

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

April 8, 2020

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, April 8, 2020 at 7:33. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Sollie Flora and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Flora called the meeting to order at 7:33 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Street Superintendent Brent Morton, Parks & Recreation Director Penn Almoney, Chief Ben Hadley, and Office Assistant Audrey McClanahan.

### **Public Comments**

There were no public comments.

### **Public Presentations**

There were no public presentations.

### **Acceptance of the March 4, 2020 Finance and Administration Committee Minutes**

Minutes of the March 4, 2020 Finance and Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

### **Surplus Property Resolution**

Mr. Scott reported this is a routine resolution approving the surplusing of various items. Items include a 2006 International dump truck, two 2006 Ford F450 trucks and a Ver-Mac message board from Public works, duty uniforms from the Police Department, and walkie-talkies and radios previously used at the pool and various electronics from meeting rooms at the Community Center. The vehicles will be disposed of through Purple Wave auction, and the electronics will be recycled in a safe manner.

Councilmember Davis recommended that a 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.

Councilmember Boultinghouse stated that prior to the stay at home order, he was able to tour the Public Works facility where he learned the great care Mission takes with its equipment and

vehicles. Many cities are excited to see Mission's equipment and vehicles come up for auction because of this. He thanked the Public Works Department for these efforts.

## **OTHER**

### **Department Updates**

Ms. Smith stated the 2020 budget calendar has been emailed to Council. She asked all to keep the fourth Wednesdays of the upcoming months available for work sessions. Due to COVID-19 we are a little behind in the schedule, and scheduling work sessions for budget discussions will allow for more focused meetings. These work sessions will be shared with the public and updated on the City's website. The first budget work session will be Wednesday, May 27th.

Ms. Smith reported that Kevin Fullerton has revived the Mission Forward accounts to rally and support local businesses. Staff has been working with him as they launch a website where they will provide information from businesses on whether they are currently open and the services being provided. The website is [www.missionbusiness.org](http://www.missionbusiness.org). Staff has also been working to support local business, and assisting Mr. Fullerton in reaching some businesses that are not as visible as those along Johnson Drive. Councilmember Kring asked if this link is included on our website and Ms. Randel stated that it is not yet but will be soon. The website just went live yesterday. Councilmember Flora suggested the link also be added to our COVID-19 page on our website.

Ms. Smith stated staff recently reached out to all the churches in Mission to discuss their plans during the stay at home order. All indicated they do not plan to have in-person meetings/services, and plan to hold these virtually instead. She stated she received thoughtful responses from all and was very impressed with the responses received. This week staff will be working with multi-family housing and their property managers to be sure they are connected to resources they can share with their residents. We are looking at ways to support them in a personal and more individualized manner - a benefit of a smaller community.

Ms. Smith also reported that staff has been working with Bruce Kimmel, Ehlers, to look at existing debt and opportunities for refunding or early retirement. She stated we have identified a fairly strong candidate for refunding and additional information will be provided to Council. She provided information on the potential refunding and restructuring of 2010 bonds related to stormwater improvements. There is an opportunity to save approximately \$600,000 in interest over the remaining life of the issue. These bonds become due in 2029. She stated this will come forward to Council and, by freeing up these savings in interest and having a more level interest rate over the remaining years of the issue, there will be more flexibility in reacting and responding to stormwater issues.

Councilmember Kring thanked Ms. Smith for all her work and Ms. Smith thanked the Governing Body for their support. She is proud of what we are doing as a community.

Councilmember Davis requested an update on the survey distributed by Crux. Ms. Randel stated the work being done by Crux is going well. Information from one-on-one interviews will be incorporated with interviews with focus groups, targeted surveys and surveys of the general public.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:46 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk