



CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, NOVEMBER 3, 2021 at 7:30 p.m.
(or immediately following 6:30 p.m. Community Development Committee)

POWELL COMMUNITY CENTER
6200 MARTWAY

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). 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. 2021 Audit - SAS Letter - Brian Scott/BT&CO, P.A. ([page 3](#))

BT&Co will conduct the audit for the fiscal year ending December 31, 2021. Emily Sheldon will meet with the Finance and Administration Committee to discuss the upcoming audit. In particular, she will outline the auditor's responsibilities with regard to the financial audit, planned scope and timing of the audit, and any significant issues prior to beginning the audit.

ACTION ITEMS

2. Acceptance of the October 6, 2021 Finance & Administration Committee Minutes - Audrey McClanahan ([page 9](#))

Draft minutes of the October 6, 2021 Finance and Administration Committee meeting are included for review and acceptance.

3. DTI Contract Renewal – Brian Scott ([page 19](#))

The City of Mission has had an interlocal agreement with Johnson County Department of Technology and Innovation since 2013 for the provision of computer network support. This agreement provides the City with access to the County's main network (including internet access), as well as network server back-ups, monitoring, security and general support. Staff is recommending approval of the intergovernmental agreement for 2022 at a cost of \$64,720.

4. Human Service Fund Allocation – Brian Scott ([page 24](#))

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 \$10,000 to this fund for 2022.

DISCUSSION ITEMS

5. Project Status Update – Laura Smith ([page 43](#))

During the November 3, 2021 Committee meeting, Staff will provide a third quarter project status update.

OTHER

6. Department Updates – Laura Smith

Debbie Kring, Chairperson
Kristin Inman, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913.676.8350

City of Mission	Item Number:	1.
INFORMATIONAL ITEM	Date:	November 3, 2021
ADMINISTRATION	From:	Brian Scott

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

RE: 2021 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 BT&Co P.A., Certified Public Accountants to conduct an audit of the City's financial statements for the fiscal year ending December 31, 2021.

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. When applicable, the auditor is also responsible for communicating particular matters required by law or regulation, by agreement

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 3, 2021
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with the entity, or by additional requirements applicable to the engagement.

Emily Sheldon 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.

It should be noted that federal statutes requires that recipients of federal funds totaling \$750,000 or more each year perform a single audit to ensure that the funds are used in accordance with federal laws and the granting agencies processes and procedures. The City received \$751,000 in funds from the American Rescue Plan Act (ARPA) of 2021, thereby triggering the requirement for a single audit for the year ending December 31, 2021.

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 28, 2021

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 the City of Mission, Kansas's (the City's) financial statements and compliance as of and for the year ending December 31, 2021.

Communication

Effective two-way communication between our firm and the City Council is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the City and its environment, identifying appropriate sources of audit evidence and 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 to 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 abuse, 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 known or likely fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements or abuse that are likely to have a material effect on the financial statements. We will also communicate illegal acts, instances of noncompliance, fraud or abuse 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.



Mayor and City Council
City of Mission, Kansas
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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 partner or professional employee of BT&Co., P.A. is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner 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 organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. 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 or to instances of noncompliance, including abuse.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit, evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the financial statements, forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial and compliance informational 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 uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.



Mayor and City Council
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Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified and assessed risk of material misstatement that, in our professional judgment, requires special audit consideration. As part of our risk assessment procedures, we identified management override of controls, fraudulent revenue recognition, and significant accounting estimates as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

Our Approach to Internal Control and Compliance Relevant to the Audit

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

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal control. Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act, and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance).

We will issue reports on compliance with laws, statutes, regulations, and the terms and conditions of federal awards. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards identified above.

Timing of the Audit

Preliminary audit work is scheduled for the week of December 6, 2021, and we have scheduled field work for the week of February 14, 2022. 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 continue to be of service to the City.



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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 this specified party.

Very truly yours,

BT&CO., P.A.

A handwritten signature in black ink that reads "Stacey Hammond". The signature is written in a cursive style.

Stacey A. Hammond
Director

SAH:tls

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	November 3, 2021
Administration	From:	Audrey McClanahan

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

RE: October 6, 2021 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the October 6, 2021 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the October 6, 2021 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 6, 2021

The Mission Finance & Administration Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, October 6, 2021. The following Committee members were present: Sollie Flora, Ken Davis, Arcie Rothrock, Trent Boultinghouse, Hillary Parker Thomas, Debbie Kring and Kristin Inman. Mayor Appletoft was also in attendance. Councilmember Schlossmacher was absent. Councilmember Kring called the meeting to order at 7:46 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney and Deputy Chief Kirk Lane.

Public Comments

Councilmember Kring reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

Public Presentations

There were no Public Presentations.

2021A Bond Sale Documents

Ms. Smith explained that, with Council authorization, staff has been taking the procedural steps necessary to move towards the 2021A Bond sale in order to finance the projects for the Facility Conservation Improvement Program (FCIP). The bonds will go to market on October 20, 2021 and results will be provided at the Council's legislative meeting on the same day. The current interest rates are low and there is the potential for a higher number of investors. During the meeting on October 20, in order to complete the sale, the following documents will need to be finalized: An ordinance authorizing and providing for the issuance of the General Obligation Bonds, Series 2021A; a resolution prescribing the form and details of an authorizing and directing the sale and delivery of the Series 2021A Bonds. Council will also review Ehlers, Inc.'s final report and accept the winning bid. Bond proceeds are expected to be available in November. Staff will finalize the Preliminary Official Statement (POS), which is the offering document that goes to potential investors. A rating call with Standard & Poor's was also held to obtain a rating on this issue.

Acceptance of the September 1, 2021
Finance and Administration Committee Minutes

Minutes of the September 1, 2021 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

Ordinance Imposing $\frac{3}{8}$ -Percent Citywide Retailers Sales Tax

Ms. Smith reported that in September 2021, a mail ballot election was conducted to impose a $\frac{3}{8}$ -percent citywide retailers sales tax in order to support increased investment in street maintenance. The following question was asked to residents:

“Shall the City of Mission, Kansas, be authorized to renew the citywide retailers’ sales tax currently imposed at one-fourth percent (0.250%) and impose such sales tax at an increased rate of three-eighths percent (0.375%), the collection of which shall commence on April 1, 2022 or as soon thereafter as permitted by law, and shall terminate ten years after its commencement, the proceeds of which shall be used to finance the costs of transportation improvements, including the construction and reconstruction of streets, bridges, sidewalks, curbs, gutters, trails, transit facilities, bicycle lanes, street lighting, traffic signalization, signage and landscape along rights-of-way and related improvements (the “Project”); all pursuant to the provisions of K.S.A. 12-187 et seq. and K.S.A. 25-431 et seq., as amended?”

The voter turnout was 23.97% and the election results were certified, by the Johnson County Election Office on September 28, 2021, with 77.15% agreeing to the additional sales tax. In order to complete the process, an ordinance must be passed to impose/levy the sales tax and provide notice to the State Director of Taxation that the sales tax will become effective on April 1, 2022 and expire on March 30, 2032.

Councilmember Flora asked and Ms. Smith confirmed that the results would be publicized in the November issue of the Mission magazine.

Councilmember Davis recommended the ordinance imposing the special $\frac{3}{8}$ -percent citywide retailers’ sales tax to finance transportation related improvements and providing notice to the State Director of Taxation requesting the sales tax commence on April 1, 2022 and expire on March 30, 2032 be forwarded to Council for approval. All on the Committee agreed, this will be on the regular agenda.

STO/UPOC Adoption

Deputy Chief Lane explained that the uniform public offense code (UPOC) and standard traffic ordinance (STO) is published annually by the League of Kansas Municipalities. They are updated each legislative session and are designed to provide a comprehensive public offense ordinance

and a comprehensive traffic code for all Kansas cities. The newest version became effective July 1, 2021 and includes the following changes:

Standard Traffic Ordinance (STO):

- The addition of section 10.1, Funeral Processions, which allows for funeral escorts to direct traffic, disregard traffic control devices, and requires notification of a funeral procession to be made to the Police Department. This new section also spells out expectations of drivers in funeral processions.
- Section 119, Parades and Processions. This section was amended to remove funeral processions due to the new section 10.1 which now addresses funeral processions separately. Similar to section 10.1, this requires that the Chief of Police be notified of any parade of persons or vehicles that is scheduled to occur. The Chief of Police, or a designee ten determines if a police escort is warranted.
- Section 31, Fleeing or Attempting to Elude a Police Officer was updated to reflect the language in SB 60 where the intent language was modified from “willfully” to “knowingly.”
- Section 40.2, Passing a Stationary Authorized Utility or Telecommunications Vehicle was added. This new section requires drivers to move over and/or slow down when passing a stationary utility or telecommunications vehicle similar to the language regarding passing a stationary emergency vehicle.
- Section 126.1, Display of License Plate was added, which regulates the location of license plates on a vehicle, as well as forbidding license plate covers which cover all or part of a license plate.
- Section 201.1, Failure to Comply with a Traffic Citation was amended to include a process for waiving fines and/or court costs in the event paying the fines would create a hardship.

Uniform Public Offense Code (UPOC):

- Section 3.2.1, Sexual Battery was amended to remove the spousal exception.
- Section 6.7.2, Trespassing on a Critical Infrastructure Facility was added and will have implications in Mission at the AT&T building, Entercom, the JCW Nelson Wastewater facility, other JCW pumping stations, WaterOne facilities in Waterworks Park, and cell tower locations. This raises the severity to a Class A Misdemeanor.
- Section 7.5, Distribution of Unattributed Applications for Advance Voting Ballots, was added to include requirements for disclosure of the group or organization responsible for distributing the information.
- Section 7.14, Electioneering was amended to include limitations for when a ballot can be handled by a candidate.
- Section 9.3, Violation of Executive Order was added which allows an enforcement mechanism for persons who knowingly violate an Executive Order that mandates a curfew or prohibits public entry into an area affected by a disaster.

There are two ordinances that have been prepared in order to adopt these changes from the 2021 STO and UPOC and fully incorporate them into Mission City Code. An additional ordinance to delete Chapter 215, Article III (Offenses Concerning Drugs from Mission’s Municipal codes) was also considered. The City Attorney has developed and reviewed all the ordinances.

Since the links to the STO and UPOC documents were only linked to the packet earlier in the day, Councilmember Thomas asked that this item be placed on the regular agenda so that she and others on the Council would have more opportunity to review the changes and to ask questions during the October 20, 2021 legislative meeting if necessary.

Councilmember Davis recommended the ordinances adopting the 2021 editions of the Standard Traffic Ordinance for Kansas Cities-48th edition (STO) and the Uniform Public Offense Code for Kansas Cities-37th edition (UPOC), as published by the League of Kansas Municipalities. In addition, approve an ordinance deleting Chapter 215, Article III, Offenses Concerning Drugs from the Code of the City of Mission be forwarded to Council for approval. All on the Committee agreed, this will be on the regular agenda.

Animal Trapping Regulations

Ms. Smith explained that earlier this summer Councilmember Flora passed along concerns from a resident regarding a racoon trapping incident earlier in the year. A private company placed a spring loaded trap which can cause significant injury to the animal. The wildlife company was not going to remove the racoon for several hours and ultimately, the Police Department's Community Service Officer removed the trapped racoon and humanely euthanized it to alleviate the concerns of the resident.

Mission's current code language does not prohibit the use of spring-loaded traps by wildlife control companies. The proposed code amendment would still allow for traditional cage-style traps to be used when combating wildlife nuisances, as well as mouse and rat traps, but would prohibit the use of spring-loaded traps. The amended language of the code would state the following:

- It shall be unlawful for any person to use, place, set out, or deploy any animal trap aboveground, which makes use of a spring gun, spring jaws, clamping device(s), cutting or stabbing mechanism, or any other device that will damage or severely injure any animal when caught or trapped by the device or trap.
- This Section does not apply to the use of cage-type live traps employed for the control of wild or non-domesticated animals.
- This Section does not apply to actions taken by a law enforcement officer, animal control officer, community service officer, or contractor hired by the City pursuant to the interests of public health and safety.

An ordinance must be approved to make the appropriate amendments to Section 210.170 of Mission's Municipal Code.

Councilmember Davis recommended the ordinance to amend Chapter 210, Section 210.170, Trapping Prohibited, of the Mission Municipal Code to prohibit the use of certain animal traps be forwarded to Council for approval. All on the Committee agreed, this will be on the regular agenda.

Employee Benefit Renewals for 2022

Ms. Randel reported that staff has been working with Lockton Benefit Company to establish a benefits program for 2022 that is both supportive of employees and fiscally responsible. For 2021 and 2022, the City did not have any plan increases but was presented with a 19.1% increase, for medical benefits, from Blue Cross Blue Shield. The City budgeted for a 5% increase. The increase is largely driven by large claimants, making it unlikely that taking the medical coverage to market would result in any significant savings. Staff is continuing to work with Lockton and request alternative plan designs which could generate plan savings.

Other highlights of the 2022 recommended employee benefit package include an increase of 9% from The Standard for Group Term Life/AD&D benefits by 9% which is reflective of the increased coverage included in the 2021 employee benefit package. Additionally the City is recommending to transition employee assistance program services from the current provider (New Directions Behavioral Health) to LifeWorks.

Further recommendations for 2022 include:

- Renew with Blue Cross / Blue Shield of Kansas City either with current plan options, Preferred Care Blue, Blue Select and Spira Care or plan alternatives to be determined at a premiums to increase at a rate not to exceed 19.1%.
- Continue with the current health insurance premium structure, 80% of the premium being paid by the City and 20% being paid by the employee.
- Fund a wellness program for City employees in the amount of \$10,000.
- Renew the dental insurance benefit plan with Delta Dental of Kansas with no increase in premium rates and expanded coverage / enhanced benefits.
- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.
- Maintain the vision insurance benefit plan with EyeMed from 2021 with 100% of the premium paid by the City. The plan is on a rate hold through January 1, 2025.
- Continue to provide a Section 125 Flexible Spending Account through BASIC.
- Maintain basic Group-Term Life/AD&D benefits through The Standard paid 100% by the City with a rate increase not to exceed 9%.
- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.
- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.
- Fund the KPERS and KP&F retirement plans in accordance with state mandated rates.
- Maintain the quarterly contribution of 2% of total earnings in the Principal Plan for non-KP&F employees, with no optional matching benefit.
- Terminate EAP services with New Directions Behavioral Health and contract with LifeWorks for EAP services with a start date of January 1, 2022.

Councilmember Rothrock commented that it would be beneficial to communicate with the insurance broker about different options and programs to implement for mental health. Ms. Randel replied that quotes can be solicited and they have discussed Spira Care options which incorporates behavioral health. Ms. Smith added that the employee assistance program provider, LifeWorks, will also provide a flexible number of sessions for employee mental health counseling.

Councilmember Thomas asked to explore a vaccine incentive as an element for a wellness program. Mayor Appletoft asked and Ms. Randel confirmed that the insurance broker is paid by a standard fee per month. Mayor Appletoft also suggested that in the future the City requests proposals from other brokers to remain competitive.

Council agreed to a work session on October 27, 2021 to further discuss this issue and a special legislative meeting on November 3, 2021, for approval to align with the renewal timeline.

LGR Legislative/Advocacy Services

Ms. Smith reported that since 2020, the City has contracted with Little Government Relations, LLC. for legislative affairs and advocacy services. They provide session updates, assistance with crafting testimony and overall education and information about relevant legislative issues and the legislative climate. Additionally, LGR has been available to participate in ongoing conferences, education and information sessions related to COVID-19 as well as pass through funding via the CARES Act and the American Rescue Plan (ARPA) Act. These services help support and inform staff and Council on a timely basis. Staff recommended renewing the agreement in an amount not to exceed \$10,000.

Dr. Little commented that they appreciate the Council considering the opportunity to work together again and reiterated that they are accessible to staff and Council when needed. Councilmember Flora asked and Dr. Little confirmed that the additional services for COVID-19 related issues, CARES and ARPA Act was included in the \$10,000.

Councilmember Davis supported the renewal, commenting that they have provided great service and staff appreciates their support. Councilmember Boultinghouse agreed and added that it is a valuable service.

Councilmember Davis recommended the 2022 agreement renewal for legislative services, with Little Government Relations, LLC., in an amount not to exceed \$10,000 be forwarded to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Janitorial Services Contract Award

Mr. Scott explained that the City issued a request for proposals to solicit bids for routine cleaning at City Hall, the Police Department and Public Works facility. This ensures that the facilities have a healthy environment for employees and presents a clean image to visitors. Currently, the City pays approximately \$21,000 for the contract that has been in place for five years.

The City received four bids, for the current RFP, with City Wide presenting their services for \$34,020.00. Their company is based in Lenexa and services several municipalities in Johnson County. Their references all provided positive feedback about their services and based on that research, staff recommended a one-year contract with the option to renew for two additional years.

Councilmember Flora asked about the large increase over the previous contract and what causes the discrepancy. Mr. Scott replied that the City has been paying the current contract for several years and these are essentially the market increases.

Councilmember Rothrock clarified that the Community Center is not included because they have a separate staff that handles maintenance and cleaning services.

Councilmember Boultinghouse recommended the one-year contract for janitorial services for City Hall, the Police Department and the Public Works facility to City Wide Facility Solutions in an amount not to exceed \$34,020 be forwarded to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Audit Services Contract Award

Mr. Scott reported that the City issued a request for qualifications this summer in order to receive responses to evaluate the City's financial records. Kansas statutes require an annual audit of financial statements. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City's annual audit is presented as a comprehensive annual financial report, which is submitted each year to the Government Finance Officers Association of the United States and Canada (GFOA) for consideration of a Certificate of Achievement for Excellence in Financial Reporting. The City has received this award for 27 consecutive years.

The CAFR is important in that it presents an accurate and reliable picture of the City's finances upon which third-parties can rely upon when considering financial matters involving the City such as the issuance of debt. One of the fundamental principles in conducting the annual audit is that it be conducted by an impartial, independent third-party. The City has used a competitive selection process for the auditors, and have typically recommended an annual contract with the option to renew for up to three additional years. In 2017 the City issued a request for qualifications and selected BT & Co. to conduct the annual audit. Mission continued to engage them for an additional three years and have been pleased with their services.

BT & Co. submitted their qualifications and scored highest on the composite score that evaluated all the firms' experiences and capabilities; quality and experience of assigned professionals; audit approach and estimated hours, understanding of the requested scope and quality of proposal, and fee. Therefore, staff recommends that the City enter into an agreement with BT & Co., P.A.

engaging them in auditing the City's financial statements for the fiscal year ending December 31, 2021 for an amount not to exceed \$29,000. In addition, the City would have the option to utilize them for three subsequent fiscal years.

Councilmember Davis recommended the selection of BT & Co., P.A. to perform the annual audit of the City's financial statements for the fiscal year ending December 31, 2021, in an amount not to exceed \$29,000 for 2021 with an option to renew for up to three (3) subsequent fiscal years be forwarded to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Discussion Items

Common Consumption Area Designation

Ms. Randel reported that Kansas Statute K.S.A. 41-2659 allows for the creation of a common consumption area to permit the possession and consumption of alcoholic liquor, specifically during a civic or special event and for use on sidewalk cafes and patios. Mission has included alcohol sales at various special events in recent years including the Mission Market and food truck nights. Current regulations require the Governing Body to approve each time alcohol is to be sold, served, dispensed, and consumed in public parks, public parking lots and other City property. Temporary Extension of Premise permits are required for licensed establishments to extend their on-premise area for sale and consumption. A common consumption area would facilitate easier permitting and greater flexibility for these events.

There are four scenarios of that would be impacted by creating a Common Consumption Area (CCA):

- Public events not adjacent to a licensed establishment (ie. Mission Market) A licensed establishment located within the CCA may designate one non-contiguous location as a satellite location to participate in public events with less administrative burden.
- Public events with street closure (ie. Citywide festival) Customers may bring properly labeled alcohol from a licensed establishment located within the CCA into the CCA as stipulated by ordinance.
- Public events adjacent to a licensed establishment (ie. Sidewalk cafes or patios) Licensed establishments located within the CCA may serve alcohol to be consumed in an area outside their establishment that is demarcated as long as minimum access can be maintained. Participation and demarcation determined in advance.
- Private events adjacent to a licensed establishment (ie. Sidewalk cafes or patios, parking lots, etc.) Same as Scenario 3 above, but not as part of a public event. Special Event Permit is required for each event and is approved administratively

If a licensed business that is located outside the common consumption area wishes to sell in another location, either within or without the common consumption area, they must obtain a temporary permit from the State. In order to designate a common consumption area, the City

must pass an ordinance or resolution creating the area and designating the boundaries. Any City-specific rules or guidelines applicable to the area must be included in the ordinance as well as conditions required by State statute. Following the approval of the ordinance, the City will apply for a Common Consumption Area Permit from the State of Kansas Alcohol Beverage Commission. There is a \$100 fee for the annual permit. Staff will then work with licensees interested in participating to help them apply for participation within the CCA.

Councilmember Kring asked how long this option has been available and added that she is glad this is being pursued. Ms. Randel explained that the City was only recently made aware of this process.

Councilmember Davis commented that he is very supportive of this option and asked if there was any liability to the City. Ms. Randel replied that the sellers would have the same responsibility as if they were selling in their own establishment.

Councilmember Davis asked and Ms. Randel confirmed that the Police Department has been included in discussions on this issue.

OTHER

Department Updates

There were no Department Updates.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:47 p.m.

Respectfully submitted,

Audrey M. McClanahan
City Clerk

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	November 3, 2021
ADMINISTRATION	From:	Brian Scott

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

RE: Johnson County IT Services Interlocal Agreement Renewal

RECOMMENDATION: Approve the Interlocal Agreement for IT Services with Johnson County through December 31, 2022 in an amount not to exceed \$64,720.25.

DETAILS: Since 2013, the City has maintained an agreement with Johnson County to provide information technology (IT) services and support for the various City departments. IT services include application and data management support; network monitoring, security, and support; help desk; and general IT project support.

The 2021 agreement was for \$59,562. The 2022 agreement is \$64,720.25, a 9% increase. The cost is broken out between the Police Department, which has some unique IT needs, and the rest of the City.

General City (includes City Hall, PW, Comm Ctr):	\$26,329.00
Police:	<u>\$38,391.20</u>
Total 2021:	\$64,720.25

This year Johnson County Department of Technology and Innovation (DTI) assisted the police department with implementation of their new video system and deployment of laptop computers for the new patrol cars. They are currently assisting with deployment of the Microsoft Office upgrade and new computer purchases for city departments.

The 2022 budget includes a total of \$100,000 for Computer Services. This budget typically covers both technical support and software/hardware upgrades that may be necessary, as well as other computer related services beyond what the County provides. The total estimated costs are within established budget parameters.

Staff recommends renewal of the agreement with Johnson County for IT Services through December 31, 2022 in an amount of \$64,720.25. Staff will continue to research and explore options for providing this service.

CFAA CONSIDERATIONS/IMPACTS: NA

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05 and 01-30-214-05 Computer Services
Available Budget:	\$100,000

RENEWAL OF INFORMATION TECHNOLOGY SERVICES
AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS AND THE CITY OF MISSION, KANSAS

THIS RENEWAL OF INFORMATION TECHNOLOGY SERVICES AGREEMENT (“Renewal”) is made and entered into this __ day of _____, 2021 by and between the City of Mission, Kansas (“City”) and the Board of County Commissioners of Johnson County, Kansas (“County”).

WITNESSETH:

WHEREAS, the City and the County entered in that certain Information Technology Services Agreement dated November 7, 2013, regarding the provision of information technology services, as amended by that certain Amendment to Information Technology Services Agreement dated March 15, 2014, and which was subsequently renewed (the original agreement, the amendment, and all previous renewals are collectively referred to as the “Agreement”); and

WHEREAS, the City and the County desire to renew and amend the Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and pursuant to and in accordance with the statutory authority vested in the City and the County, the parties hereto agree as follows:

1. Renewal. The City and the County hereby agree that the Agreement shall be, and hereby is, renewed and extended for an additional term from January 1, 2022 through December 31, 2022 (“Renewal Term”).

2. Services. During the Renewal Term, the County agrees to provide the services set forth in Exhibit A and the City agrees to share in the costs of those services by paying the amounts set forth in Exhibit A, which are the annual costs of the services. The prices stated in Exhibit A are based on a total of 60 supported employees (27-City and 33-Police) as stated therein. If the total number of supported employees increases above 70, or decreases below 50, the cost of this Agreement will be adjusted for the remainder of the contract period (pro-rated at the rate of \$1000 per employee per year plus the cost of licenses, as appropriate). These rates are valid for the Renewal Term and are valid only if the City obtains and maintains a highspeed data connection of at least 10mb between the City’s facility and any County facility on its highspeed network. The County reserves the right to raise these rates if the City fails to obtain and maintain high speed connectivity. The City agrees to pay the costs set forth in Exhibit A on a quarterly basis commencing upon execution of this Renewal. The City agrees to adhere to the County security policies, procedures, and processes, including to allow scanning of any devices attached to the Johnson County network. Services include software patching and updates that are usually free (ex: Microsoft/Adobe) and necessary to appropriately maintain devices. Services do not include version upgrades to the Microsoft Operating System, which are periodically necessary and may require additional support hours. Software Management, including the purchase and maintenance of software licenses and license installation keys, is the responsibility of the City. The City must notify the County of increased need for bandwidth. The County reserves the right to limit bandwidth as necessary to support priority business needs.

3. Additional Services. The parties agree that during the Renewal Term, if the City requests additional professional services that are not included in the services set forth in Exhibit A, then the County's hourly rates for such services shall be as follows:

Tier 1 Support per hour	\$55.00	Support Center
Tier 2 Support per hour	\$75.00	Systems, Phone, Network, Applications
Consulting per hour	\$90.00	Security, Project Management
DBA Support per hour	\$90.00	Data Administration

4. Agreement Effective. Except as expressly modified by this Renewal, the terms and provisions of the Agreement shall remain unchanged and in full force and effect.

5. The City shall protect, defend, indemnify, and hold harmless the County, its officers, employees and agents free from any and all claims, losses, penalties, damages, settlements, costs charges, professional fees, or other expenses or liabilities of every kind and character arising from or in any way related to the negligent or intentional act, error or omission of the City, its officers, employees or agents, in performing under, arising from, or related to this Agreement.

6. The County is not responsible for providing insurance or self-insurance for the benefit of the City. For this reason, it is recommended that the City shall, at all time during the term of this Agreement and for not less than three (3) years after the expiration or termination thereof, maintain Data Privacy & Security (Cyber) insurance, with limits not less than \$1,000,000 per claim and aggregate, underwritten by an insurance company authorized to write insurance in the state of Kansas. City shall furnish a Certificate of Insurance to the County at the time of execution of this Agreement and within five (5) days of the date of renewal of this insurance. Certificate Holder shall be, Board of County Commissioners, Johnson County, Kansas, c/o Risk Manager, 111 S. Cherry Street, Suite 2400, Olathe, KS 66061. If City does not carry the above referenced Cyber insurance, City shall be responsible for the cost of and hold County harmless for any resulting damages and costs arising from any data breach incident or claim that would otherwise be covered by Cyber insurance.

7. The County expressly disclaims any express or implied warranties, representations or endorsements regarding any data, information, services or products provided in connection with, included in, or regarding this Agreement. No advice or information given by County officers, employees, agents or contractors shall create a warranty.

8. All County employees providing services on behalf of the County under this Agreement shall remain employees of the County for all purposes and shall not be deemed employees of the City under any circumstances. Similarly, all employees of the City coordinating with or providing any assistance to the County in the performance of services under this Agreement shall remain employees of the City for all purposes and shall not be deemed employees of the County under any circumstances.

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be executed in two (2) counterparts by their duly authorized representatives and made effective the day and year first above written.

CITY OF MISSION, KANSAS

By _____
Laura Smith, City Administrator

Date _____

BOARD OF COUNTY COMMISSIONER
OF JOHNSON COUNTY, KANSAS

By _____
William P. Nixon, Jr., Chief Information Officer

Date _____

APPROVED AS TO FORM:

Ryan Haga, Assistant County Counselor

Date _____

[Remainder of page intentionally left blank]

EXHIBIT A – SERVICES

# Full Time Users # of Devices # of Servers	City of Mission of Services	Description	City 27 42 3	Police 33 45 3
Systems		Server support - Remote monitoring, Server Operating System support, server backups, server patching and print management. Active Directory support and maintenance. Support for Citrix/Niche/iLeads/NetMotion.	\$9,344.00	\$13,705.00
Application & Data Management		DTI will provide basic application and data management support for Laserfiche, Governmentor and Vehicle Manager applications. DTI will work with vendor support for problem resolution and periodic upgrades. DTI will regularly monitor database backups for these applications and identify problems as they occur. Additional services/support is available at the hourly rates specified above.	(included above)	(included above)
Network		Network monitoring - Includes all network systems, core appliances and switches. Network administration and support, review of event logs and implementation of manufacturer-recommended firmware updates for routers and switches. Identify and recommend network hardware replacements & implementation when planned/scheduled. UPS Backup/Fiber Access and Network Connectivity Support. Internet Connection including Staff and Guest WiFi.	\$5,506.00	\$7,342.00
Security		<p>Firewall and VPN Management - Monitor, maintain and support the clients firewall and current VPN system. Provide firewall security reviews upon request, limit 1 annually, to address best practices in controls.</p> <p>Network Security Monitoring and Intrusion-Prevention Services – Monitor internal and external network traffic to identify malicious activity and block and/or report on activity dynamically based upon County security best practices.</p> <p>Anti-Virus and Threat Management - Monitor, maintain and support the client's anti-virus to ensure AV signatures are current and active across all devices.</p> <p>Internet filtering per County best practices</p>	\$5,006.00	\$7,342.00
Support Center – Help Desk		Provides a single point of contact, by phone or email, to report and record incidents and to facilitate the restoration of county standard devices and normal IT operational services. The Support Center provides Tier 1 remote desktop support as requested M-F, 7:30-5:00, excluding holidays. Also provides on-call, after normal business hours support for emergency outages, which will be escalated to Tier 2 support.	\$4,283.00	\$6,281.00
		Limited support for Mobile Data Terminals (MDT's) toughbooks (10qty) limited support (DTI has limited knowledge)		\$2,000.00
Service Subtotals for City/Police			\$24,139.00	\$36,670.00
Virtual Server Hosting		Laserfiche virtual server hosting (\$500 annually)	\$500.00	\$0.00
Software***		Check Point Licenses 89 @ 30.00 ea and 14 @ \$5	\$1,355.00	\$1,385.00
		Lansweeper Licenses 89 @ 1.25 ea	\$55.00	\$56.25
Other		Domain Renewals @ \$15/ea (2 city/2 PD) mission-ks.org; missionks.org; missionpd.com; mission pd.org	\$30.00	\$30.00
Other		Contract Administration	\$250.00	\$250.00
Subtotal for City/Police			\$26,329.00	\$38,391.25
Total Managed Services			\$64,720.25	

* Standard Support: Monday-Friday 7:30am-5pm; Emergency on-call phone support available as-needed

** Include Disclosure Statement for: 1-MDT's are not a typical technology DTI supports and we have no specific working knowledge of this technology; 2 - how to prioritize requests when we receive competing/multiple requests

***The City is responsible for software management including the purchase and maintenance of software licenses & license installation keys for all software not identified above. DTI will not install or transfer unsupported or unlicensed software.

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 3, 2022
Administration	From:	Brian Scott

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

RE: 2022 UCS Human Service Fund Allocation

RECOMMENDATION: Confirm the 2022 UCS Human Service Fund allocation in the amount of \$10,000.

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 \$437,830. This is an increase of \$66,054 or 18%. The increase is driven entirely by the increased demand that social services organizations are experiencing due to the pandemic. The City of Mission's contribution for 2022 is \$10,000, or a 20% increase over 2021. This amount was included in the 2022 budget that was adopted earlier this summer.

The 2022 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: 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 quality of life and

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-09-208-08
Available Budget:	\$10,000

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 3, 2022
Administration	From:	Brian Scott

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

access to services.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-09-208-08
Available Budget:	\$10,000



United Community Services of Johnson County

Board Members

- Roxann Kerr Lindsey, President
- Kate Allen
- Marshaun Butler
- Joe Connor
- Tara Eberline
- Erik Erazo
- Rev. Adam Hamilton
- Robin Rollins Harrold
- Thomas Herzog
- Donna Lauffer
- Patty Markley
- Dr. L. Michael McCloud, PhD
- Hon. Donald Roberts
- Kevin Tubbesing
- Vanessa Vaughn West
- Dave White
- Rebecca Yocham

Council of Advisors

- Gary Anderson
- Mary Birch
- Dr. Andy Bowne
- Pat Colloton
- Dr. Stuart Day
- Hon. Peggy Dunn
- Hon. Ed Eilert
- Jeff Ellis
- SuEllen Fried
- Ellen Hanson
- Terrie Huntington
- Audrey Langworthy
- Penny Postoak Ferguson
- Jill Quigley
- Tom Robinett
- Clint Robinson
- Carol Sader
- Brad Stratton
- Charlie Sunderland
- Hon. Stephen Tatum
- David Warm

Executive Director

- Julie K. Brewer

2022 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Human service programs are vital to 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. Together, Johnson County Government and 14 cities have budgeted \$437,830 for the **Human Service Fund** (HSF) in 2022 – more than a 10% increase from 2021.

In 2022, HSF received a 50% increase in applications for funding. Due to your generous support, five new programs are recommended for funding, for a total of 19 programs receiving your support. Four of these new programs are welcomed through the new Small Grants Program, which provides grants of less than \$5,000 for new, growing, and grassroots organizations working to build their footprint and grant capacity. Thank you for making this possible!

The 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 competitive and 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 work support services, 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(s), 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 2020, programs receiving HSF grants provided over 168,000 units of service to more than 37,000 Johnson County residents. In 2020, “units of service” included medical and dental appointments, nights of safe housing, counseling and case management, emergency rental and utility assistance, food pantries, employment training and more. 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 childcare and transportation, 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 30, 2021.

2022 Human Service Fund Applicant History and Recommendations

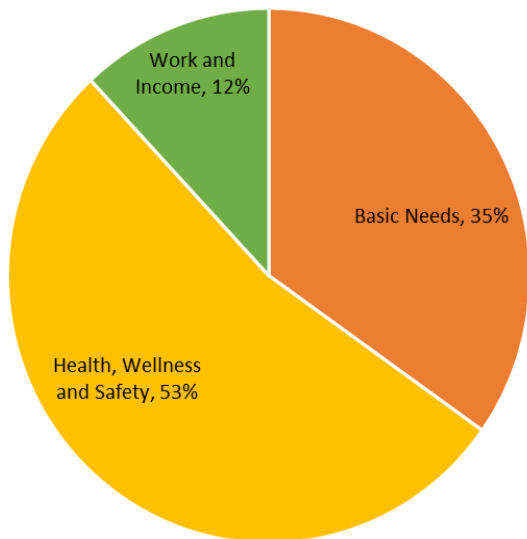
Regular HSF Grant Applicant	2020 Grant	2021 Grant	2022 Recommended	Program Description
CASA of Johnson & Wyandotte*	\$48,000	\$48,000	\$50,000	Child Advocacy: court-ordered intervention by trained volunteers for children determined by a judge to be a "Child in Need of Care" due to abuse or neglect, or as high concern for safety and placement.
Catholic Charities of NE Kansas*	\$70,000	\$70,000	\$68,500	Emergency assistance and supportive housing, including case management to meet basic needs of low-income families and help them work towards self-sufficiency.
Center of Grace	–	–	\$0	Free blood pressure monitors to take in-home blood pressure readings for low-income clients referred by health screening
El Centro*	\$22,800	\$22,800	\$25,000	Safety net services for low-income, under/uninsured households: economic empowerment (emergency assistance, financial literacy, assistance filing taxes), and access to healthcare (health navigation and health promotion).
FosterAdopt Connect	\$5,000	\$5,000	\$5,000	Behavioral Interventionist Program: One-on-one services in the home with fostered/adopted children to support behavioral and emotional management and retain housing placement.
Growing Futures EEC*	\$9,000	\$9,000	\$19,398	Scholarships for pre-kindergarten wraparound childcare fees for low-income families, supporting full-time education/employment of caregivers and kindergarten preparedness.
Harvesters	\$15,000	\$15,000	No request	BackSnack and Kids Café programs provide food for low-income school children for weekends and meals in afterschool locations and summer sites.
Health Partnership Clinic*	\$45,000	\$49,500	\$49,500	Health, dental, and behavioral healthcare, through a medical home model, for uninsured low-income Johnson County residents.
Hillcrest Ministries of MidAmerica*	\$10,000	No request	\$10,000	Transitional housing for youth, single adults, and families experiencing homelessness; case management, budget counseling, and supportive services.
Inclusion Connections	–	–	\$5,000	Life skill, education, and employability training at sliding scale fees for low-income young adults with developmental disabilities to support long term employment and quality of life.
Jo. Co. Interfaith Hospitality Network*	\$9,000	\$9,000	\$9,000	Case management, including shelter and meals for single women and families with children experiencing homelessness.
Kansas Children's Service League*	\$20,280	\$20,280	\$20,340	Healthy Families Program: Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.
KidsTLC*	\$18,500	\$17,500	\$17,500	Thriving Families: Crisis counseling, parent education, and assistance navigating health care and mental health care, housing, and community resources to support positive family outcomes.
Metro Lutheran Ministries	–	–	\$0	Short-term case management and emergent assistance for households at-risk of homelessness.
NCircle*	\$15,696	\$19,696	\$19,696	Training and Employment Services: skills training, certification, financial education, mentorship & job placement for clients in Department of Corrections custody and/or on supervision.
SAFEHOME	\$21,000	\$21,000	\$21,000	Case management services for clients of the domestic violence shelter, including emergency shelter, housing assistance, therapy, legal services, and advocacy.
Salvation Army Family Lodge (Olathe)*	\$20,000	\$23,000	\$25,000	Transitional housing for families in Johnson County experiencing homelessness, including related services and comprehensive case management.
Sunflower House*	\$42,500	\$42,500	\$46,898	Personal safety, education and prevention programs for children and youth. Prevention and education programs for childcare professionals and caregivers, including mandated reporters.
Subtotal	\$371,776	\$372,776	\$410,830	Funds allocated to human service programs serving Johnson County residents.

UCS	\$26,000	\$26,000	\$27,000	Fee for administration of the Human Service Fund.
Total	\$397,776	\$398,276	\$437,830	The 2021 federal poverty level for a family of three is \$21,960.

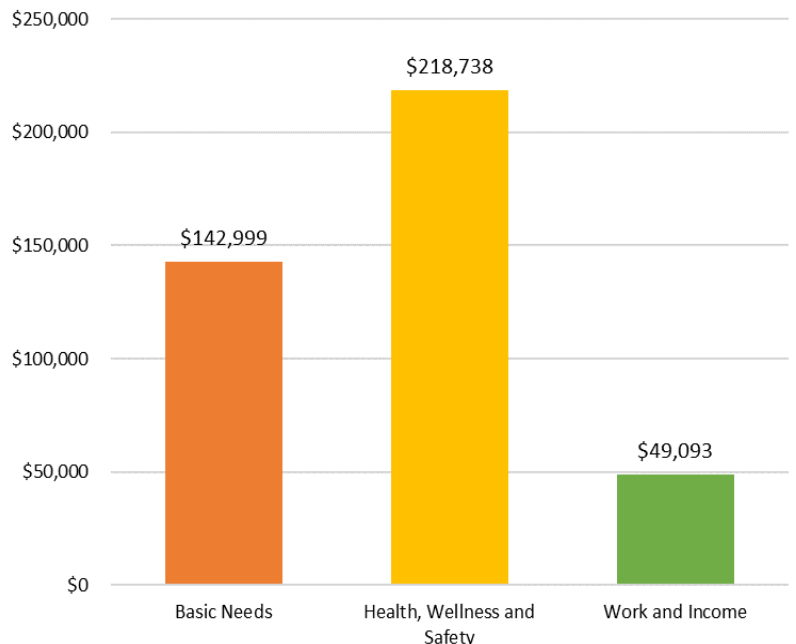
*Applicants are returning grantees with established programs for which the UCS Board recommends two years of funding. The two-year funding recommendation is contingent on: continued agency performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it wishes to continue substantially the same program at the same level of funding in calendar year 2023. If all these conditions are met, these grantees may elect to submit a letter of affirmation rather than completing a full HSF application for the 2023 funding cycle. In the alternative, these grantees may submit a full HSF application in 2023.

HSF Small Grants Program (New in 2022)	HSF Small Grant Applicant	2022 Recommendation	Program Description
	Community Center of Shawnee	\$4,500	Food pantry, clothing, and emergency financial assistance for shelter, fuel, utilities, healthcare, and transportation to support basic needs, healthcare access, and employment in Johnson County.
	Gateway to Hope	\$4,500	Sisters of Hope/Hermanas en la Esperanza provides mental and behavioral healthcare to low income, under/uninsured teen girls and women in Johnson County through free and reduced fee services. This program serves primarily low-income Latina and BIPOC teens and women in English and Spanish.
	HopeBuilders	\$4,999	Supports adequate housing and retention of affordable housing stock by providing accessibility modifications and home repair for older adults and individuals living with disabilities in Johnson County.
	Pathway to Hope	\$4,999	Reclamation Clubhouse empowers individuals diagnosed with serious mental illness to secure and maintain stable employment and self-sufficiency through job training, transportation, work tools and attire, and employment support in Johnson County.

Distribution of Human Service Funds by Program Type
Total Recommended Grants in 2022: \$410,830



Human Service Fund: Funding Recommendations by Program Type



2022 Human Service Fund Recommendations

HSF Small Grants Recommendations

After consultation with and agreement of contributing jurisdictions, 2022 represents the launch of HSF Small Grants. HSF Small Grants are for amounts less than \$5,000 for agencies that are new, growing, or grassroots and working to build their footprint and grant capacity in Johnson County. Like regular HSF applicants, these nonprofits must meet Human Service Fund guidelines (See Appendix B), including funding priorities, eligibility criteria, and reporting requirements. \$18,998 in total funding is recommended for applicants to the HSF Small Grants.

Community Center of Shawnee Funding is recommended to support transportation assistance and food pantry services to decrease food insecurity and increase self-sufficiency of Johnson County residents as part of the emergency assistance program, which includes food, clothing, holiday meals, school supplies, transportation assistance, and shelter. Community Center of Shawnee serves low-income clients. Transportation is a recognized barrier to employment and healthcare access in Johnson County.

\$4,500
Recommendation

2022 Results Projected: Reduction of food insecurity in Johnson County through the provision of food and increase in transportation supporting employment, employment retention, and access to healthcare by Johnson County residents.

Gateway to Hope Funding is recommended to subsidize the Sisters of Hope/Hermanas en la Esperanza program, which provides sliding scale and free quality mental health and behavioral healthcare to low income, under- and uninsured women in Johnson County, with an emphasis on Latina women and other women of color. Services are provided in English and Spanish. Access to mental and behavioral healthcare services are an acute need for low-income women in Johnson County.

\$4,500
Recommendation

2022 Results Projected: Increased access to mental health and behavioral healthcare for low-income and under- and uninsured women; reduction of depression and anxiety among clients; increase in work attendance and productivity among clients; and decrease in work absences among clients.

HopeBuilders Funding is recommended to support home safety, accessibility, and mobility through free home repair, modification, and accessibility projects which support older adults and individuals with disabilities in Johnson County. A recommendation of the 2021 Johnson County Community Housing Study, home modification and repair is an important component of maintaining existing Johnson County housing stock.

\$4,999
Recommendation

2022 Results Projected: Support families in maintaining a safe home environment, reduction in falls reported by clients, increased client mobility and self-sufficiency.

Pathway to Hope Funding is recommended to support the Reclamation Clubhouse, the local chapter of a national program, which provides a day program and free education and employment training as well as work tools, clothing, and transportation for adults with a diagnosis of serious mental illness to support stable employment and self-sufficiency.

\$4,999

Recommendation

2022 Results Projected: Clients will obtain employment skills resulting in employment; clients will report job satisfaction and will maintain employment.

HSF Regular Grants Recommendations

CASA of Johnson and Wyandotte Counties

\$50,000

Recommendation

A \$2,000 increase in funding, for a total of \$50,000, 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, including 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.

2022 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. CASA anticipates serving 494 Johnson County children during 2022.

Outcomes achieved during 2020: 351 Johnson County children were served. The presence of a stable adult is a key factor in building resilience from a history of trauma. 98% of children served by CASA had a stable adult presence through 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, 90% graduated.

CASA is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$50,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

Catholic Charities of Northeast Kansas

\$68,500
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.

2022 Results Projected: During 2022, the agency anticipates serving 14,012 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.

Outcomes achieved during 2020: 13,058 Johnson County residents were served and visits to Catholic Charities for food assistance totaled 51,091, a 20% increase in visits over 2019. Direct financial assistance enabled 940 individuals to maintain safe housing for at least 30 days. 1,044 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 with one-on-one budget coaching.

Catholic Charities of Northeast Kansas is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$68,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

El Centro, Inc.

\$25,000
Recommendation

A \$2,200 increase in funding, for a total of \$25,000, is recommended for El Centro's 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 health. Services include economic empowerment (emergency assistance, financial literacy classes, assistance filing taxes), access to healthcare (health navigation and promotion) and policy education.

2022 Results Projected: During 2022, El Centro expects to serve 2,700 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).

Outcomes achieved during 2020: 3,248 unduplicated Johnson County residents were served. Due to CARES Act funds, El Centro was able to pass through additional funds to support low-income clients. Clients' basic needs were met: 265 households received utility assistance and were able to maintain utilities for minimum of 30 days; 269 households received rental assistance. 534 individuals completed financial empowerment classes. 51 people were assisted with the process that enabled them to receive an Individual Tax Identification Number and thus file income taxes. 575 individuals were assisted with applying for the Supplemental Nutrition Assistance Program (SNAP) and received benefits; 208 enrolled in KanCare with assistance; 964 were assisted in filing income taxes. El Centro also offered a drive through food pantry, serving over 2,000 individuals in Olathe and implemented educational videos related to health eating, budgeting, voting, the census, and COVID-19 with total view exceeding 36,600 between July-December 2020.

El Centro is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$25,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirm that it wishes to continue this program at the same level of funding in 2023.

FosterAdopt Connect

\$5,000

Recommendation

Funding is recommended for a new program at FosterAdopt Connect: the Behavioral Intervention Program (BIP). FosterAdopt Connect has received a federal grant to expand this program and HSF funds will provide a portion of the match for the federal grant. BIP uses the Nuerosequential Model of Therapeutics to provide intensive one-on-one in-home services with fostered and adopted children to address behavioral and emotional management to stabilize housing placement, preventing families from experiencing the trauma of disrupted housing placements, and reducing the need for residential in-patient services. BIP is recognized as an effective intervention and the cost of in-home intervention through BIP is significantly less than in-patient treatment and/or disrupting housing placement for children in the program.

2022 Results Projected: In 2022, FosterAdopt anticipates serving 30 Johnson County families through over 3,500 hours of intervention to reduce the likelihood of placement disruption for foster and adopted children, reduce risk factors for entry to residential care, enhance household capacity to meet children's needs, and reduce costs to regional care systems.

Outcomes achieved during 2020: In 2020, FosterAdopt Connect delivered Family Advocacy Services to 250 children and adults through its Lenexa office. 87% of families developed and maintained an action plan within 30 days of initial contact and 85% of families demonstrated increased access to resources and knowledge through having indirect advocacy needs met within 3 business days.

Growing Futures Early Education Center

A \$10,398 increase in funding, for a total of \$19,398, is recommended for Growing Futures' Scholarship Assistance for Wrap Around Care (WAC) Program. WAC complements the Head Start program, providing full-day care and education from 7 a.m. to 5: 30 p.m. 2021 research by The Family Conservancy and Mid-America Regional Council indicates that affordable childcare is an acute need in Johnson County and the surrounding region, with

\$19,398
Recommendation

1,084 childcare slots permanently lost in Johnson County alone in 2020 due to COVID shutdowns, in order to support return to full-time employment by primary caregivers. Families served by Growing Futures are living at or below federal poverty guidelines. The majority of Growing Futures families speak English as a second language and half of families are single parent households. Through the HSF grant, childcare scholarships help low-income families experiencing financial hardships who are unable to pay their share of childcare fees and who are working or going to school for at least 30 hours per week. Scholarships allow for continuity of early childhood care and education while parents are working or attending school. Growing Futures also provides resources and support for the family to support self-sufficiency including connection to health, nutrition, social services, mental health services, parental education and parenting events.

2022 Results Projected: All supported families have income at or below the federal poverty level and require full day childcare to obtain employment and/or complete educational goals; all supported families have been adversely impacted financially during the COVID pandemic. Through the extended WAC program, Growing Futures will provide over 4,500 hours of care for enrolled children, serving an estimated 66 Johnson County residents. With Growing Futures, children will maintain daily attendance, supporting caregivers in maintaining employment and/or education. Families will engage in family counseling and support with Growing Futures, resulting in families achieving at least one large family goal, based upon family determined strengths and needs. Despite the financial hardship of families, children will remain enrolled in the program to ensure they obtain a high quality HeadStart education, which children will demonstrate by achieving kindergarten-readiness as demonstrated by the Child Observation Record scores and Bracken School Readiness Assessment.

Outcomes achieved during 2020: 66 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. 87% of families took steps toward completion of a large family goal and 87% of children achieved kindergarten readiness.

Growing Futures is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$19,398/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**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. Funding helps to support a Nurse Practitioner providing care to uninsured patients at the Olathe Clinic. HPC's patients are primarily low-income and the majority are uninsured or publicly-insured. HPC is Johnson County's largest safety-net clinic and only Federally Qualified Health Center; it 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.

2022 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, and patients continue to utilize HPC as their health home. During 2022, HPC anticipates serving 9,347 Johnson County residents through 25,125 patient office visits or encounters.

Outcomes achieved during 2020: 6,258 Johnson County residents were served through 15,485 patient office visits and/or clinical encounters. Approximately 94% of patients surveyed indicated they were either satisfied or very satisfied with overall care they received as a patient. 49% of hypertensive patients maintained blood pressure below 140/90; 64.7% of diabetic patients achieved HgA1c (blood glucose) level of 9.0 or below.

Health Partnership Clinic is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$49,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**Hillcrest
Ministries of
MidAmerica**

\$10,000
Recommendation

Funding is recommended for Hillcrest’s Transitional Housing – Homeless Youth and Families Program. Transitional housing for homeless youth, up to age 24, families with children, and single adults will be provided in seven apartments located in Overland Park. Hillcrest uses either the U.S. Housing and Urban Development or McKinney-Vento definition of homeless and clients are at or below federal poverty guidelines. The program provides housing and food, case management, budget counseling and connection to community services to address immediate and ongoing needs, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring.

2022 Results Projected: 30 homeless children, youth, and adults will be provided transitional housing and achieve at least one goal from their assessment plan. Homeless youth will work toward achieving an education goal and adults will maintain or improve employment.

Outcomes achieved during 2020: 30 residents of Johnson County were served through transitional housing and completed individual service assessments. Each client completed at least one achievement goal identified in their individual service assessment. Of those, 3 youth worked toward achieving education goals and 12 adults improved and maintained employment.

Hillcrest Ministries of MidAmerica is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$10,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

Inclusion Connections A new applicant, funding is recommended for the EmployAbility/PawsAbilities employment program, which provides job training, transportation, job counseling, and wrap around services for low-income young adults with developmental disabilities (IDDs). The

\$5,000 Recommendation EmployAbility/PawsAbilities program is one of several services provided by Inclusion Connections. Inclusion Connections provides both day programs and evening programs for its clients including educational programs, life skills, and entertainment and physical activity-based programs. All programs are low-cost and sliding scale fee for low-income clients.

With supportive job training, ongoing transportation assistance, barrier reduction, and client choice to direct employment opportunities, the EmployAbility/ PawsAbilities program supports long-term employment, quality of life, and independence among young adults with IDDs and allows caregivers to maintain employment, supporting positive family outcomes. Employment among young adults with IDDs nationally is 15%.

2022 Projected Outcomes: 75% of EmployAbility program participants will obtain employment; 90% of employed clients will maintain employment; and clients will report an increase in quality of life.

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 over 3,000 volunteers through partnerships with 40 faith congregations.

\$9,000 Recommendation

2022 Results Projected: During 2022, 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.

Outcomes achieved during 2020: During 2020, 57 Johnson County residents were served. Of those completing the program, 65.5% reported increasing their income by 25% or more while in the program, and 52.5% moved into homes of their own within three months of entering the network. Johnson County residents received 1,656 cumulative days of shelter and strength-based case management.

JCIHN is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$9,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

Kansas Children’s Service League (KCSL)
 \$20,340
 Recommendation

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 \$540 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.

2022 Results Projected: During 2022, 250 Johnson County individuals are expected to be served. Anticipated outcomes include: families will not have any substantiated child abuse or neglect while in the program; children will be covered by health insurance and current on immunizations; and, children will have had a developmental screen in the last six months (or are already receiving services for developmental delays).

Outcomes achieved during 2020: 259 Johnson County residents were served. 99% of the families served remained free from substantiated abuse and neglect while in the program and 85% of children were up to date on immunizations. 99% of children enrolled for at least six months had health insurance and 90% had a developmental screening.

KCSL is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$20,340/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

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 face 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.

2022 Results Projected: KidsTLC estimates serving 325 Johnson County residents through this program. Program results include clients will experience increased access to services, barriers to services are reduced, and clients express increased awareness of resources.

Outcomes achieved during 2020: Through crisis intervention, housing support, and health

navigation, the Thriving Families program served 185 Johnson County residents as well as 139 (not unduplicated) individuals through the Que Onda Familias educational platform. 45% of clients reported an increase in knowledge of their needs and resources available; 45% reported an increase in self-sufficiency as measured by the Arizona Self-Sufficiency Survey, and families were referred to KidsTLC services, including outpatient, respite care, intensive outpatient, Strengthening Families, Parents as Teachers, CARES parent education, and more.

KidsTLC is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$17,500/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

**NCircle DBA
Cultivate, Inc.,**

\$19,696
Recommendation

In 2021, NCircle, a subcontractor of Goodwill of MoKan, replaced Goodwill as the applicant for this Training and Employment Program. Funding is recommended for NCircle's Digital Literacy and College of Trades programs which 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 Community College to provide college credit courses and community college support for clients. 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). Program participants demonstrate increased rate of employment, increased income, decreased recidivism, and decreased new charges.

2022 Results Projected: NCircle plans to serve 80 Johnson County residents through this 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.

Outcomes Achieved in 2020: Goodwill and NCircle served 88 individuals through 5,430 hours of instruction and case management. Clients of the program earned 71 certificates through the College of Trades program and none of program participants reoffended or committed a new crime since their successful completion of the program.

NCircle is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$19,696/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

Safehome

\$21,000
Recommendation

Safehome provides shelter and other assistance to survivors of domestic violence. For 2022, funding is recommended for case management to support Safehome clients living in its emergency shelter. Safehome clients are provided case management as well as therapy, legal services, hospital advocacy, and a hotline. This is a new program for HSF funding; previously, HSF supported an economic empowerment program focused on financial

literacy, workshops, and employment assistance. Employment assistance and financial literacy will continue to be supported through case management services for shelter clients.

2022 Results Projected: Safehome will provide emergency shelter to 77 Johnson County residents. 65% of residents will transition from Safehome after 90 days to permanent housing and remain housed for at least six months; residents will increase financial independence and stability through employment and budgeting; residents will increase their knowledge about domestic violence, create a safety plan, and improve mental health through therapy.

Outcomes achieved during 2020: 66 Johnson County residents participated in the economic empowerment program with 67% of clients in shelter for at least 4 weeks completing job interviews and 100% of clients in shelter for more than 12 weeks obtaining a job.

**Salvation Army
Family Lodge -
Olathe**

\$25,000

Recommendation

An increase in funding of \$2,000, for a total of \$25,000, is recommended to assist low and very-low income homeless families in Johnson County with food and shelter at the Salvation Army Family Lodge in Olathe. In most cases, the Lodge provides up to 90 days of shelter (with a maximum stay of 180 days in some circumstances). 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.

2022 Results Projected: In addition to providing safe shelter, outcomes will include families increasing their skills or income, applying for mainstream services (SNAP, TANF, Medicaid, etc.), moving into transitional or permanent housing, and children beginning or continuing to receive daycare services as a work support for guardians. The Family Lodge anticipates serving 150 Johnson County residents.

Outcomes achieved during 2020: The Family Lodge provided 24,378 units of service which it defines as “one bed night and/or one meal provided” to 134 Johnson County residents. 96% of families exiting the program moved into transitional or permanent housing. 100% of eligible families applied for and received mainstream services (medical assistance, childcare subsidy, WIC, and SNAP). 91% of participants who successfully completed the program increased their skills or income.

Salvation Army is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$25,000/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

Sunflower House

\$46,898

Recommendation

An increase of \$4,398 is recommended, for a total of \$46,898, in funding to support the Personal Safety Education Program, a child abuse prevention education program. Sunflower House provides child-based education and mandated reporter training free of charge, and this increase helps offset loss of program fees; without grant support, these

programs are not sustainable. 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.

2022 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 15,000 Johnson County residents during 2022.

Outcomes achieved during 2020: 14,465 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 96% said they would monitor the electronic communications of children more closely.

Sunflower House is a returning grantee with an established program. Funding is recommended for both 2022 and 2023 at \$46,898/year, contingent on continued grantee performance and timely semi-annual reporting; jurisdiction funding commitment and review; and agency affirmation that it will continue this program at the same level of funding in 2023.

APPENDIX A

2022 HUMAN SERVICE FUND PARTICIPATING JURISDICTIONS

JURISDICTION	CONTRIBUTION
Johnson County	\$151,500
De Soto	\$2,880
Edgerton	\$2,500
Gardner	\$6,600
Leawood	\$18,000
Lenexa	\$22,350
Merriam	\$10,000
Mission	\$10,000
Olathe	\$70,000
Overland Park	\$94,000
Prairie Village	\$10,000
Roeland Park	\$6,000
Shawnee	\$30,000
Spring Hill	\$2,000
Westwood	\$2,000
Total from County Government & Cities	\$437,830
UCS Administration	\$27,000
Total Available to Allocate	\$410,830

2022 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

UCS Board Members

- Robin Harrold, *Committee Chair*, AdventHealth
- Marshaun Butler, Children's Mercy Kansas City
- Tara S. Eberline, Foulston Siefkin, LLP
- Mickey McCloud, Johnson County Community College
- Vanessa Vaughn-West, Lathrop GPM LLP

UCS Council of Advisors

- Hon. Steve Tatum (ret'd), 10th Judicial District Court

Community Members

- Janet Barrow, WaterOne

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

APPENDIX B

2022 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 2022

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, education/training, 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, adequate housing, child/adult abuse, child welfare, health, work support services such as transportation, 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.
- build the capacity of neighborhoods and local jurisdictions to support equity in the social determinants of health.

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, if requesting \$5,000 or greater in HSF funds, 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:	5.
DISCUSSION ITEM SUMMARY	Date:	November 3, 2021
Administration	From:	Laura Smith

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

RE: 3Q 2021 Project Status Update

DETAILS: In February 2021 Staff initiated a quarterly status update on the various projects, issues, programs and services underway in the organization in an effort to keep the Council and the public informed of progress. During the November committee meeting, Staff will present the update on the status through the 3Q for various projects and programs planned or budgeted for 2021 as well as new projects or issues that have been identified and require significant staff and/or Council resources to address. The status update will also include social media analytics, as well as data and statistics from the Police and Parks + Recreation Department.

CFAA IMPACTS/CONSIDERATIONS: The review of the City's projects, priorities and services highlights the variety of programs provided to our community intended to serve residents and visitors of all ages and abilities as they live, work and play in our community.

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



3Q 2021 Project and Service
Delivery Summary
+
Statistics

November 2021

MEMORANDUM

Date: November 3, 2021
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: Project and Service Delivery Status Update

In February, staff provided a year end update on projects, programs, and priorities from 2020. In addition, we committed to providing the Governing Body with quarterly updates on the status of projects and the work of the organization. The last update was provided in August 2021, and this update reflects current project status through the third quarter of the year. The report contains information on projects completed since the August update, those still in progress, and those in various stages of planning or discussion. In addition, we continue to maintain a list of “other” projects not originally anticipated or budgeted which require staff and/or Council resources.

Completed Projects

The Locale The new 5-story development at Johnson Drive and Lamar Avenue was completed in 2020. Developed by EPC, the project includes 200 units, structured parking with 50 spaces on the ground level dedicated to public parking, and first floor retail space. Residents began moving in Spring 2020, and the development is currently 73% leased.

May 2021 Update: A Parking Agreement which outlines roles, responsibilities and expectations within the parking structure was approved at the April 21, 2021, City Council meeting. The remaining \$50,000 due to the City under the terms of the Development Agreement will be paid when the project reaches an 85% lease/occupancy rate.

August 2021 Update: The project exceeded the 85% lease/occupancy rate and the final \$50,000 due under the terms of the Development Agreement have been paid to the City. The Locale mixed use project has been sold to a group of investors, including Terry O’Leary, one of the original developers. The new owners have assumed the developer’s obligations under the Development Agreement with the City, and the City has been paid all fees and costs to date required under the Development Agreement.

November 2021 Update: No new updates.

Rock Creek Channel Improvements The \$5.4 million Rock Creek Channel project is approximately 90% complete. Phase 2 activities are to be completed by April 2021 and include

surface restoration, such as paving the MD Management parking lot and site restoration (seeding, sodding, trees, fencing, etc.). The restoration of the Roeland Court Townhome parking and drive areas was completed prior to the onset of winter ensuring residents could safely access their garages and their residences. Once the project is completed, final costs will be certified, and special assessments will begin for the Roeland Court properties.

May 2021 Update: Construction is complete, and a final walkthrough was performed by staff and the contractor on April 23, 2021. Minor items identified in the walkthrough will be completed by the contractor prior to April 30, 2021. Final costs will then be prepared and certified for the Roeland Court Townhomes. The project has resulted in removal and/or reduction of the floodplain within property located along the north side of Rock Creek. GBA is preparing a proposal to be considered by Council for preparation of a Letter of Map Revision (LOMR) to officially revise the floodplain maps.

August 2021 Update: All work is complete on this project and the project is closed out. GBA is currently working on the LOMR which will officially revise the floodplain maps. Property owners of the Roeland Court Townhomes received notices of the prepayment period and staff has responded to several questions. Final costs will be certified to the County in connection with the 2022 Budget in September.

November 2021 Update: GBA has applied for the Letter of Map Revision (LOMR) and is working on responding to a first round of comments from FEMA. The LOMR is required to officially remove property from the regulated flood plain. Final costs were certified to the County for the Roeland Court Townhome special assessments along with the 2022 Budget.

Technology/Upgrades Replacement of laptop and desktop computers was completed in December. Implementation of Microsoft Office 365 began in December of 2020 with initial set-up of licenses, creation of corporate policies, and migration of data. Transition citywide to Office 365, including training for all users, occurred in March 2021.

Development of Crime Map for Website In an effort to increase transparency and community awareness, the Police Department worked with Johnson County AIMS to develop an interactive crime map for the City's updated website. This feature is now live and allows users to view police activity in specific neighborhoods and throughout the City. In addition to benefiting the community, Police Department staff will also use this information to increase officers' awareness of crime trends in a visual format. The crime map will also be a great resource for city staff to direct potential residents to who are inquiring about crime in a particular neighborhood or multi-family housing complex.

2020 Audit and Comprehensive Annual Financial Report The audit of the City's financial records for the fiscal year ending December 31, 2020, was completed in February. Staff worked with the external auditors in March and April to produce the Comprehensive Annual Financial Report (CAFR) summarizing the City's financial position as of December 31, 2020. The City

received an unqualified or “clean” audit report for 2020, and the final report will be presented to the City Council in May.

Directed Patrol The Directed Patrol Unit did not move forward in 2020 for several reasons. The first obstacle that hindered progress was the COVID-19 pandemic. The short- and long-term financial impacts to the City were unknown and a decision was made not to hire personnel that would allow the Police Department to staff this unit. Another contributing factor to a delay in implementation were the racial equity/justice issues that came to the forefront in 2020. It was decided to pause progress on a Directed Patrol Unit so other alternatives which might have a greater community impact could be explored. That work will continue in the 2022 budget process.

Hodges Planters The project design that had been developed in cooperation with a neighborhood working group in the fall of 2019 had to be revisited in 2020 when bid prices were triple the costs originally anticipated. The working group reconvened for several meetings and modified the design to allow for most of the work to be completed in-house by Public Works staff. The final design was approved by the City Council in October 2020, and construction began shortly thereafter but was slightly delayed when a gas line was detected within the asphalt pavement. Following relocation of the gas line, demolition and installation of curb and gutter and the gate was completed. Site restoration activities (sod and pavement patching) will be completed in Spring 2021 once temperatures are warmer.

May 2021 Update: Sod and pavement patching have been completed. Performance of the intersections will be monitored to determine the advisability of converting the remaining barricaded intersections.

DOL Facilities Audit On March 3, 2021, a safety consultant with the Department of Labor Division of Industrial Safety and Health toured the City facilities for an on-site safety inspection to determine if unsafe or unhealthy working conditions may be present. The report presented 10 possible safety hazards. Most of the items were able to be resolved within a few days of the report and all the items were able to be corrected in the standard reporting time of 60 days.

Ongoing Projects

Comprehensive Plan An update of the Comprehensive Plan was initiated in March 2020 with a Comprehensive Plan 101 joint session of the City Council and Planning Commission, but the project was almost immediately put on hold due to COVID-19. It was re-initiated in September 2020 with the first of three meetings with a community Steering Committee created to help guide the process. A web based visual preference survey was conducted in October and November to gather community thoughts in several areas including type of housing, placemaking, streetscapes, and general thoughts about Mission as a community. Interviews were held in November with individual community stakeholders to gain better insight into the community, its challenges and opportunities. Confluence is currently reviewing and compiling this information and it will be shared back with the Steering Committee at their meeting on

February 18th. We will also begin working with the Steering Committee on evaluation of land use classification and zoning and transportation. A draft of the updated document is anticipated to be completed by this coming July or August.

May 2021 Update: The Steering Committee has been meeting on a regular basis to review the results of the webpage survey that was completed last fall, begin crafting a mission statement for the plan, and review goals and objectives from the current plan to determine if those are still applicable or need to be updated or removed. The committee has also reviewed the transportation analysis that was completed and is now working through the land use analysis. The next meeting of the Steering Committee will be June 24, 2021.

August 2021 Update: The Tomorrow Together Steering Committee has continued to meet on a regular basis through the summer. The Committee has spent most of their time reviewing current land uses throughout the community and developing thoughts around future land uses and how these might be different or similar to existing conditions. Time has also been spent understanding the Form Based Code, and how this might be improved upon. The Committee has developed a vision statement and recommendations which have been revisited in subsequent meetings and further refined. The Committee will review the Direction Finder Survey in an upcoming meeting. A joint meeting of the Planning Commission and City Council will be scheduled for the fall to review the Comprehensive Land Use Plan and get additional input. In addition, a community open house will be held this fall to provide an opportunity for the public to review and provide input.

November 2021 Update: The Tomorrow Together Steering Committee has been working the past few months toward completing the update of the City's comprehensive land use plan. A proposed future land use map has been developed as well as a future strategic opportunities map. The committee has been reviewing goals and recommendations and reading through draft chapters of the plan to ensure context and recommendations are accurate and make sense. There will be a joint work session of the City Council and Planning Commission on Wednesday, November 10 to review an initial draft of the plan, review the work to date and discuss proposed recommendations. An open house is scheduled for Tuesday, November 16 from 4-7 to receive comments and input from the public on the proposed update.

DirectionFinder Survey The City is planning to conduct the ETC Institute's DirectionFinder Survey in 2021. This survey is not only important for tracking and benchmarking citizen satisfaction with the City's programs and services but will also aid in the Comprehensive Plan update and our annual budgeting process. Previous surveys were conducted in 2007, 2011 and 2015. Questions for the 2021 survey were approved by the City Council at the April 2021 Council meeting and ETC is currently reviewing and formatting the survey for distribution. A guaranteed response of 400 surveys is part of the contract, and survey results should be available mid-June.

August 2021 Update: The DirectionFinder Survey instrument was finalized and distributed in June. Responses were accepted through the second week of July. There were 560 surveys returned, exceeding the 400 guaranteed as a part of the ETC Contract. The Final Report is now available and will be presented at the August 4, 2021, Finance & Administration Committee meeting.

November 2021 Update: Results of the 2021 DirectionFinder Survey were generally favorable and will be used to inform and support a number of discussions and recommendations both at the Department level (staff) and at the higher policy level (Council). Most significant since the August update, was confirmation that the survey results indicating residents were willing to support an Increased investment in street maintenance were valid, with the street sales tax being renewed in September 2021 with 77.15% voter approval.

Building Permitting and Code Enforcement Software Demonstrations with potential vendors occurred in November 2020 so staff could better understand software functionality. The next step is to draft and release a Request for Proposals (RFP), which is scheduled for February with a submission deadline of April 1. Review of proposals, demonstrations, and selection will occur in April with a recommendation to City Council in May.

May 2021 Update: RFPs will be distributed in May/June. Proposals due back in July. Review and selection in August. Development of the RFP has been delayed due to other projects that are competing for limited staff time and resources.

August 2021 Update: An RFP has been developed and distributed. Proposals are due back in early September with review, software demonstrations, reference checks, and selection occurring in September / October. A recommendation will be made to the City Council in November.

November 2021 Update: Nine proposals were received for the permitting software RFP. With a larger than anticipated response, more time was required to review and score the proposals and to schedule interviews. Four firms were selected for demonstrations of their software. Demonstrations began the week of October 25 and should be concluded by the first week of November when a preferred firm will be selected for contract negotiations. Staff is targeting December for a recommendation to be brought to the City Council.

Municipal Court Software This project was initiated in late spring of 2020. In the initial evaluation of existing IT resources, it was determined that it would be best to obtain an individual server for the court software. The server was ordered, delivered, and is currently waiting for installation. Once completed, software will be loaded on to the server, initial set-up will be done, existing data will be migrated over to the new server, and final software and training. Project completion is expected Summer 2021.

May 2021 Update: The server was installed in March and is currently being tested to ensure compliance with the software. Initial software set-up with the vendor will occur in May and then the project will proceed to the training and set-up over the summer.

August 2021 Update: A re-evaluation of this project resulting from security concerns expressed by DTI has led staff to opt for moving to a cloud based (or hosted) solution for this software as opposed to the on-premises solution that had been planned. The cloud solution will eliminate security concerns about on-going access to the network and will provide a better pathway, long-term, for maintenance and upgrades. The server will be re-purposed for the police department and will eliminate a supplemental budget request for 2022.

November 2021 Update: A contract for Software as a Service (SaaS) has been negotiated with Tyler Technologies, the vendor, and implementation will begin after the first of the year.

Facility Conservation Improvement Program (FCIP) Staff evaluated the list of pre-qualified energy service companies provided by the State of Kansas in summer of 2020. Three companies were selected for facility site visits and interviews. A review panel heard the interviews and recommended CTS Group. The City Council authorized staff to enter into the program with CTS Group in November. As of the end of January 2021, CTS Group has completed the bulk of their investigations with full equipment, weatherization, and lighting audits at each facility. Following a review with staff of the leading recommendations for improvements, CTS Group is currently seeking bids for the different aspects of the work. Later this spring, Staff and City Council will then have a chance to review prioritized projects with real costs to decide how best to proceed.

May 2021 Update: The proposed improvements have been evaluated and are available for consideration at the May Community Development Committee meeting. A final list of recommendations will be presented at the June Community Development Committee.

August 2021 Update: The Council approved the proposed list of improvements at the June City Council meeting. CTS Group mobilized subcontractors to order equipment to establish lead times and a project schedule. CTS Group led a kick-off meeting with staff on July 20 and will be working to finalize project phasing and communications in August and September. Staff is working with Ehlers, Inc. on debt financing for the project which will come back for Council action in September.

November 2021 Update: CTS Group (now Veregy) installed improvements with immediate energy savings by installing door and window weatherization in City Hall, Public Works and the PCC in late September. Destratification fan installation began in the PCC gymnasiums during the last two weeks of October. The destratification fans, which are installed on the ceiling pointed downwards, improve air circulation which helps more air get filtered through the HVAC system improving air quality for patrons. These fans will also reduce energy costs, especially in the winter months, when heat rises in the gyms. The fans will push the heated air back down and create a better indoor temperature balance with less utility cost. Orders for lights and

boiler/chiller upgrades are being finalized now with supply chain delays affecting order delivery. As of right now, the critical path completion has not been adjusted.

The City issued General Obligation Bonds, Series 2021A on October 20 to finance the FCIP improvements. The bonds were designated as “green bonds” in the offering process based on the environmental benefits to be derived through the project. Based on the competitive offering and positive response, the City was able to reduce the par amount of the bonds by \$195,000 at the time of acceptance.

Branding and Communications A contract with Crux was executed in February 2020. In the 12 months since, the Crux staff worked with City staff to complete community research including market comparisons, individual interviews, focus groups and surveys that informed the branding work. The brand was selected in the summer, with design and implementation of the brand taking place throughout the fall. Development of new and revised content for a new City website is underway, with the launch date expected in early spring 2021. A renewal of the Crux contract will be considered by the City Council in February. If approved, the focus of the second year of work will shift from design and updating collateral and outreach pieces to a more sophisticated marketing strategy with the goals of increasing memberships at the Powell Community Center, participation in City events and programs, and expansion of online engagement both through the new website and social media channels.

May 2021 Update: Highlights from the first quarter of communication activities include:

- *Launch of the City of Mission website on April 1.*
- *Development of a comprehensive rental brochure of the Powell Community Center and program flyers highlighting specific Parks + Recreation rental packages and other offerings.*
- *Implementation of wayfinding signage and park monument signage as well as improved indoor signage at the Powell Community Center.*
- *Transition to new Parks + Recreation Facebook page with the broader Mission Parks + Recreation title @MissionKSParksRec. The previous title that was unable to be changed was labeled as the Sylvester Powell, Jr. Community Center and excluded activities and program highlights within Mission’s outdoor parks.*

In addition, work to develop in-house communication capabilities and review of data and analytics is on-going.

August 2021 Update: Highlights from the second quarter of communication activities include:

- *Published Powell Community Center rental brochure and rental packages*
- *Developing a campaign for renewal of the street sales tax*
- *Developing greater collaboration in developing social media content within our department teams*
- *Comms. staff attended department and division level meetings to review communication strategies*

- *Held one-on-one meetings with councilmembers about future communication goals*

November 2021 Update: The largest emphasis/body of work since the August update was surrounding the “Paving the Way” campaign for the renewal of the street sales tax and various projects within Parks + Recreation. The “Paving the Way” campaign included a direct mail piece, a pre-recorded video as well as a Facebook live update, and many social media posts focused on voting reminders and showcasing resident testimonials.

Crux and staff also worked together to produce the following design deliverables:

- *PCC email journey template*
- *PCC ad for Mission Magazine*
- *Activity Guide cover*
- *Mission Family Picnic Flyer*
- *Mission Holiday Family Adoption flyer*
- *Paving the Way Video, Flyer, Social Testimonials*
- *Social graphics such as the Sign Regulations template*
- *Find Your Perfect Park map of parks for Activity Guide*

Staff and Crux have been collaborating to promote specific Parks + Recreation programs, trying different methods of promotion and monitoring results. In particular, Parks + Recreation is creating a more robust membership recruitment and retention strategy. The changes include following facility tours with an email journey that shares the benefits of membership and prompts patrons to become members. Those scheduling a rental or daily users of the facility will also be included on the email journey. The email journey process creates a standard message for staff to share in person regarding the membership value, history, amenities, programs and coaches staff to track each potential member in order to place them in an appropriate queue to journey through email follow ups. A facility tour card has been developed which will provide a first touch point for those visiting the facility and will provide contact information to make the subsequent email journey possible.

Staff are responsible for email content creation in partnership with Crux who are creating the automation “journey” along with marketing and graphic content. Staff have been conducting member interviews to gather membership testimonials to accompany the emails and to be used in other communications and promotions.

Increased Tree Maintenance Budget Staff reached out to local arborists to bid on tree pruning and selective removal of diseased, damaged, dead, unproductive or structurally questionable branches, as well as whole trees if necessary. Specific tree maintenance plans are being developed for various locations throughout the City including parks and public right-of-way.

May 2021 Update: Staff has trimmed and pruned trees at Andersen, Mohawk, Streamway, Broadmoor and Beverly Parks to a reasonable standard of safety and tree health. Staff organized two separate park walk-through visits that were postponed due to weather. Staff have

received bids on tree pruning above the 8-foot canopy for \$9,000 per park. The two parks that require that level of investment are Broadmoor and Streamway Parks.

August 2021 Update: Staff has received another bid for Broadmoor and Streamway Parks that is \$500/mo for five years (\$30,000). This bid front loads \$16,000 of tree pruning and removal in year one and allows for consistent pruning monthly and the ability to quickly resolve a down-limb issue. That will be coming forward for Council review and approval in September. In connection with Mission's 70th Anniversary, staff took the opportunity to engage the community in a challenge to help plant 70 trees throughout the year. Mission residents and Parks + Rec have planted 27 trees or 39% of the goal thus far.

November 2021 Update: Work began on fertilizing and pruning trees included in the bid awarded to Arbor Masters in September. Mission residents, Parks + Recreation orders along with Mission Market site tree additions helped Mission not only reach the goal of 70 trees planted during Mission's 70th Anniversary but surpass it. At last count, Mission had 85 trees planted or scheduled for planting by the first week of November.

Park Conceptual Master Planning Council authorized a task order with Confluence for the conceptual design of improvements for Mohawk Park. The process included work with a steering committee and a public input session. COVID-19 restrictions have slowed the work, but Mohawk Park conceptual redesign is complete. Staff applied for a Land and Water Conservation Grant from the State of Kansas in the amount of \$394,550 and a final decision is pending. Once a decision is made on the grant, the public process will be reinitiated, staff anticipates that will occur in late February. Consistent with the plan originally presented, staff brought back a recommendation for similar conceptual planning processes in Broadmoor, Andersen, Streamway and Waterworks parks. Broadmoor Park conceptual redesign is in final stages with a public meeting for citizen feedback awaiting scheduling. The conceptual redesign process has slowed until Council and Staff can discuss policy with respect to phased implementation in all parks versus building out amenities one park at a time.

May 2021 Update: The Land and Water Conservation Grant decision for Mohawk Park was delayed due to COVID-19 and remote working. The grant committee reinitiated review of applications in April and staff anticipates a final decision by mid-May. Conceptual plans have been completed for Broadmoor Park and are ready to be presented in a neighborhood/public meeting in June. Staff has created a timeline of park conceptual master planning that finalizes the Mohawk Park and Broadmoor Park design and planning and initiates the remaining Waterworks, Andersen and Streamway Park committees and conceptual designs meetings and feedback.

August 2021 Update: The Land and Water Conservation Grant committee has yet to make a final determination on the projects that will receive funding. This is delaying the final Mohawk Park budget discussion. A public meeting was held for Broadmoor Park's conceptual design review. There was passionate debate on the inclusion of a dog park at Broadmoor Park; feedback cards and emails are being compiled to be shared with the Council. Waterworks Park

conceptual plans have been reviewed by the stakeholder committee and were revised and discussed during the second stakeholder committee meeting the last week of July. Stakeholder invitations will be sent for Andersen Park Conceptual Redesign committee members in September.

November 2021 Update: The Land and Water Conservation Grant committee awarded Mission the full grant request of \$394,560.00. Staff met with Confluence to finalize the conceptual layouts of Broadmoor, Streamway and Waterworks parks based off stakeholder, resident and staff feedback and create an order of magnitude costs for each. Staff prepared a recommended timeline for next steps to advance the park planning conversations forward in preparation for renewal of the Parks + Recreation Sales Tax in 2022. Preparations for Mohawk Park final design began in October and a contract for final design services was presented on the November CDC Committee agenda.

Street Asset Inventory/Street Maintenance Program The street asset inventory and development of a street maintenance program (including selection of street treatments, level of stormwater improvements, estimated costs, project prioritization, etc.) is substantially completed. Information was presented and discussed with City Council during three work sessions in the Fall of 2020. The final steps include determining the level of proposed financing for the residential and arterial (CARS) programs and preparing materials and timing for a sales tax ballot campaign.

May 2021 Update: Staff and Council discussed proposed financing and the timing for a sales tax ballot campaign at the CDC meeting in February 2021 and elected to proceed with a mail ballot election in September 2021. There will be further discussion on the sales tax renewal in May, with ordinance language being drafted and approved in June. The 2021 Street Preservation Projects were finalized and bid in April 2021. Contract award is scheduled for May with an estimated 120-day construction timeline.

August 2021 Update: Work on the sales tax ballot campaign is underway. FAQs and the sales tax web page have been prepared and Crux is preparing a video to inform voters of sales tax details. Construction of the 2021 Street Preservation Projects has been tentatively rescheduled to mid-August due to the manufacturer's delay in constructing stormwater pipe and inlets. Council and residents on impacted streets will be informed once the schedule is finalized. Design is underway on the 2022 projects and preliminary plans will be submitted in September 2021.

November 2021 Update: Construction of the 2021 Street Preservation Projects is complete, except for sod and site restoration and punch list items. Staff is currently working on reviewing design for the 2022 projects and coordinating with utilities for utility relocations. Once temporary construction easement documents are completed, Staff will begin meeting with property owners.

Stormwater Asset Inventory The stormwater asset inventory (pipes and structures) and report was completed and presented to the City Council at the January 2020 Community Development

Committee (CDC) meeting. An urban channel assessment was also completed and presented to City Council during this meeting. Eleven urban channels were identified that are owned and maintained by the City. These channels were broken down into 31 segments based on material types. Of the 31 segments, nine projects were recommended for repairs within the next 10 years at a total estimated cost of \$4.1 million in 2020 dollars. Staff plans to evaluate total stormwater needs (pipes and urban channels) and available financing and will present this information to Council at a future CDC meeting.

May 2021 Update: Johnson County SMAC is currently in the process of completing their Watershed Master Plans, which will identify potential projects, scoring, and funding eligibility. The Master Plans will include flood control and water quality projects within the City of Mission. Once this information is provided, a further discussion on stormwater will be scheduled for a future Council committee meeting.

August 2021 Update: Johnson County SMAC continues to work on the Watershed Master Plans which will identify potential flood control and water quality projects within the City of Mission. A discussion on stormwater will be scheduled for a future Council committee meeting once the Plans are completed.

November 2021 Update: Staff is still waiting for SMAC to complete the Watershed Master Plans and will schedule a stormwater discussion at a future Council committee meeting. Staff is evaluating proposed costs for inspecting the remainder of the stormwater assets that were previously inspected in 2009.

Mission Bowl The preliminary development plan (PDP) for the Mission Bowl Apartments redevelopment project was approved in December of 2020. Since then, the developer has secured ownership of the property and has been working on a final development plan (FDP) to be presented to the Planning Commission for their consideration. The FDP has been delayed slightly as the developer works with Johnson County Wastewater (JCW) to ensure that proper access to the lift-station located behind the development site can be maintained. The FDP is expected to be presented to the Planning Commission in June 2021.

August 2021 Update: An extension of the development schedule outlined in the development agreement was approved by the City Council in May 2021 to acknowledge the time delay associated with working out details for JCW access behind apartment building. The Final Development Plan for the project was approved by the Planning Commission in June 2021. Demolition of the existing bowling alley will begin in September.

November 2021 Update: Demolition of the former Mission Bowl has been completed, and debris is being sorted and hauled away for recycling. This part of the LEED certification process for the new building. The developer and the general contractor are working to finalize costs with various subcontractors. Material shortages and increasing price demands for material that is available has left subcontractors in a position of guaranteeing prices for only a very short time, which in turn has created difficulties in finalizing costs overall for the project. The development

team is working through these issues as diligently as they can. Building plans have been submitted and the first review was completed internally in early October. Comments and revisions are being shared between the City and the developer to eventually move toward issuance of a building permit.

COVID-19 Housing Relief Fund During the 2021 budget adoption process, the Council authorized \$15,000 in funds to provide rent/mortgage relief to Mission residents impacted by COVID-19. Staff continues to work with United Community Services of Johnson County (UCS) to identify an appropriate agency to administer this program.

May 2021 Update: In March 2021, Council authorized an agreement with Catholic Charities for administration of the program and distribution of the funding. Program eligibility requirements were established, and the program will officially launch to the public the first week of May. In addition, information on the program will be provided to property managers at various multi-family housing complexes to disseminate the information as widely as possible. Staff will provide periodic updates on the status of the program and will work with Catholic Charities to determine additional needs or concerns.

August 2021 Update: Staff continues to promote the availability of this program with little response. In June, we had our first resident approved for \$400 in rent assistance. Staff will continue to advertise and promote, and with the expiration of the statewide eviction moratorium on July 31 there may be more interest generated for the program.

November 2021 Update: Information on the rent/mortgage assistance program continues to be promoted via the various social media outlets as well as the Mission Magazine. Through October 2021, Catholic Charities has provided assistance as illustrated in the table below:

Mission Rent/Mortgage Assistance Program (through 10/31/21):

Number in Household	Single/Multi-Family Property	Rent/Own	Amount Provided
3	Multi-family	Rent	\$880.00
1	Multi-family	Rent	\$764.37
1	Multi-family	Rent	\$812.37
2	Multi-family	Rent	\$940.00
5	Single-family	Rent	\$1,650.00
		Total:	\$5,046.74

Projects Not Yet Started but Planned

Greenhouse Gas Inventory Update Funds allocated in the 2020 budget (\$15,000) for an update to the 2008 Greenhouse Inventory completed by Black & Veatch were not spent in 2020. This remains a priority of the Sustainability Commission, and staff anticipates issuing a Request for Proposals in Summer 2021.

Financial Management Software Due to COVID-19 and redevelopment activity, staff work on this project was again delayed. A draft RFP will be released Summer 2021.

August 2021 Update: A request for supplemental funding to help support staff in developing an RFP, bidding, and implementing this project was included as a part of the 2022 Budget discussions. Pending final approval of the project a specific timeline and implementation plan will be revisited.

November 2021 Update: Staff will begin working on an RFP in winter or 2022. Staff will also need to begin working updating the chart of accounts, active vendor list, financial policies, and other matters to align with an implementation sometime in late summer of 2022.

Other Projects/Issues

Classification/Compensation Updates At a March 2021 work session, staff introduced several proposed reclassifications for various positions throughout the City. The recommendations continue to be refined and developed along with potential considerations for overall updates for employee market adjustments based on a survey completed by the Austin Peters Group. A second update will be provided at the May Finance & Administration Committee meeting.

August 2021 Update: A supplemental request to implement the recommendations from the classification and compensation review was included as a part of the 2022 Budget discussions. The request would be to revise the 2021 Budget to include these expenses, and if approved in the final budget implementation would be in September through November of 2021.

November 2021 Update: In September, the City Council approved a recommendation to implement recommendations from a review of the classification and compensation system in the amount of approximately \$220,000 carried between fiscal years 2021 and 2022. Initially, due to potential budgetary considerations, a phased implementation strategy was being considered. However, based on turnover, the potential for additional staff attrition, as well as an improved budget position, staff re-evaluated the recommendation, seeking to accomplish the full market adjustment effective October 1, 2021. Changes in personnel since January 2021 and the new rank structure in the Police Department allowed for the full market compression adjustment to occur in 2021. The recommendation to transition employees into the new structures and adjust salaries for market compression impacted forty-eight (48) of the current sixty-seven (67) full-time employees (72%). The average employee increase to accomplish the proposed market adjustments is 14.35%. The recommendations were implemented for the payroll paid on October 1. The City has realized positive benefits immediately both in terms of employee morale and in hiring and recruitment efforts.

Johnson Drive Reconfiguration For several years, Council has discussed concerns for traffic and pedestrian safety along Johnson Drive between Lamar Avenue and Nall Avenue. These conversations have occurred since the street was improved in 2014, and several alternatives

have been studied, discussed, and implemented since that time, including installation of a traffic signal at the Johnson Drive and Woodson intersection in 2017. One of the last remaining alternatives available is restriping this portion of Johnson Drive from a four-lane section to a three-lane section. Because the Johnson Drive corridor is so vital to the community and a major part of Mission's identity and character, it is important that many factors be considered and weighed (including potential unintended consequences) prior to making any changes.

With the need to determine any potential design changes and estimated costs for submission to the Johnson County CARS program for the 2022 UBAS resurfacing project, staff suggested a community engagement process to assess public satisfaction with the functionality of the street and to position Council for final decision-making related to changes in design or function. A business/property owner survey was developed and distributed in early February through both email and direct mail. The responses from approximately 209 users and 16 businesses were presented at the March 3 CDC meeting along with the results from four focus groups. In addition, staff also engaged in conversations with our on-call traffic engineers and representatives from BikeWalkKC to review the feedback and areas of concern and to discuss potential design alternatives or solutions. At the April CDC meeting several case studies were presented on the impacts of road diets and/or street reconfiguration projects in other communities. The Council approved the reconfiguration of this section of Johnson Drive in connection with the 2022 CARS Project.

August 2021 Update: A design agreement with Olsson was approved by City Council in June 2021. Preliminary plans are scheduled to be submitted to the City in October 2021 for review with final plans estimated to be completed in December 2021. The project will be bid in early 2022 with construction estimated to begin in June 2022.

November 2021 Update: Olsson is currently working on submittal of preliminary plans and Staff is working with Roeland Park on the proposed sidewalks on the west side of Roe. The schedule includes bidding the project in early 2022 with construction estimated to begin in June 2022.

Street Sales Tax Renewal The current ¼ percent sales tax dedicated to street maintenance will expire in March 2022. The Council has been reviewing and discussing options for renewal of the sales tax prior to its expiration date to support the revised and updated street preservation program. Final ballot language, including the amount of the sales tax is still being considered and will be discussed on May 19 and May 26 City Council work sessions. A mail ballot election for September has been secured with the Johnson County Election Commission.

August 2021 Update: In June, the Council approved a special mail ballot election for September 21, 2021, for renewal of the dedicated street sales tax. Based on the current street needs that have been identified through the asset inventory and resident priorities supported through the DirectionFinder Survey results, the decision was made to ask for renewal of the sales tax at an increased rate of 3/8 percent. Informational/educational materials have been developed with a dedicated webpage launching the last week of July. An informational video will be released the

first week of August, a town hall meeting is scheduled for August 17, and a special newsletter will be mailed in late August to all Mission households.

November 2021 Update: Prior to the September 21 election deadline, staff worked to develop and distribute informational materials for the street sales tax renewal. The “Paving the Way” campaign included a direct mail piece, a pre-recorded video as well as a Facebook live update, and many social media posts focused on voting reminders and showcasing resident testimonials. The street sales tax was renewed at the increased rate of 3/8-percent by 77.15% of voters participating in the mail ballot election. Voter turnout was 23.97%. Results of the election were certified in late September, and the Council passed an ordinance in October to formally levy the sales tax and communicate such to the Kansas Department of Revenue/Taxation. The sales tax will take effect on April 1, 2022 and expire on March 30, 2032.

Revisions to Smoking Ordinances For the last several months, the Council has been discussing potential revisions to the City’s existing smoking ordinances to potentially allow for an exemption which would allow smoking in a tobacco shop. Specifically, the request was generated by an inquiry about how to accommodate a cigar lounge. Staff is continuing to research restrictions and options and the issue will be on the June F&A Committee meeting as a discussion item.

August 2021 Update: Due to budget conversations and other time sensitive projects such as the street sales tax and FCIP projects the discussion of revisions to the smoking ordinances is tentatively on hold until the 4Q 2021.

November 2021 Update: No new updates.

COVID-19 The organization has dedicated a significant amount of time to staying educated on the changing landscape and recommendations related to the COVID-19 pandemic and adjusting our operations appropriately. We continue with weekly Incident Management Team briefings and periodic updates to employees and the public as new information becomes available. Employee and patron safety remain paramount in the decisions that are made, and enhanced employee communication, and public messaging and information sharing have helped us to maintain focus over the last 12+ months. In addition to planning, implementing, and revising our own operational responses, the Incident Management Team, along with the Leadership Team determined how to use approximately \$302,000 in CARES Act funds allocated to the City through Johnson County. The funds were used for projects that would mitigate the spread of COVID-19. The following purchases/projects were completed:

- Purchased laptops to allow for added work from home capabilities and web meeting attendance.
- Purchase of two Clorox 360 disinfecting mist sprayers (there is now one in each City facility)
- Purchase of a rider/scrubber for the PCC to allow for more frequent and thorough cleaning/disinfecting of floors.

- Upgrades to the Audio/Visual system in the Council Chamber.
- Upgrades to the Audio/Visual system at the PCC to allow for the most likely scenario to return to in-person Council meetings. These upgrades included a new wireless microphone system, web conferencing cameras, and a mobile presentation cart.
- Cubicles were purchased for the City Clerk, Police supervisor's office, patrol report writing area, Parks and Recreation programming office, and the Public Works Administrative Assistant to allow for separation and/or barriers in workspaces.
- Installation of touchless faucets and flushing mechanisms at all City facilities.
- Installation of air purification systems were integrated into existing HVAC systems at City Hall, Public Works, and the Police Department.
- The City was also reimbursed for \$22,630.60 of expenses related to procurement of PPE, disinfecting chemicals, and social distancing materials (signs and partitions).

In addition, the pandemic continues to have a significant effect on the City's budget, especially in Parks and Recreation revenues. Continual monitoring is required, and alternatives will need to be discussed with trends that continue into the 2021 fiscal year.

May 2021 Update: The focus since February has been on coordinating and encouraging vaccinations for staff as well as sharing out information to the larger community regarding availability of the vaccine in Johnson County. Planning efforts have been focused on how to open the outdoor pool safely and successfully for the 2021 season and how to offer a summer camp program. Additionally, considerations for safely bringing back community and special events has been a top priority. With passage of the American Rescue Plan (ARP) Act, Mission is slated to receive approximately \$1.38 million in relief funding – one half in 2021 and the second half in 2022. Staff is currently preparing to evaluate and recommend how these funds should be allocated in accordance with the act's policy guidelines. Revenue replacement for Community Center revenues impacted by the pandemic will likely be a high priority.

August 2021 Update: Early in the 2Q as COVID-19 trends seemed to decline/slow and vaccinations were more readily available to staff and members of the community, COVID-19 protocols were revised appropriately, both for internal (staff to staff) interactions and for interactions with the public. The MFAC opened on schedule and has operated with reduced capacity. The Mission Summer Camp program was offered for 100 children from mid-June through the first week of August. In recent weeks as COVID-19 trends are moving back in the opposite direction staff continues to review and recommend revisions to protocols as necessary. Discussion is scheduled for the August 4 Finance & Administration Committee meeting. Mission's final allocation under the American Rescue Plan Act (ARPA) fund was established at \$1,503,564 and the first half was received in July. Currently, the revenues are shown as a transfer into the General Fund budget in 2021 and 2022. If COVID cases continue to trend as they have in recent weeks, a re-evaluation of revenues in both the current and next year's budgets will be necessary.

November 2021 Update: Staff continues to review and monitor COVID-19 trends in the County to assess and revise protocols as necessary. A return to masks while inside City facilities,

regardless of vaccination status, was reinstated to help protect the health of our employees and the public we serve. Positive COVID-19 cases in the 3Q totaled two, and there were no additional quarantines required because of exposure. To date, since the start of the pandemic, the City seems to have had no cases of transmission among employees or between employees and patrons. Protocols, procedures, and practices are continually monitored and adjusted as necessary to maintain a focus on public health and welfare. Revenues in the Revised 2021 and Adopted 2022 budgets were adjusted prior to final adoption to reflect on-going impacts of the pandemic to certain revenue streams – particularly parks and recreation revenues.

Racial Equity Conversations/Review of PD Policies and Procedures Following the death of George Floyd in May 2020, City Administration and the Police Department prepared and delivered presentations surrounding the “8 Can’t Wait” initiatives, as well as other calls for transparency in law enforcement. These presentations provided an opportunity for the Police Department to self-reflect and identify areas that required improvement. The presentations covered a wide variety of topics including current policies, use of force data, bias-based policing data, hiring process, training requirements, and internal affairs data. The Police Department committed to provide similar data moving forward. As the Police Department prepared for these conversations, it was apparent there was an opportunity to collect these data points, and others more efficiently and effectively. The Police Department evaluated software options and brought forward a proposal to enter into a contract with LEFTA Systems. Utilizing LEFTA systems will allow the Department to collect and analyze this data, while also replacing multiple antiquated internal processes. In addition to the review of the police data, the City committed to a multi-step racial equity action plan. Plans for a community forum in the fall were put on hold because of COVID-19, and staff pursued a small focus group approach as an alternative. Staff has continued to research and explore options for advancing training, education, and strategy development around this topic. A presentation on a model developed by UCS was discussed at the February 3 F & A Committee meeting.

May 2021 Update: The Council authorized participation in the UCS Pilot project in an amount not to exceed \$6,500. As of the end of April, UCS advises that they have secured both grants they had submitted (Health Forward Foundation and the Ewing Marion Kauffman Foundation). The grant funding constitutes approximately 2/3 of the costs, with the investments from the cities making up the balance. Confirmed participants include Mission, Roeland Park, Lenexa, and Prairie Village. Johnson County Government is still assessing whether to join the pilot. The UCS Board has formally approved the REI consultant (Critical Social Change Project) after an interview selection process and is finalizing the contract. MOUs with the KU Public Management Center and Kansas Leadership Center are being secured. The first meeting of curriculum planning partners has occurred to craft the pilot overview and timeline. It is anticipated there will be a 2 – 2 ½ month planning phase that will include data collection and individual meetings with the participating partners to assess levels of readiness, collect priority issue needs and baseline data. This phase will also be the time to identify the 8-10 participants (i.e., staff, elected, and/or residents who will participate in the cohorts. UCS hopes to launch the cohort sessions by August/early September and anticipate them running through March 2022.

August 2021 Update: Final participants in the Racial Equity in Cities (REIC) project include Mission, Roeland Park, Prairie Village, Lenexa, and Johnson County. Mission's participants for the cohort (staff, elected officials and community members) were identified, and in July participated in both a focus group and a survey as a part of the readiness assessment phase of the Racial Equity in Cities (REIC) project. The readiness assessment is conducted individually with each participating entity to ensure that resources can be tailored more specifically to meet each jurisdiction where they are. This work will continue up and through the first cohort meeting scheduled for September 29.

November 2021 Update: Two cohort meetings have been held, the first on September 29 and the second on October 20. Learning materials presented for the sessions have been thought-provoking and educational, and the conversations are highly interactive. Session Highlights and Briefs from the first two cohort meetings have been included with this 3Q status update. The next cohort meeting is scheduled for November 17, and meetings will continue monthly through March 2022.

Climate Action Plan Following the adoption of the Regional Climate Action Plan by the Mid-America Regional Council, the Climate Action Plan Ambassadors have begun reaching out to local governments and groups around the region to share information on the plan. The City hosted a joint work session with the Governing Body and members of Mission commissions on April 28. The event was promoted on social media and was saved for future viewing via YouTube and Facebook. Approximately 33 people attended. A discussion item to explore Mission specific priorities and objectives will be scheduled on an upcoming City Council committee or work session.

August 2021 Update: Staff is still exploring an appropriate time in 3Q or 4Q 2021 to bring the Climate Action Plan back to a City Council work session.

November 2021 Update: The City Council approved a Resolution at the October 20 City Council meeting endorsing the KC Regional Climate Action Plan, recognizing its goal of a Net-Zero metropolitan region by 2050, and committing to review and implement, as appropriate, the solutions and strategies included in the plan. The plan was initially presented on April 28 in a joint work session with the City Council, as well as members from the Planning Commission, Parks, Recreation and Tree Commission and Sustainability Commission. Additionally, at their May 3, 2021, meeting the Sustainability Commission recommended the Council take the next step and approve a Resolution officially endorsing the Climate Action Plan. Staff will coordinate a working group comprised of Council, Board and Commission representatives and staff to review implementation strategies and bring recommendations to the Council in connection with goal setting scheduled for early in the 1Q of 2022. A list of Mission's sustainability initiatives since 2008 is included with this report.

Summit Condos Private Street Maintenance In June 2020, Summit Condos HOA submitted a letter requesting that the City take over the private roads within the complex and assume public

maintenance responsibilities. The City subsequently hired Olsson to perform a site investigation to determine maintenance costs should the Council agree to accept the private streets as public. The estimated cost for a full depth reconstruction and curb replacement is \$470,000 in 2020 dollars. On July 1, 2020, this information was presented to Council and Council decided to reevaluate this request once more details on the proposed street preservation program were developed. Staff has held conversations with some members of the HOA on various options and plans to have further discussion with a larger group of HOA members in the upcoming months. Options that Staff has developed include leaving the streets private; taking over the streets as public and funding the improvements through a benefit district (the cost for full improvements is \$11,000/owner or \$550K/year for 20 years); or leaving the streets as private and the City provides partial funds for minor maintenance while the HOA begins saving funds for future maintenance. Staff will gauge the HOA's interest in these options prior to presenting this information to Council for consideration later this fall.

November 2021 Update: Prior to the end of the year staff will schedule a meeting with HOA representatives to evaluate interest in participating in this project.

Mission Market The Mission Market kicked off its seventh season in June, running every Thursday from 4:30 – 8 p.m. through the end of August. Vendor and public interest has been strong, and staff continues to look for ways to promote this popular community event.

November 2021 Update: The Mission Market ended at the end of August with a season average of 18 vendors, topping 2020's average of nine vendors during the height of the pandemic and 14 vendors in 2019. Public Works staff has been working on plans to install water service onsite for the addition of a water fountain, as well as plans to bring power to the front of the site. Parks + Recreation staff has also coordinated the selection and planting of 10 trees on the market site that will soon be planted.

Community Center Feasibility Study Council proposed staff request proposals for a feasibility study for the Powell Community Center. Information gathered through this study will inform future budget discussions, staffing levels and give insights on the regional and national trends and how Mission's programming, membership and use patterns.

November 2021 Update: Staff created an RFP for the Community Center Feasibility Study and will be released the first week of November. The RFP requires the study to include the following:

- *Facilitate committee meetings, surveys, respondent feedback analysis*
- *Conduct a needs assessment*
- *Conduct a financial assessment*
- *Conduct a leased/rental space analysis*
- *Conduct a national and regional trend/demand analysis*
- *Conduct a location analysis*
- *Provide revised organizational chart of staffing based on operational review, assessment and evaluation of facility programming, rental use, etc.*

- *Determine target demographic(s) and membership terms/ pricing*

Proposals will be due at the end of November with an anticipated firm review/selection in mid-December.

2021 Service Delivery Statistics

Building Permitting and Inspection Activity: To date, the Community Development Department has issued 352 permits with a total valuation of work of \$15.6 million. Some of the more significant construction activity that is occurring around the City includes:

- 5926-5954 Woodson – Permit was issued earlier this year for renovation of the exterior of the At-Home Apartments at the northwest corner of Woodson and Martway. This work is continuing through the summer and fall.
- 5801 Johnson Drive – Permit was issued earlier this year for tenant finish of this space for Sisters Market (an Asian food grocery concept). This project has been suspended by the tenant that would have occupied this space.
- 5438 Johnson Drive – Plans were submitted in April for the WingStand by Jefferson's at this location. Work over the summer included extensive site work (remediation of existing conditions, correction of drainage issues, new curb, and driveway) as well renovation of the building itself. *Staff worked with the business to get approval from the Planning Commission in August for wall murals. The business had a ribbon cutting on 10/19!!!*
- 6809 Johnson Drive – Permit issued in March for tenant finish of the former Pie Five Pizza restaurant for a new Total Access Urgent Care. *This work has stopped due to change of ownership..*
- 6100 Broadmoor – Target has undertaken in the past few years, and complete remodel of their stores across the country. They initially submitted plans for work on the Mission location in the fall of 2019, but this work was suspended when the pandemic occurred. They have now restarted this project again. Interior work will be a remodel of the store. Exterior work will include a new sign, landscape islands in the parking lot, sidewalk along the north side of the building, and general landscape clean-up.
- 5641 Outlook – Permit was issued for the restoration the First Baptist Church of Mission that was heavily damaged in a fire earlier this year. The original church, where the fire began and the building to the north will be demolished. Restoration of the 1920s church on south end is underway.
- 5528 Barkley – *This home was recently purchased with the intent of demolishing the home and building two new homes. The lot is actually two lots that were purchased at the same time and then the existing home built on them in 1950. Thus, no lot split is required.*
- 6039 Metcalf – *Chick-Fil-A has submitted plans for a canopy over the two drive-thru lanes at this store. The canopy would be a permanent structure, and is intended to protect the employees that working the drive-thru lanes from the elements. This will be on the Planning Commission's agenda in November for their consideration.*

Neighborhood Services Assistance Programs – The information included below reflects the number of applications for each of the community assistance programs offered through Neighborhood Services:

- Mission Possible - 16 total applicants (7 completed projects and 9 applicants approved and waiting for the work to be completed).
- Community Rebate - 23 applicants have received rebates. All remaining applications received did not qualify. \$13,556.74 reimbursed.
- BMP Stormwater - 8 total applicants. All projects are completed. The allotted \$3,000 has been used up for this program.
- Business Improvement Grant - 4 applicants
- Neighborhood Grant - 13 applicants
- Adopt-A-Street – 5 organization/group clean-ups.
- Accessory Animal Permits – 17 chicken and 4 bee permits either renewed or issued.

Staff has been working on updates to forms and other material related to the Mission Possible Program and the Business Improvement Grant. Applications for these two programs were opened in May.

New Businesses - In addition to several included in the building permit updates above, a listing of the various businesses opening or locating in Mission is highlighted below:

- Tidal Wave Auto Spa - Car wash at the former Valero location on Johnson Drive is now open.
- Wing Stop is now in the shopping center near Chipotle.
- Stroud's Express has opened in the “cafe” space in the former Lucky Brewgrille space in Mission Mart, focused on delivery and carry out.
- Snack Shack - The owner of Snack Shack on Santa Fe in downtown Overland Park is planning to open a second location in the former Town Topic location on Johnson Drive.
- Wee Create is moving into the former Jazzercise space in Mission Mart.
- Stem Hair Salon – A salon at 5959 Broadmoor
- Athletico Physical Therapy is planned to move into the former Brothers Music space at the corner of Johnson Drive and Dearborn.
- Brothers Toys and Collectibles – Vintage toys and collectibles at 5810 Johnson Drive by the owners of Brothers music.
- Jubilee Balloon Co. At 5815 Johnson Drive
- Tyler's House KC – a non-profit providing after school spaces for area kids at 5903 Johnson Drive.
- Complete Legal at 5909 Martway
- HER Salon a new salon at 5903 Dearborn
- Sunlight Studio – A photography studio at 5903 Woodson
- Druid Dice – A store selling gaming dice at 5905 Woodson

- Tea Rex Tea House – 5832 Johnson Drive
- WingStand by Jefferson's – 5438 Johnson Drive

Code Enforcement Activity Year to date in 2021, 201 code violations have been identified with approximately 70% of the violations coming because of proactive code enforcement. Wards II and III had a higher number of violations year-to-date than previous years due to enforcement of the new snow shoveling ordinance that was adopted at the end of 2020. Enforcement activity related to this ordinance occurred mostly in the business districts of these two wards.

	2021 YTD	2020	2019	2018
Ward I	99	184	196	126
Ward II	118	201	235	149
Ward III	86	162	184	161
Ward IV	90	205	213	158
Total Cases	217	752	828	594

It should be noted that the Neighborhood Services Officer was out of the office for the month of June on family leave which resulted in the Building Official handling enforcement cases on complaint basis only due to workload.

Parks + Recreation Park Maintenance Activities Creating the Parks Technician position has generated positive and visible results in our outdoor parks. Designating specific resources to park maintenance allows staff to consistently focus on parks needs and address resident feedback immediately. Public Works has worked seamlessly with Parks + Recreation staff in supporting requests for equipment and resources.

May 2021 Project Update:	
Crack repaired in MFAC Competition Pool	Water drainage installed at Andersen Park
Daily park attendance counts	Split-rail fence repair at Mohawk
Filled in low lying areas at Mohawk Park	Fence repairs, replacement at Andersen Park
Removed turnstile assembly from tennis courts	Removed/repared sprinkler heads at Andersen Park
Installed new windscreens at tennis courts	Graffiti removal – Streamway Park
Cleared underbrush from Streamway tree ID plaques	Water leak repaired at MFAC
New base anchor installation on Broadmoor ball field	Added infield fill and dragged fields for rental groups
Recorded park kiosk boards	Mulched walking paths at Streamway Park
Repaired playground equipment at Waterworks and Mohawk.	Installed new benches at Waterworks and Broadmoor
Replaced light ballasts at Beverly Park	Aerated turf at Pearl Harbor and Beverly Parks

Repaired the Tree Board plaque at Beverly Park	All playgrounds received new soft-fall zone mulch
Pruned and trimmed trees to 8 ft. Height in all parks	Coordinated volunteers planting of 7 trees in Mohawk Park and 5 trees in Broadmoor Park
August 2021 Project Update:	
Tracking daily park attendance counts on Excel for 3Q sharing	Removed old and installed new grills at Broadmoor, Andersen, and Waterworks Parks
Weed MFAC and tennis courts	Repainted bathrooms at Broadmoor Park
Sprinkler maintenance at MFAC/Andersen	Installed new light fixture at Broadmoor Park
Install new soap dispenser at Andersen bathroom	New bench installed at Broadmoor Park
Baseball/softball field dragging twice a week	Added new baseball/softball field infill
Removed weeds from bioswale, prepped for new plantings at Broadmoor Park	Limb removal at Waterworks, Mohawk, Broadmoor Parks
Coordinated 2 service projects at Pearl Harbor Park with The Redwood Group, LLC	Maintain weed overgrowth along fence lines at Andersen, Waterworks Parks
Swing replacement at Waterworks, Andersen, and Broadmoor Parks	Removed damaged playground climber and replaced with new at Waterworks Park
Celebration Tree plaque adjustment- Mohawk Pk	Installed new shade canopy at MFAC slides
2 Celebration Tree plaque installs- Legacy Park	Pearl Harbor Park pergola maintenance
Graffiti removal- Streamway, Broadmoor Parks	Planted annuals at Pearl Harbor, Beverly Parks
Repeatedly removed standing water from trail- Waterworks Pk	Replaced light ballasts at Beverly Park
November 2021 Project Update:	
Tracking daily park attendance counts on Excel for 3Q sharing <see below>	String trim overgrowth along fence lines at Andersen, Waterworks Parks
Installed tennis court windscreen fabric	Removed shade systems at MFAC
Prune Rock Creek Trail trees monthly	Damaged shades sent for repairs
Installed 2 new mutt mitts along Rock Creek Trail	Damaged bench removed from Waterworks Pk
Baseball/softball field dragging once a week	3 new benches scheduled for install
Weekly weeding Broadmoor bioswale, Legacy, MFAC/Andersen, Beverly Pks	Installed new monument relic holder at Pearl Harbor Memorial Park
Empty trash/ mutt mitts twice a week at every Pk	Repaired pergola posts at Pearl Harbor Mem Pk
Swing and chain replacement at Waterworks, Andersen, Broadmoor Pks	Watered 30 new trees twice a week
Graffiti removal- Streamway	Attended Trail Maintenance training
Winterized MFAC/Andersen bathrooms	Attended Playground Maintenance training

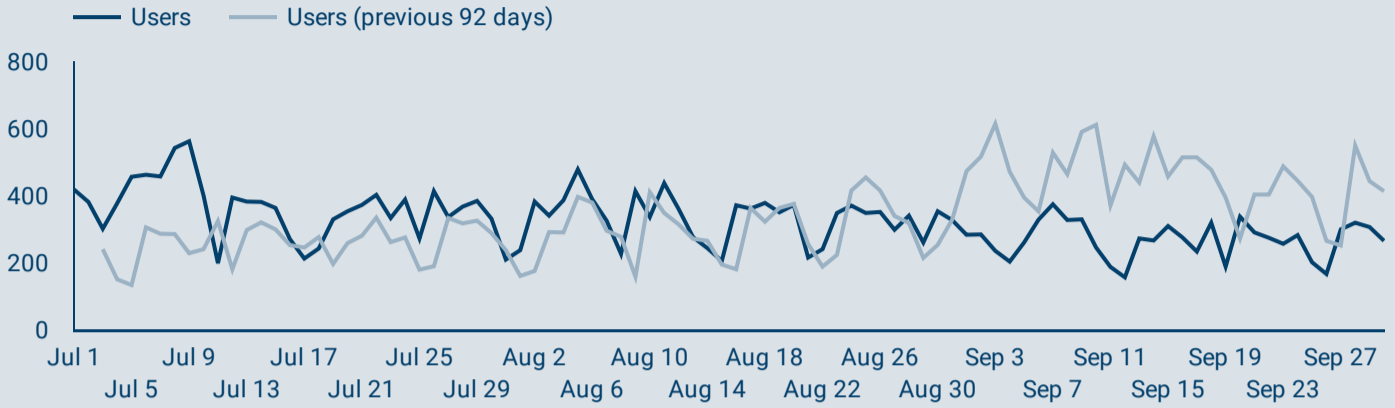
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Sessions
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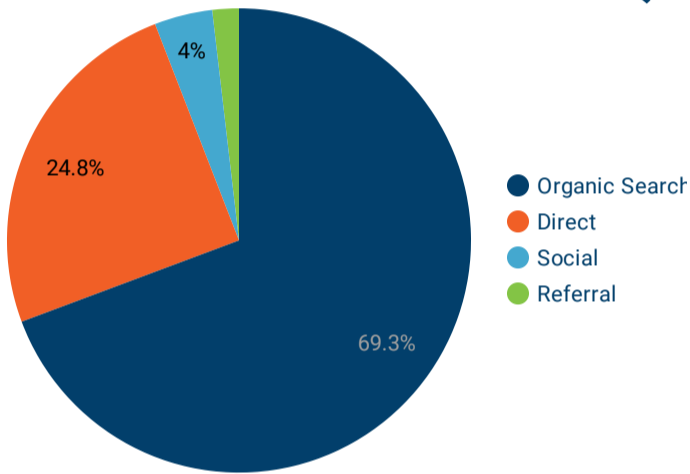
Pageviews
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 ↓ -15.7%

Avg. Session Duration
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 ↓ -12.4%

Bounce Rate
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 ↑ 10.7%



ACQUISITION



USERS FROM SOCIAL

Users
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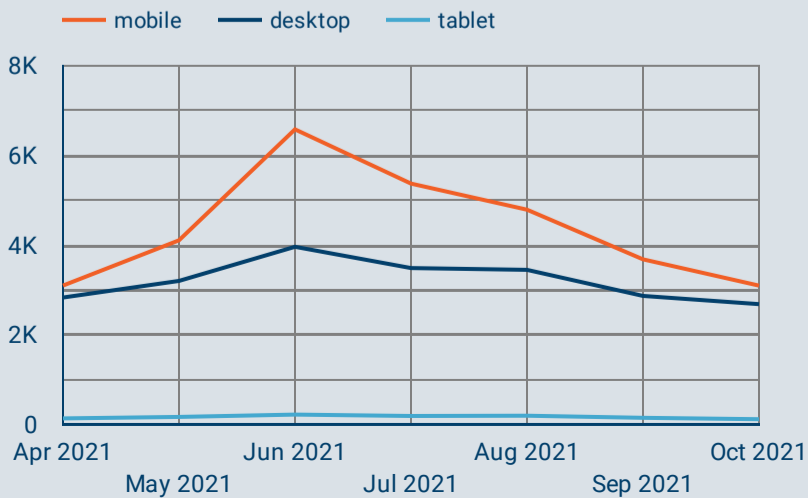
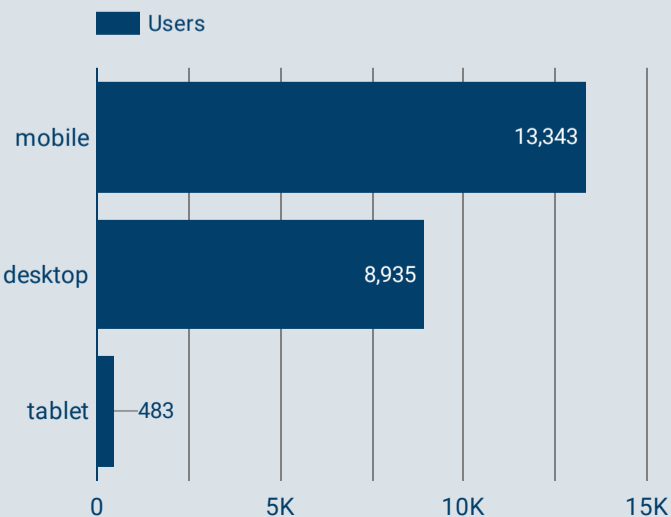
USERS FROM NextDoor

Users
18
 ↑ 20.0%

	Page Title	Users	Pageviews	Avg. Time on Page	Bounce Rate
1.	The City of Mission, KS	5,512	9,693	00:00:53	33.46%
2.	Powell Community Center City of Mission	3,608	6,399	00:00:33	22.29%
3.	Aquatics City of Mission	3,616	5,615	00:00:42	28.1%
4.	Mission Family Aquatic Center (MFAC) City...	2,518	3,749	00:02:19	78.19%
5.	Mission Market City of Mission	1,363	2,010	00:01:34	60.91%
6.	Program + Fitness City of Mission	1,232	1,943	00:00:41	50.31%
7.	Powell Community Center - City of Mission	1,044	1,744	00:00:31	16.45%
8.	Job Openings City of Mission	972	1,683	00:02:16	64.24%

1 - 100 / 2130

USER INFORMATION



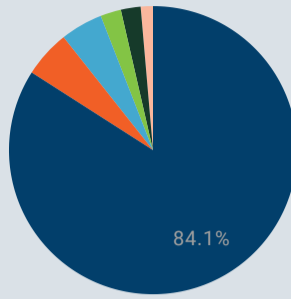
SOCIAL CHANNELS



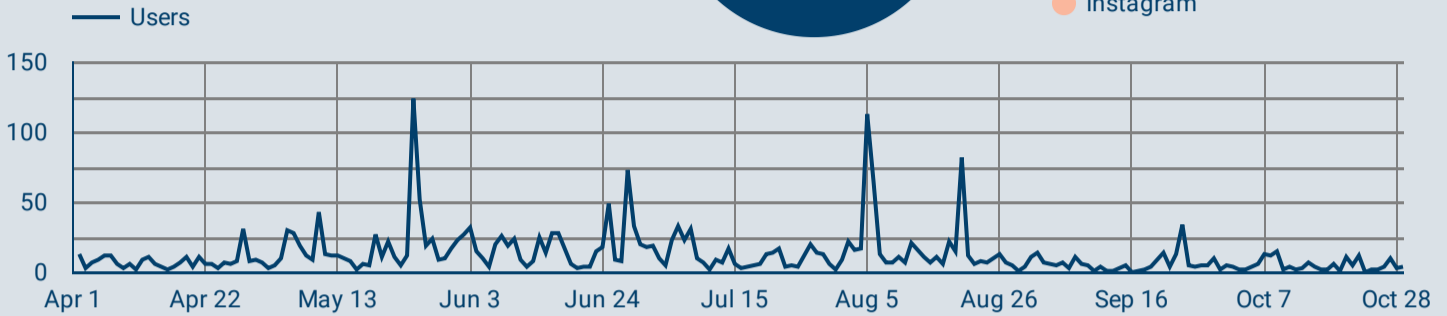
Jul 1, 2021 - Sep 30, 2021

USERS FROM SOCIAL

941



- Facebook
- Instagram Stories
- Twitter
- LinkedIn
- Yelp
- Instagram



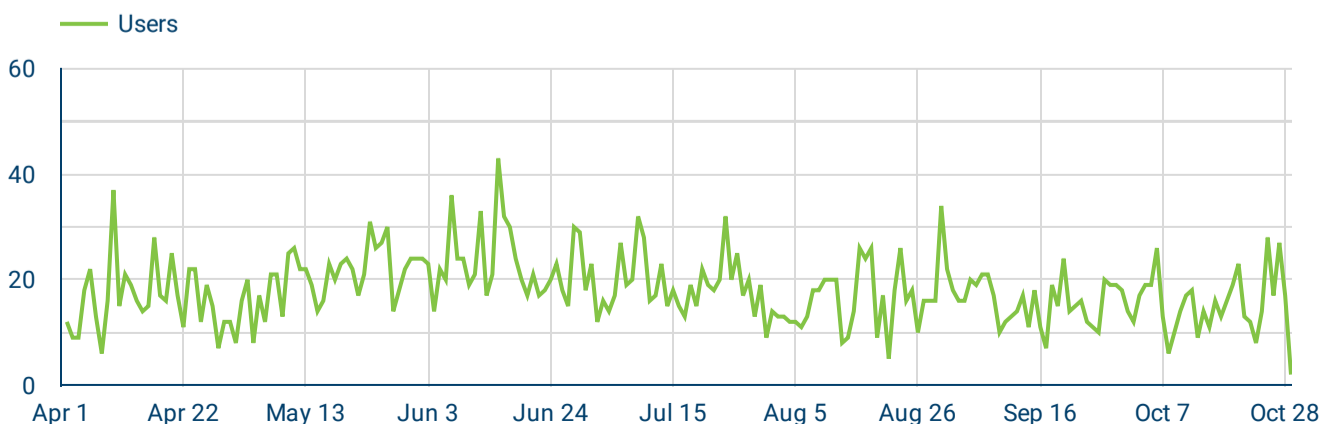
	Social Network	Users	Pageviews	Avg. Session Duration
1.	Facebook	796	1,875	00:01:27
2.	Instagram Stories	50	84	00:00:24
3.	Twitter	45	231	00:03:30
4.	LinkedIn	22	125	00:06:57
5.	Yelp	21	53	00:00:42

1 - 6 / 6 < >

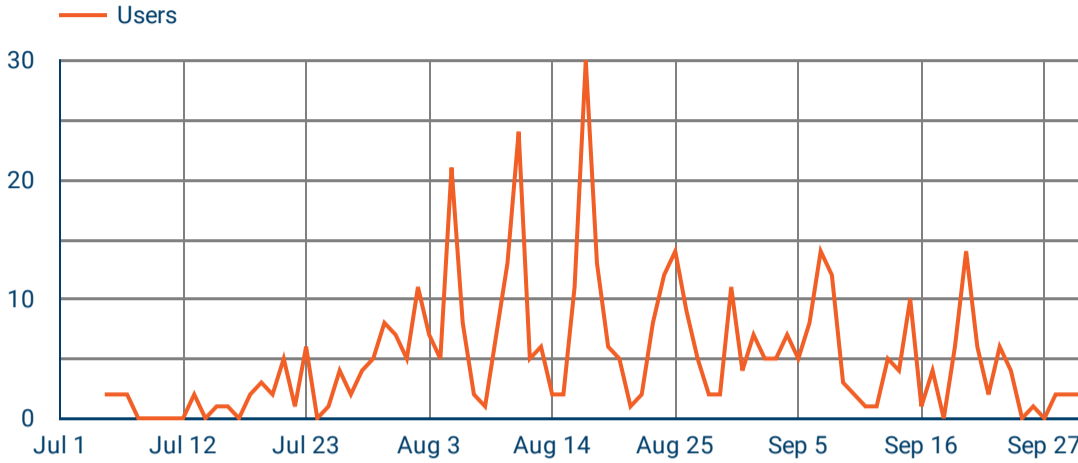
	Social Network	Page Title	Users	Pageviews	Avg. Session D...
1.	Facebook	Closure of Intersection at Lamar ...	123	134	00:00:01
2.	Facebook	Mission Market City of Mission	110	135	00:00:39
3.	Facebook	WaterOne Project Update at Lam...	100	107	00:00:22
4.	Facebook	The City of Mission, KS	70	239	00:03:55
5.	Facebook	Powell Community Center City o...	48	58	00:00:12
6.	Facebook	Mission Summer Family Picnic ...	45	55	00:01:42
7.	Instagram Stories	Mission Market City of Mission	44	53	00:00:21
8.	Facebook	Page not found City of Mission	42	61	00:01:54

1 - 100 / 349 < >

USERS TO PCC MEMBERSHIP PAGE



USERS TO PAGES RELATED TO PTW CAMPAIGN OR SALES TAX RENEWAL



Users
318
↑ 783.3%

PERFORMANCE OF SALES TAX RENEWAL RELATED PAGES

	Page Title	Pageviews	Avg. Session ...	Pages / Se...	Bounce ...
1.	2021 Streets Sales Tax Renewal City of Missi...	410	00:03:04	2.37	66.47%
2.	The City of Mission, KS	332	00:07:37	1.92	0%
3.	Street Program City of Mission	124	00:02:22	5.39	30.43%
4.	2021 Streets Sales Tax Renewal - City of Missi...	79	00:00:45	1.72	76.09%
5.	Town Hall: Sales Tax Renewal Election City o...	67	00:00:58	2.79	75%
6.	Public Works City of Mission	49	00:06:24	7	0%
7.	City Council Meeting City of Mission	38	00:43:14	38	0%
8.	Events for August 2021 – City of Mission	37	null	null	null
9.	Page not found City of Mission	26	00:12:56	6	22.22%

1 - 100 / 229

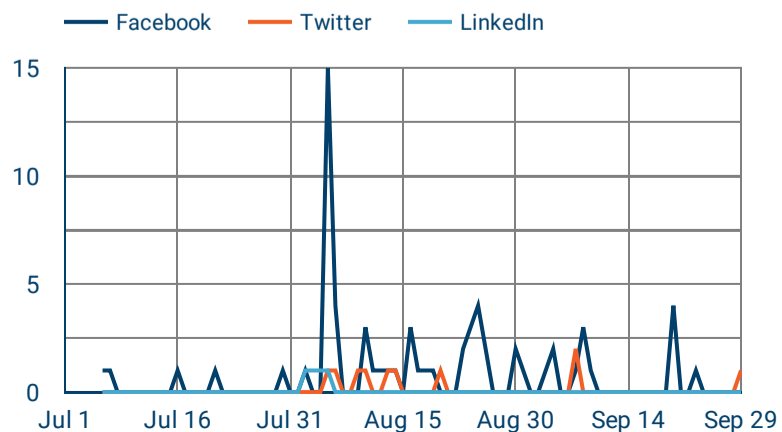
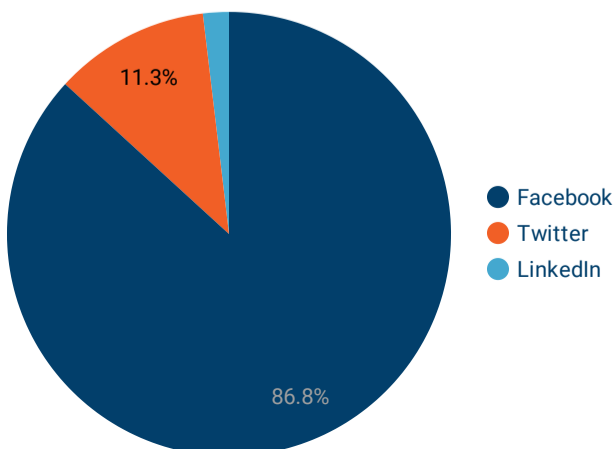
USER ACQUISITION

Note: all traffic from Constant Contact will be included in "Direct" default channel grouping.

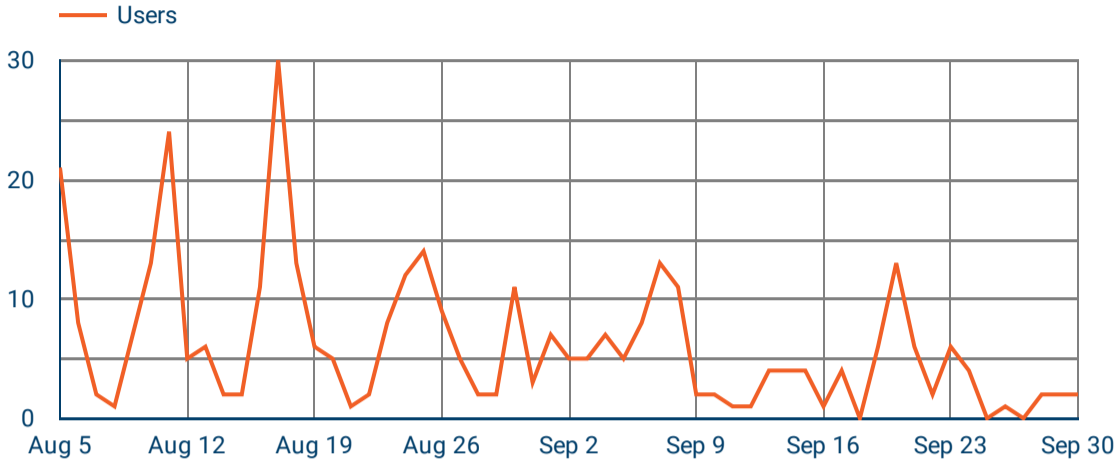
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1.	Organic Search	148	00:05:07	26.69%
2.	Direct	114	00:02:43	47.48%
3.	Social	51	00:08:15	44.9%
4.	Referral	15	00:03:29	53.33%

1 - 4 / 4

SOCIAL MEDIA TRAFFIC



USERS TO PAGES RELATED TO PTW CAMPAIGN OR SALES TAX RENEWAL



Users
266
↑ 291.2%

PERFORMANCE OF SALES TAX RENEWAL RELATED PAGES

	Page Title	Pageviews	Avg. Session ...	Pages / Se...	Bounce ...
1.	2021 Streets Sales Tax Renewal City of Missi...	299	00:02:26	1.99	66.67%
2.	The City of Mission, KS	225	00:07:20	1.91	0%
3.	2021 Streets Sales Tax Renewal - City of Missi...	79	00:00:45	1.72	76.09%
4.	Town Hall: Sales Tax Renewal Election City o...	67	00:00:58	2.79	75%
5.	Street Program City of Mission	47	00:05:39	5.22	44.44%
6.	Events for August 2021 – City of Mission	37	null	null	null
7.	City Council Meeting City of Mission	34	00:43:14	34	0%
8.	Past Events – City of Mission	26	00:01:20	13	0%
9.	Report a Concern City of Mission	25	00:05:22	12.5	0%

1 - 100 / 193

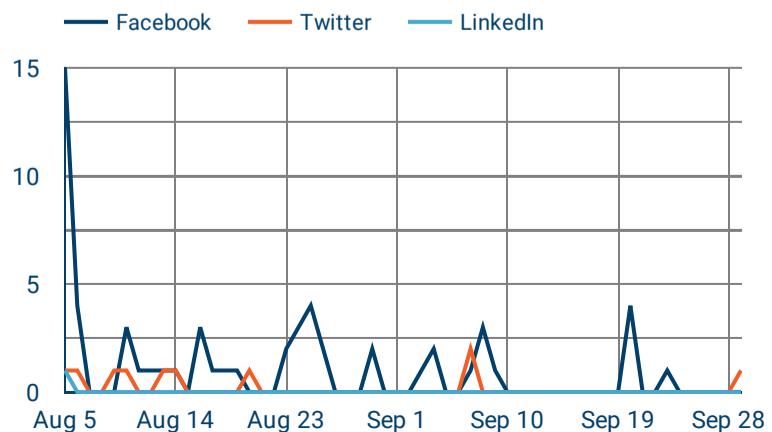
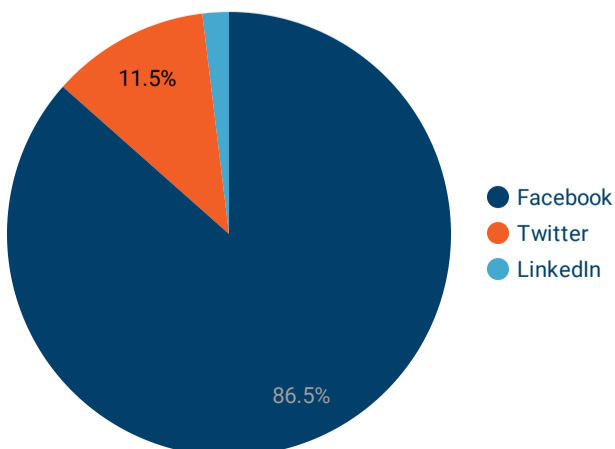
USER ACQUISITION

Note: all traffic from Constant Contact will be included in "Direct" default channel grouping.

	Default Channel Grouping	Users	Avg. Session Duration	Bounce Rate
1.	Organic Search	121	00:04:03	29.59%
2.	Direct	90	00:02:43	55.45%
3.	Social	50	00:07:10	50%
4.	Referral	13	00:04:01	46.15%

1 - 4 / 4

SOCIAL MEDIA TRAFFIC





Mission Sustainability Initiatives

The list may not be comprehensive, but is representative of the activities that have improved sustainability both for the City of Mission organization and for residents and the Mission business community.

Resident Services

Solid Waste Contract: Unlimited curbside recycling, yard waste recycling
Participation in free regional shredding and e-recycling events
Promotion of Johnson County household hazardous waste drop-off events and resources
Public recycling container available at Powell Community Center
Battery Recycling Program
Contain the Rain Stormwater Best Management Practices program
Rain barrels and compost bin giveaways
Energy Efficiency upgrades eligible for the Business Improvement Grant
Sustainability Scorecard Program for incoming development projects
Community Garden program
Host Mission market providing fresh and local produce
Support of community garden at The Mission Project on Outlook

Resident Education and Outreach

Home Energy Fair and public composting education in 2013
Participation in Communities for All Ages Recognition Program
Earth Hour Events 2018 and 2019
Spring Into Mission Tree and Plant sale in 2018
Composting Education Class in 2019
Sustainability Commission education tent at special events
Tree City USA Activities
Adopt-A-Park, Adopt-A-Street programs
Greenhouse Gas Emission Inventory 2008, Climate Action Plan 2009
Attended Climate Action Summit in 2019 and Regional Climate Action Plan Work Session in 2021
Sustainability and Climate Action featured on new City website
Sustainability Commission articles in each Mission Magazine

Transit Activities Battery Recycling Program

Nall Avenue Trail construction
Rock Creek Trail construction
Bike racks added to Johnson Drive streetscape
Bike maintenance fix-it station at Mission Market site
Bike lanes added to Lamar Avenue and group ride celebration and education class

Give-a-Bike, Take-A-Bike maintenance and giveaway events
Hosted BikeWalkKC's Confident City Class at Powell Community Center
Promote Bike Month and Bike to Work Day activities
Circulation of bus route maps at Powell Community Center and City Hall lobbies

Internal Energy and Conservation

Water bottle filling stations added in all departments, reusable water bottles for all staff
Enrollment in Evergy's Renewables Direct program to use wind energy
LED Streetlights replace lights in recent arterial street projects and at time of one-off repairs
Facility Conservation Improvement Program for all buildings and remaining non-LED streetlights

2021 Mission PD Operations Report

Sep 30, 2021

YTD Crime Rates

KBI Grouping	Reported	Unfounded	2021	2020 YTD	Trending	% of Change	2020
Agg Assault/Battery	25	0	25	22	Increase	13.6%	32
Arson	0	0	0	1	Decrease	▼100.0%	1
Assault/Harassment	11	0	11	24	Decrease	▼54.2%	31
Auto Burglary	67	0	67	113	Decrease	▼40.7%	146
Auto Theft	82	2	80	61	Increase	31.1%	83
Battery	53	0	53	83	Decrease	▼36.1%	120
Burglary	15	0	15	24	Decrease	▼37.5%	36
Rape	2	0	2	10	Decrease	▼80.0%	11
Robbery	3	0	3	5	Decrease	▼40.0%	6
Theft	173	1	172	184	Decrease	▼6.5%	267

YTD Clearance Rates

KBI Grouping	Reported	Unfounded	2021	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
Agg Assault/Battery	25	0	25	13	0	13	52.0%	65.6%
Arson	0	0	0	0	0	0		100.0%
Assault/Harassment	11	0	11	5	0	5	45.5%	32.3%
Auto Burglary	67	0	67	1	0	1	1.5%	17.9%
Auto Theft	82	2	80	0	2	2	2.5%	2.4%
Battery	53	0	53	24	2	26	49.1%	77.3%
Burglary	15	0	15	2	0	2	13.3%	19.4%
Rape	0	0	0	1	0	1		44.4%
Robbery	3	0	3	1	1	2	66.7%	33.3%
Theft	173	1	172	18	2	20	11.6%	55.3%

Group A Crimes	Reported	Unfounded	2021	2020 YTD	Trending	% of Change	2020
Property Crimes	519	3	516	612	Decrease	▼15.7%	839
Society Crimes	237	0	237	268	Decrease	▼11.6%	342
Violent Crimes	95	1	94	142	Decrease	▼33.8%	200
All Group A Crimes	Reported	Unfounded	2021	2020	Trending	% of Change	2020
All Group A	851	4	847	1,022	Decrease	▼17.1%	1,323
All Group B Crimes	Reported	Unfounded	2021	PYTD	Trending	% of Change	2020
Group B	173	1	172	222	Decrease	▼22.5%	283

Group A Crimes	Reported	Unfounded	2021	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
Property Crimes	519	3	516	50	8	58	11.2%	32.4%
Society Crimes	237	0	237	145	1	146	61.6%	81.6%
Violent Crimes	95	1	94	46	2	48	51.1%	67.0%
All Group A Crimes	Reported	Unfounded	2021	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
All Group A	851	4	847	241	11	252	29.8%	49.6%
Group B Crimes	Reported	Unfounded	2021	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
Group B	173	1	172	120	1	121	70.3%	88.3%

Average Response Times to Priority 0 & 1 CFS

Shift	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
Days	03:40	02:06	74.6%	02:53	03:10	-8.9%
Eves	02:50	03:29	-18.7%	03:04	02:53	6.4%
Mids	03:18	03:45	-12.0%	02:47	02:44	1.8%
All Shifts	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
All Shifts	03:09	03:02	3.8%	02:55	02:56	-0.6%

Calls for Service

Nature of Call	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
Non-Self Initiated	562	492	14.2%	4,863	4,857	0.1%
Traffic	431	389	10.8%	2,913	4,089	-28.8%
Warrant Service	19	13	46.2%	197	125	57.6%
Self-Initiated	82	288	-71.5%	1,168	1,277	-8.5%
Total CFS	1,094	1,182	-7.4%	9,141	10,348	-11.7%

Accidents

Reporting Severity	MTD 2021	MTD 2020	MTD Change	YTD 2021	YTD 2020	YTD Change
	0	0		0	1	-100.0%
Fatal	0	0		0	1	-100.0%
Injury	4	6	-33.3%	29	32	-9.4%
Property damage < \$1000	2	2	0.0%	38	18	111.1%
Property damage >= \$1000	6	11	-45.5%	77	101	-23.8%
Total Accidents	12	19	-36.8%	144	153	-5.9%
DUI Accident	MTD 2021	MTD 2020	MTD Change	YTD 2021	YTD 2020	YTD Change
Yes	1	1	0.0%	5	4	25.0%
DUI Accident w/ Injury	MTD 2021	MTD 2020	MTD Change	YTD 2021	YTD 2020	YTD Change
Yes	0	0		2	1	100.0%
Pedestrian Involved	MTD 2021	MTD 2021	MTD Change	YTD 2021	YTD 2020	YTD Change
02 Pedestrian	0	0		1	0	

Arrests by Report Type and Type of Arrest

Report Type	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
Drugs/Para	4	15	-73.3%	93	110	-15.5%
DUI	8	5	60.0%	46	61	-24.6%
Warrant	26	14	85.7%	269	156	72.4%
All Arrests	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
All Arrests	48	57	-15.8%	536	469	14.3%
Type of Arrest	MTD 2021	MTD 2020	Change	YTD 2021	YTD 2020	% of Change
District	6	7	-14.3%	79	89	-11.2%
Juvenile	0	0		3	15	-80.0%
Municipal	17	31	-45.2%	174	198	-12.1%

2021 Mission PD Theft Crime Rate and Clearance Rate Report

Sep 30, 2021

YTD Crime Rates							
Theft Type	Reported	Unfounded	2021 Actual	2020 YTD	Trending	% of Change	2020
All other	44	0	44	32	Increase	37.5%	39
Motor vehicle theft	82	2	80	61	Increase	31.1%	56
Shoplifting	63	0	63	113	Decrease	44.2%	165
Theft from a coin operated machine or device	2	0	2	1	Increase	100.0%	1
Theft from a motor vehicle	67	0	67	113	Decrease	40.7%	146
Theft from building	21	1	20	26	Decrease	23.1%	38
Theft of motor vehicle parts or accessories	43	0	43	12	Increase	258.3%	24

YTD Clearance Rates								
Theft Type	Reported	Unfounded	2021 Actual	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
All other	44	0	44	3	0	3	6.8%	26.3%
Motor vehicle theft	82	2	80	0	2	2	2.5%	2.4%
Shoplifting	63	0	63	12	0	12	19.0%	74.5%
Theft from a coin operated machine or device	2	0	2	0	0	0	0.0%	0.0%
Theft from a motor vehicle	67	0	67	1	0	1	1.5%	17.9%
Theft from building	21	1	20	3	2	5	25.0%	34.2%
Theft of motor vehicle parts or accessories	43	0	43	0	0	0	0.0%	4.2%

2021 Mission PD All KIBRS/NIBRS Crime Rate and Clearance Rate Report

Sep 30, 2021

YTD Crime Rates									YTD Clearance Rates										
NIBRS Description	NIBRS Code	Reported	Unfounded	2021 Actual	2020 YTD	Trending	% of Change	2020	NIBRS Description	NIBRS Code	Reported	Unfounded	2021 Actual	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared	
Kidnaping/abduction (100)	100	4	1	3	3	Increase	0.0%	6	Kidnaping/abduction (100)	100	4	1	3	3	0	3	100.0%	1,766.7%	
Forcible rape (11A)	11A	1	0	1	5	Decrease	▼80.0%	5	Forcible rape (11A)	11A	1	0	1	0	0	0	0.0%	3,400.0%	
Forcible fondling (11D)	11D	1	0	1	4	Decrease	▼75.0%	5	Forcible fondling (11D)	11D	1	0	1	1	0	1	100.0%	2,040.0%	
Robbery (120)	120	3	0	3	5	Decrease	▼40.0%	6	Robbery (120)	120	3	0	3	1	1	2	66.7%	33.3%	
Aggravated Assault/Battery (13A)	13A	25	0	25	22	Increase	13.6%	32	Aggravated Assault/Battery (13A)	13A	25	0	25	13	0	13	52.0%	375.0%	
Battery (13B)	13B	53	0	53	83	Decrease	▼36.1%	120	Battery (13B)	13B	53	0	53	24	2	26	49.1%	121.2%	
Assault//Harassment (13C)	13C	11	0	11	24	Decrease	▼54.2%	31	Assault//Harassment (13C)	13C	11	0	11	5	0	5	45.5%	354.8%	
Extortion/blackmail (210)	210	1	0	1	2	Decrease	▼50.0%	2	Extortion/blackmail (210)	210	1	0	1	0	0	0	0.0%	0.0%	
Burglary (220)	220	15	0	15	24	Decrease	▼37.5%	36	Burglary (220)	220	15	0	15	2	0	2	13.3%	297.2%	
Theft (23A - 23H)	23	322	3	319	358	Decrease	▼10.9%	496	Theft (23A - 23H)	23	322	3	319	19	4	23	7.2%	48.0%	
Counterfeiting/forgery (250)	250	24	0	24	35	Decrease	▼31.4%	43	Counterfeiting/forgery (250)	250	24	0	24	4	0	4	16.7%	269.8%	
Theft by Deception (26A)	26A	49	0	49	88	Decrease	▼44.3%	114	Theft by Deception (26A)	26A	49	0	49	4	0	4	8.2%	97.3%	
Credit Card/ATM Fraud (26B)	26B	19	0	19	8	Increase	137.5%	10	Credit Card/ATM Fraud (26B)	26B	19	0	19	0	0	0	0.0%	0.0%	
Impersonation (26C)	26C	1	0	1	2	Decrease	▼50.0%	2	Impersonation (26C)	26C	1	0	1	0	0	0	0.0%	50.0%	
Embezzlement (270)	270	1	0	1	0	Increase		0	Embezzlement (270)	270	1	0	1	0	0	0	0.0%		
Possession of Stolen Property (280)	280	11	0	11	15	Decrease	▼26.7%	17	Possession of Stolen Property (280)	280	11	0	11	5	1	6	54.5%	76.5%	
Criminal Damage To Property (290)	290	73	0	73	74	Decrease	▼1.4%	112	Criminal Damage To Property (290)	290	73	0	73	15	2	17	23.3%	119.1%	
Drug/narcotic violations (35A)	35A	134	0	134	152	Decrease	▼11.8%	193	Drug/narcotic violations (35A)	35A	134	0	134	84	1	85	63.4%	132.1%	
Drug equipment violations (35B)	35B	90	0	90	103	Decrease	▼12.6%	134	Drug equipment violations (35B)	35B	90	0	90	54	0	54	60.0%	156.0%	
Pornography/obscene material (370)	370	2	0	2	1	Increase	100.0%	1	Pornography/obscene material (370)	370	2	0	2	1	0	1	50.0%	0.0%	
Prostitution (40A)	40A	2	0	2	0	Increase		0	Prostitution (40A)	40A	2	0	2	0	0	0	0.0%		
Assisting or promoting prostitution (40B)	40B	1	0	1	0	Increase		1	Assisting or promoting prostitution (40B)	40B	1	0	1	2	0	2	200.0%	0.0%	
Weapon law violations (520)	520	8	0	8	12	Decrease	▼33.3%	13	Weapon law violations (520)	520	8	0	8	4	0	4	50.0%	76.9%	
Disorderly conduct (90C)	90C	21	1	20	19	Increase	5.3%	23	Disorderly conduct (90C)	90C	21	1	20	8	0	8	40.0%	500.0%	
Driving under the	90D	46	0	46	66	Decrease	▼30.3%	92	Driving under the	90D	46	0	46	20	0	20	43.5%	204.3%	

2021 Mission PD All KIBRS/NIBRS Crime Rate and Clearance Rate Report

Sep 30, 2021

YTD Crime Rates

YTD Clearance Rates

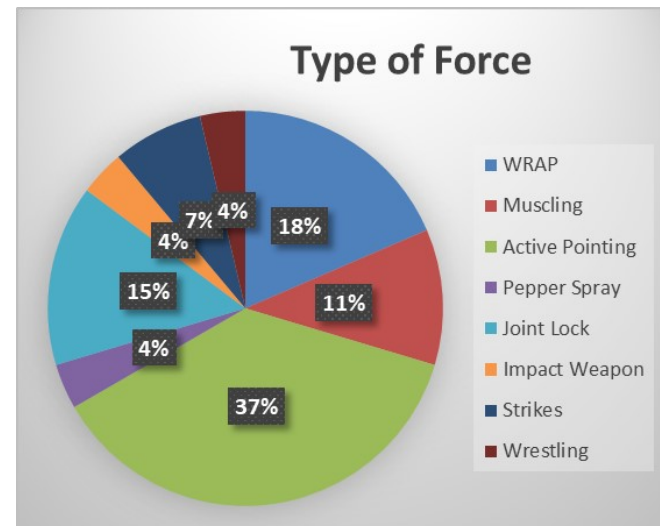
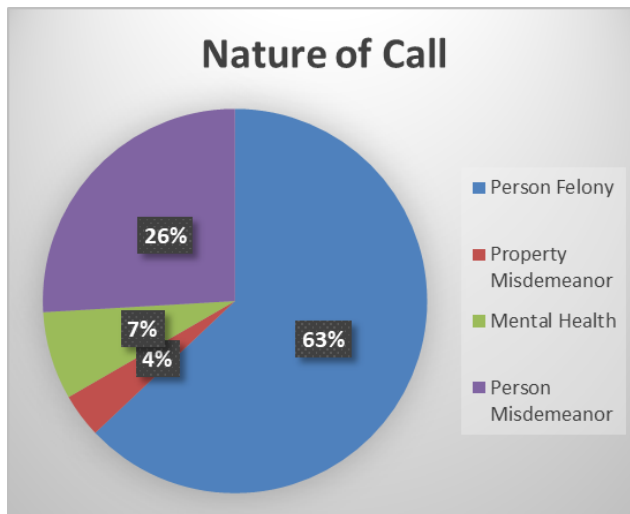
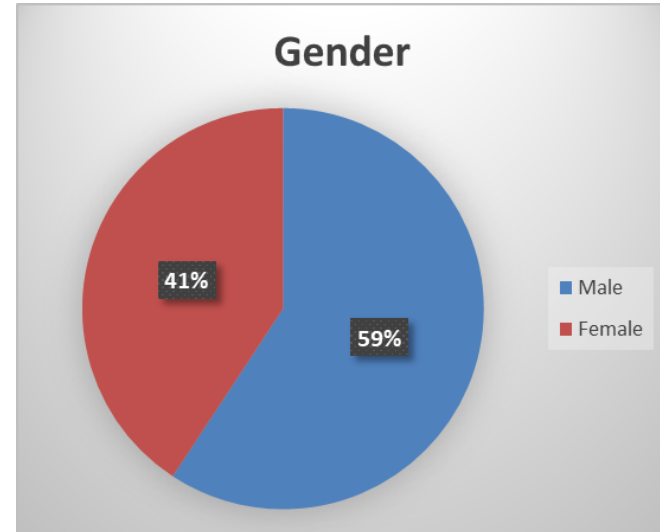
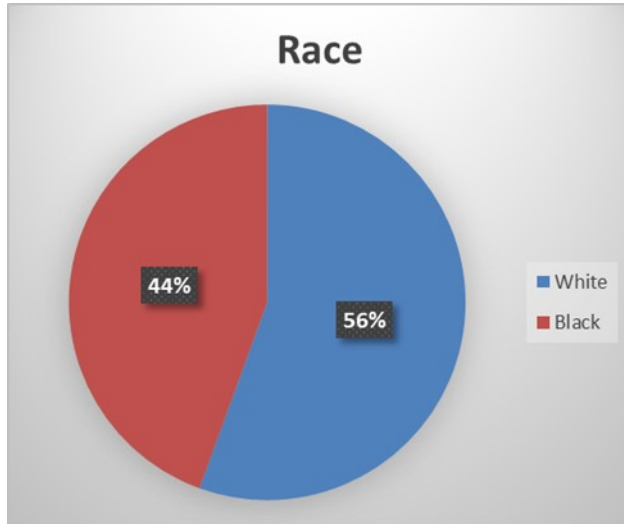
NIBRS Description	NIBRS Code	Reported	Unfounded	2021 Actual	2020 YTD	Trending	% of Change	2020
nonviolent (90F)								
Liquor law violations (90G)	90G	16	0	16	19	Decrease	▼15.8%	20
All other offenses (90Z)	90Z	86	0	86	108	Decrease	▼20.4%	135
Non-reportable (999)	999	338	0	338	229	Increase	47.6%	292

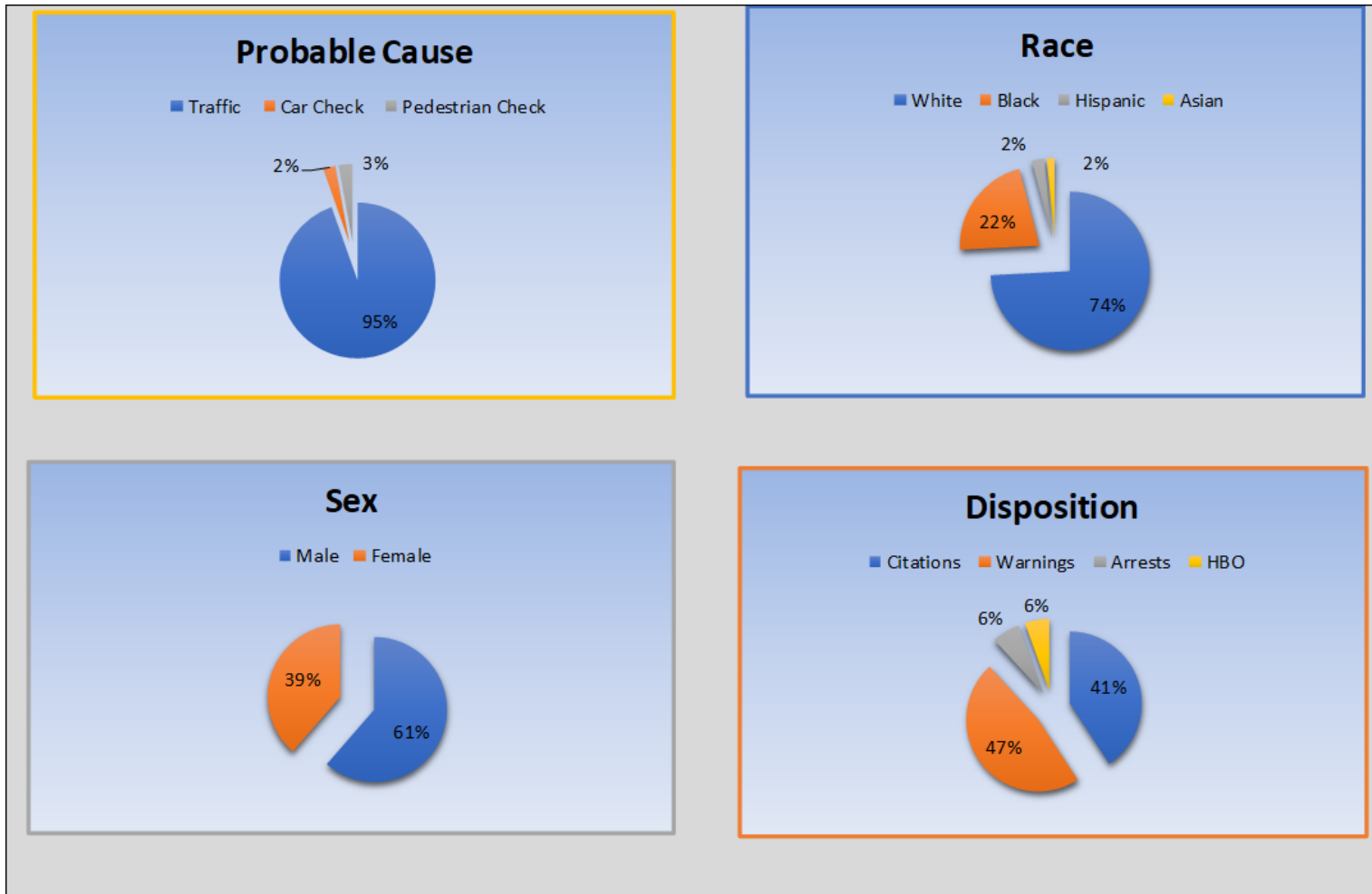
NIBRS Description	NIBRS Code	Reported	Unfounded	2021 Actual	Cleared Arrest	Cleared All	2021 Total Cleared	2021 % Cleared	2020 % Cleared
Family offenses, nonviolent (90F)	90F	4	0	4	3	0	3	75.0%	1,027.3%
Liquor law violations (90G)	90G	16	0	16	12	0	12	75.0%	100.0%
All other offenses (90Z)	90Z	86	0	86	58	1	59	68.6%	155.6%
Non-reportable (999)	999	338	0	338	233	1	234	69.2%	82.5%

Calls for Service YTD: 9,141

Total use of Force Incidents: 27(YTD)

Use of Force as a % of Calls for Service: < 1%





1,015 Total Stops - July 1, 2021 to September 30, 2021

Probable Cause			Race					Sex		Disposition			
Traffic	Car Check	Pedestrian Check	White	Black	Hispanic	Asian	Unknown	Male	Female	Citations	Warnings	Arrests	HBO
960	26	29	744	218	25	16	12	623	392	414	481	64	56
95%	3%	3%	73%	21%	2%	2%	1%	61%	39%	41%	47%	6%	6%

NE5 Co-Responder

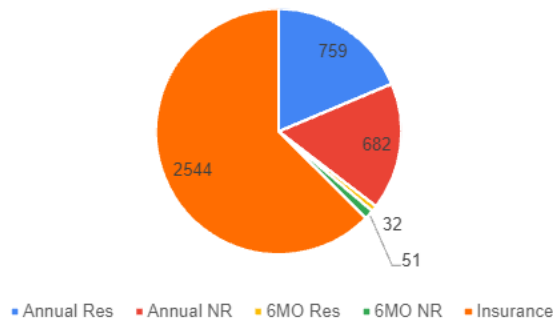
Q3: July 2021 - September 2021

Service City	Reports Received	911 response	Outreach/Follow Up	Avoided Jail	Avoided ER
Fairway	4	4	3	0	1
Merriam	85	14	25	2	5
Mission	51	8	37	0	4
Roeland Park	19	8	16	0	1
Westwood	6	1	2	0	0
Total	165	35	83	2	11



July—September 2021

Total Members 3Q

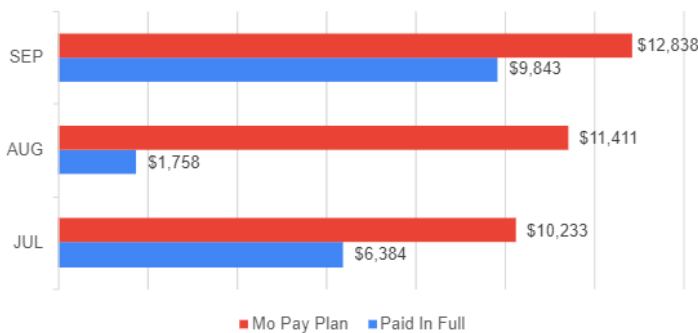


The new cardio and strength equipment has gotten consistently rave reviews from patrons. The Delta Variant slowed membership sales in July and the 2 week closure in August kept patrons from committing long-term to a PCC membership.

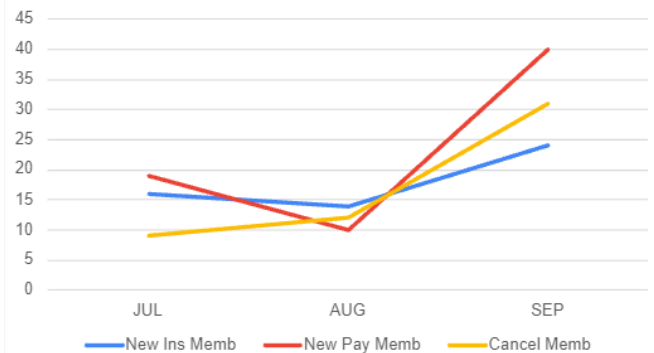
September membership sales increased as individuals felt more comfortable returning to public spaces. The increase in cancellations can be attributed to staff initiating membership calls to see when insurance members anticipated returning.

The total number of PCC members decreased during 3Q. Staff spent hours following up with members to create a seamless transition from one software registration platform to another. In the process, many insurance members cancelled the membership to the PCC.

Monthly Membership Revenue 3Q



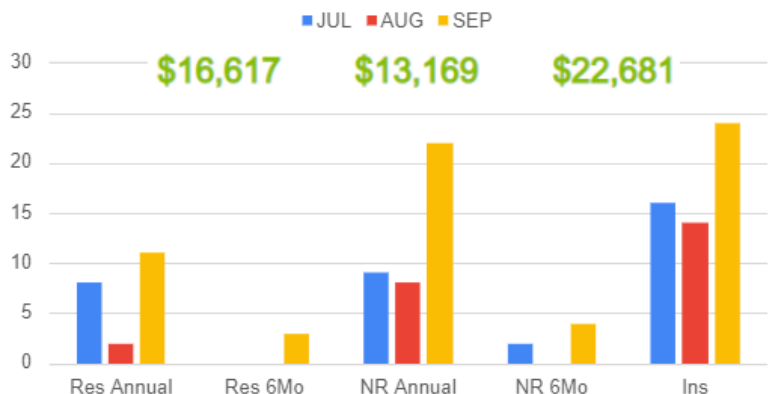
New + Cancelled Memberships 3Q



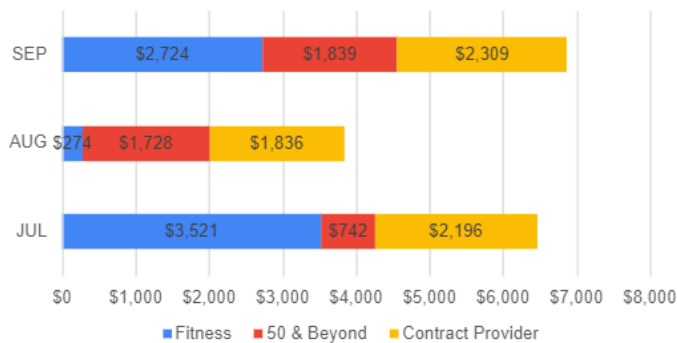
Revenues slowed during the Delta Variant surge in July and August. Coupled with the 2 week closure for maintenance projects meant there was less opportunity to attend daily or purchase a membership. September attendance and subsequent revenue increases can be attributed to individuals feeling comfortable working out in public and returning to the PCC. Pay plan memberships remain the preferred option. Notice the stark contrast in revenue associated with memberships in August, due largely to being closed for 2 weeks for maintenance. Few individuals want to begin a Paid In Full membership during a month of closure.



New Memberships + Revenue 3Q

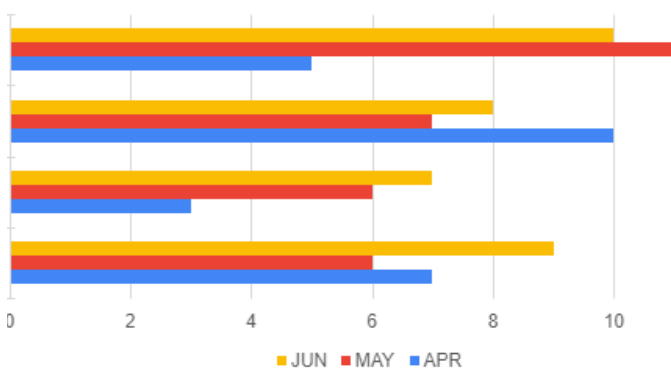


Fitness + Program Revenues 3Q



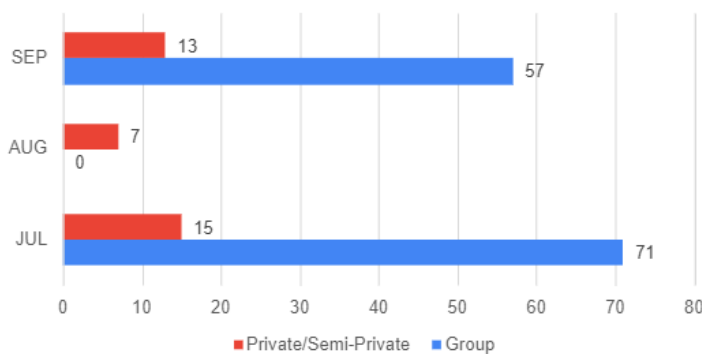
Fitness + Program Revenues: Senior Trips started in August which significantly increased 50 & Beyond revenues from the previous month. Third party contractors like Jazzercise, Tippi Toes and Karate continue to bring consistent attendees. There was a dip in August revenues due to the 2 week maintenance closure.

Classes At Capacity 2Q



Classes At Capacity: This measure tracks the participation in fitness and wellness classes. In July, more fitness classes were offered as new instructor hires had multiple certifications and availability. This coincided with a downward trend in attendance due to the Delta Variant which is the major cause of the surge in classes with attendance below 25%. The number of classes were reduced in August which funneled some attendees into other classes. When classes consistently have attendance below 25%, instructors and class days/times are adjusted to see if there is less interest in the class content or other limiting factors.

Indoor Swim Lessons 3Q



Indoor Swim Lessons: Swim lesson registrations continued through the end of summer. The August closure along with back to school preparations limited participation throughout the month. September lessons saw a healthy return to the group lesson format. There is a significant difference between group and private lessons registration driven predominantly by lack of lifeguard instructor staff which reduces the number of available lesson times. This staffing shortage happens as lifeguards return to school; however, additional staff shortages can be attributed to lifeguards finding higher paying jobs elsewhere.

Aquatic Operations: There was a slight uptick in water rescues due to the sheer number of swimming patrons in our pools. The decrease in the number of days of pool, hot tub, steam room and sauna shutdowns demonstrates that our preventive maintenance program is working well once systems are replaced.

Aquatic Operations 2021 3Q

	JUL	AUG	SEP	YTD
Lesson Revenue	\$4,840	\$915	\$2,825	\$38,148
Rescues	2	1	0	5
Lap Pool Shut Down	-	2 wk closure	-	4 days
Hot Tub Shut Down	1 day	2 wk closure	-	71 days
Steam Rm Down	-	2 wk closure	-	78 days
Sauna Shut Down	1 day	2 wk closure	-	118 days

SUMMARY BRIEF SESSION 1

Wednesday, September 29 | 8:00am - 12:00pm | Thompson Barn, Lenexa

HERE'S WHAT HAPPENED DURING THE SESSION:

Welcome and Overview

The Racial Equity in Communities (REIC) pilot kicked off with an energetic gathering at Thompson Barn in Lenexa. More than 40 residents, elected officials, and staff from the **pilot jurisdictions** started the day with networking and an overview of the program goals, process, and intended outcomes. Participants were introduced to the **Thought Partners** whose collective goal is to support implementation of organizational priorities in jurisdictions through culturally-responsive leadership that leads to racial equity, inclusion and belonging for all people in your community.

Pilot Jurisdictions:



Thought Partners:



Shared Agreements

Participants explored the intersections of identity that shape an individual's unique experience, and learned about **Brave Space** ground rules as an alternative to Safe Space. Participants learned that there are four primary ways that people deal with situations related to systemic oppression, which are captured in the **Courageous Conversations Compass**. This is a reminder that racial equity work includes difficult conversations that may challenge the way you think about your identity in relation to others, but we have tools that will help you succeed in getting good results from the conversation.

Brave Space Ground Rules:

- Controversy with Civility
- Own your Intentions and Impact
- Challenge (Yourself) By Choice
- Respect Cultural Differences
- Challenge Ideas, Not the Person

Source: Arao, B. & Clemens, K. (2013). From safe spaces to brave spaces.

Courageous Conversations Compass:



Source: Singleton, G. E. (2015). Courageous conversation about race.

Readiness Assessment Data Review

Thought Partners from Critical Social Change Project (CSCP) reviewed the aggregate findings of the culturally responsive research process (including the readiness assessment and focus groups). The research explored the evidence, context, and capacity for racial equity change in pilot jurisdictions, and captured **eight themes** which were used to design the curriculum of the REIC pilot program. Each jurisdiction will have up to 2 hours of technical assistance to review their own disaggregated findings with CSCP.

Readiness Assessment Themes:

- Theme 1 | Desire for Racial Diversity
- Theme 2 | Representation and Belonging
- Theme 3 | REI Support and Awareness
- Theme 4 | REI Organizational and Community Healing
- Theme 5 | Hostile and Intimidating Work-Life Environment
- Theme 6 | Fearful Work-Life Environment for REI Change
- Theme 7 | Divided Work-Life Culture for REI Change
- Theme 8 | Desire for Action-Based REI Implementation

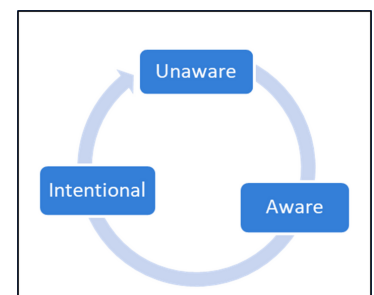
Adaptive Leadership

Learning is a **cyclical process**! As we move through REIC, there may be moments that you go from feeling secure and competent to completely unaware, and that's a normal part of the learning process. This is important to remember as we practice **distinguishing technical and adaptive work**, because racial equity is adaptive work that requires learning to uncover problems and solutions. Staying in the "productive zone", being intentional in continuously observing-interpreting-intervening, and moving between the "balcony" and the "dance floor" are all helpful skills that we will continue to practice as you implement the work.

Distinguishing Technical vs. Adaptive Work:

	TECHNICAL WORK	ADAPTIVE WORK
THE PROBLEM	IS CLEAR	REQUIRES LEARNING
THE SOLUTION	IS CLEAR	REQUIRES LEARNING
WHOSE WORK IS IT?	EXPERTS OR AUTHORITY	STAKEHOLDERS
TYPE OF WORK	EFFICIENT	ACT EXPERIMENTALLY
TIMELINE	ASAP	LONGER TERM
EXPECTATIONS	FIX THE PROBLEM	MAKE PROGRESS
ATTITUDE	CONFIDENCE AND SKILL	CURIOSITY

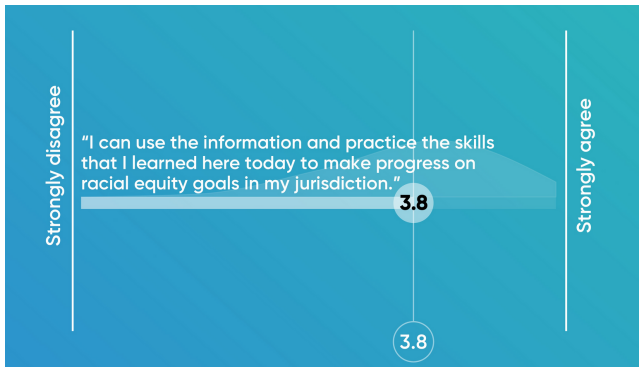
Learning as Cyclical:



SUMMARY BRIEF SESSION 1

SESSION EVALUATION

We use real-time evaluation software to track and interpret what happens during REIC sessions. A sample of evaluation results can be found below:



Name one new skill you learned today. How can you relate it to your work?

- Technical vs adaptive work
- Different style of learning: linear vs cyclical
- Brave spaces. Very useful in my work.
- Accepting non-closure
- Adaptive leadership – new lenses for how I see things.
- Identifying my triggers and finding alternatives to a default reaction.
- Ground rules for creating brave spaces for difficult conversations
- I liked the discussion on brave place. Going to start to implement that in mt department
- Linear vs. adaptive learning...tackle more complex problems.

APPLIED KNOWLEDGE

In this section you will find activities and "thought experiments" related to the content from Session 1 which are offered to support your ongoing exploration and cyclical learning process.

Brave Space

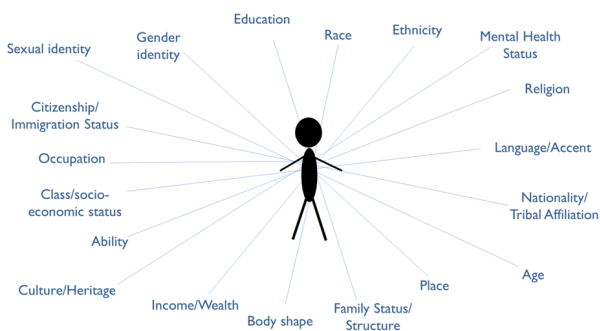
Experiment

Introduce Brave Space ground rules at your next meeting with other members of your jurisdiction. Notice what happens.

Identity

Self-Reflection

Consider a time when you were very aware of your identity. What aspects of your identity stood out the most in that situation? What did you think and feel?



Learning Adaptively

Peer Partner Discussion Topic

What's most helpful to you from these concepts as you think about making progress on racial equity in your community?

- *Unaware – Aware – Intentional*
- *Technical v. Adaptive Work*
- *Observe – Interpret – Intervene*
- *Getting on the Balcony*
- *Managing self: recognizing triggers & default response*

Next Steps

Connect with your peer partner

Plan to attend a readiness assessment debrief for your jurisdiction

Read Part 1 & 2 of *Your Leadership Edge*

Next Session: Wednesday, October 20 | 8:00am - 12:00pm | Thompson Barn, Lenexa

SUMMARY BRIEF SESSION 2

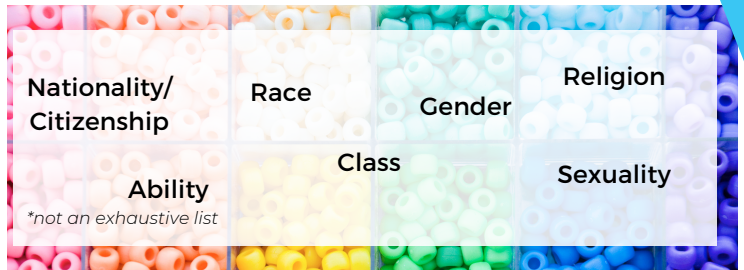
Wednesday, October 20 | 8:00am - 12:00pm | Thompson Barn, Lenexa

HERE'S WHAT HAPPENED DURING THE SESSION:

Exploring Privilege

The session began with an activity designed to bring awareness of **white privilege** in relation to the other privileges experienced based on being members of certain societal identity groups. Participants self-identified their privileges, leading to a robust discussion about what it means to have multiple, intersecting identities.

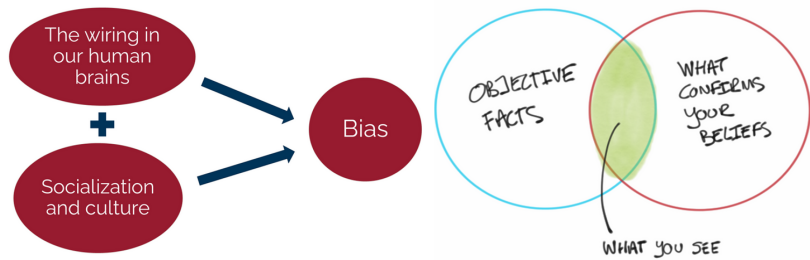
Forms of Privilege



Biased Brains

The first learning module focused on the concept of bias from a neuroscience perspective: bias is the brain's way of sorting potential threats to safety and survival. Survival requires that brains learn quickly, so the brain wires a pattern of behavior into the brain. That pattern is what we call **bias** - a tendency to be for or against something. Our brains learn to categorize what is and isn't a threat from our own experiences, our interpretations of those experiences, the stories we hear and the culture around us. Our brains perceive social threats in similar ways to physical threats. Researcher David Rock summed up what our brains experience as social threats with his **SCARF model**. Once the brain interprets a person or a situation as a threat (whether real or perceived), it gears up and responds with a "fight, flight, or freeze" response the next time we encounter it. Therefore, we can believe deeply in racial equity and still encounter challenges and even resistance in ourselves - all because of bias. To see and address bias requires bringing together people with a diverse range of lived experiences, and accepting that their experiences are as real and as "true" as our own.

Bias



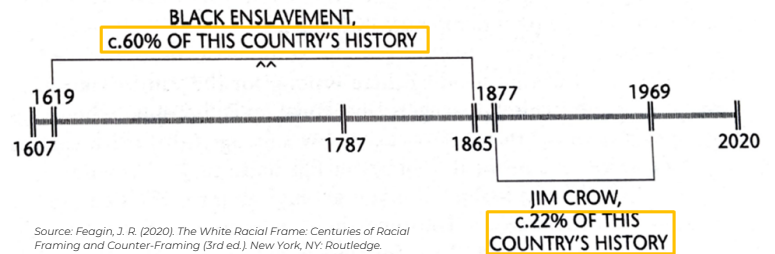
SCARF Model



White Racial Frame & White Dominant Culture

The second learning module focused on the **White Racial Frame** - the dominant racial frame that has long legitimated, rationalized, motivated, and shaped racial oppression and inequality. The white racial frame is the foundation of systemic racism and white dominant culture norms. The white racial frame contributes to collective memory and collective forgetting (one concrete example can be found in minstrel shows of the early 20th century which depicted enslaved Black people as happy and content). It operates through individual actions and behaviors, and provides widely shared racialized understandings, images, narratives, emotions, and action inclinations that routinely shape family, community, and institutional realities and behaviors. The discussion included exploration of nine traits of **white dominant culture**, defined by Tema Okun as the explicit to subtle ways that the norms, preferences and fears of white European descended people overwhelmingly shape how we are as a society. Participants were challenged in small groups to identify alternatives to these dominant culture characteristics.

White Racial Frame

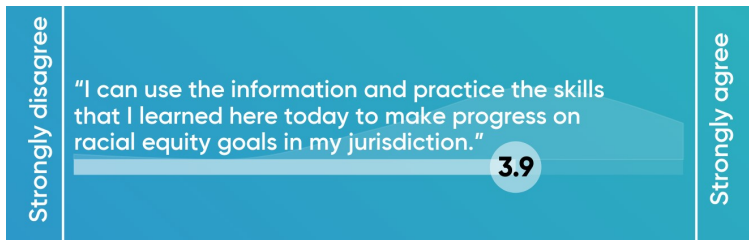


White Dominant Culture Traits



SESSION EVALUATION

We use real-time evaluation software to track and interpret what happens during REIC sessions. A sample of evaluation results can be found below:



Name one new skill you learned today. How can you relate it to your work?

Mentimeter

SCARF lens

Pausing to consider if/when/where the white dominant cultural lens is at play

How to breathe and retrain my reactions to difficult conversations

I learned that I do have the vocabulary to explain things and I can be more confident about having these difficult conversations.

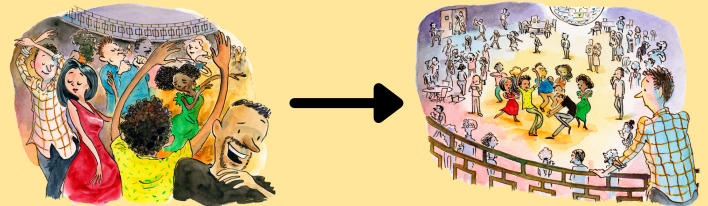
Noticing the White Framework and how to reflect on how it impacts me and my clients.

GROUP WORK

This session included time in breakout groups so that participants could build relationships and process the content.



The goal is to help participants move from the "dance floor" to the "balcony".



APPLIED KNOWLEDGE

In this section you will find activities and "thought experiments" related to the content from Session 2 which are offered to support your ongoing exploration and cyclical learning process.

Privilege

In her paper (attached), Peggy McIntosh listed 50 examples of white privilege. The privilege bead exercise is not an exhaustive list, so in your free time see how many examples of white privilege you can come up with.

White Dominant Culture

Notice examples of white dominant culture traits in your jurisdiction. You might observe your next meeting, review your jurisdiction's website, or notice your interactions when receiving services. Consider what an alternative would be.

Next Steps

Meet with your peer partner to discuss the questions in the *White Culture Handout* document (attached).

Define the Terms (attached).

Continue Reading Part #1 & #2 of *Your Leadership Edge*

Managing Triggers through Breathing

Any time you feel triggered based on a perceived social threat, take these steps to calm your nervous system so that you can make wise choices about your reaction:

- Put both feet on the floor. Sit up straight. Close your eyes or soften your gaze.
- Notice where in your body you feel the tension or anxiety. Don't overthink it.
- Take a deep breath in through your nose, silently counting to 4. Imagine your breath going to the place in your body where you feel tension.
- Breathe out through your mouth, silently counting to 8. Imagine the tension leaving your body as you exhale.
- Repeat as many times as needed.

Next Session: Wednesday, November 17
8:00am - 12:00pm
Thompson Barn, Lenexa