

## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

December 14, 2016

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, December 14, 2016 at 7:40 p.m. The following committee members were present: Pat Quinn, Tom Geraghty, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, and Ron Appletoft. Absent: Suzie Gibbs. Councilmember Appletoft called the meeting to order at 7:40 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Assistant City Administrator Brian Scott, Capt. Dan Madden, Public Works Director John Belger, Parks & Recreation Director Christy Humerickhouse, Public Information Officer Emily Randel, and City Planner Danielle Murray.

### **Personnel Policy & Guidelines Update**

Mr. Scott stated that the City's Personnel Policy and Guidelines are reviewed on an annual basis in conjunction with an external HR consultant. This ensures that our policies conform with the most current federal and state regulations, and accurately reflect our current policies and practices. He stated that one basic change that has been made is changing "Department Head" to "Department Director" throughout the document. Mr. Scott also outlined several of the other changes, including drug testing for all new employees, updating the current policy of providing "part time" employees with a membership to the Community Center, and changes to the firearms in the workplace policy. He explained that some of the part-time employees do not work enough hours to cover the taxable benefit for the SPJCC membership, so this benefit will be offered to "regular part-time" employees (work about 30 hours per week). Those part-time employees who are currently using this benefit will be grandfathered in, but there are very few of these employees. The section of the policy addressing "Weapons Free Workplace and Possession of Personal Firearm" has been redrafted in order to conform with state legislation that was passed and adopted into law this past summer. The legislation specifically allows for public employees to carry concealed weapons while performing their duties.

Councilmember Rothrock recommended that the ordinance adopting the changes to the City of Mission's Personnel Policies and Guidelines effective January 1, 2017 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **KERIT Workers Compensation Renewal**

Mr. Scott reported that Mission is a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers compensation pool comprised of 18 member cities and counties. The 2017 premium for workers compensation coverage has been estimated at \$84,335, which is paid in two installments and is based on the City's annual payroll, level of exposure to risk, and

experience. This premium for 2017 is a 5% increase. He stated that the pool has had fewer claims over the past few years, but they have been more serious. He also provided information on the benefit we receive (\$10,000 in 2015 and \$9,248 in 2016) when claims are closed out over time. Ms. Smith stated that all member cities of KERIT have a board member and this allows for greater participation.

Councilmember Rothrock recommended that the 2017 workers compensation coverage through KERIT for an estimated annual premium of \$84,335 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Property / Casualty / General Liability Renewals**

Mr. Scott provided information on this annual renewal for insurance coverage on property, inland marine, automobile, crime and general liability. OneBeacon has been the City's insurance carrier for this coverage since 2014. In 2016, the City's insurance broker was able to reduce the premium by 5% and additional liability insurance was purchased. This year, OneBeacon's proposal is \$113,948 which includes the \$1 million excess liability policy. CBIZ and staff recommend the renewal of this policy with OneBeacon.

Councilmember Kring recommended that renewal of coverages with OneBeacon for the policy period of January 1, 2017 through December 31, 2017 at an estimated total annual premium not to exceed \$113,948 be forwarded to Council for approval. All on the committee agreed. This will not be a consent agenda item.

### **Alcohol Tax Fund Recommendations**

Mr. Scott provided information on taxes collected of alcohol in Mission, and State requirements on how these funds may be spent. One-third of the fund received by the City must be allocated to the Special Alcohol Tax Fund, whose principal purpose is alcoholism and drug abuse prevention or treatment. The Drug and Alcoholism (DAC) is a program through United Community Services that offers grants to various organizations, and Mission approves the contributions to these programs annually through our contribution to the DAC. Mission has budgeted \$30,000 to the DAC in 2017. Funds in the Special Alcohol Tax Fund are also used to support the DARE program and for Mission's portion of the Mental Health Responder that will be working with the Police Department. Councilmember Geraghty questioned why Fairway and Roeland Park do not participate. Mr. Scott stated that because they may not take in much in alcohol taxes, they may have chosen to designate the use of their funds on their own rather than going through the DAC.

Councilmember Kring recommended that the 2017 Alcohol Tax Fund allocations as recommended by the Drug and Alcohol Council be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **2016 Budget Amendment**

Mr. Scott stated that the annual adopted budget establishes the maximum expenditure authority for each fund, and that to exceed those limits require the City to amend the budget through a process that includes a notice, public hearing, and resolution. The Mission Crossing TIF / CID and the Cornerstone Commons CID both require amendments. The Mission Crossing development was fully built out with the completion of the Welstone so the amendment will recognize and account for the full TIF receipts to be recognized from this project. Cornerstone Commons was completed in July 2015 as the 2016 budget was being completed and the full amount of revenue that the CID would generate was not known at that time. A public hearing on these proposed budget amendments will be held at the December 21st City Council Meeting.

Councilmember Quinn recommended that the resolution to amend the maximum expenditure limits for the Mission Crossing Tax Increment Financing / Community Improvement District Fund and the Cornerstone Commons Community Improvement District Fund in the 2016 Budget be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **2017 Budget Ordinance**

Ms. Smith stated that as part of the annual budget process, the City takes formal action to adopt the annual budget by ordinance. This ordinance represents one of two ordinances that are considered each December to finalize the City's annual budget and to provide expenditure authority.

Councilmember Quinn recommended that the ordinance adopting the 2017 Budget be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Ordinance Directing the City Administrator to Spend According to Budget**

Ms. Smith stated that this is the second ordinance considered each December related to the annual budget, and it directs the City Administrator to spend according to the adopted budget and in compliance with Council Policy 102.

Councilmember Quinn recommended that the ordinance authorizing the City Administrator to make expenditures in accordance with the adopted 2017 Annual Budget be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **CMB License Renewals**

Ms. Sumrall stated that those businesses selling cereal malt beverage (CMB) must renew their licenses annually. Applications have been submitted and background checks will be completed prior to licenses being issued.

Councilmember Schlossmacher recommended that the 2017 Cereal Malt Beverage License renewals be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Johnson Drive Speed Limit Reduction**

Ms. Smith stated that Council has discussed concerns with pedestrian and vehicular safety along Johnson Drive, and at the November Council Meeting approved the designation of additional "compact cars only" parking spots along Johnson Drive and the addition of LED lighting to the pedestrian flashing beacons. At the November meeting, an ordinance to reduce the speed limit to 25 mph was considered, but only four votes to approve the ordinance were received (a total of five councilmembers in attendance). Five votes are needed to approve an ordinance. Councilmember Gibbs, voting in the majority, asked that this issue be brought back to Council for consideration. Councilmember Kring stated that she and Councilmember Schlossmacher served on the task force that recommended these changes, but were unable to vote on the issues as they were out of town at the annual NLC conference. Councilmember Geraghty asked for the Police Department's recommendation regarding this reduction in speed limit. Capt. Madden stated that this is a good step to reduce both the perception/fear of crossing the street. Councilmember Schlossmacher stated that it is very important that the public be educated regarding this change in speed limit so it is not perceived as a way to write more tickets and increase revenues. He stressed that we convey the message of increased safety as the reason for these changes. Ms. Smith stated that we have good relationships with the businesses in the area and we will work to get the word out to all (businesses, residents, visitors) via social media, newsletter, sign boards, etc. Discussion continued on the walkability of Johnson Drive, the difference in speed west of Lamar due to the median and fewer sidewalks, and the need to focus on education prior to enforcement. The committee also discussed the need to use a speed trailer to educate the public and possibly the purchase of individual signs that indicate speed and record data. Councilmember Schlossmacher provided staff with information on these signs from the NLC conference and stated that he has spoken with Prairie Village about their use. The cost is approximately \$3,000 each or four for \$11,000 vs. the cost of one speed trailer that is approximately \$13,000-\$14,000. He stated that the smaller signs are also easier to move from location to location

Councilmember Kring recommended that the ordinance reducing from 30 mph to 25 mph the speed on Johnson Drive between Lamar and Roe be forwarded to Council. This will not be a consent agenda item.

### **MCVB Committee Update**

Ms. Smith provided background information on the formation of the Mission Business Development Committee, later named the Mission Convention and Visitors Bureau following the establishment of a transient guest tax. The group was formed to help small businesses in Mission at the time Target came into the City (2003). She discussed the allowed uses of transient guest tax revenues and stated that the majority of these are used to support the Mission Magazine. Over the past several years, there have been changes to this group with Councilmember Gibbs stepping down as chair and the festival events being reduced to the Battle of the Brisket and Holiday Lights & Festive Sights. These two events are primarily organized by staff, rather than the committee. Ms. Smith stated that in an effort to be more respectful of the volunteer time put in by committee members, and to be more efficient with staff resources, now would be the time to consider eliminating the MCVB committee as it is currently structured. This would require an ordinance change. Discussion continued on the possibility of some members of the committee being appointed to another board or commission if they are interested in continuing to serve, the overall cost to produce the Mission Magazine, the newly formed Mission Business Committee by the downtown merchants, and the desire to use any remaining fund balance from the original committee to assist small businesses. Ms. Smith stated that an ordinance will be drafted and presented to the committee for action in January.

This item was for discussion only and no action was taken.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:30 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk