

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, JANUARY 8, 2020

7:30 P.M.

(or immediately following 6:30 p.m. Community Development Committee)
Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Acceptance of the December 11, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 4](#))

Draft minutes of the December 11, 2019 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution - Destruction of Certain Records - Martha Sumrall ([page 12](#))

Annually, Council adopts a resolution outlining those records that may be destroyed during the coming year. The records listed in this resolution are identified in K.S.A. 12-120. Ordinances, resolutions, minutes, Council and commission packets, and records of historical value are kept permanently.

3. Gateway Special Obligation Bond Ordinance Revisions - Laura Smith ([page 15](#))

On November 18, 2019, the City Council adopted Ordinance 1509 authorizing the issuance of Special Obligation Tax Increment Revenue Bonds (Gateway Project), Series 2019 for the purpose of paying certain redevelopment project costs in connection with the Fourth Amended Tax Increment Financing Redevelopment Project Plan for the Mission Gateway Project. At the time the ordinance was approved, the only condition precedent to bond issuance that remained unmet under the First Amendment to the Third Amended and Restated Redevelopment for the Mission Gateway Project was receipt of the final loan documents. In mid-December, a decision was made to delay the pricing until after the first of the year. The delay does not impact the construction schedule or progress on site. The developer continues to work on finalizing the loan documents and the team will take the issue to the market as soon as feasible with the goal of ensuring the issue is positioned for success. As a result of the revised timeline, some minor modifications to the bond ordinance are required.

4. Replacement of Front Line Police Department Vehicles - Ben Hadley ([page 27](#))

As part of a 2020 Budget request, the Police Department researched replacement vehicles for the six (6) front-line patrol vehicles currently in service. Staff is seeking Council authorization to replace these vehicles, including outfitting them with the appropriate equipment, and replacing nine (9) mobile data devices through a lease purchase agreement with total estimated base costs in the amount of \$406,577.16

5. Replacement of In-Car Video and Body Camera Equipment - Ben Hadley ([page 33](#))

For the last 12-18 months, the Police Department has been researching new video systems to replace the current L3 MobileVision system which includes both in-car and body worn cameras. The Department determined a hybrid system best suited their needs and provided the most cost effective way to store videos. This hybrid system would allow short term storage on premise and long term storage in a cloud based "vault." The Department evaluated three systems and is recommending the purchase of ten (10) in-car systems, two (2) motorcycle cameras, and twenty-six (26) body cameras, including all associated hardware and software, from WatchGuard in the total amount of \$176,741.50. Funds for this purchase are included in the 2020 Budget.

6. Lease/Purchase Resolution - Police Department Fleet - Ben Hadley /Brian Scott ([page 38](#))

The Police Department intends to replace six (6) front line patrol vehicles and associated equipment, plus upgraded mobile data terminals for a total cost of approximately \$407,000. The City has traditionally financed purchases like this through a lease-purchase agreement. The City Council will be asked to consider a Resolution that expresses its intent to acquire the vehicles and equipment through a lease-purchase financing arrangement. The Resolution also authorizes staff to work with the financial advisor and bond counsel to solicit bids and prepare associated documents. Bid results will be presented to Council in February.

7. Personnel Policy & Guidelines Update - Emily Randel ([page 41](#))

The City conducts an annual review and update of its Personnel Policy and Guidelines to insure compliance with current practices and state and federal laws. This item details and outlines the proposed changes to become effective February 1, 2020.

8. Contract for 2020 DirectionFinder Survey, ETC Institute - Laura Smith ([page 109](#))

ETC Institute, Inc. has worked with hundreds of municipalities using various survey instruments, including the the DirectionFinder survey. The DirectionFinder survey is used to assess citizen satisfaction with municipal services, as well as to benchmark city services both regionally and nationally. The City has historically updated the Direction Finder survey every four years (2007, 2011 and 2015), and funds were included in the 2019 Budget for this purpose. The survey was also to be used in connection with the update to the City's Comprehensive Land Use Plan. Since the Comprehensive Plan update pushed into 2020, the DirectionFinder survey was also held in order to keep the projects appropriately aligned. ETC guarantees a statistically valid survey response. Survey questions will be developed in consultation with the City Council, staff and the Steering Committee assembled for the Comprehensive Plan update. Funds in the amount of \$16,000 were included in the 2019 budget, and rolled over into the General Fund fund balance at December 31, 2019. They are

recommended to be reallocated from the fund balance in 2020 for this project.

9. Ordinance Repealing Section 270 of the Municipal Code, Capital Improvement Program Committee - Emily Randel ([page 115](#))

Following discussion at the December Community Development Committee meeting on the efficiency and effectiveness of the Capital Improvement Program (CIP) Committee, staff is recommending the repeal of the ordinances creating the CIP Committee. The CIP Committee was established in the spring of 2017. The current CIP members have done an outstanding job in educating themselves about the city's current infrastructure needs and challenges, but the staff resources and the valuable time provided by these citizen volunteers could be better applied in other ways to ensure public feedback is incorporated into future capital improvement programs.

DISCUSSION ITEMS

OTHER

10. Department Updates - Laura Smith

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