



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

**WEDNESDAY, JULY 10, 2024 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

**MISSION 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>. Please contact the Administrative Offices, 913.676.8350, with any questions or concerns.*

**PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**ACTION ITEMS**

1. Acceptance of the June 5, 2024 Finance & Administration Committee Minutes - Robyn Fulks ([page 4](#))

Draft minutes of the June 4, 2024 Finance and Administration Committee meeting are included for review and acceptance.

2. Revisions to Council Policy 102 Related to Purchasing and Procurement – Laura Smith ([page 17](#))

The City's policies related to purchasing and procurement have not been updated or revised since 2008. Staff has drafted a new policy which updates City Council Policy 102 and also addresses the requirements for purchase of professional services (City Council Policy 115). If approved City Council Policy 115 will be repealed in its entirety.

3. Ordinance Amending City Administrator's Expenditure Authority – Laura Smith ([page 26](#))

The current expenditure limit for the City Administrator is \$10,000 established in Section 120.140 (5) of the Mission Municipal Code. If the Council approves the increase to \$30,000 as proposed in the revisions to Council Policy 102, an ordinance will be required to update the code accordingly.

4. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – City of Mission – Laura Smith ([page 35](#))
5. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – Rock Creek Drainage District #1 – Laura Smith ([page 35](#))
6. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – Rock Creek Drainage District #2 – Laura Smith ([page 35](#))

In accordance with State statutes, if the Governing Body would like to retain a mill levy which is equal to or greater than the current tax year, notice must be provided to the Clerk no later than July 20, 2024. Three Resolutions of Intent to exceed the 2025 revenue neutral rate will be included for Council consideration on the July 17, 2024 City Council Agenda.

### **DISCUSSION ITEMS**

7. 2024 Revised and 2025 Proposed Budgets – Laura Smith ([page 42](#))

Current recommendations for the 2024 Revised and 2025 Proposed Budgets will be presented and discussed during the Committee meeting. Budget materials will be provided in advance of the Committee meeting.

8. Family Adoption Program Discussion – Laura Smith/Cheryl Carpenter-Davis

Councilmember Davis will have a brief PowerPoint presentation to share historical information and data on the Family Adoption Program for Council discussion and review.

### **OTHER**

9. Implementation of House Bill 2562 Related to Restrictive Covenant Language – Laura Smith ([page 43](#))

Effective July 1, 2024, Kansas law allows for the release of discriminatory covenants from land records. Johnson County Government has setup a process to allow individual homeowners or homeowners associations to do this accordingly.

10. Department Updates – Laura Smith

**Brian Schmid, Chairperson**  
**Ben Chociej, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
**913.676.8350**

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** June 5, 2024 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the June 5, 2024 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the June 5, 2024 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

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

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



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

June 5, 2024

The Mission Finance & Administration Committee met at Mission City Hall and virtually via ZOOM on Wednesday, June 5, 2024. The following Committee members were present: Sollie Flora, Trent Boultinghouse, Lea Loudon, Ben Chociej, Brian Schmid, Debbie Kring, Cheryl Carpenter Davis, Josepha Haden Chomphosy, and Mary Ryherd. No Councilmembers were absent. Councilmember Schmid called the meeting to order at 7:42 p.m.

The following staff were present: City Administrator Laura Smith, City Clerk Robyn Fulks, Deputy City Administrator Justin Carroll, Deputy City Administrator Brian Scott, Public Works Director Stephanie Boyce, Public Works Superintendent Brent Morton, Chief Dan Madden, and Parks and Recreation Director Penn Almoney.

### **Public Comments**

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

There were no public comments.

### **Public Presentations/Informational Items**

There were no public presentations.

### **Acceptance of the May 1, 2024 Finance & Administration Committee Minutes**

Minutes of the May 1, 2024 Finance & Administration Committee were provided to the Committee for review.

Councilmember Ryherd recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

**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)**

City Administrator Laura Smith presented the second action item of the evening, for consideration of a 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. She explained that the items before the Committee tonight are administrative or procedural only and are necessary to set public hearing dates for August in compliance with statutory requirements. She explained that between June and August there will be more time to review financials and the redevelopment agreement and supplemental pieces that go along with a Tax Increment Financing (TIF) request. This project will be portioned off of a large TIF district created previously. She invited Kevin Wempe of Gilmore & Bell, the City's bond counsel, to make a presentation and answer questions. She noted that the Council would not typically review this item prior to the Planning Commission reviewing the TIF project plan in conformance with the Comprehensive Plan, however because the regular June meeting is later this month there is an opportunity to condense this item into a shorter timeframe.

Kevin Wempe of Gilmore & Bell reviewed the procedural parts of a TIF project request. He explained that the Resolution tonight is the kick-off to the remainder of the review, evaluation, and potentially approval of a TIF request. He believes that this project will be very similar to Phase I that was approved a few years ago. He also explained that the large Rock Creek TIF district had previously been sectioned off into five separate TIF districts. In anticipation of Phase I of this project, TIF District 3 was separated into 3A and 3B. With Phase II upcoming, 3B will be separated into 3C which will be isolated to the boundaries of Phase II of The Lanes at Mission Bowl project. The reason for the division is that under State law, TIF property tax that is generated by increased assessed valuation is captured on a district wide basis. When a district shares unrelated ground not owned by the Developer, those values could affect the TIF amounts that may be collected or distributed to a developer. Mr. Wempe explained that TIF is a two-step process. The first is formation of the TIF district, and the second is adoption of a TIF Redevelopment Project Plan which begins the 20-year clock under State law. Start to finish, the procedure is typically about four months

long. This calendar is abbreviated because the underlying TIF District has already been created.

He explained next steps which are Planning Commission for review of the TIF project plan to determine whether it is in conformance with the City's Comprehensive Plan which will happen on June 24, followed by consideration of this Resolution at the City Council Meeting on June 26. After that, there will be publications and public notices sent out while the teams work on development terms and a draft redevelopment agreement to be presented to Council at a later time.

Councilmember Chociej recommended this item be forwarded to the City Council for approval. All on the Committee agreed, and this item will be on the regular agenda.

### **Membership Revisions for Sustainability and Parks, Recreation + Tree Commissions**

Deputy City Administrator Justin Carroll presented a revision to City Code that lays out membership allowances for appointees to the Sustainability and Parks, Recreation + Tree Commission. He explained that this proposal would keep ward requirements and total membership numbers the same. This change to the Code will allow for more flexibility with the youth or non-resident members. He noted that most recently a non-resident appointment was made to the Sustainability Commission to add a Johnson Drive business owner to the roster.

Councilmember Haden Chomphosy thanked Mr. Carroll for the easier to understand language and voiced her support for the changes.

Councilmember Schmid asked that consideration be given to providing guidance to the Committees as to the criteria that would be good to consider for a non-resident member. Mr. Carroll explained this came about when a neighboring resident hoped to join the Sustainability Commission, however she lives outside of Mission, but has great experience which could benefit the Commission.

Councilmember Loudon voiced her support and thanks for making these changes to allow for all interested parties to be a part of the Commission.

Councilmember Carpenter-Davis recommended this item be forwarded to the City Council for approval. All on the Committee agreed, and this item will be on

the consent agenda.

### **Crossing Guard Contract Renewal**

Police Chief Dan Madden introduced a contract renewal for crossing guard services for the 2024-2025 school year with All City Management Services. Since 2016, Mission has contracted with All City Management Services, Inc. to provide crossing guard services for Highlands Elementary and Rushton Elementary schools. He noted that last year there were no crossing guard services needed for Rushton Elementary School while it was being rebuilt, however those needs come back this year with the new school opening. The 2024-2025 contract renewal has no increase in the hourly rate but is considerably more expensive than the 2023-2024 contract due to the Rushton Elementary students returning in the fall. Staff recommends entering into a new agreement with All City Management Services, Inc. for the 2024-2025 school year for a total estimated annual cost of \$30,600.00, which could vary depending on hours worked. He also noted that Mission shares another crossing guard with Prairie Village. The total estimated amount with that factored in is \$36,600.00.

Ms. Smith noted that Mission will be making a formal request to the City of Fairway to share in 50% of the crossing guard expenses stemming from the crossing location at 62nd Street and Roe Avenue to Highlands Elementary school. She has had preliminary conversations with the Fairway City Administrator and believes that Fairway will be willing to contribute for these services.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the Committee agreed, and this item will be on the consent agenda.

### **Replacement of Laptop and Desktop Computers**

Deputy City Administrator Brian Scott explained that the computer network was completely updated in the last few years. At that time, all desktop and laptop equipment were replaced with a commitment to a scheduled replacement of every 3 years for laptops and every 5 years for desktop computers. The COVID-19 pandemic showed a greater need for laptop computers, especially for employees who can telework if necessary. Lt. Robert Meyers of the Police Department has worked to secure a quote from Dell from the Kansas State bid

for 12 desktop computers and 28 Dell laptops for a total of \$75,571.78. This is less than the \$80,000 budgeted for this project. Monitors will not be replaced at this time.

Councilmember Haden Chomphosy asked Mr. Scott if the devices have Copilot Plus on them and is there an awareness and mitigation plan for that, along with a knowledge of risk. She noted that some of the Dell 5500 laptops have the Copilot Plus which have known security issues and has been showing up internationally as a concern. Mr. Scott stated he will do some research to learn more. Mayor Flora noted that Staff should check with DTI to ensure there isn't a security risk. Ms. Smith noted that Staff have a security meeting with DTI the following day and will add this question to the list.

Councilmember Chociey asked for clarification confirming that "DTI" is the County's IT department that the City contracts with for IT support. Mr. Scott confirmed that was correct.

Councilmember Chcoiej recommended this item be forwarded to the City Council for approval. All on the Committee agreed, and this item will be on the consent agenda.

## **DISCUSSION ITEMS**

### **Overview of Proposed Procurement Policies and City Administrator's Expenditure Authority**

Ms. Smith explained that as Staff have worked on the requirements for the bike share project, KDOT has expressed some issues with the City's existing purchasing policy, feeling that it's not robust enough. They shared the policy used by the City of Merriam as an example. Staff has reviewed the Merriam policy, and is planning to use it as a template to draft a new purchasing and procurement policy for Mission that will replace three existing Council Policies. That policy will come forward for Council consideration in July, but one item to address in advance is the possibility of increasing the expenditure authority limits for the City Administrator. That limit is currently \$10,000.00 with Department Heads having authority up to \$1,000.00. With the increased cost in goods and services, it's becoming difficult to not bypass that limit and can often slow projects or purchases down because of the time required to advance it to a City Council agenda. The new policy will address what can be approved at each level, bidding processes, and change orders related to larger scale capital



projects. Increase of the expenditure authority will allow for more internal efficiencies, especially with only one meeting per month which makes timing more difficult and has required ratification of purchases to occur more frequently. Ms. Smith previewed for the Council that the revised policy to be brought forward in July would increase the City Administrator's expenditure for budgeted items to \$30,000. Staff can also continue to report out items that are underneath that authority amount, as Staff does now for items that are of public interest. An Ordinance change would be required to accomplish the updates. Ms. Smith shared information on purchasing limits and authority from other regional jurisdictions.

Councilmember Loudon asked if Department Heads' authorities would increase as well. Ms. Smith explained that it would increase to \$5,000.00.

### **2024 Revised and 2025 General Fund Budget Review**

Ms. Smith began a conversation around the 2024 Revised and 2025 General Fund budget. She began by reviewing the General Fund, which is the operating fund for the City and accounts for revenues and expenditures in one fiscal year. There are still things that will need to come into focus through this budget process, and there will be plenty of opportunities to review and discuss the budget in the coming months. Ms. Smith noted that for the Committee discussion this evening She will review primary revenue streams, general expenditure categories, reserves, and supplemental requests. Ms. Smith first shared where priorities, goals and objectives that drive the budget come from, which are Council goals and objectives, Staff, residents, and Board and Commission requests. Information is collected from all of the categories in different ways. Ms. Smith provided a General Fund summary page in the packet that shows current year budget numbers and projections for the coming year. A line-item budget will be provided for all departments once the budget is more refined. There have been many factors influencing Mission's budget over the last several years including the COVID-19 pandemic in both positive and negative ways; refunds of sales and use and property tax; supply chain issues; unbudgeted storm cleanup expenses; and grants and resources. Sometimes the timing of these items can present challenges during the budgeting process.

In the General Fund there are five revenue streams that are the primary funding sources. They are sales tax, property tax, parks and recreation revenues, franchise fees, licenses, permits and fees, and fines and forfeitures. This first draft of the 2025 budget estimates \$16.3 million in annual revenues, including

\$500,000 from the park property sale to Milhaus for their project. She noted that while there are other revenue streams which can be adjusted around the margins, these five revenue streams drive 91% of the annual revenue. Sales tax growth has slowed slightly, likely due to inflation, and Staff has been conservative when estimating sales tax performance in 2025. There have been positive increases in community center revenues, and tax valuations look to be on track.

Property tax revenues are determined by the mill levy that is applied to the assessed valuation in the community. Property is assessed at 11.5% for residential uses and 25% for commercial uses. Mission, like other Johnson County cities, has seen steady increases in underlying property values. Staff is still working through the 2023 final assessed valuation with the County Appraiser. There are some discrepancies in the numbers provided between November 2023 and March 2024 which could impact the estimated revenues for 2024.

Ms. Smith reminded the Council that since the 2016 Budget a significant portion of the overall property tax collected in the General Fund is transferred to the Capital Improvement Fund to pay for street improvements. She reviewed the Council decision last year to increase the mill rate by approximately 2.1 mills, to help remedy unintentional decreases which have occurred in recent years. The mill levy funding the 2024 Budget is 18.497 mills. Due to the potential impact on single family homeowners, they also increased the limits for the Community Rebate Program to reach more homeowners who may struggle with the increased taxes.

It was noted that this is the third year the Revenue Neutral Rate (RNR) requirements are in effect stemming from State legislation. Each year a city is given a calculation of their RNR which is the mill rate that would generate the exact same amount of property tax in the current year as in the year before. In essence, this theory would require taxing jurisdictions to pay for next year's expenses last year's revenue. The mill levy will be set by the Council in the coming weeks with notice to be provided to the County by July 20 should the Council determine it is their intent to exceed the RNR. Staff is estimating the RNR for the 2025 Budget to be 17.7 mills.

Councilmember Chociey asked about the BOTAs (Board of Tax Appeals) answers that Staff have been seeking but not getting much transparency on. He would like to make more progress on answers as to the appeals. Ms. Smith stated she

does not believe there are any other commercial properties that would apply to. However, the change could be driven by other commercial properties that have appealed assessed valuation. The City has no say in the appeal process like they do when it comes to incentives requested on projects brought forward by developers. She believes the revenue impacts related to the dark-store arguments have stabilized for the time being. The fact that it can take several years for those appeals to be decided and not being able to plan appropriately for revenue losses in the hundreds of thousands of dollars can be challenging for a budget like Mission's. Large commercial properties being able to take advantage of an appeals process that does not seem to be as readily available to residential homeowners can put more of a burden on single family property owners.

Councilmember Kring asked if there was an amount provided by the County as to property tax that is in arrears. Ms. Smith did not but explained that the City's collection rate through the County is typically between 95 and 100% for general property tax. Stormwater assessments at sites like the Gateway Site that are delinquent have much more of an impact. Mayor Flora clarified that only the County can proceed to collect delinquent taxes. Ms. Smith stated that was correct, and the County typically does not proceed to collect until the five-year delinquency mark. Additionally, interest accrued during that time period of delinquency goes to the County and not the City.

Ms. Smith next touched on Parks + Recreation which has seen an increase in both memberships and revenues. Revenue recovery following the pandemic has been extremely slow, but things seem to be improving dramatically and staff is encouraged that there are still opportunities for growth. A new Business Manager for the Powell Community Center will start in July and will be working to help explore ways to continue to improve cost-recovery for the facility in an effort to reach the 70% target established by the Council. Ms. Smith also pointed out the budget materials also detailed a cost analysis for the Mission Family Aquatic Center (MFAC) While there are not specific cost recovery goals set for the pool, it has experienced dramatic improvements in attendance and revenues since it was renovated in 2014. The cost recovery was under 30% prior to 2014 and has been trending closer to 60% in recent years.

Ms. Smith turned her attention next to General Fund expenses. She explained that Staff does not do zero based budgeting, but rather use historical information as a starting point. The Department Directors meet as a team to complete a line-item review of the budget, and they are to be commended for

the work they do in managing their budgets each year. Each year, staff evaluates many factors to bring the budget into balance. Those include eliminating or combining positions or intentionally keeping vacant positions open; delaying capital equipment purchases; eliminating or reducing specific budget line items; and privatizing or outsourcing services to achieve efficiencies or economies of scale.

General Fund expenses are budgeted in four categories which are: Personnel, Contractual Services, Commodities and Capital. There are also transfers that are counted as expenses. In the 2024 Estimated Budget and 2025 Proposed Budget, those include \$1.4 million to the CIP Fund for street maintenance, and \$40,000 to the Solid Waste Utility which subsidizes a portion of city-wide trash collection for single family households. Ms. Smith began her review of General fund expenses with the personnel costs, which are 61% of overall expenses. An organization's target is typically between 60 and 65%. She also noted that this Council has been very generous in approving increases in staff compensation, however competition for employees continues to be strong. Staff is cognizant of staff turnover and the cost of onboarding new employees. The 2025 Proposed Budget includes 73 full-time staff, which is a decrease of one from 2024. She next touched on the General Fund reserve balance, which is set based on recommendations by the Government Finance Officers Association (GFOA) which recommends no less than two months of operating expenses be in reserves at all times.

Councilmember Kring asked where part-time people are accounted for and Ms. Smith stated that in Department that employee part-time personnel there is a separate line items, but it is not broken down by various classes of part-time employees.

Ms. Smith then resumed the discussion of General Fund reserves, or the "rainy day fund", noting that it is for unforeseen or unplanned increases or decreases in revenues or expenditures. City Council policy establishes a goal of 25% of annual General Fund revenues, and that goal has been met or exceeded in the past several years. She explained spikes in 2021 and 2022 were due to ARPA funding that was reserved to be spent by the end of 2024. The mill levy increase for the 2024 budget began to solve structural imbalance between the General Fund Revenues and Expenses, however there is still work to do. She showed differences between revenues and expenses annually, showing that in 2024 is the first year in a long time that revenues exceeded expenses.

Supplemental requests were included in the packet for the Committee's review. Ms. Smith noted that these will be discussed in more detail during future budget conversations. Supplemental requests come forward from the Council, Staff, advisory boards, or citizen feedback and are a combination of priority needs and wish list items. Each year, there is typically more on the supplemental request list than there are funds available. These are prioritized and then funded as possible from the General Fund or other funds as appropriate. These requests are evaluated against key performance areas. There are no supplemental requests included in the base budget at this time.

One large supplemental request that staff is working through is the replacement of vehicles. Staff has engaged with Enterprise Mobility in recent weeks to learn more about what they can offer and whether their program could help address Mission's needs. That proposal is still a work in progress but may provide some exciting prospects for our fleet management needs in the future.

Ms. Smith then touched on the discussion regarding recommendations from the Climate Action Plan (CAP) Task Force to electrify the fleet. Even if money were not a factor, the availability of vehicles as well as ensuring there are vehicles which allow the City to meet our service delivery goals presents challenges. Enterprise has a lot of experience in that field and have access to many resources to help staff work toward that goal in a practical and sustainable manner. As an example, she asked Chief Madden to share plans about how the Police Department plans to consider electrification of their fleet.

Chief Madden shared that there are many important factors to look at during equipment purchases. The main goals are reliability and consideration of the worst possible scenarios that would allow for services to be delivered. Currently the department has nine front line patrol cars, seven administrative vehicles, and one motorcycle. There are six newer front-line vehicles. When the fleet is flipped, the three best are kept and the rest are sold. There are times when all of the fleet cars are out at different places all at once. Additionally, scheduling impacts fleet management when there are overlaps in people. Front-line vehicles have to be pursuit rated, which means they are built tougher with better suspension and brakes, and more electrical capacity to run the vehicle's equipment. The administrative vehicles are regular vehicles. The fleet is static, which means the equipment is located in the same place in every vehicle to allow for muscle memory for officers during extreme situations. It is not a necessity to have a static fleet, but it makes training more cumbersome to learn different vehicles. Patrol vehicles are also "hot seated" which means they are

run 24 hours a day seven days a week, 365 days a year. During maintenance times vehicles can be out of service which require backup. Those are some reasons why electrifying vehicles is a challenging consideration. One of the biggest challenges is charge time as the questions is when all vehicles are in use, can chargers get vehicles back on the road quickly and have them ready. Another consideration relates to the cost and availability of charging infrastructure. There are levels of charges that would need to be researched further for capacity issues and how the installation would work. Weather is another factor, as cold weather will decrease the range of an electric vehicle. Additionally, gas powered vehicles allow for engine heat that melts ice and snow off of headlights and hoods of vehicles. The Department has to evaluate the impacts of these potential changes to their operations. The City will also have to think about how vehicles would be charged in the event of weather that causes a power outage for several days. Operational impacts are also a consideration. Will the vehicles fit all of the necessary equipment, will interior heating or cooling be adequate if an individual needs to be placed in the vehicle at a scene. Those are the things Staff is working to educate themselves on.

Chief Madden shared that he and some of his team will attend an upcoming Police Fleet Expo conference to learn more about options and to see the vehicles, learn about maintenance, and have an opportunity to test drive some of the vehicles. He hopes to learn about other agencies who are making this transition to learn more from their experiences and how they feel about the decision. He feels like a good path is laid out to move toward the goal of electrifying the fleet.

Ms. Smith next reviewed remaining budget dates, including a work session ahead of the June 26 City Council Meeting, and again at the July 10 committee meetings. Then a community dialogue on the 2025 budget will be held ahead of the July 17 City Council Meeting. A work session will be held at the end of July, and additional conversations will be held at the August committee meeting.

Councilmember Chociey asked why the fire alarm replacement is on the supplemental list. Ms. Smith explained that is only because it wasn't included in the base budget, and there are some things that are currently on the supplemental list that could rise in priority and need to be included in current year's budget.

### **Department Updates**

Ms. Smith announced that the following day would be opening day of the Mission



Market from 4:30 p.m. – 8:00 p.m. She also reminded the Council that the Mission Business District will be hosting a sidewalk sale on June 15 from 10am – 4pm which Staff has promoted on social media. She also reminded the Council that City Hall will be closed on June 19 for the Juneteenth Holiday, and that the next meetings for the Council will be June 26.

**OTHER**

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 9:04 p.m.

Respectfully submitted,

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Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** Revisions to Council Policy 102 Related to Purchasing and Procurement

**RECOMMENDATION:** Approve the updates and changes to City Council Policy 102, and repeal City Council Policy 115.

**DETAILS:** Staff has had a goal of reviewing, updating or repealing a number of Council Policies which are outdated or no longer serve their intended purpose. The City's policies related to purchasing and procurement have not been updated or revised since 2008 and should be updated to more accurately reflect current practices and procedures. Additionally, earlier this year as Staff was working on a number of grant applications, KDOT staff expressed their preference to see an update to the City's purchasing and procurement policies and provided a policy from the City of Merriam as an example.

After review and discussion, Staff drafted a revised policy which updates City Council Policy 102 and was expanded to also addresses the requirements for the purchase of professional services contained in City Council Policy 115. If the revised City Council Policy 102 is approved City Council Policy 115 will be repealed in its entirety.

The changes proposed in the updated Council Policy 102 align more closely with current internal processes and best practices. The most notable changes from the existing Council policies include:

- Increase in Department Head expenditure authority from \$1,000 to \$5,000
- Increase in the City Administrator's expenditure authority from \$10,000 to \$30,000.

If the Council is comfortable with the policy changes and chooses to move forward to adopt the revisions, it will also require consideration of an ordinance to formally increase the expenditure authority for the City Administrator from \$10,000 to \$30,000. An ordinance which would accomplish this change is included on the July 10 Finance & Administration Committee agenda as item number 3.

**CFAA CONSIDERATIONS/IMPACTS:** Developing, reviewing and updating City Council policy is an important tool in keeping the organization responsive and accountable to residents and visitors of all ages and abilities who interact with the City of Mission.

Related Statute/City Ordinance:	City Council Policies 102 and 115, Section 120.140 (5) of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA



**POLICY NO. 102**

**EXPENDITURE AUTHORIZATION**

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**1.01 Objective and Scope**

The objective of this policy is to maximize the purchasing power and value of public funds and ensure the purchasing process is conducted in an ethical, fair, and open manner. It establishes guidelines to be used by City staff. This policy is intended to promote competition, efficiency and effectiveness in public purchasing.

This policy is established under the authority of the City Council and is applicable to all officers, elected officials and City employees.

**1.02 Responsibility for Enforcement**

The City Administrator is responsible to the Governing Body for the enforcement of this policy. Requirements of this policy may be waived at the discretion of the City Administrator, if such waiver is in the best interest of the City and not in violation of federal, state, or local law.

**1.03 Purchasing Authority Levels**

While all purchases are generally initiated by departments, the following table illustrates the final purchasing authority assigned to Department Heads, the City Administrator, and the Governing Body.

<b>Expenditure Amount</b>	<b>Final Purchasing Authority</b>
\$1 to \$5,000	Department Head
\$5,001 to \$30,000	City Administrator (incl. Dept. Head approval)
\$30,001+	Governing Body

**1.04 Provisions**

A. Uniform Procurement Principles: There are fundamental principles that should be observed when purchases of goods and services are made on behalf of the City. Generally, a good or service should be obtained at the lowest cost, consistent with the quality required to maintain efficient operations of City departments.

1. The acquisition of goods and services by or on behalf of the City, its agencies, departments, officials, and authorized agents should be made in a manner and method which: provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict, and corruption; provides for equal access and opportunity in an open and competitive environment

to all suppliers with regard to factors related to quality, cost, and availability of the goods and services; and which comply with all applicable federal, state, and local laws, rules, and regulations.

2. For the purchase of any good or service, the City reserves the right to accept or reject any or all bids or proposals and to waive any provisions or technicalities.
3. The Governing Body determines the level of expenditure for each department through their approval of the annual budget. Governing Body approval, in and of itself is neither a permit nor a directive to expend funds unless the need exists at the time of purchase and the good or service to be purchased is within the budget limits.
4. All personnel of the City responsible for purchases shall use care and judgment when obtaining or purchasing a commodity or service and shall become familiar with and follow the City's policies and procedures as they relate to purchasing. Department Heads shall be cognizant of their respective budget limitations and initiate purchases accordingly. It is the responsibility of the individual departments to anticipate requirements and initiate action to purchase goods and services in advance of the time that they are needed, and to allow sufficient time to follow purchasing procedures, including contract preparation.
5. No purchase or contract shall be subdivided for the purpose of circumventing the dollar level limits imposed by this policy.

- B. Taxes: The City is tax-exempt as a political subdivision under Section 4221(a) of the Internal Revenue Code. K.S.A. 79-3606 provides a sales tax exemption to Kansas political subdivisions on the purchase, lease or rental of tangible personal property and on the purchase of taxable services used exclusively for political subdivision purposes, as well as to contractors hired by Kansas political subdivisions who purchase tangible personal property for use in constructing, equipping, reconstructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for said political subdivision.

Under Missouri Statute, the City's tax-exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas. When applicable, the City shall furnish a sales tax exemption certificate number as supplied by the Kansas Department of Revenue. It is the responsibility of the applicable department to coordinate the sales tax exemption process with Finance Department.

## **1.05 Procedures**

- A. Purchase of goods and services (excluding professional services) not exceeding \$5,000:
1. Department Heads may make such purchases without further competition or approval by the City Administrator.
  2. Departments may establish competitive criteria for purchases at this dollar level.
- B. Purchase of goods and services (excluding professional services) from \$5,001 to \$30,000:

1. Unless otherwise authorized in this policy, departments shall obtain documented quotes from a minimum of three vendors.
  2. Quotes may be obtained from catalogues and internet websites, or vendor quotes received via telephone, fax, standard or electronic mail. If three quotes are not available, justification shall be documented.
  3. Requests for proposals (RFP's) or requests for qualifications (RFQ's) may be utilized at the discretion of the Department Head or City Administrator.
  4. Recommendation by a Department Head shall be forwarded to the City Administrator for approval of purchases greater than \$5,000. The award shall be made to the vendor determined to be most advantageous to the City.
- C. Purchase of goods and services (excluding professional services) exceeding \$30,000:
1. Unless otherwise authorized in this policy, requests for bids shall be issued.
  2. Request for bids shall include a published notice in the official City newspaper and shall be submitted to the City Clerk's office in sufficient time to meet the required publication deadline. Requests for bids shall be published on the City's website and any other appropriate website accordingly.
  3. The City Clerk (or other authorized City staff) shall open all sealed bids in the presence of at least one additional City staff member. A bid tabulation shall be prepared and maintained for public inspection.
  4. Appropriate City staff shall review the bids and recommend the vendor whose bid best meets the requirements and criteria set forth in the request for bids. Recommendation by a Department Head shall be forwarded to the City Administrator.
  5. City Administrator shall forward the approved recommendation to the Governing Body for consideration. Award shall be made upon approval by the Governing Body.
  6. The City Administrator may waive the requirement for bids if determined to be in the City's best interest. Justification for waiving of bids must be documented in writing.
- D. Purchase of Professional Services (Consultants) \$30,000 or less: Professional services are those where technical expertise or knowledge of a specialized field is critical to the performance of that service. Examples include, but are not limited to accountants, appraisers, architects, auditors, engineers, financial advisors, information technology specialists, legal counsel and planning consultants.
1. Department Heads or appropriate staff may select a consultant based on the consultant's expertise, previous performance, and readiness to provide the service to the City. The department shall evaluate the qualifications of potential consultants.
  2. Requests for proposals (RFP's) or requests for qualifications (RFQ's) may be utilized at the discretion of the Department Head or City Administrator.
  3. Recommendation by a Department Head shall be forwarded to the City Administrator for approval of purchases in excess of \$5,000.
- E. Purchase of Professional Services (Consultants) exceeding \$30,000: Professional services are those where technical expertise or knowledge of a specialized field is critical to the performance of that service. Examples include, but are not limited to accountants, appraisers, architects, auditors, engineers, financial advisors, information technology specialists, legal counsel and planning consultants.

1. Unless otherwise authorized in this policy, requests for proposals (RFP's) or requests for qualifications (RFQ's) shall be issued.
2. RFP's or RFQ's shall include a published notice in the official City newspaper and shall be submitted to the City Clerk's office in sufficient time to meet the required publication deadline. They will be published on the City's website and any other appropriate website accordingly.
3. Appropriate City staff will select a consultant after review of submitted materials and, if applicable, interviews. Cost shall be only one factor, and not the deciding factor, in the recommendation of a consultant. Recommendation by a Department Head shall be forwarded to the City Administrator for approval.
4. Upon City Administrator approval, City staff will negotiate contract scope and fees with the consultant. After review by City Attorney, the contract will be submitted to the Governing Body for consideration. Award shall be made upon approval by the Governing Body.

- F. Purchases from Sole Source Vendors: Exemption from competitive procurement is permitted when a determination has been made by a Department Head and approved by the City Administrator that there is only one Vendor ("sole source") practicably or reasonably available to provide a good, service or professional service.

Such purchases require approvals appropriate to the purchase amount. The department initiating the purchase shall maintain documentation that reasonably justifies why the sole source vendor is the only practical vendor.

Sole source designation may be appropriate in the following circumstances:

1. The vendor is the original equipment or software provider and required parts, equipment, or software are unavailable from another vendor.
2. Incompatibility or non-conformity with City-owned equipment, materials, software, or expertise would require the expenditure of additional funds.
3. The vendor provides a unique good or service and no similar good or service is available or suitable.
4. The vendor has specific, relevant prior experience that will add value to their work and reduce costs for gathering information.

- G. Purchases through Cooperative Agencies or other Government Contracts: Procurement through cooperative agencies is a process by which two or more governmental jurisdictions join together to purchase goods or services from the same vendor. Additionally, other government agencies may contract for goods and services similar to those purchased by the City. Many vendors will extend such contract terms to other governments.

This form of purchasing has the benefits of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information and taking advantage of expertise and information that may be available in only one of the jurisdictions. Examples of cooperative agreements include Mid-America Regional Council's Kansas City Regional Purchasing Cooperative (MARC), State of Kansas cooperative agreements, or other regional cooperative agreements.

Departments are authorized to participate in cooperative agreements or other government contracts as long as the vendor selection practices are in conformance with the intent of

the City's purchasing policy as described in Section I: Objective and Scope. Purchases under such arrangements require approvals appropriate to the purchase amount.

- H. Change Orders: Procedures for change orders apply to the purchase of all goods and services, including professional services. The City Administrator has the authority to approve change orders up to a cumulative total of 5% of the bid or proposal and not more than \$30,000. Change orders authorized by the City Administrator must be within the project budget as approved by City Council. Change orders exceeding a cumulative total of \$30,000 or 5% of the bid or proposal require approval of the City Council.
- I. Recordkeeping: Departments initiating purchases are responsible for recordkeeping of all bids, proposals, submittals, and other information as needed to document that this policy has been followed.
- J. Emergencies and Exclusions: The City Administrator may authorize emergency purchases without competitive bidding or Governing Body approval when necessary to ensure public safety or to continue critical City operations.

This policy does not apply to routine monthly obligations such as utilities, gasoline, payroll transfers or payroll taxes. Every purchase involving real property must be authorized by the Governing Body regardless of the amount.

**APPROVED BY THE GOVERNING BODY ON JUNE 11, 2003**

**REVISED AND APPROVED BY THE GOVERNING BODY ON FEBRUARY 21, 2007**

**REVISED AND APPROVED BY THE GOVERNING BODY ON FEBRUARY 20, 2008**

**REVISED AND APPROVED BY THE GOVERNING BODY ON AUGUST 20, 2008**

**REVISED AND APPROVED BY THE GOVERNING BODY ON JULY 17, 2024**

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

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**POLICY NO. 102**

**EXPENDITURE AUTHORIZATION**

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- 1.01 Department heads are hereby authorized to spend according to their approved budget, exclusive of all capital equipment purchases greater than \$1,000, which must be approved by the City Administrator. For purposes of this policy, the term "City Administrator" may also refer to his/her designee.
- 1.02 The City Administrator is authorized to spend according to the Citywide approved budgets and annual 10-Year Major Equipment Replacement Schedule. It is the responsibility of the City Administrator on all capital equipment purchases over \$1,000 and under \$5,000 to solicit bids or quotes and on all capital equipment purchases over \$5,000 to solicit written bids and make the purchase from the lowest and/or best bidder. In the case of an emergency, the City Administrator is authorized to expend funds from the City's General Fund Contingency Account without obtaining bids or quotes.
- 1.03 A listing of all purchases will be presented in the Monthly Appropriations Report to the City Council and will be available to the public in the City Clerk's Office.
- 1.04 For all capital equipment purchases over \$1,000 that are not part of the approved budget or annual 10-Year Major Equipment Replacement Schedule the City Administrator shall cause bids to be solicited, and shall forward the purchase recommendation to the responsible City Council committee for action by the Committee and the City Council.
- 1.05 For all bids awarded by the City Council it will be the responsibility of the City Administrator to make the appropriate expenditures in accordance with the bid approved by the City Council.
- 1.06 The City Administrator has the authority to approve change orders related to a Capital Improvement Project up to a cumulative total of 2% of the bid or proposal and less than \$20,000. The City Administrator at the time a project is bid can request that the City Council grant a waiver to this Policy. This waiver will only be granted if a Resolution establishing a new maximum amount is presented to the City Council for consideration and passed by a majority of the Governing Body.

**APPROVED BY THE GOVERNING BODY ON JUNE 11, 2003**

**REVISED AND APPROVED BY THE GOVERNING BODY ON  
FEBRUARY 21, 2007**

**REVISED AND APPROVED BY THE GOVERNING BODY ON  
FEBRUARY 20, 2008.**

**REVISED AND APPROVED BY THE GOVERNING BODY ON  
AUGUST 20, 2008**

## **CITY OF MISSION**

### **CITY COUNCIL POLICY MANUAL**

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#### **POLICY NO. 115**

#### **POLICY RELATING TO THE PURCHASE OF PROFESSIONAL SERVICES**

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The City Council is committed to maintaining a competitive bid environment to make sure that the City is receiving contracted professional services at an appropriate price.

- 1.01 It shall be the Policy of the City of Mission to select professional service vendors based on a competitive process administered by the City Administrator or his/her designee.
- 1.02 Professional Service vendors shall include but not be limited to the following list of professionals, accountants, appraisers, architects, attorneys, construction management, developers (of public property), engineers, financial advisors, human resource experts, information technology experts, inspectors, and planners.
- 1.03 In selecting a provider of professional services the City Administrator will initiate a Request For Proposals (RFP) process. That process will include an initial review of the RFP documents by the appropriate City Council committee before the RFP is issued. The initial review of the RFP will also be accompanied by a time-line for selection.
- 1.04 The City Council will participate in the final two steps of the process which shall include the interview of professional service finalists at the appropriate City Council committee and recommendation to the City Council on the firm to be selected. It shall be the responsibility of the City Council Committee to determine the appropriate methodology to follow as it relates to the final pricing and negotiation of service fees.

**PASSED AND APPROVED BY THE CITY COUNCIL ON APRIL 18, 2007.**

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** Ordinance Amending City Administrator’s Expenditure Authority

**RECOMMENDATION:** Approve the updates and changes to City Council Policy 102, and repeal City Council Policy 115.

**DETAILS:** Staff has had a goal of reviewing, updating or repealing a number of Council Policies which are outdated or no longer serve their intended purpose. The City’s policies related to purchasing and procurement have not been updated or revised since 2008.

A proposed update to Council Policies 102 and 115 was presented and discussed as Item 2 on July 10 Finance & Administration Committee the agenda. If Council is in agreement with the changes proposed, an ordinance is required to formally change the City Administrator’s expenditure authority.

An Ordinance has been drafted for Council consideration to amend Section 120.140 of the Mission Municipal Code to update that expenditure authority from \$10,000 to \$30,000. A summary of expenditure authority for other local managers and administrators has been included in the packet for review and information. Red-lined and clean copies of the proposed changes are included in the packet along with the draft ordinance to be considered at the July 17, 2024 City Council meeting.

In addition to updating the expenditure authority limits, Staff has taken the opportunity to update the code with gender neutral pronouns as appropriate.

**CFAA CONSIDERATIONS/IMPACTS:** Developing, reviewing and updating City Council policy is an important tool in keeping the organization responsive and accountable to residents and visitors of all ages and abilities who interact with the City of Mission.

Related Statute/City Ordinance:	City Council Policies 102 and 115, Section 120.140 (5) of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA



**CITY OF MISSION**

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

**AN ORDINANCE AMENDING CHAPTER 120 OF THE MUNICIPAL CODE OF MISSION, KANSAS REGARDING CHANGES TO THE CITY ADMINISTRATOR'S EXPENDITURE AUTHORITY**

**WHEREAS**, the City Administrator's expenditure authority is established in Section 120.140(5) of the Mission Municipal Code; and,

**WHEREAS**, the expenditure authority has not been updated in more than twenty-years; and,

**WHEREAS**, the Council has reviewed and approved revisions to Council Policies 102 and 115 to more closely align with current best practices and Mission's goals and objectives; and,

**WHEREAS**, the Council desires to add more inclusive language, including the use of gender neutral pronouns when and where appropriate;

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

**SECTION 1:** Section 120.140 of the Municipal Code of Mission, Kansas, is hereby amended as follows:

**Section 120.140 (A)(5).** Exercise general supervision and control over all City purchases and expenditures in accordance with the budget and such policies as may be established by the Governing Body. All purchases amounting to thirty thousand dollars (\$30,000) or less shall be made under their general direction and supervision. Purchases exceeding thirty thousand dollars (\$30,000) shall be approved by the Governing Body, except for emergency repairs or maintenance to City-owned facilities or equipment;

**Section 120.140(A)(14).** Keep full and accurate records of all actions taken by them in the course of their duties, and they shall safely and properly keep all records and papers belonging to the City and entrusted to their care in accordance with Federal and Kansas State Statutes. All such records shall be and remain the property of the City and be open to inspection by the Governing Body at all times, with the exception of personnel records;

**SECTION 2:** These Ordinances shall be in force and take effect from after publication according to law.

PASSED AND APPROVED by the City Council this 17th day of July, 2024.

APPROVED by the Mayor this 17th day of July, 2024.

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Solana Flora, Mayor

ATTEST:

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Robyn Fulks, City Clerk

APPROVED BY:

PAYNE & JONES, CHARTERED

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

City	Approval Levels					Bidding Required					Change Orders		
	Dept Level		CA Level		Council if Over	Dept Discretion		Bids/Quotes		Sealed Bid Over	CA Approval		
Derby	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	n/a	\$	10,000
DeSoto	\$ -	\$ 2,000	\$ 2,000	\$ 10,000	\$ 10,000	\$ -	\$ 1,000	\$ 1,000	\$ 50,000	\$ 50,000	10%	\$	5,000
Edgerton	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	10%	\$	15,000
Fairway	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	CIP - CA up to \$40K		
Gardner	\$ -	\$ 15,000	\$ 15,000	\$ 40,000	\$ 40,000	\$ -	\$ 5,000	\$ 5,000	\$ 75,000	\$ 75,000	CIP - Dept up to \$15K		
Lawrence	\$ -	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000	Equipment - CA up to 20%		
Leawood	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	Non CIP Revised Total Contract under \$100K		
Lenexa	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 75,000	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 75,000	CIP - CC if individual CO is over \$100K or 10%		
Merriam	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	10%	\$	5,000
Mission	\$ -	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	\$ -	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	Contract up to \$1M - \$50,000		
Mission Hills	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	CA determines appropriate method up to \$15K				\$ 15,000	Contract \$1M to \$3M - 5%		
Olathe	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	Contract over \$3M - \$150,000		
Overland Park	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	CO \$20K or less - Dept may approve		
Prairie Village	\$ -	\$ 2,500	\$ 2,500	\$ 10,000	\$ 10,000	\$ -	\$ 2,500	\$ 2,500	\$ 20,000	\$ 20,000	5%	\$	30,000
Roeland Park	\$ -	\$ 5,000	\$ 5,000	\$ 15,000	\$ 15,000	\$ -	\$ 25,000	\$ 2,500	\$ 10,000	\$ 10,000	5% \$ 30,000		
Shawnee	\$ -	\$ 15,000	\$ 15,000	\$ 50,000	\$ 50,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000	10% \$ 20,000		
Spring Hill	\$ -	\$ 10,000	\$ 10,000	\$ 50,000	\$ 50,000	\$ -	\$ 10,000	FD/CA determine process over \$10K			Contract up to \$1M - \$50,000		
Westwood	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	Contract \$1M to \$3M - 5%		
											Contract over \$3M - \$150,000		
											Final CO for a CIP		
											10%	\$	50,000
											10%		n/a

City	Approval Levels					Bidding Required					Change Orders		
	Dept Level		CA Level		Council if Over	Dept Discretion		Bids/Quotes		Sealed Bid Over	CA Approval		
Derby	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	n/a	\$	10,000
Mission	\$ -	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	CA determines appropriate method up to \$10K				\$ 10,000	\$	\$	10,000
DeSoto	\$ -	\$ 2,000	\$ 2,000	\$ 10,000	\$ 10,000	\$ -	\$ 1,000	\$ 1,000	\$ 50,000	\$ 50,000	10%	\$	5,000
Prairie Village	\$ -	\$ 2,500	\$ 2,500	\$ 10,000	\$ 10,000	\$ -	\$ 2,500	\$ 2,500	\$ 20,000	\$ 20,000	0%	\$	-
Roeland Park	\$ -	\$ 5,000	\$ 5,000	\$ 15,000	\$ 15,000	\$ -	\$ 25,000	\$ 2,500	\$ 10,000	\$ 10,000	10%	\$	20,000
Edgerton	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	10%	\$	15,000
Leawood	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	10%	\$	5,000
Mission Hills	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	CA determines appropriate method up to \$15K				\$ 15,000	10%	\$	15,000
Westwood	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	10%	n/a	
Merriam	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	5%	\$	30,000
Gardner	\$ -	\$ 15,000	\$ 15,000	\$ 40,000	\$ 40,000	\$ -	\$ 5,000	\$ 5,000	\$ 75,000	\$ 75,000	CIP - CA up to \$40K CIP - Dept up to \$15K Equipment - CA up to 20%		
Olathe	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	n/a	\$	50,000
Shawnee	\$ -	\$ 15,000	\$ 15,000	\$ 50,000	\$ 50,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000	Contract up to \$1M - \$50,000 Contract \$1M to \$3M - 5% Contract over \$3M - \$150,000 Final CO for a CIP		
Spring Hill	\$ -	\$ 10,000	\$ 10,000	\$ 50,000	\$ 50,000	\$ -	\$ 10,000	FD/CA determine process over \$10K			10%	\$	50,000
Lenexa	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 75,000	\$ -	\$ 20,000	\$ 20,000	\$ 75,000	\$ 75,000	Contract up to \$1M - \$50,000 Contract \$1M to \$3M - 5% Contract over \$3M - \$150,000 CO \$20K or less - Dept may approve		
Overland Park	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	n/a	\$	100,000
Fairway	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000			
Lawrence	\$ -	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000	Non CIP Revised Total Contract under \$100K CIP - CC if individual CO is over \$100K or 10%		

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**Section 120.140 Duties of City Administrator.**

[CC 2000 §1-305; Ord. No. 1023 §1-305(B), 9-26-2001; Ord. No. 1138, 12-8-2004; Ord. No. 1398 §4, 6-18-2014]

- A. Except as otherwise provided by law or the ordinances of the City, the City Administrator shall:
1. Manage, direct, and supervise all the administrative departments and services of the City;
  2. Recommend to the Governing Body for hiring of all department heads, the City Attorney and the City Engineer;
  3. Supervise, direct and assign the duties of all department heads and employees;
  4. Prepare and submit the annual budget to the Governing Body and keep the Governing Body fully, completely and timely advised as to the financial condition of the City;
  5. Exercise general supervision and control over all City purchases and expenditures in accordance with the budget and such policies as may be established by the Governing Body. All purchases amounting to ~~thirty ten~~ thousand dollars (\$~~130~~,000) or less shall be made under ~~their/his/her~~ general direction and supervision. Purchases exceeding ~~thirtyten~~ thousand dollars (\$~~130~~,000) shall be approved by the Governing Body, except for emergency repairs or maintenance to City-owned facilities or equipment;
  6. Act as Personnel Officer of the City and shall administer the Personnel Rules and Regulations to facilitate the efficient and effective daily operations of the City. Any amendment of or changes to the Personnel Rules and Regulations to the Governing Body must be approved by the Governing Body.
  7. Have the power to hire and remove all subordinate employees of the City subject to the personnel system regulations;
  8. Recommend an appropriate pay plan to the Governing Body and, after consultation with the Department Heads, shall approve advancement and appropriate pay increases within the approved pay plan and the position classification system;
  9. Develop and prepare such planning, short-range as well as long-range, as the Governing Body shall request and shall submit such planning to the Governing Body for action;
  10. Attend all meetings of the Governing Body and such other meetings of committees, commissions, and other organizations as the Governing Body shall designate and shall regularly report on the status of the City and its services to the Governing Body;
  11. Be responsible for submitting to the Governing Body a proposed agenda for each Council Committee or Council meeting at least seventy-two (72) hours before the scheduled time of the meeting.
  12. Make such recommendations to the Governing Body as are deemed necessary for effective administration of all City services;
  13. Be responsible for the proper and efficient discharge of the duties of all City administrative officers and employees.
  14. Keep full and accurate records of all actions taken by ~~him/her~~ in the course of ~~their/his/her~~ duties, and ~~they/he/she~~ shall safely and properly keep all records and papers belonging to the City and entrusted to his/her care in accordance with Federal and Kansas State Statutes. All such records shall be and remain

the property of the City and be open to inspection by the Governing Body at all times, with the exception of personnel records;

15. Perform any and all other duties or functions prescribed by the Governing Body.

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**Section 120.140 Duties of City Administrator.**

[CC 2000 §1-305; Ord. No. 1023 §1-305(B), 9-26-2001; Ord. No. 1138, 12-8-2004; Ord. No. 1398 §4, 6-18-2014]

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  3. Supervise, direct and assign the duties of all department heads and employees;
  4. Prepare and submit the annual budget to the Governing Body and keep the Governing Body fully, completely and timely advised as to the financial condition of the City;
  5. Exercise general supervision and control over all City purchases and expenditures in accordance with the budget and such policies as may be established by the Governing Body. All purchases amounting to thirty thousand dollars (\$30,000) or less shall be made under their general direction and supervision. Purchases exceeding thirty thousand dollars (\$30,000) shall be approved by the Governing Body, except for emergency repairs or maintenance to City-owned facilities or equipment;
  6. Act as Personnel Officer of the City and shall administer the Personnel Rules and Regulations to facilitate the efficient and effective daily operations of the City. Any amendment of or changes to the Personnel Rules and Regulations to the Governing Body must be approved by the Governing Body.
  7. Have the power to hire and remove all subordinate employees of the City subject to the personnel system regulations;
  8. Recommend an appropriate pay plan to the Governing Body and, after consultation with the Department Heads, shall approve advancement and appropriate pay increases within the approved pay plan and the position classification system;
  9. Develop and prepare such planning, short-range as well as long-range, as the Governing Body shall request and shall submit such planning to the Governing Body for action;
  10. Attend all meetings of the Governing Body and such other meetings of committees, commissions, and other organizations as the Governing Body shall designate and shall regularly report on the status of the City and its services to the Governing Body;
  11. Be responsible for submitting to the Governing Body a proposed agenda for each Council Committee or Council meeting at least seventy-two (72) hours before the scheduled time of the meeting.
  12. Make such recommendations to the Governing Body as are deemed necessary for effective administration of all City services;
  13. Be responsible for the proper and efficient discharge of the duties of all City administrative officers and employees.
  14. Keep full and accurate records of all actions taken by in the course of their duties, and they shall safely and properly keep all records and papers belonging to the City and entrusted to their care in accordance with Federal and Kansas State Statutes. All such records shall be and remain the property of the City

and be open to inspection by the Governing Body at all times, with the exception of personnel records;

15. Perform any and all other duties or functions prescribed by the Governing Body.



<b>City of Mission</b>	Item Number:	4., 5. and 6.
<b>ACTION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** Resolutions Regarding Intent to Exceed the Revenue Neutral Rate

**RECOMMENDATION:** Approve the Resolutions for the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2 providing notice of the Governing Body’s intent to levy a property tax exceeding the revenue neutral rate for the 2025 Budget.

**DETAILS:** Following legislation passed several years ago, if the Governing Body would like to retain a mill levy which is equal to or greater the one for the current tax year, notice must be provided to the Clerk no later than July 20. This notice must be provided in the form of a Council Resolution to ensure Mission can capture the appropriate revenue when planning for the 2025 Budget.

Three separate Resolutions have been prepared which would provide the County appropriate notice of Mission’s intent to exceed the revenue neutral rate for the 2025 Budget. The Resolutions also establish the date and time of the required public hearing which will be held during the August 21, 2024 City Council meeting.

The mill levy may be reduced following the public hearing in August, but it may not be increased once notice is given to the County by the July 20 deadline. The County will take the information provided by all taxing jurisdictions and send notices to every property owner.

**CFAA CONSIDERATIONS/IMPACTS:** Developing, presenting and approving a budget which takes into account the needs, priorities and goals of residents and visitors of all ages and abilities is an important priority for the City.

Related Statute/City Ordinance:	K.S.A. 79-2988 (e)(2)
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MISSION, KANSAS REGARDING THE GOVERNING BODY'S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE**

**WHEREAS**, the Revenue Neutral Rate for the City of Mission's 2025 Budget was calculated as 17.719 mills by the Johnson County Clerk; and

**WHEREAS**, the 2025 Budget proposed by the Governing Body of the City of Mission will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

**WHEREAS**, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by state law.

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

Section 1. The Governing Body of the City of Mission hereby sets a public hearing regarding its intention to exceed the Revenue Neutral Rate for the 2025 Budget for Wednesday, August 21, 2024 at 7:00 p.m. to be held at Mission City Hall, 6090 Woodson, Mission, KS 66202 and directs that notice of the public hearing be given as required by state law.

Section 2. The Governing Body of the City of Mission expresses its intention to exceed the Revenue Neutral Rate for the 2025 Budget with a proposed mill levy of 18.497 mills.

Section 3. The Governing Body of the City of Mission directs the City Clerk to provide this resolution to the Johnson County Clerk as notice of the City's proposed intent to exceed the Revenue Neutral Rate.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 17th day of July 2024.

**APPROVED BY THE MAYOR** this 17th day of July 2024.

\_\_\_\_\_  
Solana Flora, Mayor

ATTEST:

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Robyn L. Fulks, City Clerk

**CITY OF MISSION  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MISSION, KANSAS REGARDING THE GOVERNING BODY'S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE**

**WHEREAS**, the Revenue Neutral Rate for the Rock Creek Drainage District #1's 2025 Budget was calculated as 10.013 mills by the Johnson County Clerk; and

**WHEREAS**, the 2025 Budget proposed by the Governing Body of the City of Mission will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

**WHEREAS**, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by state law.

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

Section 1. The Governing Body of the City of Mission hereby sets a public hearing regarding its intention to exceed the Revenue Neutral Rate for the 2025 Budget for Wednesday, August 21, 2024 at 7:00 p.m. to be held at Mission City Hall, 6090 Woodson, Mission, KS 66202 and directs that notice of the public hearing be given as required by state law.

Section 2. The Governing Body of the City of Mission expresses its intention to exceed the Revenue Neutral Rate for the 2025 Budget for the Rock Creek Drainage District #1 with a proposed mill levy of 10.499 mills.

Section 3. The Governing Body of the City of Mission directs the City Clerk to provide this resolution to the Johnson County Clerk as notice of the City's proposed intent to exceed the Revenue Neutral Rate.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 17th day of July 2024.

**APPROVED BY THE MAYOR** this 17th day of July 2024.

\_\_\_\_\_  
Solana Flora, Mayor

ATTEST:

---

Robyn L. Fulks, City Clerk

**CITY OF MISSION  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MISSION, KANSAS REGARDING THE GOVERNING BODY'S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE**

**WHEREAS**, the Revenue Neutral Rate for the Rock Creek Drainage District #2's 2025 Budget was calculated as 5.828 mills by the Johnson County Clerk; and

**WHEREAS**, the 2025 Budget proposed by the Governing Body of the City of Mission will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

**WHEREAS**, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by state law.

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

Section 1. The Governing Body of the City of Mission hereby sets a public hearing regarding its intention to exceed the Revenue Neutral Rate for the 2025 Budget for Wednesday, August 21, 2024 at 7:00 p.m. to be held at Mission City Hall, 6090 Woodson, Mission, KS 66202 and directs that notice of the public hearing be given as required by state law.

Section 2. The Governing Body of the City of Mission expresses its intention to exceed the Revenue Neutral Rate for the 2025 Rock Creek Drainage District #2 Budget with a proposed mill levy of 7.677 mills.

Section 3. The Governing Body of the City of Mission directs the City Clerk to provide this resolution to the Johnson County Clerk as notice of the City's proposed intent to exceed the Revenue Neutral Rate.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 17th day of July 2024.

**APPROVED BY THE MAYOR** this 17th day of July 2024.

\_\_\_\_\_  
Solana Flora, Mayor

ATTEST:

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Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** 2024 Revised and 2025 General Fund Budget

**DETAILS:** During the July 10 Finance & Administration Committee meeting the 2024 Revised and 2025 Proposed Budgets reflecting supplemental requests and details on the City's other significant funds are included here.

This information will be combined with the other budget materials provided to date and will move forward to a Community Dialogue on the budget scheduled at 6 pm on Wednesday, July 17, 2024 in advance of the City Council meeting.

**CFAA IMPACTS/CONSIDERATIONS:** Developing, presenting and approving a budget which takes into account the needs, priorities and goals of residents and visitors of all ages and abilities is an important priority for the City.

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





## MEMORANDUM

Date: July 9, 2024  
 To: Mayor and City Council  
 From: Laura Smith, City Administrator  
 RE: 2024 Revised and 2025 Supplementals and Other Funds

### Supplemental Recommendations

Each year, a list of supplemental recommendations for personnel, consulting services, equipment, vehicles, or other programs and services is developed based on Council priorities and both needs and wants within each operating department. Each year, staff strives to present any/all projects or priorities discussed but also recognizes that funding every request is never feasible. The challenges come in the form of both fiscal and staff capacity issues.

The supplemental requests presented and discussed to date have been incorporated into the 2024 Revised and 2025 Budgets as appropriate and where funding was available. The chart below summarizes the highest priority needs and requests.

Item	Year Funded	Amount	Funding Source
City Hall fire alarm panel replacement	2024	\$70,000	Gen Fund/Gen Overhead
City Hall air quality remediation	2024	\$50,000	Gen Fund/Gen Overhead
<b>Total 2024</b>		<b>\$120,000</b>	
Network switches	2025	\$70,000	Gen Fund/Gen Overhead
DirectionFinder Survey	2025	\$17,000	Gen Fund/Gen Overhead
Police Department Flooring	2025	\$40,000	Gen Fund/Gen Overhead
Public Works Vehicle Radios	2025	\$45,000	Gen Fund/Public Works
Asset Management Software/tablets*	2025	\$40,000	Gen Fund/Public Works
Exhaust Fans for Public Works	2025	\$30,000	Gen Fund/Public Works
<b>Total 2025</b>		<b>\$242,000</b>	

\*To fund the Asset Management software, a transfer for one-half the expenses was made from the Stormwater Utility Fund to the General fund and the transfer to the CIP Fund for 2025 was reduced by the balance.

The remaining requests will be held and may be incorporated into these budgets in the future are resources become available. Financial Management software would be the next highest priority for staff should funding become available.

## **Other Funds**

The General Fund and the various funds that support the 5-Year Capital Improvement Program (CIP) make up the majority of the City's total annual budget. The City also separately maintains several other miscellaneous funds which are discussed below.

### **Equipment Reserve and Replacement Fund**

The Equipment Reserve and Replacement Fund is intended to serve as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. Ideally, by setting aside funds each budget year, the City can build a reserve account to finance the purchase vehicles or equipment that are not feasible to purchase from the General Fund in a given budget year.

Each year, as the budget is developed, staff review the needs both in the current and future years and recommend both transfers and expenditures from this fund as appropriate. Because of the high resale/surplus value of our equipment, there has not been a need to transfer additional funds from the General Fund since 2017. Supply chain issues and order lead times have resulted in revenues generated by the sale of surplus equipment to be deferred/delayed from previous budget projections, impacting estimated ending fund balances in the interim.

Staff continue to work through a proposal from Enterprise Leasing to begin to transition fleet replacement for certain vehicles and equipment to a rolling lease. We anticipate having a more focused proposal by the August Committee meetings to be considered as part of the final budget adoption process. This will include potential conversion of the Community Development vehicles to electric.

There are currently no vehicle or equipment requests included in the 2025 Budget, but replacement of at least four (4) front line police patrol vehicles is a priority. This would allow for the replacement of the oldest patrol vehicles while the Department continues to evaluate options for future conversion of the fleet to hybrid or electric.

The replacement of the street sweeper, which will be a lease-purchase, has been deferred to 2026. All other vehicles requested for replacement in 2025 are currently on hold.

### **Special Alcohol Fund**

By statute, the State of Kansas imposes a 10% Alcohol Tax on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30% to the State and 70% to the city or county where the tax is collected.

The statute further stipulates that for cities of Mission's size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund. The Special Alcohol

Tax Fund is intended to support programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers” (KSA 79-41a04 1997).

Alcohol Tax distributions to the City of Mission in 2023 were \$396,359. Distributions for 2024 were budgeted at \$390,000 and are estimated at \$412,500 for 2025. A third of these funds \$130,000 in 2024 and \$137,500 in 2025 will be proportioned to the City’s Special Alcohol Tax Fund. Special Alcohol funds have historically been used to support the mental health co-responder program, and the UCSs’ Drug & Alcoholism Council recommendations.

The Drug and Alcoholism Council (DAC) is a program supported by the United Community Services of Johnson County that offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the awarded organizations have access to funds from multiple participating jurisdictions. Governing Body’s in each jurisdiction have the ultimate authority and responsibility to determine which organizations receive funds. The 2025 Budget includes a recommendation to contribute \$65,000 to the DAC, which is a slight increase over the 2024 contribution.

Since 2021/2022 funding for the Johnson County mental health co-responder program has been in place to fund two mental health co-responders. The City of Merriam, who shares the co-responders with Mission, has been successful in securing grant funding to support a significant portion of the program. This program remains an important priority for the Department and the Council, and resources in the Special Alcohol Fund continue to be sufficient to cover the costs associated with this important service provided to our community and our officers.

#### Special Parks and Recreation Fund

The Special Parks and Recreation Fund also receives one-third of the annual alcohol tax revenues as outlined above. These funds must be spent on Parks and Recreation related activities and services. The funds are included as part of the Parks + Recreation 5-Year Capital Improvement Program (CIP) each year. Revenues are sufficient to transition the \$75,000/year in outdoor park maintenance expenses from the General Fund to the Special Parks and Recreation Fund.

#### Mission Convention and Visitors Bureau (MCVB) Fund

The Mission Convention and Visitors Bureau (MCVB) was formed by City ordinance in February of 2009 and is a fund maintained to account for transient guest tax revenues (9% hotel/motel tax) received by the City. The transient guest tax, sometimes referred to as a hotel/motel tax, is charged on the rental of rooms, lodging, or other sleeping accommodations. A transient guest tax is charged in addition to sales tax, and Mission’s rate is at the maximum allowed under current State statute.

Transient guest tax funds are used to attract residents and visitors to our community to spend dollars in support of our local businesses. Since its creation, these funds have primarily been used to support the publication and distribution of the *Mission Magazine* each year. But can be allocated for beautification, wayfinding, etc. or other support throughout our commercial districts.

The MCVB Fund previously served as a “pass through” fund for revenues and expenses associated with the Family Adoption program. In recent years, a separate fund has been created for the Family Adoption Program to allow revenues and expenses associated with that program to be tracked and monitored more easily.

In 2024, Staff will withdraw funds carried in the Greater KC Community Foundation’s Charitable Fund since 2017 to reimburse the MCVB Fund for expenditures made from 2017-2023 related to the Family Adoption Program. The transfer into the MCVB Fund for 2024 is estimated at \$81,540 which allows for the purchase of street banners and business support through an anticipated advertising campaign in the amount of \$45,000.

The expenses related to production of the *Mission Magazine* have been reduced for 2024 and 2025, reflecting a move from publication of five issues annually to four. The business support has been continued in the 2025 Budget, and staff will reevaluate options during the later part of 2024 to determine how best to use this funding in support of our business community.

#### Solid Waste Utility Fund

The Solid Waste Utility Fund accounts for the fees collected from single-family residential properties which are used to support the annual trash, recycling and yard waste contract with WCA/GFL. The solid waste contract has been funded through a combination of fees collected from residents and a transfer from the General Fund.

GFL has requested an increase of 3% for the 2025 contract which will increase the per household rate from \$18.08/mo to \$18.62/mo. Section 4.3(e) of our current agreement states:

*After the first year of the Initial Term and each year thereafter, the Contractor may increase the price for the services performed by Contractor for the next year by an amount equal to the "Consumer Price Index, All Urban Consumers, U.S. City Averages" for Garbage and Trash Collection 12-month average as provided by the U.S. Bureau of Labor Statistics. The City shall be notified by May 1st of each year of any increases that may occur for the following year pursuant to the Consumer Price Index. If not notified of any proposed change in price, along with the calculations produced by the Consumer Price Index, by said date, the price will remain unchanged for the next year. In no case shall an annual increase ever be greater than 3% without the mutual agreement, in writing, of both parties.*

According to the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis, the unadjusted percent change for garbage and trash collection service for the past twelve months (April 2023 to April 2024) is 5.8%.

We currently collect fees from approximately more than 2,900 households in Mission. The solid waste utility fees are certified to the County as a part of the annual budget process and assessed annually on residential property tax bills. Currently, residents are contributing just under \$200 annually for these services, or less than \$16/month. Staff recommends that the solid waste utility fee for residents remain the same for 2025, with the City absorbing the requested full amount of the anticipated rate increase.

The 2024 Revised and 2025 Budgets have been updated to reflect the introduction and continuation of the cardboard recycling program for the downtown business district. Annual costs are anticipated between \$5,000 and \$9,000.

In order to support the Solid Waste Utility Fund in the 2024 Estimated and 2025 Budgets, the transfer from the General Fund has been increased to \$55,000 each year.

#### American Rescue Plan Act (ARPA) Fund

This fund was established in 2021 as the repository for the approximately \$1.5 million in American Rescue Plan Act (ARPA) funds that was to be distributed to Mission through the State of Kansas. The funds were received in two distributions, the first in July 2021 and the second in June 2022. Under the final rules, the City has until 2024 to obligate the funds and 2026 to expend them.

All the funds were transferred to the General Fund to account for revenue losses resulting from the COVID-19 pandemic. There are reporting requirements for these funds that may extend for another few years, but all monies have been expended and accounted for in accordance with federal guidelines for the funds.

#### Rock Creek Drainage District #1

The City established the Rock Creek Drainage District No. 1 pursuant to K.S.A. 13-10,128 through 13-10,133 in July of 2006 (Ordinance 1206). Drainage District No. 1 is comprised of the original Mission Mall (now Gateway) site bounded by Shawnee Mission Parkway, Roeland Drive, and Johnson Drive. The District is a separate taxing authority, and the Governing Body of the City of Mission is the Governing Body of the Drainage District.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage

flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains.

Drainage District revenues and expenses are tracked through the Stormwater Program Plan that is part of the City's 5-Year Capital Improvement Program. The mill levy for RC Drainage District #1 for the 2024 budget is 10.499 mills and is anticipated to be held constant for the 2025 Budget. Rock Creek Drainage District #1 generates approximately \$12,000 annually which is transferred to the City's Storm Water Utility Fund to support existing stormwater debt service.

### Rock Creek Drainage District #2

The City established the Rock Creek Drainage District No. 2 pursuant to K.S.A. 13-10,128 through 13-10,133 in August of 2007 (Ordinance 1241). Drainage District #2 comprises those properties along Rock Creek and within the flood plain of the Rock Creek channel. The district is bounded, approximately, by Roeland Drive on the east, Johnson Drive on the north, Martway on the south to a point just east of Lamar.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains.

Drainage District revenues and expenses are tracked through the Stormwater Program Plan that is part of the City's 5-Year Capital Improvement Program. The mill levy for RC Drainage District #2 for the 2024 budget is 7.677 mills and is anticipated to be held constant for the 2025 Budget. Rock Creek Drainage District #2 generates approximately \$65,000 annually which is transferred to the City's Storm Water Utility Fund to support existing stormwater debt service.

### TIF and CID/Funds

The City is required to maintain separate funds for various development and redevelopment projects which have been approved for Tax Increment Financing (TIF) or Community Improvement Districts (CID). The City currently has several active TIF/CID projects which include:

- Mission Crossing
- Cornerstone Commons
- Mission Trails Apartments (The Locale)
- Capitol Federal
- The Lanes at Mission Bowl

All distributions from these funds are made in accordance with approved development agreements and only reimburse the developer for certain approved development costs. The TIF property tax revenues are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing to the developer on a quarterly basis.

Staff is currently in the process of creating updated tracking mechanisms for the various projects currently receiving incentives to assist the staff and the Governing Body in evaluating performance over time when compared to estimates when incentives were approved, and estimating whether there are potential opportunities to shorten the term of an established TIF or CID District. No specific estimates for these funds have been included in the budget materials.

## SUMMARY/NEXT STEPS

During next week's Community Dialogue on the budget, we will create a summary of all of the information and recommendations presented to date together. This will also include a summary of how the 2025 Proposed Budget aligns with Mission's five Key Performance Indicators which include:

- **Infrastructure:** Mission's infrastructure is invested in to strategically maintain and ensure a safe and connected community for all.
- **Parks + Recreation:** Maintaining welcoming, inclusive, clean and safe destinations and programs to improve the community's quality of life and activities.
- **Municipal Operations:** Delivery of responsive and relevant services through the continual evaluation of resident, business, Council and organizational priorities which allocate limited or finite resources (\$ and time).
- **Sustainability:** Mission is a leader in sustainability which has created a resilient and adaptable City by reducing our carbon footprint in both City operations and across our community.
- **Economic Development:** A diversified and robust civic and business community with a thriving downtown – a City where all you desire on a weekly basis is only a walk or a bike ride away (15 minute City).

Following the meeting on July 17, we will finalize the budgets in preparation for a last review during the August 7, 2024 Finance & Administration Committee meeting.

City of Mission 2025 Annual Budget

General Fund Summary

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024 Est/2025
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 4,692,613	\$ 4,638,173	\$ 4,616,782	\$ 4,482,690	-3%
<b><u>REVENUES</u></b>					
Property Taxes	\$ 1,502,665	\$ 2,572,192	\$ 2,572,302	\$ 2,746,012	7%
Property Taxes For Streets	1,400,000	1,400,000	1,400,000	1,380,000	-1%
Motor Vehicle Taxes	231,035	279,788	264,788	270,293	2%
Sales/Use Taxes	4,360,615	4,300,000	4,425,000	4,578,125	3%
Franchise Taxes	1,048,051	1,161,500	1,101,000	1,141,500	4%
Licenses and Permits	164,920	160,650	162,000	164,000	1%
Review/Plan Inspection Fees	309,054	360,000	310,000	567,000	83%
Police Fines	518,432	678,250	678,250	713,250	5%
Service Charges	47,655	118,300	246,475	141,500	-43%
Pool Revenue	167,961	170,000	173,000	180,000	4%
Community Center Revenue	1,406,033	1,273,600	1,493,600	1,568,600	5%
Intergovernmental Revenue	2,231,758	2,072,000	2,229,400	2,156,175	-3%
Miscellaneous	225,053	111,000	151,000	626,000	315%
Bond/Lease Proceeds	-	-	-	-	0%
Transfers In	1,568,691	-	-	20,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 15,181,923</b>	<b>\$ 14,657,280</b>	<b>\$ 15,206,815</b>	<b>\$ 16,252,455</b>	<b>7%</b>
<b><u>EXPENSES</u></b>					
Personnel Services	\$ 8,443,374	\$ 8,945,500	\$ 8,933,090	\$ 9,636,375	8%
Contractual Services	3,189,473	3,609,191	3,617,173	3,588,221	-1%
Commodities	482,772	710,900	611,590	658,400	8%
Capital Outlay	257,884	110,000	461,051	313,000	-32%
Debt Service/Lease-Purchase	443,017	389,950	308,003	251,750	-18%
Contingency/Miscellaneous	141,233	-	-	-	0%
<b>Sub Total for Expenses</b>	<b>\$ 12,957,754</b>	<b>\$ 13,765,541</b>	<b>\$ 13,930,907</b>	<b>\$ 14,447,746</b>	<b>4%</b>
<b>Transfers Out</b>					
Capital Improvement Fund (streets)	\$ 1,900,000	\$ 1,400,000	\$ 1,400,000	\$ 1,380,000	-1%
Solid Waste Fund	50,000	40,000	55,000	55,000	0%
Parks/Market Site Improvements	350,000	-	-	-	0%
Equipment Replacement Fund	-	-	-	137,500	0%
<b>Sub Total for Transfers Out</b>	<b>\$ 2,300,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,455,000</b>	<b>\$ 1,572,500</b>	<b>8%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 15,257,754</b>	<b>\$ 15,205,541</b>	<b>\$ 15,385,907</b>	<b>\$ 16,020,246</b>	<b>4%</b>
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	<b>\$ (75,831)</b>	<b>\$ (548,261)</b>	<b>\$ (179,092)</b>	<b>\$ 232,209</b>	<b>-230%</b>
<b><u>ENDING FUND BALANCE</u></b>	<b>\$ 4,616,782</b>	<b>\$ 4,134,912</b>	<b>\$ 4,482,690</b>	<b>\$ 4,759,899</b>	<b>6%</b>
<b><u>Restricted:</u></b>					
25% Fund Balance Reserve	\$ 3,403,308	\$ 3,664,320	\$ 3,734,454	\$ 3,938,114	5%
<b><u>Committed:</u></b>					
Section 125 Employee Cafeteria Plan	\$ 49,284	\$ 45,000	\$ 50,000	\$ 50,000	
ADA Compliance	217,139	155,000	225,000	225,000	
<b>Total Committed</b>	<b>\$ 266,423</b>	<b>\$ 200,000</b>	<b>\$ 275,000</b>	<b>\$ 275,000</b>	
<b><u>Assigned:</u></b>					
Johnson Drive Landscaping	\$ -	\$ -	\$ 179,877	\$ -	
Energy Audits	-	-	\$ 22,000	-	
Financial Software	-	-	-	-	
EPC Developer Funds	250,000	230,000	200,000	-	
Milhaus Developer Funds	-	-	-	500,000	
Dog Park Funds	-	-	-	-	
<b>Total Assigned</b>	<b>\$ 250,000</b>	<b>\$ 230,000</b>	<b>\$ 401,877</b>	<b>\$ 500,000</b>	
<b><u>EXCESS FUND BALANCE</u></b>	<b>\$ 697,051</b>	<b>\$ 40,592</b>	<b>\$ 71,359</b>	<b>\$ 46,785</b>	



City of Mission 2025 Annual Budget

	<b>Fund Group:</b> Capital				
	<b>Fund:</b> Equipment Reserve/Replacement				
	<u>Actual 2022</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 367,672	\$ 264,574	\$ 50,835	\$ 110,889	\$ (117,672)
<b>REVENUES</b>					
<b>Transfers from Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ 137,500
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 137,500
<b>Miscellaneous and Other</b>					
Sale of Fixed Assets	\$ 21,890	\$ 46,200	\$ 200,000	\$ 75,000	\$ 165,000
Insurance Proceeds	-	\$ 9,919	-	\$ 30,607	-
Interest	3,280	\$ 8,005	\$ 500	\$ 2,500	\$ 500
<b>Total</b>	\$ 25,170	\$ 64,124	\$ 200,500	\$ 108,107	\$ 165,500
<b>TOTAL REVENUES</b>	<u>\$ 25,170</u>	<u>\$ 64,124</u>	<u>\$ 200,500</u>	<u>\$ 108,107</u>	<u>\$ 303,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>					
Single-Axle Dump Truck - PW	\$ -	\$ -	\$ -	\$ 220,546	\$ -
Ford F250 - PW	36,395	-	-	-	-
Admin/Invest Vehicle - Police	-	-	80,000	-	-
Tandem Compaction Roller - PW	35,470	-	-	-	-
Ford F-250 - PW	39,473	-	-	-	-
Boss Snowrator	16,930	-	-	-	-
Ford F-450 - PW	-	95,803	-	-	-
Windtrax Car Wash System	-	-	-	-	-
Gator Utility Vehicle - PW	-	34,222	-	-	-
Police Interceptor (replace totaled unit)	-	38,699	-	-	-
CSO Replacement Vehicle	-	49,085	-	-	-
Ford F-550 (2) - PW	-	-	138,000	116,122	-
Rider Scrubber - PW	-	-	30,000	-	-
<b>Total Capital Outlay</b>	\$ 128,268	\$ 217,809	\$ 248,000	\$ 336,668	\$ -
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 128,268</u>	<u>\$ 217,809</u>	<u>\$ 248,000</u>	<u>\$ 336,668</u>	<u>\$ -</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 264,574	\$ 110,889	\$ 3,335	\$ (117,672)	\$ 185,328

City of Mission 2025 Annual Budget

		<b>Fund Group:</b> Special Revenue		
		<b>Fund:</b> Special Alcohol		
	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 177,525	\$ 137,525	\$ 198,458	\$ 183,458
<b>REVENUES</b>				
Intergovernmental - Alcohol Tax	\$ 137,213	\$ 125,000	\$ 135,000	\$ 140,000
<b>TOTAL REVENUES</b>	<u>\$ 137,213</u>	<u>\$ 125,000</u>	<u>\$ 135,000</u>	<u>\$ 140,000</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ -	\$ 15,000	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ 15,000
<b>Contractual Services</b>				
Drug and Alcoholism Council	\$ 61,050	\$ 60,000	\$ 60,000	\$ 65,000
Mental Health Co-Responder	55,230	90,000	90,000	90,000
Total	\$ 116,280	\$ 150,000	\$ 150,000	\$ 155,000
<b>Commodities</b>				
Supplies	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 116,280</u>	<u>\$ 165,000</u>	<u>\$ 150,000</u>	<u>\$ 170,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 198,458	\$ 97,525	\$ 183,458	\$ 153,458

City of Mission 2025 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Special Parks and Recreation	
	<b>Actual 2023</b>	<b>Budget 2024</b>	<b>Estimated 2024</b>	<b>Budget 2025</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 240,493</b>	<b>\$ 163,833</b>	<b>\$ 247,508</b>	<b>\$ 148,768</b>
<b>REVENUES</b>				
<b>Intergovernmental - Alcohol Tax</b>	\$ 129,573	\$ 130,000	\$ 130,000	\$ 135,000
<b>Bond/Lease Proceeds</b>	-	-	-	-
<b>Miscellaneous and Other</b>				
Celebration Tree Donations	\$ -	\$ 5,000	\$ 1,500	\$ 5,000
Miscellaneous	-	-	-	-
Interest	3,338	100	1,000	100
<b>Total Miscellaneous and Other</b>	<b>\$ 3,338</b>	<b>\$ 5,100</b>	<b>\$ 2,500</b>	<b>\$ 5,100</b>
<b>TOTAL REVENUES</b>	<b>\$ 132,911</b>	<b>\$ 135,100</b>	<b>\$ 132,500</b>	<b>\$ 140,100</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ 50	\$ 5,000	\$ 5,000	\$ 5,000
<b>Capital Outlay</b>	\$ 83,229	\$ 175,000	\$ 175,000	\$ 175,000
<b>Debt Service/Lease Payments</b>	\$ 42,617	\$ 51,240	\$ 51,240	\$ 51,240
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,896</b>	<b>\$ 231,240</b>	<b>\$ 231,240</b>	<b>\$ 231,240</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 247,508</b>	<b>\$ 67,693</b>	<b>\$ 148,768</b>	<b>\$ 57,628</b>

City of Mission 2025 Annual Budget

		<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Mission Convention and Visitors Bureau (MCVB)	
	<u>Actual 2022</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 27,851	\$ 6,788	\$ 81,388	\$ 29,888	\$ 86,428
<b>REVENUES</b>					
<b>Transient Guest Tax Receipts</b>	\$ 72,873	\$ 86,671	\$ 70,000	\$ 85,000	\$ 90,000
<b>Miscellaneous and Other</b>					
Event Sponsorship/Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Holiday Adoption Revenue	120	-	-	-	-
Interest	589	2,040	500	2,000	2,000
Miscellaneous Revenue	-	-	-	81,540	-
Total	\$ 709	\$ 2,040	\$ 500	\$ 83,540	\$ 2,000
<b>TOTAL REVENUES</b>	<u>\$ 73,582</u>	<u>\$ 88,711</u>	<u>\$ 70,500</u>	<u>\$ 168,540</u>	<u>\$ 92,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	-	-	-	-	-
<b>Contractual Services</b>					
General Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Mission Merchants	-	-	-	-	-
Mission Magazine	49,015	57,754	55,000	45,000	45,000
Family Adoption Program	86	-	-	-	-
Pole Sign Incentive Program	-	-	-	-	-
Total	\$ 49,101	\$ 57,754	\$ 55,000	\$ 45,000	\$ 45,000
<b>Commodities</b>	-	-	-	-	-
<b>Capital Outlay</b>					
Streetlight Banners	\$ 15,544	\$ 8,875	\$ 22,000	\$ 22,000	\$ -
Jo Drive Landscaping	-	-	-	-	-
Mission Market Site Improvements	30,000	-	-	-	-
Business Support	-	1,350	45,000	45,000	45,000
Total	\$ 45,544	\$ 10,225	\$ 67,000	\$ 67,000	\$ 45,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 94,645</u>	<u>\$ 67,979</u>	<u>\$ 122,000</u>	<u>\$ 112,000</u>	<u>\$ 90,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 6,788	\$ 27,520	\$ 29,888	\$ 86,428	\$ 88,428

City of Mission 2025 Annual Budget

			Fund Group: Special Revenue		Fund: Solid Waste Utility	
	Actual 2022	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	
<b>FUND BALANCE JANUARY 1</b>	\$ 4,594	\$ 66,761	\$ 80,661	\$ 70,088	\$ 45,588	
<b>REVENUES</b>						
<b>Fees</b>						
Solid Waste Utility Fee	\$ 570,375	\$ 571,557	\$ 570,000	\$ 570,000	\$ 575,000	
Trash Bag Sales	-	-	-	-	-	
Yard Waste Stickers	1,544	2,863	1,000	2,500	2,500	
Commercial Recycling	-	-	-	-	-	
Recycling Rebate	-	-	-	-	-	
Total	\$ 571,919	\$ 574,420	\$ 571,000	\$ 572,500	\$ 577,500	
<b>Miscellaneous and Other</b>						
Interest	\$ 583	\$ 7,216	\$ -	\$ 7,500	\$ 7,500	
Total	\$ 583	\$ 7,216	\$ -	\$ 7,500	\$ 7,500	
<b>Transfers from Other Funds</b>						
General Fund	\$ 85,000	\$ 50,000	\$ 40,000	\$ 55,000	\$ 55,000	
Total	\$ 85,000	\$ 50,000	\$ 40,000	\$ 55,000	\$ 55,000	
<b>TOTAL REVENUES</b>	<b>\$ 657,502</b>	<b>\$ 631,636</b>	<b>\$ 611,000</b>	<b>\$ 635,000</b>	<b>\$ 640,000</b>	
<b>EXPENDITURES</b>						
<b>Personnel Services</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>						
Solid Waste Contract	\$ 592,554	\$ 625,465	\$ 643,750	\$ 645,000	\$ 664,350	
Utility Rebate Refund	2,028	1,834	2,500	4,500	4,500	
Commercial Recycling	-	-	9,000	9,000	9,000	
Total	\$ 594,582	\$ 627,299	\$ 655,250	\$ 658,500	\$ 677,850	
<b>Commodities</b>	\$ 753	\$ 1,010	\$ 1,000	\$ 1,000	\$ 1,000	
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	<b>\$ 595,335</b>	<b>\$ 628,309</b>	<b>\$ 656,250</b>	<b>\$ 659,500</b>	<b>\$ 678,850</b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 66,761</b>	<b>\$ 70,088</b>	<b>\$ 35,411</b>	<b>\$ 45,588</b>	<b>\$ 6,738</b>	

City of Mission 2025 Annual Budget

		<b>Fund Group:</b>		Special Revenue	
		<b>Fund:</b>		American Rescue Plan Fund	
		<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<b>FUND BALANCE JANUARY 1</b>		\$ 1,512,509	\$ -	\$ -	\$ -
<b>REVENUES</b>					
<b>Intergovernmental - ARPA Funding</b>		\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Interest		\$ -	\$ -	\$ -	\$ -
	Total	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>		\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>		\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>		\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>		\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>		\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
General Fund		\$ 1,512,509	\$ -	\$ -	\$ -
	Total	\$ 1,512,509	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,512,509</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>FUND BALANCE DECEMBER 31</b>		\$ -	\$ -	\$ -	\$ -

City of Mission 2025 Annual Budget

		<b>Fund Fund:</b>		Special Revenue RC Drainage Dist. #1	
		<b>Actual 2023</b>	<b>Budget 2024</b>	<b>Estimated 2024</b>	<b>Budget 2025</b>
<b>FUND BALANCE JANUARY 1</b>		\$ 2,678	\$ 2,728	\$ 5,177	\$ 5,227
<b>REVENUES</b>					
<b>Property Taxes</b>					
	Real Estate Tax	12,109	12,000	12,000	12,000
	Real Estate Tax Delinquent	-	-	-	-
	Total	\$ 12,109	\$ 12,000	\$ 12,000	\$ 12,000
<b>Miscellaneous and Other</b>					
	Intergovernmental	\$ 2,371	\$ -	\$ -	\$ -
	Interest	\$ 19	\$ 50	\$ 50	\$ 50
	Total	\$ 2,390	\$ 50	\$ 50	\$ 50
<b>TOTAL REVENUES</b>		<b>\$ 14,499</b>	<b>\$ 12,050</b>	<b>\$ 12,050</b>	<b>\$ 12,050</b>
<b>EXPENDITURES</b>					
	Personnel Services	\$ -	\$ -	\$ -	\$ -
	Contractual Services	\$ -	\$ -	\$ -	\$ -
	Commodities	\$ -	\$ -	\$ -	\$ -
	Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Debt Service	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
	Storm Water Utility Fund	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
	Capital Improvement Fund	-	-	-	-
	Total	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
<b>TOTAL EXPENDITURES</b>		<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>FUND BALANCE DECEMBER 31</b>		\$ 5,177	\$ 2,778	\$ 5,227	\$ 5,277

City of Mission 2025 Annual Budget

			<b>Fund Fund:</b>	Special Revenue RC Drainage Dist. #2	
	<u>Actual 2022</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 21,724	\$ 4,799	\$ 1,769	\$ 1,763	\$ 2,863
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Taxes	\$ 62,869	65,159	65,000	65,000	65,000
Real Estate Taxes Delinquent	-	(3,231)	1,000	1,000	1,000
Total	\$ 62,869	\$ 61,928	\$ 66,000	\$ 66,000	\$ 66,000
<b>Miscellaneous and Other</b>					
Interest	\$ 206	\$ 36	\$ 200	\$ 100	\$ 100
Total	\$ 206	\$ 36	\$ 200	\$ 100	\$ 100
<b>TOTAL REVENUES</b>	<u>\$ 63,075</u>	<u>\$ 61,964</u>	<u>\$ 66,200</u>	<u>\$ 66,100</u>	<u>\$ 66,100</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ 80,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 68,000
Total	\$ 80,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 68,000
<b>TOTAL EXPENDITURES</b>	<u>\$ 80,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 68,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 4,799	\$ 1,763	\$ 2,969	\$ 2,863	\$ 963



<b>City of Mission</b>	Item Number:	8.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Cheryl Carpenter-Davis/Laura Smith

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

**RE:** Family Adoption Program Discussion

**DETAILS:** Councilmember Cheryl Carpenter-Davis serves as the City Council liaison to the City of Mission’s Family Adoption Program. The program, which began in 2006 serving eight families with a food basket at the Thanksgiving holiday, has grown to a program serving over one hundred families with food at Thanksgiving and both food and gift during the Christmas holiday season.

As the program prepares for its eighteenth year, Councilmember Davis felt it was important to take time to share some statistics and data with the entire Governing Body to help guide the program in the future. She will have a brief PowerPoint presentation to share with the Committee for review and discussion.

**CFAA IMPACTS/CONSIDERATIONS:** Developing, presenting and approving a budget which takes into account the needs, priorities and goals of residents and visitors of all ages and abilities is an important priority for the City.

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

# Mission Family Adoption Program

Update  
July 10, 2024



# Mission Family Adoption Committee 2024

- Penn Almoney, Chair
- Cathy Bauer
- Kelley Bohon (City Clerk, Roeland Park)
- Cheryl Carpenter-Davis, City Council Liaison
- Cathy Casey
- Mary Funk
- Lynn Kring
- Kathy Lockard
- Sandi Russell



# Overview/History

- The program began in 2006, initiated by City Council Member Suzie Gibbs, in an effort to support Mission families during the Thanksgiving and Christmas holidays with traditional holiday food items and gifts.
- The program began by serving twelve families living in Mission with a food basket at Thanksgiving.
- In 2022, the program supported the highest number of families (102) families residing in Northeast Johnson County.
- The Committee works with school social workers identify families that are eligible for the program.

# Schools with Participating Families

Students and families attending any of these schools may be served by the program, regardless of the City where they reside:

- Shawnee Mission North High School
- Hocker Grove Middle School
- Rushton Elementary School
- Horizons High School
- Highlands Elementary
- Roesland Elementary
- Santa Fe Trail Elementary



# Observations and Considerations

- The Mission Family Adoption Program has had a core group of committed volunteers since the program's inception.
- Care should be given to ensure sustainable succession planning if the program continues.
- This is an event that many residents look forward to, often adopting an entire family. They take pride in choosing gifts that are age appropriate and in the “current youth culture.”
- Food scarcity continues to be an issue in Johnson County. The Mission Community Food Pantry is held at Trinity Lutheran church on the second and fourth Thursdays of the Month from 4-6 p.m.

# Families Served in 2023

Over 100 families are served with food supplies at Thanksgiving and again at Christmas

Approximately 90 families are served with gifts at Christmas. In 2023 the demographics showed:

- Mission residents = 30
- Roeland Park = 14
- Other NEJC cities = 46

# Budget/Donations (2023)

- Beginning Balance = \$11,437
- 2023 Donations (cash/check) = \$14,004
- 2023 Donations from breweries = \$8,004
- Purchased Gift cards/Gifts - amounts not tracked
- 2023 Expenses = \$13,427
- Balance to carry into 2024 = \$12,314
- 250-300 Donated boxes from Lowes





# In-Kind Contributions and Facility Impacts

## **Human Resources**

- 80 hours – Parks + Rec Director
- 22 hours – Staff \* (this does not include handling program inquiries)
- 96 hours –Mission Public Works staff
- Day of Event Support – Roeland Park Public Works staff

## **Space**

- 126.5 hours of reserved space\* (this does not include office space use for donated items)
- \$5,595.00 estimated revenue loss
- Storage unit at PCC and Casey's Automotive
- Freezer Storage at Public Works

# Volunteer Hours

## November

- Committee Meetings
- Coordination with School Social Workers
- Food Acquisition
- Food Set-up
- Food Distribution
- Staging of gift tags in hallway

**228 Hours**

**42 Volunteers**

## December

- Committee Meetings
- Food Acquisition
- Food Set-up
- Food Distribution
- Staging gift tags
- Gift wrapping
- Gift Distribution

**313 Hours**

**49 Volunteers**

# Challenges

- The human and physical resources required for the program are intensive. Given the increase in the number of families served, is it unsustainable in the current form?
- The holiday food boxes are packed with canned vegetables, peanut butter, ham, poultry, cereal, etc. It is not feasible for food allergies, cultural, and religious beliefs to be taken into consideration based on the scale of this operation.
- Food budget is increasing with need to purchase food from Harvesters (instead of receiving donation)
- Use of the Community Center may create conflicts with the recommendations of the 2023 Feasibility Study
- Scheduling during potential winter snow season could make Public Works volunteers unavailable on a distribution day
- Donations from local breweries accounted for 57% of revenues in 2023. If these donations are not available in the future, could the financial gap be closed?

# Opportunities/Decisions

- Review the SJPCC feasibility study and determine how the program impacts future goals and expectations.
- Partner with Trinity Lutheran Church to utilize the space for distribution of food in November and December. It is possible that the program is serving the same families.
- Consider the use of gift cards rather than managing gift wrapping and distribution.
- Support one event annually instead of two
- Limit participation to Mission/Roeland Park families only
- Place a moratorium on the program for one year to gather data and develop a vision for future support of families in Mission.
- Continue current program without changes

<b>City of Mission</b>	Item Number:	9.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** Implementation of House Bill 2562 Related to Restrictive Covenant Language

**DETAILS:** In April, Kansas Governor Laura Kelly signed House Bill 2562 into law, effective July 1. The law authorizes the release of discriminatory covenants from land records. Existing state and federal law already prohibited these restrictions as unlawful and unenforceable, yet the discriminatory wording remained as part of the official documents.

The new law provides an avenue for property owners to determine whether their land records contain discriminatory language. If the documents do, owners can record a Certificate of Release of Prohibited Covenants to formally acknowledge the unlawfulness of the covenants and release the property from those historic restrictions. It also requires homeowner associations remove discriminatory restrictive covenants from their governing documents within 60 days after July 1, 2024.

The law does not require property owners to take any action to remove the covenants since they are not enforceable. Johnson County has recently developed a process whereby if you are a property owner in Johnson County and would like to know whether your documents contain discriminatory covenants or to record the Certificate of Release you can follow these steps:

1. Visit the Johnson County Register of Deeds Office, Suite 1200 in the Johnson County Administration Building, 111 S. Cherry St., Olathe to use the public access computer terminal to search the digital land record library.
2. Check the records for discriminatory covenants. As the owner, you are under no obligation to continue with the process regardless of what you find.
3. If you do see discriminatory covenants and decide you want to pursue releasing them, request a Certificate of Release of Prohibited Covenants from the Register of Deeds Office.
4. The cost of filing a Certificate of Release of Prohibited Covenant is \$21 plus \$17 per additional page.

Staff will begin promoting this on our social media several times over the next 60 days. Additionally, we will contact all the HOAs in the City accordingly to provide information and help them comply with the requirements. The City will also request a copy of their revised and recorded documents at the conclusion of the 60-day period as well.

Related Statute/City Ordinance:	K.S.A. 17-12a412, 44-1017a, and 58-3065
Line Item Code/Description:	N/A
Available Budget:	N/A

<b>City of Mission</b>	Item Number:	9.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 10, 2024
<b>Administration</b>	From:	Laura Smith

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

**CFAA IMPACTS/CONSIDERATIONS:** Promoting this process to remove such language further enhances Mission’s commitment as a Community for All Ages by being a welcoming and inclusive community.

Related Statute/City Ordinance:	K.S.A. 17-12a412, 44-1017a, and 58-3065
Line Item Code/Description:	N/A
Available Budget:	N/A