

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE
REVISED

WEDNESDAY, DECEMBER 2, 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

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Acceptance of the November 4, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 4](#))

Draft minutes of the November 4, 2020 Finance and Administration Committee meeting are included for review and acceptance.

2. 2021 Legislative Priorities - Laura Smith/Stuart Little ([page 15](#))

Each year the City prepares a Legislative Program which outlines priorities and areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. The 2020 priorities were reviewed and discussed at the November 4 Finance & Administration Committee meeting and the attached program represents the recommended 2021 Legislative Priorities for final review and approval. The priorities were reviewed and revised collaboratively with Stuart Little of LGR.

3. Mission Bowl Project - Laura Smith ([page 35](#))

- 3a. Ordinance Establishing TIF District 3A and Approving a Project Plan for the Same
- 3b. Resolution of Intent - IRBs
- 3c. Draft Redevelopment Agreement

During the December 2, 2020 Committee meeting we will present information on the draft redevelopment agreement, the Resolution of Intent to issue IRBs, and the Ordinance that would create Rock Creek Tax Increment Financing (TIF) District 3A. Final negotiations are on-going with the Developer and his team following up on a variety of sustainability goals and objectives for the project. Based on the current status of those discussions, a final report from the City's Financial Advisor will not be presented at this meeting. The balance of the discussion and review of the project will be carried over to a supplemental Finance & Administration Committee meeting on Wednesday, December 9, 2020 at 6:30 p.m.

4. Personnel Policies and Guidelines Update - Emily Randel ([page 83](#))

The City conducts an annual review and update of its Personnel Policy and Guidelines to insure compliance with current practices and state and federal laws. This item details and outlines the proposed changes to become effective January 1, 2021.

5. KERIT Workers' Compensation Insurance Renewal - Brian Scott ([page 153](#))

The City has been a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers' compensation pool, since 2009. The Trust comprises eighteen member cities and counties. Workers' compensation premiums are based on the City's annual payroll, the level of exposure to risk that certain jobs may entail, and an experience modifier that reflects past claims. The 2021 premium for workers' compensation coverage has been estimated at \$149,859, an increase of 57% over 2020 estimated. Funds in the amount of \$109,600 were included in the 2021 approved budget.

6. DTI Contract Renewal - Brian Scott ([page 156](#))

The City of Mission has had an interlocal agreement with Johnson County Department of Technology and Innovation since 2011 for the provision of computer network support. This agreement provides the City with access to the County's main network (including internet access), as well as network server back-ups, monitoring, security and general support. Staff is recommending approval of the intergovernmental agreement for 2021 at a cost of \$59,562, a 6% increase over 2020.

7. 2021 Special Alcohol Tax Fund Allocations - Brian Scott ([page 162](#))

State statutes provide that a third of the alcohol tax funds allocated to cities be placed in a Special Alcohol Tax Fund to support programs whose principal purpose is alcoholism and drug abuse prevention or treatment. The 2020 Alcohol Tax funds allocated to Mission are estimated to be \$70,000. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. Staff recommends that \$50,000 of the City's Special Alcohol Tax Fund be placed with the DAC to support the programs detailed in the attached report.

8. 2021 Budget Ordinance - Laura Smith ([page 193](#))

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2021 Budget by ordinance. There are no changes proposed to the budget adopted by the City Council in August.

9. Ordinance Directing City Administrator to Spend According to Budget - Laura Smith (page 195)

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2021 adopted budget.

10. 2021 Cereal Malt Beverage (CMB) License Renewals (page 197)

City ordinance and Kansas statutes require that any person wishing to sell any cereal malt beverage/enhanced cereal malt beverage (CMB) at retail must obtain an annual license for each place of business.

DISCUSSION ITEMS

11. Discussion of Recent County Public Health Order - Laura Smith (page 198)

On November 19, the Johnson County Board of Commissioners issued Public Health Order No. 002-20 which went into effect at 12:01 a.m. on Monday, November 16 in an effort to slow the spread of COVID-19 in the County. Staff have been involved in on-going conversations over the past two weeks regarding responsibility and expectations for enforcement of the order and coordination with the County. A potential agreement outlining the same is still being reviewed and discussed by the cities within the County and should be available prior to the Committee meeting for our review and discussion. In addition to the County's Public Health Order, we anticipate reviewing the City's specific operations and plans at our various facilities to determine if adjustments are necessary to aid in slowing the spread.

12. Discussion of SMSD Bond Issue - Rushton Rebuild - Ron Appletoft (no attachments)

The Council will discuss opportunities to support and educate Mission residents on the upcoming SMSD Bond issue (January 26, 2021) and the rebuild of Rushton Elementary School.

OTHER

13. Department Updates - Laura Smith

Debbie Kring, Chairperson
Hillary Parker Thomas, Vice-Chairperson
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