



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

**WEDNESDAY, NOVEMBER 1, 2023 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

**MISSION CITY HALL**  
**6090 Woodson Street**

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. 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 COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**PLANNING COMMISSION ACTION ITEMS**

**ACTION ITEMS**

1. Acceptance of the October 4, 2023 Finance & Administration Committee Minutes - Robyn Fulks ([page 4](#))

Draft minutes of the October 4, 2023 Finance and Administration Committee meeting are included for review and acceptance.

2. Contract for 2024 Legislative Advocacy Services – Laura Smith ([page 17](#))

Since 2020, Mission has contracted with 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. Staff recommends renewal of an agreement with LGR in an annual amount not to exceed \$12,500 for government affairs and advocacy services for 2024.

3. 2024 Employee Benefit Renewals – Emily Randel/Kathy Stratman ([page 22](#))

Staff has worked with Lockton, the City’s benefits broker, to present a benefits package for 2024. Each year, as part of recruiting and retaining good employees, staff seeks the most effective balance of robust benefits that still allows for a strong fiscal position. The recommendations for fiscal year 2024 are summarized in the attachments.

4. CMB Application Prairie Sailor, LLC – Robyn Fulks ([page 29](#))

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. Prairie Sailor, LLC 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.

5. Revisions to Council Policy 130 (Council Liaisons to Boards and Commissions) - Laura Smith ([page 30](#))

In April 2019, City Council Policy 130 was approved, creating Council liaison positions to the City’s various board and commissions and outlining roles and responsibilities. The liaison positions were to be updated in December of odd-numbered years. However, in order to align the policy more closely with elections and Council swearing ins, a few minor revisions to the policy are required.

6. Resolution Ratifying the Emergency Expenditure for a Police Vehicle – Dan Madden ([page 36](#))

A Mission Police Department patrol vehicle was struck by another vehicle causing damages which resulted in the vehicle being declared a total loss. A nationwide search for a replacement vehicle yielded just one available vehicle that matched the specifications for a Mission front-line patrol vehicle. That vehicle was set to be auctioned on October 26, 2023 which necessitated the emergency expenditure of funds. Staff is requesting the Council approve a Resolution which ratifies the emergency expenditure of funds in an amount not to exceed \$38,702.30.

7. Resolution Declaring Surplus Property – Emily Randel ([page 50](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The City Council will be asked to consider a resolution identifying items to be declared as surplus which include Tasers and related equipment from the Police Department, a two cage kennel and miscellaneous audio and computer equipment.

## DISCUSSION ITEMS

## OTHER

### 8. Department Updates – Laura Smith

**Mary Ryherd, Chairperson**  
**Hillary Parker Thomas, Vice-Chairperson**  
*Mission City Hall, 6090 Woodson St*  
**913.676.8350**