

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, APRIL 3, 2018

7:30 P.M.

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

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Acceptance of the March 6, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 3](#))

Draft minutes of the March 6, 2019 Finance and Administration Committee meeting are included for review and acceptance.

2. Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID) - Laura Smith ([page 8](#))

The City has been working with the Roeland Court Townhome Association to develop a solution which would accommodate repairs to the private parking and common area that was damaged in connection with a subsidence in August 2017. A valid petition was received on February 11 seeking requesting the creation of a Community Improvement District (CID) that would include a maximum annual assessment of \$911/yr per unit. The Council passed Resolution 1020 on February 20 calling a public hearing for 7 p.m. on March 20. The required notices were provided following the passage of the Resolution. The next step in the CID process is for the City Council to consider an ordinance which would formally establish the Community Improvement District.

3. Space Needs Analysis Contract Award - Ben Hadley ([page 37](#))

In February 2019, the City of Mission released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City desires to develop plans to determine whether building renovation, new construction, leased space or some combination thereof will provide the most practical and cost effective solution to meet existing and future (20 -30 years) space needs of the organization. Bids were due March 14, 2019, and six responses were received. Following in interview process, staff recommends the City enter into an agreement for a Phase I Space Needs Analysis with SFS Architecture in an amount not to exceed \$15,760.

4. Council Liaisons to Appointed Boards/Commissions - Laura Smith ([page 113](#))

During the Council's January retreat, there was interest in establishing formal Council liaison positions to the Parks, Recreation Tree Commission, Sustainability Commission, and the Capital Improvement Program (CIP) Committee. City Council Policy 130 has been drafted to create the liaison positions and outline roles, responsibilities and expectations.

5. Position Reclassifications - Adoption of Final 2019 Salary Schedule - Laura Smith ([page 116](#))

Typically, a review of the overall salary structure is conducted in November/December and adopted by the Council for the upcoming year. However, based on the number of vacant positions city-wide in the fall of 2018, that review and recommendation was deferred so that specific staffing needs or adjustments could be considered and evaluated. Staff is now presenting recommendations for the reclassification of several positions. Recommendations related to adjustments to the overall salary structure will come forward later this year. Details of the reclassification requests are outlined in a memo included in the packet.

6. Revisions to City Council Policy No. 111 - Laura Smith ([page 122](#))

Following the January City Council meeting, it was brought to staff's attention that the current Council Policy No. 111 did not accurately reflect the City's practices regarding advertisement of surplus property, either real or personal. The policy has been revised to reflect current practices and to provide the greatest degree of flexibility as processes and procedures evolve over time.

7. Declaration of Surplus Property - Brian Scott ([page 125](#))

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. The items ready to be declared surplus are included as an attachment to the resolution.

DISCUSSION ITEMS

8. Election of Council President and Vice President - Laura Smith - [no attachments](#)

In accordance with Mission's Municipal Code Section 115.050, in April of odd-numbered years, elections for a Council President and Vice President will be held. The President and Vice President will serve two year terms.

OTHER

9. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ken Davis, Vice-Chairperson
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