



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

**WEDNESDAY, JANUARY 12, 2022 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

**POWELL COMMUNITY CENTER**  
**6200 MARTWAY**

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). 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 December 8, 2021 Finance & Administration Committee Minutes - Audrey McClanahan ([page 4](#))

Draft minutes of the December 8, 2021 Finance and Administration Committee meeting are included for review and acceptance.

2. CRUX Contract Renewal – Emily Randel ([page 17](#))

Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020. The contract was renewed in February 2021. Staff will provide an overview of the work completed since the contract renewal and will recommend a renewal of the contract with Crux through December 2022, for 50 hours of service a month for a total contract amount of \$57,500.

3. Cyber Liability Insurance – Brian Scott ([page 34](#))

The City has maintained cyber liability insurance for the past four years with Axis Insurance. The insurance industry has seen an increase in claims for cyber liability in the past two years, and as a result Axis when we solicited renewal quotes at the end of 2021, Axis was no longer offering this line of coverage. Staff is recommending the City secure cyber liability insurance from Cow Bell Insurance in the amount of \$17,261 for 2022.

4. Resolution Destruction of Certain Records – Audrey McClanahan ([page 50](#))

Annually, Council adopts a resolution outlining those records that may be destroyed during the coming year. The records listed in this resolution are identified in K.S.A. 12-120. Ordinances, resolutions, minutes, Council and commission packets, and records of historical value are kept permanently.

5. Surplus Property Resolution – Brian Scott ([page 53](#))

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 surplus items that include a walk behind mower, a vehicle seized by the Police Department and other miscellaneous items.

6. Participation in Statewide Opioid Settlement – Laura Smith ([page 57](#))

Kansas is part of multi-state litigation aimed at holding opioid producers and distributors accountable for the negative effects that opioids have had on the American public. In 2021, the Kansas Legislature passed the Kansas Fights Addiction Act ([HB 2079](#)) to govern the distribution of settlement funds to the state from opioid producers and distributors. In order to access settlement funds, the Act requires counties and cities to enter into an agreement releasing and assigning their opioid claims to the Attorney General by January 31, 2022. Mission will be eligible to access funds by adopting a resolution that (1) certifies that the City has had or will have at least \$500 in costs related to opioid abuse or addiction mitigation and can use settlement funds for lawful purposes set forth in the Act, the MOU and settlement agreements; and (2) authorizes the City to enter into the agreement releasing and assigning any opioid claims to the Attorney General. Mission will also be required to enter settlement participation agreements waiving any future claims that the City may have against various opioid producers and distributors arising from conduct covered by the state settlement.

## DISCUSSION ITEMS

7. Review of Council Compensation – Laura Smith ([page 73](#))

Section 115:060 of the Mission Municipal Code establishes compensation for the Governing Body, creating an annual salary of \$12,000/year for the Mayor and \$4,200/yr for Councilmembers. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January. The current compensation was established via Ordinance 1027 on January 23, 2002. A survey of Governing Body compensation in other Johnson County cities is included for review and information.

8. COVID-19 Mitigation Strategies Update – Laura Smith (no attachments)

In response to the increase in COVID-19 cases in Johnson County and throughout the metropolitan area, driven primarily by the Omicron variant, several of Mission's existing COVID-19 protocols and procedures have been updated effective Friday, January 7 in an effort to help slow the spread and to protect our employees, residents and visitors.

**OTHER**

9. Department Updates – Laura Smith

**Debbie Kring, Chairperson**  
**Kristin Inman, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913.676.8350***

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** December 8, 2021 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the December 8, 2021 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the December 8, 2021 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

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

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



## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

December 8, 2021

The Mission Finance & Administration Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, December 8, 2021. The following Committee members were present: Sollie Flora, Ken Davis, Hillary Thomas, Trent Boultinghouse, Debbie Kring and Kristin Inman. Mayor Appletoft and Councilmembers Schlossmacher and Rothrock were absent. Councilmember Kring called the meeting to order at 7:05 p.m.

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

### **Public Comments**

Councilmember Kring reminded the public they could participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

### **Public Presentations**

#### **Public Hearing – 2021 Budget Amendment**

Councilmember Kring stated that there was one public hearing which is a proposed Amendment to the 2021 Adopted Budget. Mr. Scott explained that the City Council adopted the current 2021 budget which established the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes.

Mr. Scott advised that as the end of the year approaches, Staff reviews all budgeted funds to determine if there have been changes which require a formal budget amendment. For 2021, that analysis revealed that an increase in the Special Parks and Recreation Fund because of a lease-purchase agreement that the City entered into earlier this summer for the purchase of fitness equipment at the Community Center. For accounting purposes, the proceeds and expenses from the lease-purchase are recognized in this fund, thus necessitating the need to increase the budget authority of this fund. The Rock Creek channel repair between Nall Avenue and Roeland Drive was not completed until spring of 2021 and final payment made in early summer. Because the project extended beyond the 2020 budget year when it was begun and originally fully funded, expenditure authority in budget year 2021 needs to be increased to cover the final expenditures for this project, which were paid from the proceeds of bonds issued in 2020. Proceeds from the sale of City vehicles are deposited in the Equipment Reserve and Replacement Fund to be used for future vehicle purchases. Revenues from the sale of City vehicles was greater than anticipated in 2020. This, in combination with a healthy fund balance, provided an opportunity to purchase a

back hoe for the Public Works Department in 2021. This purchase necessitates the need to increase the expenditure authority for this fund for 2021.

Also, The American Rescue Plan Act (ARPA) was signed into law in January of 2021. This legislation directs nearly \$1.9 trillion to local governments throughout the United States to assist in recovery efforts from the COVID19 pandemic. The City of Mission received an allocation of approximately \$1.5 million of ARPA funds from the Federal government. The City intends to use these funds to replace revenue lost because of the pandemic. Mission's ARPA funds are distributed in two tranches. The first was received in July 2021, and the second will follow in approximately one year. The funds were deposited in a newly created ARPA Fund until final accounting can be completed, and funds transferred to the General Fund or spent on something else. Creating the fund requires establishing budget expenditure authority.

The budget amendment is established through a resolution and will increase the expenditure authority in the 2021 Budget as detailed in the resolution.

There were no comments from the public.

#### **Acceptance of the November 3, 2021 Finance and Administration Committee Minutes**

Minutes of the November 3, 2021 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

#### **2022 Legislative Priorities**

Ms. Smith reported each year the City prepares a Legislative Program which outlines priorities and areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. The City Administrator and Mayor-elect drafted and reviewed the 2022 Proposed Legislative Priorities with input from Stuart Little and Mallory Lutz with Little Government Relations (LGR), the City's legislative advocates. Consistent with previous year's programs, the 2022 Legislative Priorities have been developed from the League of Kansas Municipalities annual Statement of Municipal Policy, Mission's previous program, and with guidance from LGR on issues of potential interest or concern for Mission in the upcoming legislative session.

The 2022 Legislative Priorities include the following:

- Maintain local control over revenue and spending: the City opposes actions taken by the state to impose constitutional or statutory limits on the authority of local governments to establish appropriate levels of taxation.
- Protection of the first amendment: the right of the people through their democratically elected and appointed officials to petition and speak to their government officials shall not be abridged.

- K-12 education financing: Mission requests the State fund special education at the required statutory levels and supports fair and equitable funding for public education that provides the quality of education Mission residents expect.
- Infrastructure funding: The City supports increased federal and state funding to assist local communities with their transportation water, wastewater, storm water, levee and dam infrastructure and any associated security needs.
- Housing needs: Supports giving cities the authority to require inspections of rental housing for the safety of tenants and to protect the rights and property values of surrounding property owners.

Once adopted, they will be forwarded to Mission's legislative representatives.

Councilmember Kring asked about the change in the election cycle since the City is now having elections in November which coincide with the State/National elections. Ms. Smith replied that the City's elections run in odd years which will remain opposite of State/National elections.

Councilmember Davis recommended the following modification on page 8, under equity and equality, "while we recognize they are unenforceable, Mission supports, advocates and encourages efforts to address statewide legislation which would streamline the removal process for removing recorded covenants or restrictions that restrict ownership based on race, religion, religious beliefs, or national origin from deeds, declarations, and other documents." This would help align with the City's race and equity initiative.

Councilmember Thomas asked for more information on Senate Bill 67, specifically in relation to county use tax. Dr. Little explained that the original legislation essentially eliminated the distribution of county sales tax to government entities within the county. Then the county would make the decisions about where to utilize the sales tax revenue instead of using the formula to distribute to everyone. The county commission would have to make a determination of whether those revenues would be retained by the county and distributed as they saw fit or whether they would be distributed by the existing formula.

Councilmember Davis recommended the 2022 Legislative Priorities for the City of Mission be forwarded to Council for approval. All on the Committee agreed; this will be on the regular agenda.

### **Addition of Juneteenth Holiday**

Ms. Smith explained that on June 17, 2021, President Biden signed a bill designating Juneteenth as a federal holiday to be observed on June 19. This marked the creation of the 12th federal holiday—the first since Martin Luther King Jr. Day was established in 1983. Juneteenth recognizes federal troops entering Texas in 1865, to deliver the message of freedom to 250,000 enslaved individuals. President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, which officially outlawed slavery in Texas and other secessionist southern state. Freedom for slaves in those states did not come automatically with the Proclamation. As Union troops advanced through the Confederacy, they brought with them news and enforcement of the Proclamation; with Texas being the most remote and last of those states. Juneteenth originated



in Galveston, Texas, and has been celebrated annually in various parts of the United States since 1865.

The City observes a number of, but not all, federal holidays. Observing the Juneteenth holiday communicates to the community and the employees that Mission recognizes and values the meaning of this significant date in our nation's history. Staff is recommending the holiday be added to the existing paid holidays, which currently total twelve (12) for full-time employees. Those holidays include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Friday after, two days at Christmas (varies based on when Christmas/Christmas Eve fall), as well as two floating personal days to be taken at employees' discretion.

When compared to other cities in Johnson County, official City and floating holidays typically range between 10-12 days. Entities who have adopted Juneteenth as an observed holiday have added it to the existing holidays rather than modifying or reducing the holidays currently in place. When evaluating the addition of the paid holiday, the operational impacts for departments and the public were considered along with any potential budgetary impact. The cost of adding the additional holiday has minimal budget impact, and are only potentially realized in the Police Department, where some employees are required to work on holidays.

It is recommended that the Powell Community Center and the Mission Family Aquatic Center remain open to the public on the Juneteenth holiday, but that all other City facilities be closed to the public. The updated 2022 Personnel Policies and Guidelines included as Item #5 on the Finance & Administration Committee agenda reflects the changes necessary. A separate recommendation, to take to Council, was not needed for this item.

Councilmember Davis commented that he is supportive in moving forward with this decision.

### **Personnel Policies and Guidelines Update**

Ms. Randel reported that each year, staff conducts a review of the City's Personnel Policies and Guidelines. The review ensures that the City's personnel policies conform with the most current federal and state regulations and accurately reflect the organization's current policies and practices. Changes to the policies are approved by ordinance, which incorporates them into the City of Mission Municipal Code.

The recommended changes included the proposed addition of the Juneteenth holiday to the City's list of holidays observed. The changes also include an adjustment to how donated leave is administered in creating a leave bank ahead of any requests, so requests are not subjective based on the employee who is receiving the donations. Slight clarifications of the paid parental and caregiver leave that was implemented in 2021 are also recommended as well as a cap of supplemental pay for workers compensation through 26 weeks. A clarification based on statute related to time off for victims of domestic assault and/or sexual assault. Also, the mention of monitoring GPS records in City-owned vehicles to the No Exception of Privacy section was



included. Finally, it adds appointed board and commission members back into the substance abuse policy after being removed, in error, in 2021.

Once any recommended changes are reviewed and finalized, the City Council will consider and adopt an ordinance which, following publication, will incorporate the Personnel Policy and Guidelines as a part of Mission's Municipal Code with an effective date of January 1, 2022.

Councilmember Davis recommended the ordinance adopting the changes proposed to the City of Mission's Personnel Policies and Guidelines effective January 1, 2022 be forwarded to Council for approval. All on the Committee agreed; this will be on the regular agenda.

### **Ordinance Designating Common Consumption Area**

Ms. Randel explained that Kansas Statute K.S.A. 41-2659 allows for the creation of a common consumption area to permit the possession and consumption of alcoholic liquor, specifically during a civic or special event and for use on sidewalk cafes and patios. Following discussion at the October 6 Finance and Administration Committee meeting about the creation of a Common Consumption Area, staff is now presenting an ordinance to establish the area. Mission has included alcohol sales at various special events in recent years including the Mission Market and food truck nights. Current regulations require the Governing Body to approve each time alcohol is to be sold, served, dispensed, and consumed in public parks, public parking lots and other City property. Temporary Extension of Premise permits are required for licensed establishments to extend their on-premise area for sale and consumption. A common consumption area would facilitate easier permitting and greater flexibility for these events.

There are four scenarios of that would be impacted by creating a Common Consumption Area (CCA):

1. Public events not adjacent to a licensed establishment (ie. Mission Market) A licensed establishment located within the CCA may designate one non-contiguous location such as the Mission Market site as a satellite location to participate in public events.
2. Public events with street closure (ie. Citywide festival) Customers may bring properly labeled alcohol from a licensed establishment located within the CCA into the CCA as stipulated by ordinance.
3. Public events adjacent to a licensed establishment (ie. Sidewalk cafes or patios) Licensed establishments located within the CCA may serve alcohol to be consumed in an area outside their establishment that is demarcated as long as minimum access can be maintained. Participation and demarcation is determined in advance.
4. Private events adjacent to a licensed establishment (ie. Sidewalk cafes or patios, parking lots, etc.) Same as Scenario 3 above, but not as part of a public event. Special Event Permit is required for each event and is approved administratively.

If a licensed business that is located outside the common consumption area wishes to sell in another location, either within or without the common consumption area, they must obtain a temporary permit from the State. In order to designate a common consumption area, the City must pass an ordinance or resolution creating the area and designating the boundaries. Any City-

specific rules or guidelines applicable to the area must be included in the ordinance as well as conditions required by State statute.

Following the approval of the ordinance, the City will apply for a Common Consumption Area Permit from the State of Kansas Alcohol Beverage Commission. There is a \$100 fee for the annual permit. Staff will then work with licensees interested in participating to help them apply for participation within the CCA. Private events require a Special Event Permit approved by the Community Development Department. Staff will review each application for event details, any safety concerns, and will review impacts to traffic, noise, parking accommodations, event layout and expected attendance.

Councilmember Flora asked and Ms. Randel confirmed that the City can define the boundaries of the satellite location, so the alcohol could be consumed in certain areas without the need to close streets.

Councilmember Davis recommended an ordinance establishing a Common Consumption Area in Mission's Downtown Area between Roeland Drive to Lamar Avenue and authorizing the possession and consumption of alcoholic liquor within its boundaries be forwarded to Council for approval. All on the Committee agreed; this will be on the regular agenda.

### **Board and Commission Liaisons**

Ms. Smith reported that in 2019, interest was expressed in establishing formal Council liaison positions to the City's various advisory boards and commissions. In April 2019, City Council Policy 130 was approved, creating the liaison positions and outlining roles and responsibilities. Liaison positions were to be updated in December of odd-numbered years. Since the initial adoption of Council Policy 130, the CIP Committee has been disbanded. This requires a revision to the existing policy. In addition to removing the reference to the CIP Committee, staff is also recommending appointments to the Mission Magazine editorial board and the Family Adoption Committee be added to the policy. Staff believes the Council liaison positions have generally been successful and will potentially become more important as we continue to modify the way information and policy or program recommendations has flowed between the various committees and the Governing Body.

The policy outlines that the role of the Council liaison is not to direct the board in its activities or work. The liaison is intended to serve as a point of contact and connection for the commission or committee, rather than an advocate for or ex-officio member of. Under the current policy, and that which is proposed, the Mayor would make the appointments for a period of two (2) years in order to allow the Council liaison an opportunity to become familiar with the members and their established work plan, goals and objectives. Appointments are anticipated to be made/updated at the December 15, 2021 City Council meeting.

Councilmember Kring recommended with the changes in the Governing Body, that this topic be brought forward at a Council retreat in order to gain more feedback about the current make-up of boards and commissions. Councilmember Thomas agreed and added that she thinks it is

important to assess each board and commission and the plans for them moving forward. Councilmember Thomas also recommended minutes from the boards and commissions be provided to Council for regular review.

Councilmember Flora commented that she would like to see the section implemented that allowed for the chairs of the boards and commissions to present reports to the Council twice a year.

Councilmember Davis recommended the revised City Council Policy 130 detailing roles and responsibilities related to City Council communication and interaction with certain appointed Commissions and Committees, and establishing City Council liaisons to same, be forwarded to Council for approval. All on the Committee agreed; this will be on the regular agenda.

### **Property and Casualty Insurance Renewal**

Mr. Scott explained that the City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting assets. The City utilizes CBIZ Insurance Services, a third-party broker, to procure this coverage and provide assistance in matters regarding property and liability insurance throughout the year. Their costs are built into the annual premiums. The City has maintained insurance coverage with Travelers for the past four years. This year, Travelers submitted a proposal to offer the same lines of coverage for 2022 for a cost of \$142,604, which represents an increase of 2% over the 2021 premiums (\$140,769). Property insurance experienced the biggest premium increase for 2022. Travelers will continue to offer the same level of liability coverage that it has offered for the past few years including a \$2 million limit for each occurrence (total of \$5 million with a \$3 million umbrella policy). Staff recommended renewing the property and liability insurance coverage for the 2022 policy year with Travelers Insurance Company for a total of \$142,604.

In addition, the City has purchased cyber-liability insurance coverage for the past four years through Axis Insurance Company. Cyber-liability insurance provides protection for the City in cases of extortion loss or ransomware loss through a cyber mechanism or accidental loss of confidential data that is stored electronically. It also provides assistance in investigating such losses including legal expenses and public relations expenses. Axis Insurance Company informed the City recently that it will no longer be offering this type of insurance coverage. CBIZ has been researching coverage with other carriers, but has not found an acceptable alternative for Mission at this time. They will continue to work on cyber-liability coverage, and staff will bring back a proposal at a later date.

Staff recommended the renewal of its property and general liability insurance coverage with Travelers for the 2022 policy year in the amount of \$142,604. A total of \$144,000 has been budgeted in the adopted 2021 Annual Budget for this expenditure.

Councilmember Kring asked what other Johnson County cities utilize Microsoft Office 365. Mr. Scott replied that the majority of the cities have switched, including the County.

Councilmember Flora asked about the process for reevaluating whether the City has adequate natural disaster coverage. Mr. Scott replied it is a cooperative effort with CBIZ, assessing the industry trends, and negotiating applicable deductibles to offset the cost.

Councilmember Davis recommended the purchase of property and liability insurance with Travelers Insurance Company for the policy period of January 1, 2022 through December 31, 2022 at an estimated total annual premium not to exceed \$142,604 be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

### **KERIT Workers' Compensation Insurance Renewal**

Mr. Scott reported that the City has been a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers' compensation pool for local governments in Kansas, since 2009. The Trust comprises eighteen member cities and counties. The 2022 premium for workers' compensation coverage has been estimated at \$144,416, which is paid in two installments, the first in January and the second in July. Premiums are based on the City's annual payroll, the level of exposure to risk that certain jobs may entail, and an experience modifier that reflects past claims. The 2022 premium is 4% less than the previous year. This is primarily due to fewer claims resulting in a reduced experience modifier.

Growth in annual payroll and the addition of new positions will always influence workers' compensation premiums. However, increases in premium the past few years have been driven primarily by a very high experience modifier. The experience modifier is a rolling three year average so that the City is not suddenly hit with a high premium in one year. The City has experienced some significant claims over the past couple of years resulting in surgery and time off for injured employees. These claims have begun to show up in the City's experience modifier. The experience modifier for 2021 was 1.38. The experience modifier for 2022 is 1.31. The City will undergo a payroll audit after the first of the year to review current year actual payroll expenses. Mid-year premiums are adjusted to reflect the results of the audit. This usually results in a reduction in premiums due to salary savings.

The Trust continues to maintain a strong emphasis on loss control, and all member entities are actively engaged in proactive risk management activities. Because of this, members routinely receive a dividend from the trust when prior claim years are closed out. This year the City received a dividend distribution of \$5,743 from the trust. Funds in the amount of \$177,500 were included in the 2022 Adopted Budget for workers' compensation premiums.

Councilmember Kring asked if there were any worker compensation cases this past year. Mr. Scott replied there have been a couple incidents, over the past few years, that were unavoidable.

Councilmember Davis asked if an occupational therapist was included on the safety committee. Ms. Randel replied that a ergonomics training was conducted and as new planning is reviewed for the New Year then the City could incorporate more targeted training.

Councilmember Davis recommended the City's 2022 workers' compensation coverage through the Kansas Eastern Regional Insurance Trust (KERIT) for an estimated annual premium of \$144,416 be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

### **2022 Special Alcohol Tax Fund Allocations**

Mr. Scott explained that by statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The Special Alcohol Tax Fund is to support programs "whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers" (KSA 79-41a04 1997). Alcohol Tax funds allocated to the City of Mission are estimated to be \$270,000 for 2022. A third of these funds - \$90,000 - will be proportioned to the City's Special Alcohol Tax Fund. Of this amount, \$15,000 will support Mission's DARE activities, \$80,000 will support the mental health co-responder program, and \$50,000 will be provided to agencies designated by the Drug & Alcoholism Council. This fund has a very healthy fund balance that can support the expenditures being greater than anticipated revenue.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the awarded organizations have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds. The total amount available to the DAC for allocation in 2022 is \$2,000,797, a 1% reduction from the previous year and a 6% reduction from 2020 due to reduced revenues resulting from the pandemic. The DAC reviewed applications submitted for funding requests, met with applicants, and deliberated to develop the recommendations for this year's Alcohol Tax Fund allocations, which is the second attachment. Approval of this recommendation is approval of the DAC's recommended allocations.

Councilmember Davis recommended the City of Mission's 2022 Special Alcohol Tax Fund allocations as recommended by the Drug and Alcoholism Council be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

### **2022 Budget Ordinance**

Ms. Smith explained that as part of the annual budget process, the City takes formal action to adopt the 2022 Budget by ordinance. This ordinance represents one of two ordinances that are



considered each December to finalize the City's annual budget and to provide expenditure authority. There are no changes to the budget that was approved by the City Council in September 2021.

Councilmember Davis recommended an ordinance adopting the 2022 Budget of the City of Mission, Kansas be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

#### **Ordinance Directing City Administrator to Spend According to Budget**

Ms. Smith reported that as part of the annual budget process, the City Council takes formal action in December to authorize and direct the City Administrator to spend according to the adopted budget and in compliance with City Council Policy 102. The ordinance will authorize the City Administrator to spend in accordance with the approved annual budget. Ms. Smith added that it still contains the same guidelines for spending limits and items that would need to be brought forward for Council approval.

Councilmember Davis recommended an ordinance authorizing the City Administrator to make expenditures in accordance with the adopted 2022 Annual Budget be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

#### **2022 Cereal Malt Beverage (CMB) License Renewals**

Ms. McClanahan reported that according to City ordinance and Kansas statutes there is a requirement that any person wishing to sell any cereal malt beverage/enhanced cereal malt beverage (CMB) at retail must obtain an annual license for each place of business. Businesses for 2022 renewal were include in the packet. Each applicant will be required to submit their application and fee before issuance of their license. Licenses will be issued pending satisfactory background checks for each applicant/store manager and approval by Deputy Chief Kirk Lane.

Councilmember Davis recommended the 2022 Cereal Malt Beverage (CMB) License Renewals be forward to Council for approval. All on the Committee agreed; this will be on the consent agenda.

#### **Update of Bank Signatories**

Mr. Scott explained that the City of Mission conducts its banking activity with Security Bank of Kansas City (formerly d/b/a Mission Bank). The City has a primary checking account with the bank from which all payments are drawn. The Mayor and the Deputy City Administrator/Finance Director are the two signatory names on the account. With the recent election and installation of a new Mayor, the signatory information with the bank needs to be updated. The resolution will express the City's desire to formally authorize changes to the signatories on the checking account with Security Bank of Kansas City.

Councilmember Davis recommended the Resolution Authorizing Certain Signatory for a City of Mission Checking Account be forwarded to Council for approval. All on the Committee agreed; this will be on the consent agenda.

### **Discussion Items**

#### **COVID-19 Vaccine and Testing Program**

Ms. Smith explained that there have been continued discussions with Council over possible COVID-19 vaccine incentives. When assessing these incentives, staff took into account employee health and safety; continuity of operations for our organization, especially as it relates to the Police Department and Public Works; and public health and safety. The City has strived to make decisions that are in the best interest for the public and staff and knows that everyone has a commitment to produce safe and effective outcomes. Another aspect to address is funding, the City has had additional resources provided through the ARPA funding, which can help support a portion of the incentives. Currently, staff estimates that the City stands at an approximately 75% vaccination rate among full-time employees.

Possible vaccine and testing program operations include:

- Require employees to provide proof of vaccination record.
- Unvaccinated employees participating in weekly testing.
- Monetary incentives for vaccinations which could possibly be funded by refund in health insurance premiums.
- Vaccination appointments, at the Community Center, to make it more convenient for employees to get their vaccine.

Councilmember Davis thanked staff for their hard work on this topic, adding that it is important to increase the vaccination rate. He commented that he has a concern with providing incentives for something that a person should have already done and that it doesn't reward those that did the right thing initially.

Councilmember Flora agreed with obtaining the vaccination statuses for employees, to assess needs on an ongoing basis. She added that she would support providing incentives at the booster level of vaccination. Councilmember Thomas agreed and added that incentives allows the City to show appreciation for the employee doing the right thing and recognizes their contribution.

Councilmember Boultinghouse agreed with Councilmember Flora's idea about incentives at the booster level, especially in relation to the new variant. He asked about the funding for the tests, estimating about \$60,000 for weekly employee tests. Ms. Smith replied that some cities pay for the testing, whereas others leave it to the responsibility of the employee. After January 1, 2022, insurance will no longer pay for the tests. Also, once the part-time staff returns, in the summer, the number of tests needed could be substantially higher. However, ARPA funds may be used to pay for testing.



Ms. Smith will return to a future meeting with additional detail on current vaccination status of employees for future discussion.

### **OTHER**

#### **Department Updates**

Due to the holidays, the Council agreed to change the Community Development Committee and Finance and Administration Committee meetings from January 5 to January 12, 2022.

Ms. Smith provided the following updates:

- Staff continues to work with Ehlers on ARPA funding, it is anticipated that the City will be able to utilize the funds to completely replace lost revenue.
- The Governing Body will have a reception on Wednesday, December 15 at 5:45 pm to thank outgoing councilmembers and the Mayor for their service and to welcome and congratulate those who are joining the Council.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:55 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Administration</b>	From:	Emily Randel

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

**RE:** Communications and Marketing Contract Renewal

**RECOMMENDATION:** Renew a communications and marketing contract with Crux through December 2022 (10 months) in an amount not to exceed \$57,500.

**DETAILS:** Council authorized a City-wide Communication/Marketing/Branding/PR Services contract with Crux in February 2020 in the amount of \$90,000. The first contract included market research and development of a new brand, implementation of the new brand as well as staff training and developing communication processes both among City staff teams and with Crux staff. Council approved a contract for a second year (50 hours per month for a total of \$60,000) to continue this work. In the second year, the Crux team and City staff have worked together to complete:

- Creation and launch of a new City website
- The “Paving the Way” Street Sales Tax Renewal Campaign
- Wayfinding signage
- Parks monument signage
- Powell Community Center Rental Guide and tour cards
- Powell Community Center interior wayfinding signage and ADA compliant entrance markers
- Two sets of streetlight banners
- Mission Market promotional materials
- Additional collateral such as the sidewalk shoveling postcard, program fliers, no solicitation stickers, etc.
- Administrative support with project management, campaign development and website and social analytics

Crux will make a presentation during the January 12 Finance & Administration Committee meeting detailing accomplishments for the second contract year. The presentation will be uploaded to the packet early next week.

Staff continues to believe one of the key advantages of the relationship with Crux is the access it affords the City to the professional expertise of a complete team of marketing professionals. Staff works with different members of the Crux team based on fluctuating needs throughout the year. Having design, website, social media and analytics support as needed allows staff to benefit from this depth of expertise in a way that is balanced across departments and over time.

When Crux and City staff met with members of the City Council in the summer of 2021, councilmembers shared feedback that centered on several themes that staff has used to target future communications goals:

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

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Administration</b>	From:	Emily Randel

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

- Council is pleased with the quality of what is being produced and would like to see continued deployment of a consistent brand
- It is a priority to expand the reach of City communications, particularly to groups that are currently underrepresented at City programs and events
- Some key information is still not readily available. Additional tools, website information would be helpful
- Council would like to see the use of new methods of outreach including text notifications
- Staff should celebrate Mission's successes and be mindful of how Mission is perceived compared to neighboring cities
- Communication and marketing efforts that increase program participation and membership at the Powell Community Center remain a key goal
- Marketing images should feature Mission residents to highlight Mission's special sense of community

These goals have shaped plans for future communication efforts including:

- Examine the first full year of website analytics and adjust how information is presented as needed
- Deploy the email journey for potential members at the Powell Community Center
- Distribute quick reference resources to residents about bulky pick-up and summer aquatics schedules
- Promote text notifications for key meeting and event reminders to those who opt-in to NotifyJoCo
- Reviewing successes from the Paving the Way campaign to prepare for the renewal of the parks and recreation sales tax
- Be proactive about incorporating communication messages in all special events and outreach opportunities with giveaways and collateral and collecting contact information more often to build relationships after the fact

Staff recommends continuing the relationship with Crux through the end of 2022 to accomplish these goals and to build on the momentum of the past two years. Staff recommends a renewal of the communications contract in the amount of \$57,500. This represents 50 hours a month at a rate \$115 per hour.

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

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

# Mission Communications Planning

**FINANCE & ADMINISTRATION MEETING**

Engagement with Crux

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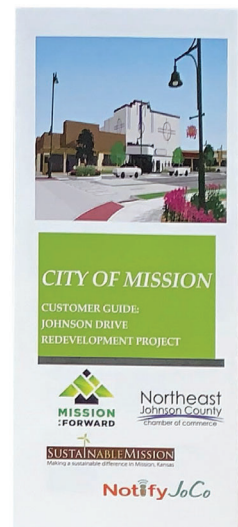
JANUARY 12, 2022

## PARTNERSHIP GOALS

- Create and launch refreshed brand
- Establish brand consistency
- Develop communication strategy
- Streamline communication processes
- Increase website, social media and email engagement
- Explore opportunities for increased participation in Parks + Recreation programs



# WHERE WE STARTED



# CURRENT PROGRESS



**Powell Community Center**

**Thank you for joining us today!**  
Please tell us why you're here.

I'm interested in (check all that apply):

<input type="checkbox"/> Membership	<input type="checkbox"/> Rentals	<input type="checkbox"/> Indoor track
<input type="checkbox"/> Individual	<input type="checkbox"/> Personal training	<input type="checkbox"/> Indoor pool
<input type="checkbox"/> Family	<input type="checkbox"/> Weight room	<input type="checkbox"/> Sauna/steam room/hot tub
<input type="checkbox"/> Senior	<input type="checkbox"/> Group fitness	<input type="checkbox"/> Kids activities
<input type="checkbox"/> Teen/parent household	<input type="checkbox"/> Cardio equipment	<input type="checkbox"/> Child watch

Tell us about yourself:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

City of Residence \_\_\_\_\_

How did you hear about us? \_\_\_\_\_





# WEBSITE LAUNCH



## Website Performance Metrics (new site vs. previous site)

QUANTITY	
<b>Sessions</b> <i>Number of times a user is actively engaged with the website</i> <b>+5%</b>	<b>Pageviews</b> <i>Total number of website pages viewed</i> <b>+28%</b>
INSIGHTS:	
<ul style="list-style-type: none"> <li>Reaching more users than the previous site</li> <li>Using variety of channels to reach more users</li> <li>Users are viewing more content</li> <li>Users are spending more time on the site</li> </ul>	

QUALITY	
<b>Avg. Session Duration</b> <i>Average length of time of a website session</i> <b>+40%</b>	<b>Bounce Rate</b> <i>Percentage of single-page sessions in which there was no interaction with the page</i> <b>-25%</b>
INSIGHTS:	
<ul style="list-style-type: none"> <li>Users are using the website the way it was designed to be used</li> <li>Frequent utilization of the calendar, search tool, FAQs</li> <li>Fewer users are leaving the site without interacting with it demonstrating the landing pages are well-designed, load quickly, and contain the content they're looking for.</li> </ul>	

## Next Steps in 2022

- Enhance content and imagery
- Simplify user experience
- Incorporate industry benchmarks into monthly analytics
- Audit pageviews across the site
- Build out Parks + Rec sales tax campaign pages



# STREET SALES TAX RENEWAL CAMPAIGN

Logo



Video



Direct Mail Piece



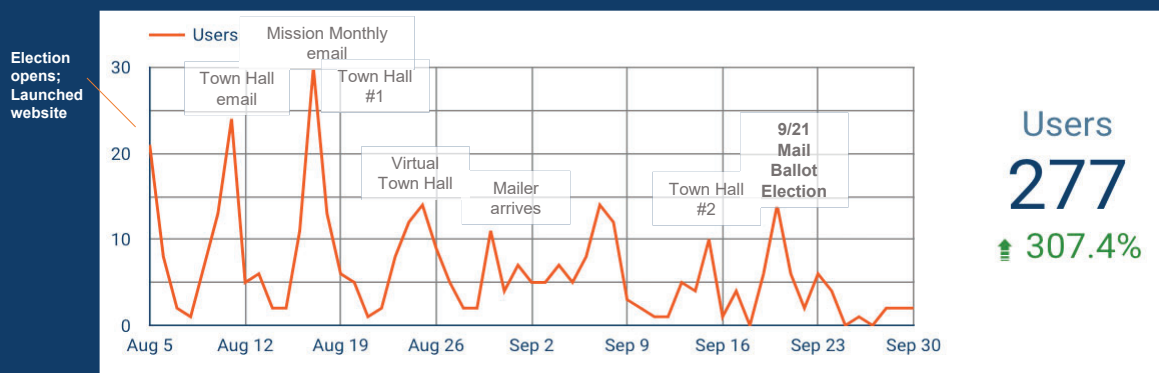
Social Media Testimonial Graphics



# PAVING THE WAY

## STREETS SALES TAX RENEWAL CAMPAIGN

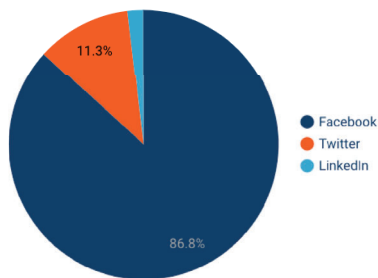
### WEBSITE TRAFFIC



**500+**  
pageviews

**2:36**  
avg. session duration

**90+**  
users from email/direct



### SOCIAL TRAFFIC

**495+**  
engagements

**7,120+**  
impressions

**50+**  
website users from social

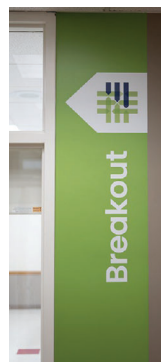
**04:29**  
avg. web session duration

on social

social → web



# BRAND CONSISTENCY



## Find your perfect park



- 1. Streamway Park**  
8100 Foelke Dr.  
0.4 MI
- 2. Waterworks Park**  
5814 W 52nd St.  
0.3 MI
- 3. Broadmoor Park**  
5701 Broadmoor St.  
0.3 MI
- 4. Andersen Park**  
5930 W 52nd St.  
0.4 MI
- 5. Mohawk Park**  
6549 Lomax Ave.  
0.4 MI
- 6. Park on Beverly**  
5835 Beverly Ave.  
0.4 MI
- 7. Pearl Harbor Park**  
Marlway & Maple St.
- 8. Legacy Park**  
8000 Broadmoor St.

Rental Folder



Rental Guide



Walking Trail	Soccer Fields
BBQ Grills	Playground
Phone Tables	Water Fountains
Handicap Accessible	Tennis Courts

# BRAND CONSISTENCY



# SOCIAL MEDIA MOMENTUM

## Analytics (2020 vs. 2021)

### Net Audience Growth

Growth rate of followers across all channels

**+83%**

### Published Posts

Total number of posts, stories, tweets, etc. posted

**+95%**

### Impressions

Number of times content was displayed to users

**+90%**

### Engagement Rate

Number of times users engaged with posts as a percentage of impressions

**+23%**

### Video Views

Number of times users viewed video posts

**+157%**

## Insights

Engagement highest with restaurant and business posts, changes to City staff and events

Engaging images

Links to learn/read more and calls to action

## Next Steps for 2022

Continue building social media presence

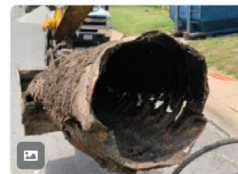
Launch Instagram for City

Solid planning to improve Police outreach

Continue building social media processes

Develop campaign for Parks + Recreation sales tax renewal

Progress is being made to repair of the pipe failure at 56th Street and Woodson. This section of the decades old 15" corrugated...



Engagement Rate (per Impress...	20.7%
Impressions	759
Engagements	157

We had a great outing with local kids last Saturday for Shop with a Cop. We hope we created some special memories. A little tim...



Engagement Rate (per Impressi...	31%
Impressions	1,363
Engagements	423



# INTEGRATED TEAM COLLABORATION



## Process

- Dedicated Microsoft Teams channel with Crux
- Monthly social media calendar
- Collateral catalogue of regularly updated tasks
- Creative brief to streamline project requests and execution
- Weekly check-ins and monthly meetings

## Insights

- Core Crux team, and larger huddles on Mission's behalf
- Depth of the team provides variety of skill sets
- Social media process divides responsibilities among staff and Crux team
- Collateral catalogue, creative brief and frequent check-ins keeps process aligned and on schedule





# COUNCIL FEEDBACK

## What You Shared

- Keep up the consistency

## How We're Addressing It

- Continue to extend the brand consistently citywide
- Continue building on and enforcing brand guidelines
- Expand style guide to include latest applications

## What You Shared

- Make information more accessible to residents

## How We're Addressing It

- New collateral (i.e. Bulky pick-up magnet and Aquatics handouts)
- Monitor website page audit
- Watching analytics of search bar, FAQ and other website tools
- Integrating messages across platforms



The flyer features the Mission Kansas City logo at the top, followed by the title "Bulky Item Pick-up 2022". Below the title, it provides contact information for reporting missed pick-ups: "Contact GFL to report missed pick-ups: kccustomer@glennv.com | 916.390.5595". A central table lists the pick-up schedules for each month of 2022. At the bottom left is a QR code linking to missionkcs.org, and at the bottom right is a list of GFL holidays observed, including New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day, with a note to check the website for holiday impact collection dates.

Bulky Item Pick-up 2022	
January 24 - 28	July 25 - 29
February 21 - 25	August 22 - 26
March 21 - 25	September 26 - 30
April 25 - 29	October 24 - 28
May 23 - 27	November 21 - 25
June 27 - July 1	December 26 - 30

**GFL holidays observed:**

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

\* Check website for how holidays impact collection dates.



# COUNCIL FEEDBACK

## What You Shared

- Seek new methods to reach people we're not already reaching

## How We're Addressing It

- More deliberate collection of email addresses
- Intentional connection with people at events
- Seeking feedback on communication methods
- PCC email journey to drive membership
- Text alerts to reach people who don't check emails or social media
- Relationship-building 1:1 to connect us to new communities

## What You Shared

- Showcase residents to connect neighbors

## How We're Addressing It

- Event recap posts
- "People-first" posts
- City staff featured



## PLANS FOR MORE PROGRESS

- Contract renewal through end of 2022
- 10 months at 50 hours/month, \$115/hour
- Top priorities:
  - Continue outreach plans to new audiences
  - Prepare for Parks + Recreation Sales Tax Renewal Campaign
  - Fully evaluate first year website data and update
  - Share further meaning behind website and social analytics
  - Continue to integrate brand consistency and incorporate in style guide



# QUESTIONS?

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Community Development</b>	From:	Brian Scott

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

**RE:** Proposal for Cyber Liability Insurance

**RECOMMENDATION:** Staff recommends that the City accept the quote by Cow Bell Insurance Company for cyber liability coverage in the amount of \$17,261 for 2022.

**DETAILS:** The City has maintained cyber liability insurance with Axis Insurance Company for the past four years. The insurance covers losses that may result from ransomware, social engineering fraud, and extortion. It provides funds to pay for recovery of lost data, business interruption, and crisis management. The annual premium has averaged \$3,200.

Cyber attacks have become much more prevalent in the past two years. This is due in large part to the fact that many people are working remotely now as a result of the COVID-19 pandemic. Remote access to a company network (whether it be at home or at a local coffee shop) does not offer the same level of protection as working directly through a network connection in the office.

In addition, cyber criminals are now targeting smaller companies and government agencies (such as municipalities) that do not have the resources to invest in the technology and training for strong cyber security. As a result, the proliferation of cyber attacks over the past few years has been exponential. And now, many insurance companies are not offering cyber liability coverage. Those that are, are doing so at a high premium.

CBIZ, the City's insurance broker, solicited bids for cyber liability coverage from over 30 insurance companies with only one providing a quote - CowBell for \$17,261.

The coverages offered by CowBell are similar to those with Axis, with one notable exception. The coverage for Ransomware has been reduced from \$1 million to \$500,000.

Staff recommends that the City accept the quote by Cow Bell Insurance Company for cyber liability coverage in the amount of \$17,261 for 2022.

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

Related Statute/City Ordinance:	
Line Item Code/Description:	01-07-205-01 Insurance
Available Budget:	\$144,000 (total insurance for 2022 will be \$159,800)



# BUSINESS INSURANCE PROPOSAL



*Presented to:*



## **City of Mission, KS**

6090 Woodson Rd  
Mission KS 66202



CBIZ Insurance  
Services, Inc.



## CBIZ PUBLIC ENTITY TEAM

INDIVIDUAL / TITLE	FUNCTIONAL POSITION
<b>TEAM LEADER</b> Tom McGuire Direct Line: 816-945-5293 Fax: 816-897-1127 Cell: 913-307-6048 E-mail: <a href="mailto:tmcguire@cbiz.com">tmcguire@cbiz.com</a>	Your account representative responsible for overall delivery of excellent service.
<b>SENIOR ACCOUNT EXECUTIVE</b> Erik Hage, CPCU, ARM Direct Line: 816-841-4005 Cell: 612-251-7129 E-mail: <a href="mailto:ehage@cbiz.com">ehage@cbiz.com</a>	Your primary contact and the senior person responsible for coordinating and implementing the activities of the various specialists who will provide for your service needs. This includes the coordination of technical services, program services, claims management and claim reviews.
<b>SENIOR ACCOUNT MANAGER</b> Nate Byarlay, MBA, ARM, AINS Direct Line: 816-945-5514 Fax: 816-897-1222 E-mail: <a href="mailto:nbyarlay@cbiz.com">nbyarlay@cbiz.com</a>	Responsible for day-to-day service activities, correspondence, account file maintenance, certificates, invoicing, financial accounting, etc
<b>CBIZ CLAIMS DEPARTMENT</b> Leslie Plumberg Direct Line: 816-945-5451 E-mail: <a href="mailto:leslie.plumberg@cbiz.com">leslie.plumberg@cbiz.com</a>	Responsible for the reporting of claims to carriers. Involved in initial submission of claims and follow-up with insurance company claims personnel.

This is a summary of your insurance coverages. It is designed for your convenience. It does not alter or extend coverage in any way. Please consult your insurance contract for specific policy terms, conditions, or exclusions.





## MARKETING REPORT

Carrier	Line of Business	Response	Indication
CowBell	Cyber	Quoted	\$1m XS \$25k SIR @ \$17,261, ransom sublimit is \$500k
Crum & Forster	Cyber	Indication	Non-binding: \$1m XS \$150k SIR @ \$30k-40k, ransomware sublimit: \$100k w/ 50% co-ins
AIG	Cyber	Decline	Too small
Ambridge/BRIT	Cyber	Decline	Limited appetite
Arch	Cyber	Decline	Not a market for municipalities
At-Bay	Cyber	Decline	Process of moving away from public entities
AWAC	Cyber	Decline	Class of business
AXA XL	Cyber	Decline	Not a market for municipalities
AXIS	Cyber	Decline	Not entertaining this class of business
Beazley	Cyber	Decline	Not a market for public entities
Celerity Pro	Cyber	Decline	Class of business
CFC	Cyber	Decline	No MFA, poor overall controls
CNA	Cyber	Decline	Class of business
Coalition	Cyber	Decline	Scan detected vulnerabilities
CorRisk	Cyber	Decline	Too large, class of business
Corvus	Cyber	Decline	Class of business, controls
Dual	Cyber	Decline	Limited appetite
Everest	Cyber	Decline	Class of business
Great American	Cyber	Decline	Class of business
HCC	Cyber	Decline	Lack of cyber controls including MFA
Ironshore	Cyber	Decline	Restricted class of business
Markel	Cyber	Decline	Class of business
Measured	Cyber	Decline	Cannot write municipalities
MunichRE	Cyber	Decline	Steering away from these, and on-going capacity issues
Nationwide	Cyber	Decline	Not targeting primary, can consider excess
Navigators	Cyber	Decline	Class of business
QBE	Cyber	Decline	Minimum revenues to consider is \$500m
Resilience	Cyber	Decline	Minimum revenues are \$100m
RSUI	Cyber	Decline	Not writing cities or municipalities
Sompo	Cyber	Decline	Municipalities are outside appetite
Starr	Cyber	Decline	Class of business
Travelers	Cyber	Decline	Not in appetite
Zurich	Cyber	Decline	Can only consider municipalities that have best in class controls



## PREMIUM SUMMARY

Coverage	AXIS 2021/2022 Premium	Cowbell 2022/2023 Premium
Cyber Liability	\$3,283.00	\$16,034.00
Policy Fee	-	\$250.00
Surplus Lines Tax	-	\$977.04
<b>Total</b>	<b>\$3,283.00</b>	<b>\$17,261.04</b>

### Subjectivities:

- Please provide the intended Policyholder's contact information: Name, Email, and Phone Number; this is necessary prior to binding.
- Cowbell Application signed and dated within 30 days prior to binding.
- Required to have an Incident Response Plan in place that has been tested. Please confirm that this control has been met or that it will be fully implemented within 30 days posting. Cowbell has a complimentary template to download and our Risk Engineering team can assist.
- Full network backup restoration to be tested within 30 days of the effective date and on a biannual basis thereafter. In order to remove the Ransom Event Sublimit Endorsement it is required to fully implement (1) MFA for email including remote access and (2) MFA for Mission Critical systems including remote access



## CYBER LIABILITY

Company: Obsidian Specialty Insurance Company

A.M. Best Rating A-; VII

Policy Period: January 01, 2022 – January 01, 2023

Coverages	2021/2022 Limits	2022/2023 Limits
Aggregate Limit	\$1,000,000	\$1,000,000
<b>Liability Expense</b>		
Enterprise Security Event Liability	\$1,000,000	Included
Website Media Liability	\$1,000,000	Included
Privacy Regulation	\$1,000,000	Included
Liability Costs	Included	\$1,000,000
PCI Costs	Included	\$1,000,000
Regulatory Costs	Included	\$1,000,000
Deductible	\$5,000	\$25,000
Retro Active Period	Full Prior Acts	Full Prior Acts
<b>First Party Expense</b>		
Crisis Management Expense	\$1,000,000	Included
Public Relations Expense	\$1,000,000	Included
Forensic and Legal Expense	\$1,000,000	Included
Cowbell Breach Fund	N/A	\$1,000,000
Business Impersonation Costs	Included	\$1,000,000
Reputational Harm Expense	Included	\$500,000
Deductible	\$5,000	\$25,000; Except Reputational Harm Expense 24 Hours

***Amendatory Endorsements:***

- BIPA Exclusion Endorsement
- Ransom Event Sublimit Endorsement \$500,000

***Policy Extensions:***

- General Data Protection Regulation (GDPR) Endorsement
- Media Liability Endorsement



## CYBER LIABILITY, CONTINUED

Coverages	2021/2022 Limits	2022/2023 Limits
<b>First Party Loss</b>		
Extortion Loss	\$1,000,000	\$1,000,000
Ransomware Loss	\$1,000,000	<b>\$500,000</b>
Social Engineering Fraud Loss	\$250,000	Included in Cyber Crime
Telecommunications Theft Loss	\$250,000	Included in Cyber Crime
Cyber Crime Coverage	Included	\$100,000
Data Recovery Expense	\$1,000,000	\$1,000,000
Business Interruption Loss	\$1,000,000	\$1,000,000
Contingent Business Interruption Loss	\$1,000,000	\$1,000,000
System Failure	Included	\$1,000,000
Bricking Costs	Included	\$1,000,000
Criminal Reward Costs	Silent	\$100,000
Deductible	\$5,000; except Business Interruption 6 Hours	<b>\$25,000</b> ; 24 Hours; except Criminal Reward Costs

### Policy Definitions:

- **Liability Expense**
  - Liability Costs
    - Defense expenses
    - Monetary damages the insured becomes legally obligated to pay including pre-judgment interest, post judgment interests, judgments or settlements
    - Punitive, exemplary, or multiplied damages but only to the extent such damages are insurable under the applicable law most favorable to the insurability of such damages
  - PCI Costs
    - Coverage for amounts the insured is legally obligated to pay under a Payment Card Services Agreement including:
      - Monetary assessments
      - Fines
      - Penalties
      - Chargebacks
      - Reimbursements
      - Fraud recoveries
      - Forensic investigation
      - Costs in connection with PCI DSS compliance audit
  - Regulatory Costs
    - Coverage for any amount the insured is legally required to deposit in a fund for the payment of consumers fines or penalties imposed by a federal, state or foreign governmental entity due to a privacy incident



## CYBER LIABILITY, CONTINUED

### *Policy Definitions:*

- **First Party Expense**
  - Cowbell Breach Fund
    - Coverage for losses and expenses directly associated with recovery activities after a cyber incident, including:
      - Incident response, investigation, forensics, crisis management, notification to customers, call center services, overtime salaries, post-event monitoring services including credit monitoring and healthcare records remediation for impacted customers
  - Data Restoration Costs
    - Coverage for the cost to replace, restore, recreate or recover data residing on an insured's computer system that is compromised as a direct result of a network security incident.
    - If such data cannot be replaced, restored, recreated or recovered then data restoration is limited to the costs associated with that determination.
  - Extortion Costs
    - Coverage for losses from a privacy incident or network security incident resulting from a credible threat or series of threats, such as a ransomware attack.
    - Includes expenses to investigate the cause of an extortion threat and the payment amounts, including the actual costs to execute such payment.
  - Business Interruption Costs
    - Coverage for the costs to inform potentially impacted parties (individuals, vendors or suppliers) of fraudulent communications where a third party impersonated the insured to deceive them or any vendor or supplier into sharing credentials or protected information.
  - Reputational Harm Expense
    - Coverage for the income loss that the insured sustains during a period of indemnity that directly results from a communication via any medium specifically arising from an actual or alleged incident that threatens to, or actually does negatively harm the insured's reputation.
- **First Party Loss**
  - Business Interruption Loss
    - Coverage for the income loss and extra expenses due to the actual and measurable interruption or degradation in performance of the insured's computer system.
    - This would also include a voluntary shutdown of the insured's computer system when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.
  - Contingent Business Interruption Loss
    - Coverage for income loss and extra expenses due to the actual and measurable interruption or degradation in performance of a service provider's computer system.
    - This would also include a voluntary shutdown of computer systems when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.
  - System Failure
    - Coverage for the income loss and extra expenses due to a system failure which causes the actual and measurable interruption, suspension, failure, degradation or delay in performance of the insured's computer system.
  - Bricking Costs
    - Coverage for the reasonable and necessary costs, subject to the insurer's prior consent, to replace, remediate or improve the insured's computer system.
    - Costs must be incurred as a direct result of a network security incident.



## PAYMENT PLANS & TERMS

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### *Payment of Premiums:*

If your policies are billed by CBIZ and not directly from the carrier, payment is due the later of the effective date or 30 days after the invoice date.

For certain policies, normal credit terms are not available and payment must be received **before** the insurance carrier will issue your policy. Your Service Team will inform you of such exceptions.





## COMPENSATION DISCLOSURE

---

The purpose of this disclosure is to explain to you how we are compensated for our work.

### Compensation Disclosure – Commission Only Basis

For the placement and service of your insurance program, CBIZ will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries.

CBIZ Insurance Services has been and will continue to be committed to acting in our client's best interest by providing services and products that meet our clients' needs as communicated to CBIZ. From time to time, CBIZ may participate in agreements with one or more insurance companies or third party vendors, in connection with the insurance related transactions, to receive additional compensation or consideration. These compensation arrangements are provided to CBIZ as a result of the performance and expertise by which products and services are provided to the client and may result in enhancing CBIZ's ability to access certain markets and services on behalf of CBIZ clients. More information regarding these agreements and the consideration received pursuant to these agreements is available upon written request.



## NON-ADMITTED CARRIERS (SURPLUS LINES) NOTICE

---

“Non-admitted Carriers” were developed for high-risk or unique exposures which conventional companies refuse to supply. A “Non-admitted Carrier” is not supported by state guarantee funds, meaning that if they fail, your premium and your insurance are probably lost. “Non-admitted Carriers” are generally not subject to regulation by your individual state insurance department therefore, the financial rating for a “Non-admitted Carrier” is of importance. A surplus lines tax will be applied according to the state of domicile.

Coverage	Carrier
Cyber	Obsidian Specialty Insurance Company

This proposed insurance coverage is being quoted to you under your State’s Surplus Lines Insurance Act. The insurer is an eligible Surplus Lines Insurer, but is not otherwise licensed by your State.

In case of insolvency of the insurer after you purchase the proposed insurance coverage, payment of claims is not guaranteed.

For an overview of each state’s provisions, go to:

<https://www.ncigf.org/resources/guaranty-fund-laws-and-law-summaries/>

*This policy is not included for coverage under your State’s Insurance Guaranty Association.*



## A.M. BEST COMPANY RATING INFORMATION

Each year the A.M. Best Company reviews the financial status of thousands of insurers, culminating the assignment of Best's ratings. These ratings reflect their current opinion of the relative financial strength and operating performance of an insurance company in comparison to the norms of the property/casualty insurance industry. Ratings are assigned after extensive analysis measuring the performance of each company in such vital areas as: Competency of Underwriting, Control of Expenses, Adequacy of Reserves, Soundness of Investments, and Capital Sufficiency.

### Rating Guide:

A++, A+ (Superior)	A & A- (Excellent)	B++, B+ (Good)
B, B- (Fair)	C++, C+ (Marginal)	C, C- (Weak)
D (Poor)	E (Under Regulatory Supervision)	F (In Liquidation)

**Financial Size Category:** (In \$000 of Reported Policyholders' Surplus Conditional Reserve Funds)

I	Less than 1,000	VIII	100,000 to 250,000
II	1,000 to 2,000	IX	250,000 to 500,000
III	2,000 to 5,000	X	500,000 to 750,000
IV	5,000 to 10,000	XI	750,000 to 1,000,000
V	10,000 to 25,000	XII	1,000,000 to 1,250,000
VI	25,000 to 50,000	XIII	1,250,000 to 1,500,000
VII	50,000 to 100,000	XIV	1,500,000 to 2,000,000
		XV	2,000,000 or greater



## TERRORISM NOTICE

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On January 12, 2015, the President signed into law the Terrorism Risk Insurance Program Reauthorization Act of 2015.

This Act amends the Terrorism Risk Insurance Act of 2002 (TRIA) to extend the Terrorism Insurance Program through December 31, 2020, with modifications.

**Modifications include:**

- a. A change in the federal share of payments beginning on January 1, 2016, for acts of terrorism, to be reduced annually to 80% of insured losses.
- b. Specifies the aggregate industry insured losses resulting from certified acts of terror will, beginning calendar years 2015-2019, trigger the federal share of compensation under the Program as: (1) \$100 million for 2015; (2) \$120 million for 2016; (3) \$140 million for 2017; (4) \$160 million for 2018, (5) \$180 million for 2019; and (6) \$200 million for 2020 and thereafter.
- c. Revises requirements for mandatory recoupment from insurers and the formula used to determine the insurance marketplace aggregate retention amount.
- d. Redefines "an act of terrorism" as one that is certified as such by the Secretary of the Treasury in consultation with the Secretary of Homeland Security (previously, in concurrence with the Secretary of State).

We encourage you to visit GovTrack.us for a detailed summary of the reauthorization act.

<https://www.congress.gov/116/plaws/publ94/PLAW-116publ94.pdf>

[https://content.naic.org/cipr\\_topics/topic\\_terrorism\\_risk\\_insurance\\_act\\_tria.htm](https://content.naic.org/cipr_topics/topic_terrorism_risk_insurance_act_tria.htm)



## IMPORTANT ISSUES – PLEASE READ

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The property and liability limits that we illustrate in this proposal are options only. We can provide additional alternative limit options if you request. The selection of limits is solely your decision.

Our relationship with you is based on trust and we do our best to make no representation that would mislead anyone about any aspect of the products or services we offer. We value your trust. Therefore, we will continue to do all that we can to fully represent you in the insurance market place.

### Loss Control

Loss control is a daily responsibility of your management. Our visits are not a substitute for your own loss control program. Recommendations are developed from conditions observed at the time of our visit. They do not include every possible loss potential, code violation, or exception to good practice.

Our inspections, reports and recommendations are provided to assist in your efforts to establish and maintain a safe workplace and do not warrant workplace safety or compliance with applicable laws, regulations or standards. Our observations and suggestions are not a substitute for legal advice. You are encouraged to seek appropriate legal counsel when implementing a program or process to maintain a comprehensive workplace safety program.

### FEMA Flood Zone

If Flood coverage is included in this proposal it is based on information regarding the FEMA Flood zone determination for your property that is currently available to the proposed insurance carrier. Such determinations are subject to change at any time and CBIZ cannot be held responsible for any changes in the flood zone determination reflected herein subsequent to the date of this proposal.

Consider buying flood and earthquake coverage. Neither flood loss nor earthquake loss are covered under standard property policies. All of us have exposure to floods, sewer backup and earthquakes.

### State Assessments and Surcharges

Your policy may be subject to state assessments and surcharges that may alter your base premium. Although we routinely try to gather this information in the quotation process, it is not always available.

### Claim Reporting Requirements

Changing market conditions have had an adverse effect on many carriers' claim reporting terms and conditions. Many policy forms now include verbiage that severely restricts or negates coverage should a carrier not be immediately notified of a claim or potential claim. Refer to your policies for a more complete explanation of your carrier's reporting requirements.

### Confidentiality

We will treat information you provide us in the course of our professional relationship as confidential and will use it only in performing services for you. We may share this information with third parties as may be required to provide services. We may also disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. Records you provide us will remain your property and will be returned to you upon request. You will treat any information we provide to you, including data, recommendations, proposals or reports as confidential, and you will not disclose it to any third parties. You may disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. We retain the sole rights to all of our propriety computer programs, systems, methods and procedures and to all files developed by us.



## IMPORTANT ISSUES, CONTINUED

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### Payment of Premiums

If your policies are billed by CBIZ and not directly from the insurance carrier, payment is due the later of the effective date or 30 days after the invoice date.

### Premium Financing

You may choose to use a premium finance company in connection with the insurance coverages we place for you or the services we provide to you. Premium finance options are not always available. Where permitted by law, we may receive a fee for the administrative services we provide those companies. These services include processing the premium finance applications and marketing and sales support they do not have.

### Vacancy Restrictions

Most property insurance policies restrict coverage on buildings that have been vacant beyond a specified period of time (usually 30 or 60 days). For example, a standard commercial property policy does not cover losses arising from vandalism, sprinkler leakage (unless the system has been protected from freezing), building glass breakage, theft, or attempted theft if the building where the loss occurs has been vacant for more than 60 consecutive days before the loss. Recovery for other insured losses is reduced by 15 percent under the same circumstances. It is also important to be aware of the policy's definition of "vacancy." Under a standard commercial property policy, if the insured is a building owner or general lessee, a building is considered vacant unless at least 31 percent of its total square footage is used by the building owner, a lessee, or a sub lessee to conduct their customary operations. If the insured is a tenant, the vacancy provision applies only to the space leased to the insured, and this space is considered vacant when it does not have enough contents for the insured to carry on normal business operations.

### Exposure Changes

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

***In order to ensure that your important changes are properly communicated, the binding or altering of coverage must be confirmed in writing by agency personnel.***

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to other state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

**Please notify us throughout the year of changes to your business that may affect your exposure to risk. Failure to do so may result in uncovered losses.**



# ORDER TO BIND

Please bind the coverage

\_\_\_\_\_ As set forth in the quotes recommended by CBIZ Insurance Services, Inc.

Or

\_\_\_\_\_ As follows:

(Insert complete instructions for binding including carrier, limits, options, etc)

City of Mission, KS

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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





<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** Resolution for the Destruction of Certain Records

**RECOMMENDATION:** Approve a resolution authorizing the destruction of certain records of the City of Mission, Kansas as authorized by Ordinance No. 1143.

**DETAILS:** 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 should be passed specifying exactly which records are to be destroyed during the upcoming year. The attached resolution specifies the records that may be destroyed during 2021.

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. The records outlined in this resolution are only those identified in K.S.A. 12-120. Ordinances, resolutions, minutes, meeting packets from Council, Planning Commission/BZA, and other commissions, and records of historical value are kept permanently. When considering the destruction of other records not specifically listed in State statutes, staff often looks to best practices in other cities.

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

Related Statute/City Ordinance:	Ord. No. 1143
Line Item Code/Description:	N/A
Available Budget:	N/A

**City of Mission**  
**Resolution No. \_\_\_\_**

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS OF THE CITY OF MISSION, KANSAS AS AUTHORIZED BY ORDINANCE NO. 1143.**

WHEREAS, the City of Mission, Kansas approved Ordinance No. 1143 amending the records destruction schedule provided for in Title I, Chapter 120, Section 120.050 of the Municipal Code of the City of Mission on December 8, 2004, and

WHEREAS, a yearly resolution shall be passed specifically outlining the records to be disposed of in accordance with Ordinance No. 1143,

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

**Section 1. Destruction Schedule.** The City Clerk or other officers or employees of the City, as provided by K.S.A. 12-120, may destroy the following records, documents, or other papers hereafter stated during calendar year 2022:

1. Claims (and any purchase orders thereto attached) presented and allowed by the Governing Body of the City dated prior to January 1, 2017;
2. Warrants or warrant check, whether original or duplicates, that have been paid dated prior to January 1, 2017;
3. Duplicates of receipts or stubs of receipts dated prior to January 1, 2019;
4. Duplicates or stubs of licenses issued for license fees or taxes dated prior to January 1, 2019;
5. Bonds of officers or employees dated prior to January 1, 2011, if the period to begin at the termination of the term of the bond is greater than 10 years;
6. Insurance policies dated prior to January 1, 2017, if the period beginning at the expiration of the policy is five years or greater, unless a claim is pending;
7. Cancelled checks dated prior to January 1, 2017;
8. Requisition and duplicate purchase orders dated prior to January 1, 2019;
9. Bonds and coupons, if any, stamped paid or cancelled and returned by the fiscal agent, five years, the period beginning at the date of maturity of the bond or coupon.

**Section 2. Effective Date.** This resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 19th day of January 2022.

**APPROVED BY THE MAYOR** this 19th day of January 2022.

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Solana Flora, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	January 19, 2022
<b>Administration</b>	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 Deputy City Administrator/Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law.

Items to be declared as surplus include a walk behind mower and shop lights in the Public Works Department and a seized vehicle in the Police Department.

**CFAA CONSIDERATIONS/IMPACTS:** NA

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

**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 Deputy City Administrator/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 19th day of January 2022.

**APPROVED BY THE MAYOR** on this 19th day of January 2022.

\_\_\_\_\_  
Solana Flora, Mayor

ATTEST:

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

## Attachment A

## Surplus Items - 1/19/22

Item	Description	Serial Number/Asset Tag	Department	Quantity	Potential Re-Sale Value
<b><u>Vehicles / Equipment</u></b>					
Toro POR Line	Walk Behind Mower	24000116	Public Works	one	\$1,000.00
Seized Vehicle	2009 Audi A4	VIN # WAUSF&8K19A115040	Police	one	\$5,000.00
<b><u>Other Equipment</u></b>					
Dayton	Battery Chargers	141-228-901	Public Works	one	\$10.00
Goodall	Battery Chargers	141-230-001	Public Works	one	\$10.00
E15	Brake Bleader for cars and trucks		Public Works	one	\$10.00
Lights	Shope Lights Public Works		Public Works	one	\$100.00
Associated	Electrical Tester Vehicles	6042	Public Works	one	\$10.00
Printer Stand			Administration	one	\$10.00
<b><u>Computer Equipment</u></b>					
Laptop Computer	Dell Latitude 5500		Legislative	one	\$833.00

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 111**

**SALE OF REAL PROPERTY & EQUIPMENT**

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- 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**



<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Community Development</b>	From:	Laura Smith

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

**RE:** Opioid Settlement Participation

**RECOMMENDATION:** Approve the Resolution authorizing the execution and delivery of an agreement to release and assign the City's opioid claims to the Kansas Attorney General and certifying costs attributable to substance abuse and addiction mitigation in excess of \$500.

**DETAILS:** Kansas is part of multi-state litigation aimed at holding opioid producers and distributors accountable for the negative effects that opioids have had on the American public. In 2021, the Kansas Legislature passed the Kansas Fights Addiction Act ([HB 2079](#)) to govern the distribution of settlement funds to the state from opioid producers and distributors.

Under the Act, 75% of settlement funds will be deposited in the Kansas Fights Addiction (KFA) Fund and 25% will be deposited in the Municipalities Fight Addiction (MFA) Fund. Moneys in the KFA Fund will be distributed through a new grant program for projects and activities that prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. Moneys in the MFA Fund will be distributed subject to a Memorandum of Agreement among the Kansas Attorney General, League of Kansas Municipalities, and Kansas Association of Counties.

In order to access settlement funds, the Act requires counties and cities to enter into an agreement releasing and assigning their opioid claims to the Attorney General by January 31, 2022. Mission will be eligible to access funds by adopting a resolution that (1) certifies that the City has had or will have at least \$500 in costs related to opioid abuse or addiction mitigation and can use settlement funds for lawful purposes set forth in the Act, the MOU and settlement agreements; and (2) authorizes the City to enter into the agreement releasing and assigning any opioid claims to the Attorney General. Mission will also be required to enter settlement participation agreements waiving any future claims that the City may have against various opioid producers and distributors arising from conduct covered by the state settlement.

The attached resolution authorizes the Mayor and other City officials to enter into these agreements and to take other actions that may be required.

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

<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Community Development</b>	From:	Laura Smith

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

**CFAA CONSIDERATIONS/IMPACTS: NA**

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

## Opioid Settlement Informational Sheet

Kansas is part of the multi-state litigation aimed at holding the producers and distributors of opioids accountable for the negative effects that their drugs have had on the American public. In 2021, the State Legislature passed HB 2079 to govern the distribution of settlement funds. The bill requires 75% of settlement funds to go to the state and 25% of these funds to be split between municipal governments. Pursuant to this legislation, the League, the Kansas Association of Counties, and the Attorney General's office are finalizing a required Memorandum of Understanding (MOU) governing how the local funds will be split and used.

In order to receive settlement funds, your city will need to certify previous or expected costs to the city of at least \$500, agree to spend any settlement funds for lawful purposes, and waive any remaining claims related to the opioid litigation. **It is important to note** that any city not having already filed a lawsuit on their own is barred from doing so by HB 2079. So, if your city is a non-litigating city, meaning that you have not filed opioid litigation on your own independent of the state, then going through these steps will be the only way that your city can receive settlement funds.

### Certifying Costs and Agreeing to Spend Funds on Lawful Purposes

Your city will be required to certify, **by resolution**, that the city has had or will have at least \$500 in costs related to opioid abuse or addiction mitigation and that the city is able to utilize any settlement funds on purposes approved in the MOU and the various settlements. The League's sample resolution will, among other things, certify costs and the ability to spend on lawful purposes as required.

- **Question 1: What are approved purposes?**
  - Approved purposes will likely include projects and activities, including law enforcement, that prevent, reduce, treat, or mitigate the effects of substance abuse and addiction. Language in the various settlements and the finalized MOU will offer more clarity on this. Cities will be able to partner with non-profit entities or pool money with other municipalities to use the settlement funds on projects well suited to address the problems brought on by opioid addiction and abuse.

- **Question 2: What can be included as we calculate costs?**
  - Generally any public funds spent on opioid abuse mitigation and treatment can be included when calculating if your city meets that \$500 threshold. Examples we have heard from cities have been the cost of Narcan kits and the personnel costs to emergency agencies (Fire, EMS, and Police) in responding to overdose calls.

## **Waiving Claims**

Your city will also be required to enter various agreements waiving any future claims that the city may have against various producers and distributors arising from conduct covered by the state settlement. All cities wishing to receive settlement funds will be required to enter the MOU. In addition to the MOU, cities wishing to receive funds will need to enter agreements with other entities (as of now Johnson & Johnson and a collection of distributors). Where you can find this release and how it will be submitted will vary by city population:

- **Cities with population of 10,000 or more.**
  - You should have received a notice from the National Opioids Settlement Administrator. This notice will include directions on how to register for the national settlement site and will include a code unique to your city allowing you to register for the site. Once registered, you will be sent the settlement release forms for the distributor's settlement and the J&J settlement that can be signed online by anyone with authorization to do so. If you have not received this notice, send an email to [jgoodyear@lkm.org](mailto:jgoodyear@lkm.org).
- **Cities with population of less than 10,000**
  - You will still need to sign these releases in order to have access to funds, but you will not be able to do so online. Instead, you will be required to submit an Exhibit K form. These forms will be a PDF and there will be one for the Distributors settlement and one for the Janssen (Johnson & Johnson) settlement. The forms can be found on the League's website, on the Kansas Fights Addiction Act page [https://www.lkm.org/page/Opioid\\_Settlement](https://www.lkm.org/page/Opioid_Settlement). In order to participate and receive funds, your city will need to fill out, sign, and submit both forms to [participation@nationalopioidsettlement.com](mailto:participation@nationalopioidsettlement.com)
- **Question 1: Who can sign the MOU and these settlement releases and agreements on behalf of the city?**
  - Release of these claims will require action by the governing body. Some cities have begun passing resolutions releasing claims and authorizing city personnel or a city official (ex: city manager or administrator, or mayor) to enter the agreements

necessary to effectuate that waiver. The League has developed a sample resolution doing just that. While you will not be required to pass such a resolution, it may be easier for the city to do so; authorizing one official to act on the city's behalf instead of waiting until all agreements are ready and finalized to hold a special meeting of the governing body to take up each agreement.

### **Sample Resolution**

The League, in consult with some city attorneys, has drafted a sample resolution to certify city costs, affirm that the city will only spend the funds on permissible purposes, and authorize a city official to execute any agreements that are necessary for the city to receive settlement funds. We urge you to work with your city attorney as you make modifications to the resolution to make it fit your city.

### **Submission of the Resolution and Signed MOU**

Once your city has passed a resolution certifying costs and has signed Exhibit A of the MOU, those signed documents must be submitted to the Attorney General's Office. The completed Exhibit A and the resolution can be submitted on the Attorney General's Opioid page: <https://ag.ks.gov/opioids>. There you will find a link to a Subdivision Settlement Document Submission Form where you will be required to fill in some information and upload the forms.

**More Questions?** Contact [jgoodyear@lkm.org](mailto:jgoodyear@lkm.org)

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

**A RESOLUTION OF THE CITY OF MISSION, KANSAS, APPROVING THE EXECUTION AND DELIVERY OF AN AGREEMENT TO RELEASE AND ASSIGN THE CITY'S OPIOID CLAIMS TO THE KANSAS ATTORNEY GENERAL AND CERTIFYING COSTS ATTRIBUTABLE TO SUBSTANCE ABUSE AND ADDICTION MITIGATION IN EXCESS OF \$500.**

**WHEREAS**, in 2021, the Kansas Legislature enacted HB 2079, the Kansas Fights Addiction Act (the "Act"), authorizing non-litigating municipalities such as the City of Mission, Kansas (the "City"), to access opioid litigation settlement funds and become eligible for certain state grants by entering into an agreement releasing and assigning any City opioid litigation claims to the Attorney General (the "Agreement");

**WHEREAS**, the City has sustained damages related to the opioid epidemic; and

**WHEREAS**, the City desires to enter the Agreement in order to access opioid litigation settlement funds and become eligible for certain state grants.

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

**Section 1. Authorization of the Agreement.** The City hereby authorizes the release of its legal claims arising from covered conduct to the Attorney General, and the assignment of any future legal claims arising from covered conduct to the Attorney General, pursuant to the Agreement by and between the City and the Attorney General in substantially the form attached hereto as **Exhibit A**, presented to and reviewed by the Governing Body at this meeting (copies of this document shall be on file in the records of the City), with such changes therein as shall be reviewed by the City Attorney and the officials of the City executing such documents.

**Section 2. Execution of the Agreement.** The Mayor is hereby authorized and directed to execute, seal, attest and deliver the Agreement in substantially the form presented to and reviewed by the Governing Body at this meeting. The Mayor, City Administrator, City Attorney and City Clerk are hereby authorized and directed to take such actions and to execute such other settlement agreements, documents, certificates and instruments as may be necessary and desirable to carry out and comply with the intent of this Resolution, for and on behalf of the City.

**Section 3. Certification of Costs and Expenses.** The City hereby certifies that it has incurred costs and expenses related to substance abuse or

addiction mitigation in excess of \$500 and the City can utilize the opioid litigation settlement funds for the lawful purposes established in the Act and the settlement agreements. The City Administrator, City Attorney and/or City Clerk are hereby authorized to execute, seal, attest and deliver such other documents, certificates and instruments as may be necessary and desirable to certify these costs and expenses or similar costs and expenses, for and on behalf of the City.

**Section 4. Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** this 19th day of January, 2022 and **SIGNED** by the Mayor.

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Solana Flora, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk



**EXHIBIT A**

**Agreement to Release and Assign Claims**

[To be attached.]

## Exhibit A — Agreement to Release and Assign Claims

### BETWEEN:

[\_\_\_\_\_] (the “Assignor”), a municipality as defined by Kansas Statutes Annotated §12-105a, or other Political Subdivision, located within the State of Kansas, with its principal business office located at:

[\_\_\_\_\_]

### AND:

Derek Schmidt, the duly elected Attorney General of the State of Kansas, with a principal business office located at:

The Office of the Kansas Attorney General  
120 SW 10<sup>th</sup> Ave., 2<sup>nd</sup> Floor  
Topeka, KS 66612

**FOR VALUE CONTEMPLATED**, to gain access to money recovered by the State of Kansas for the abatement or remediation of substance abuse or addiction, made available by the Kansas Fights Addiction Act, 2021 Kansas House Bill No. 2079, consistent with **Kansas Opioids Memorandum of Understanding between the Kansas Attorney General, the League of Kansas Municipalities, and the Kansas Association of Counties**, and to permit as adopted by resolution passed by the Assignor on [\_\_\_\_\_] the Assignor hereby releases its legal claims, and transfers and assigns to the Assignee, his successors, assigns, deputies, assistants, and personal representatives, any and all claims, demands, and cause or causes of actions on any kind whatsoever which the undersigned has or may have against any opioid manufacturer, distributor, and/or pharmacy, or entity within the Pharmaceutical Supply Chain, arising from the following type of claim:

**Any and all claims arising out of “covered conduct” and “opioid litigation” as defined by 2021 Kansas House Bill No. 2079, and any and all claims on file by Assignor in MDL Case No. 1:17-md-2804, if any.**

And the undersigned may in the name of the State of Kansas and for the benefit of the State of Kansas as defined by state law, 2021 House Bill No. 2079, and consistent with Kansas Opioids Memorandum of Understanding between the Attorney General, the League of Kansas Municipalities, and the Kansas Association of Counties, prosecute, collect, settle, compromise and grant releases on said claim as in his sole discretions deems advisable.

Any failure of the Assignor to comply with any requirement of the Memorandum of Understanding, the Kansas Fights Addiction Act, any other provision of Kansas law, or any reporting, requesting, monitoring, or other provision of any opioid settlement agreement which produces money governed by the Kansas Fights Addiction Act, may result in the suspension, termination, or other cessation of future payments to the Assignor from any fund established in the Kansas Fights Addiction Act.

IN WITNESS THEREOF, the parties have executed this Assignment on the day and year first above written.

Signed, sealed and delivered in the presence of:

ASSIGNOR

---

Authorized Signature

---

Print Name and Title

ASSIGNEE

---

Authorized Signature

Derek Schmidt, Kansas Attorney General  
Office of the Kansas Attorney General

### **Settlement Participation Form**

Governmental Entity:	State:
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Distributor Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Distributor Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributor Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Distributor Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Distributor Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Distributor Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Distributor Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Distributor Settlement.
7. The Governmental Entity has the right to enforce the Distributor Settlement as provided therein.

8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributor Settlement, including but not limited to all provisions of Part XI, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributor Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributor Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributor Settlement.
10. In connection with the releases provided for in the Distributor Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributor Settlement.
11. Nothing herein is intended to modify in any way the terms of the Distributor Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Distributor Settlement in any respect, the Distributor Settlement controls.

I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### **Settlement Participation Form**

Governmental Entity:	State:
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Janssen Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Janssen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Janssen Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Janssen Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Janssen Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Janssen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Janssen Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Janssen Settlement.
7. The Governmental Entity has the right to enforce the Janssen Settlement as provided therein.



8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Janssen Settlement, including but not limited to all provisions of Section IV (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Janssen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Janssen Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Janssen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Janssen Settlement.

10. Nothing herein is intended to modify in any way the terms of the Janssen Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Janssen Settlement in any respect, the Janssen Settlement controls.

I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

<b>City of Mission</b>	Item Number:	7.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	January 12, 2022
<b>Administration</b>	From:	Laura Smith

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

**RE:** Review of Council Compensation

**DETAILS:** Section 115:060 of the Mission Municipal Code establishes compensation for the Governing Body. It creates an annual salary of \$12,000/year for the Mayor and \$4,200/yr for Councilmembers.

The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January. The current compensation was established via Ordinance 1027 on January 23, 2002.

A formal review has not been conducted since 2002, although information has been shared periodically with the Mayor and Council regarding compensation comparisons in other Johnson County cities and no follow-up action has been requested.

The compensation structure varies widely from city to city as shown in the attached survey matrix. In addition, in some cities the Mayor and Council are provided an opportunity to waive or reduce the established salaries. In some cases this requires a majority vote of the Council, in others each member of the Governing Body may make that decision on their own.

Staff will await further direction, if appropriate, following Council review of the information.

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

Related Statute/City Ordinance:	Mission Municipal Code Section 115.060
Line Item Code/Description:	01-09-101-03
Available Budget:	\$52,200 (2022 Adopted Budget)

### Governing Body Compensation - Johnson County - January 2022

City	Population	Mayor	Council	Notes/Comments:
Mission Woods	186	\$0/yr	\$0/yr	Volunteer positions.
Westwood Hills	463	\$900/yr	\$420/yr	
Lake Quivira	920	\$2/yr	\$2/yr	Volunteer positions.
Westwood	1,657	\$8,400/yr	\$3,000/yr	
Edgerton	1,713	\$90,000/yr	\$25/per diem	Reimbursement for milage, actual time lost from regular employment, food and lodging.
Mission Hills	3,574	\$1/yr	\$1/yr	Volunteer positions.
Fairway	3,960	\$3,600/yr	\$1,800/yr	
De Soto	6,254	\$9,240/yr	\$840/yr	Mileage reimbursement.
Spring Hill	6,626	\$5,000/yr	\$3,000/yr	
Roeland Park	6,769	\$6,120/yr	\$5,100/yr	
Bonner Springs	7,782	\$2,400/yr	\$840/yr	
Mission	9,523	\$12,000/yr	\$4,200/yr	Reimbursed for mileage, and provided with an additional \$25/mo taxable fringe benefit for communications
Merriam	11,185	\$12,801/yr	\$5,804/yr	Mayor/Councilmembers salaries adjusted annually through compensation plan.
Gardner	21,528	\$7,773.12/yr	\$3,836.40/yr	Additional \$60 car allowance.
Prairie Village	22,170	\$1/yr	\$1/yr	Volunteer positions, check returned to the City.
Leawood	34,670	\$20,000/yr	\$11,000/yr	Mayor receives \$4,800 yearly car allowance and \$200 month for communication expense. Councilmember receive \$250 montly milage expense and \$100 month for communication expense.
Lenexa	54,011	\$23,488.47/yr	\$11,759.07/yr	Mayor/Councilmembers receives \$1,638 phone stipend per year. Mayor received \$2,002 additional car allowance.
Shawnee	65,540	\$16,271.58/yr	\$9,615.32/yr	
Olathe	137,618	\$26,989/yr	\$13,494/yr	Mayor Pro Tem: \$16,193.
Overland Park	191,011	\$32,000/yr	\$12,800/yr	Annual salary of the President of the Council and of each councilmember that serves as Chairs of the four Committees is 45% of the Mayor's annual salary. Annual salary of each City Council Member shall be an amount equal to 40% of the Mayor's annual salary.

*City of Mission, KS  
Thursday, January 6, 2022*

## Chapter 115. Governing Body

### Article I. In General

#### Section 115.060. Compensation.

[CC 2000 §2-111; Ord. No. 1027 §1(2-111), 1-23-2002]

A. The compensation of the Governing Body shall be as follows:

1. There is hereby created a salary for the Mayor in the amount of twelve thousand dollars (\$12,000.00) per year and each year thereafter until his/her term of office shall cease or he/she is removed from office or for any reason shall leave office and his/her successor shall be qualified and take over the duties of the office;
2. There is hereby created for each Council member a salary in the amount of four thousand two hundred dollars (\$4,200.00) per year and each year thereafter until his/her term of office shall cease or he/she is removed from office or for any reason shall leave office and his/her successor shall be qualified and take over the duties of the office;
3. In the event that a Council member is appointed to office, he/she shall receive the same salary as an elective Council member.
4. The Governing Body will review annually the compensation of the Mayor and Council members at the first (1st) regularly scheduled meeting in January.