

**CITY OF MISSION, KANSAS**  
**FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, APRIL 3, 2018**

**7:30 P.M.**

**(or immediately following 6:30 p.m. Community Development Committee)**

**Mission City Hall**

**PUBLIC HEARINGS / PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**ACTION ITEMS**

1. Acceptance of the March 6, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 3](#))

Draft minutes of the March 6, 2019 Finance and Administration Committee meeting are included for review and acceptance.

2. Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID) - Laura Smith ([page 8](#))

The City has been working with the Roeland Court Townhome Association to develop a solution which would accommodate repairs to the private parking and common area that was damaged in connection with a subsidence in August 2017. A valid petition was received on February 11 seeking requesting the creation of a Community Improvement District (CID) that would include a maximum annual assessment of \$911/yr per unit. The Council passed Resolution 1020 on February 20 calling a public hearing for 7 p.m. on March 20. The required notices were provided following the passage of the Resolution. The next step in the CID process is for the City Council to consider an ordinance which would formally establish the Community Improvement District.

3. Space Needs Analysis Contract Award - Ben Hadley ([page 37](#))

In February 2019, the City of Mission released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City desires to develop plans to determine whether building renovation, new construction, leased space or some combination thereof will provide the most practical and cost effective solution to meet existing and future (20 -30 years) space needs of the organization. Bids were due March 14, 2019, and six responses were received. Following in interview process, staff recommends the City enter into an agreement for a Phase I Space Needs Analysis with SFS Architecture in an amount not to exceed \$15,760.

4. Council Liaisons to Appointed Boards/Commissions - Laura Smith ([page 113](#))

During the Council's January retreat, there was interest in establishing formal Council liaison positions to the Parks, Recreation Tree Commission, Sustainability Commission, and the Capital Improvement Program (CIP) Committee. City Council Policy 130 has been drafted to create the liaison positions and outline roles, responsibilities and expectations.

5. Position Reclassifications - Adoption of Final 2019 Salary Schedule - Laura Smith ([page 116](#))

Typically, a review of the overall salary structure is conducted in November/December and adopted by the Council for the upcoming year. However, based on the number of vacant positions city-wide in the fall of 2018, that review and recommendation was deferred so that specific staffing needs or adjustments could be considered and evaluated. Staff is now presenting recommendations for the reclassification of several positions. Recommendations related to adjustments to the overall salary structure will come forward later this year. Details of the reclassification requests are outlined in a memo included in the packet.

6. Revisions to City Council Policy No. 111 - Laura Smith ([page 122](#))

Following the January City Council meeting, it was brought to staff's attention that the current Council Policy No. 111 did not accurately reflect the City's practices regarding advertisement of surplus property, either real or personal. The policy has been revised to reflect current practices and to provide the greatest degree of flexibility as processes and procedures evolve over time.

7. Declaration of Surplus Property - Brian Scott ([page 125](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The items ready to be declared surplus are included as an attachment to the resolution.

## DISCUSSION ITEMS

8. Election of Council President and Vice President - Laura Smith - [no attachments](#)

In accordance with Mission's Municipal Code Section 115.050, in April of odd-numbered years, elections for a Council President and Vice President will be held. The President and Vice President will serve two year terms.

## OTHER

9. Department Updates - Laura Smith

**Nick Schlossmacher, Chairperson**  
**Ken Davis, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913-676-8350***

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2019
<b>Administration</b>	From:	Martha Sumrall

Action items require a vote to recommend the item to full City Council for further action.

**RE:** March 6, 2019 Finance & Administration Committee minutes.

**RECOMMENDATION:** Review and accept the March 6, 2019 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the March 6, 2019 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

March 6, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, March 6, 2019 at 7:35 p.m. The following committee members were present: Pat Quinn, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Mayor Appletoft was also present. Councilmember Schlossmacher called the meeting to order at 7:35 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, Assistant to the City Administrator Emily Randel, Public Works Superintendent Brent Morton, and Capt. Kevin Self.

### **Acceptance of the February 6, 2019 Finance & Administration Committee Minutes**

The February 6, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were accepted as presented.

### **Computer Replacements**

Capt. Self stated an inventory of the City's computers was conducted in 2018 by Johnson County DTI, which found that over one-half of the computers were older than five years. The usual lifespan of a computer is five years. Bids were solicited for replacement and installation of all computers five years. Three bids were received and staff is recommending approval of purchase, installation and set-up for 44 replacement computers through Sumner One in the amount of \$78,725.40.

Councilmember Inman asked why this project was not included in the budget and Ms. Smith stated it was included last year, but not completed. Because of this, the funds were rolled-over into 2019 and now must be reallocated from fund balance. Capt. Self stated Sumner One is used for our copiers and has provided great service. Councilmember Schlossmacher asked if docking stations are included for laptops, and they are. Ms. Smith noted that Johnson County The cost provided by DTI was an estimated, which could have been more.

Councilmember Davis recommended that approval of the purchase of 44 replacement computers (including docking stations and monitors) from Sumner One for a total cost of \$78,725.40 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.



### **Revisions to Chapter 600 - Alcoholic Beverages**

Ms. Sumrall stated in 2017 the Kansas Legislature amended the cereal malt beverage (CMB) laws to allow retailers with a CMB License to also sell beer containing not more than 6% alcohol by volume. The proposed revisions to Chapter 600 of Mission's Code brings it in line with changes in State law, which take effect April 1st. Those businesses in Mission with current CMB licenses will be able to sell "enhanced cereal malt beverage" as of April 1st. Also, changes were made to the distance requirements in this chapter to follow State statutes, and several definitions were added.

Councilmember Flora requested information about microbreweries selling "growlers" and Ms. Sumrall provided information on their licensing requirements at the State prior to licensing with the City. Microbreweries receive a microbrewery license and drinking establishment license from the State, and the City then issues a drinking establishment license that coincides with their state license.

Councilmember Davis recommended that the ordinance amending Chapter 600 of the Code of the City of Mission regarding Alcoholic Beverages be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Rotary Street Solicitation Application**

Ms. Sumrall stated Rotary annually requests permission to sell donated special editions of the Kansas City Star newspapers at various intersections in Mission for Greater Kansas City Day. This year the event is scheduled for Thursday, March 28th between the hours of 6:30 - 9:00 a.m. They have requested permission to solicit at the intersections of Shawnee Mission Parkway and Nall, Shawnee Mission Parkway and Lamar, and Johnson Drive and Lamar. There was no discussion on this item.

Councilmember Quinn recommended that the Street Solicitation Application for Shawnee Mission Rotary Greater Kansas City Day to be held on Thursday, March 28, 2019 at various intersections in Mission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Resolution Designating City-sponsored Festival Events**

Ms. Sumrall stated the City is required to pass a resolution each year designating the specific city-sponsored festival events where alcohol may be consumed. This year's resolution includes the Mission Market events on Thursday evenings, June through August and on the third Thursday in September, and the Sunflower Festival in August.

Councilmember Davis recommended that the resolution designating the 2019 City Sponsored Festival Events be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **CMB License Application, CVS**

Ms. Sumrall stated CVS on Johnson Drive has submitted an application to sell cereal malt beverage in the original and unopened packages for off-site consumption. The application has been reviewed, and the required background check has been completed and approved by the Police Chief. State statutes require all original applications and renewals for the sale of CMB to be approved by Council. Renewal CMB licenses are presented annually to Council for approval at the Decembre City Council meeting.

Councilmember Quinn recommended that approval the application for CVS #5272 to sell Cereal Malt Beverage in original and unopened containers be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Other - Department Updates**

Councilmember Quinn reminded all of several upcoming St. Patrick's Day parades in the metro area - Shawnee St. Pat's Parade on March 10th and the Brookside St. Pat's Parade on March 16th.

Councilmember Kring announced that she and several other councilmembers will be attending the National League of Cities Congressional Cities Conference in Washington, DC next week. She asked if anyone wanted specific information from the conference to contact her.

Councilmember Schlossmacher stated he recently attended a poker tournament fundraiser for the Mission Project and took third place in the tournament.

Councilmember Thomas thanked the Police Department for their efforts during the recent shooting event near Highlands School.

Councilmember Davis reminded all that there will be a Council Work Session on March 27th. Ms. Smith stated items on the agenda will include Tobacco 21 and City Council liaisons to commissions. Council will also have their quarterly retreat on March 30th from 9:00 - 12:00 noon at the Community Center.

The committee discussed the start time for City Council Work Sessions and Ms. Smith stated there will be a new business item on the Council Agenda to vote on moving these to 6:30 p.m.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:50 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	March 22, 2019
<b>ADMINISTRATION</b>	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

**RE:** Ordinance authorizing creation of the Roeland Court Townhomes Community Improvement District.

**RECOMMENDATION:** Approve the Ordinance creating the Roeland Court Townhomes Community Improvement District, authorizing the making of certain project improvements, approving estimated costs of such project improvements, and providing for the method of financing the same, including imposition of special assessments.

**DETAILS:** On August 21-22, 2017, a subsidence of the parking lot/common area of the Roeland Court Homes Association (RCHA) occurred. Since that time, City staff have been working with the residents, consultants and engineers to address the situation. After more than a year of investigation, conversation and a desire to effectively solve the problem, a cooperative solution was brought forward for Council consideration.

Staff, the RCHA and GBA developed a solution that would create a Community Improvement District (CID). The CID would allow a special assessment component to be activated to allow property owners a longer period of time over which to repay repair costs. Before a CID could be considered by the Council, the RCHA would have to guarantee that property owners representing at least 55% of the land area within the proposed district and 55% of the assessed valuation within the proposed district would sign the CID petition.

A valid petition was submitted in December, and the Council held a public hearing on January 16. That petition was signed by seventeen (17) of twenty (20) property owners. At the February Finance & Administration Committee meeting, representatives of the RCHA expressed interest in exploring an increase to the maximum annual assessment to potentially repair/upgrade all the parking, as opposed to just the area damaged by the subsidence. As a result, no action was taken on the first petition.

The RCHA Board presented property owners with three alternatives, with one being the same as that included in the December petition. Following a review and vote, a revised/new petition was submitted on February 11 seeking the creation of a CID that would increase the maximum annual assessment from \$781/yr to \$911/yr per unit. The

Related Statute/City Ordinance:	K.S.A. 12-6a26 <i>et. seq.</i>
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	March 22, 2019
<b>ADMINISTRATION</b>	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

revised petition included the signatures of thirteen (13) of the twenty (20) property owners. While this represents a reduction in the total number of owners in support of the project, the petition is valid and meets the statutory thresholds outlined above. A copy of the petition is included in the packet.

The Council passed Resolution 1020 at the February 20 Council meeting calling a public hearing in the revised petition for 7 p.m. on March 20. The required notices were provided following the passage of the Resolution. During the public hearing on March 20, no one spoke in opposition to the CID Petition.

The next step in the process is for the Council to adopt an ordinance establishing the Roeland Court Townhomes Community Improvement District. The ordinance has been prepared by the City's Bond Counsel, Gilmore & Bell, and is ready for consideration.

**CFAA CONSIDERATIONS/IMPACTS: N/A**

Related Statute/City Ordinance:	K.S.A. 12-6a26 <i>et. seq.</i>
Line Item Code/Description:	NA
Available Budget:	NA

**PETITION REQUESTING THE CREATION OF  
A COMMUNITY IMPROVEMENT DISTRICT**

**TO:** The Governing Body of the City of Mission, Kansas (hereinafter called “**Governing Body**”)

The undersigned petitioners, being the owners of record, whether resident or not, of more than 55% of the land area, and more than 55% by assessed value of land area, within the hereinafter described proposed community improvement district (the “**CID**”) to be located within the City of Mission, Kansas (the “**City**”) do hereby petition and request that the Governing Body create such community improvement district and authorize the performance of the community improvement district project or projects hereinafter set forth, all in the manner provided by the Community Improvement District Act, K.S.A. 12-6a26, et seq. (the “**Act**”). In furtherance of such request, the petitioners state as follows:

**1. Boundaries of Proposed District**

The legal description of the land area within the proposed CID is attached hereto as **Exhibit A** and incorporated by reference herein.

**2. Map of Proposed District.**

A map outlining the boundaries of the proposed CID is attached as **Exhibit B** hereto, and incorporated by reference herein.

**3. General Nature and Estimated Cost of the Proposed CID Project**

The Roeland Court Townhomes are generally located northwest of the intersection of West 60<sup>th</sup> Terrace and Roeland Drive in Mission, Kansas. Roeland Court is a collection of twenty (20) townhomes with garages and parking in the back of the units.

The project to be funded is to restore the parking and common areas shared by the Roeland Court Homes Association and its various members and to make improvements to the adjacent creek channel (the “**CID Project**”). A portion of the total project costs are to be paid by the City, and a portion paid through the CID.

The general description of the CID Project, estimated schedule and the estimated costs of the CID Project are set forth on **Exhibit C** attached hereto and incorporated by reference herein. The total estimated cost of the CID Project is \$5,255,737, of which the City’s estimated share shall be \$4,854,928 and the estimated CID share shall be \$400,809.

**4. Proposed Method of Financing.**

The costs of the CID Project will be financed by the City through the issuance of general obligation bonds and imposition of a community improvement district special assessment to finance the CID share of costs (the “**CID Assessment**”) to be levied equally per lot within the CID, excluding common areas, in accordance with the Act. The City will pay all financing costs

of the CID Project; no additional financing costs in excess of the \$400,809 CID share of the CID Project will be paid by the property owners within the CID.

A community improvement district sales tax is not requested.

**5. Proposed Amount of CID Assessment and Projected Revenues**

The proposed amount of the CID Assessment shall not exceed \$20,040 per lot within the District, excluding the common area, or \$911 annual assessment per lot over 22 years. The estimate of projected annual revenues from the CID Assessment are set forth on **Exhibit D**.

**6. Development Agreement**

The petitioners acknowledge and agree that the City may require, as a condition to any approval of this Petition, that a funding agreement and development agreement be entered into between the City and petitioners governing the recovery of the City's costs, implementation the proposed CID Project, the method of financing and including such other terms and conditions as may be required by the City and agreed to by the petitioners.

**IN WITNESS WHEREOF**, the undersigned petitioners (on signature pages attached) have executed the above foregoing petition to create the CID at the dates set forth under their respective signatures below.

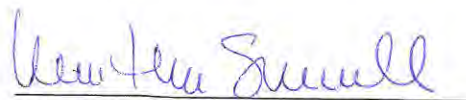
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Names may not be withdrawn from this Petition by the signers hereof after the governing body commences consideration of this Petition, or, later than seven (7) days after the filing hereof, whichever occurs first and the signers of the Petition consent to the assessments to the extent described herein without regard to the benefits of the CID Project. The signers hereby acknowledge that the Common Ground as described in Exhibit A will not be assessed for the CID Project.

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THIS PETITION was filed in my office on February 11, 2019; and, subject to a Development Agreement between the City and the Petitioner, approved by the Governing Body of the City on \_\_\_\_\_ 2019.

[SEAL]

  
Martha Sumrall, City Clerk

**EXHIBIT A**

Lots 1 through 5, inclusive, Block 1; Lots 1 through 5, inclusive, Block 2; Lots 1 through 5, inclusive, Block 3; and Lots 1 through 5, inclusive, Block 4, ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas.

And

The “Common Ground” as shown on the Plat of ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas, which Plat was recorded on the 25<sup>th</sup> day of November, 1986 in the Office of the Register of Deeds of Johnson County, Kansas in Plat Book 64, at Page 26.



# Roeland Court Townhomes



**EXHIBIT C**

**SMP RC06-022 Rock Creek and Roeland Court Townhomes Site Improvements  
Potential Costs based on SMP Alternative 2 and Concept Site Design  
City of Mission**

Item Description	Quantity	Unit	Unit Cost	Project Cost	City of Mission Percentage	Cost	HOA Percentage	Cost
Mobilization	1	LS	\$200,000	\$200,000	90%	\$180,000	10%	\$20,000
Construction Staking	1	LS	\$17,500	\$17,500	93%	\$16,250	7%	\$1,250
Traffic Control	1	LS	\$4,000	\$4,000	69%	\$2,750	31%	\$1,250
Gravel Construction Entrance	4	Ea	\$1,580	\$6,320	75%	\$4,737	25%	\$1,583
Remove & Store Concrete Barrier	10	Ea	\$490	\$4,900	0%	\$0	100%	\$4,900
4' Temporary Fencing	1000	LF	\$4	\$4,000	65%	\$2,600	35%	\$1,400
Vegetation Clearing and Grubbing	64000	SF	\$2	\$128,000	88%	\$112,000	13%	\$16,000
Remove & Dispose 8" Asphalt	18000	SF	\$4	\$72,000	83%	\$60,000	17%	\$12,000
Remove & Dispose Flumes, Curbs and Sidewalk	441	SF	\$1	\$441	0%	\$0	100%	\$441
Excavation and Haul Off Unsuitable Soil	8185	CY	\$55	\$450,188	89%	\$398,949	11%	\$51,239
Raise Building on 60th Terrace	1	LS	\$67,000	\$67,000	100%	\$67,000	0%	\$0
4" Underdrain	4000	LF	\$10	\$40,000	94%	\$37,500	6%	\$2,500
Granular Backfill	7768	CY	\$52	\$403,953	100%	\$403,953	0%	\$0
Biaxial Geogrid	13000	SY	\$5	\$65,000	100%	\$65,000	0%	\$0
Big Block Retaining Wall	18000	SFF	\$70	\$1,260,000	100%	\$1,260,000	0%	\$0
Concrete Cantilever Retaining Wall	4700	SFF	\$155	\$728,500	100%	\$728,500	0%	\$0
Heavy Riprap	300	CY	\$115	\$34,538	100%	\$34,538	0%	\$0
Compaction of Imported Fills	694	CY	\$60	\$41,667	40%	\$16,667	60%	\$25,000
Concrete Flume	174	SF	\$12	\$2,088	0%	\$0	100%	\$2,088
Concrete Curb and Gutter	726	LF	\$24	\$17,424	51%	\$8,880	49%	\$8,544
12" AB-3 Pavement Subgrade	861	SY	\$24	\$20,661	0%	\$0	100%	\$20,661
6" Asphalt Base	3308	SY	\$24	\$79,389	60%	\$47,976	40%	\$31,413
2" Asphalt Surface	4956	SY	\$11	\$54,512	40%	\$21,989	60%	\$32,523
2" Asphalt Milling	1520	SY	\$10	\$15,200	0%	\$0	100%	\$15,200
5' Concrete Sidewalk	225	SF	\$6	\$1,350	50%	\$675	50%	\$675
Reset Landscaping Blocks	60	SFF	\$45	\$2,700	0%	\$0	100%	\$2,700
6' Wood Fence	310	LF	\$25	\$7,750	0%	\$0	100%	\$7,750
12" Imported Topsoil	1100	CY	\$50	\$54,985	87%	\$47,726	13%	\$7,259
Mulching / Seeding	50000	SF	\$2	\$100,000	92%	\$92,400	8%	\$7,600
8" Straw Waddles	1000	LF	\$11	\$11,000	90%	\$9,900	10%	\$1,100
2" Caliper Landscaping Tree	20	Ea	\$400	\$8,000	0%	\$0	100%	\$8,000
<b>Construction Subtotal</b>				<b>\$3,903,068</b>	<b>93%</b>	<b>\$3,619,991</b>	<b>7%</b>	<b>\$283,077</b>
Survey, Engineering and Permitting Services	9%			\$346,468	88%	\$306,100	12%	\$40,368
Geotechnical Services	3%			\$115,500	82%	\$94,300	18%	\$21,200
Construction Observation Services	6%			\$232,532	92%	\$214,100	8%	\$18,432
<b>Consultant Services Subtotal</b>				<b>\$694,500</b>	<b>88%</b>	<b>\$614,500</b>	<b>12%</b>	<b>\$80,000</b>
60th Terrace Property Purchase with Expenses				\$180,375	100%	\$180,375	0%	\$0
Contingency	10%			\$477,794	92%	\$440,062	8%	\$37,732
<b>TOTAL POTENTIAL COST</b>				<b>\$5,255,737</b>	<b>92%</b>	<b>\$4,854,928</b>	<b>8%</b>	<b>\$400,809</b>

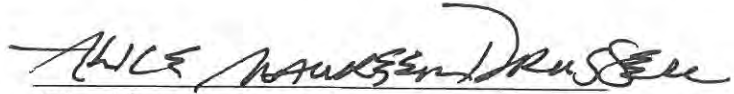
**Cooperative Cost Share Estimate**

HOA Special Assessment Estimate per Unit	20	Ea				\$	20,040
HOA Special Assessment Estimate per Year	22	Ea			Financing charges, if any, are not included	\$	911

## EXHIBIT D

Tax Property ID	Owner 1	Property Address	Total Assessment	Annual Assessment
KP49000001 0005	DRUSSELL, ALICE MAUREEN	4954 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000001 0004	BROOKWOOD INVESTORS LP	4956 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000001 0003	MCLELLAND, AMY E.	4958 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000001 0002	GILLISPIE, CYNTHIA ROURKE	4960 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000001 0001	DONOHUE, GERALD J JR	4962 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000002 0005	BRECHT, MARY J.	4964 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000002 0004	BILLINGER, ALEXANDRA ANN	4966 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000002 0003	COM PROPERTIES, LLC	4968 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000002 0002	BEACHNER, JANE A	4970 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000002 0001	POSTLEWAIT, JANET	4972 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000003 0005	BUCL, SHELDON L	4974 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000003 0004	BROOKWOOD INVESTORS LP	4976 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000003 0003	MOLLE, NORMA J.	4978 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000003 0002	MAI, MARILYN Q. TRUSTEE	4980 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000003 0001	PORRO, BARBARA C	4982 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000004 0005	HUBBARD, PETER	4984 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000004 0004	MANSHEIM, KATHERINE MARIA	4986 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000004 0003	ACKERMAN, LINDA	4988 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000004 0002	CHEN, CHIN YU EMMY	4990 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91
KP49000004 0001	MULBERRY, LISA G.	4992 W 60TH TER MISSION, KS 66205	\$ 20,040.00	\$ 910.91

Owner(s): Alice Maureen Drussell  
Address: 4954 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000001 0005


  
Alice Maureen Drussell  
Date: SEPT. 20, 2018

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 20 day of September, 2018,  
by ALICE MAUREEN DRUSSELL

  
NOTARY PUBLIC

My commission expires: 12-29-2020

NILO FANSKA  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020

Owner(s): Gerald J. Donohue, Jr.

Address: 4962 W 60<sup>th</sup> Terrace  
Mission, KS 66205

PIN: KP49000001 0001

*Gerald J. Donohue, Jr.*  
Gerald J. Donohue Jr  
Gerald J. Donohue, Jr.  
Date: 10/25/18

STATE OF Kansas

) ss.

COUNTY OF Johnson

Subscribed and sworn to before me this 25<sup>th</sup> day of October, 2018  
by Gerald J. Donohue, Jr.

*NILO FANSKA*  
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: 12-29-2020

NILO FANSKA  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020



Owner(s): Mary Jean Brecht  
Address: 4964 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000002 0005

Mary Jean Brecht  
Mary Jean Brecht  
Date: 9-20-18

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 20 day of September, 2018,  
by MARY JEAN BRECHT

Nilo Fanska  
NOTARY PUBLIC

My commission expires: 12-29-2020

NILO FANSKA  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020

Owner(s): Alexandra Ann Billinger a/k/a Alexander Billinger  
Address: 4966 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000002 0004

Alexandra A. Billinger  
Alexandra Ann Billinger a/k/a  
Alexander Billinger  
Date: 09/20/2018

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 20 day of September, 2018,  
by Alexandra A. Billinger

Niilo Fanska  
NOTARY PUBLIC

My commission expires: 12-29-2020

**NILO FANSKA**  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020

Owner(s): Trustee of the Jane A. Beachner Revocable Trust dated March 12, 2004  
Address: 4970 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
Mailing Address: PO Box 144  
St. Paul, KS 66771  
PIN: KP49000002 0002

TRUSTEE OF THE JANE A. BEACHNER  
REVOCABLE TRUST DATED MARCH 12,  
2004

By: Jane A. Beachner  
Printed Name: Jane A. Beachner  
Title: Trustee  
Date: Oct. 15, 2018

STATE OF Kansas)

) ss.

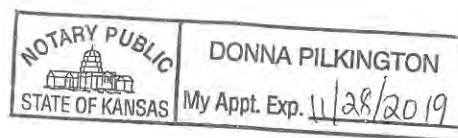
COUNTY OF Neosho)

Subscribed and sworn to before me this 15<sup>th</sup> day of October, 2018,  
by Jane A. Beachner

Donna Pilkington

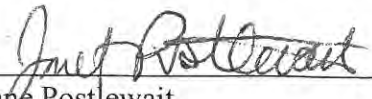
NOTARY PUBLIC

My commission expires: 11/28/2019





Owner(s): Janet Postlewait  
Address: 4972 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000002 0001

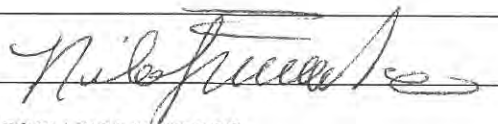
  
\_\_\_\_\_  
Janet Postlewait  
Date: 9/20/18

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

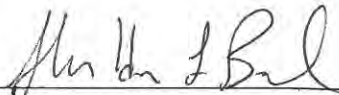
Subscribed and sworn to before me this 20 day of September, 2018,  
by Janet Postlewait

  
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: 12-29-2020

NILO FANSKA  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020

Owner(s): Sheldon L. Bucl  
Address: 4974 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000003 0005

  
\_\_\_\_\_  
Sheldon L. Bucl  
Date: 9/28/2018

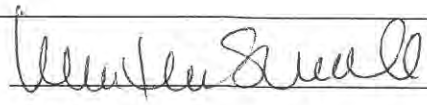
STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 28 day of Sept, 2018  
by Sheldon Bucl



  
\_\_\_\_\_

NOTARY PUBLIC

My commission expires: 6-24-20

Owner(s): Norma Jean Molle and Sharolyn Lorraine Molle  
Address: 4978 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000003 0003

Norma Jean Molle  
Norma Jean Molle

Sharolyn Lorraine Molle  
Sharolyn Lorraine Molle  
Date: 9-21-18

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 21 day of Sept, 2018  
by Norma Jean Molle & Sharolyn L. Molle



Martha M. Sumrall

NOTARY PUBLIC

My commission expires: 6-24-20

Owner(s): Barbara C. Porro  
Address: 4982 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000003 0001

Barbara C. Porro  
Barbara C. Porro  
Date: 9-20-18

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 20 day of September, 2018,  
by Barbara C. Porro

NILO FANSKA  
NOTARY PUBLIC

My commission expires: 12-29-2020

**NILO FANSKA**  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020

Owner(s): Peter Hubbard  
Address: 4984 W 60<sup>th</sup> Terrace  
Mission, KS 66205  
PIN: KP49000004 0005

*Peter Hubbard*

Peter Hubbard

Date: Oct 6, 2018

STATE OF Kansas )

) ss.

COUNTY OF Johnson

Subscribed and sworn to before me this 6<sup>th</sup> day of October, 2018,  
by Peter Hubbard only.

*Ryan Palmer*

NOTARY PUBLIC

My commission expires: 3/28/2021



Owner(s): Katherine Maria Mansheim a/k/a Katherine M. Mansheim

Address: 4986 W 60<sup>th</sup> Terrace  
Mission, KS 66205

PIN: KP49000004 0004

Katherine M. Mansheim

Katherine Maria Mansheim a/k/a

Katherine M. Mansheim

Date: October 3, 2018

STATE OF ) Kansas

) ss.

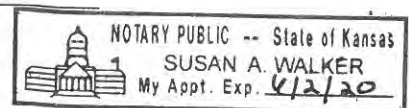
COUNTY OF ) Johnson

Subscribed and sworn to before me this 3<sup>rd</sup> day of October, 2018,

by Susan A. Walker

NOTARY PUBLIC

My commission expires: 6/2/2020



Owner(s): Linda Ackerman a/k/a Linda L. Ackerman

Address: 4988 W 60<sup>th</sup> Terrace  
Mission, KS 66205

PIN: KP49000004 0003

*Linda Ackerman*  
Linda Ackerman  
Date: 11-12-2018

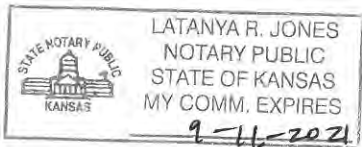
STATE OF Kansas  
) ss.

COUNTY OF Johnson

Subscribed and sworn to before me this 12<sup>th</sup> day of November, 2018  
for Linda Ackerman by Latanya R. Jones

Latanya R. Jones  
NOTARY PUBLIC

My commission expires: 9-11-2021



Owner(s): Chin Yu Emmy Chen and Lawrence Lapyin Chan

Address: 4990 W 60<sup>th</sup> Terrace  
Mission, KS 66205

PIN: KP49000004 0002

Chin Yu Chen  
Chin Yu Emmy Chen  
Lawrence Chan  
Lawrence Lapyin Chan  
Date: 9-20-18

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 20 day of September, 2018  
by CHIN YU, EMMY CHEN & LAWRENCE CHAN

Nilo Fanska  
NOTARY PUBLIC

My commission expires: 12-29-2020

NILO FANSKA  
Notary Public  
State of Kansas  
My Appt. Expires: 12-29-2020



Owner(s): Roeland Court Homes Association, Inc.

Address: Common Ground  
Mission, Kansas

Mailing Address: PO Box 446  
Mission, KS 66201

PIN: KP49000000 00CA

Roeland Court Homes Association, Inc.

By: Sheldon L. Buc1  
Printed Name: Sheldon L. Buc1  
Title: RCHA President.  
Date: 10/24/2018

STATE OF KANSAS)

) ss.

COUNTY OF JOHNSON)

Subscribed and sworn to before me this 24<sup>th</sup> day of October, 2018

by Sheldon Buc1



Martha M. Sumral

NOTARY PUBLIC

My commission expires: 6-24-20

(Published in *The Legal Record* on April \_\_\_, 2019)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE CREATION OF THE ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT IN THE CITY OF MISSION, KANSAS; AUTHORIZING THE MAKING OF CERTAIN PROJECT IMPROVEMENTS RELATING THERETO; APPROVING THE ESTIMATED COSTS OF SUCH PROJECT IMPROVEMENTS; AND PROVIDING FOR THE METHOD OF FINANCING THE SAME, INCLUDING IMPOSITION OF SPECIAL ASSESSMENTS.**

**WHEREAS**, K.S.A. 12-6a26 *et. seq.* (the “Act”) authorizes the governing body of any city or county to create community improvement districts to finance projects within such defined area of a city or county and to levy a community improvement district sales tax and/or levy special assessments upon property within the district to finance projects; and

**WHEREAS**, a petition (the “Petition”) was filed with the City Clerk on February 11, 2019, proposing the creation of the Roeland Court Townhomes Community Improvement District (the “District”) under the Act and the imposition of special assessments in order to pay a portion of the costs of projects as described in the Petition; and

**WHEREAS**, the Petition was signed by the required number of owners of record, whether resident or not, as required by the Act and no signatures have been withdrawn from the petition before the governing body began consideration of the Petition; and

**WHEREAS**, the governing body of the City of Mission, Kansas (the “City”) intends to create the District and to impose special assessments within the District as requested in the Petition (the “Special Assessments”); and

**WHEREAS**, the Act provides that prior to creating any community improvement district and imposing a community improvement district sales tax, the governing body shall, by resolution, direct and order a public hearing on the advisability of creating such community improvement district and the construction of such community improvement district projects therein, and to give notice of the hearing by publication at least once each week for two (2) consecutive weeks in the official City newspaper and by certified mail to all property owners within the proposed community improvement district, the second publication to be at least seven (7) days prior to the hearing and such certified mail sent at least ten (10) days prior to such hearing; and

**WHEREAS**, the governing body adopted Resolution No. 1020 on February 20, 2019, directing that a public hearing on the proposed District and imposition of the Special Assessments be held on March 20, 2019, and requiring that the City Clerk provide for notice of such public hearing as set forth in the Act; and

**WHEREAS**, the notice of public hearing containing all information required by the Act was mailed by certified mail to all property owners within the proposed District on February 27, 2019, and published once each week for two (2) consecutive weeks in *The Legal Record*, the official City newspaper, on February 26, 2019 and March 5, 2019; and

**WHEREAS**, on March 20, 2019, the governing body conducted a public hearing on the proposed District, the proposed District projects and maximum costs thereof, and the method of financing the same; and

**WHEREAS**, the governing body hereby finds and determines it to be advisable to create the Roeland Court Townhomes Community Improvement District and set forth the boundaries thereof, authorize community improvement district projects relating thereto, approve the estimated costs of such community improvement district projects and approve the method of financing the same, all in accordance with the provisions of the Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:**

**SECTION 1. Creation of Community Improvement District; Boundaries.** The governing body hereby finds and determines that the Petition is sufficient, that proper notice of the public hearing was given in accordance with the Act and that it is advisable to create the District within the City to be referred to as the “Roeland Court Townhomes Community Improvement District”. A map generally outlining the boundaries of the proposed District set forth on Exhibit A, attached hereto and incorporated by reference herein. A legal description of the boundaries of the District is set forth on Exhibit B attached hereto and incorporated by reference herein.

**SECTION 2. Authorization of Community Improvement District Project and Estimated Costs.** The governing body of the City hereby authorizes the Project and approves the estimated cost thereof as described below:

(a) General Nature of the Project. The Roeland Court Townhomes are generally located northwest of the intersection of West 60<sup>th</sup> Terrace and Roeland Drive in Mission, Kansas. Roeland Court is a collection of twenty (20) townhomes with garages and parking in the back of the units.

The project is to restore the parking and common areas shared by the Roeland Court Homes Association and its various members and to make improvements to the adjacent creek channel (the “Project”). The general description of the Project, estimated schedule and the estimated costs of the Project are set forth on Exhibit C attached hereto and incorporated by reference herein.

(b) Estimated Cost. The total estimated cost of the Project to be funded by the District is \$5,255,737. The City’s portion of such costs shall be 92.37% (not to exceed \$4,854,928), and the District’s portion of such costs shall be 7.63% (not to exceed \$400,809) (the “CID Portion”).

**SECTION 3. Method of Financing; Special Assessments.**

The costs of the proposed Project will be financed by through the issuance of full faith and credit bonds, Special Assessments, and/or other available funds of the City. The City will pay all financing costs for the Project. The total aggregate amount of the Special Assessments will not exceed \$20,040 per lot located within the District, excluding the common area, or \$911 annual assessment per lot over 22 years. The method of assessment for the Special Assessments will be equally per lot located within the District, excluding the common area. The maximum amount to be paid by Special Assessments for the Project will be limited to the CID Portion.

No community improvement district sales tax will be levied for the Project.

**SECTION 4. Segregation of Special Assessment Revenue.** All revenues derived from the collection of the Special Assessments shall be deposited into a special fund of the City to be designated as the Roeland Court Townhomes Community Improvement District Revenue Fund. Such revenues shall be used to pay the costs of the Project, including debt service on any bonds or notes issued by the City to pay the costs of the Project.

**SECTION 5. Full Faith and Credit Bonds.** Pursuant to the Act, the City hereby authorizes the issuance of full faith and credit bonds to be issued in a maximum principal amount of \$5,500,000, plus capitalized interest and costs of issuance. No full faith and credit bonds of the City shall be issued if, within 60 days following the date of the public hearing held on March 20, 2019, a protest petition signed by 5% of the qualified voters of the City is filed with the City Clerk.

**SECTION 6. Effective Date.** This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City and publication once in the official City newspaper.

**SECTION 7. Recording.** The City Clerk shall file a certified copy of this Ordinance with the Register of Deeds of Johnson County, Kansas.

[Balance of page intentionally left blank]

**PASSED** by the governing body of the City and **SIGNED** by the Mayor this 17th day of April, 2019.

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Ronald E. Appletoft, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Martha Sumrall, City Clerk

**EXHIBIT A**

**MAP OF ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT**

The following property located in the City of Mission, Johnson County, Kansas:



## **EXHIBIT B**

### **LEGAL DESCRIPTION**

Lots 1 through 5, inclusive, Block 1; Lots 1 through 5, inclusive, Block 2; Lots 1 through 5, inclusive, Block 3; and Lots 1 through 5, inclusive, Block 4, ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas.

And

The "Common Ground" as shown on the Plat of ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas, which Plat was recorded on the 25<sup>th</sup> day of November, 1986 in the Office of the Register of Deeds of Johnson County, Kansas in Plat Book 64, at Page 26.

**EXHIBIT C**

**SMP RC06-022 Rock Creek and Roeland Court Townhomes Site Improvements  
Potential Costs based on SMP Alternative 2 and Concept Site Design  
City of Mission**

Item Description	Quantity	Unit	Unit Cost	Project Cost	City of Mission Percentage	Cost	HOA Percentage	Cost
Mobilization	1	LS	\$200,000	\$200,000	90%	\$180,000	10%	\$20,000
Construction Staking	1	LS	\$17,500	\$17,500	93%	\$16,250	7%	\$1,250
Traffic Control	1	LS	\$4,000	\$4,000	69%	\$2,750	31%	\$1,250
Gravel Construction Entrance	4	Ea	\$1,580	\$6,320	75%	\$4,737	25%	\$1,583
Remove & Store Concrete Barrier	10	Ea	\$490	\$4,900	0%	\$0	100%	\$4,900
4' Temporary Fencing	1000	LF	\$4	\$4,000	65%	\$2,600	35%	\$1,400
Vegetation Clearing and Grubbing	64000	SF	\$2	\$128,000	88%	\$112,000	13%	\$16,000
Remove & Dispose 8" Asphalt	18000	SF	\$4	\$72,000	83%	\$60,000	17%	\$12,000
Remove & Dispose Flumes, Curbs and Sidewalk	441	SF	\$1	\$441	0%	\$0	100%	\$441
Excavation and Haul Off Unsuitable Soil	8185	CY	\$55	\$450,188	89%	\$398,949	11%	\$51,239
Raise Building on 60th Terrace	1	LS	\$67,000	\$67,000	100%	\$67,000	0%	\$0
4" Underdrain	4000	LF	\$10	\$40,000	94%	\$37,500	6%	\$2,500
Granular Backfill	7768	CY	\$52	\$403,953	100%	\$403,953	0%	\$0
Biaxial Geogrid	13000	SY	\$5	\$65,000	100%	\$65,000	0%	\$0
Big Block Retaining Wall	18000	SFF	\$70	\$1,260,000	100%	\$1,260,000	0%	\$0
Concrete Cantilever Retaining Wall	4700	SFF	\$155	\$728,500	100%	\$728,500	0%	\$0
Heavy Riprap	300	CY	\$115	\$34,538	100%	\$34,538	0%	\$0
Compaction of Imported Fills	694	CY	\$60	\$41,667	40%	\$16,667	60%	\$25,000
Concrete Flume	174	SF	\$12	\$2,088	0%	\$0	100%	\$2,088
Concrete Curb and Gutter	726	LF	\$24	\$17,424	51%	\$8,880	49%	\$8,544
12" AB-3 Pavement Subgrade	861	SY	\$24	\$20,661	0%	\$0	100%	\$20,661
6" Asphalt Base	3308	SY	\$24	\$79,389	60%	\$47,976	40%	\$31,413
2" Asphalt Surface	4956	SY	\$11	\$54,512	40%	\$21,989	60%	\$32,523
2" Asphalt Milling	1520	SY	\$10	\$15,200	0%	\$0	100%	\$15,200
5' Concrete Sidewalk	225	SF	\$6	\$1,350	50%	\$675	50%	\$675
Reset Landscaping Blocks	60	SFF	\$45	\$2,700	0%	\$0	100%	\$2,700
6' Wood Fence	310	LF	\$25	\$7,750	0%	\$0	100%	\$7,750
12" Imported Topsoil	1100	CY	\$50	\$54,985	87%	\$47,726	13%	\$7,259
Mulching / Seeding	50000	SF	\$2	\$100,000	92%	\$92,400	8%	\$7,600
8" Straw Waddles	1000	LF	\$11	\$11,000	90%	\$9,900	10%	\$1,100
2" Caliper Landscaping Tree	20	Ea	\$400	\$8,000	0%	\$0	100%	\$8,000
<b>Construction Subtotal</b>				<b>\$3,903,068</b>	<b>93%</b>	<b>\$3,619,991</b>	<b>7%</b>	<b>\$283,077</b>
Survey, Engineering and Permitting Services	9%			\$346,468	88%	\$306,100	12%	\$40,368
Geotechnical Services	3%			\$115,500	82%	\$94,300	18%	\$21,200
Construction Observation Services	6%			\$232,532	92%	\$214,100	8%	\$18,432
<b>Consultant Services Subtotal</b>				<b>\$694,500</b>	<b>88%</b>	<b>\$614,500</b>	<b>12%</b>	<b>\$80,000</b>
60th Terrace Property Purchase with Expenses				\$180,375	100%	\$180,375	0%	\$0
Contingency	10%			\$477,794	92%	\$440,062	8%	\$37,732
<b>TOTAL POTENTIAL COST</b>				<b>\$5,255,737</b>	<b>92%</b>	<b>\$4,854,928</b>	<b>8%</b>	<b>\$400,809</b>

**Cooperative Cost Share Estimate**

HOA Special Assessment Estimate per Unit	20	Ea				\$	20,040
HOA Special Assessment Estimate per Year	22	Ea			Financing charges, if any, are not included	\$	911



<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	March 21, 2019
<b>Administration</b>	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

**RE:** Selection of Architecture Firm for Space Needs Analysis

**RECOMMENDATION:** Authorize a contract with SFS Architecture for a Phase I Space Needs Assessment of the City Hall Police Department facility in an amount not to exceed \$15,760.

**DETAILS:** In February 2019, the City of Mission released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City desires to develop plans to determine whether building renovation, new construction, leased space or some combination thereof will provide the most practical and cost effective solution to meet existing and future (20 -30 years) space needs of the organization. A complete copy of the RFQ is included in the packet.

The current City Hall and Police Department facilities are located at 6090 Woodson. The facility was originally constructed in the 1970's as a joint City Hall/Police Department. The current space dedicated to the Police Department was added in 1997.

The main floor of the building contains 11,191 sq. ft. and houses the City's administrative offices including the City Administrator, Finance/Accounting, City Clerk, Mayor's Office, Community Development/Building, Human Resources, Council Chambers/Court Room, one conference room and a break room. There is an unfinished attic space that houses records storage and HVAC/mechanical equipment.

The lower level includes an additional 4,312 sq. ft. for police/municipal court, and 1,836 sq. ft. in a garage/sally port. Police Department functions in this space include: Patrol, Traffic, Report Writing/Squad Room, Booking/Holding cells, Property and Evidence Storage, Records/Court Office and Storage, Investigations, Staff Support, Community Service Officers, Audio/Visual Room, miscellaneous storage and offices, and heating/mechanical equipment. There is a multi-purpose training room and a break room above the Police Department.

There are three public entrance to the building, and parking is provided primarily by a lot to the north of the building, with a satellite lot located across Woodson to the east. From September through May, additional parking is available to the west of the building in a lot shared with the outdoor pool. The building has had relatively few updates, maintenance, or improvements since 1997. A new roof was installed in 2014, and new plaza/entrances and lighting were installed along Woodson in 2018.

Based on facility demands imposed primarily by Municipal Court, a space needs assessment targeting solutions for Court was completed by BG Consultants in 2019. Due to other competing factors at that time no changes were made to the facilities. Since completion of that study, the operations of the court have changed significantly, and the space needs/demands which influenced the recommendations included in that study have changed.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05 Professional Services
Available Budget:	\$30,000

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	March 21, 2019
<b>Administration</b>	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

In 2019, the issues driving the space needs assessment include: ADA compliance (City Hall and Police Department) for employees and the public, locker/changing room limitations in the Police Department, inadequate work space (square footage and with respect to productivity), storage needs, aging facility infrastructure systems, parking for employees/visitors, sallyport design, and property/evidence storage and handling.

The RFQ was posted on the city website, published in the Legal Record, and sent to a number of local/regional architecture firms. Tours of the facilities were offered on February 27 and March 4, 2019. In order to submit a response, firms were required to attend one of the tours.

Bids were due March 14, 2019, and six responses were received. Firms responding included:

SFS Architecture	Police Facility Design Group	Mackey Mitchell Architects
BG Consultants	FGM/GLMV Architects	Hoefler Wysocki

All six firms were interviewed on March 20, 2019 by a four member selection committee, consisting of: Hillary Thomas (City Council), Pat Quinn (City Council), Brian Scott (Assistant City Administrator), and Ben Hadley (Chief of Police).

Based on the results of the interviews and a follow-up with references, staff is recommending that the City enter into an agreement for Space Needs Analysis with SFS Architecture. This proposal from SFS Architecture is broken down into two phases.

Phase I (Item 1): The scope of this item involves preparing a space needs analysis of the City Hall and Police Department. Space needs analysis includes kick off meeting, preparation of pre-interview questionnaires for both City Hall and Police, interviews with key staff, preparation of draft program of space needs, review meeting with city representatives to seek feedback and final presentation of the space needs program. Cost: \$15,760

Phase II (Item 2): Based on the results of the space needs assessment, the City may elect to proceed with Phase II. This involves the preparation of evaluation criteria, existing condition assessment, multiple concepts and costs for renovation/expansion of the existing City Hall/Police site. Included in the scope is a review meeting with city representatives of draft concepts/costs and finalization of a recommended concept and cost options. Also included in this phase is community engagement services including on-site use questionnaires and a community meeting. Cost: \$18,350

Funds for a space needs analysis were approved in the summer of 2018 in connection with the annual budget process. Since the funds were not expended in 2018, the funds rolled over into General Fund reserves and will be allocated if the contract is approved. SFS Architecture is prepared to start immediately once approved. SFS Architecture has provided copies of their bid for both phases. SFS prepared an updated timeline for Phase I, which is included in the packet.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05 Professional Services
Available Budget:	\$30,000

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	March 21, 2019
<b>Administration</b>	From:	Ben Hadley

Action items require a vote to recommend the item to full City Council for further action.

Once approved the anticipated completion date is May 31, 2019.

The City has worked with SFS Architecture in the past on a feasibility study for the outdoor aquatic facility, and more recently when SFS served as the architect of record in the design build process for the MFAC.

**CFAA CONSIDERATIONS/IMPACTS:** The space needs analysis will meet a number of objectives outlined in the CFAA checklist including: 1) Public buildings within our community would be built for our residents/visitors of all ages to use and visit. Design and construction should be coordinated to ensure accessibility, visible signage (inside and out), and ample parking and drop-off areas. The public engagement activities contemplated in Phase II ensure the residents to our public buildings have an opportunity for input.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05 Professional Services
Available Budget:	\$30,000



## **Request for Qualifications**

### **City Hall and Police Facility Space Needs Assessment**

**City of Mission, Kansas**

Issue Date: February 19, 2019

## **Statement of Objectives, Goals, and Tasks**

The City of Mission is seeking proposals from qualified consultants to perform a Facility Space Needs Assessment for City Hall and the Police Department. The City desires to develop plans to determine whether building renovation, new construction, leased space or some combination thereof will provide the most practical and cost effective solution to meet the existing and future (20 -30 years) space needs of the organization.

### **Section 1. Background Information**

The building (City Hall and Police Department) is located at 6090 Woodson. The facility was constructed in the 1970's as a joint City Hall/Police Department. The current space dedicated to the Police Department was added in 1997.

The main floor of the building contains 11,191 sq. ft. and houses the City's administrative offices including the City Administrator, Finance/Accounting, City Clerk, Mayor's Office, Community Development/Building, Human Resources, Council Chambers/Court Room, one conference room and a break room. There is an unfinished attic space that houses records storage and HVAC/mechanical equipment.

The lower level includes an additional 4,312 sq. ft. for police/municipal court, and 1,836 sq. ft. in a garage/sally port. Police Department functions in this space include: Patrol, Traffic, Report Writing/Squad Room, Booking/Holding cells, Property and Evidence Storage, Records/Court Office and Storage, Investigations, Staff Support, Community Service Officers, Audio/Visual Room, miscellaneous storage and offices, and heating/mechanical equipment. There is a multi-purpose training room and a break room above the Police Department.

There are three public entrances to the building, and parking is provided primarily by a lot to the north of the building, with a satellite lot located across Woodson to the east. From September through May, additional parking is available to the west of the building in a lot shared with the outdoor pool.

The building has had relatively few updates, maintenance, improvements since 1997. A new roof was installed in 2014, and new plaza/entrances and lighting were installed along Woodson in 2018.

### **Section 2. Scope of Work**

The City has established the following minimum scope of professional services for the project.

1. In consultation with staff, and national, state and local standards, identify existing and future space needs for the organization to include square footages and current and projected staff levels.
2. Assess the physical condition of the existing facility, including but not limited to:
  - a. Structural

- b. Plumbing/HVAC/Mechanical Issues
  - c. Compliance with ADA requirements for public buildings
  - d. Compliance with building codes and other life-safety requirements
  - e. Maintenance issues/concerns
  - f. Storage
  - g. Furniture/Equipment Needs
  - h. Parking
  - i. Security of facilities (access points, reception area safety, cameras) both in public and non-public areas
  - j. Sustainability (including energy efficiency)
3. Future facility needs pertaining to the following:
- a. Space needs for each department including both shared and individual workspace potential
  - b. Staffing growth potential
  - c. Storage
  - d. Breakroom
  - e. Meeting Rooms
  - f. Sustainability (energy, environment, and efficiency)
  - g. IT and computer equipment
  - h. Audio Visual needs
  - i. Facility safety and security (cameras, access points, etc.)
4. The selected consultant will need to evaluate the adequacy of the current facilities and make recommendations that address the needs and requirements identified for the various department/functions at City Hall and Police Department if they remain in the current facilities. The recommendations must include estimated costs to renovate and/or expand these facilities, including site layouts for expansion. The consultant should consider a time window 20 to 30 years into the future.
5. The consultant will need to identify the building costs and site requirements to accommodate a new City Hall and Police Department. Recommendations may include all or some departments remaining in the current facility.
6. The consultant may explore and identify opportunities to lease or renovate other buildings or facilities in the community as an alternative to new construction.
7. Provide a comparison of the life cycle for renovating and upgrading the current facilities with the costs of constructing a new facility.
8. The response should include a component to solicit citizen participation in the development of the study and its recommendations. Consultation with appropriate City boards, commissions, staff and City Council will also be a required part of the study process.

The firm selected will be required to make site visits and conduct interviews with appropriate

personnel to derive a final set of recommendations.

### **Section 3. Project Deliverables**

The selected firm will be expected to provide the following:

1. An evaluation of the long-term (20-30 years into the future) facilities needs for the City Hall and Police Department.
2. The ability of the current facility to meet those needs and the costs to improve those facilities to address current deficiencies and meet future needs.
3. The site requirements and estimated building costs to construct a building on a new site to accommodate City Hall and Police Department. Or, the ability to remodel with City Hall or the Police Department remaining at the current site.
4. A general floor plan for design of the facility as recommended by the consultant for each alternative.
5. A list of pros and cons of each of the alternatives.
6. Four paper copies of the final space needs assessment and one electronic copy.

### **Section 4. Items provided by the City**

1. Floor plans will be provided to each firm participating in the mandatory tour(s) described below.
2. 2010 Space Needs Assessment.
3. Information concerning utility and operating costs of the current facility.
4. Meeting with the City Council and staff to discuss building and facility needs.
5. Estimated walk-in traffic/current customer needs.
6. Point-person to coordinate with and field questions.
7. Other materials as deemed necessary.

### **Section 5. Rights of Review**

The City of Mission reserves the right to reject any and all quotes or to request additional information from any or all applicants as determined to be in the best interest of the City.

### **Section 6. Contract Execution**

The firm chosen will be required to enter into a contract with the City of Mission for the proposed work prior to commencement of any work. The firm chosen will also be required to provide a certificate of insurance demonstrating compliance with the minimum insurance requirements. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. If the City and firm are unable to agree upon the contract, the City reserves the right to discontinue negotiations, select another firm or reject proposals. Upon completion of negotiations acceptable to the City and the firm, a contract shall be executed.

### **Section 7. Proposal documents and process**

Interested bidders must attend one of the mandatory facility tours. Bids **will not be accepted** from respondents who have not attended one of the tours listed below. Tours will be offered on the following dates/times:

- Wednesday, February 27, 2019 at 8:30 a.m.
- Monday, March 4, 2019 at 8:30 a.m.

**Submittal Requirements:**

In order to be considered a complete submittal, the following must be included:

1. Description of the firm
2. Resumes, including responsibilities, background and relevant experience of key personnel that will be working directly on this project.
3. A complete description of the work tasks consultant will undertake to complete the work set forth in the proposal.
4. Additional information or materials that you believe communicate the capabilities of your firm to perform this project.
5. A schedule for completion of the various work tasks including times for consultation, updates, progress reports, and date final report will be completed.
6. Up to three examples of work in the past five years in government planning or space needs assessment and analysis.
7. A list of three (3) references from similar projects.

**Section 8. Proposal Due Dates**

Four (4) original and one electronic copy of proposal must be submitted no later than 2:00 pm on Thursday, March 14, 2019. Proposals and questions should be directed and delivered to:

City of Mission  
City Hall/Police Department Facility Space Needs Assessment RFQ  
Attn: Chief Ben Hadley RFQ  
6090 Woodson  
Mission, KS 66202

Questions regarding this RFQ must be submitted in writing to Ben Hadley via e-mail at [bhadley@missionks.org](mailto:bhadley@missionks.org). Questions and responses may be shared with other respondents. Telephone inquiries will not be accepted.

Following the review of the Proposals by the City, firms may be contacted for additional information. The City has tentatively reserved March 20 and 21 for interviews.

**Section 9. General evaluation criteria**

This Request for Qualifications is only a solicitation for information. The City is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of proposals or interviews.

Proposals received after the deadline will be disqualified from consideration. The City reserves the right to reject any and all proposals and to interview firms, which in the City's judgment, will best meet City needs.



Proposals will be evaluated based on but not limited to the following general criteria:

1. A demonstrated understanding of the requirements of this project.
2. Project approach and schedule.
3. Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects.
4. Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis.
5. Completeness of proposal
6. Any other criteria considered relevant to the project.

March 22, 2019

City of Mission  
Attention: Chief Ben Hadley  
6090 Woodson  
Mission, Kansas 66203



RE: City Hall/Police Department Facility Space Needs Assessment RFQ  
Fee Proposal

Dear Chief Hadley and Selection Committee Members:

On behalf of the SFS Architecture team, following is our revised fee proposal for the Space Needs Assessment of the Mission City Hall and Police Department. We have broken the fee into two line items as described below:

**Item 1:** The scope of this item involves preparing a space needs analysis of the City Hall and Police Department. Space needs analysis includes kick off meeting, preparation of pre-interview questionnaires for both City Hall and Police, interviews with key staff, preparation of draft program of space needs, review meeting with city representatives to seek feedback and final presentation of the space needs program.

**Item 2:** Based on the results of the space needs assessment, the City may elect to proceed with line item 2 scope. This involves the preparation of evaluation criteria, existing condition assessment, multiple concepts and costs for renovation/expansion of the existing Police/City Hall site. Included is a review meeting with City representatives of draft concepts/costs and finalization of a recommended concept and cost opinion. Also included in this line item is community engagement services including on-site user questionnaires and a community meeting.

Fees are proposed as follows:

**Item 1:** \$15,760.00

**Item 2:** \$18,350.00

These amounts include professional services and reimbursable expenses.

The SFS Team is available to begin work immediately and able to meet your schedule timelines. We are committed to working with the City of Mission to successfully implement a City Hall/Police Department facilities improvement plan. We appreciate the opportunity to present this proposal and look forward to the opportunity to discuss further if you have questions or comments.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kerry K. Newman", is written over a light blue circular stamp.

Kerry K. Newman, AIA, LEED AP  
Principal

March 29, 2019

City of Mission  
Attention: Chief Ben Hadley  
6090 Woodson  
Mission, Kansas 66203



RE: City Hall/Police Department Facility Space Needs Assessment RFQ  
Draft Schedule

Dear Chief Hadley:

Following is our thoughts on a timeline for Item 1 of the Space Needs Assessment as referenced in our scope letter dated March 22, 2019.

<b>Pre-Kickoff Items</b>	<b>15-April</b>	<b>25-April</b>
Develop Questionnaires	Week of	15-April
Briefing Meeting??		18-April
Distribute Questionnaires		18-April
Questionnaires due		25-April
<b>Programming Meetings</b>	<b>22-April</b>	<b>29-April</b>
Project Kickoff Meeting	Week of	22-April
Tour facility w/ Stakeholders	Week of	22-April
Interview Staff	Week of	29-April
<b>Develop Space Needs</b>	<b>29-April</b>	<b>31-May</b>
Prepare Report		15-May
Review Meeting	Week of	20-May
Incorporate feedback	Week of	27-May
Finalize Report		31-May

Should the City elect to proceed with Item 2, we would propose approximately a 4-week process for condition assessment and conceptual design.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kerry K. Newman", with a long horizontal flourish extending to the right.

Kerry K. Newman, AIA, LEED AP  
Principal



sfsarchitecture

City of Mission, Kansas

# City Hall and Police Facility Space Needs Assessment

Statement of Qualifications

March 14, 2019





March 14, 2019

City of Mission  
Attention: Chief Ben Hadley RFQ  
6090 Woodson  
Mission, Kansas 66203

RE: City Hall/Police Department Facility Space Needs Assessment RFQ

Dear Chief Hadley and Selection Committee Members:

SFS Architecture is pleased to submit our qualifications to provide services to the City of Mission for the City Hall and Police Facility Space Needs Assessment. SFS has long been a leader in the programming, planning and design of function, beautiful and sustainable civic architecture. Of note is the 100+ municipal facilities we have planned and designed throughout the Midwest, including the 1997 Mission City Hall and Police Department Renovation/Expansion and, most recently, the Mission Aquatic Center. Based on our past work with you and other similar communities, we are confident we can see this project to fruition.

SFS will lead the project, with Kerry Newman as Principal-in-Charge and our primary point-of-contact. Additional team members include Redstone Architects (police programming/operations analyst), Henderson Engineers (m/e/p engineering, fire protection/life safety, A/V, technology and security systems), Stand Structural Engineering (structural engineering), Olsson (site/civil engineering), Confluence (site planning and landscape architecture) and Construction Management Resources (cost estimating). SFS enjoys a long-standing relationship with each of these firms and is confident of our team's ability to provide the expertise and services required for your project.

As you review our qualifications, please note the following strengths of our team:

**Our experience and expertise align with your project.** SFS has worked with several public agencies to assess existing facilities, identify operational/space needs and then develop plans for renovating, repairing, repurposing and expanding facilities or, in some cases, building new facilities. Facilities have included police stations, city halls, municipal courts, justice centers, public safety facilities, public works complexes and a wide variety of parks and recreation facilities. Our knowledge of department operations, familiarity with the various types of programs, structures and systems comprising city hall and police facilities and expertise in the design of high performance workspaces will benefit your project.

**Familiarity with Mission City Hall/Police Station and Site.** Through our previous engagements with the City of Mission to expand the existing City Hall facility to accommodate police operations and to revitalize the community's adjacent aquatic center, our team has a keen understanding of the complex, its systems and site. This understanding provides valuable insights as we work with you and project stakeholders to develop optimum solutions for City Hall and the Police Department.

**We are consensus builders.** SFS utilizes a collaborative, interactive and participatory process aimed at building consensus among project stakeholders. Key to our process is listening to project stakeholders, translating what we hear into options for review and then guiding you in the development of a final option that best meets your space needs.

**Communication.** Collaboration with City leadership and staff, committees, departments, consultant team members and other stakeholders during the programming and design process are all key to the success of our projects. Consensus building will be critical components of this project.

**Budget Control.** We recognize that as stewards of your tax dollars you have an obligation to spend wisely. We will scrutinize each budget item to ensure the City is receiving the highest value with the best opportunities to save energy, reduce maintenance requirements and improve the quality of the built environment – all within budget parameters. We will work collaboratively with you to prioritize strategies and explore options to maximize the value of the work.

SFS is committed to continuing our established partnership with the City of Mission. We welcome the opportunity to further discuss with you our space needs programming, planning and design experience and our approach to working with you.

Thank you for your consideration. We would be honored to work with you on this important community initiative.

Sincerely,



Kerry K. Newman, AIA, LEED AP  
Principal | Team Point of Contact  
knewman@sfsarch.com | 816/541-2255 (direct) | 913/558-8962 (mobile)

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# 1 TEAM QUALIFICATIONS

SFS has assembled a talented and experienced team to collaborate with you on your proposed project. The Project Team Organization Chart provided below illustrates the structure of our team and identifies the roles and responsibilities of our proposed team members. Qualifications and specialized expertise of SFS key team members as well as consultants are presented on the following pages.



## Prime; Architect of Record

SFS Architecture, Inc.

2100 Central Street, Suite 31; Kansas City, MO 64108

Phone: 816/474-1397

Contact: Kerry Newman, AIA, LEED AP / Principal-in-Charge / [knewman@sfsarch.com](mailto:knewman@sfsarch.com)

### Police Department Operations Analyst



Redstone Architects, Inc.  
2709 S. Telegraph Road  
Bloomfield Hills, MI 48302  
Phone: 248/418-0990  
Contact: Daniel Redstone,  
FAIA, NCARB, LEED AP / Principal  
[dredstone@redstonearchitects.com](mailto:dredstone@redstonearchitects.com)

### M/E/P/Fire Protection/ Life Safety Engineer; Security; Audio-Visual; Technology



Henderson Engineers  
1801 Main Street  
Kansas City, MO 64108  
Phone: 816/663-8700  
Contact: Andrea Mulvany, PE / Director of Operations  
[andrea.mulvany@hendersonengineers.com](mailto:andrea.mulvany@hendersonengineers.com)

### Landscape Architect CONFLUENCE

Confluence  
417 Delaware Street  
Kansas City, MO 64105  
Phone: 816/531-7227 X 201  
Contact: Terry Berkbuegler,  
ASLA, PLA, LEED AP / Principal  
[terryb@thinkconfluence.com](mailto:terryb@thinkconfluence.com)

### Site and Civil Engineer **olsson**

Olsson  
7301 W. 133rd Street, Suite 200  
Overland Park, KS 66213  
Phone: 913/381-1170  
Contact: Brad Sonner, PLA /  
Civil Engineering Project Manager  
[bsonner@olsson.com](mailto:bsonner@olsson.com)

### Structural Engineer



Stand Structural Engineering  
8234 Robinson Street  
Overland Park, KS 66205  
Phone: 913/214-2169  
Contact: Brent Bonham, PE, SE / Principal  
[brent@stand-sei.com](mailto:brent@stand-sei.com)

### Cost Estimating Consultant **CMR**

Construction Management Resources  
5201 Johnson Drive, Suite 330  
Mission, KS 66205  
Phone: 913/262-6715  
Contact: Pat Bartko, LCPE / Principal  
[patrick.bartko@cmrcosts.com](mailto:patrick.bartko@cmrcosts.com)

# 100+

## Communities Served



sfsarchitecture

---

**20+**

Municipal  
Courts

**15+**

Police  
Facilities

**25+**

Civic  
Administration  
Buildings

**30+**

Fire Stations/  
Public Safety  
Facilities

**30+**

Aquatic  
Centers

**60+**

Parks

**45+**

Community/  
Recreation/  
Athletic Centers

**10+**

Libraries

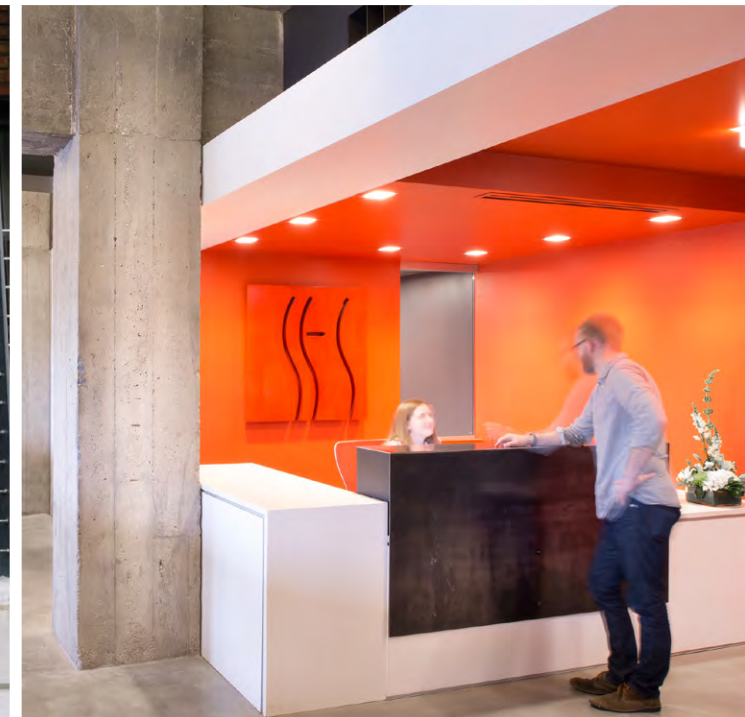
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## SFS: Driven By Connections

At SFS Architecture, we design spaces that enrich people, organizations and communities. Design is what we do; it's what we love. And what we love most is design that is dynamic and sustainable, enduring and enriching — design that builds relationships between people, their communities and the larger environment.

For 46 years, our client-focused process has resulted in architecture that connects beauty with function and our clients' vision with reality. Each project begins and ends with discovery: of an organization's unique needs; of a community's character and aspirations; of the details that spark the "big idea" behind each design.

Successful projects begin with strong relationships. We engage our clients in a collaborative dialogue throughout the process. We exchange ideas, share expertise and – above all – we listen. Through open, candid communication, we gain consensus and create truly successful design.



## Firm History

Founded in 1973, SFS is a State of Missouri registered Corporation licensed to practice architecture in the States of Missouri and Kansas.

SFS thrives under the leadership of principals Kerry Newman, Marsha Hoffman, Kwame Smith, Kelly Edinger Stindt, Brian Garvey, Steve Wise and other associates. Principal leadership and involvement throughout all projects is a hallmark of our approach to client service.

The firm currently has a staff of 42 that includes registered architects, architectural graduates and interior designers, many of whom are LEED accredited professionals, as well as support staff.

## Office Location

SFS Architecture, Inc.  
2100 Central Street, Suite 31  
Kansas City, MO 64108  
p: 816/474-1397  
[www.sfsarch.com](http://www.sfsarch.com)



## Full-service Architecture, Interior Design and Planning

- Programming
- Space needs analysis
- Building and site condition investigations/forensics
- Facility and site master planning
- Site selection, site utilization studies, zoning processes
- Feasibility studies
- Technical studies
- Design-Build bridging documents
- High performance energy studies
- Community engagement
- Architectural design/documentation
- Interior architecture/documentation
- Interior design/documentation
- FF&E design/procurement/administration
- Sustainable design/LEED documentation
- Bidding/Negotiations/Bid analysis
- Contract award assistance
- Contract administration, on-site construction observation, full-time on-site representation
- Project close-out, start-up assistance, warranty review
- Post-occupancy evaluations
- Project administration
- Project implementation assistance
- Owner's representative services





## Focus on Civic Architecture

An award-winning firm, SFS has long been a leader in the planning and design of functional and sustainable civic architecture. Facilities have been planned and designed to support each agency's mission, vision, values and culture, while providing enduring civic architecture.

- City halls/county administration buildings; commission/council chamber
- Municipal courts and courthouses
- Workplace environments
- Public safety facilities: police, fire, emergency management; fire training centers, vehicle storage and maintenance facilities; law enforcement centers; detention centers
- Recreation centers: community centers, fieldhouses, athletic complexes, sports fields, parks, amphitheaters, outdoor aquatic centers and splash pads, natatoriums
- Activity centers: senior centers, conference centers, event spaces, food service/dining, fitness centers/fit rooms, daycare/childcare centers
- Libraries, museums/art galleries, cultural/heritage centers and interpretive/education centers
- Public works/parks/vehicle maintenance facilities; warehouse and storage space; loading docks
- Exterior courtyards and plazas, amphitheaters and green roofs
- Parking and parking garages

Facilities have been planned and designed to support each agency's mission, vision, values and culture, while providing safe and secure environments for all those using the facility. Many public projects undertaken by SFS have included facility assessments, feasibility studies and master planning to determine the best the path forward for meeting short-term and long-term facility needs.



## Feasibility Studies and Facility Master Planning

SFS has conducted site evaluations, feasibility studies and master planning for numerous types of civic spaces. These evaluations and studies have equipped Owner's early on with development and capital investment requirements prior to renovation or new construction. Taking stock of existing sites, adjacencies, facilities, demographics, needs assessments and other pertinent factors are all part of the basic feasibility and master planning equation. The SFS team provides the tools necessary to obtain information that is crucial for developing the right facilities for the Owner's needs and will confirm that through construction, the design, budget and schedule are all in alignment.

Many of the feasibility and programming studies completed by SFS have led to construction projects due to the knowledge and value we were able to bring to the table during the planning and design discussions. Our team is able to immediately begin work on bringing the Owners' vision to reality.

## Building Condition Assessment / Forensics Expertise

SFS has significant experience assessing and documenting the existing conditions of facilities, systems and sites. Assessments have evaluated maintenance history; roof, structure, and building envelope; M/E/P and life safety systems; accessibility; code compliance; security; site; environmental concerns; as well as other exterior and interior issues. Facilities have ranged in size from 2,000 SF to 750,000 SF comprising more than 7 Million SF of space.

Data gathered during the assessments has been utilized to evaluate options for renovating, expanding and/or repurposing the facilities to meet long-term space needs. In addition, strategies for improving deficiencies have been developed along with associated costs.

Additional experience includes forensic studies related to specific issues, such as roof leaks, deterioration of stonework, window repairs and restoration and exterior envelope analysis.



## Renovation and Adaptive Reuse

Nearly 40% of the work undertaken by SFS involves the renovation of existing facilities. Through this extensive experience, SFS has become proficient in maximizing the potential of existing structures to accommodate new or expanded uses. SFS has been recognized for designs that preserve the integrity of original buildings while enhancing functionality for changing needs. Projects completed by SFS include:

- Interior remodels and tenant improvements
- Interior renovation of specific architectural elements or building areas
- Total building renovation
- Expansion of existing buildings
- Repair and alteration/deferred maintenance
- System retrofits or replacements
- Exterior restoration/preservation
- Historic preservation/restoration; coordination with state historic preservation offices

Projects have ranged in construction value from approximately \$10k to \$55M. These renovation projects have also required extensive coordination between various disciplines to address space planning, M/E/P, structural, acoustics and many other related issues.

Virtually every renovation project undertaken by the SFS team has been executed in fully occupied buildings requiring continuing operations or completion in phases due to scheduling, funding or other circumstances. In each case, SFS has worked with the owner and tenants to develop a detailed construction phasing or sequencing plan to provide continuing operation, safety and minimal inconvenience to the building occupants, meet State, City and life safety requirements, and address acoustical concerns during construction.

## High Performance Workspace Design

Since 1973, SFS has provided programming, planning and design services for more than 75 workplace projects. Our diverse experience with workplace environments and recent work developing workplace standards that address current trends in office design, including space reduction, technology integration, mobility, flexibility and collaboration, provide a strong foundation for developing innovative solutions. Furniture, fixtures and equipment (FF&E) along with signage and environmental graphics have also played a key role in the development of these workspaces.

Of note is SFS staff's keen understanding of today's workplace furniture systems that support collaboration, technology and productivity. In addition to specifying materials that are environmentally sensitive, our interior designers work to make sure materials are durable, low maintenance and energy efficient — resulting in long-term savings for the client during the life-cycle of the building.



## High Performance / Sustainable Design

SFS understands our clients' commitments to developing the most energy efficient and durable facilities possible, and we have proven success working with our clients to meet sustainability goals.

Our experience includes common-sense sustainable design and engineering, facility/building envelope evaluations, sustainability master planning, energy audits, alternative energy studies and design, LEED consulting and High Performance Green Building studies and design.

Throughout the planning and design process, we work with the client group to develop and evaluate opportunities for common-sense sustainable solutions based on programmatic, environmental and budgetary impact. This integrated design process has proven to be an effective means of achieving high performance buildings that are sustainable, regenerative and restorative. The end result is a facility that not only incorporates optimal sustainable strategies for site, water, energy, materials, and indoor environmental quality, but also provides design excellence in form, function, budget and schedule. SFS has also worked with clients to develop graphics, exhibits and other tools to help communicate the sustainable aspects of a project to building visitors.







## Redstone Architects

### Police Department Operations Analyst

Established in 1937, **Redstone Architects is a public safety consulting firm** specializing in police departments/stations, 911 dispatch centers, justice centers, fire stations, emergency operations centers, law enforcement centers and other municipal facilities for public safety. Through Redstone Architects' affiliated consulting group, Redstone Public Safety Consultants, the firm provides consulting services for municipal police departments and other public safety projects to architects throughout the United States, including several in the Midwest. The group comprises current and former fire, police and emergency service personnel with a unique understanding of the operational issues faced in modern police department and public safety facilities.

For the City of Mission's City Hall and Police Facility Space Needs Assessment, Redstone will collaborate with the SFS team to develop a strategic police operational plan to assist the City of Mission in finding opportunities for efficiencies and shared services that could result in innovative design strategies to meet the City's space needs as well as significant savings to your organization's operating budget.

### Relevant Projects

- Police Department Study and Design, Crestwood, MO
- Police Department and Municipal Court Study and Design, Clayton, MO
- Police Department and Courthouse/Courts Study, Bridgeton, MO
- Police Department Study and Design, University City, MO
- Police Department Study, Sedalia, MO
- New Police and Municipal Court Facility Study and Design, Cape Girardeau, MO
- Police Headquarters Building Study and Design, Oklahoma City, OK
- Police Headquarters Study, Carbondale, IL
- Police Department Study and Design, Ponca City, OK
- Police Department Study and Design, Warrington, PA
- Police Department Study and Design, Lincoln Park, MI
- Police Headquarters Study, Gaithersburg, MD
- New Police Headquarters Study, Lansing, MI
- Police Headquarters Study, Buffalo, NY
- Police Department Study and Design, Vineland, NJ
- New Police Department Master Plan, Study and Design, Battle Creek, MI
- Police Department Study and Design, Mt. Pleasant, NC
- Public Safety/Police Department Study and Design, Jacksonville, NC
- Municipal Court and Police Department Study and Design, Lansing, MI
- Municipal Court and Police Department Study and Design, Meridian, MS
- Department of Public Safety Study and Design, Westchester, NY
- Police Department - 8th Precinct Study and Design, Detroit, MI
- Public Safety Department (Police/Fire) Strategic Planning and Consolidation Study, Monroe, MI
- Police Department and City Hall Study and Design, Lowell, MI
- Police Space Needs Analysis, Milford, DE
- Police Firearms Training Center, Novi, MI
- Police Headquarters/Addition, West Bloomfield, MI

## Henderson Engineers

M/E/P Engineer;  
Fire Protection/  
Life Safety  
Engineer;  
Audio-Visual;  
Technology;  
Security

Founded in 1970, **Henderson Engineers is a national building systems design firm.** The systems designed by the firm help bring buildings to life by providing air and water flow, lighting, power, and technology integration.

**HENDERSON SEES THINGS A LITTLE DIFFERENTLY.** At Henderson, they know our work is about more than buildings. It's about the people, experiences and potential inside. At the core of every project, you'll find them — working with integrity, intelligence and care. Henderson engineers are as passionate about people as they are about their work, and that unique focus ensures they can meet their clients' needs. Even better, it helps them enhance the experience for the people who use the spaces they help create.

**HENDERSON DOES THINGS A LITTLE DIFFERENTLY.** Henderson is committed to the life of each building. Their view is that no project is ever truly finished, because the building lives on. That means they stay an engaged partner even after the books are closed. When you work with Henderson, your project becomes their project; there's always a solution and they'll work tirelessly to find it. Technical accuracy, attention to detail, and knowledge of where the industry is headed help drive them to make every project the very best it can be.

Because good design on paper requires great building partners to bring it to life, you'll find construction management and commissioning services from Henderson Building Solutions under the same roof. Together, they're changing the engineering and construction industries and redefining how buildings come to life.

### Henderson + SFS (select projects)

- Government Services Center (Police/City Hall), Bonner Springs, KS
- City Hall Master Plan and Renovation/Expansion, Lenexa, KS (old project)
- Kansas City Municipal Courthouse Renovation, Kansas City, MO
- Kansas City Public Library, Bluford Branch Library Renovation, Kansas City, MO
- Charles Evans Whittaker U.S. Courthouse Renovations, Kansas City, MO
- New Christopher S. Bond U.S. Courthouse, Jefferson City, MO
- Robert Denney Federal Building Renovation Study and Recommendations, Lincoln, NE
- Hruska Federal Courthouse Renovation Study and Recommendations, Omaha, NE
- Robert J. Dole U.S. Courthouse Improvements, Kansas City, KS

### Other Relevant Projects

- Leawood Justice Center, Leawood, KS
- Lee's Summit Police Station, Training Center and Indoor Firing Range, Lee's Summit, MO
- Olathe Public Safety Facility, Olathe, KS
- Johnson County Crime Lab Security and Commissioning, Olathe, KS
- Johnson County Facilities, Olathe, KS
- Johnson County Justice Annex, Olathe, KS

## Confluence

### Site Planning / Landscape Architecture

**Confluence is a professional consulting firm comprised of landscape architects and planners.** The firm's work includes a wide range of public, educational, institutional and private sector projects. Their process is focused on collaboration and interaction with clients, consultants and the community in which they work. Confluence has a long standing relationship with SFS Architecture developing a successful partnership on projects including those listed in the Project Experience section. All of these projects confirm that Confluence has a reputation for developing quality facilities, which surpass the end users' expectations while being cost effective to construct and maintain.

As part of the SFS team, Confluence brings combined experience and a collaborative approach to planning and design providing this team with a strong basis of understanding about your project needs and how to respond to these needs in the completed project. Together, our collaborative process will build on the momentum generated by engaging the City of Mission and the community.

With over a decade of award-winning experience and hundreds of completed projects, Confluence has helped shape the practice of landscape architecture, planning and urban design across the Midwest. The firm's expertise is evidenced in its portfolio of completed projects: town centers; cultural and education environments; park and athletic facilities; corridor plans; land use plans; mixed used development; and corporate campuses, among others. Confluence's staff of 47 includes four senior principals and seven principals distributed throughout its network of office locations. Landscape architects carry licenses in Kansas and several other states.

#### Confluence + SFS (select projects)

- Linden Square at Village Center, Gladstone, MO
- Kill Creek Park Observation Tower, Olathe, KS
- Hawk Ridge Park Improvements, Raymore, MO
- Lake Olathe Park Master Plan and Phase 1 Improvements, Olathe, KS
- Stagecoach Park Master Plan and Improvements, Olathe, KS
- Olathe Community Center at Stagecoach Park, Olathe, KS
- Excelsior Springs Community Center, Excelsior Springs, MO
- Raymore Recreation Park Activity Center, Raymore, MO
- Downtown Healthy Campus/Community Center Planning Study, Kansas City, KS
- Johnson County Arts and Heritage Center, Overland Park, KS
- St. Michael the Archangel High School Campus, Lee's Summit, MO

#### Other Relevant Projects

- Parks and Recreation Master Plan, Mission, KS
- Comprehensive Plan Update, Mission, KS
- KCMO Police North Patrol Facility, Kansas City, MO
- Public Safety/Municipal Court Complex, Blue Springs, MO
- Public Safety/Municipal Court Complex, Lee's Summit, MO
- Pittsburg Police Department, Pittsburg, KS

## Olsson

### Civil Engineering

**Olsson** is a nationally recognized, employee-owned engineering and design firm with a rich history of success. Founded in 1956 on the very mindset that drives it today, Olsson is focused on improving communities by making them more sustainable, better connected and more efficient. Simply put, Olsson works to leave the world better than they found it.

Olsson believes a community's foundation is strengthened through partnership and collaboration between the communities and the people who live there. This has been a core value of the firm's since day one. And it's why they have worked closely with some communities for more than 50 years.

The work Olsson does in both large and small communities has improved the residents' lives in many ways through services such as infrastructure, environmental, field services and facilities engineering. Olsson designs safe roads that keep traffic moving; efficient water and wastewater treatment plants that meet the community's needs; innovative and energy-efficient buildings where people work and meet; well-designed airports; and much more.

At Olsson, high-quality solutions are infused with the latest technological advances, so your projects are built to last. Olsson works hard to build the trust of community leaders by meeting deadlines, and budget requirements. Comprehensive civil engineering services offered include water and wastewater engineering, site design, traffic studies and analysis, stormwater management, infrastructure design, transportation engineering, roadway/bridge design, aviation engineering, pharmaceutical, life sciences, and water resources.

The firm has been involved with more than 200 public safety projects throughout the Midwest.

#### Olsson + SFS

- Mission Family Aquatic Center, Mission, KS
- Blue Springs City Hall Complex Renovation/Expansion, Blue Springs, MO
- Big Bull Creek Park Maintenance Facility and Police Substation, Johnson County, KS
- Recreation Park Activity Center, Raymore, MO
- Oak Grove Aquatic Center, Oak Grove, MO
- Utility Park Master Plan, Clay Center, KS
- National Park Service IDIQ Contract, Midwest Region
- Tallgrass Prairie National Preserve Parcel Survey, Strong City, KS

#### Other Relevant Projects

- Mission Gateway Mall, Mission, KS
- Mission Valley Retirement Development, Mission, KS
- Waddell and Reed Site Improvements, Mission, KS
- Johnson Drive Streetscape, Mission, KS
- Raymore Municipal Complex, Raymore, MO
- Public Safety Station, Gardner, KS
- St. Peter's Justice Center, St. Peter's, MO
- National Guard Camp Clark, Nevada, MO
- St. Joseph National Guard, St. Joseph, MO



## Stand Structural Engineering

### Structural Engineering

**Stand Structural Engineering Inc.** (Stand-SEI) is a medium sized structural engineering design and consulting firm. The company is led by our principals Paul Spears and Brent Bonham, graduates of M.I.T. and Virginia Tech, with the intent of providing top-shelf high-value structural engineering services, but in an affordable regional firm package.

Stand-SEI is large enough to provide the horsepower needed to deliver any size of project, yet small enough that it can offer direct principal involvement in your project.

Prior to joining forces at Stand-SEI, the firm's partners led the structural engineering for multiple award-winning and complex projects for several national firms. Project expertise ranges across all building types from long-span structures, federal/public, industrial, education, science/lab, civic, aviation, sports, arenas, convention center projects, down to high-end residential. Project experience also includes complex alterations to existing vintage and historic structures as well.

Stand-SEI has successfully delivered economical projects in all construction delivery formats including P3, design-build, to CM at risk — ranging in costs from a few thousand dollars up to billion-dollar project programs. This includes experience with large fast-track projects in both construction-manager and design-build formats. Staff understands how to keep aggressive project schedules moving while at the same time optimizing structural systems.

Part of Stand-SEI's core service includes leveraging data technologies and BIM in market segments where it has previously been under-utilized. Where appropriate they can employ sophisticated analyses to achieve additional economies, to quickly evaluate value-engineering alternatives, and to resolve design challenges such as complex floor vibrations, anti-terrorism and phased construction.

Stand-SEI aggressively utilizes technology, and leverages BIM with to further enhance construction documents and share data with the construction/fabricator team. They integrate structural analysis capabilities into the Revit modeling process, and have extensive experience generating material quantity take-offs which have been used for cost estimates and to further economize structures. Stand-SEI welcomes the opportunity to assist in developing quantity-take-offs as a method to reduce pricing uncertainty, thereby reducing both the pricing risk on a project, and its subsequent cost.

#### Stand + SFS (select projects)

- Lake Olathe Park Phase 1 Improvements, Olathe, KS

#### Other Relevant Projects

- New Police Headquarters, Sedalia, MO

## Construction Management Resources

### Cost Estimating

Located in Mission, Kansas, **CMR is a cost consultant** which has provided estimates for architects, developers and contractors on projects totaling more than \$18 billion and ranging from conceptual estimates for developing budgets to preliminary estimates to hard dollar bidding. Projects that CMR has estimated vary in size from \$500,000 to \$400 million for public, commercial, institutional and industrial construction.

Since 1987, CMR has provided over 6,800 estimates, including dozens for local Municipal and County facility projects. CMR has a tremendous understanding of the Kansas City construction market based on extensive experience estimating a wide variety of projects constructed in the area. SFS has collaborated with CMR on hundreds of projects over the last several decades.

#### CMR + SFS (select projects)

- Government Services Center (Police/City Hall), Bonner Springs, KS
- New Fairway City Hall and Police/Public Safety Center Planning Study, Fairway, KS
- City Hall and Police/Public Safety Center Tenant Improvements, Fairway, KS
- City Hall Facilities Space Needs Study and Renovation, Blue Springs, MO
- Municipal Facilities Assessment and Planning Phases 1 and 2, Oak Grove, MO
- City Hall Complex, Lee's Summit, MO
- City Hall/Annex Assessment, Space Needs Study/Renovation, Belton, MO
- Johnson County Courthouse Planning Study, Olathe, KS
- Municipal Courthouse Master Plan and Renovation, Kansas City, MO
- Leavenworth City/County Justice Center, Leavenworth, KS

#### Other Relevant Projects

- KCMO East Patrol Station / Crime Lab - Design Services, Kansas City, MO
- KCMO North Patrol Station, Kansas City, MO
- KCMO South Patrol Station, Kansas City, MO
- Johnson County Crime Lab, Olathe, KS
- Johnson County Communications Center, Olathe, KS





5240

FAIRWAY CITY HALL

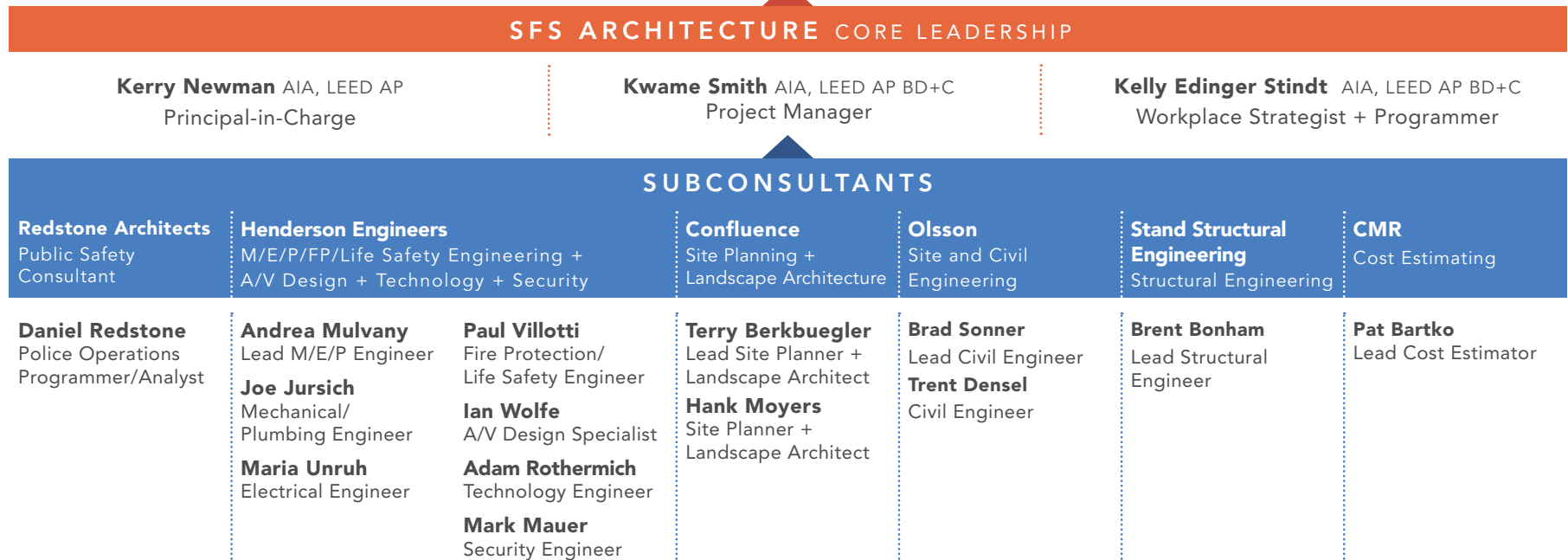
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# 2 KEY PERSONNEL

## Team Organization

SFS has assembled a highly qualified team to collaborate with the City of Mission and project stakeholders to analyze space needs for the City Hall and Police Department and develop options for meeting those needs. The following Project Team Organization Chart illustrates the roles and responsibilities of our proposed team and each key team member. Please note that several team members have collaborated on similar projects. Through this work, our team has established project management and communication procedures that allow for seamless integration of all disciplines throughout all phases of the project. Resumes highlighting the qualifications and experience of key SFS Project Team members are provided on the following pages.







# Kerry Newman AIA, LEED AP®

## Principal-in-Charge

### Firm

SFS Architecture

### Years of Experience

35

### Education

Bachelor of Architecture

Iowa State University

Bachelor of Arts in Architecture

Iowa State University

### Registrations

Licensed Architect

LEED AP®

### Professional Activities

American Institute  
of Architects -

Kansas City Chapter

Kansas Recreation  
and Park Association

Missouri Parks and  
Recreation Association

Kerry's area of expertise is public architecture with a particular emphasis on community development projects. His portfolio of work includes 60+ municipal projects, including facilities for civic administration, public safety, utilities, public works, and parks and recreation, among others. Through this and other experience, Kerry brings a keen understanding of the issues impacting communities today, the critical role community facilities play in providing a high quality of life within those communities and how appropriately designed facilities enable municipalities to effectively serve their citizens.

### Notable Projects

Mission City Hall and Police Department Renovation/Expansion,  
Mission, KS (1997)

Mission Aquatics Center, Mission, KS

Government Services Center (City Hall/Police) Space Needs Study and  
Design, Bonner Springs, KS

City Hall Complex Space Needs Study and Renovation/Expansion,  
Blue Springs, MO

New Police Station Feasibility/Programming Study, Basehor, KS

New City Hall and Police/Public Safety Center Master Plan,  
Fairway, KS

City Hall and Police Department Tenant Improvements, Fairway, KS

New City Hall (Churchill Building Adaptive Reuse), Fairway, KS

Civic Center Renovation (City Hall/Police) Concept Design and  
New Aquatic Center, Oak Grove, MO

New City Hall and Parking Garage, Lee's Summit, MO

New City Hall/Police/Courts Facilities Master Plan, Arvada, CO

City Hall/Courts/Police Department Space Needs Planning Study,  
Belton, MO

City Hall and Annex Renovation/Expansion, Belton, MO

City Hall Renovation and New Public Safety Center, Merriam, KS

Municipal Public Works Facilities Space Needs Study and  
Master Plan, Grain Valley, MO

Municipal Facilities Space Needs Study and Master Plan,  
Oak Grove, MO

Municipal Facilities Assessments and Renovation/Expansion, Including  
City Hall/Police Department, Youth Activity Center, Library, Fire Station  
and Historic Perkins Building, Coffeyville, KS

Municipal Facilities Planning, Smithville, MO

Municipal Facilities Space Needs Study and Master Plan, Sedalia, MO

Civic Center Feasibility Study, Raymore, MO

Meadowbrook Park Clubhouse Reuse Study, Prairie Village, KS

New Meadowbrook Park Activity Center, Prairie Village, KS

Downtown Healthy Campus/Community Center Planning Study,  
Kansas City, KS

New Community Center + Phase 2 Outdoor Aquatic Center,  
Excelsior Springs, MO

Recreation Park Activity Center, Raymore, MO



# Kwame Smith AIA, LEED AP BD+C®

## Project Manager

### Firm

SFS Architecture

### Years of Experience

17

### Education

Master of Architecture  
Andrews University

Bachelor of Architecture  
Andrews University

### Registrations

Licensed Architect

LEED AP® Building Design +  
Construction

NCARB Certified

### Professional Activities

American Institute of Architects -  
Kansas City Chapter

Kansas City Citizens Police  
Academy Alumni Association/  
Class of 2018

Northeast Johnson County  
Chamber of Commerce

AIA Kansas City Pillars Leadership  
Program, Class of 2012

A Principal at SFS, Kwame has worked on more than 30 municipal projects, including police and public safety facilities, city halls, justice/law enforcement centers and administrative buildings, among others. Owners have found his ability to listen and solve problems critical in the development of the project from beginning to end. Kwame is capable of coordinating all aspects of design disciplines to bring together a cohesive plan that is effective and appropriate. His technical knowledge spans all phases of planning, design and implementation.

### Notable Projects

New Police Station Feasibility/Programming Study, Basehor, KS

Police Station Renovation, Basehor, KS

Civic Center Renovation (City Hall/Police) Concept Design and  
New Aquatic Center, Oak Grove, MO

Big Bull Creek Park Police Substation and Maintenance Facility,  
Edgerton, KS

Municipal Building Assessment and Renovation/Expansion, Including  
City Hall/Courts/Police, Coffeyville, KS

Overland Park Fire Station No. 8 Planning Study, Overland Park, KS

Overland Park Fire Station No. 1 Planning Study,  
Overland Park, KS

Consolidated Fire District No. 2 Station Location Study,  
Johnson County, KS

Fire Stations No. 1 and No. 3 Renovations, Grandview, MO

Fire Station No. 1 Renovation, Belton, MO

Fire Station No. 2 and Department Headquarters, Belton, MO

Fire Station No. 1 Renovation, North Kansas City, MO

Gage County Law Enforcement Center Planning Study, Beatrice, NE

Cowley County Law Enforcement Center, Winfield, KS

Bremer County/City of Waverly Law Enforcement Center,  
Waverly, IA

Lafayette County Justice Center, Lexington, MO

Buchanan County Juvenile Detention Center, St. Joseph, MO

New Bond U.S. Courthouse, Jefferson City, MO

Raymore Recreation Park Activity Center, Raymore, MO

First Federal Bank of Kansas City Renovation, Leawood, KS

United Missouri Bank - Blackbob Branch Bank, Olathe, KS



# Kelly Edinger Stindt AIA, LEED AP® BD+C

Workplace Strategist / Programmer

## Firm

SFS Architecture

## Years of Experience

24

## Education

Bachelor of Architecture  
Kansas State University

## Registrations

Licensed Architect

LEED AP® Building Design +  
Construction

NCARB Certified

## Professional Activities

American Institute of Architects -  
Kansas City Chapter

National Council of  
Architectural Registration Boards

Kansas State University  
Department of Architecture  
Professional Advisory Board

Calvary Lutheran Church  
and School

Northeast Johnson County  
Chamber of Commerce

Kelly is a Principal at SFS with extensive experience in public architecture. Her work focuses on programming, planning and design of municipal facilities that incorporate workplace strategies for productivity, collaboration, mobility and operational and energy savings. For projects involving the potential reuse of existing buildings/spaces, Kelly works with client groups and multi-disciplined architectural-engineering-construction teams to identify opportunities and challenges associated with transforming those spaces to meet new programmatic requirements.

## Notable Projects

Government Services Center Space Needs Study (City Hall/Police),  
Bonner Springs, KS

New City Hall (Churchill Building Adaptive Reuse), Fairway, KS

City Hall Space Needs Study and Renovation/Expansion,  
Blue Springs, MO

City Hall/Courts/Police Facilities Space Needs Study and Master Plan,  
Oak Grove, MO

City Hall, Public Safety and Youth Outreach Facilities Feasibility Study,  
Blue Springs, MO

City Hall and Annex Renovation/Expansion, Belton, MO

City Hall/Courts/Police Department Space Needs Planning Study,  
Belton, MO

City Hall Renovation and New Public Safety Center, Merriam, KS

Municipal Building Assessment and Renovation/Expansion, Including  
City Hall/Courts/Police, Coffeyville, KS

New Police Station and Court Facility Feasibility/Programming Study,  
Basehor, KS

City Hall and Police/Public Safety Center Tenant Improvements,  
Fairway, KS

Municipal Facilities Planning Study, Oak Grove, MO

Big Bull Creek Park Maintenance Facility and Police Substation, Edger-  
ton, KS

Johnson County Courthouse Planning Study, Olathe, KS

Kansas City Municipal Courthouse Master Plan and Renovation,  
Kansas City, MO

Office of Natural Resources Revenue Workplace Programming Study  
and Modernization, Denver Federal Center, Lakewood, CO

National Park Service Workplace Program of Requirements Study,  
Denver, CO

Workplace Requirements Development Packages for Bannister Federal  
Complex Relocation, Kansas City, MO

GSA Region 6 Headquarters Relocation to 2 Pershing Square,  
Program of Requirements and Owner Representative Services,  
Kansas City, MO



## Daniel Redstone

**FAIA, NCARB, LEED AP®**  
Police Operations Analyst

For the past 30 years, Dan has partnered with local architectural firms to provide space needs and operations analyses for more than 100 public safety facilities, including police departments/stations, among others. Dan is a nationally recognized public safety specialist and often acts as a catalyst in defining project issues which results in the development of quality, cost-effective space programs that incorporate the long-term operational needs of the client agency.

### Firm

Redstone Architects

### Years of Experience

50

### Education

Master of Business Administration and Bachelor of Architecture  
University of Michigan

### Registrations

Licensed Architect: KS + Others  
LEED AP®

### Professional Activities

American Institute of Architects  
National Architectural Accreditation Board  
International Association of Chiefs of Police  
International Association of Fire Chiefs

### Notable Projects

Police Department Study and Design, Crestwood, MO  
Police Department and Municipal Court Study and Design, Clayton, MO  
Police Department and Courthouse/Courts Study, Bridgeton, MO  
Police Department Study and Design, University City, MO  
Police Department Study, Sedalia, MO  
New Police and Municipal Court Facility Study and Design, Cape Girardeau, MO  
Police Headquarters Building Study and Design, Oklahoma City, OK  
Police Headquarters Study, Carbondale, IL  
Police Department Study and Design, Ponca City, OK  
Police Department Study and Design, Warrington, PA  
Police Department Study and Design, Lincoln Park, MI  
Police Headquarters Study, Gaithersburg, MD  
New Police Headquarters Study, Lansing, MI  
Police Headquarters Study, Buffalo, NY  
Police Department Study and Design, Vineland, NJ  
New Police Department Master Plan, Study and Design, Battle Creek, MI  
Police Department Study and Design, Mt. Pleasant, NCP



## Andrea Mulvany PE

Lead M/E/P Engineer

Andrea is synonymous with dedication. From her early days as an electrical designer, she has been able to take her natural skills in leadership, efficiency, productivity, and hard work to the next level. Not only does she manage the operations of Henderson's downtown Kansas City team, she knows how to deliver on client expectations, ensuring that each project will satisfy the end users as intended. She is responsible for the design of facility electrical systems that are innovative and cost-effective, and she specializes in civic, arts and culture, recreation, and commercial interiors facilities. Standing as a strong advocate for high-quality work, Andrea has had a huge impact on Henderson's clients' success.

### Firm

Henderson Engineers

### Years of Experience

14

### Education

Master of Science in Architectural Engineering  
Kansas State University

### Registrations

Licensed Professional Engineer (Electrical): KS, MO

### Notable Projects

Government Services Center Planning Study and Design, Including City Hall/Courts/Police, Bonner Springs, KS\*  
Leawood Justice Center, Leawood, KS  
Webster County Justice Center Renovations, Marshfield, MO  
Audrain County Jail Renovation and Addition, Mexico, MO  
Belton Police and Courts Facility, Belton, MO  
Lake Olathe Park Improvements, Olathe, KS\*  
Philips Park Sports Fieldhouse Phase 1, Columbia, MO\*  
St. Joseph Catholic Church Renovation, Shawnee, KS\*  
St. James Catholic Church, Liberty, MO\*  
\*Teamed with SFS Architecture.



## Joe Jursich

PE, LEED AP BD+C®

Mechanical/Plumbing Engineer

Joe has provided mechanical design services for multiple civic projects and has a deep understanding of the unique challenges involved in designing community facilities. Joe takes pride in making sure his designs integrate with the architecture while performing well and providing a user friendly experience for building operators. As the mechanical engineer on this project, he will help design a project that is mindful of key mechanical system components. Joe will also work closely with both the design team as well as the building operators to help craft systems that function and are easy to maintain. His hands-on approach with facility maintenance staff has resulted in great dialogue and relationships that continue.

### Firm

Henderson Engineers

### Years of Experience

12

### Education

Bachelor of Science in  
Mechanical Engineering  
Kansas State University

### Registrations

Licensed Professional Engineer  
(Mechanical): KS

LEED AP Building Design +  
Construction®

### Notable Projects

Government Services Center, Including City Hall/Courts/Police,  
Bonner Springs, KS\*

Blue Springs Public Safety Expansion and Remodel,  
Blue Springs, MO

Lenexa Civic Center, Including City Hall/Recreation Center,  
Lenexa, KS

Lee's Summit Police Training Center and Indoor Firing Range,  
Lee's Summit, MO

Federal Reserve Bank of Kansas City Courtyard Improvements,  
Kansas City, MO\*

Recreation Park Activity Center, Raymore, MO\*

Olathe Community Center, Olathe, KS\*

St. James Catholic Church, Liberty, MO\*

St. Joseph Catholic Church Renovation, Shawnee, KS\*

Lake Olathe Park Improvements, Olathe, KS\*

YMCA, Atchison, KS

HyVee Arena, Kansas City, MO

\*Teamed with SFS Architecture.



## Maria Unruh PE

Electrical Engineer

Maria approaches each project with a focus on building relationships. This level of partnership allows her to easily connect with the design team and building owner. Her consistent awareness includes attention to details, strong communication, and a step-by-step approach to developing design solutions. As the lead electrical engineer for the project, Maria will work with the design team and owner to create environments that are comfortable and usable. She designs with flexibility in mind and understands that multi-use spaces are key to city facility functions. Using lighting as the medium, Maria strives to design systems that bring the building to life while being mindful of energy efficiency and simple control strategies.

### Firm

Henderson Engineers

### Years of Experience

6

### Education

Bachelor of Science in  
Architectural Engineering  
University of Kansas

### Registrations

Licensed Professional  
Engineer (Electrical): KS

### Notable Projects

Government Services Center, Including City Hall/Courts/Police,  
Bonner Springs, KS\*

Lake Olathe Park Improvements, Olathe, KS\*

Philips Park Sports Fieldhouse Phase 1, Columbia, MO\*

Downtown YMCA/Community Center Planning, Kansas City, KS\*

Lewisville Multigenerational Recreation Center, Lewisville, TX

YMCA, North Kansas City, MO

Crossroads Academy, Kansas City, MO\*\*

Jacob's Well Church, Kansas City, MO\*\*

\*Teamed with SFS Architecture.

\*\*Project undertaken while associated with another firm.





## Paul Villotti

**PE, Fellow Society of  
Fire Protection Engineers**

Fire Protection/Life Safety Engineer

An industry-renowned fire protection and life safety expert, Paul has spent the last 35 years helping venue managers, operators, and facility owners obtain building permits, coordinate with fire marshals, and resolve building and fire code issues by providing technical justification for code equivalencies and variances. Paul has intimate knowledge of code requirements and is passionate about sharing the fundamental safety principles behind the rules. A lifetime avid learner, he is known for wanting to understand all facets of a project so he can provide the best counsel, while also adhering to the owner's overall vision. A key member of our Henderson University program, Paul also spends time mentoring and training our staff and clients.

### Firm

Henderson Engineers

### Years of Experience

40

### Education

Bachelor of Science in Fire  
Protection Engineering  
Illinois Institute  
of Technology

### Registrations

Licensed Professional Engineer  
(Fire Engineering): KS  
Fellow - Society of Fire  
Protection Engineers

### Notable Projects

Government Services Center Planning Study and Design, Including  
City Hall/Courts/Police,  
Bonner Springs, KS\*

Charles Evans Whittaker U.S. Courthouse Retrocommissioning,  
Kansas City, MO\*

Iowa State Capitol, Des Moines, IA \*\*

Kansas State Capitol, Topeka, KS\*\*

City Hall, Kansas City, MO\*\*

Beale Air Force Base Maintenance Complex, Sacramento, CA\*\*

Vandenberg Air Force Base, CA\*\*

\*Teamed with SFS Architecture.

\*\*Project undertaken while associated with another firm.



## Ian Wolfe

A/V Design Specialist

Since 1983, Ian has provided audio-video consulting for thousands of projects ranging from rooms as small as huddle spaces to facilities as large as football stadiums. His fun-loving, mild-mannered approach results in the perfect blend of performance, operability, and budget. As an associate and the director of Henderson's audio-video systems design team, Ian is always humbly boasting about how dedicated, talented, and driven his team members are in delivering the best outcome. Whether it's his three decades of experience or his deep interest in the never-ending evolution of technology, we can trust that Ian's specialized expertise in the installation, function, and budgeting of our designs will continue to change the way we look at audio-video systems.

### Firm

Henderson Engineers

### Years of Experience

32

### Notable Projects

Shawnee City Hall Remodel, Shawnee, KS

Leawood City Hall, Leawood, KS

City Hall Master Plan and Renovation/Expansion, Lenexa, KS\*

Police Academy, Kansas City, MO

Leawood Justice Center, Leawood, KS

Lenexa Civic Center, Lenexa, KS

Lee's Summit Police Training Center and Indoor Firing Range,  
Lee's Summit, MO

Philips Park Sports Fieldhouse Phase 1, Columbia, MO\*

Civic Park Activity Center and Alligator's Creek Aquatic Center  
Expansion, O'Fallon, MO\*

Salina Fieldhouse, Salina, KS\*

St. James Catholic Church, Liberty, MO\*

\*Teamed with SFS Architecture.



## Adam Rothermich PE

Technology Engineer

Adam is a technology specialist with a focus on telecommunications. He has a passion for the space experience and the process of developing it. A strong advocate for quality and keen eye for detail, Adam always has the best interest of the end user and client in mind.

Adam provides design for various facility types with components including: voice; data and video cabling; audio-video and security systems; technology spaces and pathways; coordination with M/E/P systems design; bid administration; construction administration; and project management.

### Firm

Henderson Engineers

### Years of Experience

8

### Education

Bachelor of Science in  
Electrical Engineering  
Missouri University  
of Science and Technology

### Registrations

Licensed Professional Engineer  
(Electrical): KS

### Notable Projects

Kansas City Municipal Courthouse Master Plan and Renovation, Kansas City, MO\*

Blue Springs Public Safety Expansion and Remodel, Blue Springs, MO

Leawood Justice Center, Leawood, KS

Lenexa Civic Center, Lenexa, KS

City Hall Complex and Police Facility, Maricopa, AZ

Denney Federal Building Study and Recommendations, Lincoln, NE\*

Hruska Federal Courthouse Study and Recommendations, Omaha, NE\*

Zorinsky Federal Building Study and Recommendations, Omaha, NE\*

Lee's Summit Police Training Center and Indoor Firing Range, Lee's Summit, MO

Webster County Justice Center Renovation, Marshfield, MO

\*Teamed with SFS Architecture.



## Mark Maurer PE

Security Engineer

Mark is a professional engineer with more than 37 years of experience in electrical engineering, construction, and security system design. Mark leads Henderson's security design team addressing physical electronic security system needs for civic facilities, sports venues, educational facilities, and other structures nationwide. He has extensive experience with security systems design for civic facilities, including city halls, fire stations, police stations, and other public safety facilities. As the security engineer, Mark will oversee the security system design of the facility ensuring consistent quality throughout the entirety of the project. Mark strives to design systems that are nonproprietary, reliable, intuitive to operate, and relatively easy to maintain.

### Firm

Henderson Engineers

### Years of Experience

28

### Education

Bachelor of Science in  
Electrical Engineering  
University of Kansas

### Registrations

Licensed Professional Engineer  
(Electrical): KS

### Notable Projects

Government Services Center Planning Study and Design, Including City Hall/Courts/Police, Bonner Springs, KS\*

Kansas City Municipal Courthouse Master Plan and Renovation, Kansas City, MO\*

City Hall, Surprise, AZ

Leawood Justice Center, Leawood, KS

Lenexa Civic Center, Lenexa, KS

City Hall Complex and Police Facility, Maricopa, AZ

Denney Federal Building Study and Recommendations, Lincoln, NE\*

Hruska Federal Courthouse Study and Recommendations, Omaha, NE\*

Zorinsky Federal Building Study and Recommendations, Omaha, NE\*

\*Teamed with SFS Architecture.



# Terry Berkbuegler

**ASLA, PLA, LEED AP®**

Lead Site Planner +  
Landscape Architect

Terry's diverse experience includes urban designs and streetscapes, senior communities, transportation enhancement, park and recreation, commercial and residential projects. His direct and personal communication with clients leads to strong relationships and successful projects while inspiring loyalty in so many of his clients. Terry understands the complexities associated with designing safe and successful civic facilities and the dynamic nature of user groups.

**Firm**

Confluence

**Years of Experience**

25+

**Education**

Bachelor of Landscape  
Architecture,  
Kansas State University

**Registrations**

Licensed Professional  
Landscape Architect: KS +  
Others

CLARB Certified

LEED AP® Building Design +  
Construction

**Notable Projects**

- Parks and Recreation Master Plan, Mission, KS
- Comprehensive Plan Update, Mission, KS
- KCMO Police North Patrol Facility, Kansas City, MO
- Public Safety/Municipal Court Complex, Blue Springs, MO
- Public Safety/Municipal Court Complex , Lee's Summit, MO
- Pittsburg Police Department, Pittsburg, KS
- Fire Station No. 5, Lenexa, KS
- Fire Station No. 7, Lee's Summit, MO
- Olathe Community Center at Stagecoach Park, Olathe, KS\*
- Stagecoach Park Master Plan and Improvements, Olathe, KS\*
- Johnson County Justice Annex, Olathe, KS
- Johnson County Arts and Heritage Center, Overland Park, KS\*
- St. Michael the Archangel High School Campus, Lee's Summit, MO\*
- Linden Square Park at Gladstone Village Center, Gladstone, MO\*

\*Teamed with SFS Architecture.



# Hank Moyers ASLA, PLA

Site Planner + Landscape Architect

Hank has developed a strong passion for the land and its inherent value provided through historic, cultural and ecological traditions. His belief in these values have allowed him to create landscapes that balance the sustainable needs of the sites with the desires of the client for an imaginative and responsive design which enhance the lives of the people who take part in the sites final use. His experience includes diverse projects from large to small scales, in both public and private sector developments around the world.

**Firm**

Confluence

**Years of Experience**

16

**Education**

Bachelor of Landscape  
Architecture  
Kansas State University

**Registrations**

Licensed Professional  
Landscape Architect:  
KS

CLARB Certified

**Notable Projects**

- Parks and Recreation Master Plan, Mission, KS
- KCMO Police North Patrol Facility, Kansas City, MO
- Olathe Station, Olathe, KS
- New Community Center, Excelsior Springs, MO\*
- West Park Master Plan, Warrensburg, MO\*
- Lake Olathe Park Master Plan and Phase 1 Improvements, Olathe, KS\*
- Cedar Lake Park Master Plan, Olathe, KS\*
- Kill Creek Observation Tower, Olathe, KS\*
- Park Facilities Master Plan, Merriam, KS\*
- Hawk Ridge Park Improvements, Raymore, MO\*
- Olathe Community Center at Stagecoach Park, Olathe, KS\*
- Stagecoach Park Master Plan and Improvements, Olathe, KS\*
- Raymore Activity Center, Raymore, MO\*
- Northland Regional Community Center Study, Kansas City, MO\*
- Blue Springs Community Center Study, Blue Springs, MO\*

\*Teamed with SFS Architecture.





## Brad Sonner PLA

Lead Civil Engineer

Brad leads a team of individuals focused on collaboration, problem solving, client service, and getting the job done. With his understanding of both individual and community needs, Brad is able to communicate designs on a personal level.

### Firm

Olsson

### Years of Experience

25

### Education

Bachelor of  
Landscape Architecture  
Kansas State University

### Registrations

Professional Landscape  
Architect: KS + Others

### Notable Projects

Mission Family Aquatic Center, Mission, KS\*

Blue Springs City Hall Complex Renovation/Expansion,  
Blue Springs, MO\*

Oak Grove Aquatic Center, Oak Grove, MO\*

Raymore Activity Center, Raymore, MO\*

Raymore Municipal Complex, Raymore, MO

Public Safety Station, Gardner, KS

St. Peter's Justice Center, St. Peter's, MO

Waddell and Reed Site Improvements, Mission, KS

Johnson Drive Streetscape, Mission, KS

NPS Cuyahoga Valley National Park Parking Lots and Visitor Center  
Landscape Architecture, Brecksville, OH\*

Big Bull Creek Park Maintenance Facility and Police Substation,  
Edgerton, KS\*

National Guard Camp Clark, Nevada, MO

St. Joseph National Guard, St. Joseph, MO

Olathe West New High School, Olathe, KS

\*Teamed with SFS Architecture.



## Trent Dinsel PE

Civil Engineer

Trent has 12 years of experience working with public and private clients. He has designed storm sewer systems, prepared storm drainage studies, designed detention ponds, developed vertical and horizontal alignments of drives, designed storm/sanitary sewers, and coordinated utility design for on-site building connections. Trent has provided project management and retained positive client relations on several site development projects.

### Firm

Olsson

### Years of Experience

12

### Education

Bachelor of Science in  
Civil Engineering  
Kansas State University

### Registrations

Licensed Professional  
Engineer: KS, MO

### Notable Projects

Mission Aquatic Center, Mission, KS\*

Mission Valley Retirement Development, Mission, KS

Mission Gateway Mall, Mission, KS

Prairiefire, Overland Park, KS

Osage Park, Overland Park, KS

Utility Park, Clay Center, KS

Corbin Park, Overland Park, KS

University of Kansas Hospital, Kansas City, KS

Sporting Kansas City Soccer Complex; Kansas City, MO

Texas County Memorial Hospital, Houston, MO

Irwin Army Community Hospital, Fort Riley, KS

Notre Dame De Sion Grade School Improvements,  
Kansas City MO

Blue Valley High School Grand Stand, Overland Park, KS

The Hospital Authority of University of Kansas, New Hospital  
Master Planning and Design, Kansas City, KS

Olathe West New High School, Olathe, KS

\*Teamed with SFS Architecture.



## Brent Bonham PE, SE

Lead Structural Engineer

Brent partnered with Mr. Spears in 2016 to create Stand-SEI, and brings over 27 years of structural experience to our clients. He has led the structural design for a wide variety of facilities including multiple national award-winning projects. Throughout the course of his career, he has routinely served on the design and program management leadership teams for large, complex projects across many industries. He is adept at all project delivery types including CM, CMAR, P3, design-build, fast-track and hyper-track projects.

### Firm

Stand Structural Engineering

### Years of Experience

29

### Education

BS, Architecture Dept.,  
Massachusetts Institute of  
Technology, 1990

Bachelor of Science,  
Civil Engineering  
University of Missouri-Columbia

Bachelor of Science,  
Civil Engineering, University of  
Missouri-Columbia

### Registrations

Professional Engineer: KS +  
Others

LEED AP®

### Notable Projects

Fire Station #22, Consolidated Fire District #2, Mission, KS\*

New Police Headquarters, Sedalia, MO

Johnson County Juvenile Detention Center Expansion, Olathe, KS\*

Laclede Co. Courthouse and Detention Center Addition,  
Lebanon, MO\*

National Security Campus for the NNSA /Honeywell,  
Kansas City MO\*

South Central Correctional Center, Licking, MO\*

VA Medical Center Expansion, V.E. Study, American Lake (Seattle), WA

Army Prototype Design for a Company Operations and  
Administration Facility, VE Study

Administration Headquarters, Redstone Arsenal, VB IV,  
Huntsville, Alabama\*

GSA Build-to-Suit Facility (FBI Headquarters), Omaha, NE\*

Historic Restoration, Alterations and Upgrades to Administrative  
Buildings #29 and #302, Fort Riley, KS \*

Small Arms Firing Ranges, Offutt Air Force Base, Omaha, NE\*

Restoration and Adaptive Re-use, The Events Center at Historic  
Ottawa Post Office (Conversion of Historic Post Office), Ottawa, KS

"The Landing" Events Center at Lake Olathe, Lake Olathe, KS

\* Work performed prior to partnering at Stand-SEI



## Pat Bartko LCPE

Lead Cost Estimator

As President of CMR, Pat has extensive experience as a cost estimator on public projects as a subcontractor to A-E-C firms, including participation in planning and design charrettes, Value Engineering studies and projects with various construction delivery methods. He has participated in a variety of civic and county facility projects and is thoroughly familiar with parametric estimating and with the preparation of detailed construction cost estimates. In addition, Pat and his staff have collaborated with SFS Architecture over the past 25 years on a variety of community development projects.

### Firm

Construction Management  
Resources. LLC

### Years of Experience

40

### Education

Bachelor of Science in  
Construction Science  
Kansas State University

### Registrations

Lifetime Certified Professional  
Estimator

Micro-Computer Aided Cost  
Estimating System Certified  
(MCACES)

### Notable Projects

Basehor Police Station, Basehor, KS\*

Government Services Center, Bonner Springs, KS\*

KCMO East Patrol Station / Crime Lab - Design Services,  
Kansas City, MO

KCMO North Patrol Station, Kansas City, MO

KCMO South Patrol Station, Kansas City, MO

New Fairway City Hall and Police/Public Safety Center  
Planning Study, Fairway, KS\*

City Hall and Police/Public Safety Center Tenant  
Improvements, Fairway, KS\*

City Hall Facilities Space Needs Study and Renovation/  
Expansion, Blue Springs, MO\*

Lee's Summit City Hall Complex, Lee's Summit, MO\*

City Hall/Annex Assessment, Space Needs Study/Renovation,  
Belton, MO\*

Johnson County Courthouse Planning Study, Olathe, KS\*

Municipal Courthouse Master Plan and Renovation,  
Kansas City, MO\*

\*Teamed with SFS Architecture.





# 3 PROJECT UNDERSTANDING + APPROACH

## Project Understanding

SFS has a keen understanding of the complexities driving the planning and design of today's civic facilities, including police stations and city halls - elements the City of Mission has identified as critical for the success of this project. SFS understands the City's desire to determine whether building renovation, new construction, leased space or some combination thereof will provide the most practical, functional, and cost-effective planning solution to meet the existing and future (20-30 years) space needs of both entities. Our experience, particularly our intimate knowledge with the site and its municipal facilities, provides our team with the insights and expertise to anticipate and pro-actively explore these and other opportunities. Understanding that the existing City Hall and Police facility is just one component of the greater municipal site, which also includes the community pool, neighborhood park and recreational areas, presents an opportunity to explore and develop possible solutions with a strong civic and community-minded presence.

## City Halls

City halls have long been a testament to the strength, steadfastness and character of a community. These facilities are an important lifeline between the citizens of the community and those they have entrusted to lead and manage it. SFS has significant experience working with communities to develop city halls that respond to the City's vision for the community, project an appropriate civic image and celebrate the uniqueness of the community. Key issues driving the design of today's city halls include the following:

- Civic image
- Welcoming, secure and customer-focused lobby and transaction counter
- Modern, vibrant, technology integrated workplace environments that facilitate customer service and collaboration
- Workspaces for copy/mail and other support functions
- Interior finishes and furnishings that help to create a more vibrant workplace and community space
- Technology integrated Council Chambers, Courts, meeting spaces and other public spaces
- Safety, security and accessibility
- Storage
- Conference/meeting spaces; community rooms
- Mix of dedicated, private offices, open office workspaces and collaboration spaces
- IT/Server rooms
- Efficient and controllable HVAC, plumbing and electrical systems

## Police Department Operations

The design of police facilities is influenced by many complex programmatic requirements, some of which are highlighted below. Members of the SFS team understand these complexities and have successfully worked with numerous police departments and law enforcement agencies to create functionally-driven environments that respond to these unique requirements and best support the agency's mission to serve and protect.

**Controlled Environment** - Separation of user groups is essential in police/law enforcement design and construction. A controlled environment for arrestees, staff and the general public is of utmost importance. With many shared spaces in the building, carefully directed and secured circulation, as well as controls at intersection points, can help manage interfacing among the various user groups.

**Disclosure and Privacy** - Due to the sensitive nature of police investigations, interrogations and interviews that take place daily within the building, privacy is a critical issue. While workplace trends lean toward more open workplace environments and shared work spaces, police and law enforcement environments still require spaces to maintain privacy of information, consultation and acoustics.

**Lines of Custody** - These run throughout the building and must be maintained. It may stem from evidence to an arrestee, to case files and communications. As lines of custody take many different forms, it is critical that systems maintain their separation and integrity even when the line of authority can be blurred due to multi-tasking or overlapping responsibilities.

**Minimize Movement** - Proximity to functional requirements is important to reduce time being spent in movement throughout the facility.

**Sustainability vs. Security and Maintainability/Durability** - Critical performance of materials for security and durability need to be coordinated with sustainability issues to provide products that can provide for both energy efficiency and security measures.



## Greater Understanding of Police Operational Efficiencies and Practices

There is a unique opportunity to engage the City of Mission and its Police Department with in-depth insight as it relates to police operational efficiencies and community practices. Developing a clear understanding of the Police Department's programmatic needs through a lens of comprehensive knowledge of best practices for police operations, security requirements and facility standards is a strength that our team brings to the early discovery period in the planning process. Discussions on operational topics such as present/future staffing needs and security of confidential Law-Enforcement Data (LEIN) by non-sworn personnel, will drive the physical requirements of the facility. Other specific operational issues such as the location of detainee processing and interviewing areas will be considerations when addressing security needs through separation of user groups and proper lines of custody.

Understanding that police facilities also function as working environments is also essential to the planning process. As such, basic tenants of a rich office environment such as collaborative spaces, access to natural light, ease of access to equipment and resources, provisions for break/wellness areas and gender-neutral accommodations need to be considered. The SFS team will also seek to engage the City and Police Department to determine if there are greater community issues and goals such as community policing initiatives that can be supported with programmatic functions within the facilities.

## Courtroom Spaces

SFS has worked with civic leaders, police departments, courts administrators, judges and other stakeholders to plan and design courtrooms and dual-purpose courtrooms/council chambers that support the judicial process while aligning with goals for budget, schedule and quality. Through this experience, SFS has developed a keen understanding of the critical issues impacting the design of municipal courts, including the following:

**Courtrooms** – configuration, visibility/sight lines, accessibility, security, acoustics, lighting, technology, aesthetics, FF&E

**Court Support Space** – security, aesthetics, acoustics, technology, connections to courtrooms, FF&E

**Public Spaces** – security, circulation, wayfinding, gathering spaces, accessibility, aesthetics, durability, FF&E

**Detention** – transportation, site security, building security, circulation, accessibility, sequence of operations

**Service Areas** (including loading docks, mail rooms, m/e service rooms, server rooms) – security, durability, acoustics, vibration control, emergency/UPS systems, dedicated HVAC systems, fire alarm and sprinkler

**Building + Site** – civic presence, security, circulation, parking, accessibility, landscaping, utilities, stormwater detention/retention, sustainability, force protection and blast resistance, fire and life safety



## Project Approach + Workplan

At the start of the project, a detailed Work Plan will be developed that identifies tasks to be completed by all project team members. The Work Plan is distributed to all team members at each team progress meeting to review status and upcoming responsibilities. This process keeps all City project representatives informed of the project expectations and allows them to coordinate their assigned time to meet each of their responsibilities. Our project schedule will depict key tasks and milestone dates in a clear and concise manner so that project goals and expectations can be fully understood.

### **Key steps in our process include:**

#### Project Initiation and Project/Program Management

Upon Notice-to-Proceed, a kick-off meeting with the SFS team and project stakeholders representing all aspects of the project will be conducted. Its purpose will be to discuss procedures, goals and expectations; to review and finalize the project schedule; to establish milestone/meeting dates; to discuss overall project parameters and to determine what, if any, additional items are required to complete the project.

#### Data Collection and Documentation

Our process begins with collecting all existing available information regarding the Mission City Hall and Police Department building and site in order to create an accurate base line for study development. Examples of pertinent information to be collected include maintenance records, existing drawings (including the 1997 expansion/renovation drawings created by SFS), City of Mission code and zoning ordinances, surveys, geotechnical data, utility maps, current power usage reports, plus other available information that might contribute to developing concept options. In addition, preceding studies, space needs analyses and programming efforts will be reviewed to understand concepts which have been previously considered, if any. This will assist the team to quickly discard or further new concepts which will best meet the City of Mission's current and future needs.

#### Building Condition Assessment / Feasibility Study

The SFS team will conduct a comprehensive visual assessment of the entire building, including physical conditions, systems deficiencies, maintenance, accessibility, life safety and code compliance in addition to roofing, windows, building envelope, site, utility access, environmental (if needed), interior construction, vertical circulation, structural integrity, mechanical, electrical, plumbing, security, fire protection and life safety systems. Additional information on the operations and maintenance-related issues of the building will be collected for analysis.





SFS utilizes a facility assessment worksheet for building assessments. The facility assessment reporting will allow the SFS team to clearly document the physical and functional building conditions of the City Hall and Police Department facility identify building repair, maintenance requirements and costs needed to renovate the building. The SFS team will also evaluate the useful life of systems and the potential for continued use of systems as they relate to future space utilization requirements. The information gathered during the assessment will begin to clarify whether the existing City Hall and Police Department building is suitable for renovation. Adaptability to current needs and space layout, long-term costs to maintain the 40+ year old building and cost to bring it up to date versus a new building will be studied.

## Programming / Space Needs Analysis

**Space Inventory Existing Police and City Hall Facilities** - As part of the programming effort, the SFS team will determine how much space is currently utilized. This provides the SFS team and the City with comparative programming data to ensure a comprehensive program confirmation effort. The inventory will document the spaces by functional area.

**Site Needs Analysis** - Determining if the City Hall and Police Department Facility has sufficient exterior space to support current and future site needs is just as important as ensuring that adequate space is provided inside the building. With this in mind, the SFS team will meet with City representatives to identify and list all the exterior space that is being used by the Departments impacted by this Space Needs Assessment. Exterior spaces to address will include, but not be limited to, staff and public parking and other needs as defined by City leadership.

**Programming Interviews** - The SFS team will work with the City to identify each of the designated staff to be interviewed and those to participate during the study process. Persons to be interviewed may include Police Officers and other designated City staff responsible for a particular area of operation. Typically, these interviews focus on confirming the number of employees, vehicles and storage equipment, type of work each person performs, office and storage requirements, function and responsibilities of divisions with which there is significant interface, etc. Interviews are preceded by a simple questionnaire which will make the interview process focused and efficient.

**Space Projections and Program Documentation** - Based upon the information learned through the questionnaires, interview meetings, and space utilization inventories, the SFS team will prepare a detailed Space Needs Program. Space allocation projections will be prepared for:

- Interior spaces (administration, investigations, patrol operations, courtroom and support services, evidence and property, conference and community rooms, men and women's locker rooms, interview/interrogation rooms, among others)
- Exterior spaces (on-site parking for the public, secure parking for Police Department vehicles, employee parking and visitor parking)
- Special police training needs (firing range requirements, if needed)
- Special Municipal Court needs (courtroom, service window and workspace requirements)
- Total site area requirements

**The SFS team will document all future space and site requirements in a detailed Space Needs Program document.**

## Facility Master Plan Options / Concept Design Alternatives

Concept Design Options - Using the information gathered during the condition assessment and programming tasks, SFS will then develop a series of conceptual options based on the Space Needs Program for review and comment by the City project stakeholders. We will facilitate discussions with the City to refine these options and through consensus-building techniques determine the option that best meets the needs of the City. These options would show different ways your building and property can meet current and future program requirements. This process would answer the “what if’s” the City may have. It provides a visual method for the City to move forward in developing consensus for optimum solutions. Potential options to be explored include renovation of existing space, new construction on site, a combination of renovation and new construction on existing site, and new construction on a new site. Additional greenspace and site amenities would also be examined. Evaluation and testing of each alternative and option based on the selected criteria would guide the team’s decision-making process. Factors to be considered in the process include:

- Costs to implement improvements including construction, FF&E, temporary locations/move, phasing, etc.
- Ability to meet space program requirements.
- Ability to implement operational functionality and efficiency of City staff.
- Ability to promote customer service.
- Ability to meet security needs.
- Ability to meet current code requirements.
- Capability for effective phasing and sequencing.
- Capacity for long term flexibility.
- Other factors important to the City.

**Statement of Probable Cost / Cost Estimating** - In addition to the development of statements of probable costs, we will assist the City in developing an itemized project budget showing all potential areas of expenses inclusive of fees, testing, permit costs, furnishings, escalation, equipment and construction contingency and other soft costs. Our agendas for every project meeting will include “Project Cost”. As scope changes are made we will verify with the project stakeholders the impact they have on the project budget. This combination of detailed estimates and monitoring has resulted in accurately forecasting future project costs.

Beginning at the onset of the project, and with the assistance of Construction Management Resources LLC, we will prepare a detailed cost estimate based on the drawings and written definition of materials and design intent. This estimate is based on current construction cost and a percentage for escalation is included determined by the project schedule. We may also include a design contingency to cover the issues that cannot be determined in this early stage. We prepare additional estimates during each significant submission milestone. The design contingency will be incrementally reduced as the details of the project are developed.

**Life Cycle Costing** - As initial construction cost is only a portion of the lifetime cost of a building, SFS recognizes the importance of providing thorough life-cycle cost analysis to assist the City in making the most economical decisions for the life of their building. This is a practice that is instituted on all of our projects. As design decisions arise that can have particular impact on the life-cycle cost of the facility, SFS will present the various options to project stakeholders along with the supporting data on performance level, operating, maintenance, or repair costs, and life spans. This can be applied to any capital investment decision but is particularly relevant when high initial costs are traded for reduced future cost obligations. Presentation of this information starts at the very beginning of the project. Costs are monitored at key points of all phases of the project, and all major design decisions are made with cost impact information provided and checked immediately.

## Final Report

The final report will document the space needs analysis including area, functional requirements and preferred adjacencies, and code analysis. It will also include conceptual options and phasing options considered as well as total project cost information. In addition to the results of the study, it is equally important to document the process the team utilized to reach our conclusions. This is imperative in demonstrating to City leadership our due diligence in preparing a comprehensive space needs assessment. Following receipt of the comments on the rough draft, SFS will finalize, submit, and present the results of the Space Needs Assessment to the City of Mission.

Meeting the current and future needs of the City of Mission and those who use the facilities will be the utmost priority throughout our process. Your knowledge will be very beneficial to the SFS team in creating a complete understanding of the unique circumstances in Mission. This combined with our knowledge of police, courtroom and administrative facility needs as well as creative planning solutions will result in a road map for best meeting the needs of the Mission community.

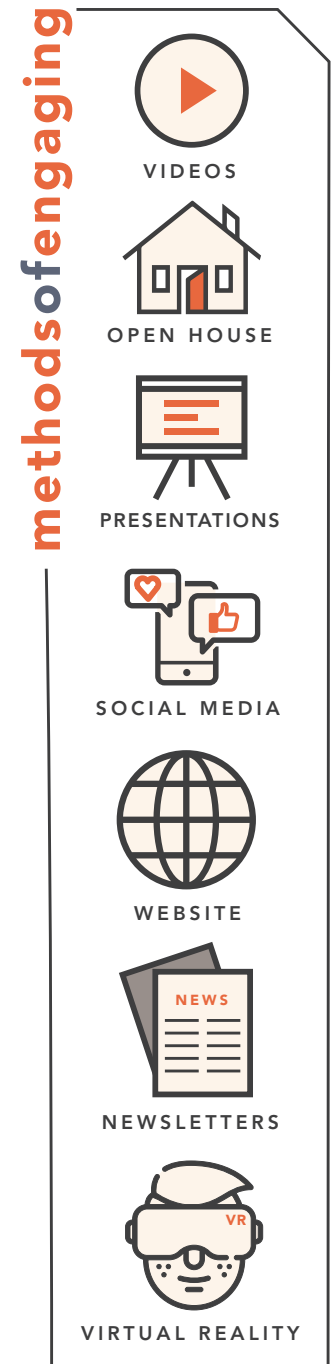
## Stakeholder Engagement

Engaging and collaborating with organizations to envision and develop projects is a hallmark of the SFS design process. Oftentimes, this means reaching out to a broad range of stakeholders, such as staff and user groups, among others, to share information about project plans, to build consensus and excitement for improved facilities. Engaging City of Mission staff, commissions, City Council and other project stakeholders in the development of the vision for the City Hall and Police Department facilities will be key to a successful project.

## Visualization Tools

Throughout the planning and design process, we develop a variety of tools that help to visually communicate design concepts, including physical and 3D models, site plans, floor plans, renderings, fly-through videos and virtual reality models, among others. From the early stages of our process we are able to engage the project team and stakeholders in virtual explorations of the project. In our workshops, we have the ability to explore ideas for site and building options in real-time – viewing the project from all angles and perspectives which enables the project team to make decisions with greater understanding and confidence. The refined concept design model can then be used as a dynamic way to help educate stakeholders and donors about the project.

If needed, the SFS team can assist the City of Mission with a pre-referendum campaign. Quality visual and written materials can be developed to present the project in clear and understandable ways, respond to key issues addressed in the project and answer questions public may have.



## Public Engagement Process

As If needed, the SFS team can assist the City of Mission with a public engagement process. Quality visual and written materials can be developed to present the project in clear and understandable ways, respond to key issues addressed in the project and answer questions public may have.

The key to gaining consensus of the citizens of Mission and all the project stakeholders is a proactive and clear presentation of project information beginning at the earliest appropriate stages of our work. We pride ourselves in being adept at engaging members of the public to help them create “their community facility”. We work with our clients from the onset to determine how much community involvement is required. **Our process involves:**

- Working closely with your core project team comprising representatives from each stakeholder agency, including the members of City boards, commissions, administrative and Police Department staff, City Council and City of Mission residents that are connected to the community and have the enthusiasm and energy to make sure the project is a priority for the community.
- Gauging the community’s needs and support through public meetings, surveys and demographic data.
- Uncovering and addressing public perception issues, if any.
- Developing a Mission Statement for the City Hall and Police Department Improvements Project that all citizens and stakeholder groups can adopt as their own and against which all potential project improvements can be measured.
- Making sure the community feels a part of the process and has ownership in the project.
- Recommending refinements to the process to maximize stakeholder input and support.
- Assisting and leading, where appropriate, advisory group and focus group meeting discussions.
- Leading community-wide open houses and workshops, if needed.
- Assisting the City in developing an operational assessment associated with concept design options.
- Providing concept plans and supporting materials.

Some of the strategies and devices we have used in the past to assure **community-wide involvement** have included:

- **Surveys** - On-line, on-site/facility user, and statistically valid surveys.
- **News Media** - Contribute to local news media to inform them of the project process encourage as much visibility as possible.
- **Newsletters** - Provide content for use in newsletters. Explain the mission and the goals and activities to accomplish. Ask for feedback and announce schedules of public meetings.
- **Web Page** – Contribute to a web page where the public can view the progress of the project and provide feedback.
- **Social Media** - Contribute information related to the project to various social media sites, such as Facebook, Twitter, Instagram, etc. Provide opportunities for stakeholders to respond/comment.
- **Develop an Issue Matrix** - With the City staff, we develop a matrix of issues and groups/organizations to identify potential conflicts. This is a technique that identifies concerns, possible conflicts and issues early. Once identified, a strategy to address these issues can be developed.
- **Public Open Houses/Work Sessions** - Presentations or work sessions are designed to achieve a variety of objectives from informational only to highly engaged participation. These are planned to solicit input and response from the general public.







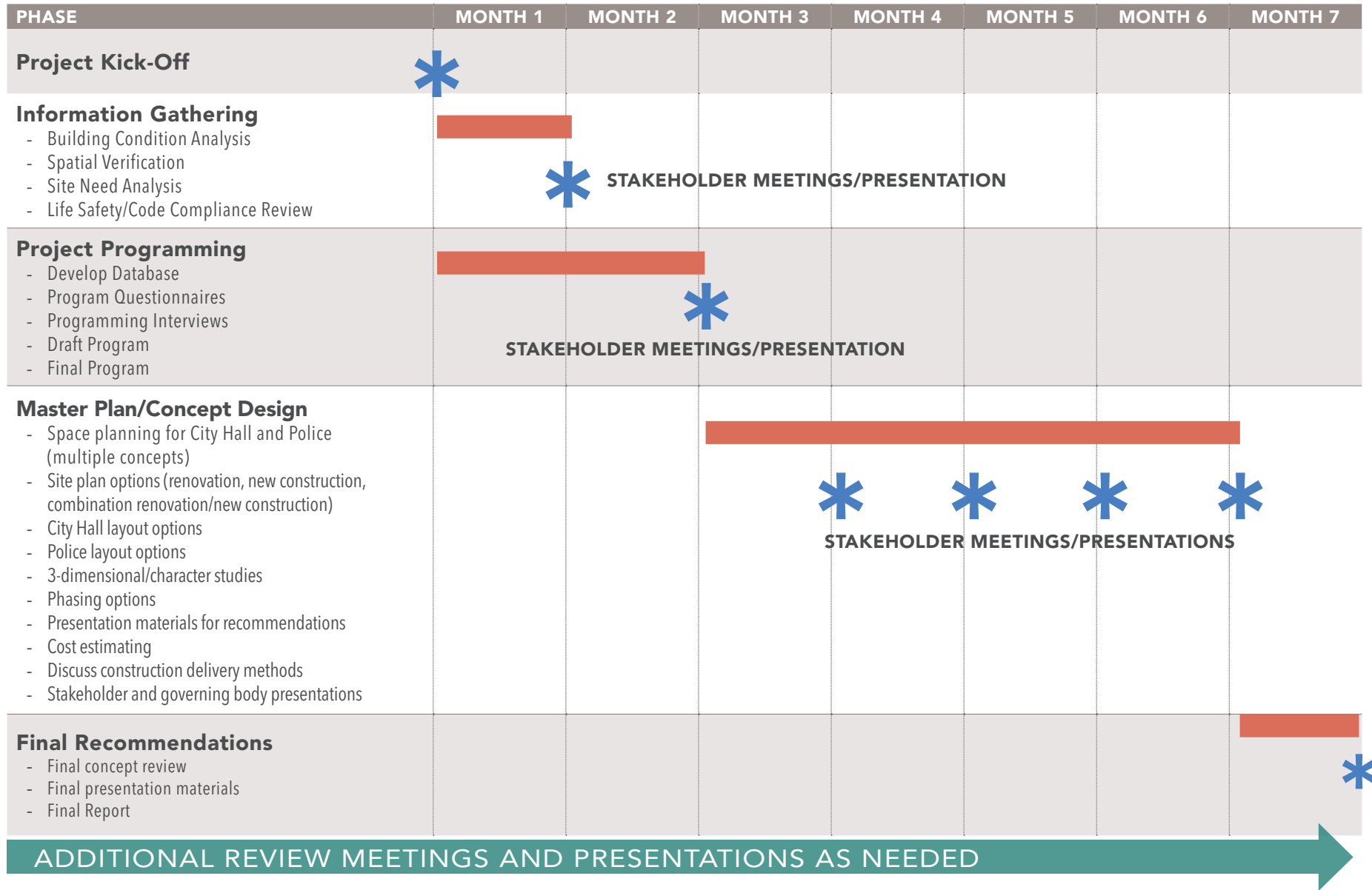
# 4 PRELIMINARY SCHEDULE / TIMELINE

## Stakeholder Coordination

Our approach to working with City of Mission and project stakeholders is based upon the knowledge we have gained through past civic projects and by listening, being responsive and building consensus. We have found that an open, inclusive, and highly interactive planning approach that intimately involves the client (and users) at every stage generates the greatest degree of success and client satisfaction. The outcome of this collaborative planning process produces solutions that best address client goals, needs and expectations. Through this process, we will strive to identify and enhance Mission's unique attributes and civic identity; and opportunities for operational efficiencies.

At the start of the project, a detailed Work Plan will be developed that identifies tasks to be completed by all project team members. The Workplan is distributed to all team members at each team progress meeting to review status and upcoming responsibilities. This process keeps all project representatives informed of the project expectations and allows them to coordinate their assigned time to meet each of their responsibilities. A preliminary Workplan/Schedule is provided below which indicates milestones for stakeholder engagement. Please note that our schedule and project approach are based on our current understanding of your project and can be further refined and adjusted as necessary following discussions with you.











# 5 PROJECT EXAMPLES

## City Hall / Police Planning and Design Expertise

The SFS team has significant experience planning and designing city halls, police departments/stations, courts, justice centers, detention centers, law enforcement centers and other public safety facilities for municipal, county, state and federal government agencies. This experience spans a wide range of project types including both renovation and new construction. Prior to design and construction, the majority of these projects required programming/planning services to determine space needs and evaluate options for meeting programming and site needs. Facilities support the agency's mission, vision and values, while providing safe environments for officers, staff and inmates.

The three projects presented on the following pages demonstrate our experience in the last five years collaborating with municipalities to design city halls and police stations. Other relevant experience is highlighted in the Additional Information section.

Government Services Center (City Hall/Police) Space Needs Study and Design, Bonner Springs, KS



City Hall Complex Space Needs Study and Renovation/Expansion, Blue Springs, MO



New City Hall (Churchill Building Adaptive Reuse), Fairway, KS







# Bonner Springs Government Services Center

Bonner Springs, Kansas

#### PROJECT OWNER

**City of Bonner Springs, Kansas**  
205 East 2nd Street  
Bonner Springs, KS 66012

#### COMPLETION DATE

**October 2017 (space needs study)**  
**Estimated March 22, 2019 (bid documents)**

#### BUILDING SIZE

**29,650 SF (City Hall)**  
**13,800 SF (Police Station)**

#### CONSTRUCTION VALUE

**Estimated \$7,001,876 (City Hall)**  
**Estimated \$5,330,184 (Police Station)**

#### SCOPE OF SERVICES

**Building Condition Assessment;**  
**Historic Tax Credits; Site Analysis;**  
**Programming,**  
**Space Planning, Feasibility Study;**  
**Concept Design;**  
**Cost Estimating; Design Development;**  
**Construction Documentation;**  
**Construction Administration**

#### KEY PERSONNEL ASSIGNED TO THIS PROJECT

**Kerry Newman, Principal-in-Charge**  
**Kelly Edinger Stindt, Project Manager**



SFS prepared a master plan for the new Bonner Springs Government Services Center including an existing facilities and site assessment, preparation of a space needs program through 2028, and development of concept plan options. Key department heads, administration and stakeholder members were interviewed to understand current and anticipated needs and the related space requirements for Police, City Clerk, Community Development, Finance, Municipal Court, Administration and support spaces.

After confirming program requirements, two viable site options were selected and evaluated for further development: a greenfield site option and an existing City owned site location (1918 school building). A public forum was held in conjunction with this planning exercise with feedback incorporated into the preferred concept design.

The preferred concept includes the adaptive reuse of the 1918 City-owned school building for the City Hall and new construction for the Police Department on the existing City-owned site. Since historic tax credits are being pursued, the adaptive reuse of the 1918 school building into a new City Hall entails the careful study of the building's original significant spaces and features so the treatment of the historic spaces and finishes meets the Secretary of the Interior's Standards for Rehabilitation.

The design of the new stair and elevator addition to City Hall as well as the new Police Facility complements the existing 1918 building yet speaks of its time. The main entrances of both buildings face a new public parking and pedestrian plaza that visually connects both facilities.



# Blue Springs City Hall Complex

Blue Springs, Missouri



## PROJECT OWNER

City of Blue Springs, Missouri  
903 West Main Street  
Blue Springs, MO 64015

## COMPLETION DATE

October 2017 (space needs study)  
Estimated March 2019 (construction)

## BUILDING SIZE

21,000 SF

## CONSTRUCTION VALUE

\$5,362,019 to date

## SCOPE OF SERVICES

Master Planning; Programming;  
Space Planning; Feasibility Study/  
Needs Assessment; Building Condition  
Assessment; A/E and Interior Design;  
FF&E; Construction Administration

## KEY PERSONNEL ASSIGNED TO THIS PROJECT

Kerry Newman, Principal-in-Charge  
Kelly Edinger Stindt, Project Manager





SFS collaborated with Blue Springs city leaders to study options for expanding and renovating the existing City Hall Complex to better serve the residents of the city for the next 25 to 30 years. The complex consists of the City Hall building and adjacent annex building, both built prior to 1970. Departments include Finance, Utility Billing, Economic Development Corporation, Law, Information Technology, Human Resources, Communications, Community Development and Public Works Administration.

Key planning issues included improved parking, vehicular and pedestrian circulation, ADA accessibility and security, as well as improvement of staff workflow/adjacencies, meeting space, public interface elements, building security, space utilization, building conditions and accessibility. The exploration of multiple alternatives along with associated project cost information provided the necessary information to allow the City to make informed decisions for the most appropriated option to pursue.

Upon approval by the City, SFS provided design services to implement the selected option. Currently under construction, features of the renovated and expanded 21,000 SF complex include: administrative offices; storage; reception; flexible workstations; public lobby and waiting area; Mayor's office; records room; resources room/library; small and large conference rooms/work rooms; breakroom; coffee bar; restrooms; and Executive conference room with adjoining kitchenette, among others. The improvements and reconfigured spaces will allow for a more functional building, a positive work environment for staff and the appropriate civic image to the community.

Prior to this project, SFS conducted a building condition assessment and space needs study, followed by designs for expansion and re-arrangement of the City Hall, City Hall Annex, Public Safety Facility, Youth Outreach Facility and parking. Construction was completed in 1999. Our knowledge of the existing buildings prior to our most recent work has proved to be extremely beneficial.





PROJECT OWNER

**City of Fairway, Kansas**  
5240 Belinder Road  
Fairway, KS 66205

COMPLETION DATE

**December 2017**

BUILDING SIZE

**5,700 SF**

CONSTRUCTION COST

**\$898,884**

SCOPE OF SERVICES

**Design-Build; Building Condition Assessment; Programming, Space Planning, Concept Design; Design Development; Construction Documentation; Interior Design; FF&E**

KEY PERSONNEL ASSIGNED TO THIS PROJECT

**Kerry Newman, Principal-in-Charge**  
**Kelly Edinger Stindt, Project Manager**

**Fairway City Hall +  
Community Room (Churchill Building)**  
Fairway, Kansas





SFS Architecture + Phillco Construction worked with the City of Fairway to transform an existing 5,700 SF retail/warehouse building into the community's new City Hall. The adaptive reuse of the historically significant Churchill building involved incorporating existing architectural, structural and aesthetic elements as well as maintaining or repurposing building components such as HVAC systems.

A new elevator allows access to all three floors. To keep costs down, the City reused the majority of furniture and audio-visual systems from the existing City Hall in the new facility. An integrated and collaborative Design-Build approach was utilized to deliver this facility.

Features of the new city hall include:

- Multi-use space for Park and Recreation Programs, civic events and private rentals.
- Office and Reception areas for City Administration Services, Building and Codes Administration and the Parks and Recreation Department.
- Reception area for Municipal Court.
- Significant storage accommodations for records retention.
- Joint Council Chambers/Municipal Court with additional conference room capable of seating 20 people.

The new City Hall is directly adjacent to the 4,250 SF Fairway Police/Public Safety Center, which was renovated by SFS Architecture in 2008.

Prior to these two projects, SFS conducted a feasibility study that considered multiple sites for renovation/expansion or a new City Hall and Public Safety Center. A final facility program and concept options were prepared and used in exploring potential city hall and police department facility alternatives.







## 6 REFERENCES

### City of Blue Springs, Missouri

Project: Blue Springs City Hall Complex  
Renovation/Expansion

#### **Dennis Dovel**

Director of Parks and Recreation  
903 West Main Street  
Blue Springs, MO 64015  
T. 816/228-0137  
E. ddovel@bluespringsgov.com



### City of Bonner Springs, Kansas

Project: Bonner Springs Government  
Services Center (City Hall + Police)

#### **Sean Pederson**

City Manager  
205 East 2nd Street  
Bonner Springs, KS 66012  
T. 913/422-7028  
E. spederson@bonnersprings.org



### City of Fairway, Kansas

Project: New Fairway City Hall  
(Adaptive Reuse of Churchill Building)

#### **Nathan Nogelmeier**

City Administrator  
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# 7 ADDITIONAL INFORMATION



## SFS History with City of Mission



### Mission Aquatic Center

The SFS team conducted citizen forums/hearings and a citizen survey to acquire public opinion and direction for a renovated or new municipal aquatic facility. In order to educate and raise awareness of the citizens and project stakeholders, SFS prepared materials that covered issues with the existing pool and trends in municipal aquatic facilities, including competition/lap pools, water slides, moving water/lazy rivers, play features, spray grounds, shade structures and unique interactive features.

Following voter approval, SFS, working in a design-build partnership, developed design concepts based on community input obtained during the feasibility study. The transformed aquatic center features a new leisure pool with zero-depth entry and interactive water features, a 25-meter competition pool with bleachers, a flume water slide, a sprayground, re-purposed bath house and new filter building.

### Mission City Hall and Police Department Renovation/Addition

Completed in 1998, SFS provided a space needs assessment, programming, planning, site analysis, architectural, interior design and construction administration services for the renovation and expansion of the city administrative and police department facility.

During the planning phase, SFS and the City of Mission looked at several options to meet the city's needs for additional administrative office space and an expanded police department. The most economical option that met the city's needs at the time included a 1,120 SF addition to the city hall, renovating the existing administrative space, and doubling the existing police department with a 6,000 SF police department addition.

## Additional Experience

### City Hall + Police Station Study and Renovation

FAIRWAY, KANSAS

Having outgrown its City Hall/Public Safety facility, SFS was retained to conduct a feasibility study that considered multiple sites for renovation/expansion or a new City Hall and Police/Public Safety Center.

SFS conducted interviews with key City representatives along with a simple questionnaire to establish space and site requirements, personnel projections, interdepartmental and intra-departmental adjacencies, etc. Concurrent with the interview stage, SFS performed an extensive site analysis of the existing City Hall and Police Department. Following analysis and review, a final facility program and concept options were prepared and used in exploring potential city hall and police department facility alternatives. SFS provided complete A/E services for the selected option, which included the renovation of the existing facility for the Police Department and the Tenant-Fit-Out of a retail space for the City Hall.

### Basehor Police Station

BASEHOR, KANSAS

SFS was recently hired to conduct a site evaluation and space needs study for a potential new Police Department facility in the City of Basehor, Kansas. The site evaluation involves identifying and analyzing up to four sites and presenting comparisons to the project stakeholders.

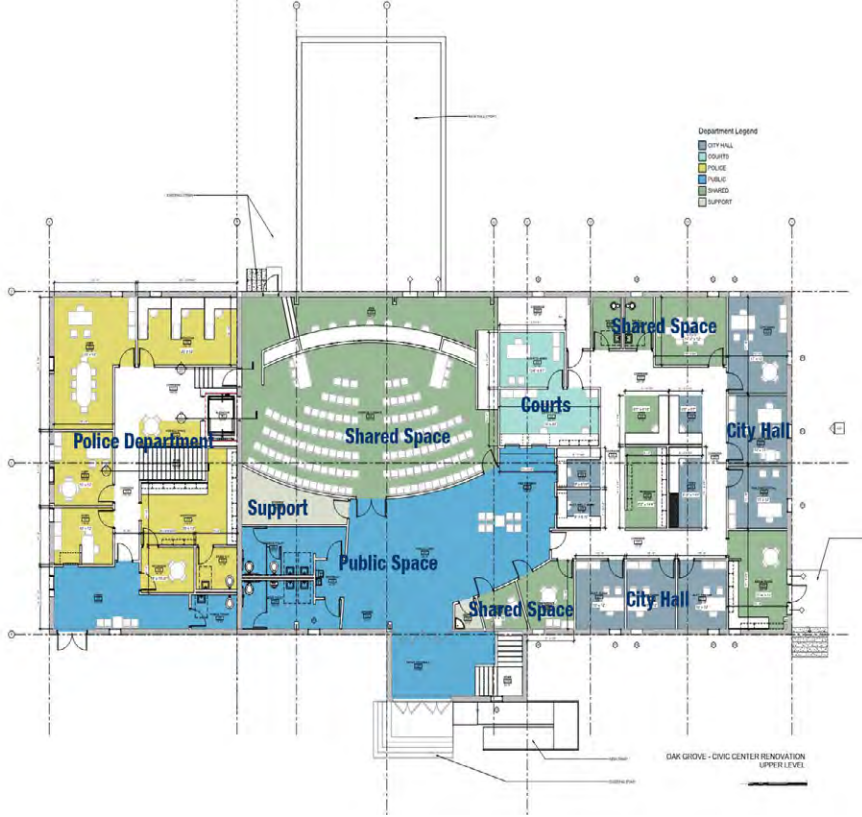
Once the site selection is completed, SFS will develop a space needs program identifying all current operational needs of the departments involved, as well as anticipated growth for the next 20+ years.

Program elements include spaces for administration, investigations, patrol operations, courtroom and support services, evidence and property, processing and storage, conference and community rooms, locker rooms, interview/interrogation rooms, and indoor firing range, among others.

In addition, the SFS team will work with the City to determine sufficient on-site parking for the public, secure parking for employees and Police Department vehicle parking.







## Civic Center (Police + Courts) Renovation

OAK GROVE, MISSOURI

SFS worked with the City of Oak Grove to develop a Business Plan and update a Facilities Master Plan previously developed by the firm. The SFS team met with the project stakeholders to discuss key issues, departmental needs and solicit feedback on priorities for Phase 2, which involved municipal functions (City Hall, Public Safety, Municipal Courts, Community Center and Aquatic Center). The SFS team coordinated a citizen survey and met with other potential stakeholder groups such as the school district, park board, Medical Center and others to identify shared needs and opportunities.

Based on results, the SFS team provided design services for a renovated Civic Center (Police Department and City Hall), a new outdoor family aquatic center and an indoor multipurpose community/recreation space.

## Lee's Summit City Hall Complex

LEE'S SUMMIT, MISSOURI

SFS collaborated with the City of Lee's Summit to plan and design a new City Hall complex in downtown Lee's Summit. As part of the initial feasibility study, SFS analyzed current and projected needs for interior space, parking and a site in downtown Lee's Summit, taking into consideration all necessary functions and staffing projections for periods of 10 and 20 years.

Following the study, SFS provided comprehensive design services for the project. A highly interactive process was utilized to engage City staff, elected officials and citizens in the design. The design reflects the City's desire to create a citizen-centered, service-oriented atmosphere and to provide inspiring workspaces for City staff. The building houses multiple City departments, Council Chambers, public service centers. In addition, the complex includes an outdoor civic plaza and adjacent four-level parking structure. A light-filled central lobby allows citizens to conduct all business in a "one-stop shop" manner. Of highest importance was the need for the building and parking structure to relate to the historic context of downtown Lee's Summit. This goal was achieved while still maintaining the appropriate civic image through the use of materials, scale, detail and massing.



## Belton City Hall and Annex

BELTON, MISSOURI

SFS provided programming and space needs planning services for the Belton City Hall. SFS also performed a complete condition analysis of the existing City Hall and City Hall Annex. Current and projected space needs were developed for multiple City departments.

Planning options prepared by SFS ranged from multiple alternatives for renovation/expansion of the existing City Hall and City Hall Annex to an option for new construction. Solutions focused on facility improvements that would allow city staff to most effectively and efficiently deliver quality services to the citizens of Belton.

Following the Space Needs Study and selection of the preferred concept, SFS was retained to provide full architectural and engineering services for the renovation/expansion of the existing City Hall and City Hall Annex.



## Municipal Courthouse Master Plan + Phase 1 Renovation

KANSAS CITY, MISSOURI

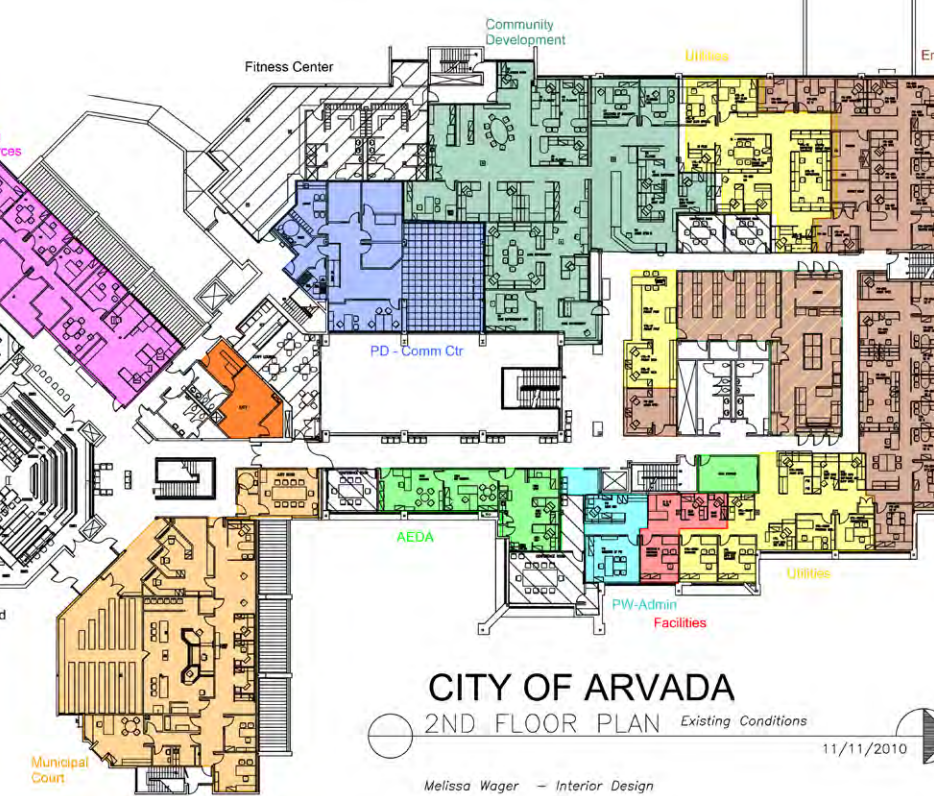
SFS developed a Building Master Plan outlining renovation and expansion strategies for the aging, four-story, 100,000 SF Kansas City Municipal Courthouse. The SFS team worked with the client group to identify project goals to help guide the master planning effort.

Working with Courts staff, a space plan was developed taking into consideration departmental space needs, adjacencies, technology, furniture and equipment. Upon review of several design options, consensus was reached on a final concept which achieves the client's goals through several strategies. Renovation strategies identified in the master plan are being implemented in phases by SFS.

Construction is complete for Phase 1, which involved reconfiguration of the courthouse entrance, relocation and reconfiguration of the Cashiers' counters and relocation of the Prosecuting Attorney's Office and Probation department.







## City Hall + Courts + Police Facilities Master Plan and Justice Center Study

ARVADA, COLORADO

SFS teamed with BRS Architecture to assist the City of Arvada in determining space needs requirements for all City departments by analyzing space efficiencies, adjacencies and best practices on office environments. In addition, the team conducted a security assessment of each study concept as developed.

Departments include: City Manager, Legal, Public Works, Utilities, Police, Courts, Parks, Golf and Conventions, Economic Development, Community Development, Human Resources, IT, and Finance and Housing in the Annex building.

The team also conducted a feasibility study to evaluate the construction of a new Justice Center to house Police and Court departments and functions, and a new Parks, Streets and Fleet Maintenance Facility.

## Merriam City Hall and Public Safety Center

MERRIAM, KANSAS

SFS conducted a space needs analysis and feasibility study for the Merriam City Hall and Public Safety facilities followed by complete architectural and interior design services. The initial study included programming to accommodate the space needs of the Public Safety Facilities and City Hall, taking into consideration all necessary functions, parking and staffing projections for a period of 10 and 20 years. Study services also included a building condition evaluation (architectural, M/E/P and structural) of the existing facility.

The final design solution called for a 32,000 SF, two-building campus comprising a new Police/Public Safety Facility on the north side of the site and renovation/expansion of the existing building for use as a City Hall and Fire Department headquarters. The vacated police department space in the existing building was renovated for use by City Administration. The expanded building provides a new council chamber/municipal court space as well as ample public lobby space.





## Regional Law Enforcement Center

MARSHALL, MICHIGAN

Redstone Architects (and Redstone Public Safety Consulting Group) was initially selected to develop a Program and a Business Plan for a Regional Law Enforcement Center that would house three agencies- the City of Marshall Police Department, a Michigan State Police Regional Post, and the Calhoun County Sheriff. The Business Plan included sharing of staff, as well as capital and annual operational cost-sharing allocations.

Redstone Architects was subsequently chosen to design the facility. The building is designed to insure maximum collaboration among the three agencies. Financing arrangements between the three agencies were completed, construction began in June, 2014, and the project was dedicated on August 31, 2015.

## Police Headquarters

OKLAHOMA CITY, OKLAHOMA

In 2007 the City, sold \$35,000,000 in bonds to build a new Justice Center, to include the Police Headquarters and Municipal Courts. In 2010, Redstone Architects was part of an architecture team selected to update the prior needs assessment and present new options. In 2012 our team began the design phase for this project. The project was dedicated on November 2, 2015.

## City Hall and Police Department

BRIDGETON, MISSOURI

Redstone Architects, law enforcement consultant to a St. Louis architecture firm, programmed and provided design services for the police portion of the city's new Governmental Complex. The police department will occupy approximately 25,000 SF of the facility. The sloping site provided challenges and opportunities for the team to create an exciting and efficient solution. The Council Chamber also serves as a Municipal Court.





## City/County Justice Center

LEAVENWORTH, KANSAS

The 165,000 SF justice center designed by SFS houses the Leavenworth City Police Department, Leavenworth County Sheriff's Department, detention housing, municipal court, district court, court services and court agencies. Detention housing provides 155 beds in seven classification areas. District court includes five jury courtrooms (one shared by municipal court) and expansion provisions for three additional courtrooms. Court support facilities include city/county probation, community corrections and public defender's office. Court-related agencies include county attorney, victim-witness assistance, special projects division and child support division offices. Administrative offices for the agencies include private offices, open office space and conference and training areas.

## Police Station and Municipal Buildings

COFFEYVILLE, KANSAS

SFS evaluated existing space in five municipal buildings to determine existing conditions and feasibility for remodeling/expanding facilities to meet space needs. Following these assessments, SFS developed programs outlining space needs for each building and developed design solutions to meet those needs. Buildings included the City Hall and Police Station (located in the existing Municipal building), Fire Station, Library, Youth Activities Center and Historic Perkins Building.

## Police/Public Safety Center

GLADSTONE, MISSOURI

SFS provided space needs analysis, planning and design services for the expansion of the fire and police operations of Gladstone's Public Safety Department. Phase 1 included the planning and design of a new fire station, allowing for the relocation of Fire Station No. 1 from the City Hall/Public Safety building, which shared space with the Gladstone Police Department.

Phase 2 services included expanding the Police Department. The planning process consisted of interviews with users to determine their needs and layout options to determine the best solution. The solution provided a functional arrangement within an existing environment on a fiscally restricted budget. The plan provided for a new communications center, command functions, patrol support, investigation, evidence, records and detention holding for the Police Department. The building including all finished and furnishings were all designed within budget for the 7,800 SF state-of-the-art facility.





## Big Bull Creek Park Maintenance Facility and Park Police Substation

JOHNSON COUNTY, KANSAS

SFS Architecture designed a new maintenance facility and park police substation for Johnson County's Big Bull Creek Park. The 5,500 SF maintenance facility includes Park manager and staff offices, restrooms, locker room with showers, general storage, breakroom, tool room, parts room, two service bays, mechanical room and support spaces.

A pre-engineered metal structure is utilized with stone veneer and wood-look cement fiber siding to provide an economical, low maintenance and aesthetic building.

The Park Police Substation includes Captain and police/staff offices, locker room with shower, small interview room, work room, general storage and secured storage with gun safe and temporary property storage. In addition, site improvements include secured parking, equipment storage barn, signage and landscaping.



## Johnson County Arts and Heritage Center

OVERLAND PARK, KANSAS

For several decades, Kansas Citians flocked to the King Louie West entertainment center in suburban Johnson County for bowling, ice skating and billiards. Flash forward 50+ years later, the iconic entertainment center was shuttered and the building in disrepair. Seeking a new home to house the Johnson County History Museum, along with other programs, the County purchased the 76,000 SF building to create a new hub for arts, culture and community.

SFS engaged representatives from the County's Facilities Management team and the groups slated to occupy the repurposed facility in interactive workshops focused on building consensus for a plan to achieve the County's vision. Completed in 2017, the new Johnson County Arts and Heritage Center preserves an iconic building in the community while meeting the County's needs for a multipurpose community center with office, classroom, and events space, a flexible black box theatre for the County's popular Theatre in the Park program and a new home for the County Museum.







## Fire, Police and Training Complex

LENEXA, KANSAS

SFS provided a site location study, feasibility study, space needs programming/planning and complete A/E services for this campus style facility. The three main functions of this 31,000 SF facility are fire protection, training and police operations. The police function includes offices for command personnel, break room, toilet/showers for patrol officers and short term holding for arrestees. The Fire Station includes living quarters for up to 10 firefighters and EMS personnel, three drive-through apparatus storage bays and firefighter support. The training function of the station is broken into two components, interior academic and exterior physical training. The exterior training tower is a future expansion of the Fire Department's training program. The academic training component consists of tiered lecture and breakout classrooms.



## Meadowbrook Park Study + New Activity Center

PRAIRIE VILLAGE, KANSAS

SFS Architecture assisted the Johnson County Parks and Recreation Department in evaluating alternatives for accommodating indoor community/recreation program needs in northeast Johnson County. The study involved the feasibility of renovating the existing Meadowbrook Country Club clubhouse building versus constructing a new activity center within the 88-acre Meadowbrook Park. Based on the results of the planning study, it was determined that a new Activity Center would best fit the needs of the community.

SFS is providing architectural design services for a new 12,000 SF activity center within the park. The activity center will include several multipurpose rooms of varying sizes, a banquet/events space that can seat up to 300, a catering kitchen, a lobby/prefunction space, administrative offices and handicap accessible restrooms available to the public.



## Olathe Community Center at Stagecoach Park

BLUE SPRINGS, MISSOURI

SFS worked with the City of Oak Grove to develop a Business Plan and update their Facilities Master Plan previously developed by SFS. The SFS team met with the project stakeholders to discuss key issues, departmental needs and solicit feedback on priorities for Phase 2, which involved municipal functions (City Hall, Public Safety, Municipal Courts, Community Center and Aquatic Center). The SFS team coordinated a citizen survey and met with other potential stakeholder groups such as the school district, park board, Medical Center and others to identify shared needs and opportunities.

Based on results, the SFS team prepared conceptual plans for a renovated Civic Center (Police Department and City Hall), a new outdoor family aquatic center, and an indoor multipurpose community/recreation space.



## Fairway Aquatic Center and Community Space

FAIRWAY, KANSAS

SFS teamed with an aquatic designer to work with the City of Fairway to develop a master plan for improving the municipal pool through new and improved structures, water features and equipment.

Improvements to the pool include a new bathhouse and multipurpose community room that can be used year-round; zero-depth entry, toddler area and water features; new pool deck, additional lighting and shade features; improvements to the pump house.

Sustainable solutions such as daylighting, natural ventilation, low flow fixtures, high efficiency systems, low maintenance/durable materials and utilizing filter backwash water for landscape irrigation was implemented throughout the project to reduce operational expenses.





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<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	March 27, 2019
<b>Administration</b>	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

**RE:** City Council communication and interaction with certain appointed Commissions and Committees

**RECOMMENDATION:** Approve City Council Policy 130 detailing roles and responsibilities related to City Council communication and interaction with certain appointed Commissions and Committees, and establishing City Council liaisons to same.

**DETAILS:** During the Council's January retreat, interest was expressed in establishing formal Council liaison positions to the Parks, Recreation Tree Commission, Sustainability Commission, and the Capital Improvement Program (CIP) Committee. City Council Policy 130 was drafted to create the liaison positions and outline roles and responsibilities.

The policy outlines that the role of the Council liaison is not to direct the board in its activities or work. The liaison is intended to serve as a point of contact and connection for the commission or committee, rather than an advocate for or ex-officio member of.

Up to two Council liaison positions are created for each of the following: Parks, Recreation and Tree Commission, CIP Committee, and the Sustainability Commission.

Appointments shall be made by the Mayor for a period of two (2) years in order to allow the Council liaison an opportunity to become familiar with the members and their established work plan, goals and objectives. Following initial adoption, Council liaison appointments will be made in December of odd-numbered years, or as vacancies occur.

The Governing Body reviewed the policy at a March 27, 2019 work session and recommended it be included as an action item on the April 3, Finance & Administration Committee meeting agenda. Liaison appointments will be made following adoption of the policy.

**CFAA CONSIDERATIONS/IMPACTS:** The City's various commissions and committees provide opportunities for a wide variety of community residents to become engaged with local government. Keeping the lines of communication open between the Council and these appointed commissions or committees helps to strengthen the ability of both to meet the needs of diverse groups and interests.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	NA
Available Budget:	NA



# CITY OF MISSION

## CITY COUNCIL POLICY MANUAL

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### **POLICY NO. 130**

## **CITY COUNCIL COMMUNICATION AND INTERACTION WITH CERTAIN APPOINTED COMMISSIONS AND COMMITTEES**

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### **1.01 Purpose and Objectives**

In order to assist it in setting direction for the city, the City Council considers the advice of its various commissions, committees, task forces, and ad hoc advisory groups. The City Council has historically engaged a wide variety of citizens on the commissions and committees in order to expand the knowledge and experience base of the elected decision makers. This policy is intended to create a more formalized method for keeping the Council and the City's citizen volunteers connected and informed and to outline roles, responsibilities and expectations.

### **1.02 Exceptions and Exclusions**

The Planning Commission and the Board of Zoning Appeals have distinct roles and responsibilities outlined by state statute. As a result of their quasi-judicial nature, the expectations and requirements established through this policy will not apply to either of these bodies.

### **1.02 Communication and Work Plans**

Each commission, committee, task force, and ad hoc advisory group is responsible to investigate and make thoughtful recommendations to the City Council and/or city staff on issues coming before it. Such recommendations are often most useful if they include any alternatives that were considered and an analysis of the pros and cons of those alternatives.

Matters upon which a board makes recommendations can come from the City Council, from city staff, the citizens of Mission, and from the board members themselves. The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources.

Ideas or projects will often originate with the consideration and adoption of goals by the City Council. Each commission, committee, task force, and ad hoc advisory group will be asked to

consider such goals and to coordinate with the designated staff liaison in the development of a work plan each year.

The normal channels for communication between the City Council and the commission or committee are through the City Council liaison and the staff liaison. Such persons will periodically report to the Council the deliberations and recommendations of the group. The chair of each commission or committee will make a formal report to the entire Governing Body at least two times each year.

In considering recommendations from boards and commissions, the City Council will attempt to balance the many diverse interests in our community.

### **1.03 Council Liaison - Roles and Responsibilities**

In order to enhance communication, City Council liaison positions to the Parks, Recreation and Tree Commission, Capital Improvement Program (CIP) Committee, and the Sustainability Commission are formally established. The role of the Council liaison is not to direct the board in its activities or work. The liaison will serve as a point of contact and connection for the commission or committee, rather than an advocate for or ex-officio member.

The City Council liaison shall have the following roles and responsibilities:

1. Attend meetings of the commission or committee.
2. Communicate with the commission or committee when City Council communication is needed and to serve as a two-way communications channel between the City Council and the commission or committee.
3. Work with the staff liaison to establish or align priorities or resolve questions about the appropriate roles of the City Council, municipal government, and the commission or committee.
4. Participate in reviewing applications, and interviewing candidates for the commission or committee.

### **1.04 City Council Liaisons - Appointment and Selection**

Two Council liaison positions will be created for each of the following: Parks, Recreation and Tree Commission, CIP Committee, and the Sustainability Commission. Appointments shall be made for a period of two (2) years in order to allow the Council liaison an opportunity to become familiar with the members and their established work plan, goals and objectives. Council liaison appointments will be made in December of odd-numbered years, or as a vacancy occurs.

**APPROVED BY THE CITY COUNCIL ON APRIL 17, 2019**

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	March 26, 2019
<b>Administration</b>	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

**RE:** Position Reclassifications - Adoption of Final 2019 Salary Schedule

**RECOMMENDATION:** Approve the recommended position reclassifications and adopt the final 2019 Salary Schedule.

**DETAILS:** In 2017, the City contracted with The Austin Peters Group (APG) to conduct a classification and compensation study. The final report and recommendations were adopted by the Council in August 2017 and implemented in the fourth quarter of 2017. The recommended salary ranges have carried over into 2018 and 2019.

Typically, a review of the overall salary structure is conducted annually in November and December and adopted by the Council for the upcoming year. However, based on the number of vacant positions city-wide in the fall of 2018, that review was deferred so that specific staffing needs and adjustments could be evaluated.

Staff is now recommending the reclassification of a number of positions. Recommended adjustments related to the overall salary structure may be considered later in 2019. Details of the reclassification requests are detailed in a memo included in the packet.

Department requests for the 2020 Budget have not yet been submitted, but there will likely be additional reclassification considerations and requests for new positions that will be discussed in connection with the development of next year's annual budget.

**CFAA CONSIDERATIONS/IMPACTS:** The recommended changes to the City's salary structure recognize a commitment to on-going evaluation of employee roles and responsibilities to ensure that we are maintaining a total compensation strategy which supports employees of all abilities and in all life stages.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



## MEMORANDUM

**Date:** March 27, 2019  
**To:** Mayor and City Council  
**From:** Laura Smith, City Administrator  
**RE:** Reclassifications

In 2017, the City contracted with The Austin Peters Group (APG) to conduct a classification and compensation study. The final report and recommendations were adopted by the Council at the August 16, 2017 City Council meeting, including passage of Resolution 990 which outlined the following compensation philosophy:

*The City of Mission values all employees and wants to attract, retain, and develop the brightest employees to fully serve our residents, businesses and visitors. The Mission community attracts people from throughout the metropolitan area to work, shop, or attend to other business, and provides a place where they can enjoy "big city services" in a safe, friendly, small-town atmosphere. The City's compensation philosophy is tied to many factors, including the current and future financial position, the size of the organization, the market competition, and the level of difficulty in finding and retaining qualified talent.*

*Therefore, the City of Mission's adopts a Compensation Philosophy which seeks to:*

- *Implement pay programs and total reward strategies targeted at the 60<sup>th</sup> percentile of the market, which treat all employees in a fair and equitable manner.*
- *Support the organization's fiscal needs, business strategy, competitive outlook, operating objectives and human capital needs.*
- *Position the City as an employer of choice, one who takes care of its employees and their families.*
- *Motivate and reward employees to perform at the best of their competencies, abilities and skill sets.*
- *Retain key talent and reward high-performing employees.*
- *Conduct a regular review of its pay and reward structure, based on business conditions, competition and ability to pay.*

The study's initial recommendations were implemented in the fourth quarter of 2017, and the approved salary ranges have carried over into 2018 and 2019.

Typically, a review of the overall salary structure is conducted annually in November/December and adopted by the Council for the upcoming year. However, based on the number of vacant positions city-wide in the fall of 2018, that review was deferred so that specific staffing needs or adjustments could be evaluated.





## MEMORANDUM

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I am recommending reclassification of several positions. Recommendations for adjustments to the overall salary structure may be considered later in 2019. Details of the reclassification requests are included below:

### **Administration/Finance**

**Assistant to the City Administrator:** In 2018 the Public Information Officer's position was reclassified as an Assistant to the City Administrator. In addition to making the appropriate title change within the salary structure, the recommendation also includes reclassifying the position from Grade 21 to Grade 23. The recommendation is based on the fact that the position will assume supervisory responsibility for the Payroll/Benefits specialist and general oversight of the City's human resource functions.

**HR Specialist:** A reclassification from Grade 17 to Grade 15 with a change in title to Payroll/Benefits Specialist is recommended. The position's responsibilities were reviewed and revised to specifically create a narrower focus on payroll processing and benefits administration. Previously the position included a much wider array of HR functions and responsibilities.

### **Public Works**

**Public Works Superintendent:** Following the vacancy in the Director's position, an overall review of the roles and responsibilities of the public works staff was completed. Based on organizational needs, goals and objectives, it is recommended that the Superintendent's position be reclassified from Grade 21 to Grade 23. The position will assume more responsibility for capital project planning, implementation and management, allowing for the Director's position to assume more strategic planning responsibilities.

### **Community Development**

**Community Development Coordinator:** Staff recommends the reclassification of one Neighborhood Services Officer's position to Community Development Coordinator, moving from Grade 14 to Grade 16. The position would provide support to the Building Official (see below) in the permitting process, including some limited plan review. The position would also be responsible for the rental licensing program, administration of the solid waste contract and the city's various rebate and assistance programs and services. At peak times, the position could assist in providing field support for code enforcement issues, but this is intended to become the primary focus of the Neighborhood Services Officer's position currently being recruited.

**Building Official:** Based on information collected during the 2017 Classification and Compensation Study, the position of Building Official is formally created and introduced into the City's salary structure, replacing the Planning & Development Services Manager's position. The position is recommended to be a Grade 23. This position was created with the adoption of the 2019 Budget.



## MEMORANDUM

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### **Parks and Recreation**

**Membership Coordinator:** Currently classified as an Office Assistant (Grade 11), the recommendation is to add responsibilities to the position to increase supervision and management of entry desk staff as well as maintaining, processing, auditing and resolving any and all issues related to memberships at the Community Center. The recommendation is to move the position to Grade 13.

### **Police**

**Community Service Officer:** The Community Service Officer positions approved with the 2019 Budget are classified at Grade 13 now officially incorporated into the City's salary structure.

### **Summary**

Where there is an incumbent in a position recommended for reclassification, all employees currently have salaries which fall within the new proposed ranges. Any additional salary adjustments will be evaluated and implemented by the City Administrator based on the actual job responsibilities that are changing, tenure in the position, employee performance and internal equity concerns.

Department requests for the 2020 Budget are still pending, but I anticipate there will likely be additional reclassification considerations and requests for new positions that will be discussed in connection with the development of next year's budget. If you have questions, please do not hesitate to contact me.

**City of Mission, Kansas**  
**2019 Salary Schedule with Recommended Reclassifications**

Position Title	Pay Grade	Pay Range		
		Minimum	Midpoint	Maximum
Office Assistant	11	\$32,261	\$39,525	\$46,789
Accountant	11	\$32,261	\$39,525	\$46,789
HR Specialist	17	\$45,110	\$55,257	\$65,404
Payroll/Benefits Specialist	15	\$42,620	\$52,212	\$61,803
Accounting Manager	20	\$53,864	\$65,972	\$78,081
Public Information Officer	24	\$57,116	\$69,973	\$82,829
Assistant to the City Administrator	23	\$62,974	\$77,143	\$91,313
City Clerk	23	\$62,974	\$77,143	\$91,313
Asst City Administrator/Finance Director	31	\$93,490	\$114,521	\$135,553
City Administrator	33	\$102,580	\$125,654	\$148,728
Court Clerk	13	\$37,115	\$45,470	\$53,826
Laborer/Equipment Operator I	11	\$32,261	\$39,525	\$46,789
Laborer/Equipment Operator II	13	\$37,115	\$45,470	\$53,826
Mechanic	15	\$42,620	\$52,212	\$61,803
Public Works Crewleader	16	\$44,666	\$54,718	\$64,770
Public Works Superintendent	24	\$57,116	\$69,973	\$82,829
	23	\$62,974	\$77,143	\$91,313
Public Works Director	29	\$84,399	\$103,388	\$122,377
Neighborhood Services Officer	14	\$40,664	\$49,766	\$58,868
Community Development Coordinator	16	\$44,666	\$54,718	\$64,770
Planning & Development Services Manager	23	\$62,974	\$77,143	\$91,313
Building Official	23	\$62,974	\$77,143	\$91,313
Maintenance Worker	10	\$31,066	\$38,050	\$45,033
Facilities & Maintenance Supervisor	20	\$53,864	\$65,972	\$78,081
Aquatics Facilities Manager	17	\$45,110	\$55,257	\$65,404
Aquatics Coordinator	13	\$37,115	\$45,470	\$53,826
Recreation Program Supervisor	20	\$53,864	\$65,972	\$78,081
Recreation Program Coordinator	15	\$42,620	\$52,212	\$61,803
Administrative Supervisor	20	\$53,864	\$65,972	\$78,081
Rental Coordinator	13	\$37,115	\$45,470	\$53,826
Membership Coordinator	13	\$37,115	\$45,470	\$53,826
Parks & Recreation Director	29	\$84,399	\$103,388	\$122,377
Police Records Clerk	13	\$37,115	\$45,470	\$53,826
Community Service Officer	13	\$37,115	\$45,470	\$53,826
Police Officer I	15	\$42,620	\$52,212	\$61,803
Police Officer II	16	\$44,666	\$54,718	\$64,770
Detective	19	\$51,814	\$63,464	\$75,115
Corporal	19	\$51,814	\$63,464	\$75,115
Sergeant	22	\$60,051	\$73,568	\$87,084
Captain	26	\$74,657	\$91,446	\$108,235
Chief of Police	31	\$93,490	\$114,521	\$135,553

**City of Mission Salary Schedule - 2019**

<b><u>Grade</u></b>	<b><u>Positions in Grade</u></b>
10	Maintenance Worker
11	Laborer/Equipment Operator I, Office Assistant, Accountant
13	Court Clerk, Laborer/Equipment Operator II, Police Records Clerk, Aquatics Coordinator, Rental Coordinator, Membership Coordinator, Community Service Officer
14	Neighborhood Services Officer
15	Recreation Program Coordinator, Police Officer I, Mechanic, Payroll/Benefits Specialist
16	Public Works Crewleader, Community Development Coordinator, Police Officer II
17	Aquatic Facilities Manager
19	Detective, Corporal
20	Administrative Supervisor, Facilities & Maintenance Supervisor, Recreation Program Supervisor, Accounting Manager
22	Sergeant
23	City Clerk, Assistant to the City Administrator, Public Works Superintendent, Building Official
26	Captain
29	Parks & Recreation Director, Public Works Director
31	Assistant City Administrator/Finance Director, Chief of Police
33	City Administrator



<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	March 26, 2019
<b>Administration</b>	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

**RE:** City Council Policy No. 111

**RECOMMENDATION:** Approve the revisions to City Council Policy 111 as recommended.

**DETAILS:** City Council Policy No. 111 specifically defines the process and procedure for the sale and disposal of real and personal property by the City of Mission. Each department, in consultation with the Assistant City Administrator/Finance Director, will be responsible for determining the best method for disposal of property in accordance with state law and council policies.

Following the January City Council meeting, it was brought to staff's attention that the current Council Policy did not accurately reflect the City's practices regarding advertisement of surplus property, either real or personal.

The policy has been revised to reflect current practices and to provide the greatest degree of flexibility as the processes and procedures evolve over time.

Both a redlined and clean version of Council Policy No. 111 are included in the packet for review and consideration.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	K.S.A. 12-101
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 111**

**SALE OF REAL PROPERTY & EQUIPMENT**

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- 1.01 This policy describes the process and procedure for the sale of real and personal property by the City which is also outlined in KSA 12-101.
- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will, on an as needed basis, establish a listing of unclaimed or obsolete personal property to be declared surplus. It will be the responsibility of the Department Head and Finance Director to determine the best means for disposing of or selling obsolete personal property, including the method of advertising.
- 1.05 The sale or disposal of real property will be determined on a case by case basis by the City Council.

**APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004**

**REVISED AND APPROVED BY THE CITY COUNCIL ON APRIL 17,  
2019**

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 111**

**SALE OF REAL PROPERTY & EQUIPMENT**

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- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will, on an as needed basis, establish a listing a calendar of sale of unclaimed or obsolete personal property to be declared surplus. It will be the responsibility of the Department Head and Finance ~~Officer~~ Director to determine the best means ~~of for~~ disposing of or selling ~~of~~ obsolete personal property, including the method of advertising.
- 1.05 The All sale or disposal of real or personal property will be determined on a case by case basis by the City Council. include a one week classified ad announcing the sale of said property in both the Kansas City Star and Johnson County Sun.

**APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004**

**REVISED AND APPROVED BY THE CITY COUNCIL ON APRIL 17, 2019**

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	March 26, 2019
<b>Administration</b>	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

**RE:** Declaration of Surplus Equipment

**RECOMMENDATION:** Approve the Resolution providing for the sale/disposal of surplus equipment from various departments.

**DETAILS:** Section 12-101 of the Kansas State statutes (K.S.A. 12-101) puts forth the corporate powers of cities in Kansas which includes:

- Sell and convey any real or personal estate owned by the city, and make such order respecting the same as may be deemed conducive to the interests of the city (emphasis added), and to provide for the improvement, regulation and government of the same.

City Council Policy No. 111 specifically defines the process and procedure for the sale and disposal of real and personal property by the City of Mission (please see attached). Each department, in consultation with the Assistant City Administrator/Finance Director, will be responsible for determining the best method for disposal of property in accordance with state law and council policies.

Items for surplus include a 2012 Chevrolet Tahoe Police Department vehicle that was recently involved in a collision. The insurance company has assessed the vehicle as a total loss and determined that the actual cash value is \$13,610. The vehicle was scheduled for replacement in 2020. The vehicle needs to be declared surplus property so that title can be transferred to the insurance company for disposal. The vehicle will not be replaced at this time.

Other items on this list include two desks from the former NEACC office in the police department. Due to their age, these desks have no residual value and will be disposed of.

All property and equipment for surplus is listed on Attachment A to the Resolution.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	NA
Available Budget:	NA



**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 111**

**SALE OF REAL PROPERTY & EQUIPMENT**

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- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will on an as needed basis establish a calendar of sale of unclaimed or obsolete personal property. It will be the responsibility of the Department Head and Finance Officer to determine the best means of disposing or selling of obsolete personal property.
- 1.05 All sale of real or personal property will include a one-week classified ad announcing the sale of said property in both the Kansas City Star and Johnson County Sun.

**APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004**

**CITY OF MISSION, KANSAS**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL**

**WHEREAS**, City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101; and

**WHEREAS**, the City, has identified those items listed on Attachment A as "Surplus Property;"

**NOW, THEREFORE**, be it resolved by the Governing Body of the City of Mission:

**Section 1.** The items included on Attachment A are hereby declared as surplus.

**Section 2.** The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

**Section 3.** In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION** on this 17th day of April 2019.

**APPROVED BY THE MAYOR** on this 17th day of April 2019.

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Ronald E. Appletoft, Mayor

ATTEST:

\_\_\_\_\_  
Martha Sumrall, City Clerk

**Attachment A**

**Surplus Items - April 2019**

Item	Description	Serial Number/Asset Tag	Department	Value
<b><u>Vehicles / Equipment</u></b>				
Chevrolet Tahoe Patrol Car	2012 Chevrolet Tahoe (black)	1GNSK2E02CR189250	Police	\$13,600.00
<b><u>Other Equipment</u></b>				
Two Desks	NEAAC Office Desks	N/A	Police	Nominal