

REVISED

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, NOVEMBER 4, 2020

6:30 P.M.

Meeting Held Virtually via Zoom

In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the “chat” feature, please note all statements are made visible to the group.

Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. 2020 Audit - SAS Letter - Brian Scott/BT&CO, P.A. ([page 4](#))

Berberich, Trahan & Company (BT&Co) will conduct the audit for the fiscal year ending December 31, 2020. Stacey Hammond with BT&Co will meet with the Finance and Administration Committee to discuss the upcoming audit. In particular, she will outline the auditor’s responsibilities with regard to the financial audit, planned scope and timing of the audit, and any significant issues prior to beginning the audit.

2. 2021 Legislative Priorities - Laura Smith/Stuart Little ([page 9](#))

Last month the Council renewed a contract with Little Government Relations (LGR) to continue to provide legislative advocacy services for 2021. Stuart has prepared a brief overview of some of the potential issues for the 2021 Legislative Session and we will review and discuss development of Mission’s 2021 Legislative Priorities. A draft plan will be refined over the next month and included as an Action Item on the December Committee agenda.

3. Mission Bowl TIF Project Plan - Bruce Kimmel ([page 33](#))
Updated Attachments

Bruce Kimmel of Ehlers, Inc. will provide an update and progress report on the status of negotiations with the Sunflower Development Group related to redevelopment of the former Mission Bowl site.

ACTION ITEMS

4. Acceptance of the October 7, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 52](#))

Draft minutes of the October 7, 2020 Finance and Administration Committee meeting are included for review and acceptance.

5. UCS Human Service Fund Allocation - Brian Scott ([page 64](#))

United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that provide for the human services needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson County to support a number of services that help residents facing difficult circumstances. The City of Mission is a contributor to this fund along with 15 other communities and Johnson County. The Council will consider a contribution of \$8,300 to this fund for 2021.

6. Data Collection/Management Software Purchase for Police Department - Dan Madden ([page 79](#))

The Police Department identified administrative data collection/analysis as an area for growth opportunities. The Department evaluated several software solutions that would improve internal processes, as well as data collection and analysis capabilities. LEFTA Systems was determined to be the solution that best fit the needs of the Department. The Police Department is requesting Council approval to enter into a two year contract with LEFTA Systems in the amount of \$10,520 using money from the Special Law Enforcement Trust Fund.

7. 2020 Budget Amendment Resolution - Brian Scott ([page 95](#))

The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state law requires that a public hearing be held when amending the budget. The 2020 Budget needs to be amended to cover additional expenditures in the Capital Improvement Fund and the Mission Crossing TIF/CID Fund. The Council will hold a public hearing on the amendment at the November 18th City Council meeting and then consider this Resolution as part of the regular agenda.

8. Property and Casualty Insurance Renewal - Brian Scott ([page 98](#))

The City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting assets. Staff is recommending that the City obtain these from Travelers Insurance company for the policy period of January 1, 2021 through December 31, 2021 at an estimated total annual premium not to exceed \$140,444. Staff is also recommending that cyber-liability insurance be obtained from Axis Insurance Company for \$3,623.

9. Hazard Mitigation Plan Resolution - Dan Madden (page 124)

The Disaster Mitigation Act of 2000 requires all political entities in the United States to have an approved Hazard Mitigation Plan in order to be eligible to receive hazard mitigation funds following a disaster. The Hazard Mitigation Plan for Johnson County documents the County's hazard mitigation planning process and identifies relevant hazards, vulnerabilities, and strategies that Johnson County and participating jurisdictions can use to decrease vulnerability and increase resiliency and sustainability. Staff received an e-mail from Johnson County Emergency Management on November 4 indicating that updated plans were still missing from several jurisdictions. Rather than hold this to December, staff has prepared the appropriate Resolution as an additional item to be considered at the November 4, 2020 Finance & Administration Committee meeting. Staff recommends the City Council pass a Resolution adopting the Kansas Homeland Security Region L Hazard Mitigation Plan.

DISCUSSION ITEMS

OTHER

10. Department Updates - Laura Smith

Debbie Kring, Chairperson
Hillary Parker Thomas, Vice-Chairperson
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