

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

September 4, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, September 4, 2019 at 7:58 p.m. The following committee members were present: Pat Quinn, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Absent: Councilmember Thomas. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 7:58 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Superintendent Brent Morton, and Capt. Kevin Self.

Acceptance of the August 7, 2019 Finance & Administration Committee Minutes

The August 7, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were accepted as presented.

Participation in County-wide Housing Inventory

Ms. Smith reported that housing issues have been discussed on a variety of levels, including through the First Suburbs Coalition Housing Summit funded through a grant from NLC. United Community Services recently convened a multi-sector collaborative called the Johnson County Health Equity Network, which is focused on housing as a priority health equity issue for Johnson County. This group will work with Johnson County cities to conduct a housing market and needs assessment. The last inventory was conducted in 2004 and a task force followed-up with recommendations, but many of their goals have not yet been reached. This proposed housing inventory will be conducted at the local level, rather than county level, where there is a greater ability to make an impact. Johnson County has agreed to fund approximately 50% of the study, with cities funding the balance based on a pro-rata share of population. Mission's cost would be \$1,250 and we would have access to the data from the project. UCS anticipates releasing the RFP for this project in mid-September and Ms. Smith has been asked to serve on the evaluation committee.

Councilmember Davis asked if this work will duplicate the work of the National League of Cities. Ms. Smith stated there may be a little overlap, but this will provide more detailed information. Councilmember Schlossmacher asked what other priority health equity issues have been identified beyond housing and Ms. Smith stated she will share these with Council. The committee also discussed Mission's annual financial support of UCS and their programs.

Councilmember Inman recommended the approval of the expenditure of \$1,250 as Mission's proportionate share of a county-wide housing study inventory that will be conducted by UCS be

forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Franchise Agreement with Bluebird Network

Ms. Sumrall stated the City was contacted by Bluebird Network regarding our requirements for a right-of-way permit to install fiber underneath Roe Avenue, with a portion of it crossing through Mission, and our requirements for a franchise agreement. A franchise agreement is required and is adopted by ordinance. This proposed franchise agreement/ordinance has been prepared by City Attorney Dave Martin working with attorneys at Bluebird Network. Terms include the collection of a franchise fee of 5% of gross receipts and an expiration date of December 31, 2024 with up to eight additional two-year renewals. She noted that Bluebird plans to provide service to St. Luke's Urgent Care at the corner of Johnson Drive and Roe in Roeland Park, and will not be providing service in Mission at this time. Bluebird Network will also pay a \$1,000 one-time application fee. Discussion continued by the committee on where this fiber is crossing Roe and will that eventually be in Roeland Park with a potential deannexation in that area. Mr. Morton stated he believes it will remain in Mission.

Councilmember Quinn recommended the ordinance granting Bluebird Network LLC a contract franchise to construct, operate and maintain a telecommunications system in the City of Mission, Kansas and prescribing the terms of said contract franchise be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Other Department Updates

Ms. Smith asked Council to provide her with their availability for a 3-4 hour retreat this fall. A full-day retreat will be scheduled after the first of the year that will include the leadership team.

Ms. Smith provided an update on priorities and projects for 2019, including:

- Council Committee Liaisons - this has been accomplished with several months of Council attendance at commission/board meetings behind us. She stated we will have Councilmembers start reporting soon, and noted that the Parks, Recreation and Tree Commission is very excited to have Councilmembers participating in their meetings.
- The Comprehensive Plan Update RFP has been published and distributed with a response due date of October 4th. She stated this project is a bit behind due to working on the hiring process for new department directors, and Mr. Scott noted that staff was also very busy with the recent bond sale.
- The DirectionFinder survey will be considered as part of the Comprehensive Plan Update.
- Space Needs Analysis Phase I is complete and following these preliminary findings, Phase II was approved by Council earlier this summer. Phase I found that the current

building for City Hall and the Police Department is not large enough to hold both. Phase II is a more in-depth study of our space needs and staff will meet with SFS Architecture next week to review the Phase II report. She anticipates this coming to committee in October.

- Asset Management is ongoing, and the stormwater data will be compiled in one place where it can then be shared with AIMS and available to SMAC for funding of projects. BHC Rhodes will next be working on streets and she anticipates a report to Council in October. Ms. Smith noted that the October meetings will be busy and the public hearing on the Mission Bowl property is also scheduled for October.
- Court software is next on the list for distribution of an RFP.
- The residential solid waste contract RFP was recently published and distributed with three companies responding by the deadline. Staff is reviewing these and a recommendation will be on the October committee agendas.
- Financial Management Software has not yet been addressed.
- Energy Audit - Ms. Randel stated we have been waiting on the state to review vendors for this project and once available we will move forward. The timing will work with Mr. Almoney joining Mission as Director of Parks and Recreation this month, so he will also be able to participate in this project.
- Rock Creek Channel design is underway and we anticipate taking bids for this project at the end of the year. Bonds for the project were sold earlier this summer.

Councilmember Schlossmacher requested information on discussion of the Johnson Drive (Nall to Lamar) configuration and when she anticipates this coming forward. Ms. Smith stated she is pulling historical information together and it will move forward soon.

The committee again discussed possible dates for a retreat. Ms. Smith stated that with all the upcoming events this fall, there is only one or two Saturdays available and suggested an evening might work since the retreat will only be for 3-4 hours. She asked that Councilmembers send her dates they are not available.

Mr. Morton announced that crews are now working on the west lane of Broadmoor and that stormwater work for the project will be starting soon. The project is on track. He also stated that the patching on Foxridge Drive is complete and they have received many positive comments on this project.

Ms. Smith announced that Jim Brown, Building Inspector, will be returning to work next week on a part-time basis.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:16 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk