

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, JULY 10, 2018

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 June 5, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 5](#))

Draft minutes of the June 5, 2019 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Designating Sunflower Festival as City Sponsored Festival Event - Emily Randel ([page 15](#))

Annually, the City is required to pass a resolution designating specific City-sponsored Festival Events where alcohol may be consumed. This year's resolution was passed in March 2019 and included the Mission Market events. This second resolution would designate an additional date for the Mission Sunflower Festival on Saturday, October 12, 2019.

3. Roeland Court Townhomes Development Agreement - Laura Smith ([page 17](#))

At the request of the Roeland Court Homes Association (RCHA), a formal development agreement outlining the terms and expectations of both the RCHA and the City with respect to the CID special assessments and the Rock Creek Channel construction improvements was developed. The agreement has been reviewed and approved by the City's legal counsel and the RCHA and is ready for Council consideration.

4. Mutual Release Agreement Between the City of Mission, Roeland Court Townhomes Association, and Johnson County Wastewater - Laura Smith ([page 26](#))

Following the August 2017 subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA), Johnson County Wastewater (JCW) incurred significant expenses to repair and replace a sanitary sewer line in the area. As the City and the RCHA explored a long-term solution, JCW indicated that if both the City and the RCHA owners were willing to participate financially to resolve the issues, they would not seek to recover any costs incurred for replacement and stabilization of the sanitary sewer line.

Recognizing the unique partnerships established in resolving the issues at the Roeland Court Townhomes, a mutual release agreement was developed. The agreement outlines the expectations and commitments that all parties who have or expect to, expend funds to complete the repairs to the Rock Creek Channel, sanitary sewer lines and the townhome's common and parking areas have to one another.

5. 2019A General Obligation Bond Sale - Laura Smith ([page 32](#))

Council has authorized staff, our financial advisors and bond counsel to move forward to take the 2019A General Obligation bonds to the market. The Council will consider bids received at 10 a.m. on July 17 at the City Council meeting later that evening. The packet includes the bond-related documents that will be placed on the City Council agenda with a specific recommendation of award to the best bidder. The documents are provided here for review and information purposes.

6. Ordinance Certifying Roeland Court Townhomes Special Assessments - Laura Smith ([page 81](#))

One of the steps required in the process of the Community Improvement District (CID) Special assessments is the adoption of an ordinance to certify the same. The ordinance will certify the assessments for each property at the maximum amount identified in the CID petition and Ordinance 1498 which created the CID. The consideration of the ordinance at this time allows for the 60 day protest period to run prior to construction of the project. The actual final dollar amounts will not be certified to the County for collection on the tax bills until the project has been bid, constructed and accepted by the City.

7. Kansas Statewide Housing Assistance Program Resolution and Cooperation Agreement - Laura Smith ([page 102](#))

Staff recently received a request for Mission to renew a resolution and cooperation agreement for the Kansas Housing Assistance Program. This Program, enacted between 1992 and 1994 by Sedgwick and Shawnee Counties provides subsidized mortgage loans to low and moderate income homebuyers on a statewide basis. The City initially approved documents in September 1998. The City is being asked to reaffirm its participation in the program. There are no costs, administrative duties or obligations for a participating City or County. Entering into a cooperation agreement merely allows homebuyers in Mission continued access to the program.

8. Post Issuance Debt Compliance and Continuing Disclosure Policy and Procedures - Brian Scott ([page 113](#))

Legal requirements governing continuing disclosure requirements have changed since the City last issued debt in 2014. As such, in anticipation of the 2019A GO Bond issue, an updated Resolution must be passed which outlines the City's obligations with respect to continuing disclosure and compliance reporting. In addition, revisions to City Council Policy 127 are recommended.

9. Surplus Property Resolution - Brian Scott ([page 137](#))

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 items ready to be declared surplus are included as an attachment to the resolution.

10. Police Department Radio Replacement - Ben Hadley ([page 142](#))

The Police Department radios, purchased in more than fifteen years ago, were budgeted for replacement in 2019. The replacement was being driven by an FCC mandate for improved interoperability among various public safety agencies (P25). Research on radio systems was done county-wide, and the radios manufactured by Harris are recommended for purchase. Replacement of the radio system for the police department was budgeted in 2019 in the amount of \$225,000. The request is seeking authorization to purchase forty (40) Harris XL185P portable radios and eighteen (18) Harris XL185M mobiles. Included in the purchase would be all accessory items needed such as mics, batteries, ear pieces, and belt clips. Total estimated cost, including trade-in is \$231,433.30.

11. Authorization for Contract with SFS Architecture for Phase II Space Needs Analysis - Laura Smith ([page146](#))

Earlier this year, the City released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City was seeking input and plans to determine whether building renovation, new construction, leased space or some combination thereof would provide the most practical and cost effective solution to meet existing and future space needs. In April of this year, SFS Architecture was selected through a competitive qualifications based process. SFS' original proposal was broken down into two phases. Preliminary information resulting from the Phase I analysis indicates the total space (square footage) needed to accommodate the current and future activities of a combined City Hall/Police Department exceed the existing building limits. However, the potential for some portion of the existing operations to remain in a renovated facility does exist. Staff is requesting authorization to proceed with the Phase II Assessment in an amount not to exceed \$18,350 in order to develop a comprehensive report and recommendations for Council consideration later this fall.

2020 BUDGET

12. Recommended 2020 Budget and Budget Resolution - Laura Smith

Staff will present the recommended 2020 Budget for all funds and a draft budget resolution.

DISCUSSION ITEMS

13. Change in Date for Swearing-in of Newly Elected Officials - Laura Smith ([page 151](#))

Legislation passed during the 2019 session allows for cities to alter the swearing-in date for newly elected officials. It was previously mandated as the second Monday in January. Staff will review the legislative changes and look for Council direction on whether changes to Mission's swearing-in process are desired. If Council would like to modify, a Charter Ordinance would be prepared for consideration at a future meeting.

OTHER

14. Department Updates

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