

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

June 7, 2017

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, June 7, 2017 at 7:40 p.m. The following committee members were present: Pat Quinn, Tom Geraghty, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ron Appletoft and Suzie Gibbs. Councilmember Schlossmacher called the meeting to order at 7:40 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Assistant City Administrator Brian Scott, Chief Ben Hadley, Public Works Director John Belger, Parks & Recreation Director Christy Humerickhouse, Public Information Officer Emily Randel, and City Planner Danielle Sitzman.

Ordinances Extending Gateway CID Districts #1 and #2

Ms. Smith stated that in 2017 the City Council approved ordinances establishing the Community Improvement Districts (CIDs) for the Gateway Redevelopment project. The original ordinances specified the districts were to take effect January 1, 2015, and that date was amended by Council on three previous occasions. The developer has requested another extension to July 1, 2018. Delaying activation preserves the entire 22 year period for collecting revenues within the district, and provides Council with the greatest degree of flexibility in evaluating how these funds might be used. She stated that the developer has submitted a new CID application associated with the current project and this is intended to replace the two separate districts currently in place. The existing two districts would be terminated upon approval of the new CID. She stated that the new CID petition was received today and it includes one rate for the entire district. The first step in this process is calling a public hearing for the new district. It is recommended that the current two districts be left in place and that the resolution calling the public hearing on the new district be considered under "New Business" at the June Council Meeting.

Councilmember Schlossmacher asked if there is a reason this extension can not be pushed to the July meeting. Ms. Smith stated that we must let the Department of Revenue know by June 30th if the activation date of the current districts is to be delayed. Councilmember Appletoft stated that he understands we need to approve the ordinances delaying the implementation date of the current districts, but expressed his concern with receiving last minute information from the developer on the request for the new district. Ms. Smith stated that the resolution for the new district is simply to call the public hearing on this request. Discussion continued on the timelines for approving the new district, the development agreement and the project plan. Ms. Smith stated that the application for the new district calls for a 1% CID and this will be a part of the calculations for the incentives requested as part of the proposed development agreement. She stated that she is comfortable with calling the public hearing at this time.

Councilmember Schlossmacher stated that two recommendations are needed this evening: 1) recommending that the ordinances extending the effective date of the current districts be

forwarded to Council for approval; 2) recommending that the resolution to set the time and date of a public hearing on the requested new district be placed under “New Business” on the June Council Meeting agenda.

Councilmember Kring asked for the pros and cons of extending the effective date of the current districts and the requested new district. Ms. Smith stated that the current districts that covers the site at .5% could be amended to 0%, but Gary Anderson, Bond Counsel, has recommended termination of the current districts and to begin over with a new one.

Councilmember Gibbs recommended that the ordinances amending the implementation date for the Gateway Community Improvement Districts to an effective date of July 1, 2018 be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Councilmember Gibbs recommended that the resolution to set the date and time of a public hearing for a new Gateway CID be forwarded to Council for consideration under “New Business.” All on the committee agreed.

Ordinance Repealing Transportation Utility Fee

Ms. Smith stated that the Kansas Supreme Court recently upheld the findings of the Court of Appeals determining that the Transportation Utility Fee was illegal so we need to formally repeal Chapter 145 of our Code related to the TUF.

Councilmember Quinn recommended that the ordinance repealing Chapter 145 of the Mission Municipal Code relating to the Transportation Utility Fee be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Replacement of Police Vehicles

Chief Hadley reported that the 2017 Budget included \$55,000 to purchase two new vehicles for the Police Department. After review of the fleet, the department determined it does not need two vehicles at this time, and is requesting to proceed with the purchase of one. This vehicle will be purchased under MARC’s cooperative purchasing agreement and purchased from Shawnee Mission Ford at a cost of \$30,760. He stated that this car will be available to use should one of the patrol vehicles become damaged. The department will continue to use a seized vehicle for special operations. Councilmember Schlossmacher asked if we still have Tahoe’s in the fleet. Chief Hadley stated that we have three, but that these will be replaced during the next vehicle purchase. Replaced vehicles are sold and we received approximately \$34,000 for the most recent sale of vehicles.

Councilmember Gibbs recommended that the purchase of one 2017 Ford Explorer for the Police Department be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Continued Review of General Fund Budget

Ms. Smith stated that each department will provide a brief overview of their department's budget, and following their reports, next steps will be reviewed.

Overhead

Mr. Scott reported:

- There are no employees or personnel costs associated with this department.
- Highlighted contractual services include electricity for City Hall and the Police Department; annual property and liability insurance; costs associated with our annual audit; computer services which reflects our contract with Johnson County DTI for support of our computer network and general help desk support.
- Highlighted commodities include maintenance and repairs for City Hall at \$25,000.
- Highlighted capital outlay includes \$20,000 for the replacement of the second server that supports City departments other than police; replacement of our mainline copier (multifunctional device) at \$7,000.
- Debt service at \$76,000 for debt service on the purchase of our street light system from KCPL a few years ago. When purchased in 2013 we realized an immediate savings of \$120,000 annually.
- Long-term needs include building maintenance and repairs to City Hall
- Computer service needs.

Legislative

Ms. Sumrall reported:

- Includes salaries for Governing Body set by ordinance.
- Focused on public outreach to residents and businesses; interaction and involvement locally, metro-wide, statewide and nationally to have a "seat at the table" and be informed of best practices; two councilmembers serve on NLC committees where they can share ideas on a national level; Governing Body serves as Mission's ambassadors who are able to share new ideas and initiatives coming from Mission.
- Budget changes proposed for 2018 include slight increase in travel; small increase in "municipal organizations" line item primarily due to change in membership dues formula from LKM; funding of a possible Governing Body retreat in 2018; expenses from boards and commissions moved to this budget but remain at the same funding level; no newsletter expense in 2018 due to fund balance in the magazine fund for 2018.

Administration

Ms. Randel reported:

- Staff included in this budget include the City Administrator, Assistant City Administrator, City Clerk, HR Specialist, Senior Accountants, and Public Information Officer. Part-time City Attorney.
- Department is focused on internal services including payroll, accounts payable, budget, human resources, business licenses, special projects (Community for All Ages, Farmer's Market, etc.), and coordination with outside groups and organizations.
- Wellness program is up and running and we continue to support this program.
- Need for IT services that are more accessible, tailored to fit our needs and familiar with our programs.
- Periodicals line item pays for subscriptions to the Shawnee Mission Post for Governing Body and staff.

Municipal Court

Ms. Sumrall reported:

- Department is focused on customer service and knowledge of court processes and procedures, and changes in state statutes that impact our court; providing efficient services with 14 dockets per month. Largest docket is Tuesday evening where most routine violations are handled - average of 65-70 individuals per week at this docket.
- Court's caseload in 2016 included 9,445 traffic related violations and 471 non-traffic violations with a disposition rate of 86%. In 2016, 1,209 warrants issued. Thirteen percent pay online, so many others visit our court and offices.
- Continue to translate documents into Spanish and have one Spanish speaking docket per month where an interpreter is present.
- Budget changes include funding of new court software. Current software is Access database that is reaching capacity. Will be working with other cities as they implement NICHE Police records management to ensure new software works with with it and E-ticketing.
- ADA issues continue to be a concern, particularly with large number of people who visit court.

Public Works

Mr. Belger reported:

- Responsible for maintaining City facilities and infrastructure; delivering exceptional "core public works services" including maintenance and repair of streets, stormwater infrastructure, parks, facilities, and fleet.
- Streets - 110 lane miles of City streets - maintenance includes pavement repair, sign repair, snow removal and street sweeping. Contractual services include annual residential maintenance program managed by Public Works.

- Stormwater - includes routine cleaning of inlets, minor replacement projects.
- Parks and grounds - includes grounds and trail maintenance, tree maintenance, landscaping, watering, weed control, structure maintenance, trash/recycling pick-up, playground and restroom maintenance.
- Assist in maintaining City Hall, Police Department, Public Works and other City-owned lots.
- Fleet services - routine maintenance of vehicles and equipment. Police vehicles maintained through contractual services.
- Top three contractual services include traffic signals, service contracts, and street light power.
- Top commodities include salt, gas, vehicle and equipment repairs, and park maintenance.
- Biggest challenges for the department are staffing due to recent retirements in 2016.

Community Development

Ms. Sitzman reported:

- Department's focus is "plan, build and care" for the City. Staff includes City Planner, two neighborhood services officers, and an administrative assistant.
- Planning staff is responsible for neighborhood and comprehensive planning, administering design guidelines, and reviewing development requests including zoning changes and amendments, site plans, and special use permits.
- Provide staff support and planning recommendations to the Planning Commission and Board of Zoning Appeals; project management by coordinating consultant engineers and architects; administer the Business Improvement Grant.
- Building functions including administration of building inspections program, managing contracts for these services, reviewing construction plans, issuing permits, coordinating inspections and enforces ordinances.
- Code Enforcement - identifying and investigating more than 500 code cases annually.
- Rental program - licensing of approximately 2,500 rental housing units and coordination of inspections of multi-family dwelling units.
- Community outreach includes weekend cleanups, city recycling events, community garden, special animal permits/inspections, customer service support with Defenbaugh, permits for special vehicles/equipment.
- Assistance Program include Community Rebate Program, Mission Possible Program, and Neighborhood Grants.
- Changes in 2018 proposed budget include increase in funding for registration/tuition; Engineer/Architect/Planning Services line item - much is recouped through application fees for development activity; public relations increase to expend neighborhood weekend cleanup events; office furnishings are needed to make minor changes in work spaces to improve customer service.
- Challenges include building plan review and field inspection services; expansion of rental inspection program into single-family dwellings; redevelopment.

Parks and Recreation

Ms. Humerickhouse stated:

- Responsible for planning and administering recreational programs for Mission residents and general public - Community Center, Mission Family Aquatic Center (MFAC), and outdoor parks.
- Budget structured into two divisions - Community Center and MFAC.
- MFAC improvements in 2018 include addition of second slide as anticipated in original design. This should assist with additional admissions to the pool.
- Savings may be realized through reduction in water usage with the addition of a second water meter, and possible reduction in operating hours based on 2017 usage.
- Community Center is open 360 days a year and the estimated cost recovery in 2017 is 93%; working towards 95% in 2018.
- Anticipated increase in revenues in 2018 through extended contracts/rentals, adult sports leagues, youth special interest classes, increase in summer camp fees, and Silversneakers/Health Benefit classes.
- Anticipated expenditure reductions in 2018 following an energy audit of the facility.
- There are a variety of capital expenses anticipated in 2018 and the rollout of some of the initial recommendations from the Parks Master Plan.

Police Department

Chief Hadley stated:

- There are currently 29 sworn officers, two records clerks, and one court bailiff.
- Department is divided into three divisions - staff support, investigations, patrol.
- Three visions for the department - competitive salary, ensure the department's structure is functional and adequate, and ensure officers have exceptional training to build for the future.
- Johnson County Mental Health Co-responder will assist the department, DARE continues to be a focus of the department, community events are hosted on a regular basis (Coffee with a Cop, etc.).
- Officers are mandated by the State to train at least 40 hours per year to stay certified.
- Northeast Animal Control may undergo changes in the coming year. The City of Roeland Park has notified the commission that they are exploring other options for service.
- For several years the department has explored the possibility of a new position within the department - Community Service Officer. This position would alleviate some of the minor things that officers do each day and keep them on the streets protecting the community.

Discussion and questions by the committee centered around why Roeland Park would like to leave Animal Control Commission (not satisfied with current coverage); how this will impact the

budget and services for other participating cities moving forward; and upcoming meetings/discussions regarding Animal Control Commission moving forward.

Ms. Smith stated that a similar presentation format will be used during the upcoming Budget Community Dialogue. Election expenses will remain in the budget on an annual basis in case they are needed due to the recent tax lid requirements. Building maintenance continues to be an important issue to insure City Hall is functional and maintenance issues are addressed. ADA issues, as well as space needs, continue to be of concern. There are not enough lockers in the Police Department for all officers, and even if it made sense to hire a building inspector in-house, there are questions on where they could be officed. Other budget issues include staff reevaluating the purchase of traffic signals, the Community Center working towards being 95% self-sufficient by the end of 2018; the City's subsidy of solid waste; the classification and compensation study that will have preliminary results in late June; the Capital Replacement schedule which has some significant purchases in the next two to three years; and keeping our fund balance at our 25% goal. Councilmember Gibbs stated that she would like to continue to explore a permanent location and structure for the Farmer's Market.

Ms. Smith stated that the June 28th Budget Worksession will cover the CIP - stormwater, parks, and streets, including possible debt options for the street maintenance program.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:10 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk