



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 240128

Submitted Department/Preparer: General Services

Revised 11/01/23

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Director of General Services to execute a one (1) year lease agreement with two options to renew for one (1) year each with Parson & Associates LLC.

Discussion

For the purpose of authorizing expenditures new or planned to conduct municipal services and for the purpose of office space at 1780 Woodland Ave, Kansas City, Jackson County, Missouri 64108.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?
City Property and Acquisition; General Fund : 24-1000-071600-457500
3. How does the legislation affect the current fiscal year?
By adding \$12,064.00 in revenue this fiscal year
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
Yes. There will be a total of \$24,128 in revenue earned after the execution of the lease for the fiscal year 2025.
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
Yes

Office of Management and Budget Review

(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. ☒ Yes ☐ No

2. This fund has a structural imbalance. ☒ Yes ☐ No
3. Account string has been verified/confirmed. ☒ Yes ☐ No

Additional Discussion (if needed)

This ordinance authorizes the execution of a lease agreement, generating \$12,064 in revenue in the current fiscal year and \$24,128 in fiscal year 2024-25 with two options to renew.

Citywide Business Plan (CWBP) Impact

1. View the [FY23 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Finance and Governance (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☒ Ensure the resiliency of a responsive, representative, engaged, and transparent City government.
 - ☐ Engage in workforce planning including employee recruitment, development, retention, and engagement.
 - ☒ Foster a solutions-oriented, welcoming culture for employees and City Partners.
 - ☐
 - ☐
 - ☐

Prior Legislation

none

Service Level Impacts

This ordinance will increase revenue for the city and will provide Parson & Associates LLC. the space needed to help those in need of their services.

Other Impacts

1. What will be the potential health impacts to any affected groups?

This legislation will aid in the understanding of public and private interests that are critical in managing expectations, advancing ideas, facilitating meaningful discussions and reaching consensus around viable outcomes

2. How have those groups been engaged and involved in the development of this ordinance?

General Services Real Estate Division collaborated extensively with Parson & Associates LLC. to provide adequate space in the planning and development of this project.

3. How does this legislation contribute to a sustainable Kansas City?

This legislation helps provide in-person public meetings to online listening sessions to interactive community engagement tools, our team has the skills to quickly adapt to your needs and the ever-changing business landscape.

4. Does this legislation create or preserve new housing units?

No (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Yes - I have submitted documents for CREO Review (Press tab after selecting)
Please attach or copy and paste CREO's review.
CREO review attached.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

No(Press tab after selecting)