

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, AUGUST 2, 2017

6:30 p.m.

Mission City Hall, 6090 Woodson

PUBLIC HEARINGS / PUBLIC COMMENTS

Public Hearing on 2018 City of Mission Budget ([page 4](#))

Public Hearing on Rock Creek Drainage District No. 1 Budget

Public Hearing on Rock Creek Drainage District No. 2 Budget

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Classification and Compensation Study - Final Report and Recommendations - Laura Smith

In March 2017, the City contracted with The Austin Peters Group to conduct a classification and compensation study. Mission's last comprehensive analysis was completed in 2005. Studies of this type assist the City in identifying any potential structural deficiencies such as compression, overlap or internal inequities, and provide a benchmark against the external market. During a recent worksession, the Council heard initial findings from The Austin Peters Group, and subsequently provided direction to staff to develop recommendations to begin moving the City's compensation structure (salary grades) toward the 60th percentile of the peer market. The final report and specific implementation timeline recommendations are now ready for Council consideration.

2. 2018 Budget Resolution (Draft) - Laura Smith ([page 82](#))

As a part of the annual budget process, the City Council has historically adopted a budget resolution which outlines and describes the financial policies, tax and fee structures and other related issues recommended for a particular fiscal year. The draft resolution included in the packet incorporates the feedback staff received throughout the budget process and details what is included in the 2018 Recommended Budget.

3. 2018-2022 CIP Resolution (Draft) - Laura Smith ([page 85](#))

For the last several years, the Governing Body has adopted a resolution that addresses the recommended five-year infrastructure plan, also known as the Capital Improvement Program (CIP). The revenues and expenses shown in the CIP for 2018 are included in the 2018

Recommended Budget in the appropriate funds. Years 2019-2022 of the CIP remain flexible in order to evaluate and address changes in resources or priorities in future years.

4. Replacement of Servers - Brian Scott ([page 88](#))

The City has a total of four primary network servers. Two are for the Police Department and host software applications for records management software, virtual data communication for police vehicles, as well as other digital files. The other two support the rest of the City and host a number of software applications, including those for Parks and Recreation program management, digital records management, and financial management software. All are nearing the end of their useful life, and some are past the warranty. Two are budgeted for replacement in 2017, and the remaining two will be replaced in 2018.

5. Resolution Designating Surplus Property - Brian Scott ([page 104](#))

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 includes two police vehicles, one Public Works truck, one truck in the Parks & Recreation Department, two mowers and other miscellaneous items. The surplus items will be sold via Purplewave internet auction.

6. Ordinances Adopting STO and UPOC - Ben Hadley ([page 107](#))

The *Uniform Public Offense Code* and *Standard Traffic Offenses* are published annually by the League of Kansas Municipalities and provide a comprehensive reference of public offenses and traffic code for Kansas cities. The proposed ordinances adopt, by reference, these two publications, ensuring Mission maintains uniformity with other agencies in the area, the State, and the actions of the State Legislature.

7. Selection of Voting Delegates for LKM and NLC Annual Meetings - Martha Sumrall ([page 113](#))

As a member city of both the League of Kansas Municipalities and the National League of Cities, Mission may designate voting delegates for the business meetings held at their respective annual conferences. Council may select up to three voting delegates for the LKM Business Meeting, and one voting delegate and one alternate for the NLC Business Meeting.

8. Consolidated Fire District No. 2 Street Solicitation Application to Benefit MDA - Martha Sumrall ([page 114](#))

Annually, Consolidated Fire District No. 2 and IAFF Local 1371 conduct a "boot block" to solicit funds to benefit the Muscular Dystrophy Association. They are requesting approval to solicit at the intersection of Johnson Drive and Broadmoor on September 1-4 (Friday from 6- 8:30 p.m. and Saturday - Monday from 11:00 a.m.-1:00 p.m.).

9. Resolution Designating Additional City Sponsored Festival Events - Martha Sumrall
(page 120)

To allow for the sale of alcohol by a local business at a festival event, Council must approve a resolution designating specific events as “City Sponsored Festival Events” including the date, hours, and the type of alcohol that may be sold. A resolution was previously approved by Council in March, but two additional events have been scheduled since that time. The proposed resolution would designate the Sunflower Festival in August and the Mission Farm & Flower Market Fall Party in October as City Sponsored Festival Events.

DISCUSSION ITEMS

10. Gateway Development - Laura Smith (page) - No Attachments

Bruce Kimmel with Ehlers, Inc., the City’s independent financial advisor, will provide the Council with an update on the status of the analysis and review of the financial information related to the request by the developer of the Gateway project for various public incentives.

OTHER

11. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ron Appletoft, Vice-Chairperson
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