



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

**WEDNESDAY, DECEMBER 13, 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**

**ACTION ITEMS**

1. Acceptance of the November 1, 2023 Finance & Administration Committee Minutes - Robyn Fulks ([page 9](#))

Draft minutes of the November 1, 2023 Finance and Administration Committee meeting are included for review and acceptance.

2. 2024 Legislative Priorities – Laura Smith

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 2024 Legislative Priorities for review and approval.

3. Classification and Compensation Recommendations – Laura Smith

The challenge to recruit and retain employees over the last several years has become increasingly competitive. The Council has consistently demonstrated a willingness to make employee recruitment and retention a high priority, making significant investments

in classification and compensation adjustments City-wide. As we move into 2024, Staff is recommending a change to the City's overall salary structure as well as reclassification requests for four (4) specific positions. Supporting documents will be uploaded to the packet on Monday.

#### 4. KERIT Renewal – Emily Randel

The City is a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers' compensation pool of 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 2024 premium for workers' compensation coverage has been estimated at \$87,263.

#### 5. Property and Casualty/General Liability Insurance Renewal – Emily Randel

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 renew these coverages from Travelers Insurance company for the policy period of January 1, 2024 through December 31, 2024 at an estimated total annual premium not to exceed \$218,231. In addition to property liability coverage, staff is recommending the City renew cyber-liability insurance through Cowbell for the 2024 policy year in the amount of \$17,044.

#### 6. DTI Renewal – Brian Scott

The City has maintained an interlocal agreement with Johnson County Department of Technology and Innovation (DTI) since 2011 for computer network support. DTI provides help desk support for daily computer issues as well as network security, maintenance, and back-up and internet services. DTI recently re-evaluated their methodology for charging for these services to more accurately reflect full cost recovery. As a result, there is a considerable increase (33%) in cost for the 2024 agreement. Staff believes that this is still competitive given all that DTI provides and recommends renewal of the interlocal agreement with DTI for 2024 at a cost of \$93,014.08.

#### 7. Network Equipment Replacement – Brian Scott

The City maintains separate computer networks for the Police Department and all other City departments. The networks are comprised of servers that house data and software applications, switches which connect the server to the individual end user, and the end user device such as a laptop or desktop computer. The City maintains warranties on all of these components and performs routine maintenance. Two servers, purchased in 2017, one for the Police Department and one for the City need to be replaced. The City solicited bids for two (2) Dell PowerEdge R750 servers. The lowest bid was provided by Technology Group Servers (TGS) for \$25,670. The City also solicited bids for eleven (11) Wi-Fi access points to replace existing access points that have also reached their end-of-life. TGS provided the lowest bid for these at \$17,636. The quotes also addressed MFA licenses and UPS, for a grand total of \$51,564.01. The 2023 Budget includes \$97,000 for replacement of network equipment.

## 8. 2023 Budget Amendment – Laura Smith

The municipal budgeting process in Kansas establishes maximum budget expenditure authority for each fund. The City must hold a public hearing and amend its budget if it believes 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 five (5) funds in 2023, the Equipment Reserve Fund, the Capital Improvement Fund, the Street Sales Tax Fund and the Parks + Recreation Sales Tax Fund. In all cases, expenditures or encumbrances were higher than anticipated at the time the budget was developed, but the additional costs are offset by bond proceeds, intergovernmental revenue and fund balances. Additionally, we need to transfer funds from the ARPA Fund to the General Fund to offset lost revenues. No expenditures were included in the originally adopted 2023 Budget. A public hearing on the 2023 Budget Amendments has been set for the City Council meeting on December 20, 2023.

## 9. 2024 Budget Adoption – Laura Smith

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2024 Budget by ordinance. There are no changes proposed to the 2024 Budget adopted by the City Council in September.

## 10. 2024 Budget Spending Authority – Laura Smith

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2024 adopted budget.

## 11. Drug and Alcohol Council Recommendation – Robyn Fulks

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. A third of the funds anticipated in 2024 (\$130,000), 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.

## 12. CMB Renewals – Robyn Fulks

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.

## 13. 2024 Human Service Fund (HSF) Allocation – Robyn Fulks

United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that

provide for the human services needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson County to support a number of services that help residents facing difficult circumstances. The City of Mission is a contributor to this fund along with 14 other communities and Johnson County. The Council will consider a contribution of \$10,000 to this fund for 2024.

## **DISCUSSION ITEMS**

### **OTHER**

14. Department Updates – Laura Smith

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

***Council Presentations 12/20:***  
***B&C Appointments***  
***Judge/Pro-tem Appointments***