



FINANCE & ADMINISTRATION COMMITTEE AGENDA

WEDNESDAY, FEBRUARY 5, 2025 at 7:30 p.m.

**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

1. Review of Federal Funding Grants and Loans – Laura Smith ([page 3](#))

Staff will present information on the various federal grant and loan funding currently being used or allocated for future projects, programs and services. No materials are included in the packet.

ACTION ITEMS

2. Acceptance of the January 8, 2025 Finance & Administration Committee Minutes - Robyn Fulks ([page 4](#))

Draft minutes of the January 8, 2025 Finance and Administration Committee meeting are included for review and acceptance.

3. Reclassification Requests – Laura Smith ([page 9](#))

Staff will present a number of recommendations for position reclassifications throughout the organization. Reclassifications are appropriate with keep existing position descriptions and salary grades aligned with actual work being performed and may or may not have immediate budget impacts. Supporting documents for this item will be uploaded to the packet prior to the Committee meeting.

4. Resolution Approving a Master Capital Improvement Plan (CIP) for the City of Mission – Justin Carroll ([page 11](#))

In June 2021, the City Council passed Charter Ordinance No. 32 which allowed the City to issue general obligation bonds to finance all or a portion of the costs associated with

projects included in a Master Capital Improvement Plan (CIP) approved by the Council. This Resolution approves a Master Plan and communicates the City's intent to proceed with certain improvements as included in the Master Plan, more specifically, street and stormwater improvements at a maximum cost of \$10.0 million.

DISCUSSION ITEMS

5. Mission Mart Shopping Center Community Improvement District (CID) – Laura Smith ([page 20](#))

In January, Ridgeview North Associates, LLC submitted a Community Improvement District (CID) Petition associated with proposed upgrades to the Mission Mart Shopping Center. The Petition seeks to levy an additional 1% retailers' sales tax effective July 1, 2025 for a period of twenty-two (22) years and identifies approximately \$3.5 million in improvements and upgrades to the shopping center. A CID sales tax must be considered and approved by the Council, but it does not take away existing sales or property tax revenues generated by any impacted businesses. Following the public hearing, the Council considers an Ordinance to formally establish the Community Improvement District as well as a development agreement that outlines the terms and conditions for distribution of any sales tax proceeds.

OTHER

6. Department Updates – Laura Smith

Brian Schmid, Chairperson
Ben Chocie, Vice-Chairperson