

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

**WEDNESDAY, OCTOBER 7, 2020**

**7:30 P.M.**

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

**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 September 2, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 4](#))

Draft minutes of the September 2, 2020 Finance and Administration Committee meeting are included for review and acceptance.

2. Rock Creek Tax Increment Financing District #3A and Tax Increment Financing Project Plan (Mission Bowl Apartments, LLC, 5399 Martway) - Laura Smith ([page 10](#))

The City Council recently approved the preliminary development plan submitted by Mission Bowl Apartments, LLC for the construction of a five-story, 168 unit multi-family housing development on the site of the former Mission Bowl bowling alley at 5399 Martway Street. The developer will now be submitting a Tax Increment Financing (TIF) project plan associated with redevelopment of the site. City staff and consultants will outline the steps in the process and present a recommended timeline for meeting all of the statutory requirements.

3. STO/UPOC Adoption - Dan Madden ([page 22](#))

Annually, the League of Kansas Municipalities publishes a comprehensive public offense code (UPOC) and uniform traffic code (STO) for all Kansas cities. Mission adopts these publications by ordinance, allowing us to maintain uniformity with agencies in the area, the State of Kansas, and the actions of the State Legislature. The City has the ability to opt out of certain provisions,

and additional ordinances have historically been adopted by Mission to address local issues that are recommended to remain in place. With the shortened legislative session, very few changes were presented. The changes proposed are highlighted in the action item summary.

4. LGR Legislative/Advocacy Services - Laura Smith ([page 30](#))

In 2020 Mission contracted with Stuart Little of LGR, LLC for government affairs and advocacy services. Little Government Relations (LGR) represented several cities in Northeast Johnson County including Merriam and Prairie Village. Even though the 2020 Legislative Session was cut short due to the COVID-19 pandemic, staff felt that LGR's services were valuable, helping to support and inform staff and Council on a timely basis. In addition, LGR was able to participate in regularly scheduled calls with LKM on COVID-19, reporting out to staff as appropriate. Staff is recommending the agreement be renewed for 2021 with the same terms and conditions.

5. CARES Funding Resolution - Laura Smith ([page 39](#))

In April, Johnson County received approximately \$116 million in CRF funding directly from the U.S. Treasury and subsequently received an additional \$8 million from the state for a total of approximately \$124 million. In June, the County announced its intention to divide the original allocation of \$116 million into three phases with Phase 1 (approximately \$50 million) to be shared among the various cities and other local taxing jurisdictions in Johnson County, for immediate reimbursement of actual expenses incurred in response to COVID-19 and review and approval of potential additional expenses anticipated through the remainder of 2020. Mission's total possible allocation is \$302,971.38, a portion of which has already been reimbursed. In order to receive the remaining funds, the County is requesting that each entity execute a Subrecipient Grant Agreement ("Agreement") which sets forth the terms and conditions associated with the City's acceptance of these funds.

6. Desktop/Laptop Computer Replacement Purchase - Brian Scott ([page 60](#))

The City has been systematically upgrading its technology infrastructure over the past few years. Replacement of its desktop computer fleets has been a part of this effort with a significant replacement of computers that were six years or older taking place last year. This will cost \$7,500 for five computers. Staff is also recommending the purchase of 12 laptop computers for \$23,400 so that certain employees may be able to work from home in case of another stay-in-place to order due to the pandemic. This purchase will be funded with the City's allocation of funds from the CARES Act.

7. Migration to Microsoft Office 365 and Purchase of Adobe Acrobat - Brian Scott ([page 64](#))

The City currently utilizes the Google suite of work productivity tools. Google offers not only email, but also calendar management, word processing, spreadsheet, and slide presentation capabilities in a productivity suite known as G-Suite. G-Suite is a cloud subscription service, meaning that the City pays a monthly subscription to access this productivity tool via the internet. Staff is proposing to migrate to Microsoft Office 365 as the City's productivity suite for email, calendar management, word processing, spreadsheets, and other applications. Not only are Office 365 applications more robust in functionality, but Office 365 has a higher level of security which will bring the City's Police Department into compliance with standards

established by the Kansas Bureau of Investigations. The ongoing subscription cost for Office 365 is ~~\$15,672~~ \$17,832. There is a one time set-up fee of \$10,980. Staff is also proposing the purchase of 30 licenses for Adobe Acrobat for an ongoing subscription cost of \$3,430. The migration to Microsoft will be paid for with funding from the CARES Act.

8. Employee Benefit Renewals for 2021 - Emily Randel ([page 69](#))

Working with Lockton Benefit Company, the City's benefit broker, the benefits package is coming forward with no recommended changes to plan types and no changes in premiums for 2021. Staff recommends this as a balanced package that is detailed more fully in the attachments.

## **DISCUSSION ITEMS**

### **OTHER**

9. Department Updates - Laura Smith

**Debbie Kring, Chairperson**  
**Hillary Parker Thomas, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913-676-8350***