

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

March 1, 2017

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, March 1, 2017 at 7:20 p.m. The following committee members were present: Pat Quinn, Tom Geraghty, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, and Suzie Gibb. Absent: Ron Appletoft. Councilmember Schlossmacher called the meeting to order at 7:20 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Assistant City Administrator Brian Scott, Chief Ben Hadley, Public Works Director John Belger, Parks & Recreation Director Christy Humerickhouse, Public Information Officer Emily Randel, and City Planner Danielle Sitzman.

Predevelopment Agreement with EPC Real Estate

Ms. Smith stated that this proposed predevelopment agreement is similar to the one recently approved with DIAL Real Estate, and that these agreements are typically used when the City anticipates the developer requesting incentives for their project. EPC Real Estate is proposing to build a 180-unit multi-family/mixed use project near Johnson Drive and Lamar. Discussion continued on the proposed site, which is next to the Salvation Army Store.

Steve Coons, EPC Real Estate discussed the benefits of their proposed location and stated that it works well for their project whether they develop all the way to Lamar or not.

Councilmember Quinn recommended that the Predevelopment Agreement with EPC Real Estate for consideration of a multi-family mixed use development on 2.7 acres at 6201 Johnson Drive be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Resolution Providing Notice of a Public Hearing on the Establishment of a Redevelopment (TIF) District within the City of Mission

Ms. Smith stated that this proposed resolution will set the date and time for the public hearing on the establishment of a redevelopment district associated with the EPC Real Estate project. The public hearing will be held at the April 19, 2017 City Council Meeting at 7:00 p.m. She noted that the map included in the resolution indicates that the proposed district is larger than their development site, but this does not mean that others in the area will automatically receive incentives. This larger district provides flexibility for the future.

Discussion by the committee continued on the adjoining properties and what effect this proposed project may have on them. The committee also discussed the Rock Creek TIF District that includes multiple project plan areas.

Councilmember Gibbs recommended that the resolution providing notice of a public hearing concerning the establishment of a Redevelopment District (TIF District) within the City of Mission be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Contract Award for Compensation and Classification Study

Ms. Smith stated that the City has not completed a compensation and classification study since 2003/2004. An RFP was issued which generated six proposals; three were interviewed by the selection committee (Ron Appletoft, Laura Smith, Martha Sumrall, John Belger, Christy Humerickhouse, Ben Hadley and Tari Ross). Based on the interviews, the selection committee rankings and reference checks, the recommendation is to hire the Austin-Peters Group. Ms. Smith discussed the project timeline and the interaction the selected firm will have with employees.

Discussion by the committee continued on how often a classification and compensation study should be conducted (5-7 years), whether the firms interviewed and selected were local (2 of 3 were and Austin-Peters Group is located in Kansas City), and whether the study will look not only at the positions that we have, but also provide recommendations on positions needed. Mr. Scott stated that they will look only at our current positions. Councilmember Inman asked if salary surveys conducted by other entities are used. Ms. Smith stated that the City compares positions with the MARC salary schedule on an annual basis. In the past, salary ranges were adjusted by CPI then benchmarked. Several years ago this was changed as CPI was not the right driver. She stated that we are also experiencing compression issues in some positions. Ms. Smith stated that no salaries would be reduced due to the study and that the Austin-Peters Group will provide recommendations and an implementation plan (possibly implementing recommendations over several years). We anticipate having the results of the study in June so it will be considered as part of the budget discussions.

Councilmember Gibbs recommended that the contract with The Austin-Peters group to conduct a comprehensive classification and compensation study for the City of Mission in an amount not to exceed \$22,950 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Resolution Designating Surplus Property

Mr. Scott reported on several items that will be declared surplus, including a front-loader from Public Works that has been replaced and two golf carts that are not longer used. He stated that if golf carts are needed for a specific event in the future, the City will either rent them or ask to borrow one from Shawnee Mission North High School. Councilmember Quinn asked where the funds received from disposition of these items are used. Mr. Scott stated that they are recorded under the sale of fixed assets in the General Fund. Most items are auctioned through Purple Wave. Mr. Belger stated that we use Purple Wave under a Kansas contract so there is no

commission charged to the City and we often times get more than anticipated in the sale of items. Councilmember Schlossmacher asked how the police vehicles are being sold. Mr. Scott stated that some equipment was left on the old vehicles and we will be selling these on our own. A bid package has been prepared, providing a good opportunity for smaller communities to bid on these cars. If we receive bids that are too low, we have the ability to refuse the bids and place the cars on Purple Wave. The bid package has been shared through several list serves, etc.

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.

Street Solicitation Application - Rotary Greater Kansas City Days

There was no discussion on this item.

Councilmember Quinn recommended that the street solicitation application for Shawnee Mission Rotary Greater Kansas City Days to be held on April 10, 2017 at various intersections in Mission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Resolution Designating City Sponsored Festival Events

Ms. Sumrall reported that the City has designated by ordinance a large area of downtown as our city-sponsored festival event area that is exempt from the prohibition on the consumption of alcohol. Annually, a resolution is passed designating the specific city-sponsored festival events for the year. There was no discussion on this item.

Councilmember Kring recommended that the resolution designating the 2017 City Sponsored Festival events be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Update on Youth Commission Members

Ms. Randel provided an update on adding youth members to both the Parks & Recreation Commission and the Sustainability Commission. Staff is recommending adding up to two youth members from area schools, providing the students with valuable professional experience and encouraging intergenerational collaboration and increased diversity on these commissions. A draft application was included in the packet and if Council is comfortable with the recommendation and application, ordinances will be drafted to formally change the membership of the commissions. She stated that we would have the summer to seek applicants and anticipates the youth members beginning in the fall. Councilmember Gibbs stated that Prairie Village has had difficulties in getting youth members to apply to their program and she hopes we

will be more successful. Councilmember Quinn asked if students will gain “service hours” for participating and Ms. Randel stated that they would.

This item was for discussion only. Ordinances will be drafted by staff to to formally add youth members to the Parks & Recreation Commission and Sustainability Commission and brought back to the committee for consideration.

Policy on Donations to Local Schools

Ms. Smith provided the committee with a handout outlining donations made to local schools over the last 10 years. She stated that we do not have a formal policy on these donations. Councilmember Gibbs stated that our donations began with the Rushton PTA Auction in 2011 (donating space at the Community Center for this event) in amount equal to approximately \$1,900. This was not intended to be an annual donation, but it has continued over the past few years. The City is also working with Santa Fe Elementary and Highlands Elementary, both of which have Mission students in their schools. Annually, the City gives Shawnee Mission North a donation of \$1,000 that can be used at their discretion to assist students. Councilmember Gibbs would like to see a policy implemented that specifically identifies amounts to be donated.

Discussion by the committee continued on the amounts donated to various schools, the School Sales Tax Fund that has been used in the past but has been spent down, whether the policy should only apply to schools located in Mission or include those that have students from Mission attending, the need to not only set an amount but also criteria and an evaluation process, and whether funds should be donated to the school or the PTA.

Councilmember Kring stated that she would like to see a pool of money that is drawn down each year. Councilmember Gibbs stated that she believes there is a need in all of the schools our students attend. Councilmember Quinn would like to have a set amount in the pool of money with a deadline to apply for funds each year and a formula for distribution. Discussion continued on the actual cost to the Community Center to host the Rushton PTA Auction and what might be a reasonable annual budget for this program. Ms. Smith suggested that we might set a cap of \$1,000 per year per school with a total of \$5,000 in the annual fund. She asked if council would prefer the funds go to the school or the PTA and the committee recommended providing the funds to the school. This policy would cover both in-kind and cash donations. Ms. Smith stated that she will draft a policy for further discussion at the April committee meeting.

This item was for discussion only. A draft policy will be prepared by staff for consideration at the April committee meeting.

Department Updates

Chief Hadley stated that there are 13 citizens enrolled in the 2017 Citizens Police Academy.

Other
Ordinance Establishing a Redevelopment District -
DIAL Senior Housing Project (5665 Foxridge)

Ms. Smith provided the committee with a draft ordinance establishing a redevelopment district for the DIAL senior housing project proposed at 5665 Foxridge Dr. She stated that usually Council has voted on the ordinance to create the redevelopment district on the same night the public hearing is held. The public hearing for this district will be held during the March 15th City Council Meeting. This proposed ordinance would create the district, but it does not include a TIF amount. Because of the statutory timeline for this process, this ordinance will need to be considered prior to the April Council Meeting. She stated that there are two options for considering the ordinance - place it under "New Business" on the March 15th Council Agenda or to hold a special meeting on March 22nd (worksession night) or April 5th (committee meeting night). Once the ordinance is approved, this starts the 30-day veto period.

Councilmember Quinn stated that he would like to consider the ordinance sooner than later. Councilmember Kring asked for a listing of all developments comparable to this and expressed her concern that there may be too many TIF requests. She stated that this will be the last "senior project" that she approves and is concerned about the balance between senior housing and young families in our community. Councilmember Gibbs stated that with the apartments proposed for Johnson Drive, Mission will have a good mix of new housing options.

Ms. Smith provided information on the Rock Creek TIF District, associated with the Gateway Project and extends along the creek to Lamar, the Mission Crossing TIF District (Culver's, Chik-fil-A, Welstone), and the Herald Corner TIF District (former Neff property). Councilmember Kring is concerned that developers will automatically ask for incentives if a district is established. The committee also discussed the various criteria used under State statutes to establish a district (floodplain, blight, conservation area, etc.) Ms. Smith stated that both the DIAL Senior Living project and EPC Real Estate apartment project are in areas considered "conservation areas" due to the age of the buildings and the lack of development activity for many years. Councilmember Kring stated that she wants to be sure there is "equal footing for all." Mr. Scott noted that the City restructured the financing bonds for The Falls apartments last year. Councilmember Schlossmacher asked if an incentive amount has been requested yet. Ms. Smith stated that we do not yet have that request.

The committee recommended that the ordinance establishing a redevelopment district - DIAL Senior Housing Project be forwarded to Council for consideration under "New Business" on the March 15, 2017 City Council Agenda. All on the committee agreed.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:20 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk