

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, DECEMBER 11, 2019

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 November 6, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 4](#))

Draft minutes of the November 6, 2019 Finance and Administration Committee meeting are included for review and approval.

2. 2020 Legislative Priorities - Laura Smith ([page 12](#))

Each year the City prepares a Legislative Program which outlines priorities and areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. A draft of the 2020 Priorities was discussed at the November 6, 2019 Finance & Administration Committee meeting and the attached program represents the recommended final 2020 Legislative Priorities.

3. KERIT Renewal - Brian Scott ([page 21](#))

The City has been a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers compensation pool, since 2009. The Trust is comprised of eighteen member cities and counties. Workers compensation premiums are based on the City's annual payroll, the level of exposure to risk that certain jobs may entail, and an experience modifier that reflects past claims. The 2020 premium for workers compensation coverage has been estimated at \$95,508, an increase of 3% over 2019 estimated. Funds in the amount of \$106,000 were included in the 2020 approved budget.

4. 2020 IT Support Services Contract - Brian Scott ([page 23](#))

The City of Mission has had an interlocal agreement with Johnson County Department of Technology and Innovation since 2011 for the provision of computer network support. This agreement provides the City with access to the County's main network (including internet access), as well as network server back-ups, monitoring, security and general support. Staff is recommending approval of the intergovernmental agreement for 2020 at a cost of \$52,026 a 2% increase over 2019.

5. Alcohol Tax Fund Recommendations - Brian Scott ([page 27](#))

State statutes provide that a third of the alcohol tax funds allocated to cities be placed in a Special Alcohol Tax Fund to support programs whose principal purpose is alcoholism and drug abuse prevention or treatment. The 2020 Alcohol Tax funds allocated to Mission are estimated to be \$85,000. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. Staff recommends that \$50,000 of the City's Special Alcohol Tax Fund be placed with the DAC to support the programs detailed in the attached report.

6. 2020 Budget Ordinance - Laura Smith ([page 51](#))

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2020 Budget by ordinance. There are no changes proposed to the budget adopted by the City Council in August.

7. Ordinance Directing City Administrator to Spend According to Budget - Laura Smith ([page 53](#))

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2020 adopted budget.

8. CMB License Renewals and New CMB License Application - Paulie D's Pizza, 5735 Johnson Drive - Martha Sumrall ([page 55](#))

Businesses with Cereal Malt Beverage (CMB) licenses must be renewed annually and require approval by the City Council. Seven businesses have applied to renew their CMB licenses for the period January 1, 2020 through December 31, 2020. Paulie D's Pizza has applied for a new CMB license that will also run from January 1, 2020 through December 31, 2020.

DISCUSSION ITEMS

9. Contract for Lobbying Services with Little Government Relations - Laura Smith ([page 56](#))

Mission, along with other cities in northeast Johnson County were contacted recently by Stuart Little of Little Government Relations, LLC regarding interest in participating in a voluntary coalition of cities for government affairs and advocacy services. Little Government Relations (LGR) currently represents the City of Merriam, and believes that an organized coalition of Northeast Johnson County cities could strengthen Mission's ability to meet the legislative needs of the Council, staff, and the larger community. LGR proposes a membership based on \$1 per person per year based on most recent census data with maximum annual dues of \$10,000 per city and minimum annual dues per city of \$1,000. Staff is seeking a general consensus for participation in 2020, with an agreement to be finalized under the City Administrator's expenditure authority.

10. Personnel Policy & Guidelines Update - Emily Randel ([page 61](#))

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. Staff will solicit input from Council about proposed changes to become effective in 2020.

OTHER

11. Department Updates - Laura Smith

Sollie Flora, Chairperson
Kristin Inman, Vice-Chairperson
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