Neighborhood and Community Development Committee
Standing Committee Meeting Agenda
Monday, April 07, 2014
5:00 PM

Location:
Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name Absent
Vacant
Commissioner Brian McKiernan, Chair
Commissioner Gayle Townsend
Commissioner Ann Brandau-Murguia
Commissioner James Walters

I. Call to Order / Roll Call

II. Approval of standing committee minutes from February 3 and March 3, 2014

III. Committee Agenda

Item No. 1 - ANNOUNCEMENT: VACANT BUILDING REGISTRATION

Synopsis:
The Vacant Housing Task Force has been discussing the creation of a vacant building registration requirement. Greg Talkin, Director of NRC, and Colin Welsh, Legal, will provide information on this matter at a later date.
Tracking #: 140107
Item No. 2  -  DISBURSEMENT: ALCOHOL AND DRUG FUNDS

Synopsis:
Requesting Mirror, Inc., be granted $23,961 of unexpended Drug and Alcohol funds as recommended by the Advisory Board, submitted by Angie Masloski, PSBO. The balance of $500 would be used to host advisory board training.

The funds are available as a result of not funding one agency in December 2013 and republishing the RFP for 2014 in the amount of $24,461.

*It is requested that this item be fast tracked to the April 10, 2014 full commission meeting.*

Tracking #: 140088

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Item No. 3  -  COMMUNICATION: LAND BANK APPLICATIONS

Synopsis:
A communication requesting consideration of the following applications, submitted by Chris Slaughter, Land Bank Manager. The Land Bank Advisory Board has recommended approval of the applications.

Donations to Land Bank
808 S. 25th St. from Missouri-Kansas Imports, Inc.
828 S. 25th St. from Missouri-Kansas Imports, Inc.

Applications
928 Ohio Ave. - Wilson Mortera for yard extension
2711 N. 52nd Terr. - Arthur Gaddy for yard extension
907 Osage Ave. - Oliver Small Engine for parking
808 S. 25th St. - Scrap Management, LLC for commercial business expansion
828 S. 25th St. - Scrap Management, LLC for commercial business expansion

Best & Final
17 S. Cherokee St. - Ralph Williams for yard expansion; Albert Rodriguez for yard expansion
(Recommended property be awarded to Mr. Williams)

Transfer from Land Bank
736 Minnesota Ave. for development opportunity for the property

Tracking #: 140109
IV. Public Agenda

Item No. 1 - APPEARANCE: TOM DOOLITTLE

Synopsis:
Appearance of Tom Doolittle to present his vision and development for the 500 Block of N. 6th Street and a building at 6th and Taurome.
Tracking #: 140111

V. Outcomes

VI. Adjourn
NEIGHBORHOOD AND COMMUNITY DEVELOPMENT  
STANDING COMMITTEE MINUTES  
Monday, February 3, 2014

The meeting of the Neighborhood and Community Development Standing Committee was held on Monday, February 3, 2014, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner McKiernan, Chairman; Commissioners Townsend, Walters, and Murguia.

Chairman McKiernan called the meeting to order. Roll call was taken and members were present as shown above.

Approval of standing committee minutes for December 2, 2013. On motion of Commissioner Walters, seconded by Commissioner Townsend, the minutes were approved. Motion carried unanimously.

Committee Agenda:

Item No. 1 – 140030… Ordinance relating to rental dwellings and the regulating of the issuance of rental dwelling licenses, submitted by Colin Welsh, Legal.

Chairman McKiernan said this item is coming from Greg Talkin and Colin Welsh. This follows up a presentation that they made two months ago regarding an ordinance regarding amendments to the rental licensing program.

Colin Welsh, Legal, said the primary change within this proposed ordinance is the enacting of the landlord training program that the NRC has been working on for about a year now with the Kansas City Kansas Community College. We’re asking that, that be recommended for approval; however, with the caveat that there is a typo in it as it’s written. It’s requiring both the owner and agent, if there is one, to take part in the program. It should be owner or agent. I’ll make that change if you move it forward. Debby Graber and Greg Talkin are here to answer any specifics about the training program.
Other ordinance amendment proposals are really more of the variety of housekeeping. In one instance, the UG, in the codes, has adopted externally created model codes for safety. There’s a fire code, plumbing, etc. As it stands now, those are referenced in many places in the ordinances. This change is focusing back within Chapter 8. Those are all outlined. We are effectively making Chapter 8 the clearing house and the reference point where someone could find out each code, the current code that we have adopted.

One of the changes is we’re eliminating the provisional rental license. Debby Graber can speak to that if you have any questions about why we’re doing that.

Finally, we’re just adding an email address as an additional contact for people that are applying for the rental license.

Chairman McKiernan asked is it possible that you give us just a little bit of an update on anything that has changed or anything that has progressed since you did the presentation back in December.

Greg Talkin, Director of NRC, said if you don’t mind, commissioner, we might go ahead and go through the presentation and any questions after that I’d be happy to answer. Chairman McKiernan said great. Mr. Talkin said we did want to provide a little bit of background, again, on this because it was back in December when we brought this forward to the commission for feedback. Since that time, we’ve condensed this presentation way down because we don’t want to be repetitive.

NCD STANDING COMMITTEE

FEBRUARY 3, 2014

- Rental Licensing Ordinance Change
  - Requiring Landlords to take training as a condition of holding a Rental License

February 3, 2014
As Colin mentioned, this ordinance change would require landlords to take training as a condition to hold their license.

**WHY ARE WE PROPOSING THESE CHANGES?**

- To help achieve BOC strategic goals
- Recommended by Housing Task Force
- To help educate Landlords so they can operate their businesses more effectively and efficiently.
  - Will assist with landlord-tenant relations
  - Will reduce the gap between good and bad landlords
- To help communicate laws and ordinances to landlords in an educational setting.
- Hopefully resulting in fewer neighborhood complaints and fewer code violations found during field inspections.
- Provides landlords better tools

The reasons why we’re proposing these changes are to help achieve the Board of Commissions’ strategic goals. It was recommended by the housing taskforce to help educate the landlords so they can operate their business more effectively and efficiently. We hope it will assist the landlord/tenant relationships, reduce that gap between the good and bad landlords, and to help communicate laws and ordinance to landlords in an educational setting instead of an enforcement setting. Hopefully, it results in fewer neighborhood complaints and fewer code violations found during field inspections and provide landlords better tools.

**TRAINING MODULES**

- CPTED (Crime Prevention through Environmental Design)
- Drug Recognition
- Fair Housing
- Lease/Rental Agreements
- Evictions
- Screening/Applications
- Rental Licensing/Inspections
- Conduct on Premises (yet to be developed)
The training modules, these have not changed. I’m not going to go through each one of them. The only thing I would mention is the last one we still have on there yet to be developed. The only reason that is still there is because next month, depending on how the review comes from the Police Department, we are planning on bringing forward the crime free addendum and program with the Police Department in an effort to possibly provide action on the license associated with crime in rental property. We don’t want to develop that one yet. It will be a module no matter what, but if that ordinance gets adopted, we will tailor a lot of that module toward educating the landlords on that issue.

**TRAINING INFORMATION**

- On line training administered by KCKCC
- Convenient for landlords/property agents
  - Not more than 8 hours (in some cases less)
  - Modules that don’t need to be taken all at once
  - The opportunity to test out of each module
  - Can be accessed from home or office
- A majority should use the online training.
- KCKCC will assist with those who are reluctant.
- No cost to the UG

This is information that I think is a little bit more detailed than we provided you last time in trying to finalize the training. It will be online training administered by the community college. It will be convenient for landlords or property agents. Not more than eight hours total. In some cases and probably many cases, it will be less. Modules don’t need to be taken all at once so they can take each module as they have time; the opportunity to test out of each module. For those that are computer literate, they can easily access this from their home or office and not have to go to a training facility.

The majority should use the online training we hope. KCKCC will assist with those who are reluctant at no cost to the UG. The costs will be borne by KCKCC as well as they will charge the fee to the landlord. We did receive earlier today—we were working with the community college that the fee will be a onetime fee of $125. Now that fee will cover everything. KCKCC will assist with the in class training if that needs to occur with those and
will help those that need help with the computer with their computer lab and also the simple ones that just get on the computer and do it. Of course it covers that.

**RENTAL LICENSING ORDINANCE CHANGES**

- The ordinance change would require all landlords/property agent to have training by April 30, 2016
- This would be a condition to hold a license
- Must achieve a 70% score on all examinations
- If ordinance change is passed landlords would be notified of this change in the 2014 and 2015 renewal cycle.

The ordinance changes that Colin mentioned would require all landlords or property agents to have trained by April 30, 2016. That gives us time if this moves on and gets approved, gets to the full commission, gets approved, provided it happens before the 1st part of April when we send renewal notices out this year, we will give a heads up at that point, even though the training may not be fully online, we’ll give a heads up at that point. We can also send out information when everything is available, but then we have a whole renewal period starting in the 2015 year giving them a year to comply. We hope to give them a year and a half to comply with this new requirement at a minimum. They must achieve a 70% score on their examinations and the last one is the one I just spoke about.

**Commissioner Townsend** asked could you clarify for me again the year and a half. What is the situation for people who are currently landlords in good standing to get this training, and what about persons who are not yet landlords but say in the next year or so want to become. How much time will they have? **Mr. Talkin** said for those that are not landlords, if they do not become a landlord prior to the enactment of this ordinance or the availability of the training, they would have to pass this test before they would get a license. For those that are currently licensed, they would have until April 2016 to complete the training and receive approval.

**Commissioner Townsend** asked for those who are not, there’s a training period or they’re just presented with the opportunity to take this test. **Mr. Talkin** asked you mean those
that are not currently licensed. **Commissioner Townsend** said correct. **Mr. Talkin** said it would become a condition of the license. The way the ordinance is wrote—am I correct on that? **Mr. Welsh** said yes, upon renewal when they try to renew they would have had to have completed the class at that time in order for the license to be renewed. Did that answer your question? **Commissioner Townsend** said okay. There were two. What about the first time landlords? Those who have yet to come to the UG and say I want to become a landlord. How long after this is enacted would they have to comply and how would they receive training so they could pass the test or this is part of it? **Mr. Talkin** said the training is part of it. As of May 1, 2016, anyone applying would have had to have passed it before being issued a license.

**Chairman McKiernan** said I guess I’m a little slow here. I need to hear that one more time. Okay, so let’s say this ordinance has passed and it is now in effect next month. In July of this year, I, who’ve never had a rental license come forward and say I want to get a rental license. At what point do I take this training and pass these tests? When I get the initial license or when it’s up for renewal? **Mr. Welsh** said after May 1, 2016, you’ll have to take it before being issued that license. Between now and then, we’re just giving kind of a warning that, that’s coming.

**Chairman McKiernan** said even for someone new who comes into the system, we are simply warning them that at some point down the road, they will need to complete this training. **Mr. Talkin** said I think I was wrong, commissioner. I think I was the one that lead you down the wrong path. I was thinking of those that tried to license after April 2016. The condition would be they would have to have this passed before they would even get a license. Anybody receiving a license or applying for a license after that would still have until the April deadline of 2016, the renewal period, to pass their test. **Chairman McKiernan** said whether new or existing, we are still notifying everybody that, that’s the date when everyone in the system has to have the training completed. **Mr. Talkin** said yes.

**Commissioner Townsend** asked after the initial passing of the test, how often, again, will a landlord have to go through this again, if ever, and how much. **Mr. Talkin** said right now we’re not proposing any type of recertification. As we talked in December, I know you asked the same question and didn’t have an answer, we’re not proposing that right now. After we get through the initial training and get all the issues worked out, if we see a need we’ll bring that back before
you for a possible amendment if we require continuing education, so to say, where they have to recertify.

**Action:** Commissioner Walters made a motion, seconded by Commissioner Townsend, to approve.

Mr. Welsh said I think it should be specific that they be pushed forward with the modification that I was speaking of, the or—owner or agent as opposed to as its written before you. Proposed both would have to take it. Chairman McKiernan said there’s a motion of the floor to approve these proposed ordinance changes with the correction of “or” instead of “and” regarding the owner and the agent and to move it forward to full commission for consideration. Commissioner Walters said I’ll make that my motion.

**Action:** Roll call was taken on the motion and there were four “Ayes,” Walters, Murguia, Townsend, McKiernan.

**Item No. 2 – 140027…** Presentation of the 2013 NRC yearend report, by Greg Talkin, Director of NRC.

Greg Talkin, Director of NRC, said I’d like to introduce real quick the staff that’s with me today. On the far left, Phil Henderson with the License Division; Wayne Wilson, Code Enforcement; Anthony Hutchinson, Building Inspection; and Debby Graber, Rental Licensing. There are two positions that are currently, I’ll call them vacant for the most. There is the position of the Demolition Coordinator that we’re in the process of working towards filling. The Executive Director of Liveable Neighborhoods has announced her retirement and will be leaving as of March 21st but is currently out of the office so I’ll be talking on those.

In fact, it was originally my intent to pretty much do the entire presentation; however, I’ve come down with a cold. I may have a little bit of coughing and have prepared staff that they may have to step in. Other than Phil, I’ve asked him to talk specifically on his because his numbers and stats confuse me as I’m a structural building codes guy.
First of all, this is a report, a very high level report of the NRC, year 2013. I’m going to do my best to move through it as fast as I can. The one thing I will want to kind of gives a heads up for the commissioners is that as we try to move toward those smart goals, they’re not incorporated into this report. There are some performance goals in the nature of just measurements of activity and workload.

**NRC Divisions**

- Building Inspection and Permitting
- Rental Licensing and Inspection
- Code Enforcement
- Demolition and Abatements
- Business Licensing and Occupational Tax
- Liveable Neighborhoods

There are six divisions at the NRC: Building Inspection, Rental Licensing, Code Enforcement, Demolition, Business Licensing, and Liveable Neighborhoods.

**Neighborhood Resource Center**

- **Accomplishments**
  - Began accepting Credit Card payments for in-person transactions
  - Relocated into New Facility
  - Implementation/Training of Updated MAUWI/Accela
- **Barriers**
  - Funding/Resources
    - Training/Education
    - Reference Materials
    - Application Support
- **Goals**
  - Continue to support Housing Task Force
  - Support/Assist with Issues affecting Neighborhoods
  - Go Live with Updated software

I’m going to first talk on the Neighborhood Resource Center as an umbrella. A lot of the issues that each one of these divisions share or shared by all or many of them so I was going to try to capture those first.

Three of the biggest accomplishments we feel last year, first was the ability to start accepting credit card payments for in-person transactions. I think, for me, I made a mountain out of a molehill on this issue because I never thought we could do it until we integrated the credit card authorization process through our current software. We don’t have to do that right now but
we will work toward that in the future. It does give us the ability to accept credit cards now. The only downfall with that is that we have two systems we now have to enter into when somebody uses a credit card, creating a little bit of delay for the customer and for that customer that’s in line behind the other customer.

In 2013, we relocated to a new facility. We moved out of Indian Springs and moved down to 4953 State Avenue. This we see as a major accomplishment because this had been on our plate and in the back of our mind and was always trying to search and work toward what are we going to do here. It was good to get that behind us.

Implementation and training of an updated MAUWI/Accela. For those that aren’t aware, we have used the Accela product for many years, over 10 years now. We call it MAUWI. It stands for Mobile Application Users Web-based Interface. When it was originally developed, we had planned on having all of those components and we do have many of those components just with economy-wise, we’ve not been able to capitalize on them.

Barriers that are across the board, finding resources. No different than any other division, department within the Unified Government with everything we went through in the economic downturn.

Concerns that we will start to work on and push forward will be training and education and reference materials. Two of the areas that we feel are professionalism and safety of our staff, we need to have our staff trained the best we can, not in only codes and standards they enforce, but for safety precautions when they’re dealing with citizens and people in the field.

Application support. That gets back to technology. We hope in the future that we can get some redundancy in application support for MAUWI for furthering a lot of the initiatives we would like to do while at the same time being able to maintain what we have.

Goals. We want to continue to support the housing taskforce as the NRC in general. We always—and we have to assist with issues affecting neighborhoods. That’s one of our core missions. We will be going live later this month with our updated version of MAUWI/Accela. In a few of the other slides we’ll start to talk about some of the advantages and goals in the individual division with that effort.

February 3, 2014
**Building Inspection and Permitting**

- The purpose of Building Inspection is to protect the public health, safety and general welfare during construction and renovations of permitted projects.

- Enforces Building Code Standards
  - Promote safe buildings and structures
  - Promote energy efficient buildings

- Services include:
  - Plan Reviews
  - Issue Permits
  - Perform Inspections
  - Hosts the Development Review Committee
  - Address Complaints

The purpose of the Building Inspection Department is to protect the public health and safety, constructions and renovations, and generally permitted projects. Promote safe building structures/promote energy efficiency buildings. That’s new for us. We have generally always just enforced safety provisions dealing with codes and standards. As we all know, the federal government, as well as many entities now, are pushing green and part of that is energy efficiency. We adopted the 2009 Energy Efficiency Code and now we are in the business of enforcing energy standards in the Built E environment for construction projects.

Services of that office include plan reviews which lead to the issuance of a permit and perform the inspections on that permit. Building Inspection does host the Development Review Committee who is the overall envelope of the development committee for the Unified Government which includes Building Inspections, Planning & Zoning, BPU electric, BPU water, Fire Department, Public Works, and Engineering. Also, they address complaints dealing with improper construction, construction without permits, and contractors working that are not licensed.
Permit activity. I’ll just briefly compare 2012 to 2013. The number of inspections has increased. Our MEP permits, which stands for mechanical, electrical and plumbing permits have declined just a little bit compared to last year, 2012 compared to 2013. The same goes for our building permits; however, this is just the number of the permits. This is not valuation of those permits.

Building Inspection Revenue 2011-2013
The revenue has the same trend as our permitting activity. We’re slightly down in 2013 with the exception of contractor cards, which is our smallest revenue source. It did increase back to 2011 levels in 2013.

Building Inspection

• Accomplishments
  – Steps to Implement Electronic Plan Review
  – Testing for new Mobile Devices in the Field
  – NOTHING HAPPENED
• Barriers
  – Staffing turnover /size
  – Reduced / Inadequate training
  – Appearance / Uniform conditions
• Goals
  – Go live with electronic plan review and storage
  – Implement the use of new tablet devices

Accomplishments for Building Inspection. We’ve taken steps with the enhancement of the MAUWI application. We’ve taken some steps to start implementation of the electronic planner view in storage. We see this as a great benefit. We hope to eventually never have to have a room that we have all kinds of trees stacked in the back. We’ll save these files electronically, saving, hopefully, the UG a lot of dollars in having to have storage space because we have to retain these documents forever.

Also, we’ll see benefits that the developer will also recognize and the builder that they will not have to go out and pay for tons of paper printed to submit not only the original documents, but their revisions and things along that line. We’re working toward being able to do that all electronically.

It will be a transition phase both for us and the developers because we do have some smaller developers, or designers, or architects that may not have the capability to do this electronically for a while. We’ll work with them. On the other side of it, it’s going to be a transition for us. We’re all used to looking at paper. Planning is going live with this sooner than we are. I don’t want to speak for them, but we will go live with this later in 2014.

Testing of new mobile devices in the field. Building Inspection has been one of those we’ve been able to maintain field connectivity and inspection in the field using mobile devices over the downturn of the economy. We had pretty much engrained that so we had to maintain
that in that office. The devices we’re currently using are tough books that are actually 11, almost 12 years old. We are moving toward the surface tablet. We hope to see some efficiency there with that.

The next statement might be a little bit distracting but basically for Building Inspection, that office—when things are built if nothing happens after it’s built, that’s what we want.

Barriers, as staffing turnover, we have been operating with fewer staff over the last few years. The other thing that we’re starting to see, which is really a positive thing for UG employees, is that as things are loosening up a little bit with the economy, other jobs are starting to open up within the Unified Government meaning that good staff are being able to apply for better positions and we’re starting to see quite a bit of that. Turnover, and we just have to go through the process of rehire and train again.

I mentioned earlier the reduced and inadequate training and uniforms I believed I spoke to earlier. Just being able to maintain a professional image. Being able to buy uniforms as needed to make staff look professional and to keep them safe so they’re well identified. We also have a union obligation in there too that we have to supply those for the union people.

Goals for Building Inspection is to go live with an electronic plan review later this year as mentioned and to implement the use of the tablets this year.

**Rental Licensing and Inspections**

- The purpose of Rental Licensing and Inspection is to protect the public health, safety and general welfare of citizens in and around occupied rental dwellings
  - Check for all electrical, plumbing and mechanical conditions and require that they be in good working order.
  - Require all exterior violations be corrected prior to approval
  - Verify correct zoning as well as all taxes paid before a license will be issued.

- To improve our community / neighborhoods by enforcing property standards on rental property

Rental Licensing and Inspections. Just briefly, the Rental Licensing Division is there to protect the health and safety of the occupants of rental properties as well as those that are in the general vicinity of them, meaning neighbors, citizens, and the community. They check for all aspects of electrical, plumbing, and mechanical in those buildings to make sure they’re in good working
order. We require exterior violations be corrected prior to approval. The reason why that’s there is because there are points assigned to each violation. Provided there’s no life safety violations, some things don’t have to be fully corrected before a license is issued; however, we have emphasized and we have put the maximum amount of points on exterior violations like inoperable vehicles, things along that line, so a license cannot be issued if the outside is not completely cleaned.

Also, Rental Licensing staff verify correct zoning as well as make sure all taxes are paid before a license is issued or renewed each year. There is an ordinance that requires that all property taxes be paid on the property.

Rental License is there to improve our community and neighborhoods by enforcing property standards on rental property.

**Licensed Rental Buildings and Units**

I did a three-year trend on this graph but I also went back to show a ten-year trend. The number of rental units as well as rental buildings has continued to increase over ten years. The difference—we license buildings which have a number that could have anywhere from one unit to a number of units in it. We wanted to show actually the building in blue would reflect the number of licenses that we issued. Under those licenses, the reddish/goldish color would reflect the number of units that are licensed under the envelope of the building.
Rental Licensing Revenue 2011-2014

Revenue for this office, it too has increased proportionately to the number of units. In 2014, we will continue to see a significant increase in rental property as some of the other apartments start to come online.

Rental Licensing

- **Accomplishments**
  - An ordinance is in the works to make landlord training a condition for holding a rental license
  - We have been in discussions with HCCI, a not-for-profit, trying to find resources to address tenant issues and tenant-landlord disputes

- **Barriers**
  - Contract for Deeds.
    - A way of getting around the Rental Licensing Program
    - Deceptive practices used with CDs
  - Financing for Tenant Education
  - Education/Training for staff

- **Goals**
  - Landlord Training up and Running
  - Continue to assist PD as they evaluate Crime Free Rental Property regulations.

Accomplishments. The first bullet itself is self-explanatory. We just spoke about that. We’ve also been in discussion with HCCI and I don’t want to limit to that company. That was the only one we were aware of and other cities already have contracts with them. We are trying to find ways to assist tenants with issues they have in their contracts and also tenant/landlord disputes. This is an area that we’ve heard greatly; a number of issues associated with this in our housing taskforce. We’ve reached out to them and we’ve met with them once and we’re going to
continue to look at this. If we can find something that works, we will bring that forward to propose something that hopefully will better the community in that area.

Barriers. Contract for deeds. Contract for deeds in themselves can be good especially in this time when traditional mortgages don’t fit individuals with the economic downturn; however, they also and have been and will continue to be a problem for the Rental Licensing Program. A number of people get around the Rental Licensing Program by using contract for deeds, a lot of times inappropriately. Deceptive practices a lot of times are associated with contract for deeds. We find that a lot of times tenants think they’re entering into a lease agreement where they’re not really responsible for anything for the property when they’ve really entered into a contract for deed making them responsible for repairs and maintenance. Also, it’s not filed. It’s an easy device that the landlord can be deceptive and just go and revoke—they can take the property back without any type of legal process.

Barriers will be the trying to find—as we talked earlier about HCCI and trying to find the ability to educate tenants and find support for them. Once again, education and training for staff on codes and standard and safety.

Goals for this year. Landlord training up and running. We will continue to assist the PD effort, Police Department effort, as they evaluate crime-free rental property regulations. That, once again, will be the ability, depending on how far we take this, of acting on a rental license if there are crimes associated with a property and a landlord doesn’t react to it.

• Code Enforcement Division is charged with the enforcement of property maintenance standards for both residential and commercial buildings, as well as the regulations for various zoning uses.

• Code Enforcement engages in educating the public with regard to the minimum housing standards, the property maintenance standards for both residential and commercial buildings, as well as the regulations for various zoning uses.

• Code Enforcement Division partners with many entities within the Unified Government, as well as outside agencies, in an attempt to ensure that the citizens of Kansas City, Kansas live in a safe and healthy environment.

Code Enforcement. They’re charged with enforcement of property maintenance standards for both residential and commercial buildings, as well as regulations for various zoning uses. They engage with the public and education the public in regards to all of these standards. They partner...
with many entities, including the NRC Division, the Police Department, Health Department, outside agencies such as SRS, wherever we’re needed to try to partner and help with issues associated in the community.

**Code Enforcement Numbers**

Code Enforcement is one of those offices that doesn’t generate directly a lot of revenue. The only thing that they generate revenue is a boarding permit that we started here about four or five years ago. It’s a permit that’s required if a house is vacant, abandoned, and opened. The owners, if we can find somebody, are required to come in and get a boarding permit and supply to us an action plan for that property. That’s minimal money, but Code Enforcement does generate significant dollars in the Municipal Court process.

The number of summons issued has been somewhat declining. I don’t have an answer for that. We’ve talked about that. We don’t know exactly why other than the fact that we think finding owners in the process initially deters us sometimes from issuing summons because there’s no reason to send a certified mailing that cost several dollars if we’ve not been able to locate anybody and the mail is returned. We’re going to look at that a little bit more.

The total number of Code Enforcement cases. You see those have increased from the previous year. The total number of overall inspections, those have also increased from the previous year.

As you know, the commission did approve two additional staff members and we’ll talk about that here in a second. I don’t want to jump ahead.

February 3, 2014
Code Enforcement:

- **Accomplishments**
  - Code Enforcement Reached Full Staff
  - Old Saint Margaret’s Off the List
  - Completed Blitzes:
    - Codes/Police District 221 – College Park Townhomes
    - Codes/Police District 113 – London Heights
    - Codes/Police District 443 – 27th to 31st & Brickel to Parallel

- **Barriers**
  - Foreclosure Crisis
    - Open and Abandoned Homes
    - Banks Don’t Want the Properties Back
    - Owners Can’t Be Found
  - Radio Communications
    - Old Radios and Old Batteries

- **Goals**
  - Continue to search for more efficient ways to address abandoned property
  - Look into new fees and charges for those that do not remedy code violations in a timely manner
  - New Education Efforts

Accomplishments. Code Enforcement reached full staff. We reached that full staff late in 2013. Staff was still in training. That had to do with the fact that in the process of hiring, we also had turnover in the Code Enforcement office and we didn’t fully get the office staffed until December of 2013.

Old St. Margaret’s is off the list. That is due to a developer that came in. I mentioned this case specifically because this was taking a lot of resources and it would have taken a lot of resources had that developer not stepped forward. We were continuing to maintain, to secure this building. We were renting fence around this building. We were having Public Works go down there every week to mend that fence. We were having the PD going down there to get people out of there. Ultimately, had this developer not come along, we probably would have had a million dollar plus price tag of tearing this building down.

Completed blitzes. We did three blitzes in conjunction with the Community Policing, the COPPS Office, and Rental Licensing last year.

The barriers for Code Enforcement; the foreclosure crisis, abandoned property. Banks don’t want the properties; owners can’t be found. Once a lot of banks start foreclosure process and find out the house isn’t worth anything, the owners have already left and it sits in limbo. Once it happens there, we don’t have an owner to hold accountable. The only thing we can do is manage the case.

Radio communications. You are aware that there’s a new radio project. This item will resolve itself. It’s just been a little bit of a problem. We don’t want to buy new batteries for old radios or do any maintenance that we normally do; however, Emergency Management has been
very grateful. They’ve supplied us now with some temporary radios to get past that until we get these refurbished radios that are on their way later this year.

Goals. We’ll continue to search for more efficient ways to address abandoned property. We are going to look into some new fees and charges for those that do not remedy code violations in a timely manner. A couple of fees that we’re looking at is administrative charges that could be charged for just our processes if people don’t react to them, and also possibly a re-inspection fee that some cities are currently doing too. Those are currently being discussed in the housing taskforce so we’ll look at moving those forward later this year.

New education efforts. We’re trying to search out and find ways to better educate our citizens in the community so we’re not having to get involved. We’re trying to make sure that those that don’t know the rules and regulations about that car being parked in their front yard, that are completely ignorant of that, trying to find ways to reach those people and make them aware of these issues reducing, hopefully, the demand on our resources.

**Demolition and Abatement**

- The Demolition and Abatement program assists Code Enforcement efforts by removing structures that are slum and blighted, abandoned, unsafe and structurally unsound.
- These structures have been through the Code Enforcement process.
- Funds are derived from three sources;
  - Fire Insurance Proceeds Fund
  - General Fund
  - Community Development Block Grant

Demolition and abatement. The Demolition and Abatement Program, of course, assists the Code Enforcement efforts by removing structures that have went through their process just to a point that they’re unrepairable and removes them by demolition. We do have three sources of funds when we’re tearing down a property. Fire insurance proceeds funds. Those are proceeds we receive through a state law provided there is insurance and provided the mortgage isn’t extensive on the property. We get up to 20% of those insurance proceeds to hold until they either repair, demolish, or we can use those funds to tear it down. That happens probably only in about 1% of the properties we deal with.
General funds and Community Development Block Grants. As you are all aware, in 2013 our CDBG funds, HUD significantly cut our ability to use those as well as the funding itself. Commission did give us some additional General fund; however, we were significantly down in the dollars in 2013 compared to previous years.

**Number of UG Demolition Projects**

That is reflective in the number of demolitions we did.

**Demolition**

- **Accomplishments**
  - Commission provided increased funding for 2014 compared to that of 2013.
  - Razed a few commercial nuisance properties.

- **Barriers**
  - Reduced budgets have increased number of properties carried and managed on the demolition list
  - Economic conditions have increased number of properties on the demolition list
  - Few programs to repair properties before reaching demolition criteria

- **Goals**
  - Fill Vacant Position

Commission did provide increased funding for 2014 compared to that of 2013. One of the things that we did do in 2013 with the additional General fund that we received—because we can’t use CDBG funds unless it’s a low-mod area or associated with a neighborhood issue—we did remove a few commercial nuisance properties that’s been on the list for many, many years: a church up on 27th and Brown and then, if you recall, a building right around that same area that
there were helicopters following last year and the roof was out. We had no idea the roof was out of that building until the helicopter was over the top of it. We reacted to that one as soon as we could.

Barriers. Reduced budgets have increased the number of properties carried and managed on the demolition list. Economic conditions have done the same to the list. Right now there are few programs to repair properties before reaching demolition criteria. The goal for this right now is to fill that vacant position.

Demolition List /Current Inventory

- 16 commercial structures, which includes 1 school, 2 churches, a theater and misc. zoned properties.
  - Estimated cost of demolition $735,000.00
- 232 residential structures
  - Estimated cost of demolition is $1,740,000.00
- TOTAL INVENTORY ESTIMATE : $2,475,000.00

On the demolition list currently, we have 16 commercial structures, which include a school which isn’t officially on there, that’s Whittier School; two churches; a theater, which is already bid out or is in the process of being bid out on Minnesota; and a miscellaneous zoned property. We estimate the cost of those at $735,000. There are 232 residential structures on the list. We would estimate $1.7M, and total inventory would be about $2.5M just on contractual costs that we estimate. That doesn’t include staff cost or overhead.

Phil Henderson, Business License Division, said the Business License Division is responsible for the administration and enforcement of various UG taxing and licensing ordinances. It’s actually a bit of a name conflict. Only about 20% of what the division actually does is regulatory or licensors. About 80% is actually collection of taxes; taxes going into the General fund to offset just the expenses of doing government. Licenses are intended for regulation. All those regulatory licenses are sub-licenses to businesses that have paid an occupation tax.

February 3, 2014
Business License

The Business License Division is responsible for the administration and enforcement of various UG taxing and licensing ordinances.

- **Name Conflict**
  - Licenses account for less than 20% of License Division activities
  - Occupation Taxes are primary function

- **Business License vs. Occupation Tax**
  - License intended for regulation
  - Occupation Tax intended for revenue

### LICENSE DIVISION REVENUE COLLECTION 2013 / 2012

The two slides may look a little bit busy, but don’t let them—it’s just identifying the revenue comparisons 2012 to 2013. December is actually in there twice because we actually have a revenue collection that spans 13 months. We begin revenue collection in December of this year for the coming year and we still are collecting in December for the year we’re currently in.
When you want to compare apples to apples, you do have to take that December month and split between what’s current year and what is future year distribution of those revenues.

The License Division overall activity. Our revenue amounts were actually about 3.16% higher than they were in 2012. That’s actually comparing apples to apples; however, there was a 1.5% increase to the occupation tax but there was no increase to the regulatory licenses. The percentages were actually a little bit higher because those license fees would have been flat compared to the previous year. The actual occupation tax increase was a little higher than the 3.1% compared to what we would have expected.

We currently had or at the end of the year we had 6,800, almost 6,900 businesses that were registered and filing. Already during the month of December, almost 1,400 of those had renewed, 324 are in an exempt status. They either meet some criteria, either they’re an exempt/charitable type organization or they fit the category of some of the other cities or municipalities that may do business with us, the dump station, or the schools and those types of exempt ones. 553 are still in a delinquent status. Those are multi-ear delinquents. They are delinquent year over year.

In addition to those, were the 1,500 regulatory licenses. We registered almost 700 new businesses during the course of the year and a little over 100 of those were businesses that had either previously told us they were not operating or had not registered. We found them operating somewhere in the city; revenues of about $20,000 just from those. Those were mostly just incidental type contacts. We happen to be out and find them working on a job site. About 40% of the businesses we have are transitory. They’re construction type. They are snow removal as we are going to be seeing over the next couple of days. They’re in; they’re out. Unless we happen to be there to be able to find them, we don’t get them. If someone contracts with one of these contractors, they come in, they do the job, and they go away. We never find they’re there. If the person who has contracted with them doesn’t verify that they’re there, then they’re not registered, they’re not paying the occupation tax, they’re not contributing into the overall infrastructure maintenance of the city.

License Division Overall Activity - Operational
- Continued to begin the Occupation Tax renewal process in December
  - First started in December 2010
  - Revenue stream a month earlier
  - Penalty assessment begins a month earlier
- Merged Contractor Card Renewals with Occupation Tax renewals
  - Contractors understanding they need to renew both
  - Mail and postage cost savings
  - Renewals returned for both renewals with one check (drawback)
- Legislative Auditor Compliance Audit
  - Findings
    - Lost / missed revenues from unregistered businesses
    - Lost / missed revenues from delinquent businesses
    - Individual departments verification of vendors (clearance process)
Operationally for the year, we continued back in 2010 is when we first started collecting revenues in the month of December. We continued to do that for the last few years. It starts generating that revenue stream a little bit earlier, a month earlier, and it starts that penalty amount being accessed a month earlier than normal. We actually have a three-month renewal period to generate all of it. We have 7,000 businesses. We can’t do them all in a very short period of time. As you saw on the previous slide, the number that had already renewed during the month of December. At the present time, we’ve had 3,200 businesses renew over the last two months.

We’ve merged contract and renewal cards. Those contractors that are required to have individual cards: mechanical, electrical, and plumbers, have to have employee cards issued by Building Inspections. We’ve merged that mailing of those renewal notices partly to save on mailing costs and partly to make sure that those contractors know they have to take care of both of those parts. They would historically send in one, send in the other, and think they had done what they needed to do. When they try to pull a permit, they find out they didn’t have them both. The one drawback to this is that as they’re sending those renewals in, a number of them are sending them in with one check. They go between two different departments so we have to wait until we get a little bit of cash in so we can make that split between ourselves. We think we still see the benefit of that because it’s saving on the costs and we’re getting those renewals in at the same time.

The Legislative Audit report, I believe everyone had a chance to see a few months ago, their findings, they identified the lost or missed revenues from unregistered businesses. A lot of those were those that were identified as entities that were doing business with the Unified Government. We’re cutting a check to them but they were not registered nor filing an occupation tax with us. Individual departments and/or division were contracting on small contracts for minimal amounts of things, but they weren’t verifying that those entities were registered. It also identified lost/missed revenues from those delinquent businesses, those multiyear delinquents. We’re well aware of those.
What they recommended was that individual departments be required to verify, some kind of verification processes that when they’re contracting with someone that, that entity is registered with the UG and is filing their occupation tax. From the very minimal cross selection that they had of about 80, they identified about half of them. Granted, it probably wasn’t very statistically accurate, but about half of the ones that they identified had not registered as a business entity with the Unified Government even though we’re doing business with them.

They identified utilizing other penalty options possibly for collecting those delinquent revenues. We’ve tried to work with a lot of these businesses, getting them set up on payment plans, and about 20% of those that are multiyear delinquent have made some kind of payment towards. We’ve tried to work with those businesses to get them into being current.

The audit also identified recognition of staffing issues. We are still one vacant position that we have had for some period of time that we would still like to be able to fill. That could help identify and collect on those delinquent revenues and pursue the unfounded businesses.

Liveable Neighborhoods

- Liveable Neighborhoods, Inc. was originally created through a partnership of citizens and local government officials to address three areas of common concern: Code Enforcement, Reduction of Crime and Delinquent Taxes.
- Liveable Neighborhoods is committed to providing support and assistance to help to promote the establishment of organized neighborhood groups.
- In 2010, the board initiated the “Wyandotte 500” Program. Liveable Neighborhoods, Community Policing and the Wyandotte County Sheriff’s Dept. formed a coalition to support diverse leaders and organizations in Wyandotte County committed to integrating and aligning resources to make our community cleaner, safer and healthier. We have created a partnership that is dedicated to engaging our entire community in 500 initiatives that will improve the quality of life in Wyandotte County.

Mr. Talkin said the last division: Liveable Neighborhoods. Liveable Neighborhoods was originally created through a partnership of citizens and local government officials to address three areas of common concern: code enforcement, reduction of crime, and delinquent taxes. They’re committed to providing support and assistance for organized neighborhood groups.

In 2010, there was a step taken. It was a partnership that was performed/that was initiated between Liveable Neighborhoods, Community Policing, and the Sheriff’s Office. They formed a coalition to support diverse leaders and organizations and they basically started what’s called the Wyandotte 500. That was created to come up with 500 initiatives over a period of time to improve the quality of life in Wyandotte County.
One of the things that that did, is basically it broke them outside of those three issues above: code enforcement, reduction of crime, and delinquent taxes. One of the things we see a lot in one of those lapses or the lapse that we’re seeing today is health initiatives, which is a big issue for the Unified Government and Kansas City, Kansas, too.

**Liveable Neighborhoods**

- **Accomplishments**
  - 490,000 copies of newsletters and informational material were made
  - Liveable Neighborhoods newsletter was distributed to over 3,400 households monthly
  - 275 phone tree messages were sent for neighborhood groups announcing meetings and important information
  - 20 individuals were referred to minor home repair resources by the Neighborhood Liaison
  - An average of 45 emails a week have been sent to the neighborhood email distribution list providing information on a variety of events, trainings, meetings, forums and press releases
  - There were 9 Wyandotte 500 partnerships this year totaling 48 through 2013

- **Goals**
  - To Fill the vacant Executive Director Position
  - Continue to support the Housing Task Force
  - Implement the execution and oversight of NBR contracts

Liveable Neighborhoods. I don’t have a comparison of previous years, but we issued almost 500,000 copies of newsletters in 2013 to over 3,400 households monthly. Several phone tree messages were sent out for neighborhood groups. Individuals were referred to minor home repair resources. An average of 45 emails a week had been sent to neighborhood email distribution lists providing information on a variety of events/trainings. There were 9 Wyandotte 500 partnerships in 2013, which totals 48 so far of those 500 through 2013.

Goals for Liveable Neighborhoods is to fill the vacant executive director position, continue to support the Housing Task Force is a big partner on the Housing Taskforce, and also we have now taken on the execution and oversight of the NBR contracts and we’re working on getting that under our belt as we speak. We’re looking forward to accomplishing that.

Chairman McKiernan said I want to thank you very much, everybody, for coming and giving us this report. One thing I would ask is could we get an electronic copy or paper copy of that PowerPoint that we just saw and actually have it to all the commissioners, not just this committee. Mr. Talkin said I don’t know that I’ve got enough copies here for all the commission, but I can supply and give them to the Clerk’s Office to give to the rest of the commission. Chairman McKiernan said I think if we could just arrange for them. It doesn’t
necessarily have to be right now, this minute; but if we could arrange for those to be distributed
to all the commissioners so they have all this information, I think that would be great. Mr. Talkin said done.

Commissioner Walters said an electronic copy would be nice. Chairman McKiernan said I certainly prefer electronic for everything. I think they know what our preferences are in terms of documents. Once again, thank you for coming forward. Thanks for the work that you do. We look forward to another great year.

*Item No. 3–140032…* Communication requesting consideration of the following applications, submitted by Chris Slaughter, Land Bank Manager. The Land Bank Advisory Board has recommended approval of the applications.

2421 S. 12th St. - Sheryl Colclasure, for a garden
3715 Bell Crossing Dr. - Lydia Mejia, for a garden
6007 Nogard Ave. - PACES, for home construction
6015 Nogard Ave. - PACES, for home construction
6021 Nogard Ave. - PACES, for home construction
6027 Nogard Ave. - PACES, for home construction
6033 Nogard Ave. - PACES, for home construction
6041 Nogard Ave. - PACES, for home construction
2524 N. 60th Terr. - PACES, for home construction
2530 N. 60th Terr. - PACES, for home construction
2536 N. 60th Terr. - PACES, for home construction
2542 N. 60th Terr. - PACES, for home construction
2600 N. 60th Terr. - PACES, for home construction
2610 N. 60th Terr. - PACES, for home construction
1700 N. 7th St. - New Bethel Church, Inc., for parking
1702 N. 7th St. - New Bethel Church, Inc., for parking
1704 N. 7th St. - New Bethel Church, Inc., for parking
1316 Shawnee Ave. - Jose Gurrola-Saucedo, for yard extension

Chris Slaughter, Land Bank Manager, said well, normally we kind of just go through these applications. We’re going to change things up a little bit. We’re going to expand on some of them. We’ll go ahead and start talking about the applications and you’ll understand my
reasoning here shortly. We have 18 applications this month, two of them are for gardens, three are for parking, and one is for a yard extension.

We have 12 out of the 18 listed as home construction. I was approached by The Paces Group about a project they’re working on and we located some land for them that we think might be able to assist them into moving this project forward. I have invited some representatives from them to come up and answer any questions, maybe give a little bit of an overview of their project. I guess my question right now would be is do we want to do that and then entertain for all these applications or go one by one? How do you want to do that?

**Action:** Commissioner Murguia made a motion, seconded by Commissioner Walters, to approve the garden application, the parking application, and the yard extension. Roll call was taken and there were four “Ayes,” Walters, Murguia, Townsend, McKiernan.

**Chairman McKiernan** said those are approved and will go forward to the commission. Now we can focus on the other ones. **Mr. Slaughter** said with that, I’d like to invite Randy Callstrom up and he can give a little background on this project.

**Randy Callstrom, Executive Director for PACES,** said if you’re not familiar with PACES, we are the children’s community mental health center here in Wyandotte County, part of the Wyandot, Inc. family. For about the last 10 years, we have operated a children’s emergency shelter. That emergency shelter initially began providing respite to families that have children who are receiving behavioral health care, whose parents simply are overwhelmed; they need a couple of days break, a weekend break.

Around 2008, we expanded the shelter to meet a need in the community. If you look in the packet on your left, you will see some information about who was on this campaign and then there are some talking points.

In 2007, the Sheriff’s Department began having responsibilities for the juvenile intake and assessment center in Wyandotte County. Quickly they begin to realize that there are not adequate emergency shelter placements, either foster homes or other kinds of shelter for children who are placed in police protective custody. These children were having to be actually
transported as far away as Wichita and Junction City and then transported back three days later when the court would decide if they would go into foster care or they would go back home.

There was an initiative within the Juvenile Corrections Advisory Board to help create a shelter for these children so that these children who were being removed because of abuse or neglect could remain in their home community and not have the further trauma of having to be transported off into Kansas somewhere when many of these children may not have ever left this local community.

There was an RFP that went out. We were the only organization that responded to that RFP. I can recall former Commissioner DeSeure saying who would respond to an RFP when there is no money attached, which may explain why we were the only entity to respond.

We currently have an emergency shelter that is located on North 12th St. It is two sides of a duplex. Each duplex has two beds that are licensed through Kansas Department of Health and Environment; however, that is not adequate to meet the needs of children in this community. Every year we are having to turn away over a hundred children who are needing emergency shelter. Children from this community who have to sometimes have to be taken out of the county and in rare, but dire circumstances, children who are literally sleeping at the Juvenile Intake and Assessment Center while placement for emergency shelter is still being searched to be found.

Our intent is to take the properties that Mr. Slaughter is presenting to build a single home that will be used as an emergency shelter that will house up to 10 children at any given time. This will be a 5,000 sq. ft. home, 2,500 on the upstairs, 2,500 on the downstairs. Seven bedrooms to give flexibility to assure that there are safety matters taken into consideration in terms of gender and age. At any given time, we can have a sibling group of five. Last year there was actually a sibling group of nine that came into the care under police protective custody. We want to be able to provide as much emergency shelter for these children as we can.

We’ve reached out to Mr. Slaughter, I think it was last June, and he immediately thought of this property by Thompson Park off of 59th & Nogard. We’re requesting 12 plots of land even though we’re contending to only build one home for a couple of reasons. One is, this property after looking at many locations in the county, it’s across from a park. There’s not a lot of other neighborhood around it, although there are three or four houses on Nogard and some homes on the south side, but there’s enough property by taking all 12 plots of land to give us a nice little separation from the other homes and also to maintain the privacy and confidentiality needed to

February 3, 2014
house these children. We want to maintain confidentiality. This is going to look like a home. There’s not going to be any kind of signage saying children shelter because we don’t want parents whose children have been removed from their home to be able to find them very easily, hopefully, never at all. That is our intent to request these properties.

We have been working with some designers in designing a home. We have presented before the Design Review Committee of the UG, and we have submitted a planning and zoning application as of January 24th along with a special use permit. Those will be coming forward here in the next month or two. The intent is simply to serve children from Wyandotte County better, keep them in their local community, and give them shelter where they will be safe and cared for.

Chairman McKiernan said if I could just ask one question. Remind me again, these parcels of land are north of the end of our current finished roadway of N. 60th Terrace. Is that correct? Mr. Slaughter said I believe the way that the streets run, there will be some, yes, that will be to the north and some that will be to the west. Chairman McKiernan asked some to the west of Nogard. Mr. Slaughter said Nogard and then north of N. 60th Terrace. Chairman McKiernan said effectively at like the south end or the south heart of Thompson Park. Mr. Slaughter said correct. Mr. Callstrom said it makes an L shape so to speak.

The plans would be to build on the plots of land that would be the extension off of Nogard. We’ll have to extend Nogard a bit, about 60 ft. to build a private drive and then we’ve requested that the street be vacated at that point. Again, that’s to remain the confidentiality and privacy for the service for the children.

Commissioner Murguia asked, Commissioner McKiernan, do you know whose commission district this is. Commissioner Walters said I think it is Angela’s. Mr. Slaughter said this is District 8. Chairman McKiernan said District 8, Jane Winkler – Philbrook. Mr. Callstrom said I believe its Commissioner Philbrook. We have met with Commissioner Philbrook and she is aware and supportive of this project. Commissioner Murguia asked is there a neighborhood association in this area. Mr. Callstrom said the Leavenworth Road Association. We met with the president of that road association. She is in support. She has consulted with her board and we’re presenting next week to the full neighborhood association.
**Commissioner Townsend** said I think Commissioner Murguia may have had some of the same concerns I had. This is certainly a worthy project and from my reading, it’s needed and would be a big investment. Will this come before Planning & Zoning? Will that issue be resolved before you make this tremendous input of money, time, and all of that? It is good that you’re meeting with those groups, but it may be a bigger concern for a bigger group. It would just be terrible to go down that road and then meet with opposition.

**Mr. Callstrom** said we are running on many parallel tracks here. One is having the property deeded to us or at least acknowledge that we have that opportunity to build on that property. Second of all is the construction and working with the Design Review Committee, Planning & Zoning, and getting permission from the commission to build there as well as a special use permit. We have a history of working well with our neighborhood associations, with the current and previous emergency shelter, and we would continue to do that.

In the 10 years that we’ve operated one, I’m not aware that there’s been any concerns at that point, but we’ve done a good job of trying to be good neighbors, meeting with them, going door-to-door, knocking on doors, meeting with neighbors, finding out what their concerns would be. The two biggest concerns that tend to come up are that it’s not a group home. People naturally are concerned that these are children that are going to be living there and their concern is that these are going to be more of a juvenile offender type—kids that are going to be causing trouble in the neighborhood. These are children who are there for no fault of their own. They are there for a maximum of 72 hours. We have full awake staff around the clock. They work in 8 hour shifts, so there’s always adults awake at all times. They’ll be security cameras that we can actually observe our own staff and the shelter happenings remotely through a web-based cam. We really try to take into consideration those objections. You’re absolutely correct, commissioner, in that the timing of getting all of these things together is a challenge that’s why we submitted all the applications roughly around the same timeframe that we could.

**Mr. Slaughter** said I just want to add, if this moves forward and if it is approved by the full commission, we’re going to work with them to make sure that everything is going forward. The last thing we want to do is sell them property and then they find out that they can’t turn around and do their project. That’s not what we’re about. As much as we’re trying to find a win, win situation, which we think this is a huge win, win situation, we’re going to do everything we can
to make sure that, as Mr. Callstrom put, those parallel tracks run smoothly together and giving them the Land Bank property at the due time.

Commissioner Townsend said okay, so we’re saying the Planning & Zoning aspect of this will be decided before the sale goes through. Mr. Slaughter said we intend to bring these before the full commission, I believe, on the 20th. I may have my date wrong. Mr. Callstrom said I believe its February 20th. Mr. Slaughter said February 20th. I don’t know much about the Planning & Zoning schedule or calendar so there may be a chance that this is approved. It doesn’t necessarily mean land has been transferred, but generally if you’re awarded Land Bank property, you have roughly 180 days to claim that. We will obviously work with them if an extension is needed. Again, the last thing we want to do is put them on the hook to already have the land but not have everything approved for that.

Commissioner Townsend asked do we know what the special permit status is or is the other property that’s similar to this, I think on 12th St., is that one under a special use permit. Mr. Callstrom said yes, it is. The special use permit and all of the applications for Planning & Zoning were submitted on January 24th. There will be a public hearing as part of that special use permit application process, etc. Trying to get all of that together is a little bit tricky but it seemed like knowing whether or not it was feasible and the will of the commission to have this property deeded to us was the first step before we actually started making other plans.

Commissioner Townsend asked do you know if the special use permit for the 12th St. property was one of the two year or a longer term. Mr. Callstrom said it was two years. Commissioner Townsend said just two years. Mr. Callstrom said yes, and it’s renewed every two years and it’s been renewed without opposition at this point.

Action: Commissioner Townsend made a motion, seconded by Commissioner Walters, to approve the transfer of 12 properties from the Land Bank to PACES. Roll call was taken and there were four “Ayes,” Walters, Murguia, Townsend, McKiernan.

Outcomes:
Item No. 1 –140033… Presentation on the following by AmeriBid:

February 3, 2014
- Their ability to comply with NON
- Their past history of selling real estate for various entities
- Their recommendations for selling UG and Land Bank properties

This information is in response to an October 2013 notice of need (NON) for real estate brokerage services.

Chris Slaughter, Land Bank Manager, said as we’re setting up, I’ll just give you a brief history of how this all came about. Back in October of last year, the Land Bank and Economic Development Department did a notice of need for professional real estate information for basically a broker to do sales and marketing on behalf of the Land Bank/Unified Government. We received one response to that and that was AmeriBid. They are fortunate enough to be here tonight. Part of also why we’re here is staff has met with them and we’ve had some good engaging conversations. We thought as this conversation moves forward, we wanted to bring it to your attention of something that we’re kicking the tires at. We think maybe this is something that could have a strong positive impact on not only UG properties that the Economic Development Department controls, but also the vast majority of Land Bank properties that are out there.

Don Gabriel, Regional Director for AmeriBid in Kansas and Missouri, said, commissioners, thank you very much for the opportunity to visit with you this evening. I bring with me this evening our president Stan Schreyer who will walk us through some slides here in a minute. We certainly, again, as I said, appreciate the opportunity to talk to you about executing what we consider excellent auction events that produce high rates and good dollar market values for properties.

Stan Schreyer, President & Chief Operations Officer for AmeriBid, said my goal here is to quickly walk through a subset of slides that we shared with the committee a few weeks ago with an expanded team from our company. Just to give a quick overview of what some of the
resources that we have and what it is that we do for asset holders around the country, primarily cities that we do this type of work for.

Don covered the introductions of who we are. A little bit of an overview on the company. We’ll talk about some of our experience, how we go to market, how we strategize with the city and try to uncover what some of the challenges are, and what we’re actually trying to solve. Every city’s challenges are different. We’ll discuss a little bit of that: how we go to market and bring people to the auctions to make sure that we have the desired outcome, and a little bit about some the technologies that we use and how we position those technologies for various types of different classes of properties.
We like to say we’re on location, on the money. One of the things that we do as an auction company for us is that is very different from some of the other national companies is that we have local presence in most markets around the US and local knowledge. We are very experienced in all asset classes of properties whether it’s commercial, residential land. We do work for banks. We do work with funds and significantly government and agencies around the United States. We’ll go into some specifics that I think will be a little more beneficial to kind of get a grasp of what we’re doing.

Again, local is a big part of what we do, knowledge of the auction business and transfer of real estate assets in large volumes. We work with groups that have single asset sales depending on what they’re trying to do, and we have contracts to sale over 5,000 assets per single asset holders. We’ve got knowledge of that from a local perspective, global perspective, and through the auction method we really can drive the value and get 100% success rate generally with what the asset holders are trying to accomplish. It’s very much a public, private partnership in determining what the goals are for the particular types of assets that we’re trying to return. Oftentimes the primary goals of our cities are to look at the assets and return them back to the tax rolls, return them back to commerce and those types of things. We try to determine what is most important and structure the sale with those goals in mind.

February 3, 2014
Industry Leading Results

Our unique strategy of auctioning globally while managing locally provides you with a variety of visible, tangible, measurable benefits you simply can’t get from anyone else.

★ Faster Sale
Local market presence in nearly every state creates operational efficiencies and a speed-to-market unmatched in the real estate industry. On average, AmeriBid auctions now run under 100 days from date of listing to final closing.

★ Higher Profit
The impact of AmeriBid’s strategic marketing programs and the expertise of our auctioneers consistently deliver maximum sale prices.

★ Greater Opportunity
A corporate team of industry professionals and a worldwide network of marketing associates reach thousands of potential buyers for every AmeriBid auction property.

★ Absolute Certainty
One of the biggest benefits of an AmeriBid auction is not only knowing the exact day your properties will sell, but also knowing they’ll close quickly and receive their true market value.

With auction, obviously, we can determine when the assets will be sold. We can be much more efficient. We can generally get a much better return, meaning returning more money back to the city than through a long drawn-out listing process. All of this is just a greater opportunity, an absolute certainty of when those properties will be back in a revenue generation rather than a cost to the city.

Our Team Experience 175,000 Successful Auctions Nationwide
We’re a national company. We have experience in disposing of assets and we’ve sold well over $75,000 real estate auctions nationwide and in some cases worldwide.

We’re national in presence.

I want to talk a little bit, because I think this is where it gets into some of the examples of similar situations that you may be looking at. The Houston Housing Authority, we won an award for
best public/private partnership with Houston when they came to us. They had a situation where they wanted to have 174 properties sold. The auction grossed $8.8M for the city of Houston and they were absolutely thrilled and came back to us with additional opportunities.

San Antonio last year was 84 properties and 100% closed. What we had with San Antonio was a situation where they had 84 properties. We actually had about 10 of those properties that didn’t close at the auction and we then put those on our online system. We had an event auction followed up by an online auction. A way to actually take the 10 properties that didn’t sell at a live event and the made sure those properties met goal as well.

New Orleans is an interesting project that we do. It’s a long-term contract. It is renewed every year. We’ve got 5,500 properties that we are selling for the city, its New Orleans Redevelopment Authority. Some things that they’ve done are there were some things that were very important to New Orleans. New Orleans said, number one, we want to return the property back to the people. We want to make sure though that it doesn’t sit vacant for a period of time. We listened and went over all of their goals for the property. We built right into the structure of each sale a number of different rules that met the city’s objective. Number one, if the property owner was adjacent to the property he purchased, he could return it to green space as long as it was maintained. It had to be done within 12 months, landscaped and returned into nice green space. If it was not adjacent to the property, they had to have—and they were going to do a tear down or a rehabilitation of the property—they had 365 days to have an occupancy permit and
their property. It was all of these things to help make sure that whatever the goals of the city were, that it was also built right into the sale of the property.

In New Orleans case, it was important that they didn’t want developers to come in and buy 50 pieces of property and just develop it. They wanted to serve the people as well. We limited, with the city, the number of properties an investor could purchase.

We have lots of examples of ways that we work together to try to determine what the best needs are and build them right into the auction process. Along with that, there are a lot of people that are buying these properties that are intimidated by auction, the speed of the process. We go into the city and part of the marketing and the promotion of this is to educate the buyers. Make them feel comfortable with the process and understand. We do live seminars. We do webinars where they can attend these and understand what the requirements are so they’re not surprised. Understanding what the commitments, what they can do with the property so, again, they’re not surprised. All of this effort up front makes the transition and the success on the big scale much easier.

The state of Kansas we have a contract with which there we’ve sold a couple of properties for them and they’re coming back wanting to renew.

New Orleans, going back there is a long-term contract but yet they can end it at any time with a year’s notice. Its one year at a time. For them, of the 5,500 properties, we’re selling about—we sold about 500 last year of those. They’d like us to move a little quicker and we’re going as quickly as they give us deeded, saleable property.

What they’re doing now is we’re classifying properties so that some are sold at live events and lesser valued properties are sold online which is far more efficient cost-wise for the city as well as for us as a company. We’ve kind of segmented the properties and we plan to double the number of properties and you have to kind of look at the market. What will the market bear when you’re putting property back in? We take all of those things into consideration.

We’ve done some nice sales for the city of Pueblo. Recently, they had two fire stations that were taken out of service and put into public use and returned to commerce.

February 3, 2014
A little bit about strategy. When we start a project, we’re typically 100 days from the decision to move forward, to closing and capital distributed to the parties. You don’t need to go through all of those elements, but we have a process where we start and we move fairly quickly. It’s literally a hundred days from we’re going to go, to preparation of the properties, to the marketing, to holding the auction, and getting the contract signed.
This is just a more detailed look at that process of the six weeks. We’ve made this whole presentation available to everybody electronically, and I’ve got printed copies as well. The important thing here is this is a process that we’ve done over, and over, and over again. We understand the auction process. We understand what it takes to get people in the room or online to purchase the properties. We understand how to work with the cities to define the objectives to make sure that we meet each other’s goals.

**Keys to Successful Buyer Management**

- Increased Buyer Confidence + Increased Credibility of Sale = Increased Market Value
  - Create an Environment of Transparency
  - Constant Availability/Persistent Call Backs
  - Providing Thorough Property Information
  - Continuity of Service provided by Professional Real Estate Auction Experts
  - Constantly capturing Buyer Feedback/Information
  - Have a Complete Understanding of the Market Areas and Market Trends

Mr. Gabriel said I think it’s critical that the buyers feel confident and we want to give them that confidence. It increases the creditability of the sale obviously. We give them as much information as can be that gives them a comfort level to make an educated bid. What that does is increase market value pretty simply.

We create an environment of transparency. I know I used to do a lot of work for the RTC back in the day and I know transparency was very important to them at that time. I’m available. We have people available by phone.

We meet people at the properties if a tour is required. We have what we call scheduled property tours, open houses for those properties. Providing thorough property information, again as I say, makes the ability to get the best bid that we can get.

Continuity of service. We have great professional auction experts. Guys that are state champions in different states around the country that come in and do the live auctions.

Constantly capturing buyer feedback, and we’ll feed that back to the city also, the Unified Government on what we’re hearing and what we thing we hopefully will get for the properties.

February 3, 2014
We want to have a complete understanding in market areas and market trends. I’ve been in this market since 1995 myself, so I do have a very good understanding of what’s going on in the market.

Mr. Schreyer said we’ll take a little bit of a look at marketing. When we’re taking properties to auction, it’s important to make sure to get the value and to create the event that we need to. We’ve got to go out there and create interest. That becomes also more of the public/private partnership. We’ll rely on some media attention. We’ll create local buzz with the media of all the positive things that this will create for the communities. We are completely vertically integrated when it comes to marketing.

All of the staff is in-house. They’re all auctioned and real estate specialist. We know where to go with our print media campaigns, where to do the direct mail, our digital is—I’ll actually show you a slide that gives you kind of an idea of the footprint of where the marketing—we know exactly where the return is. How many people find us through signage, through the press releases, through the interviews on TV, and that’s part of what Don was talking about. In post surveys we understand where the business is coming from after selling thousands and thousands of properties for cities.

We look at the project very closely and work with the city and make sure that—and by the way, this is our investment into the project. Marketing is paid if we spend $30,000 to do an event. We are the ones at risk and we upfront that money for the event. We provide significant reporting so that you understand because typically these are multiple events that will go on for
some period of time and we certainly want to earn and maintain the business. We’re constantly providing reporting so that we can see what we’re accomplishing and what as far as marketing is providing in return.

This gives a little better look at all of the different areas. It’s really web, its strategy of the marketing, its public relations, and then the print medias. It really goes all over the place to create the type of event very efficiently that will produce the results that we need.
There are basically three different methods that we use to auction properties. They are live events, what we all know as an auction. We have a ballroom, we have a number of lots, and maybe we’ve got 150 or 200 lots. Typically a ballroom event consist of somewhere in that neighborhood of 150-200 lots. That typically is about a 5 or a 6 hour event and we will typically have about a 95% success if we have 100 properties, 95 of those will close. Some you’ll have various situations, but we tend to have about a 95% success rate.

The other is we do simulcast auctions and that would be still a live event but we make it available to a broader audience by having simulcast where the viewer, in the convenience of their home, is actually seeing the auction. They’re part of the event. They have a representative in the room that is representing their bids that’s watching the computer and they become part of the live bidding process. That is simulcast. They actually see the bidder, they see the room, they see the property that they’re bidding on, and they see the history of that property before and after.

The third is timed auctions. We’ve looked at this as kind of dividing the properties up into property classes and timed auctions are we create a timed event where the properties are online and available for bidding at a specific time. They have a start; they have an end. We have safety mechanisms that we built into the technology. We are world class in the development of this technology to provide the services that best fit the client. Timed auctions, for example, you can’t get to the end of the auction similar to consumer timed auctions and do a last second bid and win the property. We can set that up to extend based on what our common goals are, typically about a 15 minute extend. When it gets to the end of the auction, we have all of those things with all the experience that we’ve had pretty well figured out and we, again, work to make sure that we have full disclosure and all of those pieces put in place.

We make it very easy through education to the buyers, through platforms whether they want to be live, whether they want to be online, and property information is fully disclosed; clear understanding. The more that we put out there, the better the information is and the better the results are.

Complete transparency and accountability to the entire process to the cities that we work with, and I think the proof is in the return clients that continue to use us to solve these types of pains that the cities might have and return those properties to the desired, whether it’s putting them back on the tax rolls or revitalizing communities, or it could be significant office structures. There may be situations where a unique building has the possibility of a single asset sale because it’s unique and requires a special type of marketing. Those are all parts of the process as well.

February 3, 2014
As we look at that, there may be those that get pulled out and actually become a single asset sale. We’ve done those, I think, right in this neighborhood. Right, Don? Mr. Gabriel said yes. Mr. Schreyer said that pretty much wraps up the formal presentation other than we appreciate the opportunity. We appreciate the opportunity to RFP or notice of need, and we would love to answer any further questions if there are any.

Chairman McKiernan said if I could just clarify. You said that the Unified Government would provide, if we established a working relationship, would provide a deeded and saleable property and then you would handle the marketing and the ultimate sale of that property. Mr. Schreyer said that is correct. Chairman McKiernan asked in other communities, do you work with parcels that are vacant that is like our Land Bank properties as well as parcels that have structures on them. Mr. Schreyer said absolutely. Mr. Gabriel said you can imagine what Katrina was like. Most of the properties we’re doing in New Orleans today are Katrina properties so there might be half a house, there might not be any house, there might be a whole house there. Yes.

Chairman McKiernan said so in the short run, you might be able to provide a service that would effectively give Mr. Slaughter an option that we currently don’t have for marketing, and auctioning, or selling the Land Bank properties. Theoretically down the road, we could have discussions about how you might work with, become a part of, or even replace our current system for parcels that have structures on them? Mr. Gabriel said yes, absolutely. Mr. Slaughter said if I can add, the slide that was shown with all the different marketing tools, I believe currently we just have web so they do offer more variety of ways to get our properties out.

Chairman McKiernan said and for the benefit of the other commissioners, a discussion that we’ve had here several times before was the fact that Mr. Slaughter is a one man operation at this point and we have a lot of Land Bank properties that could be marketed, could be made available for sale, and possibly we could generate buyers who simply don’t know what we have and where it exists. We’ve been looking for some other options maybe, not necessarily building an infrastructure in-house, but looking for some other options to give Mr. Slaughter some help in the process of marketing and ultimately selling those properties. This opens up the possibility that we could also use this same process for parcels that have structures on them.

February 3, 2014
Mr. Gabriel said it’s amazing what you see when you know, like you say, people are unaware of what’s available unless they’re pursuing it. We do an advertising program that, I mean, would be surprising if the people wouldn’t know that we were selling the properties. It’s incredible. The last auction we had in New Orleans we did at the Superdome as a matter of fact. We didn’t do it on the field or anything, but we did it in one of the clubrooms but we had how many—300 people, Stan? Mr. Schreyer said we had 600. Mr. Gabriel said pardon me, 600 people and obviously they were there. We sold numerous, numerous properties and it turned out to be a very good event.

The exposure is very, very good, I think. More than you would imagine. That’s the key, I think, to anything as far as selling a property. You put a sign up in the yard, you know and try to sell it that way, if people don’t pass by there, how do they know it’s for sale unless they know how to search the internet or find it. We’re going to put it in so many digital places that if people have any idea about what they want to buy or what they’re looking for, they’ll find it.

Chairman McKiernan said we certainly thank you for coming in and giving us this presentation. From our perspective now we have some background. We know about this service that’s there. Mr. Slaughter is going to continue to have discussions and may in the future bring something back to us that actually would be something we could take action on. Gentlemen, thank you for coming in. We really appreciate it.

Mr. Gabriel said we have a handout we would like to give you also, if you’d like. Mr. Schreyer said if you want, we can leave these with Chris. Chairman McKiernan said absolutely. That would be great. Mr. Schreyer said on your electronic, we left an electronic version of this. There are some additional resources that you’re welcomed to peruse that are just some additional information on what we do as well as a video presentation on one of the recent city auctions that we’ve done just so that you can see kind of what it really looks like. Sometimes being there is different than hearing about it.

Adjourn

Chairman McKiernan adjourned the meeting at 6:28 p.m.
The meeting of the Neighborhood and Community Development Standing Committee was held on Monday, March 3, 2014, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner McKiernan, Chairman; Commissioners Townsend, Murguia and Walters.

Chairman McKiernan called the meeting to order. Roll call was taken and members were present as shown above.

Approval of standing committee minutes for January 6, 2014. On motion of Commissioner Townsend, seconded by Commissioner Murguia, the minutes were approved. Motion carried unanimously.

Chairman McKiernan said we have a blue sheet item. Originally there was just one item on tonight’s NCD agenda. There has been a second item added because there’s a little bit of a time factor with it. We have a new Item No. 2 which is discussion of a Technical Assistance Scholarship Program.

Committee Agenda:

Item No. 1 – 140063… Communication requesting that the Neighborhood and Community Development Committee discuss the following:

- Role of Land Bank in hold property
- Land Bank Manager sending letters to developers of “hold” areas to get an update on their progress and future commitments
- Land Bank Manager will report at future N&CD committee meetings with recommendations for “hold” areas

Chris Slaughter, Land Bank Manager, said we thought we’d bring for you tonight—start a dialogue about hold areas. A little bit of history about hold areas is we have some designated
areas throughout our county that we given certain developers right of first refusal on Land Bank property. If a neighbor applies for a property that’s next to their house, they want to expand their yard but it’s in this hold area, generally we contact the developer first. If they say no, we need to hold that because that’s part of our plan, then we send a nice letter to the applicant saying it’s unavailable it’s on hold, sorry. If they say no, go ahead and sell it then its business as usual and we bring that before you. We have some that have worked out pretty good and we have some that we throughout the years, have taken off hold status or some that were not on hold, we’ve readded them back to being on hold and that’s generally through conversations with developers or the governing body and stuff like that.

Part of the policy is that every spring we revisit this and we bring some recommendations to you. About three or four years ago, we reached out to all these current hold areas and the people/groups associated with them; sent them a letter asking for an update. What’s currently going on? Are you moving forward? Are you not moving forward? Can we take this off hold? Do we need to keep it on hold? We also invited them to come to a standing committee and state their case. That is something, again, I would like to do this time is reach out to the areas we currently have on hold with the same kind of premise. Are you still happy with them being on hold? Do we need to expand this? Do we need to take it off? Has your project fallen apart? What other assistance maybe can the Land Bank or the Unified Government offer you?

Also on the flipside, we’re holding this property for them and it’s theirs for when they want to take it. They are not required to come and maintain the property. They’re not required to offer us assistance in maintaining the property. We have one area that has become an area of completely no hands on, no touching at all. I don’t think those are the types of partnerships we want between the Land Bank holding properties for these developers. I think this needs to be a partnership. I think if two sides work together, things work great. When things come to a screeching halt, then we generally sometimes have issues.

There have been some issues recently in one of them that I’m not very happy with, but that’s not right now for me to probably further opine. Through this dialogue and you guy’s input, maybe some suggestions and modifications can come forward that may help us put those hold areas in a favorable light. That’s kind of really what I had to offer for now. If you guys had any comments or anything to offer, I’d be more than happy to listen.
Chairman McKiernan said so the purpose of this tonight is really not anything that we’re going to vote on here this evening but to have some discussion, to ask some questions to help shape potential policy changes down the road. At this point, I’ll just open it up for discussion.

Commissioner Murguia said I have some suggestions. Chris, these are just my suggestions, obviously others may have a different opinion. I don’t think we should be holding land indefinitely. Either you’re going to develop it or you’re not. You should kind of know that and you should kind of know the timeframe in which it will take you to develop it. I don’t know what the reasonable timeframe is, but I’ll just give an example of what I would think is reasonable. I think 6 months is reasonable. I think its okay to go up to a year with the later 6 months where they are doing the maintenance, mowing and the cleaning up. It just demonstrates that they have some sort of skin in the game and a deal like that especially on parcels that others might be interested in. I definitely don’t think we should be allowed to hold those, but that is just my opinion.

Mr. Slaughter said thank you. I think another thing we have to look at, just on parcels in general, hold or non-hold, is if we go over a certain size—if a parcel is over a certain size that we feel can be developed or can be an area that a single house may just need to complete that. Those are other things we can look at. I definitely appreciate your comments.

Chairman McKiernan said I completely agree with what Commissioner Murguia just said. I don’t think that an indefinite hold is appropriate because factors change. Let me ask just some background questions. Who are our hold partners? Are they for-profit companies, not-for-profit developers, or both? Mr. Slaughter said both. Chairman McKiernan asked who initiates the hold process. Do we approach a developer and say we have an area we’d like you to help us redevelop or does a developer approach us and say I have an area that I think we could redevelop? Mr. Slaughter said all of our existing hold areas but one were established before I took this position. We did have the Housing Authority kind of designate an area, I believe, back in 2012 and we asked for it to be put on hold and the board approved it. Now they currently aren’t assisting us with any kind of maintenance or anything like that but, again, most of these were set up long in advance, probably long before the economy went down so they were probably in a position where everything was going to take off and things changed and that’s probably affected the situations we’re in now with those.

March 3, 2014
Chairman McKiernan asked who recommends the hold area. Again, we have had people approach us and say we would like to plan development somewhere down the road in the future in this area and if you, the Unified Government, can hold property for us, that would make it easier for us to do that development. Is that—Commissioner Murguia said yes. Can I say something? Since I also am the Executive Director of ANDA, which is a not-for-profit community development corporation, I can sort of speak to this. With exception to the organization I run, all the NBRs in this county and the city have a geographic area that they serve and they outline that through Liveable Neighborhoods. They are locked into a very specific area so that you’re not double dipping for a particular area of our county sort to speak.

The way I’ve understood it, Chris, and you can correct me if I’m wrong, is that if a piece of property becomes available in the ANDA service area, Chris will call me and say I’ve got this property available. Can I go ahead and market it or do you want me to hold it for you? I think our local not-for-profits and our local CDCs having the first right of refusal is a great policy because they’re the ones working in those trenches everyday all day long. I don’t think it’s okay for those not-for-profits, myself included, to hold property indefinitely without some sort of plan. I do recognize that some areas will take a longer period of time to develop than others, and I do also recognize that individual parcels are different than large tracts of ground. It would just depend.

Not to limit ourselves, for example, what I said earlier six months or a year, I think if Chris had a conversation with a not-for-profit that said I’m going to develop these twelve acres but it’s going to take me two years and they have outlined some steps in that process, again, I think that’s totally acceptable to hang onto that ground and help them with that. If there is no plan or these steps aren’t being met or progress isn’t being made, we need to move on. I think that doesn’t help any of us.

Chairman McKiernan asked when a parcel becomes available and goes into the Land Bank, then you’d be notified and you’d effectively have right of first refusal at the point of transfer into the Land Bank. In our current scheme, if we held that parcel, for example, for ANDA and if it was in a hold area that was longer than six months, if someone else approached you about that parcel twelve months after it went into the Land Bank, you would still call ANDA and ask if they had plans for it. Mr. Slaughter said that is currently the process we do. Chairman

March 3, 2014
McKiernan said and if they said no then that comes out of the hold area—we don’t have plans for it now. We would ideally have plans down the road but right now today, we don’t have plans then does that hold go away on the property. Commissioner Murguia said Chris, in the past, has bent over backwards. Usually what I’ve seen you do is be way nicer than he should be and say if you want us to hold it, we’ll hold it. It’s no risk to the not-for-profit. That’s not helpful to our government. I mean I’m telling you that and I run a not-for-profit. I will just tell you that’s not helpful to our government. Though it’s nice of Chris, I think his job is and I think he views it this way, I think you do, is to move that property and get it back on our tax rolls. Unless they can provide a plan, no one is asking them to produce a product tomorrow; but if they can’t produce a plan or a strategy, then absolutely he should be able to move it if somebody asks him for it.

Chairman McKiernan asked have there ever been situations where you’ve met resistance to moving a property that’s been in a hold area, let’s say for a long time, and there is a potential user of that property. Have you met resistance in trying to move it out of a hold area to someone else. Mr. Slaughter said yes. Commissioner Murguia said I’m going to give you an example. I have the perfect example for you. Are you all familiar with where McDonalds is in Rosedale on 43rd St.? Are you familiar with that area? There’s a McDonalds there. Right behind there, I believe it’s about a 120 ft. wide by 50 ft. deep. It borders the Hanover Heights Neighborhood Association. That land has been vacant for a long time, years. It’s in a fairly marketable area. For a while there was a hold on that property at the request of specifically the Hanover Heights Neighborhood Association to hold that ground. We had been holding it and only through error did the property end up getting sold. That’s a different story.

The point is this; we made fairly decent money on that vacant piece of ground for development. We kept holding it and telling Chris not to sell it because the people in the neighborhood wanted us to hold it for a higher and better use. There’s some difficulty with that. There was no plan on the table. If they would have said hold for a higher and better use because it’s just going to take us, even if they would have said three years or whatever at the time to develop a plan, I think that would have been acceptable, but there was no plan. There was just, you need to hold it until a plan comes forward that we think is a good idea. That’s putting the full burden on government to manage becoming vacant lot owners and property managers. Then
on top of it, as a commissioner for that area, I would get called all the time about making sure it was manicured perfectly.

**Commissioner Townsend** said I agree with what I’ve heard thus far from Commissioner Murguia in terms of not having property just held indefinitely. I want to make sure I understand and I think her last comment clarified a question I was going to ask. In the hold status, that is still UG property. Correct? **Mr. Slaughter** said well you know, I control Land Bank property. I don’t control Unified Government or City of Kansas City, KS. The Economic Development Department handles those. When it comes to hold areas and Land Bank properties, that’s what we’re talking about. **Commissioner Townsend** said I guess my point— I just want to make sure I’m understanding those people that you’re holding this for are not obligated to come and do the manicuring and all that. Correct? That’s still on the city. **Mr. Slaughter** said again, if there were agreements long before I took place, I have yet to ever see that.

**Commissioner Townsend** said your recommendation to bring the holders together with the UG sounds like a good one to me. Has this ever been done before? **Mr. Slaughter** said the last time we sent those letters out, you know, other than some emails or phone conversations, I don’t believe anybody volunteered to come up here. Now I think if we were going to revoke that hold area that might garner some interest.

I also don’t want this conversation to be that the Land Bank does not want to hold property, period. Sometimes we’re going to need to. Sometimes we’re going to need to hold it for ourselves for bigger and better things. A little bit more clarity for me helps. If we’re going to do this a long-term whether it’s the six months, a year or ten years, whatever we decide, I think if this is going to be a partnership, I think the other partner needs to have their hand in there as well.

**Commissioner Townsend** asked are these hold letters going out on a regular basis, like every 6 six months or once a year. **Mr. Slaughter** said we’re only required to review this every year, every spring is generally when we do this. These letters don’t go out every year. I just felt maybe now is a good time or enough time had passed since the last time we did it that maybe warranted. Again, there are some issues that I’m currently having with a couple of the areas, but

March 3, 2014
I’ll just keep it on my desk for now. I think we need an update that says, here’s the developer, here’s where they’re at, this is what their plan is going forward. If their plan is well, just keep holding it, then I think we need to revisit that or at least give them some other options to consider other than having free land for free whenever they want it and oh by the way UG, you go maintain it. I’m getting a call about snakes, high grass, my kids can’t go out and play, or there are people dumping trash. We get enough of that already. If we can get some help and assistance, especially me, that’s what I’m all about.

Chairman McKiernan said in my personal opinion, I would certainly entertain from you a recommendation as to what the ideal hold time is. I thoroughly endorse strategically holding property for developers who have a plan going forward, but I think indefinite holds just isn’t a good idea since it, afterall, is still our land. What’s the magic period? I don’t know. If you have some ideas, I’d say bring those forward as suggestions. My personal opinion, if we’re holding it for someone, I think they need to be a partner and maintain that for as long as the hold is in place; personal opinion. I still think that even after a hold period has elapsed, we could still go back to the developer that we had originally held it for and still give that entity a right of first refusal. We could still ask, do you still have plans for this area. Commissioner Murguia said as long as every time you give them that courtesy—see because things come up so I think that’s a great backstop. That’s a great point. If I had told Chris no, don’t hold it anymore, I’d love to have it but I’m nowhere close to getting there, so if someone else is going to develop it great; move on. That falls through and then a year later somebody comes up and resurfaces. It’s great for Chris and he usually does do this, call us and say are you sure you don’t want this. The other one fell through and now I’ve got another interested party. Maybe I would be ready at that time, but that’s definitely nice. I think what people don’t realize is that the reason we have planning and zoning and those kinds of rules is to prevent development that we don’t want to see happen.

For example, for the newer commissioners, I don’t want you to think if we don’t have our not-for-profit advocates holding this property that something potentially bad could happen. Bad is relative. For example, strip clubs are not allowed so that’s not an option. I don’t want you to think just because these are being sold you can develop anything you want on them. There’s still a governmental process that you need to go through in order to get what you want on that property. There are lots of ways for commissioners to be involved in that to ensure that you have
quality development in your district than making Chris, Land Bank, your land and hold it, manage it, and mow it until somebody comes out of nowhere and makes an offer on it.

**Chairman McKiernan** said going back to last month’s meeting, if we were ever to engage a third party, we had the presentation from AmeriBid. If we were ever to engage a third party to help up market and sell our Land Bank properties, how would the presence of hold areas potentially affect that process or would it? **Mr. Slaughter** said it could affect it that this whole area is hands off and we’re not touching it, even though there may be a handful of properties that the developer may know that he will never even touch. I think it’s so much as saying develop this area but maybe it’s a conversation of parcel by parcel what are you going to do and how do we help you; and if you don’t need these in there, there is a demand within that neighborhood, why are we wanting to hold them. Let’s get them out. The other area about non-hold areas is it does help me work with some outside firms to say here’s 100 properties let’s sell and here are the price conditions. Go do it. That’s money we don’t have to expend anymore and it’s some money coming back. In the future if the Land Bank can recoup some of that that would even be better. There are definitely benefits knowing what we need to hold and why and what we don’t need to hold and why, at least from my perspective.

**Commissioner Murguia** said I also think, and I’ll just give you another example. ANDA, we mow all the city owned vacant lots in the Argentine area. **Chairman McKiernan** said thank you. **Commissioner Murguia** said you’re welcome. It cost a lot of money. That’s why, I guess, I have a great sensitivity and appreciation for what Chris does because when he calls me and ask me, I’m glad to get rid of that property if I don’t have plans for it because I don’t want to pay to just mow it and keep it like a park. I also know that a neighborhood has to look nice in order to encourage developers to come to your area and want to develop it. The cost is worth something but I’m like Chris, I’m trying to get it out the door as fast as possible. We are an unusual not-for-profit. I don’t think there’s any other not-for-profit that mows all the vacant lots in their area. We are unusual at that. We don’t mow the commercial sized ones, but we do all the infill lots. I do think as long as there’s a plan in place, I’m flexible on the amount of time it’s held as long as there is some sort of partnership agreement on the maintenance and the upkeep. I think that’s a reasonable expectation.
Chairman McKiernan said it sounds as if, if you’re okay with this, it sounds, I mean, you’ve gotten some feedback on hold areas, yes and no. Some feedback on the ideal amount of time. Some feedback on partnerships if we are holding properties. I think if you feel like you have enough feedback from us—Mr. Slaughter said yes, I do. I feel like you guys are onboard with me at least starting by sending these letters out, engaging them, get a feel for what’s going on and then I can come back and report to that and we can make decisions based on that. No, this is great. I appreciate it.

Item No. 2 – 140078… Discuss the possibility of applying for the Center for Community Progress’ Technical Assistance Scholarship Program, which serves communities in need of technical assistance to assess, reform, develop and/or implement systems to address large-scale vacancy and abandonment in their communities, submitted by Chris Slaughter, Land Bank Manager.

Chris Slaughter, Land Bank Manager, said for those not familiar with them, they are pretty much the national experts on vacant and abandoned properties, programs, policy suggestions for helping groups get rid of abandoned vacant property. They’re very well known for Land Banks. This was the group that helped initiate Kansas City, Missouri’s Land Bank from start to finish including the state legislature work. Generally, if we reached out to them for their services it’s my understanding the price for that would well exceed over $25,000. They’re offering a scholarship for the price of roughly having that drop down anywhere from $5,000 to $10,000 to cover travel and administrative cost. They are willing to use—they would take care of the other side of that cost and provide their expertise in certain areas.

On the sheet, there should have been five areas that were presented. Those areas are data and information systems, tax collection and enforcement reform, strategic code enforcement, Land Bank, and Land Banking Program evaluation, and vacant land maintenance and reuse strategies. This application is due on March 24, 2014, so we thought we’d bring it to you, get you guys’ thoughts on it, see if this is something worth pursuing, and also we can only be awarded one of those five areas. If there was something that you guys really felt strongly about,
then that may be a direction we’d go. I will say as far as the Land Bank and the Land Banking, I think that would be overkill to reach out for just from our—Commissioner Murguia asked which one. Mr. Slaughter said the Land Bank and Land Banking. I think they would come and probably evaluate our program and feel that we’re on the right track other than some tweaks. It would probably be a waste of everybody’s time. I wanted to see if any of these others kind of really just sparked something or if you guys had some opinions on it and maybe that would be the direction we would focus the application.

Commissioner Murguia said I have definite opinions on how these—as you can tell. I would tell you my first interest and I’d—for staff obviously since you have to deal with this, but my preference is tax collection and enforcement reform. We need to start collecting taxes or doing something with that property. Then my second choice would be strategic code enforcement. Those are just my two, in that order of preference. This is just an application for a scholarship and the value of that scholarship is about $25,000. Mr. Slaughter said or more, but we would be responsible for anywhere from $5,000 to $10,000. Commissioner Murguia said okay, so if you didn’t get this scholarship and you had that amount of money, you could pay to do this. Mr. Slaughter asked if I had the full amount. Sure, but I don’t have that.

Commissioner Townsend said let’s say with the money, explain to me again what we’re being asked to do here and are we saying we’ve got—you’re putting in $5,000 to $10,000 on this or what. Mr. Slaughter said that would be our responsibility to help cover for traveling and administrative expenses. Again, currently the Land Bank doesn’t have money in its budget to go out and procure their—let’s consider them as consultants. We don’t have the money to go out and procure their services. Having the opportunity to get the full service without having to pay the full amount is something I thought we should go after. Commissioner Townsend said so we’re saying we’re going to spend maybe $5,000 to $10,000 on the travel to get a $25,000 scholarship worth of services. Is that it? Mr. Slaughter said yes.

Commissioner Townsend said looking at the five areas that the scholarship might cover, I guess my number one would be vacant land maintenance and reuse strategies. I know a lot of the vacant lots in the First District that I’ve seen come through here end up being gardens and that’s
great, but this might be the time to have another eye. You say they are professionals in this area to come and suggest other reuses.

Code enforcement is always important in how a neighborhood looks and is kept and motivating people so that would be my number two. I don’t know how much of a problem tax collection is on the vacant lots or whatever, but certainly anytime you can use scholarship to get money in from, you know, the feedback that would be my one, two and three. Mr. Slaughter said and I’ll just add, I think if we are awarded and they come in and perform any of these, we’re only going to benefit from it. That’s my opinion. There’s not one that I think we could go wrong other than them coming and saying hey, why don’t you start a Land Bank. Well, we already have one so.

Chairman McKiernan said from my perspective, I think that even if it was just a simple match, and it’s more than a simple match, it would be a great investment on our part. I thoroughly endorse moving forward with this. My top two would actually echo Commissioner Murguia’s. I think tax collection and enforcement reform would ducktail nicely with some discussions that we’ve already had about looking at our process and our policies in that area and then strategic code enforcement. When I was at the NeighborWorks Training Institute back in December, code enforcement was the number one positive lever that came up in terms of how to revitalize neighborhoods. I certainly would endorse that as well.

We don’t have anything necessarily to approve here tonight in terms of a formal request, but do I understand that what you’d like from us is not only feedback, but in the best of all possible worlds, an endorsement to create the grant proposal and then take that proposal to the full commission for approval, which would include approval of the funding necessary to match the grant.

Commissioner Murguia asked is it matched. Chairman McKiernan said I’m using matched very loosely. It’s like a one to five. Mr. Slaughter said I believe we’re going to have to commit to them that we would be able to provide those funds. Commissioner Murguia said so you’re asking for a value of about $25,000 and then we would have to pay like $5,000. Chairman McKiernan said $5,000 to $10,000. Mr. Slaughter said $5,000 to $10,000 would be the amount that we would actually have to procure. Commissioner Murguia said so if you got this scholarship and then for some bizarre reason somebody objected to you spending the $5,000 or
$10,000, could you give the scholarship back and not go. Mr. Slaughter said yes. Commissioner Murguia said I'm just asking. I’m not saying I’m suggesting that. I’m just saying could you do that. Mr. Slaughter said would I be able to tell them that we don’t have the money and we can’t use your services. Commissioner Murguia said yes. Mr. Slaughter said I guess. Commissioner Murguia said, Chris, the only reason I would say that is because we just completed a grant that would pay for this. I just completed a grant that would give the Unified Government money in order to complete this but I don’t know if I got that grant so that’s why I was asking. It may be a moot point whether or not we had the money.

Mr. Slaughter said well, the timeframe that’s also on that summary sheet, it won’t be awarded until May. Commissioner Murguia said so we have time. Mr. Slaughter said services wouldn’t even start until June. It’s just the application is due on March 24. Chairman McKiernan said even if we were to commit to the money, we wouldn’t need to come up with it unless we were rewarded the grant and until May or June of this year at the earliest. Mr. Slaughter said I believe this’s correct.

Commissioner Townsend asked is this a budgeted item, or is this something that is coming out of budget or it’s not. Commissioner Murguia said it’s not budgeted. Chairman McKiernan said correct me if I’m wrong, but we would just—if we authorized this money, we would just ask the departments to make a budget adjustment in order to cover it. Commissioner Murguia said we’ll have a second chance won’t we, Doug. He’s just asking right now to make application. That’s why I said to not get caught up in the $5,000 or $10,000. If he would just apply, let’s see how things go because there are some other opportunities out there to come up with that matching money. Let’s see how and if it goes he gets it he can come back to us, I think. Doug Bach, Deputy County Administrator, said we would go forward to the full commission and get the approval if it’s there. If we’re awarded it, we will just move the money from somewhere where we have extra—I mean that’s money budgeted for a full year so $5,000 or $10,000. Then as we go through the 2014 Revised Budget process, we would add $5,000 or $10,000 in Chris’ budget and then I’ll send it back out after that budget comes out. That’s how we would balance that equation.
Chairman McKiernan said I certainly am comfortable giving that direction to Mr. Slaughter to move forward.

Action: Commissioner Murguia made a motion, seconded by Commissioner Townsend, to approve.

Mr. Slaughter said well I mean, just based on the input, the strategic code enforcement was mentioned on all three. Commissioner Murguia said that’s great. Mr. Slaughter said that could be the route we go. Like I said, any of the five we choose, other than the Land Banking, one I think will definitely be an asset to us.

Chairman McKiernan said so if we wanted to actually act on that motion—so the motion was to authorize you to create the grant application with the thought of targeting the strategic code enforcement as the area of the overall grant that you would focus on and to bring back to the full commission a request that the full commission would authorize to approve the grant and the funding. Did I get that correct? Commissioner Murguia said yes. That’s what you want right Chris. Mr. Slaughter said yes. Commissioner Murguia said yes, that’s the motion.

Roll call was taken and there were four “Ayes,” Walters, Murguia, Townsend, McKiernan.

Adjourn

Chairman McKiernan adjourned the meeting at 5:37 p.m.
ANNOUNCEMENT:

The Vacant Housing Task Force has been discussing the creation of a vacant building registration requirement. Greg Talkin, Director of NRC, and Colin Welsh, Legal, will provide information on this matter at a later date.
Changes Recommended By Standing Committee (New Action Form required with signatures)

Publication Required

Budget Impact: (if applicable)

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<tr>
<th>Date</th>
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<th>Contact Phone</th>
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<td>3/11/2014</td>
<td>Angie Masloski</td>
<td>5853</td>
<td><a href="mailto:amasloski@wycokck.org">amasloski@wycokck.org</a></td>
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</table>

Staff Request for Commission Action

Type: Standard
Committee: Neighborhood and Community Development Committee

Date of Standing Committee Action: 4/7/2014

(If none, please explain):

Proposed for the following Full Commission Meeting Date: 4/7/2014

Confirmed Date: 4/10/2014

Changes Recommended By Standing Committee (New Action Form required with signatures)

Date: 3/11/2014

Contact Name: Angie Masloski
Contact Phone: 5853
Contact Email: amasloski@wycokck.org
Ref:        
Department / Division: PSBO

Item Description:
The Unified Government receives funds every year from taxes on mixed drinks sold in the county. In December, the BOCC chose not to fund one agency and republish the RFP for 2014 in the amount of $24,461. The advisory board is recommending Mirror Inc. receive $23,961 for the peer mentoring program. The remaining $500 will be used to host an advisory board training which will include rewriting the grant application to be more specific to the needs in Wyandotte County.

Action Requested:
Approve funding to Mirror Inc. for $23,961
Approve $500 to pay for advisory board meeting to rewrite drug and alcohol grant

☐ Publication Required

Budget Impact: (if applicable)

Amount: $

Source:
☐ Included In Budget Consistent with the budget.
☐ Other (explain)
Drug and Alcohol Grant Application

Legal Name of Organization: The Mirror Inc.

130 E. 5th St./P.O. Box 711
Street Address
Newton Harvey KS 67114
City County State Zip

Agency Phone Number: (316) 283-6743 Agency Fax Number: (316) 283-6830

Name of Agency Director: Beverly D. Metcalf Director Number: (316) 283-6743

Signature of Authorized Person: Beverly D. Metcalf Title: President/CEO

Contact Person: Beverly D. Metcalf Contact Number: (316) 283-6743

Federal Employers Taxpayers I.D. Number: 23-7433368

Type of Organization: Public ______ Private non-profit ______ X

Service Area: City Kansas City ______ County Wyandotte ______

Funding Request: New Program ______ X Continuation of existing program ______

Type of Proposal: Alcohol ______ X Drug ______

Requested grant amount: $ 23,937 Cash Match: $

In-kind Match: $ ______ Total program costs: $ 23,937

List additional funding sources and the amounts received from each source
A. **Program Funding Request**

Program Contact Information Section (include email address for program director)

<table>
<thead>
<tr>
<th>Program Name and Organization Name</th>
<th>Director Name/Email Address</th>
<th>Financial Officer *</th>
<th>Physical Address</th>
<th>Phone</th>
<th>Requested Amount</th>
<th>Match Amount</th>
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<tr>
<td>Peer Mentoring Program of Mirror, Inc. of Wyandotte County</td>
<td>Doug Johnson <a href="mailto:djohnson@mirrorinc.org">djohnson@mirrorinc.org</a></td>
<td>David Wulffmow 316-283-6743 (corporate phone)</td>
<td>1024 Hoel Parkway Kansas City, KS. 66102 (program site)</td>
<td>130 E 5th St., POB 711 Newion, KS. 67114 (corporate address)</td>
<td>913-371-9668 (program site)</td>
<td>$23,937</td>
</tr>
</tbody>
</table>

Note: *The Financial Officer for individual program is the person with the day to day operational authority to approve expenditures. The Program Director and the Financial Officer cannot be the same person.*
**B. Program Narrative**

Not to exceed 3 pages

*Your narrative should include a statement and supportive data to demonstrate the need for the proposed program, the geographical area to be served, clients the program targets, number of person the program is anticipating to serve, how clients are referred to the program, how funds received will be used, what will happen to the program if the agency does not receive the requested funds.*

The Mirror, Inc. was established as a not-for-profit private corporation in Kansas in 1972, and is a leader in the addiction field, providing substance abuse treatment programs, community correctional housing, prison based treatment services, and prevention services at multiple sites in Kansas. Mirror's vision is: "safe, healthy people in strong communities," as adopted by the organization's Board of Directors. The mission of Mirror, Inc. is that through broad-based partnerships, the agency will provide substance abuse, correctional, and other community health and human services to people in need.

Mirror has operated substance abuse treatment programs in the Kansas City, Kansas community since 2008 with the opening of our outpatient program located at 1024 Hoel Parkway. Next door to our treatment program is Mirror's Regional Prevention of Wyandotte County at 1854 Minnesota Ave. The program was initially funded by the state substance abuse authority to serve Wyandotte County. A vast majority of our clients are from Kansas City, Kansas but we do serve residents from surrounding areas within the county. Our program currently provides cutpatient treatment and assessment services to clients needing assessments, primary treatment or aftercare services. Our clients are referred by a variety of correctional organizations, social service agencies, other substance abuse treatment and mental health providers. Some clients refer themselves.

In the year of 2013, Mirror served 369 clients in our Wyandotte County program. Of those clients:

- 117 received assessments but did not enter Mirror's program for treatment.
- 33 clients were not able to complete the program due to change in eligibility, incarceration, medical or mental health problems, change in residence or the need for a transfer to more intensive programming.
- 119 clients left treatment prematurely or were unable to comply with treatment requirements.
- 44 clients met all requirements for completion and were successfully graduated.

In spite of the best efforts of our clinical staff, some clients have a difficult time changing their peer group outside of treatment and are therefore destined to be unsuccessful in treatment. Without more exposure to positive role models in recovery who can provide support and one on one mentoring, success in treatment can be difficult. Our proposal is focused on building this support for our clients by creating a Peer Mentoring Program.

**Recovery Oriented Systems of Care (ROSC) is an emerging philosophy that acknowledges the importance of the recovering "community" and its members in helping people "attach" to the recovering community and thereby increase their chances for success. The concept of Peer Mentors grew out of SAMHSA's ROSC model which acknowledges the need for the recovery community to augment the treatment process.**

Peer Mentors are persons who are strongly invested in their own recovery process and have a desire to help others newly in recovery. Peer mentors provide emotional support to clients throughout their treatment experience and afterwards. Peer mentors provide information and instructional support by
providing clients help in achieving tasks such as finding employment opportunities, establishing transportation of support group meetings and accessing other community services that will strengthen their recovery. Peer Mentors provide companionship and help clients in early recovery feel connected with others, especially in recovery activities in alcohol and drug free environments. Peer mentors help clients learn new activities for leisure time. In summary, peer mentors are people in recovery helping other people learn how to live a healthy and sober life.

Mirror’s Peer Mentoring Program will consist of Peer Mentoring groups that are open to all clients. If there is need, we will encourage clients to continue to participate in our peer mentoring service even after they have completed treatment. The transition from treatment to active recovery can be difficult and challenging which is why peer mentoring during that transition will be available for all clients. We anticipate that our successful discharge rates will increase due to this adjunct service. Peer Mentoring individual sessions will be reserved for those clients who are at higher risk of failure due to their poor social network not conducive to recovery. Each client that participates in the Peer Mentoring Program will have a written plan, with goals and objectives, for services they will receive from the Peer Mentor. Peer Mentoring groups will be held at times when clients are most tempted to use such as the weekends. We anticipate groups to be held on Friday and Saturday nights as well as other times the clients feel are important.

We anticipate the Peer Mentoring Program will serve 100 clients annually and we are requesting funding to provide 2000 hours of peer mentoring services to our clients. If our request is not approved, the addition of this program will only be implemented for those clients whose insurance will reimburse for this service and implementation of the program will be on a very limited basis.

C. RESEARCH FOUNDATION OF THE PROGRAM

1. Is your program based on a program identified as being effective toward the reduction of substance abuse?

   Please check the one most appropriate response from the 4 options below. When stating a model program name, or registry name, please ensure it is stated exactly as it appears on the web site.

   ☑ SAMSHA Programs Guide: please specify program name as it appears in on the program guide
     Recovery Oriented Systems of Care

   ☑ Other: please specify the national registry and program name

   ☑ Program is not a SAMSHA Program, but incorporates best practices evidenced in research as being effective at preventing substance abuse. Please specify the practice(s) included in your program. If this box is checked, answer question #2 and then skip to question #5 and continue.
When specifying a practice, please cite the practice only; it is not necessary to provide a lengthy narrative explaining the research supporting the practice. Please do not explain how the practice(s) are incorporated into your program in this section, that information should be addressed in the program summary.

☐ Program is not based upon a SAMSHA program toward reduction of substance abuse. If this box is checked, answer question #2 and then skip to question #5 and continue.

2. Please indicate the primary (select only one) focus of your program.

Please check the one most appropriate selection of the 5 options below.

☐ Prevention (Does not require license or certification) A prevention program should create conditions so that people can live in safe and secure communities through the use of SAMSHA approved model programs that fit the community that requires training and is on-going.

☐ Education/Presentations

☐ Treatment

☐ Intervention

☐ Detoxification

3. Does your program receive any oversight or technical assistance from the developer of the program or another source external to your organization to ensure the program is operating in such a manner as to demonstrate fidelity to the model?

☐ Yes

☐ No

4. Has your program been implemented as an exact replication of the SAMSHA program design?

☐ Yes (skip to #5)

☐ No

In responding, please only indicate no even for minor modifications made by your local program.

Page 6 of 15
4a. Please indicate any (may check more than one) modification/adaptation made to your local program from the original SAMSHA program design.

*One or more of the 9 selections should be checked if the response to question 4 was No. If other is selected please be as concise as you can in identifying the change. Please use the final section of this question to describe the items checked in this section.*

- Qualifications of staff providing services (pre-employment education, experience, screening, etc)
- Frequency or duration of the program (total hours per participant, total number of sessions per participant, length of each session)
- Changes to the specific program materials (excluded or expanded a component or section of the program materials)
- Staff training for program delivery (either before conducting training or annual in-service training specified by this model)
- Delivery methodology (setting, number of staff, size of groups, etc)
- Qualifications of administrator/director/organization (pre-employment education, experience, screening, accreditation, etc)
- Target population (gender, age, level of risk, specific needs, etc)
- Characteristics of staff providing services (gender, age, etc)
- Other (please specify)

Please describe the modification/adaptations checked above:

5. Does your program have a book, manual, action plan, training materials, or other written materials that describe the components of the program? Such materials should include at a minimum the description of the program contents, the organization providing the program, define the frequency of services and program duration, the qualifications of staff and the amount of training required to deliver the program, and describe the target population.

- Yes
- No

*Please indicate yes only if these include the items described or are more comprehensive. If you are working toward them, but are not fully implemented, or do not address every item, No is the appropriate response but you may consider answering Yes to question 7.*

6. Is your program constructing written materials that describe the program and how to administer the program?

- Yes
- No
If you have starting writing and have an anticipated implementation date, yes would be an appropriate response. If you plan to but have taken no steps to start or have none and do not plan to, no would be the appropriate response.

7. Has your program been evaluated for effectiveness?

☐ Yes  ☑ No

8. Has the research indicated the program to have a sustained effect of at least one year beyond the completion of the program and no evidence that the effect is lost after this time? For example if a program is designed to reduce substance abuse, then the positive effects would be reflected in no positive urinalysis tests for at least one year.

☐ Yes  ☑ No

d. Please use the questions in this section to describe the evaluation processes that are in place for this program.

1. Does your program have a formal written evaluation plan that describes the specific activities; the data collected and is conducted on at least an annual basis?

☑ Yes  ☐ No

2. Who is responsible for conducting the evaluation?

☐ Internal Evaluator – program staff
☐ External Evaluator – independent consultant or organization
☐ External Evaluator – staff of judicial district providing funding for program
☐ None conducted
☐ Other: if other please describe

One item checked of the 5 options is the anticipated response, but more than one is not prohibited as some evaluation plans could have multiple evaluators in place. If other is selected please be as concise as possible in identifying the entity.

3. What is the purpose of your evaluation?

☐ Formative (process) Evaluation – is an evaluation conducted for the program staff with a focus on program improvement
☐ Summative (behavior) Evaluation – is an evaluation conducted for an external audience or decision maker for the purpose of determining the worth or effectiveness of a program
☐ None conducted
If none is selected that would be the only response, one or both of the other selections could be an appropriate response.

4. How do you communicate your evaluation data? (check all that apply)

☐ Interim reports (to Mirror’s Board of Directors)
☐ Final reports (such as an annual report provided to key stakeholders)
☐ Short written communication (newsletters, bulletins, briefs)
☐ Verbal presentations
☐ Working sessions (with Mirror’s Quality Improvement Team)
☐ Do not share this data
☐ Other: please specify ____________________________________________

This question seeks to learn the methods of sharing evaluation data used by your program. You may select one or more of the 7 options.

5. Is evaluation data reviewed annually for continuous quality improvement purposes?

☐ Yes ☐ No

If questions one, two, or three (or all) are no/none the appropriate response to this question would be no.

6. Who participates in your continuous quality improvement process?

Please describe the persons by title or role (names are not necessary) and what it is that is done in the process. Depending upon your program’s process, this may include program staff, staff of funding organizations, advisory boards, evaluators or other stakeholders.

Mirror’s Quality Improvement Team (QIT) is made up of Mirror’s Program Directors and Clinical Supervisors and is chaired by Mirror’s Vice President of Treatment Services. The team meets once a month with the agenda developed jointly by all team members. The team reviews process data and related trends. Outcome data is also reviewed that is gathered at exit via a client satisfaction survey. The team also reviews operating procedures on an ongoing basis to look for ways to improve program delivery.
D. EXPENDITURE JUSTIFICATION

General Budget Instructions:

- Budgeted amounts must be of dollars allocated for calendar year 2013 ONLY.
- Budget line items throughout the application must be shown in whole dollars (no cents). If your calculation is $.01 to $.49 round down to next whole dollar; if $.50 to $.99 round up to next whole dollar.
- Please round all percentages in the narrative to the nearest tenth.
- If other funding sources are used, identify how costs are allocated between the Drug and Alcohol funds and other funding sources.

a. Personnel

<table>
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<th>Title</th>
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<th>Annual Salary</th>
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<td>Director</td>
<td>Doug Johnson</td>
<td>$62,500.00</td>
<td>1%</td>
<td>$ 625</td>
</tr>
<tr>
<td>Lead Counselor</td>
<td>Charles Ray</td>
<td>$44,800.00</td>
<td>2%</td>
<td>$ 896</td>
</tr>
<tr>
<td>Peer Mentors</td>
<td>2 Part-time to be hired</td>
<td>$24,960.00</td>
<td>90%</td>
<td>$22,464</td>
</tr>
<tr>
<td>Admin Assistant</td>
<td>Cory Taylor</td>
<td>$27,144.00</td>
<td>3%</td>
<td>$ 814</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>FICA, Unemployment Ins, Workers Comp, Life &amp; Disability, Medical Ins, &amp; Retirement Plan</td>
<td>$ 4,216</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $29,015

Less 25% for contract only being 9 months ($7,254)

Total: $21,761

This amount reflects the amount of salaries and benefits to be paid by Drug and Alcohol Funds for this program. The remainder is paid by existing services already being provided and anticipated new services from other funders.

b. Travel/Subsistence

There is no Travel/Subsistence proposed for this grant.
c. Equipment

There is no equipment proposed for this grant.

d. Supplies/Contract

These cost will be provided by Mirror Inc and not charged to this grant.

e. Client Medical

N/A

f. Client Assistance

N/A

g. Client Food Services

N/A

h. Facility Payment/Upkeep

These cost will be provided by Mirror Inc and not charged to this grant.

i. Liability Insurance

These cost will be provided by Mirror Inc and not charged to this grant.

j. Utilities

These cost will be provided by Mirror Inc and not charged to this grant.
k. Communications

These cost will be provided by Mirror Inc and not charged to this grant.

l. Other

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$2,176</td>
</tr>
</tbody>
</table>

Total: $2,176

Total Request: $23,937

**Note**

The proposed financial request for this project from Wyandotte County Drug and Alcohol Funds is considered by Mirror, Inc. to accurately describe the complete needs to implement the associated strategies. However this is negotiable, if necessary.
E. PROGRAM/SUBGRANTEE OUTCOME STATEMENT

In requiring programs to address outcomes, the Unified Government requires outcome measures to be in place to measure process and behavior. This format permits the program to implement measures that examine both the implementation (process) and the theory of change (behavior) which the program proposes to impact.

Process Outcome – this is designed to be a way to measure the program itself to determine if the program is being implemented or delivered as planned. It deals specifically with the program and provides the ability to monitor success and to identify areas that can be improved within the program. Process outcomes may be referred to as “outputs” in some other systems and typically will measure the implementation of the program or program elements, utilization of the program and organizational issues.

Process Outcome example:
Increase by 25% the number of classes available to clients from 2 nights a week to 3 nights a week.

Behavior Outcome – this is designed to allow the ability to monitor what change is being made in the targeted behavior of the client. These specifically measure the change in participants in the program for which the program was designed and implemented. Typical measures may include participants improved performance on measureable tests or changed level of participant engagement in target behavior.

Behavior Outcome example:
90% of the program participants will not have a positive drug test 30 days after program completion.

PROGRAM/SUBGRANTEE OUTCOME STATEMENT

Program Name:   Peer Mentoring Program of Mirror Inc. of Wyandotte County

<table>
<thead>
<tr>
<th>Process Outcome Statement (What will the program change and by how much?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implement Peer Mentoring Program by offering two peer mentoring groups per week to serve 100 clients annually.</td>
</tr>
<tr>
<td>2. In addition to the groups, 50 clients will receive individual mentoring sessions by the completion of the grant year.</td>
</tr>
</tbody>
</table>
1. How will the change be measured and what data will be used?

All clients served and group and individual sessions delivered are recorded in Mirror’s electronic health record and will be monitored monthly.

2. By when will it change?

Services will be implemented upon notification of the award and data collected from beginning of project.

3. What is the baseline?

There is no baseline given this is a new program.

PROGRAM/SUBGRANTEE OUTCOME STATEMENT

Program Name: Peer Mentoring Program of Mirror Inc. of Wyandotte

Behavioral Outcome Statement (What will the program change and by how much?)

1. As a result of their involvement in the Peer Mentoring Program, successful discharges from treatment will increase by 50%.

2. 75% of clients who participate in the Peer Mentor Program will remain drug/alcohol free at 60 days post treatment.

1. How will the change be measured and what data will be used?

Change will be measured by admission/discharge dates and discharge reasons in our electronic health records. Abstinence at 60 days after treatment will be monitored through the use of urinalysis and in documentation of client participation in Peer Mentoring sessions which will be done in the electronic health record.
2. By when will it change?

Upon program implementation, changes will be monitored immediately, via our database, and therefore, can be tracked and reported at any point in time. Annual results will be available at the end of the grant period.

2. What is the baseline?

Because this is a new program, there is no baseline for the intervention of peer mentoring services. Successful and unsuccessful discharge data is currently available. 30% of our clients discharged in 2013 were successful.

Attachments / Letters

A. Intent to Self Perform
B. Authorized Signature page
C. Debarment Proposal form
D. KDADS License
E. Agency Board Members
F. Agency Budget
G. Grant Application Budget Form (See Quarterly Expenditure Report Form)
H. List of Staff
I. Doug Johnson Resume
J. Charlie Ray Resume
K. Bonnie Logan Resume
L. Trisha Shopbell Resume
M. Area Director Job Description
N. Lead Counselor Job Description
O. Peer Mentor Job Description
P. Mirror Organizational Chart
Q. Mirror References
MIRROR, INC.

"Promoting Safe, Healthy People in Stronger Communities."

Request For Proposal
#R24633
Unified Government of Wyandotte County

ATTACHMENTS
Attachment A

intent to Self Perform

Affidavit of

Mirror Inc.

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the contract.

Peer Mentoring Program of Mirror Inc. of Wyandotte County

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and the Bidder agrees to provide any additional information or documentation requested by the Unified Government in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Sign: Beverly J. Yamhill

Date: 1/28/14
Attachment B

RFP 24633
PROPOSAL FORM

AUTHORIZED SIGNATURE

By submission of this proposal, the undersigned certifies that:

1.0 It has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government;

2.0 It has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;

3.0 It has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,

4.0 The prices contained in this proposal have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.

5.0 It has the full authority of the Respondent to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached proposal has been prepared in compliance with the specifications and that the quotations are valid for a period of ___90___ days.

Authorized Representative: Beverly D. Metcalf

Signature: [Signature]

Title: President/CEO

Company Name: Mirror Inc.

Address: 130 E. 5th/P.O. Box 711

City, State, Zip: Newton, KS 67114

Phone Number: (316) 283-6743

Fax Number: (316) 283-6830

E-mail Address: bmetcalf@mirrorinc.org

Federal Tax ID Number: 23-7433368
Attachment C

DEPARTMENT OF PROCUREMENT & CONTRACT COMPLIANCE

[ER CERTIFICATION REGARDING DEBARMENT AND/OR SUSPENSION]

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of $20,000. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
   a. The Respondent and/or any of its Principals:
      i. ______ Are ______ X Are not
         Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
      ii. ______ Have ______ X Have not
         Within a three-year period preceding this Respondent, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of Respondents; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
      iii. ______ Are ______ X Are not
         Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1)(a)(ii) of this provision; and
      iv. ______ Have ______ X Have not
         Within a three-year period preceding this Respondent, had one or more contracts terminated for default by any Federal agency.

2. "Principals," for the purpose of this certification, means officer; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.

3. The Respondent shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Respondent learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;

4. A certification that any of the items in this provision exits will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Respondent's responsibility. Failure of the Respondent to furnish a
certification or provide such additional information as requested by the Unified Government Procurement Department may render the Respondent non-responsive;

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Respondent is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and

6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Respondent knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

Beverly D. Metcalf

Name (typed)

President/CEO

Title

Mirror Inc.

Company

Signature

January 28, 2014

Date

Peer Mentoring Program of
Mirror Inc. of Wyandotte County

Project
THE KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

License

Mirror, Inc.
1024 Hoel Parkway
Kansas City, Kansas 66102

Is certified to provide the following Substance Use Disorder services:
Intensive, Outpatient: Counseling Treatment, Alcohol & Drug Assessment & Referral Program.

This licensure is issued under the authority of one or more of the following Statutes:
KSA 65-4601-4610, KSA 65-4012-4024, and remains in force subject to compliance with the provisions of
said statutes and the Rules and Regulations and Standards of the
Department adopted thereunder, until the 30th day of June, 2014.

This Certificate is effective on the 1st day of July, 2013

Angela D. Hagan
Behavioral Health Director,
Community Services & Programs

Secretary
Kansas Department for Aging and Disability Services

License Number: 00930645
Number of Beds: N/A
MIRROR INCORPORATED BOARD OF DIRECTORS
JANUARY 01, 2014

Rev. Bill Ester, Chairperson (12/31/15)
Retired minister
401 Arapaho
Kechi, KS 67067
(316) 993-1812 (Cell)
esterb18@aol.com

Janis Whitfield, Vice-Chairperson (12/31/14)
Retired USD 373 Administrator
709 Normandy Road
Newton, Kansas 67114
283-9022 (Home)
janisw44@cox.net

John S. Robbins, Secretary/Treasurer (12/31/16)
Attorney-At-Law
110 E. Broadway
Newton, Kansas 67114
283-4539 (Home)
283-4360 (Office)
FAX 283-5049
johnrobbins@robbinslaw.com

Vincent Collier (12/31/15)
Owner of Pizza Hut(s)
414 N. Main #114
Newton, Kansas 67114
283-4263 (Home)
283-4273 (Office)
FAX 283-5301
Vince_Collier@yahoo.com

Ada Schmidt-Orszen (12/31/14)
Professor of Social Work, Bethel College
209 SE 2nd St.
Newton, KS 67114
(316) 283-1182 (Home)
(316) 284-5352 (Work)
FAX 284-5286
adas@bethelks.edu

George Rogers (12/31/15)
Estimator - Whitewing Construction
3219 Royer West Drive
Newton, Kansas 67114
283-5272 (Home)
283-8180 (Office)
FAX 283-8188
gj31@cox.net

Mark Fraizer (12/31/16)
Investment Representative, Edward Jones Company
700 N. Main
Newton, Kansas 67114-0036
283-4631 (Home)
283-1902 (Office)
FAX 888-449-5611
mark.fraizer@edwardjones.com
oldestjun@yahoo.com

John Graber (12/31/16)
President-Graber's Hardware, Plumbing & Heating
7324 S.E. 12th
Newton, Kansas 67114
283-8537 (Home)
283-1903 (Office)
FAX 283-7738
Graber32002@yahoo.com

John R. Suderman (12/31/15)
President, Midland National Bank
P.O. Box 427
Newton, Kansas 67114-0427
283-0873 (Home)
283-7100 (Office)
FAX 283-3813
suderman@midlandkb.com

Byron Motter (12/31/16)
Sheriff Harvey County (Retired)
1010 S. Pine
Newton, KS 67114
bemotter@cox.net

Frank Stucky (12/31/16)
J.P. Weigand & Sons, Inc. Realtor
400 S. Main
Newton, Kansas 67114
283-4262 (Home)
283-1330 (Office)
FAX 283-6828
franklunstucky@gmail.com

Marianne Eichelberger (12/31/14)
Library Director, Newton Public Library
P.O. Box 63
N. Newton, Kansas 67117
283-2137 (Home)
283-2909 (Office)
FAX 283-2916
meisch@kouthwind.net
meisch@newtonkks.org

Carl Harris (12/31/14)
Vice-President & General Manager of the Carl Harris Company
2214 S. Duncan
Newton, Kansas 67114
283-8932 (Home)
(316) 267-8700 (Work)
FAX (316) 267-8702
carl@carlharriscompany.com

Tom Williams (12/31/15)
Chief Executive Officer, Ashbury Park
200 SW 14th
Newton, KS 67114
(316) 283-4770 (Work)
(316) 283-4799 (Fax)
tomw@ashbury-park.org

Randal Riggs (12/31/14)
City Manager, City of Newton
201 East 6th, Box 426
Newton, Kansas 67114
316.804.4239 (Home)
316.284.6002 (Office)
FAX 316.284.6090
riggs@newtonks.com
## THE MIRROR, INC.
### FY 2014 AGENCY BUDGET

### REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Client Fees Residential</td>
<td>38,600</td>
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<tr>
<td>Client Fees Outpatient</td>
<td>55,200</td>
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<tr>
<td>Misc. Fees</td>
<td>421,358</td>
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<td>Medicaid</td>
<td>1,069,320</td>
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<tr>
<td>Rental Income</td>
<td>35,571</td>
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<tr>
<td>State SRS-AAPS</td>
<td>1,547,004</td>
</tr>
<tr>
<td>State SRS-AAPS Allowance</td>
<td>(128,204)</td>
</tr>
<tr>
<td>SRS-AAPS PROB GAMBLING</td>
<td>-</td>
</tr>
<tr>
<td>SRS-AAPS 4TH TIME DUI</td>
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<tr>
<td>Department of Corrections</td>
<td>325,200</td>
</tr>
<tr>
<td>SB 123</td>
<td>1,081,800</td>
</tr>
<tr>
<td>Unified Government</td>
<td>7,800</td>
</tr>
<tr>
<td>Federal Outpatient</td>
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</tr>
<tr>
<td>Federal Residential</td>
<td>3,341,250</td>
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<tr>
<td>United Way</td>
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<td>Donations</td>
<td>-</td>
</tr>
<tr>
<td>Food Stamps</td>
<td>60,000</td>
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</table>

**Total Revenue**

| Amount  | 8,024,867 |

### GRAND TOTAL

<table>
<thead>
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</thead>
<tbody>
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<td>Salaries</td>
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<td>Payroll Taxes</td>
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<td>Fringe Benefits</td>
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<td>Travel</td>
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<td>Equipment</td>
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<td>Supplies</td>
<td>535,740</td>
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<td>Contract Services</td>
<td>249,360</td>
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<tr>
<td>Facilities Cost</td>
<td>398,778</td>
</tr>
<tr>
<td>Other</td>
<td>128,675</td>
</tr>
</tbody>
</table>

**Total Operating Expenses**

| Amount  | 7,485,227 |

### NET OPERATING INCOME

| Amount  | 539,640  |

### Other Income

| Amount  | 79,200  |

### Interest

| Amount  | -       |

### Depreciation

| Amount  | 393,340  |

### Bad Debt Expense

| Amount  | 40,230  |

### NET INCOME (LOSS)

<p>| Amount  | 202,270  |</p>
<table>
<thead>
<tr>
<th>Operating Agency:</th>
<th>Mirror, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name:</td>
<td>Peer Mentoring Program of Mirror Inc. of Wyandotte County</td>
</tr>
<tr>
<td>Program Director:</td>
<td>Doug Johnson</td>
</tr>
<tr>
<td>Telephone #: 913-371-9668 (program site)</td>
<td></td>
</tr>
<tr>
<td>Fax #: 913-371-9668 (program site)</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:dijohnson@mirrorinc.org">dijohnson@mirrorinc.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Agency:</th>
<th>Mirror, Inc.</th>
</tr>
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<tbody>
<tr>
<td>Program Name:</td>
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<tr>
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<tr>
<td>Fax #: 913-371-9668 (program site)</td>
<td></td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:dijohnson@mirrorinc.org">dijohnson@mirrorinc.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
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<tr>
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<td>$3,162.00</td>
<td>$3,162.00</td>
<td>$3,162.00</td>
<td>100%</td>
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<tr>
<td>Travel &amp; Subsistence</td>
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<td>-</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
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<td>$1,000.00</td>
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<td>100%</td>
</tr>
<tr>
<td>Equipment</td>
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<td>-</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
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<td>100%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,000.00</td>
<td>-</td>
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<tr>
<td>Consultants</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Client Medical</td>
<td>$1,000.00</td>
<td>-</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Client Assistance</td>
<td>$1,000.00</td>
<td>-</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Client Food Services</td>
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<td>$1,000.00</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Facility Payment/Upkeep</td>
<td>$1,000.00</td>
<td>-</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>Liability Insurance</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td>Utilities</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>100%</td>
</tr>
<tr>
<td>Communications</td>
<td>$1,000.00</td>
<td>-</td>
<td>$1,000.00</td>
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<td>Other</td>
<td>$2,176.00</td>
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<td>$2,176.00</td>
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<td>$2,176.00</td>
<td>$2,176.00</td>
<td>$2,176.00</td>
<td>100%</td>
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| Total Expenditures | $23,599.00 | - | $23,599.00 | $23,599.00 | $23,599.00 | $23,599.00 | $23,599.00 | $23,599.00 | $23,599.00 | 100% |

| Allocation | $1,000.00 | - |

| Notes: |

| Approved Carryover |

| Total Available | $22,599.00 |

| Balance | $22,599.00 |

Certifications: I certify that to the best of our knowledge this report is true in all aspects and that all disbursements have been made for the purposes and conditions of the grant.

Doug Johnson
Program Director (printed name)

David D. Wuthnow
Chief Financial Officer (printed name)

*Signature certification - I certify this report is correct and complete and represents actual expenditures of funds for the period covered and for the grant to date.

For Private Providers/Subgrantee submitted report: Chief Financial Officer

Signature - Program Director
Date

Signature - Chief Financial Officer
Date
Peer Mentoring Program of Mirror Inc. of Wyandotte County
Staff List

1. Doug Johnson, Area Director: Mr. Johnson will be responsible for the implementation and operation of the program.

2. Charles Ray, Lead Counselor: Mr. Ray will be the onsite supervisor of the Peer Mentors and will provide supervision of their work with clients including approval of peer mentoring plans for each client who participates in the program.

3. Bonnie Logan, Peer Mentor: Ms. Logan will be providing peer mentoring services to clients.

4. Trish Shopbell, Peer Mentor: Ms. Shopbell will be providing peer mentoring services to clients.
SUMMARY

Over thirty years of experience in the chemical dependency treatment field, including twelve years working directly with the criminal offender population. Experience includes supervision, training, program development, marketing, and networking. My experiences have allowed me to develop a wide range of both clinical and administrative skills.

PROFESSIONAL EXPERIENCE

Program Director (Kansas City Area)
Mirror Inc., Shawnee & Kansas City, KS 2003 to Present

Manage Intermediate and Reintegration program in Shawnee and Outpatient program in Kansas City, Kansas (Wyandotte County) providing Substance Abuse Treatment services.

Program Coordinator
Mirror Inc., Shawnee & Topeka, Kansas 2000 to 2003

Managed residential program in Shawnee then in Topeka providing residential, outpatient, and reintegration chemical dependency treatment for parolees under the supervision of the Kansas Department of Corrections.

Primary Counselor
Mirror Inc., Salina, Kansas 1997 to 2000

Addictions Counselor in an outpatient program providing services for parolees under the supervision of the Kansas Department of Corrections.

Primary Counselor
Mirror Inc., Hutchinson, Kansas 1995 to 1997

Addictions Counselor in a residential treatment program providing services for parolees under the supervision of the Kansas Department of Corrections.

Primary Counselor
Mirror Inc., Newton, Kansas 1992 to 1994

Addictions Counselor in a 45-day alcohol and drug abuse day-treatment program contracted by the Kansas Department of Corrections to provide treatment for inmates in the Ellsworth Correctional Facility.
Primary Counselor
DCCCA, Lawrence, Kansas 1989 to 1992

Addictions Counselor in a 45-day alcohol and drug abuse day-treatment program contracted by the Kansas Department of Corrections to provide treatment for inmates in the Ellsworth Correctional Facility.

Outreach Counselor
St. Johns Hospital, Salina, Kansas 08/01/1985 to 06/30/89

Responsible for marketing and crisis intervention in a six county area to support admissions for the St. Johns Chemical Dependency Treatment Centers.

Education
1968-1969 Pittsburg State University

1969-1970 Johnson County Community College

1976 Allen County Community College

1992-1993 Kansas Wesleyan University


License

State of Kansas, Behavioral Sciences Board, Licensed Addiction Counselor (License # 181)

Military

1971 – 1992 Kansas Army National Guard (Retired)
Charles Ray
Confidential Resume

9265 Cottonwood, Lenexa, KS 66215
(913) 888-0349 home  (913) 559-6999 cell

Summary of Qualifications

♦ Strong leadership abilities.
♦ Insightful commitment to positive communication.
♦ Willing to take on new challenges within demanding deadlines. Utilizing progressive, results oriented performance style.
♦ Strong organizational skills. Ability to screen and assess needed situations
♦ Strong time management and interpersonal skills. Detail oriented.
♦ Loyal team player. Impeccable work ethic.

Experience

Mirror Incorporated  •  Kansas City, KS  •  2004-Present
Assessments, Evaluations and Counseling
Lead Counselor since 2006
• Responsible for USPO Clients (base of 60 clients).
• Counseling (individual and groups) including Thinking for a Change.
• Oversee the facility needs.
• Organization and maintenance of USPO client files.
• Regularly correspond and coordinate with USPO probation officers.

Choices  •  Olathe, KS  •  2004-2004
Evaluations and Assessments
• Outpatient counseling /Educational groups / Court Services Evaluations.

Mainstream KC Incorporated  •  Bonner Springs, KS  •  2000-2004
30-Day Residential Treatment Center
• CADCII SATR certified Substance Abuse Counselor - Program development, assessments, treatment and discharge plans, referral placement, development and facilitation of group and individual counseling, computer skills.

Trinity Lutheran Hospital  •  Kansas City, MO  •  1999-2000
Chemical Dependency Unit - 3 - 14 day treatment unit
• Substance Abuse Counselor - Program development, assessments, treatment plans, discharge placement, development and facilitation of group and individual counseling, computer skills, certified CPR and CPI.

Johnson County Adult Detox Unit  •  Overland Park, KS  •  1998-1999
Drug and alcohol adult detoxification center
• Monitor – Screen callers, conduct assessments, transport as necessary, arrange additional treatment options, and complete all paperwork.
Education / Certifications

♦ CADC-II  Substance Abuse Counselor
♦ NCAC-II
♦ SASSI-III certified
♦ ASI certified
♦ AAPS certified
♦ Thinking for a Change certified
♦ Served on KAAP ethics committee for two years
♦ Chairperson for the KAAP certification commission for one year.
♦ KAAP board member
♦ Kansas City Kansas Community College
♦ BA – Mid-America Nazarene University
Bonnie J. Logan  
1105 SE Gillmore Avenue  
Topeka, Kansas 66607  
785-224-3199  
blogan@mirrorinc.org

Objective: To assist consumers by using a friendly approach yet provide structure, and maintaining professional boundaries at all times. To assist addicts and alcoholics in the recovery process.

Summary:
- Well-organized and efficient.
- Strong training skills.
- Enjoy working with people.
- Efficient and courteous.
- Capable of handling multiple projects concurrently.
- Able to work independently.
- Able to recognize client needs, and meet them.
- Able to please customers under all circumstances.
- Able to follow directions.
- Strong leadership abilities

Accomplishments:  
Alcohol and Drug Treatment
- Assisted clients in recovery process.
- Aided clinical staff members.
- Supervised up to 13 Chemical Dependency Technicians.
- Collection of UAs and BAs.
- Reports included time-and-attendance records, new hire trainings, social detoxification, monthly technician meetings, orientations, evaluations, write ups, and transportation coordination.
- Observed medication being passed.
- CPR & First Aid Certified
- Directed services, such as maintenance, repair, supplies, mail and files.
- Responsible for managing and maintaining multiple schedules.
- Customer service in person and on telephones.
- Managed and Maintained schedules for other employees for their workday.
- Performed general office duties.
- Intakes and Referrals
- Assisted with the implantations of Social Detoxification Programs at FSLV.

Experience: Mirror Inc. of Topeka  
Relief Worker (PRN status)  
Topeka, Kansas  
June 2012 to Current

Breakthrough House  
Relief Worker (PRN status)  
Topeka, Kansas  
December 2012 to Current
• Aided executive staff capacity by coordinating office services and monitoring residents.
• Assist residents with day to day living skills at all 4 Breakthrough House locations.
• Responsible to maintain medical books and personal information books for multiple clients.

First Step at Lake View Lawrence, Kansas
Chemical Dependency Technician Supervisor July 2007 to March 2012

Women’s Recovery Center Topeka, Kansas
Lead Technician & Technician Supervisor October 2001 to July 2007
Alcohol and Drug Treatment
• Assisted clients in recovery process.
• Aided clinical staff members.
• Utilization of the 12 steps concept.
• Facilitated (non-billable) groups.
• Coordinated trainings, transportation and orientations.

First Step House Lawrence, Kansas
Live-In Staff October 1999 to October 2001
Aided counselors in staff capacity by coordinating individual client care.
• Executed daily operations of general office duties, and transports as needed.
• Assured all residents were accounted for prior to curfew and other live-in house duties.
• Resolve evenings and weekend emergencies and house management.

Education:
Johnson County Community College Overland Park, Kansas
No 2000-2001

Adult Learning Center Lawrence, Kansas
GED 1999

Essential Learning (on-line)
Confidentiality
Supervision & Leadership
Managing Employee Performance

References:
Libby Schmankes (former supervisor)
Oskaloose, Kansas
(785) 840-5280

Iris Wilkinson (friend)
Lawrence, Kansas
(785) 670-2116

Sherrie Norwood (co-worker)
Lawrence, Kansas
(785) 424-0639
TRISHA SHOPBELL
1111 NTH 8TH ST., LEAVENWORTH, KS, 68048, (913)-3064224, ACCEPT2DAY1@YAHOO.COM

EXPERIENCE

NOV. 2008 TO PRESENT

PROGRAM TECH
Mirror Inc. Shawnee, KS
- Maintain client and program confidentiality as required by federal law.
- Supervise clients during assigned hours
- Maintain a clear and accurate record of client behavior/movement and program related activities.
- Facilitate orientation group
- Supervise clients during urine specimen collection process
- Handle crisis situations as they arise. Intervene appropriately to diffuse or de-escalate potentially harmful situations.

MAY 2006 TO SEPT. 2009
Self Employed Lawrence, KS
RESIDENTIAL AND COMMERCIAL CLEANER
- Maintained accounts payable and receivable
- Hiring of employees and monitoring all staff while on duty
- Performed various cleaning responsibilities for commercial and residential properties.

AUGUST 2005 TO JULY 2006
Baymont Inn & Suites Lawrence, KS
HOUSEKEEPER/LAUNDRY ATTENDANT
- Maintained record of daily tasks in regards to guest rooms
- Performed daily and weekly deep cleaning tasks
- Cleaned, sorted and stocked all laundry for the facility

EDUCATION

APPS CREDENTIAL
December 2010
- Peer Mentor Certification

KCKCC
- Course study Addiction Counseling
- 38 credit hours completed toward Associate Degree in Applied Science

REFERENCES
References are available on request.
JOB DESCRIPTION

Agency: The Mirror Inc.
Title: MIRROR INC. AREA DIRECTOR (COMMUNITY ADDICTION TREATMENT PROGRAMS)
Responsible To: Vice-President of Treatment Services
Classification: Exempt (Salaried, full-time)
Salary Range: Negotiable within an established range set by Mirror Board.
Job Location(s): Newton, Shawnee and Topeka Kansas

Job Summary: Under the administrative supervision of the Vice-President of Treatment Services, the Mirror Area Program Directors are responsible for the programs and services offered by the agency at that location. He/she shall also provide administrative and clinical supervision to all counseling, case management and support staff assigned to the Mirror residential and outpatient treatment programs assigned to their catchment area. Mirror Area Program Directors shall operate in accordance with the policies determined by the Board of Directors and shall abide by all applicable federal, state and local regulations. Please note: Area Directors may sometimes cover more than one program or facility and often have oversight of programs in different locations, (i.e., different cities).

QUALIFICATIONS:

1. Graduate of a four year accredited college or university with a bachelor's degree in social work, sociology, psychology, substance abuse counseling or a closely related field. Master's degree matching one of the aforementioned disciplines is desirable.
2. Minimum of one year paid experience providing supervisory oversight for a human services provider.
3. The agency deems it to be desirable for this position to be a licensed substance abuse counselor in the State of Kansas. It is not a mandatory requirement. LCAC would be desirable as well.
4. Ability to gather and understand program evaluation data and design.
5. Excellent interpersonal skills required as well as ability to communicate effectively both verbally and in writing.
6. Demonstrated ability to effectively supervise the work of others.
7. Previous experience in a supervisory role would be desirable.
8. Demonstrated ability to prioritize and work with multiple tasks.
9. Must be adaptable to change and have effective organizational skills.
10. Must be able to work in concert and in collaboration with the President/CEO and other agency Vice Presidents.
11. Must be able to pass agency authorized security and background checks.
12. Every employee must be free of chemical dependency for at least 2 years prior to employment.
13. Must be proficient in Microsoft Office Word, Outlook and have a basic understanding of Excel preferred.
14. Physical requirements would include but not limited to: standing, walking, talking, hearing and lifting (40/50 pounds). Walking stairs may be required as well. Be able to operate a motor vehicle (Class C license).

DUTIES AND RESPONSIBILITIES:

1. Supervision of the clinical, case management and support staff at the designated program location(s).
2. Responsible for assisting in the development of treatment curricula and ensures implementation of same within the designated component(s). Approves all modifications in the curricula through the Vice President of Treatment Services.
3. Responsible for ensuring the programs assigned to their care and oversight employ the proper cognitive model (currently using Thinking For A Change) as well as, other therapeutic approaches (such as A New Direction curriculum) suitable for the offenders or clients we serve. This would also include an eclectic blend of traditional treatment methodologies such as reality therapy, bibliotherapy, rational-emotive therapy, self-help strategies, behavior modification, and level systems, etc... along with other "cutting edge" approaches as they may appear in the literature or scientific research.
4. Administer the daily operations of the Mirror program or programs assigned to their care.
5. Recruit, recommend for hire and evaluate staff assigned to their designated program or programs. (Please note: Directors should consult with the Mirror Executive Vice President of Human Resources & Compliance on offers of employment, disciplinary issue with staff and any recommendation that involves termination of a Mirror employee. Terminations should be carefully documented and then submitted for approval to the President/CEO or the Executive Vice President of Human Resources & Compliance).
6. Assists with the continuing education needs of staff through coordination or delivery of in-service units or initial approval of workshop hours. Oversight of annual in-service staff training for the staff they supervise.
7. Approves all residential admissions and discharges and monitors census/utilization in all programs they oversee. Oversees the internal utilization review process for their assigned programs. Assists the Vice-President of Treatment Services with the tracking of clients for the programs they manage.
8. Monitors the flow of clients or offenders into their assigned programs.
9. Liaison activities with the client referral source (might include other treatment providers, assessment centers, courts, or parole, probation or community corrections officers), local employers, community vendors, business associates, etc... Work to resolve any differences community vendors or business associates might have with our residents or services.
10. Ensures conformity to funding authority and contractual agreement standards. (Please note: includes but is not limited to KDADS, BOP, KDOC, KSC or USPO).
AREA DIRECTOR (COMMUNITY-BASED) JOB DESCRIPTION

11. Ensures conformity to licensing authority (KDADS) standards.
12. Responsible for (or oversight of) the approval of all participant related paperwork (i.e., treatment plans, case management plans, discharge summaries, etc.) within their assigned program(s).
13. Responsible for coverage issues of staff assigned to their program(s).
14. Clinical observation of counseling and case management activities and provides any consultative duties with staff as required.
15. Meets regularly with the Vice President of Treatment Services Programs to ensure quality programming. Provides reports to Vice President of Treatment Services on an as needed basis. Participate on the Quality Improvement Team.
17. Handles crisis situations when on-call staff is not available or skilled enough to manage the situation.
18. Responsible for performing any other responsibilities assigned by his/her supervisors.

| Employee Signature | Witness Signature | Date |

South Central Area Director has oversight of Harvey, Reno and Sumner County treatment programs.
Northeast Area Director has oversight of Shawnee and Brown County treatment programs (Topeka, Hisawtha & Atchison).
Kansas City Area Director has oversight of Johnson and Wyandotte County treatment programs.
JOB DESCRIPTION

Agency: The Mirror Incorporated
Title: WYANDOTTE OUTPATIENT LEAD COUNSELOR
Responsible to: Designated Area Director
Classification: Non-exempt (Salaried, Full-time)
Salary Range: Negotiable within an established range set by the Mirror Board.
Job Location: Wyandotte

Job Summary: The Outpatient Supervisor will work under the supervision of the Area Director and will be responsible for the programs and services offered by the agency at that location. He/she shall also provide administrative and clinical supervision to all counseling and support staff assigned to the MIRROR treatment programs at that location. The Outpatient Supervisor shall operate in accordance with the policies determined by the Board of Directors and shall abide by all applicable federal, state and local regulations.

QUALIFICATIONS:

1. Graduate of a four year accredited college or university with a bachelor's degree in social work, sociology, psychology, substance abuse counseling or closely related field is required. Masters degree matching one of the above stated professions would be desirable.

2. Minimum 1 year paid experience paid administrative experience. Administrative experience in a treatment setting is most desirable.

3. Be a licensed or certified substance abuse counselor in the State of Kansas.

4. Excellent interpersonal skills required as well as the ability to communicate effectively both verbally and in writing.

5. Demonstrated ability to effectively supervise the work of others.

6. Must be able to handle change and have effective organizational skills.

7. Must be able to work in concert with the Vice President of Treatment Services, area Directors and other Clinical Supervisors.

8. Must be able to pass background/security check.

9. Every employee must be free of chemical dependency for at least 2 years prior to employment.

10. Must be proficient in Microsoft Office Word, Outlook and with a basic understanding of Excel and Access preferred.

11. Job functions in this position may involve walking, climbing stairs, bending and lifting up to 30 or 40 pounds.
DUTIES AND RESPONSIBILITIES:

1. Supervision of the clinical and support staff at the designated location.

2. Responsible for assisting in the development of treatment curricula and ensures implementation of same within the designated component(s).

3. Responsible for staff assignments as to their assigned modality and any subsequent caseload considerations.

4. Assist with coverage due to counselor illness or training.

5. Assess skills and needs of the clinical staff and educate and train as necessary. This is inclusive of providing opportunities for learning as appropriate and with frequent in-service training and routine and regular clinical supervision.

6. Maintain quality assurance of client records including client assessment, progress notes, treatment plans, discharge summaries, etc.

7. Monitor compliance of standards and expectations of the agency’s funding and licensing authorities. Work closely with the counseling staff to ensure proper documentation of the written client record. Establish a system of regular file utilization review and generate reports to superiors as requested regarding this issue.

8. Monitor scheduling and facilitation of the waiting list, incoming, transferring and discharging of clients in order to maintain program utilization.

9. Cross train and/or monitor with other Supervisors from other Mirror facilities to maintain quality assurance.

10. Ensure standardized curriculum is implemented as designed.

11. Monitor client movement within modalities.

12. Liaison and marketing activities with local agencies to promote referrals and expand opportunities for expansion within the community.

13. Perform other duties as requested by the Area Director or Vice-President of Treatment Services.

Employee Signature ___________________________ Witness Signature ___________________________

Date ___________________________
JOB DESCRIPTION

Agency: The Mirror Inc.
Title: Peer Mentor
Responsible To: Designated Site Facility Director or Clinical Supervisor
Classification: Non-Exempt (Hourly, FT, PT or PRN positions available)
Salary Range: Negotiable within an established range (time and a half for any hours worked over 40)
Job Location: Newton, Topeka, Wichita, Shawnee, Kansas City and Hutchinson, Kansas

Job Summary: Under the clinical supervision of the Facility Director (or their designee), the Peer Mentors at the Mirror treatment programs are responsible for providing clients with support and assistance in order to further their recovery goals and objectives. Peer Mentors shall operate in accordance with the policies set forth by the Board of Directors and as implemented by their supervisors and they shall abide by all applicable laws and regulations. Peer Mentors shall adhere to the policies and procedures set forth in the KDADS peer support services policy statement. Peer Mentors must be a Kansas Certified Peer Mentor (KCPM) or eligible to become one and have completed the KDADS/BHS approved 15 hour peer mentor training. In short, the duties of this position include case management type services for the clients served, individual and group meetings related to peer mentoring services and monitoring of clients behavior while at community based events or appointments.

QUALIFICATIONS:
1. High school diploma or General Educational Development certificate.
2. One year living in healthy sustained recovery from SUD and/or BH addictions.
3. Be a Kansas Certified Peer Mentor (KCPM) or eligible to become one.
4. Completion of the KDADS/BHS approved 15 hour training.
5. Read the BHS Peer Mentor Code of Ethics, and sign the statement on the Application affirming adherence to this code and signed affirmation of Merit of Public Trust statement.
6. Experience in supervising and interacting with persons addicted to drugs or the prison population would be desirable.
7. Must be proficient in Microsoft Office Word with basic understanding of Excel preferred.
8. Good reading, writing and communication skills.
9. Ability to organize and prioritize and follow through with multiple tasks related to client charting.
10. Must have a valid driver's license.
11. Must be able to pass KBI (et al.) security check.
12. Job functions in this position may involve some walking, climbing stairs, bending, lifting (or assisting) up to 40/50 pounds.
13. If person is a former client of this agency then they need to have been discharged from here for at least 6 months.

DUTIES AND RESPONSIBILITIES:
1. Work with assigned Counselor to provide case management type services to the assigned population with the goal of helping the newly recovering client to transition into a recovery lifestyle.
2. Provide group presentations as required.
3. Provide educational presentations as required.
4. Provide transportation for clients to community based providers. This might include appointments to court hearings, doctor's offices, parole/probation officers, etc...
5. Maintain a record of all peer mentoring activities within TIER.
6. Maintain client and program confidentiality as required by federal laws.
7. Monitor referred clients as necessary when on Mirror property, at Mirror related activities in the community or while at scheduled appointments with community providers.
8. Be available for case staffing conferences when requested by your supervisor.
9. Assist Mirror's counseling and administrative staff with KDADS compliance and/or funding source audit conditions.
10. Perform other job related functions as directed by your immediate supervisor.

__________________________  ___________________________  __________
Employee Signature        Witness Signature            Date
Peer Mentoring Program at Mirror, Inc. of Shawnee

References

1. Crystal Sprague
   Administrator of Criminal Justice Programming
   Wyandotte County Community Corrections
   812 N. 7th St., 3rd Floor
   Kansas City, Ks. 66101
   913-573-4180

2. Michelle Caples
   Senior US Probation Officer
   500 State Ave., Room M35
   Kansas City, Ks. 66101
   913-735-2417
### A. Program Funding Request

Program Contact Information Section (include email address for program director)

<table>
<thead>
<tr>
<th>Program Name and Organization Name</th>
<th>Director Name/Email address</th>
<th>Financial Officer *</th>
<th>Physical Address</th>
<th>Phone</th>
<th>Requested Amount</th>
<th>Match Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>Peer Mentoring Program of Mirror, Inc. of Wyandotte County</strong></td>
<td>Doug Johnson <a href="mailto:djohnson@mirrorinc.org">djohnson@mirrorinc.org</a></td>
<td>David Wuthnow 316-283-6743 (corporate phone)</td>
<td>1024 Hoel Parkway Kansas City, Ks. 66102 (program site)</td>
<td>130 E 5th St., POB 711 Newton, Ks. 67114 (corporate address)</td>
<td>913-371-9668 (program site)</td>
<td>$32,385</td>
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Note: *The Financial Officer for individual program is the person with the day to day operational authority to approve expenditures. The Program Director and the Financial Officer cannot be the same person.*
D. EXPENDITURE JUSTIFICATION

a. Personnel $20,316

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<tr>
<th>Title</th>
<th>Name</th>
<th>Annual Salary</th>
<th>Level of Effort</th>
<th>Cost</th>
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<tr>
<td>Counselor</td>
<td>To be determined</td>
<td>$40,275.00</td>
<td>2%</td>
<td>$806</td>
</tr>
<tr>
<td>Peer Mentors</td>
<td>2 Part-time to be</td>
<td>$24,960.00</td>
<td>90%</td>
<td>$22,464</td>
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<td>Fringe Benefits</td>
<td>FICA, Unemployment Ins, Workers Comp, Life &amp; Disability, Medical Ins, &amp; Retirement Plan</td>
<td>$3,818</td>
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<td>Total:</td>
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<td></td>
<td></td>
<td>$27,088</td>
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</table>

Less 25% for contract only being 9 months ($6,772)

Total: $20,316

This amount reflects the amount of salaries and benefits to be paid by Drug and Alcohol Funds for this program. The remainder is paid by existing services already being provided and anticipated new services from other funders.

b. Travel/Subsistence $897

$897 is requested to finance the cost of mileage at the rate of $0.44 per mile or for the cost of gas, repairs and upkeep for the company vehicle to provide transportation only for the peer mentors and their clients to and from related meetings.

c. Equipment Match: $450

This is the cost of the equipment needed for the program and this cost will be provided by Mirror Inc in the amount of $450 and not charged to this grant.

d. Supplies/Contract Match: $750

This is the cost of the supplies needed for the program and this cost will be provided by Mirror Inc in the amount of $750 and not charged to this grant.
e. Client Medical

N/A

f. Client Assistance  Match: $100

This is for bus passes to get the clients to treatment and will be provided by Mirror Inc in the amount of $100 and not charged to this grant.

g. Client Food Services

N/A

h. Facility Payment/Upkeep  Match: $1,088

This is for the cost of the facility upkeep, insurance, and depreciation for this program and will be provided by Mirror Inc in the amount of $1,088 and not charged to this grant.

i. Liability Insurance   Match $305

This is for liability insurance will be provided by Mirror Inc in the amount of $305 and not charged to this grant.

j. Utilities Match: $1,750

This is for the utilities for this program and will be provided by Mirror Inc in the amount of $1,750 and not charged to this grant.

k. Communications  $900  Match: $420

This is for the data and phone lines for this program and for cell phones through a contract with Verizon for the peer mentors. $420 for this programs portion of the phone and data lines and $900 for 2 cell phones for the peer mentors for a total of $1,320.
I. Other  $1,848  Match: $3,013

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Administrative Costs (This is for accounting (payroll, accounts</td>
<td>Program: $1,848</td>
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<tr>
<td>receivable and accounts payable), information systems, human</td>
<td></td>
</tr>
<tr>
<td>resources, clerical support, maintenance and executive oversight.</td>
<td>Match: $1,307</td>
</tr>
<tr>
<td>Currently runs 14% of revenue but only charging 10% to this project</td>
<td></td>
</tr>
<tr>
<td>Total: $3,155</td>
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</tbody>
</table>

The costs below are for the direct administrative oversight and clerical support.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Annual Salary</th>
<th>Level of Effort</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Doug Johnson</td>
<td>$62,500.00</td>
<td>1%</td>
<td>$625</td>
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<tr>
<td>Lead Counselor</td>
<td>Charles Ray</td>
<td>$44,800.00</td>
<td>2%</td>
<td>$896</td>
</tr>
<tr>
<td>Admin Assistant</td>
<td>Cory Taylor</td>
<td>$27,144.00</td>
<td>3%</td>
<td>$814</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>FICA, Unemployment Ins, Workers Comp, Life &amp; Disability, Medical Ins, &amp; Retirement Plan</td>
<td>$671</td>
<td></td>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total: $3,006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Less 25% for contract only being 9 months ($752)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total: $2,254</td>
</tr>
</tbody>
</table>

This is cost will provided by Mirror Inc in the amount of $2,254 and not charged to this grant.

Total Amount: $32,385
Match Amount: $8,424
Total 2014 Request: $23,961
Staff Request for Commission Action

Tracking No. 140109

Type: Standard
Committee: Neighborhood and Community Development Committee

Date of Standing Committee Action: 4/7/2014
(If none, please explain):

Proposed for the following Full Commission Meeting Date: Confirmed Date: 4/24/2014
4/24/2014

☐ Changes Recommended By Standing Committee (New Action Form required with signatures)

Date | Contact Name | Contact Phone | Contact Email | Ref | Department / Division
-----|--------------|---------------|---------------|-----|------------------------
3/26/2014 | Chris Slaughter | 8977 | cslaughter@wycokck.org | | Administration/Land Bank |

Item Description:
The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee review the proposed packets and forward them to the Land Bank Board of Trustees for final consideration.

Item (1) - Donations To Land Bank (2)
Item (2) - Applications (5)
Item (3) - Best and Finals (1)
Item (4) - Transfers from Land Bank (1)

Action Requested:
The Land Bank Manager respectfully requests that the Neighborhood & Community Development Committee approve the above requests and forward them to the Land Bank Board of Trustees for final approval.

☐ Publication Required

Budget Impact: (if applicable)

Amount: $
Source:
☐ Included In Budget
☐ Other (explain)
### DONATIONS TO LAND BANK

<table>
<thead>
<tr>
<th>Donor</th>
<th>Parcel #</th>
<th>Requested Donation Address</th>
<th>Land Bank Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Missouri-Kansas Imports, Inc</td>
<td>132400</td>
<td>808 S 25th St</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Missouri-Kansas Imports, Inc</td>
<td>132403</td>
<td>828 S 25th St</td>
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</table>
PAGE LEFT
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INTENTIONALLY
<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>APPLICANT ADDRESS</th>
<th>LAND BANK ADDRESS</th>
<th>PROPOSED USE</th>
<th>LOT SIZE</th>
<th>ADVISORY BOARD RECOMMENDATION</th>
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<tr>
<td>Wilson Mortera</td>
<td>930 Ohio Ave</td>
<td>928 Ohio Ave</td>
<td>Yard Extension</td>
<td>25 x 130</td>
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<td>Arthur Gaddy</td>
<td>2714 N 52nd St</td>
<td>2711 N 52nd Terr</td>
<td>Yard Extension</td>
<td>75 x 140</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Oliver Small Engine</td>
<td>911 Osage Ave</td>
<td>907 Osage Ave</td>
<td>Parking</td>
<td>25 x 115</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Scrap Management, LLC</td>
<td>814 S 25th St</td>
<td>808 S 25th ST</td>
<td>Commercial Business Expansion</td>
<td>0 x 0</td>
<td>APPROVED</td>
</tr>
<tr>
<td>Scrap Management, LLC</td>
<td>911 Osage Ave</td>
<td>828 S 25th ST</td>
<td>Commercial Business Expansion</td>
<td>75 x 120</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>
Section 1: Personal Information.

1. Applicant’s Name: Wilson Masters
   Spouse (if applicable):

2. Name of Corporation (if applicable):

3. Street Address: 930 Ohio Ave.

4. City, State, Zip: Kansas City, Kansas 66101

5. Home Phone #: 413-544-5381 Work Phone #:

6. E Mail Address:

7. List Properties you own in Wyandotte County:
   Lot 46, Block 3, Forest Grove

8. Do you (or your spouse) have any Code Enforcement violations? Yes No X

9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes No X

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property: 928 Ohio Ave. KS 66101
   • Vacant Land
   • Structure

2. Proposed Use of Property:
   • Yard Extension. Go to section 4.
   • Parking. (Must comply with UG regulations) Go to section 4.
   • Garage. Requires building permit. Go to section 4.
   • Home Addition. Requires building permit. Go to section 3.
   • New Home Construction. Requires building permit. Go to section 3.
   • Commercial Construction. Requires building permit. Go to section 3.
   • Rehabilitation of existing structure. Requires building permit. Go to section 3.
   • Other:

Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes__ No__
   (Call Planning & Zoning at 913-573-5750)

2. Type of Ownership: Individual___ Corporation___ Nonprofit: ___
   Other: ___________________________

3. **Must** attach a letter of credit or pre-approval letter from your bank.

4. **Must** attach drawings for your proposed project.

5. Proposed use of property:
   - Home Ownership.
   - Rental Home.
   - Business/Commercial Use.
   - Apartments.
   - Other, Specify: ___________________________

6. Will you seek Tax Increment Financing or other public tax exemptions? ______

7. Will you seek Neighborhood Revitalization Tax Rebates? ______

8. Starting Project Date: _____________ Completion Date: _____________

   Comments: _______________________________________________________
   ________________________________________________________________
   ________________________________________________________________

Section 4: Additional Comments & Terms of Proposal.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

*Incomplete applications will not be considered and will be returned to the sender.*

As the applicant I attest that the information in this proposal is accurate. I attest that I have read the Unified Government’s Land Bank policy and agree to the terms and conditions of it. I understand that the Unified Government reserves the rights to reject any proposal without cause.

_________________________________________________________________

Applicant’s Signature: ___________________________ Print Your Name: ___________________________ Date: ________________

Return Completed Application to: Land Bank, 2nd Floor, 710 N. 7th, KCK 66101
Fax 913-321-0237 Phone 913-573-8977
Attn: Land Bank Manager, Chris Slaughter
Section 1: Personal Information.

1. Applicant's Name: Arthur Gaddly
   Spouse (if applicable): Melinda Gaddly

2. Name of Corporation (if applicable): 

3. Street Address: 2714 N. 52nd Street

4. City, State, Zip: Kansas City, KS 66104

5. Home Phone #: 785-764-0289  Work Phone #: 785-418-5136

6. E Mail Address: Freemos762@hotmail.com

7. List Properties you own in Wyandotte County: 2714 N. 52nd Street
   parcel number 039020

8. Do you (or your spouse) have any Code Enforcement violations? Yes __ No X

9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes __ No X

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property: 2714 N. 52nd Terrace Kansas City, KS 66104
   X Vacant Land
   o Structure

2. Proposed Use of Property:
   X Yard Extension. Go to section 4.
   o Parking. (Must comply with UG regulations) Go to section 4.
   o Garage. Requires building permit. Go to section 4.
   o Home Addition. Requires building permit. Go to section 3.
   o Commercial Construction. Requires building permit. Go to section 3.
   o Rehabilitation of existing structure. Requires building permit. Go to section 3.
   o Other: ___________________________
Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes ___ No ___ (Call Planning & Zoning at 913-573-5750)

2. Type of Ownership: Individual ___ Corporation ___ Nonprofit: ___
   Other: __________________________________________________________

3. **Must** attach a letter of credit or pre-approval letter from your bank.

4. **Must** attach drawings for your proposed project.

5. Proposed use of property:
   - Home Ownership.
   - Rental Home.
   - Business/Commercial Use.
   - Apartments.
   - Other, Specify: __________________________________________________

1. Will you seek Tax Increment Financing or other public tax exemptions? ______

2. Will you seek Neighborhood Revitalization Tax Rebates? ______

3. Starting Project Date: ________________ Completion Date: ________________ Comments: ____________________________________________________________

Section 4: Additional Comments & Terms of Proposal.

Currently, this property is overgrown and in a blight in the neighborhood. I would like to have ownership so that I may feel free to clean this parcel up into a respectable property.

Incomplete applications will not be considered and will be returned to the sender.

As the applicant I attest that the information in this proposal is accurate. I attest that I have read the Unified Government’s Land Bank policy and agree to the terms and conditions of it. I understand that the Unified Government reserves the rights to reject any proposal without cause.

[Signature]
[Name]
1/13/2014

Applicant’s Signature  Print Your Name Date

Return Completed Application to: Land Bank, 2nd Floor, 710 N. 7th St, KCK 66101
Fax: 913-321-0237 Phone: 913-573-8977
Attn: Land Bank Manager, Chris Slaughter
Section 1: Personal Information.

1. Applicant's Name: Robert Glenn Oliver
   Spouse (if applicable): Gloria J. Oliver

2. Name of Corporation (if applicable): OLIVER SMALL ENGINE

3. Street Address: 911 Osage

4. City, State, Zip: Kansas City, KS 66105

5. Home Phone #: 913 299 1896 Work Phone #: 913 281 5279

6. E Mail Address:

7. List Properties you own in Wyandotte County: 911 Osage
   7135 Edith

8. Do you (or your spouse) have any Code Enforcement violations? Yes No

9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes No

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property: 907 Osage
   ✖ Vacant Land
   ○ Structure

2. Proposed Use of Property:
   ○ Yard Extension. Go to section 4.
   ✖ Parking. (Must comply with UG regulations) Go to section 4.
   ○ Home Addition. Requires building permit. Go to section 3.
   ○ Rehabilitation of existing structure. Requires building permit. Go to section 3.
   ○ Other:
Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes_ No _x_
   (Call Planning & Zoning at 913-573-5750)

2. Type of Ownership: Individual ___ Corporation ___ Nonprofit: ___
   Other: Sole Proprietor

3. **Must attach a letter of credit or pre-approval letter from your bank.**

4. **Must attach drawings for your proposed project.**

5. Proposed use of property:
   - Home Ownership.
   - Rental Home.
   - Business/Commercial Use.
   - Apartments.
   - Other, Specify: More Parking &/or additional space for the business

6. Will you seek Tax Increment Financing or other public tax exemptions? No___

7. Will you seek Neighborhood Revitalization Tax Rebates? No___

8. Starting Project Date: ________________ Completion Date: ________________

Comments: ____________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Section 4: Additional Comments & Terms of Proposal.

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Incomplete applications will not be considered and will be returned to the sender.
As the applicant I attest that the information in this proposal is accurate. I attest that I
have read the Unified Government’s Land Bank policy and agree to the terms and
conditions of it. I understand that the Unified Government reserves the rights to reject
any proposal without cause.

Robert Glenn Oliver 3/13/14
Applicant’s Signature Print Your Name Date

Return Completed Application to: Attn: Land Bank Manager, Chris Slaughter
701 N. 7th St, Suite 421, KC, KS 66101
Fax 913-573-5745 Phone 913-573-8977
Section 1: Personal Information.

1. Applicant's Name: SCRAP MANAGEMENT, LLC
   Spouse (if applicable):______________________________

2. Name of Corporation (if applicable) __ SEE ABOVE ______________________

3. Street Address: 836 So. 26th Street

4. City, State, Zip: Kansas City, KS 66106

5. Home Phone #: 913-208-0773  Work Phone #: same

6. E Mail Address:______________________________

7. List Properties you own in Wyandotte County: 836 So. 26th KCK

8. Do you (or your spouse) have any Code Enforcement violations? Yes __ No __

9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes __ No __

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property (2) 808 and 828 So. 25th St. KCK 66106
   - Vacant Land
   - Structure

2. Proposed Use of Property:
   - Parking. (Must comply with UG regulations) Go to section 4.
   - Garage. Requires building permit. Go to section 4...
   - Rehabilitation of existing structure. Requires building permit. Go to section 3.
   - Other:________________________________________
Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes___ No___
   (Call Planning & Zoning at 913-573-5750)

2. Type of Ownership: Individual___ Corporation___ Nonprofit:___
   Other:__________________________________________

3. Must attach a letter of credit or pre-approval letter from your bank.

4. Must attach drawings for your proposed project.

5. Proposed use of property:
   o Home Ownership.
   o Rental Home.
   o Business/Commercial Use.
   o Apartments.
   o Other, Specify:______________________________

6. Will you seek Tax Increment Financing or other public tax exemptions?_____

7. Will you seek Neighborhood Revitalization Tax Rebates?_____

8. Starting Project Date:__________ Completion Date:__________

Comments:________________________________________

Section 4: Additional Comments & Terms of Proposal.

Terms of proposal: $1500 for both lots

Comments: Tracts land-locked, useless to anyone

Incomplete applications will not be considered and will be returned to the sender.
As the applicant I attest that the information in this proposal is accurate. I attest that I have read the Unified Government's Land Bank policy and agree to the terms and conditions of it. I understand that the Unified Government reserves the rights to reject any proposal without cause.

________________________________________
Applicant's Signature

______________________________
Print Your Name

______________________________
Date

Return Completed Application to: Attn: Land Bank Manager, Chris Slaughter
701 N. 7th St, Suite 421, KC, KS 66101
Fax 913-573-5745 Phone 913-573-8977
<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>APPLICANT ADDRESS</th>
<th>LAND BANK ADDRESS</th>
<th>PROPOSED USE</th>
<th>LOT SIZE</th>
<th>LAND BANK MANAGER RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph Williams</td>
<td>11 S Cherokee St</td>
<td>17 S Cherokee St</td>
<td>Yard Expansion</td>
<td>30 X 118</td>
<td>Recommendation for Mr. Williams</td>
</tr>
<tr>
<td>Albert Rodriguez</td>
<td>19 S Cherokee St</td>
<td></td>
<td>Yard Expansion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unified Government Land Bank Application

Section 1: Personal Information.

1. Applicant’s Name: Ralph Williams
   Spouse (if applicable):

2. Name of Corporation (if applicable):

3. Street Address: 11 So Cherokee

4. City, State, Zip: KCKS 66103

5. Home Phone #: 913-236-8939  Work Phone #:

6. E Mail Address:

7. List Properties you own in Wyandotte County:
   11 To 15 So Cherokee KCKS 66103

8. Do you (or your spouse) have any Code Enforcement violations? Yes__ No__

9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes__ No__

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property: 17 So Cherokee
   ✔ Vacant Land
   ☐ Structure

2. Proposed Use of Property:
   ✔ Yard Extension. Go to section 4.
   ☐ Parking. (Must comply with UG regulations) Go to section 4.
   ☐ Home Addition. Requires building permit. Go to section 3.
   ☐ Rehabilitation of existing structure. Requires building permit. Go to section 3.
   ☐ Other:__________________________________________________
Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes ___ No ___
   (Call Planning & Zoning at 913-575-5750)

2. Type of Ownership: Individual ___ Corporation ___ Nonprofit: ___
   Other: ____________________________

3. **Must attach a letter of credit or pre-approval letter from your bank.**

4. **Must attach drawings for your proposed project.**

5. Proposed use of property:
   - Home Ownership.
   - Rental Home.
   - Business/Commercial Use.
   - Apartments.
   - Other, Specify: ____________________________

6. Will you seek Tax Increment Financing or other public tax exemptions? ______

7. Will you seek Neighborhood Revitalization Tax Rebates? ______

8. Starting Project Date: ________________ Completion Date: ________________
   
   Comments: ____________________________________________________________

Section 4: Additional Comments & Terms of Proposal.

Incomplete applications will not be considered and will be returned to the sender.
As the applicant I attest that the information in this proposal is accurate. I attest that I
have read the Unified Government's Land Bank policy and agree to the terms and
conditions of it. I understand that the Unified Government reserves the rights to reject
any proposal without cause.

Applicant's Signature ____________________________ Print Your Name ____________________________ Date 2-24-11

Return Completed Application to: Attn: Land Bank Manager, Chris Slaughter
701 N. 7th St, Suite 421, KC, KS 66101
Fax 913-573-5745 Phone 913-573-8977
Section 1: Personal Information.

1. Applicant’s Name: ALBERTO RODRIGUEZ
   Spouse (if applicable): N/A
2. Name of Corporation (if applicable): N/A
3. Street Address: 19 South Cherokee St.
4. City, State, Zip: KC Kansas 66103
5. Home Phone #: 913 236-9646 Work Phone #: N/A
6. E Mail Address: N/A
7. List Properties you own in Wyandotte County: 19 South Cherokee St. KC 66103
   NO FINES EVER
8. Do you (or your spouse) have any Code Enforcement violations? Yes _ No __
9. Are you (or your spouse) delinquent on any licenses or taxes in Wyandotte County? Yes _ No __

Section 2: Proposed Land Bank Purchase.

1. Address(s) of Property: 19 South Cherokee St.
   □ Vacant Land
   □ Structure
2. Proposed Use of Property:
   □ Yard Extension. Go to section 4.
   □ Parking. (Must comply with UG regulations) Go to section 4.
   □ Home Addition. Requires building permit. Go to section 3.
   □ Rehabilitation of existing structure. Requires building permit. Go to section 3.
   □ Other:

Received on MONDAY at 5 PM FEB 24 __ 2014
Section 3: Construction Project Information.

1. Does the project comply with current zoning? Yes _ No ___
   (Call Planning & Zoning at 913-573-5750)

2. Type of Ownership: Individual _ Corporation_ Nonprofit: ___
   Other: ________________________________

3. **Must** attach a letter of credit or pre-approval letter from your bank.

4. **Must** attach drawings for your proposed project.

5. Proposed use of property:
   - Home Ownership.
   - Rental Home.
   - Business/Commercial Use.
   - Apartments.
   - Other, Specify: Grass, Flowers, Small Garden

6. Will you seek Tax Increment Financing or other public tax exemptions? _NO_

7. Will you seek Neighborhood Revitalization Tax Rebates? _NO_

8. Starting Project Date: _Spring 2014_ Completion Date: _Depends on season_

   Comments: _The lot is in very bad shape, no topsoil, weeds, etc._
   _There's been no care._
   _Some bushes, evergreens, no use._

Section 4: Additional Comments & Terms of Proposal.

--- WILL NOT BE USED ---

For junk business or wood chip business as the other north side owner of the parcel, the lot boundary line is 3 ft from the side of my house.

**Incomplete applications will not be considered and will be returned to the sender.**

As the applicant I attest that the information in this proposal is accurate. I attest that I have read the Unified Government's Land Bank policy and agree to the terms and conditions of it. I understand that the Unified Government reserves the rights to reject any proposal without cause.

_Alperto Rodriguez_, Feb 25, 2014

Applicant’s Signature: ___________________________ Print Your Name: ___________________________ Date: ____________

Return Completed Application to: Attn: Land Bank Manager, Chris Slaughter
701 N. 7th St, Suite 421, KC, KS 66101
Fax 913-573-5745 Phone 913-573-8977
<table>
<thead>
<tr>
<th>Recipient</th>
<th>Land Bank Address</th>
<th>Comments</th>
<th>Standing Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unified Government</td>
<td>736 Minnesota Ave</td>
<td>Development opportunity for the property.</td>
<td></td>
</tr>
</tbody>
</table>
Mr. Doolittle

Good Morning. Your request to appear before the Neighborhood & Community Standing Committee has been approved by Mayor Holland. Per your request, below are dates for meeting for March & April:

- Monday, March 3, 2014 @ 5:00 pm
- Monday, April 7, 2014 @ 5:00 pm
- Monday, April 28, 2014 @ 5:00 pm

Please advise of the date that is best for your traveling plans and we will add you to the agenda.

If you have any questions, please feel free to contact me directly.

Bridgette D. Cobbins  
Unified Government Clerk  
Voice (913) 573-8039  
Fax (913) 573-5005

From: Tom Doolittle (mailto:tomdoolittlethd@cox.net)  
Sent: Monday, January 13, 2014 1:38 PM  
To: Cobbins, Bridgette D  
Subject: RE: Gas Light Development at 500 bld 6th and Taurmee, KC, KS

Thank you.

From: Cobbins, Bridgette D (mailto:brcobbins@wycokck.org)  
Sent: Monday, January 13, 2014 10:25 AM  
To: Tom Doolittle  
CC: Godsil, Carol  
Subject: RE: Gas Light Development at 500 bld 6th and Taurmee, KC, KS

Mr. Doolittle

You are more than welcome. We will contact you as soon as we get direction from the Mayor.
Bridgette: I want to thank you for understanding. I really appreciate your concern and quick response. Please let me know what the Mayor's office decides. Thanks, Tom

From: Coppins, Bridgette D [mailto:bcoppins@wycokck.org]
Sent: Monday, January 13, 2014 6:19 AM
To: Tom Doolittle
Cc: Godsil, Carol; Banks, Jason; Brockman, Charles
Subject: RE: Gas Light Development at 500 bld 6th and Taurmee, KC, Ks

Mr. Doolittle

Based upon your original email, I was not aware that you reside in California. I will certainly relay your request to the Mayor that a March or April appearance would allow time for you and your team.

Bridgette

From: Tom Doolittle [mailto:tomdoolittle@cox.net]
Sent: Friday, January 10, 2014 4:08 PM
To: Coppins, Bridgette D
Subject: RE: Gas Light Development at 500 bld 6th and Taurmee, KC, Ks

Bridgette: If the next agenda review meeting will take place in the next two weeks, and since I live in California and need to coordinate time with my team members, that will not give me enough time.

Once you receive direction from the Mayor's office, the month of March or April is much better for me to set up a presentation. Thank you for your quick response, and I look forward in hearing from you again. Tom Doolittle (949) 363-1588 or (949) 226-2297 Cell phone.

From: Coppins, Bridgette D [mailto:bcoppins@wycokck.org]
Sent: Friday, January 10, 2014 1:52 PM
To: Tom Doolittle; Godsil, Carol; Banks, Jason; Brockman, Charles
Subject: RE: Gas Light Development at 500 bld 6th and Taurmee, KC, Ks

Mr. Doolittle

The Clerks office has received your request to appear. We will submit it to the Mayor for his direction at our next agenda review meeting.

Once direction is provided, we will contact you. The next agenda review meeting will take place within in the next two weeks.

Should you have any questions, please feel free to contact me.

Bridgette D. Coppins
913-573-8039

From: Tom Doolittle
Sent: 1/10/2014 2:46 PM
To: Coppins, Bridgette D
Subject: Gas Light Development at 500 bld 6th and Taurmee, KC, Ks

County Clerk Coppins: I have been e-mailing Charles Brockman and have talked to Jason Banks, and they suggested, that I request an appearance before the "Standing Committee" for economic and community development.
I own land on the 500 blk, on 6th Street, and a building at 6th and Tauromee. The land is cleared, (Snows Meat Market and Wyandotte Paper Company). I demolished the buildings since they were structurally unsound, very unattractive and beyond renovation. I purchased the building at 6th an Tauromee, with Matt Tomasic. The building is structurally sound, except the roof, and have plans for renovation with apartments and Pent House.

Would like to present my vision and development before the "Standing Committee". I have completed a "Pro-Forma" with BCI Real Estate Services, and have a team to develop the block. Including: Architect Mark Curfman, with, building plans, floor plans, engineering reports, a real estate agent (Coldwell Banker), marketing direction, and business development incentives.

The development would include a first class quality apartment building to attract higher income people from KC, Mo, which has limited downtown quality apartments. and could attract executives or business people, that would like to live in first class apartments, close to their offices and business.

Included is a "Strip Shopping Center" with an outside patio, with art shops, good Deli, wine shop, and apts over the business locations. I have an illustration of the completed square, which was designed by Mark Curfman who has completed other projects in the area, including the old city hall building on 6th street, a Salvation Army building, and several church buildings in the area.

Matt Tomasic owns the building the the end of the block, which could be part of the development, if it goes forward?

I vision Gas Light Square to be an area maintaining the Strawberry Hill image, with buildings designed to enhance the current structures, not new designs, with Gas Lights in the middle of the street, and within the patio area. The idea is to maintain the Strawberry Hill image and provide new structures, that emphasizes Strawberry Hill's, unique and beautiful history.

Since the Convention Center is across the river in KC, Mo, Gas Light Square might attract tourists to KC, Ks, from all over the country.

What I need from the city is access to a bank that is "Willing" to consider a "Construction Loan" for the renovation of the building at 6th and Tauromee, tax incentives, be able to lease parking spaces for the tenants of the apartment building, from the city, for the lot adjacent to the building at 6th and Tauromee, and endorsement for the project.

The apartment building would have a "Pent House" and first class apartments on the first and second floor, with reasonable rents for future tenants.

I believe in energy conservation, so the building would be energy efficient. I own the building with no leans. The 6th street area is low in crime, which is a result of police and fire Depts that are exceptional. Annual Clean ups for the area, flowers and trees, by the "Strawberry Hill Neighborhood Association" led by Carole Diehl, which I participate and encourage.

Gas Light could be very attractive for higher income people and tourists, which would provide the city with a progressive image, and with an increase in new taxes and jobs.

Thank you, would like to hear from you. Sincerely, Tom Doolittle.