



CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE
WEDNESDAY, FEBRUARY 3, 2021 at 7:30 p.m.
7:30 P.M.
(or immediately following 6:30 p.m. Community Development Committee)
Meeting Held Virtually via Zoom

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

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

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

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

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

2. Declaration of Surplus Equipment - Brian Scott ([page 8](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The City Council will be asked to consider a resolution identifying certain public works vehicles as surplus items.

3. New CMB License Application: The Corner Lalo's Kitchen, 5038 Lamar Avenue - Audrey McClanahan ([page 12](#))

Businesses wishing to sell Cereal Malt Beverage/Enhanced Cereal Malt Beverage (CMB) must submit an initial application for approval by Council and renew their license annually on a calendar year basis. The Corner Lalo's Kitchen (5038 Lamar Avenue) has submitted an application which meets the requirements for selling CMB/Enhanced CMB on premises.

4. Appointment of City Historian - Laura Smith ([page 13](#))

In 2017, the position of City Historian was created and Mission resident Frank Bruce was appointed to the volunteer role. Resolution 997 originally anticipated a bi-annual appointment with the term expiring December 31, 2019. In Council transitions, and because Mr. Bruce's contributions were positive and invaluable in capturing the history of our community, we lost track of the expiration of the appointment. This oversight was recently brought to our attention, and it is recommended that the Council consider reappointment of Mr. Bruce to the position of City Historian for a two-year term commencing February 17, 2021 and expiring December 31, 2023. A new Resolution has been provided to more accurately reflect the current duties and role for the City Historian.

DISCUSSION ITEMS

5. UCS Racial Equity Theory of Action/Cohort - Laura Smith ([page 18](#))

As part of a racial equity action plan developed during the summer of 2020, the final step included researching and implementing opportunities for on-going training and education for our elected officials and all employees related to implicit bias, race and inequity as soon as possible, but no later than 1Q 2021. Since last summer, staff has engaged in conversations with United Community Services (UCS) who are doing work in this area through their Racial Equity and Inclusion (REI) Committee to explore opportunities to support local communities, particularly smaller communities in this work. Our conversations with UCS have continued as they refined the parameters of their program, and Kathryn Evans will make a presentation on the *Racial Equity in Cities Program*. Kathryn is the owner and principal consultant with [Rooted Strategy](#), and served staff to UCS' REI Committee.

6. 2020 Project Status Update/Budget Review - Laura Smith ([Page 30](#))

During the February 3, 2020 Committee meeting, members of the City's Leadership Team will report on the status of various projects and priorities from 2020 and will share additional successes and accomplishments achieved during the past year. In addition, staff will begin a more in-depth review and recap of the City's 2020 financials and budget performance.

OTHER

7. Department Updates - Laura Smith

Debbie Kring, Chairperson
Hillary Parker Thomas, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

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

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

RE: January 6, 2021 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the January 6, 2021 minutes of the Finance & Administration Committee.

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

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

CFAA CONSIDERATIONS/IMPACTS: N/A

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



MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

January 6, 2021

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, January 6, 2021. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Sollie Flora, Debbie Kring and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Kring called the meeting to order at 8:50 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 and Interim Police Chief Dan Madden.

Public Comments

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

There were no public comments.

Public Presentations

Acceptance of the December 2 and December 9, 2021 Finance and Administration Committee Minutes

Minutes of the December 2 and December 9, 2021 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

Resolution - Destruction of Certain Records

Ms. McClanahan explained that Ordinance No. 1143, which was approved on December 8, 2004, outlines the schedule for the destruction of certain City records as provided in K.S.A.12-120. This ordinance also indicates that a yearly resolution must be passed specifying exactly which records are to be destroyed during the upcoming year. The 2021 Resolution detailed documents such as warrants or warrant checks that have been paid dated prior to January 1, 2016; requisition and duplicate purchase orders dated prior to January 1, 2018; and claims presented and allowed by the Governing Body dated prior to January 1, 2016.



Ordinance 1143 also states that it does not authorize the destruction of any records, documents or papers which in their nature should be preserved permanently, and does not prohibit the destruction of records that are obviously temporary. Ordinances, resolutions, minutes, meeting packets from Council, Planning Commission/BZA, and other commissions, and records of historical value are kept permanently.

Councilmember Davis commented that historical documents related to Countryside and the Homes Association have been given to the Johnson County Museum which have now been catalogued and organized to be searched.

Councilmember Davis recommended the resolution authorizing the destruction of certain records of the City of Mission, Kansas as authorized by Ordinance No. 1143 be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Surplus Property Resolution

Mr. Scott reported that City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property which is also outlined in K.S.A. 12-101. Property and equipment identified for surplus in 2021 is listed in a resolution and each Department, in consultation with the Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law. Items to be declared as surplus include police patrol cars being rotated out of service, police patrol mobile data terminals, various desktop computers, and office furniture.

Councilmember Davis recommended the Resolution providing for the sale/disposal of surplus equipment from various Departments, be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Discussion Items

There were no discussion items.

OTHER

Department Updates

Interim Police Chief Madden showed pictures of recent furniture installs which were completed in the Police squad room to support social distancing including partitions separating workstations. He also thanked Public Works for their hard-work during the installation process.



Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:56 p.m.

Respectfully submitted,

Audrey M. McClanahan
City Clerk

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	February 3, 2021
Administration	From:	Brian Scott

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

RE: Declaration of Surplus Equipment

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

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

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

Items to be declared as surplus are Public Works equipment including a dump-truck, pick-up truck, and skid steer with accompanying equipment.

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

Attachment A					
Items to Declared Surlus Property					
February 2021					
Item	Description	Serial Number/Asset Tag	Department	Quantity	Potential Re-Sale Value
<u>Vehicles / Equipment</u>					
International Dump Truck	2007 International Dump Truck	1HTWAAAR78J636630	Public Works	1	\$ 25,000.00
Pick Up Truck	2007 Chervrolet Pick Up Truck	1GCEC14CX7Z610159	Public Works	1	\$ 5,000.00
Skid Steer	2008 Case Skid Steer 440 Series	N8M492701	Public Works	1	\$ 10,000.00
Arrow Board	2007 Ver Mac Arrow Board	ST-4815	Public Works	1	\$ 500.00
Skid Steer Grapple Bucket	2008 Skid Steer Grapple Bucket	73141	Public Works	1	\$ 250.00
Snow Plow Attachment	2007 Boss Snow Plow	BC023236	Public Works	1	\$ 1,000.00
Salt Spreader	2007 Warren Salt Spreader	14657	Public Works	1	\$ 1,000.00
<u>Other Equipment</u>					
None					
<u>Computer Equipment</u>					
None					

**CITY OF MISSION, KANSAS
RESOLUTION NO. ____**

A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL

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

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

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

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

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

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

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

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

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan, City Clerk

CITY OF MISSION
CITY COUNCIL POLICY MANUAL

POLICY NO. 111

SALE OF REAL PROPERTY & EQUIPMENT

- 1.01 This policy describes the process and procedure for the sale of real and personal property by the City which is also outlined in KSA 12-101.
- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will, on an as needed basis, establish a listing of unclaimed or obsolete personal property to be declared surplus. It will be the responsibility of the Department Head and Finance Director to determine the best means for disposing of or selling obsolete personal property, including the method of advertising.
- 1.05 The sale or disposal of real property will be determined on a case by case basis by the City Council.

APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004

**REVISED AND APPROVED BY THE CITY COUNCIL ON APRIL 17,
2019**

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	February 3, 2021
Administration	From:	Audrey McClanahan

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

RE: CMB Application - The Corner Lalo's Kitchen - 5038 Lamar Avenue

RECOMMENDATION: Approve the application for The Corner Lalo's Kitchen, 5038 Lamar Avenue, to sell Cereal Malt Beverage on premises.

DETAILS: State statutes and Mission's Code require all businesses wanting to sell Cereal Malt Beverages / Enhanced Cereal Malt Beverages (CMB) to complete an application that includes information on the business and the business owner and/or manager. Additionally, a criminal history background check is completed on the business owner/manager by our Police Department. All original applications and renewals for the sale of CMB must be approved by the City Council. Renewal CMB licenses are presented annually to Council for approval at the December City Council meeting.

The Corner Lalo's Kitchen has submitted their application to sell CMB on premises, and the required license fee. The required background check has been completed without issue. This approval is good through December 31, 2021.

CFAA CONSIDERATIONS/IMPACTS: NA

Related Statute/City Ordinance:	K.S. A. 4-2702, Mission City Code Chapter 600
Line Item Code/Description:	N/A
Available Budget:	N/A

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	February 3, 2021
Administration	From:	Laura Smith

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

RE: Appointment of City Historian

RECOMMENDATION: Reappoint Frank Bruce to the position of City Historian through December 31, 2023.

DETAILS: In October 2017, then Mayor Schowengerdt proposed that the City create the position of City Historian. After researching the role and responsibilities of other City Historian's, staff prepared a Resolution outlining the expectations of the position. A copy of Resolution 997 adopted in 2017 is included in the packet. The Resolution anticipated a bi-annual appointment with the consent of the City Council.

Mission resident Frank Bruce was appointed as City Historian in 2017 with a term originally anticipated to expire December 31, 2019. In Council transitions, and because Mr. Bruce's contributions were positive and invaluable in capturing the history of our community, we lost track of the expiration of the appointment.

The expired appointment was recently brought to our attention, and it is recommended that the Council consider the reappointment of Mr. Bruce to the position of City Historian for a two-year term commencing February 17, 2021 and expiring December 31, 2023. The Resolution has been revised and updated to reflect more accurately reflect the current duties and role for the City Historian.

One of the most recent projects where Mr. Bruce's knowledge and experiences were important was his collaboration with Kate Deacon on the Otocast application. As we celebrate the City's 70th anniversary in 2021 we are confident that Mr. Bruce will have many other opportunities to help capture and memorialize pieces of our Mission history.

CFAA CONSIDERATIONS/IMPACTS: The City Historian will have an important role in capturing, maintaining and preserving not only Mission's rich history, but also the relevant current events in order that the information be available to current and future generations.

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

RESOLUTION NO. 997

A RESOLUTION ESTABLISHING THE VOLUNTEER POSITION OF CITY HISTORIAN FOR THE CITY OF MISSION, KANSAS

WHEREAS, the City of Mission was incorporated in 1951, and continues to thrive as a vibrant and diverse community for residents and businesses in Northeast Johnson County; and

WHEREAS, prior to 1951, this area of Johnson County saw many changes and was home to important historical figures who shaped our history, and;

WHEREAS, the impact of current events and people are also important to capture for the benefit of the City, and;

WHEREAS, it is important that the rich history of our City be maintained and shared with current and future generations,

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

Section 1. The Mission City Council establishes the volunteer position of "City Historian" with the following duties and responsibilities:

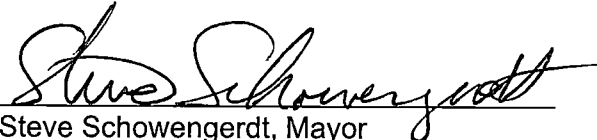
- a. Collect, preserve, and make available materials relating to the history of the City
- b. Promote the history of Mission at community events and through local schools
- c. Work with staff to recommend appropriate historical materials for publication
- d. Maintain historical and cultural displays at City Hall
- e. Provide an annual report to the Governing Body of accomplishments during the year

Section 2. On an bi-annual basis at the first regular City Council Meeting in January, the Mayor, with the consent of the City Council, may appoint a Mission resident to serve as "City Historian. This shall be a volunteer position:

Section 3. Frank Bruce is hereby appointed as Historian for the City of Mission for a term expiring December 31, 2019.

THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, this 18th day of October 2017.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 18th day of October 2017.


Steve Schowengerdt, Mayor

ATTEST:


Martha Sumrall, City Clerk

**CITY OF MISSION, KANSAS
RESOLUTION NO. ____**

**A RESOLUTION ESTABLISHING THE VOLUNTEER POSITION OF CITY HISTORIAN
FOR THE CITY OF MISSION, KANSAS**

WHEREAS, the City of Mission was incorporated in 1951, and continues to thrive as a vibrant and diverse community for residents and businesses in Northeast Johnson County; and

WHEREAS, prior to 1951, this area of Johnson County saw many changes and was home to important historical figures who shaped our history, and;

WHEREAS, the impact of current events and people are also important to capture for the benefit of the City, and;

WHEREAS, it is important that the rich history of our City be maintained and shared with current and future generations,

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

Section 1. The Mission City Council establishes the volunteer position of “City Historian” with the following duties and responsibilities:

- a. Collect, preserve, and make available materials relating to the history of the City.
- b. Promote the history of Mission at community events and through local schools.
- c. Work with staff to recommend appropriate historical materials for publication.
- e. Provide periodic reports to the Governing Body of accomplishments, projects or contacts.

Section 2. On an bi-annual basis in February of odd numbered years, the Mayor, with the consent of the City Council, may appoint a Mission resident to serve as “City Historian.” This shall be a volunteer position.

THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, this 17th day of February 2021.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 17th day of February 2021.

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan, City Clerk

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	February 3, 2021
Administration	From:	Laura Smith

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

RE: Collaboration with UCS in the Racial Equity for Cities Program

DETAILS: Following the George Floyd incident in Minneapolis in May 2020, Mission, along with many other communities across the nation began discussing issues of racial justice, equity and inclusion.

Formal statements issued by the Mayor and Police Chief at that time sought to acknowledge for our residents and our employees that we have an obligation to engage in these conversations, and that we are committed to doing so. It is through these conversations that we have the opportunity to **educate** ourselves more fully, and to **understand** where we have areas for improvement – it is a matter of accountability that we owe to ourselves and our community. We can commit to specific actions or changes only after we have undertaken these first two efforts.

Through the work last summer, it became clear that both Council and staff wanted to see Mission address the substance of these issues and to make a commitment to take action relating to issues of racial inequity and social injustice as they impact our city operations. We developed an action plan that began with a formal statement from the entire Governing Body. Next we committed to sharing information on and opening up conversations around police department processes, systems, structures and data. While this specific review of accountability measures associated with law enforcement served as the starting point, we acknowledged that the expectations and discussions needed to extend throughout the organization - top to bottom, across all departments.

The next step in the action plan identified efforts to be more effective as a city in engaging diverse persons in our community in conversations surrounding racial equity and social justice so as to build relationships and sustain dialogue into the future. We had hoped to initiate this work in a community forum, but because of COVID-19 concerns began looking for other solutions and opportunities.

Since we were actively recruiting for the Police Chief's position, we convened a small focus group to begin these conversations, addressing not only broad issues of diversity and inclusion, but also seeking to determine what qualities members of the community valued in a new Police Chief. Our work surrounding focus groups and ultimately a larger, in-person community forum continues.

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

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	February 3, 2021
Administration	From:	Laura Smith

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

The final step identified in our action plan was to research and implement opportunities for on-going training and education for our elected officials and employees relative to implicit bias, race and inequity as soon as possible, but no later than 1Q 2021.

In order to maintain and enhance a culture not only in our organization, but throughout our community, that recognizes the humanity and dignity of every person, we must be willing to put in the work to train, discuss and embrace conversations around these sensitive issues. We are committed to dedicated anti-bias/diversity and inclusion training for staff and the Governing Body, but recognize that application of the knowledge becomes the true test of the effectiveness of these efforts.

As we developed the action plan last summer, we engaged in conversations with United Community Services (UCS) who had been doing work in this area through their Racial Equity and Inclusion (REI) Committee. They were exploring opportunities to support local communities, particularly smaller communities in this work. The conversations with UCS have continued as they refined the parameters of their program, and we have invited Kathryn Evans to make a presentation on *Racial Equity in Cities Program*. Kathryn is the owner and principal consultant with [Rooted Strategy](#), and served as staff to UCS' REI Committee.

Ms. Evans will make a presentation on the program, share information about other cities to be included in the cohort model and discuss budget and investment should the City of Mission decide to participate. Staff has been very impressed with the information that has been shared with us to date and believe this could be a good opportunity to continue the work we've committed to and to develop systems and structures in-house that allow us to become more self-sufficient in this work going forward.

Following Kathryn's presentation, we will look forward to Council discussion and direction. If we decide to engage with UCS as part of the *Racial Equity in Cities Program*, it will come back as an action item on the Council's March Finance & Administration Committee agenda.

CFAA IMPACTS/CONSIDERATIONS: Engaging in thoughtful discussion and turning ideas into action to help promote and encourage diversity and inclusion in our community help to make it a safe and welcoming place for all people regardless of backgrounds or experiences.

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

Racial Equity and Inclusion (REI) Committee Report

The core work of UCS is education and advocacy, mobilizing and planning, and targeted resource allocation. We bring diverse partners to a common table to help inform, guide and lead our work. We strive to be an institutional ally and partner to diverse communities by engaging and working alongside those disproportionately impacted by social and economic barriers to housing, living wage, food, education, child care, and mental and physical health care.

The Racial Equity and Inclusion (REI) Committee launched in February 2020 to determine how UCS will engage in the work of diversity, equity, inclusion and belonging. Members of the committee were specifically recruited because of their professional expertise.

Utilizing a 6-month process and a planning framework called “Moving from Purpose to Practice” designed to identify the core elements of an enduring and resilient initiative.

As a result of this work, UCS has identified five strategic practices that will enable UCS to achieve its purpose of integrating diversity, equity, inclusion and belonging into core work of UCS.

Strategy 1: Racial Equity in Cities

UCS will provide strategic planning services and technical assistance to jurisdictions as they leverage the energy of the current national movement for racial equity, expand opportunities for learning and community engagement, and pursue policy and systems change to achieve racial equity in Johnson County.

Strategy 2: Racial Equity Climate Study

UCS will use a research process to identify attitudes and perspectives towards racial equity issues among Johnson County residents, policymakers and other stakeholders.

Strategy 3: Equity Education and Experiences

UCS will invest in anti-racism/equity education and experiences for UCS staff, board and Council of Advisors to cultivate a race equity culture at UCS.

Strategy 4: Public Policy Advocacy

UCS will develop and promote a framework for racial equity in public policy to local and state elected officials which will enable policy decisions that promote equitable health and economic outcomes for Johnson County residents.

Strategy 5: Multisector Education

UCS will educate various sectors on the history and impacts of systemic racism in Johnson County using presentations with targeted learning objectives, first-person storytelling, and sophisticated data analysis to increase knowledge of our shared history and promote a unified narrative of our community.

As a result of this work, the Johnson County community will understand history and impacts of systemic racism and prioritize initiatives that promote diversity, equity, inclusion, and belonging.

For more information, please see the attached [REI Theory of Action](#).

REI COMMITTEE

- **Kate Allen**, UCS Board Chair (2020), Vice President for Advancement and Government Affairs at Johnson County Community College
- **Brian Brown**, UCS Board Member (2020), Kansas State PTA Diversity Chair, and Kauffman Education Fellow
- **Erik Erazo**, UCS Board Member and Olathe Public Schools Coordinator of Diversity and Engagement
- **Donna Lauffer**, UCS Board Member and Community Volunteer
- **Shannon Portillo**, Associate Dean for Academic Affairs at KU Edwards and member of Governor Kelly's Commission on Racial Equity and Justice
- **Vanessa Vaughn-West**, UCS Board Member and Lathrop GPM's Director of Diversity and Inclusion



Racial Equity and Inclusion (REI) Theory of Action



Our purpose is to support the integration of diversity, equity, inclusion and belonging into the core work of UCS.

Principles
<ul style="list-style-type: none"> Share Data Tell Stories Examine Individual Bias Enable Dialogue Recruit and Develop Leaders Collaborate and Plan
Participants
<ul style="list-style-type: none"> Core Working Group Thought Partners Champions End-Users Resisters
Structure
<p>A Core Working Group learns from Thought Partners and Resisters, and recruits Champions. Together, they connect with End Users from diverse sectors of the community to implement practices. Champions and Thought Partners provide learning opportunities for End Users and Resisters.</p>

Practices
<p>UCS will launch the Racial Equity in Cities program to provide planning support and technical assistance to local jurisdictions as they pursue racial equity, diversity, and inclusion initiatives.</p>
<p>UCS will conduct a climate study to identify attitudes and perspectives towards racial equity work in Johnson County among residents, policymakers and other stakeholders.</p>
<p>UCS will invest in anti-racism/equity education and experiences for UCS staff, board and Council of Advisors to cultivate a race equity culture at UCS.</p>
<p>UCS will develop and promote a framework for racial equity in public policy to local and state elected officials which will enable policy decisions that promote equitable health and economic outcomes for Johnson County residents.</p>
<p>UCS will educate various sectors on the history and impacts of systemic racism in Johnson County to increase knowledge of our shared history and promote a unified narrative of our community.</p>

Early Outcomes 6 months	Intermediate Outcomes 1 year	Long-Term Outcomes 3 years
<p>Commitments from jurisdictions and funders</p>	<p>Racial Equity in Cities program is fully institutionalized and funded</p>	<p>Improved racial equity culture in Johnson County jurisdictions</p>
<p>Commitments from funders and other stakeholders</p>	<p>End-users are engaged and research tools deployed</p>	<p>Study research is published, continued collaboration with local government and ongoing data analysis</p>
<p>Conduct equity assessment and distribute education/training resources</p>	<p>Internal changes in behaviors, policies and practices</p>	<p>Improved race equity culture at UCS</p> <p>UCS staff and volunteers engaged in external REI work</p>
<p>A “racial equity in policy” framework in use by policymakers</p>	<p>Changes in policies and practices in policymaking institutions</p>	<p>Improved health and economic outcomes for people of color in Johnson County</p>
<p>Access to new sectors of the community</p>	<p>Increased knowledge among multisector stakeholders of our shared history</p>	<p>Strong narrative shared in other educational venues (i.e. school curricula, leadership programs, city/county employee training)</p>

As a result of this work, the Johnson County community will understand history and impacts of systemic racism and prioritize initiatives that promote diversity, equity, inclusion, and belonging.



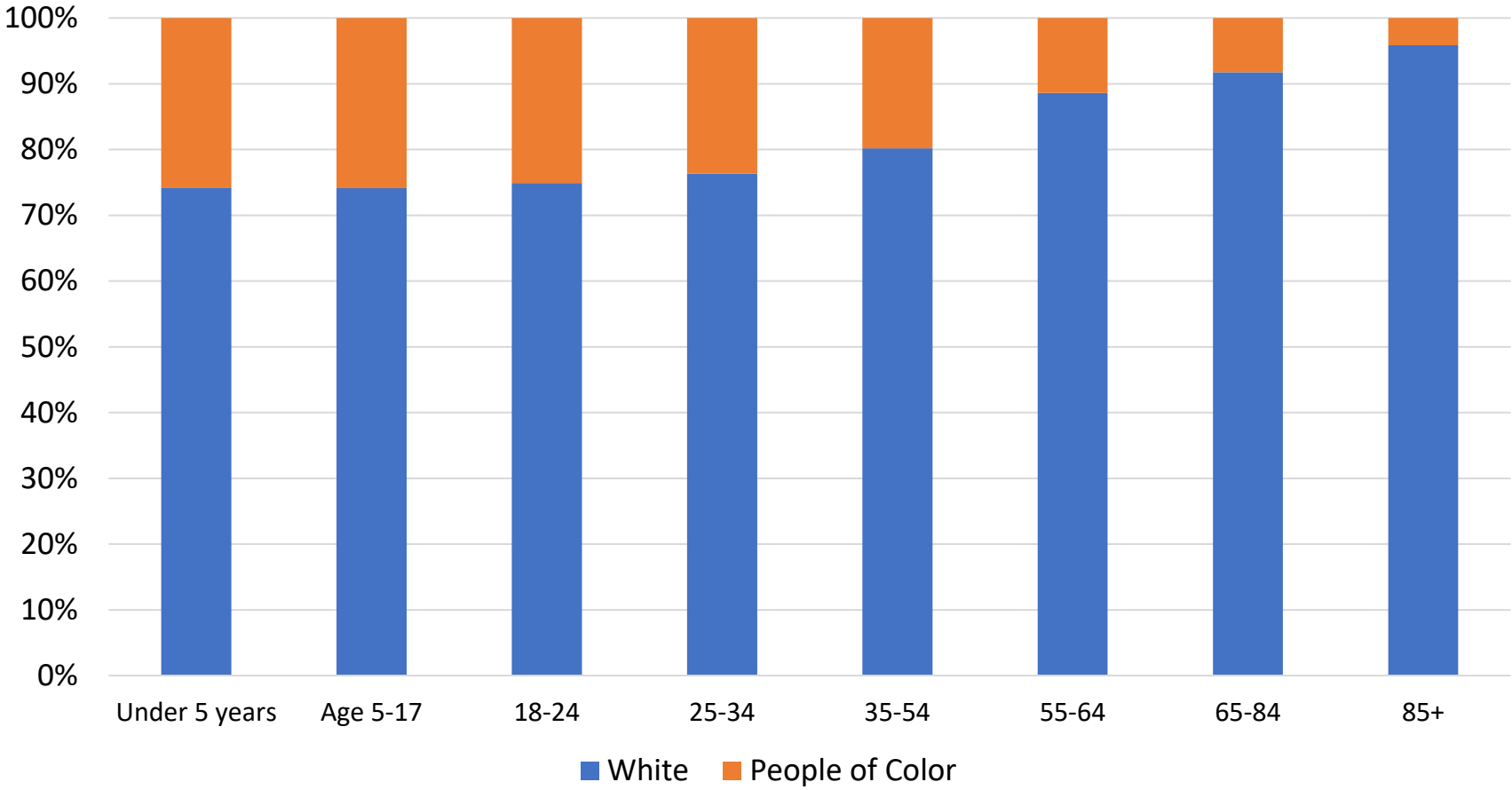
United Community Services
of Johnson County

Racial Equity in Cities Pilot Program

Presented by:
Kathryn Evans, UCS

Racial Diversity by Age Group

Johnson County, KS



Source: U.S. Census Bureau American Community Survey 2018

Racial Equity and Inclusion (REI) Theory of Action

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Principles
<ul style="list-style-type: none"> Share Data Tell Stories Examine Individual Bias Enable Dialogue Recruit and Develop Leaders Collaborate and Plan
Participants
<ul style="list-style-type: none"> Core Working Group Thought Partners Champions End-Users Resisters
Structure
<p>A Core Working Group learns from Thought Partners and Resisters, and recruits Champions. Together, they connect with End Users from diverse sectors of the community to implement practices. Champions and Thought Partners provide learning opportunities for End Users and Resisters.</p>

Practices
<p>UCS will launch the Racial Equity in Cities program to provide planning support and technical assistance to local jurisdictions as they pursue racial equity, diversity, and inclusion initiatives.</p>
<p>UCS will conduct a climate study to identify attitudes and perspectives towards racial equity work in Johnson County among residents, policymakers and other stakeholders.</p>
<p>UCS will invest in anti-racism/equity education and experiences for UCS staff, board and Council of Advisors to cultivate a race equity culture at UCS.</p>
<p>UCS will develop and promote a framework for racial equity in public policy to local and state elected officials which will enable policy decisions that promote equitable health and economic outcomes for Johnson County residents.</p>
<p>UCS will educate various sectors on the history and impacts of systemic racism in Johnson County to increase knowledge of our shared history and promote a unified narrative of our community.</p>

Early Outcomes 6 months	Intermediate Outcomes 1 year	Long-Term Outcomes 3 years
Commitments from jurisdictions and funders	Racial Equity in Cities program is fully institutionalized and funded	Improved racial equity culture in Johnson County jurisdictions
Commitments from funders and other stakeholders	End-users are engaged and research tools deployed	Study research is published, continued collaboration with local government and ongoing data analysis
Conduct equity assessment and distribute education/training resources	Internal changes in behaviors, policies and practices	Improved race equity culture at UCS UCS staff and volunteers engaged in external REI work
A "racial equity in policy" framework in use by policymakers	Changes in policies and practices in policymaking institutions	Improved health and economic outcomes for people of color in Johnson County
Access to new sectors of the community	Increased knowledge among multisector stakeholders of our shared history	Strong narrative shared in other educational venues (i.e. school curricula, leadership programs, city/county employee training)

As a result of this work, the Johnson County community will understand history and impacts of systemic racism and prioritize initiatives that promote diversity, equity, inclusion, and belonging.

Racial Equity in Cities Program

Education and Training

- Curriculum to address jurisdictions' learning goals

Assessing and Planning

- Equity Audit
- Strategic Planning Facilitation

Applied Knowledge and Sustainability

- Leadership Development
- Technical Assistance

Project Management

- Ongoing Support
- Liaison to content experts

Resource Toolkit

Racial Equity in Cities Program



Pooled Funding

Investment from
Jurisdictions

In-Kind from UCS

In-kind from consultants
and facilitators*

Private foundation
grants



United Community Services
of Johnson County

Questions?

Timeline

January and February



UCS recruits jurisdictions to participate in the Community of Practice



UCS confirms consultants and facilitators

February and March



UCS convenes the REI Thought Partners Roundtable to design the pilot program (6-8 week design phase with iterative implementation)

March through December



Quarterly convening of Community of Practice



Consultants and other thought partners provide services to jurisdictions



UCS monitors and evaluates implementation and Community of Practice outcomes



UCS convenes REI Thought Partners Roundtable quarterly to facilitate planning, learning, and evaluation

City of Mission	Item Number:	6.
DISCUSSION ITEM SUMMARY	Date:	February 3, 2020
Administration	From:	Laura Smith

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

RE: 2020 Project Status Update and Budget Review

DETAILS: Staff has taken the opportunity to compile status updates on the various projects, issues, programs and services that made up the majority of our work in 2020. The attached memo has been developed with input from all members of the Leadership Team and is organized to reflect those projects/programs that were planned or budgeted for in 2020 as well as the projects or issues that arose throughout the year and required significant staff and Council resources to complete.

Going forward, staff will provide a similar update four times each year in February, May, July and November.

Additional materials related to 2020 year end budget performance will also be provided and reviewed at the Committee meeting.

CFAA IMPACTS/CONSIDERATIONS: The review of the City’s projects, priorities and services highlights the variety of programs provided to our community intended to serve residents and visitors of all ages and abilities as they

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



MEMORANDUM

Date: February 1, 2021
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: 2020 Project and Service Delivery Status Update

Please find below a status update on the significant programs, projects and services that were initiated, continued or completed in 2020. There is a lot of information to process, but when we pause to reflect on the work that we've accomplished this past year, I believe we can all feel proud of what we've done in serving the residents and businesses of our community. We look forward to highlighting portions of our work during the February 3 Finance & Administration Committee meeting and answering any questions you may have.

The projects have been organized generally into two categories. First, those projects which were specifically identified through goal setting or the budget process. And second, the projects or issues that arose during the course of the year that were not originally planned, yet required a significant amount of staff and Council time.

2020 Project Status Updates - Anticipated or Budgeted Projects

Comprehensive Plan (Brian Scott/Kaitlyn Service) We initiated the Comprehensive Plan update in March of 2020 with a Comprehensive Plan 101 joint session of the City Council and Planning Commission, but the work project was almost immediately put on hold due to COVID-19. We re-initiated the update again in September of 2020 with the first of three meetings with a community Steering Committee created to help guide the process. A web based visual preference survey was conducted in October and November to gather community thoughts in a number of areas including type of housing, placemaking, streetscapes, and general thoughts about Mission as a community. Interviews were held in November with individual community stakeholders to gain better insight into the community, its challenges and its opportunities. Confluence is currently reviewing and compiling this information and it will be shared back with the Steering Committee at their meeting on February 18th. We will also begin working with the Steering Committee on evaluation of land use classification and zoning and transportation. We will have a joint City Council and Planning Commission meeting in March to review what has been developed and a second community meeting to report out progress to

date and gather additional input. A draft of the updated document is anticipated to be completed by this coming July or August.

Building Permitting and Code Enforcement Software (Brian Scott/Jim Brown)

Demonstrations with potential vendors occurred in November 2020 so staff could better understand software functionality. The next step is to draft and release a Request for Proposals (RFP), which is scheduled for February with a submission deadline of April 1. Review of proposals, demonstrations, and selection will occur in April with a recommendation to City Council in May.

Hiring/On-boarding for City Planner (Brian Scott) The job announcement for the recreated position of Planner was posted in January of 2020. Staff reviewed resumes, conducted interviews and made a hiring decision in February. The new Planner, Kaitlyn Service, started work with the City in late March of 2020 and the Assistant City Administrator and Building Official invested a significant amount of time in the on-boarding process. Work on specific projects included: the Down Syndrome Guild, the Taco Bell, Broadmoor Parking Lot, Stem Hair Salon, and the Mission Bowl Apartments.

Completion of The Locale (Brian Scott) The new 5-story development at Johnson Drive and Lamar Avenue was completed in 2020. Developed by EPC, the project includes 200 units, structured parking with 50 spaces on the ground level dedicated to public parking, and first floor retail space. Residents began moving in Spring 2020, and the development is currently 73% leased. A Parking Agreement which outlines roles, responsibilities and expectations within the parking structure will be coming forward to the Council in March 2021.

Municipal Court Software (Brian Scott/Emily Randel) This project was initiated in late spring of 2020. In the initial evaluation of existing IT resources, it was determined that it would be best to obtain an individual server for the court software. The server was ordered, delivered and is currently waiting for installation. Once completed, software will be loaded on to the server, initial set-up will be done, existing data will be migrated over to the new server, and final software and training. Project completion is expected Summer 2021.

Greenhouse Gas Inventory Update (Emily Randel) Funds allocated in the 2020 budget (\$15,000) for an update to the 2008 Greenhouse Inventory completed by Black & Veatch were not spent in 2020. This remains a priority of the Sustainability Commission, and staff anticipates issuing a Request for Proposals in Summer 2021.

Facility Conservation Improvement Program (FCIP) (Emily Randel) Staff evaluated the list of pre-qualified energy service companies provided by the State of Kansas in summer of 2020. Three companies were selected for facility site visits and interviews. A review panel heard the interviews and recommended CTS Group. The City Council authorized staff to enter into the program with CTS Group in November. As of the end of January 2021, CTS Group has

completed the bulk of their investigations with full equipment, weatherization and lighting audits at each facility. Following a review with staff of the leading recommendations for improvements, CTS Group is currently seeking bids for the different aspects of the work. Later this spring, Staff and City Council will then have a chance to review prioritized projects with real costs to decide how best to proceed.

Financial Management Software (Brian Scott) Due to COVID-19 and redevelopment activity, staff work on this project was again delayed. A draft RFP will be released Summer 2021.

COVID-19 Housing Relief Fund (Laura Smith) During the budget adoption process, the Council authorized \$15,000 in funds to be dedicated to providing rent/mortgage relief to Mission residents impacted by COVID-19. Staff continues to work with United Community Services of Johnson County (UCS) to identify an appropriate agency to administer this program.

Branding and Communications (Emily Randel/Penn Almone) A contract with Crux was executed in February 2020. In the 12 months since, the Crux staff worked with City staff to complete community research including market comparisons, individual interviews, focus groups and surveys that informed the branding work. The brand was selected in the summer, with design and implementation of the brand taking place throughout the fall. Development of new and revised content for a new City website is underway, with the launch date expected in early spring 2021. A renewal of the Crux contract will be considered by the City Council in February. If approved, the focus of the second year of work will shift from design and updating collateral and outreach pieces to a more sophisticated marketing strategy with the goals of increasing memberships at the Powell Community Center, participation in City events and programs, and expansion of online engagement both through the new website and social media channels.

Paid Parental and Caregiver Leave (Emily Randel) The update of the City's Personnel Policy and Guidelines for 2021 includes the ability for employees to take paid parental and paid caregiver leave. The leave allows for six weeks for those employees eligible for leave through the Family Medical Leave Act. The leave may be taken consecutively or intermittently for the birth of a child or placement of an adopted child or foster child or for care of a spouse, child or parent.

Directed Patrol (Dan Madden) The Directed Patrol Unit did not move forward in 2020 for several reasons. The first obstacle that hindered progress was the COVID-19 pandemic. The short and long term financial impacts to the City were unknown and a decision was made not to hire personnel that would allow the Police Department to staff this unit. Another contributing factor to a delay in implementation were the racial equity/justice issues that came to the forefront in 2020. It was decided to pause progress on a Directed Patrol Unit so other alternatives which might have a greater community impact could be explored. That work will continue in the 2022 budget process.

Lease-Purchase Agreement for Police Cars (Brian Scott/Dan Madden) In early winter of 2020 quotes for new police patrol vehicles and accompanying equipment including new video system (on board cameras and body cameras) and new mobile data terminals were secured. Working with Elhers, the City's public financial advisor, staff obtained quotes for a lease-purchase financing arrangement from financial institutions, and worked with Gilmore and Bell, the City's bond counsel, on the necessary legal documents to secure the transaction. The lease-purchase agreement with U.S. Bancorp was presented to the City Council in early spring for approval. Since approval staff have worked to secure the necessary technology and set-up systems and software. Due to the COVID-19 pandemic, delivery of the new police patrol cars was delayed until late summer, but the project is now complete.

Increased Tree Maintenance Budget (Penn Almone) Staff reached out to local arborists to bid on tree pruning and selective removal of diseased, damaged, dead, unproductive or structurally questionable branches, as well as whole trees if necessary. Specific tree maintenance plans are being developed for various locations throughout the City including parks and public right-of-way.

Park Conceptual Master Planning (Penn Almone) Council authorized a task order with Confluence for the conceptual design of improvements for Mohawk Park. The process included work with a steering committee and a public input session. COVID-19 restrictions have slowed the work, but Mohawk Park conceptual redesign is complete. Staff applied for a Land and Water Conservation Grant from the State of Kansas in the amount of \$394,550 and a final decision is pending. Once a decision is made on the grant, the public process will be reinitiated, staff anticipates that will occur in late February. Consistent with the plan originally presented, staff brought back a recommendation for similar conceptual planning processes in Broadmoor, Andersen, Streamway and Waterworks parks. Broadmoor Park conceptual redesign is in final stages with a public meeting for citizen feedback awaiting scheduling. The conceptual redesign process has slowed until Council and Staff can discuss policy with respect to phased implementation in all parks versus building out amenities one park at a time.

Rock Creek Channel Improvements (Celia Duran) The \$5.4 million Rock Creek Channel project is approximately 90% complete. Phase 2 activities are to be completed by April 2021 and include surface restoration, such as paving the MD Management parking lot and site restoration (seeding, sodding, trees, fencing, etc.). The restoration of the Roeland Court Townhome parking and drive areas was completed prior to the onset of winter ensuring residents could safely access their garages and their residences. Once the project is completed, final costs will be certified and special assessments will begin for the Roeland Court properties.

Street Asset Inventory/Street Maintenance Program (Celia Duran) The street asset inventory and development of a street maintenance program (including selection of street treatments, level of stormwater improvements, estimated costs, project prioritization, etc.) is

substantially completed. Information was presented and discussed with City Council during three work sessions in the Fall of 2020. The final steps include determining the level of proposed financing for the residential and arterial (CARS) programs and preparing materials and timing for a sales tax ballot campaign.

Stormwater Asset Inventory (Celia Duran) The stormwater asset inventory (pipes and structures) and report was completed and presented to the City Council at the January 2020 Community Development Committee (CDC) meeting. An urban channel assessment was also completed and presented to City Council during this meeting. Eleven urban channels were identified that are owned and maintained by the City. These channels were broken down into 31 segments based on material types. Of the 31 segments, nine projects were recommended for repairs within the next 10 years at a total estimated cost of \$4.1 million in 2020 dollars. Staff plans to evaluate total stormwater needs (pipes and urban channels) and available financing and will present this information to Council at a future CDC meeting.

Lamar Resurfacing/Bike Lanes (Celia Duran/Emily Randel) The Lamar Resurfacing construction contract for the UBAS portion of work was approved by City Council in April 2020 and construction began in May 2020. This work was estimated to take 90 days per the contract; however, the contractor (Superior Bowen) completed the work in 45 days. In September 2020, striping for the bike lanes was completed. The project is considered a success as the quality of construction is outstanding and the project was completed well ahead of schedule. The addition of the bike infrastructure had been tracked closely by the Sustainability Commission and the advocates at BikeWalkKC. To highlight this achievement, the Commission and BikeWalkKC hosted a bike safety training and group ride in September. Staff shared the project plans with BikeWalkKC so the new bike infrastructure could be added to their tracking for the region.

Transition of Family Adoption Program (Penn Almone) As Suzie Gibbs stepped down as Special Project Coordinator, overall coordination for the Family Adoption Program was transitioned in-house. The Family Adoption Committee met monthly beginning in July and twice in November and December to discuss hurdles, concerns and COVID-19 impacts to delivery and engagement. It allowed the committee an opportunity to review current practices and create the ideal logistic setup for gift gathering and food/gift distribution. Fundraising was an emphasis for every committee member with 2020 generating more donated funds than any previous year in the program's history. Several new businesses donated significant funds and adopted entire families which allowed resources to stretch further. A new method of organizing the families and gift requests allowed quicker updates and more effective sharing between committee members and interested donors. In 2020, 84 families/354 individuals were fed and positively impacted during the holiday season.

Transition of Mission Magazine (Laura Smith) Similar to the Family Adoption program, the coordination and production of the Mission Magazine was brought in-house in 2020 as well. Staff continued to work with the editorial board to develop and review story content for the

magazine's five issues. Subtle redesign options have been introduced and have been well received. Additional changes, and an upgrade to a more efficient digital platform are in progress for 2021.

2020 Service Delivery Successes

Building Permitting and Inspection Activity (Jim Brown/Brian Scott) The Community Development Department issued 330 (commercial and residential) building permits in 2020 with a total project valuation of \$11.8 million. Staff performed a total of 102 plan reviews (61 in 2019), and completed a total of 362 inspections (288 in 2019). Significant projects underway include the Tidal Wave auto spa on Johnson Drive, a new Taco Bell, Stroud's Express, and a new Wing Stand by Jefferson's proposed for the former Pride Cleaners building at Nall and Johnson Drive.

Neighborhood Services Assistance Programs (Nilo Fanska/Brian Scott) The City's community assistance programs continue to make a difference for our residents and businesses. The Community Rebate Program assisted 27 individuals with assistance on their utility bills and property tax relief. The Mission Possible program, which provides homeowners with the costs of home maintenance projects, assisted on 12 projects distributing \$19,010 for projects including repairs to wood rot, driveway repair, and drainage issues. And the Business Improvement Grant (BIG) program provided assistance to Stem Salon with improvements to their new space at Broadmoor and Martway Streets.

Code Enforcement Activity (Becca Brown/Jim Brown/Brian Scott) Although somewhat slowed by the pandemic, code enforcement activity in both the residential and commercial sectors remained a priority. Total violations reported in 2020 were 752 (2019 - 828, 2018 - 594), and the majority of cases were resolved without involving Municipal Court. Four tickets were written in 2020, compared to 10 in 2019 and 6 in 2018. Violations by Ward are compared below:

	2020	2019	2018
Ward I	184	196	126
Ward II	201	235	149
Ward III	162	184	161
Ward IV	205	213	158

Technology/Upgrades (Brian Scott) Replacement of laptop and desktop computers was completed in December. Upgrade and purchase of a new server for the Police Department is pending. Staff is currently working on set-up and migration to Microsoft Office 365 with a go-live date at the end of February 2021.

Parks + Recreation CIP/Projects Completed (Penn Almoney) A number of park projects were completed in 2020 including:

- Pool Deck resurfacing
- Wood Stain Breezeway/Pergola
- Playground Equipment repairs
- Tree ID Plaques at Waterworks Park (Girl Scout Troop Project)
- Trail Counter installation at Mohawk Park (Eagle Scout Project)

Miscellaneous Construction Projects (Celia Duran) Public Works completed the following projects in 2020:

- Conceptual design was completed for the Foxridge Dr. Phase II project.
- Construction was completed for the 50th and Dearborn stormwater repairs project.
- Construction was completed for the emergency Rock Creek wall failure project.
- Design and award of the construction contract for the 49th St. stormwater repairs project located in Apollo Gardens was completed in December 2020 and construction is currently underway.

Hodges Planters (Celia Duran) The project design that had been developed in cooperation with a neighborhood working group in the fall of 2019 had to be revisited in 2020 when bid prices were triple the costs originally anticipated. The working group reconvened for several meetings and modified the design to allow for most of the work to be completed in-house by Public Works staff. The final design was approved by the City Council in October 2020, and construction began shortly thereafter but was slightly delayed when a gas line was detected within the asphalt pavement. Following relocation of the gas line, demolition and installation of curb and gutter and the gate was completed. Site restoration activities (sod and pavement patching) will be completed in Spring 2021 once temperatures are warmer.

Miscellaneous

- Transitioned City-wide trash, recycling, yard waste and bulky item contract to WCA
- Hire and on-boarding of City Clerk
- City Council Retreat
- Drone Ordinance
- Launched Police Department Facebook Page
- Employee benefit renewal with 0% increase in health insurance rates for second year in a row
- Developed new monthly interim financial report
- Transitioned Mission Market format to respond to COVID-19 concerns
- Hosted 4 mobile food distribution events in partnership with Harvesters, providing hundreds of families with fresh and non-perishable food items.

2020 Project Status Updates - Unanticipated or Additional Projects

COVID-19 (Dan Madden, Emily Randel, Laura Smith) Early in the pandemic it became clear that we needed to establish an Incident Management Team to provide a clear operating picture as it related to the City's response. Initially, daily briefings with the Incident Management Team occurred to discuss both internal operations, as well as the impacts to our residents and businesses. As the situation stabilized briefings continued twice a week, which remain in place today. Establishing this incident management system early allowed for the free flow of ideas and collaboration as we navigated the obstacles and frequent changes that occurred and continue to develop. Staff worked to develop a matrix for decision making across all departments and services and routinely brought recommendations to the City Council for review and approval. Employee and patron safety remain paramount in the decisions that are made, and enhanced employee communication, and public messaging and information sharing have helped us to maintain focus throughout these unique times. In addition to planning, implementing and revising our own operations responses, the Incident Management Team, along with the Leadership Team determined how to use CARES Act funds allocated to the City through Johnson County. The funds were used for projects that would mitigate the spread of COVID-19. The following purchases/projects were completed:

- Purchased laptops to allow for added work from home capabilities and web meeting attendance.
- Purchase of two Clorox 360 disinfecting mist sprayers (there is now one in each City facility)
- Purchase of a rider/scrubber for the PCC to allow for more frequent and thorough cleaning/disinfecting of floors.
- Upgrades to the Audio/Visual system in the Council Chamber.
- Upgrades to the Audio/Visual system at the PCC to allow for the most likely scenario to return to in-person Council meetings. These upgrades included a new wireless microphone system, web conferencing cameras, and a mobile presentation cart.
- Cubicles were purchased for the City Clerk, Police supervisors office, patrol report writing area, Parks and Recreation programming office, and the Public Works Administrative Assistant to allow for separation and/or barriers in work spaces.
- Installation of touchless faucets and flushing mechanisms at all City facilities.
- Installation of air purification systems were integrated into existing HVAC systems at City Hall, Public Works, and the Police Department.
- The City was also reimbursed for \$22,630.60 of expenses related to procurement of PPE, disinfecting chemicals, and social distancing materials (signs and partitions).

In addition, the pandemic continues to have a significant effect on the City's budget, especially in Parks and Recreation revenues. Continual monitoring is required and alternatives will need to be discussed with trends that continue into the 2021 fiscal year.

Mission Bowl Redevelopment (Brian Scott/Kaitlyn Service) In December 2020, the City Council approved a Tax Increment Financing (TIF) Project Plan and a redevelopment agreement for the \$30 million dollar redevelopment of the former Mission Bowl property at 5399 Martway. The proposed redevelopment project, a 168-unit multi-family housing project, was initially brought forward in May. The City facilitated a neighborhood meeting (via Zoom) in June to introduce the project and gather initial feedback. Staff worked with the developer and his design professionals through the summer to formulate a preliminary development plan that was presented to the Planning Commission in August of 2020. This was subsequently approved in October by the City Council. Ultimately, the City and the developer were able to negotiate a project which converted several ground floor units to live/work spaces, dedicated 20% of the apartment units as affordable at 60% of Area Median Income (AMI), and committed to obtaining LEED Silver certification for the project. Demolition of the existing structure is anticipated by June 2020 with construction of the project beginning shortly thereafter.

Racial Equity Conversations/Review of PD Policies and Procedures (Dan Madden/Laura Smith) Following the death of George Floyd in May 2020, City Administration and the Police Department prepared and delivered presentations surrounding the “8 Can’t Wait” initiatives, as well as other calls for transparency in law enforcement. These presentations provided an opportunity for the Police Department to self-reflect and identify areas that required improvement. The presentations covered a wide variety of topics including: current policies, use of force data, bias-based policing data, hiring process, training requirements, and internal affairs data. The Police Department committed to provide similar data moving forward. As the Police Department prepared for these conversations, it was apparent there was an opportunity to collect these data points, and others more efficiently and effectively. The Police Department evaluated software options and brought forward a proposal to enter into a contract with LEFTA Systems. Utilizing LEFTA systems will allow the Department to collect and analyze this data, while also replacing multiple antiquated internal processes. In addition to the review of the police data, the City committed to a multi-step racial equity action plan. Plans for a community forum in the fall were put on hold as a result of COVID-19, and staff has pivoted to a small focus group approach at this time. Staff has continued to research and explore options for advancing training, education and strategy development around this topic. A presentation on a model developed by UCS is included for discussion on the February 3 Finance & Administration Committee agenda.

Bond Refinancing (Brian Scott) The City of Mission issued \$6,945,000 in general obligation (GO) refunding bonds in 2010 for the purpose of restructuring GO bonds that were previously issued in 2005 and 2009 to fund flood mitigation efforts and stormwater infrastructure improvements. These 2010 GO Bonds had an option to be called in September of 2020. In order to take advantage of extremely low interest rates, the City opted to refund these bonds through a new bond issuance (2020A), saving the City approximately \$828,000 in interest costs over the remaining life of the bonds. Staff worked with Elhers, the City’s public financial advisor, to analyze options for a bond issuance, develop a bond prospectus, and solicit proposals from


the financial community. Staff also worked with Gilmore & Bell to draft legal documents necessary to execute the bond sale in place. Through this process the City's bond rating of AA+ was affirmed with Standard and Poor's.

City Hall Administration Remodel (Laura Smith) In order to accommodate the hiring of the new City Planner, Council approved a remodeling project that would create a functional office space out of the entry area in administration. The Mayor was gracious enough to allow his current office space to be allocated for full-time staff, moving to the smaller office in the entry area. The project also included painting the walls in the lobby, hallway, office areas and conference room, and shifting the security access point to the hallway so that visitors to City Hall have a primary contact point at the front window in the lobby. With the final addition of cubicles for the City Clerk's work area, the Administrative offices are much more functional and accommodate the daily work of the staff much more efficiently.

Snow Shoveling Ordinance (Celia Duran/Brian Scott) Following several citizen complaints and inquiries last winter, and at the City Council's request, Staff researched how other cities in the metro area address snow removal from sidewalks. Following action of the Council in 2010, specific snow removal requirements were removed from the ordinance and replaced with a resolution which "encouraged" snow removal without providing any enforcement mechanism for the City. This research was presented to the City Council in the late summer, and subsequently, an ordinance was presented and approved. An article about the new ordinance was placed in the Mission Magazine in December, and letters were sent to property owners with sidewalks in early January.

Safety Committee Reboot (Kathy Stratman/Emily Randel) Staff re-engaged in earnest with a cross-departmental safety program in 2021, led by Payroll/Benefits Specialist Kathy Stratman. Representatives from each work area will meet every other month to discuss the methods to reduce the likelihood of workplace accidents. In January, Thomas McGee representative Travis Bennet presented to the full Public Works staff about how to learn from near miss incidents, and how to complete Job Hazard Analysis (JHAs) sheets for some of the tasks completed throughout the year. Those JHAs will be completed by members in each department. The safety committee is also examining communication strategies during emergency situations, emergency contact protocols, revision of existing safety manuals, staff-directed safety inspections and other training opportunities.

Recruitment and Selection of a New Chief of Police (Laura Smith) In September 2020, the City had the opportunity to begin recruitment for the Chief of Police. A national search was conducted with 35 applicants submitting resumes for consideration. Following a rigorous screening and selection process, Interim Chief of Police Dan Madden was ultimately selected to lead the Department into the future.



While the list of projects, programs and services is lengthy, we are confident there are other successes or accomplishments that we've overlooked. If you have things you would like to add to the list, please feel free to contact me in advance of Wednesday's meeting, or bring them to our attention when we meet and we will update the list accordingly.

Thank you for your continued support of staff throughout the year. It affords us the opportunity to make forward progress on many different fronts. Going forward annually, staff will present a similar project status update four times each year in February, May, July and November.