



## **COMMUNITY DEVELOPMENT COMMITTEE**

**WEDNESDAY, FEBRUARY 3, 2021 at 6:30 p.m.**

**Meeting Held Virtually via Zoom**

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

*Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.*

### **PUBLIC COMMENTS**

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

### **ACTION ITEMS**

1. Acceptance of the January 6, 2021 Community Development Committee Minutes - Audrey McClanahan ([page 4](#))

Draft minutes of the January 6, 2021 Community Development Committee meeting are included for review and acceptance.

2. Wayfinding Plan - Penn Almoney ([page 15](#))

Mission branded signage throughout the community is deteriorating and in need of updating. In January, staff completed a sign inventory and created a map of signage locations. Bids were solicited for the various types of signage included in the inventory, and staff is recommending a plan to remove, replace and install Mission branded wayfinding signage with three separate firms which are detailed in the Action Item. The signage updates will be funded from the Parks and Recreation Sales Tax Fund in a total amount not to exceed \$70,430.83.

3. Communications and Marketing Contract Renewal - Emily Randel ([page 26](#))

Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020. Staff provided an overview of the work completed since the contract approval and heard feedback at the January CDC meeting. Staff now recommends a renewal of the contract with Crux for an additional year for a reduced amount of 50 hours of service a month totalling \$60,000 annually.

4. Bridge Contract Inspections - Brent Morton ([page 45](#))

KDOT requirements specify that every bridge over twenty (20) feet in length must be inspected and inventoried every two years. Mission's bridge inspections occur in odd-numbered years. Staff recommends approval of a contract with George Butler & Associates (GBA) who is pre-qualified for the inspection work through KDOT and has completed this project for the City in the past. The contract includes inspection and inventory for nine (9) bridges that require inspection within the City's jurisdiction. The contract is in an amount not to exceed \$8,900.00

5. Wall Mural Guidelines and Application Process - Brian Scott ([page 54](#))

Wall murals, especially in the business areas of communities, are becoming an increasingly popular means of activating what can be considered "dead space" such as the blank side wall of a building, or a back wall that can be seen from an adjoining lot or parking area. Murals are becoming a common form of placemaking that encourages one to stop and observe, or to even interact with the mural, creating an experience with the built environment. Because of this, many communities around the country are creating guidelines for the placement of wall murals within the built environment. In response to a mural request this fall, staff researched and developed guidelines/criteria for Mission. These were shared with the Community Development Committee at the January meeting in January and that feedback has been incorporated into a final set of recommended guidelines. The guidelines will be adopted by Resolution.

## DISCUSSION ITEMS

6. Johnson Drive Functionality - Laura Smith ([page 63](#))

Council has continually expressed a desire to engage in an evaluation of the functionality of the Johnson Drive corridor (Nall to Lamar) following the street's extensive reconstruction in 2014. Due to a number of factors, traditional data collection efforts have been delayed and deferred and may not be available in the foreseeable future. As we prepare to submit final cost estimates for the Johnson County CARS intermediate

maintenance project in 2022, staff has prepared a plan to solicit business and user input over the next two months to position Council for final decision-making related to any changes in design or function. Staff will outline the proposed process for gathering data and engaging both property/business owners and users of the street. Draft survey documents will be provided for Council review and discussion.

## **OTHER**

### 7. Department Updates - Laura Smith

**Sollie Flora, Chairperson**  
**Trent Boultinghouse, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913-676-8350***

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** January 6,2021 Community Development Committee minutes.

**RECOMMENDATION:** Review and accept the January 6,2021 minutes of the Community Development Committee.

**DETAILS:** Minutes of the January 6,2021 Community Development Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

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

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



## MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE

January 6, 2021

The Mission Community Development Committee met virtually via ZOOM on Wednesday, January 6, 2021. The following Committee members were present: Trent Boultinghouse, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Sollie Flora, Debbie Kring and Ken Davis. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 6:30 p.m.

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

### **Public Comments**

Councilmember Flora reminded the public they can participate via the chat feature on ZOOM. All comments will be visible to the group.

There were no public comments.

### **Public Presentations**

#### **Final Plat of Mainstreet Credit Union - 6025 Lamar Avenue & 6219 Martway Street (PC Case #20-08)**

Ms. Service reported the property at 6025 Lamar Avenue is currently developed with the Mission branch of the Mainstreet Credit Union. The property at 6219 Martway Street is developed with the former Mission Barn Players theater and the drive-thru elements associated with the Mainstreet Credit Union. The applicant requested approval of a plat to adjust the property line so that the drive-thru is on the same property as the Mainstreet building, rather than on the lot with the Barn Players building. The sidewalk, bus stop, and Rock Creek Trail that border the property all lie within the public right-of-way so right-of-way was not requested with this plat.

This plat was considered by the Planning Commission at their meeting on Monday, December 28, 2020. The Planning Commission voted 8-0 to approve the Preliminary and Final Plat of Mainstreet Credit Union with the conditions that an ingress-egress easement shall connect the vehicle entrance/exit on Lot 1 along Martway Street to Lot 2 and that the Mayor and City Clerk signature blocks shall be corrected to reflect the names of the people currently holding those positions.

## **Acceptance of the December 2, 2020 Community Development Committee Minutes**

Minutes of the December 2, 2020 Community Development Committee were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### **Mural Criteria and Application Process**

Mr. Scott reported that earlier this fall, staff was contacted by Sean Gilbert, the owner of Headless Hands Tattoo shop, at 6909 Johnson Drive, to paint a mural on the side of his building. Chapter 430 of the Mission Municipal Codes is the City's sign code. Section 430.020 defines murals as "any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message." Section 430.050 further provides that certain signs are excluded from the City's sign code including "Integral decorative or architectural features of buildings or works or art, so long as such features or works do not contain letters, trademarks, moving parts, or lights." Beyond this code provision, there are no conditions or requirements specific to the application of wall murals.

Wall murals, especially in the business areas of communities, are becoming an increasingly popular means of activating and promoting an empty space. Murals are becoming a common form of placemaking that encourages one to stop and observe, or to even interact with the mural, creating an experience with the built environment. Because of this, many communities around the Country are creating guidelines for the placement of wall murals within the built environment. Staff researched these communities to gain an understanding of their guidelines and review process. From this research proposed guidelines for the City of Mission were drafted with the final guidelines being approved by resolution.

The guidelines included the following stipulations:

- Murals must be original works of art including two and three-dimensional pieces
- Murals will be designed/constructed with supervision from qualified artist/muralist
- Murals shall be high quality and weather resistant
- Murals cannot contain material that is protected under copyright law
- Murals cannot contain symbols of hatred or discrimination
- Murals will not be permitted in residentially zoned areas or on walls that face residential areas
- Murals shall be located on either side of the building or rear of the building
- Murals may be placed on walls that serve to define the edge of a property/ provide screening
- Murals will be limited in the amount of wall area utilized in proportion to building size
- Business will need to complete a Mural Application Form with one color scale rendering as well as digital file of proposed mural

The applicant will be responsible for ensuring that a mural is maintained in good condition and is repaired in case of vandalism or accidental destruction. The applicant is encouraged to file a maintenance plan with the application which will establish measures to discourage vandalism or facilitate an easier, less costly repair of the mural in the future. The plan will be on file with the City who will monitor the condition of the mural to ensure compliance. Failure to comply may result in the removal of the mural.

Councilmember Thomas thanked staff and asked if there were currently any pieces of art that qualified as murals in the City. Mr. Scott replied that Mission Pet Mart does have a mural that is in need of repairs and the business identifying information is allowed because it occupies less than 5% of the space. There is also currently a mural in the alleyway adjacent to the Mission Theatre. The painting on the west side of Lulu's Boutique is classified as a sign and not a mural.

Councilmember Flora asked how the process would work for a business subject to the Johnson Drive design guidelines who would want to paint a mural. Mr. Scott explained that if the mural was considered acceptable then it would overrule the Johnson Drive design guidelines. Councilmember Kring asked if the art had to be the primary purpose of the mural or if there could be words. Mr. Scott replied that according to the proposed guidelines, in order to be considered a mural no words could be included.

Councilmember Davis asked if the applications would be approved by staff. Mr. Scott explained that since the City does not currently have an arts commission or other similar body, staff feels it would be beneficial to have proposed murals reviewed by the Planning Commission. Councilmember Flora suggested that the application could be approved by staff with an appeal process to the Planning Commission. Councilmember Boultinghouse suggested adding examples of what constitutes inappropriate and indecent murals based on community standards.

Councilmember Flora added that she would like to see further discussion on the text restrictions, in an effort to not rule out potential public art, as well as a removal of the height restrictions and an addition on the application where the owner agrees to the City removing the mural if it is not properly maintained.

Councilmember Flora preferred there not to be a complete ban on murals in residential areas but instead a review on a case-by-case basis. Ms. Smith commented and Councilmember Inman agreed that by not adding the language to prohibit in residential areas then there is the risk of a resident putting up a mural and the City having to ask for it to be taken down.

The Mural Criteria and Application Process will be on the February 2021 Community Development Committee agenda as an action item for further review and discussion.

### **Acceptance of Stormwater Condition Inventory Final Report**

Ms. Duran explained that BHC Rhodes was retained by the City in 2019 to perform a condition inventory of the stormwater pipes and structures. A status update was presented at the August 2020 Community Development Committee meeting, and the final report is now ready for Council review and adoption as part of the City's on-going efforts to build comprehensive asset inventories and asset management plans.

BHC Rhodes inspected 95,921 linear feet of pipes and 596 inlets, junction boxes, and other structures that were previously unrated which were then grouped into four zones and given a condition rating with 12% of the system being on the higher end of needed repairs. When this information is submitted to Johnson County, the County will quantify the risk of failure by running an algorithm that combines likelihood of failure and consequence of failure to determine funding eligibility. Estimated costs to repair or replace existing pipe and structures were also provided based on unit prices for replacement.

A total of \$46,943,155 has been estimated for repairing/replacing the entire storm sewer system over the estimated service life of 50 years. \$4,882,560 of that total is estimated to be needed to address immediate needs. Once Johnson County runs the algorithm to determine the number of pipes and structures with estimated risk ratings of 3.2 and higher, the City will be able to determine the quantity of infrastructure eligible for funding. BHC Rhodes concluded that an estimated annual budget amount of \$900,000 to \$1.0 million would be sufficient to replace or maintain the entire system over the estimated 50-year service life.

The final report also included a proposed maintenance plan with priorities, timeframe, and estimated costs in 2020 dollars. The maintenance plan recommends adjustments such as replacing the stormwater infrastructure with estimated risk of 4 and 5 under arterial, collector, and local streets; performing system inspections and cleaning of the stormwater system with estimated risk of 2.5 or higher; performing annual system inspections and cleaning for the entire system over a 7-year period; and evaluating whether storm sewer located outside of the public right-of-way is located within an existing drainage easement.

In order to determine the City's entire stormwater needs (in addition to stormwater pipe and structures), an inventory of stormwater channels was recently completed to determine their condition with estimated costs. Channel projects will be prioritized in the City's Capital Improvement Plan alongside stormwater pipe and structure replacement projects.

Councilmember Kring asked if there was the possibility to have a camera in the pipe system to show deterioration. Ms. Duran explained that some cities do have their own crews to inspect the pipes with cameras, but Mission has relied on subcontractors to perform this work as it is more cost effective for a city of our size. Ms. Duran confirmed that part of BHC Rhodes inventory work included televising the stormwater pipes.



Councilmember Davis commented that BHC Rhodes did a great job, adding that the plan is very thorough. He asked for clarification on maps and non-residential structures in residential communities. Ms. Duran replied the non-residential work would be on a street that has houses but also some commercial aspect or an arterial.

Councilmember Flora asked about other budget and funding options since it is estimated the City will only receive 20% of funding from the County. Ms. Smith answered that once the data has been collected then the City will need to assess the scope of projects then build out recommended financial scenarios to match. Councilmember Thomas asked if stormwater ditches also were included in the plan. Ms. Duran replied that if the ditches are in the right-of-way then they would be considered in the plan and the City's responsibility.

Councilmember Davis recommended the acceptance of the "Final Report For City Storm Sewer System Condition Assessment," dated November 2020 from BHC Rhodes be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

#### **Hot Water Tank Replacement (Powell Community Center)**

Mr. Almoney reported that the Powell Community Center had an issue with water leaking from the hot water holding tank. The tank is original to the facility and replacement of the major systems and equipment have been "on hold" pending the start of the FCIP inspections and recommendations. Hot water is most frequently used in conjunction with showers in the locker rooms and the family changing room accessible from the indoor pool. These locker rooms and showers are currently closed due to the County Health Order. This coincidence allowed staff to procure bids for replacement of the tank with minimal impact to patrons and staff. The scope of the bids not only included the tank replacement but also the removal, haul away and disposal of the damaged tank then cleaning and area preparation with associated plumbing.

Staff reviewed options with CTS, the firm conducting the facility energy audit, including installation of a tankless water heater. Although the initial installation of tankless water heaters is more expensive than traditional holding tank models, they are more efficient and incur a lower energy cost than their counterparts due to the 50-75% decrease in daily run time. They will also last longer than the 15+ year lifespan, and CTS recommended the City proceed with the tankless option if possible. MMC Contractors was able to bid for the tankless hot water heater system at \$43,000. This project is considered a maintenance item and will be paid for from the Powell Community Center's Maintenance/Operations budget identified in the Parks and Recreation Capital Improvement Plan.

Councilmember Davis commented that this will be a good use of the City's sustainability efforts to improve efficiency, adding that he appreciates Mr. Almoney and CTS' suggestion.

Councilmember Schlossmacher commented that this is a great way to move the City forward in sustainability and Councilmember Flora thanked Mr. Almoney for providing this alternative.

Councilmember Davis recommended a contract with MMC Contractors for a tankless water heating system and accompanying plumbing installation in an amount not to exceed \$43,000.00 be forwarded to Council for approval. All on the Committee agreed, this will be a consent agenda item.

### **Discussion Items**

#### **Stormwater Channels Inventory**

Ms. Duran reported that in the City's effort to develop an asset management program and determine overall stormwater needs, staff assisted by GBA recently completed a stormwater channel inventory. There are currently eleven (11) identified stormwater channels, consisting of natural channels and channels built with a variety of materials, including trapezoidal and rectangular concrete channels, concrete bottom channels with landscape block retaining walls, gabion walls, and concrete retaining walls. GBA was requested to inventory specific channels that appeared to have a higher risk of failure or could be in need of repair within the next five to ten years.

Although urban channels are not currently eligible for funding through Johnson County's stormwater program unless they are part of a flood control project, staff has had discussions with Johnson County and has requested that they consider making these channels eligible for funding in the future.

The channels were broken up into sites which were created when a change in channel material or channel type/shape occurred. A risk score was utilized as a guide and screening tool to categorize the sites but a higher risk score did not necessarily define prioritization as this did not consider all the factors that may influence the priority of the asset. Of the thirty-one sites identified within eleven channels, nine sites were recommended for repairs within the next 5-10 years with an estimated repair cost of approximately \$4.1 million in 2020 dollars. Seven of the nine sites were located on portions of the Rock Creek channel near City Hall and south of Johnson Drive in the downtown area.

The four highest priority sites include:

#### **Site F**

- It is recommended that site F be addressed within the next year. If the gabion baskets continue to release rock material, the structural capacity of the wall is diminished which may result in a much more costly repair or full wall replacement.

**Site H**

- Adjacent to site H, a similar portion of wall failed in the Spring of 2020. This wall is undermined four to five feet and has multiple utilities adjacent to it. This wall should be replaced within three years.

**Site N**

- Previously this was a culvert, however, the top has been removed from much of it, which is detrimental to the remaining portion of the structure. The integrity of the structure was dependent upon the top remaining in place. This should be addressed within five years.

**Site E**

- This site is recommended for replacement of select portions of the channel and should be addressed within 5 years. The cost estimate provided includes funds for replacement of select portions of the channel and for replacement of the adjacent awning at 5424 Maple Street, if required for construction of the channel.

Staff will continue to evaluate this data and look for opportunities for external funding for these projects. This information will also be used to prioritize stormwater channel projects in the City's Capital Improvement Plan alongside stormwater pipe and structure replacement projects and is part of Mission's ongoing effort to develop a complete asset management program. The channels are currently scheduled for cleaning and vegetation removal based on a four-year rotating schedule.

Councilmember Flora asked if it would be possible when doing these repairs to look at sustainable and environmentally friendly solutions. Ms. Duran explained that there is the possibility to receive funding for Rock Creek projects since they are on the floodplain and have various options assessed for environmental considerations.

Councilmember Kring thanked Ms. Duran for all her work, adding that the City is very fortunate to have her and her staff and they are all doing a wonderful job identifying areas in need of repair.

### **Wayfinding Plan**

Mr. Almoney explained that this is a continuation from discussions at the October and November Committee meetings where Council asked for more information around a formal inventory of existing wayfinding/City amenity signage along with budget and estimated costs. The previous MARC regional wayfinding signage conversation will be considered at a later time in an effort to focus on a review of current signage designs and proposed changes for Adopt-A-Street, Adopt-A-Park, Welcome to Mission, Mission Shopping District, etc. Staff will reintroduce the regional wayfinding component after several internal signage decisions have been made.

The park monument signage designs were developed by Crux in conformance with 2020 branding efforts, and have been reviewed with the Parks, Recreation + Tree (PRT) Commission

at both their November and December Committee meetings. The designs symbolize Mission's forward progress and community engagement with the use of the arrow and include a natural rock base symbolic of strength and stability along with the blue and green from the brand style guide. The PRT did not reach consensus on a preferred sign, with each sign receiving multiple votes. The staff recommendation is Option Three with each of the designs meeting several objectives from the Parks + Recreation Master Plan including a better brand for Parks + Recreation; updated and more relevant signage; clear introduction of Mission's outdoor parks amenities; and better consistency of message.

Councilmember Flora asked and Mr. Almone confirmed that staff's preference for Option Three was because of the better balance between the City and Park's names. Councilmember Kring would like to see this option with the name of the park bolded. Councilmember Thomas and Councilmember Davis both supported Option Three and would like to consider the possibility of adding lighting. Councilmember Thomas would also prefer less white on the sign in case it weathers too quickly. Councilmember Boultinghouse also agreed with more blue as long as the Mission name is still evident and thinks the illumination would be a positive addition.

Councilmember Flora asked how easily it would be to move the signs as the parks go through the redesign process. Mr. Almone replied it will not be an issue as long as it is planned for in advance, incorporating rebar and anchor points for easy access and maneuvering.

Councilmember Flora appreciated the hard-work Crux put into designing these signs. She inquired about the cost for the stone monument basis and Mr. Almone explained that it was all inclusive. Councilmember Davis suggested that consideration be made to safety since a lot of traffic signs have breakaway standards.

Council agreed this discussion would return as an Action Item at the February Community Development Committee meeting.

### **Communication and Marketing Contract Renewal**

Ms.Randel reported that Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020 for an amount not to exceed \$90,000. This effort was needed in order to provide long term gains both within Parks and Recreation and across the organization. Since the work began, the Crux team and City staff have worked together to complete Community research, rebranding of the City collateral, updates to marketing collateral across departments, Powell Community Center signage and promotional materials, social media training and establishing analytics to track page visits and engagement over time.

In addition to those projects completed, there are a few still in progress including the website redesign, incorporating Powell Community Center brand identity throughout the facility with ADA compliant doorway entrance signage, additional marketing materials, analytics of online audience engagement and consultation on updates to the Mission Magazine design.

Staff feels that the City's current methods of communication have been evaluated and refreshed with deliverables that are improving outreach to the broader community. Staff has developed collaborative working relationships and processes with the Crux team that will serve the organization well as the communication team continues to strive and grow. In 2021, the team hopes to engage more people through a focus on interactive email marketing campaigns, more sophisticated tracking of analytic data on audience engagement and behaviors, and modifying content to improve those results.

The City will also be preparing for a phased communication strategy around the renewal of the street and parks sales taxes, supporting the roll out of the new street maintenance program, and expanding the role of communications in the implementation of programs across all departments. At the time of the initial contract approval, staff suggested that if the contract was extended into future years, it would be for a lesser amount than the first contract year. This accounts for the significant accomplishments of the first year, including the research and rebranding, implementation of the brand across the organization, and the development of the new website. Staff recommended a renewal of the communications contract in the amount of \$60,000. This represents 50 hours a month at \$100 per hour, a reduction from the first year contract of 60 hours a week at \$125 per hour.

Councilmember Davis asked about how the search engine on the new website would be handled to make sure the information it pulled up was accurate and effective. Ms. Randel replied that the search terms would be evaluated from the beginning and adjusted accordingly with outdated information being discarded.

Councilmember Flora commented that she appreciates seeing all these items and recognizes there has been a lot of tangible improvements to bring the City up-to-date. Councilmember Boultinghouse hoped the City could proceed to work with Crux as well since this has been a very beneficial process in moving forward. Council Davis agreed and asked if there had been discussion around the business district and the possibility of Crux providing support. Ms. Randel explained that the City released a radio advertisement, with the assistance of Crux, for the business district which was a positive start for future collaborative efforts. Councilmember Flora agreed with the positive improvements, adding her support for the continued partnership.

#### Other

#### Department Updates

Councilmember Davis thanked Public Works for their great job during the recent snow storm and asked about the progress of the recent ordinance that addresses snow removal from residential sidewalks. Mr. Scott replied that a letter would be sent soon to notify property owners of the new ordinance, commenting that this year would be more educational and proactive in explaining how the ordinance works.



Before ending the meeting, Councilmember Flora commented on the insurrection that occurred at the Capitol, noting that she is thinking of fellow elected officials in our Kansas Congressional Delegation DC and hopes that they remain safe and as they resume the business of governing.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:48 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

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

**RE:** Wayfinding Plan

**RECOMMENDATION:** Approve the plan to remove and replace existing Mission branded signage with updated versions and purchase new internal wayfinding signs and park entrance monument signs in an amount not to exceed \$70,430.83.

**DETAILS:** This wayfinding plan was initiated in October 2020 and has progressed to the current iteration which includes replacement of existing branded Mission signage, installation of new version internal wayfinding signs that can be secured below stop signs or other posts at key locations and replacement of park monument (entrance) signage which was identified as a priority through the Mission Parks + Recreation Master Plan.

Below is the current inventory of Mission branded signage. The signs are in various stages of deterioration due to weather, age and in rare circumstances abuse:

- Adopt-A-Street
- Adopt-A-Park
- Welcome to Mission
- Mission Shopping District
- Mission Transit Center
- Street Name ID w/ logo
- Tree City USA
- Mission City Limit
- Mission Next 2 Exits
- Mission Second Right

Some signage is owned and managed by KDOT and cannot be modified by the City. The signs owned by Mission were included in a request for bids from three sign vendors: image360, Sign Pro and Midtown Signs.

CURRENT INVENTORY	#	Vendors		
		image360	Sign Pro	Midtown Signs
Adopt-A Street Sign	9	\$139.46/ea	\$70/ea	\$247.73/ea
Adopt-A-Park Signs	2	\$139.46/ea	\$70/ea	\$247.73/ea
Welcome to Mission	9	\$185.86/ea	\$240/ea	\$312.88/ea
Tree City USA	4	\$125.64/ea	\$100/ea	\$255.97/ea
Mission City Limit	5	KDOT	KDOT	KDOT

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

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

Mission Next 2 Exits	1	KDOT	KDOT	KDOT
Mission Second Right	1	KDOT	KDOT	KDOT
Mission Shopping (arrow)	2	\$185.86/ea	\$240/ea	\$312.88/ea
Mission Transit Center	2	\$164.07/ea	\$240/ea	\$402.92/ea
Street ID w/ logo	19	\$62.19/ea	\$200/ea	\$129.47/ea
<b>TOTAL</b>		<b>\$5,590.83</b>	<b>\$8,090.00</b>	<b>\$10,456.36</b>

Staff reviewed potential locations for wayfinding signage to address parks and other public amenities (shopping, parking, City Hall, etc.) with the Parks, Recreation + Tree Commission. The map included in the packet is a collaboration of their feedback along with staff insights and experience. A total of 19 locations were identified, and have been evaluated for conformance with MUTCD and other traffic related standards.

Image360, Sign Pro and Midtown Signs also bid on the new internal wayfinding signage and the bids prices are included in the table below.

<b>NEW WAYFINDING</b>		<b>Vendors</b>		
		<b>#</b>	<b>image360</b>	<b>Sign Pro</b>
Internal Wayfinding	19	\$509.91/ea	\$200/ea	\$379.92/ea
<b>TOTAL</b>		<b>\$9,688.23</b>	<b>\$3,800.00</b>	<b>\$7,218.47</b>

Staff partnered with Crux to solicit bids from three monument sign companies for the five large parks within Mission: Andersen, Broadmoor, Mohawk, Streamway and Waterworks Parks along with bids for smaller scale monument signs for Mission's smaller parks (Beverly, Pearl Harbor Memorial and Legacy). Despite the addition of the small monument signs, staff was able to realize significant economies by creating all the signs at one time. Two of the three companies were able to bid \$65,000 or less for eight signs when initial bids had originally been estimated at \$65,000 for just the five larger monument signs.

Each of these monument signs will be installed with the flexibility to be relocated should

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000



<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

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

a future park redesign dictate a new location. The costs as shown do not include lighting for the monument signs. Staff recommends not lighting the park entrance monument signs. Most park monument signs are not lit and Mission is fortunate that the initial locations for park entrance signs are in close proximity to parking lot lighting and/or street lighting.

PARK MONUMENT	#	Vendors		
		Excel L&S	KC Sign Co	Luminous
3ft x 8ft	5	\$5,585/ea	\$9,189.60/ea	\$9,351.96/ea
3ft x 4ft	3	\$4,105/ea	\$6,269.13/ea	\$6,330.33/ea
Install + Foundation	8	\$2,600/ea	\$2,661.75/ea	
<b>TOTAL</b>		<b>\$61,040.00</b>	<b>\$86,049.39</b>	<b>\$65,750.78</b>

The park monument signage designs were developed by Crux in conformance with 2020 branding efforts, and have been reviewed with the PRT Commission at both their November and December Committee meetings. The designs symbolize Mission's forward progress and community engagement with the use of the arrow and include a natural rock base symbolic of strength and stability along with the blue and green from the brand style guide.

The PRT did not reach consensus on a preferred sign option. Staff shared the options with the Community Development Committee during the January meeting, and secured consensus around an option which modified the 50/50 blue and white split to a 60/40. The revised design is included below, and is recommended by staff.

The attached designs meet several objectives from the Parks + Recreation Master Plan including:

- Better brand for Parks + Recreation
- Updated and more relevant signage
- Clear introduction of Mission's outdoor parks amenities
- Better consistency of message

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

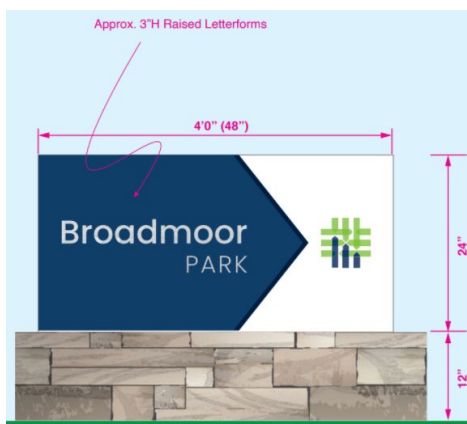
Action items require a vote to recommend the item to the full City Council for further action.

In order to take advantage of the best pricing, staff is recommending the signage project be split between three vendors as follows:

- New internal wayfinding signage to be created by Sign Pro (\$3,800.00)
- Replacement for existing branded signage by Image360 (\$5,590.83)
- Park monument signs by Excel Lighting & Signs (\$61,040.00)

Funding will be provided from the Parks and Recreation Sales Tax Fund from which \$80,000.00 has been budgeted in the 2021 Parks and Recreation Capital Improvement Plan.

**CFAA CONSIDERATIONS/IMPACTS:** The marketing/branding project will meet a number of objectives outlined in the CFAA checklist including ensuring that public buildings and facilities have easy-to-read signage, and that the signage is cohesive and comprehensive so as to assist residents and visitors in locating important city amenities.



**4ft wide x 2ft high (12" stone foundation)**



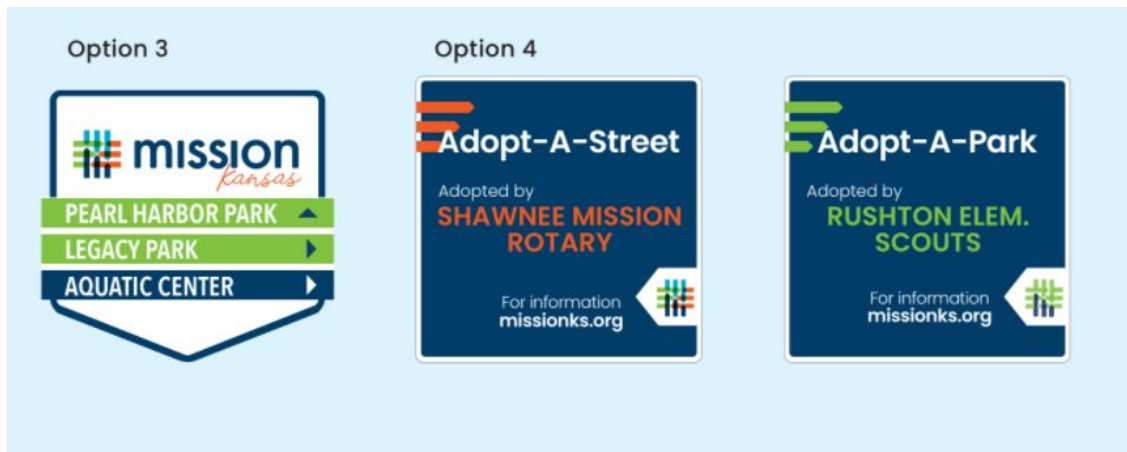
**8ft wide x 3ft high (12" stone foundation)**

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Parks + Recreation</b>	From:	Penn Almoney

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

Examples of the branded signage and internal wayfinding signage are included for reference below.



Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$80,000

# MISSION WAYFINDING LOCATIONS MAP



# Signage Phases

-  Park Monument
-  Small Park
-  Wayfinding



On Wed, Jan 20, 2021 at 2:22 PM Jim Sloss <[jim@kcsignpro.com](mailto:jim@kcsignpro.com)> wrote:

Penn,

Sign per the prototype with non **reflective laminated vinyl 150.00**

Sign with **reflective vinyl 200.00**

19 x \$200 = \$3,800

Let me know what if any questions you have.

Thanks,

Jim Sloss

Sign Pro

913-962-7767



1140 W. Cambridge Circle Dr  
 Kansas City, KS 66103  
 (816) 960-4546

# ESTIMATE

## EST-14461

Graphics that enhance, signage that works, displays that inform.  
<http://www.image360kcm.com>

Payment Terms: 50% Deposit/Balance at Comp

Created Date: 12/8/2020

**DESCRIPTION:** Signage with Anti Graffiti Overlamine

**Bill To:** City of Mission KS Parks & Rec  
 6200 Martway St,  
 Mission, KS 66202  
 US

**Pickup At:** Image360 - Kansas City  
 1140 W. Cambridge Circle Dr  
 Kansas City, KS 66103  
 US

**Requested By:** Penn Almoney  
 Email: [palmoney@missionks.org](mailto:palmoney@missionks.org)  
 Work Phone: (913) 722-8210

**Salesperson:** Colleen Egan  
 Email: [colleen@image360kcm.com](mailto:colleen@image360kcm.com)  
 Work Phone: (816) 298-0122  
 Entered By: Lacy Rygiol

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	24"w x 6"h Street Name Signs <ul style="list-style-type: none"> <li>Material: Double sided Reflective Green sign blank with Reflective White Vinyl Lettering</li> </ul>	19	\$62.1879	\$1,181.57
2	Adopt a Park/Street Signs <ul style="list-style-type: none"> <li>Material: .080 Aluminum with rounded corners, single sided full color vinyl overlay, laminated for anti graffiti protection</li> </ul>	11	\$139.4582	\$1,534.04
3	Mission Transit Center Signs <ul style="list-style-type: none"> <li>Material: .080 Aluminum with rounded corners, single sided full color vinyl overlay, laminated for anti graffiti protection</li> </ul>	2	\$164.07	\$328.14
4	Tree City USA Signs <ul style="list-style-type: none"> <li>Material: .080 Aluminum with rounded corners, single sided full color vinyl overlay, laminated for anti graffiti protection</li> </ul>	4	\$125.6425	\$502.57
5	24"w x 48"h Welcome to Mission Signs <ul style="list-style-type: none"> <li>Material: .080 Aluminum with rounded corners, single sided full color vinyl overlay, laminated for anti graffiti protection</li> </ul>	9	\$185.8589	\$1,672.73

<b>Subtotal:</b>	\$5,219.05
<b>Taxes:</b>	\$464.83
<b>Grand Total:</b>	\$5,683.88
<b>Deposit Required:</b>	\$2,841.94

A 50% deposit is required to begin work unless credit terms have been established. All orders less than \$100 require payment in full.

All prices quoted are valid 30 days from quote date. This estimate covers only the services outlined above. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly. The goods described herein are custom-made and therefore, this order is not subject to cancellation by the purchaser without written consent by the seller.

Any refund is at the discretion of the Image360 - Kansas City Midtown.

Image360 cannot begin work on designs or layouts until Image360 receives approval through your Customer Portal or a signed copy of this estimate, either by email, fax or in person and arrangements for payment have been made. We accept cash, check, VISA, MasterCard or American Express.

This estimate does not included installation unless specifically quoted as a line item. Installation is available at your request and can be quoted separately.

All orders include two proofs. Additional proofs are available at a design rate of \$15 for every 15 minutes work. A \$45 fee will be added to all returned checks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



1100 McAlpine Ave  
 Kansas City , Kansas 66105

# Estimate

# EST-27481

Bill To  
**Crux**

Ship To

Estimate Date : Jan 14, 2021

Reference# : V2

#	Item & Description	Qty	Rate	Amount
1	<b>Sign Sales</b> OPTION # 1 - NON-ILLUMINATED 1 @ 34" tall x 96" wide double sided non-illuminated monument sign Aluminum frame and skins Aluminum faces with routed graphics Push thru acrylic (Broadmoor Park) #/16" white acrylic backers ( Logo mission - park and recreation) Vinyl overlays Painted a multiple standard colors Center pole mount STONE WORK BY OTHERS - NOT INCLUDED IN THIS BID	5.00 pcs	5,585.00	27,925.00
2	<b>Sign Sales</b> 1 @ 36" tall x 48" wide double sided non-illuminated monument sign Aluminum frame and skins Aluminum faces 1/4" flat cut aluminum (Broadmoor Park) Painted a standard color Vinyl overlays - ( Logo mission - park and recreation) Painted a multiple standard colors Center pole mount	3.00 pcs	4,105.00	12,315.00
3	<b>Sign Sales - installation</b> Installation - install signs and hook up electrical to existing power connection within 10' of sign. If no power is ran to sign location, additional charges may apply, and/or electrician may be needed to run power to sign.	8.00 pcs	1,100.00	8,800.00
4	----- NOTE - stone work not included in this bid. Waiting on a quote from a stone contractor. I would expect around \$1500 per base for stone.	1.00	0.00	0.00

Sub Total 49,040.00

KCK (9.13%) 1,927.80

**Total \$50,967.80**



Notes

Looking forward for your business.

Authorized  
Signature

\_\_\_\_\_

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Emily Randel

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

**RE:** Communications and Marketing Contract Renewal

**RECOMMENDATION:** Renew a communications and marketing contract with Crux for 12 months for an amount not to exceed \$60,000.

**DETAILS:** Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020 for an amount not to exceed \$90,000. The contract came as the result of an RFQ process that was originally targeted specifically to marketing and branding efforts for the Parks and Recreation Department. Through the process of evaluating the responsive firms, staff came to believe that a City-wide effort was needed that would provide long term gains both within Parks and Recreation and across the organization. Since the work began, the Crux team and City staff have worked together to complete:

- Community research including market comparisons, individual interviews, focus groups and surveys that informed the branding work, and continue to be applied through the comprehensive plan update, and efforts to improve diversity and inclusion in Mission.
- A rebranding of City collateral with an expanding brand manual/style guide that will support staff and vendors for both existing and future applications.
- Updates to marketing collateral across departments.
- Powell Community Center signage and promotional materials.
- Social media training, an inventory of orphan social accounts, and updated page information for existing social media channels.
- Establishing analytics to track page visits and engagement over time.

The slide presentation shared at the January Community Development Committee meeting highlighting some of the work completed in 2020 is included in the packet.

There are several projects still underway that are expected to be concluded in the next 1-2 months, including:

- A complete custom WordPress redesign of the City website [www.missionks.org](http://www.missionks.org).
- Powell Community Center brand identity throughout the facility with ADA compliant doorway entrance signage.
- Hard copy program flyer designs for assistance and recreation programs.
- Additional marketing materials for the Powell Community Center amenities and rental packages.
- An email journey marketing strategy for the Powell Community Center.

Related Statute/City Ordinance:	
Line Item Code/Description:	Various
Available Budget:	\$60,000

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Emily Randel

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

- Analytics of online audience engagement.
- Consultation on updates to the Mission Magazine design.

Staff feels that the City’s current methods of communication have been evaluated and refreshed with deliverables that are already improving outreach to the broader community. Staff is more aware of the impact that our communication tools can have, and has a greater sense of pride in the deliverables that are being used now. Staff has developed collaborative working relationships and processes with the Crux team that will serve the organization well as we stand up a more robust internal communications team. This prepares the communication team to launch into 2021 ready for the next round of tasks with a more precise focus on improving broader outcomes, specifically, increasing the number of people who:

- Are reached by various communication tools.
- Engage with and share City content.
- Attend City events.
- Join the Community Center.
- Rent space at the Community Center and Mission’s outdoor parks.
- Take advantage of City assistance programs.

This will be achieved by more focus on interactive email marketing campaigns, more sophisticated tracking of analytic data on audience engagement and behaviors and modifying our content to improve those results. We will also be preparing for a phased communication strategy around the renewal of the street and parks sales taxes, supporting the roll out of the new street maintenance program, and expanding the role of communications in the implementation of programs across all departments.

At the time of the initial contract approval, staff suggested that if the contract was extended into future years, it would be for a lesser amount than the first contract year. This accounts for the significant accomplishments of the first year, including the research and rebranding, implementation of the brand across the organization, and the development of the new website. Staff recommends a renewal of the communications contract in the amount of \$60,000. This represents 50 hours a month at \$100 per hour, a reduction from the first year contract of 60 hours a week at \$125 per hour.

**CFAA CONSIDERATIONS/IMPACTS:** A key goal of Communities for All Ages is to provide opportunities for residents to be involved and keep all residents informed of city affairs and of employment and volunteer opportunities and other ways to be engaged. City communications must be engaging and relevant in order to achieve this goal.

Related Statute/City Ordinance:	
Line Item Code/Description:	Various
Available Budget:	\$60,000

# Mission Rebranding Project

YEAR 1

Marketing Engagement with Crux



JANUARY 6, 2021

# BRAND



BEFORE



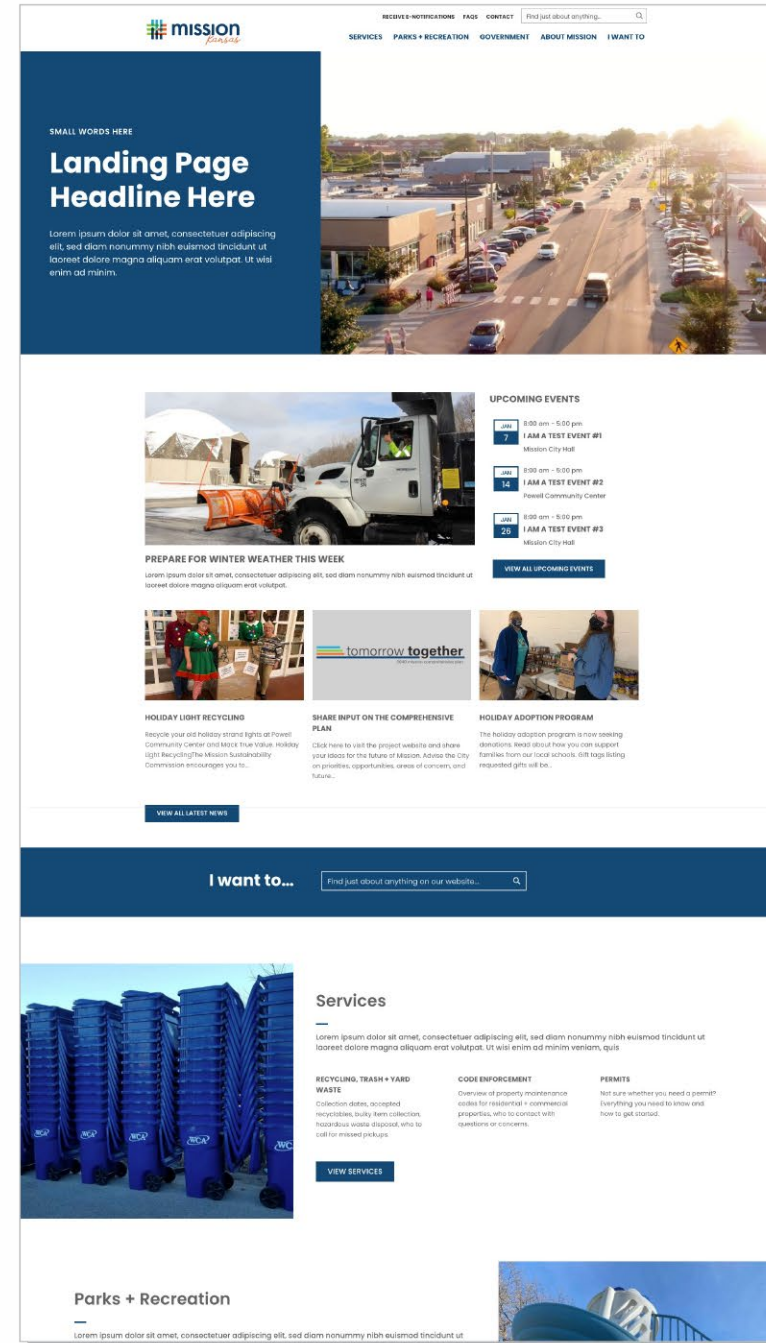
AFTER



# WEBSITE



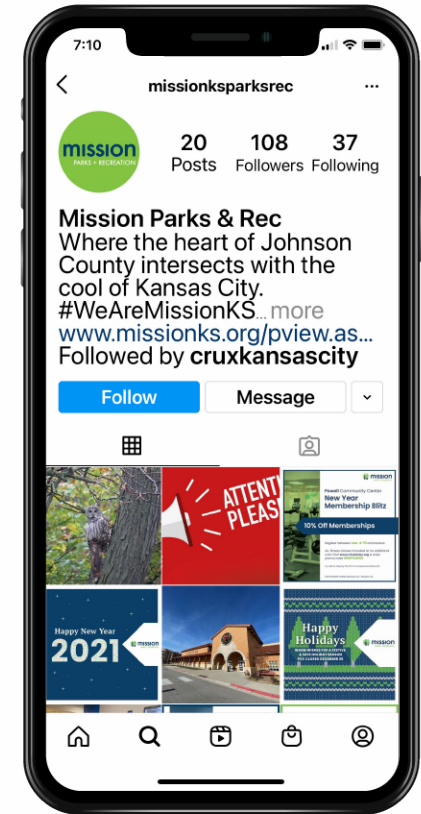
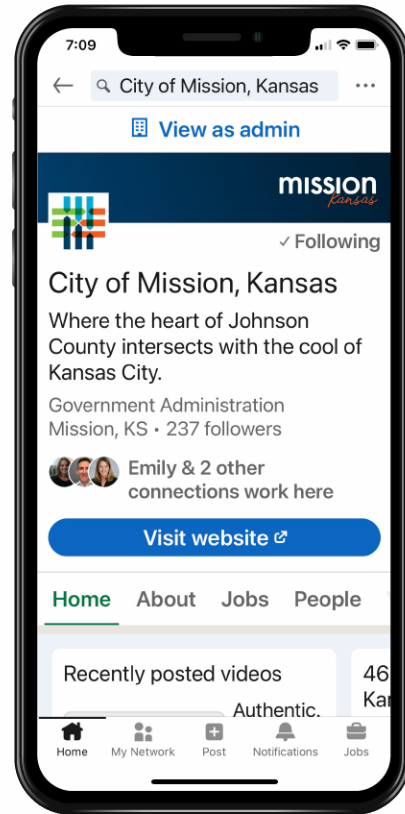
BEFORE



AFTER



# SOCIAL MEDIA



# BUSINESS CARDS



BEFORE

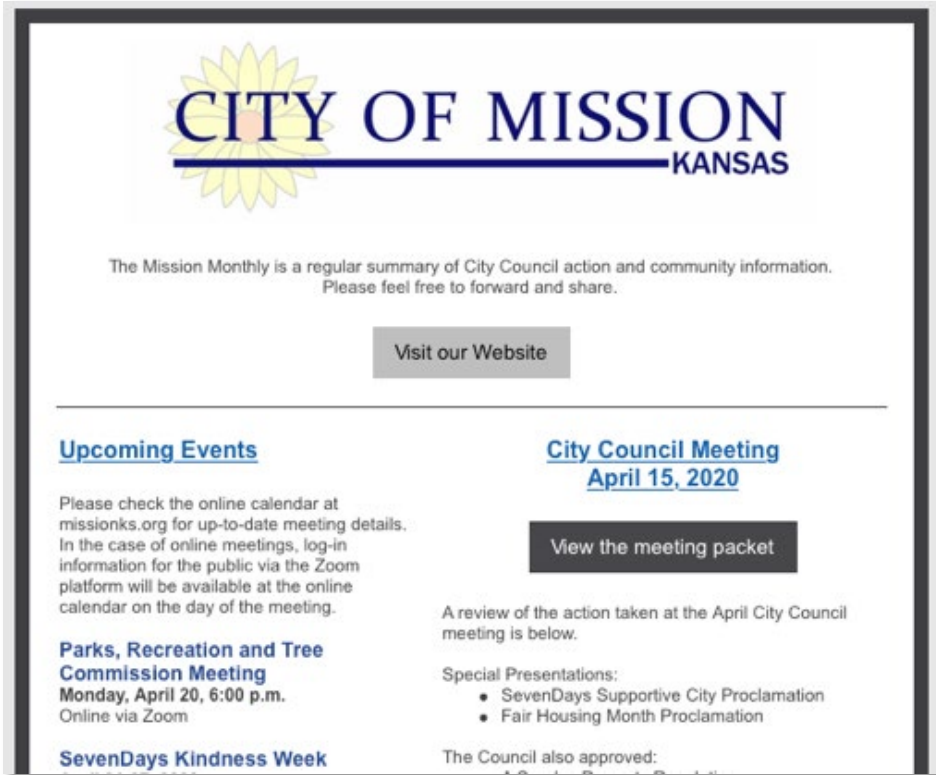


AFTER





# EMAIL TEMPLATES



BEFORE



AFTER



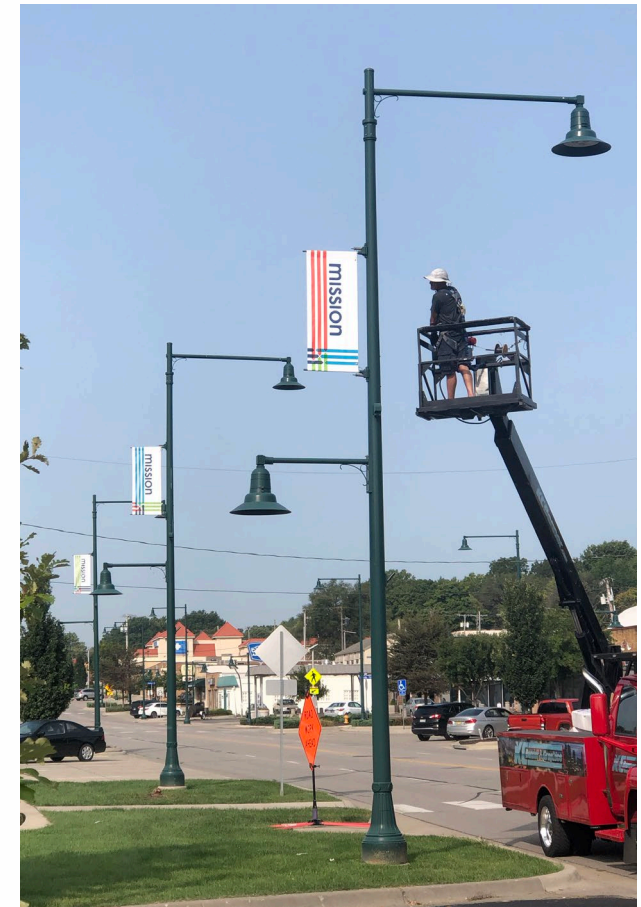
# PCC FACILITY SIGNAGE



# BANNERS



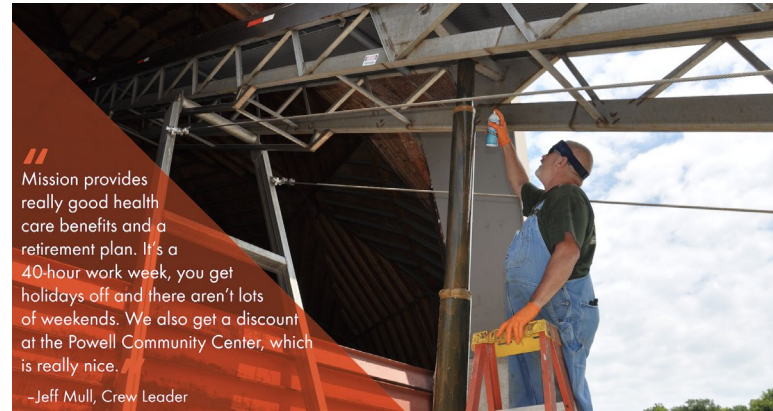
BEFORE



AFTER




# PUBLIC WORKS HIRING CAMPAIGN




# PCC DIGITAL SIGNAGE

**Wear a mask  
when not exercising**



**mission**  
PARKS + RECREATION



**You belong here  
if you are well**

**mission**  
PARKS + RECREATION



**Practice social  
distancing**



**mission**  
PARKS + RECREATION



**Sanitize equipment  
& touchpoints**



**mission**  
PARKS + RECREATION



# PCC SOCIAL CAMPAIGNS



**Powell Community Center**

## 20% Off Memberships

12 months, paid in full

Use promo code **CYBERMONDAY2020** on November 30  
ALL fitness classes included at no additional cost!

Register at [www.missionks.org](http://www.missionks.org)

**Powell Community Center**

## 20% Off Memberships

12 months, paid in full

Use promo code **CYBERMONDAY2020** on November 30

**Cyber Monday Special**

Register at [www.missionks.org](http://www.missionks.org)



**mission**  
PARKS + RECREATION

**Powell Community Center**  
**New Year Membership Blitz**

## 10% Off Memberships

Register between **Jan. 4-15** and receive

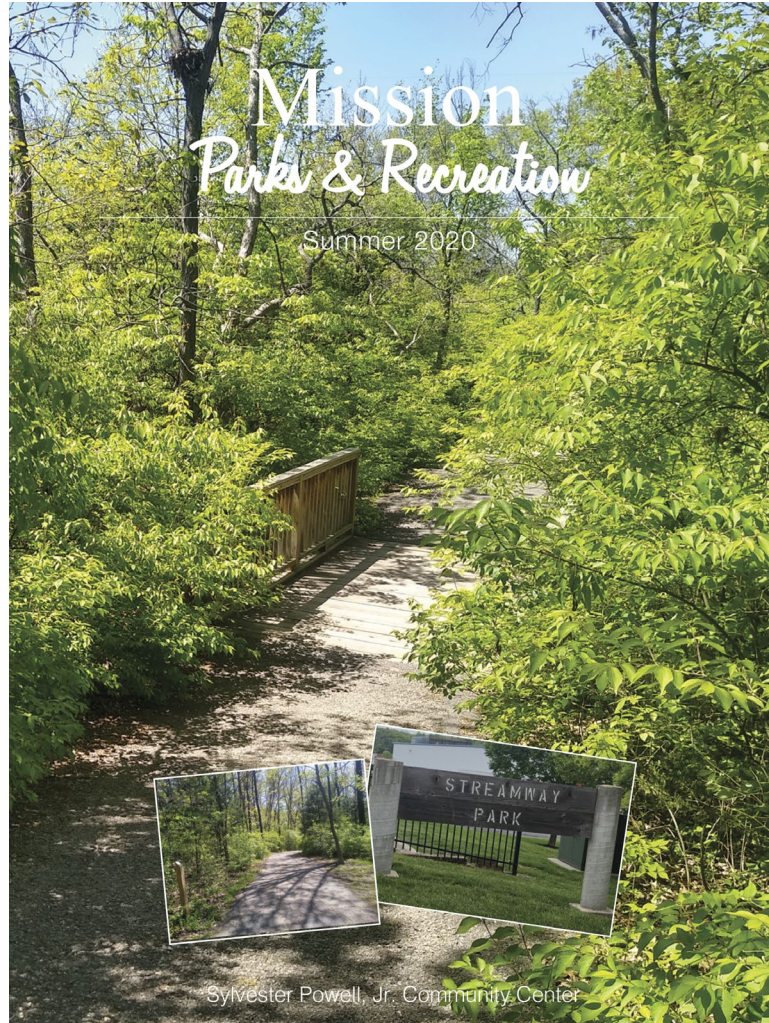
ALL fitness classes included at no additional cost! Visit [www.missionks.org](http://www.missionks.org) & enter promo code **NEWYEAR21**

(or call or stop by the PCC to receive the discount)

913.722.8200 | 6200 Martway St. | Mission, KS



# PARKS ACTIVITY GUIDE



BEFORE



AFTER



# PARKS HOLIDAY ADOPTION FLYER



## Holiday Family Adoption 2020

In this year full of unexpected change, there are hundreds of families in our community who struggle to experience the magic of the holidays. Despite the challenges the pandemic brings, as we prepare for the fifteenth year of Mission's Holiday Family Adoption Program, we're committed to serving as many families as we possibly can. It'll take extraordinary thinking and creative planning, but with the support of our volunteers, businesses, residents, organizations and faith communities, we know we can rise to the occasion.

**“ Imagine receiving food and gifts for every member of your family without being asked for anything in return. This is what this program does for families—it gives them the support and dignity they need during a difficult time. ”**

- Gwyn Heidrick  
SM North Social Worker

**The Holiday Family Adoption Program is supported entirely by donations and volunteers. Last year, with the help of more than 100 generous contributors, we brought a little holiday magic to families in Northeast Johnson County by providing:**

**104** Thanksgiving food baskets

**107** Families with Christmas gifts and food



Please join the City of Mission, Hy-Vee, Rock Creek Brewing Company, Sandhills Brewing and other local partners to be a part of this incredible community effort. For more information on the program and opportunities to participate, please contact Penn Almone at [palmoney@missionks.org](mailto:palmoney@missionks.org) or **913.722.8210**

**“ I know our families are grateful to live in a community that does so much for their own. I am always amazed by the spirit of kindness and giving that the Holiday Adoption Program brings out in others. ”**

- Kristy Fornal,  
Rushon Elementary Principal

### How can I be a part of the 2020 Program?

- Make a financial contribution (every dollar matters) to the program. Your tax deductible gift can be made payable to the City of Mission Charitable Fund and sent to the Powell Community Center. Cash donations are also accepted.
- If your employer has a gift matching program, consider taking advantage of that opportunity to support the Adoption Program. Contact Penn for more information.
- As a business, family or neighborhood group, consider adopting an entire family. For more information, contact **Kathy Lockard** at **913.722.8206** or [klockard@missionks.org](mailto:klockard@missionks.org)
- Stop by the Powell Community Center or City Hall to pull a tag from the tree. Wrap your gift(s) and return to the Center by December 18.
- Volunteer to help wrap gifts or assemble food baskets by contacting **Kathy Lockard** at **913.722.8206** or [klockard@missionks.org](mailto:klockard@missionks.org)
- Challenge your friends and family to participate in the "\$20 in 2020" campaign by sending \$20 to support the Holiday Family Adoption Program!





# PCC BROCHURE



INSIDE

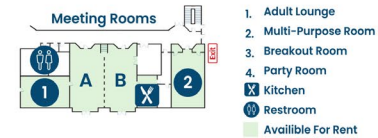
FRONT

## Memberships & Fee Schedule

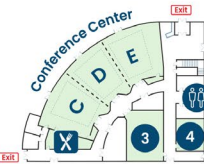
	12 MO	12 MO (Pay Plan)	6 MO
<b>Family</b>	<b>\$504</b>	\$564 (\$47/mo)	\$335
<b>Non-res</b>	<b>\$670</b>	\$732 (\$61/mo)	\$445
<b>Household (2 Person)</b>	<b>\$443</b>	\$504 (\$42/mo)	\$295
<b>Non-res</b>	<b>\$591</b>	\$648 (\$54/mo)	\$390
<b>Senior (60+)</b>	<b>\$246</b>	\$312 (\$26/mo)	\$170
<b>Non-res</b>	<b>\$329</b>	\$384 (\$32/mo)	\$225
<b>Youth</b>	<b>\$246</b>	\$312 (\$26/mo)	\$170
<b>Non-res</b>	<b>\$329</b>	\$384 (\$32/mo)	\$225
<b>Adult</b>	<b>\$318</b>	\$384 (\$32/mo)	\$215
<b>Non-res</b>	<b>\$422</b>	\$480 (\$40/mo)	\$285

## Facility Rentals

The Powell Community Center provides the perfect location to host your corporate function, family gathering or wedding reception. Party rooms and indoor pool are also available for rental. Please contact our Rental Coordinator at **913.722.8215** for more information.



1. Adult Lounge
  2. Multi-Purpose Room
  3. Breakout Room
  4. Party Room
- X Kitchen
  - Restroom
  - Available For Rent



## Fitness Classes

Low Intensity	Low-Medium Intensity	Medium Intensity	Medium-High Intensity	High Intensity
<b>THE ART OF RELAXATION</b> Learn relaxation & breathing techniques to reduce stress!	<b>EXERCISE FOR LIFE</b> Basic stretching techniques along with balance & body weight exercises for an active lifestyle!	<b>AM WATER AEROBICS</b> Music filled full body resistance workout inside the pool!	<b>ZUMBA®</b> Cardio dance fitness class set to fun beats to get you moving!	<b>HIIT</b> High intensity interval training with cardio & strength circuits!
<b>TAI CHI</b> Relax, relieve stress & improve balance using deep breathing meditation techniques!	<b>FUNCTIONAL YOGA</b> Mixture of slower physical & support poses to allow rest & release!	<b>PM WATER AEROBICS</b> Music filled full body resistance workout inside the pool!	<b>BELLY DANCE</b> Strengthen your core with this upbeat music filled dance fitness class!	<b>REP &amp; RIDE</b> Cycle cardio combined with core & strength training exercises!
<b>CHAIR YOGA</b> Chair supported yoga class designed to increase balance, range of motion & flexibility!	<b>BASIC FLOW YOGA</b> Introducing foundational yoga poses focusing on safe alignment & breathing techniques!	<b>YOGA FLOW</b> Stretching & posing to help reduce stress & repair the body!	<b>BOLLYWOOD</b> Dance fitness to Bollywood beats. Experience culture while learning new dance moves!	<b>STRENGTH TRAINING</b> Complete full body workout designed to tone muscles through strength & endurance exercises!
<b>HEALTH BENEFIT</b> Regain movement, improve your overall fitness & fight the effects of aging!	<b>PILATES</b> Relax & strengthen tense muscles with low-impact movements that improve flexibility, core strength & muscle endurance.	<b>ZUMBA® GOLD</b> Modified Zumba that recreates original moves for better balance, range of motion & coordination!	<b>BUILDING STRENGTH</b> Energetic 45 minutes focused on safely & effectively tightening, toning & strengthening your body featuring a variety of equipment & exercises.	<b>BODYSHOCK</b> Looking to burn fat & build lean muscle? This class uses interval training with weights, resistance bands, steps & body weight to tone & tighten your body.

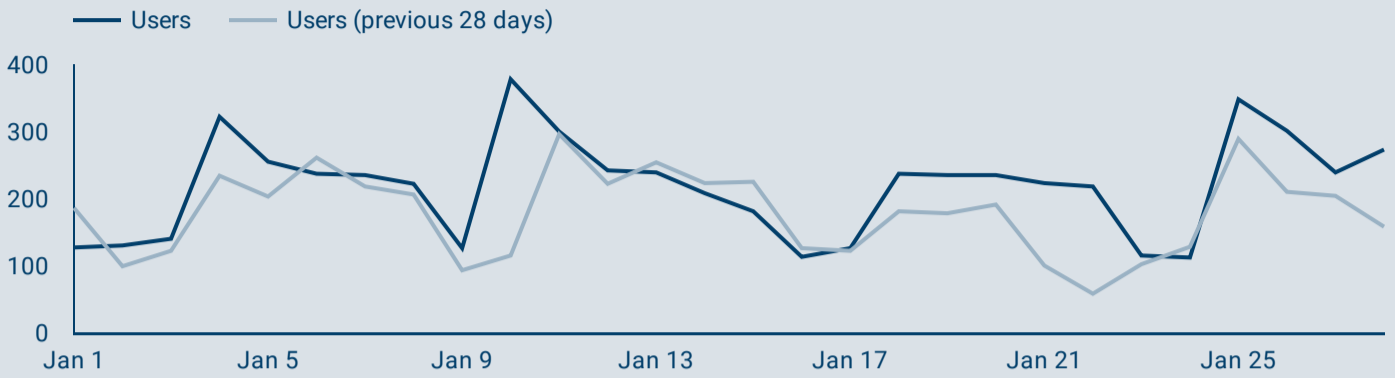


# Original Scope and Status

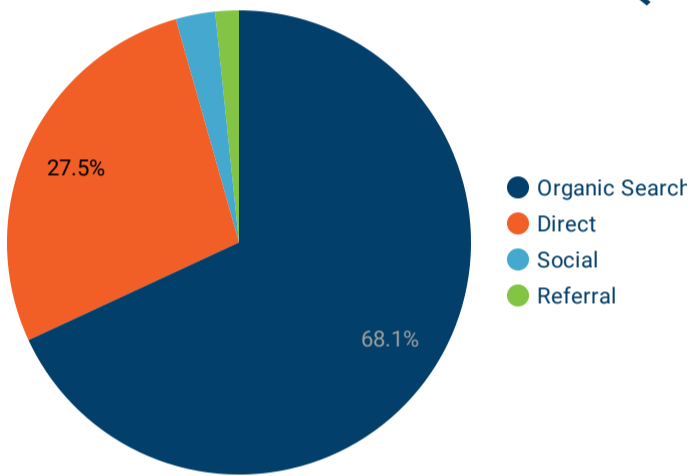
Original Scope	Status
City of Mission logo/brand	Complete
Brand manual	Complete
Parks and Recreation logo/brand	Complete
Parks and Recreation icons for each area	Complete
Email signature template for each department	Complete
Digital media slide templates	Complete
Parks and Recreation magazine design and layout template	Complete
Facebook, Twitter, Instagram brand and guide of content/differentiation	Complete
Community Center cardstock of membership and benefits	Complete
Community Center trifold of amenities	Complete
30-60-90 developed each quarter	Complete for 2020; Ongoing
Advise in Community Center strategies for programs advertising	Complete for 2020; Ongoing
Message and content for advertising within special events/programs	Complete for 2020; Ongoing
Custom-built WordPress website	In Progress; Est. completion date: Feb. 2021
Direction on sponsorship packages for events and facilities	In Progress; Est. completion date: Q1 2021
Hard copy program flyer design concepts and brand	In Progress; Est. completion date: Q1 2021
Departmental icons	In Progress; Est. completion date: Q1 2021
Community Center brand identity throughout, including logo locations	In Progress; Phased Implementation in 2021
Special sales tax logo/brand	Not Started



Users <b>5,085</b> ↑ 23.6%	Sessions <b>7.0K</b> ↑ 23.2%	Pageviews <b>17.5K</b> ↑ 29.7%	Avg. Session Duration <b>01:50</b> ↑ 4.0%	Bounce Rate <b>56.1%</b> ↓ -1.1%
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## ACQUISITION



**USERS FROM SOCIAL**

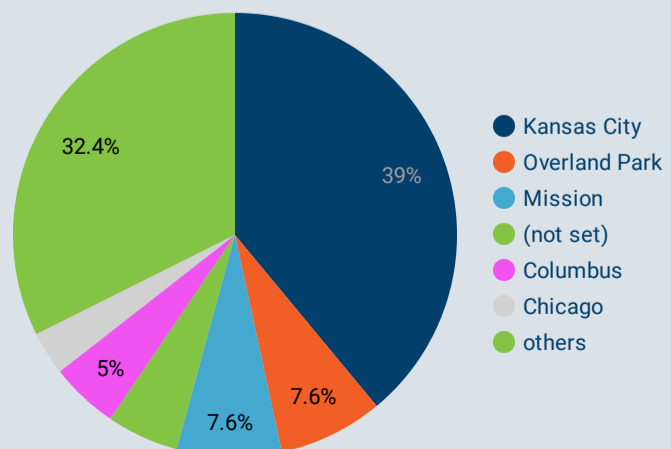
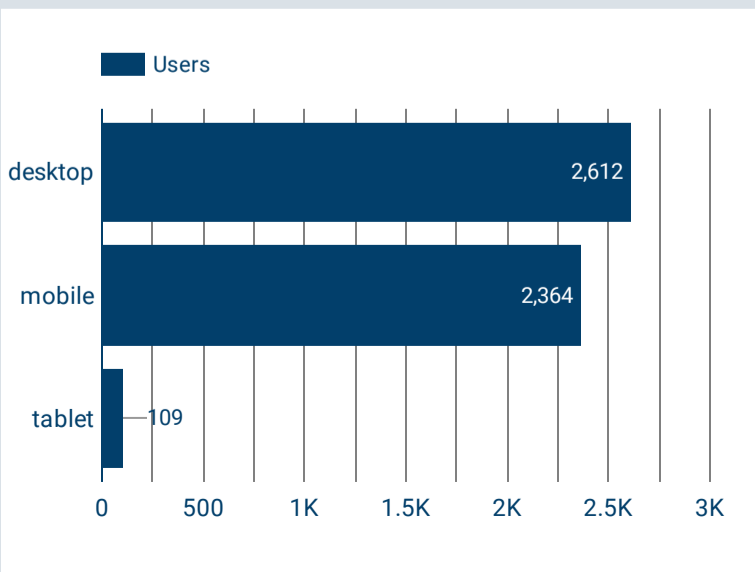
Users  
**142**  
↓ -1.4%

**USERS FROM EMAIL**

Users  
**No data**  
No data

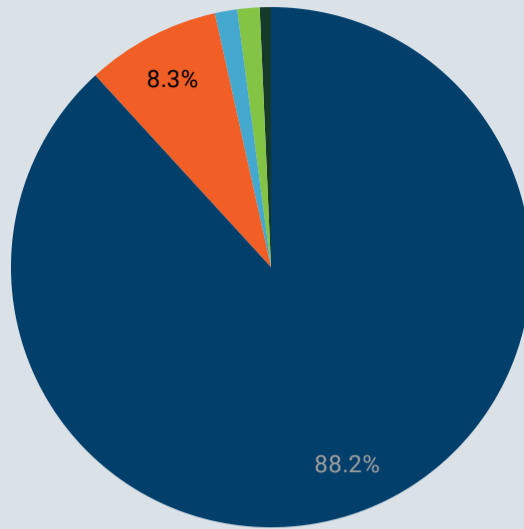
	Page Title	Users	Pageviews	Avg. Time on Page	Bounce Rate
1.	Mission Kansas	1,183	2,435	00:00:43	27.24%
2.	Powell Community Center - Mission KS	1,263	2,115	00:01:01	42.47%
3.	Mission Kansas Official Website	721	1,639	00:01:03	75.81%
4.	Agenda & Minutes	240	1,195	00:01:08	76.47%
5.	Employment Center	321	486	00:00:44	71.52%
6.	Police Department - Mission KS	278	411	00:00:58	44.09%
7.	Calendar	85	393	00:00:37	46.88%
8.	Municipal Court - Mission KS	246	390	00:02:29	67.66%

## USER INFORMATION



## USERS FROM SOCIAL

# 142



- Facebook
- Twitter
- Yelp
- Instagram
- Instagram Stories

	Social Network	Users ▾	Pageviews	Avg. Session Duration
1.	Facebook	127	285	00:00:49
2.	Twitter	12	69	00:00:59
3.	Instagram	2	16	00:00:30
4.	Yelp	2	2	00:00:00
5.	Instagram Stories	1	2	00:00:44

1 - 5 / 5 < >

	Social Network	Page Title	Users ▾	Pageviews	Avg. Session D...
1.	Facebook	Mission Kansas Official Website	38	57	00:00:03
2.	Facebook	Mission Kansas	36	51	00:01:16
3.	Facebook	Powell Community Center - Missi...	31	46	00:01:37
4.	Facebook	Bulky Pick-Up Dates for 2021 - Ne...	15	19	00:00:14
5.	Facebook	Mission Names New Chief of Poli...	9	9	00:00:00
6.	Facebook	Membership Information - Missio...	8	10	00:00:00
7.	Twitter	Mission Kansas	6	11	00:01:03
8.	Facebook	Current Development and Constr...	5	5	00:00:00

1 - 81 / 81 < >

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>PUBLIC WORKS</b>	From:	Brent Morton

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

**RE:** Biennial Bridge Inspection Contract

**RECOMMENDATION:** Approve a contract with George Butler & Associates (GBA) for bridge inspections in an amount not to exceed \$8,900.

**DETAILS:** KDOT requirements specify that every bridge over twenty (20) feet in length must be inspected and inventoried every two years. GBA is pre-qualified for the inspection work through KDOT and has completed this project for the City in the past. The contract includes inspection and inventory for nine (9) bridges that require inspection within the City's jurisdiction. The contract scope includes the following work:

1. On-site bridge inspections
2. Entering inspection data into KDOT web portal
3. Preparing report with summary of conditions and maintenance recommendations
4. Responding to any follow-up inquiries from KDOT

GBA will use a rating scale from 0 (failed condition) to 9 (excellent condition) when inspecting the bridges. Each component (deck, superstructure, substructure, culvert, and channel) will receive a rating based on the defects noted in the field. The table below generally describes what these ratings mean:

Condition State	Condition	Physical Description
9	Excellent	A new bridge.
8	Very good	No problem noted.
7	Good	Some minor problem.
6	Satisfactory	Structural elements show some minor deterioration.
5	Fair	All primary structural elements are sound but may have minor section loss, deterioration, spalling or scour.
4	Poor	Advanced section loss, deterioration, spalling, scour.
3	Serious	Loss of section, etc. has affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
2	Critical	Advanced deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed structural support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
1	Imminent failure	Major deterioration or loss of section in critical structural component or obvious vertical or horizontal movement affecting structural stability. Bridge is closed to traffic but corrective action may put back in light service.
0	Failed	Out of service. Beyond corrective action.

Related Statute/City Ordinance:	
Line Item Code/Description:	01-20-207-03 (PW Engineering/Architect Services)
Available Budget:	\$20,000.00

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>PUBLIC WORKS</b>	From:	Brent Morton

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

Typically, issues of structural integrity are not a concern until one of these ratings drops to a 4 or below. In cities like Mission, GBA generally doesn't see ratings much less than a 6. Once a bridge reaches a condition of 6 or less, the engineers will recommend repairs..

As part of the inspection, GBA will furnish one (1) copy of the report summarizing bridge inspection results to the City. Below is a list of the bridges that will be inspected under this contract:

1. Outlook Street over Rock Creek
2. Reeds Drive over Rock Creek
3. Nall Avenue over Rock Creek
4. Martway over Rock Creek (East)
5. Roeland Drive over Rock Creek
6. Roe Avenue over Rock Creek
7. Lamar Avenue over Rock Creek
8. Johnson Drive over Turkey Creek
9. Martway and Woodson over Rock Creek

**CFAA CONSIDERATIONS/IMPACTS: NA**

Related Statute/City Ordinance:	
Line Item Code/Description:	01-20-207-03 (PW Engineering/Architect Services)
Available Budget:	\$20,000.00

## TASK ORDER NUMBER   2

This Task Order is made as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ ; under the terms and conditions established in the MASTER AGREEMENT FOR PROFESSIONAL SERVICES, dated January 1, 2019 (the Agreement), between the City of Mission, Kansas (Owner) and George Butler Associates, Inc. (GBA). This Task Order is made for the following purpose, consistent with the Project defined in the Agreement:

The project will include all necessary work to perform routine bridge inspections and required reporting for the bridges on the City's inventory.

### SECTION A. - SCOPE OF SERVICES

A.1. GBA shall perform the following Services:

- Provide engineering services for bridge inspections as required by the standard "Local Routine Bridge Inspection Contract Scope of Services" issued by the Kansas Department of Transportation Bureau of Local Projects as outlined in Exhibit A.
- Provide the Owner with 1 paper copy and 1 electronic (pdf format) copy of the standard KDOT BLP Bridge Inspection Form (BIF), Structure Inventory and Appraisal (SI&A), and required inspection photos for each bridge.
- Provide the Owner with 2 bound copies and 1 electronic (pdf format) copy of the summary report which included the items outlined in Exhibit A – Attachment B, maintenance recommendations, and bridge prioritization.
- Provide the Owner a prioritized list of all bridges on the inventory. The bridge prioritization will provide a numerical rating for each bridge based on key drivers to help the City prioritize maintenance needs.
- Provide the Owner with a GIS Bridge Shape File with links to bridge documents for the bridge on the City's inventory. This task will include organizing all available bridge data from the City; including SI&A sheets, inspection reports and photos, plans, etc. in a format that meets KDOT's criteria for electronic bridge records in the 2020 Bridge Inspection Manual.
- Presentation of findings to the City of Mission Staff that includes a meeting to review findings, a meeting with the City Council, and a follow up meeting with staff to ensure that maintenance recommendations were implemented.

A.2. In conjunction with the performance of the foregoing Services, GBA shall provide the submittals/deliverables (Documents) to Owner as outlined in Exhibit A.

## **SECTION B. - SCHEDULE**

GBA shall perform the Services and deliver the related Documents (if any) according to the following schedule:

- ON SITE BRIDGE INSPECTION shall be completed by June 30, 2021, at which time the contract will be considered to be 25% complete.
- BRIDGE INSPECTION DATA shall be entered in the KDOT BLP Bridge Inspection Web Portal by September 30, 2021, at which time the contract will be considered to be 90% complete.
- REPORTS WITH NARRATIVE SUMMARY OF CONDITIONS AND MAINTENANCE RECOMMENDATIONS shall be completed and turned in to the Owner by September 30, 2021, at which time the contract will be considered to be 95% complete.
- PRESENTATION TO CITY OF MISSION STAFF shall include a meeting to review the findings, a meeting with the City Council, and a follow up meeting with staff to ensure that maintenance recommendations were implemented. The first meeting with staff shall be completed in the month of September 2021 and the presentation to the City Council by the end of October 2021, at which time the contract will be considered to be 100% complete. At the Owners's request, GBA will complete one follow up meeting with City staff after maintenance is completed before March 2022, at no further expense to the Owner.

## **Section C. - COMPENSATION**

C.1. In return for the performance of the foregoing obligations, Owner shall pay to GBA the estimated amount of \$8,900.00, payable according to the following terms:

Owner shall pay GBA a lump sum fee of Eight Thousand Nine Hundred Dollars (\$8,900.00) for the performance of the Basic Services in Section A. Owner shall pay GBA based on the completion percentages for each milestone outlined in Section B.

C.2. Compensation for Additional Services (if any) shall be paid by Owner to GBA in accordance with the Schedule of Fees described in Exhibit B attached to the Master Agreement for Professional Services. Adjustments to the above Schedule of Fees will be presented to the Owner annually for approval. Prior to entering into Additional Services, GBA shall submit a proposal outlining the additional services to be provided, estimation of total hours, and a maximum fee. Upon written approval from the Owner, GBA shall perform the Additional Services.




IN WITNESS WHEREOF, the Owner and GBA have executed this task order.

**City of Mission, Kansas (Owner)**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**George Butler Associates, Inc. (GBA)**

By:  \_\_\_\_\_  
Name: Scott Moeder, P.E.  
Title: Sr. Associate  
Date: 1/12/2021

## Exhibit A

Disclaimer: Bridge inspections in compliance with KDOT's Bridge Inspection Program shall be conducted by a qualified consultant under contract with the City/County ("Owner") or by qualified personnel employed by the Owner. KDOT has determined bridge inspections must cover the scope of services set forth below to comply with 23 C.F.R. § 650 *et seq.* This listing is provided to assist Owners in performing or contracting to have performed bridge inspection services that meet applicable bridge inspection requirements. These terms are not intended or represented by KDOT to constitute a contract or substitute as a professionally drafted contractual agreement. Owners should consult with legal counsel to obtain an appropriate contractual agreement including this scope of services when contracting with a bridge inspection consultant to meet their obligations under 23 C.F.R. § 650 *et seq.*

### Scope of Services for Local Routine Bridge Inspections<sup>1</sup>

#### General

1. Routine Bridge Inspections shall be conducted in accordance with federal regulations and references listed in Attachment A.
2. All National Bridge Inventory (NBI) data items and condition states shall be verified during the inspection and updated. This may require coordination with the City/County ("Owner") on items not observable.
3. City/County bridge inspections are subject to review by the Kansas Department of Transportation (KDOT). If errors or discrepancies are found, the Consultant, at no additional cost (or Owner if the inspection is performed by the Owner), shall be required to make corrections. The KDOT Bureau of Local Projects (BLP) will oversee Quality Control/Quality Assurance (QC/QA) evaluations of bridge records and inspections. Substandard work is grounds for removal of the inspector from the Kansas Local Bridge Inspection Team Leader list.

#### Number and Type of Bridges for Inspection

4. The Owner has 9 bridges requiring a Routine Inspection.
5. The Owner has 0 bridges requiring an Inventory Inspection.<sup>2</sup>

#### Specific Requirements for Inspections

6. A Bridge Inspection Team Leader qualified as a Routine Bridge Inspection Team Leader on the Kansas Local Bridge Inspection Team Leader list maintained by KDOT BLP shall be present for the duration of all Routine and Inventory Bridge Inspections.
7. The appropriate standard KDOT BLP Bridge Inspection Form shall be used to record the field inspection data for the inspected bridges.
8. Critical Inspection Findings (CIFs) shall be reported (by telephone or in person) to the Owner immediately. CIFs shall be recorded on the standard KDOT BLP Critical Inspection Findings form. All CIFs shall be in accordance with the Critical Inspection Finding section in Chapter 1 - Bridge Inspection Policies of the BLP Bridge Inspection Manual.
9. During the Routine Bridge Inspection, any weight limit signs found missing, knocked down, damaged to the point of not being legible, or obscured by vegetation; shall be reported the same day to the Owner (by phone or in person). Signs with limits exceeding the maximum allowable loads according to the latest load ratings shall also be reported to the Owner.
10. Review inspection frequencies for the inspected bridges to verify the proper inspection frequencies have been set and followed.

<sup>1</sup> Bridge inspections conducted under KDOT's Bridge Inspection Program shall be conducted by a qualified consultant under contract with the City/County ("Owner") or by qualified personnel employed by the Owner. KDOT has determined that inspections must cover the scope of services set forth below to comply with 23 C.F.R. § 650 *et seq.*

<sup>2</sup> Bridges not currently in the inventory or bridges that have had major rehabilitation work require an Inventory Inspection using the Inventory Inspection form in the KDOT BLP Bridge Inspection Manual.

## Exhibit B

11. Review scour analyses/assessments and scour Plans of Action for the inspected bridges and report if the information is in need of updating.
12. Review load ratings and Load Rating Summary Sheets for the inspected bridges and report if the information is in need of updating.
13. Review latest Fracture Critical Member, Underwater, and Pin & Hanger Inspection information for the inspected bridges and report if the information is in need of updating.
14. Review photographs in the bridge records and add any required photographs not in the bridge records for the inspected bridges. Provide new photographs of items as necessary to adequately document significant deficiencies, changed conditions, or repairs needed. Approach photographs should include the weight limit posting signs at each end of the bridge for all load posted bridges.

### **Deliverables**

15. Required documentation and updates to the records for the inspected bridges shall be completed within 90 days of the completion of the field inspection.
16. The inspection data shall be entered in the KDOT BLP Bridge Inspection Portal no later than 90 days following the bridge inspection. All NBI Data Items in the existing database shall be checked while performing data entry and errors in the data shall be corrected. Item 113 Justification Forms, Scour Plans of Action, and Load Rating Summary Sheets, supplied by the Owner for Inventory Inspections, shall be uploaded.
17. The Routine Bridge Inspection Submittal form shall be sealed and signed by the Professional Engineer in charge of the inspection group and submitted along with the Data Validation and Sufficiency Rating Calculation forms to the KDOT BLP Bridge Team at **KDOT.BLPBridge@ks.gov** at the completion of the Routine Bridge Inspection process.
18. By the deadline established by the Owner, provide 2 copies of the Bound Report summarizing bridge inspection results of the maintenance recommendation report, and conforming to the requirements contained in Attachment B.

**Exhibit B**  
**ATTACHMENT A – STUDY PROCEDURES AND DESIGN CRITERIA**

The procedures to be used in the field inspection of the bridges were derived from the following reference sources, current editions:

1. American Association of State Highway and Transportation Officials (AASHTO) The Manual for Bridge Evaluation
2. KDOT BLP Bridge Inspection Manual
3. Report No. FHWA-PD-96-001, Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges
4. Report No. FHWA-IP-86-2, Culvert Inspection Manual
5. Report No. FHWA-IP-86-26, Inspection of Fracture Critical Bridge Members
6. FHWA Bridge Inspector's Reference Manual
7. Manual on Uniform Traffic Control Devices

**Exhibit B**  
**ATTACHMENT B – BOUND REPORT REQUIREMENTS**

*(Suggested report format-owner will modify to meet their needs)*

Prepare a bound report summarizing the bridge inspection results. The report should include the following items:

- An introduction stating the time period of the bridge inspections and the names of the persons performing the inspections.
- A table listing each bridge and include the following items:
  - City/County bridge number
  - NBI number
  - Length
  - Type of structure
  - Features intersected
  - Facilities carried
  - Sufficiency rating
  - Recommended weight limits
  - Existing weight limit signing
  - Date of inspection
  - Inspector name
  - If a load rating update is needed
  - If scour analysis is needed
- A list of bridges having a Critical Inspection Finding
- A table listing all bridges requiring a 12-month inspection frequency, the inspection due date, the reason for the 12-month inspection, and items needing special consideration
- A table listing all bridges requiring a Fracture Critical Member Inspection, a general description of the type of bridge, the type of equipment needed to perform the inspection, and any items of concern
- A table listing all bridges with pin and hanger connections
- A table listing all bridges requiring a special Underwater Inspection and the classification (Type III or Type IV)
- Bridge index map

Prepare a separate bound report listing bridge maintenance items containing:

- Critical maintenance needed to extend the life of the bridge
- Safety concerns
- Routine maintenance items

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Brian Scott

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

**RE:** Wall Mural Guidelines and Application Process

**RECOMMENDATION:** Approve the resolution establishing guidelines for the application of wall murals within the City of Mission.

**DETAILS:** Earlier this fall, staff was contacted by Sean Gilbert, the owner of Headless Hands Tattoo shop at 6909 Johnson Drive (the southwest corner of Johnson Drive and Broadmoor). Mr. Gilbert wanted to paint a mural on the side of his building and was inquiring as to what, if any, City requirements there may be.

Chapter 430 of the Mission Municipal Codes is the City’s sign code. Section 430.020 defines murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.” Section 430.050 further provides that certain signs are excluded from the City’s sign code including “Integral decorative or architectural features of buildings or works or art, so long as such features or works do not contain letters, trademarks, moving parts, or lights.” Beyond this code provision, there are no conditions or requirements specific to the application of wall murals.

Wall murals, especially in the business areas of communities, are becoming an increasingly popular means of activating what can be considered “dead space” - the blank side wall of a building, or a back wall that can be seen from an adjoining lot or parking area. Murals are becoming a common form of placemaking that encourages one to stop and observe, or to even interact with the mural, creating an experience with the built environment. Because of this, many communities around the country are creating guidelines for the placement of wall murals within the built environment.

Staff researched these communities to gain an understanding of their guidelines and review process. From this research proposed guidelines for the City of Mission were drafted. They were shared with the Council last fall at which time Council provided tentative approval in order to allow Mr. Gilbert’s mural to proceed. These have since been shared with the Planning Commission and are now ready for final Council review and consideration. A marked-up version of the guidelines is included in the packet reflecting suggestions from the Planning Commission and legal counsel. The Council guidelines would be approved by resolution, and then shared with future applicants considering a wall mural.

**Update:** Staff presented these proposed guidelines to the Community Development Committee of the City Council at their January meeting. Revisions to the guidelines and

Related Statute/City Ordinance:	Chapter 430.50 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Brian Scott

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

the application form based on these discussions are shown in a redlined version included in the packet and are summarized below.

The prohibition to murals in residential areas was removed. The requirement that murals be reduced in size proportional to the height of the building was also removed. A requirement was added that applicants seek letters of support from surrounding property owners, as well as a requirement for a written maintenance plan. A section on where to submit the application and process for review was also added to the guidelines, and the application was updated for better flow and ease of completion. Finally, a section was added that by submitting the application, the applicant agrees to remove the mural at their own expense if the maintenance plan is not adhered to.

The question was asked during the Committee's review if examples of "inappropriate and/or indecent by contemporary community standards" could be provided. The City's land use attorney advises that the phrase is one that has been used in case law by courts when considering such matters. To add specific examples would cloud the language and make it more difficult to defend the City's decision if challenged in court and the recommendation is to leave the language as originally presented.

**CFAA CONSIDERATIONS/IMPACTS:** Wall murals are a form of public art that can engage the public to respond and interact with. They become a key element of placemaking that add a sense of vibrancy to a community for all that live, work, and visit.

Related Statute/City Ordinance:	Chapter 430.50 of the Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

## City of Mission, Kansas

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### Purpose

The purpose of these guidelines is to permit and encourage the production of exterior murals that are original works of art which foster a positive community identity and appearance. Murals are intended to contribute and advance: streetscape aesthetics; architectural features or character of a building; create a unique identity; and sense of place; and encourage community interaction engagement.

### Applicable City Code

Section 430.020 of the Municipal Code of Mission defines Wall Murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.” Section 430.050 further provides that certain signs are excluded from the City’s sign code (Chapter 430) including “Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts or lights (Section 430.050(A)(5).”

### Design Standards

- Murals shall be an original work of art.
- Murals may be two-dimensional or three-dimensional.
- Murals shall be designed and constructed under the supervision of a qualified artist/muralist or individual who has sufficient knowledge and experience in the design and execution of such projects as well as the application of the selected medium.
- Murals must exhibit the highest quality in design, content, materials, and application.
- Mural materials shall be durable and weather resistant to prevent premature deterioration, fading or other unintended change in appearance.
- Mural materials must be appropriate for outdoor application with consideration to location, climate, weather conditions, longevity, and resistance to vandalism (including graffiti).
- Murals shall not contain a logo or trademark symbol, nor shall any mural include commercial text or products displaying, mimicking or construed as symbolizing a specific brand. Murals shall not contain material that is protected under copyright law unless permission has been granted and evidence of such is provided to the City.
- Murals shall not incorporate recognized symbols of hatred or discrimination against any race, color, sex, age, religion, national origin, ancestry, disability, marital status, familial status, gender identity or expression, or sexual orientation.
- ~~Murals shall not incorporate anything that would be considered inappropriate and/or indecent by contemporary community standards. obscene in nature or objectionable to the senses of a reasonable person.~~

### Location of Mural

- ~~Murals shall not be permitted in residentially zoned areas of the City or on the wall of a building that faces a residentially zoned parcel of property.~~



- Murals shall be located on either side of the building or the rear of the building. Consideration may be given to locating a mural on the front of the building so long as it complements the overall front facade of the building and does not complete with or overwhelm architectural details.
- Murals should avoid creating harsh edges where no architectural features are present to create a natural break in the facade. Mural designs that do not contain harsh edges may be proposed in place of architectural features.
- Murals may be placed on walls that serve to define the edge of a property or provide screening.
- ~~Murals shall be limited in the amount of wall area utilized in proportion to the size of the building. Murals that are on buildings that are one-story in height may utilize the entire wall. Murals that are on buildings that are two-stories in height may utilize 50% of the wall. Murals that are on buildings that are three stories or taller may utilize 25% of the wall.~~
- Murals should be located and sized to ~~engage and~~ encourage pedestrian interaction engagement.

### Requirements for Mural Application

- A completed Mural Application Form including written description of the proposed design, the location of the building, the location of the mural on the building, wall preparation, materials and processes to be used (including anti-graffiti treatment), individual/groups involved in the mural design, and/or preparation, and parties responsible for subsequent maintenance. ~~A separate maintenance plan should be included as well.~~
- If the mural is three-dimensional in nature, ~~then~~ information should must be provided as to how the mural will be mounted to the wall including a description of brackets, hardware, and other structural components.
- Lead artist's qualifications and examples of previous work.
- Written permission from the property owner (if different than the applicant) to proceed with the project, including any requirements that may will be imposed by the property owner.
- Signed letters of support or a signed petition of support from surrounding property owners of the proposed mural.
- One color scale rendering (no larger than 11" X 17") as well as a digital file of the proposed mural.
- Photographs of the proposed location and surrounding area.
- Timeline for completing the project.
- A written maintenance plan for the ongoing care and preservation of the mural.

### Ongoing Maintenance of Mural

The applicant will be responsible for ensuring that a the mural is maintained in good condition and is repaired in case of vandalism or accidental destruction. The applicant is encouraged- will be required to file a maintenance plan with the application. The plan will establish measures that will- to discourage vandalism or facilitate an easier, less costly repair of the mural in the future. Such measures shall include, but not be limited to, preliminary wall preparation and/or pre-cleaning, priming, and curing; the use of proper paints, enamels or materials that best match the surface; top coats, sacrificial layers, graffiti coats that do not compromise the painting

by yellowing or trapping moisture; consideration of drip edges, gutters or sprinkler overspray as water may degrade mural over time; environmental considerations such as exposure to direct sunlight, bird nesting in cavities, or other potential damaging ~~acts events~~. The plan will be on file with the City, and the City will monitor the condition of the mural to ensure compliance. Failure to comply with the plan may result in the removal of the mural at the applicant's cost.

### **Review of Application**

A completed Mural Application Form, along with required materials and maintenance plan, may be submitted to the Community Development Department, Mission City Hall, 6020 Woodson Road, Mission KS 66202.

Once received, staff will schedule an appointment with the applicant to review the application and materials submitted. Additional information may be needed after this initial review.

Once staff has reviewed the application submittal it will be forwarded to the Planning Commission for their consideration.

Questions may be directed to the Community Development Department at (913) 676-8360.



# Wall Mural Application Form

Address of Property Where Mural is Proposed: \_\_\_\_\_

## **Applicant**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## **Property Owner**

Owner of Property (if different from applicant): \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I authorize the applicant to speak for me in matters regarding this application. Any agreement made by applicant regarding this proposal will be binding upon me. I authorize City of Mission representatives to enter the property for the purpose of observing the project to ensure consistency between approved proposal and completed project. Owner agrees that work will be performed exactly as approved, or they will apply for revisions prior to work beginning.

Property Owner's Signature: \_\_\_\_\_

(A signed letter from the owner acknowledging the proposed mural will serve as a substitute)

## **Artist Information**

(Please provide a statement as to experience, credentials, and similar types of work completed)

Name of Artist: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(Over)

**Description of Proposed Mural**

(Please provide a colored rendering of the mural, preferably as it will appear on the building)

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Dimensions of Mural: \_\_\_\_\_  
(height and length of mural and overall square feet)

Location on Building: \_\_\_\_\_  
(which wall of the building will the mural be placed and its relation to building elements)

Materials to Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preparation of Wall: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maintenance Plan for the Mural**

A separate maintenance plan will be required with submittal of the application. The maintenance plan shall establish measures to discourage vandalism or facilitate an easier, less costly repair in such event. Such measures shall include, but not be limited to, preliminary wall preparation and/or pre-cleaning, priming, and curing; the use of proper paints, enamels or materials that best match the surface; and top coats, sacrificial layers, or graffiti coats that do not compromise the painting by yellowing or trapping moisture. Environmental considerations such as exposure to direct sunlight and moisture, and change in temperature should also be included in the plan. The Plan will be kept on file with the City. By submitting this application, the applicant consents to the removal of the mural at their cost if the maintenance plan is not fulfilled.

Internal Review

Reviewed By: _____	Date: _____
Planning Commission Case #: _____	Decision: _____

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

**A RESOLUTION ESTABLISHING GUIDELINES FOR WALL MURALS**

**WHEREAS**, Section 430.020 of the Mission Municipal Code defines murals as “Any mosaic, painting, or graphic art or combination thereof which is professionally applied to a building and which does not convey a commercial message.”; and

**WHEREAS**, Section 430.050 of the Mission Municipal Code further provides that certain signs are excluded from the City’s sign code including “Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts, or lights.”; and

**WHEREAS**, Wall murals are becoming an increasingly popular form of public art, integral to “placemaking” within the built environment that activates the environment and engages those that live, work, and play in that environment; and

**WHEREAS**, the City would like to enact guidelines for the application of wall murals to ensure that wall murals are appropriate, professionally done, fit within the context of the proposed location, and able to withstand weather and minor acts of vandalism.

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

**Section 1.** The Wall Mural Guidelines as shown in Attachment A are hereby adopted and in full force.

**Section 2.** The Planning Commission will be responsible for considering and approving applications for wall murals.

**Section 3.** The City Administrator and/or their designee will be responsible for administering the Wall Mural Guidelines.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION** on this 17th day of February 2021.

**APPROVED BY THE MAYOR** on this 17th day of February 2021.

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Ronald E. Appletoft, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk

<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Laura Smith

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

**RE:** Johnson Drive Functionality

**DETAILS:** For several years, Council has expressed traffic and pedestrian safety concerns along Johnson Drive between Lamar Avenue and Nall Avenue. This has been a point of discussion since the street was improved in 2014, and several alternatives have been studied, discussed and implemented over the last several years, including installation of a traffic signal at the Johnson Drive and Woodson intersection in 2017.

One of the last remaining alternatives available for consideration by Council is restriping this portion of Johnson Drive from a four-lane section to a three-lane section. Because Johnson Drive is so vital to the community and a major part of Mission’s identity and character, it is important that many factors be considered and weighed (including potential unintended consequences) prior to making any changes to this corridor.

Staff recommended collecting additional data to assess appropriate solutions. The data and analyses recommended included:

- Traffic volume collection along Johnson Drive including traffic counts at key intersections in order to evaluate capacity and delay;
- Pedestrian counts at key intersections to evaluate whether there is a safety concern and whether additional measures are needed (ideally this data would be collected in Spring/Summer);
- Speed analyses at various locations throughout the corridor; and
- Evaluation of crash rates (i.e., accidents) to determine the existing crash rate vs. the average crash rate for this type of corridor and preventable measures, if any.

Unfortunately, because of lane drops from construction at the Locale and decreased traffic due to COVID-19, it was not reasonable to pursue collection of the majority of this data, and because of continued COVID-19 impacts, we are not able to anticipate when traffic and pedestrian volumes may normalize.

In order to continue to make progress toward the Council goals, crash data was presented to the Community Development Committee at the August 5, 2020 meeting. The memo from Olsson that was presented summarizing that data is included again in the packet for reference.

With the need to determine final potential design changes and estimated costs to be

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

<b>City of Mission</b>	Item Number:	6.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	February 3, 2021
<b>Administration</b>	From:	Laura Smith

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

submitted to the Johnson County CARS program for the 2022 project, staff is recommending to initiate the community engagement process to assess public satisfaction with the functionality of the street and to position Council for final decision-making related to changes in design or function.

Staff will outline the proposed process for gathering data and engaging both property/business owners and users of the street. Draft survey documents will be provided for Council review and discussion.

**CFAA IMPACTS/CONSIDERATIONS: NA**

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





# MEMO

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<b>TO:</b>	Celia Duran, PE, Public Works Director City of Mission, Kansas
<b>FROM:</b>	Tom Fulton, Vice President Shannon Jeffries, PE, PTOE
<b>RE:</b>	Existing Safety Analysis Along Johnson Drive (Lamar Avenue to Nall Avenue)
<b>DATE:</b>	July 1, 2020
<b>PROJECT #:</b>	018-3593

## 1. INTRODUCTION

This memorandum summarizes a safety analysis conducted for Johnson Drive between Lamar Avenue and Nall Avenue in Mission, Kansas. This information and review are one component in a larger evaluation of the corridor. Due to changes in travel patterns due to COVID-19, traffic count data cannot be collected along the corridor. When travel patterns return to normal, data collection will occur, and further evaluation of the corridor will be conducted.

Crash reports and historical count data was obtained for the study area. A field review was also conducted to confirm intersection geometrics, traffic control, and other intersection conditions for consideration during the analysis of existing conditions.

## 2. DATA COLLECTION

As referenced in **Section 1.0**, due to COVID-19 restrictions which have impacted travel patterns resulting in reduced traffic volumes across the metropolitan area, count data was not collected and considered for this memorandum. The Kansas Department of Transportation (KDOT) Kansas City Metro traffic count map was referenced to obtain an Average Daily Traffic (ADT) volume for the corridor. Based on data collected in 2017, the ADT along this segment of Johnson Drive is 11,700 vehicles. The ADT represents an average of the total traffic volumes for a roadway over a 24-hour period. ADT data is not only useful for understanding the amount of vehicular traffic along a segment or at an intersection but is also used to determine crash rates.

Crash reports were provided by the City of Mission for the study corridor for the years 2017 to 2019. Review of the crash reports is beneficial in determining if recommended improvements can potentially reduce crash occurrence. Information provided in the crash reports includes specific crash location, crash severity, crash type, weather, lighting (time of day and street lighting) as well as other potentially contributing circumstances.

### 3. EXISTING CRASH ANALYSIS

Reviewing the data provided, a total of 53 crashes were reported within the study area between the years 2017 to 2019. Of the reported crashes, 37 occurred at the intersections along Johnson Drive. The remaining 16 crashes occurred along a segment of Johnson Drive within the study area.

#### 3.1. INTERSECTION CRASH ANALYSIS

Based on the crash report data provided by the City, the crash frequency at each intersection could be determined. The crash frequency represents the number of crashes reported at an intersection within a certain time period. A summary of crash frequency for the study intersections is provided in **Table 1**.

**Table 1. Intersection Crash Frequency.**

Intersection with Johnson Drive	Number of Reported Crashes			
	2017	2018	2019	Total
Nall Avenue	1	5	0	<b>6</b>
Maple Street	2	0	1	<b>3</b>
Reeds Road	0	0	1	<b>1</b>
Outlook Street	1	1	1	<b>3</b>
Woodson Street	0	0	1	<b>1</b>
Dearborn Street	0	3	0	<b>3</b>
Beverly Avenue	1	1	2	<b>4</b>
Horton Street	0	1	0	<b>1</b>
Lamar Avenue	6	5	4	<b>15</b>
<b>TOTAL</b>	<b>11</b>	<b>16</b>	<b>10</b>	<b>37</b>

Considering only crash frequency can limit the evaluation of the safety of an intersection when comparing to other intersections. When traffic count data can be collected, intersection counts should be conducted to determine total entering volume for each intersection. This data can then be used to determine intersection crash rates.

Reviewing the crash data provided, a total of 37 crashes were reported at the nine study intersections along Johnson Drive. Fifteen of the reported crashes were noted to occur at the intersection of Johnson Drive and Lamar Avenue, which will be discussed in further detail below. The remaining 22 crashes were dispersed among the other study intersections. The number of reported crashes at the remaining study intersections is low and does not provide enough data to identify a crash trend.

Intersection of Johnson Drive with Lamar Avenue

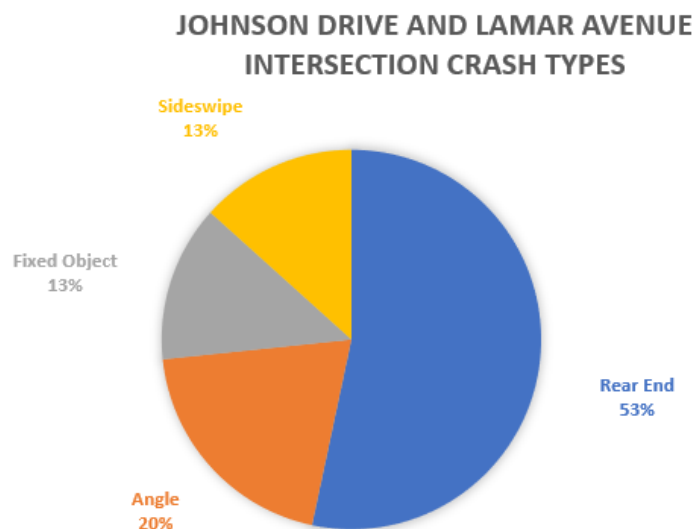
A total of 15 crashes were reported at the intersection of Johnson Drive with Lamar Avenue.

**Table 2** summarizes the number of crashes by intersection approach.

**Table 2. Johnson Drive and Lamar Avenue Crashes by Approach**

Intersection Approach	Reported Number of Crashes
Johnson Drive Eastbound	9
Johnson Drive Westbound	3
Lamar Avenue Northbound	1
Lamar Avenue Southbound	2
<b>Total</b>	<b>15</b>

Reported crashes were categorized by the observed crash type, as illustrated in **Exhibit 1**. The most reported crash type was rear end (53% of crashes) followed by angle (20%). Remaining classifications were fixed object and sideswipe. Rear end crashes accounted for a total of eight of the 15 reported crashes by crash type. Rear end crashes are a common crash type at signalized intersections. Of the reported rear end crashes, a trend in direction or cause was not noted, although driver inattention was noted in several of the reports.

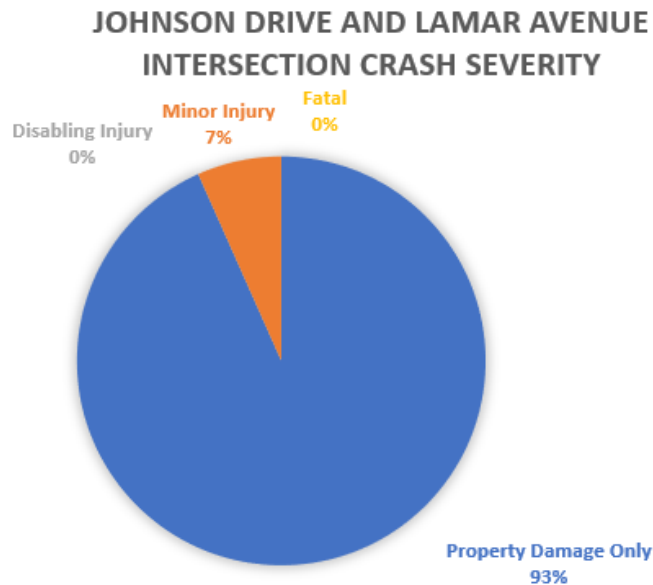


**Exhibit 1: Reported Crash Type at Johnson Drive and Lamar Avenue.**

Eight of the 15 reported crashes were designated as ‘hit and run’; limited data is available for the causes or factors that may influence a ‘hit and run’ crash, but this represents a higher percentage of reported crashes than would typically be expected. Two crashes were associated with impairment or DUI.

Severity of the reported crashes at the intersection was reviewed. The data provided reported crash severity as property damage only (PDO), minor injury, disabling injury, and fatality.

**Exhibit 2** illustrates crash severity classification at the intersection of Johnson Drive and Lamar Avenue. The majority of the crashes at the intersection, 93%, were classified as PDO. The remaining 7% were classified as minor injury. There were no reported disabling or fatal crashes at this intersection



**Exhibit 2: Reported Crash Severity at Johnson Drive and Lamar Avenue.**

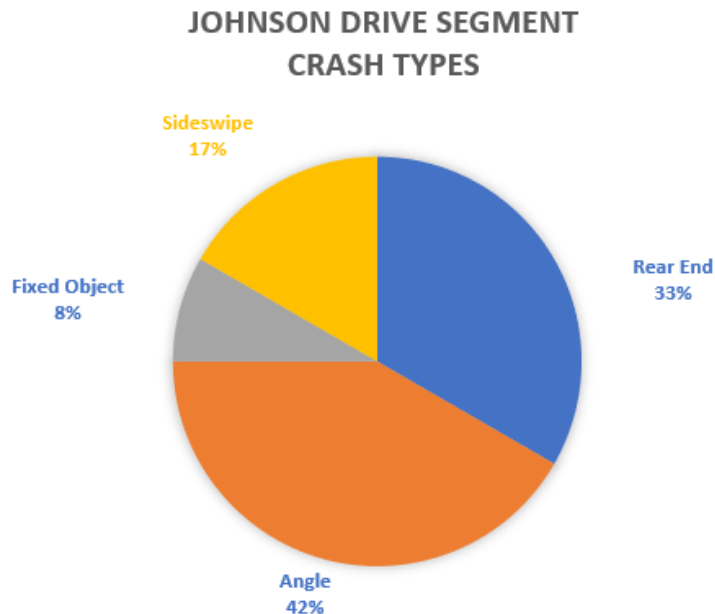
### **3.2. SEGMENT CRASH ANALYSIS**

Crashes occurring along the study segment of Johnson Drive, outside the intersection influence areas of the intersections referenced in **Table 1**, were considered for segment crash review. Reviewing the crash data provided, a total of 16 crashes were reported to occur along the segment of Johnson Drive between Nall Avenue and Lamar Avenue. Reviewing details of the reported crashes, four of the 16 crashes were noted to be related to parking maneuvers within a parking spot or fixed objects unrelated to the roadway section. For the purposes of evaluating the roadway segment and relevant crashes, these crashes were removed from analysis. This resulted in a total of 12 crashes reviewed. **Table 3** summarizes the number of crashes by direction of travel along the roadway segment.

**Table 3. Johnson Drive Crashes by Direction of Travel**

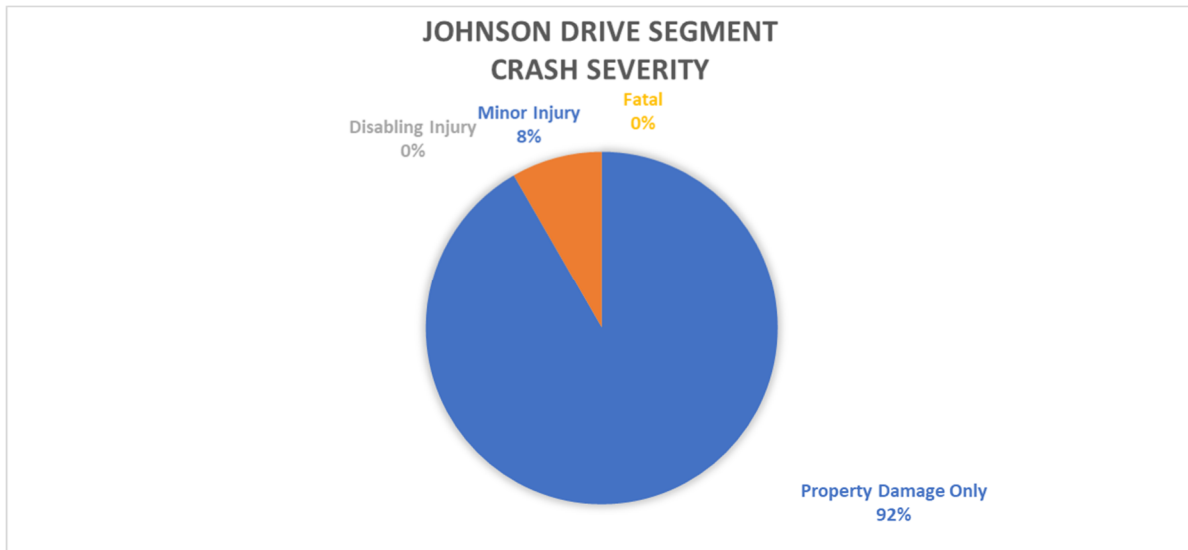
Direction	Reported Number of Crashes
Johnson Drive Eastbound	6
Johnson Drive Westbound	6
<b>Total</b>	<b>12</b>

Reported crashes were categorized by the observed crash type, as illustrated in **Exhibit 3**. The most reported crash type was angle (42% of crashes), followed by rear end (33%), sideswipe (17%) and fixed object (8%). Driver inattention was either cited within the crash report or inferred from the report detail for several of the crashes. Of the angle crashes, three were indicated to be related to vehicle maneuvers to/from a parking spot. Reviewing all reported crashes for the segment, a specific trend in crash type was not noted.



**Exhibit 3: Reported Crash Type along Johnson Drive Segment Between Nall Avenue and Lamar Avenue.**

Severity of the reported crashes was reviewed. The data provided reported crash severity as property damage only (PDO), minor injury, disabling injury, and fatality. **Exhibit 4** illustrates crash severity classification along the segment of Johnson Drive between Nall Avenue and Lamar Avenue. The majority of crashes at the intersection, 92%, were classified as PDO. PDO was followed by minor injury (8%). There were no reported disabling or fatality crashes along this segment of roadway.



**Exhibit 4: Reported Crash Severity along Johnson Drive Segment between Nall Avenue and Lamar Avenue.**

Segment Crash Rate

The Johnson Drive roadway segment is approximately 0.5 miles in length. Three years of crash data from 2017 to 2019 was used for determination of the segment crash rate. The crash rate of a segment of roadway considers the number of reported crashes as well as total entering traffic volumes over a specific time period and roadway segment length. The formula that represents the roadway segment crash rate calculation is as follows:

$$CR = \frac{1,000,000 * C}{365 * L * N * V}$$

Where:

- CR = Crash rate for the roadway segment as crashes per one million vehicle-miles traveled
- C = Total number of reported crashes along the segment for the study period
- L = Segment Length
- N = Number of years of data
- V = Roadway volume, daily

For this segment of Johnson Drive, referencing crash data from 2017-2019, the segment crash rate is 1.87. The 2018 segment crash rate along all public roads per million vehicles-miles traveled (VMT) was obtained from the *2018 Kansas Traffic Crash Facts* document published by KDOT. Based on information provided in this report, the segment crash rate for all public roads is 2.02. The calculated crash rate for the segment is below the state-wide crash rate for public roads. It should be noted that if the crashes that occurred within parking spaces or off the roadway were considered in the total number of crashes, the crash rate would increase.



## **4. ANALYSIS SUMMARY**

Results of the existing crash analysis indicate that in general there seems to be an indication of driver inattention along the study segment of roadway. Additionally, several hit and run crashes were reported. Specific trend in crash type at study intersections or along the segment were not noted. The segment of Johnson Drive from Nall Avenue to Lamar Avenue has a crash rate below the statewide average rate.

When feasible, it is recommended to collect traffic count data at intersections along the corridor and review intersection crash rates. Next steps in conducting analysis of the corridor is to collect vehicular and pedestrian count data, vehicular speed data, and to review that data in conjunction with the reported crash statistics.