

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

February 6, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, February 6, 2019 at 7:20 p.m. The following committee members were present: Pat Quinn, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Absent: Hillary Thomas. Mayor Appletoft was also present. Councilmember Schlossmacher called the meeting to order at 7:20 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, and Assistant to the City Administrator Emily Randel.

Approval of the January 9, 2019 Finance & Administration Committee Minutes

The January 9, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were approved.

Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID)

Ms. Smith reported this item was returned to committee at the January 16th City Council meeting. Based on information from the Roeland Court Homes Association, a change in the maximum annual assessment anticipated in the CID has been reviewed and considered, and a new CID Petition will be submitted early next week. Because of this, no further action is necessary on this proposed ordinance. Council will need to consider a new resolution to call a public hearing on the revised/updated CID Petition.

This items was informational only and no action was taken.

Resolution to Call Public Hearing on Establishing CID, Roeland Court Townhomes (Revised Petition)

Ms. Smith provided the committee with a copy of a proposed resolution to call a public hearing on the revised/updated CID Petition for the Roeland Court Townhomes. She stated the homes association wanted to explore additional repairs and parking lot improvements that were outside the scope of the current project. Revised cost estimates were prepared, and the result was an increase in the annual maximum assessment called for in the original CID Petition. Property owners at Roeland Court Townhomes have reviewed the updated figures and those supporting the increase meet the 55% of assessed valuation threshold to submit a revised petition. Thirteen of the property owners on the original petition support the increase from \$781 to \$911 per year (this represents 66% of the assessed valuation). Because a new CID Petition is being submitted, Council must begin this process again by adopting a resolution calling a public hearing at the March City Council Meeting. Since the actual petition has not yet been received

by the City, Ms. Smith asked that this item be placed under “New Business” on the February 20th City Council Meeting. She stated that the proposed resolution will include the date the petition was filed, the estimated cost of the project (\$5,255,737) and the CID portion (\$400,809), an updated not to exceed amount per lot (\$20,040), and an updated “Attachment C” which details the project costs.

Councilmember Flora asked if the City’s costs will remain the same and Ms. Smith stated they will. She did note that those signing the petition do have the opportunity to withdraw their names prior to Council consideration, but this increase in the CID is at the property owner’s request and she does not feel this will be an issue. By extending the project, it will now include full depth reconstruction of the parking area all the way across the back of the property. She noted that some of the property owners on the west side of Roeland Court Townhomes had previously supported the CID, but were not getting a benefit from it and now they will.

Ms. Smith recommended the proposed resolution to call a public hearing on the establishment of a CID, Roeland Court Townhomes based on the revised CID petition be considered under “New Business” on the City Council Agenda. All on the committee agreed.

**Update to Emergency Management Ordinance and Plan, and Resolution Designating
Emergency Management - Homeland Security Director**

Capt. Madden stated updates were made to the City’s Emergency Operations Plan to more accurately reflect the current organizational structure and job classification titles, and to reflect Mission’s partnership with Johnson County Emergency Management. Additionally, the ordinance regarding the plan was reviewed and required minor changes to comply with State law regarding weapons. He stated in reviewing the plan it was important to consider what is practical for an agency of our size, and what information is actually needed (removing duties we do not control or are not imperative to us).

The committee discussed primary and secondary responsibility, the removal of language regarding the use of “hard copies” of various information and what would happen if there is a power outage, generator capabilities, and “Violation and Penalties” included in the ordinance and who these are directed towards. Capt. Madden stated that some of the manuals previously listed in the plan no longer exist and the floodplain maps were removed from the plan. Of the information listed in the plan, we do have hard copies of all which are kept in two totes with other supplies and reference materials for quick access. It was also noted that Laura McConwell is listed as Mayor in the redlined copy of Ordinance No. 1108 as she would have signed this at the time it was approved. The redlined copy was provided only to show the proposed changes. Ms. Smith and Capt. Madden discussed the section regarding penalties and stated this is geared towards members of the public who do not follow orders during an emergency situation.

Councilmember Davis recommended that the ordinance amending Ordinance 1108, Chapter 250 of the Mission's Code relating to the Local Emergency Operations Plan, approval of updates to the Emergency Operations Plan, and a resolution designating the City of Mission's Emergency Management - Homeland Security Director be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Ms. Smith commended Capt. Madden for his work to update the plan. Councilmember Flora asked if there is additional training needed for Capt. Madden as Mission's Emergency Management - Homeland Security Director as Council wants to provide the support needed. Ms. Smith reminded all that the Emergency Operations Plan is for higher level emergencies, and needed to recover state and/or federal funding in these situations. There are other situations that we deal with that don't trigger this plan. She stated that at the Council meeting Council will vote to pass an ordinance amending Chapter 250, adopt the updated plan, and approve a resolution designating Capt. Madden as the Emergency Management - Homeland Security Director.

Purchase of New Police Car

Chief Hadley commended Capt. Madden for his work on updating the Emergency Operations Plan.

Chief Hadley reported in January, one of the Department's Ford Explorers was involved in a vehicle accident. This was a vehicle used by the investigations division and was scheduled for replacement in 2019. He stated insurance required the car to be towed to a salvage yard and they were unable to access the car to see what equipment still works until last night. The car is a total loss and staff has worked with Bob Allen Ford, through the MARC cooperative purchasing bid, for a 2019 Ford Explorer in a total amount of \$42,917.56. He stated that they will be working with their vendor on equipment replacement that is estimated to be an additional \$3,000, bringing the total amount requested for this vehicle replacement to \$45,917 before insurance reimbursement.

Councilmember Kring asked if the equipment is also covered under insurance and Ms. Smith stated that it is. There could also be an insurance payout on the equipment, but we do not yet know how much. Councilmember Quinn asked the age of the damaged vehicle (2011) and Councilmember Schlossmacher asked if anyone was injured in the accident. They were not.

Councilmember Quinn recommended that the purchase of a 2019 Ford Explorer Limited All Wheel Drive, including replacement of emergency equipment at a cost not to exceed \$45,917 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Resolution Designating Surplus Property

Ms. Smith stated we are required to declare as surplus equipment we intend to dispose of or sell. Items included under this resolution include Public Works vehicles and equipment scheduled for replacement in 2019, but we will continue to use some of these items until new equipment is in place, the Police Department Ford Explorer that was recently involved in an accident, the phone system and surveillance camera system that were recently replaced (nominal value), and some of the damaged chairs from City Hall's lobby. She also noted that we will update Council Policy 111 which states we will run a one-week classified ad announcing the sale of property as this is no longer our practice.

Councilmember Davis recommended that approval of the resolution providing for the sale/disposal of surplus equipment from various departments be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Request for Additional Funding - Mental Health Co-responder Program

Chief Hadley stated the mental health co-responder provides intervention for residents experiencing a mental health and/or substance abuse crisis. In 2017, Mission was one of seven cities to begin this joint program. The cities of Leawood and Prairie Village now have their own mental health co-responder and the remaining cities that originally partnered with them (Fairway, Merriam, Mission, Roeland Park and Westwood) will now have their own shared co-responder. He stated they had been working with Shawnee Mission Medical Center to secure a grant to fund this program, but this was not approved. The City's 2019 budget includes \$15,000 from the Special Alcohol Fund to cover our expenses for this program, but with the recent decision by Shawnee Mission Medical Center, we will need an additional \$12,500 to cover the program in 2019. With only five cities in the program, we anticipated getting better service.

The committee stated this is a great program that is important to our community. Councilmember Flora asked if Prairie Village and Leawood received a grant for their program, and Chief Hadley stated they did not. Councilmember Davis recommended changing "Shawnee Mission Medical Center" to "AdventHealth" as they recently made this change to their organization.

Councilmember Davis recommended that approval of an additional \$12,500 to fund the mental health co-responder program, bringing Mission's total 2019 contribution to \$27,500 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Other - Department Updates

Councilmember Flora announced that Councilmember Rothrock was recently selected to serve on the Shawnee Mission School District's 30-person steering committee for strategic planning. She was congratulated by all.

Councilmember Davis stated he will be serving as a panelist for the Kansas Health Institute on Tobacco 21 initiatives.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:55 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk