

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

**WEDNESDAY, OCTOBER 7, 2020**

**7:30 P.M.**

**(or immediately following 6:30 p.m. Community Development Committee)**

**Meeting Held Virtually via Zoom**

*In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the “chat” feature, please note all statements are made visible to the group.*

*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 HEARINGS / PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**ACTION ITEMS**

1. Acceptance of the September 2, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 4](#))

Draft minutes of the September 2, 2020 Finance and Administration Committee meeting are included for review and acceptance.

2. Rock Creek Tax Increment Financing District #3A and Tax Increment Financing Project Plan (Mission Bowl Apartments, LLC, 5399 Martway) - Laura Smith ([page 10](#))

The City Council recently approved the preliminary development plan submitted by Mission Bowl Apartments, LLC for the construction of a five-story, 168 unit multi-family housing development on the site of the former Mission Bowl bowling alley at 5399 Martway Street. The developer will now be submitting a Tax Increment Financing (TIF) project plan associated with redevelopment of the site. City staff and consultants will outline the steps in the process and present a recommended timeline for meeting all of the statutory requirements.

3. STO/UPOC Adoption - Dan Madden ([page 22](#))

Annually, the League of Kansas Municipalities publishes a comprehensive public offense code (UPOC) and uniform traffic code (STO) for all Kansas cities. Mission adopts these publications by ordinance, allowing us to maintain uniformity with agencies in the area, the State of Kansas, and the actions of the State Legislature. The City has the ability to opt out of certain provisions,

and additional ordinances have historically been adopted by Mission to address local issues that are recommended to remain in place. With the shortened legislative session, very few changes were presented. The changes proposed are highlighted in the action item summary.

4. LGR Legislative/Advocacy Services - Laura Smith ([page 30](#))

In 2020 Mission contracted with Stuart Little of LGR, LLC for government affairs and advocacy services. Little Government Relations (LGR) represented several cities in Northeast Johnson County including Merriam and Prairie Village. Even though the 2020 Legislative Session was cut short due to the COVID-19 pandemic, staff felt that LGR's services were valuable, helping to support and inform staff and Council on a timely basis. In addition, LGR was able to participate in regularly scheduled calls with LKM on COVID-19, reporting out to staff as appropriate. Staff is recommending the agreement be renewed for 2021 with the same terms and conditions.

5. CARES Funding Resolution - Laura Smith ([page 39](#))

In April, Johnson County received approximately \$116 million in CRF funding directly from the U.S. Treasury and subsequently received an additional \$8 million from the state for a total of approximately \$124 million. In June, the County announced its intention to divide the original allocation of \$116 million into three phases with Phase 1 (approximately \$50 million) to be shared among the various cities and other local taxing jurisdictions in Johnson County, for immediate reimbursement of actual expenses incurred in response to COVID-19 and review and approval of potential additional expenses anticipated through the remainder of 2020. Mission's total possible allocation is \$302,971.38, a portion of which has already been reimbursed. In order to receive the remaining funds, the County is requesting that each entity execute a Subrecipient Grant Agreement ("Agreement") which sets forth the terms and conditions associated with the City's acceptance of these funds.

6. Desktop/Laptop Computer Replacement Purchase - Brian Scott ([page 60](#))

The City has been systematically upgrading its technology infrastructure over the past few years. Replacement of its desktop computer fleets has been a part of this effort with a significant replacement of computers that were six years or older taking place last year. This will cost \$7,500 for five computers. Staff is also recommending the purchase of 12 laptop computers for \$23,400 so that certain employees may be able to work from home in case of another stay-in-place to order due to the pandemic. This purchase will be funded with the City's allocation of funds from the CARES Act.

7. Migration to Microsoft Office 365 and Purchase of Adobe Acrobat - Brian Scott ([page 64](#))

The City currently utilizes the Google suite of work productivity tools. Google offers not only email, but also calendar management, word processing, spreadsheet, and slide presentation capabilities in a productivity suite known as G-Suite. G-Suite is a cloud subscription service, meaning that the City pays a monthly subscription to access this productivity tool via the internet. Staff is proposing to migrate to Microsoft Office 365 as the City's productivity suite for email, calendar management, word processing, spreadsheets, and other applications. Not only are Office 365 applications more robust in functionality, but Office 365 has a higher level of security which will bring the City's Police Department into compliance with standards

established by the Kansas Bureau of Investigations. The ongoing subscription cost for Office 365 is ~~\$15,672~~ \$17,832. There is a one time set-up fee of \$10,980. Staff is also proposing the purchase of 30 licenses for Adobe Acrobat for an ongoing subscription cost of \$3,430. The migration to Microsoft will be paid for with funding from the CARES Act.

8. Employee Benefit Renewals for 2021 - Emily Randel ([page 69](#))

Working with Lockton Benefit Company, the City's benefit broker, the benefits package is coming forward with no recommended changes to plan types and no changes in premiums for 2021. Staff recommends this as a balanced package that is detailed more fully in the attachments.

## **DISCUSSION ITEMS**

### **OTHER**

9. Department Updates - Laura Smith

**Debbie Kring, Chairperson**  
**Hillary Parker Thomas, 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:	October 7, 2020
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** September 2, 2020 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the September 2, 2020 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the September 2, 2020 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**

September 2, 2020

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, September 2, 2020. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Sollie Flora and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Kring called the meeting to order at 7:20 p.m.

The following staff were present: City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney, Interim Police Chief Dan Madden and Police Captain Kirk Lane.

### **Public Comments**

Councilmember Kring explained that this meeting is being held virtually via Zoom and participants can make a comment through the chat feature.

There were no public comments.

### **Public Presentations/Information Only**

#### **Racial Equity Conversation**

Ms. Smith reported that the racial equity conversation will continue with an overview of the hiring and training process for police officers, internal affairs process and statistics, the roles of other entities for accountability as well as how other neighboring communities are using Citizen Advisory Boards. The additional discussion topics included an in-depth review and understanding of racial demographic statistics when compared to census data, more explicit prohibition of chokeholds and strangleholds, budget allocation for department training, mutual aid response as well as stricter standards in Standards of Conduct Policy regarding hate speech (on or off duty) and failure to intervene. The conversation discussed the desire/need for a more in-depth of how department policies interact with social media use by officers and other off-duty conduct.

Captain Lane began by providing information regarding the hiring process for a police officer. The minimum qualifications, based on the Kansas Law Enforcement Training Act, concludes that an individual must be a United States citizen, have a high school diploma or equivalent, good moral character and be free of physical or mental conditions that impact an officer's ability to perform duties. Police officer applicants will be required to undergo psychological testing and

submit fingerprints to be searched nationally, with the conclusion there are no felony or domestic violence convictions or misdemeanor convictions for crimes that impact integrity. The complete hiring process, including an oral board interview, medical check, background investigation and computerized voice stress analysis, can take a minimum of six weeks. These steps are put in place in order to ensure that the most applicable candidates are chosen to best protect the residents and people coming into the City.

When making hiring decisions, officers not already certified will begin at the Johnson County Regional Police Academy with an 18 week program that includes education, physical training, medical, firearms, evidence, defensive tactics and driving. They will have sessions dealing with de-escalation methods, verbal communications and crisis intervention. It was also important to stress proper technique in interacting with special populations and dealing with stress management of the position. After completion of the academy, officers will participate in field training for twelve weeks. A certified officer will complete seven weeks of field training.

During field training, officers will have their training and performance evaluated daily. Field training is a crucial training component and may be extended or terminated if needed. Officers will have to complete a minimum of forty hours annually of continued education and training including classes on racial or other biased-based training, these hours are then reported to the Kansas Law Enforcement Training Center by specified categories. The 2018-2019 training statistics, for the Department, included 2967.5 total hours with an average of 102 hours per officer.

Interim Police Chief Madden presented on police accountability and transparency, including handling of internal affairs. Complaints are accepted in any form but with a preference that it is received in writing. They can be filed anonymously and by a third-party, all officers are required to report misconduct. For personnel complaints, they can be classified as informal, formal and incomplete with a response investigation similar to any criminal investigation. The accused employee does have rights such as not making compelling statements that could incriminate them (Garrity law) and they may have a representative in their interview.

complaints can result in an unfounded disposition which states that the event did not occur or did not involve department members. Officers can be exonerated which shows that the alleged act occurred but that the act was justified, lawful and/or proper. It can be not sustained with insufficient evidence to sustain the complaint or fully exonerate the member. Finally, the complaint can be sustained, which concludes that there was sufficient evidence to establish that the act occurred and that it constituted misconduct. An officer can be put on administrative leave in situations of serious allegations of misconduct or officer involved shooting which is necessary for due process. A criminal and internal investigation are separate and an officer is afforded all rights anyone else has in a criminal investigation.

Next, Interim Police Chief Madden reported on the checks and balance/safeguards for the Department, explaining that Kansas legislation enacted a law that requires law enforcement

agencies to open personnel/internal affairs files for other law enforcement agencies doing background investigation. This prevents just providing information on dates of employment and rehire eligibility. Also, it provides a resource since not all agencies will complete this level of background investigation. The Kansas Commission on Peace Officers' Standards and Training (KS-CPOST), which is a twelve-member body that supervises law enforcement training in Kansas, requires change of status forms to be submitted within thirty days of an officer's separation while giving agencies immunity for the information submitted. If the change of status form does initiate an inquiry from KS-CPOST then agencies are required to comply with requests and an investigation can lead to certification revocation.

At the District Attorney's Office there must be disclosure of any information that may discredit an officer's testimony. As with Brady/Giglio information which renders any officer on the list as difficult to keep employed. Next, is the Multi-Jurisdictional Officer Involved Shooting Investigative Team, which is composed of experienced investigators/crime scene investigators and cannot include anyone from the agency. Their reports are submitted directly to the District Attorney's Office.

The Department reflected on areas for growth and opportunity they had identified since conversations around police accountability escalated earlier this summer. This includes efforts to build a more diverse staff by working with community groups to learn how to effectively recruit a diverse applicant pool, investigate and participate in job fairs that target underserved communities as well as consistently analyze the effectiveness of these efforts.

Department staff also acknowledged the need to collect better data, as data currently collected doesn't allow for efficient communication and has limited context which makes it difficult to analyze effectively. Potential action steps to mitigate the issues is initiating a comprehensive software that tracks field training, continuing education, complaints (formal and informal), bias-based data, use of force and vehicle damage reports. They will also assess a comprehensive early warning system to identify issues with officers prior to problems arising. Then allowing for communication and transparency by launching a public dashboard for information.

The Department continued to reflect on the need to develop standards for bias-based and de-escalation training since the State requires bias-based training but has no specific guidelines to follow. This could possibly be accomplished by setting a goal dedicating at least 10% of the required forty-hours of training to bias-based and/or de-escalation training. Then analyzing what impacts this training has on the Department's bias-based statistics, use of force incidents and complaints. Finally, the citizen complaint forms and reporting processes will need to be more visible and accessible through the website and other means.

Councilmember Boultinghouse asked about the hiring process and what was the biggest obstacle that would inhibit an applicant from being hired. Captain Lane explained that the interview is the area where they can assess a candidate's applicability by asking situational

questions, how they deal with stress and why they think they are the best person for the position. He explained that while the questions they have now are effective, they do have room for improvement and they are in the process of updating those.

Councilmember Flora asked if there are any questions regarding racial bias in the interview or psychological profile. Interim Police Chief Madden explained that is addressed in both the psychological profile as well as the voice stress analysis. They are asked questions such as if they have any predisposed opinions to a particular ethnicity or race, or if they have ever been involved with a group(s) promoting hate speech

Councilmember Davis asked about the software and since other Cities have internal technical departments if it is possible to outsource and receive assistance from other departments. Interim Police Chief Madden replied that it is important, with this software, to customize it to fit the department and Mission's specific processes and procedures.

Councilmember Thomas asked who will be reviewing and evaluating the data. Interim Police Chief Dan Madden indicated that Department Staff, along with City Administration will receive reports that will be used to make recommendations to and or inform the Council and the community.

Councilmember Schlossmacher was happy these policies were being reviewed and added that the Departments usage of body cameras helps with transparency and praised the Department for their community outreach efforts. Captain Lane replied that the body cameras have improved and added that Lexipol has been vital with keeping the Department current in situations while updating policies and keeping the City and the officers safe. He expressed his appreciation to the Council for providing the Department with these types of tools.

Councilmember Kring asked how events are counted when Mission police officers are utilized in other jurisdictions. Interim Police Chief Madden explained that if an officer assists another agency then they are required to fill out a report reflecting the situation, adding that when an officer is assisting then they are still required to follow Mission Police Department policies.

Councilmember Flora appreciated the self-reflection and acknowledgement of improvements not only for the Police Department but for the whole City.

Councilmember Kring concluded by thanking Interim Police Chief Madden and Captain Lane, adding that they are assets to the City.



**Action Items**

**Acceptance of the August 5, 2020  
Finance and Administration Committee Minutes**

Minutes of the August 5, 2020 Finance and Administration Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

**Discussion Items**

There were no Discussion Items on the agenda for this meeting.

**OTHER**

**Department Updates**

There were no departmental updates.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:50 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Laura Smith

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

**RE:** Rock Creek Tax Increment Financing District #3A and Tax Increment Financing Project Plan for Mission Bowl Apartments, LLC

**RECOMMENDATION:** Review and approve the proposed timeline for consideration of the creation of the Rock Creek Tax Increment Financing District #3A and the Tax Increment Financing Project Plan Proposed for Mission Bowl Apartments, LLC.

**DETAILS:** Earlier this summer Mission Bowl Apartments, LLC submitted an application for a preliminary development plan for the construction of a five-story, 168 unit multi-family housing development on the site of the former Mission Bowl bowling alley at 5399 Martway Street. This application was approved by the City Council at their September 16th meeting. Mission Bowl Apartments, LLC will now be submitting a Tax Increment Financing (TIF) project plan associated with redevelopment of the site.

The site is located within the existing Rock Creek TIF District #3, which was first established in 2006 as the Rock Creek TIF District, and then reconstituted as the Rock Creek TIF District #3 in 2019 when the original TIF district was separated into five smaller districts. The project plan calls for reducing the size of the TIF District even further to incorporate just this site and the proposed redevelopment project.

There are a number of steps that will need to occur in order to formally consider this proposed TIF project plan. The first is consideration by the Planning Commission of the compatibility of the proposed TIF project plan with the City's overall Comprehensive Land Use Plan. The next step is to adopt a resolution setting a date for a public hearing to consider the creation of the separate TIF District (the carve out district) and the proposed project plan itself. State statutes require that at least 30 days between the date that the resolution setting the public hearing is adopted and the public hearing is actually held.

In order to meet the statutory timeline requirements a special meeting on November 4, 2020 will be required. A detailed timeline prepared by Gilmore & Bell is included in the packet and will be reviewed with the Council at the Committee meeting to ensure everyone is clear on the process and the legal steps necessary to move the conversation forward.

In addition, a memo from Pete Heaven of Spencer Fane is provided to assist in clarifying the steps in the process and critical dates. The Council will have until the December 16, 2020 City Council meeting to review and discuss the TIF request and an

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

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Laura Smith

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

associated Development Agreement. Actions taken prior to December 16 will not commit the City Council to any specific incentive.

Although included as an action item on this month's Committee agenda, the Resolution will not advance to the October 21, 2020 legislative meeting, but rather will be considered at a special meeting on November 4, 2020 in advance of the regular November Committee meetings.

The City's consulting team will be present at the October 7 Finance and Administration Committee to explain the process in more detail and to review the Resolution that would be considered by the Council at a special meeting on November 4, 2020 to call the public hearing for December 16, 2020.

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

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



SpencerFane

**To: Mayor and City Council**  
**From: Pete Heaven, Land Use Attorney**  
**Date: September 25, 2020**  
**Re: Mission Bowl Apartment Project**

The Developer of the Mission Bowl Apartment Project has requested the City approve the use of “pay as you go” Tax Increment Financing for the project. Under Kansas law, there are a series of steps necessary to qualify a project for TIF, and the purpose of this memo is to outline those steps. It is important to note that **only the last step obligates the City to the use of TIF**; until that last step, the City is under no obligation to grant the incentive.

The property is already in the Rock Creek TIF District #3, so there will be no need to create a TIF district; what will be before you is the “Project Plan”, which you can approve or disapprove. Here are the steps to reach a final hearing on the Project Plan.

- 10/26/20 – The Planning Commission will be asked to determine whether the Project Plan conforms to the City’s Comprehensive Plan – by law, this is required before the Council can consider the Project Plan.
- 11/4/20 – The Council will be asked to set a date for a public hearing (12/16) to consider splitting Rock Creek TIF District #3 into two project areas (one for the Mission Bowl Apartments and one for a future project) and to consider adoption of the Project Plan. Setting the public hearing does not obligate you to approve TIF or the Project.
- 12/16/20 – Public hearing. At the conclusion, the Council will decide whether to split the TIF District into two areas (simple majority) and approve the Project Plan (2/3 majority). If both matters are approved, a Redevelopment Agreement will also be considered for approval which will set forth the details of the TIF financing and other requirements of the Developer to receive TIF reimbursement. Approval of the Redevelopment Agreement will take a simple majority.

Staff will provide a recommended form of the Redevelopment Agreement well in advance of the December 16 meeting so that you can review, suggest changes and ask questions. The proposed Project Plan will also be distributed as soon as a final version is submitted by the Developer.

Please let me know if you have questions. Best regards.

Pete

## Mission Bowl Redevelopment TIF Timeline

### Draft: Sept. 24, 2020

Milestone Date	Action	Items Needed	Responsible Party
Oct. 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Presentation/discussion of TIF steps</li> <li>• Present Resolution Setting a Date for Public Hearing Before City Council for Consideration of Splitting TIF District and Adopting TIF Project Plan</li> </ul>	Resolution Setting a Date for Public Hearing Before City Council for Consideration of Splitting TIF District and TIF Project Plan	City
Oct. 21 <sup>st</sup> (Work Session)	<ul style="list-style-type: none"> <li>• Present TIF Project Plan and Development Agreement to City Council</li> </ul>	TIF Project Plan and Development Agreement	
October 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Present TIF Project Plan to Planning Commission for a Finding of consistency with the City's Comprehensive Land Use Plan.</li> </ul>	TIF Project Plan	Applicant
Oct. 28 <sup>th</sup>	Deliver Copy of TIF Project Plan to Johnson County Board of Commissioners and Shawnee-Mission Board of Education	TIF Project Plan	City
Nov. 4 <sup>th</sup> (Special Council Meeting)	City Council Adoption of Resolution Setting Date for Public Hearing of Splitting TIF District and Adopting TIF Project Plan	Resolution Setting a Date for Public Hearing Before City Council on Dec. 16 <sup>th</sup>	City
Nov. 5 <sup>th</sup>	Send Certified Copy of Resolution via certified mail to: <ul style="list-style-type: none"> <li>• Johnson County Board of Commissioners</li> <li>• Shawnee-Mission Board of Education</li> <li>• Property Owners and Occupants Within TIF Project Area</li> </ul>	Certified Copy of Resolution <i>(must be sent no more than 10 days after adoption by City Council)</i>	City
Dec. 8 <sup>th</sup>	Publish Resolution	Must be published once not less than one week before nor more than two weeks before public hearing	City

Milestone Date	Action	Items Needed	Responsible Party
Dec. 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Public Hearing Before City Council</li> <li>• Passage of Ordinance Splitting TIF District, Approving TIF Project Plan, and Approving Development Agreement</li> </ul>	<p>Ordinance <i>(must be passed not less than 30 nor more than 70 days after adoption of resolution setting public hearing)</i></p> <p>Final TIF Project Plan and Development Agreement</p>	Applicant/City
Dec. 22 <sup>nd</sup>	Publish Ordinance; Deliver Ordinance to Johnson County Board of Commissioners, Shawnee-Mission Board of Education, County Clerk/Appraiser/Treasurer	Ordinance	City

(Published in *The Legal Record* on December 8, 2020)

**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. 3 (MISSION MART AND BOWL) INTO TWO REDEVELOPMENT DISTRICTS AND (2) THE ADOPTION OF A TAX INCREMENT FINANCING REDEVELOPMENT PROJECT PLAN FOR ROCK CREEK REDEVELOPMENT DISTRICT NO. 3A, 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**, the City has not previously considered or adopted any redevelopment project plans within Redevelopment District No. 3; and

**WHEREAS**, the City is considering dividing Redevelopment District No. 3 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. 3A (the “Project Plan”) in accordance with K.S.A. 12-1770 *et. seq.*, as amended; and

**WHEREAS**, on October 26, 2020, 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 December 16, 2020 as the date for the public hearings to consider dividing Redevelopment District No. 3 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 in the City Council Chamber located in City Hall, 6090 Woodson, Mission, Kansas 66202, commencing at 7:00 p.m., or as soon thereafter as may be heard, on **December 16, 2020**, to consider (a) the division of Redevelopment District No. 3 into two redevelopment districts, and (b) the adoption of the Project Plan.

**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. 3A.** 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. 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.

**Section 4.** The Governing Body will consider the findings necessary for the division of Redevelopment District No. 3 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.

**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 December 16, 2020, 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. 3, and to each owner and occupant of land within Redevelopment District No. 3, not more than 10 days following the date of the adoption of this Resolution.

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

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**ADOPTED** by the Governing Body and **SIGNED** by the Mayor this 4<sup>th</sup> day of November, 2020.

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Ronald E. Appletoft, Mayor

(SEAL)

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Audrey McClanahan, City Clerk

**EXHIBIT A**

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

[INSERT MAP]

**EXHIBIT B**

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

**Redevelopment District No. 3A:**

That part of Lot 3 and all of Lot 4, MISSION MART, a subdivision in the City of Mission, Johnson County, Kansas, described as follows: Beginning at the Northeast corner of said Lot 4; thence South 23 degrees, 08 minutes, 34 seconds East along the Easterly line of said Lot 4, 232.57 feet to the Southeast corner of said Lot 4; thence South 42 degrees, 51 minutes, 45 seconds West along the Southerly line of said Lot 4, 62.64 feet; thence South 20 degrees, 30 minutes, 00 seconds West along said Southerly line, 205.00 feet; thence South 65 degrees, 20 minutes, 00 seconds West along said Southerly line, 60.00 feet; thence North 33 degrees, 49 minutes, 10 seconds East along the Southerly line of said Lot 4, 74.78 feet; thence North 23 degrees, 08 minutes, 34 seconds West along said Southerly line, 75.00 feet; thence South 66 degrees, 51 minutes, 26 seconds West along the Southerly line of Lot 4 and Lot 3, 276.00 feet to the Southwesterly corner of said Mission Mart; thence North 23 degrees, 08 minutes, 34 seconds West along a line that is 47.08 feet Northeast of the Westerly line of said Lot 3, as measured perpendicular to and parallel with said Westerly line, 292.22 feet to a point on the Northerly line of said Lot 3; thence North 66 degrees, 51 minutes, 26 seconds East along the Northerly line of said Lot 3 and Lot 4, 472.00 feet to the Point of Beginning, EXCEPT that part platted as MISSION CELL TOWER, a subdivision in the City of Mission, Johnson County, Kansas. Containing 138,146.6 square feet, or 3.171 acres, more or less.

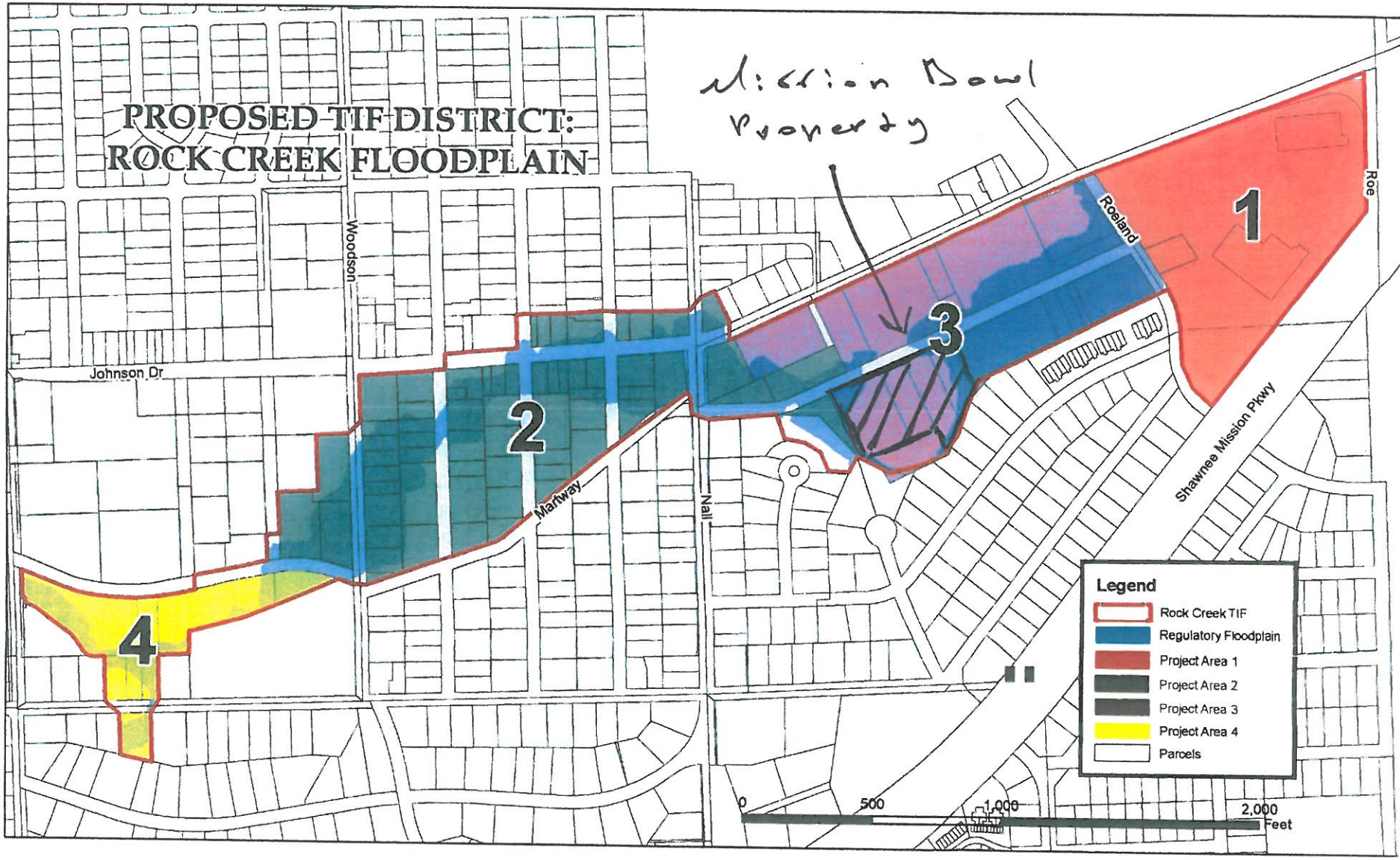
**Redevelopment District No. 3B:**

[INSERT LEGAL]

EXHIBIT A  
MAP OF ROCK CREEK REDEVELOPMENT DISTRICT

PROPOSED TIF DISTRICT:  
ROCK CREEK FLOODPLAIN

Mission Bowl  
Property



**Legend**

- Rock Creek TIF
- Regulatory Floodplain
- Project Area 1
- Project Area 2
- Project Area 3
- Project Area 4
- Parcels



<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>POLICE</b>	From:	Dan Madden

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

**RE:** Adoption of the *Standard Traffic Ordinance (STO)* and *Uniform Public Offense Code (UPOC) Code Books for 2020*

**RECOMMENDATION:** Approve the ordinances adopting the 2020 editions of the *Standard Traffic Ordinance for Kansas Cities (STO)* and the *Uniform Public Offense Code for Kansas Cities (UPOC)*, as published by the League of Kansas Municipalities.

**DETAILS:** The *Uniform Public Offense Code* and the *Standard Traffic Ordinance* have been published by the League of Kansas Municipalities since 1980. They are updated each legislative session, and are designed to provide a comprehensive public offense ordinance and a comprehensive traffic code for Kansas cities. They do not take effect in a city until the governing body has passed and published ordinances incorporating them. When properly incorporated by reference, it is not necessary to publish the entirety of the codes, just the ordinances.

Currently, the police department and court are utilizing the 2019 versions of the above referenced codes. The 2020 versions became effective July 1, 2020, but we wait until the updated (printed) versions are available through the League before bringing the action item forward to the City Council. To maintain uniformity with agencies in the area and with the State of Kansas and the actions of the State Legislature, it is recommended that these codes be adopted. The City has the ability to use the ordinances to address local issues which the City may want to address differently.

Due to a shortened legislative session there were no changes made from the 2019 version to the 2020 version of the STO, and very few to the UPOC. The significant changes to the UPOC include:

- The addition of section 10.29, *Violation of a Public Health Order*, which calls for a Class C violation for any person violating, refusing, or failing to comply with a written order of the County Health Officer, Board of Health, or Director of Health. Prior to the addition of this section, any violations would have to be referred to the District Court.
- Section 5.7, *Selling, Giving or Furnishing Cigarettes or Tobacco Products to a Minor*, was updated to reflect the change in law of the age required to purchase tobacco products from 18 to 21.
- Changes in Article 10 related to weapons and firearms. Section 10.1, *Criminal Use of Weapons* was updated to reflect changes in statute, while section 10.2, *Possession of a Firearm Under the Influence*, and section 10.3, *Criminal*

Related Statute/City Ordinance:	
Line Item Code/Description:	01-30-206-03 Publications
Available Budget:	\$2,500

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>POLICE</b>	From:	Dan Madden

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

*Distribution of Firearms to a Felon* were deleted. Those offenses can still be charged under the applicable state laws through the District Court.

The City has historically chosen to not adopt the following sections of the STO and UPOC due to having existing ordinances that better fit the City's needs:

In the *Standard Traffic Ordinance* those include:

- Article 7, Section 33 relating to maximum speed limits is deleted. Maximum speed limits are regulated by the Mission Municipal Code Section 310.010
- Article 20, section 204(b) relating to fines in school zones is deleted. School zone fines are regulated by Mission Municipal Code Section 300.035.

In the *Uniform Public Offense Code* those include:

- Article 10, Sections 10.24, 10.25, and 10.26 relating to smoking prohibitions are deleted. Smoking restrictions are regulated by Mission Municipal Code Chapter 225, Article III.
- Article 11, Section 11.11 relating to animal cruelty is deleted. Animal cruelty is regulated by Mission Municipal Code Chapter 210, Section 210.160.
- Article 11, Section 11.15 relating to dangerous animals at large is deleted. Dangerous animals at large are regulated by Mission Code, Chapter 210, Section 210.150.

Along with the printed code books, licenses for electronic versions of the STO and UPOC were purchased so that the information can be placed on the City's website and on computers in patrol vehicles and workstations used by the court and police department personnel. The cost for updated ordinances was \$1,040.41.

There are two ordinances that have been prepared for Council action to adopt these changes and fully incorporate them into Mission City Code. The City Attorney has developed and reviewed the ordinances included in the packet.

**CFAA CONSIDERATIONS/IMPACTS:** This Ordinance provides authority to the Police Department to enforce violations of traffic and criminal offenses, which aid in the safety, health, and welfare to both residents and visitors of the City of Mission.

Related Statute/City Ordinance:	
Line Item Code/Description:	01-30-206-03 Publications
Available Budget:	\$2,500

**ORDINANCE \_\_\_\_\_**

AN ORDINANCE ADOPTING THE STANDARD TRAFFIC ORDINANCE 2020 EDITION, AND AMENDING THE CODE OF THE CITY OF MISSION.

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

**SECTION 1:** The traffic Code of the City of Mission, 2020 Edition, Chapter 300, Section 300.010 is hereby amended as follows:

**CHAPTER 300: GENERAL PROVISIONS**

**§300.010: INCORPORATING STANDARD TRAFFIC ORDINANCE**

There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Mission, Kansas, that a certain “Standard Traffic Ordinance for Kansas Cities,” 2020 Edition, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such Articles, Sections, parts or portions as are hereby omitted, deleted, modified or changed. No fewer than three (3) copies of the Standard traffic Ordinance shall be marked or stamped “Official Copy as Incorporated by the Code of the City of Mission” with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omissions or change and to which shall be attached a copy of this Chapter and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The Police Department, Municipal Judge and all administrative departments of the City charged with enforcement of the Ordinance shall be supplied at the cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked as may be deemed expedient.

**SECTION 2:** Article 7, Section 33 relating to maximum speed limits is deleted. Maximum speed limits are regulated by the Mission Municipal Code Section 310.010.

**SECTION 3:** Article 20, Section 204(b) of said Standard Traffic Ordinance relating to fines in school zones is hereby deleted. School zone fines are regulated by Mission Municipal Code Section 300.035.

**SECTION 4:** This Ordinance shall take effect and be in full force from and after publication as required by law.



PASSED AND APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_,  
2020.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Ronald E. Appletoft, Mayor

ATTEST:

---

Audrey M. McClanahan, 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

**ORDINANCE \_\_\_\_\_**

AN ORDINANCE ADOPTING THE UNIFORM PUBLIC OFFENSE CODE, 2020 EDITION, AND AMENDING THE CODE OF THE CITY OF MISSION.

BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

**SECTION 1:** Section 215.010 of the Code of the City of Mission, Kansas is hereby amended by adopting the Uniform Public Offense Code, 2020 edition, as follows:

**§215.010: Incorporating Uniform Public Offense Code.**

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Mission, Kansas, that a certain code known as the "Uniform Public Offense Code," 2020 Edition, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such Articles, Sections, parts or portions as are hereby omitted, deleted, modified or changed. No fewer than three (3) copies of the Uniform Public Offense Code shall be marked or stamped "Official Copy as Incorporated by the Code of the City of Mission" with all Sections or portions thereof intended to be omitted or changed clearly marked to show any such omissions or change and to which shall be attached a copy of this Chapter and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The Police Department, Municipal Judge and all administrative departments of the City charged with enforcement of the Ordinance shall be supplied at the cost of the City such number of official copies of such Uniform Public Offense Code similarly marked as may be deemed expedient.

**SECTION 2:** Article 10, Sections 10.24, 10.25, and 10.26 relating to smoking prohibitions are deleted. Smoking restrictions are regulated by Mission Municipal Code Chapter 225, Article III.

**SECTION 3:** Article 11, Section 11.11 relating to animal cruelty is deleted. Animal cruelty is regulated by Mission Municipal Code Chapter 210, Section 210.160.

**SECTION 4:** Article 11, Section 11.15 relating to dangerous animals at large is deleted. Dangerous animals at large are regulated by Mission Code, Chapter 210, Section 210.150.

**SECTION 5:** This Ordinance shall be in full force and effect after publication according to law.

PASSED AND APPROVED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

Ronald E. Appletoft, Mayor

ATTEST:

---

Audrey M. McClanahan, City Clerk

APPROVED BY:

PAYNE & JONES, CHARTERED

---

David K. Martin, City Attorney  
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# THE LEAGUE News

VOLUME 25 | NUMBER 25 | JUNE 26, 2020

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## LEAGUE ANNUAL CONFERENCE ANNOUNCEMENT

The League is delaying the opening of conference registration by a couple weeks, rather than opening on our usual July 1 target date. Please check back to League News, our website, or announcements on listservs for when registration and hotel blocks will open.

## KANSAS MAYORS ASSOCIATION NOMINATIONS

The Kansas Mayors Association (KMA) will be having its annual membership meeting at the Governing Body Institute. KMA invites you to submit nominations for the KMA Board of Directors. You may nominate yourself or another KMA member to any eligible seat. Board members will be announced at the Governing Body Institute & Kansas Mayors Conference on Thursday, July 30 at 1:30 p.m. Each position serves a term of one year. For more information please [click here](#). Nominations will be accepted until July 27. Contact [Tami Martin](#) if you have questions.

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## CARES ACT FUNDS

The State Finance Council has approved the Recovery Office's plan for the distribution of federal CARES Act funding. Counties will be required to submit a resolution to the office by July 13, with distribution of funds scheduled for July 15. The resolution explicitly states that funds have to be shared with cities and school districts. Reimbursement for COVID-19 related expenses is expected first, with local governments having until August 15 to develop plans for using additional funds. Funds unspent or unencumbered by September 15 will be returned to the Recovery Office, and all expenditures must be completed by December 30, 2020. Guidance on allowable expenses can be [found on-line](#).

The League staff will continue to update cities on the CARES Act funding and are actively monitoring the discussions on this topic.

## LOCAL GOVERNMENT LEADERS SELECTED FOR GOVERNOR'S RACIAL EQUITY/JUSTICE COMMISSION

This week, Governor Kelly announced a 14-member Governor's Commission on Racial Equity and Justice which will focus on law enforcement/community relations. The commission will study racial equity and justice in Kansas, and hold listening sessions with Kansans across the state and make recommendations to the governor, the Legislature, and local governments on steps that can be taken to increase racial equity and justice in Kansas.

Kelly's Executive Order establishing the panel states: "racial inequity and injustice that impacts any Kansan is a threat to all Kansans. Citizens expect law enforcement officers to serve the public and conduct themselves with the highest standards of civility, fairness and honor toward citizens, while maintaining respect for the rule of law."

Two local government officials were named to the Commission: Ernestor De La Rosa, Dodge City, Assistant City Manager of Dodge City and Gordon Ramsay, Wichita, Chief of Police. The commission will hold hearings and discussions with interest groups and make an initial report to Governor Kelly by Dec. 1.

## GOVERNING BODY INSTITUTE MOVING TO VIRTUAL

Save the date for the afternoon of July 30 and morning of July 31 for a virtual Governing Body Institute. Mick Cornett, former Mayor of Oklahoma City, will join us virtually on Thursday afternoon, followed by additional content led by League staff Friday morning.

All registered attendees will receive a copy of the [Governing Body Handbook](#) (a \$40 value) and access to the recordings if you cannot attend a portion of the training. If your city has four or more officials wanting to register, we are offering a group discount. Additional details can be [found at our website](#).

**GBI GOES VIRTUAL**

GOVERNING BODY INSTITUTE & KANSAS MAYORS CONFERENCE

JULY 30 & 31, 2020

TRAINING & INSPIRATION TO LEAD CITIES EFFECTIVELY



THE LEAGUE OF KANSAS MUNICIPALITIES

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## STO & UPOC PUBLICATION & TIMELINE

The League will publish the Standard Traffic Ordinance and Uniform Public Offense Code manuals for 2020. See below for details on each manual.

The UPOC will have the following changes from the 2019 edition to the 2020 edition:

- Definition of Explosives will be added
- Section 5.7 - Selling, Giving or Furnishing Cigarettes or Tobacco Products to a Minor
- Section 6.24 - Typo Corrected
- Section 10.1 - Changes to the Weapons Code

Published by the League of Kansas Municipalities since 1980, the Uniform Public Offense Code (UPOC) contains approximately 100 public offenses that can be adjudicated in municipal court. While many of the provisions parallel state law, the UPOC also contains offenses that are frequently enforced only within cities. **Whether or not your city has incorporated previous editions of the UPOC, the new edition may be adopted by the publication of a single ordinance.** A manual explaining the procedures for incorporating the UPOC by reference is included with each order.

Due to the shortened legislative session, there were no changes to the **Standard Traffic Ordinance** 2020 edition. We are offering the book for sale if you are in need of fresh copies. The cover has been updated to be uniform with the UPOC for 2020.

Published by the League of Kansas Municipalities since 1960, the Standard Traffic Ordinance (STO) is an efficient, economical way to regulate traffic in Kansas cities. **Whether or not your city has incorporated previous editions of the STO, the new edition may be adopted by the publication of a single ordinance.** A manual explaining the procedures for incorporating the STO by reference is included with each order.

**If your order is received prior to July 3, member cities will receive a \$1.00 per book discount, from the stated prices. Books will be mailed by the end of July.**

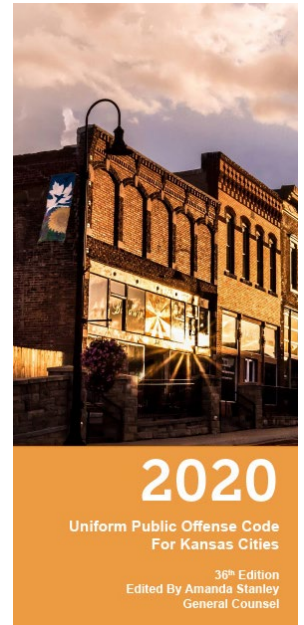
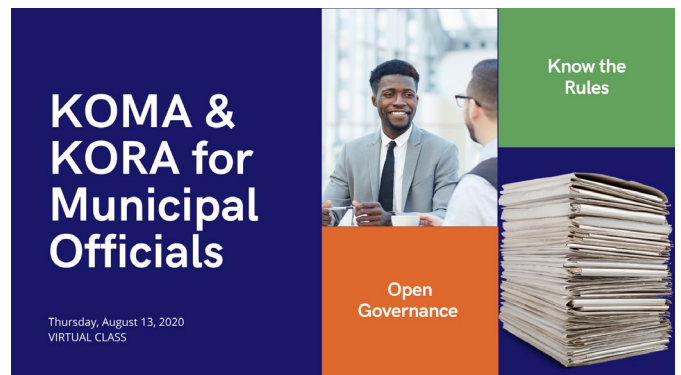
Please specify the number of hard copy editions. 1-4 copies are \$9.00 each, 5-10 copies are \$8.50 each, 11-30 copies are \$8.00 each, over 30 are \$7.50 each. Non member copies are \$12.75 each. Quantity pricing will be adjusted upon invoicing. Please DO NOT pay from your order confirmation.

If you have questions about the STO or UPOC ordering, contact [Rynae Redd](#). [Order manuals on-line.](#)

## KOMA & KORA FOR MUNICIPAL OFFICIALS | VIRTUAL CLASS

Maintaining openness in government is a key responsibility for elected and appointed city officials. It is critical that city and county attorneys, along with elected and appointed officials, have a working knowledge of both the Kansas Open Meetings Act (KOMA) and Kansas Open Records Act (KORA). This workshop provides an in-depth legal analysis of both KOMA and KORA. During the KOMA portion of the training, attendees will learn about: Types of governmental bodies and meetings covered by KOMA; requirements of the Act; serial meetings; executive sessions, including proper procedure to recess; authorized subject matter, and who may attend; enforcement and penalties. The KORA section of the training will focus on the: policies and procedures all cities should establish; effects of social media; and KORA exemptions.

Register for our VIRTUAL CLASS on August 13, 8:30 a.m. to Noon, [on our website.](#)



<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** LGR Legislative and Advocacy Services 2021

**DETAILS:** In 2020, Mission, along with other cities in northeast Johnson County were contacted by Stuart Little of Little Government Relations, LLC regarding interest in participating in a voluntary coalition of cities for government affairs and advocacy services. Little Government Relations (LGR) represented the City of Merriam, and believed that an organized coalition of Northeast Johnson County cities could strengthen Mission's ability to meet the legislative needs of the Council, staff, and the larger community.

While ultimately the coalition was not formed, Mission did contract directly with LGR for legislative affairs and advocacy services. Even though the 2020 Legislative Session was cut short due to the COVID-19 pandemic, staff felt that LGR's services were valuable, helping to support and inform staff and Council on a timely basis. In addition, LGR was able to participate in regularly scheduled calls with LKM on COVID-19, reporting out to staff as appropriate. Staff is recommending the agreement be renewed for 2020 with the same terms and conditions.

Contractual charges are \$10,000 annually to be paid in four quarterly installments.

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

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



September 28, 2020

Laura Smith  
City Administrator  
City of Mission  
6090 Woodson St.  
Mission, KS 66202

Dear Ms. Smith,

Thank you for the opportunity to provide government affairs and advocacy services for the City of Mission during 2020. We believe our work was an economical resource for the elected officials and city staff, even as COVID-19 disrupted the 2020 session, and much of our time has been monitoring state COVID responses and relief programs. Little Government Relations (LGR) would like to continue representing the City of Mission during 2021. We are requesting consideration to renew our agreement for services for the next calendar year.

We are proposing to continue providing the following services:

- Monitor and report on legislation and policy initiatives.
- Provide weekly legislative updates during Session. During the interim period we provide at least monthly updates.
- Appear before the governing body as requested.
- Facilitate communication with members of your legislative delegation.
- Serve as a contact point and resource for City staff and officials to discuss and strategize on local government public policy issues.
- Pursue legislation, amendments, funding or other initiatives on behalf of the city and coalition members.
- Attached is a lengthy list of legislation for which LGR provided testimony during the 2020 session, despite the two months that did not occur due to COVID.
- We'll work closely with your fellow cities in Northeast Johnson County and other community partners including the League of Kansas Municipalities.

In 2021 we will face the most profound public policy challenges in recent memory. The new 2021 Legislature will confront changes in state revenue and tax policy, health care, and state and local authority under the state's strained emergency management act. It's a challenge to even anticipate everything that may arise next year. Our work will continue to serve the City of Mission during this period of transition and uncertainty.

Little Government Relations represents long-term clients in local government, health care, social services, and education. LGR brings over twenty years of experience advocating on behalf of local government entities and their diverse initiatives. We have experienced battles over local authority including tax lids, weapons policies, and other infringements on home rule. We're also fully engaged in the upcoming challenges related to property, sales, internet, and

other taxation issues. Participants in the Northeast Johnson County coalition of cities have shared mutually cooperative strength in action, but we will also recognize there may occasionally be differing opinions on an issue and a city may object to a coalition position; that will be a right of each coalition member. We believe the first year of our collaborative coalition has been a success without conflicts.

Attached you will find a draft contract for services for 2021 with the same terms as the 2020 contract, except for the date. Let us know if we need to discuss renewal of our services and if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stuart Little".

Stuart J. Little, Ph.D.  
Little Government Relations LLC

Cc: Mayor Ron Appletoft



## 2020 NEJC Coalition Testimony

Date of Testimony	Bill no.	Subject	Short title	Position	Current Status
1.29.20	HB 2461	Contingency Fees	Enacting the public litigation coordination act to restrict contracts by public entities for legal services on a contingent fee basis.	Oppose	In House Judiciary
2.5.20	SB 294	Property Tax Transparency	Establishing notice and public hearing requirements prior to approval by a governing body to exceed its revenue neutral rate for property tax purposes.	Oppose	In House tax
2.11.20	SB 338	Alternate Budget Procedure	Allow municipalities to adopt an alternate budget procedure.	Support	In Senate Tax
2.12.20 3.12.20	SB 380	Cable/ROW	Restricting cities/counties from imposing certain regulations and fees on a video service provider for the provision of communications service through a micro wireless facility.	Oppose	In House Energy



2.19.20	HB 2703	Building Codes*	--Would preempt local building and construction codes more stringent than national model codes. --KGas had planned to turn the bill into a gas preemption but will likely pursue some type of legislation next year instead.	Oppose	In House Commerce (Dead)
2.20.20	HB 2625	Plastic Bags	Preempting cities and counties from prohibiting/regulating paper or plastic carryout/single-use plastic items.	Oppose	Passed House Commerce; Withdrawn from House Calendar
3.12.20	HB 2656/SB 396	Apportionment of countywide sales tax	Discontinuing apportionment of countywide retailers' sales tax imposed for general purposes between the county and cities.	Oppose	In House Tax
3.16.20	SB 294	Property Tax Transparency/Tax Lid Repeal	--See above description. --Bill was amended to repeal the tax lid, adjust some of the public hearing/notice processes, and allow	Neutral	In House Tax



Little  
Government  
Relations

800 SW Jackson St., Ste. 1100  
Topeka, KS 66612  
(785) 235-8187 office

			for flexibility in hearing dates.		
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# Memorandum of Agreement

## 1. Parties to Agreement

This agreement for government relations and lobbying services is entered into between “LGR Government Relations, LLC” hereinafter referred to as “LGR” and the “City of Mission” hereinafter referred to as “Mission.”

## 2. Services to be Provided

A. LGR shall provide pro-active lobbying, monitoring, and reporting services for Mission before Kansas legislative and administrative branches of government on matters related to city government. Little shall analyze and report on legislative bills and policy issues of interest and communicate such analysis to Mission on a regular and timely basis.

B. Little shall communicate and meet with the Governing Body, administration, and staff to discuss policy, budget, legislative activity, and administrative issues related to State public policy and budget activities, and LGR shall provide weekly reports during the legislative session, at least monthly during the interim period, and be available for meetings as requested.

D. LGR shall testify before legislative committees as directed by Mission and shall provide assistance to Mission in the production and presentation of legislative testimony.

E. LGR will be available to represent Mission before relevant policy organizations; League of Kansas Municipalities’ meetings and activities; collective Northeast Johnson County cities events, local and regional chambers, and city activities related to shared public policy issues.

F. LGR will facilitate meetings with the legislators and key stakeholders upon request.

G. LGR may perform other government affairs services for Mission as requested. Extraordinary expansion of duties may be subject to additional or other terms as agreed by the parties.

H. LGR shall provide advice and consultation with appropriate Mission elected officials and staff as requested.

3. Coalition.

Mission and other cities in Northeast Johnson County may join together in a voluntary coalition to accomplish shared public policy goals and objectives. The coalition may collectively and collaboratively receive the services articulated in Sec. 1. The coalition will be governed by the following terms and conditions.

- A. Each coalition city will designate one representative to represent and articulate city position, serve as primary point of contact, and serve as the voting member on any non-consensus decisions in the event of required vote.
- B. Coalition will communicate at least on a weekly basis during the legislative session and more often as necessary, including but not exclusively in written reports and conference calls or in person.
- C. LGR will be available to represent the coalition before relevant policy organizations; League of Kansas Municipalities' meetings and activities; collective Northeast Johnson County cities events, local and regional chambers, and city activities related to shared public policy issues.
- D. LGR will be available for city governing board meetings and city staff upon request.
- E. During non-session period, LGR will provide monthly written reports, represent the members at relevant meetings, and be available for governing body meetings upon request.
- F. Participation in the coalition of Northeast Johnson County cities does not supersede or preclude the right of a coalition member to express or advocate individually and independently for a position different from the coalition position. Coalition city members are not obligated to support a majority coalition position and may oppose, without prejudice.

3. Independent Contractor

It is understood by both parties that LGR is an independent contractor and its services are not exclusive to Mission. LGR is specifically allowed to represent other cities by mutual consent in a coalition of Northeast Johnson County cities and additional clients in non-competing areas.

4. Compliance with Applicable Statutes and Rules and Regulations

It is understood by both parties that LGR will register with the office of the Kansas Secretary of State as a lobbyist for Mission. Furthermore, LGR will comply with both the spirit and the intent of all reporting requirements as well as all statutes and rules and regulations pertaining to lobbying. Copies of any reports filed by or on behalf of LGR with various reporting agencies will be available for review by Mission upon request.

5. Terms of Agreement

This contract shall be in effect for the period beginning January 1, 2021 and ending December 31, 2021.

6. Compensation

LGR shall receive the sum of ten thousand dollars (\$10,000.00) for services provided under this agreement, payable in four quarterly payments in the amount of two thousand five hundred dollars (\$2,500.00), due after January 1, April 1, July 1 and October 1 upon receipt of an invoice from LGR. LGR may be reimbursed for documented expenses approved by the administrator or chief elected member in advance.

7. Liability Insurance

LGR shall possess professional liability and workers compensation insurance and shall make documentation of coverage available upon request.

8. Termination.

Either party may terminate this agreement upon thirty (30) days written notice.

This contract encompasses all written and oral agreements of the parties and is entered into this \_\_\_\_\_ day of October 2020.

---

Stuart J. Little, Ph.D.

Little Government Relations, LLC  
800 SW Jackson, Suite 1000  
Topeka, Kansas 66612-2205

---

Laura Smith

City of Mission  
6090 Woodson St.  
Mission, Kansas 66202

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement.

**RECOMMENDATION:** Adopt a Resolution authorizing the Mayor to execute the Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement.

**DETAILS:** The CARES Act established the Coronavirus Relief Fund (CRF) and appropriated \$150 billion in funding to state and local governments to cover costs incurred due to the COVID-19 public health emergency. In April of this year, Johnson County received approximately \$116 million in CRF funding directly from the U.S. Treasury and subsequently received an additional \$8 million from the state for a total of approximately \$124 million. In June, the County announced its intention to divide the original allocation of \$116 million into three phases to be shared as follows:

- Phase 1 - Local Government 45% or approximately \$50 million
- Phase 2 - Community Reinvestment 30% or approximately \$35 million
- Phase 3 - Administrative/Audit, Contingency Fund, Additional Reinvestment in Local Government and Community and Unused Funds 25% or approximately \$30 million

A committee of city and county representatives worked to develop a proposed method of sharing Phase 1 funds to the various cities and other local taxing jurisdictions in Johnson County, which included immediate reimbursement of actual expenses incurred in response to COVID-19 and review and approval of potential additional expenses anticipated or desired through the remainder of 2020.

Each city is eligible to receive a total allocation for both categories that is based on population. For Mission, the total possible allocation is \$302,971.38. To date, we have already been reimbursed for \$22,630.60 in actual expenses. In addition, the City had submitted a list of potential wishlist or resource planning items to be evaluated by the County's consultants and determined to be eligible or ineligible. For those costs determined to be eligible, the consultants also assigned an audit risk score (High-Medium-Low). Mission's resource planning items totaled \$974,122.

Related Statute/City Ordinance:	2020 CARES Act
Line Item Code/Description:	N/A
Available Budget:	N/A

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>ADMINISTRATION</b>	From:	Laura Smith

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

For anything determined to be eligible and having a low audit risk, the County will reimburse for expenses incurred. Staff is working through the list of items and recommending purchase or approval as soon as possible as funds have to be expended by December 30, 2020.

In order to receive the remaining funds which total up to an additional \$280,340.78, the County is requesting that each entity execute a Subrecipient Grant Agreement (“Agreement”) which sets forth the terms and conditions associated with the City’s acceptance of these funds. The Agreement defines the costs eligible for reimbursement as expenses necessary in supporting the City’s response to COVID-19 and incurred between March 1, 2020 and December 30, 2020.

Additionally, the Agreement includes provisions associated with reimbursement procedures, records retention, reporting requirements, and other standard federal contract terms. Finally, the Agreement and the CARES Act may be amended as legislative changes are made or additional guidance becomes available.

Several items to be reimbursed with CARES funding were included on the Community Development Committee Agenda. Staff will review the remaining items under consideration in connection with this action item.

**CFAA CONSIDERATIONS/IMPACTS:** This resolution allows the City to access CARES Act relief funding to assist in our efforts to keep residents and employees safe during the pandemic. Protecting the health, safety and welfare of all who live and work in Mission is a top priority and critical to maintaining a high quality of life for those of all ages and abilities.

Related Statute/City Ordinance:	2020 CARES Act
Line Item Code/Description:	N/A
Available Budget:	N/A



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

**A RESOLUTION OF THE CITY OF MISSION, KANSAS AUTHORIZING THE MAYOR TO EXECUTE THE JOHNSON COUNTY CORONAVIRUS RELIEF FUND SUBRECIPIENT GRANT AGREEMENT.**

WHEREAS, on April 22, 2020 pursuant to section 5001 of H.R. 748, of the CARES Act, Johnson County, Kansas (“County”) received an allocation of federal funds (“Cares Act Funds”) to provide support and reimbursement for eligible expenses and activities related to County’s response to the Coronavirus pandemic; and

WHEREAS, part of the CARES Act Funds are designated for reimbursement of eligible expenses and activities associated with the City of Mission’s (“City”) response to COVID-19; and

WHEREAS, the City and County desire to enter into a Johnson County Coronavirus Relief Funds Subrecipient Grant Agreement setting the terms and conditions for reimbursement of eligible expenses associated with COVID-19.

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

**Section 1.** The City of Mission, Kansas, a municipal corporation, does hereby approve and authorize the Mayor to execute the Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement in substantially the same form as attached hereto as Exhibit A, and incorporated herein by reference.

**Section 2.** The City authorizes the City Administrator or her designee to commence the process to obtain grant funds and receive reimbursement from Johnson County for eligible expenses and activities associated with the City’s response to COVID-19.

**Section 3.** The Mayor or City Administrator or her designee are authorized to take such action, expend such funds and execute such other documents as may be necessary or desirable to carry out the provisions and intent of this Resolution and to carry out and perform the duties of the City associated therewith.

**Section 4.** This resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 21st day of October 2020.

**APPROVED BY THE MAYOR** this 21st day of October 2020.

\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTEST:

\_\_\_\_\_  
Audrey M. McClanahan, City Clerk

# ATTACHMENT A

## Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement

<b>(i) Subrecipient agency name (must match the name associated with its unique entity identifier)</b> City of Mission, Kansas		<b>(ii) Unique entity identifier (i.e., DUNS)</b> 052056384	<b>(iii) Federal Award Identification Number (FAIN)</b> TBD
<b>(iv) Federal Award Date</b> MARCH 1, 2020 - DECEMBER 30, 2020		<b>(v) Subrecipient agency Period of Performance Start and End Date</b> MARCH 1, 2020 - DECEMBER 30, 2020	
<b>(vi) Amount of Federal Funds Obligated to the subrecipient agency by this action:</b>  \$302,971.38	<b>(vii) Total Amount of Federal Funds Obligated to the subrecipient agency</b>  \$302,971.38	<b>(viii) Total Amount of the Federal Award Committed to the subrecipient agency</b>  \$22,630. 60	
<b>(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)</b> CORONAVIRUS RELIEF – Johnson County, Kansas Local Taxing Jurisdiction Support			
<b>(x) Federal awarding agency:</b> DEPARTMENT OF THE TREASURY	<b>Pass-through entity:</b> JOHNSON COUNTY	<b>Awarding official name and contact information:</b> Thomas G. Franzen, Director of Treasury & Financial Management Office of Treasury & Financial Management Thomas.Franzen@jocogov.org	
<b>(xi) CFDA Number and Name (the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement)</b> 21.019 - CORONAVIRUS RELIEF FUND		<b>(xii) Identification of whether the award is R&amp;D</b>  NO	
<b>(xiii) Indirect cost rate for the Federal Award</b> NOT ELIGIBLE	<b>Award payment method (reimbursement or lump sum payment)</b> Reimbursement	<b>Is the agency a subrecipient for the purposes of this agreement?</b> Yes	

**JOHNSON COUNTY**

**RECIPIENT**

Name, Title: Thomas G. Franzen, Director

Name, Title: \_\_\_\_\_

Signature: 

Signature: \_\_\_\_\_

Date: 09/05/2020

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

# ATTACHMENT A

**1. Purpose of Agreement.** This Agreement is made by and between Johnson County, a municipal corporation ("the County") a Subrecipient Grant Agreement, ("Agreement") to set forth the terms and conditions under which the County will provide City of Mission, Kansas ("Recipient") with \$302,971.38 as a grant to be used to reimburse necessary expenditures incurred due to the COVID-19 emergency during the period of March 1, 2020 through December 30, 2020.

**2. Scope of Eligible Expenditures.** Grant funds may only be used to pay or reimburse eligible expenditures as described in Attachment A ("Federal Terms and Conditions"), consistent with details in Attachment C ("Scope of Work"). No grant funds may be used to pay or reimburse costs reimbursed under any other federal or state program, damages covered by insurance, reimbursement to donors for donated items or services, legal settlements, or severance pay.

**3. Recipient Responsibilities.** The grant funds provided herein are an allocation of the coronavirus relief fund, as created in section 5001 of H.R. 748, of the CARES Act. Recipient agrees to administer the grant proceeds consistent with this Agreement, in accordance with the applicable provisions of the CARES Act, any future applicable guidance issued by the U.S. Department of the Treasury and any other applicable federal provisions, as currently described at Attachment A. Recipient shall provide the County with certification Attachment B that grant funds were used for eligible expenditures.

**4. Access to and Maintenance of Records.** Recipient shall maintain internal controls, accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County, consistent with Uniform Guidance as described in the Federal Terms and Conditions and for a period of six (6) years to ensure proper accounting for all grant funds and compliance with this Agreement. Recipient acknowledges that records may be subject to disclosure under the Public Records Act.

Recipient shall agree that the County or any duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Recipient which are related to this Agreement, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

**5. Audit.** If Recipient expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year including under this Agreement, Recipient shall procure and pay for a single audit or program-specific audit for that fiscal year. Upon completion of each audit, Recipient shall: (i) submit to the County the reporting package specified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, Subpart F - Audit Requirements, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor; (ii) submit to the County follow-up and developed corrective action plans for all audit findings. If Recipient is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year including this Agreement, Recipient shall notify the County they did not meet the single audit requirement. Recipient shall send all single audit documentation to [Becky.Jones@jocogov.org](mailto:Becky.Jones@jocogov.org).

**6. Termination.** Upon seven (7) days-notice, the County may terminate this agreement for convenience. Any unspent grant proceeds shall be immediately returned to the County.

**7. Repayment of Funds.** If Recipient has unspent grant proceeds on hand as of December 30, 2020, Recipient shall return all unspent grant proceeds to the County within ten (10) calendar days. If any funds provided to recipient were used in a manner that is not consistent or allowable as outlined in this agreement or in Attachment A "Federal Terms and Conditions," recipient shall return funds to County in the amount determined to be ineligible.

**8. Conflict of Interest.** Recipient designees, agents, members, officers, employees, consultants, and any other public official who exercises or who has exercised any functions or responsibilities with respect to the program during his or her tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the program, are barred from any interest, direct or indirect, in any grant or proceeds of the program, or benefit there from, which is part of this Agreement at any time during or after such person's tenure.

# ATTACHMENT A

**9. Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas. The venue of any suit or arbitration arising under this Agreement shall be in Johnson County, Kansas and if a lawsuit, in Johnson County Superior Court.

**10. Indemnification; Recoupment.** Recipient shall, at its cost and expense, protect, defend, indemnify, and hold harmless the County, its directors, officers, employees, and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorneys' fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of Recipient, its directors, officers, employees, or agents, relating in any way to the Recipient's performance under the Agreement. These indemnification obligations shall survive the termination of the Agreement. Recipient further agrees that it is financially responsible for and will repay the County any and all indicated amounts following an audit exception which occurs due to Recipient's failure, for any reason, to comply with the terms of this Agreement.

## **ATTACHMENTS**

A – Federal Terms and Conditions

B – Certification

C – Program Scope

# ATTACHMENT A

# ATTACHMENT A

## Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement

### ATTACHMENT A – Federal Terms and Conditions

#### PROVISIONS REQUIRED BY LAW DEEMED INSERTED.

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included therein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the Agreement shall be physically amended to make such insertion or corrections.

#### **CORONAVIRUS RELIEF FUND, SECTION 5001 CARES ACT**

The funds provided to Recipient are available under section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

The Recipient certifies that the funds under this Agreement shall only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. [For governmental entities only] Were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if:
  - a. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget;  
OR
  - b. The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation; and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Funds may NOT be used by governmental entities to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use for governmental entities. The funds may only be used for **operating** expenditures.

1. ELIGIBLE EXPENSES. There are six primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

- a. Medical expenses such as:
  - a. COVID-19 related expenses of public hospitals, clinic, and similar facilities.
  - b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - c. Costs of providing COVID-19 testing, including serological testing.
  - d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - e. Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.

# ATTACHMENT A

- b. Public health expenses such as:
  - a. Expenses for communication and enforcement by State, territorial, local and Tribal governments of public health order related to COVID-19.
  - b. Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - c. Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  - d. Expenses for technological assistance to local authorities or other entities on mitigation of COVID-19 related threats to public health and safety.
  - e. Expenses for public safety measures undertaken in response to COVID-19.
  - f. Expenses for quarantining individuals.
- c. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- d. Expenses of actions to facilitate compliance with COVID-19 related public health measures such as:
  - a. Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - b. Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - c. Expense to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - d. Expenses of providing paid sick and paid family medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - e. COVID-19 related expenses of maintaining state prisons and county jails, including as it relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - f. Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- e. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - a. Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.[Note, this is the eligible expenditure subcategory applicable to this grant].
  - b. Expenditures related to a state, territorial, local or Tribal government payroll support system for those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
  - c. Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- f. Any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

## 2. INELIGIBLE EXPENSES.

Non-allowable expenditures include, but are not limited to:

- a. Expenses for the state share of Medicaid.



# ATTACHMENT A

- b. Damages covered by insurance.
- c. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- d. Expenses that have been or will be reimbursed under any federal program.
- e. Reimbursement to donor for donated items or services.
- f. Workforce bonuses other than hazard pay or overtime.
- g. Severance pay.
- h. Legal settlements.
- i. Expenditures prohibited under the Health and Human Services requirements outlined in the next section.

**PUBLICATIONS.** Any publications (written, visual or sound) but excluding press releases, newsletters, and issue analyses, issued by Recipient describing programs or projects funded in whole or in part with federal funds under this Agreement, shall contain the following statements:

“This project was supported by a grant awarded by the US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury.”

**UNIFORM GUIDANCE.** The recipient understands that use of funds pursuant to this agreement must adhere to official federal guidance issued, or issued in the future, on what constitutes an eligible expenditure and to all requirements applicable to CRF funds including applicable requirements of 2 C.F.R. §200 (specifically including 2 C.F.R. §200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements).

## **Subaward Language and Federal Clauses Federal Award Identification (reference 2 CFR 200.330-332)**

Pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, found in the Code of Federal Regulations (CFR) at 2 CFR 200, §200.330 requires that an agency **must decide to make a determination whether the scope of work falls under a Subrecipient or Contractor relationship.**

The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

(a) *Subrecipients.* A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision making;

# ATTACHMENT A

- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(b) *Contractors.* A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

(c) *Use of judgment in making determination.* In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

The subawardee must be in compliance with the below and must note the required information in their subaward agreements:

- (1) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
- (2) Appropriate terms and conditions concerning closeout of the subaward.
- (3) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;
- (4) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
- (5) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:
  - (a) The subrecipient's prior experience with the same or similar subawards;
  - (b) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;
  - (c) Whether the subrecipient has new personnel or new or substantially changed systems; and
  - (d) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).
- (6) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.

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(7) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:

- (a) Reviewing financial and performance reports required by the pass-through entity.
- (b) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
- (c) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.

(8) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- (a) Providing subrecipients with training and technical assistance on program-related matters; and
- (b) Performing on-site reviews of the subrecipient's program operations;
- (c) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.

(9) Verify that every subrecipient is audited as required by Subpart F—Audit Requirements of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

(10) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

(11) Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.

## HEALTH AND HUMAN SERVICES

As applicable (specifically including to any expenditure funded with coronavirus relief funds or public health funds), the Contractor or Recipient (herein each referred to as "Contractor") shall adhere to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS awards as codified in 45 CFR Part 75 effective December 26, 2014, the HHS Grants Policy Statement, and the Contract Provisions below.

### APPENDIX II TO 45 CFR 75—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the HHS agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

The following statutory provisions also apply:

#### General Provisions in FY 2020 Consolidated Appropriation

(PL 116-94, December 20, 2019, 133 Stat 2534 – Division A, Title V)

#### 1. EXECUTIVE PAY

# ATTACHMENT A

The Contractor agrees that none of the funds paid through this contract shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.

(Sec. 202)

## 2. GUN CONTROL ADVOCACY

The Contractor agrees that none of the funds paid through this contract may be used, in whole or in part, to advocate or promote gun control.

(Sec. 210)

## 3. LOBBYING

(a) The Contractor agrees that none of the funds paid through this contract shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) The Contractor agrees that none of the funds paid through this contract shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

(Sec. 503)

## 4. ABORTIONS

(a) The Contractor agrees that none of the funds paid through this contract, and none of the funds in any trust fund paid through this contract, shall be expended for any abortion.

(b) The Contractor agrees that none of the funds paid through this contract, and none of the funds in any trust fund paid through this contract, shall be expended for health benefits coverage that includes coverage of abortion.

(c) The term "health benefits coverage" means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement.

(Sec. 506)

## 5. LIMITATIONS ON ABORTION FUNDING PROHIBITIONS

(a) The limitations established in the preceding section shall not apply to an abortion—

(1) if the pregnancy is the result of an act of rape or incest; or

(2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

# ATTACHMENT A

(b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a State, locality, entity, or private person of State, local, or private funds (other than a State's or locality's contribution of Medicaid matching funds).

(c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a State or locality to contract separately with such a provider for such coverage with State funds (other than a State's or locality's contribution of Medicaid matching funds).

(d)(1) The Contractor agrees it will not subject any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

(2) In this subsection, the term "health care entity" includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan.

(Sec. 507)

## 6. EMBRYO RESEARCH

(a) The Contractor agrees that none of the funds paid through this contract may be used for—

(1) the creation of a human embryo or embryos for research purposes; or

(2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)).

(b) For purposes of this section, the term "human embryo or embryos" includes any organism, not protected as a human subject under 45 CFR 46 as of December 20, 2019, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

(Sec. 508)

## 7. PROMOTION OF LEGALIZATION OF CONTROLLED SUBSTANCES

(a) The Contractor agrees that none of the funds paid through this contract may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established by section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.

(b) The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

(Sec. 509)

## 8. DISTRIBUTION OF INTENTIONALLY FALSE INFORMATION

The Contractor agrees that none of the funds paid through this contract may be used to disseminate information that is deliberately false or misleading.

(Sec. 515(b))

## 9. PORNOGRAPHY

(a) The Contractor agrees that none of the funds paid through this contract may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

# ATTACHMENT A

(b) Nothing in subsection (a) shall limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

(Sec. 520)

## 10. ACORN OR ITS AFFILIATES OR SUBSIDIARIES

The Contractor agrees that none of the funds paid through this contract may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

(Sec. 521)

## 11. NEEDLE EXCHANGE

The Contractor agrees that none of the funds paid through this contract shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug: *Provided*, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

(Sec. 527)

## GOVERNMENT-WIDE GENERAL PROVISIONS

**(PL 116-93, December 20, 2019, 133 Stat 2317 – Division C, Title VII)**

## 12. PROPAGANDA

The Contractor agrees that none of the funds paid through this contract shall be used directly or indirectly, including by subcontractors, for publicity or propaganda purposes within the United States not heretofore authorized by the Congress.

(Sec. 718)

## 13. PRIVACY ACT

The Contractor agrees that none of the funds paid through this contract may be used in contravention of section 552a of title 5, United States Code (popularly known as the Privacy Act), and regulations implementing that section.

(Sec. 732)

## 14. CONFIDENTIALITY AGREEMENTS

(a) The Contractor agrees that it will not require employees or subcontractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.  
(b) The limitation in subsection (a) shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(Sec. 742)

## 15. NONDISCLOSURE AGREEMENTS

These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger

# ATTACHMENT A

to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.

(Sec. 743)

## 16. UNPAID FEDERAL TAX LIABILITY

The Contractor agrees that it does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the Contractor and has made a determination that this further action is not necessary to protect the interests of the Government.

The Contractor agrees it will not subcontract with any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

(Sec. 744)

## 17. CRIMINAL FELONY LIMITATION

The Contractor agrees that it was not convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

The Contractor agrees it will not subcontract with any that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

(Sec. 745)

## **OTHER APPROPRIATION PROVISIONS**

### 18. CHIMPANZEES

The Contractor agrees that none of the funds paid through this contract shall be used on any project that entails the capture or procurement of chimpanzees obtained from the wild.

(42 U.S.C. 289d note)

### **Other Statutory Provisions**

### 19. TRAFFICKING IN PERSONS

This contract is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

(a) The Contractor, Contractor's employees, and any subcontractors or subcontractors' employees may not:

- (1) Engage in severe forms of trafficking in persons during the period of time that the contract that this contract is in effect;
- (2) Procure a commercial sex act during the period of time that this contract is in effect; or
- (3) Use forced labor in the performance of this contract or subcontracts.

(b) Violations of the prohibitions in paragraph (a) include –

# ATTACHMENT A

- (1) Those committed by the Contractor; or
- (2) Those committed by the Contractor's employee or a subcontractor through conduct that is either -
  - i. Associated with performance of this contract; or
  - ii. Imputed to the Contractor or subcontractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

(c) The Contractor must inform Johnson County immediately of any information it receives from any source alleging a violation of paragraph (a).

(d) Definitions. For purposes of this contract:

- (1) "Employee" means either:
  - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

(2) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

(3) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

(Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104))

## 20. WHISTLEBLOWER PROTECTIONS

The Contractor is hereby given notice that the 48 CFR section 3.908, implementing section 828, entitled "Pilot Program for Enhancement of Contractor Employee Whistleblower protections," of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2, 2013) applies to this contract.

## 21. HUMAN SUBJECTS PROTECTIONS

If any activities under this contract will involve human subjects in any research activities, the Contractor must provide satisfactory assurance of compliance with the participant protection requirement of the HHS/OASH Office of Human Research Protection (OHRP) prior to implementation of those research components. This assurance should be submitted to the OHRP in accordance with the appropriate regulations.

## 22. FRAUD, ABUSE AND WASTE

The HHS Inspector General accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in Department of Health and Human Services' programs.



# ATTACHMENT A

## Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement ATTACHMENT B – Certification

I, [\_\_\_\_\_] am the [\_\_\_\_\_] of the CITY OF MISSION of Johnson County, Kansas and I certify that:

1. I have authority and approval from the governing body on behalf of CITY OF MISSION to accept proceeds from the County per the Agreement for COVID-19 Relief Funds by and between the County and CITY OF MISSION from the County's allocation of the Coronavirus Relief Fund as created by section 5001 of H.R. 748, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for eligible expenditures included on the corresponding invoice voucher for report period [March 1, 2020 through December 30, 2020].
2. I understand that as additional federal guidance becomes available, a contract amendment to the agreement between the County and CITY OF MISSION may become necessary and agree to execute necessary amendments.
3. I understand the County will rely on this certification as a material representation in processing this reimbursement.
4. I certify the use of funds submitted for reimbursement from the Coronavirus Relief Fund under this contract were used only to cover those costs that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020 for CITY OF MISSION [THIS CERTIFICATION REQUIRED ONLY OF LOCAL GOVERNMENT];
  - c. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
5. I understand the use of funds pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury as described in Attachment A to the Agreement and certify costs meet the required guidance. Any funds expended by CITY OF MISSION or its subcontractor or subrecipients in a manner that does not adhere to official federal guidance shall be returned to the County.
6. I understand the CITY OF MISSION receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 Retention requirements for records of 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Such documentation shall be produced to the County upon request and may be subject to audit by the State Auditor.
7. I understand any funds provided pursuant to this certification cannot be used for expenditures for which the CITY OF MISSION has received any other emergency COVID-19 supplemental funding whether state, federal or private in nature, for that same expense.

I hereby certify that I have read the above certification, and that the information and my statements provided herein by me are true and correct to the best of my knowledge, and by my signature on this document, acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document could subject me to punishment under federal and/or civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code, Sec. 1001, et seq. and punishment under federal law.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# ATTACHMENT A

## Johnson County Coronavirus Relief Fund Subrecipient Grant Agreement

### ATTACHMENT C - PROGRAM SCOPE OF WORK

#### 1. Introduction

On April 22, 2020, Johnson County received an allocation of \$116,311,033.60 for expenses related to the Coronavirus public health emergency. This funding is being provided to support Johnson County's COVID-19 relief and response strategies, including assistance to local governments, other local taxing jurisdictions, hospitals, K-12 schools, higher education institutions, small businesses, long-term care facilities, and not-for-profit organizations within the County that have been adversely affected by incurred COVID-19 expenditures, closures, cancellations, and loss of work during the COVID-19 public health emergency.

#### 2. Program Objectives/Outcomes

Johnson County has established a three phased allocation plan to address the COVID-19 pandemic in our community. A high-level structure of the three phases is as follows:

**Phase 1** of the plan, 40% - 50% of the allocation, focuses on the needs of local governments and other taxing jurisdictions within Johnson County. This includes reimbursement for expenses such as personal protective equipment (PPE), modifications to facilities to accommodate the need to social distance and other protective measures, additional cleaning and disinfection of facilities and equipment, telework needs to allow public employees to work remotely, as well as payroll costs for public health and safety employees whose services are substantially dedicated to mitigating or responding to the COVID-19 pandemic.

**Phase 2** of the plan, 30% - 50% of the allocation, focuses on community re-investment. Consistent with the Board of County Commissioner's previously identified priorities, community survey responses, and effects of the COVID-19 pandemic, six funding priorities will be addressed in this phase. These priorities include: 1) Mental Health, 2) Aging, 3) Housing, 4) Workforce Development 5) Small Business Support, and 6) Digital Access.

**Phase 3** of the plan, 10% - 30% of the allocation, focuses on contingency funds, additional re-investments in local government and the community, and allowance for any unused funds.

#### 3. Eligible Expenditures

The grant funds must be used for activities in response to COVID-19. The funds should only be used for costs that comply with all federal requirements set for the Treasury's Coronavirus Relief Fund (detailed in Attachment A "Federal Terms and Conditions"). Expenditures must be incurred in the period from March 1, 2020, through December 30, 2020, and must be recorded and documented using the generally accepted accounting principles and the provisions of Title 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

Expenditures may fall in the following categories:

- Acute financial impact directly from the outbreak of COVID-19
- Emergency circumstances and needs directly resulting from the outbreak of COVID-19 reimbursing the costs of business interruption caused by required closures

The following list provides some examples of eligible expenditures:

# ATTACHMENT A

- Loss of income and/or loss of opportunity
- Facility changes to adhere to public health guidance such as physical distancing
- Additional staff to monitor compliance with public health guidelines
- Increased sanitation and cleaning
- Equipment and software to move programming online to limit necessity for in-person interaction
- Marketing to publicize reopening and associated public health measures
- Materials to facilitate safe opening (e.g., PPE, sanitation supplies, plexiglass barriers, markers, signage)
- Technical assistance to facilitate safe re-opening

## 4. Grant Documentation & Reporting

EXHIBIT #	Form/Report	Short Description	Interval
1	Pre-award: risk assessment questionnaire (complete)	Short survey to understand organization’s administrative capacity	With the intake form preceding agreement signing
2	An expenditure report detailing all expenditures up to the grant amount	A standard report generated from the organization’s official accounting system or sufficient documentation to demonstrate grant expenditures, payee, and date of transaction	Within 30 days of final payment utilizing grant funds
3	Documentation to substantiate all expenditures up to the grant amount	Invoices, receipts, contracts, quotes, payroll and timekeeping records, general ledger reports, etc.	Within 30 days of final payment utilizing grant funds

<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

**RE:** Desktop/Laptop Computer Replacement

**RECOMMENDATION:** Approve the purchase of seven desktop computers for a total of \$7,500 from City's budgeted funds, and twelve laptop computers for a total of \$23,400 to be reimbursed from the City's allocation of the CARES funds.

**DETAILS:** The City has been systematically upgrading its technology infrastructure for the past few years. This has included new network cabling for all City facilities, new network servers and switches, and a new telephone and surveillance camera systems.

As part of this project, the City has also undertaken replacing much of its desktop computer fleet. A significant replacement was done last year, replacing desktop computers six years or older. For this year the City is focusing on replacing the last few outliers left from this effort which will bring the age of the entire inventory up to five years or newer.

The City will initiate a replacement program after this point replacing desktop computers every five years. Laptop computers will be replaced every four years. This will ensure that a computer is replaced near the end of its optimal life, but before it fails. The City has also initiated standards for replacement desktops including Microsoft Windows 10 operating system (or newer version), i5 Intel processor, 16 GB of RAM and 256 SSD of memory. The preferred vendor is Dell, and the City leverages a state bid for purchases.

Five (5) replacement desktop computers will be purchased this year for a total of \$7,500. This amount also includes monitors (\$175 each) and set-up costs (\$300 each). These funds are allocated in the 2020 Budget.

In addition to the desktop computers, staff is also recommending the purchase of twelve (12) laptop computers for a total amount not to exceed \$23,400. The intent of the laptops is to provide certain employees the ability to work from home if the City experiences another shutdown during the pandemic. The laptops will also provide these employees the ability to work remotely if at home for an extended period of time due to illness or inclement weather.

In the future, a laptop computer provides opportunities for employees to be able to take their device to meetings (both internal and external) to be able to access files and notes digitally. The amount includes docking stations (\$185 each), monitors (\$175), and set-up costs (\$300). The purchase of the laptop computers will be reimbursed with a portion of the City's allocation of funds from the Coronavirus Aid, Relief, and Economic

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Various Funds
Available Budget:	\$12,000 FY 2020 Budget and \$23,400 Refunded from CARES Act

<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

Security (CARES) Act that is being administered through Johnson County.

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

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Various Funds
Available Budget:	\$12,000 FY 2020 Budget and \$23,400 Refunded from CARES Act

# QUOTE CONFIRMATION



**DEAR ROBERT MEYERS,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LQDB722	9/4/2020	DELL + PSP	6731902	<b>\$15,480.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">DELL CTO 5510 I5-10210U 256/8 W10P</a>	12	6235957	\$1,290.00	\$15,480.00
Mfg. Part#: 3000067709059 Contract: Sourcwell 081419#CDW Technology Catalog/NSA (081419-CDW)				

PURCHASER BILLING INFO	SUBTOTAL	AMOUNT
<b>Billing Address:</b> MISSION POLICE DEPARTMENT ACCTS PAYABLE 6090 WOODSON RD MISSION, KS 66202-3500 <b>Phone:</b> (913) 722-0697 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$15,480.00</b>
	<b>DELIVER TO</b>	
<b>Shipping Address:</b> MISSION POLICE DEPARTMENT ROBERT MEYERS 6090 WOODSON RD MISSION, KS 66202-3500 <b>Phone:</b> (913) 722-0697 <b>Shipping Method:</b> DROP SHIP-GROUND	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Kathryn Heeg	(866) 794-9985	kathhee@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$15,480.00</b>	<b>\$424.00/Month</b>	<b>\$15,480.00</b>	<b>\$487.31/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

- **Bundle Costs.** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
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<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

**RE:** Migration to Microsoft Office 365 Productivity Suite and Purchase of Adobe Acrobat Licenses

**RECOMMENDATION:** Approve the migration from Google's G-Suite productivity tool to Microsoft Office 365 productivity tool in the amount of ~~\$26,652~~ \$28,812 and the purchase of Adobe Acrobat licenses for \$3,430.

**DETAILS:** The City has been utilizing the Google suite of work productivity tools for the past several years. Google offers not only email, but also calendar management, word processing, spreadsheet, and slide presentation capabilities in a productivity suite known as G-Suite. G-Suite is a cloud subscription service, meaning that the City pays a monthly subscription to access this productivity tool via the internet. The City pays approximately \$1,344 a month for this service, or \$16,128 annually.

Microsoft introduced a cloud based productivity suite, Office 365, nine years ago modeled after its popular Microsoft Office productivity tools, which have been commonly used by businesses for the past few decades. Though G-Suite has proven to be a reliable and less expensive alternative over the years, it has its limitations. The word processing and spreadsheet applications are not as robust in their functionality and features as Office 365. Because Office 365 is so commonly used in the business environment, exchanging documents with outside parties can be cumbersome at times. And, because G-Suite is a more open system, it is more prone to cyber-security risks than Office 365.

This later point became apparent in an audit of the City's police department conducted last year by the Kansas Bureau of Investigations (KBI), in which they recommended the City's police department utilize a more secure productivity suite for its daily work.

Staff initiated a discussion with Johnson County's Department of Technology (DTI) and Innovation regarding the transition to Office 365. The County completed migrating all of its users to Office 365 about two years ago.

Office 365 offers three service levels - Office 365 Business Premium, Enterprise and Office 365 Government. Microsoft Office 365 Business Premium is comparable in price to Google, but it has some of the same security issues as Google and would not meet (KBI) standards. Microsoft Office Government is a much more secure alternative and

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05
Available Budget:	\$35,000 in FY 2020 Budget ( <del>\$26,652</del> \$28,812 will be paid by CARES Funds)



<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

has been specifically designed to comply with the certification requirements of several federal agencies including the Department of Justices, Department of Defense, and Internal Revenue Service.

Within Microsoft Office Government there is a range of options from G-1 to G-5 based on amount of email storage, email archive ability, access to the full Microsoft Office suite version versus the on-line version, and other features. The prices range from \$11/month for G-1 to \$35/month for G-5. There are also a range of options for those that just need an email account from an email kiosk to E-3, again based on the amount of storage and archive ability.

In reviewing the number of actual accounts the City's needs and the type of accounts that are needed, staff proposes the mix of suite options shown in the table below.

#### Monthly Subscription Price for Google G-Suite and Office 365 Productivity Suites

Service Level	Monthly Price	Number of Users	Extended Price	Annual Cost
G-Suite (Current)	\$12.00/month	90	\$1,080/month	\$12,960
Office Kiosk	\$2.00/month	3	\$6/month	\$72
Office Email-1	\$7.00/month	20	\$140/month	\$1,680
Office G-1	\$11.00/month	20 0	\$220/month	<del>\$2,640</del> \$0
Office G3	\$20.00/moth	47 67	\$940/month	<del>\$11,280</del> \$16,080
Total Annual Cost				<del>\$15,672</del> \$17,832

This blend of accounts will provide the best set of options for the organization while keeping costs in line. These prices will be locked-in for a three year period.

In addition there is a one time cost to set-up these accounts and migrate the current accounts from Google to Microsoft. Staff had spoken with two vendors last year when first exploring this for budget purposes. The table below shows their proposed costs.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05
Available Budget:	\$35,000 in FY 2020 Budget ( <del>\$26,652</del> \$28,812 will be paid by CARES Funds)

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

#### Migration Services (One Time Cost)

Sumner One	\$125.00/User	90	\$11,250
LiftOff	122.00/User	90	\$10,980

Staff recently reached out to the two vendors with a request to freshen-up their quotes. Only LiftOff responded back. LiftOff's fee will include an assessment workshop to understand the current email environment, ensure that requirements are captured and core functionality is reviewed; a set-up and pre-staging of the Office 365 accounts; the actual migration; desktop configuration; go live; and post deployment evaluation. The whole process would take six to eight weeks from the time the contract is approved.

DTI has worked with LiftOff and utilized them in the County's transition, and there is a very positive relationship.

**Staff would recommend utilizing LiftOff to assist the City in migrating from the G-Suite productivity site to Office G3 for a one time fee of \$10,980 and then an ongoing cost of ~~\$15,672~~ \$17,832, a total cost of ~~\$26,652~~ \$28,812.**

In addition to the migration to Office 365, staff is recommending purchasing thirty (30) licenses for Adobe Acrobat for \$3,430. Like Microsoft, this would be an annual subscription, or renewing charge. Adobe will allow staff to save documents into a format that cannot be easily edited and is safer for transmitting via email. Also multiple documents can be combined into one document (such as the budget book) and then edited and manipulated in an easier fashion. These documents can then be posted to the website or shared with outside parties. Another advantage to Adobe is the ability to create forms that can be completed on-line or downloaded, completed, and then sent back to the City via email.

**Staff recommends purchase of thirty licenses for Adobe Acrobat for a total cost of \$3,430.**

The entire recommendation for this action item - Migration to Microsoft Office 365 and purchase of Adobe Acrobat will total ~~\$30,820~~ \$32,242. The City had budgeted \$35,000 in the 2020 Budget for the migration, however one year of the migration and the initial set-up (~~\$26,652~~ \$28,812) can be funded through the City's allocation of its CARES Act funds.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05
Available Budget:	\$35,000 in FY 2020 Budget ( <del>\$26,652</del> \$28,812 will be paid by CARES Funds)

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Brian Scott

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

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

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05
Available Budget:	\$35,000 in FY 2020 Budget ( <del>\$26,652</del> \$28,812 will be paid by CARES Funds)

# QUOTE CONFIRMATION



**DEAR ROBERT MEYERS,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LRCQ709	9/29/2020	LFZP107	6731902	<b>\$3,430.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">ADO ACRO PRO DC F/ENT</a> Mfg. Part#: 65271309BC06A12 Electronic distribution - NO MEDIA Contract: Kansas NVP Software (ADSP016-130652 0000042147)	20	5176509	\$125.00	\$2,500.00
<a href="#">ADO ACRO STD DC L6</a> Mfg. Part#: 65271330BC06A12 Electronic distribution - NO MEDIA Contract: Kansas NVP Software (ADSP016-130652 0000042147)	10	5176512	\$93.00	\$930.00

PURCHASER BILLING INFO	SUBTOTAL	AMOUNT
<b>Billing Address:</b> MISSION POLICE DEPARTMENT ACCTS PAYABLE 6090 WOODSON RD MISSION, KS 66202-3500 <b>Phone:</b> (913) 722-0697 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$3,430.00</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> MISSION POLICE DEPARTMENT ROBERT MEYERS 6090 WOODSON RD MISSION, KS 66202-3500 <b>Phone:</b> (913) 722-0697 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

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	<b>Kathryn Heeg</b>   (866) 794-9985	kathhee@cdwg.com

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<b>City of Mission</b>	Item Number:	8.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Emily Randel

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

**RE:** Recommendation for 2021 Employee Benefits Program

**RECOMMENDATION:** Authorize the Mayor, or his designee, to execute any and all documents necessary to approve contracts for the City of Mission's 2021 employee health/welfare benefits program.

**DETAILS:** Benefits are an important component of the overall compensation package the City offers its employees. Staff has been working with the City's benefit broker, Lockton Benefit Company, to recommend an employee benefits program for 2021 that is both supportive of the employees and fiscally sound for the City.

Lockton administered a survey of City employees at the end of June 2020. Overall, employee satisfaction in current offerings is generally high. The survey will be used to inform open enrollment efforts this fall, to increase education about certain programs based on survey responses. Additionally, the survey asked employees how interested they would be in paid parental leave, paid caregiver leave, and combined paid time off as opposed to separate leave banks. Staff plans to present recommendations for leave programs as part of the updates to the Personnel Policy and Guidelines for 2021. The full survey is included in the packet.

The major cost driver for the benefits program is health insurance. The City received a flat pre-tax renewal from the existing provider, Blue Cross / Blue Shield of Kansas City for the second year in a row. When the 2021 Budget was adopted, staff planned for a 10% increase in health insurance premiums.

Dental and vision programs were subject to a rate hold for 2021 and were not marketed. The full recommendations for 2021 include:

Medical

- Renew with Blue Cross / Blue Shield of Kansas City and offer the same three health insurance plans - Preferred Care Blue, Blue Select, and Spira Care.
- Continue with the current health insurance premium structure of 80% of the premium being paid by the City and 20% being paid by the employee, with no plan increase.

Wellness

- Fund a wellness program for City employees in the amount of \$10,000.

Dental

- Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2021 with no increase in premium rates. The plan is on a rate hold

Related Statute/City Ordinance:	
Line Item Code/Description:	Various personnel line items that make up the 2021 Budget
Available Budget:	\$2,082,250

<b>City of Mission</b>	Item Number:	8.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Emily Randel

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

through January 1, 2023.

- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.

Vision

- Maintain the vision insurance benefit plan with EyeMed with 100% of the premium paid by the City. The plan is on a rate hold through January 1, 2025.

Section 125 Flexible Spending Account

- Continue to provide a Section 125 Flexible Spending Account through BASIC.

Group Term Life

- Maintain basic Group-Term Life/AD&D benefits through The Standard for an estimated annual premium of \$1,671 paid 100% by the City.

Life Insurance

- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.

Supplemental Insurance

- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.

Retirement Savings

- Fund the KPERS and KP&F retirement plans in accordance with state mandated rates.
- Maintain the quarterly contribution of 2% of total earnings in the Principal Plan for non-KP&F employees, with no optional matching benefit.

Anticipated personnel costs for 2021 based on the recommendations provided are summarized in the table below.

Health/Welfare Benefits	\$ 782,050
Retirement Benefits	\$ 746,000
SUI, FICA, Worker's Compensation	\$ 554,200
<b>2021 Total Estimated Benefit Costs</b>	<b>\$ 2,082,250</b>
<b>2021 Total Estimated Salary Costs</b>	<b>\$ 5,882,776</b>
<b>2021 Total Personnel Costs</b>	<b>\$ 7,965,026</b>
2021 Benefits as a % of Total Personnel Costs	26%

Related Statute/City Ordinance:	
Line Item Code/Description:	Various personnel line items that make up the 2021 Budget
Available Budget:	\$2,082,250

<b>City of Mission</b>	Item Number:	8.
<b>ACTION ITEM SUMMARY</b>	Date:	October 7, 2020
<b>Administration</b>	From:	Emily Randel

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

**CFAA CONSIDERATIONS/IMPACTS:** The health benefits offered in the City’s benefit package represent services that can facilitate active participation throughout each phase of life. Access to community and health services is one of the six areas of focus for the Communities for All Ages checklist, and providing some of that access in the workplace contributes to overall wellness in a fundamental way.

Related Statute/City Ordinance:	
Line Item Code/Description:	Various personnel line items that make up the 2021 Budget
Available Budget:	\$2,082,250



**Date:** October 7, 2020  
**To:** Members of the Finance and Administration Committee  
**From:** Emily Randel, Assistant to the City Administrator  
**RE:** 2021 Employee Benefits Program

Maintaining an attractive benefits package is a key part of recruiting and retaining good employees. Each year, staff seeks the most effective balance of robust benefits that still allows for the City to maintain a strong fiscal position. The City's benefit broker, Lockton Benefit Company (LBC), assists to evaluate, negotiate and recommend an employee benefits package for each year. The recommendations for fiscal year 2021 are summarized in this memorandum.

**Medical Benefit**

The City received a proposed premium package from Blue Cross Blue Shield for 2021 with no increase in premiums. This is the second year in a row for such positive news. There is a low level of predictability in medical trends from year to year with potential increases over the last two to three years fluctuating between 0% and 50%. The City budgeted for a %5 increase in health and welfare benefits for 2021.

The City will continue to offer multiple plans, Blue Select, Preferred Care Blue and Spira Care. There are now seven Spira Care Centers, providing more convenient service for our employees living in different areas within the metro. Please see the following table for more detail on how the 56 participating employees are utilizing the medical insurance plans as of September 2020, and the premiums for each.

**Table 1. Proposed 2021 Medical Premiums - City/Employee Cost Share**

Coverage Tier	2021 Monthly Premium	City's Share of Premium - 80%	Employee's Share of Premium - 20%	Per Payroll Premium	2020/2021 Per Payroll Difference
Blue Select (Individual Maximum Deductible \$2,000), 20 enrolled					
Employee Only	\$600.95	\$480.76	\$120.19	\$60.10	\$0
Employee + Spouse	\$1,261.98	\$1,009.58	\$252.40	\$126.20	\$0
Employee + Child(ren)	\$1,081.70	\$865.36	\$216.34	\$108.17	\$0
Employee + Family	\$1,802.84	\$1,442.27	\$360.57	\$180.28	\$0



Preferred Care Blue (Individual Maximum Deductible \$1,000), 26 enrolled					
Employee Only	\$739.62	\$591.70	\$147.92	\$73.96	\$0
Employee + Spouse	\$1,553.21	\$1,242.57	\$310.64	\$155.32	\$0
Employee + Child(ren)	\$1,331.32	\$1,065.06	\$266.26	\$133.13	\$0
Employee + Family	\$2,218.87	\$1,775.10	\$443.77	\$221.89	\$0
Blue Select with Spira Care (Individual Maximum Deductible \$1,500), 10 enrolled					
Employee Only	\$600.62	\$480.50	\$120.12	\$60.06	\$0
Employee + Spouse	\$1,261.29	\$1,009.03	\$252.26	\$126.13	\$0
Employee + Child(ren)	\$1,081.11	\$864.89	\$216.22	\$108.11	\$0
Employee + Family	\$1,801.85	\$1,441.48	\$360.37	\$180.19	\$0

The City has traditionally offered health insurance at an 80% / 20% cost share with employees, with the City paying 80% and employees paying 20%. It is recommended that this continue for 2021.

***Recommendation: Continue health insurance coverage with Blue Cross / Blue Shield of Kansas City offering Preferred Care Blue, Blue Select and Blue Select with Spira Care plans to City employees with a 0% increase in costs for 2021. It is also recommended the City continue with the 80% / 20% cost share between the City and employee. The estimated cost for the City in 2021 is anticipated to be \$724,000.***

### **Wellness Benefit**

The employee wellness program encourages employees to earn points throughout the year by engaging in wellness activities such as doctor and dental visits, flu shots, membership in a workout facility, or attending wellness seminars at work. Employees who earn the minimum amount of points earn \$300 at the end of the year. There were 23 employees who completed the program in 2019, and it is expected that a similar number will complete the entire program in 2020. Twenty-seven employees have participated in at least one of the tracked activities to date in 2020. The secondary benefit to the program, apart from improved health outcomes, is the program encourages employee engagement and participation. The wellness activities offered throughout the year help to build relationships between employees across departments.

***Recommendation: Maintain the wellness benefit in 2021 at \$300 for each participant that completes the annual wellness program, and fund biometric screenings and lunch and learns and miscellaneous expenses for a budgeted wellness and employee engagement program for \$10,000.***

### **Dental Benefit**

The City offers its employees dental coverage through Delta Dental of Kansas. Delta Dental has a wide network of dental care providers across the Kansas City region, on both sides of the state line, and are generally considered to be the leader in dental insurance.

The City's dental insurance plan provides an annual deductible of \$50 for an individual and \$150 for a family with an annual maximum of \$1,500, regardless of whether care is in or out of network. The plan also provides for 100% of preventive services and 80% of basic services within network. The program includes unlimited cleanings and the Right Start4Kids program which covers all services except orthodontics at 100% for dependents under the age of 13.

As with the medical benefit, the City currently pays 80% of the premium rates and the employee pays 20%. Delta Dental is proposing no increase in premiums for 2021. The following table represents the employer and employee contributions for the benefit.

**Table 2. 2021 Dental Premium Structure 80% / 20%**

	Total Monthly Premium	Employer Contribution	Employee Contribution	Per Payroll Premium	2020/2021 Per Payroll Difference
Employee Only (22 employees participating)	\$ 31.20	\$ 24.96	\$ 6.24	\$ 3.12	\$ 0.00
Employee + Family (36 employees participating)	\$ 91.25	\$ 73.00	\$ 18.25	\$ 9.13	\$ 0.00

***Recommendation: Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2021 with no increase in premium rates; and maintain the current premium structure of 80% City and 20% employees. Estimated impact to the City's 2021 budget for the recommended dental benefits is \$41,000.***

### **Vision Benefit**

The City provides vision insurance to its employees through EyeMed. Vision benefit premiums are paid 100% by the City. EyeMed provided a rate increase in 2018 that locks in premiums through 2021 so there is no increase in premiums for 2021.

***Recommendation: Renew vision benefits with EyeMed, effective January 1, 2021 with no increase in premiums. Maintain 100% of the premium paid by the City with an estimated impact to the City's 2020 budget of \$8,460.***

#### **125 Flexible Spending Account Benefit**

The City offers a Flexible Spending Account (FSA) program (unreimbursed medical and dependent care expenses) through BASIC. The plan allows employees to set aside pre-tax dollars for qualified expenses eligible for reimbursement throughout the plan year.

There are currently 25 employees participating in the FSA with annual contributions totaling approximately \$46,880. Annual plan administration fees are approximately \$1,650. Participation in the plan saves both the employees and the City approximately \$3,586 in FICA taxes on health insurance.

***Recommendation: Continue to provide a Section 125 Flexible Spending Account through Basic with an estimated impact on the 2021 budget of \$1,650.***

#### **Basic Life / AD&D Insurance Benefit**

The City provides a basic group-term life/AD&D policy through The Standard for all benefit eligible employees, paid 100% by the City. In 2019, the City doubled the coverage for 2020 to \$50,000 for department directors, and \$40,000 for all other employees (unless reduced as a result of age). There are no changes to coverage proposed for 2021. The coverage, paid 100% by the City, will be \$4,491.

***Recommendation: Provide basic Group-Term Life/AD&D benefits through The Standard for 2021 with an estimated impact to the City's 2021 budget of \$4,500.***

#### **Voluntary Life Insurance Benefit**

The City offers employees the option to purchase additional life insurance through The Standard. The plan allows employees to purchase insurance in increments of \$10,000 up to a max of five times their annual salary. The pricing is age rated and employees have the opportunity to purchase coverage for a spouse and dependents as well. The premiums are paid 100% by the employee. The voluntary life insurance benefit will renew at no rate increase. Premium may increase only if an employee crosses an age-band or they make specific application for an increase in coverage amounts.

***Recommendation: Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees. No impact to the 2021 budget.***

**Voluntary Supplemental Insurance Benefit**

Employees are provided the option to participate in a supplemental insurance benefit through AFLAC. Though AFLAC provides primarily short-term disability insurance, they also offer a number of other insurance options that employees can select to participate in given their particular needs. This benefit is paid 100% by the employees that choose to participate.

***Recommendation: Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees. No impact to the 2021 budget.***

**Retirement Plan Benefit**

The City participates in the Kansas Public Employee Retirement System and the Kansas Police and Firefighters retirement system (KPERs/KP&F) for all eligible employees. Contributions to these two systems are mandatory for both the City, as the employer, and the employees. Contribution rates are dictated annually by the plan and are as follows for 2021:

KPERs:	Employer	8.87% of Covered Payroll (Increase of .26% from last year)
	Employee	6.00% of earnings
KP&F:	Employer	22.80% of Covered Payroll (Increase of 0.87% from last year)
	Employee	7.15% of earnings

The estimated employer (the City's) contribution to KPERs/KP&F is approximately \$746,000 for 2021.

***Recommendation: Fund the KPERs and KP&F retirement plans in accordance with state mandated rates for an estimated cost of \$746,000 for 2021.***

**Supplemental Retirement Benefit**

Since 1980, the City has provided a supplemental retirement program for all non-public safety employees working more than 1,000 hours per year. This plan, through Principal, was put in place based on a desire by the City to help equalize the gap in the employer funded contributions between KPERs and KP&F. It has no impact on the KPERs benefits available to employees upon their retirement.

***Recommendation: Maintain the contribution of 2% of total earnings in the Principal plan for non-KP&F employees, with no optional matching benefit. The estimated cost for 2021 is \$48,000.***

### **Summary and Recommendation for Health & Welfare Benefits**

The following is the recommended 2021 Employee Benefit Package.

- Renew with Blue Cross / Blue Shield of Kansas City and offer three health insurance plans - Preferred Care Blue, Blue Select, and Spira Care.
- Continue with the current health insurance premium structure, 80% of the premium being paid by the City and 20% being paid by the employee.
- Fund a wellness program for City employees in the amount of \$9,000.
- Renew the dental insurance benefit plan with Delta Dental of Kansas effective January 1, 2021 with no increase in premium rates and expanded coverage / enhanced benefits.
- Maintain the current dental insurance premium structure of 80% paid by the City and 20% paid by the employees.
- Maintain the vision insurance benefit plan with EyeMed from 2020 with 100% of the premium paid by the City. The plan is on a rate hold through January 1, 2022.
- Continue to provide a Section 125 Flexible Spending Account through BASIC.
- Maintain basic Group-Term Life/AD&D benefits through The Standard paid 100% by the City.
- Maintain access to voluntary life insurance benefits through The Standard with all premiums paid 100% by participating employees.
- Maintain access to voluntary supplemental insurance benefits through AFLAC with all premiums paid 100% by participating employees.
- Fund the KPERS and KP&F retirement plans in accordance with state mandated rates.
- Maintain the quarterly contribution of 2% of total earnings in the Principal Plan for non-KP&F employees, with no optional matching benefit.

A historical review of the changes in net costs for the City's health and welfare benefit programs is summarized below.

**Table 6. Five-Year Summary of Total Health and Welfare Benefit Costs (excluding retirement)**

	2017	2018	2019	2020 (Estimated)	2021 (Estimated)
City's Total Net Costs	\$750,800	\$905,825	\$768,111	\$786,311	\$782,050
\$ Change	\$5,900	\$155,025	(\$137,714)	\$18,200	(\$6,789)
% Change	1%	21%	(15%)	2%	(.08%)

Estimated personnel costs for 2021 based on the recommendations provided are summarized in the following table.

Health/Welfare Benefits	\$ 782,050
Retirement Benefits	+ \$ 746,000
SUI, FICA, Worker's Compensation	+ \$ 554,200
<b>2021 Total Estimated Benefit Costs</b>	<b>= \$ 2,082,250</b>
<b>2021 Total Estimated Salary Costs</b>	<b>+ \$ 5,882,776</b>
<b>2021 Total Personnel Costs:</b>	<b>= \$ 7,965,026</b>
2021 Benefits as a % of Total Personnel Costs:	26%

# City of Mission Employee Benefits Survey

*Executive Summary*



July 2020

## *Executive Summary*

The 2020 Employee Benefits Survey was administered June 25<sup>th</sup>-July 6<sup>th</sup>. Responses to questions within the survey were voluntary, therefore, the number of respondents varied by question, ranging anywhere from 19 to 45 respondents.

Of those who completed the survey, the majority of respondents were:

- Male
- Between the ages of 31-60
- Have been employed 1-3 years or 16+ years
- Have a current annual salary between \$50-\$75k

Overall, Employees seem to be satisfied with the current benefit offerings that are in place with the City. The feedback shows that the premium is viewed as acceptable, the benefits are viewed as competitive or more competitive than other comparable local positions and that your population has a sufficient understanding of the benefit offerings. Employees would prefer to have salaries increase over the option of having a richer benefits plan at a higher cost (84%), but 74% did say that they would be interested in more generous benefits even if it meant higher premiums.

### **Areas of alignment:**

Employer Paid Life Insurance: This benefit was ranked from moderate to high importance to 59% of respondents. Of those, 80% said that they were somewhat satisfied to very satisfied with the current benefit. Given the level of interest and the importance of this offering to employees, the survey provides validation for increasing/enhancing the benefit in the 2020-21 plan year.

Employees seem to have a good understanding of the current plans that are in place. This indicates the enrollment materials and meetings are working well to educate on the City's plan offerings.

### **Recommendations/Considerations:**

Of respondents, 58% of spouses work outside of the home. Of these, 47% are eligible for insurance through their employer, while 44% are responsible for dependent insurance. A spousal carve-out or surcharge could be considered as a means of cost containment, as spouses tend to cost an average of 2.1 times an employee. However, this option can cause friction among employees and may not be a cultural fit for the City.

Per our discussions earlier in the year, your team seems to be correct in identifying that the KPERS and Deferred Compensation (457) plans are top of mind to employees. Those utilizing a retirement plan account for 69% of respondents. Of those surveyed, 93% said they were mostly satisfied or very satisfied with KPERS. While the benefit seems well received, enhanced education is needed around KPERS/KP&F as indicated by the survey responses to the question regarding areas where increased knowledge was needed. The Deferred Compensation plan was ranked with high "importance to your family" in the survey and only 40% were mostly satisfied or satisfied with the 457 Plan offering. Let us know if you would like to have an additional discussion around retirement.



The survey results indicate that your team is also correct in that STD/Paid Leave is an area of interest to your population. Of those surveyed, 20% indicated they were somewhat satisfied with the current STD offering, while 13% were not satisfied. Currently, 24% of the surveyed population is enrolled in STD. Regarding the leave piece, 59% were interested in paid parental leave and 67% were interested in paid caregiver leave. The majority of those surveyed (59%) favor a combined PTO bucket. Please let us know if you want to continue the conversation on this piece to build on our conversation earlier in the year with Stacie Engelmann, our HR Consultant.

More education is needed on the Mail Order Prescription benefit through BCBSKC. According to the survey, 91% of members do not utilize this benefit. Of those not using the benefit, 19% indicated this was due to either not understanding the benefit or not being aware that it was an offering. We will add enhanced communication on this benefit to the OE materials.

Another area of opportunity for education is the FSA/Dependent Care benefit. Of those who responded that they are currently enrolled in FSA/Dependent Care, 50% indicated they either don't understand or only somewhat understand the various aspects of the plan. The majority cited lack of understanding with the claim submission/reimbursement process as well as eligible expenses and what the FSA can be used for. We will add enhanced communication on this benefit to the OE materials.

As an additional note, out of 44 respondents, only six responded that they are currently enrolled in the Spira Care EPO medical plan. Being that this plan is still relatively new, we recommend continued education during OE, either through written materials and/or employee meetings with BCBS.

Last, although 35% of those surveyed were not interested in additional benefits, the top five benefits that respondents showed the most interest in were:

1. Financial planning
2. Legal services
3. Auto and home insurance
4. Pet insurance
5. Whole life insurance

Please let us know your interest in exploring additional benefit offerings. We are happy to speak to you in more detail about adding any one or multiple benefits to the City's benefits program.


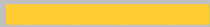
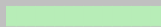







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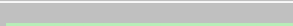

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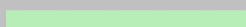
**UNCOMMONLY INDEPENDENT**




## City of Mission 2020 Employee Survey



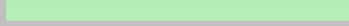
Which range indicates your current age?		Response Percent	Response Total
22-30		13.33%	6
31-40		26.67%	12
41-50		20%	9
51-60		28.89%	13
60+		11.11%	5
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.



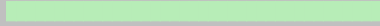
Please indicate your gender:		Response Percent	Response Total
Female		34.09%	15
Male		61.36%	27
Other or prefer not to share		4.55%	2
			Total # of respondents 45. Statistics based on 44 respondents; 0 filtered; 1 skipped.



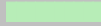




Which category describes your family status?		Response Percent	Response Total
Single		15.56%	7
Single parent with dependent children		11.11%	5
Married		37.78%	17
Married with dependent children		35.56%	16
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.



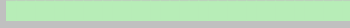

Are you primarily responsible for providing your children's insurance?		Response Percent	Response Total
Yes		44.44%	20
No		24.44%	11
Not applicable		31.11%	14
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.

If you are married, does your spouse work outside the home?		Response Percent	Response Total
Yes		57.78%	26
No		13.33%	6
Not applicable		28.89%	13
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.














Is your spouse eligible for benefits through their employer?		Response Percent	Response Total
Yes		46.67%	21
No		8.89%	4
Not applicable		44.44%	20
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.

If eligible, does your spouse participate in their employer's medical plan?		Response Percent	Response Total
Yes		26.67%	12
No		24.44%	11
Not applicable		48.89%	22
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.

How long have you been employed by the City of Mission?		Response Percent	Response Total
Less than 1 year		6.67%	3
1-3 years		28.89%	13
4-6 years		13.33%	6
7-9 years		6.67%	3
10-12 years		13.33%	6
13-15 years		4.44%	2
16+ years		26.67%	12
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.

Which range indicates your current annual salary?		Response Percent	Response Total
\$30,000-\$39,999		8.89%	4
\$40,000-\$49,999		24.44%	11
\$50,000-\$74,999		44.44%	20
\$75,000+		22.22%	10

Total # of respondents **45**.  
Statistics based on **45** respondents; **0** filtered; **0** skipped.

If you could increase your current knowledge about any of the City of Mission's benefit offerings which would you choose? Please select your top 5 choices.		Response Percent	Response Total
Medical		53.85%	21
Dental		35.9%	14
Vision		33.33%	13
Employer-paid term life insurance		41.03%	16
Deferred compensation plan 475		30.77%	12
Supplemental retirement plan 401(a)		48.72%	19
KPERS/KP&F		79.49%	31
Flexible savings account — medical and dependent		30.77%	12
Educational reimbursement		33.33%	13
Bereavement leave		2.56%	1
Sick leave		12.82%	5
Vacation leave		12.82%	5
Fixed holidays and personal leave		5.13%	2






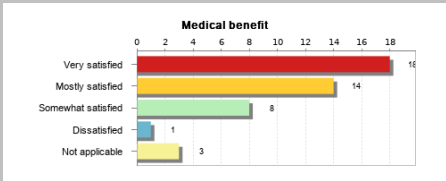
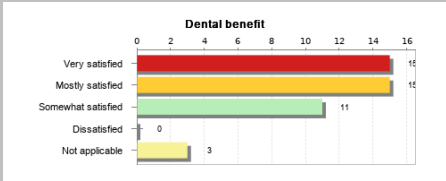
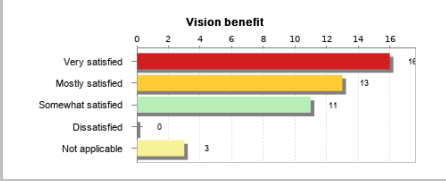
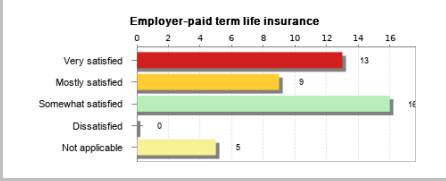
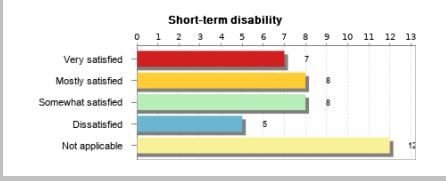
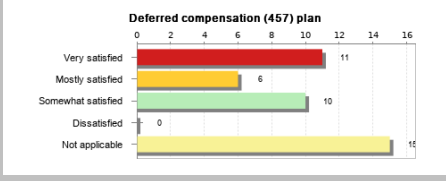
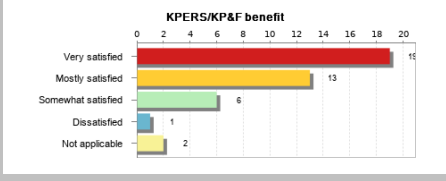
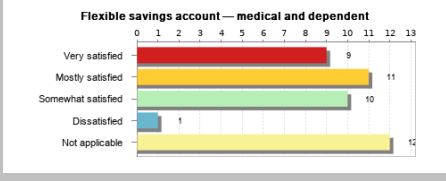
Total # of respondents **45**.  
Statistics based on **39** respondents; **0** filtered; **6** skipped.

Please rank the following benefits on a scale of 1-5 according to their importance to you and your family.

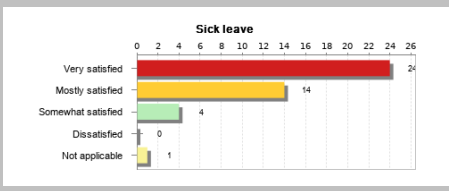
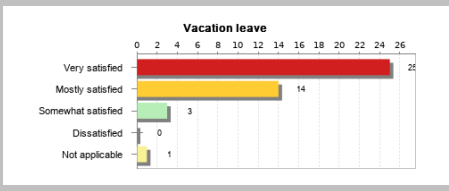
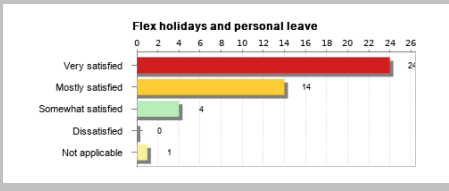
	1 	2 	3 	4 	5 		Response Total
Medical	26.67 % (12)	0 % (0)	6.67 % (3)	6.67 % (3)	60 % (27)		45
Dental	16.28 % (7)	6.98 % (3)	9.3 % (4)	16.28 % (7)	51.16 % (22)		43
Vision	13.95 % (6)	9.3 % (4)	20.93 % (9)	18.61 % (8)	37.21 % (16)		43
Employer-paid group term life insurance	14.29 % (6)	11.91 % (5)	33.33 % (14)	19.05 % (8)	21.43 % (9)		42
Short-term disability	17.07 % (7)	9.76 % (4)	34.15 % (14)	21.95 % (9)	17.07 % (7)		41
Deferred compensation (457) plan	23.08 % (9)	17.95 % (7)	30.77 % (12)	10.26 % (4)	17.95 % (7)		39
KPERS/KP&F	13.95 % (6)	0 % (0)	13.95 % (6)	16.28 % (7)	55.81 % (24)		43
Flexible savings account	17.95 % (7)	15.39 % (6)	30.77 % (12)	12.82 % (5)	23.08 % (9)		39

Sick leave	7.32 % (3)	7.32 % (3)	9.76 % (4)	12.2 % (5)	63.42 % (26)	<p><b>Sick leave</b></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> </tr> <tr> <td>2</td> <td>3</td> </tr> <tr> <td>3</td> <td>4</td> </tr> <tr> <td>4</td> <td>5</td> </tr> <tr> <td>5</td> <td>26</td> </tr> </tbody> </table>	Category	Count	1	3	2	3	3	4	4	5	5	26	41
Category	Count																		
1	3																		
2	3																		
3	4																		
4	5																		
5	26																		
Vacation leave	9.3 % (4)	2.33 % (1)	11.63 % (5)	6.98 % (3)	69.77 % (30)	<p><b>Vacation leave</b></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4</td> </tr> <tr> <td>2</td> <td>1</td> </tr> <tr> <td>3</td> <td>5</td> </tr> <tr> <td>4</td> <td>3</td> </tr> <tr> <td>5</td> <td>30</td> </tr> </tbody> </table>	Category	Count	1	4	2	1	3	5	4	3	5	30	43
Category	Count																		
1	4																		
2	1																		
3	5																		
4	3																		
5	30																		
Fixed holidays and personal leave	4.88 % (2)	9.76 % (4)	14.63 % (6)	4.88 % (2)	65.85 % (27)	<p><b>Fixed holidays and personal leave</b></p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> </tr> <tr> <td>2</td> <td>4</td> </tr> <tr> <td>3</td> <td>6</td> </tr> <tr> <td>4</td> <td>2</td> </tr> <tr> <td>5</td> <td>27</td> </tr> </tbody> </table>	Category	Count	1	2	2	4	3	6	4	2	5	27	41
Category	Count																		
1	2																		
2	4																		
3	6																		
4	2																		
5	27																		
Total # of respondents <b>45</b> . Statistics based on <b>45</b> respondents; <b>0</b> filtered; <b>0</b> skipped.																			

How satisfied are you with the following benefits offered to you as an employee of the City of Mission?

	A 	B 	C 	D 	E 		Response Total
Medical benefit	40.91 % (18)	31.82 % (14)	18.18 % (8)	2.27 % (1)	6.82 % (3)		44
Dental benefit	34.09 % (15)	34.09 % (15)	25 % (11)	0 % (0)	6.82 % (3)		44
Vision benefit	37.21 % (16)	30.23 % (13)	25.58 % (11)	0 % (0)	6.98 % (3)		43
Employer-paid term life insurance	30.23 % (13)	20.93 % (9)	37.21 % (16)	0 % (0)	11.63 % (5)		43
Short-term disability	17.5 % (7)	20 % (8)	20 % (8)	12.5 % (5)	30 % (12)		40
Deferred compensation (457) plan	26.19 % (11)	14.29 % (6)	23.81 % (10)	0 % (0)	35.71 % (15)		42
KPERS/KP&F benefit	46.34 % (19)	31.71 % (13)	14.63 % (6)	2.44 % (1)	4.88 % (2)		41
Flexible savings account — medical and dependent	20.93 % (9)	25.58 % (11)	23.26 % (10)	2.33 % (1)	27.91 % (12)		43







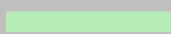

Sick leave	55.81 % (24)	32.56 % (14)	9.3 % (4)	0 % (0)	2.33 % (1)		43
Vacation leave	58.14 % (25)	32.56 % (14)	6.98 % (3)	0 % (0)	2.33 % (1)		43
Flex holidays and personal leave	55.81 % (24)	32.56 % (14)	9.3 % (4)	0 % (0)	2.33 % (1)		43
Total # of respondents 45. Statistics based on 44 respondents; 0 filtered; 1 skipped.							



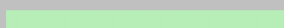


**Legend for Rank Grid table:How satisfied are you with the following benefits offered to you as an employee of the City of Mission?**



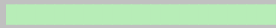




**Columns:**

- A ■ Very satisfied
- B ■ Mostly satisfied
- C ■ Somewhat satisfied
- D ■ Dissatisfied
- E ■ Not applicable






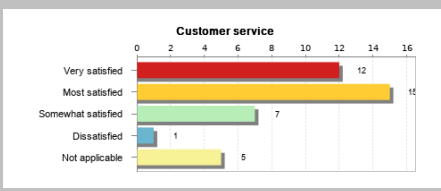
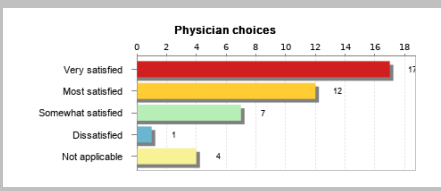
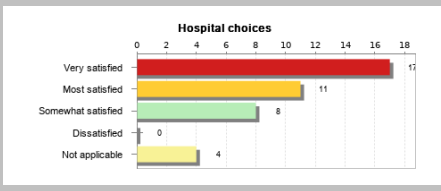
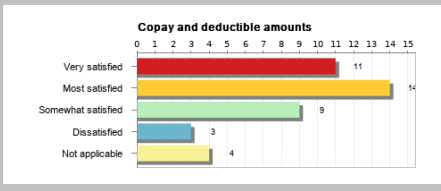
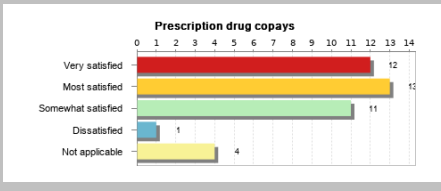
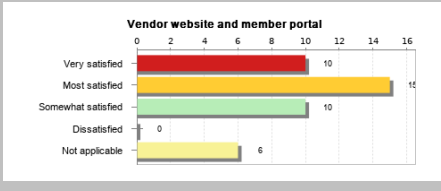
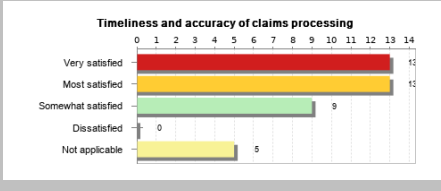
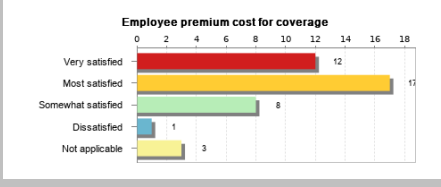
Are you participating in a voluntary retirement plan?		Response Percent	Response Total
Yes		68.89%	31
No		31.11%	14
Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.			

If you are not participating in a voluntary retirement plan, please select the main reason why not.		Response Percent	Response Total
I don't feel like I have enough funds		15.79%	3
I don't understand the options or where to save		10.53%	2
I just haven't gotten around to it		21.05%	4
Other		52.63%	10
Total # of respondents 45. Statistics based on 19 respondents; 0 filtered; 26 skipped.			

Please select the following medical plan you are enrolled in (if applicable) through the City of Mission.		Response Percent	Response Total
Spira Care — EPO Plan		13.64%	6
Blue Select Plus — Base PPO Plan		36.36%	16
Preferred Care Blue — Buy-up PPO Plan		36.36%	16
I'm not sure what plan I'm enrolled in		2.27%	1
Not applicable		11.36%	5
Total # of respondents <b>45</b> . Statistics based on <b>44</b> respondents; <b>0</b> filtered; <b>1</b> skipped.			

If you are enrolled in the City's medical plan, please indicate your reason(s) for making this choice. Check all that apply.		Response Percent	Response Total
Cost		44.44%	20
Convenience		28.89%	13
Network of physicians		35.56%	16
Family status — single		11.11%	5
Family status — married or dependents		44.44%	20
Other		8.89%	4
Not applicable		11.11%	5
Total # of respondents <b>45</b> . Statistics based on <b>45</b> respondents; <b>0</b> filtered; <b>0</b> skipped.			

If you are enrolled in the City of Mission's medical plan, how satisfied are you with the following aspects of the plan?

	A 	B 	C 	D 	E 		Response Total
Customer service	30 % (12)	37.5 % (15)	17.5 % (7)	2.5 % (1)	12.5 % (5)		40
Physician choices	41.46 % (17)	29.27 % (12)	17.07 % (7)	2.44 % (1)	9.76 % (4)		41
Hospital choices	42.5 % (17)	27.5 % (11)	20 % (8)	0 % (0)	10 % (4)		40
Copay and deductible amounts	26.83 % (11)	34.15 % (14)	21.95 % (9)	7.32 % (3)	9.76 % (4)		41
Prescription drug copays	29.27 % (12)	31.71 % (13)	26.83 % (11)	2.44 % (1)	9.76 % (4)		41
Vendor website and member portal	24.39 % (10)	36.59 % (15)	24.39 % (10)	0 % (0)	14.63 % (6)		41
Timeliness and accuracy of claims processing	32.5 % (13)	32.5 % (13)	22.5 % (9)	0 % (0)	12.5 % (5)		40
Employee premium cost for coverage	29.27 % (12)	41.46 % (17)	19.51 % (8)	2.44 % (1)	7.32 % (3)		41

**Legend for Rank Grid table: If you are enrolled in the City of Mission's medical plan, how satisfied are you with the following aspects of the plan?**





**Columns:**



- A ■ Very satisfied
- B ■ Most satisfied
- C ■ Somewhat satisfied
- D ■ Dissatisfied
- E ■ Not applicable

Do you feel that you have sufficient understanding of these aspects of the City of Mission's medical benefit program?

	Yes <span style="color: red;">■</span>	No <span style="color: orange;">■</span>	Not applicable <span style="color: lightgreen;">■</span>		Response Total
Total cost of this benefit (employee and employer contributions)	80.49 % (33)	12.2 % (5)	7.32 % (3)		41
Copays and deductibles	80.49 % (33)	12.2 % (5)	7.32 % (3)		41
Plan restrictions (in-network versus out-of-network)	82.05 % (32)	12.82 % (5)	5.13 % (2)		39
Covered plan procedures	75.61 % (31)	17.07 % (7)	7.32 % (3)		41

Have you used the mail-order prescription benefit?		Response Percent	Response Total
Yes	<span style="color: red;">■</span>	8.89%	4
No	<span style="color: orange;">■</span>	91.11%	41

If no, please indicate why you haven't used the mail-order prescription benefit.		Response Percent	Response Total
I did not know about this benefit		4.76%	2
I do not understand how to use it		14.29%	6
I do not use maintenance medication		38.1%	16
Not applicable		42.86%	18
			Total # of respondents 45. Statistics based on 42 respondents; 0 filtered; 3 skipped.

Are you enrolled in the City of Mission's dental plan?		Response Percent	Response Total
Yes		93.33%	42
No		6.67%	3
			Total # of respondents 45. Statistics based on 45 respondents; 0 filtered; 0 skipped.

If yes, how satisfied are you with the following aspects of the dental plan?



	A ■	B ■	C ■	D ■	E ■		Response Total
Dental plan benefits	35.71 % (15)	30.95 % (13)	23.81 % (10)	4.76 % (2)	4.76 % (2)		42
Dental provider choices	51.22 % (21)	21.95 % (9)	17.07 % (7)	2.44 % (1)	7.32 % (3)		41
Customer service	39.02 % (16)	29.27 % (12)	17.07 % (7)	2.44 % (1)	12.2 % (5)		41
Copay and deductible amounts	35.71 % (15)	21.43 % (9)	28.57 % (12)	7.14 % (3)	7.14 % (3)		42
Vendor website and member portal	29.27 % (12)	19.51 % (8)	26.83 % (11)	2.44 % (1)	21.95 % (9)		41
Employee premium cost for coverage	43.9 % (18)	34.15 % (14)	14.63 % (6)	2.44 % (1)	4.88 % (2)		41

Total # of respondents 45.  
 Statistics based on 42 respondents; 0 filtered; 3 skipped.

Legend for Rank Grid table: If yes, how satisfied are you with the following aspects of the dental plan?

Columns:

- A ■ Very satisfied
- B ■ Mostly satisfied
- C ■ Somewhat satisfied
- D ■ Dissatisfied
- E ■ Not applicable

Are you enrolled in the City of Mission's vision plan?		Response Percent	Response Total
Yes		95.35%	41
No		4.65%	2

Total # of respondents 45.  
Statistics based on 43 respondents; 0 filtered; 2 skipped.

If yes, how satisfied are you with the following aspects of the vision plan?							
	A 	B 	C 	D 	E 	Response Total	
Vision plan benefits	38.1 % (16)	19.05 % (8)	35.71 % (15)	0 % (0)	7.14 % (3)		42
Vision provider choices	42.86 % (18)	21.43 % (9)	26.19 % (11)	0 % (0)	9.52 % (4)		42
Customer service	40.48 % (17)	21.43 % (9)	23.81 % (10)	0 % (0)	14.29 % (6)		42
Copay and allowance amounts	33.33 % (14)	21.43 % (9)	33.33 % (14)	2.38 % (1)	9.52 % (4)		42
Vendor website and member portal	28.57 % (12)	19.05 % (8)	26.19 % (11)	0 % (0)	26.19 % (11)		42
Employee premium cost for coverage	52.38 % (22)	16.67 % (7)	23.81 % (10)	0 % (0)	7.14 % (3)		42

Total # of respondents 45.  
Statistics based on 42 respondents; 0 filtered; 3 skipped.

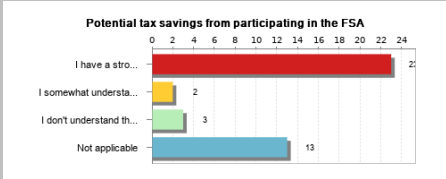
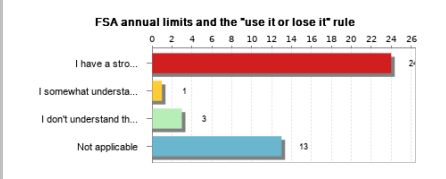
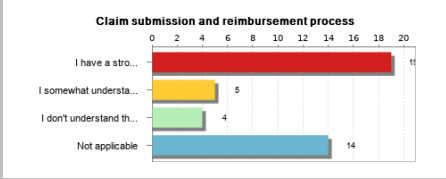
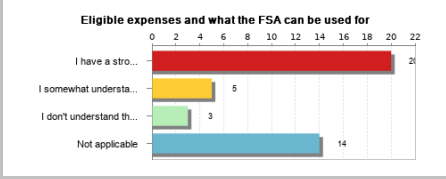
Legend for Rank Grid table: If yes, how satisfied are you with the following aspects of the vision plan?

Columns:

- A ■ Very satisfied
- B ■ Mostly satisfied
- C ■ Somewhat satisfied
- D ■ Dissatisfied
- E ■ Not applicable

Are you enrolled in the City of Mission's BASIC flexible spending account (FSA)? This benefit includes medical reimbursement and/or dependent care reimbursement.		Response Percent	Response Total
Yes	<div style="width: 47.73%; height: 15px; background-color: red;"></div>	47.73%	21
No	<div style="width: 52.27%; height: 15px; background-color: orange;"></div>	52.27%	23

Total # of respondents 45.  
Statistics based on 44 respondents; 0 filtered; 1 skipped.

How well do you understand the following aspects of the flexible spending account (FSA)?						
	A <span style="color: red;">■</span>	B <span style="color: orange;">■</span>	C <span style="color: lightgreen;">■</span>	D <span style="color: blue;">■</span>	Response Total	
Potential tax savings from participating in the FSA	56.1 % (23)	4.88 % (2)	7.32 % (3)	31.71 % (13)		41
FSA annual limits and the "use it or lose it" rule	58.54 % (24)	2.44 % (1)	7.32 % (3)	31.71 % (13)		41
Claim submission and reimbursement process	45.24 % (19)	11.91 % (5)	9.52 % (4)	33.33 % (14)		42
Eligible expenses and what the FSA can be used for	47.62 % (20)	11.91 % (5)	7.14 % (3)	33.33 % (14)		42

Total # of respondents 45.  
Statistics based on 42 respondents; 0 filtered; 3 skipped.






**Legend for Rank Grid table:How well do you understand the following aspects of the flexible spending account (FSA)?**



**Columns:**



- A ■ I have a strong understanding of this aspect
- B ■ I somewhat understand this aspect
- C ■ I don't understand this aspect
- D ■ Not applicable



Please indicate which additional voluntary benefits you participate in. Check all that apply.		Response Percent	Response Total
Accident plan (Aflac)	<div style="width: 37.93%; height: 10px; background-color: red;"></div>	37.93%	11
Cancer plan (Aflac)	<div style="width: 17.24%; height: 10px; background-color: orange;"></div>	17.24%	5
Critical illness (Aflac)	<div style="width: 6.9%; height: 10px; background-color: lightgreen;"></div>	6.9%	2
Hospital plan (Aflac)	<div style="width: 10.35%; height: 10px; background-color: lightblue;"></div>	10.35%	3
Short-term disability (Aflac)	<div style="width: 24.14%; height: 10px; background-color: yellow;"></div>	24.14%	7
Dependent life through (The Standard)	<div style="width: 20.69%; height: 10px; background-color: orange;"></div>	20.69%	6
Voluntary life — self	<div style="width: 58.62%; height: 10px; background-color: lightgreen;"></div>	58.62%	17
Voluntary life — spouse	<div style="width: 31.03%; height: 10px; background-color: purple;"></div>	31.03%	9
Voluntary life — dependent	<div style="width: 17.24%; height: 10px; background-color: orange;"></div>	17.24%	5
Total # of respondents 45. Statistics based on 29 respondents; 0 filtered; 16 skipped.			



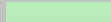


What other voluntary benefits would interest you? Check all that apply.		Response Percent	Response Total
Auto and home insurance	<div style="width: 25.58%; height: 10px; background-color: red;"></div>	25.58%	11
Financial planning	<div style="width: 27.91%; height: 10px; background-color: orange;"></div>	27.91%	12
Identity theft protection	<div style="width: 20.93%; height: 10px; background-color: lightgreen;"></div>	20.93%	9
Legal services	<div style="width: 27.91%; height: 10px; background-color: lightblue;"></div>	27.91%	12
Long-term care	<div style="width: 20.93%; height: 10px; background-color: yellow;"></div>	20.93%	9
Pet insurance	<div style="width: 23.26%; height: 10px; background-color: orange;"></div>	23.26%	10
Expert second medical opinion services	<div style="width: 13.95%; height: 10px; background-color: lightgreen;"></div>	13.95%	6
Whole life insurance	<div style="width: 23.26%; height: 10px; background-color: purple;"></div>	23.26%	10
Other (please describe)	<div style="width: 6.98%; height: 10px; background-color: orange;"></div>	6.98%	3
No additional benefits interest me	<div style="width: 34.88%; height: 10px; background-color: yellow;"></div>	34.88%	15
Total # of respondents 45. Statistics based on 43 respondents; 0 filtered; 2 skipped.			

Would you be interested in any of the following? (Check all that apply.)		Response Percent	Response Total
Paid parental leave		58.62%	17
Paid caregiver leave		68.97%	20
Combined paid time off (PTO) as opposed to separate leave banks		58.62%	17
Total # of respondents 45. Statistics based on 29 respondents; 0 filtered; 16 skipped.			

Do you feel the benefits provided by the City of Mission are as good as other local employers?		Response Percent	Response Total
They are better than what is offered at other local employers		18.18%	8
They are similar or comparable to what is offered at other local employers		56.82%	25
They are less or worse than what is offered at other local employers		13.64%	6
I'm not sure		11.36%	5
Total # of respondents 45. Statistics based on 44 respondents; 0 filtered; 1 skipped.			

Please indicate which statement best describes you.		Response Percent	Response Total
I would prefer an increase to my wages over increasing the value of the benefits		83.72%	36
I would prefer increasing the value of my benefits over an increase to my wages		16.28%	7
Total # of respondents 45. Statistics based on 43 respondents; 0 filtered; 2 skipped.			

Please indicate which statement best describes you.		Response Percent	Response Total
I would choose less generous healthcare if it meant paying a lower premium		26.83%	11
I would choose more generous healthcare even if it meant paying a little more in premium		73.17%	30
Total # of respondents 45. Statistics based on 41 respondents; 0 filtered; 4 skipped.			

Overall, how well do you feel the City of Mission's current benefits choices/offerings meet your needs and concerns?		Response Percent	Response Total
The choices/offerings more than meet my needs and concerns		20.93%	9
The choices/offerings meet my needs and concerns		55.81%	24
The choices/offerings only partially or somewhat meet my needs		13.95%	6
The choices/offerings don't meet my needs or concerns		4.65%	2
I'm not sure or I don't utilize the choices/offerings		4.65%	2

Total # of respondents 45.  
 Statistics based on 43 respondents; 0 filtered; 2 skipped.