

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

May 4, 2016

The Mission Finance and Administration Committee met at Mission City Hall, Wednesday, May 4, 2016 at 6:30 p.m. The following committee members were present: Pat Quinn, Jason Vaughn, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Suzie Gibbs, and Ron Appletoft. Councilmember Quinn called the meeting to order at 6:30 p.m. (Councilmember Rothrock arrived at 6:35 p.m.).

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

Review and Approval of 2015 Audit

Mr. Scott introduced Johnathan Neibarger, Mize Houser & Company, auditors for the City, who provided an overview of the 2015 audit. Mr. Neibarger stated that the city is receiving an unmodified opinion, and has received the CAFR Certificate of Excellence for many years, which speaks highly of the City. He highlighted several areas of the audit, including:

- Overview of the management discussion and analysis, which highlights financial changes
- Ending fund balances for all major funds
- Notes to the financial statements, including the restatement of equity, increase in capital assets, long-term debt, KPERS and KP&F funding
- Local sales and consumption tax collections since 2009

He also stated that there were no difficulties with the audit, they do recommend strengthening internal controls, and discussed a payroll issue that has not yet been reconciled. Ms. Smith introduced Debbie Long, Senior Accountant, who was recently hired and will assist with this project. She also discussed the issues surrounding payroll and its complexities.

Discussion by the group continued on how long the City has worked with Mize Houser, when we go out for bids for auditors, and their annual fee.

Councilmember Quinn recommended that the audited financial statements for fiscal year ending December 31, 2015 be forwarded to Council for acceptance. All on the committee agreed. This will be a consent agenda item.

Resolution of Intent to Lease-Purchase Vehicles and Equipment

Mr. Scott stated that the Police Department's six front-line patrol vehicles are scheduled to be replaced this year and they have one Harley-Davidson motorcycle that needs to be replaced. The Public Works department needs to replace a skid-steer loader. The total cost for replacement of these vehicles and equipment is \$433,000. Because this is a sizeable amount, staff recommends purchase through a lease-purchase financing arrangement. He provided information on the process, which will require the City soliciting bids from financial institutions so that we can get the lowest interest rate.

The committee discussed what the actual "all in" cost will be for the police vehicles with the required additional equipment, why the Ford Explorer was selected over the current Chevy Tahoe, the wear on police vehicles that are in use 24 hours a day, the need for 4-wheel-drive vehicles in winter months, and why multiple cars are replaced in one year rather than one each year (easier to update equipment at one time with same equipment). Mr. Scott stated that by lease-purchasing multiple vehicles it allows us to smooth out the cost into even payments. Council will need to approve a resolution of intent to lease-purchase to move forward with these purchases.

Councilmember Quinn recommended that the resolution of intent to authorize staff to initiate the lease-purchase of six police vehicles, one police motorcycle, and one skid-steer loader be forwarded to Council for approval. All on the committee agreed. This will not be a consent agenda item.

Amendments to Inoperable Vehicle Ordinance

Ms. Murray stated that the proposed ordinance would amend the City's inoperable vehicle code and will help Neighborhood Services staff in their ability to investigate, prosecute or abate vehicular nuisances. The ordinance has been reviewed by the City Attorney and includes:

- Assigns authority for the appointment of the officer responsible for enforcing this chapter to the City Administrator, rather than the Mayor with the consent of Council.
- Lessens the requirement to investigate a potential nuisance by removing the threshold of two signed complaints.
- Removes 30 day storage time currently allowed for an inoperable vehicle.
- Allows the City to act immediately to correct situations where a vehicle poses a hazard to the public.
- Allows the officer to abate an inoperable vehicle nuisance without the need to present a resolution to the City Council.
- Allows the cost of abating the nuisances to be assessed against the property on which the nuisance occurs if the abatement is not paid by the responsible party.
- Improves definitions and re-organizes the chapter for clarity.

Councilmember Schlossmacher asked several questions regarding an inoperable trailer in his ward. Councilmember Inman asked if gravel driveways are allowed in Mission. Ms. Smith stated that that ordinance was changed several years ago, but that there were gravel driveways that were “grandfathered.”

Councilmember Quinn recommended that the ordinance amending Chapter 200 of the Mission Municipal Code relating to nuisances and inoperable vehicles be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Amendments to Chapter 210 - Animal Control

Glen Cole, Management Assistant, stated that following discussion at the committee’s January meeting, proposed changes to the City’s animal control ordinance have been drafted. In January, the committee discussed adding the ability to foster dogs and have a third dog. He stated that the proposed changes would allow a resident to have up to four dogs, and if they want to get a permit to foster an additional two dogs, a permit would be required as well as a \$50 permit fee per animal. He stated that there would be a process for the additional pets (accessory animal permit) that would require an inspection and would not allow persons with a history of animal and/or code enforcement violations to obtain a permit.

Councilmember Appletoft asked what the most common animal control complaints are. Mr. Cole stated that they are barking and running-at-large, and noted that there would be tools in place to pull the accessory animal permit. He discussed the process that would be involved and stated that if they homeowner fails an inspection the permit would be pulled. Councilmember Appletoft stated that he feels up to six dogs would be problematic.

Ms. Smith stated that this is a new permitting process, as our current process requires a permit for a third dog. She stated that no one was actually coming in and registering their third animal. This proposed change would not require a permit for the first four animals, but there would be better control in permitting for the accessory animals. She stated that barking would be dealt with regardless of the number of dogs. There is quite a bit of enforcement now of both barking and running-at-large.

Discussion continued on whether allowing up to six dogs should be allowed. Councilmember Vaughn stated that we have looked at what other cities do and Mr. Cole stated that six is on the upper end of what is allowed in neighboring cities. Councilmember Gibbs expressed her concerns with having even up to four dogs. Councilmember Vaughn stated that he does not believe there will be many, if any, requesting a permit for the two additional foster dogs, and stated that we would have a better process for permitting that includes a yearly fee and inspection. Councilmember Appletoft noted that fostering is temporary. Councilmember Schlossmacher stated that only a few people would want up to six dogs and he is “ok” with this proposed change.

Ms. Smith stated that our current ordinance allows two dogs and two cats, the proposed change would allow up to four total and asked if council had concerns about the combination of animals allowed up to four. She also asked how they would like to handle fostering animals. Permits would be renewed annually at \$50 per additional animal (up to two). Councilmember Quinn stated that he does not have a problem with these proposed changes. Councilmember Schlossmacher stated that he feels the changes will work, especially with the requirements for additional animals. Councilmember Vaughn stated that he supports the changes. Councilmember Rothrock stated that she supports this moving forward. Councilmember Gibbs stated that she feels this should have further discussion with the new council. Councilmember Appletoft stated that he feels six dogs is too many. He feels that with more animals allowed there is a greater chance of problems, and stated that we currently have a process but it is not working. Councilmember Vaughn stated that the proposed permitting process for additional animals is clearer and should be able to be enforced in an efficient manner. Ms. Smith stated that Animal Control current sends anyone that they find with a third dog to City Hall to apply for a permit, but that we currently only have one permit. This speaks to the issue of knowing who has additional dogs.

Mr. Cole stated that other changes to the chapter as noted in the Action item help to make the ordinance clearer and “cleans up” some housekeeping items.

Councilmember Quinn recommended that the changes to the animal ordinances regulating number of pets allowed and animal fostering be forwarded to the Council for approval. All on the committee did not agree. This will not be a consent agenda item.

Waiver of Chapter 205 - Fireworks for Mission Family Summer Picnic

Ms. Smith stated traditionally the City has provided a fireworks display at the conclusion of the Mission Summer Family Picnic held at Broadmoor Park. In order to proceed with this display, Council must waive the requirements of Chapter 205 of the City's Code. Additionally, Council will need to consider the expenditure of funds not to exceed \$600 for the purchase of fireworks.

Councilmember Quinn recommended that the waiver of requirements of Chapter 205: Fire Prevention and protection as it relates to Public Exhibitions for Saturday, July 9, 2016 in connection with the Mission Summer Family Picnic, and the recommendation to allow Councilmember Kring to purchase fireworks for the display in an amount not to exceed \$600 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Massage Establishment License, 6025 Martway

Ms. Sumrall stated that Joshua Bond has applied for a Massage Establishment License in connection with Craig Chiropractic Office. He has provided the necessary documentation

regarding education and training, and his background check through the Police Department has come back with no issues. Mr. Bond has also applied for his Massage Therapist License, which may be approved administratively. Both licenses will be renewed annually.

Councilmember Quinn recommended that approval of the Massage Establishment License for Joshua Bond, 6025 Martway, upon final approval by the Chief of Police be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Addition of E-Cigarettes to Public Smoking Ban

Ms. Smith reported that Planning Commissioner Robin Dukelow requested that Council consider adding E-cigarettes to the City's current ban on smoking. She provided background information on the regulation of E-cigarettes in other Johnson County cities, and noted that the Federal government has not provided any comprehensive guidance as to the health effects of E-cigarettes. Discussion by the committee continued on who enforces our current smoking ban (Police Department), whether there are many issues/enforcement problems, and the perception associated with potentially allowing E-cigarettes while prohibiting regular cigarettes. Chief Hadley stated that there have been very few issues and enforcement is addressed on a complaint basis.

The committee agreed that the current ordinance should be revised to prohibit E-cigarettes. A draft ordinance will be prepared and presented at the June Finance & Administration Committee Meeting.

Selection of Council Committee Chairs

Ms. Smith stated that no action is required on this issue tonight but, by City Code, Council must on an annual basis, on or before the first June Council Meeting, vote to elect the chairperson and vice-chairperson of the Finance & Administration Committee and Community Development Committee. Also, because Amy Miller served as Council president during the last year of her term, Council will need to select a new Council President. Councilmember Kring is currently Council Vice-President.

Councilmember Quinn recommended the selection of Councilmember Kring as Council President. Councilmember Rothrock recommended the selection of Councilmember Quinn as Council Vice-President. Councilmember Rothrock stated that she would like to serve on the Community Development Committee and would be willing to serve as chair. Councilmember Gibbs recommended that Councilmember Appletoft be selected as Chair of the Finance & Administration Committee.

Following discussion by the committee, it was agreed that the following recommendations be made under New Business at the Council Meeting:

- Finance & Administration Committee: Ron Appletoft, Chairperson; Nick Schlossmacher, Vice-Chairperson.
- Community Development Committee: Arcie Rothrock, Chairperson; Suzie Gibbs, Vice-Chairperson.
- Council President: Debbie Kring
- Council Vice-President: Pat Quinn

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:50 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk