

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

April 3, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, April 3, 2019 at 7:57 p.m. The following committee members were present: Pat Quinn, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Mayor Appletoft was also present. Councilmember Schlossmacher called the meeting to order at 7:57 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, Assistant to the City Administrator Emily Randel, and Public Works Superintendent Brent Morton.

### **Acceptance of the March 6, 2019 Finance & Administration Committee Minutes**

The March 6, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were accepted as presented.

### **Ordinance Establishing Roeland Court Townhomes Community Improvement District (CID)**

Ms. Smith stated that the history of this project has been discussed previously at several meetings. A public hearing was held, as required by State statutes, on the revised petition from the Roeland Court Townhomes to request establishment of a Community Improvement District to pay for improvements needed following a subsidence of the parking area on the property. The revised petition would increase the CID to \$911 per property per year. The next step in this process is Council adoption of an ordinance to formally establish the CID. Ms. Smith stated once approved and published, there is still time remaining in the protest period for the CID, and once that has passed staff will be bringing forward information on financing options for the project. She anticipates this to be discussed at the May 1 Finance and Administration Committee Meeting.

Councilmember Davis recommended the ordinance creating the Roeland Court Townhomes Community Improvement District, authorizing the making of certain project improvements, approving estimated costs of such project improvements, and providing for the method of financing the same, including imposition of special assessments be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Space Needs Analysis Contract Award**

Chief Hadley stated a space needs assessment was conducted by BG Consultants in 2010, but the City did not move forward with any of their recommendations at that time. In February 2019, a Request for Qualifications was issued, and tours of our facilities were conducted on two different days for those interested in submitting proposals. Six proposals were received and all were interviewed by an interview panel that included Councilmember Quinn and Councilmember Thomas. The panel is recommending entering into an agreement with SFS Architecture. He noted that SFS Architecture has previously done work for the City. They were asked to break their proposal into two phases, the first of which would determine whether the current building space is suitable for renovation. The second phase would only be completed based on the results of the space needs assessment and would include evaluation of the current condition of the building, and concepts and costs for renovation. Chief Hadley stated SFS Architecture impressed the interview panel with their proposed work to engage the community in this project and they had the lowest bid. Phase I would be completed for a cost not to exceed \$15,760. If the Phase II is undertaken it is at a cost of \$18,350. The budget for this project is \$30,000.

Councilmember Thomas stated the panel was impressed with SFS and they received high scores all around. Ms. Smith noted their community engagement when working on the outdoor pool project and their sensitivity with the neighborhood. Ms. Smith also stated the previous space needs was done at a time when there were more people coming to Court and exceeding our fire capacity was an issue. This has changed since then. The last improvements to City Hall were undertaken in the 1990's. Councilmember Quinn stated it is always good to be able to reuse the building you have, but a common theme from those touring was how small the space is and how it is organized. He said we may need to consider a new building possibly at a different location. He appreciates that we do not have any general obligation debt tied to the Gateway Project when we have projects like this that come up and will need to be funded.

Councilmember Davis recommended that the contract with SFS Architecture for a Phase I Space Needs Assessment of the City Hall / Police Department Facility in an amount not to exceed \$15,760 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Council Liaisons to Appointed Boards / Commissions**

Ms. Smith stated during Council's retreat in January, interest was expressed in establishing formal Council liaisons positions to the Parks, Recreation and Tree Commission, Sustainability Commission, and the Capital Improvement Program (CIP) Committee. The proposed Council Policy was presented for discussion at the recent work session and several recommended changes have been made. Council Policy 130, if approved, would allow for liaison appointments at the April City Council Meeting.

Councilmember Flora recommended that the policy be clarified to indicate these are Mayoral appointments, or to mirror other language we have in our code regarding Mayoral appointments. Ms. Smith stated the Family Adoption Program and Magazine Editorial Board are not included in the policy as these committees are not set by ordinance, but there is still an opportunity for a liaison to each group. She stated wording will also be added regarding attendance.

Councilmember Davis recommended Council policy 130 detailing roles and responsibilities related to City Council communication and interaction with certain appointed Commissions and Committees, and establishing City Council Liaisons to same be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Position Reclassifications - Adoption of Final 2019 Salary Schedule**

Ms. Smith stated that this is usually undertaken in November / December by Council for the upcoming year, but with our current vacant positions it was decided to delay this while roles and responsibilities were adjusted. Staff is recommending several reclassifications now and any recommendations to the overall salary structure will be presented as part of the budget process. Ms. Smith discussed the following position reclassifications and their changes/duties:

- Assistant to the City Administrator from Grade 21 to Grade 23 - this position will assume supervisory responsibility for the Payroll/Benefits Specialist and general oversight of the City's human resource functions.
- HR Specialist from Grade 17 to Grade 15 - this position has been changed to the Payroll / Benefits Specialist with a narrower focus on payroll processing and benefits administration.
- Public Works Superintendent from Grade 21 to Grade 23 - this position will assume more responsibility for capital project planning, implementation and management, allowing for the Director's position to assume more strategic planning responsibilities.
- Community Development Coordinator from Grade 14 to Grade 16 - this position (formerly a Neighborhood Services Officer position) will provide support to the Building Official in the permitting process, including some limited plan review. This position will also be responsible for the rental licensing program, solid waste contract, and various rebate and assistance programs and services. They can also assist with code enforcement at peak times.
- Building Official at Grade 23 - this position was created in the 2019 Budget and replaces the Planning & Development Services Manager position.
- Membership Coordinator from Grade 11 to Grade 13 - this position will have additional responsibilities including the supervision and management of entry desk staff.
- Community Service Officer - this position was approved in the 2019 Budget and is at Grade 13.

Councilmember Davis noted that in nomenclature, “coordinator” is not considered a good position title term and suggested this be changed, possibly to “manager.” Councilmember Flora asked if the duties of the Building Official will be different from the previous planner position as the grade is different. Mr. Scott stated the Building Official will supervise the Community Development Coordinator position, review plans, provide comments, conduct inspections, etc. This is a very specific skill set. Ms. Smith stated this position will allow us to dial back our reliance on IBTS. They will not be eliminated, but we will work to balance work loads. Discussion also continued on who will be working on visioning/planning and Mr. Scott stated a position for this may be included as part of the 2020 Budget discussions. The Mayor stated he has discussed these recommended reclassifications with Ms. Smith and discussed the benefits of changing roles and responsibilities to streamline our processes and become more efficient. The committee also discussed office space and Ms. Smith stated we have space for each of these positions, but we will be working to have just one window open so visitors to City Hall are not confused on where to go.

Councilmember Davis recommended that the recommended position reclassifications and adoption of the final 2019 Salary Schedule be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

#### **Revisions to City Council Policy No. 111**

Ms. Smith reported that Council Policy No. 111 specifically defines the process and procedure for the sale and disposition of personal property by the City. It was recently brought to staff's attention that this policy does not accurately reflect the City's practices regarding advertisement of surplus property. She stated we no longer keep a calendar of sale as this was used when we auctioned items off, and Section 1.05 has been updated to state that the disposal of real property will be determined on a case by case basis by the City Council. We no longer advertise for the disposal of property as the majority of our items are sold on Purple Wave.

Councilmember Davis recommended that the revisions to Council Policy No. 111 as presented be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

#### **Declaration of Surplus Property**

Mr. Scott stated there is one main item to be declared as surplus at this time. Recently a 2012 Chevy Tahoe Police Department vehicle was involved in a collision where it was rear-ended and totalled. The value of the car is \$13,610 and it must be declared surplus so that the title can be transferred to the insurance company for disposal and Mission can be reimbursed. The vehicle will not be replaced at this time.

Councilmember Inman 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.

### **Election of Council President and Vice President**

Ms. Smith provided Council with a handout of the City Code regarding the election of Council President and Vice President, for their information. She stated that this election will take place at the April Council Meeting as required by our Code, and that we will begin with nominations for Council President. These will be voted on in the order they are made. The same will then occur for Council Vice President. Election of Council President and Vice President takes place in April of odd-numbered years and the terms are for two years.

This item was informational only and no action was taken.

### **Other Department Updates**

There were no department updates.

Councilmember Kring reminded all that Rushton will hold their Annual PTA Auction on Friday, April 12th at the Community Center and all were encouraged to attend. She will be making baskets to add to the auction.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:30 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk