

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, APRIL 6, 2016
7:30 p.m.
(or immediately following 6:30 p.m. Community Development Committee)
Mission City Hall, 6090 Woodson

PUBLIC HEARING / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Resolution Declaring Surplus Property - Brian Scott

DISCUSSION ITEMS

2. 2017 Budget Calendar - Brian Scott
3. Policy on Special Events hosted by Outside Groups - Laura Smith

OTHER

Arcie Rothrock, Chairperson
Dave Shepard, Vice-Chairperson
Mission City Hall, 6090 Woodson
913-676-8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	March 31, 2016
Administration	From:	Brian Scott

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

RE: Declaration of Surplus Equipment

RECOMMENDATION: Approve the resolution providing for the sale/disposal of surplus equipment from various Departments.

DETAILS: City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. Property and equipment identified for surplus has been included as Attachment A to the Resolution.

Each Department, in consultation with the Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law.

Items to be declared as surplus include include one police vehicle, police uniform items, I-pads, chairs, and file cabinets.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	n/a
Available Budget:	n/a

CITY OF MISSION, KANSAS

RESOLUTION NO. _____

A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL

WHEREAS, City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101; and

WHEREAS, the City, has identified those items listed on Attachment A as "Surplus Property;"

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. The items included on Attachment A are hereby declared as surplus.

Section 2. The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

Section 3. In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 20th day of April 2016.

APPROVED BY THE MAYOR on this 20th day of April 2016.

Steve Schowengerdt, Mayor

ATTEST:

Martha Sumrall, City Clerk

Attachment A			
Surplus Items - April 2016			
Item	Description	Serial Number/Asset Tag	Department
Vehicles / Equipment			
2006 Ford Expedition	Four-Wheel Drive Ford Expedition	1FMPU16586LA23881	Police
Other Equipment			
Five Drawer Drafting File Cabinet	Quantity of four, five drawer drafting file cabinets for storage of flat drawings	None	Community Development
Dry-Erase Board	Excutive Office/Board Room Dry-Erase Board in wooden case with doors.	None	Administration
Black-Light	Black-Light in Metal Box with Power Cord	None	Police
Federal Signal Light Bar		None	Police
Metal Console		None	Police
Misc. Blue Lights		None	Police
Misc. Blue Lights		None	Police
Misc. Blue Lights		None	Police
Plastic Flash Light w/Charger		None	Police
Stacking Chairs	Conference Room Chairs	None	Police
Rolling Office Chair	Office Chairs	None	Police
4 drawer filing cabinet	HON	None	Police
portable radio batteries	Motorlla	None	Police
AED battery	Heartstaop	B03201611	Police
Computer Equipment			
Dell opti plex 360 (win XP)	Desktop computer	6RGQJG1 (service tag)	Municipal Court
Dell poweredge server	poweredge 2950	G6DD1F1	Police
Canon DR-3020	Scanner	AA301006	Police
MC769LL/A – iPad 2 Wi-Fi 16GB		DN6G627JDFHW	Admin/Legislative
MC769LL/A – iPad 2 Wi-Fi 16GB		DMQG5C71DFHW	Admin/Legislative
MC769LL/A – iPad 2 Wi-Fi 16GB		DN6G6BA2DFHW	Admin/Legislative
MC769LL/A – iPad 2 Wi-Fi 16GB		DN6G6QSVDFHW	Admin/Legislative
MC769LL/A – iPad 2 Wi-Fi 16GB		DN6G6D3VDFHW	Admin/Legislative
MC769LL/A – iPad 2 Wi-Fi 16GB		DMQG53FYDFHW	Admin/Legislative

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	March 31, 2016
PUBLIC WORKS	From:	Brian Scott

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

RE: Review of the 2017 Budget Calendar

DETAILS: Attached for your review is the proposed calendar for the 2017 Budget development process.

State statutes dictate something of a set budget process that all taxing jurisdictions in the state must follow. In particular, the adopted budget and mill levy have to be submitted to the County Clerk by no later than August 25th of each year. This allows time for the County to review the information, note any corrections, and then calculate property tax bills which are sent out in October/November.

The August 25th deadline becomes the date from which we work back to establish dates for meetings, community engagement, and public hearings. We have tried to keep all dates to the normal meeting dates for the City Council. And where possible, we have built in extra dates if so needed for further review and discussion.

CFAA CONSIDERATIONS/IMPACTS: The City is committed to developing and communicating the annual budget process to encourage civic participation by all age groups in the community. A variety of communication means will be used to reach residents both to share information and solicit input.

Related Statute/City Ordinance:	K.S.A 79-2925 through 79-2936
Line Item Code/Description:	n/a
Available Budget:	n/a

2017 Budget Calendar

April 27, 2016 (WS)	Budget Worksession - Goals and Objectives/5-Year Forecast
May 4, 2016 (FAC)	Audit/Review Budget Priorities/Additional Forecast Information
May 11, 2015 (WS)	Community Investment Program (CIP) - Stormwater/Parks/Streets
June 1, 2016 (FAC)	Review General Fund Budget and Supplemental Requests
June 22, 2016 (WS)	Hold for Continued Budget Review (If Necessary)
July 6, 2016 (FAC)	Refine Proposed 2016 Budget and Budget Resolution
July 20, 2016 (CC)	Community Dialogue on 2016 Budget at CC Meeting
August 3, 2016 (FAC)	Public Hearing/Final Review of 2017 Budget (notice published 7/19)
August 17, 2016 (CC)	Adoption of 2017 Budget/2017 Budget Resolutions
August 25, 2016	Final Day for Submitting Budget to County Clerk

FAC = Finance & Administration Committee

CC = City Council Meeting

WS = City Council Worksession

3/9/2016

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	March 31, 2016
PUBLIC WORKS	From:	Laura Smith

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

RE: Policy on Special Events by Outside Groups

DETAILS: The City periodically receives requests from outside groups for special events or activities, including runs/walks. Our ordinances provide guidance for events occurring on private property or within our public parks. However, when an event anticipates spilling over onto public streets and or potentially impacting private businesses or residential neighborhoods, the guidelines and parameters are not clearly defined.

Staff hopes to develop a policy which could be clearly and easily communicated to those potentially wishing to host an event. Issues for consideration may include things like:

- Number allowed per year
- Cost impacts for City - including who pays
- Impacts on surrounding property owners

At Wednesday's committee meeting we will discuss the item in more detail and begin to review options for handling these types of requests.

CFAA CONSIDERATIONS/IMPACTS: N/A

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