



CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, MAY 3, 2023 at 7:30 p.m.
(or immediately following 6:30 p.m. Community Development Committee)

MISSION CITY HALL
6090 Woodson Street

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 April 12, 2023 Finance & Administration Committee Minutes - Robyn Fulks ([page 3](#))

Draft minutes of the April 12, 2023 Finance and Administration Committee meeting are included for review and acceptance.

2. Purchase of CSO Vehicle – Dan Madden ([page 16](#))

Approve the purchase a 2023 Ford Maverick and related equipment for use by Community Service Officers for an amount not to exceed \$49,100.69.

DISCUSSION ITEMS

3. Proposed Code Changes Impacting Tobacco and E-Cigarette Retailers – Laura Smith Department Updates – Laura Smith ([page 25](#))

As the Council continues discussion surrounding potential revisions to the City's ordinances regulating tobacco/electronic cigarette retailers a revised map with 1000' buffers and a summary of the proposed codes changes is included for a final Council review and discussion.

4. Election of Committee Chairs and Vice Chairs – Laura Smith ([page 28](#))

In accordance with Section 130.010 (B) of the City’s Municipal Code, on or before the first June Council meeting, the City Council shall vote to elect the chairperson and vice chairperson of the Finance and Administration Committee and the Community Development Committee. Committee Chairs are appointed for one year. This item will be considered under “New Business” on the May 17, 2023 City Council agenda.

OTHER

5. Department Updates

Trent Boultinghouse, Chairperson
Debbie Kring, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913.676.8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	May 3, 2023
Administration	From:	Robyn Fulks

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

RE: April 12, 2023 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the April 12, 2023 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the April 12, 2023 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

April 12, 2023

The Mission Finance & Administration Committee met at Mission City Hall and virtually via ZOOM on Wednesday, April 12, 2023. The following Committee members were present: Ken Davis, Ben Chociej, Trent Boultinghouse, Kristin Inman, Debbie Kring, Lea Loudon and Mayor Flora. Councilmember Ryherd joined via Zoom. Councilmember Boultinghouse called the meeting to order at 7:37 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, Deputy City Administrator Emily Randel, City Clerk Robyn Fulks, Public Works Director Celia Duran, Parks and Recreation Director Penn Almoney, and Chief Dan Madden.

Public Comments

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

There were no public comments.

Public Presentations/Informational Items

There were no public presentations or informational items.

Action Items

Acceptance of the March 1, 2023 Finance & Administration Committee Minutes

Minutes of the March 1, 2023 Finance & Administration Committee were provided to the Committee for review.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

CMB Application Tacos on Lamar LLC dba Tacos El Gallo

City Clerk Robyn Fulks presented the application by Tacos on Lamar, LLC dba Tacos El Gallo for a cereal malt beverage license, which is required by state statute and city code. The application has been completed, fees paid and a background check through the police department has been conducted with favorable results.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Resolution for 2023 City-Sponsored Festival Events

Parks + Recreation Director Penn Almoney presented the 2023 city-sponsored festival events which include the Mission Family Picnic, Yoga on the Deck and Music in the Park. Approval of the resolution will allow for alcohol to be served during the events on City owned property.

Councilmember Kring asked for the location of the Mission Summer Picnic, Mr. Almoney responded that the event will be at Broadmoor Park.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Declaration of Surplus Equipment

Deputy City Administrator Emily Randel presented the need to declare some items as surplus in order to be able to properly dispose of them. Items this time include two vehicles and various electronic equipment.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Predevelopment Agreement Mission & Beverly, LLC (Milhaus Development)

City Administrator Laura Smith presented to the Committee a pre-development agreement with Mission & Beverly LLC (Milhaus Development) for their proposed multi-family project. Ms. Smith reviewed the standard pre-development agreement that the City has historically entered into with any developer seeking incentives. In this case, as the developer does not own all of the properties, the agreement specifies a period of time for which Milhaus will be deemed the “developer of record” and will be given a specific timeframe within which to negotiate incentives. The agreement does not commit the City to granting any incentives and is the best way to provide security for the City in being reimbursed for the third parties we will use in evaluating any incentive request. The agreement requires the developer to escrow funds to pay for this work, removing the burden of payment for these services from the City, and ultimately our residents. A neighborhood meeting was held on March 20 with the Developer, and plans have been submitted to staff. A more specific request for incentives will come in the coming weeks as well.

Councilmember Davis asked, in this case, if the request is a tax abatement. Ms. Smith confirmed that is the intent, however the specific details of the request have not been submitted. Councilmember Davis asked if approval of the pre-development agreement is saying that Council is okay with the request for abatement. Ms. Smith specifically clarified that the agreement does not do that in any way. It’s primary purposed is to require the escrow of funds for evaluation of the ask. The agreement protects the City from having to expend its own funds in connection with the evaluation of the incentive request.

Mayor Flora clarified that the only thing a “no” vote on the pre-development agreement does is put the City on the hook for costs incurred during the evaluation process. Ms. Smith confirmed that is correct.

Councilmember Kring asked for an analysis of losses related to projects asking for incentives. Ms. Smith explained that will be provided once a pre-development agreement is entered into so that the City’s team can do the evaluation. If she starts that process prior to the signing of the pre-development agreement the City will have to pay those fees. A report from the City’s financial advisors will be provided with specific financial impacts. Councilmember Kring clarified that will come before the vote on the incentives

and Ms. Smith confirmed that is correct.

Councilmember Boultinghouse asked where the amount of \$10,000 for the escrow came from. Ms. Smith replied that staff has found that this amount is sufficient to start the ball rolling. Staff can ask the Developer to add funds if needed down the road.

Mayor Flora asked to highlight that the pre-development agreement asks the Developer to specifically acknowledge that the approval of the incentives is at the sole discretion of the Governing Body.

Councilmember Chociey asked Ms. Smith for clarification regarding the planning and development requests and the obligation to hear all requests in the process. Ms. Smith confirmed that the City cannot simply deny consideration of a planning submission.

Councilmember Kring asked whether the Governing Body could be held accountable if incentives are given to one project and not another. Ms. Smith confirmed this is not the case as all projects are different and are evaluated independently of each other with different factors. Developers will compare incentives certainly try to make comparisons to incentives given to other projects and try to start at that point, however staff starts with a fresh set of eyes on every project.

Councilmember Chociey recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

Resolution Adopting Antisemitism Definition

Ms. Smith's next action item is for a Resolution adopting an antisemitism definition. Ms. Smith referenced the presentation made to the Council on March 15 with a working definition of antisemitism and its importance in combatting increasing incidents of antisemitism across the country and in the region.

Councilmember Chociey recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

Personnel Policy Guidelines

Deputy City Administrator Emily Randel reviewed changes to the City's personnel policy guidelines for the year. Staff prepares recommended changes and also relies on an outside Human Resources consultant for a thorough review of any changes. If approved by the Council, the changes presented tonight will become effective on May 1.

Ms. Randel highlighted that the main changes center around the paid parental and paid caregiver leave policies, which were originally created with equal time for both. Ms. Randel's shared that the collective opinion after administering the policy is that caregiver relief is for stabilization of an acute situation rather than for ongoing healthcare maintenance needs of a family member, which was difficult to administer and had an effect on morale of coworkers. The recommended changes to the policy includes new parameters for use, and shrinks the time available for paid caregiver leave from six weeks to three. Additionally, language for acute needs was added. Additional changes are for language clarification.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Purchase and Installation of Automated License Plate Readers

Police Chief Dan Madden presented to the Committee a contract for the purchase and installation of automated license plate readers around the City. Funding through a Department of Justice grant of \$140,000 has been awarded for the project. Efforts of adding the system will be coordinated between Public Works, neighboring cities and County government. Proposed locations of the readers will be determined based on the crime map provided in the packet. A key location at Foxridge Drive and Lamar will be monitored by the Johnson County Sheriff's office, who intends to install a reader at that location. They may also install at other locations. All county installations are for the protection of critical infrastructure in the City.

The Chief reported that Staff is recommending to use Electronic Technology Inc. for the ALPR project, which will allow for better data sharing with other jurisdictions in the area. Additionally, Electronic Technology, Inc. is on an

approved vendor list which complies with the requirements for the federal grant funds being applied. He noted that the intent is to send data to the Johnson County Sheriff office server, which allows for cost savings because the City is not required to purchase a server. Control of the data will remain with the City, including retention policies. An MOU is currently being drafted to govern the use of data. Chief Madden also noted his belief of having sound policies in place to govern the use of the technology. Those policies are being drafted to be presented to Council upon prior to installation of the ALPRs. The total cost of purchase and installation is \$147,637.00, with \$140,000.00 being covered by grant funds and the remaining balance to be paid from asset forfeiture funds.

Councilmember Davis asked about missing or obscured plates and if the readers can be helpful in those situations. Chief Madden answered that will be a policy decision to make, whether officers get alerted when a “no plate” goes through a camera. That can be overwhelming with false hits though.

Mayor Flora asked about the MOU with the Johnson County Sheriff’s office. She was curious to know if they will align and accept the parameters of the Council policy regarding use of the readers, and if other city’s who can access our data will as well. Chief Madden answered that they will have their own policies for their cameras, and they will need to follow our policies as far as retention. Mayor Flora clarified that she is less concerned about retention and more concerned about reasons behind the use at the Sheriff’s office. She would like that to be part of the MOU. Chief Madden acknowledged that can be part of the conversation, but stated reason for use is typically fairly similar amongst agencies. Chief Madden confirmed that tracking movement without reason would not happen. Policies can help avoid misuse. Mayor Flora would like to see what the Sherriff’s office and County policy would be prior to deciding to make a final decision about hosting Mission’s data on their servers. Chief Madden stated the County is up and running on their servers and he will get their policy for the Committee to review.

Councilmember Chociey voiced his agreement with Mayor Flora’s remarks and would like to see the County policy as well. He does not like the potential for a wide variation for policies and procedures and that could result in abuse of the system. He would like to know the County’s standard and what it looks like in other municipalities. He also asked what the life of the hardware is and what the maintenance needs are. Chief Madden replied that cameras installed in Kansas City, MO approximately ten years ago are still operational.

Councilmember Chociey confirmed that maintenance needs are not included as part of the contract and Chief Madden confirmed that is correct. Councilmember Chociey asked if data can be deleted prior to a retention date if needed, Chief Madden didn't have operational knowledge at this time, but he believes many components can be controlled in the operation of the system.

Councilmember Thomas asked about other cities that are using the Sheriff's office server. Chief Madden believes that Fairway is doing so off of a reader on one of their police vehicles.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

Classification and Compensation Recommendations – Mission Police Department

Ms. Smith gave a presentation about the need for a reevaluation of classification and compensation policies for the Police Department. Increases in 2017 and 2021, along with merit increases in the fall of 2022, were well received, however other cities are now outpacing Mission with starting salaries and lateral hires. The most critical issues exists for the City's sworn law enforcement personnel, but a review of the overall classification and compensation system, and the impact on other departments will also be reviewed in the future.

Ms. Smith reviewed challenges in law enforcement, including fewer applicants, increased competition, and continual salary adjustments. A recent interview applicant ended up joining another local jurisdiction for a starting salary of \$10,000 more than what Mission could offer. Long-term sustainability of significant personnel investments has to be taken into consideration as well.

Ms. Smith reviewed the organizational chart of the police department and mentioned that Chief Madden has spoken with patrol staff members who have looked at opportunities in other jurisdictions. Chief Madden reported that when officers take persons who have been arrested to the county detention facility, they are faced with posters and signs advertising the Sheriff's office's high pay and telling officers to join them. They also see it in the news and social media. Those differences can be as much as \$20,000/year, which is a significant increase. Mission is challenged attracting lateral transfers as well as new

recruits.

Ms. Smith next reviewed starting pay for different law enforcement agencies in the area, including traditional police departments and non-traditional agencies such as KU Medical Center Police Department. Mission was much more competitive a few years ago, however the continual leap frogging of salaries by local agencies has moved us down the list.

Ms. Smith informed the Committee that the transition to a step plan for police compensation that occurred a few years ago will be done away with as market conditions are making logical and equitable adjustments to a step plan difficult. The recommendation includes transition away from the step plan and back to a more traditional salary range structure. A step program could be re-implemented at a future date.

The recommendations at this time include transitioning from a step plan to new salary grades, updating the starting pay for Police Officer 1 to \$54,000.00, implementation of a salary increase from 6-12% for all hourly sworn personnel and merit increases for salaried employees with an anticipated budget impact of approximately \$195,000. The specific recommended ranges will be provided prior at next week's City Council meeting. Staff believes the increased costs can be covered through an anticipated retirement, funds already budgeted for merit increases for 2023, and the savings from no increases in health insurance costs for the year. Ms. Smith noted that these increases cannot be afforded every year, but hopefully there will be a stabilization in salary increases.

Ms. Smith also acknowledged that, as a smaller department, there will always be unique hiring challenges. She cited the Chief's determination to offer opportunities and advancements to attract candidates, and the relaxation of policies that served the City well for a long time, however other agencies have transitioned to offering those benefits as well along with more compensation.

Councilmember Davis asked if salaries were compared to salaries in the State or in other cities such as St. Louis. Chief Madden indicated he did not compare data for other areas of the country. He has seen some much higher, and some similar to the City's range. Councilmember Davis asked what the impact of the County's elevation of the Sheriff's office salary was having. Chief Madden confirmed that the Sheriff's office is not the only jurisdiction driving the salary increases, and some of their increase has to do with their operations, such as staffing difficult to fill jail positions. Ms. Smith also added that the City of Lenexa

is in the process of raising their starting salary as well. She and Chief Madden also noted that the Sheriff's office is still looking for 25 staff members. Lateral transfer pay based on years of service are also being raised to fill needs.

Councilmember Davis asked what the gap of vacancies is. Ms. Smith and Chief Madden shared that the City of Mission is doing well with staffing, however remaining that way is not certain.

Councilmember Kring asked when the police fines were updated, which could be used to offset the salary increase. Ms. Smith answered that most of the fines are set by Ordinance and then are discretionary for the Judge to impose based on the range given. She and the Chief have been evaluating collection rates for issued citations. They hope to get those remedied. Chief Madden cited a 50% failure to appear rate in court. Councilmember Kring also believes there have been changes to the crime rate in the area and she believes those changes in crime merit additional pay for officers. Chief Madden acknowledged that, and also cited additional requirements for officers on the job that take more time.

Mayor Flora mentioned that, with implementation in May, and rolling out the same numbers next year, the total will be more than the total annual revenue anticipated to be generated by 1 mill in the 2024 budget.

Councilmember Thomas mentioned she believes officers deserve more than \$54,000 as starting pay, however she is concerned about sustainability with these long-term numbers, especially with the desire to not raise taxes.

Councilmember Chociej asked if we could try to aim for the top of the salary range rather than going for the middle range and having to play catch up frequently. He believes a high standard is expected in many City positions and that can be paid for, and he believes an investment in labor is a good investment. Ms. Smith agreed with Councilmember Chociej, and she shared recently with Mayor Flora that the current labor market does not allow for hiring to replace a long-tenured employee at a lower rate is not an option any longer, and she does not see that changing in the future. She does believe that the City attracts good candidates even in a tough labor market. Ms. Smith is hopeful that budget work sessions later this spring will have a better outlook based on what comes out of the Legislative session and a clearer picture of numbers which could potentially allow for additional changes to the overall classification and compensation system.

Ms. Smith reviewed next steps which included finalizing recommended salary ranges and consideration of the proposal at the April 19 City Council meeting. After that meeting, she and Chief Madden will conduct department meetings to discuss what was approved and then implementation will begin with a target effective date of in concert with the May 12 payroll.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

DISCUSSION ITEMS

Election of Council President and Vice President

Ms. Smith reviewed with the Committee the upcoming election of Council President and Vice President, as dictated by City Code. She asked all to be ready to make nominations.

Councilmember Davis asked about the two positions and the chair and vice-chair of each committee. He wanted to know if the positions can be held by the same person. Ms. Smith confirmed they can, and that committee chairs turn over annually in June, while the Council President and Vice-President turn over every two years.

Councilmember Chociejski asked about the responsibilities of the President and Vice President. Mayor Flora answered that if the Mayor is unable to perform her duties the Council president steps in. That also applies to events the Mayor cannot attend and the like. Ms. Smith confirmed she will send out the information and the outline of those responsibilities. She clarified that the President would step in as Mayor until the next regularly scheduled municipal election if something happened to the Mayor.

Consideration of Regulations for Tobacco and Electronic Cigarette Retailers

Ms. Smith reviewed that a current moratorium is in place for 150 days prohibiting the issuance of any business licenses for tobacco or e-cigarette retailers. Currently there are none are pending. Following the last discussion by Council in February, she has returned with maps that show buffer zones that

would cover zoning areas where the sale of tobacco or tobacco related products could occur. Conversations have been ongoing since October of 2022 to create buffer zones where youth may congregate to disallow tobacco sales. Parks were added to the buffer zones after the February conversation about this matter. She reviewed that with a 500' buffer there are some zoned areas where sales would still be allowed. The changes will be a zoning code change which will require approval by the Planning Commission prior to the City Council taking action.

Councilmember Inman asked how potential legalization of cannabis would be impacted by these ordinances. She wanted to ensure that the City would not be buffering out those types of businesses if they are legalized. Ms. Smith answered that she would seek clarification on how to exclude those businesses from the regulations if that was the Council's preference.

Mayor Flora stated she thought the restrictions were only tied to tobacco products, not any products regardless of components. Ms. Smith stated she will confirm that and how things might be defined in the Ordinance. Councilmember Davis clarified that his intention at the outset of this process was to cover specifically nicotine products.

Councilmember Thomas mentioned that signage limitations may be an issue with tobacco and vape establishments and that could be a consideration for deterrent as well.

Councilmember Davis asked for clarification on what action Ms. Smith needs. He confirmed that the 500-foot buffer zone accomplishes what he wished to accomplish. Mayor Flora agreed. Ms. Smith will work with legal staff to prepare a new ordinance and share it back with Council in May.

Councilmember Loudon asked to clarify that buffer zones are areas where no tobacco sales would be allowed, but in other areas we will as long as they are zoned properly. Ms. Smith confirmed, in the areas on the map outlined in red, if included in a buffer zone, a new tobacco retailer could not move in.

Councilmember Chociej mentioned his intent to dissuade middle and high school students and asked about a buffer near Shawnee Mission North. He thought if we could buffer around the school, even though it's not in Mission, it could hit parts of Mission to further buffer. The Mayor responded and Ms. Smith confirmed that we could not create buffer zones around properties not in our city, but there

was a park that seemed to be missing from the map near Johnson Drive and Metcalf. Staff will add that and share back the revised map.

Councilmember Davis asked about a limit on the number of licenses. Ms. Smith believes that the buffer is a more useable mechanism to manage the number of licenses. Existing licenses in buffered areas will be grandfathered in, however new businesses coming in could not take over that license or get a new license for a space that is grandfathered in.

Councilmember Chociej asked about zoning for tobacco sales in a mixed-use development, such as the Mission Gateway development. Currently that area is zoned for mixed-use zoning which allows tobacco sales. He noted that he would like to see tobacco sales prohibited in a mixed use zoning district.

Ms. Smith confirmed she had the information necessary to proceed with next steps and thanked the Committee for their continued interest and engagement surrounding this issue.

Department Updates

Ms. Smith reviewed the upcoming calendar, including a Council work session on April 19, Council Legislative meeting on April 19, Committee meetings on May 3, and a Council work session on May 17 ahead of the regular legislative meeting. Calendar updates will go out for those new events. Ms. Smith also mentioned that May 2 will be the next joint work session for the Council and Planning Commission on the Comprehensive Plan update.

OTHER

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 9:03 p.m.

Respectfully submitted,

Robyn L. Fulks, City Clerk

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	May 3, 2023
Police Department	From:	Dan Madden

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

RE: Purchase of Community Service Officer (CSO) Vehicle and Related Equipment

RECOMMENDATION: Authorize the purchase of a 2023 Ford Maverick and related equipment for use by Community Service Officers in an amount not to exceed \$49,100.69.

DETAILS: The current vehicle is a Ford F-250 and is greatly oversized for the duties the CSO's carry out. Because of this, as well as the needs of other departments for fleet vehicles, staff requested and Council approved replacement of the CSO vehicle in the 2023 budget.

After researching a number of options, Staff is recommending the purchase of a 2023 Ford Maverick to replace the current F-250 truck. The Maverick will allow for greater maneuverability for the Community Service Officers, as well as provide a safer platform for them to load animals into the animal storage container in the bed of the truck. In addition to the purchase of the vehicle, a new Mobile Data Terminal (MDT), animal storage container, emergency lighting, and vehicle graphics will need to be purchased and installed. The cost of the 2023 Ford Maverick is \$38,222.50. The additional equipment and installation costs total \$10,878.19.

The existing Ford F-250 will be transferred to the Parks and Recreation Department for use by their staff. The Ford F-250 will be more applicable to their needs, particularly with park maintenance.

Staff desired to purchase the hybrid version of the Ford Maverick, but supply chain issues have caused Ford to stop accepting new orders for these vehicles. Staff had been working with local dealerships to locate a Ford Maverick with little success. The Department was recently contacted by Bob Allen Ford and notified that they would be receiving one Ford Maverick in June which they would reserve for Mission. Even though this is not a hybrid version, the fuel efficiency of the Maverick (30 mpg) is significantly better than the F-250 (13 mpg), resulting in less fuel consumption and emissions.

This purchase(s) will be paid for from the Equipment Reserve and Replacement Fund.

CFAA CONSIDERATIONS/IMPACTS: Community Service Officers provide a wide range of duties including animal control services for Mission, as well as contracted cities. Having the ability to provide communities services related to stray, wild, and vicious animals adds to the safety and vibrancy of our community.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	24-30-403-01 \$38,222.50 24-30-403-06 \$10,878.19
Available Budget:	\$50,000



KA-COMM, INC

1201 W. Old 56 Highway
 Olathe, KS 66061
 (913) 764-7314
 (913) 764-7514 Fax
 www.ka-comminc.com
 ddock@ka-comminc.com

Quote

Date	Quote #
4/25/2023	26325

Customer:
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

Item	Description	Qty	Cost	Total	P.O. No.	Terms	Rep	Freight Charges
						Due on receipt	DMD	FOB
ALGT53	INSTALLATION OF THE FOLLOWING EQUIPMENT AND COMPUTER MOUNT FOR MAVERICK (PER ROB) ***SPECIAL PRICING*** ALGT53-1674064329, ALLEGIANT 53" AMBER/WHITE WITH FRONT FLOOD WITH 6 BUTTON CONTROLLER	1	1,700.40	1,700.40				
MPS62U-AW	MPS62U-AW, MICROPULSE ULTRA, 6-LED LIGHT HEAD, AMBER/WHITE, DUAL-COLOR, CLEAR LENS	2	106.60	213.20				
416900Z-AW	416900Z-AW, DUAL COLOR, SINGLE-HEAD IN-LINE CORNER LED SYSTEM, AMBER/WHITE	4	79.43	317.72				
660100SSG	660100SSG, RS485 RELAY MODULE	1	189.41	189.41				
MB8U	MB8U, RG58U, NO CONNECTOR, SOLID CORE NMO MOUNT	1	20.18	20.18				
TRA7603	TRA7603; SINGLE BAND, 760-870MHZ, PHANTOM SURFACE MOUNT ANTENNA WITH DUAL LINEAR POLARIZATION CHARACTERISTICS AND 3 DBI TERMINATED IN AN NMO CONNECTOR; WHITE	1	55.25	55.25				

Thank you for your business.	Subtotal
	Sales Tax (0.0%)
	Total

Signature:

Quote is valid for 30 days!



KA-COMM, INC

1201 W. Old 56 Highway
 Olathe, KS 66061
 (913) 764-7314
 (913) 764-7514 Fax
 www.ka-comminc.com
 ddock@ka-comminc.com

Quote

Date	Quote #
4/25/2023	26325

Customer:
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

Item	Description	Qty	P.O. No.		Terms		Rep		Freight Charges	
					Due on receipt	DMD			FOB	
Item	Description	Qty	Cost		Total					
7170-0836-02	7170-0836-02, 2020+ FORD ESCAPE PEDESTAL KIT WITH MONGOOSE®- 9" LOCKING SLIDE ARM WITH SHORT CLEVIS	1	656.37		656.37					
SDT-1230-022	SDT-1230-022, CHARGE GUARD	1	99.00		99.00					
425-3816	425-3816; MAGNETIC MICROPHONE SYSTEM	1	39.95		39.95					
CUSTOM ITEMS	CUSTOM BRACKET FOR RADIO	1	39.00		39.00					
BLR-I-506	BLR-I-506, 6 POSITION FUSE BLOCK (SCREW TERMINAL)	1	19.00		19.00					
153050	153050, 50AMP CIRCUIT BREAKER	1	56.93		56.93					
75674	75674, PICKER-PC775-1A-12C-X-POWER RELAY 12VDC	1	59.29		59.29					
KAC-134	KAC-134, GBS# 330901, MPS600U SANDWICH BRACKET	2	12.50		25.00					
MISC INSTALL ...	INSTALLATION SUPPLIES - CONSUMABLES	1	275.00		275.00					
INSTALLATION	INSTALLATION/SETUP	1	1,680.00		1,680.00					
SHIPPING	ESTIMATED SHIPPING AND HANDLING	1	50.00		50.00					

Thank you for your business.	Subtotal	\$5,495.70
	Sales Tax (0.0%)	\$0.00
	Total	\$5,495.70

Signature: _____

Quote is valid for 30 days!



Kids

Outdoor Rec

Home & Gifts

Bargain Cave

Owens Products Hunter Series Single-Compartment Dog Box - 24"W x 38"L

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Points upon approval to use on today's order. [Apply Today](#)

or 6 monthly payments of \$148.33 with sezzle [i](#)

Color: Stainless Steel

Size

24"Wx38"L



SHOP BELOW





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Shooting

Hunting

Camping

Men

Women



PRODUCT DETAILS

Sign Pro of Kansas City

6180 Barkley St
Mission, KS 66202 US
913-962-7767
janette@kcsignpro.com
www.kcsignpro.com

Estimate

ESTIMATE # 1006

DATE 04/25/2023

ADDRESS

CITY OF MISSION
6090 WOODSON ROAD
MISSION, KS 66202

SHIP VIA

Customer Pick Up

PO #

Robert Meyers

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Vehicle Graphics	Vehicle Graphics, Produced & Installed on Community Service Officer Ford Maverick	1	132.50	132.50

SUBTOTAL	132.50
TAX	0.00
TOTAL	\$132.50

Accepted By

Accepted Date



QUOTE #499

SENT ON:

RECIPIENT:

Mission Police Department

6090 Woodson Road
Mission, Kansas 66202
Customer Name: Mission Police Dept
Job Title: Panasonic Toughbook Cf-33

5700 Merriam Drive
Merriam, Kansas 66203

Phone: (913) 962-8083
Email: support@etikc.com
Website: www.etikc.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Panasonic CF-33RZ-OAKM Toughbook CF-33 Tablet	Public Sector Specific, Win10 Pro (Win11 DG), Intel Core i5-10310U 1.7GHz (4.4GHz), vPro, 12.0" QHD Gloved Multi Touch+Digitizer, 16GB, 512GB OPAL SSD, Intel Wi-Fi 6, Bluetooth, 4G LTE Band 14 (EM7511), Dual Pass (Ch1:WWAN/Ch2:WWAN-GPS), Infrared Webcam, 8MP Rear Camera, Contactless Smartcard, Standard Batteries (2), TPM 2.0, Flat, CF-SVCPDEP3Y - 3 Year Premier Deployment, FZ-SVC512SSD3Y - 3 Year No Return of Defective Drive, FZ-SVCTPNF3YR - 3 Year Protection Plus Warranty, CF-SVCBIOS1 - Custom BIOS, CF-SVCADDPRM12B - 1 Year Absolute Resilience Panasonic Warranty Bundle SKU Only PS/EDU/SLG Bundle SKU Only MSRP-\$5,045.20	1	\$4,360.00	\$4,360.00

Total **\$4,360.00**

- NET 30 Terms.
- Quote valid for 30 days.
- Prices do not include applicable taxes or shipping charges.
- Prices may change without notice after expiry of quote.
- Prices are subject to change if items are purchased separately.
- A 3% charge will be added to all transactions if paid by credit card.

Signature: _____ Date: _____

Purchase Proposal

Buyer	Co-Buyer	Vehicle
CITY OF MISSION CITY OF MISSION 6090 WOODSON RD MISSION KS 66202 E: (913) 676-8300 D: C: E-Mail: RMEYERS@MISSIONKS.ORG	E: D: C: E-Mail:	2023 Ford Maverick VIN: 3FTTW8F97PRA42580 Stock#: Mileage: Color:

Customer Trade							
	Year	Make	Model	VIN	Engine	Mileage	Payoff
1							
2							

Cash Down	
Term	Payments
1	\$38,222.50

Purchase Details	
Retail Price:	\$0.00
Savings:	(\$37,720.00)
Sales Price:	\$37,720.00
Rebates:	
Total Sales Price:	\$37,720.00
Accessories:	\$0.00
Service Contract:	
GAP:	
Government Fees:	\$3.50
Proc/Doc Fees:	\$499.00
Total Taxes:	\$0.00
Trade Allowance:	
Trade Payoff:	
Trade Equity:	
Cash Down:	
Amount Financed:	\$38,222.50

X

 Customer Signature

Disclaimer:

 Date

Payments are based on average interest rates with approved credit. Payments are valid for 24 hours.



Preview Order 0603 - W8F - SuperCrew AWD - 4.5' Box: Order Summary, i. . of Preview: 03/17/2023 09:30:14 Receipt: 9/16/2022

Dealership Name: Bob Allen Ford, Inc.

Sales Code : F53009

Dealer Rep.	TIM SMITH	Type	Retail	Vehicle Line	Maverick	Order Code	0603
Customer Name	T SMITH	Priority Code	11	Model Year	2023	Price Level	330

DESCRIPTION	DESCRIPTION
W8F0 MAVERICK XLT AWD	.17" UNIQUE ALUMINUM WHEEL
.121.0" WHEELBASE	XLT LUXURY PACKAGE
CACTUS GRAY	.POWER 8-WAY DRIVER SEAT
CLOTH	FORD CO-PILOT360
BLUE	CV LOT MANAGEMENT
EQUIPMENT GROUP 300A	FLR LNRS WITHOUT CARPETED MATS
.XLT TRIM	4G LTE WI-FI HOTSPOT REMOVAL
.2.0L ECOBOOST ENGINE	50 STATE EMISSIONS
.8-SPD AUTO TRANSMISSION	MANUAL REAR SLIDING WINDOW
3.63 AXLE RATIO	BEDLINER - HARD DROP-IN
JOB #2 ORDER	FRONT LICENSE PLATE BRACKET
6 D-LINK BED CONNECTORS	FUEL CHARGE
FX4 OFF-ROAD PACKAGE	PRICED DORA
.TRAILER HITCH RECEIVER	DESTINATION & DELIVERY
TOTAL BASE AND OPTIONS	
DISCOUNTS	
TOTAL:	

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

This is not an Invoice.

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	May 3, 2023
Administration	From:	Laura Smith

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

RE: Regulations for Tobacco and Electronic Cigaretter Retailers

DETAILS: Since October 2022, the Council has been discussing issues related to potential revisions to Mission’s zoning code as it relates to retailers selling tobacco, electronic cigarettes, or electronic cigarette paraphernalia. At the April 12, 2023 Finance & Administration Committee meeting staff was directed to continue to explore expanded buffer zones, to review the potential impacts any proposed legislation might have on marijuana/marijuana paraphernalia sales should it be legalized by the Kansas Legislature, and the potential for specifically prohibiting tobacco/e-cigarette sales in any Mixed-Use (MXD) zoning district.

The materials included in this action item and the packet respond to that discussion and Staff is hopeful that final direction can be secured to move to the next step in the process. While the temporary 150 day moratorium does not expire until August 21, 2023, staff would like to move forward through this multi-step process as soon as possible. The map included in the packet illustrates a 1000’ buffer surrounding the following:

- Existing tobacco retailers
- Schools/Churches/Other Assembly Places
- Parks

Council will note that a buffer of this size covers all parcels whose current zoning (MS-1, MS-2 and C-1) would allow for tobacco/electronic cigarette sales with the exception of portions of the Gateway site (zoned MXD) and the Bank of America property located at Shawnee Mission Parkway and Roeland Drive. During the April Committee meeting there was also some interest expressed about potentially revising the definition of allowable uses within a Mixed-Use zoning district to specifically prohibit the sale of tobacco/e-cigarettes. Staff would recommend the following next steps if Council is ready to advance a recommendation forward to begin the process for making amendments to Mission’s Zoning Code:

- Prepare a draft ordinance establishing the 1000’ buffers as shown on the map
- Ensure ordinance language is crafted narrowly to ensure that marijuana retailers would not be included should the sale of marijuana (medical, recreational or both)

Related Statute/City Ordinance:	Chapter 405 Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

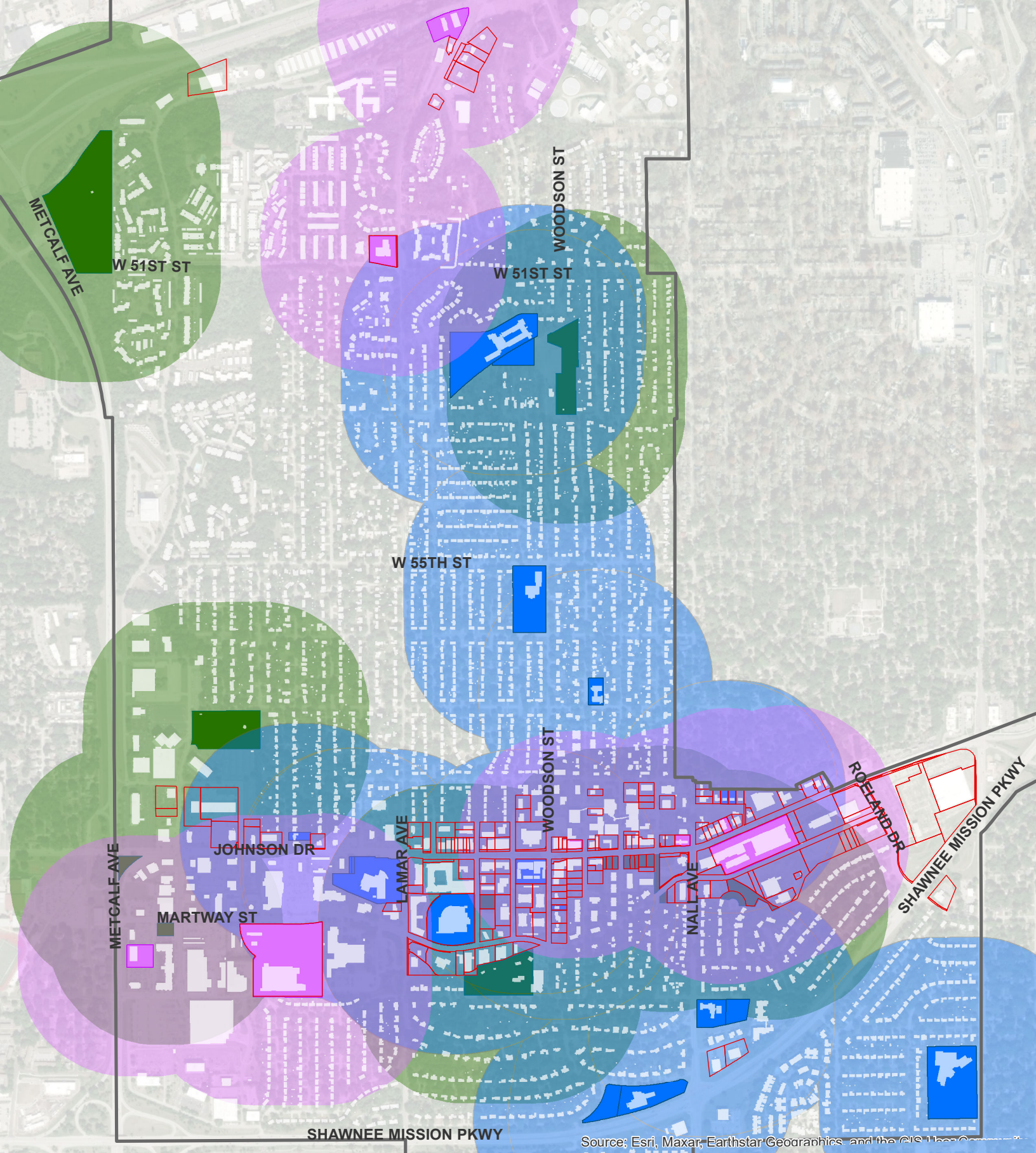
City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	May 3, 2023
Administration	From:	Laura Smith

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

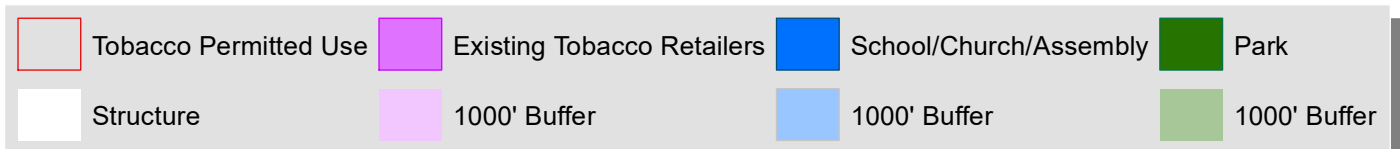
Staff would recommend that the discussion and decisions related to the sale of tobacco or electronic cigarettes in a Mixed-Use zoning district be included as part of the more comprehensive zoning code updates which are anticipated to get underway later this year. Since there are currently no functional retail spaces located in the MXD district, this will allow for any and all modifications to allowed or prohibited uses to be considered at one time.

CFAA IMPACTS/CONSIDERATIONS: The Communities for All Ages program suggests that residents are interested in healthy, vibrant communities. This is often related to walkable communities, but applies to all aspects of integrating health into planning and development policy. Discussing policies and regulations such as this can signal to residents a community's willingness to review and consider all aspects of building a healthy and resilient community for residents of all ages.

Related Statute/City Ordinance:	Chapter 405 Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



City of Mission	Item Number:	4.
DISCUSSION ITEM SUMMARY	Date:	May 3, 2023
ADMINISTRATION	From:	Laura Smith

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

RE: Election of Council Committee Chairs and Vice Chairs

DETAILS: In accordance with Section 130.010 (B) of the City’s Municipal Code, “On an annual basis, on or before the first June Council meeting, the City Council shall vote to elect the chairperson and vice chairperson of the Finance and Administration Committee and the Community Development Committee.”

Committee Chairs are appointed for one year. City Council Policy 104 outlines the practices and procedures of the Council Committees and is attached for your information.

This item will be considered under “New Business” on the May 17, 2023 City Council agenda.

CFAA IMPACTS/CONSIDERATIONS: N/A

Related Statute/City Ordinance:	Mission Municipal Code Section 130.010, Council Policy 104
Line Item Code/Description:	N/A
Available Budget:	N/A

CITY OF MISSION CITY COUNCIL POLICY MANUAL

POLICY NO. 104 - REVISED

GUIDELINES FOR CITY COUNCIL COMMITTEES

1.01 Composition and Number

The City of Mission has established and assigned specific responsibilities to the following City Council Committees:

- Finance and Administration Committee
- Community Development Committee

1.02 Meetings

Committee meetings shall be scheduled monthly. All meetings are open to the public. Wednesday evenings shall be committee meeting night with meetings beginning at 6:30 p.m. Committees shall follow a meeting schedule, except for holidays, as follows:

- 1st Wednesday of the month: Community Development Committee at 6:30 p.m.; Finance & Administration Committee at 7:30 p.m. or immediately following the Community Development Committee.
- 2nd Wednesday of the month: Reserved for overflow business from either the Community Development Committee or Finance and Administration Committee. Committee meetings scheduled for the second Wednesday of the month shall begin at 6:30 p.m.

All meetings shall be held at City Hall unless otherwise specified. Additional meetings may be held upon the call of the Chair or upon the call of a majority of committee members, provided that all members shall be notified of such meeting at least 24 hours in advance of the announced start of the meeting, and is consistent with Kansas Open Meeting laws.

1.03 Quorum

Committees shall conduct business only in the presence of a quorum. A quorum shall consist of five members. It shall be the duty of each committee chair to encourage member attendance. City staff will be responsible to ascertain in advance whether or not a quorum will be present to conduct business.

1.04 Agenda

An agenda shall be developed by the chair and related staff before each meeting. Individual councilmembers may request the addition of specific items to the agenda by contacting the committee chairperson, vice-chairperson, or City Administrator. These items will initially be placed under "Discussion Item" for consideration of additional/future action by the committee. The agenda shall be followed as much as possible; however, business not appearing on the agenda may be taken up under the heading "Other Business." All items on the Agenda will identify the person(s) sponsoring an item. The City Administrator and department heads will participate in the presentation of information to the committee, but are not voting members of the committee.

1.05 Public Comments

Public meetings are the primary method for the public to address the members of the Council Committee. A vital part of good government is establishing policies and procedures for public meetings so that the meetings can be as effective as possible. It is the desire of the Council Committee to allow public comment and to conduct the meetings with the utmost civility and professionalism. Public comment taken at the Council Committee meetings will adhere to the following guidelines:

- To ensure an accurate record, members of the public will be asked to state their name and address for the record and then sign in with the City Clerk after addressing the Committee.
- Printed materials to be distributed to the Committee should be given to the City Clerk who will see that they are entered into the record.
- When public comment is sought at the Committee meeting, no interested person shall speak more than twice to any question, nor more than five (5) minutes each time.
- Members of the Committee are discouraged from engaging in debate with a member of the public at a Committee meeting. The purpose of public comment is for the Committee members to receive input or information from the public.
- Any person making slanderous remarks or being disruptive while addressing the Committee may be requested to leave immediately.

1.06 Votes

Meetings shall be conducted in an orderly manner. Generally, Code of Procedure for Kansas Cities, First Edition, should serve as a guideline in the conduct of committee meetings. The committee chair will preside over the meetings and is responsible for maintaining orderly discussion. Upon the call of the chair, voice votes shall be taken of committee members to determine committee action on each issue. Passage shall require a majority of those present and voting, including the chair. Tie votes shall be considered to be a failure of the motion. The chair of the committee cannot make a motion. Seconds to motions are not required.

1.07 Minutes

Minutes shall be kept of all committee meetings by staff assigned by the City Administrator. Distribution shall be made to the Mayor and Council.

1.08 Committee Responsibilities

Committees shall be responsible for the review of policy matters dealing with their assigned departments. This shall include but not limit review of major equipment purchases, property acquisition, construction, development policies, ordinance and resolution review, budget review.

Requests by various groups for proclamations shall be routed to the Mayor for consideration. Proclamations do not require Council action. Planning Commission items generally shall go directly to the Council except in the instance of recommended changes to the actual Zoning Ordinance, in which case these recommendations will be reviewed by the Community Development Committee.

Council committee members shall not be involved in daily administrative tasks. Direction of the daily operations of a department shall be left to the department head under the direction of the City Administrator. If a committee has specific operations problems, these are to be directed to the attention of the City Administrator who will expedite any necessary actions.

Committees shall deal with City personnel matters only on a policy review basis. Policy review means such things as personnel rules, job descriptions, or salary schedules. Committee members either individually or as a committee shall not meet with an employee concerning personnel matters. Employees with specific grievances shall use the established appeal procedure as outlined in the Personnel Policies and Guidelines.

The City Administrator shall be responsible for any necessary support to the Council committees.

1.09 Significance of Committee Actions

Action of committees shall constitute recommendations to the full Council. No binding decision can be made in committee on matters that should be brought before the full Council. In emergency and time-constrained situations, the City Administrator or City Clerk may poll the remainder of the City Council Committee members for approval of a committee action.

1.10 Responsibilities of Committee Chair

1. Conduct meetings of the committee, including managing public comments
2. Report on Committee action to the full Council at City Council Meetings.
3. Approve agendas for regular and special committee meetings.

4. Encourage participation and attendance of committee members, including soliciting motions.
5. Serve as principal liaison between the committee and the staff and City Council on issues for which the committee had principal responsibility.

Suggestions and ideas regarding city business from individual Councilmembers are welcome and should be directed to the Committee Chair and/or City Administrator for action.

APPROVED BY THE CITY COUNCIL ON AUGUST 13, 2003.

REVISED AND APPROVED BY THE CITY COUNCIL ON JANUARY 14, 2004.

REVISED AND APPROVED BY THE CITY COUNCIL ON MAY 10, 2006.

REVISED AND APPROVED BY THE CITY COUNCIL ON MAY 21, 2014

REVISED AND APPROVED BY THE CITY COUNCIL ON JUNE 20, 2018.