



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

**WEDNESDAY, JUNE 5, 2024 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

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

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. This meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913.676.8350, with any questions or concerns.*

**PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**PLANNING COMMISSION ACTION ITEMS**

**ACTION ITEMS**

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

Draft minutes of the May 1, 2024 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Setting Public Hearing dates for the Division of Rock Creek Redevelopment District No. 3B and Consideration of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C (The Lanes at Mission Bowl Phase II) – Laura Smith ([page 15](#))

In 2023, Sunflower Development Group advised the City of their interest in doing a Phase II project immediately to the east of the 168-unit The Lanes at Mission Bowl project (5339 Martway). At the time the Developer initiated the planning discussions around Phase II, they signaled their intention to apply for TIF incentives for the second phase, with generally the same terms negotiated in the Phase II agreement. Two public hearings will be required in connection with this request. One to consider the division of Rock Creek Redevelopment District No. 3B and a second to consider adoption of the TIF

Redevelopment Project Plan.

3. Membership Revisions for Sustainability and Parks, Recreation + Tree Commissions – Justin Carroll ([page 24](#))

Proposed ordinance amendments to change the membership requirements of the Sustainability and Parks, Recreation + Tree Commissions to allow greater flexibility in filling vacancies.

4. Crossing Guard Contract Renewal – Dan Madden ([page 30](#))

Since 2016, Mission has contracted with All City Management Services, Inc. to provide crossing guard services for Highlands Elementary and Rushton Elementary schools. The 2024-2025 contract renewal has no increase in the hourly rate but is considerably more expensive than the 2023-2024 contract due to the Rushton Elementary students returning in the fall. The City only pays for hours worked by contractual employees. Staff recommends entering into a new agreement with All City Management Services, Inc. for the 2024-2025 school year for a total estimated annual cost of \$30,600.00.

5. Replacement of Laptop and Desktop Computers – Brian Scott ([page 37](#))

The 2024 Budget included \$80,000 for the replacement laptop and desktop computers throughout various City departments. Staff received a quote through the State of Kansas' cooperative bid that would accomplish the City's current replacement needs for a total of \$75,571.78.

## DISCUSSION ITEMS

6. Overview of Proposed Procurement Policies and City Administrator's Expenditure Authority - Laura Smith (no attachments)

Staff has been researching changes and updates to several City Council policies related to the procurement of goods and services. Before drafting a revised policy for Council in July, Staff is seeking a brief discussion regarding the changes including an increase in expenditure authority for the City Administrator.

7. 2024 Revised and 2025 General Fund Budget Review – Laura Smith ([page 52](#))

During the June 5, 2024 Finance & Administration Committee meeting, conversations on the 2025 Budget will continue. The primary focus on the committee meeting will be on the City's General Fund. Budget materials will be distributed in advance of the committee meeting.

## OTHER

### 8. Department Updates – Laura Smith

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

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** May 1, 2024 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the May 1, 2024 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the May 1, 2024 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

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

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



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

May 1, 2024

The Mission Finance & Administration Committee met at Mission City Hall and virtually via ZOOM on Wednesday, May 1, 2024. The following Committee members were present: Sollie Flora, Trent Boultinghouse, Lea Loudon, Ben Chociej, Brian Schmid and Mary Ryherd. Councilmember Kring appeared via Zoom. Councilmember Carpenter-Davis was absent. Councilmember Ryherd called the meeting to order at 6:30 p.m.

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

### **Public Comments**

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

There were no public comments.

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

#### **Installation of Ward I Councilmember Josepha Haden Chomphosy**

#### **Action Items**

Mayor Flora introduced Josepha Haden Chomphosy, whom she recommended for appointment to the vacant Ward I council seat. Mayor Flora explained that she recommended Ms. Haden Chomphosy due to her dedication to the City of Mission and her impressive resume of private sector employment combined with volunteer and community dedication. The Council confirmed her appointment at the April 17 legislative meeting, but she was unable to attend that meeting, so City Clerk Robyn Fulks administered the oath of office tonight.

Mayor Flora and the Council welcomed Councilmember Haden Chomphosy to the dais.

**Acceptance of the April 3, 2024 Finance & Administration Committee Minutes**

Minutes of the April 3, 2024 Finance & Administration Committee were provided to the Committee for review.

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

**Resolution Transferring Benefits of Performance Agreement (58/Nall Multi-family Redevelopment Project)**

City Administrator Laura Smith explained that MOJO Built, LLC, the current developer of the 58/Nall project, has sought to transfer the ownership of the project to At Home Apartments of KC, LLC. In October of 2023, a resolution was adopted to issue Industrial Revenue Bonds (IRBs) in an aggregate amount not to exceed \$20 million to finance the cost of the 77-unit, 3-story multi family project at 58th and Nall Avenue. The IRBs were to provide a 70% tax abatement for a period of ten years, and the Resolution approved a performance agreement setting forth certain terms of the abatement, including the designation of 10% of units as attainable housing at 60% of AMI, and for the project to achieve a minimum of One Globe under the Green Globes Certification. At Home Apartments has been in communication with the current developer to discuss completion of and ownership of the project. At Home Apartments has been in the multi-family real estate project business for over 20 years. They are based in Columbia, MO, but have had a presence in Mission at the Kansas home office on Woodson Street in Mission. At Home currently owns six properties in Mission with approximately 286 units in total. Staff has had a long-standing relationship with At Home and they have been a good community partner. At Home has reviewed the performance agreement and are prepared to meet the terms and conditions within. Ms. Smith noted that Article IV of the agreement does require City consent to an assignment of the benefits. Ms. Smith reported that Staff recommends the approval of the transfer, and that At Home is prepared to commence construction of the project by July 1, 2024 as anticipated in the agreement. She also welcomed representatives from At Home to make an introduction and answer any questions.

Dana Brehm, Regional Manager of At Home Apartments of Kansas City, introduced herself and welcomed any questions.

Councilmember Kring asked for clarification that this was the property currently owned by John Moffitt. Ms. Smith confirmed that is correct. Councilmember Kring then asked what the reasoning for the transfer was. Ms. Smith noted that, during conversations with Mr. Moffitt in 2023, the transition to multi-family housing was new to he and his team, and that perhaps they felt another owner might be better positioned to bring the project to fruition.

Tom Jensen from the home office of At Home Apartments in Columbia, MO answered that he has been working on the acquisition with Mr. Moffitt. He couldn't speak to specifics; however Mr. Moffitt has alluded to being closer to retirement and with this being a long-term project it would give him comfort to transferring the project to a group who will both develop and operate on site once the project is complete. He noted that Ms. Brehm is not only president of the Kansas City Apartment Association but has also been with At Home for 16 years. He pointed out that At Home is very familiar with the performance agreement, and he has worked closely with Kevin Wempe of Gilmore and Bell on the acquisition in order to understand the bond issuance and to keep to the timeline. They are excited for the project.

Councilmember Chociey noted that, in the performance agreement, the legal description may have a typo where it states, "million hill acres" and instead he believes it should be "mission hill acres". Ms. Smith will review that and have a correction ready for the Council meeting on May 15.

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

## **DISCUSSION ITEMS**

### **Election of Committee Chairs and Vice Chairs**

Ms. Smith explained that committee chairs are turned over at the beginning of June each year, therefore those nominations will appear under New Business on the May 15 Council agenda. She also reminded that the term of the chair is for a one-year term, and Council Policy 104 outlines the practices and procedures

of the Committees. A CDC chair and vice-chair and F&A chair and vice-chair will be elected on May 15.

### **2025 – 2029 Capital Improvement Program Budget**

Ms. Smith began a conversation around the 2025-2029 Capital Improvement Program (CIP). She explained that, in years past, Staff has begun the annual budget process with the General Fund, however with several large projects on the horizon it made sense to start with the CIP budget to allow for more time to brainstorm prior as we move through the rest of the annual budget process.

Ms. Smith referenced her memo included in the committee meeting packet that contained detailed information for both Councilmembers and members of the public. She explained that the CIP is where the City handles infrastructure projects that are large in scope and generally take more than one year to secure funding and/or to construct. She noted that, historically, the CIP has focused on streets, stormwater, and parks and recreation and that will continue in the 2025-2029 program discussed this evening. The memo also includes a debt summary, and she noted that the City has reasonably used debt to address delayed infrastructure needs, to leverage grants and outside funding opportunities, or to complete projects that exceed the City's cashflow abilities in one fiscal year. She also noted that the current Council has shown a desire to accelerate park improvements which has been possible by issuing debt with a dedicated repayment source to accomplish those goals. The largest amount of the City's debt is related to stormwater, with some related to streets and parks and recreation. Ms. Smith explained that in 2024 the City will expect to pay almost \$2.9 million She noted two significant projects which will need to be considered for debt financing in 2025-2026, including the Johnson Drive project from Lamar Ave to Metcalf Ave, and the Rock Creek Channel project from Woodson to Maple. Both are large projects, with the Johnson Drive project estimated to cost slightly over \$14 million, and the Rock Creek Channel improvements estimated at approximately \$9.3 million. Staff has been successful in securing outside funding for those projects and will continue to look for additional funding opportunities for both projects. Staff does believe it's important to have a plan in place early in the fourth quarter of 2024.

Ms. Smith then began a review of the spreadsheets that were provided for street and stormwater projects. The parks and recreation program is more complicated as it includes outdoor park projects, the aquaitc center and the community center, and will be addressed during General Fund discussions later in the



process.

Ms. Smith noted that the stormwater program is supported by four revenue streams, the largest is the stormwater utility fee which is assessed annually to each developed parcel in the City and generates approximately \$2.6 million annually. Two drainage districts are also established and have their own taxing authority. One is exclusive to the Gateway site, and the second follows the Rock Creek Channel from Roeland Drive to Lamar, and the City Council sets those mill levies as part of the annual budget process. The stormwater utility fees are also set by the County each year during the budget process. Staff continues to seek funding for large projects and also throughout the county for maintenance projects due to the expansion of the County's stormwater program. There are also Gateway special assessment revenues, however those are not included in the 2025-2029 CIP due to the property being in foreclosure with taxes and assessments being delinquent. She noted that the stormwater utility fee was last adjusted in 2017 and is collected annually through property tax bills. The utility fee is currently set at \$28 per ERU per month, meaning each single-family property pays \$336 per year in stormwater utility fees. A one dollar per month adjustment generates about \$90,000 annually. She reminded the Council that recent revisions to the community rebate program added a rebate of the stormwater utility fee for the first time. Mission does have one of the highest stormwater utility fees of the cities in Johnson County who assess that fee, however that aligns with the significant stormwater work and needs that exist in Mission. Stormwater utility fees have been static since 2017 and were historically set to cover existing debt service, however that can present challenges when significant improvements are still needed in the primary and secondary stormwater systems. Staff has been able to find meaningful savings over the years due to refunding opportunities of current debt, but there does not appear to be any real opportunities to refund current stormwater issues at this time.

Ms. Smith explained that the Gateway special assessment provided some flexibility to look at other projects outside of the main creek channels. Due to the stalled status of that project, Staff will need to work carefully to address how to balance those needs. There are several larger projects in the five-year stormwater CIP being considered, including the Rock Creek Channel repair from Maple to Woodson (\$9.3 million); 5424 Maple concrete channel repairs (\$700,000); and a placeholder of \$3.3 million for the balance of the Rock Creek Channel from Lamar Ave to Woodson. She reminded the Council that the results of the preliminary project study from Olsson were presented for the Rock Creek

Channel project from Maple to Woodson, outlining four alternatives with specific risk mitigation scores. The Council approved proceeding with alternative three, which will lower the channel from upstream at Woodson to downstream at Reeds Road, upsizing the box culvert at Woodson, and replacing and upsizing the bridges at Outlook and Reeds Road. The project is a high priority due to extensive failures that have occurred in this section of the channel over the last five years. The City recently met with other members of Watershed One regarding the study, and there is general support for the project. Public Works Director Stephanie Boyce has confirmed that the County is ready to commit the funding to the project, which will provide a 50/50 cost share for design and construction. Estimated cost for design of the project in 2025 will be approximately \$1 million, with construction in 2026 at a cost of approximately \$8.3 million. As that project moves to design, the recommendations from the Rock Creek Corridor study will be reviewed and evaluated alongside the channel project looking for potential economies of scale for implementation of more green infrastructure and green spaces along the creek channel. The stormwater CIP does not include specifics; however, the study will need to be brought back and have conversations to refine the components and prioritize and plug in numbers for future years.

Ms. Smith then moved to the next significant project in the stormwater plan, which is 5424 Maple. Design will begin this year and construction will take place in 2025 and addresses the creek channel from Reeds and Maple east to the Roeland Park city limits. The project will rebuild about 80 feet of the channel adjacent to a single-family home at the address. Ms. Smith will share photographs of that channel at the next budget meeting.

The final large project is the Rock Creek Channel from Lamar Ave to Woodson. The \$3.3 million included in the CIP is a placeholder to ensure that this last upstream portion of the channel is included in on-going conversations. This portion runs behind the MFAC, Andersen Park, tennis courts and then crosses underneath 61st Street and becomes a more natural open channel behind homes in the area and connects out to Lamar Ave. That project is estimated to be approximately \$3.3 million which is not enough to complete the entire stretch, however if the Milahus project proceeds as anticipated this project may be phased and addressed in multiple sections in future years. Staff has not yet applied for SMAC funding for this project; however, it would be eligible through the county's program. Outside of the large projects, two separate funding streams have been allocated to complete localized or smaller repair projects. \$400,00 is now budgeted annually for these smaller projects to help address

corrugated metal pipe replacement and help to address lingering stormwater issues in neighborhoods. In April of 2023, Staff presented a methodology to begin rating and prioritizing these projects, along with a ranking system. Four localized projects are being recommended this evening for funding with a contract award appearing later on the Community Development agenda. She stated that Staff will want to look at how to effectively manage those projects along with the larger projects and address funding gaps. Staff also included \$200,000 for a stormwater master plan anticipating approximately half will be reimbursed from a Corps of Engineers grant. That project will come to the Council in June and will help give the most complete picture of the City's overall stormwater system, allowing for more strategic decisions surrounding funding opportunities and/or managing the budget. This concluded the stormwater portion of Ms. Smith's presentation.

Councilmember Boultinghouse asked if the City will someday see the funds from the Gateway special stormwater assessment, just not in the near future. Ms. Smith confirmed that is correct, and explained that one of the reasons that was converted to a special assessment was to protect the City in case of a foreclosure situation like the property is currently in.

Ms. Smith pivoted to talk about the street and transportation program. She began by reminding the Council that street improvements continue to rank highest in priority from residents in the DirectionFinder survey that is conducted every four years. Funds expended in this portion of the CIP address street maintenance, curb and gutter repair and replacement, sidewalk repair or additions, and other items that support the transportation network. Staff has developed a multi-year residential street preservation program that is based on pavement conditions and available resources. Council has set a goal of allocating about \$2 million annually to that program as part of the commitment to voters during the renewal of the dedicated street sales tax.

Four revenue streams support the street program, including special highway or gas tax funds from the State totaling about \$265,00 annually; revenues from the dedicated 3/8-cent sales tax for streets generating approximately \$1.28 million annually; a property tax transfer from the General Fund for street maintenance of about \$1.4 million annually; and county CARS funding. Ms. Smith noted that Staff diligently pursues outside funding opportunities to stretch Mission's taxpayer dollars further. The challenge here, similar to the stormwater program, is finding the balance between residential street needs and those of the City's arterial and collector streets that can be funded partially through the

County. At this time, work on the streets requires a full-depth reconstruction on virtually every street versus an intermediate maintenance treatment which essentially means the streets are being completely rebuilt. One thing not yet encountered but which will likely come up in the next five years is how to balance maintenance along with full-depth reconstruction and County CARS projects. Intermediate maintenance is important to maintain the integrity and longevity of streets but has to be balanced with reconstructing streets. Ms. Smith shared that in the residential street program, streets are prioritized with a “worst first” approach. Pavement Condition Index (PCI) data is routinely evaluated and was last updated in 2023, which showed some incremental increases in PCI ratings in Mission’s overall street network. The street CIP anticipates updating that PCI every 3-5 years, with the next update in 2026. The last PCI update didn’t show any streets leapfrogging in front of others in the plan, therefore staff attempts to design at least a year ahead for the residential program. The memo in the meeting packet provides more detailed information on the streets currently included in Mission’s 5-year CARS plan. Ms. Smith also stated that the City has received Safe Streets grant as part of the bipartisan infrastructure law and worked closely with a consultant in 2023 to submit a grant application to allow for completion of a transportation safety action plan to look at eliminating and publicly committing to a goal of zero traffic fatalities on the roadways within the city. That agreement is being submitted, with four to six months needed for approval by the Department of Transportation. Following approval, the project will go out to bid. Results of the study will be combined with the bike/ped and Rock Creek Corridor studies to help inform future design decisions on streets and roadways.

The street program also includes funding for smaller scale projects such as striping, curb and gutter replacement, bi-annual bridge inspections, and principal and interest on existing street-related debt. Two bridges or culverts currently experiencing the worst deterioration will be replaced as part of the Rock Creek Channel program in 2025-2026. Staff has begun conversations with its financial advisor to explore various scenarios to address and manage financing for the large Johnson Drive project as cost-effectively as possible for the City. The goal is to have the plan identified and on-track for approval in the early fourth quarter of 2024. Additional grant funding will also be explored for the various street projects, especially the Johnson Drive project, to reduce the City’s net cost even further.

Councilmember Kring encouraged Staff to continue to pursue cost sharing for connector bridges or streets (i.e. the Lamar bridge of I-35) so that Mission is

not solely responsible for the funding of the entire project. Ms. Smith agreed with that staff is committed to those goals.

Councilmember Chociey thanked Ms. Smith for all of the details for both programs. He mentioned that the PCI index on the website is very useful and would like to see an updated version for additional assistance. He also mentioned that there is a line item in the street program for striping and traffic safety, and he sees concerning spots and hears from neighbors about faded markings and traffic moving too quickly. He would like to talk about traffic calming and slowing down problem streets. Ms. Smith thanked him for his comments and encouraged residents or Councilmember Chociey himself to report those striping needs to Public Works so they can be added to a running list maintained by the Department. She also shared that the Leadership Team recently discussed a traffic calming policy and thoughts about bringing that back, which could address many elements included in the recent update of the tomorrow together comprehensive plan. Staff can work to integrate implementation strategies from that along with budget conversations heading into 2025.

Ms. Smith moved to some highlights for Parks and Recreation (P&R) related to the revenue streams. She explained that this is the third area of the CIP and it addresses capital infrastructure needs at 8 outdoor parks, the Powell Community Center (PCC), and Mission Family Aquatic Center (MFAC), along with various trails. The Parks CIP is funded primarily through the 3/8-cent dedicated sales tax which was successfully renewed in 2022 and generates about \$1.2 million annually, projects are also funding with a portion of the alcohol tax funds distributed by the state which totals about \$90,000-\$100,000 annually.

Ms. Smith shared that during the first ten years of the sales tax, approximately 60% of the annual revenues were dedicated to debt service for reconstruction of the MFAC, and the balance was used to catch up on deferred maintenance at the PCC. The MFAC debt retired in 2023, and the City has made tremendous progress addressing underlying structural and mechanical issues at the PCC, so the focus for that facility can now shift to improvements that benefit patrons. The other exciting thing coming out of renewal of the sales tax was the ability to help meet the desires of residents and the Council in terms of focusing significant attention to improvements in the City's outdoor parks. A conceptual park master planning process identified nearly \$10 million of improvements to the parks throughout Mission, and that work was accelerated with issuance of the 2022A bonds allowing for the completion of both Phase I and II of Mohawk

Park and Water Works Park by the end of 2024. Staff is excited to see more growth and are also pursuing grant opportunities on the parks and recreation front, looking forward to continuing those improvements to the benefit of residents and visitors. Ongoing discussions will need to surround maintenance of the improvements so that appropriate resources are dedicated to maintaining the investments made. One full-time and several part-time parks maintenance positions have been added in the General Fund in recent years. Also, the Parks, Recreation and Tree Commission recently recommended funding a second full-time position for maintenance in the 2025 budget. An opportunity may exist within the dedicated sales tax budget to consider shifting personnel expenses for maintenance of the outdoor parks. That conversation will require more discussion in the coming weeks.

Ms. Smith related that the PCC membership numbers continue to approve, and the feasibility study from 2023 continues to be helpful to maintain a 70% cost recovery level. The PCC will celebrate its 25<sup>th</sup> anniversary this year and Staff hopes to keep that facility as a benefit to the community well into the future.

### **Department Updates**

There were no department updates.

### **OTHER**

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:26 p.m.

Respectfully submitted,

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Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Laura Smith

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

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

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

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

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

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

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

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

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Laura Smith

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

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

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

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

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

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

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

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



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

**RESOLUTION NO. \_\_\_\_\_**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Balance of page intentionally left blank]

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

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

(SEAL)

\_\_\_\_\_  
Robyn L. Fulks, City Clerk

**EXHIBIT A**

**MAP OF REDEVELOPMENT DISTRICTS NO. 3B AND 3C**

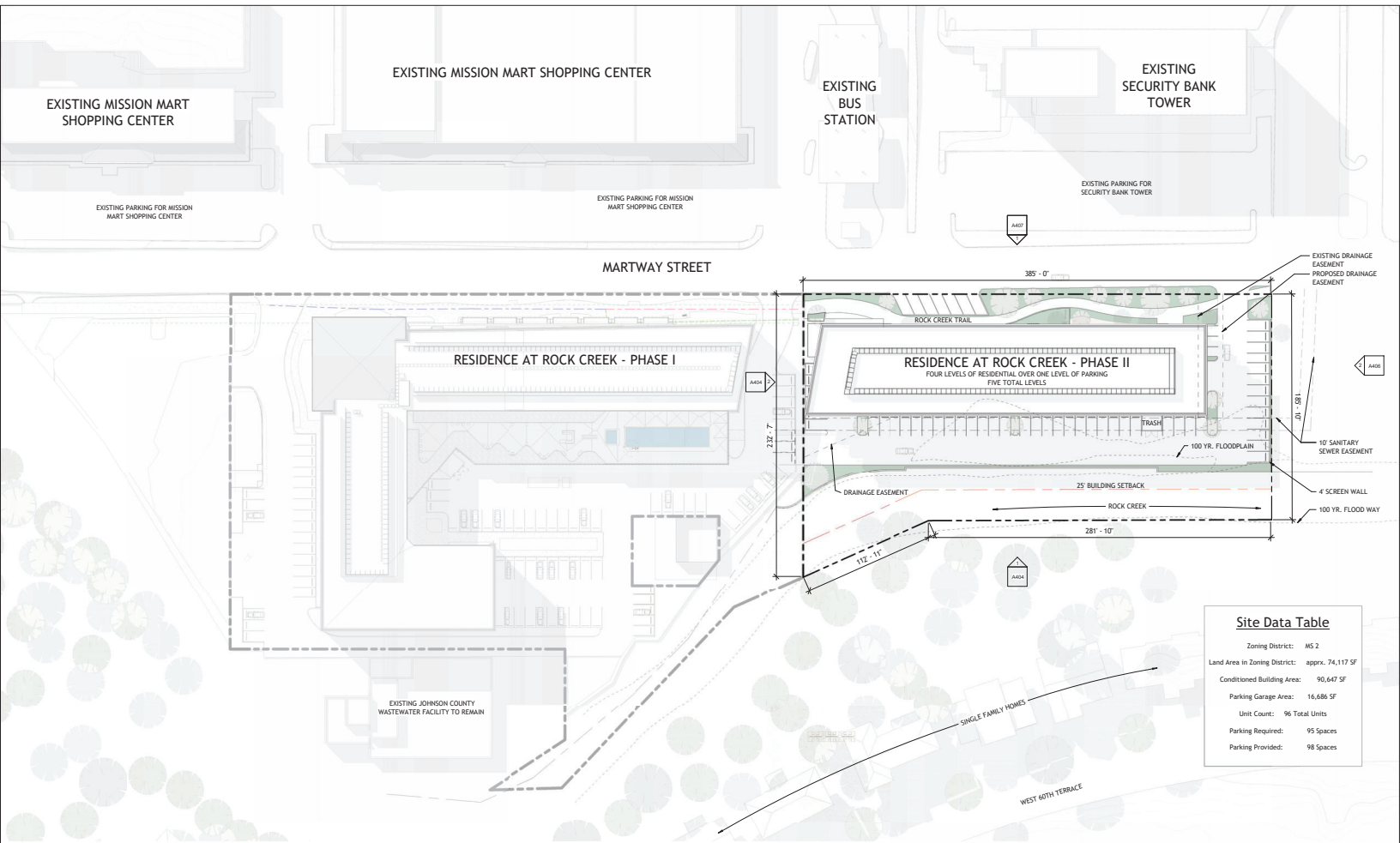
**EXHIBIT B**

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

**REDEVELOPMENT DISTRICT NO. 3B:**

**REDEVELOPMENT DISTRICT NO. 3C:**

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



**Site Data Table**

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

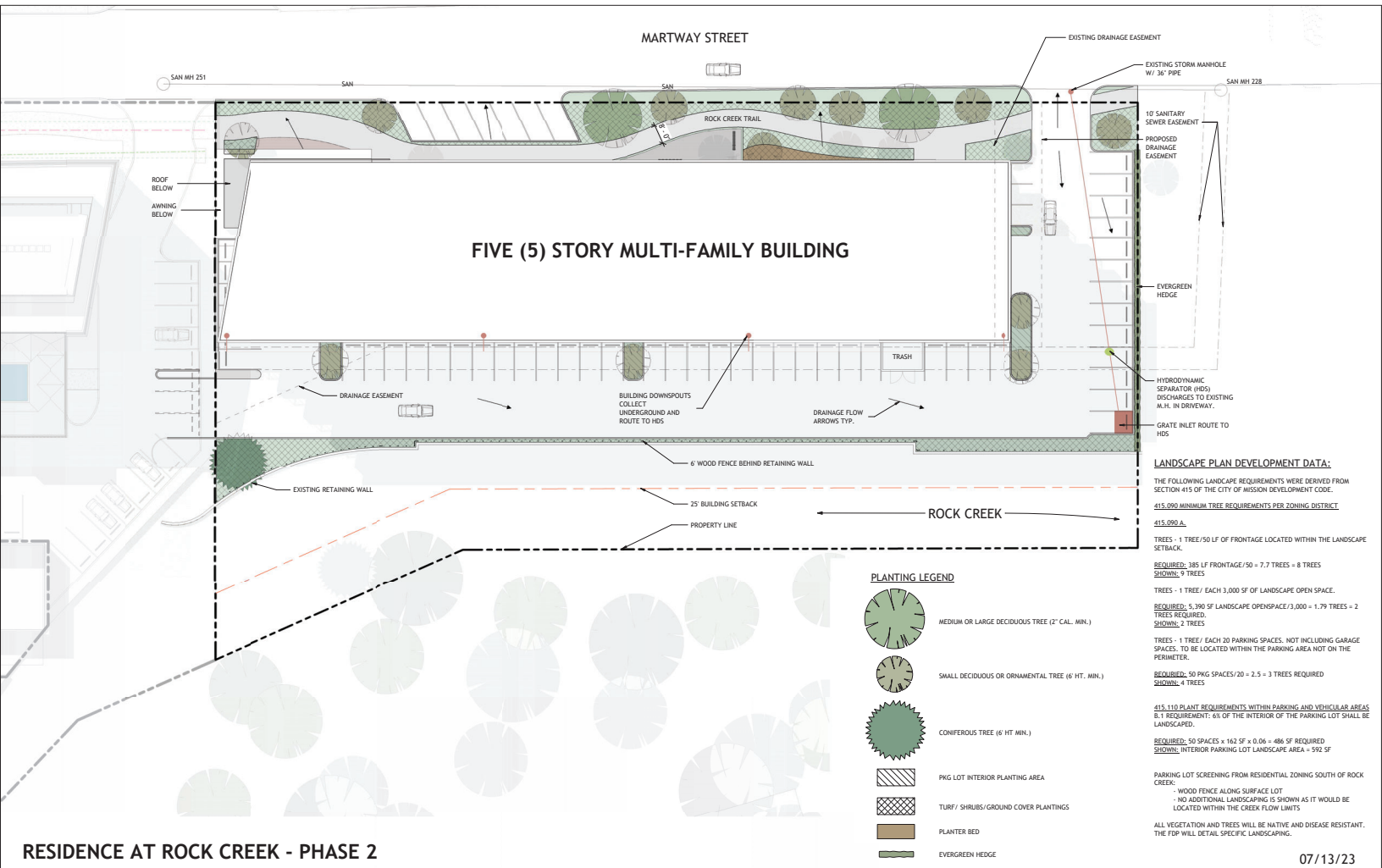
**RESIDENCE AT ROCK CREEK - PHASE 2**

SHEET A401 - PDP SITE PLAN

1/32" = 1'-0"

07/13/23





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

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








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

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

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


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

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

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

**RESIDENCE AT ROCK CREEK - PHASE 2**

SHEET A402 - PDP LANDSCAPE AND DRAINAGE PLAN

1/16" = 1'-0" 

07/13/23



<b>City of Mission</b>	Item Number:	3
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Justin Carroll

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

**RE:** Membership requirements for the Parks, Recreation + Tree Commission and Sustainability Commission.

**RECOMMENDATION:** Approve an Ordinance amending Sections 230.010 and 260.020 of the Mission Municipal Code to revise membership requirements for the Parks, Recreation + Tree (PRT) and Sustainability Commissions.

**DETAILS:** The City’s current ordinances outlining membership for the PRT and Sustainability Commissions allow for a total of eleven (11) members with at least one member from each ward. Additionally, each commission is allowed one non-resident member and up to two youth members.

Membership requirements for both commissions have been periodically reviewed and adjusted. The objective being to find the right mix of passionate individuals to help advance the goals of each Commission and ultimately those of the Governing Body. For example, the provision to allow non-resident members has enabled the Sustainability Commission to have Mission business owners or other area experts serve on the commission.

The Sustainability Commission recently received a membership inquiry from a graduate student who has already been attending numerous meetings. As previously noted, the non-resident slot is currently filled by a local business owner and this applicant does not qualify as a youth member. The Sustainability Commission is still very interested in allowing this person to become an official member given their passion for sustainability, environmental and climate action issues. The City has advertised for interested resident volunteers for the Sustainability Commission in recent months and has received no letters of interest.

The proposed change would also allow the PRT flexibility in the future if they had a similar interested membership applicant that didn’t meet the current requirements. The change allows for greater flexibility for commission membership while also preserving specific spots for Mission residents.

**CFAA CONSIDERATIONS/IMPACTS:** Allowing additional flexibility for membership to the City’s boards and commissions further enhances Mission’s commitment as a Community for All Ages by being welcoming and inclusive in offering service opportunities to volunteers of all ages and abilities.

Related Statute/City Ordinance:	Mission Municipal Code Section 230.010 and 260.020
Line Item Code/Description:	N/A
Available Budget:	N/a



**Section 230.010 Commission Established — Membership.**

[CC 2000 §12-101; Ord. No. 1017 §12-101, 8-22-2001; Ord. No. 1216 §1, 11-8-2006; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1458 § I, 4-19-2017; Ord. No. 1497, 4-17-2019]

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Commission is hereby established. The Parks, Recreation, and Tree Commission shall consist of eleven (11) members, one (1) ~~of whom member~~ may be a non-resident of the City of Mission; ~~two (2)~~ one (1) of whom member may be a youth members, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, and Tree Commission. Members shall be appointed for terms of two (2) years each except youth members who shall be appointed for one (1) year and except otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Commission shall be appointed at the first regular meeting of the Governing Body in January. Members shall serve without compensation.

**Section 230.010 Commission Established — Membership.**

[CC 2000 §12-101; Ord. No. 1017 §12-101, 8-22-2001; Ord. No. 1216 §1, 11-8-2006; Ord. No. 1305 §1, 10-21-2009; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1452 § I, 3-15-2017; Ord. No. 1458 § I, 4-19-2017; Ord. No. 1497, 4-17-2019]

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Commission is hereby established. The Parks, Recreation, and Tree Commission shall consist of eleven (11) members, one (1) member may be a non-resident of the City of Mission, one (1) member may be a youth member, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, and Tree Commission. Members shall be appointed for terms of two (2) years each except youth members who shall be appointed for one (1) year and except otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Commission shall be appointed at the first regular meeting of the Governing Body in January. Members shall serve without compensation.

**Section 260.020 Membership.**

[Ord. No. 1300 §1, 6-17-2009; Ord. No. 1458 § II, 4-19-2017; Ord. No. 1478, 3-21-2018]

The Sustainability Commission shall consist of eleven (11) members, one (1) ~~of whom member~~ may be a non-resident of the City of Mission. ~~At least one (1) member shall be from each ward. Two (2) one (1) members~~ may be a youth members, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward.

**Section 260.020 Membership.**

[Ord. No. 1300 §1, 6-17-2009; Ord. No. 1458 § II, 4-19-2017; Ord. No. 1478, 3-21-2018]

The Sustainability Commission shall consist of eleven (11) members, one (1) member may be a non-resident of the City of Mission, one (1) member may be a youth member, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward.

**CITY OF MISSION  
ORDINANCE NO \_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 230 OF THE MUNICIPAL CODE OF  
MISSION, KANSAS REGARDING CHANGES TO THE MEMBERSHIP OF THE  
PARKS, RECREATION AND TREE COMMISSION**

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

**SECTION 1:** Chapter 230.010 of the Municipal Code of Mission, Kansas, is hereby amended  
as follows:

**Section 230.010 Commission Established – Membership**

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Commission is hereby established. The Parks, Recreation, and Tree Commission shall consist of eleven (11) members, one (1) member may be a non-resident of the City of Mission, one (1) member may be a youth member, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, and Tree Commission. Members shall be appointed for terms of two (2) years each except youth members who shall be appointed for one (1) year and except otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Commission shall be appointed at the first regular meeting of the Governing Body in January. Members shall serve without compensation.

**SECTION 3:** These Ordinances shall be in force and take effect from after publication according to law.

PASSED AND APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 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 OF MISSION  
ORDINANCE NO \_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 260 OF THE MUNICIPAL CODE OF MISSION, KANSAS REGARDING CHANGES TO THE MEMBERSHIP OF THE SUSTAINABILITY COMMISSION**

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

**SECTION 1:** Section 260.020 of the Municipal Code of Mission, Kansas, is hereby deleted and replace with as follows:

**Section 260.020 Membership**

The Sustainability Commission shall consist of eleven (11) members, one (1) member may be a non-resident of the City of Mission, one (1) member may be a youth member, and one (1) member may be either a non-resident or youth member. At least one (1) member shall be from each ward.

**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 \_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Solana Flora, Mayor

ATTEST:

---

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

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Police Department</b>	From:	Dan Madden

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

**RE:** School Crossing Guard Services

**RECOMMENDATION:** Approve a contract with All City Management Services, Inc. to provide school crossing guard services for the 2024-2025 school year.

**DETAILS:** Since 2016, Mission has contracted with All City Management Services, Inc. to provide crossing guard services for Highlands Elementary and Rushton Elementary schools. The Police Department has generally been pleased with their services, which have been much more consistent than in years past.

The 2024-2025 contract renewal reflects a significant increase from the 2023-2024 contract due to adding the crossing guard for Rushton Elementary (51st & Lamar) back following construction completion of the new school that has been closed for the past one and a half school years. The hourly rate for the 2024-2025 was not increased from the previous contract.

The contract is based on an estimated number of hours required to appropriately staff the identified locations. Billing from ACMS reflects only hours worked by their staff, and if Mission personnel are required to cover any shifts, the City is not billed under the proposed contract.

Staff recommends entering into an agreement with All City Management Services, Inc. for the 2024-2025 school year for a total estimated annual cost of \$30,600. Cost sharing for the Highlands crossing guard will be presented to the Fairway City Council.

In 2023, in response to parent concerns, another crossing guard for Highlands was added at the intersection of 63rd Street and Roe. Mission shares the cost for this crossing guard with the City of Prairie Village. Those costs are billed to the City of Mission by the City of Prairie Village. The anticipated cost of the shared crossing guard with Prairie Village is \$5,760, which brings the total estimated cost for crossing guard services to \$36,360 for the 2024-2025 school year.

**CFAA CONSIDERATIONS/IMPACTS:** Healthy, vibrant communities provide multiple, accessible transportation options that contribute to the independence of all residents.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-30-212-06 Service Contracts/Rentals
Available Budget:	\$40,000

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Police Department</b>	From:	Dan Madden

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

Young adults, baby boomers and all ages increasingly seek and choose communities where they can walk, bike or access transit to get to school, work, services, and entertainment.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-30-212-06 Service Contracts/Rentals
Available Budget:	\$40,000



## AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the “Agreement”) is dated May 13, 2024 and is between the CITY OF MISSION (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

### WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or around July 15, 2024 and ends on June 30, 2025 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a “Crossing Guard”. Contractor will perform criminal background checks and confirm employment eligibility through E-Verify on all prospective personnel. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City’s representative in dealing with the Contractor shall be designated by the City of Mission.
4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. City may add location(s) to the program and Contractor will provide staffing for new locations within ten (10) business days from receiving written notification from the City. City may remove location(s) from the program by providing Contractor written notification and Contractor shall be required to eliminate staffing at stated location within one (1) business day of receiving notice from the City. Any increase or decrease in the number of locations shall require a written amendment to the contract.
5. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
7. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
8. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school



crossing areas.

9. Crossing Guard Services (the “Services”) shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City’s jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.
11. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City.
12. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a “Claim” and collectively, the “Claims”) that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
  - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
  - b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
  - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties’ respective degrees of culpability, as determined by the court, and Contractor’s duty to indemnify City will be limited accordingly.
  - d) Notwithstanding anything to the contrary contained herein, Contractor’s indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined

aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$5,000,000 (Five Million Dollars).

13. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
14. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.
15. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Forty-two Dollars and Fifty Cents (**\$42.50**) per hour, per Crossing Guard during the term. Based on a minimum of two (2) sites and upon a projected (720) hours of service the cost shall not exceed Thirty Thousand, Six Hundred Dollars (\$30,600.00) per year, unless Contractor fails to perform service.
16. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
17. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.
18. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
19. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year written below.

**CITY**

**CONTRACTOR**

**City of Mission**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
D. Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date \_\_\_\_\_

# All City Management Services Inc.

## Client Worksheet 2024 - 2025

Department: 2500801

Billing Rate for 2024 - 2025: \$ 42.50

City of Mission  
600 Woodson  
Mission, KS 66202

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

**Sites with traditional calendar:**

	4		180		\$42.50	=	\$30,600.00
2 Sites at 2.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**TOTAL PROJECTED HOURS**

**720.00**

**TOTAL ANNUAL PROJECTED COST**

**\$30,600.00**

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Brian Scott

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

**RE:** Purchase of Replacement Laptop and Desktop Computers

**RECOMMENDATION:** Approve the purchase of twelve (12) desktop computers and thirty-eight (38) laptop computers from Dell Technologies based off the State of Kansas' cooperative bid for a total amount of \$75,571.78.

**DETAILS:** Several years ago, the City set out to make significant upgrades to its computer network including re-wiring of buildings, new network switches, new network servers, new telephone system and new security cameras. At that time the City also made a significant investment in replacing aging end-user equipment, mostly desktop computers.

Over the years, especially with COVID and employees working from home, we have migrated to laptops for all employees that use a computer as part of their daily work. This provides for greater functionality if an employee needs to take a computer to a meeting (onsite or offsite) or work from home during inclement weather conditions or other events. Desktop computers function primarily as workstations at the Community Center front desk and in the Police Department's squad/patrol room.

The City established a policy of replacing laptop computers every three years and desktop computers every five years. The laptops are replaced on a shorter timeline because they are exposed to greater risk of being damaged due to their portability. The City is now due for a replacement of much of its end-user equipment and \$80,000 has been budgeted in the 2024 annual budget for this purchase.

Staff obtained a quote from Dell based on the State of Kansas' cooperative bid for the following equipment:

12 Dell Opti-Plex Small Form Factor Plus 7020 Desktops	\$ 17,664.72
38 Dell Latitude 5500 Laptops (with docking stations)	<u>\$ 57,907.06</u>
	\$ 75,571.78

**CFAA CONSIDERATIONS/IMPACTS:** Keeping technology and equipment updated and in good working condition allows staff to deliver services efficiently and effectively to meet the needs of residents and visitors of all ages and abilities.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-07-402-03
Available Budget:	\$80,000

**From:** [Robert Meyers](#)  
**To:** [Brian Scott](#)  
**Subject:** Fw: Your Dell Quote 3000177399604.1  
**Date:** Friday, May 31, 2024 9:34:44 AM

---

Here is the quote for all the desktops we need to replace.

As we discussed we are not replacing monitors, keyboards or mouse.

Let me know when we can place the order.

Robert

---

**From:** Jonathan.LaComb@Dell.com <Jonathan.LaComb@Dell.com>  
**Sent:** Friday, May 31, 2024 9:21 AM  
**To:** Jonathan.LaComb@Dell.com <Jonathan.LaComb@Dell.com>; Robert Meyers <rmeyers@missionks.org>  
**Subject:** Your Dell Quote 3000177399604.1

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



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 30, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote No.</b>	<b>3000177399604.1</b>	Sales Rep	Jonny LaComb
<b>Total</b>	<b>\$17,664.72</b>	Phone	(800) 456-3355, 6178997
Customer #	529997115150	Email	Jonathan_LaComb@Dell.com

Quoted On May. 31, 2024  
Expires by Jun. 30, 2024  
Contract Name Dell NASPO Computer  
Equipment PA - Kansas  
Contract Code C000001119033  
Customer Agreement # 23026 / 55221

**Billing To** ACCOUNTS PAYABLE  
KANSAS MISSION  
6090 WOODSON RD  
MISSION, KS 66202

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**Message from your Sales Rep**

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jonny LaComb

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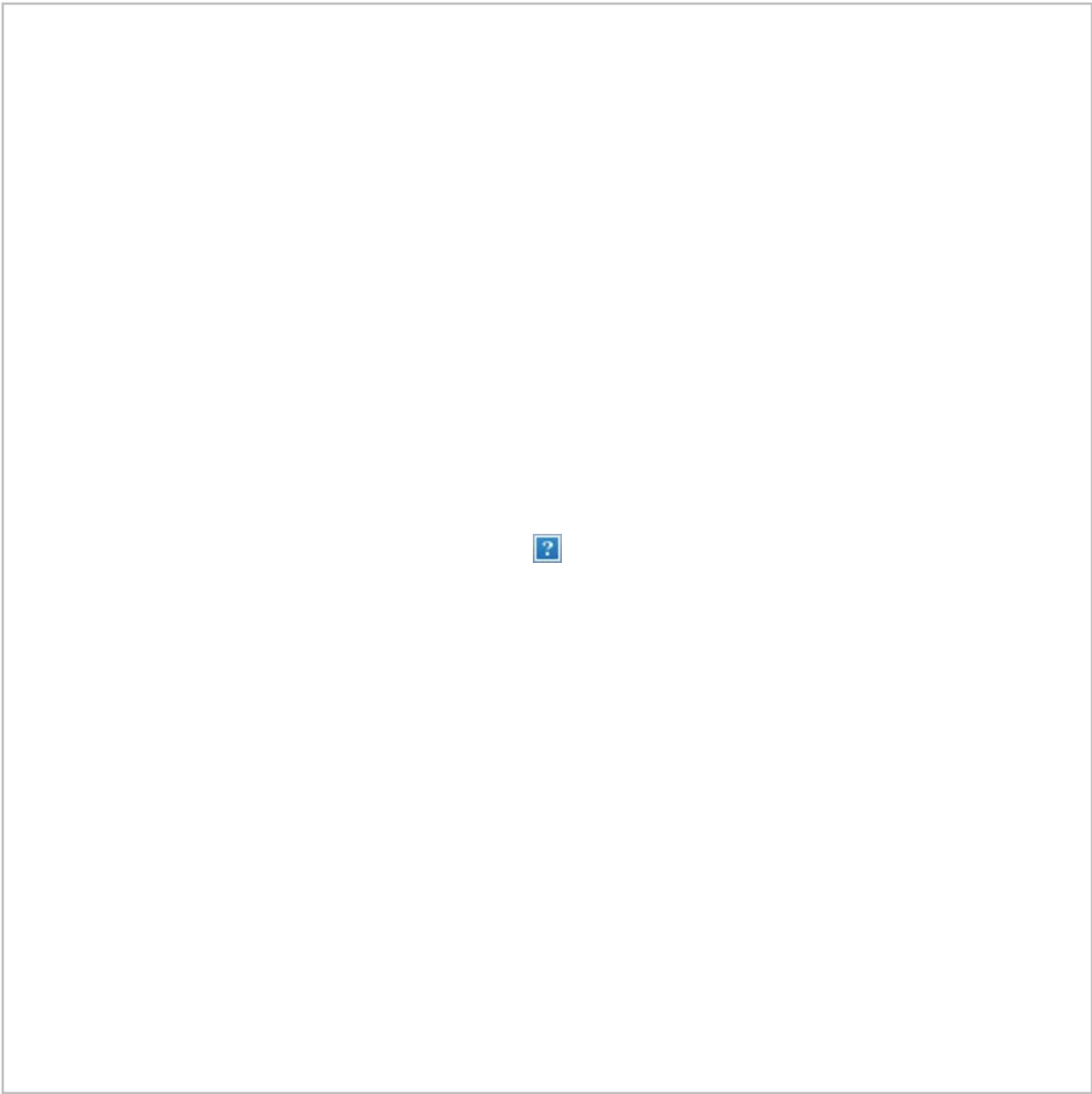
Product	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor (Plus 7020)	\$1,472.06	12	\$17,664.72

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<b>Subtotal:</b>	<b>\$17,664.72</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$17,664.72</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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**Total: \$17,664.72**



**Shipping Group Details**

<b>Shipping To</b> ACCOUNTS PAYABLE KANSAS MISSION 6090 WOODSON RD MISSION, KS 66202 (913) 676-8333	<b>Shipping Method</b> Standard Delivery
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<b>OptiPlex Small Form Factor (Plus 7020)</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Estimated delivery if purchased today: Jun. 14, 2024 Contract # C000001119033	\$1,472.06	12	\$17,664.72



Customer Agreement # 23026 / 55221

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor Plus 7020	210-BKWN	-	12	-
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.3 GHz Turbo, 65W)	338-CNCK	-	12	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	12	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	12	-
16 GB: 1 x 16 GB, DDR5	370-BBPY	-	12	-
M.2 2230 1TB PCIe NVMe SSD Class 35	400-BQRX	-	12	-
M.2 22x30 Thermal Pad	412-AAQT	-	12	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	12	-
NO RAID	817-BBBN	-	12	-
Intel Integrated Graphics	490-BBFG	-	12	-
OptiPlex SFF Plus with 260W Bronze Power Supply	329-BJWJ	-	12	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	12	-
No Optical Drive	429-ABKF	-	12	-
CMS Software not included	632-BBBJ	-	12	-
No Media Card Reader	379-BBHM	-	12	-
Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth	555-BHDU	-	12	-
External Antenna	555-BHDW	-	12	-
Wireless Driver, Intel Wi-Fi 6E AX211 2x2 and Bluetooth wireless card	555-BKJK	-	12	-
No Additional Video Ports	492-BCKH	-	12	-
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	580-AJGJ	-	12	-
Mouse included with Keyboard	570-AADI	-	12	-
No Cover Selected	325-BCZQ	-	12	-
Dell Additional Software	634-CHFP	-	12	-
ENERGY STAR Qualified	387-BBLW	-	12	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	12	-
Watch Dog SRV	379-BFMR	-	12	-
Quick Start Guide, OptiPlex SFF Plus	340-DMJC	-	12	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	12	-

Shipping Material	340-CQYR	-	12	-
Shipping Label	389-BBUU	-	12	-
Regulatory Label for OptiPlex SFF Plus PSU DAO	389-FFZD	-	12	-
Intel® Rapid Storage Technology Driver	658-BFSK	-	12	-
Intel Core i7 Processor Label	340-CUEQ	-	12	-
Desktop BTO Standard shipment	800-BBIO	-	12	-
No Additional Add In Cards	382-BBHX	-	12	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	12	-
Custom Configuration	817-BBBB	-	12	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	12	-
Internal Speaker	520-AARD	-	12	-
No vPro® support	631-BBQQ	-	12	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	12	-
ProSupport: 7x24 Technical Support, 3 Years	812-3894	-	12	-
ProSupport: Next Business Day Onsite 3 Years	812-3908	-	12	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	12	-







<b>Subtotal:</b>	<b>\$17,664.72</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
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 Servers & Storage	 2-in-1's	 Electronics & Accessories

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## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote (“Supplier”) and the entity to whom this Quote was issued (“Customer”). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer’s affiliate and Supplier or a Supplier’s affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell’s Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the “Governing Terms”). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer’s use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer’s use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) (“Offer Specific Terms”).

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement (“Financing Agreement”) for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved (“FS”), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier

will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

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**From:** [Robert Meyers](#)  
**To:** [Brian Scott](#)  
**Subject:** Fw: Your Dell Quote 3000177400006.1  
**Date:** Friday, May 31, 2024 9:35:33 AM

---

Here is the quote for all the laptops in the city that need replaced.

Let me know when we can place the order.

Robert

---

**From:** Jonathan.LaComb@Dell.com <Jonathan.LaComb@Dell.com>  
**Sent:** Friday, May 31, 2024 9:22 AM  
**To:** Jonathan.LaComb@Dell.com <Jonathan.LaComb@Dell.com>; Robert Meyers <rmeyers@missionks.org>  
**Subject:** Your Dell Quote 3000177400006.1

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



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 30, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote No.</b>	<b>3000177400006.1</b>	Sales Rep	Jonny LaComb
<b>Total</b>	<b>\$57,907.06</b>	Phone	(800) 456-3355, 6178997
Customer #	529997115150	Email	Jonathan_LaComb@Dell.com
Quoted On	May. 31, 2024	<b>Billing To</b>	ACCOUNTS PAYABLE KANSAS MISSION
Expires by	Jun. 30, 2024		
Contract Name	Dell NASPO Computer		

Equipment PA - Kansas  
Contract Code C000001119033  
Customer Agreement # 23026 / 55221

6090 WOODSON RD  
MISSION, KS 66202

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**Message from your Sales Rep**

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jonny LaComb

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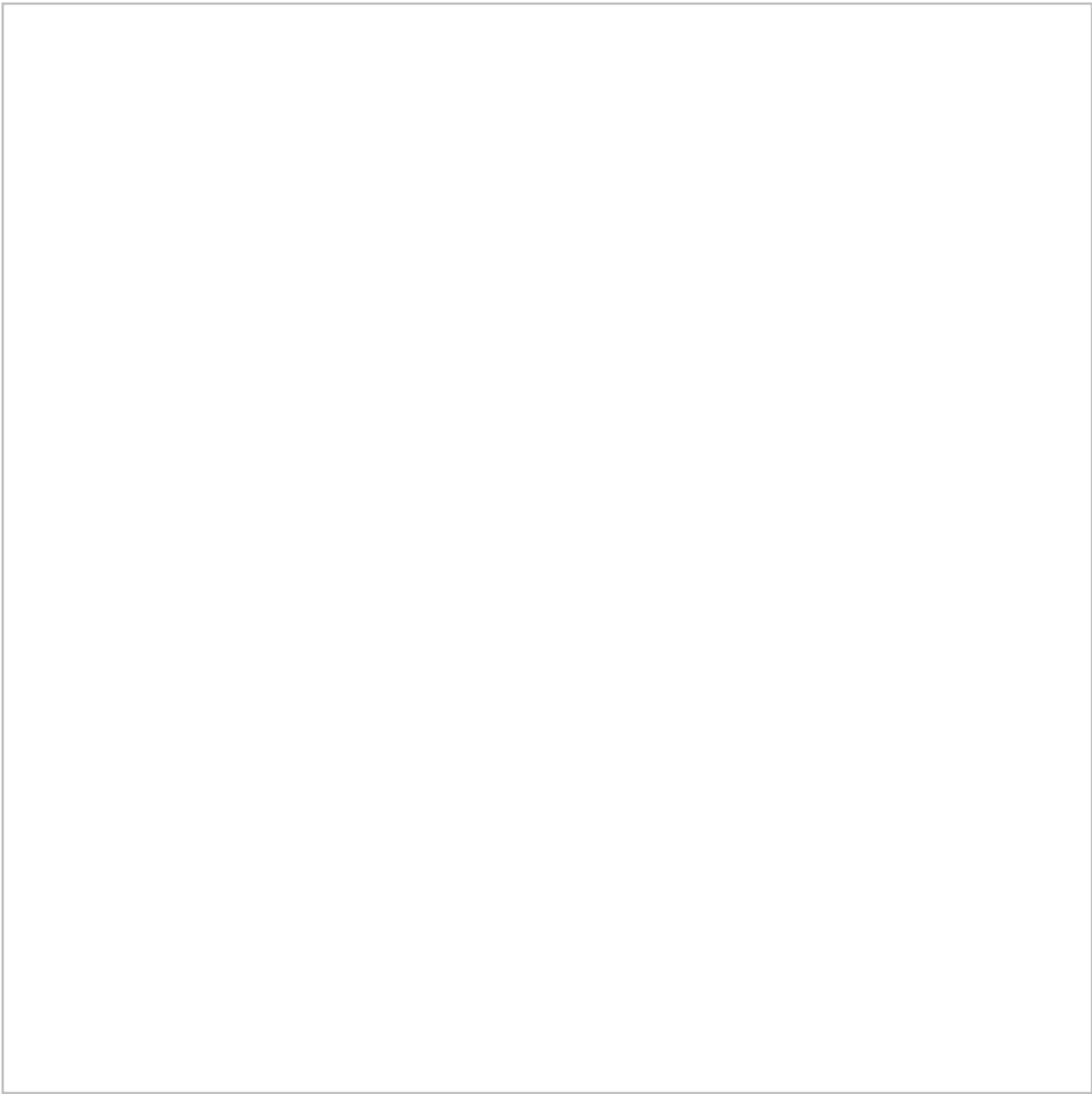
Product	Unit Price	Quantity	Subtotal
Dell Latitude 5550	\$1,362.63	38	\$51,779.94
Dell Dock- WD19S 90w Power Delivery - 130w AC	\$161.24	38	\$6,127.12

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Subtotal:	\$57,907.06
Shipping:	\$0.00
Non-Taxable Amount:	\$57,907.06
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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Total:	\$57,907.06
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**Shipping Group Details**

<b>Shipping To</b> ACCOUNTS PAYABLE KANSAS MISSION 6090 WOODSON RD MISSION, KS 66202 (913) 676-8333	<b>Shipping Method</b> Standard Delivery
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<b>Dell Latitude 5550</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Estimated delivery if purchased today: Jun. 10, 2024 Contract # C000001119033	\$1,362.63	38	\$51,779.94

## Shipping Group Details

### Shipping To

ACCOUNTS PAYABLE  
KANSAS MISSION  
6090 WOODSON RD  
MISSION, KS 66202  
(913) 676-8333

### Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
<b>Dell Latitude 5550</b>		<b>\$1,362.63</b>	<b>38</b>	<b>\$51,779.94</b>
Estimated delivery if purchased today: Jun. 10, 2024 Contract # C000001119033 Customer Agreement # 23026 / 55221				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5550 BTX Base	210-BLMN	-	38	-
Intel Core Ultra 5 125U processor (12 MB cache, 12 cores, 14 threads, up to 4.3 GHz Turbo)	379-BFNZ	-	38	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	38	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	38	-
Assembly Base MTL 5550	338-CNRG	-	38	-
Integrated Intel graphics for Intel Core Ultra 5 125U processor	338-CNRK	-	38	-
Latitude 5550 Bottom Door, MTL U15	321-BKTQ	-	38	-
Intel Rapid Storage Technology Driver	409-BCXY	-	38	-
Intel vPro Management Disabled	631-BBSQ	-	38	-
16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel Core processors)	370-BBTL	-	38	-
512 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	400-BRFW	-	38	-
15.6", FHD 1920x1080, 60Hz, IPS, Non-Touch, AG, 250 nit, 45% NTSC, FHD Cam	391-BJHB	-	38	-
English US backlit AI hotkey keyboard with numeric keypad, 99-key	583-BLNH	-	38	-
Intel AX211 WLAN Driver	555-BKQC	-	38	-
Intel Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth 5.3 wireless card	555-BKLQ	-	38	-



3-cell, 54 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDGX	-	38	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	38	-
No Security	346-BKLV	-	38	-
E4 Power Cord 1M for US	537-BBDO	-	38	-
Latitude 5550 Quick Start Guide	340-DMNY	-	38	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	38	-
ENERGY STAR Qualified	387-BBPC	-	38	-
Fixed Hardware Configuration	998-GXFQ	-	38	-
Dell Additional Software	658-BFQB	-	38	-
BTS MTL 65W ADPT	340-DMLZ	-	38	-
Intel Core Ultra 5 Non-vPro Label	389-FGSN	-	38	-
POD Label	389-EDJB	-	38	-
FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	319-BBKK	-	38	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	38	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	38	-
Dell Limited Hardware Warranty	997-8317	-	38	-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-8366	-	38	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	38	-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-8380	-	38	-
ProSupport Plus: Next Business Day Onsite, 2 Year Extended	997-8381	-	38	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-8382	-	38	-
ProSupport Plus: Accidental Damage Service, 3 Years	997-8383	-	38	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$161.24</b>	<b>38</b>	<b>\$6,127.12</b>

**Dell Dock- WD19S 90w Power Delivery - 130w AC**













Estimated delivery if purchased today:  
Jun. 07, 2024  
Contract # C000001119033  
Customer Agreement # 23026 / 55221

Description	SKU	Unit Price	Quantity	Subtotal
Dell Dock – WD19S 90W Power Delivery – 130w AC	210-AZBG	-	38	-

Advanced Exchange Service, 3 Years	824-3984	-	38	-
Dell Limited Hardware Warranty	824-3993	-	38	-
			<b>Subtotal:</b>	<b>\$57,907.06</b>
			<b>Shipping:</b>	<b>\$0.00</b>
			<b>Estimated Tax:</b>	<b>\$0.00</b>
			<b>Total:</b>	<b>\$57,907.06</b>

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 Servers & Storage	 2-in-1's	 Electronics & Accessories
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**Important Notes**

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**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

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<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	June 5, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** 2025 Budget Work Session – General Fund

**DETAILS:** During the June 5, 2024 Finance & Administration Committee meeting, conversations on the 2025 Budget will continue. The primary focus on the committee meeting will be on the City’s General Fund.

Budget materials will be distributed in advance of the committee meeting.

**CFAA IMPACTS/CONSIDERATIONS:** Thoughtful discussion and review of the annual budget ensures that the Governing Body and staff are mindful of the responsibility we have as stewards of limited public resources. By engaging one another and the public in the process we can ensure all voices and viewpoints are represented throughout the budget development and adoption process.

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



## MEMORANDUM

Date: June 3, 2024  
To: Mayor and City Council  
From: Laura Smith, City Administrator  
RE: 2024 Revised and 2025 General Fund Budget

During the June 5 Finance & Administration Committee meeting we will review the major revenue streams which support General Fund operations, including estimates for the remainder of 2024 and projections for 2025. Additionally, we will review estimated 2024 and 2025 General Fund expenses and introduce the supplemental budget requests identified by the Departments.

### General Fund Revenues

The City's General Fund accounts for the core municipal functions and services such as Public Safety, Public Works, Municipal Court, Community Development, Parks + Recreation, and Administration. It also contains the Legislative, or Council, budget, and is an operating budget, focused primarily on revenue inputs and outgoing expenditures in the current fiscal year.

There are five revenue streams which make up 88% of the revenues that support the 2025 Proposed General Fund budget: sales/use taxes, property taxes, parks and recreation revenues, franchise fees, and fines and forfeitures. If a one-time contribution of \$500,000 in 2025 from the Milhaus developers is excluded, they comprise 91% of estimated 2025 General Fund revenues.

Diversification of these revenue streams is important because they impact how the City is able to pay for and maintain core services. It is important to review and understand how each one contributes to the overall goals and objectives of Mission's citizens and the Governing Body. Without stable and consistent revenues, the quality of services provided to our residents and businesses can be impacted from year to year. Each of the major General Fund revenue streams is discussed in more detail below.

### Sales and Use Tax Revenues

Sales and Use Tax revenues include the City's 1% general sales tax and the portion of the County's sales tax (general and special use) that is distributed to Mission based on a statutory formula.

Sales taxes make up the largest revenue stream in the City's General Fund budget, totaling 26% of overall revenues in the Proposed 2025 Budget. In the budget documents, City sales and use tax revenues are reflected in the *Sales and Use Tax* category, and County receipts are included under *Intergovernmental Revenues*. The table below highlights actual and estimated sales tax performance since 2023.

### Sales and Use Tax Collections

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
City	\$4,250,000	\$4,360,615	2.6%	\$4,300,000	\$4,400,000	\$4,551,875
County	\$1,755,830	\$1,902,432	8.3%	\$1,922,000	\$1,942,000	\$1,998,675

Sales tax grew by 2.6% in 2023, which was an improvement over 2022 when Mission had to refund more than \$300,000 of use tax collected between 2014-2016. Increases in use tax revenue continues to outpace growth in general sales tax. Overall, City sales tax revenues year-to-date are trending slightly higher than the original 2024 projections and County sales and use taxes also continue to outperform current year budget estimates. For 2025, sales tax receipts were increased approximately 3.55% (City sales and use combined) and 2.9% (County combined) over the 2024 Estimated amounts.

### Property Tax Revenues

Property tax revenues are based on the assessed valuation of taxable real and personal property in each taxing jurisdiction. The City Council is responsible for setting the mill levy annually during the budget process. One mill is equivalent to one dollar for every \$1,000 of assessed property value.

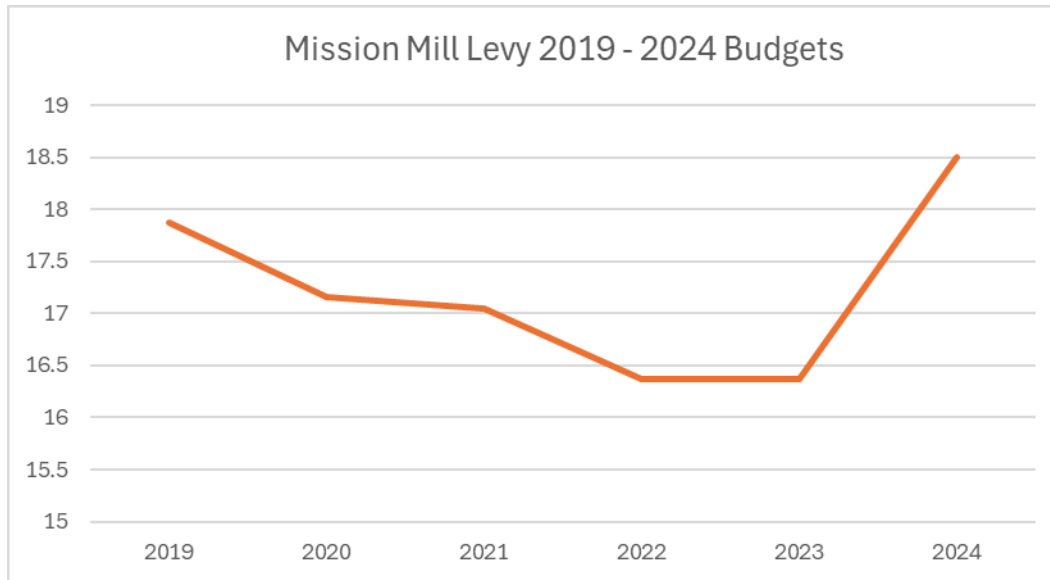
Like many cities in Johnson County, Mission continues to see increases in overall assessed valuation driven primarily by residential (both single and multi-family) properties. The table included below details the changes in Mission’s assessed valuation and mill levy rates since the 2017 budget year. You will note that it illustrates a decrease of 1.645 mills between the 2017 and 2023 budgets, despite Council’s intent to hold it constant at the time of budget adoption. These decreases were the result of fluctuating values within TIF Districts, changes in reporting in the State budget forms, and changes in final assessed valuations.

### Assessed Value and Mill Levy History 2017 – 2023 Budgets

Tax Year	Budget Year	Assessed Valuation	Mill Levy
2016	2017	\$131,901,035	18.019
2017	2018	\$139,660,568	17.973
2018	2019	\$157,485,882	17.878
2019	2020	\$160,635,601	17.157
2020	2021	\$172,504,333	17.048
2021	2022	\$180,363,391	16.369
2022	2023	\$199,833,897	16.374

Based on the needs and priorities identified by residents and the Council, Staff with the support of the Mayor recommended that the Council consider an increase in the mill levy when adoption the 2024 Budget. Recognizing it would not remedy the property tax revenues lost over the last several years, this would at least begin to align these General Fund revenues in a more

sustainable manner. After careful deliberation, review and discussion the Council ultimately approved a mill levy increase of approximately 2.123 mills to fund the 2024 Budget, bringing Mission’s mill rate to 18.497 mills. One mill generates approximately \$208,000 in the 2024 Budget.



Mission’s assessed valuation is expected to increase by approximately \$9.7 million (4.7%) for the 2025 Budget, with one mill anticipated to generate approximately \$218,300 annually.

<u>2023 Final Assessed Valuation</u>	<u>2024 Projected Assessed Valuation</u>	<u>Change (\$)</u>
\$208,600,961	\$218,333,076	\$9,732,115

In recent years, the Kansas Legislature imposed requirements referred to as “Revenue Neutral Rate (RNR) Calculations.” The revenue neutral rate calculates the mill levy required to generate the exact same amount of property tax revenue as collected in the prior year’s budget. Said another way, revenue neutral means that a government levies exactly the same amount of property tax as what was collected in the previous year, providing no allowance for CPI growth, increasing labor or commodity costs, or for growth attributable to new construction. A revenue neutral philosophy requires that a government provide this year’s services at last year’s prices. Mission’s estimated Revenue Neutral Rate for the 2025 budget is 17.7 mills vs. the 2024 mill levy of 18.497.

While the Governing Body must always be sensitive to the impact of increased valuations and mill levies on taxpayers, the cost of providing city services and addressing resident/business priorities is not static. Having the opportunity to capture growth in assessed valuation is an important part of being able to deliver the services our residents expect. The table below shows Mission’s property tax collections (both real and personal) from 2023 through 2025. This assumes the mill levy is maintained at the 18.497 rate for the 2025 Proposed Budget.

### Property Tax Revenues

	2023 Actual	2024 Budget	2024 Estimated	2025 Proposed
Property Tax (General)	\$1,502,657	\$2,572,192	\$2,478,492	\$2,658,507
Property Tax (Streets)	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000
Motor Vehicle Taxes	\$ 231,035	\$ 279,788	\$ 264,788	\$ 270,293
Total	\$3,133,692	\$4,251,980	\$4,143,280	\$4,328,800

Since 2015, Mission has dedicated a significant portion of the total mills levied in the General Fund to street improvements, even as other General Fund revenues have declined. This commitment aligns with resident priorities for street maintenance expressed through the DirectionFinder survey as well as Council and staff goals and objectives. In the Proposed 2025 Budget, the \$1.4 million dollars earmarked for streets equates to approximately 36% of the total property tax collected. Since 2016, approximately \$10.2 million has been transferred from the General Fund to the Capital Improvement Fund for street maintenance.

As we move through future budget work sessions, Staff will present more detailed information on the average appraised and assessed values for Mission’s single-family residential properties and the estimated mill levy impacts for homeowners.

#### Parks + Recreation Revenues

Parks + Recreation revenues are generated through memberships, facility rentals, class and program fees and summer camp fees for the Community Center, and memberships, daily fees and concessions from the Mission Family Aquatic Center (MFAC).

Mission’s Parks + Recreation revenues were dramatically impacted by the COVID-19 pandemic, and recovery has been slow. Thanks to the continued efforts of the PCC Staff, 2022 Revenues outperformed year end estimates, with that trend continuing in 2023. Based on revenues collected over the last six months, 2024 estimates have been increased and a conservative increase has also been carried into the 2025 budget estimates.

In 2023, the City Council received recommendations from a feasibility study which evaluated options for improving the long-term sustainability and viability of the Powell Community Center (PCC). The study recommended that the PCC strive to achieve an annual cost recovery rate of 70% or better. Community Center revenues reflected in the draft budget are based on trends experienced over the last 2-3 years, and which we believe will continue as recommendations from the feasibility study are implemented.

The following table highlights Parks + Recreation revenue categories summarizing performance in each with a comparison of actual to original budget.



Powell Community Center Revenues

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
Memberships	\$350,000	\$498,784	43%	\$400,000	\$455,000	\$475,000
Rentals	\$165,000	\$274,145	66%	\$220,000	\$275,000	\$290,000
Programs	\$190,000	\$209,277	10%	\$215,000	\$215,000	\$215,000
Daily Fees	\$150,000	\$249,620	66%	\$185,000	\$250,000	\$265,000
Summer Camp	\$189,225	\$209,164	11%	\$200,000	\$225,000	\$235,000
Totals	\$1,044,225	\$1,440,990	38%	\$1,220,000	\$1,420,000	\$1,480,000

Revenues at the Mission Family Aquatic Center (MFAC) have been trending upward as well for the last several years. Although no specific goals have been formally established for the MFAC, we have seen cost recovery over the last few years trending in the between 50-60%. The table below illustrates MFAC revenues since 2023.

Mission Family Aquatic Center Revenues

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
Memberships	\$55,000	\$52,124	-5%	\$57,500	\$57,500	\$59,000
Front Desk	\$75,000	\$54,414	-27%	\$65,000	\$57,500	\$60,000
Concessions	\$25,000	\$31,962	28%	\$26,500	\$32,000	\$35,000
Program Fees	\$5,000	\$7,970	59%	\$2,500	\$7,500	\$7,500
Rentals	\$5,000	\$10,305	106%	\$10,000	\$10,000	\$10,000
Super Pool Pass	\$6,000	\$11,186	86%	\$8,500	\$8,500	\$8,500
Totals	\$171,000	\$167,961	-2%	\$170,000	\$173,000	\$180,000

Franchise Revenues

Franchise revenues are a set percentage charged on various residential and business utility, phone, video or broadband services.

Mission levies a franchise fee of 5% on gross receipts from electric, gas, cable, and telephone utilities operating within the City limits. Based on the recent renegotiation of the Google franchise agreement which covers broadband services only, that franchise fee is set 2% of annual gross receipts.

Weather and rate increases can impact the franchise revenues which potentially creates more variation than might typically be seen in other revenue streams. Cable and telephone fees have traditionally been more stable, but consumer demands and increasing options have resulted in fluctuations in these revenue streams as well. Based on performance over the last few years,

the franchise fee revenues now represent the fourth largest revenue stream in the General Fund, moving ahead of fine and forfeiture revenues which are discussed in the next section. Franchise revenues from 2021 through 2025 are outlined in the table below.

Franchise Tax Revenues 2022 – 2025 (est)

	2022 Actual	2023 Actual	2024 Estimated	2024 Budget
Total Franchise receipts	\$1,107,913	\$1,051,837	\$1,101,000	\$1,141,500

Fine and Forfeiture Revenues

Fine and forfeiture revenues are collected as a result of law enforcement activity, primarily traffic enforcement, and associated municipal court charges.

Underperformance of this revenue stream had been off-set by sales and use tax receipts prior to the COVID-19 pandemic. For the last several years, we have carefully monitored and adjusted revenue projections to be more realistic. For a few years, decreases were largely the result of having fewer officers on the street available to perform traffic enforcement. Although the Department was at or close to full staffing levels throughout the pandemic, new hires frequently needed to go through the Police Academy and this time, coupled with the time required in field training (FTO) upon graduation meant that didn't have the benefit of a fully staffed department for months following any new hire.

Beginning in 2022, and continuing in 2023, there was a renewed emphasis to assign a motorcycle officer dedicated to traffic, and we are seeing corresponding increases in fine revenues. Increased traffic enforcement aligns with Council goals and objectives.

Fine and Forfeiture Revenues

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
Fines	\$700,000	\$428,788	(-39%)	\$650,000	\$650,000	\$685,000

American Rescue Plan Act (ARPA) and Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

In March 2021, the American Rescue Plan Act was signed into law providing \$1.9 trillion in federal relief/stimulus, including a \$350 billion allocation to state, local, and tribal governments. Mission received distributions from the State in June 2021 and 2022 for a total of approximately \$1.5 million. All funds had to be obligated by December 31, 2024 and spent by December 31, 2026.

In 2023, the Council elected to exercise the \$10 million revenue loss option, which provided the greatest latitude and flexibility in the expenditure of funds. Using the funds to replace pandemic revenue losses allowed the Council to consider funding other priority governmental services that may have otherwise been delayed or deferred. The Council was able to allocate funding to projects which aligned with stated Council goals and objectives. The table below details specific

projects funded with the additional revenues. The balance of the \$1.5 million allocation was absorbed by general government operations.

**2023 Expenditures Approved Through ARPA Lost Revenue Replacement**

<b>Expenditure</b>	<b>Expenditure Amount</b>
Climate Action Plan Recommendations	\$250,000
Streets	\$500,000
Parks/Market Site Improvements	\$350,000
Zoning Code Update	\$100,000
Employee Retention and Recruitment	\$175,000
<b>Total</b>	<b>\$1,375,000</b>

**General Fund Expenditures**

Throughout the budget development process, Staff considers many options and alternatives to bring the overall budget into balance. Although we do not use a “zero-based” budgeting approach, each line item is reviewed and evaluated annually. In Staff’s budget work to date, we have discussed and evaluated many of the following tools as the 2025 base budget was built:

- Eliminating budgeted staff positions or holding positions vacant
- Delaying the purchase of capital equipment
- Eliminating/reducing “non-essential” budget items
- Privatizing or outsourcing services to achieve efficiencies or economies of scale

While we are not currently recommending any major changes to staffing or programs, each operating Department should be commended for their consistent and conscientious budget management throughout the year, and their attention to Council goals, objectives and priorities.

***Personnel***

The largest expenditure category in the General Fund is Personnel Services. Estimated at approximately \$9.77 million for the 2025 Proposed Budget, personnel costs represent approximately 61% of the General Fund budget expenses, including transfers). Personnel expenses shown in the 2025 Proposed Budget reflect an increase of 7% over 2024 Estimated. Budgeted positions for 2025 are assigned by Department as follows:

**2025 Budgeted Positions by Department**

<b>Department</b>	<b>Number of Budgeted/Authorized Employees</b>
Administration	6 FT, 2 PT
Municipal Court	2 FT
Public Works	12 FT
Community Development	7 FT
Parks and Recreation	13 FT, 3 PT
Police	33 FT
<b>Total</b>	<b>73 FT, 5PT</b>

The Council has historically communicated a desire to maintain a competitive salary and benefit package for employees. In the current labor market, competition from both the public and private sector is making it increasingly challenging to recruit and retain qualified employees.

Council has been generous in funding recommended adjustments for both full-time and part-time staff in order to ensure continuity of operations, but personnel costs continue to outpace revenue growth in recent years and will need to be continually monitored and discussed to ensure they can be maintained in a more sustainable manner.

The only recommendation received so far related to the addition of personnel, came from the Parks, Recreation and Tree Commission who recommended adding a second full-time Park Maintenance worker. During the budget discussion, Staff will present options for potentially shifting all or a portion of park maintenance expenses from the General Fund to the dedicated Park Sales Tax fund.

### **Contractuals/Commodities**

Contractual services and commodities make up the next largest share of the General Fund expenses, accounting for a combined total of approximately \$4.3 million in the 2025 Budget, a 6% increase over 2024 Estimated.

Contractual services are provided or secured through contracts with others and includes things such as utilities, legal services, engineer/architect services, prisoner housing, maintenance and operation of traffic signals, fitness instruction, etc. Commodities are consumable goods such as fuel, salt, program supplies, and the like. The base budget includes on limited funding for supplemental services or commodities submitted by the Departments.

### **Capital/Debt Service/Lease Payments**

The 2025 Proposed Budget currently only includes capital expenditures in the General Fund in the amount of \$88,000 which reflects the required lease payment for tasers in the Police Department (year two of five), and for a second year of lease payment for replacement of body cameras for the Police Department.

As referenced earlier in this memo, there are currently no additional capital expenditures included from the list of supplemental requests. The supplementals will be discussed in detail during the June 5 Finance & Administration Committee meeting, and Staff will seek Council direction on how to prioritize and/or include these expenditures in the 2024 Estimated or the Proposed 2025 Budget.

The 2025 General Fund budget includes debt service for the following:

2021A Bonds	\$251,750
<i>Financed the FCIP Improvements (retires 2036)</i>	

### **Transfers**

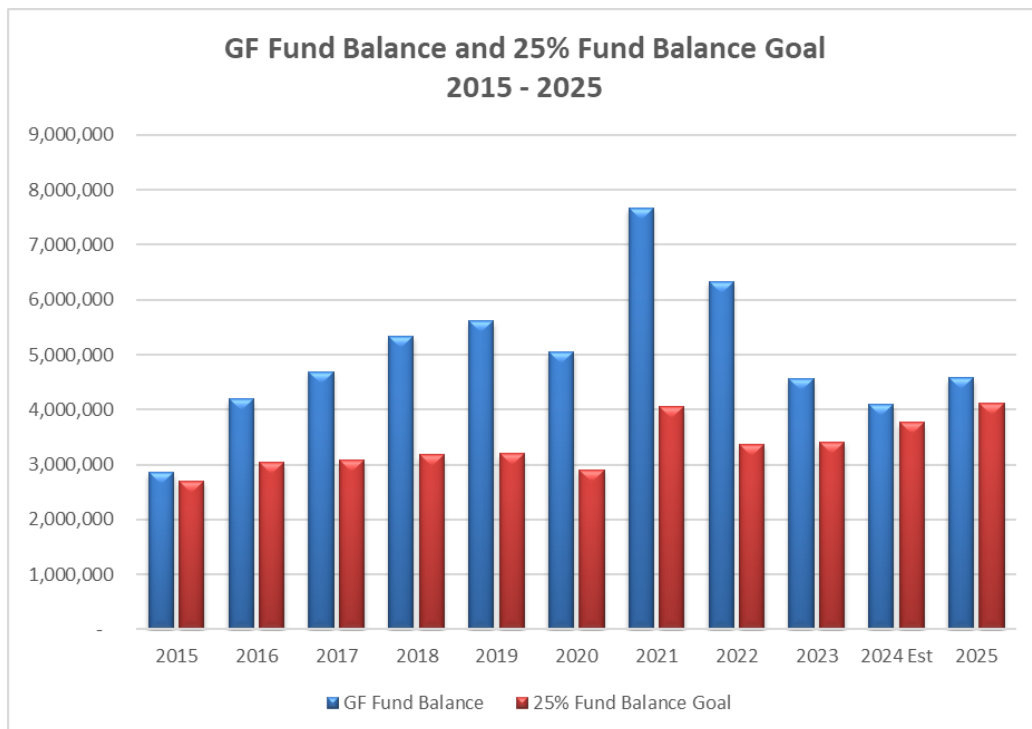
Transfers are used to support programs and activities budgeted in other funds. The 2025 Proposed Budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$1.4 million for street maintenance, representing the transfer of revenues generated by the property tax mills dedicated to streets.

A transfer in the amount of \$40,000 is shown to the Solid Waste Utility Fund which is used to subsidize a portion of the residential trash service contract with WCA/GFL. WCA has requested a 3% increase in the contract for 2025 which is automatic under the contractual rate cap. The most current data from the U.S. Bureau of Labor Statistics Consumer Price Index – Garbage and Trash Collection shows a 5.8% increase during the past 12 months. A cost sharing recommendation between the City and residents will be presented during the July 10 Finance & Administration Committee meeting.

**General Fund Reserves**

The City Council has an established fund balance target/goal of 25% of budgeted revenues in the General Fund. There have been a number of unique factors influencing both the annual revenue/expenditure imbalances and the excess reserve funds available including the receipt of FCIP bond proceeds in one fiscal year and expenditures spread over two fiscal years, transfer of SLFRF (ARPA) funds to replace lost revenue, and actual revenue losses in each year.

Staff recognizes that maintaining the 25% fund balance is a high priority for the Council. The chart below details the City’s General Fund position from 2014 through 2024 (est) and 2025 (est).



For several years, total annual expenditures have exceeded projected revenues and that was **before** the inclusion of any supplemental budget requests, including capital.

This structural imbalance will need to be addressed going forward as the cost of providing the basic services continues to outpace the revenues generated annually. Increasing labor costs and staffing challenges continues to drive expenses higher, as well as continued escalation in the cost of goods and services. The mill levy increase approved for the 2024 started the process of addressing the deficits, work that was acknowledged would take several years to complete.

### **Summary**

The work ahead for the 2025 budget and beyond is how to effectively bring annual expenditures in line with annual revenues in such a way that allows the City to maintain high-quality services for our residents and to timely address community priorities.

We will look forward to the discussion on Wednesday evening at the Committee meeting.

City of Mission 2025 Annual Budget

General Fund Summary

	Actual 2022	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024 Est/2025
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 7,668,588	\$ 6,330,335	\$ 4,638,173	\$ 4,556,397	\$ 4,096,726	-10%
<b><u>REVENUES</u></b>						
Property Taxes	\$ 1,688,132	\$ 1,502,657	\$ 2,572,192	\$ 2,478,492	\$ 2,658,507	7%
Property Taxes For Streets	1,127,106	1,400,000	1,400,000	1,400,000	1,400,000	0%
Motor Vehicle Taxes	231,013	231,035	279,788	264,788	270,293	2%
Sales/Use Taxes	4,044,683	4,360,615	4,300,000	4,400,000	4,551,875	3%
Franchise Taxes	1,107,913	1,051,837	1,161,500	1,101,000	1,141,500	4%
Licenses and Permits	155,187	164,920	160,650	162,000	164,000	1%
Review/Plan Inspection Fees	254,848	309,054	360,000	310,000	900,000	190%
Police Fines	451,692	498,768	678,250	678,250	713,250	5%
Service Charges	60,846	47,655	118,300	246,475	141,500	-43%
Pool Revenue	154,002	167,961	170,000	173,000	180,000	4%
Community Center Revenue	1,141,280	1,497,901	1,273,600	1,473,600	1,533,600	4%
Intergovernmental Revenue	2,147,699	2,207,567	2,072,000	2,232,000	2,148,675	-4%
Miscellaneous	94,287	218,213	111,000	151,000	626,000	315%
Bond/Lease Proceeds	-	-	-	-	-	0%
Transfers In	818,292	-	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>\$ 13,476,980</b>	<b>\$ 13,658,183</b>	<b>\$ 14,657,280</b>	<b>\$ 15,070,605</b>	<b>\$ 16,429,200</b>	<b>9%</b>
<b><u>EXPENSES</u></b>						
Personnel Services	\$ 7,895,829	\$ 8,463,171	\$ 8,945,500	\$ 9,107,775	\$ 9,774,425	7%
Contractual Services	2,891,557	3,491,465	3,609,191	3,599,673	3,562,721	-1%
Commodities	617,062	476,772	710,900	686,590	733,400	7%
Capital Outlay	1,830,138	257,947	110,000	351,288	88,000	-75%
Debt Service/Lease-Purchase	439,003	442,767	389,950	389,950	389,250	0%
Contingency/Miscellaneous	54,748	-	-	-	-	0%
<b>Sub Total for Expenses</b>	<b>\$ 13,728,337</b>	<b>\$ 13,132,121</b>	<b>\$ 13,765,541</b>	<b>\$ 14,135,276</b>	<b>\$ 14,547,796</b>	<b>3%</b>
<b>Transfers Out</b>						
Capital Improvement Fund	\$ 1,127,089	\$ 1,900,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	0%
Solid Waste Fund	85,000	50,000	40,000	40,000	40,000	0%
Parks/Market Site Improvements	-	350,000	-	-	-	0%
Equipment Replacement Fund	-	-	-	-	-	0%
<b>Sub Total for Transfers Out</b>	<b>\$ 1,212,089</b>	<b>\$ 2,300,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,440,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 14,940,426</b>	<b>\$ 15,432,121</b>	<b>\$ 15,205,541</b>	<b>\$ 15,575,276</b>	<b>\$ 15,987,796</b>	<b>3%</b>
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	<b>\$ (1,463,446)</b>	<b>\$ (1,773,938)</b>	<b>\$ (548,261)</b>	<b>\$ (504,671)</b>	<b>\$ 441,404</b>	<b>-187%</b>
<b><u>ENDING FUND BALANCE</u></b>	<b>\$ 6,248,552</b>	<b>\$ 4,556,397</b>	<b>\$ 4,134,912</b>	<b>\$ 4,096,726</b>	<b>\$ 4,583,130</b>	<b>12%</b>
<b><u>Restricted:</u></b>						
25% Fund Balance Reserve	\$ 3,369,245	\$ 3,414,546	\$ 3,664,320	\$ 3,767,651	\$ 4,107,300	9%
<b><u>Committed:</u></b>						
Section 125 Employee Cafeteria Plan	\$ 44,661	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	
ADA Compliance	205,909	144,000	155,000	195,000	205,000	
<b>Total Committed</b>	<b>\$ 250,570</b>	<b>\$ 184,000</b>	<b>\$ 200,000</b>	<b>\$ 240,000</b>	<b>\$ 250,000</b>	
<b><u>Assigned:</u></b>						
Johnson Drive Landscaping	\$ -	\$ -	\$ -	\$ 179,877	\$ -	
Energy Audits	-	-	-	22,000	-	
Financial Software	100,000	-	-	-	-	
EPC Developer Funds	250,000	250,000	230,000	200,000	-	
Milhaus Developer Funds	-	-	-	-	500,000	
Dog Park Funds	200,000	200,000	-	-	-	
<b>Total Assigned</b>	<b>\$ 550,000</b>	<b>\$ 450,000</b>	<b>\$ 230,000</b>	<b>\$ 401,877</b>	<b>\$ 500,000</b>	
<b><u>EXCESS FUND BALANCE</u></b>	<b>\$ 2,078,737</b>	<b>\$ 507,851</b>	<b>\$ 40,592</b>	<b>\$ (312,802)</b>	<b>\$ (274,170)</b>	

City of Mission 2024 Annual Budget

Revenue Detail

	Actual 2022	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024/2025
<b>Property Tax</b>						
Real Estate Tax (General Property Tax)	1,665,679	1,631,730	2,552,192	2,458,492	2,638,507	7.32%
Delinquent Real Estate Tax	22,453	(129,073)	20,000	20,000	20,000	0.00%
Property Tax	1,688,132	1,502,657	2,572,192	2,478,492	2,658,507	7.26%
<b>Property Tax for Streets</b>	1,127,106	1,400,000	1,400,000	1,400,000	1,400,000	0.00%
<b>Motor Vehicle Tax</b>						
Motor Vehicle Tax	226,377	225,980	275,000	260,000	264,772	1.84%
Recreational Vehicle Tax	1,050	1,186	1,050	1,050	889	-15.33%
Heavy Truck Tax /Commercial	3,575	3,848	3,588	3,588	4,482	24.92%
Delinquent Personal Property Tax	11	21	150	150	150	0.00%
Motor Vehicle Tax	231,013	231,035	279,788	264,788	270,293	2.08%
<b>City Sales/Use Tax</b>						
City Sales Tax	2,701,151	2,636,233	2,725,000	2,725,000	2,793,125	2.50%
City Use Tax	1,343,532	1,724,382	1,575,000	1,675,000	1,758,750	5.00%
City Sales/Use Tax	4,044,683	4,360,615	4,300,000	4,400,000	4,551,875	3.45%
<b>Franchise Tax</b>						
KCP&L	736,065	682,908	765,000	725,000	750,000	3.45%
KS Gas Service	275,286	288,849	280,000	300,000	315,000	5.00%
SBC Telephone	14,037	8,739	17,500	9,500	10,000	5.26%
Consolidated Telephone (formerly SureWest)	832	3,975	1,500	1,500	1,500	0.00%
AT&T (SBC) Video	14,102	6,248	19,000	-	-	#DIV/0!
Consolidated Video (formerly SureWest)	8,164	-	9,000	-	-	#DIV/0!
Spectrum Video (formerly Time Warner)	58,507	61,118	65,000	65,000	65,000	0.00%
Google	920	-	4,500	-	-	#DIV/0!
Franchise Tax	1,107,913	1,051,837	1,161,500	1,101,000	1,141,500	3.68%
<b>Licenses and Permits</b>						
Occupational License	84,930	95,565	95,000	95,000	95,000	0.00%
Public Works Permits	2,700	10,575	4,500	10,000	10,000	0.00%
Rental License	51,241	34,302	45,000	38,000	40,000	5.26%
Sign Permit Fee	3,516	5,124	5,000	5,000	5,000	0.00%
Land Use Fee	3,740	1,334	2,000	2,000	2,000	0.00%
Liquor License	7,025	9,900	7,150	10,000	10,000	0.00%
Operator/Solicitor/Massage License	1,335	7,620	1,500	1,500	1,500	0.00%
Animal License	700	500	500	500	500	0.00%
Licenses and Permits	155,187	164,920	160,650	162,000	164,000	1.23%
<b>Plan Review/Inspection Fees</b>						
Building Permit Fees	113,946	238,435	250,000	200,000	550,000	175.00%
Plan Review Fees	140,902	70,619	110,000	110,000	350,000	218.18%
Plan Review/Inspection Fees	254,848	309,054	360,000	310,000	900,000	190.32%
<b>Intergovernmental Revenue</b>						
<b>County Sales/Use Tax</b>						
County Sales Tax	816,139	844,325	825,000	835,000	851,700	2.00%
County Use Tax	273,336	288,103	275,000	285,000	299,250	5.00%
County Sales/Use Tax	1,089,475	1,132,428	1,100,000	1,120,000	1,150,950	2.76%
<b>County Sales/Use Tax - Jail</b>						
County Jail Sales Tax	202,652	207,273	205,000	205,000	210,125	2.50%
County Jail Use Tax	68,334	72,026	69,000	69,000	72,450	5.00%
County Sales/Use Tax - Jail	270,986	279,299	274,000	274,000	282,575	3.13%
<b>County Sales/Use Tax - Pub Safety</b>						
County Public Safety Sales Tax	202,652	207,273	205,000	205,000	210,125	2.50%
County Public Safety Use Tax	68,334	72,026	69,000	69,000	72,450	5.00%
County Sales/Use Tax - Pub Safety	270,986	279,299	274,000	274,000	282,575	3.13%



<b>County Sales/Use Tax - Court House</b>						
County Court House Sales Tax	202,651	207,271	205,000	205,000	210,125	2.50%
County Court House Use Tax	68,334	72,026	69,000	69,000	72,450	5.00%
County Sales/Use Tax - Pub Safety	270,985	279,297	274,000	274,000	282,575	3.13%
<b>Alcohol Tax</b>	86,218	129,573	130,000	130,000	130,000	0.00%
<b>Other Intergovernmental Revenue</b>	159,049	107,671	20,000	160,000	20,000	-87.50%
<b>Total for Intergovernmental</b>	<b>2,147,699</b>	<b>2,207,567</b>	<b>2,072,000</b>	<b>2,232,000</b>	<b>2,148,675</b>	<b>-3.73%</b>
<b>Police Fines</b>						
Fines	428,787	477,684	650,000	650,000	685,000	5.38%
Parking Fines	750	200	1,000	1,000	1,000	0.00%
Alarm Fines	355	-	250	250	250	0.00%
Police Dept. Lab Fees	4,450	800	5,000	5,000	5,000	0.00%
Fuel Assessment Fees	5,442	13,894	5,000	5,000	5,000	0.00%
ADA Accessibility Fees	9,958	4,290	15,000	15,000	15,000	0.00%
Motion Fees	750	500	1,000	1,000	1,000	0.00%
Expungement Fees	1,200	1,400	1,000	1,000	1,000	0.00%
Police Fines	451,692	498,768	678,250	678,250	713,250	5.16%
<b>Service Charges</b>						
Court Costs	21,610	20,429	30,000	30,000	30,000	0.00%
On Line Convenience	810	-	1,500	1,500	1,500	0.00%
Reimbursed Expenses	4,548	-	15,000	144,975	15,000	-89.65%
Animal Control Contracts	30,800	24,700	67,800	45,000	50,000	11.11%
Nuisance Abatement Fees	3,078	1,968	4,000	25,000	45,000	80.00%
Weed Abatement Fees	-	558	-	-	-	#DIV/0!
Service Charges	60,846	47,655	118,300	246,475	141,500	-42.59%
	Actual	Actual	Budget	Estimated	Budget	% Change
	2022	2023	2024	2024	2025	2024/2025
<b>Miscellaneous and Other</b>						
Interest/Investments	68,370	180,342	85,000	125,000	100,000	-20.00%
Sale of Fixed Assets	-	-	1,000	1,000	1,000	0.00%
Miscellaneous	25,917	37,871	25,000	25,000	525,000	2000.00%
Miscellaneous and Other	94,287	218,213	111,000	151,000	626,000	314.57%
<b>Pool Revenues</b>						
Outdoor Pool Membership	52,129	52,124	57,500	57,500	59,000	2.61%
Outdoor Pool Front Desk	57,148	54,414	65,000	57,500	60,000	4.35%
Outdoor Pool Concessions	24,027	31,962	26,500	32,000	35,000	9.38%
Outdoor Pool Program Fees	1,781	7,970	2,500	7,500	7,500	0.00%
Outdoor Pool Rental	9,628	10,305	10,000	10,000	10,000	0.00%
Super Pool Pass Revenue	9,289	11,186	8,500	8,500	8,500	0.00%
Pool Revenue	154,002	167,961	170,000	173,000	180,000	4.05%
<b>Community Center Revenue</b>						
Community Center Membership	341,831	498,487	400,000	455,000	475,000	4.40%
Community Center Rental	200,569	274,145	220,000	275,000	290,000	5.45%
Community Center Program	194,898	209,277	215,000	215,000	215,000	0.00%
Community Center Daily Fees	177,449	249,620	185,000	250,000	265,000	6.00%
Community Center Misc.	11,397	3,974	5,500	5,500	5,500	0.00%
Community Center Resale of Items	606	912	850	850	850	0.00%
Community Center Sponsorship/Ads	-	-	-	-	-	-
Morrow Trust Fund	-	-	-	-	-	-
Mission Summer Program	164,952	209,164	200,000	225,000	235,000	4.44%
Mission Square PILOTS	49,578	52,322	47,250	47,250	47,250	0.00%
Community Center Revenues	1,141,280	1,497,901	1,273,600	1,473,600	1,533,600	4.07%
<b>Bond/Lease Proceeds</b>						
2021 Bond Proceeds - FCIP Financing	-	-	-	-	-	#DIV/0!
Bond/Lease Proceeds	-	-	-	-	-	#DIV/0!
<b>Transfers From Other Funds</b>						
Transfers From Other Funds	818,292	-	-	-	-	#DIV/0!
Transfers From Other Funds	818,292	-	-	-	-	#DIV/0!
<b>Total Revenue</b>	<b>13,476,980</b>	<b>13,658,183</b>	<b>14,657,280</b>	<b>15,070,605</b>	<b>16,429,200</b>	<b>9.01%</b>

<b>Supplemental Budget Items</b>				
<b>Description</b>	<b>Amount</b>	<b>Fund</b>	<b>Year</b>	<b>Notes</b>
<u>Personnel/Consulting Time</u>				
FT Parks Technician	TBD	Gen/CIP?	2025	Recommended by PRT and requested by Parks Supervisor for 2025; park maintenance needs increased with new amenities at parks in 2024.
<u>Grant Match</u>				
N/A				
<u>Vehicles/Equipment</u>				
Ford F-550 & equipment	\$120,000	Gen	2025	Replacement of Unit 786 (2014) that was not able to be replaced in 2024.
Ravo Series 5i Street Sweeper	\$325,000	Gen	2025	Replacement of current street sweeper (2015). Electric street sweeper costs approx. \$589,000.
Radios for PW vehicles	\$45,000	Gen	2025	The current radios being used in the PW vehicles were purchased in 2010. As parts break or stop working, they are unable to be replaced as they are not being made and supported any longer. In addition to radios, there is funding budgeted for the parts needed to install mobile radios and for a bluetooth radio and headset for use in the loader.
Tank outfitting for 2 trucks for brine application	\$27,000	Gen	2025	In an effort to treat the City streets during low temps under 30 degrees, staff would like to outfit 2-3 vehicles with tanks and sprayers for brine.
Handgun replacement	\$28,000	Gen	2025	Replacement of current handguns and holsters for handguns with optics to improve accuracy and reduce liability.
Tablets for PW asset management	\$4,500	Gen	2025	Add 7-8 tablets for PW to use in field for asset management.
Floor Scrubber	\$30,000	Gen	2025	Replacement of floor scrubber for PW shop.
Exhaust fan for PW shop	\$30,000	Gen	2025	This would replace the 2007 exhaust fans in the shop.
Front-line Police vehicles	TBD	Gen	2025	The final costs are dependent on how many vehicles are purchased in 2024. There are 6 replacements budgeted for 2024.
Replace 6 Admin/Detective vehicles	\$300,000	Gen	2025	All are 2015-2016 vehicles outside of the normal replacement schedule.
Network switches	\$70,000	Gen	2025	Replacement of four network switches.
<u>Projects</u>				
Greening of City owned lots on Martway	\$70,000	Gen	2025	This project entails removing the asphalt parking lot on City owned property on Woodson and Outlook and putting down seed in order to "green-up" this area. This will serve as a transition from the Beverly Park being removed for the Mission Beverly development until permanent improvements can be made along the Rock Creek Trail corridor study. It will provide a temporary park area until these final improvements can be made.
PD Parking Lot and Retaining Walls	TBD	Gen	2025	This would make comprehensive repairs to the PD parking lot as well as necessary repairs for the retaining walls near the public entrance.
Flooring replacement for PD	\$40,000	Gen	2025	The flooring in nearly all areas of the PD is original to the remodel in 1996-1997. This would include removing carpet and/or tile and finishing with polished concrete or epoxy flooring in the main hallways, squad room, patrol supervisors offices, and locker rooms.
Implementation of 2021 IECC	\$20,000	Gen	2025	Training of City staff and general consulting services for applicants to assist with the implementation of the 2021 International Energy Efficiency Code.
<u>Contract Services</u>				

Asset management software	\$35,000		2025	Public Works is seeking to implement a GIS centric asset management and work order software for it's maintenance and operations and fleet services. This can also be used by other departments, specifically parks and recreations for facilities and any assets that own, maintain and inspect. In addition to a one-time implementation cost, there would be an annual maintenance fee associated with software.
Fire alarm replacement for City Hall/PD	\$40,000		2025	The fire alarm panel has a failure. It may be able to be repaired but we are having a lot of difficulty with the proprietary vendor, Johnson Controls. We've been told the current panel has been out of date for a significant period of time.
Financial management software	\$100,000	Gen	2025	Replacing the current financial management software is a critical need for the organization. Staff has begun researching various new vendors. Preliminary cost estimates are around approximately \$75,000 for implementation. Ongoing subscription costs will also need to be accounted for and have been estimated at approximately \$20,000/year.
Payroll processing software	\$15,000	Gen	2025	Replacing the current payroll processing vendor would be greatly beneficial to the organization. The limitations and inefficiencies of the current vendor continually create issues for staff who submit and approve timecards and staff who process payroll.
DirectionFinder survey	\$17,000	Gen	2025	The City does a community survey every 4 years and the last one was in 2021.
<u>Future Considerations</u>				
Remodel of Community Development Office Space	\$257,500	Gen	2026	The Community Development Department and the Finance group (Administration Department) share a wing of city hall that is approximately 1,800 square feet. Within this wing there are four offices, a kitchenette, a storage room, and a vault, as well as general working areas. Nine (9) employees in total work in this area. Four have offices. The other five (5) sit at desks in the open office area. The work space is cramped and shopped-up. This request would entail knocking down a wall (maybe two) that divides the space right now, new carpeting, new ceiling tiles and lights, walls painted, re-routing of computer connections and electrical, and upgrades to the kitchenet area. The cost also includes cubicles for the five employees. This will create better, more functional office space for the employees and a boost morale and productivity.
FT Sports Coordinator	TBD	Gen		Not recommended for 2025 budget, but part of Feasibility Study recommendation to be reviewed and potentially implemented at a later date when tied to potential increased revenue.
Part Time Fitness Coordinator	\$30,000	Gen		Recommended fitness coordinator position for the Powell Community Center.