

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, DECEMBER 12, 2018

6:30 P.M.

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. Tobacco 21 Ordinance - Laura Smith ([page 5](#))

Councilmembers Davis and Thomas have requested that discussion of a Tobacco 21 Ordinance for the City of Mission be placed on the December Finance & Administration Committee meeting agenda. The ordinance would raise the legal age for buying tobacco products from 18 to 21, essentially prohibiting retail businesses from selling tobacco related products to those under the age of 21. Possession and consumption by persons between the ages of 18 and 21 would remain legal.

ACTION ITEMS

2. Non-Discrimination Ordinance - Laura Smith ([page 75](#))

Following discussion at the October 3 and November 14 Committee meetings, Council directed staff to move forward to draft a Non-Discrimination Ordinance as an action item in December. The intent of the ordinance would be to provide uniform legal protection within the City of Mission prohibiting discrimination in employment, housing and public accommodations on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or military status. In addition, the ordinance would provide for and outline a complaint and enforcement process. A draft of the proposed ordinance, with modifications since the November 14 meeting redlined, has been included for review and consideration.

3. Resolution to Call Public Hearing on Establishing CID, Roeland Court Townhomes - Laura Smith ([page 86](#))

On August 21-22, 2017, a subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA) occurred. Since that occurrence, City staff have been working with the residents, consultants and engineers to address the situation. The City and the RCHA have acknowledged that there would likely continue to be fundamental differences in the findings regarding the cause(s) of the subsidence and decided that exploring a cooperative

solution was desirable. Staff, the RCHA and GBA worked to develop a solution that would create a Community Improvement District (CID). A CID would allow a special assessment component to be activated to allow property owners a longer period of time over which to repay repair costs. The RCHA has submitted a valid petition for consideration by the City Council. The next step in the process is for the Council to consider a Resolution officially calling a public hearing on the CID petition. If approved the public hearing would be set for January 16, 2019 at 7:00 p.m.

4. KERIT Renewal - Brian Scott ([page 122](#))

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 2019 premium for workers compensation coverage has been estimated at \$92,339 an increase of 3% over 2018 estimated. Funds in the amount of \$106,000 were included in the 2019 approved budget.

5. Personnel Policy & Guidelines Update - Laura Smith ([page 124](#))

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. This item details and outlines the proposed changes to become effective January 1, 2019.

6. Property / Casualty / General Liability Renewals - Brian Scott ([page 195](#))

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, 2019 through December 31, 2019 at an estimated, total annual premium not to exceed \$119,868. Staff is also recommending that cyber-liability insurance be obtained from Axis Insurance Company for \$3,238.

7. 2019 IT Support Services Contract - Brian Scott ([page 199](#))

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 2019 at a cost of \$54,738, a 3% increase over 2018.

8. Alcohol Tax Fund Recommendations - Brian Scott ([page 203](#))

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. State statutes further provide that a

third of what is 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 of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers.” (KSA 79-41a04 1997). The Alcohol Tax funds allocated to the City of Mission are estimated to be \$234,000 for 2019. A third of these funds - \$78,000 - will be proportioned to the City’s Special Alcohol Tax Fund. 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 \$40,000 of the City’s Special Alcohol Tax Fund be placed with the DAC to support the programs detailed in the attached report report.

9. Contracts for Animal Control Services - Laura Smith ([page 247](#))

In May 1983, the cities of Fairway, Mission, Mission Woods, Roeland Park, Westwood, and Westwood Hills entered into an agreement to create the Northeast Animal Control Commission (NEACC). In recent years, NEACC members have engaged in ongoing conversations regarding the quality and level of services received compared to costs. Various members have expressed a desire to leave the Commission and/or explore alternative service delivery methods. After careful evaluation, Mission believed our residents would be better served if animal control services were provided in-house through Community Service Officers (CSOs). Recognizing that Mission’s exit from NEACC would have a significant financial impact for the other NEACC cities, the City committed to offering animal control services to other current NEACC members on a contractual basis. Contract documents were developed and reviewed by all current NEACC member cities, and the respective Governing Bodies of Roeland Park, Fairway, Westwood, and Mission Woods have all approved contracts to become effective January 1, 2019. These contracts are now ready for review and approval by Mission’s City Council. Staff will be seeking authority to execute the contract documents as presented.

10. 2018 Budget Amendments - Laura Smith ([page 287](#))

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 2018 Budget needs to be amended to cover additional expenditures in the Mission Convention and Visitors Bureau (MCVB) Fund. The Council will hold a public hearing on the amendment at the December 19 City Council meeting.

11. 2019 Budget Ordinance - Laura Smith ([page 290](#))

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2019 Budget by ordinance. There are no changes proposed to the budget adopted by the City Council in August.

12. Ordinance Directing City Administrator to Spend According to Budget - Laura Smith
([page 292](#))

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2019 adopted budget.

13. CMB License Renewals - Martha Sumrall ([page 294](#))

Businesses with Cereal Malt Beverage (CMB) licenses must be renewed annually and require approval by the City Council. Five businesses have applied to renew their CMB licenses for the period January 1, 2019 through December 31, 2019.

DISCUSSION ITEMS

14. 2019 Legislative Priorities - Laura Smith ([page 295](#))

Staff will solicit input from the Council regarding specific issues or items they would like to see incorporated into the 2019 Legislative Program that will be presented in January.

OTHER

15. Department Updates - Laura Smith

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