

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, NOVEMBER 14, 2018

6:30 P.M.

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. Presentation from Auditors- Brian Scott ([page 4](#))

Berberich, Trahan & Company (BT&Co) will conduct the audit for the fiscal year ending December 31, 2018. Stacey Hamond with BT&Co will meet with the Finance and Administration Committee to discuss the upcoming audit. In particular, she will outline the auditor's responsibilities with regard to the financial audit, planned scope and timing of the audit, and any significant issues prior to beginning the audit.

ACTION ITEMS

2. Employee Benefit Renewals - Brian Scott ([page 9](#))

Benefits are an important component of an overall compensation package that the City offers its employees. Staff has been working with the City's benefit broker, Lockton Benefit Company, and other plan providers over the past few months to organize, evaluate, negotiate, and recommend an employee benefits program for 2019 that is supportive of the employees while also being fiscally sound for the City. Staff will review the recommended 2019 employee benefit program with the City Council.

3. Human Service Fund Recommendations - Brian Scott ([page 20](#))

United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that provide for the human service needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson County to support a number of services that help residents facing difficult circumstances. The City of Mission is a contributor to this fund along with 13 other communities and Johnson County. The Council will consider a contribution of \$7,600 to this fund for 2019.

4. Purchase of Vehicle and Equipment for Community Service Officers - Ben Hadley [\(page 30\)](#)

During the 2019 Budget process the Council approved the creation of two Community Service Officer (CSO) positions in the Police Department. The recommendation was driven in part by the decision to dissolve the Northeast Animal Control Commission (NEACC), as well as freeing up police officers' time by allowing civilian staff to handle non-essential police functions. With a 60 day lead time on the vehicle order, it is appropriate to request that Council authorize the purchase of a vehicle in the current budget year. A portion of the total estimated costs will be recovered through contractual fees charged for the provision of animal control services to surrounding cities.

DISCUSSION ITEMS

5. Non-discrimination Ordinance - Laura Smith [\(page 33\)](#)

At the October 3 Finance & Administration Committee meeting, Councilmember Flora presented a request for the Council to consider and discuss a Non-Discrimination Ordinance ("NDO") for the City of Mission. The intent of the ordinance would be to provide uniform legal protection within the City of Mission prohibiting discrimination in employment, housing and public accommodations on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or military status. In addition, the ordinance would provide for and outline a complaint and enforcement process. At the October meeting, Council directed staff to move forward to draft an ordinance for further consideration. A proposed ordinance has been developed for review and discussion.

6. Roeland Court Homes Association Subsidence and Creation of Community Improvement District (CID) - Laura Smith [\(page 42\)](#)

On August 21-22, 2017, a subsidence of the parking lot/parking 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 cooperatively solve the problem, a proposed solution is ready for Council review and consideration.

7. Quarterly Police Department Update - Ben Hadley [\(page 56\)](#)

Staff will provide periodic (quarterly) updates on public safety statistics. The quarterly reports are intended to provide a more comprehensive view of police activity or issues, while still being timely enough to allow staff and Council the opportunity to review and discuss trends or areas of concern. Activity through September 30, 2018 will be presented.

OTHER

8. Department Updates - Laura Smith

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

City of Mission	Item Number:	1.
DISCUSSION ITEM SUMMARY	Date:	November 2, 2018
Administration	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: 2018 Financial Pre-Audit Communication

DETAILS: Kansas statutes require an annual audit of the City's financial statements. As the City's fiscal year comes to an end, staff begins preparing for closing out the fiscal year and starting the audit. The City has engaged Berberich Trahan & Company, P.A., Certified Public Accountants (BT&Co) to conduct an audit of the City's financial statements for the fiscal year ending December 31, 2018. The audit for this fiscal year will cost approximately \$27,000.

One of the first steps in preparing for the upcoming audit is a pre-audit communication with elected officials and management. The American Institute of Certified Public Accountants (AICPA) establishes standards and guidelines for proper and effective auditing of financial records through the issuance of Statements on Auditing Standards (SAS). SAS 114, *The Auditor's Communication With Those Charged With Governance*, addresses the auditor's communications with the governance (the actual governing body and senior management) of the entity that is being audited. Matters to be communicated include:

- The auditor's responsibilities with regard to the financial audit statement
- Planned scope and timing of the audit
- Significant findings or issues from the audit

The auditor's responsibilities with regard to the audit of the financial statement are often included in the representation letter that is presented with the audit. The letter communicates:

- The auditor is responsible for performing the audit in accordance with Generally Accepted Auditing Standards (GAAS) and that the audit is designed to obtain reasonable, rather than absolute, assurance about whether the financial statements as a whole are free from material misstatement.
- An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting.
- The auditor is responsible for communicating significant matters related to the financial statement audit that are, in the auditor's professional judgment, relevant to the responsibilities of those charged with governance in overseeing the financial reporting process.

Related Statute/City Ordinance:	
Line Item Code/Description:	01-07-207-02
Available Budget:	\$32,000

City of Mission	Item Number:	1.
DISCUSSION ITEM SUMMARY	Date:	November 2, 2018
Administration	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

- When applicable, the auditor is also responsible for communicating particular matters required by law or regulation, by agreement with the entity, or by additional requirements applicable to the engagement.

Stacey Hamond with BT&Co will meet with the Finance and Administration Committee to discuss the upcoming audit. In addition to the areas listed above, this discussion will entail the planned scope and timing of the audit itself.

This would be an opportunity for the auditor and Committee to engage in a discussion on such matters as:

- The allocation of responsibilities between the City Council and management in regards to fiscal oversight;
- Any significant communications with regulators or other outside parties;
- The auditor's approach to internal control relevant to the audit including, when applicable, whether the auditor will express an opinion on the effectiveness of internal control over financial reporting;
- How the auditor proposes to address the significant risks of material misstatement, whether due to fraud or error;
- The City's objectives and strategies and the related risks that may result in material misstatements; and
- A better understanding of the consequences of the auditor's work and to identify any areas in which the auditor may be requested to undertake additional procedures.

Although communication with those charged with governance may assist the auditor to plan the scope and timing of the audit, it does not change the auditor's sole responsibility to establish the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient and appropriate audit evidence.

CFAA CONSIDERATIONS/IMPACTS: NA

Related Statute/City Ordinance:	
Line Item Code/Description:	01-07-207-02
Available Budget:	\$32,000



BERBERICH TRAHAN & CO., P.A.
Certified Public Accountants

October 22, 2018

Mayor and City Council
City of Mission, Kansas
6090 Woodson Road
Mission, Kansas 66202

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of City of Mission, Kansas' (the City) financial statements as of and for the year ended December 31, 2018.

Communication

Effective two-way communication between our Firm and the City Council is important to understanding matters related to the audit and in developing a constructive working relationship. Stacey A. Hammond is the director responsible for oversight of all aspects of the audit.

Your insights may assist us in understanding the City and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

An Independently Owned Member, RSM US Alliance

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

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City of Mission, Kansas
October 22, 2018
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Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no director or professional employee of Berberich Trahan & Co., P.A. is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a director or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Berberich Trahan & Co., P.A. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

As part of obtaining an understanding of your business and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality both in planning and performing the audit, evaluating the effect of identified misstatements on the audit, and the effect of uncorrected misstatements, if any, on the financial statements, and in forming the opinion in our report. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.



Mayor and City Council
City of Mission, Kansas
October 22, 2018
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Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the City's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Timing of the Audit

We will schedule preliminary audit field work for December 2018 with final field work commencing in February 2019. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the City.

This communication is intended solely for the information and use of the City Council and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

BERBERICH TRAHAN & CO., P.A.

Stacey A. Hammond
Director

SAH:tls

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	November 2, 2018
Administration	From:	Brian Scott

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

RE: Recommendation for 2019 Employee Benefits Program

RECOMMENDATION: Authorize the Mayor, or his/her designee, to execute any and all documents necessary to approve contracts for the City of Mission's 2019 employee health/welfare benefits program.

DETAILS: Benefits are an important component of an overall compensation package that the City offers its employees. Staff has been working with the City's benefit broker, Lockton Benefit Company, and other plan providers over the past several months to organize, evaluate, negotiate, and recommend an employee benefits program for 2019 that is supportive of the employees while also being fiscally sound for the City. Please see the attached memorandum and exhibits for detailed information on the recommended 2019 employees benefits program. The recommendations include:

- Renew with Blue Cross / Blue Shield of Kansas City and offer three health insurance plans - Preferred Care Blue, Blue Select, and Blue Select with Spira Care.
- Continue with the current health insurance premium structure, 80% of the premium being paid by the City and 20% being paid by the employee, with no premium increases.
- Fund a wellness program for City employees in the amount of \$9,000.
- Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2019 with no increase in premium rates.
- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.
- Renew the vision insurance benefit plan with EyeMed with 100% of the premium paid by the City effective January 1, 2019. This will result in no premium increase.
- Continue to provide a Section 125 Flexible Spending Account through Basic.
- Maintain basic Group-Term Life/AD&D benefits through The Standard.
- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.
- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.
- Fund the KPERS and KP&F retirement plans in accordance with state mandated rates.
- Maintain the quarterly contribution of 2% of total earnings in the Principal Plan for non-KP&F employees, with no optional matching benefit.

Related Statute/City Ordinance:	
Line Item Code/Description:	Various personnel line items that make up the 2019 Budget
Available Budget:	\$ 2,440,000

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	November 2, 2018
Administration	From:	Brian Scott

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

Anticipated personnel costs for 2019 based on the recommendations provided are summarized in the table below.

Health/Welfare Benefits	+ \$ 826,450
Retirement Benefits	+ \$ 717,872
SUI, FICA, Worker's Compensation	+ \$ 512,000
2019 Total Estimated Benefit Costs	= \$ 2,056,610
2019 Total Estimated Salary Costs	+ \$ 5,195,320
2019 Total Personnel Costs:	= \$ 7,251,930
Total 2019 Budget Personnel Costs	\$ 7,636,033
2019 Benefits as a % of Total Personnel Costs	28%

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	Various personnel line items that make up the 2019 Budget
Available Budget:	\$ 2,440,000



MEMORANDUM

Date: October 31, 2018
To: Members of the Finance and Administration Committee
From: Brian Scott, Assistant City Administrator/Finance Director
RE: 2019 Employee Benefits Program

Benefits are a key component of the total compensation package that we offer our employees. Just as important as maintaining competitive wages in the marketplace, maintaining competitive benefits can help in recruiting and retaining good employees. To this end, staff works with the City's benefit broker, Lockton Benefit Company (LBC), and other plan providers to organize, evaluate, negotiate and recommend an employee benefits package for each fiscal year that is competitive within the marketplace, is efficient and is fiscally prudent. The recommendations for fiscal year 2019 are summarized in this memorandum with corresponding attachments where appropriate.

Medical Benefit

The City has experienced significant increases in health insurance premiums over the past couple of years. These increases forced the City to seek proposals from other health insurance providers in the market. Consequently, the City has switched providers twice in the last two years - from Aetna to Cigna in 2017 and from Cigna to Blue Cross / Blue Shield in 2018. Each of these moves was done to avoid a substantial proposed increases in premiums - 25% increase in 2017 and nearly 50% in 2018. The move to Cigna in 2017 resulted in a 4% increase in premiums and the move to Blue Cross / Blue Shield in 2018 resulted in a 25% increase in health insurance premiums.

To help ease the impact of the 2018 increases for the employees, the City moved from a single health plan offering to two health plan offerings with BC/BS. Blue Select is offered as the base plan. Because of the deep discounts that BC/BS negotiates with a limited number of providers, this plan can offer lower premiums. Preferred Care Blue provides a "buy-up plan" that is the more traditional preferred provider organization (PPO) that employees have been accustomed to.

The City received its proposed premium package from BC/BS for 2019 with **no** increase in premiums. Please see Tables 1 and 2 on the next page for a breakdown of the premiums for each plan, and the total estimated cost based on current enrollment.

There are currently 60 full-time employees that utilize the City's health insurance plan.

Table 1. Base Plan - Blue Select 2018 Premiums and Proposed 2019 Premiums

Coverage Tier	Employees Enrolled	2018 Total Monthly Premium	2019 Total Monthly Premium	Difference
Employee Only	9	\$585.72	\$585.72	\$0
Employee + Spouse	5	\$1,230.00	\$1,230.00	\$0
Employee + Child(ren)	2	\$1,054.29	\$1,054.29	\$0
Employee + Family	5	\$1,757.15	\$1,757.15	\$0
	Monthly Total	\$22,315.81	\$22,315.81	
	Annual Total	\$267,789.72	\$267,789.72	
	\$ Increase		\$0	
	% Increase		0%	

Table 2. Buy-Up Plan - Preferred Care Blue 2018 Premiums and Proposed 2019 Premiums

Coverage Tier	Employees Enrolled	2018 Total Monthly Premium	2019 Total Monthly Premium	Difference
Employee Only	11	\$720.88	\$720.88	\$0
Employee + Spouse	10	\$1,513.85	\$1,513.85	\$0
Employee + Child(ren)	6	\$1,297.58	\$1,297.58	\$0
Employee + Family	12	\$2,162.64	\$2,162.64	\$0
	Monthly Total	\$56,805.34	\$56,805.34	
	Annual Total	\$681,664.08	\$681,664.08	
	\$ Increase		\$0	
	% Increase		0%	

As a part of the 2019 renewal, BC/BS is also offering new plan that incorporates Spira Care into their Blue Select network. Spira Care is a new concept for BC/BS. It consists of clinics that have been constructed, or are under construction, exclusively for BC/BS Spira Care members. Employees on this plan would be able to go to the clinic for all of their health care needs. There are no office visit co-pays or other out-of-pocket costs for the employee when they use the clinic. Employees with health issues requiring a specialist or hospitalization would utilize the providers within the Blue Select Network. Once the plan deductible is met, the employee incurs no additional out-of-pocket costs when utilizing network providers.

Table 3. Proposed 2019 Premiums - City/Employee Cost Share

Coverage Tier	2019 Monthly Premium	City's Share of Premium - 80%	Employee's Share of Premium - 20%
Preferred Care Blue (Individual Maximum Deductible \$1,000)			
Employee Only	\$720.88	\$576.70	\$144.18
Employee + Spouse	\$1,513.85	\$1,211.08	\$302.77
Employee + Child(ren)	\$1,297.58	\$1,038.06	\$259.52
Employee + Family	\$2,162.64	\$1,730.11	\$432.53
Blue Select (Individual Maximum Deductible \$2,000)			
Employee Only	\$585.72	\$468.58	\$117.14
Employee + Spouse	\$1,230.00	\$984.00	\$246.00
Employee + Child(ren)	\$1,054.29	\$843.43	\$210.86
Employee + Family	\$1,757.15	\$1,405.72	\$351.43
Blue Select with Spira Care (Individual Maximum Deductible \$1,500)			
Employee Only	\$585.40	\$468.32	\$117.08
Employee + Spouse	\$1,229.33	\$983.46	\$245.87
Employee + Child(ren)	\$1,053.71	\$842.97	\$210.74
Employee + Family	\$1,756.19	\$1,404.95	\$351.24

Premiums for the Blue Select Plus with Spira Care are nearly the same as the Blue Select plan. However the individual deductible is \$1,500 for Blue Select Plus with Spria Care as opposed to \$2,000 for Blue Select. Attachment A provides a benefit summary for each plan.

The City has traditionally offered health insurance at an 80%/20% cost share with employees - City paying 80% and employees paying 20%. It is recommended that this continue for 2019.

The approximate cost for the City based on this cost sharing ratio will be \$760,000. The City had budgeted a 20% increase (additional \$152,000) in health insurance for 2019.

Recommendation: Continue health insurance coverage with Blue Cross / Blue Shield of Kansas City offering Preferred Care Blue, Blue Select and Blue Select with Spira Care plans to City employees with no increase in premiums for 2019. It is also recommended the City continue with the 80%/20% cost share between the City and employee. The estimated cost for the City in 2019 is anticipated to be \$760,000.

Wellness Benefit

The City believes that improving the overall health and wellness of its employees can have a positive impact on future medical plan premiums. To this end, the City initiated a wellness program in 2012.

For the past two year the City has been utilizing a wellness program whereby employees are encouraged to earn points throughout the year by engaging in wellness activities such as doctor and dental visits, flu shots, membership in a workout facility, or attending wellness seminars at work. Employees who earn the minimum amount of points will receive a \$200 check at the end of the year. Deadline for submitting points is November 1st. Sixteen employees participated in the program in 2017, and thirteen employees participated in the program this year. Staff is recommending to increase the benefit to \$300.

Recommendation: Increase the 2019 wellness benefit to \$300 for each participant that completes the annual wellness program. This will have an impact on the City's 2019 budget of \$6,000. Biometric screening and lunch-and-learn speakers have been budgeted for \$3,000. This is a total of \$9,000 budgeted for the employee wellness program.

Dental Benefit

The City offers its employees dental coverage through Delta Dental of Kansas. Delta Dental has a wide network of dental care providers across the Kansas City region, on both sides of the state line, and are generally considered to be the leader in dental insurance.

The City's dental insurance plan provides an annual deductible of \$50 for an individual and \$150 for a family with an annual maximum of \$1,000, regardless of whether it is in or out of network. The plan also provides for 100% of preventive services and 80% of basic services within network.

As with the medical benefit, the City currently pays 80% of the premium rates and the employee pays 20%. Delta Dental is proposing no increase in premiums for 2019. The following table represents the staff's recommendations for the 2019 dental benefit.

2019 Dental Premium Structure 80%/20%

	Total Monthly Premium	Employer Contribution	Employee Contribution	Per Payroll Premium	2018/2019 Per Payroll Difference
Employee Only	\$ 31.20	\$ 24.96	\$ 6.24	\$ 3.12	\$ 0 .00
Employee + Family	\$ 91.25	\$ 73.00	\$ 18.25	\$ 9.13	\$ 0.00

Recommendation: Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2019 with no increase in premium rates; and maintain the current premium structure of 80% City and 20% employees. Estimated impact to the City’s 2019 budget for the recommended dental benefits is \$43,000.

Vision Benefit

The City provides vision insurance to its employees through EyeMed. Vision benefit premiums are paid 100% by the City. EyeMed provided a rate increase last year that locks in premiums through 2020. So, there is no increase in premiums for 2019.

Recommendation: Renew vision benefits with EyeMed, effective January 1, 2019 with no increase in premiums. Maintain 100% of the premium paid by the City with an estimated impact to the City’s 2019 budget of \$9,200.

125 Flexible Spending Account Benefit

The City offers a Flexible Spending Account (FSA) program (unreimbursed medical and dependent care expenses) through BASIC. The plan allows employees to set aside pre-tax dollars for qualified expenses eligible for reimbursement throughout the plan year.

There are currently 42 employees participating in the FSA with annual contributions totaling approximately \$76,000. Annual plan administration fees are approximately \$2,650. Participation in the plan saves both the employees and the City approximately \$4,500 each in FICA taxes on health insurance.

Recommendation: Continue to provide a Section 125 Flexible Spending Account through Basic with an estimated impact on the 2019 budget of \$2,650.

Basic Life / AD&D Insurance Benefit

The City provides a basic group-term life/AD&D policy through The Standard for all benefit eligible employees, paid 100% by the City. The Standard has not increased its rates for the past few years and is not proposing to increase its rates for 2019. Department directors receive \$25,000 benefit and all other employees (unless reduced as a result of age) receive a \$20,000

benefit.

Recommendation: Maintain basic Group-Term Life/AD&D benefits through The Standard for 2019 with an estimated impact to the City's 2019 budget of \$2,600 and a rate guaranteed until 2020.

Voluntary Life Insurance Benefit

The City also offers its employees the option to purchase additional life insurance through The Standard. The plan allows employees to purchase insurance in increments of \$10,000 up to a max of 5X their annual salary. The pricing is age rated and employees have the opportunity to purchase coverage for a spouse and dependents as well. The premiums are paid 100% by the employee that chooses to participate. The voluntary life insurance benefit will renew at no rate increase. Premium may increase only if an employee crosses an age-band or they make specific application for an increase in coverage amounts.

Recommendation: Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees. No impact to the 2019 budget.

Voluntary Supplemental Insurance Benefit

Employees are provided the option to participate in a supplemental insurance benefit through AFLAC. Though AFLAC provides primarily short-term disability insurance, they also offer a number of other insurance options that employees can select to participate in given their particular needs. This benefit is paid 100% by the employees that choose to participate.

Recommendation: Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees. No impact to the 2019 budget.

Retirement Plan Benefit

The City participates in the Kansas Public Employee Retirement System and the Kansas Police and Firefighters retirement system (KPERS/KP&F) for all eligible employees. Contributions to these two systems are mandatory for both the City, as the employer, and the employees. Contribution rates are dictated annually by the plan and are as follows for 2017:

KPERS:	Employer	9.89% of Covered Payroll (Increase of .05% from last year)
	Employee	6.00% of earnings
KP&F:	Employer	22.13% of Covered Payroll (Increase of 10% from last year)
	Employee	7.15% of earnings

The estimated employer (the City's) contribution to KPERS/KP&F is approximately \$675,872 for 2019. This is an increase of approximately \$89,000 from last year. This increase not only reflects an increase in the contribution rates, but also an increase in contributions as result of recent pay adjustments resulting from the classification and compensation study.

Recommendation: Fund the KPERS and KP&F retirement plans in accordance with state mandated rates for an estimated cost of \$675,872 for 2019.

Supplemental Retirement Benefit

Since 1980, the City has provided a supplemental retirement program for all non-public safety employees working more than 1,000 hours per year. This plan, through Principal investment company, was put in place based on a desire by the City to help equalize the gap in the employer funded contributions between KPERS and KP&F. It has no impact on the KPERS benefits available to employees upon their retirement.

Recommendation: Maintain the contribution of 2% of total earnings in the Principal plan for non-KP&F employees, with no optional matching benefit. The estimated cost for 2019 is \$42,000.

Summary and Recommendation for Health & Welfare Benefits

The following is the recommended 2019 Employee Benefit Package.

- Renew with Blue Cross / Blue Shield of Kansas City offer three health insurance plans - Preferred Care Blue, Blue Select and Blue Select with Spira Care.
- Continue with the current health insurance premium structure, 80% of the premium being paid by the City and 20% being paid by the employee, with no premium increases for 2019.
- Fund a wellness program for City employees in the amount of \$9,000.
- Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2019 with no increase in premium rates.
- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.
- Renew the vision insurance benefit plan with EyeMed with 100% of the premium paid by the City effective January 1, 2019. This will result in no premium increase.
- Continue to provide a Section 125 Flexible Spending Account through Basic.
- Maintain basic Group-Term Life/AD&D benefits through The Standard.
- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.
- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.
- Fund the KPERS and KP&F retirement plans in accordance with state mandated rates.
- Maintain the quarterly contribution of 2% of total earnings in the Principal Plan for non-KP&F employees, with no optional matching benefit.

A historical review of the changes in net costs for the City's health and welfare benefit programs is summarized below.

Five-Year Summary of Total Health and Welfare Benefit Costs (excluding retirement)

	2015	2016	2017	2018	2019
City's Total Net Costs	\$742,464	\$744,900	\$750,800	\$905,825	\$826,450
\$ Change	\$50,630	\$2,436	\$5,900	\$155,025	(\$79,000)
% Change	7.3%	0%	1%	21%	(9%)

Anticipated personnel costs for 2019 based on the recommendations provided are summarized in the table on the next page.

Health/Welfare Benefits	+ \$ 826,450
Retirement Benefits	+ \$ 717,872
SUI, FICA, Worker's Compensation	+ \$ 512,000
2019 Total Estimated Benefit Costs	= \$ 2,056,610
2019 Total Estimated Salary Costs	+ \$ 5,195,320
2019 Total Personnel Costs:	= \$ 7,251,930
Total 2019 Budget Personnel Costs	\$ 7,636,033
2019 Benefits as a % of Total Personnel Costs	28%

MEDICAL: BENEFIT SUMMARIES

Benefit	Blue Select Plus PPO \$2,000		Preferred Care Blue PPO \$1,000		Blue Select Plus/Spira Care EPO \$1,500	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible:						
Individual	\$2,000	\$2,000	\$1,000	\$1,000	\$1,500	
Family	\$4,000	\$4,000	\$3,000	\$3,000	\$3,000	
Deductible applies to all services unless indicated otherwise						
Coinsurance	80%	50%	80%	50%	100%	
Out of Pocket Maximum:						
Individual	\$4,000	\$20,000	\$4,000	\$8,000	\$1,500	Not Covered
Family	\$8,000	\$40,000	\$8,000	\$16,000	\$3,000	
Preventive Services	100%	Ded then 50%	100%	Ded then 50%	100%	
Physician Office Visits	\$40 Copay	Ded then 50%	\$30 Copay	Ded then 50%	Deductible*	
Specialist Office Visits	\$40 Copay	Ded then 50%	\$30 Copay	Ded then 50%	Deductible	
Inpatient Hospital	Ded then 80%	Ded then 50%	Ded then 80%	Ded then 50%	Deductible	
Outpatient Hospital	Ded then 80%	Ded then 50%	Ded then 80%	Ded then 50%	Deductible	
Urgent Care	\$40 Copay	Ded then 50%	\$30 Copay	Ded then 50%	Deductible	
Emergency Room	\$100 Copay then 80%	\$100 Copay then 80%	\$100 Copay then 80%	\$100 Copay then 80%	Deductible	In-network Deductible
Prescription Drugs:						
Retail Copays:						
Generic/Preferred Brand/Non-Preferred Brand	\$15/\$70/\$110	\$15/\$70/\$110 then 50%	\$15/\$70/\$110	\$15/\$70/\$110 then 50%	\$15/\$50/Deductible	
Mail Order Copays:						
Generic/Preferred Brand/Non-Preferred Brand	\$37.50/\$175/\$275	\$37.50/\$175/\$275 then 50%	\$37.50/\$175/\$275	\$37.50/\$175/\$275 then 50%	\$15/\$125/Deductible	Not Covered

*No charge when you seek care in a Spira Care Center

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	November 2, 2018
Administration	From:	Brian Scott

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

RE: 2019 UCS Human Service Fund Allocation

RECOMMENDATION: Approve the proposed 2019 UCS Human Service Fund allocation.

DETAILS: United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that provide for the human service needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson County to support a number of services that help residents facing difficult circumstances.

The Human Service Fund awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Components of the safety net programs that are supported by the Human Service Fund include; 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety. Some of these agencies work closely with the Mission police department in supporting those residents that the department may serve.

Last year the Human Service Fund allocated \$335,930 to 14 separate agencies in Johnson County, representing a commitment of 15 participating cities and the County. The City of Mission's contribution was \$7,600.

This year, the UCS Board is recommending a total allocation of \$339,801. This is an increase of \$3,871 or 1%. The City of Mission's contribution would be \$7,600. This amount has been included in the adopted 2019 budget.

The 2019 recommendations of the UCS Board for the Human Service Fund are detailed in the attached report. Approval by the Council would simply affirm the recommended agencies and amounts to be received by each. The City of Mission's contribution would be distributed proportionately among all the programs/agencies identified, unless directed otherwise by the Council.

CFAA CONSIDERATIONS/IMPACTS: Participation in the Human Services Fund supports the Community for All Ages initiatives by providing resources to those in our community that may be in need, whether younger or older residents.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-09-208-08
Available Budget:	\$7,600



United Community Services of Johnson County

2019 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Board Members

- Justin Nichols, President
- Patricia A. All, EdD
- Kate Allen
- Brian S. Brown
- Jennifer Bruning
- Tara S. Eberline
- Hon. Steven M. Ellis
- Cheryl Harrison-Lee
- Michael Hockley
- Rev. Lee Jost
- Roxann Kerr Lindsey
- Donna Lauffer
- Leo J. Nunnink
- Sandra Sanchez
- Maury L. Thompson
- Kevin Tubbesing
- Rick Worrel
- Rebecca Yocham

Council of Advisors

- Gary Anderson
- Mary Birch
- Dick Bond
- Pat Colloton
- David Cook, PhD
- Hon. Peggy Dunn
- Hon. Ed Eilert
- Jeffrey O. Ellis
- SuEllen Fried
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- Terrie Huntington
- Audrey Langworthy
- Jill Quigley
- Tom Robinett
- Clint Robinson
- Carol Sader
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- Brad Stratton
- Charlie Sunderland
- Elaine Tatham, PhD
- Stephen Tatum
- David Warm
- Hannes Zacharias

Executive Director

Julie K. Brewer

Human service programs are a vital component of quality of life. United Community Services (UCS) commends city and County government leaders for recognizing the important role of local government in supporting human service programs. Thank you for your support of the **Human Service Fund** in 2019.

Together, Johnson County Government and 14 cities committed \$359,801 for the Human Service Fund in 2019. (See appendix A for list of participating jurisdictions.) These contributions directly benefit Johnson County residents who will be served through 14 programs recommended for 2019 Human Service Fund grants.

The Human Service Fund (HSF) offers local governments a cost-efficient, accountable mechanism to support an array of services that help residents of every city and township who are facing difficult circumstances. Funding is awarded to local nonprofit agencies which provide vital programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Priority is given to programs that address child care, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care. (See appendix B for all funding priorities.) Agencies recommended for grants demonstrate positive outcomes and are working collaboratively with others in the community. Funding recommendations represent the maximum HSF award for the calendar year, and UCS is not responsible for reductions in grant awards that may occur due to reduction in allocated funds by participating jurisdictions.

Thanks to your support, in 2017 programs receiving Human Service Fund grants served nearly 55,000 Johnson County residents in-need. But, these programs benefit more than just the individual and their family; the entire community, including local government, benefits. Without a strong human service infrastructure to address issues such as unemployment, lack of child care, homelessness, child abuse and neglect, domestic violence, and untreated medical conditions, our community will experience higher crime rates and lower tax revenue, a decline in the standard of living, and weakened economic health.

Jurisdictions are asked to accept the funding recommendations by January 1, 2019.



2019 Human Service Fund Applicant History and Recommendations

Applicant	2017 Grant	2018 Grant	2019 Recommendation	Program Description
CASA of Johnson & Wyandotte Counties	\$32,000	\$40,000	\$43,500	Court-ordered intervention by trained volunteers for children determined by a judge to be a "Child in Need of Care" due to abuse or neglect, or as high concern for safety and placement. Volunteers focus on the child and submit reports to judge.
Catholic Charities of NE Kansas	\$70,000	\$70,000	\$70,000	Emergency assistance and supportive housing, including case management to meet basic needs of low-income families and help them work towards self-sufficiency.
Community Center of Shawnee, Inc.	No request	No request	\$5,000	Food pantry transportation- Costs associated with transporting food from source (food outlets and Harvesters) to the Community Center in Shawnee where it is distributed without cost to Johnson County households.
El Centro	\$20,000	\$20,000	\$22,736	Safety net services for low-income, under/uninsured individuals and families: economic empowerment (emergency assistance, financial literacy, assistance filing taxes), and access to healthcare (Health Navigation and health promotion).
Growing Futures Early Education Center	\$9,265	\$9,265	\$9,265	Scholarships for child care fees for enrolled low-income families during financial hardship, which allows parents to maintain full-time education or employment. Emergency assistance for enrolled families who need help with food and housing.
Harvesters	\$10,000	\$12,000	\$15,000	BackSnack and Kids Café program provides a backpack of food for low-income school children to take home over the weekend, and meals in afterschool locations and summer sites.
Health Partnership Clinic	\$42,000	\$42,000	\$42,000	Health and dental care, through a medical home model, for uninsured low-income Johnson County residents.
Hillcrest Ministries of MidAmerica*	\$5,000	\$6,000	\$9,500	Transitional housing for homeless youth, single adults and families, including case management, budget counseling, and supportive services. *Formerly known as Hillcrest Transitional Housing.
Johnson County Interfaith Hospitality Network (IHN)	\$9,000	\$9,000	\$9,000	Case management for single females and families with children who are homeless. Clients receive shelter, meals, and transportation assistance from IHN.
Jewish Family Services	\$0	\$5,000	No request	The Food, Shelter and Employment program provides an array of safety-net services to low-income families.
Kansas Children's Service League	\$19,800	\$19,800	\$19,800	Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.
KidsTLC	\$15,400	\$17,500	\$17,500	Street Outreach Services Program serves youth and families who are homeless or at-risk of homelessness. Helps clients obtain/maintain housing and provides related services and/or referral to services as needed.
SAFEHOME	\$18,000	\$19,865	\$21,000	The Economic Empowerment Program promotes economic self-reliance for victims of domestic violence who are living in shelter, and for clients in the agency's outreach programs.
Salvation Army Family Lodge (Olathe)	\$18,000	\$18,000	\$18,000	Temporary and transitional housing for families in Johnson County who are homeless, including related services and case management.
Sunflower House	\$32,500	\$37,500	\$37,500	Personal safety and prevention programs for children and youth. Prevention and education programs for child care professionals and caregivers, including mandated reporters.
The Family Conservancy	\$10,000	\$10,000	No request	Implementation of "Talk, Read, Play" Intensive Model at early childhood centers which serve low-income children.
Total	\$310,965	\$335,930	\$339,801	The 2018 federal poverty level for a family of three is \$20,780.

2019 Human Service Fund Recommendations

CASA of Johnson and Wyandotte Counties Funding is recommended for the Child Advocacy Program, a court-ordered program that serves children from birth to age 18. Most children in the program are those whom a Juvenile Court Judge has determined to be a “Child in Need of Care” due to abuse or neglect by parent or caretaker (commonly placed in foster care). Children may also be referred by a Family Court Judge when child safety and placement are of great concern in a high conflict divorce or separation. In these cases the judge is determining if the child can reside in a safe placement without having to be placed in state custody (foster care). A trained CASA volunteer advocate regularly meets with the child and focuses on the child’s situation (safety, mental health and education needs, etc.). The volunteer also gathers information from the parents, foster parents, social workers, attorneys, and teachers, then with the CASA supervisor, identifies service needs. CASA submits a report to the judge which includes information about the child’s statements, behavior, and interaction with parents. Court reports support the judge’s critical decisions about where the child should live and what services should be court-ordered.

\$43,500

Recommendation

Results Projected: Children are safe from additional abuse or neglect. Children have a stable adult presence in their lives, and when eligible will complete high school or earn a GED. CASA anticipates serving 435 Johnson County children during 2019.

Catholic Charities of Northeast Kansas Funding is recommended for the Emergency Assistance and Supportive Housing program which operates out of two centers in Johnson County. The program provides assistance and strengths-based case management, without regard to religious affiliation, to families living at or below 150% of federal poverty guidelines. Emergency Assistance services include those that meet residents’ basic needs such as food, clothing and shelter, as well as financial assistance with prescription medication and medical supplies, utilities, child care, and transportation. The case management delivery model emphasizes practices to accomplish self-sufficiency, including asset development/financial literacy, life skills, and referrals to other available community resources.

\$70,000

Recommendation

Results Projected: During 2019 the agency anticipates serving 35,000 Johnson County residents with assistance that includes food and/or financial support to maintain housing and utilities. Every client who receives financial assistance will engage in budget coaching and a financial review with their case manager. Seventy-five percent of clients will attend financial literacy education classes and receive one-on-one coaching according to assessed financial need and capability.

Community Center of Shawnee, Inc. For the first time, funding is recommended for the Food Pantry Transportation component of the organization doing business as Shawnee Community Services. The organization transports food from Harvesters and a variety of food outlets to its center in Shawnee where families may receive one free food package per month which consists of nonperishable foods, frozen meat, fresh produce, bread and dairy products. Shawnee Community Services also provides free clothing, household goods at a nominal cost, and referrals to other community resources.

\$5,000

Recommendation

Result Projected: During 2019 4,680 households will receive free food packages, and 1,050,000 pounds of food will be distributed. The agency anticipates serving 5,880 Johnson County residents.

El Centro, Inc. Funding is recommended for the Johnson County Family Services Center located in Olathe where a set of safety-net services are provided to low-income and/or under-/uninsured Johnson County individuals and families. Services include economic empowerment (emergency assistance, financial literacy classes, assistance filing taxes), and access to healthcare (health navigation and promotion).

\$22,736
Recommendation

Results Projected: During 2019 El Centro expects to serve 1,675 Johnson County residents at the Olathe office. Results include meeting clients' basic needs, assisting clients in obtaining an ITIN (if needed) and filing income taxes, and clients successful access of community healthcare resources.

Growing Futures Early Education Center Funding is recommended for Growing Futures' Head Start Childcare and Emergency Assistance Scholarships. Most of the families served by Growing Futures are living at or below federal poverty guidelines. Through the Human Service Fund grant, scholarships (child care assistance) help low-income families experiencing financial hardships who are unable to pay their share of child care fees (federal Head Start grants fund 3.5 hours of the day and parents are responsible for costs wrapped around the Head Start funded hours). Scholarships allow for continuity of early childhood care and education while parents are working or attending school. Emergency assistance is provided to families in need of short-term help, particularly with housing (those in jeopardy of losing Section 8 eligibility because of inability to pay rent on time), and food.

\$9,265
Recommendation

Results Projected: Children demonstrate kindergarten readiness and maintain enrollment in the program even though families face financial hardship. Families attain at least one family goal based upon family determined strengths and needs. During 2019 Growing Futures projects serving 30 Johnson County children with scholarships.

Harvesters Funding is recommended to support Harvesters BackSnack program which is provided within Johnson County schools, and Kids Café which is provided in after-school locations and summer sites in Johnson County. Through the BackSnack program a backpack filled with food is provided to low-income children who take it home for the weekend. Harvesters' purchases food for the backpacks and links schools to a community partner, and transports the food kits to the partner. Community partners clean backpacks, place food kits in backpacks and distribute backpacks to schools every week. School staff identify children in greatest need of food assistance. During the 2019 school year, Harvesters will collaborate with approximately 51 schools in Johnson County for BackSnack (number of schools is subject to change). Harvesters delivers meals directly to Kids Café sites and provides meals there at no cost to children and youth. Free and reduced lunch school statistics help determine location of Kids Café sites. During 2019 school year, there will be 20 Kids Café sites in Johnson County, and Harvesters will start a blended BackSnack/School

\$15,000
Recommendation

Pantry pilot where food is delivered to schools for distribution to families that need help feeding everyone in their household (not just the student).

Results Projected: In 2019, through the BackSnack program, the agency anticipates serving 1,850 Johnson County children and distributing 57,100 backpacks; and, providing 42,000 meals to children through Kids Café sites. Results include positive effects on children's grades, behavior and health.

Health Partnership Clinic (HPC)

\$42,000

Recommendation

Funding is recommended for primary and preventative medical care, which are provided at Health Partnership Clinic's office in Olathe, a pediatric clinic in Shawnee Mission, and a school-based clinic in Merriam. HPC's patients are primarily low income (82%), with 48% uninsured and 38% having public insurance. Health Partnership Clinic, Johnson County's largest safety-net clinic, utilizes a medical home model which emphasizes prevention and health maintenance while providing a broad scope of services including care for patients with chronic diseases. HPC also provides dental and behavioral health services. Specialty care is provided through a network of providers.

Results Projected: Anticipated program results include access to a medical and dental home for low-income and uninsured residents, patients achieve better health outcomes, and patients utilize the Health Partnership Clinic (HPC) as their ongoing source of care (i.e. a medical home). During 2019 HPC anticipates serving 12,255 Johnson County residents through 36,137 patient office visits or encounters.

Hillcrest Ministries of MidAmerica

\$9,500

Recommendation

Funding is recommended for Hillcrest's Transitional Housing – Homeless Youth and Families program. Transitional housing for homeless youth (up to age 21), families (children and adults), and single adults will be provided in seven apartments located in Overland Park. Four apartments are for youth, and 3 are for families, singles and couples. Hillcrest uses either the HUD or McKinney-Vento education definition of homeless. The majority of clients are at or below federal poverty guidelines. The youth program provides up to 24 months of housing and services, including individual case management and budget counseling, and connection to community services to address immediate and ongoing needs as applicable, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring. Adults and families receive similar services, however, for a shorter period of time (3 months). A food and basic-needs pantry is also provided at the Overland Park facility.

Results projected: 35 homeless children/youth and adults will be provided transitional housing and achieve at least one goal from their assessment plan. Homeless youth will work toward achieving an education goal; 12 homeless adults will maintain or improve their employment.

Johnson County Interfaith Hospitality Network (JoColHN) JoColHN provides shelter, meals, transportation and case management for homeless families and single unaccompanied females. Area congregations provide shelter and meals on a rotating schedule while JoColHN staff helps families regain self-sufficiency and independence. Human Service Funds are used to provide strengths-based case management which includes assistance with transportation, referrals to other community resources, assistance with budgeting, money management, and job and housing searches. Services are provided by 3,400 volunteers through partnerships with 36 faith congregations.

\$9,000
Recommendation

Results Projected: During 2019 the agency expects to serve 40 Johnson County residents with 2,500 days of shelter and case management. Clients completing the program will increase their economic resources, and approximately 50 percent will move into homes of their own within four months of entering the network.

Kansas Children’s Service League (KCSL) Funding is recommended for Healthy Families Johnson County, a child abuse prevention program which provides intensive home-based education and family support services to parents who are experiencing extreme stress and are “at-risk” for abuse and neglect. Eligibility is based upon risk factors, not income, however, most of the families are low-income. Participants receive routine at-home visits, case management, referrals to community resources and services, child development and parent education, and linkage to health care services. Parent engagement includes Parent Cafés, parent support groups, and a Parent Leadership Council.

\$19,800
Recommendation

Results Projected: During 2019, 195 Johnson County individuals are expected to be served. Anticipated results are that families do not have any substantiated child abuse and neglect; and, children have health insurance and are current on immunizations, and have a developmental screen in the last six months (or are already receiving services for developmental delays).

KidsTLC Funding is recommended for KidsTLC Street Outreach Services Program (SOS) which provides intervention services to families with children and transitional-age youth who are homeless or at-risk of homelessness. The main referral sources to the program are Olathe and Shawnee Mission School Districts through their IMPACT Olathe and Project Home programs. Referrals also come from other service providers, word-of-mouth, etc., and may include youth who have run-away or are transitioning out of foster-care. The primary goal is to assist clients in obtaining/maintaining permanent housing and navigating mental health and social service systems, including referrals to mental health services at KidsTLC, and guidance about accessing other services in the community.

\$17,500
Recommendation

Results Projected: During 2019 the organization estimates serving 150 Johnson County residents through this program. Program results include that people’s life sustaining basic needs are met, clients experience increased access to services and barriers to services are reduced, and clients express increased stability and awareness of resources.

SAFEHOME SAFEHOME provides shelter and other assistance to survivors of domestic violence. Funding is recommended to support SAFEHOME’s Economic Empowerment Program. Through education, support, and referrals to community agencies, this program assists clients in taking control of their finances and moving towards financial independence. Clients participating in SAFEHOME’S outreach programs also have access to financial literacy classes.

\$21,000
Recommendation

Results Projected: Program participants secure employment, enroll in job training or education programs, and complete a budget. The agency projects this program will serve 230 Johnson County residents during 2019.

Salvation Army Olathe Funding is recommended to assist low and very-low income homeless families in Johnson County with food and shelter at the Johnson County Family Lodge in Olathe. In most cases, the Lodge provides up to 90 days of shelter (temporary and transitional housing – maximum stay of 180 days). Residents meet weekly with a case manager who utilizes the strengths-based case management model. Classes and/or skill building opportunities include parenting, financial literacy, maintaining employment, housing searches, daily living/life skills, developing a support system, and navigating mainstream resources.

\$18,000
Recommendation

Results Projected: In addition to providing safe shelter, results include families increasing their skills or income, applying for mainstream services (SNAP, TANF, Medicaid, etc.) and moving into transitional or permanent housing. The Family Lodge anticipates serving 150 Johnson County residents during 2019.

Sunflower House Funding is recommended to support the Personal Safety Education Program, a child abuse prevention education program. The program includes: 1) *Happy Bear*, an interactive play for children ages four to seven enrolled in public and private early childhood centers and elementary schools; 2) *Think First and Stay Safe*, a curriculum for grades PreK-5 that reinforces personal and digital boundaries and emphasizes that bullying and sexual abuse are against the law; 3) *E-Safety*, provides middle school students with information about how to protect themselves from online predators, and includes safety topics such as sexting, bullying, child exploitation, and social networking; 4) *Keeping Kids Safe Online*, a workshop for parents and caregivers provided in partnership with the FBI Cyber Crimes Unit; 5) *Stewards of Children*, a child sexual abuse prevention and education training for adults; 6) *Mandated Reporter Training* which teaches attendees to recognize signs of sexual abuse, correct procedures/laws for reporting, and how to handle a child’s disclosure; and, 7) *Child Protection Project*, a presentation designed to raise the awareness of child sexual abuse among parents and caregivers, and give them tools needed to be proactive in protecting children.

\$37,500
Recommendation

Results Projected: Children are knowledgeable of strategies to recognize, resist and report abuse; youth and adults increase their knowledge of online safety; and, mandated reporters and other adults are trained to identify and report child abuse and neglect. The agency anticipates reaching 15,000 Johnson County residents during 2019.

APPENDIX A

2019 HUMAN SERVICE FUND PARTICIPATING JURISDICTIONS

JURISDICTION	CONTRIBUTION
Johnson County	\$131,775
De Soto	\$2,180
Edgerton	\$1,800
Gardner	\$6,000
Leawood	\$15,000
Lenexa	\$18,500
Merriam	\$7,600
Mission	\$7,600
Olathe	\$50,100
Overland Park	\$80,200
Prairie Village	\$7,600
Roeland Park	\$4,371
Shawnee	\$23,900
Spring Hill	\$1,800
Westwood	<u>\$1,375</u>
Total from County Government & Cities	\$359,801
Interest	<u>\$5,000</u>
Subtotal	\$364,801
UCS Administration	<u>\$25,000</u>
Total Available to Allocate	\$339,801

2019 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

UCS Board Members

- Tara S. Eberline *Committee Chair*, Foulston Siefkin, LLP
- Brian Brown, IPC Healthcare, Inc. (TeamHealth)
- Justin Nichols, Kutak Rock LLP
- Kevin Tubbesing, The Land Source
- Rebecca Yocham, City of Lenexa

Community Members

- Janet Barrow, WaterOne
- Angeliina Lawson, Johnson County Community College Board of Trustees

Staff support: Marya Schott, UCS Director of Resource Allocation

APPENDIX B

2019 HUMAN SERVICE FUND GUIDELINES

The Human Service Fund is a competitive process that awards grants to nonprofit organizations for operating human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. The human service safety net cares for and protects the vulnerable, and provides pathways and opportunities for building a healthy community where every resident is empowered to reach their full potential. Components of the safety net that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

FUNDING PRIORITIES 2019

Programs funded by the HSF must deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

1. Programs funded by the HSF must fit the definition of "Safety Net or Work Supports." Priority is given to programs that address child care and early childhood development, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care.
2. Priority will be given to programs that serve individuals and/or families with income below or near the federal poverty level.
3. Priority will be given to programs that demonstrate innovation and/or collaboration in program delivery.
4. Priority will be given to programs that are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.

ELIGIBILITY

- Recognized by the IRS under section §501(c)(3), provide health and human services programming as their primary mission, and be in good standing in Kansas or Missouri as a nonprofit corporation.
- Agency must provide an independent certified audit of the previous year's financial records; or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year.
- The program serves primarily Johnson County, Kansas residents who live with income at or near federal poverty level. Programs that do not meet this criterion may still be eligible if the program leads to the prevention of poverty, and primarily serves Johnson County residents.
- The program clearly defines and measures outcomes for participants.
- The program benefits local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
- The applicant complies with Agency Standards.
- Applicants must affirm that the agency does not discriminate on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, sexual orientation, gender identification, mental health disability, national origin or any other characteristic covered by law.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Alcohol Tax Fund (managed by Drug and Alcoholism Council, a program of UCS) for the same program during the same funding cycle. However, applications may be submitted for both funds by the same agency or department for discrete programs during the same funding cycle. Criteria of discrete programs include, but are not limited to, programs for which expenses are recorded separately for purposes of functional accounting, programs that, if serving a population targeted by another program, serve a distinct need of that population, and/or employ distinct strategies and projected outcomes.
- Applications for substance abuse programs are not accepted and should be directed to the Alcohol Tax Fund.

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 8, 2018
Police Department	From:	Chief Ben Hadley

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

RE: Vehicle and Equipment for Community Service Officers/Animal Control

RECOMMENDATION: Authorize the purchase of job specific equipment for the Community Service Officers, including a vehicle from Shawnee Mission Ford in the amount of \$27,608.

DETAILS: During the 2019 Budget process the Council approved the creation of two Community Service Officer (CSO) positions in the Police Department. The recommendation was driven in part by the decision to dissolve the Northeast Animal Control Commission (NEACC), as well as freeing up police officers' time by allowing civilian staff to handle non-essential police functions.

The CSOs will provide animal control services for Mission, and for the five other cities previously served by NEACC - Fairway, Roeland Park, Mission Woods, Westwood and Westwood Hills. In addition, they will handle Mission's non-priority public safety calls for service such as parking complaints, traffic control for accidents, and walk-in reports.

The Department is currently recruiting for CSOs, with the goal having staff in place January 1, 2019. In preparation for the addition of this new position, and the ability to provide contractual animal control services to the other communities, Staff-Support researched and identified the vehicle and equipment necessary to support the program. The estimated costs are detailed below:

Officer outfitting (Uniforms)	\$ 2,100
Portable radio	\$ 4,000
Mobile radio	\$ 4,000
Mobile data terminal	\$ 2,800
Animal Control Equipment/Safety	\$ 1,100
Tranquilizer gun	\$ 2,000
Ford F-250 4x4	\$27,608
Emergency lighting and Install	\$15,000
Animal Containment	<u>\$ 5,000</u>
 Total vehicle and Equipment	 \$63,608

Shawnee Mission Ford was awarded the joint vehicle purchase bid through the Mid-America Council of Procurement Professionals (MCP). The MCP is made-up of cities in the Kansas City region that join together to increase their purchasing power on items and equipment of

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	\$65,500

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 8, 2018
Police Department	From:	Chief Ben Hadley

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

common interest. The new vehicle will take approximately sixty (60) days for delivery and then installation of the equipment will begin.

The other equipment prices are shown as approximate costs as there are many vendors and their pricing changes towards the end of each year. We anticipate having a savings when the purchasing is completed.

Funds are included in the 2019 budget for these items, but in order to facilitate the transition, staff is seeking authorization to expend the funds in the current budget year. Revenues received from the contractual agreements with the other cities will help to offset costs of the CSO Program.

CFAA CONSIDERATIONS/IMPACTS: NA

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	\$65,500

Shawnee Mission Ford, Inc.

11501 SHAWNEE MISSION PARKWAY • P.O. BOX 3179
SHAWNEE, KANSAS 66203-0179 • 913/631-0000 • FAX 913/268-6521
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November 8, 2018

Robert Myers
City of Mission

2019 Ford F-250 Regular Cab 4x4 (F2B)

Exterior:

Interior: 40/20/40 Vinyl (AS)

Base Price: \$23,536

Options:

- 4x4 (F2B) \$2,553
- Cruise Control \$ included in base price
- Rear Defroster \$ included in base price
- Floor Mats \$ included in base price
- Power Group \$ included in base price
- Locks, Windows, Mirrors & RKE
- Line X \$519
- Extra Extra HD Alternators (67E) \$79
- Up Fitter Switches (66S) \$152
- Cab Steps (18B) \$295
- Trailer Brake Controller (52B) \$249
- Reverse Sensors (76R) \$225

Total \$27,608

Thank you for your time and interest.

Sincerely,

Jay Cooper



Government Fleet Sales

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	November 8, 2018
ADMINISTRATION	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Consideration of a Non-Discrimination Ordinance

DETAILS: At the October 3 Finance & Administration Committee meeting, Councilmember Flora presented a request for the Council to consider and discuss a Non-Discrimination Ordinance (“NDO”) for the City of Mission. The intent of the ordinance would be to provide uniform legal protection within the City of Mission prohibiting discrimination in employment, housing and public accommodations on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status. In addition, the ordinance would provide for and outline a complaint and enforcement process.

In Johnson County, the City of Roeland Park has had a NDO in place since 2014. In May 2018, the Unified Government of Wyandotte County/Kansas City, Kansas passed an NDO. The cities of Prairie Village and Merriam are also currently discussing Non-Discrimination Ordinances.

Council directed staff to move forward to draft an ordinance for continued discussion, and a draft of the proposed ordinance has been included for review.

A postcard mailer (copy included) was mailed to all businesses included in the City’s business licensing database and all properties included in the rental licensing database to advise these stakeholder groups of the issue. A reference page was created on the website which included an FAQ on non-discrimination ordinances and a link to previous packet materials. In addition, an on-line comment form was created to allow interested residents/businesses to provide feedback on the NDO.

Staff will look for continued guidance and direction on this matter.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

[PROPOSED] MISSION ORDINANCE AGAINST DISCRIMINATION

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 6 OF THE CODE OF ORDINANCES OF THE CITY OF MISSION, KANSAS; RELATING TO CIVIL RIGHTS.

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

WHEREAS, Mission is a community that respects and actively seeks to welcome and protect all those who reside, visit, or do business in our community; and,

WHEREAS, the governing body finds that providing protection against wrongful discrimination contributes to the creation of a diverse, welcoming community that promotes harmony and mutual respect, and otherwise promotes the health, safety, and welfare of the citizens of Mission; and,

WHEREAS, the governing body finds that discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or military status is wrongful discrimination and inconsistent with the community's goals and values; and,

WHEREAS, state and federal laws provide protection against discrimination against certain classes of persons in employment, housing, and public accommodations, and provide a complaint and enforcement process for parties who allege discrimination in violation of state or federal law; and,

WHEREAS, state and federal laws do not currently provide protection against discrimination on the basis of sexual orientation or gender identity in employment, housing, or public accommodations, and parties who allege such discrimination do not have a complaint or enforcement process to pursue; and,

WHEREAS, due to the gap in legal protection from discrimination that currently exists under state and federal law, the governing body's intent is to provide uniform legal protection within the City of Mission against discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or military status, and to provide a complaint and enforcement process to effectuate such protection.

THEREFORE, Title 6 of the Code of the City of Mission is amended, adding Chapter 615 to the existing Chapters, as follows:

CHAPTER 615. PROHIBITED DISCRIMINATION IN EMPLOYMENT, HOUSING, OR PUBLIC ACCOMODATIONS.

SECTION 615.010. DEFINITIONS.

Except to the extent they are in conflict with the definitions below, the definitions contained within the Kansas Act Against Discrimination, K.S.A. 44-1001 et seq., the Kansas Age Discrimination in Employment Act, K.S.A. 44-1111 et seq., and the Discrimination Against Military Personnel Act, K.S.A. 44-1125 et seq., and amendments thereto, shall be applicable under this article. For purposes of this article, certain terms shall be interpreted or defined as follows unless the context clearly indicates otherwise.

- (a) **City** means the City of Mission, Kansas.
- (b) **Code** means the Code of the City of Mission, Kansas.
- (c) **Business** means any person or entity employing four or more employees and all departments, boards and agencies of the City. Business shall include the City and any City Contractor. For purposes of this article, no non-profit private club shall be considered to be a business.
- (d) **Place of public accommodation** shall include every business within the City that is open to the public and offers any product, service, or facility. The term place of public accommodation shall include, but not be limited to, all taverns, hotels, motels, apartment hotels, apartment houses with more than four tenant units, restaurants or any place where food or beverages are sold, retail and wholesale establishments, hospitals, theaters, motion picture houses, museums, bowling alleys, golf courses and all public conveyances, as well as the stations or terminals thereof. This shall not, however, apply to any hotel, motel, restaurant or theater operated by a bona fide private club not conducted for the purpose of evading this article when the accommodations, advantages, facilities and services are restricted to the members of such club and their guests; nor to any bona fide social, fraternal, civic, political or religious organization, when the profits of such accommodations, advantages, facilities and services, above reasonable and necessary expenses, are solely for the benefit or mission of such organization. A church, mosque, temple, synagogue, or other place principally devoted to religious practice or religious teaching shall not be considered a place of public accommodation.
- (e) **Rental housing** means any real property, consisting of more than four dwelling units, which is required to obtain a license or permit pursuant to the provisions of Chapter 635.030 of the Code.
- (f) To **rent** means to lease, to sublease, to let, or otherwise to grant for a consideration the right to occupy premises not owned by the occupant.
- (g) **Employee** means any person authorized to perform services for any business within the City, and includes an officer, employee, or elected official of the United States, a state, territory, or any political subdivision thereof or any agency or instrumentality thereof, and an officer of a corporation. Employee does not include any individual employed by such individual's parents, spouse, or child.
- (h) **Person** means an individual, corporation, partnership, association, labor organization, legal representative, mutual company, joint-stock company, trust, unincorporated organization, trustee, trustee in bankruptcy, receiver, and fiduciary.

- (i) **Familial status** means persons 18 years of age or older who are spouses, former spouses, parents or stepparents, and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time.
- (j) **Sexual orientation** means an individual's real orientation or orientation perceived by another as heterosexual, homosexual, bisexual, or asexual.
- (k) **Gender identity** means the actual or perceived gender-related identity, expression, appearance, or mannerisms, or other gender-related characteristics of an individual, regardless of the individual's designated sex at birth.
- (l) **Military status** means a person who is serving or has served in the uniformed services, and who, if discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2), or amendments thereto. Uniformed services is defined as set forth in 20 C.F.R. 1002.5(o), or amendments thereto.
- (m) **Investigator** means one or more persons appointed by the Mayor, with the approval of the City Council, who shall be charged with investigating alleged violations of this article. If the person charged with violating the provisions of this article is the City, the Investigator shall not otherwise be an employee, agent, or contractor of the City.
- (n) **Hearing officer** means a person appointed by the Mayor, with approval of the City Council, who is charged with determining the validity of alleged violations of this article, and upon determining that a violation has occurred, assessing appropriate damages, penalties, and/or costs, as provided in this article.
- (o) **Religious organization** means a church, mosque, temple, synagogue, or other entity principally devoted to religious practice or religious teaching.

SECTION 615.020. DECLARATION OF POLICY.

The right of an otherwise qualified person to be free from discrimination because of that person's real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status is hereby recognized. This right shall include, but not be limited to, any of the following:

1. The right to pursue and hold employment and the benefits associated therewith without wrongful discrimination.
2. The right to the full enjoyment of any of the accommodations, advantages, or privileges of any place of public resort, accommodation, assemblage, or amusement without wrongful discrimination.
3. The right to engage in property transactions, including obtaining housing for rental or sale and credit therefor, without wrongful discrimination.
4. The right to exercise any right granted under this ordinance without suffering coercion or retaliation

SECTION 615.030. UNLAWFUL PRACTICES.

- (a) **Employment.** It shall be an unlawful discriminatory practice for a business, because of the race, religion, color, sex, disability, marital status, familial status, national origin, ancestry,

sexual orientation, gender identity, or military status of any person to refuse to hire or employ such person, to bar or discharge such person from employment, or to otherwise discriminate against such person in compensation or in terms, conditions, or privileges of employment; to limit, segregate, classify, or make any distinction in regards to employees; or to follow any employment procedure or practice which, in fact, results in discrimination, or segregation without a valid business necessity. This article shall not apply to employment by a religious organization that consists of religious teaching, ministry, or other religious duties or practices.

- (b) **Housing.** It shall be an unlawful discriminatory practice for a business to discriminate against any person in the terms, conditions, or privileges of sale or rental of real property or rental housing, or in the provision of services or facilities in connection therewith, because of race, religion, color, sex, disability, marital status, familial status, national origin, ancestry, sexual orientation, gender identity, or military status, or to discriminate against any person in such person's use or occupancy of rental housing because of the race, religion, color, sex, disability, marital status, familial status, national origin ancestry, sexual orientation, gender identity, or military status of the people with whom such person associates.
- (c) **Public Accommodation.** It shall be an unlawful discriminatory practice for any business, as defined herein being the owner, operator, lessee, manager, agent, or employee of any place of public accommodation, to refuse, deny or make a distinction, directly or indirectly, in offering its goods, services, facilities, and accommodations to any person as covered by this article because of race, religion, color, sex, disability, marital status, familial status, national origin, ancestry, sexual orientation, gender identity, or military status. Notwithstanding the above, nothing in this article shall be construed to prevent any business as defined in this article from offering, affording, or providing any additional benefit or additional discount to a person because of such person's military or senior citizen status.
- (d) Nothing in this article shall be construed to mean that a business shall be forced to hire unqualified or incompetent personnel or discharge qualified or competent personnel.
- (e) Nothing in this article shall be construed to prohibit a business from requiring all of its employees, as a requirement of employment, to utilize the business' applicable established internal human resource procedure(s) to report any allegation of discrimination in the workplace. The enforcement by an employer of any such requirement shall not, in itself, be deemed a violation of this article. However, nothing in this article shall be construed to require an employee to utilize the employer's internal human resource procedure(s) as a pre-requisite to filing a complaint for the alleged violation of this article.
- (f) Nothing in this article shall prohibit an employer from requiring an employee, during the employee's hours at work, to adhere to reasonable dress or grooming standards not prohibited by other provisions of Federal, State, or local law.
- (g) Nothing in this article shall prohibit a religious organization, association, or society, or any nonprofit institution or organization operated, supervised, or controlled by or in conjunction with a religious organization, association, or society, from limiting the sale, rental, or occupancy of real property which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons. Nor shall anything in this article prohibit a nonprofit private club in fact not open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.

- (h) Nothing in this article shall be construed to require any entity subject to this article to make changes requiring a building permit to any existing facility, except as otherwise required by law.

SECTION 615.040. ENFORCEMENT.

- (a) An aggrieved person may file a complaint that the person has been, or is being, discriminated against by an alleged unlawful discriminatory practice set forth in this Article on his or her own behalf or through an attorney; or if a minor, through his or her parent or legal guardian or attorney; by completing and signing the form provided by the city. The complaint form shall state the names and contact information of the aggrieved person, the person(s) alleged to have committed the unlawful discriminatory practice(s), and the respondent; shall describe the unlawful act or discriminatory practice; and shall include all other information as may be required by the city.
- (b) The complaint form shall be submitted to an investigator, and shall only be considered complete if all information requested has been provided to the extent such requested information is reasonably available to the aggrieved person.
- (c) The complaint form must be filed within 60 days of the alleged unlawful discriminatory practice, unless the act complained of constitutes a continuing pattern or practice of discrimination, in which event it must be filed within 60 days of the last act of discrimination.
- (d) On receipt of a completed complaint, the investigator shall notify the respondent of the complaint, providing sufficient details related to the complaint so that the respondent may respond. The investigator shall give the respondent a specific date by which to file an answer to the complaint and provide any documentation or evidence related to the complaint. The investigator may, at the respondent's request, extend the answer period to a date certain as the investigator deems appropriate.
- (e) Following the conclusion of the answer period the investigator may initiate further investigation, requesting the complainant and/or respondent to provide additional information, documentation or statements as needed to facilitate the investigation of the complaint. This investigation period shall be completed within a reasonable period of time following the submission of additional information, documentation or statements.
- (f) Upon the conclusion of the investigation, the investigator will review all information provided and make a determination whether or not probable cause exists that the respondent committed an unlawful discriminatory practice. If the investigator finds that probable cause did not exist, then the investigator shall notify the complainant and respondent and no further action shall be taken by the City. If the investigator finds that probable cause exists that an unlawful discriminatory practice was committed by respondent, the investigator will attempt to conciliate and settle the complaint between the parties. If a party refuses to participate in conciliation and settlement, or if a settlement agreement is not executed within 60 days of the date of the finding of probable cause, the matter shall be referred to the hearing officer for a hearing.

- (g) Upon referral to the hearing officer, the hearing officer shall schedule a hearing on the complaint. At such hearing, the parties and the investigator shall be entitled to call witnesses and to present such other evidence as appropriate. The hearing shall be conducted in accordance with such procedures as may be established by the hearing officer, but the rules of evidence used in courts of law need not be strictly enforced. Following the conclusion of the hearing, the hearing officer may announce a determination or may take the matter under advisement for determination at a later date. Any determination of the hearing officer shall be in writing, shall be based upon the preponderance of the evidence, and shall set forth the essential elements of the determination. If the hearing officer finds that a violation of this article has occurred, the hearing officer may award to the complainant actual damages, or a civil penalty in the amount of \$500.00, whichever is greater, for each violation. In addition, the investigator's fees and the hearing officer's fees shall be assessed to the non-prevailing party unless the hearing officer determines that the circumstances warrant assessing the costs in some other manner.
- (h) Any person aggrieved by a determination of the hearing officer under this section or any determination of insufficient evidence to warrant a hearing made by the Investigator, may appeal that determination to the District Court of Johnson County, Kansas, in accordance with K.S.A. 60-2101(d), and amendments thereto. Within 30 days of service of the notice of appeal pursuant to K.S.A. 60-2101(d), or within further time allowed by the court or by other provision of law, the City shall transmit to the court the original or a copy of the written determination of the hearing officer and all documents or evidence considered by the hearing officer in considering the complaint or rendering the written determination. On appeal, the district court may enter such order or judgment as justice shall require, and may award court costs and reasonable attorney fees to the prevailing party.
- (i) The filing of a complaint for the alleged violation of this article shall in no way preclude any person from seeking other relief under state or federal law. Further, due to the existence of state and federal legal processes to address allegations of discrimination based on race, religion, color, sex, disability, familial status, national origin, ancestry, or military status, THE City will direct those seeking to file a complaint for the alleged violation of this article arising out of discrimination based on race, religion, color, sex, disability, familial status, national origin, ancestry, or military status of the appropriate state or federal agency in which such complaints may be filed.

SECTION 615.050. SEVERABILITY.

Should any section, subsection, sentence, clause, or phrase of this article, or the application thereof to any person or circumstance, be declared to be unconstitutional or invalid or unenforceable, such determination shall not affect the validity of the remaining portions of this article.

PASSED AND APPROVED by the City Council this ____ day of _____, 2018.

APPROVED by the Mayor this ____ day of _____, 2018.

Ronald E. Appletoft, Mayor

ATTEST:

Martha M. Sumrall, City Clerk

APPROVED BY:

PAYNE & JONES, CHARTERED

David K. Martin, City Attorney
11000 King, Suite 200
PO Box 25625
Overland Park, KS 66225-5625
(913) 469-4100
(913) 469-8182 (fax)



6090 Woodson Street

Mission, KS 66202

Notice of Public Meeting

The City of Mission Finance and Administration Committee will consider a draft non-discrimination ordinance at their meeting on **November 14, 2018 at 6:30 p.m.** at Mission City Hall. The ordinance would provide uniform legal protection within the City of Mission prohibiting discrimination in employment, housing, and public accommodations on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status. In addition, an ordinance would provide a complaint and enforcement process.

The Committee will discuss whether to move an ordinance to a future City Council agenda for formal action. The Committee will hear public comment. Visit www.missionks.org/ndo to view meeting materials (including the draft ordinance) and to view a recording of the October 3, 2018 meeting when the ordinance was initially discussed. You may also access F.A.Q.'s and leave your feedback online as well.

The City is providing mailed notice to Mission businesses and rental property owners. If you have questions, please contact us.

913-676-8350 | lsmith@mission.org | www.missionks.org

City of Mission	Item Number:	6.
DISCUSSION ITEM SUMMARY	Date:	November 8, 2018
ADMINISTRATION	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: RCHA Subsidence and Community Improvement District Petition

DETAILS: On August 21-22, 2017, a subsidence of the parking lot/parking 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 is ready for Council review and consideration.

Attached is a memo which includes a detailed summary intended to provide an overview and recap of the issues identified and actions taken since August 2017.

Staff is prepared to present potential solutions and next steps for Council consideration.

CFAA CONSIDERATIONS/IMPACTS: N/A

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



Date: November 8, 2018

To: Mayor and City Council

From: Laura Smith, City Administrator

RE: Roeland Court Townhomes Subsidence - Issue Summary and Recommended Solutions

On August 21-22, 2017, a subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA) occurred. Since that occurrence, 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 is ready for Council review and consideration.

Detailed below is a bulleted summary which provides a brief overview and recap of the issues identified and actions taken since August 21-22, 2017.

- The City of Mission was contacted early on the morning of August 22, and both Police and Public Works staff responded to assess damage which had occurred on the property. Both worked to assist in getting resident vehicles located in the rear garages safely relocated to the street. (See photos included as Attachment A.)
- Shortly after the event occurred, it was also discovered that the sanitary sewer main behind the residences had been damaged and that Johnson County Wastewater (JCW) had to temporarily reroute the sewer with a by-pass pump.
- The City contracted with GBA to review and evaluate the failure in an effort to determine the potential cause of the subsidence. A report was presented to the City and shared with Board Members of the RCHA on September 7, 2017. Collectively, the professional opinions of both GBA and Terracon were that the subsidence was likely caused by fill material under the parking lot which contained a mixture of clay, asphalt fragments and wood pieces, and was not placed with uniform compactions. A copy of the complete GBA report is included with this summary.
- Members of the City staff and City Council placed numerous phone calls and pursued several potential leads for emergency funding which might be available to assist the RCHA in repairing the subsidence. To date no outside funding sources have been identified.



-
- Members of City staff, City Council, JCW and RCHA residents met on October 11, 2017 to review potential causes and remedies to address the subsidence. Specifically, the City's Rock Creek Channel Project and its connections and/or relevance to the subsidence were reviewed and discussed. Copies of the Preliminary Engineering Study (PES) completed by GBA for this project were made available to residents of the RCHA. The City also shared an Engineer's Opinion of Probable Cost developed by GBA for total repairs which was estimated at \$782,936 (including \$330,000 in JCW sanitary sewer costs).
 - JCW designed and constructed repairs to the sanitary sewer line. They advised both the property owners and the City that their repair project would only go as far (with respect to site restoration) as was necessary to install and protect their sanitary sewer main. JCW completed their repairs/restoration in late November/early December 2017.
 - Following completion of the JCW work, City staff assisted Sheldon Bucl, RCHA President, in coordinating the installation of rock, gravel and barricades to provide a temporary driving surface which would allow residents to have access their garages which are located in the rear of the buildings.
 - Staff stayed in frequent (2-3 times a month) contact with representatives of the RCHA, most regularly with Mr. Bucl, discussing the reviews and conversations the association was having with engineers and others regarding repairs and long-term solutions.
 - On April 6, staff, Mayor, City consultants and JCW representatives met with members of the RCHA Board, other homeowners, and the engineer working with the association to review the report and findings that had been presented to the RCHA Board. City staff and consultants committed to an in-depth review of the report.
 - At a follow-up meeting on May 24, the City and the RCHA acknowledged that there would likely continue to be fundamental differences in the findings of each group regarding the cause(s) of the subsidence. The City and RCHA Board agreed that a decision needed to be made regarding whether a resolution would be sought through legal channels, or if there was an opportunity to explore a cooperative solution.
 - Over the summer months City staff worked with GBA to finalize cost sharing estimates and explored the possibility of creating a Community Improvement District (CID). A 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 City 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.

- The RCHA Board presented this solution to their membership in late August/early September and the City held a meeting for the RCHA on September 20, 2018. City staff presented the draft CID petition and provided signature pages at that meeting.
- As of November 1, 2018, the RCHA has exceeded the land area/assessed valuation requirements and is ready to submit a petition to the Mission Governing Body.

At the November 14 Finance and Administration Committee meeting, staff will summarize and review the history of this project and will detail recommended next steps to continue working toward that cooperative/collaborative solution. The conversation at the meeting will also include discussion surrounding the larger Rock Creek Channel Project that was previously submitted to Johnson County Stormwater Management Advisory Council (SMAC).

ATTACHMENT A



MEMORANDUM

To: Laura Smith & John Belger - City of Mission
From: Leslie G. Barnt, P.E.,CFM and Doug Carpenter, CPESC,
CPSWQ. - GBA
Date: 9/01/2017
Subject: Mission On-call – Roeland Court Parking Lot Subsidence
(CONFIDENTIAL)

Intent & Introduction

The intent of this memorandum is to provide information to assist in determining whether stormwater, surface flows of rainfall runoff, and/or sanitary sewer conduit were contributing to a recent parking lot subsidence at the north edge of Roeland Court Townhomes. Roeland Court Townhomes are generally located northwest of the intersection of West 60th Terrance and Roeland Drive in Mission, Kansas. Roeland Court is a collection of townhomes with garages and parking in the back of the units. During a rain event beginning late on August 21st, 2017, and ending early morning on August 22nd, 2017, a section of the rear parking area of the townhomes subsided leaving an approximately seven to eight (7-8) foot deep subsidence. The purpose of this memorandum will be to determine an opinion of potential cause(s) of this subsidence from a drainage and sewer perspective. The memorandum will be based on field reconnaissance, storm event research, survey of the area, and engineering experience from a drainage and sewer perspective.

Observation and Records Research

GBA was contacted by the City of Mission to assess the damage at Roeland Court on the morning of August 22nd, 2017. Cory Clark and Doug Carpenter were on site at approximately 9:30 a.m. At that time, GBA walked along the perimeter to observe conditions and characteristics in and adjacent to the subsidence. It was noted after our on-site reconnaissance and reviewing as-builts from Johnson County Wastewater (JCW) that a sanitary sewer line (8-

inch Vitrified Clay Pipe(VCP) crossed underneath the area of subsidence. Johnson County Wastewater (JCW) was notified via email on August 24th of the subsidence near their sanitary line.

City of Mission provided GBA copies of the original Roeland Court Site Plan dated April 4th, 1986 for reference in our review of what may have caused this subsidence. Items noted for this memorandum:

- Sanitary sewer is shown on the Sanitary Sewer Plan (Bogina Consulting Engineers, 8/27/86). Manholes and sewer line appear to be in the same location as they exist today.
- Service lines for very eastern buildings are shown to be on the very northeast corner of each building.
- 15-inch to 18-inch corrugated steel pipe (CSP) storm sewer is shown to drain yards and parking lot at roughly the middle of the property. Confirmation whether this system exists today was not observed during our site visit, but a concrete flume currently drains the parking lot at roughly the same location.
- An 8" concrete retaining wall was shown to be installed along the north side of the property and where the entrance is today. However, from our field observations GBA and Terracon only observed railroad ties in the subsidence area.

GBA performed topographic survey of the affected area on August 28th, 2017.

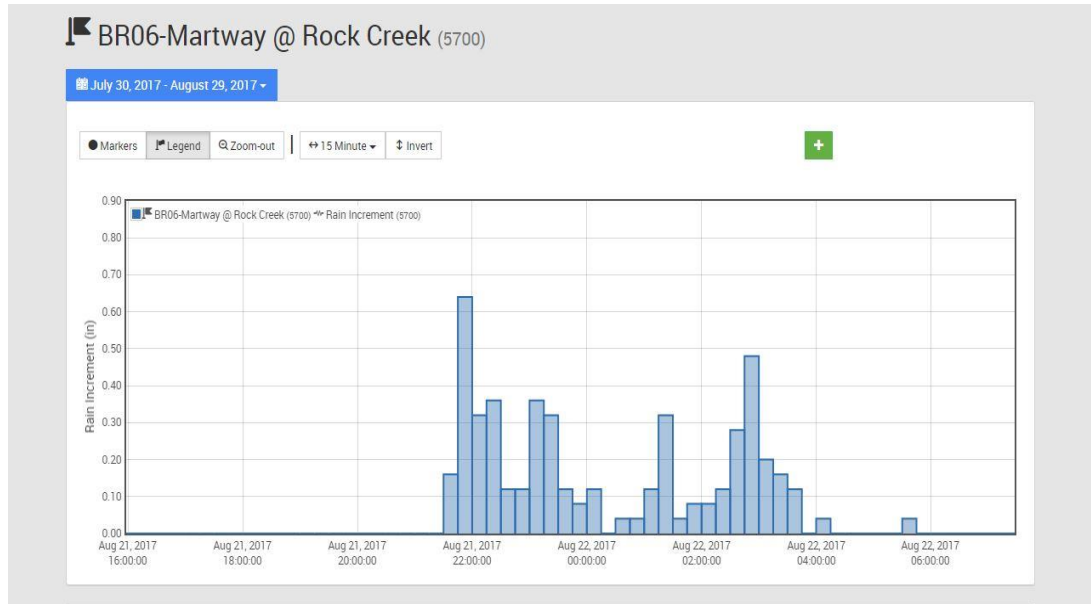
The topography taken in this survey were utilized to determine the following:

- JCW sanitary sewer location both horizontal and vertical/elevation of manholes and conduit within a JCW easement and Roeland Court parking lot.
- Sectional/elevation view of Rock Creek from Wendy's Parking lot across channel to parking lot where subsidence occurred.
- Topographic/elevations of the Roeland Court entrance from 60th Terrace for flow path of surface drainage along street.

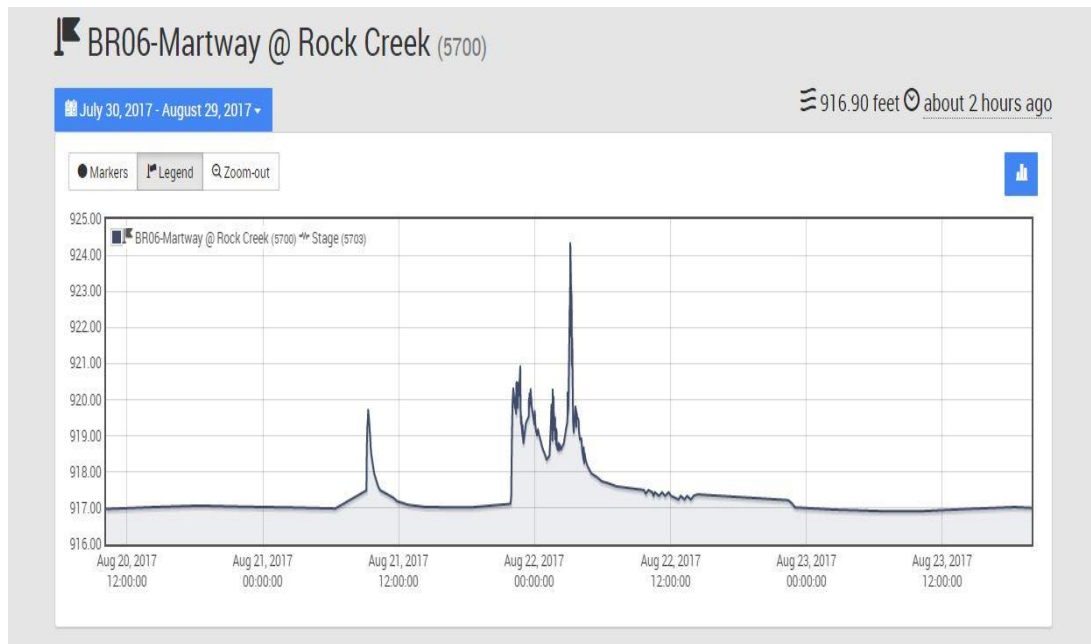
JCW utilized closed circuit television (CCTV) in the sanitary line and determined that the subsidence had collapsed JCW's existing 8" VCP sewer line roughly 39 feet from the downstream manhole (0113073). The 8" VCP line from the downstream manhole (0113073) to the collapse was in good condition. Attached Plan Sheet 1 displays the location of JCW's existing 8" VCP line in relationship to the parking lot and subsidence. Bypass pumping was immediately set up to take the sanitary flows to the undamaged downstream manhole. JCW noted that they have no record of CCTV on the line segment in question prior to the subsidence that occurred on 8/21/17. However, the line was on a 3-year cleaning cycle, from roughly late 1980's to 2015 and since 2015 on a 2-year cycle. Per JCW, the most recent cleaning of sanitary sewer line was on 6/29/17. In addition, there is no record of backups for the sanitary sewer line that serves the Roeland Court homes. JCW confirmed with the Treatment Engineer at the Rock Creek Pump Station that there was no large influx of mud/material prior to or after this current event.

The rain event and flood elevation was also obtained and reviewed. The City of Overland Park maintains a system of real-time regional rainfall and stream data for the Kansas City Metro area (www.stormwatch.com). There is a rainfall and stream flood gauge located on Rock Creek as the creek passes under Roeland Drive, directly behind the homes at Roeland Court which is named on the website as BR06-Martway @ Rock Creek and noted on GBA Plan Sheet 1. The rainfall and stream data is posted below:

Rainfall Graph



Stream Level Graph



From the Stormwatch data, it was determined that approximately 4.8-inches of rain fell from approximately 9:00 p.m. on August 21st and 4:00 a.m. on August 22nd, 2017. It was also determined from the Stormwatch stream gauge that the stream rose from an elevation of approximately 917.0 feet to a maximum elevation of approximately 924.3 feet. Cross Sections on the attached Plan Sheet 1 displays the relationship between the stream gage water surface elevation and the adjacent properties.

Surface drainage originating along W 60th Terrace and upstream of the entrance to Roeland Court was also reviewed. Roughly 3.3 acres of drainage area lie upstream and contribute runoff along W 60th Terrace. The existing longitudinal slope (going with the street) is roughly 0.60 (feet/feet) percent to convey flows towards inlet on the northwest corner of Roeland Drive and 60th Terrace. Plan Sheet 1 reflects the slope along W 60th Terrace that conveys surface/rainfall runoff down gradient towards the storm inlet at the northeast corner of W 60th Terrace and Roeland Drive.

The services of Terracon Consultants, Inc., a geotechnical consultant, were retained by GBA at the request of the City of Mission. Terracon has provided an opinion for potential cause(s) of subsidence from a geotechnical perspective. Terracon and GBA observed the site collectively on August 25th, 2017. During the site visit it was noted by both parties that asphalt patches have been completed within the parking lot. A copy of Terracon's report has been provided separately.

Conclusions

From our/GBA's recent observations of the site, topographic surveys of the site discussions, information provided by the City of Mission, and discussions and reviews of Terracon's report, as of the date of this memorandum, it is our Professional Opinion that the direct cause of the subsidence ***was not the following:***

- Stream flow from Rock Creek

- Surface drainage/stormwater flow originating from W 60th Terrace

Based on information provided by JCW related to their 8" VCP sanitary sewer line we cannot verify or dismiss that defects existed within the sewer line. However, it is improbable for a subsidence of this extent to have been precipitated by a sanitary sewer of this size (8") without prior problems being identified, either by sanitary sewer backups and/or downstream pump station having maintenance issues related to solids.

Collectively GBA and Terracon's combined professional opinions are that the subsidence likely is caused by fill material under the parking lot which contained a mixture of clay, asphalt fragments and wood pieces, and was not placed with uniform compaction.



August 31, 2017

GBA
9801 Renner Boulevard
Lenexa, Kansas 66219

Attn: Mr. Les Barnt, P.E., CFM
P: (913) 492-0400
E: lbarnt@gbateam.com

Re: Geotechnical Consultation Services
Roeland Court
W. 60th Terrace, west of Roeland Drive
Mission, Kansas
Terracon Project Number: 02175291

Dear Mr. Barnt:

As requested, Terracon Consultants, Inc. (Terracon) met with representatives of GBA, the City of Mission, and Johnson County Wastewater (JCW) on August 25, 2017 to observe a subsidence in the parking lot of the Roeland Court apartment homes in Mission, Kansas. This report presents a summary of our observations of the project site and our opinions regarding the subsidence.

1.0 PROJECT INFORMATION AND SITE OBSERVATIONS

The area of subsidence occurred along the north property line of the Roeland Court apartment homes located northwest of the intersection of W. 60th Terrace and Roeland Drive in Mission, Kansas. We understand the subsidence occurred during a rain event that began the evening of August 21, 2017 and continued through the morning of August 22, 2017. The approximate location of the impacted area is shown in the following figure. The impacted area is approximately 150 feet long and is about 20 feet upslope from Rock Creek. We understand that water levels in Rock Creek did not rise above the top of the creek banks as a result of the rain event.

We understand that a JCW sewer line runs along the general area of the subsidence. The sewer line is reportedly an 8-inch diameter gravity main. At the time of our visit, we understand that the sewer main had collapsed near the area of subsidence. Portions of the existing parking lot and fence, railroad tie retaining walls to the north of the fence, trees, shrubs, and soil were observed in the subsidence (see the following photographs). From our observation, it appears that portions of the parking lot had subsided approximately 8 feet below the previous parking lot elevation.

Terracon Consultants, Inc. 13910 W 96th Terrace Lenexa, KS 66215
P 913 492 7777 F 913 492 7443 terracon.com

Environmental



Facilities



Geotechnical



Materials



Figure 3. Photograph of Subsidence

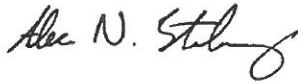


Figure 4. Photograph of Subsidence

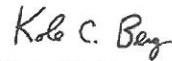
We appreciate the opportunity to be of service to you on this project. If you have any questions regarding this report, or if we may be of further assistance to you, please contact us.

Sincerely,

Terracon Consultants, Inc.



Alec N. Strassburg, P.E.
Project Engineer
Kansas P.E.: 24174



Kole C. Berg, P.E.
Senior Associate
Kansas P.E.: 16720

8/31/17

City of Mission	Item Number:	7.
DISCUSSION ITEM SUMMARY	Date:	November 6, 2018
POLICE	From:	Ben Hadley

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Police Department Quarterly Report - 3Q 2018

DETAILS: The quarterly reports are intended to provide a more comprehensive view of police activity or issues, while still being timely enough to allow staff and Council the opportunity to review and discuss trends or areas of concern.

CFAA CONSIDERATIONS/IMPACTS: NA

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



MISSION POLICE DEPARTMENT

6090 Woodson Street
 Mission, Kansas 66202
 Administrative: (913) 676-8300
 Fax: (913) 722-3011



Quarterly Update Third Quarter

Offenses:

	2015	2016	2017	2018
HOMICIDE	0	0	0	0
RAPE	3	2	1	0
ROBBERY	3	1	2	1
AGGRAVATED ASSAULT	7	4	3	3
Domestic Violence	1	0	1	2
BURGLARY	7	12	7	7
Residential	4	9	6	2
Commercial	3	2	1	1
Storage Area	0	1	0	4
LARCENY	104	109	75	113
Burglary to Auto	21	41	29	48
Shoplifting	45	36	18	38
AUTO THEFT	10	13	16	17
ARSON	0	1	0	1
SIMPLE ASSAULT	20	21	14	23
Domestic Violence	10	11	5	15
BATTERY ON LEO	0	2	0	0
FORGERY	12	17	20	11
Criminal Use of Financial Card	2	6	7	4
Forgery/Counterfeit/Fraud Prescriptions	4	2	3	3
Identity Theft	5	9	10	4
Worthless Check	1	0	0	0
DISORDERLY CONDUCT	5	1	4	4
INTERFERENCE OF LEGAL PROCESS	14	11	20	10
CRIMINAL DAMAGE	17	23	9	11
HARASSMENT BY PHONE	3	8	1	6
CRIMINAL THREATS	3	3	5	1
ALL OTHERS	28	45	54	37
TOTAL OFFENSES	236	273	231	245
Offenses Related To:				
Drug Activity	18	23	32	12
Weapons Violations	4	3	3	3
Sex Related Crimes	8	3	3	0



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Fax: (913)722-3011



Quarterly Update Third Quarter

Call for Service/Call Type:

	2015	2016	2017	2018
Calls for Service				6,466
CAD Calls				7,592
Alarms-Business	47	46	53	45
Alarms-Residential	8	9	16	14
Assist Other Jurisdiction	185	160	161	128
Animal Call	41	26	29	43
Building Check	905	1,073	997	653
Traffic Stops/Suspicious Vehicles	2,371	2,086	2,068	1,875
Disturbance	236	198	171	195
Fingerprint Request	87	128	90	117
Fire/Rescue	168	221	181	167
Open Door/Windows	20	39	22	19
Pedestrian Check	73	86	85	91
Prowlers	20	28	5	4
Residence Check	259	276	219	201
Motorist Assist	96	105	124	73
Death Investigations	1	5	0	1
Mental Health Co-Responder Calls:				
Notified				36
Responded				2



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Quarterly Update Third Quarter

Investigations Activity:

Total active cases: 50

During the third quarter 2018, the Investigations Division assigned 73 cases to Detectives.

The Investigations Division cleared or closed 47 investigations during this same time period which included the following offenses:

Offense	Cleared/Closed
Aggravated Battery	4
Auto Burglary	2
Battery	1
Battery - DV	4
Burglary - Residential	2
Burglary - Storage Building	5
Child in Need of Care	2
Criminal Threat	1
Criminal Use of a Financial Card	2
Disorderly Conduct	1
Forgery	1
Harassment by Telecommunication Device	2
Identity Theft	1
Juv Runaway	1
Stalking	2
Theft < \$1,000	13
Violation of a Protection Order	3



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Quarterly Update Third Quarter

Traffic Safety/Accident Review:

	2015	2016	2017	2018
Traffic Stops	2,174	1,777	1,986	1,705
Accidents	59	94	91	85
Citations Issued	2,794	2,382	2,571	1,992
DUI's	78	51	45	23

Highest Frequency Accidents (day of the week): Wednesday

Highest Frequency Accidents (time of day): 4 -5 p.m.

Highest Frequency Accidents (location): Shawnee Mission Pkwy & Nall and 58th & Metcalf (14)

Patrol in High Accident Locations (Traffic Unit)

	Year Total spent at location
SM Pkwy & Nall	35.85 Hrs
Johnson Dr. & Nall	40.06 Hrs
SM Pkwy & Roeland	37.39 Hrs
Johnson Dr. & Outlook	50.29 Hrs
Johnson Dr. & Broadmoor	39.75 Hrs

Community Relations:

- The Citizen's Police Academy concluded with the graduation ceremony on October 4th.
- Members of the Mission Police Department participated in the Mission Project fundraiser, LEOpen Golf Tournament, and the Chamber Golf Tournament. Tip a Cop was at Johnny's BBQ and raised \$775 for the Kansas Special Olympics.
- The Police Department hosted three "Coffee with a Cop" events and 9/11 lunch at Rushton.
- Police Department personnel instructed active shooter response to VIN Solutions, taught safety awareness at Countryside Christian Church, assisted with crime prevention survey at two large office buildings, and did multiple car seat inspections.



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Trends or Issues:

We continue to see auto burglaries in the residential areas. Most vehicles are left unlocked, but with nothing to take inside the vehicle. Windows are not broken to keep noise level to a minimum.

There has been a decrease in traffic stops, citations, and DUI/Drug arrests as compared with 2017. During the third quarter we were field training five new officers, had two that were injured, one resignation, promotions, and one deployed to Afghanistan.

Every police department's main focus is answering calls for assistance from its community. Traffic stops and drug/DUI arrests are secondary. While our staffing has leveled out, we want our new officers to gain experience in patrolling their districts and handling calls for service in our community and this takes time.

Our traffic unit had one person promoted to the rank of corporal in patrol and one is out on injury. The third person in our traffic unit has been needed in patrol for coverage until our field training was done.

I can provide additional information and answer any questions at the meeting.