

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

January 8, 2020

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, January 8, 2020 at 8:08 p.m. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Debbie, Kring, Kristin Inman, Sollie Flora and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Flora called the meeting to order at 8:08 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Parks & Recreation Director Penn Almoney, Chief Ben Hadley, Capt. Kevin Self, and Capt. Kirk Lane.

### **Public Comments**

There were no public comments.

### **Acceptance of the December 11, 2019 Finance and Administration Committee Minutes**

Minutes of the December 11, 2019 Finance and Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

### **Resolution - Destruction of Certain Records**

Ms. Sumrall stated that each year, the Council adopts a resolution outlining those records that may be destroyed during the coming year. The records listed are identified in State statutes. She noted that all committee packets, minutes, etc. are kept permanently and that staff retains documents that may be of historical significance.

Councilmember Inman recommended the 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.

### **Gateway Special Obligation Bond Ordinance Revisions**

Mr. Smith stated in November Council adopted an ordinance authorizing the issuance of Special Obligation Tax Increment Revenue Bonds for the Gateway Project. There was, at that time, an aggressive time frame to move forward with this issue prior to the end of the year. One of the conditions precedent to the bond issuance was that the final loan documents be escrowed (finalized). This was not accomplished and since there is just "one shot" at the market for this issuance, it was decided that it should wait until the first of the year following the holidays. She

stated that the recommended revisions to the ordinance are “housekeeping” items, repealing Ordinance 1509 and changing dates from 2019 to 2020.

Councilmember Davis recommended that the revised ordinance authorizing the issuance of Special Obligation Tax Increment Revenue Bonds (Gateway Project), Series 2020 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 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Replacement of Front Line Police Department Vehicles**

Chief Hadley stated that the Police Department plans for replacement of their front-line vehicles every four years as they will have logged approximately 100,000 miles of operating time, and they often run 24/7. At that point, more serious mechanical issues may develop resulting in expensive repairs. When new cars are purchased, the department keeps several of the old cars that are in the best shape to replace secondary vehicles. Last spring, a bid for approximately \$40,000 per unit was secured for each vehicle. This price was based on the Joint Vehicle Bid developed each year by the Mid-America Council of Public Procurement. Staff has confirmed with Bob Allen Ford that this price will be honored in 2020 for the purchase. He stated that they will also be switching the mobile data terminals (MDT) in the cars and that Ka-Comm will be outfitting the vehicles. The total cost for vehicles is \$243,980.16. This includes everything but the required cameras.

Councilmember Schlossmacher asked why lease/purchase the vehicles rather than buy them outright. Lease/purchase assists with cash flow by allowing for a more effective and predictable method of budgeting for large capital equipment purchases. Mayor Appletoft stated that we are working towards being able to cash fund these types of purchases, but are not yet there. Chief Hadley stated that when the old cars are sold/auctioned, we typically get approximately \$7,000 per car. Councilmember Boultinghouse asked if the 100,000 mile mark is standard for getting new cars in a fleet. Chief Hadley stated that Kansas Highway Patrol typically trades out their vehicles at 49,000 miles, but in Mission once the vehicles reach 80,000-100,000 miles they begin to have big ticket service items. He also noted that our maintenance budget in 2020 will decrease with the new vehicles. Councilmember Thomas asked why the Ford Explorer was selected. Chief Hadley stated that the Dodge Durangos presented a problem with outfitting the inside of the vehicle due to the location of the gear shift.

Councilmember Davis recommended that the authorization, via lease purchase agreement, for the replacement of six new front line patrol vehicles, the peripheral equipment necessary to outfit same, and mobile data devices for each be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

## **Replacement of In-car Video and Body Camera Equipment**

Chief Hadley reported that the Police Department has been researching new video systems to replace our current L3 MobileVision system which includes both in-car and body worn cameras. They do not have a problem with the in-car systems, but the body cameras have had reliability issues and we often have ¼ to ⅓ of them shipped back to the vendor because they are not functioning correctly. Our servers for storage of these videos are also out of warranty. Three manufacturers were invited to bid on this project, give a demonstration, and submit units for testing and evaluation. WatchGuard has been evaluated over the past 12-18 months and they are the recommended vendor. They will also work well with our NICHE program. He stated that information on the recommended server will come forward to Council next month.

Councilmember Flora asked if WatchGuard has good recommendations from other departments. Chief Hadley stated that they have tested these cameras in all light levels and it is the best. Ms. Smith stated that the original cameras were bought in 2015 and these replacements are included in the 2020 Budget.

Councilmember Thomas asked for additional information on the number of cameras to be purchased. Chief Hadley stated that 26 cameras will be purchased for 31 officers. The command staff does not wear them and the rest are assigned to officers. Discussion continued on how the cameras function with Chief Hadley stating that every time the sirens in the car are activated, the cameras are on. The body cameras can also be synched with the in-car cameras, and the body cameras are to be used any time there is contact with the public. Chief Hadley stated that there is \$185,000 in the budget for this item. The total cost for the WatchGuard system is \$176,741.50, resulting in approximately \$8,000 in savings. He stated that he anticipates the server to cost approximately \$11,000, but it will be funded from a different budget line item.

Councilmember Davis recommended authorization for the purchase of the WatchGuard video system to include 10 in-car systems, 2 motorcycle cameras and 26 body cameras, including hardware and software in the amount of \$176,741.50 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

## **Lease / Purchase Resolution - Police Department Fleet**

Mr. Scott stated that the purchase of the in-car and body cameras is a one time purchase from the 2020 Budget, but the Police Department vehicles are replaced every four years. Due to cash flow issues, a lease/purchase of the Police Department vehicles is recommended. Staff will work with Ehlers to prepare an RFP for bids/quotes from financial institutions for the best and lowest interest rates and terms for the lease/purchase of these vehicles. Documents for this issue will be prepared by our bond counsel, Gilmore & Bell. Following four years of lease payments, Mission will then get titles to the vehicles.

Information was presented on two lease purchase options. The first option is for \$430,000 to include the vehicles, equipment, computer terminals and issue costs. The estimated interest rate is 2.5%, which is conservative and results in approximately \$24,000 in interest costs. The second option is for \$385,000, but does not include the financing of the computer terminals. This would result in approximately \$22,000 in interest. Discussion continued on various capital purchases in both the Police Department and Public Works, equipment reserves and our goals for this fund, and issues with putting funds from Police Department line items into this fund due to lease payments every four years. Councilmember Flora stated that if the computers are pulled from the financing this is only a savings of approximately \$5,000 and Councilmember Davis stated he feels we should act on all as a group.

Councilmember Davis recommended that the resolution authorizing the City to proceed with soliciting proposals for the lease/purchase of six replacement police vehicles and associated equipment for a total amount not to exceed \$440,000 with payments over a term of four years be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

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

Ms. Randel reported that each year staff reviews the City's Personnel Policies and Guidelines to ensure the policies conform with the most current federal and state regulations and accurately reflect our current policies and practices. A copy of the recommended changes were included in the packet, and she noted the following:

- Throughout the document, the more inclusive pronoun "they/their" was added whenever s/he or his/hers is used.
- Changes to timekeeping to work with our new electronic timekeeping and to be as accurate as possible.
- The wording for the cell phone policy was softened while maintaining the right of a supervisor to oversee this.
- Several typos were caught and will be adjusted prior to the final publication of the document. These are not substantial in nature.

She stated that further consideration of leave policies will be discussed at a future date following a staff survey. Staff recommends approving these typical annual changes now rather than waiting until further discussion on leave policies is completed.

Councilmember Inman recommended that the ordinance adopting the changes proposed to the City of Mission's Personnel Policies and Guidelines effective February 1, 2020 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

**Contract for 2020 DirectionFinder Survey, ETC Institute**

Ms. Smith stated that many municipalities have worked with ETC Institute to assess citizen satisfaction through a variety of survey instruments. Mission has used the Direction Finder survey in 2007, 2011, 2015 and with this four-year cycle we are scheduled to again use the survey. She stated that we use the DirectionFinder survey as it is standardized and allows us to benchmark our results against other cities, particularly those in JohnsonCounty. She stated that a four-year cycle may be too long to gather information on citizen satisfaction and suggested that other survey tools can be used throughout the years. She stated we have contemplated the use of this survey as part of the Comprehensive Plan Update. ETC's surveys are guaranteed as statistically valid and she discussed previous customization of the survey to include questions on redevelopment, housing types, street maintenance, and how much residents may be willing to pay for specific services. Funds in the amount of \$16,000 were included in the 2019 Budget and rolled over into the General Fund balance at the end of 2019. These will be reallocated from fund balance in 2020. She also noted that the cost of the survey has increased to \$16,500 in 2020.

Discussion by the committee continued on the work Crux may do for the City and if we anticipate any overlap, the need to share information with Crux, review of the survey results when received and how priorities have changed or not changed over the years (i.e. senior housing was a priority in 2017, but dropped to the bottom of the list in 2015), how often other cities conduct citizen satisfaction surveys (Olathe yearly and Shawnee every 2 years), and the need to make sure people respond to the survey if they receive one (not all households will receive the survey as it is random). Ms. Smith noted that if ETC does not get the required response level, they will follow-up with phone calls.

Councilmember Davis recommended that authorization of a contract with ETC Institute for design and administration of a community survey in an amount not to exceed \$16,500 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

**Ordinance Repealing Section 270 of the Municipal Code,  
Capital Improvement Program Committee**

Ms. Randel reported that following discussion at the December committee meeting, it is recommended that the Capital Improvement Committee (CIP) be disbanded. She stated we are always evaluating the efficiency and effectiveness of committees. The committee members have done a great job. This ordinance will formally remove the Capital Improvement Program Committee from Mission's Code.

Councilmember Davis recommended that the ordinance repealing Chapter 270 of the Code of the City of Mission, Kansas, regarding the Capital Improvement Program (CIP) Committee, in its

entirety and amending Chapter 130, Standing Council Committees Designated be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Councilmember Flora thanked all who have served on this committee and noted that they have opportunities to serve on other commissions/committees if they are interested.

**OTHER**

No other business was discussed.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:46 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk