

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, APRIL 8, 2020

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 4, 2020 Finance & Administration Committee Minutes - Emily Randel ([page 2](#))

Draft minutes of the March 4, 2020 Finance and Administration Committee meeting are included for review and acceptance.

2. Surplus Property Resolution - Brian Scott ([page 9](#))

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 City Council will be asked to consider a resolution identifying surplus items that Items to be declared as surplus include three Public Works vehicles, a walk behind floor cleaner, and various electronic items from the Community Center.

DISCUSSION ITEMS

OTHER

3. Department Updates - Laura Smith

Sollie Flora, Chairperson
Kristin Inman, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	April 8, 2020
Administration	From:	Emily Randel

Action items require a vote to recommend the item to full City Council for further action.

RE: March 4, 2020 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the March 4, 2020 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the March 4, 2020 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

March 4, 2020

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, February 5, 2020 at 7:20 p.m. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Debbie Kring, Kristin Inman, Sollie Flora and Ken Davis. Absent: Nick Schlossmacher. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 7:20 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, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almone, and Chief Ben Hadley.

Public Comments

There were no public comments.

Presentations

There were no presentations.

Acceptance of the February 5, 2020 Finance and Administration Committee Minutes

Minutes of the February 5, 2020 Finance and Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

Second Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project

Ms. Smith reported that in October 2017, the City approved the Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project. In October 2019, as a result of the project's evolution, the City Council approved a "First Amendment" to the 2017 Redevelopment Agreement. The First Amendment served a crucial role in reconciling the current project to the 2017 Agreement, and was required before the City could proceed with any other actions concerning the issuance of Special Obligation Bonds for the project. The First Amendment specifically called out the two lenders for the project's financing, and since its approval, the Developer has made a decision to make a change in one of those lenders previously cited. The second amendment will replace The Carlyle Group with Cottonwood Capital. As a result, the Redevelopment Agreement needs to be amended to reflect this change. Once the finalized loan documents are put into escrow, then all pieces will be in place to go to market with the Special Obligation Bonds for the project. The amendment would be adopted via a resolution, and a draft resolution was included in the meeting packet. Staff anticipates that the final documents will be

ready and available for the March 18 City Council meeting. The project team would like to be in the market in the second week of April, so the March consideration is critical. The developer has capital in place now to continue with construction. The developer has already paid the second half of the property taxes for 2020 in order to record a plat, so there will be no question of that at the time of bond issuance.

Ms. Smith shared a building development update. The project information was recently updated on the City's website. The Cinergy entertainment venue is scheduled to be open in September 2020. The building permit for the parking garage has been issued and the crane and panels will be arriving soon.

Construction of The Element Hotel and apartments and small retail is scheduled to begin in summer of 2020. Mission's Building Official Jim Brown is attending weekly progress meetings.

Mayor Appletoft asked about the schedule for the food hall. Mr. Scott shared that a design team for the food hall has been selected and that work is underway.

Councilmember Davis recommended a resolution approving the Second Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project be forwarded to Council for approval. All on the committee agreed. This will be a non-consent agenda item.

Rotary Street Solicitation Application

Ms. Sumrall stated that each year, the Shawnee Mission Rotary Club requests permission to solicit donations in specific intersections in Mission for the Greater Kansas City Day fundraiser celebrating the Kansas City Royals Home Opener. This year, the event will take place Thursday, April 2nd between 6:30 - 9:00 a.m. at the intersections of Shawnee Mission Parkway and Lamar Avenue, Shawnee Mission Parkway and Nall Avenue and Johnson Drive and Lamar Avenue. Chief Hadley has signed off on the permit and the volunteers are required to wear safety vests. The event is held on the same day throughout the Kansas City metropolitan area to raise funds for local childrens' charities.

Councilmember Davis recommended that the Street Solicitation Application for Shawnee Mission Rotary Greater Kansas City Day on Thursday, April 2, 2020 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Resolution Designating City-Sponsored Festival Events

Ms. Sumrall stated that each year, the City must pass a resolution allowing for the sale of alcohol at designated City sponsored special events. The resolution presented at the meeting includes the Mission Market dates on Thursday evenings, June through August. The City

provides the resolution to businesses interested in selling at the events so that they may get their permit to sell from the State of Kansas.

Councilmember Thomas asked if staff has had a chance to look into the Common Consumption Area option for allowing alcohol at special events. Ms. Smith answered that staff has looked into it, and the mechanism allows for patrons purchasing alcohol from licensed establishments to take those beverages out into an adjacent community area such as a plaza or courtyard in specially labeled cups or containers. It would likely be a more appropriate fit for the food hall at the Gateway development than for the Mission Market. If the business selling was across a street from a public space, the street would need to be closed to traffic during the event.

Councilmember Davis recommended that a resolution designating the 2020 City Sponsored Events be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Update on Council Goals and Objectives

Ms. Smith stated that at the Council retreat in February, staff had committed to sharing quarterly updates on the Council's goals and objectives. She passed around a first summary of project status. The report is a work in progress in a new format and can be adjusted to suit the needs of the Council. The reports include project steps, identifies key staff, and defines scope as to whether it is an initiative contained in a short term timeframe, or will have a medium or long range impact.

Councilmember Davis confirmed that there will be a joint worksession with the Planning Commission on March 12 to review the scope of the Comprehensive Plan and how the City will use the plan going forward. Ms. Smith confirmed, and also stated that the Comprehensive Plan Steering Committee is coming together.

Councilmember Flora asked about blanks on the last page of the report, including on capital projects. Ms. Smith responded that staff names were left off of capital projects and staff updates. The names can certainly be added, but for the most part, Council can assume Celia Duran will be the lead on capital projects in Public Works, and Penn Almoney will be the lead on projects in Parks and Recreation. If there is a project that has a larger scope and there are additional pieces outside contracting and construction, additional personnel will be identified. She added that budget information was not included, but that may be something to add in the future.

Councilmember Flora asked if there is anything that staff is feeling behind on or where there are challenges that were not anticipated. She also asked if future reports could include a status for each project to reflect whether or not it is on schedule. Ms. Smith shared that court software is behind the original schedule, but the request for proposals is out now, and the project is moving forward. Updating financial management software has been on the project list for a long time,

but staff has worked through other major projects in order to be poised to take this on such as updating the City's cabling and phone systems, replacing security cameras, securing a new solid waste collection contract, and launching the comprehensive plan update. Mr. Scott shared that there are many pieces that will inform the implementation of a new software package, including policy consideration and much more.

Councilmember Davis confirmed that March 24 is the second public input session on the Mohawk Park Master Plan. He feels that some on the Parks, Recreation and Tree Commission (PRT) do not feel that the dog park is a priority, though the dog park is listed as a Council priority on the project update report. Ms. Smith has reached out to the Friends of the Dog Park Committee to re-engage with them. They have been on hold awaiting the selection of a location. Ms. Smith did confirm some on the PRT have reservations about allocating existing park space for a dog park. Staff has shared that the conversation needs to occur comprehensively in the park that the group has targeted, Broadmoor Park, so that there is a clear understanding of what choice of amenities may be available including a dog park, among other choices. This process, being modeled now at Mohawk Park, allows for more than just a decision on just one particular amenity. The planning process in Broadmoor Park is expected to occur in 2020, following the process in Mohawk Park and the construction of bathroom facilities in Mohawk. The dog park group would also like to re-engage with Johnson County Wastewater to see about the potential of a park at the property at Lamar Avenue and Foxridge Drive. Staff is advising the PRT to engage in the public process across all the parks, and to listen to feedback within a set process in order to make recommendations for each of the investments.

Councilmember Thomas stated that she has supported the dog park since the initial discussions, but more than just the location decision, the group also needs qualitative data from the DirectionFinder survey and elsewhere to define support of the dog park, more than just anecdotal support that the Dog Park group represents. Councilmember Davis reminded the group of Birch Park, a small area that could be considered. Ms. Smith stated that an acre is the minimum size recommended for a dog park, which could make Birch Park too small to be considered.

Councilmember Rothrock asked about staffing levels in the Police Department, reported as currently filling two vacancies, and asked how that impacts the Directed Patrol Unit. Ms. Smith answered that staff will be discussing plans to implement the Directed Patrol Unit in the coming months.

Ms. Smith shared that also at the Council retreat, the group discussed seeing additional data to support decision making. She presented a report from the Police Department and the Community Development Department as a first look at two areas for Council's review. The format and presentation of the data will be improved going forward. In the Police Department specifically, the transition to the Niche system in April 2019 means that there is not a full year's history in the same reporting system, but that will improve over time. The report templates in

Niche are created by a multiple city committee, and some of the calls for service are categorized and filtered differently than Mission has done in the past.

Discussion continued on how different calls for service are categorized, requests for what detail will be included in the future reporting, and how the data will be presented.

Councilmember Davis stated that he recently heard comments from a local talk radio host about the frequency of speeding tickets issued in Mission. Ms. Smith responded that different types of traffic data can be included in future reporting as well.

Ms. Smith invited the committee to review the Community Development Department report. Jim Brown, Mission's Building Official, provided information on certificates of occupancy issued in 2019 for remodels and renovations and plan reviews and building inspections. Future reports will compare to past years to begin building trend information. The timing of the reports will be evaluated as well, whether information is best shared at the end of a year, or on a quarterly basis, and will be calibrated to understand what level of detail is appropriate.

The Neighborhood Services report includes a summary of total code enforcement violations compared to past years. The largest share of violations in 2019 is due to weed violations. The increase in notices is a reflection of having the Neighborhood Services Officer, Rebecca Brown, out on the streets regularly since she was hired in the spring in 2019. Ms. Smith also shared information on grants and assistance programs broken out by program type and location within the city. The budgeted amount for each program and what was spent was also included.

Councilmember Boultinghouse expressed his thanks to staff for compiling this information. He understands the work that goes into accumulating this type of information, and he appreciates the effort.

Ms. Smith shared that staff will continue to refine these reports, and will come back to the committee with data from other departments in upcoming months. Staff will also be evaluating the option of sharing this type of data on a public dashboard on the City's website in the future.

OTHER

Councilmember Inman shared that she has taken a full time job, and will no longer be able to serve as the Kansas Co-Chair for the First Suburbs Coalition. She shared that she sees real value in Mission's active participation, and if anyone on the City Council would like to take her place, they should let her know.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:08 p.m.

Respectfully submitted,

Emily Randel
Assistant to the City Administrator

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	April 8, 2020
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Declaration of Surplus Equipment

RECOMMENDATION: Approve the resolution providing for the sale/disposal of surplus equipment from various Departments.

DETAILS: 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. Property and equipment identified for surplus has been included as Attachment A to the Resolution.

Each Department, in consultation with the Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law.

Items to be declared as surplus include three Public Works vehicles that were scheduled for replacement in 2019, a walk behind floor cleaner, and various electronic items from the Community Center. Electronic items will be disposed of through a company that recycles for any valuable materials and disposes of in a safe manner.

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	
Available Budget:	

CITY OF MISSION
CITY COUNCIL POLICY MANUAL

POLICY NO. 111

SALE OF REAL PROPERTY & EQUIPMENT

- 1.01 This policy describes the process and procedure for the sale of real and personal property by the City which is also outlined in KSA 12-101.
- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will, on an as needed basis, establish a listing of unclaimed or obsolete personal property to be declared surplus. It will be the responsibility of the Department Head and Finance Director to determine the best means for disposing of or selling obsolete personal property, including the method of advertising.
- 1.05 The sale or disposal of real property will be determined on a case by case basis by the City Council.

APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004

**REVISED AND APPROVED BY THE CITY COUNCIL ON APRIL 17,
2019**

CITY OF MISSION, KANSAS

RESOLUTION NO. _____

A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL

WHEREAS, 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; and

WHEREAS, the City, has identified those items listed on Attachment A as “Surplus Property;”

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. The items included on Attachment A are hereby declared as surplus.

Section 2. The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

Section 3. In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 15th day of April 2020.

APPROVED BY THE MAYOR on this 15th day of April 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

Attachment A
Surplus Items - 4/15/20

Item	Description	Serial Number/Asset Tag	Department	Quantity	Residual Value
<u>Vehicles / Equipment</u>					
	Valor Light bar	n/a	Police	1	\$ 2,600.00
	2006 International 7300 Dump Truck	VIN 1HTWAAARX7J446397	PW	1	\$ 25,000.00
	2006 Ford F450 4-door Flatbed Truck	VIN 1FDXW46P06EL65811	PW	1	\$ 8,000.00
	2006 Ford F450 Truck with Dump Bed and Snow Plow/Spreader	VIN 1FDXF47P87EA73018	PW	1	\$ 23,000.00
	2006 Ver-Mac PCMS 1210QS Message Board	MFG205	PW	2	\$ 800.00
	Billy Goat (Pull Start Engine) Debris Remover with Box	081406263	PW	1	\$ 500.00
	Dyna Clean ZEP Parts Cleaner	n/a	PW	1	\$ 50.00
	UNK Advance Nilfisk AquaPlus AX 651 Walk-Behind Floor Cleaner	n/a	P&R	1	\$ 500.00
<u>Other Equipment</u>					
	Duty Uniform shirts	n/a	Police	185	\$ 1,000.00
	Pro Laser III	n/a	Police	1	\$ 500.00
	RSA Secure tokens	n/a	Police	17	\$ 100.00
	Honor metals	n/a	Police	7	\$ 100.00
	Motorola Radio Walkie Talkies	RU2020BKF2AA	P&R	7	N/A
	Walkie Talkies	H96RCC9AA2BA	P&R	3	N/A
	Fender Projector & Carry Bag	F3ND3R	P&R	1	N/A
	Yamaha Receiver	RX-V365	P&R	1	N/A
	Panasonic TV 43"	TH-42PH11UK	P&R	1	N/A
	Sony VHS/DVD Player	SLV-D360P	P&R	1	N/A
	Clinton Electronics Cricket DVR	CRK6301704	P&R	1	N/A
	Office chair		P&R	1	N/A
	Stanchions without top		P&R	4	\$ 40.00
	Framed picture of prairie flowers	n/a	P&R	1	\$ 50.00
<u>Computer Equipment</u>					
	Vostro Laptop	not readable	City Hall	1	N/A
	Canon document scanner	DD309932	Police	1	N/A
	Optiplex 780 desktop tower	not readable	Police	1	N/A
	Monitor	n/a	Police	1	N/A
	Dell Desktop	9C02KB2	P&R	1	N/A
	Dell Desktop	3C2WGB2	P&R	1	N/A
	Dell Desktop	J1MMHQ1	P&R	1	N/A

	Dell Laptop	2007Dj2752	P&R	1	N/A
	Dell Vostro Laptop	12613498309	P&R	1	N/A
	Apple Desktop	A1047	P&R	1	N/A
	Dell Computer Monitors	P2311HB	P&R	6	N/A
	Acer Computer Monitor	S201HL	P&R	1	N/A
	Apple Monitor	A1311	P&R	1	N/A
	Apple Monitor	A1038	P&R	1	N/A
	Dell Keyboard	KB216BK	P&R	2	N/A
	Display port to USB cable	n/a	P&R	5	N/A
	Modified HDMI cable	n/a	P&R	2	N/A
	Dell Monitors power cord	n/a	P&R	8	N/A
	Dell Mouse	M0053	P&R	1	N/A