



**REGULAR MEETING AGENDA**  
**Wednesday, July 17, 2024 at 7:00 p.m.**

**CITY HALL**  
**6090 Woodson Street**

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. This meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>.*

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- 1. PUBLIC HEARINGS**
- 2. SPECIAL PRESENTATIONS**
  - 2a. BT&Co Presentation of 2023 Annual Comprehensive Financial Report
  - 2b. Parks and Recreation Month Proclamation
  - 2c. Introduction of Bryan LeRette – PCC Business Managr
- 3. ISSUANCE OF NOTES AND BONDS**
- 4. CONSENT AGENDA**

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

**CONSENT AGENDA - GENERAL**

4a. Minutes of the June 26, 2024 City Council Meeting

**CONSENT AGENDA - Finance & Administration Committee**

[Finance & Administration Committee Meeting Packet July 10, 2024](#)  
Finance & Administration Committee Meeting Minutes July 10, 2024

**CONSENT AGENDA - Community Development Committee**

[Community Development Committee Meeting Packet July 10, 2024](#)  
Community Development Committee Meeting Minutes July 10, 2024

4b. 2025 CARS Design Interlocal Agreement

4c. Consent to the Enlargement of Johnson County Wastewater

**5. PUBLIC COMMENTS**

**6. ACTION ITEMS**

**Planning Commission**

[Planning Commission Meeting Minutes June 24, 2024](#)

6a. Special Use Permit – Sign Package for The Lanes at Mission Bowl, 5399 Martway (PC Case #24-11) ([page 4](#))

**Miscellaneous**

**7. COMMITTEE REPORTS**

**Finance & Administration, Brian Schimd**

[Finance & Administration Committee Meeting Packet July 10, 2024](#)  
Finance & Administration Committee Meeting Minutes July 10, 2024

7a. Revisions to Council Policy 102 Related to Purchasing and Procurement ([page 43](#))

7b. Ordinance Amending City Administrator’s Expenditure Authority ([page 52](#))

7c. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget – City of Mission ([page 59](#))

7d. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget ([page 59](#))

7e. Resolution of Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate for the 2025 Budget ([page 59](#))

**Community Development, Mary Ryherd**



**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

- 9a. Acceptance of the 2023 Annual Comprehensive Financial Report (ACFR)  
(page 69)

[Final Audit Report for the 2023 Fiscal Year](#)

- 9b. Amended Cooperation Agreement with Johnson County for Participation in the Urban County and Community Development Block Grant (page 91)

**10. COMMENTS FROM THE CITY COUNCIL**

**11. COUNCIL COMMITTEE LIAISON REPORTS**

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

**12. MAYOR'S REPORT**  
**Appointments**

**13. CITY ADMINISTRATOR'S REPORT**

- 13a. June Interim Financial Reports (page 102)  
13b. Business Updates

**14. EXECUTIVE SESSION**

- 14a. Preliminary Discussions relating to the acquisition of real property (K.S.A. 75-4319(b)(6))

**ADJOURNMENT**

<b>City of Mission</b>	Item Number:	6a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Community Development</b>	From:	Brian Scott

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

**RE:** Special Use Permit – Sign Package for The Lanes at Mission Bowl, 5399 Martway (PC Case #24-11)

**RECOMMENDATION:** Staff recommends that the City Council approve a special use permit for the sign package for The Lanes at Mission Bowl, 5399 Martway (PC Case #24-11)

**DETAILS:** The Lanes at Mission Bowl is a 176-unit, multi-family development project located at 5399 Martway.

Typically, with projects of this type, the developer will submit private sign criteria at the time the final development plan is presented to the Planning Commission. The private sign criteria outline standards for signage throughout the development including size, style, material used, and approximate location. The intent of the private sign criteria is to have a uniformed and consistent look in the development’s signage.

The developer did not have the private sign criteria ready at the time the final development plan was considered. As the development project is now nearing completion, and the name and logo have been selected for the development, the developer’s team has finalized their sign package. Code however stipulates that the sign package must now be approved as a special use permit.

This item was considered by the Planning Commission at their June 24, 2024 meeting and recommended for approval by a vote of 6-0.

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

Related Statute/City Ordinance:	Sections 430.100 and 430.120 of Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION, KANSAS**

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

**AN ORDINANCE AUTHORIZING CERTAIN PROPERTY WITHIN THE CITY OF MISSION, KANSAS TO BE USED FOR OR OCCUPIED BY A SPECIAL USE.**

**WHEREAS**, an application for the establishment of a Special Use Permit has heretofore been made for the installation of signage at The Lanes of Mission Bowl multi-family development at 5399 Martway; and

**WHEREAS**, said property is currently zoned “MS-2” Main Street 2 District and wherein such signage would not normally be permitted as presented; and

**WHEREAS**, Signage that does not entirely conform with the code, may be permitted with approval of a Special Use Permit; and

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

**WHEREAS**, a public hearing was held pursuant to law before the Planning Commission of the City of Mission on June 24, 2024, and said Planning Commission voted 6-0 to recommend approval of the application to the City Council of the City of Mission:

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

**Section 1. Special Use Permit Granted** - Pursuant to Section 445.180 et seq. of the Mission Municipal Code, a Special Use Permit to install signage on new multi-family development to be known as The Lanes at Mission Bowl in accordance with the application (PC Case #24-11) on file with the Community Development Department of the City of Mission, 6090 Woodson, Mission, Kansas 66202, is hereby granted for the subject property as described below subject to the stipulations in Section 2 and all other laws and regulations.

5399 Martway Street, Mission, Johnson County, Kansas

Kansas Property ID: KP32400000 0008

*Abbreviated Legal Description:* MISSION MART THIRD PLAT, Lot 8

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

1. This Special Use Permit shall be effective for as long as the development exists, or until such time as an alternative sign package is presented for consideration by the City.
2. Signs shall be in conformance with the application that was submitted to the Community Development Department.
3. Signs shall be installed in a professional, workman like manner by a sign installer licensed with the City.
4. A Sign Permit shall be applied for and approved prior to the installation of any sign.
5. All Signs shall be maintained so as to ensure that they are secured tightly, and do not become faded, discolored, rusted, or unsightly.
6. Signs for the live/work units shall have the name of the current occupant of the work unit and shall be promptly taken down when that occupant is no longer occupying that unit.
7. An application must be made to the City for any temporary leasing signs.

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

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

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

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

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**Solana Flora, Mayor**

**ATTEST:**

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**Robyn Fulks, City Clerk**

**APPROVED AS TO FORM:**

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**David Martin, City Attorney**

Payne & Jones, Chartered

King 2 Building

11000 King Street

Overland Park, Kansas 66210

**AT A GLANCE**

**Applicant:**  
Sunflower Development Group

**Case Number:**  
24-11

**Location:**  
5399 Martway Street

**Project Name:**  
Special Use Permit for Lanes and Mission Bowl Sign Package

**Property ID:**  
KP32400000 0008

**Project Summary:**  
Sunflower Development Group is requesting a special use permit for a sign package in association with its Lanes and Mission Bowl mixed-use development that is nearing completion.

**Current Zoning:**  
MS2

**Proposed Zoning:**  
N/A

**Current Land Use:**  
Mixed-Use Office and Residential

**Staff Contact:**  
Karie Kneller, City Planner

**Proposed Land Use:**  
N/A

Public Hearing Required

**Legal Notice:**  
June 4, 2024



## PROPERTY BACKGROUND AND INFORMATION

The subject property at 5399 Martway Street is currently under construction. The Lanes at Mission Bowl is a mixed-use commercial and office development that is expected to be complete in September of 2024. This case is consideration of a special use permit for a complete package of exterior signage, including 16 various types of wall signs and podium signs at various locations on each side of the property. View Sign & Light is the sign fabricator and installer, which is licensed with the City of Mission.

The project entitlements did not initially include sign specifications as part of the development plan, so the City requires a special use permit to be submitted for approval by the Planning Commission for signage that is not regulated by the municipal code for a project of this type and scale. There is no provision in the municipal code to permit the number of signs by-right that would be appropriate for the development.

## PROJECT PROPOSAL

The signs in the package include the following:

1. Large Blade Sign (Figure 1) - Approximately 63 square feet (3'-3"x19'-5") illuminated blade sign attached to the north facade. The sign is double-faced aluminum, with a painted grey background, and white channel letters with black trim and interior LED bulbs.

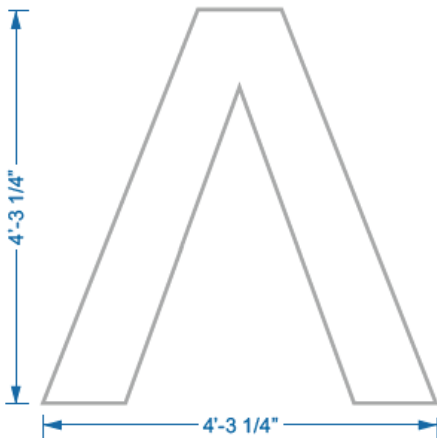


Figure 2



Figure 3

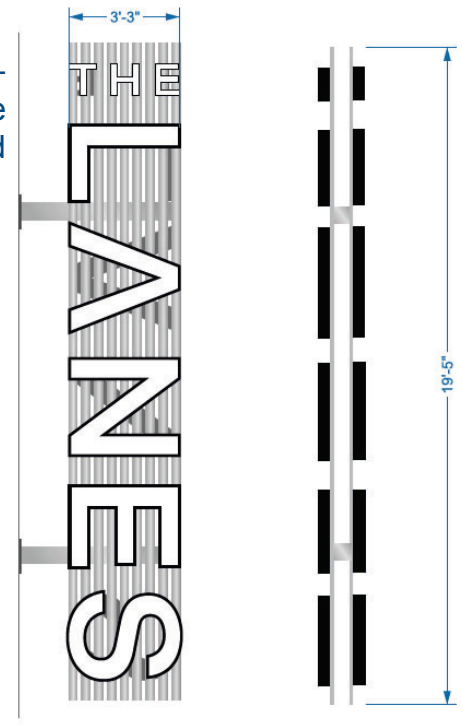


Figure 1

2. West Arrow Wall Sign (Figure 2&3) - Approximately 18 square feet (4'-31/4"x4'-31/4") channel letters, 3" deep, with white faces and stainless steel trim on the northwest facade. RGB lighting will change colors for special events.

3. The Lanes Wall Sign (Figure 4&5) - Approximately 10 square feet (1'-4 1/4"x7'-7 1/2") non-illuminated reverse channel letters on the northwest facade. Letters are aluminum 3" reverse channel painted brushed stainless steel, and mounted to the wall.

4. FDC Panel Sign (Figure 6) - Approximately two square feet (2'x1'-2") on the west wall near the storage entrance, for fire department connection. The sign is red with white vinyl lettering.



Figure 4

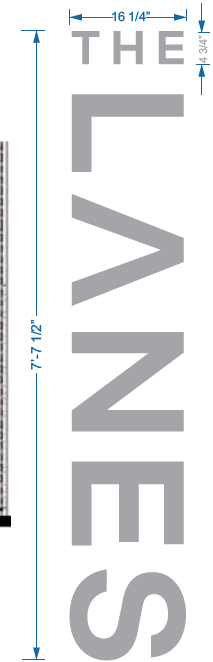


Figure 5



Figure 6

5. Freestanding Directional Signs (Figure 7) - Approximately 9 square feet each, four signs located throughout the site at parking lot entrances. The signs read "Exit Only," "Pocket Fitness Park," "Dog Park Rules," and "Restricted Parking." The panels are 4' single-sided and freestanding with aluminum posts set in concrete footings.

6. Trash Panel Sign (Figure 8) - Approximately 7 square feet, located on the trash area door located within the back parking lot, the sign is a single-sided aluminum panel.

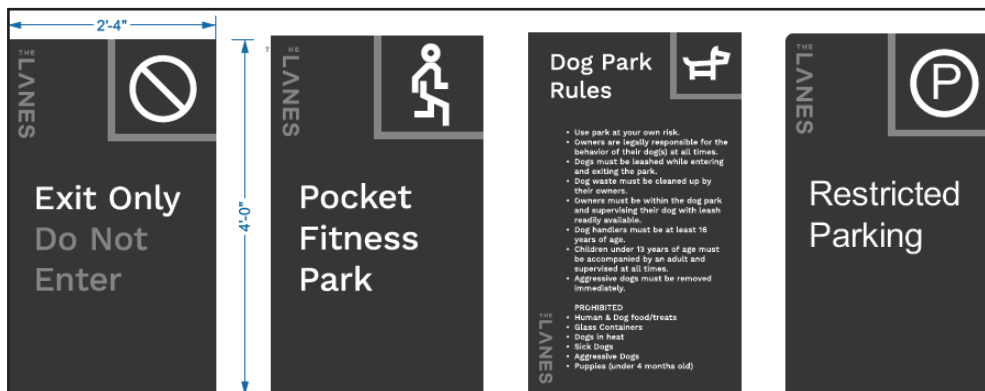


Figure 7



Figure 8



7. Parking Garage Signs and Garage Clearance Bar (Figure 9) - Approximately 18 square feet each, located at each east side entry into the parking garage, non-illuminated overhead “Resident Parking Only,” and “Exit Only” signs combined with a clearance bar at the garage entrance.

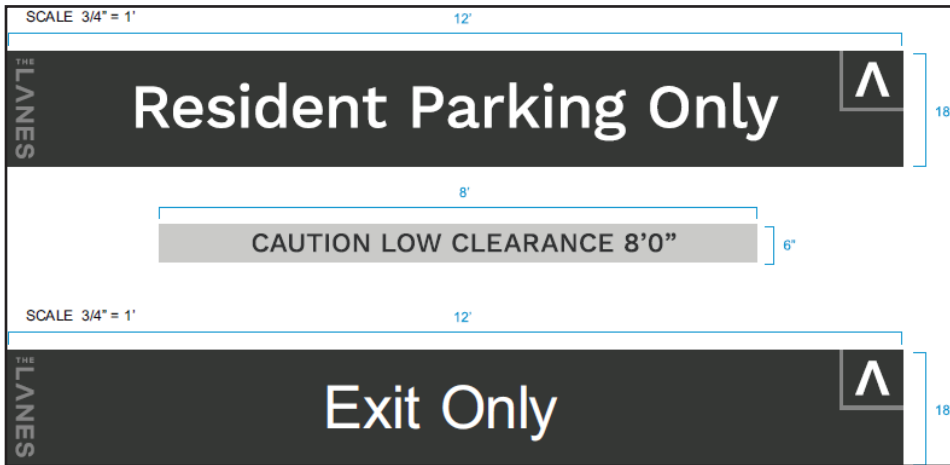


Figure 9

8. Future Resident Parking Signs (Figure 10) - Approximately 2 square feet on a 4' pole. Signs are three freestanding identical signs on the west side, located at three parking spots for visiting potential tenants. Signs are single-sided aluminum with vinyl lettering.

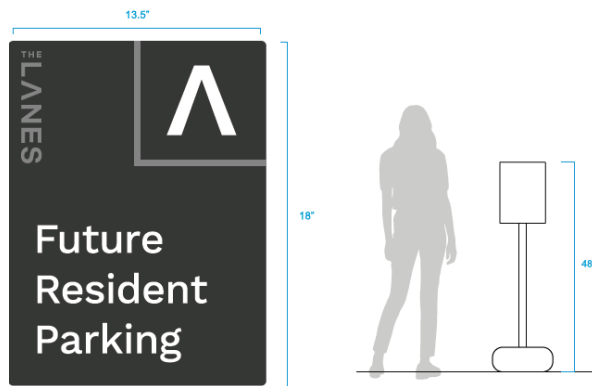


Figure 10

9. Small Blade Signs (Figure 11) - Approximately 3 square feet each (18" x 24"), blade signs on the north and west facades indicating retail suites, bike storage, and paw spa locations. Signs are non-illuminated and aluminum.



Figure 11

## PLAN REVIEW AND ANALYSIS

Mission Municipal Code at Section 430.120 “Private Sign Criteria” states that all... “MXD’ developments shall be required to prepare a set of sign criteria governing all exterior signs in the development to assure harmony and visual quality throughout the development...Final development plans shall not be approved until the Planning Commission has approved the sign criteria.” For the purpose of this section and specific to this project, “MXD” means a project consisting of one or more buildings planned as an integrated unit on property under unified control. However, when the final development plan was approved, the developer did not submit a sign package to be included in the final development plan. Therefore, approval of the sign package shall be considered under Section 430.100 “Signs Permitted in Conjunction with Special Use Permits.” Three criteria govern the stipulations under this section of the code:

- A. In the case of sign permitted by issuance of a special use permit, all signs shall be approved by City Council after recommendation from the Planning Commission, except where private sign criteria have been previously approved for the project.
- B. The special use permit for signage shall be processed as required in Sections 440.050-440.140.
- C. Where appropriate, the sign regulations of the underlying zoning district or the most analogous zoning district shall be followed.

Sections 440.050-440.140 stipulate administrative procedure such as deadlines for submittal, newspaper publications for public hearing, surrounding property owner notifications, and submission requirements. This special use permit application meets all these requirements.

The MXD zoning district does not have certain stipulations for signs. Therefore, the sign package may be considered by the Planning Commission for recommendation to the City Council. The Planning Commission may determine whether the signage is harmonious and provides visual quality throughout the site.

## RECOMMENDATION

Staff recommends that the Planning Commission recommend approval of Case #24-11 to the City Council.

## PLANNING COMMISSION ACTION

The Planning Commission will hear Case #24-11 at its June 24, 2024 meeting.

## CITY COUNCIL ACTION

The City Council will hear Case #24-11 at its July 17, 2024 meeting.



6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl

Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808

Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary Big Blade Sign

Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_

Single Faced  Double Faced Elevation/Location North

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 3 ft. 3 in. Height: 19 ft. 5 in. Area: 63.12 Sq Ft.

Wall Dimensions: Length: 360 ft. 0 in. Height: 55 ft. 6 in. Area: 19,980 Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 25,000

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

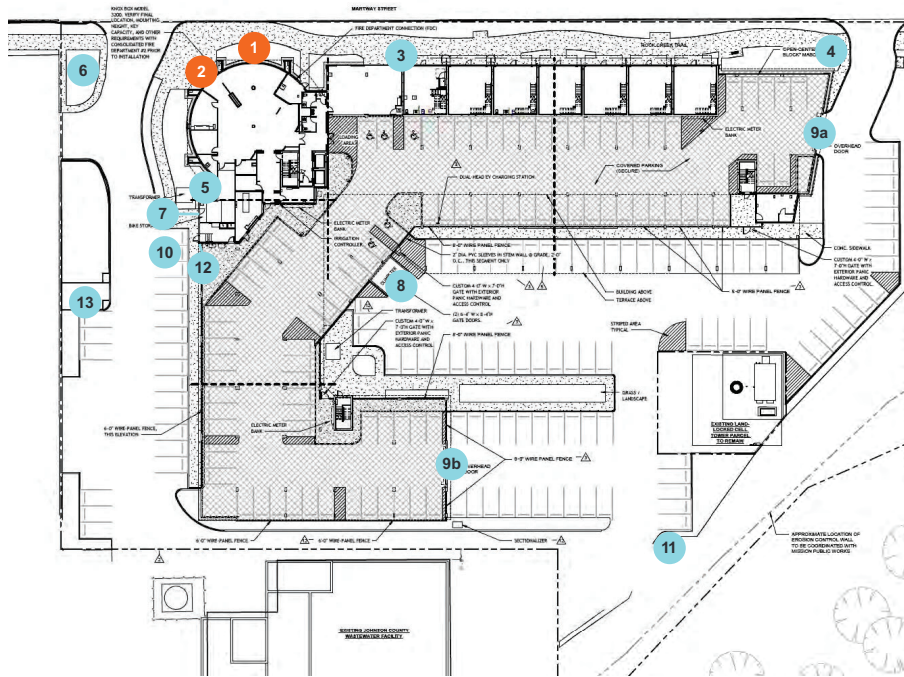
Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



sign type

- 1 Primary Monument - Blade Sign**
- 2 Primary Entry Signage
- 3 Retail/Suites - Blade Sign
- 4 Restricted Parking - Pedestal
- 5 Fire Dept Connection (FDC)
- 6 Pocket Fitness Park - Pedestal
- 7 Bike Storage - Blade Sign
- 8 Trash (Residents Only)
- 9 (a) Resident Only Parking; (b) Exit Only
- 10 Future Resident Parking
- 11 Exit Only
- 12 Paw Spa - Blade Sign
- 13 Dog Park ID/Rules - Pedestal

- Illuminated Signage
- Non-Illuminated Signage

**View Sign & Light**  
 10935 Kaw Drive  
 Edwardsville, KS 66111  
 913 / 529.2010

**THE LANES**  
 Mission KS

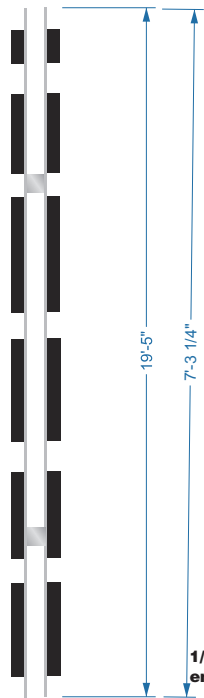
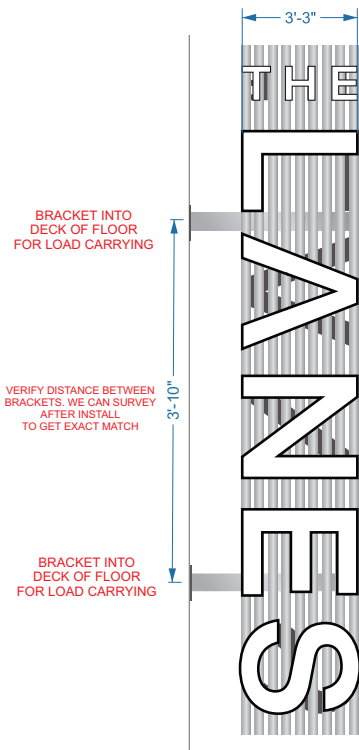
3/08/2024  
 Last Revision: 5/01/2024  
 Drawing #: The Lanes Mission 0324

.....  
 Client Approval

.....  
 Landlord Approval

Sales Rep:  
 DV  
 Designer:  
 MAP





**STRUCTURE**

- Manufacture and install one (1) double faced blade sign- aluminum construction - 3"x 1" tube face frame construction painted grey (color match TBD). Arms are 6" x 6" Tubes mounted to arms
- power supplies sit on top of top arm and wires are concealed

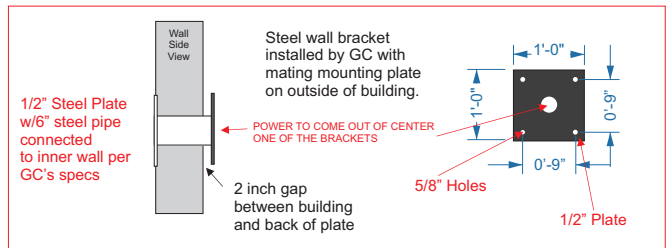
Sign weight approx. 1200 lbs


**CHANNEL LETTERS**

- 'THE LANES' - 5"-deep fabricated .040 aluminum letters and returns - **BLACK**
- 1" Jewelite Trimcap - **BLACK**
- 3/16"-thick plex/polycarbonate faces - **#7328 WHITE**
- Interiors painted Light Enhancement White
- LED illumination Module, 1/4" Weep holes (2) per letter
- Low-Voltage Electronic Transformer remote-mounted on wall interior
- Mount on building facade on North elevation as illustrated.
- All electrical and installation details to meet local codes and site requirements.
- Primary electrical to sign area provided by others.

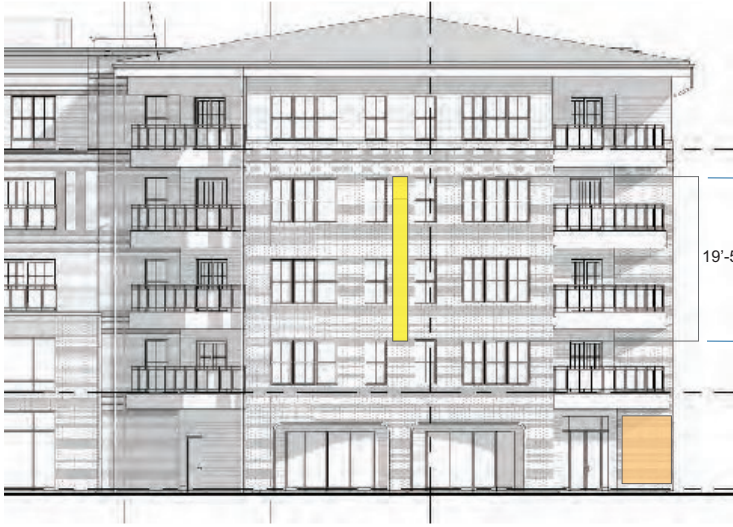
**ELECTRICAL NOTES:**

- (1) 60W POWER SUPPLY @ 1.2 AMPS EACH / 6 REQUIRED-TOTAL AMPS: 7.2
- (2) 20 AMP 120V CIRCUIT REQ.
- (3) POWER TO COME OUT OF ONE OF THE BRACKETS




 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 <b>913 / 529.2010</b></p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 4/30/2024 Drawing #: The Lanes Blade 0324</p>	<p>Client Approval _____</p> <p>Landlord Approval _____</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL ILLUMINATION ASSOCIATION LISTED</p>
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Bldg facade: 19,980sf  
 Blade height: 19'-5"  
 Blade width: 3'-3"  
 Sign Area: 63.12 (0.32%)



 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 3/14/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl

Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808

Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary 'The Lanes' non-lit reverse channel letters

Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_

Single Faced  Double Faced Elevation/Location North

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 1 ft. 4 1/4 in. Height: 7 ft. 7 1/2 in. Area: 10.33 Sq Ft.

Wall Dimensions: Length: 360 ft. 0 in. Height: 55 ft. 6 in. Area: 19,980 Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 3,500

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

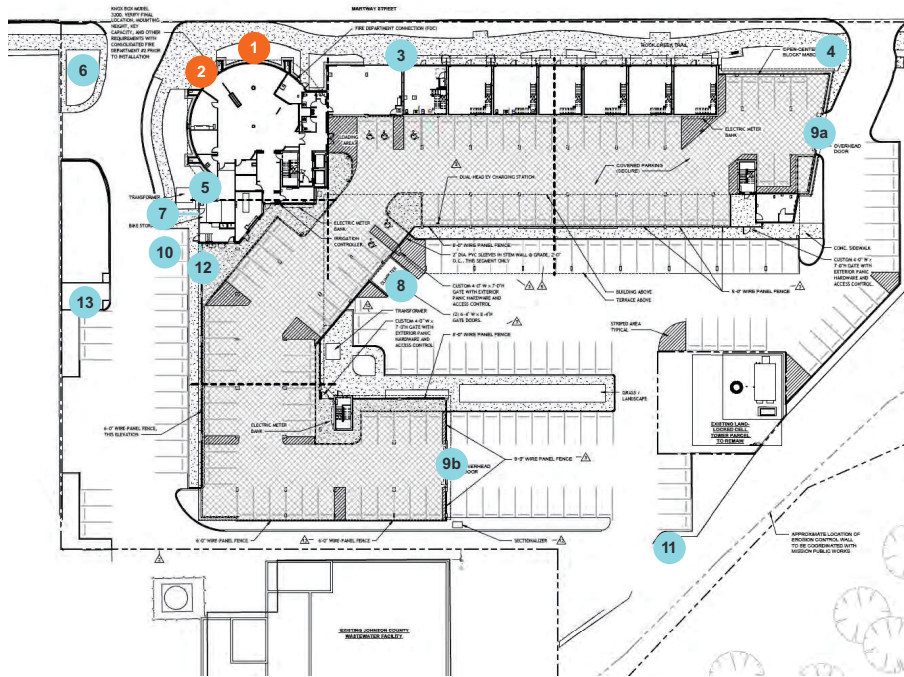
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



sign type

- 1 Primary Monument - Blade Sign
- 2 Primary Entry Signage
- 3 Retail/Suites - Blade Sign
- 4 Restricted Parking - Pedestal
- 5 Fire Dept Connection (FDC)
- 6 Pocket Fitness Park - Pedestal
- 7 Bike Storage - Blade Sign
- 8 Trash (Residents Only)
- 9 (a) Resident Only Parking; (b) Exit Only
- 10 Future Resident Parking
- 11 Exit Only
- 12 Paw Spa - Blade Sign
- 13 Dog Park ID/Rules - Pedestal

- Illuminated Signage
- Non-Illuminated Signage

**View Sign & Light**  
 10935 Kaw Drive  
 Edwardsville, KS 66111  
 913 / 529.2010

**THE LANES**  
 Mission KS

3/08/2024  
 Last Revision: 5/01/2024  
 Drawing #: The Lanes Mission 0324

.....  
 Client Approval

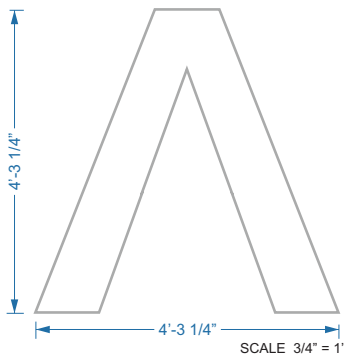
.....  
 Landlord Approval

Sales Rep:  
 DV  
 Designer:  
 MAP





Primary Entry Signage / West Elevation • The Lanes • Mission KS

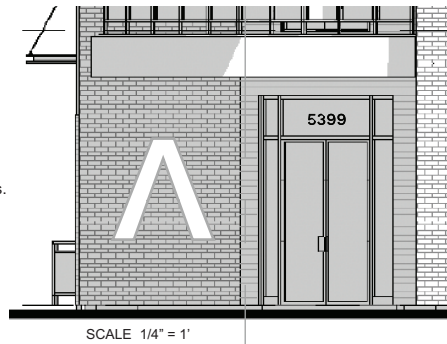


WEST BUILDING ELEVATION  
1/32" = 1'-0"

Building Frontage: 14,152.5 sr  
 Overall Sign Height: 4'-3 1/4"  
 Overall Sign Width: 4'-3 1/4"  
 Total Sq. Ft.: 18.23 (0.13%)

SCOPE OF WORK:

- Manufacture and Install one (1) set - Channel Letters
- 3" deep, brushed stainless steel returns and trim cap.
- White acrylic faces and .050" returns.
- Illuminate with RGB lighting, so can be changed from white light to special colors during special events.
- Power supplies remotely mounted in base



SCALE 1/4" = 1'



WEST Elevation

**View Sign & Light**  
 10935 Kaw Drive  
 Edwardsville, KS 66111  
**913 / 529.2010**

**THE LANES**  
 Mission KS

3/08/2024  
 Last Revision: 3/28/2024  
 Drawing #: The Lanes Mission 0324

Client Approval

Landlord Approval

Sales Rep:  
 DV  
 Designer:  
 MAP





6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl  
Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808  
Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary Arrow - RGB Channel Letter

Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_

Single Faced  Double Faced Elevation/Location West

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 4 ft. 3/4 in. Height: 4 ft. 3/4 in. Area: 18.23 Sq Ft.

Wall Dimensions: Length: 55 ft. 0 in. Height: 55 ft. 6 in. Area: 14,152.5 Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 3,000

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

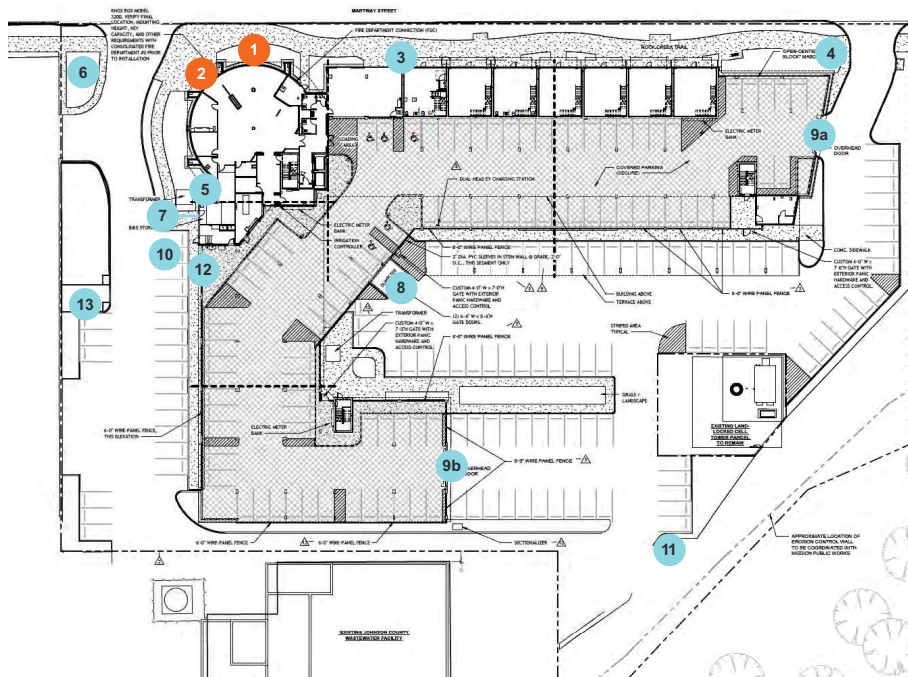
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information:

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

<p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p> </p>
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Primary Entry Signage / North Elevation • The Lanes • Mission KS

7'-7 1/2"  
16 1/4"  
1'-3 1/4"  
55'-6"

THE LANES



Building Frontage: 19,980 sf  
 Overall Sign Height: 7'-7 1/2"  
 Overall Sign Width: 1'-4 1/4"  
 Total Sq. Ft.: 10.33 (0.05%)

NORTH BUILDING ELEVATION

19,980sf

Manufacture and install one (1) set of non-illuminated aluminum reverse channel letters, pin-mounted to wall. Painted Brushed Stainless Steel. Letters are 3" Deep.




SCALE 1/4" = 1'



NORTH Elevation

SCALE 1" = 1'

 <p><b>View Sign &amp; Light</b>          10935 Kaw Drive          Edwardsville, KS 66111  <b>913 / 529.2010</b></p>	<p><b>THE LANES</b>          Mission KS</p>	<p>3/08/2024  <b>Last Revision:</b> 3/28/2024  <b>Drawing #:</b> The Lanes Mission 0324</p>	<p>Client Approval _____          _____          Landlord Approval _____</p>	<p><b>Sales Rep:</b>          DV  <b>Designer:</b>          MAP</p> <p>MEMBER INTERNATIONAL ASSOCIATION OF SIGNAGE DESIGNERS LISTED</p>
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MISSION Kansas

6090 Woodson St
Mission, Kansas 66202
913.676.8360
www.missionks.org

Application for Sign Permit

Business Name The Lanes at Mission Bowl

Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808

Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign [X] New [ ] Alter [ ] Temporary FDC panel sign

[X] Wall [ ] Monument [ ] Projecting [ ] Other (Describe)

[X] Single Faced [ ] Double Faced Elevation/Location West

[X] Non-Illuminated [ ] Illuminated Type of Illumination [ ] Internal [ ] Indirect

Temporary Sign Information: Duration: Start Date: End Date:

Sign Dimensions: Length: 2 ft. 0 in. Height: 1 ft. 2 in. Area: 2.33 Sq Ft.

Wall Dimensions: Length: ft. in. Height: ft. in. Area: Sq Ft.

Setback from Property Lines: Front: Side: Rear:

Project Valuation: \$ 90

Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

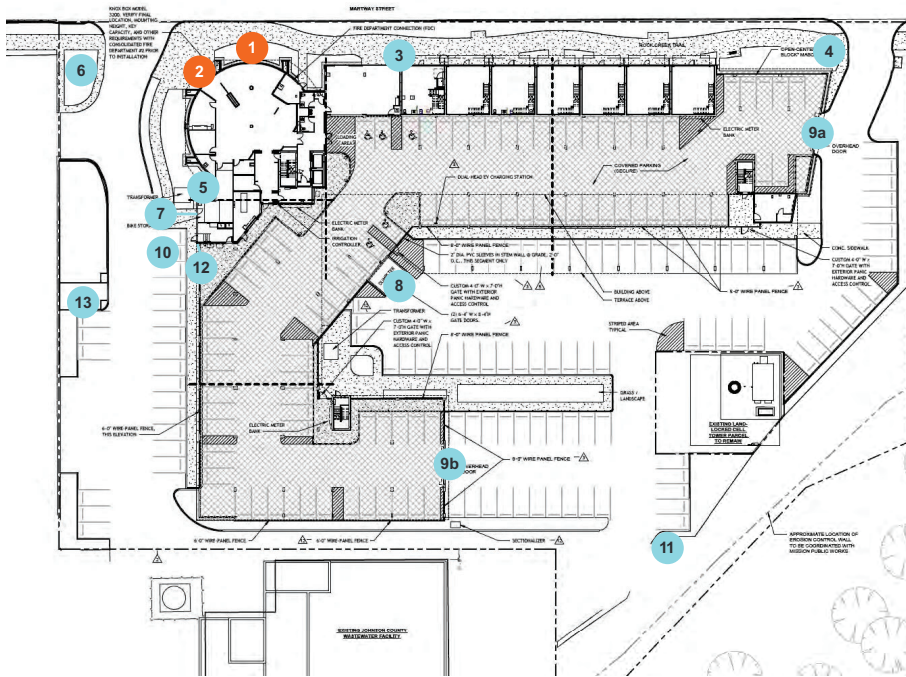
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer? Yes No

Name of Licensed Electrical Contractor:


Additional Information:

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

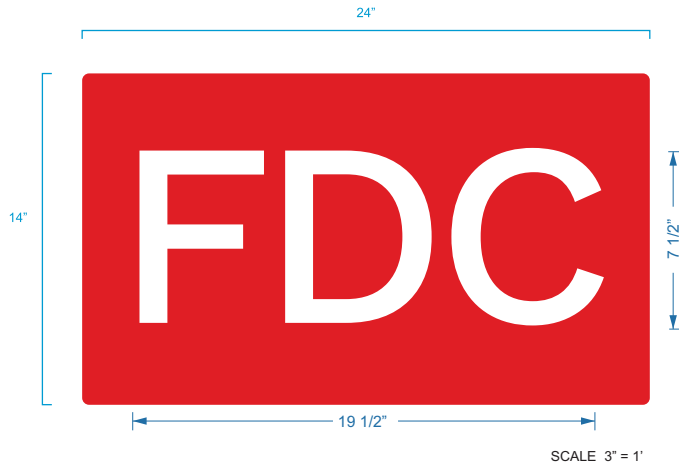
Signature: Date: 5-01-2024 I am the (circle one): Owner Owner's Agent



- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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**SCOPE OF WORK**

- Manufacture and install single-sided ACM panel.
- White vinyl graphics on red panel
- Radius edges.

**View Sign & Light**  
10935 Kaw Drive  
Edwardsville, KS 66111  
**913 / 529.2010**

**THE LANES**  
Mission KS

3/08/2024  
**Last Revision:** 3/28/2024  
**Drawing #:** The Lanes Mission 0324

.....  
Client Approval

.....  
Landlord Approval

**Sales Rep:**

DV

**Designer:**

MAP







6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl  
Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808  
Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary 4 Free Standing Directionals  
 Wall  Monument  Projecting  Other (Describe) freestanding directionals  
 Single Faced  Double Faced Elevation/Location \_\_\_\_\_  
 Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect  
Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_  
Sign Dimensions: Length: 2 ft. 4 in. Height: 4 ft. 0 in. Area: 9.32 Sq Ft. each  
Wall Dimensions: Length: \_\_\_ ft. \_\_\_ in. Height: \_\_\_ ft. \_\_\_ in. Area: \_\_\_ Sq Ft.  
Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 7,000

#### Installer Information

Sign Company Name: View Sign & Light  
Applicant: Marti Palmer Sign Installer License #: 59  
Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010  
City: Edwardsville State: KS Zip Code: 66111  
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

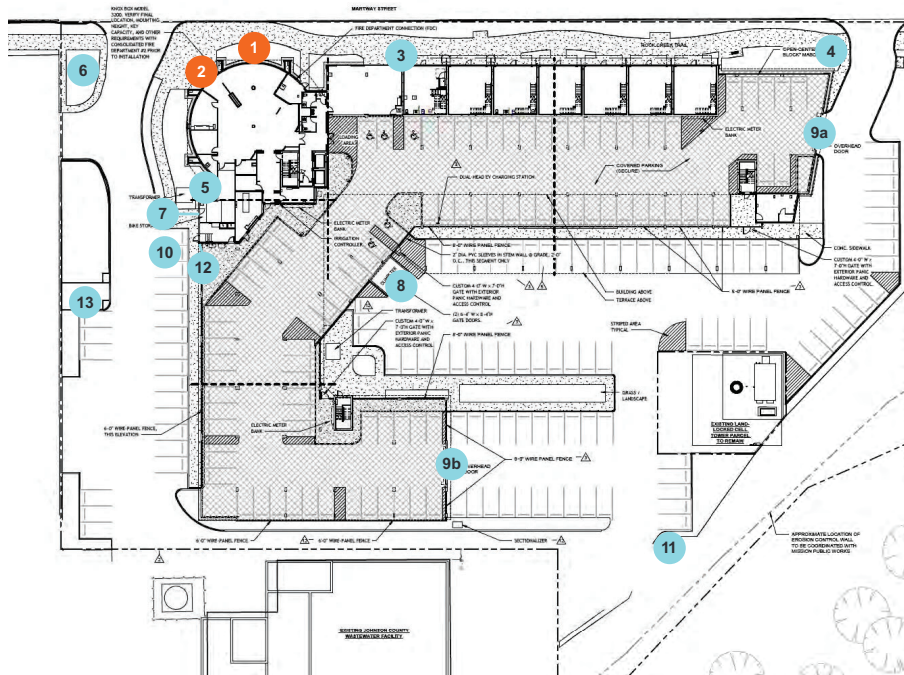
Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information:  
① Exit Only ② Fitness Park ③ Dog Park ④ Restricted Parking


\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent

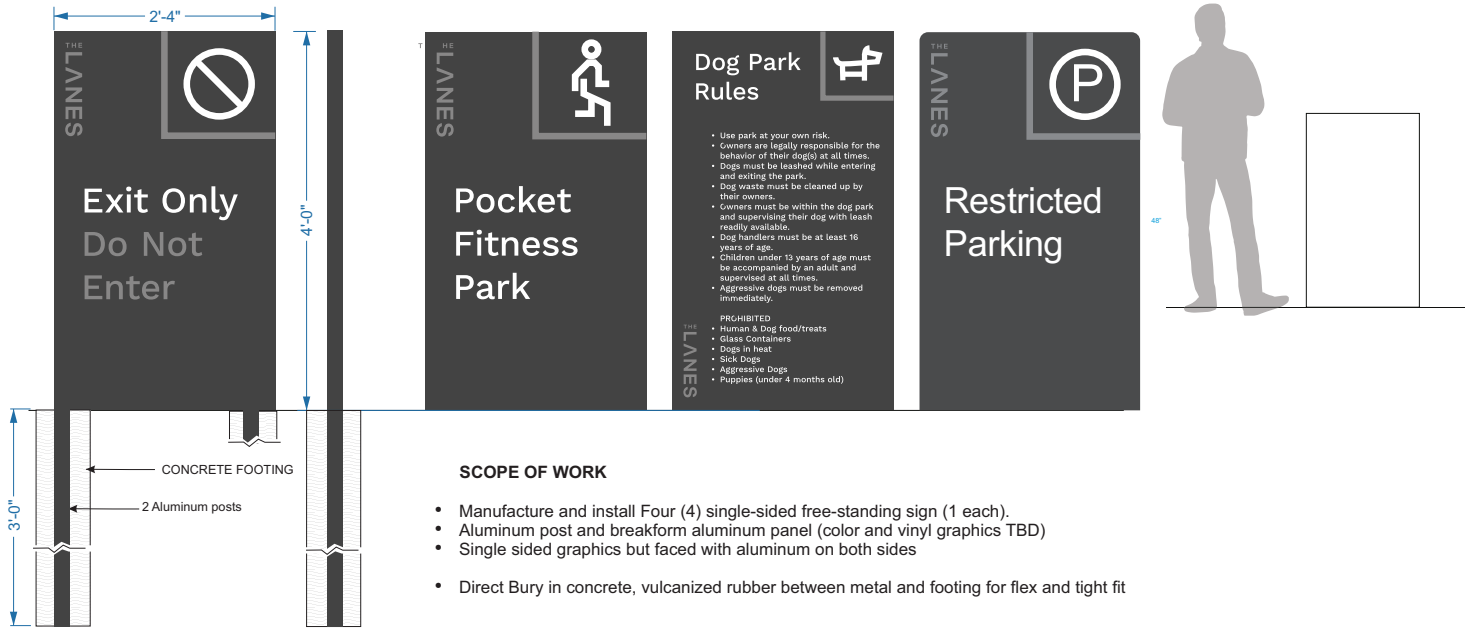




- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval</p> <p>..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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**View Sign & Light**  
 10935 Kaw Drive  
 Edwardsville, KS 66111  
 913 / 529.2010

**THE LANES**  
 Mission KS

3/08/2024  
 Last Revision: 5/01/2024  
 Drawing #: The Lanes Mission 0324

Client Approval \_\_\_\_\_  
 Landlord Approval \_\_\_\_\_

Sales Rep:  
 DV  
 Designer:  
 MAP





6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl  
Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808  
Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary Trash panel sign  
 Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_

Single Faced  Double Faced Elevation/Location on trash area door

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 2 ft. 3 in. Height: 3 ft. 0 in. Area: 6.75 Sq Ft.

Wall Dimensions: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 200

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

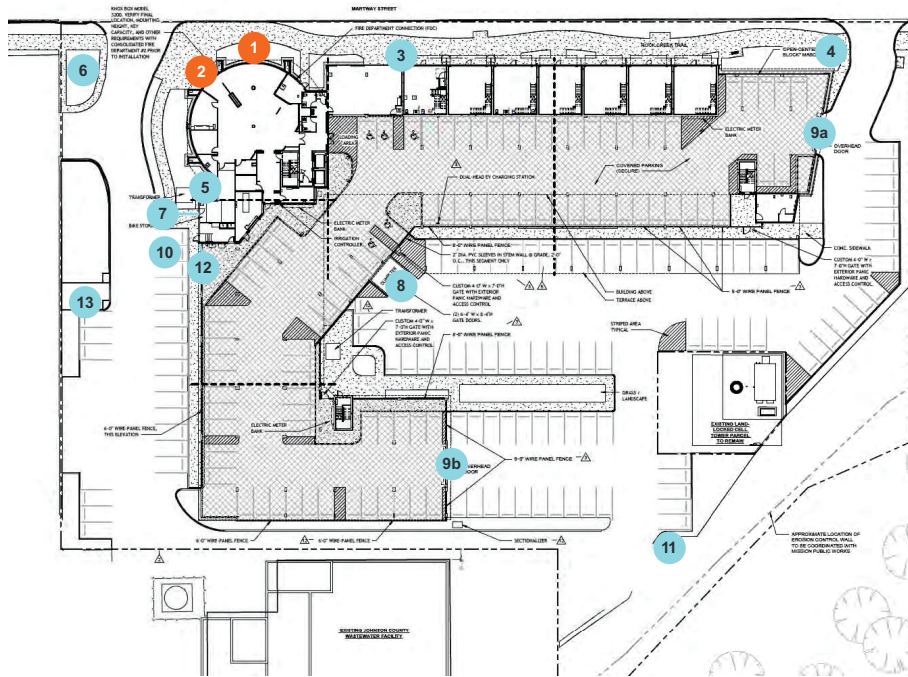
Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
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  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

<p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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SCALE 1:8

**SCOPE OF WORK**

- Manufacture and install single-sided aluminum panel.
- Paint and vinyl colors TBD
- Radius edges
- Mount to trash area door(s) with hidden mounting bracket



**View Sign & Light**  
10935 Kaw Drive  
Edwardsville, KS 66111  
**913 / 529.2010**

**THE LANES**  
Mission KS

3/08/2024  
Last Revision: 3/28/2024  
Drawing #: The Lanes Mission 0324

.....  
Client Approval

.....  
Landlord Approval

Sales Rep:  
DV  
Designer:  
MAP







6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl  
Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808  
Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary 2 Parking Garage Signs + garage clearance bar  
 Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_  
 Single Faced  Double Faced Elevation/Location East  
 Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect  
Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_  
Sign Dimensions: Length: 12 ft. 0 in. Height: 1 ft. 6 in. Area: 18 Sq Ft. ea  
Wall Dimensions: Length: \_\_\_ ft. \_\_\_ in. Height: \_\_\_ ft. \_\_\_ in. Area: \_\_\_ Sq Ft.  
Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 4,000

#### Installer Information

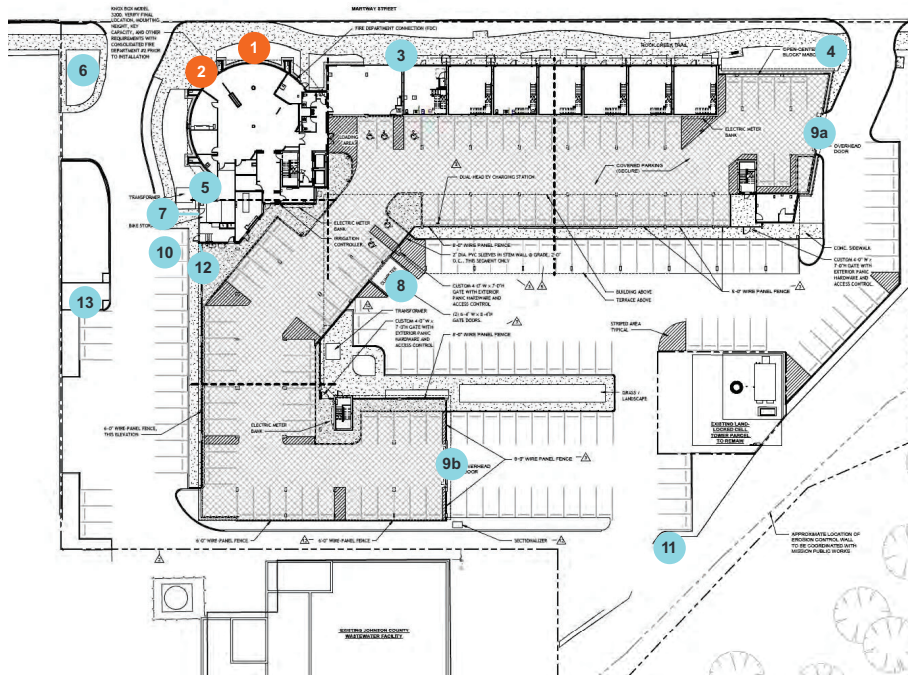
Sign Company Name: View Sign & Light  
Applicant: Marti Palmer Sign Installer License #: 59  
Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010  
City: Edwardsville State: KS Zip Code: 66111  
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

Name of Licensed Electrical Contractor: \_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


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Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



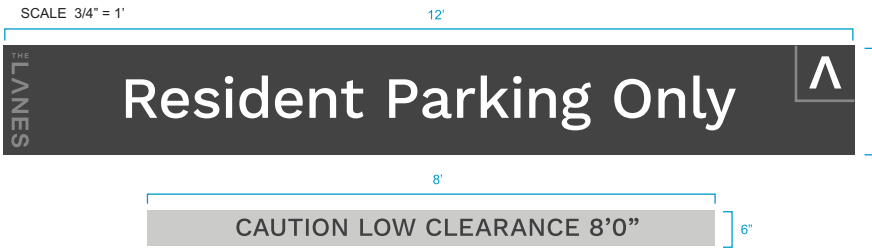
- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal

- Illuminated Signage
- Non-Illuminated Signage

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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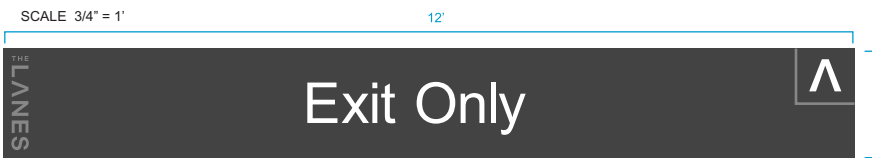
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Parking Garage Signs • The Lanes • Mission KS



**SCOPE OF WORK**

- Manufacture and install single-sided aluminum pan, (1) each at Parking Entry and Exit.
- Paint and vinyl colors TBD.
- 2" deep
- Mount with angle behind pan mounting bracket.
- Manufacture and install Crash Bar at Parking Entry only. 6 PVC tube with capped ends. Painted light grey with Black vinyl decoration.

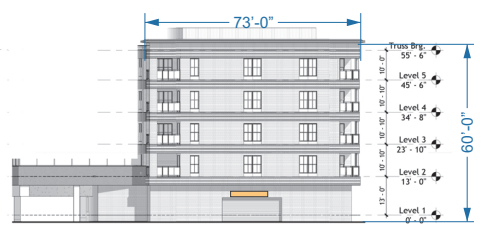


**East Elev - Exit / South Wing**  
 Building Frontage: 3,920 sf  
 Overall Sign Height: 1'-6"  
 Overall Sign Width: 12'-0"  
 Total Sq. Ft.: 18 (0.46%)

**East Elev - Entry / North Wing**  
 Building Frontage: 4,380 sf  
 Overall Sign Height: 1'-6"  
 Overall Sign Width: 12'-0"  
 Total Sq. Ft.: 18 (0.41%)



EAST ELEVATION - SOUTH WING



EAST ELEVATION - NORTH WING

<p><b>View Sign &amp; Light</b>          10935 Kaw Drive          Edwardsville, KS 66111  <b>913 / 529.2010</b></p>	<p><b>THE LANES</b>          Mission KS</p>	<p>3/08/2024          Last Revision: 5/01/2024          Drawing #: The Lanes Mission 0324</p>	<p>Client Approval _____</p> <p>Landlord Approval _____</p>	<p>Sales Rep: DV          Designer: MAP</p> <p>MEMBER INTERNATIONAL ASSOCIATION OF SIGNMAKERS LISTED</p>
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6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl

Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808

Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary 3 Future Resident Parking signs

Wall  Monument  Projecting  Other (Describe) freestanding

Single Faced  Double Faced Elevation/Location West

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 1 ft. 1/2 in. Height: 1 ft. 6 in. Area: 1.69 Sq Ft. on 4 ft wide  
each

Wall Dimensions: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ 600

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

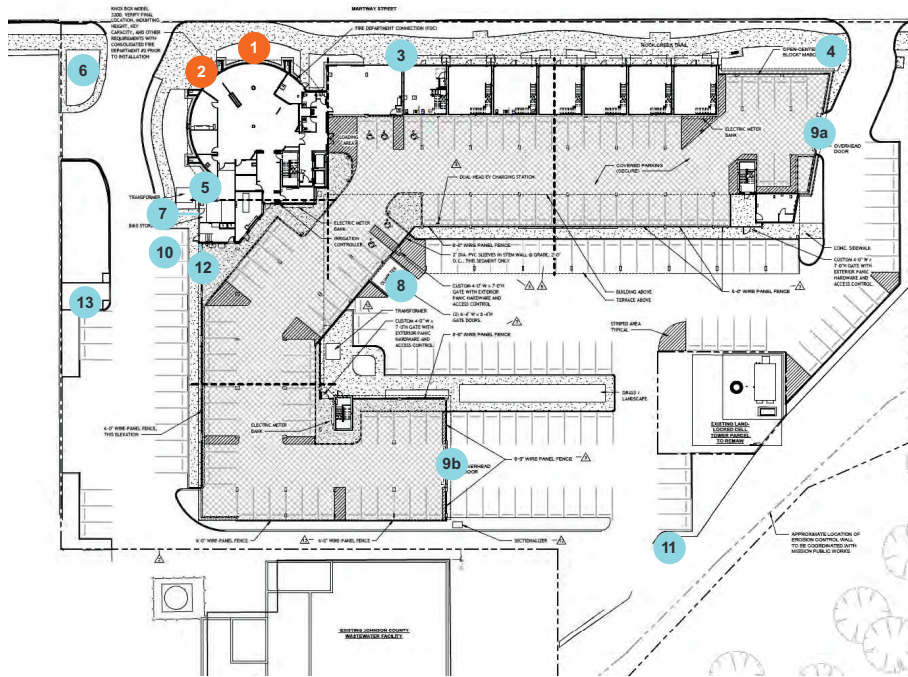
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

Name of Licensed Electrical Contractor: \_\_\_\_\_




Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>   </p>
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Blade Sign • The Lanes • Mission KS



Manufacture and install one (1) Blade Sign

- 1/4" aluminum painted dark Grey (color TBD) with white and grey vinyl graphics
- Mount as illustrated - Bottom of sign to be flush with opening of doorway
- Use non-corrosive fasteners painted to match sign
- Non-Illuminated

**View Sign & Light**  
10935 Kaw Drive  
Edwardsville, KS 66111  
**913 / 529.2010**

**THE LANES**  
Mission KS

3/08/2024  
Last Revision: 3/28/2024  
Drawing #: The Lanes Mission 0324

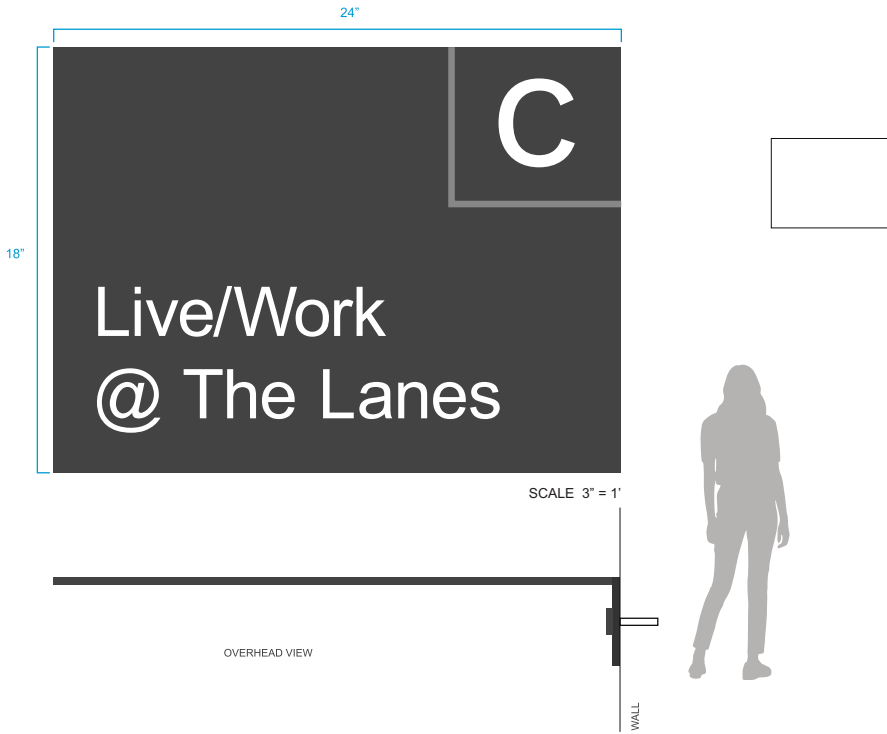
.....  
Client Approval

.....  
Landlord Approval

Sales Rep:  
DV  
Designer:  
MAP




Blade Sign • The Lanes • Mission KS



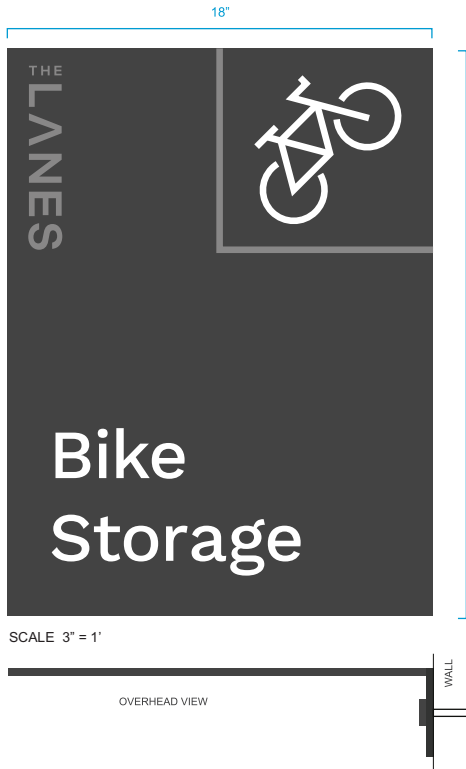
Manufacture and install one (1) Blade Signs

- 1/4" aluminum painted dark Grey (color TBD) with white and grey vinyl graphics
- Mount as illustrated - Bottom of sign to be flush with opening of doorway
- Use non-corrosive fasteners painted to match sign
- Non-Illuminated

Qty: 1 (Leasing Office)

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 <b>913 / 529.2010</b></p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 3/28/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL ASSOCIATION OF SIGNMAKERS LISTED</p>
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Blade Sign • The Lanes • Mission KS



Manufacture and install one (1) Blade Sign

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6090 Woodson St  
Mission, Kansas 66202  
913.676.8360  
www.missionks.org

### Application for Sign Permit

Business Name The Lanes at Mission Bowl

Address for Sign 5399 Martway St Business Phone ( 816 ) 988-2808

Primary Contact Banks Floodman/Sunflower Development Group Email bfloodman@sunflowerkc.com

Type of Sign  New  Alter  Temporary 3 Small Blade Signs

Wall  Monument  Projecting  Other (Describe) \_\_\_\_\_

Single Faced  Double Faced Elevation/Location \_\_\_\_\_

Non-Illuminated  Illuminated Type of Illumination  Internal  Indirect

Temporary Sign Information: Duration: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

Sign Dimensions: Length: 2 ft. 0 in. Height: 1 ft. 6 in. Area: 3 Sq Ft. each

Wall Dimensions: Length: \_\_\_\_\_ ft. \_\_\_\_\_ in. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Area: \_\_\_\_\_ Sq Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Project Valuation: \$ \_\_\_\_\_

#### Installer Information

Sign Company Name: View Sign & Light

Applicant: Marti Palmer Sign Installer License #: 59

Mailing Address: 10935 Kaw Dr Tel. No. 913/529.2010

City: Edwardsville State: KS Zip Code: 66111

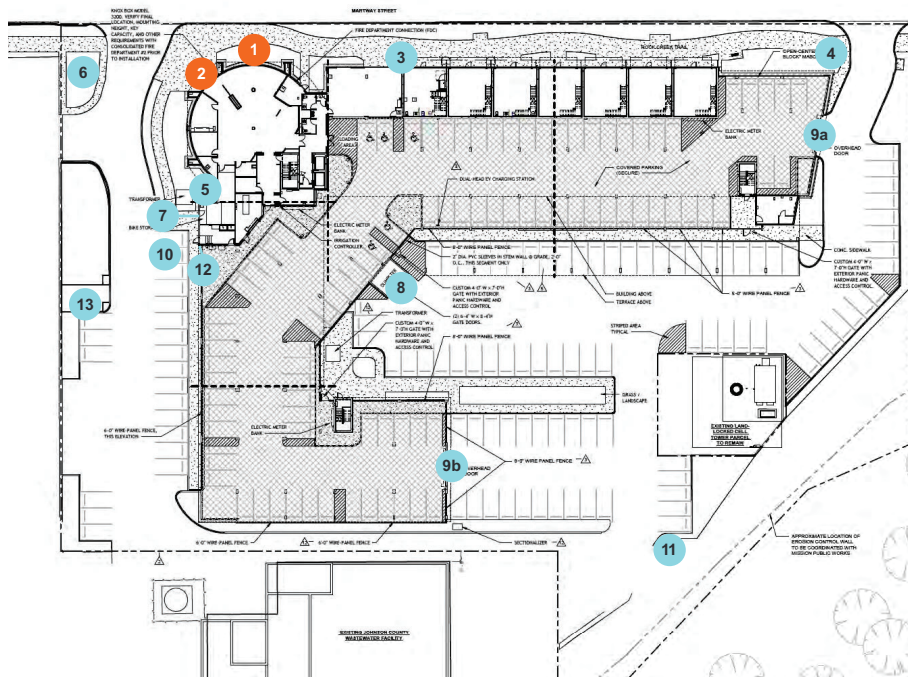
Email: mpalmer@viewsignlight.com Is Sign Company also the Installer?  Yes  No

Name of Licensed Electrical Contractor: \_\_\_\_\_


Additional Information:

\* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

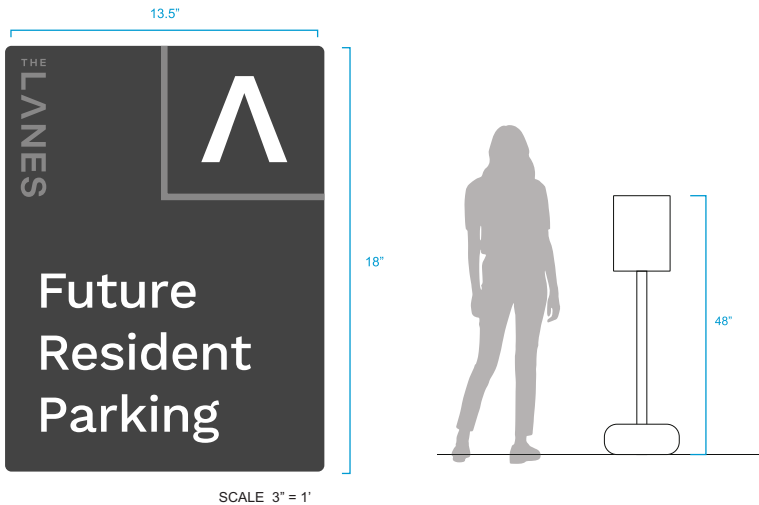
Signature: [Signature] Date: 5-01-2024 I am the (circle one):  Owner  Owner's Agent



- sign type
- 1 Primary Monument - Blade Sign
  - 2 Primary Entry Signage
  - 3 Retail/Suites - Blade Sign
  - 4 Restricted Parking - Pedestal
  - 5 Fire Dept Connection (FDC)
  - 6 Pocket Fitness Park - Pedestal
  - 7 Bike Storage - Blade Sign
  - 8 Trash (Residents Only)
  - 9 (a) Resident Only Parking; (b) Exit Only
  - 10 Future Resident Parking
  - 11 Exit Only
  - 12 Paw Spa - Blade Sign
  - 13 Dog Park ID/Rules - Pedestal
- Illuminated Signage  
● Non-Illuminated Signage

 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 913 / 529.2010</p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 5/01/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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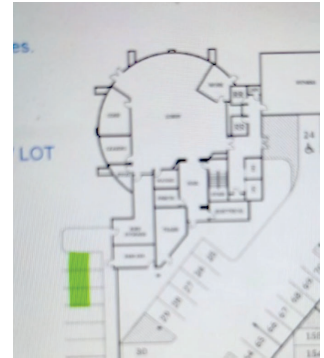
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SCALE 3" = 1'

**SCOPE OF WORK**

- Manufacture and install three (3) single-sided free-standing sign.
- Aluminum panel (color and vinyl graphics TBD)
- Radius edges.
- Mounted on Rollaway post.



 <p><b>View Sign &amp; Light</b> 10935 Kaw Drive Edwardsville, KS 66111 <b>913 / 529.2010</b></p>	<p><b>THE LANES</b> Mission KS</p>	<p>3/08/2024 Last Revision: 3/28/2024 Drawing #: The Lanes Mission 0324</p>	<p>..... Client Approval ..... ..... Landlord Approval</p>	<p>Sales Rep: DV Designer: MAP</p> <p>MEMBER INTERNATIONAL SIGNAGE ASSOCIATION LISTED</p>
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<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 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.

**UPDATE:** During the July 10, 2024 Finance & Administration Committee discussion was had regarding updating the proposed changes to the policy to clearly delineate the expenditure authority was related to budgeted purchases, and to more accurately define the times when the City Administrator's may approve the expenditure of funds and then seek the ratification of the City Council. A red-lined version of the proposed City Council

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

<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Administration</b>	From:	Laura Smith

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

Policy 102 incorporating these changes is included in the packet.

**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. The expenditure limits for Department Heads and the City Administrator outlined in this policy relate to budgeted expenses only.
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, or to address supply chain or production issues or timelines when the timing does not align with regularly scheduled City Council meetings.

J.K.

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, INCLUDING THE SIMULTANEOUS REPEAL OF CITY COUNCIL POLICY 115 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:	7b.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 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.

**UPDATE:** During the July 10, 2024 Finance & Administration Committee discussion was had regarding updating the proposed changes to the code to clearly delineate the expenditure authority was related to budgeted purchases, and to more accurately define the times when the City Administrator’s may approve the expenditure of funds and then seek the ratification of the City Council. A red-lined version of the ordinance incorporating these changes is included in the packet.

**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

<b>City of Mission</b>	Item Number:	7b.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Administration</b>	From:	Laura Smith

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

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 budgeted 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), whether originally budgeted or not shall be approved by the Governing Body, except for emergency repairs, ~~or~~ maintenance to City-owned facilities or equipment, or issues arising from supply chain constraints;

**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

---

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			
Gardner	\$ -	\$ 15,000	\$ 15,000	\$ 40,000	\$ 40,000	\$ -	\$ 5,000	\$ 5,000	\$ 75,000	\$ 75,000			
Lawrence	\$ -	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000	CIP - CA up to \$40K CIP - Dept up to \$15K Equipment - CA up to 20% Non CIP Revised Total Contract under \$100K CIP - CC if individual CO is over \$100K or 10%		
Leawood	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	10%	\$	5,000
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		
Merriam	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	\$ -	\$ 5,000	\$ 5,000	\$ 30,000	\$ 30,000	5%	\$	30,000
Mission	\$ -	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	\$ -	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000		\$	10,000
Mission Hills	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	CA determines appropriate method up to \$15K				\$ 15,000	10%	\$	15,000
Olathe	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	n/a	\$	50,000
Overland Park	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	n/a	\$	100,000
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
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
Westwood	\$ -	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ -	\$ 10,000	\$ 10,000	\$ 100,000	\$ 100,000	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	Non CIP Revised Total Contract under \$100K CIP - CC if individual CO is over \$100K or 10%	
Lawrence	\$ -	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ 5,000	\$ 5,000	\$ 50,000	\$ 50,000		

*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 budgeted purchases amounting to ~~thirty ten~~-thousand dollars (\$~~130~~,000) or less shall be made under ~~theirhis/her~~ general direction and supervision. Purchases exceeding ~~thirtyten~~ thousand dollars (\$~~130~~,000), whether originally budgeted or not, shall be approved by the Governing Body, except for emergency repairs, ~~or~~ maintenance to City-owned facilities or equipment or issues arising from supply chain constraints;
  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 ~~theirhis/her~~ duties, and ~~theyhe/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.



*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 budgeted 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), whether budgeted or not, shall be approved by the Governing Body, except for emergency repairs, maintenance to City-owned facilities or equipment, or issues arising from supply chain constraints;
  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:	7 c., d., e.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 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:

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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 #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:	9a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Administration</b>	From:	Justin Carroll

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

**RE:** City of Mission 2023 Comprehensive Annual Financial Report - Annual Audit

**RECOMMENDATION:** Accept the audited financial statements for the year ending December 31, 2023.

**DETAILS:** Kansas statutes require an annual audit of the City’s financial statements. The audit for the 2023 fiscal year was conducted by BT & Co, P.A., Certified Public Accountants. The auditors worked in conjunction with City staff to prepare and audit the comprehensive financial statements of the City of Mission.

The annual audit is conducted in accordance with auditing standards generally accepted in the United States, the “Kansas Municipal Audit Guide,” and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City received a “clean” or unqualified audit for the fiscal year ending December 31, 2023.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its annual comprehensive financial report (ACFR) for the fiscal year ending December 31, 2022. This was the twenty-ninth consecutive year the City received this award, which is earned by publishing an easily readable and efficiently organized ACFR. The report must also satisfy both generally accepted accounting principles and applicable legal requirements. The 2023 ACFR will be submitted to the GFOA review panel for consideration.

The auditors will make a presentation to the City Council at the beginning of the July 17, 2024 City Council meeting, and the audit will be formally accepted under New Business as Item 9a.

**CFAA CONSIDERATIONS/IMPACTS:** Consistent management of the City’s finances, including review by an independent third party annually, helps to demonstrate the commitment of the Governing Body and the staff to our responsibility to allocate public resources in a transparent, and accountable manner for the benefit of residents of all ages and abilities.

Related Statute/City Ordinance:	K.S.A. 75-1120a
Line Item Code/Description:	N/A
Available Budget:	N/A





*Certified Public Accountants*

## CITY OF MISSION, KANSAS

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Report to the Mayor and City Council  
June 27, 2024



June 27, 2024

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

Attention: Honorable Mayor and City Council

We are pleased to present this report related to our audit of the basic financial statements and compliance of the City of Mission, Kansas (the City) as of and for the year ended December 31, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the City's financial and compliance reporting process.

This report is intended solely for the information and use of the Honorable Mayor, City Council and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the City.

*BT & Co., P.A.*

**CITY OF MISSION, KANSAS**  
**Report to the Honorable Mayor and City Council**  
**June 27, 2024**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>Required Communications</b>	
<b>Our Responsibilities With Regard to the Financial Statement and Compliance Audit</b>	1
<b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b>	1
<b>Accounting Policies and Practices</b>	1 - 2
<b>Audit Adjustments</b>	2
<b>Uncorrected Misstatements</b>	2
<b>Other Information Included in Annual Reports</b>	2
<b>Observations About the Audit Process</b>	2 - 3
<b>Shared Responsibilities for Independence</b>	3 - 4
<b>Significant Written Communications Between Management and Our Firm</b>	4
<b>Summary of Significant Accounting Estimates</b>	5
<b>Significant Written Communications Between Management and Our Firm</b>	
<b>Representation Letter</b>	

# Required Communications

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the basic financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

<b>Area</b>	<b>Comments</b>
<b>Our Responsibilities With Regard to the Financial Statement and Compliance Audit</b>	Our responsibilities under auditing standards generally accepted in the United States of America; <i>Government Auditing Standards</i> issued by the Comptroller General of the United States; and the Kansas Municipal Audit and Accounting Guide (the KMAAG) have been described to you in our engagement letter dated November 6, 2023. Our audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
<b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b>	We have issued a separate communication dated November 30, 2023 regarding the planned scope and timing of our audit and identified significant risks.
<b>Accounting Policies and Practices</b>	<b>Preferability of Accounting Policies and Practices</b> Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice. <b>Adoption of, or Change in, Accounting Policies</b> Management has the ultimate responsibility for the appropriateness of the accounting policies used by the City. The City did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period. <b>Significant Accounting Policies</b> We did not identify any significant accounting policies in controversial or emerging areas for

<b>Area</b>	<b>Comments</b>
	<p>which there is a lack of authoritative guidance or consensus.</p> <p><b>Significant Unusual Transactions</b>  We did not identify any significant unusual transactions.</p> <p><b>Management’s Judgments and Accounting Estimates</b>  Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached Summary of Significant Accounting Estimates.</p>
<b>Audit Adjustments</b>	<p>Audit adjustments, other than those that are clearly trivial, proposed by us and recorded by the City are shown in the attached representation letter.</p>
<b>Uncorrected Misstatements</b>	<p>Uncorrected misstatements are summarized in the attached representation letter. Uncorrected misstatements or matters underlying these uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if we have concluded that the uncorrected misstatements are immaterial to the financial statements under audit.</p>
<b>Other Information Included in Annual Reports</b>	<p>Our responsibility for other information included in annual reports is to read the information and consider whether its content or the manner of its presentation is materially inconsistent with the financial information covered by our auditors’ report, whether it contains a material misstatement of fact, or whether the other information is otherwise misleading. We read the City’s introductory and statistical sections. We did not identify material inconsistencies with the audited financial statements.</p>
<b>Observations About the Audit Process</b>	<p><b>Disagreements With Management</b>  We encountered no disagreements with management over the application of significant accounting principles, the basis for management’s judgments on any significant matters, the scope of</p>

<b>Area</b>	<b>Comments</b>
<b>Shared Responsibilities for Independence</b>	<p>the audit, or significant disclosures to be included in the financial statements.</p> <p><b>Consultations With Other Accountants</b> We are not aware of any consultations management had with other accountants about accounting or auditing matters.</p> <p><b>Significant Issues Discussed with Management</b> No significant issues arising from the audit were discussed or were the subject of correspondence with management.</p> <p><b>Significant Difficulties Encountered in Performing the Audit</b> We did not encounter any significant difficulties in dealing with management during the audit.</p> <p><b>Difficult or Contentious Matters That Required Consultation</b> We did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.</p> <p>Independence is a joint responsibility and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and Government Accountability Office (GAO) independence rules. For BT&amp;Co., P.A. to fulfill its professional responsibility to maintain and monitor independence, management, the City, and BT&amp;Co., P.A. each play an important role.</p> <p><b>Our Responsibilities</b></p> <ul style="list-style-type: none"> <li>• AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. BT&amp;Co., P.A. is to ensure that the AICPA's and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.</li> <li>• Maintain a system of quality management over compliance with independence rules and firm policies.</li> </ul>



<b>Area</b>	<b>Comments</b>
	<p><b>The City's Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Timely inform BT&amp;Co., P.A., before the effective date of transactions or other business changes, of the following: <ul style="list-style-type: none"> <li>- New affiliates, directors, or officers.</li> <li>- Changes in the organizational structure or the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, or jointly governed organizations.</li> </ul> </li> <li>• Provide necessary affiliate information such as new or updated investment structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.</li> <li>• Understand and conclude on the permissibility, prior to the City and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with BT&amp;Co., P.A.</li> <li>• Not entering into arrangements of nonaudit services resulting in BT&amp;Co., P.A. being involved in making management decisions on behalf of the City.</li> </ul> <p>Not entering into relationships resulting in close family members of BT&amp;Co., P.A. covered persons, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting, or compliance oversight role at the City.</p>
<b>Significant Written Communications Between Management and Our Firm</b>	<p>Copies of significant written communications between our firm and the management of the City, including the representation letter provided to us by management, are attached.</p>

# CITY OF MISSION, KANSAS

## Summary of Significant Accounting Estimates

### Year Ended December 31, 2023

Accounting estimates are an integral part of the preparation of the financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following summarizes the significant accounting estimates reflected in the City's basic financial statements:

<b>Significant Accounting Estimates</b>	
<b>Total OPEB Liability</b>	
Accounting policy	The total OPEB liabilities are computed by independent actuarial firms. The disclosures are based upon numerous assumptions and estimates, including the expected rate of investment return, the interest rate used to determine the present value, and medical care cost trend rates.
Management's estimation process	The rates of return are based on historical and general market data.
Basis for our conclusion on the reasonableness of the estimate	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.
<b>Net Pension Liability – KPERS</b>	
Accounting policy	The net pension liability is computed by an independent actuarial firm hired by KPERS.
Management's estimation process	Management of the City obtained and reviewed the Schedule of Employer and Nonemployer Allocations and Schedule of Pension Amounts by Employer and Nonemployer as of June 30, 2023 that were audited by other auditors. Management compared their employer contributions as shown on these schedules to the City's actual contributions and recalculated its allocated percentage and its share of the collective net pension liability.
Basis for our conclusion on the reasonableness of the estimate	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.



BT&Co., P.A.  
4301 SW Huntoon Street  
Topeka, Kansas 66604-1659

This representation letter is provided in connection with your audit of the basic financial statements of the City of Mission, Kansas (the City) as of and for the year ended December 31, 2023 for the purpose of expressing an opinion on whether the basic financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, that as of the date of the auditors' report:

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 6, 2023 for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of controls to prevent and detect fraud.
4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. The methods, assumptions and data used in making accounting estimates result in estimates that are appropriate for financial statement measurement and disclosure purposes and have been consistently selected and applied in making the estimates. Significant judgments made in making the estimates have taken into account all relevant information of which we are aware. Appropriate specialized skills or expertise has been applied in making the estimates. We have also appropriately considered alternative assumptions or outcomes. All disclosures related to the estimates, including disclosures describing estimation uncertainty, are complete and reasonable in the context of U.S. GAAP. No subsequent events have occurred that would require adjustment to the estimates and related disclosures included in the financial statements.
6. Related-party transactions have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the



requirements of U.S. GAAP. Types of related party transactions engaged in by the City include:

- a. Those with component units for which the City is accountable.
  - b. Interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements and guarantees.
7. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
  8. The City followed either its established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or followed paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes.
  9. The financial statements include all fiduciary activities required by GASB Statement No. 84, *Fiduciary Activities*, as amended.
  10. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.
  11. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
  12. Management has followed applicable laws and regulations in adopting, approving, and amending budgets.
  13. Risk disclosures associated with deposit and investment securities are presented in accordance with GASB requirements.
  14. Provisions for uncollectible receivables have been properly identified and recorded.
  15. Capital assets, including infrastructure, intangible assets, and right of use assets are properly capitalized, reported and, if applicable, depreciated.
  16. The City has properly separated information in debt disclosures related to direct borrowings and direct placements of debt from other debt and disclosed any unused lines of credit, collateral pledged to secure debt, terms in the debt agreements related to significant default or termination events with finance-related consequences and significant subjective acceleration clauses in accordance with GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*.
  17. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
  18. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

19. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
20. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
21. The City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available is appropriately disclosed and net position is properly recognized under the policy.
22. The government disclosed the names of entities with which it has a tax abatement agreement, the total gross amount of taxes abated during the period, the specific taxes that were abated and whether any commitments other than to reduce taxes were made as part of any tax abatement agreement as required by GASB Statement No. 77, *Tax Abatement Disclosures*.
23. The government disclosed tax abatements entered into by other governments that affect its revenues, including the names of the governments that entered into the agreements, the specified taxes being abated, and the gross dollar amount of taxes abated during the period, as required by GASB Statement No. 77.
24. We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.
25. In the audit engagement letter dated November 6, 2023 we requested that you perform the following nonaudit services in connection with your audit:
  - a. Draft the financial statements; and
  - b. Assist with the submission to Federal Audit Clearinghouse.

With respect to these services:

- a. We have made all management decisions and performed all management functions;
  - b. We assigned an appropriate individual to oversee the services;
  - c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
  - d. We have accepted responsibility for the results of the services; and
  - e. We have accepted responsibility for all significant judgments and decisions that were made.
26. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance.

27. We have reviewed the GASB Statements effective for the fiscal year ending December 31, 2023, and concluded the implementation of the following Statements did not have a material impact on the basic financial statements:

- a. GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- b. GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*

28. We have informed you of all uncorrected misstatements.

As of and for the year ended December 31, 2023, we believe that the effects of the uncorrected misstatements aggregated by you and summarized in the attached schedule are quantitatively and qualitatively immaterial, both individually and in the aggregate, to the opinion units of the basic financial statements. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

29. We agree with the adjusting journal entries included in the attached schedule and will record these entries in our accounting system as of December 31, 2023, as applicable.

#### **Information Provided**

30. We have provided you with:

- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters.
- b. Additional information that you have requested from us for the purpose of the audit.
- c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
- d. Minutes of the meetings of the governing board and committees of board members, or summaries of actions of recent meetings for which minutes have not yet been prepared.

31. All transactions have been recorded in the accounting records and are reflected in the basic financial statements.

32. We have disclosed to you the results of our assessment of risk that the basic financial statements may be materially misstated as a result of fraud.

33. It is our responsibility to establish and maintain internal control over financial reporting. One of the components of an entity's system of internal control is risk assessment. We hereby represent that our risk assessment process includes identification and assessment of risks of material misstatement due to fraud. We have shared with you our fraud risk



assessment, including a description of the risks, our assessment of the magnitude and likelihood of misstatements arising from those risks, and the controls that we have designed and implemented in response to those risks.

34. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's basic financial statements involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on basic financial statements.
35. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's basic financial statements received in communications from employees, former employees, analysts, regulators, or others.
36. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
37. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
38. We have disclosed to you the identity of all of the City's related parties and all the related-party relationships and transactions of which we are aware.
39. We are aware of no deficiencies in internal control over financial reporting, including significant deficiencies or material weaknesses, in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize, and report financial data.
40. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
41. It is our responsibility to inform you of all current and potential affiliates of the City as defined by the "State and Local Government Client Affiliates" interpretation (ET sec. 1.224.020). Financial interests in, and other relationships with, affiliates of the City may create threats to independence. We have:
  - a. Provided you with all information we are aware of with respect to current and potential affiliates, including degree of influence assessments and materiality assessments.
  - b. Notified you of all changes to relevant considerations that may impact our determination of the existence of current or potential affiliates involving (i) changes in the determination of the materiality of an entity to the City's financial statements as a whole, (ii) the level of influence the City has over an entity's financial reporting process or (iii) the level of control or influence the City or a potential or current affiliate has over an investee that is not trivial or clearly inconsequential, sufficiently in advance of their effective dates to enable the City and BT&Co., P.A. to identify and eliminate potential impermissible services and

relationships between BT&Co., P.A. and those potential affiliates, prior to the effective dates.

- c. Made you aware, to the best of our knowledge and belief, of any nonaudit services that the City or any of our affiliates has engaged BT&Co., P.A. to perform.
42. We agree with the findings of the specialists in evaluating the other postemployment benefit liabilities and pension liabilities and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give instructions, or cause any instructions to be given, to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
  43. We believe that the actuarial assumptions and methods used by the actuary for funding purposes and for determining accumulated plan benefits are appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the specialist with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the OPEB health plan's actuary.
  44. We believe that the information obtained from the audited financial statements of and other participant information provided by KPERS is appropriate in the circumstances. We did not give instructions, or cause instructions to be given, to the plans or their auditors in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the plans or their auditors.
  45. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

#### **Supplementary Information**

46. With respect to supplementary information presented in relation to the basic financial statements as a whole:
  - a. We acknowledge our responsibility for the presentation of such information.
  - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
  - c. The methods of measurement or presentation have not changed from those used in the prior period.
  - d. When supplementary information is not presented with the audited basic financial statements, we will make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditors' report thereon.
47. With respect to required supplementary information presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:

- a. We acknowledge our responsibility for the presentation of such required supplementary information.
- b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
- c. The methods of measurement or presentation have not changed from those used in the prior period.

**Compliance Considerations**

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

- 48. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- 49. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
- 50. Is not aware of any instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.
- 51. Is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 52. Acknowledges its responsibility for the design, implementation, and maintenance of controls to prevent and detect fraud.
- 53. Has a process to track the status of audit findings and recommendations.
- 54. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.

CITY OF MISSION, KANSAS

  
\_\_\_\_\_  
Laura Smith, City Administrator

6/27/24  
\_\_\_\_\_  
Date Signed

  
\_\_\_\_\_  
Christine Korth, Budget and Finance Manager

6.27.2024  
\_\_\_\_\_  
Date Signed

**City of Mission, Kansas**

**Year End: December 31, 2023**

**Journal Entries: Adjusting**

Number	Date	Name	Account No	Debit	Credit
1	12/31/2023	Special Assessments Receivable	22-1111 BTC SRF01	7,794,016.00	
1	12/31/2023	Special Assessments Receivable	22-1111 BTC SRF01		-299,980.00
1	12/31/2023	Unearned Revenue - Special Assessments	22-2012 BTC SRF01		-7,794,016.00
1	12/31/2023	Unearned Revenue - Special Assessments	22-2012 BTC SRF01	299,980.00	

Fund level entry to Record Special Assessment Receivable.

2	12/31/2023	MUNICIPAL INVESTMENT POOL	19-1004 SRF11	162.00	
2	12/31/2023	MUNICIPAL INVESTMENT POOL	30-1004 SRF02	490.00	
2	12/31/2023	MUNICIPAL INVESTMENT POOL	40-1004 CPF03	3,851.00	
2	12/31/2023	INTEREST INCOME	19-40-351-01 SRF11		-162.00
2	12/31/2023	INTEREST INCOME	30-40-804-06 SRF02		-490.00
2	12/31/2023	INTEREST INCOME	40-40-808-03 CPF03		-3,851.00

Entry to record December KMIP interest.

3	12/31/2023	RECEIVABLES	01-1103 GF01A	582,381.00	
3	12/31/2023	INTEREST RECEIVABLE	01-1105 GF01A		-13,072.00
3	12/31/2023	FRANCHISE TAX RECEIVABLE	01-1106 GF01A	22,838.00	
3	12/31/2023	PROPERTY TAX RECEIVABLE	01-1107 GF01A	2,657,581.00	
3	12/31/2023	CONSUMER USE TAX RECEIVABLE	01-1108 GF01A	208,696.00	
3	12/31/2023	COUNTY SALES TAX RECEIVABLE	01-1109 GF01A	171,478.00	
3	12/31/2023	CITY SALES TAX RECEIVABLES	01-1110 GF01A	64,400.00	
3	12/31/2023	ACCOUNTS PAYABLE	01-2001 GF01A		-121,364.00
3	12/31/2023	DEFERRED REVENUE	01-2010 GF01A	643,758.00	
3	12/31/2023	HEALTH INSURANCE PAYABLE	01-2016 GF01A	6,237.00	
3	12/31/2023	ACCRUED PAYROLL	01-2024 GF01A		-199,340.00
3	12/31/2023	LAW ENFORCEMENT TRNG PAYABLE	01-2051 GF01A	554.00	
3	12/31/2023	JUD BRANCH FEE PAYABLE	01-2052 GF01A	60.00	
3	12/31/2023	AUDITED FUND BALANCE	01-3021 GF01A		-398,062.00
3	12/31/2023	RECEIVABLES	03-1103 SRF05		-22,005.00
3	12/31/2023	AUDITED FUND BALANCE	03-3021 SRF05	22,005.00	
3	12/31/2023	AUDITED FUND BALANCE	09-3021 SRF06	7,639.00	
3	12/31/2023	RECEIVABLES	10-1103 SRF07	27,500.00	
3	12/31/2023	AUDITED FUND BALANCE	10-3021 SRF07		-27,500.00
3	12/31/2023	SALES TAX RECEIVABLE	18-1106 SRF10		-28,066.00



3	12/31/2023	USE TAX RECEIVABLE	18-1107 SRF10		-4,812.00
3	12/31/2023	AUDITED FUND BALANCE	18-3021 SRF10	32,878.00	
3	12/31/2023	SALES TAX RECEIVABLE	19-1106 SRF11		-72,572.00
3	12/31/2023	ACCOUNTS PAYABLE	19-2001 SRF11		-2,155.00
3	12/31/2023	AUDITED FUND BALANCE	19-3021 SRF11	74,727.00	
3	12/31/2023	ACCOUNTS PAYABLE	22-2001 SRF01		-3,058.00
3	12/31/2023	UNRESERVED RETAINED EARNINGS	22-3021 SRF01	3,058.00	
3	12/31/2023	RECEIVABLES	25-1103 CPF01	265,562.00	
3	12/31/2023	ACCOUNTS PAYABLE	25-2001 CPF01		-13,050.00
3	12/31/2023	AUDITED FUND BALANCE	25-3021 CPF01		-252,512.00
3	12/31/2023	AUDITED FUND BALANCE	31-3021 SRF24	1,512,509.00	
3	12/31/2023	ACCOUNTS PAYABLE	33-2001 SRF26		-7,646.00
3	12/31/2023	AUDITED FUND BALANCE	33-3021 SRF26	7,646.00	
3	12/31/2023	SALES TAX RECEIVABLE	40-1110 CPF03	201,494.00	
3	12/31/2023	AUDITED FUND BALANCE	40-3021 CPF03		-201,494.00
3	12/31/2023	SALES TAX RECEIVABLE	45-1110 CPF04	146,908.00	
3	12/31/2023	AUDITED FUND BALANCE	45-3021 CPF04		-146,908.00
3	12/31/2023	Property Tax Receivable	60-1107 SRF16	219,085.00	
3	12/31/2023	Sales Tax Receivable	60-1110 SRF16	40,858.00	
3	12/31/2023	Deferred Revenue - Property Taxes	60-2011 SRF16		-219,085.00
3	12/31/2023	AUDITED FUND BALANCE	60-3021 SRF16		-40,858.00
3	12/31/2023	Sales tax receivable	65-1110 SRF17	12,549.00	
3	12/31/2023	AUDITED FUND BALANCE	65-3021 SRF17		-11,364.00
3	12/31/2023	ALLOWANCE FOR DOUBTFUL ACCOUNTS	01-1120 BTC GF01A		-448,272.00
3	12/31/2023	DEFERRED REVENUE - PROPERTY TAXES	01-2011 BTC GF01A		-3,271,025.00
3	12/31/2023	LAND HELD FOR RESALE	01-1190 BTC GF01A	100,000.00	
3	12/31/2023	ALCOHOL TAX	01-40-307-01 GF01A		
3	12/31/2023	MISCELLANEOUS	01-40-363-01 GF01A		-6,848.00
3	12/31/2023	MISCELLANEOUS	01-40-363-01 GF01A		
3	12/31/2023	SPECIAL ALCOHOL PROGRAM	09-40-307-01 SRF06		-7,639.00
3	12/31/2023	INTERGOVERNMENTAL REVENUE	31-40-361-03 SRF24		-1,512,509.00
3	12/31/2023	CID SALES TAX	65-40-303-18 SRF17		-1,185.00

Entry to record beginning balances of accounts receivable  
and account payable accounts to roll forward fund balances.

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**City of Mission, Kansas**  
**Governmental Activities**  
Year End: December 31, 2023  
Uncorrected Misstatements

Description	Assets	Liabilities	Equity	Income	Expenses
Entry to record SBITA implementation.	\$ 52,448	\$ -	\$ -	\$ -	\$ (52,448)
Understated/(Overstated)	\$ 52,448	\$ -	\$ -	\$ -	\$ (52,448)



**City of Mission, Kansas**  
**General Fund**  
**Year End: December 31, 2023**  
**Schedule of Uncorrected Misstatements**

Description	Assets	Liabilities	Equity	Income	Expenses
Entry to record SBITA implementation.	\$ 22,450	\$ -	\$ -	\$ -	\$ (22,450)
<b>Understated/(Overstated)</b>	<b>\$ 22,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (22,450)</b>

**City of Mission, Kansas**

**Year End: December 31, 2023**

**Journal Entries: Adjusting**

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3	12/31/2023	ACCRUED PAYROLL	01-2024 GF01A		-199,340.00
3	12/31/2023	LAW ENFORCEMENT TRNG PAYABLE	01-2051 GF01A	554.00	
3	12/31/2023	JUD BRANCH FEE PAYABLE	01-2052 GF01A	60.00	
3	12/31/2023	AUDITED FUND BALANCE	01-3021 GF01A		-398,062.00
3	12/31/2023	RECEIVABLES	03-1103 SRF05		-22,005.00
3	12/31/2023	AUDITED FUND BALANCE	03-3021 SRF05	22,005.00	
3	12/31/2023	AUDITED FUND BALANCE	09-3021 SRF06	7,639.00	
3	12/31/2023	RECEIVABLES	10-1103 SRF07	27,500.00	
3	12/31/2023	AUDITED FUND BALANCE	10-3021 SRF07		-27,500.00
3	12/31/2023	SALES TAX RECEIVABLE	18-1106 SRF10		-28,066.00

3	12/31/2023	USE TAX RECEIVABLE	18-1107 SRF10		-4,812.00
3	12/31/2023	AUDITED FUND BALANCE	18-3021 SRF10	32,878.00	
3	12/31/2023	SALES TAX RECEIVABLE	19-1106 SRF11		-72,572.00
3	12/31/2023	ACCOUNTS PAYABLE	19-2001 SRF11		-2,155.00
3	12/31/2023	AUDITED FUND BALANCE	19-3021 SRF11	74,727.00	
3	12/31/2023	ACCOUNTS PAYABLE	22-2001 SRF01		-3,058.00
3	12/31/2023	UNRESERVED RETAINED EARNINGS	22-3021 SRF01	3,058.00	
3	12/31/2023	RECEIVABLES	25-1103 CPF01	265,562.00	
3	12/31/2023	ACCOUNTS PAYABLE	25-2001 CPF01		-13,050.00
3	12/31/2023	AUDITED FUND BALANCE	25-3021 CPF01		-252,512.00
3	12/31/2023	AUDITED FUND BALANCE	31-3021 SRF24	1,512,509.00	
3	12/31/2023	ACCOUNTS PAYABLE	33-2001 SRF26		-7,646.00
3	12/31/2023	AUDITED FUND BALANCE	33-3021 SRF26	7,646.00	
3	12/31/2023	SALES TAX RECEIVABLE	40-1110 CPF03	201,494.00	
3	12/31/2023	AUDITED FUND BALANCE	40-3021 CPF03		-201,494.00
3	12/31/2023	SALES TAX RECEIVABLE	45-1110 CPF04	146,908.00	
3	12/31/2023	AUDITED FUND BALANCE	45-3021 CPF04		-146,908.00
3	12/31/2023	Property Tax Receivable	60-1107 SRF16	219,085.00	
3	12/31/2023	Sales Tax Receivable	60-1110 SRF16	40,858.00	
3	12/31/2023	Deferred Revenue - Property Taxes	60-2011 SRF16		-219,085.00
3	12/31/2023	AUDITED FUND BALANCE	60-3021 SRF16		-40,858.00
3	12/31/2023	Sales tax receivable	65-1110 SRF17	12,549.00	
3	12/31/2023	AUDITED FUND BALANCE	65-3021 SRF17		-11,364.00
3	12/31/2023	ALLOWANCE FOR DOUBTFUL ACCOUNTS	01-1120 BTC GF01A		-448,272.00
3	12/31/2023	DEFERRED REVENUE - PROPERTY TAXES	01-2011 BTC GF01A		-3,271,025.00
3	12/31/2023	LAND HELD FOR RESALE	01-1190 BTC GF01A	100,000.00	
3	12/31/2023	ALCOHOL TAX	01-40-307-01 GF01A		
3	12/31/2023	MISCELLANEOUS	01-40-363-01 GF01A		-6,848.00
3	12/31/2023	MISCELLANEOUS	01-40-363-01 GF01A		
3	12/31/2023	SPECIAL ALCOHOL PROGRAM	09-40-307-01 SRF06		-7,639.00
3	12/31/2023	INTERGOVERNMENTAL REVENUE	31-40-361-03 SRF24		-1,512,509.00
3	12/31/2023	CID SALES TAX	65-40-303-18 SRF17		-1,185.00

Entry to record beginning balances of accounts receivable  
and account payable accounts to roll forward fund balances.

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<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** Amended Cooperation Agreement with Johnson County for Participation in the Urban County and Community Development Block Grant

**RECOMMENDATION:** Approve the amendment to the cooperation agreement between Johnson County and the City of Mission for participation in the Urban County Community Development Block Grant, HOME Investment Partnership, and Emergency Solutions Grant programs.

**DETAILS:** Since 2003, Mission has participated in a Cooperation Agreement with Johnson County to be part of the Johnson County Urban County for participation in the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. The Community Development Block Grant (CDBG) program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The HOME Rehabilitation Program assists eligible homeowners with their homes' rehabilitation needs, bringing their homes up to code and addressing health and safety issues. This is a critical contribution to the maintenance of affordable housing stock in our community and has completed 564 HOME Rehabilitation projects since its inception in 1994. The county has administered the grant since 1994 as a beneficiary of the U.S. Department of Housing and Urban Development. The grant supports Housing Services' HOME Rehabilitation Program as well as affordable housing projects throughout the community.

In order for the County to requalify to continue being eligible to participate in the programs, and cities to be to continue to be eligible applicants for the CDBG and HOME programs, cities will need to execute an amendment to the existing agreement with the County. The amendment is adding the following language to continue being compliant with HUD requirements:

- Specific instructions for termination of the Cooperation Agreement if the participating city wishes to be excluded from the Urban County's Entitlement Program.
- References to the implementing Code of Federal Regulations citations
- Incorporating of Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1974, the Age Discrimination Act of 1975,

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

<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	July 17, 2024
<b>Administration</b>	From:	Robyn Fulks

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

Section 3 of the Housing and Urban Development Act of 1968.

The agreement has an automatic three-year renewal provision.

**CFAA CONSIDERATIONS/IMPACTS:** Grant opportunities allow seniors to stay in their homes longer and to ensure their homes are safe places for them to live. This is a critical contribution to the maintenance of affordable housing stock in our community. Access to CDBG funds can provide opportunities to leverage federal funds to develop projects in eligible census tracts, potentially stretching City resources farther for our residents and visitors.

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

June 27, 2024

Mayor Sollie Flora  
City of Mission  
6090 Woodson Drive  
Mission, KS 66202

Dear Mayor Flora:

The Cooperation Agreement between the City and Johnson County for Fiscal Years 2004-2006 contained a provision that both the County and City agreed to “to adopt any amendment(s) to this Agreement incorporating changes that are necessary to meet HUD requirements for cooperation agreements set forth in any future Urban County Qualification Notice(s) that apply to a subsequent three-year urban county qualification period”.

The County must incorporate additional language to provisions V (B) and VII in the Cooperation Agreement detailing specific instructions for if the City or County wish to terminate the agreement the “terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD’s Urban County Qualification Notice.” The County must also add references to the implementing Code of Federal Regulations citations, as well incorporate the following: Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1974, the Age Discrimination Act of 1975, Section 3 of the Housing and Urban Development Act of 1968.

Due to a timeline established by HUD, we are requesting that the City take action on the amendment as soon as practicable. For the county to satisfy HUD’s requirements for requalification, we must receive the executed amendment and a certified copy of the Council Minutes no later than **July 25, 2024**. If you have any questions related to this matter, I can be reached at 913-715-2245 or by email at [leslie.davis@jocogov.org](mailto:leslie.davis@jocogov.org).

Thank you for your attention to this matter.

Sincerely,



Leslie Davis  
Community Development Coordinator



**AMENDMENT #2 TO CDBG AND HOME COOPERATION AGREEMENT –  
PARTICIPATION IN THE JOHNSON COUNTY URBAN COUNTY AND THE  
COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT  
PARTNERSHIPS PROGRAMS DATED JUNE 5, 2003**

THIS SECOND AMENDMENT to the Cooperation Agreement – Participation in the Johnson County Urban County and Community Development Block Grant (“CDBG”) and HOME Investment Partnerships (“HOME”) dated June 5, 2003 for Federal Fiscal Years 2004-2006, as amended on June 25, 2015 (the “Agreement”), is entered the date of last signature below (the “Effective Date”) by and between the Board of County Commissioners of Johnson County, Kansas, by and through the Planning, Housing, and Community Development Department, a body corporate and political subdivision of the State of Kansas (“County”) and the City of Mission (“City”) (collectively, the “Parties”).

**RECITALS**

- A. Johnson County, as Lead Entity for the Johnson County Urban County, has entered into a Cooperation Agreement with the City’s for participation in the CDBG and HOME programs.
- B. On May 6, 2024, the U.S. Department of Housing and Urban Development (“HUD”) issued CPD Notice 24-02 Instructions for Urban County Qualifications for Participation in the Community Development Block Grant (CDBG) Program for Fiscal Years (FYs) 2025-27 (the “Urban County Notice”).
- C. The Urban County Notice requires that subrecipient agreements comply with the federal laws and regulations specified in HUD’s Urban County Notice.
- D. The Urban County Notice also recommends including a provision that if a party elects to terminate the Agreement at a new qualification period, the terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD’s Urban County Qualification Notice.
- E. The Parties wish to amend their Agreement to address these two points.

In consideration of the above, the Parties agree to amend the Cooperation Agreement as follows:

- 1.0 Section V(B) of the Cooperation Agreement is amended to add additional language. The new language is in *italics*. Amended Section V(B) shall be and read as follows:

By the date specified in HUD's Urban County Qualification Notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate. *The terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD's Urban County Qualification Notice.*

- 2.0 Section VII of the Cooperation Agreement is amended to add additional language. The Cooperation Agreement is amended to add additional language to VII. Language to be deleted is ~~struck out~~. New language is in *italics*. Amended Section VII shall be and read as follows:

The COUNTY and CITY agree to take all required actions necessary to assure compliance with the COUNTY's urban county certification ~~required~~ *by and:*

- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, ~~including~~
- Title VI of the Civil Rights Act of 1964, as amended, *(and the implementing regulations at 24 CFR Part 1);*
- the Fair Housing Act, *(Title VIII of the Civil Rights Act of 1968), and the implementing regulations at 24 CFR Part 100 and the duty to affirmatively further fair housing;*
- Section 109 of Title I of the Housing and Community Development Act of 1974 *and the implementing regulations at 24 CFR Part 6, which incorporates:*
  - *Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR Part 8;*
  - *Title II of the Americans with Disabilities Act of 1974, and the implementing regulations at 28 CFR Part 35;*
  - *the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR Part 146; and*
  - *Section 3 of the Housing and Urban Development Act of 1968, and*
- All other applicable laws.

3.0 All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

The Parties have caused their duly authorized representatives to execute the above and foregoing Amendment to the Agreement on the date of last signature below.

**BOARD OF COUNTY COMMISSIONERS OF  
JOHNSON COUNTY KANSAS THROUGH  
THE DEPARTMENT OF PLANNING,  
HOUSING, AND COMMUNITY  
DEVELOPMENT**

**CITY OF MISSION**

\_\_\_\_\_  
Printed Name: Sollie Flora  
Title: Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Jay C. Leipzig, Director of Planning,  
Housing, and Community Development

Date: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Lynda Sader, Deputy County Clerk

\_\_\_\_\_  
Robyn Fulks, City Clerk

APPROVED AS TO FORM

APPROVED AS TO FORM

  
\_\_\_\_\_  
Betsey Lasister, Ass't County Counselor

\_\_\_\_\_  
David Martin, City Attorney

## COOPERATION AGREEMENT

**A COOPERATION AGREEMENT BETWEEN THE CITY OF MISSION, KANSAS AND THE BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS, FOR THE PURPOSE OF RENEWING PARTICIPATION IN THE JOHNSON COUNTY URBAN COUNTY FOR PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAMS BEGINNING WITH FEDERAL FISCAL YEARS 2004, 2005, 2006.**

**THIS AGREEMENT** is made and entered into by and between the **BOARD OF COUNTY COMMISSIONERS OF JOHNSON COUNTY, KANSAS**, hereinafter referred to as **"COUNTY"** and the **CITY OF MISSION, KANSAS**, hereinafter referred to as **"CITY"**, each party having been duly organized and now existing under the laws of the State of Kansas.

### WITNESSETH:

WHEREAS, the parties hereto have determined that it is in the best interests of the public health, safety and welfare to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD", has determined that the COUNTY is eligible to conduct essential community development and housing assistance activities and qualify for an entitlement Community Development Block Grant as an urban county beginning with Federal Fiscal Years 2004, 2005, 2006; and

WHEREAS, the CITY is a unit of general local government located within the COUNTY and desires to be eligible for participation in the COUNTY's Community Development Block Grant, hereinafter referred to as "CDBG Program" and HOME Investment Partnerships Program, hereinafter referred to as "HOME Program", during the COUNTY's urban county qualification period; and

## **II. URBAN COUNTY QUALIFICATION**

The COUNTY and CITY acknowledge that HUD has notified the COUNTY that:

- A. The COUNTY may qualify for "urban county status" under the CDBG Program of the Housing and Community Development Act of 1974 (ACT), as amended, and the HOME Program authorized by Title II of the Cranston-Gonzales National Affordable Housing Act (ACT) of 1990 (42 U.S.C. 12701 et seq.); and
- B. That such qualification would make the COUNTY eligible to receive a CDBG Program and HOME Program entitlement under these ACTS for the triennial federal fiscal period beginning Federal Fiscal Years 2004, 2005, 2006.

## **III. NOTIFICATION OF ELIGIBILITY**

The CITY represents that the COUNTY has notified the CITY, in writing, of its intention to seek qualification for CDBG Program and HOME Program entitlement funding as an urban county; and that such notification advised the City:

- A. That the CITY was eligible to elect to have its population excluded from that of the urban county for the purposes of the CDBG Program and HOME Program; and
- B. That the CITY's election or failure to make an election shall be effective for the full three year period for which the COUNTY qualifies to receive a CDBG Program and HOME Program entitlement as an urban county under the ACTS; and
- C. That the CITY, in becoming part of the urban county, would not be eligible to apply for grants under the HUD-Administered Small Cities or State CDBG programs while the CITY is a part of the urban county; and
- D. That the CITY, in becoming a part of the urban county, automatically participates in the HOME Program if the urban county receives HOME Program funding, although this

- F. The CITY understands and acknowledges that it will continue to be included in the urban county for the urban count's qualification period, even if its population surpasses 50,000 during that period and that it cannot become eligible for an entitlement grant as a metropolitan city while participating in the COUNTY's triennial period of qualification as an urban county under the ACT.

V. AUTOMATIC RENEWAL PROVISION

- A. The COUNTY and CITY agree that this agreement will renew automatically at the end of each three-year qualification period, unless the county or the participating unit of general local government provides written notice it elects not to participate in a new qualification period.
- B. By the date specified in HUD's Urban County Qualification Notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate.
- C. The COUNTY and CITY agree:
1. To adopt any amendment(s) to this Agreement incorporating changes that are necessary to meet HUD requirements for cooperation agreements set forth in any future Urban County Qualification Notice(s) that apply to a subsequent three-year urban county qualification period; and
  2. To submit such amendment(s) to HUD as provided in the applicable Urban County Qualification Notice; and
  3. That failure to comply with these requirements shall void the automatic renewal for such qualification period.



support of the CITY if it is determined that the CITY does not affirmatively further fair housing within its own jurisdiction or impedes the COUNTY's actions to comply with its fair housing certification.

#### **IX. CIVIL RIGHTS POLICIES**

The COUNTY and CITY acknowledge and represent to the other that they have adopted and are enforcing the following policies:

- A. A policy prohibiting the use of excessive force by law enforcement agencies within their respective jurisdictions against any individuals engaged in non-violent civil rights demonstrations; and
- B. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within the jurisdiction.

#### **X. REQUIREMENTS APPLICABLE TO SUBRECIPIENTS**

The COUNTY and CITY acknowledge and agree that, pursuant to 24 C.F.R. 570.501(b), the CITY shall be subject to the same requirements applicable to subrecipients, including the requirement for a written agreement as set forth in 24 CFR 570.503.

#### **XI. CONSOLIDATED PLAN**

- A. The COUNTY and CITY acknowledge and understand that a Consolidated Plan including a comprehensive affordable housing strategy is required of the COUNTY, as an urban county, and that the Consolidated Plan must be submitted to and approved by HUD.

CITY OF MISSION, KANSAS

Laura McCowell  
Mayor

ATTEST

Nancy S. Calkins  
City Clerk

APPROVED AS TO FORM:

[Signature]  
City Attorney



ATTEST:

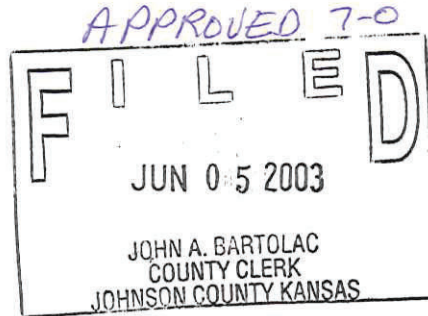
[Signature]  
John A. Bartolac  
County Clerk

APPROVED AS TO FORM:

[Signature]  
Nicholas Saldan  
Deputy County Counselor

BOARD OF COUNTY COMMISSIONERS  
OF JOHNSON COUNTY, KANSAS

[Signature]  
Annabeth Surbaugh, Chairman



<b>City of Mission</b>	Item Number:	13a.
<b>INFORMATIONAL ITEM</b>	Date:	July 17, 2024
<b>ADMINISTRATION</b>	From:	Justin Carroll

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

**RE:** June 2024 Monthly Interim Financial Reports

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

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

The Summary Report for June is included in the packet. The complete report can be accessed through the following link: [June 2024 Interim Financial Report](#)

**CFAA CONSIDERATIONS/IMPACTS:** Consistent and regular review of the City’s financial position demonstrates that the Governing Body and staff are mindful of the responsibility we have as stewards of limited public resources in meeting the needs of residents and visitors of all ages and abilities to our community.

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



# MONTHLY FINANCIAL REPORT

JUNE 2024

**MISSION**  
*Kansas*



# Mission, Kansas

## Monthly Financial Report – Executive Summary

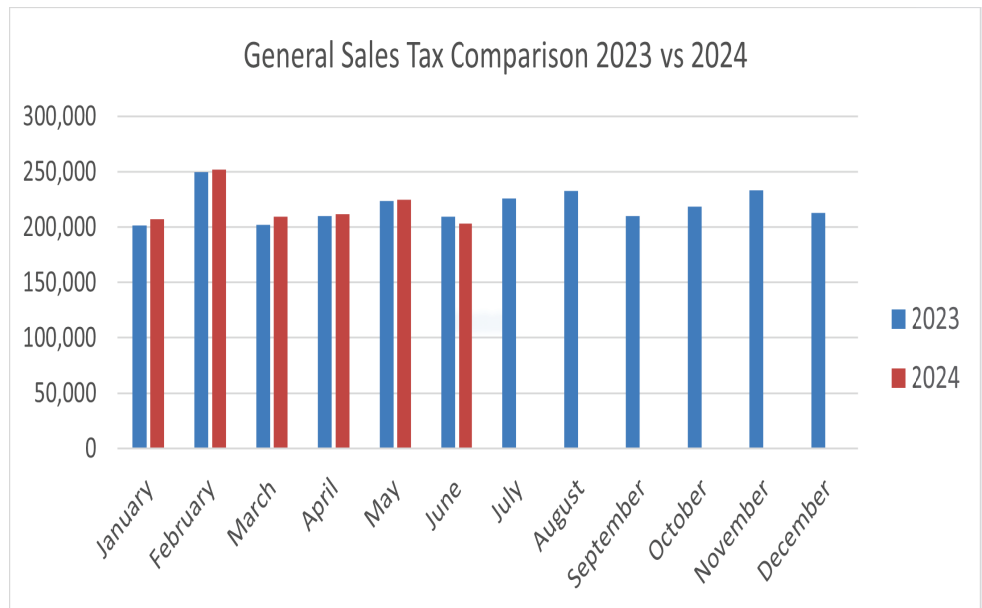
### June 2024

#### General Fund Revenue Summary by Category as of 6/30/24

	2024 Adopted Budget	2024 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
<b>Taxes</b>					
Property Tax - General	2,552,192	2,552,192	1,459,187	3,550,175	139%
Property Tax - Streets	1,400,000	1,400,000	0	0	0%
Delinquent Property Tax	20,150	20,150	6,895	20,466	102%
Motor Vehicle Tax	279,638	279,638	57,966	129,393	46%
City Sales and Use Tax	4,300,000	4,300,000	261,248	2,082,787	48%
County Sales and Use Tax	1,100,000	1,100,000	89,681	564,587	51%
County Sales and Use Tax - Jail	274,000	274,000	22,223	139,789	51%
County Sales and Use Tax - Public Safety	274,000	274,000	22,223	139,789	51%
County Sales and Use Tax - Court	274,000	274,000	22,223	139,788	51%
Franchise Tax	1,161,500	1,161,500	13,888	416,555	36%
Alcohol Tax	130,000	130,000	35,547	72,481	56%
Intergovernmental Revenue	20,000	20,000	0	142,436	
		0			
Mission Square Pilot	47,250	47,250	0	26,850	57%
Licenses and Permits	160,650	160,650	39,470	117,570	73%
Jo Co Plan Review/Inspection Fees	360,000	360,000	8,634	58,412	16%
Police Fines	678,250	678,250	45,076	317,062	47%
Charges for Services	118,300	118,300	2,501	52,755	45%
Interest	85,000	85,000	16,886	80,365	95%
Miscellaneous and other	26,000	26,000	815	20,102	77%
Pool Revenues	170,000	170,000	64,810	128,898	76%
Parks Special Event Revenues	200,000	200,000	72,417	152,645	76%
Community Center Revenues	1,026,350	1,026,350	97,702	670,403	65%
		0			
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	0	0	0	0	0%
<b>Total Revenues</b>	<b>14,657,280</b>	<b>14,657,280</b>	<b>2,339,391</b>	<b>9,023,304</b>	<b>62%</b>

#### General City Sales Tax :

Total Estimated Budget:	\$2,725,000
Total City Sales Tax collected YTD:	\$1,307,918
% of Estimated Budget collected:	47.9%
% of Year Expended:	50%
% change yr over yr =	1%

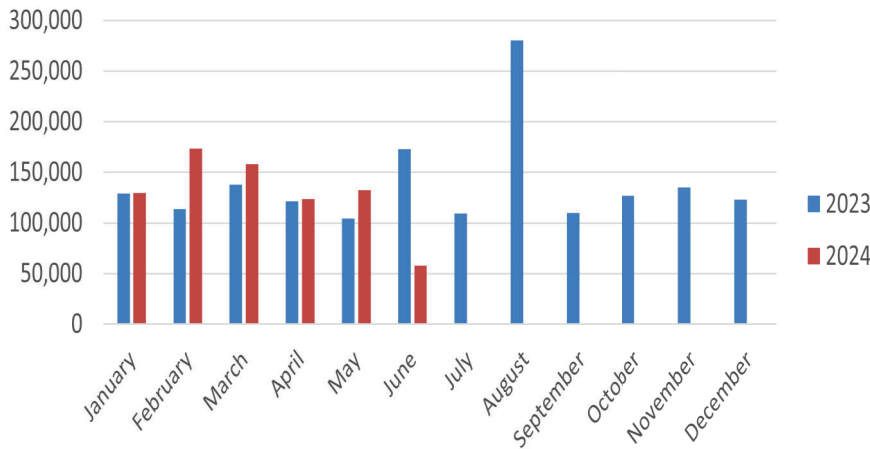


# Mission, Kansas

## Monthly Financial Report – Executive Summary

### June 2024

General Use Tax Comparison 2023 vs 2024



**Comments/Highlights:**

- City general sales tax revenues are performing in-line with historical averages while city use tax revenues are slightly below previous YTD. There was an error in the use tax distributions that should be corrected in July.
- County sales tax and use tax revenues are performing at historical averages for YTD outside of the use tax error.

Total Estimated Budget: \$1,575,000    Total City Use Tax collected YTD: \$744,869    % of Total Estimated Budget collected: 49.1%

% of Year Expended: 50%                      % change yr over yr = **-0.7%**

Period ending 6/30/2024		Revenue Budget			Expenditure Budget			Current Cash, MIP and Investments
Fund		Revenue YTD	Uncollected Revenue	*Expense YTD*	Unencumb. Balance	Balance		
01	General	\$ 14,657,280.00	\$ 9,023,304.03	\$ 6,605,387.29	\$ 8,600,153.71	\$ 6,183,361.01	\$ 6,183,361.01	
02	IRS 125 Plan	\$ -	\$ 18,111.36	\$ 40,732.89	\$ (40,732.89)	\$ 42,326.87	\$ 42,326.87	
03	Special Highway	\$ 270,500.00	\$ 68,120.51	\$ 10,767.72	\$ 354,232.28	\$ 172,115.21	\$ 172,115.21	
08	Court - Bonds	\$ -	\$ 19,473.00	\$ 49,629.00	\$ (49,629.00)	\$ 24,469.00	\$ 24,469.00	
09	Special Alcohol	\$ 130,000.00	\$ 36,933.78	\$ 85,920.94	\$ 79,079.06	\$ 210,123.59	\$ 210,123.59	
10	Special Park & Recreation	\$ 135,100.00	\$ 38,667.97	\$ 21,703.34	\$ 209,536.66	\$ 274,470.86	\$ 274,470.86	
14	Court - ADSAP	\$ -	\$ -	\$ 614.88	\$ (614.88)	\$ 9,781.33	\$ 9,781.33	
15	Court - Reinstatement	\$ -	\$ 7,827.21	\$ 13,077.83	\$ (13,077.83)	\$ 1,559.09	\$ 1,559.09	
16	Special Law Enforcement	\$ -	\$ 10,093.80	\$ -	\$ -	\$ 43,997.82	\$ 43,997.82	
17	Restricted	\$ -	\$ 21,000.00	\$ -	\$ -	\$ 77,728.18	\$ 77,728.18	
18	Jo Co School District Sales Tax	\$ -	\$ 182.31	\$ -	\$ -	\$ 19,370.69	\$ 19,370.69	
19	MBDC	\$ 70,500.00	\$ 19,598.89	\$ 26,790.84	\$ 95,209.16	\$ 44,687.39	\$ 44,687.39	
22	Storm Drain Utility	\$ 2,751,535.00	\$ 1,556,621.34	\$ 546,920.71	\$ 2,345,579.29	\$ 3,530,586.17	\$ 3,530,586.17	
24	Equipment Reserve Fund	\$ 200,500.00	\$ 74,470.74	\$ 288,351.00	\$ (40,351.00)	\$ (115,520.97)	\$ (115,520.97)	
25	Capital Improvement Fund	\$ 3,141,003.00	\$ 896,777.60	\$ 1,833,485.12	\$ 1,861,514.88	\$ (656,089.00)	\$ (656,089.00)	
26	Rock Creek Drainage Dist #1	\$ 12,050.00	\$ 32.00	\$ -	\$ 12,000.00	\$ 5,240.83	\$ 5,240.83	
27	Rock Creek Drainage Dist #2	\$ 66,300.00	\$ 42,904.85	\$ -	\$ 68,000.00	\$ 60,404.69	\$ 60,404.69	
30	Solid Waste Utility Fund	\$ 611,000.00	\$ 333,192.92	\$ 333,546.09	\$ 322,703.91	\$ 302,994.20	\$ 302,994.20	
31	ARPA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	Opioid Fund	\$ -	\$ 3,276.34	\$ 2,600.10	\$ (2,600.10)	\$ 34,340.75	\$ 34,340.75	
33	Family Adoption Fund	\$ 25,000.00	\$ -	\$ 6,380.41	\$ 13,619.59	\$ (31,459.54)	\$ (31,459.54)	
35	Transportation Fund	\$ -	\$ 160.47	\$ -	\$ -	\$ 14,463.35	\$ 14,463.35	
40	Street Sales Tax	\$ 1,198,500.00	\$ 319,958.31	\$ 328,275.00	\$ 877,150.00	\$ 1,095,919.24	\$ 1,095,919.24	
45	Parks & Rec Sales Tax	\$ 1,848,500.00	\$ 326,098.64	\$ 1,617,071.35	\$ 2,315,904.65	\$ 2,272,994.46	\$ 2,272,994.46	
50	Mission Trails TIF	\$ 390,000.00	\$ 289,605.79	\$ 289,605.79	\$ 85,394.21	\$ 289,605.61	\$ 289,605.61	
55	Silvercrest at Broadmoor	\$ -	\$ 5,749.38	\$ -	\$ -	\$ 30,418.22	\$ 30,418.22	
60	Mission Crossing TIF Fund	\$ 495,000.00	\$ 267,840.76	\$ 315,613.69	\$ 134,386.31	\$ 174,053.01	\$ 174,053.01	
64	Rock Creek TIF Dist #2	\$ -	\$ 48,222.78	\$ -	\$ -	\$ 135,788.21	\$ 135,788.21	
65	Cornerstone Commons Fund	\$ 72,000.00	\$ 18,382.50	\$ 17,926.13	\$ 52,573.87	\$ 49,844.16	\$ 49,844.16	
66	Capitol Federal TIF Fund	\$ 23,500.00	\$ 10,618.85	\$ -	\$ 20,000.00	\$ 80,003.29	\$ 80,003.29	
67	Mission Bowl TIF Fund	\$ -	\$ 32,766.76	\$ -	\$ -	\$ 142,594.34	\$ 142,594.34	
68	Rock Creek TIF Fund #3	\$ -	\$ 40,548.97	\$ -	\$ -	\$ 193,590.69	\$ 193,590.69	
69	Rock Creek TIF Fund #4	\$ -	\$ 13,144.26	\$ -	\$ -	\$ 130,899.01	\$ 130,899.01	
70	Mission Farm and Flower Market	\$ -	\$ 7,160.00	\$ 7,429.50	\$ (7,429.50)	\$ 21,734.10	\$ 21,734.10	
		<b>\$ 26,098,268.00</b>	<b>\$ 13,550,846.12</b>	<b>\$ 12,547,421.88</b>	<b>\$ 29,734,432.00</b>	<b>\$ 12,441,829.62</b>	<b>\$ 17,292,602.38</b>	<b>\$ 14,866,395.86</b>
							MIP Statement	14,623,866.37
							Treasury Bills	-
							Cash balances	242,529.49
							Total	14,866,395.86
							Difference	-

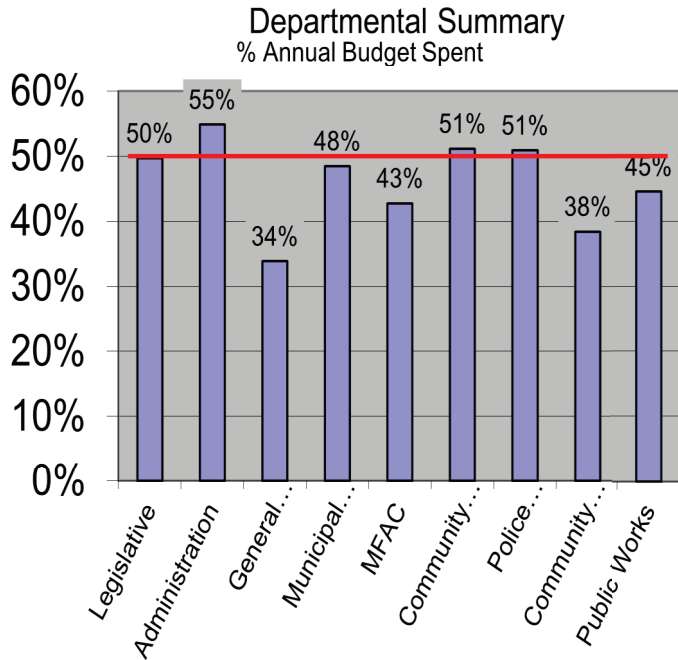


**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**June 2024**

**General Fund Expenditures by Department as of 6/30/24:**

DEPARTMENT	2024 Budget	2024 Estimated	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
<b>Legislative</b>						
Personnel Services	59,875	59,875	5,419	29,656	30,219	50%
Contractual Services	142,370	150,900	2,250	74,918	75,982	50%
Commodities	1,250	1,250	-	762	488	61%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>203,495</b>	<b>212,025</b>	<b>7,670</b>	<b>105,336</b>	<b>106,689</b>	<b>50%</b>
<b>Administration</b>						
Personnel Services	886,075	886,075	70,687	491,666	394,409	55%
Contractual Services	32,850	32,850	682	11,504	21,346	35%
Commodities	4,050	4,050	482	2,970	1,080	73%
Capital Outlay	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
<b>Total</b>	<b>922,975</b>	<b>922,975</b>	<b>71,851</b>	<b>506,140</b>	<b>416,835</b>	<b>55%</b>
<b>General Overhead</b>						
Personnel Services	-	-	-	-	-	0%
Contractual Services	391,500	391,500	75,664	210,345	181,155.23	54%
Commodities	42,750	52,640	2,174	36,521	16,118.62	69%
Capital Outlay	80,000	103,955	-	23,955	80,000.00	23%
Debt Service	252,450	252,450	-	-	252,450.00	0%
<b>Total</b>	<b>766,700</b>	<b>800,545</b>	<b>77,838</b>	<b>270,821</b>	<b>529,724</b>	<b>34%</b>
<b>Municipal Court</b>						
Personnel Services	304,200	304,200	25,684	155,486	148,714	51%
Contractual Services	32,900	32,900	268	4,731	28,169	14%
Commodities	6,750	6,750	923	6,464	286	96%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>343,850</b>	<b>343,850</b>	<b>26,875</b>	<b>166,681</b>	<b>177,169</b>	<b>48%</b>
<b>Parks and Recreation</b>						
<b>Mission Family Aquatic Center (MFAC)</b>						
Personnel Services	185,100	185,100	44,811	66,093	119,007	36%
Contractual Services	98,225	98,225	26,991	49,122	49,103	50%
Commodities	70,650	70,650	13,614	36,137	34,513	51%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>353,975</b>	<b>353,975</b>	<b>85,417</b>	<b>151,352</b>	<b>202,623</b>	<b>43%</b>
<b>Community Center</b>						
Personnel Services	1,718,000	1,718,000	180,632	898,736	819,264	52%
Contractual Services	835,800	835,800	94,243	407,992	427,808	49%
Commodities	114,500	114,500	10,041	58,074	56,426	51%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,668,300</b>	<b>2,668,300</b>	<b>284,916</b>	<b>1,364,802</b>	<b>1,303,498</b>	<b>51%</b>
<b>Police Department</b>						
Personnel Services	3,847,500	3,847,500	312,015	1,931,258	1,916,242	50%
Contractual Services	430,376	430,376	81,615	267,305	163,071	62%
Commodities	167,750	167,750	9,189	62,596	105,154	37%
Capital Outlay	30,000	99,401	200	121,181	(21,780)	122%
Debt Service/Lease	137,500	137,500	-	-	137,500	0%
<b>Total</b>	<b>4,613,126</b>	<b>4,682,527</b>	<b>403,019</b>	<b>2,382,339</b>	<b>2,300,188</b>	<b>51%</b>
<b>Community Development</b>						
Personnel Services	781,750	781,750	61,258	326,255	455,495	42%
Contractual Services	541,870	541,870	19,279	175,974	365,896	32%
Commodities	5,000	5,000	943	5,563	(563)	111%
Capital Outlay	-	-	-	2,420	(2,420)	0%
<b>Total</b>	<b>1,328,620</b>	<b>1,328,620</b>	<b>81,481</b>	<b>510,212</b>	<b>818,408</b>	<b>38%</b>
<b>Public Works</b>						
Personnel Services	1,163,000	1,163,000	76,949	517,560	645,440	45%
Contractual Services	1,103,300	1,113,867	93,315	521,106	592,761	47%
Commodities	298,200	298,200	6,242	108,956	189,244	37%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,564,500</b>	<b>2,575,067</b>	<b>176,507</b>	<b>1,147,622</b>	<b>1,427,446</b>	<b>45%</b>
<b>Other General Fund</b>						
	1,440,000	1,440,000	-	86,778	1,353,222	6%
<b>General Fund Total</b>	<b>15,205,541</b>	<b>15,327,884</b>	<b>1,215,574</b>	<b>6,692,084</b>	<b>8,635,800</b>	<b>44%</b>

**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**June 2024**



**Additional highlights/comments:**

- The City’s cash balance position will fluctuate month-to-month based on when certain expenditures are accounted for such as payments made for large capital projects. The City’s cash balance position is strong with an ending cash balance across all funds of \$14.9 million as of June 30, 2024. Major expenditures in June include insurance premiums, IT support, 2023 and 2024 Street Preservation Program, and localized stormwater projects.
- Street Sales Tax and Parks + Recreation Sales Tax collections YTD in 2024 total \$589,451 respectively, which represents an increase of **1%** over 2023 collections YTD.

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

	2019	2020	2021	2022	2023	2024 Budget	2024 YTD
Revenues	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 1,307,603	\$ 1,541,968	\$ 1,273,100	\$ 823,047
Expenses	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 2,397,870	\$ 2,578,539	\$ 2,667,500	\$ 1,364,802
Difference (\$)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (1,090,267)	\$ (1,036,572)	\$ (1,394,400)	\$ (541,755)
Cost Recovery %	70%	34%	31%	55%	60%	48%	60%

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

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