



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

**WEDNESDAY, DECEMBER 8, 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. Public Hearing – 2021 Budget Amendment – Brian Scott ([page 5](#))

The Kansas Budget Law requires that taxing entities adopting an annual budget do so with a maximum expenditure authority for each fund included in the budget. Sometimes events occur during the course of the budget year that were not anticipated when the budget was adopted which necessitates amending the budget to increase expenditure authority. A public hearing must be held prior to a resolution being adopted to amend the budget. A public hearing will be held at the Regular City Council Meeting on Wednesday, December 15th at 7:00 p.m. for the purpose of taking comment on the proposed amendment to the 2021 budget to increase expenditure authority for the Special Parks and Recreation Fund, Storm Water Utility Fund, Equipment Replacement Fund, and the American Rescue Plan Act (ARPA) Fund.

**ACTION ITEMS**

2. Acceptance of the November 3, 2021 Finance & Administration Committee Minutes - Audrey McClanahan ([page 9](#))

Draft minutes of the November 3, 2021 Finance and Administration Committee meeting are included for review and acceptance.

3. 2022 Legislative Priorities - Laura Smith/Stuart Little ([page 16](#))

Each year the City prepares a Legislative Program which outlines priorities and areas of interest or concern to be communicated to our state legislators at the outset of the legislative session. The attached program represents the recommended 2022 Legislative Priorities for review and approval.

4. Addition of Juneteenth Holiday – Laura Smith/Emily Randel ([page 59](#))

On June 17, 2021, President Joe Biden signed a bill designating Juneteenth as a federal holiday to be observed on June 19. This marked the creation of the 12th federal holiday—the first since Martin Luther King Jr. Day was established in 1983. The City observes a number of, but not all federal holidays. Observing the Juneteenth holiday communicates to the community and the employees that Mission recognizes and values the meaning of this significant date in our nation’s history. Staff is recommending the holiday be added to the existing paid holidays, which currently total twelve (12) for full-time employees.

5. Personnel Policies and Guidelines Update - Emily Randel ([page 61](#))

The City conducts an annual review and update of its Personnel Policy and Guidelines to insure compliance with current practices and state and federal laws and organizational values and objectives. This item details and outlines the proposed changes to become effective January 1, 2022.

6. Ordinance Designating Common Consumption Area – Emily Randel ([page 194](#))

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 is recommending approval of an ordinance to establish a Common Consumption Area in Mission’s Downtown Area between Roeland Drive to Lamar Avenue and authorizing the possession and consumption of alcoholic liquor within its boundaries. Following the passage of the ordinance the City would apply to the State of Kansas Alcohol Beverage Commission for a Common Consumption Area Permit.

7. Board and Commission Liaisons – Laura Smith ([page 211](#))

In April 2019, City Council Policy 130 was approved, creating the liaison positions to the City’s various board and commissions and outlining roles and responsibilities. Liaison positions were to be updated in December of odd-numbered years. In addition to reconsideration of the appointments by the Mayor, the policy required revision due to the elimination of the CIP Committee. In addition to removing the reference to the CIP Committee, staff is also recommending appointments to the Mission Magazine editorial board and the Family Adoption Committee be added to the policy. Appointments are anticipated to be made/updated at the December 15, 2021 City Council meeting.

8. Property and Casualty Insurance Renewal - Brian Scott ([page 217](#))

The City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting assets. Staff is recommending that the City obtain these from Travelers Insurance company for the policy period of January 1, 2022 through December 31, 2022 at an estimated total annual premium not to exceed \$142,604.

9. KERIT Workers' Compensation Insurance Renewal - Brian Scott ([page 244](#))

The City has been a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers' compensation pool, since 2009. The Trust comprises eighteen member cities and counties. Workers' compensation premiums are based on the City's annual payroll, the level of exposure to risk that certain jobs may entail, and an experience modifier that reflects past claims. The 2022 premium for workers' compensation coverage has been estimated at \$144,416.

10. 2022 Special Alcohol Tax Fund Allocations - Brian Scott ([page 247](#))

State statutes provide that a third of the alcohol tax funds allocated to cities be placed in a Special Alcohol Tax Fund to support programs whose principal purpose is alcoholism and drug abuse prevention or treatment. The 2022 Alcohol Tax funds allocated to Mission are estimated to be \$90,000. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. Staff recommends that \$50,000 of the City's Special Alcohol Tax Fund be placed with the DAC to support the programs detailed in the attached report.

11. 2022 Budget Ordinance - Laura Smith ([page 271](#))

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2022 Budget by ordinance. There are no changes proposed to the 2022 Budget adopted by the City Council in August.

12. Ordinance Directing City Administrator to Spend According to Budget - Laura Smith ([page 273](#))

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2022 adopted budget.

13. 2022 Cereal Malt Beverage (CMB) License Renewals - Audrey McClanahan ([page 275](#))

City ordinance and Kansas statutes require that any person wishing to sell any cereal malt beverage/enhanced cereal malt beverage (CMB) at retail must obtain an annual license for each place of business.

14. Update of Bank Signatories – Brian Scott ([page 276](#))

The City has a primary checking account with the bank from which all payments are drawn. The Mayor and the Deputy City Administrator/Finance Director are the two signatory names on the account. With the recent election and installation of a new Mayor, the signatory information with the bank needs to be updated. The attached resolution will express the City's desire to formally authorize changes to the signatories on the checking account with Security Bank of Kansas City.

**DISCUSSION ITEMS**

15. COVID-19 Vaccine and Testing Program – Laura Smith - ([No attachments](#))

Staff will present and review recommendations related to incentivizing COVID-19 vaccines for City staff to help increase workplace safety and the health of our employees. Additional materials will be uploaded to the packet prior to the Committee meeting.

**OTHER**

16. Department Updates – Laura Smith

**Debbie Kring, Chairperson**  
**Kristin Inman, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913.676.8350***