

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

October 2, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, October 2, 2019 at 7:25 p.m. The following committee members were present: Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, and Sollie Flora. Absent: Councilmembers Quinn, Kring, and Davis. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 7:25 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, and Public Works Superintendent Brent Morton.

Public Comments

There were no public comments.

Acceptance of the September 4, 2019 Finance & Administration Committee Minutes

The September 4, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were accepted as presented.

Upgrade of Laserfiche Software

Ms. Sumrall reported the City purchased Laserfiche software in 2009 and is now recommending an upgrade to the Avante System. Laserfiche is used as a permanent repository for a wide variety of documents and, because they are all fully searchable, this is very helpful to staff. This upgrade will improve document management and workflows, and allow for staff to create fillable forms that will be available to the public on our website. The City will receive a credit for our current system making the final cost \$10,738. She also noted that the annual maintenance fee will increase by approximately \$1,600.

Councilmember Schlossmacher recommended that the upgrade to Laserfiche Avante from R&D Computer Systems in an amount not to exceed \$10,738 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Award of Contract for Solid Waste Collection Services

Mr. Scott presented information on the residential solid waste collection services currently in Mission and the bids received from the recently released RFP. He provided the following information:

- The program includes collection of solid waste, recycling, and yard waste from all residential properties in Mission once a week. Apartments are not included in the program.
- Solid waste must fit into the 65-gallon poly-cart or an overage sticker must be purchased.
- Unlimited recycling.
- Yard waste is limited to 8 bags or bundles January through October and 12 bags or bundles in November and December. Additional items may be put out with overage stickers.
- Once a month bulky item pick-up, which is limited to three items.
- The RFP requested bids that mirror these current services.
- Current collection days are Monday, Tuesday, Thursday and Friday and the schedule map was used in the RFP to request that pick-up days remain as they currently are scheduled unless a more efficient process is identified.
- Three bids were received in response to the RFP. Our current contract is with Waste Management at a cost of \$16.97 per household monthly. This includes City facilities, but not the dumpster at Public Works.
- WCA submitted a bid of \$16.04 per household monthly.

Mr. Scott stated staff met with WCA to review their response and the bid does include like services to our current contract. Poly-carts as required are included and, if awarded the contract, WCA will rent trucks at first due to the timeline to purchase new trucks for this contract. He discussed the contract included in the packet which is focused on defining terms in a more thorough fashion than our current contract. He also discussed staff's frustration with our current contractor related to communications with residents. The proposed contract with WCA requires a residential communication plan within 10 days of the notice to proceed for the contract, which would include contact names at WCA, a toll free phone number to call for concerns, web page specific to Mission (holidays, etc. listed), and educational materials on how to handle waste and recyclables. Mr. Scott noted that with a Mission specific website it will be easier to drive residents to this website for information. The customer service center will be open 8:00 a.m. - 5:00 p.m., Monday through Friday and the expectation is that any call going to voicemail will be returned within one hour. Concerns received by noon will be addressed/resolved by the close of that day and those received overnight will be resolved by noon the following day. Spillage should be picked-up within one hour. Monthly service reports will be provided to the City. The proposed contract has an initial term of five years with an option for two additional five-year terms (total of 15 years). The contract also addresses subcontractors which may not be assigned without the written approval of the City. He noted that "damages" is included in the proposed contract and discussed WCA's requirement to repair damages (this is not in our current contract). The contract also includes specific recyclables allowed, but he noted that this can change over time as industry standards change.

Mr. Scott introduced Tom Coffman, Municipal Sales Representative and Carey Calabrese, District Manager Missouri North for WCA. Mr. Calabrese presented information on WCA, including:

- WCA's "footprint" which includes 11 states (9 districts), five hauling companies in the Kansas City metro area, and four transfer stations in the district with two local to Kansas City.
- The landfill is in Sedalia.
- This is a big company with a "local feel" - the dispatch and route supervisors are all local.
- Mr. Coffman will be Mission's direct line to issues.
- Their fleet includes trucks similar to those currently used in Mission that automatically lift the poly-cart and are forward facing for safety.
- WCA's Materials Recovery Facility (MRF) is located in Harrisonville and one of the largest in the region.
- Sustainability efforts by WCA include a gas to energy plant in Sedalia.
- Information on WCA's local leadership team was provided.
- WCA partners with many local communities and participates in local events.

Councilmember Schlossmacher asked if WCA provides glass recycling. Mr. Calabrese stated that they do not. Councilmember Thomas requested information on the Sustainability Commission's role in this process. Mr. Scott stated they reviewed the RFP, but did not participate in the selection process. Councilmember Inman asked about the use of natural gas trucks. Mr. Calabrese stated that an upgrade to natural gas is anticipated within five years. The committee also discussed both the recycling of carts that are damaged (WCA recycles, rebrands, and sells) and the plan for switching from the current Waste Management carts to WCA's carts. Mr. Scott stated that once the contract with WCA is approved, Waste Management will be notified and they will make several passes through Mission to collect carts. WCA will follow with distributing their carts to avoid disruption during the transition. He stated that this transition can often be challenging, particularly since it will happen during the holidays, but a plan will be in place.

The committee also discussed service level expectations and negative press WCA has received regarding subcontractors. Mayor Appletoft asked if WCA fully understands Mission's expectations for service and Mr. Calabrese stated they do and they align with his and the company's. Councilmember Thomas noted the negative press WCA has received for their services in some communities. Mr. Calabrese provided information on prior issues and noted that there is currently a different management team in place, the company has a lower turn-over rate for employees, and the culture overall is better. He stated that issues in Kansas City, Missouri were unfortunate and due to subcontractors. He stated that subcontractors would not be used in Mission, and also stated subcontractors are sometimes used for yard waste in some areas.

Councilmember Flora requested additional information on the five-year plan to upgrade to natural gas trucks and when Mission might anticipate seeing these trucks in our area. Mr. Calabrese stated he would anticipate within approximately 18-24 months. He also provided information on their improvements in transferring trash to the landfill in Sedalia. They are able to reduce the loads going to the landfill by 6-8 loads daily due to greater capacity of their trucks. Councilmember Flora asked if the semi-trucks used for these transfers are diesel and he stated that they are.

Councilmember Thomas requested information on how yard waste is handled. Mr. Calabrese walked through the process of pick-up, trucking to Missouri Organics where it is used or mulched.

Mayor Appletoft asked how WCA would handle a hydraulic line break in one of their trucks. Mr. Calabrese stated that they would first contain the spill, mitigate it from spreading, dispatch a clean-up crew, and notify the City.

Councilmember Thomas asked if a shorter contract term would affect the rate. Mr. Calabrese stated that the rate provided was based on the RFP and he would need to know the shortened term requested. Councilmember Flora noted shorter terms for other cities in Johnson County. Mr. Scott stated that originally a seven-year term was considered but this was too long and five-years was selected. He stated that the new provider needs to “staff up” and purchase new equipment, and they need a return on their investment.

Councilmember Rothrock recommended that the Agreement with WCA of Missouri, LLC for residential solid waste collection services for a period of five years with two, optional renewal terms of five years each be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Adoption of 2019 Standard Traffic Ordinance (STO) and Uniform Public Offense Code (UPOC)

Chief Hadley stated that annually the City adopts the Standard Traffic Ordinance and Uniform Public Offense Code, which are published by the League of Kansas Municipalities. We are doing this a little later this year. For the 2019 editions, LKM did a complete update of both the STO and UPOC to more closely match Kansas Statutes and the Kansas Criminal Code. He stated that Mission has exempted itself by ordinance from several statutes so that we can provide better enforcement or have more leeway (i.e., speed limits, smoking).

Councilmember Schlossmacher asked what implications SB28 regarding marijuana will have with regard to our ordinances. Chief Hadley provided information on Mission’s drug arrests which are up for this year, CBD shops in Mission, and discussed marijuana issues in Missouri that could impact those coming into Mission. Ms. Smith stated that SB28 may be used as an

affirmative defense as to why someone would have marijuana as it allows for marijuana possession with a doctor's note.

Councilmember Flora requested information on any other legislative changes we should be aware of. Chief Hadley discussed school zone fines, which are regulated by Mission's code and noted that we can not go below 20 mph in a school zone, and Ms. Smith stated areas to pay attention to that we have additional ability to regulate include animal cruelty and scooters. She noted that many scooters were dropped off in Fairway, but they have not yet made their way to Mission.

Councilmember Schlossmacher recommended that approval of the ordinances adopting the 2019 editions of the Standard Traffic Ordinance for Kansas Cities (STO) and the Uniform Public Offense Code for Kansas Cities (UPOC), as published by the League of Kansas Municipalities, be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Other Department Updates

Ms. Smith stated Council has requested work on the annual Legislative Program to begin earlier so there is more time to consider various issues. She asked Councilmembers to forward to her any issues they would like considered for the 2020 Legislative Program. She also noted that for the second year in a row, there will not be a joint City/County Legislative Program.

There will be a supplemental Finance & Administration Committee Meeting on Wednesday, October 9th at 6:30 p.m. Because the current development agreement for The Gateway Project is based on phasing and this has changed, revisions to this document will be required to match the current circumstances. This will be an item on the agenda. Also included on the agenda will be a "housekeeping" item on the Rock Creek TIF District as there have been changes in the interpretation of the statute related to multiple project areas. This will need to be reset for the Gateway prior to financing discussions. A draft ordinance regarding the de-annexation of property to Roeland Park will also be on the agenda.

Ms. Smith stated she has been working to set the date for a Council retreat, and it appears that Saturday, October 26th is the only Saturday available before the end of the year. An alternative date would be October 29th in the evening. She asked councilmembers to check their calendars and confirm to her the availability for these two dates.

Ms. Smith stated that the November City Council meeting will need to be moved to Monday, November 18th. Four councilmembers will be out of town attending the NLC annual conference on our regular City Council meeting date, and because of notice requirements for the TIF district public hearing, a meeting can not be held prior to this date. She asked all councilmembers to check their calendars and confirm to her their availability for November 18th.

Mr. Morton stated that the crane currently at the EPC project on Johnson Drive and Beverly will be gone from the site by the end of next week. Councilmember Flora asked if a restaurant tenant has been identified for this project. Mr. Scott stated that it has not and noted that the property owners anticipate leasing to begin in April 2020. Councilmember Inman asked if a tour of the project can be arranged once it is completed.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:17 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk