

**The City of Lee's Summit**  
**Action Letter**  
**Finance and Budget Committee**

Monday, February 10, 2020

5:30 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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**Call to Order**

Chairman Johnson called the February 10, 2020 Finance and Budget Committee meeting to order at 5:32 p.m.

**1. Roll Call**

Mayor Pro Temp Lopez left at 6:35 p.m.

**Present:** 4 - Chairperson Bob Johnson  
Vice Chair Beto Lopez  
Councilmember Diane Forte  
Councilmember Trish Carlyle

**2. Approval of Agenda**

**A motion was made by Councilmember Forte, seconded by Councilmember Carlyle, to approve the agenda as published. The motion carried by a unanimous 4-0 vote.**

**3. Public Comments**

There were no Public Comments.

**4. Business**

- A.** [2020-3260](#) Approval of January 13, 2020, Finance and Budget Action Letter.

**A motion was made by Vice Chair Lopez, seconded by Councilmember Forte, to approve the January 13, 2020 Action Letter. The motion carried by a unanimous 4-0 vote.**

- B.** [BILL NO. 20-18](#) An Ordinance approving the award of Bid No. 2020-010, for the processing and mailing of utility bills and notices, to KC Presort, LLC, for an initial term of one-year, with up to four, one-year renewals, and authorizing the City Manager to execute an agreement for the same by and on behalf of the City of Lee's Summit, Missouri.

(Note: This item was first heard at F&BC on 2/10/20. City Council remanded this item back to F&BC on 2/18/20.)

Public Comment:

Mr. Greg Talbot spoke in opposition to this bid proposal. He had concerns about the bid process and unused inventory (envelopes). He also mentioned

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services that his company currently provides that were not included in the bid proposals.

**A motion was made by Councilmember Carlyle, seconded by Councilmember Forte, to move BILL NO. 20-18 from the table for further discussion. This motion passed by a unanimous 4-0 vote.**

**A motion was made by Councilmember Forte, seconded by Mayor Pro Tem Lopez, to amend BILL NO. 20-18 to a one year contract with no chance of renewal. This motion passed by a 3-1 vote (Councilmember Carlyle "No").**

**A motion was made by Mayor Pro Tem Lopez, seconded by Councilmember Forte, to recommend BILL NO. 20-18 for approval to the City Council as amended. This motion passed by a 3-1 vote (Councilmember Carlyle "No").**

- K. [2020-3311](#) Presentation of the Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2019 by Rubin Brown LLP.

**This matter was received and filed.**

- E. [BILL NO. 20-33](#) An Ordinance approving the Lease Agreement between Roger L. and Sheryl L. Fender and the City of Lee's Summit, Missouri, for the use of the property at 216-218 SE Douglas Street for additional downtown public parking, and authorizing the Mayor to execute the same. (F&BC 2/10/20)

**A motion was made by Councilmember Forte, seconded by Councilmember Carlyle, that this Ordinance be recommended for approval to City Council. The motion carried by a unanimous 4-0 vote.**

- C. [BILL NO. 20-34](#) An Ordinance Amending the Schedule of Fees and Charges to Establish a Card Payment Service Fee for Payments made through the Water Utilities Website for the City of Lee's Summit, Missouri. (F&BC 2/10/20)

**ACTION: A motion was made by Vice Chair Lopez, seconded by Councilmember Forte, that this Ordinance be recommended for approval to City Council. The motion carried by a unanimous 4-0 vote.**

- D. [BILL NO. 20-35](#) An Ordinance authorizing the execution of an agreement by and between the City of Lee's Summit, Missouri and Hofer Wysocki Architects, LLC in an amount not to exceed \$684,700.00 (RFQ #2020-20) for professional architecture services for renovation of the police and courts building, and authorizing the City Manager to enter into an agreement for the same. (F&BC 2/10/20)

**A motion was made by Councilmember Carlyle, seconded by Councilmember Forte, that this Ordinance be recommended for approval to City Council. The motion carried by a unanimous 4-0 vote.**

- G. [2020-3282](#) Presentation of the FY20 General Fund Mid-Year Projections

**This Presentation was received and filed.**

- I. [BILL NO. 20-37](#) An Ordinance approving Amendment No. 7 to the budget for the Fiscal Year ending June 30, 2020, as adopted by Ordinance No. 8643 and Ordinance No. 8652, by amending the authorized expenditures to projected year end amounts

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for the City of Lee's Summit, Missouri. (F&BC 2/10/20)

**A motion was made by Councilmember Carlyle, seconded by Councilmember Forte, that this Ordinance be recommended for approval to City Council. The motion carried by a unanimous 3-0 vote (Mayor Pro Tem Lopez "Absent").**

- F. [BILL NO. 20-32](#) An Ordinance approving the 2020 Jackson County Board of Election Commissioners Poll Contracts and authorizing the Mayor to execute the same by and on behalf of the City. (F&BC 2/10/20)
- A motion was made by Councilmember Forte, seconded by Councilmember Carlyle, that this Ordinance be recommended for approval. to the City Council. The motion carried by a unanimous 3-0 vote (Mayor Pro Tem Lopez "Absent").**
- H. [BILL NO. 20-36](#) An Ordinance approving Amendment No. 6 to the budget for the Fiscal Year ending June 30, 2020, as adopted by Ordinance No. 8643 and Ordinance No. 8652, by amending the authorized expenditures for the City of Lee's Summit, Missouri. (F&BC 2/10/20)
- A motion was made by Councilmember Forte, seconded by Councilmember Carlyle, that this Ordinance be recommended for approval. to the City Council. The motion carried by a unanimous 3-0 vote (Mayor Pro Tem Lopez "Absent").**
- J. [BILL NO. 20-38](#) An Ordinance approving Amendment No. 8 to the budget for the Fiscal Year ending June 30, 2020, as adopted by Ordinance No. 8643 and Ordinance No. 8652, by amending the authorized expenditures and revising the authorized amount of Full Time Equivalents in the Airport Fund for the City of Lee's Summit, Missouri. (F&BC 2/10/20)
- A motion was made by Councilmember Carlyle, seconded by Councilmember Forte, that this Ordinance be recommended for approval. to the City Council. The motion carried by a unanimous 3-0 vote (Mayor Pro Tem Lopez "Absent").**
- L. [2020-3285](#) Presentation of the FY20 December General Fund Financial Dashboards

**This matter was received and filed.**

## 5. Roundtable

Councilmember Forte spoke regarding the large fire at Shining Light Music this week. She stated the people that own the building expressed to her how kind the fire department was. She wants the employees involved to know how much their kindness is appreciated.

Councilmember Carlyle asked staff to e-mail committee members how much an RFP process (including staff hours) costs. Staff stated it would fluctuate depending on the different types of proposals and asked if the request is only for the RFP process or all procurement processes (bids, RFQ, etc). Councilmember Carlyle clarified she would like to see the information for all types of procurement processes.

## 6. Adjournment

There being no further business, Chairman Johnson adjourned the February 10, 2020 Finance and Budget Committee meeting at 7:09 p.m.

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