

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, MARCH 1, 2017
7:30 p.m.
(or immediately following 6:30 p.m. CDC Meeting)
Mission City Hall, 6090 Woodson

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Pre-Development Agreement with EPC Real Estate - Laura Smith

EPC Real Estate is proposing to construct a 180-unit (+/-) multi-family/mixed use project. In their preliminary meetings with the City, they indicate that the project presents some unique challenges and added costs which create a project financing gap. As a result, EPC is asking the City to consider certain incentives in order for the project to move forward. Historically, when the City considers a project of this nature, we enter into a "Predevelopment Agreement" that outlines responsibilities and expectations for both parties.

2. Resolution Providing Notice of a Public Hearing Concerning Establishment of a Redevelopment District (TIF District) within the City of Mission - Laura Smith

EPC Real Estate has the property at 6201 Johnson Drive under contract, and is proposing to build a 180-unit (+/-) apartment building, first floor retail and/or office space (Johnson Drive frontage), and an associated parking garage. The developers have indicated that they would ask the City to consider establishing a Redevelopment District (TIF District) in connection with the project. State law requires that the City Council pass a resolution officially calling a public hearing to consider establishing the Redevelopment District. This Resolution must be passed not less than 30 days and not more than 70 days prior to the date of the Hearing. The Resolution does not commit the City to any other action besides scheduling the hearing and providing required notice.

3. Contract Award for Compensation and Classification Study - Laura Smith

The City approved funds in the amount of \$25,000 in the 2017 budget to conduct a classification and compensation study for the organization. Last month, a Request for Proposals was issued. The City received six (6) proposals by the deadline. Those proposals were reviewed and ranked by an internal committee, and three (3) firms were selected for on-site interviews. Based on the interviews, the selection committee rankings and reference checks, the recommendation is to hire The Austin-Peters Group for a price not to exceed \$22,950.

4. Resolution Designating Surplus Property - Brian Scott

Council Policy No. 111 defines the City's process for the sale and disposal of real property in accordance with State statutes. This resolution will declare as surplus two golf carts that have been used primarily for community festivals, a wheel loader replaced this year, and a dishwasher that is being replaced at the Public Works facility.

5. Street Solicitation Application - Rotary Greater Kansas City Days - Martha Sumrall

Shawnee Mission Rotary Club is requesting permission to sell Kansas City Star newspapers at various intersections in Mission on Monday morning April 10th. Proceeds benefit Rotary Camp and other charities.

6. Resolution Designating City Sponsored Festival Events - Martha Sumrall

Annually, the City is required to pass a resolution designating specific City-sponsored Festival Events where alcohol may be consumed. This year's resolution includes the Mission Farm & Flower Market Kick-off Party and the Battle of the Brisket BBQ Contest.

DISCUSSION ITEMS

7. Update on Youth Commission Members - Emily Randel

Council is considering the amendment of the ordinances governing membership for the Parks and Recreation and Sustainability Commission to include up to two youth members from area high schools. The change would provide the students with valuable professional experience and would encourage intergenerational collaboration and increase diversity on the commissions. A draft application for youth members is included.

8. Policy on Donations to Local Schools - Laura Smith (no attachments)

The City supports programs and activities for our local schools in a variety of ways. Currently, the City does not have a specific policy regarding how we evaluate and/or approve requests. We will review the types of donations provided in the past and seek Council input on the potential development of a specific policy.

OTHER

9. Department Updates - Laura Smith

Ron Appletoft, Chairperson
Nick Schlossmacher, Vice-Chairperson
Mission City Hall, 6090 Woodson
913-676-8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	February 22, 2017
Administration	From:	Laura Smith

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

RE: EPC Real Estate Predevelopment Agreement

RECOMMENDATION: Approve the Predevelopment Agreement with EPC Real Estate for consideration of a multi-family mixed use development on 2.7 acres located at 6201 Johnson Drive.



DETAILS: The subject property located at 6201 Johnson Drive is 2.7 acres. The existing building, which was previously used as offices, has been vacant for many years. This property is designated as appropriate for “Downtown District” on the future land use plan map of Mission’s Comprehensive Plan. Downtown District anticipates redevelopment that maintains the existing downtown character by promoting primarily ground floor retail with housing and office uses above. The property is zoned Main Street District 1 which is a zoning district that was created and applied to the property to implement the Comprehensive Plan. The subject

property is surrounded by various retail and service uses, the community center, and senior housing.

The developers indicate that the project presents some unique challenges and added costs which create a project financing gap. As a result, the developers plan to request that the City consider certain incentives in order for the project to move forward.

Historically, when the City considers a project of this nature, we enter into a “Predevelopment Agreement” with the proposed developer. The attached agreement, developed by the City’s Land Use Counsel, includes the following:

- A. Designation of EPC Real Estate as the “Developer of Record” for 4 months (120 days) for this site. During this time, the City may not enter into a final development agreement with another party for the same site.
- B. Development is contingent on satisfactory negotiation of a final development agreement, completion of the planning and zoning entitlement process, agreement on

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

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	February 22, 2017
Administration	From:	Laura Smith

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

- any public improvements and development design.
- C. Nothing in Predevelopment Agreement obligates the City to approve the final development, or any public incentives.
- D. The Developer will establish a \$10,000 fund to reimburse for any City expenses incurred during discussion and review of a final development agreement.

The Developer has submitted a TIF application and we are currently in the process of developing a calendar for both the discussion on incentives, and the planning and zoning entitlement process.

CFAA CONSIDERATIONS/IMPACTS: NA

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

PREDEVELOPMENT AGREEMENT

THIS PREDEVELOPMENT AGREEMENT (this “Agreement”) is entered into as of the ____ day of _____, 2017 (the “Effective Date”), between the City of Mission, Kansas, a municipal corporation of the State of Kansas (the “City”) and EPC Real Estate Group, LLC, a limited liability company (the “Developer”) (the City and Developer are hereby collectively referred to as the “Parties”).

RECITALS

A. The parties desire to enter into this Predevelopment Agreement in order to designate the Developer as the exclusive developer during the period hereof for the purpose of implementing a mixed-use, multi-family housing project within the City of Mission and set forth matters that need to be included in any Final Development Agreement. For purposes of this Agreement, the “Project Area” shall be the 2.7 acre parcel located at 6201 Johnson Drive within the City (Johnson County Parcel ID KF251208-4005). Developer currently has the Project Area under contract.

B. The Developer has indicated that they intend to ask the City to consider the use of Tax Increment Financing (“TIF”) and/or other incentives in connection with the project.

C. The City is a municipal corporation duly organized and existing under the laws of the state of Kansas and authorized by K.S.A. 12-1770 *et seq.*, as amended (the “TIF Act”), to provide tax increment financing for certain qualified projects upon compliance with the procedures set forth in the TIF Act and the TIF policy of the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. DEVELOPER OF RECORD. The City acknowledges that the risks and costs of preliminary planning activities and other requirements associated with the preparation of a Redevelopment Project Plan under the TIF Act are greater than associated with ordinary development. As an inducement to Developer to assume those costs and undertake those activities set forth herein, the City designates Developer as the exclusive developer of record for Project Area for one hundred and twenty (120) days from the date of this Agreement. During said period of time, as long as this Agreement is in effect, the City agrees that it will not enter into a Final Redevelopment Agreement with any other person or entity, for the implementation of any redevelopment project within the Project Area without the written consent of Developer.

2. TIF APPLICATION. Following the execution of this Agreement, Developer will complete and submit to the City a TIF Application in accordance with the TIF Act, and the TIF Policy of the City.

3. BASIC TERMS OF FINAL DEVELOPMENT AGREEMENT.

The parties agree that before either City or Developer is obligated to proceed with any development within Project Area, a Final Development Agreement, satisfactory to City and Developer in their sole and absolute discretion, must be entered into. Although the specific terms of such Final Development Agreement must be negotiated between the City and Developer, the City and Developer presently believe that such terms must necessarily address, at a minimum, the following matters, to-wit:

A. Determination of Project. The City and Developer must agree on the number of living, retail and office units and the site designs for the development.

B. Agreement on Site Work, Infrastructure and Utilities. The City and Developer must agree on how site work, utilities, street, sidewalk and similar improvements are to be addressed by the development plan. Agreement must also be reached on the method of

financing of these improvements, the distribution of costs for each element and the responsibility for meeting these costs.

C. Agreement on Plans and Specifications. The City and Developer must agree on the plans and specifications of the exterior design of the development.

D. Agreement on Progress Schedule. The City and Developer must agree on a progress schedule by which the redevelopment project will be undertaken and completed.

E. Zoning Changes. The parties shall agree as to how any necessary zoning changes will be addressed. Nothing contained within this Agreement, nor any future agreement, shall be deemed to bind the City, acting in its governmental capacity, to approve any such zoning changes.

F. Other Matters. The Final Development Agreement shall also address any other matters that City and Developer deem appropriate.

4. OBLIGATIONS OF THE PARTIES TO PROCEED.

The obligation of the parties to proceed beyond this Predevelopment Agreement is dependent upon the City and Developer entering into a Final Development Agreement prior to the termination of this Agreement. Nothing contained herein shall (i) obligate the City to create or approve any suggested development (ii) obligate the City to create a TIF District or approve a development plan for Project Area, or (iii) obligate City or Developer to enter into a Final Development Agreement.

5. MISCELLANEOUS.

A. Costs. Each party shall be solely responsible for all costs and expenses incurred by such party in connection with the matters contemplated by this Agreement. Provided, however, that the Developer will reimburse and pay the City for its expenses incurred (“City Expenses”) following execution of this Agreement.

i. In order to ensure the prompt and timely payment of the City Expenses, the Developer will establish a fund (the “Fund”) in the amount of \$10,000 (“Initial Deposit”) by paying such amount to the City contemporaneously with the execution of this Agreement, receipt of which is hereby acknowledged.

ii. City shall provide Developer with a written description of each City Expense containing the name of the party to which the expense will be owed and a reasonable description of the work to be performed or service to be provided. Developer shall have fifteen (15) days after receipt of the City’s notice to approve or deny the expense or request additional detail. In the event Developer fails to respond within the fifteen (15) day period, the expense shall be deemed approved. In the event Developer denies any City Expense, the City and Developer shall attempt in good faith to resolve Developer’s objection thereto; in the event the parties are unable to resolve such objection, City may terminate this Agreement.

iii. On a monthly basis, the City will pay the approved City Expenses from the Fund and will submit to Developer monthly statements itemizing the approved City Expenses paid from the Fund during the preceding month.

iv. In the event the City determines that the total of the City Expenses will exceed the balance in the Fund, the City will submit an itemized statement therefor to the Developer to replenish the Fund so that there is a cash balance available against which additional City Expenses may be applied on a current basis.

v. All statements of approved City Expenses will be payable by Developer within thirty (30) days of receipt thereof.

vi. If economic incentives are extended to Developer for its project, and any City Expenses are eligible for reimbursement through such incentives, the City will not oppose such reimbursement.

vii. All studies, reports, and other work product, other than attorney-client work product, prepared for City and paid out of the Fund shall be provided to Developer at no charge to Developer.

B. Assignability. No party shall assign this Agreement without the written consent of the other parties.

C. Amendments. This Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.

D. Applicable Law. This Agreement shall be deemed to be entered into in the state of Kansas, and shall be enforceable under the laws of that state.

E. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon the parties hereto, and the permitted successors and assigns of the parties.

F. Non-liability of City Officials and Employees. No member of the governing body, official or employee of the City shall be personally liable to Developer or Owner, or any successor in interest to Developer or Owner, pursuant to the provisions of this Agreement, nor for any default or breach of the Agreement by the City.

G. Not a Partnership. The provisions of this Agreement are not intended to create, nor shall they in any way be interpreted or construed to create, a joint venture, partnership, or any other similar relationship among the parties.

H. Term. The term of this Agreement shall be one hundred and twenty (120) days from the Effective Date.

IN WITNESS WHEREOF, the parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

CITY OF MISSION, a Kansas municipal corporation

Steve Schowengerdt, Mayor

ATTEST:

Martha Sumrall, City Clerk

EPC REAL ESTATE GROUP, LLC, a limited liability company

By: _____
Name: _____
Title: _____

City of Mission	Item Number:	2..
ACTION ITEM SUMMARY	Date:	February 21, 2017
ADMINISTRATION	From:	Laura Smith

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

RE: Resolution providing notice of a Public Hearing concerning establishment of a Redevelopment District (TIF District) within the City of Mission.

RECOMMENDATION: Approve the Resolution calling the Public Hearing for 7:00 p.m. at the April 19, 2017 City Council Meeting.

DETAILS: Over the last several weeks, the Council has been briefed on a mixed use/multi-family project that is being considered for 6201 Johnson Drive. EPC Real Estate has the property under contract, and is proposing to build a 180-unit (+/-) apartment building, with retail and/or office space on the first floor (Johnson Drive frontage), and an associated parking garage. The developers have indicated that they would ask the City to consider establishing a Redevelopment District (TIF District) in connection with the project.

State law requires that the City Council pass a resolution officially calling a public hearing to consider establishing the Redevelopment District. This Resolution must be passed not less than 30 days and not more than 70 days prior to the date of the Hearing. If approved, the Resolution would officially set the hearing date for March 15, 2017 at 7:00 p.m. at the City Council meeting. The Resolution does not commit the City to any other action besides scheduling the hearing and providing required notice.

CFAA CONSIDERATIONS/IMPACTS: NA

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

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MISSION, KANSAS, PROVIDING FOR NOTICE OF A PUBLIC HEARING CONCERNING THE ESTABLISHMENT OF A REDEVELOPMENT DISTRICT WITHIN THE CITY PURSUANT TO K.S.A. 12-1770, ET SEQ., AS AMENDED

WHEREAS, pursuant to K.S.A. 12-1770 *et seq.*, as amended (the “Act”), the city of Mission, Kansas (the “City”), is authorized to assist in the development and redevelopment of eligible areas within the City in order to promote, stimulate and develop the general and economic welfare of the State of Kansas and its communities; and

WHEREAS, the City hereby finds and determines it desirable to encourage the development and redevelopment of certain real property generally located south of and along Johnson Drive between Lamar Avenue and Beverly Street within the City and to consider the establishment of a redevelopment district at such location (the “Redevelopment District”); and

WHEREAS, pursuant to the Act, the City must adopt a resolution stating that the City is considering the establishment of the Redevelopment District and include in such resolution notice that a public hearing will be held to consider the establishment of said Redevelopment District;

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

1. Notice is hereby given that a public hearing to consider the establishment by the City of the Redevelopment District shall be held at the Mission City Hall, 6090 Woodson St, Mission, Kansas, on April 19, 2017, beginning at 7:00 p.m.

2. The proposed boundaries of the Redevelopment District are set forth in **Exhibit A** attached hereto and incorporated herein by reference. A map depicting the boundaries of the proposed Redevelopment District is attached hereto as **Exhibit B**.

3. A description of proposed District Plan Number 1 for the Redevelopment District and the general description of the proposed buildings, facilities and improvements to be constructed or improved is attached hereto as **Exhibit C** and incorporated herein by reference.

4. A description and map of the proposed Redevelopment District are available for public inspection prior to the public hearing during regular office hours in the Office of the City Clerk, at Mission City Hall, 6090 Woodson St, Mission, Kansas.

5. At the public hearing, the Governing Body of the City will consider findings necessary for the establishment of the proposed Redevelopment District.

6. The City Clerk shall give notice of the public hearing in accordance with the provisions of the Act.

7. The Act authorizes the issuance by the City of bonds to finance all or a portion of the costs of implementing the district plan. Said bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of passage of this Resolution, pursuant to Treasury Regulation §1.150-2 in the maximum principal amount of \$1,000,000.

THIS RESOLUTION IS ADOPTED by the City Council of the City of Mission, Kansas, this 15th day of March, 2017.

CITY OF MISSION, KANSAS

By: _____
Steve Schowengerdt, Mayor

(SEAL)

ATTEST:

By: _____
Martha Sumrall, City Clerk

APPROVED AS TO FORM ONLY:

By: _____
David Martin, City Attorney

EXHIBIT A

PROPOSED BOUNDARIES

Tract 1

THE NORTH 210 FEET OF THE WEST 140 FEET OF THE EAST 825 FEET OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 12, RANGE 25, IN THE CITY OF MISSION, JOHNSON COUNTY, KANSAS EXCEPT THAT PART IN HIGHWAY, STREET OR ROAD.

Tract 2

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW 1/4 SE 1/4) OF SECTION 8, TOWNSHIP 12, RANGE 25, IN MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF SAID 1/4 1/4 SECTION 825 FEET WEST OF THE NORTHEAST CORNER THEREOF; THENCE WEST ALONG SAID NORTH LINE 330 FEET; THENCE SOUTH PARALLEL TO THE EAST LINE OF SAID 1/4 1/4 SECTION 300 FEET; THENCE WEST PARALLEL TO THE SAID NORTH LINE 167.13 FEET, MORE OR LESS, TO THE WEST LINE OF SAID 1/4 1/4 SECTION; THENCE SOUTH 75 FEET ALONG SAID WEST LINE; THENCE EAST PARALLEL TO SAID NORTH LINE 636.73 FEET, MORE OR LESS, TO A POINT 685 FEET WEST OF THE SAID EAST LINE; THENCE NORTH PARALLEL TO SAID EAST LINE 165 FEET; THENCE WEST PARALLEL TO SAID NORTH LINE 140 FEET; THENCE NORTH 210 FEET TO THE POINT OF BEGINNING, EXCEPT ANY PART TAKEN, USED OR DEDICATED FOR ROADS OR PUBLIC RIGHT OF WAYS.

EXCEPT THAT PART IN JOHNSON DRIVE, AND EXCEPT THAT PART DESCRIBED AS FOLLOWS:

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW 1/4 SE 1/4) OF SECTION 8, TOWNSHIP 12, RANGE 25, IN MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST LINE OF SAID QUARTER SECTION 375 FEET SOUTH OF THE NORTHWEST CORNER THEREOF; THENCE EAST PARALLEL TO THE NORTH LINE OF SAID QUARTER SECTION 167.13 FEET; THENCE NORTH PARALLEL TO THE EAST LINE OF SAID QUARTER SECTION, 75 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF SAID QUARTER SECTION 167.13 FEET, MORE OR LESS, TO THE WEST LINE OF SAID QUARTER SECTION; THENCE SOUTH ALONG THE WEST LINE OF SAID QUARTER SECTION 75 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

Tract 3

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW 1/4, SE 1/4) OF SECTION 8, TOWNSHIP 12, RANGE 25, IN MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF SAID 1/4, 1/4 SECTION THAT IS S 87° 59' 16" W 824.08' (825' DEED) WEST OF THE NORTHEAST CORNER THEREOF; THENCE S 2° 04' 52" E, PARALLEL TO THE EAST LINE OF SAID 1/4, 1/4 SECTION 60.00' TO A POINT ON THE SOUTH LINE OF JOHNSON DRIVE, AS ESTABLISHED, SAID POINT BEING THE TRUE POINT OF BEGINNING OF THIS TRACT; THENCE CONTINUING ON THE LAST DESCRIBED COURSE 150.00'; THENCE N 87° 59' 16" E, PARALLEL TO SAID NORTH LINE, 140.00' FEET TO A POINT 684.08' (685' DEED) WEST OF SAID EAST LINE OF SAID 1/4, 1/4 SECTION, BEING ALSO ON THE WEST LINE OF BEVERLY AVE., AS ESTABLISHED; THENCE S 2° 04' 52" E ALONG SAID WEST LINE, AND PARALLEL TO THE EAST LINE OF SAID 1/4, 1/4 SECTION, 30.00' TO A POINT 240.00' SOUTH OF SAID NORTH LINE; THENCE S 87° 59' 16" W, PARALLEL TO SAID NORTH LINE, 141.00'; THENCE N 2° 04' 52" W 180.00' TO A POINT ON THE SOUTH LINE OF SAID JOHNSON DRIVE, AS ESTABLISHED, 60.00'

EXHIBIT A (cont.)

PROPOSED BOUNDARIES

SOUTH OF THE NORTH LINE OF SAID 1/4, 1/4 SECTION; THENCE N 87° 59' 16" E ALONG SAID SOUTH LINE, 1.00' TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT CONTAINS 4,380 SQUARE FEET, OR, 0.1006 ACRES, MORE OR LESS.

Tract 4

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 12, RANGE 25, IN THE CITY OF MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 300 FEET SOUTH AND 25 FEET EAST OF THE NORTHWEST CORNER OF SAID QUARTER QUARTER SECTION; THENCE EAST PARALLEL WITH THE NORTH LINE OF SAID QUARTER QUARTER SECTION 142.60 FEET; THENCE NORTH 245.08 FEET TO A POINT IN THE SOUTH LINE OF JOHNSON DRIVE; THENCE NORTHWESTERLY ALONG SAID SOUTHERLY LINE OF JOHNSON DRIVE TO A POINT 25 FEET EAST OF THE WEST LINE OF SAID QUARTER QUARTER SECTION; THENCE SOUTH PARALLEL TO THE WEST LINE OF SAID QUARTER QUARTER SECTION 261.25 FEET TO THE POINT OF BEGINNING, EXCEPT THE EAST 5 FEET OF THE WEST 30 FEET OF THE NORTH 261.25 FEET THEREOF, AND EXCEPT BEGINNING AT A POINT 30 FEET EAST AND 38.75 FEET SOUTH OF THE NORTHWEST COMER OF SAID QUARTER QUARTER SECTION; THENCE EASTERLY ALONG THE SOUTH RIGHT-OF WAY OF JOHNSON DRIVE AS NOW ESTABLISHED, 30 FEET; THENCE SOUTH 5 FEET; THENCE SOUTHWESTERLY 31.6 FEET TO A POINT 30 FEET EAST OF THE WEST LINE OF SAID QUARTER QUARTER SECTION; THENCE NORTH 15 FEET TO THE POINT OF BEGINNING.

Tract 5

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 12, RANGE 25, IN THE CITY OF MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST LINE OF SAID QUARTER SECTION 375 FEET SOUTH OF THE NORTHWEST COMER THEREOF; THENCE EAST PARALLEL TO THE NORTH LINE OF SAID QUARTER SECTION 167.13 FEET; THENCE NORTH PARALLEL TO THE EAST LINE OF SAID QUARTER SECTION 75 FEET; THENCE WEST PARALLEL TO THE NORTH LINE OF SAID QUARTER SECTION 167.13 FEET, MORE OR LESS TO THE WEST LINE OF SAID QUARTER SECTION; THENCE SOUTH ALONG THE WEST LINE OF SAID QUARTER SECTION 75 FEET, MORE OR LESS, TO THE POINT OF BEGINNING, EXCEPT THE WEST 30 FEET THEREOF TAKEN FOR LAMAR AVENUE.

INCLUDING ALL ADJACENT RIGHT OF WAY.

EXHIBIT B

MAP OF PROPOSED REDEVELOPMENT DISTRICT



EXHIBIT C

DESCRIPTION OF THE PROPOSED DISTRICT PLAN #1

Construction of approximately _____ apartment units, structured parking garage, first floor retail and office spaces for rent and related amenities; in addition, any necessary infrastructure improvements.

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	February 23, 2017
Administration	From:	Laura Smith

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

RE: Classification and Compensation Study

RECOMMENDATION: Approve a contract with The Austin-Peters Group to conduct a comprehensive classification and compensation study for the City of Mission in an amount not to exceed \$22,950.

DETAILS: The City approved funds in the amount of \$25,000 in the 2017 budget to conduct a classification and compensation study for the organization. Although the City has reviewed the system annually, and made periodic adjustments based on market conditions, the last comprehensive compensation/classification analysis was completed in 2005. The City is seeking input from the consultant to review and either improve or replace the existing classification and compensation plan with one that is manageable and sustainable. In addition to identifying any potential structural deficiencies such as compression, overlap or internal inequities, the study will also address changes in City operations and staffing which may have affected the type, scopes or level of work being performed.

Last month, a Request for Proposals was issued. The City received six (6) proposals by the deadline. Those proposals were reviewed and ranked by an internal committee, and three (3) firms were selected for on-site interviews. Interviews were conducted on Thursday, February 16th by the following: Ron Appletoft, Laura Smith, Martha Sumrall, John Belger, Christy Humerickhouse, Ben Hadley, and Tari Ross. Based on the interviews, the selection committee rankings and reference checks, the recommendation is to hire The Austin-Peters Group. A copy of their proposal is included for your review and information.

The project timeline was designed to produce study results and recommendations by June 30th, allowing the City Council time to review and consider them as part of the 2018 Budget. Project deliverables will include:

- Development of an overall compensation philosophy
- Updated classification structure
- Market analysis
- Updated employee job descriptions
- Cost analysis
- Implementation strategies
- Processes/forms/training for on-going maintenance of the system

Once the contract is finalized, we will host a series of employee meetings to explain the project and ensure that expectations are outlined and questions are answered.

CFAA CONSIDERATIONS/IMPACTS: NA

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05
Available Budget:	\$25,000



Proposal for Services Classification and Compensation Study

**THE
AUSTIN PETERS
GROUP, INC.**



Rebecca Crowder, President
P.O. Box 27196
Overland Park, KS 66225
(913) 851-7530
Fax (913) 851-7529
bcrowder@austinpeters.com
www.austinpeters.com



February 10, 2017

Laura Smith, City Administrator
6090 Woodson
Mission, KS 66202

Dear Ms. Smith:

Enclosed please find the Austin Peter Group's response to the RFP for Classification and Compensation Study. We provide a wide range of human resource support and would be glad to assist the City of Mission. Our firm is based in Overland Park which provides an excellent proximity to the City of Mission.

This proposal covers 33 positions as outlined in the RFP. Our proposal includes a job classification and compensation study for different pay grades focusing on internal and external equity and updated position descriptions.

We have an extensive background working with local government. We look forward to talking with you to discuss your needs. This proposal is valid for 90 days.

Sincerely,

President, SPHR, SHRM-SCP

Agents and Address

Experience - Project Manager and Team

The following is an overview of our project team, which includes qualifications, education, professional registrations, and areas and years of service in the respective field.

Rebecca Crowder, Masters in Public Administration, SPHR—President

Address:

P.O. Box 27196
Overland Park, Kansas 66225
Ph (913) 851-7530
Fax (913) 851-7529

The founder and President of The Austin Peters Group, Inc., Rebecca has more than 25 years of local government management experience. Rebecca has provided management assistance to over 200 local government clients on a variety of management issues. She has researched and authored more than 200 studies. Rebecca has organized and led training programs for over 5,000 participants on issues such as diversity awareness, human resource management, team building, budget and finance, role of boards, goal setting and strategic planning. Past positions -- Human Resource/Administrative Services Director—Merriam, Kansas; Management Consultant—University of Tennessee Municipal Technical Advisory Service; Management Assistant—Janesville, Wisconsin; Budget Analyst—Johnson County, Kansas.

Rebecca’s extensive local government experience has touched all local service areas, including: police, fire, public works, engineering, water, wastewater, building inspection, planning, solid waste, library, mental retardation services, administration, county elected officials, courts and juvenile justice, and more. She holds a Bachelor of Arts in Political Science from Kansas State University and a Master of Public Administration from the University of Missouri at Columbia. Former National Society for Human Resource Certification instructor for four years at Washburn University, teaching the compensation and classification certification (among others). Rebecca has led all projects listed in experience statement. Professional Memberships and Certifications: ICMA, SHRM, DDI Trainer, Zenger Miller Trainer.

Project Responsibility: Project Manager responsible for oversight and detailed involvement of entire project.

Elizabeth Tatarko, Masters in Urban Planning—Vice President

Elizabeth has served local and state government—as well as non-profit organizations—for more than 25 years. Prior to joining The Austin Peters Group, she was the Assistant Director of the Kansas Center for Rural Initiatives at Kansas State University.

Elizabeth has provided technical assistance to more than 200 local, regional, and state organizations. She provides expertise in -- Evaluation and survey design; Community and economic development; Citizen involvement; Community participation; Conflict resolution; Focus groups; and Strategic planning.

Over the past several years, Elizabeth has co-authored nearly all of the studies undertaken by The Austin Peters Group, Inc. local government and worked directly with nearly all of Austin Peters Group, Inc. 80 local government clients, and worked with more than 20 communities in citizen attitude survey research, focus group research, and individual interviews. She has also served as a program evaluator for university and state government programs.

Elizabeth has served as an organizer and leader for training programs that have reached more than 5,000 persons. She received specialized training in conducting focus groups from the University of Minnesota under the guidance of Dr. Richard Krueger, the national leader in this field. She holds a Bachelor of Science in Political Science and a Master of Science in Regional and Community Planning from Kansas State University.

Elizabeth was the Project Manager for Johnson County’s Performance Evaluation program involving more than 4,000 employees. She also served as co-project manager for the Ford County Organizational Assessment. Professional Memberships and Certifications: APA, Myers Briggs Type Indicator, DDI Trainer, Center for Creative Leadership graduate, Focus Group Facilitator University of Minnesota. Training and experience includes all major projects in partial list below.

Project Responsibility: Co-Project Manager, responsible for oversight and detailed involvement of entire project.

Marla Flentje, Masters in Public Administration—Senior Consultant (independent contractor)

Marla has over 20 years’ experience in consulting, facilitating, and teaching professional development programs for state, local, and community organizations. For several years, she has organized the annual Kansas Association of Counties compensation survey with 105 counties.

Marla has served as director for a state university-based unit that provides research, support, and technical assistance to local governments. She holds a Master's degree in Public Administration from Wichita State University. Marla was instrumental in the facilitation of Johnson County's performance evaluation program. Professional Memberships and Certifications include ICMA and Conflict Resolution and Management. Ms. Flentje works as an independent consultant for The Austin Peters Group.

Project Responsibility: Facilitation, department interviews.

Jay Crowder, Masters in Human Development, SPHR—Senior Consultant

Jay has held leadership and professional positions in two Fortune 250 companies and in County government. His 25 years of experience are in the areas of -- Affirmative action; Fair employment practices (ADA, FMLA, Title VII); Human resource planning; Recruitment; Compensation; Performance management; 360-degree evaluation process; Employee relations; Training and development; Employee relocation; Union avoidance; Worker's compensation; and Immigration.

Jay holds a Bachelor's Degree in Human Development from the University of Kansas and a Master's Degree in Human Resource Development from Vanderbilt University. Training and experience include specific studies, as well as the former Classification and Compensation Analyst for Johnson County, Kansas (current employees total over 4,000). Professional memberships and certifications include ICMA, SHRM.

Project Responsibility: Consultant on employment law and human resource needs.

Subcontractors

The following professionals are active subcontractors with The Austin Peters Group, Inc., Marla Flentje, Ruth Williams, and Michelle Schamberger. Their role in this project depends on schedule and availability. The scope of the involvement would be editing and assistance with market survey research and document management. These subcontractors have worked with The Austin Peters Group for the past 4 to 13 years. Resumes are available upon request.

Experience

Firm's Experience

The Austin Peters Group, Inc. (APG) is a corporation which has been in business 19 years - established in 1998. The company is incorporated in the state of Kansas. It is a privately

owned, certified Women Business Enterprise (WBE). APG is co-owned by Rebecca Crowder, President, and Elizabeth Tatarko, Vice-President. Rebecca Crowder will be the primary contact for the project.

A small company based in Overland Park, Kansas, The Austin Peters Group combines the experience and energy to provide high-quality, tailored products that meet the demands of our customers. The firm prides itself in being highly responsive to its client needs.

Government Experience - Sample

The Austin Peters Group has completed projects similar to this for over a 120 local governments. We have been assisting local governments since 1998. Below is a sample of clients, and more specific information is available upon request. Private sector clients are not listed.

City of Bonner Springs, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. After the City adopted a pay structure, the consulting team guided the implementation of a pay-for-performance system that has customizable performance factors.

City of Jefferson City, Missouri

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project is currently being completed for over 400 employees.

City of Lansing, Kansas

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market.

City of Maryville, Missouri

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project is currently being completed for all employees.

Douglas County, Kansas

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market. This project was implemented for more than 300 employees.

Franklin County, Kansas

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market.

Johnson County, Kansas

System-wide implementation of performance evaluation system for more than 4,000 employees.

Routt County, Colorado

This project was an extensive market evaluation of all full-time and part-time positions. The classification and compensation study was accomplished in coordination with the market review and update for over 170 positions. The salary and benefit survey involved working with more than 20 participants to determine market recommendations for wages and benefits. All employees were interviewed as a part of the process, and the consultants worked hand-in-hand with administration and the governing body to implement recommendations.

City of Montrose, Colorado

This project was conducted with all full-time employees. The salary and benefit survey was conducted for an external review of the market. An extensive employee survey and focus group process was used to provide input into the process of employee compensation and performance evaluation.

City of Hesston, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

City of Iowa City, Iowa

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

City of La Vista, Nebraska

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. After the City adopted a pay study and had their strategic plan updated by the consulting team, the team developed low-cost solutions to their pay-for-performance system.

City of Newton, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

Butler County, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

Geary County, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

Harvey County, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

Riley County, Kansas

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market.

Pottawatomie County, Kansas

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

City of North Liberty, Iowa

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market. After the City adopted a pay structure, the consulting team guided implementation of a pay-for-performance system that has customizable performance factors

City of Leander, Texas

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market. After the City adopted a pay structure, the consulting team guided implementation of a pay-for-performance system that has customizable performance factors.

Statement of Methods and Procedures

Scope of Work

A. Establishing a Compensation Philosophy

1. Goal Setting: Facilitate a goal setting process for compensation and benefits with the City's Leadership Team to establish target levels of competitiveness in the marketplace. This goal setting process will include training on best practices and alternatives, discussion of compensation needs and issues faced by the City, and development of goals based on input and direction.
2. Policy Creation: APG will prepare and facilitate a discussion on compensation goals and needs identified by the City's Leadership Team. APG will also facilitate and develop customized compensation policies based on input by the City's Leadership Team for the City Council. These policies may include topics such as: pay practices administration; movement of pay ranges;

compression; longevity; topping out at pay range maximum; being below pay range minimum; reclassification of future positions; and other policy options. The documents will form a compensation philosophy, goals, and policy documents for consideration by the City Council.

B. Classification Plan - Compensation and Classification Analysis

Internal Equity (First Step of the Classification and Analysis Process)

The Austin Peters Group reviews the current compensation and pay ranges for the City's positions. The Austin Peters Group will evaluate jobs for internal equity using the following factors:

- Supervisory
- Knowledge and Experience
- Budgetary
- Decision-making
- Public contact
- Working conditions
- Physical requirements

During the initial meeting process with human resources, the key factors will be reviewed and a determination will be provided regarding factors and weighting. **All employees** will be asked to complete a position questionnaire.

During the initial meeting the process, tasks to be performed, intended outcomes, staff availability, and points of contact will be addressed.

Prior to the first meeting the consulting team will have received the background materials in order to be prepared.

During this process, the consulting team will meet with department heads and managers to: discuss position questionnaires, confirm job description content, and answer general questions about the position's responsibilities.

Further, as stated above, the team will then interview employees and conduct worksite tours. The combination of **position questionnaires, interviews, and onsite observations** provides an understanding to initially complete the internal equity process.

The department heads will review the results for their departments and provide feedback to the consulting team regarding position evaluation or job ranking. Additionally, a management representative or human resource representative will review a preliminary job ranking and market analysis and provide the consulting team with feedback on their findings.

External Equity (Second Step of the Classification and Evaluation Process)

Positions will be evaluated in comparison to local economic market conditions for entry-level, professional, and management personnel. In order to accomplish the external market review of positions, ten or more comparable organizations (*e.g.* similar cities) and ten or more local private-sector market competitors will be surveyed as determined by the City Management.

Respondents will receive a summary of the position being surveyed, and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the consultant with determination of content and duty comparisons.

After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Department heads will be interviewed and surveyed regarding market competition and staffing turnover to ensure that critical positions are surveyed.

Further, department heads are often consulted regarding respondents who have similar or different structures and organizations to ensure that there is good data. External data sources may be used in lieu of a full survey.

At least 33 positions will be surveyed and used as benchmark positions for extrapolating data to groupings (or classes) of positions. Every effort will be made to have a minimum of eight responses for each position surveyed. However, there will be some positions that will not have good market peers. Additional organization information will be collected in the market survey to include: insurance plans and descriptions, employer contributions for single, family, vacation and leave policies.

The final report will demonstrate each response and provide a summary of (as well as graphic and numerical differences between) the City and its respondents. Benefits data will be collected from each respondent, and that information will also be calculated into comparative data for health insurance benefits, and other descriptive information will be summarized. The report will outline where the City currently stands in the market, and what steps would be necessary to lead, meet, or lag the market.

Classification, Pay Schedule, Administration, Implementation (Final Step of the Classification and Evaluation Process)

The consulting team will place all positions into pay ranges or classifications based on using a scoring system for the following factors:

- Supervisory
- Knowledge and Experience
- Budgetary
- Decision-making
- Public contact
- Working conditions
- Physical requirements

Pay ranges will be a set number and market findings will guide each classification recommendation. Flexibility between ranges for future placements (those will be outlined as “reserved for future placements” in the recommendations) will be included if needed.

The Austin Peters Group will provide a draft of these findings to the human resources and/or management contact for feedback. The consultants will use the human resources or management contact representative to help guide recommended changes in compensation strategies, as outlined in the request for proposal. We will also provide strategies and connections with flexible pay structures and alternative cost impacts as appropriate.

Maintenance of a Plan

For future maintenance of a pay plan system, the guidebook, spreadsheets, and electronic documents will be handed over to the appropriate personnel. Additional polices will be provided to help maintain the system, these include:

- Pay practices administration
- Movement of pay ranges
- Longevity
- Topping out at pay range maximum
- Being below pay range minimum
- Other policy options

The consulting team will develop costing scenarios. The consulting team will outline and

prioritize implementation, while minimizing employer costs.

The Austin Peters Group will prepare final recommendations of policy changes, salary changes, the reclassification process (for future requests), and pay schedules for the governing body's consideration. Final documents will form a **guidebook for implementation**. These documents will be provided in an electronic format, for human resources staff (and other key staff). Consultants will spend time with staff reviewing the documents and providing training for implementation.

C. Position Description Revisions

The Austin Peters Group's objective is to review, modify and/or create position descriptions with the goal of bringing the City's position descriptions in line with the employment market and best practice guidelines. The development of position descriptions will focus on responsibilities and duties, qualifications, working conditions, physical requirements, and other relevant information such as certifications and whether the position is in a supervisory role. The requirements for performing the position under a minimum and preferred standard will be outlined by education and/or experience depending on the role, along with additional requirements to be in compliance with equal employment opportunity, American with Disabilities Act (Amended), and FLSA requirements.

The person in the position (or the supervisor) will fill out a questionnaire that guides the consultant in developing the position description. The questionnaire will include an attached current position description that has been reviewed by the employee and elected official/department head. The questionnaire will ask additional questions which help guide in the position description update, which will include:

1. Appropriate questions related to classification as exempt or non-exempt under the Fair Labor Standards Act (FLSA) for some positions if unclear;
2. Compliance with the current Americans with Disabilities Act (as amended);
3. Appropriate physical and non-physical requirements;
4. Working conditions;
5. Essential and marginal duties that are specific to the position;
6. Qualifications (education and/or experience), Licensing/Certification, specifications (knowledge, skills and abilities), accountabilities, and organizational relationships.

The consultant will draft the position description and will clarify with the elected official/department head any discrepancies. Once the position description has been completed they will be given to the Human Resources Administrator for final internal approval. The position descriptions will be provided in a uniform format that is consistent with the City's other position descriptions.

D. Training

The consulting team has learned over the last several years that it is not enough to provide clients with outcomes and processes for compensation and classification studies. Staff training can be a key component to successful outcomes. The consulting team will hold a mock-training session with the human resource staff and leadership team with “fake” non-City positions to demonstrate how internal equity and market equity are conducted by the consulting team. These mock exercises greatly affect participant understanding of the process and further enhance communication. This will also help maintain the system and address future requests for reclassification, which the team will provide guidance to address. The Austin Peters Group believes if we train a team and they are comfortable with the process, there will be more success in maintaining the system in the future.

E. Project Communication

Austin Peters Group will keep parties informed through the process, this has ensured our overall success rate of 98% implementation in projects of this nature, each area is deemed critical.

Governing Body

At the start of the project, we propose a meeting with officials, which is used to develop a common understanding of the project and a direction with the City. At the end of the project, the team will also present findings to the City Officials.

Employee Communications

The consulting team begins the communication process with a letter to all employees outlining expectations, the purpose of the study, and how employees can contact the consulting team at any point in the process to clarify or ask questions.

During the beginning when the consulting team is onsite, there will be:

- One kick-off/orientation meeting where employees can ask questions and receive answers
- Open-door policy, where employees may call consultants at any time

All employees will be asked to complete a position questionnaire (these are usually completed in teams by position, or individually at the employee's choosing), which will form the basis of the employee interviews, along with position descriptions. Next, the consulting team interviews all employees by position during a 20-minute process to determine the scope of the position responsibilities, internal equity factors, market influences, and current position description. For those employees on different shifts, additional interview times are added to accommodate as many employees as possible.

Following the interviews, the department head or designee will lead an onsite/worksite visit or tour where the consulting team can observe employees at work, first-hand. After this step, employees may pose questions to their department head, or to the consulting team directly. Usually, employees are eager to respond to consultant's questions and provide follow-up information.

At the end of the process, employees will receive a personal letter indicating the specific impact that the recommendations have on their position. This letter also specifies how and when the employees will have an opportunity to ask the consulting team questions.

City Team/Stakeholder/Department Head

The City Administrator, Department Heads, and Human Resources form the backbone of communication between the consulting team and the employees. It is critical to the project's success that they actively participate with the consulting team in the process.

At the beginning of the process, there will be several City Team/Stakeholder meetings. Information is exchanged between the consultants and the department heads several times on the phone, in writing, face-to-face, and via email. The City Administrator and Department Heads are also interviewed in a more extensive way regarding department background, organization, culture, and internal/external department issues.

The consulting team will conduct site visits and worksite visits with the department head's assistance. This allows the team to see first-hand the requirements of the position.

The consulting team meets with the human resource representative or designated contact during each onsite visit. The consulting team's initial discussion with management or the

human resource representative sets the parameters and expectations that drive project recommendations.

Regular Updates

The consulting team provides regular updates to the Human Resources Director. The consultants will discuss scope of work complete, data collection, schedule and progress, challenges, and provide updates or changes. Further, the consulting team will provide regular updates to the City Team on project progress as instructed by the City.

Structure and Content of Work Product

The Austin Peters Group will provide the City with:

1. A classification structure that consolidates the current system and/or creates classifications, and recommend the appropriate assignment for all City positions within this structure. Provide appropriate implementation and maintenance manuals.
2. Develop a competitive pay structure for all jobs using the point factor evaluation process. Pay structure shall be in a Microsoft Excel format.
3. Identify the methodology and point scheme used to evaluate each job, and the total points assigned to each job and placement points used within each pay grade.
4. Each pay grade shall reflect Minimum, Midpoint and Maximum Range.
5. Make recommendations if appropriate for any changes in hire rates, promotion rates, demotion rates, incentive and certification pay, on-call compensation, and other monetary incentives such as wellness incentives, longevity and other issues specific to the City of Mission. This includes how to effectively deal with pay compression that may currently exist or result with any range adjustments.
6. Make recommendations for a multi-year implementation strategy based on financial parameters provided by the City. This implementation strategy will be effective with a date determined by the City Administrator.
7. Provide the City with a simplistic and manageable system that outlines methodology, findings, conclusions and recommendations.
8. Job analysis questionnaire and procedures for future updating and new position creation.
9. Develop and fully define in writing a systematic procedure for evaluating positions using the “point factor method.” Provide worksheets for departments to request a job evaluation for an upgrade within a position or new position for submission to the Human Resources

Department. Provide worksheets for Human Resources Department personnel to perform future job evaluations or upgrades.

Work Schedule

Schedule - March 30, 2017 - June 30, 2017.

Completion Date	Task	Responsible	Deliverables
Week 1	Letter of agreement	City of Mission	Returns signed copy to the Austin Peters Group and processes invoice for deposit.
	Meeting with City Team regarding project.	Austin Peters Group/City of Mission	The consulting team meets with the City Team to answer a set of questions that will direct the consulting team in development of recommendations.
	Market questionnaire delivered to City department head only	Austin Peters Group/City of Mission	Questionnaires are delivered electronically. Market questionnaire is filled out by the department head and returned by day 5 via fax to the Austin Peters Group (913-851-7529).
	Market questionnaire from department head	Austin Peters Group	Department heads answer questions required for market study process to start.
Week 2	Position evaluation questionnaire distributed to City employees	Austin Peters Group/City of Mission	Questionnaires are delivered electronically. Position evaluation questionnaires are filled out by all employees and returned to their supervisors by day 10. Position evaluation questionnaires are distributed with a memo outlining the project.

Week 3	Market survey commences	Austin Peters Group	Market analysis (respondents will have 14 days to turn survey around to APG).
Week 4	Employee Q & A	Austin Peters Group	Employee session is held for questions and answers during the onsite process.
Week 4	Department/supervisor/employee Interviews	Austin Peters Group	Employees are interviewed for internal equity purpose and update of job descriptions.
Week 10	City Administrator/Human Resource Director/Department Head	Austin Peters Group	Draft of internal equity.
Week 13	City Administrator/Human Resource Director/Department Head	Austin Peters Group	Draft of findings with preliminary range recommendations and financial impact.
Week 13	City Administrator and/or Human Resource Director	Austin Peters Group	Draft of findings with preliminary recommendations. Draft of job descriptions.
Week 15	Meet with governing body	Austin Peters Group	Final recommendations.
Week 15	Guidebook	Austin Peters Group	Convey final documents provide guidance on implementation to human resource staff.

References

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Fees

APG has based the price on 33 positions. If Mission wishes to add positions, fees will be adjusted accordingly.

Costs

Scope and Cost	Cost
Compensation and Classification (estimate of 33)	
1. Conduct interviews with department heads, administration, managers and employees by position, site tours (30 minutes per position) (16.5 hours)	\$1,980
2. Compare current job classification to work being assigned and evaluate for internal equity (60 minutes per position) (33 hours)	\$3,960
3. External equity - market analysis of peers for 33 positions (flat rate)	\$4,500
4. FLSA review of positions (15 hours)	\$1,800
5. Develop and update position descriptions for each job title (33 hours)*	\$3,960
6. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, implementation by position (20 hours)	\$2,400
7. Policy considerations including pay practices (10 hours)	\$1,200
8. System presentation to department heads, City elected officials team with revisions including training of staff for maintenance (15 hours)	\$1,350
9. Oral presentation of findings to administration, staff, governing body, and employees as determined (14 hours)	\$1,800
10. Electronic copies will be sent to client for photocopying	No Charge
11. Travel costs: Mileage and hotel – billed separately.	No Charge
Total Project Cost (not to exceed)	
*Negotiable item based on needs of the City	\$22,950

Additional Work

The rate for this project \$120/hour. This hourly rate will be applied for any additional services beyond the scope of services outlined in this request for proposal response.

Supplementary Material

Project Management Philosophy

The Austin Peters Group has a 98% success rate for implementation of projects similar to the one described here. Success of our projects depends on employee, manager, executive team and governing body buy-in. The support at each level of the organization is important to the credibility of the project. Therefore, there are many points in the process where each group is involved. Having a process that is fair, uniform and builds in specific criteria that is uniformly applied to all positions is the foundation of our communication strategy and work. The consulting team will work to customize policies, procedures, and work documents for the City to carry the pay study forward.

Our success comes from not just dropping off recommendations with a City, but with support that continues for three years after the recommendations are delivered. We have principles that we follow with our employee communication and government body; for example, no employee will receive a pay decrease recommendation from our firm, and the level of information that is distributed back to the employees at the end of the project is specific to their position range and recommendation. Our internal equity scoring and market data is not distributed to employees, but the pay range recommendations are with a specific letter to each employee about how the pay study does or does not affect their individual situation. At that point in the process if an employee wants to ask us questions after the government body has reviewed the initial documents and prior to governing body taking final action, we are amenable to a second look based on employee input. That last step of the process ensures employees a fair shake, and builds credibility into the process.

Roles Overview

Throughout the study and during each phase the role of The Austin Peters Group, the City of Mission, and its workforce is a partnership. Below is an outline of roles and involvement:

Employees

Compensation and Classification Analysis—Employees are involved in position questionnaires, face-to-face interviews by positions, consulting team on-site department tours, employee involvement surveys, an employee question-and-answer session, open-door policy on our behalf that they can contact us any time, employees receive a specific letter regarding recommendations prior to adoption, and employees have a chance to talk to the consulting team prior to final adoption.

City Team/Stakeholder Group: Administration and Department Heads/Elected Officials

Compensation and Classification Analysis —Administration and department heads are involved at the same level as employees. In addition, they will help with a specific questionnaire about the market, they will receive specific training on the criteria used to evaluate positions, they will receive drafts (sometimes several) of their direct reports' information and will provide comments, and they will receive pay range recommendations prior to final presentation to the governing body. The City Team/Stakeholder group will meet initially with the consulting team at the start of the project and continuously at each stage. Generally speaking, additional review and meetings are required with the City Administrator, Human Resources Director, and possibly the Finance Director.

Governing Body

Compensation and Classification Analysis —The consulting team will meet with the governing body (if they wish) prior to the project commencing to answer strategic and policy questions, and provide overall direction to the consulting team. The consulting team will meet with the governing body to present findings in a work session or other format as appropriate.

City Staff Support

The City will provide the following support:

- Arrange for all meetings, including arranging meeting space and providing meeting confirmation.
- Copy and distribute memos, questionnaires, information to employees in a timely manner (as requested by the consulting team).
- Provide copies of all position descriptions (Word format), job classifications, pay plans, existing classifications, pay ranges by employee (Excel format), and provide copies of all wage and salary schedules (Excel format).
- Provide copies of prior studies/documents (if the City deems appropriate).
- Provide a listing of all employee names, titles, departments, supervisors, years of service, last pay raises, current salaries, annual overtime salaries, exempt versus non-exempt status, and current ranges (in Excel format).
- Ensure manager accountability in keeping the project schedule moving.
- Provide copies of personnel policies and handbooks (if possible electronically).
- Provide copies of organizational chart, City's mission, vision, strategic planning documents.
- Provide organizational charts, budgets, and other related information.
- Provide any previous studies on health insurance, salary, satisfaction surveys, exit interview data, turn-over data, attitude surveys, information about where employees who leave the City go to work, etc.
- We request background documents so that we have a thorough understanding of past practices and future goals for the City.

Products and Services

Management Recruitment and Development

Executive and managerial recruitment and selection

Team building

Strategic planning

Performance evaluation

Human resource management

Organizational climate surveys

Program evaluation

Facilitation

Compensation and Benefits

Compensation and benefit studies and solutions

Job evaluation

Market analysis

General Employment

Compliance with federal employment law

Employee handbooks

Job descriptions

Employment mediation

Third party investigation

Sexual harassment training

Interviewing techniques

Conducting background checks

Leadership Development

Achieve global products

Myers Briggs Type Indicator

Communication styles

Conflict resolution

Supervisory training

Employee development planning

Affirmative Action Planning

Affirmative action planning

Compensation analysis

Equal opportunity surveys

Quarterly management reports

Recruitment and placement support

Diversity and sensitivity training

Sample of Clients

A partial list of past clients includes:

American Italian Pasta Company, Kansas City, Missouri
Bartlett and West Engineers, Inc., Topeka, Kansas
Butler County, Kansas
City of Abilene, Kansas
City of Bonner Springs, Kansas
City of Chattanooga, Tennessee
City of Clinton, Iowa
City of Columbia, Tennessee
City of Iowa City, Iowa
City of La Vista, Nebraska
City of Leander, Texas
City of Manhattan, Kansas
City of Marshalltown, Iowa
City of Morristown, Tennessee
City of Newton, Kansas
City of North Liberty, Iowa
City of Ottawa, Kansas
City of Pleasanton, Missouri
Clay County, Kansas
Continental Disc, Kansas City, Missouri
Country Club Bank, Kansas City, Missouri
Ellerbe Becket, Inc., Minneapolis, Minnesota
E-ONE, Ocala, Florida
Federal Signal Corporation, Oak Brook, Illinois
First Citizens National Bank, Dyersburg, Tennessee
Franklin County, Kansas
Ford County, Kansas
Geary County, Kansas
Goodwill Industries of North Georgia, Atlanta, Georgia
Grant County, Kansas
Harvey County, Kansas
Hiller Group, Inc., Princeton, New Jersey

HOK Group, Inc., St. Louis, Missouri
Hood Packaging Corporation, Madison, Mississippi
HNTB, Kansas City, Missouri
Johnson County, Kansas
Kansas Health Foundation, Wichita, Kansas
Kansas Legal Services, Topeka, Kansas
Kansas State University, Manhattan, Kansas
Kearny County, Kansas
Labat-Anderson, Inc., McLean, Virginia
LeCroy Corporation, Chestnut Ridge, New York
Mid America Regional Council, Kansas City, Missouri
MFRI, Inc., Niles, IL
National Institute of Health (NIH), Bethesda, Maryland
Perkins + Will of New York, New York
Perma-Pipe, Lebanon, Tennessee
Platte Valley Bank, Platte City, Missouri
Polyengineering, Dothan, Alabama
Pottawatomie County, Kansas
Rice County, Kansas
Riley County, Kansas
River Valley Behavioral Health, Owensboro, Kentucky
Sedgwick County, Kansas
Siegel-Robert, Inc., St. Louis, Missouri
Southern Missouri State University, Harrisonville, Missouri
Sprint Corporation, Overland Park, Kansas
TIG HITCO, Atlanta, Georgia
UniGroup Worldwide, St. Louis, Missouri
University of Central Missouri, Warrensburg, Missouri
University of New Mexico at Roswell
United States Department of Agriculture, Manhattan, Kansas
United Way, Kansas City, Missouri
United States Department of Education, Washington D.C.
Wells Cargo, Elkhart, Indiana
Zephyr Products, Inc. Leavenworth, Kansas



REQUEST FOR PROPOSALS (RFP)

FOR

COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY

The City of Mission requests proposals by qualified consultants for the above-referenced project. Interested parties should submit five (5) physical and (1) digital (PDF) proposal.

**RESPONSES MUST BE RECEIVED BY
FRIDAY, FEBRUARY 10, 2017 AT 5:00 P.M. CST**

Submit questions (in writing) and responses to the attention of:

Laura Smith, City Administrator
6090 Woodson Street
Mission, KS 66202
lsmith@missionks.org

INTRODUCTION AND BACKGROUND INFORMATION

The City of Mission, Kansas is soliciting proposals for consulting services for a comprehensive classification and compensation study in preparation for the 2018 fiscal year budget. The study will be based on an objective job analysis and evaluation of job descriptions for the City's sixty-eight (68) full-time employees. The study will also analyze the City's competitive positioning for both compensation and benefits programs, ultimately recommending administrative compensation policies and wage scales that will ensure internal equity, external market competitiveness, and the attraction and retention of valuable employees.

Mission is one of 20 incorporated cities in Johnson County, Kansas, with a population of 9,323. The City operates under a non-partisan Mayor-Council form of government with an appointed professional City Administrator. The Mayor is elected at-large, and serves a four-year term. The City is divided into four wards with two councilpersons elected from each ward to serve four-year staggered terms.

Mission provides service to residents and visitors alike through six functional departments: Administration/Finance, Community Development, Municipal Court, Public Works, Parks and Recreation, and Police. The City Administrator is appointed by the Mayor and City Council as the chief administrative officer and is charged with the efficient and effective administration of the City. Department Directors are responsible for the day-to-day administration and operation of specific functional areas. Mission has approximately thirty-three (33) different positions covering a variety of technical, professional, administrative, labor, and trade disciplines. Approximately 42% of Mission's full-time classifications are exempt.

The City's last comprehensive compensation/classification analysis was completed in 2005. The City annually reviews, and has periodically adjusted, the salary grades in an effort to maintain external market competitiveness.

The City is seeking input from the consultant to review and either improve or replace the existing classification and compensation plan with one that is manageable and sustainable, and corrects any structural deficiencies such as compression, overlap or internal inequities. The classification review should also address changes in City operations and staffing over the last several years, which may have affected the type, scopes and level of work being performed.

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED

The City is seeking to develop a 'compensation philosophy' to present to the City Council which will serve to strategically establish a target level of market competitiveness, prioritize goals for total compensation, and guide administration of pay and benefit practices. In addition to

development of the compensation policy, the consultant will also conduct a classification and compensation study.

The overall objective is to create a credible classification and compensation plan that: ensures positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between individual classes; and maintains currency with relevant labor markets.

The successful respondent will be required to provide the following services to Mission:

Compensation Philosophy

1. Facilitate a goal setting process for compensation and benefits with the City's Leadership Team to establish target levels of competitiveness in the marketplace.
2. Draft a compensation philosophy using the identified goals and facilitate discussion of proposed philosophy with the City Council for ultimate policy creation.

Classification Plan

1. Conduct interviews and/or job audits as appropriate. May be conducted individually or in groups based upon classification.
2. Compare job audit/interview results to existing position descriptions and revise as necessary to ensure that content and titles are current, accurate and consistent with FLSA, EEO, and ADA considerations.
3. Finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classification.
4. Determine an appropriate salary structure for each pay classification, establishing the minimum and maximum range for each.

Compensation Survey

1. Conduct a comprehensive market-based survey of the external labor market to establish benchmarking standards and include a comparison and analysis of compensation of comparable public and private employers.

2. Examine equity of pay among present full time employees based on qualifications, experience, responsibilities, tenure, and past performance evaluations. Identify proposed adjustments within the internal compensation system.
3. Review Mission's compensation policies and practices for compliance with federal, state, and local laws and regulations.

Other

1. Provide methods and instructional information to allow City staff to evaluate and adjust the classification/compensation system consistent with study methods until the next formal study is conducted.
2. Present implementation strategies and implementation cost scenarios (financial impact analysis) to achieve desired goals.

CONTENT OF PROPOSALS

Each proposal should be organized to clearly address the following requirements, as a minimum:

Agents and Address

List the address, email address, and telephone numbers of the office from which the services are to be provided, and designate the person to serve as project manager. Resumes summarizing the qualifications and experience of the individuals who will be conducting the study must be provided. Any and all subconsultants should be clearly identified.

Experience

Describe the experience the firm has had in conducting similar studies. Please note any relevant work for other governmental entities.

Statement of Methods and Procedures

Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Please identify any unique issues or challenges related to the project.

Structure and Content of Work Product

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

Work Schedule

Provide a timeline indicating tasks required and the start/completion dates for each. It is expected the work will commence as soon as possible after Council approval of the contract (targeted for March 15, 2017) and be completed on or before June 30, 2017.

References

All proposals should include names, addresses, telephone numbers, and contact persons at five (5) other organizations for which comparable services have recently been rendered. Information for other governmental jurisdictions is preferable.

Fee

The City has limited funding allocated for the completion of this project. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP. The fee should include:

1. A total cost estimate and not to exceed amount for the work described under Scope of Work;
2. A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and
3. Amount to be deducted from total cost estimate because consultant is conducting (or has conducted in the past six months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.

Supplementary narrative is encouraged to provide information relative to any options, alternatives, or other opportunities not addressed in the RFP that, in the respondent's opinion, would strengthen the benefits and viability of Mission's compensation programs.

SUBMITTAL

Five (5) identical copies of the proposal shall be addressed as follows:

Laura Smith, City Administrator
6090 Woodson
Mission, KS 66202
Classification and Compensation Plan Study
February 2017

The proposal must also be submitted in PDF format by the submittal deadline to:
lsmith@missionks.org

Proposals must be received by 5:00 p.m. CST on Friday, February 10, 2017.

Proposals become the property of Mission upon submission and will not be returned. All costs for developing proposals are entirely the responsibility of the respondent. Mission accepts no responsibility for lost or late delivery of proposals.

Questions about the Request for Proposal must be submitted by email to lsmith@missionks.org no later than 5:00 p.m. CST on February 3, 2017.

The City reserves the right to reject any or all proposals and waive any informality as may occur in the proposal process.

EVALUATION AND AWARD CRITERIA

Proposals will be evaluated on various criteria including but not limited to:

- Approach to the performance of the study and satisfaction of City requirements.
- Demonstrated professional skills and credentials of staff to be assigned to the study.
- Demonstrated ability to communicate well with a variety of people who may have different educational levels and work experience.
- Proposal quality and references.
- Ability to perform the work within the stated timeframe.
- Overall cost and fees to be charged.

Final acceptance of a proposal will be determined based upon best value, and **COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A CONSULTANT.**

Up to three firms may be selected for interviews. **Interviews, if determined to be necessary, are planned for Thursday, February 16, 2017.**

TIMELINE FOR REQUEST FOR PROPOSAL PROCESS

Key Dates and Times	
Wednesday, January 18	RFP distributed
Friday, February 3	Last date for respondents to submit questions
Friday, February 10	Proposals due by 5:00 p.m. CST
Key Dates and Times	
Thursday, February 16	Consultant interviews (if necessary)
Wednesday, March 1	Recommendation to Finance & Administration Committee
Wednesday, March 15	Contract award by City Council

MISCELLANEOUS

Mission reserves the right to request clarification of any submission, modify or alter the Scope of Services and solicit new submissions, reject any or all submissions, and wave immaterial irregularities in any submissions.

Selection by the Mission staff shall not constitute a contract. The firm(s) selected will be expected to enter into a written contract with Mission, and it is only upon the mutual execution of the written contract document, approved by the City Council, that a contract will be formed. The contract may incorporate the Request, the Proposal, or both by the process of attachment and incorporation by reference.

Prior to execution of a written contract the selected firm(s) will be required to provide proof of adequate and customary insurance.

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	February 22, 2017
Administration	From:	Brian Scott

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

RE: Declaration of Surplus Equipment

RECOMMENDATION: Approve the resolution providing for the sale/disposal of surplus equipment from various Departments.

DETAILS: City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. Property and equipment identified for surplus has been included as Attachment A to the Resolution.

Each Department, in consultation with the Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law.

Items to be declared as surplus include a wheel loader, golf carts and other miscellaneous.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	
Available Budget:	

CITY OF MISSION, KANSAS

RESOLUTION NO.

A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL

WHEREAS, City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101; and

WHEREAS, the City, has identified those items listed on Attachment A as "Surplus Property;"

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. The items included on Attachment A are hereby declared as surplus.

Section 2. The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

Section 3. In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 15th day of March 2017.

APPROVED BY THE MAYOR on this 15th day of March 2017.

Steve Schowengerdt, Mayor

ATTEST:

Martha Sumrall, City Clerk

Attachment A
Surplus Items - Date

Item	Description	Serial Number/Asset Tag	Department	Value
<u>Vehicles / Equipment</u>				
Wheel Loader	2003 Komatsu WA-180	A81346-HV-E	Public Works	\$10,000.00
Golf Carts (2)	EZ-GO Golf Cart	2121240	Public Works	\$1,500.00
	EZ-GO Golf Cart	2121244	Public Works	\$1,500.00
<u>Other Equipment</u>				
Dishwasher	GE Mobile Dishwasher	VR725077B	Public Works	\$500.00
Snow Chains	4 sets of snow chains	N/A	Public Works	Nominal
Chainsaw	Stihl 180C chainsaw	20-266	Public Works	Nominal
<u>Computer Equipment</u>				
None				
<u>Furniture</u>				
Table	96 X 48 Oval Table - classic rock top	N/A	Administration	\$200

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	February 15, 2017
Administration	From:	Martha Sumrall

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

RE: Street Solicitation Application - Shawnee Mission Rotary Greater Kansas City Days

RECOMMENDATION: Approve a Street Solicitation Application for Shawnee Mission Rotary Greater Kansas City Days to be held on April 10, 2017 at various intersections in Mission.

DETAILS: The Shawnee Mission Rotary Club has requested permission to sell Kansas City Star newspapers at the intersections of Shawnee Mission Parkway & Nall, Shawnee Mission Parkway & Lamar, Johnson Drive & Broadmoor, and Johnson Drive & Lamar on Monday, April 10th between the hours of 6:30 - 9:00 a.m.

A Street Solicitation Application and proof of insurance have been submitted and approved by Chief Hadley.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

**STREET SOLICITATION APPLICATION
CITY OF MISSION**

Please fill out the application completely; incomplete applications will not be accepted.

Name of Organization and Description of Event: _____

Shawnee Mission Rotary Greater KC Days

Date(s) of Event: April 10, 2017

Hours of Event: Start Time: 6:30 AM

Finish Time: 9:00 AM

Organization Contact Person: Dennis Monahan

Telephone Numbers: Home 913-515-4689 Work 913-791-9212

Estimated Number of Solicitors: 20

Description of Item(s) to Be Sold, If Any: Newspapers + Flags

List street corners/intersections proposed to be used:

SM Parkway + Nall
SM Parkway + Lamar
Johnson Dr. Broadmor
Johnson Dr. + Lamar

PLEASE MARK AFFIRMATIVE RESPONSES, SIGN AND DATE.

The organization and I certify and agree that:

- a) The Mission Police Department (913) 676-8301 has been contacted to review the solicitation plan. Yes X
- b) Safety vests as approved by the Police Department will be worn by all solicitors. Yes X
- c) No more than two persons will solicit at each approach to the intersection, or a maximum of eight per intersection. Yes X
- d) Solicitors must obey all laws and ordinances concerning vehicular and pedestrian movements, and under no circumstances interfere with the normal flow of vehicular movement. Yes X
- e) At least one working cell phone will be available at each intersection in case of emergency. Yes X
- f) No solicitor under the age of 18 will participate. Yes X
- g) The organization has provided a certificate of liability insurance coverage with the City of Mission named as an additional insured. Yes X

Signature of Responsible Person Dennis Monahan

Title Chair President Elect Date 2/9/17

Approved: Chief of Police RM Date 2/15/17



CERTIFICATE OF LIABILITY INSURANCE

7/1/2017

DATE (MM/DD/YYYY)
February 8, 2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (A/C No., Ext): 1-800-921-3172 E-MAIL ADDRESS: rotary@lockton.com	FAX (A/C, No): 1-312-681-6769
	INSURER(S) AFFORDING COVERAGE	
INSURED 1393456 All Active US Rotary Clubs & Districts Shawnee Mission Rotary Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: Lexington Insurance Company NAIC # 19437	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

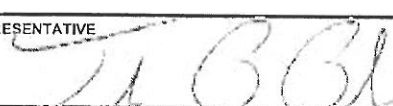
COVERAGES ROTIN01 **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			015375594	7/1/2016	7/1/2017	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ XXXXXXXX
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			015375594	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
							AGGREGATE	\$ XXXXXXXX
								\$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	NOT APPLICABLE			PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ XXXXXXXX
							E.L. DISEASE - EA EMPLOYEE	\$ XXXXXXXX
							E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as Additional Insured where required by written contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City of Mission 6090 Woodson Mission, KS 66202 KC Days Paper Sales in the City of Mission	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

City of Mission	Item Number:	6.
ACTION ITEM SUMMARY	Date:	February 15, 2017
Administration	From:	Martha Sumrall

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

RE: Resolution Designating the 2017 City Sponsored Festival Events

RECOMMENDATION: Approve the resolution designating the 2017 City Sponsored Festival Events.

DETAILS: Ordinance No. 1172 was passed on September 14, 2005 exempting City-owned or public property from the prohibition on the consumption of alcoholic liquor. Included in the ordinance is a requirement that the City Council pass a resolution designating specific City Sponsored Festival Events each year. The attached resolution designates the following as City Sponsored Festival Events for 2017:

Mission Farm & Flower Market Kick-off Party: May 2, 2017, 4:30 - 7:30 p.m.

Mission Battle of the Brisket BBQ Contest: September 15, 2017, 4:00 - 11:00 p.m. and September 16, 2017, 7:00 a.m. - 4:00 p.m.

CFAA CONSIDERATIONS/IMPACTS: Events and festivals provide opportunities for those of all ages to gather, connect with neighbors, and create a stronger sense of community.

Related Statute/City Ordinance:	Mission Ord. 1172
Line Item Code/Description:	
Available Budget:	

CITY OF MISSION

RESOLUTION NO. _____

A RESOLUTION DESIGNATING CITY SPONSORED FESTIVAL EVENTS FOR 2017.

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

Section 1. The Mission Farm & Flower Market Kick-off Party shall be held on May 2, 2017 from 4:30 - 7:30 p.m. and Mission Battle of the Brisket BBQ Contest shall be held September 15, 2017 from 4:00 – 11:00 p.m. and September 16, 2017 from 7:00 a.m. – 4:00 p.m. Alcoholic beverages that may be consumed within the Designated District for City Sponsored Festival Events shall be beer, wine, and alcoholic liquor.

Section 2. Nothing herein shall authorize illegal activity prohibited by other provisions of the City Code or City Ordinances.

THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, THIS 15th DAY OF MARCH 2017.

THIS RESOLUTION IS APPROVED BY THE MAYOR THIS 15th DAY OF MARCH 2017.

Steve Schowengerdt, Mayor

ATTESTATION:

Martha Sumrall
City Clerk

City of Mission	Item Number:	7.
DISCUSSION ITEM SUMMARY	Date:	February 16, 2017
ADMINISTRATION	From:	Emily Randel

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

RE: Addition of student members on various boards and commissions.

DESCRIPTION: In an effort to encourage intergenerational relationships within the community and more diverse input on the City's boards and commissions, staff recommends the ordinances governing membership for the Parks and Recreation and Sustainability Commissions be amended to include up to two youth members from area high schools.

DETAILS: One of the goals of the Communities for All Ages work has been to encourage intergenerational conversations and activities. Increasing the age diversity on the City's boards and commissions is one way to strengthen relationships and widen perspectives across the age spectrum. Encouraging participation of high school students from area schools on the Parks and Recreation Commission and Sustainability Commission would be an important step in accomplishing these objectives.

Membership make-up: The current membership for both the Sustainability Commission and the Parks and Recreation Commission allows for 9 members, one of whom may be a non-resident. The ordinances also require that both groups have at least one representative from each of Mission's four wards. The recent merger of the Parks and Recreation Commission and the Tree Board will require an increase in the overall number of members allowed on the group. The addition of youth members would be in addition to that increase, allowing the total number of members to be 15. Sustainability membership could also increase to 15 to remain consistent, or could stay with just an increase of the two youth members, for 11 total.

Youth membership requirements: Exposing younger members of the community to this style of volunteerism is valuable preparation for the next generation of civic leaders. Participation could be open to sophomores, juniors and seniors from area high schools, both public, private and home schools. A student would be required to submit a letter of reference and the attached application to be considered. Students would be required to maintain regular attendance and to participate actively. Additional suggested requirements of volunteering with special events and projects or attending a City Council or committee might also be considered.

Process: If approved, staff will inform/meet with area high school principals and key faculty members to introduce the program and advise that the City will be inviting applications beginning before the end of the '16-'17 school year. Applications will be reviewed by the Mayor and staff, with the goal of placing students in September 2017. Fall classes begin August 14, 2017.

CFAA CONSIDERATIONS/IMPACTS: Including residents of all ages in community and civic conversations is a key piece of the Communities for All Ages Toolkit.

Related Statute/City Ordinance:	230.010 Parks and Recreation Commission; 260.020 Sustainability Commission
Line Item Code/Description:	N/A
Available Budget:	N/A



Application for Youth Membership

City of Mission Commissions

Thank you for your interest in joining one of Mission’s Commissions. The City of Mission believes that membership will provide you with meaningful professional experience in serving your community. Membership is open to any high school sophomore, junior, or senior residing full time or part time in the City of Mission.

Student Information

Full name: _____

Phone: _____

Email: _____

Address: _____

State: _____ Zip: _____

School: _____

Grade: _____

Supplemental Questions

Please prepare a brief response (no more than 200 words per question) to each question listed below and attach as a separate document along with your completed application form.

1. Do you currently participate in any extracurricular activities, or do you have a job?
Please list all that apply.
2. What are your plans after high school?
3. What do you think is one of Mission’s greatest strengths? Why do you think people like living or working in Mission?
4. What do you think is one of the greatest challenges facing Mission today? What should Mission’s government leaders be most focused on improving?
5. How do you think your unique experience and talents will benefit the work of a City of Mission commission?
6. Why do you think it is important for citizens to participate on city commissions?

Membership Expectations

By initialing each item below, I understand that:

- Membership on a commission will require a time commitment of a monthly 90 minute meeting. Initial _____
- My participation in occasional volunteer events outside of the regular meeting time is encouraged but optional based on my availability. Initial _____
- I must maintain regular attendance at the meetings, and will communicate any planned absence with the staff contact person in advance of the meeting. Initial _____
- I understand that the work of the commissions is conducted in a respectful and supportive atmosphere and that my comments should be constructive and should support the work of the group. Initial _____

Application Checklist

Please make sure you have:

1. A completed application form
2. Answers to supplemental questions #1-6,
3. A letter of reference from a teacher, principal, or employer stating why they believe you would be a valuable member on a City of Mission commission,

Please send all materials by mail or email to:

Emily Randel
City of Mission
6090 Woodson St.
Mission, KS 66202
erandel@missionks.org

Questions

If you have questions about your application, the work of the City of Mission commissions, or would like any additional information, please contact Emily Randel, Public Information Officer, City of Mission, erandel@missionks.org or 913-676-8368.