



CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, FEBRUARY 1, 2023, at 7:30 p.m.
(or immediately following 6:30 p.m. Community Development Committee)

MISSION CITY HALL
6090 WOODSON

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). 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 January 11, 2023 Finance & Administration Committee Minutes – Robyn Fulks ([page 1](#))

Draft minutes of the January 11, 2023 Finance and Administration Committee meeting are included for review and acceptance.

DISCUSSION ITEMS

2. Consideration of Regulations for Electronic Cigarette Retailers – Laura Smith ([page 12](#))

OTHER

3. Department Updates – Laura Smith

Trent Boultinghouse, Chairperson

Debbie Kring, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913.676.8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	February 1, 2023
Administration	From:	Robyn Fulks

Action items require a vote to recommend the item to full City Council for further action.

RE: January 11, 2023 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the January 11, 2023 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the January 11, 2023 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

January 11, 2023

The Mission Finance & Administration Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, January 11, 2023. The following Committee members were present: Ken Davis, Trent Boultinghouse, Mary Ryherd, Debbie Kring, Lea Loudon and Mayor Flora. Councilmember Chociejski attended via Zoom. Councilmember Thomas and Councilmember Inman were absent. Councilmember Boultinghouse called the meeting to order at 6:56 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, Assistant City Administrator Emily Randel, City Clerk Robyn Fulks, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks and Recreation Director Penn Almoney, City Planner Karie Kneller and Chief Dan Madden.

Public Comments

Councilmember Boultinghouse reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

Public Presentations/Informational Items

There were no public presentations or informational items.

Action Items

Acceptance of the December 14, 2022 Finance & Administration Committee Minutes

Minutes of the December 14, 2022 Finance & Administration Committee were provided to the Committee for review.

Councilmember Kring recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Resolution Destruction of Certain Records

City Clerk Robyn Fulks presented to the Council an updated Resolution for destruction of certain records for 2023, which will allow documents that have been identified as able to be destroyed to be so.

There were no questions or further discussion from the Committee and Councilmember Kring recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

2023 Proposed Reorganization and Reclassifications

City Administrator Laura Smith presented the need for reorganization and reclassifications recommended for 2023. She reviewed a memo included in the packet that provides information, as discussed at an executive session in November, outlining opportunities for improvement which will address: a more equitable distribution of workload, existing workflow inefficiencies, changes in staff and department workloads, staff development and training opportunities, talent retention and the ability to more clearly communicate expectations during hiring processes to increase the likelihood of success when recruiting for vacant positions.

Ms. Smith has spoken with Councilmembers and the City's leadership team, especially to the topic of succession planning to ensure the long-term success of the organization. She believes that there are opportunities for improvement in many areas and reorganization and reclassification will help make those improvements. Staff has worked hard to look at making recommendations in the right areas based on specific performance goals and objectives. The recommendations tonight are mainly focused on the areas of Public Works, Community Development and Administration; however additional recommendations will likely come forward later this year after the community center feasibility study wraps up. Additional recommendations will also be considered in the Police Department.

Ms. Smith then started with an explanation of the recommendations impacting the Community Development Department. She detailed that the influx of development and redevelopment within the City has dramatically increased the workload and there does not seem to be a reduction in that activity anytime in

the near future. There are also a number of items prioritized in the 2023 budget that will impact the Community Development Department, creating more workload. In order to accomplish the goals laid out in the budget, realignment of duties of the Deputy City Administrator and Finance Director need to happen, and are probably long overdue. The current recommendation on the Community Development side is reclassification of the Deputy City Administrator position to Deputy City Administrator for Planning and Development Services with the finance responsibilities currently maintained by the Deputy City Administrator transitioning to a new position which will be described shortly. The Deputy City Administrator will supervise the City Planner, Building Official and Community Development Coordinator, with oversight responsibilities for the entire Community Development staff, a total of six staff members once the building inspector position is filled.

Ms. Smith shared that finance responsibilities are currently shared between several people within the organization, and as the complexity of the City's budget has increased, Staff has recognized a need for more effective and efficient allocation of staff resources for the finance functions. The current structure and the unpredictability of the Community Development workload and calendar have delayed important finance priorities such as implementation of financial management software and update of financial policies and procedures. Moving the responsibility for oversight of the Finance function will better balance workload and demands and provide an opportunity for an existing employee to take on new responsibilities with support and mentorship.

Ms. Smith reviewed that the recommendation with regards to Finance is to reclassify the current Assistant City Administrator's position to Deputy City Administrator for Administrative and Finance Services, which will add a finance component alongside the existing responsibilities for management and oversight for the Human Resources, Municipal Court and Public Information functions. Time has also been spent to better distribute the public information and social media responsibilities throughout the organization, which has been noticed positively by Council. That change has created more capacity for Ms. Randel to look at taking on more responsibility.

Ms. Smith last reviewed the recommendations for Public Works. Reclassification changes made in 2021 have allowed the Department to be more successful in filling positions and retaining employees which has been helpful for operations and consistency of the department. Ms. Duran and her staff continually review and evaluate opportunities to strengthen the efficiency of the Department.

In 2022 an Assistant Public Works Superintendent's position was created, replacing two crew leader positions that were previously in place. That has been a very successful restructuring, with all crews now reporting to one person, which has reduced confusion amongst employees. The Assistant PW Superintendent's position became vacant in 2022, and the Department had great response from both internal and external candidates. Two internal candidates rose to the top through the recruitment process. Based on the results of the interviews, and work the Director has been doing with the City's HR consultant on broader culture, morale and efficiency conversations, a recommendation to not only fill the Assistant Superintendent's position, but also to add Lead Maintenance Worker's position are recommended. Ms. Smith supports Ms. Duran's recommendations, acknowledging that this structure is likely to further enhance the department's work, their level of service and employee retention. The Lead Maintenance Worker's position will also allow the Assistant Superintendent to have more time in the office, picking up responsibilities previously assigned to the Public Works Superintendent who has been stretched thin due to project management, ROW permitting, easement acquisition and other issues. If adopted, the recommendations will result in promotions for two existing staff, and will not result in the addition of any new positions.

Ms. Smith's lastly noted that Ms. Duran has worked to develop a progression program to create opportunities for existing employees to be able to advance through salary grades as they acquire new skill sets. Ms. Duran has put a tremendous amount of work into developing the program with criteria. No employees have started the process yet, however Ms. Smith has approved the processes administratively, and with Council approval of this plan, the Department will be able to begin implementation in 2023, illustrating a clear professional development progression and hopefully incentivizing current employees to continue to grow their skill sets.

Ms. Smith shared that the budget process traditionally brings about a look at reclassification and reorganization opportunities. She has recommended four reclassification requests as outlined in the memo, including title and grade change for the Accounting Manager, a recommendation to reclassify the Payroll and Benefits specialist to an HR specialist, reclassification of the Facilities and Maintenance Supervisor in Parks and Recreation to take on oversight and management of all City facilities, and finally, transitioning the Parks Technician role to that of Parks Maintenance Supervisor. The memo included in the

committee agenda packet provides more detail on the recommended reclassifications.

Ms. Smith shared that budgetary impacts for implementation are always an important component when looking at reorganization and reclassification. Recommendations are evaluated to ensure that they can be included comfortably in the budget. For all of the reorganizations and reclassifications proposed in the memo to take effect February 1, 2023, the anticipated 2023 budgetary impact is \$31,368.00, split roughly \$27,000 as salary impacts and \$4,200.00 of benefit impacts, which Staff believes is a very manageable expense to meet the restructuring objectives. Staff also believes that the proposed changes realign duties and responsibilities while respecting budgetary boundaries. There was also a focus on employee mental health and making sure that no one employee has too much on their plate for too long.

Ms. Smith shared that a larger analysis and recommendations in relation to an organization-wide restructuring of salary grades, which continues to be challenging as surrounding communities continue raise salaries, notably in the law enforcement area. Those recommendations will be made in the context of the overall budget, along with those that come out of the community center feasibility study later in the first quarter of this year.

Councilmember Davis asked what the impact will be on space available at city facilities for employees, and how those concerns will be addressed. Ms. Smith replied that space continues to be a limiting factor when considering the addition of positions. She is hopeful that she is able to give attention to long term space planning and possible other office vacancies, leased or purchased, around the community, to relocate some administrative functions in the coming year.

Councilmember Kring asked what plans are in place in light of the City's Accounting Manager leaving. Ms. Smith replied that staff has been working through an appropriate transition plan, like we would for any other position vacancy. The Accounting Manager has done an exceptional job in documenting processes and procedures and training the Accountant, so although not without its challenges, we expect it to be smoother than in past transitions. She believes that since both she and the Deputy City Administrator have both done the finance work before and are familiar with it, although it's been some time, that will provide some benefits. The Budget and Finance Manager's position will be posted early next week, and we will move quickly to fill the role.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

Award of Contract for Installation of Police Department Radio Repeater

Police Chief Dan Madden reviewed that radio reception degradation has existed within the facility and seems to happen when different radio wavelengths are introduced from the FCC for law enforcement. The vendor has seen this occur in many other local facilities and have had to install radio repeaters to help remedy the situation. Dead spots in the building prevent hearing or transmitting from radios, which is a safety issue for officers and the public. The radio vendor has recommended a radio repeater for \$13,880.88. Funds for the repeater will come from the special Law Enforcement Trust Fund or Asset Forfeiture Fund.

Councilmember Boultinghouse asked Chief Madden if the vendor had been able to give any guarantee that the repeater will permanently prevent the dead spots from happening. Chief Madden reported that the vendor evaluated the building, as the issue is seen in all four corners of the building, but especially in the booking and report writing areas of the building. The vendor believes that the equipment to be installed will cover the entirety of the building.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

City Council Policy No. 120 – Capital Asset Policy

Deputy City Administrator Brian Scott presented the desire to amend City Council Policy No. 120, to increase the amount that determines when an item is classified as a capital asset. The items, when purchased, are catalogued and depreciated. The current value set is \$1,000.00, and hasn't been adjusted for at least twenty years. With current costs of goods and services, increasing the limit seems to be appropriate. Staff is recommending to increase the threshold of when an item is classified as an asset from \$1,000 to to \$5,000.00 and a life expectancy of five years.

Councilmember Kring asked if this change will change any language in insurance policies held by the City. Mr. Scott replied that this change will not have any

effect on insurance policies. The City's deductible is currently \$10,000.00 other than for vehicles, which have a \$1,000.00 deductible.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

CMB Application Casey's General Store

Ms. Fulks presented to the Council an application from Casey's General Store for a cereal malt beverage (CMB) license for off-premises consumption at their new location that will be opening in March of 2023 at 5800 Johnson Drive. Their application has been reviewed, a background and criminal history check on ownership and managerial staff has been completed, and the required fees have been paid.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Governing Body Compensation

Ms. Smith reviewed previous discussions of Governing Body's annual compensation, from January 2022 and this past December. Section 115.60 of the Mission Municipal Code outlines the compensation for the Mayor and Councilmembers, and identifies that it shall be reviewed annually at the first regular meeting in January. That has not been done for a number of years, however. Current compensation of \$12,000.00 per year for the Mayor and \$4,200.00 per year for Councilmembers was last adjusted in 2002.

In January of 2022 review of the current compensation numbers with the Council resulted in their request that the issue be brought back in December for additional conversation and possible action. Compensation structures for elected officials in other cities across Johnson County have been provided, and vary widely from city to city. There are also options to waive or reduce the salary in some neighboring cities, sometimes voluntarily and sometimes by a vote of the Council. Mission allows an elected official to convey, in writing, their desire to take a reduction or to waive in its entirety their compensation, which has been done and is not without precedent.

Ms. Smith emphasized that the Council's ongoing discussions have focused on keeping the salaries somewhat competitive to help reduce barriers for potential candidates due to financial constraints, childcare and other financial considerations; thereby supporting and encouraging diversity of candidates. Salary increases won't be dramatic so as to allow individuals to leave current employment, but if the Council is interested in making modest adjustments, Staff has presented an option, similar to the City of Merriam, which would increase the salaries of elected officials commensurate with the increases received by Staff at the satisfactory level during the annual review period. Ms. Smith believes that the review and development of the increases each year as part of the annual budget process, allows for decisions to be made with specific consideration of Mission's budget. If this approach were adopted by the Council, the 2022 increase would be 6%, bringing Council salaries to \$4,452 annually and the Mayor's salary to \$12,720 annually.

Councilmember Kring commented that, while she felt uncomfortable initially with the increase, she sees the value, especially with the small amount each month.

Councilmember Boultinghouse commented that having a policy in place will benefit not only this Council but future Councils and a model to look toward in the future. Ms. Smith echoed his sentiments and did advise that revisions can always be made down the road if should future Councils desire.

Councilmember Kring recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda. Ms. Smith noted that an ordinance will be prepared based on the Council's direction.

Department Updates

Chief Madden updated the Committee that he is happy to announce that the Police Department is now fully staffed in the Community Services Officer (CSO) position, which has not happened in quite some time. One CSO did just go out on parental leave, however they will return in a month or so. He also announced that he was absent from the December 21, 2022 City Council meeting as he was attending the Police Academy graduation of the City's newest officer, Beau Schmidt, who graduated and is now in field training.

Ms. Smith reminded the Council that meetings will be returning to City Hall beginning with the February 1 committee meetings. The regular City Council meeting for January will be held next week at the community center and will include items as unfinished business relative to the Mission Gateway project carried forward from the November 21, 2022 Special City Council Meeting. There will be a packet distributed on Friday January 13, and Ms. Smith and Mr. Heaven are available for individual meetings before the January 18 meeting if anyone would like. Ms. Smith also noted that there will be a couple of new business items as well, and appointment of a new City Treasurer as a result of the resignation of the Accounting Manager.

Ms. Smith took a moment to thank Council and Staff for their patience, understanding and hard work as she used the last five weeks to focus on her family during a time of need. Mayor Flora noted that everyone is glad to have her back.

Councilmember Kring asked if a new date had been scheduled for the Council retreat. Ms. Smith replied that she and Mayor Flora are working on what the needs and wants are for the retreat and have talked about a new date for a tentative work session on economic development as the date previously discussed, January 25, is Local Government Day in Topeka and will conflict. She shared that attention will quickly turn to calendaring those items once the Gateway packet has been completed for next week's meeting.

Councilmember Kring commented that she wants to commend Staff on their amazing work, and Laura's mentorship to create such great staff. Staff is responsive, accurate, kind, thoughtful and very bright. She is appreciative of everyone and the job that they do. Councilmembers Davis and Boultinghouse echoed her sentiments.

OTHER

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:41 p.m.



Respectfully submitted,

Robyn L. Fulks, City Clerk

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	February 1, 2023
Administration	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Consideration of revising Mission Municipal Code to impose certain distance requirements for retailers selling vaping products.

DETAILS: Last fall, Councilmember Davis requested the City Council consider revising Mission’s zoning code regulations to impose certain distance requirements for retailers selling vaping/electronic cigarette products. During the October 12, 2022 Finance & Administration Committee meeting, staff shared preliminary research on this issue and facilitated a discussion to ensure there was Council consensus to pursue the issue and invest additional staff resources in the topic. That consensus was provided, and we will re-engage in the conversation during our February 1, 2023 Committee meeting.

As we’ve discussed previously, the City does not have a role in licensing tobacco retailers. All retail tobacco licenses are issued by the State of Kansas. There are currently nine (9) licensed tobacco retail outlets in Mission including:

- BP Gas Station (5500 Johnson Drive)
- Casey’s (5800 Johnson Drive)
- CBD Amercian Shaman (6027 Metcalf, Ste B)
- Crown Liquor & Tobacco (5044 Lamar)
- Dollar General (5312 Martway)
- Hy-Vee (6655 Martway – main store)
- Hy-Vee (6645 Martway – gas station)
- Grand Liquor (5410 Johnson Drive)
- Quiktrip (4700 Lamar)

None of the currently licensed retailers is a stand-alone vape shop, but rather may sell vaping products in addition to other tobacco products.

Under Mission’s current zoning code, tobacco shops, including any stand-alone vape shops are allowed in MS-1, MS-2 and C1 districts. Staff is preparing maps for our discussion at the Committee meeting which will aid visually in the conversations about any potential changes to the codes.

As a part of the discussion in October 2022, the following quote from a February 2022 report published by the Kansas Health Institute (KHI) and the Kansas Department of Health and Environment (KDHE) was shared, “Youth tobacco product use especially has negative health consequences including addiction and lifelong chronic disease. Early use of tobacco products is a major factor in developing and sustaining addiction

Related Statute/City Ordinance:	Chapter 405 Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	February 1, 2023
Administration	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

because the adolescent brain is still in development and is uniquely vulnerable to nicotine and its reinforcing effects.” A complete copy of the report can be viewed [here](#) for your information and reference. The report was developed to describe the landscape of tobacco retail licensing and zoning in Kansas and to share information on policies that communities could consider should they wish to take steps to curb youth access to tobacco products.

During the October meeting staff also shared information on the [City of Shawnee’s code](#) which, among other requirements, prohibits electronic cigarette retail outlets within two hundred (200) feet of property used or zoned for school, college, church, or commercial day care use, as well as property zoned or used for residential use. During our February discussion, staff will provide additional information and context on Shawnee’s ordinance.

As discussed during our October committee meeting, any changes in the City’s ordinances would “grandfather” all existing licensed tobacco retailers. Staff will be seeking additional input and direction regarding any proposed changes to the existing codes. If desired, a final recommendation would come back to the Committee for final approval, and then would be prepared for public hearing in front of the Planning Commission (required for zoning code changes) and then brought back to the City Council for final consideration and adoption.

CFAA IMPACTS/CONSIDERATIONS: An important premise within the Communities for All Ages program suggests that residents are interested in healthy, vibrant communities. This is often related to walkable communities, but applies to all aspects of integrating health into planning and development policy. Discussing policies such as this can signal to residents a community’s willingness to review and consider all aspects of building a healthy and resilient community for residents of all ages.

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Line Item Code/Description:	NA
Available Budget:	NA

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