

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

April 4, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, April 4 2018 at 8:35 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. Mayor Appletoft was also in attendance. Councilmember Schlossmacher called the meeting to order at 8:35 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 City Planner Danielle Sitzman.

### **Resolution Designating City-sponsored Festival Events**

Ms. Sumrall stated that the City is required to pass a resolution designating our annual city sponsored festival events allowing the consumption of alcoholic liquor on public property in the festival area. This resolution allows vendors to apply for a temporary/special event license from the state and the city. Those events designated as festival events include three Thursday evening Mission Market food truck events and the Sunflower Festival food truck event in August. There was no discussion on this item.

Councilmember Quinn recommended that approval of the resolution designating the 2018 City-sponsored Festival Events. All on the committee agreed. This will be a consent agenda item.

### **Approval of Proposal for New Citywide Phone System** **Approval of Proposal for New Citywide Surveillance Camera System** **Approval of Proposal for Structured Wiring of City Facilities**

Mr. Scott provided information on the three recent request for proposals that were issued for new citywide phones, surveillance cameras, and structured wiring.

#### **Phones:**

The city's current phone system was purchased in 2004 so it is very outdated, and he described the current configuration of the system which has the main PBX in our furnace room at City Hall with the redundant PBC at the Community Center. There have been very few updates to the system over the years, the software for voice mail is outdated, and overall it does not function properly. A detailed RFP was developed last fall and issued in January. Responses for six different options were received, with three companies interviewed. Mr. Scott stated that staff is recommending the proposal from ServiceMark Telecom. He stated that they are proposing a unified communication system at a final cost of \$42,000. He also stated that in addition to being

impressed with the capabilities of the phone system recommended, their customer service and client relationship was very impressive. Highlights of the new phone system include:

- NEC SV9100 System
- Primary PBX at City Hall; redundant PBX at Community Center
- All new, fully functional handsets for all city facilities
- Automated attendant - after hours and holiday messaging, voicemail and voicemail to email
- Unified communications that will show “presences” of call recipient
- Planning and documentation

Mr Scott stated that the original budget for this project was \$55,000 and the final cost is \$42,000 which includes \$38,350 for the system and \$3,500 for the redundant PBX.

Councilmember Schlossmacher asked if a cloud based system was considered. Mr. Scott stated that it was discussed, but would require an ongoing maintenance agreement at a cost and they felt making the capital investment up front was the best option. Councilmember Davis ask if there were any concerns with the company being on the smaller side. Mr. Scott said the interview team did not have any concerns and noted that they provide services to organizations as large as the Blue Springs School District. All references for the company were checked.

Councilmember Davis recommended that the agreement with ServiceMark Telecom for the design, installation, and five-year maintenance of an NEC telephone system for the City of Mission in an amount not to exceed \$42,000 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Cameras:**

Mr. Scott stated that the City currently has various, individual systems for each facility or area, some of which do not work or work poorly. The new system would be IP based on our network and would be one system that is tied together through all city facilities. Staff will be able to view the camera feed remotely, which is very important for the Police Department. This RFP was issued in January and six proposals were received with a wide range in cost. Three companies were interviewed and staff is recommending Midwest Digital Systems. The new system will include a total of 62 Panasonic cameras, and because Midwest Digital Systems is local we will be able to have a quick response should there be any problems/maintenance issues. The original budget for this project was \$101,000 and the final cost is \$55,990.

Councilmember Davis asked when this project was originally budgeted. Ms. Smith stated that it was in the 2016 budget, but because it was not ready to move forward at that time, funds have been rolled over. He commended staff for their work and the budget savings recognized for this project.

Councilmember Davis recommended that the agreement with Midwest Digital Systems for the development and installation of a TCP/IP based surveillance camera system for all city facilities in an amount not to exceed \$55,990. All on the committee agreed, but this will not be a consent agenda item.

**Wiring:**

Mr. Scott stated that most City facilities have Category 5 cabling and Public Works has Category 6. Much of it is in poor condition, he showed several pictures of where the cabling and servers are located, and stressed the need to address this issue as soon as possible. He stated that staff is working to refurbish a closet in the Police Department Training Room where the server room can be moved. An RFP for structured cabling was issued in January with six responses received. He noted that the lowest bid was poorly written and non-responsive and was not considered. Staff is recommending acceptance of the proposal from Office Products Alliance. Councilmember Davis noted that this bid is higher than the budgeted amount for this project, but that with savings from the other two projects he feels we should move ahead. Mr. Scott also stated that this company is familiar with City Hall's wiring which will be helpful as the project moves forward.

Councilmember Davis recommended that the agreement with Office Products Alliance for the structured cabling of City facilities in an amount not to exceed \$48,600 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Councilmember Davis thanked Mr. Scott for all his work on these projects.

**Other - Department Updates**

There were no department updates.

Councilmember Davis stated that he appreciates all the work Ms. Sitzman has provided for the City over the years and wished her well in her new position in Iowa. He also asked when her position would be posted.

Councilmember Kring asked if the City requires storage facilities to have security cameras. Chief Hadley provided an update on recent burglaries at the storage units on Foxridge, and noted the importance of businesses and residents contacting the Police immediately when an incident occurs so that they can address it immediately. This helps greatly with their investigation and apprehension on suspects. Chief Hadley stated that he will continue to provide Council with timely updates on incidents in Mission. Mayor Appletoft asked if there were any significant crime trends apparent in Mission. Chief Hadley stated that crime statistics are trending downward, but noted that with three highways through the City there will always be issues. He encouraged all to call 911 immediately if they have concerns or see a crime.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:05 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk