



CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, OCTOBER 6, 2021 at 7:30 p.m.
(or immediately following 6:30 p.m. Community Development Committee)
POWELL COMMUNITY CENTER
6200 MARTWAY

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913.676.8350, with any questions or concerns.

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. 2021A Bond Sale Documents – Laura Smith ([page 5](#))

Following approval of the contract with the CTS Group for the Facility Conservation Improvement Program (FCIP) projects, staff and Council have been taking the preliminary steps to go to the market on October 20, 2021 to finance the various improvements included in the program. The bond sale will occur on the morning of October 20 and results will be brought to the Council at the regularly scheduled legislative meeting. The documents included here are informational in nature at this point and will be finalized for consideration during the October 20, 2021 City Council meeting.

ACTION ITEMS

2. Acceptance of September 1, 2021 Finance & Administration Committee Minutes – Audrey McClanahan ([page 54](#))

Draft minutes of the September 1, 2021 Finance and Administration Committee meeting are included for review and acceptance.

3. Ordinance Imposing $\frac{3}{8}$ -Percent Citywide Retailers Sales Tax – Laura Smith ([page 64](#))

Mission voters approved renewal of the dedicated street sales tax at the increased rate of $\frac{3}{8}$ -percent at a September 21, 2021 mail ballot election. The final step in the process

is for Council to consider an ordinance imposing the special $\frac{3}{8}$ -percent citywide retailers' sales tax to finance transportation related improvements and providing notice to the State Director of Taxation requesting the sales tax commence on April 1, 2022 and expire on March 30, 2032.

4. STO/UPOC Adoption – Kirk Lane ([page 72](#))

Annually, the League of Kansas Municipalities publishes a comprehensive public offense code (UPOC) and uniform traffic code (STO) for all Kansas cities. Mission adopts these publications by ordinance, allowing us to maintain uniformity with agencies in the area, the State of Kansas, and the actions of the State Legislature. The City has the ability to opt out of certain provisions, and additional ordinances have historically been adopted by Mission to address local issues that are recommended to remain in place. The changes proposed for 2021 are highlighted in the action item summary and three separate ordinances have been prepared to adopt the recommended changes.

STO 48th Edition can be found [here](#).

UPOC 37th Edition can be found [here](#).

5. Animal Trapping Regulations – Kirk Lane ([page 84](#))

Following an incident earlier this year staff was asked to research potential modifications to Chapter 210, Section 210.170 of Mission's municipal code related to animal trapping. The incident that spurred this request involved a wildlife control company placing a device known as a "dog-proof leg trap" to catch a raccoon. Mission's current code language does not prohibit the use of spring-loaded traps by wildlife control companies. The proposed code amendment would still allow for traditional cage-style traps to be used when combating wildlife nuisances, as well as mouse and rat traps. Many cities prohibit the use of spring-loaded traps, which is what the proposed amendment to this section would accomplish. An ordinance has been drafted for Council consideration to affect the proposed code changes.

6. Employee Benefit Renewals for 2022 - Emily Randel ([page 89](#))

Working with Lockton Benefit Company, the City's benefit broker, the benefits package is coming forward with no recommended changes to plan types and no changes in premiums for 2022. Staff recommends this as a balanced package that is detailed more fully in the attachments.

7. LGR Legislative/Advocacy Services - Laura Smith ([page 97](#))

For the last several years, Mission has contracted with Stuart Little of Little Government Relations (LGR), LLC for government affairs and advocacy services. The weekly updates, assistance with crafting testimony and the overall education and information provided about relevant legislative issues and the legislative climate have added value,

helping to support and inform staff and Council on a timely basis, particularly during the legislative session. LGR staff also provides support and information on issues related to COVID-19 and various state and federal pass-through funding (i.e. CARES, and ARPA). Staff recommends renewal of an agreement with LGR in an annual amount not to exceed \$10,000 for government affairs and advocacy services for 2022.

8. Janitorial Services Contract Award – Brian Scott ([page 101](#))

The City contracts with a janitorial service for the routine cleaning of City Hall, the Police Department, and the Public Works facility. Specific cleaning procedures are prescribed on various frequencies: weekly, monthly, and quarterly. Recently, the City solicited bids for these services, and four bids were received. Staff is recommending approval of a one-year contract in an amount not to exceed \$34,020 with the option to renew for two additional years with City Wide Facility Solutions of Lenexa as the lowest and most responsive bidder.

9. Audit Services Contract Award – Brian Scott ([page 114](#))

State statutes, and sound fiscal management, require that the City perform an audit of its financial records at the end of each fiscal year. The City relies on an independent, third-party accounting firm with personnel that are educated and experienced in conducting governmental audits. Auditors are selected through a competitive bid process and the contract is generally awarded for one (1) year with the option to renew for three subsequent years. The current contract was up for renewal, and proposals were requested from qualified auditing firms. Four firms responded, and the proposals were reviewed, and interviews conducted by the Deputy City Administrator and the Accounting Manager. BT & Co. P.A. received the overall highest score based on their proposal, interview, and cost, and staff is recommending approval of a contract in an amount not to exceed \$29,000 for 2021 audit services with an option to renew for three subsequent years.

DISCUSSION ITEMS

10. Common Consumption Area Designation – Emily Randel ([page 146](#))

State Law allows for the creation of a common consumption area to permit the possession and consumption of alcoholic liquor, specifically during a civic or special event and for use on sidewalk cafes and patios. Staff seeks Council feedback on whether to pursue a Common Consumption Area Permit from the State of Kansas Alcohol Beverage Commission (ABC).

OTHER

11. Department Updates – Laura Smith

Debbie Kring, Chairperson
Kristin Inman, Vice-Chairperson
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