



**CITY OF MISSION, KANSAS**  
**FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, JUNE 5, 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 May 1, 2024 Finance & Administration Committee Minutes - Robyn Fulks ([page 4](#))

Draft minutes of the May 1, 2024 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Setting Public Hearing dates for the Division of Rock Creek Redevelopment District No. 3B and Consideration of a Tax Increment Financing Redevelopment Project Plan for Rock Creek Redevelopment District No. 3C (The Lanes at Mission Bowl Phase II) – Laura Smith ([page 15](#))

In 2023, Sunflower Development Group advised the City of their interest in doing a Phase II project immediately to the east of the 168-unit The Lanes at Mission Bowl project (5339 Martway). At the time the Developer initiated the planning discussions around Phase II, they signaled their intention to apply for TIF incentives for the second phase, with generally the same terms negotiated in the Phase II agreement. Two public hearings will be required in connection with this request. One to consider the division of Rock Creek Redevelopment District No. 3B and a second to consider adoption of the TIF

Redevelopment Project Plan.

3. Membership Revisions for Sustainability and Parks, Recreation + Tree Commissions – Justin Carroll ([page 24](#))

Proposed ordinance amendments to change the membership requirements of the Sustainability and Parks, Recreation + Tree Commissions to allow greater flexibility in filling vacancies.

4. Crossing Guard Contract Renewal – Dan Madden ([page 30](#))

Since 2016, Mission has contracted with All City Management Services, Inc. to provide crossing guard services for Highlands Elementary and Rushton Elementary schools. The 2024-2025 contract renewal has no increase in the hourly rate but is considerably more expensive than the 2023-2024 contract due to the Rushton Elementary students returning in the fall. The City only pays for hours worked by contractual employees. Staff recommends entering into a new agreement with All City Management Services, Inc. for the 2024-2025 school year for a total estimated annual cost of \$30,600.00.

5. Replacement of Laptop and Desktop Computers – Brian Scott ([page 37](#))

The 2024 Budget included \$80,000 for the replacement laptop and desktop computers throughout various City departments. Staff received a quote through the State of Kansas' cooperative bid that would accomplish the City's current replacement needs for a total of \$75,571.78.

## DISCUSSION ITEMS

6. Overview of Proposed Procurement Policies and City Administrator's Expenditure Authority - Laura Smith (no attachments)

Staff has been researching changes and updates to several City Council policies related to the procurement of goods and services. Before drafting a revised policy for Council in July, Staff is seeking a brief discussion regarding the changes including an increase in expenditure authority for the City Administrator.

7. 2024 Revised and 2025 General Fund Budget Review – Laura Smith ([page 52](#))

During the June 5, 2024 Finance & Administration Committee meeting, conversations on the 2025 Budget will continue. The primary focus on the committee meeting will be on the City's General Fund. Budget materials will be distributed in advance of the committee meeting.

## OTHER

### 8. Department Updates – Laura Smith

**Brian Schmid, Chairperson**  
**Ben Chociey, Vice-Chairperson**  
*Mission City Hall, 6090 Woodson St*  
**913.676.8350**