

REVISED

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, NOVEMBER 4, 2020

6:30 P.M.

Meeting Held Virtually via Zoom

In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the “chat” feature, please note all statements are made visible to the group.

Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. 2020 Audit - SAS Letter - Brian Scott/BT&CO, P.A. ([page 4](#))

Berberich, Trahan & Company (BT&Co) will conduct the audit for the fiscal year ending December 31, 2020. Stacey Hammond 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.

2. 2021 Legislative Priorities - Laura Smith/Stuart Little ([page 9](#))

Last month the Council renewed a contract with Little Government Relations (LGR) to continue to provide legislative advocacy services for 2021. Stuart has prepared a brief overview of some of the potential issues for the 2021 Legislative Session and we will review and discuss development of Mission’s 2021 Legislative Priorities. A draft plan will be refined over the next month and included as an Action Item on the December Committee agenda.

3. Mission Bowl TIF Project Plan - Bruce Kimmel ([page 33](#))
Updated Attachments

Bruce Kimmel of Ehlers, Inc. will provide an update and progress report on the status of negotiations with the Sunflower Development Group related to redevelopment of the former Mission Bowl site.

ACTION ITEMS

4. Acceptance of the October 7, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 52](#))

Draft minutes of the October 7, 2020 Finance and Administration Committee meeting are included for review and acceptance.

5. UCS Human Service Fund Allocation - Brian Scott ([page 64](#))

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 services 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 15 other communities and Johnson County. The Council will consider a contribution of \$8,300 to this fund for 2021.

6. Data Collection/Management Software Purchase for Police Department - Dan Madden ([page 79](#))

The Police Department identified administrative data collection/analysis as an area for growth opportunities. The Department evaluated several software solutions that would improve internal processes, as well as data collection and analysis capabilities. LEFTA Systems was determined to be the solution that best fit the needs of the Department. The Police Department is requesting Council approval to enter into a two year contract with LEFTA Systems in the amount of \$10,520 using money from the Special Law Enforcement Trust Fund.

7. 2020 Budget Amendment Resolution - Brian Scott ([page 95](#))

The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state law requires that a public hearing be held when amending the budget. The 2020 Budget needs to be amended to cover additional expenditures in the Capital Improvement Fund and the Mission Crossing TIF/CID Fund. The Council will hold a public hearing on the amendment at the November 18th City Council meeting and then consider this Resolution as part of the regular agenda.

8. Property and Casualty Insurance Renewal - Brian Scott ([page 98](#))

The City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting assets. Staff is recommending that the City obtain these from Travelers Insurance company for the policy period of January 1, 2021 through December 31, 2021 at an estimated total annual premium not to exceed \$140,444. Staff is also recommending that cyber-liability insurance be obtained from Axis Insurance Company for \$3,623.

9. Hazard Mitigation Plan Resolution - Dan Madden (page 124)

The Disaster Mitigation Act of 2000 requires all political entities in the United States to have an approved Hazard Mitigation Plan in order to be eligible to receive hazard mitigation funds following a disaster. The Hazard Mitigation Plan for Johnson County documents the County's hazard mitigation planning process and identifies relevant hazards, vulnerabilities, and strategies that Johnson County and participating jurisdictions can use to decrease vulnerability and increase resiliency and sustainability. Staff received an e-mail from Johnson County Emergency Management on November 4 indicating that updated plans were still missing from several jurisdictions. Rather than hold this to December, staff has prepared the appropriate Resolution as an additional item to be considered at the November 4, 2020 Finance & Administration Committee meeting. Staff recommends the City Council pass a Resolution adopting the Kansas Homeland Security Region L Hazard Mitigation Plan.

DISCUSSION ITEMS

OTHER

10. Department Updates - Laura Smith

Debbie Kring, Chairperson
Hillary Parker Thomas, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

City of Mission	Item Number:	1.
INFORMATIONAL ITEM	Date:	November 4, 2020
ADMINISTRATION	From:	Brian Scott

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

RE: 2020 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, 2020. 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 statements 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:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A

City of Mission	Item Number:	1.
INFORMATIONAL ITEM	Date:	November 4, 2020
ADMINISTRATION	From:	Brian Scott

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

- 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: N/A

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



Certified Public Accountants

October 27, 2020

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, 2020.

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 27, 2020
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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 BT&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 BT&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 27, 2020
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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 have scheduled preliminary audit field work for the week of December 14, 2020 with final field work commencing the week of February 15, 2021. 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,

BT&CO., P.A.

A handwritten signature in cursive script that reads "Stacey Hammond".

Stacey A. Hammond
Director

SAH:tls

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	November 4, 2020
ADMINISTRATION	From:	Laura Smith

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

RE: 2021 Legislative Priorities

DETAILS: Each year the City prepares a Legislative Program which outlines priorities or areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. We have moved up our consideration of a legislative program/agenda to allow more time for them to be communicated with our legislators prior to the start of the session.

This discussion will provide an opportunity for Councilmembers to communicate, modify, add or delete specific policy issues they would like to see incorporated into Mission's 2021 Legislative Program. The Sustainability Commission will be reviewing the 2020 Priorities at their November 2, 2020. Any information coming from that meeting will be incorporated/presented during the Committee meeting.

The League of Kansas Municipalities Draft Statement of Municipal Policy and Mission's Adopted 2020 Program are included with this packet to provide a starting point for the Council's consideration. In addition, Little Government Relations (LGR) has prepared a brief memo with their thoughts/observations about issues which might be of interest to Mission during the upcoming session. It has been included in the packet, and Stuart Little/Mallory Lutz will be available at our Committee meeting to review and discuss with the City Council.

Following review by the Council, staff will develop a final recommended program for consideration as an Action Item on the December 1, 2020 Finance & Administration Committee agenda.

CFAA CONSIDERATIONS/IMPACTS: N/A

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



Memorandum

To: Laura Smith, City Administrator, City of Mission
From: Stuart J. Little, Ph.D., Little Government Relations
Date: November 4th, 2020
Re: 2021 Legislative Priorities Topics

Included in this memo are the following:

- Potential critical issues for the 2021 Session.
- Unresolved legislation from 2020 that may see action in 2021.
- Other items for discussion.

First and foremost, this memo is simply to provide you with issues that are likely to arise during the 2021 Session that may be of particular interest to the City of Mission. Some of these are new issues while others will be continued from the 2020 session. Secondly, we do not yet have a sense for what the 2021 Session will look like or how it will operate due to COVID-19 restrictions on gathering, etc. The larger issues of the state budget and revenues may overshadow the following issues, but we want to be prepared to engage on these issues regardless of the situation.

Items of Particular Interest for the 2021 Session

*Note all proposed legislation died at the end of the 2020 legislative session. Any bills referenced will have to be reintroduced for the 2021-2022 biennium.

COVID-Related Response

- Updating and amending the Kansas Emergency Management Act (KEMA) to address issues such as city/county/school board authority and enforcement of executive orders.
- Forthcoming recommendations from the Special Committee on Economic Recovery related to taxes, economic stimulus, etc. that we will be monitoring.
- The ongoing pandemic and potentially delayed economic impact (unemployment, evictions, foreclosures) that may necessitate additional funding, services for public health, school, business, and aid to local government likely will arise and may be complicated by federal uncertainty.

Energy/Environment

- Energy Choice: Prohibits municipalities from adopting policies that ban a certain type or source of energy. Legislation proposed by natural gas companies.
- Kansas Energy Efficiency Investment Act (KEEIA): Legislation that seeks to expand the types of energy efficiency programs available to businesses, cities, schools, and residences in Kansas.
- LKM Statement of Municipal Policy raise issues of a statewide energy policy as well as a statement on the positive impacts of energy efficiency and supports incentives.

Taxes

- Tax Lid Repeal. SB 294 in 2020 addressed several of these issues but was vetoed at the conclusion of the 2020 session.
- Property Tax Transparency. LKM is exploring a potential solution for possible consideration when the transparency/tax lid repeal discussion begins again in 2021.
 - LKM Task Force has worked over the interim to address this. Involves a 3rd statement every year that includes all entities and shows increase from new construction as well as increase in taxes from the previous year. Required to show time and date of budget/tax hearing.
 - Aimed at being less cumbersome on local taxing entities than last year's proposed legislation.
- A plethora of property tax issues were pending at the end of the 2020 session and we anticipate they will all return, and potentially receive a more favorable legislative response. Changes in political leadership and the economic situation may provide more support for these topics.
 - Topics include amending appraisal standards, timing, procedures, and qualifications. Alternative Property Valuation will also return.
- Internet sales tax collection and compensating use tax on digital property and subscription services.

Criminal Justice Reform

- Recommendations forthcoming from several groups: Governor's Commission on Racial Equity & Justice; Criminal Justice Reform Commission; Kansas Sentencing Commission, etc.
- Topics discussed for further study and/or potential legislation: prohibitive fines/fees related to driver's licenses; increased access to and funding for community-based services for behavioral health and re-entry programs; mandatory training on racial history of policing; examining various requirements for law enforcement officers (i.e. residency, citizenship requirements).

Unresolved Issues from the 2020 Session

* All of the following issues were introduced as legislation during the 2020 session. None passed and the bills will need to be reintroduced in 2021.

- Contingency fees—enacting the public litigation coordination act to restrict contracts by public entities for legal services on a contingent fee basis.
- Property tax transparency & tax lid repeal.
- Allowing municipalities to adopt an alternate budget procedure.
- Plastic bags—preempting cities and counties from prohibiting/regulating paper or plastic carry-out/single-use items.
- Special district consolidation—Authorizes voluntary consolidation when in the best interest of the city and special district. Nearly passed last year but for the abrupt conclusion.
- Changing how two-way AV communication is used in courts.
- Tobacco 21 (as well as updating Indoor Clean Air Act to include vaping).
- Amazon robot bill—Last year's bill preempted cities from regulating Amazon personal package delivery devices on sidewalks and crosswalks.

Other Discussion Items (based on 2020 Platform)

- Investment in the Social Safety Net & Mental Health:
 - There will be recommendations from several interim groups (mental health and foster care study committees) that may provide some initiatives and action to address general social safety net issues.
 - There may be some efforts from various committees to address the implications of the disproportionate impact of COVID and the economic slowdown on low-income Kansans and people of color.
- Comprehensive Transportation Plan: Update position to reflect the implementation of the Eisenhower Legacy Transportation Plan, to support fully funding the plan and opposing any reductions or transfers of program funds.

Blue = SMP Changes adopted by the Legislative Policy Committee on August 27, 2020 and approved by the League Governing Body on September 11, 2020.

Green = SMP Changes adopted by the League Governing Body on September 11, 2020.

2021 Statement of Municipal Policy *DRAFT*

Mission Statement

The mission of the League shall be to strengthen and advocate for the interests of the cities of Kansas to advance the general welfare and promote the quality of life of the people who live within our cities.

Legislative Priorities

The prosperity of the State of Kansas is absolutely dependent upon the prosperity of our cities. Over 82% of Kansans live in an incorporated city. In an effort to promote healthy and sustainable communities, the elected and appointed city officials of Kansas hereby establish the following as our legislative priorities for 2021:

1. **Home Rule.** Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters in 1960, we support local elected officials making decisions for their communities, particularly local tax and revenue decisions.
2. **Property Taxes.** We recognize in areas of the state there is a large reliance on property taxes to fund local and state government ~~in Kansas~~. All property taxing authorities, including cities, counties, the state, school districts, special districts, and community colleges should be equally transparent, and have to abide by the same limitations, restrictions and requirements. Any additional transparency measures should not be burdensome or costly. We encourage the state and local governments to work on making government more efficient and recognize the need to work together on innovative approaches to reduce reliance on property taxes. In addition, we call on the state to authorize alternative revenue options for local governments. ~~We believe all governments utilizing property tax should be transparent.~~
3. **Tax Lid Repeal.** We support repeal of the property tax lid.
4. **Internet Sales Tax Collections.** The inability of governments to collect local option sales or compensating use tax on remote sales continues to erode a viable and fair revenue source. The League supports state legislation establishing a program to help the state collect state and local sales and compensating use taxes due from in-state purchasers. Remitted taxes should be distributed using existing methods/formulas for the state and local governments.
5. **Property Valuation.** We support appraisals based on fair-market value as historically used in Kansas. We oppose caps in property valuations as unconstitutional and inequitable.
6. **Budget Timeline.** The current statutory framework for the adoption of municipal budgets makes it difficult for cities to plan for budgets that must be presented to governing bodies five months before the start of the fiscal year. We support legislation to allow the adoption of City budgets by November 30 but keep the August 25 deadline for certification of the amount of ad valorem tax revenue needed.
7. **EMS/Hospital Funding.** Municipal hospitals and emergency medical services (EMS) are challenged in meeting their communities' needs. ~~Between 2009 and 2014, city and county tax revenue budgeted for hospitals has increased 33.3% to meet these needs.~~ We support the expansion of Medicaid in Kansas to allow such entities access to federal funding, helping cities maintain and provide

critical services for their citizens. [If the Legislature fails to approve Medicaid Expansion, additional state funding needs to be made available to rural hospitals in order to retain businesses and their employees and sustain the health and lives of Kansans.](#)

8. **Mental Health.** We support allocating additional resources for mental health programs. Funds should be allocated for community mental health centers and additional bed space for patients with mental health issues.
9. **Police Reform.** We support the work of our local police departments to make our communities safer for all. Any federal or state proposals for police reform should be focused on providing resources for local law enforcement, incentivizing transparency, and encouraging good police practices, including equity and justice.
10. **Special District Consolidation.** The current statutory framework requires separate legislation every time a special district of government consolidates into a city. We support statutory changes creating a uniform process for smaller units of government to consolidate into cities when it is in the best interest of the city.

Finance & Taxation

An adequate source of revenue is necessary to fund the essential services of city government. Each city is unique in both services provided and the ability to pay for such services; maximum flexibility should be granted to local governing bodies to determine the amount and source of funding for city services.

1. **Internet Sales Tax Collections.** The inability of governments to collect local option sales or compensating use tax on remote sales continues to erode a viable and fair revenue source. The League supports state legislation establishing a program to help the state collect state and local sales and compensating use taxes due from in-state purchasers. Remitted taxes should be distributed using existing methods/formulas for the state and local governments. The League further supports the adoption of the safe harbor provisions as used by South Dakota to ensure constitutional compliance with the recent U.S. Supreme Court decision in *South Dakota v. Wayfair, Inc et al.*, 138 S. Ct. 2080 (2018) in order to bring tax fairness to Kansas brick-and-mortar businesses.
2. **Tax/Spending Lid.** Local spending and taxing decisions are best left to the local officials representing the citizens that elected them. We strongly oppose any state-imposed limits on the taxing and spending authority of cities and support repeal of the property tax lid.
3. **Tax Lid.** We support repeal of the tax lid. If repeal of the tax lid does not occur, the cost of elections and timing of the budget approval process, in coordination with such an election, make the tax lid unfeasible. We support removing the election process under the tax lid and replacing with a protest petition. We support additional exemptions to make the law more workable.
4. **Property Valuation.** We support appraisals based on fair-market value as historically used in Kansas. We oppose caps in property valuations as unconstitutional and inequitable.
5. **Mandatory Spending.** We oppose any law that requires a city spend a certain threshold to receive and maintain state dollars. All spending decisions should remain at the local level.
6. **LAVTR.** The State Legislature, as required by Kansas statutes, should help to relieve the burden on property taxpayers by funding the Local Ad Valorem Tax Reduction (LAVTR) program. This should include keeping the promises made with reference to the machinery and equipment mitigation legislation, future gaming revenues and the existing statutory formula.
7. **EMS/Hospital Funding.** Municipal hospitals and emergency medical services (EMS) are challenged in meeting their communities' needs. ~~Between 2009 and 2014, city and county tax revenue budgeted for hospitals has increased 33.3% to meet these needs.~~ We support the expansion of Medicaid in Kansas to allow such entities access to federal funding, helping cities maintain and provide critical services for their citizens. [If the Legislature fails to approve Medicaid Expansion, additional state funding needs to be made available to rural hospitals in order to retain businesses and their employees and sustain the health and lives of Kansans.](#)
8. **Tax Policy.** The League supports the long-established philosophy of balancing revenue from income, sales, and property taxes to assure the fiscal ability of the state and local governments to provide the services citizens want and need. Changes to tax policies

should not be undertaken without a full understanding of the overall impact upon all taxpayers, taxing entities, and the sources and amounts of tax revenues to be generated or eliminated by such policy changes.

9. **Budget Timeline.** The current statutory framework for the adoption of municipal budgets makes it difficult for cities to plan for budgets that must be presented to governing bodies five months before the start of the fiscal year. We support legislation to allow the adoption of City budgets by November 30 but keep the August 25 deadline for certification of the amount of ad valorem tax revenue needed.
10. **Finance Policies.** Cities should be allowed to set financial policies in-line with bond rating requirements and other generally accepted best practices for municipal management.
11. **Property Taxes.** We recognize in areas of the state there is a large reliance on property taxes to fund local and state government in Kansas. All property taxing authorities, including cities, counties, the state, school districts, special districts, and community colleges should be equally transparent, and have to abide by the same limitations, restrictions and requirements. Any additional transparency measures should not be burdensome or costly. We encourage the state and local governments to work on making government more efficient and recognize the need to work together on innovative approaches to reduce reliance on property taxes. In addition, we call on the state to authorize alternative revenue options for local governments. ~~We believe all governments utilizing property tax should be transparent.~~
12. **Property Tax Exemptions.** We support a broad tax base and believe the existing property tax base should be protected. We encourage the Legislature to resist any proposal to further exempt any specific property classification from taxation, including industry-specific exemptions. We support the current statutory definition of machinery and equipment and the exemption should not be expanded. The Legislature should actively review existing exemptions to determine if they should continue or be repealed.
- ~~13. **Sales Tax Exemptions.** Given the current and future budget challenges facing state and local governments, we oppose the continued erosion of the state and local sales tax base by the passage of new exemptions. The Legislature should actively review existing exemptions to determine if they should continue or be repealed. We support the continuation of sales tax exemptions for municipal services.~~
14. **Sales Tax.** Kansas should have a broad sales tax on all goods and services. Cities should be able to impose voter-approved local sales taxes. Sales tax exemptions should be limited to those for which the benefit outweighs the tax dollars lost.
- ~~15. **Sales Tax Holiday.** Should the state establish any sales tax holidays, the law should allow an opt in for local governments.~~
- ~~16. **Sales Tax on Digital Goods.** In order to ensure a fair playing field between Main Street businesses and online businesses, sales tax should be levied on digital good transactions including print, audio, video, software, games, and streaming services that provide those digital goods.~~
17. **Unfunded Mandates.** We oppose unfunded mandates. If the state or federal governments seek to promote particular policy objectives, such mandates should be accompanied by an appropriate level of funding.
18. **City and County Revenue Sharing.** The State Legislature should fund existing city and county revenue sharing programs as required by Kansas statutes.
19. **Alternative Revenue Sources.** Cities should be authorized to approve alternative revenue sources in order to maintain appropriate levels of funding for the health, safety and welfare of our citizens.
20. **Telecommunications Taxes.** We support cities' continued ability to impose and collect taxes and fees on telecommunications providers.
21. ~~**Local Sales Taxes.** We support the existing statutory authority for all cities to impose local sales taxes and seat taxes and the existing statutory distribution for all sales taxes.~~

22. **Banking and Investment Restrictions.** We support maximum banking and investment choices for local government. At a minimum, all cities, counties and school districts should have the same banking and investment authority the state has granted to itself.
23. **Federal Loan Programs.** We support changes to allow local governments to participate directly in federal loan programs.
24. **Tax credits.** We support the continued availability of tax credits as a tool for economic development.
25. **Summary Publication of Resolutions.** We support legislation allowing cities to publish a summary of a resolution, with the full text of any resolution posted on the city's official website, in lieu of publication of the full resolution.
26. **Taxes Paid Under Protest.** Due to the effect that taxes paid under protest can have on cities, the state and the county where the city is located should be required to notify cities when taxes, including compensating use and ad valorem taxes, are paid under protest so that cities have accurate data when making budgetary decisions.
27. **Expanded Gaming.** If the State Legislature authorizes expanded gaming, cities should receive funds to offset the impact, similar to agreements for other gaming that occurs in Kansas.

Public Safety

Cities play a critical role in the protection of the health and safety of the citizens of Kansas. Because mandated programs are costlier and less efficient, government at all levels should cooperate in the development of health and safety programs.

28. **Asset Forfeiture.** We support the use of asset forfeiture as an important component in reducing financial gains from criminal acts while providing civil due process. All assets forfeited, or the proceeds of the sale of the same, should remain with the local government that seizes the property.
29. **Municipal Court.** Municipal courts serve a vital role protecting an individual's right to equal protection under the law following arrest or detainment. We support the local control of, and judicial authority of, municipal courts. All assessed court funds under a municipal court order, other than restitution collected and payable to a third party and state assessments paid under K.S.A. 12-4117, shall be retained by the local municipality. We support municipalities' ability to set appropriate fines and fees. [We support increased use of audio-visual technology to allow greater flexibility and access to the judicial system.](#)
30. **Law Enforcement and Public Safety.** We believe cooperative efforts, rather than state and federal mandated requirements, are vital to the efficient and effective development of local law enforcement and public safety programs.
31. **Emergency 911 Services.** Cities and counties should maintain local control of the 911 system and the 911 tax should continue to include both wireline and wireless communications. We support legislation providing flexibility for local governments to utilize these funds to provide emergency services. 911 funds should not be diverted by the legislature for other uses.
32. **Emergency Management.** ~~We request the Adjutant General and the State of Kansas review the role of cities in the state emergency management plan.~~ Because cities play a crucial role in effective emergency management, implementation strategies must promote cooperative efforts between federal, state and local governments. [Changes to the Emergency Management Act should consider the role of the city in responding to disasters.](#)
33. **Medical Charges.** The cost of health care services for prisoners and individuals in custody is a growing concern for cities. We strongly believe the first person responsible for the payment of medical costs should be the individuals in custody. Another needed change, to begin addressing these costs, is to clarify that the entity charging for a crime is responsible in the event those costs cannot be recovered. We support the pooling of resources between all state and local law enforcement agencies.
34. **Law Enforcement Discretion.** We support local governments' discretion in establishing law enforcement vehicle pursuit policies and the ability of law enforcement officers to use discretion in determining when to make an arrest.

35. **Service Animal Fraud.** We recognize the important role service animals play for the disabled community. The use of such animals is being tainted, by service animal fraud. We support strengthening and redefining the crime of service animal fraud to disincentivize individuals from asserting their animal is a service animal in order avoid vicious animal, exotic, livestock, or breed-specific ordinances.
36. **Alcohol & CMB Regulation.** We support the authority of cities to license and regulate alcoholic liquor and cereal malt beverage retailers and establishments.
37. **Medical Marijuana.** The Legislature should carefully weigh the impact of medical marijuana on law enforcement and human resources. In addition, medical marijuana should be subject to existing state and local sales tax and cities should be able to levy their own excise fees and receive a portion of any state funds to offset the impact of medical marijuana. Also, cities should have the ability to opt-in to allowing dispensaries in their city. Kansas should only allow the cultivation and processing of medical marijuana and THC in licensed facilities and should not allow residential grow operations of any sort. In addition, Kansas should delay implementation to give time to study any issues that might result from the passage of medical marijuana legislation.
38. **Firearms and Weapons.** We support the local regulation of firearms and weapons.
39. **Homeland Security.** First responders at the local level serve as the front-line defense in the prevention and response to terrorism and other security risks. Local governments should be granted maximum flexibility and discretion over implementation of monies and strategies regarding homeland security.
40. **Regulation.** Any regulation should balance the costs to the benefit of the regulation. Existing regulations that no longer pass this balancing test should be repealed.
41. **Driving Under the Influence.** We support legislation bringing the driving under the influence laws into compliance with recent court cases.
42. **Cybersecurity.** Organizations of every size constantly face cyber-related incidents. We encourage the State to provide collaborative discussions, training programs, and feasibility studies for the impact of cyber-attacks on cities. Cities will use information provided by the state government to determine best practices and policies for municipal implementation.
43. **Scrap Metal.** Cities are currently preempted from regulating scrap metal. We support a narrowing of this preemption so that cities can address issues at the local level.
44. **Mental Health.** We support allocating additional resources for mental health programs. Funds should be allocated for community mental health centers and additional bed space for patients with mental health issues.

Infrastructure

Cities construct, manage, operate and maintain numerous infrastructure components that provide a high quality of life. Infrastructure involving transportation, municipal utilities, energy services, and water and environmental structures are all dependent on the ability of local officials to self-determine what's appropriate for their own communities. This self-governance relies on the expectation of cooperation from the state government and full funding as required by law under current statutory programs from both the state and federal government.

Transportation

45. **Connecting Links.** The State should maintain KDOT's funding for connecting link programs at the FY 2020 level for cities to provide for the maintenance of state highways within city limits. We support full funding of the City Connecting Link Improvement Program (CCLIP).
46. **City-County Highway Fund.** The City-County Highway Fund is essential to maintaining local roads and bridges and should be fully funded and not be diverted for other purposes. Such funding should include the transfer of fees from the registration of out-of-

state commercial vehicles, as directed by K.S.A. 9-3425i. The proceeds from any increases to the motor fuel tax rates should be allocated in accordance with current statutory provisions.

47. **Comprehensive Transportation Program.** We support full funding of the Eisenhower Legacy Transportation Program. We oppose any use of these funds to balance the state's General Fund budget. Any reduction in funding jeopardizes existing programs.
48. ~~**Federal Fund Exchange Program.** We support legislation to codify the Federal Fund Exchange Program, including allowing the banking of funds for a minimum of three years and a fixed exchange rate.~~
49. **Transportation Safety.** The State should work in cooperation with local governments to continue to provide safe roads and bridges within Kansas. The State should focus on all users of the transportation systems and recognize that a system that is designed for use by pedestrians, bicycles, and vehicles is safer and more economically prosperous for all Kansans.
50. **Transportation Maintenance.** Because transportation infrastructure is critical to state and local development activities, we support the continued maintenance of the transportation infrastructure in Kansas. We further support continued funding to support multimodal transportation networks, including for mass transit, biking, and walking infrastructure.
51. **Electric Charging Station Infrastructure.** We support the expansion of electric charging station infrastructure throughout the state in order to increase the pace of electric vehicle adoption and positively impact local communities. We support a change to allow sales of electricity at EV charging stations and for EV charging stations to not be classified as regulated utilities.
52. **Airport Funding.** We support the continued use of state economic development dollars (EDIF funds) to enhance airport facilities and services.
53. **Transportation Development Districts.** We support the continued ability of cities to establish transportation development districts to meet the economic development and transportation infrastructure needs in the community.
54. **Recreational Trails.** We support the development of recreational trails, including rails to trails, aquatic trails, and hike-and-bike on levee trails projects, and oppose any legislation that would make such development more burdensome or costly.
55. ~~**Cooperation with KDOT.** We support the continued efforts of the Kansas Department of Transportation to work with cities on cooperative programs, including the transportation revolving loan fund and various economic development projects.~~
56. **Rail Service.** We support existing and enhanced passenger and freight rail service in Kansas and seek a strong partnership with the state and federal government to achieve meaningful improvements.
57. **Uniform Traffic Code.** We support a comprehensive review and recodification of the Uniform Traffic Code.

Utilities

58. **Broadband.** Access to reliable broadband service, ~~as defined by the FCC minimums for "served areas"~~ is increasingly important to the economic health of Kansas cities. We support the establishment of the ~~Statewide Broadband Deployment Grant Fund Expansion Planning Task Force as a means for identifying ways the state can best~~ to facilitate broadband expansion in Kansas. Guidance for the grant program and broadband-related statutes must recognize the important role local governments play in such expansion and not remove important planning and right of way authority from local governments. ~~Recommendations from the task force must recognize the important role local governments play in such expansion and they must not remove important planning and right of way authority from local governments. Further, we support legislation that promotes full disclosure of transport and connection fees by internet providers.~~
59. **Service Territory.** Municipalities must retain the authority to purchase, construct, or extend the infrastructure necessary to supply the cities and their inhabitants with public utilities, including electric services. We believe in the current statutory framework which allows cities' jurisdictional limits to change over time, due to the annexation of land, including land located within the service territory of another utility provider.

60. **Municipal Operation.** We support the ability of cities to operate municipal gas, water, electric, sewer, telecommunications, broadband, solid waste, stormwater or other utility services. We further support the ability of cities to set and control the rates for locally owned and operated utilities, and support the current defined service territory statutes.
61. **Right of First Refusal.** We support municipal utilities having the ability to invest in new electric/transmission projects in order to provide reliable, affordable service to local customers. We oppose efforts prohibiting competition for transmission projects in Kansas.
62. **Franchise Authority.** We oppose any legislation restricting the current franchise authority for cities, including limits on franchise fees.
63. **Mandates.** We oppose unfunded federal and state mandates regulating the operation of municipal gas, water, electric, sewer, telecommunications, solid waste, stormwater utilities or other utility services. Any mandates passed down to cities should not be imposed without a cost-benefit analysis and should be accompanied by appropriate funding. In addition, regulations should provide for a reasonable implementation schedule.
64. **Public Water Supply Supervision Program.** We support changes to the statutory language increasing the funding stability for the Kansas Department of Health and Environment's Public Water Supply Supervision program. These changes must balance municipal cost concerns and recognize the state has a responsibility to contribute to these important public health matters. In addition, we recognize a need to update standards to meet federal clean drinking water standards.
65. **Right-of-Way.** Cities must maintain their ability to regulate the public right-of-way and recover reasonable compensation at for use of the right-of-way. Kansas policy should not be dictated by overreaching federal mandates. We oppose efforts to codify at the state level federal directives limiting cities' powers.

Energy

66. **Electric Utility Deregulation.** Community-owned and operated municipal electric utilities make long-term power supply decisions and investments with the goal of benefiting their overall community. We support continued local control over power supply decisions.
67. **Statewide Energy Policy.** We support the development of a coordinated and comprehensive Energy Plan. Further, we support creative and cooperative implementation of renewable energy and energy efficient technologies that are environmentally sustainable and economically successful prosperous.
68. **Energy Efficiency.** Energy efficiency saves money, drives investment across all sectors of the economy, creates jobs, and reduces the environmental impact of energy use. Accordingly, we support public and private incentives to encourage energy efficiency and renewable energy, and water efficiency projects by local governments and citizens.
69. **Building Codes.** We oppose any measures to preempt local building energy codes with respect to prohibiting the incentivization or requirement of net zero or net-zero ready building requirements.

Water and Environment

70. **Water Quality.** We support a clean and safe public water supply and the protection of public health and aquatic life. We endorse regional and cooperative solutions to water quality challenges that address point and non-point source pollution while balancing municipal cost concerns.
71. **Water Quantity.** Government at all levels should aggressively pursue the conservation, protection and development of current and future municipal water supplies. We support cost-effective efforts to extend the life of reservoirs and to expand reservoir storage for use by municipal water suppliers. We support immediate state action, in consultation with municipal providers, to address over-appropriated surface and groundwater resources while respecting priority of water rights. The water rights management tools that have been developed in recent years should be modified or expanded so that they provide the same type of flexibility and authority to any water rights holder regardless of class.

72. **Water Planning.** We support increased municipal representation on the Kansas Water Authority; broad-based revenue sources and distribution for the state Water Plan Fund; and a re-evaluation of the process for adopting the annual state Water Plan Fund budget.
73. **Infrastructure Funding.** We support increased federal and state funding to assist local communities with their water, wastewater, stormwater, levee and dam infrastructure and associated security needs.
74. **Stormwater Management.** We endorse regional and cooperative solutions to stormwater quality and quantity challenges that address point and non-point source pollution. [We further endorse state measures to incentivize and enable investment in green infrastructure \(e.g., street trees, use of native plants, etc.\) to support sustainable communities.](#)
75. **Solid Waste.** The home rule powers of cities to dispose of and manage municipal solid waste should not be restricted. [This includes local control and decision-making surrounding recycling and composting programs.](#)
76. **Hazardous Waste.** We support a comprehensive state-local approach to provide assistance in identifying hazardous wastes and to develop programs to monitor and dispose of such wastes. We encourage state agencies to work cooperatively with local governments in the development and approval of programs to identify, monitor and dispose of hazardous waste. Further, appropriate education and training should be provided prior to the implementation of such programs.
77. **Clean Air.** We support air quality controls and a state-developed air quality plan that protects the health and safety of Kansans while balancing municipal cost concerns.
78. **Water and Wastewater Certification.** We support improved certification programs that better align the necessary skillsets for real world water and wastewater system operation with the content of the corresponding exams. We support review of water and wastewater certification to ensure validity and reliability. These certifications need to continue to be protective of the public health and environment. We encourage contracting and collaboration to help utilities acquire the knowledge, skills, abilities, and certifications needed to effectively and efficiently serve Kansas rate payers.

Human Resources

City employees are the foundation of effective city government. City governing bodies must have the authority to develop local personnel policies to attract and maintain a high-quality public workforce.

79. **Workers' Compensation.** We support reasonable and just benefits for employees injured within the course and scope of their public employment, and effective enforcement of the Workers' Compensation Act.
80. **KPERS & KP&F.** We support the full funding of the Kansas Public Employees Retirement System (KPERS) and Kansas Police & Fire (KP&F) retirement systems and honoring all commitments that have been made by KPERS and KP&F. The local KPERS system should remain separate from the state and school retirement system. Changes to the KPERS system should not impact a city's ability to hire and retain qualified public employees, including any undue burden on hiring KPERS retirees, or reduce benefits promised to employees.
81. **Public Employer-Employee Relations Act (PEERA)/Collective Bargaining.** We oppose any federal or state mandate requiring collective bargaining at the local level.
82. **Personnel Mandates.** We oppose state and federal mandates involving public personnel.
83. **Weapons and Firearms.** We support the ability of local governments to set policies regarding the carrying of weapons and firearms by municipal employees while they are engaged in their work.
84. **Prevailing Wage.** We oppose federal and state mandates requiring or prohibiting the payment of prevailing wage.
85. **Health Care & Other Benefits.** We support cooperation and active study of ways to relieve the financial burden of securing employee health care coverage, including the continued option for cities to participate in the state health care program.

86. **Unemployment.** We support reasonable and just benefits for employees who are qualified individuals under the Kansas Employment Security Law. We oppose the finding that volunteers, who are paid a nominal stipend, are considered a qualified individual. We support legislation to define “volunteer” in Kansas employment law such that it is consistent with federal law.

Government Policies & Procedures

Abiding by the longstanding constitutional Home Rule authority of Kansas cities, there is a need to ensure local governments maintain autonomy and the authority of self-governance to create a safe and sustainable quality of life for residents. In an effort to construct appropriate policies for their community, such as economic and community development initiatives, cities should be committed to implementing procedures which ensure ethical and transparent governance from their officials.

87. **Home Rule.** Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters in 1960, we support local elected city officials making decisions for their communities, particularly local tax and revenue decisions.
88. **Protection of the First Amendment.** The right of the people through their democratically elected and appointed officials to petition and speak to their government officials shall not be abridged. We support cities’ First Amendment right of freedom of association to work together to accomplish common goals.
89. **City Elections.** City elections should remain non-partisan and separate from state and national elections.
90. **Filing for Office.** In order to encourage a higher number of candidates to file for office, the filing location for city elections should return to the city clerk’s office.
91. **Filling of Vacancies.** The current statutes for filling vacancies have served the state well for over fifty years. Vacancy filling should remain the responsibility of local governing bodies made up of duly elected officials.
92. **Annexation.** The ability of cities to grow is inherent in the economic growth and development of the state. Therefore, we support local jurisdictions’ ability to make their own decisions regarding orderly growth through annexation.
93. **Non-Discrimination.** We oppose any discrimination against persons, by reason of their race, religion, color, sex, disability, national origin, ancestry, sexual orientation, or gender identity.
94. **Sign Regulation.** We support the authority of local government to regulate signs in compliance with federal law.
95. **Public Property & Rights-of-Way.** We support the ability of cities to control and manage public property and rights-of-way and to impose franchise or use fees on those entities that utilize the rights-of-way.
96. **Eminent Domain.** Eminent domain is a fundamental municipal power. The authority to acquire property through condemnation proceedings is critical for public improvement projects. We support increased flexibility for local governments to use eminent domain for economic development purposes, including blight remediation, without seeking legislative approval.
97. **Interlocal Cooperation.** We support the principle of voluntary cooperation among all levels of government.
98. **Governmental Immunity.** We support continued immunity for cities from tort liability and legislation strengthening the Kansas Torts Claims Act.
99. **Police Powers.** We support the authority of cities to regulate in order to protect the health, safety, and welfare of the public.
100. **City/County Consolidation.** We support processes for local consolidation without undue statutory barriers. We further believe the issue of consolidation is an inherently local one and the voters should be allowed to determine whether consolidation with another unit of government occurs.
101. **Special District Consolidation.** The current statutory framework requires separate legislation every time a special district of government consolidates into a city. We support statutory changes creating a uniform process for smaller units of government to consolidate into cities when it is in the best interest of the city.

Community Development

102. **Abandoned and Blighted Housing.** We support legislation that streamlines and expedites the process for local governments, neighborhood organizations and private businesses to deal with the blight of abandoned, nuisance, foreclosed housing, and commercial structures to protect the rights and property values of surrounding property owners.
103. **Economic Development Partnerships.** State and regional partnerships are vital to the sustained growth of the state and should be supported by policy and with adequate funding.
104. **Tax Abatements.** We support the authority of cities to offer tax abatements to encourage business investment in their communities.
105. **Tax Increment Financing (TIF).** We support the continued use of TIF to promote economic development. TIF laws should allow maximum flexibility and allow for efficient use by communities.
106. **Revitalization Tools.** We support the continued use of the Neighborhood Revitalization Act, the Downtown Redevelopment Act, the Transportation Development District Act and the Community Improvement District Act to promote local neighborhood development.
107. **Tourism.** We support cooperative ventures between the state and local government in Kansas to promote tourism as an industry that is vital to growth and development all across the state.
108. **STAR Bonds.** We support the ability of cities to utilize STAR bonds to promote economic development in their communities.
109. **Land Use and Zoning.** We support the ability of local officials to make land use and zoning decisions within their community, including decisions about the location, placement, size, appearance and siting of transmission and receiving facilities and any other communications facilities.
110. **Housing.** The lack of quality housing across the state creates an impediment to growth and economic development. The Legislature should support programs that encourage access to quality housing, such as the Moderate Income Housing Program.
111. **Exports.** We support the Kansas Department of Commerce providing assistance to Kansas businesses who may become Kansas exporters, whether by direct provision of services or through outsourcing.
112. **Housing-Rental Inspections.** We support giving cities the authority to require inspections of rental housing for the safety of tenants and to protect the rights and property values of surrounding property owners.

Transparency in Government

113. **Open Meetings.** All levels of government should be subject to the same open meetings requirements. These laws should not be unduly burdensome.
114. **Open Records.** All levels of government should be subject to the same open records requirements. State laws governing open records should balance the public's right of access, with the necessity of protecting the privacy of individual citizens, and the ability of public agencies to conduct their essential business functions. We support a city's ability to recoup reasonable costs associated with open records requests.
115. **Intergovernmental Dialogue.** Communication between all levels of government is critical to the successful delivery of public services to the citizens of Kansas. Representatives from cities provide facts and information crucial to intergovernmental relations, and as such, should have the same rights and responsibilities as private interest lobbyists. We support current law regarding the use of state and local public moneys to provide information and advocate on behalf of our cities and citizens. Any reporting system should not increase the administrative burden on local governments.
116. **Body Cameras.** We support the ability of local governments to determine when and how body cameras will be used by law enforcement officers. We support the establishment of reasonable regulations concerning public access to recordings, balancing the needs of law enforcement and the individuals whose images are captured in the recordings.

Federal Issues

Local officials welcome the opportunity to work together with federal and state officials on policies impacting local communities. Federal agencies should research and understand the fiscal impact on local units of government when implementing new guidelines or laws. Cities manage their finances, infrastructure and personnel more effectively without unfunded federal mandates.

117. **Local Control.** We support local elected officials making decisions for their communities. Though the Home Rule powers granted cities in the Kansas Constitution do not affect federal powers, we call on our representatives and federal agencies to look at federal legislation and regulations with local control in mind.
118. **Federal Recovery Money for Cities.** The Federal Government should recognize that the events of 2020 have caused negatively impacted revenues to cities, and that direct federal aid for revenue replacement is essential to prevent a further economic collapse.
119. **Advanced Refunding of Bonds.** In order to allow cities to quickly recover from this current recession, we urge Congress to allow cities to issue tax exempt advance refunding municipal bonds. Cities refinancing bonds will be able to free much needed cash flow to reduce taxes or create capital investments.
120. **Police Reform.** We support the work of our local police departments to make our communities safer for all. Any federal or state proposals for police reform should be focused on providing resources for local law enforcement, incentivizing transparency, and encouraging good police practices, including equity and justice.
121. **Community Development Block Grants (CDBG).** We support continued funding for Community Development Block Grants, Community Service Block Grants and HOME Grants. These programs' funding is an essential component of cities' strategies to fund critical community services and infrastructure needs.
122. **Municipal Bonds.** We support the removal or modification of overly burdensome and costly restrictions affecting the issuance of municipal bonds. Further, we support the continued tax-exempt status for municipal bonds.
123. **Broadband Deployment & Municipal Oversight.** Access to reliable broadband service is increasingly important to the economic health of Kansas cities. However, federal action via legislation or orders from federal agencies must recognize the key role local governments play in such expansion, and it must not remove important planning and right of way authority from local governments. Cities must be afforded the continued right to address safety, health and welfare for both their citizens and other entities with valuable infrastructure in the right of way. In addition, the right of way serves as an important resource for citizens, and the right to offset costs of management and levy taxes should not be limited.
124. ~~**Overtime Rule.** We support modernizing rules for overtime, but have concerns about the fiscal impact of the changes, particularly if they include automatic increases in the overtime threshold. As employers, absorbing the impact of sharp increases would have a significant negative impact on municipal budgets.~~
125. **Immigration Reform.** We support a federal solution to immigration reform. Any immigration policy should not negatively impact local governments with additional law enforcement or administrative burdens. We support Congress continuing assistance to under-served areas with large immigrant populations, who are attempting to remain in compliance with the United States Citizenship and Immigration Services.
126. **Transportation.** We support consistent federal funding and timely renewal of the Fixing America's Surface Transportation Act (FAST ACT) by Congress with increased support to critical regional infrastructure priorities.
127. **Stormwater.** We support simple and flexible federal regulations of municipal stormwater run-off that allow for orderly and cost-effective development. The federal government should appropriate funds for research and for the development of pilot projects on stormwater management.
128. **Water Quality.** We support a clean and safe public water supply and the protection of public health and aquatic life. We endorse federal investments and cooperative solutions that address water quality challenges and take into account municipal cost concerns.

129. **Hazardous Waste.** We urge federal agencies to work cooperatively with state and local governments in the development and approval of programs to identify, monitor and dispose of hazardous waste. Appropriate education and training should be provided prior to the implementation of such programs.
130. **Telecommunications Data.** We support the continued ability of public safety officials to access data from telecommunications companies in times of emergencies to assist investigations.
131. **Rail Service.** We support existing and enhanced passenger and freight rail service in Kansas. In many cases, this service is the only affordable alternative to highway transportation in communities. Changes to Amtrak service should not sacrifice this alternative nor the investments in the service by cities.
132. **Railroad Quiet Zones.** We urge Congress to reexamine the Train Horn Rule with the Federal Railroad Administration. Rules for implementing quiet zones should be less burdensome and allow for differences in community circumstances while continuing to protect public safety. We also request Congress provide federal funds for the purpose of establishing quiet zones and consider new technology which may enhance the safety of quiet zones while minimizing or eliminating train horn noise.
133. **Medicare Reimbursement Rates.** We encourage the federal government to establish reasonable reimbursement rates.

Policy Development

This *Statement of Municipal Policy* defines the core principles of the organization. It was developed by city officials through the League's policy committees. There are three policy committees that are focused in specific areas: Finance & Taxation, Public Officers & Employees, and Utilities & Environment. The fourth committee, the Legislative Policy Committee, reviews the entire *Statement* and the recommendations of the three specific committees. The *Statement* is then submitted to the Governing Body and is ultimately adopted by the Convention of Voting Delegates at the League's Annual Conference. For more information about the League policy committees or process, check out the League website at www.lkm.org or contact us at (785) 354-9565.



2020 Legislative Priorities

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December 2019



December 18, 2019

Dear Reader:

The Governing Body of the City of Mission annually adopts a state legislative platform to present Mission’s legislative initiatives and policy positions.

The cornerstone of the legislative program is the belief that the governing of public affairs should be as close to the people as possible. Supporting activities that promote and encourage the exercise of authority and responsibility by locally elected officials is a top priority of the City of Mission. This belief is exemplified in local home rule authority, an amendment to the Kansas Constitution that was approved by the citizens of the state over half a century ago.

Generally, the City of Mission supports the Statement of Municipal Policy of the League of Kansas Municipalities and the legislative agenda of Johnson County, Kansas. The City Council works cooperatively each year with the League and other cities to enhance the mutual benefits of Kansas cities.

If you have any questions concerning the 2019 Legislative Program, please, do not hesitate to contact me or other members of the City Council.

Sincerely,

Ron Appletoft
Mayor

Governing Body

Mayor

Ron Appletoft

Ward I

Trent Boultinghouse
Hillary Parker Thomas

Ward II

Nick Schlossmacher
Arcie Rothrock

Ward III

Kristin Inman
Debbie Kring

Ward IV

Sollie Flora
Ken Davis

State and municipal governments work together to provide citizens with many services they require and have come to expect. This partnership is dependent upon stable funding, decision-making at the appropriate level, and removing barriers to efficient and effective access to services. The City of Mission understands our citizens' needs and is equipped to respond to them effectively and efficiently. While we respect the State government's role, we continue to advocate for the protection of home rule authority to ensure citizens' needs are met. We support the preservation of local authority, maintenance of local control of local revenue and spending, and oppose the devolution of State duties to local units of government without planning, time and resources. The City of Mission has established the following as our legislative priorities for the upcoming session and advocates in the interests of our elected representatives and on behalf of those who live and work in our community.

Finance and Taxation

Alternative Property Valuation (Dark Store Theory)

The City supports proven techniques to value commercial properties at their highest and best use. Property valuation should be based on fair-market value. We oppose legislation that would artificially limit or otherwise alter commercial property appraisals to be based on hypothetical lease valuations or the dark store theory, rather than in the current use, which is often a functioning, occupied store.

Internet Sales Tax Collections

Mission supports any state legislation that assists in collection compensating use tax (such as Internet sales tax and transient guest sales tax) due from in-state purchasers, to include short-term rental companies. Remitted taxes should be distributed using existing methods/formulas for the state and local governments. Mission further supports the adoption of the safe harbor provisions based on the U.S. Supreme Court decision in *South Dakota v. Wayfair, Inc et al.*, 138 S. Ct. 2080 (2018) in order to bring tax fairness to Kansas brick-and-mortar businesses.

Repeal the Property Tax Lid and Maintain Local Control Over Revenue and Spending

The City of Mission opposes actions by the state to impose constitutional or statutory limits on the authority of local governments to establish appropriate levels of taxation. The City supports the repeal of the property tax lid passed by the 2015 Legislative and amended by the 2016 Legislature, as well as collaborative between local units of government and the Kansas Legislature to address legislative intent, while not impeding the City's ability to provide services desired by its constituency. Absent repeal, the state-imposed tax lid on local governments should be modified to remove the election process and replace it with a protest petition. The City also supports additional exemptions which would make the law more workable.

Tax Policy

The City supports stable revenues, and urges the Legislature to avoid applying any further limitations to the ad valorem property tax base, including exceptions for specific business entities or the state/local sales tax base, as well as industry-specific, special tax treatment through exemptions or property classification. We do not support changes in State taxation policy that would narrow the tax base, significantly reduce available funding for key programs, or put Kansas counties and cities at a competitive sales tax disadvantage with Missouri. We do not support a sales tax on professional services. We support the state's thoughtful consideration of reductions in sales tax on food and pharmaceuticals, while balancing the impact on, and obligations of, local units of government across the state.

Retain the Local Government Sales Tax Exemption

Mission supports the current law that exempts local government and public construction projects from sales tax. Imposing sales tax on current government purchases and projects will have only one effect: increased local taxation. Only the State government benefits from this sales tax and our citizens would pay the bill through higher property taxes.

Support Maintenance of State Funding

The issue of maintaining local government revenues is a prime concern for Mission. State transfers to local government have significantly been reduced or eliminated over the last ten to fifteen years. Mission urges for the preservation of local government revenues which pass through the State's treasury. These funds come from a longstanding partnership between local governments and the State and are generated via economic activity at the local level. Both alcoholic liquor tax funds and the local portion of motor fuel tax should not be withheld from local governments and siphoned into the State General Fund.

Government Policies and Procedures

Constitutional Home Rule

The City of Mission strongly oppose any alternations or limits to home rule authority and we support the full control and authority over those matters which are granted to municipalities by the Kansas Constitution.

Redevelopment and Reinvestment in Cities

Mission supports current state statutes that provide the local jurisdiction with authority both in determining how and when to use existing economic development tools and in creating new incentive programs to meet community goals. These goals are identified and supported through land-use planning, infrastructure allocation, and financial incentive tools that local communities and stakeholders develop through ongoing communication and prioritization. Each economic development or redevelopment project is unique, and may not be possible without the availability of these tools or the authority to use them. Tools such as Tax Increment Financing (TIF), the Neighborhood Revitalization Act, the Downtown Redevelopment Act, the Transportation Development District Act and the Community Improvement District Act should be maintained with maximum flexibility and allow for efficient use by communities.

Open Records and Open Meetings

We believe that an open government is essential to building public confidence, and that all levels of government should be subject to the same open meeting and open records requirements. State laws governing open records should balance the public's right of access with the necessity of protecting the privacy of individual citizens, the costs of producing requested records, and the ability of public agencies to conduct their essential business functions.

Preserve the Ability to Advocate and Educate

The City supports local officials and their representatives' ability to freely participate in the legislative process to advocate and educate on issues affecting local governments. We should not be restricted on the use of public funds to accomplish this purpose. Local officials, representing their citizens and taxpayers, must retain the authority to make decisions regarding membership in organizations and to participate in the legislative process without cumbersome reporting requirements.

Maintain Non-Partisan Local Elections

The City supports local elections remaining separate from state and national elections. Additionally, we are opposed to any legislation that would require local elections to be conducted with partisan identification.

Restore Local Control of Right-of-Way

The City supports the ability of local governments to make decisions about the location, placement, size, and appearance of poles, towers and other wireless facilities within the community and public rights-of-way. 2016 Legislation granting the automatic placement of cell towers in city and county owned right of way, should be repealed. Regulation of the placement of cell towers should be subject to reasonable local zoning processes which review important community values such as safety and neighborhood concerns.

Restore Local Gun Control

The City of Mission supports the local regulation of firearms and weapons. We believe that local government should have the ability to regulate and enforce the possession and use of weapons within city-owned facilities, including City Hall, public parks, the outdoor pool, community center and City vehicles. The City also supports the ability of local governments to set policies regarding the carrying of weapons and firearms by their employees while they are engaged in the course of their employment. Absent any return to local control, Mission supports concealed carry training, permitting and background checks, to be required for any individual who desires to conceal a firearm on their person.

Education

K-12 Education Financing

Mission requests the State fund special education at the required statutory levels. We oppose any amendment to the Kansas Constitution that would remove the State's obligation to adequately and equitably fund Kansas' public schools.

Human Resources

Support Full Funding of the Kansas Public Employees Retirement System

The City supports achieving a fully-funded public employees' retirement system within a reasonable period of time. The State should fully fund its portion of the employer contributions at the Actuarial Required Contribution (ARC) levels and at the required times. The system should accumulate sufficient assets during members' working lifetimes to pay all promised benefits when members retire. Changes to the KPERS system should not impact a city's ability to hire and retain qualified public employees, particularly in competitive employment markets.

Environment and Energy

Alternative Energy Sources

As a traditional agricultural leader and a state with tremendous natural resources, Kansas is positioned to be a forerunner in renewable energy production. The City supports the use of alternative and renewable energy sources and encourages the Kansas Legislature to provide incentives for such energy sources that protect air quality and reduce dependence on oil. More specifically, the City supports policies which allow and encourage homeowners and businesses to utilize and invest in alternative energy rather than imposing fees or additional barriers which result in discouraging investment that can save residents and businesses money.

Energy Efficiency

The City supports public and private incentives to encourage energy efficiency by local governments and citizens.

Statewide Energy Policy

We support the development of a coordinated and comprehensive energy policy, including the use of renewables, developed with strong input from cities. We encourage the state to adopt legislation providing the mechanism and staff support for the development of such policy. Further we support the establishment of a statewide Energy Office to support the development and implementation of statewide energy policies.

Innovative Green Technologies

The City would like to encourage the state to investigate and adopt innovative green technologies to drawdown greenhouse gas emissions and/or sequester carbon dioxide including for example carbon dioxide mineralized concrete and photocatalytic concrete technology.

Infrastructure

Comprehensive Transportation Plan

To ensure the critical well-being of Kansas infrastructure, we urge the Kansas Legislature to follow through on the commitments in the Comprehensive Transportation Plan, also known as T-WORKS. The current funding level is far from adequate to address ongoing statewide infrastructure funding needs in areas of preservation, maintenance, and safety; therefore, it is

critical for our state highway funds to be used for the purpose they are collected. Funds should be allocated strategically to ensure there is an identifiable long-term return on investment for the entire state. Additionally, because investment in growth areas is vital to creating a sustainable revenue stream that will address statewide infrastructure needs, we encourage the state to invest in more heavily in public transportation that specifically demonstrates regional coordination in both rural and urban areas, and to support innovative platforms like ridesharing to increase access to employment and educational opportunities, as well as ease congestion and delay the need for costly road expansion. We oppose any use of these funds to balance the state's General Fund budget.

Infrastructure Funding

The City of Mission supports increased federal and state funding to assist local communities with their water and stormwater infrastructure and any associated security needs.

Human Services

Investment in the Social Safety Net

The City supports restoring funding to social services programs that provide a safety net for the most vulnerable in our communities, including without limitation those focusing on promoting child welfare and mental health services. Continued support for these programs at the state level is imperative in order to keep our communities safe, productive, and vibrant.

Mental Health

Mental health is a critical component of the public safety and health of Mission's residents and all residents of the state of Kansas. Access to quality mental health services and an increasing need for these services is a growing concern of the City. The City supports increased funding for programs and services to provide enhanced training and support for police and fire departments; for public safety co-responder programs; to provide increased services to youth, for community mental health centers; and for state psychiatric hospitals. Mission advocates for the ability to establish public/private partnerships to increase provision of and access to mental health services and removing from the property tax lid the ability to fund mental health services and programs at the local level.

Medicaid Expansion

The City supports the expansion of Medicaid in Kansas. Accordingly, we anticipate that statewide expansion of Medicaid will assist uninsured City residents in obtaining needed medical insurance and services.

Housing Needs

Mission supports the continued funding of the Moderate Income Housing Program to promote affordable housing options. Accessibility to such housing stock is important to job growth and economic success in communities.

In addition, we support the repeal of 2016 legislation curtailing local control over inclusionary zoning policies and rental property licensing programs regulating interior inspections. Local officials, who are tasked with the responsibility to develop and maintain safe, sustainable cities

and counties, should have the flexibility to address the need for affordable, varied types of housing as integral components of both their economic development and public safety duties.

Substance Abuse Prevention and Treatment

We support increased funding for proven state tobacco prevention programs to improve the State's "F" grade by the American Lung Association. We also support criminal justice reform measures targeted toward the treatment of drug use as a health issue, not a criminal one.

Other

Promotion of Equality

Mission supports comprehensive anti-discrimination legislation that offers protections to every person in the state of Kansas without regard to age, race, religion, color, sex, disability, national origin, ancestry, military status, sexual orientation or gender identity or The City supports expanding the protections of the Kansas Act Against Discrimination, Kan. Stat. Ann. § 44-1001, *et seq.*, to protect against discrimination on the basis of sexual orientation or gender identity throughout Kansas.

Increase Minimum Age for Sale and Purchase of Tobacco Products

The City supports a statewide policy which would increase the minimum age of sale and purchase of tobacco products, e-cigarettes, vapor products and paraphernalia to 21 years. Further the City would encourage the state to prohibit or restrict the sale and distribution of flavored vaping products.

Increase in Tobacco Sales Tax

With the Kansas cigarette sales tax rate well-below the national average, the City supports a statewide increase in the tobacco sales tax as a deterrent to tobacco use.

Legalization of Marijuana

The City supports legalization of marijuana in Kansas. At a minimum, the State should adopt legalization of medical marijuana. In 2017 in neighboring Colorado, recreational and medical-use sales topped \$1.5 billion and the state collected \$247 million in taxes and fees. The City supports similar legalization and taxation in Kansas that would provide much needed sales tax revenue to the state, as well as local governments.

Safe Use of Bicycles and Scooters on Public Streets

Mission supports legislation that provides local governments the ability to facilitate the safe use of bicycles and scooters on public streets. While SB 62, passed during the 2019 legislative session, provides the "traffic regulations applicable to bicycles shall apply to electric assisted scooters," the City believes that modifications to K.S.A. 8-1590(d) would improve safety for use of both bicycles and electric scooters in public streets and provide clarity for the purpose of both roadway planning and enforcement issues.

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	November 4, 2020
Administration	From:	Laura Smith

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

RE: Update on Mission Bowl TIF Request - Status of Negotiations

DETAILS: The developers of the Mission Bowl property have requested the City consider using a variety of economic development tools to establish a public-private partnership which would be mutually beneficial for both the City and the Developer. A TIF Project Plan was submitted to the City on October 13, 2020 which was the developer's formal "ask" for incentives in the form of Tax Increment Financing (TIF). In addition, the developer has requested the issuance of IRB's for the sole purpose of a sales tax exemption on construction materials.

The TIF Project Plan was considered by the Planning Commission on October 26, 2020 and determined to be in compliance with the City's comprehensive use plan. The remaining review and consideration will be done by the City Council with the support of staff and our consultant team consisting of: Gina Riekhof and Kevin Wempe with Gilmore & Bell, Pete Heaven with Spencer Fane, and Bruce Kimmel with Elhers, Inc.

At the November 4, 2020 Finance & Administration Committee meeting, Bruce Kimmel will provide an update on the status of the negotiations with the developers related to their request for incentives. Since the initial introduction of the project, the Developer has identified several unique development challenges and added costs which create a project financing gap. Mr. Kimmel will outline the information he has requested and reviewed from the development team to test these assumptions.

In addition, he will provide an overview of the deal points that have tentatively been negotiated based on Council and staff input over the past several months. A memo summarizing this information is included in the packet. We will seek further input and guidance from the Governing Body as we move toward final recommended deal points to be incorporated into a redevelopment agreement.

CFAA IMPACTS/CONSIDERATIONS: NA

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

Memo

To: City of Mission, Kansas
From: Bruce Kimmel, Senior Municipal Advisor
Date: October 30, 2020
Subject: **Mission Bowl Project – Proforma Analysis and Proposed Agreement Terms**

Ehlers, the City’s development finance advisor, has engaged with Mission Bowl Apartments, LLC (the Developer) over several months to analyze the Developer’s fiscal projections and discuss possible “deal terms” for a redevelopment agreement between the City and Developer. This memo summarizes the status of this analysis and negotiation, in advance of next week’s Finance and Administration Committee meeting. We then expect to submit a more detailed report to the City with our complete project findings and recommendations prior to the planned City Council consideration of TIF and development agreement approvals on December 16.

The Developer submitted to Ehlers a comprehensive Excel workbook detailing its assumptions for the project’s development budget, debt and equity financing plan, unit composition and planned rents, and operating revenues and expenses – and projecting its return on investment. Ehlers evaluated each assumption and calculation, asked the Developer to provide further detail and/or make adjustments in certain areas, and determined that:

- the Mission Bowl Apartments financing plan was valid (i.e. there were no missing or unconnected pieces that caused us to question project viability);
- the Developer’s inputs and estimates were appropriate and comparable to similar apartment projects with which Ehlers is familiar; and
- there was a demonstrated “gap” and rationale for City assistance, in order to achieve a market rate of return – including some level of the Developer’s proposed sales tax exemption for construction materials and pay-as-you-go TIF reimbursements.

At the City’s direction, Ehlers also engaged the Developer in an ongoing discussion and analysis of potential approaches to adding guaranteed affordable units to the project. It should be noted that many of the Developer’s planned “market rents” are already considered affordable to individuals with incomes at / below 80% of the Kansas City area median income (AMI). Our goal was to reach consensus on adding units affordable to individuals earning 60% of AMI.

In addition, the City expressed interest in securing a portion of annual TIF revenues generated by the project to reimburse the City’s past and possible future cash expenditures for stormwater improvements in the vicinity of the project site. In other words, rather than have a TIF Project term in which the Developer receives 100% of the annual TIF for perhaps 15 years, and the City collects the “TIF tails” that followed, we explored arrangements in which the Developer and City would receive portions of the annual TIF over the maximum 20-year TIF Project term.

Each of the above City priorities – housing affordability and annual TIF sharing – has a direct effect on the Developer’s operating proforma and estimated return on investment. (Note: We also discussed sustainable building standards, discussed further on the following page.) Ehlers believe the Developer deserves recognition for actively considering multiple ways to reach

agreement on these points, and for proactively working through how these “deal points” might affect its plans and expectations for marketing, long-term covenants, and project financing. Through these conversations, and with regular discussions between Ehlers and the City, we believe we have reached a working consensus on the following points:

1. The Developer will reserve 32 units for individuals / families with incomes at or below 60% of AMI – equaling 20% of the planned 161 total units – for 20 years from project opening (estimated Fall 2022, assuming groundbreaking Spring 2021 and an 18-month construction schedule). The guaranteed minimum affordable unit mix will comprise 16 studio units, 12 one-bedroom units, and 4 two-bedroom units, although the Developer has the option to increase the proportion of larger units affordable at 60% AMI.
 - a. Annual rent levels will be dictated by the Kansas City AMI and maximum affordable rent figures published annually by the U.S. Department of Housing and Urban Development. If AMI and affordable rents do not increase by 2% or more annually (unlikely based on historical trends), the Developer will still be permitted to increase affordable unit rents by up to 2% annually.
 - b. The Developer and City will define and maintain procedures for qualifying eligible tenants and reporting / confirming annual compliance, consistent with established industry practices for income-qualified multifamily housing.
2. In reimbursement for TIF-eligible expenses, the Developer will receive 90% of the TIF generated by the Apartments for the first 5 years of the TIF Project, 85% for the second 5 years, 80% for the third 5 years, and 75% for the final 5 years. The City will receive the corresponding amounts (with 100% of the annual TIF distributed each year).
 - a. Based on the timing of the City’s expected TIF Project approval this December and the project’s anticipated completion in Fall 2022, Ehlers estimates 18 years of actual TIF generated within the 20-year period ending December 2040. This means that the 90% Developer allocation would apply to three actual TIF years.
 - b. The Developer and City each will have TIF-eligible expenses in excess of the expected pay-as-you-go reimbursements that each will receive through 2040.
3. The City will provide the requested Industrial Revenue Bond (IRB) sales tax exemption on construction materials, provided the Developer meets the relevant requirements.
4. The Developer has completed and discussed a sustainability scorecard for the project with the City Sustainability Commission, describing the green elements anticipated for design, construction, operations, and maintenance. This includes an expected design consistent with LEED Silver standards. The Developer will provide further information on this topic that we will be able to discuss at next week’s F&A Committee meeting

Please contact me at bkimmel@ehlers-inc.com or 651-697-8572 with any questions about this memo. I look forward to discussing Ehlers’ analysis and the above proposed agreement terms with you and thank you for the opportunity to be of assistance to the City.

TAX INCREMENT FINANCING REDEVELOPMENT PROJECT PLAN



ROCK CREEK REDEVELOPMENT DISTRICT NO. 3A

Submitted to the Governing Body of the City of Mission, Kansas (the “City”), and prepared in consultation with the City’s Planning Commission, all in accordance with K.S.A. § 12-1770 *et seq.*

RECEIVED
Oct 13, 2020
City Clerk

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- G) Meeting Minutes

I. INTRODUCTION

A) Redevelopment District

Pursuant to the Kansas Tax Increment Financing Act, K.S.A. 12-1770, *et. seq.*, as amended (“**TIF Act**”), Kansas municipalities are authorized to establish redevelopment districts and tax increment financing (“**TIF**”) redevelopment project plans for property within their jurisdictions.

In 2006, the City of Mission, Kansas (the “**City**”), after conducting a duly noticed public hearing in accordance with the TIF Act, found and determined that certain real property consisting of approximately 71 acres that generally follows the Rock Creek Floodplain from Roe Avenue to Lamar Avenue, all in the City of Mission, Johnson County, Kansas (the “**Property**”), is located within a “blighted area” and, in turn, constitutes an “eligible area” (as defined in the TIF Act). Based, in part, upon such finding, the City established the Rock Creek TIF District (the “**Original District**”) encompassing the Property through the adoption of Ordinance No. 1190 and Ordinance No. 1195 on January 11, 2006 and February 8, 2006, respectively. The Original District included four (4) redevelopment project areas.

Through the adoption of Ordinance No. 1299 on May 20, 2009, the Original District was amended to include five (5) redevelopment project areas. Redevelopment project areas 1, 3 and 4 remained as previously established, and—within redevelopment project area 2—a separate redevelopment project area (2A) was created.

In 2019, through the adoption of Ordinance No. 1508 on November 18, 2019, the City amended the Original District to split its five (5) redevelopment project areas into five (5) separate TIF districts, including the Rock Creek Redevelopment District No. 3 (Mission Mart and Bowl) (the “**Original District No. 3**”). The Original District No. 3 is generally described as an area bounded by Johnson Drive to the north, Roeland Drive to the east, and Rock Creek to the south and west.

Contemporaneously with the consideration of this Project Plan (as defined herein), the City expects to further amend the Original District No. 3 to split it into two (2) separate redevelopment districts, including the Rock Creek Redevelopment District No. 3A (the “**District**”) in which the Redevelopment Project (as defined herein) is proposed to be developed.

The approved district plan for the District (the “**District Plan**”) describes the District as follows:

A redevelopment district containing one project area consisting of some or all of the following uses: one or more commercial or residential facilities and all related infrastructure improvements, including storm water improvements within and around the Rock Creek channel, streets, sanitary and storm sewers, water lines and all related expenses to redevelop and finance the project and all other associated public and private infrastructure.

The Redevelopment Project is consistent with such District Plan for redevelopment of the District.

B) Redevelopment Project Area

The District contains one (1) redevelopment project area that is coterminous with the boundaries of the District, as legally described on Exhibit A and generally depicted on Exhibit B attached hereto (the “**Project Area**”). The Project Area includes one existing structure, an approximately 21,000 square foot bowling alley built in 1958 (the “**Existing Bowling Alley**”). The Existing Bowling Alley sustained substantial fire damage in April of 2005 and has been unoccupied ever since. In November of 2019, the City Council declared the Existing Bowling Alley dangerous and unsafe, and ordered its repair or removal through the adoption of Resolution No. 1039.

The Project Area is situated on the northern boundary of the Rock Creek storm water channel, which flows eastwardly from approximately the intersection of Shawnee Mission Parkway and Metcalf Avenue to a point where it connects with Brush Creek in Mission Hills, Kansas. Rock Creek experiences high volumes of storm water run-off during significant storm events, and portions of the creek constitute 100-year floodplain. The City’s need to better manage storm water run-off, remove parcels from the floodplain, and generally preserve and revitalize the downtown corridor, which encompasses much of the Rock Creek area, served as the impetus for establishing the Original District in 2006.

The City has recently undertaken an extensive reconstruction project for a segment of the Rock Creek storm water channel immediately to the east of the Project Area, and within the Original District No. 3 (the “**Creek Project**”). The Creek Project will cost approximately \$5 million and is being financed largely by general obligation bonds issued by the City in the summer of 2019.

C) Redevelopment Project

Mission Bowl Apartments, LLC (or assigns, the “**Developer**”), presents this Tax Increment Financing Redevelopment Project Plan for the Project Area within the District (this “**Project Plan**”) to the City for its consideration and approval in accordance with the TIF Act.¹ In order to promote, stimulate and develop the general and economic welfare of the City, this Project Plan provides for the acquisition of the Project Area, which consists of the approximately 3.17+/- acres located generally at the southeast corner of Martway Street and Nall Avenue in the City, as legally described on Exhibit A and generally depicted on Exhibit B attached hereto (the “**Project Site**”), and the development and redevelopment thereof to consist of a multi-story multi-family residential development, public space, open space and/or similar, related or appurtenant uses, other structures and uses (including, but not limited to, commercial, mixed-use, residential, non-profit, governmental and/or community uses), and all associated site work, infrastructure, utilities, storm water control, access, street improvements, landscaping, lighting, parking facilities, and other items allowable under the TIF Act (the “**Redevelopment Project**”).

¹ In accordance with the TIF Act, this Project Plan was prepared in consultation with the Planning Commission of the City, including a finding by the Planning Commission, on _____, 2020, that this Project Plan is consistent with the intent of the comprehensive plan for the development of the City.

The Redevelopment Project contemplates the purchase of the two parcels constituting the Project Site, the demolition of the Existing Bowling Alley and the construction of a new, multi-story multi-family residential development within the Project Area. The development will also incorporate the existing Rock Creek trail, but re-align the trail in a curvilinear manner through a landscaped, park-like setting. In addition, a small dog park is being considered as a part of this development, and the Redevelopment Project will also include the re-alignment of a sanitary sewer main from the Johnson County Wastewater pump station just to the south of the Project Site to the main on Martway Street.

When completed, the Redevelopment Project is expected to fulfill a demand for additional housing within the City and northeast Johnson County. It will also provide housing opportunities for individuals of all ages who are seeking maintenance free and secure rental opportunities within a high-density area near shops and restaurants. The multi-family residential development will serve as an anchor on the east-end of the City's downtown corridor, balancing the recently completed multi-family residential building known as "The Locale" on the west end of the corridor. The Redevelopment Project will provide nearly 250 additional residents and serve as a catalyst for energizing the downtown area with retail, restaurant, and entertainment amenities that the City desires and that has been envisioned in past master plans for this area including the East Gateway Redevelopment Plan (2007) and the Mission/Rock Creek Master Plan (2006).

This Project Plan fulfills many of the longstanding components of Smart Growth, and mirrors recommendations from the recently-created Climate Action KC, Climate Action Playbook (2019) including:

Prioritizing infill development to revitalize core areas and reduce adverse impacts on natural resources and infrastructure.

Prioritizing Transit-Oriented Development (TOD) by supporting development projects near transit hubs or on transit corridors. TODs encourage great use of transit options, and result in less reliability on vehicles, thereby reducing carbon emissions and greenhouse gas. There is an existing bus transit stop across the street from the Project Site.

Promoting walkability by promoting higher density development within core urbanized or sub-urbanized areas such as downtown corridors. The Redevelopment Project will connect where people live with where they work,

² Notwithstanding the foregoing or anything in this Project Plan (including, without limitation, the Exhibits attached hereto) to the contrary, the Developer states: (i) the descriptions of uses and buildings, and all sizing, design, cost (including Reimbursable Project Cost) and revenue figures, and any and all other descriptions and projections set forth herein, are estimates only and subject to change in the Developer's discretion, including as actual costs are incurred and revenues received, and (ii) nothing herein shall be construed as a cap (or caps) on the amount of TIF being requested or the amount of TIF that is available to help pay Reimbursable Project Costs of the Redevelopment Project. The Redevelopment Agreement will address the foregoing issues.

play, and relax through sidewalks, streets, and placement of land uses that encourage alternative forms of transportation such as walking and bicycling.

The Redevelopment Project will include the construction of a concrete wall along the southeast portion of the Project Site adjacent to the creek channel, which is designed to improve the efficiency of the Rock Creek storm channel.

This Project Plan is premised on the need for a combination of public and private financing to reach the mutual goals of the City and the Developer in developing the Redevelopment Project.

As shown herein, this Project Plan proposes to finance Reimbursable Project Costs (as defined below in Section III.D.2) by capturing through TIF 100% of the allowable ad valorem “tax increment” (as defined in the TIF Act) (the “**Tax Increment**”) generated within the Project Area for the duration of up to twenty (20) years (collectively, the “**TIF Revenues**”).

Based on projected property values within the Project Area over the term of this Project Plan, it is estimated that the TIF will generate \$7,420,007 some or all of which can be used to reimburse the Developer for Reimbursable Project Costs and the City for TIF eligible costs. The allocation of the Tax Increment and term of the TIF will be determined by a Redevelopment Agreement executed by the Developer and the City (the “**Redevelopment Agreement**”).

II. REDEVELOPMENT PROJECT PLAN

A) Description and Map of Project Area

The redevelopment project area to be redeveloped pursuant to this Project Plan consists of the Project Area. A legal description and general map depiction of the Project Area are attached hereto as Exhibit A and Exhibit B, respectively, both of which are incorporated herein by this reference.

B) Reference to District Plan

The Project Area is within the District established by the City’s Governing Body pursuant to Ordinance No. [___], a copy of which is attached hereto as Exhibit D. This Project Plan is consistent with the approved District Plan as described therein.

C) Description of Buildings and Facilities

This Project Plan provides for the acquisition of certain real property within the Project Area, the demolition of certain existing structures thereon, and the development and redevelopment thereof to consist of a new, multi-story multi-family residential development, public space, open space and/or similar, related or appurtenant uses, other structures and uses (including, but not limited to, commercial, mixed-use, residential, non-profit, governmental and/or community uses), and all associated site work, infrastructure, utilities, storm water control, access, street improvements, landscaping, lighting, parking facilities, and any other items allowable under the TIF Act.

The preliminary site plan for the Project is attached hereto as Exhibit C.

The foregoing description of uses, and the buildings and other structures Developer plans to construct for such uses within the Project Area, is not intended to be inflexible. This Project Plan contemplates reasonable variations from the descriptions of the Redevelopment Project as described above.

D) Feasibility Study

The Developer has undertaken a study to determine whether the Redevelopment Project's estimated benefits, TIF Revenues and other revenues are expected to exceed the cost, and that the income therefrom will be sufficient to pay the costs of the Redevelopment Project. This effort involved using consultants with experience and expertise in the actual design, development, financing, management, leasing and operation of projects of similar scope and nature. Outside resources were also consulted to compare and verify the cost and revenue projections including outside industry sources and actual taxing jurisdiction data where available. The results of this evaluation are as follows:

1. Project Costs

The total estimated cost to complete the Redevelopment Project, including land acquisition, and hard and soft costs, is \$29,852,464. A detailed budget is attached hereto as Exhibit E.

2. Eligible Costs

Only "redevelopment project costs" (as defined in the TIF Act) (referred to herein as "**Reimbursable Project Costs**") are eligible for TIF financing and reimbursement. Of the total costs listed above, \$5,531,988, plus interest and financing costs, are estimated to qualify under the TIF Act as Reimbursable Project Costs, meaning that only those costs may be financed using TIF Revenues. The estimated Reimbursable Project Costs are set forth by type and amount on Exhibit E attached hereto.

The Developer is requesting reimbursement with TIF Revenues as provided in the TIF Act on a pay-as-you-go-basis.

3. Project Revenues

Based on projected property values within the Project Area over the term of this Project Plan, it is anticipated that the TIF will generate TIF Revenues of \$7,420,007. TIF Revenue projections are set forth in Exhibit F attached hereto. Pursuant to the TIF Act, TIF Revenues can be generated from at least two (2) sources:

- a) *Ad Valorem Tax Increment Revenues* – The amount of real property taxes collected from real property located within the District that is in excess of the amount of real property taxes which is collected from the base year assessed valuation (excluding any *ad valorem* taxes not allowed to be captured under the TIF Act); and
- b) *Local Sales Tax Revenues* - The retail sales dollar amount generated within the Project Area multiplied by the City's portion of the total retail sales tax rate, as described above.

Ad Valorem Tax Increment Captured

According to the Johnson County Appraiser's Office, the 2006 assessed value for the Project Area was \$256,165. This serves as the base value against which future Redevelopment Project values can be compared in order to determine the amount of ad valorem Tax Increment revenues that will be generated by the Project Area. This Project Plan proposes to finance Reimbursable Project Costs by capturing 100% of the

allowable ad valorem Tax Increment generated within the Project Area for up to a maximum twenty (20) year TIF term. Upon completion of the Redevelopment Project, the Project Area is estimated to have an assessed value of approximately \$3,436,200. The difference between the base year assessed value and the assessed value at full build-out, when multiplied by the applicable mill levy rate subject to TIF, is estimated to create annual Tax Increment of approximately \$335,036 available for capture, which is assumed to grow annually with inflation thereafter.

Local Sales Tax Revenues Uncaptured

This Project Plan does not propose to capture local sales tax revenues.

4. Tax Increment Revenues

Based on the Project Area's projected ad valorem Tax Increment as heretofore described, it is estimated that TIF Revenues of \$7,420,007 will be generated and used to pay redevelopment project costs as set forth in this Project Plan and the Redevelopment Agreement.

5. Significant Contribution to Economic Development of the City

The development contemplated in this Project Plan will provide significant economic development for the City, including by, among other things, providing increased future tax revenues to the City, redeveloping the Project Area into a much higher and better use and remedying blight, and increasing housing opportunities for area residents. The feasibility study shows that the Redevelopment Project's benefits and tax increment revenue and other available revenues will be sufficient to pay for the Redevelopment Project costs.

6. Sufficiency of Tax Increment Revenues Compared to Projects Costs

The total of the Reimbursable Project Costs that can be financed under the TIF Act is limited by the amount of TIF Revenues generated within the Project Area. Thus, by operation, the TIF Revenues will always equal or exceed the amount of the Reimbursable Project Costs. Based on this Project Plan's (1) Reimbursable Project Costs and (2) TIF Revenues, the revenues are expected to pay for any

Reimbursable Project Costs as contemplated under the TIF Act when supplemented by private debt and equity.

7. Effect on Outstanding Special Obligation Bonds

It is anticipated that any TIF Revenues will be disbursed on a pay-as-you-go basis and no special obligation bonds repayable from TIF Revenues have been issued. Thus, the Redevelopment Project costs are not anticipated to have any effect on any outstanding special obligation bonds payable from the revenues described in K.S.A. 12-1774(a)(1)(D), and amendments thereto.

E) Relocation Plans

The Developer owns (or will own) all of the property within the Project Area (excluding any adjacent public-right-of-way), and as such, it is not anticipated that the acquisition of real property by the City in carrying out the provisions of the TIF Act will result in the

relocation or displacement of any persons, families or businesses.

F) Meetings and Minutes

Following approval of this Project Plan, the clerk of the City shall attach, as Exhibit G hereto, a copy of the minutes of all City meetings where the Redevelopment Project and/or this Project Plan was discussed.

III. CONCLUSION

Based on the foregoing, this Project Plan proposes to utilize TIF Revenues from the District to finance Reimbursable Project Costs. Details concerning the amount of TIF Revenues available to the Project, the terms and term of reimbursement, Project costs eligible for reimbursement, City costs eligible for reimbursement and other matters will be set forth in the Redevelopment Agreement. The Developer hereby submits this Project Plan for public hearing and due consideration in accordance with the TIF Act.

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EXHIBIT A

Legal Description of Redevelopment Project Area

That part of Lot 3 and all of Lot 4, MISSION MART, a subdivision in the City of Mission, Johnson County, Kansas, described as follows: Beginning at the Northeast corner of said Lot 4; thence South 23 degrees, 08 minutes, 34 seconds East along the Easterly line of said Lot 4, 232.57 feet to the Southeast corner of said Lot 4; thence South 42 degrees, 51 minutes, 45 seconds West along the Southerly line of said Lot 4, 62.64 feet; thence South 20 degrees, 30 minutes, 00 seconds West along said Southerly line, 205.00 feet; thence South 65 degrees, 20 minutes, 00 seconds West along said Southerly line, 60.00 feet; thence North 33 degrees, 49 minutes, 10 seconds East along the Southerly line of said Lot 4, 74.78 feet; thence North 23 degrees, 08 minutes, 34 seconds West along said Southerly line, 75.00 feet; thence South 66 degrees, 51 minutes, 26 seconds West along the Southerly line of Lot 4 and Lot 3, 276.00 feet to the Southwesterly corner of said Mission Mart; thence North 23 degrees, 08 minutes, 34 seconds West along a line that is 47.08 feet Northeast of the Westerly line of said Lot 3, as measured perpendicular to and parallel with said Westerly line, 292.22 feet to a point on the Northerly line of said Lot 3; thence North 66 degrees, 51 minutes, 26 seconds East along the Northerly line of said Lot 3 and Lot 4, 472.00 feet to the Point of Beginning, EXCEPT that part platted as MISSION CELL TOWER, a subdivision in the City of Mission, Johnson County, Kansas. Containing 138,146.6 square feet, or 3.171 acres, more or less.

EXHIBIT B

Map of Project Area

(Rock Creek Redevelopment District No. 3A)

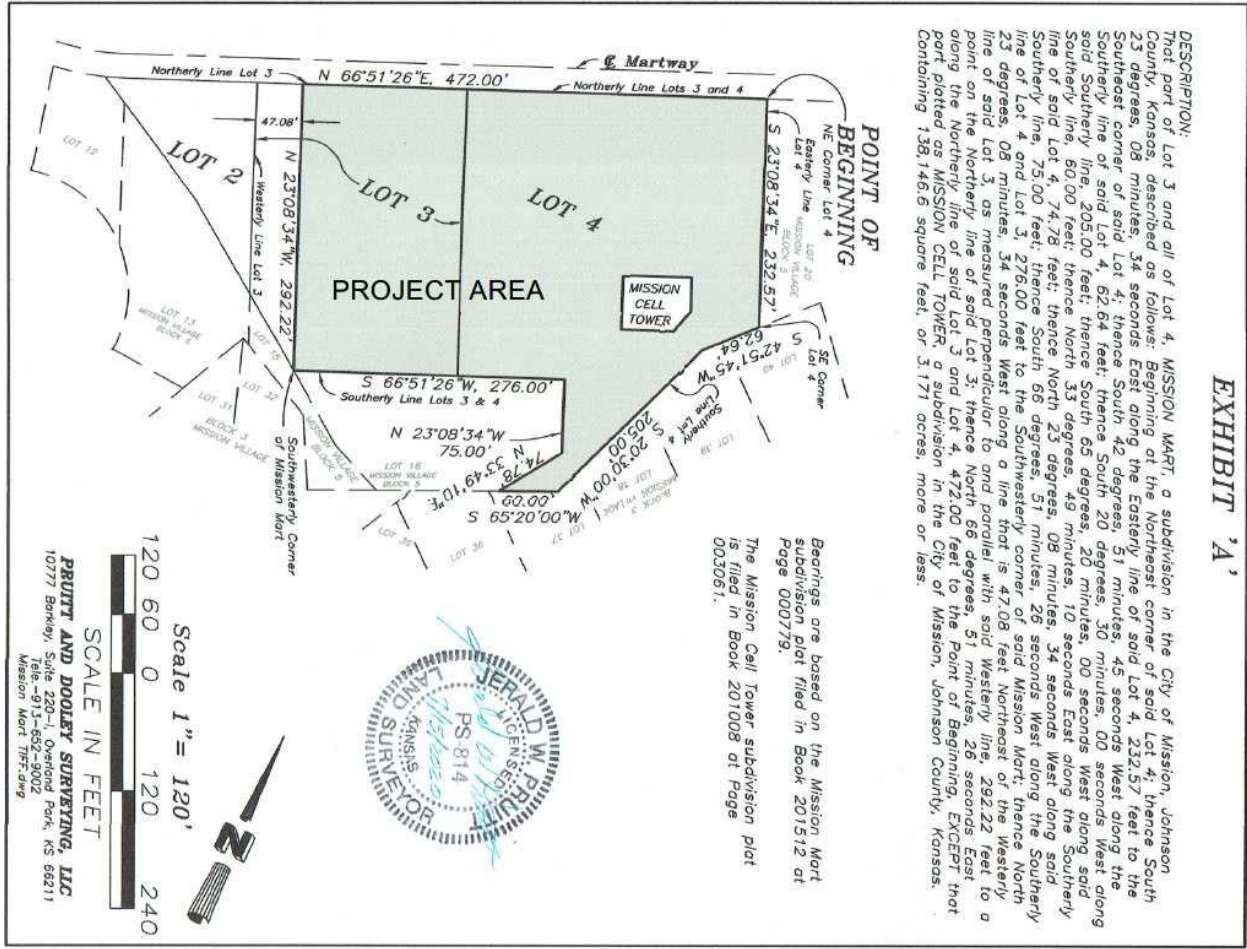


EXHIBIT C

Preliminary Site Plan

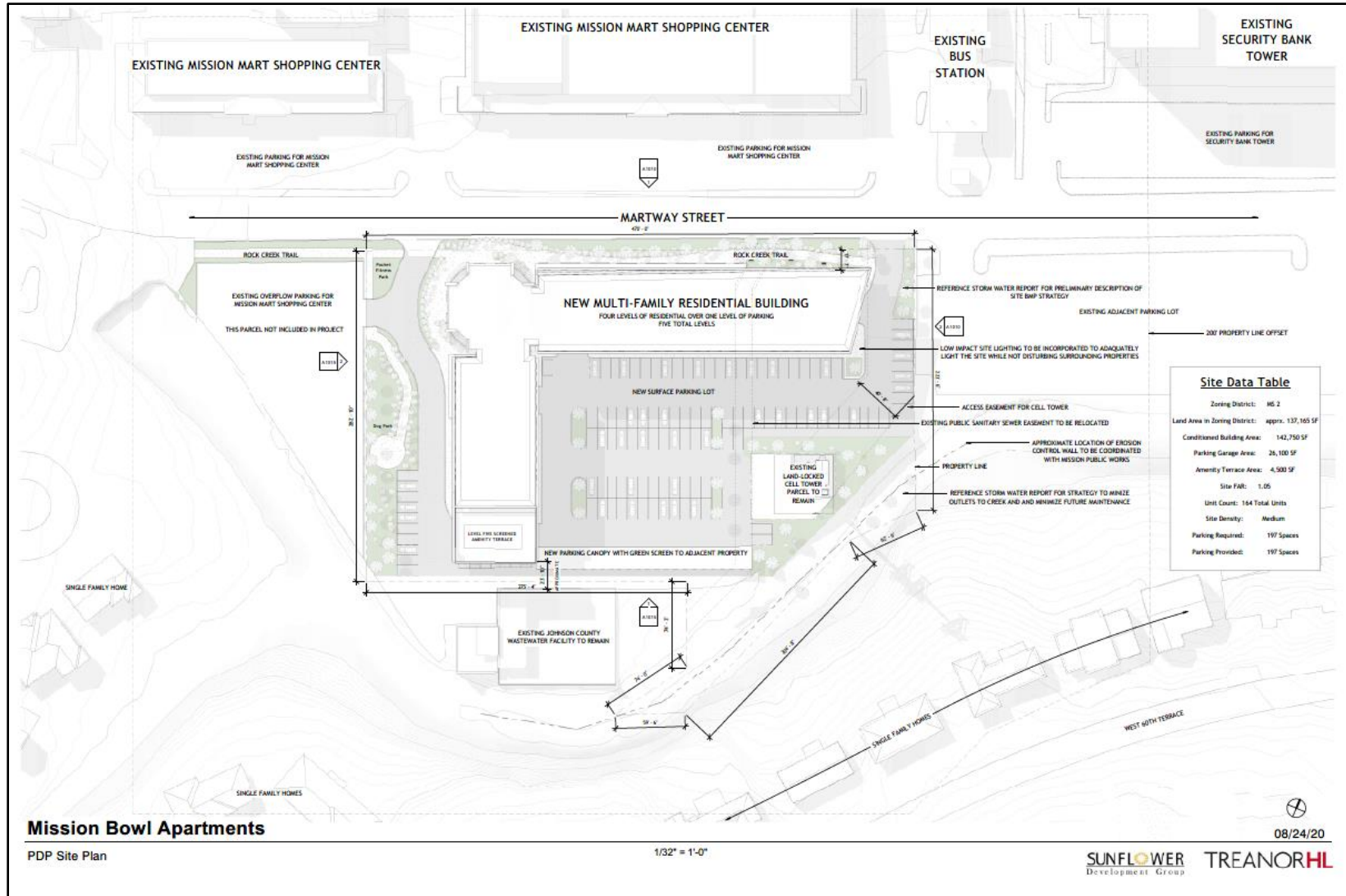


Exhibit C

EXHIBIT D

Ordinance No. _____

[CITY CLERK TO ATTACH]

EXHIBIT E

Estimated Budget

Line Item	Redevelopment Project Cost	Reimbursable Project Cost
Acquisition Costs		
Site Purchase	\$ 1,300,000	\$ 1,300,000
Acquisition Fee	\$ 60,000	\$ -
Subtotal - Acquisition	\$ 1,360,000	\$ 1,300,000
Hard Construction Costs		
Building Construction & Improvements	\$ 12,938,000	\$ -
Site Work	\$ 1,354,753	\$ 1,354,753
Concrete/Parking	\$ 1,443,250	\$ 1,443,250
City Retaining Wall	\$ 200,000	\$ 200,000
Low Voltage / Security / Access Control / Smart	\$ 300,000	\$ -
Demolition	\$ 145,000	\$ 145,000
Podium	\$ 3,200,000	\$ -
Sewer Relocation	\$ 345,000	\$ 345,000
FF&E	\$ 673,000	\$ -
Permitting	\$ 220,000	\$ -
Construction Interest	\$ 500,000	\$ 500,000
Contingency	\$ 1,100,000	\$ -
OH	\$ 798,726	\$ -
Subtotal - Hard	\$ 23,217,729	\$ 3,988,003
Soft Construction Costs		
Closing Costs	\$ 30,000	\$ 30,000
Arch/Eng	\$ 1,305,000	\$ 108,750
Survey/Replat	\$ 23,000	\$ 23,000
Testing / Inspections / Studies	\$ 119,235	\$ 82,235
Appraisal	\$ 8,500	\$ -
Professional Services	\$ 2,175,000	\$ -
Lender Fees	\$ 140,000	\$ -
Marketing/Pre-Opening Capital/Lease-Up Reserves	\$ 1,249,000	\$ -
Contingency	\$ 225,000	\$ -
Subtotal - Soft	\$ 5,274,735	\$ 243,985
Totals	\$ 29,852,464	\$ 5,531,988

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EXHIBIT F

TIF Revenue Projections

TIF Year	Base Assessed Value	Projected Assessed Value	TIF Revenues
1	\$ 256,165	\$ 256,165	\$ -
2	\$ 256,165	\$ 1,718,100	\$ 154,024
3	\$ 256,165	\$ 3,436,200	\$ 335,036
4	\$ 256,165	\$ 3,504,924	\$ 342,276
5	\$ 256,165	\$ 3,575,022	\$ 349,662
6	\$ 256,165	\$ 3,646,523	\$ 357,195
7	\$ 256,165	\$ 3,719,453	\$ 364,878
8	\$ 256,165	\$ 3,793,842	\$ 372,716
9	\$ 256,165	\$ 3,869,719	\$ 380,710
10	\$ 256,165	\$ 3,947,114	\$ 388,864
11	\$ 256,165	\$ 4,026,056	\$ 397,181
12	\$ 256,165	\$ 4,106,577	\$ 405,664
13	\$ 256,165	\$ 4,188,709	\$ 414,317
14	\$ 256,165	\$ 4,272,483	\$ 423,143
15	\$ 256,165	\$ 4,357,932	\$ 432,146
16	\$ 256,165	\$ 4,445,091	\$ 441,328
17	\$ 256,165	\$ 4,533,993	\$ 450,695
18	\$ 256,165	\$ 4,624,673	\$ 460,249
19	\$ 256,165	\$ 4,717,166	\$ 469,993
20	\$ 256,165	\$ 4,811,510	\$ 479,933
TOTAL (Gross)			\$ 7,420,007

EXHIBIT G

Meeting Minutes

[CITY CLERK TO ATTACH]

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Administration	From:	Audrey McClanahan

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

RE: October 7, 2020 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the October 7, 2020 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the October 7, 2020 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

CFAA CONSIDERATIONS/IMPACTS: N/A

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

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

October 7, 2020

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, October 7, 2020. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Sollie Flora, Debbie Kring and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Thomas called the meeting to order at 7:29 p.m.

The following staff were present: City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney and Interim Police Chief Dan Madden.

Public Comments

Councilmember Thomas explained that this meeting is being held virtually via Zoom and participants can make a comment through the chat feature.

There were no public comments.

Public Presentations

Acceptance of the September 2, 2020 Finance and Administration Committee Minutes

Minutes of the September 2, 2020 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

Rock Creek Tax Increment Financing District #3A and Tax Increment Financing Project Plan (Mission Bowl Apartments, LLC, 5399 Martway)

Ms. Smith explained that even though this is an action item there will not be anything that advances to the October 21st legislative meeting agenda. Ms. Smith introduced the team that would be assisting with the redevelopment project at the former Mission Bowl site.

Gina Riekhof, from Gilmore and Bell, explained that they are a public finance law firm which represents local governments, states, municipalities with finance and economic development needs. This is accomplished through the assurance that all statutory procedures under state law are being followed in an effort to grant particular incentives. They also make sure that all the necessary steps are being taken with the issuance of bonds as well as that all provisions are aligned with the development agreement. Kevin Wempe, from Gilmore and Bell, was also

present as part of the team assisting with the tax increment financing project plan. Bruce Kimmel, Senior Municipal Financial Advisor with Ehlers, Inc., assists the City on bond issues as well as economic development. Mr. Kimmel explained that they complete the review of the developer, budgets and performance for specific projects, in an effort to ensure that nothing significant is missing from the project. This will allow them to identify what gaps might exist in a project's financials that would result in consideration of various incentives. Finally, Pete Heaven from Spencer Fane, who has been the City's land use attorney for fifteen years. Mr. Heaven negotiates with developers and constructs the applicable re-development and development agreements.

Ms. Smith reported that this team will be working together with the request the City has received for the redevelopment of the Mission Bowl site which includes construction of a five-story, 168 unit, multi-family housing development. The developer will be submitting their Tax Increment Financing (TIF) Project Plan which will then start a specific statutory timeline with provisions to be followed in terms of public hearings and notification periods. Since the underlying TIF district was established in 2006, the City has already passed the stage where the County and the School District have an opportunity to review and/or veto the project. Ms. Smith then reviewed the important upcoming dates and next steps in the process:

- October 21st - Work Session meeting - Tax Increment Financing Redevelopment Project Plan with overview of TIF financing from Mr. Heaven
- October 26th - Planning Commission meeting - to consider whether the project plan is in conformance with the City's Comprehensive Land Use Plan
- November 4th - Special City Council meeting - Set public hearing dates on splitting TIF District and Public Hearing on TIF Project Plan
- November 4th - Committee meeting - Initial discussion or financial analysis and potential deal points for City's participation
- December 16th - Legislative meeting - Public hearing and ordinance

Councilmember Flora asked for clarification that the passage of the ordinance splitting the TIF district and approval of the project plan are what has to be completed within specific times. Ms. Riekhof confirmed that was correct, adding they suggest that if they are not ready to approve the redevelopment agreement that they hold on the passage of the ordinance. The Council would also not have to consider the ordinance on the same night as the public hearing and this project could be extended into January if needed.

Councilmember Davis asked about the affordable housing section of the incentives and how it was going to be incorporated into the agreement. Mr. Kimmel explained that the developer has to address the cost to build the project in relation to operational expenses, including debt service, as well as rent costs they can expect to collect from tenants. So, the impacts of affordable housing will have to be assessed on the prospective profitability. These conversations are being addressed with the developer, for affordable housing, and will be brought back to Council for consideration.

STO/UPOC Adoption

Interim Police Chief Madden stated that the Uniform Public Offense Code and the Standard Traffic Ordinance have been published by the League of Kansas Municipalities since 1980. They are updated each legislative session, and are designed to provide a comprehensive public offense ordinance and a comprehensive traffic code for Kansas' cities. They do not take effect in a city until the governing body has passed and published ordinances incorporating them. When properly incorporated by reference, it is not necessary to publish the entirety of the codes, just the ordinances.

Currently, the Police Department and Court are utilizing the 2019 versions. To maintain uniformity with agencies in the area and with the State of Kansas and the actions of the State Legislature, it was recommended that these codes be adopted. The City has the ability to use the ordinances to address local issues which the City may want to address differently.

Due to a shortened legislative session there were no changes made from the 2019 version to the 2020 version of the STO, and very few to the UPOC. The significant changes to the UPOC include:

- The addition of section 10.29, Violation of a Public Health Order, which calls for a Class C violation for any person violating, refusing, or failing to comply with a written order of the County Health Officer, Board of Health, or Director of Health. Prior to the addition of this section, any violations would have to be referred to the District Court.
- Section 5.7, Selling, Giving or Furnishing Cigarettes or Tobacco Products to a Minor, was updated to reflect the change in law of the age required to purchase tobacco products from 18 to 21.
- Changes in Article 10 related to weapons and firearms. Section 10.1, Criminal Use of Weapons was updated to reflect changes in statute, while section 10.2, Possession of a Firearm Under the Influence, and section 10.3, Criminal Distribution of Firearms to a Felon were deleted. Those offenses can still be charged under the applicable state laws through the District Court.

The City has historically chosen to not adopt the following sections of the STO and UPOC due to having existing ordinances that better fit the City's needs:

In the Standard Traffic Ordinance those include:

- Article 7, Section 33 relating to maximum speed limits is deleted. Maximum speed limits are regulated by the Mission Municipal Code Section 310.010
- Article 20, section 204(b) relating to fines in school zones is deleted. School zone fines are regulated by Mission Municipal Code Section 300.035.

In the Uniform Public Offense Code those include:

- Article 10, Sections 10.24, 10.25, and 10.26 relating to smoking prohibitions are deleted. Smoking restrictions are regulated by Mission Municipal Code Chapter 225, Article III.
- Article 11, Section 11.11 relating to animal cruelty is deleted. Animal cruelty is regulated by Mission Municipal Code Chapter 210, Section 210.160.
- Article 11, Section 11.15 relating to dangerous animals at large is deleted. Dangerous animals at large are regulated by Mission Code, Chapter 210, Section 210.150.

Along with the printed code books, licenses for electronic versions of the STO and UPOC were purchased so that the information can be placed on the City's website and on computers in patrol vehicles and workstations used by the Court and Police Department personnel. The cost for updated ordinances was \$1,040.41. There are two ordinances that have been prepared for Council action to adopt these changes and fully incorporate them into Mission City Code which have been developed and reviewed by the City's Attorney.

Councilmember Davis asked about the reason the smoking restrictions section was deleted. Interim Police Chief Madden replied that the City has its own ordinance that more effectively addresses those restrictions, so in order to not have competing ordinances, the section will need to be omitted.

Councilmember Flora asked about revisiting some sections of the ordinances and if it could be amenable to future adjustments. Interim Police Chief Madden explained that those can be amended or removed at any time with another ordinance.

Councilmember Davis recommended the approval of the ordinances adopting the 2020 editions of the Standard Traffic Ordinance for Kansas Cities (STO) and the Uniform Public Offense Code for Kansas Cities (UPOC), as published by the League of Kansas Municipalities, be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

LGR Legislative/Advocacy Services

Ms. Smith reported that in 2020, Mission, along with other cities in northeast Johnson County were contacted by Stuart Little of Little Government Relations, LLC regarding interest in participating in a voluntary coalition of cities for government affairs and advocacy services. Little Government Relations (LGR) represented the City of Merriam, and believed that an organized coalition of Northeast Johnson County cities could strengthen Mission's ability to meet the legislative needs of the Council, staff, and the larger community.

While ultimately the coalition was not formed, Mission did contract directly with LGR for legislative affairs and advocacy services. Even though the 2020 Legislative Session was cut short due to the COVID-19 pandemic, staff felt that LGR's services were valuable, helping to support and inform staff and Council on a timely basis. In addition, LGR was able to participate

in regularly scheduled calls with LKM on COVID-19, reporting out to staff as appropriate. Staff recommended the agreement be renewed for 2020 with the same terms and conditions and contractual charges of \$10,000 annually to be paid in four quarterly installments.

Councilmember Davis supported this renewal and Councilmember Flora agreed and added that she found the reports were very helpful during the legislative season.

Councilmember Flora recommended that the renewal of the contract with Little Government Relations, LLC. (LGR) be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

CARES Funding Resolution

Ms. Smith explained the CARES Act established the Coronavirus Relief Fund (CRF) and appropriated \$150 billion in funding to state and local governments to cover costs incurred due to the COVID-19 public health emergency. In April of this year, Johnson County received approximately \$116 million in CRF funding directly from the U.S. Treasury and subsequently received an additional \$8 million from the state for a total of approximately \$124 million. In June, the County announced its intention to divide the original allocation of \$116 million into three phases to be shared as follows:

- Phase 1 - Local Government 45% or approximately \$50 million
- Phase 2 - Community Reinvestment 30% or approximately \$35 million
- Phase 3 - Administrative/Audit, Contingency Fund, Additional Reinvestment in Local Government and Community and Unused Funds 25% or approximately \$30 million

A committee of city and county representatives worked to develop a proposed method of sharing Phase 1 funds to the various cities and other local taxing jurisdictions in Johnson County, which included immediate reimbursement of actual expenses incurred in response to COVID-19 and review and approval of potential additional expenses anticipated or desired through the remainder of 2020.

Each city is eligible to receive a total allocation for both categories that is based on population. For Mission, the total possible allocation is \$302,971.38. To date, the City has already been reimbursed for \$22,630.60 in actual expenses. In addition, the City had submitted a list of potential wishlist or resource planning items to be evaluated by the County's consultants and determined to be eligible or ineligible. For those costs determined to be eligible, the consultants also assigned an audit risk score (High-Medium-Low). Mission's resource planning items totaled \$974,122.

For anything determined to be eligible and having a low audit risk, the County will reimburse for expenses incurred. Staff is working through the list of items and recommending purchase or approval as soon as possible as funds have to be expended and items installed by December

30, 2020. Currently, the City is presenting the purchase of the Clorox 360 sprayers, touchless fixtures, a riding floor scrubber, laptop computers, and Microsoft 365 which would leave about \$126,000 in funding. Other possible expenditures include the addition of ionized air purification systems in City buildings, modular furniture and audio visual equipment upgrades for both City Hall and the Community Center to facilitate virtual meetings.

In order to receive the remaining funds, which total up to an additional \$280,340.78, the County is requesting that each entity execute a Subrecipient Grant Agreement (“Agreement”) which sets forth the terms and conditions associated with the City’s acceptance of these funds. The Agreement defines the costs eligible for reimbursement as expenses necessary in supporting the City’s response to COVID-19 and incurred between March 1, 2020 and December 30, 2020.

Additionally, the Agreement includes provisions associated with reimbursement procedures, records retention, reporting requirements, and other standard federal contract terms. Finally, the Agreement and the CARES Act may be amended as legislative changes are made or additional guidance becomes available.

Councilmember Kring asked if an ionization air purification unit was needed at the Community Center. Ms. Smith explained that the City is currently in the process of addressing the complete HVAC system which has created challenges especially with the timeframe. Ms. Randel confirmed that there is a timing issue, however, the FCIP progress is a few months away and the new systems can either be recommissioned or the new filters can be transferred to other units which warrants preceding with the CARES funding.

Councilmember Davis asked if there was the possibility of an extension of the deadline. Ms. Smith replied while there has been speculation of an extension there is no guarantee. It is anticipated that a decision on the extension won’t be addressed until after the election in November and if the extension was not approved then there is the potential to lose money and support. Councilmember Flora added that the way the County has drafted the contract that it doesn’t allow for a federal extension which would mean a new agreement would have to be written if federal legislation came through.

Councilmember Rothrock commented that it’s important to utilize all available funding and would be fine with receiving items in a non-traditional way.

Ms. Smith added that as Council went through the budget process, there were discussions on allocating approximately \$15,000 for mortgage or rent assistance for Mission residents. The County has said that is part of phase two and not directly reimbursable. Since there will not be a timeframe for this, it can be moved forward and made available to residents. Ms. Smith confirmed she would bring back available options with the different agencies and staff recommendation. Councilmembers Davis, Boultinghouse and Thomas agreed and affirmed they are supportive of this process.

Councilmember Flora recommended the Resolution authorizing the Mayor to execute the Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement. be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Desktop/Laptop Computer Replacement Purchase

Mr. Scott reported that the City has been systematically upgrading its technology infrastructure for the past few years. This has included new network cabling for all City facilities, new network servers and switches, and a new telephone and surveillance camera systems. As part of this project, the City has also undertaken replacing much of its desktop computer fleet. A significant replacement was done last year, replacing desktop computers six years or older. For this year the City is focusing on replacing the last few outliers left from this effort which will bring the age of the entire inventory up to five years or newer.

The City will initiate a replacement program after this point, replacing desktop computers every five years. Laptop computers will be replaced every four years. This will ensure that a computer is replaced near the end of its optimal life but before it fails. The City has also initiated standards for replacement desktops including Microsoft Windows 10 operating system (or newer version), i5 Intel processor, 16 GB of RAM and 256 SSD of memory. The preferred vendor is Dell and the City leverages a state bid for purchases.

Five (5) replacement desktop computers will be purchased this year for a total of \$7,500. This amount also includes monitors (\$175 each) and set-up costs (\$300 each). These funds are allocated in the 2020 Budget. In addition to the desktop computers, staff is also recommending the purchase of twelve (12) laptop computers for a total amount not to exceed \$23,400. The intent of the laptops is to provide certain employees the ability to work from home if the City experiences another shutdown during the pandemic. The laptops will also provide these employees the ability to work remotely if at home for an extended period of time due to illness or inclement weather. In the future, a laptop computer provides opportunities for employees to be able to take their device to meetings (both internal and external) and to be able to access files and notes digitally. The amount includes docking stations (\$185 each), monitors (\$175), and set-up costs (\$300). The purchase of the laptop computers will be reimbursed with a portion of the City's allocation of funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act that is being administered through Johnson County.

Councilmember Flora recommended the purchase of seven desktop computers for a total of \$7,500 from City's budgeted funds, and twelve laptop computers for a total of \$23,400, to be reimbursed from the City's allocation of the CARES funds, be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Migration to Microsoft Office 365 and Purchase of Adobe Acrobat

Mr. Scott explained that the City has been utilizing the Google suite of work productivity tools for the past several years. Google offers not only email, but also calendar management, word processing, spreadsheet, and slide presentation capabilities in a productivity suite known as G-Suite. G-Suite is a cloud subscription service, meaning that the City pays a monthly subscription to access this productivity tool via the internet. The City pays approximately \$1,344 a month for this service, or \$16,128 annually.

Microsoft introduced a cloud based productivity suite, Office 365, nine years ago which have been commonly used by businesses for the past few decades. Though G-Suite has proven to be a reliable and less expensive alternative over the years, it has its limitations. The word processing and spreadsheet applications are not as robust in their functionality and features as Office 365. Because Office 365 is so commonly used in the business environment, exchanging documents with outside parties can be cumbersome at times. And, because G-Suite is a more open system, it is more prone to cyber-security risks than Office 365. This later point became apparent in an audit of the City's Police Department conducted last year by the Kansas Bureau of Investigations (KBI), in which they recommended the City's Police Department utilize a more secure productivity suite for its daily work.

Staff initiated a discussion with Johnson County's Department of Technology (DTI) and Innovation regarding the transition to Office 365. The County completed migrating all of its users to Office 365 about two years ago. Office 365 offers three service levels - Office 365 Business Premium, Enterprise and Office 365 Government. Microsoft Office Government is a much more secure alternative and has been specifically designed to comply with the certification requirements of several federal agencies including the Department of Justices, Department of Defense, and Internal Revenue Service. The final product will be a combination of service accounts with a three-year locked in annual price of \$17,832.

In addition there is a one time cost to set-up these accounts and migrate the current accounts from Google to Microsoft. LiftOff's process will include an assessment workshop to understand the current email environment, ensure that requirements are captured and core functionality is reviewed; a set-up and pre-staging of the Office 365 accounts; the actual migration; desktop configuration; go live; and post deployment evaluation. The whole process would take six to eight weeks from the time the contract is approved. Staff would recommend utilizing LiftOff to assist the City in migrating from the G-Suite productivity site to Office G3 for a one time fee of \$10,980 and then an ongoing cost of \$17,832, for a total cost of \$28,812.

In addition to the migration to Office 365, staff is recommending purchasing thirty (30) licenses for Adobe Acrobat for \$3,430. Like Microsoft, this would be an annual subscription, or renewing charge. Adobe will allow staff to save documents into a format that cannot be easily edited and is safer for transmitting via email. Also, multiple documents can be combined into one document (such as the budget book) and then edited and manipulated in an easier fashion. These

documents can then be posted to the website or shared with outside parties. Another advantage to Adobe is the ability to create forms that can be completed on-line or downloaded, completed, and then sent back to the City via email.

The entire recommendation for this action item - Migration to Microsoft Office 365 and purchase of Adobe Acrobat will total \$32,242. The City had budgeted \$35,000 in the 2020 Budget for the migration, however, one year of the migration and the initial set-up (\$28,812) can be funded through the City's allocation of its CARES Act funds.

Councilmember Davis recommended the migration from Google's G-Suite productivity tool to Microsoft Office 365 productivity tool in the amount of \$28,812 and the purchase of Adobe Acrobat licenses for \$3,430 be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Employee Benefit Renewals for 2021

Ms. Randel reported that Staff has been working with the City's benefit broker, Lockton Benefit Company, to recommend an employee benefits program for 2021 that is both supportive of the employees and fiscally sound for the City. Lockton administered a survey of City employees at the end of June 2020. Overall, employee satisfaction in current offerings is generally high. The survey will be used to inform open enrollment efforts this fall, to increase education about certain programs based on survey responses. Additionally, the survey asked employees how interested they would be in paid parental leave, paid caregiver leave, and combined paid time off as opposed to separate leave banks. Staff plans to present recommendations for leave programs as part of the updates to the Personnel Policy and Guidelines for 2021.

The major cost driver for the benefits program is health insurance. The City received a flat pre-tax renewal from the existing provider, Blue Cross / Blue Shield of Kansas City, for the second year in a row. When the 2021 Budget was adopted, staff planned for a 10% increase in health insurance premiums.

Dental and vision programs were subject to a rate hold for 2021 and were not marketed. The full recommendations for 2021 include:

Medical

- Renew with Blue Cross / Blue Shield of Kansas City and offer the same three health insurance plans - Preferred Care Blue, Blue Select, and Spira Care.
- Continue with the current health insurance premium structure of 80% of the premium being paid by the City and 20% being paid by the employee, with no plan increase.

Wellness

- Fund a wellness program for City employees in the amount of \$10,000.

Dental

- Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2021 with no increase in premium rates. The plan is on a rate hold through January 1, 2023.
- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.

Vision

- Maintain the vision insurance benefit plan with EyeMed with 100% of the premium paid by the City. The plan is on a rate hold through January 1, 2025.

Section 125 Flexible Spending Account

- Continue to provide a Section 125 Flexible Spending Account through BASIC.

Group Term Life

- Maintain basic Group-Term Life/AD&D benefits through The Standard for an estimated annual premium of \$1,671 paid 100% by the City.

Life Insurance

- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.

Supplemental Insurance

- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.

Retirement Savings

- 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.

Anticipated total personnel costs for 2021 based on the recommendations provided are \$7,965,026.

Councilmember Kring complimented Ms. Randel on her report and added that the 2021 benefits were great news.

Councilmember Davis recommended the authorization for the Mayor, or his designee, to execute any and all documents necessary to approve contracts for the City of Mission's 2021 employee health/welfare benefits program be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Discussion Items

There were no discussion items.

OTHER

Department Updates

Ms. Smith commented that the first virtual workshop for the Comprehensive Land Use Plan was conducted the previous week and the website, for feedback, is now active.

The new edition of Mission magazine is out and features Mission Police Officer Jay Fler and his service as a law enforcement professional and his work for Breast Cancer Awareness.

Over the last few months, conversations have continued over racial equity and social justice. The City has presented a four-step plan, with the first two steps accomplished through education and information on some of the statistics, policies and procedures in the Police Department. The City is continuing to work on follow-up items including revisions to policy languages. Also, in November, the Committee will see a software recommendation to assist in data analysis for the Police Department. The next step will be addressing more in-depth training around implicit bias.

Ms. Smith thanked Mr. Scott and Ms. Service for their wonderful job on the Comprehensive Plan matrix of the apartment community which will be a great resource for future planning and addressing needs as it relates to rentals.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:52 p.m.

Respectfully submitted,

Audrey M. McClanahan
City Clerk

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Administration	From:	Brian Scott

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

RE: 2021 UCS Human Service Fund Allocation

RECOMMENDATION: Confirm the 2021 UCS Human Service Fund allocation in the amount of \$8,300.

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 \$371,776 to 15 separate agencies in Johnson County, representing a commitment of 14 participating cities and the County. The City of Mission's contribution was \$8,300.

This year, the UCS Board is recommending a total allocation of \$372,376. This is an increase of \$600 or less than 1%. The City of Mission's contribution would be \$8,300. This amount has been included in the adopted 2021 budget.

The 2021 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, enhancing our quality of life.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-09-208-08
Available Budget:	\$8,300



United Community Services of Johnson County

2021 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Board Members

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- Julie K. Brewer

Human service programs are vital to addressing the well-being, safety, and stability of Johnson County residents. 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 2021.

Together, Johnson County Government and 14 cities have budgeted \$395,376 for the Human Service Fund in 2021. (See appendix A for list of participating jurisdictions.) These contributions directly benefit Johnson County residents who will be served through 14 programs recommended for 2021 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 childcare, 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 other organizations 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 2019 programs receiving Human Service Fund grants served approximately 60,000 Johnson County residents. 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 December 22, 2020.

2021 Human Service Fund Applicant History and Recommendations

Applicant	2019 Grant	2020 Grant	2021 Recommendation	Program Description
CASA of Johnson & Wyandotte Counties	\$43,500	\$48,000	\$48,000	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.
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.
Cultivate Kansas City	No request	\$0	No request	Nutrition Incentives Program: Matching funds for SNAP participants and for seniors in KS Senior Market Nutrition Program.
El Centro	\$22,736	\$22,800	\$22,800	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).
FosterAdopt Connect	No request	\$5,000	\$5,000	Family Advocacy Program: Peer-to-peer support connecting foster and adoptive families with advocates to navigate and resolve issues related to interaction with child welfare system.
NCircle, replacing Goodwill of Western Missouri and Eastern Kansas	No request	\$15,696	\$19,696	Training and Employment Services: skills training, certification instruction, financial education, mentorship & job placement for clients in Adult Residential Center (ARC) and Therapeutic Community, Juvenile Detention Center and adults on probation upon release from the ARC.
Growing Futures Early Education Center	\$9,265	\$9,000	\$9,000	Scholarships for wraparound childcare fees for enrolled low-income families during financial hardship; allows parents to maintain full-time education/employment. Crisis assistance for enrolled families who need help with housing costs.
Harvesters	\$15,000	\$15,000	\$15,000	BackSnack and Kids Café programs provide 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	\$45,000	\$49,500	Health and dental care, through a medical home model, for uninsured low-income Johnson County residents.
Hillcrest Ministries of MidAmerica	\$9,500	\$10,000	No request	Transitional housing for youth, single adults and families experiencing homelessness; case management, budget counseling, and supportive services.
Jo. Co. Interfaith Hospitality Network	\$9,000	\$9,000	\$9,000	Case management, including shelter, meals, and transportation for single women and families with children experiencing homelessness.
Kansas Children's Service League	\$19,800	\$20,280	\$20,280	Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.
KidsTLC	\$17,500	\$18,500	\$17,500	Thriving Families: Crisis counseling, parent education, help for families navigating health care, housing, and community resources.
SAFEHOME	\$21,000	\$21,000	\$21,000	Economic Empowerment Program promotes economic self-reliance for domestic violence survivors.
Salvation Army Family Lodge (Olathe)	\$18,000	\$20,000	\$23,000	Temporary and transitional housing for families in Johnson County experiencing homelessness, including related services and case management.
Sunflower House	\$37,500	\$42,500	\$42,500	Personal safety and prevention programs for children and youth. Prevention and education programs for childcare professionals and caregivers, including mandated reporters.
Total	\$335,930	\$371,776	\$372,376	The 2020 federal poverty level for a family of three is \$21,720.

2021 Human Service Fund Recommendations

CASA of Johnson and Wyandotte Counties

\$48,000

Recommendation

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, 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.

2021 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 470 Johnson County children during 2021.

2020 COVID-19 Disaster Response: CASA experienced disruption in the delivery of some services due to the shutdown of courts and the fingerprinting and background check processes for intake of new clients; however, service providers were able to pivot to online services for some clients.

Outcomes achieved during 2019: During 2019, 412 Johnson County children were served. The presence of a stable adult is a key factor in building resilience from a history of trauma. 96% of children served by CASA had a stable adult presence in their CASA volunteer during their court involvement. While assigned to a CASA advocate, 99% of the children served did not have an additional affirmed or substantiated report of abuse to Kansas Department for Children and Families (DCF). Of the CASA-served youth eligible for graduation, 83% graduated.

Catholic Charities of Northeast Kansas

\$70,000

Recommendation

Funding is recommended for the Emergency Assistance and Supportive Housing program which operates within 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, childcare, and transportation. The case management delivery model emphasizes practices to achieve self-sufficiency, including asset development/financial literacy, workforce development and job-seeking assistance, life skills, and referrals to other available community resources.

2021 Results Projected: During 2021, the agency anticipates serving 25,110 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. 75% of clients will attend financial

literacy education classes and receive one-on-one coaching according to assessed need and capability.

2020 COVID-19 Disaster Response: Catholic Charities experienced a reduction in the delivery of some services during the emergency shutdowns but anticipates meeting or exceeding its anticipated 2020 service statistic projections due to a significant increase in demand.

Outcomes achieved during 2019: During 2019, 24,859 Johnson County residents were served and visits to Catholic Charities for food assistance totaled 41,049. This included assistance with applications for SNAP (Supplemental Nutrition Assistance Program) and food from the agency's pantry. Direct financial assistance enabled 736 individuals to maintain safe housing for at least 30 days. 1,164 individuals benefited from utility service assistance which enabled them to sustain utility services for 30 days. All individuals who received direct financial assistance completed a financial assessment with their case manager. 91% of individuals who received financial assistance also attended financial literacy education which included Money Smart, Your Money-Your Goals, and one-on-one budget coaching.

El Centro, Inc.
\$22,800
Recommendation

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 promote self-sufficiency, well-being, and personal safety. Services include economic empowerment (emergency assistance, financial literacy classes, assistance filing taxes), access to healthcare (health navigation and promotion) and policy education.

2021 Results Projected: During 2021, El Centro expects to serve 2,500 Johnson County residents at the Olathe office. Results include meeting clients' basic needs (sustain housing and utility services, completion of financial classes), assisting clients with work and income supports (filing taxes, obtaining an Individual Tax Identification Number if needed) and clients leading healthier lives (successful access of community healthcare resources and increased knowledge of chronic disease prevention and healthy consumer behaviors).

2020 COVID-19 Disaster Response: In 2020, El Centro is on track to serve anticipated number of clients in 2020 despite the COVID-19 shutdown. El Centro had to limit its provision of tax filing services and class and group education. However, El Centro pivoted and provided new programming to assist in the filing of unemployment applications and began hosting weekly drive-thru food distribution events, serving nearly 4,300 individuals (not unduplicated) in Johnson County.

Outcomes achieved during 2019: During 2019, approximately 2,890 Johnson County residents were served. Clients' basic needs were met: 47 households received utility assistance and were able to maintain utilities for minimum of 30 days. 86 individuals completed financial empowerment classes. 84 people were assisted with the process that enabled them to receive an Individual Tax Identification Number and thus file income taxes. 123 individuals were assisted with applying for the Supplemental Nutrition Assistance

Program (SNAP) and received benefits; 484 enrolled in KanCare with assistance; 1,350 were assisted in filing income taxes.

**FosterAdopt
Connect**

\$5,000
Recommendation

In its second year of application to HSF, funding is recommended for FosterAdopt Connect's Family Advocacy Program. Through this program peer-to-peer support connects foster and adoptive families with trained advocates (experienced foster parents) who help families navigate and resolve issues related to interaction with the child welfare system. Examples of challenges include delays in reimbursement, problems accessing school-based services, as well as mental health services. The program forms the foundation of the agency which offers multiple programs/services in the Kansas City area. Founded in 1998, the agency operates five resource centers, including one in Lenexa.

2021 Results Projected: In 2021, FosterAdopt anticipates serving 228 Johnson County residents in providing Family Advocacy services. Outcomes include increasing the retention rate of families (assisting in developing and pursuing an action plan), increasing access to resources and knowledge (resolution of needs), and decreased traumatic moves for children (retaining placement).

2020 COVID-19 Disaster Response: Due to the pandemic, FosterAdopt responded to the shift in need of its clients toward basic necessities by transitioning its clothing closet and food pantry into a delivery service for clients. Child placements dropped off during shutdowns; however, FosterAdopt anticipates a greater need for services in 2020 and 2021.

Outcomes achieved during 2019: During 2019, FosterAdopt Connect's Lenexa office served 73 households through its Family Advocacy services. 58% of families developed and maintained an action plan within 30 days of initial contact; 73% of families demonstrated increased access to resources and knowledge through having indirect advocacy needs met within 3 business days; 100% of families maintained placement of children - decreasing traumatic moves for children.

**NCircle DBA
Cultivate, Inc.,**

\$19,696
Recommendation

NCircle, subcontractor to Goodwill of Western Missouri and Eastern Kansas for a 2020 HSF grant, is replacing Goodwill in 2021 and expanding the Digital Literacy and College of Trades programs through a recommended \$4000 increase in funding. These programs provide skills training, certification instruction, financial education, job placement, and mentorship for individuals in Johnson County Department of Corrections Adult Residential Center (ARC) and Therapeutic Community, as well as adults on probation upon release from the ARC. In an expansion of this program, NCircle is working with partners and Johnson County Department of Corrections to set up the first learning lab at the Juvenile Detention Center (JDC); residents will be provided digital literacy training and STEM-based projects. Through these programs, new life skills, employment training, and case management resources will be provided to clients (most of whom return to Johnson County upon completion of sentence/probation period). Founded in 2012, NCircle has multiple programs that currently work with clients from the ARC and JDC. Participants in this program demonstrate increased rate of employment, increased income, decreased recidivism and decreased new charges.

2021 Results Projected: In 2021, NCircle plans to serve 110 Johnson County residents through this program with 70 residents of ARC and the Therapeutic Community completing the College of Trades and/or Digital Literacy Program and 40 residents of JDC completing

the Digital Literacy Program. Participants will increase their workplace skills and digital skills, increase the number of persons with in-demand workforce credentials in Johnson County, and demonstrate a reduction in recidivism and costs to the County.

2020 Results Projected: In 2020, Goodwill and Cultivate are on track to serve 75 Johnson County residents through this program. Clients will increase their knowledge of essential skills in the workplace and digital skills needed in the workplace. There will be an increase in the number of persons with in-demand workforce credentials, and a reduction in recidivism.

**Growing Futures
Early Education
Center**

\$9,000
Recommendation

Funding is recommended for Growing Futures' Scholarship Assistance for Wrap Around Care (WAC) Program. 99% of the families served by Growing Futures are living at or below federal poverty guidelines. Through the Human Service Fund grant, childcare scholarships help low-income families experiencing financial hardships who are unable to pay their share of childcare fees. Families who meet Head Start income guidelines pay for seven hours of the 10.5 hour-day (7am-5:30pm) at rate of \$135/week. 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.

2021 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 2020, Growing Futures projects serving 40 Johnson County residents.

2020 COVID-19 Disaster Response: Growing Futures will be serving more children and families through the WAC Program and HSF scholarship subsidization than anticipated in 2020 due to an increase in demand because of increased unemployment and/or partial loss of employment; they anticipate serving 48 Johnson County residents in 2020.

Outcomes achieved during 2019: During 2018, 37 Johnson County residents were served through families receiving short term help or fee subsidies which allowed parents to remain working or in school while facing financial challenges. No children left the program due to inability to pay fees and all assisted families took steps toward completion of a large family goal. 89% of children achieved kindergarten readiness.

Harvesters

\$15,000
Recommendation

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. 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 the 2020 school year there will be 21 Kids Café sites in Johnson County, and Harvesters will continue to

encourage families to transition to the new School Pantry program. The School Pantry program provides BackSnack families the option of receiving food from a School Pantry instead of a weekly BackSnack (in order to feed everyone in the household, not just the student).

2021 Results Projected: In 2021, through the BackSnack program, the agency anticipates serving 1,800 Johnson County children and distributing 55,100 backpacks; and, providing 21,000 meals to 5,190 children through Kids Café sites. Harvesters anticipates addressing the basic needs of 26% of the food insecure children in Johnson County through these programs; results include positive effects on children’s grades, behavior and health.

2020 COVID-19 Disaster Response: Harvesters continued to operate the BackSnack and Kids Café during the COVID crisis by utilizing State waivers to allow children to pick up Kids Café meals to go from schools and through community partners. During school closure, BackSnacks were delivered through a variety of new methods: school bus drivers making home deliveries, school staff distributing at school sites, and community partners hosting pick-up locations.

Outcomes achieved during 2019: Harvesters provided 62,800 backpack carriers of food and 27,456 Kids Café meals to Johnson County children. In 2019, Harvesters offered a combination of both BackSnack and Kids Café meals at 11 Johnson County schools, serving 5,206 children through Kids Café and 3,485 through BackSnacks.

**Health
Partnership
Clinic (HPC)**

\$49,500
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. A \$4,500 increase in funding in 2021 will support a Nurse Practitioner providing care to uninsured patients at the Olathe Clinic. HPC’s patients are primarily low income with majority being uninsured or publicly-insured. Health Partnership Clinic, Johnson County’s largest safety-net clinic and only Federally Qualified Health Center, 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, and works in partnership with homeless shelters, delivering onsite health care services and case management. Specialty care is provided through a network of providers.

2021 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 are satisfied with services they receive, thereby continuing to utilize HPC as their health home. During 2021, HPC anticipates serving 9,300 Johnson County residents through 25,000 patient office visits or encounters.

2020 COVID-19 Disaster Response: During the stay-at-home order, HPC was required to close its dental clinics and its school-based clinics. Like other medical providers, it saw a significant drop in patients attending preventive care and well visits as residents complied with the stay-at-home orders. The dental clinics have reopened and school-based clinics are anticipated to reopen in the fall; however, HPC anticipates that it will be at 50% capacity for 2020 and returning to full capacity in 2021.

Outcomes achieved during 2019: During 2019, 9,235 Johnson County residents were served through 24,881 patient office visits and/or clinical encounters. Approximately 91% of patients surveyed indicated they were either satisfied or very satisfied with overall care they received as a patient. Patients achieved positive health outcomes as indicated by 66% of hypertensive patients who had their blood pressure under control with readings below 140/90, and 69% of diabetic patients who achieved HgA1c (blood glucose) level of 9.0 or below during the last half of the year (compared to 59% before the clinic opened).

**Johnson County
Interfaith
Hospitality
Network
(JCIHN)**

JCIHN provides shelter, meals, transportation and case management for families and single unaccompanied females experiencing homelessness. Area congregations provide shelter and meals on a rotating schedule while JCIHN 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 3,500 volunteers through partnerships with 40 faith congregations.

\$9,000

Recommendation

2021 Results Projected: During 2020, 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% will move into homes of their own within four months of entering the network. Volunteers will increase their awareness of human service needs in Johnson County.

2020 COVID-19 Disaster Response: As a safety measure, JCIHN was closed to new admissions between March 23 and June 15, 2020, which will reduce their overall service statistics for 2020. JCIHN has begun serving new admissions and anticipates that need for their services will increase over the next year.

Outcomes achieved during 2019: During 2019, 50 Johnson County residents were served. Of those completing the program, 95% reported increasing their income by 25% or more while in the program, and 43% moved into homes of their own within three months of entering the network. Johnson County residents received 1,941 cumulative days of shelter and strength-based case management.

**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 advisory group. Funding is also recommended for the \$480 annual cost of webhosting the Johnson County Early Learning Collaborative, a collaborative of organizations (including KCSL) which serve young children. The website is used to connect caregivers and providers with programs that serve children, and as link to My Resource Connection when other services are needed.

\$20,280

Recommendation

2021 Results Projected: During 2021, 250 Johnson County individuals are expected to be served. Anticipated results are that families will not have any substantiated child abuse and

neglect; children have health insurance and are current on immunizations; and, children have a developmental screen in the last six months (or are already receiving services for developmental delays).

2020 COVID-19 Disaster Response: KCSL staff pivoted to providing virtual and phone visits and are beginning to implement porch visits to engage families. KCSL anticipates an increase in need in 2020 and 2021 as families are experiencing multiple and increased stressors, especially loss of income, during the COVID-19 disaster.

Outcomes achieved during 2019: During 2019, 316 Johnson County residents were served. 98% of the families served remained free from substantiated abuse and neglect while in the program. 99% of children enrolled for at least six months had health insurance and 94% had a developmental screening.

KidsTLC

\$17,500

Recommendation

Funding is recommended for KidsTLC Thriving Families program which offers resource referral, parent support groups, and health care navigation to families who struggle with behavioral and mental health issues with their children. The program serves families in the community and families who have children in one of KidsTLC's programs. Eligibility is not based upon income, however, most of the families are low-income (58% of KidsTLC's clients are living below 200% of the Federal Poverty Level). The program serves as the navigation arm for the agency, helping families find mental health/health care, housing and community resources/support. It also provides education and support to Spanish-speaking families. The program is a health navigation resource for schools and participates in Olathe and Shawnee Mission School Districts' IMPACT Olathe and Project Home programs which serve youth and families who are at-risk for homelessness. The goal of Thriving Families is to educate families about health issues, trauma, and raising healthy children; and, to provide health navigation resources so parents can raise healthy children.

2021 Results Projected: During 2021, the organization estimates serving 375 Johnson County residents through this program. Program results include that people's life sustaining basic needs are met through crisis intervention or referral to direct assistance, clients experience increased access to services, barriers to services are reduced, and clients express increased awareness of resources.

2020 COVID-19 Disaster Response: KidsTLC was able to quickly pivot to online education services and online engagement with clients and had an increase in attendance in virtual meetings and in completion of training through Facebook.

Outcomes achieved during 2019: Through crisis intervention, housing support, and health navigation, the Thriving Families program served 294 individuals. KidsTLC supported 27 households through crisis intervention services, 11 through assistance with rent, deposits, or mortgage payments, and 17 through food or hygiene direct assistance. KidsTLC referred 46 clients to KidsTLC services, such as Que Onda Families, Lotus Clinics, Trellis, or Intensive Outpatient services), whilst 25 other clients and households were referred to benefits assistance, employment opportunities, mental health services, and/or shelter and transitional living programs. 88% of clients reported an increase knowledge of available in resources in an exit survey.

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, this program helps clients become employed and self-sufficient. All shelter clients take an assessment and are recommended to one of three tracks: budget, job seeker or job training. Basic and advanced financial literacy classes are offered in English and Spanish. Specialized workshops are tailored to clients’ needs. Funds are provided for clients to attend GED and ESL classes off-site.

\$21,000
Recommendation

2021 Results Projected: Program participants complete a budget and career assessment inventory, enroll in job training or education programs, and/or have job interviews and secure employment. The agency projects this program will serve 120 Johnson County residents during 2021.

2020 COVID-19 Disaster Response: Safehome responded to shift in client needs for urgent employment, as compared to job training and career changes, and additional life stressors by providing different job training/employment services. Safehome is examining online training options for financial literacy courses.

Outcomes achieved during 2019: During 2019, 93 Johnson County residents were served. After five weeks of participation in the Job Search track, 41% completed a career assessment inventory with 97% attending at least two job interviews. After 90 days in shelter, 36 clients secured employment. 67% of clients on the Budget track completed a household budget.

**Salvation Army
Olathe**
\$23,000
Recommendation

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. A \$3,000 increase will be utilized to provide direct financial assistance toward payment of back rent and back utilities to support residential clients in obtaining new housing. In most cases, the Lodge provides up to 90 days of shelter (temporary 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.

2021 Results Projected: In addition to providing safe shelter, results will include families increasing their skills or income, applying for mainstream services (SNAP, TANF, Medicaid, etc.), moving into transitional or permanent housing, and children begin or continue to receive daycare services as a work support for guardians. The Family Lodge anticipates serving 125 Johnson County residents during 2021 with more intensive services and longer stays than in 2019 due to loss of employment and housing during COVID-19.

2020 COVID-19 Disaster Response: Room turnover between March and June was significantly reduced as all residents lost employment due to shutdowns. New families are being admitted to the Lodge, allowing for social distancing and quarantine.

Outcomes achieved during 2019: The Family Lodge provided 33,398 units of service which it defines as “one bed night and/or one meal provided” to 126 Johnson County residents. 88% of families exiting the program moved into transitional or permanent housing. 97% of eligible families applied for and received mainstream services (medical assistance, childcare subsidy, WIC, and SNAP). 97% of participants who successfully completed the program increased their skills or income.

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 drama in Spanish and English 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.

\$42,500

Recommendation

2021 Results Projected: Age-appropriate person safety/abuse education will be provided to children; adults will be educated on child abuse indicators and reporting abuse; youth and adults will increase their knowledge of online crimes against children, including online safety steps and proper reporting. The agency anticipates reaching 19,000 Johnson County residents during 2021.

2020 COVID-19 Disaster Response: Due to school closures, Sunflower House was not able to provide as many trainings in spring of 2020 as planned. It has prepared plans for alternate delivery of trainings, through smaller groups and online platforms, for the fall.

Outcomes achieved during 2019: During 2019, 17,665 Johnson County residents were served. In post-program surveys, 98% of children indicated they would report unwanted contact, including physical touches and electronic communications. 98% of adults, including those within the special needs community, who were educated on child abuse indicators and reporting abuse, indicated they gained new information and 97% said they would monitor the electronic communications of children more closely.

APPENDIX A

2021 HUMAN SERVICE FUND PARTICIPATING JURISDICTIONS

JURISDICTION	CONTRIBUTION
Johnson County	\$141,775
De Soto	\$2,380
Edgerton	\$2,000
Gardner	\$6,800
Leawood	\$16,500
Lenexa	\$20,350
Merriam	\$8,300
Mission	\$8,300
Olathe	\$60,000
Overland Park	\$86,200
Prairie Village	\$8,300
Roeland Park	\$4,771
Shawnee	\$26,200
Spring Hill	\$2,000
Westwood	\$1,500
Total from County Government & Cities	\$395,376
Interest	\$3,000
Subtotal	\$398,376
UCS Administration	\$26,000
Total Available to Allocate	\$372,376

2021 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

UCS Board Members

- Robin Harrold, *Committee Chair*, AdventHealth
- Kate Allen, Johnson County Community College
- Tara S. Eberline, Foulston Siefkin, LLP
- Tom Herzog, Netsmart
- Roxann Kerr Lindsey, CBIZ
- Justin Nichols, Kutak Rock LLP
- Beccy Yocham, City of Lenexa

Staff support: Christina Ashie Guidry, UCS Director of Resource Allocation

APPENDIX B

2021 HUMAN SERVICE FUND GUIDELINES

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

FUNDING PRIORITIES 2021

Health and human service programs funded by the Human Service Fund must:

- promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, work and income supports, or health.
- offer county-wide services or fill a gap which results in county-wide benefit
- offer equal access to all clients and prospective clients who could benefit from the program.
- 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.

Priority is given to programs that:

- address emergency aid and shelter, child/adult abuse, child welfare, health, work support services such as childcare and early childhood development, and job training.
- serve individuals and/or families with income below or near the federal poverty level.
- demonstrate innovation and/or collaboration in program delivery.
- are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.

ELIGIBILITY

- Applicants must deliver direct services to Johnson County residents, be 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, i.e. may not be an entity of city or county government.
- Agency must provide most recent IRS form 990 and 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. Upon request, the agency may need to provide additional financial information.
- The applicant complies with Agency Standards.
- Applicant affirms compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund.
- Funded program must:
 - promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, work and income supports, or health.

- primarily serve Johnson County, Kansas residents who live with income at or near federal poverty level. However, programs that do not meet this criterion may still be eligible if the program addresses child/adult abuse, and/or leads to the prevention of poverty, and primarily serves Johnson County residents.
- clearly define and measure outcomes for participants.
- benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
- offer county-wide services or fill a gap which results in county-wide benefit.
- offer equal access to all clients and prospective clients who could benefit from the program.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Alcohol Tax Fund (ATF, 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 ATF.

City of Mission	Item Number:	6.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Police	From:	Dan Madden

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

RE: Data Collection/Management Software for Mission Police Department

RECOMMENDATION: Approve purchase of a two year contract with LEFTA Systems software for \$10,520.00 to be paid from the Special Law Enforcement Trust Fund.

DETAILS: Prior to our recent conversations surrounding racial equity, the Police Department had been exploring software that could make managing and digitizing the field training process, as well as the overall training management process more efficient. Following the incidents that occurred around the country earlier this year, the Department recognized a need to evaluate other internal processes and data collection methods being used.

In preparing for our conversations with the Council surrounding racial equality, the deficiencies in our current data collection methods were magnified immensely. While the Police Department collects and maintains data on many important topics, the data is collected in different ways, different formats, and using different programs and methods. This means the data is frequently siloed and cannot or does not communicate with other data points to give a complete picture of either an individual officers' efforts, or the efforts of the department as a whole.

As the Department engaged in self-reflection, we made a commitment to find a solution that would not only increase efficiencies internally, but also increase our efforts related to reporting and transparency. Three law enforcement software data collection/management systems were evaluated, and staff is recommending the purchase of the LEFTA Systems software as the one that best fits the needs of the department.

LEFTA Systems offers the "SHIELD Suite" which includes ten modules to aid in producing data that can be used to evaluate several important data sets, as well as provide an "Early Warning System" that will flag supervisors if there are abnormalities that need to be explored. An early warning system's intent is not solely for the purpose of discipline. An early warning system should be utilized to identify concerns before they become problems, determine training needs, but more importantly potentially identify officers who may be struggling with personal issues that are impacting their work. With the dramatic increase in the number of police suicides it is important that we stay vigilant about first responder mental health issues.

LEFTA's modules are detailed in the following paragraphs along with a brief description of how these processes are currently handled, and how staff anticipates they will improve with the support of LEFTA. As with any suite of products (think Microsoft Office) there will be modules in the SHIELD Suite that are not utilized. Those modules will be discussed as well with a short explanation as to why they won't be used.

Related Statute/City Ordinance:	
Line Item Code/Description:	16-30-201-01
Available Budget:	\$28,607.70

City of Mission	Item Number:	6.
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ATRAX Academy Documentation:

Mission will not use this module since we do not have our own Police Academy. Some large agencies around the Country operate their own police academies, and have a need for this documentation.

LEFTA Field Training:

Currently, our field training officers complete handwritten "Daily Observation Reports" for each day an officer is going through the field training process. This is done to ensure officers have received the appropriate training, as well as to document progress and identify areas that need improvement. Using the Field Training module will allow field training officers to complete the required forms digitally. This will allow for faster and more consistent analysis of the trainee, as well as the skills of the field training officers.

METR Training Records:

Training records are currently maintained internally by a records clerk, who is also responsible for entering training information into the KSCPOST portal. This requires handwritten training attendance forms to be completed by each officer after they attend a training class. Prior to attending training, an officer has to fill out a handwritten or typed training request form, which is printed out and goes through a multi-level approval process. Internal training is typically scheduled by posting a sign-up sheet in the squad room. LEFTA's training records module will allow all training to be requested and scheduled electronically. In addition, the training module will also track training requirements and certifications. With a quick glance, officers and supervisors will be able to monitor the required training both completed and still outstanding for the training year. Officers who are certified in special skills will be notified via email when certifications are expiring so they avoid a potential lapse.

FACTS Use of Force Documentation:

Each time an officer uses any type of force they are required to complete a handwritten or typed Defensive Action Report. All of the important data is collected on this report, but the data from these reports is not stored electronically. After the use of force is evaluated by the officer's direct supervisor it is submitted to the patrol commander for additional review. The report then goes to the Chief for final review. Currently, this is all done by hand with paper copies. The use of force module in LEFTA will allow for defensive action reports to be completed, reviewed and maintained digitally. All of the data points can be queried, reported and analyzed in a manner that will allow for internal review, as well as increase transparency efforts.

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Internal Affairs:

Internal Affairs investigations generally begin with a handwritten complaint form. All of the documents that are produced during an internal investigation are printed and maintained in the Internal Affairs Commander's office. Findings of internal affairs investigations are cataloged on an Excel sheet by year, making it difficult to quickly determine an officer's history of formal internal affairs complaints. The Internal Affairs Commander's files are kept under lock and key for security. LEFTA's Internal Affairs module will allow for the entire process to be digital. Findings and complaints will be accessible to those who need access (likely Sergeants and above). Statistical data will be easily queried and presented.

PASS Profiling/Field Investigation Monitoring:

Currently, the Police Department collects bias-based statistics manually. This process consists of each officer handwriting race and gender information on their daily activity reports. After the daily activity report is turned in, a records clerk then records that data into an Excel document. Not only is this an inefficient process, it also gives no context to that data. It is raw data that cannot be analyzed. Utilizing LEFTA's module, officers will enter data directly into the system, eliminating the duplication of efforts by staff. Officers will also be required to enter contextual data such as reason for contact (traffic infraction, suspicious activity, pedestrian check), whether consent to search was requested, whether the person was arrested, time of day, as well as other key data points. This module will increase efficiency in the collection of data, as well as allow for more in depth reporting and analysis. Following implementation of this module, the police department will explore the possibility of eliminating the handwritten daily activity report since bias-based stats are the only data points on that form that cannot be queried in other programs.

VIPR Vehicle Pursuit Documentation:

While current department policy is very restrictive regarding vehicle pursuits, officers are required to complete a report if a pursuit is initiated. That report is reviewed by the direct supervisor, and subsequently the patrol commander. This too is a paper process and the data is not captured. LEFTA's module will allow for electronic reporting and review of vehicle pursuits.

EMCOT Employee Conduct Tracking:

This module is in development, but near completion. Currently we do not have the ability to accept formal complaints and/or compliments on our website. LEFTA's module will allow for citizens to compliment or raise concerns about officers directly on our website. Once submitted

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through the website, this information will automatically be routed to LEFTA for follow up. A complaint can be routed to a supervisor or Internal Affairs for follow up. This module will allow for better accountability on all levels since minor complaints are often handled by Sergeants and documented in an electronic file that not every supervisor can access.

IFIR Immigration Enforcement:

Because immigration enforcement is not handled at the local level, the Police Department would not utilize this module.

Additional Information:

LEFTA customizes each module to fit the terminology and processes that are currently in place based on policy and best practices. When customizing, LEFTA estimates we would be fully functional in approximately four months after the contract is executed. Individual modules will be available as they are completed.

Another value of LEFTA is the ability to track serialized equipment (radio, Taser, firearms) issued to officers. LEFTA will give us the ability to track that equipment in one location.

Included with the action item is the quote provided by LEFTA, an overview of the system, as well as some sample reports generated from the program on a variety of topics. The data in these reports was created from LEFTA’s demo site and consists of fictional data You will notice an optional \$500 per year for the “Command Center” on the quote. The Command Center is in development, but not currently available. We will evaluate that module when it becomes available.

Staff recommends approval of a two year contract with LEFTA Systems software for \$10,520.00 to be paid from the Special Law Enforcement Trust Fund (SLETF). The SLETF is funded by asset forfeiture proceeds. Asset forfeitures occur in accordance with state law when money and/or real property is determined to have been gained or used to facilitate specific criminal offenses. KSA 60-4117 requires money spent from the SLETF be used only for specific purposes. The contract with LEFTA Systems is an eligible expense. City of Mission ordinance requires Council approval for the expenditure of these funds.

CFAA CONSIDERATIONS/IMPACTS: Police Department personnel interact with persons of all races, genders, ages, and abilities. This purchase will allow for analysis of data to document and share data related to police officers interactions with all citizens.

Related Statute/City Ordinance:	
Line Item Code/Description:	16-30-201-01
Available Budget:	\$28,607.70

LEFTA SYSTEMS

PUBLIC SAFETY SOFTWARE APPLICATIONS



SHIELD Suite™ by LEFTA Systems
An Industry Leader in Law Enforcement Software



Built by COPS for COPS. SHIELD YOUR AGENCY

WHAT IS THE SHIELD SUITE™?

The Suite is a collection of modularized software applications specifically designed to protect law enforcement agencies from liability by properly documenting training and high-liability events. All applications are on a single platform and can be used independently or combined with additional modules to create a fully integrated system. As you add modules, our applications communicate with each of them to provide a SHIELD for your agency via a comprehensive Early Warning System that alerts agency management to potential liability issues before they escalate.

Having your employees' training files from the time they start academy training, through field training, and until they retire many years later is a sure-fire way to protect your agency from foreseeable negative incidents, including community backlash.

SYSTEM FEATURES



Web-Based & Paperless

Access anywhere you have an internet connection; eliminate the need to keep track of thousands of sheets of paper.



Single Sign-on Between Applications

One-user profile and login for all applications ensure easy access.



Early Warning System

Find trends based on the rules you set to address potential liability issues.



Customizable to Your Terminology

Our applications use terminology your employees are already familiar with, making the transition seamless.



Statistical Insights

Improve your policies and training while protecting your agency from liability with business intelligence tools and Early Warning Settings.



\$4 Million Insurance Policy

In addition to hosting your data on the most secure servers on the market, an insurance policy is in place to ensure your peace of mind.



Highest Level of Data Security

Our apps are hosted on CJIS and FedRAMP compliant Microsoft Azure Government servers residing in multiple datacenters within the continental United States to ensure business continuity.



Integrates with 3rd Party Applications

Integrate with your existing CAD, HR System, Scheduling software, RMS, or have us build a custom integration.



ATRAX™ ACADEMY DOCUMENTATION

Track Your Academy Records Digitally

- ✓ Document firearms training, driving performance, physical fitness, defense tactics, first aid/CPR training, peer evaluations, test scores, and more
- ✓ Identify performance trends for specific trainees or entire class
- ✓ Document compliance with agency/state/federal curriculum requirements



LEFTA™ FIELD TRAINING

Automated FTO Training Documentation Software

- ✓ Review on-the-job performance during field training and probationary periods
- ✓ Monitor the overall health of your FTO program
- ✓ Identify training required to improve trainee performance
- ✓ SHIELD your agency: monitor potential biases based on race, gender, and/or age



METR™ TRAINING RECORDS

Track Employees' Training to Ensure Training Requirements are Met

- ✓ Create classes, certificates, and training plans; track sign-in sheets and course syllabus
- ✓ Create employee evaluations; document firearms qualifications
- ✓ Track how your agency spends its training budget
- ✓ Assign and monitor the viewing of training videos, policy reviews, and circulate training materials
- ✓ Sends automated reminders as training and certifications are due to expire



FACTS™ USE OF FORCE DOCUMENTATION

Track and Document Use of Force Incidents at Time of Occurrence

- ✓ Monitor scores of data points to identify liability issues and adjust training policy accordingly
- ✓ Build trust via transparency with the community you serve
- ✓ Monitor use of force incident trends involving your employees
- ✓ Attach body camera, other videos and documents related to an incident
- ✓ Integrate with your existing applications including CAD, PowerDMS, etc.



INTERNAL AFFAIRS™

Conduct Thorough, Efficient Internal Affairs Investigations

- ✓ Give your supervisors and internal affairs personnel proper tools to investigate and document complaints and compliments
- ✓ Case management feature lets supervisors assign investigators, set timelines with email reminders, and audit capabilities
- ✓ Library of customizable report templates included to ensure uniform investigation documentation



PASS™ PROFILING/FIELD INVESTIGATION MONITORING

Automate Your Field Investigation Reports/Cards

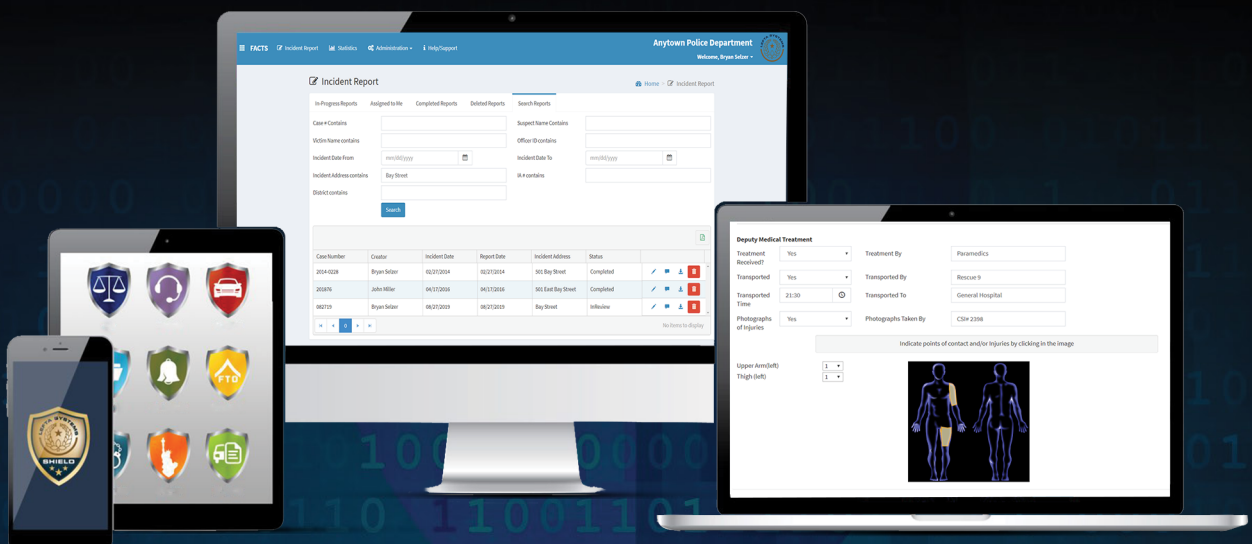
- ✓ Document citizen encounters to protect your agency and community from claims of profiling bias
- ✓ Patented Community Composition Analysis Tool documents the demographics of the areas your officers patrol, to help you interpret collected data correctly
- ✓ Share enforcement data with the community to document transparency
- ✓ Satisfies documentation required by your agency, state, or DOJ mandate



VIPR™ VEHICLE PURSUIT DOCUMENTATION

Monitor Your Vehicle Pursuits to Fine-Tune Your Policies/Training

- ✓ Identify pursuit trends within your agency
- ✓ Perform Statistical Analysis to help determine if pursuits were within your agency policy
- ✓ Track suspect charges and violations
- ✓ Track scores of data points, including reason for pursuit, how it was terminated, outcomes, and weather/traffic patterns





LEFTA SYSTEMS
PUBLIC SAFETY SOFTWARE APPLICATIONS



V-DOC™ FLEET VEHICLE DAMAGE DOCUMENTATION

Provides a User-Friendly Platform to Document Damage to Agency Vehicles.

- ✓ Track employee vehicular accidents and incidents to establish agency costs
- ✓ Monitor Data Points via built-in statistical reporting
- ✓ Identify targeted training methods to improve safety
- ✓ Identify liabilities including improper training, right-of-way violations, backing up, and distracted driving (i.e. on MDC, phone, radio, etc.) to improve your training and policies where needed



EMCOT™ EMPLOYEE CONDUCT TRACKING

Allow Citizens to File Online Reports of Perceived Employee Conduct

- ✓ Accurately track compliments, complaints, and commendations
- ✓ Route citizens' conduct reports to a supervisor or Professional Standards unit, based on your policy
- ✓ Supervisors can review citizen-submitted reports prior to employee evaluations



IFIR™ IMMIGRATION ENFORCEMENT

Enforce Immigration Laws to Ensure Enforcement Is Conducted According to Law

- ✓ Quickly answer questions about racially motivated immigration enforcement
- ✓ Determine when there is adequate reasonable suspicion to stop and check immigration status
- ✓ Easily track the outcome of contacts
- ✓ Provide enforcement statistics

LEFTA Systems' Training and High Liability Software Platform: SHIELD Suite


Since 2006, LEFTA Systems has been working to build better software for law enforcement agencies and their employees. Continually testing and improving our products, LEFTA Systems applications are being used at local, state and federal levels. With hundreds of clients covering more than 50,000 law enforcement officers nationwide, LEFTA Systems has become one of the industry leaders in law enforcement software.

Our company leadership is comprised of retired law enforcement and industry leaders who remain actively involved in the law enforcement community. This experience sets LEFTA Systems apart because our applications are developed **by Cops for Cops**. Every application and user interface is designed to be easy to understand and use. If your officers can fill out a report on paper, they can easily use any LEFTA Systems application.



Our client retention rate is **99%** in over a decade of being in business!

Contact Us Today To Schedule A Demo

 1-800-405-3109

 www.leftasystems.org

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LEFTA SYSTEMS

International Business Information Technologies, Inc. d.b.a. LEFTA Systems

10950-60 San Jose Blvd., Suite 101
 Jacksonville, FL 32223
 (800) 405-3109 – Toll Free

Proposal/Agreement No.: 10092020-KSMPD-02

Customer					Info		
Agency:	Mission Police Department					Date:	10/9/2020
Address:	6090 Woodson Road					Valid Until:	12/17/2020
City:	Mission	State:	KS	Zip:	66202	Account Manager:	Matt Jarvis
Attn:	Captain Dan Madden Phone (913) 676-8311 Email: dmadden@missionks.org					Payment Term:	Net 30

Qty	Description	List Price	Total
1	Annual SHIELD Suite subscription base: <i>Early Warning notification included in software</i> <ol style="list-style-type: none"> 1. ATRAX - Academy 2. LEFTA – Patrol FTO Software (Additional Sites/DORs available at added cost) 3. METR – Training Records Software 4. FACTS – Use of Force 5. INTERNAL AFFAIRS 6. PASS – Biased Based Profiling 7. VIPR – Vehicle Pursuits 8. V-DOC – Vehicle Incident Documentation 9. EMCOT – Employee Conduct Tracking (Pending Release) 10. IFIR – Immigration Enforcement Annual license fee includes IT support, free updates, and hosting.	\$4,000	\$4,000
36	Annual per user license fee	\$35	\$1,260
1	Hosting on Microsoft Azure Government for up to 50 GB of storage.	Included	Included
1	Customization of applications	Included	Included
8	Hours of virtual live training sessions <i>(additional training sessions are billed at \$150/hour)</i>	Included	Included
1	Command Center: Customizable business analytics providing interactive visualizations and business intelligence capabilities	\$500	Optional
		1st Year Cost:	\$5,260
		2nd Year Cost:	\$5,260
		Multi-Year Total Cost:	\$10,520

Terms and Conditions

This proposal and the services to be provided are subject to the terms and conditions set forth here: <http://leftasystems.org/terms-and-conditions/SUITE> and by signing below, Client agrees to its terms and conditions. The effective date of the agreement shall be the date set forth below.

Accepted and Agreed By:

Signature: _____

Printed Name: _____

Title: _____

Date: _____



LEFTA Systems Authorized Signature

10/9/2020

Date

ALL CONTENT CONTAINED IN THIS PROPOSAL IS STRICTLY CONFIDENTIAL

Nature of Complaint:

Disposition:

Complainant *:

Principal:

IA Supervisor:

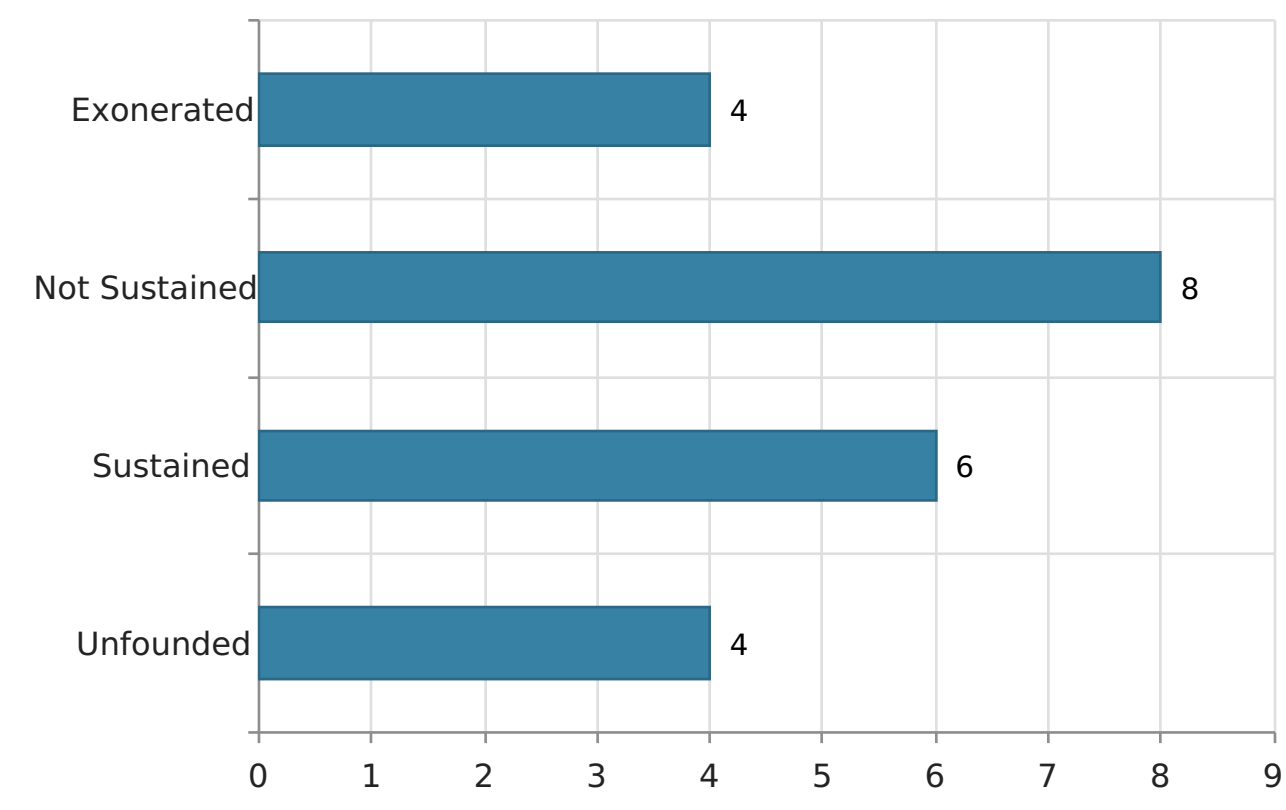
IA Detective:

Date Range:

Compare:

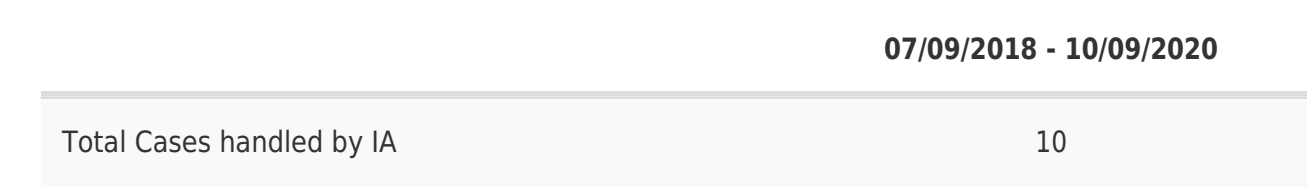
Exclude Header:

Principal Disposition



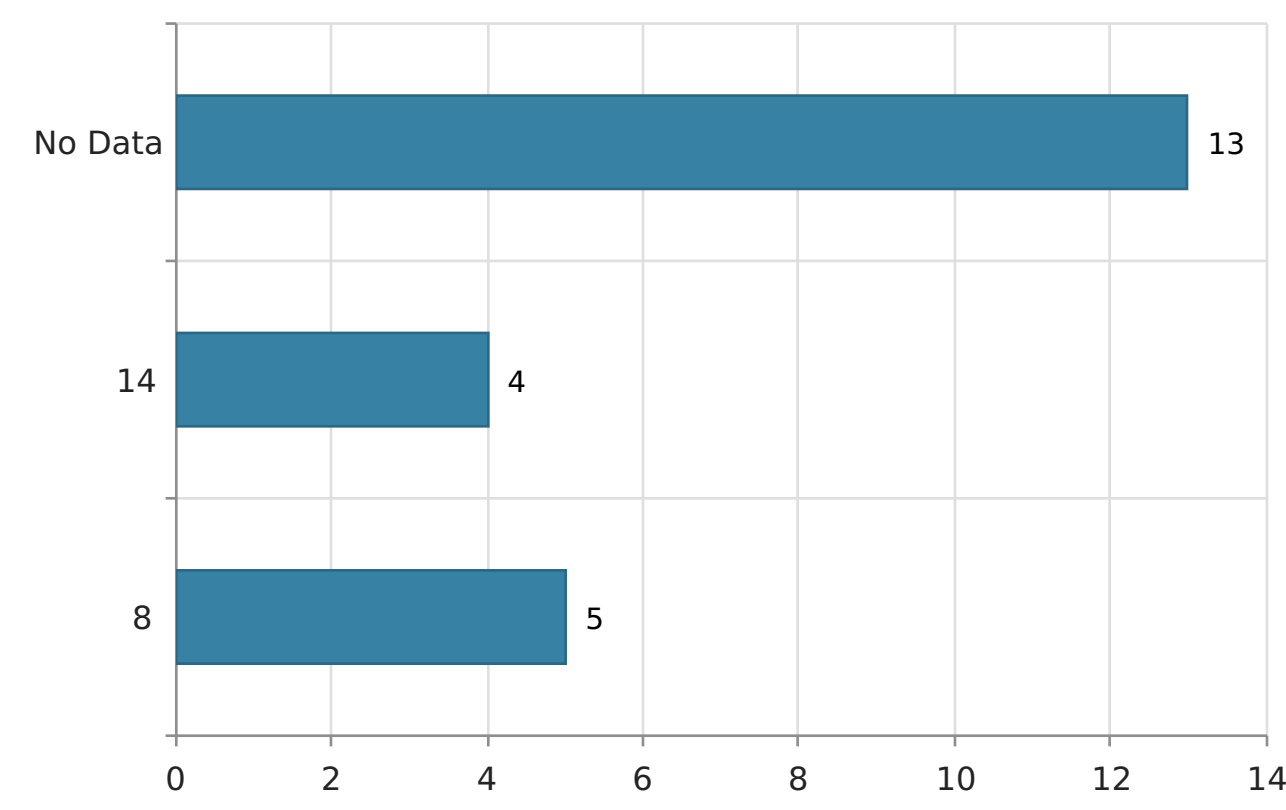
Principal Disposition

Total Cases in IA



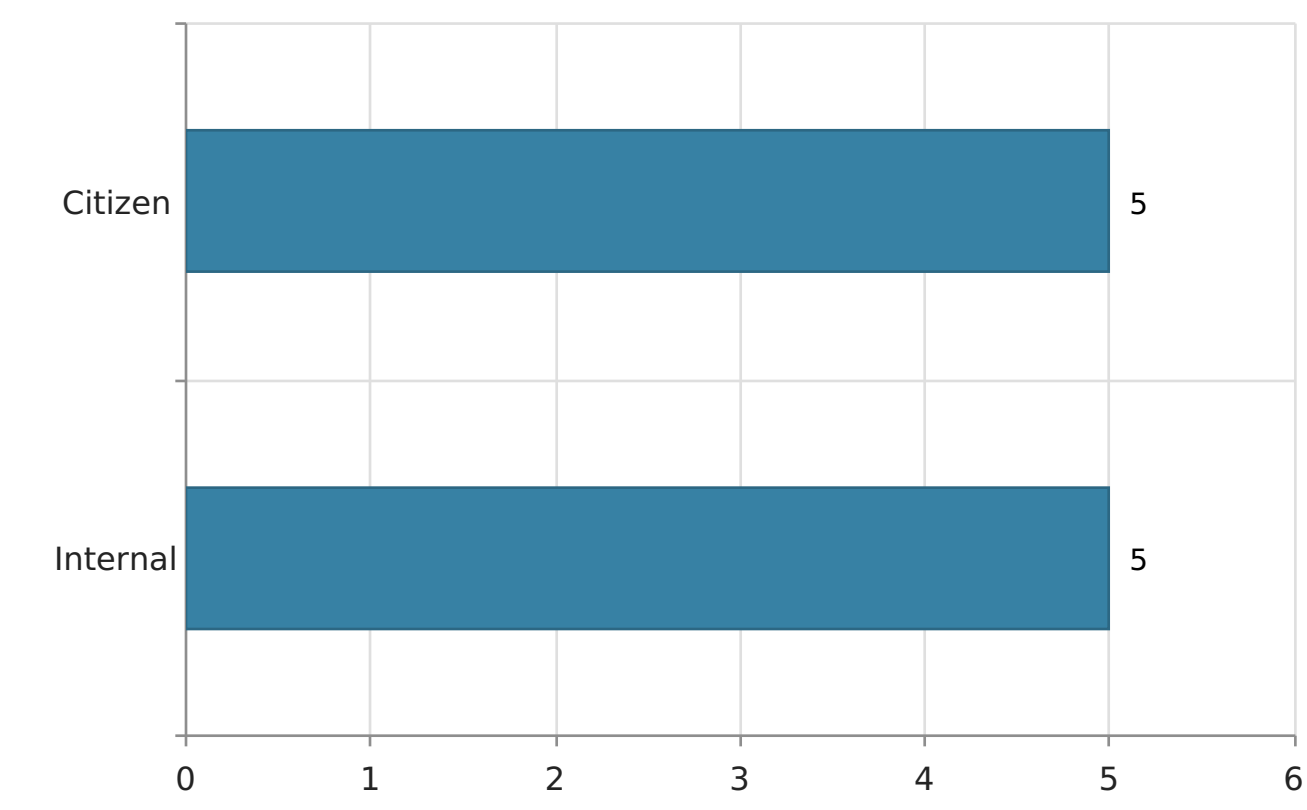
Total Cases in IA

Principal Years In Service



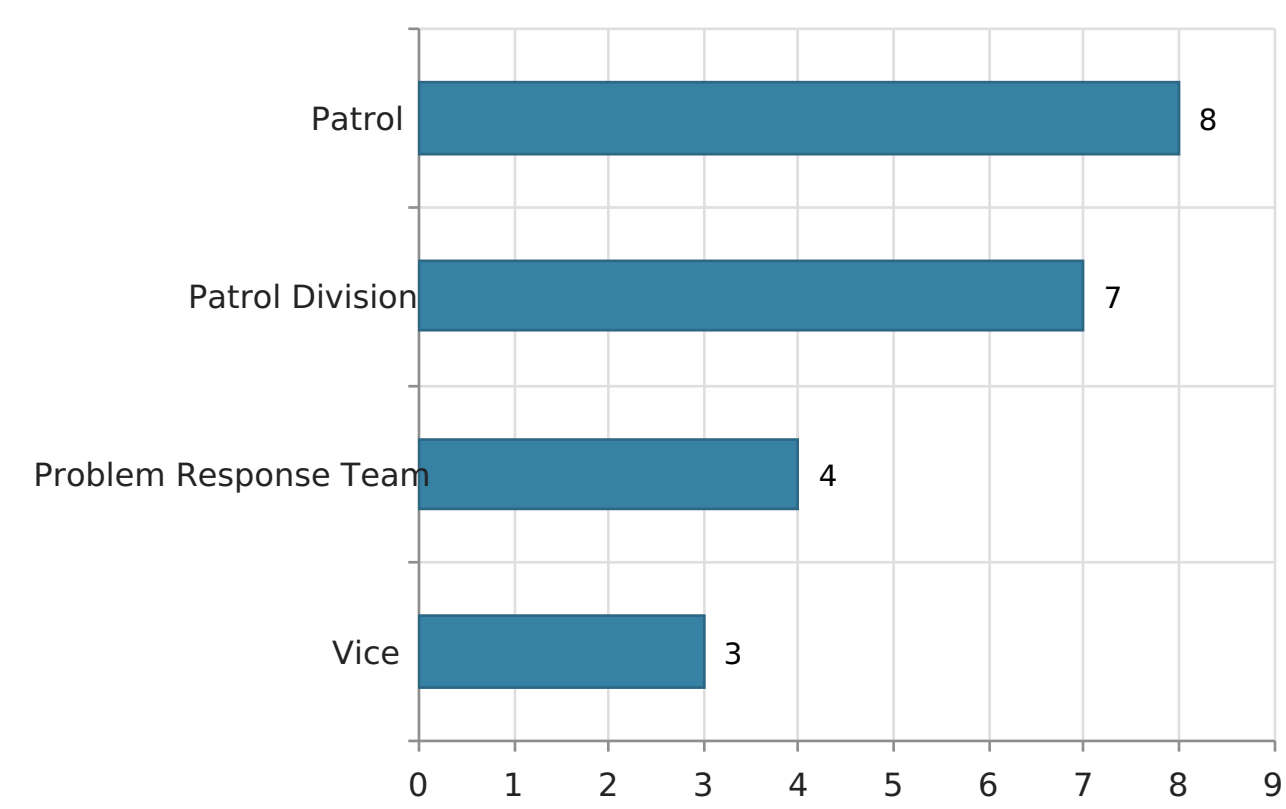
Principal Years In Service

Citizen vs Internal Complaints



Citizen vs Internal Complaints

Principal Division



Principal Division

City: State:

Zone: District:

Sector: Subsector:

Reason For Use of Force: Type of Incident:

Location Type: Lighting Condition:

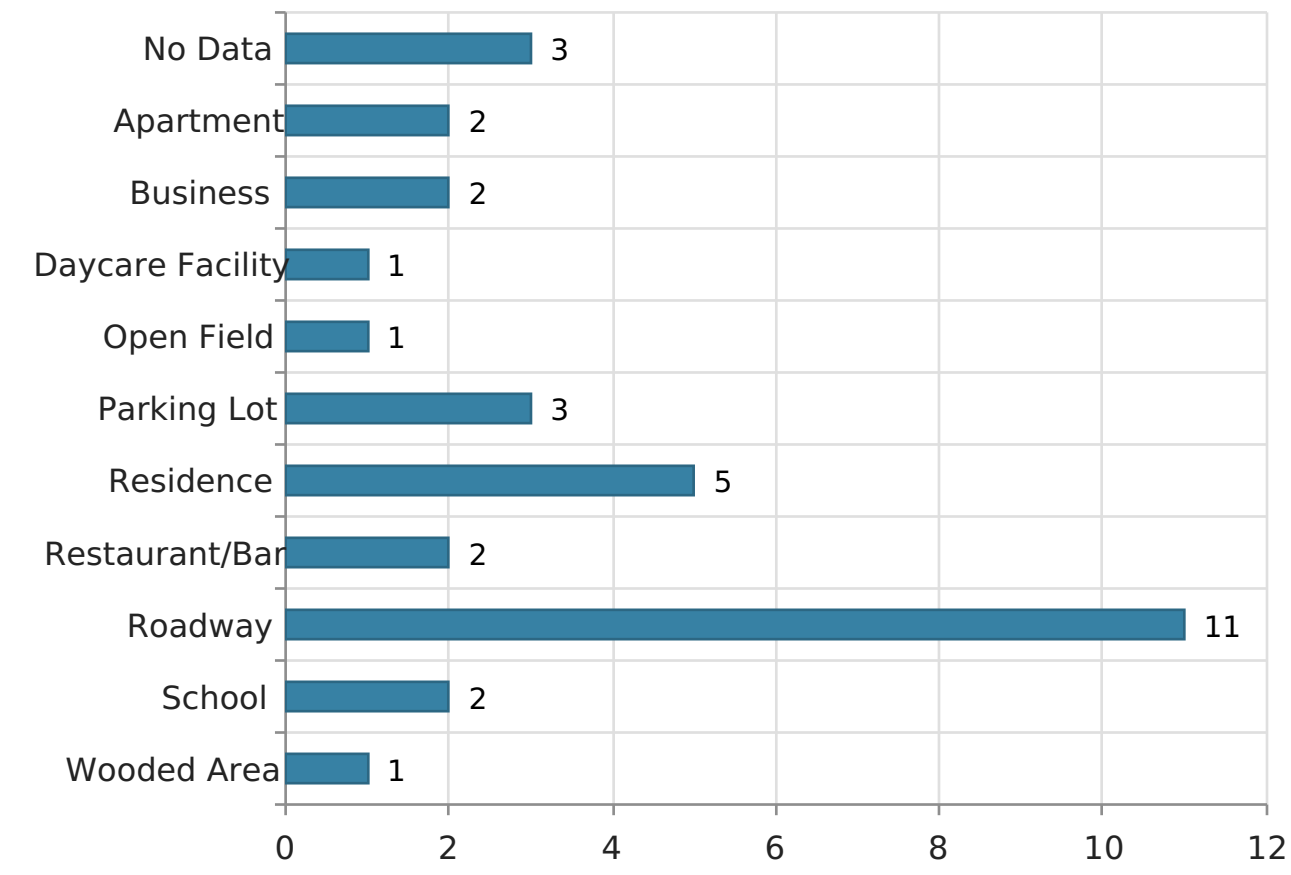
Weather Condition:

Date Range:

Compare:

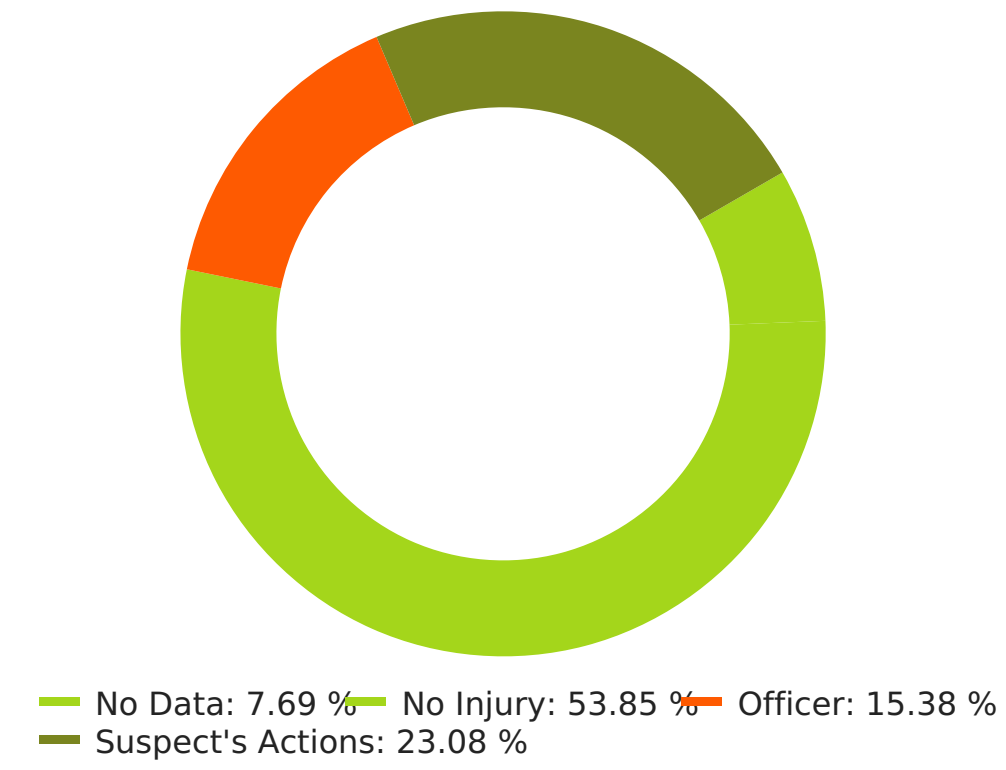
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Location Type



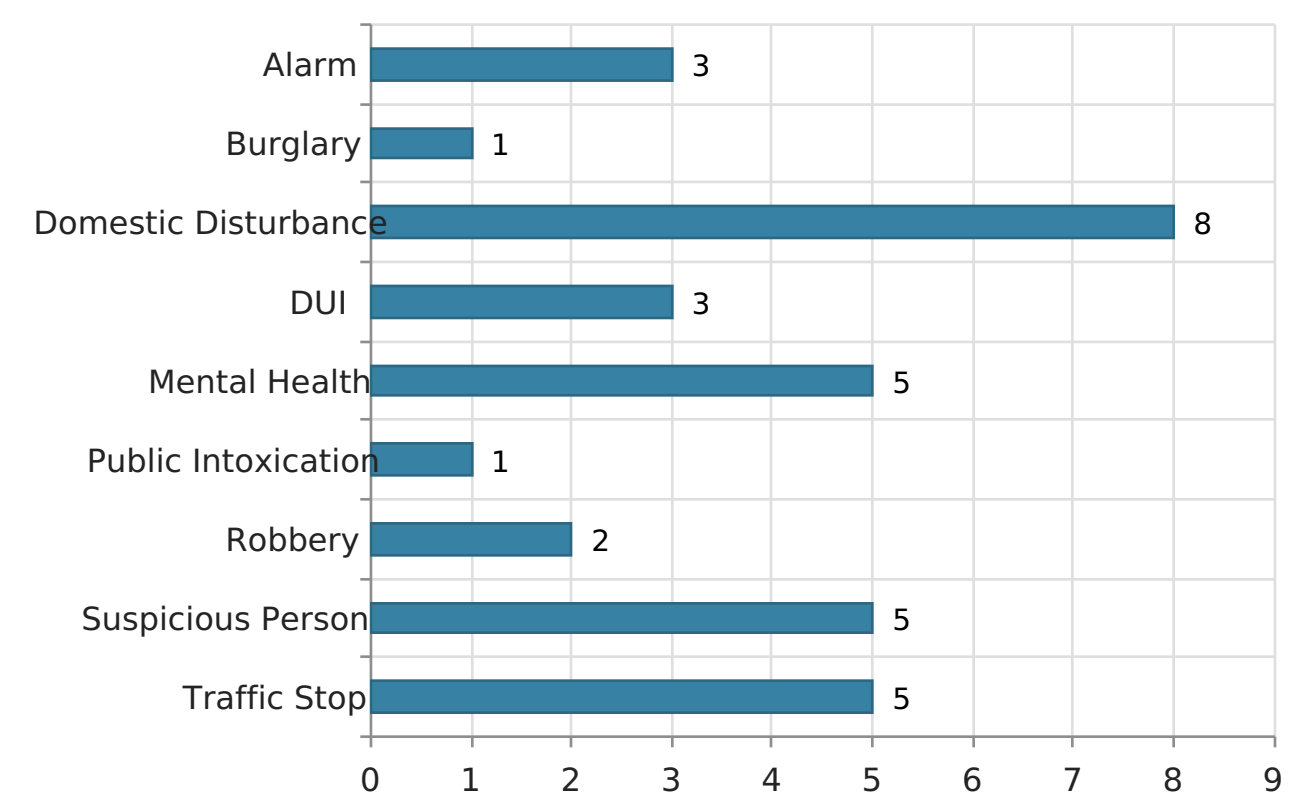
This chart represents the location type or physical place the officer and suspect were at when the Use of Force incident occurred, between the selected timeline.

How Injury to Suspect Occurred



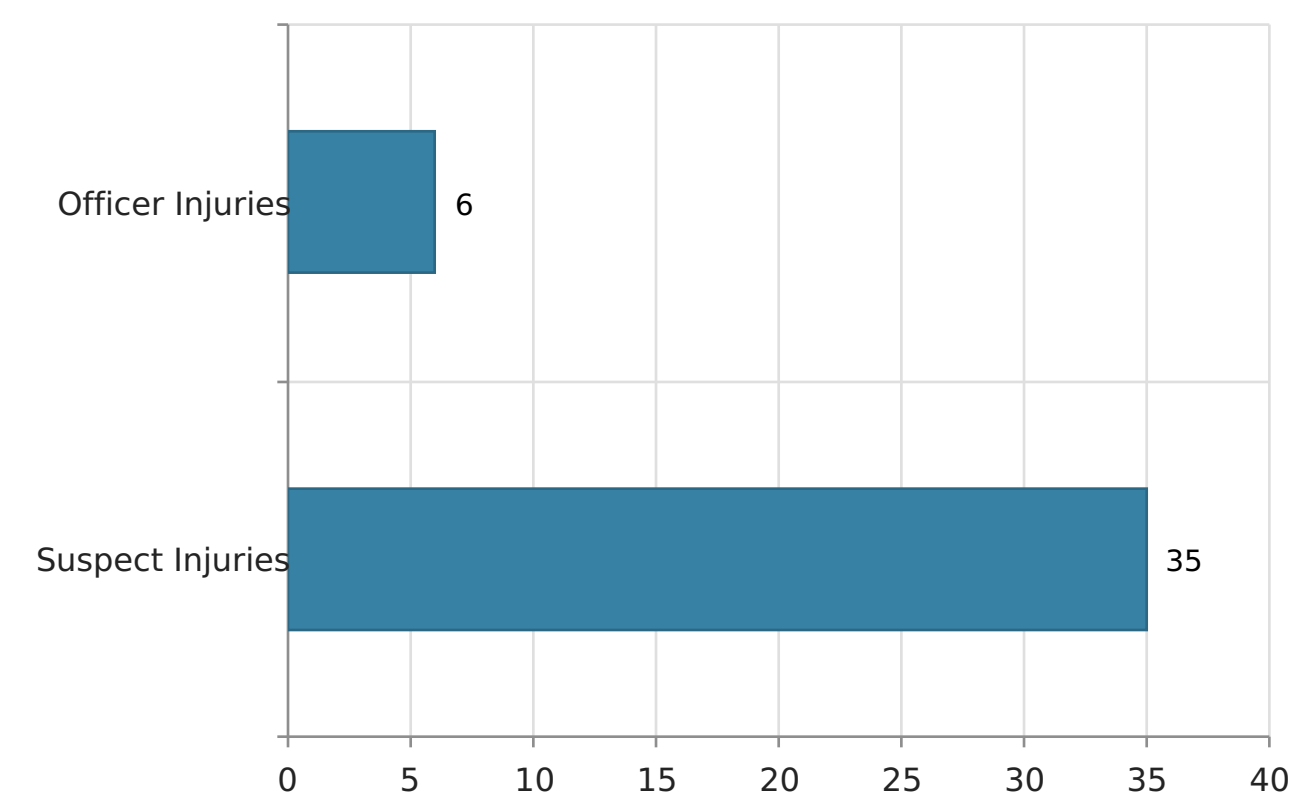
This chart represents how a suspect received an injury in a Use of Force incident whether through the cause of their own actions, by the actions of the officer, or by another means listed, between the selected timeline.

Type of Incident



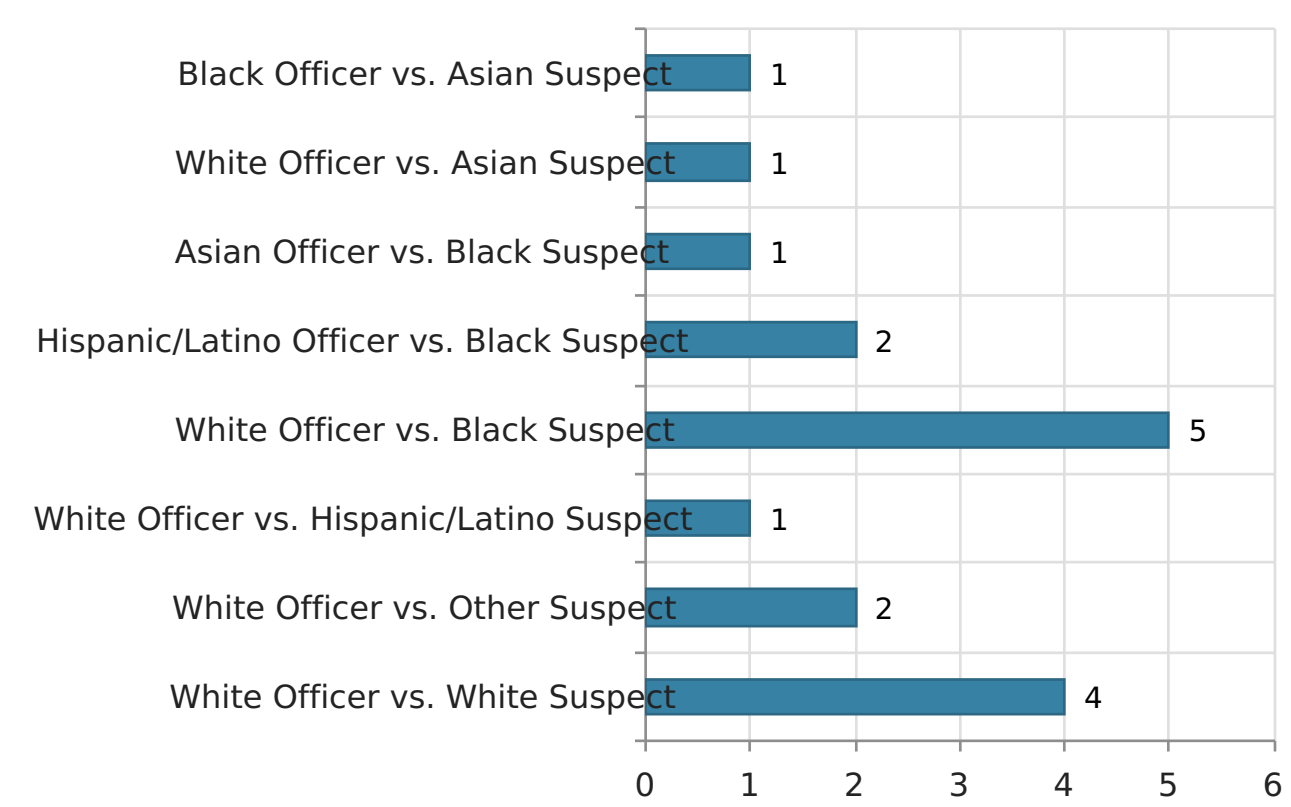
This chart represents the type of incident the Use of Force happened at, between the selected timeline. The incidents represented in this chart may have been the call the officer was initially dispatched to, or the call type may have been changed after the details of the incident were fully known.

Reported Injuries



This chart represents if the officer or suspect reported any observable or non-observable injuries after the Use of Force incident occurred, between the selected timeline. Note: these are claimed injuries and claims made by either the officer or suspect may or may not have been confirmed.

Racial Correlation Between Suspect and Officer



This chart represents the identified race of the officer versus the identified race of the suspect, in all Use of Force incidents, between the selected timeline.

Response to Resistance by Incident District

	East	North	South	West	Total
Chemical	0	1	4	1	6
ECD	1	0	1	1	3
Firearm	0	0	0	0	0
K9	0	0	0	0	0
Munition	1	0	0	0	1
Stopstick	0	0	0	0	0
Takedown	2	1	0	1	4
Weapon	1	0	0	0	1

Enter a description of the statistical data point.

Incidents by month

Month	Total	Percent
Jan	2	6.3
Feb	1	3.1
Apr	4	12.5
May	1	3.1
Jul	3	9.4
Aug	1	3.1
Sep	1	3.1
Oct	5	15.6
Nov	10	31.3
Dec	4	12.5

Incidents by month.

Incidents per hour and day of week

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Percent
8 < 9	2	1	0	0	0	0	0	3	16.7
9 < 10	1	0	0	0	0	0	1	2	11.1
11 < 12	0	1	0	0	0	0	0	1	5.6
13 < 14	0	0	0	0	0	1	1	2	11.1
15 < 16	1	1	0	0	0	0	0	2	11.1
16 < 17	0	0	0	1	0	0	0	1	5.6
18 < 19	0	0	0	0	0	1	0	1	5.6
19 < 20	0	0	0	0	1	0	0	1	5.6
20 < 21	0	0	0	1	0	0	0	1	5.6
22 < 23	1	0	0	1	0	0	0	2	11.1

Incidents per hour and day of week.

FTO STATISTICAL ANALYSIS

Model City Police Department
Welcome, Matt Jarvis

[Patrol](#)
[Documentation](#)
[Management](#)
[Administration](#)
[Installer](#)
[Help/Support](#)

FTP Statistical Analysis Provides ability to FTP Statistical Analysis.
Home > FTP Statistical Analysis

Profiling
Performance Categories
Class Rank
FTO DOR Ratings
FTO Evaluation

This table displays the average scores given to trainees by individual training officers as they relate to race, gender and age group.

FTO ID#	FTO Informations		Race <small>A=Asian, B=Black, H/L=Hispanic/Latino, W=White, O=Other</small>					Gender		Age Group			
	Trainee(s) Trained	Day(s) Trained	A	B	H/L	W	O	Male	Female	<26	26-34	35-44	>44
3000 - Jarvis, Matt	3	24	4.22 (1)	0.00 (0)	4.11 (1)	3.38 (1)	0.00 (0)	4.04 (2)	4.22 (1)	4.22 (1)	4.11 (1)	0.00 (0)	0.00 (0)
0124 - Baldwin, Dennis	3	14	3.87 (1)	0.00 (0)	3.99 (1)	3.55 (1)	0.00 (0)	3.66 (2)	3.87 (1)	3.87 (1)	3.99 (1)	0.00 (0)	0.00 (0)
0125 - Powell, Libbie	1	1	4.72 (1)	0.00 (0)	0.00 (0)	0.00 (0)	0.00 (0)	4.72 (1)	0.00 (0)	0.00 (0)	0.00 (0)	4.72 (1)	0.00 (0)
0127 - Leonard, Kenny	1	2	3.54 (1)	0.00 (0)	0.00 (0)	0.00 (0)	0.00 (0)	3.54 (1)	0.00 (0)	0.00 (0)	0.00 (0)	3.54 (1)	0.00 (0)
0130 - Garza, Kimberly	3	14	4.10 (2)	0.00 (0)	0.00 (0)	4.12 (1)	0.00 (0)	4.32 (2)	4.01 (1)	4.01 (1)	0.00 (0)	4.92 (1)	0.00 (0)

The following charts are generated by using data from the above table. These charts do not use the scores of individual training officers but the average ratings given to trainees by all training officers in the field training program.

Race

Race	Average Rating
Asian	4.0
Black	4.1
Hispanic/Latino	3.7
Other	0.0
White	3.7

Gender

Gender	Average Rating
Male	4.0
Female	4.0

Age Group

Age Group	Average Rating
<26	4.0
26-34	4.1
35-44	4.2
>44	0.0

RECRUIT DAILY OBSERVATOIN REPORT TRACKING



Program Start Date

Class

Test Class

Select DOR Type

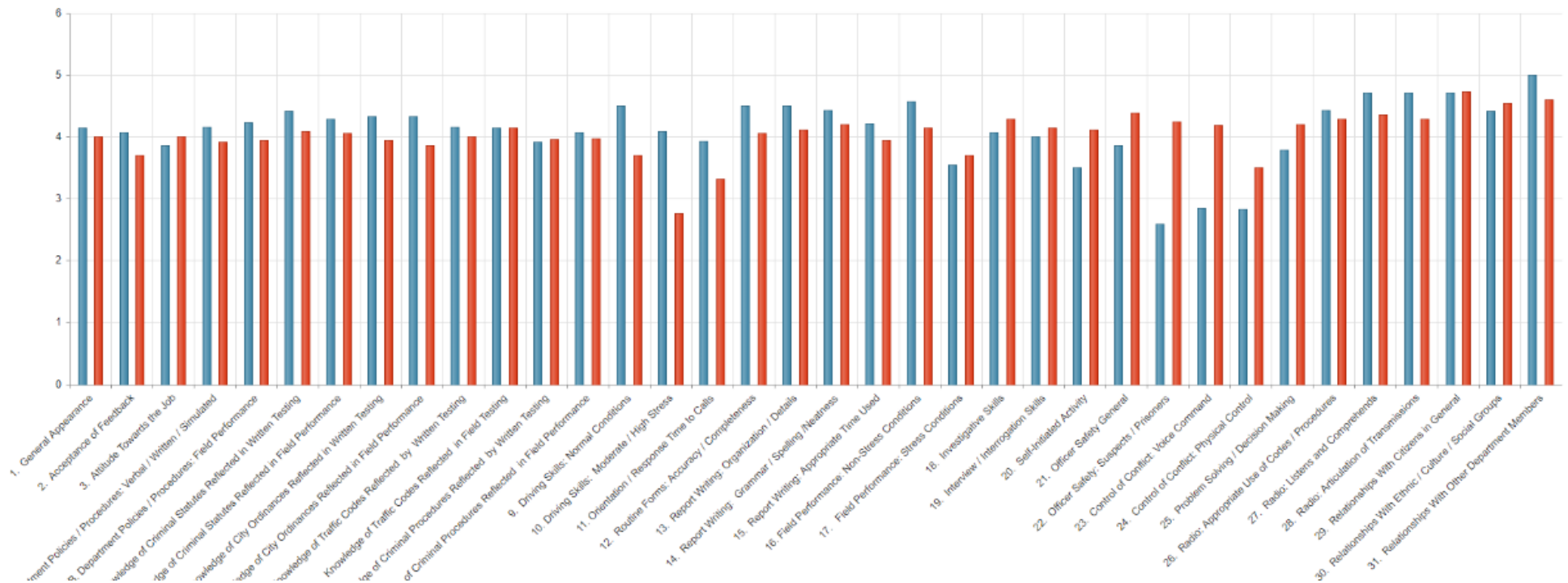
Patrol Daily Observation Report

Select Phase

1

Chart View Chart

Category v/s Rating



City of Mission	Item Number:	7.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Administration	From:	Brian Scott

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

RE: Amendment to the 2020 Adopted Budget

RECOMMENDATION: Approve the resolution to amend the maximum expenditure limit for the Capital Improvement Fund in the 2020 Budget.

DETAILS: The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state laws require that a public hearing be held when amending the budget. A public hearing has been scheduled for the City Council meeting on November 18th, and the attached notice was published in The Legal Record on November 3rd, 2020.

The budget amendment is not the result of unanticipated or unauthorized expenditures, but rather results from the settlement of a class action lawsuit pertaining to the Transportation Utility Fee. In accordance with the settlement agreement a set amount of money had to be set aside by the City to pay for those parties that may have a claim. Once claims were submitted, certified, and paid out, the funds remaining from the set aside had to be used for transportation related expenses. This settlement was not agreed upon until after the 2020 budget had been adopted.

The budget amendment is established through the attached resolution and will increase the expenditure authority in the 2020 Budget for the Capital Improvement Fund from \$2,017,318 to \$2,306,000, a difference of approximately \$288,682. The Capital Improvement Fund has excess funds in fund balance that will be used to cover this increase in the expenditure maximum.

CFAA: N/A

Related Statute/City Ordinance:	K.S.A. 79-2929a(a)
Line Item Code/Description:	Fund 19 Mission Convention and Visitors Bureau (MCVB)
Available Budget:	Fund 19 - \$90,000

CITY OF MISSION

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MISSION, KANSAS AMENDING THE MAXIMUM EXPENDITURE AUTHORITY FOR THE 2020 BUDGET FOR THE CAPITAL IMPROVEMENT FUND.

WHEREAS, the Capital Improvement Fund is used to account for funds expended for major capital improvements (infrastructure) in the city; and

WHEREAS, Revenues and Expenditures can be difficult to anticipate when the original budget is adopted; and

WHEREAS, the proposed amendments are not the result of any unexpected or unauthorized expenditures, and expenditures will not exceed the funds available to pay for the expenditures; and

WHEREAS, in accordance with state law, the City of Mission conducted a public hearing and has prepared the necessary documents to amend the 2020 Budget to increase the maximum expenditure limits in the Capital Improvement Fund.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION:

Section 1. That the maximum expenditure authority in the 2020 Budget for the following fund has been established as:

Capital Improvement Fund:	\$2,306,000
---------------------------	-------------

PASSED AND APPROVED BY THE CITY COUNCIL this 18th day of November 2020.

APPROVED BY THE MAYOR this 18th day of November 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan
City Clerk

**Notice of Budget Hearing for Amending the
2020 Budget**

The governing body of
City of Mission

will meet on the day of November 18, 2020 at 7:00 P.M. at Virtual City Council Meeting Via Zoom for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Clerk's Office, Mission City Hall, 6090 Woodson and will be available at this hearing.

Summary of Amendments

Fund	2020 Adopted Budget			2020 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Capital Improvement Fund			2,017,318	2,306,000
			0	0
			0	0
			0	0
			0	0
			0	0

Brian Scott

Official Title: Asst. City Administrator/Finance Dir.

City of Mission	Item Number:	8.
ACTION ITEM SUMMARY	Date:	November 4, 2019
Administration	From:	Brian Scott

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

RE: 2021 Property/Casualty and General Liability Insurance Renewals

RECOMMENDATION: Authorize the purchase of property and liability insurance with Travelers Insurance company for the policy period of January 1, 2021 through December 31, 2021 at an estimated total annual premium not to exceed \$140,444, and cyber-liability coverage with Axis Insurance Company for an amount not to exceed \$3,623.

DETAILS: The City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting assets. The City utilizes CBIZ Insurance Services, a third-party broker, to procure this coverage and provide assistance in matters regarding property and liability insurance throughout the year. Their costs are built into the premiums.

The City has maintained insurance coverage with Travelers for the past three years. This year, Travelers has submitted a proposal to offer the same lines of coverage for 2021 for a cost of \$140,444, which represents an increase of 12% over the 2020 premiums (\$125,394).

Automobile insurance saw the biggest increase. This is partly due to the number of vehicles that the City currently has covered. Because we are transitioning our police patrol fleet, we currently have double the number of patrol vehicles. When the old vehicles are sold this winter, we will get a rebate on the insurance coverage for these vehicles. However, the primary reason for the increase is the general conditions of the insurance market for automobile coverage. Not only are vehicles becoming more expensive, but the severity of the claims paid is increasing as well due to more costly repairs. This has resulted in an industry wide trend toward increasing premiums.

Likewise, property coverage has been experiencing industry wide premium increases due to the frequency and severity of claims. The California wildfires and the hurricanes that have struck Florida and Houston are prime examples of the severe weather events that have had an impact on the insurance industry over the past few years. The severe thunderstorm that passed over Iowa this August caused over \$7.5 billion in damage making it the costliest thunderstorm to date. Hurricane Laura this summer caused over \$14 billion in damage.

The City was able to keep its property coverage premium the same from last year (2019) to this year (2020) by increasing its deductible from \$5,000 to \$10,000. Unfortunately, there are no similar opportunities for next year (2021). Because of the trend industry wide, staff did not believe that marketing the insurance coverage would result in a lower premium.

Travelers will continue to offer the same level of liability coverage that it has offered for the past few years including a \$2 million limit for each occurrence (total of \$5 million with a \$3 million umbrella policy).

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Various
Available Budget:	\$144,000

City of Mission	Item Number:	8.
ACTION ITEM SUMMARY	Date:	November 4, 2019
Administration	From:	Brian Scott

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

Staff recommends renewing the property and liability insurance coverage for the 2021 policy year with Travelers Insurance Company for a total of \$140,444.

The City has been purchasing cyber-liability insurance coverage for the past three years. Cyber-liability insurance provides protection for the City in cases of extortion loss or ransomware loss through a cyber mechanism or accidental loss of confidential data that is stored electronically. It also provides assistance in investigating such losses including legal expenses and public relations expenses. Last year the City purchased this coverage through Axis Insurance Company for \$3,150. This year Axis is offering the same coverage for \$3,623 (a 15% increase). The increase is due primarily to the frequency and severity of claims industry wide.

Staff recommends renewing cyber-liability coverage for the 2021 policy year with Axis Insurance Company in an amount not to exceed \$3,623.

Premium Comparison - 2018 through 2020

	2018 OneBeacon	2019 Travelers/Axis	2020 Travelers/Axis	2021 Travelers/Axis
Base Premium	\$ 127,314	\$ 119,780	\$ 125,394	\$ 140,444
Cyber Liability	\$ 2,824	\$ 3,238	\$ 3,150	\$ 3,623
Total Premium	\$ 130,138	\$ 123,018	\$ 128,544	\$ 144,067

Base Premium includes property, inland marine, liability, auto, and umbrella coverage.

Staff is recommending that the City renew its property and general liability insurance coverage with Travelers for the 2020 policy year in the amount of \$140,444; and maintain its cyber liability insurance with Axis for \$3,623 for 2021.

A total of \$144,000 has been budgeted in the adopted 2021 Annual Budget for this expenditure.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Various
Available Budget:	\$144,000



BUSINESS INSURANCE PROPOSAL



Presented to:



City of Mission

6090 Woodson Rd
Mission KS 66202



CBIZ Insurance
Services, Inc.

CBIZ PUBLIC ENTITY TEAM

INDIVIDUAL / TITLE	FUNCTIONAL POSITION
TEAM LEADER Tom McGuire Direct Line: 816-945-5293 Fax: 816-897-1127 Cell: 913-307-6048 E-mail: tfmcguire@cbiz.com	Your account representative responsible for overall delivery of excellent service.
ACCOUNT EXECUTIVE Erik Hage, CPCU, ARM Direct Line: 816-841-4005 E-mail: ehage@cbiz.com	Your primary contact and the senior person responsible for coordinating and implementing the activities of the various specialists who will provide for your service needs. This includes the coordination of technical services, program services, claims management and claim reviews.
SENIOR ACCOUNT MANAGER Nate Byarlay, ARM Direct Line: 816-945-5514 E-mail: nbyarlay@cbiz.com	Responsible for day-to-day service activities, correspondence, account file maintenance, certificates, invoicing, financial accounting, etc
CBIZ CLAIMS DEPARTMENT Leslie Plumberg Direct Line 816-945-5451 E-Mail: leslie.plumberg@cbiz.com	Responsible for the reporting of claims to carriers. Involved in initial submission of claims and follow-up with insurance company claims personnel.
LOSS CONTROL - Property Mark Leetch Direct Line 816-945-5235 E-mail: mleetch@cbiz.com	Coordinates carrier and in house loss control services.

This is a summary of your insurance coverages. It is designed for your convenience. It does not alter or extend coverage in any way. Please consult your insurance contract for specific policy terms, conditions, or exclusions.



PREMIUM SUMMARY

Coverage	OneBeacon 2017/2018 Premium	OneBeacon 2018/2019 Premium	Travelers 2019/2020 Premium	Travelers 2020/2021 Premium	Travelers 2021/2022 Premium
Property	\$47,805	\$51,146	\$45,477	\$43,559**	\$48,311
Crime	Incl. in Property	Incl. in Property	\$1,453	\$1,453	\$1,453
Inland Marine	\$3,820	\$4,094	\$3,235	\$2,794	\$2,947
General / Professional Liability	\$37,570	\$32,799	\$46,233	\$52,077	\$54,379
Automobile	\$33,609	\$31,738	\$17,832	\$21,689	\$28,759
Umbrella	\$7,077	\$7,537	\$3,416*	\$3,822	\$4,595
Package Total	\$129,881	\$127,314	\$119,780	\$125,394	\$140,444
Cyber Liability	Not Purchased	\$2,824	\$3,238	\$3,150	\$3,623
Total	\$129,881	\$130,138	\$123,018	\$128,544	\$144,067

*Increased Umbrella limit to \$3,000,000

**Increased Property deductible to \$10,000



PROPERTY

Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage	2020/2021 Limits	2021/2022 Limits	Deductible
Blanket Building & Business Personal Property	\$30,354,432	\$30,762,760	\$10,000
Business Income & Extra Expense	\$1,275,000	\$1,275,000	72 Hours
Earthquake	\$5,000,000	\$5,000,000	\$25,000
Flood (Zones A & V Excluded)	\$5,000,000	\$5,000,000	\$50,000

Valuation:

Subject of Insurance	Valuation	Coinsurance
Building	Replacement Cost	N/A
Business Personal Property	Replacement Cost	N/A

Perils Insured:

- Direct Physical Loss subject to policy exclusions
- Causes Of Loss – Special Form
- Equipment Breakdown Included

Policy Extensions:

- Personal Property at Undescribed Premises
 - At any “exhibition premises” \$50,000
 - At any installation premises or temporary storage premises \$50,000
 - At any other not owned, leased or regularly operated premises \$50,000

Equipment Breakdown:

- Spoilage \$250,000
- Ammonia Contamination \$250,000
- Hazardous Substance \$250,000



PROPERTY, CONTINUED

Particular Coverage:

- Personal Property in Transit \$50,000
- Accounts Receivable
 - At all described premises \$100,000
 - In transit or at all undescribed premises \$100,000
- Appurtenant Buildings and Structures \$100,000
- Claim Data Expense \$25,000
- Covered Leasehold Interest – Undamaged Improvements & Betterments \$100,000
- Debris Removal \$250,000
- Deferred Payments \$25,000
- Electronic Data Processing Data and Media \$50,000
- Employee Tools
 - In any one occurrence \$25,000
 - Any one item \$2,500
- Expediting Expenses \$25,000
- Extra Expense \$25,000
- Fine Arts
 - At all described premises \$50,000
 - In transit \$25,000
- Green Building Alternatives – Increased Costs
 - Percentage 1%
 - Maximum amount – each building \$100,000
- Limited Coverage for Fungus, Wet Rot or Dry Rot \$25,000
- Newly Constructed or Acquired Property
 - Each Building \$2,000,000
 - Personal Property at Each Premises \$1,000,000
- Non-owned Detached Trailers \$25,000
- Ordinance or Law Coverage \$250,000
- Outdoor Property \$50,000
 - Any one tree, shrub or plant \$2,500
- Outside Signs
 - At all described premises \$100,000
 - At all undescribed premises \$5,000
- Pollutant Cleanup and Removal – Annual Aggregate \$100,000
- Preservation of Property
 - Expenses to move and temporarily store property \$250,000
 - Direct loss or damage to moved property included
- Valuable Papers and Records
 - At all described premises \$100,000
 - In transit or at all undescribed premises \$100,000



INLAND MARINE

Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage	Limit	Deductible
Scheduled Contractors Equipment	\$876,572	\$1,000
Unscheduled Contractors Equipment	\$100,000	\$1,000
Leased, Rented or Borrowed	\$100,000	\$1,000
Rental Cost	\$5,000 per item	\$1,000
Loss to Any One Replacement Item	\$100,000 per item	\$1,000
Scheduled Property	\$158,744	\$1,000

Valuation:

Subject of Insurance	Valuation	Coinsurance
Equipment	Actual Cash Value	N/A

Perils Insured:

- Direct Physical Loss subject to policy exclusions



CRIME

Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage Form: Discovery

Coverage	2020/2021 Limits	2021/2022 Limits	Deductible
Employee Theft	\$500,000	\$500,000	\$2,500
Forgery & Alteration	\$100,000	\$100,000	\$2,500
Computer Fraud	\$100,000	\$100,000	\$2,500
Money Orders & Counterfeit Currency	Not Covered	Not Covered	N/A
Funds Transfer Fraud	\$100,000	\$100,000	\$2,500

Policy Extensions:

- Faithful Performance of Duty Coverage for Government Employees

Standard Exclusions:

- Acts Committed by Insured, Prior Knowledge, Disclosure of Confidential Information, Data Security Breach, Indirect Loss, Bonded Employees, Accounting or Arithmetical Errors, Transfer or Surrender of Property, Concealment, Misrepresentation, or Fraud



GENERAL LIABILITY

Company: The Travelers Indemnity Company
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage Form: Occurrence

Limits of Liability:

Coverage	Limits
General Aggregate (other than Products/Completed Operations)	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Each Occurrence – Bodily Injury & Property Damage	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Damage to Premises Rented to You – Any One Premises	\$1,000,000
Medical Expenses - Any one person	Excluded
Abuse or Molestation – Each Occurrence	\$1,000,000
Abuse or Molestation – Aggregate	\$2,000,000
GL Deductible (Per Claim or Per Occurrence)	Nil
Claims Subject to KS Tort Claims Act	\$500,000

Standard Exclusions (refer to policy for full listing):

- Professional Liability, Pollution, Care, Custody and Control, Workers Compensation, Automobile, War, Nuclear, Criminal Acts, Asbestos, Mold, Employment Practices Liability, Fungus, Lead, Bacteria, Subsidence, EIFS, and Silica, Injury to Volunteer Firefighters

Policy Extensions:

- Who is An Insured is extended to include
 - Employees, Volunteers, Operating Authorities, Board, Commission, Districts, or any other Governmental Units, provided that you operate, control and fund said unit
- Blanket Additional Insured where required by written contract
- Broad Knowledge of Occurrence



PUBLIC ENTITY LIABILITY

Company: The Travelers Indemnity Company
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage Form: Claims Made

Employee Benefits Liability:

Coverage	Limits
Aggregate Limit	\$3,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$1,000

Public Officials Errors & Omissions:

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$2,000,000
Retroactive Date	01/01/1986
Deductible	\$5,000
Claims Subject to KS Tort Claims Act	\$500,000

Employment Practices Liability:

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$5,000



PUBLIC ENTITY LIABILITY, CONTINUED

Terms and Conditions

- Wrongful Act Batch Language
- Duty to Defend
- Broad Knowledge of Occurrence
- Workplace Violence Expenses Limit \$250,000
- Who is An Insured is extended to include
 - Employees, Volunteers, Operating Authorities, Board, Commission, Districts, or any other Governmental Units, provided that you operate, control and fund said unit
 - Current or Previously Elected or Appointed Officials
- Employment Practices Offense(s) means:
 - Demotion or failure to promote
 - Wrongful termination
 - Negligent hiring or supervision
 - Retaliation
 - Coercing an employee or volunteer to commit an unlawful act of omission
 - Work-related harassment or sexual harassment
 - Employment-related libel, slander, invasion of privacy, defamation, humiliation, or misrepresentation
 - Other work-related verbal, physical, mental or emotional abuse arising from discrimination



LAW ENFORCEMENT LIABILITY

Company: The Travelers Indemnity Company
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage Form: Claims Made

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$5,000
Claims Subject to KS Tort Claims Act	\$500,000

Terms and Conditions

- Duty to Defend
- Broad Knowledge of Occurrence
- Law Enforcement Wrongful Act(s) means any actual or alleged act, error, misstatement, misleading statement, omission, neglect or breach of duty by an insured arising from a law enforcement activity



AUTOMOBILE

Company: The Phoenix Insurance Company
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage	Symbol	Limits
Bodily Injury & Property Damage - Combined Single Limit	1	\$1,000,000
Medical Payments – Each Person	2	\$5,000
Uninsured/Underinsured Motorist	2	\$1,000,000
Hired & Non-Owned Auto Liability	8,9	\$1,000,000
Physical Damage - Comprehensive	2	\$1,000
Physical Damage – Collision	2	\$1,000
Claims Subject to KS Tort Claims Act	\$500,000	

Symbol	Description Of Covered Auto Designation Symbols	
1	Any "Auto"	
2	Owned "Autos" Only	Only those "autos" you own (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" you acquire ownership of after the policy begins.
3	Owned Private Passenger "Autos" Only	Only the private passenger "autos" you own. This includes those private passenger "autos" you acquire ownership of after the policy begins.
4	Owned "Autos" Other Than Private Passenger "Autos" Only	Only those "autos" you own that are not of the private passenger type (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" not of the private passenger type you acquire ownership of after the policy begins.
5	Owned "Autos" Subject To No-fault	Only those "autos" you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those "autos" you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	Owned "Autos" Subject To A Compulsory Uninsured Motorists Law	Only those "autos" you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those "autos" you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorist's requirement.
7	Specifically Described "Autos"	Only those "autos" described in Item Three of the Declarations for which a premium charge is shown (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to any power unit described in Item Three).
8	Hired "Autos" Only	Only those "autos" you lease, hire, rent or borrow. This does not include any "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Non-owned "Autos" Only	Only those "autos" you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households but only while used in your business or your personal affairs.



AUTOMOBILE, CONTINUED

Standard Exclusions:

- Expected or Intended Injury, Contractual, Workers Compensation, Employers Liability, Fellow Employee, Care, Custody and Control, Handling of Property, Movement of Property by Mechanical Device, Completed Operations, Pollution, War, Racing, Nuclear.

Policy Extensions:

- Glass Deductible Waived
- Employees & Volunteers are included as Insureds
- Hired Auto Physical Damage - \$50,000 Limit
- Comprehensive/Collision deductibles: \$1,000/\$1,000
- Number of auto units: 55



UMBRELLA

Company: Travelers Property Casualty Company of America
 A.M. Best Rating: A++; XV

Policy Period: January 01, 2021 – January 01, 2022

Coverage	Limits
General Aggregate	\$3,000,000
Each Occurrence	\$3,000,000
Self-Insured Retention	N/A
Defense Coverage	Outside Limits

Underlying Policies and Limits:	
General Liability	
Each Occurrence	\$2,000,000
General Aggregate Limit	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Public Officials Errors & Omissions Liability	
Each Claim	\$2,000,000
Aggregate Limit	\$2,000,000
Public Officials Employment Practices Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$2,000,000
Public Officials Employee Benefits Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$3,000,000
Law Enforcement Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$2,000,000
Auto Liability	
Combined Single Limit	\$1,000,000

Standard Exclusions:

- Professional Liability, Care, Custody & Control (Real & Personal Property), Mold, Lead, Asbestos, Pollution, Subsidence, Employment Practices Liability, Criminal Acts, Nuclear, War, Workers Compensation, Fungus.



CYBER LIABILITY

Company: AXIS Insurance Company
 A.M. Best Rating: A+; XV

Policy Period: January 01, 2021 – January 01, 2022

Underlying Policies and Limits:	
Cyber Liability Coverages	
Enterprise Security Event Liability	\$1,000,000
Media Liability	\$1,000,000
Payment Card Industry (PCI-DSS) Fines	\$1,000,000
Privacy Regulation	\$1,000,000
Policy Aggregate	\$1,000,000
Retention	\$5,000
Cyber First Party Coverages	
Crisis Management Expense	\$1,000,000
Fraud Response Expense	\$1,000,000
Public Relations Expense	\$1,000,000
Forensic and Legal Expense	\$1,000,000
Extortion Loss	\$1,000,000
Ransomware Loss	\$1,000,000
Social Engineering Fraud	\$250,000
Telecommunications Theft Loss	\$250,000
Business Interruption Coverages	
Business Interruption – Service Disruption	\$1,000,000
Business Interruption – System Disruption	\$1,000,000
Data Recovery Expense	\$1,000,000

Extended Reporting Period Options:

- 1 Year – 100%
- 2 Year – 150%
- 3 Year – 200%



PAYMENT PLANS & TERMS

Payment of Premiums:

If your policies are billed by CBIZ and not directly from the carrier, payment is due the later of the effective date or 30 days after the invoice date.

For certain policies, normal credit terms are not available and payment must be received **before** the insurance carrier will issue your policy. Your Service Team will inform you of such exceptions.



CLAIMS-MADE POLICIES

OCCURRENCE VERSUS CLAIMS MADE COVERAGE.

Insurance written on an occurrence form provides coverage for events or wrongful acts solely occurring during the policy period. The claim from the wrongful act can be brought in the future after the policy expires and still have coverage respond. For example, if you buy an auto policy that is valid for one year, then it will cover an accident that happens during that one-year period, even if a lawsuit isn't filed until after the policy has already expired. On the other hand, **coverage is triggered for a claims-made insurance policy only when a claim is first reported during the policy period**, even if the injury actually occurred prior to the inception date of the insurance policy. Conversely, if the injury occurs during the policy period and a claim isn't reported until after the policy has expired, then the policy will not provide coverage. Management liability and professional liability policies are typically on claims-made forms. The common exceptions are media liability and health care professional liability, which tend to be on occurrence forms.

WHAT IS A "RETROACTIVE DATE"?

Claims-made policies also often contain a retroactive date that specifies the earliest point in time for which the insurance will provide coverage. The coverage applies to actual or alleged wrongful acts from the retroactive date forward. Only injuries or wrongful acts occurring after the retroactive date will be covered by a claims-made policy.

WHAT IS A "CONTINUITY DATE"?

This is synonymously called the "prior and pending litigation date." Similar to a retroactive date, this feature sets a date in time for prior or active litigation but not wrongful acts. This clause will state that any litigation of any type that initiated prior to the continuity date will not be covered, even if the allegations were not part of a potentially covered claim. Many claims can evolve from one type to another. For example, a pollution event could harm the value of a corporation and evolve into a Directors & Officers Liability claim, or a Privacy Litigation claim could evolve into a Directors and Officers Liability claim. This date is typically set as the date the named insured first bought a type of insurance policy. When moving coverage from one insurer to another, it is critical to maintain your continuity date.

WHAT IS A "CLAIM"?

Often a claims-made policy will define the term "claim" quite broadly to include much more than just a lawsuit. Many policies define "claim" to include written demands for damages as well as proceedings such as arbitration, administrative (such as those brought by the SEC or EEOC), regulatory, mediation and civil proceedings. The language of each particular policy will govern what constitutes a claim. If you receive a demand or threat of any kind, however, and are unsure what to do, then contact your insurance agent or your insurance company promptly.

DOES THE INSURANCE HAVE A CLAIM REPORTING REQUIREMENT?

Claims-made policies require that claims must be reported to the insurance company before the insurer will respond to the claim. Obviously the insurer's participation in the claim process often cannot begin until the claim is reported. Claims should be reported promptly to preserve your rights under the policy. The insurer will often reserve their rights to cover any defense expenses incurred prior to their receipt of the claim. They will need to consent to any expenses if you wish to have those expenses insured. Different policies set different time periods for reporting claims. For example, claims normally must be reported as soon as practicable within the policy period. Other policies offer a limited grace period after the policy expiration for up to 30 or 60 days. In some instances this grace period is only provided if coverage is discontinued. If coverage is continuous – the policy was renewed with the same insurer or a new insurer – the claim will be made on the next policy assuming you have backdated both the retroactive date and the continuity date to match the preceding policy. You should consult the specific language of your policy to verify your reporting requirements. Your insurance broker should also be able to offer assistance.



CLAIMS-MADE POLICIES, CONTINUED

Failure to report a claim within the period set by the policy can seriously prejudice your rights under the policy, including an outright coverage denial by the insurer.

DO YOU HAVE THE RIGHT TO REPORT A CIRCUMSTANCE THAT IS NOT YET A “CLAIM”?

Many policies now provide you with the ability to report a circumstance that could give rise to a claim prior to receiving an actual claim. This provision enables you to report potential claims or circumstances under the policy for protection in the event such circumstances eventually evolve into claims.

We recommend reporting known circumstances anytime you are considering changing insurers so you are less likely to have complications with a new insurer. It is also recommended to send notice of potential circumstances prior to your policy expiration so you can preserve the limits of your next policy for new and unknown claims.

WHAT IS A DUTY TO DEFEND POLICY?

A duty to defend policy allows the insured to tender the defense of a claim to the insurance company. The insurance company will select counsel and control the defense of the claim. Typically a duty to defend policy form obligates the insurance company to provide a defense if coverage is applicable to any of the allegations in the claim.

A NON-DUTY TO DEFEND

A policy that allows the insured to select its own counsel and defense costs may be advanced or reimbursed by the insurance company. If there are matters that the insurer deems uninsurable under the terms of the policy, they will have the ability to allocate their reimbursement based upon covered and uncovered loss on an ongoing basis.

WHAT IS A HAMMER CLAUSE?

The “hammer clause” is also called the consent to settle clause. Many insurers have a provision that says that if the plaintiff offers to settle for a certain amount, the maximum the insurer will pay is that offered amount plus expenses paid up to the date of the settlement offer. It is their way to encourage the named insured to make a business decision to resolve the claim and move on to other business. The insured can continue to fight the claim for whatever reason, but not with the insurer’s money. Many carriers now offer “softened” consent to settlement provisions of 50/50, 75/25 or 80/20. Such softened clauses allow the carrier to contribute to settlements and/or defense costs at the specified percentage (i.e. 50/50 = 50% allocated to carrier, 50% at insured’s expense). Some carriers will consider deleting the provision in its entirety.

SUMMARY

For a claims-made policy to cover an otherwise covered claim (per the definitions and exclusions in your policy), the following conditions will apply:

- 1) The injury, damage or alleged wrongful act must occur after the retroactive date;
- 2) The claim for that injury, damage or wrongful act must be made against the insured during the policy period; and
- 3) The claim must be reported to the insurer within the time specified.

It is advisable to report all claims and potential claims during the policy period to reduce coverage limitations based upon missing the claims reporting deadline. The most common reason for denial of coverage is late or improper reporting.



COMPENSATION DISCLOSURE

The purpose of this disclosure is to explain to you how we are compensated for our work.

Compensation Disclosure – Commission Only Basis

For the placement and service of your insurance program, CBIZ will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries.

CBIZ Insurance Services has been and will continue to be committed to acting in our client's best interest by providing services and products that meet our clients' needs as communicated to CBIZ. From time to time, CBIZ may participate in agreements with one or more insurance companies or third party vendors, in connection with the insurance related transactions, to receive additional compensation or consideration. These compensation arrangements are provided to CBIZ as a result of the performance and expertise by which products and services are provided to the client and may result in enhancing CBIZ's ability to access certain markets and services on behalf of CBIZ clients. More information regarding these agreements and the consideration received pursuant to these agreements is available upon written request.



A.M. BEST COMPANY RATING INFORMATION

Each year the A.M. Best Company reviews the financial status of thousands of insurers, culminating the assignment of Best's ratings. These ratings reflect their current opinion of the relative financial strength and operating performance of an insurance company in comparison to the norms of the property/casualty insurance industry. Ratings are assigned after extensive analysis measuring the performance of each company in such vital areas as: Competency of Underwriting, Control of Expenses, Adequacy of Reserves, Soundness of Investments, and Capital Sufficiency.

Rating Guide:

A++, A+ (Superior)	A & A- (Excellent)	B++, B+ (Good)
B, B- (Fair)	C++, C+ (Marginal)	C, C- (Weak)
D (Poor)	E (Under Regulatory Supervision)	F (In Liquidation)

Financial Size Category: (In \$000 of Reported Policyholders' Surplus Conditional Reserve Funds)

I	Less than 1,000	VIII	100,000 to 250,000
II	1,000 to 2,000	IX	250,000 to 500,000
III	2,000 to 5,000	X	500,000 to 750,000
IV	5,000 to 10,000	XI	750,000 to 1,000,000
V	10,000 to 25,000	XII	1,000,000 to 1,250,000
VI	25,000 to 50,000	XIII	1,250,000 to 1,500,000
VII	50,000 to 100,000	XIV	1,500,000 to 2,000,000
		XV	2,000,000 or greater



TERRORISM NOTICE

On January 12, 2015, the President signed into law the Terrorism Risk Insurance Program Reauthorization Act of 2015.

This Act amends the Terrorism Risk Insurance Act of 2002 (TRIA) to extend the Terrorism Insurance Program through December 31, 2020, with modifications.

Modifications include:

- a. A change in the federal share of payments beginning on January 1, 2016, for acts of terrorism, to be reduced annually to 80% of insured losses.
- b. Specifies the aggregate industry insured losses resulting from certified acts of terror will, beginning calendar years 2015-2019, trigger the federal share of compensation under the Program as: (1) \$100 million for 2015; (2) \$120 million for 2016; (3) \$140 million for 2017; (4) \$160 million for 2018, (5) \$180 million for 2019; and (6) \$200 million for 2020 and thereafter.
- c. Revises requirements for mandatory recoupment from insurers and the formula used to determine the insurance marketplace aggregate retention amount.
- d. Redefines "an act of terrorism" as one that is certified as such by the Secretary of the Treasury in consultation with the Secretary of Homeland Security (previously, in concurrence with the Secretary of State).

We encourage you to visit GovTrack.us for a detailed summary of the reauthorization act.

<https://www.govtrack.us/congress/bills/114/hr26#summary/libraryofcongress>



IMPORTANT ISSUES – PLEASE READ

The property and liability limits that we illustrate in this proposal are options only. We can provide additional alternative limit options if you request. The selection of limits is solely your decision.

Our relationship with you is based on trust and we do our best to make no representation that would mislead anyone about any aspect of the products or services we offer. We value your trust. Therefore, we will continue to do all that we can to fully represent you in the insurance market place.

Loss Control

Loss control is a daily responsibility of your management. Our visits are not a substitute for your own loss control program. Recommendations are developed from conditions observed at the time of our visit. They do not include every possible loss potential, code violation, or exception to good practice.

Our inspections, reports and recommendations are provided to assist in your efforts to establish and maintain a safe workplace and do not warrant workplace safety or compliance with applicable laws, regulations or standards. Our observations and suggestions are not a substitute for legal advice. You are encouraged to seek appropriate legal counsel when implementing a program or process to maintain a comprehensive workplace safety program.

FEMA Flood Zone

If Flood coverage is included in this proposal it is based on information regarding the FEMA Flood zone determination for your property that is currently available to the proposed insurance carrier. Such determinations are subject to change at any time and CBIZ cannot be held responsible for any changes in the flood zone determination reflected herein subsequent to the date of this proposal.

Consider buying flood and earthquake coverage. Neither flood loss nor earthquake loss are covered under standard property policies. All of us have exposure to floods, sewer backup and earthquakes.

State Assessments and Surcharges

Your policy may be subject to state assessments and surcharges that may alter your base premium. Although we routinely try to gather this information in the quotation process, it is not always available.

Claim Reporting Requirements

Changing market conditions have had an adverse effect on many carriers' claim reporting terms and conditions. Many policy forms now include verbiage that severely restricts or negates coverage should a carrier not be immediately notified of a claim or potential claim. Refer to your policies for a more complete explanation of your carrier's reporting requirements.

Confidentiality

We will treat information you provide us in the course of our professional relationship as confidential and will use it only in performing services for you. We may share this information with third parties as may be required to provide services. We may also disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. Records you provide us will remain your property and will be returned to you upon request. You will treat any information we provide to you, including data, recommendations, proposals or reports as confidential, and you will not disclose it to any third parties. You may disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. We retain the sole rights to all of our proprietary computer programs, systems, methods and procedures and to all files developed by us.



IMPORTANT ISSUES, CONTINUED

Payment of Premiums

If your policies are billed by CBIZ and not directly from the insurance carrier, payment is due the later of the effective date or 30 days after the invoice date.

Premium Financing

You may choose to use a premium finance company in connection with the insurance coverages we place for you or the services we provide to you. Premium finance options are not always available. Where permitted by law, we may receive a fee for the administrative services we provide those companies. These services include processing the premium finance applications and marketing and sales support they do not have.

Vacancy Restrictions

Most property insurance policies restrict coverage on buildings that have been vacant beyond a specified period of time (usually 30 or 60 days). For example, a standard commercial property policy does not cover losses arising from vandalism, sprinkler leakage (unless the system has been protected from freezing), building glass breakage, theft, or attempted theft if the building where the loss occurs has been vacant for more than 60 consecutive days before the loss. Recovery for other insured losses is reduced by 15 percent under the same circumstances. It is also important to be aware of the policy's definition of "vacancy." Under a standard commercial property policy, if the insured is a building owner or general lessee, a building is considered vacant unless at least 31 percent of its total square footage is used by the building owner, a lessee, or a sub lessee to conduct their customary operations. If the insured is a tenant, the vacancy provision applies only to the space leased to the insured, and this space is considered vacant when it does not have enough contents for the insured to carry on normal business operations.

Exposure Changes

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, the binding or altering of coverage must be confirmed in writing by agency personnel.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to other state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Please notify us throughout the year of changes to your business that may affect your exposure to risk. Failure to do so may result in uncovered losses.



ORDER TO BIND

Please bind the coverage

 As set forth in the quotes recommended by CBIZ Insurance Services, Inc.

Or

 As follows:

(Insert complete instructions for binding including carrier, limits, options, etc)

City of Mission, KS

Signature:

Name:

Title:

Date:



City of Mission	Item Number:	9.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Police/Administration	From:	Dan Madden

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

RE: Kansas Homeland Security Region L Hazard Mitigation Plan.

RECOMMENDATION: Approve a Resolution adopting the updated Kansas Homeland Security Region L Hazard Mitigation Plan.

DETAILS: The Disaster Mitigation Act of 2000 requires all political entities in the United States to have an approved Hazard Mitigation Plan in order to be eligible to receive hazard mitigation funds following a disaster. FEMA defines mitigation as: “The effort to reduce loss of life and property by lessening the impact of disasters. Mitigation is taking action now—before the next disaster—to reduce human and financial consequences later (analyzing risk, reducing risk, insuring against risk).” Effective mitigation requires understanding local risks and vulnerabilities, which include human, geographical, and topographical information. Hazard mitigation planning is the process through which hazards that threaten communities are identified, impacts of those hazards are determined, mitigation goals and strategies are decided, and actions are prioritized and implemented.

The Hazard Mitigation Plan for Johnson County documents the County's hazard mitigation planning process and identifies relevant hazards, vulnerabilities, and strategies that Johnson County and participating jurisdictions can use to decrease vulnerability and increase resiliency and sustainability. Over the course of 2018 and 2019, Johnson County worked with local partners, Wyandotte County, Leavenworth County, and Kansas Division of Emergency Management to develop the Region L Hazard Mitigation Plan. The regional mitigation plan was approved by FEMA on October 3rd, 2019 and was formally adopted via Resolution No. 059-19 by the Johnson County Board of County Commissioners on November 7th, 2019.

The City of Mission has adopted previous versions of the Region L Hazard Mitigation Plan through Resolution 797 in May, 2010, as well as Resolution 924 in August, 2014. Resolutions 797 and 924 will be repealed if this Resolution is adopted. The full Plan (369 pages) can be found [here](#).

Staff received an e-mail this morning from Johnson County Emergency Management as a reminder that updated plans were still missing from several jurisdictions. We don't recall a formal request for an update in 2019, but rather than hold this to December, staff has prepared the appropriate Resolution as an additional item to be considered on the November 4, 2020 Finance & Administration Committee meeting. Staff recommends the City Council pass a Resolution adopting the Kansas Homeland Security Region L Hazard Mitigation Plan.

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

City of Mission	Item Number:	9.
ACTION ITEM SUMMARY	Date:	November 4, 2020
Police/Administration	From:	Dan Madden

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

CFAA CONSIDERATIONS/IMPACTS: Recognizing the risks and vulnerabilities of our community allows the City of Mission to plan for and mitigate hazards that could impact the viability and resiliency of our community.

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

**CITY OF MISSION
RESOLUTION _____**

**A RESOLUTION ADOPTING THE KANSAS HOMELAND SECURITY REGION L
HAZARD MITIGATION PLAN.**

Whereas, the City of Mission recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards; and

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, the City of Mission fully participated in the FEMA prescribed mitigation planning process to prepare this Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Region L Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, the City of Mission desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region L Hazard Mitigation Plan; and

Whereas, adoption by the governing body for the City of Mission demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan; and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan;

NOW, THEREFORE BE IT RESOLVED THAT:

- 1. The City of Mission adopts the Kansas Homeland Security Region L Hazard Mitigation Plan as an official plan;**

2. The City of Mission will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan's final approval.
3. Resolution Numbers 797 and 924 (prior adoptions of the Plan) are hereby repealed.

PASSED AND APPROVED by the City Council this 18th day of November 2020.

APPROVED by the Mayor this 18th day of November 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan, City Clerk