

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, AUGUST 5, 2020

6:30 P.M.

Meeting Held Virtually via Zoom

In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the “chat” feature, please note all statements are made visible to the group.

Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

PUBLIC HEARINGS / PUBLIC COMMENTS

1. Public Hearing for the 2021 Budget - Brian Scott/Laura Smith
Public Hearing for the 2021 Budget Rock Creek Drainage District #1 - Brian Scott/Laura Smith
Public Hearing for the 2021 Budget Rock Creek Drainage District #2 - Brian Scott/Laura Smith ([page 4](#))

State statute requires a public hearing on the annual budget must be conducted no later than August 15 of each year. The notice must be published in the Legal Record a minimum of ten days prior to the public hearings, and the 2021 mill levy may not exceed what is published in this notice. The City will conduct one public hearing for the city and both drainage districts.

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

2. Acceptance of the July 1, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 117](#))

Draft minutes of the July 1, 2020 Finance and Administration Committee meeting are included for review and acceptance.

3. Contract for Crossing Guard Services - Kevin Self ([page 126](#))

The City of Mission contracts with All City Management, Inc. to provide crossing guard services at: 51st and Lamar (Rushton School) and 62nd and Roe (Highlands School). This contract has been in effect since August 2016 and is managed by the Police Department. The Department has been pleased with the services provided and recommends entering into a new

agreement for 2020-2021. An amendment to the original agreement has been prepared which extends the term through June 2021, and authorizes a price adjustment from \$21.08 per hour to \$23.01, which represents a total increase of \$1,389.60 per year.

4. Communications Strategy Update - Emily Randel ([page 129](#))

Since Council's approval of a contract with Crux for marketing, branding and public relations services, the firm has completed their research phase of the contract. Representatives from Crux presented their findings in June. Taking the research findings into account, the Crux team is ready to present two leading design options for rebranding and an update to the broader communications strategy work. Following Council's approval of a design concept, Crux will collaborate with staff to implement the branding and continue action on a newly created communications plan.

5. 2021 Budget Resolution - Laura Smith ([page 133](#))

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 budgetary issues recommended for a particular fiscal year. The draft resolution included in the packet incorporates the feedback received throughout the budget process and details items included in the 2021 Recommended Budget.

6. 2021-2025 CIP Resolution - Laura Smith ([page 137](#))

As part of the budget considerations, the City Council adopts 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 2021 are included in the 2021 Recommended Budget in the appropriate funds. Years 2022-2025 of the CIP remain flexible in order to evaluate and address changes in resources or priorities in future years.

7. Adoption of 2021 Budget - Laura Smith

- City of Mission 2021 Budget
- Rock Creek Drainage District #1 2021 Budget
- Rock Creek Drainage District #2 2021 Budget

In order to complete the 2021 budget process, the Council will take action, in the form of three separate motions at the August 19 City Council meeting, to formally adopt the 2021 Budgets for the City of Mission, Rock Creek Drainage District No. 1, and Rock Creek Drainage District No. 2. All supporting documentation for this agenda item was previously included as a part of the materials presented in connection with the Public Hearing on the 2021 Budgets.

DISCUSSION ITEMS

OTHER

8. Department Updates - Laura Smith

Debbie Kring, Chairperson
Hillary Parker Thomas, Vice-Chairperson
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