



REGULAR MEETING AGENDA
Wednesday, June 26, 2024 at 7:00 p.m.

CITY HALL
6090 Woodson Street

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. 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>.

If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

1. PUBLIC HEARINGS

- 1a. Request For a Waiver to Park a Recreational Vehicle on Residential Property Located at 6681 Woodson Drive

2. SPECIAL PRESENTATIONS

- 2a. Elder Abuse Prevention Month Proclamation
2b. Silver Haired Legislators

3. ISSUANCE OF NOTES AND BONDS

4. CONSENT AGENDA

*NOTE: Information on consent agenda items has been provided to the Governing Body. These items are determined to be routine enough to be acted on in a single motion; however, this does not preclude discussion. **If a councilmember or member of the public requests, an item may be removed from the consent agenda for further consideration and separate motion.***

CONSENT AGENDA - GENERAL

- 4a. [Minutes of the May 15, 2024 City Council Meeting](#)

CONSENT AGENDA - Finance & Administration Committee

[Finance & Administration Committee Meeting Packet June 5, 2024](#)
Finance & Administration Committee Meeting Minutes June 5, 2024

- 4b. Membership Revisions for Sustainability and Parks, Recreation + Tree Commissions
- 4c. Crossing Guard Contract Renewal
- 4d. Replacement of Laptop and Desktop Computers

CONSENT AGENDA - Community Development Committee

[Community Development Committee Meeting Packet June 5, 2024](#)
Community Development Committee Meeting Minutes June 5, 2024

- 4e. Cooperative Agreement with Bike Share KC for maintenance and operation of E-bikes
- 4f. Traffic Signal Buyout at Roe Avenue and Johnson Drive
- 4g. Powell Community Center (PCC) South Bathrooms Remodel
- 4h. Rock Creek Trail Fence Painting

5. PUBLIC COMMENTS

6. ACTION ITEMS

Planning Commission

[Planning Commission Minutes 04-29-2024](#)

- 6a. Preliminary Development Plan for Mission Beverly Multi-Family Housing Development – 6000, 6005, 6025, 6040 and 6045 Martway; 5935 and 5945 Beverly; and 5960 Dearborn (PC Case 24-07) [Staff Report and Packet Documents \(page 5\)](#)
- 6b. Special Use Permit for Greentec Auto – 6800 W. 61st Street (PC Case 24-09) (page 21)

Miscellaneous

7. COMMITTEE REPORTS

Finance & Administration, Brian Schmid

[Finance & Administration Committee Meeting Packet June 5, 2024](#)

Finance & Administration Committee Meeting Minutes June 5, 2024

- 7a. Resolution Setting Public Hearing dates for the Division of Rock Creek Redevelopment District No. 3B and Consideration of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C (The Lanes at Mission Bowl Phase II) ([page 42](#))

Community Development, Mary Ryherd

[Community Development Committee Meeting Packet June 5, 2024](#)

Community Development Committee Meeting Minutes June 5, 2024

- 7b. Stormwater Master Plan Planning Assistance Cost Share Program ([page 51](#))
- 7c. Request for a Waiver to Park a Recreational Vehicle on Residential Property Located at 6681 Woodson Drive ([page 67](#))
- 7d. PCC Indoor Track Replacement ([page 73](#))

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- 9a. Purchase of Body Camera and In-Car Camera System ([page 80](#))

10. COMMENTS FROM THE CITY COUNCIL

11. COUNCIL COMMITTEE LIAISON REPORTS

- Sustainability Commission (Boultinghouse/Loudon)
- Parks, Recreation + Tree Commission (Kring/Schmid)
- Mission Magazine Editorial Board (Ryherd/Chociej)
- Family Adoption Committee (Carpenter-Davis)

12. MAYOR'S REPORT

Appointments

13. CITY ADMINISTRATOR'S REPORT

- 13a. April and May 2024 Interim Financial Reports ([page 88](#))

13b. Business Updates

14. EXECUTIVE SESSION

ADJOURNMENT

City of Mission	Item Number:	6a.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Administration	From:	Brian Scott

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

RE: Preliminary Development Plan for Mission Beverly Multi-Family Housing Development 6000, 6005, 6025, 6040, and 6045 Martway; 5935 and 5945 Beverly; and 5960 Dearborn (PC Case #4-07)

RECOMMENDATION: Approve the preliminary development plan with stipulations for the construction of a multi-family housing development along Martway Street between Beverly and Dearborn.

DETAILS: The City has been in discussion with Milhaus Development, LLC for over a year regarding the potential development of a 261-unit, multi-family housing development on eight existing parcels along both the north and south side of Martway Street between Dearborn and Beverly.

On the north side of Martway, Milhaus is proposing to construct a four-story, 204-unit building (Building “A”) with 1,500 square feet of retail space on the ground floor at the northeast corner of Martway and Beverly that includes a 265-space parking structure integrated into the building. Building A will cover five existing lots including the office building at 5960 Dearborn, the two-story office building at 6000 Martway, the Security Bank motor-bank at 6040 Martay, the parking lot at 5935 Beverly and Beverly Park.

On the south side of Martway, Milhaus is proposing a three-story, 57-unit building with 83 surface parking spaces. The building site will include the three lots at 6005, 6025 and 6045 Martway where three vacant office buildings were recently demolished.

All of the properties are currently zoned Main Street 2 (“MS-2”). The MS-2 zoning currently permits residential in conjunction with an office or commercial development. MS-2 also stipulates a maximum height of three (3) stories and/or 45 feet and a density no greater than 35 units per acre. Building “A” on the north side of Martway is proposed to be four (4) stories with a density of 80 units per acre. Building “B” on the south side of Martway is proposed to be three (3) stories with a density of 35 units per acre. The newly adopted Tomorrow Together Comp Plan identifies these properties as mixed-use medium density with 12 to 45 units per acre. The developer is requesting a deviation from the permitted height and density as well as residential requirements of the MS-2 zoning for Building “A” on the north side of Martway.

The proposed preliminary development also includes nine (9) on street parking spaces along the north side of Martway between Dearborn and Beverly and re-alignment of the

Related Statute/City Ordinance:	Chapter 400 – Mission Land Use – of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	6a.
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Action items require a vote to recommend the item to the full City Council for further action.

existing Rock Creek Trail from the south side of Martway to the north side in front of Building “A”. This will provide for a wider pathway, more interaction with the retail component of the building and better crossing access at Martway and Dearborn with a flashing pedestrian beacon.

Other amenities will include sidewalks around the building with ground floor units having direct access to the sidewalks, a courtyard and pool in the center of the building for resident use, as well as a fitness center on the ground floor for resident use.

Both buildings will have similar design with balconies on the upper floor units, articulation of the façade with varying setbacks, with fiber cement board, concrete and brick veneer finishes in varying earth tone colors including beige, green and terra cotta.

The developer hosted a neighborhood meeting in March of 2023 at the Powell Community Center that was well attended. Most of the comments received at that time were favorable with residents to the south of the site along 61st Street pleased that Building “B” on the south side of Martway was shorter, smaller, and up close to the street.

The Planning Commission held a public hearing at their regular meeting on April 29th in which public testimony was taken. Two individuals spoke, one was a property owner to the north along Johnson Drive who expressed a concern about overflow parking from the development. The other was a representative of the Mission Project who asked that consideration be given to their residents who often walk along the streets that comprise this development area. Planning Commission minutes are included with this packet.

After taking public testimony and closing the public hearing, the Planning Commission voted 7-0 to recommend approval of the preliminary development plan for Mission Beverly (PC Case #24-07) to the City Council.

CFAA CONSIDERATIONS/IMPACTS: The Mission Beverly Development will provide much needed housing for adults of all ages in the Mission Community. Its proximity to Johnson Drive and other shopping centers along Martway, as well as the Powell Community Center, will make this project an attractive residential place for adults of all ages and will be key in supporting the economic vibrancy of downtown Mission.

Related Statute/City Ordinance:	Chapter 400 – Mission Land Use – of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

CITY OF MISSION, KANSAS

ORDINANCE NO. _____

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN WITH CERTAIN DEVIATIONS AND STIPULATIONS FOR THE CONSTRUCTION OF A MULTI-FAMILY HOUSING DEVELOPMENT ALONG MARTWAY BETWEEN DEARBORN AND BEVERLY – MILHAUS DEVELOPMENT, LLC, APPLICANT (PLANNING COMMISSION CASE # 24-07)

WHEREAS, the subject development site consists of eight (8) separate parcels located along Martway Street between Dearborn and Beverly in the City of Mission, Johnson County, Kansas; and

WHEREAS, the subject parcels are all zoned Main Street 2 (“MS-2”) with certain stipulations on building type, height, setbacks, architecture, landscaping, and street layout; and

WHEREAS, Milhuas Development, LLC (the applicant), presented an application to the Community Development Department of the City of Mission for a preliminary development plan for the construction of a two-building, multi-family housing development with a total of 261 units on the subject parcels on February 22, 2024; and

WHEREAS, the application was presented to the Mission Planning Commission on April 29, 2024 as Planning Commission Case #24-07, at which time a public hearing was held by the Commission so that all interested parties may present their comments concerning the application; and

WHEREAS, notice of said public hearing was published in The Legal Record on April 9, 2024, and sent, certified mail, to property owners and occupants within 300 feet of the subject property; and

WHEREAS, at the conclusion of the public hearing for PC Case #24-07, the Planning Commission, after due consideration, voted 7-0 to recommend approval of the application to the Mission City Council with certain deviations and stipulations;

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

Section 1. Approval of Preliminary Development Plan Granted – Pursuant to Section 440.175 of the Mission Municipal Code, the Preliminary Development Plan (Planning Commission Case #24-07) on file with the Community Development Department of the City of Mission, 6090 Woodson, Mission, Kansas 66202 is hereby approved for the subject parcels as described below, and in accordance with Section 410.320 et. seq. of the Mission Municipal Code, subject to the stipulations set forth in Section 2, and subject to all other laws and regulations:

6000 Martway Street (Property Tax ID: KF251208-4017)

Abbreviated Legal Description: 8-12-25 BG 967.19' E & 776.33'S NW COR NW1/4 SE1/4 N 92.84' W 140' S 30' W 20' S 90' NELY 162.25' TO BG .377 AC M/L MIC 247 7

6005 Martway Street (Property Tax ID: KP20600000 0003)

Abbreviated Legal Description: MARTWAY OFFICE BUILDINGS LT 3

6025 Martway Street (Property Tax ID: KP20600000 0002)

Abbreviated Legal Description: MARTWAY OFFICE BUILDINGS LT 2

6040 Martway Street (Property Tax ID: KF251208-4016)

Abbreviated Legal Description: 8-12-25 BEG AT A POINT 824.33' S & 686.97' E OF NW COR NW 1/4 SE 1/4 ELY 121.72' N 90' W 120' S 110.37' TO BEG .276 ACS M/L MIC-0247 0006

6045 Martway Street (Property Tax ID: KP20600000 0001)

Abbreviated Legal Description: MARTWAY OFFICE BUILDINGS LT 1

5935 Beverly (Property Tax ID: KF251208-4022)

Abbreviated Legal Description: 8-12-25 BG 635' W & 400' S NE CR NW1/4 SE1/4 S 132.38' E 140' N 132.14' W 140' .435 AC M/L MISSION OFFICE PARKING MIC 247 12 BOTA 02 6941 TX

5945 Beverly (Property Tax ID: KF251208-4018)

Abbreviated Legal Description: 8-12-25 BEG 533.96' S & 687.19' E AT NW COR NW 1/4 SE 1/4 S 180' E 140' N 180' W 140' TO BEG .578 ACS M/L MIC-0247 0008

5960 Dearborn (Property Tax ID: KF251208-4010)

Abbreviated Legal Description: 8-12-25 BEG 827.19' E & 401.58' S NW COR NW 1/4 SE 1/4 S 282.14' E 140' N 281.91' W 140' TO BEG .906 AC M/L MIC-0247

Section 2. Conditions and Stipulations – The Preliminary Development Plan referenced in Section 1 above is hereby approved with requested deviations and adopted subject to the following stipulations:

1. A Final Development Plan will be submitted to the City and approved by the Planning Commission prior to the issuance of any building permits. The Final Development Plan shall be in conformance with the Preliminary Development Plan including but not limited to architectural features and details, materials used, and amenities.
2. Final development plan shall include a photometric study and a lighting plan for all exterior and courtyard light fixtures; to include International Dark Sky standards.
3. All landscaping shall be native to NE Kansas according to the Kansas Forestry Service/Kansas State Extension Office and details provided in a final development plan.
4. All exterior and courtyard lighting shall be provided in a final development plan and follow standards set forth by the International Dark Sky Association.
5. Private sign criteria shall be submitted with the final development plan providing guidelines for the design and placement of all exterior signage. Sign permits issued at the time of construction shall conform to the private sign criteria.
6. Screening of the cars within the parking garage shall be included in material facade treatments and detailed in the elevation plans.
7. A maintenance agreement is required for all site improvements on the property, including landscaping, and for on-street parking; this shall be recorded prior to recording the plat and the referenced book number applied to the final plat.
8. Engineering and grading on the south property shall be designed and implemented to obtain a no-rise certificate from the city's consulting floodplain manager.
9. Buildings shall be a minimum two feet above base flood elevation (BFE)
10. All construction drawings shall be approved by the Building Official and Fire District #2 Fire Marshall prior to permitting.
11. The applicant shall submit a Final Site Plan and construction documents to the City for review and approval prior to building permit issuance.
12. The applicant shall obtain all approvals from the Consolidated Fire District No. 2 prior to building permit issuance.
13. The applicant shall obtain all approvals from Johnson County Wastewater and Johnson County Water District #1 prior to building permit issuance.
14. The applicant shall be responsible for all damage to existing City infrastructure, including roads, curbs, and sidewalks during construction. Repairs shall be of a quality like or better than existing conditions before final Certificate of Occupancy issuance.
15. The applicant shall provide a two (2) year warranty bond on all public infrastructure installed as part of this Preliminary Development Plan; bond(s) will be placed on file with the City of Mission Community Development Department.

16. This Preliminary Development Plan approval shall lapse in five (5) years from the effective date of this ordinance if construction on the project has not begun; provided, however, that the applicant may request a hearing before the City Council to request an extension of this time period for up to 12 months.

Section 3. Effective Date - This ordinance shall take effect and be in force from and after its publication as required by law.

Passed by the City Council this 26th day of June 2024.

Approved by the Mayor this 26th day of June 2024.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM:

David Martin, City Attorney

Payne & Jones, Chartered
11000 King Street, King 2 Building
Overland Park, KS 66210

AT A GLANCE

Applicant:
Milhaus Development, LLC

Case Number:
24-07

Location:
Eight properties, generally at Martway Street and Beverly Avenue

Project Name:
Mission Beverly

Property ID:
KP20600000 0003, KP20600000 0002,
KP20600000 0001, KF251208-4017,
KF251208-4016, KF251208-4018,
KF251208-4010, KF251208-4022

Project Summary:
The project developer proposes a mixed-use, residential complex on five properties at the northeast corner of Martway and Beverly on the block between Beverly and Dearborn, and includes three properties on the adjacent south side of Martway. The development as proposed consists of 261 residential units and approximately 1,500 square feet of retail.

Current Zoning:
MS2

Proposed Zoning:
N/A

Current Land Use:
Office, Parking, Open Space

Staff Contact:
Karie Kneller, City Planner

Proposed Land Use:
Mixed-Use

Public Hearing Required

Legal Notice:
April 9, 2024



PROPERTY BACKGROUND AND INFORMATION

Milhaus Development, LLC submitted an application for a mixed-use development at the following eight existing properties: 6005 Martway, 6025 Martway, 6045 Martway, 6000 Martway, 6040 Martway, 5945 Beverly, 5935 Beverly, 5960 Dearborn. The location is in the general vicinity of Martway Street and Beverly Avenue, with five properties on the north side of Martway between Beverly Avenue and Dearborn Street, and three properties immediately adjacent on the south side of Martway. The properties north of Martway are two office buildings, a bank building, a parking lot, and a .4 acre green space locally known as Beverly Park, owned by the City. Three office buildings on the south side of Martway are currently being demolished after several years of vacancy following a redevelopment application that was approved by the governing body, but never built.

Total land area of the subject properties is 4.32 acres and all properties are zoned “MS-2” Main Street District 2, adjacent to Mission’s downtown commercial area. Adjacent properties to the west are the Powell Community Center and an office building. Properties to the east are multi-family and an office building. Properties to the south, across the Rock Creek channel, are the Mission Family Aquatic Center/ Andersen Park and a single-family residence. Adjacent properties to the north are office buildings. Structures neighboring the subject properties are between two and two-and-a-half stories.

PROJECT PROPOSAL

The applicant voluntarily held a neighborhood public meeting on March 20, 2023 to gain feedback on the initial design and layout of the project. Notes from that meeting are included in the packet; main takeaways were (1) there were parking concerns for Building B, (2) residents would like a connection to Anderson Park on the site, (3) concern for screening trash and sight lines from balconies on the south side of Building B toward homes facing 61st Street, and (4) some residents commented that they would like to keep the current space at Beverly Park. Feedback was mostly positive relating to the design, scale, and community benefits. Some residents felt that the applicant heard their concerns about reducing the scale at the south building, and the setback from single-family homes was a plus. Since that neighborhood meeting, the applicant has worked closely with staff to maintain the integrity of the original layout and design as voiced by residents, as other factors such as Beverly Park were being considered. The layout and density of the plan has not significantly changed, but the park space that was originally swapped to a location on the west side of Building B has been eliminated from the plan after residents and stakeholders voiced concern about the layout and parking accessibility of the park at the new location. Therefore, the applicant has made concessions by providing a financial contribution for the City to use funds to improve park space closer to the open space at the Farmers Market and city-owned lots nearby. This will allow the city to program and further develop a linear park space on a nearby site along the Rock Creek Trail. Staff has received favorable feedback with the new layout and contribution for larger park space off-site.

Site Plan and Architecture

The proposed redevelopment consists of two buildings - the building on the north side of Martway is

referred to as “Building A” and the structure on the south side of Martway is referred to as “Building B.” Building A is 304,541 square feet, consisting of 204 residential units with a 1,500 square-foot retail space on the corner of Martway and Beverly. Building B is 53,406 square feet with 57 units. Density of the proposed development is 80 units per acre for Building A and 35 units per acre for Building B. The height of Building A is four stories or 54.5 feet, and three stories or 39.3 feet for Building B. A three-story parking garage with 265 spaces is proposed as part of Building A, and nine parallel on-street public parking spaces along Martway are designated for retail use. Surface parking is provided for Building B on the south lot with 83 stalls; a total of 16 ADA stalls are included in the total count. Garage ingress/egress is mid-block on Dearborn, and trash pickup is just south of the garage entry. Architectural elements break up the garage expanse on the east elevation of Building A by varying materials and openings. Each facade includes balconies or patios, windows, and architectural articulation with varying setbacks. Exterior materials consist of white, beige, green and terra cotta colors using fiber cement board, concrete, lap siding, and brick veneer. Roof-mounted equipment is screened by a parapet. Street frontage external to the retail use includes a potential outdoor seating area, and a pedestrian plaza is incorporated into the street frontage at the northwest corner of Martway and Dearborn.

Landscaping and Materials

Landscaping consists of shade trees and decorative trees along street frontage and in parking areas, bushes used for beautification and screening, and ground cover including sod and a riparian buffer seed mix in flood-prone areas. Existing trees on the site will be removed prior to construction. Trees along Beverly and Dearborn are located in the public right-of-way in tree pits. Species are native to NE Kansas.

Amenities and Safety Features

Amenities include a central courtyard with pool and lounge areas, which will receive landscaping details that shall be provided when a final development plan is submitted, along with photometric study and lighting plan. Other amenities include a fitness room and dog wash station. The Rock Creek Trail is currently located on the south side of Martway, where it crosses from the north side at just east of Dearborn, but the plan proposes continuing the trail along the north side of the street, fronting the retail location, before crossing to the south side of the street at Beverly. This crossing will include rectangular rapid flashing beacons (RRFBs) and a new crosswalk from the corner of Martway and Beverly to the south side of the street. Other pedestrian amenities include sidewalks around each building in the public right-of-way and connecting to building entrances, and a reduced number of curb cuts throughout the redevelopment site to improve pedestrian safety, as well as park benches. Bike racks are included in the plan near the retail location at Building A, and on the east side of Building B.

Infrastructure Improvements

Other proposed improvements include new stormwater and sanitary sewer infrastructure, including new tie-ins via street inlets and other on-site inlets, and new 60” stormwater pipe on the south property,

a 48" stormwater pipe on the north property, and a hydrodynamic separator to treat water from each building's roof. Proposed overhead and underground electrical infrastructure, as well as water lines are also part of the proposed improvements. A public access easement on the south property's westernmost boundary with a new 10' sidewalk is proposed to provide access to the south parking lot and designed to provide a potential future connection to Andersen Park.

Sustainability

The proposed plan includes elements that address sustainability. Measures included in the plan address the "Three Es" of Sustainability - Environment, Equity, and Economy. Environmental sustainability efforts include Energy-Star appliances, high R-value insulation and windows, water-control irrigation, native vegetation, and EV chargers in residential parking areas. Other community benefits that improve social equity include improving pedestrian connections, proximity to public transit and the community center, improved safety features for pedestrians as well as vehicles, and contribution through purchase of the open green space ("Beverly Park") toward a larger community gathering space along the Rock Creek Trail east of Woodson. Economic sustainability improvements consist of the build-out of end-of-life underground infrastructure, population density adjacent to Mission's downtown commercial shopping district, and redevelopment of blighted structures to reduce the likelihood of continued blight in the area.

The developer included a Sustainability Scorecard in its submittal, and met with the Sustainability Commission to discuss the project's goals toward meeting Mission's goals. At its April 1st meeting earlier this month, the Sustainability Commission provided feedback about the plan's elements that meet Mission's goals, and ways that the project could increase the sustainability score with additional measures.(waiting on a summary of this meeting to be included here).....

PLAN REVIEW AND ANALYSIS

Site Plan, Height, and Density

MS-2 zoning districts allow residential uses as part of a commercial or office building or complex, under Section 410.230 "Permitted Uses." Height and area regulations under Section 410.240 state that a maximum of three stories and/or 45 feet is permitted, and minimum lot area for multi-family dwellings is 1,245 square feet per unit or 35 units per acre.

Parking regulations at Section 410.250 state that four off-street parking spaces shall be provided on premises for each 1,000 square feet of gross floor area (pertaining to retail uses), or on-street parking may be constructed where adequate right-of-way is available, subject to good traffic engineering design principles. For residential uses, the minimum number of off-street parking spaces shall be provided as follows:

1. Studios and one-bedroom units - one space per unit

2. Two- or three-bedroom units - two spaces per unit
3. Four-bedroom units - two and one-half spaces per unit

Additionally, per Section 410.260 “Development and Performance Standards,” residential uses shall not consist of more than 50% of the ground level street frontage within any commercial complex. MS-2 districts also must adhere to the development standards of MS-1 as stated in Section 410.200. Specific to the proposal, restaurants may have an outdoor service area that is accessory to the main restaurant function. The outdoor service area must be well-defined and designed to keep debris from blowing off premises. Patrons must gain entrance through the main entrance to the restaurant, but one exit must be provided for fire safety. The outdoor seating area shall be enclosed by a low wall and/or hedge located at the right-of-way line.

Analysis: A deviation from the height requirements of MS-2 districts is requested by the applicant, as the height of Building A is four stories, one story higher than permitted by-right. The area-to-unit ratio also requires a deviation, as both Building A and Building B exceed the maximum densities allowed by current municipal code. The future land use plan as part of the comprehensive plan indicates the property as mixed-use medium density (Building A property) and high-density residential (Building B property). Mixed-use medium density is defined in the Comprehensive Plan as 12-45 units per acre, and high-density residential includes 12 or more dwelling units per acre. These definitions are not currently reflected in the municipal code, which will be undergoing an update in the near future. Building B is proposed for a 35 units per acre density and Building A is proposed for 80 units per acre.

The deviation requests are a reciprocal exchange of the two properties for this project. Staff considers the project as a whole as being within the reasonable intention of the comprehensive plan’s future land use plan for overall density within the context of the surrounding downtown area and adjacent uses. The four story height is more appropriate on the north property since adjacent buildings, block configuration, and massing provides a more realistic context for that density and height. Building A on the south property is a three-story height that is considerate of the residential properties nearby and has been adjusted according to the desires of residents along 61st Street. Previous development plans received input from neighbors that a three-story building is more desirable on the south property, and area residents stated that this building configuration was preferred to previous iterations of development plans.

Parking meets or exceeds the minimum for each use on-site. Since the project has a residential focus as part of mixed-use, the development standard requirement for 50% of a commercial complex to be retail or commercial on the ground floor does not apply. All other design elements of the site are within the parameters set forth by the zoning code.

Landscaping

Landscaping requirements stated in Sections 415.090 and 415.100-110 of the municipal code require

street trees along property frontage at average intervals every 50 feet and minimum sizes of plantings for trees, shrubs, and ground cover. The planting requirements for parking areas is a minimum 6% of landscaped area with one tree for every 20 cars of parking area within the parking area and shall be reasonably dispersed. The provisions recommend native plantings according to the Kansas Forestry Service/Kansas State Extension Office.

The Comprehensive Plan recommends an update to zoning code that stipulates enhancing outdoor amenity spaces within large-scale developments. The Comprehensive Plan also recommends adopting a native plants ordinance - these recommendations have not been codified, but the applicant has provided outdoor amenity space and specified native species in the plan

Analysis: Landscaping proposed in the plan meets the requirements of the municipal code and honors the Comprehensive Plan's recommendations for amenity space and native species.

Materials

The Johnson Drive Design Guidelines address exterior materials and colors. Buildings facades should have similar (complimentary) colors, materials, form, and detailing. Visible facades should respect the scale of adjacent buildings and located to enhance pedestrian access points. Wall surfaces should incorporate features that create a pattern of shade and shadow. Building proportion and scale should be compatible in scale and proportion with other buildings in the immediate context and relate to the human scale for passing pedestrians. Architectural rhythm should be used by incorporating columns, fenestration, or other design elements. Materials should be durable and maintenance free such as stone, brick, tile, and textured CMU. Predominant colors should be neutral tones such as yellow, tan, beige, brick, and brown tones and accent colors compliment these with no more than four colors on the facade. Roof-mounted mechanical equipment should be screened by parapets, and if parapets are used, should be on all facades. Building entrances should engage the street and on-site parking should be convenient to access main entries. Large buildings facing multiple streets should have several entrances. Parking structure facades should adhere to the building and site design guidelines and include features that mask the building as a parking structure. Views of cars should be screened from pedestrian view.

Analysis: Materials, scale and proportion, architectural detail, and colors are consistent with the Johnson Drive Design Guidelines. Roof-mounted equipment is screened by parapets, and pedestrian entrances are included on all sides. The parking structure is well-integrated into the building facade. The screening elements of the garage at ground level should be detailed with the final development plan to ensure that cars are not visible by passing pedestrians.

Amenities

The Johnson Drive Design Guidelines address pedestrian amenities. Benches, trash receptacles, etc. should be provided to enhance the streetscape. Sidewalks on side streets should be a minimum of four feet wide and should be a minimum of eight feet wide on major streets. All sidewalks and curb ramps

shall be ADA compliant.

Analysis: Benches, bike racks, and a pedestrian plaza with an outdoor seating area are provided on site. The outdoor seating area is enclosed by a low wall in accordance with development standards for the zoning district (see Section 410.200 of the municipal code cited previously). Engineering of curb ramps and ADA requirements of sidewalks will be evaluated during construction permitting review.

Traffic Impact Study

The traffic impact study conducted by Kimley-Horn and Associates determined trip generation of the proposed development, analyzed various scenarios to determine the impacts of traffic circulation around the site, and evaluates potential mitigation measures to achieve acceptable operations. The following intersections were evaluated:

- Johnson Drive & Lamar Avenue (Signalized)
- Johnson Drive & Beverly Avenue (Side Street Stop)
- Johnson Drive & Dearborn Street (Side Street Stop)
- Johnson Drive & Woodson Road (Signalized)
- Martway Street & Lamar Avenue (Signalized)
- Martway Street & Beverly Avenue (Side Street Stop)
- Martway Street & Dearborn Street (Side Street Stop)
- Martway Street & Woodson Road (Multiway Stop)

The proposed development has three access points for vehicles. Building A has garage access on Dearborn, and Building B has two access points on Martway. The Rock Creek Trail will also be realigned to run along the north side of Martway until the Beverly intersection where it will turn south to the opposite side of the street.

Total vehicle trips generated with the proposed development for the residential units is expected to be 1,748 on a daily basis. For the retail location, a total daily trip count is expected to be 293 vehicles. Future conditions scenarios included site trips from the Lanes at Mission Bowl development (5399 Martway) and the Mission Gateway site (5901 Roeland Dr.)

Analysis of the existing traffic volumes with development conditions indicates that intersections at Martway and Lamar and Johnson Drive and Lamar will operate at Level of Service (LOS) D during peak hour conditions for certain lanes. The memo states that for arterial streets, LOS D is a minimally acceptable LOS with signalization. Overall, these intersections when evaluated for all lanes gain a

qualification of LOS C and LOS D respectively. All other lanes at these intersections generally gained LOS between A and B., with the exception of the Johnson Drive and Dearborn intersection in the Northbound lane receiving an LOS F.

By 2024, future conditions at Northbound Johnson Drive and Beverly Avenue are expected to reach LOS E with the assumption of a yearly .5% growth rate of vehicle trips. The Northbound lane of the Johnson Drive and Beverly intersection receives a LOS E and the northbound lane of the Johnson Drive and Dearborn Street intersection receives a LOS F with longer queue and waiting time compared to the LOS F conditions in the 2023 analysis model. Martway and Lamar Avenue receives a LOS E in the eastbound right turn lane in future conditions.

Conclusion: Peak LOS function of existing conditions with the proposed development show acceptable levels of service for all but one intersection at northbound Dearborn and Johnson Drive. If delays are unacceptable to drivers, alternate routs are available. Significant changes are not noted by the traffic modeling scenario for future conditions, although slight increase in queues and wait times are likely. Therefore, no mitigation measures are indicated by the traffic study.

Stormwater/Drainage Memo

Kimley-Horn also prepared the drainage memo for the development site. Stormwater generally flows from north to south on the site. As noted in the memo, the southern edge of the site is located within the floodway. Structures are not within the floodway and at least two feet above base flood elevation (BFE). Kimley-Horn will complete a no-rise analysis for the proposed development site and will design the site to meet no-rise conditions. Assumptions during the design of the site will require a 1:1 compensatory storage scenario. The proposed development decreases the total impervious surface area within project limits. Therefore, no additional stormwater flow management facilities are required. Underground stormwater infrastructure will be replaced where the pipes are at the end-of-life. This includes a new 48" and a new 60" stormwater line in the middle of Beverly Avenue. Two hydrodynamic separators are included in the project proposal to achieve required level of service per the Mid-America Regional Council's (MARC) Best Management Practice (BMP) Manual.

RECOMMENDATION

Staff recommends that the Planning Commission recommend approval of the Mission Beverly Preliminary Development Plan, Case # 24-07, to the City Council with the following conditions:

1. A maintenance agreement is required for all site improvements on the property, including landscaping, and for on-street parking; this shall be recorded prior to recording the plat and the referenced book number applied to the final plat.
2. Final development plan shall include a photometric study and a lighting plan for all exterior and

courtyard light fixtures; to include International Dark Sky standards.

3. Screening of the cars within the parking garage shall be included in material facade treatments and detailed in the elevation plans.
4. Engineering and grading on the south property shall be designed and implemented to obtain a no-rise certificate from the city's consulting floodplain manager.
5. Buildings shall be a minimum two feet above base flood elevation (BFE)
6. All construction drawings shall be approved by the Building Official and Fire District #2 Fire Marshall prior to permitting.
7. All landscaping shall be native to NE Kansas according to the Kansas Forestry Service/Kansas State Extension Office and details provided in a final development plan.
8. All exterior and courtyard lighting shall be provided in a final development plan and follow standards set forth by the International Dark Sky Association.
9. All signage will be submitted as a package with a separate sign permit application.
10. A Final Development Plan will be submitted to the City and approved by the Planning Commission prior to the issuance of any building permits. The Final Development Plan shall be in conformance with the Preliminary Development Plan including but not limited to architectural features and details, materials used, and amenities.
11. The applicant shall submit a Final Site Plan and construction documents to the City for review and approval prior to building permit issuance.
12. The applicant shall obtain all approvals from the Consolidated Fire District No. 2 prior to building permit issuance.
13. The applicant shall obtain all approvals from Johnson County Wastewater and Johnson County Water District #1 prior to building permit issuance.
14. The applicant shall be responsible for all damage to existing City infrastructure, including roads, curbs, and sidewalks during construction. Repairs shall be of a quality like or better than existing conditions before final Certificate of Occupancy issuance.
15. The applicant shall provide a two (2) year warranty bond on all public infrastructure installed as part of this Preliminary Development Plan; bond(s) will be placed on file with the City of Mission Community Development Department.
16. This Preliminary Development Plan approval shall lapse in five (5) years from the effective date of this ordinance if construction on the project has not begun; provided, however, that the applicant



may request a hearing before the City Council to request an extension of this time period for up to 12 months.

PLANNING COMMISSION ACTION

The Planning Commission will consider Case #24-07 Mission Beverly Preliminary Development Plan at its April 29, 2024 meeting.

CITY COUNCIL ACTION

The City Council will consider Case #24-07 Mission Beverly Preliminary Development Plan at its June 26, 2024 meeting.

City of Mission	Item Number:	6b.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Community Development	From:	Brian Scott

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

RE: Special Use Permit for Greentec Auto, LLC – 6800 W. 61st Street (PC Case #24-09)

RECOMMENDATION: Approve a Special Use Permit for Greentec Auto, LLC to utilize property located 6800 W. 61st for resourcing of nickel-metal hydride batteries for hybrid vehicles.

DETAILS: Greentec Auto, LLC is a national company that specializes in resourcing and remanufacturing batteries for hybrid and electric vehicles. They have 27 locations throughout the United States and are headquartered in Kansas City, Kansas.

At their Kansas City, Kansas facility they receive used and/or damaged nickel-metal hydride (NiMH) batteries and lithium-ion (Li-Ion) batteries for the purpose of dismantling, testing, and then reassembling to be sold again as remanufactured batteries at a considerably lower cost to consumers. Individual battery cells that are determined to be defective are shipped to a company in Ohio that recycles them.

Greentec Auto recently purchased the former PPC Flexible Packaging plant at 6800 W. 61st Street in Mission with the intention of expanding their growing operation.

The property is actually two parcels, with the front (southern) parcel being zoned M-1 General Industrial and the back (north) parcel being zoned C-2B Retail and Service. Neither zoning district lends itself to the intended use and given the nature of the operations, Staff suggested that the best course was for Greentec Auto to submit an application for a special use permit.

Staff visited Greentec Auto's operations in Kansas City, Kansas upon submittal of the application to gain a better understanding of the intended operations. Greentec Auto intends to receive nickel-metal hydride batteries only at the Mission facility. They will disassemble the batteries and test the individual cell components. Those that are bad will be collected and shipped to a recycler in Ohio. Those that are good will be stored and then shipped to their facility in Kansas City, Kansas for further testing and re-assembly to be sold as a remanufactured battery. Greentec also intends to store the casing and other components for the batteries at the Mission facility.

The Planning Commission heard this application at their regular meeting on April 29, 2024, at which time they held a public hearing to take comments from any concerned

Related Statute/City Ordinance:	Section 445.180 et al of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	6b.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Community Development	From:	Brian Scott

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

parties. No comments were presented. Upon conclusion of the public hearing the Planning Commission voted 7-0 to recommend approval to the City Council of the special use permit for Greentec Auto, LLC to use the property at 6800 W. 61st Street for the resourcing of nickel-metal hydride batteries for hybrid vehicles.

The Special Use Permit stipulates, among other things, that no lithium-ion batteries will be stored or resourced at the Mission facility, and the initial term shall be for three (3) years.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	Section 445.180 et al of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

CITY OF MISSION, KANSAS

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING CERTAIN PROPERTY LOCATED AT 6800 W. 61ST STREET WITHIN THE CITY OF MISSION, KANSAS TO BE USED FOR OR OCCUPIED BY A SPECIAL USE.

WHEREAS, an application for the establishment of a special use permit has heretofore been made to occupy or use property located at 6800 W. 61st Street for the following use or uses: hybrid vehicle battery resourcing (d/b/a Greentec Auto ,LLC); and

WHEREAS, said property is currently zoned “M-1” General Industrial District and “C-2B” Retail and Service District wherein such uses are not permitted without a special use permit; and

WHEREAS, notice of said original application was duly given as required by law by publication and mailing; and

WHEREAS, a public hearing was held pursuant to law before the Planning Commission of the City of Mission on April 29, 2024, and said Planning Commission voted 7-0 to recommend approval of the application to the City Council of the City of Mission:

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

Section 1. Special Use Permit Granted - Pursuant to Section 445.180 et seq. of the Mission Municipal Code, a Special Use Permit to operate hybrid vehicle battery resourcing operation in accordance with the application (PC Case #24-09) on file with the Community Development Department of the City of Mission, 6090 Woodson, Mission, Kansas 66202, is hereby granted for the subject property as described below subject to the stipulations in Section 2 and all other laws and regulations.

Parcel 1

Kansas Property ID: KF251208-2061

Abbreviated Legal Description: 8-12-25 TR 11 BG 1006.13' E & 285' N SW CR N 55' X E 250' .316 ACS M/L MIC 254 1A

Parcel 2

Kansas Property ID: KF251208-2028

Abbreviated Legal Description: 8-12-25 TR 1 BG 1006.13' E & 25' N SW CR
NW1/4 SW1/4 N 260'E 250' S 189.49' SW 37.02' & 117.81' W 117.87' TO BG
1.4 ACS M/L MIC 254 1

Section 2. Stipulations of the Special Use Permit - The Special Use Permit referenced in Section 1 of this Ordinance is hereby granted subject to the following stipulations:

1. This Special Use Permit shall be effective for an initial term of three (3) years. Upon expiration of the initial term, applicant may apply for a renewal for a longer period of time which such application will be evaluated by the Planning Commission and considered by the City Council.
2. The property shall be used for resourcing (receiving, sorting, storage, disassembly, testing and shipping) of nickel-metal hydride (NiMH) batteries only. No lithium ion (Li-Ion) batteries will be resourced or stored at this property.
3. The Special Use Permit is contingent upon the property remaining as is regarding site design and building structure; should the site be redeveloped in the future the special use permit may be re-evaluated for conformance with municipal zoning code regulations.
4. The Special Use Permit shall become void if the facility is vacant for six months or more.
5. If the special use is determined to be in violation at any time of the five conditions of 445.210, the special use permit shall become void, and violations shall be corrected and a new application for a Special Use Permit shall be under review by the Planning Commission.
6. A maintenance agreement shall be required of the property owner for the on-street parking that will remain with the property upon transfer of ownership; all snow removal and repair/maintenance shall be the responsibility of the property owner or owner's agent.
7. The facility shall adhere to all building and fire code requirements as determined by the Mission Building Official or designee and the Consolidated Fire District #2 (CFD2) Fire Marshal.
8. Installation of an NFPA 13 compliant fire suppression system is required.
9. Installation of an NFPA 72 compliant fire alarm system is required.
10. The building will be subject to periodic inspection, with or without notice, by CFD2 and/or City of Mission inspectors.
11. The owners of the property will work with City staff to develop and implement a landscaping plan as well as make need repairs to the building.

Section 3. Zoning Remains - The approval of this Special Use Permit shall not change the zoning currently assigned to the property by the Official Zoning Map.

Section 4. Effective Date - This Ordinance shall take effect and be in force from and after its adoption and publication according to law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION
on this 26th day of June 2024.

APPROVED BY THE MAYOR on this 26th day of June 2024.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM:

David Martin, City Attorney
Payne & Jones, Chartered
King 2 Building
11000 King Street
Overland Park, Kansas 66210

AT A GLANCE

Applicant:
Greentec Auto Inc

Case Number:
24-09

Location:
6800 W. 61st Street

Project Name:
Greentec Auto Special Use Permit

Property ID:
KF251208-2028

Project Summary:
The applicant requests a Special Use Permit for business operations that include warehouse storage, disassembly, and shipment of hybrid vehicle batteries and components.

Current Zoning:
M-1/C-2B

Proposed Zoning:
N/A

Current Land Use:
Commercial

Staff Contact:
Karie Kneller, Planner

Proposed Land Use:
Warehouse/Distribution

Public Hearing Required

Legal Notice:
April 9, 2024



PROPERTY BACKGROUND AND INFORMATION

The facility at 6800 West 61st Street is a former light-industrial printing and distribution operation that was recently sold to the applicant, Greentec Auto Inc. The property consists of two parcels; the north parcel is .45 acres, zoned “C2-B” Retail and Service District, and the south parcel is 1.3 acres, zoned “M-1” General Industrial. The single structure lies within both zoning districts; the northern portion of the building in C2-B zoning houses warehousing facilities and loading docks, while the southern portion of the building in M-1 zoning is the office operations part of the structure. The property is also within the Form-Based Code overlay district. The building was constructed in 1963 on the northwest corner of 61st Street and Barkley Street, and the Barkley right-of-way terminates at the southeast corner of the south property line where a driveway leads to the back of the property’s parking lot and delivery docks. The rear parking lot has 30 parking spaces, and an additional seven head-in parking stalls are located south of the building on 61st Street within the public right-of-way.

PROJECT PROPOSAL

The building was vacant for an undetermined time before the applicant purchased the property. Staff learned of the change in use after a business license application was submitted to the city clerk and the city planner reviewed the application for zoning verification accompanying the new use.

The applicant has applied for a Special Use Permit to conduct warehouse, disassembly, and shipment operations for used hybrid vehicle batteries with between 10-15 employees on site. This is a proposed satellite location for its main operations in Kansas City, Kansas., to provide additional space for growing business operations, wherein hybrid and plug-in electric batteries are shipped on pallets to the facility. Operations at the main facility include the disassembly of batteries from the outer casing, testing of individual battery cells, and sorting of viable battery cells from non-viable cells. Viable cells are then reassembled into vehicle battery casings that can be resold back to the market. The applicant proposes that the Mission operation will receive hybrid batteries that do not contain lithium ion (Li-ion) components, which have been found to spontaneously combust when damaged. Batteries that are received at the Mission facility will be of non-hazardous nickel metal hydride (NiMH). These batteries will be disassembled and sorted after testing, then viable battery cells will be repackaged and shipped back to the Kansas City facility. The non-viable cells will be shipped to another facility to be recycled. The Mission facility will also shelve empty casings and other minor components.

PLAN REVIEW AND ANALYSIS

Mission Comprehensive Plan

The 2023 Comprehensive Plan’s Future Land Use map indicates the property is mixed-use high density. This proposal does not include redevelopment of the property, however. Future redevelopment of the property would be evaluated for conformance with the Comprehensive Plan and applicable zoning code.

Analysis: Warehousing, storage, and shipping activity would not be out of context with the

surrounding context; the post office and grocery store, and big-box retail that currently exist adjacent to the subject property are not anticipated to be redeveloped in the near future. However, the municipal code zoning regulations that currently regulate the land use were considered non-conforming.

Municipal Code

The existing structure is contained within two different zoning districts. The M-1 zoning applies to the southernmost part of the structure where office operations are not compatible. The C2-B zoning applies to the northernmost parcel where the warehousing and storage operations are not compatible. Parking under Section 410.130 (H) requires sufficient parking for employees and visitors. The site accommodates the anticipated number of employees with adequate spaces for visitors.

Section 420.200 covers the abandonment and discontinuance of non-conforming situations, which is relevant in this case since the zoning of the property does not conform with the corresponding uses within the building. At the time that the previous operations as a printing and distribution facility were a legal non-conforming use, the zoning code had been amended in 2013 to include the West Gateway Overlay (and corresponding Form-Based Code overlay district regulations). Thus, when the legal non-conforming operations ceased, the abandonment and discontinuance clause took effect. Therefore, staff requested that the applicant submit an application for a Special Use Permit to conduct the warehousing and shipping of vehicle battery components. Without a rezoning and re-platting process, the proposed operations are not in conformance with the zoning regulations, and a Special Use Permit may be issued to allow a non-conforming use.

Under Article III, "Special Use Permits" in the City of Mission municipal code, the following stipulations apply:

§440.140(E) "Criteria for Considering Applications"

1. The character of the neighborhood and extent that the use would be in harmony with nearby properties
2. The extent to which approval would detrimentally affect nearby properties
3. Relative benefit to public welfare by retaining applicable restrictions compared to the destruction of the value of the property or hardship to the owner with denying the request
4. The Comprehensive Plan
5. The extent to which utilities and public services are adequate
6. The extent that the use creates excessive pollution or environmental harm
7. The extent to which there is a need for the use in the community
8. The economic impact of the use on the community

9. The ability of the applicant to satisfy any requirements imposed
10. The recommendation of professional staff

Analysis: *It is Staff's interpretation that a Special Use Permit for the use of the property as a warehouse facility meets all applicable criteria in Article III, §440.140, as follows: (1) the facility and its surrounding property are harmonious with nearby properties; (2) the proposed use does not detrimentally affect property values or neighborhood aesthetic that currently exist; (3) redevelopment consistent with the applicable regulations is not anticipated in the near future; (4) the use is not consistent with the Comprehensive Plan, but a conditional permit would be re-evaluated for conformance upon change of use and/or redevelopment; (5) the property has adequate access to utilities and public services; (6) excessive pollution or environmental harm have not been reported to Staff's knowledge, and the operation has not negatively impacted the community economically; because the storage of lithium ion batteries will not be part of the facility's operations, the environmental hazards associated with spontaneous combustion of battery components is diminished, and the facility will not have increased outward negative effect on adjacent neighborhoods; (7) the increase in hybrid electric vehicles and plug-in electric vehicles has created a market for the type of proposed operations; the business operations re-purposes non-viable vehicle batteries for reuse and returns components back to the market; (8) economic impact on the community is minimal without a retail sales tax revenue; (9) the applicant has thus far met all permitting requirements imposed by the City and other regulatory bodies, including an inspection by the City's Building Official and Fire Marshall. Staff also visited the site of the Kansas City facility to learn about operations (see following site visit pictures and descriptions); (10) see Staff's recommendations and conditions in the next section.*



Figure 1. Hybrid battery in outer casing; warehouse shelving with battery components in background.



Figure 2. EV (Tesla) battery, not fully enclosed; individual cells secured to outer frame.



Figure 3. Disassembly, sorting, and testing room; boxes with “good” battery cells, shelving with reassembled batteries.



Figure 4. Sorting boxes with “good” cells that have been tested and separated from “bad” cells.



Figure 5. Greentec Auto technician testing individual cells for viability.

Under §445.210 of the City's municipal code, Special Use Permits may be for a specified time period or continual. Revocation of a Special Use Permit may be granted if any of the following conditions are met:

- Non-compliance with any applicable requirement
- Non-compliance with any special conditions imposed at the time of approval
- Violation of any provisions of the Code
- Where conditions of the neighborhood have changed to the extent that approval would be unwarranted
- Violation of any State or Federal law or regulation

RECOMMENDATION

It is Staff's determination that the existing property and structure thereon complies with local, state, and federal law. It is Staff's interpretation that the future land use plan for the property is not consistent with either light industrial/warehousing, or retail and service operations on the site, but utilizing an existing structure for the proposed purpose does not directly violate the future land use plan. However, if the property is redeveloped in the future, zoning districts as currently defined will no longer be relevant under the Comprehensive Plan (2023), contingent upon updates and/or amendments to the Comprehensive Plan. Redevelopment under the current Comprehensive Plan and the Form-Based Code overlay district would render the Special Use Permit for the use as proposed null and void and would constitute redevelopment that is consistent with the Comprehensive Plan and applicable area plans/overlay district(s). Therefore, Staff recommends that the Planning Commission recommend approval for the Special Use Permit on the following conditions:

1. The Special Use Permit is contingent upon the property remaining as-is regarding site design and building structure; should the site be redeveloped in the future, the Special Use Permit may be reevaluated for conformance with municipal zoning code regulations.
2. The Special Use Permit shall become void if the facility is vacant for six months or more.
3. If the special use is determined to be in violation at any time of the five conditions of 445.210, the Special Use Permit shall become void and violations shall be corrected and a new application for a Special Use Permit shall be under review by the Planning Commission.
4. Staff recommends an initial 3-year term limit on the Special Use Permit that shall require an application for renewal at the end of the term.
5. A maintenance agreement shall be required by the property owner for the on-street parking that will remain with the property upon transfer of ownership; all snow removal and repair/maintenance

shall be the responsibility of the owner or owner's agent.

6. The facility shall adhere to all building and fire code requirements as determined by the Mission Building Official or designee and the Consolidated Fire District #2 (CFD2) Fire Marshal.
7. Installation of an NFPA 13 compliant fire suppression system is required.
8. Installation of an NFPA 72 compliant fire alarm system is required.
9. The building will be subject to periodic inspection, with or without notice, by CFD2 and/or City of Mission inspectors.

PLANNING COMMISSION ACTION

Case #24-09, Greentec Auto Special Use Permit, will be considered by the Planning Commission at its April 29, 2024 meeting.

CITY COUNCIL ACTION

Case #24-09, Greentec Auto Special Use Permit, will be considered by the City Council at its June 26, 2023 public hearing.



Community Development Department
6090 Woodson Street
Mission, KS 66202
913-676-8360

Development Application

Permit # _____

Applicant Name: <u>Travis Brackman</u>	Company: <u>Greentec Auto Inc</u>
Address: <u>6800 W 61st St</u>	
City/State/Zip: <u>Mission KS 66202</u>	
Telephone: <u>816-305-9104</u>	
Email: <u>travis@greentecauto.com</u>	
Property Owner Name: <u>Tim Razumovsky</u>	Company: <u>Tima KC LLC</u>
Address: <u>6800 W 61st St</u>	
City/State/Zip: <u>Mission KS 66202</u>	
Telephone: <u>916-247-8383</u>	
Email: <u>timakc11@gmail.com</u>	
Firm Preparing Application:	Company:
Address:	
City/State/Zip:	
Telephone:	
Email:	
*All correspondence on this application should be sent to (check one) <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Firm	
Application Type	
Rezoning <input type="checkbox"/> Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> SUP <input checked="" type="checkbox"/> Lot Split <input type="checkbox"/> Other (Specify): _____	
Description of Request	
Please provide a brief description of the request: <u>Pallet Racking, NIMH (non Hazardous)</u>	
<u>Battery Rebuilding, unload trucks, Reorganize and tear down</u>	
<u>Batteries that are ^{to ship} to our other facilities for testing. Small office</u>	
<u>Reception employees for paperwork. There will be no opening</u>	

of any batteries to expose the cells. We are not manufacturing Batteries. NO Storage of Lion batteries.

Project Details

General Location or Address of Property: Property Address

Present zoning of property: M-1 & C-2B

Present use of property: None

Agreement to Pay Expenses

Applicant intends to file an application with the Community Development Department of the City of Mission, Kansas (City). As a result of the filing of said application, City may incur certain expenses, such as but not limited to publication costs, consulting fee, attorney fee, and court reporter fees. Applicant hereby agrees to be responsible for and to reimburse City for all cost incurred by City as a result of said application. Said costs shall be paid within ten (10) days of the receipt of any bill submitted by City to Applicant. It is understood that no requests granted by City or any of its commissions will be effective until all costs have been paid. Costs will be owed whether or not Applicant obtains the relief requested in the application.

Affidavit of Ownership and/or Authorization of Agent

I, [Signature] certify that I am the owner or contract purchaser of the subject property. I give my permission for the undersigned to act as my agent on behalf of the application hereby being submitted.

X [Signature] Date 2/23/24
Signature (Owner)

X _____ Date _____
Signature (Owner's Agent)

*****FOR OFFICE USE ONLY*****

File Fee: \$

Total: _____

Receipt #
Notes: _____

Meeting Date

PC CC
Date Notices Sent

Date Published

Decision



EV & HYBRID BATTERIES

Greentec Overview Kansas City, KS Plant

Greentec sells hybrid and EV batteries that are built and remanufactured in house at the main office in Kansas City, KS. Greentec has over 27 different locations here in the United States and just recently opened the first international location in Vancouver, Canada. The batteries are received at the Kansas City plant and are sorted by make and model. Once they are sorted, they are put on pallets, and are strapped down to secure them to the pallets. These pallets are stored on the pallet racking until they are ready to be taken apart. We have an inventory system that is used to keep track of our inventory and helps us decide which batteries are disassembled next. Once the decision has been made for which batteries to disassemble, they are pulled off of the shelves and are placed in the disassembly area to be disassembled. After the batteries are disassembled, individual cells are voltage checked. The good cells are sent into the testing room for further testing to ensure modules are in good working and sellable condition. Once this has been completed, the cells/modules are moved into the assembly room to be assembled back into hybrid batteries. After the batteries are assembled, they then go through various QC inspections to make sure they are up to standard. Once they pass this inspection, they are then installed into one of the testing vehicles to ensure everything is working properly before they are shipped to other Greentec locations or customers. Greentec has two main warehouse locations that do this work, Sacramento, CA and Kansas City, KS. The remaining locations that we have receive shipments from our warehouses and do installations for customers. They do not do any manufacturing of the batteries. We are looking to expand into the City of Mission to give us more working room here in Kansas City, KS as well as to continue to grow our company.

Greentec Mission, KS Overview

Greentec is planning to use the Mission, KS building for shipping, receiving, sorting, and dismantling of non hazardous nickel metal hydride batteries. The plan is to receive these batteries from the KC plant after they have been sorted. Once they are received in Mission the batteries will be disassembled and the modules will be sorted by good and bad. Once they are sorted the good modules will be transferred back to KC for testing and then the assembly and shipping process. The bad modules will be shipped to another Greentec facility to be processed



EV & HYBRID BATTERIES

and shipped for recycling. The shelves at the mission plant will store all of the empty casings and components to these batteries in this facility to free up more room in the KC plant. The shelves will also hold any additional non battery items that the KC plant decides to transfer over to make room, such as pallets, extra testing equipment, cardboard boxes, and plastic totes and bins for shipping. This plant should initially start up with 10-15 employees. The hours of operation would be 7:30am - 5:30pm. Majority of the employees will be warehouse employees with a few employees to work in the front office to do paperwork for office administration. The warehouse will consist of pallet racking, forklifts, pallets, work tables and other warehouse equipment. The plan is to use this facility as an extension of our warehouse in Kansas City, KS and and to only use it for Non Hazardous Nickel Metal Hybrid Batteries as listed above.

Greentec Mission, KS Location Plan Use

Greentec is running out of working space in our current facilities. We have found another building that will help us with our expansion. We plan to use this building for the following:

- Receive shipments of NiMH batteries from our KC plant.
- Sort the batteries by make and model on pallets as listed above.
- Use pallet shelving to store pallets until we are ready to transfer to other locations, or when the batteries can be broken down accordingly.
- Re pallet the battery empty cases and components.
- Put the modules in our gaylord pallet boxes and prepare them for transfer back to the KC plant.
- Ship the modules to our Kansas City plant for testing.

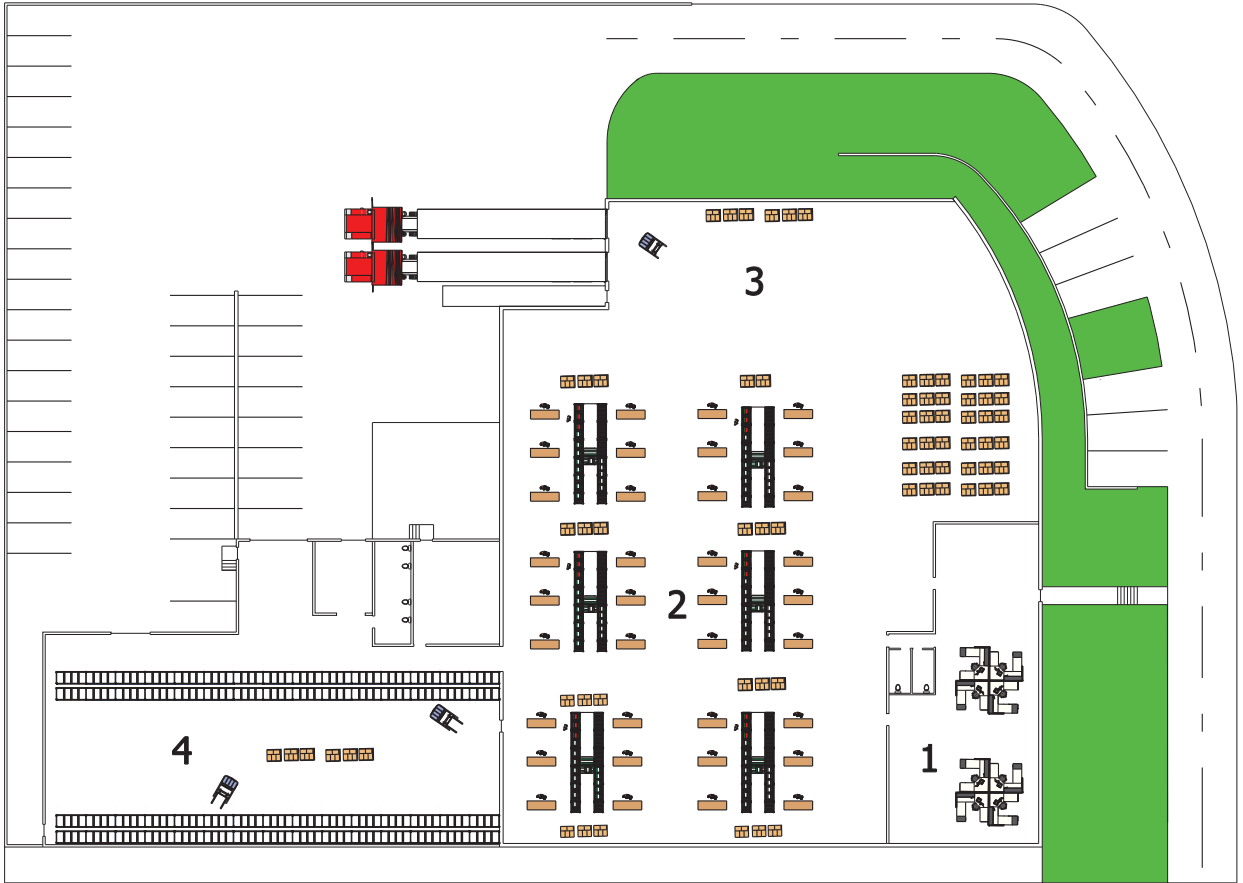
Greentec Mission, KS Plan Picture Explanation

- **Area 1** will be the office area. This area will be used for 1-2 office administrative employees to help any office admin work that needs to be completed.
- **Area 2** is the work area of the employees that are planning to disassemble the hybrid batteries.



EV & HYBRID BATTERIES

- **Area 3** will be used for shipping and receiving. This will also double as a staging area until the pallets can be sorted.
- **Area 4** will be used for pallet racking.



From: [Kerkhoff, Todd, CFD2](#)
To: [Karie Kneller](#)
Subject: FD Memo for Special Use Permit
Date: Tuesday, March 19, 2024 10:34:31 AM
Attachments: [image001.png](#)

*****This message came from outside City of Mission, Kansas - please use caution when opening attachments or links.*****

The following criteria will need to be met for Consolidated Fire District No.2 (CFD2) to support the issuance of a special use permit for the project at 6800 W 61st Street in Mission, KS.

- Installation of an NFPA 13 compliant fire suppression system.
- Installation of an NFPA 72 compliant fire alarm system.
- The building will be subject to periodic inspection, with or without notice, by CFD2 and/or City of Mission inspectors.

Todd Kerkhoff

Fire Marshal

Johnson County

Consolidated Fire District No.2

(O) 913-432-1105

(C) 913-207-0122

Todd.kerkhoff@cf2.org

www.cf2.org



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City of Mission	Item Number:	7a.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Administration	From:	Laura Smith

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

RE: Resolution Setting Public Hearing dates for the Division of Rock Creek Redevelopment District No. 3B and Consideration of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C (The Lanes at Mission Bowl Phase II)

RECOMMENDATION: Adopt the Resolution calling for public hearings for the division of Rock Creek Redevelopment District No. 3B and consideration of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C all pursuant to K.S.A. 12-1770 *et seq.*

DETAILS: In 2020, Sunflower Development Group received approval for the construction of a five-story, 168 unit multi-family housing development on the site of the former Mission Bowl (5399 Martway). Sunflower also received approval for Tax Increment Financing (TIF) incentives through a negotiated Redevelopment Agreement. A large part of the approval for the incentives was predicated on the Developer's willingness to:

- Dedicate 20% of the units as attainable housing (60% of AMI) for the 20-year TIF term
- Achieve LEED Silver Certification for the project
- Not request 100% of the increment, but to share on a sliding scale beginning at 95% and decreasing every four years to a floor of 80% in years 17-20 of the TIF.

In 2023, Sunflower advised the City of their interest in doing a Phase II project immediately to the east of the 168-unit building. They submitted a Preliminary Development Plan (PDP) for the Phase II project that included a five-story apartment building (four stories on top of a one-story podium parking structure) with 96 apartment units. Approximately 20% of the units would be two-bedroom with the remaining being a combination of one bedroom and studio. The plan also included a 1,750 sq. ft. retail space on the ground floor in the northwest corner. The PDP was approved by both the Planning Commission and the Council in 2023. Site plan details for Phase I and Phase II are included in the packet.

At the time the Developer initiated the planning discussions around Phase II, they

Related Statute/City Ordinance:	K.S.A. 12-1770 <i>et seq.</i>
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	7a.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Administration	From:	Laura Smith

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

signaled their intention to apply for TIF incentives for this second phase, and they have preliminarily proposed the same terms negotiated in the Phase II agreement.

Because the underlying TIF District exists, the remaining steps for Council consideration are shorter than if the district was being established initially. Staff will outline the process in more detail during the June 5, 2024 Committee meeting, but the item included for Council consideration is a Resolution whose sole purpose is setting public hearings on the TIF request for a future date in August. Approval of any incentives would not be considered until the public hearing has been conducted.

In accordance with state statutes, the Council may not adopt the Resolution calling public hearings until after the Planning Commission has found the TIF Redevelopment Project Plan in conformance with the comprehensive plan. The Planning Commission will consider the plan at their June 24, 2024 meeting.

Two public hearings will be required in connection with this request. One to consider the division of Rock Creek Redevelopment District No. 3B into a second and to consider adoption of the TIF Redevelopment Project Plan.

Staff and the City’s consultant team is reviewing the project’s proforma and other details and will bring forward a recommendation for any potential incentives in connection with the public hearings in August.

CFAA CONSIDERATIONS/IMPACTS: The thoughtful and deliberate use of public incentives to achieve Council and community goals including providing housing alternatives and building in a sustainable manner helps to ensure quality of life for residents of all ages and abilities in Mission.

Related Statute/City Ordinance:	K.S.A. 12-1770 et seq.
Line Item Code/Description:	NA
Available Budget:	NA

(Published in *The Legal Record* on August 13, 2024)

RESOLUTION NO. _____

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS ESTABLISHING THE DATE AND TIME OF PUBLIC HEARINGS REGARDING (1) THE DIVISION OF ROCK CREEK REDEVELOPMENT DISTRICT NO. 3B INTO TWO REDEVELOPMENT DISTRICTS, AND (2) THE ADOPTION OF A TAX INCREMENT FINANCING REDEVELOPMENT PROJECT PLAN FOR ROCK CREEK REDEVELOPMENT DISTRICT NO. 3C, ALL PURSUANT TO K.S.A. 12-1770 ET SEQ.

WHEREAS, the City of Mission, Kansas (the “City”), is a city of the second class organized and existing under the constitution and laws of the State of Kansas; and

WHEREAS, the City established the Rock Creek Redevelopment District, approved by the City on January 11, 2005 and amended on February 8, 2006, by the City Council’s (the “Governing Body”) passage of Ordinance No. 1190 and Ordinance No. 1195, respectively; and

WHEREAS, pursuant to Ordinance No. 1508 passed by the Governing Body on November 18, 2019, the City divided the Rock Creek Redevelopment District into five separate redevelopment districts, including Rock Creek Redevelopment District No. 3 (Mission Mart and Bowl) (“Redevelopment District No. 3”); and

WHEREAS, pursuant to Ordinance No. 1527 passed by the Governing Body on December 16, 2020, the City divided the Rock Creek Redevelopment District No. 3 into two separate redevelopment districts, including Rock Creek Redevelopment District No. 3B (“Redevelopment District No. 3B”); and

WHEREAS, the City has not previously considered or adopted any redevelopment project plans within Redevelopment District No. 3B; and

WHEREAS, the City is considering dividing Redevelopment District No. 3B into two separate redevelopment districts pursuant to K.S.A. 12-1771(h); and

WHEREAS, the City is considering the adoption of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C (the “Project Plan”) in accordance with K.S.A. 12-1770 *et. seq.*, as amended; and

WHEREAS, on June 24, 2024, the City’s Planning Commission found that the Project Plan is consistent with the intent of the City’s comprehensive plan for development; and

WHEREAS, the Governing Body desires to establish August 21, 2024 as the date for the public hearings to consider dividing Redevelopment District No. 3B into two redevelopment districts and adoption of the Project Plan.

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

Section 1. Notice is hereby given that public hearings will be held by the Governing Body commencing at 7:00 p.m., or as soon thereafter as may be heard, on **August 21, 2024**, at City Hall, 6090 Woodson, Mission, Kansas 66202, to consider (a) the division of Redevelopment District

No. 3B into two redevelopment districts, and (b) the adoption of the Project Plan. Written comments may also be submitted prior to the public hearing by emailing rfulks@missionks.org or via regular mail to 6090 Woodson, Mission, Kansas 66202, Attention: City Clerk. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

Section 2. A map of the two proposed redevelopment districts is attached hereto as *Exhibit A*. The legal descriptions of the two proposed redevelopment districts are attached hereto as *Exhibit B*. Each such proposed redevelopment district shall consist of one project area that will be coterminous with the boundaries of the respective redevelopment district.

Section 3. The district plans for the proposed redevelopment districts are described in a general manner as follows:

Rock Creek Redevelopment District No. 3B. A redevelopment district containing one project area consisting of some or all of the following uses: one or more commercial or residential facilities and all related infrastructure improvements, including storm water improvements within and around the Rock Creek channel, streets, sanitary and storm sewers, water lines and all related expenses to redevelop and finance the project and all other associated public and private infrastructure.

Rock Creek Redevelopment District No. 3C. A redevelopment district containing one project area consisting of some or all of the following uses: one or more commercial or residential facilities and all related infrastructure improvements, including storm water improvements within and around the Rock Creek channel, streets, sanitary and storm sewers, water lines and all related expenses to redevelop and finance the project and all other associated public and private infrastructure.

Section 4. The Governing Body will consider the findings necessary for the division of Redevelopment District No. 3B into the two redevelopment districts after the conclusion of the public hearing.

Section 5. Descriptions and maps of the proposed redevelopment districts and the Project Plan, including a summary of the feasibility study, relocation assistance plan and financial guarantees of the prospective developer and a description and map of the area to be redeveloped or developed, are available for inspection in the offices of the City Clerk, City Hall, 6090 Woodson, Mission, Kansas, Monday through Friday (other than holidays) between 8:00 a.m. and 5:00 p.m. or by email to rfulks@missionks.org.

Section 6. The City Clerk is hereby authorized and directed to publish this Resolution once in the official City newspaper not less than one week or more than two weeks preceding August 21, 2024, the date set for the public hearings. The City Clerk is also authorized to mail a copy of this Resolution via certified mail, return receipt requested, to the Board of Johnson County Commissioners, the Board of Education of any school district levying taxes on the property within Redevelopment District No. 3B, and to each owner and occupant of land within Redevelopment District No. 3B, not more than 10 days following the date of the adoption of this Resolution.

Section 7. This Resolution shall become effective upon its adoption by the Governing Body.

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ADOPTED by the Governing Body and **SIGNED** by the Mayor this 26th day of June, 2024.

Solana Flora, Mayor

(SEAL)

Robyn L. Fulks, City Clerk

EXHIBIT A

MAP OF REDEVELOPMENT DISTRICTS NO. 3B AND 3C

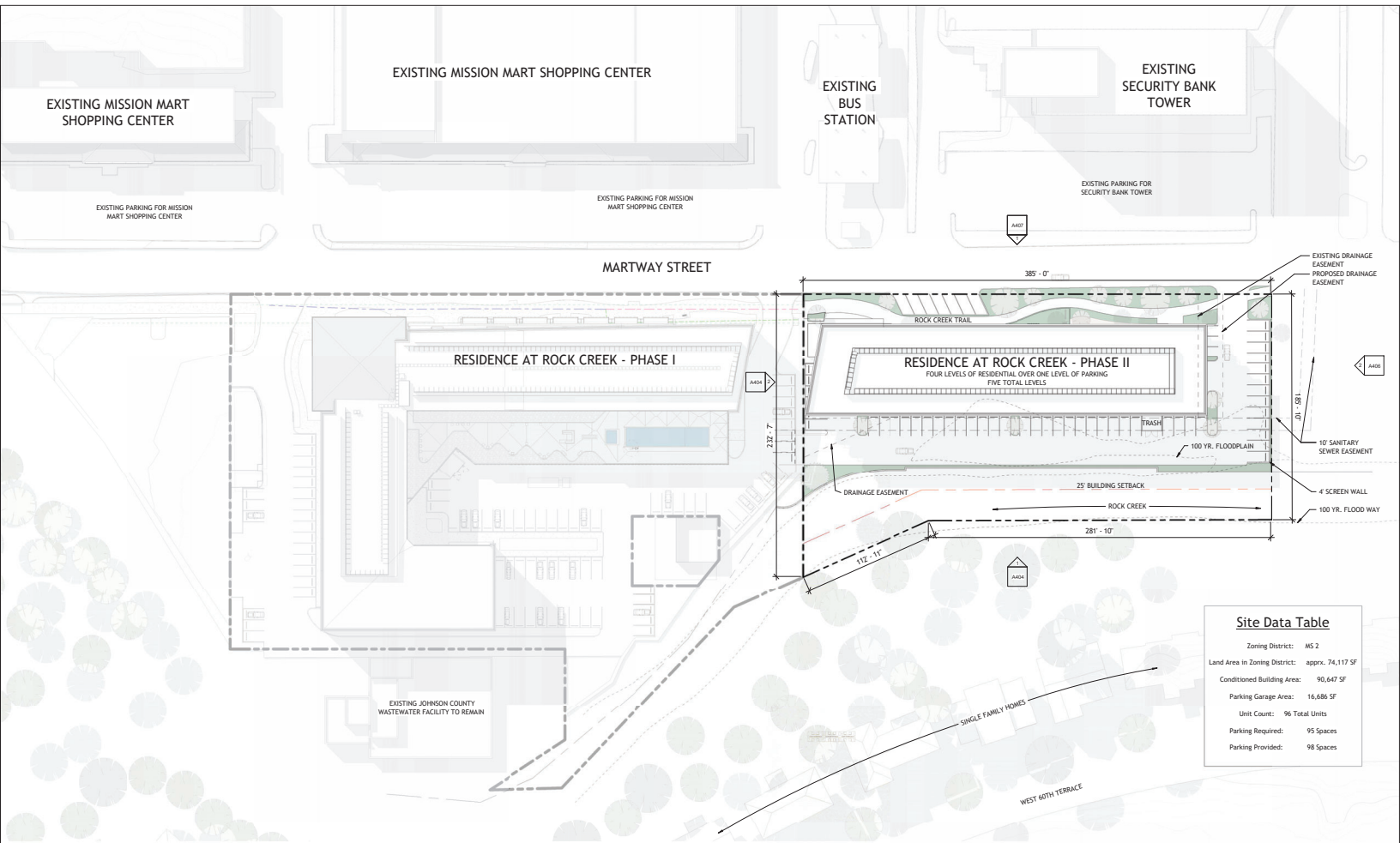
EXHIBIT B

LEGAL DESCRIPTIONS OF REDEVELOPMENT DISTRICTS NO. 3B AND 3C

REDEVELOPMENT DISTRICT NO. 3B:

REDEVELOPMENT DISTRICT NO. 3C:

The East 95 feet of Lot 20, and all of Lots 21, 22, and 23, Except the East 10 feet thereof, MISSION VILLAGE, BLOCK 5, a subdivision in the City of Mission, Johnson County, Kansas, as described by Jerald W. Pruitt, Kansas PS-814.



Site Data Table

Zoning District:	MIS 2
Land Area in Zoning District:	approx. 74,117 SF
Conditioned Building Area:	90,647 SF
Parking Garage Area:	16,686 SF
Unit Count:	96 Total Units
Parking Required:	95 Spaces
Parking Provided:	98 Spaces

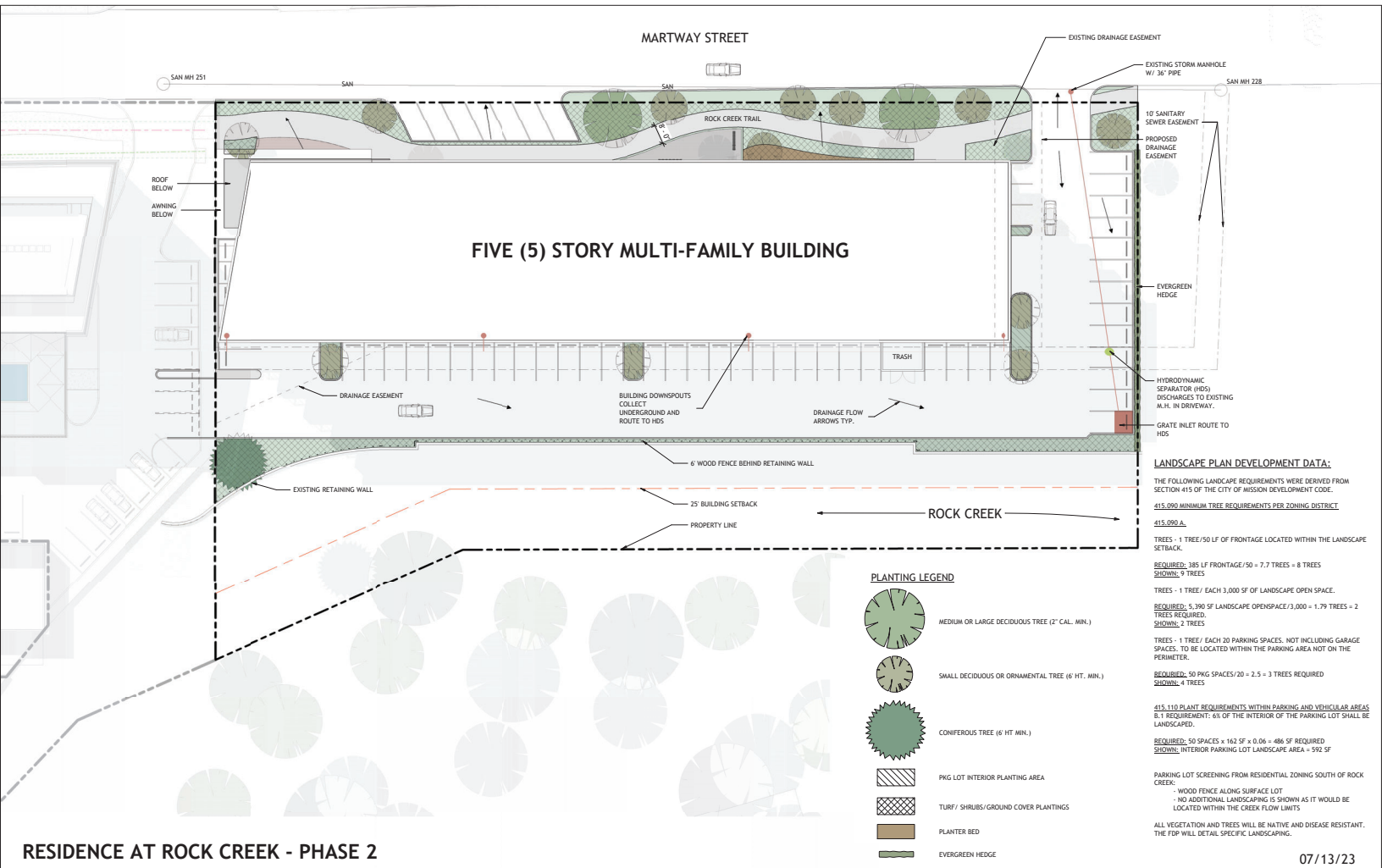
RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A401 - PDP SITE PLAN

1/32" = 1'-0"








07/13/23





FIVE (5) STORY MULTI-FAMILY BUILDING

PLANTING LEGEND

-  MEDIUM OR LARGE DECIDUOUS TREE (2" CAL. MIN.)
-  SMALL DECIDUOUS OR ORNAMENTAL TREE (6' HT. MIN.)
-  CONIFEROUS TREE (6' HT. MIN.)
-  PKG LOT INTERIOR PLANTING AREA
-  TURF / SHRUBS / GROUND COVER PLANTINGS
-  PLANTER BED
-  EVERGREEN HEDGE

LANDSCAPE PLAN DEVELOPMENT DATA:
 THE FOLLOWING LANDSCAPE REQUIREMENTS WERE DERIVED FROM SECTION 415 OF THE CITY OF MISSION DEVELOPMENT CODE

415.090 MINIMUM TREE REQUIREMENTS PER ZONING DISTRICT
415.090.A.
 TREES - 1 TREE/50 LF OF FRONTAGE LOCATED WITHIN THE LANDSCAPE SETBACK.
REQUIRED: 385 LF FRONTAGE/50 = 7.7 TREES = 8 TREES
SHOWING: 9 TREES

TREES - 1 TREE/ EACH 3,000 SF OF LANDSCAPE OPEN SPACE.
REQUIRED: 5,390 SF LANDSCAPE OPENSACE/3,000 = 1.79 TREES = 2 TREES REQUIRED.
SHOWING: 2 TREES

TREES - 1 TREE/ EACH 20 PARKING SPACES. NOT INCLUDING GARAGE SPACES. TO BE LOCATED WITHIN THE PARKING AREA NOT ON THE PERIMETER.
REQUIRED: 50 PKG SPACES/20 = 2.5 = 3 TREES REQUIRED
SHOWING: 4 TREES


415.110 PLANT REQUIREMENTS WITHIN PARKING AND VEHICULAR AREAS
 B.1 REQUIREMENT: 6% OF THE INTERIOR OF THE PARKING LOT SHALL BE LANDSCAPED.
REQUIRED: 50 SPACES x 162 SF x 0.06 = 486 SF REQUIRED
SHOWING: INTERIOR PARKING LOT LANDSCAPE AREA = 592 SF

PARKING LOT SCREENING FROM RESIDENTIAL ZONING SOUTH OF ROCK CREEK:
 - WOOD FENCE ALONG SURFACE LOT
 - NO ADDITIONAL LANDSCAPING IS SHOWN AS IT WOULD BE LOCATED WITHIN THE CREEK FLOW LIMITS

ALL VEGETATION AND TREES WILL BE NATIVE AND DISEASE RESISTANT. THE FDP WILL DETAIL SPECIFIC LANDSCAPING.

RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A402 - PDP LANDSCAPE AND DRAINAGE PLAN

1/16" = 1'-0" 

07/13/23



City of Mission	Item Number:	7b.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Public Works	From:	Stephanie Boyce

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

RE: Stormwater Master Plan (Planning Assistance to States) Funding

RECOMMENDATION: Approve a contract with the U.S. Army Corps of Engineers for preparation of a Comprehensive Stormwater Master Plan using the Planning Assistance to States funding and obligate Mission’s funds in an amount not to exceed \$178,000

DETAILS: Staff is seeking City Council approval for a contract with the U.S. Army Corps of Engineers (USACE) for the preparation of a Comprehensive Stormwater Master Plan. This plan will create a prioritized roadmap for proactive management of the City's stormwater system.

Staff has identified a critical need for a Stormwater Master Plan to address all aspects of stormwater management in Mission. This comprehensive approach will quantify the work needed to maintain the existing system, address legacy deficiencies through capital investments, and develop a system to prioritize these efforts. Additionally, a digital dashboard will be delivered to simplify stormwater system management.

The scope of work for the study will include:

- Reviewing and consolidating existing plans.
- Creating a systematic approach to prioritize maintenance and capital improvements.
- Formulating a stormwater-focused Capital Improvement Plan (CIP), considering alternative funding sources.
- Delivering a dynamic, dashboard-based tool for managing the stormwater system.

The City will contract with the USACE through the Planning Assistance to States (PAS) study. This study is conducted under the authority of Section 22 of the Water Resources Development Act (WRDA) of 1974, as amended, authorizing the Secretary of the Army to provide assistance in preparing a comprehensive water resources plan.

The USACE, Kansas City District, will conduct the PAS Study. The City of Mission, Kansas, will be the non-Federal sponsor, providing a fifty percent (50%) cost-share of the study. The USACE tasks for this study will be performed by the USACE via architect-engineering (A-E) contracts where designated.

Staff recommends the approval of a contract with the USACE for the completion of the Comprehensive Stormwater Master Plan and the obligation of the City of Mission’s funds in an amount not to exceed \$178,000 from the Stormwater Utility Fund.

CFAA CONSIDERATIONS/IMPACTS: Effective and efficient stormwater management contributes

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05 Stormwater Utility Fund
Available Budget:	\$178,000

City of Mission	Item Number:	7b.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Public Works	From:	Stephanie Boyce

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

to the overall health, safety and vitality of the community making it attractive for residents and visitors of all ages and abilities.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05 Stormwater Utility Fund
Available Budget:	\$178,000

**CITY OF MISSION, KANSAS
RESOLUTION NO. _____**

A RESOLUTION OBLIGATING \$178,000 OF LOCAL MATCH FOR THE PLANNING ASSISTANCE TO STATES (PAS) FUNDING IN THE TOTAL AMOUNT OF \$356,000 ELLIGIBLE TO THE CITY OF MISSION, KANSAS THROUGH THE UNITED STATES ARMY CORPS OF ENGINEERS (USACOE) FOR THE PREPARATION OF A COMPREHENSIVE STORMWATER MASTER PLAN

WHEREAS, The Planning Assistance to States (PAS) study is conducted under the authority of Section 22 of the Water Resources Development Act (WRDA) of 1974, as amended, authorizing the Secretary of the Army to provide assistance in preparing a comprehensive water resources plan; and,

WHEREAS, Staff has identified a critical need for a Stormwater Master Plan to address all aspects of stormwater management in Mission; and,

WHEREAS, The City of Mission would like to take advantage of the available funding through the PAS and the USACOE for the preparation of a Comprehensive Stormwater Master Plan; and,

WHEREAS, the PAS is a cost share program that requires a fifty percent (50%) local match; and,

WHEREAS, the local match for the PAS is \$178,000 for a total project amount of \$355,000.

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

Section 1. The City of Mission obligates \$178,000 as the local match for the Planning Assistance to States funding from the Stormwater Utility Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 26th day of June 2024.

APPROVED BY THE MAYOR on this 26th day of June 2024.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk

AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
CITY OF MISSION, KANSAS
FOR DEVELOPMENT OF A COMPREHENSIVE PLAN
FOR MISSION, KS STORMWATER MASTER PLAN

THIS AGREEMENT is entered into this ___ day of _____, ____, by and between the Department of the Army (hereinafter the "Government"), represented by the District Commander for Kansas City District (hereinafter the "District Commander") and the City of Mission, Kansas (hereinafter the "Non-Federal Sponsor"), represented by the City Administrator.

WITNESSETH, THAT:

WHEREAS, Section 22 of the Water Resources Development Act of 1974, as amended (42 U.S.C. 1962d-16) authorizes the Secretary of the Army, acting through the Chief of Engineers, to provide assistance in the preparation of a comprehensive water resources plan (hereinafter the "Plan") to a State, group of States, or non-Federal interest working with a State, and to establish and collect fees for the purpose of recovering 50 percent of the costs of such assistance except that Secretary may accept and expend non-Federal funds provided that are in excess of such fee; and

WHEREAS, the Government and the Non-Federal Sponsor have the full authority and capability to perform in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. The Government shall develop the Plan, in coordination with the Non-Federal Sponsor, in accordance with the attached Scope of Work, and any modifications thereto, that specifies the scope, cost, and schedule for activities and tasks, including the Non-Federal Sponsor's in-kind services. In carrying out its obligations under this Agreement, the Non-Federal Sponsor shall comply with all the requirements of applicable Federal laws and implementing regulations, including but not limited to, if applicable, Section 601 of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d), and Department of Defense Directive 5500.11 issued pursuant thereto; the Age Discrimination Act of 1975 (42 U.S.C. 6102); and the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Army Regulation 600-7 issued pursuant thereto.
2. The Non-Federal Sponsor shall provide 50 percent of the costs for developing the Plan in accordance with the provisions of this paragraph. As of the effective date of this Agreement, the costs of developing the Plan are projected to be \$356,000, with the Government's share of such costs projected to be \$178,000 and the Non-Federal Sponsor's share of such costs projected to be \$178,000, which includes creditable in-kind services projected to be \$0 and the amount of funds required to meet its cost share projected to be \$178,000.

Attachment

a. After considering the estimated amount of credit for in-kind services that will be afforded in accordance with paragraph 4, if any, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor for the initial fiscal year of development of the Plan, with a fiscal year beginning on October 1st and ending on September 30th of the following year. No later than 15 calendar days after such notification, the Non-Federal Sponsor shall provide the full amount of such funds to the Government by delivering a check payable to “FAO, USAED, Kansas City G5” to the District Commander or by providing an Electronic Funds Transfer of such required funds in accordance with procedures established by the Government.

b. No later than August 1st prior to each subsequent fiscal year during development of the Plan, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor during that fiscal year. No later than September 1st prior to that fiscal year, the Non-Federal Sponsor shall provide the full amount of such required funds to the Government using one of the payment mechanisms specified in paragraph 2.a. above.

c. If the Government determines at any time that additional funds are needed from the Non-Federal Sponsor to cover the Non-Federal Sponsor’s costs of developing the Plan, the Government shall provide the Non-Federal Sponsor with written notice of the amount of additional funds required. Within 60 calendar days of such notice, the Non-Federal Sponsor shall provide the Government with the full amount of such additional funds.

d. Upon completion or termination of the Plan and resolution of any relevant claims and appeals, the Government shall conduct a final accounting and furnish the Non-Federal Sponsor with the written results of such final accounting. Should the final accounting determine that additional funds are required from the Non-Federal Sponsor, the Non-Federal Sponsor, within 60 calendar days of written notice from the Government, shall provide the Government with the full amount of such additional funds by delivering a check payable to “FAO, USAED, Kansas City G5” to the District Commander, or by providing an Electronic Funds Transfer of such required funds in accordance with procedures established by the Government. Should the final accounting determine that the Non-Federal Sponsor has provided funds in excess of its required amount, the Government shall refund any remaining unobligated amount. Such final accounting does not limit the Non-Federal Sponsor's responsibility to pay its share of costs, including contract claims or any other liability that may become known after the final accounting.

3. In addition to its required cost share, the Non-Federal Sponsor may determine that it is in its best interests to provide additional funds for development of the Plan. Additional funds provided under this paragraph and obligated by the Government are not included in calculating the Non-Federal Sponsor’s required cost share and are not eligible for credit or repayment.

4. To the extent practicable and in accordance with Federal laws, regulations, and policies, the Government shall afford the Non-Federal Sponsor the opportunity to review and comment on contract solicitations prior to the Government’s issuance of such solicitations; proposed contract modifications, including change orders; and contract claims prior to resolution thereof. Ultimately, the contents of solicitations, award of contracts, execution of contract modifications, and resolution of contract claims shall be exclusively within the control of the Government.

Attachment

5. The in-kind services include those activities (including services, materials, supplies, or other in-kind services) that are required for development of the Plan and would otherwise have been undertaken by the Government and that are specified in the Scope of Work and performed or provided by the Non-Federal Sponsor after the effective date of this Agreement and in accordance with the Scope of Work. The Government shall credit towards the Non-Federal Sponsor's share of costs, the costs, documented to the satisfaction of the Government, that the Non-Federal Sponsor incurs in providing or performing in-kind services, including associated supervision and administration. Such costs shall be subject to audit in accordance with paragraph 9 to determine reasonableness, allocability, and allowability, and crediting shall be in accordance with the following procedures, requirements, and limitations:

a. As in-kind services are completed and no later than 60 calendar day after such completion, the Non-Federal Sponsor shall provide the Government appropriate documentation, including invoices and certification of specific payments to contractors, suppliers, and the Non-Federal Sponsor's employees. Failure to provide such documentation in a timely manner may result in denial of credit. The amount of credit afforded for in-kind services shall not exceed the Non-Federal Sponsor's share of costs.

b. No credit shall be afforded for interest charges, or any adjustment to reflect changes in price levels between the time the in-kind services are completed and credit is afforded; for the value of in-kind services obtained at no cost to the Non-Federal Sponsor; or for costs that exceed the Government's estimate of the cost for such item if it had been performed by the Government.

6. The Non-Federal Sponsor shall not use Federal program funds to meet any of its obligations under this Agreement unless the Federal agency providing the funds verifies in writing that the funds are authorized to be used for the Plan. Federal program funds are those funds provided by a Federal agency, plus any non-Federal contribution required as a matching share therefor.

7. Upon 30 calendar days written notice to the other party, either party may elect, without penalty, to suspend or terminate further development of the Plan. Any suspension or termination shall not relieve the parties of liability for any obligation incurred.

8. The parties agree to use their best efforts to resolve any dispute in an informal fashion through consultation and communication. If the parties cannot resolve the dispute through negotiation, they may agree to a mutually acceptable method of non-binding alternative dispute resolution with a qualified third party acceptable to the parties. Each party shall pay an equal share of any costs for the services provided by such a third party as such costs are incurred. The existence of a dispute shall not excuse the parties from performance pursuant to this Agreement.

9. The parties shall develop procedures for the maintenance by the Non-Federal Sponsor of books, records, documents, or other evidence pertaining to costs and expenses for a minimum of three years after the final accounting. The Non-Federal Sponsor shall assure that such materials are reasonably available for examination, audit, or reproduction by the Government.

a. The Government may conduct, or arrange for the conduct of, audits of the Plan. Government audits shall be conducted in accordance with applicable Government cost principles

Attachment

and regulations. The Government's costs of audits for the Plan shall not be included in the shared costs of the Plan, but shall be included in calculating the overall Federal cost of the Plan.

b. To the extent permitted under applicable Federal laws and regulations, the Government shall allow the Non-Federal Sponsor to inspect books, records, documents, or other evidence pertaining to costs and expenses maintained by the Government, or at the Non-Federal Sponsor's request, provide to the Non-Federal Sponsor or independent auditors any such information necessary to enable an audit of the Non-Federal Sponsor's activities under this Agreement. The Non-Federal Sponsor shall pay the costs of non-Federal audits without reimbursement or credit by the Government.

10. In the exercise of their respective rights and obligations under this Agreement, the Government and the Non-Federal Sponsor each act in an independent capacity, and neither is to be considered the officer, agent, or employee of the other. Neither party shall provide, without the consent of the other party, any contractor with a release that waives or purports to waive any rights a party may have to seek relief or redress against that contractor.

11. Any notice, request, demand, or other communication required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally or mailed by registered or certified mail, with return receipt, as shown below. A party may change the recipient or address to which such communications are to be directed by giving written notice to the other party in the manner provided in this paragraph.

If to the Non-Federal Sponsor:
City Administrator
City of Mission, Kansas
6090 Woodson Street
Mission, Kansas 66202

If to the Government:
Planning Assistance to States Manager
CENWK-PMP-F, Rm 539
Kansas City District Corps of Engineers
601 E. 12th Street
Kansas City, Missouri 64106

12. To the extent permitted by the laws governing each party, the parties agree to maintain the confidentiality of exchanged information when requested to do so by the providing party.

13. Nothing in this Agreement is intended, nor may be construed, to create any rights, confer any benefits, or relieve any liability, of any kind whatsoever in any third person not a party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective upon the date it is signed by the District Commander.

Attachment

DEPARTMENT OF THE ARMY

CITY OF MISSION, KANSAS

BY: _____
Travis J. Rayfield, PE, PMP
Colonel, U.S. Army
District Commander

BY: _____
Laura Smith
City Administrator

DATE: _____

DATE: _____

Appendix A

SCOPE OF WORK

DEVELOPMENT OF A COMPREHENSIVE PLAN PAS - MISSION, KS STORMWATER MASTER PLAN FEDERAL FISCAL YEAR 2024 AGREEMENT

The City of Mission, Kansas will partner with the U.S. Army Corps of Engineers (USACE) under the Planning Assistance to States (PAS) Program to prepare an updated Stormwater Master Plan. The Comprehensive Stormwater Master Plan will create a prioritized roadmap to enable proactive and holistic management of the City's stormwater system. The study approach addresses all aspects of stormwater management in Mission, including quantifying the work needed to maintain the existing system and capital investment needed to address legacy deficiencies, development of a system to prioritize these efforts, and a digital dashboard deliverable to simplify stormwater system management.

This study will accomplish this by reviewing and consolidating existing plans, creating a systematic approach to prioritize maintenance and capital improvements, formulating a stormwater-focused capital improvement plan (CIP) with consideration of alternative funding sources, and creating a dynamic, dashboard-based deliverable. The study will use updated rain-on-grid and 2 dimensional hydrologic and hydraulic modeling to identify additional areas of flood risk, develop additional flood estimates, and assist in the formulation of plans consisting of recommended flood risk and water quality improvement projects.

USACE Kansas City District is the district conducting this study. Certain aspects of the study will be performed by U.S. Army Corps of Engineers (USACE), Kansas City District staff. The primary tasks of modeling and developing the updated stormwater master plan will be conducted by architect-engineer (A-E) contractor. Kansas City District has expertise in this area and has effectively supervised and managed similar studies in the past. It is more cost effective for the majority of tasks on this study to be performed by A-E contract.

The Planning Assistance to States (PAS) study is conducted under the authority of Section 22 of the Water Resources Development Act (WRDA) of 1974, as amended (42 U.S.C. 1962d-16) authorizing the Secretary of the Army, acting through the Chief of Engineers, to provide assistance in the preparation of a comprehensive water resources plan to a State, group of States, or non-Federal interest working with a State. The non-Federal sponsor for this PAS agreement is the City of Mission, Kansas (City). The City will provide the non-Federal fifty percent share of study costs via cash contribution. The tasks for this study will be designated as performed by USACE or by A-E contractor.

STUDY PERIOD OF PERFORMANCE: The expected overall study duration is approximately August 2024 through August 2026 encompassing executing the agreement, receipt of funds, study work, draft and final reports / plans, report reviews, and study administrative and financial closeout.

USACE PLANNING & OVERSIGHT

The USACE Kansas City District will manage this study in accordance with requirements for the PAS Program. USACE will conduct the required planning including plan formulation for the study, and supervision for the development of products and the study report. The USACE will conduct coordination, communications and

hold meetings as required to ensure effective coordination between all participants and the ensure adequate study progress. The USACE shall manage the overall budget and schedule, and prepare budget summaries and progress reports as needed. The USACE shall conduct contract scope development, contract acquisition, and contract management activities. **USACE Task**

1. Contractor Project Management, Communications and Workshops

The Contractor shall assign a Project Manager to the study and will perform project management, coordination, budget and schedule management of contract activities. The Contractor shall prepare periodic Engineering Form 93 payment invoices, monthly or at an interval commensurate with work progress, in accordance with instructions provided upon contract award. The Contractor shall prepare a schedule using Microsoft Project, Excel or other suitable software for contract activities. The Contractor shall prepare and send out contract task monthly status reports including budget status reports. meeting agendas for all meeting, meeting minutes, schedules and schedule updates.

The Contractor will conduct monthly progress meetings with City and USACE representatives to provide updates on project progress, budget and schedule status, current issues, anticipated issues, and any potential variances to the Scope of Services. All meetings are assumed to be in-person but Webex or Microsoft Teams meetings are acceptable at the request of or with concurrence of the City.

A total of four (4) workshops will be conducted, lasting two (2) hours each. Workshops will be coordinated with study tasks. The workshops will consist of:

- Workshop 1: Stormwater Model Presentation and Verification.
- Workshop 2: Stormwater Project Prioritization System Development.
- Workshop 3: Stormwater CIP Development and Alternative Funding Identification.
- Workshop 4: Dashboard User Experience Development.

Contractor Task

Task 1 Deliverables Meeting agendas, meeting memorandums, progress reports, billing documents, Workshop documents, Workshop memorandums.

2. Review of Prior studies, Data & Reports

Complete a review of relevant existing planning studies, to include at least the following:

- Stormwater Asset Management Plan.
- Stormwater Master Plan (BV, 2010), and associated modeling.
- Johnson County Stormwater Management Program (SMP) - Watershed 1 Master Plan.
- Mission Funding Study (BV, 2022).
- Storm sewer risk data based maintained by the SMP System Management Program.
- Available spatial data.

Contractor Task

Task 2 Deliverable Technical memorandum summarizing previous studies and information reviewed.



Exhibit 1. Extent of 2010 Master Plan Model & Proposed 2 Dimensional Modeling

3 Stormwater Model Refinement

Update the 2010 Stormwater Master Plan model to reflect the results of Task 2 field investigations (1D refinements) and to capture flood risk in areas which are underserved, or not served, by a stormwater conveyance system. The 2010 Stormwater Master Plan modeling utilized two design events with 10- and 100-year recurrence intervals. The Contractor will update this model to also simulate 2-, 5-, and 25-year design storms. Update the 2010 Stormwater Master Plan model to reflect any additional field investigations completed since the creation of the 2010 model.

The 2010 Stormwater Master Plan model shall be refined to include areas simulated using a 2D modeling approach to capture flood risk in areas underserved, or not served, by a stormwater conveyance system. The areas to be simulated using this approach are shown in Exhibit 1. The 2D surface will be used to complete hydrologic calculations, using a rain-on-grid approach, as well as hydraulic calculations. The results of this model refinement will inform development of solutions to mitigate flood risk in 2D modeled areas.

The refined stormwater model will be validated by comparing model results to known flooding issues at Workshop 1 (Stormwater Model Presentation and Verification). The model will then be modified as needed to match observed conditions and create a validated stormwater model. **Contractor Task**

Task 3 Deliverables

- Refined stormwater model digital files.
- Technical memorandum summarizing model updates.

4. Flood Risk and Water Quality Improvement Projects Development

Utilize the validated stormwater model to identify areas of flood risk not already addressed by previous planning documents for development of solutions in these areas. Collaborate with City staff to identify up to five (5) distinct areas to develop solutions to mitigate identified flood risk. Develop conceptual designs and an estimate of probable cost for each of the five (5) areas.

Develop up to five (5) water quality improvement projects at locations identified collaboratively with City staff. Develop conceptual designs and an estimate of probably cost for up to five (5) water quality improvement projects at locations identified with City staff. **Contractor Task**

Task 4 Deliverables

- Technical memorandum summarizing development of improvement projects, including conceptual designs, figures, and estimates of probable cost.

5. Stormwater Maintenance and Capital Improvement Project Prioritization and CIP Development

Collaborate with City staff in Workshop 2 to develop a system whereby maintenance and stormwater capital improvements will be prioritized. This system will be comprised of multiple prioritization factors which reflect

priorities to be addressed, such as prior life safety issues, cost, complexity, public benefit, anticipated disruption, external funding availability, etc.

These factors will then be organized to create a ranking system whereby maintenance and capital investment activities are prioritized for funding. The Contractor will then use this system to prioritize maintenance and capital investment needs, including those identified in previous planning studies and the flood risk and water quality solutions developed in Task 4. In collaboration with City staff in Workshop 3, this prioritized list will be used to create a stormwater CIP.

The Contractor will also match stormwater CIP projects to funding opportunities which can be leveraged together to reduce the City's funding burden. **Contractor Task**

Task 5 Deliverables

- Prioritized stormwater CIP, delivered in digital spreadsheet format, which also identifies potential outside funding sources.
- Technical memorandum summarizing development of the prioritization system.

6. Dashboard-Based Comprehensive Stormwater Master Plan

Deliver the results of the Comprehensive Master Plan as a dashboard-based deliverable. This deliverable will include:

- A digital dashboard deliverable based in Power BI. This dashboard will provide a flexible set of tools which can allow for easy access to, and visualization of, the stormwater CIP, implementation of the project prioritization system, details on capital projects, and planned maintenance activities. These tools will provide accurate information to both Public Works staff as well as straightforward summaries to communicate needs to the City's governing body.
- Report Submissions & Review: A report compiling technical memorandums developed for Tasks 2 through 5, as well as the development of the digital dashboard. This will serve as the Master Plan & PAS Study Report.
 - The Contractor shall submit a draft report for review by the City staff and USACE.
 - The goal will be for USACE to provide consolidated City and USACE comments in tabular format to the Contractor within 30 calendar days of submission of the draft report.
 - The Contractor shall develop responses & proposed report modifications, in collaboration with City and USACE staff as appropriate. Proposed responses and modifications to the report will be submitted in the comment table to the USACE within 30 days after receipt of comment table, unless resolution of comments requires more time.
 - The Contractor will submit the final report to USACE 14 calendar days after receiving approval of proposed responses and report modifications from USACE via email.

The digital dashboard will be developed after Workshop 4, in which the specific dashboards and modules will be developed in collaboration with City staff. This workshop will be used to confirm that the dashboards to be created align with Public Works, City Administrator, and Governing Body user needs, as applicable. Following

delivery of a draft master plan dashboard and draft technical memorandum, the Contractor will conduct a meeting to gather feedback, and then produce final deliverables. **Contractor & USACE Task**

Task 6 Deliverables

- Digital dashboards, in Power BI format
- Draft and Final Comprehensive Stormwater PAS / Master Plan reports, draft report quality assurance comments and responses

7 - Quality Control & Assurance

The USACE and the City shall conduct quality assurance over the study activities and study deliverables. The contractor shall be required to prepare a Quality Control Plan (QCP) and conduct quality control activities in accordance with USACE procedures. The QCP will be reviewed by the USACE Project Manager (PM) and designated City representative. The QCP will be approved by the USACE Contracting Officer's Representative (COR). The plan shall document the quality review process and resolution of issues and comments as products are completed. **Contractor & USACE Task**

Task 7 Deliverables Draft & final QCP, quality control review comments and responses, QCP completion & signatures.

Appendix B

BUDGET

DEVELOPMENT OF A COMPREHENSIVE PLAN PAS - MISSION, KS STORMWATER MASTER PLAN FEDERAL FISCAL YEAR 2024 AGREEMENT

PAS Agreement Tasks	Federal	State	Total	Non-Federal Contribution	Estimated Schedule
USACE Planning & Oversight	\$30,000	\$30,000	\$60,000	Cash	Aug 24 – Aug 26
1 Contractor PM, Communications & Workshops	\$20,000	\$20,000	\$40,000	Cash	Dec 24 – Jun 26
2 Review of Prior Studies, Data & Reports	\$7,000	\$7,000	\$14,000	Cash	Dec 24 – Mar 25
3 Stormwater Model Refinement	\$35,000	\$30,000	\$65,000	Cash	Dec 24 – Aug 25
4 Flood Risk & WQ Projects Development	\$30,000	\$42,000	\$72,000	Cash	Jun 25 – Jan 26
5 Stormwater Maint. & Capital Impr. Prioritization & CIP Development	\$15,000	\$15,000	\$30,000	Cash	Jul 25 – May 26
6 Dashboard Based Stormwater Master Plan	\$30,000	\$22,000	\$52,000	Cash	Jul 25 – Jun 26
7 Quality Control & Assurance	\$11,000	\$12,000	\$23,000	Cash	Dec 24 – Jun 26
Total	\$178,000	\$178,000	\$356,000	Cash	

City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	June 26, 2026
Community Development	From:	Brian Scott

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

RE: Request For a Waiver to Park a Recreational Vehicle on Residential Property Located at 6681 Woodson Drive

RECOMMENDATION: Approve a resolution granting a one-year waiver in accordance with Section 320.020 (C) of the Mission Municipal Code to the residents of 6681 Woodson Drive to allow for storage of a recreational vehicle on the driveway of the home.

DETAILS: The owners of the property located at 6681 Woodson Drive own a Sprinter Camper Van that is approximately twenty-three (23) feet in length and 10,000 pounds gross vehicle weight. They have owned this vehicle for several years and have stored it on the driveway of their home.

Section 320.020 of the Mission Municipal Code addresses parking and storage of these types of vehicles and states that such vehicles, *“shall not be allowed on residential property unless such vehicles or conveyance or equipment is parked in the back yard or side yard behind the front building line (defined as that portion of the building structure that is closest to the street) on the owner’s lot or lots or in an enclosed structure such as a garage.”* A complete copy of Section 320.020 is included in the packet.

In order to comply with the code, the owners would have to store the camper in the rear yard, but there is an in-ground pool in the backyard and access through the side yards is limited. The side yard is only five (5) feet, not providing enough room for storage or even passage to the back yard. And the vehicle is too tall to store in the garage. Photos have been included in the action item to illustrate the situation.

The code further requires that a waiver can be granted by the City Council in writing and only after a public hearing has been held where the property owners within 200 feet may have the opportunity to be heard. The code further stipulates that if a written protest is presented to the City Clerk or City Council, then a super majority (6 votes) is required to grant the waiver. The code also states that the waiver may only be granted for one year.

As previously stated, the owners have owned this vehicle for several years. The situation was recently brought to the attention of City Staff by a nearby resident that believed this situation may be a violation of the municipal code. Upon investigation, this vehicle is in violation of the code. The owners are requesting a waiver so that they may have time to plan about what to do with the vehicle. Staff would also like to do further research to understand what other cities have done with similar circumstances and if

Related Statute/City Ordinance:	Section 320.020 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	June 26, 2026
Community Development	From:	Brian Scott

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

zoning standards have changed for such vehicles.

The waiver is for a one-year period. If the Council wishes to reduce the time of the waiver, a motion will need to be made to amend the resolution to the desired time.

A public hearing has been scheduled for the June 26, 2024 City Council meeting. Notices will be sent to neighbors within 200 feet as well as published in the Legal Record. At the public hearing, testimony will be taken following which the Council will make a decision on the request for the waiver. Council has the discretion to grant a waiver for a period less than one year. can make a determination to grant the waiver for one year, or a time shorter than one year, or not at all.



CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	Section 320.020 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

CITY OF MISSION, KANSAS

RESOLUTION NO. _____

A RESOLUTION GRANTING A WAIVER OF SECTION 320.020 OF THE MISSION MUNICIPAL CODE TO THE OWNERS OF 6681 WOODSON DRIVE, MISSION, KANSAS FOR THE PURPOSE OF STORING A RECREATIONAL VEHICLE ON THE DRIVEWAY OF THE PROPERTY.

WHEREAS, Mark and Connie Wehmeyer (the “Owners”) own property located at 6681 Woodson Drive in Mission, Johnson County, Kansas; and

WHEREAS, the Owners also own a Sprinter Camper Van that they store on the driveway of the subject property; and

WHEREAS, Section 320.020 of the Mission Municipal Code stipulates that recreational vehicles such as campers must be stored behind the front building line and that on corner lots the front building line includes not only the front of the building, but also the side of the building facing the side street; and

WHEREAS, Section 320.020 of the Mission Municipal Code further requires that owners of a recreational vehicle may request a waiver of this stipulation from the City Council after a public hearing has been held and all owners/occupants of properties within 200 feet of the subject property where the recreational vehicle is being stored have been notified of the public hearing and have had an opportunity to provide testimony or file a written protest at the public hearing; and

WHEREAS, such public hearing was held before the City Council on June 26 2024 at which time testimony and/or protests were taken into consideration.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSION KANSAS:

Section 1. Granting of A Waiver of Section 320.020 – The Owners have been granted a waiver of Section 320.020 of the Mission Municipal Code allowing them to store one (1) Sprint Camper Van generally described as being approximately 23 feet long in the driveway their home located at the following address:

**6681 Woodson Street
Johnson County Parcel ID# KP23000008 0003
In the City of Mission, Johnson County, Kansas**

Section 2. Conditions of Waiver – This Waiver is granted with the following conditions:

- A. The subject camper van will be kept in working and usable condition at all times.
- B. Registration and license of the subject camper van shall be maintained at all times.
- C. The subject camper van will be stored in a neat and orderly manner on the driveway of the subject property with nothing stored around it or on top of it.
- D. The subject camper van will be stored on the driveway, up next to the garage

so as to not block the view of on-coming traffic on the street.

Section 3. Term of Waiver - The waiver shall be in effect for one year from the date of adoption of this resolution.

Section 4. Revocation of Waiver - The City reserves the right to revoke the Waiver at any time due to a failure on the part of the Owners to comply with the conditions of the Waiver as stipulated in Section 2.

Passed by the City Council this 26th day of June 2024.

Approved by the Mayor this 26th day of June 2024.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM:

David Martin, City Attorney

Chapter 320

Parking Regulations

Section 320.020 Recreational Vehicles and Like Conveyances.

[Ord. No. 704 §1, 4-8-1987; CC 2000 §14-302; Ord. No. 1342 §2, 3-16-2011]

- A. **Parking Restricted.** Vehicles with a gross weight in excess of eight thousand (8,000) pounds; trucks equipped with campers designed for use upon a truck; buses designed for camping or with a gross weight in excess of eight thousand (8,000) pounds; trailers; boats and boat trailers; camping trailers; mobile homes; camper and like conveyances or equipment shall not be allowed on residential property unless such vehicles or conveyance or equipment is parked in the back yard or side yard behind the front building line (defined as that portion of the building structure that is closest to the street) on the owner's lot or lots or in an enclosed structure such as a garage. On corner lots, such vehicles, conveyance or equipment shall be parked behind the front building line from either street or be suitably screened from view of the street. The parked vehicle or like conveyance must remain in operable condition not to create a nuisance to the surrounding neighborhood.
- B. **Special Permits.** A special permit to park such vehicle, conveyance or equipment described in Subsection (A) closer to the street than the front building line may be obtained from the Public Works Department as follows:
1. A seven (7) day permit issued to non-owners of the residence for which the seven (7) day special permit is requested. A seven (7) day special permit may not be obtained more than twice each calendar year.
 2. A forty-eight (48) hour special permit limited to the owner/occupant of the residence. There shall be issued only one (1) forty-eight (48) hour special permit in a thirty (30) day period.

Under no circumstances may such vehicles, conveyances or equipment described in Subsection (B)(1) be parked within twelve (12) feet of the curb or street.

There shall be no more than two (2) vehicles for which a special permit is requested at the premises for which the special permit is sought.

- C. **Waiver.** When it is impossible to park any such vehicle in compliance with Subsection (A) because the size of such vehicle exceeds the physical dimensions of the property line or because of the topography of the land, the owner of such vehicle or his/her agent may submit a written request for a waiver of Subsection (A) which shall be considered by the Governing Body. The presence of fences or shrubs shall not constitute grounds for requesting a waiver. The presence of a tree with a trunk diameter in excess of six (6) inches may be considered as part of the topography.

The Governing Body may grant a waiver in writing to the owner of any such vehicle for a period not exceeding one (1) year provided that:

1. The vehicle does not encroach upon any easements or other interest in land held by others besides the owner of the vehicle.
2. Such vehicle, when parked, does not constitute any visibility problem for traffic on public roads within two hundred (200) feet of such vehicle.

3. There shall not be more than two (2) vehicles for which a waiver is requested at the premises for which a waiver is sought.
4. No such vehicle shall be parked within twelve (12) feet of the curb or street and no waiver may be granted for this requirement.
- D. Notice. Written notice of such proposed waiver shall be mailed to all owners and occupants of lands located within two hundred (200) feet of any portion of the premises for which a waiver is being requested and an opportunity granted to interested parties to be heard. The notice shall be mailed at least ten (10) days prior to the hearing before the City Council on such waiver. The notice shall contain a general description of the vehicle for which a waiver is being sought, including size and weight, and a general description of the location upon which such vehicle is going to be parked.
- E. If a written protest against such waiver is presented to the City Council at the time of the hearing or to the City Clerk prior to the hearing signed by one (1) or more of the owners or occupants of lands to whom notice is required, then such waiver shall not be granted except by at least three-fourths ($\frac{3}{4}$) vote of all the members of the Council.
- F. Fees. Applicants for a waiver shall submit a fee as established in the schedule of fees set out in Chapter 103 Section 103.075.
- G. Assignment Prohibited. Special permits and waivers shall not be assigned to any other person or vehicle.

City of Mission	Item Number:	7d.
ACTION ITEM SUMMARY	Date:	June 26, 2024
PARKS & RECREATION	From:	Penn Almoney

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

RE: PCC Indoor Track Resurfacing

RECOMMENDATION: Approve a contract with Regents Flooring for the removal and replacement of the rubber indoor track surface in an amount not to exceed \$134,135.

DETAILS: The Powell Community Center’s track surface is a high-density textured rubber that absorbs pressure and has excellent traction. Mondo rubber surfacing was originally installed due to limited competitors and durability claims. It was originally guaranteed for 10-15 years and has surpassed industry expectations by lasting 25 years. The track was scheduled for replacement in the 2020 Parks and Recreation Capital Improvement Program (CIP) and delayed due to decreases in expected use and financial considerations related to the COVID-19 pandemic. Specific sections are now experiencing seam separation and compaction.

Based on the performance of the Mondo surfacing, the decision was made to replace the track with the same material. Staff solicited quotes for product removal, surface leveling and new product installation, and the Mondo Track manufacturers recommended three regional installers: Interior Surface Enterprises, LLC, Regents Flooring and FDC Contract.

FDC Contract was non-responsive and Interior Surface Enterprises, LLC opted out. Regents Flooring bid is listed below.

Contractor	Total
FDC Contract	Non-responsive
Interior Surface Enterprises, LLC	Opted Out
Regents Flooring	\$134,135

Regents Flooring anticipates a 2-week project timeline which coincides with the PCC closure. The quote includes a one-year installation, workmanship or arrangement warranty from the date of substantial completion. Mondo surfacing includes a limited warranty that covers manufacturing defects for one year and excessive wear for ten years from the date of shipment.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$140,000

City of Mission	Item Number:	7d.
ACTION ITEM SUMMARY	Date:	June 26, 2024
PARKS & RECREATION	From:	Penn Almoney

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

The project is slated to be begin during the facility closure the last two weeks of August 2024. It is funded by the Parks + Recreation sales tax fund and was approved for \$140,000 in the 2024 Parks + Recreation Capital Improvement Plan.

Due to an eight-week lead time on production of the flooring, the City Administrator would plan to authorize the expenditure following the Committee meeting and ask the Council to ratify the expenditure at the June 26, 2024 City Council meeting. If we wait until June 26 to issue a notice to proceed to the manufacturer, the City risks not being able to complete the track replacement during the two-week facility closure at the end of August.

CFAA CONSIDERATIONS/IMPACTS: This work will help ensure that Community Center patrons of all ages and abilities will be able to enjoy the indoor walking track for many years to come.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$140,000

**CITY OF MISSION, KANSAS
RESOLUTION NO. _____**

A RESOLUTION OF THE CITY OF MISSION, KANSAS RATIFYING THE AUTHORIZATION OF FUNDS TO PROCEED WITH REMOVAL AND REPLACEMENT OF THE INDOOR TRACK SURFACE PROJECT AT THE POWELL COMMUNITY CENTER.

WHEREAS, the 2024 budget includes \$140,000 in the Parks and Recreation Sales Tax Fund for replacement of the indoor track surface at the Powell Community Center; and,

WHEREAS, the surfacing material recommended has an eight-week lead time for production and Mission's June City Council meeting was scheduled one week later than usual in order for the City to observe the Juneteenth holiday; and

WHEREAS, in order to ensure the material would be available for installation of the track surfacing during the two-week maintenance period closure at the Powell Community Center in August the order had to be placed prior to the June 26, 2024 City Council meeting; and

WHEREAS, the results of the competitive bidding process were presented to the Finance & Administration Committee on June 5, 2024 with a recommendation to award the contract to Regents Flooring in an amount not to exceed \$134,135 to be paid from the Parks and Recreation Sales Tax Fund; and

WHEREAS, during the Finance & Administration Committee meeting on June 5, 2024, the Council was advised that the City Administrator would proceed to authorize the project following the Committee meeting in order to allow for the appropriate lead time in ordering materials; and

WHEREAS, in accordance with Section 120.140 (5) of the Mission Municipal Code the City Administrator authorized the expenditure with Regents Flooring for purchase and installation of the indoor track project and is now seeking ratification of that expenditure by the City Council.

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

Section 1. That the Powell Community Center indoor track resurfacing project

with Regents Flooring in an amount not to exceed \$134,135.00 is hereby ratified.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 26th day of June 2024.

APPROVED BY THE MAYOR on this 26th day of June 2024.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk



DB Flooring, LLC dba

REGENTS FLOORING

A Woman Owned Business (WBE/DBE)

9555 Alden St.
Lenexa, KS 66215
913-663-9922
regentsflooring.com

PROPOSAL

TO: Powell Community Center

DATE: 5/13/24

PROJECT: Powell Community Center Running Track

FOR THE NET SUM OF: \$127,340.00 Excludes Tax

Regents Flooring proposes to furnish and install Resilient Athletic Flooring (Mondo Sportflex 8mm) over exiting running track floor, demo and install Resilient Landing Tile (match Existing) as needed to create a flush transition & Resilient base.

Alternate 1: Demo and install new rubber athletic flooring (Ecore Everlast 8mm to match existing) to create level flooring heights between the new track and existing weight room and cycling room: Add \$6,795.00

Alternate 2: Install new Ecore Everlast 8mm rubber athletic flooring over exist rubber flooring in weight room and cycling room: Add \$35,620.00 (Installing in this manner would not carry a warranty from the manufacturer.)

Alternate 3: Demo all existing rubber athletic flooring in track and weight/cycling rooms:
Add \$24,500.00

Inclusions/Exclusions:

- Price effective for 30 days.
- Moving of furniture and or fixture not included.
- Waxing, buffing and vacuuming not included.
- All work to be performed during regular hours (7 am – 3:30 pm M-F)
- No floor protection paper/plastic included.
- Area must be free, clear, and broom swept prior to installation of new flooring.
- Disconnecting and reconnecting of electronic equipment shall be by the owner.
- Loose items and personal belonging shall be moved by the owner.
- Assumes elevator is available for deliveries.
- Removal and disposal of existing flooring is included only for areas described above.
- Minor floor prep included (minor imperfections and cut joints only). No other floor prep is included. No grinding, leveling, skim coat, or deep fill is included.

Terms: Materials – Net 30 days from date of shipment. Installation – Payments to be made by the 10th of each month covering 90% of that portion of the work performed during the previous month with final payment to be made within 30 days after completion of the work covered by this contract.

Accepted:

By: _____

Date: _____

Sincerely,

Caleb Stellick

Caleb Stellick Estimator

DB Flooring LLC dba Regents Flooring is a women owned business, WBE and DBE

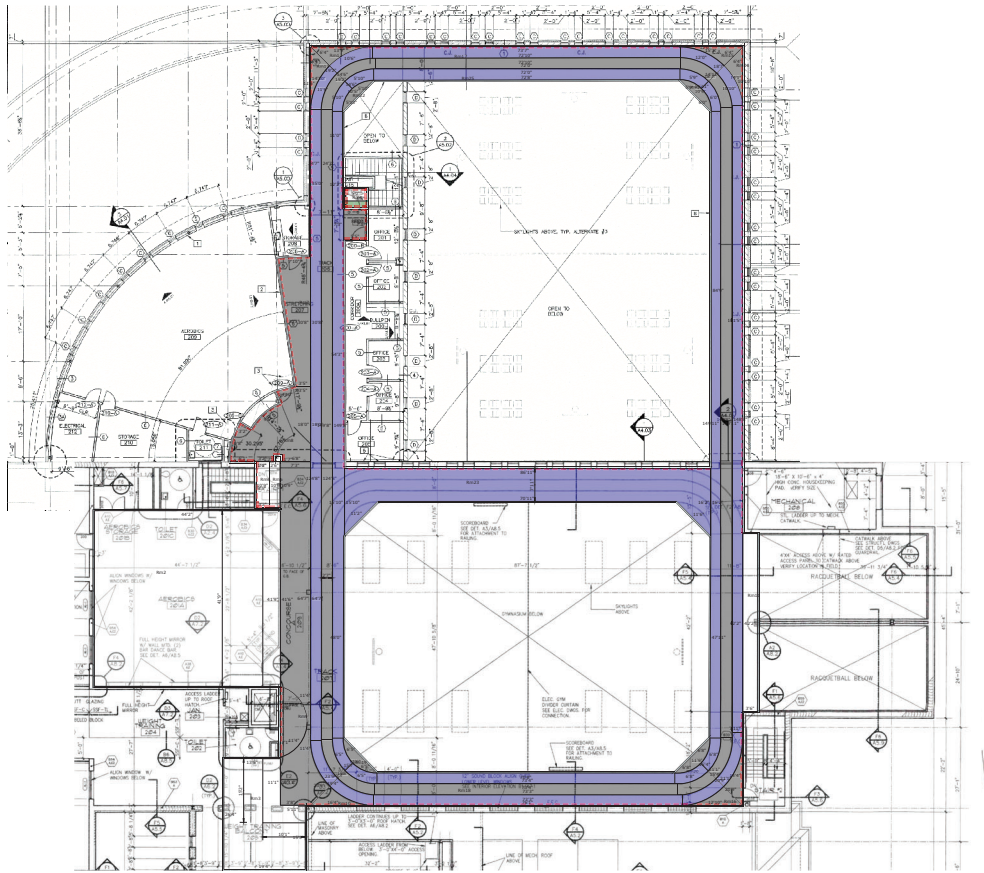
Federal – <https://www.sam.gov> (Search Records, then Quick Search, then Cage Code Search: 7JMN2)

Kansas DBE – <https://kdotapp.ksdot.org/dbcontractorlist>

Missouri DBE- <https://www6.modot.mo.gov/MRCC/CompanyDetails/Details/11311>

Missouri – Certification #11040 – <https://apps1.mo.gov/MWBCertifiedFirms/>

WBE City of Kansas City – Certified





City of Mission	Item Number:	9a.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Police	From:	Dan Madden

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

RE: Purchase of Body Camera and In-Car Camera System

RECOMMENDATION: Approve a five-year agreement with Motorola Solutions for body cameras and in-car camera systems.

DETAILS: In 2020 Council approved an agreement with Watch Guard for body-worn and in-car cameras for the Police Department. Following this purchase, Watch Guard was purchased by Motorola Solutions. Initially customer service suffered greatly, but as the transition continued and new relationships were built, customer service improved greatly. As with all electronics, technology evolves at a pace that makes it difficult to keep up. What that means in this circumstance is that our current body cameras have not been manufactured for several years making it extremely difficult and costly for repairs to be made. Since the body camera is no longer manufactured, neither are the parts needed for repairs.

Currently, over fifty percent of the existing body cameras are out of service with no viable options for repair. While there are still enough body cameras in our inventory that are operational, it is creating challenges to the Police Department's efficiency, as well as the more important transparency concerns that are caused when body cameras fail to record or simply don't have enough power to last for the duration of an incident. The in-car cameras have been much more reliable than the body cameras but are showing signs of quality degradation as opposed to malfunction.

The proposed agreement with Motorola Solutions would replace all body and in-car cameras as well as upgrading the user interface and back-end cloud service which is required for the new body cameras. Depending on costs associated with installation of the in-car cameras, those may not be installed until new front-line police vehicles are purchased. The existing in-car cameras are compatible with the updated software and can be used during a fleet transition. If the installation costs are within reason, the new in-car cameras will be installed as soon as practical.

The proposed agreement is for a five-year period which includes replacement warranties for the duration of that five years. In addition, Motorola Solutions will replace all body cameras approximately thirty-six months into the contract period, which is a great feature of this proposed agreement. The first-year cost of this agreement is \$53,000.00. The year two through five costs will be \$52,775.10 per year.

This purchase was unbudgeted for the 2024 budget year, however the quick decline in the number of available body cameras has made it necessary to pursue this outside of

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-40-404-07
Available Budget:	\$53,000

City of Mission	Item Number:	9a.
ACTION ITEM SUMMARY	Date:	June 26, 2024
Police	From:	Dan Madden

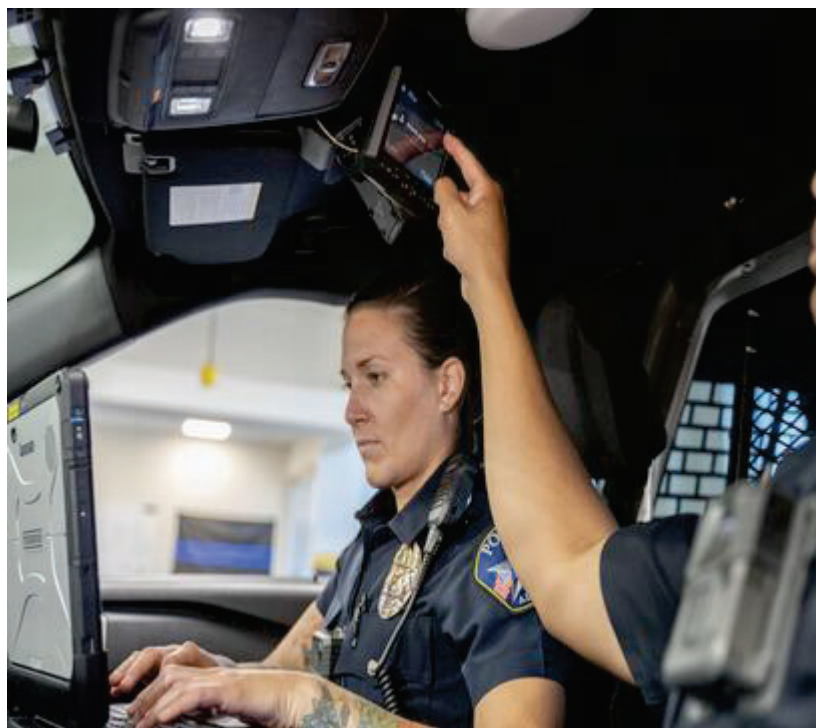
Action items require a vote to recommend the item to the full City Council for further action.

the normal budget cycle.

Other body camera options have been explored, however the structure of this agreement, along with the existing relationship and compatibility with current systems makes Motorola Solutions the most viable option at this time.

CFAA CONSIDERATIONS/IMPACTS: Fair and impartial policing is enhanced and verifiable with the use of body-worn and in-car cameras. Using this technology allows for all in this community to trust in the professional law enforcement services the City provides, which only aids in keeping the community safe.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-40-404-07
Available Budget:	\$53,000



MISSION POLICE DEPARTMENT

Mission Total Replacement

05/30/2024

Billing Address:
 MISSION POLICE DEPARTMENT
 6090 WOODSON
 MISSION, KS 66202
 US

Shipping Address:
 MISSION POLICE DEPARTMENT
 6090 WOODSON
 MISSION, KS 66202
 US

Quote Date:05/30/2024
 Expiration Date:08/28/2024
 Quote Created By:
 Aaron Corcoran
 aaron.corcoran@
 motorolasolutions.com
 6202823354

End Customer:
 MISSION POLICE DEPARTMENT

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Refresh Duration
Video as a Service						
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	9	5 YEAR	\$13,500.00	
2	PSV00S03898A	ON-SITE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$20,000.00	
3	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	9	5 YEAR	Included	
4	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*	9	5 YEAR	Included	
5	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	9		Included	3 YEAR
6	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	9	5 YEAR	Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Refresh Duration
7	SWV07S03593A	SOFTWARE ENHANCEMENTS	9	5 YEAR	Included	
8	WGB-0138AAS	VIDEO EQUIPMENT, V700 TRANSFER STATION	1		Included	
9	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	9		Included	
10	WGW00502	M500 EXTENDED WARRANTY	9	5 YEAR	Included	
11	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5GHZ ANT	9		Included	
12	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	9		Included	
13	WGP02225-600-KIT2	BRKT 4RE DISP/BWCBASE/CAMERAMNTVISOR	9		Included	
14	WGA00668-KIT	V300/V700 LOCKING MOLLE MNT WITH BWC BOX	9		Included	
15	WGP02919-KIT	INSTALL KIT, M500 DVR, CONSOLE MOUNT	9		Included	
Video as a Service						
16	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	26	5 YEAR	\$4,140.00	
17	AAS-BWC-XFS-DOC	V300/V700 TRANSFER STATION - 5 YEARS VIDEO-AS-A-SERVICE (\$30 PER MON)	3	5 YEAR	\$1,800.00	
18	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	26	5 YEAR	Included	
19	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	26		Included	3 YEAR
20	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	26	5 YEAR	Included	
21	SWV07S03593A	SOFTWARE ENHANCEMENTS	26	5 YEAR	Included	
22	WGA00668-KIT	V300/V700 LOCKING MOLLE MNT WITH BWC BOX	26		Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Refresh Duration
23	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	4		Included	
	V700					
24	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	5		\$1,290.00	
25	WGB-0142A	V300 IN-CAR WIFI BASE BUNDLE FOR 4RE	1		\$545.00	
26	WGA00668-KIT	V300/V700 LOCKING MOLLE MNT WITH BWC BOX	5		Included	
27	SWV07S03593A	SOFTWARE ENHANCEMENTS	5	5 YEAR	Included	
28	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	5	5 YEAR	\$570.40	
29	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	10		\$110.00	
	VideoManager EL & EX: Video Evidence Management					
30	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS*	1	1 YEAR	\$895.00	
Subtotal					\$269,342.50	
Total Discount Amount					\$2,960.50	
Grand Total					\$266,382.00(USD)	



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
			\$4,626.60	
Upfront Subscription Fee				
	Video as a Service	Annually	\$46,908.00	
	V700	Annually	\$570.40	
	VideoManager EL and EX: Video Evidence Management	Annually	\$895.00	
Sub Total:			\$53,000.00	
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	Video as a Service	Annually	\$52,775.10	\$52,775.10
	V700	Annually	\$570.40	\$570.40
Year 3 Subscription Fee				
	Video as a Service	Annually	\$52,775.10	\$52,775.10
	V700	Annually	\$570.40	\$570.40
Year 4 Subscription Fee				
	Video as a Service	Annually	\$52,775.10	\$52,775.10
	V700	Annually	\$570.40	\$570.40
Year 5 Subscription Fee				
	Video as a Service	Annually	\$52,775.10	\$52,775.10
	V700	Annually	\$570.40	\$570.40
Sub Total:			\$213,382.00	
Grand Total System Price (Inclusive of Upfront and Annual Costs)			\$266,382.00	

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.



Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



City of Mission	Item Number:	13a.
INFORMATIONAL ITEM	Date:	June 26, 2024
ADMINISTRATION	From:	Laura Smith

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

RE: April/May 2024 Monthly Interim Financial Reports

DETAILS: The monthly interim financial reports are provided as a part of the Council’s legislative meeting packets and will be reviewed and considered under the City Administrator’s Report section of the agenda.

If appropriate, high-level information will be provided during the meeting, and Council or the public will have the opportunity to ask questions. Following review at the Council meeting, the reports will be posted on the website.

The Summary Reports for April and May are included in the packet. Links to the complete reports can be accessed through the following links: [April 2024](#) [May 2024](#)

CFAA CONSIDERATIONS/IMPACTS: NA

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



MONTHLY FINANCIAL REPORT

APRIL 2024

MISSION
Kansas



Mission, Kansas

Monthly Financial Report – Executive Summary

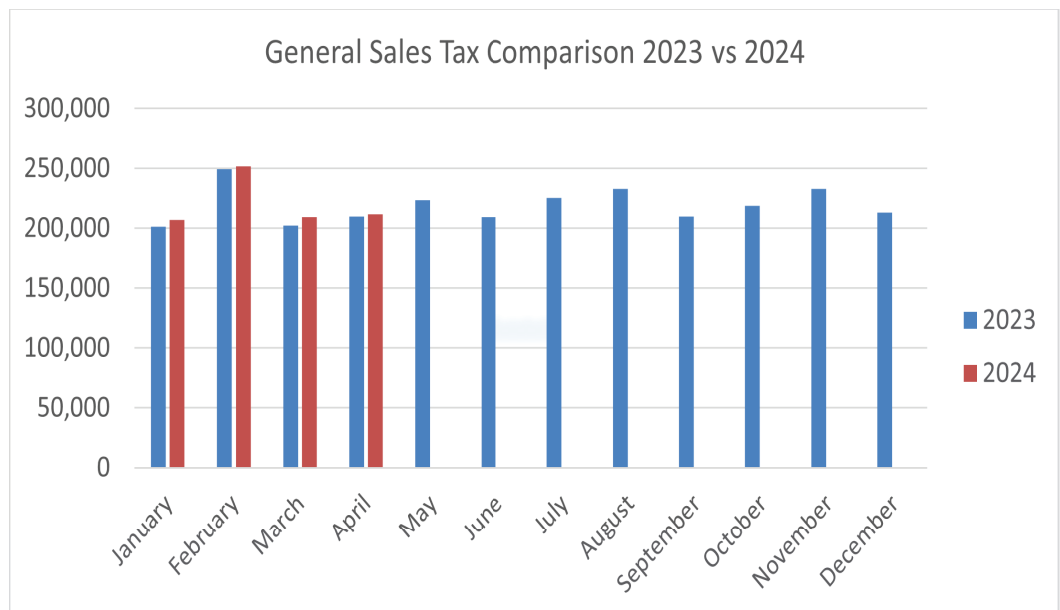
April 2024

General Fund Revenue Summary by Category as of 4/30/24

	2024 Adopted Budget	2024 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
Taxes					
Property Tax - General	2,552,192	2,552,192	0	2,090,988	82%
Property Tax - Streets	1,400,000	1,400,000	0	0	0%
Delinquent Property Tax	20,150	20,150	0	13,571	67%
Motor Vehicle Tax	279,638	279,638	0	71,426	26%
City Sales and Use Tax	4,300,000	4,300,000	335,497	1,464,788	34%
County Sales and Use Tax	1,100,000	1,100,000	86,416	377,003	34%
County Sales and Use Tax - Jail	274,000	274,000	21,404	93,303	34%
County Sales and Use Tax - Public Safety	274,000	274,000	21,404	93,303	34%
County Sales and Use Tax - Court	274,000	274,000	21,404	93,303	34%
Franchise Tax	1,161,500	1,161,500	107,972	326,676	28%
Alcohol Tax	130,000	130,000	0	36,934	28%
Intergovernmental Revenue	20,000	20,000	13,408	134,411	
		0			
Mission Square Pilot	47,250	47,250	0	0	0%
Licenses and Permits	160,650	160,650	4,642	46,887	29%
Jo Co Plan Review/Inspection Fees	360,000	360,000	10,047	37,808	11%
Police Fines	678,250	678,250	51,579	229,671	34%
Charges for Services	118,300	118,300	12,702	48,324	41%
Interest	85,000	85,000	12,394	50,889	60%
Miscellaneous and other	26,000	26,000	1,395	17,772	68%
Pool Revenues	170,000	170,000	6,749	9,084	5%
Parks Special Event Revenues	200,000	200,000	17	73,262	37%
Community Center Revenues	1,026,350	1,026,350	107,317	471,816	46%
		0			
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	0	0	0	0	0%
Total Revenues	14,657,280	14,657,280	814,346	5,781,219	39%

General City Sales Tax :

Total Estimated Budget:	\$2,725,000
Total City Sales Tax collected YTD:	\$879,976
% of Estimated Budget collected:	32.2%
% of Year Expended:	33%
% change yr over yr =	2%

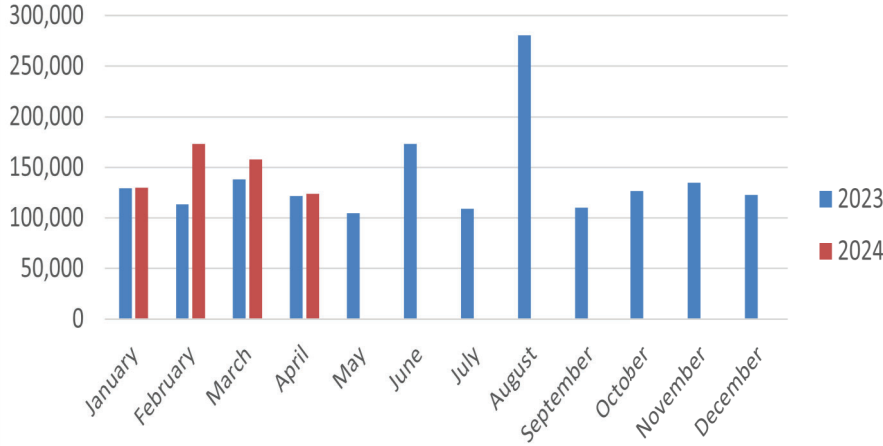


Mission, Kansas

Monthly Financial Report – Executive Summary

April 2024

General Use Tax Comparison 2023 vs 2024



Comments/Highlights:

- City general sales tax revenues are performing in-line with historical averages while city use tax revenues are 16.5% higher than previous YTD. February saw abnormally high collections for use tax and is driving the year over year increase.
- County sales tax and use tax revenues are performing at historical averages for YTD.

Total Estimated Budget: \$1,575,000 Total City Use Tax collected YTD: \$584,812 % of Total Estimated Budget collected: 37.1%

% of Year Expended: 33% % change yr over yr = **16.5%**

Period ending 4/30/2024		Revenue Budget			Expenditure Budget			Current Cash, MIP and Investments Balance	
Fund		Revenue Budget	Revenue YTD	Uncollected Revenue	Expenditure Budget	Expense YTD	Unencumb. Balance	Balance	
01	General	\$ 14,657,280.00	\$ 5,781,218.64	\$ 8,876,061.36	\$ 15,205,541.00	\$ 4,412,024.27	\$ 10,793,516.73	\$ 5,133,407.31	
02	IRS 125 Plan	\$ -	\$ 18,111.36	\$ (18,111.36)	\$ -	\$ 33,299.02	\$ (33,299.02)	\$ 39,355.94	
03	Special Highway	\$ 270,500.00	\$ 68,120.51	\$ 202,379.49	\$ 365,000.00	\$ 9,930.42	\$ 355,069.58	\$ 171,141.47	
08	Court - Bonds	\$ -	\$ 19,473.00	\$ (19,473.00)	\$ -	\$ 38,189.00	\$ (38,189.00)	\$ 31,749.00	
09	Special Alcohol	\$ 130,000.00	\$ 36,933.78	\$ 93,066.22	\$ 165,000.00	\$ 85,920.94	\$ 79,079.06	\$ 174,576.57	
10	Special Park & Recreation	\$ 135,100.00	\$ 38,667.97	\$ 96,432.03	\$ 231,240.00	\$ 14,600.56	\$ 216,639.44	\$ 244,716.68	
14	Court - ADSAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,396.21	
15	Court - Reinstatement	\$ -	\$ 7,827.21	\$ (7,827.21)	\$ -	\$ 8,883.21	\$ (8,883.21)	\$ 2,237.71	
16	Special Law Enforcement	\$ -	\$ 10,093.80	\$ (10,093.80)	\$ -	\$ -	\$ -	\$ 43,997.82	
17	Restricted	\$ -	\$ 21,000.00	\$ (21,000.00)	\$ -	\$ -	\$ -	\$ 77,728.18	
18	Jo Co School District Sales Tax	\$ -	\$ 182.31	\$ (182.31)	\$ -	\$ -	\$ -	\$ 19,247.17	
19	MBDC	\$ 70,500.00	\$ 19,598.89	\$ 50,901.11	\$ 122,000.00	\$ 14,090.84	\$ 107,909.16	\$ 57,201.65	
22	Storm Drain Utility	\$ 2,751,535.00	\$ 1,556,621.34	\$ 1,194,913.66	\$ 2,892,500.00	\$ 426,450.98	\$ 2,466,049.02	\$ 2,682,244.54	
24	Equipment Reserve Fund	\$ 200,500.00	\$ 74,470.74	\$ 126,029.26	\$ 248,000.00	\$ 127,095.00	\$ 120,905.00	\$ 15,284.86	
25	Capital Improvement Fund	\$ 3,141,003.00	\$ 896,777.60	\$ 2,244,225.40	\$ 3,695,000.00	\$ 936,874.43	\$ 2,758,125.57	\$ 219,350.31	
26	Rock Creek Drainage Dist #1	\$ 12,050.00	\$ 32.00	\$ 12,018.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 5,210.81	
27	Rock Creek Drainage Dist #2	\$ 66,300.00	\$ 42,904.85	\$ 23,395.15	\$ 68,000.00	\$ -	\$ 68,000.00	\$ 44,807.06	
30	Solid Waste Utility Fund	\$ 611,000.00	\$ 333,192.92	\$ 277,807.08	\$ 656,250.00	\$ 221,338.20	\$ 434,911.80	\$ 182,768.16	
31	ARPA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	Opioid Fund	\$ -	\$ 3,276.34	\$ (3,276.34)	\$ -	\$ 2,600.10	\$ (2,600.10)	\$ 34,340.75	
33	Family Adoption Fund	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 20,000.00	\$ 6,380.41	\$ 13,619.59	\$ (31,459.54)	
35	Transportation Fund	\$ -	\$ 160.47	\$ (160.47)	\$ -	\$ -	\$ -	\$ 14,354.47	
40	Street Sales Tax	\$ 1,198,500.00	\$ 319,958.31	\$ 878,541.69	\$ 1,205,425.00	\$ 328,275.00	\$ 877,150.00	\$ 894,880.07	
45	Parks & Rec Sales Tax	\$ 1,848,500.00	\$ 326,098.64	\$ 1,522,401.36	\$ 3,932,976.00	\$ 1,346,156.12	\$ 2,586,819.88	\$ 2,337,551.29	
50	Mission Trails TIF	\$ 390,000.00	\$ 289,605.79	\$ 100,394.21	\$ 375,000.00	\$ 289,605.79	\$ 85,394.21	\$ -	
55	Silvercrest at Broadmoor	\$ -	\$ 5,749.38	\$ (5,749.38)	\$ -	\$ -	\$ -	\$ 24,668.97	
60	Mission Crossing TIF Fund	\$ 495,000.00	\$ 267,840.76	\$ 227,159.24	\$ 450,000.00	\$ 315,613.69	\$ 134,386.31	\$ 22,708.53	
64	Rock Creek TIF Dist #2	\$ -	\$ 48,222.78	\$ (48,222.78)	\$ -	\$ -	\$ -	\$ 98,989.13	
65	Cornerstone Commons Fund	\$ 72,000.00	\$ 18,382.50	\$ 53,617.50	\$ 70,500.00	\$ 17,926.13	\$ 52,573.87	\$ 37,131.03	
66	Capitol Federal TIF Fund	\$ 23,500.00	\$ 10,618.85	\$ 12,881.15	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 69,384.56	
67	Mission Bowl TIF Fund	\$ -	\$ 32,766.76	\$ (32,766.76)	\$ -	\$ -	\$ -	\$ 97,218.60	
68	Rock Creek TIF Fund #3	\$ -	\$ 40,548.97	\$ (40,548.97)	\$ -	\$ -	\$ -	\$ 193,590.69	
69	Rock Creek TIF Fund #4	\$ -	\$ 13,144.26	\$ (13,144.26)	\$ -	\$ -	\$ -	\$ 116,973.18	
70	Mission Farm and Flower Market	\$ -	\$ 7,160.00	\$ (7,160.00)	\$ -	\$ 738.40	\$ (738.40)	\$ 21,549.53	
		\$ 26,098,268.00	\$ 10,308,760.73	\$ 15,789,507.27	\$ 29,734,432.00	\$ 8,635,992.51	\$ 21,098,439.49	\$ 13,087,302.71	
								MIP Statement	12,266,298.32
								Treasury Bills	-
								Cash balances	821,004.39
								Total	13,087,302.71
								Difference	-

Mission, Kansas
Monthly Financial Report – Executive Summary
April 2024

General Fund Expenditures by Department as of 4/30/24:

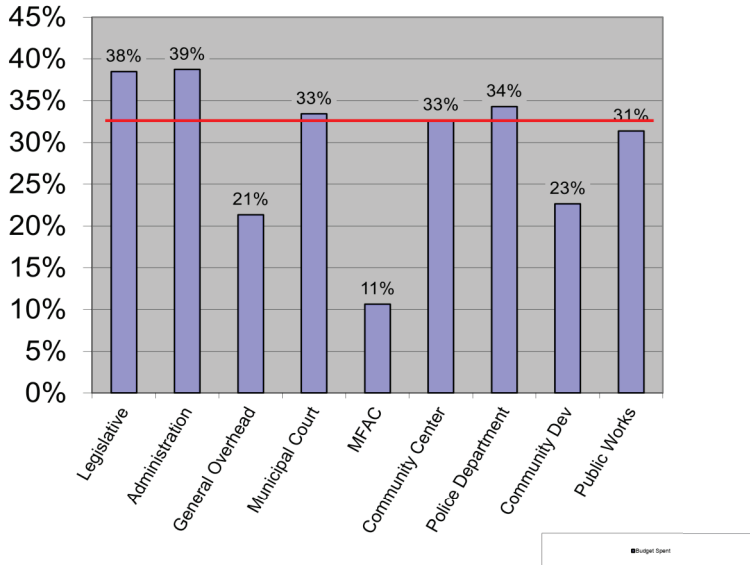
DEPARTMENT	2024 Budget	2024 Estimated	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
Legislative						
Personnel Services	59,875	59,875	4,805	19,463	40,412	33%
Contractual Services	142,370	150,900	18,766	61,395	89,505	41%
Commodities	1,250	1,250	-	762	488	61%
Capital Outlay	-	-	-	-	-	0%
Total	203,495	212,025	23,571	81,620	130,405	38%
Administration						
Personnel Services	886,075	886,075	71,005	353,489	532,586	40%
Contractual Services	32,850	32,850	1,657	5,640	27,210	17%
Commodities	4,050	4,050	189	2,106	1,944	52%
Capital Outlay	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Total	922,975	922,975	72,851	361,235	561,740	39%
General Overhead						
Personnel Services	-	-	-	-	-	0%
Contractual Services	391,500	391,500	31,054	122,419	269,081.01	31%
Commodities	42,750	52,640	1,352	22,405	30,234.97	43%
Capital Outlay	80,000	103,955	-	23,955	80,000.00	23%
Debt Service	252,450	252,450	-	-	252,450.00	0%
Total	766,700	800,545	32,406	168,779	631,766	21%
Municipal Court						
Personnel Services	304,200	304,200	25,088	106,166	198,034	35%
Contractual Services	32,900	32,900	1,506	4,079	28,821	12%
Commodities	6,750	6,750	1,119	4,654	2,096	69%
Capital Outlay	-	-	-	-	-	0%
Total	343,850	343,850	27,713	114,898	228,952	33%
Parks and Recreation						
Mission Family Aquatic Center (MFAC)						
Personnel Services	185,100	185,100	3,206	15,923	169,177	9%
Contractual Services	98,225	98,225	1,769	11,865	86,360	12%
Commodities	70,650	70,650	7,051	9,899	60,751	14%
Capital Outlay	-	-	-	-	-	0%
Total	353,975	353,975	12,026	37,686	316,289	11%
Community Center						
Personnel Services	1,718,000	1,718,000	134,092	585,212	1,132,788	34%
Contractual Services	835,800	835,800	61,206	245,154	590,646	29%
Commodities	114,500	114,500	9,799	41,434	73,066	36%
Capital Outlay	-	-	-	-	-	0%
Total	2,668,300	2,668,300	205,096	871,801	1,796,499	33%
Police Department						
Personnel Services	3,847,500	3,847,500	298,383	1,325,310	2,522,190	34%
Contractual Services	430,376	430,376	53,732	166,527	263,849	39%
Commodities	167,750	167,750	8,933	44,424	123,326	26%
Capital Outlay	30,000	99,401	23,165	70,025	29,376	70%
Debt Service/Lease	137,500	137,500	-	-	137,500	0%
Total	4,613,126	4,682,527	384,213	1,606,286	3,076,241	34%
Community Development						
Personnel Services	781,750	781,750	53,504	206,724	575,026	26%
Contractual Services	541,870	541,870	15,112	88,019	453,851	16%
Commodities	5,000	5,000	2,226	3,781	1,219	76%
Capital Outlay	-	-	1,020	2,420	(2,420)	0%
Total	1,328,620	1,328,620	71,863	300,944	1,027,676	23%
Public Works						
Personnel Services	1,163,000	1,163,000	74,375	359,752	803,248	31%
Contractual Services	1,103,300	1,113,867	82,765	357,523	756,344	32%
Commodities	298,200	298,200	17,493	90,425	207,775	30%
Capital Outlay	-	-	-	-	-	0%
Total	2,564,500	2,575,067	174,633	807,701	1,767,366	31%
Other General Fund						
	1,440,000	1,440,000	-	86,778	1,353,222	6%
General Fund Total	15,205,541	15,327,884	1,004,373	4,437,728	10,890,155	29%

Mission, Kansas

Monthly Financial Report – Executive Summary

April 2024

Departmental Summary
% Annual Budget Spent To Date



Additional highlights/comments:

- The City’s cash balance position will fluctuate month-to-month based on when certain expenditures are accounted for such as payments made for large capital projects. The City’s cash balance position is strong with an ending cash balance across all funds of \$13.1 million as of April 30, 2024. Major expenditures in April included payments for the City’s 2023 audit, tree pruning, annual contract payments, 2024 Street Preservation Program, and localized stormwater projects.
- Street Sales Tax collections YTD in 2024 total \$395,860 and Parks + Recreation Sales Tax collections are \$395,860 which represents an increase of 1.8% over 2023 collections YTD.

Revenues and expenses for the Powell Community Center (PCC), including cost recovery rates, historical and YTD revenue and expense information is included in the monthly interim financial report. The table below illustrates actual revenues and expenses from 2019 through 2023 showing the difference in total dollars (subsidy for operations). YTD information for 2024 is also included. The cost recovery or self-sufficiency rate for each year is also shown in the table. A feasibility study for the PCC analyzing the center’s long-term feasibility and highest and best use was completed in 2023. The study recommended a targeted cost recovery rate of 70% to be achieved over several years.

	2019	2020	2021	2022	2023*	2024 Budget	2024 YTD
Revenues	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 1,307,603	\$ 1,541,968	\$ 1,273,100	\$ 545,077
Expenses	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 2,397,870	\$ 2,578,539	\$ 2,667,500	\$ 871,801
Difference (\$)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (1,090,267)	\$ (1,036,572)	\$ (1,394,400)	\$ (326,723)
Cost Recovery %	70%	34%	31%	55%	60%	48%	63%
*2023 Actuals are unaudited							

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City’s financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).



MONTHLY FINANCIAL REPORT

MAY 2024

MISSION
Kansas



Mission, Kansas

Monthly Financial Report – Executive Summary

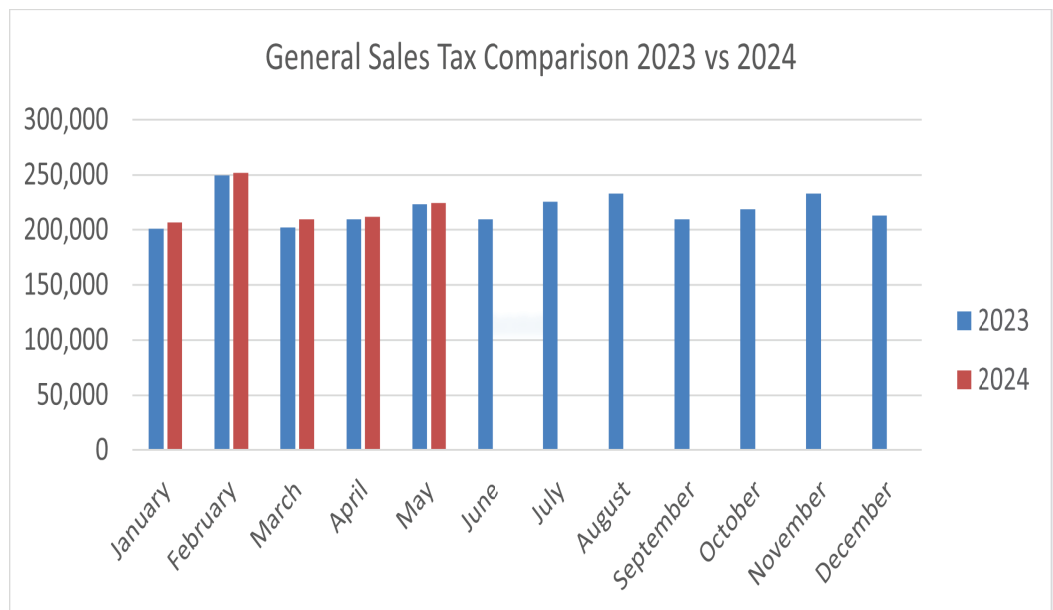
May 2024

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Motor Vehicle Tax	279,638	279,638	0	71,426	26%
City Sales and Use Tax	4,300,000	4,300,000	356,750	1,821,538	42%
County Sales and Use Tax	1,100,000	1,100,000	97,902	474,906	43%
County Sales and Use Tax - Jail	274,000	274,000	24,262	117,565	43%
County Sales and Use Tax - Public Safety	274,000	274,000	24,262	117,565	43%
County Sales and Use Tax - Court	274,000	274,000	24,262	117,565	43%
Franchise Tax	1,161,500	1,161,500	75,990	402,667	35%
Alcohol Tax	130,000	130,000	0	36,934	28%
Intergovernmental Revenue	20,000	20,000	8,026	142,436	
		0			
Mission Square Pilot	47,250	47,250	26,850	26,850	57%
Licenses and Permits	160,650	160,650	31,214	78,101	49%
Jo Co Plan Review/Inspection Fees	360,000	360,000	11,971	49,778	14%
Police Fines	678,250	678,250	42,315	271,986	40%
Charges for Services	118,300	118,300	1,931	50,254	42%
Interest	85,000	85,000	12,591	63,480	75%
Miscellaneous and other	26,000	26,000	1,515	19,287	74%
Pool Revenues	170,000	170,000	55,004	64,088	38%
Parks Special Event Revenues	200,000	200,000	6,966	80,228	40%
Community Center Revenues	1,026,350	1,026,350	100,885	572,701	56%
		0			
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	0	0	0	0	0%
Total Revenues	14,657,280	14,657,280	902,695	6,683,913	46%

General City Sales Tax :

Total Estimated Budget:	\$2,725,000
Total City Sales Tax collected YTD:	\$1,104,588
% of Estimated Budget collected:	40.5%
% of Year Expended:	41.6%
% change yr over yr =	1.7%



Mission, Kansas
Monthly Financial Report – Executive Summary
May 2024

General Fund Expenditures by Department as of 5/31/24:

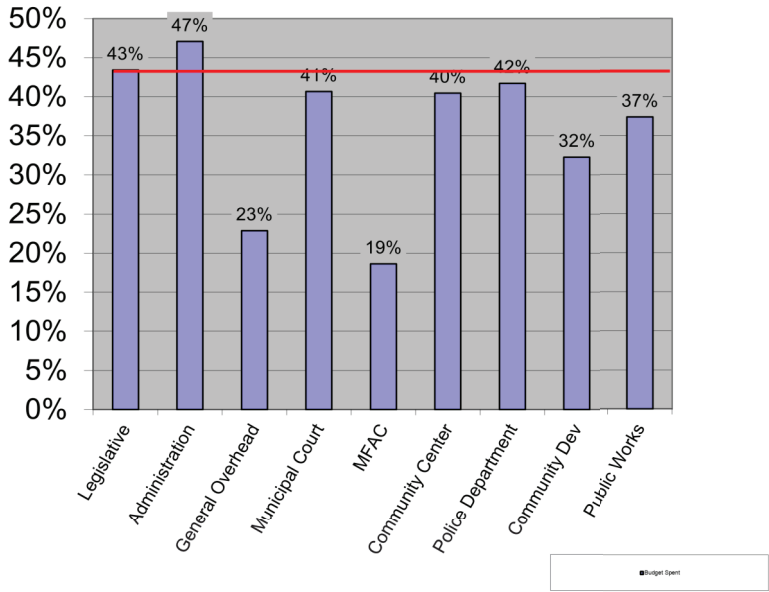
DEPARTMENT	2024 Budget	2024 Estimated	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
Legislative						
Personnel Services	59,875	59,875	4,774	24,237	35,638	40%
Contractual Services	142,370	150,900	5,647	67,043	83,857	44%
Commodities	1,250	1,250	-	762	488	61%
Capital Outlay	-	-	-	-	-	0%
Total	203,495	212,025	10,422	92,041	119,984	43%
Administration						
Personnel Services	886,075	886,075	67,489	420,978	465,097	48%
Contractual Services	32,850	32,850	5,182	10,822	22,028	33%
Commodities	4,050	4,050	382	2,489	1,561	61%
Capital Outlay	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Total	922,975	922,975	73,054	434,289	488,686	47%
General Overhead						
Personnel Services	-	-	-	-	-	0%
Contractual Services	391,500	391,500	12,262	134,681	256,819.06	34%
Commodities	42,750	52,640	2,052	24,457	28,182.95	46%
Capital Outlay	80,000	103,955	-	23,955	80,000.00	23%
Debt Service	252,450	252,450	-	-	252,450.00	0%
Total	766,700	800,545	14,314	183,093	617,452	23%
Municipal Court						
Personnel Services	304,200	304,200	23,636	129,802	174,398	43%
Contractual Services	32,900	32,900	384	4,463	28,437	14%
Commodities	6,750	6,750	887	5,541	1,209	82%
Capital Outlay	-	-	-	-	-	0%
Total	343,850	343,850	24,907	139,805	204,045	41%
Parks and Recreation						
Mission Family Aquatic Center (MFAC)						
Personnel Services	185,100	185,100	5,359	21,282	163,818	11%
Contractual Services	98,225	98,225	10,266	22,130	76,095	23%
Commodities	70,650	70,650	12,625	22,524	48,126	32%
Capital Outlay	-	-	-	-	-	0%
Total	353,975	353,975	28,249	65,936	288,039	19%
Community Center						
Personnel Services	1,718,000	1,718,000	132,893	718,105	999,895	42%
Contractual Services	835,800	835,800	68,594	313,748	522,052	38%
Commodities	114,500	114,500	6,599	48,033	66,467	42%
Capital Outlay	-	-	-	-	-	0%
Total	2,668,300	2,668,300	208,085	1,079,886	1,588,414	40%
Police Department						
Personnel Services	3,847,500	3,847,500	293,933	1,619,242	2,228,258	42%
Contractual Services	430,376	430,376	19,163	185,691	244,685	43%
Commodities	167,750	167,750	8,983	53,406	114,344	32%
Capital Outlay	30,000	99,401	24,941	94,967	4,434	96%
Debt Service/Lease	137,500	137,500	-	-	137,500	0%
Total	4,613,126	4,682,527	347,020	1,953,306	2,729,221	42%
Community Development						
Personnel Services	781,750	781,750	58,273	264,996	516,754	34%
Contractual Services	541,870	541,870	68,675	156,695	385,175	29%
Commodities	5,000	5,000	839	4,620	380	92%
Capital Outlay	-	-	-	2,420	(2,420)	0%
Total	1,328,620	1,328,620	127,787	428,731	899,889	32%
Public Works						
Personnel Services	1,163,000	1,163,000	80,859	440,611	722,389	38%
Contractual Services	1,103,300	1,113,867	61,098	418,622	695,245	38%
Commodities	298,200	298,200	12,288	102,714	195,487	34%
Capital Outlay	-	-	-	-	-	0%
Total	2,564,500	2,575,067	154,245	961,946	1,613,121	37%
Other General Fund						
	1,440,000	1,440,000	-	86,778	1,353,222	6%
General Fund Total	15,205,541	15,327,884	988,083	5,425,811	9,902,073	35%

Mission, Kansas

Monthly Financial Report – Executive Summary

May 2024

Departmental Summary
% Annual Budget Spent To Date



Additional highlights/comments:

- The City’s cash balance position will fluctuate month-to-month based on when certain expenditures are accounted for such as payments made for large capital projects. The City’s cash balance position is strong with an ending cash balance across all funds of \$12.7 million as of May 31, 2024. Major expenditures in May include an installment payment for new permitting software implementation, police vehicle equipment, a new Public Works heavy duty truck, 2024 Street Preservation Program, and localized stormwater projects.
- Street Sales Tax collections YTD in 2024 total \$497,206 and Parks + Recreation Sales Tax collections are \$497,206 which represents an increase of 1.6% over 2023 collections YTD.

Revenues and expenses for the Powell Community Center (PCC), including cost recovery rates, historical and YTD revenue and expense information is included in the monthly interim financial report. The table below illustrates actual revenues and expenses from 2019 through 2023 showing the difference in total dollars (subsidy for operations). YTD information for 2024 is also included. The cost recovery or self-sufficiency rate for each year is also shown in the table. A feasibility study for the PCC analyzing the center’s long-term feasibility and highest and best use was completed in 2023. The study recommended a targeted cost recovery rate of 70% to be achieved over several years.

	2019	2020	2021	2022	2023*	2024 Budget	2024 YTD
Revenues	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 1,307,603	\$ 1,541,968	\$ 1,273,100	\$ 652,928
Expenses	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 2,397,870	\$ 2,578,539	\$ 2,667,500	\$ 1,079,886
Difference (\$)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (1,090,267)	\$ (1,036,572)	\$ (1,394,400)	\$ (426,958)
Cost Recovery %	70%	34%	31%	55%	60%	48%	60%
*2023 Actuals are unaudited							

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City’s financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).