

**CITY COUNCIL AGENDA  
Monday, February 22, 2016**

**Workshop – 6:30 p.m.**

- WS-1 KONE Elevator Contract Rider
- WS-2 Occupational Licenses
- WS-3 Strategic Planning Presentation

**Council Meeting – 7:30 p.m.**

1. Citizen Concerns About Items Not on Today's Agenda. (Copies of written material presented to the City Council also needs to be provided to the City Clerk.)

CONSENT AGENDA - If a Councilmember has a simple question about an item, it can be asked before the Mayor calls for the vote on the Consent Agenda. An item only needs to be removed from the Consent Agenda if it warrants discussion.

2. Minutes of the February 8, 2016 City Council Meeting
3. Claims for City Operations for February 22, 2016
4. Public Housing Authority Claims for February 22, 2016
5. Appointments to Boards and Commissions
6. Reappointment to MARC Total Transportation Policy Committee
7. KONE Elevator Contract Update
8. Public Housing Trash Policy for Family Units
9. City Manager Contract Amendment

**REGULAR MEETING AGENDA**

10. Update Fireworks Regulations
11. City Manager's Report
12. City Council Items
13. Mayor's Report



# *City of Bonner Springs*

P. O. Box 38, 205 East Second Street, Bonner Springs, KS 66012

## **WORKSHOP MEETING**

**6:30 p.m.**

## **REGULAR CITY COUNCIL MEETING**

**7:30 p.m.**

## **CITY HALL COUNCIL CHAMBERS**

**Monday, February 22, 2016**

*Life is Better in Bonner Springs*

# ITEM NO. WS-1

## City Council Workshop Agenda Monday, February 22, 2016 – 6:30 p.m.

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

### AGENDA ITEM: KONE Elevator Contract Rider

#### NARRATIVE:

The enclosed memo discusses the background and recommendation for approval of an updated KONE elevator contract at Public Housing.

*City of Bonner Springs*  
*Public Housing Authority*



Date: February 22, 2016  
To: Mayor & City Council  
Through: Sean Pederson, City Manager  
From: Carrie Newton, PHA Executive Director

**Subject: Approve Updated KONE Elevator Contract and Attachment A**

**Recommendation:**

Staff recommends approval for the updated KONE Elevator Contract and Attachment A. We would like to maintain the business relationship with the company that has provided our elevator service for over thirty years.

**Background:**

KONE Elevator has been monitoring and making repairs when needed to the elevator at Vaughn Dale for well over thirty (30) years. The current contract is 15 years old. It has been continuously rolling over at the end of each term. Terms are currently set at five years.

**Discussion:**

We pay KONE Elevator on a quarterly basis to monitor our elevator at 420 N Park Ave. They have been the contractor for well over thirty years. With this updated Contract and Attachment A, it became a possibility to maintain KONE as our contractor.

Upon receiving a letter that KONE was going to be increasing our quarterly rate from \$988/quarter to \$1,022.09/quarter, (this amount includes elevator phone monitoring), I contacted another elevator company to quote me a price for the exact same service to ensure we were getting fair market value. This company came back with \$136/month making it \$408/quarter for the exact same service.

Our current contract is set to end with KONE on December 31, 2016.

During a meeting with KONE, I discussed with them my concerns about the contract and the price itself. At the end of the meeting, KONE agreed to the following changes, most of which were not in the original contract. I believe these changes will get us back in line with market rates of the private sector. They are noted in the Contract itself or Attachment A:

- New contract amount of \$135/month (\$405/quarter) effective February 1, 2016.

*City of Bonner Springs*  
*Public Housing Authority*



- Annual price increase is capped at 3.5% and will not start until December 31, 2017. This will help with budgeting as we will know each year what the increase will be. The current contract has no cap so the amount of increase each year is unknown.
- Extends current agreement to new end date of December 31, 2017. After which, the contract will go on a 30 day basis as opposed to automatically rolling over.
- It is now stated in the contract how often KONE will do their inspections, which is at least once quarterly. Current contract uses the term “systematically” monitors the elevator, with no definitive frequency of when they will be on our property.
- There is now a Performance Clause, stating we can terminate the contract should KONE not perform the duties listed. The current contract does not have this clause.
- Lastly, with the new contract. The voice monitoring for the elevator phone will be \$0 for the term of the contract.

**Financial Impact:**

With the current contract, we will be paying \$4,091.16 for the 2016 year.

By accepting the updated Contract and Attachment, as well as extending the contract one more year, we will be paying \$1,620.00 for the 2016 year. This is a savings of \$2,471.16 for the year.

	<b>Current</b>	<b>New</b>
2017	\$4,232.32/year	\$1,620.00/year
2018	\$4,378.36/year	\$1,735.44/year
2019	\$4,529.44/year	\$1,796.20/year

Total savings of **\$7,988.48** with the new contract over the next three years.



**Purchaser ("Purchaser"):**  
 BONNER SPRINGS PUBLIC  
 HOUSING AUTH  
 420 NORTH PARK  
 BONNER SPRINGS, Kansas 66012

**Service Location ("Premises"):**  
 Vaughn Dale Apts  
 420 North Park  
 Bonner Springs, KS 66012

**KONE Inc. ("KONE")**  
 Kansas City  
 2700 BiState Drive Suite 100  
 Kansas City, Missouri 64108

## KONE Care™ Plus Agreement for Vertical Transportation ("Agreement")

BONNER SPRINGS PUBLIC HOUSING AUTH
..... (Signature of Authorized Representative)
..... (Print Name)
..... Title
..... Date

Respectfully submitted,
Megan Britz KONE Inc.
..... (Approved by) Authorized Representative
..... Title
..... Date

### EQUIPMENT DESCRIPTION ("Equipment")

Manufacturer	Hydraulic		MRL		Geared Traction		Gearless Traction		Escalator	Powerwalk	Other
	Passenger	Freight	Passenger	Freight	Passenger	Freight	Passenger	Freight			
KONE	1										

**TENDER DATE:** 01/26/2016

**EFFECTIVE DATE:** 02/01/2016

**PRICE**

\$135.00 per month payable by Purchaser annually in advance (\$1,620.00 per annual installment). If Purchaser does not sign this Agreement within 90 days after the tender date above, KONE reserves the right to submit a revised price.

The price is based upon annual in advance payment. In the event Purchaser chooses one of the following payment options by initialing the selection below, a surcharge will apply as outlined:

Payment Option	Surcharge	Revised Monthly Price	Acceptance
Semi-Annual in advance payment	2% Increase	\$ 137.70 per month	
Quarterly in advance payment	3% Increase	\$ 139.05 per month	
Monthly in advance payment	4% increase	\$ 140.40 per month	

**SCOPE OF SERVICES**

KONE will perform maintenance visits to examine, maintain,



adjust, and lubricate the components listed below. In addition, unless specifically excluded below, KONE will repair or replace the components listed below if the repair or replacement is, in KONE's sole judgment, necessitated by normal wear and tear. Unless specifically included elsewhere in this Agreement or unless Purchaser has separately contracted with KONE for the work, all other work related to the equipment is Purchaser's responsibility.

### **HYDRAULIC ELEVATORS**

#### **RELAY LOGIC CONTROL SYSTEM**

All control system components.

#### **MICROPROCESSOR CONTROL SYSTEM**

All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.

#### **POWER UNIT**

Pump, motor, valves, and all related parts and accessories.

#### **HYDRAULIC SYSTEM ACCESSORIES**

Exposed piping, fittings accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original equipment manufacturer ("OEM") for controlling fluid temperature.

#### **CAR EQUIPMENT**

All elevator control system components on the car.

#### **WIRING**

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

#### **HOISTWAY AND PIT EQUIPMENT**

All elevator control equipment and buffers.

#### **RAILS AND GUIDES**

Guide rails, guide shoe gibs, and rollers.

#### **DOOR EQUIPMENT**

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

#### **MANUAL FREIGHT DOOR EQUIPMENT**

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

#### **POWER FREIGHT DOOR EQUIPMENT**

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

### **SIGNALS AND ACCESSORIES**

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.

### **HOURS OF SERVICE**

All services described above will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location where the services are performed, unless otherwise specified in the Agreement.

### **SERVICE REQUESTS (CALLBACKS)**

In addition to the work described in the Scope of Services section, this Agreement covers requests for service during the regular working hours of the regular working days of the elevator trade. Service requests are defined as services that require immediate attention and that are within the scope of services and not excluded from the scope of services as provided below. Service requests outside the scope of services will be billed separately at KONE's then current labor rates and material prices plus mileage and incidentals. Any rates and lump sum amounts are not subject to audit. Service requests that require more than one technician or more than two hours to complete will be treated as a repair and scheduled in accordance with the Hours of Service section above. Purchaser agrees that KONE may perform service requests made by any person that KONE believes is authorized by Purchaser to make such requests.

If Purchaser requests service on overtime, Purchaser will be charged KONE's hourly billing rate for each overtime hour.

### **TESTS**

KONE will perform the following tests on the Equipment. KONE is not liable for any property damage or personal injury, including death, resulting from any test.

#### **HYDRAULIC ELEVATOR**

A pressure relief test and a yearly leakage test as required by applicable code.

### **REPORTING SERVICES**

KONE may provide Purchaser with access to KONE's online reporting tool. Based on the Purchaser's user access, Purchaser can view information about the performance and service of the Equipment. KONE may provide Purchaser with automatic email notifications that provide information on work performed.



## **EXCLUSIONS**

The following are excluded from the scope of services.

### **GENERAL**

KONE is not obligated to: perform safety tests other than those specified herein; perform any work required by new or retroactive code changes; perform tests required or correct outstanding violations or deficiencies identified prior to the effective date; removal of water or excessive debris from the pit; make replacements or repairs necessitated by fluctuations in the building power systems, adverse machine room or environmental conditions (including without limitation temperature variations below 50 degrees or above 90 degrees Fahrenheit) or humidity greater than 95% relative humidity, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, acts or mandates of government, labor disputes, strikes, lockouts, or tampering with the equipment by any person other than a KONE representative, negligence or acts or omissions of the Purchaser or any third party, or any other cause beyond KONE's control.

KONE agrees to maintain the existing performance as designed and installed. KONE is not required under this Agreement to make changes in operation and/or control, subsequent to the date of this Agreement.

Notwithstanding anything contained to the contrary in this Agreement, KONE's scope of services shall not include any abatement or disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in a regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from KONE's scope of services without an applicable proposal to reflect the additional costs and time. In accordance with OSHA requirements, Purchaser shall inform KONE and its employees who will perform services in areas which contain ACM and/ or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during the performance of services before entering the area. Other than as expressly disclosed in writing, Purchaser warrants that the areas where KONE will perform its services at all times meet applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its services in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for KONE to perform its services shall be Purchaser's sole responsibility and expense. After any removal or abatement, Purchaser shall provide documentation that the asbestos has been abated from the areas where KONE will perform its services and air clearance reports shall be made available upon request prior to the start of KONE's services.

Nothing contained within this agreement shall be construed or interpreted as requiring KONE to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility

as those terms appear within RCRA or any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Purchaser shall be responsible to execute all waste manifests necessary to transport hazardous materials for disposal.

### **OBSOLESCENCE**

A component may become obsolete during the term of this Agreement. Obsolete components are not covered under this Agreement. KONE will provide Purchaser with a separate quotation for the price to replace obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components are at the Purchaser's expense.

Components include without limitation any part, component, assembly, product, or firmware or software module. A component is obsolete when it can no longer be economically produced due to the cessation of consistent sources for materials, a loss or termination of a manufacturing process occurs, product reliability analysis shows that it is not economically feasible to continue to produce the component, escalation of component costs beyond acceptable industry expectations drive alternative equipment upgrades, the support of product safety programs or conformance to codes or standards mandates that use of a component be discontinued in its entirety, the OEM designates the component as obsolete, or such component has been installed 20 or more years. No exception to the above will be made for a component designated as obsolete because it can be custom made or acquired at any price. KONE will not be required to furnish reconditioned or used components. After the component that replaces the obsolete component is installed, that component is covered under this Agreement unless it becomes obsolete.

### **ELEVATOR**

Refinishing, repairing, replacing, or cleaning of the: car enclosure; gates or door panels; door pull straps; hoistway enclosure; rail alignment; hoistway doors; door frames; sills; hoistway gates; flooring; power feeders, switches, and their wiring and fusing; car light diffusers; ceiling assemblies and attachments; smoke or heat sensors; fans; fireman's phone devices; intercoms; telephones or communication devices; phone lines; music systems; media displays; card-readers or other security systems; computer monitoring systems; light tubes and bulbs; pit pumps; emergency power generators; hydraulic cylinder; unexposed piping; or disposal or clean-up of waste oil or contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE is not be obligated to perform or keep records of firefighter's service testing, unless specifically included in this Agreement.

### **REMOTE MONITORING**

If the Equipment is equipped with remote monitoring capabilities, Purchaser gives KONE the right to utilize this functionality and



the phone line to the Equipment to collect data related to the use and operation of the Equipment.

### **SAFETY**

Purchaser will provide a safe workplace for KONE personnel and safe access to the equipment, property and machine room areas and keep all machine rooms and pit areas free from water, stored materials and debris; remove and dispose of any hazardous materials, water or waste according to applicable laws and regulations; post any and all instructions and warnings related to the use of the equipment. Purchaser will be solely responsible for proper use, for supervising the use of the equipment, and for taking such steps including but not limited to providing attendant personnel, warning signs and other controls necessary to ensure the safety of the user or safe operation of the equipment.

Notwithstanding anything to the contrary in this Agreement, if in KONE's sole judgment the equipment presents a safety hazard to the riding public or KONE's technicians (including but not limited to Purchaser's act of creating or allowing unsafe practices or conditions or Purchaser's failure to authorize necessary repairs or upgrades), KONE may immediately terminate this Agreement in its entirety upon written notice. To the extent that KONE provides Purchaser with any oral or written account, report, information, or other statement identifying a safety issue with the equipment that is the subject of the Agreement or otherwise makes any recommendation or proposal to make a safety improvement or to address a safety issue related to such equipment, and Purchaser does not immediately approve KONE's proposal or recommendation, Purchaser agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Purchaser's failure to comply with KONE's recommendations and proposals, and any obligation on the part of KONE to indemnify or defend Purchaser with regard to such claim shall be null and void.

### **NOTICE OF MALFUNCTION OR INJURY**

As to any elevator or escalator equipment that is the subject of the Agreement, Purchaser will: (i) immediately shut down any such equipment that presents a potential safety hazard; and (ii) provide prompt verbal notice to KONE's Service Center of such hazard. Purchaser will immediately notify KONE's Service Center of any injury or accident in or about such equipment, followed by prompt written notice of such injury or accident. Any indemnity of Purchaser provided by KONE under the Agreement becomes null and void and will not be considered in interpreting the Agreement if Purchaser does not take the action or provide the notice required by this provision.

### **THIRD PARTY SERVICES**

All services within the scope of this Agreement must be performed by KONE or its subcontractors, if any. If Purchaser causes or permits a third party to perform the same or

substantially the same services required by this Agreement, Purchaser waives all claims against KONE arising from or related to a third party's performance of such services.

If Purchaser determines that it requires any services outside the scope of this Agreement, Purchaser will provide KONE with an opportunity to provide a quotation for such services or to meet any offer from a third party. If KONE agrees to meet a third party offer, Purchaser will enter into a separate contract with KONE for such services. If Purchaser elects to have a third party perform the services, KONE reserves the right to adjust the price of this Agreement.

If a third party works on the equipment during the term of this Agreement, KONE reserves the right to inspect the equipment and may determine that re-work, different or additional work is required. Purchaser will reimburse KONE for the cost the inspection and any additional work required. If Purchaser declines to have KONE perform the additional work, KONE reserves the right to cancel the Agreement upon written notice to Purchaser.

### **NON-KONE EQUIPMENT**

If the equipment covered under this Agreement was not manufactured by KONE (or a company acquired by KONE), Purchaser will: (i) provide KONE with a complete set of as-built wiring diagrams, (ii) Purchaser will procure and pay for replacement parts or proprietary diagnostic devices from the OEM, if requested by KONE, and (iii) provide Maintenance Control Plan (MCP) test procedures as required by current code, as that code may be changed or amended from time to time. KONE will reimburse Purchaser for the actual cost paid by Purchaser for OEM parts acquired at KONE's request. KONE is not responsible for any delays, damages, cost, or claims arising from or in connection with Purchaser's failure to provide OEM parts or proprietary diagnostic devices in a timely manner. Purchaser authorizes KONE to produce single copies of the EPROM and/or ROM chips for each unit for the sole purpose of an archive backup of the embedded software to allow for replacement of a defective or damaged chip. These will be stored on the building premises and the Purchaser retains possession.

### **TERM AND TERMINATION**

This Agreement will commence on the effective date and continue for an initial period of THREE (3) years. This Agreement will thereafter automatically renew for successive terms of ONE (1) year. Either party may terminate this Agreement at the end of the initial THREE (3) year term or at the end of any subsequent ONE (1) year term by giving the other party no less than ninety (90) days nor more than one hundred twenty (120) days written notice, via certified mail, prior to the expiration date of the then current term of the Agreement.

If a party materially breaches the Agreement, the other party



may provide written notice of the breach and a reasonable time under the circumstances to cure the breach, but in no event less than a thirty (30) days cure period. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Agreement upon fifteen (15) days written notice to the other party.

#### **CANCELLATION**

If Purchaser cancels or otherwise terminates the Agreement in any way inconsistent with the termination provisions of the Agreement, such cancellation will constitute a material breach of the Agreement. In such case, Purchaser will pay as a cancellation fee an amount equal to fifty percent (50%) of the balance of the total price owed for the remaining term of the Agreement. Notwithstanding anything to the contrary in the Agreement, the cancellation fee will be paid by Purchaser immediately upon receipt of KONE's invoice. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees.

#### **ASSIGNMENT**

Either party may assign the Agreement to a third party upon thirty (30) days prior written notice to the other party subject to the terms of this provision. If Purchaser transfers ownership of the premises on which such equipment is located to a third party, Purchaser will promptly provide KONE with new owner's contact information and take all such actions as are necessary to assign the Agreement to the third party. Purchaser will promptly provide KONE with a copy of such assignment.

#### **PRICE ADJUSTMENTS**

If the term of the Agreement exceeds one (1) year, KONE may automatically adjust the price annually effective on the first maintenance invoice in each new calendar year. This adjustment will be equal to the percentage increase or decrease in KONE's straight time hourly labor cost. KONE's straight time hourly labor cost equals the sum of the straight time hourly rate plus the cost of fringe benefits and applicable taxes, including without limitation welfare, pension, vacation, paid holidays, insurance and other union contributions, paid to personnel where the Equipment is located. KONE reserves the right to add annual surcharges to the price of the Agreement, including without limitation, adjustments for the then current price of fuel and charges for disposal or other environmental requirements, such surcharges to be specified by KONE in its sole discretion and invoiced by KONE and paid annually by Purchaser.

#### **PAYMENT TERMS**

Payment is due net thirty (30) days from the date of the invoice. A charge of the greater of: (i) one and one half percent (1½%); or (ii) the maximum rate permitted by applicable law, will be applied to the unpaid balance. Purchaser will reimburse KONE for all

costs of collection, including without limitation court costs and reasonable attorneys' fees.

#### **SUSPENSION OF SERVICE**

If Purchaser fails to pay any invoice within the specified payment terms or if Purchaser breaches any material provision of the Agreement, KONE may stop work or suspend its services under this Agreement and/or other contracts with the Purchaser until all invoices are current or Purchaser cures the breach.

Any requests for service during the period of suspension of service or repairs necessitated by the lack of maintenance service will be invoiced by KONE and paid separately by Purchaser.

If Purchaser fails to make timely payment, any indemnity provided by KONE under the Agreement is null and void as to any damages that arise during the period of non-payment.

Purchaser waives all claims against KONE arising from or related to suspension of service pursuant to this provision.

#### **TAXES**

Purchaser is responsible for the payment of all federal, state, or local taxes applicable to the services or materials provided under the Agreement.

#### **INDEMNIFICATION**

To the extent permitted by law, each party will indemnify, defend, and hold the other party harmless from and against any and all claims, demands, actions, suits, proceedings, judgments, damages, loss, liabilities, costs, or expenses, including without limitation court costs and reasonable attorney's fees, arising from or related to the indemnifying party's sole negligence or willful misconduct in performance of the Agreement. Each party is responsible for its share of any comparative or contributory negligence without indemnity by the other party. Each party's indemnity obligations are expressly conditioned on the indemnified party: (i) giving the indemnifying party prompt written notice of each claim; (ii) promptly tendering to the indemnifying party the defense or settlement of each claim; and (iii) cooperating with the indemnifying party at the indemnified party's expense in defending or settling each claim. If an indemnified party does not comply strictly with the terms of this provision, the indemnifying party's indemnity obligations will become null and void and will not be considered in interpreting the Agreement.

#### **LIMITATION OF LIABILITY**

Notwithstanding anything to the contrary in this Agreement, KONE's total liability to Purchaser under the Agreement is limited to the total amount paid by Purchaser to KONE during the calendar year in which the liability occurred.



In no event will either party be liable to the other party for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature arising from or related to performance of the Agreement, including without limitation loss of profits, loss or inaccuracy of data, or loss of use damages, even if the party has been advised of the possibility of such damages and even if under applicable law such damages would not be considered for indirect, incidental, punitive, special, or consequential damages. Each party hereby waives its rights to such damages to the fullest extent permitted by applicable law. If there is any litigation between the parties with respect to this Agreement or the subject matter hereof, the prevailing party in such litigation shall be entitled to collect all of its costs and expenses in such litigation, including reasonable attorney's fees and court costs, from the other party.

KONE will provide Purchaser with a copy of its standard certificate of insurance.

Any waiver of claims, damages, or other rights, whether such rights arise under the Agreement or by law or in equity, purported to be made by KONE in the Agreement is null and void and will not be considered in interpreting the Agreement.

#### **U.S. GOVERNMENT SALES**

If the product(s) or service(s) provided under this Agreement are for end use by a federal, state or local government customer, KONE makes no representations, certifications or warranties whatsoever with respect to the ability of its product(s), service(s) or price(s) to satisfy any applicable federal, state or local statutes or regulations, including without limitation the Federal Acquisition Regulation ("FAR").

#### **FORCE MAJEURE**

A party is not liable for failure to perform its obligations under the Agreement if such failure results from Acts of God, fire, flood, unusual delay in deliveries, unavoidable casualties, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, or lockout, concealed conditions, shortage or unavailability of materials, supplies, labor, equipment or systems, interruption or failure of electricity or telephone service or any other causes beyond KONE's control. The non-performing party must promptly notify the other party in writing of the force majeure event and resume performance immediately upon cessation of the event.

#### **VENUE**

The exclusive venue for any dispute between the parties shall be in the County and State of the Premises as set forth on Page 1.

#### **PROPERTY RIGHTS**

KONE will provide Purchaser with any information or materials that it provides generally to all its customers in the ordinary

course of its business. Any tools, devices, or other equipment that KONE uses to perform its services or monitor the Equipment remains the sole property of KONE. If this Agreement terminates or expires for any reason, Purchaser will give KONE access to the premises to remove such equipment at KONE's expense.

KONE retains all rights, title, and interest, including all intellectual property rights, in and to the written materials it provides to Purchaser or uses to perform its services, including without limitation shop drawings, technical documentation, and user manuals, and to any software provided with the equipment. Purchaser will not use such software except in connection with the use and operation of the Equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form.

#### **MISCELLANEOUS**

The Agreement, including any attachments, supersedes all prior written or oral negotiations, commitments, agreements, and understandings between the parties relating to the subject thereof, and constitutes the entire agreement between the parties with respect to the subject matter hereof. The Agreement is not effective until signed by KONE's authorized representative or until KONE commences work under the Agreement. Notwithstanding anything to the contrary in this Agreement, if Purchaser causes or permits KONE to commence performance of services, Purchaser accepts the terms and conditions of this Agreement. The Agreement may not be modified, amended, canceled, or altered by custom and usage of trade or course of dealing. Any section headings are for convenience only and will not in any way limit the scope or affect the interpretation of any provision of the Agreement. In the event any part of the Agreement is determined to be invalid or non-enforceable, the remaining part or provisions will continue in full force and effect. Failure or delay by a party to exercise any right, remedy, power, or privilege accorded by the Agreement does not constitute a waiver of such right, remedy, power, or privilege. A waiver is effective only if in writing and signed by the waiving party. A written waiver of default will not operate as a waiver of any other default or of the same default in the future. The terms and conditions of the Agreement that by their sense and context are intended to survive expiration or termination of the Agreement will so survive, including without limitation the making of all payments hereunder.



**KONE Care Remote Monitoring Service Voice Link and Wireless Phone Service Option**

KONE will provide KONE Care Phone Monitoring Service.

Customer shall:

- Provide names and phone numbers of at least two of its representatives for the KONE Service Center to contact on a 24 hour basis, and at least one police, fire or local 911 agency phone number.
- Notify KONE immediately in writing of any changes in these names or numbers. In the event of a call from the elevator, the KONE Service Center will contact the points of contact in the order listed. The local authorities will be contacted if the previously mentioned points of contact cannot be reached.

If KONE wireless phone service is provided, then KONE provides the phone connection via a KONE provided wireless service and customer shall provide the ability to reactivate the analog phone line in the event KONE can no longer provide wireless service. Customer shall also provide KONE access to the appropriate location where the building telecommunications devices are located. KONE also reserves the right to remove the wireless hardware in the event KONE no longer provides the wireless service or maintains the equipment.

If KONE does not provide wireless phone service, customer shall provide an analog phone line to the elevator machine room (to be terminated to the appropriate phone jacks). If phone line is an extension off an existing phone system, a backup power source must also be provided. An extension, if applicable, must be a direct inward dial (DID) extension. All phones and associated equipment shall be in compliance with the requirements of ASME A17.1, local codes and applicable law, as amended. Customer shall also provide the elevator phone number(s) and/or extension(s) for the phone(s) being programmed.

Activation Fee: No Charge

Service Fees: Purchaser will also pay a service fee of \$0.00 per annual installment.

The Service Fee is based upon annual in advance payment. In the event Purchaser chooses an alternate payment option on page 1, additional surcharge will apply.

Elevator Description	Equipment #	Elevator Phone # and Extension for Caller ID
1.		



<b>First Point of Contact (Required)</b>	
Name:	Title:
Phone #:	Cell Phone #:
<b>Second Point of Contact (Required)</b>	
Name:	Title:
Phone #:	Cell Phone #:
<b>Third Point of Contact (Optional)</b>	
Name:	Title:
Phone #:	Cell Phone #:
<b>Local Emergency Authorities (Required)</b>	
Fire Department Phone #:	Police Department Phone #:

If Purchaser wishes to include KONE Care Phone Monitoring and/or Wireless Phone Services in the Agreement, Purchaser will accept by initialing below.

**Accepted**

\_\_\_\_\_



## **Attachment A Additional Terms and Conditions**

The parties hereby agree to be bound to the terms contained in the Agreement, together with those terms contained in this Attachment A. In the event of conflict between terms contained in the Agreement and terms contained in this Attachment A, the terms in this Attachment A shall supersede and prevail.

### **Under Paragraph "Scope of Service" on page 1**

"KONE will perform maintenance visits, **at a minimum of a quarterly basis**, to examine....."

### **The second paragraph of the section should read**

"If purchaser requests service on overtime, purchaser will be charged only the difference between KONE's hourly billing rate and KONE's hourly billing rate for each overtime hour."

### **Under Paragraph "Term and Termination on page 4**

The agreement term shall be changed from THREE years to ONE year.

### **It is also being requested that a Performance Clause is added stated similar as follows:**

"Purchaser may, at any time and at Purchaser's expense, call for an independent elevator consulting firm to evaluate KONE's performance within scope of contract. The elevator consulting firm will be mutually agreed upon.

If it is found KONE is not complying with the terms of this agreement, a detailed report shall be submitted to KONE outlining specific requirements and a minimum period of 30 days shall be allowed for KONE to correct the corresponding non-compliance.

If in the event, KONE fails to correct the noted requirement items within the allowed time, purchaser shall have the right to terminate this agreement within **30** days.

Notwithstanding this right, purchaser removes obligation to pay all previously outstanding balance owed to KONE, should contract be terminated due to non-compliance."



## CUSTOMER INFORMATION

<b>Who is the Agreement with?</b>		
Legal Name of the Company:		
Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Is the Owner tax exempt? <input type="checkbox"/> Yes (If Yes, provide the Tax Exemption Certificate.) <input type="checkbox"/> No		
Federal Tax ID #:		

<b>Where should the invoices be sent?</b>		
Legal Name of the Company:		
Attention:		
Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Federal Tax ID #:	Email:	

<b>Who will be responsible for paying the invoices?</b>		
Legal Name of the Company:		
Attention:		
Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Federal Tax ID #:	Email:	

## ITEM NO. WS-2

### City Council Workshop Agenda Monday, February 22, 2016 – 6:30 p.m.

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

#### AGENDA ITEM: Occupational Licenses

#### NARRATIVE:

The enclosed memo discusses the background and recommendation for the occupational license regulations.

## Memorandum

**Date:** February 4, 2016  
**To:** Mayor & City Council  
**Through:** Sean Pederson, City Manager  
**From:** Amber McCullough, City Clerk  
**Subject:** **Occupational License Regulations**

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**Recommendation**

Staff asks the Council to reach consensus to place a moratorium on all out-of-City occupational licenses, not to include Renaissance Festival licensing, until Staff is able to review the Code of Ordinances and present an ordinance for approval reflecting the change in license regulations.

**Background**

The purpose of the City’s Occupational License is to identify, authorize, track and report various businesses in the incorporated area. It is also intended to protect the interests of legitimate businesses in the City from unfair competition with businesses operating in violation of federal, state, and local laws. Furthermore, it creates a registry to provide emergency contact information to emergency personnel.

The City Code currently requires all businesses to have a license to work within the City regardless of their primary location.

City Ordinance establishes the requirement to pay these annual fees as follows:

	<b>Regular Fee</b>	<b>Prorated Fee 4/1-6/30</b>	<b>Prorated Fee 7/1-9/30</b>	<b>Prorated Fee 10/1-12/31</b>
All Businesses in Bonner Springs	\$75	\$60	\$45	\$30
All Businesses not in Bonner Springs	\$85	\$70	\$55	\$40
Home Occupations in Bonner Springs	\$45	\$35	\$30	\$25
Renaissance Festival Businesses	\$55	Not Prorated		

A \$20.00 per month and \$80.00 maximum penalty is charged to businesses located in the City for failure to secure or renew their occupational license by March 31.

The City issued licenses as follows for 2013-2015:

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Out-of-City Licenses</b>	406	412	445*
<b>In-City Licenses</b>	300	321	318
<b>Realty Company Licenses</b>	7	6	7
<b>Individual Realtor Licenses</b>	1	0	1

\*Several were vendors for the Balloon Festival

### Discussion

We have been contacted by a local realtors' association opposing the requirement for out-of-city occupational licenses. The Unified Government has also contacted us regarding our requirement after being contacted by the realtors' association. The Unified Government recently put a moratorium on the requirement for realtors to obtain their out-of-city occupational license.

We were notified that the lobbyist for the realtors' association has prepared a State bill which would prohibit all cities from charging an occupation tax on anyone who is licensed or regulated by the State which would include, among others, lawyers, accountants, doctors, barbers, and cosmetologists. Their reason for opposing the license is that it is not able to be fairly enforced and they, as well as many other occupations, are licensed by the State. They also view the regulation poorly as business-friendly practice. Many contractors doing work within the City will still need to obtain Building Code or Sign permits for work such as roofing, plumbing, mechanical, HVAC, electrical, decks, building, signs, etc., for life and safety reasons. Solicitors that go door-to-door will still require licensing and background checks also for life and safety reasons.

We have been asked to reconsider our policy for occupational licensure, specifically for realtors. A chart of other cities' business license requirements is attached.

### Financial Impact

Out-of-city limits occupational licenses generate an average of \$32,375 annually. Occupational licenses within the City limits generate an average of \$21,732 annually. Renaissance Festival occupational licenses generate an average of \$9,447 seasonally.

City	Out of Town	In Town	Home Based	Note
Olathe	N	N	N	Retailers need to register at no cost to ensure sales tax compliance.
Overland Park	N	N	N	Only specific licenses or contractors
Lansing	N	Y	Y	Charge out of town contractors.
Lenexa	Contractors	Y	Y	
Mission	N	Y	Y	Same process as ours. They don't catch everyone.
Tonganoxie	Y	Y	Y	No charge for non-profits with 501(c)3. Only charge out of town for building permit or right-of-way permit.
Merriam	Contractors	Y	Y	
Westmoreland	N	N	N	
Leavenworth	N	Most		
Scott City	N	N	N	
Spring Hill	N	N	N	
DeSoto	N	N	N	Contractors must be licensed through Johnson County Contracting
Columbus	Y	Y	Y	
Lawrence	N	N	N	Only specific licenses or contractors
KCK	Y	Y	Y	Same process as ours. They don't catch everyone, but have two field inspectors plus two administrative personnel that also go into the field.
Ozawkie	Y	Y	Y	All businesses we are aware of pay \$10.
Shawnee	Some	Y	Y	Mostly contractors are licensed to do business
Augusta	N	N	N	Transient vendors only

## ITEM NO. WS-3

### City Council Workshop Agenda Monday, February 22, 2016 – 6:30 p.m.

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

#### **AGENDA ITEM: Strategic Planning Presentation**

#### **NARRATIVE:**

The Newmark Grubb Zimmer team will present information on their Strategic Planning Proposal for the City.



City of Bonner Springs  
Memorandum

**To:** Honorable Mayor and City Council  
**From:** Sean Pederson, City Manager  
**Re:** Strategic Planning Presentations  
**Date:** February 22<sup>nd</sup>, 2016

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**Background:**

The City Council selected five companies to further present on facilitating the City wide Strategic Planning process and the development of a Strategic Planning document. Staff has been invited to attend these presentations. The firms selected and presentation times are as follows:

The presentation schedule for the 22nd of February will be held during the City Council Workshop.

- Newmark Grubb Zimmer

The presentation schedule for 29th of February will be held between 5:30 – 8:30pm.

- 5:30 Shockey Consulting
- 6:15 Novak Consulting
- 7:00 Management Partners
- 7:45 Waters & Company

**Discussion:**

The companies have been asked to prepare a short (no more than 20 minute presentation) and also expect a short Q&A.

**Staff Input**

Comments received from staff indicate a preference for Novak or Shockey. It has been pointed out that both have the most experience related to the Strategic Planning. Additionally, both have local government experience working on City wide strategic plans. The benefit of Novak is they have experience working in the greater Midwest region and nationally, so there is presumably a greater awareness of trends affecting local governments.

**Recommendation**

It is recommended the Council listen to **all** presentations and reach agreement on which proposal to accept. I would like to have a proposal accepted at the February 29<sup>th</sup> meeting.

*\*SOME GOOD QUESTIONS TO CONSIDER / ASK ARE ON THE FOLLOWING PAGE*

## Questions to Consider / Ask

### What's been your biggest success as a consultant?

- Is the candidate's response a good measure of success for the City of Bonner Springs or are you confused as to why they think it is a success in the first place?
- Follow up by asking, "What is your second-biggest success?"

### What's been your biggest failure?

- You're looking for the person to take ownership of a shortcoming, not blame someone else for it.

### What will need to happen to make this Strategic Planning process a success?

- A good answer is when the candidate tells you that the engagement will only succeed with the help of both parties—you and the consultant.

### How do you think you can help the community, the City Council, and the staff?

- Save this for the last question and expect a somewhat detailed response, specific to us!



# CREATING OUR FUTURE: STRATEGIC PLANNING PROCESS

**Newmark Grubb**  
Zimmer

Prepared for:  
Sean Pederson  
City Manager  
City of Bonner Springs, Kansas

February 4, 2016



## Table of Contents

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I.	Cover Letter .....	4
II.	Company Information.....	6
III.	Proposal of Services .....	12
IV.	Proposal of Fees.....	16
V.	Team Credentials .....	18
VI.	References .....	26



# COVER LETTER



## I. Cover Letter

February 4, 2016

City of Bonner Springs, Kansas  
Sean Pederson, City Manager  
205 E. 2nd Street  
P.O. Box 38 Bonner Springs, Kansas 66012

Dear Mr. Pederson,

The Newmark Grubb Zimmer team is proud to present our proposal to support the city of Bonner Springs with the development and implementation of a strategic plan to help achieve its long-range goals for the city.

Our proposal takes advantage of our experience working with local communities, governing bodies and professional city staff. Our approach places a great deal of emphasis on communication and interactions that goes beyond mere facilitation. Our proposal will help identify the cities underlying principles and outline specific goals and objectives the city would like to achieve.

Additionally, our approach will maximize community engagement by hosting at minimum one community forum, followed by a series of stakeholder interviews with your department heads, elected and appointed officials, and other community stakeholders. Stakeholders would include decision-makers, influencers, business owners, and those that have a vested interest in moving the community forward.

The Newmark Grubb Zimmer team feels very strongly that this team approach will result in public buy-in from the residents and staff to better formulate the cities goals and vision into a cohesive plan. In other words, our work - on your behalf - will accurately reflect a common vision and direction for the city of Bonner Springs.

It is our hope and belief, that at the end of our contractual engagement, the City Council, Leadership and staff have a "Tool Box" they could use. The goal of the "Tool Box" is to provide the staff with a "map" to properly align the City Council's and citizens' wishes for the community. We believe that the two working together are integral components to of any sound strategic planning effort.

It is our belief, that a defined direction and a wide-ranging strategic plan will provide the various departments within the city the ability to build their budgets, suggest tangible staff assignments, build realistic capital projects and other efforts around a cohesive strategy for your city's future. Furthermore, we believe the July 1, 2016 target date is not only doable, but one that we will meet in a timely fashion.

Finally, the Newmark Grubb Zimmer team appreciates the opportunity to submit our proposal and look forward to working with you to achieve your economic development strategic planning efforts.

Thank you for your consideration.

Sincerely,

Troy Nash, HDFP  
Vice President - Principal  
Director of Public Sector Consulting  
tnash@ngzimmer.com  
T 816.268.4230  
M 816.213.4461

Santina Cessor  
Principal Owner  
Threads Studio  
Santina.Cessor@gmail.com  
M 816.308.5725



# COMPANY INFORMATION



## II. Company Information

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### NEWMARK GRUBB ZIMMER CONTACT INFORMATION

Dr. Troy Nash  
Vice President-Principal,  
Director of Public Sector Consulting  
Newmark Grubb Zimmer  
1200 Washington Street  
Kansas City, Missouri 64105  
816.474.2000

### ABOUT NEWMARK GRUBB ZIMMER

Newmark Grubb Zimmer (NGZ), a full-service commercial real estate company, provides a range of services, including sales and leasing, property and facilities management, global corporate services, owner's representative services for public and private development projects and public sector consulting, as well as various real estate consulting services.

NGZ is regularly recognized as one of the top brokerage firms in the region, negotiating more than 250 transactions per year. The firm currently manages more than 6.3 million square feet of office, medical, industrial, retail and educational property and serves as corporate real estate advisor for an assortment of local, regional, national and international companies. NGZ has been responsible for some of the most iconic developments in the Kansas City region, including the NSA National Security Campus, the Sprint World Headquarters Campus and the Village West tourism, entertainment and retail district—each valued at \$1 billion or more.

Beginning in 1948 with the vision of Albert W. Zimmer, the firm was founded as Zimmer Real Estate Services, and became established as a results-driven business based on strong relationships and a commitment to improving the businesses and communities in which it serves.

Now, more than 65 years and three generations of real estate practitioners later, the vision remains the same: always maintain the highest ethical principles in every business interaction, while creating innovative solutions tailored to each client's needs. In order to optimally fulfill the objectives of our national and international clients, NGZ established a partnership with NGKF in 2014.

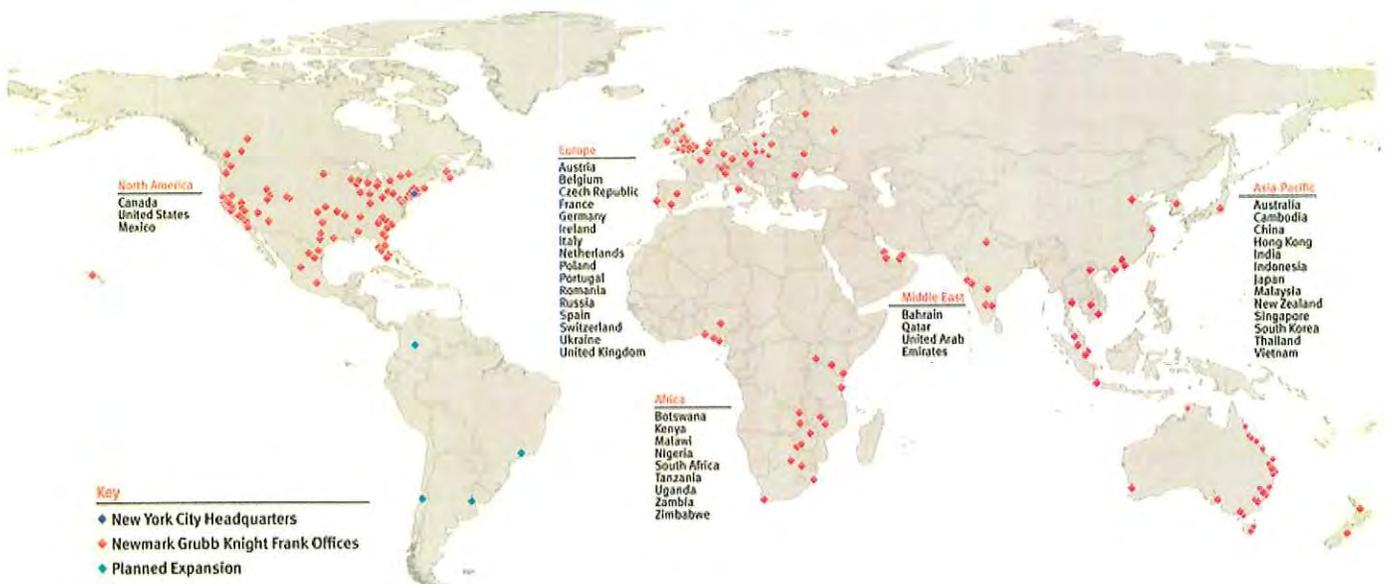
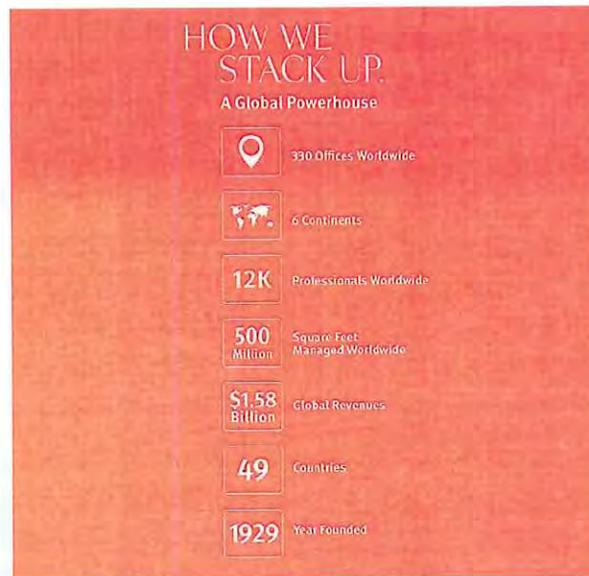
Today, NGZ's approach provides clients with real estate solutions that deliver quantifiable results. Headquartered in Kansas City, Missouri — with offices in St. Louis, Missouri; Lee's Summit, Missouri; Salina, Kansas; and Phoenix, Arizona—and owned and managed by members of the Zimmer family and other senior management officials, the NGZ Team leverages the breadth and depth of the NGKF platform to offer its services throughout the Midwest, the United States and around the globe. NGZ has utilized this vast network to represent clients in real estate transactions in 48 states and nine countries. While NGZ prides itself on providing the best service and partnerships for each client and each project, the team also maintains a focus on offering the personal attention and service associated with a firm rooted in Midwestern values.



## II. Company Information

### GLOBAL REACH Globally Minded, Locally Focused

Newmark Grubb Knight Frank and London-based partner Knight Frank operate more than 320 offices in established and emerging property markets on five continents. We act as the single point of contact for our clients, regardless of location. Our advisors have access to comprehensive local market intelligence and an in-depth understanding of their respective markets.





## II. Company Information

### INTEGRATED SERVICES.

Newmark Grubb Knight Frank offers a fully integrated platform of services for our clients – whether corporate or institutional, multinational or local – developing real estate strategies that enhance and support their business objectives. We provide a single-source solution for every phase of occupying or owning a property, from strategic planning, site selection,

#### Tenant Representation

Newmark Grubb Knight Frank has extensive expertise in meeting any kind of tenant requirement. We offer comprehensive services that range from strategic planning to project management. Regardless of a company's position, we provide value-added real estate services that meet our tenant's changing needs. Newmark Grubb Knight Frank's approach to tenant representation is the most expert and comprehensive methodology available in the marketplace. By utilizing a combination of sophisticated analysis and creative thinking, we craft real estate strategies for our clients and customers that help them achieve their business objectives.

#### Landlord Representation

Newmark Grubb Knight Frank offers fully integrated landlord representation services designed to maximize return on investment and asset value. Our professionals understand the complex requirements of corporate, institutional and entrepreneurial property owners. With access to valuable in-house market research, we develop comprehensive, individualized marketing and leasing strategies to achieve a property's highest potential positioning in alignment with the ownership's investment objectives. As landlord representatives, we have achieved significant success in securing tenants best suited to our clients' properties, generating optimal income streams.



## II. Company Information

design, construction and initial occupancy to ongoing cost-effective operations and dispositions. Taking a consultative approach and leveraging our global reach, we assist corporations, investors and owners in effectively managing real estate operations

and portfolios, creating and executing long- and short-term strategic plans that deliver reduced occupancy costs, increased efficiency and, ultimately, maximized value.

### Global Corporate Services

Operating from three centers of excellence – New York, London and Hong Kong – our Global Corporate Services platform provides seamless, beginning-to-end corporate services solutions for all global accounts. We take a holistic view of our clients' business objectives and long-term goals, implementing strategies that provide exponential value by reducing costs and increasing profitability. The Newmark Grubb Knight Frank Global Corporate Services model combines strategy and execution within a unified team, ensuring the effective optimization of clients' internal corporate real estate functions.

### Consulting Services

Newmark Grubb Knight Frank's consulting model combines the skill sets and technology tools of a management and operations consulting firm with real estate advisory services and program management. Our process integrates the function of the workplace with workforce location and workflow efficiency. This transformational approach to optimizing global operations and facilities ensures that long-term structural costs are minimized, capital expenditures are reduced or eliminated and short-term operating decisions are scalable within a comprehensive strategic plan – producing bottom line savings for our clients.

### Investment Sales and Capital Markets

NGKF Capital Markets provides its clients with strategic solutions to their real estate capital concerns. We offer a full range of services including investment sales, debt and equity financing, loan sale advisory services and valuation services for all property types, including office, retail, industrial, development sites, self storage, multihousing, subdivisions, hotels and special use. Through creative advisory, transaction management, deal structuring and marketing expertise, NGKF Capital Markets delivers exceptional capital solutions for our private, corporate and institutional clientele.



## II. Company Information

A FULL RANGE OF  
INTEGRATED SERVICES  
DESIGNED TO OPTIMALLY  
MEET THE CHANGING  
NEEDS OF OUR CLIENTS.

### **Program and Project Management**

We provide comprehensive leadership and management for projects such as core and shell redevelopment, highest and best use studies, master planning, ground up development, environmental recovery, tenant improvements and LEED certification initiatives. Our team has extensive experience in construction management, architecture, master planning and development, and engineering, with specific expertise in commercial, retail, high-rise and campus office, hotels and resorts, transportation, mission critical, higher education and healthcare. We lead concept development and manage projects through design, construction, closeout and commissioning.

### **Retail Services**

Newmark Grubb Knight Frank Retail offers comprehensive real estate services to many of the world's most prominent retailers and property owners. With our reputation for collaboration, creativity and retail marketing proficiency, we provide full-service guidance for every feature of the retail business landscape, steering our retail clients through site selection and leasing, project and construction management and, if necessary, financial restructuring and inventory dispositions. For property owners, our professionals have achieved significant success in identifying the highest and best use of retail space and executing strategies to maximize its full potential.

### **Industrial Services**

We apply a proven engineering approach when analyzing challenges in connection with our clients' distribution and manufacturing facilities and operations. Our experts evaluate key drivers that impact revenue stream and cost of sales and identify inefficiencies in production, materials handling, staffing and occupancy costs. We then assemble the necessary automation, process, supply chain, workflow, labor, location, real estate, budget and capital components to achieve a fully actualized solution. In the selection process, we build comprehensive financial models using actual data to provide the lowest cost solution that meets service level requirements.



# PROPOSAL OF SERVICES



### III. Proposal of Services

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A Strategic Plan provides a clear statement of where the City is going and how it intends to get there. It includes a vision, a description of the mission of the organization, a set of guiding principles (values) that will guide actions, a set of multi-year goals that guide decisions, objectives and strategies for each goal, and a plan for implementation and accountability. Based on the Bonner Springs, Kansas Strategic Plan RFP, our team suggests the outlined scope presented below.

#### SCOPE COMPONENTS

Our proposed scope is a collaborative process between the Bonner Springs, Kansas leadership, community members, and staff that will establish a clear vision, mission, and value proposition for the City of Bonner Springs, Kansas. This strategic plan will also provide a foundation for linking budget, capital improvement planning and other city processes.

General Objectives of the Plan:

- To provide an overview of strategic planning, terminology, and outcomes
- To gather community input and five-year priorities for nine targeted topic areas
- To gather community input on a vision for Bonner Springs Kansas five years from now
- 

Strategic Planning:

- The Newark Grubb Zimmer Team will use a collaborative process between the policy makers, community, and staff
- The Newark Grubb Zimmer Team will establish a clear vision, mission and values for the organization
- The Newark Grubb Zimmer Team will provide a framework for linking budget, capital improvement planning and other City processes together

The Newark Grubb Zimmer Team will identify multi-year, broad goals and strategies

#### **Two very Important Parts to the Strategic Plan:**

**What:** The “content” of our strategic plan:

- Our mission and vision
- Our goals and direction for the future

**How:** How we'll work together to achieve the goals in the strategic plan:

- Our organizational values
- Our implementation action plan



### III. Proposal of Services

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#### TASK 1: Community Outreach

##### **Part One:**

The Newmark Grubb Zimmer Team will facilitate interviews with the Bonner Springs, Kansas City Council and Executive Team to identify issues and topics for discussion at retreat. {Dr. Troy Nash, Santana Cessor, Parker Webb}

##### **Part Two:**

The Newark Grubb Zimmer Team will ask the citizens of Bonner Springs to voice ideas about the priorities the City government should focus on in the next 5 years about the following topic areas:

City Financial Stability • Businesses/Job Growth • Neighborhoods/Housing • Community Safety • Youth/Education/Recreation • Community Facilities and Infrastructure • Community Wellness/Environment/Open Space • Transportation/Transit • Arts and Culture

The data collected in this task will be summarized into a shared document – provided to the City Council and Executive Team. Zimmer will work with the City Manager and City Clerk to define a retreat agenda. This agenda will speak to the various wants, needs and concerns derived from the interviews with city staff and public outreach.

#### TASK 2: Compile Information

- The Newark Grubb Zimmer Team will compile information received
- The Newark Grubb Zimmer Team will obtain additional input through focus groups, community survey
- The Newark Grubb Zimmer Team will conduct workshop with executive management
- The Newark Grubb Zimmer Team will conduct City Council strategic planning workshop
- The Newark Grubb Zimmer Team will prepare strategic plan and draft implementation action plan
- The Newark Grubb Zimmer Team will present draft plan to City Council for adoption
- The Newark Grubb Zimmer Team will integrate implementation action plan with budget



### TASK 3: Develop + Produce Bonner Springs, Kansas Economic Development Strategic Plan

Upon completion of the retreat, Zimmer will draft the Economic Development Strategic plan and a Strategic Plan Implementation Toolbox for the city. The toolbox will outline particular policies and actions that the City of Bonner Springs, Kansas can put in place in order to achieve the City's objectives.

#### Final Strategic Plan Delivery will include the following:

Letter from the City Manager  
Executive Summary

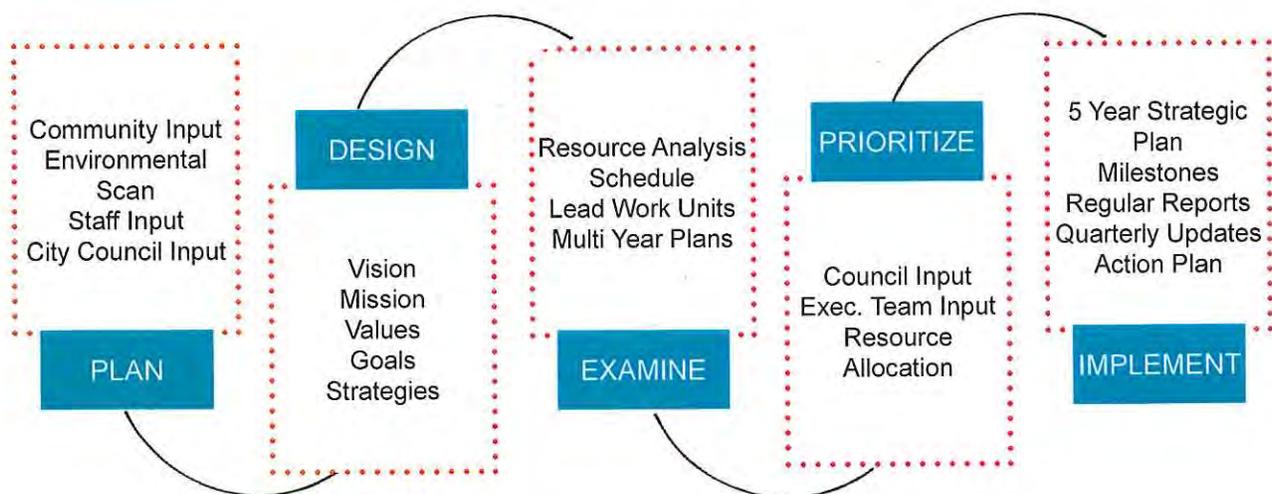
#### Section One – What is a Strategic Plan?

Strategic Planning Process Overview  
Vision, Mission and Guiding Principles  
How to Read the Plan

#### Section Two – Strategic Plan Goals / Objectives / Strategies

- Goal 1: Community Safety
- Goal 2: Youth, Education, Recreation
- Goal 3: Economic Development
- Goal 4: City Financial Stability
- Goal 5: Community Health, Livability, Engagement & Sustainability
- Goal 6: Community Facilities & Infrastructure
- Goal 7: Team Bonner Springs

#### Section Three – Reporting and Accountability (Status) Worksheet





# PROPOSAL OF FEES



## IV. Schedule + Fee Proposal

### SCHEDULE

The contract will commence upon award – July 1, 2016.

### FEE PROPOSAL

The total fee is \$20,000 or \$4,000 per month over a 5 month period.. No travel or other proposed expenses.



# TEAM CREDENTIALS



## V. Team Credentials

### DR. TROY L. NASH

*Vice President-Principal,  
Director of Public Sector  
Consulting*



Newmark Grubb Zimmer  
1220 Washington St., Suite 100  
Kansas City, MO 64105  
tnash@ngzimmer.com  
T 816.474.2000  
D 816.268.4211  
M 816.210.3724  
F 816.421.6666  
Independently owned and operated

#### Years of Experience

15 Years

#### Areas of Specialization

- ♦ Structuring public/private partnerships
- ♦ Economic development consulting
- ♦ Economic impact analysis
- ♦ Job creation strategies
- ♦ Economic development advising cities, counties, states and federal agencies
- ♦ Comprehensive Planning
- ♦ Land use analysis
- ♦ Incentive analysis
- ♦ Public Participation & Community Outreach

### Professional Background

Dr. Troy Nash is a highly regarded expert in real estate and economic development partnerships. He has a unique understanding of economic analysis, complex commercial and residential real estate finance, business retention and expansion programs, and public policy development and application. Dr. Nash is also considered an expert in the use of Low Income Housing Tax Credits (LIHTC) and finance and the use of Tax Increment Financing (TIF) to leverage private sector investment. Nash's background and experience advising public- and private-sector clients serves as the basis for producing high-level economic real estate transactions, customized demographic analysis, target and industry cluster studies, economic impact analysis, and strategic and comprehensive planning updates. Having traveled to more than 50 countries, a trademark of his work is identifying the connections between separate and distinct international, national, regional, and local trends and their influence on economic development and job creation. Nash is able to communicate this in a manner offering clients a clear pathway to achievable strategies and results. Nash's knowledge, coupled with Newmark Grubb Zimmer's methodology, global focus, and experience combine economic development strategies and real estate management approaches in a way that meet client's demands for defensible and applicable quantitative data, a deep understanding of new and emerging trends, the ability to respond with high tactical return on investment solutions, and strategies focusing on addressing business needs with an emphasis on implementation.

Elected at age 29, from 1999 to 2007, when term limits brought his service to an end, Dr. Nash was a member of the Kansas City, Missouri city council representing nearly 475,000 citizens. As chairman of the influential Planning, Zoning, and Economic Development Committee, Nash presided over the largest economic development boom in the history of the city directly impacting more than \$6 billion of public and private residential (workforce, low-income, and market rate housing), retail, office, entertainment, and mixed-use and industrial development. As Vice chairman of the Budget & Audit Committee, Nash had direct oversight for the city's more than \$1 billion budget and audit functions. Nash also served as a member of the Neighborhood & Community Development Committee with jurisdiction over all HUD funding and grants. Prior to his election, Nash worked as Special Assistant to the Mayor of Kansas City and in the Office of the City Council. After leaving the public sector, Nash, a United States Air Force veteran, joined the private sector with Newmark Grubb Zimmer as a Vice President and Director of Public Sector Consulting. As a real estate developer, Nash has structured scores of successful public/private partnerships marrying federal, state, and local public sector incentives to real estate and economic development projects. Dr. Nash made history in 2014,



## V. Team Credentials

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becoming the first African-American principal/shareholder in a top ten commercial real estate firm in the history of Missouri, Kansas, Iowa, or Nebraska.

Dr. Nash brings "real-world" experience and practical application to work performed by planners, architects, engineers and economic development professionals. His experience in creating successful comprehensive plan updates and economic development strategic plans for cities, counties, and regions has received wide-spread praise and recognition. Along with his Zimmer colleagues, Nash leads the firm's third-party advisory efforts, delivering integrated real estate solutions serving as master developer, owner's representative, construction manager/project manager for governmental, educational, medical and non-profit and private sector institutions.

An active industry and community leader, Mr. Nash's roster of memberships and honors include:

- ♦ Nominated by the Governor of Missouri and confirmed by the Missouri Senate to the Missouri Housing Development Commission (MHDC): Commissioner, Vice Chairman, 2008 – Present
- ♦ Nominated by the Governor of Missouri and appointed to the Missouri Tax Credit review commission, 2010 – Present
- ♦ Congressional Black Caucus Foundation: Board Member 2015 - present
- ♦ Tax Increment Financing Commission for the City of Kansas City, Missouri: Commissioner, 2014 – Present
- ♦ Arvest Bank, Regional Board Member, 2013 - Present
- ♦ People to People International: Board of Directors, 1998-Present
- ♦ Hawthorn Foundation: Board Member, 2012 - Present
- ♦ Economic Development Corporation of Kansas City Board Member, 1999-2007
- ♦ Mid-America Regional Council: Board Member, 1999-2003
- ♦ National League of Cities: Community & Economic Policy Committee, 1999-2007
- ♦ Samuel U. Rodgers Health Center: Board Member and Vice Chair, 1996-1999
- ♦ St. Mark's Child Development Center: Board Member, 2013 - Present
- ♦ Missouri Economic Development Council: 2011 – Present
- ♦ Missouri Farm Bureau, Member
- ♦ Kansas City Globe "100 Most Influential Kansas Citizens" (2015)
- ♦ Ford Motor Company "Unsung Hero" award (2015)



## V. Team Credentials

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- ♦ Ingram's "50 Missourians You Should Know" (2015)
- ♦ No Excuses Conference "Helping Hand Award" (2015)
- ♦ Kansas City Business Journal "NextGen Leaders" (2014)
- ♦ Selected for Who's Who in Black Kansas City (2013).
- ♦ Recipient of the Board of Directors Outstanding Leadership Award by People to People International (2006).
- ♦ Designated Ambassador-at-large by People-to-People International (2006).
- ♦ Selected by Ingram's Magazine "Forty Under 40" (2001).
- ♦ Selected to receive E.A. Freeman Living Legends Award for efforts to revitalize inner-city Kansas City (2001).
- ♦ Selected by the Clinton administration to serve on the White House Presidential Selection Awards Committee (2000). Selected for the Chamber of Commerce International Business "GLOBE" Program (1999-2000).
- ♦ Selected to participate in the Labor-Management Institute (1999-2000).
- ♦ Appointed by the Governor to the University of Missouri-Board of Curators. Represented nearly 60,000 throughout the University of Missouri System (1996).

### Education

Dr. Nash holds an undergraduate degree in Economics from Wesley College, Masters degrees in both Economics and Political Science from the University of Missouri-Kansas City, a MBA from the University of Missouri Bloch School of Management, a Juris Doctorate from the University of Missouri-Kansas City School of Law, and a Doctorate in Education from Saint Louis University.



## V. Team Credentials

### PARKER WEBB



Newmark Grubb Zimmer  
1220 Washington St, Suite 100  
Kansas City, MO 64105  
pwebb@ngzimmer.com  
T 816.474.2000  
D 816.268.4232  
F 816.421.6666  
Independently owned and  
operated

#### Areas of Specialization

- Strategic Planning
- Real Estate Advisory and Consulting
- Real Estate Transactions
- Financial Analysis
- Market Analysis
- Business Attraction

#### Professional Background

Parker Webb is a dynamic commercial real estate advisor with particular expertise in strategic planning, consulting, financial analysis, and transactions. He is an experienced leader and negotiator with a proven ability to lead teams and drive organizational goals with diplomacy. As a leader in his community, Webb was appointed by Kansas City Mayor Sly James to the Historic Preservation Commission. Webb is also serves on the Big Impact Group, the junior board of Big Brothers and Big Sisters of Greater Kansas City.

Webb first began developing real estate as a student at the University of Missouri-Kansas City where he leveraged the international platform of GlobeMed, operations funding from USAID, and philanthropic donations from the Seagal Family Foundation to fundraise for and develop the Kyakuterakera Health Centre in Kibaale, Uganda.

With a background in political science and economics, Webb pursues collaborations with local government officials, community leaders, and business leaders to maximize both shareholder and stakeholder value in any real estate development. This strategy ensures viable projects that serve the needs of neighborhoods and the business community alike.

Webb has served as a strategic planner and advisor for cities throughout the Midwest as well as private companies and developers. His experience on the transactional side of the real estate business provides the framework to use real estate solutions for economic development needs. Webb uses a unique approach to business retention, expansion, and attraction as he approaches the issue through a real estate lens structuring real estate deals that meet the economic development needs of the city and the financial needs of the business.

As an active member of his community, Mr. Webb's roster of memberships and honors include:

- Kansas City Regional Association of Realtors (KCRAR)
- Licensed Real Estate Salesperson in Missouri and Kansas
- Historic Preservation Commission, City of Kansas City, Missouri – Commissioner
- UMKC Alumni Committee
- Big Brothers Big Sisters of Greater Kansas City – Big Brother, member of Big Impact Group

#### Education

Mr. Webb holds a degree in Political Science from the University of Missouri-Kansas City and is in the process of completing his Master of Entrepreneurial Real Estate at the Henry W. Bloch School of Management.



## V. Team Credentials

---

### **SANTINA CESSOR**

**Owner Principal**  
**Threads Studio**



Threads Studio  
Kansas City, MO  
C 816.308.5725  
Threadskc.com

#### **Areas of Specialization**

- Stakeholder Interviews
- Brand Strategy
- Defining Market Opportunity
- Communication Strategy
- Brand Integration

#### **Professional Background**

Santina Cessor owns and operates a multifaceted studio focused on design and storytelling. Threads Studio consults with both public and private entities on brand strategic planning. She leads these groups through the empowering journey of finding their authentic voice and provides all the tools for these groups to seamlessly convey their message to their target audiences.

Santina is classically trained in Interior Design and actively involved in the design community across the globe. Her network of valued relationships and intimate knowledge of the design process allow her to work in unison with her clients chosen architectural and design partners. Santina thoughtfully interweaves her clients brand aspirations into the design development process. These unique collaborations result in well-designed integrations that meet and often exceed the expectation of her client's.

Santina is driven to enhance her clients brand through a very collaborative process. Her process raises brand awareness through brand strategy, brand design + integration and brand communication strategy. She is always uncompromising when it comes to quality of service.

One of Santina's biggest passions is her city. She spends a lot of her time volunteering for the betterment of her community. Specifically her time is spent promoting the arts and teaching various trades to young adults in an effort to foster growth, experience and interest in the ever evolving manufacturing trades.

#### **Education**

Mrs. Cessor received her Bachelors of Arts, Interior Design from Park University in 2007 graduating top of her class with honors, Suma Cum Laude.



## V. Team Credentials

### STACY SEDLER MSN, RN

#### PRESIDENT

*Sterling Consulting Group*



Sterling Consulting Group  
10150 North Ambassador Drive  
Suite 100  
Kansas City, MO 64153  
sterlingconsultingllc@gmail  
M 816.812.1314

#### Years of Experience

17 Years

#### Areas of Specialization

- Healthcare & Education Consulting
- Capital Campaign & Non-Profit Fundraising
- Public Relations & Event Planning
- Community Outreach
- Comprehensive & Strategic Planning
- Economic Development Consulting
- Market analysis
- Project Management
- Research
- Grant Writing and Monitoring
- WBE/DBE certified – KC, MO & KS
- WBE/DBE certified – state MO

### PROFESSIONAL BACKGROUND

Stacy's unique background in health care, education, public relations, fundraising, grant writing and economic development all combine to give her a unique blend of talent, skills, and abilities to help her clients deliver exceptional outcomes to all of her projects. In 2011, she parlayed her business and managerial skills into a consulting company that has spanned across the Mid-West working with a multitude of clients. Her consulting firm collaborates with diverse stakeholders in both urban and rural settings. "If there is one thing I have taken away from my entrepreneurial experiences it is that everything is about relationships. When you truly connect with people, together – you can DO just about anything." Stacy has lead organizations and communities in outreach and engagement efforts for non-profit organizations, cities, counties, for-profit establishments, students, patients and families. "One of our team's biggest strengths: we help individuals and organizations grow far beyond their perceived limitations, and we have FUN doing it – that's powerful!" The Sterling Consulting Group helps organizations achieve their objectives.

### WHO ARE WE?

Sterling Consulting Group's Way of Doing Business:

We work to move the ball forward...our team believes in the "people first" paradigm shift. We believe effective outreach can take your organization to the next level. Our team embraces the notion that when people feel valued and part "something", amazing things can happen. Sterling Consulting Group believes in the idea: "People support what inspires them – so tell YOUR unique and compelling story - LOUDLY."

Why Sterling Consulting Group is Different?

Because we get results – period.

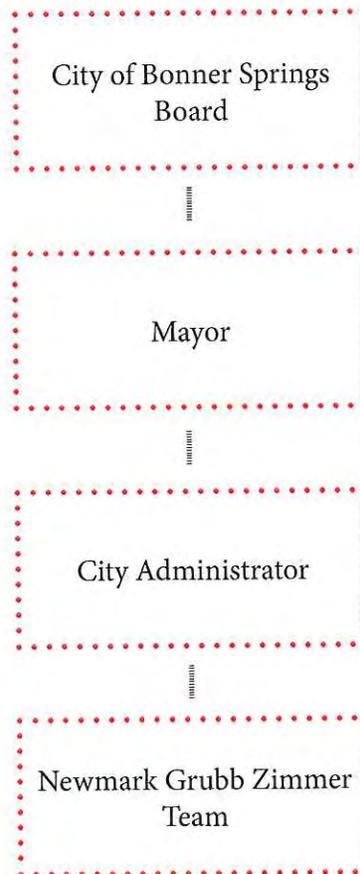
### EDUCATION

Stacy received her bachelor's degree from Radford University in 2006. In 2008, she completed her Masters of Science in Nursing from University of Mary. She is in the process of completing a doctorate in Educational Leadership from Saint Louis University in 2016.

"You must do the things you think you cannot do." ~ Eleanor Roosevelt



THE NEWMARK GRUBB ZIMMER TEAM IS AN EXTENSION OF YOUR STAFF –  
WE ACKNOWLEDGE AND RESPECT CHAIN OF COMMAND



“The People We Are...Are the People We Serve”



# REFERENCES



## VI. References

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### CLIENT

City of Marshall, MO

### SERVICES PROVIDED

Economic Development Consulting  
Comprehensive Planning  
Housing Study

### POINT OF CONTACT

Mr. Bill Riggins  
Former Exec. Director  
Economic Development Corporation  
Marshall and Saline County Missouri  
225 Harrison street  
Marshall MO 65340  
1.660.202.7722

Connie Latimer  
City Administrator  
City of Marshall, MO  
214 North Lafayette Avenue  
Phone: 660-886-2226  
clatimer@marshall-mo.com



### CLIENT

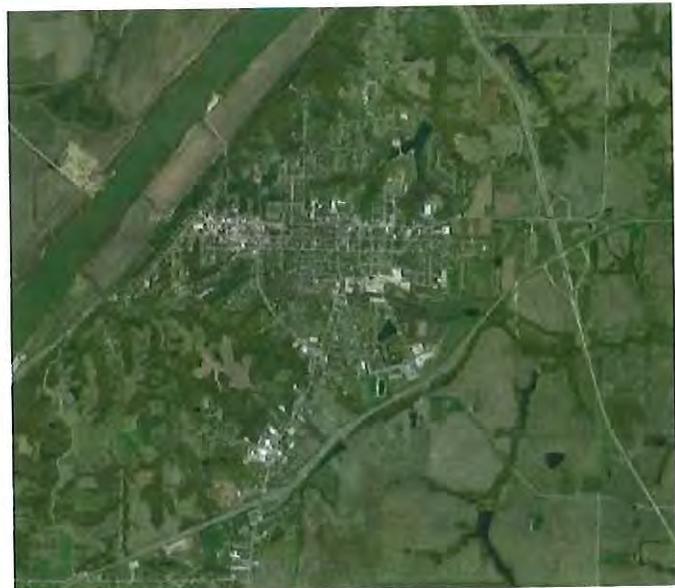
City of Lexington, MO

### SERVICES PROVIDED

Comprehensive Planning  
Hotel Study

### POINT OF CONTACT

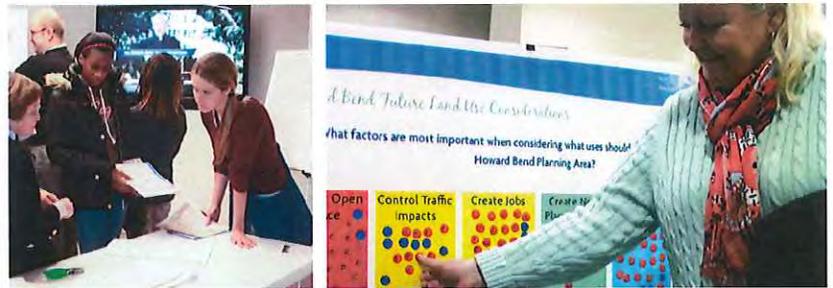
Mark Rounds  
City Administrator  
City of Lexington, Missouri  
919 Franklin  
Lexington, MO 64067  
660.259.4633





Shockey  
Consulting  
Services, llc

Helping Communities Make Better Decisions Since 1998



**BONNER SPRINGS, KANSAS**  
**Strategic Planning**  
February 5, 2016

12351 W. 96th Terrace, Suite 107 | Lenexa, KS 66215 | (913) 248-9585  
[www.shockeyconsulting.com](http://www.shockeyconsulting.com)



February 5, 2016

Sean Pederson, City Manager  
205 E. 2nd Street , P.O. Box 38  
Bonner Springs, Kansas 66012  
spederson@bonnersprings.org

Dear Mr. Pederson,

We are excited to submit our qualifications for the Bonner Springs Strategic Planning Services. We have experience working for cities across Kansas and Missouri who set goals and prepare strategic plans. We love the idea of involving the public in this process and Shockey has extensive experience in that area as well. Included in this qualifications package is our strategic management framework. It provides more detail about our approach and philosophy for implementing a complete strategic planning program that drives future council decisions and staff execution. We develop plans that are aligned with the community vision, council priorities and organizational goals. We are experienced in developing strategic plans and developing strategic management programs including developing and implementing performance measures and benchmarking.

We recently completed a council goal setting session in both Kansas City and Blue Springs. They were so pleased with those sessions that we are now following up with the staff to implement the goals and objectives of the governing body. We are experienced facilitators who use a variety of techniques to make planning meaningful and fun.

If you have any questions about our approach or qualifications, please contact me, (913) 515-4365 (cell) or sheila@shockeyconsulting.com.

Sincerely,



Sheila Shockey  
President, Shockey Consulting Services, LLC



## COMPANY INFORMATION

Shockey Consulting Services, llc. provides award-winning planning, management, and public participation consulting services to federal, regional, state, and local governments and other public agencies.

## WHAT WE DO

### PLANNING

Define the unified vision and set priorities. Facilitate, create and implement strategic plans. Develop comprehensive plans that include identifying future land use as well as preparing plans for watersheds, downtowns, green infrastructure, sustainability, and communities.



Our creative planners have impressive credentials. No matter the scale -- regional, community, or neighborhood -- people support the plans and implement them because of the inclusive planning process. We provide visioning, comprehensive land use planning, strategic planning, and sustainability planning services.

### MANAGEMENT CONSULTING

Make plans, prioritize, reorganize, create programs, and improve services.



We are former government managers and planners who understand the issues our clients face. Shockey can help agencies set goals, reorganize, measure performance, create new programs, and develop sustainability, management and funding strategies.



## PUBLIC PARTICIPATION

Engage, educate, communicate, and involve stakeholders/the public for better decision-making.



Some people call it public involvement; others call it public engagement, public relations, public outreach, public education, or communications. Whatever you call it, call us because we can help your community make a better decision by involving the public in the process!

## OUR CORE COMPETENCIES

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- Setting budget, capital, organizational, and community priorities, strategic planning
- Planning quality places and communities
- Educating and involving the public
- Enhancing revenues and community investment
- Improving existing programs
- Complying with regulations
- Measuring program performance
- Developing new programs



# COMPANY INFORMATION

## STRATEGIC PLANNING EXPERIENCE

Shockey works with agencies to set goals, establish priorities and make plans for the future. As former local government managers, we understand the complicated issues, politics and varied personalities. We've successfully brought groups together to set priorities and implement plans. Plans designed with a vision to address and solve simple to complex problems.

## STRATEGIC PLANNING CLIENT LIST

Shockey Consulting Services, llc. has worked with city managers/councils, boards and government agencies providing goal setting, strategic planning & implementation services. Some of our strategy planning clients include:

- ◇ City of Blue Springs, Missouri
- ◇ City of Creve Coeur, Missouri
- ◇ City of Fairway, Kansas
- ◇ City of Independence, Missouri
- ◇ City of Kansas City, Missouri
- ◇ City of Lenexa, Kansas
- ◇ City of Maryland Heights, Missouri
- ◇ City of Mission, Kansas
- ◇ City of O'Fallon, Illinois
- ◇ City of Olathe, Kansas
- ◇ City of Raymore, Missouri
- ◇ City of Raytown, Missouri
- ◇ City of Shawnee, Kansas
- ◇ Johnson County, Kansas
- ◇ Little Blue Valley Sewer District, Independence, Missouri
- ◇ Mid-America Regional Council
- ◇ Unified Government of Wyandotte County, Kansas / Kansas City, Kansas

“We were pleased with the strategic planning process and your services. We plan to keep the plan up to date going forward. Thanks again for your excellent work.”

Mark Perkins, City Administrator  
City of Creve Coeur, Missouri



# PROPOSAL OF SERVICES

The Shockey approach to identifying priorities for the future of Bonner Springs is to bring the right people together, discuss the various options and bring them to consensus. The results are strategic plans that communities believe in and implement. It is our understanding that the outcomes of the strategic process are as follows:

- Establish a shared community vision.
- Create an overall blueprint including goals, strategies & implementation steps.
- Identify the City's underlying principles upon which decisions should be based.
- Set priorities with the Governing Body that drive decisions about budget, capital outlay, financial policies and operations.
- Create a strategic plan to achieve the long range vision.

To successfully create these outcomes, and address the unique opportunities, issues, needs, challenges facing Bonner Springs requires skilled experts, but also a team of genuinely personable individuals that are committed to working closely with City leaders, and to listening and building relationships with the public and the stakeholders they encounter throughout the project.

With the understanding above, our team is prepared to address the scope of services before July 1, 2016 so the Strategic Plan can inform the fiscal year 2017 budgeting sessions through the following proposed approach.

## PHASE ONE: IDENTIFY ISSUES/TOPICS AND STAKEHOLDERS

First, we meet with City Council, the City Manager, and Department Heads to identify key stakeholders and community leaders to involve in the strategic planning process. We identify issues/topics for discussion during the public input and council retreat. We prepare a document that summarizes the issues Bonner Springs will face. This will be the basis for future conversations both online and in person. We will work with the City Staff to set up at least one public input forum and invite participants. We create a brand for the engagement process that makes folks in Bonner Springs excited to participate in planning the future of their community. We prepare a plan outlining how to effectively recruit stakeholders and prepare the tools to assist in recruitment.



# PROPOSAL OF SERVICES

## PHASE TWO: ENGAGEMENT OF PUBLIC AND OTHER STAKEHOLDERS TO DEFINE AND INFORM VISION & GOALS

Shockey will work with community stakeholders to identify a vision and set of priority issues to address. Goals, objectives and strategies will be developed through engagement of the citizens and the City Council.

### STAKEHOLDER PARTICIPATION AND INPUT

We work to gain a firm understanding of the issues the community faces by sending an online questionnaire to the governing body, city manager and department heads. This could also be sent to a list of community leaders as well to gain their perspective regarding issues to address during strategic planning and posted online so any Bonner Springs resident can weigh in. The results of the questionnaire will provide good background information and help frame the engagement during the Public Input Forum.



**Share ideas.  
Shape your community.**



### PUBLIC INPUT FORUM(S)

A public input forum will provide an opportunity for the citizens of Bonner Springs to become educated about the issues facing the community and potential strategies. Citizens provide input into the community's vision, and long-range goals and objectives during the meeting. This meeting will be conducted with small group exercises that allow participants to be highly interactive. We will also employ MySidewalk which is a digital engagement service where we pose the same questions as doing one public input forum. People comment, vote and share ideas just like they would do in person at the public input forum.

Additional Service to consider: We recommend a second public input forum/ open house following the City Council goal setting to gather one more round of feedback on the draft strategic plan prior to the final session with the City Council.



## PHASE THREE: CREATE & IMPLEMENT

We will develop a summary report of the input obtained through the engagement process. The report will include an outline of the process, the statements developed, and supplementary information gathered during the process. This report will be instrumental in the creation of the strategic plan.

**Summarize input:** We will develop a summary report of the input obtained through the engagement process. The report will include an outline of the process, the statements developed, and supplementary information gathered during the process.

**Goal Setting:** Shockey will work with City Manager and staff to establish the agenda and then facilitate a one day city council retreat to prepare the goals, objectives and priorities.

Working with the City Manager and utilizing all of the information from the summary report and priorities, goals and vision established in the City Council retreat, Shockey will develop the draft strategic plan and implementation plan that will inform the budget process. The draft plan could be posted online and a second public input forum held to get final feedback from the community.



"The City of Kansas City has used Shockey Consulting Services over the years on numerous projects and I would give them a 5-star rating. They are simply the best and deliver what they promise. Ms. Shockey is frankly brilliant and demands the same from her team members."

John Franklin, Assistant City Manager  
City of Kansas City, Missouri



# PRELIMINARY SCHEDULE

	February 2016	March 2016	April 2016	May 2016	June 2016
<b>PHASE ONE:</b> RECRUITMENT AND IDENTIFICATION OF STAKEHOLDERS/ISSUES					
<b>PHASE TWO:</b> ENGAGEMENT OF PUBLIC AND OTHER STAKEHOLDERS TO DEFINE AND INFORM VISION AND GOALS					
Includes:					
• Public Input Forum					
• Online Engagement					
• Public Input Session/Open House					
<b>PHASE THREE:</b> CREATE AND IMPLEMENT					
Includes:					
• Facilitate Council retreat preparation and facilitation					
• Create draft strategic plan and implementation goals					
• Final Review Session with City Council					



# PROPOSAL FEES

<b>PHASE 1:</b>	<b>IDENTIFY ISSUES/TOPICS AND STAKEHOLDERS</b>	<b>\$ 1,600</b>
	Includes: <ul style="list-style-type: none"><li>• Stakeholder/Issue Identification Workshop (1.5 hour meeting)</li><li>• Issues/Topics Summary</li><li>• Stakeholder Engagement Plan</li></ul>	
<b>PHASE 2:</b>	<b>ENGAGEMENT OF PUBLIC AND OTHER STAKEHOLDERS TO DEFINE AND INFORM VISION AND GOALS</b>	<b>\$ 6,000</b>
	Includes: <ul style="list-style-type: none"><li>• Online questionnaire</li><li>• One public input forum*</li><li>• Online forum (My Sidewalk)</li></ul>	
<b>PHASE 3:</b>	<b>CREATE AND IMPLEMENT</b>	<b>\$ 7,820</b>
	Includes: <ul style="list-style-type: none"><li>• Public input summary document</li><li>• City Council retreat preparation, meeting with staff, preparation of retreat agenda materials</li><li>• Retreat facilitation (1 day) with City Council*</li><li>• Draft strategic plan</li><li>• Two-hour review session with City Council regarding final draft plan*</li></ul>	
<b>TOTAL:</b>		<b>\$15,420</b>

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**ADDITIONAL SERVICES TO CONSIDER** **\$ 3,300**

- Second public forum/open house\*

\* Refreshments and meeting space for Council Retreat excluded from pricing. Light refreshments for public input forum(s) included.



# RESUMES



## SHEILA SHOCKEY

### Education

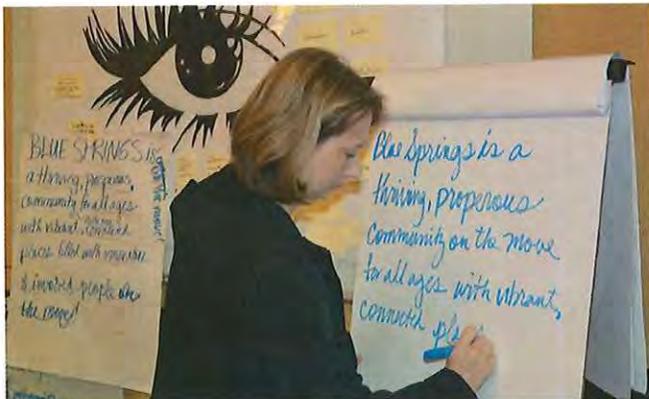
Bachelor's in Public Administration, Washburn University  
Master's in Public Administration, University of Missouri-Kansas City

Sheila Shockey is the founder and president of Shockey Consulting Services, llc. She has worked with local governments as a staff member and consultant since 1989. She was the Assistant City Administrator for the City of Prairie Village, Kansas – a suburb with many of the same issues as Bonner Springs. Sheila brings the perspective of having worked in a government agency, a deep understanding of planning issues and ability to translate these issues effectively to all stakeholders.

**Affiliations & Accolades**  
Project Manager for Missouri  
APA Plan of the Year and  
National APA Small Town Plan  
of the Year

Member of the American  
Planning Association

**STRATEGIC PLANNING:** Sheila's background in city management influences how she approaches goal setting and strategic planning. Understanding the issues and challenges means she can better relate to participants and help them define solutions. Sheila knows how to create an engaging process that results in productive conversations and is fun!



# RESUMES



## SHELBY FERGUSON

### Education

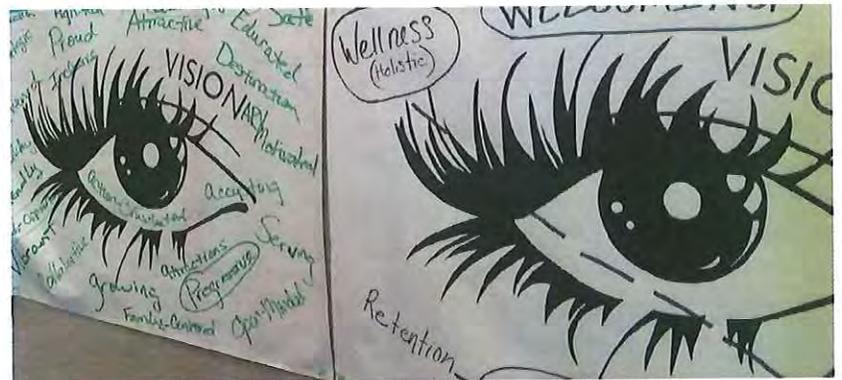
Bachelor's in Urban Planning and Design, University of Missouri - Kansas City  
Bachelor's in Housing and Interior Design, Missouri State University

### Affiliations

Member of the American Planning Association

Member of the Women in Transportation Group

Shelby Ferguson, an urban planner, has contributed to area communities since 2008 focusing on redevelopment, growth management, historic preservation and housing. She is a talented artist who uses visual facilitation techniques and sketches to bring a community's vision to life. Shelby is a skilled facilitator and public process designer. She has managed many community planning processes by involving the public and key stakeholders using innovative techniques. Shelby has assisted several vision and strategic planning sessions resulting in consensus decision-making. She brings knowledge of urban planning and design to help communities create their visions. She has worked in both fields to understand the appreciation of design while also having the ability to evaluate and execute solutions within projects. She has experience working with underserved communities and uses technology and social media to effectively recruit and engage stakeholders.



---

## REFERENCES

Adam Norris  
Deputy City Administrator of Development Services,  
City of Blue Springs, Missouri  
903 W. Main St.  
Blue Springs, MO 64015  
Phone: (816) 655-0498

Jim Giles  
Director of Council & Community Relations, Office of Mayor Sly James  
414 East 12th Street, 17th Floor  
Kansas City, MO 64106  
Phone: (816) 513-6575

Mark Perkins  
City Administrator, City of Creve Coeur, Missouri  
300 North New Ballas Road  
Creve Coeur, Missouri 63141  
Phone: (314) 872-2511

Mark McAnarney  
City Manager, City of Emporia, Kansas  
111 East 6th Avenue  
Emporia, KS 66801  
Phone: (620) 343-4252

John Franklin  
Assistant City Manager, City of Kansas City, Missouri  
414 East 12th Street, 1st Floor  
Kansas City, MO 64106  
Phone: (816) 513-3900



## RELEVANT PROJECTS

### IMAGINE EMPORIA TOGETHER: COMMUNITY VISION PLAN

**Client:** City of Emporia, Kansas  
**Shockey Role:** Project lead, plan development and facilitation.  
**Result:** Study is still underway.

The Community Vision Plan is a strategic vision and action plan for the City of Emporia, a town of nearly 25,000 residents in Kansas. The City of Emporia is sponsoring the study which was partially funded with Federal funds from the U.S. Department of Commerce, Economic Development Administration. The plan includes assistance from an appointed steering committee and significant public outreach and engagement to develop the vision, goals, objectives and strategies for Emporia.



### ECONOMIC DEVELOPMENT COUNCIL AND GOVERNING BODY WORKSESSION

**Client:** City of Blue Springs, Missouri  
**Shockey Role:** Process development and facilitation  
**Result:** Development of goals and objectives.

In May 2015, the Mayor and City Council of Blue Springs, Missouri, met in a 1.5 day Visioning/Goal Setting Worksession to develop goals and objectives to guide their vision for the future. Prior to the 1.5 day Governing Body Worksession Shockey Consulting conducted a half day Economic Development Summit with members of the Economic Development Council, Planning Commission and City Council. The purpose of the Summit was to develop a framework for an economic development policy for the City of Blue Springs, Missouri. Recommendations developed as part of the Summit were discussed at the 1.5 day Governing Body Worksession.



Shockey Consulting administered a pre-meeting questionnaire to query the participants about guiding principles, goals and priorities. Additional tools used during the worksessions included creative and interactive exercises to help establish goals, strengths-weaknesses-opportunities-threats (SWOT) and a vision for the future. Through these tools the EDC established a framework for economic development and elected officials reached consensus on principles to guide their work as well as their primary goals over the next several years.



## RELEVANT PROJECTS

### MAYOR AND COUNCIL RETREAT

**Client:** City of Kansas City, Missouri  
**Shockey Role:** Process development and facilitation  
**Result:** Development of goals and objectives

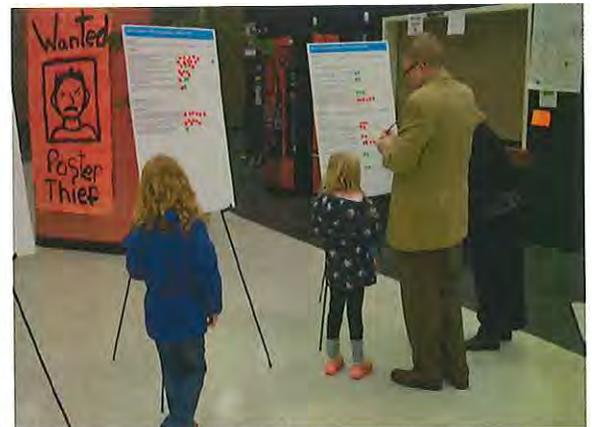
In July 2015, the Mayor and the recently elected City Council of Kansas City, Missouri met to develop goals and prioritize issues that will guide their vision for the community over the next four years. Shockey Consulting facilitated a discussion around community issues and communication. The officials developed a vision statement to guide their work in Kansas City over the next several years.



### STRATEGIC PLANNING, CITY OF CREVE COEUR, MISSOURI

**Client:** City of Creve Coeur, Missouri  
**Shockey Role:** Project Manager  
**Result:** Plan implemented.

The City of Creve Coeur needed to update its strategic plan. Shockey worked with elected officials, department directors and the city administrator to develop a vision, mission, strategic goals and action steps. The strategic planning process was designed to integrate existing plans for downtown development, public art and sustainability into a current and cohesive plan. A set of performance measures were also developed to evaluate the plan's progress. Staff worked to implement the plan components.



#### Accomplishments included:

- Implementation of on-line payment of fees for recreational programming, building inspections and business licenses;
- completion of a needs analysis for the city's government building supported by a citizen task force to review potential plans;
- outreach to citizens to explore cost savings in providing trash services;
- creation of a community Farmer's Market; and
- development of the "Global Plant Sciences Corridor" brand to market Creve Coeur's thriving plant sciences sector.



# APPENDIX



Shockey  
Consulting  
Services, llc

## Shockey Consulting's guide to developing a strategic management system<sup>®</sup>

Government agencies are operating in a new reality with ever-changing and unknown conditions. Declining revenues and increasing demands have caused leaders to make tough choices in the short-term with uncertainty about effects on the long-term health and stability of their communities. Successful agencies are taking the next step and implementing a strategic management system to guide them through these tough times and into a prosperous future.

This handout provides an overview of a recommended strategic management system and is used as part of Shockey's Strategic Management training program.



*It's a new world. Set your strategy to succeed.*

### WHAT IS A STRATEGY?

A strategy is carefully investing your resources to achieve a desired outcome.

A strategy is a plan of action to achieve a particular goal or desired outcome. You develop your strategy in anticipation of future events or trends. A strategy considers where you are now, where you want to go, and trade-offs of various actions.

When writing a strategy statement, don't use a preposition like "by," "to," or "via," because you are making a strategic choice to do one thing not two. A strategy is a specific informed choice.

### WHAT IS A STRATEGIC MANAGEMENT?

Strategy is deciding what to do with the limited resources available. Execution is getting done what you plan. Strategic Management is creating a strategy, getting it done, measuring results and learning from what was done. It is a circular process that results in many important benefits for agencies including:

- Aligning activities and resources to community priorities;
- Improving internal and external communication and teamwork;
- Monitoring organizational performance against strategic goals; and
- Encouraging learning and innovation.

# DEVELOPING A STRATEGIC MANAGEMENT SYSTEM

## MOVE BEYOND THE PLAN

Most agencies have goals and objectives or some sort of written priorities or plans. What they don't have is a planning process that aligns resources to priorities. The process graphic above describes the six steps of strategic management - adapted from the Six Disciplines for Excellence®.

The remainder of this document describes the steps necessary to prepare a strategic plan and implement a strategic management system.

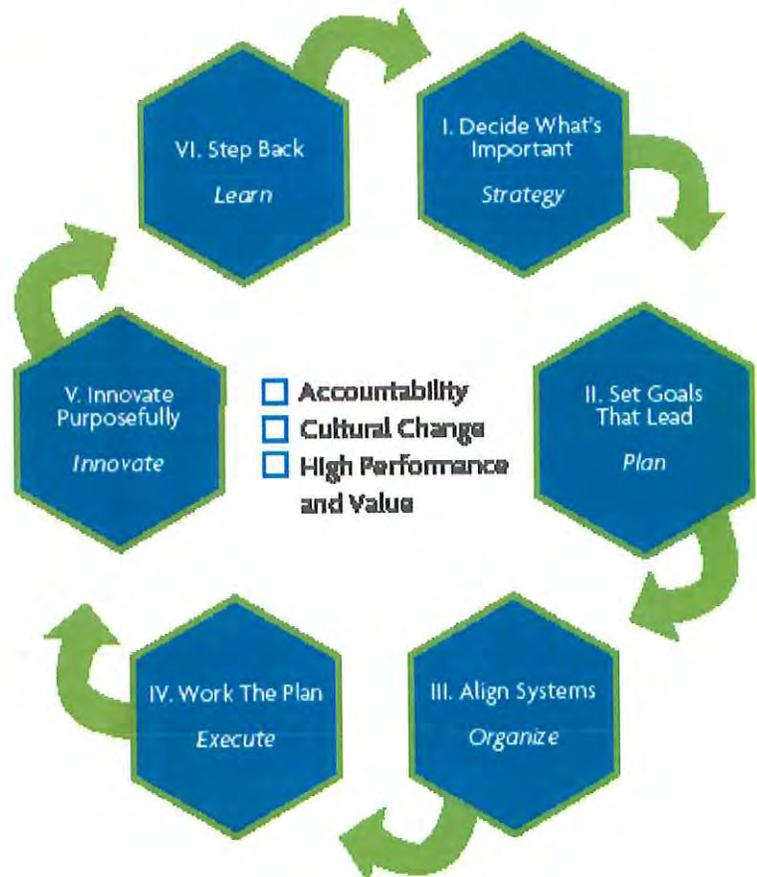
## INVOLVE THE RIGHT PEOPLE

Involving the right people in the planning process is important. Deciding who will be involved in developing the plan and how to involve them is the first step.

Stakeholder interviews, surveys, and committees are effective in involving many people in developing strategies. People who are involved in the development of the plan are more likely to stay on track when implementing. Consider involving people external to the organization as well as internal.

## ENVIRONMENTAL SCAN

An environmental scan helps decision makers look critically at internal and external environments that affect the organization. The focus is on both short- and long-term factors. Gather information about issues and future trends from a number of sources. A complete analysis of strengths, weaknesses, opportunities and threats is important when developing strategies.



Typical categories of information include:

- Increasing demands and declining revenues
- Changing demographics
- Regulations and enforcement
- Infrastructure management/asset management
- Service-delivery
- Citizen satisfaction
- Workforce



Planning is a learning process. Successful planning processes build shared understanding of the organization and its changing environment, develop capabilities in strategic thinking and enhance communication among key stakeholders.

### DEFINE A VISION

A vision states what you want to do in idealistic terms. It is future-oriented and creates a vivid mental picture of where you are headed. It should be an inspirational statement that energizes the organization. It should be easy to remember and recite. An effective vision statement can take your organization out of the present and focus it on the future.

### CAPTURE YOUR VALUES

Values are core beliefs or principles that guide the organization and its future. Ensure that they are developed to reflect the organization's shared principles.

### REFINE YOUR MISSION OBJECTIVES

A mission is a purpose or reason for being. Whereas the vision will guide the future actions of the organization, the mission is the purpose for the organization's existence. All goals, objectives and tactics should help the organization carry out its mission.

The mission of \_\_\_\_\_  
 (organization/department/program/subprogram) is  
 to provide \_\_\_\_\_  
 (service/product/what) to \_\_\_\_\_  
 (customer/for whom) so that \_\_\_\_\_  
 outcome/why).

### DEFINE YOUR STRATEGY

Define your organization's strategy statements. These are general statements to describe how the organization will move toward achieving its vision. Strategy statements should describe what your organization will do and what will not do. Setting strategy statements takes your plan from a "to-do" list to a strategic plan where you make choices and define a specific path.

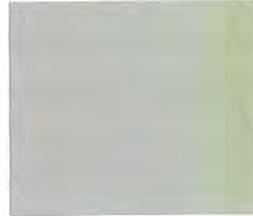


### DEVELOP GOAL STATEMENTS

Goals are statements that emulate the policies of the organization. The goals are long-term, usually between three and five years.

### DEVELOP OBJECTIVES

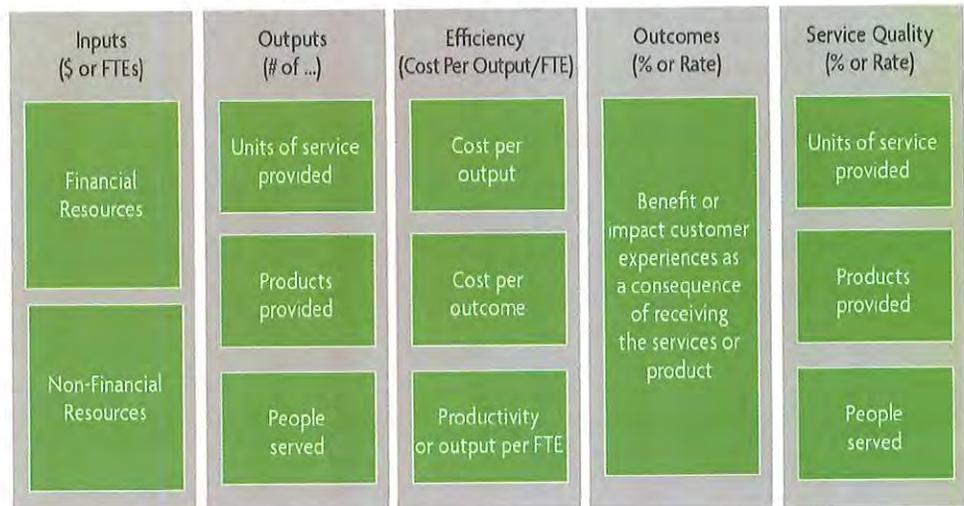
Objectives are similar to goals but have targeted outcomes. Objectives result in specific, short-term outcomes that should be attainable within a calendar year. In most instances, these objectives will be stepping stones to achieve the more long-range goals of the organization.



## ACTION PLAN

Develop tactics, assign responsibility, set a schedule and monitor progress. Tactics, like strategies, are aimed at specific activities for the organization. However, they are short-term, describing steps to achieve the organization's objectives within a year. You can touch a tactic. It is a specific action. Again, they are measurable actions that can be used to gauge the success of the organization at reaching its objectives.

## FAMILY OF PERFORMANCE MEASURES

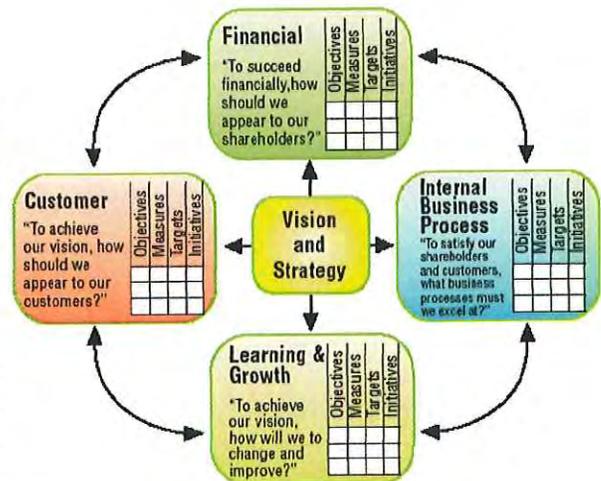


Performance measures show progress toward or accomplishment of desired outcomes. A good set of measures typically includes a family of performance measures to give a more accurate and comprehensive picture of organizational performance.

## USE A BALANCED SCORECARD APPROACH

The Balanced Scorecard Approach is a strategic planning and management tool originated by Drs. Robert Kaplan (Harvard Business School) and David Norton. It is a performance measurement framework that has traditional financial and strategic non-financial performance metrics to give managers a more "balanced" view of organizational performance.

Goals, objectives, measures, targets and initiatives should be developed considering all four perspectives of the organization: Financial, Customer/Citizen, Processes, and People. We recommend communities also consider developing their plans around the **Fifth Perspective: Sustainability**.



## ALIGN SYSTEMS, WORK THE PLAN, INNOVATE, AND LEARN

Once the plan is complete, align all organizational systems to the plan, work it and constantly learn from implementation and results. Strategic management is an ongoing process.



Sheila Shockey | [sheila@shockeyconsulting.com](mailto:sheila@shockeyconsulting.com) | (913) 515-4365  
[www.shockeyconsulting.com](http://www.shockeyconsulting.com)

**City of Bonner Springs**

**Strategic Planning Facilitation and  
Development**

February 5, 2016





February 5, 2016

Sean Pederson, City Manager  
City of Bonner Springs  
205 E. 2<sup>nd</sup> Street  
P.O. Box 38  
Bonner Springs, KS 66012

Dear Mr. Pederson:

The mission of The Novak Consulting Group is to strengthen organizations, for those they serve and those who work in them. We are dedicated to providing management consulting services to local government and nonprofit organizations across the country. The firm was originally established as Public Management Partners in 2001, a firm specializing in local government consulting in the Midwest. Since then, we have been providing our clients with the very best thinking and execution in organizational design, development, and improvement.

We are pleased to submit this statement of qualifications to Bonner Springs for Strategic Planning Consultant Services. This information is based on our understanding of the needs for this engagement as outlined in the Request for Proposal, as well as our experience facilitating strategic planning processes for local governments across the country.

We have had significant success working with community members, elected officials, department leadership teams, and staff to identify priorities for a community and achieve consensus. We are also skilled in developing effective implementation models that ensure the goals developed for the strategic plan are measurable and actually achieved. We are confident our approach will provide the City with the direction it seeks for the community and the organization.

We look forward to the opportunity to serve Bonner Springs. Please contact me at (513) 309-0444 or [jnovak@thenovakconsultinggroup.com](mailto:jnovak@thenovakconsultinggroup.com) should you have any questions.

Sincerely,

Julia D. Novak  
President

# Table of Contents

**Cover Letter**

**About The Novak Consulting Group..... 1**

**Proposal of Services..... 3**

**Fees..... 4**

**Project Team..... 5**

**References..... 9**

**Attachment A – Timeline..... 11**

## About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years the firm's founding partners built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. Projects ranged from those as small as conducting community workshops to those as sweeping as analyzing the operational efficiency of entire departments within a municipality.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built upon Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. Her company meets a wider range of needs, consulting with governments in the areas of public works, public safety, human resources, finance, planning, IT and more. We provide our clients with the very best thinking and execution in organizational design, development, and improvement. Our services include:

- Strategic Planning
- Organizational Assessment and Optimization
- Executive Search

The Novak Consulting Group provides unparalleled service to our clients. Leaders in local government and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice, with the personal attention you expect.

- **Niche expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a very specific group of clients.
- **Flexibility to serve you better.** We employ a small core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us serve you better. The result? A highly nimble, more efficient approach to giving you the services you need, when you need them.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, we're small enough to offer very personal service from senior-level consultants.

The Novak Consulting Group is a women-owned firm led by President Julia Novak. The firm is staffed with local government professionals, including full-time associates and subject matter specialists.

Contact information is included in the cover letter.

The Novak Consulting Group and its staff have extensive experience working with local government clients. Our focus is on providing solutions that work within the available resources and culture of the organizations we assist. The most innovative solutions in the world are valueless if they cannot be implemented or will not be accepted by the community or the organization. We pride ourselves on our ability to listen, analyze, and work with our clients to find not just a random selection of best practices taken from a manual, but real solutions that can be implemented effectively. There is no value to a strategic plan or consulting study that, once completed, occupies shelf space never to be opened again.

At The Novak Consulting Group, one of our strengths is the ability to build on existing capabilities and resources and to help organizations see things from a different perspective. We do this through listening to our clients and really understanding what they have to say. While there are books full of best practices, stock solutions to complex problems are rarely effective. We do not operate with a pre-packaged set of recommendations, and we diligently work to avoid trying to fit our clients into a standard mold. We do not sell boiler plate solutions.

A strategic planning process involves articulating a clear vision and mission, preparing an environmental scan that identifies the factors affecting the community, establishing goals, identifying strategic priority, and creating implementation plans. The process of developing a strategic plan explores three specific questions:

- What do we know to be true? – Where are we?
- What do we hope will be true in the future? – Where do we want to go?
- What must go well in order to make it so? – How do we get there?

In this way, a strategic plan is a road map to move a community towards its intended vision. Ultimately, a strategic plan is a fundamental management tool that exists to help the organization better serve the public.

Additionally, we understand the unique roles of each stakeholder. Each participant in this process comes to this engagement with a different perspective and, perhaps, conflicting priorities. Each of these viewpoints is important and valuable. It is our responsibility to work in partnership with the City to synthesize this information and facilitate a process that:

- Honors and respects the diversity of opinions of participants;
- Promotes group communication and collaboration through inclusivity and community building; and
- Provides useful information and direction for decision making and priority setting by the City.

## Proposal of Services

The Novak Consulting Group has developed the following scope of work to successfully address the objectives the City has established for its strategic planning process.

### **Activity 1: Begin Engagement**

---

A successful strategic planning process will benefit from a collaborative relationship between the consulting team and the City from the very beginning of the process. This task is intended to begin building that relationship.

At the start of this engagement, we will request and review all background information, including previous strategic plans, existing master plans, and other relevant data. Next, The Novak Consulting Group will meet with the City Manager and other key staff to gain a clear picture of what the City hopes to accomplish from the strategic planning process. We want to ensure that we have a shared understanding for how to develop the plan. We will review the project plan and finalize the schedule.

We will meet with each member of the City Council to hear their perspective about this process and to develop an understanding of the context for the long term strategic plan. Additionally, we will conduct individual interviews with the executive staff in the organization to learn more about City operations and structure in support of the strategic plan.

### **Activity 2: Solicit Public Input**

---

A strategic plan is best when touched by as many key stakeholders as possible. Therefore, The Novak Consulting Group will solicit input from a broad spectrum of the Bonner Springs community. The purpose of this sessions will be to solicit feedback about the vision and priorities for the City.

Our trained facilitators use a variety of techniques to actively engage participants in the input process. We thoroughly prepare for each session and develop an agenda for the group. However, each session is slightly different, based on the participants. Our facilitators know how to “read the group” and determine the best techniques to use to solicit feedback from participants with different styles: some participants will readily voice their ideas, while others may need prompting or perhaps a written exercise to engage. Regardless of the methods, our goal in any facilitated session is create an environment that allows participants to feel comfortable sharing their honest feedback.

At the conclusion of the session, a summary of the input received will be prepared.

### **Activity 3: Facilitate Strategic Plan Development**

---

Next, The Novak Consulting Group will facilitate a meeting with members of the City Council, the City Manager and key staff to articulate the City's strengths, weaknesses, opportunities, and challenges. Input received from the public session will be reviewed to inform the discussion. Then participants will articulate a desired future (vision) for Bonner Springs and key initiatives for achieving that vision.

The session will include activities with the entire group as well as small group break-out sessions that will allow everyone to actively participate and engage in the process. At the conclusion of the session, a summary plan will be prepared.

#### **Activity 4: Prepare Final Deliverables**

At the conclusion of the above tasks, we will prepare a draft comprehensive multi-year strategic plan document. We will review the draft with the City and make any necessary changes or modifications prior to finalization.

Achievement of the City Council's vision will rest on successful implementation of the strategic plan elements. Therefore, The Novak Consulting Group will work with the City Manager and key staff to develop action plans for each initiative in the strategic plan. In addition to developing implementation plans, we will work with the staff to develop specific performance metrics. These metrics can then be used by the City Council and the organization to track their implementation progress.

Included in the final report will be recommendations for implementation as well as communication strategies to ensure the public, as well as the City Council, is informed of the plan and future implementation efforts. A brochure, appropriate for public consumption, will also be prepared for the City to assist with communication efforts.

## **Fees**

The total not to exceed cost to complete the scope of work outlined in this proposal is \$25,000, including all professional fees and expenses. Below is a breakdown of the fee.

<b>Activity</b>	<b>Unit Cost</b>
1. Begin Engagement	\$10,467
2. Solicit Public Input	\$3,308
3. Facilitate Strategic Plan Development	\$8,385
4. Prepare Final Deliverables	\$2,841
<b>Total</b>	<b>\$25,000</b>

It is our practice to invoice clients monthly, based on work completed.

The Novak Consulting Group does not have a standard agreement and would defer to the City's standard agreement.

## Project Team

Our project team is made up of senior-level consultants with direct local government experience. What sets our project team apart is our ability to explore and relate to local community values while at the same time developing implementation plans for achievement of the vision. The exact makeup of the project team may vary once a final scope of work is determined.

**President Julia Novak** – From 2003 to 2009, Julia served as a Vice President for a national consulting firm. Julia has over 25 years of experience working with and for local governments. She is a consultant, trainer, and facilitator who has worked with numerous organizations and community groups. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was City Manager of Rye, New York. As a professional consultant she has extensive experience with successful strategic planning engagements. She was trained in the use of an innovated Community Engagement process called "Future Search" and has gone on to teach that training to community organizations and universities.

**Associate Patty Gentrup** – Patty has more than 20 years of experience serving local governments in direct service and as a consultant. Patty spent most of her public career working for the City of Liberty, Missouri, serving her last six years there as City Administrator. Her specific areas of focus are strategic planning, community engagement, and facilitation, with a special emphasis on process redesign, performance management, and capital budgeting.

**Analyst Josh Rauch** – Josh will provide research and analytical support to our project team. Complete resumes for each of our team members are included.

## Julia D. Novak, President

Julia established The Novak Consulting Group in September 2009 when she acquired Public Management Partners. From 2003 to 2009, she served as a Vice President for a local government consulting firm. Julia has more than 25 years of experience working with and for local governments. She is a consultant, trainer and facilitator who has worked with numerous organizations and community groups. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was City Manager of Rye, New York.

Julia has extensive experience as a facilitator and trainer. She has worked with elected official and appointed officials across the country to conduct goal setting, develop strategic plans and prioritize service delivery. She has conducted training for elected officials as an individual trainer and through the National League of Cities and a consortium of cities in California. Topics included leadership style and evaluating elected officials.

Julia has also established herself as a thought leader in the area of governance and administration. In April 2002, Julia was one of 20 practitioners who participated in the ICMA-sponsored symposium on the future of local government administration. Her response to Dr. James Svava's paper, "City Council, Roles, Performance, and the Form of Government," is included in the ICMA-published book, "The Future of Local Government Administration." In 2009, she co-authored an article with Dr. John Nalbandian for publication in *Public Management Magazine* called "Preparing Councils for Their Work." In 2010, Julia served as a trainer for a USAID Initiative in Baghdad, Iraq to develop the capacity of local advisors and councils in Iraq to engage in strategic planning, project management, policy analysis, and policy advocacy.

In 2000, the International City/County Management Association (ICMA) awarded Julia its Assistant's Excellence in Leadership Award for work she did building community and increasing organizational capacity as Deputy City Manager of Rockville, Maryland.

Julia has been a speaker at national conferences for the ICMA, National League of Cities and American Society of Public Administrators. She has been a featured speaker/trainer for many state associations, including Ohio, Vermont, New Hampshire, Pennsylvania, North Carolina, the Metropolitan (D.C.) Association of Local Government Administrators and the Illinois Assistant Municipal Managers Association.

Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers, and maintains that designation. She is certified to administer several level-B psychological assessments, including the Myers-Briggs Personality Type Indicator, Apter Motivational Styles Profile and the Strength Deployment Inventory. She also is trained in popular level-A assessments, including the Thomas-Killman Conflict Modes Inventory and the Human Element-B.

### Education

*Master of Public Administration, University of Kansas, 1988*

*Bachelor of Arts, George Mason University, 1986*

### Professional Certifications

*Certified Professional Manager, International City/County Management Association*

*Master Facilitator, The Myers-Briggs Personality Type Indicator*

### Industry Tenure

*27 years*

*Consulting, 11 years*

*Local Government, 16 years*

## **Patty Gentrup, Associate**

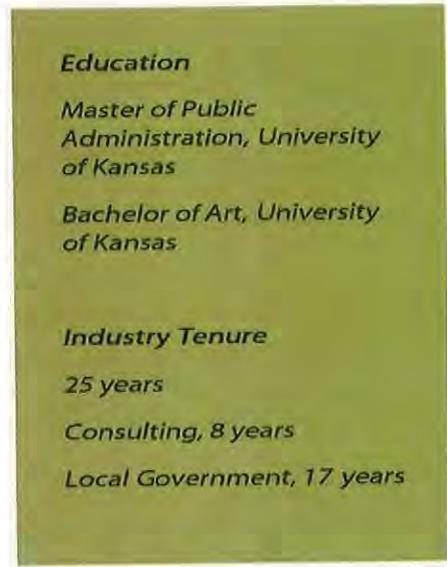
Patty has 25 years of experience working for and advising local, regional, and state governments. Her work as a consultant includes extensive experience facilitating strategic planning workshops and processes for governing bodies, organizations, and communities.

Patty is an expert in community engagement. She knows how to involve stakeholders in assessing issues and developing solutions, using traditional as well as innovative tools and techniques and ensuring all voices are heard in community decision making. Patty also has conducted departmental analyses, process improvements, and performance measurement with a broad range of local governments.

Prior to consulting, Patty was City Administrator of Liberty, Missouri, a community of 30,000 in the Kansas City metropolitan area. With a staff of nearly 200 and a budget of more than \$50 million, Patty worked with the governing body to secure new revenue sources; implement an award winning comprehensive land use plan to foster new development and redevelop key areas of the community; guide capital improvements to support a growing community while reinvesting in aging infrastructure; and to create a high performing organization.

Patty currently serves on the board of the Kansas University City Managers and Trainees (KUCIMAT) organization. She has previously served the KUCIMATs as their president and has been on the Missouri Association of City Managers board.

Patty has a bachelor's degree in journalism and a master's degree in public administration, both from the University of Kansas.



**Education**

*Master of Public Administration, University of Kansas*

*Bachelor of Art, University of Kansas*

**Industry Tenure**

*25 years*

*Consulting, 8 years*

*Local Government, 17 years*

## Joshua Rauch, Analyst

Josh has experience in several local government settings, most recently with the Economic Development Division of the City of Springfield, Ohio. While there, he assisted with business retention and expansion activities, provided staff support for tax incentive negotiations and reporting, and helped develop the City's marketing strategy.

Josh began his career as an undergraduate intern with the City of Dayton, Ohio. He had responsibility for organizing community engagement events for young adults working in Dayton over the summer months. He built on this experience during graduate school when he began working for the City of Mission, Kansas. There he helped coordinate a variety of community events, including public budget hearings, community input sessions, and a successful attempt to set the Guinness World Record for the Largest Painting Made with Footprints.

Aside from community engagement, Josh has helped formulate, implement, and administer new policies and programs related to transportation funding, social media engagement, code enforcement and neighborhood assistance, information technology, sustainability planning, and performance measurement.

Josh earned a bachelor's degree from the University of Dayton and a master's degree in public administration from the University of Kansas. He is a member of the International City/County Management Association.

### *Education*

*Master of Public Administration, The University of Kansas*

*Bachelor of Arts, Political Science, University of Dayton*

### *Industry Tenure*

*Local Government, 6 years*

## References

The Novak Consulting Group is a national firm, and we maintain a client base of local government across the country. Julia Novak has facilitated strategic planning engagements with over 100 governing bodies. We would be happy to provide additional information about these or any of our previous clients. Sample materials from any of these engagements are available upon request.

**Midland, Michigan** engaged The Novak Consulting Group to conduct a community based strategic planning process. The engagement involved use of a Search Conference, which included involvement of over 100 community members who gathered to articulate the vision and key performance areas for the community, along with critical initiatives and action plans.

Bridgette Gransden, County Administrator  
(989) 832-6797 [BGransden@co.midland.mi.us](mailto:BGransden@co.midland.mi.us)

**Manhattan Beach, California** engaged The Novak Consulting Group to facilitate a strategic planning process with the City Council and the City's management team. A vision, key focus areas, and priorities were collaboratively developed to ensure alignment among the governing body and staff.

Nadine Nader, Assistant City Manager/Chief Operating Officer  
(310) 802-5053 [nnader@citymb.info](mailto:nnader@citymb.info)

**Westminster, Colorado** initially engaged The Novak Consulting Group to conduct a strategic planning retreat with the City Council. Subsequently, Julia worked with the management team to develop implementation plans for the Council's key focus areas. Repeat engagements with the Council and with staff are currently underway as an update to the previous year's process.

Barbara Opie, Assistant City Manager  
(303) 658-2009 [BOpie@CityofWestminster.us](mailto:BOpie@CityofWestminster.us)

**Clayton, Missouri** engaged The Novak Consulting Group annually since 2011 to facilitate retreats with both the governing body (Mayor and Board of Aldermen) and department heads. The retreats were intended to improve relationships, establish priorities, and articulate and clarify expectations. The Novak Consulting Group also assisted the City with a community-wide strategic planning process.

Craig Owens, City Manager  
(314) 727-0761 [cowens@ci.clayton.mo.us](mailto:cowens@ci.clayton.mo.us)

**Parkville, Missouri** engaged The Novak Consulting Group to facilitate a strategic planning workshop for the Mayor and Board of Aldermen. The daylong session resulted in short-term objectives to guide the City's 2016 budget process and long-term objectives to achieve desired goals.

Lauren Palmer, City Administrator  
(816) 741-7676 [lpalmer@parkvillemo.gov](mailto:lpalmer@parkvillemo.gov)

**Baldwin City, Kansas** engaged our firm to facilitate a full-day workshop designed to strengthen the working relationships among the members of the governing body and to develop short- and long-term goals.

Marilyn Pearce, Mayor  
(785) 393-9979 [mpearse@baldwincity.org](mailto:mpearse@baldwincity.org)

**Edwardsville, Kansas** engaged The Novak Consulting Group to facilitate a 1.5-day session develop a vision statement and goals and objectives to achieve that vision.

Mike Webb, City Manager  
(913) 441-3707 [mwebb@edwardsvilleks.org](mailto:mwebb@edwardsvilleks.org)

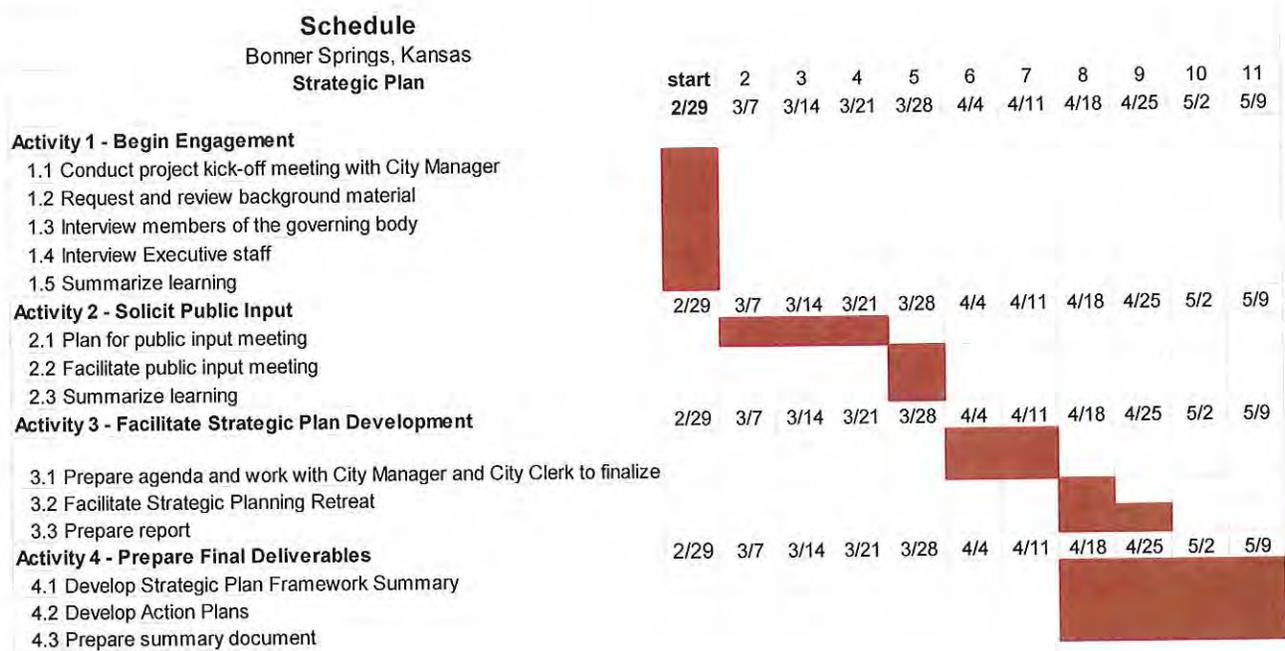
**Gardner, Kansas** engaged The Novak Consulting Group to work with its Leadership Team to develop a vision, mission, and core values statements for the organization. That work is intended to help inform the annual business planning process undertaken by each of the City's departments.

Cheryl Harrison-Lee, City Administrator  
(913) 456-7535 [CHarrison-lee@gardnerkansas.gov](mailto:CHarrison-lee@gardnerkansas.gov)

**The Unified Government of Wyandotte County/Kansas City, Kansas** engaged Patty first while she was with another firm and subsequently with The Novak Consulting Group to craft a vision and develop a strategic plan to achieve that vision. Patty has worked with the governing body and senior staff at least twice annually as they review progress in achieving their goals, establish new goals, and determine how to allocate resources during their annual budget process.

Doug Bach, County Administrator  
(913) 573-5040 [dbach@wycokck.org](mailto:dbach@wycokck.org)

## Attachment A – Timeline



Proposal for

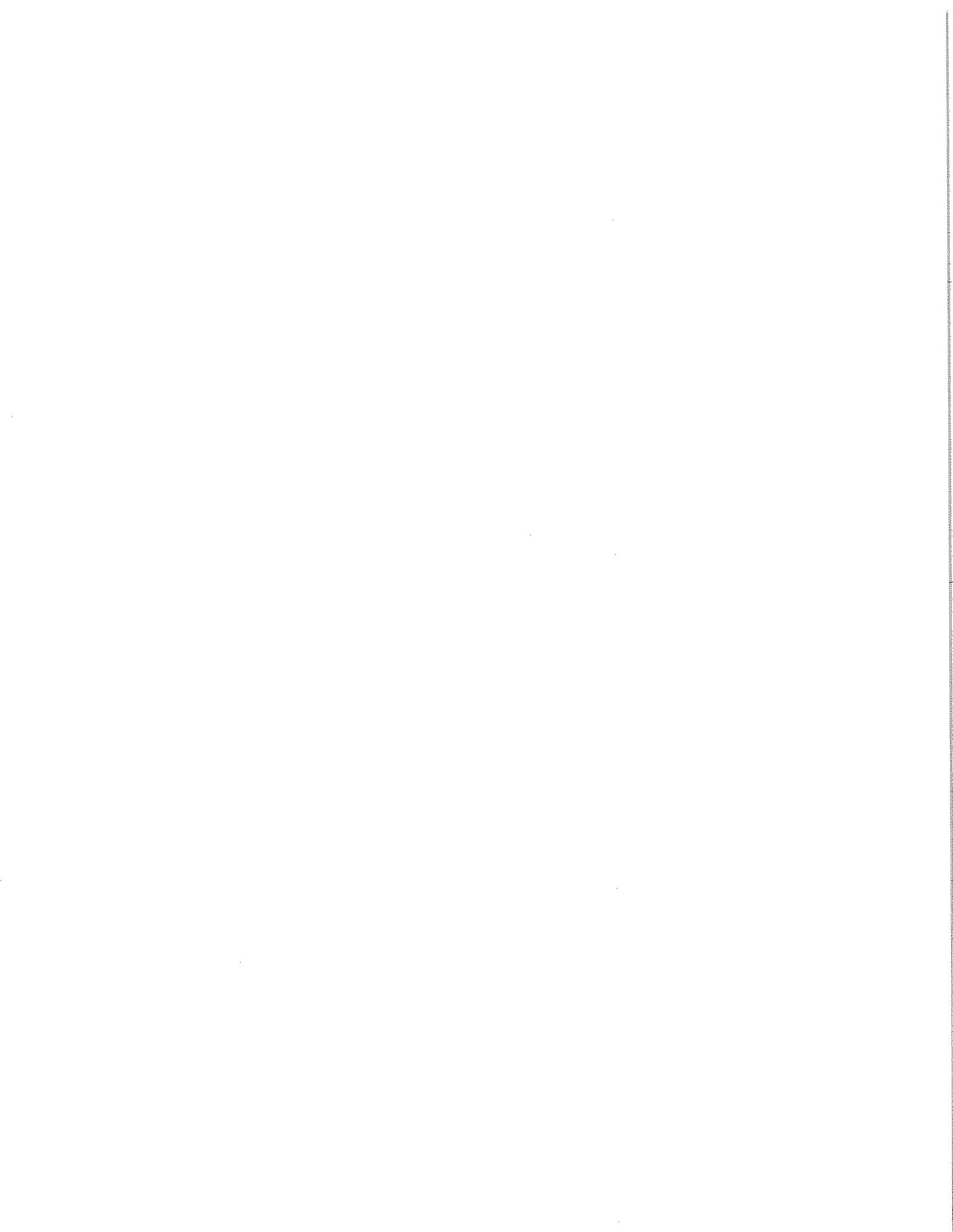
City of Bonner Springs  
Strategic Planning Services

February 5, 2016



Management Partners  
1730 Madison Road  
Cincinnati, Ohio 45206  
(513) 861-5400

[www.managementpartners.com](http://www.managementpartners.com)  
[jnewfarmer@managementpartners.com](mailto:jnewfarmer@managementpartners.com)



# Management Partners



February 5, 2016

Mr. Sean Pederson  
City Manager  
City of Bonner Springs  
205 East 2<sup>nd</sup> Street  
P.O. Box 38  
Bonner Springs, Kansas 66012

Dear Mr. Pederson:

Bonner Springs' desire to develop a strategic plan will result in a collective vision, goals, and successful implementation of projects and budgets. Management Partners is highly qualified to assist the City with each phase of a strategic plan that can be used to focus resource allocation and the basis for assessing performance and outcomes. The skills we bring to strategic planning go well beyond facilitation. Our experience allows us to lead each phase of the process, including identifying issues, gathering stakeholder input, facilitating workshops, preparing the strategic plan document, and developing action plans to implement the overall strategies.

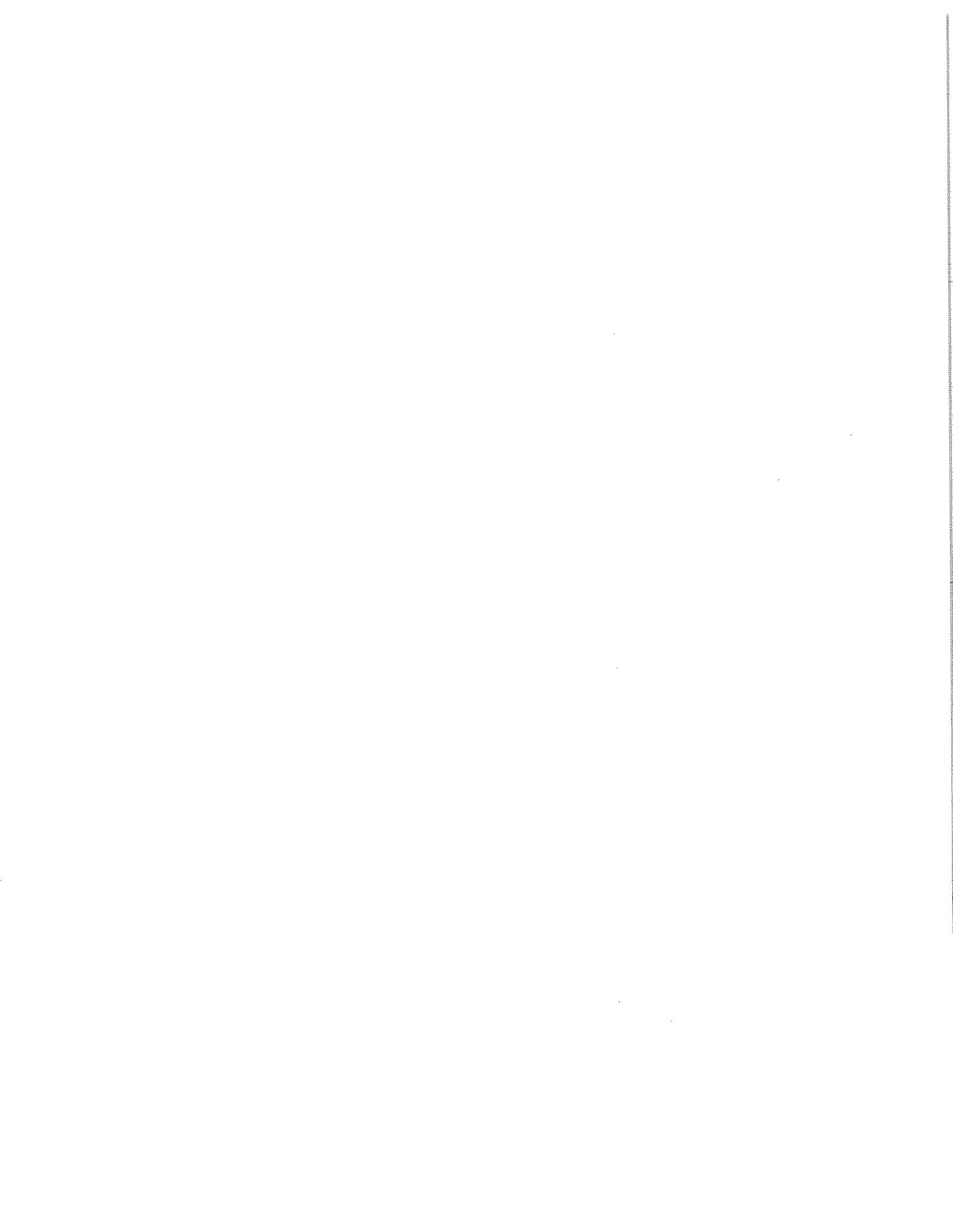
We are a professional management consulting firm specializing in helping local government organizations meet service demands, improve effectiveness, and streamline operations. Management Partners has a proven methodology for creating a mission and values-based strategic plan and an approach that will support the organization as you begin implementation. As former public administrators, we have a bias for action and are sensitive to the pressures local government leaders face. We produce results that are based on the unique realities of the environment.

Our team is excited about the potential of assisting Bonner Springs with strategic planning design, facilitation and development and we look forward to discussing our approach and qualifications with you in more detail. Please let me know if there is any other information we can provide.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald E. Newfarmer". The signature is fluid and cursive, with a prominent loop at the end.

Gerald E. Newfarmer  
President and CEO



## Table of Contents

About Management Partners .....	1
Why Management Partners? .....	1
Taking a Collaborative Approach.....	1
Recognizing that Every Organization Is Unique .....	2
Services to Support Local Government Leaders.....	2
Our Experience in Strategic Planning .....	3
Your Partner.....	3
Project Approach.....	4
Strategic Planning Approach.....	4
Achieving Results .....	6
Proposed Work Plan and Timeline.....	7
Timeline.....	10
Hours and Cost.....	11
Our Project Team .....	12
References .....	13
Conclusion .....	15
Attachment A – Project Team Résumés.....	16



## About Management Partners

Management Partners was founded in 1994 with a specific mission to help local government leaders improve their service to the public. Since then we have worked with cities, counties, towns, and special districts of all sizes across the United States to help them work more effectively and run more efficiently.

### Why Management Partners?

We offer a balance of perspectives with a practitioner’s bias and a proven track record of successful consulting engagements. This experience gives us a sensitivity that produces positive outcomes. We are proud to say that as a result of our quality work, many of our clients ask us to complete subsequent assignments. Ask our clients and they’ll tell you:

<b>We Know Local Government</b>	Our associates have served in local governments, so we have a deep understanding of the operating and political environments in which you work.
<b>We Take a Collaborative Approach</b>	We consider ourselves part of your team and strive to ensure our work supports your overall corporate strategy and goals.
<b>We Have Extensive Experience</b>	Each of our more than 80 associates is an expert in one or more service areas, and our firm has assisted more than 900 jurisdictions in 38 states.
<b>We have Developed Proven Methodologies</b>	We understand the importance of a holistic approach to improving organizations, using field-tested techniques for each aspect of the work.
<b>Our Work Plan is Tailored to Your Needs</b>	Each of our projects is individually tailored to our client’s unique needs, starting with a careful learning process.
<b>We take Pride in the Quality of Our Work</b>	Our internal processes ensure first-rate, complete staff work and adherence to the highest ethical standards in public service.
<b>We are Focused on Implementation</b>	As practitioners, our recommendations make practical sense and are designed for implementation.

### Taking a Collaborative Approach

Success in the public sector requires an approach that is inclusive, collaborative, respectful of differing viewpoints, and appreciative of democratic self-government, with its focus on extensive input and diverse opinions. This philosophy governs our work.

We view each project as an opportunity to design the best possible approach to achieve the desired results. At the beginning of our partnership we work with you to design a work plan and schedule that takes into account the needs of your organization. We are sensitive to the impact a project can have on busy staff and plan our work accordingly to minimize disruption.

We often involve employees throughout the enterprise in the project because they are in the best position to know what works. When they have a chance to express their concerns and share their ideas they are more likely to support the changes that need to be made to improve. This is particularly true when using process improvement techniques, by encouraging employee buy-in through inclusion in the improvement process.

### **Recognizing that Every Organization Is Unique**

Because we have partnered with more than 900 local governments across the country, we understand that every place has unique circumstances, challenges and opportunities. As a result, we do not use a cookie-cutter approach to our projects. Instead, we start by talking with you to understand what makes your organization different. Then we develop recommendations that make sense given your resources, history, goals and circumstances.

### **Services to Support Local Government Leaders**

Management Partners' services include everything required to support local government leaders. The range of our services includes:

- » *Strategic and Business Planning* – Setting the direction for the enterprise and preparing business plans required to achieve desired outcomes.
- » *Organization Development* – Developing organizational capacity, a key to high-performance organizations, through executive coaching, customer service training, employee and customer surveys, and conflict management workshops.
- » *Organization Assessments* – Analyzing the organization (including structure, staffing, business processes, policies and resources) to identify improvements to an operation's efficiency and effectiveness.
- » *Performance Management* – Systematically tracking the performance of the enterprise, including performance measurement, process management, performance budgeting, employee performance evaluation, and strategic and process benchmarking.
- » *Process Improvement* – Critically examining specific business processes through which internal or external customers are served to identify opportunities for improvement using process mapping, performance improvement workshops, and other quality tools.
- » *Financial Planning, Budgeting and Analysis* – Managing the financial affairs of the enterprise, performing multi-year financial planning, and developing a well-structured, transparent budgeting process supported by thorough analysis.
- » *Sharing and Consolidation of Services* – Improving the cost-effectiveness and quality of service delivery by partnering with other units of government through sharing or consolidation.
- » *Interim Management Services* – Assisting government leaders by providing executive staff during transitional periods. Our approach combines continuing services along with

analyzing organizational effectiveness to provide a solid foundation for a new permanent employee.

- » *Executive Recruitment* – Identifying top quality leaders who are a good fit for your organization and your community.

## Our Experience in Strategic Planning

We are proud to have assisted a wide range of organizations with strategic planning and are experienced working with small and large jurisdictions as illustrated by the list of recent clients below. This team is also currently developing strategic plans with West Palm Beach, Florida; Parkland, Florida; Bladensburg, Maryland; and Ingham County, Michigan.

- » Alameda County City Managers Association, CA Strategic Visioning
- » American Canyon, CA Long-Term Strategic Plan
- » Beverly Hills, CA Strategic Policy Retreat
- » Chrysalis Enterprise, Los Angeles, CA Strategic Planning Workshop
- » Clayton, OH Goal Setting and Visioning
- » El Cerrito, CA Strategic Plan
- » Kansas City Area Transportation Authority, MO Strategic Plan
- » Mansfield Downtown Partnership, CT Strategic Plan
- » Margate, FL Strategic Plan
- » Montgomery, OH Strategic Plan
- » Morgantown, WV City Council Goals and Priorities
- » Pacific Library Partnership, San Mateo, CA Strategic Plan
- » Palo Alto, CA, City of Palo Alto Utilities Strategic Visioning
- » Petaluma, CA Strategic Plan and Goal Setting
- » Rio Rancho, NM Strategic Plan
- » Riverside County, CA Fire Department Strategic Plan
- » Rohnert Park, CA Strategic Plan
- » Sacramento Area Council of Governments, Sacramento, CA Strategic Plan
- » San Joaquin Valley Library System, CA Strategic Plan
- » Santa Ana, CA Strategic and Business Planning
- » Santa Barbara County Association of Governments, CA Strategic Plan
- » Sonoma Valley Fire and Rescue Authority, Sonoma, CA Strategic Plan and Strategic Plan Follow up Workshop
- » Tustin, CA Strategic Planning
- » Ventura County, CA Strategic Planning
- » Wichita, KS Strategic Planning
- » Woodside, CA Strategic Alternatives Study
- » Worthington, OH 360° Strategic Plan

## Your Partner

Management Partners has helped hundreds of leaders in 38 states improve their service to the public. The work we do is not an academic exercise; it is grounded in the real world of customer service and accomplishment in the public and nonprofit sectors.

## Project Approach

Our extensive experience with strategic planning allows us to assist you with all elements of the scope of work detailed in the RFP. We make a commitment to quality and timely performance with each client we serve. The essentials of our project management methods are summarized below in our approach.

### Strategic Planning Approach

Before we describe our proposed work plan, we would like to describe the elements of strategic planning that will be considered as we proceed collaboratively with your project team. Strategic planning involves establishing a vision for the future; a clear mission for the organization; articulating the organization's values; conducting a scan of the environment to identify opportunities, potential hazards and impediments that could affect the organization; establishing goals; identifying priority strategies and critical success factors; and creating implementation action plans to ensure timely results. This framework and process will be tailored to the specific needs of Bonner Springs.

The following key components of strategic planning are provided as an overview of the elements we recommend for inclusion in the process. Our strategic planning for results framework and supporting definitions and descriptions correspond to the planning goals stated in the RFP. The graphic below shows each of the elements.

A **vision** is a clear and concise statement of where the City wants to be in the future. Setting a vision is a fundamental element of the strategic planning process. All goals, objectives and strategies are directed toward achieving an established vision for the future.

A **mission statement** provides the purpose of the organization and guides the prioritization of opportunities. It defines what the organization stands for and what it will do. The mission also directs the day-to-day actions of an organization and its employees.

**Values** are the core operating principles of an organization. Values govern the actions and behaviors of policy makers and employees to effectuate the mission and vision of the organization. Examples include professional excellence, innovation, responsiveness, leadership, teamwork and integrity.

**Goals** provide the guidance for the direction and focus of the organization, budget decisions and allocation of other resources, such as staff time. They are frequently framed for specific areas of policy interest, such as the main areas of service. Goals or strategic priorities provide the "why" (larger meaning and context) of the specific actions the agency takes. They help the executive team decide which of the many worthy projects should be done and when, within available resources. Goals must be meaningful and attainable.



Goals to achieve the vision are set to guide the development of priorities, objectives, and/or strategies and success indicators. Goals state the direction the organization will move over a period of time and state the desired outcomes to be achieved. Goals provide the “why” of the specific actions taken to achieve desired outcomes.

**Strategies** or **Initiatives** are the means to achieve the goals. They describe an approach or method and begin to answer the question: How will we go about accomplishing the goal? What will we actually do to realize the goals?

Once the strategic plan has been finalized, department-level **Work Plans** are the vehicles for implementing the results of strategic planning. While strategic planning takes a long view (five or more years), work planning is focused on the shorter term, typically one or two years. It must contain specific information about the work to be completed, including the key action steps for each initiative, specific timelines for completion and assignment of responsibility for execution. Importantly, department-level business planning must integrate all of the strategic planning initiatives with other and often existing implementation priorities that the organization has planned or scheduled to assure that the resulting business plan is comprehensive.

An *implementation action plan* is the blueprint for carrying out the strategic plan. It contains the detailed steps that must be taken to assure that the goals and strategies are achieved. Action plans provide a framework for determining specific timelines, assignments, and resource allocations. They are designed to be a management tool to help the organization assure that goals are attained and are well-suited to periodic check-in about progress, changes or challenges. An example of an implementation action plan template is shown in the following graphic.

Goal:					
Strategy 1:					
Key Tasks	Fiscal Year to Start/Complete	Resources (Staff, Funding, Other)		Lead Manager/ Team Members	Milestones and Success Indicators
		Currently Available	Needed		

**Reporting** processes are established so that both policy-makers and executives have current information about the progress being made to properly implement the plan. Reports must be structured to provide the information appropriate to the audience for the report (resulting usually with a tiered approach that distinguishes between enterprise-wide summaries and more specific to inform subordinate management levels), and should contain specific information about the status of implementation in relation to the adopted plans, including performance metrics appropriate to the initiatives and programs operated by the government. The reports

can also integrate the financial reporting of the enterprise, comparing with the adopted budget. The frequency of reports is planned in advance so that all involved can plan their follow-on work appropriately.

The framework is based on communication and input from stakeholders who are partners, ratepayers, and recipients in the delivery of services. Successful local governments provide multiple and on-going ways to get and give information, which in turn informs the actions of its leaders. Periodic community stakeholder and public input serves as a check and balance in the democratic exercise of strategic planning.

### **Achieving Results**

Management Partners has worked for the majority of our clients on multiple occasions. They consistently tell us that they use our services on a variety of projects because our work provides implementation actions that accomplish their objectives. Management Partners is led by local government experts who know how to get things done, appreciate the difficulties and the constraints on local leaders, and understand the essential elements that effectively drive implementation. These elements include:

- » Creating a sense of urgency;
- » Engaged leadership;
- » Well-developed implementation planning;
- » Frequent communication with stakeholders;
- » Planned milestones and completion dates; and
- » Institutionalized management processes.

Implementation is effective only if there is an expectation and commitment to it. We use well-grounded management techniques to effectively shape organizational culture so that strategic goals can be realized.

## Proposed Work Plan and Timeline

Based on our experience and our understanding of the needs of City as outlined in the RFP, we have prepared the following detailed plan of work.

Our understanding is that Bonner Springs seeks to create a strategic plan that will provide vision and direction based on an analysis of current conditions and the identification of key issues through a facilitated process that will engage stakeholders, City Council and the Executive Team. The desired result is that the City becomes more effective at strategy formation and implementation. Specifically, the City is requesting:

- » Interviews with City Council and members of the Executive Team,
- » A public input forum,
- » Design and facilitation of a strategic planning retreat, and
- » Development of a strategic planning document.

The framework included in this proposal is amenable to refinement to adapt it to your specific interests and needs.

### *Activity 1 – Start Project and Conduct Interviews*

We will begin by meeting with the City Manager and other key staff to finalize the work plan and schedule and to discuss how each activity will be conducted. During this meeting we will establish the relationship between our associates and the City's project team. We will confirm communication protocols and the type of support that will be provided by City staff and also identify relevant data and reports that will be useful to the strategic planning effort.

Immediately following the kick-off meeting, we will begin our learning phase by conducting individual interviews with the Bonner Springs leaders, including the Mayor, each member of City Council, members of the Executive Team, and others as determined by the City Manager.

The purpose of the individual interview is to learn about the organization's structure, staffing and work systems; understand strengths, weaknesses, opportunities and challenges (SWOC) to Bonner Springs and, as appropriate, each division. The interviews will allow Management Partners to gain perspectives about the current organizational culture and identify issues and concerns that will impact service delivery and operations in the future. This summary will be used to guide our outreach efforts during Activity 3.

### *Activity 2 – Assist with Development of an Environmental Scan*

Management Partners will guide City staff in the preparation of an environmental scan to identify trends that are likely to influence and drive future service delivery and programmatic concerns. We will assist with identifying important information that should be compiled and provide samples environmental scan outlines from prior strategic plan clients.

Some of the local and regional information that will lend useful context to understanding resident and stakeholder needs of the future includes financial indicators, population, economic

and demographic data as well as migration trends and projections, and other information about operations from an internal and external perspective.

The environmental scan provides the framework about local and regional conditions that will help identify and frame strategic issues facing the City. These are the fundamental challenges that will be addressed in the vision, mission, and values, and goals and strategic priorities. This document will become part of the briefing book of contextual information and data prepared and distributed to participants for the retreat.

### ***Activity 3 – Facilitate a Public Outreach Forum***

Management Partners will use the information collected during interviews and through the review of relevant data and documents to design a process for public and stakeholder input. We will prepare a draft agenda for up to two public input forums. Management Partners will work with the City Manager to identify target audiences, meeting locations and logistics for each session.

We will use group discussions to probe and better understand what was learned from the individual interviews and the environmental scan results. Management Partners will facilitate the public input groups as semi-structured roundtable discussions, seeking to understand and uncover issues, opportunities and areas for improvement.

At the conclusion of this activity we will prepare a summary of the outcomes from public input sessions.

### ***Activity 4 – Conduct Strategic Planning Retreat***

During this activity we will facilitate a strategic planning retreat with the members of Council and Executive Team. We anticipate the session will last between six and eight hours. It will result in the creation of the key strategic elements, such as a vision and mission, a set of values, long-range goals, priorities, and measures of success for Bonner Springs.

Management Partners will prepare a draft agenda for the workshop that we will review and confirm with the City Manager. The agenda may include any of the following components:

- » Review and discuss interview and public input forum results,
- » Review and discuss the environmental scan,
- » Discuss and reach consensus on draft vision, mission, and values statements,
- » Identify four to six goals,
- » Identify measurable strategies (or objectives) for each goal,
- » Determine success indicators for each of the goals, and
- » Determine reporting and accountability mechanisms.

Our strategic planning retreats are designed to engage the group using an interactive design to ensure full participation. During the retreat both large and small group exercises will be used to foster thought-provoking discussions during the process of consensus building.

***Activity 5 – Prepare Strategic Plan***

Following the workshop we will prepare a draft strategic plan document. We will review the draft report with the City Manager. At the conclusion of the review period, we will incorporate changes and suggested revisions, as appropriate, and prepare the final report.

***Activity 6 – Assist with Implementation***

Upon completion of the strategic plan, Management Partners will prepare a draft Implementation Action Plan. The Implementation Action Plan will serve as an executable roadmap that details the specific steps needed to accomplish each of the strategies included in the plan. The Implementation Action Plan includes a schedule, milestones and assigned responsibility, and is designed for incorporation into Bonner Springs department and program-level work plans.

## Timeline

Our estimated timeline is based on starting the project the week of March 14, 2016. This would allow us to conduct the strategic planning workshop the first week of June and deliver the completed plan the week of June 27.

Strategic Planning Bonner Springs, KS		Start	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Activity 1: Start Project and Conduct Interviews		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
1.1	Kick off meeting with client																	
1.2	Conduct interviews with Council and Executive Team																	
1.3	Analyze staffing, budget and demographic data																	
1.4	Summary interview issues and topics and review with the City Manager																	
Activity 2: Assist with Development of an Environmental Scan		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
2.1	Consult with city staff to develop a list of data and projections																	
2.2	Provide environmental scan samples																	
Activity 3: Facilitate Public Outreach Forum		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
3.1	Prepare draft agenda and review with City Manager																	
3.2	Conduct public outreach forum																	
3.3	Summarize results and review with City Manager																	
Activity 4: Facilitate City Council Retreat		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
4.1	Prepare draft agenda and review with City Manager																	
4.2	Prepare retreat briefing materials																	
4.3	Conduct Council retreat																	
4.4	Summarize results																	
Activity 5: Prepare Strategic Plan		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
5.1	Develop draft strategic plan																	
5.2	Update based on review comments																	
5.3	Prepare and deliver final strategic plan																	
Activity 6: Assist with Implementation		3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30	6/6	6/13	6/20	6/27	7/4
6.1	Prepare Implementation Action Plan																	

## Hours and Cost

Management Partners anticipates devoting 106 hours of our staff time to complete the plan of work described above. The ultimate test of a quality project is that the client is pleased with the results, and we are committed that. The total cost for this project is \$22,990, which includes all fees and expenses. We have also included a schedule of expenses for each activity and the associated hours and project cost.

Activity	Hours	Cost
1 – Start Project and Conduct Interviews	26	\$ 5,640
2 – Assist with Development of an Environmental Scan	3	\$ 420
3 – Facilitate Public Outreach Forum(s)	25	\$ 7,485
4 – Facilitate City Council Retreat	33	\$ 6,620
5 – Prepare Strategic Plan	14	\$ 2,140
6 – Assist with Implementation	5	\$ 685
<b>Totals</b>	<b>106</b>	<b>\$22,990</b>

## Our Project Team

Management Partners has a strong project team that is well qualified to complete this work for the City of Bonner Springs. This project will be a top priority for Management Partners and our team members will be available in whatever capacity and with whatever availability will contribute to the success of the project. Kevin Knutson will serve as project director and will oversee the substantive work of the project. Jacquelyn McCray will serve as project manager and will be responsible for the execution of the project. They will be supported by Sam Lieberman.

The qualifications of each team member are briefly summarized below. Complete resumes for each person are included in Attachment A of this response.



### **Kevin Knutson, Regional Vice President**

Kevin has more than 20 years of experience directing local government strategic planning, communications, and budgeting functions, with a particular emphasis on performance measurement and process improvement. He was part of a team that implemented quality management practices in Coral Springs that led to the City being the first local government to earn the Malcolm Baldrige National Quality Award. For eight years, he directed strategic planning, budgeting, and performance management for two large cities. He is recognized as a Credentialed Manager by ICMA and was 3CMA's "Communicator of the Year" in 2011.

### **Jacquelyn McCray, Ph.D., Senior Manager**

Jacquelyn is a professional planner and a certified economic development professional. She has worked on numerous projects involving development review, organizational and workflow analyses, performance measurement, strategic benchmarking and planning, and service sharing. Jacquelyn has expertise in process improvement and re-engineering of local government development review processes involving multiple departments and agencies. She also has excellent interview and facilitation skills, and frequently conducts leadership, employee and stakeholder focus group meetings. Before joining Management Partners, Jacquelyn held positions as a budget analyst, project manager and land-use manager with the City of Cincinnati. After concluding her tenure with Cincinnati, she served as vice chairperson and member of the Cincinnati City Planning Commission for nine years. Jacquelyn is a member of the American Institute of Certified Planners (AICP).





**Sam Lieberman, Senior Management Advisor**

Sam Lieberman is responsible for helping clients in improving the use of strategic and business planning, conducting complex financial and operational analysis, organization reviews, process improvement studies, and service sharing projects. He has helped facilitate strategic planning and process improvement workshops, developed and analyzed strategic planning community input surveys, conducted research and analyses, assisted in the development of performance measurement systems, and directed benchmarking research. He has recently assisted the cities of Norfolk and Kansas City in strategic and business planning. Other recent clients include Berkeley, Carson, San Bernardino, Orange County, and Santa Clara Valley Water District in California; Hartford, Mansfield, and New Haven, Connecticut; Kenton County and Florence, Kentucky; DeKalb County, Georgia; Pinellas County and Largo, Florida; Phoenix, Arizona; and Hamilton County, Fairfield, Mason, Montgomery, and Westerville, Ohio.

**References**

Management Partners specializes in providing quality professional consulting assistance to local government and nonprofit clients. Our website, [www.managementpartners.com](http://www.managementpartners.com), contains information about our clients, and we invite you to contact any of them about the quality of our work. We believe our track record of completing similar projects on time and on budget, with quality deliverables specifically designed for implementation, make Management Partners well-qualified to complete this work successfully for the City.

Our work with several recent strategic planning clients is described below. You are welcome to contact any of the references we have listed above or detailed below about the quality of our strategic planning and facilitation services.

Morgantown, West Virginia	
<p>Mr. Jeff Mikorski, City Manager                      City Hall, Third Floor                      389 Spruce Street                      Morgantown, WV 26505                      (304) 284-7404</p>	<p>Management Partners conducted a four-hour priority setting session with the members of City Council, city manager, and deputy city manager. The strategic priorities setting session assisted City Council members in the identification of vision and mission statements and five priority issue areas to guide the work of the administration and city staff for the next fiscal year. Prior to the priority setting session, Management Partners interviewed each member of Council and the city manager to identify service delivery strengths, weaknesses, and opportunities. During the session, Management Partners facilitated the identification of</p>

	goals, strategies and success factors for each priority area.
<b>Margate, Florida</b>	
<p>Mr. Douglas Smith, City Manager                      5790 Margate Boulevard                      Margate, FL 33063                      (954) 935-5300</p>	<p>Management Partners' assisted the Mayor, City Commissioners and City Manager with the development of five-year Strategic Plan. The purpose of the plan was to guide and focus the allocation of resources to ensure that important projects and milestones are completed within a designated timeframe. An inclusive process of interviews, focus groups and surveys, supplemented by an assessment of current and future environmental conditions impacting the future of the City, was used to inform City leaders about trends and projections. A day-long strategic plan workshop with City Commissioners and the City's management team produced six strategic goals and priorities addressing city image and identity, community service and outreach, economic development, financial management, infrastructure and public facilities, and quality of life. The priorities were further supported by an Implementation Action Plan to assist with timely execution and performance management.</p>
<b>Parkland, Florida</b>	
<p>Ms. Caryn Gardner-Young, AICP, City Manager                      6600 University Drive                      Parkland, Florida 33067                      954-753-5040</p>	<p>Management Partners planned and facilitated a strategic planning workshop with the City Commission to establish a mission, goals, and strategic objectives for the City. We also conducted a staff workshop and individual meetings to develop action plans and identify "management in progress" that support achieving the City's strategic goals. The overall plan was adopted by the Commission and staff implemented the action plans developed through this process.</p>
<b>Montgomery, Ohio</b>	
<p>Mr. Wayne Davis, City Manager                      10101 Montgomery Road                      Montgomery, OH 45242                      (513) 792-8315</p>	<p>Management Partners has assisted the City of Montgomery with several projects, including designing and facilitating two strategic planning processes at five-year intervals with City Council and staff (including a community input component), developing a citizen survey, and providing consultation and assistance with performance measurement. In the fall of 2015, we completed the City's fourth strategic plan. The first</p>

	<p>strategic plan involved identifying a vision, mission and values statement as well as short- and long-term goals. In subsequent five-year periods, we designed and facilitated a process with the City Council and staff to update the goals, strategies and accompanying action plan. Past plans incorporated more robust civic engagement activities involving open meetings and utilizing the city's website. We facilitated goal setting with Council and staff (about 25 participants) and helped staff develop an Implementation Action Plan to keep Council and staff updated on the progress of the work. The City of Montgomery is a high performance organization. Management Partners was responsible for the entire work product. No subcontractors were used.</p>
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## Conclusion

Management Partners has the experience, the professional talent, and the commitment to quality necessary to successfully complete this project for Bonner Springs. We welcome the opportunity to provide additional information that may be helpful, and we look forward to the chance to discuss the ideas contained in this proposal.

## Attachment A – Project Team Résumés

### KEVIN KNUTSON

Kevin Knutson, ICMA-CM, is Regional Vice President for Management Partners' eastern office in Cincinnati, Ohio. Kevin has more than 20 years of experience in local government, including ten years in strategic planning, budget, performance measurement, and process improvement and six years in community relations, communications, and citizen engagement.

He has served as an assistant city manager for the City of Reno, Nevada, with oversight of human resources, intergovernmental affairs, economic development, and redevelopment; as well as neighborhood services, community resources, and public information. He also served as interim city manager for the City of Reno and interim executive director of the Reno Redevelopment Agency. In September 2011 he was named "Communicator of the Year" by the City-County Communications & Marketing Association (3CMA).

He previously served as the director of the office of management and budget, where he oversaw strategic planning, budgeting, performance measurement, internal audit, community resources, and public outreach. Before that, he was the director of community relations, with responsibility for the City's communications, neighborhood services, and Reno Direct. This included responsibility for media and public relations, advertising, Reno TV, the City's website and intranet, the City's call center, neighborhood services, and the community liaison program. Prior to joining Reno, Kevin served as the director of communications and marketing for the City of Coral Springs, Florida.

For seven years, he served as the budget and strategic planning manager for Coral Springs, overseeing the award-winning strategic plan, business plan, budget, capital improvement and replacement programs, performance measurement system, process improvement program, managed competition, and elements of the City's quality initiative. He was writer and editor of the City's Baldrige and Sterling applications and has served as a Sterling Examiner. The City of Coral Springs was awarded the Florida Governor's Sterling Award for Organizational Excellence in 1997 and 2003, and was the first local government to win the Malcolm Baldrige National Quality Award in 2007.

He is recognized as a national expert in local government performance management, long-term financial planning, and communications; and has been a speaker and author on long-range financial planning and performance management for the Government Finance Officers Association (GFOA), the American Productivity and Quality Center (APQC), and 3CMA.

Kevin earned master and bachelor degrees in English from Florida International University in Miami, Florida; and has attended the Center for Creative Leadership, GFOA's Advanced Government Finance Institute, and Harvard's Kennedy School of Government executive program. He was honorably discharged from the U.S. Army, after service in Germany.

## JACQUELYN Y. MCCRAY, PH.D.

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Jacquelyn McCray, Senior Manager, has more than 25 years of experience in local government management. Nine of those years were with the City of Cincinnati, where she was a budget analyst, project manager and land-use planner. Since joining Management Partners Jacquelyn has been a key staff member on myriad projects analyzing development review processes, performance measurement and organizational review. She is particularly adept at strategic planning, process improvement, benchmarking, performance management, training and development, and focus group facilitation.

Jacquelyn is a member of the American Planning Association and a certified economic development professional. She served as a member and vice chairperson of the Cincinnati City Planning Commission for nine years.

Jacquelyn has assisted organizations in future search, mission and vision setting, the identification of critical environmental indicators, and in crafting goals and objectives in the completion of strategic planning projects. Specifically she has assisted the following cities and organizations to develop strategic plans: City of Margate, Florida, City of Morgantown, West Virginia; the Mansfield Downtown Partnership, Mansfield, Connecticut; Montgomery, Ohio; the Louisville, Kentucky Health Department; the Town of Mansfield, Connecticut; Hamilton County, Ohio Department of Job and Family Services; Lake County, Illinois and The Advance, a Division of the General Board of Global Ministries of the United Methodist Church.

With Management Partners, Jacquelyn has developed refined expertise in conducting development review process analyses and improvement projects for the following clients: Saint Paul, Minnesota; Largo, Florida; the Louisville, Kentucky consolidated government; Cape Coral, Florida; Wichita, Lenexa and Olathe, Kansas; Nevada County, California; the Maryland-National Capital Park and Planning Commission; the Unified Government of Wyandotte County and Kansas City, Kansas; Lexington, Kentucky; Howard County, Maryland; North Port, Michigan; and Oklahoma City, Oklahoma;

In the area of performance measurement and management projects, Jacquelyn has assisted Westerville, Ohio; the District of Columbia; Arlington County Public Schools and Loudoun County, Virginia; the Louisville, Kentucky consolidated government; the Unified Government of Wyandotte County, Kansas; and King County, Washington. She has also conducted performance measurement training for many jurisdictions.

Jacquelyn has completed human resources benchmarking analyses for Sedgwick County, Kansas; and Loudoun County, Virginia; and she assisted with benchmarking and compensation analyses for the cities of Oakland and Santa Clara, California. She also worked with the City of Covington, Kentucky to develop a long-range financial plan.

## Strategic Planning Services

Jacquelyn has completed organization development and improvement reviews, position analyses and service consolidation assessments for agencies across the country. Among them are Blue Ash, Montgomery and Sycamore Community Schools in Ohio; Chesapeake, Hampton and Richmond, Virginia; Berks County, Pennsylvania; Kansas City, Kansas; the Nashville (Tennessee) Airport Authority; Kenton County and the consolidated governments of Louisville and Lexington Kentucky; the City of Fort Wayne and Allen County, Indiana and Lancaster, Muhlenberg, Harrisburg and Reading, Pennsylvania.

Jacquelyn recently completed her doctoral studies at Antioch University in Leadership and Change. She also holds a bachelor's degree in urban planning and a master's degree in public administration from the University of Cincinnati.

## **SAMUEL J. LIEBERMAN**

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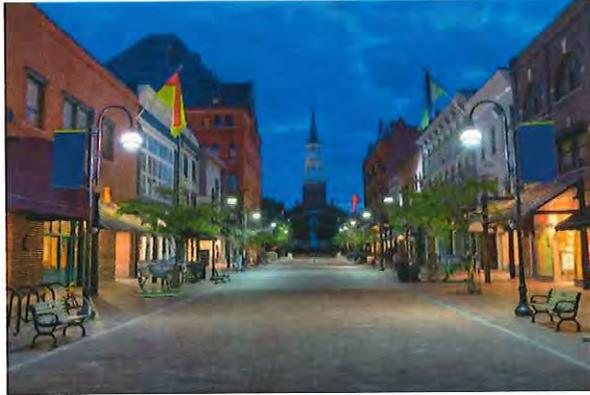
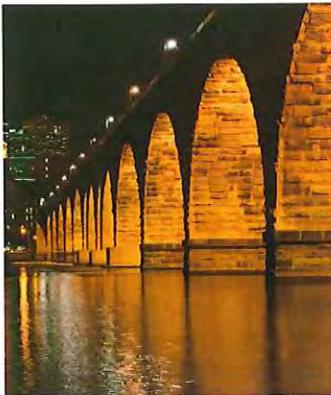
Sam Lieberman, Senior Management Advisor, joined Management Partners in April 2010. Since then he has conducted complex financial and operational analyses to support a variety of assignments including organization and process improvement studies, and service sharing, financial planning, and budgeting projects. He has helped facilitate strategic planning and process improvement workshops, conducted research and analysis on staffing studies, assisted in the developing performance measurement systems, and directed benchmarking research.

During his tenure at Management Partners, Sam has assisted with the development of performance measures in Fairfield and Westerville, Ohio and manages the annual Ohio Fire Benchmarking Project. He has participated in numerous fire and police organizational assessments, most recently for Florence, Kentucky and Chatham County, Georgia. He has facilitated strategic planning efforts in Montgomery, Ohio, and Morgantown, West Virginia and has developed and analyzed strategic planning community surveys, most recently for the cities of Margate, Florida and Santa Ana, California. He has analyzed budgets and staffing for several jurisdictions and assisted with a fleet management study.

Sam has most recently helped Saint Paul, Minnesota and Aurora, Colorado improve their development review processes. Other clients he has served include the cities of Berkeley, Carson and San Bernardino, Orange County, Santa Clara Valley Water District and Zone 7 Water Agency in California; Hartford, Mansfield, and New Haven, Connecticut; Kenton County and Florence, Kentucky; Kansas City, Missouri; DeKalb County, GA; Pinellas County and Largo, Florida; Phoenix, Arizona; and Hamilton County, Fairfield, Mason, Montgomery and Westerville, Ohio.

Sam gained valuable experience in the day-to-day functioning of local government during an internship with the City of Cincinnati while completing his undergraduate work. He researched the feasibility of implementing a streetcar system in Cincinnati and prepared staff reports on the subject. He also assisted with the process of rolling out and implementing CincyCare, a public/private health care partnership. As he was concluding his political science degree, Sam authored a scholarly article that assessed the accuracy of pre-primary polling in the 2008 Democratic Presidential Primary. That paper was presented during a conference of the Midwest Association for Public Opinion Research in September 2008. Sam graduated from the University of Cincinnati in 2008 with honors degrees in sociology and political science

Prior to joining Management Partners, Sam worked in local politics. He managed a Cincinnati City Council campaign and then served as deputy finance director for a Congressional campaign.



## Proposal

City of Bonner Springs, KS

Proposal to Provide Consultant Services for City Strategic Planning Facilitation and Development

February 5, 2016

## Table of Contents

a	COVER LETTER	
b	RESPONDING COMPANY NAME, ADDRESS AND CONTRACT INFORMATION .....	1
c	PROPOSAL OF SERVICES WITH A PRELIMINARY TIMELINE.....	1
d	PROPOSED FEES.....	2
e	NAMES AND CREDENTIALS .....	3
f	REFERENCES.....	4
	ACCEPTANCE OF AGREEMENT TO PROVIDE SERVICES .....	4



Waters & Company  
9229 Ward Parkway, Suite 104  
Kansas City, MO 64114  
Tel: 816.333.7200  
FAX: 816.333.7299  
www.waters-company.com

## a. Cover Letter

February 5, 2016

Mr. Sean Pederson  
City Manager  
205 E. 2nd Street  
P.O. Box 38  
Bonner Springs, KS 66012

Re: **Request for Proposal to Provide Consultant Services for City Strategic Planning Facilitation and Development**

Dear Mr. Pederson,

Thank you for the opportunity to prepare a proposal to facilitate a strategic planning process that will result in a series of strategic goals, specific objectives, and an implementation action plan to successfully attain the agreed upon vision for Bonner Springs, Kansas. Waters & Company, a Springsted Company, provides a wide variety of organizational management consulting and executive recruitment services for cities, counties and nonprofit organizations committed to developing strategies for success.

I have conducted a large number of successful strategic goal setting and strategic planning sessions with both public and nonprofit boards over the last 10 years, and have significant “hands-on” experience with these services throughout my career as a consultant, nonprofit executive, and city manager.

A list of past facilitation clients include:

*City of Sedalia, Missouri, City Council and staff; City of Wentzville, Missouri Board of Aldermen and staff; City of Maryville, Missouri, City Council and staff; Gladstone, Missouri Public Safety Department; Gladstone, Missouri Community Development Department; City of Grandview Board of Aldermen; City of Independence, Missouri, City Council; City of Hot Springs, Arkansas, Board of Directors; Midwest Public Risk (MPR of MO & KS) Board of Directors and staff; Lee's Summit 360° Citizens' Strategic Planning Implementation Committee; Lee's Summit's Livable Streets Advisory Board; O'Fallon, Missouri City Council; Grandview Parks & Recreation Commission; Harrisonville Board of Aldermen and staff; Lee's Summit Public Works Department; Kansas City, Missouri Board of Police Commissioners and command staff; Lee's Summit City Council; Missouri Board of Architects, Professional Engineers, Professional Land*

City of Bonner Springs, KS  
February 5, 2016  
Page 2

*Surveyors & Landscape Architects (APEPLSLA); Kansas City Design Center Board; Kansas City Downtown Council Board, Executive Committee and staff; Lee's Summit Parks Board and staff; Mid America Regional Council (MARC) Solid Waste Management District Board; MARC staff; Grain Valley Board of Aldermen; Raytown Board of Aldermen, and the Edwardsville, KS, City Council. Other facilitation clients include: Lenexa Police Department command staff; City of Shawnee Development Services Department; City of Harrisonville Management Team; Lee's Summit Economic Development Council; Clay County Building Services Department; and the cities of Gardner and Roeland Park, Kansas.*

The proposal document will provide you the details about our approach, expertise, client references and pricing for this engagement. If you have any questions, please contact me at 806-868-7042 or by email at [adavis@waters-company.com](mailto:adavis@waters-company.com). Our Team would consider it a professional privilege to provide these services to the City of Bonner Springs.

Respectfully submitted,



Art Davis, Senior Vice President  
*Consultant*

sml

**City of Bonner Springs, KS**  
**Proposal to Provide**  
**Consultant Services for City Strategic Planning Facilitation and Development**

**b. Responding Company Name, Address and Contract Information**

**Physical Address**

Waters & Company, a Springsted Company  
9229 Ward Parkway, Suite 104  
Kansas City, MO 64114  
Office: 816-333-7200  
Fax: 816-333-7299

**Project Manager**

Art Davis, Senior Vice President and Consultant  
Phone: 816-868-7042  
Email: adavis@waters-company.com

**c. Proposal of Services with a Preliminary Timeline**

**Services**

The consultant will perform strategic goal setting facilitation services as outlined in the following tasks:

- i. Work with City Manager to schedule an interview of the City Council and Executive Team (two separate meetings) in advance of retreat to identify issues and topics for discussion in order to better understand current priorities of the City organization and community (Another option would be to work with City Manager to establish a set of questions for a survey to be used to identify current and future priorities, issues, and concerns anonymously - for review, discussion & prioritization by the Governing Body at the retreat)
- ii. Work with City Manager and City Clerk to establish agenda for the retreat;
- iii. Work with City Manager to schedule a public input forum; Invitation will be focused on neighborhoods, businesses, and the civic community. (City Staff will assist in arranging the best possible location for the community forum, such the City's community center, etc.)
- iv. Facilitate a City Council retreat to identify current and future priorities, set goals, and identify strategies required to achieve success:
  - o Retreat would include preparation of a PowerPoint presentation containing an anonymous tabulation of results from Council and staff suggestions, and a section with input from the public input forum.
  - o A portion of the Agenda could be focused on team building and reviewing "good governance" practices, if requested.
  - o The agenda would be focused on pursuing and achieving "results oriented" outcomes.
- v. Prepare a draft Strategic Plan Report, including the production of all associated documents and materials (to be reviewed and finalized by City Council and City Manager)

Timeline

<b>CITY OF BONNER SPRINGS, KS CONSULTANT SERVICES FOR CITY STRATEGIC PLANNING FACILITATION AND DEVELOPMENT PRELIMINARY TIMELINE</b>	
The following Timeline represents a preliminary schedule for your strategic plan process.	
Project Milestone	Target Date
Proposal submitted to City Manager	February 5, 2016
Approval of professional services agreement	February 22
Review w/ City Manager current goals, community priorities and possible survey questions	February/March
Preliminary Meetings scheduled with Council / Executive Team	March
Web based survey link emailed to Council/staff	March/April
One (1) Community Input Session	March/April
Survey responses from Council / Executive Team due <i>(via a web-based survey)</i>	April
Consultant compiles surveys; prepares summaries & PowerPoint	April/May
Retreat to Review Survey Results and Community Input; Establish Vision, Identify Goals & Priorities; Prepare Action Plan to Achieve Success	May
Draft Report submitted for distribution to Council & City Manager	May/Early June
Final Report completed and distributed	Early June 2016

**d. Proposed Fees**

The fee for services is a not-to-exceed amount of **\$6,000.00** for the scope of services described above.

## e. Names and Credentials

### **Arthur (Art) Davis**

#### *Senior Vice President*

---

Arthur (Art) Davis is a Senior Vice President of Waters & Company, a *Springsted Company*. Prior to joining Waters & Co., Art successfully started and expanded his own company for 10 years providing executive recruitment and organizational management consulting services for cities, counties and nonprofits.

Prior to consulting, Art was Associate Director for the Civic Council of Greater Kansas City, a nonprofit 501c4 membership organization of CEOs representing some of the largest companies in the region. One of his responsibilities was to organize efforts to revitalize Downtown Kansas City, Missouri by coordinating a strategic and master planning process involving hundreds of stakeholders, resulting in development of strategies, solicitation of start-up funding and implementation of action plans – all contributing toward the successful revitalization of Downtown Kansas City.

For nearly six years Art served as City Administrator of Lee's Summit, a city recognized as the "fastest growing" city in Missouri and the Greater Kansas City region at the time. Earlier positions of responsibility include working for the cities of Lenexa, Kansas and Dallas, Texas, at one point serving as Assistant to the Mayor of Dallas.

#### **Areas of Expertise**

- Executive Recruitment
- Leadership/Management Development
- Strategic Goal Setting & Strategic Planning
- Organizational Assessment, Design & Development
- Organization & Community Facilitation

#### **Professional Accomplishments and Education**

Art received his Bachelor of Arts degree in political science and public administration from William Jewell College and his Masters of Public Administration from the University of Kansas.

Art has led and participated in a wide variety of community initiatives and on nonprofit boards throughout his career. He was presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration.

## f. References

Listed below are several specific references with contact information to verify the quality of work conducted by Art Davis. Additional contact information for clients listed above can also be provided, if requested.

### City of Sedalia, MO (Pop. 21,476)

Facilitated Strategic Goal Setting Session for BOA and Staff, Jan. 2016; 2015; 2014

**Gary Edwards**, *City Administrator*

(660) 827-3000 x146

### City of Wentzville, MO (Pop. 32,509)

Facilitated Strategic Goal Setting Session for BOA and Staff, Jan. 2015; 2014

**Robert Bartolotta**, *City Administrator*

(636) 327-5101

### City of Maryville, MO (Pop. 12,062)

Facilitated Strategic Goal Setting Session for City Council and Staff, Jan. 2015; 2014

**Greg McDanel**, *City Manager*

(660) 562-8001

### City of Harrisonville, MO (Pop. 10,000)

Facilitated Strategic Goal Setting Session for BOA and Staff, 2011

**The Honorable Kevin Wood**, *Former Mayor*

(816) 806-3549 Mobile

### City of Lees Summit, MO (Pop. 93,000+)

Facilitated 2 Strategic Goal Setting Sessions for Mayor and City Council – Oct. 2010 and Jan. 2009

**Steve Arbo**, *City Manager*

City Manager (816) 969-1023

**The Honorable Randy Rhoads**, *Mayor*

Mayor (816) 969-1000

## Acceptance of Agreement to Provide Services

For: City of Bonner Springs, Kansas  
205 E. 2<sup>nd</sup> Street; P.O. Box 38  
Bonner Springs, Kansas 66012  
(913) 441-1366

**Sean Pederson**  
City Manager

Date: February 23, 2016

For: Waters & Company | A Springsted Company  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101  
(816) 868-7042

**Art Davis**  
Senior Vice President

Date: February 23, 2016

# ITEM NO. 1.

## City Council Regular Agenda Monday, February 22, 2016 – 7:30 p.m.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_

**AGENDA ITEM: Citizen Concerns About Items Not on Today's Agenda. (Copies of written material presented to the City Council also needs to be provided to the City Clerk.)**

**ACTION:** None

**STAFF RECOMMENDATION:**

This item is for comments and questions from the audience about items that are not included on today's agenda.

**ITEM NO. 2.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Minutes of the February 8, 2016 City Council Meeting**

**ACTION: Make a Motion to Approve the Minutes of the Regular Meeting Held on February 8, 2016**

**STAFF RECOMMENDATION: The City Manager and City Clerk Recommend Approval**

Enclosed are the minutes for approval.

**City Council Workshop Meeting – Monday, February 8, 2016 – 6:30 p.m.**

**Governing Body Present:** Mayor Jeff Harrington and Councilmembers: Tom Stephens, Joe Peterson, Mike Thompson, Mark Kipp, George Cooper, Bob Reeves and Rodger Shannon

**Governing Body Absent:** Councilmember Dani Gurley

**City Staff Present:** Sean Pederson, City Manager; Amber McCullough, City Clerk; Rick Sailler, Utilities Director and Done Slone, Planning Director

**WS – 1- Strategic Plan Proposal** – The City Manager presented:

- The City Manager reviewed the Strategic Plan proposals received.
  - The proposals include facilitating a public information session, meeting with the City Council to discuss the goals of the community, working with departments to set realistic expectations.
  - Staff asked the City Council to reach consensus on which companies they would like to talk to further.
- The City Council reached consensus to bring five companies in for presentations and questions on February 29 or March 7 at 6:00 p.m.

**WS – 2- 2016 Budget Authority for 2015 Projects** – The Public Works Director presented:

- Twelve projects were included in the 2015 Budget but were not completed in 2015.
- Staff asked to carryover the budget authority for the projects into 2016.
- Water - Security Updates - \$4,000; 134<sup>th</sup> Pressure Regulating Valve Project - \$28,500; Storage Tank Mixers - \$32,000; Cornell Waterline - \$84,000; Emerson Waterline - \$43,000; Sheidley Waterline - \$185,000 and Storage Tank Project - \$200,000 for a total amount of \$576,500
- Wastewater – K-32 Interceptor - \$25,000 and Lei Valley Lift Station Upgrades - \$15,000 for a total amount of \$40,000.
- Street - Park Drive and Pratt Avenue - \$42,911; Third and Elm Parking Lot - \$1,352 and Additional full depth patching - \$22,296 for a total amount of \$66,559.

The City Council reached consensus to move forward with adding the projects to the 2016 budget with approval to be brought forward during budget discussions as the 2016 Budget Amendments.

The meeting adjourned at 7:27 p.m.

## City Council Minutes – Regular Meeting – Monday, February 8, 2016

The Bonner Springs City Council met in regular session at 7:30 p.m. on Monday, February 8, 2016.

**Governing Body Present:** Mayor Jeff Harrington; Councilmembers: Tom Stephens, George Cooper, Bob Reeves, Joe Peterson, Mark Kipp, Mike Thompson and Rodger Shannon

**Governing Body Absent:** Councilmember Dani Gurley

**City Staff Present:** Sean Pederson, City Manager; Amber McCullough, City Clerk; Don Slone, Planning Director and Rick Sailer, Utilities Director

The Mayor led the Pledge of Allegiance to the Flag of the United States of America.

**Item No. 1 - Citizen Concerns About Items Not on Today's Agenda** – None presented.

### CONSENT AGENDA

The Council President read the Consent Agenda Items 2 through 6 and asked the staff, audience or City Council if they wished to remove an item for separate consideration. No items were removed.

**Item No. 2 – Minutes of the January 25, 2016 City Council Meeting** – Presented for approval.

**Item No. 3 – Claims for City Operations for February 8, 2016** - Presented for approval were the Supplement Claims in the amount of \$90,173.54 and Regular Claims in the amount of \$175,064.06.

**Item No. 4 – Public Housing Authority Claims for February 8, 2016** – Presented for approval were claims in the amount of \$1,428.58.

**Item No. 5 – Appointments to Boards and Commissions** – Cemetery Advisory Committee: Reappoint Elaine Berg and Gayla Reeves for additional three year terms to end January 2019.

**Item No. 6 – Massage Therapy Business Establishment License Renewal for Pure Movement Integrated Health Center, LLC** – Dr. Kelly Svitak, Pure Movement Integrated Health Center, LLC, located at 13100 Kansas Avenue, applied to renew a Massage Therapy Business Establishment License.

### CONSENT AGENDA APPROVAL

Reeves made a Motion to Approve the Consent Agenda. Cooper seconded the motion and it carried on a vote of seven to zero.

### REGULAR MEETING AGENDA

**Item No. 7 – Special Use Permit SUP-133: “A Step Above Academy”** – The Planning Director presented:

➤ Crystal Wenger and her husband are purchasing A Step Above Academy and request a new Special Use Permit to retain the property's use as a day care center.

➤ Staff and the Planning Commission, by unanimous vote, recommended approval of a Special Use Permit.

Cooper made a Motion to Approve the Special Use Permit for A Step Above Academy Subject to the Six Conditions Listed in the Staff Report. Reeves seconded the motion and it carried on a vote of eight to zero.

**Assigned Ordinance 2419.**

**Item No. 8 – Ordinance to Amend Local Traffic Control Ordinance – No Parking** – The City Clerk presented:

➤ The City Council reached consensus at the August 10, 2015 to place temporary “No Parking” signs on the north side of Pratt Avenue from North Bluegrass to 138<sup>th</sup> Street with an ordinance to be recommended after six months.

➤ Staff included in the agenda an ordinance to amend the Local Traffic Control Regulations Code to include the north side of Pratt Avenue from North Bluegrass to 138<sup>th</sup> Street and amend the no parking regulations on Park to reflect the current signage.

Reeves made a Motion to Approve the Ordinance Amending the Local Traffic Regulations for the City of Bonner Springs. Shannon seconded the motion and it carried on a vote of seven to zero. **Assigned Ordinance No. 2420.**

**Item No. 9 – 2015 Street Program Change Order** – The Utilities Director presented:

➤ At the August 10, 2015 Workshop and City Council meeting, the City Council approved additional street and concrete work.

➤ Staff recommends the City Council approve construction Change Order No. 1 with McAnany Construction in the amount of \$44,262.89.

Reeves made a Motion to Approve Construction Change Order No. 1 with McAnany Construction in the Amount of \$44,262.89 for the 2015 Streets Program and Authorize the Mayor to Sign the Agreement. Kipp seconded the motion and it carried on a vote of seven to zero.

**Item No. 10 – City Manager's Report** – The City Manager reported:

➤ Cricket Wireless Amphitheater changed its name to Providence Medical Center Amphitheater.

- The City sent out a Request For Proposal (RFP) for custodial services to gather information about alternatives.
- City offices will be closed on February 15<sup>th</sup> for Presidents' Day.
- Requested an Executive Session to discuss non elected personnel matters.

**Item No. 11 – City Council Items –**

- Stephens asked is the City is replacing the hydrant on Morse? Staff stated, the hydrant is in stock and staff will replace it.
- Cooper announced the Boy Scouts Pancake Breakfast is at the Methodist Church on Saturday.
- Kipp stated the Parks and Recreation Board met and he asked for suggestions from Councilmembers and staff about swing set and slide preferences.

**Item No. 12 – Mayor's Report –**

Cooper made a Motion to go to Executive Session at 7:47 p.m. to discuss matters of non-elected personnel for a time not to exceed thirty minutes. Stephens seconded the motion and it carried on a vote of seven to zero.

Reeves made a motion to return to open session with no action taken at 8:16 p.m. Stephens seconded the motion and it carried on a vote of seven to zero.

The meeting adjourned at 8:17 p.m.

\_\_\_\_\_ Amber McCullough, City Clerk

**ITEM NO. 3.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Claims for City Operations for February 22, 2016**

**ACTION: Make a Motion to Approve the Claims for City Operations for February 22, 2016**

**STAFF RECOMMENDATION: The City Manager and City Clerk Recommend Approval**

Enclosed are the Supplement Claims for City Operations in the amount of \$34,726.68 and the Regular Claims in the amount of \$137,470.14.

Note: If a Councilmember has questions on any of the claims, it would be helpful to call or email ahead in order to get a detailed answer.



Check Register Report

CHECK REGISTER

Date: 02/17/2016

Time: 4:57 pm

Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST Checks</b>							
129306	02/16/2016	Printed		7564	A GLASS & TINT SHOP OF KC, INC	TINT WINDOWS @GYM-COMM CNTR	805.00
129307	02/16/2016	Void	02/16/2016			Void Check	0.00
129308	02/16/2016	Printed		3562	ALAMAR	UNIFORMS-PD	1,638.36
129309	02/16/2016	Printed		7449	APEX ENVIROTECH, INC.	LAB TESTING -UT	1,004.00
129310	02/16/2016	Printed		2470	ATMOS ENERGY	GAS SERVICE	1,831.29
129311	02/16/2016	Printed		3640	ANDREW BAIR	REIMBURSE UNIFORM-PD	198.63
129312	02/16/2016	Printed		0109	BERNING TIRE COMPANY	TIRES F/TIBLOW BUS	440.07
129313	02/16/2016	Printed		2849	BOCKYN LLC	RECREATION SOFTWARE FEES	150.00
129314	02/16/2016	Printed		7027	BONNER SPRINGS ANIMAL CARE CTR	VET SERVICES-PD	206.00
129315	02/16/2016	Printed		4172	BOUND TREE MEDICAL	MEDICAL SUPPLIES-EMS	1,376.21
129316	02/16/2016	Printed		7472	HEIDI BREMSON	RENTAL DEPOSIT REFUND	115.00
129317	02/16/2016	Printed		7070	CAPITAL ELECTRIC CONSTRUCTION	WELL MOTOR METER-WTP	196.65
129318	02/16/2016	Printed		0204	CHAMBER OF COMMERCE	ANNUAL MEETING & BANQUET-CM	35.00
129319	02/16/2016	Printed		0213	COLEMAN EQUIPMENT INC	CAB HEATER & SIDE PANELS-PW	466.04
129320	02/16/2016	Printed		0222	CONRAD FIRE EQUIPMENT INC	EQUIPMENT MAINT/REPAIRS-FIRE	21.46
129321	02/16/2016	Printed		7624	LUIS CORREA	RENTAL DEPOSIT REFUND	150.00
129322	02/16/2016	Printed		0467	DELL	RMS TABLETS F/PD, FIRE, & EMS	60,227.31
129323	02/16/2016	Printed		2658	DOUBLE D INC.	SNOW CONTROL MATERIALS-PW	22,971.50
129324	02/16/2016	Printed		0053	DPC INDUSTRIES INC	CHEMICALS-UT	4,149.50
129325	02/16/2016	Printed		7483	DXP ENTERPRISES INC	GRUNDFOS PUMP PARTS-UT	1,623.90
129326	02/16/2016	Printed		1716	EKGFOA	2016 MEMBERSHIP DUES-FINANCE	50.00
129327	02/16/2016	Printed		2621	EXPRESS WASH AMERICA LLC	CAR WASHES-PD & UT	110.00
129328	02/16/2016	Printed		4342	FELDMANS	UNIFORMS, TARPS, HOSE&NOZZLE	639.21
129329	02/16/2016	Printed		7225	FORTILINE, INC	COLLECTION MAINT SUPPLIES	16.00
129330	02/16/2016	Printed		7616	TABITHA FREEMAN	RESTITUTION	105.00
129331	02/16/2016	Printed		1942	GRASS PAD INC	ICE MELT-UT,PW,P&R	438.55
129332	02/16/2016	Printed		7383	GREAT PLAINS SOCIETY FOR	ANIMAL SHELTER EXPENSE-PD	225.00
129333	02/16/2016	Printed		0021	HACH COMPANY	PUMP & CHEMICALS-UT	880.04
129334	02/16/2016	Printed		9428	MARCIA HARRINGTON	IEDC LEADERSHIP SUMMIT EXPENSE	35.14
129335	02/16/2016	Printed		4275	HAYNES EQUIPMENT CO INC	GRINDER PUMP REPL-UT	2,518.11
129336	02/16/2016	Printed		2813	HD SUPPLY WATERWORKS LTD	METER INSULATORS-UT	512.00
129337	02/16/2016	Printed		7242	HELGET GAS PRODUCTS INC	OXYGEN- EMS	156.15
129338	02/16/2016	Printed		3108	JC COMMUNICATIONS BEST	AFTER HRS ANSWERING SVC	73.00
129339	02/16/2016	Printed		5902	JC'S SPEEDY LUBE	VEH MAINT/REPAIRS-UT	143.71
129340	02/16/2016	Printed		5345	JOHNSON COUNTY WASTEWATER	WASTEWATER CHARGES/JAN 2016	173.09
129341	02/16/2016	Printed		5308	KANSAS ONE-CALL SYSTEM, INC	LOCATE FEES/JANUARY 2015	53.00
129342	02/16/2016	Printed		2697	KANSAS RURAL COMMUNITIES FOUND	MARBLE DAY SPONSORSHIP-TOURISM	750.00
129343	02/16/2016	Printed		2266	KBI	LAB FEE-COURT	400.00
129344	02/16/2016	Printed		2940	KDHE-DIVISION HEALTH & ENVIRON	ANALYTICAL SVCS-UT	298.00
129345	02/16/2016	Printed		7617	JULIA KIRBY	RESTITUTION	450.00
129346	02/16/2016	Printed		4285	KNAPHEIDE EQUIPMENT	VEH DOOR LATCH-UT	83.26
129347	02/16/2016	Printed		5799	KS DEPT OF AGRICULTURE	FOOD ESTABLISHMENT PERMIT-POOL	160.00
129348	02/16/2016	Printed		3516	KUTAK ROCK LLP	MARKET DISCLOSURE PREP & FILE	250.00
129349	02/16/2016	Printed		0852	LANMAN INCORPORATED	COMPUTER SVC/MAINT	700.00
129350	02/16/2016	Printed		4333	LEADSONLINE	2016 MEMBERSHIP DUES-PD	1,068.00
129351	02/16/2016	Printed		1836	LOWE'S CREDIT SERVICES	RUGS,LIGHT BULBS,CONDUIT SUPP	120.83
129352	02/16/2016	Printed		3373	LUKE HTG & AIR CONDITIONING	FURNACE REPAIRS-COMM CNT,UT,PW	345.00
129353	02/16/2016	Printed		7587	MCANANY OIL CO., INC.	MOTOR FUEL	5,222.61



**ITEM NO. 4.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Public Housing Authority Claims for February 22, 2016**

**ACTION: Make a Motion to Approve the Public Housing Authority Claims for February 22, 2016**

**STAFF RECOMMENDATION: The City Manager and Finance Director Recommend Approval**

Enclosed are the Supplement Claims in the amount of \$734.34, and the Regular Claims in the amount of \$22,363.84.

## Check Register Report

PUBLIC HOUSING SUPPLEMENTAL

Date: 02/18/2016  
Time: 8:15 am  
Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST-PHA

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST-PHA Checks</b>							
97351	02/05/2016	Void	02/05/2016			Void Check	0.00
97352	02/05/2016	Printed		P800	P NUTS & BOLTS	REISSUE CK#97310	433.57
97353	02/05/2016	Void	02/05/2016			Void Check	0.00
97354	02/05/2016	Printed		P800	P NUTS & BOLTS	PLUMBING & MAINT MATERIALS	300.77
<b>Total Checks: 4</b>						<b>Checks Total (excluding void checks):</b>	<b>734.34</b>
<b>Total Payments: 4</b>						<b>Bank Total (excluding void checks):</b>	<b>734.34</b>
<b>Total Payments: 4</b>						<b>Grand Total (excluding void checks):</b>	<b>734.34</b>

# Check Register Report

PUBLIC HOUSING CHECK REGISTER

Date: 02/17/2016  
Time: 4:59 pm  
Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST-PHA

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST-PHA Checks</b>							
97355	02/17/2016	Void	02/17/2016			Void Check	0.00
97356	02/17/2016	Printed		P 797	P BANKCARD PROCESSING CENTER	TRAINING,CUSTODIAL SUPPLIES	1,913.92
97357	02/17/2016	Void	02/17/2016			Void Check	0.00
97358	02/17/2016	Void	02/17/2016			Void Check	0.00
97359	02/17/2016	Printed		P506	P CITY OF BONNER SPGS	REIMB WAGES/BENEFITS/UTIL	14,702.91
97360	02/17/2016	Printed		P580	P DENNIS HUNT	PLUMBING MAINT- 3 UNITS	635.00
97361	02/17/2016	Printed		P840	P EARL BRYANT ENTERPRISES INC	HVAC UNITS (2)	2,280.00
97362	02/17/2016	Printed		P542	P LINDSEY SOFTWARE SYS INC	ACCOUNTING SVCS	142.00
97363	02/17/2016	Printed		P503	P LOWES COMPANIES INC	(4) REFRIGERATORS	2,248.85
97364	02/17/2016	Printed		P800	P NUTS & BOLTS	PLUMBING & MAINT MATERIALS	179.09
97365	02/17/2016	Printed		P768	P O'REILLY AUTO PARTS	BRAKE FLUID F/VEHICLE	4.99
97366	02/17/2016	Printed		P713	P WASTE MANAGEMENT OF MISSOURI	REFUSE SERVICE	257.08
<b>Total Checks: 12</b>						<b>Checks Total (excluding void checks):</b>	<b>22,363.84</b>
<b>Total Payments: 12</b>						<b>Bank Total (excluding void checks):</b>	<b>22,363.84</b>
<b>Total Payments: 12</b>						<b>Grand Total (excluding void checks):</b>	<b>22,363.84</b>

**ITEM NO. 5.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Appointments to Boards and Commissions**

**ACTION: Make a Motion to Approve the Appointments to Boards and Commissions**

**STAFF RECOMMENDATION: The Mayor Recommends Approval**

Senior Center Advisory Committee: Roger Miller and Marcia Atkinson have submitted applications to fill terms on the Senior Center Advisory Committee previously held by Judy Hitchcock and Betty Walker. Mr. Miller's term will end March 2019, and Ms. Atkinson's will fill an unexpired term ending March 2018. Their bio forms are on file in the City Clerk's Office.

**ITEM NO. 6.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Reappointment to MARC Total Transportation Policy Committee**

**ACTION: Make a Motion to Concur with the Appointment of Rodger Shannon as an Alternate Member of the MARC Total Transportation Policy Committee**

**STAFF RECOMMENDATION: The Mayor Recommends Approval**

The Mayor reappointed Rodger Shannon as an Alternate Member of the MARC Total Transportation Policy Committee as the current term has expired. The new two-year term will end December 2017. The Mayor recommends the City Council's concurrence of his appointment.

## ITEM NO. 7.

### City Council Regular Agenda Monday, February 22, 2016 – 7:30 p.m.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: KONE Elevator Contract Update**

**ACTION: Make a Motion to Approve the KONE Elevator Contract and Attachment A.**

**STAFF RECOMMENDATION: The City Manager and Public Housing Authority Director Recommend Approval**

Please refer to Workshop Item No. 2 for more information.

## ITEM NO. 8.

### City Council Regular Agenda Monday, February 22, 2016 – 7:30 p.m.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Public Housing Trash Policy for Family Units**

**ACTION: Make a Motion to Approve and Adopt the Residential Trash Policy for all Bonner Springs Housing Authority Family Units**

**STAFF RECOMMENDATION: The City Manager and Public Housing Authority Director Recommend Approval**

The enclosed memo provides information on the recommendation to change the family housing units to residential trash service.

*City of Bonner Springs*  
*Public Housing Authority*



Date: February 22, 2016  
To: Mayor & City Council  
Through: Sean Pederson, City Manager  
From: Carrie Newton, PHA Executive Director  
Subject: **Approve the Residential Trash Policy for Family Units**

---

**Background:**

PHA currently has a flat monthly cost with Deffenbaugh for our regular pick up of all units. Deffenbaugh currently services Vaughn Dale three times a week and the family units twice a week, with a total of six dumpsters on site. With the current set up, we have to schedule and pay for bulk item pickups for all sites.

**Discussion**

Although the PHA has a standard rate with Deffenbaugh, we run into regular problems with the way the current service is set up. These challenges currently include:

- *Lack of proper trash disposal*-With the current set up, the dumpsters face the alleyways, with enclosures around them. The residents have been seen throwing their trash over the enclosure and does not ensure that the trash bag lands in the dumpster. This causes trash pile up inside the enclosure, which brings along pest and litter problems. We try to keep up with the cleaning of the enclosures, but with a staff of two, it is not as often as we would like or is needed.
- *Deffenbaugh Not Picking Up When Scheduled*-PHA has had a serious problem with Deffenbaugh not picking up on their scheduled days/times for the commercial pick up. Switching to residential would cause pick up to be more consistent, as we are surround by residential units in the neighborhood.
- *Illegal Dumping*- Due to the dumpsters facing the alleyways, we face a major problem with illegal dumping. People from around the community use our dumpsters to dispose of their own trash, including (and mostly) bulky items. This causes the PHA additional trash charges to dispose of these items.

**Policy Changes**

PHA is recommending that we cancel the family unit Commercial Account and switch them to Residential. This policy would give more responsibility to the residents as well as prevent illegal dumping. City Code states that if a building is four units or under, they may use residential trash services.

With this policy, the residents would have a durable trash can, provided by the PHA, which they would be responsible for using to dispose of their trash. Each week, the residents would then pull their trash can to the curb for residential pick up. With this service, bulky items are also included with the regular pick up at no additional charge.

Upon the effective date of this change, Deffenbaugh will be asked to remove their dumpsters from the property and the enclosures will be taken down. Removing the enclosures will help to ensure that trash is still not disposed there, even without a dumpster.

This policy will also allow the residents to start recycling. Amber has managed to get a recycle bin for each family unit at no cost to the City or PHA.

### **Recommended Timeline**

The PHA held an open comment period from January 11, 2016 to February 11, 2016. Eleven comments were made and of those only two of them were opposed to the idea. The two oppositions were due to feeling that one trash can would not be enough for their weekly trash. Residents will be allowed to purchase additional trash bins if they choose. All other comments were excited for the change. Comments are attached to this memo.

We would like to make this new policy effective March 1, 2016.

### **Financial Impact**

This policy change will initially cost the PHA money up front, but in the long run will pay for itself. Current and expected charges are as follows:

- *2015 Year Totals for 6 Sites-* With no bulk item pickups, our monthly bill is a flat \$271.54. However; due to bulk items, we have been spending an average of \$424.46 monthly for services; totaling \$5,093.48 for the year 2015.
- *PHA Provided Trash Cans-* The PHA will incur an initial cost of \$1250.26 to provide trash cans for each unit. While the PHA is providing them initially, the resident will sign an agreement that they will pay for replacement or repair if damages are incurred by them.
- *Predicted 2016 Totals for 21 Sites-* The PHA expects to spend an average of \$320 per month on trash services. This is \$1,253 less than 2015 expenses on trash services and includes free bulk pick up. The City will pay the cost up front each month and the PHA will reimburse the City with the last check run of every month.

### **Recommendation**

Staff recommends adoption of the attached Residential Trash Policy for all Bonner Springs Housing Authority family units.

*Attachments: Residential Trash Service Addendum for Bonner Springs Housing Authority  
Family Unit Thoughts on the Change*

## Resident thoughts on Trash:

“I like that idea b/c our dumpsters are out of hand I'm always nervous when I throw away my trash of what will meet me back there or trying to find a spot to put my trash bag since they are always so full. I was going to suggest also to have recycling bends like the green ones Deffenbaugh provides or would that cost?”-J.G.

“I don't mind having my own trash bucket. It is a pain to try to currently dispose of bulk items, as it gets costly for me. I have seen wildlife getting into our dumpsters making a mess. I personally go out to the dumpster areas regularly and clean them up because of all the trash that accumulates around there. It's not even just the fact they are in the alleyways. I have seen residents just throw their bags over and not check to see if it went in the dumpster.”- S.M.

“I agree with the issues that have been pointed out about the way the dumpsters currently are. I would not mind having my own trash can.” –M.P.

“I would rather have my own trash can. It would be easier to get our trash out if we had our own because the dumpsters are always full.” –M.W.

“I think it would be beneficial to have my own personal bin. A bonus for me is the recycling for free. I am used to recycling and don't like that I currently can't do it.” –T.H.

“I like the idea of having our own trash cans, the dumpsters always look a mess.”- S. S.

“I have pushed for this before, when I was on the resident board. I think it will make everyone more responsible for their stuff. I also think it will cut down on waste. I love that we would be able to recycle with this option. I currently take out a bag every other day and with being able to recycle, it will be one to two bags a week.”- J.G.

“I am all for curbside trash. I have always owned my own home so this is nothing new to me. Our dumpsters are always a mess so this will be nice.”

“I take my trash out once or twice a day and don't think one can for my household will be enough.” –S.C.

“I don't think that one trash can will be enough for my household. However; if the trash cans are similar to what Deffenbaugh has, the big ones on wheels, I think it would work.” –M. C.

For those that are worried about one not being enough, a second can that they purchase on their own is an option

**ITEM NO. 9.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: City Manager Contract Amendment**

**ACTION: Make a Motion to Approve the Amendment to the City Manager's Contract**

**STAFF RECOMMENDATION: None**

The changes to the City Manager's contract discussed at the February 8, 2016 Council Meeting Executive Session are attached.

**FIRST AMENDMENT TO EMPLOYMENT AGREEMENT**

THIS FIRST AMENDMENT made this 22<sup>nd</sup> day of February, 2016, between the City of Bonner Springs, Kansas, hereinafter called "Employer or Governing Body" and Sean Pederson, hereinafter called "Employee or City Manager" is as follows:

WHEREAS, the parties have previously entered into an Employment Agreement dated September 4, 2015; and

WHEREAS, the parties wish to amend the Agreement;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Residency. Section 21 of the Employment Agreement is hereby deleted in its entirety.
2. Continued Effect. Except as modified above, the previous Employment Agreement shall remain in full force and effect and without modification.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to the City Manager Employment Agreement as of the day of February 22<sup>nd</sup>, 2016.

\_\_\_\_\_  
Sean Pederson                      Date

\_\_\_\_\_  
Jeff Harrington, Mayor                      Date

Attest:

\_\_\_\_\_  
Amber McCullough, City Clerk

(Seal)

**ITEM NO. 10.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Update Fireworks Regulations**

**ACTION: Make a Motion to Approve an Ordinance Amending the Fireworks Regulations**

**STAFF RECOMMENDATION: The City Manager, City Clerk, Building Official and Fire Chief Recommend Approval**

The Council reached consensus at the January 25, 2016 Workshop to move forward with the ordinance changes for the Fireworks Code.



# City of Bonner Springs

## MEMORANDUM

TO: Mayor and City Council  
THRU: Sean Pederson, City Manager  
FROM: Brian Hunt, Building Official  
DATE: January 14, 2016  
SUBJECT: Update Fireworks Regulations

Recommendation: That the Governing Body amend the current Ordinance regulating Fireworks allowed in the City of Bonner Spring, as presented.

Background: The Fire Chief and Building Official were contacted by the Kansas City Kansas Fire Chief to discuss the City of Bonner Springs Fireworks regulations. Specifically, to consider the list of Approved and Prohibited fireworks to match Kansas City Kansas regulations, thus insuring all Fireworks being sold in Wyandotte County would be consistent.

Discussion: The City would change the list of "APPROVED" fireworks and change the "PROHIBITED" list to match the in the Kansas City Kansas Code. Major changes include a more prescriptive list of prohibited Rockets and Bottle Rockets and unmanned aerial luminary [ e.g. Chinese Lanterns].

## ORDINANCE NO.

### An Ordinance to Amend Chapter VII, Fire, Article 3, Fireworks, Section 7-302. Possession; Approved, and Section 7-314. Bottle Rockets, of the Code of Ordinances of the City of Bonner Springs, Kansas

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**Be it Ordained by the Governing Body of the City of Bonner Springs, Kansas:**

**Section I:** Chapter VII, Fire; Article 3, Fireworks; Section 7-302 is amended to read as follows:

SECTION 7-302: POSSESSION; APPROVED.

The sale, use, manufacture, storage, possession, and discharge of all pyrotechnic items listed as follows are permitted with the limitations described:

(1) Ground and handheld sparking devices.

a. Dipped stick or sparkler. Stick or wire coated with pyrotechnic composition that produces a shower of sparks upon ignition. Total pyrotechnic composition may not exceed 100 grams per item. Those devices containing any perchlorate or chlorate salts may not exceed five grams of pyrotechnic composition per item.

b. Cylindrical fountain. Cylindrical tube not more than three-fourths of an inch (19 millimeters) interior diameter, containing up to 75 grams of pyrotechnic composition. Upon ignition, a shower of colored sparks, and sometimes a whistling effect, is produced. This device may be provided with a spike for insertion into the ground, a wood or plastic base for placing on the ground, or a wood or cardboard handle, if intended to be handheld.

c. Cone fountain. Cardboard or heavy paper cone containing up to 50 grams of pyrotechnic composition. The effect is the same as that of a cylindrical fountain.

d. Illuminating torch. Cylindrical tube containing up to 100 grams of pyrotechnic composition. Upon ignition, colored fire is produced. May be spike, base, or handheld.

e. Wheel. Pyrotechnic device attached to a post or tree by means of a nail or string. Each wheel may contain up to six "driver" units, tubes not exceeding one-half inch (12.5 millimeters) inside diameter and containing up to 60 grams of pyrotechnic composition. Upon ignition, the wheel revolves, producing a shower of color and sparks and, sometimes a whistling effect.

f. Ground spinner. Small device similar to a wheel in design and effect and placed on the ground and ignited. A shower of sparks and color is produced by the rapidly spinning device.

g. Flitter sparkler. Narrow paper tube filled with pyrotechnic composition that produces color and sparks upon ignition. This device does not have a fuse for ignition. The paper at one end of the tube is ignited to make the device function.

(2) Aerial devices.

a. Helicopter, aerial spinner. A tube not more than one-half of an inch (12.5 millimeters) interior diameter and containing up to 20 grams of pyrotechnic composition. A propeller or blade is attached, which, upon ignition, lifts the rapidly spinning device into the air. A visible or audible effect is produced at the height of flight.

b. Roman candle. Heavy paper or cardboard tube not exceeding three-eighths of an inch (9.5 millimeters) inside diameter and containing up to 20 grams of pyrotechnic

composition. Upon ignition, up to ten "stars" (pellets of pressed pyrotechnic composition that burn with bright color) are individually expelled at several second intervals.

c. Mine, shell. Heavy cardboard or paper tube up to 2½ inches (63.5 millimeters) inside diameter attached to a wood or plastic base and containing up to 40 grams of pyrotechnic composition. Upon ignition, "stars" (pellets of pressed pyrotechnic composition that burn with bright color), firecrackers, or other devices are propelled into the air. The tube remains on the ground.

(3) Audible ground devices.

a. Firecracker, salute. Small paper-wrapped or cardboard tube containing not more than 50 milligrams of pyrotechnic composition. Upon ignition, noise and a flash of light are produced.

b. Chaser. Small paper or cardboard tube that travels along the ground upon ignition. A whistling effect, or other noise, is often produced. The explosive composition used to create the noise may not exceed 50 milligrams.

(4) Combination items. Fireworks devices containing combinations of two or more of the effects described in subsections (1), (2), and (3) of this section.

(5) Novelties and trick noisemakers.

a. Snake, glow worm. Pressed pellet of pyrotechnic composition that produces a large, snake-like ash upon burning. The ash expands in length as the pellet burns. These devices may not contain mercuric thiocyanate.

b. Smoke device. Tube or sphere containing pyrotechnic composition that, upon ignition, produces white or colored smoke as the primary effect.

c. Wire sparkler. Wire coated with pyrotechnic composition that produces a shower of sparks upon ignition. These items may not contain magnesium and must not exceed 100 grams of composition per item. Devices containing any chlorate or perchlorate salts may not exceed five grams of composition per item.

d. Trick noisemaker. Item that produces a small report intended to surprise the user. These devices include:

1. Party popper. Small plastic or paper item containing not more than 16 milligrams of explosive composition that is friction sensitive. A string protruding from the device is pulled to ignite it, expelling paper streamers and producing a small report.

2. Booby trap. Small tube with string protruding from both ends, similar to a party popper in design. The ends of the string are pulled to ignite the friction-sensitive composition, producing a small report.

3. Snapper. Small, paper-wrapped item containing a minute quantity of explosive composition coated on small bits of sand. When dropped, the device explodes, producing a small report.

4. Trick match. Kitchen or book match that has been coated with a small quantity of explosive or pyrotechnic composition. Upon ignition of the match, a small report or a shower of sparks is produced.

5. Cigarette load. Small wooden peg that has been coated with a small quantity of explosive composition. Upon ignition of a cigarette containing one of the pegs, a small report is produced.

6. Auto burglar alarm. Tube which contains pyrotechnic composition that produces a loud whistle and/or smoke when ignited. A small quantity of explosive, not exceeding 50 grams, may also be used to produce a small report. A squib is used to ignite the device.

**Section II:** Chapter VII, Fire; Article 3, Fireworks; Section 7-314. Bottle Rockets is amended to read as follows:

SECTION 7-314. PROHIBITED FIREWORKS.

The sale, use, manufacture, storage, possession, and discharge of all pyrotechnic items not approved in section 7-302 are prohibited, except as otherwise provided in this article, including, but not limited to, the following items:

- (1) Bottle rocket. Any rocket mounted on a stick.
- (2) Sky rocket. Tube not exceeding one-half of an inch (12.5 millimeters) interior diameter that may contain up to 20 grams of pyrotechnic composition. Sky rockets contain a wooden stick for guidance and stability and rise into the air upon ignition. A burst of color, noise, or both is produced at the height of flight.
- (3) Missile-type rocket. A device similar to a sky rocket in size, composition, and effect that uses fins rather than a stick for guidance and stability and has a report.
- (4) Unmanned aerial luminary; sky, Chinese, or Kongming lantern; sky candle; or fire balloon. A device resembling a small hot air balloon, constructed of lightweight material which is capable of traveling through the air when powered by fire or a fuel cell until such fire or fuel cell deteriorates, causing such device to fall to the ground at an unknown location.

Approved by the City Council and signed by the Mayor on February 22, 2016.

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Jeff Harrington, Mayor

Attest:

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Amber McCullough, City Clerk

(Seal)

# ITEM NO. 11.

## City Council Regular Agenda Monday, February 22, 2016 – 7:30 p.m.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

Name	Yes	No	Abstain	Absent
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_

**AGENDA ITEM:** City Manager's Report

**ACTION:** None

**STAFF RECOMMENDATION:**

Report attached.

# City Managers Update

Date: February 18, 2016

To: Mayor and City Council

1. **2016 Community Shredding and Recycling Event** will take place at the Library from March 10-17th. Documents are accepted through-out and electronics are accepted on March 12 from 9-1pm. Please call 913-441-2665 for recycling guidelines.

2. **Community and Economic Development Update**

- a. **Astro Pak** – This new business, Astro Pak, has leased a 6,000 square foot building located at 11559 Kaw Drive, which is the building directly south of Sonic. The company specializes in cleaning and maintenance of service lines and piping for food, pharmaceutical, health, veterinarian, and aeronautical-type businesses. Their headquarters are in Costa Mesa, CA with the closest regional office in Indianapolis, IN. The Bonner Springs location will serve as a Regional Service Center for mainly Kansas and Missouri with an anticipated 10 new employees. We are working with them to apply for two state incentives relating to job creation and training. The former business at this location, W Carter & Associates Glazing, relocated to I-35 & Lamar to a bigger building and one that is closer to downtown KCMO.
- b. **Thriftway Parking Lot** – Mr. Lee, owner of the Thriftway/Dollar General building, met with Barbara Bille this week regarding the condition of the Thriftway parking lot. He was sent two violation notices and was asked to provide a plan to repair the lot. As soon as the asphalt plants open, he said he would repair the main entrance off of Oak Street and patch potholes elsewhere in the lot. He has obtained bids for the work and plans to start repairs mid-April. Barbara informed him the work needs to be completed by May. She also requested that he place some cold patch in the most severe potholes until the repairs are made.

3. **Parks and Recreation Update**

Current

Lower Level update

- Sunflower Room floor is installed
- Kitchen floor is near completion

Upcoming

- Senior Center Bingo and Potluck - Monday, February 29, 5 – 7pm.
  - Girl Scout Troup 3528 from the Turner School District is helping to earn their service project badges. They also made prize bags for Bingo.
- Daddy Daughter Dance: Saturday, February 20, 7-9pm
- Computer 101 for Seniors: Tuesday, February 23, 10am
- Little Chefs: March – Tuesdays and Thursdays
  - St. Patrick's Day & Easter themed foods
- Spring Break Kids' Camp: March 14-18
- Quest for the Blarney Stone 2016 - first clue March 3
  - Prize for finding and returning to Rec Office is 10 punch pass to pool

**Past**

- Mother Son Dance: Saturday, February 6<sup>th</sup>
    - 108 Participants! (84 in 2015)
    - Photos on our Facebook page reached 2,730 people
  - Little Chefs – February
    - 10 kids (5 on Tues. & 5 on Thurs.)
    - They learned cooking skills – including dish washing
4. Department Year End Reports - Attached for your review are the Year-End Reports for 2015 from all City Departments.

## Building Codes Year End Report -2015

### Duties and Responsibilities:

- Perform plan review on all new single family and remodel permits as well as on new commercial and commercial remodel, to insure all construction meets the intent of the adopted codes.
- Work with the Planning Director in the planning process for new projects thru construction process.
- Worked with Public Works Director and Utility Director to perform inspections for the Right Of Way permits. Worked with the City Project Manager on ongoing City building projects.
- Attended continuing education classes to remain up to date and current on all certifications I hold.
- Strive to keep a positive working environment with architects, builders, and sub contractors to encourage development and building within the City of Bonner Springs.

	<b>2015</b>	<b>2014</b>	<b>2013</b>
Single Family permits	22	12	15
Residential Remodels	11	24	8
New Commercial	0	4	4
Commercial remodels	7	15	13
Building Inspections	688	810	744
Demolition	8	5	8
Mechanical, Electrical, Plumbing, Fence, Pools, Accessory Bldg., Decks	261	301	179
Fireworks Tent Inspections	12	12	11
Pyrotechnic Inspections	4	3	6
Lineman's Rodeo Tent Inspections	100	100	110
Plan Reviews	70	70	49
Right of Way Inspections	16	24	33

### Life Safety Inspection:

Life Safety Inspections on all public buildings was started in 2006. Due to scheduling and training the EMS personnel were unable to perform these inspections. I performed all Life Safety inspection and re-inspections this year.

I perform Life safety Inspections on all arcade, liquor, and day care licenses. I perform Life safety inspections on all the booths at the renaissance Festival.

<b>Life Safety Activities</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Life Safety Inspections by EMS personnel	0	6	6
Life Safety Inspections by Building Official Re-Inspections of Businesses	7	9	11
Life Safety Inspections by Building Official Liquor, Arcade, Daycare.	187	192	192
Renaissance Festival	70	180	160

## City Clerk Department Annual Report 2015 Accomplishments

- Received approval for FY 2016 KDOT 5311 Grant and submitted Grant for FY 2017.
- Maintained City Clerk related items on the website.
- Maintained and updated City Facebook and Twitter pages.
- Prepared and submitted annual State budget.
- Worked with several transit organizations, attorney and KDOT to complete a merger of two Consolidated Transit Districts (CTD) and a name change for our CTD.
- Completed work necessary on the IRB for Guy Tiner for Richland Apartments.
- Assisted Community and Economic Development Director with a Community Development Block Grant application and contracting with the architect and grant administrator for the Thriftway property.
- Worked with phone service provider to reduce costs and develop contracts for lines.
- Maintained the data base to keep appointments to boards and commissions up to date.
- Worked with staff, KCKCC, USD 204 and UG to complete the updated Neighborhood Revitalization Plan.
- Solicited grants and donations from areas businesses for Tiblow Transit that resulted in donations totaling \$5,230 which includes a \$1,500 Walmart grant.
- Updated FCC Radio licenses per regulations.
- Worked with several departments and the Great Midwest Balloon Festival to obtain all necessary information and permits for their event.
- Prepared the ordinances to adopt the new 2015 Building Codes and 2014 Electrical Code.
- Assisted Bond Counsel and Finance Director to modify several previous market disclosures and create a plan for future filings.
- Amended the ordinance and City Code to reflect changes in cemetery regulations, property maintenance and snow removal regulations.
- Bid out several projects with various departments and contacted contractors for bid approvals and rejections, and collection of necessary bonds, documents and contracts.

Attached is additional information on various functions of the department that includes a report for the Tiblow Transit operations.

## City Clerk Department Annual Report 2015

LICENSES & PERMITS	2010	2011	2012	2013	2014	2015	Difference Current/ Prior Year
Animal License	385	218	222	243	400	316	-84
Arcade Licenses	3	5	2	1	1	0	-1
Burials	46	47	45	39	42	48	6
Burning Permits	1157	868	1041	1098	1073	1491	418
Cereal Malt Bev.	18	12	13	15	12	14	2
Daycare	13	12	15	13	11	14	3
Graves Sold	28	38	43	46	38	32	-6
Kennel Permits	6	2	3	5	8	9	1
Liquor Licenses	12	13	11	20	20	13	-7
Massage Therapy	9	11	10	6	6	8	2
Merchant Police Licenses	2	2	0	0	0	0	0
Monument Permits	24	21	32	28	26	36	10
Occup License	601	567	642	600	713	690	-23
Open Records	5	11	9	5	0	3	3
Refuse Complaints	82	96	77	60	175	218	43
Renaissance Fest License	175	165	154	152	141	159	18
Solicitors Permits	1	11	0	7	1	2	1
Street Light Outages	80	81	23	15	13	16	3
<b>Total</b>	<b>2647</b>	<b>2180</b>	<b>2342</b>	<b>2353</b>	<b>2680</b>	<b>3069</b>	<b>389</b>

	2010	2011	2012	2013	2014	2015	Difference Current/ Prior Year
<b>TIBLOW TRANSIT</b>							
<u>Demand Response</u>							
Number of Riders	14344	14563	14811	12583	14339	15229	890
Number of Trips	9965	10335	11503	10128	10860	11938	1078
Number of Miles	33346	33934	33585	25854	26067	25907	-159.8
<u>Kansas City Route</u>							
Number of Riders	539	1014	1090	1142	1156	667	-489
Number of Trips	299	398	590	776	963	584	-379
Number of Miles	3889.3	5563.6	7850.6	8490.9	7651	5534.2	-2116.8
<u>Senior Center Route</u>							
Number of Riders	1080	793	1451	1383	1336	1236	-100
Number of Trips	152	114	126	128	118	104	-14
Number of Miles	3008	2231.8	2484.2	2208.7	2396.8	1923.7	-473.1
<u>Johnson County Route</u>							
Number of Riders	81	90	56	79	124	62	-62
Number of Trips	70	78	47	61	118	60	-58
Number of Miles	594.4	660.8	350.5	420	557.1	419.7	-137.4
<u>Summer Camp</u>							
Number of Riders	0	0	0	2553	3508	4229	721
Number of Trips	0	0	0	200	236	256	20
Number of Miles	0	0	0	662.6	170.6	894.7	724.1
Total Number of Riders	16021	16446	17389	17740	20463	21423	960
Total Number of Trips	10465	10915	12251	11293	12295	12942	647
Total Miles	40805	42359	44221	37636	36842	34679	-2163



**City of Bonner Springs**  
**Community & Economic Development, Tourism &**  
**Property Maintenance Code Enforcement**  
**2015 Annual Reports**

**Community & Economic Development Annual Report**

A snapshot of the City's economic activity is reflected in the table below:

Item	2015	2014	2013
Licensed Businesses	318	321	300
New/Expanding Businesses * See Table A (excludes home occupations)	12	18	14
Businesses Retained	3	2	5
New Job Creation	38	50	31
Jobs Relocated to Bonner Springs	63.5	3	5
Jobs Retained	5	25	34
Business Retention Visits	14	28	18
All Construction Valuations	\$6,358,680	\$5,556,115	\$14,182,555
Single-Family Residential Units Permitted	23	12	15
Multi-Family Units Permitted	0	0	24
City general sales & use tax - % change from prior year	4.88%	4.89%	5.01%
Assessed Valuations	\$69,483,884	\$69,045,005	\$65,521,617
Total Mill Levy (WYCO)	164.082	162.720	162.806
City Mill Levy	33.658	33.616	33.635

Additional comments:

- Single-family building permits increased by 11 from 2014. Of the 23 permit issued, 12 were in Cedar Springs, 8 in Lei Valley, 2 were in-fill lots on Armour, and 1 in Cedar Ridge.
- Richland Apartments was issued a Temporary Occupancy Permit in December 2015 for the two buildings/24 units.
- During the last three years, there were 43 new/expanding businesses and 26 closures resulting in an attrition rate of 60%.

**Tourism Annual Report**

Tourism marketing efforts involved in promoting Bonner Springs included the following activities:

- 16 ads placed in 16 publications with 1.8+million circulation plus on-line publications; 36 listings in the Kansas Official Visitor Guide
- I-70 permanent billboard
- Tourism Facebook posts and promotions
- Brochure distribution along I-35 in Iowa; I-70 in Missouri; Omaha area; I-29 in Sioux City area, Iowa, Nebraska, South Dakota; I-29 in St. Joseph, MO; Kansas City metro area; I-35 in Oklahoma City metro area; and state and community-owned Travel Information Centers
- Participated in one American Bus Association trade show luncheon
- Refreshment host at Goodland Travel Information Center in September
- Participation in Kansas Travel and Tourism, Tour Kansas, I-70 Association and Kansas City Regional Destination Alliance marketing efforts

- Mailed 1,906 tourism packets
- The following events took place in downtown Bonner Springs in 2015 and were sponsored by various groups and organizations: Marble Day, Bonner Blast, Festival of the Arts, City Band Concerts, Tiblow Days, Howl-o-ween Pet Parade, 3<sup>rd</sup> Street Asylum Haunted House and Candy Cane Christmas.

<b>Property Maintenance Code Enforcement Annual Report</b>			
<b>Type</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b>Property Violation Inspections</b>	713	686	646
<b>Property Re-inspections</b>	1163	1187	958
<b>Complaints Received</b>	81	103	112
<b>Total Inspections</b>	1876	1873	1716
<b>Court Cases</b>	17	31	9
<b>Snow/Ice Sidewalk Inspections</b>	3 violations 3 NTA's	91 violations 7 NTA's	220 violations 11 NTA's

**Table A - 2015 Business & Jobs Activity**

No.	Category	Location	Name of Business	Address	Type	New Job Creation (FTE)	Job Relocation (FTE)	Job Retention (FTE)
1	Retail/Service	Downtown	LSXKilr Custom Calibrations	112 Cornell	New - Relocation		3 (Relocated from Lawrence)	
2	Retail	Downtown	Cowtown Cheesecake Co.	133 Oak St	Retention/Expansion			1
3	Service	Downtown	Face It Beautifully	125 Oak Street (Inside Bangz Salon)	Retention			1
4	Retail	Downtown	Sideline Chic	221 Oak St	New - Relocation	3	1.5 (Relocated from Olathe)	
5	Retail	Downtown	Farm Bureau Financial Services - Patrick Budy Agency, Inc. -	129 N. Nettleton	New	1		
6	Retail/Service	Downtown	Universal Windows Direct Kansas City	220 Cedar	New - Relocation		4 (Relocated from LVCO)	
7	Retail/Service	K-7/Kansas	Anytime Fitness	620 S 130th St	New	5		
8	Retail	K-7/Kansas	Go Lizards Pet Store & Grooming Service	13021 Kansas Ave	Retention			3
9	Service	K-7/I-70	Challenger Fence Company	13000 Riverview Ave	New		5 (Relocated from Easton)	
10	Retail	K-7/I-70	Steak 'N Shake	24 N. 130 <sup>th</sup> St	New	24		
11	Retail	K-7/I-70	Rodeo Drive Salon & Boutique	134 N. 130 <sup>th</sup> St	New	2		
12	Service	East K-32	Happenings Event Space	11635 Kaw Dr	New	0		
13	Retail	East K-32	All Truck Sales	11540 Kaw Dr	New	3		
14	Retail	East K-32	Korz Auto Farm	11930 Kaw Dr	New	0		
15	Service	West K-32	Supreme Green Landworks	2527 S 142 <sup>nd</sup> St	New - Relocation		50 (Relocated from Lenexa)	
<b>TOTAL</b>						<b>38</b>	<b>63.5</b>	<b>5</b>

February 10, 2016

To: Sean Pederson, City Manager

From: John Claxton, EMS Chief *JC*

Subject: 2015 Yearend report

The EMS Departments major accomplishments in 2015 were:

- Hired 3 new full time EMT's
- Continually updating our medical protocols and equipment to provide the best care to our community
- Provided staff continuing education to satisfy state and national requirements
- Began our switch over to the new RMS by New World.

Combined paid and volunteer hours of service for 2015 were 21,235.

Calls for service and transports to hospitals

EMS Responses

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Responses	883	814	947	922
Percent increase <decrease>	<7%>	<7.8%>	16.5%	<1.03%>
Calls per day average	2.42	2.23	2.6	2.53
Transports to ED	472	479	534	470
Refusals	304	170	164	189
Response time from notification to on scene average	5 minutes 49 seconds	5 minutes 57 seconds	5 minutes 40 seconds	6 minutes 00 seconds

## Finance Director Memorandum

February 17, 2016

To: Mayor and Council  
Thru: Sean Pederson, City Manager  
From: Tillie LaPlante, Finance Director   
Re: 2015 Year End Financial Summary

The City ended 2015 with a General Fund balance of \$3,487,889. This is \$1,619,663 more than the estimate used when preparing the 2016 budget last summer. The additional carryover is attributed to additional revenue of \$340,759 and \$1,278,904 less expenditures than were budgeted. The most significant revenue and expenditures which were over/under estimates are listed below.

### Revenue

- RE/Property tax collections \$102,652
- Sales/Use tax collected \$ 93,370
- Casino Revenue \$ 49,860 (11 mo., rcvd 13 mo. in 2014)
- Amusement Tax \$ 27,119
- Franchise fees collected \$ 23,146
- Permits/Licenses \$ 13,755
- Liquor Sales Tax \$ 9,600

### Expenditures

- Contingency expenditures \$632,462
- Wages/Benefits \$307,864 (hire lag, PIO position, retirements)
- Workers Compensation \$ 88,330
- Vehicle Fuel \$ 58,387
- Prisoner Care \$ 35,984
- Street Maintenance Supplies \$ 28,351
- Parks & Recreation Capital \$ 27,058
- Retail Incentives \$ 20,283
- K-32 Corridor Study \$ 20,000
- Emerg Svcs Records Mgmt System \$ 19,000 (will be needed in 2016)

A comparison of 2014 to 2015 revenues and expenditures in the General Fund is listed below.

<u>Revenue</u>	<u>2015</u>	<u>2014</u>	<u>2014-2015</u> <u>Increase( Decrease)</u>
Sales Tax	\$3,158,370	\$3,000,765	\$157,605
Property Taxes(Gen Fd Only)	\$1,779,683	\$1,572,449	\$207,234
Franchise Fees	\$ 773,146	\$ 799,880	(\$ 26,734)
Fines	\$ 189,395	\$ 242,679	(\$ 53,284)
Casino Revenue	\$ 629,860	\$ 679,705	(\$ 49,845)(11 mo)
Transfers	\$ 259,785	\$ 318,492	(\$ 58,707)
Loring Services	\$ 130,577	\$ 129,048	\$ 1,529
Reimbursed Exp	\$ 122,215	\$ 123,471	(\$ 1,256)
Payment in Lieu of Tax	\$ 30,035	\$ 54,291	(\$ 24,256)
Permits	\$ 78,348	\$ 68,540	\$ 9,808

			<b>2014-2015</b>
<b><u>Revenue (continued)</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>	<b><u>Increase( Decrease)</u></b>
Licenses	\$ 65,407	\$ 75,310	(\$ 9,903)
Liquor Tax	\$ 64,599	\$ 57,276	\$ 7,323
Miscellaneous Fees	\$ 61,821	\$ 66,650	(\$ 4,829)
Court Fees	\$ 31,666	\$ 44,961	(\$ 13,295)
Amusement Tax	\$ 67,119	\$ 43,323	\$ 23,796
Interest	\$ 7,731	\$ 6,568	\$ 1,163
Miscellaneous	\$ 30,978	\$ 32,923	(\$ 1,945)
Charges for Services	\$ 26,722	\$ 30,536	(\$ 3,814)
<b>Total Revenue</b>	<b>\$7,507,457</b>	<b>\$7,346,867</b>	<b>\$160,590</b>

**Expenditures**

Bonner Beautiful	\$ 3,007	\$ 3,962	(\$ 955)
Budget & Finance	\$ 327,821	\$ 316,946	\$ 10,875
Custodial	\$ 73,100	\$ 78,763	(\$ 5,663)
Cemetery	\$ 76,562	\$ 74,099	\$ 2,463
City Band	\$ 8,267	\$ 8,090	\$ 177
City Clerk	\$ 242,528	\$ 331,020	(\$ 88,492)
City Council	\$ 23,240	\$ 19,937	\$ 3,303
City Manager	\$ 436,820	\$ 417,991	\$ 18,829
Building Codes	\$ 116,588	\$ 114,896	\$ 1,692
Property Maintenance Codes	\$ 68,421	\$ 69,263	(\$ 842)
Fire	\$ 198,808	\$ 200,080	(\$ 1,272)
Municipal Court	\$ 191,867	\$ 194,459	(\$ 2,592)
Parks & Recreation	\$ 665,944	\$ 610,660	\$ 55,284
Planning	\$ 106,348	\$ 107,586	(\$ 1,238)
Police	\$2,591,104	\$2,586,600	\$ 4,504
Project Manager	\$ 94,143	\$ 92,294	\$ 1,849
Public Works	\$ 827,413	\$ 924,248	(\$ 96,835)
Land Acquisition	\$ 0	\$ 115,000	(\$ 115,000)
Retail Incentive Rebate	\$ 19,717	\$ 25,420	(\$ 5,703)
Miscellaneous	\$ 15,000	\$ 0	\$ 15,000

**Transfers:**

BS Center City Contribution	\$ 25,244	\$ 24,657	\$ 587
Wastewater	\$ 6,750	\$ 9,750	(\$ 3,000)
Street Projects	\$ 347,627	\$ 129,276	\$ 218,351
Walking Trail Project	\$ 0	\$ 720	(\$ 720)
Senior Center	\$ 40,755	\$ 40,074	\$ 681
Swimming Pool	\$ 84,436	\$ 70,273	\$ 14,163
Tiblow Transit	\$ 8,918	\$ 24,862	(\$ 15,944)
Ambulance (EMS)	\$ 432,216	\$ 352,777	\$ 79,439

<b>Total Expenditures</b>	<b>\$7,032,644</b>	<b>\$6,943,703</b>	<b>\$ 88,941</b>
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<b>Change in fund balance (Revenue less Expenditures)</b>	<b>\$ 474,813</b>	<b>\$ 403,164</b>	
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The actual fund balances at the end of 2015 in comparison to the estimated fund balances for the City's other major funds are listed below.

<u>Fund</u>	<u>Estimated Fund balance</u>	<u>Actual Fund balance</u>	<u>Actual over (under) Estimated Fund Balance</u>	
Water	\$1,032,880	\$1,739,520	\$706,640	*\$576,500
Sewer	\$ 662,263	\$ 726,196	\$ 63,933	* 40,000
Street Projects	\$ 277,687	\$ 379,869	\$102,182	* 66,559
Debt Service	\$ 209,881	\$ 243,882	\$ 34,001	

\*Unspent 2015 budgeted expenditures which will be expensed in 2016. Budget amendment will be required.

Additional fund balances will be used to help support the 2017 budget which we will prepare this summer.

# Bonner Springs Fire Department

## Year End 2015

There were 40 Personnel on the Year End Roster.

- The 2015 Apprentice Class started with 23 people and turned out 7 Firefighters.
- There were 13 Public Education events held through the year at the Fire Station, public schools and other community events.  
Total public attendance: Adults: 277 Children: 618
- Total Calls - 297

Building Fire: 4

Vehicle Fires: 11

Grass & Brush Fires: 16

Ambulance Assist: 103

Motor Vehicle Accidents with Injury: 34

Motor Vehicle without Injury: 11

### **Haz-Mat Conditions:**

Natural Gas Leak: 3

Carbon Monoxide: 3

### **Electrical:**

Power Line: 5

**Illegal Burn: 8**

**Police Assist: 7**

# Bonner Springs Fire Department Year End 2015

**Mutual Aid Given:**

Fairmount: 4  
Sherman Township: 5

**Mutual Aid Received:**

Edwardsville: 1  
Fairmount:  
JoCo Med-Act: 1  
KCK: 8  
    Fire: 1  
    EMS: 7  
Sherman Twp: 1

**Cancelled in Route: 33**

**False Alarm: 40**

**Weather: 4**

**Property Loss Value Total: \$35,000**

Structure: \$25,000

Vehicle: \$10,000

# Bonner Springs City Library

## 2015 Annual Report

### Patron Visits

137,682 visits | 27,990 computer sessions

### Circulation

141,362 physical items checked out | 3,833 electronic items checked out

### Program Attendance

11,649 attendees at 347 programs

### Summer Reading Program

1,090 participants in the reading program (561 completions)  
1,809 attendees at 75 programs

### Jazz on the Lake Fundraiser

\$12,112 collected for children's programming and collections

### Major Additions

Credit cards accepted  
Document scanning with new photocopier machines  
New wireless and wireless printing (mobile printing from anywhere)  
Indoor electronic announcement board  
Niche Academy (online tutorials)  
Shelving for high-school composite pictures  
Keurig coffee  
New three-year strategic plan



*“Life is Better in Bonner Springs”*

# 2015 Year End Report

## MISSION STATEMENT

“The Bonner Springs Parks and Recreation Department is dedicated to enhancing the Quality of Life in our community by continually developing parks, facilities, and programs that meet fitness, leisure, and social needs within a safe environment.”

*ACTIVATE YOUR LIFE*

IN 2016

# Bringing Smiles to Faces in 2015

In 2015, people continued to make Parks and Recreation an important part of their lives. People from all demographics utilized the facilities and programs/events offered by the department.

Parks and Recreation staff work hard to make every experience positive in our parks and programs. Staff continue to encourage people to get active in the community whether it is volunteering to coach, participating in a program, or exercising by walking around the city. **Get up, Get out, Get active!**

As many communities in the Metro area see substantial drop-offs in numbers of participants, our programs, leagues, and aquatic attendance continues to maintain a steady number of participants and even had growth in some programs. This is reflective of the Recreation and Parks staff's diligence to offer well-organized events, extraordinary customer service, and quality facilities. Recreation staff are attentive to customers' needs and communicate effectively with parents, coaches, and adult participants making them feel essential. Parks staff continues to improve the parks' appearance as well as the sports fields' quality. This combination results in high customer satisfaction.

Staff appreciates the support exhibited by the Parks Board, City Council, City Manager, and other city departments. It takes a team effort to ensure that "Life is Better in Bonner Springs".

Skip Dobbs, Director

## 1) Park Board Members & Staff

### Park Board Members

- Kent Wilson, Chair (5 years)
- Angie Thomas (5 year) Secretary
- Jason Schram (3 year)
- Stevie Williams (3 year)
- Judy Shelton (2 year)
- Jan Madlock (2 year)
- Iva Powers (3 months)
- Mark Kipp, Council Liaison

<u>Parks and Recreation Staff</u>	<u>Name and Years of service</u>
❖ Facilities and Recreation Assistant	Betsy Smith (7 months)
❖ Night Building Supervisors	Paul Folsom (14 years), Monte Jenkins (4 years), Shari DeMato (2 years)
❖ Senior Center Director	Gloria Ochoa (4.5 years)
❖ Parks Maintenance Supervisor	Jared Masters (4 years)
❖ Parks Maintenance Worker	Aaron Marvine (7 months)
❖ Recreation Coordinator	Justine Smith (1.58 years)
❖ Recreation Coordinator	Tiffany Glover (1 month)
❖ Director	Skip Dobbs (10 years)



## 2) Improving the “Quality of Life” in Bonner Springs

In 2015, the Parks and Recreation Department (PRD) continued to operate within the means of its scope offering quality recreation opportunities and park facilities. Through these recreation opportunities and facilities, Parks and Recreation addressed the following issues facing our community:

- **Community Health**
- **Safety**
- **Environmental**
- **Education**
- **Social Outlets**
- **Economic Impact**

## 3) RECREATION

Staff offered a variety of recreational pursuits touching the lives of citizens in various ways: education, social, stress relief, entertainment, fitness, physical development, and life skills.

Listed below are the *major activities and sports leagues* that Recreation offers. The numbers reflect the total number of participants registered for each activity for the entire year.

Activity/League	2015	2014	2013	2012	2011	Additional Information
Easter Egg Hunt	175	102	94	-	-	
Adult Co-Rec Softball	16	21	16	20	24	Teams
Adult Men’s Softball	11	15	12	8	6	Teams
Adult Volleyball League	7	6	10	14	17	Teams
Girls’ Volleyball League	192	212	240	225	184	
Kansas Hunter Safety	13	37	24	24	54	
Little Chefs	30	-	-	-	-	New Program
Pickleball	320	32	-	-	-	
Kids’ Monster Bash	104	113	206	183	121	
Mother/Son Dance	83	85	84	61	37	
Community Garden	12	12	-	-	-	
Soccer	295	370	336	290	232	
Summer Camp	178	151	137	102	93	
Zumba (fitness)	140	123	126	62	82	
Tumbling Lessons	85	114	89	127	64	
Youth Baseball/Softball Leagues	334	302	283	271	245	

## 4) VOLUNTEERS

Volunteers are an essential part of Parks and Recreation. **In 2015 volunteers contributed approximately 15,000 hours** as coaches for sports teams, Marble Days, City Band, planting flowers, and special events.

Without volunteers, there aren’t any teams, smiles, music, or laughter. Volunteers are the instructors, coaches, mentors, motivators, musicians, skill developers, and the caring hands that mold our youth.



## 5) AQUATIC PARK

The Aquatic Park attendance declined in 2015. However, membership sales did increase slightly in 2015 as compared to 2014.

	2015	2014	2013	2012	2011	
Total Attendance	24,990	28,455	24,332	41,343	35,887	Incl Rentals, Swim Meets, etc.
Season Memberships	376	365	365	474	481	
Swim Team	37	50	32	34	49	
Swim Lessons	218	278	191	329	228	

## 6) CITY BAND

- ♪ City Band performed 10 concerts for approximately 2400 fans
- ♪ The Band consists of around 90 members (The biggest yet!)
- ♪ Age of participants ranged from 12 and up!
- ♪ Members hail from Bonner Springs, other surrounding areas, and as far away as Raytown and Blue Springs, Missouri.

## 7) SENIOR CENTER

The Senior Center's mission is to provide adults (55 years and older) a comfortable facility for activities, education, and socializing, while serving as a resource for Senior needs in an atmosphere of caring and concern. The Center serves residents and non-residents with funding from the City's General Fund and the Wyandotte Area on Aging.

The Senior Center offers on-site activities such as crafts, Wii games, board games, fitness class, bingo, billiards, and card games, along with health seminars. Off-site activities include lunch trips, museum, theatre, and historical site visits, Wii game competitions against other centers, and shopping trips.

The Center encourages healthy eating and positive interactions leading to a satisfying quality of life. A monthly newsletters and a calendar of activities is mailed and distributed as the main communication method.

### Highlights:

1. 23rd Annual All-You-Can-Eat Spaghetti Dinner; "Seniors Helping Seniors". Proceeds fund two \$1,000.00 scholarships for Bonner High School Seniors.
2. Flu clinic with Physicians Now Urgent Care for flu shots.
3. Tutor the Bonner Springs Elementary 2nd graders every Tuesday.
4. Seminars
  - Diabetes Education
  - Medicare Changes
  - Home Health Care
  - Nursing and Rehabilitation
  - Wellness Tips
  - Audiology Tests
  - Dementia Caregivers
  - Dental Care Tips
  - Hearing Aid Options
  - Hamilton Relay Telecommunications
  - Hospice Decisions
  - K-State Healthy Eating



## 8) PARKS

The Parks Division continues to make strides in improving the quality of the parks facilities and equipment. Highlights for 2015 were:

1. Added an aqua rock wall to the diving well at the Aquatic Park.
2. Replaced animal float at the Aquatic Park.
3. Renovated the Community Center Gym by adding motorized basketball goals, energy efficient windows, LED lights, and four HVAC units.
4. Designed and created a Disc Golf course for Lions Park.
5. Sidewalk addition at Lions Park between ballfields 2 and 3.
6. Addition of roofs on Field #1 dugouts at Lions Park.
7. Renovation of the Front Desk at the Community Center.
8. Purchase of new tables and chairs for rentals at the Community Center and South Park.

## 9) FACILITIES

The Community Center and South Park Recreation Center have rooms for rent, while South Park, Kelly Murphy Park, Lions Park (2), and North Park have shelters for rent. Community Center had a flood in the basement in October; as such it greatly affected the number of rentals we could have.

Community Center/South Park	2015	2014	2013	2012	2011
Visits*	32,426	38,225	27,388	33,567	24,975
Room rentals	159	239	275	374	312

\*number of people using facilities - rentals, court, Senior Center, daily gym use, sports leagues, etc.

Shelter reservations	121	143	105	194	171
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# MEMORANDUM

## BONNER SPRINGS PLANNING DEPARTMENT

February 16, 2016

To: Mayor and City Council

CC: Sean Pederson, City Manager

From: Don E. Slone, AICP, CFM, Planning Director – Floodplain Manager – CRS Coordinator

Subject: **Planning Department – 2015 Annual Report**



**Planning Department Projects:** Attached is the Ongoing & Completed Projects list as of February 16, 2016. This spreadsheet shows eight (8) Ongoing Projects and fourteen (14) Completed Projects.

**Floodplain Management:** The City's Floodplain Management Program is in full compliance with National Flood Insurance Program. I completed our annual recertification in October that maintains our eligibility for the Community Rating System (CRS) under the National Flood Insurance Program. If you will remember, we were certified with a Class 8 CRS Rating that was effective for all new or renewal policies after October 1, 2014. The Class 8 rating provides a 10% discount for all current and new Flood Insurance Policies within the Special Flood Hazard Area (SFHA) of the City as well as the Loring Service Area.

**Note:** I am currently working with the Insurance Service Office – ISO/CRS Specialist for a Class Modification to a Class 7 rating. If we receive a Class 7 rating, it would be effective on October 1, 2016 and would provide a 15% discount for policies within the SFHA of the City as well as the Loring Service Area.

**Delinquent Property Tax Program:** I began work in early January 2015 at which time the City had 85 properties identified as being 3 Years or more with delinquent property taxes. I setup meetings with the Unified Government that included the WYCO Delinquent Tax Division, WYCO LandBank Manager, WYCO Appraiser, WYCO Treasurer and WYCO Mapping Director. This meeting produced a good dialog between the City and the Unified Government. I made the request to have the Delinquent Tax Office notify all 85 property owners of the "pending tax sale of their property" if their taxes were not brought up to date. Since that notice was sent and after several follow-ups discussions a significant number of property owners paid their taxes in full or have been placed in a "Repayment Plan" by the Court". Here is a breakdown of those properties as of August 17, 2015:

- 85 – Tax Delinquent Properties 3-Year's or more Tax Delinquent as of December 4, 2014

Since January 2015 the following is a breakdown of those properties:

- 53 – Paid in Full = Payments to all Taxing Jurisdictions = **\$99,624.38**
- 18 – Court Ordered Repayment Plan
- 7 – Tax Sale Requests Pending – "3 Properties sold at the December 10, 2015 Tax Sale"
- 7 – Floodplain/Non-Build Properties – Requested the WYCO LandBank Acquire and Donate to the City

**Neighborhood Revitalization Program:** This program continues to be very successful. The current Neighborhood Revitalization Program status is as follows:

- 568 – Properties have applied for the NRP program since it was adopted in 1997
- 157 – Properties currently receive a tax rebate
- 34 – Properties will complete the program after the 2015 tax year late July 2016
- 8 – Properties were added to the rebate program effective January 1, 2016
- 21 – Properties are currently "Under Construction" and will become eligible in 2017

# Planning Department - 2015 Annual Report

## Ongoing Projects

Case No.	Appl. Date	Project Name	Address	Project Type	Project Status	Action Date	Applicant
BSCP-21	12/13/11	The Village @ Deerfield	708 S. 130th St.	Comp Plan Change	Approved	CC 2/27/12	Dan Foster, Schlagel & Associates
BSZ-127	12/13/11	The Village @ Deerfield	708 S. 130th St.	Rezoning	Approved	CC 2/27/12	Dan Foster, Schlagel & Associates
PT-14-101	6/16/14	The Villages	700 S. 132nd St.	Final Plat	Approved	CC 8/1/14	Ed Schlagel, Schlagel & Associates
SUP-133	12/15/15	Step Above Academy	600 N. 118th St.	Special Use Permit	Approved	CC 2/8/16	Crystal Wenger
BSCP-24	2/1/16	Windridge Estates	13133 Canaan Center Dr.	Comp Plan Change		PC 3/15/16	Donna Lilley, Hart Development
BSZ-132	2/1/16	Windridge Estates	13133 Canaan Center Dr.	Rezoning		PC 3/15/16	Donna Lilley, Hart Development
SUP-134	2/9/16	A&T Tower @ PMC Amphitheater	633 N. 130th St.	Special Use Permit		PC 3/15/16	Caroline Boyd, Telecom Realty
ST-16-100	2/8/16	Canaan Center Lots 7 & 8	13045 Canaan Center Dr.	Site/Landscape Plan		PC 3/15/16	Scott Mosburg, Mosburg & Assoc.

## Completed Projects

Case No.	Appl. Date	Project Name	Address	Project Type	Project Status	Action Date	Applicant
LS-117	1/26/15	Benz Lot Split	626 N. Nettleton Ave.	Lot Split	Withdrawn	2/24/15	Larry Hahn, Hahn Surveying
LS-118	1/27/15	Hopkins Lot Split	541 W. Morse Ave.	Lot Split	Withdrawn	2/24/15	Larry Hahn, Hahn Surveying
BSZP-125	2/12/15	Board of Zoning Appeals	City Wide	Zoning Ordinance Amendment	Completed	4/16/15	City of Bonner Springs
-	4/14/15	Floodplain Management Regulations	City Wide	FEMA - NFIP Updates	Completed	7/16/15	City of Bonner Springs
PT-15-101	5/12/15	McDaniel's Resurvey Blocks 5 & 6	626 N. Nettleton Ave.	Final Plat	Plat Filed	7/16/15	Larry Hahn, Hahn Surveying
BSCP-23	2/17/15	Triangle Self Storage	399 N. 130th St.	Comp Plan Change	Completed	8/11/15	Will Anderson, BHC Rhodes
BSZ-130	2/17/15	Triangle Self Storage	399 N. 130th St.	Rezoning	Completed	8/11/15	Will Anderson, BHC Rhodes
PT-15-100	2/17/15	Ensign Commercial Second Plat	399 N. 130th St.	Preliminary Plat	Completed	8/11/15	Will Anderson, BHC Rhodes
PT-15-100	2/17/15	Ensign Commercial Second Plat	399 N. 130th St.	Final Plat	Plat Filed	8/11/15	Will Anderson, BHC Rhodes
BZA-108	7/22/15	Lake of the Forest Lot 149	410 Lake Forest Dr.	Side Yard Setback Variance	Completed	8/25/15	Richard Sharpley
-	5/12/15	Flood Insurance Rate Maps (FIRM)	Wolf Creek	Flood Insurance Map Update	Completed	9/2/15	City of Bonner Springs
BZA-109	10/19/15	Custom Welding & Fabricating	819 Loring Ln.	Front Yard Setback Variance	Completed	11/30/15	Jason Slinkard, Custom Welding
BSZ-131	9/15/15	Lot 2 Replat of Lot 3, Berkel Subdivision	14100 Woodend Rd.	Rezoning	Completed	12/4/15	Kristopher Davis
EV-103	10/19/15	Santa Fe Sub to Saratoga Park-Block 56	Various	Right-of-Way Vacation	Completed	12/30/15	Jason Slinkard, Custom Welding

Don E. Slone, AICP, CFM  
 Planning Director - Floodplain Manager  
 Updated: February 16, 2016

PC = Planning Commission  
 CC = City Council  
 BZA = Board of Zoning Appeals

**BONNER SPRINGS POLICE DEPARTMENT**  
**Memorandum**

**DATE:** February 16, 2016

**TO:** Mayor and City Council

**THROUGH:** Sean Pederson, City Manager

**FROM:** Mark Zaretski, Chief of Police 

**SUBJECT:** Annual Report

It was a year of significant change for the Bonner Springs Police Department. In March, Mark Zaretski was named Chief of Police and Ed Kennedy was promoted to Captain and second in Command of the Department. A testing process was held for Sergeant with Heather Brooks promoted to Patrol Sergeant. The investigation Division saw three of the four Detectives complete their rotation out Detective's Farr and Grimm with Sergeant Andy Bair named as the investigations Division Commander and third in Police Departments Chain of Command.

The Investigations Division completed a through complete Inventory of the property room. On average it took three Officers working full days 3-4 days per month to audit a single year of property. What was estimated to take 3-4 months to complete the audit actually took a year to bring the property room up to standard.

The three hundred thousand plus dollar Report Management System/Computer Aided Dispatch/Court Records System / Evidence Room Barcode upgrade that started in 2015 is continuing with a projected "go live" date of April 2016.

During the past year two new Officers were hired to fill vacancies. Officers Gibson and Wheeler completed their Academy training, and Officer Gibson is about to complete his Field Training Program.

A significant accomplishment for the Bonner Springs Police Department was being chosen as one of seven Police Agencies to be invited to the White House as a "Champion of Change building bridges between law enforcement and youth". Several thousand Police Agencies submitted applications showcasing their programs, Officer Davis the School Resource Office at the High School and Blake McMahan president of the USD 204 Criminal Justice Club met Vice President Joseph Biden and Attorney General Loretta Lynch who they explained our program on

bridging the gap between law enforcement and youth. This brought our City and school District positive National media attention and recognition.

<b>YEAR</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
<b>CALLS FOR SERVICE</b>	9553	10727	10592	-1%
<b>UNIFORM CRIMES (PART 1 CRIMES)</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
HOMICIDE	1	0	0	No Change
ROBBERY	1	4	1	-75%
RAPE	3	1	0	Down 1
ASSAULT (Includes BATTERY)	98	94	98	4%
BURGLARY (Not including AUTO)	53	43	33	-23%
THEFT	277	218	170	-22%
AUTO THEFT	12	9	15	67%
<b>TOTAL PART 1 CRIMES</b>	<b>445</b>	<b>369</b>	<b>317</b>	<b>-15%</b>
<b>TRAFFIC ACTIVITY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
INJURY ACCIDENTS	13	22	15	-32%
NON-INJURY ACCIDENTS	172	195	182	-7%
PRIVATE PROPERTY ACCIDENTS	11	8	12	50%
<b>TOTAL ACCIDENTS</b>	<b>196</b>	<b>225</b>	<b>209</b>	<b>-7%</b>
<b>CITATIONS</b>	<b>2389</b>	<b>3252</b>	<b>2825</b>	<b>-13%</b>
<b>ARRESTS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
DUI	57	58	15	-50%
WARRANT	164	184	158	-14%
DOMESTIC VIOLENCE	27	29	31	Up 2
ALCOHOL RELATED OFFENSES	67	81	103	27%
OTHER	345	279	272	-2%
<b>TOTAL ARRESTS</b>	<b>660</b>	<b>631</b>	<b>593</b>	<b>-6%</b>

<b>ANIMAL CONTROL ACTIVITY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
ACO REPORTS	725	640	536	-16%
ACO CITATIONS	25	45	37	-18%
ANIMALS IMPOUNDED	273	235	176	-25%
PICKED UP BY OWNER	65	59	49	-17%
SHELTERED ANIMALS	155	150	102	-32%
EUTHANIZED	49	25	21	-16%

Of the sheltered animals 14 went to Bonner Animal Rescue (BAR) and 88 were delivered to Great Plains for adoption. BAR no longer accepts City Animals for adoption.

<b>CVSA (TRUCK) ACTIVITY</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Change 2014/2015</b>
CVSA CITATIONS	61	73	48	-34%



**Calls-For-Service by Incident Code - In the District for: Bonner Springs**  
**for calls received: 1/1/2015 to 12/31/2015**

Report Version: Totals Only

<u>Inc Code</u>	<u>Incident Description</u>	<u>CFS Count</u>
0103	Natural	1
0104	Casualty	1
0105	Dead Body - Nature Unknown	2
0201	Rape Report	4
0202	Juvenile Sex Offense	1
0204	Other Sex Offense	2
0301P	Armed Robbery In Progress	2
0302	Strong-Armed Robbery Report	1
0403	Agg. Assault/Battery Report	4
0405	Assault/Battery Report	18
0406	Shooting into Dwelling	1
0407	Attempt Suicide	13
0501	Residential Burglary Report	29
0501P	Residential Burglary in Progress	7
0502	Non-Residential Burglary Report	3
0502P	Non-Residential Burglary in Progress	1
0503	Burglary to Vehicle Report	28
0503P	Burglary to Vehicle in Progress	7
0504P	Agg. Residential Burglary in Progress	10
0601	Theft Report	159
0601P	Theft in Progress	26
0602	Fraud/Forgery Report	31
0603	Shoplifting Report	4
0604	Stolen Auto Report	35
0604P	Stolen Auto in Progress	4
0605	Deprivation of Property Report	4
0701	Check Welfare	151
0702	Assist the Public	133
0706	Locate a Wanted Person	79
0707	Information	494
0708	Other Activity	217
0801	Armed Disturbance	21
0803	Domestic Violence	148
0804	Disturbance	248
0805	Noise Disturbance	79

\*\*\* Note: This report bypasses the following types of CFS Incident Codes: Administrative (meetings, breaks, etc.), Fire & EMS.



**Calls-For-Service by Incident Code - In the District for: Bonner Springs**  
for calls received: 1/1/2015 to 12/31/2015

Report Version: Totals Only

<u>Inc Code</u>	<u>Incident Description</u>	<u>CFS Count</u>
0806	Nature Unknown	59
0807	911 Hangup/Open Line	75
0808	Intoxicated Person	12
0809	Fireworks Complaint	6
0810	Shots Fired	28
0811	Disturbance / Mental Impairment	26
0902	Missing Person	13
0903	Terroristic Threats	6
0904	Threatening Harassing Phone Call	17
0905	Stalking	1
0907	Vice	15
0909	Criminal Damage	48
0909P	Criminal Damage in Progress	4
0911	Lost Property	9
0912	Recovered Property	37
0913	Investigation / Follow-up	212
0914	Recovered Stolen Auto	2
1003	Assist Non-Emergency	8
1004	Assist Other Agency	202
1007	Ambulance Response	589
1101	Vehicle Pursuit	3
1102	Intoxicated Driver	62
1103	Traffic Hazard	109
1104	Traffic Stop	890
1106	Assist Motorist	158
1108	Traffic Direction	4
1109	Crossing Guard	5
1110	Traffic Complaint	245
1113	Vehicle Tow	9
1202	Injury Accident	49
1203	Property Accident	365
1204	Private Property Accident	37
1401	Hold-up Alarm	14
1403	Residential intrusion Alarm	110
1404	Non Residential Intrusion Alarm	262

\*\*\* Note: This report bypasses the following types of CFS Incident Codes: Administrative (meetings, breaks, etc.), Fire & EMS.



**Calls-For-Service by Incident Code - In the District for: Bonner Springs**  
for calls received: 1/1/2015 to 12/31/2015

Report Version: Totals Only

<u>Inc Code</u>	<u>Incident Description</u>	<u>CFS Count</u>
1405	Outside Audible Alarm	8
1407	Other Alarm	17
1601	Juvenile Abuse	3
1602	Lost/Missing Juvenile	10
1603	Runaway Juvenile	11
1604	Juvenile Apprehension	6
1605	Juvenile Needing Care	37
1606	Juvenile Information	10
1607	Indecent liberties w/ Minor	1
1608	Interference W/ Parental Custody	7
1701	Open Door/Window	30
1703	Prowlers	12
1704	Suspicious Activity/Crowd	140
1705	Suspicious Person	142
1706	Suspicious Occupied Vehicle	121
1707	Abandon Vehicle Check	95
1802	Pedestrian Check	102
1803	Residence Check	51
1804	Building Check	41
1806	Area Check	51
1811	Other	69
1813	Arrest	78
1901	Court	16
1902	Transportation-Detention	6
1903	Transport	7
1904	Out at Station	42
1905	Eviction	37
1913	Special Assignment	67
1916	Other	146
1931	PFA Service	38
1932	Civil Standby	5
1934	Civil Process	246
2001	Animal Disturbance	21
2002	Animal Bite	13
2003	Injured animal	37

\*\*\* **Note:** This report bypasses the following types of CFS Incident Codes: Administrative (meetings, breaks, etc.), Fire & EMS.



**Calls-For-Service by Incident Code - In the District for: Bonner Springs**  
for calls received: 1/1/2015 to 12/31/2015

Report Version: Totals Only

<u>Inc Code</u>	<u>Incident Description</u>	<u>CFS Count</u>
2004	Animal Neglect	17
2005	Dead Animal	33
2006	At Animal Shelter	1
2007	Other Animal Activity	406
TRF	Traffic Stop	1,481
<b>Grand Total:</b>		<b>9,309</b>

\*\*\* **Note:** This report bypasses the following types of CFS Incident Codes: Administrative (meetings, breaks, etc.), Fire & EMS.

# **PROJECT MANAGER**

## **2015 ANNUAL REPORT**

**City projects completed in 2015:** Projects completed in 2015 totaled \$2.5M

*Multiple projects were completed in 2015; Streets, Water and Wastewater Plant upgrades, a new drinking water well and pipeline work.*

- Concrete Repair Program - \$112,000
  - Repaired over 1,178 linear feet of curbs along several City Streets.
  - Repaired 10,763 square feet of sidewalks.
  - Added 18 new ADA sidewalk ramps in various locations.
- Chip sealed approximately 38,580 Square yards of City Streets. - \$79,000
- Resurfaced 43,917 Square yards of City Streets. - \$545,000
- Completed the Backwash Settling tank project at the water treatment plant. - \$600,000
- Completed the new water well #6 project. - \$300,000
- Completed the new Riverview Waterline project. - \$110,000
- Completed the electrical upgrades project (HOF) at the Wastewater Treatment plant - \$82,000
- Completed the 142<sup>nd</sup> Street PRV Project - \$10,000
- Westlink Phase II Waterline project (privately funded development) - \$75,000

**New Projects for 2016:** Estimated Project Cost for 2016 is \$4.1M

Projects scheduled for 2016 include Water, Wastewater, Stormwater and Streets

- Design and Construction of a new water transmission main along East Morse - \$850,000
- Design and Construction of the Water Treatment Plant Upgrades - \$1,000,000
- Replacement of waterlines on Clark, Emerson and Sheidley - \$300,000
- Construction of new Pressure Reducing Valve (PRV) project at 134<sup>th</sup> Street - \$48,500
- Preventative maintenance work on the North Water Storage Tank - \$200,000
- Replacement of 299 liner feet of existing culver pipe at various locations. - \$60,000
- Replacement of 3 storm inlets at the intersection of 136th and Morse Avenue. - \$30,000
- Design of a new 8" waterline along Pine Avenue from Front Street to Nettleton Avenue. The overall length of this waterline will be approximately 1,800 feet. - \$270,000
- Design of a new 12" waterline along Morse Avenue from Cornell to Sheidley and a new 12" waterline on Sheidley from Morse to the 700 block of Sheidley where the line will turn east and run the storage tanks. The overall length of this line is approximately 3,200 feet. - \$575,000
- 2016 Street Program (Concrete Repair Program, Pavement Preservation Program, Resurfacing Program). - \$700,000
- 2016 Stormwater Project - \$85,000

# *City of Bonner Springs*

## *Public Housing Authority*



Public Housing Memorandum

Date: February 22, 2016  
To: Mayor & City Council  
Through: Sean Pederson, City Manager  
From: Carrie Newton, PHA Executive Director

**Subject: 2015 Annual Report**

The Public Housing Authority (PHA) prides itself on providing decent, safe and affordable housing for low-income families. At the end of 2015 the PHA was serving 19 families with 35 children and 20 single-person households in the Public Housing Program. Tenants paid \$165 on average for rent in the program. 52% of tenants were seniors or disabled. 20% of all households had at least one (1) working adult.

The largest demand in the Public Housing Program is for three-bedroom and four-bedroom apartments which has 7 families on the waiting list combined. The wait to get into Public Housing is currently about three (3) years for most apartment sizes.

Unit turnovers have been more expensive in 2015 than normal due to hiring a cleaning company to clean the units before a move in. This was not previously being done. The PHA is doing all other aspects of the unit turnovers in house such as trash outs, painting and maintenance repairs.

The PHA evicted two (2) tenants utilizing a contract attorney. The PHA vacancy rate was 2.0% and the average number of days an apartment was vacant was 14 days. In order to qualify for a perfect score in the occupancy section of the HUD Public Housing Assessment System, the PHA must have less than a 2% vacancy rate.

The PHA has one unit that has been vacant since December 7th due to tenant-caused damage. This apartment will be ready for move in by the end of February 2016.

The PHA received \$45,535 in HUD Capital Funds and \$121,990 in Operating Subsidy for FY2015.

The PHA hired a new Executive Director in February 2014. Under new leadership, the PHA has updated outdated policies, completed a utility study to update utility allowances, completed a process handbook for the Davis-Bacon Act, passed a No Smoking Policy that will be effective June 1, 2016, proposed a trash policy change, held fundraising events for resident activities, completed upgrades such as new mailboxes for VD residents, mulch for the entire property, tree trimming, and replacement of apartment front doors.



**Public Works Department  
Annual Report  
2015**

The Department is responsible for maintenance of approximately 140 lane miles of streets. Maintenance includes asphalt/concrete pavement repairs, crack sealing, curb & gutter repairs, storm drainage, snow/ice removal, street signs, traffic signals, pavement markings, street sweeping and maintains city owned street lights.

Public Works also provides assistance for special events such as the annual “DARE “festival, Tiblow Days, Marble Craze, Marble Days and the Christmas Parade. These efforts take considerable time and effort including: set up and remove traffic control devices, empty trash receptacles as needed, general cleanup following the events, etc. All work is completed staff of six (6) and the Assistant PW Director.

**Highlights from 2015:** *Rented a tracked excavator to clean the under the road box culverts on 121<sup>st</sup> at K32. Also, with the same excavator, we cleaned the under the road box culverts on Springdale at Garfield. Installed two gates to close Steventon Road and installed a security gate on the cemetery gravel road leading to the water storage tanks. Purchased a ride on line striper paint system and a new riding mower*

**2015 Statistics**

<b>Action Taken</b>	<b>2014</b>	<b>2015</b>	<b>Material Type</b>	<b>Notes</b>
Hauled and distribute	1,300 ton	95 ton	Rock	Various locations including alleys
Haul and distribute	20 ton	16 ton	Fill sand	At cemetery
Haul and distribute	11 ton	12 ton	Top soil	At cemetery
Signs, remove/replace/clean	54 each	77 each	Signs (w/post)	Various locations
Haul to recycle center	500 lbs.	1200 lbs.	Aluminum cans	From PW recycle bin
Sprayed	528 gal	1,000 gal	Weed killer	Various locations
Pothole (hand) patching	40 ton	36 ton	Asphalt, cold patch	2,887 holes
Pothole (hand) patching	21 ton	25 ton	Hot asphalt	466 holes
Mill and patch	9 ton	0 ton	Hot asphalt	various locations
Skim patch	368 tons	146 tons	Hot asphalt	2 lane miles of road
Asphalt crack seal	4 lane miles	3.25 lane miles	Asphaltic Crack Sealant	Tons of material used 2.75
Snow/Ice removal	1,119 ton	906 ton	Salt/Sand Mix	
Trash removal	416	416	Trash	8 trash cans once a week (City)
Layout/open/close graves	46	48		PW also has to haul off the waste dirt/rock from the cemetery
Mow/Weed Cemetery	18 acres	18 acres		18 acres X 25 mowing = 450 acres
Install Chamber Banners	80	80		Seasonal Banners
Event Banners	8	8		Special Events-Install/Remove
Avenue of flags (cemetery)	120	120		Placed and removed on four separate holidays
Pavement striping	3 parking lots	5 lane miles	Traffic paint	Intersection of 134 <sup>th</sup> & Kansas Av W. leg intersection K7 & Kansas Av
Sweep streets	470 tons	236 tons		

**SAFETY YEAR JANUARY 1, 2015 THRU DECEMBER 31, 2015  
IN REVIEW**

**Accidents by Department and Month for Safety Year 2015**

<b>Month</b>	<b>Fire</b>	<b>Parks</b>	<b>Police</b>	<b>Public Works</b>	<b>Tiblow Transit</b>	<b>Totals</b>
Jan						
Feb						
Mar						
April				1		1
May			1	1		2
June						0
July						0
Aug				1		1
Sept						0
Oct					1	1
Nov						0
Dec						0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>5</b>

The chart below shows a comparison of total accidents and related costs paid by insurance for recent years.

<b>Year</b>	<b>Number of Accidents</b>	<b>Costs Paid by Insurance</b>
2011	6	\$77,489.66
2012	10	\$7,990.60
2013	10	\$113,222.56
2014	09	\$51,405.57*
2015	05	\$17,262.85**

\* 3 Open Claims remain

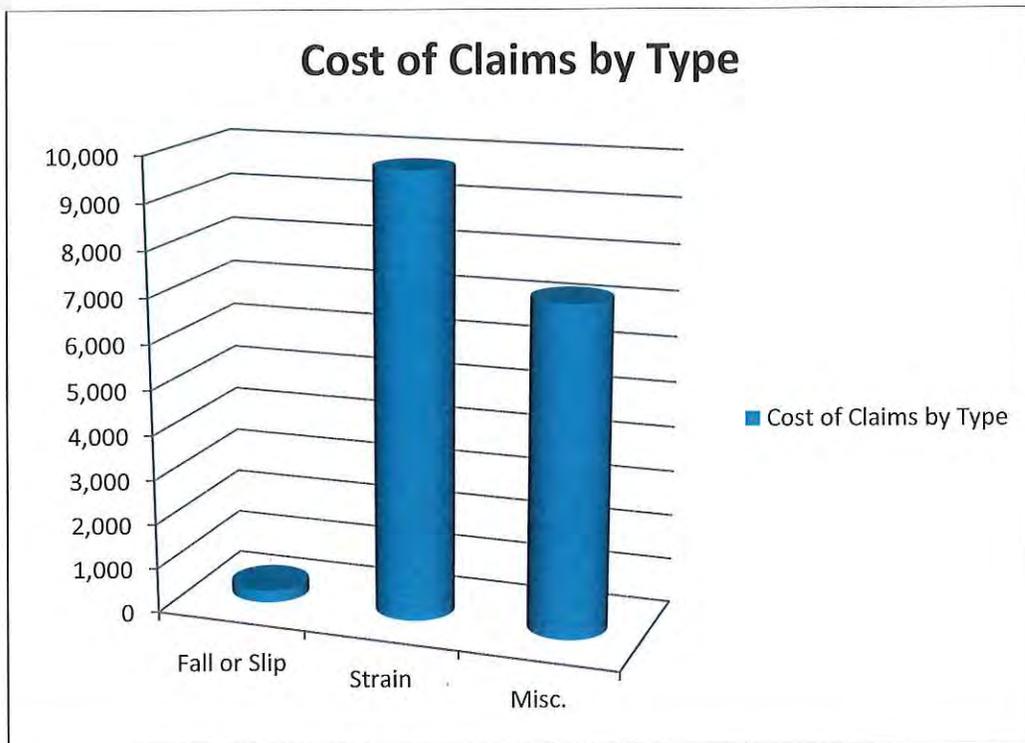
\*\* 2 Open Claims remain

## Accidents by type:

Fall or Slip: 2

Strain: 2

Misc: 1





## UTILITIES DEPARTMENT ANNUAL REPORT 2015

### EXECUTIVE SUMMARY

The Utilities Department's commitment to improve sustainability continued with system upgrades to the water and wastewater infrastructure in 2015. Some of the projects were started in 2014 and completed in 2015. Two of the projects were completed to meet Kansas Department of Health & Environment (KDHE) regulations. Pressure Regulating Valves (PRVs) were installed for emergency operations.

#### Water projects:

- The Well 6 – Start-up in March – well is producing 325gpm. Total Project Cost = \$296,000
  - This well essentially replaced Well 5, which had a history of maintenance problems.
- Backwash Settling Tank (BWST) – online in June. Total Project Cost = \$598,000
  - Requirement from KDHE for Discharge Permit regulations.
- Riverview Waterline – replaced waterline removed for bridge. Total Project Cost = \$109,000
  - 100% reimbursed from KDOT to replace existing waterline on easement.
- 138<sup>th</sup> Street PRV – control valve between pressure zones. Total Project Cost = \$83,500
  - Emergency operations control and better pressure for Cedar Springs.
- 142<sup>nd</sup> Street PRV - control valve for BPU interconnect. Total Project Cost = \$9,800
  - Emergency operations control with Board of Public Utilities (BPU) Interconnect.

#### Wastewater (WW) projects:

- Lake Forest Lift Station Upgrade - telemetry modifications Total Project Cost = \$204,000
  - Lift Station had a complete upgrade in 2014, but we needed to finish communication upgrades. Lift Station is working great, meeting KDHE discharge regulations.
- WWTP Headworks Facility Project – electrical upgrades. Total Project Cost = \$82,000
  - Relocation of motor controls and SCADA functions to an above ground facility.

A Federal financing program, the Kansas Public Water Supply Loan Fund (KPWSLF), administered by KDHE, funded the Well 6 project and the BWST projects. The program offers funding at 60% of market rates, thus reducing overall expenses. The interest rate for these projects is 2.25%.

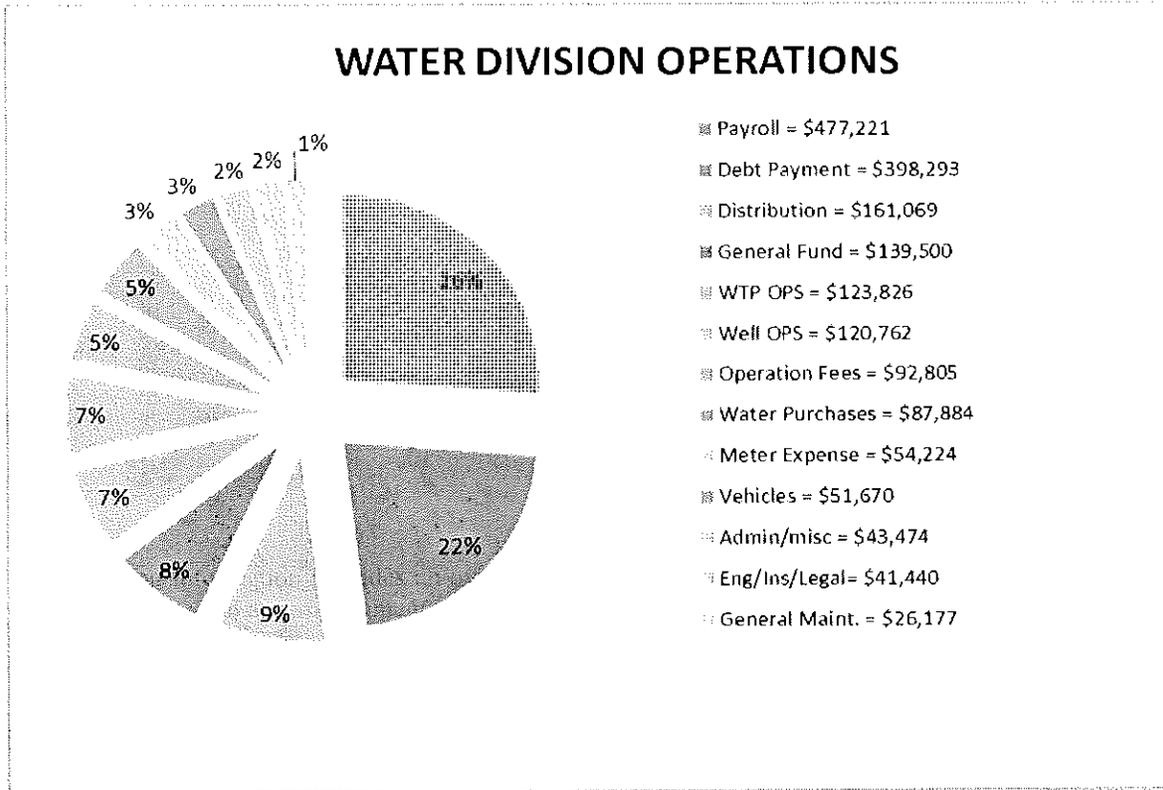
The PRV projects provide improved emergency operations control by maintaining pressures between higher pressure and lower pressure zones during high demands, such as a large waterline break. A Pressure Regulating Valve (PRV) essentially works automatically rather than needing an operator or technician to manually open valves during an emergency. The residents of Cedar Springs subdivision were very pleased with the higher pressure we designed into the 138<sup>th</sup> Street PRV Project.

The improvements at Lake Forest Lift Station (LFLS) and the WWTP for operational controls and communication were vital to overall operations. LFLS had a history of illegal spills or bypass conditions due to high volume of water from the subdivision during a wet weather event. We installed a flow meter in this facility to track water volume, which will be used to determine if a separate fee schedule is needed for the subdivision. The WWTP electrical upgrade improved operations and safety at the facility.

The maintenance and improvements of the Water and Wastewater systems continue to improve the “Quality of Life” in Bonner Springs

The following information provides an overview of the Water and Wastewater Operations, detailing the various functions and accomplishments that Utilities Department completed in 2015.

**Overview**



Water Division operating expenses for 2015 totaled \$1.82 million or \$5.91/1000 gallons based on 308 million gallons of water produced & purchased. Capital expenditures, debt payments, and administration transfer fees to City operations are included. Transfer fees were increased in 2015 to account for time of the Project Manager, Matt Beets, who is working on multiple projects for the Department. Water Treatment Plant (WTP) operation and maintenance (O&M) costs totaled \$198,150 including plant personnel expenses. Water production expense, including well O&M, totaled \$320,000 equating to \$1.16/1000gals. This amount has been extremely consistent over the last five years, averaging \$0.91/1,000 gallons. The cost to produce water is used as our comparison to purchasing water from BPU. Our cost for BPU water is \$2.71 / 1000gals, thus our cost to produce water is \$1.55 / 1000 gals less. This amount equates to \$429,750 of additional annual revenue, based on the amount of water we pumped. Water Purchases were reduced due to the construction of Well 6. Well 4 is still in remediation pumping mode due to high manganese (Mn) levels in the surrounding aquifer. The BWST project allowed us to stop discharging Mn into the Kansas River upstream from Well 4.

Water Distribution expenses were slightly lower, based on reduced water purchases from BPU and less reliance on contractors for emergency work. Operating expenses include all labor and materials needed for distribution of water, including electrical energy for pumps, and inspection of the water storage tanks.

Capital Projects completed using operating funds included purchase of a replacement truck for an existing 1999 truck, new meters for our wells, the 142<sup>nd</sup> PRV project and uncheduled emergency repairs.

## Water Resources

Our groundwater levels remained lower than historical normal levels throughout 2015. Although the drought condition was alleviated some, the Kansas River depth fluctuated between 4.5-6.0 feet throughout the year, with high water levels of 15 feet recorded in late June. Our wells are not considered under the “direct” influence of the Kansas River, but they are subject to the River levels. We have natural occurring sand filtration along the banks that allow our wells to be considered true groundwater source within an alluvial aquifer. The lower water levels results lower water production.

Well	Gals (mg)	Runtime	GPM	Elec. \$	\$/1000 gal	Depth	SWL	PWL	Maintenance Expense
1	100.100	5439	307	\$22,412	0.224	86'	61'	66'	\$664 – minor repairs
2	56.900	5864	162	\$16,375	0.288	82'	58'	65'	
3	36.500	2713	224	\$7,577	0.208	88'	66'	68'	\$25,978 – Major rehab/cleaning
4	61.200	6377	160	\$13,797	0.225	83'	67'	-	\$11,097 – New Motor controls
6	84.200	4274	328	\$20,695	0.245	83'	56'	61'	New Well – Replaced Well 5

Water Levels are from Top-of-Casing (TOC) down. (SWL = Static Water Level) (PWL = Pumping Water Level)

Replacement meters were installed on Wells 2 & 3 and the meter for Well 1 was cleaned, inspected and calibrated. We previously identified that the inaccuracy of the well meters was creating a large portion of the “water loss” that we report annually to Kansas Department of Agriculture (KDA). The upgrades resulted in a reduction of water loss from 25% to 18%. We expect this will improve more in 2016.

Well 1 operated throughout the year; other than the meter maintenance work, no other expenses were incurred.

Well 2 operated throughout the year and did not require any maintenance, except for the meter installation. We did record a large drop in water production towards the end of year. The well is scheduled for routine cleaning and inspection in 2016. The pump may need to be replaced.

Well 3 had major maintenance completed in 2015. The motor was replaced, well pump setting column piping was rehabilitated and the well was chemically cleaned. Production from this well had dropped to 110 gpm; after the work was completed, production increased to 220 gpm.

Well 4 was operated during most of the year, but we currently are pumping water to the Kansas River as a remediation effort to eliminate high manganese levels in this well. This process has been going on for the last four (4) years. In 2011, the well was pumping very high levels of manganese, to the point that our treatment system was unable to remove the high concentration without developing short filter runs and reducing water quality. After consultation with our Hydrogeologist, the decision was made pump water under a remediation permit to remove the manganese plume and avoid possible contamination of new Well 6. We did see a dramatic reduction in manganese levels from the high of 7-8 parts per million (PPM) to 3.5 ppm. The electrical energy pumping cost for the year was \$14,000. The maintenance expense we incurred on the well was for replacement of the motor controlled. We installed a new Variable Frequency Drive (VFD) on this well, as we have done on our other wells to improve operational control. The previous motor controller was hit by lightning in 2014; we submitted a claim to our insurance carrier for this work.

Well 6 (replaced Well 5) was in full operation in March. This new well performed excellently during its inaugural season. It was our highest production well at 325 gpm. We were forced to reduce flow slightly to control calcium hardness levels. The well is producing very clean water, but does contain high amounts of hardness. State regulations for water quality sets a “suggested” maximum limit for aesthetic water quality. Bonner Springs water is naturally high in hardness, but we prefer to keep the maximum level under these secondary water quality standards, which are enforcement standards.

## Water Treatment

Water Plant modifications involved the start-up of the BWST system. The 130,000-gallon glass-fused steel tank is used for solids separation from the filter backwash water and neutralization of chlorine prior to discharging the clear water to the Kansas River. The settled solids are discharged to the sanitary sewer system where it is processed out with other sludge as biosolids and disposed of in the landfill. The BWST performed as expected with solids concentrations well below permit limits. This project fulfilled the requirements of the NPDES (National Pollutant Discharge Elimination System) Permit issued by KDHE. The new Chief Plant Operator (CPO) was adjusting neutralization chemical feed during the year to control chlorine levels in the discharge water and worked diligently to improve our ammonia feed for proper disinfection levels in the drinking water discharge. Chemical treatment takes expertise and patience, our staff is dedicated to provide safe, clean drinking water and protect the environment.

	WELLS	BACKWASH	LOSS	WTP METER	WTP CAPACITY	% CAP
2013	322.489	5.920	51.405*	265.164	550.000	48.2%
2014	286.151	5.237	23.050	257.864	550.000	46.9%
2015	276.615	4.594	0.682	271.339	550.000	49.3%

*(\*Well 1 flow meter was reporting inaccurate reading. % CAP – Production capacity)*

(Totals are in million gallons) (Water loss is based on well meters minus backwash & plant effluent meter)

We experienced two (2) major pipeline failures within the WTP caused by deteriorated pipe conditions. Repair costs exceeded \$16,000. Additional upgrades and improvements were also completed in 2015. We have plans for major upgrades to be completed as part of the Phase I WTP Improvement Project, which will begin in 2017. Upgrades to the WTP will include additional control monitoring, safety improvements, and pipeline replacement.

## Water Distribution

Major improvements to the distribution system in 2015 included the PRV work on 138<sup>th</sup> and 142<sup>nd</sup> and the replacement waterline constructed on Riverview Avenue. The PRV projects greatly improve the reliability of our ability to maintain proper pressure in the system during a major water loss condition such due to waterline failure. The Westlink Business Center (Shawnee, KS), within the Bonner Springs Industrial Park, south of the Kansas River, completed Phase 2 of a multi-phased project. A waterline extension was required for this phase. Department staff oversees work by the contractor and our inspector to ensure that infrastructure improvement is completed per our specifications.

Repairing waterlines and service lines along with meter pit upgrades (MPU), Meter Replacement Program (MRP) and routine system maintenance is an ongoing process for the Water Division maintenance staff.

Year	WML	HRS	Total \$\$	SLL	HRS	Total \$\$	MPU	HRS	Total \$\$	MRP
2013	17	802	\$57,561	31	517	\$27,625	6	104	\$5,174	233
2014	13	725	\$48,741	20	513	\$47,015	21	412	\$16,102	174
2015	12	509	\$39,023	24	301	\$23,978	43	458	\$22,739	152

*(WML – Water Main Leaks; SLL – Service Line Leaks; MPU – Meter Pit Upgrades; MRP – Meter Replacement Program)*

### Meter Replacement Program

This ongoing program is nearly completed. We are beginning to replace some sensors, (battery-operated device that reports meter reading to our computer system), under a warranty program offered by the manufacturer. We have radio-read meters installed in 98% of the system, and expect to have the last few meters installed by June 2016. Some of the larger meters require modifications to the meter setter, thus requiring some additional planning and staff time. Staff is gathering information on new generation meter technology that allows meters to be read from City Hall. This will reduce the need for staff to read meters and allow for more efficiency at City Hall and within the Department.

### **Development Impacts**

We issued twenty-two (22) new residential permits and zero (0) commercial permits. Phase 2 of the Westlink Business Center, located in Shawnee, KS was completed. These new additions increase the demand on our water system and are one of the reasons that our efforts to improve reliability and water quality continue to be our main focus.

### **Capital Projects**

Capital Improvement Projects (CIPs) were advancing during the year. A preliminary engineering report was being completed for the Morse Waterline Project (MWP) and Phase 1 of the WTP improvements. The MWP will construct a new large capacity waterline from the WTP to Cornell and Morse Avenues. The WTP improvements include compliance with the Groundwater Treatment Rule, established by the EPA (Environmental Protection Agency) along with upgrades and pipe replacements within the WTP. We recently experienced two (2) pipe failures within the WTP due to pipe deterioration. Design work for MWP will begin in 2016, with construction expected before the end of the year. The WTP improvements are scheduled for 2017. Design work was completed for the Cornell, Emerson, Sheidley (CES) Waterline Project and the 134<sup>th</sup> PRV Project. We expect to start construction on both of these projects in the spring of 2016.

The CIP program is a map for the future sustainability of the entire water system. Additional pipeline improvements and WTP improvements are included in the 5-year CIP program allowing staff to chart future work, expenses and resulting fees and rates which will be needed to support the program. We track all waterline breaks and determine which pipelines are most likely to fail. We have set a plan in motion to replace sections annually to ensure reliability for the citizens of Bonner Springs. The infrastructure of the water system is quite old in some locations. Replacing these older waterlines is a priority but at the same time we must maintain the new infrastructure that has been constructed over the last 20 years. It is the goal of the Utilities Department to ensure that the City's infrastructure is maintained and repaired to the best of our ability and improve the water system for future residents.

### **Personnel**

The Department continues to develop a professional team of operators and maintenance technicians within the Water Division. Transitions in 2015 included the hiring of a new Maintenance Foreman and the promotion of two operators. Unfortunately, we were forced to release an operator due to performance problems; we reassigned the Chief Distribution Operator (CDO) to the CPO position and promoted an operator to CDO and our resigned in May. The hiring process took longer than expected, but we hired an exemplary person for the Chief Distribution Operator position. We also hired a new Maintenance I worker to backfill a position we lost in 2014.

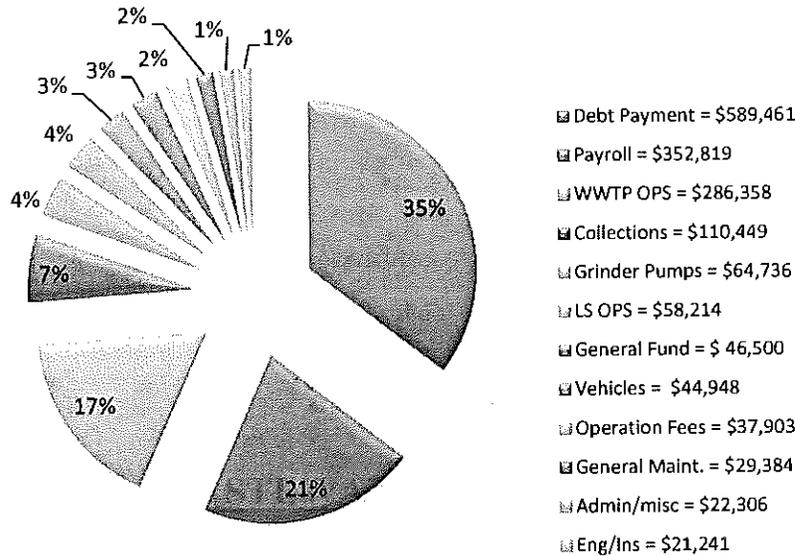
### **GIS Program**

The Geographic Information System (GIS) program continues to advance, due to tremendous effort by the Project Manager, Matt Beets, who oversees the program under his duties and responsibility. We purchased tablets for field staff enabling them to take GIS in the field and begin to use this technology and valuable tool to improve, document and identify infrastructure problems and completed work. The GIS program is being utilized by both divisions within the Utilities Department as well as the Public Works Department. The advantages of this technology will continue to provide staff with the ability to improve performance, efficiency and accuracy for daily and long term operations.

# WASTEWATER DIVISION

## Overview

### WASTEWATER DIVISION OPERATIONS



Wastewater Division expenses for 2015 totaled \$1.66 million or \$7.25/1000 gallons, based on 229 million gallons of wastewater collected and treated. The \$1.66 million expenditure was only \$10,000 higher than the \$1.65M for 2014, but our cost per 1,000 gallons was \$1.00 less. WWTP O&M expenses totaled \$380,000 including plant personnel expenses resulting in a total **wastewater treatment** cost of \$1.66/1000gals, a reduction of \$0.25/1000gals from 2014. The WWTP suffered a major incident when a partially closed valve failed while the CPO was completing service work. We submitted a claim to our insurance carrier for the flood damage to the pumping facility. Unfortunately, another incident occurred within this same facility resulting in additional expenses. The pump motors are not designed to run in water, a situation we are looking to improve in the future.

Collection system and lift station O&M expenses, including personnel totaled \$310,000 (\$1.35/1000 gals), significantly lower than 2014, even with the additional staff added to increase maintenance requirements. The ongoing pipeline rehabilitation project using Cured-in-Place Pipe (CIPP) technology is a major expense within the Collection system, and will remain so into the future. The Department maintains an aggressive proactive approach to O&M of the Collection system since the passage of CMOM (Capacity, Management, Operation & Maintenance) program by the EPA. Proper evaluation and proactive maintenance is essential to ensure that the City meets Clean Water Act (CWA) regulations. To that extent, the City can be proud that our WW Collections O&M management system and team members received the Kansas Collection Small System Award for three consecutive years (2012-2014). We were unable to submit in 2015 based on the award criteria, which only allows a 3-year consecutive maximum! We plan to submit in 2016 to recognize the efforts, commitment and dedication of our staff.

The highest expense remains the debt payment expense of \$589,461 at \$2.57/1000 gals.



**ITEM NO. 12.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
Mayor Jeff Harrington				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM:** City Council Items

**ACTION:** None

**STAFF RECOMMENDATION:**

**ITEM NO. 13.**

**City Council Regular Agenda  
Monday, February 22, 2016 – 7:30 p.m.**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Tom Stephens				
George Cooper				
Bob Reeves				
Dani Gurley				
Joe Peterson				
Mike Thompson				
Mark Kipp				
Rodger Shannon				
<b>Mayor Jeff Harrington</b>				
<b>RESULT</b>	<b>PASS</b>	<b>FAIL</b>		

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**AGENDA ITEM: Mayor's Report**

**ACTION: None**

**STAFF RECOMMENDATION:**

The Mayor will give a verbal report at the meeting on Monday.