

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, NOVEMBER 6, 2019

6:30 P.M.

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. Presentation from Auditors- Brian Scott ([page 4](#))

Berberich, Trahan & Company (BT&Co) will conduct the audit for the fiscal year ending December 31, 2019. Stacey Hamond 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.

ACTION ITEMS

2. Approval of the October 2, 2019 and October 9, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 9](#))

Draft minutes of the October 2, 2019 and October 9, 2019 Finance and Administration Committee meetings are included for review and approval.

3. Resolution Declaring Surplus Property - Brian Scott ([page 25](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The City Council will be asked to consider a resolution identifying surplus items that the Parks and Recreation Department would like to dispose after cleaning out storage areas at the Community Center this summer.

4. Human Service Fund Recommendations - Brian Scott ([page 30](#))

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 2020.

5. Property / Casualty / General Liability Insurance Renewals - Brian Scott ([page 44](#))

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, 2020 through December 31, 2020 at an estimated total annual premium not to exceed \$129,324. Staff is also recommending that cyber-liability insurance be obtained from Axis Insurance Company for \$3,150.

6. Employee Benefit Renewals - Emily Randel ([page 70](#))

Maintaining an attractive benefits package is a key part of recruiting and retaining good employees. Each year, staff seeks the most effective balance of robust benefits that still allows for a strong fiscal position. The recommendations for fiscal year 2020 are summarized in the attachments.

7. Metromedia Contract Renewal - Laura Smith ([page 80](#))

Mission has enjoyed a partnership with MetroMedia since 2010 to produce and distribute the *Mission Magazine*. Metromedia works closely with the City and the *Mission Magazine* Committee to develop story ideas, conduct interviews, prepare editorial content, sell advertising, and design, layout and produce five issues of the magazine annually. The previous agreement has been restructured into a more typical contract format, and has been drafted to reflect the expectations and responsibilities of both MetroMedia and the City. The contract anticipates a four year term from 2020 through 2023. Production and mailing of the *Mission Magazine* is funded by transient guest tax revenues. Staff recommends approval of the updated contract with Metromedia.

8. Ordinance Dividing Rock Creek Redevelopment District - Laura Smith ([page 87](#))

In conjunction with the Amendment to the Gateway Redevelopment Agreement and preparation for the issuance of the Special Obligation (SO) bonds it contemplates, several issues related to the equitable distribution of TIF increment were identified. In order to address the issues while also preserving flexibility for the City Council, it was recommended that the existing Rock Creek Redevelopment District be divided into five separate Districts. The Council passed Resolution 1035 calling a public hearing on this matter for the November 18, 2019 City Council meeting and the appropriate notices were mailed to the County, the School District and all owners and occupants within the district. Following the public hearing the Council will consider an ordinance adopting certain findings and authorizing division of the district.

9. Issuance of Special Obligation Tax Increment Revenue Bonds (Gateway Project) Series 2019 - Laura Smith ([page 117](#))

At the November 6, 2019 Special City Council meeting, Council will consider a Resolution Authorizing the offering for sale of Special Obligation Tax Increment Revenue Bonds, Series 2019 in connection with the Mission Gateway project. The only condition precedent remaining under the First Amendment to the Third Amended and Restated Redevelopment for the Mission Gateway Project for the issuance of bonds is receipt of the final loan documents. The Preliminary Limited Offering Memorandum (PLOM) is expected to be posted on or about

November 7. Bond pricing is set to occur following approval of the bond ordinance on or about November 18, 2019 (assuming all conditions precedent to pricing set by the underwriter have been met) with bond closing estimated to occur on December 12, 2019. Once the bonds are issued, the proceeds will be escrowed and will be distributed in accordance with the conditions precedent to bond proceeds distribution as outlined in the Amendment to the Redevelopment Agreement. The Special Obligation bonds are payable exclusively from revenues generated by the Gateway Project and are not backed by the full faith and credit of the City.

DISCUSSION ITEMS

10. 2020 Legislative Program - Laura Smith ([page 123](#))

Each year the City prepares a Legislative Program which outlines priorities or areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. The Program has typically been presented at the January Committee meeting, but last year Council expressed a desire to move consideration of the priorities earlier in the fall so they could be communicated with sufficient time to be addressed as early in the session as possible. Following review by the Council, staff will develop a recommended program for consideration as an Action Item at the December 11 Finance & Administration Committee agenda.

OTHER

11. Department Updates - Laura Smith

Sollie Flora, Chairperson
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