

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, DECEMBER 13, 2017

6:30 P.M.

Mission City Hall, 6090 Woodson

PUBLIC HEARINGS / PUBLIC COMMENTS

1. Public Hearing on 2017 Budget Amendment

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. Details regarding this 2017 Budget Amendment are covered under Item 10 on this agenda.

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

2. 2018 Pre-Audit Presentation - Brian Scott ([page 5](#))

The City recently engaged a new auditing firm, Berberich, Trahan & Company (BT&Co) to conduct the audit for the fiscal year ending December 31, 2017. This presents an opportunity to change some of our practices, including enhancing the auditor's communications with the governing body itself. The auditor will meet with the Finance and Administration Committee to discuss the upcoming audit, in particular the audit process, including sampling of transactions, review of policies and procedures, and examination of financial statements.

ACTION ITEMS

3. 2018 Human Service Fund Recommendations - Brian Scott ([page 7](#))

The Human Service Fund, which is coordinated by United Community Services of Johnson County (UCS), awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs for Johnson County residents living with income at or near the federal poverty level. Johnson County communities are asked each year to make a contribution to the Human Service Fund. The City of Mission has budgeted a contribution of \$7,600 for fiscal year 2018. The Council will be asked to consider this request and authorize the contribution. A representative from UCS will be present to answer any questions.

4. 2018 Alcohol Tax Funds Recommendation - Brian Scott ([page 19](#))

The City receives a portion of taxes that are collected on the sale of alcoholic drinks sold within the city limits. One third of these taxes is deposited in the City's Special Alcohol Tax Fund for the purpose of funding programs that prevent or address alcohol and drug abuse. This item recommends that the funds designated for this purpose in the City's 2018 Budget (\$30,000) be allocated to programs identified by the Drug and Alcoholism Council of Johnson County through their annual grant selection process. A representative from UCS will be present to answer any questions.

5. 2018 Property / Casualty / General Liability Renewals - Brian Scott ([page 36](#))

The City maintains property, casualty and general liability insurance, which renews on an annual basis. This item is consideration of coverage and premiums for these lines of insurance with OneBeacon for 2018 for an estimated annual premium of \$128,329. Funding in the amount of \$144,000 is included in the adopted 2018 budget.

6. 2018 KERIT Workers Compensation Renewal - Brian Scott ([page 62](#))

The Kansas Eastern Regional Insurance Trust (KERIT) provides workers compensation coverage for eighteen participating cities and counties in eastern and central Kansas. The City has been a member of KERIT since 2009. This item recommends renewal of workers compensation coverage for the City of Mission in 2018 at an estimated annual premium amount of \$89,803. Workers compensation premiums for 2018 were budgeted in the amount of \$98,650.

7. Personnel Policy & Guidelines Update - Brian Scott ([page 64](#))

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, 2018.

8. 2018 IT Support Services Contract - Brian Scott ([page 133](#))

The City contracts with the Johnson County Department of Technology and Innovation for support and maintenance of the City's network, including routine help desk support. This agenda item renews the annual agreement for an amount of \$52,907, and provides for a comprehensive hardware and software inventory and bi-annual on site audit of all desktop computers for an additional \$6,467, for a total amount not to exceed \$59,374. Funds in the amount of \$100,000 are included in the 2018 adopted budget for IT services.

9. Ordinance Establishing an Equipment Reserve and Replacement Fund - Brian Scott [\(page 139\)](#)

This ordinance formally establishes an Equipment Reserve and Replacement Fund for the 2017 budget year as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. Utilizing a reserve fund as a financing mechanism will allow the City to more systematically plan for the replacement of vehicles and equipment and minimize costs associated with financing through lease-purchase arrangements.

10. 2017 Budget Amendments - Brian Scott [\(page 146\)](#)

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. Amendments include the establishment of an Equipment Reserve and Replacement Fund, increase in expenditure authority for the Capital Improvement Fund to reflect the Foxridge project, and an increase in expenditure authority for the Mission Crossing TIF/CID Fund to reflect a full year of property tax increment realized on the now completed development.

11. 2018 Budget Ordinance - Laura Smith [\(page 151\)](#)

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2018 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 [\(page 231\)](#)

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2018 adopted budget.

13. CMB License Renewals - Martha Sumrall [\(page 233\)](#)

Businesses with Cereal Malt Beverage (CMB) licenses must be renewed annually by the City Council. Five businesses have applied to renew their CMB licenses for the period January 1, 2018 through December 31, 2018.

14. Massage Establishment Licenses - Martha Sumrall [\(page 234\)](#)

Initial applications for Massage Establishments must come before Council for approval. Marchelon Professional Massage Therapy has applied for a massage establishment license for 4811 Lamar. The owner, Marleka Morris-Hamilton has also applied for a massage therapist license which may be approved administratively. She will be the only therapist at this location. Approval of licenses would be contingent upon Chief Hadley's final review of the applicant's background check.

DISCUSSION ITEMS

15. Police Department Over-hiring Policy - Laura Smith and Ben Hadley ([no attachments](#))

The City Administrator and Chief of Police will discuss the Department's hiring process, current staffing levels, and ideas on how to minimize issues of understaffing in the future.

OTHER

16. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ron Appletoft, Vice-Chairperson
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