

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, FEBRUARY 7, 2018

7:30 P.M.

(or immediately following 6:30 p.m. Community Development Committee)

Mission City Hall, 6090 Woodson

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Surplus Property Resolution - Brian Scott ([page 3](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. Items include a 2017 Ford Explorer Police Interceptor recently involved in a rear-end collision, a 2005 Crafcro crack seal machine, a 2005 H&H gooseneck trailer, and pool lounge chairs. There are also several computer items that will be disposed of through a contractor that the City utilizes for safe disposal of technology related items.

2. Magazine / Holiday Adoption Program Coordination - Laura Smith ([page 9](#))

Since 2010, the City has grown and developed two special programs/projects. the *Mission Magazine*, and the Holiday Adoption program. Suzie Gibbs was instrumental in the formation of both, and during her tenure as a City Councilmember, assumed the primary responsibility for their management, coordination, and promotion. Mayor Appletoft has asked Suzie to consider continuing to serve in a similar capacity to ensure the City is able to maintain the consistency and continuity for these important programs. Staff will review the programs, and the job description/expectations at the Committee meeting.

3. Replacement of Police Vehicle - Ben Hadley ([page 13](#))

On January 7th, 2018 the Police Department's Unit #67 was involved in a motor vehicle collision. A claim has been submitted to the City's insurance carrier, OneBeacon, and the

vehicle was declared a total loss. Staff anticipates most of the vehicle's equipment can be reused, but total costs will not be known until the equipment is installed and tested in the replacement vehicle. The majority of the expenses will be covered by insurance proceeds, with any remaining balances funded through the Equipment Reserve and Replacement Fund.

DISCUSSION ITEMS

4. Appointment of City Treasurer - Laura Smith **(no attachments)**

As a second class City, Mission is required by state statute to appoint a City Treasurer. As a result of the retirement of Don Chamblin at the end of 2017, a new Treasurer will need to be appointed. This is a mayoral appointment which is confirmed by the City Council. Mayor Appletoft plans to recommend the appointment of Accounting Manager Debbie Long to the position of City Treasurer. Staff will review the duties and responsibilities of the City Treasurer at the Committee meeting.

OTHER

5. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Vacant, Vice-Chairperson
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