



## **CITY OF MISSION, KANSAS**

### **FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, JANUARY 10, 2024 at 7:30 p.m.**

**(or immediately following 6:30 p.m. Community Development Committee)**

**MISSION CITY HALL  
6090 Woodson Street**

#### **Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. 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 COMMENTS**

#### **PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

#### **PLANNING COMMISSION ACTION ITEMS**

#### **ACTION ITEMS**

1. Acceptance of the November 1, 2023 Finance & Administration Committee Minutes - Robyn Fulks ([page 3](#))

Draft minutes of the November 1, 2023 Finance and Administration Committee meeting are included for review and acceptance.

2. Governing Body Compensation – Laura Smith ([page 14](#))

Section 115:060 of the Mission Municipal Code establishes compensation for the Governing Body. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January. In January 2023, the Council approved Ordinance 1579 establishing new parameters for making adjustments to salaries for the Governing Body. The recommended annual adjustment in accordance with the Code is presented for Council consideration.

## **DISCUSSION ITEMS**

### 3. Milhaus Tax Abatement Request – Laura Smith

Staff will present preliminary information and analysis surrounding a request by Milhaus Kansas City for a tax abatement associated with the Mission on Beverly multi-family project. Materials will be uploaded to the packet prior to the Committee meeting.

## **OTHER**

### 4. Department Updates – Laura Smith

**Mary Ryherd, Chairperson**  
**Hillary Parker Thomas, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
**913.676.8350**

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	January 10, 2024
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** December 13, 2023 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the December 13, 2023 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the December 13, 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**

December 13, 2023

The Mission Finance & Administration Committee met at Mission City Hall and virtually via ZOOM on Wednesday, December 13, 2023. The following Committee members were present: Sollie Flora, Hillary Thomas, Ken Davis, Lea Loudon, Debbie Kring, Trent Boultinghouse, and Mary Ryherd. Councilmember Inman and Councilmember Chociey were absent. Councilmember Ryherd called the meeting to order at 8:12 p.m.

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

### **Public Comments**

Councilmember Ryherd 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 tonight.

### **Public Presentations/Informational Items**

There were no public presentations or informational items.

### **Action Items**

#### **Acceptance of the November 1, 2023 Finance & Administration Committee Minutes**

Minutes of the November 1, 2023 Finance & Administration Committee were provided to the Committee for review.

Councilmember Thomas 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.

## **2024 Legislative Priorities**

City Administrator Laura Smith presented to the Committee changes to the legislative priorities after conversations at the November 29 work session with Stuart Little of Little Government Relations (LGR). Ms. Smith highlighted items changed on the tax and appraisal policy, removing references to dark story theory while reserving the right to add those back in if the issue arises again, a statement about abandoned and blighted properties, housing and rental inspections were added, aligning the education issue more closely to the Shawnee Mission School District's positions on special education funding and anti-voucher issues. Additionally, the statement about multi-modal transportation and Vision Zero were removed from the infrastructure section to become a stand-alone item, and changes were made to the language from the word "marijuana" to "cannabis" to more closely align to the wording used in the legislation. Ms. Smith did say she heard at the NEJC Chamber Legislative Breakfast that there could potentially be more movement on the cannabis front in the upcoming session. Following approval next week, Mission's priorities will be sent to our legislative delegation. Weekly legislative updates will come from LGR once the session begins in 2024.

Councilmember Loudon asked to whether the additional information about affordable housing was included and Ms. Smith confirmed it was.

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.

## **Classification and Compensation Recommendations**

Ms. Smith explained that it is typical to review classification and compensation structures at the end of the year. She noted that the challenge to recruit and retain employees still exists and is expected to persist. She thanked the Council for making that a priority and for authorizing significant adjustments in the last few years. She noted several adjustments made since 2017 to both full and part time staff, and within the Police Department. Those adjustments have helped the City stay competitive and have been well received by employees. She noted changes she believes it is appropriate to look at the 1.5% adjustment to the overall salary structure which would have only a small budgetary impact at this time. Ms. Smith is also recommending a number of

reclassifications from this year including: part time administrative Assistant in the Public Works Department going to full time, reclassification of the Parks Maintenance Supervisor to a grade 16; assignment of the Business Manager position in Parks + Recreation to Grade 23, reclassification of the Aquatics Facilities Manager position from Grade 17 to Grade 20, and reclassification of a part time accounting position in the Parks + Recreation Department from 20 hours per week to 30 hours per week.

Councilmember Kring asked approximately how many lapsed FTE hours are tracked. Ms. Smith replied that Staff does not track that but salary line items are reviewed and monitored throughout the year and considered when making any requests for reclassifications or compensation adjustments.

Councilmember Davis expressed continued support of refreshing classification and compensation and that the City is working hard to remain relevant in the job market.

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.

### **KERIT Renewal**

Deputy City Administrator Emily Randel introduced the next item, approval of renewal of the City's workers compensation pool insurance through KERIT. She was excited to announce that some high claims years have fallen off of the three-year average, which has helped lower annual renewal rates this year. The premium amount for 2024 is presented at \$87,263, a decrease from last year's \$133,195 premium. She noted that Staff will continue to monitor that and will continue to emphasize loss control efforts throughout the organization.

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.

### **Property and Casualty/General Liability Insurance Renewal**

Ms. Randel next presented the renewal for the City's property and casualty and general liability insurance. She introduced Tom McGuire from CBIZ who was in

the audience this evening. His team is a third-party broker who helps Staff manage and select appropriate coverages to offer necessary protections at competitive rates. She noted that, as explained in the past years, the market is very limited for local governments, especially cities of our size with very few carriers even willing to provide coverage quotes. National disasters and nationwide trends are impacting us here as well. She noted that CBIZ is hopeful for some alternatives in the horizon. The total annual premium for 2024 is \$133,195.00, an increase of 33% over the 2023 premium. She noted the increase was anticipated for in the 2024 budget and is covered by the budgeted funds.

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.

### **DTI Renewal**

Deputy City Administrator Brian Scott introduced the proposed renewal of services with Johnson County Department of Information and Technology (DTI). The City has used DTI since 2011 for network support at City Hall, the Police Department and the Powell Community Center. He noted that the network is backed up nightly, internet service is provided, and troubleshooting is done when issues arise through their help desk. He believes that issues from earlier years have been addressed and service has been better. He did note that the County has begun the process to move toward complete cost recovery resulting in a 33% increase for 2024, up from around \$60,000.00 to \$93,000.00 for 2024. DTI has also developed a new master services agreement which Staff has been requesting for several years to help lay out responsibilities for each party, and response time agreements. He has submitted some feedback and hopes to revisit the agreement in early 2024.

Councilmember Kring commented that she believes this contract should be supportive so that Staff does not have to complete additional IT tasks. Mr. Scott agreed, especially with running a network and adding in cybersecurity issues. He also noted that DTI is seeing staff turnover like many other businesses, which is a driver in the increased cost. Mr. Scott also noted he has spoken with private firms, but the cost he is usually given is around \$100,000.00, which does not include all of the services that DTI provides now.

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.

### **Network Equipment Replacement**

Mr. Scott next introduced the need for replacement of several components of the City's network equipment, specifically switches. After further evaluation in reviewing needs with DTI it was determined that both the Police Department and City Hall servers were a higher priority for replacement. The City Hall server is seeing issues almost daily. The recommendation is to purchase two Dell servers from Technology Group Solutions for \$25,674.00. There was a quote for a bit less for used servers, however they were without a warranty. Additionally, eleven Wi-Fi access points will be purchased through TGS for \$17,636.00. Mr. Scott is also looking at multi-factor authentication licenses. Twenty licenses will be purchased for a total of \$1,939.00. That service will eventually be rolled out to the entire organization which will help with cyber security issues as well. Staff will also purchase two UPS's, uninterruptable power supplies. Staff budgeted \$94,000.00 for these purchases, however the total cost for the items will be \$51,564.01 which provides savings over the budgeted amount.

Councilmember Kring commented that she completed the security awareness training online, and MFA was mentioned several times. Councilmember Ryherd echoed this and that she is glad to see the MFA piece.

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.

### **2023 Budget Amendment**

City Administrator Laura Smith introduced a series of items related to the 2023 and 2024 budgets. Her first item was discussion of amendments to the 2023 budget. Notice was published in The Legal Record on December 5 for a public hearing on this matter on December 20. Exceeding the maximum budget authority without a formal budget amendment results in a violation of statutory budget law. Because budgets are adopted 4-5 months ahead of the fiscal year, many budget amounts are best estimates, particularly related to large capital projects. She noted that five funds will need to be amended, including the



Equipment Reserve Fund where Staff has been waiting for a dump truck since 2022 due to supply chain issues. The Capital Improvement Fund will also need to be amended as the 2022A Series bonds had not yet been issued to fund parks and streets projects. The Capital Improvement, Street Sales Tax and Parks + Recreation Sales Tax Funds will be amended to reflect the receipt of the bond proceeds and the expenditure on the corresponding capital projects. Finally, an amendment to provide expenditure authority to transfer ARPA is proposed. She noted that all increases in the expenditure limits were included when the 2023 Revised Budget was adopted, so there are no surprises. A public hearing will be held on December 20 with the amended budget being considered that same night.

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.

### **2024 Budget Adoption**

Ms. Smith noted that the annual budget is adopted by Ordinance, and no changes are proposed from the adoption of the budget in September. The second issue is authorizing the City Administrator to spend according to the budget, subject to the current limit of \$10,000.00. Anything higher than the \$10,000.00 comes back to the Governing Body for approval.

Councilmember Boultinghouse asked if, due to inflation, a higher limit should be considered. Ms. Smith noted she will be bringing something back early in 2024 to review.

Councilmember Kring commended Ms. Smith on her budget expertise and the hard work she does each year on the budget.

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.

### **2024 Budget Spending Authority**

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.

### **Drug and Alcohol Council Recommendation**

City Clerk Robyn Fulks explained that every alcoholic drink sold in Kansas is taxed at 10%. The funds that are generated from that tax is given back to the County or City where they are sold. The portion allocated to the local jurisdiction is proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund. The Special Alcohol Tax Fund is to support programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers”. For Mission about \$390,000.00 will be generated, a third of which (\$130,000) will be proportioned to the City’s Special Alcohol Tax Fund. The 2024 Budget allocated \$60,000 to the Drug and Alcoholism Council for distribution to agencies designated through their grant process.

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 Renewals**

Ms. Fulks’s second item of the evening was the proposal for renewal of CMB (cereal malt beverages) licenses for the following locations within Mission:

- Casey’s Retail Company, 5800 Johnson Drive
- CVS, 6300 Johnson Drive
- Hy-Vee Grocery, 6655 Martway Street
  
- Hy-Vee Convenience Store, 6645 Martway Street
- Natural Grocers, 6819 Johnson Drive
- Paulie D’s Pizza, 5735 Johnson Drive
- Prairie Sailor, 5811 Johnson Drive
- QuikTrip, 4700 Lamar Avenue
- Target, 6100 Broadmoor Street

Ms. Fulks noted that each applicant will be required to submit their application

and fee before issuance of license. Licenses will be issued pending satisfactory background checks for each applicant/store manager and approval by Police Chief Madden.

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.

### **2024 Human Service Fund (HSF) Allocation**

Ms. Fulks's final agenda item of the evening was for approval of the 2024 HSF allocation. She explained that the Human Service Fund awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. In 2023, the Human Service Fund allocated \$439,040 to 19 separate agencies in Johnson County, representing a commitment of 14 participating cities and the County. The City of Mission contributed \$10,000.

For 2024, Ms. Fulks explained, the UCS Board is recommending a total allocation of \$463,190 in funding to various agencies and providers. Mission's contribution will increase to \$10,500 for 2024. This amount is included in the 2024 budget that was adopted earlier this summer.

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.

### **DISCUSSION ITEMS**

There were no discussion items tonight.

### **Department Updates**

Chief Madden announced that the Police Department is participating in a food drive competition with the Consolidated Fire Department and asked the

Committee to help with those donations.

Parks + Recreation Director Penn Almoney announced that those food donations directly help the Mission Family Adoption Program, this year with 90 families adopted. Staff and volunteers will distribute food and gifts on Wednesday, December 20 with food from Hy Vee and Harvesters.

Councilmember Kring thanked Cheryl Carpenter-Davis for her work wrapping gifts all day.

Ms. Smith reminded the Committee that a reception will be held recognizing outgoing and incoming Councilmembers on December 20 prior to the legislative meeting. Additionally, in January a presentation will be coming from Evergy to address issues experienced, and a large neighborhood presence can be expected. She also noted that the Mayor will be recommending Commission appointments, and that some vacancies are open for board and commissions. She asked for interested parties to reach out to City Hall, particularly vacancies for the Planning Commission Ward II and Ward III, Sustainability Commissioner Ward I, and Parks, Recreation + Tree Commissioner from any ward.

Councilmember Loudon asked if anything would be out to the public about the Evergy meeting. Ms. Smith confirmed that closer to the meeting time that information will go out. She did note that Evergy crews have been trimming in the Countryside neighborhood.

Mayor Flora noted that they will offer the opportunity for public questions and comments with respect to the Evergy presentation.

Finally, Ms. Smith noted that the January committee meeting will be delayed a week to January 10, 2024.

Councilmember Davis asked if any funds have come through from FEMA for storm damage. Chief Madden answered that the process will be lengthy and is ongoing. He meets with FEMA on December 18 for additional information and detailed instructions for that process.

## **OTHER**

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:53 p.m.

Respectfully submitted,

---

Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 10, 2024
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Governing Body Compensation

**RECOMMENDATION:** Review and recommend proposed changes to annual compensation for Mission’s Governing Body.

**DETAILS:** Section 115.60 of the Mission Municipal Code establishes compensation for the Governing Body. From 2002 through 2022 it provided for an annual salary of \$12,000 for the Mayor and \$4,200 for Councilmembers. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January.

The compensation structure for elected officials varies widely from city to city throughout Johnson County. In addition, in some cities the Mayor and Council are provided an opportunity to waive or reduce the established salaries. In some cases, this requires a majority vote of the Council, in others each member of the Governing Body may make that decision on their own. In Mission, any Council member may elect in writing not to receive or take a reduction in the annual salary.

Recent Council discussion focused establishing salaries which would encourage diversity in those choosing to file for elected office in order reduce potential barriers to entry because of financial, childcare, or other related issues. The Council ultimately elected to revise the current code to provide for increases in the salaries of the Governing Body annually commensurate with the percentage increase given to employees in the “Meets Expectations” category. The merit matrix used for employees is reviewed and developed carefully each year based on Mission’s specific goals and current financial situation.

In January 2023, this resulted in a 6% increase to Governing Body salaries, bringing Council salaries to \$4,452 annually and the Mayor’s salary to \$12,720 annually. The table below outlines the percentage increase granted for “Meets Expectations” over the last several years.

Year	Average Employee Increase
2023	4.5%
2022	6.0%
2021	4.0%
2020	3.5%

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$59,875

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 10, 2024
<b>ADMINISTRATION</b>	From:	Laura Smith

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

2019	4.0%
------	------

Following the recommendations outlined in the current code, this would adjust salaries for the Governing Body as indicated below:

	Current Annual Salary	Proposed Annual Salary
Mayor	\$12,720	\$13,292
Councilmember	\$4,452	\$4,652

If this is acceptable to the Governing Body, no code revision is necessary and action would be taken at the January 17, 2024 City Council Legislative meeting.

**CFAA CONSIDERATIONS/IMPACTS:** Reviewing and evaluating compensation for all City employees and officials allows for appropriate consideration of barriers which might reduce the opportunity for persons of all ages, abilities and socioeconomic status to successfully participate in the effective delivery of local government services.

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$59,875

CITY OF MISSION, KANSAS  
ORDINANCE NO. 1579

**AN ORDINANCE AMENDING SECTION 115.60 OF THE CITY OF MISSION MUNICIPAL CODE RELATING TO ANNUAL COMPENSATION FOR THE GOVERNING BODY.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Section 115.60 is hereby amended as follows:

- A. The compensation of the Governing Body shall be as follows:
1. The annual salary for the Mayor shall be set forth in the City's compensation plan. The salary shall be paid in monthly installments until the Mayor's term of office shall cease, or he/she/they are removed from office, or for any reason leave the office.
  2. The annual salary for the office of Council member shall be set forth in the City's compensation plan. The salary shall be paid in monthly installments until the Councilmember's term of office shall cease, or he/she/they are removed from office, or for any reason leave the office.
  3. The Governing Body will review annually the compensation of the Mayor and Council members at the first (1st) regularly scheduled meeting in January. The salaries of the Mayor and Council members shall be adjusted annually in accordance with the merit increase aligned with the "Meets Expectations" category for all other City Employees from the most recent performance evaluation period unless otherwise modified by action of the Governing Body.
  4. The annual salary and any corresponding adjustment to the salary for the office of Mayor or Councilmember may be waived or reduced at any time upon written request of an individual elected official and such waiver or reduction may be revoked at any time in writing.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the official City newspaper, all as provided by law.


PASSED BY THE CITY COUNCIL this 18th day of January 2023.

APPROVED BY THE MAYOR this 18th day of January 2023.





Attest:

  
Robyn L. Fulks, City Clerk

  
Solana Flora, Mayor

