

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

February 7, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, February 7 2018 at 8:55 p.m. The following committee members were present: Pat Quinn, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Debbie Kring, Ken Davis and Sollie Flora. Councilmember Schlossmacher called the meeting to order at 8:55 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Assistant City Administrator Brian Scott, Public Works Director John Belger, Chief Ben Hadley, and Public Information Officer Emily Randel.

Surplus Property Resolution

Mr. Scott reported that the City declares surplus property several times a year and a resolution is required. Item included for surplus are a Ford Explorer Police vehicle that was recently involved in a collision, crack seal machine, trailer, and pool lounge chairs among other items. There was no discussion on this item.

Councilmember Quinn recommended that the resolution declaring surplus property for sale or disposal be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Magazine / Holiday Adoption Program Coordination

Ms. Smith stated that Mission has several programs that distinguish our community from others in the metro. These include the *Mission Magazine* and the Holiday Adoption Program. Suzie Gibbs has been instrumental in the formation of both of these programs during her tenure as City Councilmember, and assumed the primary responsibility for their management, coordination, and promotion. Mayor Appletoft has asked Ms Gibbs to consider continuing to serve in a similar capacity to ensure the City is able to maintain consistency and continuity for these programs. She would also be expected to help prepare for the transition of these responsibilities to another individual in future years, and to document policies and procedures. A job description has been prepared and the recommended salary would be \$250 per month. This would be a contract position. There are currently carry-over funds from the MCVB to fund this position.

Councilmember Davis requested information on who this position would report to. Ms. Smith stated that she would report to the Mayor, but also noted that as City Administrator she attends all the committee meetings for both the Magazine Committee and the Holiday Adoption Program Committee. She also manages their budgets.

Councilmember Flora stated that she wants to see these programs thrive and suggested that the documentation of policies and transition plans be specifically included in the job description. Ms. Smith stated that she is drafting a contract document that could be the best place to include those items. The job description was developed to telegraph to others what would be involved in this position.

Councilmember Davis stated that he recommends this position report to the City Administrator rather than the Mayor. Councilmember Inman questioned whether the long-term plan is to transition these program into the Parks & Recreation Department. Ms. Smith stated that is not the plan, and discussed the time involved for both programs and the community outreach involved. She stated that in the future, there could be two people handling these programs and that the person working with the magazine could report to the City Administrator, and the person working with the Holiday Adoption Program could report to the Mayor (all funds for that program are donated). The committee also discussed future costs associated with these programs if two people are hired in the future. Ms. Smith provided information on the funds available for this position and the transient guest tax which has covered the full cost of the magazine in recent years.

Ms. Smith provided information on the roles of both committees and stated that the Magazine Committee is a liaison between the city and the stories (people being interviewed, interviewers, photographers). Mr. Davis requested information on the role of the Public Information Officer. Ms. Randel stated that she contributes to the newsletter, but does not approve content.

Ms. Smith also provided historical information on the City Newsletter, the establishment of the Mission Magazine, and several unique requirements of the magazine (advertising only by Mission business or those that serve Mission, i.e. Shawnee Mission Medical Center, stories only about Mission residents or businesses). The magazine promotes the character and charm of Mission.

Councilmember Thomas requested information on final approval of the magazine content. Ms. Smith stated that the committee picks stories and prepares questions for the interview. Metromedia drafts the articles, allows the person interviewed to review their story and comment, and the magazine is then finalized by Ms. Gibbs and the Metromedia writers and editors.

Councilmember Rothrock recommended that approval of a contract with Suzie Gibbs to manage, document, and prepare to transition the coordination of the *Mission Magazine* and Holiday Adoption Programs be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Replacement of Police Vehicle

Chief Hadley reported that in January, a Police vehicle was involved in a collision. A claim has been submitted to the City's insurance carrier and the vehicle was declared a total loss. The

insurance company has declared the value of the vehicle to be \$28,803 (less \$1,000 for deductible). The cost of the replacement vehicle (through MARC's cooperative purchasing program) is \$31,471, leaving the City with a balance of \$3,668.

Chief Hadley also provided information on the equipment that was in the vehicle, and what they believe still works and what will need to be replaced. The cost to replace all equipment in the vehicle would be \$14,308, but the Chief stated that some equipment from the old vehicle will be able to be reused. Once a final determination is made on what equipment can be salvaged and reused, staff will coordinate with the insurance company regarding that portion of the claim.

Councilmember Davis recommended that approval of the purchase of a 2018 Ford Utility Police Interceptor AWD for patrol, including replacement of emergency equipment at a cost not to exceed \$56,279 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Appointment of City Treasurer

Ms. Smith stated that Don Chamblin retired as Mission City Treasurer in December after 25 years of service. The City is required by state statute to appoint a Treasurer and this person can be a staff person. She provided information on the duties of the Treasurer, noting that much has changed since Mr. Chamblin was first appointed. Mayor Appletoft will appoint Debbie Long, our Accounting Manager, as City Treasurer. This will be in addition to her current position and duties, and will not have a separate salary. Ms. Smith stated that staff will also be working to "clean-up" our ordinances to reflect the current duties of the treasurer. This will be an appointment by the Mayor with City Council approval at the February 21, 2018 Council Meeting. Councilmember Flora asked if Ms. Long serving as Treasurer will cause any conflict with the audit. Ms. Smith stated that the Treasurer is not involved in the audit and they have looked at this to ensure it is not an issue. Ms. Smith stated that we will also be moving to have the Treasurer's signature removed from checks, and that it is acceptable to have the Mayor and Finance Director sign all accounts payable checks.

This item was informational only and no action was taken.

Other - Department Updates

Ms. Smith reminded all that we will have a Council Retreat on February 10, 2018 at WaterOne headquarters from 9:00 a.m. to 2:00 p.m. The second session of the retreat was scheduled for February 27, but this date no longer works for everyone. She handed out a calendar and asked for availability for future dates. Councilmembers Schlossmacher and Flora both stated that they prefer weekends due to their work schedules. Following discussion by the committee, it was determined that March 24 may be the best date for the second session of the retreat. Ms. Smith will confirm that this will work with the facilitator and notify Council.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:30 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk