



## **FINANCE & ADMINISTRATION COMMITTEE AGENDA**

**WEDNESDAY, JANUARY 8, 2025 at 7:30 p.m.**

**MISSION CITY HALL  
6090 Woodson Street**

### **Meeting In Person and Virtually via Zoom**

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

### **PUBLIC COMMENTS**

### **PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

### **ACTION ITEMS**

1. Acceptance of the December 10, 2024 Finance & Administration Committee Minutes - Robyn Fulks ([page 3](#))

Draft minutes of the December 10, 2024 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Calling Public Hearing on Mission Mart CID – Laura Smith ([page 15](#))

Sunflower Development Group, LLC has submitted a Community Improvement District (CID) Petition associated with proposed upgrades to the Mission Mart Shopping Center. The Petition seeks to levy an additional 1% retailers' sales tax effective July 1, 2025 for a period of twenty-two (22) years. State statute requires that the City Council pass a Resolution giving notice of the intent to consider the petition and setting the date and time for a public hearing. The Resolution would officially set the public hearing on the Mission Mart CID at the regularly scheduled City Council meeting on Wednesday, February 19, 2025 at 7:00 p.m. at Mission City Hall, 6090 Woodson St., Mission, KS 66202. The Resolution does not commit the City Council to any action except scheduling the public hearing and providing the required notice.

3. Governing Body Compensation – Laura Smith ([page 27](#))

Section 115.060 of the Mission Municipal Code establishes compensation for the Governing Body. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January. In January 2023, the Council approved Ordinance 1579 establishing new parameters for making adjustments to

salaries for the Governing Body. The recommended annual adjustment in accordance with the Code is presented for Council consideration.

4. Ordinance Expanding Enforcement Authority for Community Service Officers Authority – Dan Madden ([page 32](#))

Amendments to the Mission Municipal Code are proposed to expand the enforcement authority for Community Service Officers beyond just animal control. The evolution of this position and the continual fluctuation in Police staffing levels make it desirable to ensure the Department is able to meet public expectations. Specifically, the changes are driven by the need to enforce parking regulations, fire lane violations, impounding of vehicles, and other provisions if issued in writing by the Chief of Police

## DISCUSSION ITEMS

### OTHER

5. Department Updates – Laura Smith

**Brian Schmid, Chairperson**  
**Ben Chocie, Vice-Chairperson**

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	January 8, 2025
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** December 10, 2024 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the December 10, 2024 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the December 10, 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**

December 10, 2024

The Mission Finance & Administration Committee met at the Powell Community Center and virtually via ZOOM on Tuesday, December 10, 2024. The following Committee members were present: Brian Schmid, Debbie Kring, Ben Chociej, Cheryl Carpenter-Davis, Mayor Sollie Flora, Josepha Haden Chomphosy. Councilmember Ryherd joined the meeting via Zoom. Councilmember Loudon and Councilmember Carpenter-Davis were absent. Councilmember Schmid called the meeting to order at 6:30 p.m.

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

### **Public Comments**

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

There were no public comments.

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

#### **Mission Mart CID Petition**

City Administrator Laura Smith introduced Banks Floodman of Sunflower Development Group to present information about a possible Community Improvement District (CID) for the Mission Mart shopping center. Mr. Floodman explained that his company is in discussions with the current owner, Steve Choikhit, to purchase the shopping center. He believes that the current owner has done a wonderful job with the center, but some improvements and updates are needed to carry it forward and elevate the space. He does not want to turn the center into anything that it isn't already, including keeping the shops locally owned. His team believes that new roofing, landscaping, and rebranding with updated technology will help drive more interest to the area.

Mr. Floodman explained the shopping center is comprised of three buildings with almost 130,000 square feet of retail shops and is over 70 years old. The site has been maintained very well, including tenant relationships. Mr. Floodman and his team have spoken with all of the tenants in the buildings to explain their vision as well. He showed an area between two buildings that should be a centerpiece of the property and can be elevated with landscaping, adding color, and adding mural art. His team would like to add a courtyard or common area connected with the Rock Creek Trail where people can congregate, however they have become aware of the need to not lose any parking spaces at the site as all of the tenants have suggested that losing parking spots would be problematic.

His team's vision includes blade signage around the building, landscaping, façade improvements, building upgrades, and a common area. They will also add lighting to the central area of the façade which will update the look of the façade. The logo will also be modernized, along with the monument sign on the property. The brick and stone used originally will stay but be updated to help highlight the central area of the shops. Costs include significant roof repairs, façade upgrades, common area upgrades, parking lot repairs and upgrades, and interior and HVAC repairs collectively add up to just a little more than \$3.5 million. His team is requesting a 1% CID, trying to be sensitive to the tenants that are there, with a pay-as-you-go structure. His team is extremely excited about the project and very invested in the area. They find that activating areas to bring in new tenants while supporting the current tenants would be ideal.

Councilmember Kring asked if rents will be increased for tenants who are in place now. Mr. Floodman stated they are not looking at a lot of rent increases right now. They are looking at ways to be more efficient with common areas and may examine expiring leases that are significantly under-market and that those spaces could have a better use. There is also a 9,300 square foot vacancy on the south side of the center, with a 13,000 square foot spot that will open up this summer and he is hopeful to bring something really exciting to that space.

Councilmember Chocie expressed his excitement about this project. He likes what he has seen and heard tonight but is concerned about keeping the vacancy rate down and working with the current tenants. He especially likes the improved pedestrian experience, especially with new tenants coming into The Lanes apartments. He hopes that continued pedestrian improvements will encourage

visitors to walk or bike rather than drive. He believes the CID is mostly between Mr. Floodman and his tenants, but he hopes to see sensitivity to the current tenants with regards to rent amounts. He also asked to clarify that the Mission Mart does not include the building directly adjacent to it that houses FedEx and Dominos. Mr. Floodman confirmed that is correct. Councilmember Chocie continued to ask if there was an opportunity to work that piece into the project, however Mr. Floodman stated there was not. There were conversations early on that did not produce any movement.

Councilmember Haden Chomphosy expressed her excitement for the enhanced common spaces and asked if the team will work with tenants to build the common spaces. He agreed that they are, to some extent. They are working to balance creating the space while not losing parking that the tenants feel is vital. They hope to find balance that everyone is comfortable with.

Councilmember Schmid stated that, regarding parking, he has always been able to find parking in the lot, although it may not be directly in front of the tenant the driver is visiting. He spends a lot of time at that center, and while it is busy, it is never at a capacity where he has to leave and go somewhere else because there is no available parking anywhere.

Councilmember Kring asked for Mr. Floodman's team to work on bringing in more sit-down restaurant tenants as Mission is losing two this fall and she believes there is a gap for sit down dining choices. Mr. Floodman agreed, stating that they love the two that are in the center. Those sit-down restaurants do bring in a lot of parking needs, on top of the parking needs of the two sit-down restaurants that are there. Easy parking for people seeing the center as more of a destination than a local place to do their shopping does add in the need to keep the available parking comparable to what it is now.

Ms. Smith added that the City's understanding and desire for parking is going to be different and require some balance as retail or dining tenants will see it very differently. She feels like continuing to activate the Martway corridor will allow for more pedestrian friendly access, which will inspire drivers to feel more comfortable parking and walking further from available parking. She also asked Mr. Floodman if his team was acquiring the overflow Peanut parking south of Martway. Mr. Floodman confirmed they are, and that lot is a very important

piece of the puzzle. There are some easements on the lot, but they do believe the lot can be laid out better to add 10-12 spaces which is encouraging.

Mayor Flora also expressed her excitement for the project and for investment in the particular area of town. She noted that the only real risk to the City for this type of CID would be if the added 1% sales tax deters consumers from shopping at the center, so she was wondering if the tenant conversations had reflected that concern or had raised any other concerns or push back from tenants. Mr. Floodman shared that most consumers don't even realize they are paying the extra 1%, he finds 2% to be a bit too aggressive personally. He believes the 1% is justified based on the work that will be done, and that tenants recognize that the upgrades will help their business. He explained that no concerns had been expressed in initial conversations, however as more information is shared they will share back what they hear. Mayor Flora also echoed Councilmember Kring's comments that she would like to see real consideration made to not raise rents as she heard from Mr. Floodman's earlier comments that while they aren't looking to raise rents, they will also be reviewing expiring lease terms that are under-market to evaluate. She doesn't want to see established tenants to be pushed out, especially with public-private funding. Mr. Floodman clarified that the tenants he was referencing earlier with lower rent amounts are the tenants he already knew are leaving and a new lease would be negotiated with a new tenant.

Ms. Smith spoke to the rest of the process for the CID petition. She noted that City staff have had several conversations with Mr. Floodman and his team, and they are ready to submit the formal CID petition. Statutory requirements are in place for a public hearing, along with public notices that must go out. Staff anticipates a resolution in January to call the required public hearing and is hopeful to get through the whole CID process by the end of March. The consideration process is less intense than the TIF process, and more condensed. The sales tax could hopefully become effective July 1, 2025, if it meets Council's approval. A financial analysis will be done by the City's financial advisers to determine what can be generated by the 1% CID in this case, but no bonds are issued, and the funds pay out over a 22-year period. A development agreement will also be considered to capture terms of the partnership.

**Acceptance of the November 6, 2024 Finance & Administration  
Committee Minutes**

Minutes of November 6, 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.

### **Mission Mart Shopping Center CID Funding Agreement**

Ms. Smith's first action item was for approval of the funding agreement related to the Mission Mart CID. She explained that the City requires Developers to deposit \$10,000 into an escrow account to work through incentive requests to help cover costs of the financial analysis and work done by bond counsel. If the funds all become encumbered, replenishment is then required by the Developer. The goal is to avoid taxpayers to be funding the work the City is doing on behalf to he Developer, but rather that the Developer should pay for that. The funds are non-refundable.

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.

### **Legislative Priorities**

Deputy City Administrator Justin Carroll presented the City's 2025 legislative priorities, which will be used for lobbying efforts and to be shared with local State representatives for the 2025 legislative session. He noted updates or changes from previous conversations include zoning language to stress the importance of leaving that under local control. Additionally, changes were made to talk about transit to add focus on other modes of transportation and a bigger picture when it comes to transportation. Finally, highlights were added and a section was culled out addressing unhoused populations, which was previously contained within the housing paragraph. No other changes were made.

Councilmember Chociey noted that, for next year's document, he would like to add a section about the inability of local governments to make determinations about energy sources in new construction, and he believes that should fall neatly under home rule and local control and fits right in with the City's climate policies.



He would love to see that included next year.

Councilmember Haden Chomphosy 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.

### **KERIT Worker's Compensation Renewal**

Mr. Carroll's second item of the evening was for approval of the renewal of worker's compensation coverage through KERIT, the Kansas Eastern Regional Insurance Trust. He noted that, on the Action Item page, the amount of \$71,387 is the correct amount. It is also a decrease from this year's premiums. Staff have been working hard for several years now to bring down these costs and seeing them realized has been proof of many years of hard work. He also noted that a dividend distribution (refund) of almost \$10,000 was also received this year due to less incidents and claims.

Councilmember Haden Chomphosy 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.

### **Property and Casualty/General Liability Insurance Renewal**

Mr. Carroll's next item was for approval of the renewal of property and casualty/general liability insurance. He explained that the City has been with Travelers since 2019, and they were the only entity providing coverage for municipalities for quite some time. Now another entity for property coverage has become available. A full renewal quote from Travelers was \$297,000, a 28% increase over 2024. The new entity, Chubb, provided a quote for the property piece, which combined with the other coverage necessary from Travelers, quoted a total of \$272,174. Finally, MPR, a public pooling entity, offered a full property, casualty and liability quote at a cost of \$286,286. This quote is 5% higher than the combined Chubb/Travelers quote and 24% higher than 2024 premiums but offers substantial policy differences to offset the higher premium. The primary difference is MPR's wind/hail deductible at \$25,000 per occurrence versus Chubb's wind/hail deductible of \$250,000 minimum. Additionally, Mr. Carroll noted that MPR now rolls up the umbrella coverage of \$5 million rather than issuing a separate umbrella policy. He also noted that the renewal period will now be in July, and they have assured staff that no rate increase will be seen during the renewal period. The item will come before the Council again in

June for the July renewal. One and a half times the rate will be paid this year as the City is entering the coverage midway through the annual period. He also noted that several neighboring entities along with many in the region are using MPR. Finally, cyber coverage was shopped around by CBIZ, the City's broker. Quotes were received, and the current provider reduced their rates significantly over the current year and is recommended to be retained for cyber liability coverage.

Councilmember Chociej asked if going to the pooling entity changes any burden on staff regarding handling claims. Mr. Carroll explained that CBIZ will continue to do that intermediary work for staff related to claims. Councilmember Chociej also asked if pivoting to the new renewal period would cause any cash flow issues and Mr. Carroll assured him it would not.

Councilmember Schmid noted that the wind damage likelihood in the area, he is happy to hear of the lowered deductible for that type of claim.

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

### **2024 Budget Amendment**

Mr. Carroll introduced 2024 budget amendments, which are done once budgeted numbers are realized in real numbers. If expenditures will exceed the maximum expenditure amounts approved with the original budgets, the City must provide notice and conduct a public hearing. A public hearing will be held for these amendments at the December 18, 2024 City Council meeting. Five funds are included for amendment, including the Capital Improvement, Street Sales Tax, Parks + Recreation Sales Tax, Equipment Reserve and Replacement, and the Cornerstone Commons CID Funds.

Councilmember Haden Chomphosy 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.

### **2025 Budget Adoption**

Ms. Smith introduced adoption of the 2025 budget, along with the 2025 budget

spending authority. She noted that when the annual budget is adopted in accordance with the statutory timelines in August or September, Staff at the end of the year presents two ordinances. One to adopt the final budget, and a second to allow the City Administrator to spend according to the budget. Doing it this way avoids the need for appropriations reports for Council approval monthly, which is a very inefficient way to do business. Adoption of these ordinances allows for streamlining and puts all items that are budgeted for and below the approval threshold for the City Administrator of \$30,000 to be approved without Council approval while bringing things forward that are either not budgeted for or are above the \$30,000 threshold. Both items are administrative and help keep vendors paid timely around the City's monthly meeting schedule.

Councilmember Kring 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.

### **2025 Budget Spending Authority**

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 regular agenda.

### **CMB Renewals**

City Clerk Robyn Fulks presented renewal of the Ceral Malt Beverage licenses for 2025. She explained that state licensure is required each year on January 1, and renewal includes a completed application, payment of fee, and a background check conducted by the police department. She listed the applicants to be Avelluto's, Casey's Retail Company, Hy-Vee Grocery, Hy-Vee Convenience Store, Natural Grocers, Prairie Sailor, QuikTrip, and Target. All applicants have submitted the required applications and fees, and the background checks are ongoing. Licenses will be issued by December 31 and delivered to each retailer to allow for 2025 deliveries.

Councilmember Kring 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.

### **Drug and Alcohol Council Recommendation**

Ms. Fulks' second item of the evening was for confirmation of the allocation of the City of Mission's 2025 Special Alcohol Tax Fund to the programs and service providers as recommended by the Drug and Alcoholism Council.

She explained that, by statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected.

The statute further stipulates that for cities of Mission's size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund. The Special Alcohol Tax Fund is to support programs "whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers" (KSA 79-41a04 1997).

Alcohol Tax funds allocated to the City of Mission are estimated to be \$390,000 for 2025. A third of which (\$130,000) will be proportioned to the City's Special Alcohol Tax Fund. The 2025 Budget allocated \$65,000 to the Drug and Alcoholism Council for distribution to agencies designated through their grant process.

Mayor Flora asked to confirm that the \$65,000 amount is the amount being allocated in the 2025 budget and Ms. Fulks confirmed that is correct.

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.

### **2025 Human Service Fund Allocation**

Ms. Fulks's then presented an item for confirmation of the allocation of funds of \$10,500 for the 2025 UCS Human Service Fund. She explained that United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that provide for the human service needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson



County to support a number of services that help residents facing difficult circumstances.

The Human Service Fund awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Components of the safety net programs that are supported by the Human Service Fund include 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety. Some of these agencies work closely with the Mission police department in supporting those residents that the department may serve.

In 2024 the Human Service Fund allocated \$473,140 to 20 separate agencies in Johnson County, representing a commitment of 14 participating cities and the County. The City of Mission contributed \$10,500 in 2023 as well.

Councilmember Haden Chomphosy 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.

### **Facility Custodial Services Contract Award**

Mr. Carroll's final item of the evening was for approval of a contract award for custodial facility services at City Hall, Public Works facility, and the Mission Police Department. He explained that the quote came in under-budget which was a positive improvement. The services were last bid in 2021. New bids included a new low bidder, and all reference checks came back positive. The current provider's service is acceptable, but staff is excited for a reduced contract amount and to see what a new company can do. Staff recommends approval of the contract with Metropoint Services LLC in an amount not to exceed \$28,140. The contract will take effect January 2, 2025.

Councilmember Kring asked about referrals for this firm from other cities. Mr. Carroll explained they just were awarded a contract with the City of Parkville; however those services have not started yet either. They do have a contract with Tension Envelope currently and received very favorable reviews from that company. Councilmember Kring then asked who the current provider is, and Mr. Carroll explained the contract is currently with City Wide. She also expressed her concern about security and the company being in the buildings while staff is not present (cleaning is done after-hours), and thanked Mr. Carroll for his



work to ensure that safety and security. He explained that all cleaning employees will be fingerprinted, and background checked.

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

### **DISCUSSION ITEMS**

There were no discussion items.

### **Department Updates**

There were no department updates.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:23 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:	January 8, 2025
<b>Administration</b>	From:	Laura Smith

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

**RE:** Resolution calling public hearing for the Mission Mart Community Improvement District

**RECOMMENDATION:** Approve the Resolution setting the date and time for a public hearing to consider the petition for the Mission Mart Community Improvement District for 7:00 p.m. on Wednesday, February 19, 2025 at Mission City Hall, 6090 Woodson St., Mission, KS 66202

**DETAILS:** Sunflower Development Group, LLC has submitted a Community Improvement District (CID) Petition associated with proposed upgrades to the Mission Mart Shopping Center. The Petition seeks to levy an additional 1% retailers' sales tax effective July 1, 2025 for a period of twenty-two (22) years. State statute requires that the City Council pass a Resolution giving notice of the intent to consider the petition and setting the date and time for a public hearing.

The Resolution would officially set the public hearing on the Mission Mart Community Improvement District for at the regularly scheduled City Council meeting on Wednesday, February 19, 2025 at 7:00 p.m. at Mission City Hall, 6090 Woodson St., Mission, KS 66202. The Resolution does not commit the City Council to any action except scheduling the public hearing and providing the required notice. It is anticipated that the City Council will consider a Development Agreement at that same City Council meeting.

A copy of the Mission Mart Community Improvement District Petition and the Resolution are included in the packet.

**CFAA CONSIDERATIONS/IMPACTS:** NA

Related Statute/City Ordinance:	K.S.A. 12-6a26 <i>et seq.</i>
Line Item Code/Description:	NA
<i>Available Budget:</i>	NA

(Published in *The Legal Record* on January 21 and January 28, 2025)

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

**A RESOLUTION CALLING AND PROVIDING FOR THE GIVING OF NOTICE OF A PUBLIC HEARING ON THE ADVISABILITY OF CREATING A COMMUNITY IMPROVEMENT DISTRICT IN THE CITY OF MISSION, KANSAS TO BE KNOWN AS THE MISSION MART COMMUNITY IMPROVEMENT DISTRICT, AND REGARDING THE CITY'S INTENT TO LEVY A COMMUNITY IMPROVEMENT DISTRICT SALES TAX WITHIN SUCH DISTRICT.**

**WHEREAS**, K.S.A. 12-6a26 *et. seq.* (the "Act") authorizes the governing body of any city or county to create community improvement districts to finance projects within such defined area of the city or county and to levy a community improvement district sales tax and/or levy special assessments upon property within the district to finance projects; and

**WHEREAS**, a petition (the "Petition") was filed with the City Clerk on January 3, 2025 proposing the creation of the Mission Mart Community Improvement District ("CID") under the Act, the imposition of a community improvement district sales tax in order to pay the costs of projects as described in the Petition and herein (the "Projects"); and

**WHEREAS**, the Petition was signed by the required number of owners of record, whether resident or not, as required by the Act; and

**WHEREAS**, the City of Mission, Kansas (the "City") intends to consider the creation of the CID and levy a community improvement district sales tax in an amount equal to 1.0% as requested in the Petition (the "CID Sales Tax"); and

**WHEREAS**, the City Council (the "Governing Body") hereby finds and determines it to be necessary to direct and order a public hearing on the advisability of creating the CID, approving the Projects set forth in the Petition and levying the CID Sales Tax, pursuant to the authority of the Act; and further to provide for the giving of notice of said hearing in the manner required by the Act.

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

**SECTION 1. Petition.** The Governing Body hereby finds and determines that the Petition meets the requirements of the Act.

**SECTION 2. Public Hearing.** It is hereby authorized, ordered and directed that the Governing Body shall hold a public hearing, in accordance with the provisions of the Act, on the advisability of creating the CID, approving the Projects set forth in the Petition, and whether to impose a CID Sales Tax in an amount equal to 1.0% and such other matters related thereto, such public hearing to be held on **February 19, 2025 at 7:00 p.m.**, or as soon thereafter as the matter can be heard, at City Hall, 6090 Woodson Street, Mission, Kansas, under the authority of the Act.

**SECTION 3. Proposed CID Projects.** The general nature of the proposed Projects is to upgrade and enhance the community and tenant experience when visiting Mission Mart, including



enhancement of visibility via lighting, landscaping, parking, infrastructure and community spaces with connections to the Rock Creek trail that will help create a fresh shopping experience. Procurement of certain improvements, costs, and services within the CID, including, but not limited to infrastructure related items, sidewalks, parking lots, buildings, tenant improvements, utilities, landscaping, lighting, signage, marketing and advertisement, cleaning and maintenance, security, soft costs of the Projects, and the City and the petitioner's administrative costs in establishing and maintaining the CID, and any other items permitted to be financed within the CID under the Act and approved by the City.

**SECTION 4. Estimated Cost.** The estimated cost of the proposed Projects is \$3,577,910.

**SECTION 5. Method of Financing, Community Improvement District Sales Tax and Special Assessments.** It is proposed that the Projects be financed through a combination of private equity, private debt, and CID financing. It is proposed that the CID revenue will be made available to finance the cost of the Projects through a pay-as-you-go structure. It is proposed that a CID Sales Tax in an amount equal to 1.0% be levied. There are no special assessments proposed in connection with the proposed CID.

**SECTION 6. Map and Legal Description of Proposed CID.** The legal description of the property to be contained in the proposed CID is set forth on **Exhibit A** attached hereto and incorporated by reference herein. A map generally outlining the boundaries of the proposed CID is attached as **Exhibit B** hereto and incorporated by reference herein.

**SECTION 7. Notice of Hearing.** The City Clerk is hereby authorized, ordered and directed to give notice of said public hearing by publication of this Resolution in the official newspaper. Such publication shall be at least once each week for two consecutive weeks. The second publication shall be at least 7 days prior to the date of the hearing. The City Clerk is hereby further ordered and directed to mail a copy of this Resolution, via certified mail, to all property owners within such proposed CID at least 10 days prior to the date of the hearing.

**SECTION 8. Effective Date.** This Resolution shall be effective upon adoption by the Governing Body.

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**ADOPTED** by the Governing Body this 15<sup>th</sup> day of January, 2025.

**SIGNED** by the Mayor this 15<sup>th</sup> day of January 2025.

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Solana Flora, Mayor

(SEAL)

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Robyn Fulks, City Clerk

**EXHIBIT A**

**LEGAL DESCRIPTION OF PROPOSED MISSION MART  
COMMUNITY IMPROVEMENT DISTRICT**

Tract 1:

All of Lot 1, MISSION MART, a subdivision of land in the City of Mission, Johnson County, Kansas.

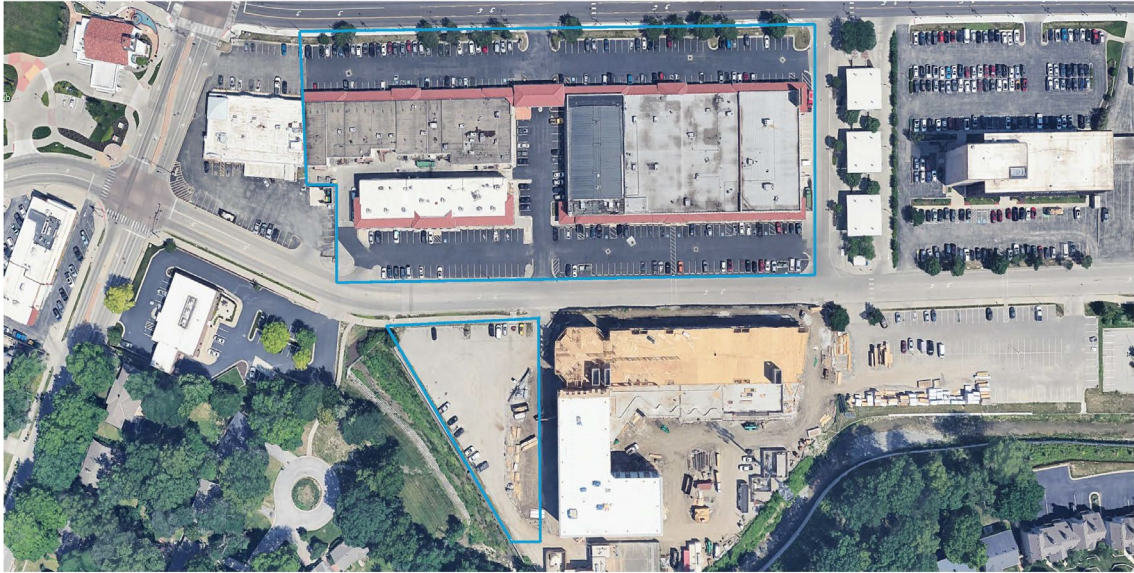
Tract 2:

All of Lot 7, MISSION MART THIRD PLAT, a subdivision in the City of Mission, Johnson County, Kansas.

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**EXHIBIT B**

**MAP OF PROPOSED MISSION MART  
COMMUNITY IMPROVEMENT DISTRICT**



**PETITION FOR THE CREATION OF THE MISSION MART  
COMMUNITY IMPROVEMENT DISTRICT**

**TO:** The Governing Body,  
City of Mission, Kansas

The undersigned, being the owner of record, whether resident or not, of the following:

1. More than fifty-five percent (55%) of the land area contained within the hereinafter described community improvement district; and
2. More than fifty-five percent (55%) by assessed value of the land area contained within the hereinafter described community improvement district;

hereby petitions the City of Mission, Kansas (the "City") to create a community improvement district and authorize the proposed projects hereinafter set forth, all in the manner provided by K.S.A § 12-6a26, et seq. (the "Act"). In furtherance of such request, the petitioner states as follows:

**1. MAP AND LEGAL DESCRIPTION OF THE PROPOSED DISTRICT**

A map generally depicting the proposed community improvement district (the "**District**") is attached hereto as **EXHIBIT "A"**. The legal description of the District is attached hereto as **EXHIBIT "B"**.

**2. GENERAL NATURE OF THE PROJECT**

The general nature of the proposed projects to be funded in part by the District (the "Projects" is to upgrade and enhance the community and tenant experience when visiting Mission Mart. Mission Mart has and always be a prized asset for the City of Mission, what we are proposing will enhance visibility via lighting, landscaping, parking, infrastructure and community spaces with connections to the Rock Creek trail that will help create a fresh shopping experience. Procurement of certain improvements, costs, and services within the District, including, but not limited to infrastructure related items, sidewalks, parking lots, buildings, tenant improvements, utilities, landscaping, lighting, signage, marketing and advertisement, cleaning and maintenance, security, soft costs of the Projects, and the City and the petitioner's administrative costs in establishing and maintaining the District, and any other items permitted to be financed within the District under the Act and approved by the City.

**3. ESTIMATED COST**

The estimated or probable cost of the Projects is \$3,577,910. See the attached **EXHIBIT "C"** for a detailed budget.

**4. PROPOSED METHOD OF FINANCING**

It is proposed that the Projects be financed through a combination of private equity,

private debt and community improvement district financing. It is proposed that community improvement district revenue will be made available to finance the cost of the Projects through a pay-as-you-go structure.

**4. PROPOSED AMOUNT OF SALES TAX**

It is being proposed that the Projects be financed in part through the levying of a one percent (1.00%) community improvement retail sales tax as authorized by the Act with such sales tax to commence on July 1, 2025 or such other date as shall be approved by ordinance of the City, and to continue for a maximum term of twenty-two (22) years.

**5. PROPOSED METHOD AND AMOUNT OF ASSESSMENT**

There are no assessments proposed by this Petition other than the sales tax described herein.

**6. NOTICE TO PETITION SIGNATORY**

Names may not be withdrawn from this Petition by the signatory hereto after the City commences consideration of this Petition, or later than seven (7) days after the filing hereof with the City Clerk, whichever occurs first.



EXHIBIT "A"  
MAP OF DISTRICT





**EXHIBIT "B"**  
**LEGAL DESCRIPTION OF DISTRICT**

**Tract 1:**

All of Lot 1, MISSION MART, a subdivision of land in the City of Mission, Johnson County, Kansas.

**Tract 2:**

All of Lot 7, MISSION MART THIRD PLAT, a subdivision in the City of Mission, Johnson County, Kansas.

**EXHIBIT "C"**  
**Budget for Improvements**

<b>Construction Costs Improvements</b>	
General Property / Parking Lot Upgrades/Landscaping	\$235,000
Common Area Upgrades	\$165,000
Façade Upgrades	\$1,034,000
Roof Repairs (min of 10-20 year warranty)	\$675,000
Interior Improvements/HVAC Repairs	\$1,468,910
<b>Total Hard Construction Costs and Property Improvements</b>	<b>\$3,577,910</b>

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 8, 2025
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Governing Body Compensation

**RECOMMENDATION:** Review and recommend proposed changes to annual compensation for Mission’s Governing Body.

**DETAILS:** Section 115.60 of the Mission Municipal Code establishes compensation for the Governing Body. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January.

The compensation structure for elected officials varies widely throughout Johnson County. In addition, in some cities the Mayor and Council are provided an opportunity to waive or reduce the established salaries. In Mission, any Council member may elect in writing not to receive or to take a reduction in the annual salary established in the code.

In 2022, the Council had a discussion focused on creating a mechanism for establishing salaries which might reduce potential barriers posed by financial, childcare, or other related issues for those choosing to file for elected office. At the time of the discussion, Council salaries had not been adjusted since 2002.

The Council ultimately elected to revise the code to provide for annual increases in the salaries of the Governing Body commensurate with the percentage increase given to employees in the “Meets Expectations” category based on the current performance evaluation criteria. The merit matrix used for employees is reviewed and developed carefully each year based on Mission’s specific goals and current financial situation.

The table below reflects the adjustments to the salaries for the Governing Body since January 2023, including what is proposed January 2025.

	Annual Salary 2002 - 2022	Annual Salary 2023 (6%)	Annual Salary 2024 (4.5%)	Proposed Annual Salary 2025 (4%)
Mayor	\$12,000	\$12,720	\$13,292	\$13,824
Council	\$4,200	\$4,452	\$4,652	\$4,838

If the proposal for January 2025 is acceptable to the Governing Body, no code revision is necessary and action would be taken at the January 15, 2025 City Council+ meeting.

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$59,875

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 8, 2025
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**CFAA CONSIDERATIONS/IMPACTS:** Reviewing and evaluating compensation for all City employees and officials allows for appropriate consideration of barriers which might reduce the opportunity for persons of all ages, abilities and socioeconomic status to successfully participate in the effective delivery of local government services.

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$59,875

CITY OF MISSION, KANSAS  
ORDINANCE NO. 1579

**AN ORDINANCE AMENDING SECTION 115.60 OF THE CITY OF MISSION MUNICIPAL CODE RELATING TO ANNUAL COMPENSATION FOR THE GOVERNING BODY.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Section 115.60 is hereby amended as follows:

- A. The compensation of the Governing Body shall be as follows:
1. The annual salary for the Mayor shall be set forth in the City's compensation plan. The salary shall be paid in monthly installments until the Mayor's term of office shall cease, or he/she/they are removed from office, or for any reason leave the office.
  2. The annual salary for the office of Council member shall be set forth in the City's compensation plan. The salary shall be paid in monthly installments until the Councilmember's term of office shall cease, or he/she/they are removed from office, or for any reason leave the office.
  3. The Governing Body will review annually the compensation of the Mayor and Council members at the first (1st) regularly scheduled meeting in January. The salaries of the Mayor and Council members shall be adjusted annually in accordance with the merit increase aligned with the "Meets Expectations" category for all other City Employees from the most recent performance evaluation period unless otherwise modified by action of the Governing Body.
  4. The annual salary and any corresponding adjustment to the salary for the office of Mayor or Councilmember may be waived or reduced at any time upon written request of an individual elected official and such waiver or reduction may be revoked at any time in writing.


SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the official City newspaper, all as provided by law.

PASSED BY THE CITY COUNCIL this 18th day of January 2023.

APPROVED BY THE MAYOR this 18th day of January 2023.



Attest:

  
Robyn L. Fulks, City Clerk

  
Solana Flora, Mayor



<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 8, 2025
<b>Police</b>	From:	Dan Madden

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

**RE:** Amendments to Chapter 200 and 210 of the Mission Municipal Code to expand the authority of Community Service Officers to enforce specific ordinances, including parking violations.

**RECOMMENDATION:** Approve the Ordinance amending Chapter 200 to include section 200.060 authorizing Community Service Officers to enforce parking regulations, fire zones, animal control regulations, vehicle tows, and any other regulations delegated by the Chief of Police in writing. Additionally, approve the Ordinance amending Chapter 200, Section 210.030 which specifically removes Community Service Officer language to avoid confusion and duplication regarding the authority of a Community Service Officer.

**DETAILS:** As the Community Service Officers' (CSO) position evolves, and as a result of continual fluctuation in Police Officer staffing levels it has become necessary to delegate additional authority to Community Service Officers to respond to the needs of the community. While the primary driver of the amendments is to authorize Community Service Officers to enforce growing parking complaints in the business district, other authorizations were added to allow for greater flexibility.

While Community Service Officers are not sworn law enforcement officers, as civilian staff they can be given (delegated) authority to enforce ordinances much like Neighborhood Service Officers (code enforcement). This authority is delegated by amending the current provisions in the municipal code.

Currently, the CSOs are only provided the authority to enforce or issue a citation for animal control issues. If the amendments are approved, they would have the authority to enforce parking violations such as overtime parking and disabled parking, fire lanes, could order a vehicle to be towed, in addition to their existing animal control authority. Additionally, there is a provision that allows the Chief of Police to allow enforcement of other ordinances and regulations if delegated in writing. This would all be accomplished with the passage of the proposed section 200.060 amendment to chapter 200 of the code.

The amendments to section 210.030 are necessary to avoid duplicative language between the two impacted sections of the code. Currently, 210.030 specifically establishes that Community Service Officers have the authority to enforce the animal control sections of the code. Removing this but adding the language that authorizes Community Service Officers to their duties in the proposed section 200.060 clarifies all of the Community Service Officers responsibilities and authorizations in one section

Related Statute/City Ordinance:	Chapter 200 and Chapter 210
Line Item Code/Description:	NA
Available Budget:	NA



<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 8, 2025
<b>Police</b>	From:	Dan Madden

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

instead of multiple sections.

These changes were reviewed and drafted by the City Attorney.

**CFAA CONSIDERATIONS/IMPACTS:** Adding additional authorities to the Community Service Officers will allow for increased enforcement of ordinances and regulations of the City of Mission, including the enforcement of disabled parking regulations. This will enhance residents and visitors of all abilities experience in Mission, while also deterring others from abusing parking laws.

Related Statute/City Ordinance:	Chapter 200 and Chapter 210
Line Item Code/Description:	NA
Available Budget:	NA

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

**AN ORDINANCE AMENDING CHAPTER 210 OF THE MUNICIPAL CODE OF MISSION, KANSAS, REGARDING THE AUTHORITY OF OFFICERS TO ENFORCE ANIMAL CONTROL ORDINANCES IN THE CITY OF MISSION, KANSAS.**

**WHEREAS**, the Governing Body of the City of Mission deems it to be in the best interests of the health, safety and welfare of the community to regulate animals within the City of Mission.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:**

**PARAGRAPH 1.** Section 210.030 of Chapter 210 of the Municipal Code of the City of Mission is hereby deleted in its entirety and replaced with the following:

**Section 210.030 Authority to Enforce Animal Control.**

- A. The officers of the City enforcing this Chapter may:
1. Take up and impound all animals found in the City in violation of the provisions of this Chapter;
  2. Issue a City of Mission citation to the owner of an animal in violation of this Chapter, and the person receiving the citation shall be compelled, at the date and time specified on the citation, to appear in the Municipal Court of the City to answer the charged violation of this Chapter;
  3. Enter without a warrant upon private property to regulate or prohibit the running at large of any animal or the creation of an animal nuisance where such animal is found in plain sight, other than in a residence structure, and to seize such animal from said private property;
  4. Enter without a warrant upon private property to apprehend a dangerous animal, a wild creature, or an animal suspected of being infected with rabies where such animal is found in plain sight, other than in a residential structure, and to seize such animal from said property;
  5. Enter upon private property to investigate cruelty to animals; and

6. Destroy, without notice, any animal that is dangerous, fierce or vicious; suspected of being infected with rabies, distemper or other zoonotic disease; that presents an immediate danger to the public health and safety; or that is injured severely with no apparent chance of survival or in such pain as to warrant humane destruction.

**PARAGRAPH 2.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

**PASSED** by the City Council this 15th day of January 2025.

**APPROVED** by the Mayor this 15th day of January 2025.

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Solana Flora, Mayor

ATTEST:

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Robyn L. Fulks, City Clerk

APPROVED AS TO FORM ONLY:

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David K. Martin, City Attorney  
Payne & Jones, Chartered  
11000 King Street  
Overland Park, KS 66210

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

**AN ORDINANCE AMENDING CHAPTER 200 OF THE MUNICIPAL CODE OF MISSION, KANSAS, REGARDING THE ESTABLISHMENT AND SCOPE OF COMMUNITY SERVICE OFFICER IN THE CITY OF MISSION, KANSAS.**

**WHEREAS**, the Governing Body of the City of Mission deems it to be in the best interests of the health, safety and welfare of the community to provide for community services officers within the City of Mission.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:**

**PARAGRAPH 1.** Section 200.060 is hereby added to the Municipal Code of the City of Mission as follows:

**Section 200.060 Community Service Officers – Generally.**

- A. There is hereby established the position of Community Service Officer. A Community Service Officer shall be a Law Enforcement Personnel within the City of Mission. The Chief of Police, under the direction of the City Administrator, shall have supervision and be in charge of all Community Service Officers.
  
- B. A Community Service Officer is hereby charged with properly enforcing the following Laws and Ordinances within the Police jurisdiction of the City:
  - 1. All parking and related ordinances and regulations incorporated into Municipal Code of the City of Mission by the incorporation of the Standard Traffic Ordinance for Kansas Cities under Section 300.010 of this Municipal Code of the City of Mission;
  - 2. Section 300.040, Fire Zones, of this Municipal Code of the City of Mission;
  - 3. All ordinances and regulations under Chapter 210, Animal Control, of this Municipal Code of the City of Mission;
  - 4. All ordinances and regulations under Chapter 320, Parking Regulations, of this Municipal Code of the City of Mission;

5. All ordinances and regulations under Chapter 325, Impoundment of Motor Vehicles, of this Municipal Code of the City of Mission; and
  6. All other ordinances and regulations of this Municipal Code of the City of Mission as delegated by the Chief of Police in writing.
- C. All powers authorized to the Community Service Officers in this Section are not exclusive to the Community Service Officers and may be enforced concurrently by the Chief of Police and all other Law Enforcement Personnel.

**PARAGRAPH 2.** This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

**PASSED** by the City Council this 15th day of January 2025.

**APPROVED** by the Mayor this 15th day of January 2025.

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Solana Flora, Mayor

ATTEST:

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Robyn L. Fulks, City Clerk

APPROVED AS TO FORM ONLY:

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David K. Martin, City Attorney  
Payne & Jones, Chartered  
11000 King Street  
Overland Park, KS 66210