



## MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

May 5, 2021

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, May 5, 2021. The following committee members were present: Trent Boultinghouse, Arcie Rothrock, Kristin Inman, Sollie Flora, Debbie Kring, Nick Schlossmacher, Hillary Thomas and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Kring called the meeting to order at 7:23 p.m.

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 Chief of Police Dan Madden.

### Revised Agenda

Councilmember Kring explained that they would be considering a revised agenda to include action item number five, which was the Modification to the Development Schedule for the Mission Bowl Redevelopment Agreement, and to remove action item number four, the Classification and Compensation Systems Updates.

**Moved by Davis, seconded by Boultinghouse** to accept the revised agenda to include action item number five and remove action item number four. Voting AYE: Boultinghouse, Davis, Flora, Kring, Rothrock, Thomas, Inman, Schlossmacher. **Motion Carried.**

### Public Comments

Councilmember Kring 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.

### Acceptance of the April 7, 2021 Finance and Administration Committee Minutes

Minutes of the April 7, 2021 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### Presentation and Approval of 2020 Audit

Mr. Scott explained that even with the difficulties presented this past year because of the COVID-19 pandemic, the City was able to rise to the challenges and end 2020 in a good fiscal position. Kansas statutes require an annual audit of the City's financial statements. The audit for the 2020

fiscal year was conducted by Berberich Trahan & Company, P.A., Certified Public Accountants. The auditors worked in conjunction with City staff to prepare and audit the comprehensive financial statements of the City of Mission. Mr. Scott thanked the City's Accounting Manager, Debbie Long, for all her hard work completing the financial statements and assisting the auditors in the development of the report.

The annual audit is conducted in accordance with auditing standards generally accepted in the United States, the "Kansas Municipal Audit Guide," and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City received a "clean" or unqualified audit for the fiscal year ending December 31, 2020.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report (CAFR) for the fiscal year ending December 31, 2019. This was the twenty-seventh consecutive year the City received this award, which is earned by publishing an easily readable and efficiently organized CAFR. The report must also satisfy both generally accepted accounting principles and applicable legal requirements. The 2020 CAFR will be submitted to the GFOA review panel for consideration.

Stacy Hammond, Audit Director with BT & Company, explained that their responsibility in performing the City's financial statement audit is determined by the standards set forth in Kansas municipal law and accounting guide. These guidelines help the auditors with procedures in order to obtain reasonable assurance on whether the financial statements of the City are free from material misstatement. Through their evaluation, BT & Company concluded that the results of performing the audit found that the financial statements of the City were presented fairly in all material respects and therefore they issued an unmodified audit opinion which is the best opinion the City can receive. She commented that because of COVID-19, there were no new accounting standards which the City needed to adopt.

Emily Sheldon, Accounting Manager for BT & Company, reported that there was no issues or concerns that might have come to their attention as a result of disagreements with management or significant difficulties in performing the audit. She added that everyone at the City was cooperative and transparent in answering all of their questions. Ms. Sheldon thanked Brian Scott, Debbie Long and City Staff for their hard work in preparing the audit and working with BT & Company through this process that was adjusted for COVID-19 precautions.

Councilmember Boultinghouse asked if there was a percentage of materiality that is standard for their firm. Ms. Hammond replied that when they are performing their field work, they look at each of the materiality limits by fund to determine which one applies based on the account that is being audited and then conduct test work based on the materiality limit for that particular fund.

Councilmember Kring thanked Laura Smith, Brian Scott and Debbie Long for their hard work and added it is wonderful to see the City's financial information in good order.

Councilmember Davis recommended the acceptance of the audited financial statements for the year ending December 31, 2020 be forward to Council for approval. All on the Committee agreed, this will be on the regular agenda.

### **Special Event Application – Young Life Shawnee Mission**

Ms. McClanahan reported that Young Life Shawnee Mission has submitted a Special Event Application for an event on Saturday, June 5, 2021 from 5 – 10 p.m. The event will be on City property at 5935 Beverly (Beverly Park) as well as the adjacent parking lot at 5945 Beverly. A fundraising event for Young Life Shawnee Mission, the ticketed event will include BBQ, live music and alcohol sales. The applicant has submitted applications to the Kansas Department of Revenue for Temporary Alcohol Permits at both locations. The event details have been reviewed by staff, and if Young Life is able to secure the permit from the state, the event will proceed.

Councilmember Davis asked and Ms. McClanahan confirmed that this permit was contingent on them receiving the approval for licensing from the State. Councilmember Davis was also concerned about the inspection of the food sales from the Health Department and Ms. Smith assured that could be a part of contingency for approval.

Councilmember Davis recommended the Special Event Application for Young Life Shawnee Mission to host a fundraising event at 5935 and 5945 Beverly on Saturday, June 5, 2021 from 5-10 p.m. pending approval of a temporary alcohol permit from the Kansas Department of Revenue be forward to Council for approval. All on the Committee agreed, this will a regular agenda item.

### **Modification to Development Schedule - Mission Bowl Redevelopment Agreement**

Mr. Scott reported that the preliminary development plan (PDP) for the proposed Mission Bowl Apartments project (5399 Martway) was approved in December of 2020, along with the tax increment financing (TIF) project plan and the redevelopment agreement (RDA). The developers of the Mission Bowl Apartments project have been working to finalize plans in order to submit a final development plan (FDP) to be considered by the Planning Commission. The FDP provides project details such as the exact location of the building and other improvements on the site; access to the site; parking, landscaping, and other amenities; as well as materials to be used in construction.

It is crucial to ensure access easement for Johnson County Wastewater (JCW) to the lift-station behind the apartment site. The lift station is located at the low point of the Rock Creek watershed and receives all of the wastewater generated within the watershed by a gravity fed sewer system. The Martway lift station is critical to the overall operations of the sanitary sewer system in this

area, and therefore, it is imperative that JCW have access to the lift station for weekly chemical delivery as well as access for routine maintenance and cleaning.

The developers, their architects and engineers, have been working with JCW on alternative routes and ways to provide access that meet the needs of both parties which has caused a three month delay to the project schedule. As a result, the developers have requested an extension of time to the development schedule outlined in Exhibit C of the Redevelopment Agreement.

Councilmember Flora asked when the Developers actually contacted Johnson County Wastewater versus when the City recommended they engage in that process. Banks Floodman, with the Sunflower Development Group, answered that while JCW was contacted over a year and a half ago, it wasn't until about five months ago that JCW requested they keep the access on the east side of the site. Councilmember Flora asked for a letter that a compromised solution has been reached and that Johnson County Wastewater is in agreement with the plans and Mr. Floodman replied that that could be provided. Conversation continued on the access easement in regards to JCW truck usage and parking.

Councilmember Flora expressed that she was displeased when the structure was delayed for demolition after it was deemed dangerous, adding that the associated costs should be at the expense of the Developer. Councilmember Kring asked if there was any changes in the design components that could be available before the June Planning Commission meeting. Mr. Floodman reported that there was going to be design updates based on past discussions and those would be submitted to Mr. Scott on May 13<sup>th</sup>.

Councilmember Thomas asked for an estimate in the difference in costs between demolition now versus in 60 days and if there was any room for fencing to go around the structure for added protection and safety. Mr. Floodman replied that the difference would be a couple hundred-thousand dollars and fencing could definitely be an option.

Ben Chociejj, Mission resident, commented that he lives right behind the site and, in his opinion, when issues have arisen, like unlocked gates, both the developer and the Police Department have been very responsive.

Councilmember Schlossmacher commented that he appreciates the transparency and any regular updates that the City and Council can continue to receive, adding that if there are any more delays then the demolition part needs to be at least completed.

Councilmember Davis recommended the Resolution granting an extension of time for performance of the development schedule for construction of the Mission Bowl Apartments be forward to Council for approval. All on the Committee agreed, this will be on the regular agenda.

## Discussion Items

### Expiration of Public Health Order – Johnson County Resolution

Ms. Smith explained that the current public health order issued by Johnson County expired at midnight on April 30, 2021. During their April 29, 2021 meeting, the Board of County Commissioners passed a resolution outlining a series of public health recommendations. No new public health order was issued. The resolution encouraged wearing masks, social distancing and washing hands, among other provisions.

Council and staff discussed the possible impacts not only to local businesses but also City operations. As public entities, considerations needed to be addressed that modeled the safety precautions and protocols consistent with guidance from public health entities.

The following recommendations aimed to balance public health concerns, consistency with other cities, and the ability for a cautious return to pre-COVID activities:

- Masking for the PUBLIC will be required in the following situations -
  - Fingerprinting services in the Police Department
  - When in non-public areas of City facilities
  - In all common areas of the Community Center
  - In enclosed common areas at the Mission Family Aquatic Center
- Masking for the PUBLIC will not be required in the following situations -
  - When in a public area of the City Hall, Police and Public Works facilities
  - When inside a rental space at the Community Center
  - When exercising at the Community Center
  - On the outdoor pool deck at the Mission Family Aquatic Center
  - When attending a City Council meeting
- Masking for CITY EMPLOYEES will be required in the following situations -
  - During ALL interactions with the public
  - In all indoor common areas that are accessible to the public
  - When there is more than 1 person in a city-owned vehicle if not all are vaccinated
  - When indoors and 6' social distancing is not possible
  - At outdoor events where social distancing is not possible
  - In any situation where masking is required for a member of the general public
  - When conducting a meeting with any outside participant
  - When attending a City Council meeting (Council and staff masked)
- Masking for CITY EMPLOYEES are not required in the following situations -
  - When moving between within your specific work group areas not accessible to the public
  - When conversing or conducting a meeting and everyone in the room verbally agrees they are comfortable with everyone else unmasking (Social distancing still required)

Ms. Smith assured that the City would continue to work with businesses, in the Community, with messaging and communication as they make their own determination on whether to require masks or not within their premises. Including being able to call the Police if they do require masks but a patron is not willing to comply and becomes disruptive. Chief of Police Madden explained that the department has had a wonderful relationship with the businesses in the Community and will continue to help assist and educate as needed.

Councilmember Davis was concerned that the public, joining the Council meetings, were not going to be required the wear masks. Councilmember Boultinghouse agreed, adding that asking of mask wearing during the meeting would be his preference. Councilmember Inman did not agree with the mask requirement since the County has not extended their order. Councilmember Schlossmacher agreed with no mask, especially with adequate spacing. Conversation continued on masks during Council meetings.

Councilmember Flora asked if the Community Center would be continuing with the COVID waiver and check-in process. Ms. Smith explained that that could be an option as well as designating entrances for certain functions in order to provide better control and movement throughout the building. Councilmember Davis commented that if masks are not required then he would continue participating in the meetings via Zoom. Councilmember Rothrock said she respected Councilmember Davis' opinion and added that the main goal should be to keep everyone safe and healthy. There will be the Zoom option available for the public that does not want to participate in-person.

Councilmember Boultinghouse thanked staff for putting this together and is excited to see the changes in hopes that operations will get back to normal. Councilmember Kring commented that while she has respect for Councilmember Davis and his position, since the County has dropped the mask mandate, she thinks it could cause issues with enforcement when masks are suggested and not required. She added that Zoom should continue being an option for Councilmembers and the public who have concerns about meeting in-person. Councilmember Davis replied this should not be a majority decision but a decision by those who are most vulnerable.

Councilmember Rothrock was concerned if the City would be exposing itself to liability if were are asking for something that is outside of what is strongly recommended from the County. Ms. Smith replied that the County has recommended continued masking in-doors but since there is no longer a health order then the City has the discretion to make the decision on how that impacts our operations. Councilmember Schlossmacher commented that he would support mask wearing during Council meetings but wanted patrons to the Community Center to be able to exercise without masks. Comments from the public were read on mask wearing at the Community Center and the ventilation system.

Ms. Smith confirmed that a revised motion would be drafted to include masking during Council meetings which would be advanced to the May 19<sup>th</sup> meeting agenda. Councilmember Davis and Councilmember Kring thanked Council and staff.

## **Project Status Update**

Ms. Smith reported on the status updates of various projects, issues, programs and services for 2021. This report provided detailed information on the projects/programs planned and budgeted for 2021 as well as new projects or issues that have been identified and require significant staff and Council resources to address.

### **Completed Projects:**

- The Locale: Approved parking agreement to allow public usage of their parking structure
- Rock Creek Channel Improvements: Construction complete, walkthrough in April
- COVID-19 Housing Relief: Agreement was entered with Catholic Charities for program administration and funding distribution
- Technology/Upgrades: Desktops/laptops, Microsoft 365
- Crime Map for Website: Interactive map to provide more community awareness
- 2020 Audit/Financial Report: “Clean” audit report received for 2020
- Hodges Planters: Sod/pavement patching complete, continued monitoring to assess effectiveness of the changed intersections

### **Ongoing Projects:**

- Comprehensive Plan: Continued work with the Steering Committee on survey assessment and transportation analysis
- DirectionFinder Survey: Questions approved by Council in April, ETC is formatting for distribution
- Building/Code Enforcement Software: Request for proposal will be distributed in May/June
- Municipal Court Software: Server installed and being tested
- Facility Conservation Improvement Program (FCIP): Final list of recommendations will be presented at June Community Development Committee meeting
- Branding and Communications: Website launch, wayfinding signage implementation, P+R Facebook page and rental brochure
- Tree Maintenance Budget: Trees addressed at Andersen, Mohawk, Streamway, Broadmoor and Beverly Parks
- Park Conceptual Master Planning: The Land and Water Conservation Grant decision is currently in review, final decision by mid-May
- Street Asset Inventory/Street Maintenance Program: Mail ballot election will be September 2021
- Stormwater Asset Inventory: Johnson County SMAC in process of completing Watershed Master Plans
- Mission Bowl: FDP delayed while Developer works with JCW on access to the lift station

### **Planned Projects:**

- Greenhouse Gas Inventory Update: Request for proposals expected Summer 2021
- Financial Management Software: Draft request for proposals released Summer 2021

**Other Projects/Issues:**

- Classification/Compensation Updates: Proposed reclassifications of various City positions
- Johnson Drive Reconfiguration: Council approved the reconfiguration of Johnson Drive in connection with the 2022 CARS Project
- Street Sales Tax Renewal: Final ballot language/sales tax amount will be discussed at May 19<sup>th</sup> and May 26<sup>th</sup> City Council work sessions
- Revisions to Smoking Ordinance: Staff researching restrictions/options for a June F&A Committee meeting discussion item
- COVID-19: Coordination/encouraging staff vaccinations and provide information to the Community regarding availability
- Racial Equity Conversations/Review of PD Policies/Procedures: Council authorized participation in UCS Pilot project to continue education and support
- Climate Action Plan: Joint work session with the Council and Mission commissions and there will be future discussions at later meetings
- DOL Facilities Audit: Safety audit conducted in March 2021

**2021 Service Delivery Statistics:**

- Building Permitting/Inspection Activity: 102 permits, valuation of work \$2.3 million
- Neighborhood Services Assistance Programs: Mission Possible (7 applicants), Community Rebate (22 received rebates), BMP Stormwater (3 applicants), Business Improvement Grans (1 applicant), Neighborhood Grant (4 applicants)
- Code Enforcement Activity: 201 code violations, 70% as proactive code enforcement
- P+R Park Maintenance Activities: New Parks Technician position has generated results within the parks and Public Works has supported the department by contributing equipment and resources

Ms. Smith also provided a report on Police Department statistics, indicating that she would ask Council to review this updated format and get back with Chief Madden if there was additional information they would like to see included in future reports. Information was also provided on the Community Center, regarding memberships, programming and aquatics activities, and maintenance expenses. Staff will continue to build out benchmarking

Councilmember Kring appreciated the statistics and asked a question about race representation in the use of force statistics. Ms. Smith explained that year to date, the incidents had not impacted all races, and the data would be updated in the future as appropriate. Councilmember Thomas requested the information about drug paraphernalia be broken down into arrests in relation to what drugs are being used as well as a summary of the percentages of calls coming from the different wards. Chief of Police Madden commented that the crime map on the website details live data about crime trends in locations throughout the City. Councilmember Kring thanked Chief of Police Madden for the quick response to the speeding concerns she had reported on Johnson Drive.



**OTHER**

**Department Updates**

Mr. Scott reported that the City's planner, Kaitlyn Service, was successful in passing her American Institute of Certified Planners' exam and is now a AICP Certified Planner.

Mr. Almoney explained that the park monument sign foundations are being installed and Public Works has been installing the 'Welcome to Mission,' 'Adopt-a-Street,' and 'Adopt-a-Park' signs throughout Mission. The Park + Recreation team has been painting the competition pool and re-stripping in preparation to fill for the summer. The Mission Summer Camp is fully staffed and will proceed as planned. Staffing is on-going for indoor/outdoor pools in an effort to be able to provide more services. Finally, Kids to Parks Day is May 15<sup>th</sup> at Streamway with highlights such as nature walks, scavenger hunt and track casting.

Ms. Randel added that the Mission City Wide Garage Sale will be on Thursday through Saturday, May 6<sup>th</sup> - 8<sup>th</sup> with thirty registered sales. Also, The Locale's ribbon cutting and open house will be Thursday, May 13<sup>th</sup>, starting at 4:30p.m. Mission Market has received great vendor interest and a vendor orientation meeting is scheduled for Thursday, May 6<sup>th</sup>.

Ms. Smith commented that in-person meetings will begin on May 19<sup>th</sup> with the City Council's legislative meeting. There will be a work session before at 6:00p.m. with discussion around the classification and compensation systems update as well as the renewal of the street sales tax.

Councilmember Kring thanked Ms. Smith and staff for all their hard work on these items.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:15 p.m.

Respectfully submitted,

Audrey M. McClanahan  
City Clerk