



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

**WEDNESDAY, MARCH 3, 2021 at 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**

1. Mental Health Co-Responder Presentation ([page 3](#))

Representatives from Johnson County's Mental Health Co-Responder Program and Chief Madden will present information on the 2020 response statistics and other data associated with this program.

**ACTION ITEMS**

2. Acceptance of the February 3, 2021 Finance & Administration Committee Minutes - Audrey McClanahan ([page 9](#))

Draft minutes of the February 3, 2021 Finance and Administration Committee meeting are included for review and acceptance.

3. Rent/Mortgage Assistance Program Partnership - Laura Smith ([page 17](#))

The City has historically offered a variety of assistance programs for residents and property owners (BIG Program, Rebate, Mission Possible), but has not previously offered support for vulnerable residents who might be at risk for eviction or foreclosure. Recognizing the potential impacts of COVID-19, the Council created an Emergency Housing Relief fund for low-income Mission residents experiencing financial difficulties.

Funds were budgeted in the amount of \$15,000. Staff has researched options for program implementation, and is recommending the City partner with Catholic Charities to administer the program.

4. Racial Equity in Cities Program - Laura Smith ([page 21](#))

In February, the Council heard a presentation from Kathryn Evans of Rooted Strategy who is working with UCS to develop a pilot “Racial Equity in Cities” program. The goal of the program is to recruit 5-6 jurisdictions who will work together with UCS and their identified facilitators to accomplish a number of objectives around issues of racial equity, diversity and inclusion. Cohort members will work both individually (by city) and collectively to address these issues, to implement training, and to build in-house capacity in order to be able to continue this work into the future without the on-going support of UCS. Estimated costs to participate in the program are \$5,000-7,000.

### DISCUSSION ITEMS

5. Ordinance Revisions to Allow for Smoking in Tobacco Shops - Laura Smith ([page 33](#))

Councilmember Schlossmacher recently inquired about the City’s smoking ordinances and how they might interact with or accommodate smoking in a tobacco shop. Currently, Mission’s smoking regulations (Section 225.110 - 225.180) only exempt smoking in private residences that do not also serve as enclosed places of employment. Smoking regulations in Kansas are regulated via the Kansas Indoor Clean Air Act (K.S.A 21-6109 *et seq.*), and the act does provide exceptions where smoking is permitted, including in tobacco shops. The Committee will discuss the information further and determine whether revisions to the existing smoking regulations should be considered.

6. COVID Update - 2021 Operational Impacts - Laura Smith/Penn Almoney/Emily Randel ([page 42](#))

Recommendations regarding operation of the Mission Family Aquatic Center, Mission Summer Camp program and the Mission Market for the 2021 seasons will be presented. Specific COVID-19 considerations and protocols will be outlined and discussed and staff will seek Council direction and consensus on how to proceed in alignment with current public health orders and other public health considerations.

### OTHER

7. Department Updates - Laura Smith

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

<b>City of Mission</b>	Item Number:	1.
<b>INFORMATIONAL ITEM</b>	Date:	March 3, 2021
<b>ADMINISTRATION</b>	From:	Dan Madden

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

**RE:** Mental Health Co-Responder Program Presentation

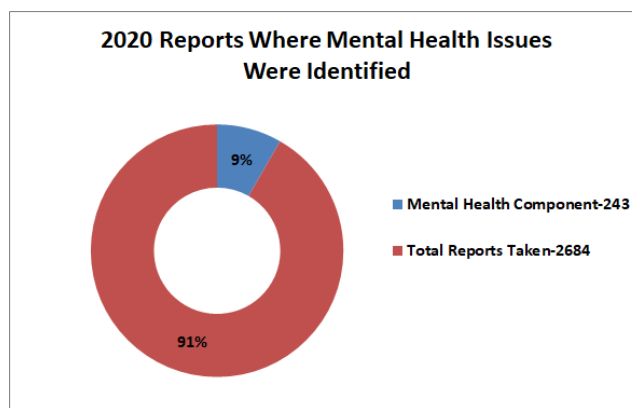
**DETAILS:** Since 2017, the Police Department has partnered with other NE Johnson County Police Departments and Johnson County Mental Health to offer a Mental Health Co-Responder. The Co-Responder is a licensed mental health professional who responds to, and follows up with persons who may be experiencing a mental health crisis or other mental health related incidents. Having this resource available to Officers provides for those in crisis to be evaluated quickly and effectively to determine the most appropriate next step in their care.

Mission shares a Mental Health Co-Responder with the cities of Fairway, Merriam, Roeland Park and Westwood.

At the Committee meeting, representatives from Johnson County Mental Health will provide an overview of the Co-Responder program as well as information about how Mission is benefiting from this partnership. Making the presentation will be Jen Melby, Co-Responder and Jessica Murphy, Co-Responder Team Leader and will include data for 2020 and YTD through January 2021.

In addition to the data presented by the Mental Health team, Chief Madden has developed some additional metrics to aid in evaluating the program and how best to determine the appropriate level of resources for Mission.

In 2020, the Mission Police Department took a total of 2,684 police reports. Of that total, 243 or approximately 9% had a mental health component.

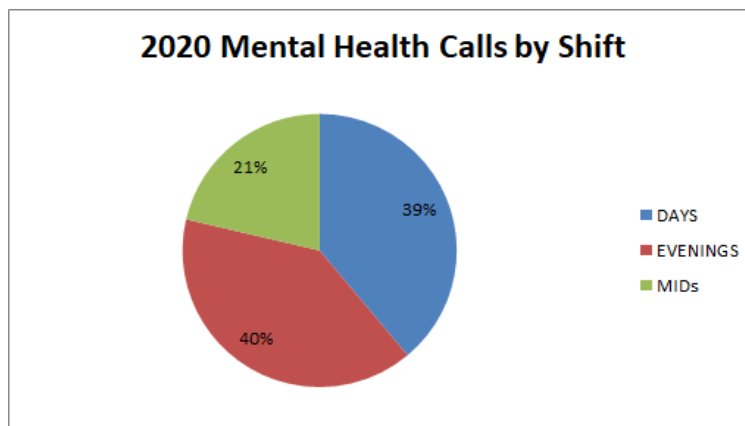
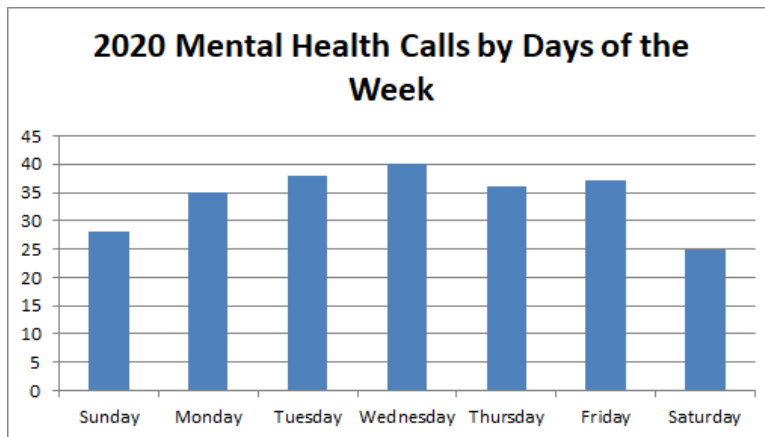


Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	1.
<b>INFORMATIONAL ITEM</b>	Date:	March 3, 2021
<b>ADMINISTRATION</b>	From:	Dan Madden

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

Data for mental health calls categorized by day of the week and by patrol shift is also included below.



**CFAA CONSIDERATIONS/IMPACTS:** Those experiencing mental health crisis' in our community are positively impacted by the Mission Police Department's commitment to awareness and training in mental health responses. This commitment is furthered by our partnership with Johnson County Mental Health and the Co-Responder program.

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

# NE5 Co-Responder

## January 2020-December 2020

Service City	Police Reports involving Mental Health subjects	911 responses	Potential 911 Responses June-Sept	Consultation with Officer to assist with decision-making	Contacts and Attempts to Contact subject following police contact	Citizens connected to services during or after police contact	Avoided taking subject to ER because CR involved	Avoided taking subject to jail because CR involved
Fairway	25	7	0	9	13	2	3	1
Merriam	325	34	20	50	128	39	15	3
Mission	243	31	18	25	97	31	17	6
Roeland Park	77	14	3	14	54	24	4	4
Westwood	44	3	4	7	20	7	0	1
<b>Total</b>	<b>714</b>	<b>89</b>	<b>45</b>	<b>98</b>	<b>312</b>	<b>103</b>	<b>39</b>	<b>15</b>

\*Northeast Co-Responder was on maternity leave for 3 months in 2020 causing numbers to be lower than previous years

\*Potential 911 Responses June-Sept reflect 911 calls that the Co-Responder would have responded to if not on maternity leave.



# NE5 Co-Responder

## January 2020-December 2020

Service City	911 response in person	911 response by phone	Potential 911 Responses June-Sept	Consult with Officer	Outreach in person	Outreach Attempt in person	Follow-Up by phone	Follow-Up Attempt by phone	Avoided taking subject to ER	Avoided taking subject to jail
Fairway	6	1	0	9	0	0	6	7	3	1
Merriam	25	9	20	50	9	1	67	49	15	3
Mission	24	7	18	25	6	1	59	31	17	6
Roeland Park	10	4	3	14	3	3	30	18	4	4
Westwood	2	1	4	7	0	0	15	5	0	1
<b>Total</b>	<b>67</b>	<b>22</b>	<b>45</b>	<b>98</b>	<b>18</b>	<b>5</b>	<b>177</b>	<b>110</b>	<b>39</b>	<b>15</b>

\*Northeast Co-Responder was on maternity leave for 3 months in 2020 causing numbers to be lower than previous years

\*The number of phone assessments vs. 911 responses in 2020 were higher due to COVID-19

\*The number of in-person outreaches was lower due to COVID-19



# NE5 Co-Responder

## Definitions

**911 Response by Phone** - Officers contacted Co-Responder by phone and subject was assessed over the phone by Co-Responder due to COVID-19.

**Potential 911 Responses June-Sept** - These numbers reflect reports that were linked to the Co-Responder, which occurred during times the Co-Responder would have been in service, and the Co-Responder would have responded to while Co-Responder was on maternity leave.

**Consult with Officer** - Officer contacted Co-Responder for assistance or to request Co-Responder follow up with subject. Response from Co-Responder was not needed.

**Outreach in person** - Co-Responder and officer went to subject's house to follow up after initial police contact.

**Follow up by phone** - Co-Responder followed up with subject by phone after initial police contact.

**Avoided taking subject to ER/Jail** - 911 responses Co-Responder was involved in that would have likely resulted in subject being taken to ER or jail if Co-Responder had not been involved.



# NE5 Co-Responder

## January 2021

Service City	Reports Received	Total Contacts	911 response	LEO Consult	Assessed by Phone	Outreach in person	Outreach Attempt in person	Follow-Up by phone	Follow-Up Attempt by phone
Fairway	5	9	3	1	0	0	0	3	1
Merriam	23	18	2	3	0	0	0	6	4
Mission	14	17	2	2	0	0	0	5	4
Roeland Park	2	8	0	0	0	0	0	1	2
Westwood	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>44</b>	<b>52</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>11</b>



<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	March 3, 2021
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** February 3, 2021 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the February 3, 2021 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the February 3, 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**

February 3, 2021

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, February 3, 2021. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Kristin Inman, Sollie Flora, Debbie Kring and Ken Davis. Councilmember Schlossmacher was absent. Mayor Appletoft was also in attendance. Councilmember Kring called the meeting to order at 7:47 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 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 January 6, 2021 Finance and Administration Committee Minutes**

Minutes of the January 6, 2021 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### **Declaration of Surplus Equipment**

Mr. Scott explained 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 was included in a 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. Mr. Scott added that these items will be sold at auction with Purple Wave.



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.

#### **New CMB License Application: The Corner Lalo's Kitchen, 5038 Lamar Avenue**

Ms. McClanahan reported that The Corner Lalo's Kitchen has submitted, per State statutes and Mission's Code, an application to sell cereal malt beverages / enhanced cereal malt beverages (CMB) at 5038 Lamar Avenue. Additionally, a criminal history background check was completed on the business owner/manager by our Police Department without issue and they have paid the required fee. This approval is good through December 31, 2021 and will be approved annually with other CMB licenses at the December Council meeting.

Councilmember Kring wished the business luck that they will be successful.

Councilmember Davis recommended the application for The Corner Lalo's Kitchen, 5038 Lamar Avenue, to sell Cereal Malt Beverage on premises be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

#### **Appointment of City Historian**

Ms. Smith reported that 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 and following the Council's approval, Resolution 997 was adopted and Mission resident Frank Bruce was appointed. Mr. Bruce's contributions have been positive and invaluable in capturing the history of the community, including his recent collaboration with Kate Deacon on the Otocast application.

It was 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 was revised and updated to reflect more accurately the current duties and role for the City Historian. The City is confident Mr. Bruce will have many opportunities to help capture and memorialize pieces of our Mission history as the City celebrates its 70th anniversary in 2021.

Councilmember Davis asked if Mr. Bruce worked with the Johnson County Museum to establish some historical information there for the City. Ms. Randel replied that they have been building nice relationships through the Otocast app development, especially with seeking the Museum's assistance with photographs. Councilmember Davis added that it would be a good idea to establish a collection at the Museum for the City and possibly collaborate with other cities in Northeast Johnson County. Councilmember Flora commented that she hoped as discussions



continue around racial equity that there could be an examination into the City's history regarding this conversation.

Councilmember Thomas asked about how the history of Mission has been promoted at community events or local schools through this position in accordance with the duties outlined in the Resolution. Ms. Smith replied that although included, that is not something Mr. Bruce has done in this role. Councilmember Thomas suggested that section be taken out of the Resolution, since this position is more to help City staff and Council as well as provide record keeping, information and assist with programs. Councilmembers Flora and Boultinghouse agreed, and Ms. Smith agreed to remove Section B from the Resolution.

Councilmember Davis recommended the reappointment of Frank Bruce to the position of City Historian through December 31, 2023 be forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

### **Discussion Items**

#### **UCS Racial Equity Theory of Action/Cohort**

Ms. Smith reported that in May 2020, following the George Floyd incident in Minneapolis, Mission began discussing issues of racial justice, equity and inclusion. Formal statements were issued by the Mayor and Police Chief, with a joint statement from the Council, acknowledging for residents and employees that the City has an obligation to engage in these conversations and are committed to do so. An action plan to address racial equity was developed last August and included conversations around police processes, identifying efforts to be more effective as a city in engaging diverse persons in our community, and research and implementation of opportunities for on-going training and education for our elected officials and employees. A focus group met and provided valuable feedback around diversity and inclusion within the community. The City also plans to hold focus groups for Mission business owners as well as additional general focus group sessions.

The United Community Services (UCS) have been exploring opportunities for continued education and training with their Racial Equity and Inclusion Committee. Kathryn Evans, with Rooted Strategy and the Manager of Special Projects for UCS, presented on a pilot program for Racial Equity in Cities. Ms. Evans explained that UCS has worked for greater awareness and understanding regarding issues of racial equity while bringing diverse partnerships to the table to work towards a common goal. UCS strives to work alongside those who are disproportionately impacted by social and economic barriers to health and wellbeing with the mission to enhance the availability and delivery of health and human services.

Ms. Evans reported that through research it has been determined that racism can create negative health outcomes for people in a community by directly being affected by education, employment, food and housing. When these factors are disrupted in unfair or unjust ways, often due to systematic racism, then they can contribute to racial and ethnic disparities in health. She stressed the importance of planning for opportunities now since younger generations are more diverse and it's critical for the long term wellbeing and health of everyone in the community.

Next, Ms. Evans discussed the UCS Theory of Action for the Racial Equity and Inclusion Initiative. The purpose of the initiative is to support the integration of diversity, equity, inclusion and belonging by assessing data, telling stories and examining individual bias. They plan to enable dialogue while recruiting and developing leaders who will collaborate to make plans to help communities. There practices include:

- Launching the Racial Equity in Cities program to provide planning support and technical assistance to local jurisdictions
- Conduct a climate study to identify attitudes and perspectives towards racial equity work in Johnson County
- Invest in anti-racism/equity education and experiences
- Develop and promote a framework for racial equity in public policy to local and state elected officials
- Educate various sectors on the history and impacts of systemic racism in Johnson County

UCS will begin by forming core groups with partnerships that can provide services and support to local jurisdictions. They will launch workshops and educational seminars along with assessments to gain a solid foundation in the program.

Councilmember Kring asked if UCS had any relationship with the Urban League. Julie Brewer, Executive Director of UCS, explained that they have not been working with the Urban League in recent years, however, they are partnering with a number of groups representing communities of color including the NAACP and the Latino Leadership Coalition.

Councilmember Flora asked about which other cities were also considering joining the cohort. Ms. Evans reported that they have had conversations with Prairie Village, Roeland Park, Lenexa, Westwood and Johnson County government.

Councilmember Boultinghouse inquired as to what a specific exercise or activity would look as a part of the work. Ms. Evans explained they do not have a curriculum at this point since the goal is to develop that with the community, however, they will incorporate assessments which will assist in evaluating your organization.

Ms. Smith commented that staff has been impressed with UCS' objective to formulate a tool that will help the City evaluate the potential racial equity impacts of policy decisions. This could relate to the delivery of assistance programs or the implementation of a residential street program. Additionally, Ms. Smith advised that one of the attractive components of the UCS proposal was that it sought to build a sustainable framework or infrastructure with the City to continue the diversity and inclusion work into the future without needing ongoing support from UCS. Councilmember Flora added that this model is effective in gaining those skills from experts then utilizing that information in-house.

Ms. Evans commended the Council for being so attentive and intentional around this issue because it is extremely important to people's everyday lives.

### **2020 Project Status Update/Budget Review**

Ms. Smith reported that staff compiled status updates on the various projects, issues, programs and services that made up the majority of work in 2020. These projects and programs were derived either from Council goals and objectives, were included in the 2020 budget, or presented themselves as opportunities throughout the year.

Key projects and programs included:

- Comprehensive Plan Update: Originally started in early 2020, this important community facing project was reinitiated in September 2020. An online survey was conducted to gather community feedback on housing, placemaking, streetscapes and general thoughts about Mission. Individual interviews were held with community stakeholders. Currently, the Committee is working with the City on land use classification, zoning and transportation. There will be a joint City Council and Planning Commission meeting in March to gather more information.
- Building Permitting and Code Enforcement Software: The City will send out a Request for Proposals and anticipates bringing a recommendation forward to the Council later in the year.
- Facility Conservation Improvement Program (FCIP): As of January 2021, CTS Group has completed the bulk of their investigations with full equipment, weatherization and lighting audits at each facility. Next, staff and Council will review prioritized projects with estimated costs and anticipated energy and operations and maintenance savings.
- COVID-19 Housing Relief Fund: Staff continues to work with UCS to identify an appropriate agency to release funds to provide rent/mortgage relief to Mission residents.
- Rock Creek Channel Project: The project is about 90% complete with Phase 2 activities, which will include surfacing of the parking lot and site restoration.
- Street Asset Inventory/Street Maintenance Program: The street asset inventory and development of a street maintenance program is almost complete. The final steps

include proposed financing for the residential and arterial (CARS) programs and preparing materials and timing for a sales tax ballot campaign.

- Transition of Family Adoption Program: The Family Adoption Committee had several meetings to organize and adjust the program in consideration of COVID-19. In 2020, 84 families/354 individuals were fed and positively impacted during the holiday season.
- Technology Upgrades: 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.

This year with COVID-19, the City experienced several unanticipated circumstances. Responding to the pandemic has been all encompassing, and has required a tremendous amount of staff resources and attention to ensure we are able to appropriately protect our residents and our employees. The City was able to take advantage of over \$300,000 in CARES Funding allocated through Johnson County to purchase equipment and make facility and program modifications that will protect both the public and employees going forward.

One of the City's biggest successes in 2020 was negotiating redevelopment of the former Mission Bowl property with the Sunflower Development Group. In exchange for consideration of the use of public incentives, the multi-family residential project will not only designate 20% of the available units as affordable/attainable meeting an important need within the community. Additionally, the project will attain a LEED Silver Certification. Also, with the bond refinancing this year, the City was able to save the community over \$800,000 in interest payments.

Councilmember Flora commented about the Greenhouse Gas inventory and the timing and the possibility to bring it forward on the schedule in order to align with the regional climate action plan. Councilmember Thomas thanked Ms. Smith for this update of the year and asked if it would be possible to have an electronic survey to share the Council's interests and priorities instead of a retreat for 2021. Ms. Smith confirmed that could be an option for this year.

Councilmember Davis asked about opening the aquatics center for the summer. Ms. Smith replied that many communities are looking at opening their pools, so the City is assessing how to continue on that path safely with proper protocols. Mr. Almoney added that the biggest concern will be how to safely train the team with current restrictions and social distancing, but feels that it can be accomplished if we can secure enough staff to operate for the season.

Councilmember Kring asked if it was possible to see how the budget balanced out in relation to expenses on operational and COVID-19 related items versus the budget that wasn't spent on filling positions or renewing certain contracts. Ms. Smith replied that they have a clear picture of what was spent on COVID-19 materials which was generally the \$300,000 in CARES funding from the County. The other operational impacts and expenses are more subtle and are difficult to quantify.



Based on the end of year reports, the City actually did better than the revised 2020 budget and will only need to utilize the excess fund balance by about \$345,000 as opposed to \$1.3 million. That was originally anticipated. Councilmember Davis asked how other cities compared. Ms. Smith answered they had very similar situations, particularly with respect to sales tax and community center performance. Councilmember Flora asked and Ms. Smith confirmed that the City was tracking with NLC on federal relief prospects.

### **OTHER**

#### **Department Updates**

There were no Department Updates.

#### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:00 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk



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

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

**RE:** Rent-Mortgage Assistance Program

**RECOMMENDATION:** Authorize the City Administrator to engage Catholic Charities to implement and administer the distribution of \$15,000 in rent or mortgage assistance funds to Mission residents.

**DETAILS:** During the budget development process in 2020, as the impacts of the COVID-19 pandemic were discussed, the City Council authorized a one-time expenditure (\$15,000) to establish a COVID-19 Housing Relief Fund that would provide rent-mortgage assistance to Mission residents.

The City has historically offered a variety of assistance programs for residents and property owners (BIG Program, Rebate, Mission Possible), but has not previously offered support for vulnerable residents who might be at risk for eviction or foreclosure as a result of an economic hardship. In an effort to consider extending some type of relief or assistance during these unique times, the Council authorized creation of a COVID-19 Emergency Housing Relief fund for low-income Mission residents experiencing financial hardship. Funds were budgeted in the amount of \$15,000.

Mission has a diverse socio-economic makeup, and the City Council supported finding a way to help protect our residents, particularly those in multi-family housing, from being forced out of their homes, and perhaps the city, due to an inability to make a rent or mortgage payment.

When the idea was originally suggested, staff reached out to United Community Serves to discuss partnering with an existing established housing support provider in the County. Housing assistance programs can be very cumbersome and it was important to ensure that we could efficiently and effectively get the funds to residents in need and preserve the integrity of the process.

Through our conversations with UCS, it was suggested that Catholic Charities might be an appropriate fit as an agency who could assist the City with this program. Staff talked at length with the Grants Manager and is recommending that Mission proceed to partner with them to begin identifying eligible participants and distributing the committed funds. Several of the key factors that support the recommendation to partner with Catholic Charities include, but are not limited to:

- Experience with rent/mortgage assistance programs, including a similar ongoing partnership with the City of Olathe

Related Statute/City Ordinance:	NA
Line Item Code/Description:	General Fund Reserves
Available Budget:	\$15,000

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

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

- Can connect clients with other emergency services/support such as utility assistance, food pantry, diapers, etc. (stabilization programs)
- Strong commitment to wrap-around programs that provide education and support to strengthen and encourage
- Housing Navigator position on staff to aid in connecting with property owners/landlords to identify tenants in need of assistance
- Access to service center at 9806 W. 87th (just west of 87th/Antioch) in Overland Park
- No administrative fees, leaving 100% of the funds to be distributed to Mission residents

There are a some additional decisions the Council will need to provide direction on in order for staff to finalize program details with Catholic Charities including:

### Income guidelines

The City may set its own income guidelines for the program. Staff recommends using the same income qualification guidelines currently in place for the Community Rebate program which are based on the U.S. Housing and Urban Development Fiscal Year Income Limits - [https://www.huduser.gov/portal/datasets/il.html#2020\\_query](https://www.huduser.gov/portal/datasets/il.html#2020_query) and shown in the table below:

FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2020 Income Limit Area	Median Family Income <a href="#">Explanation</a>	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Kansas City, MO-KS HUD Metro FMR Area	\$86,000	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	30,100	34,400	38,700	<b>43,000</b>	46,450	49,900	53,350	56,800
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	18,100	20,650	23,250	<b>26,200</b>	30,680	35,160	39,640	44,120
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	48,200	55,050	61,950	<b>68,800</b>	74,350	79,850	85,350	90,850

The Community Rebate Program uses the “Very Low” Income Limit category which is 50% of the median family income, and staff recommends using this limit for the

Related Statute/City Ordinance:	NA
Line Item Code/Description:	General Fund Reserves
Available Budget:	\$15,000

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

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

Rent-Mortgage Assistance program as well.

### **Grant amounts**

The City may establish requirements for a set dollar amount per applicant/recipient (i.e. \$500) or could set the dollar limit equivalent to one (1) month of rent or mortgage. Staff recommends the one month rent/mortgage equivalent so that a resident is not required to have to look for additional assistance from another source to meet their housing needs.

### **Reason for Hardship**

Although the Council authorized this funding as a result of the COVID-19 pandemic and its impact on Mission residents, Catholic Charities would not recommend requiring specific or detailed documentation that the hardship is specifically COVID related. They report having other CARES Act funding which they are currently trying to get out into the community where stringent reporting requirements are creating unanticipated challenges in disbursing the funds. Since COVID impacts are varied and widespread, staff recommends not placing specific requirements on the program as long as other criteria or guidelines are met.

### **Length of Mission Residency**

The Council may wish to establish a minimum period of time that a recipient must have lived in Mission. Since these funds were allocated in response to the onset of the pandemic (March 2020), staff suggests it would be reasonable to require Mission residency since January 2020 as a criteria for eligibility.

### **Access and Timing**

If the Council supports the partnership with Catholic Charities, staff will immediately begin formalizing the program criteria and working with them to develop a strategy to educate and reach Mission residents who may be in need of assistance. There are likely already existing Catholic Charities clients who can be readily targeted for consideration. The Housing Navigator may be able to assist in communicating with various apartment communities and other property owners to connect tenants to the program.

In order to move the program forward as quickly as possible, staff will seek guidance on the criteria and then seek the support of the Council to authorize the City Administrator

Related Statute/City Ordinance:	NA
Line Item Code/Description:	General Fund Reserves
Available Budget:	\$15,000

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

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

to proceed to execute the details and allocate up to \$15,000 for the rent and mortgage assistance program

**CFAA CONSIDERATIONS/IMPACTS:** The COVID-19 pandemic has had serious impacts for many residents of our community, especially those who have become vulnerable or at-risk of losing stable housing because of economic hardship. The rent-mortgage assistance program seeks to help stabilize the situation for these residents, offering some protection and relief during these difficult times.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	General Fund Reserves
Available Budget:	\$15,000

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	March 3, 2021
<b>Administration</b>	From:	Laura Smith

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

**RE:** Participation in UCS’ Racial Equity for Cities Program/Cohort

**RECOMMENDATION:** Authorize the City to participate in a pilot program coordinated by United Community Services (UCS) to provide strategic planning services and technical assistance around issues of diversity, racial equity and inclusion at a cost not to exceed \$7,000.

**DETAILS:** As we continue to follow-up on our racial equity work following the plan that was established in the summer of 2020, one of the remaining steps involves researching and implementing opportunities for on-going training and education for our elected officials, employees and the larger community relative to implicit bias, race and inequity, diversity and inclusion.

We are committed to dedicated anti-bias/diversity and inclusion training for staff and the Governing Body, but recognize that maintaining and enhancing a culture that recognizes the humanity and dignity of every person throughout our community will require focus, dedication, and resources that we don’t currently have.

Last summer, as the action plan was being developed, staff engaged in conversations with United Community Services (UCS) who had been doing work in this area through their Racial Equity and Inclusion (REI) Committee. Specifically, their REI Committee identified development of a *Racial Equity in Cities Program* to “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” as one of five strategic practices.

During the February 3 Finance & Administration Committee meeting the Council heard a presentation from Kathryn Evans of Rooted Strategy who has been working with UCS to develop the program. The goal is to recruit 5-6 jurisdictions who will work together with UCS and their identified partners/facilitators to accomplish a number of objectives including

- Education and Training
- Assessing and Planning
- Applied Knowledge and Sustainability
- Project Management
- Development of a Resource Toolkit

Related Statute/City Ordinance:	NA
Line Item Code/Description:	Training line items in: Legislative, Administration and Police Budgets
Available Budget:	\$7,000

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	March 3, 2021
<b>Administration</b>	From:	Laura Smith

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

Once the pilot cities are confirmed and funding secured, the facilitators will schedule focus listening meetings with each participating jurisdiction to gain a better understanding of each one's challenges, goals, and questions, to ensure the training/education/leadership development process is meeting a jurisdiction wherever it may be in its REI process. This portion of the work will help the facilitators prioritize the shared learning objectives for the cohort jurisdictions

The planning stage will include working with cities to identify who and how many people they want to take part in the collective learning/leadership readiness cohort. This will need to include decision makers (elected officials), but should also include staff and community members. The pilot will include an identified number of slots for each jurisdiction (estimated at approximately ten).

Cohort members will work individually (by city) and collectively to address these issues, to implement training, and to build capacity in-house to continue this work into the future without the on-going support of UCS. Staff believes this pilot program provides a structured and effective way to begin to identify and prioritize needs and issues within our specific community and would recommend that Mission join as a member of the pilot program.

Program costs for Mission are estimated to be between \$5,000-7,000 to participate in the pilot program, and funds are recommended to come from the following budgets:

- Legislative                 \$2,500
- Administration            \$2,000
- Police                         \$2,500

**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:	Training line items in: Legislative, Administration and Police Budgets
Available Budget:	\$7,000

# 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"> <li>Share Data</li> <li>Tell Stories</li> <li>Examine Individual Bias</li> <li>Enable Dialogue</li> <li>Recruit and Develop Leaders</li> <li>Collaborate and Plan</li> </ul>
Participants
<ul style="list-style-type: none"> <li>Core Working Group</li> <li>Thought Partners</li> <li>Champions</li> <li>End-Users</li> <li>Resisters</li> </ul>
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.





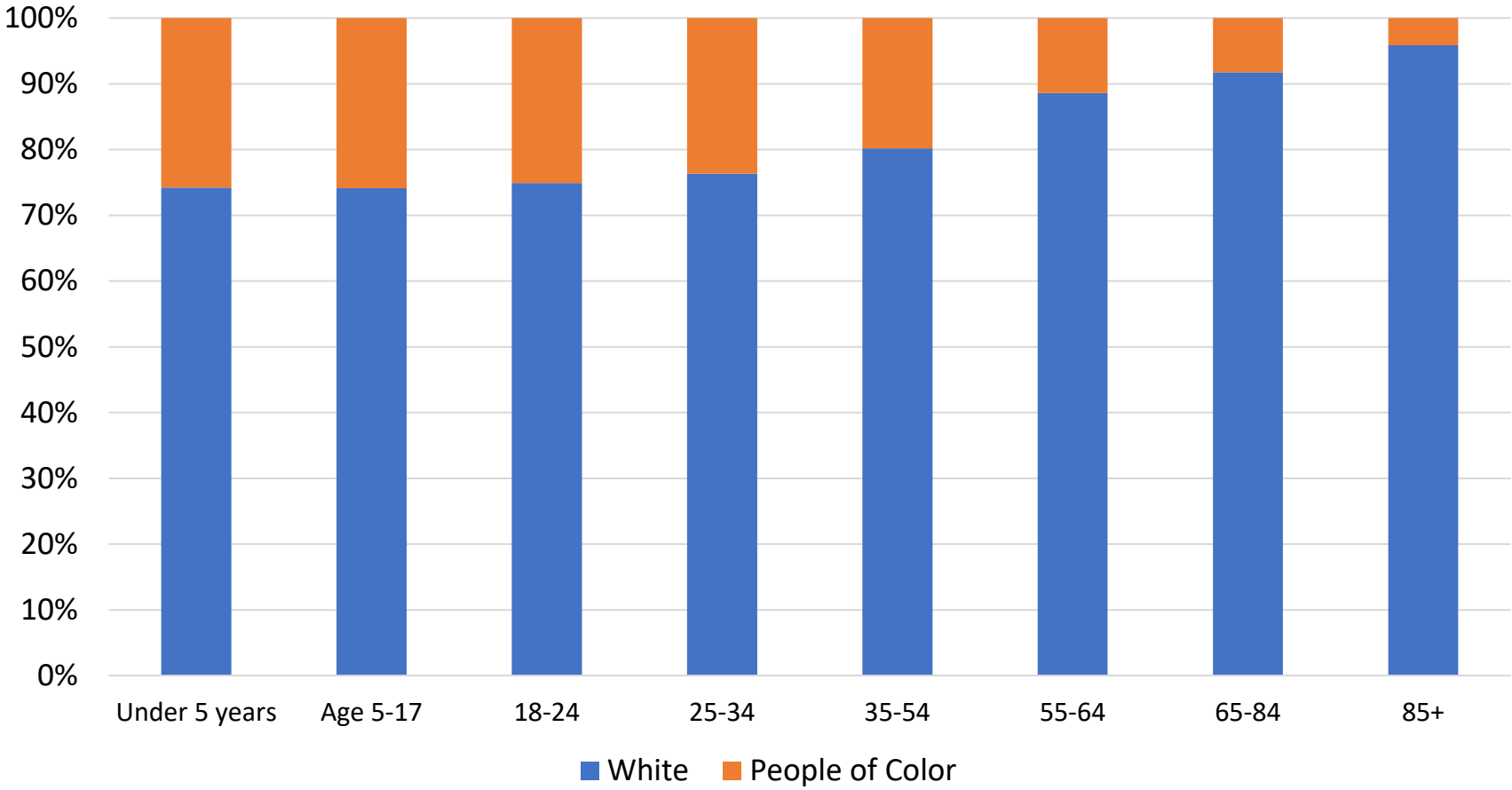
United Community Services  
of Johnson County

# 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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<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.

# 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



<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	March 3, 2021
<b>Administration</b>	From:	Laura Smith

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

**RE:** Smoking Ordinance Revisions to Allow Smoking in Tobacco Shops

**DETAILS:** Last fall, Councilmember Schlossmacher reached out to staff to inquire about the City’s current smoking ordinances and how they might interact with or accommodate smoking in a tobacco shop.

Mission’s smoking regulations are outlined in Section 225 of the Municipal Code (included in the packet), and with the exception of a few minor updates, were established in 2008 following a series of meetings where the Council solicited public input and comment. Currently, Mission’s ordinances only exempt the following from application of the smoking regulations:

*Section 225.150 Places Where Smoking Is Not Regulated*

*Notwithstanding any other provision of this Article to the contrary, the following areas shall not be subject to the smoking restrictions of this Article:*

*Private residences, not serving as enclosed places of employment or an enclosed public place.*

Smoking regulations in Kansas are regulated by the Kansas Indoor Clean Air Act which is codified as K.S.A 21-6109 *et seq.* The Act prohibits smoking in an enclosed area or at a public meeting including, but not limited to: public places; taxicabs and limousines; restrooms, lobbies and other common areas in public and private buildings; access points of all buildings and facilities; and any place of employment. Similar to other state statutes, the City must enact the state regulations as a baseline, but may choose to be more restrictive than state law. Cities do not have the option to be less restrictive.

The Act does provide exceptions where smoking is permitted, including in a tobacco shop. A memo is included in the packet in which research related to exemptions granted in other Johnson County cities (Lenexa and Overland Park) to allow smoking in tobacco shops is reviewed.

During the Committee meeting Councilmember Schlossmacher will share additional information and perspective regarding his inquiry, and there will be an opportunity to discuss whether the Council wishes to consider revisions to the existing smoking regulations to allow for smoking in tobacco shops in accordance with the exemptions provided in the Kansas Clean Air Act.

Related Statute/City Ordinance:	Mission Municipal Code Section 225.110 - 225.18
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	March 3, 2021
<b>Administration</b>	From:	Laura Smith

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

It is the staff's understanding in discussing this request, that it would accommodate a smoking lounge/room concept only, and would not be a situation in which alcohol was anticipated to be served.

If there is interest in revising the current regulations, staff will prepare an action item for the April 7, 2021 Committee meeting.

**CFAA IMPACTS/CONSIDERATIONS:**

Related Statute/City Ordinance:	Mission Municipal Code Section 225.110 - 225.18
Line Item Code/Description:	NA
Available Budget:	NA



## MEMORANDUM

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Date: November 24, 2020  
To: Laura Smith, City Administrator  
From: Brian Scott, Assistant City Administrator  
RE: Regulation of Tobacco Shops

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The Kansas Indoor Clean Air Act is codified as K.S.A 21-6109 *et seq.*

The Act prohibits smoking in an enclosed area or at a public meeting including, but not limited to: public places; taxicabs and limousines; restrooms, lobbies and other common areas in public and private buildings; access points of all buildings and facilities; and any place of employment.


The Act does provide exceptions, though, where smoking is permitted. These include include: the outdoor area of any building beyond the access point (10 feet away from any door, window, or air intake); private homes; the gaming floor of a lottery gaming or race track gaming facility; that portion of an adult care home that is fully enclosed and ventilated, **tobacco shops** (emphasis added); a Class A or B club that was licensed before 2009; a private club; and an enclosed and ventilated portion of a medical research facility.

Tobacco Shop is defined in the Act as any indoor area operated primarily for the retail sale of tobacco, tobacco products, or smoking devices or accessories, and that derives not less than 65% of its gross receipts from the sale of tobacco.

So, the Act does allow smoking within tobacco shops that sell tobacco products.

The City of Lenexa has a code that mirrors the Kansas Indoor Clean Air Act. Lenexa's code exempts tobacco shops, vapor retailers, and hookah bars. Tobacco shops and vapor retailers are defined as establishments that derive not less than 65% of its gross receipts from the sale of tobacco/vapor products or tobacco/vapor product accessories. Hookah bars are defined as an enclosed indoor area operated primarily for the on-premises (emphasis added) smoking of tobacco through a device including, but not limited to, a hookah, and which derives 65% of its gross receipts from the sale of on-premises smoking of tobacco. The sale of alcohol is not allowed in any of the three, and they cannot be within a business that is not exempt under the Act.

Overland Park also has a code that mirrors the Kansas Indoor Clean Air Act. Enclosed retail establishments whose primary business is the sale of tobacco products are exempt from the



code. However, enclosed retail establishments whose primary business is the sale of tobacco products and are established after March 2008 can only be located in a stand-alone building not attached to or part of any building devoted to other uses. Likewise, retail establishments whose primary business is the sale of electronic cigarettes are also exempt from the code. Such retail establishments established after August 2014 can only be located in a stand -alone building not attached to or part of any building devoted to other uses.

The City of Mission has a code that mirrors the Kansas Indoor Clean Air Act, but takes a stricter stance on exemptions, essentially only exempting private residences. If there is a desire to permit smoking within a tobacco shop, then the code will need to be amended.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

### Article III Smoking Regulations

**Section 225.110 Purpose.**  
**[Ord. No. 1261 §1, 5-21-2008]**

The purpose of this Article is promote public health by decreasing citizens' exposure to secondhand smoke and create smoke-free environments for workers and citizens through regulation in the work place and public places.

**Section 225.120 Definitions.**  
**[Ord. No. 1261 §1, 5-21-2008]**

For the purposes of this Article, the following words shall have the meanings respectively ascribed to them by this Section.

**EMPLOYEE**

Any person who performs services for an employer, with or without compensation.

**EMPLOYER**

A person, partnership, association, corporation, trust or other organized group of individuals, including the City or any agency thereof, which utilizes the services of one (1) or more employees.

**ENCLOSED**

A space bound by walls (with or without windows) continuous from the floor to the ceiling and enclosed by doors including, but not limited to, offices, rooms, all space therein screened by partitions which do not extend to the ceiling or are not solid, "office landscaping" or similar structures and halls.

**OPEN OFFICE LANDSCAPING**

Indoor areas without permanent walls or walls that are not floor to ceiling; open space such as waiting areas and atriums; cubicles and/or open desk seating areas.

**PLACE OF EMPLOYMENT**

Any enclosed area under the control of public or private employer which employees normally frequent during the course of employment including, but not limited to, work areas, employee lounges and restrooms, conference and classrooms, employee cafeterias, hotel or motel sleeping rooms, private rooms in nursing homes, private meetings/conference rooms and halls not open to the general public while being used for private functions or located within private clubs and hallways. A private residence is not a "place of employment" unless it is used as a childcare, adult day care or health care facility.

**PUBLIC PLACE**

Any enclosed area to which the public is invited or in which the public is permitted including, but not limited to, banks, educational facilities, health facilities, laundromats, public transportation facilities, reception areas, production and marketing establishments, retail service establishments, retail stores, theaters and waiting rooms. A private residence is not a "public place".

**Commented [1]:** Editor's Note — Ord. no. 1261 §1, adopted May 21, 2008, repealed art. III "smoking regulations" containing sections 225.110 — 225.150 and enacted new provisions set out herein. Former sections 225.110 — 225.150 derived from CC 2000 §§8-801 — 8-805; ord. no. 913 §1, 6-14-95. This newly enacted Article is enforceable September 1, 2008.

**SERVICE LINE**

Any indoor line at which one (1) or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.

**SMOKING**

The use of any device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to any electronic cigarette, vaporizer, cigar, pipe, or hookah, including any component, part, or accessory of such a device, whether or not sold separately.

[Ord. No. 1438 §1, 6-15-2016]

**SPORTS ARENA**

Sports pavilions, gymnasiums, health spas, boxing arenas, swimming pools, roller and ice rinks, bowling alleys and other similar places where members of the general public assemble either to engage in physical exercise, participate in athletic competition or witness sports events.

Section 225.130 **Prohibition of Smoking in Enclosed Places of Employment.**

[Ord. No. 1261 §1, 5-21-2008; Ord. No. 1438 §2, 6-15-2016]

- A. Smoking shall be prohibited in all enclosed places of employment within the City.
- B. It shall be the responsibility of employers to provide a smoke-free work place for all employees.
- C. Each employer having any enclosed place of employment located within the City shall adopt, implement, make known and maintain a written smoking policy which shall contain the following requirements:
  - 1. Smoking, including the use of e-cigarettes, shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms and all other enclosed facilities.
- D. The smoking policy shall be communicated to all employees within four (4) weeks of the adoption of this Article.
- E. All employers shall supply a written copy of the smoking policy upon request to any existing or prospective employee.

Section 225.140 **Prohibition of Smoking in All Enclosed Public Places.**

[Ord. No. 1261 §1, 5-21-2008]

- A. Smoking shall be prohibited in all enclosed public places within the City including, but not limited to, the following places.
  - 1. Any vehicle of public transportation including, but not limited to, buses, limousines for hire and taxicabs;
  - 2. Elevators;
  - 3. Restrooms;

4. Libraries, educational facilities, child care and adult day care facilities, museums, auditoriums, aquariums and art galleries;
5. Any health care facility, health clinics or ambulatory care facilities including, but not limited to, laboratories associated with the rendition of health care treatment, hospitals, nursing homes, doctors' offices and dentists' offices;
6. Any indoor place of entertainment or recreation including, but not limited to, gymnasiums, theaters, concert halls, bingo halls, billiard halls, betting establishments, bowling alleys, arenas and swimming pools;
7. Service lines;
8. Facilities primarily used for exhibiting a motion picture, stage, drama, lecture, musical recital or other similar performance;
9. Shopping malls;
10. Sports arenas, including enclosed places in outdoor arenas;
11. Bars;
12. Restaurants;
13. Convention facilities;
14. All public areas and waiting rooms of public transportation facilities including, but not limited to, bus and airport facilities;
15. Any other area used by the public or serving as a place of work including open office landscaping;
16. Every room, chamber, place of meeting or public assembly, including school buildings under the control of any board, council, commission, committee including, but not limited to, joint committees or agencies of the City or any political subdivision of the State during such time as a public meeting is in progress, to the extent such place is subject to the jurisdiction of the City;
17. All enclosed facilities owned by the City; and
18. Rooms in which meetings or hearings open to the public are held, except where the rooms are in a private residence.

**Section 225.150 Places Where Smoking Is Not Regulated.**  
**[Ord. No. 1261 §1, 5-21-2008]**

Notwithstanding any other provision of this Article to the contrary, the following areas shall not be subject to the smoking restrictions of this Article:

Private residences, not serving as enclosed places of employment or an enclosed public place.

**Section 225.160 Prohibition of Smoking in Outdoor Areas.**  
**[Ord. No. 1261 §1, 5-21-2008; Ord. No. 1269 §1, 8-20-2008]**

- A. Smoking shall be prohibited in the following outdoor places:
1. Within a distance of ten (10) feet outside a building's main entrance, operable windows and ventilation systems of enclosed areas where smoking is prohibited, in existing restaurants and bars with valid occupational licenses as of August 1, 2008.
  2. Within a distance of twenty five (25) feet outside a building's main entrance, operable windows, and ventilation systems of enclosed areas where smoking is prohibited for all businesses.
  3. In all outdoor recreation areas, stadiums and amphitheaters, except in designated smoking areas which may be established only in perimeter areas at least twenty (20) feet from any seating areas or concession stands. Smoking shall also be prohibited in, and within twenty (20) feet of, bleachers and grandstands for use by the spectators at sporting or other public events.
  4. In all public transit stations, platforms and shelters under the authority of the City of Mission.

**Section 225.170 Responsibilities of Proprietors, Owners and Managers.**  
**[Ord. No. 1261 §1, 5-21-2008]**

The person having control of a place, business, office or other establishment or activity subject to this Article shall not knowingly permit, cause, suffer or allow any person to violate the provisions of this Article in that place and shall take all necessary steps to prevent or stop another person from smoking in violation of this Article. "*Necessary steps*" means to take all reasonable actions to prevent smoking in violation of this Article by employees, patrons and visitors in the place, business, office or establishment, including: posting no-smoking signs and removing all ashtrays; verbally asking a person who is smoking to extinguish the smoking materials; refusing service to a person who is illegally smoking; verbally asking anyone illegally smoking to leave the premises; and applying standard business procedures in the same manner for violations of house rules or other local ordinances or State laws. If the employee, patron or visitor smoking in violation of this Article is hard of hearing, the communications with that person may be written, in sign language or other effective means of communication.

**Section 225.180 Penalty For Violations of Article.**  
**[Ord. No. 1261 §1, 5-21-2008]**

- A. A person who smokes in an area where smoking is prohibited by the provisions of this Article shall be guilty of a public offense, punishable by a fine not exceeding fifty dollars (\$50.00).
- B. A person having control of a public place of employment and who fails to comply with the provisions of this Article shall be guilty of a public offense, punishable by:
1. A fine not exceeding one hundred dollars (\$100.00) for a first (1st) violation.
  2. A fine not exceeding two hundred dollars (\$200.00) for a second (2nd) violation within one (1) year.
  3. A fine not exceeding five hundred dollars (\$500.00) for each additional violation within one (1) year.
- C. Each day on which a violation of this Article occurs shall be considered a separate and distinct violation.



- D. In addition to the fines established by this Section, violation of this Article by a person having control of a public place or place of employment may result in the suspension or revocation of any permit or license issued to the person for the premises on which the violation occurred.

Mission Market - Proposed 2021

**MISSION SUMMER CAMP - 2021 SEASON PROCEDURES AND MODIFICATIONS**

<b>Market Season</b>	13 Weeks - Thursday, June 3 - Thursday, August, 26
<b>Market Hours</b>	4:30 PM - 8:00 PM (extended by one hour from 2020 season)
<b>Vendor Fees</b>	\$10/week (Regular rate, \$20/week. No vendor fees collected in 2020.)
<b>Beer and Wine Garden</b>	Host a beer and wine garden, with clear signage indicating that masks should be worn at point of sale and until you take your beverage back to your seating area. (No beer or wine garden was available in 2020.) Tables will be spaced appropriately to accommodate social distancing recommendations.
<b>Food Trucks</b>	Food trucks will be invited back in 2021. Department of Agriculture has provided guidelines for how to host food trucks safely. More plastic picnic tables will be available to encourage separate eating and drinking areas. Market Coordinators will sanitize the tables between uses. (No food trucks in 2020.)
<b>Bathrooms</b>	Portable restrooms and handwashing station will be available for vendors and patrons. (No bathrooms available in 2020.)
<b>Vendor/Shopping Area</b>	Greater distinction will be made between eating/drinking area and vendor/shopping area.
<b>Music</b>	Small acts will be invited to play each week. Visitors will be encouraged to listen while physically distanced from others. (No musical acts played in 2020.)
<b>Handwashing Station</b>	Handwashing station will be available near the vendor area.
<b>Masks</b>	Staff and vendors will wear masks at all times. Masks will be required by those in the vendor/shopping area.
<b>Samples</b>	No samples will be offered.

## MISSION FAMILY AQUATIC CENTER - 2021 SEASON PROCEDURES AND MODIFICATIONS

<b>Season Dates</b>	Open Saturday, May 29 - Close Monday, September 6.
<b>Hours of Operation</b>	12PM to 8PM Mon-Sat, 12PM to 6 PM Sun. Mission Summer Camp (MSC) will be provided near exclusive access from 12-3PM Mon-Thu. 10-20 drop-in spots/hr. will remain available for patrons not aware of the MSC use.
<b>Capacity</b>	Limit to current outdoor standard or 200, whichever is less. Limit of 3 swimmers per lap lane. Summer Camp will have rotating groups of 20 with no more than 80 at any given time coming/going from the MFAC.
<b>Admission</b>	Call ahead reservation times; with 20 person buffer for drop-in day pass purchase. Patrons will complete/acknowledge screening questions prior to entry into the facility.
<b>Memberships &amp; Day Pass</b>	Resident Pool Memberships- \$120 (Family), \$70 (Individual). Reservations and some walk-ins; \$7 day pass. No Super Pool Pass program for 2021.
<b>Cleaning and Sanitizing Protocols</b>	Staff cleans throughout the day in accordance with CDC guidelines for cleaning and disinfecting, concentrating on high touch areas, equipment and locker rooms. Clorox 360 equipment to disinfect during closing times. Half of the typical number of seating (chaises) will be provided and staff will clean throughout the day.
<b>Staff Safety Precautions</b>	Require staff to wear masks. Directed to wash hands frequently, maintain 6+ft distance from patrons. Each guard has their own whistle, CPR kit and will sanitize the lifeguard rescue tube prior to transfer of next guard. Hand sanitizer will be located throughout the facility. Staff to complete/acknowledge COVID screening questions prior to each shift.
<b>Concessions</b>	Only prepackaged snacks and drinks will be available for purchase at the concession stand.
<b>Masks</b>	Staff will be masked at all times with exception of guards on stand. Patrons will be subject to current mask mandates.
<b>Staff Training and Expectations</b>	Virtual CPR certification classes and videos with combination in-person instruction outdoors on the pool deck. CPR compression dummies will be sanitized and disinfected after each use. Water-based rescue trainings will be performed with mannequins rented from another municipality. Staff will actively enforce social distancing throughout the facility.

## MISSION SUMMER CAMP - 2021 SEASON PROCEDURES AND MODIFICATIONS

<b>Dates</b>	8 weeks: June 14 through August 6, 2021
<b>Camp Size/Groups</b>	Licensed day care/summer camp programs are exempted from current public health orders with respect to gathering limits. Maximum camp size has been reduced by approximately 56% (100 vs. 180 campers). Campers will be assigned in groups of no more than 20 and will operate from a designated home room area each week.
<b>Camp Hours</b>	7:30AM-5:30PM
<b>Rates</b>	\$139/resident camper; \$149/non-resident camper;
<b>Staffing Ratio</b>	The Kansas Department of Health and Environment (KDHE) mandates a minimum of 1 instructor to 15 campers (1:15). Mission Summer Camps (MSC) typically have staff/camper ratio 1:8-12 depending on the number of 'no show' campers or instructors. For 2021, staff/camper ratios will be targeted at 1:5 with flexibility for 1:8 depending on attendance.
<b>Staff Training and Expectations</b>	KDHE requires 16 hrs. of training for licensed programs. Mission will require an additional 12-15 hours in 2021 to ensure COVID-19 protocols and procedures are emphasized. Staff will be responsible for actively enforcing social distancing throughout facility and for all activities. This will include gatekeeping home room access, traffic flow into hallways or secure areas like locker rooms so there is limited exposure among groups. Will use mobile hand sanitizer units and facility signage to support enhanced cleaning and safety protocols throughout the day.
<b>Cleaning and Sanitizing Protocols</b>	Shared equipment which includes, but is not limited to: dodgeballs, badminton nets/rackets, water play toys, specialized themed equipment will be stored inside mesh ball bags to allow all equipment to be sanitized using the Clorox 360 machine before and after use. Staff will be responsible for actively enforcing social distancing throughout facility and for all activities. This will include gatekeeping home room access, traffic flow into hallways or secure areas like locker rooms so there is limited exposure among groups. Will use mobile hand sanitizer units and facility signage to support enhanced cleaning and safety protocols throughout the day. The PCC closes from 2-3PM each day for cleaning. If campers are out of the facility that time (pool, field trip, etc.) PCC team members will use the Clorox 360 sprayers in home rooms.
<b>Staff Safety Precautions</b>	Staff will be required to wear masks at all times. Campers will be subject to current mask mandates. All staff will be subject to COVID screening questions prior to the start of any scheduled shift. The importance of hand washing and use of hand sanitizer will be emphasized.
<b>Check-In/Out</b>	Camper Check In/Out will be located in the breeze way located at the NE entrance. All campers will be asked COVID screening questions every day, and parent sign-in each morning will be the equivalent of completing a COVID-19 waiver.
<b>Campers Movement Throughout the Facility</b>	Camp traffic will run in one way direction only. Fun, large print dinosaur feet will show the one-way route throughout the building for campers to easily follow and understand. Parents will be informed of the one way traffic plans during parent orientation so they can reinforce importance at home. Staff will be trained on this protocol and it will be reviewed daily.
<b>COVID-19 Exposure</b>	Potential COVID-19 exposures or positive cases will be shared with all families, regardless of the group which may be most immediately impacted. Additional follow-up will occur with groups directly impacted by any positive case or other exposure. Staff will work with the ICS Briefing Team to identify and implement quarantines or other measures as appropriate. This practice will apply for both campers and staff. If an entire group requires quarantining, their home room will be "off limits" for a minimum of 24 hours, enabling staff to complete two disinfecting/sanitizing cycles. If quarantine is required, parents will be offered the opportunity for a refund, or to have fees applied to a future weeks tuition.

<b>Food</b>	Campers supply their own lunches. MSC provides snacks twice a day, and will include only prepackaged items. Lunch will be eaten in designated home rooms or outside if possible.
<b>Field Trips</b>	Field trips will include skating, zoo, Worlds of Fun, bowling, Science City and Sky Zone. Group sizes may be reduced during field trips to ensure appropriate social distancing and supervision by staff. Many of the facilities designated for field trips have additional COVID-19 protocols and requirements in place. Some field trips with high touch points may not include the youngest campers. All MSC campers and staff will abide by all rules and regulations. Buses for transportation will be coordinated to allow for appropriate social distancing of campers and staff, which generally equates to approximately 50% of bus capacity.
<b>MFAC Visits</b>	Weather permitting, MSC campers will use the MFAC Monday-Thursday with staggered group times. Each home room reports as a group (with masks on) to the MFAC and has a designated area that becomes their default MFAC home room during that swim time. MSC campers will be the only patrons at MFAC during dedicated swim times (12-3PM). Drop in spaces will be set aside for residents who are not aware of the exclusive camper use during this time, but no reservations will be taken for MFAC members. Two groups at a time at the MFAC with potential for limited overlap at transition times. Once campers are in their designated areas they may remove their masks for the duration of the visit.
<b>Locker Rooms</b>	Groups will be staggered at the PCC for changing prior to heading to MFAC. Staff (counselors) will be stationed in locker room to aid in monitoring social distancing requirements. Guards and the entry desk crew will monitor locker room use at MFAC.
<b>Parent Orientation Meeting</b>	Parent Orientation provided the Saturday prior to camp start. Parents will have a walk through the camp day via one way traffic. All rules and protocols discussed in detail for parents to help enforce rules for campers prior to start. Sick policy enforced with parents - if your camper is sick, they need to stay home. If they become sick at camp, they will be isolated and parents called immediately. Sick campers will not be allowed to stay at camp.