



# City of Kansas City, Missouri

## Docket Memo

Ordinance/Resolution #: 250999

Submitted Department/Preparer: Finance

Revised 6/10/24

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

Amending Chapter 3, Code of Ordinances, by repealing Section 3-31 Contract award, and enacting in lieu thereof a new section of like number and subject matter.

### Discussion

This ordinance amends Chapter 3, Code of Ordinances, by repealing Section 3-31 Contract award, and enacting in lieu thereof a new section of like number and subject matter. Changes include: Removing the design-professional contracts section; and adds a new section titled "Selection Process timeline" which mandates architect and engineering selection committees to rank firms within 21 days following the closing date of the Request for Proposals, perform applicant interviews within 14 days after the evaluation of submissions, and select the most qualified applicant within 14 days after the completion of interviews.

### Fiscal Impact

1. Is this legislation included in the adopted budget? ☐ Yes ☒ No
2. What is the funding source?  
N/A
3. How does the legislation affect the current fiscal year?  
N/A
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.  
N/A
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

N/A

### Office of Management and Budget Review

(OMB Staff will complete this section.)

- |   |                              |  |
|---|------------------------------|--|
| 1. This legislation is supported by the general fund. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. This fund has a structural imbalance.              | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Account string has been verified/confirmed.        | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

### Additional Discussion (if needed)

No account string to verify.

## Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 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

Click or tap here to list prior, related ordinances/resolutions.

## Service Level Impacts

Click or tap here to provide a description of how this ordinance will impact service levels. List any related key performance indicators and impact.

## Other Impacts

1. What will be the potential health impacts to any affected groups?  
Click or tap here to enter text.
2. How have those groups been engaged and involved in the development of this ordinance?  
Click or tap here to enter text.
3. How does this legislation contribute to a sustainable Kansas City?  
Click or tap here to enter text.
4. Does this legislation create or preserve new housing units?  
Please Select (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.  
  
Please Select (Press tab after selecting)  
  
Click or tap here to enter text.
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)

