

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

May 2, 2018

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, May 2, 2018 at 7:20 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. Councilmember Schlossmacher called the meeting to order at 7:20 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 Public Information Officer Emily Randel.

Ms. Smith stated that due to the severe weather moving into the area, the 2017 Audit Presentation has been moved to the May 16th City Council Meeting as those presenting would need to travel from Topeka. Following their presentation on May 16th, approval of the 2017 Audit will be an action item on the agenda for Council consideration.

Ms. Smith also asked that the 2019 Budget Goals & Objectives item be moved to the end of the agenda. All on the committee agreed.

Waiver of Chapter 205 - Fireworks

Ms. Smith stated that the City provides a fireworks display at the conclusion of the Mission Summer Family Picnic each year. This event will be on July 7th at Broadmoor Park. In order to proceed with the display, the City Council must waive the requirements of Chapter 205 of our Code. Also, Council will need to approve the purchase of fireworks. Councilmember Kring has purchased these over the years and the budget in 2017 was \$600. Councilmember Quinn recommended that the budget for this year's event be increased to \$750.

Councilmember Flora recommended that waiver of the requirements of Chapter 205: Fire Prevention and Protection as it relates to public exhibitions for Saturday, July 7, 2018 in connection with the Mission Summer Family Picnic and the purchase of fireworks in an amount not to exceed \$750 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Public Comment Process at Committee Meetings

Ms. Smith reported that during the recent Mission Business Partnership Town Hall meeting, the issue was brought up regarding when it is appropriate for the public to comments on issues at City meetings. She stated that this has been discussed in the past and Council Policy 104 was developed in 2014 in response to this issue. As a part of that policy, it notes that "comment cards" are to be available, but these were never really used by the public and did not work for the committee structure. She stated that the goal is to add to the current council policy so that it

is clear and expectations are included. She recommended that the “comment card” be stricken from the policy and that “what to expect” and “time limits” when commenting be added to the policy. She also stated that the chairperson of the committee can always adjust as needed. The policy should also include the recommendation that follow-up is provided to the person commenting and that it always be civil.

Councilmember Flora noted that this has been an issue with the Shawnee Mission School Board and she suggested that the “bullet” regarding personal, impertinent or slanderous remarks be removed as this is the issue the ACLU took up with the School Board. She stated that as public officials, the public has the right to address them directly. Ms. Smith stated that the chair will need to manage public comments at meetings. If the committee is comfortable with the proposed revisions to Council Policy 104, Mr. Martin will review and this item will be an action item on the June 6th committee agenda.

Councilmember Davis recommended that the proposed amendments be accepted. This item was for discussion only and will be an action item at the June 6, 2018 committee meeting.

Update on Police Department Over-hiring Process

Chief Hadley reported that following Council’s approval to over-hire in the Police Department, he and Ms. Smith committed to providing periodic updates on the status of staffing levels in the department. He stated that the budgeted staffing level is 29 with 2 over-hires. He also stated that he will be bringing the newest officers to an upcoming Council Meeting for introductions. Councilmember Quinn requested information on possibly adding Community Service Officers and Ms. Smith stated that this will be discussed as part of the budget process. Councilmember Kring requested information on when staffing levels might need to be increased due to new apartment buildings in the City and Chief Hadley stated that will depend on “when the doors open” for the projects.

This item was informational only and no action was taken.

Selection of Committee Chair and Vice Chair

The committee recommended that the current Finance & Administration Committee chairperson and vice chairperson be reappointed. Councilmember Schlossmacher and Councilmember Davis agreed to continue in these positions. This will be considered under “New Business” at the May 16th Council Meeting.

2019 Budget Goals & Objectives

Ms. Smith provided an overview of the budget process, including:

- 2019 Budget structure and approach, noting that the City's fiscal year is January 1 through December 31; State law requires all city budgets to be submitted to the County Clerk by August 25; our budget has nearly 20 funds; and the budget discussions focus mainly on the General Fund which is our operating fund, and those funds that directly support capital infrastructure projects.
- There are several budget philosophies - zero based budgeting, performance based budgeting, and incremental budgeting. She stated that we use incremental budgeting, but anticipate moving toward priority based budgeting in future years.
- The budget goals and objectives include the results of the SWOT Analysis from the February 2018 retreat, public input, and the Council Budget Survey. This year we will invite public input at a meeting on May 30th. We haven't done this early in the process in previous years.
- A historical view of Mission's assessed valuation (2007-2018) was presented. She stated that Mission's overall values are expected to increase 11.64% (residential 16.1% and commercial 4.75%). The committee discussed the property tax lid and how this impacts the mill levy. She stated that we could potentially need to roll back the mill levy to comply with the tax lid. It is important to engage citizens in this process and she stated in 2017 we were just returning to 2007 valuations.
- The city's portion of a resident's tax bill is 15%, although this number increases when fees are added (stormwater, solid waste). It is important to look at the total tax burden as part of the process and it is a challenge every year to balance the cost of delivering programs and services the residents want with the tolerance to bear the expense required to do so.
- A graph showing the General Fund balance and the 25% fund balance goal from 2008 to 2018 (estimated) was discussed. She noted that in 2010 a decision was made to draw down the General Fund to restructure stormwater debt associated with The Gateway. She stated that in 2019 will see the full impact Planet Fitness has had on the Community Center, and noted that in 2017 we ended the year with a General Fund Balance around \$5 million (some funds are restricted). She stated that we will not be doing a great deal of forecasting this year as part of the process. Discussion by the committee included the reasoning for including restricted funds in the General Fund with Mr. Scott stating that this is recommended by our auditors for reporting, tracking and accounting purposes. The committee also discussed the current Supreme Court case regarding sales tax on delivered items. Mr. Scott stated that this will probably stand as is for now with the Supreme Court decision anticipated this summer. The "dark store" push by big box retailers was also discussed.
- 2019 Budget issues include an update of the Comprehensive Plan, DirectionFinder Survey, space need analysis, animal control service delivery, solid waste contract, finding the new "normal" for revenue projections, re-evaluation of the Street Program, Parks Master Plan implementation, plan review and building inspections services.
- The DirectionFinder survey is undertaken every four years so our next one will be in 2019.

- Space Needs Analysis will assist with more effectively organizing and using our space, particularly in the Police Department now that we have more female officers needing locker room space. The last analysis was completed in 2010.
- Mission has been in Northeast Animal Control (NEAC) since about 1994 and we are looking at a recommendation to use Mission Community Service Officers for these services. Other cities could contract with Mission for animal control services.
- We are anticipating a 3% increase in our solid waste contract, which is effective through the end of 2019. An RFP for solid waste services will be developed next year.
- Re-evaluation of the street program will be considered. Staff is currently reviewing Stantec data, but anticipate “blowing up” the current program and re-prioritizing streets. Ms. Smith reminded all that the street sales tax will expire in 2022 and Council must consider whether they want to work towards renewing it or not.
- Budgeting for priorities in the Parks Master Plan will be considered. Councilmember Quinn asked if we will be able to pay off the outdoor pool debt early. Ms. Smith stated that there are still a few more years before the call provision.
- Will be looking at plan review services especially in light of Ms. Sitzman recently leaving the City. Mr. Scott is covering these duties in the interim.

Councilmember Davis asked if we have considered the impact three solid waste trucks (trash, recycling, yard waste) have on our streets for weekly collections. Ms Smith stated that they do have an impact, but that this is limited with a single source provider rather than residents selecting their own and possibly having many more trucks on the streets throughout the week.

Ms. Smith provided information on the meeting schedule for the 2019 budget process.

Councilmember Quinn asked if there is an update on The Gateway project and Councilmember Flora requested information on payment of fees by the developer. Mr. Scott reported that they are submitting plans for review and making progress. They hope to break ground in late summer.

Ms. Smith stated that the July committee meetings will be on July 11th (not on July 4th), and all meetings will begin at 6:30 p.m. with the exception of the August 15th Council Meeting which will be held at its regularly scheduled time of 7:00 p.m.

Ms. Smith asked anyone with questions regarding the audit to contact Mr. Scott.

Other - Department Updates

None.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:20 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk