

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

December 11, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, December 11, 2019 at 9:03 p.m. The following committee members were present: Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Debbie, Kring, Kristin Inman, Sollie Flora and Ken Davis. Councilmember Quinn was absent. Mayor Appletoft was also in attendance. Councilmember Flora called the meeting to order at 9:03 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 November 6, 2019 Finance and Administration Committee Minutes**

Minutes of the November 6, 2019 Finance and Committee Meetings were provided to the committee. The minutes were accepted as presented.

### **2020 Legislative Priorities**

Ms. Smith stated that the 2020 Legislative Priorities have been discussed at previous committee meetings so she did not feel there was a need to go through the document in detail again. These priorities, once approved by Council, will be sent to our legislators in Topeka and Council is encouraged to share them should they speak directly with legislators. She also stated that Planning Commissioner Troppito made a presentation to the Sustainability Commission at their November meeting and their recommended addition to the priorities has been included in this document. Commissioner Troppito also shared with Council an article that he wrote and a handout - "Proposed City of Mission, Kansas Legislative Priorities" that are attached to and made a part of these minutes. The recommended addition to the Legislative Priorities focuses on considering and advocating for different technologies in concrete. Ms. Smith again directed Council to Commissioner Troppito's article and noted that data was provided to the Sustainability Commission on this issue and Commissioner Troppito proposed supporting legislation at the State and Federal levels, as well as incorporating it into our own purchasing policies. Councilmember Kring also shared Commissioner Troppito's information at the recent National League of Cities meeting. Councilmember Schlossmacher asked if the company that produces this concrete has shown interest in relocating to Mission and Ms. Smith stated they have not.

Councilmember Davis recommended the 2020 Legislative Priorities for the City of Mission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **KERIT Renewal**

Mr. Scott stated Mission has been a member of the Kansas Eastern Regional Insurance Trust (KERIT) since 2009. The 2020 premium for workers' compensation coverage has been estimated at \$95,508, which is an increase of 3%. Currently there is \$106,000 budgeted for this item. Ms. Smith stated that prior to participating in KERIT, the City was a member of KMIT and for the 2008/2009 year, our estimated cost was \$122,000, highlighting the savings we have realized since joining KERIT.

Councilmember Davis recommended that the City's 2020 workers compensation coverage through the Kansas Eastern Regional Insurance Trust (KERIT) for an estimated annual premium of \$95,508 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **2020 IT Support Services Contract**

Mr. Scott reported that Mission has contracted with Johnson County Department of Technology and Innovation (DTI) since 2011 for our network support. The proposed contract for 2020 is in the amount of \$56,026 and is for both the general City support (City Hall, Public Works, Community Center) and the Police Department support (separate as they have specific security requirements). He also stated that DTI provides support for specific projects and in 2020 they will be assisting the Police Department with moving to laptops that are being purchased for new police vehicles and support for transitioning to a new video provider. A separate agreement for that project will come forward to Council when the scope of the work is more clearly defined. He provided information on an RFP MARC will be preparing for smaller cities shared IT services, and as it is time for Mission to review and re-evaluate our network support, we will see what this offers.

Councilmember Rothrock asked if there is an estimate for the 2020 Police Department Project and whether anyone else has been or will be contacted to solicit bids for it. Mr. Scott stated that we will reach out DTI for this project as they are the most familiar with our network, but will solicit proposals from other firms also.

Councilmember Davis asked if we are protected from network intrusion/ransom. Mr. Scott stated that we do have cybersecurity insurance and that Johnson County has sophisticated malware software to protect us.

Councilmember Davis recommended that the Interlocal Agreement and Project Charter for IT Services with Johnson County through December 31, 2020 in an amount not to exceed \$56,026 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Alcohol Tax Fund Recommendations**

Mr. Scott stated that by statute, Kansas imposes a 10% Liquor Drink Tax on the sale of any drink containing alcoholic liquor in Mission. Thirty percent of this tax goes to the State and Mission receives the remaining 70%. The amount Mission will receive in 2020 is estimated to be approximately \$255,000 which is divided into thirds with \$85,000 allocated to the General Fund, \$85,000 to Special Parks, and \$85,000 to the Special Alcohol Tax Fund. The funds allocated to the Special Alcohol Tax Fund are to be used for programs that address alcohol and drug abuse. Mission has participated with the Drug and Alcoholism Council (DAC) for many years. This allows cities in Johnson County to pool funds to be granted to agencies approved by the DAC. The total amount available to the DAC for allocation in 2020 is approximately \$2 million, which comes from Johnson County and 14 participating cities. Mission's contribution in 2020 will be \$50,000.

Councilmember Kring recommended that Mission's 2020 Alcohol Tax Fund allocations as recommended by the Drug and Alcoholism Council be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **2020 Budget Ordinance**

Ms. Smith stated that as part of the annual budget process, the City takes formal action to adopt the 2020 Budget by ordinance. This ordinance is one of two ordinances that are considered by Council each December to finalize the City's annual budget and provide expenditure authority. She noted that this ordinance is considered in December in case any amendments to the budget are required. There are no changes to the 2020 Budget.

Councilmember Davis recommended that an ordinance adopting the 2020 Budget of the City of Mission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Ordinance Directing City Administrator to Spend According to Budget**

Ms. Smith stated that this is the second ordinance to be considered to finalize the budget process and authorizes and directs the City Administrator to spend according to the adopted budget.

Councilmember Davis recommended that an ordinance authorizing the City Administrator to make expenditures in accordance with the adopted 2020 Annual Budget be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

**CMB License Renewals and New CMB License Application -  
Paulie D's Pizza, 5735 Johnson Drive**

Ms. Sumrall reported that cereal malt beverage (CMB) licenses must be renewed annually and that they run on a calendar year. There are seven CMB renewal applications and all applicants have completed the required background checks and are approved by Chief Hadley. Additionally, Paulie D's Pizza has applied for an on-premise CMB License and has met the requirements.

Councilmember Kring recommended that approval of the 2020 Cereal Malt Beverage (CMB) License renewals and new CMB License application from Paulie D's Pizza be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

**Contract for Lobbying Services with Little Government Relations**

**This item was moved to the Community Development Committee for discussion to accommodate the presenters.**

**Personnel Policy & Guidelines Update**

Ms. Randel stated that typically Council considers updates to the City's Personnel Policy & Guidelines in December each year, but Council has expressed an interest in paid parental leave policies, modifications to the paid leave policies and benefits, and there are revisions required to conform with the new payroll timekeeping system. Because of this, staff is bringing this forward for discussion prior to consideration by Council in January.

Ms. Randel stated the State of Kansas, Kansas City, Missouri and Johnson County have paid parental leave policies in place, and Roeland Park has mentioned this in their budget but it is not yet in place. She has surveyed online various policies and we could consider mimicking a local policy in place or finding other creative solutions. Ms. Smith stated this policy would fall within our goals and objectives for total compensation for employees. Ms. Smith provided a handout of employee demographics, including tenure with 37% of staff having less than two years with the City and 50% of employees are under the age of 40. The handout also included information on gender and department demographics (gender and age). She provided information on our current leave policies, including:

- Vacation - unlimited accrual, but capped at 240 hours to be paid out when an employee leaves employment. This cap is in place to limit our liability. Information on accruals by

position and years was provided with Ms. Smith stating there is a maximum accrual per year of 25 days and this is typically reached at 15 years of employment.

- Sick - employees earn 8 hours per month. There used to be an unlimited accrual of sick leave but it is now capped at 528 hours, which is over the 480 hours allowed in FMLA. When an employee leaves employment they are eligible to be paid for 50% of their accrued sick time.
- Personal Days - employees earn two days per year and these are “use it or lose it” days.
- Holidays - employees receive 10 paid holidays per year.

Ms. Smith stated some employees bank their benefits, while others use them as soon as they are available. She provided a handout showing average sick leave balances. This is a snapshot of where we currently are and noted that leave time is a benefit and not an entitlement. She stated we want people to use their vacation time to refresh and renew, but also noted that we are a small organization so it can sometimes be a challenge to get away from the office. She also stated that the payout of benefits is sometimes used to pay for health insurance, etc. when employees retire. The average employee salary is \$60,000 per year, which is data necessary when considering a paid parental leave policy. Ms. Smith also noted the City’s donation leave program and discussed FMLA. The donation leave program is usually used by an early tenured employee that is not yet eligible for FMLA.

Councilmember Rothrock requested information on restrictions to the leave donation policy and Ms. Smith discussed the requirement for employees to keep a specific balance in their account when considering donating time. Two employees have utilized the leave donation program this year with one receiving approximately 12 weeks in donated leave and the other receiving 8 weeks.

Councilmember Davis asked if “comp time” is used by the City. Ms. Smith stated that salaried employees are not eligible for comp time, but department heads have the flexibility for their staff to use it in lieu of overtime. She stated that overtime is encouraged rather than comp time for record keeping purposes.

Ms. Smith provided information on short-term disability available to employees through AFLAC (employee paid), previous short-term disability provided by the City but discontinued when we were seeing 20% increases in health insurance premiums, and long-term disability provided through KPERS/KP&F.

Councilmember Flora stated she believes paid parental leave is a good idea, does not feel the impact would be that large and we could consider allowing one paid parental leave per employee. She also stated that she does not like the unlimited vacation accrual policy. Councilmember Rothrock agreed that she is not supportive of an unlimited vacation accrual policy and asked if a buy back program for some vacation at the end of the year would be a possibility. Discussion continued on the unlimited vacation accrual pros and cons, including

Mission's policy allowing for unlimited accrual, but only paying out for a specific amount, and the importance of taking time off from work.

Mayor Appletoft discussed the need to ensure this issue fits into agreed upon programs for 2020 consideration and recommended holding off on further discussion until following Council's retreat in January. Councilmember Flora stated that this issue was raised during the budget process so it is a carry-over from that discussion. Councilmember Thomas suggested that staff be surveyed to see what their preferences are and Ms. Smith stated it has been about eight years since we have surveyed staff on these issues. Lockton, our benefits broker, would be willing to assist with and administer this type of survey. Discussion continued on the short tenure of many employees and Councilmember Davis asked if there was a specific reason for this. Ms. Smith stated that in some departments it is due to retirements and in the Police Department some have made lateral moves to other departments. Councilmember Thomas stated that there are equality issues to be addressed, noting the non-discrimination ordinance passed last year. Mayor Appletoft again stated that we must decide if this is a project to take on for 2020.

Ms. Smith stated that this is a good time to survey employees as they have just completed annual benefit renewals for 2020. There are some changes that must be made to the personnel policy to conform with federal and state regulations. A red-lined version of the personnel policy with these required changes will be brought to the committee in January for approval and following that, a survey will be prepared and sent to employees.

This item was for discussion only and no action was taken.

#### **Other Department Updates**

There were no Department Updates.

#### **2020 Leadership in Community Resilience Grant**

Councilmember Flora stated that she has been approached by Mike Kelly (Mayor of Roeland Park) and Lindsay Constance (Shawnee councilmember) for Mission to serve as the sponsor city on behalf of area cities for the 2020 Leadership in Community Resilience grant application through the National League of Cities. Last year Roeland Park applied for and received the grant on behalf of the group. The narrative for the grant has been written by the Climate Action KC coalition so there is minimal work required by Mission staff to submit this application. The grant is for \$10,000 in 2020 and Mission will have the opportunity to send one person to the 2020 program at no cost. If received, this will bring lots of attention to Mission. She stated that we would be participating as a regional partner and for the betterment of the community. The deadline for the application is December 20th and she would like Council's consensus for staff

to move forward with submitting the application. Councilmember Schlossmacher stated that if staff supports this, then he can support it.

Councilmember Davis recommended that staff be directed to submit the 2020 Leadership in Community Resilience grant application on behalf of Climate Action KC by the December 20th deadline. All on the committee agreed. Staff will move forward with the application process.

### **Trash Collection / New Provider Transition Update**

Ms. Scott stated that the transition from Waste Management to WCA is going well. New trash carts were delivered by WCA last week, and Waste Management is collecting the old carts this week using their crews. The old carts are being staged in the Mission Bowl parking lot. A mailer/letter has been finalized and sent to the printer. It is anticipated to be in homes the weekend of December 14th. He noted that bulky item pick-up is moving from the first week of the month to the last week of the month and that WCA is providing residents with a calendar of pick-up dates. He also stated that Mission's WCA website is up. At this time, most of the issues being dealt with are one-off situations.

Councilmember Schlossmacher asked if smaller carts will be available. Mr. Scott stated that they will not, but there is house-line service. Discussion continued on the storage of carts, which should be behind the house line, trash services phasing out the use of smaller carts as they don't work well with the automated pick-up trucks, and the need to leave recently delivered carts that may be misshapen out in the sun. If misshapen carts do not straighten out, residents are encouraged to contact us for new carts. Mr. Scott also noted that the letter being sent to residents will include information on pick-up dates, a recycling insert, and "ditch the bag" flyer. A link to the WCA website is on Mission's website and a card will be sent to residents at the end of the month regarding changes to bulky item pick-up

### **Gateway Project**

Mr. Scott stated that Steele has arrived on-site and a crane will be going up soon for construction of the Cinergy building frame.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:57 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk



The choice is yours. Open source Internet image.

Published on November 17, 2019



**Charlie Troppito**

Adjunct Professor at Park University

3 articles

## Cities were the root of human civilization. Their challenge now is to save it.

Using a well-worn Cliché, state and local government concrete use is the most often unacknowledged hidden 'Elephant in the Room' for worldwide CO<sub>2</sub> emissions. It is past time more local governments admitted that truth and did something about it. According to this [academic study](#) between 1.28 and 1.68 gigatons of CO<sub>2</sub> were released to the global atmosphere in 2017. The study cites that approximately 8% of 2017 global emissions were from cement production. If CO<sub>2</sub> were water, a gigaton (1 billion tons) would equal about 400,000 Olympic sized pools.

Look around you. Virtually every piece of concrete you see was either put in place or approved by a state or local government and would not exist without the cement produced that holds it together. Rarely, if ever is this fact directly acknowledged by local government in terms of legislative agendas supporting sustainability and/or air quality improvement goals. It is past time for local citizens to demand that their local governments take responsibility and adopt legislative goals that attract and use the best available transformational green technologies to help remediate atmospheric CO<sub>2</sub> concentrations fueling the coming climate disaster and simultaneously improve air quality.

This time of year many local governments, including those in Kansas and Missouri, focus on preparing their 2020 legislative agendas. Organizations supporting local governments such as regional planning organizations like the [Mid-America Regional Council](#), state municipal leagues, the [National League of Cities](#) and the [International City/County Management Association](#) are involved in similar activities. Climate change must take high priority. The world is failing to prevent a climate calamity. On November 5<sup>th</sup> 2019, 11,000+ scientists worldwide issued a dire climate emergency warning as published in the [American Institute of Biological Sciences Journal](#). It is abundantly clear that reducing CO<sub>2</sub> emissions alone will fail to stem global warming caused climate disasters from worsening. Atmospheric CO<sub>2</sub> levels must be also be mitigated and local governments across the world must take the leadership to achieve it.

CarbonCure, is one such well-funded 'shovel ready' transformational green technology example. Based on data obtained from CarbonCure regarding the amounts of CO<sub>2</sub> that its concrete technology permanently sequesters, a city development project containing 30,000 cubic yards of concrete would permanently sequester 375 cubic yards of CO<sub>2</sub> by converting it into CaCO<sub>3</sub> (aka Limestone). If this amount were represented as an equilateral 6' at its base rectangular limestone column, assuming 10' per story it would be the height equivalent of a 28 floor building.



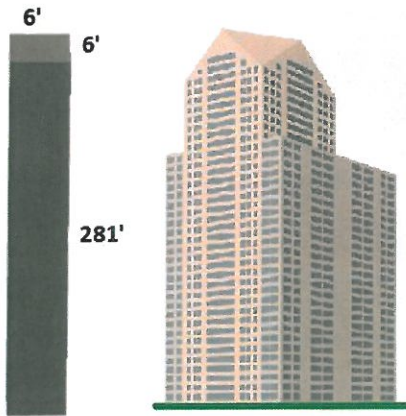


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**There is no escaping responsibility. The primary purpose of local government is to provide for the health, safety and public welfare of its residents.** Local government must do more in the U.S. and worldwide. Their citizens should demand that government leaders make data driven informed decisions to mitigate atmospheric CO2 concentrations and take specific legislative action now. Analysis paralysis must be quickly cured. Kicking the can down the road by deferring action awaiting further local greenhouse gas studies is unacceptable. The world is awash in credible supporting data and information accessible to all. The world is rapidly headed for a three alarm fire. There is no time to wait for yet another local study before dispatching the fire brigade. Well-funded proven transformational green technologies are available to fight the fire though they are not

nearly as geographically wide spread as necessary.

What follows is what more local governments must do with emphasis on, but by no means exclusive to the bistate greater Kansas City Region. What these transformative green technologies are, why they matter, what local governments can do now to incentivize them to become more available for use and the moral case for action is presented in greater detail on this [learn more site](#). Please make it clear to your local governments that you expect them to take the leadership responsibilities of their own past actions and understand and act on the seminal reason for their existence—to provide for your health, safety and welfare and that of generations to come. Quit waiting for national governments to save the civilizations that local governments created and act now.

Oh! And [Greta](#), if you're listening. Please help spread the message.

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## Abstract

Proposed 2020 legislative priorities for the City of Mission, KS at the City, State and Federal levels follow. Data and information critical to understanding the rationale and purpose of proposed legislation is presented first.

## Data Driven Supporting Information

1. KC Regional Greenhouse Gas Emissions Analysis: [Link](#)
2. GHG Data Summary by County: [Link](#)
3. KC Regional hazardous air emissions summary: [Link](#)
4. Kansas and Missouri Statewide hazardous air emissions: [Link](#)
5. Related regional resource information: [Link](#)
6. What these transformative green technologies are, why they matter and the moral case for action: [Link](#).

## Key Rationale Summary Points

1. Using a well-worn Cliché, State and Local Government concrete use is the hidden 'Elephant in the Room' for CO2 emissions. CO2 emissions for cement and concrete production are masked in the numbers either reported or calculated under the industrial classification of energy production, or not counted at all. Mission's 2008 GHG (greenhouse gas) study is such an example. An updated study using the same methodology would continue to do the same. See referencing footnote 1 below.
2. As important as limiting GHG emissions is for environmental sustainability purposes; the City's core mandate to protect the health, safety and general welfare of its residents is over focused on GHG emission reduction goals. Equally if not more immediately impactful hazardous air emissions affecting air quality deserve greater balance in the policy decision making process regarding the City's legislative agendas and actions for all levels of government.
3. The atmospheric air quality that Mission residents breathe and the GHG concentrations it contains is far more heavily influenced by regional GHG and hazardous air emissions than Mission centric emissions.
4. The two transformational green technologies concerned with the proposed legislative agenda items are ideal for positively addressing both CO2 and hazardous air emissions.

## Footnotes:

- i. The [ICLEI's CACP software](#) was used in preparing the [SC's 2008 GHG study](#). The most current software version (including user guides and Excel calculation workbooks) of the Clean Air and Climate Protection (CACP) GHG are available from this link: [emissions calculation software toolkit](#). There is no distinct category for concrete use for the community and government sectors.

## Proposed City of Mission Specific Legislative Action

Consistent with the City of Mission's previously adopted sustainability goals and core duty to provide for the health, safety and general welfare of its citizens; by ordinance or Council resolution require use of CO2 mineralized concrete and photocatalytic concrete technology patterned after the City of Honolulu Hawaii's [Resolution 18-283](#) for City capital improvement construction projects, infrastructure projects and private development projects as the technology may become available for use unless it would:

- a. Cost more than the use of Portland cement based concrete; or
- b. Significantly delay the completion of construction or;
- c. Increase the cost of projects previously approved by the City prior to the date of enactment.

Provided however, upon approval by the City Council, the City may require its use as the technology becomes reasonably available for City initiated and City owned capital improvement and infrastructure projects such as but not limited to construction of public buildings, sidewalks, public streets, storm drainage and improvements thereto upon determination that the cost is warranted in the best interest of the City's public health and general welfare.

By Council resolution, direct the Mayor and City staff to make a good faith effort to contact the executive offices of CarbonCure and Italcementi informing them of the City's actions and undertaking such actions as deemed appropriate to invite and attract these companies to locate their business offices in the City of Mission, Kansas.

In part this is also an economic development issue to assist in bringing CarbonCure and Italcementi's administrative office locations to Mission at the geographic center of the Kansas-Missouri bistate region. Regarding this at the Planning Commission meeting on 10/28/19 I asked Mr. Tom Valenti the following questions concerning the Gateway project:

*There are approximately 30,000 cubic yards of concrete used for this project. Using an emission factor of .0125 per cubic yard, the CarbonCure carbon mineralization process I have mentioned before would permanently sequester 375 cubic yards of CO2 if available for use in our geographic area. Assuming my calculations are correct, this amount would cover the same area as a 281' high X 6' wide on all 4 sides rectangular column. As you know from my LinkedIn postings I've proposed that the City and other local governments take legislative action to attract this company and Italcementi another transformational green technology company to the KC area and Mission by:*

- 1. Including certain language in the City's 2020 legislative priorities list for State and Federal legislation, and*
- 2. Reaching out to these companies for the purpose of attracting their technologies to the KC area for use in capital improvements and development purposes, and*
- 3. Reaching out to these companies for the purpose of locating administrative offices in the City.*

*My questions regarding this to you are:*

- a. If the City took such actions to reach out to these companies, would it be helpful in assisting you to reference the City's actions if you were to contact them for purposes of attracting them as potential tenants?*
- b. Would you use such technologies for the Gateway project if they were available in our area and if they did not either increase the project cost or cause any construction delays and if testing demonstrated that their use meets or exceeds the required concrete compressive strength engineering design requirements for the Gateway project?*

Mr. Valenti's responses were in the affirmative for each of the above questions. I would expect that it is in the City's best sustainability and business friendly economic development interests to assist in any such efforts.

### **Proposed Kansas State Legislation**

By Council Resolution or motion:

Consistent with the City of Mission's previously adopted sustainability goals and core duty to provide for the health, safety and general welfare of its citizens; adopt as part of the City's annual Kansas State legislative priorities agenda support for legislation requiring the use of CO2 mineralized concrete (such as CarbonCure's technology) and photocatalytic concrete technologies (such as Italcementi's technology) for construction of Kansas State capital improvements and infrastructure projects patterned after the language as contained in Section 2 of the State of Hawaii's H.B. 1282.

### **Proposed Federal Legislation**

The City should propose that our Congressional US representative and U.S. Senators either introduce or support Federal legislation in support of these transformational green technologies patterned after the State of Hawaii's H.B. 1282.