FINANCE & ADMINISTRATION COMMITTEE AGENDA

WEDNESDAY, DECEMBER 2, 2026 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 4, 2026 Finance & Administration Committee Minutes - Robyn Fulks

   Draft minutes of the November 4, 2026 Finance and Administration Committee meeting are included for review and acceptance.

2. Funding Agreement – First Commercial Properties, LLC (R.H. Johnson Company) – Laura Smith

   R.H. Johnson Company, operating as First Commercial Properties, LLC expects to be the new owner of the former Mission Mall property upon conclusion of the foreclosure action. Their plans are to develop a mixed-use project on the site, and they anticipate requesting public incentives for the project. Whenever the City is asked to consider or evaluate the use of public incentives, a funding agreement is required with the Developer of record. This agreement commits the Developer to escrow funds to cover the City's costs in reviewing the incentive request.

3. 2027 Legislative Priorities – Justin Carroll

   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 2027 Legislative

Priorities for review and approval.

4. 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. Current licenses expire December 31, 2026.

5. Surplus Property – Justin Carroll

   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. Specifically, the City Council must approve any disposition of property with an estimated value greater than $5,000. The City Council will be asked to consider a resolution identifying items to be declared as surplus including Public Works' damaged street sweeper.

6. KERIT Workers Compensation Renewal – Justin Carroll

   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 2027 premium will be finalized after the KERIT Board of Trustees meeting on December 8, 2026 and this action item will be updated accordingly.

7. Citywide Phone Service RFP Contract Award – Justin Carroll

   The City has been with ServiceMark Communications for the past eight years utilizing an on-premise phone service through NEC. Beginning in 2027, NEC will cease providing support to on-premise systems in North America. As a result of this, Staff began researching new phone solutions. An RFP was issued in August 2026. Six vendors responded to the initial RFP, and three vendors were selected for interviews. Staff is recommending approval of an agreement with ServiceMark Communications for citywide cloud-based unified communications as a service (UCaaS) phone service through zoom for a period not to exceed five years.

8. 2026 Budget Amendment – Justin Carroll

   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 two (2) funds in 2026, the Equipment Reserve Fund, and the Solid Waste Utility 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 and fund balances. A public hearing on the 2026 Budget Amendment has been set for the City Council meeting on December 16, 2026.

9. 2027 Budget Adoption – Laura Smith/Justin Carroll

   One of the final steps in the annual budget process includes the City Council formally adopting the 2027 Budgets by ordinance. There are no changes proposed to the 2027 Budgets approved by the City Council in September.

10. 2027 Budget Spending Authority – Laura Smith/Justin Carroll

    As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2027 adopted budgets.

DISCUSSION ITEMS

OTHER

11. Department Updates – Laura Smith

Brian Schmid, Chairperson
Ben Chociej, Vice-Chairperson