



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

**WEDNESDAY, JANUARY 11, 2023, 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 December 14, 2022 Finance & Administration Committee Minutes – Robyn Fulks ([page 4](#))

Draft minutes of the December 14, 2022 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Destruction of Certain Records – Robyn Fulks ([page 12](#))

Annually, Council adopts a resolution outlining those records that may be destroyed during the coming year. The records listed in this resolution are identified in K.S.A. 12-120. Ordinances, resolutions, minutes, Council and commission packets, and records of historical value are kept permanently.

3. 2023 Proposed Reorganization and Reclassifications – Laura Smith ([page](#) )

Building on workload management considerations, organizational efficiency and effectiveness goals, and succession planning objectives discussed throughout the 2023 Budget development process, the City Administrator will present recommendations for

proposed departmental restructuring and position reclassifications to take effect February 1, 2023. Materials will be uploaded to the packet prior to the Committee meeting.

4. Award of Contract for Installation of Police Department Radio Repeater – Dan Madden ([page 15](#))

Ongoing issues with consistent radio reception/transmission issues in portion of the station prompted a consultation with the department’s radio vendor. It is recommended to install a radio repeater in the police department to enhance the reception/transmission issues improving safety for both the public and officers. The total cost for equipment and installation was quoted at \$13,880.88 by KA-COMM, Inc. This item was included as a supplemental request in the 2023 budget to be paid from Asset Forfeiture Funds.

5. City Council Policy No. 120 – Capital Asset Policy – Brian Scott ([page 17](#))

City Council Policy 120 provides for financial accounting and reporting standards for capital assets including land, improvements to the land (including buildings), vehicles, and major pieces of equipment. Currently, the policy defines an asset as anything that is valued at a \$1,000 or greater. This has become burdensome to record and track as most items purchased today can easily be \$1,000 or more in value. Staff is proposing to increase the threshold for an item to be classified as an asset to \$5,000 or a life expectancy of five (5) years or greater.

6. CMB Application Casey’s General Store – Robyn Fulks ([page 24](#))

State statutes and Mission’s Code require all businesses wanting to sell Cereal Malt Beverages or Enhanced Cereal Malt Beverages (CMB) to complete an application that includes information on the business and the business owner and/or manager. Additionally, a criminal history background check is completed on the business owner/manager by our Police Department. All original applications and renewals for the sale of CMB must be approved by the City Council. Casey’s General Store has submitted their application to sell CMB on premises, along with the required license fee. The required background check has been completed without issue and is now ready for City Council consideration.

7. Governing Body Compensation – Laura Smith ([page 25](#))

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 was reviewed at the December Finance & Administration Committee meeting and is now presented as an action item for Council consideration.

## DISCUSSION ITEMS

### OTHER

8. Department Updates – Laura Smith

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

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** December 14, 2022 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the December 14, 2022 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the December 14, 2022 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**

December 14, 2022

The Mission Finance & Administration Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, December 14, 2022. The following Committee members were present: Ken Davis, Trent Boultinghouse, Hillary Thomas, Debbie Kring, Mary Ryherd, Lea Loudon, Kristin Inman, Mayor Flora and Ben Chociej. Councilmember Boultinghouse called the meeting to order at 6:32 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, Assistant City Administrator Emily Randel, City Clerk Robyn Fulks, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks and Recreation Director Penn Almoney and Chief Dan Madden

**Public Comments**

Councilmember Boultinghouse reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

**Public Presentations/Informational Items**

There were no public presentations or informational items.

**Action Items**

**Acceptance of the August 3 Community Development Committee Minutes**

Minutes of the November 2, 2022 Finance & Administration Committee were provided to the Committee for review.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

**2023 Legislative Priorities**

City Administrator Laura Smith introduced Stuart Little with Little Government Relations who was participating via Zoom and then reviewed the City's prepared legislative program and priorities. They will be used to convey the Council's priorities for the upcoming legislative session. Ms. Smith noted that the 2023 priorities mirror the 2022 priorities set forth last year in many ways, and that both Mr. Little and his colleague at LGR have reviewed them and have no suggested changes or additions based on issues anticipated to be important or of interest to Mission in the upcoming session.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for

approval. All on the committee agreed, and this item will be on the consent agenda.

### **2023 Budget Adoption**

Ms. Smith introduced an Ordinance to formally adopt the 2023 budget that the Council approved earlier this year. Ms. Smith noted that, at this time, there are no proposed changes to the 2023 budget.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

After the next action item was presented, Councilmember Kring voiced that she believes all items related to budget should appear on the regular agenda. There were no objections and this item will be moved to the regular agenda.

### **Resolution to Spend According to 2023 Budget**

Ms. Smith presented the Resolution related to the adoption of the 2023 budget that gives the City Administrator authority to spend according to the budget. She mentioned that, according to the city code, her expenditure limit is set at \$10,000, even with this Resolution, expenditures that exceed that amount will still come to Council even if they are accounted for and approved as a part of the budget.

Councilmember Kring recommended this item be forwarded to the City Council for approval. At that time, she also recommended all budget related items be moved to the regular agenda and there were no objections. All on the committee agreed, and this item will be on the regular agenda.

### **2022 Budget Amendments**

Deputy City Administrator Brian Scott presented amendments to the 2022 budget based on actual spending throughout the fiscal year where spending authority was exceeded. State statutes require that when the budget is originally adopted, maximum expenditure limits are set for each fund. If things arise during the course of the fiscal year that cause expenditures to exceed those limits, the City is required to conduct another public hearing to amend the expenditure limits. For 2022, amendments to the Street Sales Tax Fund and the TIF Fund are required. The Street Sales Tax Fund was set before the City knew if the dedicated street sales tax would be approved. The renewal at the higher rate meant more revenues were collected throughout 2022, allowing for more expenditures for street projects, including the 2022 street preservation program. The TIF Fund amendments are due to difficulty in predicting the actual amount of property tax that will be received in a specific year. The City is obligated to pay out whatever is received. Mr. Scott noted that next year the City will be using different forms which should reduce the potential for amendments in future years. The required public hearing will occur at the December 21 Council meeting.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **KERIT Renewal**

Mr. Scott explained that 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 in Eastern Kansas. Mr. Scott reviewed that the renewal is \$138,980 for 2023. He noted that the premium has decreased from previous years, as some severe injuries have dropped off of the calculation for premium amounts. He credited Assistant City Administrator Emily Randel and Human Resources Director Kathy Stratman for their work in emphasizing workplace safety and their work with the safety committee, along with department directors for building a culture of work safety for City employees, and for providing opportunities for safety training.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **Property Casualty/General Liability Insurance Renewal**

Mr. Scott provided information about property and liability insurance coverage, currently through Travelers Insurance. Mr. Scott noted that, unfortunately, annual premiums for this coverage continue to increase. The renewal rate for 2023 is \$168,906 for property and liability coverage with Travelers, and the cyber liability coverage renewal with Cowbell is \$17,509.

Mr. Scott explained to the Committee that the large increase in the property and liability premium is largely due to the high cost for property insurance coverage. The increases are industry-wide increases. Mr. Scott shared that the frequency of natural disasters, particularly in 2022, are driving high property insurance coverage amounts, along with inflation and continued supply-chain issues. Mr. Scott introduced Tom McGuire of CBIZ, the City's current insurance broker, for questions.

Mayor Flora asked Mr. McGuire if he believes rates will begin leveling off anytime soon. Mr. McGuire stated that with no estimates of weather-related claims slowing down, he believes it will still take a few more years before providers feel like they have collected enough premiums to surround those risks. He also noted that, in Kansas, there are not many insurance carriers who are willing to write policies in the state, which drives premiums higher still.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **DTI Renewal**

Mr. Scott next presented recommended renewal of the City's contract for the provision of computer network support with the Johnson County Department of Technology and Innovation, whom the City has contracted with since 2011. Staff is recommending approval of the interlocal agreement with Johnson County for IT support for 2023 at a cost of \$69,929.06, an 8% increase from 2022. That includes both general City support and Police Department support.

Councilmember Boultinghouse recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **DAC Recommendations**

Mr. Scott's final presentation of the evening was the recommendation to place \$60,000 of the City's Special Alcohol Tax Fund with the Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County. The funds come from the State's required 10% liquor alcohol tax. 30% of the tax goes to the State, and 70% goes to the City or County where collected. Mission is estimated to collect \$375,000 for 2023, which will be split in thirds with equal amounts going to the General Fund, Special Parks Fund and the Special Alcohol Tax Fund. A portion will go to co-responders and to support youth education programs through the Police Department, with \$60,000 committed to the DAC grant recipients as determined by UCS. The DAC works with all cities throughout Johnson County to provide support for residents of the County.

Ms. Smith clarified the support of the DARE program as referenced by Mr. Scott. Council agreed during the 2023 budget process that they were in support of promoting a program that educate and increases awareness surrounding alcohol and drug issues to students, however perhaps not using the DARE program specifically.

Councilmember Chociej voiced his support of the newly revised DARE program now available, as research he did after the budget process indicated positive support of the revised program.

Mayor Flora commented that, in 2023, she would like to see Staff discuss the purchase of Narcan for safety officers and referenced the current Fentanyl crisis and its effects on communities across the country.

Ms. Smith noted that the opioid settlement funds that the City will receive could also aid in the purchase of Narcan. Mission opted not to pool funds through UCS, so those funds will be available as a funding source.

Councilmember Boultinghouse provided his support of the mental health co-responder program.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

### **2023 Cereal Malt Beverage (CMB) License Renewals**

City Clerk Robyn Fulks presented to the Committee seven retailers in the City who have applied for renewal of their Cereal Malt Beverage License. The applicants are CVS, 6300 Johnson Drive, Hy-Vee Grocery, 6655 Martway Street, Hy-Vee Convenience Store, 6645 Martway Street, QuikTrip, 4700 Lamar Avenue, Target, 6100 Broadmoor Street, Paulie D's Pizza, 5735 Johnson Drive and The Corner Lalo's Kitchen, 5038 Lamar Avenue. 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. Ms. Fulks noted that all applicants will have a background check and be approved by Chief Madden prior to issuance.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

## Discussion Items

### Governing Body Compensation

Ms. Smith provided information to the Council about review of Governing Body compensation, which should be completed annually. Ms. Smith noted that compensation has not been changed in several years. Compensation numbers for neighboring cities in Johnson County for Mayor and Council were provided in the Committee packet. Staff brought this forward for discussion and direction to see if an action item would be desired in January.

Councilmember Thomas stated that she knows there are varying compensations provided in neighboring cities and differing options about volunteerism vs. compensated positions. She believes the diversity in Mission, which she would like to be able to be reflected on Council, and the fact that the elected position is truly a job, makes the lack of compensation a barrier to some who might wish to serve. She suggested that for those who felt strongly about the volunteerism of the position, could always donate compensation back to the City.

Councilmember Loudon voiced her agreement with Councilmember Thomas regarding the amount of work done by elected officials, with several hours dedicated to reading information, attending meetings and attending events to do the job well. She mentioned that her family is a working-class family, and she appreciates the compensation. With the current compensation twenty years old, conversations are probably appropriate to make some adjustments. She echoed the sentiment that our diverse city requires that competitive compensation to attract a diverse pool of elected officials.

Councilmember Chociey also added his agreement, wanting to ensure that salary is not a barrier to residents who are interested in being elected officials.

Councilmember Thomas asked Ms. Smith for guidance as to the compensation amount to be looking at. Ms. Smith noted that Staff is happy to collect data and work through varying philosophies to make an annual adjustment, perhaps at a rate tied to employee adjustment or a CPI, that would be acted on each year. Ms. Smith noted that Merriam does not have a specific written policy, but she will draft something to present as an action item in January.

Councilmember Boultinghouse liked the idea of looking at Roeland Park and Merriam for good comparisons.

### Department Updates

Parks and Recreation Director Penn Almoney reviewed the second part of the family holiday adoption program, which is supported by donations from the community. Items are being gathered and volunteers are wrapping donated gifts. Giving tree tag gifts are due back on Friday, and over the weekend gift giving staging will begin with food giving staging happening Tuesday. The Family Adoption program will serve 105 families for this holiday. He thanked the Committee for all of the work and donations they have helped with.

Police Chief Dan Madden reminded everyone to keep an eye out for porch pirates stealing packages

from porches. A ring of porch pirates was intercepted by the police department the day before, and stolen packages were able to be returned.

Public Works Director Celia Duran provided an update on ongoing projects, beginning with the Foxridge project. She stated that JCW is working on the north lane with closures in the area. Public Works is working to quickly get the Foxridge project bid in early January. They are also working to finalize the streets project to get four streets in the 2023 residential street preservation program bid in January or February.

Councilmember Inman asked if the guardrails at Foxridge and Lamar had been replaced. Ms. Duran clarified which guardrails were being questioned. The City replaced the guardrails at Foxridge and Lamar last summer. KDOT needs to make the replacement to the guard rails at I-35 and Lamar.

Ms. Smith noted that the last council meeting of the year will be next week, and at that meeting the Mayor's recommendations to boards and commissions will be heard. She reviewed the reappointment interview process with the Mayor, and how well those conversations went. Many of the current Commissioners, due to the pandemic, have not had a chance for face-to-face conversations. She referenced the passion of the Commissioners, who are volunteers.

She also reviewed that the bond sale approved earlier tonight which will close next week. Staff is currently in the process of reviewing and interviewing firms for the design of the Water Works Park improvements with a recommendation coming forward in January.

Councilmember Kring asked if Staff could really work on agendas to allow for outside presenters to always be at the start of the agenda, so the Committee chair does not have to reorganize the agenda. Ms. Smith explained that sometimes with two separate committee meetings, it is easier to communicate with the presenters about anticipated start times. Staff will continue to work to make that process more efficient.

Councilmember Kring then thanked Staff for their extremely hard work over this year, and their tenacity through many large projects. She believes staff goes above and beyond and commended their hard work and how good they make the City look. Ms. Smith echoed those sentiments and referenced the large amount of challenging work Staff has taken on and thanked the Governing Body for their support.

## **OTHER**

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 8:31 p.m.

Respectfully submitted,

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Robyn L. Fulks, City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** Resolution for the Destruction of Certain Records

**RECOMMENDATION:** Approve a resolution authorizing the destruction of certain records of the City of Mission, Kansas as authorized by Ordinance No. 1143.

**DETAILS:** Ordinance No. 1143, which was approved on December 8, 2004, outlines the schedule for the destruction of certain City records as provided in K.S.A.12-120. This ordinance also indicates that a yearly resolution should be passed specifying exactly which records are to be destroyed during the upcoming year. The attached resolution specifies the records that may be destroyed during 2023.

Ordinance 1143 also states that it does not authorize the destruction of any records, documents or papers which in their nature should be preserved permanently and does not prohibit the destruction of records that are obviously temporary. The records outlined in this resolution are only those identified in K.S.A. 12-120. Ordinances, resolutions, minutes, meeting packets from Council, Planning Commission/BZA, and other commissions, and records of historical value are kept permanently. When considering the destruction of other records not specifically listed in State statutes, staff often looks to best practices in other cities.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	Ord. No. 1143
Line Item Code/Description:	N/A
Available Budget:	N/A

**City of Mission  
Resolution No. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS OF THE CITY OF MISSION, KANSAS AS AUTHORIZED BY ORDINANCE NO. 1143.**

WHEREAS, the City of Mission, Kansas approved Ordinance No. 1143 amending the records destruction schedule provided for in Title I, Chapter 120, Section 120.050 of the Municipal Code of the City of Mission on December 8, 2004, and

WHEREAS, a yearly resolution shall be passed specifically outlining the records to be disposed of in accordance with Ordinance No. 1143,

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:**

**Section 1. Destruction Schedule.** The City Clerk or other officers or employees of the City, as provided by K.S.A. 12-120, may destroy the following records, documents, or other papers hereafter stated during calendar year 2023:

1. Claims (and any purchase orders thereto attached) presented and allowed by the Governing Body of the City dated prior to January 1, 2018;
2. Warrants or warrant check, whether original or duplicates, that have been paid dated prior to January 1, 2018;
3. Duplicates of receipts or stubs of receipts dated prior to January 1, 2020;
4. Duplicates or stubs of licenses issued for license fees or taxes dated prior to January 1, 2020;
5. Bonds of officers or employees dated prior to January 1, 2012, if the period to begin at the termination of the term of the bond is greater than 10 years;
6. Insurance policies dated prior to January 1, 2018, if the period beginning at the expiration of the policy is five years or greater, unless a claim is pending;
7. Cancelled checks dated prior to January 1, 2018;
8. Requisition and duplicate purchase orders dated prior to January 1, 2020;
9. Bonds and coupons, if any, stamped paid or cancelled and returned by the fiscal agent, five years, the period beginning at the date of maturity of the bond or coupon.

**Section 2. Effective Date.** This resolution shall take effect and be in full force from and after its adoption by the Governing Body of the City.

**PASSED AND APPROVED BY THE CITY COUNCIL** this 18th day of January 2023.

**APPROVED BY THE MAYOR** this 18th day of January 2023.

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Solana Flora, Mayor

ATTEST:

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Robyn L Fulks, City Clerk

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Administration</b>	From:	Laura Smith

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

**RE:** Reorganization, Reclassifications and Succession Planning Opportunities

**RECOMMENDATION:** Approve the recommended reorganizations for the Community Development, Administration and Public Works Departments and the reclassification of four positions effective February 1, 2023.

**DETAILS:** Over the last year, and more specifically through the 2023 budget process, I have taken time to evaluate our current organizational structure in an effort to ensure we are best positioned for long-term success. There are a number of trends and issues which I believe are contributing to an environment where there are opportunities for improvement in order to:

- More equitably distribute workload
- Address potential inefficiencies in workflow
- Acknowledge changes in staff and department workloads
- Create staff development and training opportunities
- Promote and encourage talent retention
- Provide clearer expectations and increase the likelihood of hiring the right candidates when recruiting

Recommendations and decisions surrounding reorganizations should be grounded in specific performance goals and objectives. In addition to what I believe to be several immediate or short-term benefits, these recommendations are also based on long-term succession planning and employee development.

The specific recommendations being presented primarily impact Community Development, Administration, and Public Works at this time. However, I am engaged with each of our Department Directors discussing structure and succession planning, and, in the case of the Powell Community Center preparing to address recommendations from the feasibility study. As such, I would anticipate additional recommendations coming forward for Council review and consideration over the course of the next 6-12 months.

The attached memo details the proposed reorganization as well as reclassification of four positions to more closely align with current duties and responsibilities. All changes,

Related Statute/City Ordinance:	NA
Line Item Code/Description:	Various salary and benefit line items in General Fund
Available Budget:	\$31,368

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Administration</b>	From:	Laura Smith

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

if approved by the City Council would become effective February 1, 2023. The estimated first year salary and benefit impact to implement the proposed changes is \$31,368.

**CFAA CONSIDERATIONS/IMPACTS:** Regular review and evaluation of the current organizational structure and workload is important to ensure that employees have an opportunity for personal and professional growth and development anyone or any Department being overburdened with unrealistic expectations workload. This, in addition to considerations for succession planning help to ensure employees of all ages, abilities have an opportunity for long-term success in the organization.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	Various salary and benefit line items in General Fund
Available Budget:	\$31,368



## MEMORANDUM

Date: January 9, 2023  
To: Mayor and City Council  
From: Laura Smith, City Administrator  
RE: Organizational Restructuring and Succession Planning Opportunities

Over the last year, and more specifically through the 2023 budget process, I have taken time to evaluate our current organizational structure in an effort to ensure we are best positioned for long-term success. There are a number of trends and issues which I believe are contributing to an environment where there are opportunities for improvement in order to:

- More equitably distribute workload
- Address potential inefficiencies in workflow
- Acknowledge changes in staff and department workloads
- Create staff development and training opportunities
- Promote and encourage talent retention
- Provide clearer expectations and increase the likelihood of hiring the right candidates when recruiting

Recommendations and decisions surrounding reorganizations should be grounded in specific performance goals and objectives. In addition to what I believe to be several immediate or short-term benefits, these recommendations are also based on long-term succession planning and employee development.

The specific recommendations being presented primarily impact Community Development, Administration, and Public Works at this time. However, I am engaged with each of our Department Directors discussing structure and succession planning, and, in the case of the Powell Community Center preparing to address recommendations from the feasibility study. As such, I would anticipate additional recommendations coming forward for Council review and consideration over the course of the next 6-12 months.

There have been structural decisions made over the last 6-8 years that addressed specific needs at the time, but both personnel and workload changes now make the current division of responsibilities inefficient. In addition, I believe a realignment and rebalancing of responsibilities will have a positive impact on employee morale and mental health, and will position us for greater long-term success.

Another key factor influencing the timing of the recommendations is knowing that with the leadership team currently in place, we have the skill sets to appropriately support and develop

individuals taking on new responsibilities. The proposed changes are intended to help everyone feel more successful and will allow us to focus on a number of high priority projects, programs and services identified by the Governing Body.

In order to accomplish these goals and objectives, I am proposing the following organizational changes become effective February 1, 2023. In addition to the reorganization and reclassifications addressed in this memo, future recommendations will be coming forward in the first quarter of 2023 regarding:

- The City's overall classification and compensation structure and proposed range movement
- Market realignment/adjustment for employees in 2023

### **Community Development**

Prior to 2015, the City had a Community Development Director and an Assistant City Administrator/Finance Director who had the Parks and Recreation Director as a direct report. When Brian Scott was hired (April 2015), the Community Development Director's responsibilities were combined along with those of the Finance Director under one Assistant City Administrator's position. There were supporting positions - City Planner and Accounting Manager – already in place that supported this restructuring. In 2019, the position was reclassified as Deputy City Administrator/Finance Director while still retaining the responsibilities of Community Development Director.

Over the last two years, the volume and pace of development and redevelopment activity has put tremendous strain on the entire Community Development Department. We have added resources and support as the volume of projects has increased, and as services previously outsourced to a third party were no longer available. We added a Building Official's position in the 2019 Budget, and a Building Inspector's position in the 2023 Budget. A Community Development Director's position was also included in the 2023 supplemental requests, but was not ultimately approved because of both financial and space limitations.

In 2021, the Community Development Department issued 402 building permits with a total valuation of \$16.3 million, the highest volume since 2011. In 2022, they issued 377 permits with a total valuation of \$42 million. While the number of permits was less than the 2021 total, the total valuation underscores the fact the projects are larger in size and complexity. The increase in permitting activity also means an increase in cases going to the Planning Commission (an average of 5-7 each month in 2022) for which staff must create reports and presentations.

One of the challenges of development projects is that they are not predictable or consistent in timing throughout the year. Staff must be able to review, recommend and manage them on reasonable timelines in order to meet the needs of the development community. Historically, the development activity came in more manageable "waves" providing an opportunity to focus on

other projects and programs. That is no longer the case, and we do not anticipate a reduction in the number of development applications in the foreseeable future.

In addition to the workload associated with the development projects, there are also a number of high priority programs/service delivery issues facing the Community Development Department which include:

- Finalizing the update to the Comprehensive Land Use Plan
- Selecting and implementing building permitting and code enforcement software
- Coordinating a comprehensive review and update of the City's zoning codes
- Formalizing development review processes and procedures to facilitate ease and efficiency with applicants and among internal staff
- Evaluating opportunities to update building codes, particularly the energy code, outside of the historical 6-year review process used throughout the metropolitan region

Being able to focus more time and energy in these areas will position the Department and the City to be more efficient in successfully managing the development and redevelopment activity which is so important to our overall property valuations. Additionally, it allows us to proactively pursue the goals, objectives and priorities of residents, staff, and the Governing Body.

Recommendation: In order to create the time and capacity to effectively address the volume of work and the high priority projects without creating staff fatigue and burnout, it is recommended that the Deputy City Administrator/Finance Director/Community Development Director's position be retitled/reclassified as Deputy City Administrator for Planning & Development Services with the finance responsibilities transitioning to a new position described below. The position would supervise the following staff positions: City Planner, Building Official and Community Development Coordinator, and would maintain oversight responsibilities for the entire Community Development Department staff which, with the addition of the Building Inspector in 2023 will total six (6) employees. This position would also continue to have a primary role in reviewing and discussing requests for public incentives associated with proposed development or redevelopment projects. The salary grade for the position (Grade 31) would remain the same.

### **Finance and Administration**

Finance responsibilities are currently shared among several positions in the organization including the City Administrator, Deputy City Administrator, Accounting Manager and Accountant. As the complexity of the City's budget increases with more grants, intergovernmental resources, and public-private partnerships for development, we are recognizing a need to more effectively allocate staff time and capacity to these important functions.

Unlike development projects, the finance calendar is generally more predictable with heavy concentrations of staff time and resources during the annual budget process (March-

September) and in connection with the annual audit (November-April). Because of the current organizational structure, there are a number of projects which could help improve overall efficiency and operations for finance, but have been difficult to accomplish because of time and staff focus on development activity. Those include:

- Evaluation, selection and implementation of new financial management software
- Update and/or creation of financial policies and procedures

Restructuring the Finance Director's responsibilities returns the organization to a model that was very effective historically, and better balances the workload and demands between two of the City's key leadership positions. In addition, it provides an opportunity for an existing employee to take on new professional responsibilities in an environment where the transition can be effectively supported by multiple peers with finance experience.

We have also been successful in implementing other changes over the last 6-9 months to more appropriately distribute public information/social media responsibilities throughout the organization, allowing for more of the Assistant City Administrator's time to be available to accommodate this reorganization.

Recommendation: In order to create the time and capacity to effectively address the volume of work and the high priority projects in Community Development and to more efficiently balance workload where staff capacity currently exists, it is recommended that the Assistant City Administrator's position be retitled/reclassified as Deputy City Administrator for Administrative and Finance Services. This would add the finance function to the existing responsibilities for oversight for the Human Resources, Municipal Court and Public Information functions. The position would supervise the following staff positions: Payroll/Benefits Specialist, Lead Court Clerk, Budget/Finance Manager, and Market Coordinators. The position would have oversight responsibilities for Municipal Court and Finance/Administration Department staff which have a total of five (5) full-time employees and two (2) part-time employees. The position would be reclassified from a Grade 29 to a Grade 31. The reclassification of the Accounting Manager's position to Budget/Finance Manager (addressed later in this memo) will also help to support the transition.

## **Public Works**

The Public Works department is currently comprised of the following 13 positions:

- Director
- Public Works Superintendent
- Assistant Public Works Superintendent
- 8 Maintenance Workers
- Mechanic
- Administrative Assistant

Staff is continually evaluating the department structure and procedures to make sure they are providing a quality level of service in an efficient and cost-effective manner with available resources (both budget and manpower).

One change implemented in the last year was to add an Asst. Public Works Superintendent to replace two Crew Leader positions. This has proven to be very successful since most of the Department's tasks, such as asphalt patching and crack sealing, require the full crew. The two Crew Leaders often did not have their own separate crew to supervise, which resulted in confusion over who was in charge and a lack of uniformity and direction in the work performed. After transitioning to an Asst. PW Superintendent, the entire crew began reporting to one person and there has been a more focused direction and less confusion on who is in charge and has resulted in increased productivity and morale.

The Asst. Superintendent currently spends about 90% of scheduled time in the field and 10% in the office. The office work includes planning and tracking weekly field activities, ordering and tracking materials, calling in utility locates, mentoring employees, developing and presenting weekly safety topics, and developing an equipment training program (which has not yet been completed). In the past, many of these activities would be completed by the PW Superintendent, however, that position is now busy managing construction projects, issuing right-of-way permits and performing right-of-way inspections, responding to citizen concerns, coordinating work with utility companies, etc. which leaves little time to manage field activities.

### **Lead Maintenance Worker**

Although the reorganization last year has been successful, we believe that adding a Lead Maintenance Worker position could further enhance the Department's work and increase its level of service and employee retention. This would allow the Asst. Superintendent to have a dedicated Lead Maintenance Worker to supervise field activities under his/her/their direction, whereas the Asst. Superintendent would be able to dedicate more time to office activities listed above.

The goal for this reorganization would be for the Asst. Superintendent to dedicate approximately 30-35% of their time to office work, primarily focusing on developing a robust equipment training program and employee development program (i.e., assessing and providing specific individual training for each employee to improve skills on equipment and leadership, etc.), as well as current duties. Additionally, job duties would also include data input into Cartegraph, the City's asset management software. Currently, some assets are included in the software but staff haven't had the resources to fully implement asset management and track assets and field work completed on a weekly basis. The goal is to reevaluate this in 2023 and determine how to best move forward to improve the asset management program. This will include researching Cartegraph and other asset management software to determine what program best fits Mission's needs.

The timing is advantageous for a Department reorganization as there is currently a vacancy in the Asst. PW Superintendent's position. The position was posted/advertised in October and the Department interviewed several candidates, including qualified internal candidates. If the Lead Maintenance Worker position is approved, we would like to extend offers to two internal candidates for the Asst. PW Superintendent and Lead Maintenance Worker position. Therefore, these positions would be filled internally and would not be additional positions. The Lead Maintenance Works' position would be classified as a Grade 16.

### **Maintenance Worker Progression Program**

There are currently two classifications (Equipment Operator I and II) in the Public Works Department, with seven (7) current employees classified as an Equipment Operator I and only one (1) as an Equipment Operator II. After extensive research of the job market and discussions with other municipalities, it was determined that revising the position to "Maintenance Worker" more aptly meets the job duties of the current positions.

In order to improve employee retention and succession, the Director also developed and recommended implementation of a progression program similar to many other cities in the metropolitan area. This program includes adding an additional position (Maintenance Worker I, II, and III instead of Equipment Operators I and II) and allowing internal/administration promotions for an employee once they meet the requirements for each position. For example, a Maintenance Worker I may be promoted to a Maintenance Worker II if they meet specific requirements, such as years of employment, completion of technical coursework and training, certifications, knowledge of equipment, supervisor recommendation, etc.

It is recommended that once an employee meets the requirements, they would receive a pay increase to the minimum of the next position or a 5 percent raise, whichever is higher. The City Administrator administratively approved the Progression Program in 2022, with implementation to begin in 2023 following Council consideration and approval. If approved, the requirements for movement through the Progression Program would be formally communicated to Department staff and they would begin working to achieve the additional training, certifications, and skill set development required to attain the various levels. The transition/progression is estimated to be handled annually within the Department's approved personnel budget.

### **Reclassification Requests**

In addition to the reorganizations outlined above, there are four additional requests for position reclassifications which are also recommended to take effect February 1, 2023. Position reclassifications are often submitted and reviewed as a part of the annual budget process and then incorporated with the annual review and update of the salary structure. While that review is still pending for all positions, the recommendations below are appropriate for consideration at this time.

### **Accounting Manager reclassified to Budget and Finance Manager (title and grade change)**

Staff is recommending the position of Accounting Manager be reclassified to Budget and Finance Manager, moving from Pay Grade 20 to Pay Grade 23. This change reflects the desire to expand this role to include more responsibility for the creation and maintenance of the annual budget, assessment of policies related to the budget and shifts it to touch more of the full breadth of work of the Finance Department. This shift supports the other reorganization goals described elsewhere in this memo. and distributes the workload more efficiently.

### **Payroll and Benefits Specialist reclassified to HR Specialist (title and grade change)**

Staff is recommending the position of Payroll/Benefits Specialist be reclassified to Human Resources Specialist, moving from Pay Grade 15 to Pay Grade 17. When the position was last advertised (May 2019), the Assistant to the City Administrator was newly overseeing the Human Resources function and was completing many of the related HR tasks not immediately associated with payroll and benefits administration. Since that time, the current staff member serving as the Payroll/Benefits Specialist has continued to take on increasing responsibility for assisting other staff in job postings, coordinating with the City's benefits provider, leading the internal Safety Committee, fostering employee engagement, conducting exit interviews, and advising on other personnel policy changes. She earned the designation as an IPMA-HR Certified Professional in June 2022, a certification anticipated to be required of any future employee filling the reclassified position. The reclassification represents growth in the role which allows the Assistant City Administrator to focus on higher policy level decision making and strategy aligned with other goals outlined in this memo.

### **Facilities and Maintenance Supervisor (grade change only)**

The organization has long discussed the opportunity to expand the role of the Facilities and Maintenance Supervisor in the Parks + Recreation Department to assume responsibilities for maintenance not only of the Powell Community Center and the Mission Family Aquatic Center, but also the Public Works facility and the City Hall/Police Department Facility. During the two most recent recruitment efforts, the City has been able to attract and hire individuals qualified to take on these additional responsibilities. This reclassification is recommended for a change in pay grades from Grade 20 to Grade 23 acknowledging the expanded responsibilities now carried by the position.

### **Parks Technician to Parks Maintenance Supervisor (title and grade change)**

In 2021, an existing Parks Maintenance position was converted from a focus on maintenance of the Powell Community Center to maintenance and upkeep of a variety of outdoor park and recreation amenities. With the increased attention and resources being dedicated to Mission's outdoor parks, this position has taken on increased responsibility, including playground safety

inspection certification, and is anticipated to begin supervising additional part-time and potentially full-time maintenance staff. In recognition of the increased training, certifications, and supervisory responsibilities it is recommended to reclass the position from a Grade 10 to a Grade 13 and change the title to Parks Maintenance Supervisor.

### **Budget impacts and Implementation**

An important component of any personnel reorganization or reclassification is an evaluation of the budgetary and financial impacts. Personnel changes are not one-time expenses and must be reviewed and recommended carefully, especially in a small scale budget like Mission's.

For the reorganization, the promotions in Public Works and the reclassifications, there is an anticipated annual budget impact for 2023 of \$31,368 broken down between salary and benefits as follows: Salary impacts: \$27,124; Benefit impacts: \$4,244.

### **Summary**

I believe the changes proposed in this memo thoughtfully and carefully realign duties and responsibilities among existing positions within our organizational structure while respecting budgetary limits, and does not result in a shift of unreasonable burdens or expectations from one position to another.

The changes proposed have been reviewed and discussed with the impacted Department Directors and reviewed by the City's HR Consultant and all the other Directors to review and evaluate the performance and viability of their current departmental structures. I will look forward to answering any questions and discussing in more detail during our January 11 Finance & Administration Committee meeting.

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Police Department</b>	From:	Dan Madden

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

**RE:** Radio Repeater Equipment and Installation

**RECOMMENDATION:** Approve an agreement with KA-COMM, Inc. to install a radio repeater in the police department in an amount not to exceed \$13,880.88.

**DETAILS:** Police Officer's radios are the most used and most important piece of equipment they carry. For years, there have been reception problems in areas of the police department, primarily in the holding facility and report writing area. Not being able to transmit or receive information poses dangers to the public as well as officers.

Police Department staff consulted with our radio vendor, KA-COMM, Inc. to investigate the radio signal degradation issue. KA-COMM, Inc. suggested the installation of a radio repeater which will boost the signal strength throughout the police department.

Funds from the Special Law Enforcement Trust Fund will be used for this expenditure.

**CFAA CONSIDERATIONS/IMPACTS:**

Related Statute/City Ordinance:	
Line Item Code/Description:	16-1002 Special Law Enforcement Trust Fund
Available Budget:	\$24,266.95



# KA-COMM, INC

1201 W. Old 56 Highway  
 Olathe, KS 66061  
 (913) 764-7314  
 (913) 764-7514 Fax  
 www.ka-comminc.com  
 ddock@ka-comminc.com

## Quote

Date	Quote #
12/2/2022	23459

Customer:
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

Item	Description	Qty	Cost	Total	P.O. No.	Terms	Rep	Freight Charges
						Due on receipt	DMD	FOB
	POLICE STATION AND CITY HALL RADIO BDA EQUIPMENT AND INSTALL (PER MEYERS)							
GUARDIAN4	GUARDIAN4, 80DB PUBLIC SAFETY BDA	1	5,191.59	5,191.59				
SC-WS-2	SC-WS-2, 2 WAY SPLITTER	3	32.45	97.35				
SC-LP	SC-LP, LP-GTV-NFF LIGHTNING PROTECTOR	1	39.56	39.56				
SC-C-6	SC-C-6, 6DB DIRECTIONAL COUPLER	2	47.815	95.63				
SC-228W	SC-228W, CEILING MOUNT ANTENNA	6	88.77333	532.64				
SC-230W	SC-230W, WIDE BAND YAGI ANTENNA	1	76.84	76.84				
LPA-500-LLPL	LPA-500-LLPL, 1/2" AIR DIELECTRIC LOW PIM PLENUM CABLE	1,000	3.27908	3,279.08				
EZLP500-NMC-LP	EZLP500-NMC-LP, N MALE FOR LPA-500-LLPL	30	20.10633	603.19				
MISC INSTALL ...	INSTALLATION SUPPLIES - CONSUMABLES	1	125.00	125.00				
BACKBONE LA...	BACKBONE LABOR (2 PERSONNEL)	1	3,840.00	3,840.00				

Thank you for your business.	<b>Subtotal</b>	\$13,880.88
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$13,880.88

Signature: \_\_\_\_\_

Quote is valid for 30 days!

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Community Development</b>	From:	Brian Scott

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

**RE:** City Council Policy 120 – Capital Asset Policy

**RECOMMENDATION:** Approve the Resolution amending City Council Policy 120 – Capital Asset Policy to increase the threshold for definition of a capital asset from \$1,000 to \$5,000 for anything with an anticipated live expectancy of five (5) years or more.

**DETAILS:** City Council Policy 120 provides for financial accounting and reporting standards for capital assets including land, improvements to the land (including buildings), vehicles, and major pieces of equipment.

Currently, the policy defines an asset as anything that is valued at a \$1,000 or greater. This has become burdensome to record and track as most items purchased today can easily be \$1,000 or more in value.

Staff is proposing to increase the threshold for an item to be classified as an asset to \$5,000 or a life expectancy of five (5) years or greater.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	City Council Policy 120 – Capital Asset
Line Item Code/Description:	
Available Budget:	

# CITY OF MISSION

## CITY COUNCIL POLICY MANUAL

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### **POLICY NO. 120**

#### **CAPITAL ASSET POLICY**

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- 1.01 This policy recognizes the need to implement required accounting and financial reporting standards promulgated by the Governmental Accounting Standards Board (GASB). Implementation of GASB Statement 34 requires the City to properly record and classify capital assets and to depreciate them over their recognized useful lives.
- 1.02 In accordance with GASB Statement 34, capital assets include land, improvement to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art, historical treasures and infrastructure. Capital assets are both tangible and intangible assets used in operations, which have initial useful lives extending beyond a single reporting period. Any such capital asset will not change its original shape, appearance or character with use and can be expected to last more than one year with reasonable care and maintenance.
- 1.03 The City's policy is to capitalize and inventory all assets with a cost of \$5,000 or more and a life expectancy of five (5) years or greater.
- 1.04 **Purchased Assets**

Purchased assets should be valued at their original/historical costs including taxes, and all appropriate ancillary costs, less any discounts or rebates. If the historical cost is not practicably determinable, use estimated cost at the date of purchase.

The capitalized value of land includes the purchase price plus all appropriate ancillary costs incurred to put the land in condition for its intended use.

Building costs include both acquisition and capital improvement costs. Capital improvements include structures and all other property permanently attached to, or an integral part of, the structure (e.g., heating and air conditioning equipment).

Furniture, fixtures or other equipment should be classified as equipment. Since they are not an integral part of the building, they are not considered capital improvements. The cost of this asset type reflects the actual or estimated cost of the asset. Include the cost an extended maintenance/warranty contract in the asset's valuation if the contract is purchased at the same time (or soon thereafter) as the capital asset.

**1.05 Donated Assets**

Donated capital assets must be reported at fair market at the time of acquisition plus all appropriate ancillary costs. If determining fair market value is not practical due to inadequate records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

**1.06 Self-Constructed Assets**

Capitalize all direct costs associated with construction and management costs associated with a construction project. Close out construction in progress and capitalize the costs when a project is substantially complete, accepted, and placed into service.

**1.07 Assets Acquired by Capital Lease**

Assets acquired by capital lease are recorded at the net present value of the future minimum lease payments. A corresponding liability is established at this time.

**1.08** Ancillary costs should be included in the cost of a capital asset. A listing of appropriate ancillary costs will be maintained by the Finance Director or his/her/their designee.

**1.09** Fixed assets are to be depreciated over the following useful lives:

<u>Asset Class</u>	<u>Years</u>
Land	Not depreciated
Buildings	50 years
Mechanical Systems	20 years
Interior Construction	20 years
Heavy Equipment & Machinery	10 years
Motor Vehicles	5 years
Other Machinery & Equipment	5 years
Computer Hardware	5 years

- 1.10** *Depreciation will be calculated using the straight-line method. In straight-line depreciation, the cost of the asset (less any salvage value) is pro-rated over the estimated useful life of the asset. Assets may be depreciated individually or in groups.*
- 1.11** The Finance Director or his/her/their designee will develop and implement systems and processes to identify capital assets subject to this policy at the time of acquisition or as soon as is practical thereafter. Records will be maintained in a manner adequate to permit identification of the asset, its physical location, its acquisition cost, the useful life and the responsible department.
- 1.12** Capital assets and City property are intended for City use only. It is the responsibility of the transferring/disposing Department to notify the Finance Director or his/her/their designee that a capital asset is being disposed of or moved. At no time shall a City asset be given or donated to an individual, company, organization, etc. without the consent of the Governing Body. All assets and property will be disposed of in accordance with City Council Policy 111.
- 1.13** A physical inventory of capital assets shall be conducted annually during the first quarter of each year. After the physical inventory is completed, the Finance Director or his/her/their designee shall reconcile the physical counts and the capital asset records.

PASSED AND APPROVED BY THE CITY COUNCIL ON DECEMBER 19, 2007.

REVISED BY THE CITY COUNCIL ON JANUARY 18, 2023.

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 120**

**CAPITAL ASSET POLICY**

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1.03 The City's policy is to capitalize and inventory all assets with a cost of \$~~15,000~~ or more and a life expectancy of five (5) years or greater. ~~Although assets costing less than \$1,000 do not meet the City's capitalization policy, they are considered assets for purposes of marking and identification, records keeping and tracking due to ease of conversion to private use.~~

~~Individual items costing less than the threshold amount, but purchased/obtained in quantity such that the aggregate cost meets or exceeds the threshold, may be capitalized as a single unit, described as a group asset, and depreciated over the useful life for that asset class.~~

1.04 **Purchased Assets**

Purchased assets should be valued at their original/historical costs including taxes, and all appropriate ancillary costs, less any discounts or rebates. If the historical cost is not practicably determinable, use estimated cost at the date of purchase.

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Building costs include both acquisition and capital improvement costs. Capital improvements include structures and all other property permanently attached to, or an integral part of, the structure (e.g., heating and air conditioning equipment).

Furniture, fixtures or other equipment should be classified as equipment. Since they are not an integral part of the building, they are not considered capital improvements. The cost of this asset type reflects the actual or estimated cost of the asset. Include the cost of an extended maintenance/warranty contract in the asset's valuation if the contract is purchased at the same time (or soon thereafter) as the capital asset.

**1.05 Donated Assets**

Donated capital assets must be reported at fair market at the time of acquisition plus all appropriate ancillary costs. If determining fair market value is not practical due to inadequate records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

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<u>Asset Class</u>	<u>Years</u>
Land	Not depreciated
Buildings	50 years
Mechanical Systems	20 years
Interior Construction	20 years
Heavy Equipment & Machinery	10 years
Motor Vehicles	5 years
Other Machinery & Equipment	5 years
Computer Hardware	5 years

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1.10 Depreciation will be calculated using the straight-line method. In straight-line depreciation, the cost of the asset (less any salvage value) is pro-rated over the estimated useful life of the asset. Assets may be depreciated individually or in groups.

1.11 The Finance Director or his/her/their designee will develop and implement systems and processes to identify capital assets subject to this policy at the time of acquisition or as soon as is practical thereafter. Records will be maintained in a manner adequate to permit identification of the asset, its physical location, its acquisition cost, the useful life and the responsible department.

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1.13 A physical inventory of capital assets shall be conducted annually during the first quarter of each year. After the physical inventory is completed, the Finance Director or his/her/their designee shall reconcile the physical counts and the capital asset records.

PASSED AND APPROVED BY THE CITY COUNCIL ON DECEMBER 19, 2007.

REVISED BY THE CITY COUNCIL ON JANUARY 18, 2023.

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<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>Administration</b>	From:	Robyn Fulks

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

**RE:** CMB Application – Casey's General Store – 5800 Johnson Drive

**RECOMMENDATION:** Approve the application for Casey's General Store, 5800 Johnson Drive, to sell Cereal Malt Beverage on premises.

**DETAILS:** State statutes and Mission's Code require all businesses wanting to sell Cereal Malt Beverages / Enhanced Cereal Malt Beverages (CMB) to complete an application that includes information on the business and the business owner and/or manager. Additionally, a criminal history background check is completed on the business owner/manager by our Police Department. All original applications and renewals for the sale of CMB must be approved by the City Council. Renewal CMB licenses are presented annually to Council for approval at the December City Council meeting.

Casey's General Store has submitted their application to sell CMB on premises, along with the required license fee. The required background check has been completed without issue. This approval is good through December 31, 2023.

**CFAA CONSIDERATIONS/IMPACTS:** NA

Related Statute/City Ordinance:	K.S. A. 4-2702, Mission City Code Chapter 600
Line Item Code/Description:	N/A
Available Budget:	N/A

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Governing Body Compensation

**RECOMMENDATION:** Review and recommend any proposed changes to annual compensation for Mission’s Governing Body.

**DETAILS:** Section 115.60 of the Mission Municipal Code establishes compensation for the Governing Body. Currently, it provides for an annual salary of \$12,000 for the Mayor and \$4,200 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 formal review had not been conducted since 2002. Information has been shared periodically with the Mayor and Council regarding compensation comparisons in other Johnson County cities with no follow-up action being requested. During the review in January 2022, the Council asked that it be brought back for discussion in December for potential action in January 2023.

The compensation structure for elected officials varies widely from city to city throughout Johnson County as shown in the attached survey matrix. In addition, in some cities the Mayor and Council are provided an opportunity to waive or reduce the established salaries. In some cases, this requires a majority vote of the Council, in others each member of the Governing Body may make that decision on their own. In Mission, any Council member may elect in writing not to receive or take a reduction in the annual salary.

Recent Council discussion has focused on consideration of establishing a salary which would encourage diversity in those choosing to file for elected office in order reduce potential barriers to entry because of financial, childcare, or other related issues. During the December Finance & Administration Committee meeting there was consensus to provide an opportunity for action in January.

If desired by the Governing Body, a mechanism like that used by the City of Merriam, which involves increasing elected salaries commensurate with an average employee raise annually could be an appropriate consideration. These annual increases are reviewed and developed carefully each year based on Mission’s specific goals and current financial situation.

If this approach were to be adopted, the 2022 increase would be 6.0%, bringing Council salaries to \$4,452 annually and the Mayor’s salary to \$12,720 annually. For reference,

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$52,200

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	January 11, 2023
<b>ADMINISTRATION</b>	From:	Laura Smith

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

the average increase for employees over the last five years has been as follows:

Year	Average Employee Increase
2022	6.0%
2021	4.0%
2020	3.5%
2019	4.0%
2018	3.0%

If this, or another approach is determined as preferred at the January 11 Finance & Administration Committee meeting, staff will prepare the appropriate ordinance to revised Section 115.60 of the Mission Municipal code accordingly for consideration at the January 18 City Council meeting.

**CFAA CONSIDERATIONS/IMPACTS:** Reviewing and evaluating compensation for all City employees and officials allows for appropriate consideration of barriers which might reduce the opportunity for persons of all ages, abilities and socioeconomic status to successfully participate in the effective delivery of local government services.

Related Statute/City Ordinance:	Section 115.60 Mission Municipal Code
Line Item Code/Description:	01-09-101-03
Available Budget:	\$52,200

### Governing Body Compensation - Johnson County - January 2022

City	Population	Mayor	Council	Notes/Comments:
Mission Woods	186	\$0/yr	\$0/yr	Volunteer positions.
Westwood Hills	463	\$900/yr	\$420/yr	
Lake Quivira	920	\$2/yr	\$2/yr	Volunteer positions.
Westwood	1,657	\$8,400/yr	\$3,000/yr	
Edgerton	1,713	\$90,000/yr	\$25/per diem	Reimbursement for milage, actual time lost from regular employment, food and lodging.
Mission Hills	3,574	\$1/yr	\$1/yr	Volunteer positions.
Fairway	3,960	\$3,600/yr	\$1,800/yr	
De Soto	6,254	\$9,240/yr	\$840/yr	Mileage reimbursement.
Spring Hill	6,626	\$5,000/yr	\$3,000/yr	
Roeland Park	6,769	\$6,120/yr	\$5,100/yr	
Bonner Springs	7,782	\$2,400/yr	\$840/yr	
Mission	9,523	\$12,000/yr	\$4,200/yr	Reimbursed for mileage, and provided with an additional \$25/mo taxable fringe benefit for communications
Merriam	11,185	\$12,801/yr	\$5,804/yr	Mayor/Councilmembers salaries adjusted annually through compensation plan.
Gardner	21,528	\$7,773.12/yr	\$3,836.40/yr	Additional \$60 car allowance.
Prairie Village	22,170	\$1/yr	\$1/yr	Volunteer positions, check returned to the City.
Leawood	34,670	\$20,000/yr	\$11,000/yr	Mayor receives \$4,800 yearly car allowance and \$200 month for communication expense. Councilmember receive \$250 montly milage expense and \$100 month for communication expense.
Lenexa	54,011	\$23,488.47/yr	\$11,759.07/yr	Mayor/Councilmembers receives \$1,638 phone stipend per year. Mayor received \$2,002 additional car allowance.
Shawnee	65,540	\$16,271.58/yr	\$9,615.32/yr	
Olathe	137,618	\$26,989/yr	\$13,494/yr	Mayor Pro Tem: \$16,193.
Overland Park	191,011	\$32,000/yr	\$12,800/yr	Annual salary of the President of the Council and of each councilmember that serves as Chairs of the four Committees is 45% of the Mayor's annual salary. Annual salary of each City Council Member shall be an amount equal to 40% of the Mayor's annual salary.