

## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

March 7, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, March 7 2018 at 7:40 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 7:40 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, Parks & Recreation Director Christy Humerickhouse, and Public Information Officer Emily Randel.

### **Rotary Street Solicitation Application**

Ms. Sumrall reported that Shawnee Mission Rotary Club is requesting permission to sell Kansas City Star newspapers at four intersections in Mission on Thursday morning, March 29th. This is Greater Kansas City Day and happens in conjunction with the opening day for the Royals baseball season. A street solicitation application and proof of insurance have been submitted and approved by Chief Hadley, and the Police Department will be providing participants with safety vests. There was no discussion on this item.

Councilmember Quinn recommended that approval of the Shawnee Mission Rotary Street Solicitation Application for Greater Kansas City Day, March 29th, at various intersections in Mission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Ordinance Amendments Related to the Duties and Functions of the City Treasurer**

Ms. Smith stated that following the retirement of our long-time City Treasurer, staff reviewed the duties and responsibilities of the City Treasurer as currently outlined in our Code. It was determined that the City Treasurer has not been performing a majority of these functions and revisions are recommended to the Code that reflect our current practices. She stated that we will be working on various Code "clean-up" issues during the coming year. She stated that many of the changes will reflect these duties moving to the Finance Director. She also stated that the proposed ordinance removes the requirement of the Mayor signing business licenses, which will now be signed by the clerk and City Treasurer. This is common in many other cities. Ms. Smith discussed the possibility of removing the residency requirement for the City Treasurer, which many other Johnson County cities do not have. Because this requirement was originally established by charter ordinance, another charter ordinance would be required for this change. Currently Mission requires the Municipal Judge, Municipal Judge Pro Tem and City Treasurer to be qualified electors of Johnson County. Councilmember Davis asked if this is a state requirement and Ms. Smith stated that it is not.

Councilmember Quinn recommended that the ordinance amending various chapters of the Code of the City of Mission, Kansas to address the duties and responsibilities of the City Treasurer be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Ordinance Correcting Membership to the Sustainability Commission**

Ms. Randel stated that Council approved the addition of two youth members to the Sustainability Commission in April 2017. At that time, the Code language describing the total number of members allowed on the commission was not changed. This ordinance amends Chapter 260 to reflect the correct number of commission members as 11. Councilmember Flora asked if additional language clarification is needed to allow for the youth members to be non-residents. Ms. Randel stated that their membership is in addition to the requirements for the nine members, which state that one member may be a non-resident of the City of Mission and at least one member shall be from each ward.

Councilmember Quinn recommended that the ordinance amending Chapter 260 of the Code of the City of Mission to correct the language allowing for two additional members on the Sustainability Commission be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Other**

Councilmember Quinn provided information regarding the upcoming Mission Project fundraiser on May 5th. He stated that this event is the programs biggest fundraisers and recommended that the City consider sponsoring a table at the event to support the program. Ms. Smith stated that we do buy tables for a variety of events. Councilmember Quinn noted that this is an important program in our community, and much of the funding raised goes to supporting transportation for the participants. This group also helps the City through several volunteer activities. Ms. Smith stated that the Mission Project will be hosting a Happy Hour on Tuesday, March 27th which will be an opportunity for Council, staff and others to meet the program participants.

Councilmember Quinn recommended that the City of Mission sponsor a table for 10 at a cost of \$1,500 at the upcoming Mission Project fundraising event on May 5th. All on the committee agreed. This item will be considered by Council under "New Business."

### **Other - Department Updates**

Ms. Smith reminded all of the upcoming KOMA / KORA session sponsored by the District Attorney's Office on March 29th and encouraged all to attend.

The second session of the Governing Body Retreat will be held at VIN Solutions in Mission, 9th Floor, on Saturday, March 24th, 9:00 a.m. Marla Flentje will serve as facilitator. Ms. Smith stated that she comes highly recommended and has conducted many training sessions throughout the State. She has been affiliated with Wichita State University.

Councilmember Davis thanked all for their well wishes when he was recently ill.

Councilmember Kring stated that she, Councilmember Flora and Councilmember Schlossmacher will be attending the National League of Cities Congressional City Conference in Washington, DC, March 10-14.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:00 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk