If the police come to him and say they need something from the cameras and they are not working that day, he would ask the Board of Commissioners to revoke the special use permit immediately.**
5. **No outdoor events.**

Urban Planning and Land Use Comments:

1. Photos
 - a. Please provide photos of the exterior and interior of the building. The photos from the previous applicant are included in the staff report.

Staff Note: See attachments for new photos

2. Hours of Operation
 - a. Hours of operation shall not exceed 10 am – 2 am daily.
3. Safety and Security
 - a. Please provide a security plan documenting how you will ensure safety and security of the patrons and the public.
 - b. A previous establishment at this location had problems with “violent offenses as well as rampant drug usage” according to the Kansas City, KS Police Department. How do you plan on preventing these problems at your establishment and protect the safety of your customers and surrounding neighborhood?

Staff Note: See attachments for security plan

- c. Applicant must employ a card scanner for live entertainment events.
4. Noise Concerns
 - a. Door and windows will remain closed when entertainment is provided in order to mitigate noise.
5. Architectural Standards
 - a. Building façade must be kept in good repair. Windows and door must be kept in good repair.
6. Landscaping and Screening

- a. Parking must be screened from adjacent streets by walls, shrubs, trees, or other design elements. [Sec. 27-575(e)(4)]
 1. 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.
 2. Two trees are required to meet landscaping standards. The applicant for #SP-2016-73 planted two trees to meet this requirement. Trees must remain and be healthy or replaced.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #SP-2018-62 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Additional Information
Applicant Responses
Photos from previous application
Site Plan from previous application
Site Photos
Email in opposition for neighborhood resident

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Unified Government Commission
Public Hearing	July 9, 2018	July 26, 2018
Special Use	Denial	

STAFF CONTACT: **Zach Flanders**
 zflanders@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #SP-2018-62 as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;

2. _____; And

3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #**SP-2018-62**, as it is not in compliance with the City Ordinances and as it will not promote the public health, safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes:

Hearing Starts at 1:46:00:

SPECIAL USE PERMIT APPLICATION #SP-2018-62 – MARTHA MEDINA WITH MANHATTAN BAR & GRILL, LLC – SYNOPSIS: Special Use Permit for a restaurant/drinking establishment with live entertainment at 814 South 12th Street.

Detailed Outline of Requested Action: The applicant is requesting a special use permit for a drinking establishment, restaurant, and live entertainment venue at 814 South 12th Street. This property was approved for a parking variance (#2223) on November 14, 2016 and a Special Use Permit (#SP-2016-73) for a drinking establishment on December 1, 2016. This building was previously a drinking establishment and was closed in 2013.

The following items were included as part of the record for this case:

1. The City's currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City's currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo dated June 14, 2018; and
7. The Notices to property owners dated June 13, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Pearl King, representing the applicant, 827 Armstrong Avenue, Kansas City, Kansas 66101

Present in Opposition:

- ❖ Camelia Arriaga, 1216 Taylor, Kansas City, Kansas 66105
- ❖ Georgia Rollf, 1204 Taylor, Kansas City, Kansas 66105
- ❖ Larry Sprang, 1111 Pennsylvania Avenue, Kansas City, Kansas 66105

- ❖ There were 2 persons present that did not speak

Staff Recommendation starts at 2:08:05: Planning Director Richardson stated that the staff would add the following stipulations to the staff report based on the comments by the applicant's representative:

1. Doors and windows will be closed during live entertainment.
2. There will be trash-pick up crew every evening that makes sure there is not excessive trash on Taylor, Pennsylvania and 12th Street after closing.
3. They need to commit to calling the police if their patrons are congregating off-site and/or using the restroom in the alley.
4. There needs to be operable security cameras and lighting in the parking lot, alley and frontage from the day the place opens and they need to make those recordings available to the police. If the police come to him and say they need something from the cameras and they are not working that day, he would ask the Board of Commissioners to revoke the special use permit immediately.
5. No outdoor events.

He stated that with the neighborhood concerns he would recommend approval for one (1) year with the additional five (5) stipulations added to the staff report.

In response to questions by the Commission, Director Richardson stated that by State Law they have to close by 2:00 a.m. With regard to the parking they are code compliant as per the variance that was approved (five parking spaces.) The last application at this site was without live entertainment. Director Richardson showed the Commission where there would be parking available on the streets and where the residences are located.

Director Richardson stated that there has not been an operation at this location for some time and the one year will give time to see if the applicant is code compliant. The applicant will spend a lot of money to open and sometimes the ones that have a special use permit with stipulations operate better than the ones that do not have to come back to the Planning Commission. He would suggest that the applicant give the neighbors contact information so they can call if there are issues with the operation.

Motion and Vote starts at 2:18:19

On motion by Mr. Miller, seconded by Mr. Childress, the Planning Commission voted as follows to **recommend APPROVAL of Special Use Permit Application #SP-2018-62 for one (1) year subject to the staff stipulations:**

Carson	No
Childress	Aye
Connelly	No
Jones	Aye
Miller	Aye
Pauley	Aye
Reasons	No
Serda	No
Huey	Chairman

Ernst Not Present

Motion to recommend APPROVAL Failed: 4 to 4

On motion by Dr. Serda, seconded by Ms. Pauley, the Planning Commission voted as follows to **recommend DENIAL of Special Use Permit Application #SP-2018-62 due to the non-conformity of the use with the surrounding land use and the potential of being a nuisance and the inadequacy of the parking:**

Carson Chairman

Childress No

Connelly Aye

Jones Aye

Miller No

Pauley Aye

Reasons Aye

Serda Aye

Huey Chairman

Ernst Not Present

Motion to recommend DENIAL Passed: 5 to 2

6. Additional Information Please note any additional information that may assist staff in reviewing this request.

Hours of operation: Open every day for lunch and dinner 10:00 am to 2:00 am. Kitchen open until 9:00 pm.

Entertainment (DJ, Karaoke, live band) Fri, Sat. & Sun. 7:00 pm to 1:30 am, and all doors/windows will remain closed to mitigate noise.

Applicant will supply a security plan to staff before opening & comply with code required security staffed by off-duty local law enforcement.

Parking variance for this property was obtained in 2016 (Case #2223).



PEARL A. KING

Administrative Support Services

827 Armstrong Avenue, Suite 200, Kansas City, KS 66101
(913) 948-0401 – Fax (913) 281-5227 – pearlk@kc.rr.com

To: Staff, Urban Planning and Land Use
From: Manhattan Bar & Grill LLC
Date: June 24, 2018
Re: Petition #SP-2018-62

The following is in response to the “draft” comments on this application received June 18, 2018.

Urban Planning and Land Use Comments:

- Photos
 - Photos of the exterior of the building were provided on a flash drive at the time the application was submitted. Those photos are being provided again as an email attachment.
 - Photos of the interior of the building are being provided by email along with an electronic copy of this response.
- Hours of Operation
 - Please reference the application section **6. Additional Information** wherein applicant advised hours of operation would be daily from 10:00 am to 2:00 am.
- Safety and Security
 - The applicant has consulted with KCKPD Officer G. Velazquez (#2017) in regards to security for this business.
 - The applicant will employ experienced in-house security that will be on the premises every evening. In addition, on weekends the applicant will also employ Officer Velazquez or other off-duty law enforcement as recommended by Officer Velazquez.
 - There are a few security cameras already on the premises that applicant is hopeful will be operational. If not, the applicant intends to invest in security cameras as well as alarm systems.
 - The business has a zero tolerance for violence and drugs and will adopt a very firm but fair ejection policy; the police will be called if anyone is belligerent and refusing to leave.
 - The applicant recognizes the parking lot is an important facet of security planning and will utilize staffing, lighting and other appropriate measures to protect patrons and the public in general.

June 24, 2018

Page 2

- Noise Concerns
 - Please reference the application section 6. **Additional Information** wherein applicant advised that during entertainment, all doors and windows will remain closed to mitigate noise.
- Architectural Standards
 - The applicant will keep the façade, windows and doors, in good repair. In the near future the applicant intends to paint the exterior of the building using a similar color scheme (grey, burgundy & red) as the KFC at 635 N 7th Street.
- Landscaping and Screening
 - Currently there are no trash receptacles/dumpsters. Prior to placing a trash receptacle, the applicant will install a screening wall or fence that complies with local ordinance/code.
 - The two trees planted by the previous applicant are currently healthy and this applicant will maintain them and replace should it become necessary.

Public Works Comments:

- Grease Interceptor
 - The building currently has a grease interceptor.
- Construction Plans
 - The applicant has no current plans for any construction. The applicant is in the process of extensive cleaning along with equipment repairs and maintenance.

Should you have any questions please contact me.

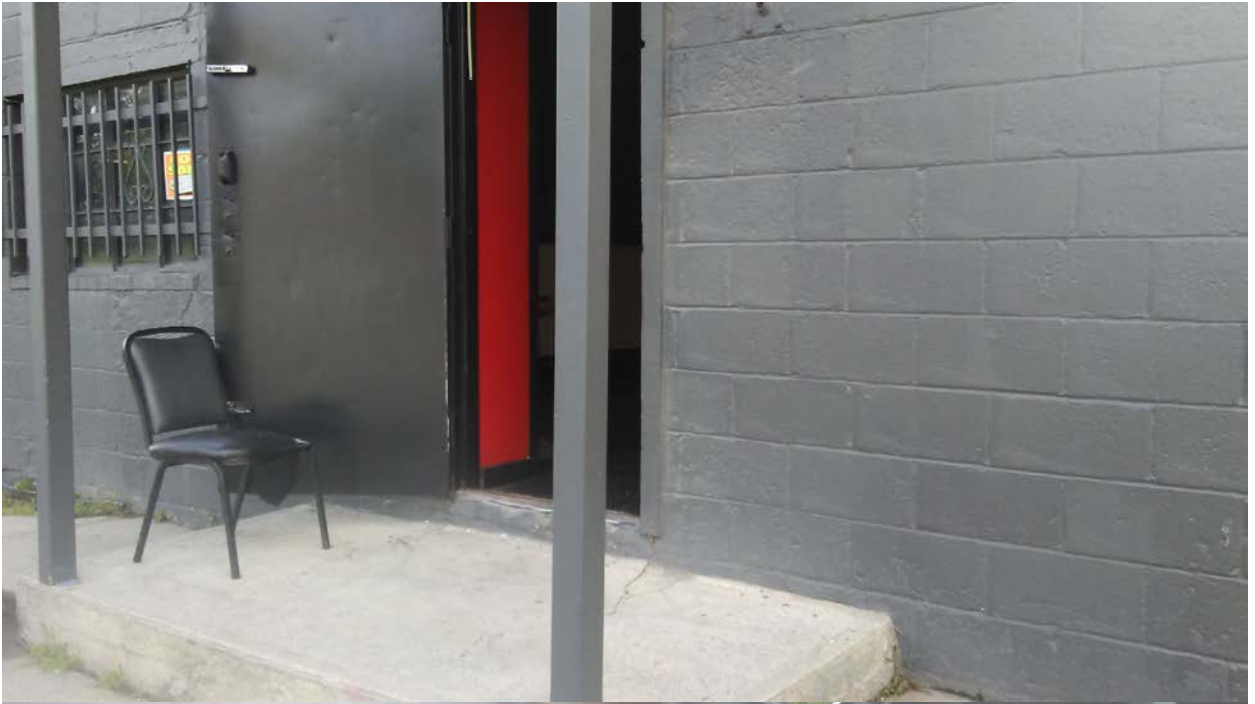
Sincerely,



Pearl A. King

:pak

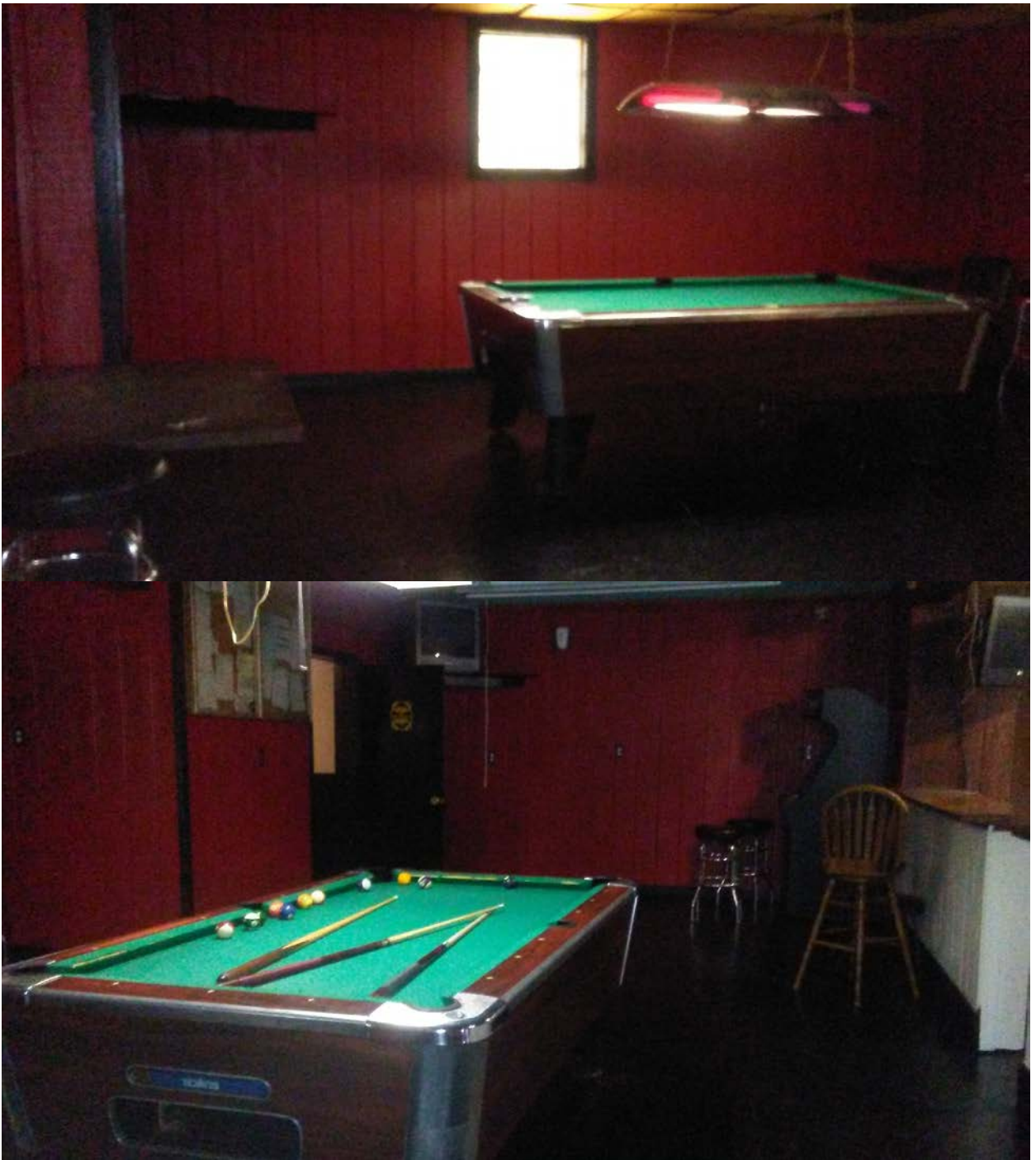
Enclosures



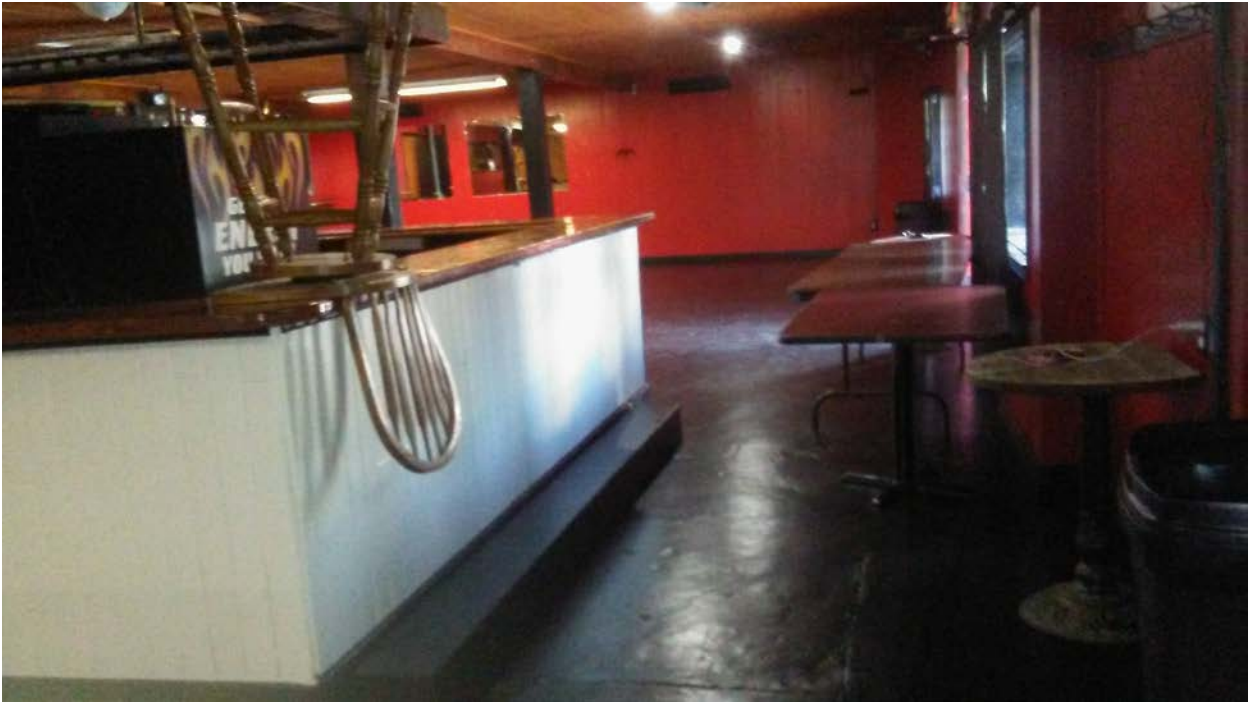


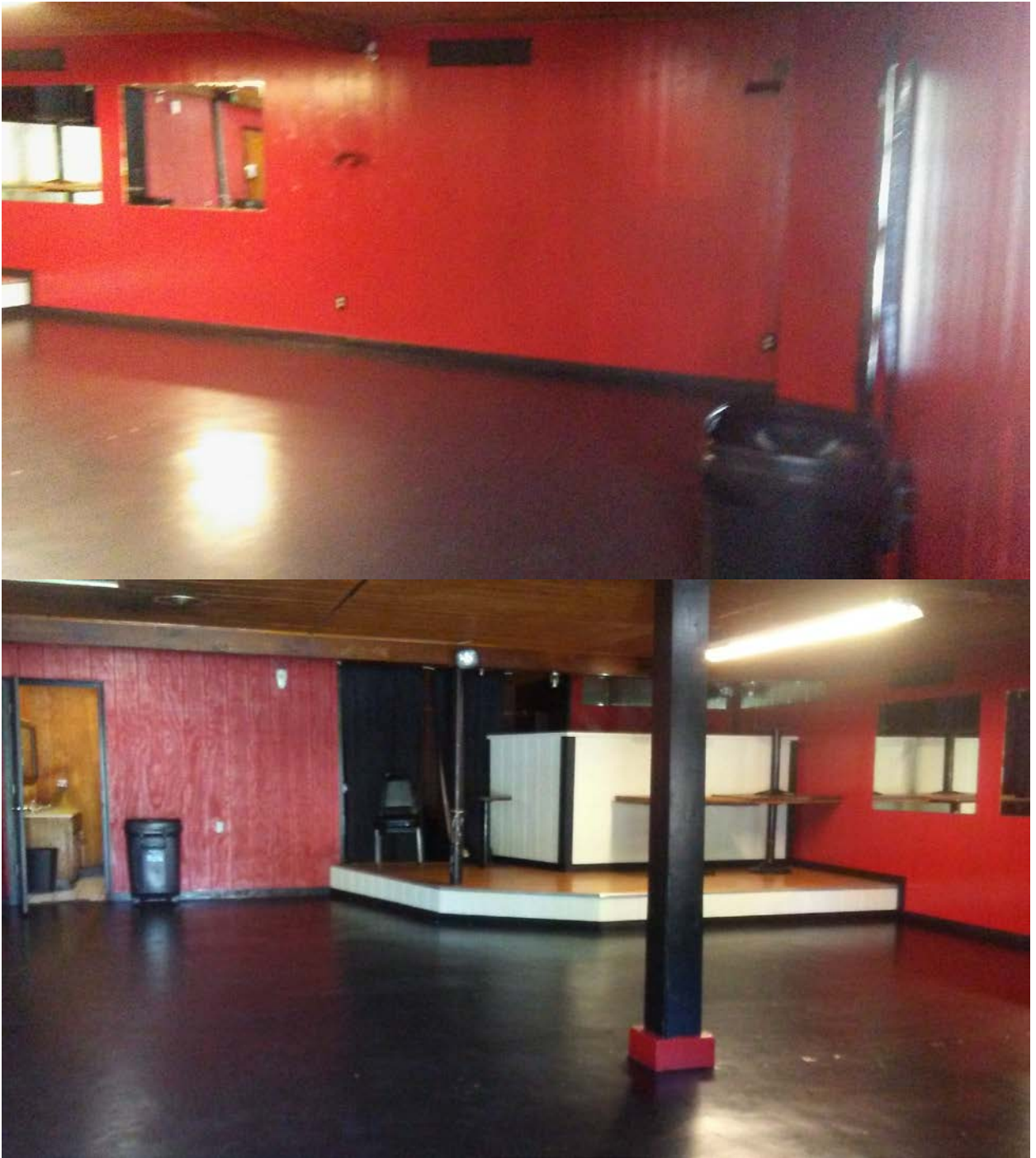




































Flanders, Zachary

From: Larry Spranq <larry@vfxkc.com>
Sent: Friday, June 29, 2018 3:22 PM
To: Toy, Byron
Cc: Flanders, Zachary
Subject: Re: Pending use - SP-2018-62
Attachments: larry.vcf

Hello Zachary,

Myself and many of the other people in this neighborhood are very opposed to having yet another Bar that causes noise, parking, trash and other issues in our neighborhood. There are already 3 other bars within 3 blocks of that location and mixed into our residential areas.

What can I do to help convince you that this is not something this area needs right now in our fight to clean up and improve the area

Thanks

Larry

On 6/28/2018 10:05 PM, Toy, Byron wrote:

Larry,

You can attend the Planning Commission meeting on July 9th to express your concerns. I might add that contact Zach Flanders, the planner assigned to this case. His email is zflanders@wycokck.org.

Thank you,

Byron Toy, AICP

Our goal is to serve you with excellence! Please click the following link and take a moment to complete this short customer service survey to help us better serve you!

<https://www.surveymonkey.com/s/UBPLUCS>



From: larry@vfxkc.com [mailto:larry@vfxkc.com]
Sent: Thursday, June 28, 2018 6:14 PM
To: Toy, Byron <btoy@wycokck.org>
Subject: RE: Pending use

Thank you for the information,
If we and several neighbors oppose another night club in this area, what would you suggest we do,
I plan to attend the hearing on the 9th and state our concerns

We have been working over the last two years since moving here to improve the neighborhood for future and existing people who live here,

Thanks
Larry

----- Original Message -----
Subject: RE: Pending use
From: "Toy, Byron" <btoy@wycokck.org>
Date: Thu, June 28, 2018 10:21 am
To: "larry@vfxkc.com" <larry@vfxkc.com>

Larry,

A special use permit has been filed to have live entertainment (DJ, karaoke and live music) at the restaurant and bar. A special use permit was previously issued in 2016, however the previous applicant chose not to renew. We have contact KCKPD to see if there were any service calls from April 2016 to present, and according to them, there have not been any calls.

In 2016, the previous applicant applied and received a variance in parking (deviation from our parking code) to reduce the number of off-street parking spaces required on-site.

Thank you,

Byron Toy, AICP

Our goal is to serve you with excellence! Please click the following link and take a moment to complete this short customer survey to help us better serve you!

<https://www.surveymonkey.com/s/UBPLUCS>

From: Larry Sprang <larry@vfxkc.com>
Sent: Monday, June 25, 2018 10:58 AM
To: Richardson, Rob <RRichardson@wycokck.org>
Cc: Parker, Janet <jparker@wycokck.org>
Subject: Pending use

Hello I was given your name as someone who might be able to help with this,
We moved in to Armourdale about 2 years ago and fixed up the old Firestation #6 and now make it out Residence,
Very interested in making this a great community again.
I grew up in this area and attended Bishop Ward high School class of 84

I am concerned with another Bar in our area as we already have 3 within 2 blocks and they already have no parking and cause a lot of problem in an otherwise very nice community,.

This building only has 6 parking spots available and is on 12th so no street parking other than the surrounding residential areas,

Could you please help me with what the building intended use is and any other information

Thanks
Larry Sprang

----- Forwarded Message -----

Date: Mon, 25 Jun 2018 10:38:42 -0500
From: larry <larry@vfxkc.com>
To: larry@vfxkc.com

Sent from my Sprint Samsung Galaxy S7.



Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

Phone: (913) 573-5750
Fax: (913) 573-5796
www.wycokck.org/planning

To: Unified Government Board of Commissioners
From: City Staff
Date: July 26, 2018
Re: Petition #PR-2018-5

GENERAL INFORMATION

Applicant:
Pastor Luke Kammrath

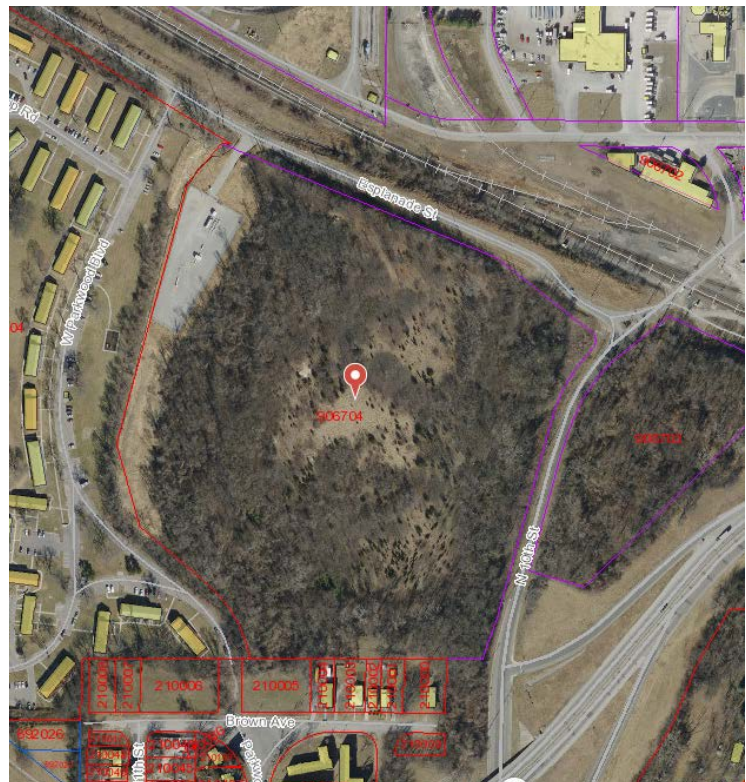
Status of Applicant:
St. Luke's Lutheran Church
722 Reynolds Avenue
Kansas City, KS 66101

Requested Action:
Approval of Preliminary and Final
Plan Review

Date of Application:
December 29, 2017

Purpose:
To build a church and retreat with
gardens, small scale animal
husbandry, community gathering
space, residential managers, and
small cabins.

Property Location:
3200 North 10th Street



Existing Zoning: RP-5 Planned Apartment District

Surrounding Zoning:

North:	M-2 General Industrial District and M-3 Heavy Industrial District
South:	RP-5 Planned apartment District and R-1(B) Single Family District
East:	R-1(B) Single Family District
West:	RP-5 Planned Apartment District

Existing Uses:

North:	Railroad Right-of-Way and Fairfax Industrial District
South:	Single Family Houses
East:	Vacant residential property
West:	Fairfax hills Garden Apartments

Total Tract Size: 25.95 acres

Master Plan Designation: The City-Wide Master Plan designates this property as Medium Density Residential

Major Street Plan: The City-Wide Master Plan designates 10th Street as a Class B Thoroughfare

Advertisement: Property Owner Letters – January 17, 2018, February 2, 2018, March 2, 2018, April 4, 2018, May 10, 2018, June 1, 2018 and July 18, 2018
Wyandotte Echo – Not Required

Public Hearings: July 9, 2018 and July 26, 2018

Public Opposition: No one appeared in opposition at the July 9, 2018 City Planning Commission meeting.

PROPOSAL

Detailed Outline of Requested Action: The applicant, Pastor Like Kammrath with St. Luke's Lutheran Church, has applied for a preliminary and final plan review to build a church and retreat with gardens, small scale animal husbandry, community gathering space, residential managers, and small cabins.

City Ordinance Requirements: Article VIII Sections 27-340 – 27-765

FACTORS TO BE CONSIDERED

1. Neighborhood character.

This is a hilly, vacant, residential property between the Parkwood neighborhood to the south and the Fairfax Industrial area to the north.

2. The extent to which the proposed use would increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.

The proposed use would not likely increase the traffic or parking demand in ways that would adversely affect road capacity, safety, or create parking problems.

3. The degree of conformance of the proposed use to the Master Plan.

The proposed use conforms to the City-Wide Master Plan. Institutional uses, such as churches are allowed in the Medium Density Residential land use district.

4. The extent to which utilities and public services are available and adequate to serve the proposed use.

a. Water service

Existing

b. Sanitary sewer service

Proposed to connect to sanitary sewer

c. Storm water control

To meet Unified Government standards

d. Police

Police service is provided by the East Patrol, District #113

e. Fire

Fire service is provided by Station #5 (District #1)

f. Transit

KCATA route 103 provides transit service on 10th Street.

g. Schools

Kansas City, Kansas USD 500

5. The capability of the proposed use to meet applicable ordinance and other requirements.

The site is capable of meeting applicable ordinances.

PREVIOUS ACTIONS

None

NEIGHBORHOOD MEETING

The applicant held a neighborhood meeting on January 25, 2018. No one from the neighborhood attended the meeting

KEY ISSUES

Engineering Comments

PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 6 to 1 to recommend **APPROVAL** of Plan Review Application #PR-2018-5, subject to:

Urban Planning and Land Use Comments:

1. **Accessory Structures**
Building permits are required for any accessory structure greater than 120 square feet.
2. **Fences**
Please describe the height, material, and construction of the proposed fencing around the food forest, pasture, and gathering grove.
3. **Signage**
Are any signs proposed on the property? Any Signs are required to undergo a separate review and receive appropriate sign permits and/or building permits.

Public Works Comments:

- A) Items that require plan revision or additional documentation before engineering can recommend approval:
- 1) Engineering comments are listed as stipulations below.
- B) Items that are conditions of approval (stipulations):
- 1) The sidewalk along N 10th Street shall include an ADA ramp on intersection with Esplanade Street that shall meet UG standards and criteria.
 - 2) Phase 2 of the construction project shall require sidewalk along Esplanade Street for the entire lot width.
 - 3) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
- C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:
- 1) None

STAFF COMMENTS AND SUGGESTIONS

The staff concurs with the recommendation of the City Planning Commission.

STAFF RECOMMENDATION

Staff recommends that the Board of Commissioners make the findings contained within the staff report related to *Factors to be Considered*, and *Key Issues* and recommends **APPROVAL** of Petition #PR-2018-5 subject to all comments and suggestions outlined in this staff report.

ATTACHMENTS

July 9, 2018 City Planning Commission Minutes
Site Photos
Preliminary/Final Site Plan
Building Elevations, Floorplan, and Renderings
Conservation District Report

REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	Board of Commissioners
Public Hearing	July 9, 2018	July 26, 2018
Preliminary and Approval		
Final Plan		

STAFF CONTACT: Zach Flanders
zflanders@wycokck.org

MOTIONS

I move the Unified Government Board of Commissioners **APPROVE** Petition #PR-2018-5 as meeting all the requirements of the City code and being in the interest of the public health, safety and welfare subject to such modifications as are necessary to resolve to the satisfaction of City Staff all comments contained in the Staff Report; and the following additional requirements:

1. _____;
2. _____; And
3. _____.

OR

I move the Unified Government Board of Commissioners **DENY** Petition #PR-2018-5, as it is not in compliance with the City Ordinances and as it will not promote the health,

safety and welfare of the City of Kansas City, Kansas; and other such reasons that have been mentioned.

July 9, 2018 City Planning Commission Minutes

Hearing Starts at 2:58:

PLAN REVIEW APPLICATION #PR-2018-5 – PASTOR LUKE KAMMRATH WITH ST. LUKE’S LUTHERAN CHURCH - SYNOPSIS: Preliminary and Final Plan Review for a church, retreat area, garden and small-scale animal husbandry at 3200 North 10th Street. **Detailed Outline of Requested Action:** The applicant, Pastor Like Kammrath with St. Luke’s Lutheran Church, has applied for a preliminary and final plan review to build a church and retreat with gardens, small scale animal husbandry, community gathering space, residential managers, and small cabins.

The following items were included as part of the record for this case:

1. The City’s currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City’s currently adopted Master Plan for the area in question;
4. The staff report and attachments dated July 9, 2018;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file; and
6. The Notices to property owners dated January 17, February 2, March 2, April 4, May 10 and June 1, 2018.

Recording Secretary Parker asked if the Commission had any contact to disclose on this application. (No one responded in the affirmative.)

Present in Support:

- ❖ Pastor Luke Kammrath, applicant, St. Luke’s Lutheran Church, 14 South 7th Street Trafficway Street, Kansas City, Kansas 66101

Present in Opposition:

- ❖ No one appeared

Staff Recommendation starts at 3:01:43: Planning Director Richardson stated that the staff recommends approval.

Motion and Vote starts at 3:01:50:

On motion by Dr. Serda, seconded by Ms. Pauley, the Planning Commission voted as follows to **RECOMMEND APPROVAL of Plan Review Application #PR-2018-5:**

Carson	Chairman
Childress	Aye
Connelly	No
Jones	Aye

Miller	Aye
Pauley	Aye
Reasons	Aye
Serda	Aye
Huey	Not Present
Ernst	Not Present

Motion to RECOMMEND APPROVAL Passed: 6 to 1

Subject to:

Urban Planning and Land Use Comments:

1. Accessory Structures

Building permits are required for any accessory structure greater than 120 square feet.

2. Fences

Please describe the height, material, and construction of the proposed fencing around the food forest, pasture, and gathering grove.

3. Signage

Are any signs proposed on the property? Any Signs are required to undergo a separate review and receive appropriate sign permits and/or building permits.

Public Works Comments:

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

1) Engineering comments are listed as stipulations below.

B) Items that are conditions of approval (stipulations):

1) The sidewalk along N 10th Street shall include an ADA ramp on intersection with Esplanade Street that shall meet UG standards and criteria.

2) Phase 2 of the construction project shall require sidewalk along Esplanade Street for the entire lot width.

3) Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.

C) Comments that are not critical to engineering's recommendations for this specific submittal, but may be helpful in preparing future documents:

1) None











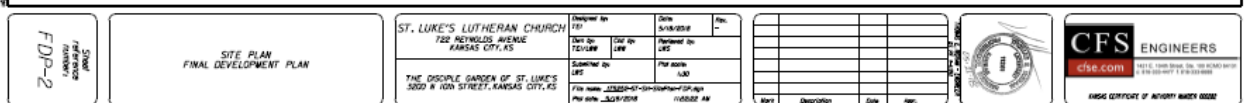


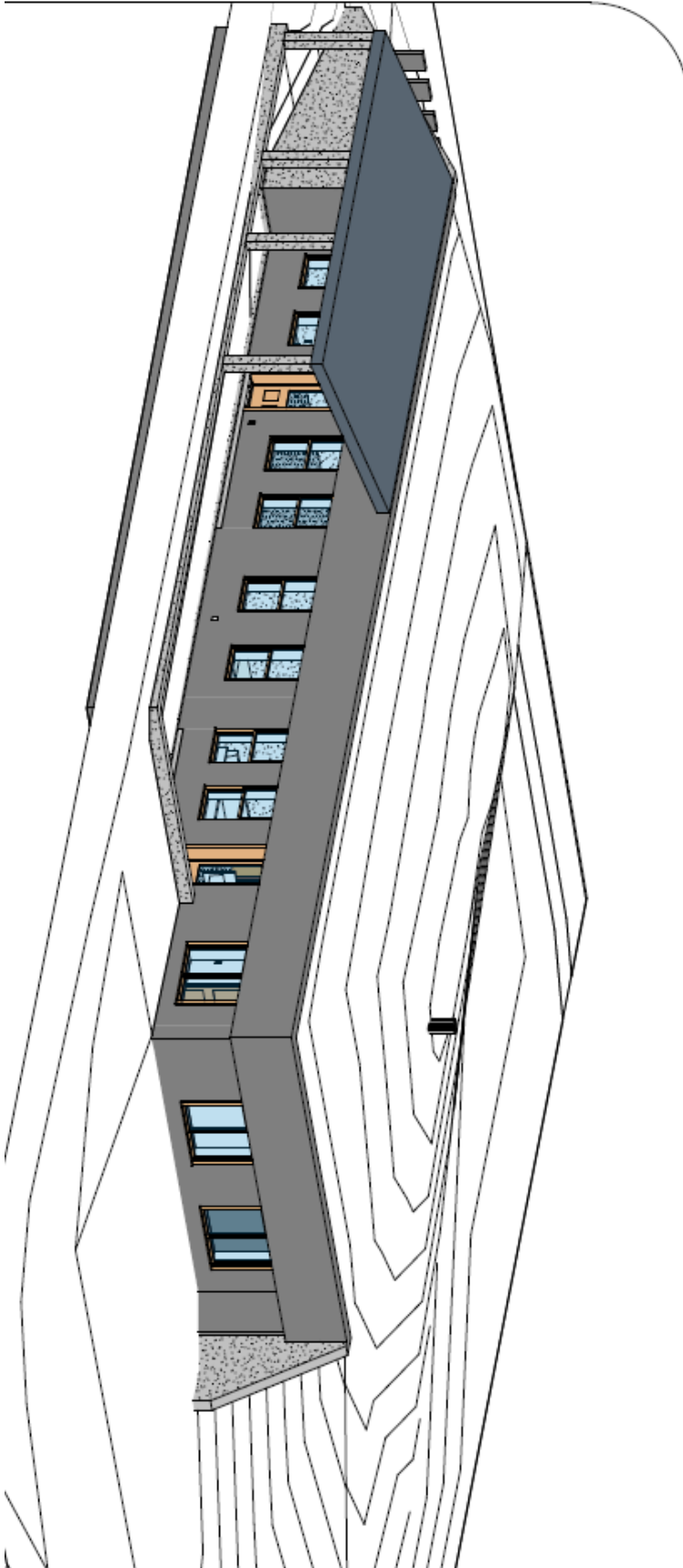




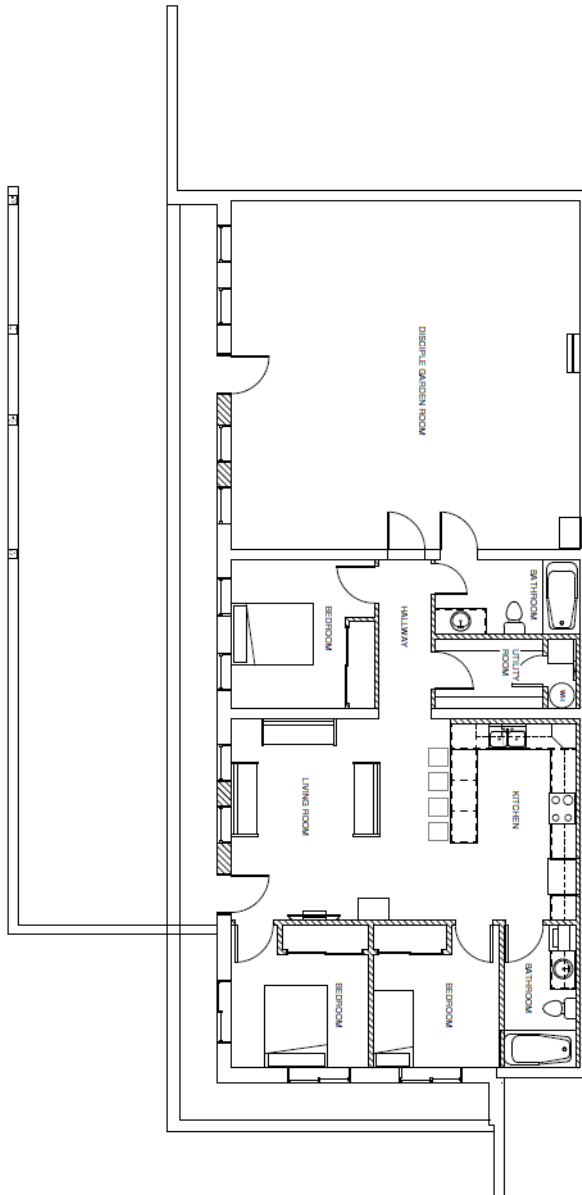


THE DISCIPLE GARDEN OF ST. LUKE'S
3200 N. 10th STREET, KANSAS CITY, MO
(TOTAL SITE = 25.95 ACRES)

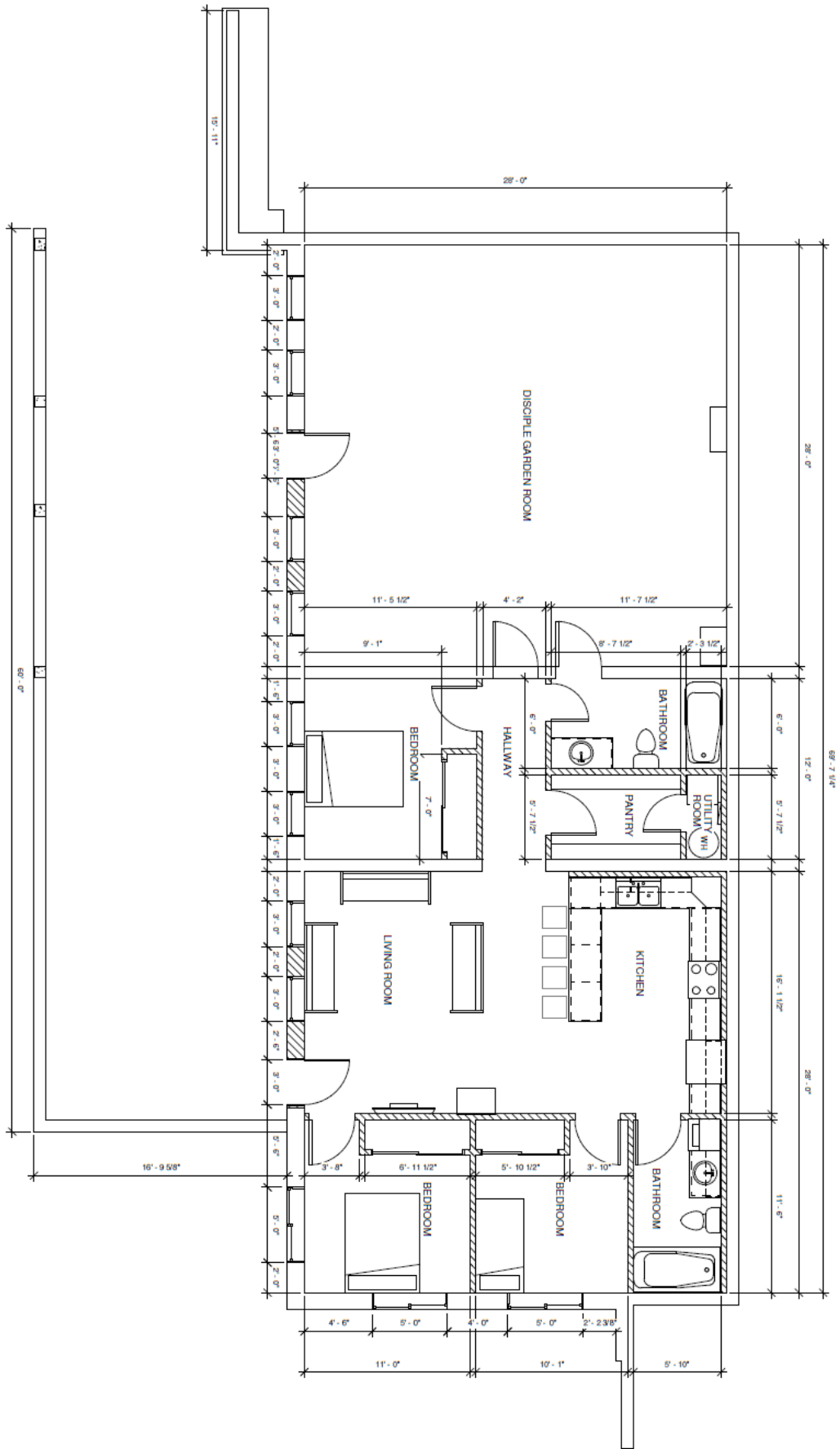


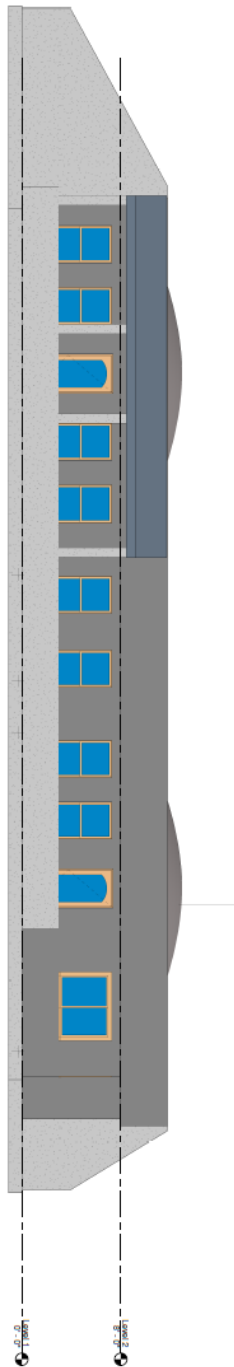


FLOOR PLAN

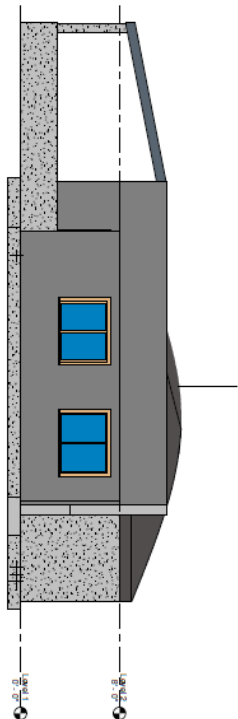


Customer Name and Address TERRA-DOME CORPORATION 1000 N. 10TH ST. SUITE 100 DENVER, CO 80202 PHONE: (303) 733-6000	
Project Name and Address DISCIPLE GARDEN BUILDING 3000 N. 10TH ST. DENVER, CO 80202	
Date 12-28-17	Sheet S-1
Scale 1/4" = 1'-0"	





FRONT ELEVATION



SIDE ELEVATION

Customer Name and Address TERRA-DOME CORPORATION 8008 S. SHERIDAN RD. GRAND VALLEY, MI 49405 PHONE: (269) 499-9000	
Project Name and Address DISCIPLE GARDEN BUILDING 3200 N. CHASE BL. GRAND VALLEY, MI 49406	
Date	Sheet
12-28-17	S-2
Scale 1/4" = 1'-0"	



Wyandotte County Conservation District
1204 N. 79th Street - Kansas City, KS 66112 - Phone (913)-334-6329 -
wyco.conservation@gmail.com

Rob Richardson
Director of Planning
701 North 7th Street Rm. 423
Kansas City, KS 66101
913-573-5750

January 17, 2018

RE: PR-2018-5 Pastor Luke Kammrath with St. Luke's Lutheran Church 3200 North 10th Street

Dear Mr. Richardson:

The Wyandotte County Conservation District, with technical assistance from the Natural Resources Conservation Service, has completed an environmental review of the site for PR-2018-5 Pastor Luke Kammrath with St. Luke's Lutheran Church 3200 North 10th Street.

In addition to the site review the following reports were generated from the Wyandotte County Soil Survey to assess the limitations for development and/or natural resources concerns for this site.

MAPS AND REPORTS

Soils Map
Soils Inventory Report
Map Unit Description (Brief)
Camp Areas, Picnic and Playground
Soil Features

In summary, the following limitations and resource concerns were noted for this plat:

- There are two major soil types that was identified: Knox silt loam, 7 to 12 percent slopes and Knox silt loam, 12 to 18 percent slopes. These soil types are considered highly erodible when the surface is denuded of a protective cover.
- We did not receive any plans on this site to review. Any construction in this area could cause major erosion problems due to the slope of the land.
- Other uses of the area for gardens and animal husbandry can cause problems if proper plans are not in place.
- **For these reasons we would not recommend approval of this project until such time as we had a chance to review the Erosion Control Plan.**

- The Best Management Practices in this report can be used to control any erosion control problems.
- Shrink Swell potential has been identified as a limiting factor for the development of dwellings. Shrinking and swelling can cause damage to buildings, roads and other structures and to plant roots. Special design commonly is needed.

The following Best Management Practices are recommended for this plat:

* **Access Road** – Temporary entrance/exit pads should be constructed of a stone base design to provide a buffer area where construction vehicles can drop their mud to avoid transporting it onto public roads. See the *Protecting Water Quality Field Guide* pages 27-29 for Temporary Gravel Construction Entrance/Exit Pad.

* **Dust Control** – Any combination of the following may be used to help reduce the dust and air pollution at a construction site; vegetative cover, sprinkling, barriers, street cleaning and mulching. See the *Protecting Water Quality Field Guide* pages 89-92 for Dust Control information.

* **Critical Area Planting** – After final grade has been completed permanent vegetation will be established. See the *Protecting Water Quality Field Guide* pages 35-54 for Temporary, and Permanent Seeding.

* **Filter Strips** – During development, strategic non disturbance of existing perennial grass vegetation can function as filter strips. See the *Protecting Water Quality Field Guide* pages 195-200 for Filter Strip.

* **Silt Fences** – Temporary sediment barrier consisting of a geotextile fabric which is attached to supporting posts and trenched into the ground may be substituted for vegetative strips. Install on the contour, where fence can intercept runoff as a sheet flow; not located in crossing channels, waterways or other concentrated flow paths. See the *Protecting Water Quality Field Guide* pages 175-181 for Sediment Fence.

* **Sediment Trap** – Temporary catch basins consisting of a row or more of entrenched and anchored straw bales can be utilized in minor swales with less than 2 acres of drainage. See the *Protecting Water Quality Field Guide* for Straw Bale Sediment Trap.

* **Mulching** – Mulch can be applied to seeded areas to help establish plant cover. It can also be used in unseeded areas to protect against erosion over the winter or until final grading and shaping can be accomplished. See the *Protecting Water Quality Field Guide* pages 61-66 for Mulching.

* **Precision Land Forming** – Keep disturbed areas small; open only the land that is minimally necessary to perform the intended construction activities; and only for the minimum duration of time necessary to complete construction. Permanent or temporary soil stabilization should be applied to denuded areas that will remain undisturbed for longer than 60 days.

* **Sediment Basins** – This best management practice should be utilized in the natural concentrated flow areas to protect adjacent property and meet the National Pollution Discharge Elimination Systems Permit (NPDES). See the *Water Quality Field Guide* pages 201 – 208 for Temporary Sediment Trap and pages 209-216 for Sediment Basin.



Staff Request for Commission Action

Tracking No. 18322

Full Commission Meeting Date: 7/26/18

Committee: Economic Development & Finance

Date of Standing Committee Action: 7/9/18

(If none, please explain):

Publication Required: No

<u>Date:</u> 07/10/2018	<u>Contact Name:</u> Kathleen VonAchen	<u>Contact Phone:</u> x5186	<u>Contact Email:</u> kvonachen@wycokck.org	<u>Department/Division:</u> Finance
<u>Item Description:</u> Recommend adoption of three new policies and eight revised policies. A memo summarizing the red-lined version of the Economic Development and Finance Standing Committee members' and staff recommended revisions are included for Commission's review and consideration.				
<u>Action Requested:</u> Adopt resolution				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> UG Financial Policies-UG-COMMISSION-7.26.18-REDLINED, Budgetary and Financial Policies Resolution-7.26.2018, UG Financial Policies-UG-COMMISSION-7.26.18-CLEAN				



Unified Government Finance Department

Kathleen VonAchen
Chief Financial Officer

701 North 7th Street, Suite 330
Kansas City, Kansas 66101-3065

Phone: (913) 573-5186
Fax: (913) 573-5003

July 10, 2018

Over the past six months, members of the Economic Development and Finance Committee have been working with the staff of the Finance Department on a comprehensive review of the Unified Government's (UG) core budgetary and financial policies. The following are the Committee meetings held on this initiative:

- *January 16, 2018* – Finance staff presented an overview of various financial functions, key questions Commissioners are suggested to ask related financial management, the purpose for budgetary and financial policies, and an assessment of the existing policies.
- *February 5, 2018* – Finance staff presented two new policies and eight revised policies incorporating revisions to the existing policies recommended by staff.
- *June 4, 2018* – Finance staff presented an additional Summary Policy ("short form"), two new policies and eight revised budgetary and financial policies. The recommended policies were presented differently to differentiate between policy revisions that document current practices and revisions that represented changes to current practices and policy. During the month of June, staff has received Committee member feedback on the proposed policies.
- *July 9, 2018* – Committee approved the proposed three new policies and eight revised policies with the addition of the revisions suggested by Committee members.

All of the revised budgetary and financial policies as recommended are published in the Amended 2018/Proposed 2019 Budget document.

Provided below is a summary of the proposed new and revised policies, the date the existing policies were last adopted, and a brief statement of the proposed revisions. The attached red-lined version of the new and revised policies contains the following color coding:

- **Black text** – Existing policy language as published in the Adopted 2018 Original Budget document.
- **Blue text** – Proposed new language/revisions that **do not propose any changes** of the Unified Government's current practices. The revised language is added to **more fully document current practices**.
- **Red text** – Revision language to **propose a revision of the Government's current practices**.
- **Maroon underlined text** – **Revision language as directed by Committee members**.

Last Adoption Date	Financial Policy	Proposed Revision Summary	Page #
New	Summary: Budgetary and Financial Policies [The “Short Form”]	Brief statements of policies; Documenting current practice with some revisions by Committee members	1
5/13/2012	Operating and Capital Budget Policy	Documenting current practice with some revisions by Committee members	4
11/21/2013	Revenue and User Fee Policy	Documenting current practice; no policy revisions proposed	12
11/21/2013	Expenditure Policy	Documenting current practice; no policy revisions proposed	16
Not formally adopted	Capital Asset & Equipment Investment and Management Policy	Documenting current practice; several policy revisions proposed with some revisions by Committee members	19
12/19/2013	Long Term Financial Planning Policy	Documenting current practice; no policy revisions proposed	28
5/13/2012	General Fund Reserve Policy	Documenting current practice; several policy revisions proposed with some revisions by Committee members	33
5/13/2012	Special Revenue Funds Reserve Policy	Documenting current practice; several policy revisions proposed with some revisions by Committee members	39
New	Enterprise Funds and Internal Service Funds Reserve Policy	Documenting current practice; several policy revisions proposed with some revisions by Committee members	45
1/23/2014	Accounting, Auditing, Financial Reporting Policy	Documenting current practice; one policy revisions proposed	51
12/19/2013	Debt Policy	Documenting current practice; several policy revisions proposed with some revisions by Committee members	54

The following is a summary of the recommended major revisions and subsequent revisions by Economic Development and Finance Committee members:

Summary: Budgetary and Financial Policies

Page 1 – In Item 1. Structural Balance, references to transfers in and out were added in to be consistent with language in the other policies; In Item 3. Budget Process is an Annual Cycle, “Will” was changed to “may” with regard to the priority given to mid-year budget changes relative priority to existing programs; In Item 6. Capital Projects Budgeted for Both One-Time and Ongoing Costs, related costs

associated with capital projects was clarified to reference staffing and maintenance costs; In *Item 7. Fund Balance Policy*, specificity was provided with regard to the fund balance policies of the respective fund category types;

Page 2 and 3 - In Items 8, 12, 13, 15, and 18, various edits were made for clarification.

Operating and Capital Budget Policy

Page 6 – Salary and benefits was added to clarify reference to “personnel accounts”.

Page 7 – Specify “operating” reserves must be maintained to distinguish from the General Fund Economic Uncertainty/Emergency Reserve which is discretionary.

Page 8 – Added “reductions” the clarify the intent of the paragraph.

Page 9 – Added “tax or fee reductions” as potential uses of operating carryover or surplus beyond the established Operating Reserves.

Capital Asset & Equipment Investment and Management Policy

Page 20 – Added that revenue generation and economic development advantages be considered a core principle for CMIP project selection.

Page 21 and other pages of the policy – Adjusted the CMIP policy so that it is referencing a five-year plan, rather than six-year plan. The five years are the proposed budget year plus four additional years; Added that partnerships with other entities be considered as part of the CMIP funding strategy.

Page 24 – Continued with J. Funding of Asset Maintenance section on previous page to establish that funds as a percentage of new projects costs be set aside for future maintenance of facilities and infrastructure investments. For fleet/vehicle and information technology budget requests, the policy is asking departments to submit their initiatives to the Fleet Division and Chief Knowledge Officer, respectively, for their review and consideration, similar to how all roads, traffic and facilities are reviewed by divisions with Public Works prior to being advanced to the County Administrator.

Page 25 – Clarifies definition of capital outlay to include maintenance.

Page 26 – Currently there is no clear definition of a capital project. This revision would change the current practice to limit requests advancing through the CMIP budget process to only items with a useful life of 5 years and cost at least \$50,000.

General Fund Reserves Policy

Page 34 – Increases the operating reserve from 10% to two-months (17%) of operating expenditures and transfers and established the objective to accumulate an additional one-month (and additional 8%) reserve for economic uncertainty/emergencies over the future five years. Established a procedure for monitoring and compliance. Made a few edits to clarify that the Operating Reserve is required while the Economic Uncertainty/Emergency reserve is discretionary. Added clarification language that the fund balance determination will be based on the modified accrual basis found in the CAFR (not the budgetary fund balance).

Page 35 - Establishes the criteria for spending the two reserves. Clarified the definition of non-recurring items to be one-time.

Page 36 - Directs staff to present a plan for replenishment over the future five years should the operating reserve is anticipated to or actually falls below the two-month target. Provides guidelines for potential uses of excess reserves, including dedicated to reducing long term liabilities such as pensions, increased investment in capital improvements, other one-time uses that reduce operational costs, or new programs as desired by the Commission. Clarified that debt reduction option for use of excess

reserves refers to the general obligation bonds. Added an additional use of excess reserves to be tax and fee reductions for tax payers and residents.

Special Reserve Fund Reserve Policy

Page 39 - Added clarification language that the fund balance determination will be based on the modified accrual basis found in the CAFR (not the budgetary fund balance).

Page 40 – Adjusts the list of funds and their reserves percentage to include special revenue funds that are new since the last adoption of this policy, or some renaming of existing funds. Established a procedure for monitoring and compliance. Added clarification language that the fund balance determination will be based on the modified accrual basis found in the CAFR (not the budgetary fund balance). Clarified the definition of non-recurring items to be one-time. Included reference to revenue cycles since these special revenue funds aren't only dependent on tax revenues.

Page 41 - Establishes the criteria for spending the reserves. Clarified the definition of non-recurring items to be one-time.

Page 42 - Directs staff to present a plan for replenishment over the future five years should the operating reserve is anticipated to or actually falls below the target. Provides guidelines for potential uses of excess reserves, including dedicated to reducing long term liabilities such as pensions, increased investment in capital improvements, other one-time uses that reduce operational costs, or new programs as desired by the Commission. Clarified that debt reduction option for use of excess reserves refers to the general obligation bonds. Added an additional use of excess reserves to be tax and fee reductions for tax payers and residents.

Enterprise and Internal Service Fund Reserve Policy (new policy)

Page 45-46 - Establishes that working capital of enterprise funds be established as a reserve as a percent of operating expenditures and transfers according to the percentages listed by fund in the policy. Moved working capital calculation reference regarding cash and investments to the Definitions Section. Adjusted language regarding enterprise that are partially supported by the General Fund that they follow the reserve policy detailed below, but that any unrestricted excesses beyond the policy be reverted to the General Fund.

Page 46 - Establishes reserve target for internal service funds, as recommended by the Government Finance Officers Association. States the goal or objective for the future potential creation of an equipment and vehicle replacement fund in order to begin the process of collecting resources to fund future needs in these areas. Established a procedure for monitoring and compliance. Added clarification language that the fund balance determination will be based on the modified accrual basis found in the CAFR (not the budgetary fund balance).

Page 47 - Establishes the criteria for spending the reserves. Clarified the definition of non-recurring items to be one-time.

Page 48 - Directs staff to present a plan for replenishment over the future five years should the reserve is anticipated to or actually falls below target. Provides guidelines for potential uses of excess reserves, including dedicated to reducing long term liabilities such as pensions, increased investment in capital improvements, other one-time uses that reduce operational costs, or new programs as desired by the Commission. Clarified that debt reduction option for use of excess reserves refers to the general

obligation bonds. Added an additional use of excess reserves to be tax and fee reductions for tax payers and residents. Provides direction on periodic review of the targets.

Page 50 – Defines how working capital is calculated. Added clarification of working capital calculation.

Accounting, Auditing, Financial Reporting Policy

Page 50 – Revised the number of annual budget vs. actual reports that are submitted to the Economic Development and Finance Committee from three times a year to four times of year.

Debt Policy

Page 55 – Deleted reference to the current ratings.

Page 57 – Adjusted language to establish as a goal to achieve the highest credit rating from all credit rating agencies. It previously said to maintain AA ratings, which the government no longer possesses.



Unified Government of Wyandotte County and Kansas City, Kansas

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

Summary: Budgetary and Financial Policies

This is a condensed version of the budgetary and financial policies of the Unified Government of Wyandotte County and Kansas City, Kansas.

1. Structural Balance

The budget for the Consolidated General Fund will be structurally balanced, with the sum of estimated revenues, transfers-in and appropriated Fund Balance is equal to expenditures and transfers-out.

2. Long-Term Financial Plan

The proposed annual budget should include a five-year General Fund projection.

3. Budget Process is an Annual Cycle

The annual budget process is used to develop ~~annual~~ service priorities and the level and type of resources to fund those services. Proposed mid-year changes to the budget and to service levels during the fiscal year will be minimized. Proposed mid-year changes will be evaluated programmatically and fiscally prior to adoption, and, if adopted, will may have a lower priority compared to pre-existing programs and projects unless otherwise specified.

4. User Fees to be Set Related Cost of Service

When possible, user fees will be set to fully recover costs, except where there is a greater public benefit through use of a lower fee. There will be an administrative process for in-depth review of all fees over time.

5. One-Time Resources are for One-Time Uses

One-time resources will not be used to fund ongoing operations and are to be used for one-time purposes.

6. Capital Projects Budgeted for Both One-Time and Ongoing Costs

Before approving any capital expenditure, the Unified Government Commission will consider the capital (one-time) costs, the operating (ongoing) components of staffing and maintenance costs, the replacement costs, and the expected approach to funding replacement.

7. Fund Balance Policy

Fund Balance Policy for governmental funds establishes categories of fund balances - non-spendable, restricted, committed, assigned and unassigned. It also creates specific reserves - an operating reserve - to be maintained in various funds and an economic uncertainty/ emergency reserve in the General Fund that may ~~to~~ be accumulated in the future five years.

8. Adequate Emergency and Operating Reserves will be Maintained

Operating reserves of the General Fund will be maintained at two-months of General Fund ongoing expenditures, including transfers. The Emergency General Fund reserve establishes a target of an additional one month of General Fund operating expenditures sought to be accumulated over the future five years. Specific operating reserves are also established for all other special revenue and enterprise funds in accordance with the financial policies and recommended practices.

10. Revenue Projections will be Conservative

Revenue projections are to be objectively prepared using a reasonably conservative approach.

11. Stable Revenue Sources will be Used to Fund Operations

Any revenue that has a highly variable component may have only a portion of it, or none of it, budgeted for operations.

12. Fiscal Impact Analysis

For proposed Unified Government Commission action, an analysis may be provided (fiscal impact analysis) of the projected or potential fiscal impact on current and future revenues or resources, expenditures, ~~or resources~~, including staff resources, and on how the action may impact the Unified Government's financial or economic position.

13. Current Year Costs will be Funded or an Explanation Provided

The budget will include funding for all costs of operations for the current and budget year or will identify, provide general information on and discuss any costs not fully funded, including unfunded liabilities, unfunded lifecycle replacement costs, and deferred maintenance.

14. Financial Reporting will use Generally Accepted Accounting Standards

The Unified Government will prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and will use a consistent approach to budgetary reporting. Both the basis of accounting and the basis of budgeting will be described in the appropriate documents.

15. Financial Status will be Reported

The Unified Government's Comprehensive Annual Financial Report (CAFR) will be made available after completion of the annual audit.

There will be quarterly reporting on the budgetary status of all the Unified Government's State certified funds, with ~~particularly~~ emphasis on the three funds comprising ~~of~~ the Consolidated General Fund. Any major or critical budgetary issues will be reported as soon as it is practical.

16. Financial Status of Major Funds will be Reviewed

The County Administration will annually present a brief report discussing the high-level financial status of each major fund of the Unified Government as part of the budget presentation. The report will be part of the proposed budget as a component of each fund's Fund Summary.

17. Appropriate Grants will be Sought

The Unified Government will seek grants that address Commission priorities and are believed to provide a substantial net benefit after considering the Government's cost to secure and administer the grant and the risk associated with unintentional non-compliance. The Unified Government shall maintain support to ensure compliance with grant terms and requirements.

18. Debt Maintained at Appropriate Levels

Debt limits follow State law. The term of debt will generally not exceed the life of the asset being acquired **or constructed**; capital leases for vehicles will be part of a comprehensive strategy; and debt will not be used to fund operations.

19. Investments will be Conservatively Managed

Investments shall be managed with the priorities of: safety of principal, liquidity (availability of cash), and yield (investment income).

20. A Long-Term General Financial Plan will be Maintained

A plan will be presented that outlines general approaches to maintaining and increasing revenues, growing Wyandotte County's economy for the purpose of revenue generation, and controlling and managing the cost of services and the method of delivery of services.

21. Financial Policies will be Reviewed

Financial policies will be reviewed at least annually. The County Administrator and Chief Financial Officer will report potential non-compliance on any proposed Commission action and will report annually on overall compliance and non-compliance with all the financial policies.

22. Administrative Procedures to be Consistent with Policy

Administrative procedures shall be consistent with the adopted Unified Government Commission budgetary and financial policies.



Unified Government of Wyandotte County
and Kansas City, Kansas

Operating and Capital Budget Policy

Existing Approval:
5/13/2012
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of the Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Operating and Capital Budget is developed on an annual basis through departmental business plans to achieve operational objectives. Together, these documents and activities provide a comprehensive plan to deliver efficient services to residents and stakeholders of the Unified Government in a manner that aligns resources with the policy, goals, mission, and vision of the Board of Commissioners.

The formulation of the Operating and Capital Budget, including the publication of a comprehensive budget document, is one the most important financial activities that the Unified Government undertakes each year. This budget policy is intended to provide guidelines to assist in the formulation and consideration of broader implications of financial discussions and decisions, which ultimately assist in completing financial planning cycles that deliver the best value to residents.

III. Applicability and Scope:

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. Policy:

A. Basis of Budgeting

1. Governmental, Special Revenue and Enterprise Fund Types - Budgets for these Fund types are adopted on the Cash Basis of Accounting.
2. Cash Basis of Accounting includes the following budgetary treatments:
 - a. Changes in the fair value of investments are not treated as adjustments to revenue in the annual operating budget;
 - b. Debt service and capital lease principal payments are treated as expenses in the annual operating budget;
 - c. Depreciation expense is not recognized in the annual operating budget; and

- d. Capital purchases are recognized as expense in the annual operating budget.

B. Budgetary Control

1. The Unified Government must comply with the Kansas budget law, K.S.A. 79-2925 et seq., and the Kansas cash basis law, K.S.A. 10-1101 et seq. The budget law requires local governments to adopt a balanced budget and not to raise taxes or spend moneys other than as provided in the budget. State law requires the Unified Government to adopt an annual balanced budget by formal resolution for the General Fund, special revenue funds, debt service funds and enterprise funds in use. The Board of Commissioners is allowed to adopt and operate under a project-length balanced budget for each capital Project Fund. Both the budget law and the cash basis law make it unlawful to create any indebtedness in excess of the amount of money budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law is declared void. Accordingly, multi-year contracts must have a provision that allows cancellation of the contract if the funding to pay the obligation is not appropriated for the budget year.
2. The Unified Government's budgeting system is a program-based line item process. Departments prepare operating and capital program budgets at a detailed level. Department management is responsible for administering their respective Programs within the financial constraints described by the budget as adopted.
3. At a minimum, the Legal Level of Control is for each Fund for which a budget is adopted, although for administrative oversight each department director is responsible for managing to their respective department's adopted budget. The level of control is established at the fund level by State statutes, which also permits the transfer of budgeted amounts from one category to another within the same Fund. Budgets cannot be moved between departments without obtaining approval from the County Administrator, or his/her designee. The Unified Government further controls spending by requiring that no expenditures be committed that would exceed the amount appropriated for the spending category (e.g. Personnel, Services, Commodities, Capital) without the department first obtaining approval.
4. Nothing in either the budget or cash basis laws prohibits revisions of budgets from one account within the General Fund to another account in the General Fund, if needed. The following types of budget revisions require approval from both from the department director and County Administrator, or his/her designee:
 - a. An appropriation of contingency budgets,
 - b. An appropriation of reserve budgets,
 - c. Revisions that move budgetary appropriations between operating and capital budgets, and
 - d. Budget revisions within a Fund that equal to or are greater than \$10,000.
5. The following financial transaction processing actions require Budget Director approval before execution:

- a. Pre-Bid Contracts,
 - b. Capital Project Contracts,
 - c. Capital Equipment Contracts, and
 - d. Changing status of an unfunded personnel position to funded or creation of a new personnel position.
6. The following budgetary controls will be adhered to by all departments and divisions:
 - a. Reallocating budgets from *personnel (salary and benefits) accounts* require department director, chief financial officer, and County Administrator's Office approvals.
 - b. Budget appropriations may be moved between other accounts with department director approval.
 - c. *Moving budget appropriations are allowed from one division to another division within the same Fund's cost category. Additionally, all such budget appropriation revisions must be approved by the department director and the transferring division manager.*
 - d. Commission approval is required for budget amendments at the fund level, in accordance with K.S.A. 79-2929a.
7. **Special budgetary controls and reporting requirements are in effect for the following** four categories of budget expenditures:
 - a. Commission review is necessary for discretionary expenditures that exceed \$50,000 and do not impact operations or present an immediate health and safety concern. *Discretionary expenses include legal settlements (excluding legal fees), new capital projects, property acquisition payments, or other initiatives not previously reviewed by the governing body.*
 - b. The County Administrator is authorized to approve budget revisions that exceed \$50,000 for matters involving health and safety concerns, other emergencies or to sustain on-going operations, subject to approval by the Mayor or the Mayor pro-tem, if the Mayor is absent. These revisions will be reported to the next scheduled meeting of the Economic Development and Finance Standing Committee.
 - c. The County Administrator is authorized to approve budget revisions between \$10,000 to \$50,000 for emergencies, health and safety concerns, new capital projects, legal settlements, property acquisition, or to sustain on-going government operations. These revisions will be reported to the Economic Development and Finance Standing Committee on a quarterly basis.
 - d. Routine day-to-day department expenditure budget revisions, less than \$10,000, are managed by the department directors and are subject to the County Administrator's budget controls set forth in this policy and do not require Commission review.
8. **The Chief Financial Officer and the Budget Director will provide updates on the Unified Government's financial position of all State certified applicable Funds by quarterly reporting to the Economic Development and Finance Standing Committee, Mayor and the Board of Commissioners the status of actual expenditures, expenses, and revenues compared to the adopted budget, with estimated fund balances/net positions (also refer to the Accounting, Auditing**

and Financial Reporting Policy). Further, the Chief Financial Officer and the Budget Director will ensure that department management has access to timely and accurate financial data.

C. Balanced Budget

1. The Unified Government shall adopt a balanced budget for each Fund in which this policy covers. All Unified Government Tax Levy Funds' budgets are required to balance according to Kansas Statute (K.S.A 79-2967). A budget resolution is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
2. Operating revenues, other financing sources and resources from fund balances/net position must fully cover operating expenditures / expenses, including debt service and other financing uses. Operating expenditures / expenses for the purposes of balancing the annual budget shall include that year's contribution to capital Funds deemed required to maintain existing assets. Further, Operating expenditures / expenses shall include the portion of Funds required to maintain the viability of internal service Funds for the purposes in which they were created.
3. Minimum operating reserves policy levels must be maintained unless reserves are being used in accordance with the purposes permitted by the Unified Government's policy (see Unified Government reserves policies for further guidance).
4. The balancing of Operating Revenues with Operating Expenditures (as defined above) is a goal that should be applied over a period of time which extends beyond current appropriations. Temporary shortages, or operating deficits, can and do occur, but they shall not be tolerated as extended trends. The Unified Government cannot develop a legacy of shortages or a legacy of mixing one-time revenue sources to Fund operational costs and expect to continue the delivery of services.

D. Form of the Budget

1. Unified Government Vision - The budget shall be constructed around the Board of Commissioners vision for the long-term direction of Unified Government services and the associated desired culture and environment. When appropriate, a needs assessment of stakeholders' priorities, challenges and opportunities shall be integrated into the visioning process to assist with the establishment of both short-term and long-term goals.
2. Financial Plans - The Unified Government's departments shall create plans that describe their operational needs. These plans shall address the appropriate level of Funding required to meet stakeholders needs based upon the Unified Government vision previously established. Such Funding requests will be prepared in a financially sustainable manner. Operational plans should contain the identification of opportunities and challenges associated with implementing the stakeholders' priorities and vision of the Board of Commissioners.
3. Programmatic Budgeting - The budget shall be based on Programs in order to provide insight into the costs of the lines of service that the Unified Government provides. Deliverables and specific actions shall be detailed at

the Programmatic level, which support the goals and vision outlined within the plan and Unified Government vision.

4. Cost Allocation - The budget shall be prepared in a manner that reflects the full cost of providing services. Internal service Funds shall be maintained to account for services provided primarily to departments within the Unified Government.
5. Financial Information - The budget shall display estimated beginning Fund Balances (Budgetary Basis); estimated revenue and receipts; appropriated expenditures or expenses; and the estimated year-end Fund Balances (Budgetary Basis).

E. Estimates of Revenue, Expenditures, and Expenses

1. Objective Estimates - The Unified Government shall take an objective and analytical approach to forecasting revenues, expenditures and expenses as accurately as possible. Though the Unified Government will use the best information available to estimate revenues, including millage rates and tax revenues, accurately, absolute certainty is impossible. Should revenues be overestimated, the spending plans and priorities established during the budget process shall be used to propose appropriations and/or spending reductions as required to bring the budget into balance.
2. Regular Monitoring of Projections - The Finance Department shall monitor revenue incomes and expenditure/expense outflows to assess the implications of the annual budget in order to provide timely updates on actual financial performance.
3. Long-Term Forecasts - The Finance Department shall develop and maintain long-term financial forecasts, at least five years into the future, in order to help the Unified Government management and elected officials assess its long-term financial sustainability.

F. Stakeholder Participation

The Unified Government shall provide meaningful opportunities for the stakeholders to provide input into the financial planning and budget process, before a budget is adopted.

G. Create Value for the Stakeholders

The Unified Government seeks to maximize the value each stakeholder receives through its spending. Accordingly, staff should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns.

H. Address Long-Term Liabilities

The Unified Government shall fully Fund current portions of long-term liabilities in order to maintain the trust of creditors and avoid accumulating excessive liabilities over the long-term.

I. Responsibilities and Calendar

The Unified Government's fiscal year runs from January 1 through December 31. The County Administrator shall submit or cause to be submitted annually to the Mayor and

Board of Commissioners, typically in early July, a proposed budget governing expenditures/expenses of all applicable Unified Government Funds, including capital outlay and public works projects, for the following year. The procedures for budget preparation, submission to the Mayor and Board of Commissioners, review by the Mayor and Board of Commissioners, public review, notice, and public hearings are provided in State law as well as in the Unified Government practice. State budget law requires the budget be adopted by the Mayor and Board of Commissioners and submitted to the County Clerk of the Unified Government by August 25th of the prior year to which it applies, which budget, when so adopted shall constitute the Mayor and Board of Commissioners' appropriation of all applicable Funds for such year.

J. Budget Amendments

Amendments shall be considered and adopted by the Mayor and Board of Commissioners. If unexpected or unfunded expenditures must be made, department directors are expected to manage their available resources and reevaluate priorities before requesting a budget amendment. Budget Amendments require formal approval of the UG Commission as allowed by State Statute for any current fiscal year budget, at the fund level, for the current fiscal year operating budget if sufficient funds are available. A budget amendment may only be made for previously unbudgeted increases in revenue estimates, with the exception of ad valorem property tax revenues. Criteria for amending a fund's budget include: a) emergencies, b) federal and state mandates, and c) other circumstances which could not be anticipated. A budget may not be amended solely due to additional revenues have become available. The Chief Financial Officer submits to the Commission a request to amend the budget. The request contains explanations written by the director(s) of the department(s) requesting additional budget appropriation with a proposal for financing the additional appropriation. To amend the budget, a notice of public hearing to amend the budget must be published in the local newspaper. Ten days after the publication, the public hearing may be held at which time the governing body has the option of approving or denying the request.

K. Operating Carryover and Surplus

A fiscal year-end operating surplus may occur when there is a net increase in fund balance or when there is a positive budget variance at the Fund-level. Such a surplus will be reviewed by the Commission for potential use based on the following priorities: a1) increase reserves, b) tax or fee reductions, c2) paying down liabilities offer internal service funds with negative financial positions, d3) examine opportunities for pre-payment and accelerated payoff of debt, and e4) increase funds for capital facilities.

L. Priorities for Funding

The County has many Funding requirements established by the United States Federal Government and the State of Kansas. The Unified Government is directed by a large body of laws, Program mandates, rules, and policies which can dictate its operations. It is the Unified Government's policy to effectively and efficiently manage its operations in conformity with these legal directives.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by Fund.
- B. Balanced Budget - A budget is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
- C. Capital Maintenance and Improvement Budget – The Amended Current Year and Year One of the Capital Improvement Plan shall be appropriated with the annual budget and accounted for within a capital project Fund(s).
- D. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated Funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and other capital assets, and the maintenance thereof.
- E. Cash Basis of Accounting / Kansas Cash Basis Law – Cash basis of accounting is the practice of recording revenues when cash is received and recording expenses when the expense is paid. Kansas cash basis law, K.S.A. 10-1101 et seq. is designed to prohibit cities and counties from spending cash the entity does not have or incurring obligations that cannot be met promptly. The law makes it unlawful to create any indebtedness in excess of the amount budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law, would be declared void. Accordingly, multi-year contracts must have a provision that allow for the cancellation of contracts if the funding to pay the obligation was not appropriated for the budget year. There are certain exceptions to the cash basis law in the Kansas statutes, specifically pertaining to the issuance of certain types of government debt.
- F. Full Accrual Basis of Accounting - Under this basis of accounting, transactions and events are recognized as revenues and expenses when they occur, regardless of timing of related cash flow.
- G. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- H. Fund Balance (CAFR) - Fund balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental Fund as reported in the Comprehensive Annual Financial Report (CAFR).

- I. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR’s Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus all revenues less all expenditures recorded on a cash basis for the respective fiscal year.
- J. Legal Level of Control - The lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority.
- K. Modified Accrual Basis of Accounting - Under this basis of accounting, revenues are recognized when they become both measurable and available. Measurable means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when an event or transaction is expected to draw upon current spendable resources.
- L. Net Position - The residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.
- M. Operating Revenue - Revenues from regular taxes, fees, fines, permits, charges for service and similar sources. Operating Revenues exclude proceeds from long-term debt instruments used to finance capital projects and other financial sources.
- N. Operating Expenditures/Expenses - Expenditures/expenses are made to pay for daily operations that provide basic government services such as personnel, supplies, and contracted services. Operating Expenditures exclude capital costs and their financing uses. Expenditures are reported within governmental Fund types; expenses within proprietary Fund types.
- O. Other Financing Sources - The other financing sources category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; sales of capital assets; insurance recoveries; and transfers.
- P. Other Financing Uses - The other financing uses category serves to report the following events and transactions: original issue discount on debt; payments to advance refunding escrow agent; reclassification of demand bonds as Fund liabilities; and transfers.
- Q. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Capital Asset and Equipment Investment and Management Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserve Policy
- D. Special Revenue Operating Funds Reserve Policy
- E. Enterprise Operating and Internal Service Funds Reserve Policy
- F. Long-Term Financial Planning Policy
- G. County Administrator policies as applicable



Unified Government of Wyandotte County and Kansas City, Kansas

Revenue and User Fee Policy

Existing Approval:
11/21/2013
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

Local governments create value for the public by providing services and creating stable institutions, which contribute to an orderly society. Revenues are central to constituents' perceptions of the value governments create for them for two reasons. First, sufficient and stable revenues are needed to consistently produce the programs and services that constituents prefer. Second, "public value" is not just a function of the services constituents receive, but also what and how they pay for those services – revenue sources that are fair and consistent will be more acceptable to the public.

This Revenue and User Fee Policy establishes standards and guidelines that support efficient and fair revenue streams. The goals are a broad philosophy that supports how the government will manage revenues in terms of diversification and stabilization, equity, relation to economic development, and collections.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

A. **Revenues Goals**

1. **Diversification and Stabilization** – The goal of Unified Government is to maintain diverse and stable revenue sources. Three primary revenue sources, including property tax, sales tax, and franchise or payment in-lieu of tax provide a strong revenue base. Nearly 60% of revenue received by the UG is from the three sources stated above. A combination of other charges for services, various fees, fines and other miscellaneous revenues broaden the revenue base.
2. **Equity** – The Unified Government strives to maintain a sound and fair tax appraisal system, consistent with State statutes. The County's diversified tax structure results

in property, sales or franchise tax payments from most residents and businesses. For example, a business receiving a property tax incentive or abatement is still subject to the local utility franchise or PILOT charges (payment-in-lieu of tax).

3. [Relation to Economic Development](#) – Tax incentives will be provided to encourage investment in both residential and commercial sectors that stimulate growth and provide future fiscal and economic impact to the community. Tax incentives will be consistent with the government’s tax abatement and economic development policies.
4. [Collections](#) - The collection of delinquent taxes is a high priority. Delinquent taxpayer notifications, tax sales, and the Kansas set-off program are important tools used by the government to reduce delinquency and increase governmental revenues

B. Non-Recurring and Volatile Revenues

Non-recurring revenues should not be used on a continual basis to balance the budget. Capital investment is a more appropriate use of the funds.

C. New Revenues and Changes to Revenues

New revenue sources will be evaluated in terms of their fairness, economic impact and cost.

D. Revenue Estimates

[Because revenues are sensitive to local and regional economic conditions](#), the UG takes a conservative forecasting approach in projecting revenues. Forecasting of revenues should consider prior year trends and current economic conditions. [Staff will estimate annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate.](#) Revenue budget estimates shall be supported with documented variable assumptions (base, rate, etc.). Revenue initiating departments shall provide guidance to the Finance Department in the formulation of revenue [estimates](#). Additionally, revenue forecasts should be monitored on an ongoing basis and adjusted as necessary.

E. Earmarking

[In order to maximize the flexibility of current and future UG administrations, it is the goal of this policy to limit the use of earmarking specific revenues for specific programmatic expenditures.](#)

F. User Fees

[For services that benefit specific users, the County Administrator shall establish and collect fees to fully or partially recover the costs of providing those services and determine the appropriate cost recovery level in establishing the fees. Where feasible and desirable, the UG shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.](#)

Utility rates and enterprise funds user fees shall be set at levels sufficient to recover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital. The UG shall seek to eliminate all forms of subsidization to utility/enterprise funds from the General Fund.

G. Property Taxes

The UG shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees, and economic development. The City shall also strive to minimize the property tax burden on Unified Government citizens.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer and the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Cash Basis of Accounting / Kansas Cash Basis Law – Cash basis of accounting is the practice of recording revenues when cash is received and recording expenses when the expense is paid. Kansas cash basis law, K.S.A. 10-1101 et seq. is designed to prohibit cities and counties from spending cash the entity does not have or incurring obligations that cannot be met promptly. The law makes it unlawful to create any indebtedness in excess of the amount budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law, would be declared void. Accordingly, multi-year contracts must have a provision that allow for the cancellation of contracts if the funding to pay the obligation was not appropriated for the budget year. There are certain exceptions to the cash basis law in the Kansas statutes, specifically pertaining to the issuance of certain types of government debt.
- B. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- C. Non-Recurring Revenues – Revenues that are one-time in nature causing a spike in revenues. Recurring revenues will show mild fluctuations depending on the economy and other factors that fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from a revenue spike that shows unusually large increases for one or two years (over five percent). Economic booms and recessions can create such revenue spikes. The increased revenues (above the normal fluctuation) will be considered one-time or non-recurring revenues.

- D. Operating Revenue - Revenues from regular taxes, fees, fines, permits, charges for service and similar sources. Operating Revenues exclude proceeds from long-term debt instruments used to finance capital projects and other financial sources.
- E. Other Financing Sources - The other financing sources category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; sales of capital assets; insurance recoveries; and transfers.
- F. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.
- G. User Fees – A revenue or charge for services assessed to recover all or a portion of the cost of providing the services rendered.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Operating and Capital Budget Policy
- C. Expenditure Policy
- D. Long-Term Financial Planning Policy
- E. County Administrator policies as applicable



Unified Government of Wyandotte County and Kansas City, Kansas

Expenditure Policy

Existing Approval:
11/21/2013
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

A fundamental level of integrity, directness, and transparency must characterize how local governments spend the public funds entrusted to their stewardship. Beyond that, however, expenditures must be directed to services that citizens prefer. The Expenditure Policy establishes standards and guidelines that support efficiency in government services delivery.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

A. Funding Operations: A primary goal of the Unified Government is to provide both equitable and cost-effective services to citizens to ensure the ongoing health, safety, and welfare of residents. The Unified Government recognizes that to provide its services in an era of declining revenues and increased costs, tax levies may be increased. It is the goal of the Board of Commissioners that operating expenditures for all related funds must be supported by the operating revenues generated by the respective fund, and that expenditures will not expand beyond the Government's ability to pay for them with current revenues.

Each year the UG Commission adopts an operating budget and a 5-year Capital Maintenance Improvement Program to fund these services. Maintenance, equipment and other capital improvements, including debt financed projects, are funded at targeted levels for current and future years. Grant funds are also utilized to provide services. When a grant concludes staff will evaluate the program for future continuation.

B. Personnel Compensation and Authorization: The UG recognizes that personnel represent our greatest asset to providing excellent customer service and promoting organizational values. This policy directs that the Government: a) maintain

compensation packages that are sufficient to attract and retain quality employees; b) ensure that compensation packages are competitive with other public-sector employees; and c) establish the personnel budgets necessary to provide quality service.

Because the largest expense in the Unified Government is related to employee pay and benefits, the Commission acknowledges that reduction in those areas might be necessary to minimize the tax burden. When those instances arise, employees will be treated in a fair and respectable manner. The Government expects to provide a competitive compensation package that is sufficient in attracting and retaining quality employees in the public sector. Personnel budgets will be maintained to fund Commission authorized positions and salary adjustments. Staff positions should not exceed the authorized level indicated in the funded personnel inventory. New grant funded position requests require both commission and administration approval. Administration will authorize the filling of vacant positions, giving consideration to budget availability.

- C. Funding Non-Current Liabilities:** Maintenance and replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained. Capital improvement budgets will be strategically invested to support the commission and community vision. The UG recognizes that pension/other post-employment benefits (OPEB) costs are a significant future liability. It is important to review policies to minimize future cost impacts.
- D. Efficiency:** The Unified Government will endeavor to achieve service levels that will make efficient use of its limited resources. In such, the staff are committed to:

 - a. analyzing systems and procedures to remove unnecessary requirements;
 - b. evaluating new technologies and capital investments;
 - c. developing skills and abilities of Unified Government employees;
 - d. developing methods of recognizing and rewarding exceptional employee performance;
 - e. establishing a systematic, ongoing process for periodic final reviews of operations; and
 - f. maintaining the right balance between centralization and decentralization in managing the Government's support services functions.
- V. Quality Control and Quality Assurance:**
It is the responsibility of the Chief Financial Officer and the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy. These policies will be reviewed at least annually and updated on an as-needed basis.
- VI. Metrics:**
To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by Fund.
- B. Balanced Budget - A budget is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
- C. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated Funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and other capital assets, and the maintenance thereof.
- D. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- E. Legal Level of Control - The lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority.
- F. Non-Recurring Expenditures – Expenditures that are one-time in nature causing a spike in costs. Recurring expenditures will show mild fluctuations depending on the economy and other factors that fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from an expenditures spike that shows unusually large increases for one or two years (over five percent). Economic booms and recessions can create such expenditures spikes. The increased expenditure (above the normal fluctuation) will be considered one-time or non-recurring expenditures.
- G. Operating Expenditures - Expenditures from personnel costs, contractual services, commodities and similar uses. Operating expenditures exclude capital outlay, equipment acquisitions, transfers-out, long-term debt payments used to finance capital projects and other financial uses
- H. Other Financing Uses - The other financing uses category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; and transfers.
- I. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Operating and Capital Budget Policy
- C. Revenue and User Fee Policy
- D. Long-Term Financial Planning Policy
- E. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

Capital Asset and Equipment Investment and Management Policy

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

Capital assets and equipment have a major impact on the ability of the Unified Government to deliver services, economic vitality and overall quality of life for Wyandotte County and Kansas City, Kansas stakeholders. The purpose of this policy is to provide guidelines to complete a comprehensive process that allocates limited resources in capital investment and improved management decisions.

III. Applicability and Scope:

This policy shall apply to all funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. Policy:

A. Roles and Process of the CMIP - The Finance Department is responsible for coordinating the CMIP process and compiling the CMIP document. Other key roles include:

1. CMIP - Each year, Unified Government staff shall develop a ~~fivesix~~-year long-range CMIP that describes and prioritizes the capital projects the Unified Government intends to undertake.
2. Review of Capital Project Proposals – The Finance Department will coordinate a financial capital project review process within the annual budget calendar.
 - a. Full Consideration of Operating and Maintenance Costs - Adequate resources should be identified to operate and maintain existing assets as well as proposed expanded assets before funding is allocated to any new Capital Project.

3. Stakeholder Participation - The Unified Government shall provide meaningful opportunities for stakeholders to provide input into the CMIP development before the plan is adopted.
4. UG Commission Responsibilities - (link to plans) All projects submitted for consideration of inclusion within the CMIP, with minor and occasional exceptions, should be based, when possible, on investments called for by master plans and/or capital assets needs assessments that have been formally reviewed and adopted by the UG Board of Commissioners. Operating and maintenance cost estimates will be reflected in departmental operating plans.
5. Approval of the CMIP - The Board of Commissioners shall review and approve the CMIP. Amendments to the CMIP shall be considered and adopted by the Board of Commissioners at regular meetings except for specific adjustments when limited authority is delegated to the County Administrator, Chief Financial Officer, and the Budget Director, as prescribed within the Operating and Capital Budget Policy.

B. CMIP Project Selection - An objective set of criteria will be used to assess and evaluate project proposals. Although specific criteria may be updated from time to time, the following concepts are core principles to be considered in the development of such criteria:

1. Long-Term Forecasts - Long-term forecasts should be prepared to better understand resources available for capital spending and to assess operational impacts and eventual maintenance replacement costs.
- 1-2. Revenue Generation or Economic Development Advantages – Projects should be given priority that demonstrate the potential to have a positive return on investment, either through expected increases in assessed valuation or other economic values that could generate future additional revenues.
- 2-3. Impact on Other Projects - Projects should not be considered in isolation. One project's impact on others should be recognized and costs shared between projects where appropriate.
- 3-4. Allow for Funding of Preliminary Activities - For some projects it may be wise to fund only preliminary engineering/planning before committing to funding the whole project. However, even these expenditures can be considerable. Therefore, these preliminary engineering/planning should also be evaluated, analyzed and prioritized appropriately.
- 4-5. Full Lifecycle Costing - Cost analysis of a proposed project should encompass the entire life of the asset, from planning and acquisition to disposal.
- 5-6. Predictable Project Timing and Scope - Schedule and scope estimates should be practical and achievable within the requested resources, including financial and human.

C. Balanced CMIP - The adopted CMIP is a balanced ~~fivesix~~-year plan. This means that for the entire ~~fivesix~~-year period, resources will be equal to project expenditures in the CMIP. Expenditures in the CMIP must weigh the full costs of proposed projects in relation to funding sources. It is possible that the plan will have more expenditures than revenues in any single year, but this imbalance will be addressed through the use of interim financing as needed. However, over the life of the ~~fivesix~~-year plan all expenditures will be provided for with identified revenues. All unfunded projects will be retained on the unfunded list for further consideration in the future.

D. CMIP Funding Strategy - The operating budget includes capital projects and equipment that are generally of a recurring nature and are appropriated for one year only. Changes from year to year for annual or reoccurring projects represent incremental variances in the cost of doing business. Capital projects that result in procurement or construction of major physical assets for the UG are to be aligned with the Government's financial forecast. Resources for the capital plan can come from the same resources as the operating budget, but the costlier projects are funded by bond and temporary note financing. The Unified Government has provided financial resources for the CMIP through three primary methods: 1) various local dedicated taxes, charges for services revenues, grants, partnerships with non-profits and/or corporations, and other funding sources from external entities, 2) Pay-As-You-Go, and 3) Debt financing. These funding methods are expected to be used for future CMIPs. Guidelines are provided below to assist the Unified Government in making the choice between ~~Debt and~~ Pay- As-You-Go and Debt financing.

1. Factors which favor **Pay-As-You-Go** financing include circumstances where:

- a. The project can be adequately funded from available current revenues and fund balances;
- b. The project can be completed in an acceptable timeframe given the available revenues;
- c. Additional Debt levels could adversely affect the Unified Government's General Obligation credit rating or repayment sources;
- d. Costs considered pertain to the maintenance of existing assets; or
- e. Market conditions are unstable or suggest difficulties in marketing a Debt.

2. Factors which favor long-term **Debt** financing include circumstances where:

- a. Revenues available for Debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;

- b. Credit market conditions present favorable interest rates and demand for Unified Government Debt financing;
- c. A project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs;
- d. A project is immediately required to meet or relieve capacity needs and existing un-programmed cash reserves are insufficient to pay project costs;
- e. Costs considered for Debt financing pertain to the new assets or capital projects;
- f. The life of the project or asset financed is ten years or longer; or
- g. Those expected to benefit from the project include generations in years to come.

E. Vehicle and Equipment Lease Financing - In addition, the Unified Government has relied on lease financing for various vehicle and equipment acquisitions with the lease periods ranging from three to ten years depending on the cost of the equipment and its useful life. It is the goal expressed in this policy that the UG reduce its reliance of lease financing for the acquisition and replacement of vehicles and equipment, and instead to move towards paying in cash for these items. As a result, a separate vehicle and equipment replacement internal service fund is established to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic, UG-wide approach to procurement and disposition of the related assets. The goal is to provide sufficient cash flow for annual purchases.

At this time, this fund is not designed to equal the replacement value of the vehicle fleet and equipment of the UG. Policies and procedures detailing more specifics for the financial planning and funding of vehicle and equipment will be developed in the future.

F. Capital Budget - Each year the Finance Department will develop a Capital Budget which will contain the spending plan for capital projects. The first year of the adopted CMIP will be the Capital Budget for the fiscal year, in addition to the Amended Budget of the current fiscal year.

G. Capital Project Management - Management of capital project is essential to create the best value for Unified Government taxpayers through capital spending. Each department must actively manage their projects and major departments may provide quarterly reports on the status of each project. The following policies shall be observed in order to help ensure the best project management possible.

1. Project Management - Each department is responsible as follows:

- a. Lead, coordinate, and plan processes that may lead to projects
 - b. Prepare the project proposal
 - c. Ensure that required phases are completed on schedule
 - d. Authorize all project expenditures
 - e. Monitor project cash flows
 - f. Ensure that all regulations and laws are observed
 - g. Periodically reporting project status
 - h. If it is a facility or infrastructure project, work through Public Works to develop a project budget and cash flow forecast for the CMIP prior to project commencement
 - i. Public Works will manage facility and infrastructure projects, with few exceptions, and expect requesting departments to continue to lead all stakeholder engagement.
 2. Department directors are responsible for administering their respective CMIP projects within the financial constraints described by the CMIP budget as adopted. It is expected that line item budgets within an individual project may exceed their planned levels, but totals project costs may not be exceeded.
 3. Limits on Amendments - Capital project amendments during a year shall not exceed the annually adopted budget and funding levels. Each department must manage its capital program within certain time and cost constraints.
 4. Upon completion of a capital project, any remaining appropriated funds for the project will revert to the fund balance of the funding source.
- H. Asset Condition Assessment** – Unified Government department staff may conduct a comprehensive asset inventory that projects replacement and maintenance needs for the next ~~six~~ five years and will update this projection each year. The asset inventory will describe the current condition of the Unified Government's assets, establish standards for asset condition, account for the complete cost to maintain assets up to standard over their lifecycle, and account for risks associated with assets that are below condition standards. Unified Government departments shall have responsibility for inventorying and assessing the assets within their purview and ensuring that it reconciles with Finance Department capital asset records.
- I. Prioritization of Asset Maintenance and Replacement** - It is the Unified Government's intent to maintain its existing assets at a level that protects the initial capital investment and minimizes future maintenance and replacement costs. Based on an asset inventory and risk assessment, staff shall include recommendation for asset maintenance in the CMIP.
- J. Funding of Asset Maintenance** - This policy addresses the need to protect the Unified Government's historical investment in capital assets. It is the UG's intent to ensure that adequate resources are allocated to preserve the UG's existing infrastructure to the best of its ability before allocating resources to other capital projects.

Towards this effort, it is the policy that the Government will set aside an appropriate percentage of new project costs towards the future maintenance of new facilities and infrastructure investments.

J.K. CMIP Process - The CMIP Process is directly linked to the annual budget process, land-use planning, facility plan implementation, coordination with the state, county, and other local municipalities, and the ongoing direction of the UG leaders. The process for including a capital project or equipment request in the CMIP:

1. CMIP requests are submitted to the Finance Department through a:
 - a. Department request in response to need;
 - b. Public request identified at a public hearing or from direct contact with the department, or a
 - c. Commission request for an improvement need within a Commissioner district.
2. Facilities and Infrastructure - Requests effecting UG facilities and infrastructure are to be submitted to and evaluated by the Public Works Department within the asset management program for viability, impacts and timing.
3. Fleet / Vehicles - Requests effecting UG vehicles and fleet are to be submitted to and evaluated by the Fleet Division, Public Works Department within the asset management program for viability, impacts and timing.
4. Information Technology and Innovation Projects - Requests related to UG information technology and innovation programs are to be submitted to and evaluated by the Department of Knowledge within the asset management program for viability, impacts and timing.
5. Administrative Review – County Administration and the requesting department review all capital projects and equipment requests submitted.
6. Planning and Zoning Commission Review – The CMIP is presented to a designated Planning and Zoning Commission regular or special meeting for capital project review and comment.
7. Unified Government Mayor and Board of Commissioner Review – Project and equipment meetings are held for Commissioners to review and comment on items that are recommended by the County Administrator.
8. Once finalized, the CMIP Project and Equipment lists are submitted to the entire UG Commission for approval as part of the annual budget process.

K.L. Periodic status reports – Reports will be presented periodically to the UG Mayor, Commissioners and staff to share project progress and identify significant issues associated with a project.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by fund.
- B. Asset Classifications - Assets will be grouped by asset type into one of the following accounts:
 - 1. Building
 - 2. Equipment
 - 3. Furniture & Fixtures
 - 4. Improvements
 - 5. Infrastructure
 - 6. Land
 - 7. Land Improvements
 - 8. Machinery
 - 9. Other Assets
 - 10. Land held for resale
- C. Capital Assets - Any fixed or Intangible asset, including personal property, land, buildings, improvements other than buildings, and infrastructure. When acquiring any capital asset, additional costs required to place the asset in its intended state of operation should be added to the cost of the asset. This may include: a) Land – title search cost, attorney fees, land survey, liens assumed, taxes assumed, grading costs, building demolition, land improvements with an indefinite life, etc.; b) Buildings – attorney fees, architect fees, inspection and building permits, etc.; c) Equipment – Freight charges, installation costs, setup costs, trade-in discounts, training, etc.
- D. Capital Maintenance and Improvement Budget – Amended Budget Current Year and Year One of the Capital Improvement Plan shall be appropriated with the annual budget and accounted for within a capital project Fund(s).
- E. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and equipment and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities and assets, and the maintenance thereof. The Capital Maintenance Improvement Program (CMIP) is a long-term planning tool intended to assist management in financial forecasting that allows for prioritization, financing, coordination, and technical design of all capital assets. The CMIP is a 5-year plan of capital project improvements and equipment needs. Each year the document is updated and presented to Commission for approval. Changes may include the addition of new projects or equipment, as well as, the reprioritization or removal of other capital projects. The CMIP includes all projects funded by grants.
- F. Capital Outlay – Is construction, alteration, restoration, maintenance, improvement or equipment acquisition that does not meet the definition of a capital project, as

defined in this policy.

- G. Capital Project - Any construction, alteration, restoration, or improvement of any capital asset. Capital projects are usually maintained in a capital project fund. For the purposes of the CMIP the definition of a capital project and equipment includes projects or items with a **useful life of at least five years and a cost of at least \$50,000**. Project improvements can include construction, reconstruction, rehabilitation or maintenance of a capital asset. Equipment needs can include replacement, upgrade or purchase of new equipment. Capital projects may require engineering support or consulting services to evaluate, design, and prepare documents. The capital program may include maintenance projects that result in new fixed assets.
- H. Debt - An obligation to pay something; financial liability.
- I. Infrastructure – Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and are stationary in nature. Examples include roads, bridges, curbs, gutters, streets, drainage systems, lighting systems, resurfacing (which specifically adds life to the asset) and similar assets that are of value only to the Unified Government.
- J. Intangible Asset – An item that will serve the government which has no physical substance in nature (such as software) that has an expected useful life longer than one year. The items are acquired through outright purchase, construction, lease purchase agreements, installment purchase contracts, tax or special assessment foreclosure, eminent domain, donations, grants or gifts.
- K. Land – This accounts for the cost of land itself and the cost of preparing land for its intended uses, such as: Purchase price, closing costs (title, attorney, recording, land survey, and appraisal fees), costs incurred in getting the land ready for its intended use (grading, filling, draining, clearing, etc.), all costs incurred up to actual excavation of a building, including demolition or removal of unwanted structures, assumption of any liens or mortgages, additional land improvements having an indefinite life (such as landscaping), and any back taxes or other obligations assumed by the purchaser.
- L. Land Improvements: This account is used for permanent (i.e., non-detachable) improvements of a depreciable nature, other than building and infrastructure assets (see above), that add value to land (e.g., fences, retaining walls). This account also is used for leasehold improvements. Examples are fences, docks and dock improvements, park lighting systems, parking lots, driveways, and retaining walls. Costs of water and sewer lines and improvements such as, but not limited to, electrical and gas lines, construction, beginning with excavation.
- M. Machinery, Equipment, Furniture & Fixtures: This accounts for tangible property of a more or less permanent nature (other than land, buildings, or improvements), which is useful in carrying out operations. Examples are office equipment, machinery, tools, trucks, cars, furniture, fixtures and furnishings and costs include purchase price, freight and handling charges, installation or assembling costs, and sales tax.

- N. Pay-as-You-Go Financing - The use of currently available cash resources to pay for capital investments. It is the alternative to Debt financing.
- O. Real Property – Land, land improvements, building, building improvements, and improvements other than buildings. Fixtures attached to land, building, and improvements other than buildings in such a way that removal would alter the intended use of the facility.
- P. Repair and Maintenance – Any addition or change to an existing asset that does not change the value or useful life of the asset.

VIII. Related Documents and References:

- A. Budget process manuals and resolutions
- B. Operating and Capital Budget Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserves Policy
- D. Special Revenue Operating Fund Reserve Policy
- E. Enterprise Operating and Internal Service Funds Reserves Policy
- F. Long-Term Financial Planning Policy
- G. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

Long-Term Financial Planning Policy

Existing Approval:
12/19/2013
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The purpose of this policy is to ensure the Unified Government's on-going financial sustainability beyond a single fiscal year budget cycle in light of our long-term service vision and objectives. Financial sustainability is defined as the UG's long-term financial performance and positioning where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services. This policy is intended to describe particular elements or aspects of such long-term planning Programs within the UG and to memorialize this financial practice into a formal policy.

III. Applicability and Scope:

This policy is applicable to all funds with a minimum reserve requirement set by official action of the Board of Commissioners.

IV. Policy:

~~Each year during the budget process, Unified Government staff shall include in the budget submittal a 5-year forecast for the general and debt service funds of operating and capital expenditures. In addition, the UG will prepare and adopt a 5-year CMIP plan that is a part of the forecast process. The financial forecast will be updated annually. It is the objective of the forecast to achieve a balanced budget during the 5-year period. As part of the budget message, the County Administrator will advise the Commission of potential long-term positive and adverse trends. This forecast will also be available to Commission for input during strategic planning sessions.~~

~~The UG's financial forecast should reflect the Commissioner's vision, values, goals, priorities. The forecast will consider current and future fiscal conditions and challenges; and support government fiscal policy and decision-making efforts.~~

~~The financial forecast will consider such factors as:~~

Revenues

~~Casino related revenue; franchise and utility payments in lieu of tax; interest rate trends; property valuations; retail sales taxes; and STAR Bond revenues.~~

Expenses

~~Capital improvement projects 5-year plan; fuel and utility cost trends; pension obligations, including KPERS/OPEB liabilities; insurance/liability, including employee, workers compensation; scheduled debt payments; and union contracts.~~

~~Government Actions~~

~~Federal and State mandates; and inter-government grants.~~

~~Socio-economic~~

~~Residential and socio-economic trends~~

~~The projections may be derived using both quantitative and qualitative methods. Trend analysis may be an important component of the forecast.~~

~~This policy will be reviewed on an annual basis.~~

- A. Commitment to Long-Term Financial Planning** - The LTFP process evaluates known internal and external issues impacting the Unified Government's financial condition. Such issues are identified, presented, and mitigated when and where possible. The process begins by identifying critical areas which have, or are expected to have, an impact on the financial condition of the UG over the next five years. Once the issues are identified, specific goals and objectives are developed for each structural deficiency.

The LTFP is a constantly changing and moving document which will be routinely updated and presented on an ongoing five-year rolling basis. The LTFP is incorporated into the Unified Government's annual budget process and presented to the Mayor, the Board of Commissioners, and staff prior to and/or throughout the formulation of the annual financial plan.

The LTFP is intended to help the Unified Government achieve the following:

1. Ensure the UG can attain and maintain financial sustainability;
2. Ensure the UG has sufficient long-term information to guide financial decisions;
3. Ensure the UG has sufficient resources to provide Programs and services for the stakeholders;
4. Ensure potential risks to on-going operations are identified in the long-term financial planning process and communicated on a regular basis;
5. Establish mechanisms to identify early warning indicators; and
6. Identify changes in expenditure or revenue structures needed to deliver services or to meet the goals adopted by the Board of Commissioners.

B. Scope of the Plan

1. Time Horizon - The LTFP will forecast revenues, expenditures, and financial position at least five years into the future or longer where specific issues call for a longer time horizon.

2. Comprehensive Analysis - The LTFP will provide meaningful analysis of key trends and conditions, including but not limited to:
 - a. Analysis of the affordability of current services, projects, and obligations:
 - i. An analysis of the Unified Government's environment in order to anticipate changes that could impact the government's service and/or financial objectives.
 - ii. Revenue and expenditure projections, including the financial sustainability of current service levels over a multi-year period.
 - iii. The affordability of current debt relative to affordability ratios prescribed by UG policy and/or State law.
 - iv. The affordability of maintaining and replacing the UG's current capital assets, equipment and facilities.
 - v. The ability to maintain reserves within the target ranges prescribed by UG policy over a multi-year period.
 - vi. The impact of non-current liabilities on the UG's financial position.
 - b. Analysis of the affordability of anticipated service expansions or investments in new assets:
 - i. The operating costs of any new initiatives, projects, or expansion of services where funding has been identified through alternative sources (CMIP, grants, debt issuance, etc.) or adopted or approved by the Board of Commissioners through other actions. Service delivery of administrative services and functions shall be included to the extent needed proportionately with the expansion of other services.
 - ii. The affordability of the UG's long-term CMIP, including operating and maintenance costs for new assets.
 - iii. The affordability of other master plans that call for significant financial investment by the Unified Government.
 - c. Synthesis of the above to present the UG's financial position:
 - i. A clear presentation of the resources needed to accomplish the capital improvements identified in the UG's CMIP and to maintain the existing capital assets.
 - ii. A clear presentation of the resources needed to maintain existing services at their present level in addition to the

expansion of services as may have been identified through the analysis described above.

- iii. Identification of imbalances between the UG's current direction and the conditions needed for continued financial health.

3. **Solution-Oriented** - The LTFP will identify issues that may challenge the continued financial health of the Unified Government, and the plan will identify possible solutions to those challenges. Planning decisions shall be made primarily from a long-term perspective and structural balance is the goal of the planning process. For the purpose of this policy, structural balance means that ending fund balance (or working capital in enterprise funds) must meet the minimum levels prescribed by UG reserves policies.

- C. Relationship between Financial and Strategic Planning** – The UG’s annual budget process involves incorporating the goals and strategies identified by the Board of Commissioners into an operational plan that provides for the Government’s highest priority needs. Strategic planning begins with determining the UG’s fiscal capacity based upon long-term financial forecasts of reoccurring available revenues and expenditures.
- D. Continuous Improvement** – Unified Government staff will regularly look for and implement opportunities to improve the quality of the forecasting, analysis, and strategy development that is part of the planning process. These improvements will primarily be identified through the comparison of projected performance with actual results.
- E. Structural Balance** - Long-term structural balance is the goal of long-term financial planning at the UG. A multi-year financial plan exists where future issues are identified, and possible solutions are identified, if not implemented; revenue and expenditure decisions are made primarily from a long-term perspective. Structure balance is a clear goal.

In preparing the plan and based on available data, staff will analyze long-term trends and projections of revenues, expenditures, debt, deferred capital maintenance, and non-current liabilities in order to uncover potential long-term imbalances. Should the long-term forecasting and analysis show that the Unified Government is not structurally balanced over the five-year projection period; staff would then identify alternative strategies needed to address the issues and make recommendations, for the Board of Commissioners consideration, on how the plan can be brought into balance.

- F. Non-Current Liabilities, Pensions and Other Post-Employment Benefits (OPEB)** - The LTFP will address strategies for ensuring that the UG's non-current liabilities remain affordable. The Board of Commissioners supports efforts to ensure that critical non-current liabilities like debt service, asset maintenance, pensions and other post-employment (retiree health) benefits remain affordable and sustainable. The long-term financial planning process will seek to alleviate concerns about pension and other post-employment (retiree health) benefits by making it clear the need to assess the size of the liability, determine the Government’s capacity to pay for it, and develop approaches to ensure that the liability does not compromise the Government’s ability to provide services to the public over the long term.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer to ensure the presence of procedures that provide sufficient guidance to affected UG personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Business Plan - An operational plan that describes how a given department will accomplish its mission.
- B. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital projects, facilities, equipment and capital assets, and the maintenance thereof.
- C. Long-Term Financial Plan (LTFP) - An investment plan or strategy with a term of usually longer than one year.
- D. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Operating and Capital Budget Policy
- B. Capital Asset and Equipment Investment and Management Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserve Policy
- D. Special Revenue Operating Fund Reserve Policy
- E. Enterprise Operating and Internal Service Funds Reserve Policy
- F. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

General Fund Operating and Economic Uncertainty/Emergency Reserve Policy

Existing Approval:
5/13/2012
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

~~The Board of Commissioners is the authoritative Governing Body of the Unified Government. The Governing Body may approve the use of budgeted reserves in the case of emergency events, or conditions that result in unanticipated expenditure requirements or revenue fluctuations within a fiscal year, or to take advantage of an extraordinary opportunity.~~ The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

~~To set forth the general public policy objectives of the Unified Government as relates to fund balance policy. The overlying goal of this policy is to ensure that there will be adequate liquid resources to serve as a financial cushion against the potential shock of unanticipated circumstances and events.~~ The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The General Fund Operating and Economic Uncertainty/Emergency Reserves are accumulated and maintained to provide stability and flexibility in response to unexpected adversity and/or opportunities. Aside from ensuring cash availability when revenue collections diminish, the Reserves generate investment income thereby diversifying the Ugovernment's revenue streams.

This policy establishes the amounts the UG will strive to maintain in its General Fund Operating and Economic Uncertainty/Emergency Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

III. **Applicability and Scope:**

This policy shall apply to the City of Kansas City General Fund, Wyandotte County General Fund, and Consolidated Parks ~~and Recreation~~ (General) Fund, referred to combined as the "General Fund".

IV. Policy:

A. Reserve Levels - ~~It shall be the goal of the Unified Government to maintain a minimum fund balance in the general fund of 10% of expenditures. The Unified Government seeks to will maintain a minimum level of Unrestricted Fund Balance (per the annual CAFR on a modified accrual basis of accounting) in the General Fund equivalent to three-months of regular, on-going operating expenditures (including transfers out). Of this three-month reserve, two-months will be maintained to meet general operating needs and to allow for budgetary uncertainty (named as the "Operating Reserve") and one-month may be targeted to be assigned to provide resources during economic downturns or to address vulnerabilities to extreme events, and emergencies impacting public safety concerns (named the "Economic Uncertainty/Emergency Reserve").~~

The two reserve categories are represented below as a percentage of regular, on-going operating expenditures (including transfers out):

- Operating Reserve: 17% (two-months)
- Economic Uncertainty/Emergency Reserve: 8% (one-month)
- Total Reserve Level 25% (three-months)

B. Compliance - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenditures to ensure the Operating Reserve is not used beyond any planned. For the purposes of this policy, current year's actual expenditures will exclude significant Non-Recurring (one-time) Items. The Economic Uncertainty/Emergency Reserve is a target the Commission seeks to accumulate/attain in the future five years.

If, based on staff's analysis and forecasting, the target level of Operating Reserve is not being met or likely to not be met at some point within a five-year time horizon, then during the annual budget process, Fund Balance levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Fund Balance be below the Operating Reserve amount established by this policy, a plan to replenish the Operating Reserves would be established based on the requirements outlined in this policy.

C. Cash Balance - To provide liquidity adequate to meet the demands of government service provision including budgetary uncertainty, unanticipated reductions in revenues or unplanned expenditure increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The two-month Operating Reserve is intended to support this effort and counterbalance the tax collection cycle.

D. Funding the Reserves - Funding of General Fund Reserve targets will generally come

from excess revenues over expenditures or one-time revenues. The reserve will be funded in the following priority order: Operating Reserve followed by the Economic Uncertainty/Emergency Reserve.

- E. Conditions for Use of Reserves** - It is the intent of the Unified Government to limit use of General Fund Operating Reserve to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn or an emergency), but such use will only take place in the context of an adopted long-term financial plan.

The Economic Uncertainty/Emergency Reserve may be used at the discretion of the Board of Commissions to:

- Provide resources to make up for temporary decreased revenues resulting from economic uncertainties or loss of major revenue sources;
- Provide resources to meet emergency expenditures in the case of flood, fire, tornado or other natural disaster.

- F. Authority over Reserves** - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.

- G. Fund Balance Classification** - The Unified Government desires to establish a fund balance classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance. For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Restricted Fund Balance

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- b) *Restricted Balance*: Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Fund Balance

- c) *Committed*: Assets with a purpose formally imposed by resolution by the Governing Body of the Unified Government, binding unless modified or rescinded by the Governing Body.

- d) *Assigned*: Assets constrained by the government's intent as expressed by the Governing Body, County Administrator or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.
- e) *Unassigned*: All amounts not included in other fund balance classifications. The general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

H. Assigning Fund Balance - The County Administrator and Chief Financial Officer, collectively, are hereby authorized to assign Fund Balance for specific purposes in accordance with the intent of the County Administration and actions of the Board of Commissioners. This policy expresses the intent to assign one-month of regular, on-going operating expenditures (including transfers out) for the "Economic Uncertainty/Emergency Reserve" to temporarily offset unanticipated reduced revenues during economic downturns or to address vulnerabilities to extreme events, emergencies impacting public safety concerns.

I. Replenishment of Reserves - In the event that Reserves are used resulting in a balance below the two-months minimum, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.

J. Excess of Reserves - In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways:

- a) Fund accrued liabilities, including but not limited to debt service, workers' compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
- b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes -or contributions needed to fund capital projects in the UG's CMIP;
- ~~b)c)~~ Property tax mill rate and/or charges for services fee reductions.
- ~~c)d)~~ One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
- ~~d)e)~~ Start-up expenditures for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of

multi-year projections of revenue and expenditures as prepared by the Finance Department.

K. Periodic Review of the Targets - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.

B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund.

C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.

D. Fund Balance (CAFR) - Fund Balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental fund as reported in the Comprehensive Annual Financial Report (CAFR).

E. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR's Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus revenues less all expenditures recorded on a cash basis for the respective fiscal year.

- F. General Fund - One of five governmental fund types. The General Fund typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources not accounted for in some other fund. The “General Fund” includes the combined City of Kansas City General Fund, Wyandotte County General Fund, and Consolidated Parks and Recreation (General) Fund.
- G. Non-Recurring Item - An expenditure that has not occurred in the previous two years and is not expected to occur in the following year.
- H. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment income or expenditure is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- I. Reserve - Reserve refers only to the portion of Fund Balance that is intended to provide stability and respond to unplanned events or opportunities.
- J. Unrestricted Fund Balance - The difference between total Fund Balance in a governmental fund and its nonspendable and restricted components.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

**Special Revenue Funds Operating
Reserve Policy**

Existing Approval:
5/13/2012
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The Special Revenue Operating Fund Reserves are accumulated and maintained in governmental funds in order to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

This policy establishes the amounts the UG will strive to maintain in its Special Revenue Operating Funds Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

III. Applicability and Scope:

This policy shall apply to all special revenue operating governmental funds that receive property tax revenue, assess a fee directly to residents, or include operational expenditures restricted for specific use by local, state and federal laws. Funds not meeting any of these criteria do not have a minimum Reserve requirement. The specific funds sought to meet compliance with this policy are detailed in the policy section.

IV. Policy:

A. Reserve Levels - The Unified Government will maintain a range for the minimum level of Fund Balance (per the annual CAFR on a modified accrual basis of accounting) in the Special Revenue Operating Funds equivalent to the percentages by respective Fund listed below of regular, on-going operating expenditures (including transfers out).

The following is a list of the applicable special revenue and debt service funds with the range of minimum level of Reserves established by this policy, presented as a

percentage of on-going operating expenditures (including transfer out):

• UG Clerk Technology	5-10% of expenditures
• County Treasurer Technology	5-10% of expenditures
• Court Trustee	8-12% of expenditures
• Developmental Disabilities	10-15% of expenditures
• Elections	10-15% of expenditures
• Health Department	10-15% of expenditures
• Jail Commissary	8-12% of expenditures
• Library District	10-15% of expenditures
• Mental Health	10-15% of expenditures
• Register of Deeds Technology	5-10% of expenditures
• Special Dedicated Sales Tax	5-10% of expenditures
• Special Assets Fund	5-10% of expenditures
• Special Programs for Elderly	10-15% of expenditures
• Special Wyandotte 911	5-10% of expenditures
• Special Alcohol	5-10% of expenditures
• Special Parks & Recreation	3-5% of expenditures
• Special Street & Highway	3-5% of expenditures
• Tourism & Convention	3-5% of expenditures
• Environmental Trust	10-15% of expenditures
• Debt Service funds	5-10% of expenditures

- B. Compliance** - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenditures to ensure Reserves are not used beyond any planned. For the purposes of this policy, current year's actual expenditures will exclude significant Non-Recurring (one-time) Items.

If, based on staff's analysis and forecasting, the target level of Reserves is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Fund Balance levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Fund Balance be below the minimum Reserve amount established by this policy, a plan to replenish the Reserve would be established based on the requirements outlined in this policy.

- C. Cash Balance** - To provide liquidity adequate to meet the demands of government services provision including unanticipated reductions in revenues or unplanned expenditure increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The above established Reserves are intended to support this effort and counterbalance the revenue and/or tax collection cycle.

D. Funding the Reserve - Funding of Special Revenue Operating Reserve targets will generally come from excess revenues over expenditures or one-time revenues.

E. Conditions for Use of Reserves - It is the intent of the Unified Government to limit use of Special Revenue Operating Reserves to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term financial plan.

F. Authority over Reserves - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.

G. Fund Balance Classification - The Unified Government desires to establish a fund balance classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance. For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Restricted Fund Balance

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained, or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- b) *Restricted Balance*: Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Fund Balance

- c) *Committed*: Assets with a purpose formally imposed by resolution by the Governing Body of the Unified Government, binding unless modified or rescinded by the Governing Body.
- d) *Assigned*: Assets constrained by the government's intent as expressed by the Governing Body, County Administrator or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.
- e) *Unassigned*: All amounts not included in other fund balance classifications. The

general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

- H. Assigning Fund Balance** - The County Administrator and Chief Financial Officer, collectively, are hereby authorized to assign Fund Balance for specific purposes in accordance with the intent and actions of the Board of Commissioners.
- I. Replenishment of Reserves** - In the event that Reserves are used resulting in a balance below the established reserve minimum ranges, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.
- J. Excess of Reserves** - In the event Reserves exceed the minimum range balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways, within the use of funds required by local, state or federal laws:
- a) Fund accrued liabilities, including but not limited to debt service, workers' compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
 - b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes or contributions needed to fund capital projects in the UG's CMIP;
 - ~~b)c~~ Property tax mill rate and/or charges for services fee reductions.
 - ~~e)d~~ One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - ~~e)e~~ Start-up expenditures for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of multi-year projections of revenue and expenditures as prepared by the Finance Department.
- I. Periodic Review of the Targets** - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.
- B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund.
- C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.
- D. Fund Balance (CAFR) - Fund Balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental fund as reported in the Comprehensive Annual Financial Report (CAFR).
- E. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR's Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus revenues less all expenditures recorded on a cash basis for the respective fiscal year.
- F. Non-Recurring Item - An expenditure that has not occurred in the previous two years and is not expected to occur in the following year.
- G. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment income or expenditure is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- H. Reserve - Reserve refers only to the portion of Fund Balance that is intended to provide stability and respond to unplanned events or opportunities.

- I. Special Revenue Fund - Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purpose other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations, or other governments.
- J. Unrestricted Fund Balance - The difference between total Fund Balance in a governmental fund and its nonspendable and restricted components.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

**Enterprise and Internal
Service Funds Operating Reserve Policy**

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenses. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The Enterprise Operating and Internal Service Funds Reserves are accumulated and maintained to provide stability and flexibility in response to unexpected adversity and/or opportunities. Aside from ensuring cash availability when revenue collections diminish, the Reserves generate investment income thereby diversifying the government's revenue streams. Finally, a strong reserve policy for these funds can help maintain a stable rate and fee structure.

This policy establishes the amounts the UG will strive to maintain in its Enterprise Operating and Internal Service Funds Reserve, how the Reserve will be funded, and the conditions under which Reserve may be used.

III. Applicability and Scope:

This policy shall apply to all enterprise operating and internal service funds under the budgetary and fiscal control of the Mayor and Board of Commissioners.

IV. Policy:

A. Enterprise Funds Operating Reserve Levels - The Unified Government will maintain a minimum level of Working Capital Reserve in Enterprise funds, by respective fund listed below, equivalent to the percentage of regular, on-going operating expenses (excluding transfers out). [Working Capital is defined in the Definitions section provided below.] ~~Working Capital will include long-term investments, of which are able to be liquidated within five business days.~~

Any fund that is ~~partially subsidized by a~~ the General Fund ~~transfer on an on-going basis (such as the Stadium – T-Bones and Sunflower Hills Golf Course), will~~

maintain Operating Reserves percentage equal to one month of regular, on-going operating expenses (excluding transfers out), as specified below, with any unrestricted excess reverting back to the General Fund at the year-end closing.

The following is a list of the applicable enterprise funds and the minimum level of Operating Reserves (Working Capital) established by this policy, presented as a percentage of on-going operating expenses (excluding transfer out):

- | | |
|-------------------------------|------------------------------|
| • Emergency Medical Services | 10-15% of operating expenses |
| • Public Levee | 3-5% of operating expenses |
| • Sewer System Utility | 40-50% of operating expenses |
| • Stadium – T-Bones | 5-8% of operating expenses |
| • Stormwater Utility | 40-50% of operating expenses |
| • Sunflower Hills Golf Course | 5-8% of operating expenses |

B.B. Self-Insurance Internal Service Funds Reserve Levels – The Unified Government will maintain a minimum self-insurance reserve in its respective internal service funds. Self-insurance services, such as employee and retiree healthcare related benefits and workers’ compensation benefits, are to be funded at actuarially determined marginally acceptable levels. “Marginally acceptable levels” is an insurance actuarial term that connotes a funding reserve level which the insurance industry has 70 percent confidence that the reserve is adequate to meet funding needs.

B.C. Equipment and Vehicle Replacement and other related Internal Service Funds Reserve Levels – The Unified Government will maintain a minimum level of Net Position in Equipment and Vehicle Replacement and other related internal service funds adequate to spread the cost of replacement evenly over the life of the asset. Funding will come from the UG department users of the fund’s services and will be assessed for their share of the needed reserve based on the replacement cost of the assets they use. Sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the fund. Contributions from each UG operating fund shall be made in accordance with the fund’s pro-rate share of replacement costs.

C.D. Compliance - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenses to ensure Reserves are not used beyond any planned. For the purposes of this policy, current year's actual expenses will exclude significant Non-Recurring (one-time) Items.

If, based on staff’s analysis and forecasting, the target level of Reserves is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Working Capital/Reserves levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Working Capital/Reserves

position be below the minimum Reserve amount established by this policy, a plan to replenish the Reserve would be established based on the requirements outlined in this policy.

D.E. Cash Balance - To provide liquidity adequate to meet the demands of government services provision including unanticipated reductions in revenues or unplanned expenses increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to ratepayers by minimizing interest expense. The above established Reserves are intended to support this effort and counterbalance cycles often experienced in fee and other revenue collections.

E.F. Funding the Reserve - Funding of Enterprise Operating Reserve targets will generally come from excess revenues over expenses or one-time revenues.

Funding of Internal Service Funds Reserve targets will generally come from excess contributions from department users and UG employees over claims and equipment replacement expenses or one-time revenues. Contributions from each department operating fund shall be made in accordance with the fund's pro-rata share of claims and equipment replacement expenses.

F.G. Conditions for Use of Reserves - It is the intent of the Unified Government to limit use of Enterprise Operating and Internal Service Funds Reserves to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenses, with the exception of the equipment replacement and related funds where a major equipment replacement is scheduled for acquisition. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term financial plan.

G.H. Authority over Reserves - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.

H.I. Net Position Classification - The Unified Government desires to establish a net position classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental and financial accounting standards. The following classifications serve to enhance the usefulness of net position information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance.

Restricted Net Position

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained, or are not in spendable form, including capital assets net of related debt. Such constraint is binding until the legal requirement is repealed or the

amounts become spendable.

- b) *Restricted Balance:* Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Net Position

Unrestricted: All amounts not included in restricted net position classification.

J. Replenishment of Reserves - In the event that Reserves are used resulting in a balance below the established reserves minimum, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.

K. Excess of Reserves - In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways:

- a) Fund accrued liabilities, including but not limited to debt service, workers' compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
- b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes or contributions needed to fund capital projects in the UG's CMIP;
- c) Charges for services fee reductions.
- d) One-time expenses that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
- e) Start-up expenses for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of multi-year projections of revenue and expenses as prepared by the Finance Department.

- I. **Periodic Review of the Targets** - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.
- B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund. For purposes of this policy, restricted cash and temporary investments is excluded as a current asset.
- C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.
- D. Enterprise Fund - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. Enterprise funds are used to report the similar functions as business-type activities.
- E. Internal Service Fund - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. Internal service funds are an accounting device used to accumulate and allocate costs internally among the Unified Government's various functions. Internal services funds serve several activities, such as self-insurance and equipment and vehicle replacement.
- F. Net Position – The residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.
- G. Non-Recurring Item - An expense that has not occurred in the previous two years and is not expected to occur in the following year.

- H. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment income or expense is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- I. Reserve - Reserve refers only to the portion of Working Capital and net Position that is intended to provide stability and respond to unplanned events or opportunities.
- J. Working Capital – An accounting term defined as current assets less current liabilities in a proprietary fund. Working Capital is used to express the Reserves available in proprietary funds available for use. Working Capital will include long-term cash or cash-equivalent investments, of which are able to be liquidated within five business days. For purposes of this policy, restricted cash and temporary investments is excluded as a current asset.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County and Kansas City, Kansas

Accounting, Auditing and Financial Reporting Policy

Existing Approval:
1/23/2014
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer.

II. **Purpose:**

While accounting and financial reporting is commonly thought of as a technical, staff-level issue, policies at the governing board-level can be helpful for setting the tone from the top for how the organization will account for its financial resources and be accountable for making financial information available to the public. A financial reporting policy provides clear transparency for the public and other stakeholders. A policy on the independent audit ensures the reliability of general-purpose external financial reports.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

A. **Economic Development and Finance Standing Commission Committee**

The Economic Development and Finance Committee members are appointed by the Mayor. It consists of five (5) members of the Commission and a designated board member from the [Kansas City, Kansas](#) Board of Public Utilities (BPU). The Assistant County Administrator, Chief Financial Officer, Economic Development Director and Chief Legal Counsel will represent staff and attend meetings as required.

The function of the committee will include:

- a. Review the external, independent financial audit
- b. Approve investment policy and reviews investment portfolio
- c. Policy review
- d. Approves and forwards capital debt financing items to full UG Commission
- e. Recommends economic development financial incentives, policies and agreements, and

- f. Considers other financial matters

Meetings are scheduled on a monthly basis or more frequently as needed at City Hall.

B. Accounting and Financial Reporting

The accounting practices of the Unified Government will conform to Generally Accepted Accounting Principles (GAAP) for local governments as established by the Governmental Accounting Standards Board (GASB). The Chief Financial Officer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds. The UG will maintain its accounting records in accordance with state and federal law and regulations. Budgetary reporting will be in accordance with the state's budget laws and regulations.

As an additional independent confirmation of the quality of the UG's financial reporting, the Finance Department will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The Comprehensive Annual Financial Report (CAFR) will be presented, designed and communicated to citizens about the financial affairs of the Unified Government.

Staff will prepare quarterly Interim [budgetary and/or](#) financial reports for [all applicable State certified funds](#) and present financial reports to the [Economic Development and Finance Committee](#), Mayor and Commission ~~three~~[four](#) times a year. The quarterly reports will include [the status of actual expenditures, expenses, and revenues compared to the adopted budget, with estimated fund balances/net positions](#). The Chief Financial Officer will highlight and advise the Commission of positive and/or negative financial information including an assessment of the impact on the Government's budget and financial condition. The current year's budget is amended on an annual basis to address financial trends and budget variances.

C. Unified Government Legislative Auditor and Independent External Auditor

The Legislative Auditor and UG External Auditor will annually perform the Unified Government's financial and compliance audit. Their opinions will be contained in the Comprehensive Annual Financial Report (CAFR). Results of the annual financial audit shall be provided to the Board of Commission in a timely manner.

The Legislative Auditor's Office will provide independent reviews of the operations of the Unified Government. The Legislative Auditor's Office will perform post audit reviews to ensure that recommendations made in an audit are implemented and work with Unified government management to ensure that internal controls are in place and are being practiced.

D. Independent Audit

The independent, external auditor plays a vital role in [rendering an opinion on the accuracy and reliability of the Unified Government management prepared financial](#)

statements. The Unified Government will ensure a fair, equitable and transparent process for selecting the independent auditor. The administration will utilize key criteria for selecting the independent auditor. The auditor shall:

- Maintain a certified public accountant license practice in Kansas;
- Demonstrate experience and skill in governmental accounting and auditing; and
- Have sufficient resources to complete the audit in a timely fashion;

The auditor will be independent from the Unified Government and conform to the independence standards put forth in the General Accountability Office's Government Auditing Standards. The independent auditor will meet with the Economic Development Committee chair, Mayor and County Administrator prior to the onset of the financial audit and the presentation to discuss issues or items of concern and present to the Economic Development and Finance Committee its findings. The audit statement and findings [and/or external communication letter](#) will be presented to the full Commission.

V. Quality Control and Quality Assurance:

[It is the responsibility of the Chief Financial Officer and the Accounting Manager to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.](#)

[These policies will be reviewed at least annually and updated on an as-needed basis.](#)

VI. Metrics:

[To be developed and managed accordingly.](#)

VII. Definitions and Acronyms:

None.

VIII. Related Documents and References:

None.



Unified Government of Wyandotte County and Kansas City, Kansas

Debt Policy

Existing Approval:
12/19/2013
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer.

II. **Purpose:**

The UG Debt Policy sets forth comprehensive guidelines for the issuance and repayment of long-term debt. Debt financing serves as a tool to finance large capital investments that cannot be funded on a pay-as-you-go basis. There are three reasons to establish a debt policy:

- 1) the policy establishes criteria for the issuance of debt obligations so that acceptable levels of indebtedness are maintained;
- 2) debt policies transmit the message to investors and rating agencies that the jurisdiction is committed to sound financial management; and
- 3) debt policies can provide consistency and continuity to public policy development when appointed officials work from guidelines that govern the planning and execution of transactions and projects.

The debt financing policy statement sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policies that (1) the Unified Government obtain financing only when necessary; (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible; (3) the most favorable interest rate and other related costs be obtained, and (4) when appropriate, future financial flexibility be maintained.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

The UG should not issue long-term debt to finance current operations. The UG is committed to systematic capital planning and intergovernmental cooperation and coordination. Debt issuance should be consistent with the government's financial plan.

Debt financing may include general obligation, special assessment, and revenue bonds; temporary notes; lease/purchase agreements, and other permitted obligations. Debt will be issued in accordance with all applicable federal and state laws. Additionally, the Unified Government will maintain full and complete financial disclosure and reporting.

Financial Limitations established by the UG include:

- Annual debt service payments, excluding Enterprise Funds, are targeted at 10% - 12% of total budget authority of tax levied funds.
- The Unified Government will follow Kansas Statutes setting financial debt limitations. The amount of outstanding debt cannot exceed 30% of the County's assessed valuation.
- The Unified Government will examine and consider other indicators, such as per capita and net direct debt as measures of the community's ability to support debt.

Debt Issuance factors the UG will consider are:

- The target for general obligation support for new debt is established during the budget process. Historically the level of support has been \$10-\$20 million.
- The Unified Government recognizes the importance of maintaining strong credit ratings. ~~Current bond ratings for Moody's Investor Service is A1 and Standard & Poor's is at the AA level.~~
- Financing terms should not exceed the asset's useful life.
- Enterprise Funds, including Sewer, Stormwater, Emergency Medical Services, Golf Course and the Public Levee should support debt issued for projects related to these activities.
- General obligation backing should be used for essential government services or projects with an asset life of 5-years or greater.
- Economic development and Tax Increment Financing (TIF) should be supported by project revenues, unless otherwise approved by the Commission.
- The Unified Government will determine if the debt should be issued on city/county basis.

Debt Restrictions for long-term financing include:

- The Unified Government should not issue debt to finance current operations.
- Debt should not be used for annual capital expenditures unless deemed a high priority by the Unified Government Commission.
- The Unified Government will use temporary note financing to complete projects prior to permanent financing, unless final project costs and timelines have been determined.

Pay-As-You-Go versus Long Term Debt Financing

The Unified Government will use the following criteria to evaluate pay-as-you-go versus long-term debt financing.

Factors favoring pay-as-you-go financing for projects include:

- The project can be funded using available revenues within the project timeline.

- Government debt levels are negatively impacting the credit rating.
- Unstable market conditions exist.

Factors supporting long-term debt financing for projects include:

- Interest rates and debt financing demand are favorable for the UG.
- Sufficient funding is not available for mandated federal and state projects or emergencies.
- Project life is 5-years or longer.

Debt Structuring will consider various factors, including the financial forecast, property tax requirements and the objective to retire principal in a timely manner. Specifically:

- Debt schedules will in most instances be structured for a 20-year term or less.
- General obligation bonds will typically be amortized with level principal/interest payments.
- Revenue bonds will be structured to align with available or projected pledged revenues.
- Enterprise funds will budget a transfer payment to the debt service fund to cover the scheduled debt payments for their specific projects financed under general obligation bond authority.
- The UG may include call options in the financing structure to achieve future interest savings by the early refunding of the debt obligation.
- Credit enhancements may be used to reduce borrowing costs, if the project has clear public benefit.
- Capitalization of interest is acceptable to allow interim financing for a project or development that is projected to generate revenue in future years.

Debt issuance Process will comply with all federal and state requirements. The Unified Government's Board of Commissioners must authorize the debt issuance. Guidelines include the following:

- The UG shall seek to issue its general or revenue bond obligations in a competitive sale, unless the government's Chief Financial Officer and/or financial advisor recommend an alternative approach.
- If competitive bids are evaluated to be unsatisfactory, alternative approaches may be considered.
- When a negotiated sale process is determined to be the most efficient financing alternative, the UG will use a competitive process for selection of the investment banking team. Considerations for a negotiated sale include: interest rates, special obligation financing and the project time schedule.

The Unified Government will use professionals to assist in authorizing and structuring the financing sale. The outside professionals may include the government's financial advisor, bond counsel, underwriter, bank trustee, or paying agent. Selection of professional services will be done in accordance with the government's procurement process.

Debt issued by the Unified Government will be managed and monitored by the Chief Financial Officer.

The investment of bond proceeds will adhere to the Government's [bond indenture documents](#) and [Kansas State statute](#) ~~Cash Management Investment Policy~~. Also, the Government has adopted and implemented a tax-exempt compliance policy, applicable after debt issuance.

Bond Refunding - The Unified Government will consider refunding to achieve interest cost savings, targeted at a minimum of 3% net present value savings; to restructure debt to align with the Government's financial forecast; or to modify the credit backing of a debt obligation.

Market and Investor Relations – An official statement will be completed for competitive financing and the UG will comply with ongoing disclosure requirements. The Unified Government's Comprehensive Annual Financial Report and information about the socio-economic trends will be reported to credit agencies on an annual basis.

Credit Rating Goal – The Unified Government's goal for its general obligation bond financing is to ~~have at the 'AA' rating level~~ [achieve the highest rating from all credit rating agencies](#). If a specific financing does not have government backing or credit enhancement, then the debt may be issued without a credit rating.

Credit Risk - The Unified Government recognizes the importance of limiting interest, credit or budget risk. The Unified Government will not consider the issuance of derivatives. Variable rate debt will not be used in the issuance of General Obligation debt but may be considered for development projects backed by project revenue.

V. Quality Control and Quality Assurance:

[It is the responsibility of the Chief Financial Officer to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.](#)

[These policies will be reviewed at least annually and updated on an as-needed basis.](#)

VI. Metrics:

[To be developed and managed accordingly.](#)

VII. Definitions and Acronyms:

None

VIII. Related Documents and References:

- A. Tax-Exempt Financing Compliance Policy and Procedure
- B. Securities and Continuing Disclosure Matters Compliance Procedure

RESOLUTION NO. R-_____

WHEREAS, budgetary and financial policies contain high-level principles and requirements that an organization must follow, as formally agreed upon by management and a governing body, in order to direct the strategic vision of an organization;

WHEREAS, budgetary and financial policies inform organizational processes by providing insight into standard functions and key risk and control points needing monitoring and take into consideration risk assessments, mitigations and audit efforts to achieve operational efficiencies; And, that policies help to shape strategic direction, so an organization can move to a mindset that recognizes cost/risk avoidance as a critical public policy discipline.

WHEREAS, formal adoption of budgetary and financial policies by a governmental organization is a recommended practice of the International City Management Association (ICMA) and the Government Finance Officers Association (GFOA).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS:

Section 1. That the Unified Government Board of Commissioners hereby adopts the following eleven budgetary and financial policies included in Exhibit A and listed below:

- Summary: Budgetary and Financial Policies [*The “Short Form”*]
- Operating and Capital Budget Policy
- Revenue and User Fee Policy
- Expenditure Policy
- Capital Asset & Equipment Investment and Management Policy
- Long Term Financial Planning Policy
- General Fund Operating and Economic Uncertainty/Emergency Reserve Policy
- Special Revenue Funds Operating Reserve Policy
- Enterprise Funds and Internal Service Funds Operating Reserve Policy
- Accounting, Auditing, Financial Reporting Policy
- Debt Policy

Section 2. That the County Administrator is hereby authorized to execute in the name of the Unified Government of Wyandotte County/Kansas City, Kansas, any and all documents and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution. And that all other Unified Government staff is further authorized to take such actions as are necessary and proper to effectuate the purposes and intent of this Resolution.

ADOPTED BY THE BOARD OF COMMISSIONERS OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS 26th DAY OF JULY, 2018.

Unified Government Clerk



Unified Government of Wyandotte County
and Kansas City, Kansas

Summary:
Budgetary and Financial Policies

ED&F Approval: 7/9/2018
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

This is a condensed version of the budgetary and financial policies of the Unified Government of Wyandotte County and Kansas City, Kansas.

1. Structural Balance

The budget for the Consolidated General Fund will be structurally balanced, with the sum of estimated revenues, transfers-in and appropriated Fund Balance is equal to expenditures and transfers-out.

2. Long-Term Financial Plan

The proposed annual budget should include a five-year General Fund projection.

3. Budget Process is an Annual Cycle

The annual budget process is used to develop service priorities and the level and type of resources to fund those services. Proposed mid-year changes to the budget and to service levels during the fiscal year will be minimized. Proposed mid-year changes will be evaluated programmatically and fiscally prior to adoption, and, if adopted, may have a lower priority compared to pre-existing programs and projects unless otherwise specified.

4. User Fees to be Set Related Cost of Service

When possible, user fees will be set to fully recover costs, except where there is a greater public benefit through use of a lower fee. There will be an administrative process for in-depth review of all fees over time.

5. One-Time Resources are for One-Time Uses

One-time resources will not be used to fund ongoing operations and are to be used for one-time purposes.

6. Capital Projects Budgeted for Both One-Time and Ongoing Costs

Before approving any capital expenditure, the Unified Government Commission will consider the capital (one-time) costs, the operating (ongoing) components of staffing and maintenance costs, the replacement costs, and the expected approach to funding replacement.

7. Fund Balance Policy

Fund Balance Policy for governmental funds establishes categories of fund balances - non-spendable, restricted, committed, assigned and unassigned. It also creates specific reserves - an operating reserve to be maintained in various funds and an economic uncertainty/ emergency reserve in the General Fund that may be accumulated in the future five years.

8. Adequate Emergency and Operating Reserves will be Maintained

Operating reserves of the General Fund will be maintained at two-months of General Fund ongoing expenditures, including transfers. The Emergency General Fund reserve establishes a target of an additional one month of General Fund operating expenditures sought to be accumulated over the future five years. Specific operating reserves are also established for all other special revenue and enterprise funds in accordance with the financial policies and recommended practices.

10. Revenue Projections will be Conservative

Revenue projections are to be objectively prepared using a reasonably conservative approach.

11. Stable Revenue Sources will be Used to Fund Operations

Any revenue that has a highly variable component may have only a portion of it, or none of it, budgeted for operations.

12. Fiscal Impact Analysis

For proposed Unified Government Commission action, an analysis may be provided (fiscal impact analysis) of the projected or potential fiscal impact on current and future revenues or resources, expenditures, including staff resources, and on how the action may impact the Unified Government's financial or economic position.

13. Current Year Costs will be Funded or an Explanation Provided

The budget will include funding for all costs of operations for the current and budget year or will identify, provide general information on and discuss any costs not fully funded, including unfunded liabilities, unfunded lifecycle replacement costs, and deferred maintenance.

14. Financial Reporting will use Generally Accepted Accounting Standards

The Unified Government will prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and will use a consistent approach to budgetary reporting. Both the basis of accounting and the basis of budgeting will be described in the appropriate documents.

15. Financial Status will be Reported

The Unified Government's Comprehensive Annual Financial Report (CAFR) will be made available after completion of the annual audit.

There will be quarterly reporting on the budgetary status of all the Unified Government's State certified funds, with emphasis on the three funds comprising the Consolidated General Fund. Any major or critical budgetary issues will be reported as soon as it is practical.

16. Financial Status of Major Funds will be Reviewed

The County Administration will annually present a brief report discussing the high-level financial status of each major fund of the Unified Government as part of the budget presentation. The report will be part of the proposed budget as a component of each fund's Fund Summary.

17. Appropriate Grants will be Sought

The Unified Government will seek grants that address Commission priorities and are believed to provide a substantial net benefit after considering the Government's cost to secure and administer the grant and the risk associated with unintentional non-compliance. The Unified Government shall maintain support to ensure compliance with grant terms and requirements.

18. Debt Maintained at Appropriate Levels

Debt limits follow State law. The term of debt will generally not exceed the life of the asset being acquired or constructed; capital leases for vehicles will be part of a comprehensive strategy; and debt will not be used to fund operations.

19. Investments will be Conservatively Managed

Investments shall be managed with the priorities of: safety of principal, liquidity (availability of cash), and yield (investment income).

20. A Long-Term General Financial Plan will be Maintained

A plan will be presented that outlines general approaches to maintaining and increasing revenues, growing Wyandotte County's economy for the purpose of revenue generation, and controlling and managing the cost of services and the method of delivery of services.

21. Financial Policies will be Reviewed

Financial policies will be reviewed at least annually. The County Administrator and Chief Financial Officer will report potential non-compliance on any proposed Commission action and will report annually on overall compliance and non-compliance with all the financial policies.

22. Administrative Procedures to be Consistent with Policy

Administrative procedures shall be consistent with the adopted Unified Government Commission budgetary and financial policies.



Unified Government of Wyandotte County
and Kansas City, Kansas

Operating and Capital Budget Policy

Existing Approval:

5/13/2012

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of the Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Operating and Capital Budget is developed on an annual basis through departmental business plans to achieve operational objectives. Together, these documents and activities provide a comprehensive plan to deliver efficient services to residents and stakeholders of the Unified Government in a manner that aligns resources with the policy, goals, mission, and vision of the Board of Commissioners.

The formulation of the Operating and Capital Budget, including the publication of a comprehensive budget document, is one the most important financial activities that the Unified Government undertakes each year. This budget policy is intended to provide guidelines to assist in the formulation and consideration of broader implications of financial discussions and decisions, which ultimately assist in completing financial planning cycles that deliver the best value to residents.

III. Applicability and Scope:

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. Policy:

A. Basis of Budgeting

1. Governmental, Special Revenue and Enterprise Fund Types - Budgets for these Fund types are adopted on the Cash Basis of Accounting.
2. Cash Basis of Accounting includes the following budgetary treatments:
 - a. Changes in the fair value of investments are not treated as adjustments to revenue in the annual operating budget;
 - b. Debt service and capital lease principal payments are treated as expenses in the annual operating budget;
 - c. Depreciation expense is not recognized in the annual operating budget; and

- d. Capital purchases are recognized as expense in the annual operating budget.

B. Budgetary Control

1. The Unified Government must comply with the Kansas budget law, K.S.A. 79-2925 et seq., and the Kansas cash basis law, K.S.A. 10-1101 et seq. The budget law requires local governments to adopt a balanced budget and not to raise taxes or spend moneys other than as provided in the budget. State law requires the Unified Government to adopt an annual balanced budget by formal resolution for the General Fund, special revenue funds, debt service funds and enterprise funds in use. The Board of Commissioners is allowed to adopt and operate under a project-length balanced budget for each capital Project Fund. Both the budget law and the cash basis law make it unlawful to create any indebtedness in excess of the amount of money budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law is declared void. Accordingly, multi-year contracts must have a provision that allows cancellation of the contract if the funding to pay the obligation is not appropriated for the budget year.
2. The Unified Government's budgeting system is a program-based line item process. Departments prepare operating and capital program budgets at a detailed level. Department management is responsible for administering their respective Programs within the financial constraints described by the budget as adopted.
3. At a minimum, the Legal Level of Control is for each Fund for which a budget is adopted, although for administrative oversight each department director is responsible for managing to their respective department's adopted budget. The level of control is established at the fund level by State statutes, which also permits the transfer of budgeted amounts from one category to another within the same Fund. Budgets cannot be moved between departments without obtaining approval from the County Administrator, or his/her designee. The Unified Government further controls spending by requiring that no expenditures be committed that would exceed the amount appropriated for the spending category (e.g. Personnel, Services, Commodities, Capital) without the department first obtaining approval.
4. Nothing in either the budget or cash basis laws prohibits revisions of budgets from one account within the General Fund to another account in the General Fund, if needed. The following types of budget revisions require approval from both from the department director and County Administrator, or his/her designee:
 - a. An appropriation of contingency budgets,
 - b. An appropriation of reserve budgets,
 - c. Revisions that move budgetary appropriations between operating and capital budgets, and
 - d. Budget revisions within a Fund that equal to or are greater than \$10,000.
5. The following financial transaction processing actions require Budget Director approval before execution:

- a. Pre-Bid Contracts,
 - b. Capital Project Contracts,
 - c. Capital Equipment Contracts, and
 - d. Changing status of an unfunded personnel position to funded or creation of a new personnel position.
6. The following budgetary controls will be adhered to by all departments and divisions:
 - a. Reallocating budgets from *personnel (salary and benefits) accounts* require department director, chief financial officer, and County Administrator's Office approvals.
 - b. Budget appropriations may be moved between other accounts with department director approval.
 - c. *Moving budget appropriations are allowed from one division to another division* within the same Fund's cost category. Additionally, *all such budget appropriation revisions* must be approved by the department director and the transferring division manager.
 - d. Commission approval is required for budget amendments at the fund level, in accordance with K.S.A. 79-2929a.
7. Special budgetary controls and reporting requirements are in effect for the following four categories of budget expenditures:
 - a. Commission review is necessary for discretionary expenditures that exceed \$50,000 and do not impact operations or present an immediate health and safety concern. *Discretionary expenses include legal settlements (excluding legal fees), new capital projects, property acquisition payments, or other initiatives not previously reviewed by the governing body.*
 - b. The County Administrator is authorized to approve budget revisions that exceed \$50,000 for matters involving health and safety concerns, other emergencies or to sustain on-going operations, subject to approval by the Mayor or the Mayor pro-tem, if the Mayor is absent. These revisions will be reported to the next scheduled meeting of the Economic Development and Finance Standing Committee.
 - c. The County Administrator is authorized to approve budget revisions between \$10,000 to \$50,000 for emergencies, health and safety concerns, new capital projects, legal settlements, property acquisition, or to sustain on-going government operations. These revisions will be reported to the Economic Development and Finance Standing Committee on a quarterly basis.
 - d. Routine day-to-day department expenditure budget revisions, less than \$10,000, are managed by the department directors and are subject to the County Administrator's budget controls set forth in this policy and do not require Commission review.
8. The Chief Financial Officer and the Budget Director will provide updates on the Unified Government's financial position of all State certified applicable Funds by quarterly reporting to the Economic Development and Finance Standing Committee, Mayor and the Board of Commissioners the status of actual expenditures, expenses, and revenues compared to the adopted budget, with estimated fund balances/net positions (also refer to the Accounting, Auditing

and Financial Reporting Policy). Further, the Chief Financial Officer and the Budget Director will ensure that department management has access to timely and accurate financial data.

C. Balanced Budget

1. The Unified Government shall adopt a balanced budget for each Fund in which this policy covers. All Unified Government Tax Levy Funds' budgets are required to balance according to Kansas State Statute (K.S.A 79-2967). A budget resolution is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
2. Operating revenues, other financing sources and resources from fund balances/net position must fully cover operating expenditures / expenses, including debt service and other financing uses. Operating expenditures / expenses for the purposes of balancing the annual budget shall include that year's contribution to capital Funds deemed required to maintain existing assets. Further, Operating expenditures / expenses shall include the portion of Funds required to maintain the viability of internal service Funds for the purposes in which they were created.
3. Minimum operating reserves policy levels must be maintained unless reserves are being used in accordance with the purposes permitted by the Unified Government's policy (see Unified Government reserves policies for further guidance).
4. The balancing of Operating Revenues with Operating Expenditures (as defined above) is a goal that should be applied over a period of time which extends beyond current appropriations. Temporary shortages, or operating deficits, can and do occur, but they shall not be tolerated as extended trends. The Unified Government cannot develop a legacy of shortages or a legacy of mixing one-time revenue sources to Fund operational costs and expect to continue the delivery of services.

D. Form of the Budget

1. Unified Government Vision - The budget shall be constructed around the Board of Commissioners vision for the long-term direction of Unified Government services and the associated desired culture and environment. When appropriate, a needs assessment of stakeholders' priorities, challenges and opportunities shall be integrated into the visioning process to assist with the establishment of both short-term and long-term goals.
2. Financial Plans - The Unified Government's departments shall create plans that describe their operational needs. These plans shall address the appropriate level of Funding required to meet stakeholders needs based upon the Unified Government vision previously established. Such Funding requests will be prepared in a financially sustainable manner. Operational plans should contain the identification of opportunities and challenges associated with implementing the stakeholders' priorities and vision of the Board of Commissioners.
3. Programmatic Budgeting - The budget shall be based on Programs in order to provide insight into the costs of the lines of service that the Unified Government provides. Deliverables and specific actions shall be detailed at

the Programmatic level, which support the goals and vision outlined within the plan and Unified Government vision.

4. Cost Allocation - The budget shall be prepared in a manner that reflects the full cost of providing services. Internal service Funds shall be maintained to account for services provided primarily to departments within the Unified Government.
5. Financial Information - The budget shall display estimated beginning Fund Balances (Budgetary Basis); estimated revenue and receipts; appropriated expenditures or expenses; and the estimated year-end Fund Balances (Budgetary Basis).

E. Estimates of Revenue, Expenditures, and Expenses

1. Objective Estimates - The Unified Government shall take an objective and analytical approach to forecasting revenues, expenditures and expenses as accurately as possible. Though the Unified Government will use the best information available to estimate revenues, including millage rates and tax revenues, accurately, absolute certainty is impossible. Should revenues be overestimated, the spending plans and priorities established during the budget process shall be used to propose appropriation and/or spending reductions as required to bring the budget into balance.
2. Regular Monitoring of Projections - The Finance Department shall monitor revenue incomes and expenditure/expense outflows to assess the implications of the annual budget in order to provide timely updates on actual financial performance.
3. Long-Term Forecasts - The Finance Department shall develop and maintain long-term financial forecasts, at least five years into the future, in order to help the Unified Government management and elected officials assess its long-term financial sustainability.

F. Stakeholder Participation

The Unified Government shall provide meaningful opportunities for the stakeholders to provide input into the financial planning and budget process, before a budget is adopted.

G. Create Value for the Stakeholders

The Unified Government seeks to maximize the value each stakeholder receives through its spending. Accordingly, staff should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns.

H. Address Long-Term Liabilities

The Unified Government shall fully Fund current portions of long-term liabilities in order to maintain the trust of creditors and avoid accumulating excessive liabilities over the long-term.

I. Responsibilities and Calendar

The Unified Government's fiscal year runs from January 1 through December 31. The County Administrator shall submit or cause to be submitted annually to the Mayor and

Board of Commissioners, typically in early July, a proposed budget governing expenditures/expenses of all applicable Unified Government Funds, including capital outlay and public works projects, for the following year. The procedures for budget preparation, submission to the Mayor and Board of Commissioners, review by the Mayor and Board of Commissioners, public review, notice, and public hearings are provided in State law as well as in the Unified Government practice. State budget law requires the budget be adopted by the Mayor and Board of Commissioners and submitted to the County Clerk of the Unified Government by August 25th of the prior year to which it applies, which budget, when so adopted shall constitute the Mayor and Board of Commissioners' appropriation of all applicable Funds for such year.

J. Budget Amendments

Amendments shall be considered and adopted by the Mayor and Board of Commissioners. If unexpected or unfunded expenditures must be made, department directors are expected to manage their available resources and reevaluate priorities before requesting a budget amendment. Budget Amendments require formal approval of the UG Commission as allowed by State Statute for any current fiscal year budget, at the fund level, for the current fiscal year operating budget if sufficient funds are available. A budget amendment may only be made for previously unbudgeted increases in revenue estimates, with the exception of ad valorem property tax revenues. Criteria for amending a fund's budget include: a) emergencies, b) federal and state mandates, and c) other circumstances which could not be anticipated. A budget may not be amended solely due to additional revenues have become available. The Chief Financial Officer submits to the Commission a request to amend the budget. The request contains explanations written by the director(s) of the department(s) requesting additional budget appropriation with a proposal for financing the additional appropriation. To amend the budget, a notice of public hearing to amend the budget must be published in the local newspaper. Ten days after the publication, the public hearing may be held at which time the governing body has the option of approving or denying the request.

K. Operating Carryover and Surplus

A fiscal year-end operating surplus may occur when there is a net increase in fund balance or when there is a positive budget variance at the Fund-level. Such a surplus will be reviewed by the Commission for potential use based on the following priorities: a) increase reserves, b) tax or fee reductions, c) paying down liabilities of internal service funds with negative financial positions, d) examine opportunities for pre-payment and accelerated payoff of debt, and e) increase funds for capital facilities.

L. Priorities for Funding

The County has many Funding requirements established by the United States Federal Government and the State of Kansas. The Unified Government is directed by a large body of laws, Program mandates, rules, and policies which can dictate its operations. It is the Unified Government's policy to effectively and efficiently manage its operations in conformity with these legal directives.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by Fund.
- B. Balanced Budget - A budget is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
- C. Capital Maintenance and Improvement Budget – The Amended Current Year and Year One of the Capital Improvement Plan shall be appropriated with the annual budget and accounted for within a capital project Fund(s).
- D. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated Funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and other capital assets, and the maintenance thereof.
- E. Cash Basis of Accounting / Kansas Cash Basis Law – Cash basis of accounting is the practice of recording revenues when cash is received and recording expenses when the expense is paid. Kansas cash basis law, K.S.A. 10-1101 et seq. is designed to prohibit cities and counties from spending cash the entity does not have or incurring obligations that cannot be met promptly. The law makes it unlawful to create any indebtedness in excess of the amount budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law, would be declared void. Accordingly, multi-year contracts must have a provision that allow for the cancellation of contracts if the funding to pay the obligation was not appropriated for the budget year. There are certain exceptions to the cash basis law in the Kansas statutes, specifically pertaining to the issuance of certain types of government debt.
- F. Full Accrual Basis of Accounting - Under this basis of accounting, transactions and events are recognized as revenues and expenses when they occur, regardless of timing of related cash flow.
- G. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- H. Fund Balance (CAFR) - Fund balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental Fund as reported in the Comprehensive Annual Financial Report (CAFR).

- I. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR’s Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus all revenues less all expenditures recorded on a cash basis for the respective fiscal year.
- J. Legal Level of Control - The lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority.
- K. Modified Accrual Basis of Accounting - Under this basis of accounting, revenues are recognized when they become both measurable and available. Measurable means the amount of the transaction can be determined. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when an event or transaction is expected to draw upon current spendable resources.
- L. Net Position - The residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.
- M. Operating Revenue - Revenues from regular taxes, fees, fines, permits, charges for service and similar sources. Operating Revenues exclude proceeds from long-term debt instruments used to finance capital projects and other financial sources.
- N. Operating Expenditures/Expenses - Expenditures/expenses are made to pay for daily operations that provide basic government services such as personnel, supplies, and contracted services. Operating Expenditures exclude capital costs and their financing uses. Expenditures are reported within governmental Fund types; expenses within proprietary Fund types.
- O. Other Financing Sources - The other financing sources category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; sales of capital assets; insurance recoveries; and transfers.
- P. Other Financing Uses - The other financing uses category serves to report the following events and transactions: original issue discount on debt; payments to advance refunding escrow agent; reclassification of demand bonds as Fund liabilities; and transfers.
- Q. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Capital Asset and Equipment Investment and Management Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserve Policy
- D. Special Revenue Funds Operating Reserve Policy
- E. Enterprise and Internal Service Funds Operating Reserve Policy
- F. Long-Term Financial Planning Policy
- G. County Administrator policies as applicable



Unified Government of Wyandotte County and Kansas City, Kansas

Revenue and User Fee Policy

Existing Approval:

11/21/2013

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

Local governments create value for the public by providing services and creating stable institutions, which contribute to an orderly society. Revenues are central to constituents' perceptions of the value governments create for them for two reasons. First, sufficient and stable revenues are needed to consistently produce the programs and services that constituents prefer. Second, "public value" is not just a function of the services constituents receive, but also what and how they pay for those services – revenue sources that are fair and consistent will be more acceptable to the public.

This Revenue and User Fee Policy establishes standards and guidelines that support efficient and fair revenue streams. The goals are a broad philosophy that supports how the government will manage revenues in terms of diversification and stabilization, equity, relation to economic development, and collections.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

A. Revenues Goals

1. **Diversification and Stabilization** – The goal of Unified Government is to maintain diverse and stable revenue sources. Three primary revenue sources, including property tax, sales tax, and franchise or payment in-lieu of tax provide a strong revenue base. Nearly 60% of revenue received by the UG is from the three sources stated above. A combination of other charges for services, various fees, fines and other miscellaneous revenues broaden the revenue base.
2. **Equity** – The Unified Government strives to maintain a sound and fair tax appraisal system, consistent with State statutes. The County's diversified tax structure results

in property, sales or franchise tax payments from most residents and businesses. For example, a business receiving a property tax incentive or abatement is still subject to the local utility franchise or PILOT charges (payment-in-lieu of tax).

3. Relation to Economic Development – Tax incentives will be provided to encourage investment in both residential and commercial sectors that stimulate growth and provide future fiscal and economic impact to the community. Tax incentives will be consistent with the government’s tax abatement and economic development policies.
4. Collections - The collection of delinquent taxes is a high priority. Delinquent taxpayer notifications, tax sales, and the Kansas set-off program are important tools used by the government to reduce delinquency and increase governmental revenues

B. Non-Recurring and Volatile Revenues

Non-recurring revenues should not be used on a continual basis to balance the budget. Capital investment is a more appropriate use of the funds.

C. New Revenues and Changes to Revenues

New revenue sources will be evaluated in terms of their fairness, economic impact and cost.

D. Revenue Estimates

Because revenues are sensitive to local and regional economic conditions, the UG takes a conservative forecasting approach in projecting revenues. Forecasting of revenues should consider prior year trends and current economic conditions. Staff will estimate annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue budget estimates shall be supported with documented variable assumptions (base, rate, etc.). Revenue initiating departments shall provide guidance to the Finance Department in the formulation of revenue estimates. Additionally, revenue forecasts should be monitored on an ongoing basis and adjusted as necessary.

E. Earmarking

In order to maximize the flexibility of current and future UG administrations, it is the goal of this policy to limit the use of earmarking specific revenues for specific programmatic expenditures.

F. User Fees

For services that benefit specific users, the County Administrator shall establish and collect fees to fully or partially recover the costs of providing those services and determine the appropriate cost recovery level in establishing the fees. Where feasible and desirable, the UG shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

Utility rates and enterprise funds user fees shall be set at levels sufficient to recover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital. The UG shall seek to eliminate all forms of subsidization to utility/enterprise funds from the General Fund.

G. Property Taxes

The UG shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees, and economic development. The City shall also strive to minimize the property tax burden on Unified Government citizens.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer and the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Cash Basis of Accounting / Kansas Cash Basis Law – Cash basis of accounting is the practice of recording revenues when cash is received and recording expenses when the expense is paid. Kansas cash basis law, K.S.A. 10-1101 et seq. is designed to prohibit cities and counties from spending cash the entity does not have or incurring obligations that cannot be met promptly. The law makes it unlawful to create any indebtedness in excess of the amount budgeted and appropriated for the purpose during the current budget year. Any contract of the municipality creating indebtedness, in violation of the law, would be declared void. Accordingly, multi-year contracts must have a provision that allow for the cancellation of contracts if the funding to pay the obligation was not appropriated for the budget year. There are certain exceptions to the cash basis law in the Kansas statutes, specifically pertaining to the issuance of certain types of government debt.
- B. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- C. Non-Recurring Revenues – Revenues that are one-time in nature causing a spike in revenues. Recurring revenues will show mild fluctuations depending on the economy and other factors that fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from a revenue spike that shows unusually large increases for one or two years (over five percent). Economic booms and recessions can create such revenue spikes. The increased revenues (above the normal fluctuation) will be considered one-time or non-recurring revenues.

- D. Operating Revenue - Revenues from regular taxes, fees, fines, permits, charges for service and similar sources. Operating Revenues exclude proceeds from long-term debt instruments used to finance capital projects and other financial sources.
- E. Other Financing Sources - The other financing sources category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; sales of capital assets; insurance recoveries; and transfers.
- F. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.
- G. User Fees – A revenue or charge for services assessed to recover all or a portion of the cost of providing the services rendered.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Operating and Capital Budget Policy
- C. Expenditure Policy
- D. Long-Term Financial Planning Policy
- E. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

Expenditure Policy

Existing Approval:

11/21/2013

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

A fundamental level of integrity, directness, and transparency must characterize how local governments spend the public funds entrusted to their stewardship. Beyond that, however, expenditures must be directed to services that citizens prefer. The Expenditure Policy establishes standards and guidelines that support efficiency in government services delivery.

III. Applicability and Scope:

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. Policy:

A. Funding Operations: A primary goal of the Unified Government is to provide both equitable and cost-effective services to citizens to ensure the ongoing health, safety, and welfare of residents. The Unified Government recognizes that to provide its services in an era of declining revenues and increased costs, tax levies may be increased. It is the goal of the Board of Commissioners that operating expenditures for all related funds must be supported by the operating revenues generated by the respective fund, and that expenditures will not expand beyond the Government's ability to pay for them with current revenues.

Each year the UG Commission adopts an operating budget and a 5-year Capital Maintenance Improvement Program to fund these services. Maintenance, equipment and other capital improvements, including debt financed projects, are funded at targeted levels for current and future years. Grant funds are also utilized to provide services. When a grant concludes staff will evaluate the program for future continuation.

B. Personnel Compensation and Authorization: The UG recognizes that personnel represent our greatest asset to providing excellent customer service and promoting organizational values. This policy directs that the Government: a) maintain

compensation packages that are sufficient to attract and retain quality employees; b) ensure that compensation packages are competitive with other public-sector employees; and c) establish the personnel budgets necessary to provide quality service.

Because the largest expense in the Unified Government is related to employee pay and benefits, the Commission acknowledges that reduction in those areas might be necessary to minimize the tax burden. When those instances arise, employees will be treated in a fair and respectable manner. The Government expects to provide a competitive compensation package that is sufficient in attracting and retaining quality employees in the public sector. Personnel budgets will be maintained to fund Commission authorized positions and salary adjustments. Staff positions should not exceed the authorized level indicated in the funded personnel inventory. New grant funded position requests require both commission and administration approval. Administration will authorize the filling of vacant positions, giving consideration to budget availability.

- C. Funding Non-Current Liabilities:** Maintenance and replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained. Capital improvement budgets will be strategically invested to support the commission and community vision. The UG recognizes that pension/other post-employment benefits (OPEB) costs are a significant future liability. It is important to review policies to minimize future cost impacts.
- D. Efficiency:** The Unified Government will endeavor to achieve service levels that will make efficient use of its limited resources. In such, the staff are committed to:

 - a. analyzing systems and procedures to remove unnecessary requirements;
 - b. evaluating new technologies and capital investments;
 - c. developing skills and abilities of Unified Government employees;
 - d. developing methods of recognizing and rewarding exceptional employee performance;
 - e. establishing a systematic, ongoing process for periodic final reviews of operations; and
 - f. maintaining the right balance between centralization and decentralization in managing the Government's support services functions.
- V. Quality Control and Quality Assurance:**
It is the responsibility of the Chief Financial Officer and the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy. These policies will be reviewed at least annually and updated on an as-needed basis.
- VI. Metrics:**
To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by Fund.
- B. Balanced Budget - A budget is balanced when the sum of estimated revenues and appropriated Fund Balances/Net Position is equal to appropriations.
- C. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated Funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and other capital assets, and the maintenance thereof.
- D. Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying out specific activities or attaining certain objectives. Funds can be divided into various types, depending on their purpose. These types include Governmental (general Fund, special revenue Funds, capital project Funds, debt service, proprietary Funds (internal service and enterprise Funds) and Fiduciary Funds (trust Funds, agency Funds).
- E. Legal Level of Control - The lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority.
- F. Non-Recurring Expenditures – Expenditures that are one-time in nature causing a spike in costs. Recurring expenditures will show mild fluctuations depending on the economy and other factors that fluctuate within a range such as one to five percent. This type of fluctuation is distinguished from an expenditures spike that shows unusually large increases for one or two years (over five percent). Economic booms and recessions can create such expenditures spikes. The increased expenditure (above the normal fluctuation) will be considered one-time or non-recurring expenditures.
- G. Operating Expenditures - Expenditures from personnel costs, contractual services, commodities and similar uses. Operating expenditures exclude capital outlay, equipment acquisitions, transfers-out, long-term debt payments used to finance capital projects and other financial uses
- H. Other Financing Uses - The other financing uses category normally is used only for items that authoritative reporting standards have identified as such. Those items are: the issuance of long-term debt; inception of a capital lease; debt service on demand bonds reported as Fund liabilities; and transfers.
- I. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Budget process manuals and budget resolutions
- B. Operating and Capital Budget Policy
- C. Revenue and User Fee Policy
- D. Long-Term Financial Planning Policy
- E. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

Capital Asset and Equipment Investment and Management Policy

ED&F Approval: 7/9/2018
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered **ED&F Approval:** 7/9/2018

on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

Capital assets and equipment have a major impact on the ability of the Unified Government to deliver services, economic vitality and overall quality of life for Wyandotte County and Kansas City, Kansas stakeholders. The purpose of this policy is to provide guidelines to complete a comprehensive process that allocates limited resources in capital investment and improved management decisions.

III. **Applicability and Scope:**

This policy shall apply to all funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

A. Roles and Process of the CMIP - The Finance Department is responsible for coordinating the CMIP process and compiling the CMIP document. Other key roles include:

1. CMIP - Each year, Unified Government staff shall develop a five-year long-range CMIP that describes and prioritizes the capital projects the Unified Government intends to undertake.
2. Review of Capital Project Proposals – The Finance Department will coordinate a financial capital project review process within the annual budget calendar.
 - a. Full Consideration of Operating and Maintenance Costs - Adequate resources should be identified to operate and maintain existing assets as well as proposed expanded assets before funding is allocated to any new Capital Project.

3. Stakeholder Participation - The Unified Government shall provide meaningful opportunities for stakeholders to provide input into the CMIP development before the plan is adopted.
4. UG Commission Responsibilities - (link to plans) All projects submitted for consideration of inclusion within the CMIP, with minor and occasional exceptions, should be based, when possible, on investments called for by master plans and/or capital assets needs assessments that have been formally reviewed and adopted by the UG Board of Commissioners. Operating and maintenance cost estimates will be reflected in departmental operating plans.
5. Approval of the CMIP - The Board of Commissioners shall review and approve the CMIP. Amendments to the CMIP shall be considered and adopted by the Board of Commissioners at regular meetings except for specific adjustments when limited authority is delegated to the County Administrator, Chief Financial Officer, and the Budget Director, as prescribed within the Operating and Capital Budget Policy.

B. CMIP Project Selection - An objective set of criteria will be used to assess and evaluate project proposals. Although specific criteria may be updated from time to time, the following concepts are core principles to be considered in the development of such criteria:

1. Long-Term Forecasts - Long-term forecasts should be prepared to better understand resources available for capital spending and to assess operational impacts and eventual maintenance replacement costs.
2. Revenue Generation or Economic Development Advantages – Projects should be given priority that demonstrate the potential to have a positive return on investment, either through expected increases in assessed valuation or other economic values that could generate future additional revenues.
3. Impact on Other Projects - Projects should not be considered in isolation. One project's impact on others should be recognized and costs shared between projects where appropriate.
4. Allow for Funding of Preliminary Activities - For some projects it may be wise to fund only preliminary engineering/planning before committing to funding the whole project. However, even these expenditures can be considerable. Therefore, these preliminary engineering/planning should also be evaluated, analyzed and prioritized appropriately.
5. Full Lifecycle Costing - Cost analysis of a proposed project should encompass the entire life of the asset, from planning and acquisition to disposal.
6. Predictable Project Timing and Scope - Schedule and scope estimates should be practical and achievable within the requested resources, including financial and human.

C. Balanced CMIP - The adopted CMIP is a balanced five-year plan. This means that for the entire five-year period, resources will be equal to project expenditures in the CMIP. Expenditures in the CMIP must weigh the full costs of proposed projects in relation to funding sources. It is possible that the plan will have more expenditures than revenues in any single year, but this imbalance will be addressed through the use of interim financing as needed. However, over the life of the five-year plan all expenditures will be provided for with identified revenues. All unfunded projects will be retained on the unfunded list for further consideration in the future.

D. CMIP Funding Strategy - The operating budget includes capital projects and equipment that are generally of a recurring nature and are appropriated for one year only. Changes from year to year for annual or reoccurring projects represent incremental variances in the cost of doing business. Capital projects that result in procurement or construction of major physical assets for the UG are to be aligned with the Government's financial forecast. Resources for the capital plan can come from the same resources as the operating budget, but the costlier projects are funded by bond and temporary note financing. The Unified Government has provided financial resources for the CMIP through three primary methods: 1) various local dedicated taxes, charges for services revenues, grants, partnerships with non-profits and/or corporations, and other funding sources from external entities, 2) Pay-As-You-Go, and 3) Debt financing. These funding methods are expected to be used for future CMIPs. Guidelines are provided below to assist the Unified Government in making the choice between Pay- As-You-Go and Debt financing.

1. Factors which favor **Pay-As-You-Go** financing include circumstances where:

- a. The project can be adequately funded from available current revenues and fund balances;
- b. The project can be completed in an acceptable timeframe given the available revenues;
- c. Additional Debt levels could adversely affect the Unified Government's General Obligation credit rating or repayment sources;
- d. Costs considered pertain to the maintenance of existing assets; or
- e. Market conditions are unstable or suggest difficulties in marketing a Debt.

2. Factors which favor long-term **Debt** financing include circumstances where:

- a. Revenues available for Debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;

- b. Credit market conditions present favorable interest rates and demand for Unified Government Debt financing;
- c. A project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs;
- d. A project is immediately required to meet or relieve capacity needs and existing un-programmed cash reserves are insufficient to pay project costs;
- e. Costs considered for Debt financing pertain to the new assets or capital projects;
- f. The life of the project or asset financed is ten years or longer; or
- g. Those expected to benefit from the project include generations in years to come.

E. Vehicle and Equipment Lease Financing - In addition, the Unified Government has relied on lease financing for various vehicle and equipment acquisitions with the lease periods ranging from three to ten years depending on the cost of the equipment and its useful life. It is the goal expressed in this policy that the UG reduce its reliance of lease financing for the acquisition and replacement of vehicles and equipment, and instead to move towards paying in cash for these items. As a result, a separate vehicle and equipment replacement internal service fund is established to ensure that adequate funds are available to purchase vehicles and equipment, to stabilize budgeting for major purchases, and to provide a systematic, UG-wide approach to procurement and disposition of the related assets. The goal is to provide sufficient cash flow for annual purchases.

At this time, this fund is not designed to equal the replacement value of the vehicle fleet and equipment of the UG. Policies and procedures detailing more specifics for the financial planning and funding of vehicle and equipment will be developed in the future.

F. Capital Budget - Each year the Finance Department will develop a Capital Budget which will contain the spending plan for capital projects. The first year of the adopted CMIP will be the Capital Budget for the fiscal year, in addition to the Amended Budget of the current fiscal year.

G. Capital Project Management - Management of capital project is essential to create the best value for Unified Government taxpayers through capital spending. Each department must actively manage their projects and major departments may provide quarterly reports on the status of each project. The following policies shall be observed in order to help ensure the best project management possible.

- 1. Project Management - Each department is responsible as follows:
 - a. Lead, coordinate, and plan processes that may lead to projects

- b. Prepare the project proposal
 - c. Ensure that required phases are completed on schedule
 - d. Authorize all project expenditures
 - e. Monitor project cash flows
 - f. Ensure that all regulations and laws are observed
 - g. Periodically reporting project status
 - h. If it is a facility or infrastructure project, work through Public Works to develop a project budget and cash flow forecast for the CMIP prior to project commencement
 - i. Public Works will manage facility and infrastructure projects, with few exceptions, and expect requesting departments to continue to lead all stakeholder engagement.
 - 2. Department directors are responsible for administering their respective CMIP projects within the financial constraints described by the CMIP budget as adopted. It is expected that line item budgets within an individual project may exceed their planned levels, but totals project costs may not be exceeded.
 - 3. Limits on Amendments - Capital project amendments during a year shall not exceed the annually adopted budget and funding levels. Each department must manage its capital program within certain time and cost constraints.
 - 4. Upon completion of a capital project, any remaining appropriated funds for the project will revert to the fund balance of the funding source.
- H. Asset Condition Assessment** – Unified Government department staff may conduct a comprehensive asset inventory that projects replacement and maintenance needs for the next five years and will update this projection each year. The asset inventory will describe the current condition of the Unified Government's assets, establish standards for asset condition, account for the complete cost to maintain assets up to standard over their lifecycle, and account for risks associated with assets that are below condition standards. Unified Government departments shall have responsibility for inventorying and assessing the assets within their purview and ensuring that it reconciles with Finance Department capital asset records.
- I. Prioritization of Asset Maintenance and Replacement** - It is the Unified Government's intent to maintain its existing assets at a level that protects the initial capital investment and minimizes future maintenance and replacement costs. Based on an asset inventory and risk assessment, staff shall include recommendation for asset maintenance in the CMIP.
- J. Funding of Asset Maintenance** - This policy addresses the need to protect the Unified Government's historical investment in capital assets. It is the UG's intent to ensure that adequate resources are allocated to preserve the UG's existing infrastructure to the best of its ability before allocating resources to other capital projects.

Towards this effort, it is the policy that the Government will set aside an appropriate percentage of new project costs towards the future maintenance of new facilities and infrastructure investments.

K. CMIP Process - The CMIP Process is directly linked to the annual budget process, land-use planning, facility plan implementation, coordination with the state, county, and other local municipalities, and the ongoing direction of the UG leaders. The process for including a capital project or equipment request in the CMIP:

1. CMIP requests are submitted to the Finance Department through a:
 - a. Department request in response to need;
 - b. Public request identified at a public hearing or from direct contact with the department, or a
 - c. Commission request for an improvement need within a Commissioner district.
2. Facilities and Infrastructure - Requests effecting UG facilities and infrastructure are to be submitted to and evaluated by the Public Works Department within the asset management program for viability, impacts and timing.
3. Fleet / Vehicles - Requests effecting UG vehicles and fleet are to be submitted to and evaluated by the Fleet Division, Public Works Department within the asset management program for viability, impacts and timing.
4. Information Technology and Innovation Projects - Requests related to UG information technology and innovation programs are to be submitted to and evaluated by the Department of Knowledge within the asset management program for viability, impacts and timing.
5. Administrative Review – County Administration and the requesting department review all capital projects and equipment requests submitted.
6. Planning and Zoning Commission Review – The CMIP is presented to a designated Planning and Zoning Commission regular or special meeting for capital project review and comment.
7. Unified Government Mayor and Board of Commissioner Review – Project and equipment meetings are held for Commissioners to review and comment on items that are recommended by the County Administrator.
8. Once finalized, the CMIP Project and Equipment lists are submitted to the entire UG Commission for approval as part of the annual budget process.

L. Periodic status reports – Reports will be presented periodically to the UG Mayor, Commissioners and staff to share project progress and identify significant issues associated with a project.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Adopted Budget Resolution - The formal statement approved by the Board of Commissioners which shows budgeted revenues and expenditures/expenses for the upcoming fiscal year by fund.
- B. Asset Classifications - Assets will be grouped by asset type into one of the following accounts:
 - 1. Building
 - 2. Equipment
 - 3. Furniture & Fixtures
 - 4. Improvements
 - 5. Infrastructure
 - 6. Land
 - 7. Land Improvements
 - 8. Machinery
 - 9. Other Assets
 - 10. Land held for resale
- C. Capital Assets - Any fixed or Intangible asset, including personal property, land, buildings, improvements other than buildings, and infrastructure. When acquiring any capital asset, additional costs required to place the asset in its intended state of operation should be added to the cost of the asset. This may include: a) Land – title search cost, attorney fees, land survey, liens assumed, taxes assumed, grading costs, building demolition, land improvements with an indefinite life, etc.; b) Buildings – attorney fees, architect fees, inspection and building permits, etc.; c) Equipment – Freight charges, installation costs, setup costs, trade-in discounts, training, etc.
- D. Capital Maintenance and Improvement Budget – Amended Budget Current Year and Year One of the Capital Improvement Plan shall be appropriated with the annual budget and accounted for within a capital project Fund(s).
- E. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and equipment and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities and assets, and the maintenance thereof. The Capital Maintenance Improvement Program (CMIP) is a long-term planning tool intended to assist management in financial forecasting that allows for prioritization, financing, coordination, and technical design of all capital assets. The CMIP is a 5-year plan of capital project improvements and equipment needs. Each year the document is updated and presented to Commission for approval. Changes may include the addition of new projects or equipment, as well as, the reprioritization or removal of other capital projects. The CMIP includes all projects funded by grants.
- F. Capital Outlay – Is construction, alteration, restoration, maintenance, improvement or equipment acquisition that does not meet the definition of a capital project, as defined in this policy.

- G. Capital Project - Any construction, alteration, restoration, or improvement of any capital asset. Capital projects are usually maintained in a capital project fund. For the purposes of the CMIP the definition of a capital project and equipment includes projects or items with a useful life of at least five years and a cost of at least \$50,000. Project improvements can include construction, reconstruction, rehabilitation or maintenance of a capital asset. Equipment needs can include replacement, upgrade or purchase of new equipment. Capital projects may require engineering support or consulting services to evaluate, design, and prepare documents. The capital program may include maintenance projects that result in new fixed assets.
- H. Debt - An obligation to pay something; financial liability.
- I. Infrastructure – Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and are stationary in nature. Examples include roads, bridges, curbs, gutters, streets, drainage systems, lighting systems, resurfacing (which specifically adds life to the asset) and similar assets that are of value only to the Unified Government.
- J. Intangible Asset – An item that will serve the government which has no physical substance in nature (such as software) that has an expected useful life longer than one year. The items are acquired through outright purchase, construction, lease purchase agreements, installment purchase contracts, tax or special assessment foreclosure, eminent domain, donations, grants or gifts.
- K. Land – This accounts for the cost of land itself and the cost of preparing land for its intended uses, such as: Purchase price, closing costs (title, attorney, recording, land survey, and appraisal fees), costs incurred in getting the land ready for its intended use (grading, filling, draining, clearing, etc.), all costs incurred up to actual excavation of a building, including demolition or removal of unwanted structures, assumption of any liens or mortgages, additional land improvements having an indefinite life (such as landscaping), and any back taxes or other obligations assumed by the purchaser.
- L. Land Improvements: This account is used for permanent (i.e., non-detachable) improvements of a depreciable nature, other than building and infrastructure assets (see above), that add value to land (e.g., fences, retaining walls). This account also is used for leasehold improvements. Examples are fences, docks and dock improvements, park lighting systems, parking lots, driveways, and retaining walls. Costs of water and sewer lines and improvements such as, but not limited to, electrical and gas lines, construction, beginning with excavation.
- M. Machinery, Equipment, Furniture & Fixtures: This accounts for tangible property of a more or less permanent nature (other than land, buildings, or improvements), which is useful in carrying out operations. Examples are office equipment, machinery, tools, trucks, cars, furniture, fixtures and furnishings and costs include purchase price, freight and handling charges, installation or assembling costs, and sales tax.

- N. Pay-as-You-Go Financing - The use of currently available cash resources to pay for capital investments. It is the alternative to Debt financing.
- O. Real Property – Land, land improvements, building, building improvements, and improvements other than buildings. Fixtures attached to land, building, and improvements other than buildings in such a way that removal would alter the intended use of the facility.
- P. Repair and Maintenance – Any addition or change to an existing asset that does not change the value or useful life of the asset.

VIII. Related Documents and References:

- A. Budget process manuals and resolutions
- B. Operating and Capital Budget Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserves Policy
- D. Special Revenue Funds Operating Reserve Policy
- E. Enterprise and Internal Service Funds Operating Reserves Policy
- F. Long-Term Financial Planning Policy
- G. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

**Long-Term Financial
Planning Policy**

Existing Approval:

12/19/2013

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The purpose of this policy is to ensure the Unified Government's on-going financial sustainability beyond a single fiscal year budget cycle in light of our long-term service vision and objectives. Financial sustainability is defined as the UG's long-term financial performance and positioning where planned long-term service and infrastructure levels and standards are met without unplanned increases in rates or disruptive cuts to services. This policy is intended to describe particular elements or aspects of such long-term planning Programs within the UG and to memorialize this financial practice into a formal policy.

III. Applicability and Scope:

This policy is applicable to all funds with a minimum reserve requirement set by official action of the Board of Commissioners.

IV. Policy:

A. Commitment to Long-Term Financial Planning - The LTFP process evaluates known internal and external issues impacting the Unified Government's financial condition. Such issues are identified, presented, and mitigated when and where possible. The process begins by identifying critical areas which have, or are expected to have, an impact on the financial condition of the UG over the next five years. Once the issues are identified, specific goals and objectives are developed for each structural deficiency.

The LTFP is a constantly changing and moving document which will be routinely updated and presented on an ongoing five-year rolling basis. The LTFP is incorporated into the Unified Government's annual budget process and presented to the Mayor, the Board of Commissioners, and staff prior to and/or throughout the formulation of the annual financial plan.

The LTFP is intended to help the Unified Government achieve the following:

1. Ensure the UG can attain and maintain financial sustainability;

2. Ensure the UG has sufficient long-term information to guide financial decisions;
3. Ensure the UG has sufficient resources to provide Programs and services for the stakeholders;
4. Ensure potential risks to on-going operations are identified in the long- term financial planning process and communicated on a regular basis;
5. Establish mechanisms to identify early warning indicators; and
6. Identify changes in expenditure or revenue structures needed to deliver services or to meet the goals adopted by the Board of Commissioners.

B. Scope of the Plan

1. Time Horizon - The LTFP will forecast revenues, expenditures, and financial position at least five years into the future or longer where specific issues call for a longer time horizon.
2. Comprehensive Analysis - The LTFP will provide meaningful analysis of key trends and conditions, including but not limited to:
 - a. Analysis of the affordability of current services, projects, and obligations:
 - i. An analysis of the Unified Government's environment in order to anticipate changes that could impact the government's service and/or financial objectives.
 - ii. Revenue and expenditure projections, including the financial sustainability of current service levels over a multi-year period.
 - iii. The affordability of current debt relative to affordability ratios prescribed by UG policy and/or State law.
 - iv. The affordability of maintaining and replacing the UG's current capital assets, equipment and facilities.
 - v. The ability to maintain reserves within the target ranges prescribed by UG policy over a multi-year period.
 - vi. The impact of non-current liabilities on the UG's financial position.
 - b. Analysis of the affordability of anticipated service expansions or investments in new assets:
 - i. The operating costs of any new initiatives, projects, or expansion of services where funding has been identified through

alternative sources (CMIP, grants, debt issuance, etc.) or adopted or approved by the Board of Commissioners through other actions. Service delivery of administrative services and functions shall be included to the extent needed proportionately with the expansion of other services.

- ii. The affordability of the UG's long-term CMIP, including operating and maintenance costs for new assets.
- iii. The affordability of other master plans that call for significant financial investment by the Unified Government.

c. Synthesis of the above to present the UG's financial position:

- i. A clear presentation of the resources needed to accomplish the capital improvements identified in the UG's CMIP and to maintain the existing capital assets.
- ii. A clear presentation of the resources needed to maintain existing services at their present level in addition to the expansion of services as may have been identified through the analysis described above.
- iii. Identification of imbalances between the UG's current direction and the conditions needed for continued financial health.

3. **Solution-Oriented** - The LTFP will identify issues that may challenge the continued financial health of the Unified Government, and the plan will identify possible solutions to those challenges. Planning decisions shall be made primarily from a long-term perspective and structural balance is the goal of the planning process. For the purpose of this policy, structural balance means that ending fund balance (or working capital in enterprise funds) must meet the minimum levels prescribed by UG reserves policies.

- C. Relationship between Financial and Strategic Planning** – The UG's annual budget process involves incorporating the goals and strategies identified by the Board of Commissioners into an operational plan that provides for the Government's highest priority needs. Strategic planning begins with determining the UG's fiscal capacity based upon long-term financial forecasts of reoccurring available revenues and expenditures.
- D. Continuous Improvement** – Unified Government staff will regularly look for and implement opportunities to improve the quality of the forecasting, analysis, and strategy development that is part of the planning process. These improvements will primarily be identified through the comparison of projected performance with actual results.
- E. Structural Balance** - Long-term structural balance is the goal of long-term financial planning at the UG. A multi-year financial plan exists where future issues are identified, and possible solutions are identified, if not implemented; revenue and expenditure

decisions are made primarily from a long-term perspective. Structure balance is a clear goal.

In preparing the plan and based on available data, staff will analyze long-term trends and projections of revenues, expenditures, debt, deferred capital maintenance, and non-current liabilities in order to uncover potential long-term imbalances. Should the long-term forecasting and analysis show that the Unified Government is not structurally balanced over the five-year projection period; staff would then identify alternative strategies needed to address the issues and make recommendations, for the Board of Commissioners consideration, on how the plan can be brought into balance.

- F. Non-Current Liabilities, Pensions and Other Post-Employment Benefits (OPEB)** - The LTFP will address strategies for ensuring that the UG's non-current liabilities remain affordable. The Board of Commissioners supports efforts to ensure that critical non-current liabilities like debt service, asset maintenance, pensions and other post-employment (retiree health) benefits remain affordable and sustainable. The long-term financial planning process will seek to alleviate concerns about pension and other post-employment (retiree health) benefits by making it clear the need to assess the size of the liability, determine the Government's capacity to pay for it, and develop approaches to ensure that the liability does not compromise the Government's ability to provide services to the public over the long term.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer to ensure the presence of procedures that provide sufficient guidance to affected UG personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Business Plan - An operational plan that describes how a given department will accomplish its mission.
- B. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital projects, facilities, equipment and capital assets, and the maintenance thereof.
- C. Long-Term Financial Plan (LTFP) - An investment plan or strategy with a term of usually longer than one year.
- D. Program - A set of activities, operations, or organizational units designed and directed to accomplish a specific service outcomes or objectives for a defined customer.

VIII. Related Documents and References:

- A. Operating and Capital Budget Policy
- B. Capital Asset and Equipment Investment and Management Policy
- C. General Fund Operating and Economic Uncertainty/Emergency Reserve Policy
- D. Special Revenue Operating Fund Reserve Policy
- E. Enterprise Operating and Internal Service Funds Reserve Policy
- F. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

General Fund Operating and Economic Uncertainty/Emergency Reserve Policy

Existing Approval:

5/13/2012

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. **Purpose:**

The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The General Fund Operating and Economic Uncertainty/Emergency Reserves are accumulated and maintained to provide stability and flexibility in response to unexpected adversity and/or opportunities. Aside from ensuring cash availability when revenue collections diminish, the Reserves generate investment income thereby diversifying the Government's revenue streams.

This policy establishes the amounts the UG will strive to maintain in its General Fund Operating and Economic Uncertainty/Emergency Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

III. **Applicability and Scope:**

This policy shall apply to the City of Kansas City General Fund, Wyandotte County General Fund, and Consolidated Parks (General) Fund, referred to combined as the "General Fund".

IV. **Policy:**

A. Reserve Levels - The Unified Government seeks to maintain a minimum level of Unrestricted Fund Balance (per the annual CAFR on a modified accrual basis of accounting) in the General Fund equivalent to three-months of regular, on-going operating expenditures (including transfers out). Of this three-month reserve, two-months will be maintained to meet general operating needs and to allow for budgetary uncertainty (named as the "Operating Reserve") and one-month may be targeted to be assigned to provide resources during economic downturns or to

address vulnerabilities to extreme events, and emergencies impacting public safety concerns (named the “Economic Uncertainty/Emergency Reserve”).

The two reserve categories are represented below as a percentage of regular, on-going operating expenditures (including transfers out):

- Operating Reserve: 17% (two-months)
- Economic Uncertainty/Emergency Reserve: 8% (one-month)
- Total Reserve Level 25% (three-months)

B. Compliance - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenditures to ensure the Operating Reserve is not used beyond any planned. For the purposes of this policy, current year's actual expenditures will exclude significant Non-Recurring (one-time) Items. The Economic Uncertainty/Emergency Reserve is a target the Commission seeks to accumulate in the future five years.

If, based on staff's analysis and forecasting, the target level of Operating Reserve is not being met or likely to not be met at some point within a five-year time horizon, then during the annual budget process, Fund Balance levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Fund Balance be below the Operating Reserve amount established by this policy, a plan to replenish the Operating Reserves would be established based on the requirements outlined in this policy.

C. Cash Balance - To provide liquidity adequate to meet the demands of government service provision including budgetary uncertainty, unanticipated reductions in revenues or unplanned expenditure increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The two-month Operating Reserve is intended to support this effort and counterbalance the tax collection cycle.

D. Funding the Reserves - Funding of General Fund Reserve targets will generally come from excess revenues over expenditures or one-time revenues. The reserve will be funded in the following priority order: Operating Reserve followed by the Economic Uncertainty/Emergency Reserve.

E. Conditions for Use of Reserves - It is the intent of the Unified Government to limit use of General Fund Operating Reserve to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn or an emergency), but such use will only take place in the context of an adopted long-term financial plan.

The Economic Uncertainty/Emergency Reserve may be used at the discretion of the Board of Commissions to:

- Provide resources to make up for temporary decreased revenues resulting from economic uncertainties or loss of major revenue sources;
- Provide resources to meet emergency expenditures in the case of flood, fire, tornado or other natural disaster.

F. Authority over Reserves - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.

G. Fund Balance Classification - The Unified Government desires to establish a fund balance classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance. For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Restricted Fund Balance

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- b) *Restricted Balance*: Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Fund Balance

- c) *Committed*: Assets with a purpose formally imposed by resolution by the Governing Body of the Unified Government, binding unless modified or rescinded by the Governing Body.
- d) *Assigned*: Assets constrained by the government's intent as expressed by the Governing Body, County Administrator or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.
- e) *Unassigned*: All amounts not included in other fund balance classifications. The general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

H. Assigning Fund Balance - The County Administrator and Chief Financial Officer,

collectively, are hereby authorized to assign Fund Balance for specific purposes in accordance with the intent of the County Administration and actions of the Board of Commissioners. This policy expresses the intent to assign one-month of regular, on-going operating expenditures (including transfers out) for the “Economic Uncertainty/Emergency Reserve” to temporarily offset unanticipated reduced revenues during economic downturns or to address vulnerabilities to extreme events, emergencies impacting public safety concerns.

- I. Replenishment of Reserves** - In the event that Reserves are used resulting in a balance below the two-months minimum, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.
- J. Excess of Reserves** - In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways:
 - a) Fund accrued liabilities, including but not limited to debt service, workers’ compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
 - b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes or contributions needed to fund capital projects in the UG’s CMIP;
 - c) Property tax mill rate and/or charges for services fee reductions.
 - d) One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - e) Start-up expenditures for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of multi-year projections of revenue and expenditures as prepared by the Finance Department.
- K. Periodic Review of the Targets** - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.
- B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund.
- C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.
- D. Fund Balance (CAFR) - Fund Balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental fund as reported in the Comprehensive Annual Financial Report (CAFR).
- E. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR's Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus revenues less all expenditures recorded on a cash basis for the respective fiscal year.
- F. General Fund - One of five governmental fund types. The General Fund typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources not accounted for in some other fund. The "General Fund" includes the combined City of Kansas City General Fund, Wyandotte County General Fund, and Consolidated Parks and Recreation (General) Fund.
- G. Non-Recurring Item - An expenditure that has not occurred in the previous two years and is not expected to occur in the following year.
- H. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment

income or expenditure is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

- I. Reserve - Reserve refers only to the portion of Fund Balance that is intended to provide stability and respond to unplanned events or opportunities.
- J. Unrestricted Fund Balance - The difference between total Fund Balance in a governmental fund and its nonspendable and restricted components.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

**Special Revenue Funds Operating
Reserve Policy**

Existing Approval:

5/13/2012

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The Special Revenue Operating Fund Reserves are accumulated and maintained in governmental funds in order to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

This policy establishes the amounts the UG will strive to maintain in its Special Revenue Operating Funds Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

III. Applicability and Scope:

This policy shall apply to all special revenue operating governmental funds that receive property tax revenue, assess a fee directly to residents, or include operational expenditures restricted for specific use by local, state and federal laws. Funds not meeting any of these criteria do not have a minimum Reserve requirement. The specific funds sought to meet compliance with this policy are detailed in the policy section.

IV. Policy:

A. Reserve Levels - The Unified Government will maintain a range for the minimum level of Fund Balance (per the annual CAFR on a modified accrual basis of accounting) in the Special Revenue Operating Funds equivalent to the percentages by respective Fund listed below of regular, on-going operating expenditures (including transfers out).

The following is a list of the applicable special revenue and debt service funds with the range of minimum level of Reserves established by this policy, presented as a

percentage of on-going operating expenditures (including transfer out):

• UG Clerk Technology	5-10% of expenditures
• County Treasurer Technology	5-10% of expenditures
• Court Trustee	8-12% of expenditures
• Developmental Disabilities	10-15% of expenditures
• Elections	10-15% of expenditures
• Health Department	10-15% of expenditures
• Jail Commissary	8-12% of expenditures
• Library District	10-15% of expenditures
• Mental Health	10-15% of expenditures
• Register of Deeds Technology	5-10% of expenditures
• Special Dedicated Sales Tax	5-10% of expenditures
• Special Assets Fund	5-10% of expenditures
• Special Programs for Elderly	10-15% of expenditures
• Special Wyandotte 911	5-10% of expenditures
• Special Alcohol	5-10% of expenditures
• Special Parks & Recreation	3-5% of expenditures
• Special Street & Highway	3-5% of expenditures
• Tourism & Convention	3-5% of expenditures
• Environmental Trust	10-15% of expenditures
• Debt Service funds	5-10% of expenditures

- B. Compliance** - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenditures to ensure Reserves are not used beyond any planned. For the purposes of this policy, current year's actual expenditures will exclude significant Non-Recurring (one-time) Items.

If, based on staff's analysis and forecasting, the target level of Reserves is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Fund Balance levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Fund Balance be below the minimum Reserve amount established by this policy, a plan to replenish the Reserve would be established based on the requirements outlined in this policy.

- C. Cash Balance** - To provide liquidity adequate to meet the demands of government services provision including unanticipated reductions in revenues or unplanned expenditure increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The above established Reserves are intended to support this effort and counterbalance the revenue and/or tax collection cycle.

- D. Funding the Reserve** - Funding of Special Revenue Operating Reserve targets will generally come from excess revenues over expenditures or one-time revenues.
- E. Conditions for Use of Reserves** - It is the intent of the Unified Government to limit use of Special Revenue Operating Reserves to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term financial plan.
- F. Authority over Reserves** - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.
- G. Fund Balance Classification** - The Unified Government desires to establish a fund balance classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance. For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Restricted Fund Balance

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained, or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- b) *Restricted Balance*: Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Fund Balance

- c) *Committed*: Assets with a purpose formally imposed by resolution by the Governing Body of the Unified Government, binding unless modified or rescinded by the Governing Body.
- d) *Assigned*: Assets constrained by the government's intent as expressed by the Governing Body, County Administrator or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.
- e) *Unassigned*: All amounts not included in other fund balance classifications. The

general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

- H. Assigning Fund Balance** - The County Administrator and Chief Financial Officer, collectively, are hereby authorized to assign Fund Balance for specific purposes in accordance with the intent and actions of the Board of Commissioners.
- I. Replenishment of Reserves** - In the event that Reserves are used resulting in a balance below the established reserve minimum ranges, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.
- J. Excess of Reserves** - In the event Reserves exceed the minimum range balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways, within the use of funds required by local, state or federal laws:
 - a) Fund accrued liabilities, including but not limited to debt service, workers' compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
 - b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes or contributions needed to fund capital projects in the UG's CMIP;
 - c) Property tax mill rate and/or charges for services fee reductions.
 - d) One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - e) Start-up expenditures for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of multi-year projections of revenue and expenditures as prepared by the Finance Department.
- I. Periodic Review of the Targets** - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.

V. Quality Control and Quality Assurance:

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.
- B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund.
- C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.
- D. Fund Balance (CAFR) - Fund Balance is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources in a governmental fund as reported in the Comprehensive Annual Financial Report (CAFR).
- E. Fund Balance (Budgetary) – Fund Balance for Budgetary Purposes begins with the beginning of the year unencumbered fund balance as reported in the CAFR's Schedule of Budgetary Accounts, Budget and Actual Budgetary Basis (non-GAAP) for the respective fund, plus revenues less all expenditures recorded on a cash basis for the respective fiscal year.
- F. Non-Recurring Item - An expenditure that has not occurred in the previous two years and is not expected to occur in the following year.
- G. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment income or expenditure is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
- H. Reserve - Reserve refers only to the portion of Fund Balance that is intended to provide stability and respond to unplanned events or opportunities.

- I. Special Revenue Fund - Governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purpose other than debt service or capital projects and exclusive of resources held in trust for individuals, private organizations, or other governments.
- J. Unrestricted Fund Balance - The difference between total Fund Balance in a governmental fund and its nonspendable and restricted components.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

ED&F Approval: 7/9/2018
Commission Resolution:
R-xx-18
Adopted: xx/xx/xxxx

Enterprise and Internal Service Funds Operating Reserve Policy

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Budget Director.

II. Purpose:

The Unified Government desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenses. In addition, this policy is intended to document the appropriate Reserve level to protect the Unified Government's credit worthiness. The Enterprise Operating and Internal Service Funds Reserves are accumulated and maintained to provide stability and flexibility in response to unexpected adversity and/or opportunities. Aside from ensuring cash availability when revenue collections diminish, the Reserves generate investment income thereby diversifying the government's revenue streams. Finally, a strong reserve policy for these funds can help maintain a stable rate and fee structure.

This policy establishes the amounts the UG will strive to maintain in its Enterprise Operating and Internal Service Funds Reserve, how the Reserve will be funded, and the conditions under which Reserve may be used.

III. Applicability and Scope:

This policy shall apply to all enterprise operating and internal service funds under the budgetary and fiscal control of the Mayor and Board of Commissioners.

IV. Policy:

A. Enterprise Funds Operating Reserve Levels - The Unified Government will maintain a minimum level of Working Capital Reserve in Enterprise funds, by respective fund listed below, equivalent to the percentage of regular, on-going operating expenses (excluding transfers out). [Working Capital is defined in the Definitions section provided below.]

Any fund that is partially subsidized by a General Fund transfer (such as the Stadium – T-Bones and Sunflower Hills Golf Course), will maintain Operating Reserves percentage as specified below, with any unrestricted excess reverting back to the

General Fund at the year-end closing.

The following is a list of the applicable enterprise funds and the minimum level of Operating Reserves (Working Capital) established by this policy, presented as a percentage of on-going operating expenses (excluding transfer out):

- | | |
|-------------------------------|------------------------------|
| • Emergency Medical Services | 10-15% of operating expenses |
| • Public Levee | 3-5% of operating expenses |
| • Sewer System Utility | 40-50% of operating expenses |
| • Stadium – T-Bones | 5-8% of operating expenses |
| • Stormwater Utility | 40-50% of operating expenses |
| • Sunflower Hills Golf Course | 5-8% of operating expenses |

- B. Self-Insurance Internal Service Funds Reserve Levels** – The Unified Government will maintain a minimum self-insurance reserve in its respective internal service funds. Self-insurance services, such as employee and retiree healthcare related benefits and workers’ compensation benefits, are to be funded at actuarially determined marginally acceptable levels. “Marginally acceptable levels” is an insurance actuarial term that connotes a funding reserve level which the insurance industry has 70 percent confidence that the reserve is adequate to meet funding needs.
- C. Equipment and Vehicle Replacement and other related Internal Service Funds Reserve Levels** – The Unified Government will maintain a minimum level of Net Position in Equipment and Vehicle Replacement and other related internal service funds adequate to spread the cost of replacement evenly over the life of the asset. Funding will come from the UG department users of the fund’s services and will be assessed for their share of the needed reserve based on the replacement cost of the assets they use. Sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the fund. Contributions from each UG operating fund shall be made in accordance with the fund’s pro-rate share of replacement costs.
- D. Compliance** - The UG will measure its compliance with this policy as of December 31st each year, as soon as practical after final year-end account information becomes available as part of the annual financial audit. During the course of the year the Finance Department shall closely monitor the UG's revenues and expenses to ensure Reserves are not used beyond any planned. For the purposes of this policy, current year's actual expenses will exclude significant Non-Recurring (one-time) Items.

If, based on staff’s analysis and forecasting, the target level of Reserves is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Working Capital/Reserves levels will be provided to the Mayor and Board of Commissioners. Should the projected year-end Working Capital/Reserves position be below the minimum Reserve amount established by this policy, a plan to replenish the Reserve would be established based on the requirements outlined in this policy.

- E. Cash Balance** - To provide liquidity adequate to meet the demands of government services provision including unanticipated reductions in revenues or unplanned expenses increases, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to ratepayers by minimizing interest expense. The above established Reserves are intended to support this effort and counterbalance cycles often experienced in fee and other revenue collections.
- F. Funding the Reserve** - Funding of Enterprise Operating Reserve targets will generally come from excess revenues over expenses or one-time revenues.

Funding of Internal Service Funds Reserve targets will generally come from excess contributions from department users and UG employees over claims and equipment replacement expenses or one-time revenues. Contributions from each department operating fund shall be made in accordance with the fund's pro-rata share of claims and equipment replacement expenses.

- G. Conditions for Use of Reserves** - It is the intent of the Unified Government to limit use of Enterprise Operating and Internal Service Funds Reserves to address unanticipated, Non-Recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenses, with the exception of the equipment replacement and related funds where a major equipment replacement is scheduled for acquisition. Reserves may, however, be used to allow time for the Unified Government to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term financial plan.
- H. Authority over Reserves** - The UG Board of Commissioners may authorize the use of Reserves. The Finance Department will regularly report both current and projected Reserve levels to the UG Board of Commissioners.
- I. Net Position Classification** - The Unified Government desires to establish a net position classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental and financial accounting standards. The following classifications serve to enhance the usefulness of net position information. It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance.

Restricted Net Position

- a) *Non-spendable Balance*: Assets legally or contractually required to be maintained, or are not in spendable form, including capital assets net of related debt. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- b) *Restricted Balance*: Assets with externally imposed constraints, such as those

mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

Unrestricted Net Position

Unrestricted: All amounts not included in restricted net position classification.

- J. Replenishment of Reserves** - In the event that Reserves are used resulting in a balance below the established reserves minimum, a plan will be developed and included in the formulation of the five-year forecast presented during the annual budget process.
 - K. Excess of Reserves** - In the event Reserves exceed the minimum balance requirements, at the end of each fiscal year, any excess Reserves may be used in the following ways:
 - a) Fund accrued liabilities, including but not limited to debt service, workers' compensation benefits, pension, employee health benefits and other post-employment benefits as directed and approved within the long-term financial plan and the annual budget resolution. Priority will be given to those items that relieve budget or financial operating pressure in future periods;
 - b) Appropriated to lower the amount of outstanding general obligation bonds, temporary notes or contributions needed to fund capital projects in the UG's CMIP;
 - c) Charges for services fee reductions.
 - d) One-time expenses that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
 - e) Start-up expenses for new programs, provided that such action is approved by the Board of Commissioners and is considered in the context of multi-year projections of revenue and expenses as prepared by the Finance Department.
 - I. Periodic Review of the Targets** - Compliance with this section will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process staff shall review the current and five-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Unified Government is subject to.
- V. Quality Control and Quality Assurance:**

It is the responsibility of the Budget Director to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

- A. Capital Maintenance and Improvement Plan (CMIP) - A plan that describes the capital projects and associated funding sources the Unified Government intends to undertake in the current year plus five additional future years, including the acquisition or construction of capital facilities, equipment and assets, and the maintenance thereof.
- B. Cash Balance - The sum of cash and Cash Equivalents of an accounting fund. For purposes of this policy, restricted cash and temporary investments is excluded as a current asset.
- C. Cash Equivalent - In the context of cash flows reporting, short-term, highly liquid investments that are both 1) readily convertible to known amounts of cash and 2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. For this purpose, "original maturity" means maturity as of the date the investment is acquired.
- D. Enterprise Fund - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. Enterprise funds are used to report the similar functions as business-type activities.
- E. Internal Service Fund - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services. Internal service funds are an accounting device used to accumulate and allocate costs internally among the Unified Government's various functions. Internal services funds serve several activities, such as self-insurance and equipment and vehicle replacement.
- F. Net Position – The residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources.
- G. Non-Recurring Item - An expense that has not occurred in the previous two years and is not expected to occur in the following year.
- H. Pooled Cash - The sum of unrestricted cash and investments of several accounting funds that are consolidated for cash management and investment purposes. Investment

income or expense is allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

- I. Reserve - Reserve refers only to the portion of Working Capital and net Position that is intended to provide stability and respond to unplanned events or opportunities.
- J. Working Capital – An accounting term defined as current assets less current liabilities in a proprietary fund. Working Capital is used to express the Reserves available in proprietary funds available for use. Working Capital will include long-term cash or cash-equivalent investments, of which are able to be liquidated within five business days. For purposes of this policy, restricted cash and temporary investments is excluded as a current asset.

VIII. Related Documents and References:

- A. Capital Asset and Equipment Investment and Management Policy
- B. Long-Term Financial Planning Policy
- C. Operating and Capital Budget Policy
- D. County Administrator policies as applicable



Unified Government of Wyandotte County
and Kansas City, Kansas

**Accounting, Auditing and Financial
Reporting Policy**

Existing Approval:

1/23/2014

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer.

II. Purpose:

While accounting and financial reporting is commonly thought of as a technical, staff-level issue, policies at the governing board-level can be helpful for setting the tone from the top for how the organization will account for its financial resources and be accountable for making financial information available to the public. A financial reporting policy provides clear transparency for the public and other stakeholders. A policy on the independent audit ensures the reliability of general-purpose external financial reports.

III. Applicability and Scope:

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. Policy:

A. Economic Development and Finance Standing Commission Committee

The Economic Development and Finance Committee members are appointed by the Mayor. It consists of five (5) members of the Commission and a designated board member from the Kansas City, Kansas Board of Public Utilities (BPU). The Assistant County Administrator, Chief Financial Officer, Economic Development Director and Chief Legal Counsel will represent staff and attend meetings as required.

The function of the committee will include:

- a. Review the external, independent financial audit
- b. Approve investment policy and reviews investment portfolio
- c. Policy review
- d. Approves and forwards capital debt financing items to full UG Commission
- e. Recommends economic development financial incentives, policies and agreements, and

- f. Considers other financial matters

Meetings are scheduled on a monthly basis or more frequently as needed at City Hall.

B. Accounting and Financial Reporting

The accounting practices of the Unified Government will conform to Generally Accepted Accounting Principles (GAAP) for local governments as established by the Governmental Accounting Standards Board (GASB). The Chief Financial Officer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds. The UG will maintain its accounting records in accordance with state and federal law and regulations. Budgetary reporting will be in accordance with the state's budget laws and regulations.

As an additional independent confirmation of the quality of the UG's financial reporting, the Finance Department will annually seek to obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The Comprehensive Annual Financial Report (CAFR) will be presented, designed and communicated to citizens about the financial affairs of the Unified Government.

Staff will prepare quarterly Interim budgetary and/or financial reports for all applicable State certified funds and present financial reports to the Economic Development and Finance Committee, Mayor and Commission four times a year. The quarterly reports will include the status of actual expenditures, expenses, and revenues compared to the adopted budget, with estimated fund balances/net positions. The Chief Financial Officer will highlight and advise the Commission of positive and/or negative financial information including an assessment of the impact on the Government's budget and financial condition. The current year's budget is amended on an annual basis to address financial trends and budget variances.

C. Unified Government Legislative Auditor and Independent External Auditor

The Legislative Auditor and UG External Auditor will annually perform the Unified Government's financial and compliance audit. Their opinions will be contained in the Comprehensive Annual Financial Report (CAFR). Results of the annual financial audit shall be provided to the Board of Commission in a timely manner.

The Legislative Auditor's Office will provide independent reviews of the operations of the Unified Government. The Legislative Auditor's Office will perform post audit reviews to ensure that recommendations made in an audit are implemented and work with Unified government management to ensure that internal controls are in place and are being practiced.

D. Independent Audit

The independent, external auditor plays a vital role in rendering an opinion on the accuracy and reliability of the Unified Government management prepared financial

statements. The Unified Government will ensure a fair, equitable and transparent process for selecting the independent auditor. The administration will utilize key criteria for selecting the independent auditor. The auditor shall:

- Maintain a certified public accountant license practice in Kansas;
- Demonstrate experience and skill in governmental accounting and auditing; and
- Have sufficient resources to complete the audit in a timely fashion;

The auditor will be independent from the Unified Government and conform to the independence standards put forth in the General Accountability Office's Government Auditing Standards. The independent auditor will meet with the Economic Development Committee chair, Mayor and County Administrator prior to the onset of the financial audit and the presentation to discuss issues or items of concern and present to the Economic Development and Finance Committee its findings. The audit statement and findings and/or external communication letter will be presented to the full Commission.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer and the Accounting Manager to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

None.

VIII. Related Documents and References:

None.



Unified Government of Wyandotte County and Kansas City, Kansas

Debt Policy

Existing Approval:

12/19/2013

ED&F Approval: 7/9/2018

Commission Resolution:

R-xx-18

Adopted: xx/xx/xxxx

I. **Authority:**

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer.

II. **Purpose:**

The UG Debt Policy sets forth comprehensive guidelines for the issuance and repayment of long-term debt. Debt financing serves as a tool to finance large capital investments that cannot be funded on a pay-as-you-go basis. There are three reasons to establish a debt policy:

- 1) the policy establishes criteria for the issuance of debt obligations so that acceptable levels of indebtedness are maintained;
- 2) debt policies transmit the message to investors and rating agencies that the jurisdiction is committed to sound financial management; and
- 3) debt policies can provide consistency and continuity to public policy development when appointed officials work from guidelines that govern the planning and execution of transactions and projects.

The debt financing policy statement sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policies that (1) the Unified Government obtain financing only when necessary; (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible; (3) the most favorable interest rate and other related costs be obtained, and (4) when appropriate, future financial flexibility be maintained.

III. **Applicability and Scope:**

This policy shall apply to all Funds under the budgetary and fiscal control of the Mayor and the Board of Commissioners.

IV. **Policy:**

The UG should not issue long-term debt to finance current operations. The UG is committed to systematic capital planning and intergovernmental cooperation and coordination. Debt issuance should be consistent with the government's financial plan.

Debt financing may include general obligation, special assessment, and revenue bonds; temporary notes; lease/purchase agreements, and other permitted obligations. Debt will be issued in accordance with all applicable federal and state laws. Additionally, the Unified Government will maintain full and complete financial disclosure and reporting.

Financial Limitations established by the UG include:

- Annual debt service payments, excluding Enterprise Funds, are targeted at 10% - 12% of total budget authority of tax levied funds.
- The Unified Government will follow Kansas Statutes setting financial debt limitations. The amount of outstanding debt cannot exceed 30% of the County's assessed valuation.
- The Unified Government will examine and consider other indicators, such as per capita and net direct debt as measures of the community's ability to support debt.

Debt Issuance factors the UG will consider are:

- The target for general obligation support for new debt is established during the budget process. Historically the level of support has been \$10-\$20 million.
- The Unified Government recognizes the importance of maintaining strong credit ratings.
- Financing terms should not exceed the asset's useful life.
- Enterprise Funds, including Sewer, Stormwater, Emergency Medical Services, Golf Course and the Public Levee should support debt issued for projects related to these activities.
- General obligation backing should be used for essential government services or projects with an asset life of 5-years or greater.
- Economic development and Tax Increment Financing (TIF) should be supported by project revenues, unless otherwise approved by the Commission.
- The Unified Government will determine if the debt should be issued on city/county basis.

Debt Restrictions for long-term financing include:

- The Unified Government should not issue debt to finance current operations.
- Debt should not be used for annual capital expenditures unless deemed a high priority by the Unified Government Commission.
- The Unified Government will use temporary note financing to complete projects prior to permanent financing, unless final project costs and timelines have been determined.

Pay-As-You-Go versus Long Term Debt Financing

The Unified Government will use the following criteria to evaluate pay-as-you-go versus long-term debt financing.

Factors favoring pay-as-you-go financing for projects include:

- The project can be funded using available revenues within the project timeline.
- Government debt levels are negatively impacting the credit rating.

- Unstable market conditions exist.

Factors supporting long-term debt financing for projects include:

- Interest rates and debt financing demand are favorable for the UG.
- Sufficient funding is not available for mandated federal and state projects or emergencies.
- Project life is 5-years or longer.

Debt Structuring will consider various factors, including the financial forecast, property tax requirements and the objective to retire principal in a timely manner. Specifically:

- Debt schedules will in most instances be structured for a 20-year term or less.
- General obligation bonds will typically be amortized with level principal/interest payments.
- Revenue bonds will be structured to align with available or projected pledged revenues.
- Enterprise funds will budget a transfer payment to the debt service fund to cover the scheduled debt payments for their specific projects financed under general obligation bond authority.
- The UG may include call options in the financing structure to achieve future interest savings by the early refunding of the debt obligation.
- Credit enhancements may be used to reduce borrowing costs, if the project has clear public benefit.
- Capitalization of interest is acceptable to allow interim financing for a project or development that is projected to generate revenue in future years.

Debt issuance Process will comply with all federal and state requirements. The Unified Government's Board of Commissioners must authorize the debt issuance. Guidelines include the following:

- The UG shall seek to issue its general or revenue bond obligations in a competitive sale, unless the government's Chief Financial Officer and/or financial advisor recommend an alternative approach.
- If competitive bids are evaluated to be unsatisfactory, alternative approaches may be considered.
- When a negotiated sale process is determined to be the most efficient financing alternative, the UG will use a competitive process for selection of the investment banking team. Considerations for a negotiated sale include: interest rates, special obligation financing and the project time schedule.

The Unified Government will use professionals to assist in authorizing and structuring the financing sale. The outside professionals may include the government's financial advisor, bond counsel, underwriter, bank trustee, or paying agent. Selection of professional services will be done in accordance with the government's procurement process.

Debt issued by the Unified Government will be managed and monitored by the Chief Financial Officer.

The investment of bond proceeds will adhere to the Government's bond indenture documents and Kansas State statute. Also, the Government has adopted and implemented a tax-exempt compliance policy, applicable after debt issuance.

Bond Refunding - The Unified Government will consider refunding to achieve interest cost savings, targeted at a minimum of 3% net present value savings; to restructure debt to align with the Government's financial forecast; or to modify the credit backing of a debt obligation.

Market and Investor Relations – An official statement will be completed for competitive financing and the UG will comply with ongoing disclosure requirements. The Unified Government's Comprehensive Annual Financial Report and information about the socio-economic trends will be reported to credit agencies on an annual basis.

Credit Rating Goal – The Unified Government's goal for its general obligation bond financing is to achieve the highest rating from all credit rating agencies. If a specific financing does not have government backing or credit enhancement, then the debt may be issued without a credit rating.

Credit Risk - The Unified Government recognizes the importance of limiting interest, credit or budget risk. The Unified Government will not consider the issuance of derivatives. Variable rate debt will not be used in the issuance of General Obligation debt but may be considered for development projects backed by project revenue.

V. Quality Control and Quality Assurance:

It is the responsibility of the Chief Financial Officer to ensure the presence of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

VI. Metrics:

To be developed and managed accordingly.

VII. Definitions and Acronyms:

None

VIII. Related Documents and References:

- A. Tax-Exempt Financing Compliance Policy and Procedure
- B. Securities and Continuing Disclosure Matters Compliance Procedure

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

**PLANNING AND ZONING AND
REGULAR SESSION
JUNE 28, 2018**

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in regular session Thursday, June 28, 2018, with ten members present: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; Murguia, Commissioner Third District; Johnson, Commissioner Fourth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Alvey, Mayor/CEO, presiding. Kane, Commissioner Fifth District, was absent. The following officials were also in attendance: Doug Bach, County Administrator; Gordon Criswell, Joe Connor and Melissa Sieben, Assistant County Administrators; Angela Lawson, Deputy Chief Legal Counsel; Patrick Waters, Senior Attorney; Bridgette Cobbins, Unified Government Clerk; Kathleen VonAchen, Chief Financial Officer; Debbie Jonscher, Deputy Chief Financial Officer; Pam Kahao, Interim Accounting Manager; Zach Flanders, Planner; Janet Parker, Administrative Assistant; Jeff Fisher, Executive Director of Public Works; Maureen Mahoney, Chief of Staff in Mayor's Office; Lynn Melton, Assistant to the Mayor; Christal Watson, Deputy Chief of Staff in Mayor's Office; Emerick Cross, Commission Liaison; Kevin Shirley, Interim Chief of Fire Department; Jack Andrade, Senior Assistant Chief of Logistics of Fire Department; and Major Steve Haulmark, Sergeant-at-Arms.

Mayor Alvey called the meeting to order.

ROLL CALL: Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia, Alvey.

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

Mayor Alvey asked I'd ask the Clerk if there are any revisions to tonight's agenda. **Bridgette Cobbins, UG Clerk**, said yes, Mayor, we do have a revision. Under the Administrator's Agenda we have a new item. Item No. 2 is regarding the SAFER Grant for the Fire Department.

Mayor Alvey said tonight we have two distinct parts to our meeting, the Planning and Zoning portion will be handled first, followed by the regular Commission meeting. I'd ask the Clerk to read the statement, required by state law, governing the Planning and Zoning portion of our meeting followed by the items on the Planning and Zoning Consent Agenda.

Bridgette Cobbins, UG Clerk, read the statement, required by law, governing the Planning and Zoning portion of the meeting.

PLANNING AND ZONING AGENDA

Bridgette Cobbins, UG Clerk, asked if any members of the Commission wished to disclose any contact with proponents or opponents on any item on the Planning and Zoning Agenda.

Commissioner Philbrook said I've been contacted about #SP-2018-1, opponents. **Commissioner Bynum** said prior to the return to tonight's agenda I had previously had contact with proponents of #SP-2018-1. I've had contact on the Planning and Zoning Non-Consent with proponents of #SP-2018-37. **Commissioner Markley** said I received email correspondence on #SP-2018-37. **Commissioner Burroughs** said I've had contact on #SP-2018-1, proponent. **Commissioner Walters** said I've also had contact on #SP-2018-1. **Commissioner Murguia** said, Mayor, my light must not be working, I apologize for interrupting. It's on here, but not on up there. I've had contact with #SP-2018-37, proponents and opponents.

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

Mayor Alvey asked does any member of the Commission or anyone in attendance tonight wish to set aside any item on the Planning and Zoning Consent Agenda. If an item is not set aside, all items on the Planning and Zoning Consent Agenda will be voted on by one vote to follow the recommendation of the Planning Commission. Are there any set asides? **Cardelia Walker, 8701 Georgia Avenue**, said I received the notice about the property at 8833 Waverly Avenue. My property is within 200 feet of that property. I really more have a question than a concern. **Mayor Alvey** asked are you asking for us to set that aside and then you'll have an opportunity to address that when we come to that item. **Ms. Walker** said yeah. **Doug Bach, County Administrator**,

said, Mayor, for clarification that's #PR-2018-18. **Steven Marbut, 239 S. 72nd St.**, said I want to set aside #SP-2018-1. **Commissioner Bynum** asked should I set aside Regular Consent Item #1 at this time. **Mayor Alvey** said no, only Planning and Zoning.

Action: **Commissioner McKiernan made a motion, seconded by Commissioner Murguia, to approve all the items except the ones set aside.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

CHANGE OF ZONE APPLICATION

ITEM NO. 1 – 18302...CHANGE OF ZONE APPLICATION #3162 – ANTHONY TUCKER

Synopsis: Change of Zone from R-1 Single Family District to A-G Agriculture District for an accessory structure at 4141 and 4244 North 67th Street, submitted by Robin Richardson, Director of Planning. The applicant is requesting to construct a pole barn. The Planning Commission voted 7 to 0 to recommend approval of Change of Zone Application #3162, subject to:

Urban Planning and Land Use Comments:

1. Height shall be no more than 2.5 stories or 35 feet.

Applicant Response: The pole barn will not be built higher than 35 feet.

2. The pole barn must be setback at least 50 feet from the street line.

Applicant Response: The pole barn will be built 50 feet set back from the street line.

3. Applicant will be responsible to apply for local building permits.

Applicant Response: I will do so before the barn is built.

Public Works Comments: none.

Conservation District Comments:

1. There are four major soil types identified: Gosport-Sogn complex, 7 to 35 percent slope, Onawa soils, occasionally flooded, over wash, Knox silt loam, 7 to 12 percent slopes and Knox silt loam, 18 to 30 percent slopes. These soil types are considered highly erodible when the surface is denuded of a protective cover.

2. As long as there is no major grading, there will not be any resource problems.
3. Shrink swell potential has been identified as a limiting factor for the development of dwellings. Shrinking and swelling can cause damage to buildings, roads, other structures, and to plant roots. Special design is commonly needed.

Action: Commissioner McKiernan made a motion, seconded by Commissioner Murguia, to approve Change of Zone Application #3162, subject to the stipulations. Roll call was taken and there were nine “Ayes,” Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

SPECIAL USE PERMIT APPLICATIONS

ITEM NO. 1 – 18311...SPECIAL USE PERMIT APPLICATION #SP-2018-1 – STEVEN MARBUT

Synopsis: Special use permit to continue to keep a storage container at 239 South 72nd Street, submitted by Robin Richardson, Director of Planning. The applicant has stated that it is used for agricultural purposes such as keeping a tractor, gardening supplies, etc. The Planning Commission voted 7 to 0 to uphold its previous recommendation of denial of Special Use Permit Application #SP-2018-1.

Urban Planning and Land Use Comments:

1. How long has this storage container been on the property?
2. Please submit photographs of the storage container.
3. Length of time you anticipate the storage container will be needed on the property.
4. Description of all items stored in the container.

Staff Note: The applicant did not respond to the above questions in writing. The applicant stated at the meeting that he had sent the information; however, it was not received by staff. The applicant stated at the meeting that he wants an indefinite special use permit for the storage container, which is already located on the property. At the Board of Commissioners meeting the applicant’s daughter indicated it was for storage of tools, flowers and shrubs. The applicant submitted pictures of the storage container at the Board of Commissioners meeting.

If approved, the maximum term is two years.

Public Works Comments: none.

Code Enforcement Comments:

Structural violations, house in bad shape, needs roof repairs, missing siding in the rear, shed needs to be painted, large tree limbs hanging off the tree, vegetation growing in the fence line, and the property is in a tax sale.

Update- June 11, 2018:

This application was referred back to the City Planning Commission by the Unified Government Board of Commissioners on May 31, 2018 to determine if the storage container is agricultural use.

Per Sec. 27-340 *Agricultural use* refers to the use of land where such land is devoted to the production of plants, animals or horticultural products, including, but not limited to, forages, grains and feed crops, dairy animals and dairy products, poultry and poultry products, beef cattle, sheep, swine and horses, bees and apiary products, trees and forest products, fruits, nuts and berries, vegetables, or nursery, floral, ornamental and greenhouse products. The term “agricultural use” shall not include use of land for recreational purposes, suburban residential acreage, rural home sites or farm home sites and yard plots whose primary function is for residential or recreational purposes even though such properties may produce or maintain some of those plants or animals listed in the foregoing definition.

Staff’s determination is the use of the storage container is not an agricultural use as defined because the primary function of the land is for residential purposes even though there is vegetable gardening occurring on the premises.

One of the SOAR goals is to minimize and reduce blight in the neighborhoods and keeping shipping containers on properties will not help achieve that goal.

June 28, 2018

June 28, 2018 Update:

Due to statements made at the June 11, 2018 City Planning Commission meeting, staff asked Code Enforcement about the status of this property. Below is the answer received from Code Enforcement Officer Ninoslava Tomasic:

“I went by the property and found that he has not replaced the siding in the back of the house, still missing shingles on the back roof, shed has not been painted, large dead tree branch still hanging on the tree, and the roof on the north side of the house has not been repaired still has a sway.”

Zach Flanders, Planner, said this case was sent back to the Planning Commission to determine whether the storage container was being used for agricultural purposes. This is really a two-part question. The first is, is the storage container being used as agricultural. If it is, then we do not have jurisdiction over it. If it's not, then it requires a special use permit. If it requires a special use permit, at that point we look at the factors in the Staff Report and make a decision for approval or denial based on those factors.

Since this has already been sent back to the Planning Commission, it cannot be sent back again. A decision has to be made on this. The Planning Commission determined that there was not enough evidence that this was being used for agriculture and, therefore, needed a special use permit, and then recommended denial of the special use permit.

Steven Marbut, 239 S. 72nd, said I live with my wife, Michelle Ladisec Marbut. I've got a few pictures here of items that are going to be kept in the storage. That's what I got it for was agricultural. I'm putting my tractors in there, brush hog, and other implements to keep out of the weather. I needed something that was durable and airtight. This equipment is not cheap.

According to the Code of Ordinances, Section 27-608, I've got a copy of it here, it states that “storage of equipment and machinery as necessary to raise crops and livestock, to carry out the farming business and to maintain the property.” Section (3) “Accessory buildings such as barns, silos, other exclusively agricultural structures, roadside stands, etc., provided that such structures are set back at least 50 feet from any street line.” is permitted. That's basically all I've got. I don't know how much proof they expect.

Mayor Alvey opened the public hearing and asked if there is anyone present who would like to speak in favor of #SP-2018-1. If so, please step to the podium at this time and give us your name and address.

Natasha Meyer, 253 N. 31st Street, said my parents are Michelle and Steven Marbut that reside at 239 S. 72nd.

As he just read, the container we're able to have as long as it's being used as agricultural purposes. They hay and plant all their own fruits and vegetables, things like that which are agriculture. As my dad stated, they did buy the storage bin to put anything that they need for their plants, fruits, brush hogs, things like that. Like he said, they're very expensive equipment that can't be, some that can't be left out in the weather. I don't know what more you guys are needing to prove that it's for agricultural purposes. His property is agricultural, which I don't see a problem with them having a storage bin. I don't see why it's went this far.

Mayor Alvey asked is there anyone else who would like to speak in favor. Seeing none, I would ask anyone who would like to speak in opposition, please come to the podium and state your comments. Give us your name and address. Seeing none, if there are no further comments or questions from the public, I'll close the public hearing.

Mayor Alvey closed the public hearing. Would the petitioner like to make any closing comments? Thank you very much. Would any members of the Commission have any questions or comments? Seeing none, I'll entertain a motion.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Walters, to deny Special Use Permit Application #SP-2018-1.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

ITEM NO. 2 – 18304...SPECIAL USE PERMIT APPLICATION #SP-2018-59 – JUSTIN BING WITH VICTOR LIQUOR, LLC

Synopsis: Application for a special use permit to expand an existing liquor store at 2819 S. 47th Street. The applicant proposes to expand the liquor store into the adjacent tenant space in a shopping center. This would expand the store by 843 square feet. The application has been submitted in conjunction with zoning appeal #2285 for a zoning variance to the minimum spacing requirements between a liquor store and a church, submitted by Robin Richardson, Director of Planning. The Planning Commission voted 7 to 0 to recommend approval of Special Use Permit Application #SP-2018-59, subject to:

Urban Planning and Land Use Comments:
Approval is for two years.

Public Works Comments: none.

Action: Commissioner McKiernan made a motion, seconded by Commissioner Murguia, to approve Special Use Permit Application #SP-2018-59 for two years, subject to the stipulations. Roll call was taken and there were nine “Ayes,” Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

ITEM NO. 3 – 18305...SPECIAL USE PERMIT APPLICATION #SP-2018-60 – BILLY COBB WITH BEAR REAL ESTATE, LLC

Synopsis: Special use permit for an Airbnb at 2810 West 42nd Avenue, submitted by Robin Richardson, Director of Planning. Applicant is applying to use two units in a multi-family apartment building as short-term rental spaces, rented through sites such as Airbnb and VRBO. This building is not the applicant’s primary residence. The Planning Commission voted 7 to 0 to recommend approval of Special Use Permit Application #SP-2018-60, subject to:

Urban Planning and Land Use Comments:

1. On the layout provided, where will the guest sleep?

Staff Note: See attached floor plan.

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2. How long have the other units had tenants in them under your operation?

Applicant Response: Tenants have been living in the building since June of 2017. All units were occupied except I had three tenants move out around January of 2018. Two of those units were re-leased and we intended to do Airbnb in the third unit - studio apartment 11.

3. As this is not your primary residence, where are you located?

Applicant Response: We live on the western edge of Lee's Summit at approximately 470 and View High Drive.

4. How often do you visit the property?

Applicant Response: My wife or I are at the property usually at least one time per week, either at this building or the second building we own/manage down the street on 43rd Avenue.

5. Who is responsible for issues that may arise when guests are in the unit, if neighbors have concerns, or to clean and prepare the house between guests?

Applicant Response: Any guest who would stay at the Airbnb will have our contact information. We live only 30 minutes away and if any problems arise, we are responsible for resolving it. In addition, I have a maintenance man who lives in Kansas City, KS approximately 15 minutes from the property.

6. Have you provided your surrounding neighbors with your contact information should they have concerns?

Applicant Response: All of the other tenants in the units have my direct contact information. If there are any issues as a result of a guest, they will likely be the first to contact me about it. I manage the entire apartment building and I want all tenants to be happy with their accommodations, not just Airbnb. The neighbor directly to the east has my cell phone number. The neighbor to the west of me does not. They don't speak much English, property is poorly maintained, and in general are rough, so I tend to keep my distance. We installed a privacy fence facing their property in summer 2017.

7. How long have you been operating the two units as Airbnbs?

Applicant Response: Business was in operation for one month in one studio apartment. We shut it down though after learning about the special use permit requirement.

8. Were neighbors consulted prior to opening the business?

Applicant Response: Neighbors were not consulted prior to its opening.

9. Do you have a business license?

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Applicant Response: No. Business license will be acquired after special use permit is approved.

10. Have you paid appropriate lodging taxes?

Applicant Response: Airbnb pays any lodging taxes.

11. How many rooms are rented?

Applicant Response: There are two separate studio units in an 11-unit building.

12. What is the maximum number of people that will be staying at any one time in each unit?

Applicant Response: Maximum guests are three, no pets allowed.

13. What is the maximum number of vehicles per unit and where will they park?

Applicant Response: One maximum vehicle. The property has one dedicated parking spot for each unit.

14. How often are guests in each unit?

Applicant Response: We expect 50-75% occupancy.

15. Do you have a rental license from the Unified Government for the facility?

Applicant Response: Yes, we have a rental license from the Unified Government.

16. Describe in detail the area(s) rented for Airbnb/other rental operations. Include bedrooms, bathrooms, common areas, etc.

Applicant Response: The two studio units are located on the second and third floors of the building in the northeast corner of the building. Below the studio units on the ground floor is a common laundry/maintenance room. The building has a masonry wall separating the front half of the building from the back half of the building, so it feels more separated from the rest of the building. Building has two entry doors from the outside which leads you into the hallways. Each unit has its own entry door from the hallway. The studio units have a living/dining room, full kitchen, full bathroom, and a balcony facing the parking lot. There is a small bar opening into the kitchen from the living/dining room. The units are approximately 400 square feet. All finishes are new – kitchen, flooring, windows, bathroom fixtures. HVAC and HW heater is also new. Smoke/carbon monoxide alarm is near the living/dining room/kitchen. The only common area in the building would be any hallways and the laundry room on the first floor which also has a security camera. All hallways and exterior parking lots have CCTV security cameras.

17. Describe how you will maintain a safe environment.

Applicant Response: We will maintain a safe environment by:

a. Only renting to Airbnb guests who have good reviews.

- b. Limited to three guests maximum.
- c. No pets.
- d. No parties whatsoever.
- e. Deadbolt to the unit is a keypad and the code will be changed after each guest.
- f. CCTV security cameras in every hallway and parking lot.
- g. Rental licensing inspected all units in the building after renovations were complete in 2017.

Public Works Comments: none.

Staff Conclusion:

Staff believes that an Airbnb in a small studio apartment may be more appropriate in this neighborhood than Airbnbs in single-family homes. It is not contributing to the non-owner-occupied concern some have in the area. Because the units are only 400 square feet, with one double bed, one parking space, no yard, and a 3-guest maximum, it is not foreseen that these units will be overcrowded or used for parties.

While the applicant does not live in the building, the rest of the units are occupied with his tenants. The applicant has indicated that if there are any issues with the Airbnb guests, that his tenants have his contact information and will notify him. However, staff has been in contact with two tenants of this building, and neither were aware of the Airbnb being rented in their building. Staff would recommend the applicant inform all his tenants of his Airbnb and encourage them to contact him if any issues arise.

There has historically been a shortage of parking at this location, but the applicant has taken steps to improve it. During renovations, the applicant increased the amount of parking spaces so that each unit has an assigned parking space. While this is not the ideal amount of spaces, it is the most that can fit on the small lot. Renting the two studio units as Airbnbs at 50-75% occupancy with a one car limit may actually decrease the amount of traffic to the site and street parking, as opposed to the units being used as long-term rentals. For these reasons, staff recommends approval of this application.

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Stipulations of Approval:

1. Host will maintain a safe environment including:
 - Working smoke detectors in each bedroom plus each level of the unit/house
 - GFCI outlets are required in bathrooms.
 - Double keyed locks are not allowed
 - Copper cannot be used for gas supply lines
 - Windows must be operable, not blocked or boarded
 - Handrails are required at sets of four or more stairs/risers
 - Hot water tank and furnace must be vented properly and operational.
 - Electric panel and circuits must be safe.
2. Host will obtain a business license with the City.
3. Approval will be for one year.

Action: Commissioner McKiernan made a motion, seconded by Commissioner Murguia, to approve Special Use Permit Application #SP-2018-60 for one year, subject to the stipulations. Roll call was taken and there were nine “Ayes,” Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

PLAN REVIEW APPLICATIONS

ITEM NO. 1 – 18306...PLAN REVIEW APPLICATION #PR-2018-18 – BRIAN HILL WITH MKEC ENGINEERING

Synopsis: Preliminary plan review for an elementary school at 8833 Waverly Avenue, submitted by Robin Richardson, Director of Planning. The applicant, on behalf of the Kansas City Kansas Public Schools, wants to build a new 72,004 square foot school on 17.44 acres. The Planning Commission voted 7 to 0 to recommend approval of Plan Review Application #PR-2018-18, subject to:

Urban Planning and Land Use Comments:

1. The landscape plan does not include a legend indicating quantity or species.

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Applicant Response: Legend including quantities and species will be included with final development plan submittal once final landscaping has been determined. For additional landscaping added to southern property line, a revised Landscape Plan is included in this resubmittal.

2. One tree is required per 7,000 square feet of site area; therefore, 92 trees are required to be planted. This does not include street trees or parking lot islands. How many trees are included in the existing screening to the northwest and northwest of the proposed building?

Applicant Response: Over 92 trees currently exist and will be preserved to meet this requirement.

3. All rooftop mechanical equipment shall be screened from public view by the parapet. The public view extends to the boundary of the property line and public right-of-way.

Applicant Response: Rooftop mechanical equipment shall be located so it is typically not visible from the public right-of-way as confirmed by Rob Richardson previously. Rooftop equipment that is visible from the public right-of-way shall be screened by parapets or similar building elements.

The owner may, at their discretion, elect to provide equipment-mounted screens on RTU's which are otherwise not visible from the public right-of-way. Adjacent private property is not considered public right-of-way.

4. All utility connections must be screened with landscaping or an architecturally designed screen wall. All utilities mounted on the wall shall be painted to match the building.

Applicant Response: Comment acknowledged; all items will be screened with landscaping.

5. All downspouts will be internalized.

Applicant Response: Typically, downspouts will be internalized. There will be a few cases where proper building design renders this approach infeasible. In such cases, downspouts will be minimized visually and/or design by other building elements.

6. The parking lot islands shall not be hatched, instead they shall be curbed and landscaped.

Applicant Response: The site plan proposes a 28' landscaped median located in the center of the parking lot. The large median will exceed parking lot landscape requirements and is a more conducive location for landscaped than curbed islands. Also, snow removal will be plowed over the west curb line of the parking lot. The striped islands better allow for snow removal. We propose the site plan remain unchanged and is a better option aesthetically than adding additional smaller median.

7. All lighting, whether mounted on the wall or installed in the parking lot shall have 90-degree cutoff fixtures. Light fixtures mounted on the wall shall be decorative, including those above egress doors.

Applicant Response: Comment acknowledged.

8. The trash enclosure doors shall not be oriented towards the street. At the entrance into the site from the roundabout, the enclosure doors are in full view.

Applicant Response: The trash enclosure is currently outside of all the fenced play areas and is located in close proximity to the kitchen. Relocating the trash enclosure east would result in a potential truck conflict with students at play areas. The proposed site plan currently provides a landscape buffer along the perimeter of the enclosure, and the drive approach to the enclosure. The trash enclosure will be approximately 20' higher in elevation relative to the right-of-way at North 91st Street. In addition, the enclosure and doors will be made of materials consistent with the building. Due to the overall functionality of the site, and limited views from the street, we propose the enclosure location and orientation to remain unchanged.

Staff Response: The landscape buffer has been extended from the trash enclosure to shield the enclosure doors from North 91st Street.

9. A sidewalk shall be extended from Parallel Parkway to Georgia Avenue on 91st Street. This school is combining two schools in the area, White Church at 85th and Greeley Avenue, and Bethel Elementary School at 77th and Yecker Avenue.

Applicant Response: The District will be changing the standard bussing policy for Lowell W. Brune Elementary and will be providing bus service for all students attending Brune Elementary. The School District will build a sidewalk on District property across the 91st Street property frontage shown on the preliminary development plans.

Staff Response: There will be students walking to this elementary school along 91st Street as there are residences north towards Georgia Avenue. If this sidewalk extension is not approved with this project, it will be included in the Safe Routes to School Program which the City would likely need to be required to fund.

Public Works Comments:

1. Items that require plan revision or additional documentation before engineering can recommend approval:
 - Engineering comments are listed as stipulations below.
2. Items that are conditions of approval (stipulations):
 - Public Works staff is still evaluating the roundabout option. Further discussion with staff will need to occur prior to final plan submittal.
 - With final plan submittal, revise the detention outlet location so the flared end section or rip rap level spreader is not within the utility easement along the property line. With final plans provide all calculations and construction details for the rip rap level spreaders so they are acceptable to the UG.
 - As discussed with staff previously, extend the public sanitary sewer main north in order to serve the homes to the west of 91st Street.
 - Relocate the power pole that is illustrated to be reset nearly on top of the proposed public sanitary sewer.
 - Provide additional sewer easement along the east side of 91st Street because the ROW is only 6' from the proposed sanitary sewer. Per UG requirements, minimum sewer easement shall be 15' centered on the sewer line.
 - Construction plans shall meet UG standards and criteria and shall be reviewed and approved by UG prior to construction permit acquisition.
3. Comments that are not critical to engineer's recommendations for this specific submittal but may be helpful in preparing future documents: none.

Zach Flanders, Planner, said, Mayor, I have a number of items that I'd like to amend with the Staff Report under the Factors to Consider. Would you like me to address them now or after we hear from the public? **Mayor Alvey** said now. We'll take them first.

Mr. Flanders said this case was heard by the Planning Commission and recommended for approval. I wanted to make some adjustments and changes to the Factors to Consider.

Under No. 2, which is "The extent to which the proposed use would increase traffic or parking demand and ways that would adversely affect road capacity, safety, or create parking problems. Streets are designed to provide a safe and convenient functional system for vehicular

traffic, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probably future land uses.” I think one of the major concerns about this project from staff is that it will force quite a bit of traffic onto 91st Street, that 91st Street is not designed to accommodate. Jeff Fisher with Public Works is here and can talk more about that.

One of the other major concerns is that it does not connect Waverly in the east. Right now, you have a traditional neighborhood to the east where there is a walkable school. Under this site plan, there’s no sidewalk or road or any other connection. People who live very close to this school property would have to walk. If they were to walk or bike, would have to walk all the way out to the collector, all the way out to the arterial. There’s no sidewalk on Parallel. They would be either in the street or walking along the roadway up to 91st and over.

I feel that is not convenient or functional. Jeff Fisher can come after I give my further comments to talk about the effect of the bus traffic on 91st Street.

One of the other factors I want to change is the degree of conformance of the proposed use to the Master Plan. Our Sidewalks and Trails Master Plan states that connections between educational facilities and neighborhoods are a number one priority of the public. This is based off of surveys and community meetings that were held. It said that the sidewalk network is intended to address basic pedestrian needs, including, but not limited to, connecting neighborhoods to schools, parks, and transit lines, and other important local destinations. It has an implementation item to proactively work with the school districts to leverage this plan to secure funding and resources through Safe Routes to School and other programs to address priority one connections between schools and the adjacent neighborhoods.

Due to these statements in the Master Plan, I do not believe that this proposed land use conforms to the Sidewalks and Trails Master Plan.

Number 4, the capacity of the proposed use to meet applicable ordinances and other requirements. Our Subdivision Code, under the Street Section, the first item, states that except for courts and cul-de-sacs, streets normally shall connect with other streets already dedicated and adjoining in adjacent subdivisions or provide for future connections to adjoining undivided tracts.

In this case, Indian Woods did build a street following this recommendation, this requirement in our Code, up to the property line. There’s a temporary cul-de-sac at the end of the street here. That was built that way to anticipate future growth of the neighborhood in a planned

and orderly fashion that would continue the growth into this area. The plan doesn't have any connection to that temporary cul-de-sac.

No. 9 (No. 7 on Factors to Be Considered), assurance that buildings, lots, blocks, parcels and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protections, and to provide for long-term sustained real estate values. Particularly that last item, long-term sustained real estate values I want to address.

Real estate values are related to quality of life. Living in a neighborhood where your children can walk to school is a quality of life issue. Right now, this is a neighborhood where kids can walk to school. There's a school here that I'm sure many people who are listening or in the audience grew up and walked to school there. This plan would take that away.

According to the testimony at the Planning Commission, the plan is for all children to be delivered to the facility via vehicles, either bus or dropped off by their parents. This plan would make this neighborhood a less attractive place to live. It would not provide for the long-term sustained real estate values.

I prepared a diagram showing what a site plan could look like if you'd like to see it. **Mayor Alvey** said no, I think we'd like to hear from the applicant.

Doug Clements, Director of Physical Properties with the Kansas City, Kansas Public Schools, 2010 N. 59th Street, said I have several members of the design team: Brian Hill with MKEC Engineering, Gordon Kimble and Brittney Weiser of HTK Architects.

Frankly, I don't quite know how to respond to the comments concerning, these are about the first time that we've heard any of these through our conversations with the staff or the Planning and Zoning Commission process. I think we would like to work through these issues with the City to make sure that we're providing a quality project, which we think we are. I probably would disagree with the last comment about real estate values in the area for us to build, I won't go into the numbers, a brand-new school in the western area of the county. It is true there's an existing school there now. The new school won't fit on either of the two sites that we're going to combine on this site.

Having said that, like I said, I don't really know. We don't own the property between Waverly and our site. We attempted to purchase that property. Like I say, I don't really quite know how to respond. I think we probably need some time to work with City and the staff.

Mayor Alvey opened the public hearing and asked if there's anyone present who would like to speak in favor of #PR-2018-18. Seeing none, is there anyone else who would like to speak in opposition.

Cardelia Walker, 8701 Georgia Avenue, said I am broker/owner of Cardelia Walker Real Estate. I have worked in real estate in Wyandotte County for nearly 20 years.

My reason for coming tonight is when I'm wondering what's going to happen to my property value. When this property was purchased, if I'm understanding correctly and please correct me if I'm incorrect, 15 acres in Wyandotte County at 88th and Waverly purchased by the school district for \$670,000. That puts that property at over \$40,000 an acre. I got this letter because I'm within 200 feet of this property.

In probably, I guess 1996, I bought 22 acres, the same acreage that I live on right now, for \$18,000. I understand that real estate has gone up and down over the years. Being a real estate broker, I know the real estate values in Wyandotte County like the back of my hand. \$670,000 for 15 acres, I just don't understand how that is going to impact me. Number one, would I be able to sell mine for that much. I doubt that I could find someone, or what's going to happen to my taxes when you have purchased.

My house sets on five acres and the rest of the acreage is separated in terms of taxes. This property that was purchased for \$670,000, the UG last year, said the land over there was worth less than \$60,000. This year, our School District had purchased it for \$670,000. I'm just asking for clarification what should I be thinking as a property owner within 200 feet of \$40,000 per acre property. How will it affect me? **Mayor Alvey** said I don't know.

Commissioner Philbrook said in other words, I just want to clarify this, you're concerned about what it's going to do to re-evaluation of what your property is worth when it's time for yours to be re-evaluated. How is that going to affect you in the great scheme of things. Good question.

I'm sure it's not going to decrease it, but I think that would be a question that we would have to put through Kathy Briney and have her run it through our, the State's requirements to give you an idea because I have no idea. We don't, but it's a good point that you bring up. Anything that's bought around you that sold for a lot more than you is definitely going to affect you later

on. **Ms. Walker** said it's beyond a lot more than me. It's not even comparable. \$670,000 for 15 acres of land in Wyandotte County. It is absolutely unheard of. It has never been done.

I looked for comps. I'm a real estate broker. I have access to everything that's been sold in the last ten years. \$670,000 for vacant land and no one can tell me now, after having the School District having approved that, how it's going to affect me. **Commissioner Philbrook** said I made a recommendation. **Ms. Walker** said okay. I appreciate it. **Commissioner Philbrook** said that's the way I would go.

Ms. Walker asked how will I hear back on what happens with that. **Commissioner Philbrook** asked can we ask Kathy Briney to give her a call please. **Doug Bach, County Administrator**, said yes, we can.

Mayor Alvey asked is there anyone else would like to speak in opposition. Anyone with any questions or comments. There were none.

Mayor Alvey closed the public hearing. Would the petitioner like to make any closing comments? **Mr. Clements** said no, sir.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Walters, to return Plan Review Application #PR-2018-18 to the Planning Commission for further review at the request of the applicant.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

PLANNING AND ZONING NON-CONSENT AGENDA

SPECIAL USE PERMIT APPLICATION

ITEM NO. 1 – 18303...SPECIAL USE PERMIT APPLICATION #SP-2018-37 – CHAD BARTLETT WITH HOME REMEDY INVESTMENTS, LLC

Synopsis: Special use permit to use a single-family home as a short-term rental space, rented through sites such as Airbnb and RBO, located at 4448 Booth Street, submitted by Robin Richardson, AICP, Director of Planning. This home is not the applicant's primary residence. The

Planning Commission voted 6 to 1 to recommend denial of Special Use Permit Application #SP-2018-37 based on the neighborhood opposition.

Urban Planning and Land Use Comments:

1. How long has the short-term rental business been in operation?

Applicant Response: The short term began in October 2017.

2. Were neighbors consulted prior to opening the business?

Applicant Response: I did talk about it with the neighbors on either side of me.

3. Do you have a business license?

Applicant Response: No.

Staff Response: You are required to obtain a business license from Business Licensing.

4. Have you paid appropriate lodging taxes?

Applicant Response: Yes, they are calculated and paid via Airbnb.

5. How many rooms are rented?

Applicant Response: The whole house is rented.

6. What is the maximum number of people that will be staying at any one time?

Applicant Response: Eight guests.

Staff Response: Eight guests staying in a two-bedroom, one-bathroom home is too many. As with other Airbnb/bed and breakfast applicants, we have limited it to two occupants per bedroom, so in this case five adults should be the maximum.

7. What is the maximum number of vehicles and where will they park?

Applicant Response: Unknown, probably three.

Staff Response: Will vehicles be able to park in the driveway?

8. How often are guests in the residence?

Applicant Response: On average, once or twice a week.

9. Do you have a rental license from the Unified Government for the facility?

Applicant Response: Not for this property.

10. Describe in detail the area(s) rented for Airbnb/other rental operations. Include bedrooms, bathrooms, common areas, etc.

Applicant Response: This house has two bedrooms, one bathroom, living, dining, kitchen, basement and garage.

11. As this is not your primary residence, where are you located?

Applicant Response: I live in Overland Park and my office is in Overland Park, Kansas.

12. How often do you visit the property?

Applicant Response: I have a team member visit the property at least twice per week.

13. Who is responsible for issues that may arise when tenants are renting the house, if neighbors have concerns, or to clean and prepare the house between tenants?

Applicant Response: Those are my responsibility.

14. Have you provided your surrounding neighbors with your contact information should they have concerns?

Applicant Response: Yes, both neighbors on either side have my number, as well as everyone I mailed.

15. Please provide a floor plan as the one submitted with the application cannot be read by any format we have on our computers.

Applicant Response: See attached.

16. Please provide interior/exterior photos of the residence.

Applicant Response: See attached.

Airbnb and other short-term rental operators do not fall into the same category. In this instance, Mr. Bartlett rents out the entire home, while he lives eight miles from the property, and his team/company will visit the site at least twice per week. Staff has not received reports of issues from neighbors, and Mr. Bartlett appears to have sufficient parking to accommodate any tenants.

If approved, the following will be stipulations of approval:

1. Host will maintain a safe environment including:

- Working smoke detectors in each bedroom plus each level of the unit/house.
- GFCI outlets are required in bathrooms.
- Double keyed locks are not allowed.
- Copper cannot be used for gas supply lines.
- Windows must be operable, not blocked or boarded.
- Handrails are required at sets of four or more stairs/risers.

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- Hot water tank and furnace must be vented properly and operational.
 - Electric panel and circuits must be safe.
2. Host will obtain a business license with the City.
 3. The maximum number of guests is limited to five people (not including an infant/child).
 4. Only one additional (guest) car is permitted.
 5. House rules must include provisions indicating no parties or events (including, but not limited to bachelor/bachelorette, dinner parties, etc.) to be held on site.
 6. The advertisement listing / bio shall list the following:
 - a. The home is not to be used for parties or events, this is not a party house.
 - b. This home is situated in a quiet residential neighborhood.
 - c. Quiet hours in the home begins at 10:00 PM. Authorities may be called regarding noise complaints.
 7. The applicant shall provide his contact information (direct phone number and e-mail) to surrounding neighbors, so Mr. Bartlett is immediately made aware of any issues.
 8. Approval is for one year.
 9. If issues arise with adjacent property owners and are brought to staff's attention during the term, this special use permit can be submitted to the Unified Government Board of Commissioners for revocation.

Update – May 14, 2018:

The Board of Commissioners referred this petition back to the City Planning Commission on April 2, 2018 so the neighbor, Dana (Swedo) Bernal could talk to the applicant, Chad Bartlett, about the issues she had pertaining to his Airbnb.

On May 8, 2018, the applicant, Chad Bartlett, and his attorney, David Nachman, met with staff and neighbor, Dana Bernal. Ms. (Swedo) Bernal expressed concern about parties (bachelorette) that were ending around 3:00 AM, loud music that was coming from the home and lack of parking on the street. Her major concern was better regulation of his guests in the home. She would like Mr. Bartlett to build a privacy fence along the property line to protect her dogs from interacting with the occupants.

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Mr. Bartlett agreed that he would update his listing/bio to say this is not a party house, no house parties and/or events and the home is situated in a quiet neighborhood. Additionally, Mr. Bartlett said while he does not want police to be called regarding excessive noise after hours, Ms. (Swedo) Bernal can absolutely call them as that is her right to do so. At the end of the meeting, Mr. Bartlett asked Ms. (Swedo) Bernal if there was anything else that he could do to help the situation and Ms. (Swedo) Bernal simply stated that there should be no house parties and/or events and better regulation of the home.

Staff explained the special use permit revocation process to the applicant and neighbor, where if stipulations are not being followed, the Board of Commissioners may revoke the permit.

June 11, 2018 Update:

On May 31, 2018 the attorney for the applicant, David Nachman, contacted staff to explain that Mr. Bartlett would not be present at the meeting and to talk to staff about what is the next step the applicant needs to take. Staff received a letter from Mr. Nachman that described the Airbnb website showing that it had been updated as per the discussion of staff at their meeting prior to the May City Planning Commission. The staff continues to support its recommendation of denial; staff does not have any evidence that the applicant has met with the neighbors to address their concerns as the applicant requested at the May 14, 2018 meeting.

June 28, 2018 Update:

At the June 11, 2018 City Planning Commission meeting the applicant's attorney, David Nachman, stated that he walked the neighborhood and spoke to some of the neighbors.

Mayor Alvey said I have been advised that a valid Protest Petition has been filed with the Clerk's office. This will require nine votes by the Commission.

Zach Flanders, Planner, said this is an Airbnb in a single-family house, similar in a lot of ways to ones that we've seen in the past and approved. However, it's probably most similar to the one that we denied which was out west in, I forget the name of the neighborhood, Canaan Lake, on Canaan Lake Drive.

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The Canaan Lake one was denied based on the operation of the Airbnb, the fact that they were having large numbers of people there and that it was operated by somebody who was not in the immediate vicinity of the property. This one, I believe, is similar to that in that they reportedly have large numbers of people there and have created parking issues and other concerns for the neighborhood.

Staff recommended denial and the Planning Commission recommended denial of this application.

Mayor Alvey said at this time I'd ask the petitioner to come forward to present his application.

David Nachman, Attorney, 10990 Quivira Road, Suite 200, Overland Park, Kansas 66210, said thank you very much for your attention. I really appreciate that very much.

We're asking for a special use permit to allow short-term rentals in this home at 4448 Booth. This is a really cool block. There's 23 homes on this block. Everyone knows who lives in all the houses.

This house, 4448, was vacant for ten years. It was an eyesore. It was dilapidated. It had mice and birds living in it. Before Chad Bartlett, my client, bought it, there was crime there. There were three break-ins and one of the neighbors had to chase away an intruder. He bought the house last year and fully renovated it.

Chad's an army veteran. He's a father of four. He resides in Overland Park. He lives nearby and is a Kansas resident. For six years he's been finding dilapidated homes and rehabbing them into safe, clean, nice homes. By the way, he can't be here tonight because he's travelling with this family. He has a family outing that was pre-planned and pre-paid long ago, so he asked me to speak for him.

When Chad bought this house last year, many viewed it as a wonderful benefit for the neighborhood. He spent over \$100,000 purchasing and renovating the home. I've passed around pictures. Does everyone have the packet with the pictures?

I just want to show you some before and after pictures. You can see how on page four the exterior roof, the exterior was totally rehabbed, new roof, new painting. There's been foundation work, electrical, plumbing throughout the house. Pages five and six show a completely rehabilitated interior, all new surfaces, floors, ceilings, paint on the walls. All new appliances and granite countertops on page seven in the kitchen. Page eight is a renovation of the basement. What used to

be a vermin filled disaster is now a fully code-compliant home. It's charming. He's improved the neighborhood value and increased the tax base.

After the rehab, Chad listed the home on Airbnb in October 2017, before the City had any limitations on Airbnb. At that time, and since, ever since he's opened this up for Airbnb, he's never, never, been informed of any police calls or reports.

When the special use permit process came in for special uses, he filed his application. Since then he's been adding house rules since this process has been going on. He's added rules, house rules, to ensure fair treatment by his guests of the home and of the neighborhood. Since May, since last month, he has a posting on his Airbnb listing – this is not a party house. There's no parties or gatherings allowed. No more than five adults in the house. Quiet time after 10 o'clock. The authorities may be called if there's any violations. He's also adding personal contact with the guests to reiterate the importance of following the rules.

Admittedly, I'm going to go through some of the complaints that staff has heard and that you're going to hear from the neighbors. Those happened before, months ago. With these new rules and these new procedures in place, we do not, as staff suggested, have large gatherings of people there now. We don't have parties there anymore. Those things have been stopped.

Of course, when Chad made his application he notified all of the neighbors. He gave out his cell phone number to the neighbors. There was a sign in front. Through March, at the first hearing, there were no complaints. No one showed up to oppose the deal.

In April, at the City Commission, there was no reports or opposition beforehand, but one neighbor did come and express some concerns. The Commission referred us back to a mediation to work that out. On May 9, Chad and I sat down with City staff and the neighbor to hear what the concerns were. She was a next-door neighbor.

She had some concern about the parties at the house, admittedly. She didn't really complain about the noise because she said that she and her husband retire early. They close the window, put on the fan, and the noise really didn't bother them. She said that she had a concern for her dogs in her backyard. She also acknowledged that she opened the gate between her yard and our yard and let the dogs run into our yard to play with our guests.

She complained that some people had left pizza boxes out on the picnic table in the backyard. She said that someone left the house late at night. It was either she or another neighbor said that

there'd been some mowing of the grass sometime between 9:00 and 10:00 one night that was irksome.

So, the next-door neighbor asked us if we would install a privacy fence to help with some of her concerns, and we're agreeable with that. We're agreeable with building and installing a privacy fence.

We also learned at the May mediation talk that there was a petition that had been circulated around the neighbors saying we don't want to have any Airbnbs in the neighborhood. This was signed by a number of people. Interestingly, there are other Airbnbs in the neighborhood. One of the signors of that petition is the owner of that other Airbnb. I'm kind of wondering how reasonable that is.

There have been other complaints. I mentioned about the mower. There was a complaint about a bachelorette party. Again, we've stopped those. We're not having bachelorette parties. We're not having bachelor parties. We're not having gatherings. We're not having dinner parties. Those are prohibited under the house rules.

We were also informed that a neighbor counted 28 people walking into the house on Mother's Day for a gathering on May 13. Again, we are prohibiting gatherings like that any further.

On the last page of the handout, I'm showing you a listing of the guests and the purposes of the visits since April through either May or early June: visits to KU, a business meeting, going to a Royals game, daughter's wedding, travelling for work, travelling across the country and needing a night to stay in town, visiting family, business meetings, doctors' appointments. Most of the uses that have been there for the last couple of months have been for just normal, quiet uses.

Admittedly, and I did disclose on here, that there was a bachelorette party early May. We've stopped that. Those are no longer being allowed. Those are prohibited under the house rules.

It seems to me, based upon what I've heard in talking to the neighbors, that this is not a protest over illegal activity or having the police show up to stop problems, but the fact is that Chad's an outsider. He doesn't live in the neighborhood. They don't know him. They don't trust him. They think he's a stranger and he's aloof.

I don't know what to say. I don't think that's a standard for denying a special use permit that the neighbors think that the owner of the house is a stranger and is aloof. A special use permit is not a popularity contest. There's no requirement that the neighbors like the owner. If the applicant presents a reasonable application, it ought to be approved.

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I will say that this special use permit process is a positive way to fix the neighbors' concerns. We want to be a good neighbor. We want to take care of those concerns. The stipulations that the staff has presented are a way to fix that.

Chad was charged by the Planning Commission to meet with the neighbors to check out their concerns. He reached out to them and was unable, they wouldn't basically meet him. He asked when can I meet with you guys. They said, they gave him no date or time.

On June 9, I personally walked around the entire neighborhood. I walked this entire block, all 23 houses and three more houses back behind the house. I wanted to talk to the people and found out what they had to say.

I knocked on 24 doors and I actually talked to 10 people. Of those ten, five had no problems at all with the house. Two more people had no personal problems. Two more people had not seen any problems at all, but they had heard from other people that there were some concerns. Seven out of ten people that I talked to had no problems.

Three people had seen or heard something. They thought one of the parties was too noisy, or that there was mowing between 9:00 and 10:00, or some other issue. Again, the special use permit stipulations, I believe, will solve any of those issues.

Chad has given his telephone number to all of the neighbors as requested by the staff. He's been contacted periodically, and he promptly responds to the neighbor. If necessary, he has contacted and confronted the guests to make sure they're not doing anything wrong.

I talked to the next-door neighbor, adjacent on the other side, about what they felt about this house. They thought it was great that the house had been renovated, that there's no longer mice and birds living in the house. They've had no parking problems. They had no problems whatsoever.

I talked, two of the other neighbors on the block said they felt they had been pressured by some of the other neighbors to sign a protest petition, but they didn't want to take sides.

There are other Airbnbs in the neighborhood. One of the other neighbors that has an Airbnb had a bachelorette party at her house. I am not aware of any complaints about that one, but there was a complaint about our bachelorette party. It just seems like there's some inconsistency going on.

I talked to two people directly across the street from the house and they had no problems with the house. Two of the people living back behind the house had no problems with the house.

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Chad is using the screening process to make sure that there will be quality people, quality guests using the house under Airbnb. Airbnb has a screening process. You can find out how many guests are there. You can get their name, times of use, purpose of the visit, get personal data about them. In addition, he is checking their rating and reviews on Airbnb to make sure they haven't used Airbnbs for parties or improper uses. He's getting a copy of their drivers license so he can check them out further. He's also adding that any violations of the house, the authorities will be called.

This house is monitored constantly. After every guest, there's a cleanup crew that goes by to make sure the house is clean and tidy. He has a yard company, a lawn service, go by weekly to make sure that the yard's kept up. Either he or his project manager goes by periodically to make sure everything is in order or to check in on the guests.

Chad wants to do anything reasonable he can to accommodate the neighbor's concerns. He feels he's been very responsive whenever an issue's come up by a neighbor. As I mentioned, he's willing to install a privacy fence in the backyard as the next-door neighbor had requested. He is willing to add a security deposit with his guests so if the guests violate any of the rules, they have an economic incentive to comply with the rules. He's also willing to follow the staff stipulations. He puts this on the listing that the parking is to be in the driveway and only one extra car on the street to minimize any parking issues.

I do want to point out that the things that the neighbors have pointed out that you're going to hear from are concerns that the neighbors have. That's their perception. That's fine, but we're not talking about illegal activity. The police haven't been called to come out to round up any wrongdoers. The kinds of things you're going to hear are things that an owner could lawfully do in their house or that a long-term renter could do in their house, things like smoking outside, leaving pizza boxes on the table, parking on the street, having people over, having cars over. Those are all things that are irksome to the neighbors, admittedly, but those are all things that an owner or a long-term renter might do.

Chad also realizes that if you grant the special use permit, it is subject to revocation. He has great incentive to make sure he complies with all the stipulations of the City.

As to the eight legal standards for approval of a special use permit which the Staff Report reviews, there's only one that is debatable that is an issue. That's the one that says whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the appropriate use of adjoining properties. I believe this

Commission has already determined that Airbnb short-term rentals are reasonably necessary for the convenience and welfare of the public.

This property is near KU Hospital. As you see from our list of guests, many of our guests are family members of patients and they want to be near their family in the hospital. Other guests have been, have business meetings at the hospital. Other guests are travelling across country and want to spend a night on their way across the country.

We believe that this short-term use is reasonable and appropriate and is needed in the community. There's no substantial and permanent injury to any adjoining property. I, therefore, respectfully request that the Commission grant the special use permit and render findings of fact in support of this decision.

Mayor Alvey opened the public hearing and asked if there is anyone present who would like to speak in favor of Special Use Permit #SP-2018-37. This is in support, anyone in support. Seeing none, is there anyone present in opposition.

Edward J. Bernall said I live right next door to Chad's residence. I called him numerous times about a break-in in the backyard. He told me if there's a break-in they're going to be fired, whoever his helpers are. I called him about the marijuana in the backyard. He called me at 2:30 in the morning his first month there.

At 2:30 in the morning when I've got to wake up at 5:00, I'm a union pipefitter, Local 533. He calls me at 3:00 a.m. and says who is parked in my driveway. I'm sorry, is it time to get up. He says no, who's parked in my driveway. I said I'm sorry, who is this. This is Chad. I live next door and he's outside in his residence. Then I tell him who's parked in his driveway, my neighbor, only because they've been taking care of Johnny's property for ten years and nobody's parked there. He goes over to Oscar's, our other neighbor's house, pounds on the door, wakes them at up at 2:30 in the morning. Then they have to move their car.

What kind of neighbor is that? He's not a good neighbor. He doesn't even live here. It's ridiculous. I'm sorry, that's all I've got to say.

Reginald Odom, 4440 Springfield, said the reason I'm here is that this gentleman is supposed to have been coming back meeting the people in our neighborhood to talk about these situations. He's never came to us. He's never came to the Neighborhood Association meetings.

Here's the situation. There are other Airbnb's. I didn't even know about them. Why did I know about his?

We worked hard to clean up our neighborhood. I have three little girls who run around that neighborhood. They don't need to be in this type of mess in their neighborhood.

We used to have break-ins in our neighborhood. We don't have break-ins no more. I know everybody in our neighborhood and everybody knows me. When this situation came about, I have to stick with my neighbors because that's all we have. We worked hard for this thing.

I'm not saying this man is a bad man. I'm saying this man came over and done some things that we, as a neighborhood, don't want in our neighborhood. That's all I have.

Dana Swedo, 4446 Booth, said Chad has not enforced the recommended rules the Zoning Commission has directed. Please help us save our neighborhood. It is clear Chad cannot monitor the Airbnb because he does not live in the neighborhood. If you look at the back document that I've just given you, he has moved to Guatemala.

On his statement on his Facebook page, he owns 30 other properties. He is happily practicing minimalistic lifestyle with his family and going to be moving forward and travelling using, I guess, his Airbnbs here in the states as his primary form of income.

Mayor, you are calling for a new focus on the neighborhood, calling for a better quality of life for Kansas City, Kansas residents. We must attend more clearly to our traditional neighborhoods because our neighbors deserve a better quality of life. I had mentioned, also in the information, that there are numerous bachelorette parties and a listing of the police, the graduation party. I'm sorry, there was one time the police were called.

Living next to an Airbnb is like living next to a trailer park. The constant stream of people coming and going all hours of the night, noise, parties, disturbances. My family immigrated to Strawberry Hill in the 1930s. My grandparents owned a watch repair shop on Minnesota Avenue for 30 years, also owned property on 118th Street by the Speedway. I purchased my home in 2001. I have supported Wyandotte County for years. Please listen to the Mayor's agenda and keep with the traditional neighborhood. We deserve a better quality of life.

Florence Jackman, 4453 Springfield Street, said the back of my property goes to his. Chad is not a good neighbor. The other BNBs you don't even know they're there. He is not a good neighbor.

The attorney said that he talked to the neighbor next door. Mr. Laskin is handicapped. He wanted me to correct the statement that he made. He said he told the attorney that he was glad they fixed up the house, but he doesn't like the traffic going back and forth. He worries about his son getting into it with the neighbors. His son used to be a policeman. He spends the day with his dad and goes home when his dad goes to bed at night.

He said, you know there were five guys over there the other night smoking pot. Anthony called them. Nothing gets done. Nothing gets done because Chad's not here. He doesn't care about our neighborhood. For 54 years we worked hard to keep that neighborhood nice. It's not been an easy job because right across 43rd Street we have a bad element. We worked together to keep the neighborhood.

We support our policemen. He says well, they didn't call the policemen. Well, we have two policemen on the street. They're shorthanded. We're not going to call them because of minor things that are going on. There were some things that were going on if Mark had been home I would have run across the street and said go do something. He would be here tonight if he wasn't working.

What I'm saying is that we have a decent neighborhood and we want to keep it that way. Mark is travelling around the world doing whatever he's doing. He doesn't care about us and we don't want him there. If you're going to put a BNB in our neighborhood, then they need to be like it started out where it's their house that they live in, or they live close so they can monitor it, not people from the outside coming in and just having a party house.

Carol Hill, 4472 Booth, said I've lived in the neighborhood for 27 years. We have the most wonderful little neighborhood. We have babies. We have little children. We have a three-year old, we have a five-year old, that play in the street. Many times, there are so many cars down there and they're up and down the street. It's really dangerous.

I want you to know the house was not dilapidated. There was an elderly lady that lived there. Her children lived around. She didn't want to sell the house until she had passed, so they kept it. The neighbors mowed it, everybody kept it. There has been nothing done on the outside of that

house since the day he bought it. He may have fixed up the inside, but he did nothing on the outside. He's done nothing to improve our neighborhood.

We love our neighborhood. We're all family in the neighborhood. If it was someone compliant, but they're not. I've been down there. There's been beer bottles. They've been standing on the front porch. There's music. We don't have loud music. We respect each other in our neighborhood. We love where we live, and I hope you will let us continue to love it.

Karen Main, 4465 Booth, said I'm a new resident to the neighborhood, having been there about six months. The reason I purchased a home there was the friendly environment that I felt.

Someone mowed my lawn the first day I moved in. It was Reggie. That was just an amazing thing to me that a stranger would come and mow my lawn. There's a great deal of caring for each other there. I wouldn't want to see that destroyed.

It isn't the issue of Airbnbs, but it's the kind of Airbnb that is in the neighborhood that's destroying the peace and quiet that we deserve and that we've built on.

Je T'aime Taylor, Rosedale Development Association, 1403 Southwest Boulevard, said the nearby neighbors in this property are the best ones to tell you about the impact that this business is having on their lives and their neighborhood. I'd like to talk about what makes this proposal different than the other proposals that have come before you.

When this proposal first came to the Planning Commission in March, there were like seven Rosedale short-term rentals also on the agenda. RDA supported all seven proposals because they were supported by the immediate neighbors and because short-term rentals, when operated appropriately, have a positive way for residents to make some money, but also provide a service to those who are visiting Rosedale.

This proposal is a little different for two important reasons. First, the issue of proximity and accountability. The other short-term rentals in the area were either owner-occupied or the owner or a family member was in the residential area. There are issues with this property. The issues with this is that essentially this owner is not being held accountable since he just visits instead of lives in the neighborhood.

The second issue is the scale of the business. During the March Planning Commission, one of the Planning Commissioners commented that this proposal was different than the other proposals.

It appeared to operate like a business, if I remember correctly is what was said, and voted against the proposal. 4448 Booth is an LLC that owns and operates other short-term rentals as well, which combined with the issue of proximity and accountability, makes this operation more like a hotel or your traditional bed and breakfast. Hotels and small local businesses are essential to the neighborhood, but in the middle of a single-family home is not an appropriate location for the business.

I recognize that there's a lot of feelings that are running high with the neighbors in this community. I think that what you're seeing is just the frustration of them knowing that they have a quiet neighborhood and then realizing that there's a business running in the middle of it. We appreciate and thank you for listening to the neighborhood's opinions and thoughts.

Mayor Alvey asked is there anyone else who would like to speak in opposition. Any questions or comments?

Mayor Alvey closed the public hearing. I'd ask the petitioner if he'd like to make any final replies.

Mr. Nachman said I think as you can hear, there are complaints by neighbors about various items, not about things that rise to the level of illegal activity or where police need to be called. The stipulations from the City, Chad will agree to the stipulations from the City because those will solve all the things that they're talking about. A lot of things they've been talking about are historical things. He's been implementing the new rules that are posted on his Airbnb site. I believe that is in your materials with the Staff Report.

By having those restrictions and being able to screen his guests and follow up with them, he'll be able to have guests who will be quiet. There won't be too many people. The staff has even said this Airbnb is okay with up to five adults. We agree with that. A guest could have up to five adults and maybe a couple of kids some night, but the cars have to be in the driveway and one car on the street, which is not disruptive of the neighborhood. We're agreeable with the staff recommendations for those kinds of things.

We realize if we don't comply with those things, we're subject to revocation. We wouldn't want to start this thing just to come right back and have a revocation. We're ready and willing and able to meet the requirements of the staff recommendations.

Mayor Alvey asked do any members of the Commission have any questions or comments.

Commissioner Murguia said I have a couple of staff questions. You said this is a valid petition that you verified that. Are all of the petitioners that signed this, do they reside in this resident? Is this their home and they reside there?

Mr. Flanders said the way that we evaluate whether it's a valid protest petition is whether the signature, the name of the signature, matches what we have as the owner of record at the Appraiser's website. If there are multiple owners listed, it has to be both owners that sign.

You'll see that it was 33% of the area within the notice area, which is 200 feet from the property, had that valid protest where both, either there's one owner and they signed, or both owners signed. There were other properties where either one or the other owners signed, but not both, and those were not included.

Commissioner Murguia said you can't tell me whether or not the people that signed this protest petition actually live at this address. **Mr. Flanders** said it's possible that the owner does not live there and rents it. In that case, it's the owner that would need to sign it and not the renter. **Commissioner Murguia** said not necessarily the person that lives there. **Mr. Flanders** said correct.

Commissioner Murguia said you are aware that 80% of Rosedale is rental, correct. **Mr. Flanders** said I am aware there's a large amount of rentals, yes. **Commissioner Murguia** said it's unfortunate, but I would like to know the number of these people that signed this petition that actually reside in the neighborhood or if they are landlords, also, that don't live in the county. They just rent their property. I'm not sure how we do that, but I'd be curious about that.

The Airbnbs that are currently in this particular neighborhood, do the owners of those Airbnbs also either live in the home and rent a room, or do they live in the neighborhood nearby? **Mr. Flanders** said all of them either it's their primary residence and there's one where they live within a couple of blocks. **Commissioner Murguia** said okay, so that's the Airbnb piece of it.

In our policy, I know that we did a re-write in regard to our policy in regard to Airbnbs. Does our policy require an Airbnb operator to live in a neighborhood or close by to the Airbnb in order to get this kind of, I guess you would call it a license? **Mr. Flanders** said I don't think that we have a clear written policy specific to Airbnbs. We've been following the special use permit procedures which applies to all commercial businesses in a residential area. We've been sticking to the Factors

to Consider which are listed in the Staff Report, and that's how we evaluate each one of these on an individual basis based on those factors.

Commissioner Murguia asked those factors, are those the factors that we refer to as the golden factors. **Mr. Flanders** said yes. **Commissioner Murguia** said okay. Within those golden factors, the reason when we deny something, we have to be able to justify the denial by identifying a golden factor, that's correct? **Mr. Flanders** said I think that's correct. I'm looking at our attorney. **Angela Lawson, Deputy Chief Legal Counsel**, said that's correct.

Commissioner Murguia asked we just don't have the discretion to deny unless it relates to one of those golden factors, correct. **Mayor Alvey** said that's correct. **Commissioner Murguia** said before when residents haven't liked something, and we have supported the residents wishes, we've been taken to court, and it's been overturned by our District Court. Is that correct? **Ms. Lawson** said that's happened.

Commissioner Murguia said this is my district. This is what I have to say. I appreciate all that you do to make your neighborhood great and safe and I want to continue to be supportive of the people that live in that neighborhood. As a result of that, I am going to support your wishes that you do not want this Airbnb in your neighborhood, but I will tell you this. Let me give you some advice in my district.

It is not your issue that our Police Department is understaffed. It is not your job to take policing issues into your own hands or disturbances into your own hands. It is your job to pick up the phone and call 911 and get it reported. Then it's documented and there is something documented that demonstrates that this home or this property owner has been an issue for the community. Right now, there is no evidence of that other than your testimony which is a he said/she said game which isn't necessarily going to work in court. I think that's an issue also.

In regard to your concerns about parking, parking is an issue all over Rosedale, in every side neighborhood that's over there. Too me, in that particular neighborhood, that would be a hard argument to say that parking could be an issue. I do agree with the petitioner that anything that he is holding there currently any one of you could be holding at your own home and creating the same kind of problem. I don't really see that there's a factor to consider there either.

My politics have always been to support the people that I represent. That's what I intend to do, but I would not be surprised if this decision was overturned by our District Court. It would not surprise me. I'm trying to give you some friendly advice and say if you want to deny Airbnbs or

rental property in the future within your neighborhood, you need to have the evidence in order to get the Commission to support that in the future.

Action: **Commissioner Murguia made a motion, seconded by Commissioner McKiernan, to uphold the Planning and Zoning decision and in support of the neighborhood petition for denial of Special Use Permit Application #SP-2018-37.**

Commissioner Murguia said, again, I'm not sure that qualifies as a golden factor, but frankly, I don't have anything else. **Commissioner Bynum** said I appreciate the motion. I would like to just draw staff's attention, and maybe the applicant's attention, within our Agenda packet, it's on page 133 if anybody cares, it speaks about previous actions regarding this item. It states that at the April 5 Board of Commission meeting we referred it back to Planning so that the neighbor and the applicant could discuss concerns. Then there was testimony in May at the Planning and Zoning meeting at which time the applicant asked that it be held over again for one month to work through the issues.

Based on what's been provided to us by the neighbors, if I were an applicant at an April 5 meeting of the Board of Commissioners, and had my item sent back for the concerns of neighbors, I'd start working on those concerns on April 6. Instead what we see is on April 6 there was a party, and six more incidents after that according to the documentation of the neighborhood, leading up through apparently just last weekend. I'm going to support Commissioner Murguia's statements, but I'm not having a hard time doing it.

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

Mayor Alvey said that concludes the Planning and Zoning portion of tonight's meeting. We will now move to the regular portion of our Agenda.

REGULAR AGENDA

MAYOR'S AGENDA

No items

REGULAR CONSENT AGENDA

Mayor Alvey asked does any member of the Commission or anyone in attendance tonight wish to set aside any item on the regular Consent Agenda. If an item is not set aside, all items on the Consent Agenda will be voted on by one vote.

Action: **Commissioner McKiernan made a motion to approve all items, seconded by Commissioner Murguia.**

Commissioner Bynum said I would request that we briefly set aside Regular Consent Item No. 1.

Action: **Commissioner McKiernan made a motion to approve all remaining items, seconded by Commissioner Murguia.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

ITEM NO. 1 – 18290...RESOLUTION: PUMP STATION 61 FORCE MAIN IMPROVEMENTS

Synopsis: A resolution declaring that this project is a necessary and valid improvement project. This project will run from Donahoo & 123rd St. north along N. 123rd St. before cutting over to N. 123rd Terrace and ending at Wingfoot Drive, submitted by Ken Moore, Chief Counsel. On June 18, 2018, the Public Works and Safety Standing Committee, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.

Commissioner Bynum said I just wanted to set it aside very quickly because I wanted to clarify for anyone here and anyone watching, on this particular item there have been concerns about the property that might need to be acquired. We have Jeff Fisher here, our Director of Public Works.

June 28, 2018

If you could just take 30 seconds to a minute to explain that it is not our understanding or intent that any actual homes are needed.

Jeff Fisher, Director of Public Works, said that's right, no homes. This will pass between houses and along roadsides. Some easement needed, but no homes.

Action: **RESOLUTION NO. R-27-18**, "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 Pump Station 61 Force Main Improvements (CMIP 6303), the construction of a new force main to replace the existing undersize line, all in Wyandotte County, Kansas." **Commissioner Bynum made a motion, seconded by Commissioner McKiernan, to adopt the resolution.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

ITEM NO. 2 – 18292...RESOLUTION: HUTTON ROAD SANITARY SEWER MAIN EXTENSION – CMIP 6001

Synopsis: A resolution declaring that this project is a necessary and valid improvement project, submitted by Ken Moore, Chief Counsel. On June 18, 2018, the Public Works and Safety Standing Committee, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.

Action: **RESOLUTION NO. R-28-18**, "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 Hutton Road Sanitary Sewer Main Extension (CMIP 6001), the construction of a sewer main extension for development on east side of Hutton Road, all in Wyandotte County, Kansas." **Commissioner McKiernan made a motion, seconded by Commissioner Murguia, to adopt the resolution.** Roll call was taken and there were nine "Ayes," Johnson, Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia.

ITEM NO. 3 – 18297...NOMINATION: BOARDS AND COMMISSIONS

Synopsis: Nomination for Boards and Commissions:

Law Enforcement Advisory Board, Don Jolley, 6/28/18 to 6/30/20, submitted by Commissioner Markley

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

ITEM NO. 4 – MINUTES

Synopsis: Minutes from special sessions of May 24 and 31 and June 14, 2018; and regular session May 31, 2018.

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

ITEM NO. 5 – WEEKLY BUSINESS MATERIAL

Synopsis: Weekly business material dated June 14 and 21, 2018.

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

PUBLIC HEARING AGENDA

No items

STANDING COMMITTEES’ AGENDA

No items

ADMINISTRATOR'S AGENDA

ITEM NO. 1 – 18301... REPORT: COMPREHENSIVE ANNUAL FINANCIAL REPORT

Synopsis: Presentation by the Unified Government's external financial auditors of the required financial statements and reports for the fiscal year ended December 31, 2017. Presentation will be from Kathleen VonAchen, Chief Financial Officer; Pam Kahao, Interim Accounting Manager; Tara Laughlin, Vice President, Assurance; Allen, Gibbs & Houlik, L.C.

Doug Bach, County Administrator, said as we do annually, we have our outside audit conducted. This evening I will turn this over to our Chief Financial Officer, Kathleen VonAchen, and let her begin the presentation.



1

Kathleen VonAchen, Chief Financial Officer, said annually we do our financial audit. I'd like to report the results of this audit.

What is a Comprehensive Annual Financial Report (CAFR)?

- Set of financial statements for a government
 - Comply with GAAP and GASB
 - Audited by independent auditor
 - Consists of three sections:
 - **Introductory** section
 - **Financial** section
 - “High points” in Management Discussion and Analysis (MD&A) that describes previous year’s results and key factors influencing results.
 - **Statistical** section provides 24 tables of data
- UG’s CAFR located in Accounting departmental directory of UG’s public website: <http://www.wycokck.org/Accounting.aspx>



2

Before I do so, I want to explain a little bit of what is a Comprehensive Annual Financial Report which we’re going to shorten and call it a CAFR.

It’s a set of financial statements for a government. It’s in compliance with two accounting standards boards. It’s the Generally Accepted Accounting Principles and the Governmental Accounting Standards Board. The financial information is audited by an independent auditor who will be talking with us tonight. She utilizes Generally Accepted Governmental Auditing standards.

Within the Comprehensive Annual Financial Report there are three sections. First is the introductory section that orients and guides the reader of the report. Then there’s the Financial section which includes a number of items. It includes the management’s discussion and analysis which presents a summary of all of the information contained in the 220 page report. There’s also the basic financial statements, the notes to the financial statements which are about 80 pages of very detailed information about the Unified Government’s financial position and its liabilities and assets. There’s also all of the combining statements. The last section is the statistical report. We have 24 tables with a lot of detailed information over the last ten years.

If you want to get the report, yourselves, it’s located on our Accounting Department website.

Why is it important?

- Better Transparency
 - The act of being easily seen through or recognized; open, frank, candid
- Accountants let the numbers “*tell the story*”
 - CAFR reports **actual** financial results of the prior year
 - Differs from a budget which is a fiscal **plan** for the future
- Financial statements required by State law and bond documents
 - Stakeholders need to know how we are doing
 - (i.e., citizens, bondholders, grant providers, donors)

Why is this important? It’s important to have the CAFR because it provides transparency to our residents. It makes it more accessible. We provide all the information about our financial performance in this report.

Secondly, accountants let the numbers do the talking or tell the story. The CAFR reports actual financial results of the prior year, which is different than the budget, which is a fiscal plan for the future year.

Lastly, financial statements are required by state law and bond documents. Some of the stakeholders include citizens, bondholders, grant providers, donors, credit rating agencies and the like.

2017 CAFR Highlights – Key Take-aways

- Re-stated retiree health (OPEB) decreases liability by \$26.5M *(pgs. 59; 86-88)*
 - from \$100.4M to \$84.5M
 - GASB 75 and changes in OPEB actuarial assumptions
- Net Pension liability decreases by \$7.2M *(pgs. 77-81)*
 - from \$180.6M to \$173.4M
- General obligation debt grew by \$38.4M, \$29.4 M for governmental and \$9.0M for sewer enterprise *(pg. 59-69)*
- First year of STAR revenue to fund operations

4

I have two slides that kind of highlight some of the major items of the CAFR this year, they're kind of key takeaways.

First of all, and I might use a few acronyms here I'll try to explain. First of all, we restated the retiree health which we call OPEB, Other Post-Employment Benefits. We restated that liability so that it declined by \$26.5M. You can see that on page 59 or 86 through 88 of the CAFR.

The reason for the decline was because we implemented GASB 75 which caused us to change our actuarial assumptions. The GASB 75 statement made it so that all municipalities basically use a uniform basis for determining the liability for retiree health. It turns out that the actuary reports that we had been utilizing previously had actuarial assumptions which were overly conservative. As a result, our retiree health dropped from \$100.4M to \$84.5M at the end of the year.

The second highlight is that our net pension liability also declined by \$7M, that's on page 77. It declined from \$180M to \$173M. That's good news, although we still have that liability outstanding.

The third item is that general obligation debt grew by \$36M, \$29M of it is governmental and \$9M of it is Sewer Enterprise. That discussion can be found on 59 through 69.

Also, 2017 is the first year that the STAR revenues were funding operations. Previously we were collecting STAR revenues, but those were going toward paying the debt service on those STAR bonds. Now they're being reflected in three of our governmental operating accounts.

2017 CAFR Highlights – MD&A *(continued)*

- Governmental Funds' deficit net position improved by \$28.7M *(pg. 24)*
 - although still in a deficit position of \$14.7M
- Modest \$388K increase in General Fund property tax revenue due to:
 - assessed value increase
 - two City-General Fund mill decrease
- Fund Balance of General Fund grew by \$9.2M *(pg. 27)*
- Dedicated sales tax of \$10M for public safety and infrastructure *(pg. 114)*
 - set to expire June 2020-taxpayers will vote to renew August 8th



Additional highlights include that the governmental funds deficit net position improved by \$28.7M. Although we still have a deficit position of \$14M, it's not as much as it was last year, which was around \$43M as a deficit.

There was a modest increase of \$388,000 in the General Fund, Property Tax Revenue, compared to the prior year. That modest increase reflects a net activity of the assessed value increase in 2017 minus the reduction in our mill rate for the City General Fund.

The fund balance in the General Fund, it grew by \$9.2M. You can see that on page 27. As we go through our budget process, we'll talk about that in more detail. Basically, as I mentioned in other workshops, our revenues came in roughly \$3 or \$4M higher than we budgeted or estimated. Then, our expenses were about \$3 or \$4M lower than expected. That's why that happened in our General Fund.

Lastly, as we've talked in other workshops, the Dedicated Sales Tax revenue was \$10M which is dedicated for public safety and infrastructure. You can see that on page 114. That tax is set to expire on June 2020. Taxpayers will be voting to renew this tax on August 8 or 7.

Mayor Alvey said I have a question. Could you just quickly explain the top item, governmental funds' deficit net position improved by \$28.7M although still in a deficit position of \$14.7M. What are the implications of remaining in a deficit position of that amount?

Ms. VonAchen said the deficit position last year was a deficit 43 and now it's 14. Of course, an improvement is always much better. In the future as we work to reduce our liabilities,

that deficit position will dissipate. Many of the local governments throughout the United States have deficit positions because in the last two years we had to implement or record the full value of our pension liability as well as the full value of our retiree health liability. It's not uncommon for local governments throughout the United States to find themselves in a deficit position.

2017 Financial Results

Two perspectives for consideration

1. Near term position
Traditional fund statements
2. Financial position
Government-wide financial statements



6

Now we're going to talk a little bit about the financial results. I'm going to show a series of graphs. When we do a financial results discussion, you have to keep in mind that we're using various accounting basis. The near term is basically the traditional fund statements which are on a modified accrual basis. Then, the full value or full accrual basis is found in the government-wide financial statements.

Public Sector Challenge

- Primary goal of private-sector is to make a profit.
- Governments have economic goals, but their principal objective is societal – to provide service to citizens.



7

It's kind of a public-sector challenge because the primary goal of private sector is to make a profit; whereas, government has an economic goal. They do have economic goals, but the principal objective is societal, to provide services to citizens. That explains why there's kind of a difference in the accounting basis throughout the document.

Near-term Financing Perspective

Traditional Fund
Statements
(UG only)



8

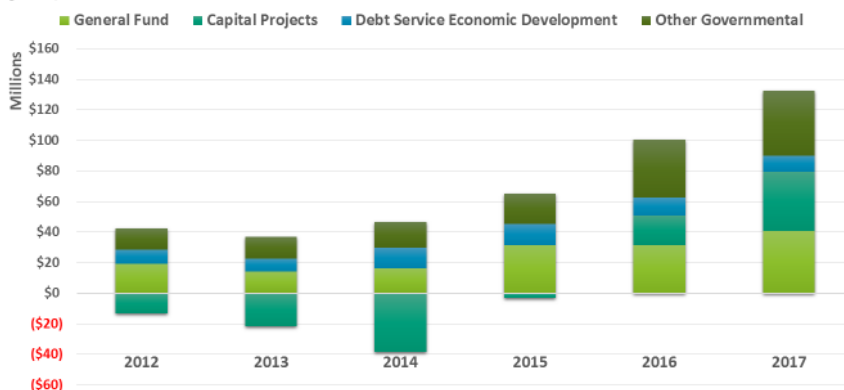
First, the traditional fund statements. Now, we're only going to talk about the Unified Government. The BPU is an agency of the Unified Government. We include BPU activity in the Enterprise Fund or business-type activity columns of the statements. For purposes of this presentation, we're only going to talk about the UG, without the BPU.

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Near-term Financing

Governmental Fund Balances

(Page 25)



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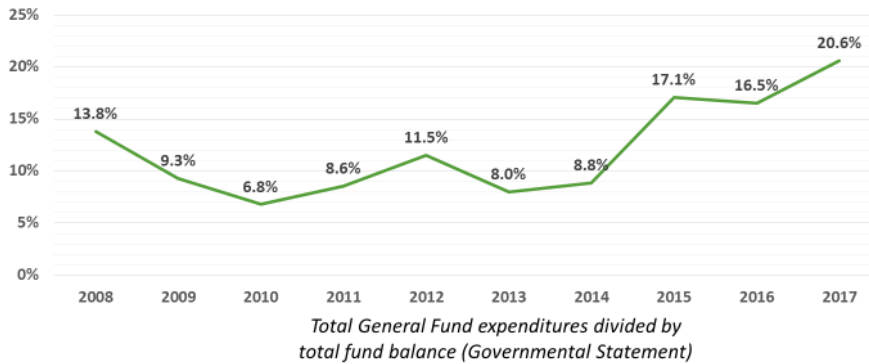
Near-term Financing – Governmental Fund Balances. This is a graph that starts from 2012 through 2017. It basically breaks up the financial activity or the bottom line fund balances by the category of the activity. You have General Fund, Capital Projects, Debt Service Fund for Economic Development, and Other Governmental. You can see over time, especially in the last three years, that we are in the positive. This is near-term fund balances.

The kind of lime green color is the General Fund. That number's been growing. The deficit positions in 2013 and 2014 are a result of timing related to our temp notes and the use of the temp notes and the fact that cash had been drawn down during that period, but the temp note liability was still in place. That's the reason for this.

Near-term Financing

General Fund – Fund Balance

(Page 27)



This is a graph that shows since 2008 the fund balances of the General Fund. As you can see, back in 2008 we started out with a 13.8% fund balance. What that means is that the fund balance amount was 13.8% of the total expenditures and transfers.

During the recession, it dropped down to 6.8. It picked back up around 2012. It dropped a little bit in 2013 and 2014. Now we've been building our fund balance to a level that is above the Government Finance Officers' Association recommended level, which is two months of operating at 17%. We're doing better here in terms of providing sufficient reserves in order to meet our operating expenses and liquidity needs.

Near-term Financing

General Fund – Fund Balance Policy

(Page 85)

- *Proposed Policy Revision - It shall be the goal of the Unified Government to maintain a minimum fund balance in the General Fund of 2-months of expenditures and transfers (17%).*
- *GFOA Best Practice = 17 percent (2-months operating expenditures)*
- *Unified Government proposed policy also includes an 1-month operating reserve for economic uncertainty and emergencies, to be accumulated over the future five years.*

2017 General Fund Balance	\$40,957,000
2017 General Fund Actual expenditures and transfers	\$198,847,000
17% of 2017 General Fund Actual expenditures and transfers	\$33,804,000
Fund balance as a percent of 2017 General Fund expenditures and transfers	20.6%
Fund balance above policy minimum	\$7,153,000

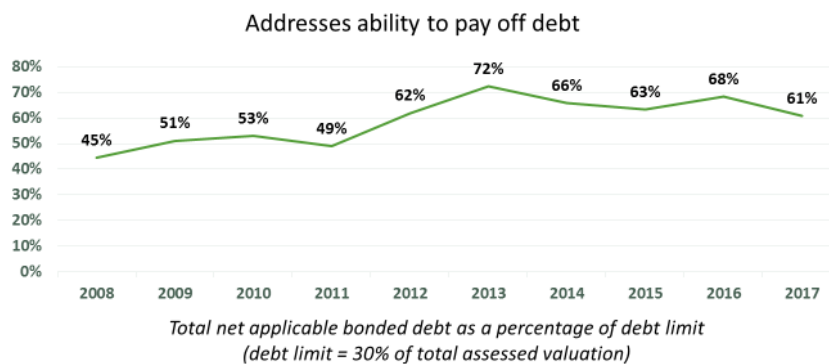
I wanted to talk briefly about the Fund Balance Policy. Currently, at the Economic Development and Finance Committee, we are discussing potential proposed revisions to our Fund Balance Policy. The proposed revision is that it shall be the goal of the Unified Government to maintain a minimum fund balance in the General Fund of two months of expenditures and transfers, which equates to 17%. That is a best practice of GFOA. Also, in the proposed policy, we put in an aspirational provision that we achieve over the next five years potentially one more month of operating expenditures to help us mitigate any risk of economic uncertainty or emergencies.

For this 2017 CAFR, just to give you a little bit of detail, the General Fund fund balance is \$40.9M. Actual expenditures and transfers are \$198.8M. 17% of that is \$33.8M. The actual \$40.9M into the expenditures actually equates to 20.6%, which is above the 17% level. It's above that 17% level by \$7M. We have more in our fund balance currently above the 17% of a total of \$7M.

Financial Position

Debt Capacity

(Page 189)



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We often look at this one, it's Debt Capacity. Right now, state law requires that we cannot exceed the amount of applicable debt, General Obligation and other applicable debt, that total cannot exceed 30% of our assessed value. Right now, at the end of 2017, the total amount of applicable debt in relation to the assessed value at 2017 totaled 61% of that debt limit amount. It has been growing.

The increase in 2013 was because of a change in the accounting practices that took place during that financial audit. Previously, the state portion of the STAR bonds that had an annual

appropriation clause had not been included in the financial statements. Beginning in 2013, it did. That's partly why that increased during that year.

Mayor Alvey said, just to be clear, we're at 61% of the 30% limit. **Ms. VonAchen** said that's correct, yes.

Financial Position

Government-wide Financial Statements (both UG and BPU)



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Here's the government-wide financial statements. Now, these statements are basically set up as if it were a private business, so they're full accrual accounting. These statements include both the UG and the BPU.

Financial Position Composition of Net Position (Page 23)



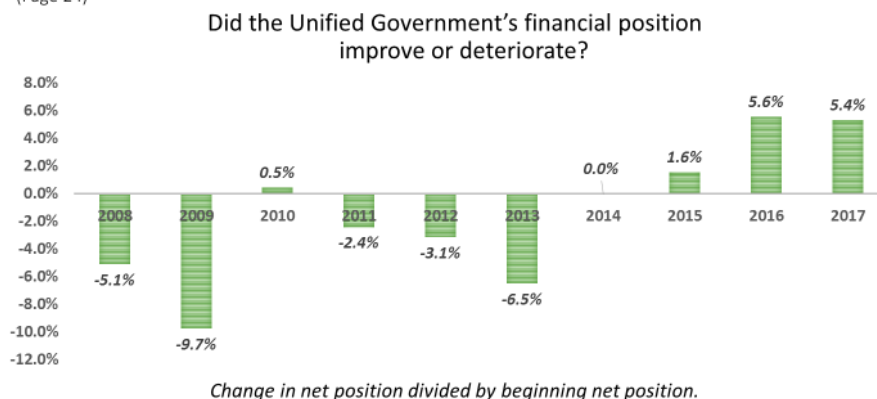
14

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This is total net position of the entire Unified Government, broken up by unrestricted, restricted and then net investment in capital assets. As I mentioned, overall the net position of the Unified Government is in the deficit position. The deficit amount is in the unrestricted category.

Financial Position

(Page 24)



15

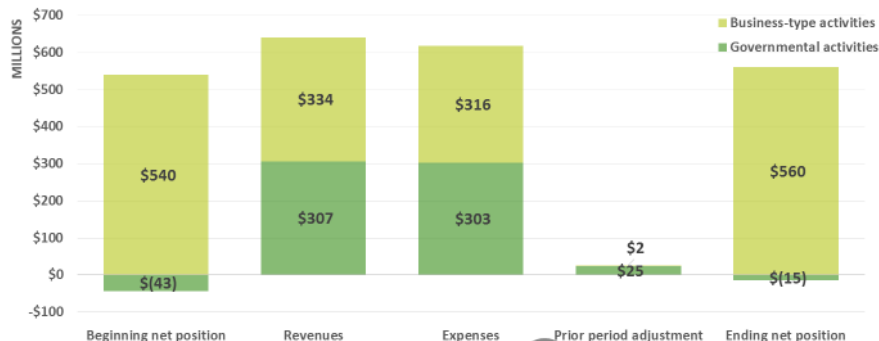
Did the Unified Government's financial position improve or deteriorate? You can see that this is basically a change in net position divided by beginning net position. Over the last three years, our net position has been improving.

Financial Position

Statement of Activities-2017

(Page 24)

• Composition



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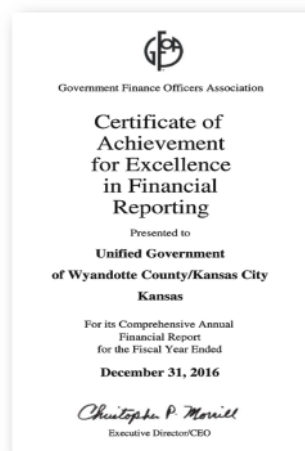
This shows the statement of activities, which is another word for income statement. Basically, what we've done is divided up sort of the activity by kind of the activity category.

Beginning at January 1, 2017, we had, and this is broken up by business-type activity and governmental activity. So, you can see that the business-type activity is quite a bit larger than the governmental activity. That's because we have the BPU portion included there.

At the beginning of the year, we had a deficit position in our governmental activity of a negative \$43M. On the business-type activity, it was \$540M. During the year, we collected the revenue in the second column. The governmental collection activity was \$307M, and the business-type was \$334M. That was offset by expenses which are in the third column.

I mentioned that we had that prior period adjustment due to the Other Post-Employment or Retiree Health. As a result, the final net position is \$560M for our business-type activity and then a deficit of, it's \$15M rounded.

Unified Government Recipient of:
Government Finance Officers Association
***Certificate of Achievement for Excellence
in Financial Reporting***
18 Consecutive Years



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Over the past 18 years the Unified Government's Accounting Division has been submitting their Annual Financial Report to the Government Finance Officers Association for a Certificate of Achievement for Excellence in Financial Reporting. Over those past 18 years, we have been awarded that certificate. For the past 18 consecutive years we've had that. This is a very important award. It means a lot to our credit rating agencies. It also demonstrates that not only are we in full compliance with the best practices, but that we are committed to the transparency that I mentioned earlier.

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Recognition

- Unified Government Board of Commissioners
- Unified Government Departmental Staff
- Doug Bach, County Administrator
- Pamela Kahao, Acting Accounting Manager
- Kathleen VonAchen, Chief Financial Officer
- Deborah Jonscher, Deputy Chief Financial Officer
- Accounting Division Staff
- Rick Mikesic, County Treasurer
- Ron Green, Payroll Manager
- Reginald Lindsey, Budget Manager
- External Audit Team: Allen, Gibbs & Houlik, L.C.



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I want to thank you, as the Commission, for your support of the prudent financial practices. I'd like to thank all of the Unified Government Department staff who are very important and integral in the accounting cycle, in the paying of bills, payroll, and so forth. They're very helpful. To Doug Bach, our County Administrator, for his support. I'd also like to especially thank Pamela Kahao, our Acting Accounting Manager, which is sitting over there in the corner tonight. I shouldn't have included myself, I guess.

Then there's Deborah Jonscher who is our Deputy Chief Financial Officer, also sitting over there next to Pam tonight, all of the Accounting Division staff. Then a special thanks to some of my other division heads. Rick Mikesic was the Accounting Manager for all of the 2017 fiscal year. Then, in February, he accepted the position of County Treasurer for the Unified Government. Ron Green, our Payroll Manager, is very important in our accounting cycle, and Reginald Lindsey, the Budget Manager.

Finally, I'd like to thank our external audit team at Allen, Gibbs & Houlik.

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INTRODUCTION Allen, Gibbs, & Houlik, L.C. Ms. Tara Laughlin, Vice President, Assurance

AGH, L.C. Required Communications

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At this point, I'd like to introduce Tara Laughlin, who is the vice-president of Assurance, the audit firm that we use, unless there's any questions.

Tara Laughlin, Vice President Assurance with Allen, Gibbs & Houlik, said as Kathleen mentioned, I'm Tara Laughlin with AGH. I am the Vice President in our government practice at our audit firm. I oversee the external audit for the Unified Government.

I am here tonight to present some required communications that under auditing standards we have to annually present to those charged with governance. Those can be found in a letter that was provided to you that has "Required Communications" kind of in the front of it. I'm going to highlight on the main new pieces of this communication letter for this year's audit, just to briefly go over these communications tonight.

The first thing I do want to cover is, as Kathleen has already mentioned, the Unified Government did implement a new accounting standard this year with GASB Statement 75 that does cover that retiree health, the Other Post Employment Benefit liability. This statement changed how the prior OPEB liability was to be valued. As Kathleen mentioned, that actually provided a benefit to the Unified Government in that that liability was reduced by roughly \$26M under the new evaluation process.

The standard also added quite a few footnotes to the CAFR. As you're looking at this year's CAFR, you're going to notice that the OPEB plan footnotes are a few pages longer than they were last year, and you're going to notice that they look very similar to the footnotes that were already

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presented for the pension plan. Now both of those retiree-related liabilities provide the same information within the financial statements.

Not all numbers within the financial statements are hard known numbers. Sometimes estimates do have to be made. There are five significant accounting estimates that are within the Unified Government's CAFR. These five estimates are the same estimates that have been included in the CAFR in prior years, with the only minor change of how that OPEB liability is being recorded because that is one of the significant estimates as well.

In regard to estimates, we do inquire management about how those estimates are determined. We receive all the supporting information that goes into developing those estimates, and through all of that work, we determine that these estimates are being reasonably calculated and reported within the financial statements.

Throughout the audit process we did have a few audit adjustments that we have listed in detail within the letter, but very high level for those adjustments related to the receivable revenue side of the financial statements. Three of them related to long-term liability adjustments. These adjustments were done to properly reflect activity throughout the year. I'll touch base on these audit adjustments, again, here shortly as well.

The last audit adjustment we did during the year was related to capital asset recording, particularly recording construction-in-process projects within the financial statements.

We had one uncorrected misstatement. I always think that's kind of a bad term. All an uncorrected misstatement is, is something that we identify during the audit, usually toward the end of the audit process, that management did not determine significant enough to actually post the entry and reflect it within the financial statements. We agreed that it didn't significantly impact the financial statements. Those uncorrected misstatements tend to resolve themselves naturally in the next fiscal year, so this issue will be just naturally resolved during fiscal year 2018.

Kind of buried in the middle of this letter you're going to see a few disclosures. They kind of get lost, so I always like to point them out because I think they're important.

We had no disagreements with management, no issues, no concerns working with management. Kathleen, Debbie, Pam at the Accounting and Finance Departments, as well as a handful of other departments that we actually do work with during the financial statement audit. Everyone is great to work with and cooperates with our questions and our requests for information and helps us get through the audit process efficiently.

June 28, 2018

Tonight, I do have one significant deficiency that we are required to communicate. This relates to the year-end accounting and financial reporting process so it's at the year-end to prepare the Comprehensive Annual Financial Report itself. For those that have been involved for years, this is a finding that the Unified Government has had in prior years. Many years ago, this was a material weakness which is more severe than a significant deficiency. That got downgraded for a few years to a significant deficiency which is the first level of deficiency we're required to communicate to the board level.

Last year that was resolved. This year, as I mentioned about the audit adjustments, with the transition of the Accounting Manager transitioning over to the Treasury Department during the time that all of this work has to take place, not only was there a loss of resources, but more importantly, there was a loss of experience as a lot of these audit adjustments only happen once a year. It's not part of the reoccurring operations. It's usually only done to get the financial report pulled together.

There is also attached to this letter an Appendix A, which is Management's response to this finding. They already have an action plan in place in order to address this moving forward.

At the end of our required communications, we do have just a few risk areas that we like to communicate to all of our boards for all entities. I'm going to highlight one of those. It's related to information security governance and the IT world today. There's just a lot of risk out there. We like to provide some information about what's going on just to help you start thinking about some of those risks that might be applicable to the Unified Government.

I am going to switch gears just a bit and actually report on our report on the Comprehensive Financial Statement. Out of this 200 and some page report, our piece of it's two pages long. It's the opinion on the financial statements. As in prior years, we have issued an unmodified opinion relating to the CAFR, which is also known as a clean opinion. It means that the information provided within this report is materially stated and can be relied upon by users of the financial statements.

One thing you might notice in our opinion that's a little bit different than last year is we have an emphasis of a matter paragraph. That's related to the implementation of the new accounting standard because it did have significant impact on the financial statements. We like to put that in our opinion to give readers kind of a heads up before they get into the document that there's going to be a reason why some items aren't comparable because there was a new standard implemented.

That is part of my required communications. Is there any question specifically for me related to the 2017 audit?

Commissioner McKiernan asked regarding that one finding that we've had, and then it went away, and then it came back, as I look at your two-page letter, is that documented. Is that item documented in this and I'm just not seeing it? **Ms. Laughlin** said yes. It is on page four and onto page five. Oh, it's not in the opinion, no. It's not in the financial statements. It doesn't impact the financial statement numbers. It's a control issue, so it's part of this letter that we give to the board that has required communications. **Commissioner McKiernan** said my electronic version of this document does have the entirety of that letter, correct? All I see from AGH is an Independent Auditor's Report that's two pages long. **Ms. Laughlin** said you should also have a letter that has required communications. **Commissioner McKiernan** asked is that letter in my electronic version.

Mr. Bach said, Commissioner, I don't know that I can answer that. Did you upload this letter with it when you did the initial CAFR-end of the document on Monday? So, no it's not. We'll need to get that officially with the Clerk. This was just completed the end of the week, so we'll need to get that added to as part of the formal agenda. **Commissioner McKiernan** said thank you. If I could just receive a copy of that, I would appreciate it.

Mayor Alvey asked there is no action required, is that correct. **Mr. Bach** said that is correct, Mayor. The Commission just receives the Annual Audit and the information that's just presented with it. There's no approval on your part of that item.

Action: **For information only.**

ITEM NO. 2 – 18312... REPORT: SAFER GRANT FOR FIRE DEPARTMENT

Synopsis: The Fire Department submitted an application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant for the FY 2017 FEMA grant cycle. In order to complete the application, FEMA requires from all applicants a letter from their governing body committing to the maintenance of current staffing levels and no layoffs during the three-year grant period. Originally, we thought we had until August to file the letter of financial support for this grant; however, we just received notice that this letter is due to FEMA no later than June 30, 2018.

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The application is requesting an additional 24 firefighters and will require matching funds of \$1,487,308 for the three-year grant period. The matching funds are not currently budgeted. While not a grant requirement, the cost to retain the additional firefighters at the end of the grant period will be \$2,500,000 annually. The purpose of the additional staff is to provide a fourth firefighter on engine companies strategically located and identified through a risk assessment in our response area.

The SAFER Grant has been an annual opportunity and we anticipate that it will be available in future years. As we have not presented a strategy for the future alignment of fire stations or companies in our city and due to the fact that this grant binds the city financially to obligate additional dollars to the Fire Department budget at a time when we are trying to direct funding toward capital equipment and infrastructure, Administration does not recommend this additional funding as part of our 2019 budget. Resources would be better directed to infrastructure and equipment for the Fire Department that we need now and continue working on the best strategy for personnel needs before we spend tax dollars, submitted by Doug Bach, County Administrator

Action Requested: Approval of grant application and commitment letter.

Mayor Alvey said this item was blue-sheeted. I'd like to just begin as it explains here. I want to thank, first of all, Chief Shirley and his staff, for putting together the application. I specifically requested that this be brought before the Commission. I felt it was necessary for, and actually the plan was, that we would bring the SAFER application through the budget process itself, so that we could see it in the context of the larger budget, our requirements, what our constraints are in terms of our financials. I thought that it would be important to see this application for additional funding in the larger context.

Part of the grant application is that there has to be a Letter of Support from the governing body that we would match the funds over the course of the application period, of the grant period. That's what we would be voting for today would be whether we would, the sense of the governing body we would support the application. That letter would then go forward.

Having said that, I'd like to pass this on to Mr. Bach.

Doug Bach, County Administrator, said I appreciate the clarification of going into the reason this came on the agenda this week, as this requirement came down earlier than we anticipated to have to have a letter of recommendation with it. I also recognize staff, Chief Shirley and his staff, appreciate putting the effort forward to get this document done so it was in in time in the event we decided to move forward with it.

The application, as submitted, requests 24 firefighters. It has a three-year commitment to us, which would be about \$1.5M in funding. As I go through and prepare the annual budget, I will say the emphasis that I'm working on this year in the budget is how we can purchase equipment for the Fire Department in terms of pumpers, trucks that'll be there, bunker gear much needed for the safety of our firefighters that we currently have on staff, and also working on our future facilities plan that we're working with. In that all in line with the Commission's directive, too, to reduce our overall reliance on the mill rate.

As this grant and the staffing requirements that's put forth in this require us to have, it doesn't require us. Afterward, there's really no identified way that we would offset the \$2.5M annual funding request to maintain or sustain the staffing. Also, as I look at this, this so far has been an annual grant opportunity that we can look at. My feeling is that we would be better served to work through our strategy of where we are financially, the direction we're going with the Fire Department, and how we can look at ways that we would be able to sustain our staffing levels in the future if we were to increase them in a given year.

With that, and in coordination with the budget that I'm looking to present next month, I would not recommend that we submit this grant application this year.

Mayor Alvey asked any comments or questions from the Commission.

Commissioner Murguia said just so I'm clear, County Administrator Bach, you're recommending we do not make the application, but it's on the agenda because the Fire Department wants to make the application. **Mr. Bach** said the Fire Department made the application, as many departments do, to look forward to the opportunity to do it. I would not have moved forward with it. The Mayor asked that he thought it would be a good idea to bring it before the full Commission, explain where we are today in relation to the overall budget since we're not able to work through the budget process. Yes, that's correct, we typically don't bring grants forward to say don't submit them, but

felt that that was the right way to bring it forward this evening and let you understand the strategy on what we have right now.

Mayor Alvey said just to be clear, Commissioner. I guess I didn't finish my thoughts before. We wanted to submit the application. We understood that we could proceed with the application, but that we would not need to provide a Letter of Support from the Commission until August, late August, which would have allowed us to bring this proposal and any other proposal for funding from other places to the Commission to consider all the budget requests in the context of the budget. From that point, be able to make a decision whether we would support this.

Last week Chief Shirley was notified that they had to have the letter by the end of this month. That's why it was blue-sheeted to this meeting.

Commissioner Bynum said, Commissioner Murguia, I didn't want to take the floor if you still had....**Commissioner Murguia** said I do have a follow-up question.

Have we applied for this grant before? I think so. **Mr. Bach** said yes, we have. **Commissioner Murguia** asked how many times. Do you know roughly? **Mr. Bach** said I think we've had it twice. **Commissioner Murguia** asked if you've applied twice, have you received it twice. **Mr. Bach** said yes. **Commissioner Murguia** asked both times you've applied, you've gotten it. **Mr. Bach** said yes. **Commissioner Murguia** said okay, thank you. Go ahead Commissioner Bynum.

Commissioner Bynum said I'm a little confused. My time here so far with items like this, including a major grant through the Police Department, and any grant that requires a match, comes through a process. That process in this case would have been, at a minimum, at some point appearing in front of Public Works and Safety. That never happened and I don't know why.

I can appreciate wanting to put it in front of us. I guess that it's unfortunate that it's in front of us ahead of a budget discussion. Again, it takes me back to the process. We have processes in place for things just like this. I don't know why none of them seem to have been followed. I don't know why. I've never seen the grant until I walked in here at 7:00 p.m. It troubles me knowing what we are hoping to bring forward in terms of further tax reduction through our mill levy.

It's a concern. It's a concern about committing us to the level of local required match. It is significant. If we applied for it in the past, and it sounds like maybe been successful with that

application, then it sounds like chances are good we could be successful again. It's just really hard for me when I have no analysis of what the problem is this grant application tries to solve. I just have a really hard time moving forward with that, especially ahead of us working on our budget. We would have, in a normal process, worked through all of this ahead. It just leaves me a little confused and a little unclear. That's it.

Mayor Alvey said I would suggest to state that if it was supposed to go through, whether it was required to go through the standing committee, that's on me. I'll take responsibility for that.

The way this was presented to us, Chief Shirley proceeded with the grant application. There was an opportunity for us to proceed with it. There was a time constraint on the application itself, when it had to be turned in. The thought was that it would go through the process, through the normal budget process and be brought forward. Because of the letter that was received last week saying we needed to have the Letter of Support from the governing body, if we're going to provide one, by the end of the month, that's why it's here tonight. If you would rack that up to a rookie mistake.

Commissioner Murguia asked does this grant address our minimum manning requirement that we keep hearing about. **Mr. Bach** said it would take steps to go toward that, yes. **Commissioner Murguia** asked let me see, I like Commissioner Bynum, am just seeing this. I just have a couple of questions about the grant.

This is a federal grant, correct, first of all? **Mr. Bach** said yes. **Commissioner Murguia** asked what it says is that if we get the grant, help me here, we'll have to hire those firefighters in 2019 or 2020. **Mayor Alvey** said within 180 days. **Commissioner Murguia** asked of receiving the grant. **Mr. Bach** said yes.

Commissioner Murguia asked when do we anticipate hearing back on the grant if it's submitted. **Mr. Bach** said, Chief Shirley, correct me if I'm wrong, end of September. **Kevin Shirley, Interim Chief of the Fire Department**, said the idea behind the grant is that they notified us that they want the Letter of Support on the 30th because they are going to start the awards shortly. I don't have a timetable. I don't know September. I don't know August. I'm thinking it's July, I don't know that for certain. It is coming. We are there.

Commissioner Murguia said that's okay. Let's just make up, it's this year then. **Interim Chief Shirley** said correct. **Commissioner Murguia** said let's just say September. From September, how much time does the grant allow you to hire these 24 officers. **Interim Chief Shirley** said we have 180 days from the time the grant is awarded. **Commissioner Murguia** said you have 180 days to hire 24 new firemen. **Interim Chief Shirley** said that is correct.

Commissioner Murguia said we're required for the federal match to maintain this level of staffing for two years, it sounds like. **Interim Chief Shirley** said no, for three years. After three years there is no requirement. **Commissioner Murguia** said after three years then? **Interim Chief Shirley** said attrition, termination.

Commissioner Murguia said the total cost of that over three years for us, is that the \$2M you have in here? **Mr. Bach** said no, that's \$1.5M. **Commissioner Murguia** said our cost is \$1.5M over three years. **Interim Chief Shirley** said correct. **Commissioner Murguia** said to meet the minimum manning requirements? **Mr. Bach** said to meet the additional 24 staff members. **Interim Chief Shirley** said we will not meet the entire minimum standard throughout the Fire Department with 24 firefighters, but we will make significant gains. That's what we're shooting for.

Commissioner Murguia said it's tempting to begin negotiations with you right now. Can you stop me if I can't ask this question, or can Legal stop me? I'm not sure what I can ask and what I can't ask of our Fire Chief.

Commissioner Murguia asked would the Fire Department agree, if we approve this grant for the next three years, that for the next three years that would suffice for minimum manning. **Interim Chief Shirley** said I can't say that. **Commissioner Murguia** asked who can say that. **Interim Chief Shirley** said I think we have to look at, like I said, we are not going to minimum man all the rigs with this 24. There won't be enough. **Commissioner Murguia** said I hear you, and I get that. I think it's very important, but it's a giant step in the right direction. **Interim Chief Shirley** said absolutely, it's a giant step in the right direction. **Commissioner Murguia** asked just for three years, would the Fire Department agree that that would suffice for minimum manning for the next three years. **Interim Chief Shirley** said I think the Fire Department would say that we are moving toward minimum manning. It's a giant step. You're absolutely right, just like the manning of the aerals, the manning of the quints with four was a giant step. Now we're ready to move for six more to move forward.

Commissioner Murguia said, Chief, this is my position on the deal, and I've talked to the Union about this as well. I'm all about the minimum manning requirements. I really want to get us there, but we have, as the other Commissioners have expressed, so many other financial demands placed on us. I do believe sort of the philosophy has been over the last eight years, at least, is those projects that are grant funded should become a priority. What I would hate to see happen, though, is that we approve this and say let's try to figure this out over the next three years. Then, immediately, the Fire Department's still coming back at the government for minimum manning. I think this is a step in the right direction. For me, if we could meet some sort of compromise for the next three years that right now this is all we have to dedicate to additional firefighters, but we are in agreement that we're all moving in the right direction. If we could come to some sort of an agreement, I'm only speaking for myself, that would be very impactful on how I would vote.

Commissioner Philbrook said I just want to make it really clear because I'm still going, okay, we now want a bunch of money all of a sudden. Money that we already knew that, as the Mayor said, we're looking for money to take care of everything. Now, all of a sudden, we're asked for another bunch of money that we hadn't even planned on. We're already looking for stuff. That threw me off.

The other thing is does that mean \$500,000 a year or does that mean \$1.5M a year. **Interim Chief Shirley** said total. **Commissioner Philbrook** said total over the three years. I'm just trying to make sure. I thought I heard that, but I don't like to assume anything. **Mr. Bach** said it's a percentage a year and it goes up a little bit each year. It's lower in the first year and then it goes up each year after that. **Commissioner Murguia** asked what are those amounts. Sorry, Commissioner, while you're on it I was wondering. What are those amounts every year?

Mr. Bach asked do you know them offhand, Chief. **Interim Chief Shirley** said it's 75%, 75% and 35%, that's what the federal government will pay, 75%, 75% and 35%. The first year for this grant is \$383,000 for 24 firefighters for the first year. Next year, \$384,000. I believe that is correct, right Chief? So, for the first year that's what it is. For the second year, that's what it is. Finally, the third year is \$840,000.

Commissioner Philbrook said I appreciate that information. I think that my biggest problem with this is that not whether we should have it or not, not that whether we need additional firefighters, but our problem as elected officials is that we have to listen also to people who talk to

us about how we're spending our money. It's not just one persuasion. There are a lot of different folks out there. We have to listen to all of them. If we're to make a decision like this that quickly before we've had a chance to actually review this and go through the right steps, the steps that we've taken in the past, I already know they're not happy.

You bringing it forward you feel is your job. You did what your job was. Now, we have a job to decide how we're going to deal with your request. Does that make sense? **Interim Chief Shirley** said it does make sense. I understand that. I had no idea that I was going to receive this letter that said it had to be done by the 30th.

I had submitted that a Letter of Support must be done before we can accept the grant. Wherever that, if I put somewhere that is was August 30, my apologies because I didn't do it on purpose. I would have never done that. **Commissioner Philbrook** said I don't believe that you did anything on purpose. **Interim Chief Shirley** said I guess what I'm getting at is that the idea that we need to, it's \$383,000, that's not gonna buy our fire station. Let's be reasonable. It's not going to buy two fire stations. It's not going to do anything for our fire stations.

We can't buy a pumper with that \$383,000. That's not enough. We can't buy a truck with that \$383,000, but we could get 24 guys. **Commissioner Philbrook** said I appreciate all of that. As I said though, it becomes an issue around us actually following policy that we put into effect because of last minute requests. That's why we try to put into effect going over our budget and really honing it down. This becomes a big fly in the ointment because there's a lot of other places that need the money too.

Commissioner McKiernan said well, like Commissioner Philbrook, I'm on record more than once as saying that I don't like to get information at the last minute, not have a chance to see how it fits into the overall strategic plan that we might have, to consider alternatives, to consider options, and to be forced to make a decision. Having said that, I do have a question.

We have received two prior grants, correct? **Interim Chief Shirley** said that's correct, as far as I remember. I know we applied for many. **Commissioner McKiernan** said in each case were there 24 people brought on with each of those? **Interim Chief Shirley** said no, it was dependent upon what we felt we could possibly get and utilize. **Commissioner McKiernan** said you just said a moment ago that we didn't need to keep those people, that they could brought on as

a function of the grant, but that numbers could return to prior levels due to attrition and other factors that would affect personnel numbers. Is that correct? **Interim Chief Shirley** said that is correct.

Commissioner McKiernan asked do we know, do we have a net increase. What's our net position in terms of firefighters based on the ones that we added by receiving the other grants? **Interim Chief Shirley** said I'd be reluctant to tell you that because I don't have a good, I've never even considered that.

Senior Assistant Chief Jack Andrade, Kansas City Kansas Fire Department, said in 2007 we went through a recession. Everybody should remember that. At that time, we went down 44 firefighters in 2008. In 2009, we put a grant in for SAFER to try to replenish those. We got a 25 personnel grant from that SAFER Grant, the first one. That got us back to our staffing number of 420, which was 16 less. So, we're still short at that time in 2010.

In 2012 we put in another SAFER Grant to replenish the other 16, which got us back to 436, that original number in 2007. FACETS came in and figured out that, you know, that grant money was going away. We needed to figure out a way to save those positions. We were told we couldn't do that. We couldn't absorb it in our budget, so we lost those through attrition. Today, our manning is 420 personnel.

These 24 positions that we're asking for today is to try to comply with NFPA 17-10 that states that we need four, 90% response times at four minutes 90% of the time with four people on those rigs, on the scene, at that moment. Today, we don't do that.

I have some statistics here. In 2017, 90% of the incidents, we made it in 4 minutes and 59 seconds. The standard states that we should make it within a four-minute period. Out of 30,000 calls, we made it on the scene 90% of the time, 4 minutes and 59 seconds. **Commissioner McKiernan** asked, Chief, if I could, how does number of personnel affect that time. **Senior Assistant Chief Andrade** said the number of personnel on the scene of a structure fire, or a medical call, or a specialized call, we need four personnel to operate at a higher standard. We're not meeting that standard. **Commissioner McKiernan** said that's the amount of time it took to get those four people on the scene. **Senior Assistant Chief Andrade** said that's correct. Currently today, we have 14 pumpers that have three men on it throughout the city.

What we're looking at is trying to put six additional pumpers with an extra man so that we're targeting high hazard areas. For example, KU, the railroad system, we'd like to staff a couple of pumpers there with four men, Fairfax, Headquarters.

Commissioner McKiernan said, Chief, if this is a known commodity, is this, and you're saying we need more firefighters, was that included as part of a strategic plan? Was that included as part of an initial budget proposal for the 2019 budget? If we need to go up, did we just wait for this grant, or was there already a plan in place to begin achieving what you say is necessary? **Senior Assistant Chief Andrade** said in December of 2018, excuse me 2017, we asked to apply for the SAFER Grant to start meeting that minimum requirement. In 2015, when FACETS came out, they stated that we needed to try to figure out a way to comply with NFPA 17-10. That's what we're trying to do without there being such a big financial hit right off the bat.

To put 14 firefighters on the streets today, or 14 pumpers with four men on it, times our staffing factor of 4.1, it's going to take at least 58 personnel to do that. We understand that that's a real undertaking, that's too many personnel to even ask for. That was for the NFPA standard that was the 2015 standard. The standard changed in 2016 where it calls for additional personnel on certain specialized rigs.

Commissioner McKiernan asked your estimate is that it'll take \$2.5M per year to sustain those 24 people beyond the time of the grant. **Mr. Bach** said I believe that was the number we were seeking. **Commissioner McKiernan** asked it will take an annual personnel expenditure of \$2.5M to sustain those 24 firefighters after the grant has expired. **Mr. Bach** said correct. **Commissioner McKiernan** said and we're no longer getting the match. **Senior Assistant Chief Andrade** said that's correct.

In the first year, the federal government puts 75% towards those 24 personnel and we pay the other portion, which is \$323,000. **Commissioner McKiernan** asked this is an attempt by the federal government to help local fire departments to staff up by mitigating the upfront costs and allowing them time, I guess, to find where the money's going to come from. **Senior Assistant Chief Andrade** said that's correct. In 2010 and 2012, those SAFER Grants were 100% federal government funded. Now, they've figure out, hey, you know what, we got to get our municipalities to figure out how they can keep those firefighters in year four. **Commissioner McKiernan** said I guess my continuing question that I haven't answered for myself is, I get it, we're going to get a match for the first three years. Where do we find the money after the grant has expired and we desire to keep those bodies in the fire house. I'm at a loss as to where we get that. It's significant money. **Senior Assistant Chief Andrade** said right.

Mr. Bach said, Commissioner, I think that's where my concern is with it, not that it wouldn't be good to have additional firefighters come on, but it's a matter of looking at it from the perspective of what's our long-range strategic plan that we're going to do. If we think this is a good idea now, how do we sustain it going forward. Is it a priority over other things we want to put financially or not? Right now, as I'm structuring the budget, it's not, but then we can move away from some of the other items that we're looking to fund if that's the direction you want to go.

Commissioner McKiernan said I guess that's my question. If we decide to go for this, we're going to need to make a strategic decision in our budget planning sessions of the next month as to what we would chose not to fund. You're presenting a balanced budget. We would need to strategically find what it is we're not going to fund to be able to fund this in the short run. Then, start ramping up and planning for longer term, larger dollar funding as we move.

Mr. Bach said I think with the Commission direction to move in the area of mill reduction, that longer term one is one that gives me considerable concern because one or two mills is a couple of million dollars. If I'm going to add that much to the long-term expectation, if that is the expectation, then I'm going to need a lot more than just a few hundred thousand. **Commissioner McKiernan** said, Chief, thank you very much.

Commissioner Markley said I just had one question. At one point, you might need to come back up for this, I'm not sure, but maybe. At one point, you mentioned in the prior years when we applied for a grant, we applied for a smaller number of positions because that was what we thought we could handle. Is that a possibility with this, or is the 24 what you have to apply for? **Interim Chief Shirley** said no, the 24 are what we applied for and that's what will be given to us unless there's a hardship of some kind. I just want to make it clear that there was nothing ever done by the Fire Department. Chief Andrade did an excellent job getting this grant together, a lot of work involved. This is a competitive grant against all fire departments in the United States, volunteer and professional. To be given this opportunity is one we don't want to squander. I appreciate your careful thought on it.

Commissioner Bynum said I appreciate the effort that you've put into the grant and, frankly, everything that you do. I've just got to get my head around what we're dealing with. I'm sorry that we're doing that at 9:00 in the evening.

Mayor, to your point about taking the blame and responsibility for a misstep in a process, I appreciate that, but you don't work on an island here. There are a lot of people here who do know the processes of these actions. I appreciate what you're saying. It looks like this application process started in Marchish that I can see on the application.

I've got a couple of questions. I want to make sure I heard correctly the dollar figure that we're asking for, or we've best anticipated for, after three years then the local figure is \$2.5M annual? **Mr. Bach** said yes. **Commissioner Bynum** said that factors in the potential attrition that we've been speaking of? **Mr. Bach** said no. **Commissioner Bynum** said that's just the cost of 24 firefighters. **Mr. Bach** said that factors in if we were to maintain our current staffing level, that 420, and then add an additional 24 to it. **Commissioner Bynum** said earlier we spoke about some of the cost being mitigated because through attrition and retirements we wouldn't bear the full cost of the 24, so I really need to understand that better.

Mr. Bach said, as the Chief said, at 180 days out from the day you start this process, so if they awarded end of this year, somewhere in the first of next year, we would staff up the 24. We would need to be staffed up to the level to hit our 420 plus the additional 24. Then, for the next three years, so it would be years '19, '20 and '21. It works on whole years, that makes it easier, we would need to be staffed at that level of 444.

Then after the date that the grant would end, so somewhere in January of 2022, then you could start to allow attrition, if that were the direction we deemed we wanted to do in 2022, to let, you could let some numbers go down. **Commissioner Bynum** asked that would be mostly because of retirements, I'm assuming, I don't know. **Mr. Bach** said I would assume that. I certainly would not assume we'd go forward with this with any thought of termination. **Commissioner Bynum** said okay, I mean correct. Other than those two, I don't know of very many ways folks leave employ in the Fire Department, fortunately for us.

I got to back up to the 2008-2009 prior SAFER Grants that you were speaking of. In 2008, we got hit with the recession. In 2009, we were able to apply and receive a SAFER Grant and add 25 personnel. **Senior Assistant Chief Andrade** said that's correct.

Commissioner Bynum asked what happened between 2008 and 2009. **Senior Assistant Chief Andrade** said just attrition. **Commissioner Bynum** said just normal retirements. **Senior Assistant Chief Andrade** said just attrition and we couldn't hire between those years. **Commissioner Bynum** said because we were in an economic crunch. **Senior Assistant Chief**

Andrade said that's correct. **Commissioner Bynum** said okay, I was just wanting to make sure I understood the correlation there.

We hired the 25. Then did we get another one after that that you spoke of? **Senior Assistant Chief Andrade** said in 2012. **Commissioner Bynum** asked and hired how many. **Senior Assistant Chief Andrade** said an additional 16 to get us back to our regular number of 436. **Commission Bynum** said today we're at 420. **Senior Assistant Chief Andrade** said 420.

Commissioner Bynum asked you would say, then, that from SAFER Grant number two to now, back down to the 420 because of the attrition. **Senior Assistant Chief Andrade** said because of attrition. **Commissioner Bynum** so then we could say that in the current one going forward, that would be seven or eight years, maybe. I don't know what else we have to go by that attrition over time would transpire. Now, I'm trying to get at \$2.5M a year annual for.... **Senior Assistant Chief Andrade** said correct. Between 2015 and 2018, we had a lot of retirements.

Commissioner Bynum said we do know that we are in our baby boomer cycle of folks retiring. It's potential that we could see more now than we did then. That's a possibility just because people are aging and retiring. I'm just trying to get myself to a good clear understanding of what we're dealing with.

Commissioner Burroughs said thank you, Commissioner Bynum. You walked through a very solid scenario there as to the financial as well as the employee status that we will be dealing with.

I do want to bring to the Commission's attention and the public's attention, we won't, this grant is \$383,000 the first year. **Senior Assistant Chief Andrade** said \$323,000. **Commissioner Burroughs** said \$323,000 for the first two years. That's just under \$700,000. The third year we're going to take a bite of \$800 plus a thousand. It's not until the fourth year that we will see the full cost of these firefighters.

We were talking about a three-year scenario where we lost 16 firefighters over the last grant period. To go out and try to recruit those number of firefighters without assistance from a federal agency that's willing to partner with local governments would be quite a fiscal challenge for us. I'm one that wants to ensure that our public safety servants are well maintained at a level that is safe. I want to ensure that the equipment you have is well maintained and safe.

We are faced with a tremendous challenge here with the budget moving forward. I would hope that we go back during this budget process and give strong consideration to the future needs

of our community. We're bringing in more industry, more residential growth. We should have nothing less than a first-class Fire Department and the responding process in place as a Unified Government. That should be our mission, to provide the service. It should be efficient. It should be effective, and it should be financially fiscally sound. The worst thing I would hate to see is we bring on 24 and then in four years, we have to make cuts, whether it be financial or whether it be an economic downturn.

Help us help you in identifying what we can do. It can happen within the ranks. It can happen across the community in looking at some procedures in place to find a growth process that it's not such a fiscal impact on us in four years.

We don't know that 17-10, you keep quoting 17-10. That's the four-man service. I have to echo Commissioner McKiernan's comment that it's a little hard for laymen to understand how adding a fourth person to a truck eliminates the timeframe and makes it quicker. That's your profession.

I want to be a good partner. I'm sure every commissioner up here wants to be a good partner with our public safety. I truly believe that \$383,000 is a great deal to put trained, responsible people on the road for public safety. The fiscal aspect is what I struggle with. Mayor, I would hope that we have strong discussions in reference to that come the budget process.

Commissioner Townsend said I won't go over a lot of the good points that I've heard already from my fellow commissioners. I do want to highlight a couple.

One, Chief Shirley, you just used the term careful thought. That is what is leading me to want to support the recommendation of our Administrator, given everything I've heard here. I, for one, and I don't think anyone here wants to do this in a vacuum and still be good partners as Commissioner Burroughs said. Commissioner Bynum made a great point just about the process. I, for one, just feel that we would be doing this in a vacuum, almost, not having had the overall discussions that we're planning for the budget cycle. Once we get them, as Commissioner Burroughs said, I have a concern that we don't want to be hit with having to decrease that number when we're trying to get to the number.

I'm also encouraged by the fact that the Administrator, in the plan we expect to hear, is putting money toward the infrastructure and equipment for the Fire Department. We are considering the Fire Department already.

The other thing on this summary sheet indicates that this will probably not be the only opportunity we have to get a SAFER Grant. Those things encourage me to make the motion to follow the recommendation here since we are pre-budget discussion cycle, to not go forward with this at this time. Hopefully, come back and look at it at a later time.

Action: Commissioner Townsend made a motion, seconded by Commissioner Philbrook, to follow the recommendation of the County Administrator and not proceed forward with the application.

Mayor Alvey said I'd just like to offer a few comments. The other thing, again, the ideal situation would have been for this to actually proceed through the budget process in the context of all the other demands upon our limited means.

Also, I think, as we know we're in the process of hiring a new Fire Chief. I think that there are several issues that this Fire Chief is going to have to address, as we know. It's going to be at what level are we able to meet 17-10. We're going to have to, again, look at the fire stations themselves. We have to look at the placement of those stations. There's a lot on this person's desk as soon as they come in. I'm of the mind and the opinion that we're better off leaving, letting this person come in and address all those things in their way and present to us, as their responsibility, their recommendations for making sure that we provide the best quality fire service to our community and, obviously, in a fiscally sustainable way.

My sense is, if I thought we could not go back out for the SAFER Grant, I might be of a different mind, but I think I'm deferring to next year at the earliest.

Commissioner Burroughs said I apologize to the Commission for taking a second bite at the apple here. Are we on a hard deadline here? **Interim Chief Shirley** said absolutely. **Commissioner Burroughs** asked the hard deadline is tomorrow. **Interim Chief Shirley** said the 30th. **Commissioner Burroughs** said the 30th. **Interim Chief Shirley** said the letter has to be in.

Commissioner Burroughs asked without the letter, what happens then. **Interim Chief Shirley** said we are done. We are out of it. **Commissioner Burroughs** asked for a year. **Interim Chief Shirley** said yeah. I don't know how the peer reviewers are going to accept that. I don't know that. You're asking me how they do their grants at that point. I don't know.

Going through all this, we passed through the peer technical review, we're passing through the peer review right now. They're asking us for information. Are you going to support? They asked a question about uniforms, just those type of things. That means we are in the process. It doesn't necessarily mean we're going to get it, but they wrote specifically the 30th is the due date for that letter.

Commissioner Burroughs asked has that been the same timeframe in the previous grants. **Interim Chief Shirley** said no. There were always timeframes, but last time the letters, as I remember them, were strictly hey, these would help your process if you wanted to put them in. It wasn't mandatory. Now I think they're asking that the different ones, the governments will support that. I think that's what they're after, that they're not giving these grants out and nobody's taking them. They're trying to avoid that.

Roll call was taken and there were six "Ayes," Johnson, Markley, Philbrook, Bynum, Townsend, McKiernan; and three "nos," Walters, Burroughs, Murguia.

COMMISSIONERS' AGENDA

ITEM NO. 1 – 18298... RECOMMENDATIONS: UG/HOLLYWOOD CASINO/SVV CASINO GRANTS

Synopsis: The recommendations for the UG/Hollywood Casino/SVV Grants being submitted for your approval, submitted by Emerick Cross, UG Commission Liaison.

Doug Bach, County Administrator, said you have before you in your packets the recommendations that were submitted to Mr. Cross as he assembled them for what the commissioners recommended where they be awarded for Hollywood and Schlitterbahn Vacation Village casino grant money. Notifications, upon approval by the Commission, will go out to these awardees on July 6. If you would like, I could have Mr. Cross go through this and provide a presentation on it.

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

June 28, 2018

LAND BANK BOARD OF TRUSTEES' AGENDA

No items

PUBLIC ANNOUNCEMENTS

No items

**MAYOR ALVEY ADJOURNED THE MEETING
AT 9:45 P. M.**

Bridgette D. Cobbins
Unified Government Clerk

mls

June 28, 2018

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

SPECIAL SESSION, THURSDAY, JUNE 28, 2018

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in Special Session, Thursday, June 28, 2018, with nine members present: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; McKiernan, Commissioner Second District; Murguia, Commissioner Third District (arrived at 5:02 p.m.); Johnson, Commissioner Fourth District (arrived at 5:02 p.m.); Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District (arrived at 5:02 p.m.); and Alvey, Mayor/CEO presiding. Townsend, Commissioner First District; and Kane, Commissioner Fifth District; were absent. The following officials were also in attendance: Doug Bach, County Administrator; Angela Lawson, Deputy Chief Legal Counsel; Bridgette Cobbins, Unified Government Clerk; Joe Connor, Gordon Criswell and Melissa Sieben, Assistant County Administrators; Debbie Jonscher, Deputy Chief Financial Officer; Donald Ash, Sheriff; Jeff Fisher, Executive Director of Public Works; Mike Tobin, Deputy Director of Public Works; Terry Brecheisen, Director of Public Health; Emerick Cross, Commission Liaison; Lynn Melton, Assistant to the Mayor; Officer Dent, Sergeant-at-Arms.

MAYOR ALVEY called the meeting to order.

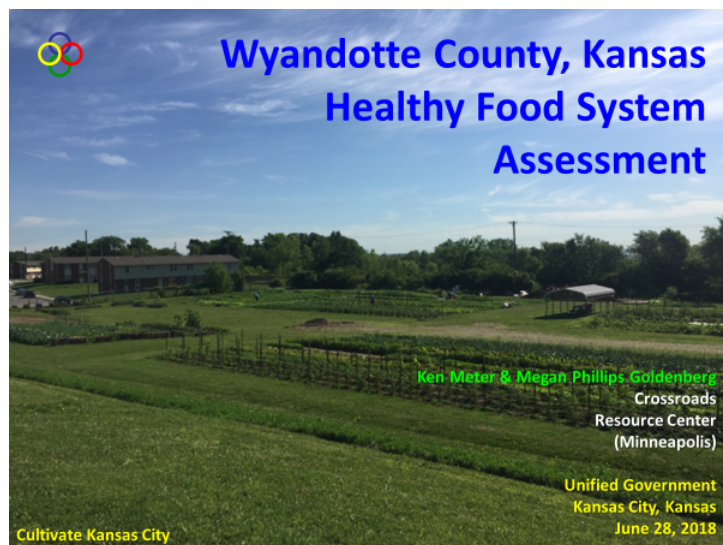
ROLL CALL: Markley, Walters, Bynum, Burroughs, McKiernan, Alvey.

NOTICE OF SPECIAL SESSION of the Unified Government of Wyandotte County/Kansas City, Kansas, to be held Thursday, June 28, 2018, at 5:00 p.m. in the 5th floor conference room, for a presentation on Local Food Economy Assessment and an update on the Juvenile Center.

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 Alvey said as the Clerk stated, the meeting this evening is for a presentation on Local Food Economy Assessment followed by an update on the Juvenile Center.

Doug Bach, County Administrator, said I'm going to turn this over to Joe Connor, Assistant County Administrator, to introduce this topic and we will go from there.



Joe Connor, Assistant County Administrator, said tonight we just want to show you the results of an assessment that was done. This was funded through the Health Care Foundation of Greater Kansas City to the Health Department and Healthy Communities Wyandotte. As the title states it's about the local food economy. You will see a pretty good description with a lot of data in this report and there are some policy recommendations in here not only for you guys, but also for the community that we have in Kansas City, Kansas and Wyandotte County. It's a very interesting report. I will turn it over to Terry Brecheisen, the Director of our Health Department, to introduce the consultants and the team that worked on it.

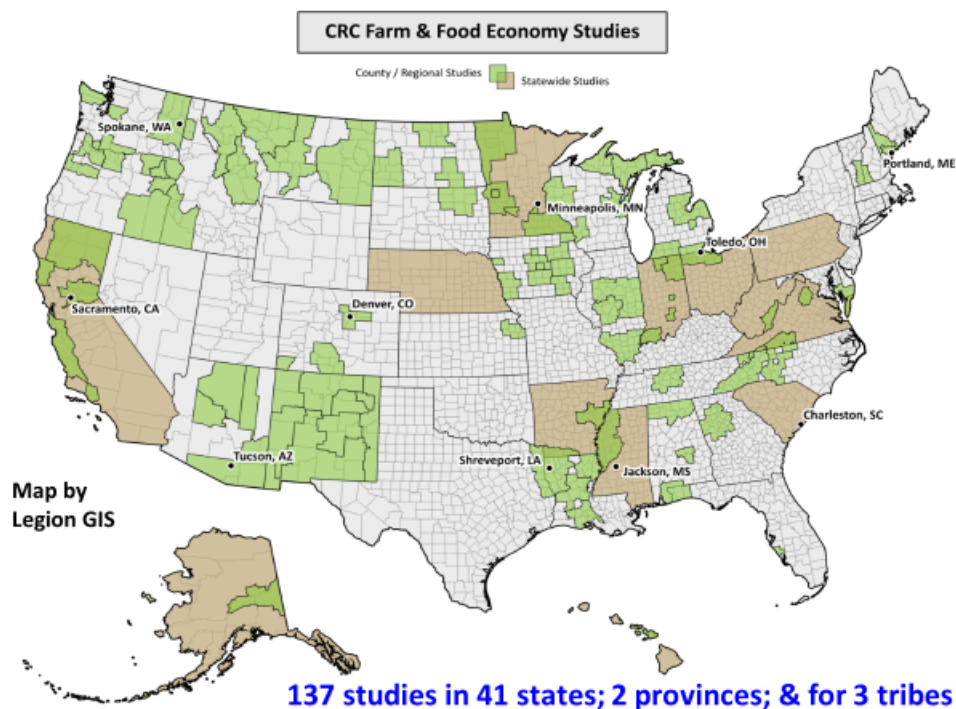
Terry Brecheisen, Director of Public Health, said I'm going to turn it over to somebody else too. Alyssa Carodine is the Program Coordinator in our Healthy Communities Wyandotte Division at the Health Department and she has been coordinating this food assessment and that's her passion. Sarah Hartwig is a Vista worker and she is also working on this topic. I will let Alyssa introduce the consultants who did the work and will be making the presentation.

Alyssa Carodine, Health Department, said in 2016 the Food Systems Action Team conducted the Local Food Economy Assessment to get a better understanding of the Wyandotte County food system. We contracted with Ken Meter of the Crossroads Resource Center and Megan Phillips Goldenberg of New Growth Associates for the assessment. Together Ken and Megan have conducted similar assessments in over 150 cities and states across the country and they have also partnered closely with the USDA to create tools to enhance Local Food Systems Development.

Ken joins us tonight from Minneapolis and he will be sharing the data collected for the assessment and the resulting recommendations.

Ken Meter, Crossroads Resource Center, said I spent several weeks here about a year ago interviewing about 56 people who live in Wyandotte County from the western part of the county to northeast to the southern parts of the county to learn what was on people's minds in terms of food, food access, and many of the issues involved with the economy of food and farming here. It's really a pleasure to come back with the final report and with some recommendations that appear to be moving forward.

I'm going to really outline very briefly some of the financial figures that we came up with. If you want more, there is a whole report that Alyssa has copies of and there is a lot more information there that I hope you can reference for years to come. I'm going to give you the highlights both of the data and the recommendations we made and hopefully they will be useful for you as you start addressing food in the area.



I'm going to begin by just showing you a map of the places that Alyssa mentioned that Megan and I have worked in lots of regions around the country. There's actually discussions like this happening in most every state today and we've been privileged enough to be invited by several of these groups to come in and do similar work.



I wanted to also start with an image from a cooperative grocery store in Fayetteville, Arkansas and I like this picture partly because the produce section here is so phenomenal, but also the woman

who runs it is actually a produce manager. I interviewed her about four years ago in Fayetteville. She had started to work at the co-op when she was, I believe, 14 years old. Her mother was a staff person there and six years later when I came to see her she was head of the produce department. It was a really good example for me how someone who lives in a community who has a supportive grocery environment can actually surface with quite a bit of leadership. She does a great produce operation precisely because she's very good with networking with the farmers nearby. They have her trust and she really does go out of her way to work with them and it's also been an incredible career move for her that happened because there was a responsive grocery store in her town.



As I mentioned before we tried to compile comprehensive data covering a local farm and food economy in Wyandotte County. We held focus groups in specific ethnic communities and we also developed strategic recommendations, so I will give you some highlights from all of that today.



I also wanted to start with a picture of Cultivate Kansas City farm in the northeast. What I really like about this farm—first of all I think it's one of the most advanced efforts urban agriculture in the United States right now. I've known about Cultivate Kansas City for a number of years and my colleagues who are planters say this is the best there is in the US. It's a tremendous resource and one of the things I like the best about it is that it's located right next to a low-income community and so the food is being grown in proximity to where a lot of people need to eat better food. I think that combination of growing food really close to where people are is a very exciting potential and it allows you to think of some very good nutrients for food in this town and the county. I think that combination of growing food really close to where people are is a very exciting potential and it allows you to think of some very good nutrients for food in this town and the county.

 The Opportunity

**KCK has one of the most advanced urban farms
in the US**

**Cultivate KCK raises food in low-income
neighborhoods**

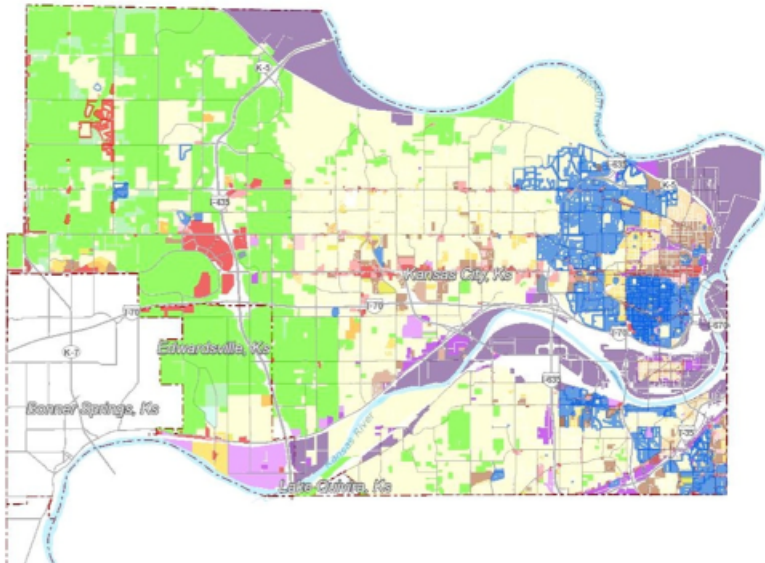
**New grocery store could feature fresh foods
from KCK**

This would be unique nationally

I think a new grocery store like you're contemplating sighting right now, if it really featured food from local farms from that production, could really produce a unique store that no one else in the country could really quite replicate having so much food coming from an urban area direct to customers here.



19,307 Acres of Agriculturally Zoned Land



UG Department of Urban Planning and Land Use, 2017

One of the things that is unique to Wyandotte County is it has 19,000 acres of agriculturally zoned land. That's enough to feed thousands of people and it's a tremendously unique resource. I come from Minneapolis where we have maybe three or four lots that can be used in agriculture, but we are so built up we don't have this potential and you really have that right in your grasp so there is a resource to work with.

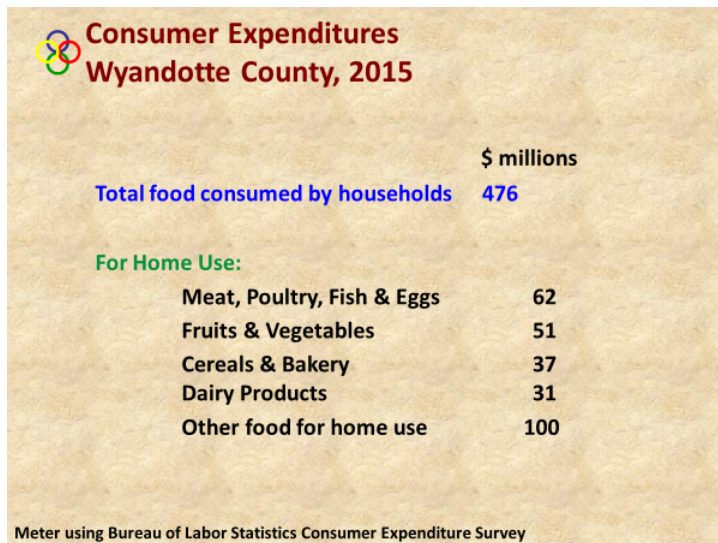


Top Farm Products in Wyandotte County, 2012

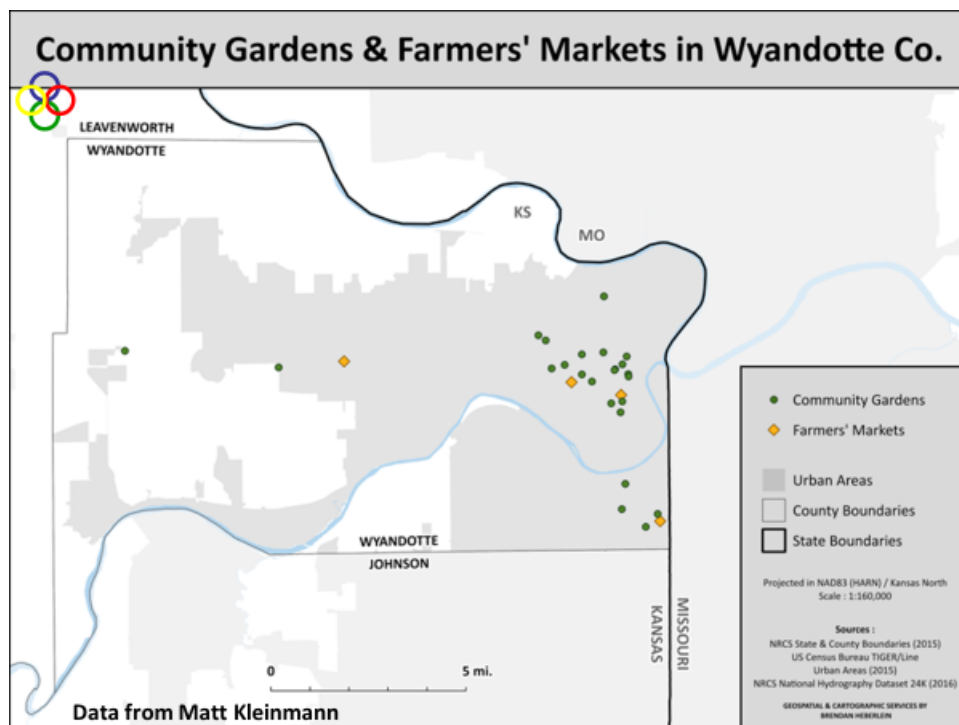
	\$ millions
Soybeans	1.064
Corn	0.917
Cattle & Calves	0.561
Vegetables, Potatoes, & Melons	0.376
Nursery & Ornamentals	0.178
Forage Crops	0.090
Wheat	0.029

Census of Agriculture, 2012

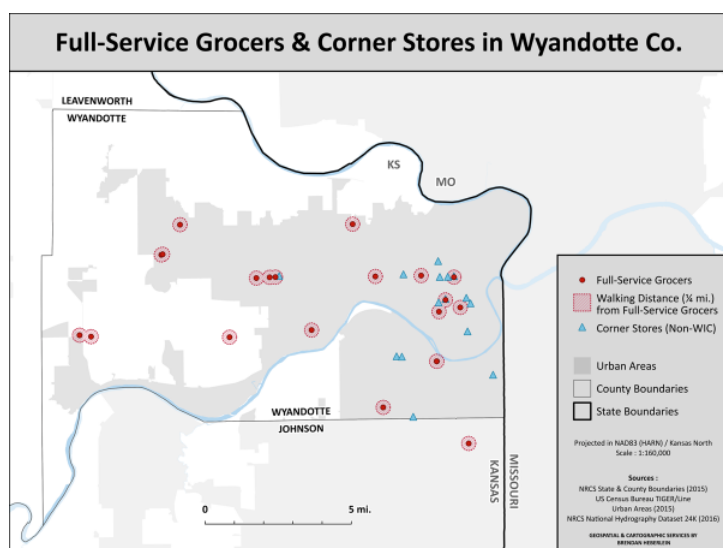
Unfortunately, what's being grown in those acres is shown in this slide. It's mostly corn and soybeans. It's about a few million dollars' worth of products, some cattle and calves. You have to look fairly deeply in that chart to see food that's being raised by farms here for folks here to eat. Mostly that's going to be the vegetables, potatoes, and melons about \$376K in 2012. It's a fairly small amount.



We can compare that with the food that people here eat in a year. This is the market for food in Wyandotte County, \$476M every year is being spent by your consumers buying food. Most of that money is leaving the county because almost none of it is sourced right here. This is happening in lots of areas around the United States, but it's uniquely ironic I think to have a farm county with a very proud agriculture heritage and 19K acres of farm land shipping something like \$450-\$460M a year outside the county to buy food. Think what that money could do to build local tax base, local wealth, local capacity if it was spent right here.

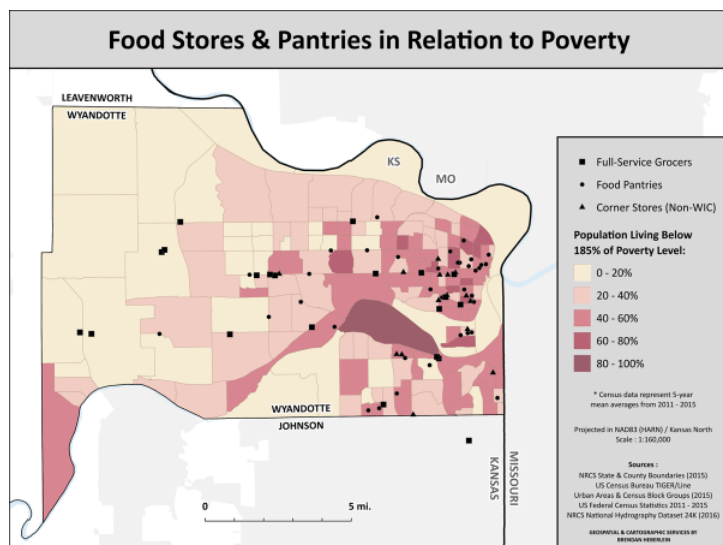


We did some mapping of the food facilities. This just shows the community gardens and farmers' markets in the county, really mostly close to the downtown area in some of the inner neighborhoods.

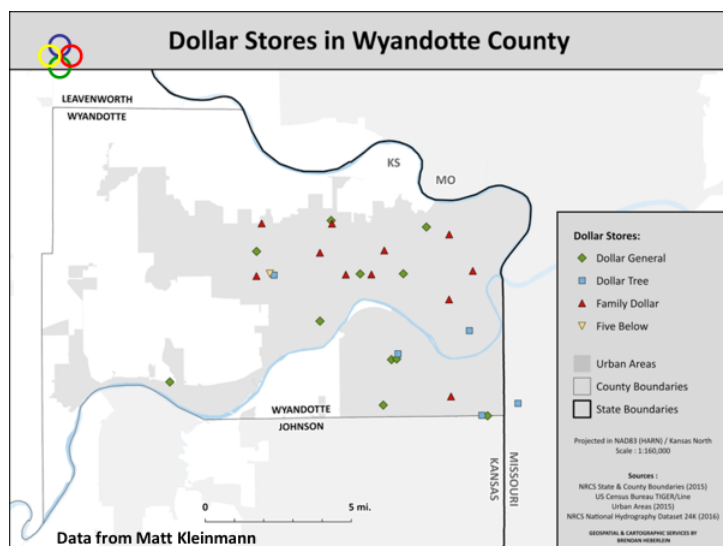


Full-service grocers and corner stores in Wyandotte County are, again, pretty well dispersed through the county. You folks know these stores far better than I do, but I think we were

encouraged actually that there are quite a few stores within reach of anybody who has a car in Wyandotte County, but not everybody of course has a car.



This is a map of the food stores and pantries in relation to the poverty areas. The dark areas in this chart show the areas where the highest percentage of the population lives below 185% of the poverty line which we consider sort of a minimal approximation of a living wage. I guess the good news here is there are a lot of food stores that are close to where people are poor, but there are also considerable areas where poor people live who are distant from or isolated from grocery stores.

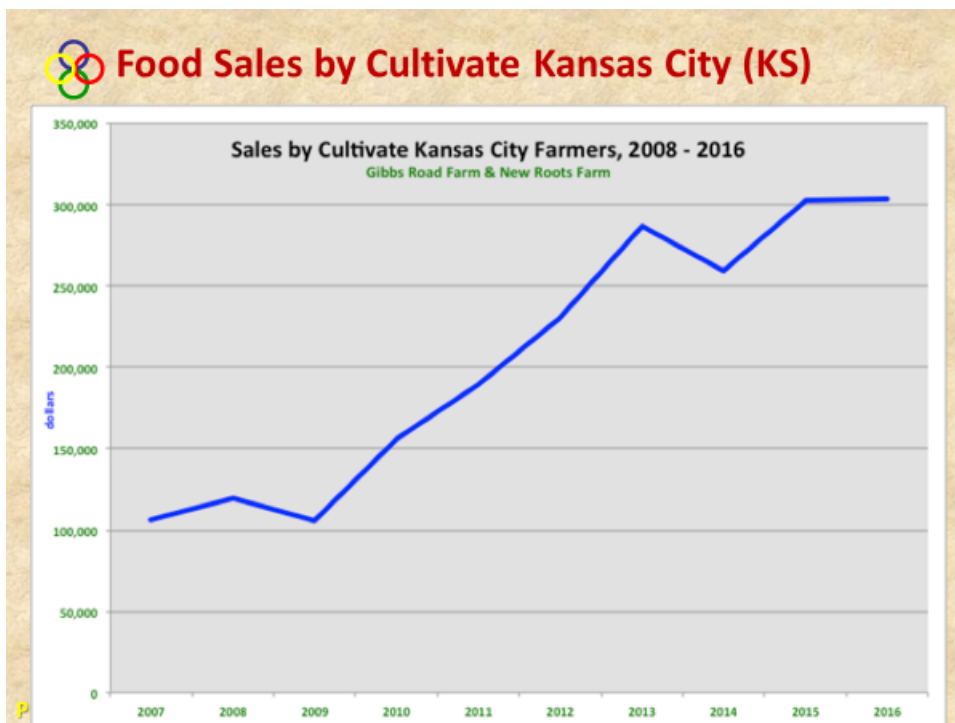


In those same neighborhoods where poor people live, Dollar Stores have taken the foothold and they are very well patronized by a lot of low income people, but they also don't tend to have a

really good compliment of healthy foods. Often a lot of starchy items, high fat items, and they are things that fill your stomach but don't necessarily give you the nutrition's you need.

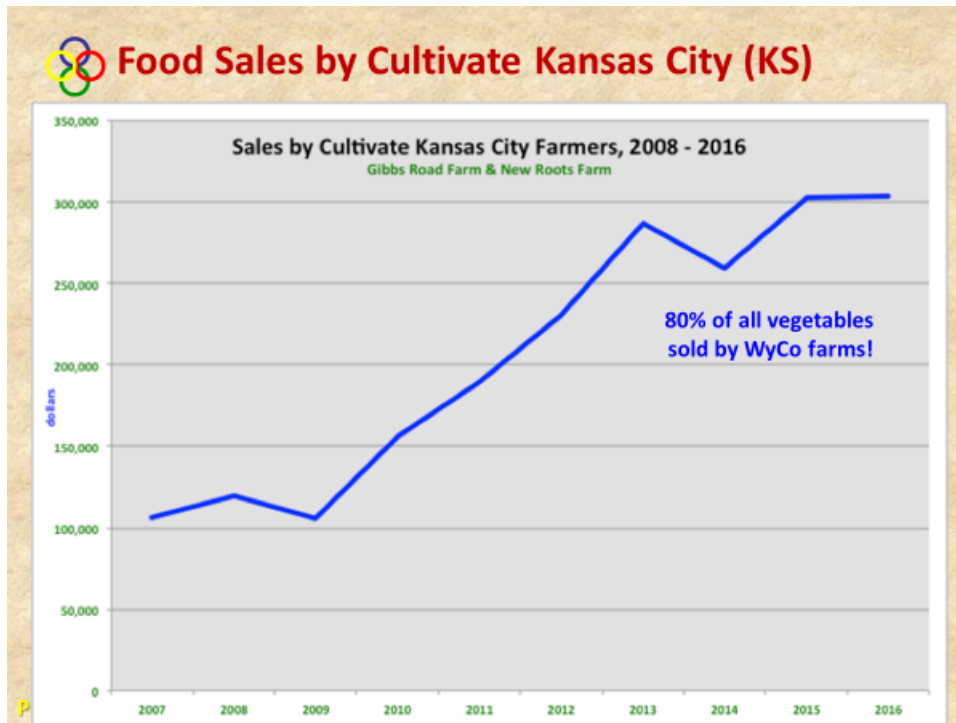


Another picture of the farm at Cultivate Kansas City, a very beautiful farm where something like 20 or 30 people have been trained to use their farming skills that they already had to market food more commercially.

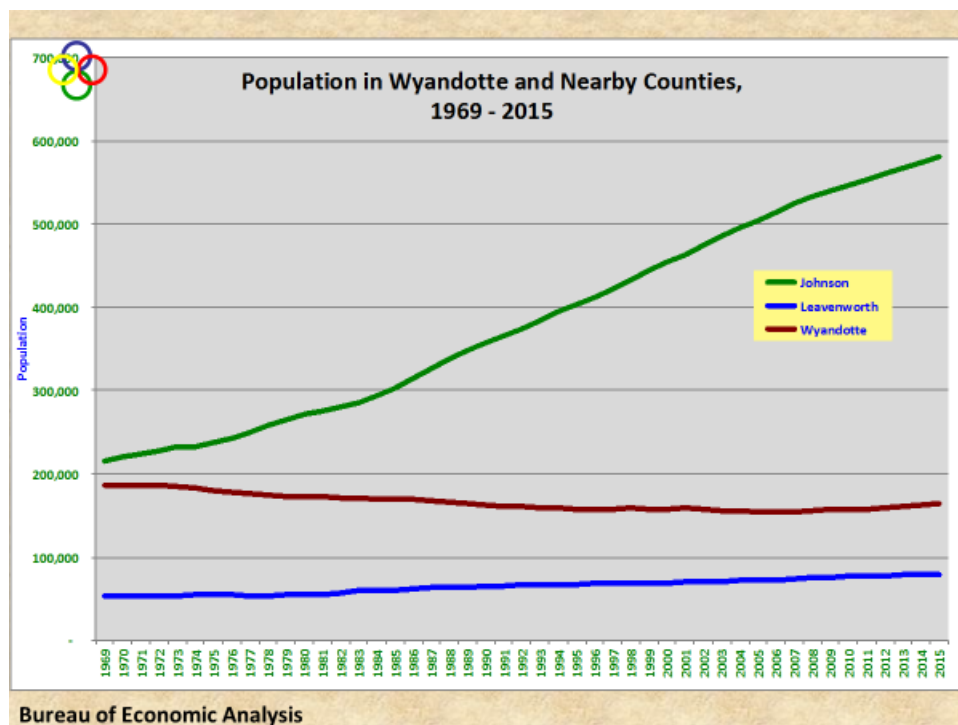


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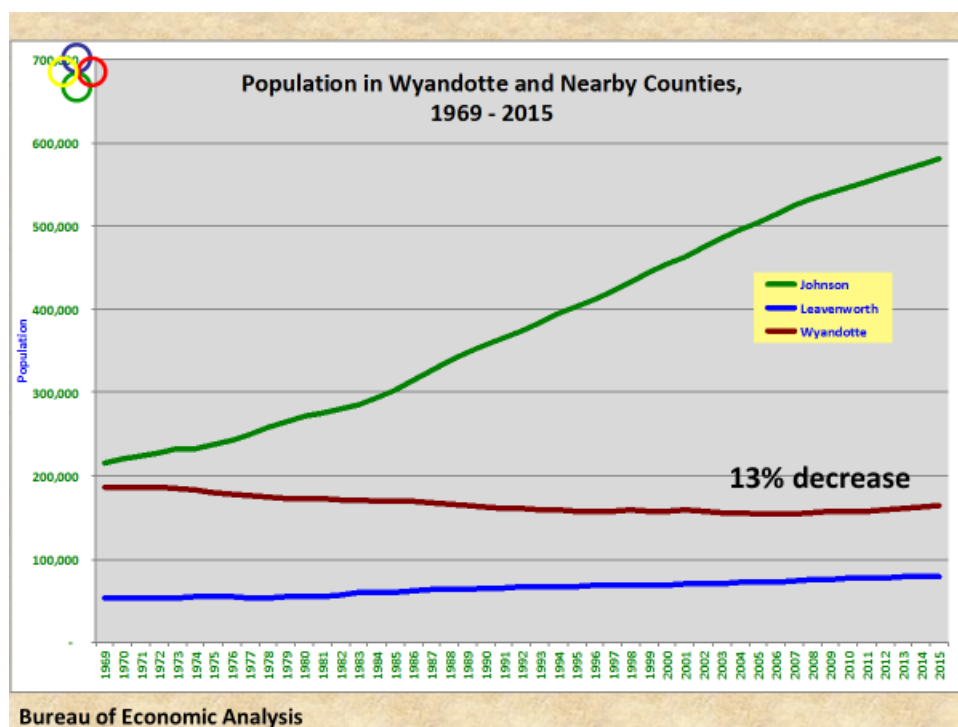
This is the sales from the Cultivate Kansas City farms since 2007. They shared that data with us very willingly. As you can see, they've gone from about \$100K in sales to \$300K in sales.



If you remember what I said about the vegetable sales in Wyandotte County, this one farm accounts for about 80% of all the vegetables that are tracked as sold in Wyandotte County farms. In some ways you could say it's a small amount of food compared to the market here, but it's growing rapidly and it's one farm producing four of every five vegetables that are sold in the county today. It's a really remarkable growth if you think of it from that perspective.

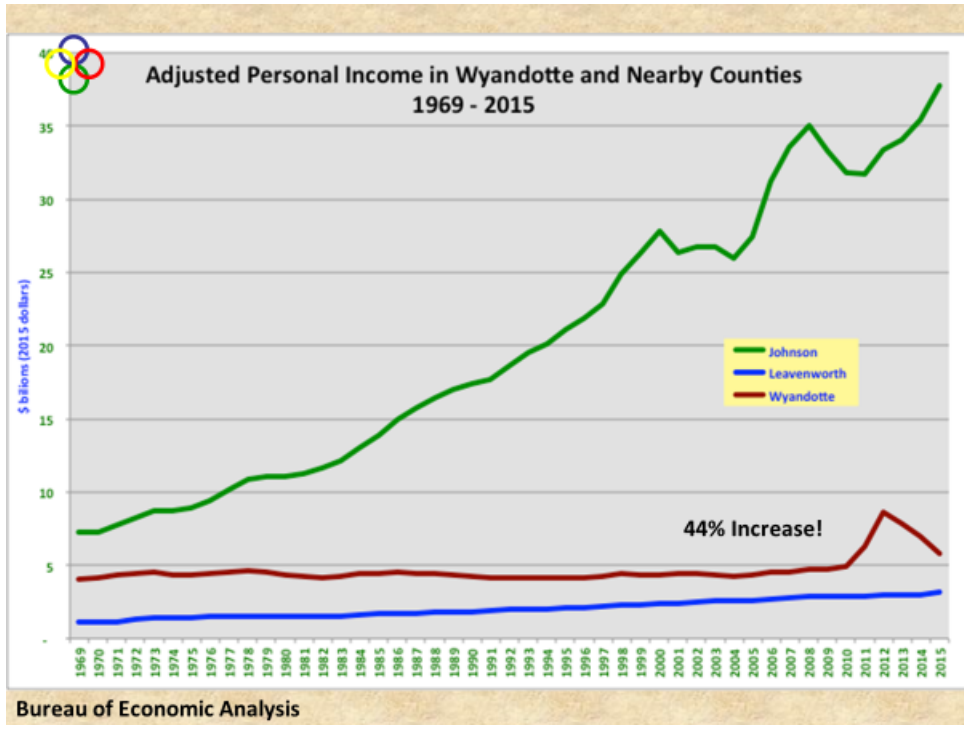
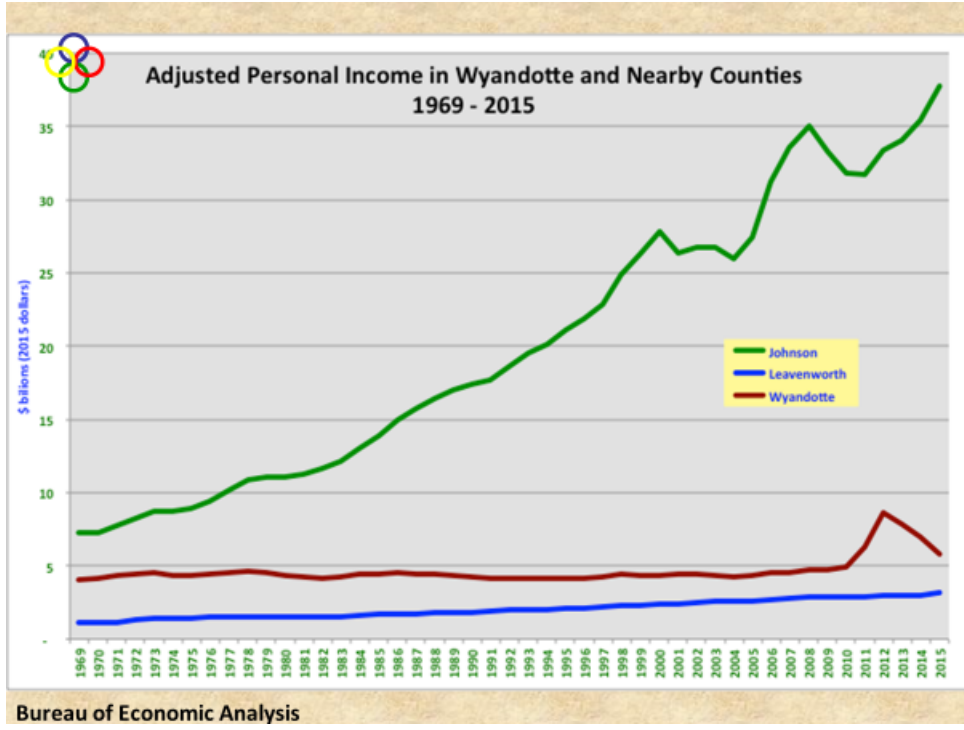


This chart shows the population in the three counties; Leavenworth, Johnson and Wyandotte. Wyandotte County chart is the maroon line.

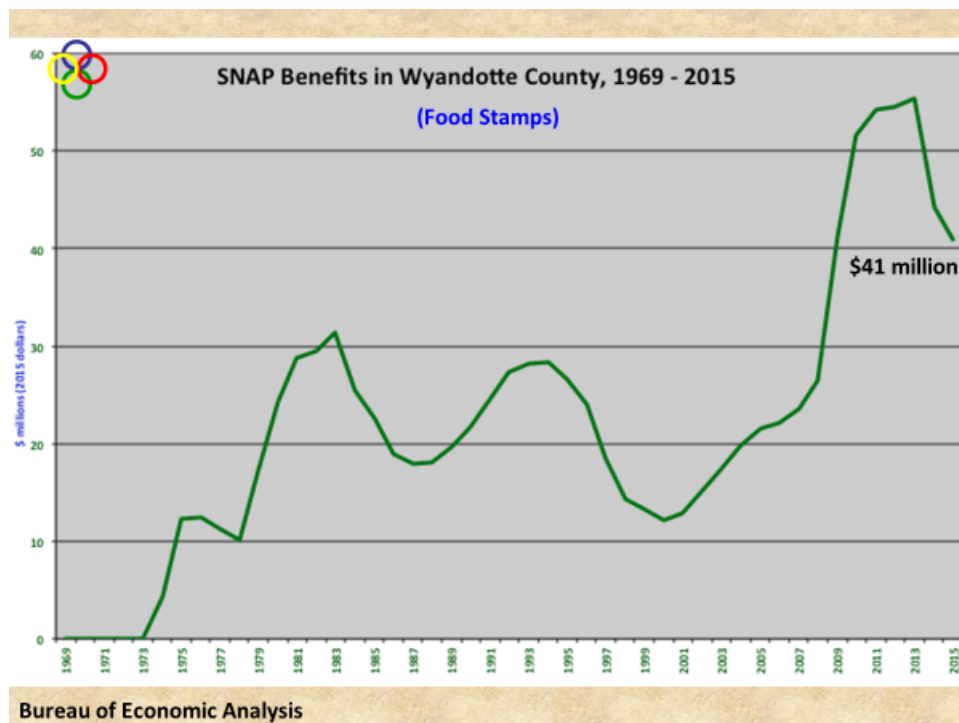


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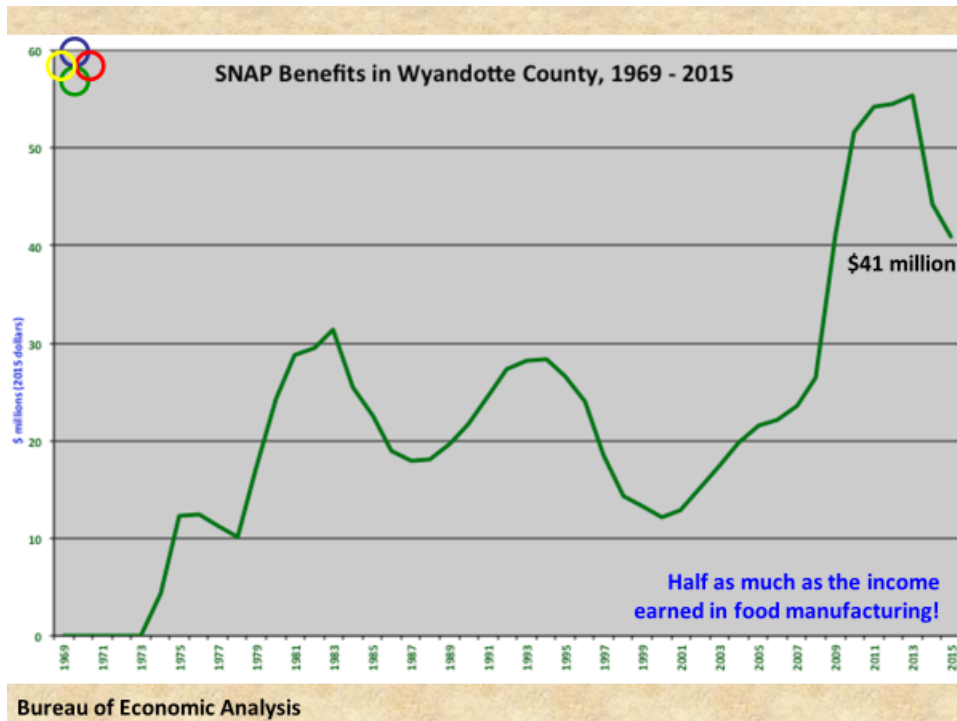
No surprise to any of you, I'm sure, to say the population has decreased 13% in Wyandotte County since 1969. That's an unfortunately reality.



If we look now at personal income of the county, the same maroon line for Wyandotte County shows the income has risen 44% even after adjustment for inflation despite the fact population has gone down. I think the good news on this is that there is spending power in Wyandotte County to buy healthy food and we have the job now of building more connections between people who grow that food and people who live here who are spending that money on a weekly basis.



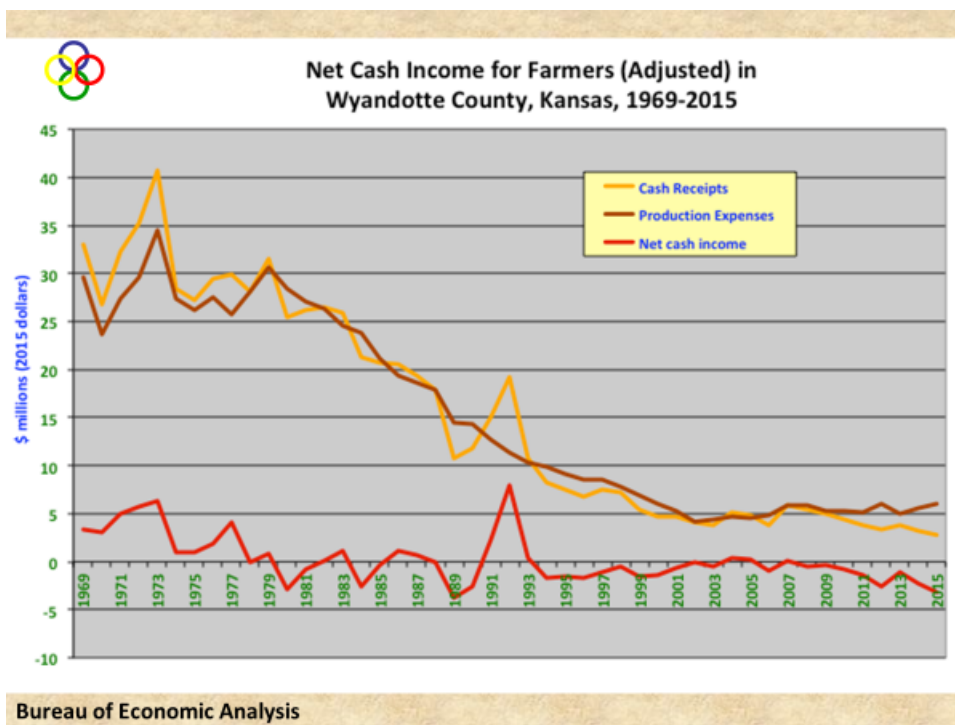
Another unfortunate reality, this is a chart showing food stamp receipts in Wyandotte County since 1969 and despite rising incomes, those are going up and they went up to about \$60 sum million dollars—well, \$55M a few years ago in the height of the global finance crisis. They’ve now gone down to \$41M a year, but that’s still a lot of money especially if you compare that \$41M in SNAP benefits, (food stamps) to what farmers are actually raising in the county on the farms.



In fact, this one turns out to be one-half of all the income earned by people working in food manufacturing. So, food stamps have become a remarkably important economic engine for getting food to peoples' mouths in Wyandotte County. A tragic reality that's happening all over the country.

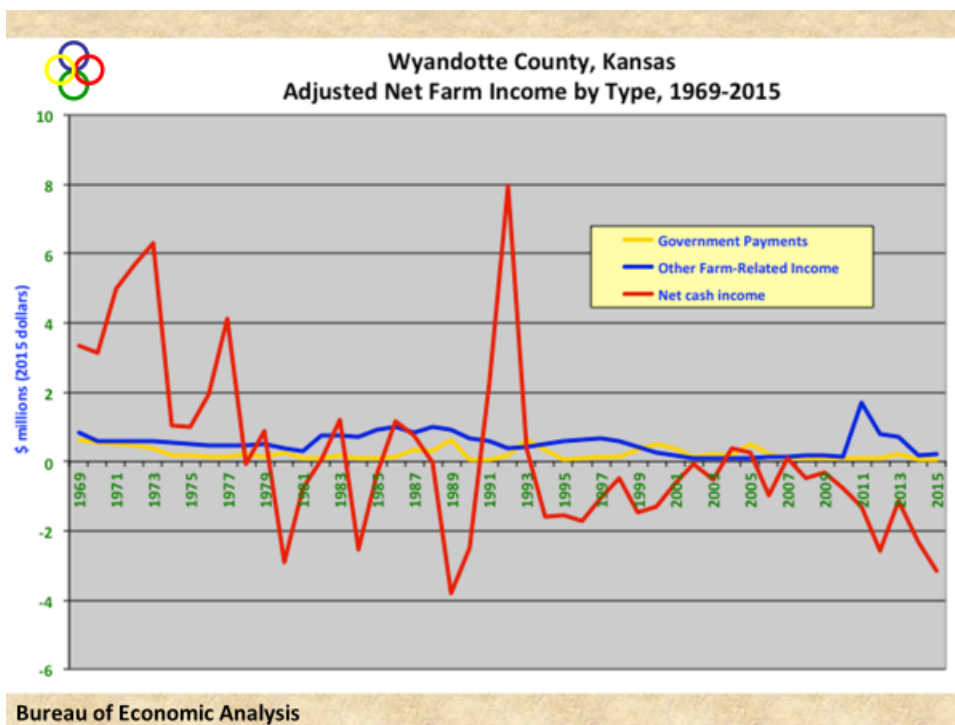


Here's a backyard garden in this city that some folks try to take that into their own hands and grow food for themselves.

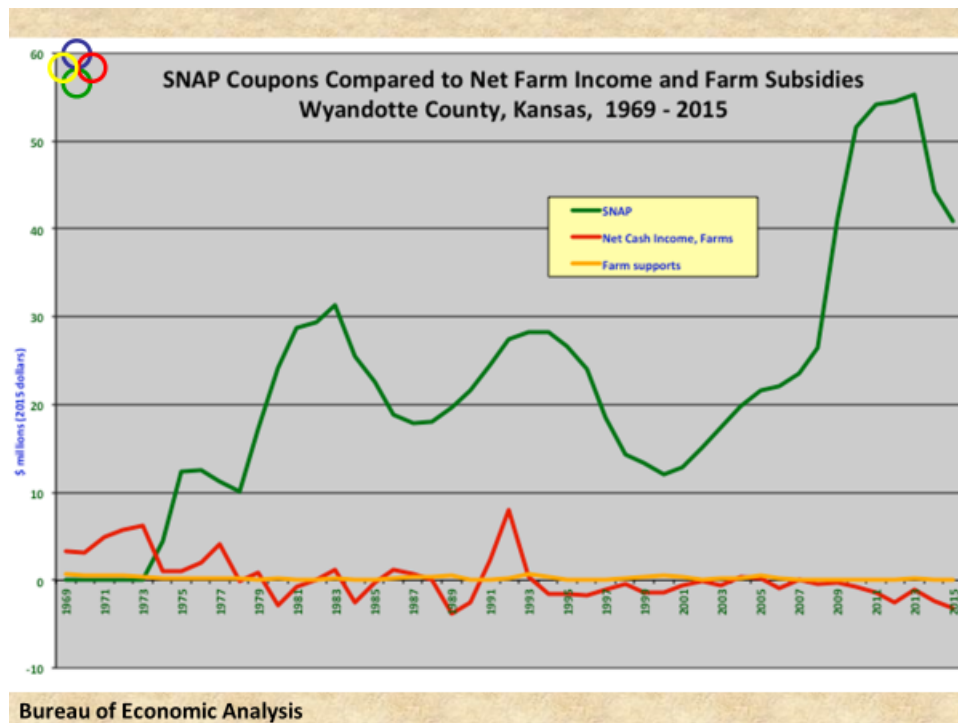


This chart shows the income that farmers have earned in Wyandotte County since 1969. This is also adjusted for inflation. The maroon line shows how much farmers spent raising crops and livestock. The orange line shows how much they earned selling those products to the market. The red line subtracts those expenses from the cash receipts to give us the net cash income of farming.

Adjusted for inflation you can see it has gone down substantially since 1969. No small part because you've lost farmland to developments. Many people that were farming in 1969 have stopped farming or retired. There has been a decline in the number of farms as well, but again, for a county with a proud agricultural heritage it's problematic to say that the farm income—the whole farm sector is earning much less money today than it did 48 years ago.



This slide shows that same red line from the previous chart which is the net cash income of farming, but it compares it with the blue line which is farm related income. It's basically renting out land and the orange line shows government payments coming to farmers. These are the three main sources of net income for farmers in your county. Notice, if you own land, the best way to earn money is not to farm it, but to rent it out to someone and let them take the risk of farming. Again, this is problematic for the whole future of agriculture, not just in Wyandotte County, but I see this trend around the US very drastically. It's better now for as a landowner to rent out your land than to actual farm it financially.



Then finally, I'm going to compare those two lines, the government payments to farmers and the net cash income of farming in red with the SNAP benefits, the food stamps coming in, and notice again that food stamps are a more important source of food than farming to consumers in Wyandotte County. That's a very stark reality that I hope we can do something to reverse.



Another backyard garden.



Current Food System Creates Big Losses

\$450 million of food sourced outside County

\$1.98 billion for medical costs of diabetes (KS)

These are only some of the losses

To summarize some of the economic losses that we track in our study, we are tracking some—at least \$450M, if not much more, being purchased by consumers who spend that money day in and day out but they buy food that comes from somewhere else. The State of Kansas spends about \$2B a year paying for the medical costs of diabetes which is again a big flow of money that doesn't have to be spent if we were eating better diets, if we were exercising better. Some actually huge flows of money away from Wyandotte County and away from Kansas. These are only some of the losses. I didn't have the time or the data to really track those more completely.



Conclusions

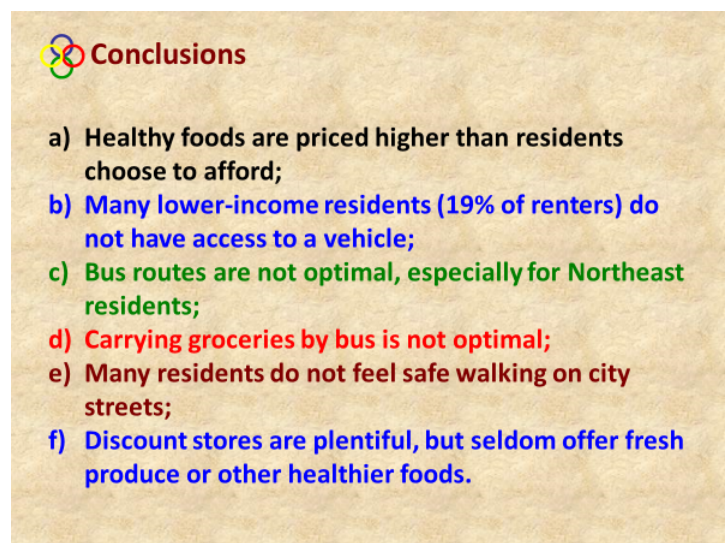
Low-income residents we spoke with do not think that lack of access to grocery stores is the biggest issue they face.

- **Most shop routinely at 3-4 stores if possible.**
- **Each knows the strengths and weaknesses of each store.**
- **Many have difficulty getting to these stores.**

Let me turn to some of the conclusions that we drew in the study. We spoke with lots of low-income residents individually in focus groups to find out what they thought their issues were with regard to groceries. The thing that most struck us was in the middle of a very big discussion here

about sighting a new grocery store, the low-income residents we spoke with said access to food is not our major issue. We know how to get to stores, we like sometimes to carpool and go with our friends to go have a social outing, so we can go to the stores. We like to go to the stores. We have better selections, so we often make that a very fun outing. What we noticed was everybody we spoke with knew the three or four stores they liked, and they told us which ones they liked, what products they liked, which price points they liked and often that was driven by whether a store was offering sale prices and they would go to one that was having a sale. People are very knowledgeable, very familiar with, and very discriminating in how they chose which stores to shop at.

Mostly they said it's hard to get there. A lot of people do not have cars of their own so they either have to carpool with a neighbor, take a taxi, or take a bus; none of which is a very good option.

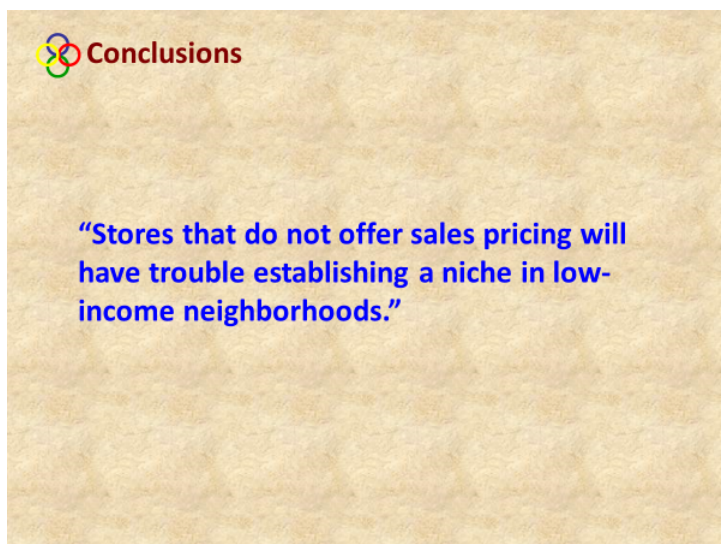


Some of the more specific conclusions they gave us were that they know that healthy foods are available, but they are higher in price than they can afford with their livelihoods right now, 19% of all renters in the county do not have access to a vehicle. If you are a renter and one of those people, your choices are very limited.

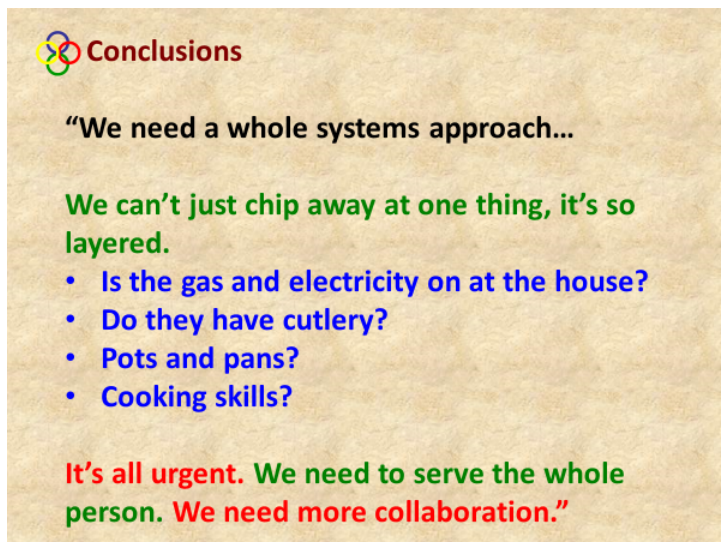
People described to us that the bus routes do not run frequently enough. They don't run close enough to the stores, they don't run close enough to peoples' houses so folks talked about having three or four plastic bags full of groceries walking a mile from the bus to home and having

the food get melted or frozen or some of it impaired between the time they left the bus and the time they got home.

Many residents said they don't always feel safe walking on city streets especially at nighttime and people were concerned about the discount stores and although they were plentiful and available did not really have a full complement of food especially if you want to be selective about what you eat.



One of our key findings in our research was that people are very sensitive to sales and so if a store offers a sale they really like, they are going to flock to that store and if a store is not offering sale pricing, they're not likely to get a foothold with low-income consumers in Wyandotte County. That's a key thing in sighting a new grocery store here in KCK.



Conclusions

“We need a whole systems approach...

We can’t just chip away at one thing, it’s so layered.

- Is the gas and electricity on at the house?**
- Do they have cutlery?**
- Pots and pans?**
- Cooking skills?**

It’s all urgent. We need to serve the whole person. We need more collaboration.”

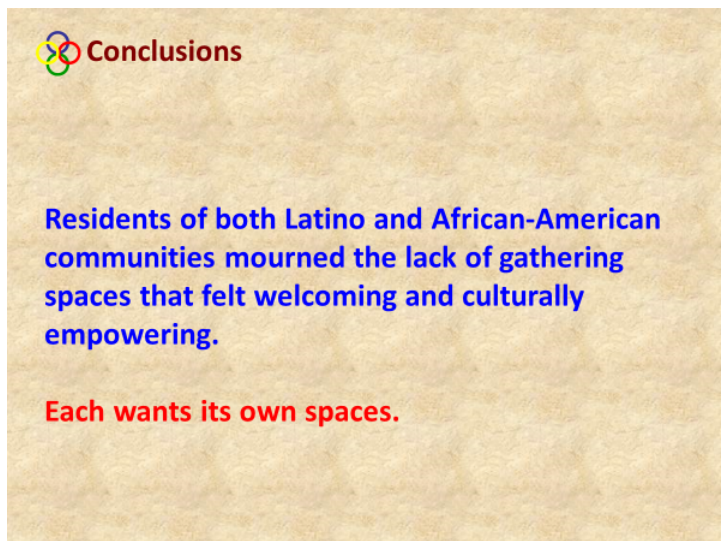
I think the other thing that we found was that these are really very complex issues. They’re not going to be solved by a single program, a single expenditure of money, or something that’s going to happen overnight in the next two or three years. It’s going to be a very long-term work because poverty is usually a structural thing. It’s really in the structure of our economy. People said we need a whole systems approach where we take ahold of people and work with all the issues they have.

We spoke with people, who work with low-income people, who say someone comes into my office and they need food and we might give them food, but they don’t really have the time to cook it. We find that many people don’t have pots or pans to cook the food because for many people, especially low-income people, cooking has meant going to a fast-food restaurant or using a microwave.

You have these layer upon layer of issues that surface as people move forward that you bring somebody in and give them food, but they don’t have the skill or the time to work with it so you have to find ways to give them the time. Some folks around the country I work with have had cooking classes on a Sunday afternoon so low-income people can get together and cook food together and put up a family’s worth of meals for a week so they can store that in the freezer or the refrigerator and work together, get some skills, and also some support around each other to have better food.

All of this has to be addressed. It happens primarily when people really reach out and incorporate low-income people as allies and neighbors rather than a problem to be solved and it

takes a lot of time, a lot of patience, and there are many, many ups and downs that people go through.



The other thing that we noticed in both Latino and African-American communities was that they all mourn the loss of what they used to have in Kansas City, Kansas which were spaces they could gather where they felt really comfortable. Even the Latino stores you have, which are again, a strong resource for Kansas City, Kansas, the Latino said there are stores but not all of the owners are really committed to having us gather there. They just want us to come by and leave and we need more spaces where we can gather, and the Latino feel welcome to be there and there are some Latino businesspeople trying to create those gathering points.

I know the vision of a grocery store when we were here last year was to kind of have a cultural melting pot where people of different cultural came together. What we found is people are not looking for that. They were looking for a place where I feel Latino if I'm Latino or a place where I have African-American cultural around me if I'm African-American. I think, especially the residents of northeast, really expressed very visually to us that if we do not have a store that represents our people and our home and our culture, we're going to feel much weaker than we would like to feel.



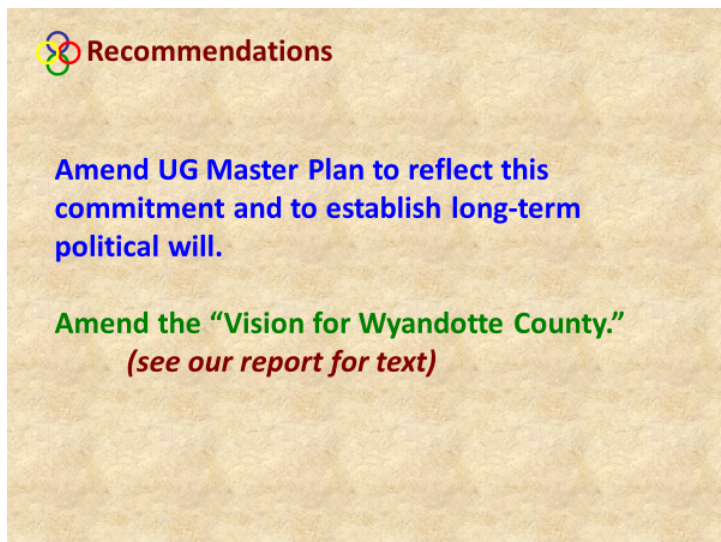
 **Recommendations**

UG must assert civic leadership that is committed over the long haul to ensuring safe and healthy neighborhoods.

Includes:

- **Access to healthy foods**
- **Freedom to shape public policy**
- **Connectedness to live healthy lifestyles**
- **Based on community values**

I think what this does in terms of the UG is to put some leadership in your hands to really take a very long-term view of this to say how do we address a very difficult nod of issues together over the long haul by making deep commitments to having a long-term vision of having everybody be fed, ensuring healthy and safe neighborhoods so people have a good place to live and to raise food and to work and eat. It includes a lot of very important elements that are not necessarily always in the purview of a Unified Government or County Commission.



One recommendation we made, it comes out of the community very clearly, that there has been an effort of conversation among your residents, your constituents, to say we need to amend the Master Plan to really reflect that kind of long-term commitment and say here's our long-term political will to establish in the Vision for Wyandotte County, a real sustained effort to make sure everybody is fed, that we connect farmers with food buyers and that we address these very deep issues of poverty, illness and inequity that are here.



My recommendation would be that you think of this as building a community-based food system. A lot of folks are talking about a local food system, but we find that's a very easy term to co-op and so I know one farmer who talked to a retailer and told them local food is anything that can be shipped within 24 hours which meant that in his farm in southwest Indiana, Mexican food was

considered local by his retail store. I think this is really about building connections between people in the community, the kinds of connections you can make so naturally when you have a farm that's working a low-income area raising food and low-income people nearby who need access to that food.



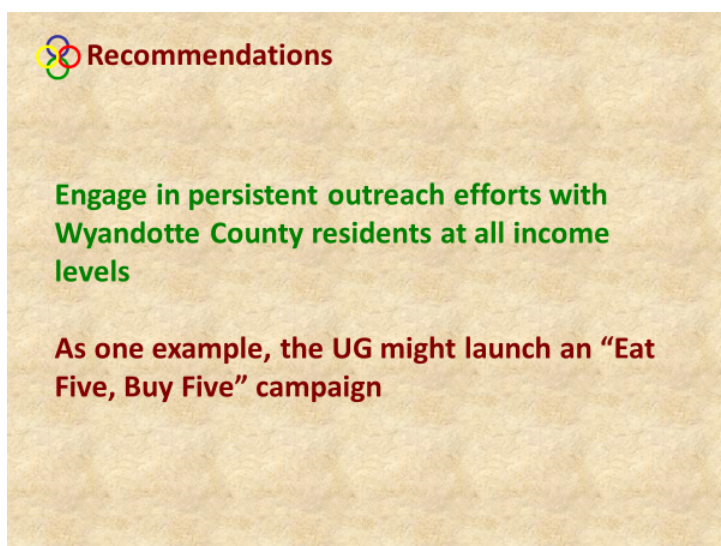
Megan and I define a community-based food system as a system of exchange. It's a financial system that strives to bring producers and consumers into affinity with each other, so they get to know each other, they build trust. The more trust you have as neighbors, the more resilient you are as conditions get unknown in any county. We would really argue looking for building a food system that builds health, wealth, connection and capacity in Wyandotte County.



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Economically what really distinguishes these local food businesses we see emerging all over the country is that they build strong relationships between farmers and consumers. They build strong mutual trust. A lot of local growers who are raising food for local markets find that sometimes their prices are higher than at a major national retail store and it's only because someone cares enough to support a farm that they might pay a little bit extra or they have a relationship with a farmer and they feel like that really gives them some meaning to be supporting somebody they know.

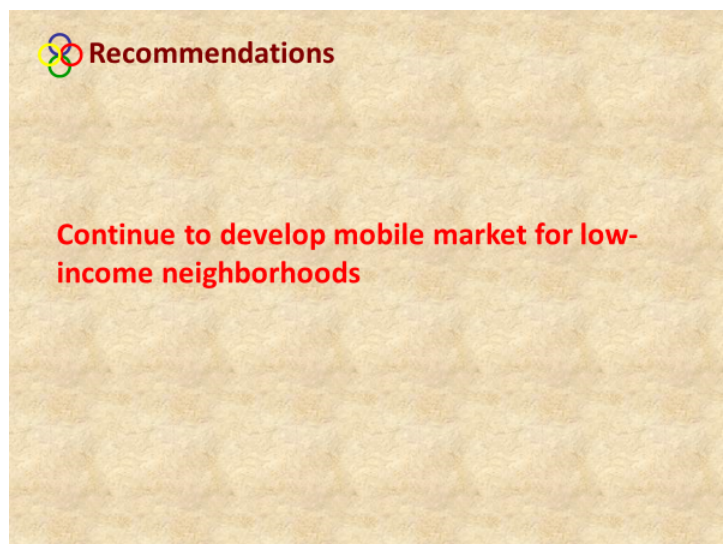
I know a farm in Iowa, a city in Iowa, that had subsidized shares for a community supported agricultural farm where low-income people got church people to donate money so that a low-income person could spend \$20 a month to get a \$60 a month basket of groceries. It was a very nice way of engaging church people in reducing the cost for low-income consumers to get vegetables. One of their members in this subsidized CSA operation was a West African person who knew how to farm. He would start going to the farm and visiting the farm and although he was at a subsidized vegetable share he started raising the food along with the farmer. About two years into this relationship he called the farm one day and said I need a place to throw a party, I need to roast a goat, can I come out to your farm and use it and that's a really great example of taking somebody who you could consider a problem to be solved, but you actually say you're part of my neighborhood, you're welcome to my family, you're welcome to my neighborhood and you have more power and you participate in the life that I have in a richer way because we have built a relationship. That stuff takes months and years to come together, but I think that's really the answer for this community-based food work that we're doing.



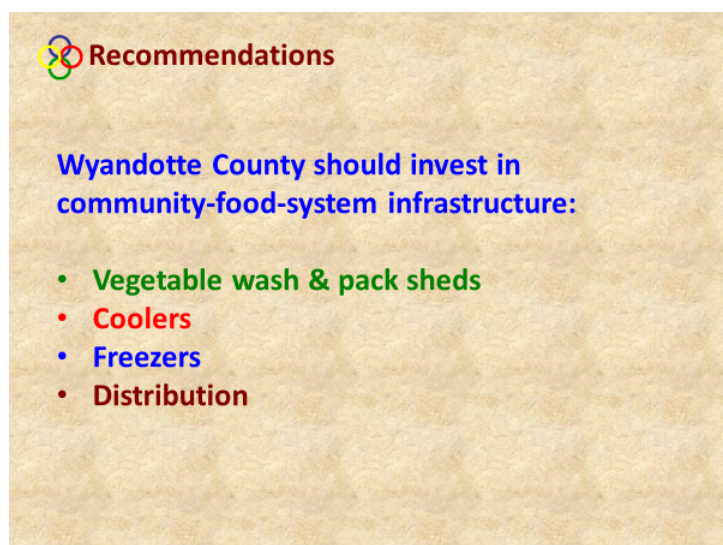
I think there is also a marketing campaign that could be run that could be quite exciting. We've now had the state of South Carolina entertain this. We've had the state of Alaska do this, some counties in Colorado have done it and other parts have done it too, but we've suggested people do a "Eat Five, Buy Five" campaign. The message of that is you eat five fruits and vegetables a day to have maximal health. That's sort of a minimum really required to have a healthy outcome and avoid some of the illnesses like cancer.



We also suggest buying \$5 of food a week from some farm in the county so we said eat five, buy five. If everybody who lives in Wyandotte County spent \$5 every week buying food from a farm in the county, and if we had farms that could supply them, that would be \$42M of sales of food products from Wyandotte County farms purchased by Wyandotte County consumers. That's 14 times the current sales of all the farms in Wyandotte County. Seemingly, a very simple step. It's a very inexpensive campaign to run. It costs us \$500 to start that in Colorado, but it could have a huge economic impact because it would start bringing the awareness forward of consumers that if they spend their money buying food from local farms, they build a stronger economy, they build a strong social network, and they have a healthier and happier place to live.

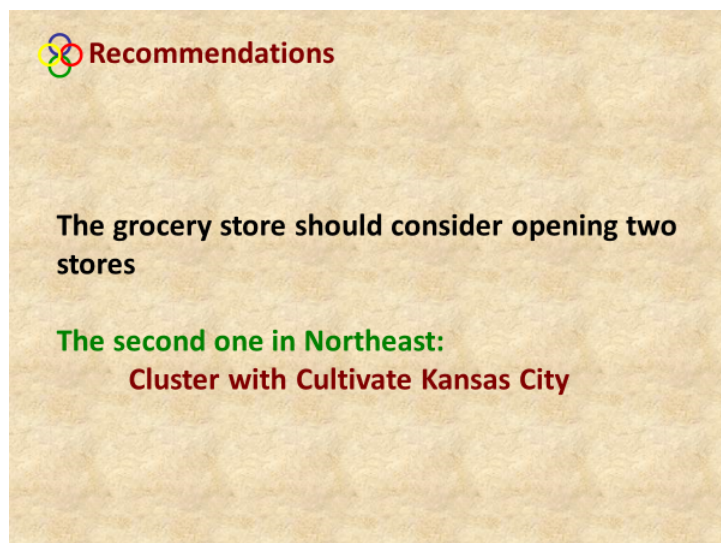


We really endorse the project of a mobile market that I know you've taken up since we've done the study and I hope that will go forward because I think that's also very crucial to getting food to areas where people do not have proper transportation for getting access to food.



I think the other investment that Wyandotte County or any public body could make is to really invest in the kind of infrastructure that would make local food trade more efficient. Many farmers need places to wash and pack their products so they can safely put that product together for market. Many of those farmers need coolers or freezer space so that when you raise a good crop you can store it before it goes to market. Distribution such as the mobile market, but also having roots that efficiently takes food from farms in the area to grocery stores in KCK to other places in KCK. Those systems do not exist because we have built a distribution system that's focused on getting

food thousands of miles in a matter of hours but doesn't do very well. The answer of how to get food from one nearby farm to a nearby consumer.



We also suggested that the grocery store that you work with to open up on Minnesota Avenue might consider opening a second location once it's established a first foothold in northeast because we had a special appeal from northeast residents saying we don't think we're going to have an easy time getting to Minnesota Street to shop. We would really like a cultural gathering point. We would like to have a store here close to us and I would add a store in the northeast would be even closer to the Cultivate Kansas City farms so that you could really build a store around the idea of selling local food that was raised on local farms here in KCK that went to local residents. It would be a very dynamic retail model.



Finally, a couple farms from Phoenix, Arizona that I visited earlier this year. This farm is a farm inside Maricopa County. It's an area not dissimilar from Wyandotte County and they have in some ways a much harsher climate there because they have a very hot summer for an extended time. Some farmers go out of business in August because it's too hot to keep growing product. This is one farm I visited in August that was just juggling along fine. This farm says he can raise about \$50K of food on one acre. He has a nine-acre farm. He has tractors, he has 20 people work for him and it's a very strong commercial operation and just the fact that you can raise that kind of product on small acreage suggests that having smaller good farms on vacant lots in the city could be very interesting, but also some of the land in Wyandotte County that's now farmed could be farms of this type that raise vegetables here for local people.



An even more impressive example is this farm in Phoenix and the owner here has basically leased land from developers because the developers own most of the farmland now for tax breaks and he cannot get permit land because it's too expensive to buy and the owners want to build houses on it later. He has set up his farm operation so he can move every three years as he gets kicked off one piece of ground for another. He said he reported sales of \$200K per acre on his farm and one of his neighbors told me it was actually over \$300K and so he can produce on one-acre of ground what Cultivate KC has spent 10 years building on multiple acres and multiple farms.



That would be my vision based on our research what we've heard from your constituents and what we learned from the financial data. We really like to talk about building a food economy that's built in Wyandotte County, health for local residents, connections between local residents, wealth

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for farmers especially and also the capacity where people do have pots and pans and they do know how to cook and they really have the cultural since of being strong and cultured around the foods they eat.



That's all I have to say for now and I would be happy to take any questions or comments you have now in the time remaining. If you want to find either of us, that's our contact information.

Commissioner Bynum said there is a slide, maybe midway through, where you talk about residents identifying that access isn't their biggest issue. I just wondered if we could step back through and look at that slide and the couple slides after it. **Mr. Meter** said I'm having a little trouble hearing you. **Commissioner Bynum** said you had a slide where it stated that the residents that you interviewed stated that access was not their biggest issue. **Mr. Meter** said that's right, yes. **Commissioner Bynum** said I just need to understand that a little bit better. **Mr. Meter** said what we heard from people was that we know where the stores are, we know which stores have the best produce, the best milk, or the best sale prices. We can usually get to a store to buy the food that we want and we found that they could tell us very detailed information about which choices they made in terms of which stores they favored or maybe on a certain day of the week they would favor one or store or another. What they said on the next slide is there is healthy food available, but we don't want to afford it. It's higher than we're used to spending for let's say organic milk or a premium vegetable. We tend to go places they're offering sales and we're more

price conscious than looking for the healthiest food possible and so we know it's there, but we don't buy it very often.

I think the other issue that they track is just the transportation issues. It's there, it's in the stores, but we can't access it easily because either we don't have cars, or we have to borrow a car or we have to wait until Wednesday when my neighbor is going to go shopping and I go with her. People talked a lot about having to wait 40 minutes to 1.5 hours to get a bus to go to the grocery store and then you have to wait for the bus and have several bags in your hand and go back home. It becomes almost an all afternoon long experience where the food isn't even very fresh by the time you get home.

I think those are the concerns we felt the most. Not everybody, of course, ideally would love to have a store they could walk to and a store they see their neighbors in and they have a real gathering point. That's not something that's immediately affordable, but that's what people are saying they wanted to have.

Commissioner Bynum said in all the community engagement we've done with the Northeast Area Master Planning, number one across the board is a grocery store and so I was trying to make sure what I was hearing here wasn't different than what we're hearing there. **Mr. Meter** asked are you hearing different things. **Commissioner Bynum** said I don't think so. Commissioner Johnson, are you tracking with my question?

Commissioner Johnson said I am. Thank you for bringing me into the conversation. When I look at the recommendations, I'm kind of a bottom line person, and when I look at the recommendations I'm kind of thinking more along the lines of a one, two, three because the language that is provided in the recommendations almost suggest, don't take this the wrong way, but it almost suggests that we're not doing these things already. I want to make sure that I'm searching for the blind spots of the things that we might be missing, but there are a lot of things that we are doing in terms of establishing a public will. I think the public will is there and we're lined up with our constituency in that and in exercising that.

Having said all that, we still have a need for a grocery store or two. As I'm looking at the recommendations I just want to make sure that—they seem to be kind of 30K sq. ft., but are there some simple ways, one, two, three's, in terms of what goes first, what goes second, and what goes third because the will is there. The community has expressed that we've heard that we've

been engaged for a long time about this and so I'm looking for leadership in terms of this is the process, a more refined process, as opposed to a broad-based discussion, a more refined process based on the information that has been received. I don't want to discount anything that you said, but that's kind of what I'm looking for.

Mr. Meter said I agree that—I can see how there is an implication that maybe the UG is not paying attention to these issues, but clearly you have been. I think the main point I would make is that the issues are very, very immense and they will take a long time and they will take quite a bit of money. It's not something that's going to magically happen with a couple of small grants. I think the nature of the research is to say these are really big long-term and sometimes expensive issues and the work that's been done so far is really commendable in putting perhaps \$16M inside a grocery store is a tremendous investment so that's very good. Also, that in itself will not turn things around.

Commissioner Johnson said I want to get your expertise in terms of making sure that as we look 10, 15, 20 years into the future; I may have gone a different direction from what you're talking about, that we are not missing anything. This whole notion of a system, a based-food system, I like the way that sounds, but it sounds immense and I want to make sure that we're getting the devils in the details. We have an opportunity right now that may be a once in a generation opportunity. **Mr. Meter** said that's right. **Commissioner Johnson** said we don't want to mess it up. We want to make sure we're using pinpoint accuracy as it relates to building a proper system that will not only benefit us but will benefit our children and so on and so forth.

Mr. Meter said I think the practical step side would identify—first of all knowing that investing a lot of money in a grocery store is important but also will not solve it. It will be very important to mobilize consumers to really shop at that store and to feel like they own it. They feel like they want to have it as part of the fabric of the community and that's why we talked about the “Eat Five Buy Five” campaign which could be done in a matter of a few thousand dollars in a place like Wyandotte County, not very expensive, but at least to start it. If the stores presence galvanizes the fact that more farmers can come to Wyandotte County to farm and sell food at that store and other stores, if it creates a climate where other stores start saying we want feature food from local farms as well, that marketing of the idea of getting consumers support is as important as having the store. The other thing we would say is that investing in that one store will be important and that store or

another store may want to also locate in the northeast so that there is a similar opportunity for people that live there. A conventional market analysis may not show that's a rewarding market to be in, but I think the market can be built.

If you build off the fact you have food being grown here, you can expand how much is grown, you can get more people committing to buy it, you can build a stronger sense of commerce around that.

Commissioner Johnson said I like what you're saying. It's kind of, as we would say in the banking industry, we would kind of bet on the come, I don't want to dominate the conversation, but to be able to say that the market—if you build it, the market will come or if—it's a hard thing to sell to the person that makes the decision as to where a store will be. **Mr. Meter** said I understand that. **Commissioner Johnson** said there are success stories, there are best practices on how this can be done. I'm all ears and ready to have that conversation. **Mr. Meter** said I think you're going to get tremendous experience from this first store as you move with the store on Minnesota and that will give you a wealth of experience and also more connection with farmers nearby or facilities. When I talk about infrastructure, I talk about coolers and freezers. You might, for instance, have a store that is not simply a grocery store, but also had a restaurant where people could come and eat really good food and hangout. You might also have storage areas that were cooler so that farmers could use those coolers, bring them to the store and store them there, and the store becomes kind of a nexus of activity and a place where more and more farmers come in and they can very efficiently get that food to a market whether it's that store or a different store.

The store might be connected directly with a distribution system like a mobile market that really is part of getting the food out to our people if they are living further from the store and they feel like they can only get there by bus.

In some ways it's taking steps you have already taken, but taking them in a grander way, taking in a more sustained and systemic way and really thinking about this. I think that's why the citizens we spoke with talked about the master plan being amended so that's really formal language saying this is where we're all going to go.

Mayor Alvey said I wonder to what extent with the move towards grocery delivery now nationwide, in what way—was that taken into account in the study or is it too new, is it too fresh,

is it not simply not enough to measure yet to see where that's going. You can see that more and more, especially the large grocery chains, are trying to provide delivery and at the same time even if—so, if I could have all my grocery needs met by delivery, it doesn't satisfy that need to have a place that feels it's my family, it's my cultural. **Mr. Meter** said right. I would say we were aware of the delivery phenomenon last year and it has gotten much stronger since we wrote the report. I actually was meeting with someone in Indiana last week who is running a delivery service and he was saying don't bother starting anymore grocery stores, they are obsolete, they're passé; we're going to be delivering food direct.

What I noticed about that is on one hand low-income people are too busy working three jobs to even go to foodbanks to pick up free food, so I see foodbanks moving to a direct delivery model themselves and getting it out to people's neighborhoods or direct to someone's home.

The commercial delivery services I've seen are really geared only to wealthier suburbs. They are getting people that have expendable income who are so busy with their job that pays really well that they just don't want to take the time to go shopping. I don't see them penetrating low-income communities very much because it's not something that's going to work on a fee for service basis. We may have to move to more delivery to low-income people of free and subsidized foods.

Personally, the guy who was telling me don't build anymore grocery stores is a friend of mine, and I was telling him I don't agree with him because I think there is that desire. I have a co-op grocery store that I go to in Minneapolis and I have been a member for 20 or 30 years. When I was in my 20's I went to a different co-op grocery store and that's where I learned how to cook better food because bulk foods were available that I had never run into when I was growing up. I could go to classes and I could meet other consumers and that process of education and belonging and sort of investing in a grocery store as my store that I partly own, that you don't get from a delivery service at all. I think I'm skeptical that we're going to have delivery for any more than the most privileged of us.

First of all, the people we interviewed are not looking for delivery. They are looking for a place they can go where they feel they can get the best choice possible at a price they can afford. They are looking for places they can see their neighbors and so I think we're going to have some of that happening. It may be that this store on Minnesota will do delivery, but that won't mean we wouldn't have a store.

Commissioner Murguia said a business model like this would strike me that it requires a lot of capacity. So, what or who do you envision running a store that requires a lot of capacity which translates to a lot of money? **Mr. Meter** said I think the stores you've been speaking with, from what I've gathered from that conversation, you have a very high capacity store that's you've been in conversation with and there is a wealth of experience around the country doing innovative grocery models that we can draw from. I think the capacity and the money is one part of that. What I think is the hardest thing to find are folks who really care enough about the community that they use that capacity in a long-term way to bring a sense of belying to their customers. Many people have a lot of capacity, a lot of money, they can invest endlessly but they are just there to take more money out of the neighborhood and that attitude does not get you where you want to go.

Commissioner Murguia said so you want people in the community to volunteer and set up this kind of complex large operation to provide groceries for their own community. **Mr. Meter** said it will take some volunteer work, but I think what I'm really describing is forming a store format where you take the fact that you are producing food here and you build the infrastructure whether it's coolers or freezers or storage warehouse-based trucks, refrigerator trucks, what have you. You take the food that's being grown here, and you make sure that's marketed very effectively and very beautifully in a local store and that you're adding to that marketing component that encourage more residents of the county to support that store and to support those farms. You support that with farm tours, you support that with educational events some of which pay their own way, some of which requires volunteer labor, but you're really building a tremendous sense of—a tremendous marketing buzz by building new connections between farmers and eaters in the community. You have cooking lessons where local farms come and cook their foods that they're raising. You have cooking lessons where people from different ethnicities talk about how they use tomatoes in their ethnic cuisine and they learn together how to cook and how to eat better from that.

Some of it is volunteer work but also, it's going to create economic exchange that will build wealth for the farmers here, it will help stem the leak of some of that \$450K that you're now losing from Wyandotte County. We will talk about reclaiming that model to weave it back in here.

Commissioner Murguia asked so, are you suggesting—it's going to take an entity spearhead or lead an initiative like this to do all of the coordination of all these different pieces that you have out there that you have recommended. Are you suggesting the reason you're

presenting to the government is you want the government to facilitate or spearhead or lead this type of food system? **Mr. Meter** said I don't think the government can create the food system. I think the government has to be an investor and a facilitator and a player. I think the government and the UG's role is to really have money to invest in infrastructure to set the vision and to bring people together so that private parties can do this from their own business activity. Many communities around the country are hiring a local food coordinator. Someone who could be in a municipal office, but it could be a non-profit or could even be a private firm where their job is to make sure that these commercial connections do get forged. Sometimes many communities around the country are doing what—actually Kansas City, MO has built a food hub where I think they have a warehouse, they have the trucks, they have the facilities, but essentially their most important role is to serve as that coordinating role to really make sure that local trade can be realized over time.

Commissioner Murguia said, Commissioner Bynum, you asked a question earlier about access to the store and what that meant. So, I thought it would be a perfect opportunity—a very similar study was done by the University of Kansas prior to getting a grocery store in Argentina where the community was very engaged with family research medicine as far as getting out there and asking questions of all the community member similar to what has been discussed today; how do you buy, how to shop, how do you get there, and what happened. We did a little more in-depth broader review in the community and what came back in the community was they just wanted a regular standard full-service grocery store, one that you would see in any other neighborhood. Not necessarily was low-income and then the accessibility issue was really very specific. Not as much emphasis was placed on how long it took to wait for a bus because they could sort of time that.

This was the issue specifically; you have a single mom with three children under the age of five. They have to take all of them to the grocery store and the way new grocery stores are building they're not built next to the street. There is usually a very large parking lot between the street and the front door of the store so you have to sort of imagine a child on a hip, maybe one child you have their hand and the other child sort of free walking up to the front door of the store in a considerable walk. Getting into the store—you can get there like that. I've done that. I have three kids so you can get there like that, but once you get in there and you buy all your groceries, how do you get your kids and your groceries back to the bus stop with all of that going on. The

way we resolved that was once the grocery store was up and running what we were able to do was raise money to build a very specific bus stop next to the street that has a cart corral behind the bus stop that is right across the parking lot. So, now what you can do is when you arrive by bus in front of the Walmart in Argentina, you can get a cart out of the cart corral, you can stuff your kids in the cart and you can push them up to the front door and then you take them out and you fill it with groceries. Then, when you buy your groceries, you push the cart all the way down to the bus stop and you put your cart in the cart corral and you unload your groceries and we have a pretty good relationship with the bus driver and he helps you get those groceries onto the bus. Now, how they get from that bus stop to their home, I don't know, but it has been incredibly popular I know because I see the line of carts that are pushed down to the bus stop that are left in the cart corral when they don't get picked up on a regular basis. That is, I think a clearer example of what has been a specific issue.

Another way to address the issue of the back and forth, is we specifically targeted low-income apartment complexes in the area and we have a number of them in Argentina. We provided those complexes access to three to five wagons, very durable wagons that can carry children and groceries at the same time. Now instead of you as you have probably seen if you've driven through urban areas, you will see grocery carts on hillsides or in people's front yard or a block away from the store. We try to target those people and as we see them walking off we try to hook up with them to make sure they know where they can access a wagon for free to get themselves back and forth from the front door of their home to the store.

I think surely the food desert issue talks about being three miles away. I think that's a little far. I do agree the closer, the more stores we have that are closer together, it makes it easier for mobility. We have not really had some of these issues. Just dealing with those issues has been overwhelming from a capacity perspective and so we decided to make it happen immediately which is what needs to happen in Wyandotte County especially to address the issue in the northeast is to let everybody stay in their lane and try to encourage your partners that are driving in their lane to maybe adopt some of these policies.

One policy we worked on with Walmart is that Walmart up until six months ago had a policy where they would price beat any other grocer in the community. Well, that didn't work out very well for Sav-A-Lot. What it was doing is driving all the shoppers to one location. Great for shoppers that are low-income that shop totally based on price point, but necessarily good—and

then you end up with a monopoly in the market which is what we had here in Wyandotte County for years which didn't work out for us. In dealing with Walmart we were able to say we would like you to stop dominating the market and price matching and beating everybody else out there because it's not creating the opportunity for smaller grocers to locate within our neighborhoods and meet their needs so that we can have more of these neighborhood-based grocery stores. They did that. They no longer price beat or compete with other grocers which I think creates an opportunity specifically for Wyandotte County to put up more affordable grocery stores.

One of the next steps could be some of these suggestions like partnering with the Turner Community Garden which is right down the street and talking to Walmart about what they have, what power they have too at the local level buy food from local community gardens. My concern with that is there has got to be some federal FDA guidelines around the safety of that food and I don't know how these people are selling food that they grow publicly without the federal government being involved and whether or not this food is safe and there's not regulation around that so that's a bigger issue.

Since we're talking about grocery in Argentine we've been talking about all these sorts of great ideas and with all the constructive great study, but a lot of pie in the sky. I feel like we're at the ER room in the northeast area of our community and what we need find is somebody that is in the business, has the capacity and can set up shop in this area, and has a sustainable long-term business and then work on some of these other ancillary businesses.

Commissioner Markley said I feel like we've talked the grocery store issue in the ground and I would like to talk about sort of the other aspect I feel like of this study that's sort of new material that we haven't been really talking about as a Commission which is the agriculture aspect. You kept talking about how we're an agriculture county, so I think that's interesting that's something we haven't addressed. A couple of land use sort of comments, one is that unless it has changed more recently, I had a whole go-around several years ago related to taxation of an agricultural parcel. Even if you're zoned agricultural, you can't always get agricultural tax breaks even if you're a farm. FYI. That's a problem at the state level. We were not in charge of that interpretation as I understand it, but there is some weirdness there about how people are taxed and to what extent that he gets benefits even if they are zoned agriculture. Like I said, unless something

more recently has changed. This parcel was a farm with a business plan and the whole bit so that's a barrier to people who want to operate an agricultural business in our county.

The second thing, you mentioned the vacant lots and using those for potentially gardening or farming. As all of you know, most of our vacant lots are in the inner-city and we have had some back and forth over the years about whether people want community gardens next to them or on those vacant lots or not so I don't have a solution to that. I just thought I would bring it up since it was addressed in the study that there has been some discussion internally and in our neighborhoods about whether that's a good thing or a bad thing or to what extent we want to use those vacant lots for that purpose.

The other thing I would say is things that are probably not captured in here are that we have a lot of farmers or gardeners that are selling produce in their front yards. Everybody has those in their areas, right, you all know what I'm talking about, a tomato guy or whatever in the front yard and the Turner Community Garden too, they sell vegetables in front of their garden. What those people are not doing, what they don't have the capacity to do I'm guessing, is to get that produce to a store. They don't have that connection and so if there are grants out there or if there are ways our staff can begin to facilitate that, I mean the Turner Community Garden literally leaves piles of vegetables out front because they have so much produce overflow, they can't even sell it all. They are like please take it. They take it to foodbanks and everything. They can't get rid of it.

If they could get that to a grocery store, that would be amazing for them because then they could bring in some income and they could grow even more, but I don't think they have—you know, they are volunteers and they don't know what to do. They don't know how to do that and I'm guessing especially some of the larger farmers like in the Morris neighborhood, they've always just sold it out of a stand in front of their house. Maybe if they had an opportunity to sell it to a vendor, to a grocery store, they would but they don't know how to make that connection so I do think that was an interesting part of this study that hasn't come up before as we've been talking about grocery stores specifically is we do have a lot of agriculture going on and we have some operations where people are buying and selling produce, they're just not doing it in a more commercial way where the Walmart or the Sav-A-Lot or the market is getting ahold of that food and reselling it to our residents. I would be all for any ideas on how to facilitate that connection

so that those community gardens or those community gardeners can sell that produce in a more commercialized way.

Mayor Alvey said we're going to end the conversation. Thank you so much. We have another presentation coming up. We appreciate this.

Update on the Juvenile Center

Doug Bach, County Administrator, said as our team is transitioning in, I will do a little bit of setup for this. As you know we approved a large Juvenile Center project to improve the services that we're able to provide in our community. Tonight, the intent is to go through and give you an update of where we are and how the design for this center is turning out. It's also a request as we've gone through this project we found that the cost or, not to take away the punch line, but the costs are increasing above where we had anticipated them to be so we wanted to identify this to you and the bottom line is I'm going to need a little bit more money to complete the project as we anticipated. I will let the team go through and explain this. I'm glad to have Sheriff Ash with us tonight. I believe I turn this project over to Jeff Fisher, Director of Public Works, and the rest of the team to get into it.

Jeff Fisher, Director of Public Works, said introductions, we have Lynn Newkirk from Newkirk and Novak which is our construction partner; Dan Rowe from Treanor, our Architect; the Sheriff and then Debbie Jonscher is going to jump in on the presentation.

We're going to quickly go through the steps that got us here, highlight the facility again, and describe cost impacts as Doug Bach mentioned. I want to make a few notes, you might recall we elected to use Construction Manager at Risk method on this. That's proven very valuable especially as we hit these cost impacts. Having that construction partner onboard early allows us to work through those together before we even finish the design so it has been really good. You might recall, we also had a lot of stakeholder input. We feel like we have a good design at this point. The parking lot behind Memorial Hall is going to be a huge benefit. The houses are gone, the trees are coming down starting tomorrow and then be done with the parking lot in October. Then we will actually start the facility in August I think, and I feel pretty excited about that.

We also have found real good opportunities to incorporate green infrastructure. This is in our combined sewer system, that's very helpful to that and our OCD, our Consent Decree with EPA so we're real excited about that.

I will hand it over to Dan and then Lynn and Debbie.

TREANORHL
Wyandotte County Juvenile Justice Center

Commission Presentation

- 2015 Jail Study
- Strategic Justice Facility Masterplan
- Juvenile Justice Facility Concept Study
- Design Solution
- Current Status and Cost Benchmarking



Dan Rowe, TreanorHL, said it's good to be back in front of you. I will be brief in order to be respectful of your time. I'm not trying to rush through this but just making sure we have time for questions afterwards. A brief history; this project begun in 2015.

TREANORHL
Wyandotte County Juvenile Justice Center

Strategic Justice Facility Masterplan



June 28, 2018

In 2015 we did a study on the Adult Jail to see what the best and maximum use of that facility was and to try to draw back into that facility adults and part of that study was the recognition that it was inappropriate to hold juveniles within that adult facility, therefore, it instigated the idea of creating a Juvenile Detention Facility that would be able to allow the existing space where juveniles are currently held in the Adult Jail to be used for adults appropriately and pull back in on that use of the facility.

Before we began this facility, the County then asked us to ensure that the location of this facility and the concept of this facility would work in conjunction with any future needs of the courts and jail systems. We put together a master plan at that time to see how the court system could expand and over many, many years down the future not facilitate a new facility of a juvenile detention that would then be worthless down the road. This facility would incorporate into a Master Plan Complex later as necessary.

TREANORHL

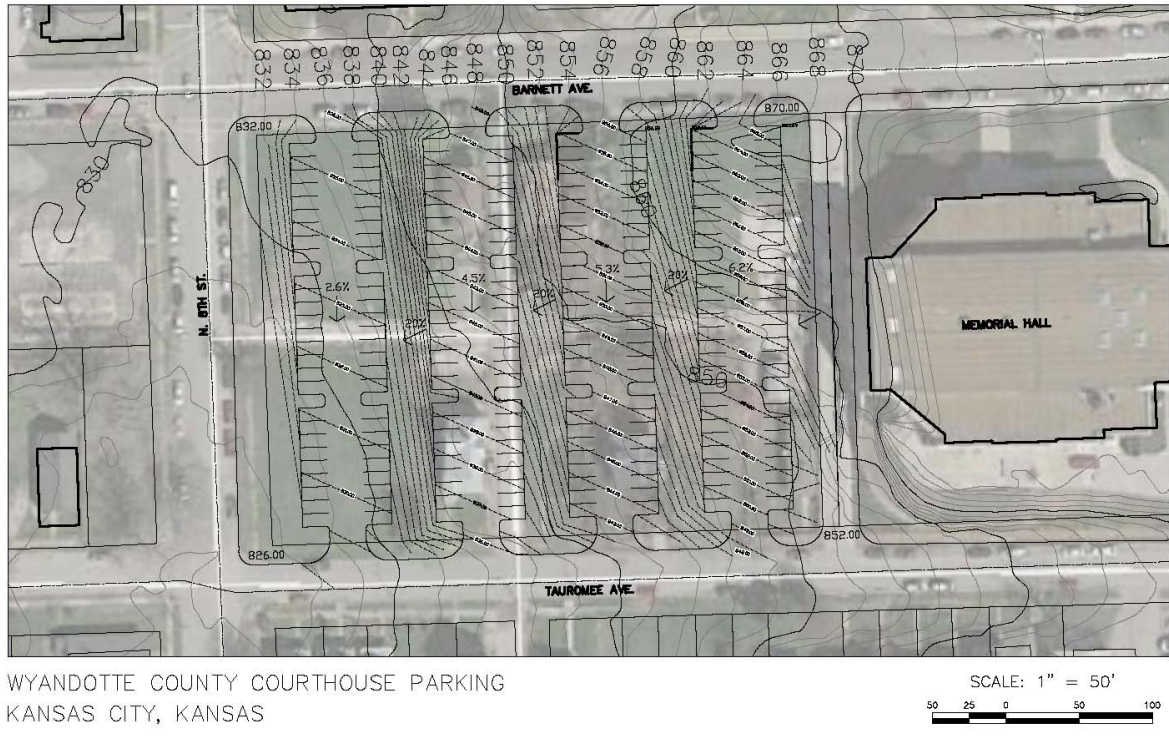
Wyandotte County Juvenile Justice Center

Juvenile Facility Concept Plan

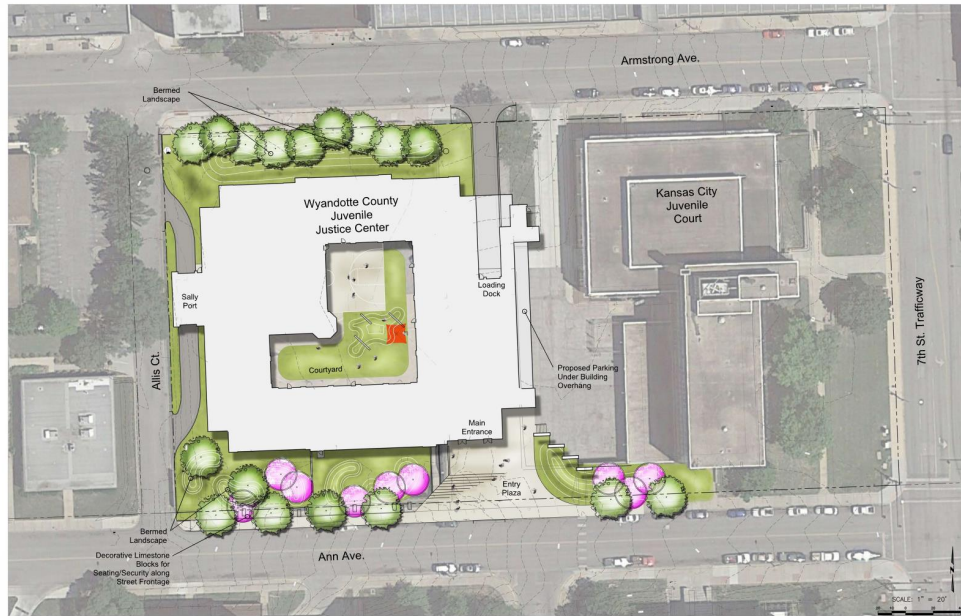


When we began the project, we had a Concept Plan. This was where your budget was prepared from this level of detail and so when we prepared the original budget they are going to review here in a moment, it was prepared off a line diagram idea as this. It was a facility that was planned at about 57K sq. ft. originally. It was to hold originally a detention facility as the study indicated. It also then in order to get efficiently developed incorporated the court system and non-detention

program space. Sometime as we progressed, the scope did increase to include that as well as to replace the parking which was being displaced. Those were some of the scope changes that occurred through the project between the time in which the project was originally budgeted and where we are today.



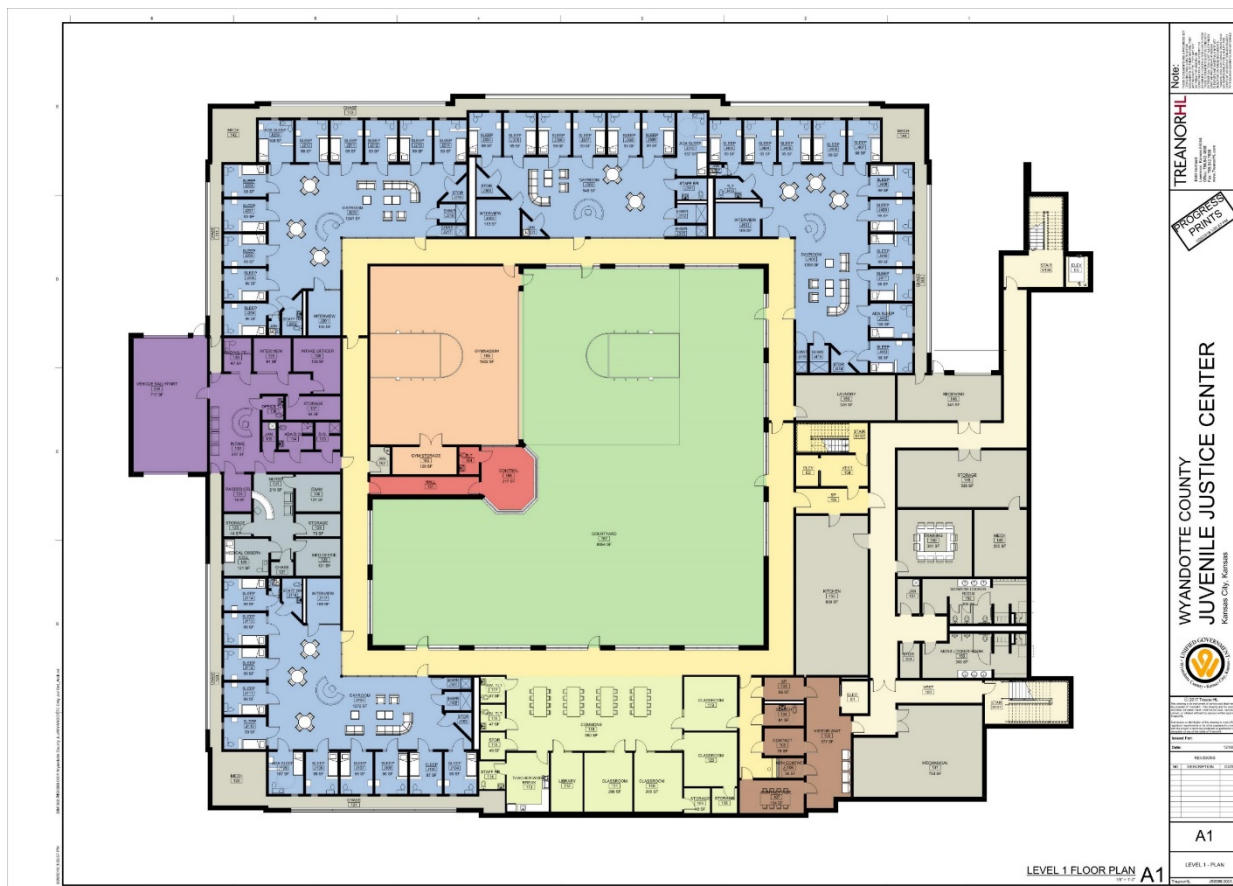
The parking that is being proposed is obviously west of Memorial Hall in a stepdown the hill because obviously it slopes quite a bit through that area to have multiple levels.



SITE PLAN JANUARY 2018

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The design solution that we have now has interior courtyards. Again, this may be familiar to you. It's been a little while probably since you've seen it, but it has an interior courtyard space so that juveniles in detention can exercise in this space. The outside space has some greenspace so that we can control both views in and out of the facility. The main entrance is here off of Ann and then the lower level that would enter through a vehicular sally port here off of Allis Court.

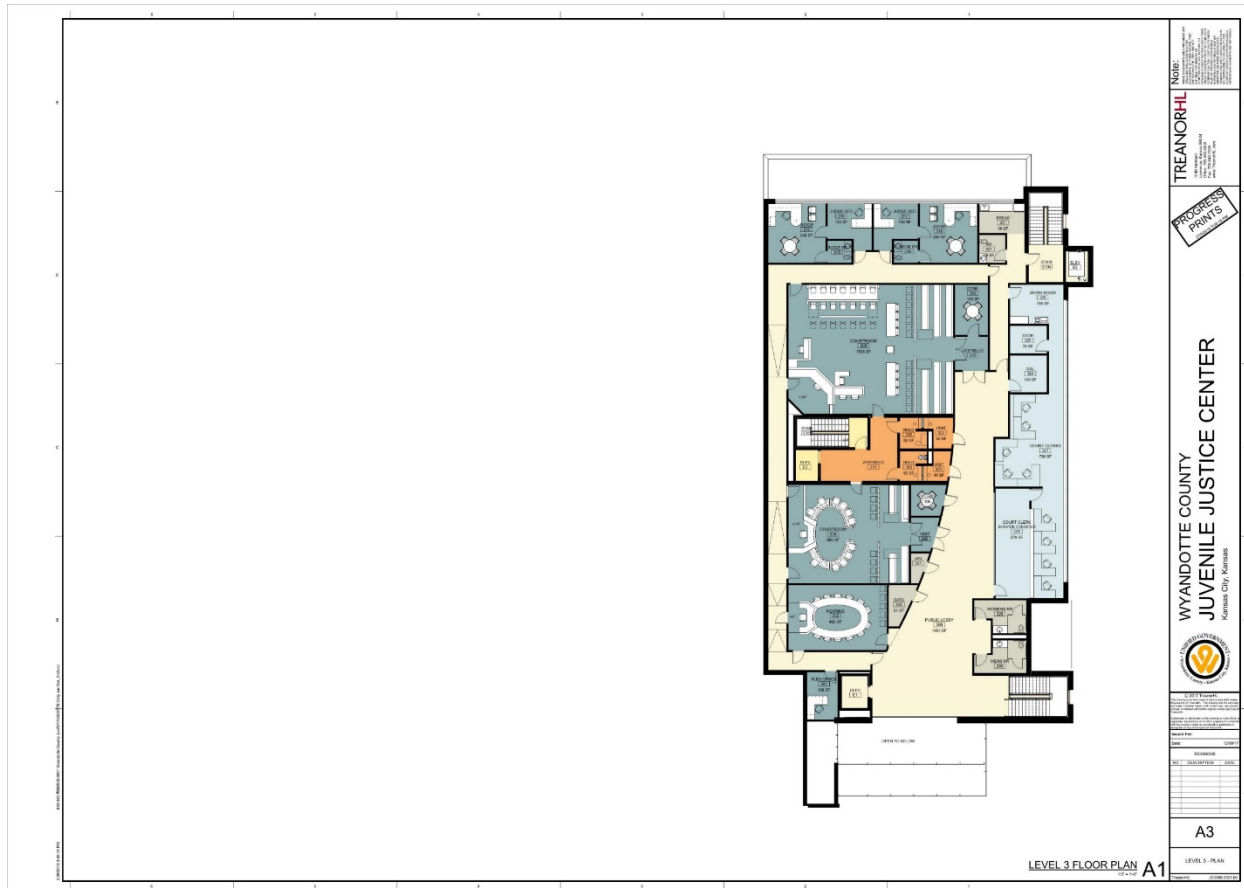


The lower level facility is dedicated to secure detention. As you can see, it has a central corridor loop circulation. A lot of outside space, indoor exercise, and then the blue area is the housing with sleeping rooms along the perimeter. You will see there is a gray—it's actually a mechanical chase that surrounds the building. That provides a dual wall system so that we can access and maintain the facility without interrupting and going into juvenile spaces and detention which is very efficient. Secondly, it allows for two walls such that your outside wall can screen the inner walls so that you won't be able to see into the facility, yet the juveniles can see out so they can have a view of greenspace. A technique that allows us to give that view for somebody that is in that sleeping without being able to see in we have blind controls for at nighttime when that occurs so we can control both the view and communications for those out.

Services are here in the gray for kitchen, storage; light green for the education spaces for the juveniles in detention.



Directly accessible is the main entrance off of Ann. We have program spaces of classrooms for—and multipurpose type of spaces along Ann Street and then blue is the Administration for the detention. We have added Community Corrections spaces here as well as an Intake, Juvenile Child in Need of Care spaces.



On the upper level which is one level above Ann Street is the court, so we have a full jury capable courtroom as well as a non-jury capable courtroom and then a room that will work both as a hearing room as a jury deliberation room in any cases. We have a couple small judicial spaces in the back and then the Clerk of the Court for the juvenile spaces.



EXTERIOR RENDERING JANUARY 2018

30

We tried to achieve both an exterior that has a very good ease of maintenance, has a presence of a civic building yet is otherwise welcoming and a non-stigmatized type of detention space. This is the view from Ann. This is the main entrance facing south. I will turn it over to Lynn to discuss the costs. I will turn it over to Lynn to discuss the costs.

June 28, 2018

2017-2018 Approved Budget \$24.8M

Current Costs - \$27.5m total project costs with deduct alternates

Approved Budget					
Description	Quantity	Construction Hard Cost	Owner Contingency	Soft Cost	Total
New Parking Lot		660,000		180,000 \$	840,000
Building Site Work		1,312,500	37,629	174,336 \$	1,524,465
3 Story Detention Facility		19,353,494	511,372	2,570,669 \$	22,435,535
Total Project Cost		21,325,994	549,001	2,925,005	24,800,000

Design Development Estimate May 2018					
Description	Quantity	Construction Hard Cost	Owner Contingency	Soft Cost	Total
New Parking Lot		843,478	23,438	103,372 \$	970,289
Building Site Work		1,062,972	30,093	132,724 \$	1,245,789
3 Story Detention Facility	61,882 SF	23,264,413	646,468	2,851,168 \$	26,762,050
Total Project Cost	61,882 SF	25,190,863	700,000	3,087,264 \$	28,978,127

Lynn Newkirk, Newkirk and Novak, said the 2017-2018 Approved Budget that everybody started with that Dan kind of introduced earlier on the Concept Plan was \$24.8M. We're currently targeting a \$27.5M project. This top section is the breakdown of the approved budget for hard construction costs, some contingency monies for owner change orders, etc. that might come through, soft costs and then the total construction project number for the project.

Currently, our last cost opinion which was in May, based on the plans at that time were \$28.9 so \$29M. There was a correction desired at that point to get back to the \$27.5 number so we're doing that through cost alternates, deduct alternates that we're now incorporating into the plans and also made adjustments and corrections after that last set was issued.

TREANORHL

Wyandotte County Juvenile Justice Center

2017-2018 Approved Budget \$24.8M

Current Costs - \$27.5m total project costs with deduct alternates

Proposed Deduct Alternates

Captured Curtain wall in lieu of SSG systems @ all curtain wall locations except Public Lobby
 Change metal panel at entry to standard finish in lieu of zinc
 Provide 8x16 masonry in lieu of multiple sizes, keep multiple colors/ multiple textures
 Use one size/one color of masonry in courtyard interior up to 14'
 Brick in multiple colors in lieu of masonry
 Perforated panels
 Provide 20' wide door in lieu of 40' wide door
 Alternate finish package: Tile lieu of terrazzo, reduce amount of wall tile, reduce wood in courtrooms to behind judges benches, remove perforated metal ceiling in Lobby, plam countertops in staff areas
 Secure electronics reduction?
 Reduce amount of detention hollow metal?
 Roofing - remove fleece-backed
 Green wall system



This is a list of the proposed alternates that are being incorporated into the plans to do that cost correction. I won't go through those, but any of those that you want to ask about, feel free to. These have all been kind of reviewed with the team, the project team as we go forward.

TREANORHL

Wyandotte County Juvenile Justice Center

Cost Impacts

- Area Increase from Programming of 57,000 sf to 62,000 sf
- Escalation of 4-6%
- Soil Conditions required Piles in lieu of spread footings
- Security Systems are more involved than originally projected
- Steel Tariffs and Market Uncertainty



We tried to boil down to why are the costs kind of trending the way they are so in the original Concept Plan Dan mentioned it was a 57,000-sq. ft. facility. It has grown a little bit to 62,000. You know if you just kind of work on the matrix of the cost per square foot, that's about a \$2M adjustment. Escalation from the time the project was planned to be constructed versus today we're seeing about a 4-6% escalation in costs. That about a 1.3. There are a few other items that are smaller in nature, but the soil conditions on site—once we got the soil borings and the report from the GO Tech, that required an enhanced foundation system. There is a cost for that.

June 28, 2018

The security stems are more involved and a little more, I don't know what the right word would be, thorough. As we all know there is a little of market uncertainty and that's really be driven by some large projects in the metro area. We've got the airport which is getting ready to go and those jobs are being bought now. Johnson County has the large Courthouse going. There is a downtown hotel and all those things are kind of driving a market here from a labor and material cost exposure so we're really trying to predict what the market is going to do when we go out and price this job and drive competition into it. That's our opinion at the moment.

Also, structural steel and any metal stud, anything really steel in this job we've seen since the Tariff idea has come about a spike in that whether it's really causing a shortage or not at this point. The producers and the local guys when they are bidding the steel it has gotten to the point where some of them will not even hold their price through the end of the week, so you've got to lock in with them. That's how uncertain they are with their suppliers so we're trying to predict what that is doing as well. Our building here is a combination of load bearing masonry and structural steel.

Commissioner Philbrook said go way back to the first one on Proposed Deduct Alternates. What in the heck is that? The captured curtain walls. Do you mind telling me what you're talking about? **Mr. Newkirk** said there are several different appearances you can get with curtain wall. Curtain wall is the glass system at the main entry and other areas where you saw some large expansion of glass. This area right here, that is the curtain wall and you can see that the separation between the glass panels is very thin, almost non-existent and so that is a structural glazed captured system rather than having aluminum moanes that would separate the glass. You see both. This is a little nicer system, more elegant and we've dialed that back a little bit in some other areas that are less visible. That was a design element that was—**Commissioner Philbrook** said so in other words, get a little less fancy, but still look good. **Mr. Newkirk** said yes, that was the idea. **Commissioner Philbrook** said I was just trying to understand because you guys understand your jargon and it's like what are we talking about. **Mr. Rowe** said I would say what we've done is to look—each of those are through a value engineering process that included the users as well as the architects and contractors to try to understand the building and where the costs were in order to say are there ways in which we can affect the cost to lower them without affecting the function of the building. Each of those have a different effect on the building, some of them visual, some of them functional,

some of them maintenance and so we're trying to get those and select those only that would have the least effect on the buildings performance. We're building these in as cost alternates so we will bid the building as you're seeing it and as designed and then we will have deductions for these such that on bid day if in fact we're fortunate enough to be able to afford the building, we can include them. If we're not, then we can remove some of those as needed in order to hit budget.

Commissioner Philbrook said so it's not so much reducing the quality as you are some of the aesthetics. **Mr. Rowe** said you have a contractor and an architect so there are some that definitely affect functional use and maintenance of the building. For example, if you go back to the list you will see for example Terrazzo flooring. Terrazzo flooring is a product I think you may have in the lobby of this building. It will wear for 100 years no matter the traffic, easy to maintain with the mop. You can go to buildings 20 or 30 years old, the Terrazzo works fine. That one, for example, is on the list because it is a premium cost. It will affect the function of the building but is it a premium upgrade that is worthy based on our budget. That's why we look at some that affect function, but most of them are quality level discussions that we believe if removed, wouldn't affect the building so adversely that you wouldn't be happy with it. **Commissioner Philbrook** said so in other words we're not going to have to replace the floors in 20 years. **Mr. Rowe** said correct. I think Lynn and I are on the same page that we don't want to have a building that isn't a high quality to be able to function within the buildings normal use. **Commissioner Philbrook** asked which would be what, how long normally. **Mr. Rowe** said we believe that courts and detention facilities are 50-year buildings. **Commissioner Philbrook** said okay, that's what I wanted to know.

Cost Benchmarking

- Wyandotte County Juvenile Center
 - \$397/sf
- Johnson County Courthouse
 - \$443/sf
- North Kansas City Patrol
 - \$400/sf
- Jasper County, MO Juvenile Center
 - \$393/sf



Mr. Rowe said one of the things I think we were asked to do is to review the construction managers numbers from an architectural standpoint and our understanding of what's going on elsewhere in similar building types. Your current facility has about a \$397 per square foot number and what we did was kind of check to see are there other facilities that we're working on that makes this make sense or is this number high or low as a checkpoint. What you will see, and I know this is a public meeting, and that number on the Johnson County Courthouse, as I just realized, might not be published currently. We are also the architects on the Johnson County Courthouse. Actually, I think it was just approved today so I think it is okay. The North Kansas City Patrol facility was about a \$400 and Jasper County Juvenile Center has a lot of similar functions, a little bit smaller so it doesn't have the economy of scale, but it was also bid about six months ago. As it relates they are of essence similar in cost to what we are coming up with, with the cost of this facility.

Plan of Finance | Wyandotte County Juvenile Justice Center

PBC 2018 Series A (issued March 2018)

- Total Uses - \$25.64 M
 - Bond Proceeds - \$24.8 M
 - Capitalized Interest - \$371K
 - Underwriter's Fee @ 1.35% of \$329.7K + Cost of Issuance - \$142.5K
- Annual Debt Service - \$1.757 M beginning 2019 till 2038 @ 3.38% (TIC)

PBC 2019 Series (proposed March 2019)

- Total Uses - \$2.766 M
 - Bond Proceeds - \$2.7 M
 - Underwriter's Fee @ 1.35% of \$36K + Cost of Issuance \$30K
- Annual Debt Service - \$204K beginning 2020 till 2039 @ 4.0% (TIC)

Debt Service Payments for Juvenile Justice Center – PBC Series 2018 + Proposed 2019 Series

- Beginning in 2019 - \$1.757 M till 2038
- Beginning in 2020 – \$1.961 M till 2038; with an extra \$204K in 2039
- Revenue Pledge – Operating Savings from the County General Fund

Debbie Jonscher, Deputy Chief Financial Officer, said I'm just going to recap where we are with the financing on the project currently. Last year this project was approved to bond at \$24.8M so in March we issued Public Building Commission Bonds for a total of \$25.6M. The annual debt service on that issue is about \$1.7M per year beginning in 2019 and it goes for 20 years.

If we were to issue this additional amount of \$2.7M, the additional debt service on that would be about \$204K annually. We estimated that at about 4%. The previous issue was done this year at 3.38% so the debt service currently starting in 2019 on the first PBC Series is \$1.7M. If we were to issue the next series in March of 2019, the additional amount beginning in 2020 the debt service would jump to about \$1.9M for an additional 20 years.

Just as a reminder, the revenue pledge was Operational Savings from the County General Fund. The Public Building Commission operates as a lease so it's a lease from the Unified Government to the Public Building Commission.

Questions and Discussion

Exterior Rendering



Mr. Bach said I think that puts us at the point where we ask if there are any questions on where the project is. I was not pleased to see it come in over budget to the degree it was, though, I think we still have maintained a very good project for what we're trying to build. I still think it's something in the direction we want to move forward to, \$200K based on our current projections within the amount of debt service we see in that fund and the County, it should cover. I also know that we have a lot of other projects out there on the County side that we want to work on. It is my recommendation that we would move forward with the project and then how we will be planning for this in the budget in 2020.

Commissioner Philbrook asked do you need anything from us on that. **Mr. Bach** said we don't take motions in here. You know, when we come before this type of setting, it's to inform you as to the direction we're going. If this is a direction you don't want us to go, I will be proceeding this is how we will build it into the budget. I will increase this as what comes to you in the budget in July. They are going to move forward with the project, with this in mind, and then next March Debbie and her team will come back with this as a new issuance for the Public Building Commission. There will be action for you to take and it will be part of the budget process, but if I'm going in the wrong direction, that's what I would like to know.

Commissioner McKiernan said I'm likewise very disappointed that we've come in so far over our initial projections because from the time that we originally got together our whole thought was that our cost savings from stopping the farming out program would cover not only the revisions to

the jail to bring those prisoners back, but would also cover the costs of building a new facility to get the juveniles out of the adult jail. We've been operating on that premise from day one and so it's very disturbing, disconcerting, troubling for me to see that we're 4. something million dollars over that initial estimate because that initial estimate was based on our cost savings, what money we would have available to pay that bond back over the next 20 years.

I understand that we don't have to do anything today, but my recommendation would be find a way to make it fit our budget or show me how we can pay for it.

Mr. Bach said I guess I will say the revenue pledge of the operational savings, Debbie, as you went through and looked where we're at on the County Debt Fund piece and the amount of money coming from that, currently we have the projected revenue we think will cover this, right? **Ms. Jonscher** said in the short-term, probably so. Kathleen and I are working on updating the long-range financial plan which I think the plan is to bring that back during one of the budget workshops and we're going to be looking at this fund so we're going to have some additional information for the out years.

Commissioner Philbrook said this doesn't have to do with the money, this has to do with—I just came back from Baltimore and happened to by chance talk to some officers that were working on their bicycles around the Inner Harbor area. They said oh, you're from Kansas City, Kansas and I said yes. They said that of course their hearts go out to us and one of the gentlemen dug in his backpack and pulled out a badge from the Baltimore Police that he wanted me to bring back to Kansas City to give to our folks here to let them know that they actually are thinking of them and their hearts are with us. I brought this tonight so I could give it to Sheriff Ash. It was just an opportunity to let you know there are people all over that are with us and are praying for us.

Donald Ash, Sheriff, said thank you Commissioner. I have received many such expressions probably from all 50 states in the Union. I don't think I've run across Hawaii yet, but I have had Alaska. There is a great big pile of that stuff over there. It's just amazing the way people have been supporting. In fact, there were people on the ground here from Boston, New York, Chicago, Dallas, Ft. Worth, Oklahoma, I mean they came from the region certainly, but they came from the coasts even. Thank you.

Commissioner Johnson said I hate to even come behind that. Can you give us some detail on the revenue pledge when you—is that what the intent is, is to give us the detail of how that plays against the debt service coverage in the mix after you and Kathleen get together? **Mr. Bach** said we will bring that back as a workshop during the budget process. I was hoping—and that is one reason we did this now is to come back and spend a little bit more time on it, direct it, so you would have an update on the project. Then, we will only be focusing on the finance piece when we are working through the budget process. We will be continuing to move down the process that we're moving in this direction, but we will be showing that to you over the next 30 days and working through it from there.

MAYOR ALVEY ADJOURNED
THE MEETING AT 6:28 p.m.

dt

Bridgette D. Cobbins
Unified Government Clerk

June 28, 2018

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

SPECIAL SESSION, THURSDAY, JULY 12, 2018

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in Special Session, Thursday, July 12, 2018, with ten members present: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; Murguia, Commissioner Third District; Johnson, Commissioner Fourth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Alvey, Mayor/CEO presiding. Kane, Commissioner Fifth 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, Gordon Criswell and Melissa Sieben, Assistant County Administrators; Kathleen VonAchen, Chief Financial Officer; Debbie Jonscher, Deputy Chief Financial Officer; Reginald Lindsey, Budget Director; Budget Staff; Jeff Fisher, Executive Director of Public Works; Alan Howze, Chief Knowledge Officer; Emerick Cross, Commission Liaison; Maureen Mahoney, Chief of Staff in Mayor's Office; Christal Watson, Deputy Chief of Staff in Mayor's; Officer Dent, Sergeant-at-Arms.

MAYOR ALVEY called the meeting to order.

ROLL CALL: Markley, Walters, Philbrook, Bynum, Burroughs, Townsend, McKiernan, Murguia, Johnson, Alvey.

NOTICE OF SPECIAL SESSION of the Unified Government of Wyandotte County/Kansas City, Kansas, to be held Thursday, July 12, 2018, at 5:00 p.m. in the Commission Chambers of the Municipal Office Building for the County Administrator's 2019 Budget presentation.

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 Alvey said this meeting this evening is the presentation of the Administrator's Budget and, of course, this is just the beginning step in the long public process of the budget. There is quite a bit of material and I would ask the commissioners, if you have some clarification questions, feel free to ask those. If you're looking for a specific topic that would warrant more time spent in a workshop, I would ask that you please forward that request for a particular topic and presentation and the reasons you're asking for that particular presentation. We will try to accommodate that on the schedule moving forward. I will work with Administrator Bach to accommodate those requests.



Doug Bach, County Administrator, said it's a pleasure to be here this evening to present the Proposed 2019 Budget. This is a budget that is an accumulation of obviously all the input we've had from the public and the Commission as we worked through your strategic goals and had your input over the course of the last year and what we work on. It seems like year-round anymore to put together where we are on the budget.



July 12, 2018

To start off, I want to talk a little bit about community trends and where we're at. As we look at things that are positive throughout the community we have property values increasing, we are seeing our housing starts continues to go up, our population increased this past year as it has each year in this decade. Our school districts are expanding, we're seeing some new job creations through some major employers, other commercial development coming into play. KU Hospital is expanding out through their campus area and also with their new KU Strawberry Hill site downtown.

We're seeing our community get recognized for soccer, with major league soccer and that in the US could be the soccer capital with Kansas City. I also put Leavenworth Road on this as a major piece of infrastructure in our community that our residents can cherish and think a lot of as we move into the second phase of that this year and moving forward with our Northeast Master Plan which is starting to move into the later phases of finalizing where we're at with that. We're building fiber infrastructure throughout our community from our budget initiative last year that takes us east and west and north and south of the community.



We take the Commission goals and we weave them into where we're at and so that allows us to do strategic goals for our future prosperity of our community. The focus of this budget really stays with that as we are very neighborhood focused in what we're doing. Our mowing budget is very big within this. It's one we started several years ago, and we continue to budget that at the higher level at the level we're at, not just for Unified Government facilities, but also for vacant lots and such in the community that we're taking care of.

Securing vacant structures is actually an area where we're adding money to it. That way we keep the structures from falling apart or going into deterioration mode before we can get it into the hands and have a rehabber help this building along and then bring it back as a value in our community. Demolition, a large number that we built into our budget last year adding some money into our debt to do that both in this year and next year continues to be built into this budget.

Rehabbing vacant structures on properties; our Park Drive Neighborhood Revitalization or our NRSA Project, where we just completed a couple of those neighborhood walks earlier this week and we will have a picnic with the community this weekend. It's all about changing a tipping point neighborhood and making it work so it's one that it doesn't go in the wrong direction, but we're able to keep this neighborhood moving in the right direction.

The Strawberry Hill Initiative that the Mayor laid out in his State of the Government finds this way of building into this as part of the Neighborhood Group Revitalization of what we can do in an area where we're seeing people come in and wanting to invest in this neighborhood, but what we can do as government to go in and help stimulate that and help that grow and work even better within the rest of the community.

We have a Choice Neighborhood Grant which literally has the opportunity to leverage a couple of million dollars to come in from the federal program into our community. Then, with this whole neighborhood focus, this is Strong Towns initiative which is really a tool that is a national program that's out there and how you can look at increasing the values overall of what your community has. What you can put back into that community and look at it and say okay we've changed the value in this area and look what an impact it has overall in doing that from a neighborhood level.

I'll also mention just a couple of Economic Development Projects, and we have a lot of different things going on, but most notably that which was announced earlier this week with the Merc Grocery coming into the downtown and we will be bringing forward a development agreement to the Commission in August on that one.

Turner Diagonal Project; where we were able to go and do development south of I-70 along this. On the north side we have the opportunity to do residential, commercial and industrial development. Part of this is tied to infrastructure improvements we need to make and grants we've been seeking. We're also looking for other alternatives to get this project started on an earlier note.

Then, our American Royal Project which this group has continued to move forward to raise funds to do what will be a major destination attraction in our community.

With this, we also have our investment in Public Safety & Neighborhood Infrastructure which are always important investments for our community though I will say this budget is predicated on the 3/8 Sales Tax which we are seeking renewal of this year. It expires in June of 2020 and it brings in a little over \$10M annually for the operation of these areas. By doing this, it has lowered our reliance on property tax where we're able to take this money from the sales tax. It's also a sales tax that we get a large portion paid from people that don't live in Wyandotte County when they come here, and they visit the Village West area, they pay the dollars in from other communities and we capture that through this Dedicated Sales Tax and take it back into our operations.



2019 PROPOSED BUDGET

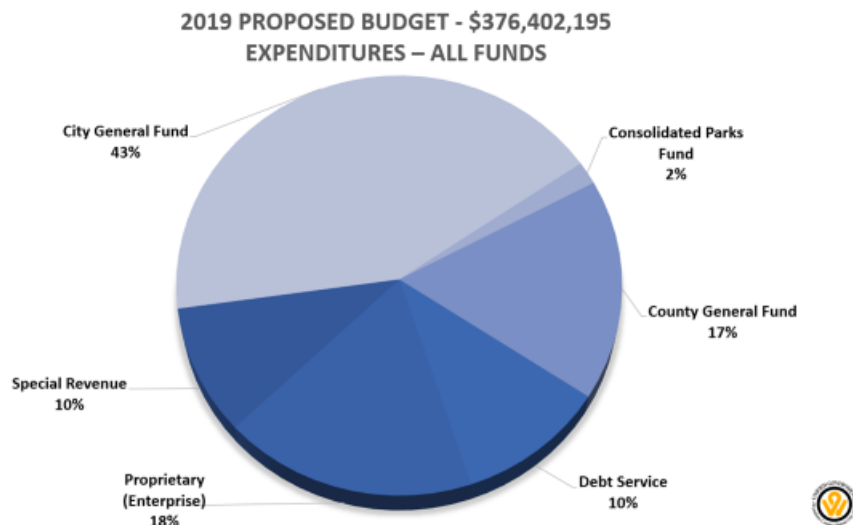
- POSITIONS COMMUNITY TO REALIZE OPPORTUNITIES
- FISCAL SUSTAINABILITY FOR THE FUTURE
- COMPETITIVE FOR GROWTH

- REDUCES PROPERTY TAX RATE FOR 3RD STRAIGHT YEAR
- ALIGNS WITH THE COMMISSION STRATEGIC PLAN
- LOWERS RELIANCE ON DEBT AND LEASE FINANCED PROJECTS

With that, I have the 2019 Proposed Budget and it is one I believe positions our community to realize the opportunities that are there for us. It's fiscally sustainable for the future and by that, I mean we built in a lot of one-time costs to buy things or the Capital costs are in there, but this is not one that grows the overall size of our budget or grows the size of our government. We're not looking to add a lot of employees to this so when we look at our year-to-year expenditures, there are things I think we can continue to control because it really pushes where we are from a revenue to expenditure side of the equation. It's one that keeps us at a point that I'm not adding a lot of additional employees to our budget, so we can stay within the framework in future years depending on our future revenues. It also keeps us competitive for growth in the future.

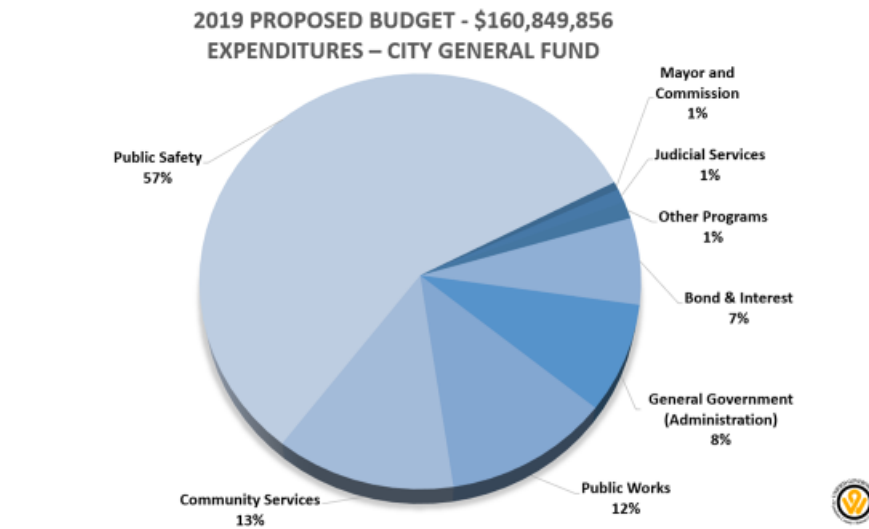
With this, it proposes to reduce the property taxes for the third straight year and this is on the City side of the mill rate. It aligns with the Commission's Strategic Plan and it lowers our

reliance on debt and lease financed projects. With that, I'm going to turn this over to Kathleen VonAchen, Chief Financial Officer, and she is going to work through some of the numbers and where the money is planned out. Following that, we will go into the detail of the different areas that we're looking to spend money.



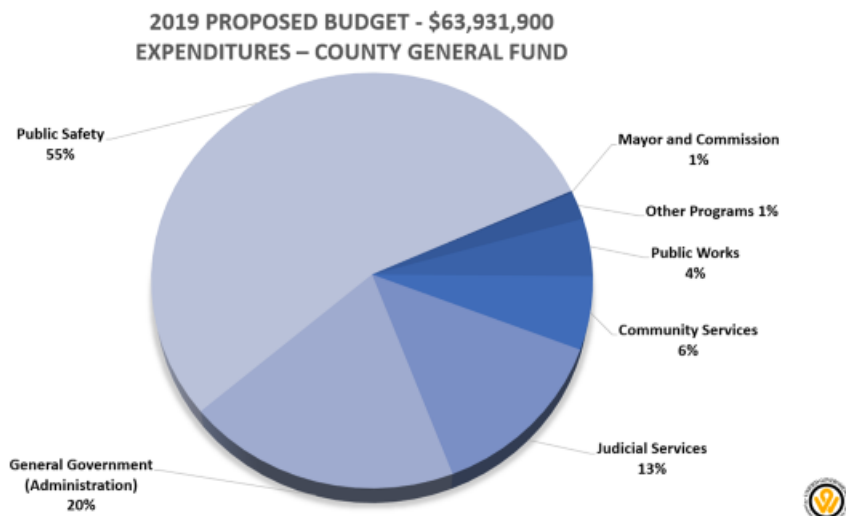
Kathleen VonAchen, Chief Financial Officer, said we want to go to the next slide which is the overview of the all total expenditures of all funds. The total proposed budget for 2019 is \$376.4M and what you see here is the combined pie chart of 29 different funds that we budget each year with the City General Fund, the County General Fund, and the Consolidated Parks General Fund which are the three General Funds being the largest of the entire budget. Followed by the Special Revenue Funds which have 18 different small funds we keep track of and then Enterprise that has six different other funds.

I did want to point out also that most of these percentages you see on this pie chart have not changed from the 2018 level.



Going to the General Fund, the City General Fund is the largest operating account and it's \$160M that we're proposing. The Public Safety pie chart is the largest at 57%, \$92M total there. That's for the Police & Fire Departments. Last year this percentage was 55 so it's gone up to 57% of the total City General Fund.

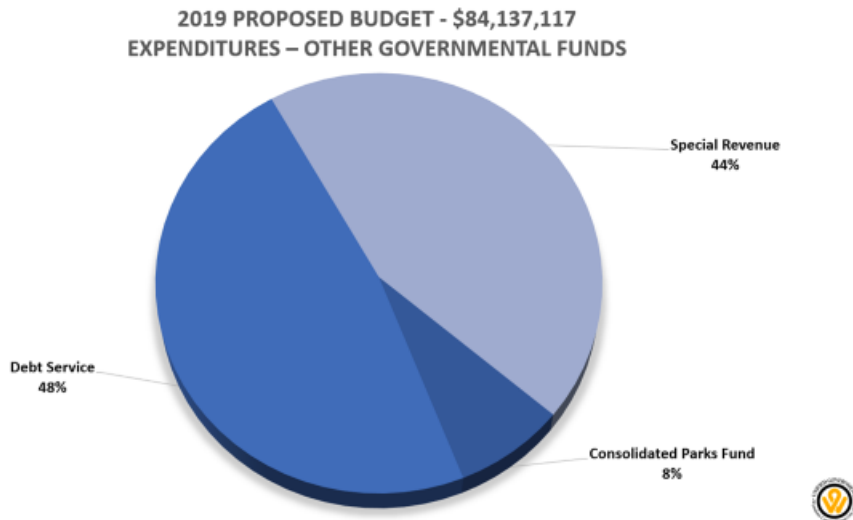
The next largest slice of the pie is the Community Services which includes Transit and Neighborhood Resource Center, Economic Development and Urban Planning among other areas. That totals \$21M and they had the same percentages last year, so, no changes there. The third largest is the Public Works Department totaling \$19M. General Administration, just to point out, includes the UG Clerk, the Chief Knowledge Officer, County Administrator's Office, Finance, Legal, HR, and Purchasing; a variety of areas.



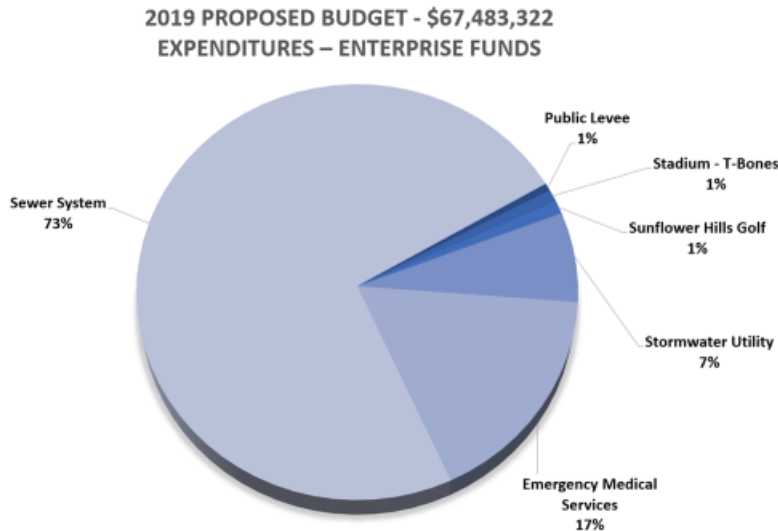
July 12, 2018

The next slide is the County General Fund. Again, Public Safety is the largest at 55%. That is the same percentage we had in 2018, \$35M there. It supports Police Dispatch, Sheriff including the jail operations, and Emergency Management.

The next largest slide is General Government or Administration and that is where a number of our County functions that are mandated by the State take place. The Legislative Auditor, County Appraiser, County Clerk, GIF and 3-1-1, Treasury, Property Tax Administration, Motor Vehicle Registration as well as some allocation of the rest of the administrative type functions so a whole variety of things going on there. That's \$12.8M and then the third largest is the Judicial Services area, \$8M. That includes the operating side of the District Court and the District Attorney's office.



Other Funds include Debt Service 48%. This is the same percentage as we have currently in our current budget. That's the City and County Bond & Interest Fund totaling \$40M a year. That is the portion that we paid out in debt service in debt service payments. The Special Revenue Funds are 18 different funds totaling \$37M. Those include generally the County Levy Fund and Special Revenue Fund.



The last pie chart slide are the Enterprise Funds. There are six of them. The Sewer System is the largest at \$49M and their percentage is currently 70%. It's now increased to 73% due to greater investment in Cash Funded Capital. There is also the other Emergency Medical Services at \$11M which funds our ambulance and medical response. It is partially funded with the sales tax, but generally, all of these Enterprises are—think of them as businesses supported by charges for services and run very independently and are not usually reliance on property tax or sales tax. Medical Services is a little bit of a different case based on how it's composed initially.

GENERAL FUND - CITY			
	FY 2018 ORIGINAL BUDGET	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
Revenues	151,241,872	154,705,656	156,630,921
Transfers-In	2,256,000	2,256,000	2,256,000
Subtotal: Sources	153,497,872	156,961,656	158,886,921
Expenditures	153,491,219	155,533,992	160,144,856
Transfers-Out	515,000	750,000	705,000
Subtotal: Uses	154,006,219	156,283,992	160,849,856
Net Change in Fund Balance	(508,347)	677,664	(1,962,935)
Cash Basis Ending Fund Balance	\$ 20,147,039	\$ 21,333,050	\$ 19,370,115
CAFR Ending Fund Balance	\$ 28,875,073	\$ 30,061,084	\$ 28,098,149
17% Target Reserve	18.7%	19.2%	17.5%

Moving on to the General Fund; we're going to provide here a table of how the proposed budget looks compared with, for example, our current adopted '18 budget in the first column followed by what we're proposing for the Amended and then the proposal for the '19 budget. In 2018 you will

notice there was a \$3.5M increase in our revenue estimates for the current year and that's due to better sales tax performance and motor vehicle registration taxes as well as higher underbudgeted revenue estimates in other areas. You have to keep in mind this is where that two-mill reduction was in effect that you all approved during the last budget process.

On the Expenditure side though, we have determined that there are needs for \$2.3M in increased expenses in the current year and so, of course, that \$2.3M is offset by those improved revenue estimates. As a result, we are estimating that we're going to be using fund balance or adding to the fund balance by \$677K.

On the 2019 side though, what we have is a very modest increase in revenues of \$2M. The percentage is rather low. It's \$2M. We do include a variety of measures such as the reduction in the mill rate, but the property tax is doing well, and we will be talking about that later in the presentation.

There is also correspondingly a \$4M reduction or increase in expenditures to pay for basic personnel costs, but the increase we're proposing for '19 in the City General Fund is a modest 2.9% increase. I want to point out that at the bottom you will see that we are achieving the 17% Reserve or two-month Reserve target that we've discussed in various meetings especially at the ED&F Committee. The 17% represents two months of Operating expenditures and it's recommended by GFOA.

GENERAL FUND - COUNTY			
	FY 2018 ORIGINAL BUDGET	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
Revenues	59,613,427	61,103,699	63,337,090
Transfers-In	0	0	0
Subtotal: Sources	59,613,427	61,103,699	63,337,090
Expenditures	58,871,973	60,818,729	62,571,900
Transfers-Out	360,000	1,860,000	1,360,000
Subtotal: Uses	59,231,973	62,678,729	63,931,900
Net Change in Fund Balance	381,454	(1,575,030)	(594,810)
Cash Basis Ending Fund Balance	\$ 6,124,805	\$ 4,168,321	\$ 3,573,511
CAFR Ending Fund Balance	\$ 11,088,851	\$ 9,132,367	\$ 8,537,557
17% Target Reserve	18.7%	14.6%	13.4%



On the County side we are anticipating increases in '18 for revenues of \$1.5M due to improved motor vehicle registration and Register of Deed fees, but we're also identifying \$3.5M in

additional expenditures mainly due to personnel costs in various County functions and a couple of one-time items that we will talk about later. As a result, we are going to be dipping into the fund balance for '18 to the tune of \$1.575M. Most of that is for one-time items.

In '19 we are projecting a very modest increase in revenues of \$2.2M and a \$1.1M increase in expenditures. The \$1.1M in expenditures much of it is for one-time items so we will talk about that later in the presentation. Again, we're using fund balance of \$594K and so we end up with an ending fund balance of 13% which is below the two-months Operating Reserve target, but we are utilizing those reserves to address unanticipated activities and that is what a Reserve is all about. In addition, we're also—many of those activities are one-time so we will talk more about that later on.

Now, I would like to introduce you to Melissa Sieben who will be talking with you about Streets and other budget initiatives.

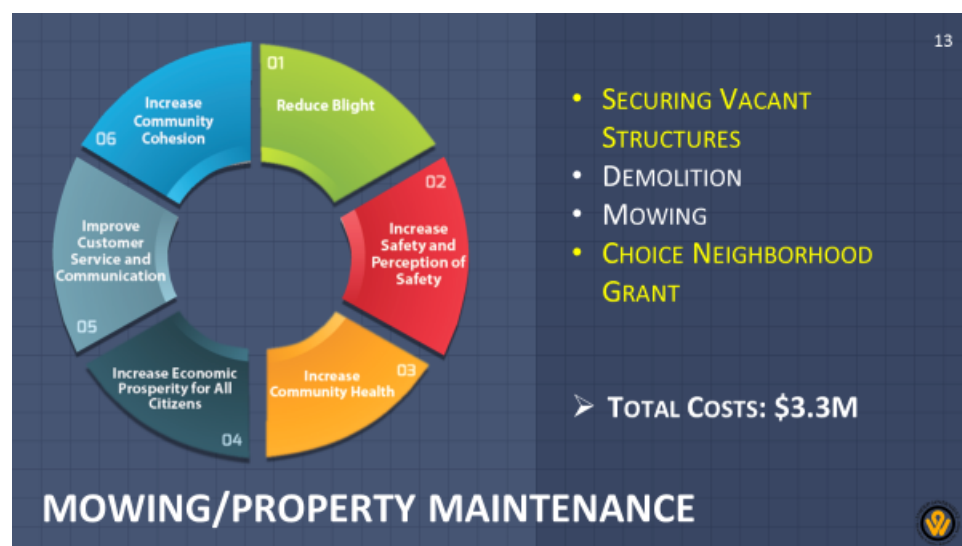


Melissa Sieben, Assistant County Administrator, said tonight the three Assistants will present a little more detail into different areas of the budget as we move forward. The parts of the Strategic Plan are identified in the kind of color code that we believe these projects or different expenditures will address.

With Streets and all the rest of the subsequent slides, we've highlighted some things in yellow. They are kind of like the bigger major initiatives that are in the budget and we will point out a few other things on the slide, but we don't intend to cover them in full detail.

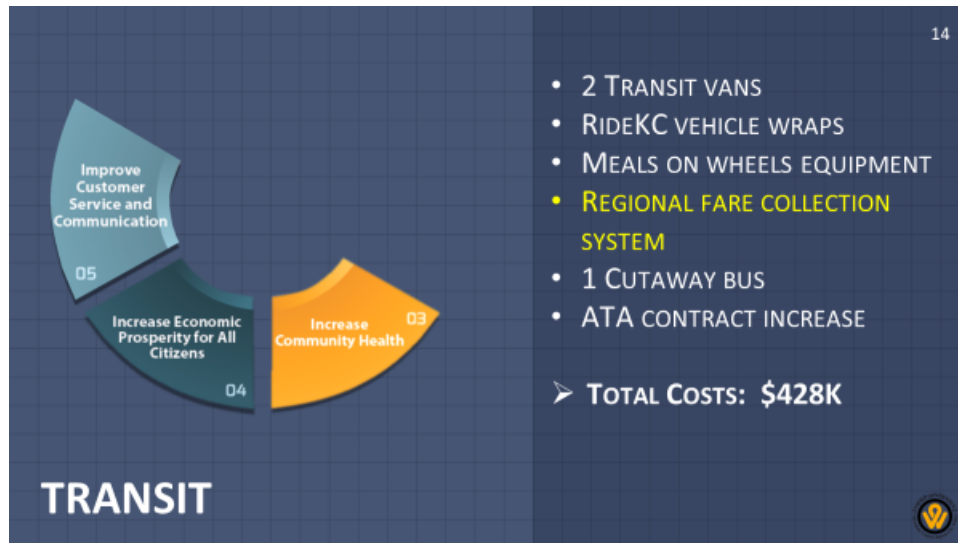
The big items on here are all related to 2019 expenditures so we're not bouncing back and forth '18 and '19. This will be all '19 that we will be presenting. What you will see is we will be completing the next phase of Leavenworth Road from 63rd to 78th in 2019. We will also be starting design and engineering on the 6th and 7th Street intersections of Minnesota. Those blocks which we're going to be needing for some of our increased activity, especially with our recent announcement of a grocery store downtown.

Then, of course, we're going to be continuing our Street Maintenance Program with a lot of those different options that we've been discussing to take those dollars as far as we can to help improve our roadway services in the community and continue our Safe Route to Schools Program.



The next slide is SOAR related items that we have been working on over the last couple of years with you. The two that are highlighted in yellow are actually new this year for 2019. This is additional funding for securing vacant structures. We do have a base amount in the budget, but this will take us to that next level to help those vacant structures be less trouble to their neighbors and also to secure those structures so that future individuals who might want to rehab them, will have a structure that's not seen as much water filtration or possible damage from people getting inside that don't belong in there.

The other item that you did approve is the submittal of the Choice Neighborhood Grant. Those dollars will help in the northeast area if we do receive the grant to do some planning and development of a future phase of changes out there.



The next slide that we have is our Transit slide which shares some of the larger items we'll be purchasing or working on in 2019; two transit vans and one cutaway bus. This last year we had five. This coming year we're looking at three along with a Regional Fare Collection System which is the integration, so you can get on at one spot, get off at another, get on again and not have to have different method and means for paying for those services; one card, one system.

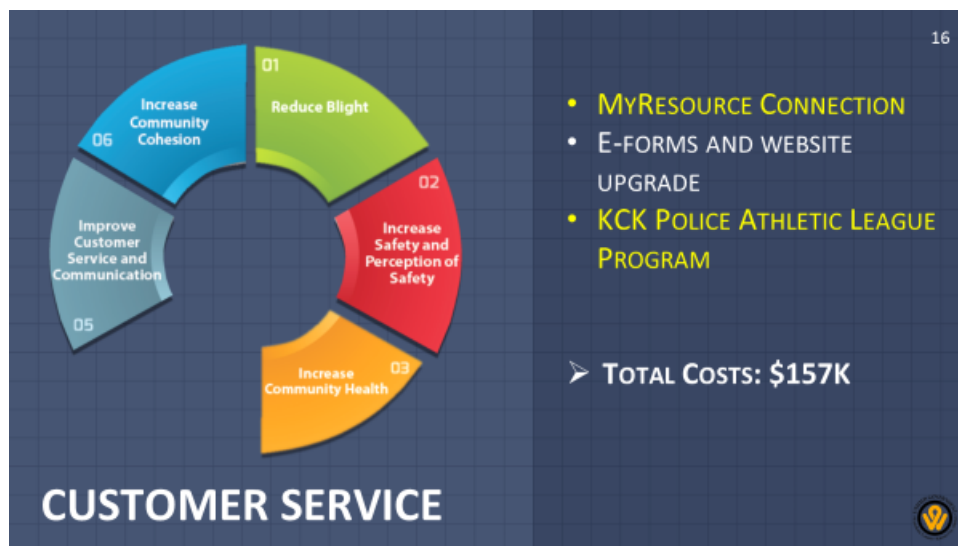


The next slide is a big one. It's our Water Pollution Control. As Kathleen will show you in the Enterprise System we are doing more work in that area. Two of these yellow bullets on here are actually huge projects. The Kaw Point Biosolids Project which is a different way of handling the leftover waste stream from our wastewater treatment process that we're working to move on which

is somewhere north of a \$70M project as well as our Wolcott Treatment Facility which will go out near 435 & Wolcott Drive.

The other item that is in yellow at the top is our sewer rate increase of 5% which is down from 7% this current year so they are coming down slowly but surely.

With that, I'm going to turn this over to Gordon Criswell, Assistant County Administrator, to also cover a few more areas.



Gordon Criswell, Assistant County Administrator, said under the Customer Service I want to highlight MyResource Connection. This is a joint initiative between Wyandotte and Johnson County for a data collection of our service providers and it also includes our EMS Services. We have folks who cross the County lines to get services, so this will allow us to track who is getting services and where, so we can cutdown on duplication.

The Police Chief has introduced the Police Athletic League. As you all know we're renovating the old St. Mary's Church for this program. This is an initiative to provide programming for young people in the summer and after school. It is designed to be first a crime reduction initiative, but also, it's designed to introduce young people into careers in public services and, hopefully, a career in law enforcement when they get ready.



As you all know, you have asked us to do a number of master plans over the years and this is the next iteration of the Central Avenue Corridor Master Plan and it will be similar to other master plan initiatives that we've completed over the years.



Under the Police Department we are purchasing 30 vehicles this year, patrol vehicles, with cash in '18 and 30 patrol vehicles in '19 through lease financing. This allows the Police Department to keep up with their vehicle rotation schedule for replacement.

The mandatory tasers is an initiative the Chief has asked that we fund which allows for him to mandate all of his operational field units to carry tasers. Tasers would be a less lethal option for our officers in the field and the Chief would like all of the officers to have that piece of

equipment. It will also mean that we will need to add tasers to our equipment capital rotation process.

The Johnson County Forensic Scientist Contract is a position in their lab. It's a firearms analyst. We send information over to the Johnson County lab and we will get first priority on their ballistic testing so that we can speed up our departments investigative process with crimes.



In the District Attorney's office, you all have heard that he has rimes and boxes of old files and cases in the fourth and fifth floor of the County Courthouse. This will allow him to start to digitize some of those files and get that space in a more productive status in the future.

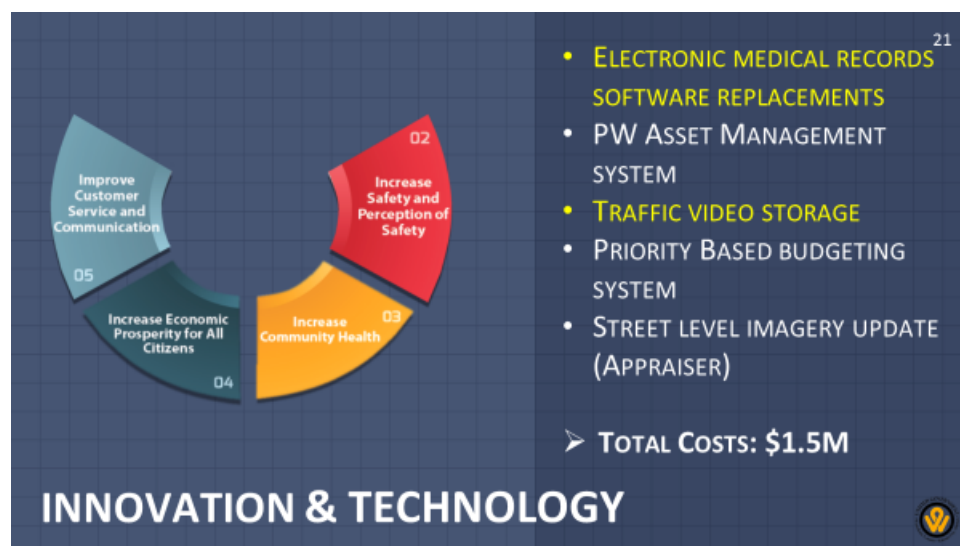
We've moved up Security Camera Upgrade and Replacements just to provide for a better monitoring of our buildings. The Radio Encryption Project is a huge project. All of our public safety radios have this software that's encrypted, and that encryption will expire in 2021 so we're starting now because we have to literally touch every one of our radios and they have to be upgraded before October 2021 so that we don't have any interruptions in police communications. We're starting that this year.

I will turn it over to Joe Connor, my counterpart, and he is going to talk about Public Safety Fire.



Joe Connor, Assistant County Administrator, said in the Fire Department for 2019 we're continuing to upgrade and replace a lot of their rolling stock and I wanted to point your attention to the two items at the bottom of this slide which is two pumpers and one fire quint. That's the largest pieces of apparatus that they have. The last few years we've been doing two and three a year. This gets them back on a 10-year replacement cycle. If we continue this trend over the next few years, they're going to see a lot better performance and a lot less maintenance cost out of running these units as much as they run them.

The other item on this list is the beginning of an initiative that the current Fire Chief and the Fire Department's across the country are starting to pay attention to. This includes laundry equipment, lockers and bunker gear. The reason for this is to remove—when they're at a fire scene they can remove their carcinogen and things that get on their bunker gear and have a second set of bunker gear to put back into the field for service. It will reduce their risk for exposure to carcinogens. Again, this is the beginning of this effort. They will begin to start—this will be a big part of our design process when we start to build new stations and also rehab existing ones to make rooms for this equipment, so they can have a safer environment to work in.



Under Innovation & Technology; one of our really big projects that's underway now and should be completed in 2019 is the replacement of the Public Health Department's electronic medical records system. This is a very large system which is the backbone for not only our Health Department, but a lot of Health Department's across the state of Kansas. What we've done with this is we've gone in and created a five-county consortium under the leadership of our Innovation & Technology Office and our CKO. They have spent the last year or so developing requirements with the five counties and testing different products that are out there and so now they are ready to go out for bid and actually purchase the product to start to get the installation going. We feel like through that five-county effort, we will get a better price and we're going to have a really good—a very well tested product and a lot of people are going to be looking at before we get it, so we feel pretty good about that process.

The other one I wanted to highlight here is Traffic Video Storage. Currently we have a relationship with the Board of Public Utilities that places cameras and fiber and has the video capability for all of our traffic cameras that we have on our signals. They would like to be out of the video business and we would like to be in the video business and so we have a lot of immediate law enforcement needs for this and we feel like that would help them. I know that Chief Ziegler has expressed an extreme interest in having access to this video when they're trying to solve crimes that happen in neighborhoods. That will really help them out plus we have some needs from a traffic engineering and event planning standpoint to have access to this video too so we're going to start that transition in 2019 what we're proposing in the budget.



Under Parks and Recreation, again, as I think we talked about previously the Parks Master Plan that's been completed identified large amounts of Capital and Operating budget recommendations. These recommendations are not included in the budget for 2019, but we are including things that we have access to funds for whether it be General Funds, Grants or Philanthropic dollars. Just to highlight some of the activities on this page, there will be improvements to City Park in 2019. That's a result of Community Development Block Grant dollars that became available when the Park Drive neighborhood area was identified by HUD as a redevelopment area. City Park is in that district and we're able to take some of that HUD money and put it back into City Park.

There will also be a playground replacement and then also, again, through a grant that was applied for and received; we will be putting in our first fitness court. This is a trend that the Parks & Recreation Departments across the country are seeing. Our Parks Director would like to place the very first fitness court in our community in 2019 with the grant dollars.

That's it for me. I'm going to ask Doug to come back up and take you through the rest of the presentation.

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VALUES

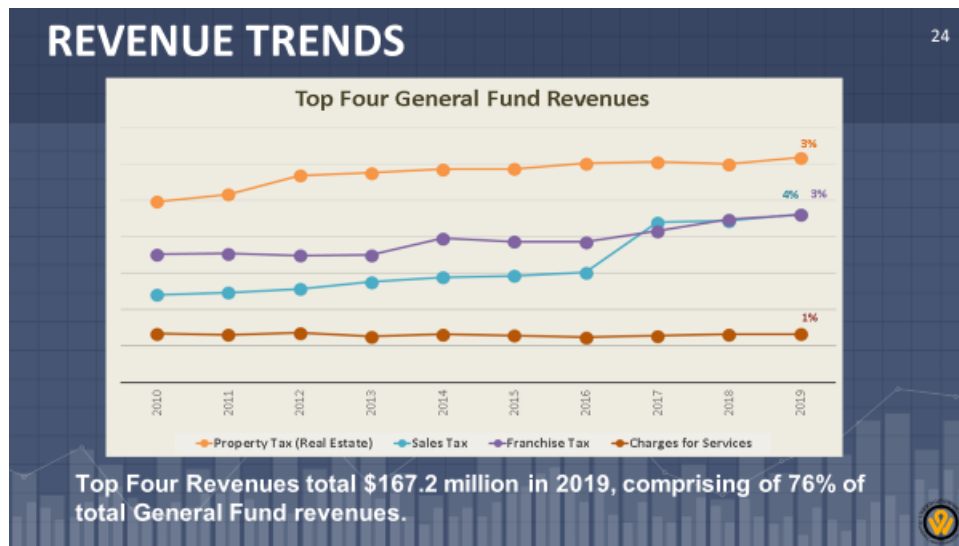
- ✓ SERVICE DELIVERY
- ✓ PEOPLE CENTERED
- ✓ DECISION MAKING
- ✓ RESOURCE MANAGEMENT

- EMPLOYEE COMPENSATION: 2% COLA, 3% LAW ENFORCEMENT COLA – \$4.2M
- HEALTH FUND: INCREASE \$1.3M
- WORK COMP FUND: \$1.5M
- RETIREMENT RATE:
 - KPERS - .4%
 - KP&F - 2%
 - \$1.8M
- TOTAL: \$8.8M (UG WIDE)



Mr. Bach said as you can see as you go through this budget our focus is on a lot of Capital or projects as we go through. As I stated at the beginning we're not looking to grow our government. As Kathleen went through the financials on it you can see where yearend, our revenues to our expenditures; it's not a position where I really like that to see that our expenditures are exceeding our revenues; however, based on the fact that we are doing a lot of Capital in projects, I feel like we keep ourselves in a position that we can bring this back in the coming year. If we find that we don't get our revenues up or we look at other ways where we want to find some efficiencies within where we are expending money.

One of those areas, and that's why we talked about—I talk about Personnel and where we go away from that is this slide that's up here now. As you can see, I would say, very modest increases. These are not raises really, these are just COLA increases that we're building in for 2019 for our employees. We have 2% for most all of our employees with the only exception being for our sworn law enforcement where we have them at 3%. Our Health Fund, we see that going up from 5 to 8% in the coming year so our share as the employer looks like it will increase our costs by \$1.3M. In our Worker's Comp Fund, we're likely to see that go up another \$1.5M. In fact, we're quite certain that's where we will be for 2019. Then, retirement rate increases, and these are set out by the State and they come down to us. KPERS is set at .4%, KP&F is at 2% so these equal \$1.8M. Overall, this is an \$8.8M increase for 2019 for our Operating budget across all our different funds. This is not a one-time expenditure. As you are all aware, most all these rates will go up again by this like comparison in the coming years so as 8.8 goes into '19 and then you layer on another \$9M for '20 like that so it just kind of continues on from that perspective.



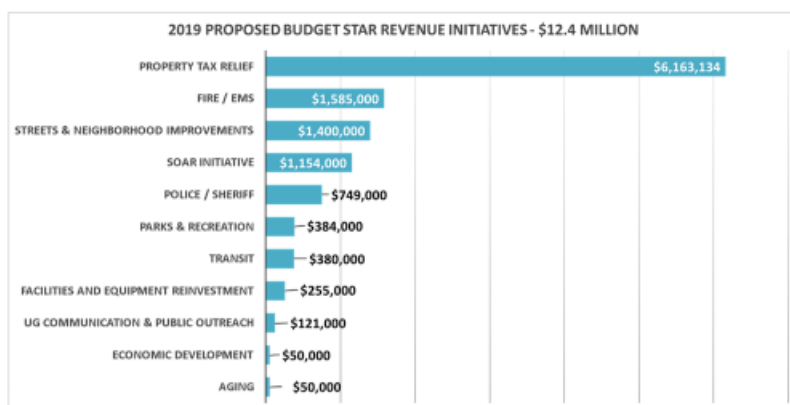
Just talking about revenue trends, as we went through those a little bit in the beginning that there are positives; however, they don't quite meet where the appraised value increases are, and I just wanted to talk about that a little bit, so our residents can understand where we're at.

Our Property Taxes are up as we're seeing revenues of about 3%. Our Sales Tax and our Enterprise Funds are up 3 and 4% respectively and then our Fees are up about 1%. It's a nice modest increase, a good increase that we like to see to see, definitely better than anything that's going in the reverse direction that helps us continue to do the business we're doing.

Why is the Property Tax set at 3%? That's because we look at it and say okay the assessed valuation is up an average of 7.9% so we ought to be up at that 8% mark. A few factors that come into that, our delinquency rate, it sets at about 6.9% so we have to back those dollars out of what we actually receive. We're also looking at a very large refund going back to Hollywood Casino. Unfortunately, the valuation of that casino has continued to decline since they have been in operations out there. Despite the fact that I believe they are continuing to do very well for their revenue perspectives, the Board of Tax Appeals has ruled that their value of their facility is worth far less than what we had originally anticipated it would be and then even lower than what the value is that our Appraiser puts on the books. As we've gone through this, at the State level, they have determined it's going to come back and we think we will probably be in a final ruling next year. This will be for successive years so it's about a \$2.5M impact on our community as a whole. One of the entities hit the hardest by this is the Bonner Springs School District because it sits within their school district. When you think percentage of budgets, this is a big impact on them, but for us it's about \$1.2M impact that we will lose in '19 and then it could be successive for years

going forward so not only the income level will be lower for the current year, we will be paying back for the previous year's where we debated the actual valuation.

Then, of course, the tax rate reduction that we're putting in for the two mills to be reduced, that takes away from our funding so that takes our overall net revenue increase from what the average resident would pay on the same house at 7.9%, but our actual revenue we get because of these other factors takes us down to about 3%.

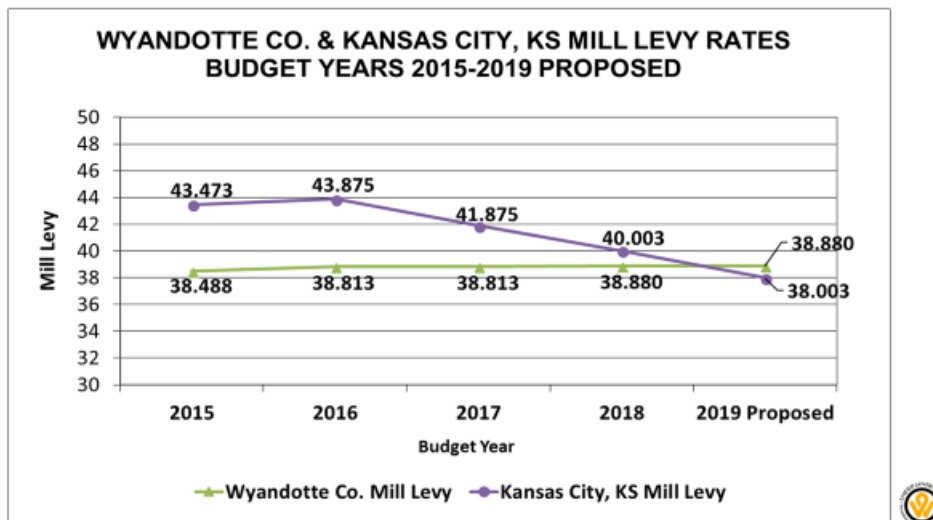


STAR BONDS

Of the \$12.4 million total, \$6.2 million is proposed for property tax relief, \$4.2 million for capital projects and \$2.0 million for a variety of operational program initiatives.



I wanted to show how this impact comes back on STAR Bonds. There is always that question about where all the STAR Bond dollars are going and there are different ways when you have a \$376M budget or even a couple hundred million in the General Fund where these goes of how you would do this. Here to show, we started with the \$12.4M. By the six different mills that were taken out since that time that's worth a little over \$6.1M. Fire and EMS shows up on here because one, we have the quarter cent that's dedicated toward EMS and then we have the Dedicated Sales Tax that goes to our Fire, Police and our Streets so it hits that \$1.5M number. Streets and Neighborhoods \$1.4, and then we just kind of have it scattered out through different areas of operations.



Overall, when we look at where our tax rate is to the community, this is the City and the County, so the green line is the County and it's been a fairly static flat rate going across there staying at that 38.8 mill rate. The City is the top one and that's the 43.875 and then it drops by a couple mills each year down to what we're proposing to be the 38 mills. One of the lowest marks, I believe, well I know that is the lowest mark that the City has been in recent history and combined the same thing for both of the rates coming together for what they will be for a combined mill rate.

One of the big things I just note on this is of the 38 mills that's there for the City, about 16.9 mills from that goes toward our debt and I know you all are very aware of how that impacts us. But, when I break this out and say okay that leaves me with the balance that goes towards my Operating Fund, the six mills that have come out have actually accounts for about a 22% reduction in the City Operating Budget over these past three years. That's something we want to continue to look at and think about because it's hitting a point where how much can you take from this one fund it's probably not sustainable to keep to it and the focus has to be more toward the Debt side and the County side as far as where we're looking at where we're spending our money if we're looking to continue to lower our mill rate in future years.

**1996 & 2018 (Budget Year) Mill Rate Summary
Kansas City and Wyandotte Co. Comparison to Other Kansas Entities**

Kansas City	1996		2018	
	City Mill Levy	Rank (Out of 24 First Class Cities)	City Mill Levy	Rank (Out of 25 First Class Cities)
	64.220	1st	40.003	13th

Wyandotte Co.	1996		2018	
	County Mill Levy	Rank (Out of 105 Counties)	County Mill Levy	Rank (Out of 105 Counties)
	32.784	78th	38.880	95th

Ranked High to Low.

Unified Government Portion of a Property Tax Bill Paid on a \$100,000 home:

In 1996: \$1,116

In 2018: \$907

Note: Leawood became a first class city on Dec. 31, 1998.
Source: League of Kansas Municipalities, Kansas Tax Rate and Fiscal Data Book, 2018
Kansas Government Journal and Kansas Statistical Abstract 1995, University of Kansas.



I think that also kind of prompts the question, and it's a question that our Commission has asked us, what is our goal as we go forward from where we want our mill rate to be. Currently, if you take the 25 First Class Cities in the state of Kansas and I say currently being where we're at from where we established our mill rate last year, we're 13th, so we're right in the middle of the group as far as high and low. Number one would be the highest which is where we were back in 1996 prior to consolidation, but now we're sitting at 13th and I don't know where the two additional mills will take us across the state until we see what the other jurisdictions do.

Then, we would look at Counties. We're sitting at 95th out of 105 so considering there is a number one being the highest, we're relatively low as a County as far as where our mill rate comes into play there. It's kind of an odd comparison when you at the metro areas versus the rural areas and they have different reliance's on the County factor so that's one a little bit different by comparison.

2019 Property Tax Bill Calculation							
Kansas City, KS (a)							
	2018		2019 - No Mill Reduction with AV Growth Impact		2019 - With Two Mill Reduction & AV Growth		Variance
	AV Growth % (c)	Tax Bill	AV Growth % (c)	Tax Bill	AV Growth % (c)	Tax Bill	Tax Bill Change
Residential (b)	0.0%	\$ 907	8.7%	\$986	8.7%	\$ 961	\$ 54
Commercial (b)	0.0%	\$ 9,860	11.2%	\$10,960	11.2%	\$ 10,682	\$ 822
City & County Mill Levy		78.883				76.883	
Wyandotte County (a)							
	2018		2019 - No Mill Reduction with AV Growth Impact		2019 - County Mill Levy Remains the Same		Variance
	AV Growth % (c)	Tax Bill	AV Growth % (c)	Tax Bill	AV Growth % (c)	Tax Bill	Tax Bill Change
Residential (b)	0.0%	\$ 447	8.6%	\$ 485	--	--	\$ 38
Commercial (b)	0.0%	\$ 4,860	10.9%	\$ 5,388	--	--	\$ 528
County Mill Levy Only		38.880				38.880	

(a) Assumes for ad valorem property with UG only-mill levies.
(b) Assumes Market Value of \$100,000 for residential and \$500,000 for commercial.
(c) Assessed Value (AV) Growth % does not include new improvements.



What's this mean to our taxpayers? We ran this just to look at, so you can tell if you had the same home you were in and you received the average assessed valuation of 8.7%, so if you had a \$100K home, you were paying \$907 last year. That average evaluation will mean your tax bill will go up to \$986 on the City side so if you're paying both City and County taxes, after our two-mill reduction, that drops it down to \$961 so you're still going to see a variance of about \$54 on that \$100K home. If you were in just the County and you received that 8.6 average valuation is how that structures out in that part of our jurisdiction, then you would see about \$38 increase on your tax bill based on just valuation in changes. Of course, that varies from house to house across the entire community so we're just going to work with averages here.



When you look at the overall tax bill, I know as a County everyone looks at us and says we're the tax collector, we send out the tax bill so there is the assumption that we're getting it all. This graph or this dollar bill kind of delineates how that's out. We represent about 46% of the tax bill being the City and the County so we're well less than half now. We've used USD 500 as a comparison for school districts and this can vary a couple of percent based on which school district you're in, if you're in Turner, Piper or Bonner Springs School District, but you can see how they kind of breakout. The other ones will be the same and it would be just the school district that would change a little bit by percentage based on whichever district you are in, but it's fairly close within all.



2018 BUDGET CALENDAR

**NOVEMBER 13, 2017 – PUBLIC WORKS
STANDING COMMITTEE CAPITAL PROJECT REVIEW**

MARCH 1 – 1ST BUDGET PUBLIC HEARING

**MARCH 7 – SPRING COMMISSION STRATEGIC
PLANNING SESSION**

MAY 24 & 31 – CMIP SPECIAL

JULY BUDGET CALENDAR

**JULY 12 – ADMINISTRATOR'S PRESENTATION
TO COMMISSION**

**JULY 16 – BUDGET WORKSHOP/SET MML
*AFTER STANDING COMMITTEE**

JULY 19 – BUDGET WORKSHOP

**JULY 23 – BUDGET WORKSHOP
*AFTER STANDING COMMITTEE**

JULY 26 – BUDGET WORKSHOP

**JULY 30 – FINAL PUBLIC HEARING/BUDGET
WORKSHOP**

**AUG. 2 – BUDGET ADOPTION/
WORKSHOP IF NEEDED**

<https://www.wycokck.org/WycoKCK/media/Finance/Documents/Budget/2018-Amended-2019-Proposed-Budget.pdf>



I will point out and as I started this presentation, we started this process last November when we started looking at our Capital Projects and take those to our Public Works Committee. We had our first public hearing in March to get citizen input as to the direction we should go and areas we should think about. We had a Strategic Planning Session with the Commission to kind of layout our priorities and I know I heard then loud and clear tax rate reduction was a high priority along with a few other different items that we've tried to build into this. We've gone through our Capital and Maintenance Programs in May to build those in and what we've built in is fairly close to it and we will try to delineate out any changes we might have had from May, but I think they're fairly close to where they were.

This is our budget calendar for the month. Basically, we're looking at every Monday and Thursday until we get to August 2nd which is our targeted time for approval of this budget.

I will also note in the fine print at the bottom is the website we have so if anyone has issues pulling this up at home or whatever, you can click on this site, it will take you directly to our budget book. It's 650 pages or so, so someone could take into full detail of what's going on. I believe you all have that link. You should have had it sent to you earlier so you can spend your whole weekend going through and digging into the detail, but I will offer that if you don't have time to read through all the 600+ pages, if you read through the budget message in the beginning, we try to go through and kind of layout a lot of the details. Some of it is just a summary back of some of the things presented in this PowerPoint presentation, but there is a little bit more detail that goes into that to give you a summary feel of what's in the different part of the document and then as you look through the rest of it from this point.

With that, Mayor, I would like to conclude, but I would like to recognize the Budget staff so myself, my assistants, and Ms. VonAchen gave the presentation. I have Debbie Jonscher, our Deputy Finance Director; and Reginald Lindsey and his staff; if you all would rise please, I would at least like to recognize this group that put in the long hours to make this a go.

Mayor Alvey said unless there are any questions, again, I would like to ask that if you have particular specific workshop topics that you want us to explore, please just send an email to me with the rationale of what you're looking for and we will do our best to accommodate those.

Mr. Bach said I will make just one additional announcement or recognition. I would like to recognize Chief Shirley who is here with us tonight. Chief, do you want to stand up? Just six months ago, over six months ago, when I contacted Kevin and asked him if he could come in and help us out during the time of Chief Jones departure from our department, we needed somebody to step in with a lot of experience and wisdom and he brought that to us. A great deal of commitment to our community, great deal of loyalty and commitment to the Fire Department the whole time of what he has done. I really thank you very much for your time and the months you've been here. Today is his last day as the Interim Chief coming back so he is going back to retirement so thank you very much to him.

I will just let you all know that Jack Andrade will be serving as our Acting Chief while I complete my process until a permanent Chief is named.

**MAYOR ALVEY ADJOURNED
THE MEETING AT 5:50 p.m.**

dt

Bridgette D. Cobbins
Unified Government Clerk

July 12, 2018



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: July 12, 2018

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 July 12, 2018

1. PUBLIC NOTICE:

Alandon Tow, 6224 Kansas Ave., held a public auto auction on July 3, 2018, at 10:00 a.m.

Action: Received and filed.

2. COMMUNICATION:

Bridgette Cobbins, UG Clerk, listing bids received on July 11, 2018, for 2018 NSRP #1

Action: Received and filed. Copies previously forwarded to the County Administrator, Emma Scovil, Legislative Auditor, and Public Works.

3. COMMUNICATION:

Pam Kahao, Interim Accounting Manager, regarding warrant cancellations:

<u>Warrant #</u>	<u>Issue Date</u>	<u>Amount</u>	<u>Fund</u>	<u>Reason</u>	<u>Vendor</u>	<u>Reissue Date</u>
831863	2/16/2018	\$ 40.47	110	Stale Dated	Alvey, David	7/9/2018

Action: Received and filed.

4. PERSONNEL ACTION COMMUNICATION, DATED July 10, 2018:

Section I - Appointments

Name	Department/Division	Eff. Date	Job Title
Sandra L Owens	PW/Parking Control	7/12/18	Parking Attendant
James D Scaife	Transit	7/12/18	Transit Operator

Section II-Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Danica A. Baird	Sheriff/Det	6/28/18	Deputy	Deputy
James B. Bauer	Police	7/11/18	Master Detective	Captain
Nathaniel C. Doleshal	Police	8/16/18	Detective	Detective
Steven A.E. Haulmark	Police	7/9/18	Captain	Major
Brittanie M. Pruitt	Police	7/11/18	Detective	Captain
Shane L. Turner	Police	7/9/18	Captain	Major

Section III - Separations

Name	Department/Division	Eff. Date	Job Title
Brielle M. Johnson	Police	6/28/18	Patrolman I
Sean O'Brien	Pre-Trial	6/28/18	Surveillance Officer
Patricia J. Schurkamp	Museum	6/27/18	Program Supervisor
Crystal K. Yang	DOTS	7/12/18	Info Sys Coordinator

Section VIII - Other Requests

Name	Department/Division	Action Requested and Explanation
Lia Allen	Health	ACD code change effective 7/1/18
Jennifer Allen-Caudle	Health	ACD code change effective 7/1/18
Cheryl Braden	Health	ACD code change effective 7/1/18
Jose Capalla	Health	ACD code change effective 7/1/18
Betty Criss	Health	ACD code change effective 7/1/18
Janell Friesen	Health	ACD code change effective 7/1/18
Rebecca Garza	Health	ACD code change effective 7/1/18
Angela Germany-Armendariz	Health	ACD code change effective 7/1/18
Janice Harmon	Health	ACD code change effective 7/1/18
Olliea Jarrett	Health	ACD code change effective 7/1/18
Barbara Kempf	Health	ACD code change effective 7/1/18
Travis Lanter	Health	ACD code change effective 7/1/18
Leslielisa Lopez	Health	ACD code change effective 7/1/18
Marilyn Maier	Health	ACD code change effective 7/1/18
Wesley McKain	Health	ACD code change effective 7/1/18
Andrea Mora	Health	ACD code change effective 7/1/18
Esperanza Moreno	Health	ACD code change effective 7/1/18
Dianetta Nicholson	Health	ACD code change effective 7/1/18
Michelle Oliver-Brown	Health	ACD code change effective 7/1/18
Margarita Reyes	Health	ACD code change effective 7/1/18
Angelina Sanchez-Vinson	Health	ACD code change effective 7/1/18
Barbara Shappard	Health	ACD code change effective 7/1/18
Michelle Smith	Health	ACD code change effective 7/1/18
Charlotte Square	Health	ACD code change effective 7/1/18
Juliann VanLiew	Health	ACD code change effective 7/1/18
C.L. Webb	Health	ACD code change effective 7/1/18
Sabetha Young	Health	ACD code change effective 7/1/18

Action: Received and filed. Copy previously forwarded to Payroll.

5. PERSONNEL ACTION COMMUNICATION, DATED JULY 12, 2018

Section I - Appointments

Name	Department/Division	Eff. Date	Job Title
Consuelo Pacheco-Montoya	PW/Parking Control	7/12/18	School Crossing Guard

Section III - Separations

Name	Department/Division	Eff. Date	Job Title
Isaac D. Morerod	Sheriff/Det	6/27/18	Deputy
Lonnie P. Gilbert	Register of Deeds	7/24/18	Admin Supt Specialist
Gary W. Stark	Process Server	7/25/18	Program Coordinator

Section V - Increases per Memorandum of Understanding

Name	Department/Division	Eff. Date	Job Title
Linda K. Hendrix	Sheriff's Office	2/22/18	Manager
Colleen M. Herbst	Sheriff's Office	2/22/18	Prof Assistant
Michele L. Nicholson	Sheriff's Office	2/22/18	Program Coordinator
Michele Terrzas	Sheriff's Office	2/22/18	Prof Assistant

Action: Received and filed. Copy previously forwarded to Payroll.

6. CLAIMS FOR DAMAGES:

Stephen Allen Elsey, 4467 Adams, through Reginald Keith Davis, 1333 Meadowlark Land, Suite 203B, alleging wrongful arrest.

Action: Received and filed. Copy previously forwarded to Legal.

7. SUMMONS:

Manufacturers and Traders Trust Company vs. Mary Wilber, Unified Government of Wyandotte County, Kansas City, Kansas, Kansas Department of Revenue

Action: Received and filed. Copy previously forwarded to Legal.

8. TRAVEL:

John Cota, EMS Education, travel to Nashville, TN, October 29 – November 2, 2018, to attend the EMS World Expo Conference, Employee Training & Travel.

Logan Masenthin, General Service, travel to Baltimore, MD, September 21 – September 25, 2018, to attend the ICMA Conference 2018.

Bonnie Mejia, Community Corrections – Youth Services Division, travel to Baltimore, MD, November 11 – November 30, 2018, to attend the Annual DMC Conference – Coalition for Juvenile Justice, Reinvestment Grant.

Troy William Rice, Kansas City, Kansas Police Dept./TFU-FBI Task Force, travel to Stafford, VA, July 8 – July 21, 2018, to attend the Digital Forensics Examiner 1 Conference.

Ron Starbuck, Health Dept/Emergency Preparedness, travel to New York, NY, July 9 – July 13, 2018, to attend the National Homeland Security Conference, Regional Preparedness Funds.

Michael York, Police Dept./Chief's Office, FBI National Academy Retrainer, travel to Osage Beach, MO, July 4 – July 7, 2018, to attend the FBI National Academy Retrainer, Employee Training & Travel.

Action: Approved by County Administrator's Office and received and filed.

9. CERTIFICATES OF INSURANCE:

1 Limo Service Inc.
FPK Security, Inc., Mark David dba: FPK Investigations
Kansas City Taxi, LLC
Metropolitan Public Safety, LLC
Texas Taco Republic Truck, LL

Action: Referred to License.

10. BUSINESS BONDS:

Electrical Contractor's Bonds

Aura Electric, LLC
Kevin Johnson dba Johnson Electric
Torgeson Electric Company
Phaze One Electric, LLC

Mechanical/HVAC Bonds

4Sight Group, LLC
Comfort Engineering, LLC
Frederick Esckridge dba – Pinnacle Real Estate Investments
Higher Standards, LLC
Joe Lowrey HVAC, LLC
Jones Lang Lasalle Americas, Inc.
Van Patten Enterprises, LLC

Plumbers Bond

4Sight Group, LLC dba 4Sight Construction
A Bright Plumbing, LLC

Complete Septic
Frederick Esckridge dba – Pinnacle Real Estate Investments

Septic Bond
Koontz Construction LLC DBA Koontz Septic

Action: Referred to License.

11. RESCIND CANCELLATION NOTICES:

Electrical Contactor
Steven R. Calliham dba Calliham Handyman Service
Victor Campos dba Fields Electric Co.

HVAC
Steven R. Calliham dba Calliham Handyman Service
Salvador Zumba DBA Tecsai Heating and Cooling

Plumber's Bond
Garrison Plumbing, Inc.

Action: Referred to License.

12. CONTINUATION CERTIFICATES:

Electrical Bond
Brocato Electric, LLC
Frederick Esckridge dba – Pinnacle Real Estate Investments
K & K Electric Inc.
M&M Service Inc.
Morning Star Industries, LLC
Rex Ingelse

HVAC
Keving Loyd DBA Loyd Heating & Cooling

Plumber
Farr Mechanical, LLC

Action: Referred to License.

13. APPLICATIONS FOR DRINKING ESTABLISHMENT/PUBLIC VENUE:

Applebee's Neighborhood Grill & Bar #51002/Rick Rehorn DBA Applebee's Neighborhood Grill & Bar #51002, 3404 Rainbow Blvd.

Applebee's Neighborhood Grill & Bar #51014/Rick Rehorn DBA Applebee's Neighborhood Grill & Bar #51014, 1700 Village West Pkwy.

KC Waterpark Management, LLC/Charles Stites, II, DBA Schlitterbahn Vacation Village Waterpark, 9400 State Ave.

To the Hoop Bar & Grill, Inc./Theron Miller DBA To The Hoop Bar & Grill, Inc., 7912 State Ave.

Action: Referred to License.

14. APPLICATION FOR CATERER/DRINKING ESTABLISHMENT/HOTEL:

KCAI LP Steve Beaumont/Willaim Hutton DBA Chateau Avalon, 701 Village West Pkwy.

Action: Referred to License.

15. APPLICATION FOR CMB TEMPORARY LICENSE:

Wyandotte County Fair Association, Inc./Jim Knetter for the Wyandotte County Fair Association temporary permit for July 9 – 15, 2017, 13700 Polfer Rd.

Action: Referred to License.



Suite 323
Kansas City, Kansas 66101-3070

Unified Government Clerk's Office

Bridgette D. Cobbins
Unified Government Clerk

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

Memorandum

To: Doug Bach
County Administrator

From: Bridgette Cobbins
UG Clerk

Date: July 19, 2018

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

1. BPU REPORT:

2017 Comprehensive Annual Financial Report for the Board of Public Utilities of KCK.

Action: Received and filed.

2. REPORTS:

Financial report for the Self-Supporting Municipal District/Downtown Improvement District (SSMID) for the month of March 2018.

The Advisory Board of the Downtown Kansas City, Kansas Self-Supporting Municipal District Improvement District (the District) met on May 1, 2018 to discuss the 2019 budget and the 2019 mill levy rate of the District. The Advisory Board voted to recommend a rate of 11.025700 mills for the District in 2019.

Financial report for the Self-Supporting Municipal District/Downtown Improvement District (SSMID) the month of June 2018.

Action: Received and filed.

3. MODIFICATION OF AGREEMENTS:

Adult Health Services, modify the agreement dated July 1, 2017, relative to the provision of services to eligible persons under the Development Disabilities Reform Act. The modification extends the original agreement for one year with an expiration date of June 30, 2019.

Just in Time, Inc., modify the agreement dated July 1, 2017, relative to the provision of services to eligible persons under the Development Disabilities Reform Act. The modification extends the original agreement for one year with an expiration date of June 30, 2019.

Action: Approved by the County Administrator and received and filed.

4. COMMUNICATION:

Bridgette Cobbins, UG Clerk, listing bids received July 18, 2018, for 2018 NSRP #2.

Action: Received and filed. Copies previously forwarded to the County Administrator, Emma Scovil, Legislative Auditor, and Public Works.

5. PERSONNEL ACTION COMMUNICATION, DATED MAY 31, 2018:

Section V - Increases per Memorandum of Understanding

Name	Department/Division	Eff. Date	Job Title
Richard Allen III	Police	6/22/18	Patrolman II
Deotis A Brown	Police	6/22/18	Patrolman II
Kaitlyn D Carter	Police	6/22/18	Patrolman II
Justin A Contreras	Police	6/23/18	Patrolman I
Robert A Dolan	Police	6/23/18	Patrolman I
Dwayne L Donato II	Police	6/23/18	Patrolman I
Nathaniel S Faulkner	Police	6/22/18	Patrolman II
Faisal L Hassan	Police	6/22/18	Patrolman II
Jareal D Hicks	Police	6/23/18	Patrolman I
Anthony E Johnson Jr	Police	6/23/18	Patrolman I
Jorge V Lamas	Police	6/23/18	Patrolman I
Corbin M Lytch	Police	6/23/18	Patrolman I
Allen R Moncibaiz	Police	6/23/18	Patrolman I
Thomas D Morris	Police	6/23/18	Patrolman I
Brandon P Nemec	Police	6/22/18	Patrolman II
Angela Silvestre	Police	6/22/18	Patrolman II

Action: Received and filed. Copy previously forwarded to Payroll.

6. PERSONNEL ACTION COMMUNICATION, DATED JULY 17, 2018:

Section I - Appointment

Name	Department/Division	Eff. Date	Job Title
Cara M Rossi	Econ Dev.	7/12/18	Prof Progs Asst

Section II-Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Maria A Castleberry	Sheriff/Admin	4/30/18	Deputy	Deputy
Sarah G. Panjada	Police	7/19/18	Sr Patrolman	Detective
Angela J Parriott	Police	7/19/18	Master Patrolman II	Detective Park Maint Tech II
Ryan C Teel	Parks/Rec	7/12/18	Park Maint Tech I	
Jason B Vaughn	Police	7/19/18	Master Patrolman II	Detective

Section III - Separations

Name	Department/Division	Eff. Date	Job Title
David D Beedle	PW/WPC	7/11/18	Sewer Maint Worker I
Mason A Herrman	Urban Planning	7/20/18	Intern

Section IV - Leave of Absence

Name	Department/Division	Lv. Beg	Lv. Ends	Leave/Pay
Sean F Befort	PW/WPC	7/6/18	unknown	unpaid

Section VIII - Other Requests

Name	Department/Division	Action Requested and Explanation
Venita Huggins	Comm Corr	Amend PAC 7/3/18 to reflect ACD code change effective 6/29/18
Ronald T Stitt	PW/Engineering	ACD code change and division code change to B&L effective 7/12/18
Vacant	Comm Corr	Amend PAC 7/3/18 to reflect ACD code change effective 6/29/18
Vacant	Comm Corr	Amend PAC 7/3/18 to reflect ACD code change effective 6/29/18

Action: Received and filed. Copy previously forwarded to Payroll.

7. PERSONNEL ACTION COMMUNICATION, DATED JULY 19, 2018:

Section I - Appointment

Name	Department/Division	Eff. Date	Job Title
Jerry W. Patterson	Police/Animal Svc	7/26/18	Animal Svc Officer

Section II-Transfer

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Brian D. Finney	Parks and Rec	7/12/18	Caretaker	Buildings and Grounds Specialist

Action: Received and filed. Copy previously forwarded to Payroll.

8. CLAIM FOR DAMAGES:

Lisa Maria Fields, 1731 Meadowlark Court, Apt 101, KCK, alleging bodily injuries due to falling in a man hole.

Action: Received and filed. Copy previously forwarded to Legal.

9. SUMMONSES:

Argentine Federal Savings vs. Gerald R. Currie, John G. Currie, Jasen R. Currie and the Unified Government of Wyandotte County/City of Kansas City, KS, No. 2018-CV-000547.

Argentine Federal Savings vs. Robert H. Norton, Lee Ann Norton and the Unified Government of Wyandotte County/City of Kansas City, KS, No. 2018-CV-000546.

Action: Received and filed. Copies previously forwarded to Legal.

10. NOTICE OF SUIT:

Manufacturers and Traders Trust Company, as trustee, on behalf of the holders of the Home Equity Loan Pass-Through Certificates, Series 1998-1, vs. Mary C. Wilber, Jane Doe, John Doe, Unified Government of Wyandotte County, Kansas, and Kansas Department of Revenue, et al., Case No. 18CV562.

Action: Referred to Legal.

11. TRAVEL REQUESTS:

Donald Ash, Kelli Bailiff and Daniel Soptic, Sheriff/Administration, travel to Osage Beach, MO, September 4 – 7, 2018, to attend the FBINAA 2018 Fall Retrainer.

Joseph Connor, County Administrator's Office, travel to Chicago, IL, July 13 – 14, 2018, to attend the fire chief selection, Employee Training & Travel.

Maritza Gordillo, Police/CID/Victim Services Unit, travel to Anaheim, CA, August 28 – September 1, 2018, to attend the National Sexual Assault Conference, VOCA.

Alan Howze, Knowledge Department, travel to San Diego, CA, July 7 – 10, 2018, to attend the ESRI User Conference.

Jennifer Jamison and Ashley Lause, Health/PHS/WIC, travel to New Orleans, LA, September 24 – 27, 2018, to attend the 2018 NWA Nutrition Education and Breastfeeding Conference and Expo, WIC state funds/not local.

Jennifer Johnson and James Zeeb, Fire Department, travel to Tulsa, OK, July 21 – 24, 2018, to attend the IFSTA Validation Conference.

David Shost, Fire/EMS, travel to Dallas, TX, July 16 – 18, 2018, to attend the Fire Chief Summit, Employee Training & Travel.

Justus Welker, Transit, travel to Salina, KS, August 6 – 8, 2018, to attend the 2018 KPTA Annual Meeting, General Fund.

Action: Approved by the Administrator's Office and received and filed.

12. APPLICATIONS FOR DRINKING ESTABLISHMENT/PUBLIC VENUE:

Chipotle Mexican Grill of Kansas, LLC/Rick Rehorn DBA Chipotle Mexican Grill of Kansas, LLC,
1813 Village West Pkwy.
Santos Oxnelas/Ronald Mayden DBA Taqueria Arandas, 7901 State Ave.

Action: Referred to License.



Staff Request for Commission Action

Tracking No. 18313

Full Commission Meeting Date: 7/26/18

Committee: Neighborhood & Community Development

Date of Standing Committee Action: 7/9/18

(If none, please explain):

Publication Required: No

<u>Date:</u> 07/18/2018	<u>Contact Name:</u> Chris Slaughter	<u>Contact Phone:</u> x8977	<u>Contact Email:</u> cslaughter@wycokck.org	<u>Department/Division:</u> Land Bank
<u>Item Description:</u> 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) - Applications (15) Item (2) - Transfers from Land Bank (16) Item (3) - Donations To Land Bank (3) Item (4) - Tax Sale Transfers (241)				
<u>Action Requested:</u> 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.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Tax Sale 340 Property Request, Donations to Land Bank, Transfer from Land Bank, Land Bank Applications				



Wyandotte County Land Bank

Economic Development Department

701 North 7th St., 4th Floor
Kansas City, Kansas 66101

Phone: (913) 573-5730
Fax: (913) 573-5745
Email: cslaughter@wycokck.org

MEMORANDUM

TO: Wyandotte County Land Bank Board of Trustees

FROM: Chris Slaughter, Land Bank Manager

DATE: June 27, 2018

SUBJECT: Non-Sale/Non-Redeemed Property – Tax Sale 340

Per Policy change, approved on **August 17, 2017** by Board of Trustees, all incoming property will be presented at Standing Committee for approval and forwarded to Land Bank Board of Trustees for final approval.

Attached are the properties that did receive a bid and were deemed no-sales or were not redeemed by a winning bidder, to the County, by the deadline established at the end **of Tax Sale 340 (April 26, 2018)**.

Each property has the following listed:

- Parcel number
- Site address
- Property indicator
 - o V – vacant
 - o I – improvement
 - o C – Commercial
 - o C/I – Commercial improvement

COA	Parcel	Num	Dir	Street	Sufx	Zip	Code
7	094214	346		ROWLAND	AVE	66101	V
13	129326	2443	S	12TH	TER	66103	V
18	132081	2718 H	N	7TH	ST	66101	V
26	140652	2002	N	6TH	ST	66101	V
30	037521	2923	N	56TH	ST	66104	V
34	149834	2811	S	28TH	ST	66106	V
53	157525	1228		CLEVELAND	AVE	66104	I
55	157908	929		QUINDARO	BLVD	66101	V
65	131918	2513	N	8TH	ST	66101	V
66	131919	2511	N	8TH	ST	66101	V
74	164905	2915		FARROW	AVE	66104	I
83	157907	927		QUINDARO	BLVD	66101	V
84	128013	1823	S	18TH	ST	66106	V
85	115214	1357		LATHROP	AVE	66104	V
86	131333	732		KIMBALL	AVE	66101	V
87	131704	837		SANFORD	AVE	66101	V
91	068859	1842		GLENDALE	AVE	66104	V
92	080325	929		OAKLAND	AVE	66101	V
93	099501	2902	N	30TH	ST	66104	V
94	115291	1346		KIMBALL	AVE	66104	V
95	116015	1716		WAVERLY	AVE	66104	V
97	154046	2045		DARBY	AVE	66101	V
99	157106	2407	N	12TH	ST	66104	V
100	163016	2727	N	20TH	ST	66104	V
101	163821	3445	N	33RD	ST	66104	V
102	910815	3129		OAKLAND	AVE	66102	V
108	000882	6229		ROWLAND	AVE	66104	V
109	000891	6133		ROWLAND	AVE	66104	V
110	000892	6129		ROWLAND	AVE	66104	V
124	011613	2024	N	76TH	TER	66109	V
134	031828	6153		PARKVIEW	AVE	66104	V
135	031845	6147		EDITH	AVE	66104	V
144	037189	5666		YECKER	AVE	66104	V
147	038127	5532		LONGWOOD	AVE	66104	V
150	095825	2706	N	5TH	ST	66101	V
155	056952	312	N	31ST	ST	66102	V
158	072889	830	S	9TH	ST	66105	V
159	073658	710	S	8TH	ST	66105	V
163	090741	1139		EVERETT	AVE	66102	V
166	094543	105		QUINDARO	BLVD	66101	V
167	094617	211		WAVERLY	AVE	66101	V
168	094686	215		WAVERLY	AVE	66101	V
169	094817	2056		SPRINGFIELD	BLVD	66101	V
170	094821	331		QUINDARO	BLVD	66101	V
171	095152	629		TROUP	AVE	66101	V
172	095154	633		TROUP	AVE	66101	V

173	098782	1708		WALKER	AVE	66104	V
179	101631	2733		STEWART	AVE	66104	V
187	106630	3032 R		BETHANY	ST	66104	V
191	109863	1933	N	THOMPSON	ST	66101	V
193	115255	1357		ROSWELL	AVE	66104	V
194	115262	1348		WEBSTER	AVE	66104	V
195	115264	1336		WEBSTER	AVE	66104	V
196	115270	2926	N	13TH	ST	66104	V
197	115415	1353		ROSWELL	AVE	66104	V
205	027251	5667		PARKVIEW	AVE	66104	V
222	101764	3131		LAFAYETTE	AVE	66104	I
228	105120	2849	N	38TH	ST	66104	V
235	128233	1728	S	12TH	ST	66103	V
242	031424	3541 R	N	60TH	ST	66104	V
243	031739	6126		PARKVIEW	AVE	66104	V
263	113709	819		WAVERLY	AVE	66101	V
268	037508	2921	N	56TH	ST	66104	V
269	132204	2307		ALLIS	ST	66101	V
271	160161	2646	N	21ST	PL	66104	V
288	130209	2640	S	15TH	LN	66103	V
296	073741	831	S	MILL	ST	66105	V
297	073742	829	S	MILL	ST	66105	V
299	122019	298	S	COY	ST	66101	V
300	139861	101	S	CHEROKEE	ST	66103	V
303	106211	1104		LAUREL	AVE	66104	V
317	154036	2040	N	9TH	ST	66101	V
318	154037	2036	N	9TH	ST	66101	V
323	157909	931		QUINDARO	BLVD	66101	V
324	157912	2511	N	10TH	ST	66104	V
330	162934	2816	N	21ST	ST	66104	I
339	154031	2056	N	9TH	ST	66101	V
351	164909	2935		FARROW	AVE	66104	V
359	165170	3300		BROWN	AVE	66104	V
371	169921	4029		SILVER	AVE	66106	V
382	176413	1659	S	44TH	ST	66106	V
392	154029	2062	N	9TH	ST	66101	V
394	182804	340		FRANKLIN	AVE	66101	V
412	916907	3314	N	47TH	ST	66104	V
443	075701	1722	N	29TH	ST	66102	V
444	101982	3201		CLEVELAND	AVE	66104	V
446	025900	3649	N	55TH	ST	66104	V
447	106629	3032	N	BETHANY	ST	66104	V
448	168504	3722		STEELE	RD	66106	V
451	040014	2001	N	54TH	ST	66104	V
452	040100	2000	N	53RD	ST	66104	V
454	115259	1358		WEBSTER	AVE	66104	V
455	154030	2060	N	9TH	ST	66101	V

456	154032	2054	N	9TH	ST	66101	V
457	920621	3560	N	56TH	TER	66104	V
458	920628	3551	N	56TH	TER	66104	V
461	157766	2210	N	13TH	ST	66104	V
462	913420	4003		EMMONS	DR	66104	V
468	031804	6231		MAY	LN	66104	V
469	038100	5602		LONGWOOD	AVE	66104	V
470	038102	5614		LONGWOOD	AVE	66104	V
471	038104	5626		LONGWOOD	AVE	66104	V
472	038105	5634		LONGWOOD	AVE	66104	V
473	038106	5640		LONGWOOD	AVE	66104	V
474	038128	5536		LONGWOOD	AVE	66104	V
475	038129	5542		LONGWOOD	AVE	66104	V
476	038130	5548		LONGWOOD	AVE	66104	V
477	038131	5554		LONGWOOD	AVE	66104	V
479	032201	5919		CERNECH	RD	66104	V
481	007889	315	N	82TH	ST	66112	V
483	080479	1023		ANN	AVE	66102	V
485	103231	1221		CENTRAL	AVE	66102	V
486	032008	6117		FARROW	AVE	66104	V
488	036353	5741		NOGARD	AVE	66104	V
489	036356	5708		NOGARD	AVE	66104	V
490	910501	3090	N	27TH	ST	66104	C/V
493	094227	356		CLEVELAND	AVE	66101	V
497	094304	363		ROWLAND	AVE	66101	V
498	094306	2509	N	4TH	ST	66101	V
499	094307	366		CLEVELAND	AVE	66101	V
502	039715	5141		NOGARD	CT	66104	V
503	039730	2524	N	52ND	ST	66104	V
504	039732	5210		NOGARD	AVE	66104	V
505	039745	5131		ROWLAND	AVE	66104	V
506	039746	5127		ROWLAND	AVE	66104	V
507	039748	2524	N	51ST	TER	66104	V
508	039749	2516	N	51ST	TER	66104	V
509	039750	2508	N	51ST	TER	66104	V
510	039751	5126		CLEVELAND	AVE	66104	V
511	039752	5130		CLEVELAND	AVE	66104	V
512	039753	5136		CLEVELAND	AVE	66104	V
513	039754	5142		CLEVELAND	AVE	66104	V
514	039755	5148		CLEVELAND	AVE	66104	V
515	039763	5136		NOGARD	CT	66104	V
516	109826	1938	N	4TH	ST	66101	V
518	111219	2048	N	7TH	ST	66101	V
524	907124	3074	N	16TH	ST	66104	V
527	910649	2518	N	33RD	ST	66104	I
528	036338	5740		HASKELL	AVE	66104	V
529	036339	5744		HASKELL	AVE	66104	V

530	036340	5750		HASKELL	AVE	66104	V
531	093105	267	N	9TH	ST	66101	V
532	920318	2401 R	N	59TH	ST	66104	V
533	913116	2134	N	34TH	ST	66104	I
535	913921	3517	N	47TH	ST	66104	V
539	941600	5348		WOLCOTT	RD	66109	V
542	080517	702	N	11TH	ST	66102	V
544	035358	3225	N	75TH	ST	66109	V
546	167006	3505	N	40TH	ST	66104	V
547	172836	2828	N	42ND	ST	66104	I
551	177732	4937		ROWLAND	AVE	66104	V
552	178035	3016	N	48TH	TER	66104	V
553	178205	3000 R	N	48TH	TER	66104	V
557	194609	3105		MELLIER	AVE	66104	I
561	215106	2219		STEWART	AVE	66104	V
565	209641	1209		WOOD	AVE	66104	V
568	194622	3141		GEORGIA	AVE	66104	V
573	164903	2907		FARROW	AVE	66104	V
579	164220	3408	N	30TH	ST	66104	V
580	164901	2903		FARROW	AVE	66104	V
581	072520	1134		OSAGE	AVE	66105	V
583	081856	732		EVERETT	AVE	66101	V
586	172300	4551		SLOAN	AVE	66104	V
587	172401	4600		PARKVIEW	AVE	66104	V
588	094684	2109		SPRINGFIELD	BLVD	66101	V
589	109753	429		STEWART	AVE	66101	V
590	115105	1360		BROWN	AVE	66104	V
591	115273	1327		WEBSTER	AVE	66104	V
592	115404	1350		LATHROP	AVE	66104	V
593	115238	1344		ROSWELL	AVE	66104	V
594	115241	1334		ROSWELL	AVE	66104	V
595	115250	1341		ROSWELL	AVE	66104	V
596	115253	1349		ROSWELL	AVE	66104	V
597	115407	1335		ROSWELL	AVE	66104	V
598	110819	1915	N	THOMPSON	ST	66101	V
599	115505	3038	N	17TH	ST	66104	V
600	115506	3032	N	17TH	ST	66104	V
603	111826	2600	N	TREMONT	ST	66101	V
604	184721	8848		GEORGIA	AVE	66109	V
605	111003	1914		SPRINGFIELD	BLVD	66101	I
606	115782	1505		QUINDARO	BLVD	66104	I
610	163323	2248		ROSWELL	AVE	66104	I
611	209432	4512		WOOD	AVE	66102	V
614	131367	810		SANFORD	AVE	66101	V
619	157206	2114	N	12TH	ST	66104	V
620	159202	2513	N	22ND	ST	66104	I
621	159619	2125		LAFAYETTE	AVE	66104	I

631	157208	2110	N	12TH	ST	66104	V
633	039757	2525	N	52ND	ST	66104	V
637	039766	2601	N	52ND	ST	66104	V
638	039767	5134		ROWLAND	AVE	66104	V
639	039768	5130		ROWLAND	AVE	66104	V
640	094726	347		WAVERLY	AVE	66101	V
642	039769	5126		ROWLAND	AVE	66104	V
654	216806	3610		HASKELL	AVE	66104	V
655	231610	6204		ROSWELL	AVE	66104	V
661	094303	359		ROWLAND	AVE	66101	V
665	158407	1528		CLEVELAND	AVE	66104	V
666	199400	2726	N	22ND	ST	66104	V
667	194801	1742		HASKELL	AVE	66104	V
668	210009	1001		BROWN	AVE	66104	V
669	210042	3059	N	11TH	ST	66104	I
670	210057	3039	N	11TH	ST	66104	V
671	210063	3023	N	11TH	ST	66104	V
672	157266	1223		HASKELL	AVE	66104	V
673	210082	2920		PARKWOOD	BLVD	66104	V
675	114515	3002	N	ROOSEVELT	ST	66104	V
676	184000	2915		SEWELL	AVE	66104	V
679	148906	10740		MILLER	LN	66109	V
680	157938	936		HASKELL	AVE	66101	V
681	161804	2280		RUSSELL	AVE	66104	V
682	172204	4304		FARROW	LN	66104	V
683	172406	3228	N	46TH	ST	66104	V
684	178733	4907		LATHROP	AVE	66104	V
685	182736	5349		MILLER	LN	66109	V
686	116503	2714		LATHROP	AVE	66104	V
687	131312	2919	N	TREMONT	ST	66101	V
688	132051	2725	N	TREMONT	ST	66101	V
692	156721	2210	N	10TH	ST	66104	V
693	158903	2610	N	18TH	ST	66104	V
694	159111	2410	N	20TH	ST	66104	V
695	164921	2905		DELANE	AVE	66104	V
697	165168	3308		BROWN	AVE	66104	V
698	165209	3741	N	35TH	ST	66104	V
699	165210	3743	N	35TH	ST	66104	V
700	167704	3743		LAKEVIEW	RD	66104	V
701	210078	1056		WEBSTER	AVE	66104	V
706	159603	2110		LAFAYETTE	AVE	66104	V
708	163334	2935 R		HICKAM	DR	66104	V
713	163826	3514	N	32ND	TER	66104	V
714	164700	3326		FARROW	AVE	66104	V
715	182702	10841		COUNTRYSIDE	DR	66109	V
716	159604	2112		LAFAYETTE	AVE	66104	V
717	159609	2128		LAFAYETTE	AVE	66104	V

718	115313	1355		KIMBALL	AVE	66104	V
719	159605	2114		LAFAYETTE	AVE	66104	V
720	111515	726		GREELEY	AVE	66101	V
721	163822	3443	N	33RD	ST	66104	V
722	163335	2933 R		HICKAM	DR	66104	V
724	062106	4335		PARALLEL	BLVD	66104	V
729	115341	2934	N	16TH	ST	66104	V
241							

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DONATIONS TO LAND BANK

Donor	Parcel #	Requested Donation Address	Comments	STANDING COMMITTEE RECOMMENDATION
Walnut Blvd. Missionary Baptist Chursh	094554	117 Quindaro Blvd	The applicant has indicated that he is unable to keep up property to UG standards.	APPROVED
Walnut Blvd. Missionary Baptist Chursh	094555	119 Quindaro Blvd	The applicant has indicated that he is unable to keep up property to UG standards.	APPROVED
Alyce Barnett	094581	207 Quindaro Blvd	The applicant has indicated that he is unable to keep up property to UG standards; applicants has a State of Georgia address.	APPROVED



WYANDOTTE COUNTY LAND BANK

Property Donation Application



Please use the following application to notify the Wyandotte County Land Bank (WCLB) of your interest in donating any property that you currently own in Wyandotte County. This form may **only** be completed by the owner of the property or by a person with authorization to act on behalf of the owner by virtue of a power of attorney. Please fill out one form per property address. The WCLB will **NOT** accept your property as a donation unless certain conditions are met.

NOTE: The WCLB will research this property to determine if it meets the donation criteria. The WCLB Board of Trustees must approve the donation. The WCLB will keep you informed of its progress and final decision.

If the WCLB accepts your donation offer, you will be contacted to begin the donation procedure. This form is a statement of interest only and does not commit the WCLB to accept your property as a donation or for value.

****Application will not be processed if not completed in its entirety****

CONTACT INFORMATION

Owners Name: Walnut Blvd. Missionary Baptist Church
Mailing address: 334 Parallel Ave.
City: K.C. State: KS. Zip: 66101
Daytime Phone #: cell 816-260-3789 Alternate Phone #: _____
Email address: amabonsr@gmail.com

DONATED PROPERTY INFORMATION

Property address: 00117 Quindaro Blvd. Parcel ID#: 094554
Structure or vacant lot: Vacant lot
Why are you requesting to donate your property? We cannot afford to maintain the property.

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the WCLB to accepting my property.

Signature of Applicant: Aaron J. Mabon Date: 6-11-18



Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101



WYANDOTTE COUNTY LAND BANK

Property Donation Application



Please use the following application to notify the Wyandotte County Land Bank (WCLB) of your interest in donating any property that you currently own in Wyandotte County. This form may **only** be completed by the owner of the property or by a person with authorization to act on behalf of the owner by virtue of a power of attorney. Please fill out one form per property address. The WCLB will **NOT** accept your property as a donation unless certain conditions are met.

NOTE: The WCLB will research this property to determine if it meets the donation criteria. The WCLB Board of Trustees must approve the donation. The WCLB will keep you informed of its progress and final decision.

If the WCLB accepts your donation offer, you will be contacted to begin the donation procedure. This form is a statement of interest only and does not commit the WCLB to accept your property as a donation or for value.

****Application will not be processed if not completed in its entirety****

CONTACT INFORMATION

Owners Name: Walnut Blvd. Missionary Baptist Church
Mailing address: 334 Parallel Ave.
City: K.C. State: KS Zip: 66101
Daytime Phone #: 816-260-3789 cell Alternate Phone #: 094555
Email address: amabonSR@gmail.com

DONATED PROPERTY INFORMATION

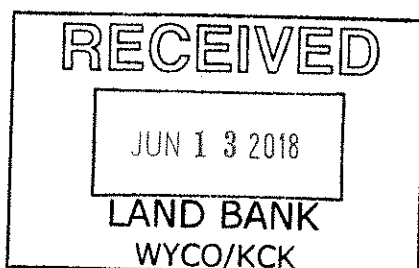
Property address: 00119 Quindaro Blvd. Parcel ID#: 094555

Structure or vacant lot: Vacant lot

Why are you requesting to donate your property? We cannot afford to maintain the property

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the WCLB to accepting my property.

Signature of Applicant: *Carmel Mabers* Date: 6-11-18



Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101

WYANDOTTE COUNTY LAND BANK

Property Donation Application

Please use the following application to notify the Wyandotte County Land Bank (WCLB) of your interest in donating any property that you currently own in Wyandotte County. This form may only be completed by the owner of the property or by a person with authorization to act on behalf of the owner by virtue of a power of attorney. Please fill out one form per property address. The WCLB will NOT accept your property as a donation unless certain conditions are met. The property must be free of liens, including a mortgage, utility lien, or judgment.

NOTE: The WCLB Board of Trustees must approve the donation. The WCLB will keep you informed of its progress and final decision.

If the WCLB accepts your donation offer, you will be contacted to begin the donation procedure. This form is a statement of interest only and does not commit the WCLB to accept your property as a donation or for value.

****Application will not be processed if not completed in its entirety****

CONTACT INFORMATION

Owners Name: ALYCE BARNETT MATCHETT
Mailing address: 2444 Joanna Dr
City: Valdosta State: GA Zip: 31601
Daytime Phone #: (229) 444-4767 Alternate Phone #: _____
Email address: ALYCEMATCHETT@AOL.COM

DONATED PROPERTY INFORMATION

Property address: 207 Quindaro Blvd
Parcel ID#: 094581
Structure Present: Yes X No _____
Has this property recently gone through foreclosure? Yes _____ No X
Are there any existing liens on this property or are you currently involved in a bankruptcy? Yes _____ No X

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the WCLB to accepting my property.

Signature of Applicant: Alyce Barnett Matchett Date: 1-24-18

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101

TRANSFERS FROM LAND BANK

Recipient	Property Address	Parcel	Comments	Standing Committee Recommendation
Habitat for Humanity of Kansas City	2714 Webster Ave	116550	Habitat has requested parcels for future builds.	APPROVED
Habitat for Humanity of Kansas City	2718 Webster Ave	116551		APPROVED
Habitat for Humanity of Kansas City	2736 Cleveland Ave	100720		APPROVED
Boulevard Lofts, LP	847 Everett Ave	082505	Properties will be part of future development project.	APPROVED
Boulevard Lofts, LP	851 Everett Ave	082002		APPROVED
Boulevard Lofts, LP	829 Everette Av	081998		APPROVED
Boulevard Lofts, LP	821 Everett Ave	081997		APPROVED
Boulevard Lofts, LP	819 Everett Ave	081996		APPROVED
Boulevard Lofts, LP	830 Washington Ave	082006		APPROVED
Boulevard Lofts, LP	1304 H N 8th St	081991		APPROVED
Boulevard Lofts, LP	846 Everett Ave	081892		APPROVED
Boulevard Lofts, LP	844 H Everett Ave	081893		APPROVED
Boulevard Lofts, LP	842 Everett Ave	081694		APPROVED
Boulevard Lofts, LP	840 Everett Ave	081895		APPROVED
Boulevard Lofts, LP	836 Everett Ave	081896		APPROVED
Boulevard Lofts, LP	824 Everett Ave	081897		APPROVED

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WYANDOTTE COUNTY LAND BANK - APPLICATIONS

APPLICANT	APPLICANT ADDRESS	LAND BANK ADDRESS	PROPOSED USE	STANDING COMMITTEE RECOMMENDATION
Antonio Mesa, Jr	736 Simpson Ave	740 Simpson Ave	Yard Extension	APPROVED
Maria Hernandez	1049 Ella Ave	1047 Ella Ave	Yard Extension	APPROVED
Jesus Serrano	718 S 8th street	710 S 8th Street	Yard Extension	APPROVED
Misael Carreon	800 N 20th St	804 N 20th St	Yard Extension	APPROVED
Rosario Martinez	129 S 14th Street	131 S. 14th Street	Yard Extension	APPROVED
Estralita Justice	4356 Victory Drive	4335 Parallel Pkwy	Yard Extension	APPROVED
Nicole Skinner	1926 Springfield Blvd	340 Franklin Ave	Yard Extension	APPROVED
Larry Watkins	3011 N 21st Street	2024 Quindaro Blvd	Yard Extension	APPROVED
Dion Groves	1933 N 14t St	1935 N 14th St	Yard Extension	APPROVED
Dion Groves	1933 N 14t St	1939 N 14th St	Property Acquisition	APPROVED
Dion Groves	1933 N 14t St	1937 N 14th St	Property Acquisition	APPROVED
Elmer Moreira	1935 N 25th Street	1931 N 25th Street	Yard Extension	APPROVED
Elmer Moreira	1935 N 25th Street	1927 N 25th Street	Property Acquisition	APPROVED
D & M Enterprise, LLC	1925 N 9th St	1855 R N 9th Street	Property Acquisition	APPROVED
Drew Woolery	N/A	3113 W. 43rd Ave	New Construction	APPROVED
LAND BANK ADVISORY BOARD RECOMMENDATION	The Land Bank Advisory Board recommends forwarding the application(s), to the Land Bank Board of Trustees, for final approval.			

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MAY 22 2018

LAND BANK
WYCO/KCK

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

- You are the Owner of Record of an adjacent occupied structure that shares a property line with an undeveloped Land Bank lot and wish to acquire the lot to expand your property.

Separate applications are available to purchase property for new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for the Yard Extension program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale— if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners.
- Splitting a Land Bank lot for two adjacent owners – In a case where two property owners of record apply for a lot, the WCLB may split the parcel between the two owners.
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the restrictions placed on the property.
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Antonio S Mesa Jr Date 5/22/18

Sign here

Antonio S Mesa JR

Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 740 Simpson Avenue

Parcel ID Number: 121019

Applicant Information (Please Print)

Name: Antonio Mesa JR

Company/Organization: Self

Mailing Address: 3209 N 63RD ST, KC KS, 66104

Phone Number(s): (913) 711-1000

E-mail(s): amesa@att.net

Address of the adjacent structure you own: 736 Simpson

Do you live in the adjacent structure above? Yes ☒ No ☐

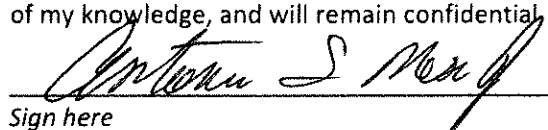
Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

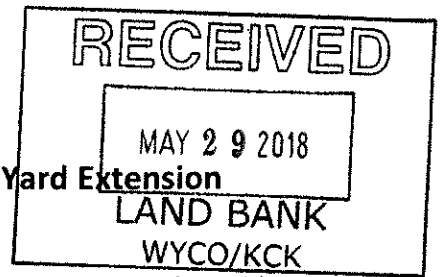
Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

 Date 5/22/18

Sign here

Antonio S. Mesa JR
Print Name



Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

- You are the Owner of Record of an adjacent occupied structure that shares a property line with an undeveloped Land Bank lot and wish to acquire the lot to expand your property.

Separate applications are available to purchase property for new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for the Yard Extension program.

Program Requirements and Policies:

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- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners.
- Splitting a Land Bank lot for two adjacent owners – In a case where two property owners of record apply for a lot, the WCLB may split the parcel between the two owners.
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the restrictions placed on the property.
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier’s checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold “as-is”. The buyer agrees to accept the property in its “as is” condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys’ fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Maria Hernandez Date 5/29/18
Sign here

Maria Hernandez
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1047 Ella AVE

Parcel ID Number: _____

Applicant Information (Please Print)

Name: Maria G. Hernandez

Company/Organization: _____

Mailing Address: 76 S. 75th Kansas city, KS 66101

Phone Number(s): 2

E-mail(s): _____

Address of the adjacent structure you own: 1049 Ella AVE

Do you live in the adjacent structure above? Yes ☒ No ☐

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes _____ No NO
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes _____ No NO

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Maria Hernandez Date 5/29/18
Sign here

Maria Hernandez
Print Name

RECEIVED

JUN 04 2018

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

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Separate applications are available to purchase property for new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for the Yard Extension program.

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- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Sign Here

Date 6-01-18

Jesus Flores Serrano

Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 710 S. 8th KS. City KS. 66105

Parcel ID Number: 073658

Applicant Information (Please Print)

Name: Jesus Flores Serrano

Company/Organization: —

Mailing Address: 718 S. 8th KS. City KS. 66105

Phone Number(s): —

E-mail(s): —

Address of the adjacent structure you own: 718 S. 8th KS. City KS. 66105

Do you live in the adjacent structure above? Yes ☒ No ☐

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?

Please explain a "yes" answer on a separate attachment.

Yes ☐ No ☒

2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.

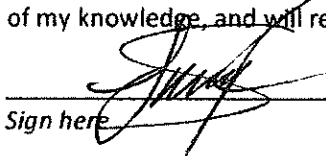
Yes ☐ No ☒

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Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Sign here



Date 6-01-18

Jesus Flores Serrano

Print Name

RECEIVED

JUN 01 2018

LAND BANK

WY/CO/KCK

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

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- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Misael Carreon

Date 6-1-18

Sign here

Misael Carreon

Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 804 N 20th St

Parcel ID Number: 064300

Applicant Information (Please Print)

Name: Misael Carreon

Company/Organization: Self

Mailing Address: 800 N 20th St

Phone Number(s): _____

E-mail(s): _____

Address of the adjacent structure you own: 800 N 20th St

Do you live in the adjacent structure above? Yes ☒ No ☐

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes _____ No ☒
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes _____ No ☒

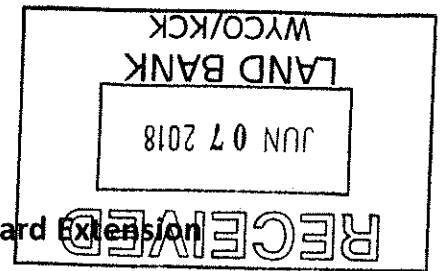
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Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Misael Carreon Date 6-1-18
Sign here

Misael Carreon
Print Name



Application to Purchase a Vacant Land Bank Property as Yard Extension

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- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.


Sign here

Date 6-9-18

Rogario Martinez Bernal
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 131 S. 14th St

☒ Parcel ID Number: 212810

Last name MI First

Applicant Information (Please Print)

Name: Rafa ~~Rosario~~ MARTINEZ B. ROSARIO

Company/Organization: N/A

Mailing Address: 647 OAKLAND AVE

Phone Number(s): _____

☒ E-mail(s): _____

Address of the adjacent structure you own: 129 S. 14th St

Do you live in the adjacent structure above? Yes ___ No X - We will upon completion of purchase. We have purchased the house at 129 S. 14th and are making repairs.

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County? S. 14th
Please explain a "yes" answer on a separate attachment.
Yes ___ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ___ No X

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Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

☒  Date 6.7.18
Sign here

☒ ROSARIO MARTINEZ B
Print Name

RECEIVED

JUN 21 2018

LAND BANK

WYCO/KCK

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

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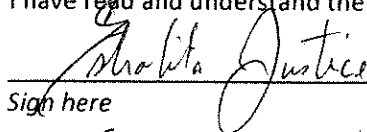
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Signature (Required)

I have read and understand the information provided above and contained in this application.

Sign here



Date

6/18/2018

Print Name

ESTRALITA JUSTICE

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: # 724 4335 Parallel Pky KCK 66104

Parcel ID Number: # 062106

Applicant Information (Please Print)

Name: ESTRALITA JUSTICE

Company/Organization: TENDOU MAA

Mailing Address: 4711 Cleveland Ave Kansas City, KS 66104

Phone Number(s): ---

E-mail(s): ---

Address of the adjacent structure you own: 4356 Victory Dr. KCK 66102

Do you live in the adjacent structure above? Yes ☐ No ☒

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒
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Yes ☐ No ☒

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Signature (Required)

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ESTRALITA JUSTICE Date 6/18/2018
Sign here

ESTRALITA JUSTICE
Print Name



Application to Purchase a Vacant Land Bank Property as Yard Extension

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Signature (Required)

I have read and understand the information provided above and contained in this application.

Nicole Skinner
Sign here

Date 6/20/18

Nicole Skinner
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 340 Franklin Ave KCK
Parcel ID Number: 182804 6610

Applicant Information (Please Print)

Name: Nicole Skinner

Company/Organization: -

Mailing Address: 1926 Springfield Blvd KCK 66101

Phone Number(s): -

E-mail(s): -

Address of the adjacent structure you own: 1926 Springfield Blvd KCK
66101

Do you live in the adjacent structure above? Yes ☒ No ☐

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒
2. Do you currently have a notice from the Code Enforcement Department indicating that you are
in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒

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Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Nicole Skinner Date 6/20/18
Sign here

Nicole Skinner
Print Name

RECEIVED

JUN 25 2018

LAND BANK

WYCO/KCK

Application to Purchase a Vacant Land Bank Property as Yard Extension

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Signature (Required)

I have read and understand the information provided above and contained in this application.

Yancy Watkins Patricia Watkins Date 6/14/2018
Sign here

Larry Watkins Patricia Watkins
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 2024 Quindaro Blvd KCR 66104

Parcel ID Number: 162442

Applicant Information (Please Print)

Name: Larry & Patricia Watkins

Company/Organization: _____

Mailing Address: 1701 POMONA PL Bowie, MD 20716

Phone Number(s): _____

E-mail(s): _____

Address of the adjacent structure you own: 3011 North 21st Street KCR 66104

Do you live in the adjacent structure above? Yes ___ No X

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?

Please explain a "yes" answer on a separate attachment.

Yes ___ No X

2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.

Yes ___ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Larry & Patricia Watkins Date 6/14/2018
Sign here

Larry Watkins & Patricia Watkins
Print Name

RECEIVED

JUN 06 2018

LAND BANK
WYCO/KCK

Application to Purchase a Vacant Land Bank Property as Yard Extension

Use this application if the following is correct:

- You are the Owner of Record of an adjacent occupied structure that shares a property line with an undeveloped Land Bank lot and wish to acquire the lot to expand your property.

Separate applications are available to purchase property for new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for the Yard Extension program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale— if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners.
- Splitting a Land Bank lot for two adjacent owners – In a case where two property owners of record apply for a lot, the WCLB may split the parcel between the two owners.
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the restrictions placed on the property.
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Dion S. Groves Date 6/6/18
Sign here

Dion S. Groves
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1935 N. 14th St

Parcel ID Number: 098420

Applicant Information (Please Print)

Name: Dion S. Groves

Company/Organization: _____

Mailing Address: 1933 N. 14th St

Phone Number(s): _____

E-mail(s): _____

Address of the adjacent structure you own: 1933 N. 14th St

Do you live in the adjacent structure above? Yes X No _____

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes _____ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes _____ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Dion S. Groves Date 6/6/2018
Sign here

Dion S. Groves
Print Name



Application for Land Bank Property Acquisition



Use this application if:

You are purchasing an undeveloped Land Bank property that is not adjacent to any property that you own.

Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale— if a property is on the "Hold" listing, it may not currently be for sale.
- An application is required for all purchases of property. Applications are not considered until all required information is provided. If an application is incomplete, it may be rejected, or other completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- WCLB reserves the absolute right to accept or reject any and all applications and offers for purchase. In cases of multiple applications, the WCLB will give precedence to applications from adjacent, occupied homeowners
- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the following restrictions placed on the property.
 - Property owner must not obtain any code violations
 - Property owner must pay property taxes within the allotted time frame
 - Property owner must not sell the property for a period of 36 months
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Dion S. Groves
Sign here

Date 6/6/2018

Dion S. Groves

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101



Application for Land Bank Property Acquisition



Print Name

Land Bank Property You Wish to Purchase: 1939 N. 14th St

Parcel ID Number: 098422

Intended Usage of Property: Yard Extension

Applicant Information (Please Print)

Name: Dion S. Groves

Company/Organization: _____

Mailing Address: 1933 N. 14th St

Phone Number(s): _____

E-mail(s): _____

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ___ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ___ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge and will remain confidential.

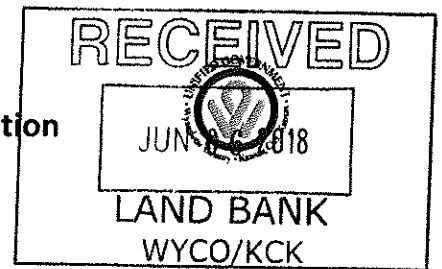
Dion S. Groves Date 6/6/2018
Sign here

Dion S. Groves
Print Name

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101



Application for Land Bank Property Acquisition



Use this application if:

You are purchasing an undeveloped Land Bank property that is not adjacent to any property that you own.

Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale— if a property is on the “Hold” listing, it may not currently be for sale.
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 - Property owner must not sell the property for a period of 36 months
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- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys’ fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

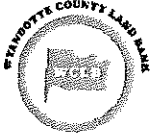
I have read and understand the information provided above and contained in this application.

Dion S. Groves
Sign here

Date 6/6/2018

Dion S. Groves

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101



Application for Land Bank Property Acquisition



Print Name

Land Bank Property You Wish to Purchase: 1937 N. 14th St

Parcel ID Number: 098421

Intended Usage of Property: Yard Extension

Applicant Information (Please Print)

Name: Dion S. Groves

Company/Organization: _____

Mailing Address: 1933 N. 14th St

Phone Number(s): _____

E-mail(s): _____

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ___ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ___ No X

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Signature (Required)

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Dion S. Groves Date 6/6/2018

Sign here

Dion S. Groves
Print Name

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101

RECEIVED

JUN 19 2018

Application to Purchase a Vacant Land Bank Property as Yard Extension

**LAND BANK
WYCO/KCK**

Use this application if the following is correct:

- You are the Owner of Record of an adjacent occupied structure that shares a property line with an undeveloped Land Bank lot and wish to acquire the lot to expand your property.

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- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys’ fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.


Sign here

Date 26/19/18

Elmer Geovany Morcira
Print Name

Application to Purchase a Vacant Land Bank Property as Yard Extension

Land Bank Property You Wish to Purchase: 1931 N 25th St KS KS 66104

Parcel ID Number: 075221

Applicant Information (Please Print)

Name: Elmer Geovany Moreira

Company/Organization: _____

Mailing Address: 1935 N 25th St KS KS 66104

Phone Number(s): 781-151-1111

E-mail(s): _____

Address of the adjacent structure you own: 1935 N 25th St KS KS 66104

Do you live in the adjacent structure above? Yes ☒ No ☐

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?

Please explain a "yes" answer on a separate attachment.

Yes ☒ No ☐

2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.

Yes ☐ No ☒

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

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 Date 06/19/18
Sign here

Elmer Geovany Moreira
Print Name



Application for Land Bank Property Acquisition



Use this application if:

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Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

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 - Property owner must pay property taxes within the allotted time frame
 - Property owner must not sell the property for a period of 36 months
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
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Signature (Required)

I have read and understand the information provided above and contained in this application.


Sign here

Date 26/12/18

Elmer Geovany Moreira

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101



Application for Land Bank Property Acquisition



Print Name

Elmer Geovany Moreira

Land Bank Property You Wish to Purchase:

1927 N 25th st KS KS 66104

Parcel ID Number:

0705220

Intended Usage of Property:

A lot of trash in property, dead animals, and tires. Wasted food.

Applicant Information (Please Print)

Name:

Elmer Geovany Moreira

Company/Organization:

Mailing Address:

1935 N 25th st KS KS 66104

Phone Number(s):

E-mail(s):

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes ☒ No ☐
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes ☐ No ☒

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

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Sign here

Date

06/19/2018

Elmer Geovany Moreira
Print Name

Please return to:
Wyandotte County Land Bank
701 N 7th St, Suite 421
Kansas City, KS 66101

RECEIVED
MAR 28 2018

Application for Land Bank Property Acquisition

Use this application if:

- You are purchasing an undeveloped Land Bank property that is not adjacent to any property that you own.

Separate applications are available to purchase property for yard extension, new construction or the rehab of an existing residential or commercial structure. WCLB property that is determined to be developable may not qualify for this program.

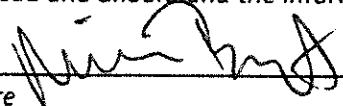
Program Requirements and Policies:

- All properties for sale are listed on the WCLB website. Not all land bank properties are available for sale— if a property is on the "Hold" listing, it may not currently be for sale.
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- All transfers include deed restrictions and/or a reversionary clause allowing the WCLB to regain ownership and possession of the property if the buyer fails to meet the following restrictions placed on the property.
 - Property owner must not obtain any code violations
 - Property owner must pay property taxes within the allotted time frame
 - Property owner must not sell the property for a period of 36 months
- The Wyandotte County Land Bank Board of Trustees (LBBOT) must approve all application(s) in order for the WCLB to transfer property.
- Closings are held at the WCLB offices. The WCLB will only accept cashier's checks or money orders made payable to the **Wyandotte County Land Bank**.
- All property is sold "as-is". The buyer agrees to accept the property in its "as is" condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property.
- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys' fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB agents, employees, or contractors. Nothing in this article restricts the WCLB rights and remedies available at law or in equity.

Signature (Required)

I have read and understand the information provided above and contained in this application.

Sign here


Michael Bragato

Print Name

Date 03/28/18

Application for Land Bank Property Acquisition

Land Bank Property You Wish to Purchase: 1855 R N 9th ST

Parcel ID Number: 095500

Intended Usage of Property: Property already within
our property area, no excess in and
out of it.

Applicant Information (Please Print)

Name: Mike Bragato

Company/Organization: Blacktop Paving Maintenance, Inc.

Mailing Address: 551 Cambridge Ave KCMO 64125

Phone Number(s): 816-234-1111

E-mail(s): 1. mbragato@blacktoppaving.com

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.

Yes _____ No X

2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.

Yes _____ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices, such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Signature (Required)

I hereby authorize the Wyandotte County Land Bank to obtain information necessary to verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge, and will remain confidential.

Michael Bragato Date 3/28/18

Sign here

Michael Bragato
Print Name



Land Bank Property for New Construction

Use this application for the following projects:

- Develop vacant parcels with new construction, including, but not limited to, the construction of new houses, commercial buildings, parking lots, etc.

Note: Separate applications are available for the purchase of adjacent side lots and to rehab existing residential or commercial structures.

Purchase Price and Development Costs:

Applicants are able to purchase lots for new construction at a value determined by the Wyandotte County Land Bank (WCLB) staff. This value is based on comparable sales in the area; the purchase price is firm.

Requirements and Policies:

- Not all land bank properties are available for sale—if a property is on the “Hold” list, it may not be for sale.
- An application is required for all purchases of property. No sales contracts will be accepted. If an application is incomplete, you will be contacted by the Land Bank office; completed applications will be given priority.
- Applications will automatically be rejected if the applicant is currently tax delinquent or has any outstanding code violations on any property owned in Wyandotte County.
- Evidence of funding is required for all applications. Applicants are required to have the funds necessary to purchase and develop the property, prior to entering into negotiations with the Land Bank staff. Funds can be a bank statement, line of credit, or pre-approval letter from a lending institution. Examples of experience are required for all applicants. Either the buyer or the buyer’s contractor must have experience doing similar work. All contractors must possess licenses, required by the Unified Government’s Neighborhood Resource Center (NRC), in order to obtain permits and perform work.
- The WCLB will discuss the asking price for each property upon the receipt of a completed application.
- In cases of multiple applications, the WCLB will compare the following: offer price, development plan, financial capacity, track record of applicant, type of project, consistency with adopted City Plans, and other factors. If the result is a tie amongst applicants, precedence may go to the Wyandotte County residence.
- The WCLB reserves the absolute right to accept or reject any and all applications and/or offers for purchase.
- All sales include restrictions and an agreement to finish the development plan before a deed, transferring the property, will be issued. All deeds transferred from the WCLB are prepared with the assistance of the UG’s Legal Department. All contracts contain reversionary language, allowing the WCLB to regain possession of the property and to refuse to issue the deed if the buyer:
 - fails to meet their development plan,
 - fails meet the timelines agreed to in this application, or
 - violates the other restrictions described in the contract

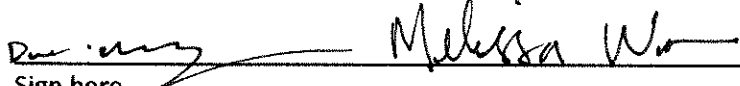
NOTE: The reversionary right is to protect the WCLB in case the buyer fails to complete the project, as agreed. If the property is reverted, the buyer will not be reimbursed for any losses and will be ineligible to purchase any future land bank property

- Depending on the project, the WCLB may require the applicant to schedule a Preliminary Site Plan Review with the Urban Planning and Zoning Department. This review is intended to identify issues, such as zoning, utility connections, and similar items that can make the project unfeasible. Zoning changes or variances must be made prior to closing and the WCLB can serve as a co-applicant to the zoning application. The WCLB further reserves the right to require a review of the development plan by the Economic Development Department.
- All work requires appropriate building permits. The buyer is solely responsible to coordinate and obtain the permits and approvals necessary to complete the project. All construction work must meet all the building requirements. If a zoning variance or rezoning is required, please note this on the application. If any necessary permit is not obtained or produced, the WCLB may start the reversionary process. Copies of all permits, pre and post construction, are to be submitted to the WCLB office.
- The buyer must apply for permits and start construction within **30 days** of the initial closing.
- All properties are sold “as-is”. The buyer agrees to accept the property in its “as is” condition, without any warranties or representations by the WCLB. The buyer agrees to hold harmless and release the WCLB and the Unified Government of Wyandotte/KCK (UG) for all conditions known or unknown to the property. The buyer agrees that all code violations must be remedied before the WCLB transfers ownership of the property.
- The buyer agrees to indemnify, protect, hold harmless, defend, and release the WCLB and UG from any claims, losses, damages, costs, or expenses including, without limitation, all reasonable attorneys’ fees asserted against, incurred, or suffered by the WCLB resulting from any contract breaches, personal injuries, or property damages occurring in, on, about, or related to the property resulting from any causes, except resulting from the acts or omissions of the WCLB or the WCLB’s agents, employees, or contractors. Nothing in this article restricts the WCLB’s rights and remedies available at law or in equity.
- A title policy is not purchased by the WCLB; the buyer must arrange a title policy through a title company of their choosing.
- The WCLB staff will have property inspections every 60 days that are non-negotiable. Proper notification will be given by the WCLB staff; failure to allow the WCLB staff access to the property may result in the reversion process.
- The buyer must finish the construction within the **negotiated time frame** from the initial closing. If the project is not completed by the negotiated time frame, the WCLB may invoke its right of reversion and take possession of the property. It is the responsibility of the buyer to notify the WCLB on the progress of construction and upon the completion of the project.

Any variation of the submitted Development Plan will require the prior written approval of the WCLB. Failure to complete the plan in its entirety and as submitted with the application may result in the reversion of the property and/or rejection of all future applications.

Signature (Required)

I have read and understand the information provided in this application.

 Date: 5.20.2018
Sign here

DREW WOOLERY Melissa Woolery
Print Name

Application to Purchase Land Bank Property for New Construction

Land Bank Property Address: 3113 W. 43rd Ave Parcel ID Number: 135020
Kansas City, KS 66103
Applicant and Contractor Information (Please Print)

Buyer Information

Name: Drew Woolery, Melissa Woolery
Company/Organization: N/A
Mailing Address: 3950 Mercier Street Kansas City, MO 64111
Phone Number(s): 913-957-4766
E-mail(s): drewwoolery@gmail.com

Contractor

Name: Megan Painter (Point of Contact)
Company/Organization: Community Housing of Wyandotte County (CHWC)
Mailing Address: 2 South 14 Street
Phone Number(s): 913-342-7580
E-mail(s): mpainter@chwckck.org
Website: www.chwckck.org

Note: Additional contractors may be listed on separate page. All Contractors will need applicable licenses, as required by the City's Building Code, for which the property resides.

Please note: The WCLB will perform a verification of the information and any falsified information may result in the rejection of the application.

Please Respond to the Following Questions:

1. Are you currently delinquent on property taxes for any property owned in Wyandotte County?
Please explain a "yes" answer on a separate attachment.
Yes _____ No X
2. Do you currently have a notice from the Code Enforcement Department indicating that you are in violation of City Code? Please explain a "yes" answer on a separate attachment.
Yes _____ No X

Note: As a part of the review of this application, WCLB staff will review records from other UG Offices such as Code Enforcement, Treasury and other available records. Failure to honestly answer these questions may result in the rejection of the application.

Project Information

1. What is the intended use upon completion: _____
X Single-family Residential
_____ Two-family Residential
_____ Multi-family Residential
_____ Commercial, Type: _____
2. What is your anticipated completion timeframe?
_____ 0 to 6 months
X 6 to 12 months
_____ 12 + months
3. What is your estimated construction budget per square foot? \$ 124 - 135

Residential Projects:

4. Following construction, will the applicant occupy the building?
Yes X No _____
5. If the applicant will not occupy the structure, what is the intended use?
_____ Rental property
_____ Sell for homeownership

Commercial Projects:

6. Following construction, is an end user identified for the building?
_____ Yes, I (we) will operate our business out of the building
_____ Yes, I (we) have an end user identified
_____ No, I (we) will seek to rent the space to a tenant
_____ No, I (we) will seek to sell the building

Development Plan

The following information must be attached to this document before your application will be processed. The application will not be considered complete until it is submitted with all attachments.

Development Plan

- Project Narrative - Please provide a written narrative of the project with a description of the work to be performed. Provide information on the construction team, including examples of past experiences on similar projects completed and any other information for the WCLB to consider in reviewing the application.
- Construction Budget - Provide a detailed breakdown of work. Be as specific as possible — the WCLB will give more weight to an application with more detail.
- Project Costs - Itemize costs for each part of the development, including where the buyer will perform work and any cost savings that are achieved from this work to help compare different proposals.
- Site Plan and Elevations - Buyers should meet with the Urban Planning and Zoning Department to identify any zoning or site development issues.

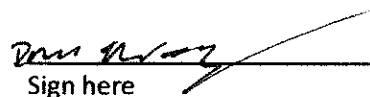
Proof of Funds

Documentation is required to verify the funding necessary to purchase the property and to complete the new construction. This typically includes:

- A letter, line of credit approval, and similar documents from a lending institution, approving any financing proposed for the project. The documents should contain the amount available, the term, and all requirements of the financing; it should state that the financing can be used for the proposed project. The amount of financing must equal or exceed the amount contained in the development project costs.
- Personal or business bank statements and a letter from the applicant, if the applicant proposes to use existing cash. The amount of the statements must equal or exceed the amount contained in the development project costs.

Signature (Required)

I have read and understand the information provided above and contained in this application. I hereby certify that the information I have provided for this application is true and correct.

 Melissa Woolery Date 5.20.2018
Sign here

MELISSA WOOLERY Melissa Woolery
Print Name

Additional Contractor Information

Name: Sheldon Bouwens

Company/Organization: Bouwens Contracting Services llc

Mailing Address: 11669 South Chestnut Street | Olathe, KS 66061

Phone Number(s): 913-530-6016

E-mail(s): bouwenscontracting@gmail.com

Website: <https://www.bcscontracting.com/>

Project Narrative - Woolery House

General

The Woolery Household aims to build a new home for their growing family on Landbank Parcel 135020. They currently live in a 1528 square foot home at 3950 Mercier Street in Kansas City, Missouri. In preparation for the families second child, they began a design process that sought to build a slightly larger home to meet the needs of their growing family and concerns of affordability, high performance, and quality aesthetic. As part of this venture the family is working with local urban designer Dan Eddie and Community Housing of Wyandotte County (CHWC) to collaborate on a high performing and affordable single family housing model in Kansas City, Kansas.

The Woolery's recently purchased the adjacent vacant parcel 135023 on May 9, 2018, and their intent is to combine this privately owned parcel with Landbank Parcel 135020 prior to submitting drawings for a building permit with the Unified Government of Wyandotte County (UGWC). This purchase of the adjacent private parcel was done for several reasons. First, the 45' frontage of the landbank parcel is too narrow when providing window wells that support means of egress for an occupiable basement design. Including this egress feature within a 45' parcel frontage would encroach upon side yard easement requirements stated in the site section of the Narrow Lot Design Guidelines of UGWC. Second, the 45' frontage requires following each of the sections of the Narrow Lot Design Guidelines. A number of the specific aesthetic, detailing, and dimensional requirements of this guideline are inappropriate in the context of the Mission Heights subdivision. Applying each of the requirements of this guideline document would contradict the intent of the creation of the document which is to construct infill homes that support the aesthetic character of the projects neighborhood. By applying or accommodating the elements and requirements dictated by this document, the new construction home would look foreign and out of place. These requirements in question are also in conflict with Woolery's aesthetic interest.

By joining these parcels together, this project can meet the design intent of Woolery's, the character neighborhood, and it will also remove 2 of the 6 vacant parcels in the neighborhood not side lot owned. In its current state the privately owned parcel 135023 is unbuildable. A sanitary main line runs angled through the center of the property making any future development of this land virtually impossible. Combining these parcels for a single family house development will ensure that the vacant land is maintained and utilized. If this strategy of combining lots weren't employed, Parcel 135023 would likely forever remain a vacant eyesore at the entry of the subdivision. This strategy is in the best interest of the Landbank Parcel Applicant as well as the neighborhood, and the concept has been discussed and isn't in conflict with the UGWC Department of Urban Planning and Land Use if the Landbank Application is approved.

Design Intent

As Landbank Parcel 135020 is located in the adopted Rosedale Master Plan, it will meet the design requirements of this document while exceeding the performance standards required by the adopted building codes of UGWC. The design for the home utilizes Structurally Insulated Panels (SIPS) for the envelope of the structure. These SIPS panels create an airtight envelope and provides incredible insulative properties. For example, the planned exterior

walls have an insulation value of R-40 which is 3.08 times code minimum value and the roof is comprised of R-50 panels which is 1.32 times code minimum according to the adopted IEC 2009 code. With this highly insulated and airtight condition, the structure requires a Heat Recovery Ventilation (HRV) system to bring in filtered fresh air into the home. Using an HRV system would not only provide better air quality than typical construction, the system uses latent energy from return air to condition incoming supply air. The combination of the wall envelope and supplemental ventilation system will drastically reduce the heating and cooling needs of the structure. This type of construction and ventilation is often used in Passive House construction, and based on case study research, the design team estimates annual heating/cooling utility expenses to be at a minimum 50-60% less than typical new construction homes.

Exterior cladding materials for the proposed house are wood and wood like exterior cladding materials. The design will effectively reinforce and enhance the existing neighborhood character through these materials and the textures they create. Each of these materials will be constructed with rainscreen detailing to provide protection from weather while allowing adequate airspace to dry any moisture buildup between the exterior material and air/vapor barrier.

Construction Budget

The construction for this project will be between \$230,000 and \$250,000 which is noted in the financing pre-approval letter supplementing this narrative. The current house design is 1850 gross square feet of finished and occupiable space. This does not include the single car attached garage or unfinished basement. Taking this figure, the cost per square foot of the house is in the range of \$124.32 and \$135.14 per square foot of finished space. Implementing high performance strategies such as SIPS construction come at a higher initial cost and then a lower operational and life cycle cost. In order to implement these features among others, the Woolery's will be leveraging sweat equity in areas of the house build they have had experience with and are comfortable completing. These are identified in the supplemental budget breakdown, but it is estimated that this will increase perceivable cost per square foot of the project to a range of \$130-\$140 while keeping the initial project cost at the pre-approval letter figures.

The supplemental budget breakdown includes the project teams estimate for total project cost to date. The bidding process and cost estimation process is ongoing, so allowances have been provided in certain areas. The figures themselves are based on bids from subcontractors utilized frequently by CHWC and manufacturer quotes along with estimated labor expenses. These figures have also been checked against previous construction builds in the KC Metro. Since this cost estimation and bidding process is ongoing, contingency has been allocated to pad areas of greater uncertainty or construction market variability. Final figures will be assembled prior to building permitting.

Construction Team

The construction team for this development will be a combination of several contracting sources. With CHWC's involvement on the project we expect to use construction services from their list of frequently utilized subcontractors based out of Kansas City. These subcontractors will be contracted to construct a majority of the typical construction assemblies. CHWC and its subcontractors have a long standing history of providing excellent construction and contracting services in Wyandotte County. In the almost 20 years since their founding, they have worked toward providing affordable and quality housing options in their community. They have also prioritized and completed several high performance collaborative projects in Kansas City, KS that resemble this proposed development from the standpoints of performance, innovative assembly, and scale. Examples of this type of project are the Clockwork/CHWC Energy Efficient Home in Strawberry Hill 2016 and Studio 804/CHWC Prescott Passive House. By collaborating and completing this project will provide another learning and development opportunity for this organization for the benefit of future homeowners.

To support the construction and installation of specialized systems such as the SIPS panel assembly and HRV installation, manufacturer certified contractors will be relied upon. The project team will be following these processes

closely to ensure quality and will take lessons learned to develop more efficient systems to be integrated into future house designs. It is the project teams hope that these construction techniques can fit into future houses for people of all incomes.

Along with CHWC the Woolerys have engaged with Bouwens Contracting Services llc. This group is based out of Olathe, KS and has a great deal of experience in smaller scale commercial projects that require timeliness and cost-effectiveness. They are interested in bridging over into residential construction so they may have a hand in the construction of this project as a way of getting familiar with some of the residential construction process that vary slightly from, but relate to, their current commercial projects while learning new construction assemblies and high performance systems.

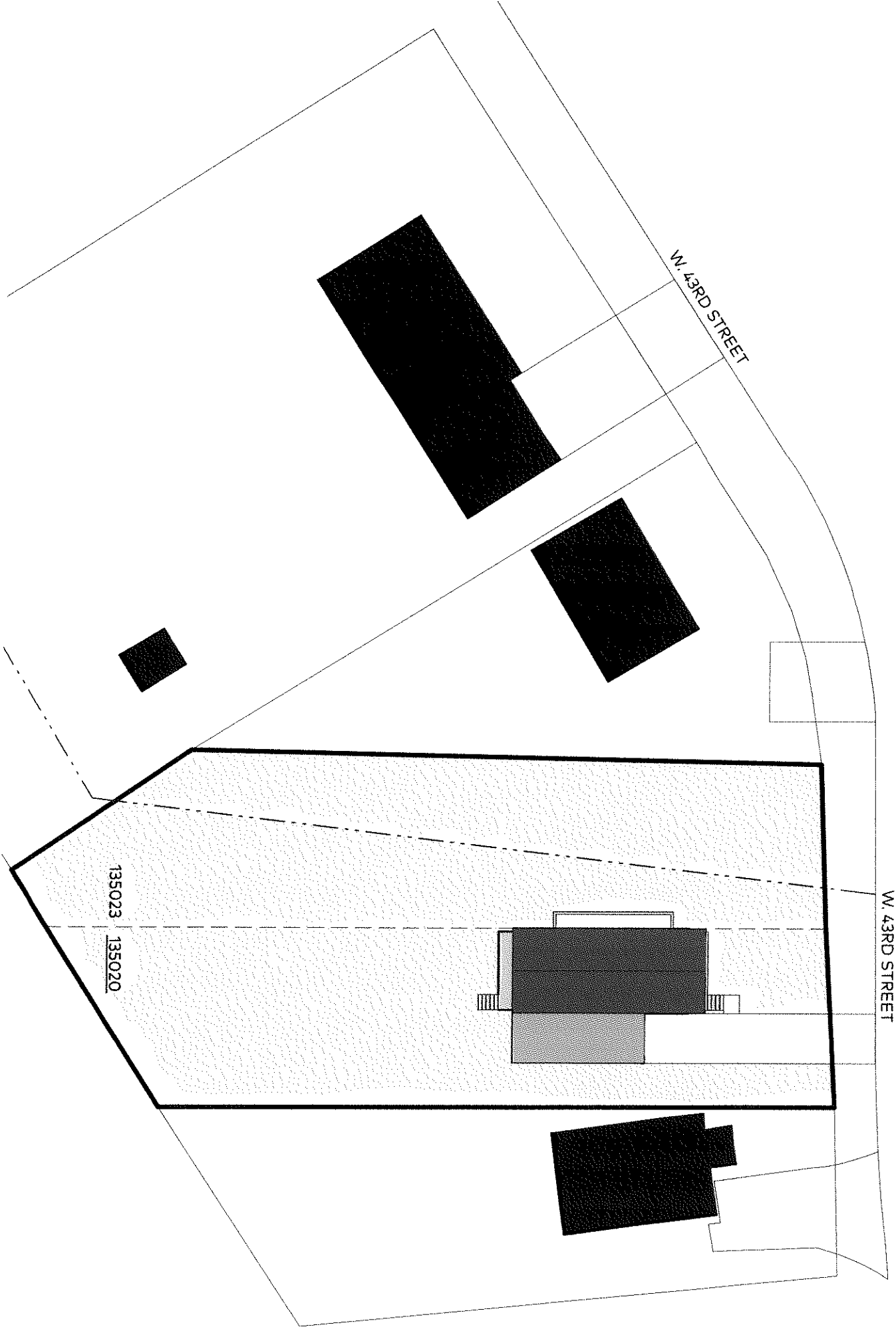
Site Plan and Elevations

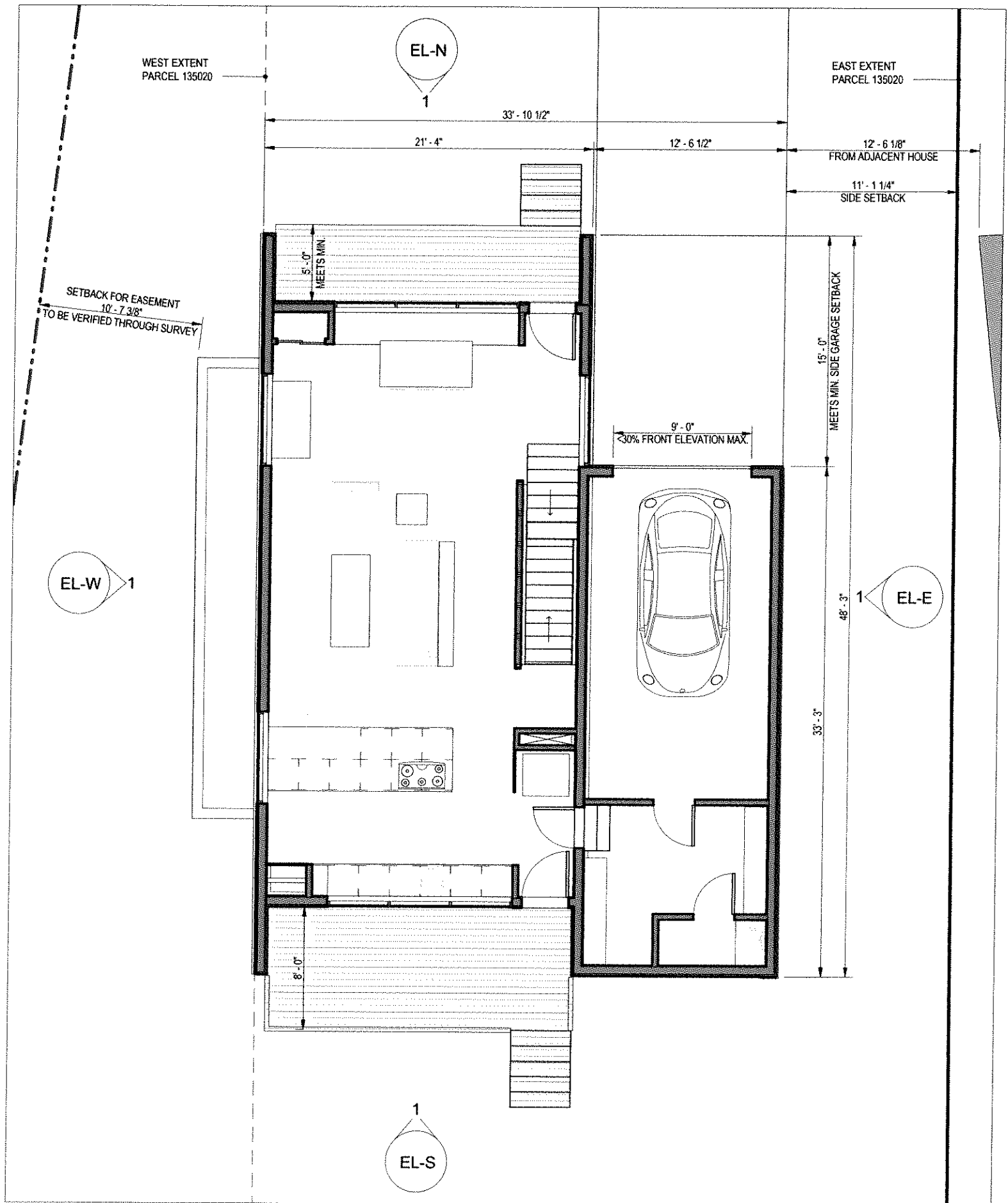
Please see the attached exhibits displaying the proposed house design. It's design is in accordance with the adopted codes of UGWC and a single family house design visible from a main corridor in the Rosedale Master Plan Area. There are some notes and labels on the required site plan and elevation drawings, but these have been kept to a minimum to provide visual clarity. An additional ground floor plan drawing has been created to supplement these drawings and add clarity to the designs compliance with the Rosedal Master Plan.

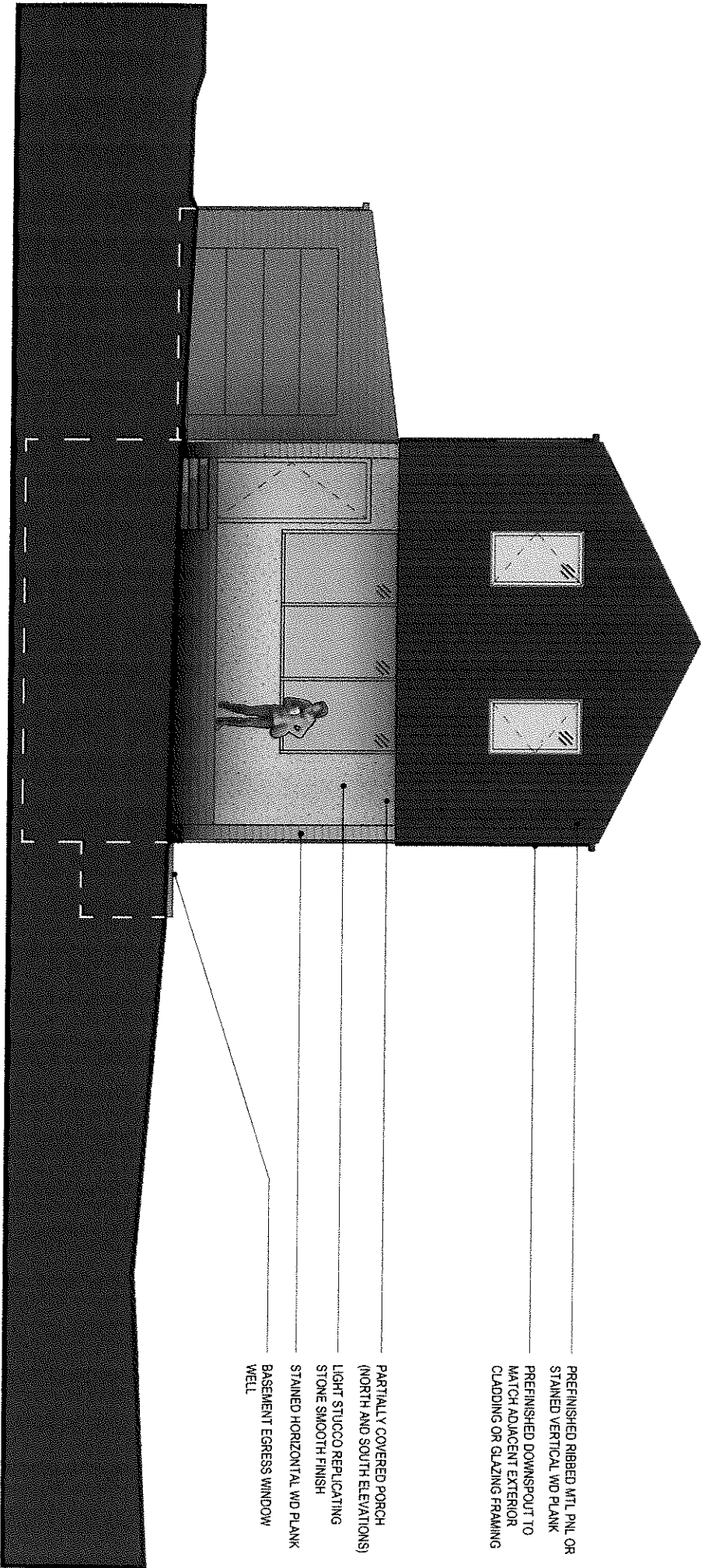
It should also be noted that printed drawings of the project design appear darker in shade than in actuality. Digital copies of this document can be made available upon request.

■ SANITARY SEWER MAIN

■ EXISTING HOUSES



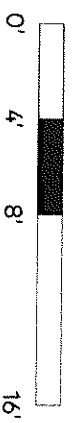


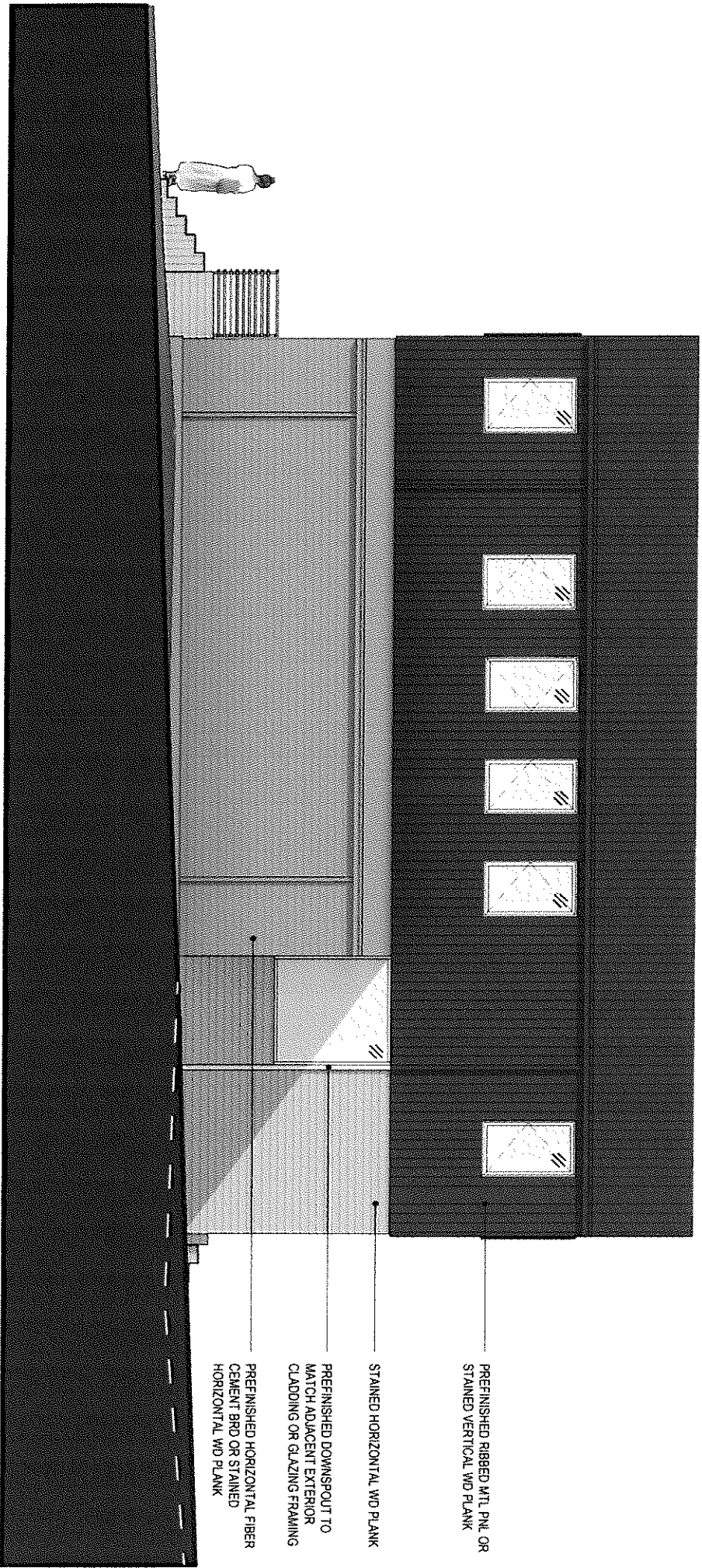


PREFINISHED RIBBED MTL. PNL. OR
STAINED VERTICAL WD PLANK
PREFINISHED DOWNSPOUT TO
MATCH ADJACENT EXTERIOR
CLADDING OR GLAZING FRAMING

PARTIALLY COVERED PORCH
(NORTH AND SOUTH ELEVATIONS)
LIGHT STUCCO REPLICATING
STONE SMOOTH FINISH
STAINED HORIZONTAL WD PLANK
BASEMENT EGRESS WINDOW
WELL

WOOLERY HOUSE - NORTH ELEVATION | 1/8" = 1'-0"





PREFINISHED RIBBED MTL. PNL. OR
STAINED VERTICAL WD PLANK

STAINED HORIZONTAL WD PLANK

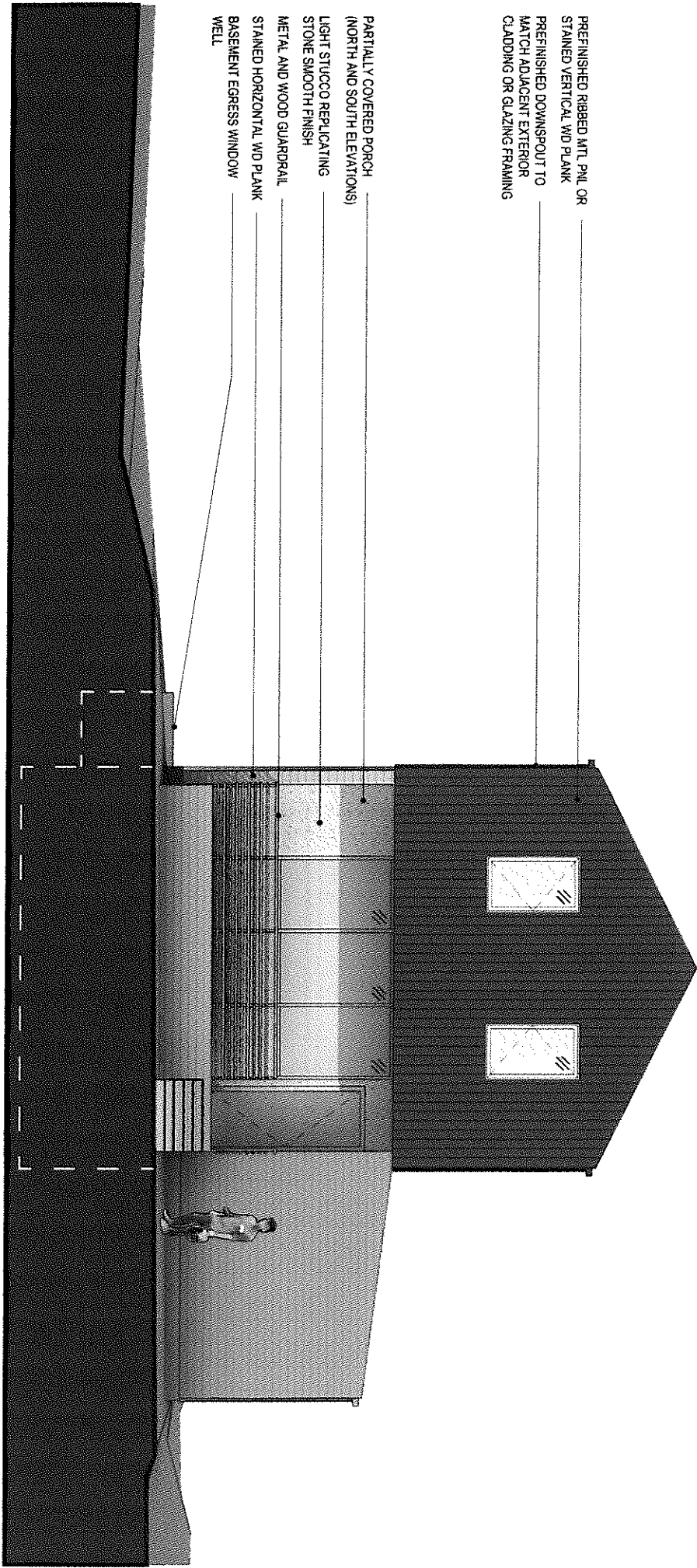
PREFINISHED DOWNSPOUT TO
MATCH ADJACENT EXTERIOR
CLADDING OR GLAZING FRAMING

PREFINISHED HORIZONTAL FIBER
CEMENT BRD OR STAINED
HORIZONTAL WD PLANK

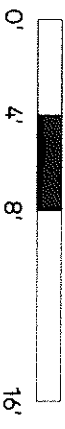


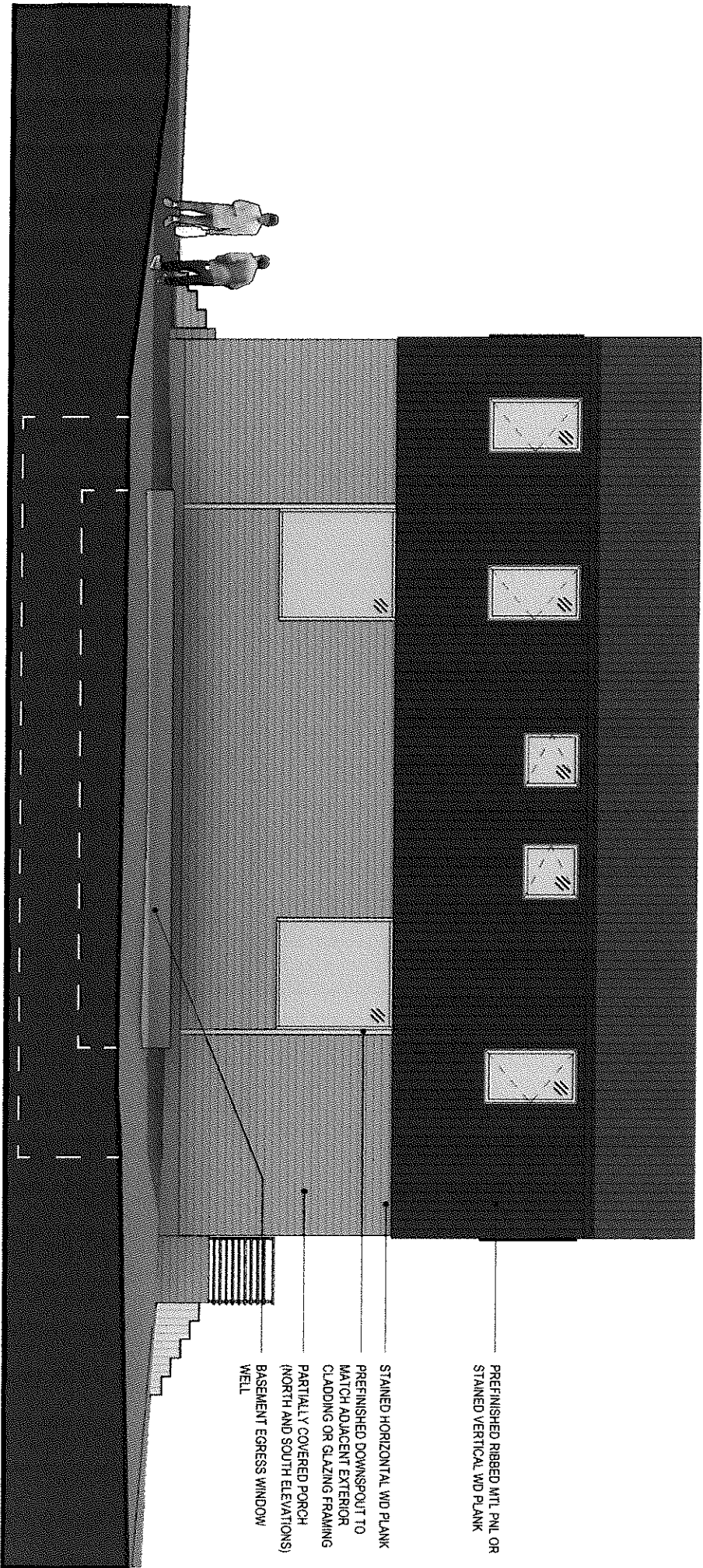
PREFINISHED RIBBED MET. PNL. OR
STAINED VERTICAL W.D. PLANK
PREFINISHED DOWNSPOUT TO
MATCH ADJACENT EXTERIOR
CLADDING OR GLAZING FRAMING

PARTIALLY COVERED PORCH
(NORTH AND SOUTH ELEVATIONS)
LIGHT STUCCO REPLICATING
STONE SMOOTH FINISH
METAL AND WOOD GUARDRAIL
STAINED HORIZONTAL W.D. PLANK
BASEMENT EGRESS WINDOW
WELL



WOOLERY HOUSE - SOUTH ELEVATION | 1/8" = 1'-0"





PREFINISHED RIBBED MTL, PNL, OR
STAINED VERTICAL WD PLANK

STAINED HORIZONTAL WD PLANK
PREFINISHED DOWNSPOUT TO
MATCH ADJACENT EXTERIOR
CLADDING OR GLAZING FRAMING
PARTIALLY COVERED PORCH
(NORTH AND SOUTH ELEVATIONS)
BASEMENT EGRESS WINDOW
WELL

WOOLERY HOUSE - WEST ELEVATION | 1/8" = 1'-0"



MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
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**PROCUREMENT AND
CONTRACTING
REQUIREMENTS**

00 00 00

00 31 32	Geotechnical Data	1	\$2,000.00	\$2,000.00		Single Site Bore		
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03 00 00 CONCRETE

03 30 00	Cast-in-Place Concrete							
03 30 00	Water Stop					Cost included in foundation construction		
03 30 00	Joint Filler Strip					Cost included in foundation construction		
03 30 00	Slab Underlayment and Rock			\$2,000		Cost included in slab construction		
03 30 00	Polished Concrete Slab			\$0		Potential add cost add to concrete slab-on-grade		
03 30 00	Concrete Slab-On-Grade	1107	\$5.00	\$5,535.00				
03 30 00	CIP CONC Spread Footing			\$3,000				
03 30 00	CIP CONC Foundation Wall			\$10,000				
03 30 00	CIP CONC Retaining Wall			\$1,000				

05 00 00 METALS

05 73 00	Decorative Metal Railings			\$500		Interior Stair Basement Handrail, Interior Stair Ground Level Handrail		
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**06 00 00 WOOD, PLASTICS &
COMPOSITES**

06 05 23	Wood, Plastic, and Composite Fastenings			\$0		Per assembly type, cost included in material assembly		
06 10 53	Miscellaneous Rough Carpentry			\$750		North and South porch decking		
06 11 00	Wood Framing			\$9,000		Open Web Wood Trusses, 2x6 studs for Shear Walls, 2x4 studs for interior partitions		
06 11 00	Wood Furring			\$500.00		Exterior cladding furring, treated as noted, cost included in wall panel assembly		
06 12 00	Structural Insulated Panels			\$50,000.00		Panel and Labor Estimate		

MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
06 15 33	Wood Patio Decking			\$1,000	North and South porch decking			
06 16 23	Plywood Subflooring			\$500.00	First and Second Floor Framing	15/32" Thickness T&G		
06 16 23	Wood Board Sheathing	16	\$18.00	\$288.00	OSB Sheathing, Shear Walls, North and South Overhangs			
06 20 13	Horizontal Wood Plank Siding	1235	\$4.25	\$5,248.75	Exterior Walls	Cedar T&G, 3/4" Thickness, Oil Based Stain Finish Selection Later, Material Only Cost, install by Owner		
06 20 23	Interior Finish Carpentry			\$1,000		Interior Window Trim		
06 41 93	Cabinet and Drawer Hardware			\$0		Carry cost in cabinet cost		
06 43 13	Wood Stairs			\$800		First and second floor stairs		
06 46 19	Wood Base and Shoe Moldings			\$250		Wood base trim where noted in finish plans		

07 00 00 THERMAL & MOISTURE PROTECTION

07 13 26	Self-Adhering Sheet Waterproofing			\$2,000		Coverage of Exterior Sheathing		
07 14 16	Cold Fluid-Applied Waterproofing			\$1,000		Coverage of Foundation Walls		
07 21 13	Foam Board Insulation			\$1,000.00		Foundation Walls, Underslab, North and South overhangs		
07 21 13	Foamed-In-Place Insulation			\$600.00		North and South overhangs, Surrounding wall and roof penetrations		
07 40 00	Polycarbonate Panels			\$400.00		Interior Partitions where noted		
07 46 46	Fiber-Cement Siding			\$0.00		Alternate for Garage Cladding (Light Grey)		
07 61 00	Sheet Metal Roofing	1593	\$8.25	\$13,142.25		Second Floor Roof (Dark Grey), Garage Roof (Light Grey)	ribbed metal panel	
07 62 00	Sheet Metal Flashing and Trim			\$0.00		Per Sheet Metal Roofing Details, Cost included in Metal Roofing Assembly		

MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
07 64 00	Sheet Metal Wall Cladding	1756	\$8.25	\$14,487.00		Second Floor Walls, (Dark Grey)	ribbed metal panel	
07 65 26	Self-Adhearing Sheet Flashing			\$300.00		Seams and Corners		
07 71 23	Manufactured Gutters and Downspouts			\$600.00		Typical Profiles, finishes to match elevation notes		
07 72 26	Ridge Vents			\$0.00	Ridge of Second Floor Roof	Ridge Vent on Second Floor, Cost included in Sheet Metal Roofing Number		
07 92 00	Joint Sealants			\$200.00		As Necessary Per Drawings and Manufacturer Standard Details		

08 00 00 OPENINGS

08 11 63	Metal Screen and Storm Doors and Frames	2	\$100.00	\$200.00	Front Entry Doors	Single Panel Glass or Screen		
08 14 16	Flush Wood Doors - Entry	2	\$400.00	\$800.00	Front Entry Doors	Color Highlight Finish, single or several glass lites		
08 14 16	Flush Wood Doors - Misc. Interior	7	\$180.00	\$1,260.00	Interior Doors	1 Panel, Finish to Match Adjacent Walls		
08 14 73	Sliding Wood Doors - Closet	3	\$180.00	\$540.00	Interior Doors	1 Panel, Finish to Match Adjacent Walls		
08 14 73	Sliding Wood Doors - Pocket	2	\$300.00	\$600.00	Interior Doors	1 Panel, Finish to Match Adjacent Walls		
08 36 18	Residential Garage Doors	1	\$800.00	\$800.00		3 or 4 Flat Panels, Finish to match adjacent siding, Single car garage door, opener included		
08 41 13	Aluminum-Framed Storefronts			\$6,000.00		Ground Floor Glazing		
08 52 13	Metal-Clad Wood Windows			\$7,000.00		Basement and Second Floor Glazing		
08 71 00	Door Hardware			\$750.00				

09 00 00 FINISHES

09 22 36.23	Metal Lath			\$0		Cost included within Stucco Assembly		
09 24 23	Cement Stucco	1028	\$8.00	\$8,224.00				
09 26 16	Glass-Mat Faced Gypsum Backing Boards			\$0		Cost included within Wall Tile Assembly		
09 29 00	Gypsum Board			\$11,000.00				
09 30 13	Ceramic Tiling	350	\$7.75	\$2,712.50		Owner Provided and Installed		

MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
09 64 33	Laminate Wood Flooring	1226	\$3.25	\$3,984.50		Owner Provided and Installed		
09 68 13	Tile Carpeting			\$0		Alternative Material for Wood Laminate Flooring		
09 91 23	Interior Painting			\$1,000.00		Owner Provided and Installed		
09 93 00	Staining and Trasparent Finishing			\$0		Cost included in applicable assemblies		
09 96 60	High Performance Coatings			\$0		Cost included in applicable assemblies		

10 00 00 SPECIALTIES

10 28 00	Backlit Mirrors			\$0		Owner Provided and Installed		
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11 00 00 EQUIPMENT

11 30 34	Residential Appliances - Cooktop Range	1	\$700.00	\$700.00				
11 30 34	Residential Appliances - Ceiling Mounted Range Hood	1	\$500.00	\$500.00				
11 31 00	Residential Appliances - Wall Oven	1	\$1,700.00	\$1,700.00		Mid Level Model		
11 31 00	Residential Appliances - Refridgerator			\$0		Owner Provided and Installed		
11 31 00	Residential Appliances - Micorwave			\$0		Included as part of wall oven unit		
11 31 00	Residential Appliances - Dishwasher	1	\$500.00	\$500.00				
11 31 00	Residential Appliances - Washer	1	\$0.00	\$0.00		Owner Provided and Installed		
11 31 00	Residential Appliances - Dryer	1	\$0.00	\$0.00		Owner Provided and Installed		
11 30 34	Residential Ceiling Fan	1	\$250.00	\$250.00				

12 00 00 FURNISHINGS

12 21 13.23	Wood Louver Blinds			\$0.00		Post Occupancy, Owner Provided and Installed		
12 35 30.13	Kitchen Casework - Cabinets			\$5,000.00		Owner Purchased and Assembled Ikea Pieces, Mounting by Contractor		
12 35 30.23	Bathroom Casework - Vanity Units	5	\$230.00	\$1,150.00		Owner Purchased and Assembled Ikea Pieces, Mounting by Contractor, Low Labor Expense		
12 35 30.23	Bathroom Casework - Vanity Storage Units	2	\$0.00	\$0.00		Post Occupancy Owner Purchased and Assembled Ikea Pieces		

MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
12 36 13	Concrete Countertops - Kitchen			\$1,000				
12 67 23	Benches - Dining Bench and Storage Piece			\$500				
12 93 00	Site Furnishings			\$0		Post Occupancy, Owner Provided and Installed		

22 00 00 PLUMBING

22 00 00	Plumbing			\$6,000.00		Number doesn't include bathroom vanity units		
22 41 13	Toilets	3	\$180.00	\$540.00				
22 41 16.16	Speacialty Kitchen Sink	1	\$300.00	\$300.00				
22 41 19	Freestanding Bathtub	1	\$600.00	\$600.00				

23 00 00 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

23 00 00	Boiler, AC Unit, General Requirements			\$4,000.00				
23 00 00	Zehnder HRV Systems			\$5,000.00				

26 00 00 ELECTRICAL

26 00 00	Electrical General Requirements and Network			\$6,750.00				
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26 50 00 LIGHTING

26 51 19	LED Interior Lighting			\$1,800.00		Some fixtures Owner Provided and Installed		
26 51 19	LED Exterior Lighting			\$200.00				

28 40 00 LIFE SAFETY

26 51 19	Fire Sensors and Detectors, Alarm System			\$500.00				
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31 00 00 EXTERIOR IMPROVEMENTS

31 23 16	Excavation			\$3,800.00				
31 23 16	Excavation - Dirt Hauling			\$800.00				
31 23 23	Fill - Allowance			\$400.00		In case of poor soil conditions		
31 25 00	Erosion and Sedimentation Controls			\$500.00				

32 00 00 EXTERIOR IMPROVEMENTS

32 14 00	Unit Paving			\$0				
32 16 33	Concrete Paving - Street Patching and Driveway			\$1,500.00				
32 84 00	Planting Irrigation			\$0		Post Occupancy, Client Provided and Installed		

MasterFormat Number	Master Spec Name	Quantity	Cost/Unit	Total Cost	Locations	Comment	Product	Owner Purchased and/or Installed
32 92 00	Turf and Grasses			\$0		Seed, Client Provided and Installed		
32 93 00	Plants			\$0		Post Occupancy Client Provided and Installed		

33 10 00 WATER UTILITIES

33 10 00	Sewer and Water Install			\$4,000				
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**33 40 00 STORMWATER
UTILITIES**

33 40 00	Sray, Tile, Sump Pump, Wells			\$1,750				
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SOFT COST ITEMS

Architect	\$15,000.00
Structural Engineering	\$500.00
Permits	\$100.00
Insurance	\$500.00
Site Survey and Grading	\$400.00
Contractor	\$10,000.00

TOTAL PROJECT COST	\$248,212.00
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LEADS: UCR11/20/16

Loan Number: [REDACTED]

Borrower(s): Melissa Michele Woolery
Andrew Michael Woolery

Thank you for allowing Capitol Federal Savings Bank to assist with the financing of your home. We are pleased to inform you that your application for a mortgage pre-approval has been approved subject to the loan terms and conditions set out below.

Proposed Sale Price: \$250,000.00
Proposed Loan Amount: \$200,000.00
Interest Rate: FLOAT
Loan Term: 360
Estimated Payment: \$1,497.03

LOAN APPROVAL CONDITIONS

1. Satisfactory income reconciliation to tax transcripts prior to closing
2. All parties must provide an unexpired, picture identification at closing
3. Fully executed real estate sale contract for a specific property located within our service area -
4. Satisfactory appraisal on proposed property -
5. Verbal verification of employment must be obtained within 10 business days of closing.
6. Satisfactory credit review prior to closing
7. Sale and close of property with sufficient funds to close

GENERAL CONDITIONS

1. No proceedings are pending or, so far as applicant knows, are threatened before any court of administrative agency, which will substantially affect in an adverse manner his financial condition. At the time of closing the loan contemplated hereunder, the financial condition of the applicant must be at least as favorable as represented to the lender at the time of the original commitment. The lender reserves the right to re-examine the complete financial condition of the applicant immediately prior to the time this loan is closed for the purpose of determining compliance with this paragraph and to verify the debt-to-income ratio of the applicant(s) does not exceed 41.00%.
2. Capitol Federal may not make, increase, extend or renew any loan secured by improved real estate property located or to be located in an area identified as being in a special flood hazard area (SFHA, Zone A or V) in which flood insurance has been made available, unless the property securing such loan is covered for the term of the loan by flood insurance at least equal to the outstanding principal balance of the loan or the maximum coverage available from the NFIP with respect to the particular type of property, whichever is less.
3. Credit documents in the loan file may not be older than 120 days at the time of loan settlement.
4. Survey coverage in Capitol Federal's final title policy will be required.
5. All documents, instruments, opinions of title or title policies shall be satisfactory to Capitol Federal Savings Bank and/or its legal counsel.
6. Fire and extended coverage insurance in an amount (minimum) equal to said loan, written by a company acceptable to Capitol Federal Savings Bank and attached thereto a mortgagee's clause to Capitol Federal Savings Bank, its successors and assigns.
7. Compliance with all rules, regulations and requirements necessary to obtain the type of mortgage insurance required, as evidenced by the LOAN TYPE, to obtain said insurance, and the payment of all fees and charges required therefore.
8. A mortgagee's title insurance policy, issued in the amount of the loan by a company acceptable to the lender which provides complete protection against mechanic's and other like liens. Said policy must name Capitol Federal Savings Bank as the insured on the face thereof or an endorsement may be attached to said policy evidencing the assignment of said loan and naming Capitol Federal Savings Bank as the insured thereon.
9. This approval is subject to the provisions of the Real Estate Settlement Procedures Act and the Equal Credit Opportunity Act.
10. This commitment cannot be transferred or assigned without the written consent of the lender.
11. Tax escrows shall be computed each year and a sufficient escrow established.
12. Completion of all construction in a manner satisfactory to Capitol Federal Savings Bank will be required for properties that are to be constructed.
13. Certain settlement charges and fees will be charged on this loan. These amounts will be withheld from the loan proceeds at closing.

CAPITOL FEDERAL SAVINGS BANK

BY: Maria Porta
NMLS# 556757
913-652-2364



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