



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

**WEDNESDAY, DECEMBER 14, 2022 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**

**ACTION ITEMS**

1. Acceptance of the November 2, 2022 Finance & Administration Committee Minutes – Robyn Fulks ([page 4](#))

Draft minutes of the November 2, 2022 Finance and Administration Committee meeting are included for review and acceptance.

2. 2023 Legislative Priorities – Laura Smith ([page 13](#))

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 2023 Legislative Priorities for review and approval.

3. 2023 Budget Adoption – Laura Smith ([page 21](#))

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2023 Budget by ordinance. There are no changes proposed to the 2023 Budget adopted by the City Council in September.

4. Resolution to Spend According to 2023 Budget – Laura Smith ([page 23](#))

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2023 adopted budget.

5. 2022 Budget Amendments – Brian Scott ([page 25](#))

The municipal budgeting process in Kansas establishes maximum budget expenditure authority for each fund. The City must amend its budget if it believes that expenditures for the budget year will exceed the maximum budget authority. In reviewing the financial statements, it appears that the City will exceed its maximum budget expenditure authority for two funds in 2022, the TIF Fund and the Street Sales Tax Fund. In both cases, expenditures were higher than anticipated at the time the budget was developed, but the additional costs are offset by higher than anticipated revenue and fund balance. A public hearing for the 2022 Budget Amendments has been set for the Council Legislative Meeting on December 21, 2022.

6. KERIT Renewal – Brian Scott ([page 28](#))

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 2023 premium for workers' compensation coverage has been estimated at \$138,980.

7. Property Casualty/General Liability Insurance Renewal – Brian Scott ([page 33](#))

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 coverages from Travelers Insurance company for the policy period of January 1, 2023 through December 31, 2023 at an estimated total annual premium not to exceed \$168,906. In addition to property liability coverage, staff is recommending the City obtain cyber-liability insurance through Cowbell for the 2023 policy year in the amount of \$17,509.

8. DTI Renewal – Brian Scott ([page 37](#))

The City of Mission has had an interlocal agreement with Johnson County Department of Technology and Innovation since 2013 for the provision of computer network support. This agreement provides the City with access to the County's main network (including internet access), as well as network server back-ups, monitoring, security and general support. Staff is recommending approval of the interlocal agreement with Johnson County for IT support for 2023 at a cost of \$69,929.06.

9. DAC Recommendations – Brian Scott ([page 42](#))

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 total 2023 Alcohol Tax funds allocated to Mission are estimated to be \$375,000. A third of this amount, \$125,000, is to be deposited in the Special Alcohol Tax Fund. 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 \$60,000 of the City's Special Alcohol Tax Fund be placed with the DAC to support the programs detailed in the attached report.

10.2023 Cereal Malt Beverage (CMB) License Renewals – Robyn Fulks ([page 69](#))

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.

### DISCUSSION ITEMS

11. Governing Body Compensation – Laura Smith ([page 70](#))

Section 115:060 of the Mission Municipal Code establishes compensation for the Governing Body, creating an annual salary of \$12,000/year for the Mayor and \$4,200/yr for Councilmembers. The code also outlines that Council compensation will be reviewed annually at the first regularly scheduled meeting in January. The current compensation was established via Ordinance 1027 on January 23, 2002. A survey of Governing Body compensation in other Johnson County cities is included for review and information. If desired, this will be brought forward in January 2023 as an action item for Council consideration.

### OTHER

12. Department Updates – Laura Smith

**Trent Boultinghouse, Chairperson**  
**Debbie Kring, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
***913.676.8350***