

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, SEPTEMBER 2, 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

1. Racial Equity Conversation - Laura Smith ([Updated](#))

As step two in our racial equity action plan, we will review and discuss the hiring processes and the training requirements for Mission’s Police Officers. We will also review and discuss existing processes, systems, and structures which exist at the City, the County and State levels which promote accountability and transparency in law enforcement, and how to make information on the same more readily available to the public. Accountability is an important value for the entire organization, from the Mayor and Council to each and every employee who represents Mission. While a specific review of the accountability measures associated with law enforcement will serve as the starting point, the expectations and discussions will extend throughout the organization - top to bottom across all departments.

Independent oversight and review boards are part of the larger conversation occurring around conversations related to accountability. During the September meeting, we will present information on how other communities in the metro area are using these boards.

ACTION ITEMS

2. Acceptance of the August 5, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 3](#))

Draft minutes of the August 5, 2020 Finance and Administration Committee meeting are included for review and acceptance.

DISCUSSION ITEMS

OTHER

3. Department Updates - Laura Smith

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

City of Mission Police Department Hiring, Training, Accountability and Transparency

A decorative graphic consisting of several horizontal lines of varying lengths and colors (teal and white) extending from the right side of the text area towards the left.

Agenda

- Welcome and Introductions
- August 26 Presentation Recap
- Goals/Objectives/Purpose
- Overview of Hiring Process for Police Officers
- Overview of Training Requirements for Police Officers
- Overview of Internal Affairs Process and Statistics
- Roles of Other Entities for Accountability
- Citizen Advisory Boards in Local Jurisdictions

Parking Lot Issues for Additional Discussion

- More in depth review and understanding of racial demographic statistics when compared to census data
- Fraternal Order of Police – membership, legal services provided, participation in disciplinary actions
- More explicit prohibition of chokeholds/strangleholds
- Budget allocation for department training
- Stricter standards in Standards of Conduct Policy regarding hate speech (on or off duty) and failure to intervene
- Discussion of Mutual Aid Response
- Does the Mission Police Department have riot gear
- Deeper dive into how department policies interact with social media usage or other out of uniform conduct

Hiring Process

- Minimum Qualifications (Kansas Law Enforcement Training Act)
 - United States citizen
 - 21 years old
 - High school diploma, or equivalent
 - Good moral character
 - Free of physical or mental conditions that impact ability to perform duties of a police officer
 - Submit fingerprints to be searched nationally
 - Psychological testing
 - No felony convictions, domestic violence convictions, or misdemeanor convictions for crimes that impact integrity

Hiring Process for Police Officer



Training Process for Police Officer

- If the newly hired officer is not certified:
 - Johnson County Regional Police Academy
 - 18 weeks
 - Includes education, physical training, medical, firearms, evidence, defensive tactics, driving.
 - De-escalation
 - Verbal communications
 - Crisis intervention
 - Interacting with special populations
 - Stress management
 - MOCSA
 - Then proceeds to Field Training
- Field Training Requirements
 - If certified: minimum 7 weeks
 - If coming from Academy:
minimum 12 weeks
 - Officers in training are evaluated daily
 - Rotate field training officers in phases
 - Field training officers are sent to specialized training
 - Field training may be extended, or terminated

Continuing Law Enforcement Training

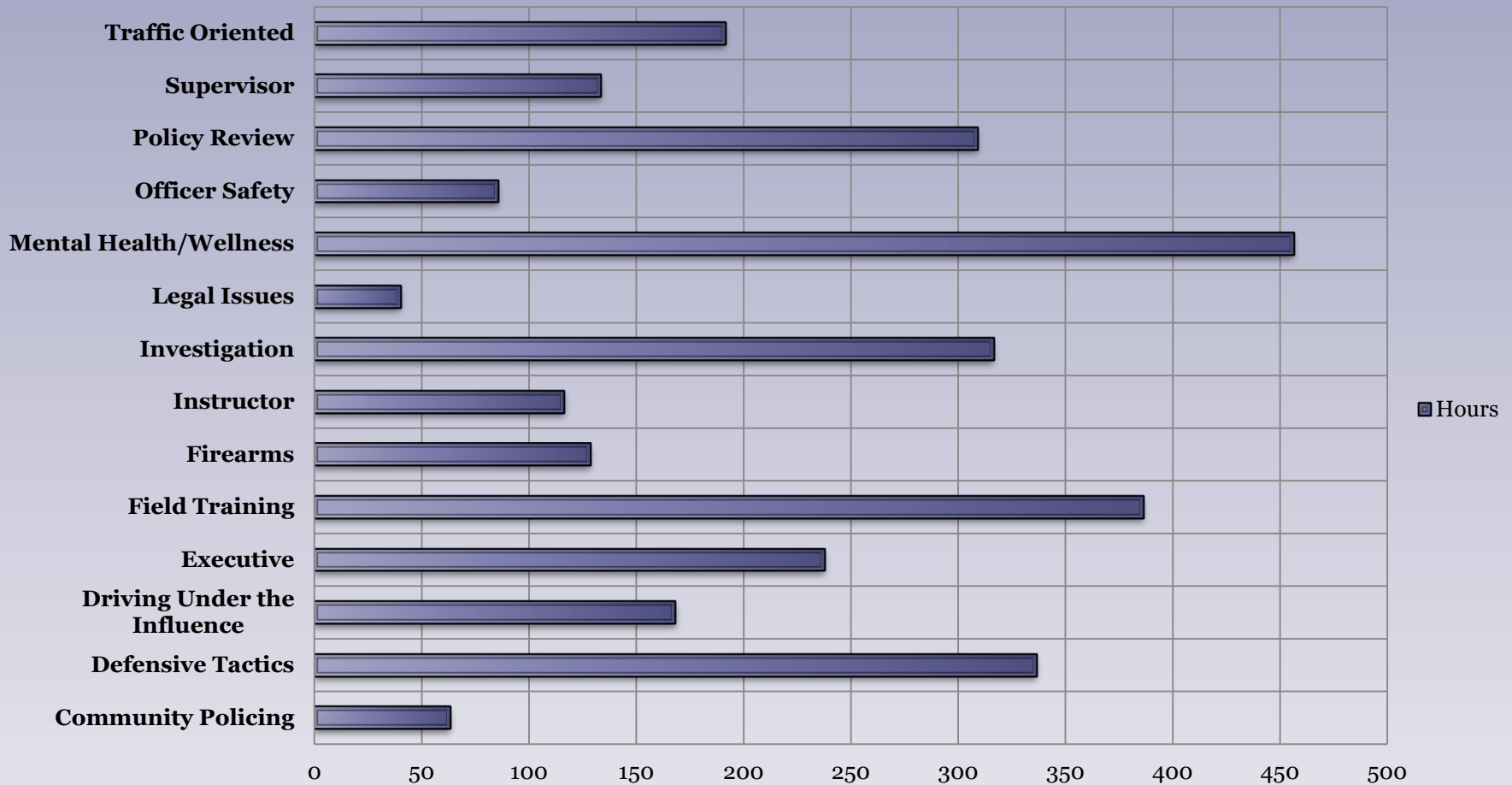
- Every law enforcement officer is required to attend 40 hours of training annually.
 - Training years run July 1-June 30
 - COVID-19 impacts
- Racial or other biased-based training required annually.
- Training reported to the Kansas Law Enforcement Training Center by specified categories.

Continuing Law Enforcement Training

- 2018-2019 (pre-COVID-19) training statistics
 - 2967.5 total hours of training attended
 - Average of 102 hours of training per officer.

Continuing Law Enforcement Training

Training Hours by Classification



Police Accountability

Personnel Complaints - (Policy 1010)

- Complaint process
 - Complaints accepted:
 - In writing (preferred)
 - Via email
 - In person
 - By telephone
 - Anonymous and third-party complaints accepted
 - Requires all Officers to report misconduct

Personnel Complaints - (Policy 1010)

- **Complaint Classifications**
 - Informal
 - Formal
 - Incomplete
- **Investigation**
 - Similar to any criminal investigation
 - Accused employee has rights
 - Can compel statements (Garrity)
 - May have a representative in the interview
 - PD employees must provide truthful answers

Personnel Complaints - (Policy 1010)

- **Complaint Dispositions**
 - **Unfounded** - Did not occur or did not involve department members.
 - **Exonerated** - Alleged act occurred but that the act was justified, lawful and/or proper.
 - **Not sustained** - Insufficient evidence to sustain the complaint or fully exonerate the member
 - **Sustained** - Sufficient evidence to establish that the act occurred and that it constituted misconduct.

Personnel Complaints - (Policy 1010)

- **Administrative Leave**
 - Serious allegations of misconduct
 - Officer involved shootings
 - Necessary for due process
- **Criminal Investigations**
 - Criminal and internal investigations are separate
 - Officer afforded all rights anyone else has in criminal investigation.

Internal Affairs Statistics*

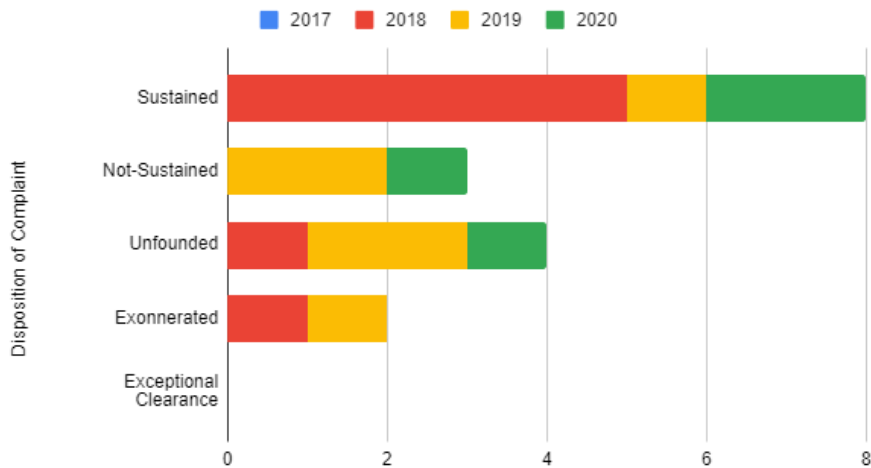
Nature of Complaint	2017	2018	2019	2020	Totals
Administrative (late, at fault accident, poor performance, general workplace policies)	0	2	2	2	6
Off-Duty conduct (DUI, unbecoming social media post, police contacts)	0	2	0	0	2
On-Duty conduct-Attitude (rude, inconsiderate)	0	1	3	1	5
On-Duty conduct-Actions (abuse of authority, failure to take action, unlawful action)	0	2	0	1	3
Bias-Based (Racial Profiling)	0	0	0	0	0
Excessive use of force	0	0	0	0	0
Use of Force review (when deadly force is used, or person suffers serious injury)	0	0	1	0	1
Totals	0	7	6	4	17

*Total complaints received, not tallied by disposition

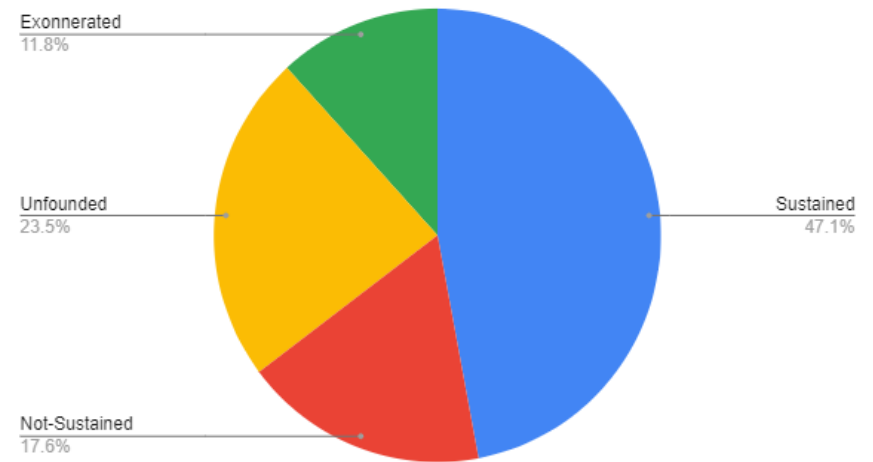
Internal Affairs Statistics

Disposition of Complaint	2017	2018	2019	2020	Total
Sustained	0	5	1	2	8
Not-Sustained	0	0	2	1	3
Unfounded	0	1	2	1	4
Exonerated	0	1	1	0	2
Total Complaints	0	7	6	4	17

Findings of Internal Affairs Investigations



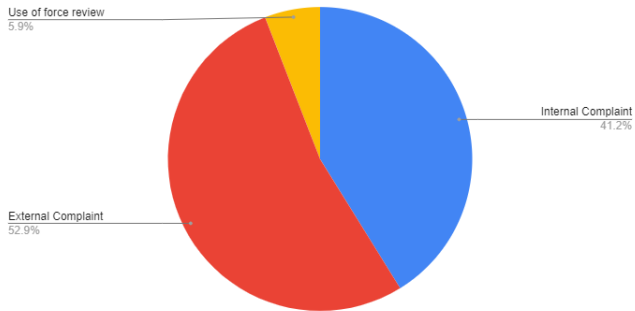
Findings of Internal Affairs Investigations



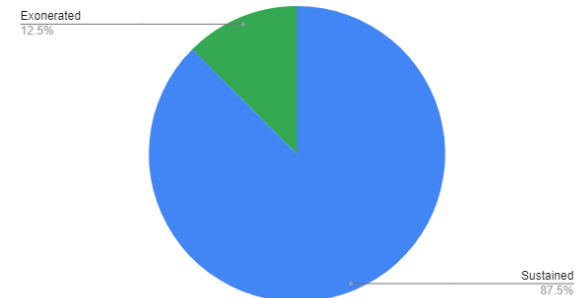
Internal Affairs Statistics

Complaint Origin	2017	2018	2019	2020	Totals
Internal Complaint (filed by another member of the PD)	0	4	1	2	7
External Complaint (filed by a citizen)	0	3	4	2	9
Use of force review (not a complaint)	0	0	1	0	1

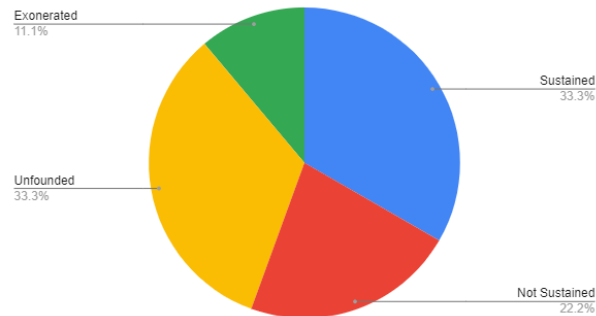
Complaint Origin 2017-2020



Disposition of Internal Complaints 2017-2020



Disposition of External Complaints 2017-2020



Checks and Balances, Safeguards

- Legislation enacted that requires law enforcement agencies open personnel files/IA files for other law enforcement agencies doing background investigation.
 - Prevents just giving dates of employment and re-hire eligibility.
 - Not all agencies will complete this level of background.

Checks and Balances, Safeguards

- **Kansas CPOST**
 - Requires change of status form to be submitted within 30 days of separation.
 - Gives agencies immunity for the information submitted.
 - Change of status forms reviewed
 - May initiate an inquiry
 - Agencies required to comply with requests
 - Investigation by CPOST can lead to certification revocation.

Checks and Balances, Safeguards

- District Attorney's Office
 - Brady/Giglio information
 - District Attorney must disclose any information that may discredit an officer's testimony
 - Renders an officer on that list difficult to keep employed.

Checks and Balances, Safeguards

- Multi-Jurisdictional Officer Involved Shooting Investigative Team
 - No one from the agency involved can be on team.
 - Comprised of experienced investigators/CSI
 - Reports submitted directly to the District Attorney's Office.

Checks and Balances, Safeguards

- Citizen Review and Advisory Board Updates



Lessons Learned to Date and Growth Opportunities

Reflection

- We need to improve recruiting to build a more diverse department.
 - We've focused our efforts on "the way we've always done it."
- Potential action steps:
 - Work with community groups to learn how we can effectively recruit a diverse applicant pool.
 - Investigate and participate in job fairs that target underserved communities.
 - Consistently analyze the effectiveness of our efforts.

Reflection

- We need to collect better data.
 - Our data is kept in silos and doesn't allow for efficient communication.
 - Our data has limited context, making it difficult to analyze effectively.
- Potential action steps:
 - Comprehensive software that tracks field training, continuing education, complaints (formal and informal), bias-based data, use of force, and vehicle damage reports.
 - Comprehensive early warning system to identify issues with officers prior to problems arising.
 - Allows for public dashboards of information for transparency.

Reflection

- We need to set our own standard for bias-based and de-escalation training.
 - While the State requires bias-based training, there are no specific guidelines to follow.
- Potential action steps:
 - Set a goal of at least 10% of the required 40 hours of required training must be related to bias-based and/or de-escalation training.
 - Analyze what impacts this training has on our bias-based statistics, use of force incidents, and complaints.

Reflection

- We need to make our citizen complaint forms and reporting processes more visible and easily accessible via the website, and other means.



**QUESTIONS
AND
DISCUSSION**



NEXT STEPS

AND

UPCOMING MEETINGS



**THANK YOU FOR
JOINING US TONIGHT!**

**Kansas Commission on Peace Officers' Standards and Training
(KS-CPOST)**

Notice of Termination or Status Change

(To Update Demographic and Employment Status on File at KS-CPOST)

This form must be completed by employers of law enforcement officers anytime a law enforcement officer changes his or her employment status with the agency. Completion and submission of this form within 30 days of the officer's change of status is required by KSA 74-5611a. Failure to comply with the requirements of the statute may subject the agency or administrator to criminal or administrative penalties.

Officer and Agency Information

Box 1

File / Certification Number: _____

Name: _____
First MI Last

Agency Name: _____ Agency ORI Number: _____

Reason for Change

Box 2

Please Check the Reason This Form Is Being Completed:

- Change in Employment Classification (Complete Box 3)
- Termination or Separation from Employment (Complete Box 4)
- Change of Name (Complete Box 5)
- Change in Rank or Title (Complete Box 6)
- Return to Duty from Medical, Military or Other Leave:
Effective Date of Return: _____
- Other (Please Specify) _____

Classification Change

Box 3

Please Change the Law Enforcement Officer's Classification:

- From Part-Time Status to Full-Time Status
- From Full-Time Status to Part-Time Status

(Note: KSA 74-5602(g) defines "Part-Time" as employment on a regular schedule or employment which requires a minimum number of hours each payroll period, but in any case requiring less than 1,000 hours of law enforcement related work per year. KSA 74-5602(f) defines "Full-Time" as employment requiring at least 1,000 hours of law enforcement related work per year.)

Effective Date of Change: _____
MM-DD-YYYY

Please complete the following termination report as adopted by the KS-CPOST Executive Director on March 1, 2012 in accordance with K.S.A 74-5611a(d).

Note: K.S.A. 74-5611a(d) mandates that "the agency head shall include a report explaining the circumstances under which the officer resigned or was terminated."

K.S.A. 74-5611a(e)(1) further states that the agency, agency head and any officer or employee of the agency shall be absolutely immune from civil liability for the report made in accordance with K.S.A. 74-5611a(d).

Effective Date of Termination or Separation from Employment: _____ MM-DD-YYYY

Reason (Please Check Only One):

- Voluntary Resignation (Under Ordinary Circumstances) (C):** Officer resigned for personal or professional reasons and not to avoid potential disciplinary or adverse employment action.
- Voluntary Resignation (Under Questionable Circumstances) (I):** Officer resigned while being investigated or investigative, disciplinary, or legal action was being contemplated.
- Involuntary Negotiated Resignation (I):** Officer was offered the opportunity to resign to avoid potential disciplinary or adverse employment or legal action.
- Termination (I) :** Officer's employment was terminated involuntarily.

Complete the following for all above "I" code termination or separation reasons. (Check all that apply)

- Performance Issue(s)
- Possible Training Act Violation(s) (K.S.A. 74-5605 and 74-5616)
- Internal Investigation
- Other

Please give a brief description (attach a letter if more room is needed): _____

Please provide the officer's last known address and phone number: _____

Other: Please specify by selecting one of the choices below

- | | |
|---|--|
| <input type="checkbox"/> Medical Leave (O) | <input type="checkbox"/> Retired (E) |
| <input type="checkbox"/> Military Leave (S) | <input type="checkbox"/> Killed in the Line of Duty (M) |
| <input type="checkbox"/> Other Leave (S) Please Specify:
_____ | <input type="checkbox"/> Died Other Than in the Line of Duty (Q) |
| | <input type="checkbox"/> Medical Resignation (K) |

Note: Information requested in Box 4 must be disclosed pursuant to KSA 74-5611a(d), effective July 1, 2004.

Name Change**Box 5**

Please change the Law Enforcement Officer's name to:

Last_____
First_____
MI

(Note: Please provide official documentation reflecting the name change, i.e. Driver's License, Social Security Card, Marriage Certificate, Court Order, etc.)

Rank or Title Change**Box 6**

Please Change the Law Enforcement Officer's Rank or Title to:

Effective Date of Change: _____

MM-DD-YYYY

Agency Head/Appointing Authority Signature**Box 7**

Name of Agency Head/Appointing Authority: _____

Title of Agency Head/Appointing Authority: _____

By signing my name below, I certify under penalty of perjury that there are no willful misrepresentations, omissions, or falsifications in the information provided on this form.

Signature of Agency Head/Appointing Authority_____
Date

Mail Completed Form To:

Central Registry Manager
KSCPOST
1999 N Amidon Ste 350
Wichita, KS 67203

**"Defenders of
Integrity and Truth"**

Or fax:

(316) 832-9679

The Kansas Law Enforcement Training Act



This document reflects law that was current as of July 1, 2018.

Kansas Commission on Peace Officers' Standards and Training
1999 N Amidon Ste 350
Wichita Kansas 67203
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www.kscpost.org

The University of Kansas
Kansas Law Enforcement Training Center
PO Box 647
Hutchinson Kansas 67504-0647
Main: (620) 694-1400 Fax: (620) 694-1420
www.kletc.org

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THE KANSAS LAW ENFORCEMENT TRAINING ACT

74-5601. CITATION OF ACT.

The provisions of article 56 of chapter 74 of the Kansas Statutes Annotated, and amendments thereto, shall be known and be cited as the Kansas law enforcement training act.

74-5602. DEFINITIONS.

As used in the Kansas law enforcement training act:

(a) "**Training center**" means the law enforcement training center within the university of Kansas, created by K.S.A. 74-5603 and amendments thereto.

(b) "**Commission**" means the Kansas commission on peace officers' standards and training, created by K.S.A. 74-5606 and amendments thereto, or the commission's designee.

(c) "**Chancellor**" means the chancellor of the university of Kansas, or the chancellor's designee.

(d) "**Director of police training,**" means the director of police training at the law enforcement training center.

(e) "**Director**" means the executive director of the Kansas commission on peace officers' standards and training.

(f) "**Law enforcement**" means the prevention or detection of crime and the enforcement of the criminal or traffic laws of this state or of any municipality thereof.

(g) "**Police officer**" or "**law enforcement officer**" means a full-time or part-time salaried officer or employee of the state, a county or a city, whose duties include the prevention or detection of crime and the enforcement of the criminal or traffic laws of this state or of any municipality thereof.

Such terms shall include, but not be limited to, the sheriff, undersheriff and full-time or part-time salaried deputies in the sheriff's office in each county; deputy sheriffs deputized pursuant to K.S.A. 19-2858 and amendments thereto; conservation officers of the Kansas department of wildlife, parks and tourism; university police officers, as defined in K.S.A. 22-2401a, and amendments thereto; campus police officers, as defined in K.S.A. 22-2401a, and amendments thereto; law enforcement agents of the director of alcoholic beverage control; law enforcement agents designated by the secretary of revenue pursuant to K.S.A. 2017 Supp. 75-5157, and amendments thereto; law enforcement agents of the Kansas lottery; law enforcement agents of the Kansas racing commission; deputies and assistants of the state fire marshal having law enforcement authority; capitol police, existing under the authority of K.S.A. 75-4503 and amendments thereto; special investigators of the juvenile justice authority; special investigators designated by the secretary of labor and law enforcement officers appointed by the adjutant general pursuant to

K.S.A. 48-204, and amendments thereto. Such terms shall also include railroad policemen appointed pursuant to K.S.A. 66-524 and amendments thereto; school security officers designated as school law enforcement officers pursuant to K.S.A. 2017 Supp. 72-6146 and amendments thereto; the manager and employees of the horsethief reservoir benefit district pursuant to K.S.A. 2017 Supp. 82a-2212, and amendments thereto; and the director of the Kansas commission on peace officers' standards and training and any other employee of such commission designated by the director pursuant to K.S.A. 74-5603, and amendments thereto, as a law enforcement officer.

Such terms shall not include any elected official, other than a sheriff, serving in the capacity of a law enforcement or police officer solely by virtue of such official's elected position; any attorney-at-law having responsibility for law enforcement and discharging such responsibility solely in the capacity of an attorney; any employee of the commissioner of juvenile justice who is employed solely to perform correctional, administrative or operational duties related to juvenile correctional facilities; any employee of the secretary of corrections, any employee of the secretary for children and families; any deputy conservation officer of the Kansas department of wildlife, parks, and tourism; or any employee of a city or county who is employed solely to perform correctional duties related to jail inmates and the administration and operation of a jail; or any full-time or part-time salaried officer or employee whose duties include the issuance of a citation or notice to appear provided such officer or employee is not vested by law with the authority to make an arrest for violation of the laws of this state or any municipality thereof, and is not authorized to carry firearms when discharging the duties of such person's office or employment. Such term shall include any officer appointed or elected on a provisional basis.

(h) "Full-time" means employment requiring at least 1,000 hours of law enforcement related work per year.

(i) "Part-time" means employment on a regular schedule or employment which requires a minimum number of hours each payroll period, but in any case requiring less than 1,000 hours of law enforcement related work per year.

(j) "Misdemeanor crime of domestic violence" means a violation of domestic battery as provided by K.S.A. 21-3412a, prior to its repeal, or K.S.A. 2017 Supp. 21-5414, and amendments thereto, or any other misdemeanor under federal, municipal or state law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon, committed against a person with whom the offender is involved or has been involved in a "dating relationship" or is a "family or household member" as defined in K.S.A. 2017 Supp. 21-5414, and amendments thereto, at the time of the offense.

(k) "Auxiliary personnel" means members of organized nonsalaried groups who operate as an adjunct to a police or sheriff's department, including reserve officers, posses and search and rescue groups.

(l) "Active law enforcement certificate" means a certificate which attests to the qualification of a person to perform the duties of a law enforcement officer and which has not been suspended or revoked by action of the Kansas commission on peace officers' standards and training and has not lapsed by operation of law as provided in K.S.A. 74-5622, and amendments thereto.

74-5602a. REPEALED.

74-5603. ESTABLISHMENT; LOCATION; PURPOSE AND FUNCTION; RULES AND REGULATIONS; DIRECTOR OF POLICE TRAINING; DIRECTOR OF THE COMMISSION; ADDITIONAL PERSONNEL.

(a) There is hereby created within the university of Kansas a law enforcement training center, to be located at the former site of the U.S. naval air station in Reno county. The purpose and function of such training center shall be the promotion and development of improved law enforcement personnel and procedures throughout the state, and the training center shall offer to qualified applicants, as defined in K.S.A. 74-5605 and amendments thereto, such programs and courses of instruction designed to fulfill this end. No person shall enroll in a basic course of instruction at the Kansas law enforcement training center unless the person holds a provisional law enforcement certificate.

(b) The chancellor, upon consultation with and approval of the commission, shall appoint a director of police training. The chancellor shall appoint such additional personnel as deemed necessary to carry out the law enforcement training programs of the training center. Such personnel, whether administrative, instructional or research, shall be in the unclassified service under the Kansas civil service act.

(c) The director of police training shall be responsible for the administration of the training center and for the operation of the programs thereunder. The director of police training shall be responsible for determining the curriculum of the program, subject to such changes and modification as are directed by the commission. In consultation with the commission, the director of police training may prescribe a code of conduct applicable to all trainees at the Kansas law enforcement training center. Upon consultation with and approval of the commission, the director of police training is authorized to adopt such rules and regulations and policies as are necessary for the effective administration of the law enforcement training program.

(d) Kansas commission on peace officers' standards and training shall appoint a director who shall be in the unclassified service under the Kansas civil service act.

(1) The director shall serve at the pleasure of the Kansas commission on peace officers' standards and training and shall be subject to removal by vote of 3/4 of the entire commission membership.

(2) The director shall enter into contracts necessary to administer the provisions of the Kansas law enforcement training act.

(3) The director may appoint employees, agents and consultants as the director considers necessary and prescribe their duties.

(4) The director shall be a law enforcement officer. The director may designate any other employee of the Kansas commission on peace officers' standards and training as a law

enforcement officer. The director and any employee designated as a law enforcement officer by the director shall possess all powers and privileges which are now or may hereafter be given to an agent of the Kansas bureau of investigation and may exercise such powers and privileges throughout the state.

74-5604. REPEALED.

74-5604a. EXTENSION OF PROGRAM; CERTIFICATION OF SCHOOLS; PART-TIME OFFICER TRAINING; PRETRAINING EVALUATION; REJECTION OF APPLICANT.

(a) The director of police training may establish a program for extending the law enforcement training and instruction throughout the state on a regional basis. The director of police training also may certify annually the training schools of state and local law enforcement agencies providing a course of law enforcement training for full-time police officers or law enforcement officers when such training programs satisfy the qualifications and standards promulgated by the director of police training after approval of the commission and when such programs satisfy a demonstrated training need not met by existing programs. The director of police training shall establish a course in basic law enforcement training for part-time police officers or law enforcement officers, approved by the commission, to be provided at the training center and certified state and local law enforcement training schools. In addition, after the general election of each election year and prior to January 1 of the next succeeding year, and at such other times as the director of police training deems necessary, the director of police training shall commence a training course for persons elected to the office of sheriff at the preceding general election.

(b) The director of police training shall conduct a pretraining evaluation of applicants for admission to the course for law enforcement officers conducted by the training center or to any certified state or local law enforcement training school to assure that each applicant is qualified to serve as a law enforcement officer. The director of police training shall adopt minimum standards, which shall receive prior approval by the commission, to be considered in the pretraining evaluation. The director of police training shall advise the city, county or state agency, railroad, school district or community college authorizing the applicant to attend the training center or certified state or local law enforcement training school of the results of the pretraining evaluation. The director of police training, with approval of the commission, may reject an applicant to the training center who does not meet the minimum pretraining standards.

(c) Training courses conducted pursuant to this section may include procedures for law enforcement to follow when responding to an allegation of stalking.

74-5605. QUALIFICATIONS OF APPLICANT FOR CERTIFICATION; REQUIREMENTS.

(a) Every applicant for certification shall be an employee of a state, county or city law enforcement agency, a municipal university police officer, a railroad policeman appointed pursuant to K.S.A. 66-524, and amendments thereto; an employee of the tribal law enforcement agency of an Indian nation that has entered into a tribal-state gaming compact with this state; a manager or employee of

the horsethief reservoir benefit district pursuant to K.S.A. 2017 Supp. 82a-2212, and amendments thereto; or a school security officer designated as a school law enforcement officer pursuant to K.S.A. 2017 Supp. 72-6146, and amendments thereto.

(b) Prior to admission to a course conducted at the training center or at a certified state or local law enforcement agency, the applicant's appointing authority or agency head shall furnish to the director of police training and to the commission certifying that the applicant has been found to meet the minimum requirements of certification established by this subsection. The commission may rely upon the statement of the appointing authority or agency head as evidence that the applicant meets the minimum requirements for certification to issue a provisional certification. Each applicant for certification shall meet the following minimum requirements:

- (1) Be a United States citizen;
- (2) have been fingerprinted and a search of local, state and national fingerprint files made to determine whether the applicant has a criminal record;
- (3) not have been convicted of a crime that would constitute a felony under the laws of this state, a misdemeanor crime of domestic violence or a misdemeanor offense that the commission determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations of the commission;
- (4) have:
 - (A) graduated from a high school accredited by the Kansas state board of education or the appropriate accrediting agency of another state jurisdiction;
 - (B) obtained a high school education from a nonaccredited private secondary school as defined in K.S.A. 2017 Supp. 72-4345, and amendments thereto; or
 - (C) obtained the equivalent of a high school education as defined by rules and regulations of the commission;
- (5) be of good moral character sufficient to warrant the public trust in the applicant as a police officer or law enforcement officer;
- (6) have completed an assessment, including psychological testing approved by the commission, to determine that the applicant does not have a mental or personality disorder that would adversely affect the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment;
- (7) be free of any physical or mental condition which adversely affects the ability to perform the essential functions of a police officer or law enforcement officer with reasonable skill, safety and judgment; and
- (8) be at least 21 years of age.

(c) The commission may deny a provisional or other certification upon a finding that the applicant has engaged in conduct for which a certificate may be revoked, suspended or otherwise disciplined as provided in K.S.A. 74-5616, and amendments thereto. When it appears that grounds for denial of a certification exist under this subsection, after a conditional offer of employment has been made to an applicant seeking appointment as a police officer or law enforcement officer, the applicant's appointing authority or agency head may request an order from the commission to determine whether a provisional certification will be issued to that applicant.

(d) As used in this section, "conviction" includes rendering of judgment by a military court martial pursuant to the uniform code of military justice, by a court of the United States or by a court of competent jurisdiction in any state, whether or not expunged; and any diversion or deferred judgment agreement entered into for a misdemeanor crime of domestic violence or a misdemeanor offense that the commission determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations by the commission and any diversion agreement or deferred judgment entered into on or after July 1, 1995, for a felony.

74-5605a. REPEALED.

74-5606. CREATION OF COMMISSION; MEMBERS.

(a) There is hereby created the Kansas commission on peace officers' standards and training which shall consist of 12 members which shall include:

- (1) The superintendent of the Kansas highway patrol, or the superintendent's designee;
- (2) The director of the Kansas bureau of investigation, or the director's designee;
- (3) a sheriff of a county having a population of 50,000 or more, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas sheriffs' association;
- (4) a sheriff of a county having a population of less than 50,000 and more than 10,000, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas sheriffs' association;
- (5) a sheriff of a county having a population of 10,000 or less, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas sheriffs' association;
- (6) a chief of police of a city of the first class, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas association of chiefs of police;

(7) a chief of police of a city of the second class, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas association of chiefs of police;

(8) a chief of police of a city of the third class, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas association of chiefs of police;

(9) a training officer from a certified state or local law enforcement training school, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the Kansas peace officers association;

(10) a full-time, commissioned law enforcement officer employed by either a state, county or city agency, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the fraternal order of police;

(11) a county or district attorney, or an assistant county or district attorney, to be selected by the governor who shall consider, but not be limited to, a list of three nominees submitted therefor by the county and district attorneys' association; and

(12) a member representing the public at large who is not associated with law enforcement, selected by the governor to serve as chairperson.

(b) Each person initially appointed to a position described in subsection (a)(6), (a)(7), (a)(8), (a)(9) or (a)(12) shall serve for a two-year term and thereafter the term of members appointed to such positions shall be four years. Each person appointed to a position described in subsection (a)(3), (a)(4), (a)(5), (a)(10) or (a)(11) shall serve for a four-year term. A person appointed to a position on the commission shall resign such position upon vacating the office or position which qualified such person to be appointed as a member of the commission in that position. Vacancies in any position shall be filled in the same manner as original appointments.

(c) Membership on the commission shall not constitute holding a public office, and members of the commission shall not be required to take and file oaths of office before serving on the commission and shall not be required to be bonded. No member of the commission shall be disqualified from holding any public office or employment by reason of the member's appointment to or membership on the commission and no such member shall forfeit any such office or employment by reason of the member's appointment under this section, notwithstanding the provision of any law or ordinance. Membership of members employed by a city or county shall be deemed for all purposes a duty of the member's employment by such city or county.

74-5607. POWERS AND DUTIES OF COMMISSION; COMPENSATION AND EXPENSES; MEETINGS; RULES AND REGULATIONS, FIREARMS.

(a) In addition to other powers and duties prescribed by law, the commission shall adopt, in accordance with the provisions of K.S.A. 77-415 et seq., and amendments thereto, rules and regulations necessary to carry out the provisions of and to administer the Kansas law enforcement training act. The commission may also adopt such rules of procedure or guidance documents as are necessary for conducting the business of the commission.

(b) The commission or a designated committee or member of the commission may conduct investigations and proceedings necessary to carry out the provisions of the Kansas law enforcement training act. In all investigations, hearings or other matters pending before the commission the commission or any person acting as a presiding officer for the commission shall have the power to:

(1) Administer oaths and take testimony;

(2) issue subpoenas, compel the attendance of witnesses and the production of any papers, books, accounts, documents and testimony, and to cause the deposition of witnesses, either residing within or without the state, to be taken in the manner prescribed by law for taking depositions in civil actions in the district courts. In case of the failure of any person to comply with any subpoena issued on behalf of the commission, or on the refusal of any witness to testify to any matters regarding which the witness may be lawfully questioned, the district court of any county, on application of a member of the commission, may require compliance by proceedings for contempt, as in the case of failure to comply with a subpoena issued from such court or a refusal to testify in such court. Each witness who appears before the commission by its order or subpoena, other than a state officer or employee, shall receive for such attendance the fees and mileage provided for witnesses in civil cases in courts of record which shall be audited and paid upon presentation of proper vouchers sworn to by such witnesses and approved by the chairperson of the commission or by a person or persons designated by the chairperson;

(3) enter into contracts necessary to administer the provisions of the Kansas law enforcement training act and the certification of law enforcement officers; and

(4) assess the costs of such matters pending before the commission under this section against the governmental entity employing the police officer or law enforcement officer.

(c) Members of the commission attending meetings of the commission, or attending a committee meeting authorized by the commission, shall be paid amounts provided for in subsection (e) of K.S.A. 75-3223, and amendments thereto. The commission shall be responsible for approving all expense vouchers of members.

(d) The commission shall meet at least once each year at the training center and may hold other meetings whenever they are called by the chairperson.

(e) The commission shall adopt the rules and regulations that are necessary to ensure that law enforcement officers are adequately trained and to enforce the provisions of the Kansas law enforcement training act. Such rules and regulations shall include, but are not limited to, the establishment of a course of fire as a standard qualification for active law enforcement officers to carry firearms that may also be used for qualified retired officers to carry firearms pursuant to federal law. The director of police training shall provide qualification opportunities for qualified retired officers at the times and places the director determines to be necessary. The training center shall charge and collect a fee from retired state, local and federal officers for the qualification opportunities, but these fees shall be limited to the actual costs of presenting the standard qualifications course.

(f) On and after July 1, 2012, the commission shall require fingerprinting of each applicant for certification under the Kansas law enforcement training act, and may require fingerprinting of a person who has received a certificate under the Kansas law enforcement training act prior to July 1, 2012, if such person's conduct is investigated pursuant to this section. The commission shall appoint an employee of the commission whose official duty includes seeking and maintaining confidential information as provided by this subsection. The appointed employee shall submit fingerprints to the Kansas bureau of investigation and to the federal bureau of investigation for the purpose of verifying the identity of such applicant or certificate holder and for obtaining records of that person's criminal arrests and convictions. Upon the request of the appointed employee, the Kansas bureau of investigation and other criminal justice agencies shall provide to the appointed employee all background investigation information including criminal history record information, arrest and nonconviction data and criminal intelligence information. Such information, other than conviction data, shall be confidential and shall not be disclosed by the appointed employee, except for a purpose stated in this section. In addition to any other penalty provided by law, unauthorized disclosure of such information shall be grounds for removal from office or termination of employment.

74-5607a. CERTIFICATION FOR FULL-TIME AND PART-TIME LAW ENFORCEMENT OFFICERS; ANNUAL TRAINING; PROVISIONAL CERTIFICATE.

(a) The commission shall not issue a certification as a full-time police officer or law enforcement officer unless such officer has been awarded a certificate attesting to satisfactory completion of a full-time officer basic course of accredited instruction at the training center or at a certified state or local law enforcement training school or has been awarded such a certificate for not less than the number of hours of instruction required by the Kansas law enforcement training act at the time such certificate was issued or received a permanent appointment as a full-time police officer or law enforcement officer prior to July 1, 1969, or was appointed a railroad policeman pursuant to K.S.A. 66-524, and amendments thereto, on or before January 1, 1982. No person shall receive certification as a part-time police officer or law enforcement officer unless such officer has been awarded a certificate attesting to the satisfactory completion of a part-time officer basic course of instruction in law enforcement at the training center or at a certified state or local law enforcement training school.

(b) Beginning the second year after certification, every full-time police officer or law enforcement officer shall complete annually 40 hours of law enforcement education or training in subjects relating directly to law enforcement. Failure to complete such training shall be grounds for suspension of a certificate issued under the Kansas law enforcement training act until such training is completed, except that the commission may stay any such suspension upon a showing of hardship upon the employing law enforcement agency. The commission, in consultation with the director of police training, shall adopt rules and regulations regarding such education or training. Such education or training may include procedures for law enforcement to follow when responding to an allegation of stalking. Every city, county and state agency shall send to the director certified reports of the completion of such education or training. The commission shall maintain a record of the reports in the central registry.

(c) Subject to the provisions of subsection (d):

(1) Any person who is appointed or elected as a police officer or law enforcement officer and who does not hold a certificate as required by subsection (a) may be issued a provisional certificate for a period of one year. The commission may extend the one-year period for the provisional certificate if in the commission's determination the extension would not constitute an intentional avoidance of the requirements of subsection (a). If a person's provisional certificate expires or is revoked, the person shall not be issued another provisional certificate within one year of the expiration or revocation. A provisional certificate shall be revoked upon dismissal from any basic training program authorized by K.S.A. 74-5604a, and amendments thereto. A provisional certificate may be revoked upon voluntary withdrawal from any basic training program authorized by K.S.A. 74-5604a, and amendments thereto.

(2) Any police officer or law enforcement officer who does not complete the education or training required by subsection (b) by the date such education or training is required to have been completed shall be subject to revocation or suspension of certification and loss of the officer's office or position.

(d) The commission may extend, waive or modify the annual continuing education requirement, when it is shown that the failure to comply with the requirements of subsection (a) or (b) was not due to the intentional avoidance of the law.

74-5608. REPEALED.

74-5608a. CERTIFICATION OF PERSONS COMPLETING TRAINING IN OTHER JURISDICTIONS; WAIVER OF COURSES.

(a) The commission may, in the exercise of discretion, award a certificate to any person who has been duly certified under the laws of another state or territory if, in the opinion of the director of police training, the requirements for certification in such other jurisdiction equal or exceed the qualifications required to complete satisfactorily the basic course of instruction at the training center.

(b) The commission may waive any number of the hours or courses required to complete the basic course of instruction at the training center, part-time school, reciprocity school or for the hours required for annual continuing education for any person who, in the opinion of the director of police training, has received sufficient training or experience that such hours of instruction at the training center would be, unless waived, unduly burdensome or duplicative.

74-5609. REPEALED.

74-5609a. TUITION; REIMBURSEMENT OF TUITION.

(a) The law enforcement training center is authorized to charge tuition for each railroad policeman, each employee of a tribal law enforcement agency, each horsethief reservoir benefit district law enforcement officer and each school law enforcement officer enrolled in a course at the training center. Such tuition shall not exceed the training center's average operating cost per trainee. Tuition charges authorized by this section shall cover the cost of room, board and all necessary instructional supplies and material for any railroad policeman or school law enforcement officer attending the law enforcement training center.

(b) Any city, county or state agency which commences employment of a police officer or law enforcement officer within one year of the time such police officer or law enforcement officer has completed a course of instruction at a state or local law enforcement training school shall reimburse the city, county or state agency which paid the tuition for training such officer. This reimbursement shall include the amount of the tuition paid, the officer's salary and travel expenses and any other expenses incurred which were incidental to training such officer.

74-5610. REPEALED.

74-5611. ANNUAL REPORT TO ATTORNEY GENERAL OF PERSONS ATTENDING TRAINING CENTER.

The director of police training shall annually report to the attorney general of the state of Kansas the names of all persons who attended law enforcement training center during each training year.

74-5611a. CENTRAL REGISTRY; PURPOSE; CONFIDENTIALITY; KORA RECORDS; REQUIRED REPORTS; IMMUNITY FROM LIABILITY.

(a)(1) The commission shall establish and maintain a central registry of all Kansas police officers or law enforcement officers.

(2) The purpose of the registry is to be a resource for all agencies who appoint or elect police or law enforcement officers to use when reviewing employment applications of such officers. The registry shall include all records received or created by the commission pursuant to this section and all records related to violations of the Kansas law enforcement training act, including, but not limited to, records of complaints received or maintained by the commission.

(3) All records contained in the registry are confidential and shall not be disclosed pursuant to the Kansas open records act, except such records may be disclosed as provided in subsections (a)(4) and (a)(5) and the Kansas administrative procedure act. The provisions of this paragraph shall expire on July 1, 2023, unless the legislature reviews and reenacts this provision pursuant to K.S.A. 45-229, and amendments thereto, prior to July 1, 2023.

(4) Records contained in the registry, other than investigative files, shall be disclosed:

(A) To an agency that certifies, appoints or elects police or law enforcement officers;

(B) to the person who is the subject of the information, but the commission may require disclosure in such a manner as to prevent identification of any other person who is the subject or source of the information;

(C) in any proceeding conducted by the commission in accordance with the Kansas administrative procedure act, or in an appeal of an order to the commission entered in a proceeding, or to a party in such proceeding or that party's attorney;

(D) to a municipal, state or federal licensing, regulatory or enforcement agency with jurisdiction over acts or conduct similar to acts or conduct that would constitute grounds for action under this act; and

(E) to the director of police training when such disclosure is relevant to the exercise of the authority granted in K.S.A. 74-5604a(b), and amendments thereto.

(5) The following records may be disclosed to any person pursuant to the Kansas open records act:

(A) A record containing only:

(i) A police or law enforcement officer's name;

(ii) the name of a police or law enforcement officer's current employer;

(iii) the police or law enforcement officer's dates of employment with the police or law enforcement officers' current employer;

(iv) the name of previous law enforcement employers and the dates of employment with each employer;

(v) a summary of the trainings completed by the police or law enforcement officer as reported to the commission; and

(vi) the status of the police or law enforcement officer's certification under this act; and

(B) statewide summary data without personally identifiable information.

(6) The provisions of K.S.A. 45-221(a), and amendments thereto shall apply to any records disclosed pursuant to subsection (a)(4) or (a)(5).

(b) The director shall provide forms for registration and shall refuse any registration not submitted on such form in full detail.

(c) Within 30 days of appointment, election or termination, every city, county and state agency, every school district and every community college shall submit the name of any person appointed or elected to or terminated from the position of police officer or law enforcement officer within its jurisdiction.

(d) Upon termination, the agency head shall include a report explaining the circumstances under which the officer resigned or was terminated. Such termination report shall be available to the terminated officer and any law enforcement agency to which the terminated officer later applies for a position as a police officer or law enforcement officer. The terminated officer may submit a written statement in response to the termination and any such statement shall be included in the registry file concerning such officer. The director shall adopt a format for the termination report.

(e) The agency, agency head and any officer or employee of the agency shall be absolutely immune from civil liability:

(1) For the report made in accordance with subsection (d); and

(2) when responding in writing to a written request concerning a current or former officer from a prospective law enforcement agency of that officer for the report made in accordance with subsection (d) and for the disclosure of such report.

74-5612. REPEALED.

74-5613. REPEALED.

74-5614. REPEALED.

74-5615. REPEALED.

74-5616. ELIGIBILITY FOR APPOINTMENT AS OFFICER; CERTIFICATION BY COMMISSION REQUIRED; SUSPENSION, REVOCATION, REPRIMAND, CENSURE OR DENIAL OF CERTIFICATION; JUDICIAL REVIEW.

(a) No person shall be appointed as a full-time law enforcement officer unless the person holds a full-time active law enforcement certificate or a provisional law enforcement certificate. No person shall be appointed as a part-time officer unless the person holds a full-time active law enforcement certificate, a part-time active law enforcement certificate or a provisional certificate.

(b) The commission may suspend, condition or revoke the certification of a police officer or law enforcement officer, reprimand or censure a police officer or law enforcement officer, or deny the certification of a police officer or law enforcement officer who:

- (1) Fails to meet and maintain the requirements of K.S.A. 74-5605 or 74-5607a, and amendments thereto;
- (2) has knowingly submitted false or misleading documents or willfully failed to obtain any certification under the Kansas law enforcement training act;
- (3) provides false information or otherwise fails to cooperate in a commission investigation to determine a person's continued suitability for law enforcement certification;
- (4) fails to complete the annual continuing education required by K.S.A. 74-5607a, and amendments thereto, and implementing rules and regulations or otherwise fails to comply with the requirements of the Kansas law enforcement training act;
- (5) engaged in conduct which, if charged as a crime, would constitute a felony crime under the laws of this state, a misdemeanor crime of domestic violence as defined in the Kansas law enforcement training act at the time the conduct occurred or a misdemeanor crime that the commission determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations of the commission;
- (6) has used racial or other biased-based policing prohibited by K.S.A. 2017 Supp. 22-4609, and amendments thereto; or
- (7) has engaged in unprofessional conduct as defined by rules and regulations of the commission.

(c) The procedure for the censure or reprimand of a police officer or law enforcement officer, or ordering a condition, suspension, revocation or denial of certification of a person as a police officer or law enforcement officer or an applicant for certification, shall be in accordance with the Kansas administrative procedure act.

(d) The commission may commence an emergency proceeding under the Kansas administrative procedure act to suspend the certification of any police officer or law enforcement officer who engages in conduct constituting grounds for discipline in this section and whose continued performance of duties constitutes an immediate danger to the public.

(e) Any action of the commission pursuant to this section is subject to review in accordance with the Kansas judicial review act. Upon request of the commission, the attorney general shall prosecute or defend any action for review on behalf of the state, but the county or district attorney of the county where the police or law enforcement officer has been employed as such shall appear and prosecute or defend such action upon request of the attorney general or commission. The commission may elect to retain the services of a private attorney to appear and

prosecute or defend any action on behalf of the commission.

(f) The agency head or other appointing authority for a police officer or law enforcement officer under investigation for a violation of this section shall provide all reports, documentation, transcripts, recordings and other information to the commission when requested during the course of such investigation.

74-5616a. REPEALED.

74-5617. REQUIREMENT TO HOLD PERMANENT OR PROVISIONAL CERTIFICATION, PENALTIES; VIOLATIONS OF ACT.

(a) Every candidate for appointment to a position as a police officer or law enforcement officer shall hold permanent or provisional certification.

(b) For the purpose of determining the eligibility of an individual for certification under this act, the commission may require the submission of training and education records, and experience history, medical history, medical examination reports and records, and interview appraisal forms.

(c) Law enforcement agencies in Kansas shall be responsible for their agency's observance of the hiring requirements of this section.

(d) No law enforcement agency head or other appointing authority shall knowingly permit the hiring of any person in violation of the requirements of this act, or knowingly permit the continued employment of any person as a law enforcement officer after receiving written notice from the commission that the person does not hold an active law enforcement certificate. No law enforcement agency head or other appointing authority shall knowingly permit any auxiliary personnel who have been convicted of a felony offense under the laws of Kansas or any other jurisdiction access to law enforcement records or communication systems that are restricted under state or federal law or appoint as auxiliary personnel any person who does not meet the requirements of K.S.A. 74-5605 and amendments thereto. Any violation of the requirements of this act shall be deemed to constitute misconduct in office and shall subject the agency head or appointing authority to:

(1) Removal from office pursuant to K.S.A. 60-1205 and amendments thereto; or

(2) a civil penalty in a sum set by the court of not to exceed \$500 for each occurrence of noncompliance in an action brought in the district court, which penalty shall be paid to the state treasurer for deposit in the state treasury and credit to the Kansas commission on peace officers' standards and training fund.

(e) Whenever in the judgment of the commission any person has engaged in any acts or practices which constitute a violation of this act, or any rules and regulations of the commission, the commission may make application to the district court, without giving bond, for civil enforcement of this act or rules and regulations in accordance with the act for judicial

review and civil enforcement of agency actions. The district or county attorney of any county shall at the request of the commission render such legal assistance as necessary in carrying out the provisions of this act. Upon the request of the commission, the district or county attorney of the proper county shall institute in the name of the state or commission proceedings for appropriate relief, whether mandatory, injunctive or declaratory, preliminary or final, temporary or permanent, equitable or legal, against any person regarding whom a complaint has been made charging such person with the violation of any provision of this act.

(f) The commission shall make such inquiry as necessary to determine compliance with the requirements of this section and the rules and regulations adopted under it.

(g) It shall be the responsibility of the agency head to ensure that every police officer or law enforcement officer under their supervision has the opportunity to receive the mandatory training as prescribed in K.S.A. 74-5604a and amendments thereto.

74-5618. REPEALED.

74-5619. LAW ENFORCEMENT TRAINING CENTER FUND; KANSAS COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING FUND.

(a) (1) There is hereby created in the state treasury the law enforcement training center fund. All moneys credited to such fund under the provisions of this act or any other law shall be expended only for the purpose and in the manner prescribed by law.

(2) All moneys received for assessments as provided pursuant to K.S.A. 74-5607 , and amendments thereto, shall be remitted to the state treasurer in accordance with the provisions of K.S.A. 75-4215 , and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury to the credit of the law enforcement training center fund.

(b) There is hereby created in the state treasury the Kansas commission on peace officers' standards and training fund. All moneys credited to such fund under the provisions of this act or any other law shall be expended only for the purpose of the operation of the commission to carry out its powers and duties as mandated by law. The director may apply for and receive public or private grants, gifts and donations of money for the commission. All moneys received from grants, gifts and donations shall be remitted to the state treasurer in accordance with the provisions of K.S.A. 75-4215 , and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury to the credit of the Kansas commission on peace officers' standards and training fund.

(c) The moneys credited to the funds created in subsections (a) and (b) shall be used for the purposes set forth in this section and for no other governmental purposes. It is the intent of the legislature that the moneys deposited in these funds shall remain intact and inviolate for the purposes set forth in this section.

(d) This section shall be part of and supplemental to the Kansas law enforcement training act.

74-5620. LOCAL LAW ENFORCEMENT TRAINING REIMBURSEMENT FUND; EXPENDITURES.

(a) There is hereby created in the state treasury the local law enforcement training reimbursement fund. All expenditures from the local law enforcement training fund shall:

- (1) Be distributed to municipalities which participated in local law enforcement training programs, certified by the commission, which existed prior to January 1, 1992, in accordance with a distribution formula developed by the commission;
- (2) not exceed more than 100% of the actual training costs incurred by the municipality in participating in the local law enforcement training program; and
- (3) be distributed for basic law enforcement training and not be for any type of continuing law enforcement training education programs.

No money shall be expended from this fund prior to January 1, 1993. Such distribution formula shall provide that distribution be based on the number of individuals trained and the cost per individual trained of each such municipality. Any such distributions shall be reviewed on a year-to-year basis and adjusted accordingly pursuant to the criteria specified in this section. The commission shall conduct a review of all local law enforcement training programs in which municipalities receiving expenditures pursuant to this act are participating and shall require that all such law enforcement training programs report their costs in a standardized format prescribed by the commission.

(b) This section shall be part of and supplemental to the Kansas law enforcement training act.

74-5621. SEVERABILITY CLAUSE.

If any provision of this act or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end the provisions of this act are severable.

74-5622. CERTIFICATION; ACTIVE STATUS, TIME PERIOD; LAPSE; REINSTATEMENT.

(a) Certification by the commission will remain active for a period of five years after leaving employment as a law enforcement officer. Certification which has lapsed due to more than five years since employment as a law enforcement officer may be reinstated if the applicant, within one year of reappointment:

- (1) Satisfactorily completes the current basic training required under K.S.A. 74-5607a and amendments thereto;

(2) passes a written competency test and firearms proficiency qualification course developed and administered by the Kansas law enforcement training center; or

(3) obtains from the commission pursuant to K.S.A. 74-5608a(b), and amendments thereto, a waiver based on the training, experience and circumstances of the applicant.

(b)(1) A person whose certificate issued under the Kansas law enforcement training act has been revoked may petition the commission to reinstate the certificate after the expiration of five years from the effective date of such revocation. If the commission denies a petition for reinstatement, such person may petition the commission to reinstate the certificate after the expiration of five years from such denial.

(2) The commission may reinstate a revoked certificate upon a finding that the petitioner is otherwise qualified for certification under the Kansas law enforcement training act and is sufficiently rehabilitated to warrant the public trust. The burden shall be upon the petitioner to establish rehabilitation by clear and convincing evidence.

(3) In determining whether a petitioner is sufficiently rehabilitated to warrant the public trust, the commission may consider any relevant evidence, and may, but shall not be required, to consider the following factors:

(A) The present moral fitness of the petitioner for performance of duties as a police officer or law enforcement officer;

(B) the demonstrated consciousness of the wrongful conduct and disrepute which the conduct has brought upon the law enforcement profession and the administration of justice;

(C) the extent of the petitioner's rehabilitation;

(D) the nature and seriousness of the original misconduct;

(E) the conduct subsequent to discipline;

(F) the time elapsed since the original discipline; and

(G) the petitioner's character, maturity and experience at the time of the original revocation.

(4) The proceedings on a petition for reinstatement shall be conducted in accordance with the Kansas administrative procedures act.

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	September 2, 2020
Administration	From:	Audrey McClanahan

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

RE: August 5, 2020 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the August 5, 2020 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the August 5, 2020 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

August 5, 2020

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, August 5, 2020. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Sollie Flora and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Kring was absent. Councilmember Thomas called the meeting to order at 6:32 pm.

The following staff were present: City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Audrey McClanahan, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks & Recreation Director Penn Almoney and Police Captain Kevin Self.

Public Comments

Councilmember Thomas explained that this meeting is being held virtually via Zoom and participants can make a comment through the chat feature.

There were no public comments.

Public Presentations

2021 Budget Public Hearings

Councilmember Thomas explained that tonight was the official public hearing on the 2021 Budget for the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2. The notice of the public hearing was published in The Legal Record on July 21, 2020.

Ms. Smith presented on the Recommended 2021 Budget which reflects the impacts of the COVID-19 pandemic and will require continued evaluation and consideration. The budget covers the period of January 1st through December 31st which includes approximately \$19.75 million of total revenues and \$21.42 million of expenses accounted for in seventeen individual funds. Expenses exceed revenues as the result of the expenditure of existing bond proceeds and the intentional use of excess General Fund reserves to address revenues impacted by the coronavirus pandemic. Our current fund balance position provided a unique opportunity to approach the 2021 budget deliberations cautiously, while also eliminating the need to make immediate decisions in fiscal years 2020 and 2021 that could have potentially long-ranging impacts. Reliance on reserves is not a sustainable budget strategy, but Mission's conservative fiscal management over the past several years has provided an opportunity to maintain the level of programs and services that businesses and residents have come to expect.

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, Community Development, and Administration. It is an operating budget, focused primarily on revenues and expenses in the current fiscal year. Total estimated General Fund Revenues in the 2021 Recommended Budget are \$12.1 which represents a 7% increase over the 2020 Estimated Budget, but a 10% decrease from the original 2020 Budget and a 5% decrease from 2019 actuals. This annual operating budget is supported by four primary revenue streams: sales/use taxes (local and intergovernmental), property taxes, parks and recreation revenues, and fines and forfeitures. Fluctuations in these revenue streams impact how the City is able to pay for and maintain core services. The sales and use taxes is the largest revenue stream which includes 1% general sales taxes and a portion of the County's sales taxes. The 2020 Estimated Budget and 2021 Recommended Budget will include a sales tax reduction of 10%. Property tax revenues are the next largest share, Mission's 2020 assessed valuation has been estimated at \$172,504,333 which represents an increase of 5% from the current year. One mill in the 2021 budget will generate approximately \$172,500. The draft budget assumes the current mill levy (17.57) mills remains constant. Of the total mill levy, 7 mills are assessed for street maintenance with the balance (10.57 mills) dedicated to General Fund operations.

Parks & Recreation revenues are generated through memberships, facility rentals, class/program fees and summer camp fees. However, due to impacts of the COVID-19 situation, the 2020 Estimated Budget anticipates a 50% revenue decline. Fine and forfeiture revenues are collected as a result of law enforcement activity, primarily traffic enforcement, and associated municipal court charges. Revenues were brought in line with 2019 collections, and then decreased by 30%.

General Fund Expenditures:

- Estimated 2021 total \$13,127,185 in expenses (\$12,039,685 for Departments and \$1,177,500 in Transfers).
- 5% increase over the 2020 Estimated Budget.
- Personnel - largest expenditure, budgeted at \$7.97 million with seventy-five full-time employees. Includes a 3.5% merit pool and estimated 5% decrease in health/welfare benefits.
- Contractual services and commodities will total approximately 3.77 million. These include contractual services such as utilities, legal services, prisoner housing, etc. and commodities such as fuel, salt, program supplies, etc.
- Capital Expenditures total \$111,200, majority from financial management software (\$100,000).
- Includes debt service for 2013A Bonds, totaling \$80,000 and annual lease payment for police vehicles in the amount of \$108,000.
- Transfers are included in the amount of \$1,102,500 for street maintenance, representing the transfer of revenues generated by the 7 mills dedicated to streets.

- \$75,000 transfer to Solid Waste Utility Fund to subsidize a portion of the contract with Waste Management

Several projects, programs or equipment priorities, which were either carried over from 2019 or approved for 2020, have not yet been completed or in some cases even started. The exception is of the vehicles for the Police Department's Directed Patrol Unit (DPU) which has been deferred, all of those previously approved expenses are included in the 2020 Estimated Budget and 2021 Recommended Budget. Timing of purchases and expenditures will be closely monitored to ensure revenues are sufficient to move forward with any specific program or services. In addition, capital and supplemental requests submitted by the Departments for 2021 have been incorporated. These include projects such as wifi access points (hubs), technology replacement, software licensing, Council constituent communications, greenhouse gas inventory update, COVID-19 housing relief fund, tree maintenance, replacement of Public Works' lighted arrow board, TrafficCAD sign plotter and squeeze roller, digital signage, mailings, Directed Patrol Unit, and Police Department server.

The City Council has an established fund balance target/goal of 25% of budgeted revenues in the General Fund which equates to \$3,025,714, leaving an estimated unrestricted General Fund balance in excess of the Council's fund balance target of \$123,384. By using excess reserves to help cover anticipated revenue shortfalls in 2020 and 2021 we are able to continue to minimize service delivery impacts for residents and businesses.

The City uses a multi-year Capital Improvement Program (CIP) to address infrastructure investments. Mission's CIP is focused around three primary program areas: streets, stormwater, and parks and recreation. It serves as a guide for the efficient and effective provision of public infrastructure by outlining a schedule of capital projects over a five-year horizon. Capital infrastructure projects are generally large in scope and often take several years to complete, making it more appropriate to handle them outside of the General Fund. The City has consciously used debt to address deferred infrastructure needs and to complete projects which exceed the City's cash flow abilities. The amount of debt is continually evaluated in relationship to the overall increase in the City's net assets, as well as the useful life of the assets being constructed or repaired. The majority of the City's existing debt is related to capital improvement projects. Annual debt service requirements remain constant at approximately \$4 million/year through 2022, then decrease significantly in 2023, and again in 2024 and 2027. All debt currently supported by the capital project funds will be retired by 2031.

The recommended 2021-2025 CIP includes the following policies and priorities:

- Maintain the Stormwater Utility Fee at \$28 per ERU per month. This provides an estimated \$2.5 million annually in Stormwater Utility fees for repayment debt service and maintenance of stormwater infrastructure.
- Establish a property tax mill rate of 9.856 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$25,000 annually.

- Establish a property tax mill rate of 9.771 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$77,000 annually.
- Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.570. The revenues equivalent to approximately 7 mills (\$1,103,000), will be transferred to the Capital Improvement Fund to support street maintenance activities.
- Use revenues from the $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$875,000) for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities.

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City's total annual budget. There are several other miscellaneous funds which the City maintains separately. First, the Special Alcohol Fund is expected to be impacted by COVID-19 resulting in decreased revenues for 2020 (\$50,000) and 2021 (\$70,000). The majority of this funding will go towards the Drug and Alcoholism Council and approximately \$15,000 will go to the DARE program in local elementary schools and \$30,000 to cover costs associated with Mission's participation in the Johnson County mental health co-responder program. The Solid Waste Utility Fund is collected through single-family residential properties and supports the annual trash, recycling and yard waste contract with WCA. The 2021 budget anticipates a 3% increase in the contract with the estimated resident charge of \$183.83 annually for 2021, or an increase of \$0.67/mo. The General Fund Budget includes a transfer in the amount of \$75,000 to support this contract which represents 15% of total annual contract costs.

The Mission Convention and Visitors Bureau (MCVB) was formed by City ordinance in February of 2009 to assist in the revitalization and redevelopment of the Mission business district. In 2016, the Council disbanded the MCVB Committee, but the fund is maintained to account for transient guest tax revenues (9% hotel/motel tax) received by the City. These funds are used exclusively to support the publication and distribution of five issues of the Mission Magazine each year. The MCVB Fund also currently manages revenues and expenses for the Mission Business Partnership and the annual Holiday Adoption program on a "pass-through" basis, and is anticipated to continue to do so in the 2021 Proposed Budget. The 2020 Budget includes \$10,000 for the purchase of banners (2 styles) for the entire length of Johnson Drive and no specific projects have been identified for 2021.

Mission Crossing TIF/CID Fund is used to account for the revenues and expenses associated with the Tax Increment Financing District (TIF) and Community Improvement District (CID) associated with the Mission Crossing Development. All distributions from this fund are made in accordance with a development agreement for this project, and reimburse the developer for certain approved development costs. The TIF property tax revenues are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing to the developer on a quarterly basis. Cornerstone Commons CID Fund is used to

account for the revenues and expenses associated with the Community Improvement District (CID) associated with the Cornerstone Commons Development. All distributions from this fund are done in accordance with a development agreement, and reimburse the developer for certain approved development costs. The CID sales tax (1% additional) is received from the State and calculated/verified and distributed by staff. Payments are made to the developer quarterly.

There were no comments from the public and the public hearing was closed.

**Acceptance of the July 1, 2020
Finance and Administration Committee Minutes**

Minutes of the July 1, 2020 Finance and Administration Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

Contract for Crossing Guard Services

Captain Self reported that the City of Mission has contracted with All City Management, Inc. to provide crossing guard services at: 51st and Lamar (Rushton School) and 62nd and Roe (Highlands School) since August 2016. Prior to 2016, crossing guards had been part-time employees of the City, but enough interest in the position could not be maintained to ensure coverage should an employee need to take sick or vacation time. All City Management was selected following research of how other local cities were providing these services.

The Police Department has been pleased with the services provided by All City Management Services, Inc. and recommends entering into a new agreement for 2020-2021. An amendment to the original agreement has been prepared and includes:

1. Extension of Term. The City and All City Management, Inc. agree to extend the term of the agreement beginning July, 2020 through June, 2021.
2. Price Adjustment. The City would agree to pay the Contractor Twenty-three Dollars and One Cent (\$23.01) per hour for a minimum of 2.0 hours per guard, per school day.

The rate increase from \$21.08 per hour to \$23.01 per hour represents a total increase of \$1,389.60 per year.

Councilmember Davis asked how the impact of COVID-19 will affect this contract in regards to school closure or virtual learning. Captain Self confirmed the contract is based on an hourly rate and it will not be affected.

Councilmember Davis recommended the amendment to the contract with All City Management Services to provide school crossing guard services at multiple locations in the City of Mission be

forward to Council for approval. All on the Committee agreed, this will be on the consent agenda.

Community Strategy Update

Ms. Randel presented an update on the contract with Crux for communication, branding and public relations services. Stating that the City's communication team, representing all departments, have met and discussed items that will be released to the public. The research phase has been completed and includes individual interviews, focus groups and surveys with members of the community, staff and the Governing Body. The Crux team completed a marketing audit of existing collateral, website, social media, email and print publications, and a comparison of Mission's communication practices to those of comparable local governments in the area. Crux also established a baseline for Google analytics, showing traffic and duration patterns on the City's website as well as social media accounts. Representatives from Crux presented their findings at the Finance and Administration Committee meeting in June. Crux has been collaborating with staff to develop a 30-60-90-120 communications plan and has engaged in the following steps:

- Coordinating communication roles and responsibilities in each City department
- Brainstorming new methods to increase reach and engagement
- Participated in an introductory meeting with the Mission Magazine editorial board
- Expanded the City's existing list of media contacts
- Prioritizing collateral and other deliverables to address most quickly as the new branding is implemented.

Ryan Hembree, Vice-President of Crux, addressed developing the elevated brand for the City and its departments adding the importance of producing consistent branding and messaging with a new logo. Mr. Hembree then presented two design concepts for Council's consideration. The concepts are based on the feedback shared during the research phase of the project and both concepts aim to highlight the best of Mission in a way that feels current and unique. If there is consensus around one of the design options, development of the new branding materials will begin right away. The new branding will be incorporated in things like applications, meeting notices, official letterhead, printed publications, apparel, City vehicles, and more. The implementation of the new designs will be made in a thoughtful manner, balancing considerations for visibility, frequency of use, and cost.

Councilmember Schlossmacher asked about the progress of updating the website. Mr. Hembree replied that they have been conducting research and assessing the structure of the current website. However, before launching the new website, they would like to solidify the brand development to ensure consistent messaging and implementation. Ms. Randel added that they have been looking at pages in the website that are visited frequently and indexing how those will be profiled. While there hasn't been a lot of movement with the website look, the content is being evaluated so it can be executed efficiently and effectively.

Councilmember Davis complimented on the work the team has done and the concepts that have been put into the designs. He added that option two was a bit softer because of the rounded edges.

Councilmember Schlossmacher was concerned that the first option resembled the Slack logo. Mr. Hembree replied that this is a very unique concept in relation to other cities' logos and doesn't think there will be an issue in relation to the Slack logo.

Councilmember Thomas asked if there was the possibility of a hybrid logo if there were elements of both designs that the Council preferred. Mr. Hembree replied that the logo could be adjusted and refined if needed. Councilmember Flora said she liked the first design but possibly favored the navy and font of the second design but was concerned that the second logo looked unbalanced.

Councilmember Schlossmacher expressed concerns with the style of the lettering for the logos and preferred uppercase for Mission. Mr. Hembree commented that they are working towards making sure this logo can be used for many years and is timeless.

Councilmember Boultinghouse thanked the Crux team for presenting the two logo options and thinks that either option will be a good position for the City, adding that he preferred the darker navy font but was concerned the script writing was outdated.

Councilmember Thomas asked about presenting this information to the public and receiving their feedback about design. Mr. Randel replied that was discussed and they wanted to have Council's views and considerations before it was released to a broader audience.

Councilmember Davis asked if there would be issues in regards to the costs of publishing/printing the multi-colored logo. Mr. Hembree answered that the logo would be featured primarily online and that the cost of printing has decreased considerably and the biggest challenge is not necessarily how many colors the logo has but will it work in black and white. The multi-color also provides greater versatility so that there is more variance in design. Councilmember Flora asked for Council to be able to see the black and white versions for consideration. Councilmember Thomas expressed the importance of receiving feedback from the public going forward.

Councilmember Davis asked about the copyright process for the logo. Mr. Hembree reported that Crux recommends that the final design is taken to an intellectual property attorney to perform a trademark search then have it copyrighted so it can't be reproduced outside of the organization.

Councilmember Thomas asked if the rebranding collateral was reflected in the 2021 budget. Ms. Smith said that there are printing costs in the budget and the City has been utilizing current

stock in order to prepare for the new inventory. As far as displaying the logo on the vehicles, the associated costs would need to be evaluated. The City banners, which will have a significant visual impact in the community, have been set aside in the 2020 budget to produce two sets. Ms. Randel added there is also an apparel budget that is a rolling amount for each year.

Councilmember Schlossmacher asked if there was any feedback about trying to incorporate the sunflower into the design. Ms. Randel replied that it was discussed and that the direction they were heading was a new look with a current design. Mr. Hembree said another consideration they wanted to take into account was whether this logo would differentiate the City from other designs and these two options were the best presented.

Councilmember Davis thanked the team and appreciated the idea of the crossroads theme in the second logo.

Councilmember Davis recommended the rebranding designs for use throughout the City's communications including logo, signage, website and other essential materials be forward to Council for approval. All on the Committee agreed, this will be on the non-consent agenda.

2021 Budget Resolution

Ms. Smith reported that as a part of the annual budget process, the City Council adopts a budget resolution which outlines and describes the financial policies, tax and fee structures, and other related issues identified in a particular fiscal year. This includes the budgets for the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2. This year's Resolution has been prepared based on the staff, Council and public input received to date in the budget process and allows for a quick reference in communicating and presenting the information. It is designed to explain the policies that are utilized to support the CIP or infrastructure portion of the budget. The next section addresses basic service delivery and City operations as part of the General Fund and related policies, fees and objectives. Finally, the last section is left for any other specific items that the governing body wants the staff to pursue for the balance of the year.

Ms. Smith added that it includes maintenance of the stormwater utility fee, the middle levies for the drainage districts, special sales taxes versus debt service as well as dedicated street and Parks & Recreation activities. Unless Council has any changes then the Resolution will be presented at the City Council meeting on August 19th.

Councilmember Davis recommended the 2021 Budget Resolution outlining the policy decisions, mill levies, and fees included in the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2 budgets for 2021 be forward to Council for approval. All on the Committee agreed, this will be on the non-consent agenda.

2021-2025 CIP Resolution

Ms. Smith explained that also as a part of the annual budget process, the Governing Body adopts a resolution that addresses the recommended five-year infrastructure plan, referred to as Mission's Capital Improvement Program (CIP). The revenues and expenses programmed in the CIP for 2021 are included in the 2021 Recommended Budget in the appropriate funds. The remainder of the CIP is designed to be fluid and flexible in order to evaluate and address changes in resources or priorities in future years. Projects which have been identified or discussed but were not specifically included in the 2021-2025 CIP may be outlined in the body of the Resolution in order to establish a public record/reminder of historical considerations. These projects may eventually be programmed within the 5-year plan as a part of future budget discussions. Approval of the 2021-2025 CIP does not commit the City to any specific expenditures beyond those detailed in the 2021 Budget.

Councilmember Davis recommended the Resolution adopting the City of Mission's 2021-2025 Capital Improvement Program (CIP) be forward to Council for approval. All on the Committee agreed, this will be on the non-consent agenda.

Adoption of the 2021 Budget

Ms. Smith clarified that the final step in two weeks will be adopting the 2021 Budget for the City of Mission as well as Rock Creek Drainage Districts #1 and #2. The 2021 Budget is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position while also minimizing the tax burden on citizens and businesses. The 2021 Budget addresses challenges from the COVID-19 pandemic which will be continually monitored. In order to complete the process and formally adopt the 2021 budgets, the Council will take action, at the August 19th legislative meeting, in the form of three separate motions.

Councilmember Davis asked about the impacts of the property valuations from the County and the mill levy. Ms. Smith explained that based on the current assessed valuation, it was anticipated that a mill will generate about \$172,500. The estimates in various places in the budget may not currently reflect that revenue, but when the property tax receipts are received, in January and June, Mr. Scott will complete a calculation based on those receipts then transfer that amount from the General Fund to the CIP Fund. After those are adjusted it will ensure a transfer of a full seven mills or equivalent.

Councilmember Boultinghouse referenced the Community Center in regards to the fifty-percent reduction in patronage and possible continued/future COVID-19 impacts. Ms Smith replied that July was the first month that the City reinstated membership dues and will need to evaluate the financial receipts once those are received. The City will continue to monitor the situation and make cost benefit analysis to make sure appropriate action is taken and implemented. This may result in restructuring plans for the Community Center. Also, when there is a structural

imbalance in budget then a way to increase revenue is decrease expenses, this could be accomplished through personnel and continuing to hold on hiring for vacant positions.

Councilmember Thomas was concerned with investing around \$400,000 in equipment replacement at the Community Center for 2021. Ms. Smith clarified that even though it is a budgeted project expenditure that it won't necessarily be approved for purchase or construction. Anything that is a larger expenditure, over \$10,000, would have to come back to the Council for approval. This will be an ongoing discussion on how resources are allocated to address the needs and priorities identified.

Councilmember Flora wondered if staff had developed benchmark criteria to know when to bring the budget back to Council for consideration or potential revision. Ms. Smith answered that right now the biggest impact on expenditures will be holding vacant positions open. Currently, the only position being filled is municipal court clerk, which is crucial for the implementation of the new software. It will be important to continue to evaluate those changes and develop benchmarks in the process.

Councilmember Davis stressed the importance of pausing and looking at how there are many necessary services, provided by the City, which don't produce revenue, adding that he appreciates the work by staff in estimating revenues and expenses. Councilmember Thomas agreed and thinks it's important to subsidize the Community Center in any capacity in order to keep it going and supported Councilmember Flora's concept regarding utilizing benchmarks in order to assess the budget. Councilmember Thomas thanked staff for their work on the budget and hoped there was a way to add to the residential street program, stormwater and parks by possibly reallocating funds. Ms. Smith answered that the City has been consciously working towards building those funds and when it is in the position of having excess funds then the Council can address where those funds should be spent.

Councilmember Davis recommended the adoption of the 2021 Budget be forward to Council for approval. All on the Committee agreed, this will be on the non-consent agenda.

Discussion Items

There were no discussion items.

OTHER

Department Updates

There were no departmental updates.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:09 p.m.

Respectfully submitted,

Audrey M. McClanahan
City Clerk