

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

January 6, 2016

The Mission Finance and Administration Committee met at Mission City Hall, Wednesday, January 6, 2016 at 6:55 p.m. The following committee members were present: Pat Quinn, Jason Vaughn, Amy Miller, Arcie Rothrock, Debbie Kring, Jennifer Cowdry, Suzie Gibbs, and Dave Shepard. Councilmember Rothrock called the meeting to order at 6:55 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Finance Director Brian Scott, Parks & Recreation Director Christy Humerickhouse, Police Chief Ben Hadley, Public Works Director John Belger, Public Information Officer Emily Randel, and Management Assistant Glen Cole.

2016 Legislative Policy

Mr. Cole stated that each year the City adopts legislative policies and priorities for the upcoming State legislative session. The proposed platform is nonpartisan and focuses on maintaining Home Rule authority, advocating for quality of life issues, and includes issues that have been adopted by the County and agreed to by most Johnson County cities. Mr. Cole also highlighted the inclusion of support for the repeal of the local government property tax lid, and support for the option to delay submission of our annual budget to October 15 or later each year. The committee discussed our previous objections to moving municipal elections to the fall, and the benefits of being able to move the submission date for the budget.

Councilmember Shepard recommended that the 2016 Legislative Policy for the City of Mission as presented be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Resolution Declaring Surplus Property

Mr. Scott stated that this is the usual and customary resolution that allows us to dispose of surplus property. He noted that included on the list is a great deal of clothing from the Police Department. This will be donated to several smaller police departments that are in need of these items.

Councilmember Cowdry recommended that the resolution declaring surplus property for sale or disposal be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Ordinance Amending Municipal Court Fees

Ms. Sumrall provided information on the collection of Municipal Court fees, which includes \$.50 for the Judicial Branch Education Fund. The Kansas Supreme Court recently increased this fee

to \$1.00 and the proposed ordinance reflects this increase in fee. She stated that the current ordinance also requires the collection of \$8.00 in Fuel Assessment Fees. The wording in the proposed ordinance has been updated to allow collection “up to” \$8.00 in Fuel Assessment Fees, providing flexibility in fees collected. There was no discussion on this item.

Councilmember Kring recommended that the ordinance amending Chapter 125 of the Code of the City of Mission, Kansas relating to Municipal Court, Article I: General Provisions, Section 125.080 Court Costs be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Resolution - Destruction of Certain Records

Ms. Sumrall stated that per Mission’s code, we are required to pass a resolution annually that outlines the records that may be destroyed during the upcoming year. Ms. Smith noted that we follow State statute for this schedule, as well as the recommendations of the State Historical Society.

Councilmember Kring recommended that the resolution authorizing the destruction of certain records as authorized by Ordinance No. 1143 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Review of Part-time Employees Salary Schedule

Mr. Scott stated that a staff recently completed a best practice review of part-time classification and compensation, including lifeguard pay. The research finds that Mission’s pay is on par with other communities for many positions, but some positions lag behind in the market. He stated that staff looked not only at lifeguard pay, but also part-time positions at the Community Center and the summer camp counselors. Based on this review, the following is recommended:

- Increase the starting wage of select positions, including lifeguards, summer camp management, and bailiffs, to a competitive level with the market.
- Realign classifications of Parks and Recreation part-time staff to provide the same pay across the Department’s operating divisions for positions with similar skills and responsibilities.
- Expand the Parks and Recreation Department’s differential pay system to include multiple positions that occasionally require increased duties and responsibilities.
- Review the financial impact of restoring annual merit raises to part-time staff, as well as providing a one-time adjustment in salary for longer tenured staff. The last part-time salary adjustment or merit raised provided was in 2008.

The committee discussed specific salary levels and the impact merit increases (up to 3%) may have on the current budget. Ms. Smith stated that this will be monitored throughout the year,

and that funds are available due to other salary savings. Mr. Cole noted that based on figures included in the financial forecast, this will still be below that threshold.

This item was informational only and no action was taken at this time.

Amendments to Ordinance Regulating Number Allowed and Fostering of Dogs

Ms. Smith stated the number of dogs allowed and the ability to foster dogs was included in previous discussions on allowing chickens. Information was distributed to the committee on the requirements in neighboring cities for those wanting to have a third (or more) animal. Currently, Mission requires a \$100 fee (\$50 subsequent years) and application process for a third animal that includes inspection of the premises by Animal Control and the consent of neighbors within 200 ft. She stated that many cities do have a permit process and fee, but Mission is the only city that requires “consent” of neighbors (one other city requires “notification”).

Councilmember Vaughn requested information on requirements in other cities for fostering dogs. Ms. Smith stated that Roeland Park and Overland Park have specific regulations, with Overland Park allowing two animals over those you own. Councilmember Quinn stated that he has been contact by one resident regarding fostering of animals. Discussion continued on what would be a reasonable limit over and above the owner’s dogs for fostering, whether there should be a permit required, and the fee level if one is included. Ms. Smith noted again that Overland Park allows up to two animals in addition to the owner’s with a minimal fee.

Following continued discussion on various limits and fee levels that should be imposed, the committee recommended that staff draft an ordinance to address this issue that would include:

- Continue to allow extra dogs or cats by administrative permit, but remove the requirement for consent or notification of neighbors.
- Designate the maximum number of pets allowed.
- Allow for the fostering of animals (maximum of 2 above the owner’s) with a reasonable fee.

This items was for discussion only. Staff will prepare an ordinance for consideration at a future Finance & Administration Committee Meeting.

Other

Councilmember Shepard asked whether consideration has been given to moving the January City Council Meeting to the Community Center as there may be more public in attendance than usual due to consideration of the Gateway Project Preliminary Site Plan. Ms. Smith stated that the meeting is currently set for City Hall, but a decision to move it can be made in the next week if necessary.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:30 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk