



**REGULAR MEETING AGENDA**  
**Wednesday, March 20, 2024 at 7:00 p.m.**

**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. 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>.*

*If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- 1. PUBLIC HEARINGS**
- 2. SPECIAL PRESENTATIONS**
  - 2a. Sustainability Commission Strategic Plan Update ([page 4](#))
  - 2b. SevenDays® Supportive City Proclamation
  - 2c. Fair Housing Month Proclamation
- 3. ISSUANCE OF NOTES AND BONDS**
- 4. CONSENT AGENDA**

*NOTE: Information on consent agenda items has been provided to the Governing Body. These items are determined to be routine enough to be acted on in a single motion; however, this does not preclude discussion. **If a councilmember or member of the public requests, an item may be removed from the consent agenda for further consideration and separate motion.***

**CONSENT AGENDA - GENERAL**

- 4a. [Minutes of the February 21, 2024 City Council Meeting](#)

**CONSENT AGENDA - Finance & Administration Committee**

[Finance & Administration Committee Meeting Packet March 6, 2024](#)  
[Finance & Administration Committee Meeting Minutes March 6, 2024](#)

- 4b. Declaration of Surplus Equipment

**CONSENT AGENDA - Community Development Committee**

[Community Development Committee Meeting Packet March 6, 2024](#)  
[Community Development Committee Meeting Minutes March 6, 2024](#)

- 4c. MFAC Deck Chair Replacement
- 4d. MFAC 1 Meter Diving Board
- 4e. 2024 Street Preservation Construction Projects Inspection Award
- 4f. Public Works Capital Equipment Purchase

**5. PUBLIC COMMENTS**

**6. ACTION ITEMS**  
**Planning Commission**

**Miscellaneous**

**7. COMMITTEE REPORTS**

**Finance & Administration, Mary Ryherd**

[Finance & Administration Committee Meeting Packet March 6, 2024](#)  
[Finance & Administration Committee Meeting Minutes March 6, 2024](#)

- 7a. Mission Bowl Apartments, LLC (Sunflower Development Group) Funding Agreement ([page 12](#))

**Community Development, Lea Loudon**

[Community Development Committee Meeting Packet March 6, 2024](#)  
[Community Development Committee Meeting Minutes March 6, 2024](#)

- 7b. Johnson Drive Landscaping Bids ([page 27](#))
- 7c. 2024 Street Preservation Construction Projects Award (55th Street) ([page 35](#))

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

- 9a. Approval of Additional Funds for Public Works Vehicle ([page 42](#))
- 9b. Consideration of Updated Guidelines for 2024 Community Rebate Program ([page 45](#))

**10. COMMENTS FROM THE CITY COUNCIL**

**11. COUNCIL COMMITTEE LIAISON REPORTS**

- Sustainability Commission (Boultinghouse/Loudon)
- Parks, Recreation + Tree Commission (Kring/Schmid)
- Mission Magazine Editorial Board (Ryherd/Chocie)
- Family Adoption Committee (Carpenter-Davis)

**12. MAYOR'S REPORT**  
**Appointments**

**13. CITY ADMINISTRATOR'S REPORT**

- 13a. Business Updates  
13b. [January-February](#) 2024 Monthly Interim Financials (page 52)  
13c. 2023 Year End Project Status Update

**14. EXECUTIVE SESSION**

**ADJOURNMENT**

<b>City of Mission</b>	Item Number:	2a.
<b>INFORMATIONAL ITEM</b>	Date:	March 20, 2024
<b>ADMINISTRATION</b>	From:	Justin Carroll

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

**RE:** Sustainability Commission Update

**DETAILS:** Members of the Sustainability Commission will present an overview of accomplishments from 2023 and a review of goals in 2024.

The Sustainability Commission developed the plan document that is included in the meeting packet. It includes the group’s revised vision and mission statements and guiding principles as well as five key goals.

Members of the Commission will present progress on those goals achieved in 2023 and plans for further progress in 2024.

**CFAA CONSIDERATIONS/IMPACTS:** The Sustainability Commission serves as the key steward of Mission’s Communities for All Ages. Members of the Commission have reviewed the entire Communities for All Ages checklist and have applied the Communities for All Ages lens while developing their own future goals.

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



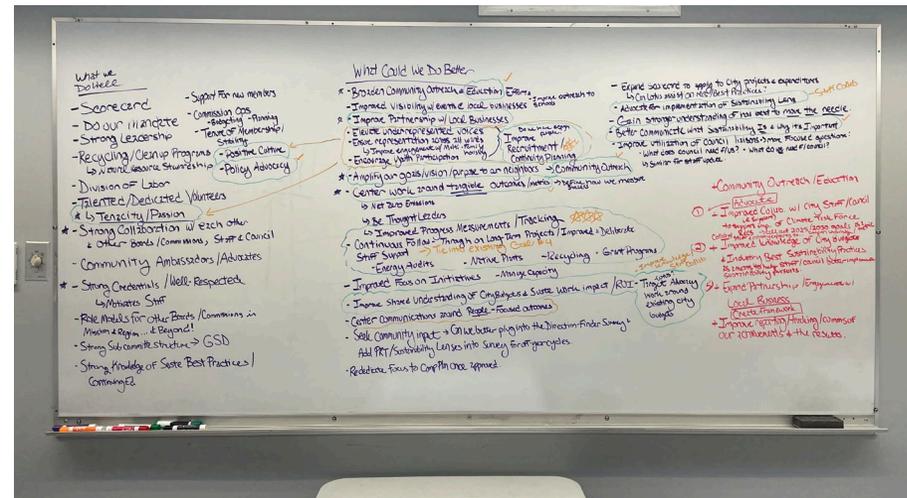
# **City Council Strategic Plan Update**

**March 20, 2024**

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# Sustainability Commission Retreat

- We held a bi-annual retreat at City Hall on December 2nd to re-assess and refresh our goals
- Reviewed what we do well and ways we'd like to improve





# Updated Goals for 2024 & 2025

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1. Partner with the city council, city staff, and city boards and commissions to:
  - a. Support the city's goal to achieve carbon net neutral emissions for local government operations by 2025 and energy generation, homes, and buildings in Mission by 2035.
  - b. Monitor, measure, and track climate and sustainability-related initiatives.
2. Tirelessly advocate to the city council and staff for adoption of sustainability best practices in all city operations and upcoming development projects within the city.
3. Increase awareness of the importance and benefits that sustainability measures bring to planet, people, and prosperity.
4. Engage with residents and businesses to influence their behavior toward adopting sustainable best practices in their daily lives.
5. Retain a foundation of expertise to maintain Mission as a thought leader in Sustainability.

# 2023 Successes

- Participation with the Climate Action and Bike-Pedestrian Task Forces
  - Goals 1 & 2
- Go Green Environmental Fair
  - 42 exhibitors, 9 cities, 5 educational sessions and a thrift store fashion show
  - Goals 3 & 4
- Sustainability Scorecard
  - 3 scorecards completed
    - Goals 1, 2, & 4
- Increased Communication and Community Education Efforts
  - Regular articles in the Mission Magazine
  - Supported Energy Audit Program
    - Goals 3 & 4



# Continued Success

- Recycling Programs
  - Almost 1 ton of batteries/holiday lights
  - Volunteered at city events to educate residents about recycling best practices
    - Goals 3 & 4
- Maintaining Communities for All Ages Gold Level designation
  - Goal 3
- Continued Education Efforts
- Commissioners attended Climate Action KC Summit
- Scorecard Sub-Committee reviewed Scorecard to align with updated building codes
- Goal 5
- Direct service through volunteering
  - Adopt-A-Street, Mission Market, etc.
    - Goal 3 & 4



# Plans for 2024

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- Renewed focus on implementation in alignment with Climate Action Task Force goals
- Continue focusing on activities that align with our vision, mission, guiding principles and goals.
  - Climate Action Task Force
  - Communities for All Ages
  - Recycling
  - Scorecards
  - Sustainability Fair will be back in 2024



# Questions/Feedback?

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<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Administration</b>	From:	Laura Smith

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

**RE:** Mission Bowl Apartments, LLC Funding Agreement

**RECOMMENDATION:** Approve the funding agreement with Mission Bowl Apartments, LLC for review and consideration of Phase II of the Lanes at Mission Bowl project.

**DETAILS:** The Sunflower Development Group is interested in doing a second phase of their multi-family project currently under construction on the former Mission Bowl property located at 5399 Martway Street. Last summer, Sunflower submitted a preliminary development plan (PDP) to construct a second, 96 unit (+/-), mixed use (multi-family residential and retail) structure on property to the east of Phase I. The PDP was approved by the Planning Commission in July 2023 and by City Council in August 2023.

Sunflower has indicated a desire to seek Tax Increment Financing (TIF) incentives similar to those granted for their Phase I project, The Lanes at Mission Bowl. They intend to submit a TIF Application as well as an IRB Application for the sales tax exemption associated with the purchase of construction materials. The Developer has communicated to staff that for Phase II they would plan to dedicate 20% of the units as attainable housing (60% of AMI) and would secure LEED Silver Certification for the project.

Before City staff or consultants spend time and resources reviewing the applications or engaging in negotiations with the Developer, Mission historically requires a funding agreement. This agreement recognizes Mission Bowl Apartments, LLC as the exclusive developer of the project and requires them to provide an initial escrow of \$10,000 to cover the City's costs in reviewing their applications. The escrow must be replenished if costs exceed \$10,000.

The funding agreement **does not** obligate the City to approve any incentives for the project. It is the first step in the evaluation process, ensuring that Mission residents do not bear **any** costs associated with consideration of the incentive request. It is anticipated the review and discussion, with required hearings and public notice, would occur between late March and June 2024.

Council may recall from the PDP approval that though similar in design to the first building, the Phase II building will have different color brick work and other elements intended to give it a distinctly different yet complimentary feel when compared to the Phase I building. The staff report on the preliminary development plan has been included in the packet for reference. The site accommodates the majority of the required parking, and the Developer expects to enter into a cross access parking

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

<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Administration</b>	From:	Laura Smith

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

agreement with the former Mission Bank building property on the north side of Martway to supplement the on-site parking.

Sunflower has formed Mission Bowl Apartments, LLC, a limited liability corporation, for the purpose of conducting this redevelopment project.

**CFAA CONSIDERATIONS/IMPACTS:** Access to quality housing for individuals of all ages is an important pillar of the Community for All Ages initiative. The proposed redevelopment project will provide additional housing options for residents of Mission as well as continue to advance the Council’s goals related to the construction of sustainable, efficient buildings.

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

## FUNDING AGREEMENT

THIS FUNDING AGREEMENT (this “Agreement”) is entered into as of the 20th day of March, 2024, between the CITY OF MISSION, KANSAS, a municipal corporation of the State of Kansas (the “City”), and MISSION BOWL APARTMENTS, LLC, a Kansas limited liability company, and its successors and assigns (the “Developer”) (the City and Developer are hereby collectively referred to as the “Parties”).

### RECITALS

A. The Parties desire to enter into this Agreement in order to designate the Developer as the exclusive developer during the term of this Agreement for the purpose of studying the feasibility of a multi-family housing development (“Development”) to be located at 5201 Johnson Drive, Mission, Kansas (“Project Area”) and determining matters that may be included in a development agreement between the Parties (“Development Agreement”).

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the City and the Developer agree as follows:

1. DEVELOPER OF RECORD. The City acknowledges that there are risks and costs of preliminary planning activities and other requirements associated with the preparation of a project plan under development. As an inducement to Developer to assume those costs and undertake those activities set forth herein, and for the other consideration described herein, the City designates Developer as the exclusive developer of record for the Project Area for a period of nine (9) months from the date hereof, expiring December 20, 2024 (“Term”). During the Term, as

long as this Agreement is in effect, the City agrees that it will not enter into an agreement with any other person or entity for the implementation of any redevelopment project within the Project Area without the written consent of Developer.

2. BASIC TERMS OF FINAL DEVELOPMENT AGREEMENT.

The Parties agree that before either party is obligated to proceed with any development within the Project Area, a Development Agreement, satisfactory to both Parties in their sole and absolute discretion, must be entered into. Although the specific terms of such Development Agreement must be negotiated between the Parties, the Parties presently believe that such terms must necessarily address, at a minimum, the following matters, to-wit:

A. Determination of Development. The Parties must agree on the proposed square footages of each building, number of living units, and the exterior design for the Development.

B. Agreement on Site Work, Infrastructure and Utilities. The Parties shall agree on how site work, utilities, street, intersection, sidewalk, and similar improvements are to be addressed by any development plan.

C. Agreement on Plans and Specifications. The Parties shall agree on the plans and specifications of the exterior design of the Development.

D. Agreement on Progress Schedule. The Parties shall agree on a progress schedule by which the Development will be undertaken and completed, subject to force majeure.

E. Zoning Changes. The Parties shall agree as to how any necessary zoning changes will be addressed. Nothing contained within this Agreement, nor any future agreement, shall be deemed to bind the City, acting in its governmental capacity, to make any such zoning changes.

F. Public Incentives. The Parties shall agree on public incentives, if any, for which the Development qualifies.

G. Other Matters. The Development Agreement shall also address any other matters that either party deems appropriate.

In the event of a conflict between this Agreement and the Development Agreement, the terms of the Development Agreement shall control.

3. OBLIGATIONS OF THE PARTIES TO PROCEED.

The obligation of the Parties to proceed beyond this Agreement is dependent upon the Parties entering into a Development Agreement prior to the termination of this Agreement. Nothing contained herein shall: (i) obligate the City to create or approve the Development; (ii) obligate the City to create or approve a development plan for Project Area; (iii) obligate the City to approve or provide public incentives; or (vi) obligate either party to enter into a Development Agreement.

4. FEASIBILITY STUDY. The City may wish to obtain a third-party Feasibility Study (the “Study”) to determine whether the Development’s benefits and tax increment revenue and other available revenues are expected to exceed or be sufficient to pay for the eligible costs of the Development. Developer shall reasonably cooperate with the City and its consultants in connection with the Study, including but not limited to sharing non-proprietary information, attending public input sessions and attending City Council work sessions.

5. MISCELLANEOUS.

A. Costs. Except as otherwise provided specifically herein, each party shall be solely responsible for all costs and expenses incurred by such party in connection with the matters contemplated by this Agreement. Provided, however, that the Developer will reimburse and pay the City for its expenses incurred (“City Expenses”) following execution of this Agreement.

i. In order to ensure the prompt and timely payment of the City Expenses, the Developer will establish a fund (the “Fund”) in the amount of \$10,000.00 (“Initial

Deposit”) by paying such amount to the City contemporaneously with the execution of this Agreement, receipt of which is hereby acknowledged.

ii. City shall provide Developer with a written description of each City Expense containing the name of the party to which the expense will be owed and a reasonable description of the work to be performed or service to be provided. Developer shall have fifteen (15) days after receipt of the City’s notice to approve or deny the expense or request additional detail. In the event Developer fails to respond within the fifteen (15) day period, the expense shall be deemed approved. In the event Developer denies any City Expense, the City and Developer shall attempt in good faith to resolve Developer’s objection thereto; in the event the parties are unable to resolve such objection, City may terminate this Agreement.

iii. On a monthly basis, the City will pay the approved City Expenses from the Fund and will submit to Developer monthly statements itemizing the approved City Expenses paid from the Fund during the preceding month.

iv. In the event the City determines that the total of the City Expenses will exceed the balance in the Fund, the City will submit an itemized statement therefor to the Developer to replenish the Fund so that there is a cash balance available against which additional City Expenses may be applied on a current basis.

v. All statements of approved City Expenses will be payable by Developer within thirty (30) days of receipt thereof.

vi. If economic incentives are extended to Developer for its project, and any City Expenses are eligible for reimbursement through such incentives, the City will not oppose such reimbursement.

vii. All studies, reports, and other work product, other than attorney-client work product, prepared for City and paid out of the Fund shall be provided to Developer at no charge to Developer.

B. Assignability. Neither party shall assign this Agreement without the written consent of the other party.

C. Amendments. This Agreement may be supplemented or amended only by written instrument executed by the Parties affected by such supplement or amendment.

D. Applicable Law. This Agreement shall be deemed to be entered into in the state of Kansas and shall be enforceable under the laws of that state.

E. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon the Parties hereto, and the permitted successors and assigns of the Parties.

F. Non-liability of City Officials and Employees. No member of the governing body, official or employee of the City shall be personally liable to Developer, or any successor in interest to Developer, pursuant to the provisions of this Agreement, nor for any default or breach of the Agreement by the City.

G. Not A Partnership. The provisions of this Agreement are not intended to create, nor shall they in any way be interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the Parties.

H. Termination. Developer may terminate this Agreement upon ten (10) days' advance written notice to the City, in which event (i) the City will be reimbursed for all approved City Expenses actually incurred by the City prior to the receipt of such termination notice, (ii) all remaining moneys on deposit in the Fund shall immediately be returned to Developer, and (iii) this Agreement shall automatically terminate and the Parties shall have no further obligations hereunder.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

CITY OF MISSION,  
a Kansas municipal corporation

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

ATTEST:

\_\_\_\_\_  
Robyn L. Fulks, City Clerk

MISSION BOWL APARTMENTS, LLC,  
a Kansas limited liability company

By: \_\_\_\_\_  
Jason Swords, Manager

## AT A GLANCE

**Applicant:**  
Mission Bowl Apartments LLC

**Case Number:**  
23-13

**Location:**  
5201 Johnson Drive (South of Martway)

**Project Name:**  
Residence on Rock Creek Phase II

**Property ID:**  
KP38000000 0007

**Project Summary:**  
The applicant proposes a mixed-use development of multi-family residential and retail for the existing parking area on the south side of Martway as phase two of the Residence on Rock Creek development that is currently under construction on the adjacent property to the west. It is a five-story structure, with four stories of 96 residential units over a first floor parking garage and small retail space with additional surface parking and on-street parking on site.

**Current Zoning:**  
MS-2

**Proposed Zoning:**  
N/A

**Current Land Use:**  
Surface Parking

**Staff Contact:**  
Karie Kneller, City Planner

**Proposed Land Use:**  
Mixed-Use

Public Hearing Required

**Legal Notice:**  
July 4, 2023



## PROPERTY BACKGROUND AND INFORMATION

The subject property is located at 5201 Johnson Drive, on the lot south of Martway. It is a proposed development for Phase II of the Residence on Rock Creek that is currently under construction. The property is zoned “MS-2” Main Street District 2. The lot is currently combined with the lot to the north on Martway, which is a high-rise office building.

The subject property is currently an impervious parking lot with an approximately 15-foot buffer between the lot and the stormwater channel. The north, west, and east perimeter also contain a small area of pervious landscaping strip; to the north is a two-foot strip on the south side of the existing sidewalk, with two landscaped islands at the west and east vehicular drives. According to County maps, the south side of the subject property lies partially within the 100-year floodplain, adjacent to the Rock Creek channel.

Stormwater generally flows from north to south and west to east on the property surface, without underground infrastructure to capture runoff. A concrete flume currently located on the southeast corner of the lot shunts stormwater from the surface into the Rock Creek channel. A water main is located on the north side of Martway and on the adjacent property to the west. Gas, electrical, and sanitary sewer utilities are available. The property is not currently platted.

## PROJECT PROPOSAL

The applicant submitted a preliminary development plan for a 90,647 square foot 96-unit multi-family development with a 1,750-square foot retail component on the northwest corner of the ground floor. A structured parking and surface parking component with 98 spaces for residents is located under and at the back of the building, accessed on the south side of the lot via the east vehicular drive. There is an additional seven parking spaces located diagonally along Martway for retail customers. The building is a five-story structure, about the same height as the Residence on Rock Creek development that is currently under construction. This development is phase two of Residence on Rock Creek, and circulation through the phase two development consists of a drive onto the phase one property for fire access ingress and egress.

The building footprint is outside of the 100-year floodplain, with some surface parking located within the floodplain on the south side ground floor. While a stormwater capture component will be part of the final development plan, it is not included in the preliminary development plan as this time. The stormwater infrastructure needed to improve the site with this development will consist of best management practices for stormwater management according to the American Public Works Association (APWA) and Mid-America Regional Council (MARC) guidelines, and will be the standard of evaluation for plan details. Impervious surface will nominally increase by about 3.3% with this plan, therefore stormwater calculations are provided with the project packet. The conversion from paved parking to more than 23,000 square feet of rooftop impervious surface is anticipated to decrease runoff contaminants from oil, salt, and gasoline.

Landscaping consists of a variety of trees, bushes, and ground cover that will provide green space on

site on the perimeter and within the parking area. There are nine street trees proposed along Martway with this plan. Annual planter beds are also a part of the landscaping plan. An extension of the existing Rock Creek Trail is located on the north side of the lot to maintain that connection, and a small area with public exercise equipment is also located adjacent to the trail. This exercise equipment is an extension of equipment located similarly on the first phase of the Residence on Rock Creek project.

Materials consist of brick and stone, with breeze block detailing on the ground floor facing Martway east of the retail location. There are four glass doors proposed along street frontage, and spandrel glass detail along a storage wall on the north façade at the ground floor. Several balconies and vertical architectural details around 360-degrees of the building breaks up the frontage on each floor of the proposed development. Park benches and bike racks are available along Martway, as well.

The design team submitted a sustainability scorecard for review by the Sustainability Commission. The meeting will be scheduled to provide the Commission with an opportunity to review the project and provide feedback for ways to improve the sustainability of the project.

## PLAN REVIEW AND ANALYSIS

### **Mission Comprehensive Plan and Municipal Code**

The 2007 Comprehensive Plan indicates future land use for the subject property as mixed-use. The draft update to the Comprehensive Plan defines the property as “High-Density Residential,” defined as 21 or more units per acre. The municipal code for properties located in MS-2 zones at §410.230-410.240 states that multi-family dwellings have a minimum of 35 units per acre.

***Analysis: The proposal conforms with the municipal code and the comprehensive plan (2007 and draft update) for lot density.***

The maximum height permitted in MS-2 is three stories and/or 45 feet. No front, side, or rear setback is required, except where the lot is adjacent to properties in R-1 or R-2 zoning districts.

***Analysis: Because the lot is separated by the adjacent Rock Creek channel, this stipulation would not apply, but development is not permitted within the floodplain, so there is a significant back yard setback as determined by the floodplain area. This project is consistent with the development type, height, and density of phase one to the western adjacent lot, and the proposal conforms with the density and land use stipulated in the municipal code.***

Parking requirements per municipal code at §410.250 (A) stipulate that for each 1,000 square feet of gross floor area, four spaces shall be provided. The retail space is 1,750 square feet, therefore the requirement for parking is seven spaces. These are provided in diagonal parking along Martway at the north side of the property. Americans with Disability Act (ADA) guidelines state that one ADA-accessible parking space should be provided for every 20 parking spaces on a site. There are a total of 105 parking spaces proposed, therefore six accessible spaces are required. Additionally, parking requirements for residential uses (B) stipulate that one space per bedroom for one- and two-bedroom units is required.

The project contemplates 112 bedrooms in 96 units, with 98 resident parking spaces in covered and uncovered lots.

***Analysis: Staff is currently working with the applicant and the property owner to provide an agreement for shared parking to accommodate parking needs between the office use on the north side of Martway and the residential needs of this project. Staff will also work with the applicant to ensure that the ADA needs are met for the residents and customers. The shared parking agreement and equitable ADA access will be required with the final development plan.***

Screening on the property is provided on the east side of the property, via a 4-foot high wall, that will be detailed in the final development plan. Trash receptacles are located behind the building in the uncovered parking lot, with access from within the building or covered parking garage. The final development plan will detail the enclosure materials.

Per municipal code at §415.030, screening for trash bins must be provided so that it is not visible from the pedestrian realm or off site, and the enclosure shall be constructed of masonry or frame. All roof-mounted equipment shall be screened from adjacent property or street level.

***Analysis: The trash enclosure is located at the back of the building and will be enclosed with details to be provided in the final development plan***

Landscaping requirements are provided in the municipal code at §415.090, which states that one tree is required for each 50 feet of street frontage. The frontage measures 385 feet, with a required eight trees. The proposal shows nine trees along street frontage. Additionally, one tree for each 3,000 square feet of open spaces is required. The lot has 5,390 square feet of open space, for a required two additional trees, which are provided in the plan. Landscaping within parking lots requires 6% of landscaped space and one tree for each 20 parking spaces (not to include garage). There are 50 uncovered parking spaces and three trees required. The area that is required to be landscaped is at least 486 square feet, and the proposal shows 592 square feet of landscaped parking area.

***Analysis: The landscaping requirements as set forth in the municipal code are met with the preliminary plan; staff requires a landscape plan that details native and non-invasive species for the final development plan as noted.***

### **Johnson Drive Design Guidelines**

Materials in accordance with the Johnson Drive Design Guidelines (referenced in the municipal code as the City Wide Design Guidelines) shall be neutral beige, tan, and yellow tones and shall be of durable, high quality such as brick and stone. Each façade shall be addressed to provide a 360-degree design. The pedestrian realm is a priority, and should provide adequate connections for improved walkability. Park benches and bike racks are encouraged as part of design for walkable connections throughout the community as part of new developments. Ground floor transparency is encouraged to provide an enhanced pedestrian experience.

***Analysis: It is staff's determination that the materials and overall architectural design is in conformance with the Johnson Drive Design Guidelines and provides a comprehensive design that is in context with surrounding properties. The extension/retention of the Rock Creek Trail connection provides improved walkability that is inviting and safe for pedestrians and the additional seating, bike racks, and exercise equipment provides enhancements that are consistent with improvements along the corridor. The breeze block detail on the ground floor facing Martway, entry doorways, and spandrels create an environment that engages passing pedestrians and bicyclists.***

## **RECOMMENDATION**

Staff recommends that the Planning Commission recommend approval to the City Council of Case #23-13, the preliminary development plan for Residence at Rock Creek Phase II with the following conditions:

1. A final development plan will be submitted to the City and approved by the Planning Commission prior to the issuance of any building permits.
2. A Final Stormwater Management Report will be required with the Final Development Plan submittal. The stormwater report will document stormwater infrastructure and detention basin design details, subject to review and approval by Public Works staff.
3. All necessary stormwater infrastructure, as determined by guidance in the adopted 2009 APWA/MARC Manual of Best Management Practices for Stormwater Quality, will be detailed in the final development plan.
4. A Cross Parking Access Agreement outlining arrangements for shared parking between the proposed development site and the office building to the north located at 5201 Johnson Drive is required for the final development plan. Said Cross Parking Access Agreement will be signed by all parties and recorded with the Johnson County Register of Deeds prior to a building permit being issued.
5. Provide adequate ADA parking; One stall for every 20 spaces is required for final development plan. At least one ADA parking stall should be available to residents on-site outside of the parking structure.
6. Provide an ADA parking stall for the retail use.
7. A study to determine the sight-line from the residential properties that are adjacent to the south to the equipment on the roof shall be completed to ensure that roof-mounted equipment is adequately screened from view; to be provided with the final development plan.
8. A detailed landscaping plan is required with the submittal of the final development plan;

landscaping that is native and non-invasive shall be provided.

9. A detailed lighting plan is required with the submittal of the final development plan; lighting specifications that adhere to International Dark Sky Standards is preferred.

10. A study to determine the need for an improved crosswalk and/or beacon for pedestrians at the mid-block crossing for access to parking on the north side of Martway shall be included in the final development plan.

11. Details of the trash enclosure shall be provided that ensure adequate screening of waste from view off the site; to be provided with the final development plan.

12. All necessary easements and dedicated rights-of-way shall be submitted in a preliminary plat prior to final development plan approval.

13. An application for a Land Disturbance Permit shall be submitted to, and issued by, the City before any clearing, grading, or digging occurs on the site beyond the demolition that has already occurred.

14. The applicant shall submit a Final Site Plan and construction documents to the City for review and approval prior to building permit issuance.

15. The applicant shall obtain all approvals from Johnson County Wastewater and Johnson County Water District #1 prior to building permit issuance.

16. The applicant shall obtain all necessary reviews, inspections, and approvals from Consolidated Fire District #2 prior to final occupancy permit being issued.

17. The applicant shall be responsible for all damage to existing City infrastructure, including roads, curbs, and sidewalks. Repairs shall be of a quality like or better than existing conditions before final Certificate of Occupancy issuance.

18. The applicant shall provide a two (2) year warranty bond on all public infrastructure installed as part of this Preliminary Development Plan; bond(s) will be placed on file with the City of Mission Community Development Department.

19. Maintenance agreement for all site improvements, including but not limited to structures, improved infrastructure, landscaping, parking, and pedestrian connections on the property shall be provided and signed by the applicant and the appropriate City officials prior to construction permitting.

20. This Preliminary Plan approval shall lapse in five (5) years from its effective date if construction on the project has not begun, or if such construction is not being diligently pursued; provided, however, that the applicant may request a hearing before the City Council to request an extension of this time period. The City Council may grant an extension for a maximum of 12 months for good cause.



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## **PLANNING COMMISSION ACTION**

The Planning Commission will hear Case #23-13 at its July 24, 2023 public hearing.

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## **CITY COUNCIL ACTION**

The City Council will hear Case #23-13 at its August 16, 2023 public hearing.

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<b>City of Mission</b>	Item Number:	7b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Public Works</b>	From:	Stephanie Boyce

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

**RE:** Contract Award for Johnson Drive Landscape Renovation

**RECOMMENDATION:** Approve a contract with Country Brook Landscapers for renovation of the Johnson Drive Landscape Renovation Project in an amount not to exceed \$179,876.65.

**DETAILS:** Background: The landscape on Johnson Drive, between Lamar Avenue and Maple Street, was completed in 2014. Over the past ten years, the area has experienced issues related to overgrowth, creating sight distance problems and attracting bugs. Additionally, lack of maintenance planning has further exacerbated the situation. In response to concerns raised by business owners and to address the deteriorating condition of the landscape, the City decided to evaluate and renovate the corridor with a new landscape design incorporating native plantings.

Scope of Work: The scope of work for the renovation project includes the removal of existing plants and replacing them with native plantings and 6 months of maintenance once the project is accepted as complete. The goal is to create a visually appealing and sustainable landscape that supports Mission’s Climate Action goals. Native plants require less water and maintenance, provide habitat for pollinators, food for birds and sink carbon into the ground with their deep roots.

Bidding Process: The 2024 Johnson Drive Landscape Renovation Project, which includes the landscape renovation on Johnson Drive between Lamar Avenue and Maple Street, was bid in January. The bids were opened on January 31, 2024. Three bids were received, with Country Brook Landscapers submitting the lowest and most responsive bid. The bid results are outlined in the table below:

**Johnson Drive Landscape Renovation Project Bids**

<b>Bidder</b>	<b>Bid</b>
Engineer’s Estimate	\$173,759.15
<b>Country Brook Landscapers</b>	<b>\$179,876.65</b>
Prime Time Contracting	\$188,899.00
Turf Design	\$330,740.44

Recommendation: Staff recommends the approval of the bid for the landscaping renovation along Johnson Drive between Lamar Avenue and Maple Street with Country Brook Landscapers, in an amount not to exceed \$179,876.65. Country Brook Landscapers presented the lowest and most responsive bid, demonstrating the capacity to fulfill the project requirements.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	
Available Budget:	\$179,876.65

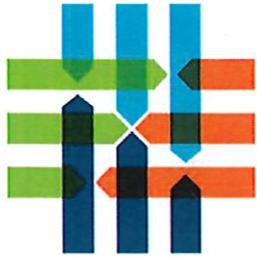
<b>City of Mission</b>	Item Number:	7b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Public Works</b>	From:	Stephanie Boyce

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

Project Timeline: Construction is anticipated to commence in September 2024 and is estimated to be completed by the end of the year. The proposed timeline allows for the landscape contractor to source the plants needed for this project.

**CFAA CONSIDERATIONS/IMPACTS:** The project includes improvements to the landscape which minimizes sight distance issues to maximize safety for all users.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	
Available Budget:	\$179,876.65



**MISSION**  
*Kansas*

Project Manual  
for  
**JOHNSON DRIVE LANDSCAPE  
RENOVATION**

LS-2024-01

Published: January 10, 2024

NOTICE INVITING BIDS

**LS-2024-01 - JOHNSON DRIVE LANDSCAPE RENOVATION PROJECT**

The City of Mission, Kansas (City) will accept sealed bids from qualified firms interested in providing landscape renovations to include native planting along Johnson Drive between Lamar Avenue and Maple Street. The bid document can be obtained from the City's website at: <https://www.missionks.org/city-services/do-business-in-mission/open-bids-rfps/> or Drexel Technologies Plan Room at: <https://planroom.drexeltech.com>.

Bids must be received in the City of Mission City Clerk's Office by 2:00 p.m. Central Standard Time on January 31, 2024. Bids can be hand delivered or mailed to the City of Mission, Attn: City Clerk, 6090 Woodson Street, Mission, KS 66202. The City reserves the right to reject any and all bids, to waive technical defects in the bids, and to select the bid deemed most responsible and responsive by the City of Mission.

A non-mandatory pre-bid meeting will be held on Wednesday, January 17, 2024, at 2:00 p.m. at City Hall - 6090 Woodson Street, Mission, KS 66202.

Questions relating to this Bid and any requests for clarification, and/or additional information deemed necessary by any responding firm shall be submitted in writing via email and directed to Brent Morton, [bmorton@missionks.org](mailto:bmorton@missionks.org).

No requests will be accepted after 2:00 pm January 26, 2024. All information requests and/or Bid clarifications received prior to 2:00 pm on January 26, will be responded to in writing by the City addressed to all known interested firms through Drexel Technologies.

BID

**LS-2024-01 - JOHNSON DRIVE LANDSCAPE RENOVATION PROJECT**

TO: CITY OF MISSION,  
JOHNSON COUNTY, KANSAS

Neither the City nor Consultant shall be responsible for the accuracy, completeness, or sufficiency of any bid documents obtained from any source other than the source indicated in the Notice to Bidders. Obtaining copies of plans, specifications, bid documents and other contract documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining these documents from any source other than directly from the source listed in the Notice to Bidders may also result in failure to receive any addenda, corrections, or other revisions to these documents that may be issued.

The undersigned bidder hereby proposes to mobilize and furnish all materials, supplies, transportation, tools, equipment and plant, perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with the proposed contract documents (including all documents referred to therein) and any and all addenda thereto, for and in consideration of prices as follows:

**BID SHEET JOHNSON DRIVE LANDSCAPE RENOVATION PROJECT**

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST \$	COST \$
1	Force Account	Lump Sum	1	\$15,000.00	\$15,000.00
2	Removal of Existing Vegetation	Lump Sum	1	\$12,500.00	\$12,500.00
3	Traffic Control	Lump Sum	1	\$6,000.00	\$6,000
4	Allium cernuum (Nodding Onion) #1 Cont.	Each	486	14.85	7,047
5	Antennaria plataginifolia (Pussytoes) 32/38 Cell plug	Each	162	15.2	2,462.4
6	Asclepias tuberosa (Butterfly Milkweed) #1 Cont.	Each	787	14.85	11,686.95
7	Baptisia x 'Purple Smoke' (Purple Smoke Wild Indigo) #1 Cont.	Each	46	14.85	683.1
8	Bouteloua curtipendula (Side Oats Grama) 32/28 Cell plug	Each	78	15.2	1,185.6
9	Bouteloua gracilis (Blue Grama) 32/28 Cell plug	Each	1,399	15.2	21,264.8
10	Carex albicans (White-tinged Sedge) 32/38 Cell plug	Each	1,188	15.2	18,057.6
11	Carex brevior (Oval Sedge) 32/38 Cell Plug	Each	78	15.2	1,185.6
12	Coreopsis lanceolata (Lanceleaf Coreopsis) Quart	Each	638	14.85	9,474.3

13	Dalea purpurea (Purple Prairie Clover) Quart	Each	150	14.85	2,227.5
14	Echinacea purpurea 'PAS702917' (PowWow Wild Berry Coneflower) #1 Cont.	Each	550	14.85	8,167.5
15	Eurybia divaricata (White Wood Aster) Quart	Each	46	14.85	683.1
16	Glandularia canadensis (Rose Verbena) #1 Cont.	Each	1,337	14.85	19,854.45
17	Liatris spicata 'Kobold' (Kobold Blazing Star) #1 Cont.	Each	504	14.85	7,484.4
18	Oenothera macrocarpa (Evening Primrose) Quart	Each	42	14.85	623.7
19	Rudbeckia fulgida 'Little Goldstar' (Little Goldstar Coneflower) #1 Cont.	Each	178	14.85	2,643.3
20	Ruella humilis (Wild Petunia) Quart	Each	404	14.85	5,999.4
21	Solidago flexicalus (Zigzag Goldenrod) Quart	Each	105	14.85	1,559.25
22	Sporobolus heterolepis 'Tara' (Tara Prairie Dropseed) #1 Cont.	Each	1,496	14.85	22,215.6
23	Symphotrichum oblongifolium 'October Skies' (October Skies Fall Aster) #1 Cont.	Each	126	14.85	1,871.1

TOTAL BID \$ 179,876.65

1. The undersigned further agrees to begin upon the date stated in the Notice to Proceed and to complete the work, if this bid is accepted, as stated herein:

A. The Notice to Proceed is anticipated to be September 25, 2024.

The undersigned also declares that it understands that if not preset by the City the time to begin construction and to complete the work will be one factor considered in determining the lowest and best responsible bidder.

The undersigned also declares that he/she understands that liquidated damages based on the full bid price of the contract shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in an amount as set forth in paragraph GC-46 of the General Conditions for each and every calendar day the work remains incomplete over the specified completion times in parts A through B stated above.

2. In submitting this bid, the undersigned declares that it is of lawful age and executed the accompanying bid on behalf of the bidder therein named, and that it had lawful authority so to do. The undersigned further declares that it has not directly or indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or any bids, the limiting of the bid or bidders, the parceling or farming out to any bidder or bidders, or other persons, of any part of the contract or any part of the subject matter of the bid or bids or of the profits thereof, and that it has not and will not divulge the sealed bid to any person whomsoever, except those

having a partnership or other financial interest with bidder in said bid or bids, until after sealed bid or bids are opened.

3. The undersigned further declares that it has carefully examined the Notice to Bidders, Instructions to Bidders and other contract documents, and that it has inspected the actual location of the work, together with the local sources of supply, and has satisfied itself as to all conditions and quantities and understands that in signing this Bid it waives all right to plead any misunderstanding regarding the same.
4. The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an agreement within ten (10) calendar days from and after notice of the award of the contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.
5. It is understood that the City will pay in a prompt and timely manner pay estimates when submitted and approved by the Architect/Engineer and further approved by the City staff coordinator for the project, all as provided in the contract documents.
6. Undersigned acknowledges receipt of the Plans and Specifications for the project including the following addenda (complete) Cameron Hockett.
7. The undersigned agrees to sign a contract for the bid price on this bid form up until the date of October 31, 2024.

Enclosed is a certified check, cashier's check or bid bond in the amount of Nine Thousand and no 00/100 DOLLARS (\$ 9,000.00) which the undersigned agrees is subject to being forfeited to and becoming the property of the City as liquidated damages and not as a penalty, together with other legal remedies the City may choose to invoke, all as set forth in the Instructions to Bidders Section IB-9, should this Bid be accepted and the contract be awarded to this bidder and it should fail to enter into an agreement in the form prescribed and to furnish the required insurance, bonds and other required documents within ten (10) calendar days as above stipulated, otherwise the bid security shall be returned to the undersigned upon signing of the agreement and delivery of the approved bonds and other required documents to the City of Mission, Kansas.

DATED in \_\_\_\_\_ this 31st day of January, 2024.

(SEAL)

Country Brook Landscapes  
Contractor  
  
Cameron Hockett  
Signature  
Cameron Hockett  
Printed Name  
Owner/Operator  
Title  
921 Glengera Street  
B3

Street Address or P.O. Box

Peculiar, MO 64078

City, State, Zip

8162557016

Telephone Number

Fax Number

<b>City of Mission</b>	Item Number:	7c.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Public Works</b>	From:	Stephanie Boyce

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

**RE:** Contract Award for 2024 Residential Street Preservation Project

**RECOMMENDATION:** Approve a contract with G-B Construction, LLC for construction of the 2024 Residential Street Preservation Project in an amount not to exceed \$1,788,274.75

**DETAILS:** The 2024 Residential Street Preservation Project includes 55th Street from Lamar to the east City Limits. This location was selected from the proposed 10-year program for maintenance and rehabilitation of local/residential streets based on pavement condition. The average PCI of this segment is 40, which is considered very poor.

The scope of work for the project includes full depth pavement reconstruction, and curb and gutter removal and replacement, existing sidewalk replacement, and stormwater improvements or repairs. The 2024 Residential Street Preservation Project was bid in January and bids were opened on February 22, 2024. There were five bidders, with G-B Construction, LLC submitting the lowest and most responsive bid. The results of the bid opening are included in the table below:

**2024 Street Preservation Project Bids**

<b>Bidder</b>	<b>Base Bid</b>
Engineer's Estimate	\$2,103,776.00
<b>G-B Construction, LLC</b>	<b>\$1,788,274.75</b>
Amino Brothers	\$1,868,039.85
VF Anderson Builders, LLC	\$1,900,139.65
Kansas Heavy Construction, LLC	\$1,938,157.20
JM Fahey	\$2,247,903.70

The Residential Street Preservation Program was built with a goal of allocating \$2 million dollars annually for design, construction, and construction inspection. The bid for this project came in under the \$2 million allocation and the engineer's estimate for 2024. Any funds not spent in the current year will roll over to a future year and will be dedicated to the residential street program.

Staff recommends approval of a contract with G-B Construction, LLC in an amount not to exceed \$1,788,274.75. Construction is anticipated to begin in April/May 2024 and is estimated to be completed in 244 calendar days. Utility relocation work has been underway for the last several months in anticipation of this project.

**CFAA CONSIDERATIONS/IMPACTS:** The project includes improvements to streets and sidewalks to promote mobility and provide infrastructure that maximizes use and safety for all users, including sidewalk/ADA ramp improvements.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	Street Sales Tax Fund/Capital Improvement Fund
Available Budget:	\$2,000,000.00



February 23, 2024

City of Mission  
Stephanie Boyce  
4775 Lamar  
Mission, Kansas 66202

**RE: 55<sup>th</sup> Street Reconstruction – Lamar to City Limits - Bid Review**

Dear Ms. Boyce,

We have reviewed the five bids received for the above-mentioned project. The low bidder was GB Construction LLC at \$1,788,274.75. The Engineer's estimate was \$2,103,776.00. The low bid is 17.6% lower than the Engineer's estimate. The low bidder was separated by \$79,765.10 from the next lowest bid.

Two bidders had errors in their bids. JM Fahey used the wrong bid form and did not have a price for detectable warning surfaces. VF Anderson had at least 3 math errors and I was not able to reproduce their total bid number. Since neither of these bids was the low bid it does not affect the outcome of the bid.

There does not appear to be any evidence of collusion or rigging from looking over the bids and unit costs for each contractor. I am not able to speak about sub-contractors used by the primes to see if their prices have any anomalies due to not having that information.

In conclusion, I recommend going with the low bidder GB Construction LLC.

Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Paul B. Moore". The signature is written in a cursive, flowing style.

Paul Moore, P.E.  
Project Manager

BID

55<sup>TH</sup> STREET RECONSTRUCTION LAMAR TO CITY LIMITS

TO: CITY OF MISSION,  
JOHNSON COUNTY, KANSAS

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The undersigned bidder hereby proposes to mobilize and furnish all materials, supplies, transportation, tools, equipment and plant, perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with the proposed contract documents (including all documents referred to therein) and any and all addenda thereto, for and in consideration of prices as follows:

## BID SHEET

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST \$	COST \$
1	Force Account (Set)	Lump Sum	1	\$90,000.00	\$90,000.00
2	Clearing and Grubbing	Lump Sum	1	\$ 45,000. <sup>00</sup>	\$ 45,000. <sup>00</sup>
3	Removal of Existing Structures	Lump Sum	1	\$ 190,000. <sup>00</sup>	\$ 190,000. <sup>00</sup>
4	Unclassified Excavation	Cu. Yd.	4742	\$ 27. <sup>05</sup>	\$ 128,271. <sup>10</sup>
5	Excavation (Unsuitable)	Cu. Yd.	200	\$ 10. <sup>00</sup>	\$ 2,000. <sup>00</sup>
6	Excavation (Unstable)	Cu. Yd.	200	\$ 10. <sup>00</sup>	\$ 2,000. <sup>00</sup>
7	Compaction of Earthwork (all types)	Cu. Yd.	120	\$ 26. <sup>00</sup>	\$ 3,120. <sup>00</sup>
8	HMA Commercial Grade (Class A)	Ton	3650	\$ 91. <sup>30</sup>	\$ 333,245. <sup>00</sup>
9	AB-3 O.P. Modified (4")	Sq. Yd.	1079	\$ 7. <sup>50</sup>	\$ 8,092. <sup>50</sup>
10	Cement Treated Subgrade (9")	Sq. Yd.	10199	\$ 6. <sup>20</sup>	\$ 63,233. <sup>80</sup>
11	TENSAR NX850	Sq. Yd.	900	\$ 5. <sup>00</sup>	\$ 4,500. <sup>00</sup>
12	Curb & Gutter, Combined (Type A)	Lin Ft.	5418	\$ 21. <sup>85</sup>	\$ 118,383. <sup>30</sup>
13	Concrete Pavement (Uniform)(6")(AE)(Plain)	Sq. Yd.	1184	\$ 74. <sup>00</sup>	\$ 87,616. <sup>00</sup>

14	Sidewalk Construction (4")	Sq. Ft.	7451	\$ 7.40	\$ 55,137.40
15	Sidewalk Ramp (6")	Sq. Ft.	1605	\$ 28.05	\$ 45,020.25
16	Detectable Warning Surface	Sq. Ft.	176	\$ 49.70	\$ 8,747.20
17	Integral Sidewalk Retaining Wall	Cu. Yd.	14.8	\$ 1070.00	\$ 15,836.00
18	Pipe Underdrain (6" Perferated)(Type H)	Lin Ft.	104	\$ 22.50	\$ 2,340.00
19	Pipe Underdrain (6" Non-Perferated)(Type K)	Lin Ft.	270	\$ 22.50	\$ 6,075.00
20	Sanitary Sewer Concrete Encasement (RCE)	Lin Ft.	71	\$ 325.00	\$ 23,075.00
21	Sanitary Sewer Concrete Encasement (CRCE)	Lin Ft.	20	\$ 325.00	\$ 6,500.00
22	15" Storm Sewer (RCP Class III)	Lin Ft.	99	\$ 153.45	\$ 15,191.55
23	18" Storm Sewer (RCP Class III)	Lin Ft.	171	\$ 164.75	\$ 28,172.25
24	24" Storm Sewer (RCP Class III)	Lin Ft.	959	\$ 164.75	\$ 157,995.25
25	30" Storm Sewer (RCP Class III)	Lin Ft.	28	\$ 185.75	\$ 5,201.00
26	36" Storm Sewer (RCP Class III)	Lin Ft.	16	\$ 230.15	\$ 3,682.40
27	22"x14" Storm Sewer (RCPA Class IV)	Lin Ft.	96	\$ 241.55	\$ 23,188.80
28	28.5"x18" Storm Sewer (RCPA Class IV)	Lin Ft.	34	\$ 309.50	\$ 10,523.00
29	Junction Box (4'x4')	Each	1	\$ 6030.00	\$ 6,030.00
30	Junction Box (6'x4')	Each	1	\$ 6600.00	\$ 6,600.00
31	Junction Box (6'x6')	Each	1	\$ 7,685.00	\$ 7,685.00
32	Inlet (6'x3') (Non Setback)(Curb)	Each	2	\$ 6,715.00	\$ 13,430.00
33	Inlet (6'x4') (Non Setback)(Curb)	Each	3	\$ 7,110.00	\$ 21,330.00
34	Inlet (4'x5') (Non-Setback) (Curb)	Each	1	\$ 6,675.00	\$ 6,675.00
35	Inlet (6'x4.5') (Non-Setback) (Curb)	Each	5	\$ 7,555.00	\$ 37,775.00
36	Inlet (8'x4.5') (Non-Setback) (Curb)	Each	1	\$ 8,845.00	\$ 8,845.00

37	Inlet (6'x8') (Curb)	Each	1	\$10,200. <sup>00</sup>	\$10,200. <sup>00</sup>
38	Inlet (6'x3') (Curb)	Each	1	\$6,515. <sup>00</sup>	\$6,515. <sup>00</sup>
39	Inlet (6'x4') (Curb)	Each	3	\$7,510. <sup>00</sup>	\$22,530. <sup>00</sup>
40	Inlet (4'x4') (Curb)	Each	1	\$6,530. <sup>00</sup>	\$6,530. <sup>00</sup>
41	Inlet (8'x3') (Curb)	Each	1	\$7,500. <sup>00</sup>	\$7,500. <sup>00</sup>
42	Inlet (4'x7') (Curb)	Each	1	\$7,390. <sup>00</sup>	\$7,390. <sup>00</sup>
43	Inlet (4'x5') (Curb)	Each	1	\$6,820. <sup>00</sup>	\$6,820. <sup>00</sup>
44	Inlet (4'x3') (Curb)	Each	1	\$5,855. <sup>00</sup>	\$5,855. <sup>00</sup>
45	Concrete Pipe Collar	Each	1	\$750. <sup>00</sup>	\$750. <sup>00</sup>
46	Adjustment of Sump Pump Outlet	Each	2	\$300. <sup>00</sup>	\$600. <sup>00</sup>
47	Adjustment of Manholes	Each	8	\$2,500. <sup>00</sup>	\$20,000. <sup>00</sup>
48	Chain Link Fence (4')	Lin. Ft.	74	\$80. <sup>00</sup>	\$5,964. <sup>40</sup>
49	Gate (Chain Link)	Each	1	\$1,075. <sup>00</sup>	\$1,075. <sup>00</sup>
50	24" SOLID WHITE STOP BAR (THERMOPLASTIC)	Lin. Ft.	12	\$25. <sup>00</sup>	\$300. <sup>00</sup>
51	30" SOLID WHITE CROSSWALK (THERMOPLASTIC)	Lin. Ft.	26	\$25. <sup>00</sup>	\$650. <sup>00</sup>
52	Sod (Fescue)	Sq. Yd.	3737	\$9. <sup>15</sup>	\$34,193. <sup>55</sup>
53	Temporary Surfacing material (AB-3 O.P. Modified)	Ton	192	\$25. <sup>00</sup>	\$4,800. <sup>00</sup>
54	Topsoil	Cu. Yd.	623	\$30. <sup>00</sup>	\$18,690. <sup>00</sup>
55	Silt Fence	Lin. Ft.	58	\$2. <sup>50</sup>	\$145. <sup>00</sup>
56	Inlet Protection	Each	23	\$100. <sup>00</sup>	\$2,300. <sup>00</sup>
57	Hydraulic Erosion Control	Ton	1.4	\$2,000. <sup>00</sup>	\$2,800. <sup>00</sup>
58	Construction Entrance	Sq. Yd.	56	\$12. <sup>50</sup>	\$700. <sup>00</sup>
59	Water Quality Control Manager	Week	34	\$100. <sup>00</sup>	\$3,400. <sup>00</sup>

60	SWPPP Inspection (est.)	Each	34	\$ 100. <sup>00</sup>	\$ 3,400. <sup>00</sup>
61	Traffic Control	Lump Sum	1	\$ 11,550. <sup>00</sup>	\$ 11,550. <sup>00</sup>
62	Contractor Construction Staking	Lump Sum	1	\$ 12,320. <sup>00</sup>	\$ 12,320. <sup>00</sup>
63	Flowable Fill (Low Strength)	Cu. Yd.	5.2	\$ 150. <sup>00</sup>	\$ 780. <sup>00</sup>
TOTAL BID				\$ <u>1,788,274.<sup>75</sup></u>	

1. The undersigned further agrees to begin upon the date stated in the Notice to Proceed and to complete the work, if this bid is accepted, as stated herein:

A. The Notice to Proceed is anticipated to be April 1, 2024.

B. The undersigned further agrees to complete the work as described in the plans during 244 total consecutive calendar days (with daily working hours from 7:00 AM to 6:00 PM Monday through Friday, 8:00 AM to 6:00 PM on Saturdays, and with no work on Sundays), and open the roadway to traffic after working hours with lane drops approved by the Engineer.

The undersigned also declares that it understands that if not preset by the City the time to begin construction and to complete the work will be one factor considered in determining the lowest and best responsible bidder.

The undersigned also declares that he/she understands that liquidated damages based on the full bid price of the contract shall be assessed against Contractor, as stipulated liquidated damages and not as a penalty, in an amount as set forth in paragraph GC-46 of the General Conditions for each and every calendar day the work remains incomplete over the specified completion times in parts A through B stated above.

2. In submitting this bid, the undersigned declares that it is of lawful age and executed the accompanying bid on behalf of the bidder therein named, and that it had lawful authority so to do. The undersigned further declares that it has not directly or indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or any bids, the limiting of the bid or bidders, the parceling or farming out to any bidder or bidders, or other persons, of any part of the contract or any part of the subject matter of the bid or bids or of the profits thereof, and that it has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with bidder in said bid or bids, until after sealed bid or bids are opened.

3. The undersigned further declares that it has carefully examined the Notice to Bidders, Instructions to Bidders and other contract documents, and that it has inspected the actual location of the work, together with the local sources of supply, and has satisfied itself as to all conditions and quantities and understands that in signing this Bid it waives all right to plead any misunderstanding regarding the same.

4. The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an agreement within ten (10) calendar days from and after notice of the award of the contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.

4. The undersigned hereby agrees to furnish the required bonds and insurance certificates and execute an agreement within ten (10) calendar days from and after notice of the award of the contract, and failure of the bidder to do so shall constitute a default, and the City may thereafter take such steps to protect its legal rights as it deems in its best interest, including, but not limited to, enforcement of its rights as to bid security.
5. It is understood that the City will pay in a prompt and timely manner pay estimates when submitted and approved by the Architect/Engineer and further approved by the City staff coordinator for the project, all as provided in the contract documents.
6. Undersigned acknowledges receipt of the Plans and Specifications for the project including the following addenda (complete) Acknowledged SM Addendum 1 and 2
7. The undersigned agrees to sign a contract for the bid price on this bid form up until the date of March 30, 2023.

Enclosed is a certified check, cashier's check or bid bond in the amount of Bid Bond 5% DOLLARS (\$ \_\_\_\_\_) which the undersigned agrees is subject to being forfeited to and becoming the property of the City as liquidated damages and not as a penalty, together with other legal remedies the City may choose to invoke, all as set forth in the Instructions to Bidders Section IB-9, should this Bid be accepted and the contract be awarded to this bidder and it should fail to enter into an agreement in the form prescribed and to furnish the required insurance, bonds and other required documents within ten (10) calendar days as above stipulated, otherwise the bid security shall be returned to the undersigned upon signing of the agreement and delivery of the approved bonds and other required documents to the City of Overland Park, Kansas.

DATED in Kansas this 22<sup>nd</sup> day of February, 2024.

(SEAL)

G-B Construction LLC  
Contractor

[Signature]  
Signature

George Bazin  
Printed Name

Member  
Title

PO Box 1305  
Street Address or P.O. Box

Louisburg, KS 66053  
City, State, Zip

816-799-6221  
Telephone Number

833-819-1008 Fax Number

<b>City of Mission</b>	Item Number:	9a.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2024
<b>Public Works</b>	From:	Stephanie Boyce

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

**RE:** 2022 Public Works Capital Equipment Purchase Increase

**RECOMMENDATION:** Approve the increase in cost of one (1) 2025 Single Axle Dump Truck in an amount not to exceed \$14,742.00

**DETAILS:** In January 2022, the council approved the purchase of a 2023 Peterbilt 548 chassis to replace the aging 2010 International dump truck (Unit 574). The decision was made based on the truck being past its original replacement date. The price originally quoted for the 2023 Peterbilt 548 chassis was \$112,353.

Subsequent to the order, Peterbilt discontinued production of the specific chassis originally quoted. This fact, along with unforeseen supply chain issues, delayed the manufacture of the truck. As a result, the manufacturer is now delivering a 2025 model and the City has been advised that the change in chassis model accompanied with the delays has resulted in an increase in the cost of \$14,472, bringing the total cost for the truck to \$127,095.

The new chassis is currently at the dealership and is ready to be delivered for the installation of the necessary equipment which was procured previously and is being stored at American Equipment. Public Works staff and the City Administrator have expressed concern that the price increase wasn't communicated sooner, but also recognize that there are no real alternatives available to the City at this time. If we refuse to accept this chassis, we can expect to wait 6-9 months for another model, and we could expect it to carry an increased price tag substantially more than the \$14,472 which has been presented to us.

Considering the circumstances, staff recommends approving the increase of \$14,742 in order to take possession of the new chassis and proceed with the replacement of Unit 574. This adjustment in the budget is necessary to ensure the timely completion of the procurement process and to address the urgent need for a functional replacement for the aging dump truck. Upon delivery, Unit 574 will be declared as surplus and sold.

**CFAA CONSIDERATIONS/IMPACTS:** Developing and adhering to appropriate vehicle and equipment replacement schedules ensures Public Works staff have the tools to safely maintain public streets and sidewalks as well as park areas to promote engaging and inviting spaces and to serve residents and visitors.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-20-403-03
Available Budget:	\$0



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## **KANSAS CITY PETERBILT INC.**

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8915 Woodend PO Box 11307 Kansas City, Kansas 66111  
(913) 441-2888 Toll Free (800) 489-1122

### **Peterbilt 548 Chassis Quote**

2023 Peterbilt 548 Single Axle Price-\$108,788

Warranty Options and Cost-6yr/150,000 Engine Plan 1 \$2,450  
6yr/150,000 Aftertreatment \$1,115

**Total Cost-\$112,353**

**Peterbilt is currently building in the late 3<sup>rd</sup> quarter of 2022.**

I appreciate the opportunity. Please reach out with any questions.

*Wade Doering*  
**Kansas City Peterbilt**  
[wadedoering@kcpete.com](mailto:wadedoering@kcpete.com)  
**620-363-1828**





**KANSAS CITY PETERBILT INC.**

8915 Woodend PO Box 11307 Kansas City, Kansas 66111  
(913) 411-2888 Toll Free (800) 489-1122

**VEHICLE PURCHASE AGREEMENT**

**February 27, 2024**  
DATE

**City of Mission**  
PURCHASER'S NAME  
**6090 Woodson**  
STREET ADDRESS

**Mission** **Kansas** **66202**  
CITY STATE ZIP

EMAIL

STOCK NO.	YEAR	MAKE	MODEL & BODY STYLE	COLOR	N.U.D.	VIN NO.
8862	2025	Peterbilt	548	White		2NP8HJ8X6SM696123
MILEAGE OF UNIT SOLD				500		MILEAGE OF TRADE-IN
(See Odometer Certification For Verified Mileage)						(See Odometer Certification For Verified Mileage)
TRADE-IN	YEAR	MAKE	MODEL & BODY STYLE	COLOR	VIN NO.	

<b>BASE PRICE OF UNIT</b>	<b>\$ 123,035.00</b>
<b>6yr/150,000 Mi Engine Extended Warranty</b>	<b>\$ 2,720.00</b>
<b>6yr/150,000 MI Aftertreatment Warranty</b>	<b>\$ 1,340.00</b>

**\*Payment for new trucks must be received by Kansas City Peterbilt within 14 days after invoice. After which the customer will be responsible for daily interest due in the amount of \$ 20.00 per day (prorated for less expensive vehicles).**

<b>USED VEHICLE TRADE-IN INFORMATION</b>	<b>BASE PRICE PLUS OPTIONS OF DESCRIBED VEHICLE</b>	<b>\$ 127,095.00</b>
<b>BALANCE OWED TO ADDRESS</b>	<b>NET TRADE-IN ALLOWANCE OF USED VEHICLE</b>	
<b>USED TRADE-IN ALLOWANCE</b>	<b>TRADE DIFFERENCE</b>	
<b>BALANCE OWED ON TRADE-IN</b>	<b>SERVICE CONTRACT</b>	
<b>NET ALLOWANCE ON USED TRADE IN</b>	<b>FET</b>	
This contract is not binding upon the dealer until signed by an authorized representative. Buyer may cancel this contract and receive full refund anytime before receipt of a copy of this contract signed by an authorized dealer representative by giving written notice of cancellation to the dealer.	<b>SUB TOTAL</b>	
	<b>STATE AND LOCAL TAXES</b>	
	<b>ADMINISTRATION FEE</b>	
	<b>TOTAL PRICE OF VEHICLE</b>	<b>\$ 127,095.00</b>
	<b>PARTIAL PAYMENT (DEPOSIT)</b>	
	<b>UNPAID BALANCE DUE ON DELIVERY</b>	<b>\$ 127,095.00</b>

Purchaser agrees that this Order includes all of the terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby. Purchaser by his execution of this Order acknowledges that he has read its terms and conditions and has received a true copy of this Order. Purchaser understands that liability insurance coverage which would protect him / her under the Kansas Automobile Injury Reparations Act is not included in this purchase of the herein described motor vehicle. Purchaser has received a copy of this statement. The seller of this vehicle (has) (has not) performed a title search for the motor vehicle being sold for purposes of determining the accuracy of the mileage shown on the odometer or for any other purpose. Purchaser acknowledges the receipt of this disclosure.

*Wade Doering*

PURCHASER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SALESPERSON'S SIGNATURE \_\_\_\_\_  
**ACCEPTED BY:**  
PURCHASER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ DEALER OR HIS AUTHORIZED REPRESENTATIVE \_\_\_\_\_

<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2023
<b>Administration</b>	From:	Brian Scott

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

**RE:** Recommended Changes for 2024 Community Rebate Program

**RECOMMENDATION:** Approve an increase in the income threshold guidelines for the 2024 Community Rebate Program from 50% of HUD’s Area Median Income (AMI) to 65% of AMI and/or include a rebate of 50% of the annual Storm Water Utility Fee.

**DETAILS:** The City of Mission has offered its Community Rebate Program for the past twenty years. The program has historically offered a 100% rebate on City property tax and utility franchise fees and a 50% rebate on the City’s Solid Waste Utility Fee for Mission residents that own their home and have an annual income below 50% of the Area Median Income (AMI) for the Kanas City metro area.

The City has budgeted \$15,000 a year for this program for the past several years. An average of 25 households have utilized this program each year for the past five years, with the average totaling approximately \$565. Mission does not limit a maximum rebate amount. The chart below details participation and the average rebate since 2013. Council will note that the number of applications has declined dramatically over the last ten years, while the average rebate has increased.

<b>Year</b>	<b># Households Served</b>	<b>Average Rebate</b>
2013	46	\$261.12
2014	56	\$273.66
2015	45	\$293.89
2016	37	\$441.60
2017	33	\$425.87
2018	31	\$458.27
2019	33	\$542.36
2020	27	\$530.05
2021	24	\$564.86
2022	21	\$558.12
2023	19	\$631.67

During the 2024 Budget process, the Council voted to increase the City’s property tax mill levy by approximately 2.13 mills to help address rising costs associated with program and service delivery and to allow for continued progress on key infrastructure projects identified as community priorities through the DirectionFinder citizen survey.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-23-216-09
Available Budget:	\$25,000

<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2023
<b>Administration</b>	From:	Brian Scott

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

As a part of the final budget adoption, the Council also increased the budget for the Community Rebate Program to \$25,000 and directed staff to develop and evaluate ways to further promote the program, making it available to a greater number of residents who might experience a hardship as a result of the mill levy increase.

Eligibility for the Community Rebate Program is based on a resident's annual household income, which has previously been considered as 50% or less of the AMI for the Kansas City metro area. In evaluating similar programs offered by other cities in Johnson County, as well as the County itself, the table below highlights income, maximum rebate parameters, and maximum appraised value limits.

City	Income Threshold (% of AMI)	Maximum Rebate	Maximum Appraised Value
Mission	50%	NA	NA
Shawnee	50%	\$500	NA
Merriam	80%	NA	NA
Prairie Village	65%	NA	Previous year's average property value
Roeland Park	50%	NA	NA
Olathe	80%	\$750	NA
Johnson Co	50%	\$200	\$384,600*

\*may adjust annually based on avg values

Staff has traditionally relied on social media, website postings, and articles in the *Mission Magazine* to promote the Community Rebate Program. While these communication avenues have proven somewhat effective, staff is proposing more strategic communications intended to reach a broader targeted audience. This includes information distributed at the Mission Community Food Pantry, through the Meals-on-Wheels programs or other social service agencies, and local school's social workers. Additionally, informational bulletins shared with area churches or at the Powell Community Center can also aid in getting information on the program in front of more potential residents who might benefit.

Promoting the program more broadly will help reach more qualified participants, but increasing the income eligibility guidelines is potentially another way to reach more residents who might benefit from program participation. **Staff is recommending the**

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-23-216-09
Available Budget:	\$25,000

<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2023
<b>Administration</b>	From:	Brian Scott

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

**2024 program income thresholds be increased from 50% of AMI to 65% of AMI.**

The difference in income limits is illustrated in the table below. The median household income for Mission for 2023 is \$78,915.

<b>Household Size</b>	<b>Household Income at 50% AMI for 2023</b>	<b>Household Income at 65% AMI for 2023</b>
1	\$33,900	\$46,600
2	\$38,750	\$53,300
3	\$43,600	\$59,950
4	\$48,400	\$66,600
5	\$52,300	\$71,950
6	\$56,150	\$77,250
7	\$60,150	\$82,600
8+	\$63,900	\$87,900

Increasing the threshold to 65% will allow the Council and staff to gauge the fiscal impact and could provide room for future revisions if necessary. The 65% threshold also aligns with some of the development incentives the Council has recently approved for attainable housing requirements in multi-family developments (60% of AMI).

In addition to the change in income parameters, staff discussed the possibility of allowing for a rebate of 50% of the Storm Water Utility Fee on top of the categories already included in the program. This would amount to an additional \$168 per rebate based on the current \$336/yr fee assessed on a single-family home. Council may wish to consider the proposed changes simultaneously for 2024, or proceed with one now and evaluate participation again in 2025.

In summary, if both the income limit change and the inclusion of a rebate of 50% of the Storm Water Utility fee were approved for 2024, a resident might be able to expect the following rebate. These calculations are based on a property tax bill for an average Mission home valued at \$327,124 by the County Appraiser for the 2024:

\$ 695.86	100% of the City's share of the annual property tax bill*
\$ 95.00	100% of the City's franchise fee on utilities
\$ 96.51	50% of the City's Solid Waste Utility Fee
<u>\$ 168.00</u>	50% of the City's Storm Water Utility Fee
<b>\$1,047.39</b>	<b>Total Community Rebate for 2024.</b>

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-23-216-09
Available Budget:	\$25,000

<b>City of Mission</b>	Item Number:	9b.
<b>ACTION ITEM SUMMARY</b>	Date:	March 20, 2023
<b>Administration</b>	From:	Brian Scott

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

Though the program is technically on a first come, first serve basis, the City's unofficial policy is to serve all those that make an application each year. Staff will look forward to discussion and Council guidance on any changes to the 2024 Community Rebate Program parameters.

A copy of last year's program flyer has been included in the packet for your information. Pending Council direction on any program changes, it will be updated for the 2024 program.

**CFAA CONSIDERATIONS/IMPACTS:** Addressing the potential financial constraints for some residents, particularly senior citizens or others who might be burdened by costs associated with homeownership, allows for residents of varying age, ability or socioeconomic status to continue to maintain a residence in Mission.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-23-216-09
Available Budget:	\$25,000

# COMMUNITY REBATE PROGRAM

## Overview Section

The Community Rebate Program helps alleviate the tax burden on income-qualified Mission residents by returning a portion of collected fees and taxes each year. The program is funded annually by the City Council from the general fund.

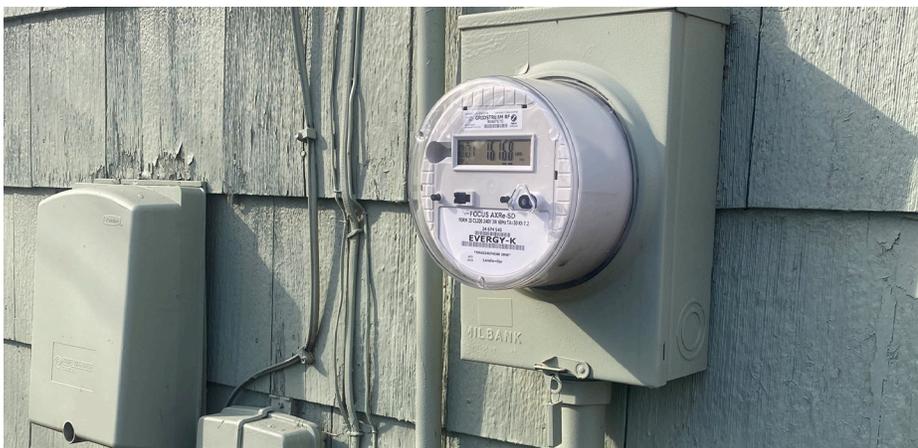
To apply, submit application and supporting documents to City Hall. Neighborhood Services staff will review all applications.

Rebates will be distributed as funds allow and all applicant checks will be mailed out as they are processed.

## Eligibility Section

In order to qualify for the Community Rebate Program:

- You must be a current resident of Mission, Kansas.
- You must be current on property tax payments.
- You must meet the program income requirements.



In 2023, homeowner rebates are available up to the amounts listed below:

# 50%

of the Mission Solid Waste Utility Fee.

# 100%

of Mission Property tax (excluding special assessments).

# 100%

of Utility Franchise Fees.

## Application Instructions

To apply for the program, submit the following to Neighborhood Services in person, by mail, email: [nfanska@missionks.org](mailto:nfanska@missionks.org).

- Completely fill out and sign the following application page. All incomplete applications will not be accepted and will be returned.
- Submit proof of last year's income for all household members, i.e., tax return and/or Social Security statement.
- Submit copies or originals of your monthly bill statements from Kansas Gas Service, Evergy, and your basic local phone service if it is provided by AT&T (NOT UVerse). If you include originals, staff will make copies and return the originals to you.
- No documentation is needed for the solid waste rebate or the property tax rebate.

## Income Requirements

Household Size	Maximum Total Household Income <b>NOT</b> Adjusted Gross Income
1	\$33,900
2	\$38,750
3	\$43,600
4	\$48,400
5	\$52,300
6	\$56,150
7	\$60,150
8+	\$63,900

\*Income guidelines reflect 50% of median income according to HUD.

## Testimonials

" It's nice that the City offers a program like this. The assistance allows me to pay off other bills."

– **Bonnie M.**

" The program is easy to apply for and is a great way to reduce your overall utility costs."

– **Larry B.**

Scan the QR code to fill out the application.





Refund Claim for Franchise Fees Paid During: **2022** Do You: Rent Own (please circle one)

Payments made to: \_\_\_\_\_ Full Name

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Total Number of People in the Household: \_\_\_\_\_

Income Sources During Claim Period	Amount of Income Received* (Note below)
<b>Total Household Income:</b>	

\_\_\_\_\_ \*Types of Income to report \_\_\_\_\_

- Earnings (wages, salaries, and self-employment income)
- Survivor pensions and annuities
- Supplemental Security Income (SSI)
- Interest, dividends and other net income
- Disability pensions and annuities
- Unemployment, workers' compensation, severance pay
- Rents, royalties, estate, and trust income
- Realized capital gains (losses)
- Veteran's payments
- Retirement pensions and annuities
- Alimony, child support payments
- Public assistance

Will you be filing an Income Tax Return? (please circle one) YES NO

I, the undersigned do hereby certify the above statements as to residence, income sources, and amount claimed are true and correct to the best of my knowledge and belief.

\_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date

**OFFICE USE ONLY** - Amount of refund received:

Solid Waste:		Property Tax:	
Franchise Fee Tax:		Total:	

<b>City of Mission</b>	Item Number:	13b.
<b>INFORMATIONAL ITEM</b>	Date:	March 20, 2024
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** January/February 2024 Monthly Interim Financial Reports

**DETAILS:** The monthly interim financial reports are provided as a part of the Council’s legislative meeting packets and will be reviewed and considered under the City Administrator’s Report section of the agenda.

If appropriate, high-level information will be provided during the meeting, and Council or the public will have the opportunity to ask questions. Following review at the Council meeting, the reports will be posted on the website.

The Summary Reports for January and February are included in the packet. Links to the complete reports can be accessed through the following links: [January 2024](#) [February 2024](#)

**CFAA CONSIDERATIONS/IMPACTS: NA**

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



# MONTHLY FINANCIAL REPORT

JANUARY 2024

**MISSION**  
*Kansas*



# Mission, Kansas

## Monthly Financial Report – Executive Summary

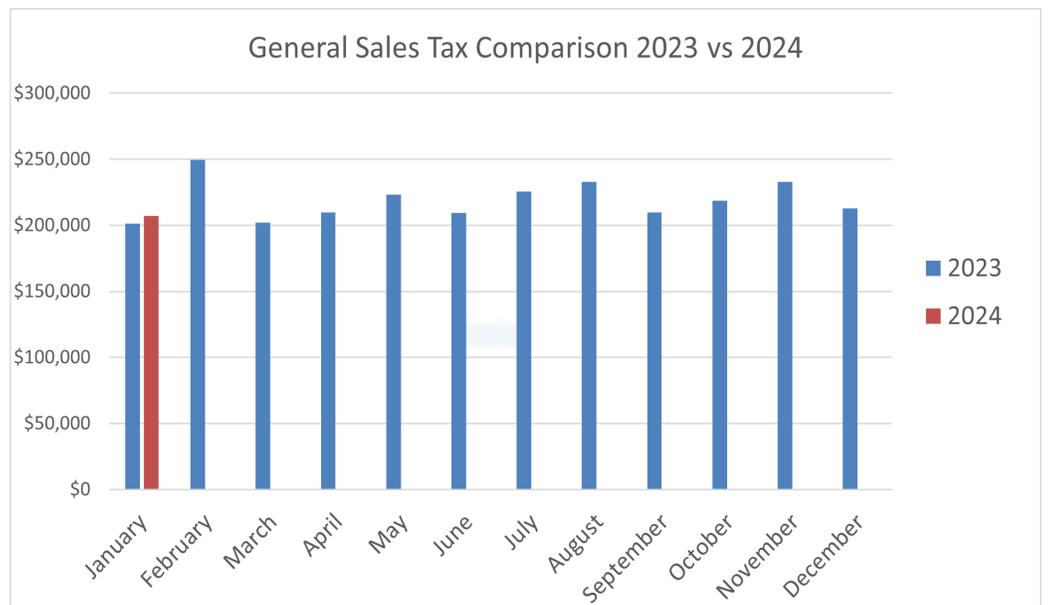
### January 2024

#### General Fund Revenue Summary by Category as of 1/31/24

	2024 Adopted Budget	2024 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
<b>Taxes</b>					
Property Tax - General	2,552,192	2,552,192	1,995,068	1,995,068	78%
Property Tax - Streets	1,400,000	1,400,000	0	0	0%
Delinquent Property Tax	20,150	20,150	8,104	8,104	40%
Motor Vehicle Tax	279,638	279,638	45,153	45,153	16%
City Sales and Use Tax	4,300,000	4,300,000	336,738	336,738	8%
County Sales and Use Tax	1,100,000	1,100,000	95,211	95,211	9%
County Sales and Use Tax - Jail	274,000	274,000	23,561	23,561	9%
County Sales and Use Tax - Public Safety	274,000	274,000	23,561	23,561	9%
County Sales and Use Tax - Court	274,000	274,000	23,561	23,561	9%
Franchise Tax	1,161,500	1,161,500	74,044	74,044	6%
Alcohol Tax	130,000	130,000	0	0	0%
Intergovernmental Revenue	20,000	20,000	1,008	1,008	
		0			
Mission Square Pilot	47,250	47,250	0	0	0%
Licenses and Permits	160,650	160,650	27,643	27,643	17%
Jo Co Plan Review/Inspection Fees	360,000	360,000	12,286	12,286	3%
Police Fines	678,250	678,250	55,303	55,303	8%
Charges for Services	118,300	118,300	10,158	10,158	9%
Interest	85,000	85,000	11,167	11,167	13%
Miscellaneous and other	26,000	26,000	545	545	2%
Pool Revenues	170,000	170,000	853	853	1%
Parks Special Event Revenues	200,000	200,000	63,787	63,787	32%
Community Center Revenues	1,026,350	1,026,350	141,676	141,676	14%
		0			
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	0	0	0	0	0%
<b>Total Revenues</b>	<b>14,657,280</b>	<b>14,657,280</b>	<b>2,949,426</b>	<b>2,949,426</b>	<b>20%</b>

#### General City Sales Tax :

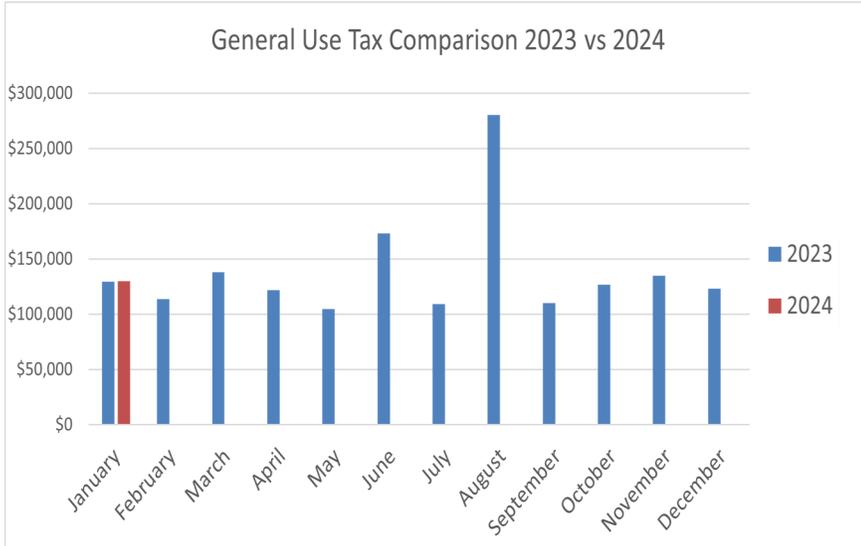
Total Estimated Budget:	\$2,725,000
Total City Sales Tax collected YTD:	\$206,965
% of Estimated Budget collected:	7.6%
% of Year Expended:	8.3%
% change yr over yr =	2.9%



# Mission, Kansas

## Monthly Financial Report – Executive Summary

### January 2024



**Comments/Highlights:**

- City general sales and use tax revenues are performing in-line with historical averages for January.
- County sales tax and use tax revenues are trending slightly higher than historical averages for January.

Total Estimated Budget: \$1,575,000    Total City Use Tax collected YTD: \$129,773    % of Total Estimated Budget collected: 8.2%

% of Year Expended: 8.3                      % change yr over yr = **0.3%**

Fund		Revenue Budget			Expenditure Budget			Current Cash, MIP and Investments	
		Revenue YTD	Uncollected Revenue	Expense YTD	Unencumb. Balance	Balance			
Period Ending 1/31/24									
01	General	\$ 14,657,280.00	\$ 2,949,425.95	\$ 11,707,854.05	\$ 15,205,541.00	\$ 1,061,497.31	\$ 14,144,043.69	\$ 5,644,640.39	
02	IRS 125 Plan	\$ -	\$ 5,028.37	\$ (5,028.37)	\$ -	\$ 8,635.46	\$ (8,635.46)	\$ 45,676.42	
03	Special Highway	\$ 270,500.00	\$ 66,356.72	\$ 204,143.28	\$ 365,000.00	\$ 2,407.39	\$ 362,592.61	\$ 113,817.08	
08	Court - Bonds	\$ -	\$ 7,333.00	\$ (7,333.00)	\$ -	\$ 16,369.00	\$ (16,369.00)	\$ 34,713.00	
09	Special Alcohol	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 165,000.00	\$ 17,467.01	\$ 147,532.99	\$ 206,096.72	
10	Special Park & Recreation	\$ 135,100.00	\$ 458.22	\$ 134,641.78	\$ 231,240.00	\$ 3,551.39	\$ 227,688.61	\$ 216,915.00	
14	Court - ADSAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,396.21	
15	Court - Reinstatement	\$ -	\$ 2,849.83	\$ (2,849.83)	\$ -	\$ 1,097.00	\$ (1,097.00)	\$ 2,556.92	
16	Special Law Enforcement	\$ -	\$ 10,093.80	\$ (10,093.80)	\$ -	\$ -	\$ -	\$ 43,997.82	
17	Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,728.18	
18	Jo Co School District Sales Tax	\$ -	\$ 62.00	\$ (62.00)	\$ -	\$ -	\$ -	\$ 19,066.26	
19	MBDC	\$ 70,500.00	\$ 19,417.98	\$ 51,082.02	\$ 122,000.00	\$ 25.22	\$ 121,974.78	\$ 46,748.06	
22	Storm Drain Utility	\$ 2,751,535.00	\$ 1,434,124.98	\$ 1,317,410.02	\$ 2,892,500.00	\$ 138,082.05	\$ 2,754,417.95	\$ 2,838,761.41	
24	Equipment Reserve Fund	\$ 200,500.00	\$ 43,425.37	\$ 157,074.63	\$ 453,804.00	\$ -	\$ 453,804.00	\$ 111,113.99	
25	Capital Improvement Fund	\$ 3,141,003.00	\$ 872,346.05	\$ 2,268,656.95	\$ 3,826,602.54	\$ 221,319.15	\$ 3,605,283.39	\$ 899,316.30	
26	Rock Creek Drainage Dist #1	\$ 12,050.00	\$ 28.40	\$ 12,021.60	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 5,205.41	
27	Rock Creek Drainage Dist #2	\$ 66,300.00	\$ 40,945.33	\$ 25,354.67	\$ 68,000.00	\$ -	\$ 68,000.00	\$ 42,708.04	
30	Solid Waste Utility Fund	\$ 611,000.00	\$ 314,287.64	\$ 296,712.36	\$ 656,250.00	\$ 55,714.55	\$ 600,535.45	\$ 328,171.03	
31	ARPA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	Opioid Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,983.55	
33	Family Adoption Fund	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 20,000.00	\$ 4,453.71	\$ 15,546.29	\$ (29,532.84)	
35	Transportation Fund	\$ -	\$ 54.56	\$ (54.56)	\$ -	\$ -	\$ -	\$ 14,195.16	
40	Street Sales Tax	\$ 1,198,500.00	\$ 103,792.32	\$ 1,094,707.68	\$ 1,205,425.00	\$ -	\$ 1,205,425.00	\$ 907,741.27	
45	Parks & Rec Sales Tax	\$ 1,848,500.00	\$ 102,208.73	\$ 1,746,291.27	\$ 4,096,194.31	\$ 450,733.13	\$ 3,645,461.18	\$ 2,906,540.56	
50	Mission Trails TIF	\$ 390,000.00	\$ 289,605.79	\$ 100,394.21	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 289,605.79	
55	Silvercrest at Broadmoor	\$ -	\$ 5,749.38	\$ (5,749.38)	\$ -	\$ -	\$ -	\$ 24,668.97	
60	Mission Crossing TIF Fund	\$ 495,000.00	\$ 134,731.86	\$ 360,268.14	\$ 450,000.00	\$ -	\$ 450,000.00	\$ 182,977.38	
64	Rock Creek TIF Dist #2	\$ -	\$ 51,807.38	\$ (51,807.38)	\$ -	\$ -	\$ -	\$ 102,573.73	
65	Cornerstone Commons Fund	\$ 72,000.00	\$ 5,805.72	\$ 66,194.28	\$ 70,500.00	\$ -	\$ 70,500.00	\$ 36,427.99	
66	Capitol Federal TIF Fund	\$ 23,500.00	\$ 10,618.85	\$ 12,881.15	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 69,384.56	
67	Mission Bowl TIF Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,451.84	
68	Rock Creek TIF Fund #3	\$ -	\$ 40,939.80	\$ (40,939.80)	\$ -	\$ -	\$ -	\$ 193,981.52	
69	Rock Creek TIF Fund #4	\$ -	\$ 11,436.39	\$ (11,436.39)	\$ -	\$ -	\$ -	\$ 115,265.31	
70	Mission Farm and Flower Market	\$ -	\$ -	\$ -	\$ -	\$ 21.37	\$ (21.37)	\$ 15,042.45	
<b>Total</b>		<b>\$ 26,098,268.00</b>	<b>\$ 6,522,934.42</b>	<b>\$ 19,575,333.58</b>	<b>\$ 30,235,056.85</b>	<b>\$ 1,981,373.74</b>	<b>\$ 28,253,683.11</b>	<b>\$ 15,589,935.48</b>	
								MIP Statement	14,487,336.69
								Treasury Bills	-
								Cash balances	1,102,598.79
								<b>Total</b>	<b>15,589,935.48</b>
								Difference	-

**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**January 2024**

**General Fund Expenditures by Department as of 1/31/24:**

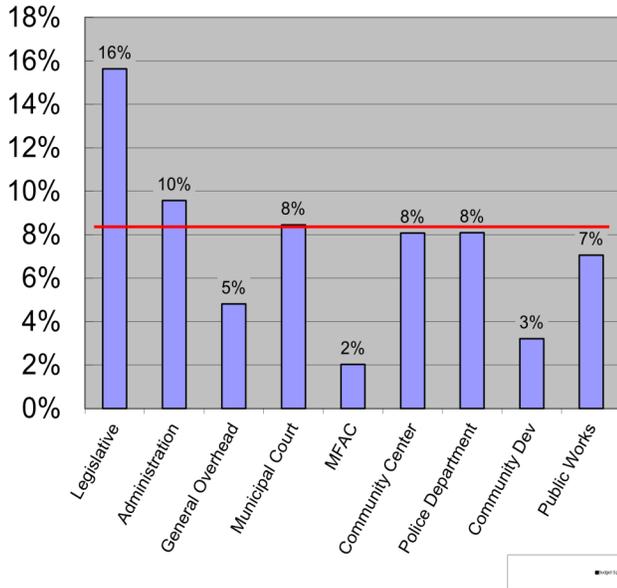
DEPARTMENT	2024 Budget	2024 Estimated	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
<b>Legislative</b>						
Personnel Services	59,875	59,875	4,851	4,851	55,024	8%
Contractual Services	142,370	142,370	26,687	26,687	115,683	19%
Commodities	1,250	1,250	272	272	978	22%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>203,495</b>	<b>203,495</b>	<b>31,809</b>	<b>31,809</b>	<b>171,686</b>	<b>16%</b>
<b>Administration</b>						
Personnel Services	886,075	886,075	86,341	86,341	799,734	10%
Contractual Services	32,850	32,850	1,209	1,209	31,641	4%
Commodities	4,050	4,050	782	782	3,268	19%
Capital Outlay	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
<b>Total</b>	<b>922,975</b>	<b>922,975</b>	<b>88,332</b>	<b>88,332</b>	<b>834,643</b>	<b>10%</b>
<b>General Overhead</b>						
Personnel Services	-	-	-	-	-	0%
Contractual Services	391,500	391,500	35,866	35,866	355,634.17	9%
Commodities	42,750	42,750	1,022	1,022	41,727.53	2%
Capital Outlay	80,000	80,000	-	-	80,000.00	0%
Debt Service	252,450	252,450	-	-	252,450.00	0%
<b>Total</b>	<b>766,700</b>	<b>766,700</b>	<b>36,888</b>	<b>36,888</b>	<b>729,812</b>	<b>5%</b>
<b>Municipal Court</b>						
Personnel Services	304,200	304,200	26,399	26,399	277,801	9%
Contractual Services	32,900	32,900	95	95	32,805	0%
Commodities	6,750	6,750	2,564	2,564	4,186	38%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>343,850</b>	<b>343,850</b>	<b>29,057</b>	<b>29,057</b>	<b>314,793</b>	<b>8%</b>
<b>Parks and Recreation</b>						
<b>Mission Family Aquatic Center (MFAC)</b>						
Personnel Services	185,100	185,100	5,195	5,195	179,905	3%
Contractual Services	98,225	98,225	1,979	1,979	96,246	2%
Commodities	70,650	70,650	-	-	70,650	0%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>353,975</b>	<b>353,975</b>	<b>7,174</b>	<b>7,174</b>	<b>346,801</b>	<b>2%</b>
<b>Community Center</b>						
Personnel Services	1,718,000	1,718,000	139,421	139,421	1,578,579	8%
Contractual Services	835,800	835,800	71,551	71,551	764,249	9%
Commodities	114,500	114,500	4,535	4,535	109,965	4%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,668,300</b>	<b>2,668,300</b>	<b>215,508</b>	<b>215,508</b>	<b>2,452,792</b>	<b>8%</b>
<b>Police Department</b>						
Personnel Services	3,847,500	3,847,500	313,162	313,162	3,534,338	8%
Contractual Services	430,376	430,376	48,153	48,153	382,223	11%
Commodities	167,750	167,750	6,899	6,899	160,851	4%
Capital Outlay	30,000	30,000	5,171	5,171	24,829	17%
Debt Service/Lease	137,500	137,500	-	-	137,500	0%
<b>Total</b>	<b>4,613,126</b>	<b>4,613,126</b>	<b>373,385</b>	<b>373,385</b>	<b>4,239,741</b>	<b>8%</b>
<b>Community Development</b>						
Personnel Services	781,750	781,750	29,277	29,277	752,473	4%
Contractual Services	541,870	541,870	12,681	12,681	529,189	2%
Commodities	5,000	5,000	724	724	4,276	14%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>1,328,620</b>	<b>1,328,620</b>	<b>42,682</b>	<b>42,682</b>	<b>1,285,938</b>	<b>3%</b>
<b>Public Works</b>						
Personnel Services	1,163,000	1,163,000	86,509	86,509	1,076,491	7%
Contractual Services	1,103,300	1,103,300	81,486	81,486	1,021,814	7%
Commodities	298,200	298,200	13,113	13,113	285,087	4%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,564,500</b>	<b>2,564,500</b>	<b>181,108</b>	<b>181,108</b>	<b>2,383,392</b>	<b>7%</b>
<b>Other General Fund</b>						
			55,553	55,553	(55,553)	0%
<b>General Fund Total</b>	<b>13,765,541</b>	<b>13,765,541</b>	<b>1,061,497</b>	<b>1,061,497</b>	<b>12,704,044</b>	<b>8%</b>

# Mission, Kansas

## Monthly Financial Report – Executive Summary

### January 2024

**Departmental Summary**  
% Annual Budget Spent To Date



Additional highlights/comments:

- The City's cash balance position is strong with an ending cash balance across all funds of \$15.6 million at January 31, 2024. Major expenditures in January included quarterly insurance premiums, payments for annual dues/subscriptions, 2023 Street Preservation Program, 2023 Stormwater Improvements, Mohawk Park Improvements, and Water Works Park Improvements.
- Street Sales Tax collections YTD in 2024 total \$93,359 and Parks + Recreation Sales Tax collections are \$93,359 which represents a combined increase of **6.1%** over 2023 collections YTD.

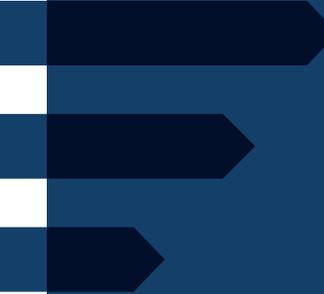
In an effort to address questions surrounding revenues and expenses for the Powell Community Center (PCC), including cost recovery rates, historical and YTD revenue and expense information is included in the monthly interim financial report. The table below illustrates actual revenues and expenses from 2019 through 2023 showing the difference in total dollars (subsidy for operations). YTD information for 2024 is also included. The cost recovery or self-sufficiency rate for each year is also shown in the table. A feasibility study for the PCC analyzing the center's long-term feasibility and highest and best use was completed in 2023. The study recommended a targeted cost recovery rate of 70% to be achieved over several years.

	2019	2020	2021	2022	2023*	2024 Budget	2024 YTD
Revenues	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 1,307,603	\$ 1,541,968	\$ 1,273,100	\$ 116,895
Expenses	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 2,397,870	\$ 2,578,539	\$ 2,667,500	\$ 398,201
Difference (\$)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (1,090,267)	\$ (1,036,572)	\$ (1,394,400)	\$ (281,306)
Cost Recovery %	70%	34%	31%	55%	60%	48%	29%
*2023 Actuals are unaudited							

Note: The YTD column includes both January and February.

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City's financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).



# MONTHLY FINANCIAL REPORT

FEBRUARY 2024

**MISSION**  
*Kansas*



# Mission, Kansas

## Monthly Financial Report – Executive Summary

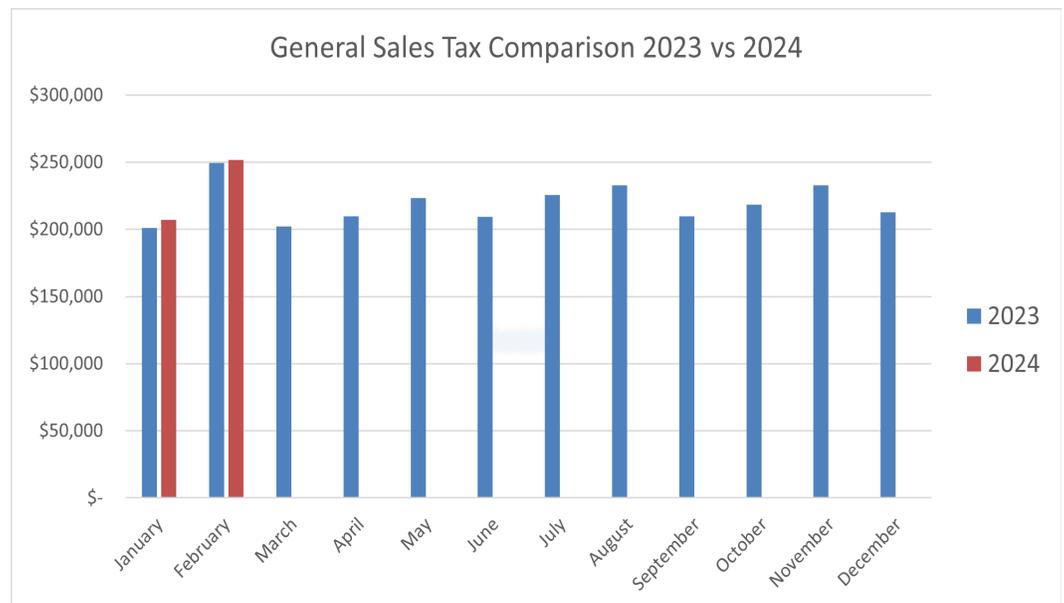
### February 2024

#### General Fund Revenue Summary by Category as of 2/29/24

	2024 Adopted Budget	2024 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
<b>Taxes</b>					
Property Tax - General	2,552,192	2,552,192	0	1,995,068	78%
Property Tax - Streets	1,400,000	1,400,000	0	0	0%
Delinquent Property Tax	20,150	20,150	0	8,104	40%
Motor Vehicle Tax	279,638	279,638	0	45,153	16%
City Sales and Use Tax	4,300,000	4,300,000	425,052	761,791	18%
County Sales and Use Tax	1,100,000	1,100,000	102,971	198,183	18%
County Sales and Use Tax - Jail	274,000	274,000	25,438	48,999	18%
County Sales and Use Tax - Public Safety	274,000	274,000	25,438	48,999	18%
County Sales and Use Tax - Court	274,000	274,000	25,438	48,998	18%
Franchise Tax	1,161,500	1,161,500	97,102	171,146	15%
Alcohol Tax	130,000	130,000	0	0	0%
Intergovernmental Revenue	20,000	20,000	176	1,184	
		0			
Mission Square Pilot	47,250	47,250	0	0	0%
Licenses and Permits	160,650	160,650	8,866	36,509	23%
Jo Co Plan Review/Inspection Fees	360,000	360,000	5,425	17,711	5%
Police Fines	678,250	678,250	56,947	112,250	17%
Charges for Services	118,300	118,300	2,660	12,818	11%
Interest	85,000	85,000	13,860	25,028	29%
Miscellaneous and other	26,000	26,000	22,592	23,137	89%
Pool Revenues	170,000	170,000	233	1,085	1%
Parks Special Event Revenues	200,000	200,000	8,179	71,965	36%
Community Center Revenues	1,026,350	1,026,350	108,716	250,392	24%
		0			
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	0	0	0	0	0%
<b>Total Revenues</b>	<b>14,657,280</b>	<b>14,657,280</b>	<b>929,092</b>	<b>3,878,518</b>	<b>26%</b>

#### General City Sales Tax :

Total Estimated Budget:	\$2,725,000
Total City Sales Tax collected YTD:	\$458,740
% of Estimated Budget collected:	16.8%
% of Year Expended:	16.7%
% change yr over yr =	2.9%

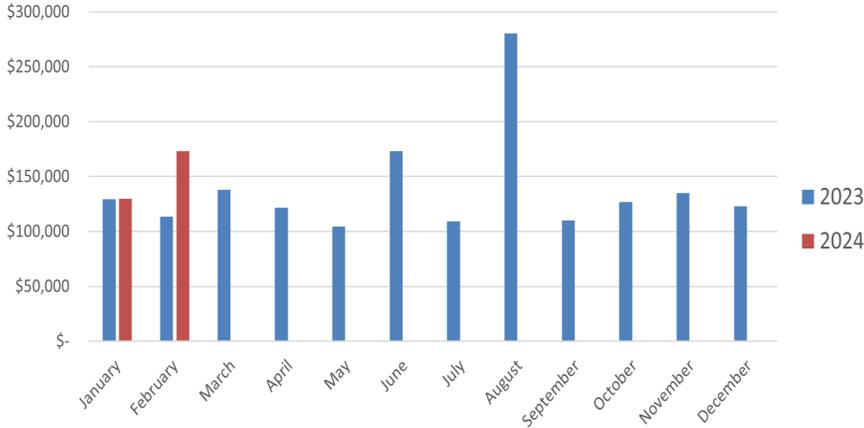


# Mission, Kansas

## Monthly Financial Report – Executive Summary

### February 2024

General Use Tax Comparison 2023 vs 2024



**Comments/Highlights:**

- City general sales tax revenues are performing in-line with historical averages while city use tax revenues are 25% higher than previous YTD. Staff will monitor these revenues to determine if this is a new trend or a one-off issue.
- County sales tax and use tax revenues are performing at historical averages for February.

Total Estimated Budget: \$1,575,000    Total City Use Tax collected YTD: \$303,050    % of Total Estimated Budget collected: 19.2%

% of Year Expended: 16.7%

% change yr over yr = **0.3%**

Period ending 2/29/24		Revenue Budget			Expenditure Budget			Current Cash, MIP and Investments	
Fund		Revenue YTD	Uncollected Revenue	Expense YTD	Unencumb. Balance	Balance			
01	General	\$ 14,657,280.00	\$ 3,878,517.84	\$ 10,778,762.16	\$ 15,205,541.00	\$ 2,052,379.09	\$ 13,153,161.91	\$ 5,579,275.29	
02	IRS 125 Plan	\$ -	\$ 10,056.69	\$ (10,056.69)	\$ -	\$ 17,718.15	\$ (17,718.15)	\$ 41,622.05	
03	Special Highway	\$ 270,500.00	\$ 67,207.87	\$ 203,292.13	\$ 365,000.00	\$ 4,884.28	\$ 360,115.72	\$ 112,191.34	
08	Court - Bonds	\$ -	\$ 14,887.00	\$ (14,887.00)	\$ -	\$ 23,493.00	\$ (23,493.00)	\$ 35,143.00	
09	Special Alcohol	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 165,000.00	\$ 77,467.01	\$ 87,532.99	\$ 146,096.72	
10	Special Park & Recreation	\$ 135,100.00	\$ 1,073.89	\$ 134,026.11	\$ 231,240.00	\$ 7,102.78	\$ 224,137.22	\$ 213,979.28	
14	Court - ADSAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,396.21	
15	Court - Reinstatement	\$ -	\$ 5,257.83	\$ (5,257.83)	\$ -	\$ 3,905.83	\$ (3,905.83)	\$ 2,156.09	
16	Special Law Enforcement	\$ -	\$ 10,093.80	\$ (10,093.80)	\$ -	\$ -	\$ -	\$ 43,997.82	
17	Restricted	\$ -	\$ 8,500.00	\$ (8,500.00)	\$ -	\$ -	\$ -	\$ 62,552.18	
18	Jo Co School District Sales Tax	\$ -	\$ 120.00	\$ (120.00)	\$ -	\$ -	\$ -	\$ 19,124.26	
19	MBDC	\$ 70,500.00	\$ 19,505.27	\$ 50,994.73	\$ 122,000.00	\$ 2,209.22	\$ 119,790.78	\$ 44,651.35	
22	Storm Drain Utility	\$ 2,751,535.00	\$ 1,443,589.73	\$ 1,307,945.27	\$ 2,892,500.00	\$ 335,111.23	\$ 2,557,388.77	\$ 2,651,196.98	
24	Equipment Reserve Fund	\$ 200,500.00	\$ 74,243.82	\$ 126,256.18	\$ 453,804.00	\$ -	\$ 453,804.00	\$ 141,932.44	
25	Capital Improvement Fund	\$ 3,141,003.00	\$ 884,363.76	\$ 2,256,639.24	\$ 3,826,612.54	\$ 365,172.09	\$ 3,461,440.45	\$ 767,481.07	
26	Rock Creek Drainage Dist #1	\$ 12,050.00	\$ 30.14	\$ 12,019.86	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 5,207.15	
27	Rock Creek Drainage Dist #2	\$ 66,300.00	\$ 41,079.31	\$ 25,220.69	\$ 68,000.00	\$ -	\$ 68,000.00	\$ 42,842.02	
30	Solid Waste Utility Fund	\$ 611,000.00	\$ 315,494.08	\$ 295,505.92	\$ 656,250.00	\$ 110,419.10	\$ 545,830.90	\$ 274,672.92	
31	ARPA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32	Opioid Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,983.55	
33	Family Adoption Fund	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 20,000.00	\$ 6,166.41	\$ 13,833.59	\$ (31,245.54)	
35	Transportation Fund	\$ -	\$ 105.60	\$ (105.60)	\$ -	\$ -	\$ -	\$ 14,246.20	
40	Street Sales Tax	\$ 1,198,500.00	\$ 221,072.52	\$ 977,427.48	\$ 1,205,425.00	\$ -	\$ 1,205,425.00	\$ 1,025,021.47	
45	Parks & Rec Sales Tax	\$ 1,848,500.00	\$ 223,235.29	\$ 1,625,264.71	\$ 4,096,194.31	\$ 572,005.60	\$ 3,524,188.71	\$ 2,906,294.65	
50	Mission Trails TIF	\$ 390,000.00	\$ 289,605.79	\$ 100,394.21	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 289,605.79	
55	Silvercrest at Broadmoor	\$ -	\$ 5,749.38	\$ (5,749.38)	\$ -	\$ -	\$ -	\$ 24,668.97	
60	Mission Crossing TIF Fund	\$ 495,000.00	\$ 157,211.82	\$ 337,788.18	\$ 450,000.00	\$ 160,941.64	\$ 289,058.36	\$ 44,515.70	
64	Rock Creek TIF Dist #2	\$ -	\$ 51,807.38	\$ (51,807.38)	\$ -	\$ -	\$ -	\$ 102,573.73	
65	Cornerstone Commons Fund	\$ 72,000.00	\$ 12,971.66	\$ 59,028.34	\$ 70,500.00	\$ 17,926.13	\$ 52,573.87	\$ 25,667.80	
66	Capitol Federal TIF Fund	\$ 23,500.00	\$ 10,618.85	\$ 12,881.15	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 69,384.56	
67	Mission Bowl TIF Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,451.84	
68	Rock Creek TIF Fund #3	\$ -	\$ 40,939.80	\$ (40,939.80)	\$ -	\$ -	\$ -	\$ 193,981.52	
69	Rock Creek TIF Fund #4	\$ -	\$ 11,436.39	\$ (11,436.39)	\$ -	\$ -	\$ -	\$ 115,265.31	
70	Mission Farm and Flower Market	\$ -	\$ -	\$ -	\$ -	\$ 42.74	\$ (42.74)	\$ 15,042.45	
		\$ 26,098,268.00	\$ 7,798,775.51	\$ 18,299,492.49	\$ 30,235,066.85	\$ 3,756,944.30	\$ 26,478,122.55	\$ 15,083,976.17	
							MIP Statement	13,782,789.49	
							Treasury Bills	-	
							Cash balances	1,301,186.68	
							Total	15,083,976.17	
							Difference	-	

**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**February 2024**

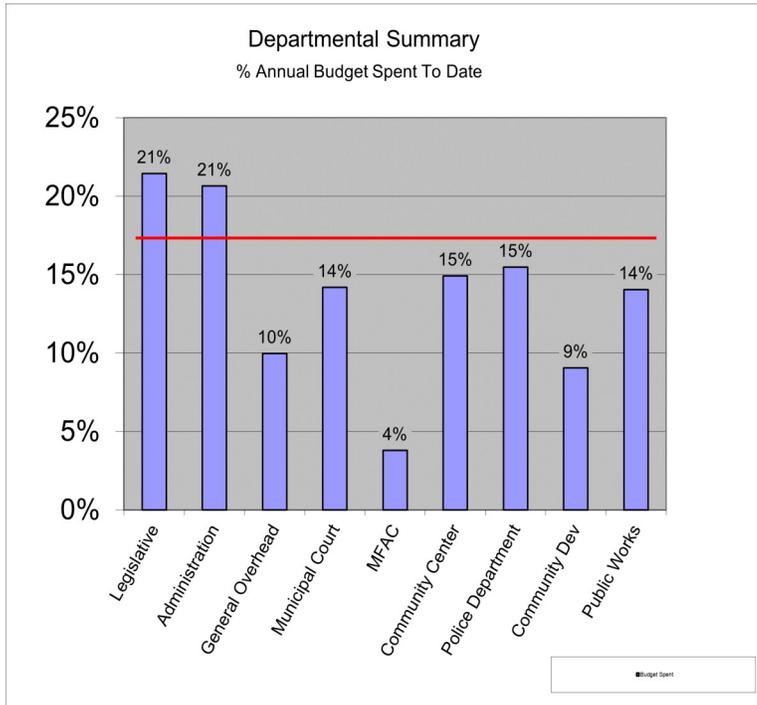
**General Fund Expenditures by Department as of 2/29/24:**

DEPARTMENT	2024 Budget	2024 Estimated	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
<b>Legislative</b>						
Personnel Services	59,875	59,875	4,611	9,462	50,414	16%
Contractual Services	142,370	142,370	7,224	33,911	108,459	24%
Commodities	1,250	1,250	-	272	978	22%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>203,495</b>	<b>203,495</b>	<b>11,835</b>	<b>43,645</b>	<b>159,850</b>	<b>21%</b>
<b>Administration</b>						
Personnel Services	886,075	886,075	100,180	186,521	699,554	21%
Contractual Services	32,850	32,850	1,476	2,685	30,165	8%
Commodities	4,050	4,050	599	1,381	2,669	34%
Capital Outlay	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
<b>Total</b>	<b>922,975</b>	<b>922,975</b>	<b>102,255</b>	<b>190,587</b>	<b>732,388</b>	<b>21%</b>
<b>General Overhead</b>						
Personnel Services	-	-	-	-	-	0%
Contractual Services	391,500	391,500	13,686	49,552	341,948.49	13%
Commodities	42,750	42,750	1,938	2,961	39,789.25	7%
Capital Outlay	80,000	80,000	23,955	23,955	56,045.11	30%
Debt Service	252,450	252,450	-	-	252,450.00	0%
<b>Total</b>	<b>766,700</b>	<b>766,700</b>	<b>39,579</b>	<b>76,467</b>	<b>690,233</b>	<b>10%</b>
<b>Municipal Court</b>						
Personnel Services	304,200	304,200	17,449	43,848	260,352	14%
Contractual Services	32,900	32,900	2,215	2,310	30,590	7%
Commodities	6,750	6,750	45	2,609	4,141	39%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>343,850</b>	<b>343,850</b>	<b>19,709</b>	<b>48,767</b>	<b>295,083</b>	<b>14%</b>
<b>Parks and Recreation</b>						
<b>Mission Family Aquatic Center (MFAC)</b>						
Personnel Services	185,100	185,100	3,115	8,310	176,790	4%
Contractual Services	98,225	98,225	1,341	3,321	94,904	3%
Commodities	70,650	70,650	1,772	1,772	68,878	3%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>353,975</b>	<b>353,975</b>	<b>6,228</b>	<b>13,402</b>	<b>340,573</b>	<b>4%</b>
<b>Community Center</b>						
Personnel Services	1,718,000	1,718,000	121,522	260,943	1,457,057	15%
Contractual Services	835,800	835,800	47,123	118,674	717,126	14%
Commodities	114,500	114,500	14,049	18,584	95,916	16%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,668,300</b>	<b>2,668,300</b>	<b>182,693</b>	<b>398,201</b>	<b>2,270,099</b>	<b>15%</b>
<b>Police Department</b>						
Personnel Services	3,847,500	3,847,500	288,535	601,697	3,245,803	16%
Contractual Services	430,376	430,376	27,979	76,132	354,244	18%
Commodities	167,750	167,750	11,648	18,546	149,204	11%
Capital Outlay	30,000	30,000	12,475	17,646	12,354	59%
Debt Service/Lease	137,500	137,500	-	-	137,500	0%
<b>Total</b>	<b>4,613,126</b>	<b>4,613,126</b>	<b>340,637</b>	<b>714,021</b>	<b>3,899,105</b>	<b>15%</b>
<b>Community Development</b>						
Personnel Services	781,750	781,750	34,854	64,131	717,619	8%
Contractual Services	541,870	541,870	42,739	55,420	486,450	10%
Commodities	5,000	5,000	31	755	4,245	15%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>1,328,620</b>	<b>1,328,620</b>	<b>77,624</b>	<b>120,306</b>	<b>1,208,314</b>	<b>9%</b>
<b>Public Works</b>						
Personnel Services	1,163,000	1,163,000	80,815	167,324	995,676	14%
Contractual Services	1,103,300	1,103,300	76,745	158,231	945,069	14%
Commodities	298,200	298,200	21,537	34,650	263,550	12%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,564,500</b>	<b>2,564,500</b>	<b>179,097</b>	<b>360,205</b>	<b>2,204,295</b>	<b>14%</b>
<b>Other General Fund</b>			<b>55,553</b>	<b>86,778</b>	<b>(86,778)</b>	<b>0%</b>
<b>General Fund Total</b>	<b>13,765,541</b>	<b>13,765,541</b>	<b>1,015,210</b>	<b>2,052,379</b>	<b>11,713,162</b>	<b>15%</b>

# Mission, Kansas

## Monthly Financial Report – Executive Summary

### February 2024



**Additional highlights/comments:**

- The City’s cash balance position is strong with an ending cash balance across all funds of \$15.1 million at February 29, 2024. Major expenditures in February included the 2023 Street Preservation Program, Mohawk Park playground equipment, distribution of TIF/CID revenues in accordance with approved development agreements, a bathroom remodel at the PCC, stormwater inspections, and 2024 Alcohol Tax Fund annual payment for UCS.
- Street Sales Tax collections YTD in 2024 total \$206,097 and Parks + Recreation Sales Tax collections are \$206,097 which represents a combined increase of 2.3% over 2023 collections YTD.

In an effort to address questions surrounding revenues and expenses for the Powell Community Center (PCC), including cost recovery rates, historical and YTD revenue and expense information is included in the monthly interim financial report. The table below illustrates actual revenues and expenses from 2019 through 2023 showing the difference in total dollars (subsidy for operations). YTD information for 2024 is also included. The cost recovery or self-sufficiency rate for each year is also shown in the table. A feasibility study for the PCC analyzing the center’s long-term feasibility and highest and best use was completed in 2023. The study recommended a targeted cost recovery rate of 70% to be achieved over several years.

	2019	2020	2021	2022	2023*	2024 Budget	2024 YTD
Revenues	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 1,307,603	\$ 1,541,968	\$ 1,273,100	\$ 116,895
Expenses	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 2,397,870	\$ 2,578,539	\$ 2,667,500	\$ 398,201
Difference (\$)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (1,090,267)	\$ (1,036,572)	\$ (1,394,400)	\$ (281,306)
Cost Recovery %	70%	34%	31%	55%	60%	48%	29%
*2023 Actuals are unaudited							

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City’s financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).