

City of Mission

CITY COUNCIL WORKSESSION

June 22, 2016

6:00 p.m.

Mission City Hall, 6090 Woodson

AGENDA

- 1. General Fund Budget**
- 2. Adjournment**

Mission City Hall
6090 Woodson, Mission, Kansas
913-676-8350



MEMORANDUM

Date: June 17, 2016
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: 2017 General Fund Budget - First Draft

During our June 22nd Worksession, we will review the City's General Fund budget. The General Fund is used to account for resources traditionally associated with providing government services that are not legally, or by sound financial management practices, required to be accounted for in a separate fund. The General Fund supports the basic operations of the City including police, municipal court, public works, parks and recreation, community development, neighborhood services, administration and legislative services and programs.

Departments have worked, both individually and as a team, to develop the 2017 General Fund budget. Each year we face a unique set of challenges as we form the policies, priorities and alternatives which ultimately get us to a final recommended budget. This draft was built on a series of assumptions and directives including, but not limited to

- Historical revenue and expenditure patterns
- Council goals/objectives - both service delivery and financial
- Policy direction provided through the 2016 Budget Resolution (Exhibit A)
- Anticipated trends in employee benefits
- Capital equipment needs

Included for your review are both summary and detailed information for the General Fund Budget. You will see 2015 Actuals, 2016 Budget and 2017 Proposed columns to provide some historical perspective. Please note, however, that as the budget is developed, staff is actually looking at 5+ years of historical data to ensure that we are not over- or underestimating revenues or expenses.

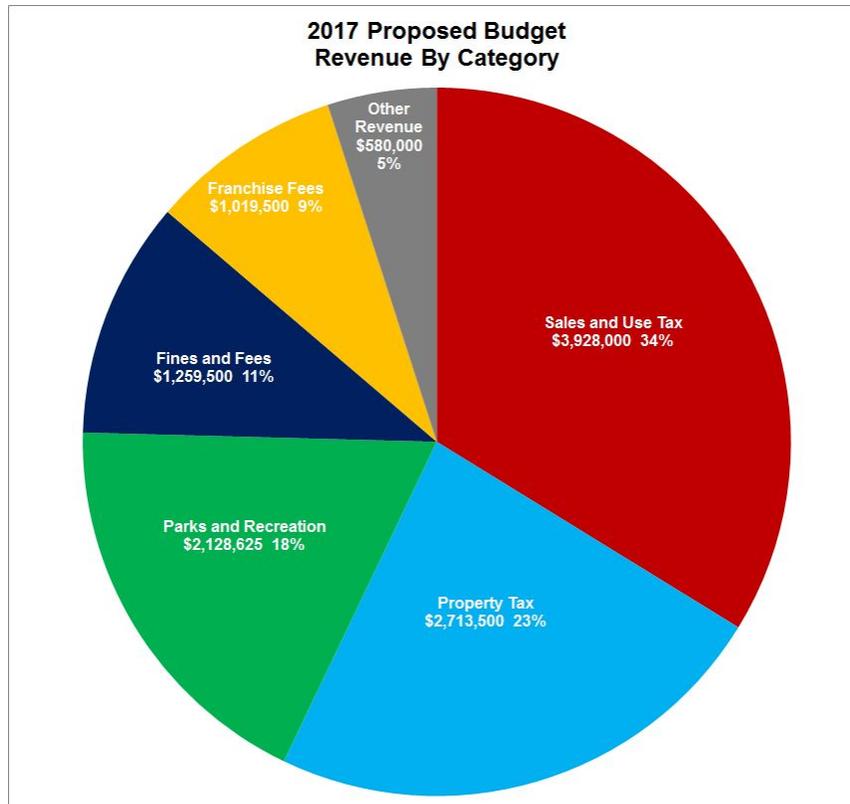
Revenue Highlights

For the second year in a row, we added significantly (approximately \$400,000) to the General Fund fund balance. At the end of 2015, we exceed the Council's fund balance policy (25% of annual revenues). This was accomplished several years ahead of our projections, and helps to relieve pressure among competing priorities for future budgets.

Revenues between 2016 and 2017 increased by 5.25%. There are shifts in trends for specific revenue categories (sales taxes, fines, community center), but no one category/revenue stream demonstrates increases significant enough to keep pace with inflation, increases in personnel costs or ongoing capital equipment or facility needs.

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Revenues were developed based on historical trends, data provided by the Departments and with consideration of the impact of new development/redevelopment within the City. Revenues are shown in both summary and detail for your review and information.



Total estimated revenues in the 2017 General Fund budget are \$11.6 million. The proposed budget assumes the current mill levy of 18.225 mills remains constant. Of the total mill levy, 7 mills are assessed for street maintenance (replaces Transportation Utility Fee) and the remaining 11.225 mills are dedicated to operations in the General Fund budget.

The 2017 Proposed Budget does not include any revenue from the new ¼-cent sales tax that the County plans to place on the November 2016 ballot. The sales tax would be “special purpose” for the Courthouse and Coroner’s Facility project as presented at the June 15th City Council meeting. If approved, the Sales Tax would become effective April 1, 2017 and pass-through distributions would begin mid-year. Based on the County’s projections, Mission could anticipate receiving as much as \$230,000 annually, for a total of an estimated \$2.3 million over the 10-year life of the sales tax. While restricted in use at the County level, the City has no restrictions on how the funds could be used.

During the 2016 Legislative session, the effective date for the property tax lid was moved from January 1, 2018 to January 1, 2017. Although there are exemptions available under the new legislation, this is



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effectively the last budget cycle where the City Council will have the exclusive authority to increase the mill levy without the potential for a public vote. We will discuss the challenges and opportunities associated with the property tax lid in more detail during the worksession.

General Fund Expenditures

This year, our budget discussions will include recommended revisions/additions to the 2016 budget, as well as what is proposed for 2017. This is a practice used by other cities and one I want to continue in the future as needs and priorities may dictate. The 2016 Budget has been revised to include the purchase and installation of new security cameras and phones in all City facilities. Approximately \$80,500 was already budgeted in 2016 (\$50,000 General Fund and \$30,500 Parks and Recreation Sales Tax Fund) to accomplish portions of this project. However, since the 2016 budget was put together, we have experienced significant issues and outages system-wide, and since both are critical to the operation of the City, I don't believe this can be delayed or phased. Exhibit B details the scope, costs and benefits of the recommended projects. The General Fund Budget Summary illustrates that this recommendation can be accomplished while still maintaining a fund balance of 25%.

As staff develops a proposed budget we consider many options and alternatives to bring it into balance, and over the years, we have used any and all of the following to reach a recommended budget:

- Eliminating budgeted staff positions
- Reducing or eliminating money available for merit increases
- Delaying the purchase of capital equipment
- Eliminating/reducing "non-essential" budget items
- Privatizing or outsourcing services to achieve efficiencies or economies of scale

While we do not use a "zero-based budget" approach, we do carefully review and evaluate each line item annually. There are still both needs (particularly facility-related) and wants which have not been specifically included in the budget as presented, but I am pleased to report that in building the 2017 Proposed Budget, we have been able to accomplish a number of Council goals and objectives. Policy assumptions included in the 2017 base budget include:

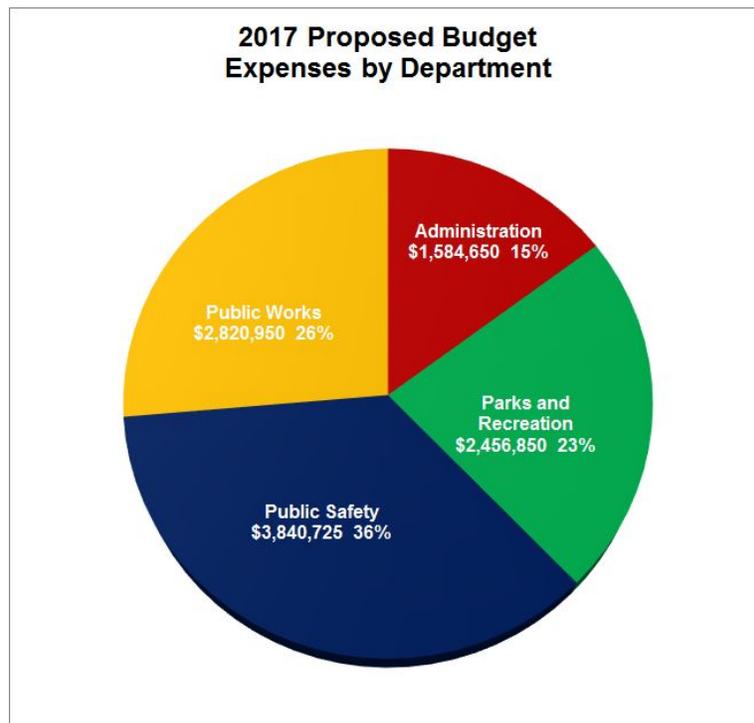
- Subsidizing a portion of the annual Solid Waste Utility Rate for single-family property owners. There will be no rate increase for the 2017 contract. A transfer to the Solid Waste Utility Fund in the amount of \$85,000 is budgeted.
- Maintenance of the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 75% of total city mill excluding special assessments, and 50% rebate of the solid waste utility fee. Current rebate program costs are budgeted at \$20,000.
- Establishing a transfer to create a facility/equipment reserve fund (\$250,000).
- Personnel costs reflect a 3% merit pool, and an 8% increase in health/welfare costs. The 2017 Proposed Budget includes no new positions, and no budgeted "lapses" in FTEs.
- Funding for a city-wide classification and compensation study/update (\$25,000) to review job duties, allocate positions to salary grades that reflect their relative worth and market value, establish

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qualifications for recruitment, testing, and selection, areas of responsibility and reporting relationships and define standards of work performance. These studies entail a thorough job analysis for each position in the organization. The job analysis is compared against the existing job description to ensure that they accurately reflect the work and are compliant with state and federal laws including the American with Disabilities Act and the Fair Labor Standards Act.

- Adding the \$20,000 requested by the Tree Board to develop a tree maintenance and replacement program for City-owned properties.
- Increasing funding for the Business Improvement Grant (BIG) Program from \$27,000 to \$35,000.
- Including a Park Maintenance budget of \$15,000 in the Public Works Department, in direct response to recommendations outlined in the Parks and Recreation Master Plan.
- The Community Center budget attains a cost recovery of approximately 95%. Staff continues to work on options for impacting both revenues and expenditures as we continue to work to achieve 100% self-sufficiency.
- Funding for the highest priority capital equipment purchases for each Department.
- Funding for replacement of the financial management system (originally budgeted in 2014)
- Deferred IT hardware and software upgrades.

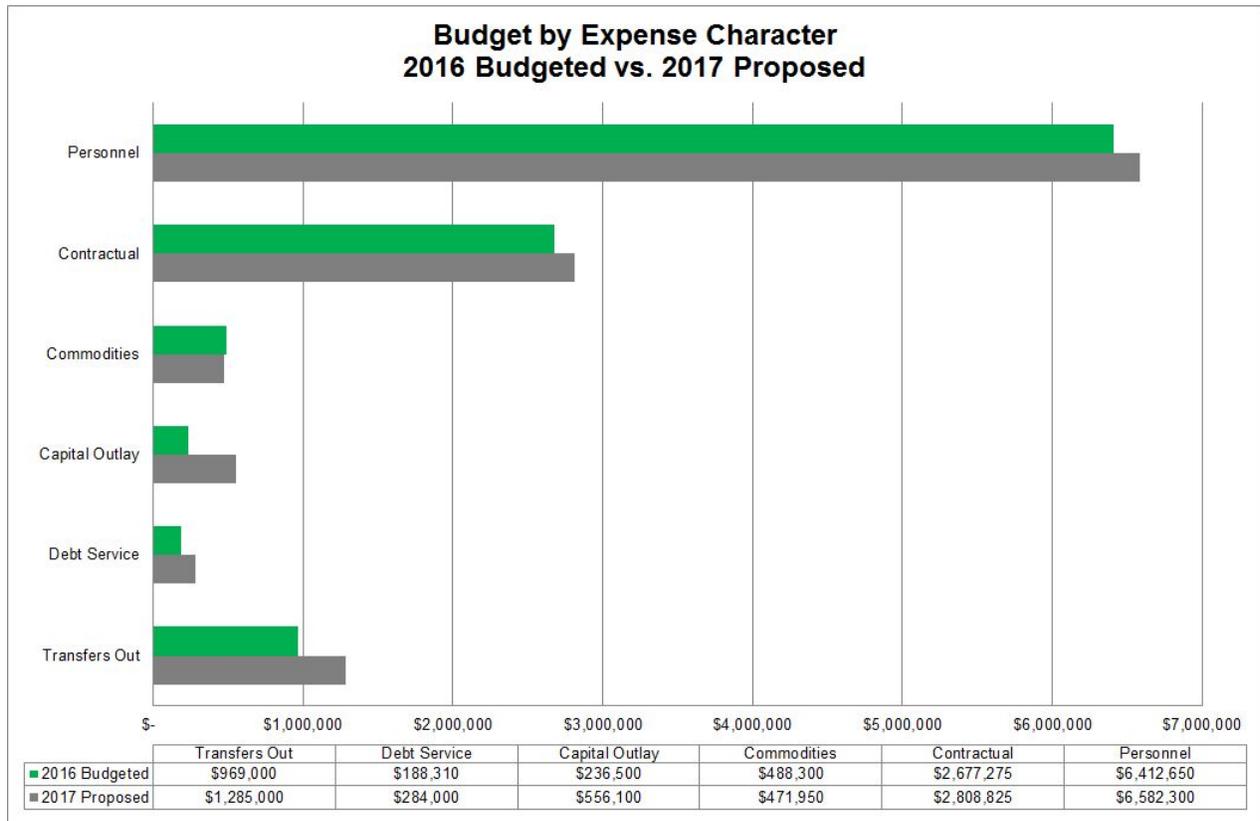
The 2017 Proposed Budget General Fund expenditures show an increase of 8.09% from the 2016 Budget, 7.67% if transfers are excluded. The expense drivers are capital equipment purchases and leases, which were increased to account for deferrals in prior years. The 2017 General Fund Expenditures by Department are detailed in the graph below:





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The packet includes summary and line item detail for each Department, a narrative summary of departmental functions/goals/objectives, and an organizational chart. Although we do not expect to cover each line item during the worksession, Department Directors will be available to answer specific questions and to highlight changes or increases in their annual budgets. Comments on each of the major categories included in the budget (Personnel, Contractuals, Commodities, Capital, Transfers) are detailed in the graph and narrative below:



Personnel

The largest expenditure category in the General Fund is Personnel Services. It takes human resources – people – to deliver our services. Budgeted at approximately \$6.58 million, these costs represent approximately 60% of the General Fund budget. The Council has historically communicated a desire to maintain a competitive salary and benefit package for employees.

Contractuals/Commodities

Contractual services and commodities make up the next largest share of the General Fund expenses,



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accounting for a combined total of approximately \$3.3million in the 2017 Budget. Contractual services are just that, things that are provided or secured through contracts with others. This could include utilities, legal services, engineer/architect services, prisoner housing, maintenance/operation of traffic signals and a variety of other things. Commodities are consumable goods such as fuel, salt, program supplies, etc. Careful and consistent management of the Departmental Budgets continues to provide for controlled expenditures in both of these categories.

Capital/Debt Service

The 2017 Budget includes funding to cover all current lease-purchase obligations for capital equipment, such as streetlights, police vehicles and the street sweeper. Capital expenditures reflect purchases which we anticipate making outright, and are based on vehicle and equipment replacement schedules maintained by each Department.

Existing lease/purchase obligations and the identified capital or facility needs average \$600,000-800,000 annually. For several years, the Council has expressed a desire to dedicate revenues to specifically fund capital equipment and facility needs. The 2017 proposed budget sets aside \$250,000 for a reserve fund to begin to address needs such as vehicles, equipment, building repairs and maintenance and parking lots (both at City facilities and other city-owned lots). The capital items included in the the 2017 Budget are detailed in Exhibit C.

Transfers

Transfers are used to support programs and activities that are budgeted in another fund. The 2017 budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$950,000 for street maintenance. This represents a transfer of the revenues generated by the 7 mills dedicated to streets. A transfer in the amount of \$85,000 is also included in the General Fund. This represents the transfer to the Solid Waste Utility fund to subsidize a portion of the residential trash service contract. This subsidy would maintain the cost of trash/recycling/yard waste/bulky item service for a single-family property at \$13.59 per month.

Summary/Next Steps

In order to achieve the goals/objectives detailed above, some trade-offs were necessary in the 2017 Proposed Budget. Most notably, the annual expenditures exceed the revenues (\$365,450) resulting in a reduction in the fund balance from 25% to 21%. Staff will detail our rationale for this approach during the worksession, recognizing it is not a sustainable way to budget for the long-term. It should be noted, however, that the fund balance shown at the end of 2017 is equivalent to approximately three (3) months of General Fund operating expenses; a commonly recognized standard in municipal government.

The 2017 Budget is conservative and provides a foundation which we need to challenge ourselves to think beyond, particularly in light of the property tax lid implications that we face in less than a year. Both in the General Fund, and in the Community Investment Program (discussed July 6th), our focus should be on



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strategic investments, items that go directly to maintaining the infrastructure of our community and underpinning our long-term property values. We also need to remain committed to achieving and maintaining our fund balance goals, and find ways to thoughtfully address our facility and equipment needs; all important investments in Mission's future.

I look forward to Council discussion and feedback on the 2017 Proposed General Fund Budget. Arriving at a recommended budget is a balancing act of reviewing both the revenue and expenditure sides of the equation, and exploring the pros and cons of the various alternatives. If you have questions prior to Wednesday night's meeting, please do not hesitate to contact me.

**CITY OF MISSION, KANSAS
RESOLUTION NO. 948**

A RESOLUTION ESTABLISHING BUDGET POLICIES FOR BUDGET YEAR 2016 FOR THE CITY OF MISSION, KANSAS.

WHEREAS, the City of Mission must continue to provide basic services to protect the health, safety, and welfare of the citizens of this community; and

WHEREAS, the City of Mission continues to promote a redevelopment vision designed to bring increased density to our commercial corridors to positively impact property values and lower the per capita cost of basic services; and

WHEREAS, it is important to fund the replacement and repair of public infrastructure such as streets, sidewalks, storm water structures, parks, and public facilities to encourage private redevelopment; and

WHEREAS, the City has implemented more transparent methods for paying for services and infrastructure through dedicated stormwater, solid waste, parks and recreation, and street revenues;

NOW, THEREFORE, be it resolved by the Governing Body of the City of Mission:

Section 1. The Governing Body establishes the following policies to maintain the public infrastructure as part of the Community Investment Program (CIP) within the 2016 Budget.

1. Increase the Stormwater Utility Fee from \$23.00 per ERU per month to \$28 per ERU per month. This would provide an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service.
2. Maintain the current property tax mill rate of 10.500 mills in Rock Creek Drainage District #1 and Rock Creek Drainage District #2. The Drainage Districts generate approximately \$80,000 in combined annual revenue.
3. Suspend the Transportation Utility Fee in the 2016 Budget.
4. Increase the mill levy in the General Fund by 7.0 mills (estimated total mill rate of 18.354). The revenues generated from the mill increase (\$833,000 annually) will be transferred to the Capital Improvement Fund to support the residential street maintenance program.
5. Use the revenues from the 3/8-cent Parks & Recreation Sales Tax for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities. The sales tax generates approximately \$800,000 annually.

Section 2. The Governing Body has established the following policies to maintain basic services and city operations as part of the General Fund and within the 2016 Budget.

1. Preserve the equivalent 2015 mill levy rate (11.354) for General Fund operations. Although the total mill to be levied in the General Fund is 18.354, the revenues generated by the 7.0 mill increase will be used exclusively for street maintenance.
2. Maintain a General Fund balance of no less than \$2.0 million. The City's goal for reserve funds is 25% of our total General Fund revenues. To reach that goal, the city would need to have a General Fund balance of approximately \$2.5 million.

3. Maintain the Solid Waste Utility Rate at \$13.59 per month for single-family property owners. An estimated transfer in the amount of \$85,000 from the General Fund subsidizes single-family residential trash service from Deffenbaugh, which will be contracted at a rate of \$15.79 per month per home in 2016.
4. Continue to implement merit pool increases for outstanding employee performance.
5. Fund replacement of the highest priority needs from the 10-year replacement schedule, including replacement of the Police Department's front line fleet, a skid steer in Public Works, the phone system at City Hall/Police Department and the Neighborhood Services vehicle. Capital equipment replacement will be accomplished through purchase and lease-purchase and is estimated at \$236,500.
6. Maintain the Franchise and Mill Rate Rebate program at 100% of the City Franchise Fees, 100% of the total City Mill exclusive of all City special assessments, and 50% rebate of the Solid Waste Utility Fee. This expense is estimated at approximately \$18,000.
7. Increase the cost recovery goal for the Community Center from 80% to 90% of operating costs, excluding capital.

Section 3. The Governing Body directs staff to pursue the following areas as part of on-going budget considerations.

1. Continue to research and present options for a sales tax election within the next 6-9 months that would fund full-depth reconstruction projects and maintenance of major thoroughfares in the City's street program.
2. Continue to look for partnership options that could decrease costs supported by Mission taxpayers.
3. Continue to aggressively manage department expenditures to be as efficient as possible in using limited resources to deliver high quality services.
4. Use the results of the 2015 DirectionFinder survey to evaluate and articulate Council goals and objectives for upcoming budget cycles.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION on this 19th day of August 2015.

APPROVED BY THE MAYOR on this 19th day of August 2015.

Steve Schowengerdt, Mayor

ATTEST:

Martha Sumrall, City Clerk

Exhibit B
Phone, Security Camera, and Related Upgrades - Proposed 2016 Budget Addition

This project is a combination of necessary, interrelated upgrades to the City's buildings.

Phones: The City's phone system is an analog system manufactured in, approximately 2000. It is unreliable, has severely limited capabilities compared to a modern phone system, and restricts the City's ability to add new phones. Most importantly, the systems presents a high reliability risk. Replacement parts are unavailable, and a failure in this system would significantly disrupt operations throughout the City for days or weeks. A new phone system allows phones to use the building's data cabling for flexible placement, enables more efficient management of call volume through better management, and allows employees more freedom in how they use their phones (ex. voicemail-to-email, phone forwarding to cell phones, etc.)

Cameras: The City operates on a set of three different, independent camera systems covering City Hall, the Police Department, and the Community Center. The Public Works facility and Aquatic Center are not monitored. The three systems in operation are unreliable, difficult to maintain or retrieve investigatory evidence from, and do not provide coverage in essential areas. In the event of theft, a drowning, or an injury involving an employee or a prisoner, the City risks significant liability. A new, unified system solves these problems, would be much easier to maintain and expand, and provides other benefits. It can issue real-time alerts when activity is detected in restricted areas and allow officers responding to calls on City property to view conditions remotely.

Other: The project also includes other, complementary upgrades. Recabling allows us to increase speed, reliability, and to place ports near workstations. Replacement of the lobby ceiling with drop ceiling tiles reduces the initial and ongoing cost of data cabling, and it also enables future upgrades to City Hall at significantly reduced difficulty and cost. Finally, a set of glass break sensors protecting the Police Department's ground floor windows helps to reduce overall project cost by eliminating exterior camera installations.

Project Budget	
Security Cameras	\$101,000
Phone System	\$55,500
Recabling of City Hall	\$20,500
Lobby Drop Ceiling Renovation	\$20,000
Johnson County Project Fees	\$7,000
Contingency	\$22,000
Total	\$226,000
Total (General Fund)	\$195,500
Total (Parks and Recreation Sales Tax)	\$30,500

Exhibit C
Capital Budget Items

General Fund Departments	<u>FY 2016</u>	<u>FY 2017</u>
<u>General Overhead</u>		
Phone System/Camera System/Cabling	\$ 226,192	\$ -
Techonology Replacement		\$ 75,000
Financial Management Software	<u>\$ -</u>	<u>\$ 100,000</u>
	\$ 226,192	\$ 175,000
 <u>Legislative</u>	 \$ -	 \$ -
 <u>Administrative</u>	 \$ -	 \$ -
 <u>Municipal Court</u>	 \$ -	 \$ -
 <u>Neighborhood Services</u>		
Field Vehicle	\$ 21,500	\$ -
 <u>Public Works</u>		
Skid Steer Loader	\$ 65,000	\$ -
Front Wheel Loader	-	175,000
Mowers	-	20,000
Shop Air Compressor	-	5,000
One and a half ton truck	-	80,000
Half ton Truck (Parks and Recreation)	<u>-</u>	<u>35,000</u>
	\$ 65,000	\$ 315,000
 <u>Community Development</u>		
Office Furnishings - Plan Review Table, Cabinets, Desk	\$ -	\$ 1,000
 <u>Pool</u>	 \$ -	 \$ -
 <u>Community Center</u>	 \$ -	 \$ -
 <u>Police</u>		
Police Vehicles	100,000	55,500
Handguns / Shotguns	-	1,000
Radar - Two	<u>-</u>	<u>3,500</u>
	100,000	60,000
Total	\$ 412,692	\$ 551,000

City of Mission Budget Worksheet - 2017 Budget Year

	Actual 2015	Budget 2016	Proposed 2017	% of Difference 2016 to 2017
<u>BEGINNING FUND BALANCE</u>	\$ 2,341,433	\$ 2,860,180	\$ 2,811,996	
<u>REVENUES</u>				
Property Taxes	\$ 1,300,360	\$ 1,335,000	\$ 1,520,000	13.86%
Property Taxes For Streets	-	833,000	950,000	14.05%
Motor Vehicle Taxes	159,066	160,118	243,500	52.08%
Sales/Use Taxes	3,078,281	2,730,000	2,740,000	0.37%
Franchise Taxes	1,009,649	1,050,000	1,019,500	-2.90%
Licenses and Permits	143,010	145,500	150,650	3.54%
Review/Plan Inspection Fees	247,902	150,000	200,000	33.33%
Police Fines	964,828	1,250,000	1,259,500	0.76%
Service Charges	510,404	200,000	167,350	-16.33%
Pool Revenues	104,545	107,000	108,000	0.93%
Community Center Revenue	1,780,144	1,793,125	2,020,625	12.69%
Intergovernmental Revenue	1,128,918	1,147,800	1,188,000	3.50%
Miscellaneous and Other	79,889	117,000	62,000	-47.01%
TIF/CID Proceeds	42,527	-	-	
Bond/Lease Proceeds	221,260	-	-	
Transfers In	25,518	30,500	-	
Total	\$ 10,796,303	\$ 11,049,043	\$ 11,629,125	5.25%
<u>EXPENSES</u>				
Personnel Services	\$ 6,088,062	\$ 6,412,650	\$ 6,582,300	2.65%
Contractual	2,464,837	2,677,275	2,820,325	5.34%
Commodities	398,717	488,300	471,950	-3.35%
Capital Outlay	414,167	412,692	551,000	33.51%
Debt Service	79,865	188,310	284,000	50.82%
TIF CID Payment	8,567	-	-	
Contingency/Reserve	178,340	-	250,000	
Sub Total for Expenses	\$ 9,632,556	\$ 10,179,227	\$ 10,959,575	7.67%
Transfers Out				
Storm Drain Utility	\$ 560,000	\$ -	\$ -	
Capital Improvement Fund	-	833,000	950,000	
Solid Waste Fund	85,000	85,000	85,000	
Sub Total for Transfer Out	\$ 645,000	\$ 918,000	\$ 1,035,000	12.75%
Total for Expenses	\$ 10,277,556	\$ 11,097,227	\$ 11,994,575	8.09%
<u>DIFFERENCE</u>	\$ 518,747	\$ (48,184)	\$ (365,450)	
<u>ENDING FUND BALANCE</u>	\$ 2,860,180	\$ 2,811,996	\$ 2,446,546	
Percentage of Fund Balance to Revenues	26%	25%	21%	

City of Mission Budget Worksheet - 2017 Budget Year

Revenue Detail

	Actual 2015	Budget 2016	Proposed 2017
<u>Property Tax</u>			
Real Estate Tax (General Property Tax)	1,296,911	1,320,000	1,500,000
Delinquent Real Estate Tax	3,449	15,000	20,000
Property Tax	1,300,360	1,335,000	1,520,000
<u>Property Tax for Streets (7 Mills)</u>	-	833,000	950,000
<u>Motor Vehicle Tax</u>			
Motor Vehicle Tax	156,487	158,291	240,000
Recreational Vehicle Tax	315	436	500
Heavy Truck Tax	1,687	1,391	3,000
Rental Excise Tax	-	-	-
Delinquent Personal Property Tax	577	-	-
Motor Vehicle Tax	159,066	160,118	243,500
<u>City Sales/Use Tax</u>			
City Sales Tax	2,163,877	2,200,000	2,200,000
City Use Tax	914,404	530,000	540,000
City Sales/Use Tax	3,078,281	2,730,000	2,740,000
<u>Franchise Tax</u>			
KCP&L	611,095	585,000	630,000
KS Gas Service	212,333	255,000	200,000
SBC Telephone	29,359	51,000	26,000
Sure West Telephone	6,872	-	4,000
AT&T (SBC) Video	60,392	62,000	64,000
Sure West Video	20,722	22,000	22,000
Time Warner Video	68,835	75,000	72,000
Google (New)	41	-	1,500
Franchise Tax	1,009,649	1,050,000	1,019,500
<u>Licenses and Permits</u>			
Occupational License	90,191	90,000	90,000
Public Works Permits	4,041	3,500	4,500
Rental License	29,792	40,000	35,000
Rental Inspection Fee	1,000	-	3,000
Tree Service License Fee	260	-	150
Sign Permit Fee	5,368	2,500	3,000
Land Use Fee	3,523	1,500	7,000
Liquor License	6,650	5,000	5,000
Operator/Solicitor/Massage License	2,185	3,000	3,000
Licenses and Permits	143,010	145,500	150,650

City of Mission Budget Worksheet - 2017 Budget Year

Revenue Detail

	Actual 2015	Budget 2016	Proposed 2017
<u>Intergovernmental Revenue</u>			
County Sales/Use Tax			
County Sales Tax	592,431	605,000	631,000
County Use Tax	<u>114,161</u>	<u>120,000</u>	<u>120,000</u>
County Sales/Use Tax	706,592	725,000	751,000
County Sales/Use Tax - Jail			
County Jail Sales Tax	147,226	153,000	151,000
County Jail Use Tax	<u>28,540</u>	<u>32,000</u>	<u>31,000</u>
County Sales/Use Tax - Jail	175,766	185,000	182,000
County Sales/Use Tax - Pub Safety			
County Public Safety Sales Tax	147,224	153,000	151,000
County Public Safety Use Tax	<u>28,520</u>	<u>32,000</u>	<u>31,000</u>
County Sales/Use Tax - Pub Safety	175,744	185,000	182,000
Alcohol Tax	57,129	42,800	58,000
Other Intergovernmental Revenue	13,687	10,000	15,000
Total for Intergovernmental	<u>1,128,918</u>	<u>1,147,800</u>	<u>1,188,000</u>
<u>Plan Review/Inspection Fees</u>			
JoCo Building Permit Fees	164,142	98,000	125,000
JoCo Plan Review Fees	<u>83,760</u>	<u>52,000</u>	<u>75,000</u>
Jo Co Plan Review/Inspection Fees	247,902	150,000	200,000
<u>Police Fines</u>			
Fines	909,388	1,200,000	1,200,000
Parking Fines	5,006	4,000	7,000
Alarm Fines	425	500	500
Police Dept. Lab Fees	1,210	-	500
Fuel Assessment Fees	33,504	35,000	35,000
ADA Accessibility Fees	8,556	8,500	9,000
Motion Fees	6,440	1,500	7,000
Expungent Fees	300	500	500
Court Appointed Attorney	-	-	-
Police Fines	<u>964,828</u>	<u>1,250,000</u>	<u>1,259,500</u>
<u>Service Charges</u>			
Court Costs	126,898	121,000	130,000
On Line Convenience	4,017	5,000	4,000
Charge for Services	-	-	-
Animal License	-	-	100
Reimbursed Expenses	369,345	62,000	20,000
NEAC Administrative Cost Reimbursement	8,946	7,250	9,000
Nuisance Abatement Fees	1,199	4,500	4,000
Weed Abatement Fees	<u>-</u>	<u>250</u>	<u>250</u>
Service Charges	510,404	200,000	167,350

City of Mission Budget Worksheet - 2017 Budget Year

Revenue Detail

	Actual 2015	Budget 2016	Proposed 2017
<u>Miscellaneous and Other</u>			
Interest/Investments	1,937	2,000	2,000
Sale of Fixed Assets	46,000	40,000	40,000
Farmer's Market	-	-	5,000
Miscellaneous	<u>31,952</u>	<u>75,000</u>	<u>15,000</u>
Miscellaneous and Other	79,889	117,000	62,000
<u>Pool Revenues</u>			
Outdoor Pool Membership	33,563	35,000	35,000
Outdoor Pool Front Desk	38,375	38,000	40,000
Outdoor Pool Concessions	20,472	20,000	20,000
Outdoor Pool Program Fees	4,575	5,000	5,000
Outdoor Pool Rental	2,220	3,000	3,000
Super Pool Pass Revenue	<u>5,340</u>	<u>6,000</u>	<u>5,000</u>
Pool Revenue	104,545	107,000	108,000
<u>Community Center Revenue</u>			
Community Center Membership	781,576	825,000	860,000
Community Center Rental	212,183	205,000	285,000
Community Center Program	287,694	340,000	350,000
Community Center Daily Fees	212,089	141,000	225,000
Community Center Misc.	10,507	15,000	10,000
Community Center Resale of Items	954	1,000	1,000
Community Center Sponsorship/Ads	-	3,000	1,500
Morrow Trust Fund	(940)	-	-
Mission Summer Program	222,956	210,000	235,000
Mission Square PILOTS	<u>53,125</u>	<u>53,125</u>	<u>53,125</u>
Community Center Revenues	1,780,144	1,793,125	2,020,625
<u>TIF/CID Proceeds</u>			
Mission Crossing TIF - Sales Tax	-	-	-
Mission Crossing CID - Sales Tax	(5,649)	-	-
Cornerstone Commons - CID Sales Tax	48,167	-	-
TDD Sales Tax	<u>9</u>	<u>-</u>	<u>-</u>
CID/TIF Proceeds	42,527	-	-
<u>Bond/Lease Proceeds</u>			
2015 Lease Purchase of Street Sweeper	221,260	-	-
2016 Lease Purchase of Police Vehicles	<u>-</u>	<u>-</u>	<u>-</u>
Bond/Lease Proceeds	221,260	-	-
<u>Transfers From Other Funds</u>			
Parks Sales Tax	<u>25,518</u>	<u>30,500</u>	<u>-</u>
Transfers From Other Funds	25,518	30,500	-
	<u>10,796,303</u>	<u>11,049,043</u>	<u>11,629,125</u>

City of Mission Budget Worksheet - 2017 Budget Year

Summary of Costs by Type of Expenditure For Proposed 2017

	<u>Personnel</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Total</u>
General Overhead	\$ -	\$ 285,000	\$ 45,250	\$ 175,000	77,000	\$ 582,250
Legislative	\$ 56,650	\$ 112,650	\$ 700	\$ -		\$ 170,000
Administration	\$ 802,050	\$ 32,400	\$ 450	\$ -		\$ 834,900
Municipal Court	\$ 291,000	\$ 21,575	\$ 8,000	\$ -		\$ 320,575
Neighborhood Services	\$ -	\$ -	\$ -	\$ -		\$ -
Public Works	\$ 839,400	\$ 880,300	\$ 153,350	\$ 315,000	\$ 57,500	\$ 2,245,550
Community Development	\$ 265,200	\$ 304,600	\$ 4,500	\$ 1,000		\$ 575,300
Parks and Recreation						
Mission Aquatic Center	\$ 166,500	\$ 59,700	\$ 39,500	\$ -		\$ 265,700
Sylvester Powell Jr. Community Center	\$ 1,397,900	\$ 700,250	\$ 93,000	\$ -		\$ 2,191,150
Police	\$ 2,763,600	\$ 423,850	\$ 127,200	\$ 60,000	\$ 149,500	\$ 3,524,150
TOTAL	<u>\$ 6,582,300</u>	<u>\$ 2,820,325</u>	<u>\$ 471,950</u>	<u>\$ 551,000</u>	<u>\$ 284,000</u>	<u>\$ 10,709,575</u>

City of Mission Budget Worksheet - 2017 Budget Year

Summary of Costs by Department

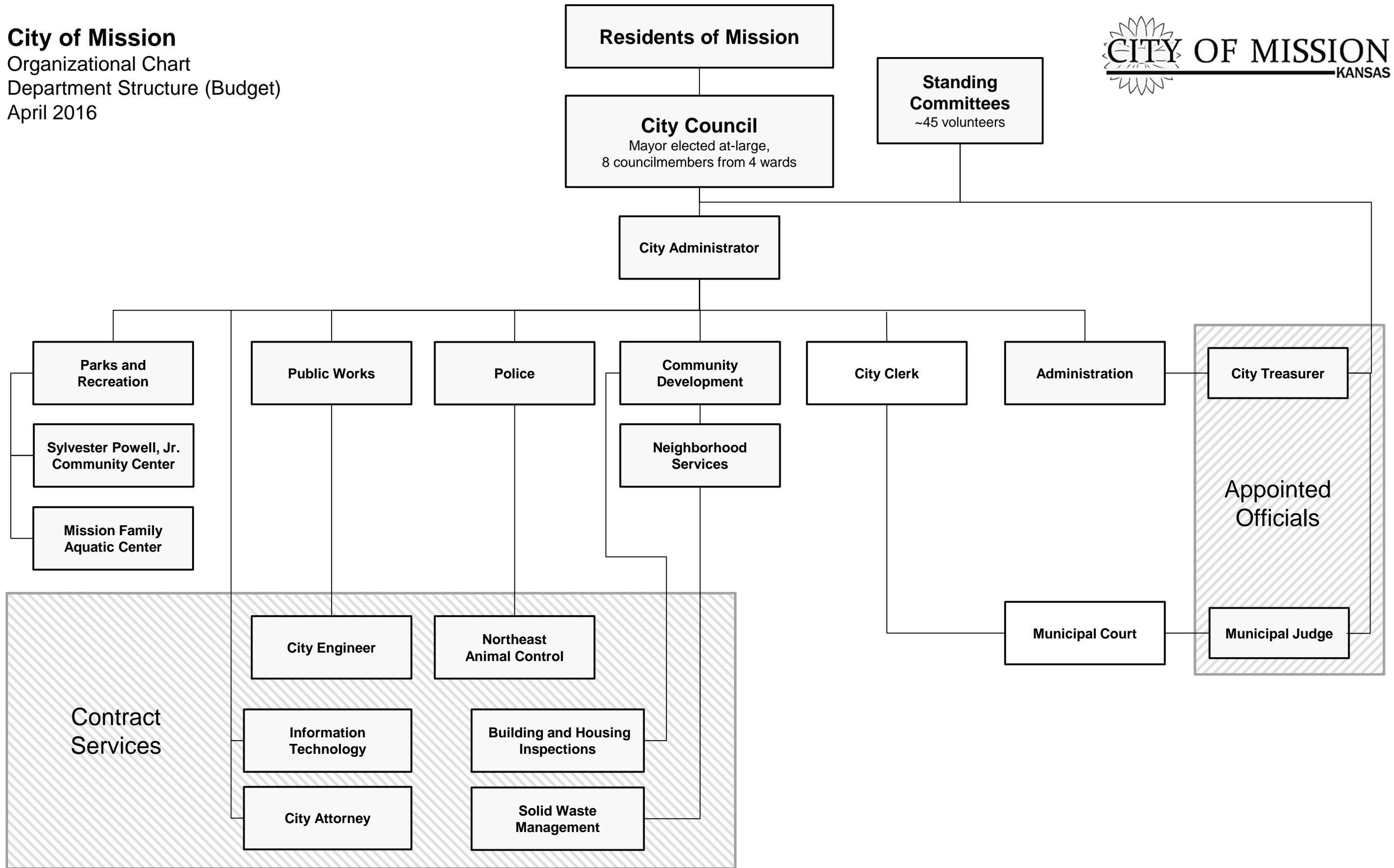
	Actual 2015	Budget 2016	Budget 2017	% Change 2016 to 2017
<u>General Overhead</u>				
Personal Services	\$ -	\$ -	\$ -	0.00%
Contractual Services	210,676	245,150	285,000	0.00%
Commodities	48,353	47,450	45,250	-4.64%
Capital Outlay	10,495	226,192	175,000	-22.63%
Debt Service	79,865	79,865	77,000	-3.59%
TOTAL	\$ 349,389	\$ 598,657	\$ 582,250	
<u>Legislative</u>				
Personal Services	\$ 51,011	\$ 56,500	\$ 56,650	0.27%
Contractual Services	81,492	102,100	112,650	10.33%
Commodities	99	700	700	0.00%
Capital Outlay	1,490	-	-	0.00%
TOTAL	\$ 134,092	\$ 159,300	\$ 170,000	
<u>Administration</u>				
Personal Services	\$ 706,585	\$ 719,000	\$ 802,050	11.55%
Contractual Services	26,464	23,450	32,400	38.17%
Commodities	135	650	450	-30.77%
Capital Outlay	3,137	-	-	0.00%
TOTAL	\$ 736,321	\$ 743,100	\$ 834,900	
<u>Municipal Court</u>				
Personal Services	\$ 294,281	\$ 307,300	\$ 291,000	-5.30%
Contractual Services	55,566	21,425	21,575	0.70%
Commodities	4,910	8,500	8,000	-5.88%
Capital Outlay	180	-	-	0.00%
TOTAL	\$ 354,937	\$ 337,225	\$ 320,575	
<u>Neighborhood Services</u>				
Personal Services	\$ 107,102	\$ 116,500	\$ -	-100.00%
Contractual Services	91,730	125,050	-	-100.00%
Commodities	1,327	1,600	-	-100.00%
Capital Outlay	-	21,500	-	-100.00%
TOTAL	\$ 200,160	\$ 264,650	\$ -	

City of Mission Budget Worksheet - 2017 Budget Year

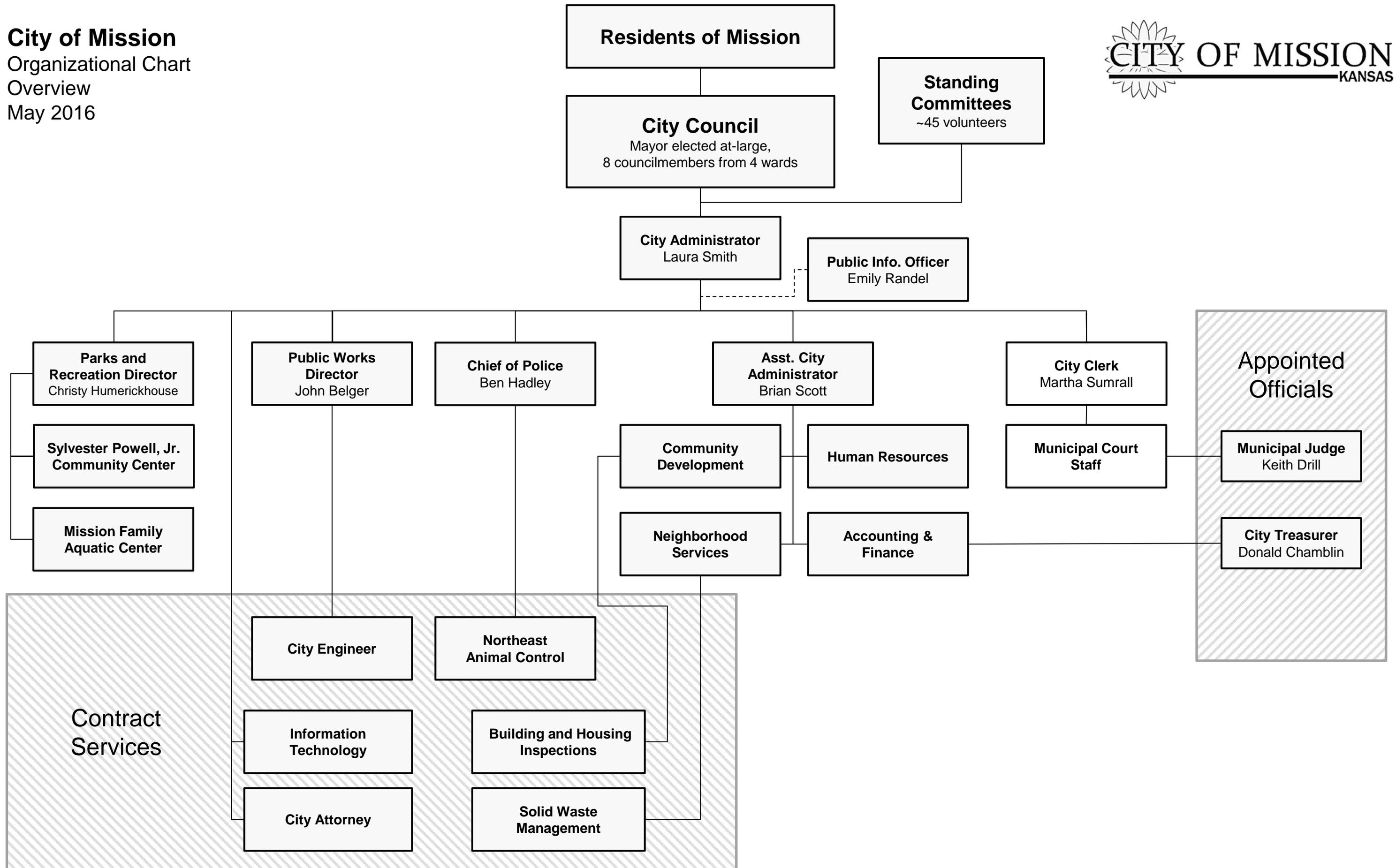
Summary of Costs by Department

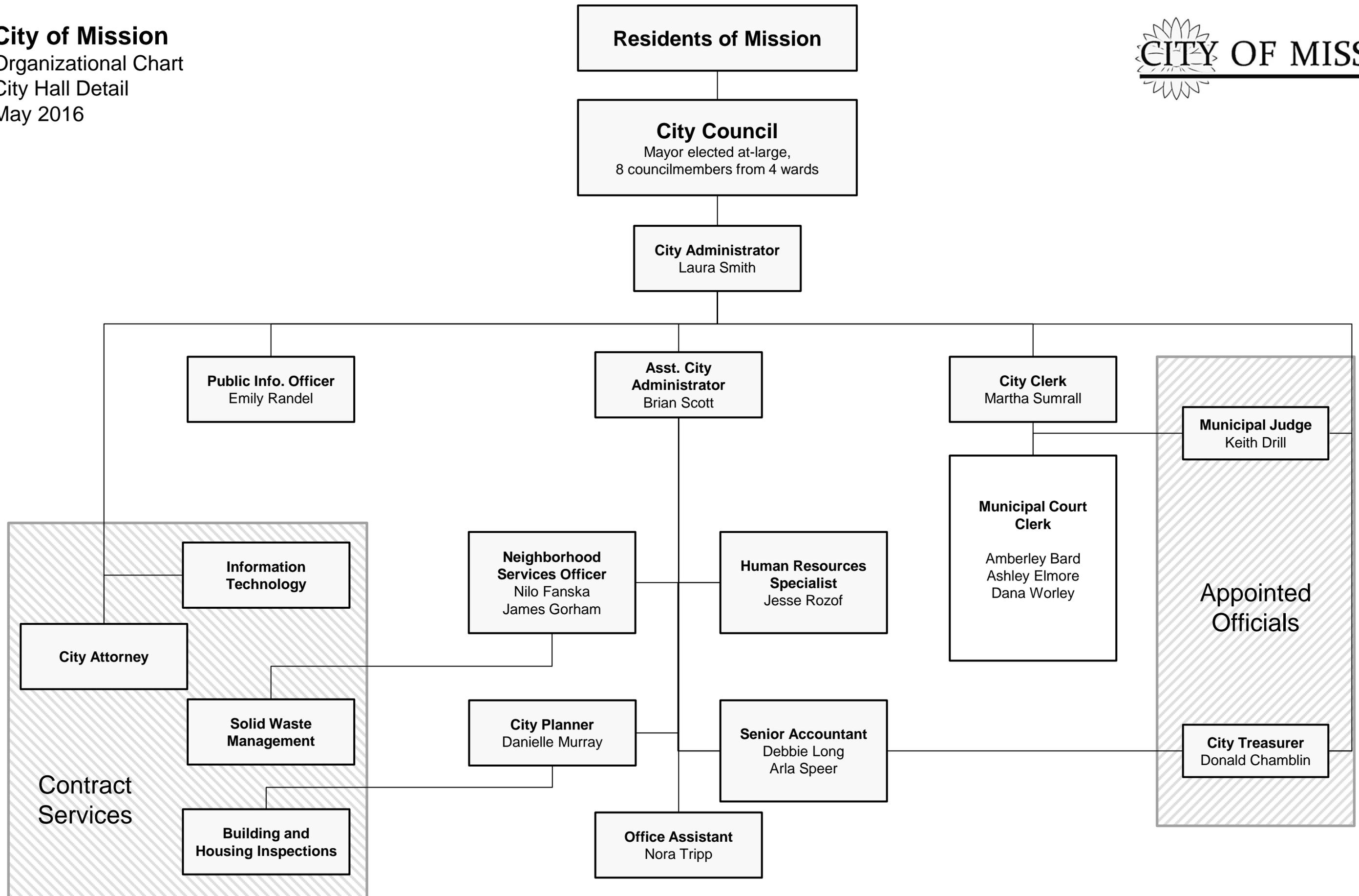
	Actual 2015	Budget 2016	Budget 2017	% Change 2016 to 2017
<u>Public Works</u>				
Personal Services	\$ 740,426	\$ 826,350	\$ 839,400	1.58%
Contractual Services	758,775	826,700	880,300	6.48%
Commodities	123,710	148,350	153,350	3.37%
Capital Outlay	255,654	65,000	315,000	384.62%
Debt Service	-	57,325	57,500	0.31%
TOTAL	\$ 1,878,565	\$ 1,923,725	\$ 2,245,550	
<u>Community Development</u>				
Personal Services	\$ 175,643	\$ 258,500	\$ 265,200	2.59%
Contractual Services	271,353	167,350	304,600	82.01%
Commodities	408	2,400	4,500	87.50%
Capital Outlay	-	-	1,000	0.00%
TOTAL	\$ 447,404	\$ 428,250	\$ 575,300	
<u>Mission Aquatic Center</u>				
Personal Services	\$ 101,945	\$ 136,500	\$ 166,500	21.98%
Contractual Services	47,461	58,450	59,700	2.14%
Commodities	30,989	42,000	39,500	-5.95%
Capital Outlay	-	-	-	0.00%
TOTAL	\$ 180,395	\$ 236,950	\$ 265,700	
<u>Community Center</u>				
Personal Services	\$ 1,333,977	\$ 1,259,500	\$ 1,397,900	10.99%
Contractual Services	655,826	733,250	700,250	-4.50%
Commodities	98,171	94,750	93,000	-1.85%
Capital Outlay	-	-	-	0.00%
TOTAL	\$ 2,087,973	\$ 2,087,500	\$ 2,191,150	
<u>Police</u>				
Personal Services	\$ 2,577,092	\$ 2,732,500	\$ 2,763,600	1.14%
Contractual Services	265,494	374,350	423,850	13.22%
Commodities	90,615	141,900	127,200	-10.36%
Capital Outlay	143,211	100,000	60,000	-40.00%
Debt Service	-	51,120	149,500	
TOTAL	\$ 3,076,414	\$ 3,399,870	\$ 3,524,150	
TOTAL FOR ALL DEPT.	\$ 9,445,649	\$ 10,179,227	\$ 10,709,575	5.21%

City of Mission
 Organizational Chart
 Department Structure (Budget)
 April 2016



City of Mission
 Organizational Chart
 Overview
 May 2016







Residents of Mission

City Council
 Mayor elected at-large,
 8 councilmembers from 4 wards

City Administrator
 Laura Smith

Chief of Police
 Ben Hadley

Northeast Animal Control

Contract Services

Crossing Guards

Patrol Capt.
 Kirk Lane

Sergeant
 Ron Ruhlessin Tim Coffey Kevin Self
 Tige Dean Danny Smith Pete Martin

Patrol Officer

Roy Castle	Jeremy Assal	Warren Neff
Jay Fleer	Tim Gift	Tony Palmieri
John Bulit	Ryan Baylark	Chad Hodge
Matt Adams	Matt Breshears	Pat Rubino
Nick Canaan	Nathan Fleming	David Shepardson

Staff Support Capt.
 David Moloy

Staff Support Sgt.
 Rob Meyers

Police Clerk
 Leigh Ann McCulloch
 Susannah Still

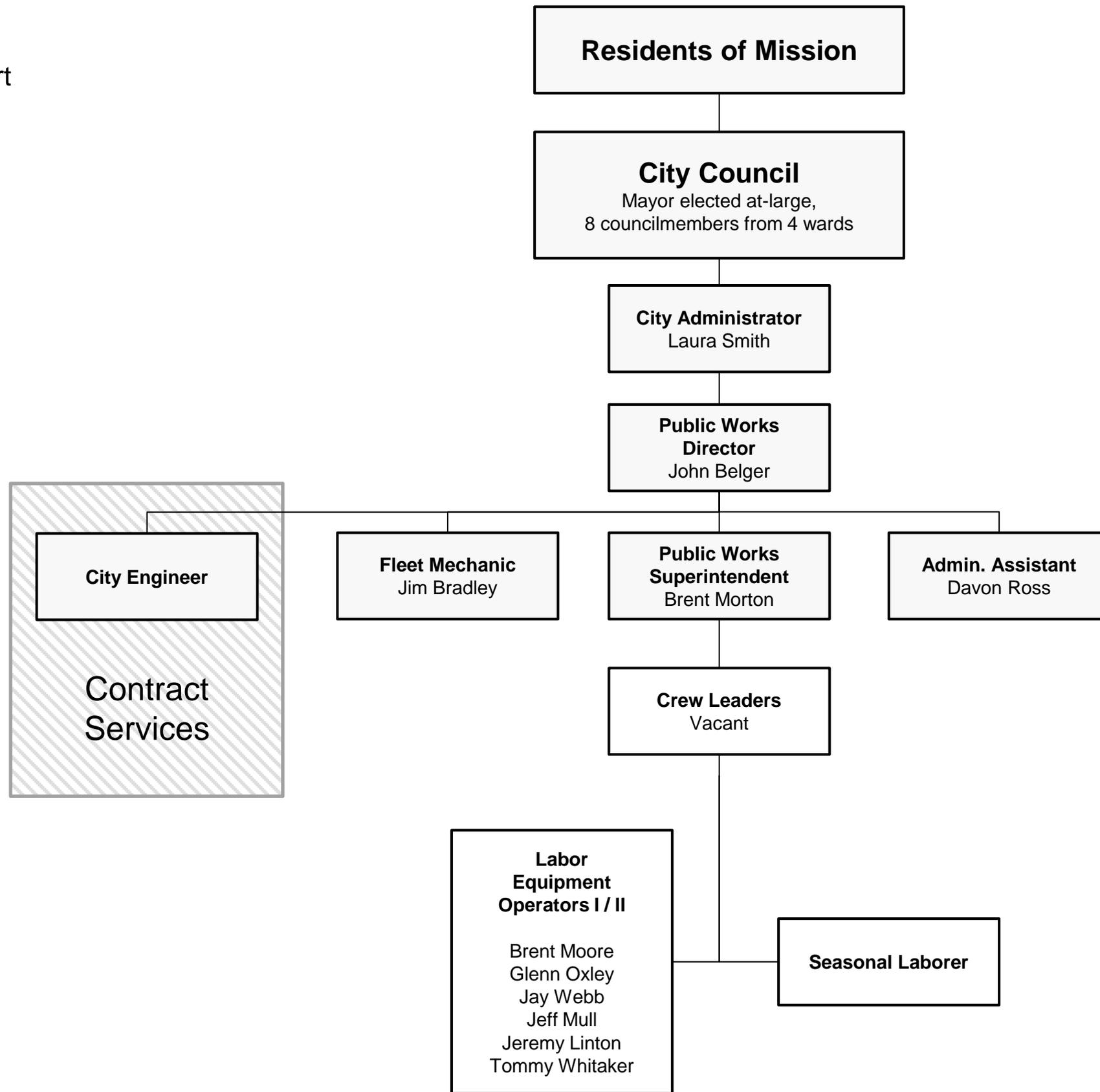
Bailiff (P/T)
 Wayne Brinkley

Court Runner (P/T)
 Carolin Francis
 Grant Davis

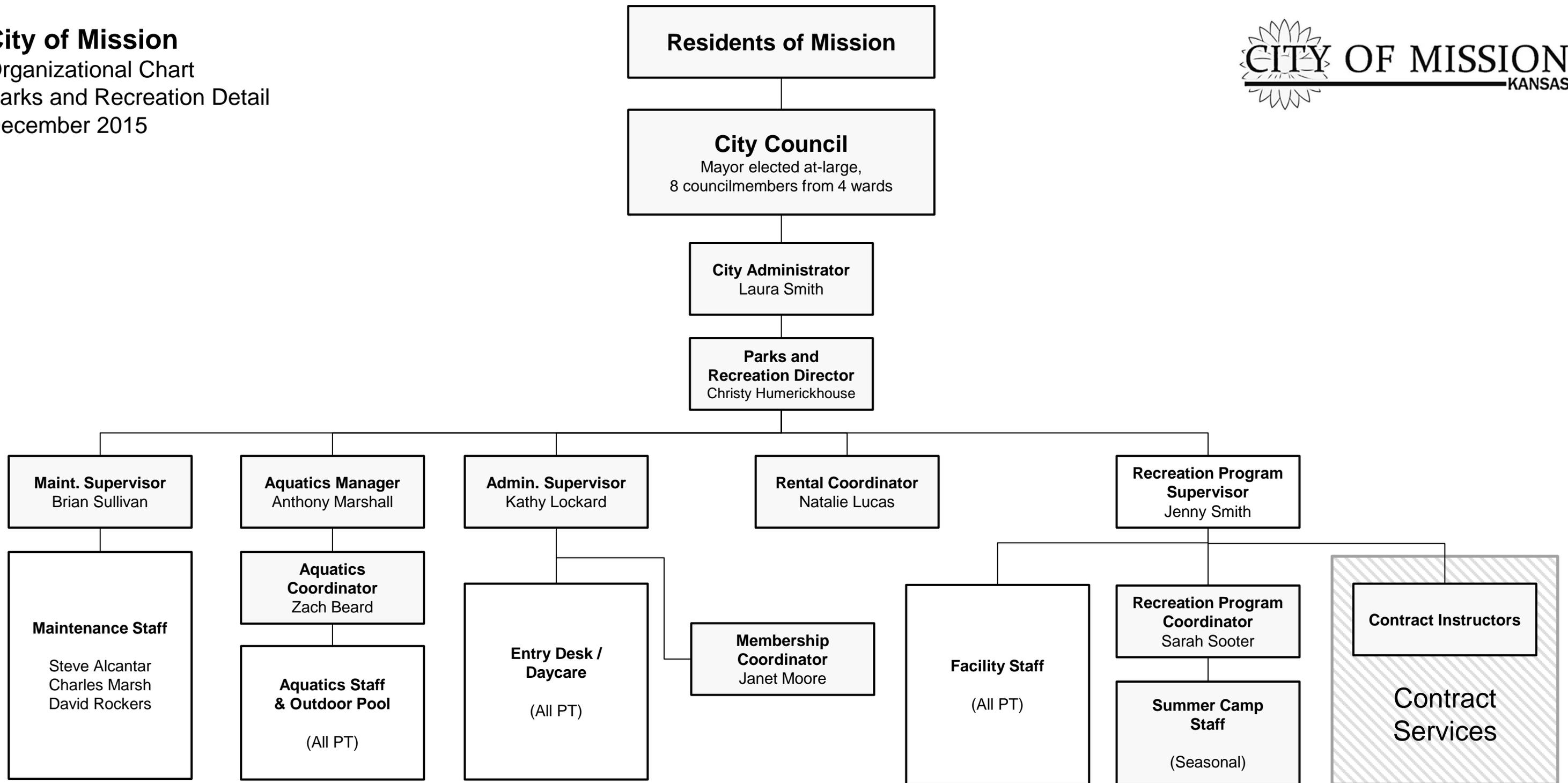
Investigations Capt.
 Dan Madden

Investigations Sgt.
 Mike Palmieri

Detective
 Dennis Davis
 Matt Bieberbach
(as Rotating Officer)



City of Mission
 Organizational Chart
 Parks and Recreation Detail
 December 2015



General Overhead

The General Overhead budget provides for expenses for multiple operating departments, but which would be inappropriate or inefficient to allocate proportionally among benefitting departments. Liability insurance, City Hall utilities, office supplies, postage, building maintenance, and general legal expenses are all examples of items paid from the General Overhead budget.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	General Overhead

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
<u>Personnel Services</u>				
		\$ -	\$ -	\$ -
	Total Personnel Services	\$ -	\$ -	\$ -
<u>Contractual Services</u>				
01-07-201-01	Electricity - City Hall	\$ 40,541	\$ 45,000	\$ 43,000
01-07-201-03	Natural Gas - City Hall	4,067	8,000	6,000
01-07-201-05	Water and Sewer - City Hall	2,071	4,000	4,000
01-07-201-08	Telephone	-	6,000	6,000
01-07-203-03	Tuition Reimbursement	7,113	7,000	7,000
01-07-204-01	Advertising	1,443	250	2,000
01-07-205-01	Insurance - City Hall and Equipment	47,554	38,000	50,000
01-07-206-03	Periodicals/Books	1,575	500	1,500
01-07-206-04	Legal Publications	711	3,500	2,000
01-07-206-05	Professional Services	19	4,500	30,000
01-07-207-02	Finance/Audit	21,295	22,500	23,000
01-07-207-07	Pre-employment/Hiring Expense	1,266	-	1,500
01-07-207-07	Bank Fees	281	-	1,000
01-07-210-02	Janitorial Services	-	-	15,000
01-07-212-06	Service Contracts	24,256	25,000	25,000
01-07-213-02	Rentals and Leases	8,545	10,000	10,000
01-07-214-02	Property Taxes	6,463	12,000	16,000
01-07-214-05	Computer Services	37,429	49,500	35,000
01-07-214-06	Codification	3,142	3,500	3,500
01-07-214-13	Website Development	-	5,900	3,500
01-07-215-03	Contingency	2,904	-	-
	Total Contractual Services	\$ 210,676	\$ 245,150	\$ 285,000
<u>Commodities</u>				
01-07-301-01	Office Supplies	\$ 9,542	\$ 5,700	\$ 5,000
01-07-301-04	Postage	12,287	13,000	12,000
01-07-304-04	Misc Supplies	173	250	250
01-07-305-01	Janitorial Supplies	1,292	3,500	3,000
01-07-305-02	Maintenance/Repairs City Hall	25,059	25,000	25,000
	Total Commodities	\$ 48,353	\$ 47,450	\$ 45,250
<u>Capital Outlay</u>				
01-07-402-03	Computer Systems/Software	\$ 5,829	\$ -	\$ 175,000
01-07-404-06	Equipment Replacement	4,666	226,192	-
	Total Capital Outlay	\$ 10,495	\$ 226,192	\$ 175,000
<u>Debt Service</u>				
	2013A Principal and Interest	79,865	79,865	77,000
	Total Debt Service	79,865	79,865	77,000
	General Overhead Total	\$ 349,389	\$ 598,657	\$ 582,250

Legislative

The Legislative department funds the salaries and activities of the City's Governing Body, including the Mayor and eight Councilmembers. This budget provides for legislative and meeting expenses for the Governing Body and subordinate boards and committees, public outreach and communications undertaken by specific members of the Governing Body, and training and professional development opportunities for Governing Body members.

Other expenses paid from the Legislative budget reflect initiatives of the Governing Body that are unrelated to an operating department of the City. Examples include financial support for the Northeast Johnson County Chamber of Commerce, United Community Services of Johnson County, the Mission Farm and Flower Market, and other City events and civic organizations.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Legislative

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-09-101-03	Wages and Salaries	\$ 46,597	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-
01-09-102-02	Social Security	3,652	3,700	3,700
01-09-102-03	KPERS	-	-	-
01-09-102-04	Employment Security	114	100	100
01-09-102-05	Workers Compensation	647	500	650
	Total Personnel Services	\$ 51,011	\$ 56,500	\$ 56,650
<u>Contractual Services</u>				
01-09-201-07	Telephone	\$ 99	\$ -	\$ -
01-09-202-06	Commercial Travel	1,036	2,000	3,000
01-09-202-07	Lodging and Meals	2,087	3,500	4,000
01-09-202-08	Parking and Tolls	17	200	200
01-09-202-09	Mileage	314	350	350
01-09-203-02	Registration	1,060	3,250	3,500
01-09-205-01	Insurance - Public Official	7,000	5,500	7,000
01-09-206-01	Professional Organizations	50	500	100
01-09-206-02	Municipal Organizations	7,335	7,500	8,000
01-09-206-03	Periodicals/Books	275	500	500
01-09-208-01	Annual Celebrations	13,892	10,000	10,000
01-09-208-02	Election Expense	-	16,000	15,000
01-09-208-03	Holiday Parties	5,179	7,500	7,500
01-09-208-04	Public Relations	6,075	9,500	6,000
01-09-208-05	Meeting Expenses	890	1,000	1,000
01-09-208-08	Human Service Fund (UCS)	6,395	6,500	7,000
01-09-208-09	Chamber of Commerce	5,926	5,800	6,500
01-09-208-12	MARC	2,306	2,000	2,500
01-09-208-15	JOCO Utility Assistance	1,555	-	-
01-09-208-16	Farmer's Market	-	-	10,000
01-09-214-07	Newsletter	20,000	20,000	20,000
01-09-215-03	Miscellaneous	-	500	500
	Total Contractual Services	\$ 81,492	\$ 102,100	\$ 112,650
<u>Commodities</u>				
01-09-301-01	Office Supplies	\$ 99	\$ 500	\$ 500
01-09-301-04	Printing	-	200	200
	Total Commodities	\$ 99	\$ 700	\$ 700
<u>Capital Outlay</u>				
01-09-407-05	Contingency	\$ 1,490	\$ -	\$ -
	Total Capital Outlay	\$ 1,490	\$ -	\$ -
	Legislative Total	\$ 134,092	\$ 159,300	\$ 170,000

Administration

The Administration department constitutes the City's full-time professional staff responsible for the overall direction, coordination, and general support of all City's services and activities. Key functions of the Administration department include:

- **The City Administrator**, as established by Chapter 120 of the City's Municipal Code, is the administrative head of the City and supervises and directs the duties of all department heads and subordinate employees. The City Administrator enacts the policies established by the Governing Body, and serves as the primary liaison between the Governing Body and the operating departments and environment of the City.
- **The City Clerk** serves as the secretary of the Governing Body, is the custodian of all records of the City, and issues licenses authorizing businesses to operate within the City of Mission pursuant to Chapters 600 through 670 of the City's Municipal Code. The City Clerk also manages the Municipal Court.
- **Financial and Personnel Management:** The Administration department is responsible for the City's day-to-day accounting, budget preparation, annual financial reporting, procurement of contractual services and supplies, and the evaluation of proposals to issue debt and provide economic development incentives. The department also performs human resources functions for the City, including recruitment, payroll, and risk management.
- **Public Information:** The Administration department provides information to the press, participates in the creation of the Mission Magazine and other periodic publications, provides staff support for boards and community initiatives, and maintains the City's website and social media presence.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Administration

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-10-101-01	Full Time Salaries	\$ 487,520	\$ 466,000	\$ 563,000
01-10-101-02	Part Time Salaries	38,067	55,000	43,850
01-10-101-04	Overtime Salaries	-	-	-
01-10-102-01	Health/Welfare Benefits	84,253	83,000	88,200
01-10-102-02	Social Security	39,086	40,500	42,400
01-10-102-03	KPERS	48,293	52,000	51,500
01-10-102-04	Employment Security	1,255	500	600
01-10-102-05	Workers Compensation	1,941	1,500	1,500
01-10-102-06	City Pension	6,170	20,500	11,000
	Total Personnel Services	\$ 706,585	\$ 719,000	\$ 802,050
<u>Contractual Services</u>				
01-10-201-08	Telephone	\$ 1,236	\$ 1,500	\$ 1,500
01-10-202-02	Commercial Travel	1,433	1,150	1,500
01-10-202-03	Lodging/Meals	3,737	3,250	4,000
01-10-202-04	Parking/Tolls	198	200	200
01-10-202-05	Mileage	1,259	900	1,500
01-10-203-01	Registration/Tuition	4,240	4,500	5,500
01-10-204-01	Advertising	-	-	-
01-10-205-02	Notary Bonds	75	100	100
01-10-206-01	Professional Organizations	4,060	1,500	4,500
01-10-206-02	Municipal Organizations	500	500	500
01-10-206-03	Periodicals/Books/Publications	390	500	500
01-10-206-05	Professional Services	324	850	850
01-10-208-04	Public Relations	3,855	2,000	4,000
01-10-208-05	Meeting Expenses	1,692	750	1,500
01-10-208-13	Employee Recognition	357	500	500
01-10-214-03	Printing	208	250	250
01-10-215-03	Miscellaneous	160	-	500
01-10-215-04	Sustainability Expenses	2,740	5,000	5,000
	Total Contractual Services	\$ 26,464	\$ 23,450	\$ 32,400
<u>Commodities</u>				
01-10-301-01	Office Supplies	\$ -	\$ 550	\$ 250
01-10-301-04	Postage	-	-	-
01-10-301-05	Printed Forms	135	100	200
	Total Commodities	\$ 135	\$ 650	\$ 450
<u>Capital Outlay</u>				
01-10-401-01	Office Machines	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	3,174	-	-
01-10-402-03	Computer Systems	40	-	-
01-10-407-05	Contingency	(77)	-	-
	Total Capital Outlay	\$ 3,137	\$ -	\$ -
	Administration Total	\$ 736,321	\$ 743,100	\$ 834,900

Municipal Court

The Municipal Court provides an accessible, efficient, and impartial forum for all participants in cases involving municipal ordinance violations. Examples of common accusations handled by the Court include routine traffic violations, driving under the influence, thefts under \$1000 in value, misdemeanor drug possession, and misdemeanor battery. Staff members accept payment of fines and violations, administer the court docket and routine motions, and manage two to three court dates each week.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Municipal Court

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-11-101-01	Full Time Salaries	\$ 126,624	\$ 133,500	\$ 134,000
01-11-101-02	Part Time Salaries	6,962	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,213	8,000	8,000
01-11-101-06	City Attorney - Court	40,365	55,000	45,000
01-11-101-09	City Attorney Appeals - Court	7,020	8,000	8,000
01-11-102-01	Health/Welfare Benefits	37,754	33,600	32,500
01-11-102-02	Social Security	16,094	19,500	15,000
01-11-102-03	KPERS	13,419	13,800	12,500
01-11-102-04	Employment Security	504	300	300
01-11-102-05	Workers Compensation	3,883	3,000	3,000
01-11-102-06	City Pension	3,074	2,600	2,700
01-11-102-07	Administrative Charge/Pension Plan	368	-	-
	Total Personal Services	\$ 294,281	\$ 307,300	\$ 291,000
<u>Contractual Services</u>				
01-11-201-08	Telephone	\$ 5,649	\$ 3,500	\$ 3,500
01-11-202-03	Lodging/Meals	184	400	800
01-11-202-04	Parking/Tolls	-	25	25
01-11-202-05	Mileage	273	350	500
01-11-203-01	Registration/Tuition	320	500	600
01-11-204-01	Advertising - Classified	-	100	100
01-11-205-01	Insurance	700	700	700
01-11-205-02	Notary Bonds	150	100	100
01-11-206-05	Professional Services	6,000	4,800	4,800
01-11-206-06	City Attorney Services	-	-	-
01-11-207-07	Pre-employment Expenses	-	150	150
01-11-208-13	Employee Recognition	200	300	300
01-11-209-02	Computer Maintenance	2,453	5,000	5,000
01-11-209-03	Defense	3,203	5,500	5,000
01-11-214-08	Prisoner Care	36,435	-	-
	Total Contractual Services	\$ 55,566	\$ 21,425	\$ 21,575
<u>Commodities</u>				
01-11-301-01	Office Supplies	\$ 2,147	\$ 4,000	\$ 3,500
01-11-301-04	Postage	-	-	-
01-11-301-05	Printed Forms	2,763	4,500	4,500
01-11-302-01	Uniforms	-	-	-
	Total Commodities	\$ 4,910	\$ 8,500	\$ 8,000
<u>Capital Outlay</u>				
01-11-401-01	Office Machines	\$ -	\$ -	\$ -
01-11-402-03	Computer Systems	180	-	-
01-11-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 180	\$ -	\$ -
	Municipal Court Total	\$ 354,937	\$ 337,225	\$ 320,575

Public Works

The Public Works department is responsible for the construction and maintenance of the City's public investments in infrastructure, including streets, stormwater, parks, and public facilities.

Key functions of the Public Works department include:

- **Infrastructure Management** for the City is performed by the department's management and clerical staff. Staff provide review and recommendations for the City's Community Improvement Program (CIP), approve access to the City's rights-of-way, maintain asset databases and inventories, and engage the professional and contractual services necessary to plan, design, construct, and maintain improvements to the City's capital assets and public infrastructure. Examples of contractual services paid and managed in this budget include engineering, streetlight and traffic signal maintenance, and mowing.
- **Field Operations** constitute those employees of the City responsible for maintenance of the City's streets, stormwater structures, parks, and facilities. Examples of field operation tasks include snow clearance and removal, street sweeping, asphalt patching, crack sealing, stormwater inlet and culvert cleaning, and park maintenance.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-20-101-01	Full Time Salaries	\$ 478,717	\$ 518,000	\$ 532,000
01-20-101-02	Part Time Salaries	23,050	24,000	6,000
01-20-101-04	Overtime Salaries	9,928	25,000	25,000
01-20-102-01	Health/Welfare Benefits	95,426	122,850	147,500
01-20-102-02	Social Security	39,492	43,000	42,000
01-20-102-03	KPERS	50,952	58,000	51,500
01-20-102-04	Employment Security	1,221	500	600
01-20-102-05	Workers Compensation	31,060	24,000	26,000
01-20-102-06	City Pension	10,581	11,000	8,800
	Total Personnel Services	\$ 740,426	\$ 826,350	\$ 839,400
<u>Contractual Services</u>				
01-20-201-02	Electricity - Maint. Facility	\$ 15,237	\$ 20,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	5,335	12,500	9,500
01-20-201-06	Water and Sewer - Maint. Facility	5,809	6,500	6,500
01-20-201-07	Refuse - Maint. Facility	1,279	5,000	5,000
01-20-201-08	Telephone	5,740	6,500	6,500
01-20-201-10	Traffic Signals - KCPL Lease	330,301	360,000	360,000
01-20-201-11	Traffic Signal - OP Interlocal	5,918	6,000	8,000
01-20-201-12	Traffic Signals Maint.	19,585	30,000	25,000
01-20-201-13	Street Lights - KCPL Power	55,146	45,000	60,000
01-20-201-15	Street Lights - Streetscape & Parks	1,536	2,500	2,500
01-20-202-02	Travel/Commercial	781	1,000	1,000
01-20-202-03	Lodging / Meals	1,950	2,000	2,000
01-20-202-04	Parking / Tolls	61	100	100
01-20-202-05	Mileage	363	1,000	1,000
01-20-203-01	Registration / Tuition	2,514	3,500	3,500
01-20-204-01	Advertising	-	500	500
01-20-205-01	Insurance - Building & Equipment	40,000	40,000	40,000
01-20-206-01	Professional Organizations	1,734	2,500	2,500
01-20-206-04	Legal Advertising	15	100	100
01-20-206-05	Professional Services	-	5,000	2,500
01-20-207-03	Engineering/Architect Services	49,341	45,000	50,000
01-20-207-06	Inspections	3,295	-	4,000
01-20-207-07	Pre-Employment Drug Testing	864	1,000	1,000
01-20-208-04	Public Relations	549	900	1,000
01-20-208-05	Meeting Expense	92	-	500
01-20-208-13	Employee Recognition	1,146	500	1,500
01-20-210-01	Building Repairs / Maintenance	10,061	8,500	10,000
01-20-210-03	Trees / Shrubs Maintenance	1,471	5,000	20,000
01-20-210-04	Tree Board	1,467	5,000	5,000
01-20-212-03	Storm Warning Sirens	827	1,500	1,500
01-20-212-05	Equipment Repairs	1,231	8,000	8,000
01-20-212-06	Service Contracts	157,247	162,500	175,000
01-20-212-07	Vehicle Maintenance	21,964	15,000	20,000
01-20-212-08	Holiday Decorations	11,288	15,000	15,000
01-20-212-09	Johnson Drive Maintenance	573	2,500	5,000
01-20-213-02	Rental Equipment	2,931	4,000	4,000
01-20-213-03	Laundry / Uniforms	1,123	2,000	2,000
01-20-214-02	Vehicle Registration	3	100	100
01-20-214-03	Printing	-	500	500
	Total Contractual Services	\$ 758,775	\$ 826,700	\$ 880,300

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Public Works

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
<u>Commodities</u>				
01-20-301-01	Office Supplies	\$ 769	\$ 1,000	\$ 1,000
01-20-301-04	Postage	-	100	100
01-20-302-01	Uniforms/Clothing	175	1,000	1,000
01-20-303-04	Safety Supplies	3,290	4,000	4,000
01-20-304-01	Shop Chemicals	163	3,000	3,000
01-20-304-02	Fertilizer / Weeds	411	1,000	1,000
01-20-304-04	Misc. Supplies	30	250	250
01-20-305-01	Janitor Supplies	1,364	1,500	1,500
01-20-305-02	Building Repair Parts / Plumbing	85	3,500	3,500
01-20-305-03	Tools - Building / Land Maint.	3,030	4,000	4,000
01-20-305-04	Landscape	739	2,500	2,500
01-20-306-01	Gas / Oil	19,499	35,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	18,969	25,000	25,000
01-20-306-03	Tools - Vehicle / Equip Maint.	5,940	5,000	5,000
01-20-307-01	Asphalt Patch	916	-	-
01-20-307-02	Rock	278	1,000	1,000
01-20-307-03	Sand / Salt	54,542	55,000	55,000
01-20-307-05	Signs	5,504	5,000	5,000
01-20-307-06	Traffic Paint	70	500	500
01-20-307-07	Park Maintenance	7,938	-	15,000
	Total Commodities	\$ 123,710	\$ 148,350	\$ 153,350
<u>Capital Outlay</u>				
01-20-401-01	Office Machines	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	479	-	-
01-20-402-03	Computer Systems	2,147	-	-
01-20-403-03	Public Works Vehicles	253,028	65,000	115,000
01-20-403-06	Public Works - Other Equipment	-	-	200,000
01-20-404-04	Radios	-	-	-
01-20-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 255,654	\$ 65,000	\$ 315,000
<u>Debt Service</u>				
	2015 Lease Purchase	\$ -	\$ 57,325	\$ 57,500
	Total for Debt Service	\$ -	\$ 57,325	\$ 57,500
	Public Works Total	\$ 1,878,565	\$ 1,923,725	\$ 2,245,550

Community Development

The Community Development department is responsible for the planning, development, and support of Mission's built environment. Key functions of the Community Development department include:

- **Planning** staff provide area and comprehensive planning of land use throughout the City, administer the City's zoning and sign codes as well as construction design guidelines, and review zoning changes, development plans, and special use permits. The City Planner acts as the primary staff liaison to the City's Planning Commission.
- **Development Services** provides review of construction plans, issuance and inspection of building permits, and enforcement of building codes pursuant to Chapter 445 of the City's Municipal Code. Building code review and inspection services are provided by Johnson County under an interlocal agreement.
- **Neighborhood Services** acts to improve neighborhood conditions throughout the City. Staff administer the City's rental licensing program and enforce the City's property maintenance code. Staff also manage City-awarded grants and programs that build the capacity of neighborhoods to enact positive change, provide direct assistance to households in need, and organize neighborhood events and community gardens. The budget was combined with Community Development budget for 2017.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Community Development - Neighborhood Services (Merged with Community Development 2017)

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-15-101-01	Full Time Salaries	\$ 74,053	\$ 83,000	\$ -
01-15-101-02	Part Time Salaries	-	-	-
01-15-101-04	Overtime Salaries	54	500	-
01-15-102-01	Health/Welfare Benefits	14,408	12,600	-
01-15-102-02	Social Security	5,629	6,500	-
01-15-102-03	KPERS	7,199	8,500	-
01-15-102-04	Employment Security	180	200	-
01-15-102-05	Workers Compensation	4,530	3,500	-
01-15-102-06	City Pension	1,049	1,700	-
	Total Personnel Services	\$ 107,102	\$ 116,500	\$ -
<u>Contractual Services</u>				
01-15-201-08	Telephone (new line item)	\$ 160	\$ -	-
01-15-202-02	Commercial Travel	394	500	-
01-15-202-03	Lodging / Meals	1,041	1,000	-
01-15-202-04	Parking / Tolls	82	50	-
01-15-202-05	Mileage	236	450	-
01-15-203-01	Registration	1,411	1,000	-
01-15-204-01	Advertising	148	200	-
01-15-205-01	Insurance	100	250	-
01-15-206-01	Professional Organizations	215	600	-
01-15-206-03	Periodicals/Books	-	50	-
01-15-206-04	Legal Publications	-	100	-
01-15-206-05	Professional Services	15,760	18,000	-
01-15-206-06	Legal Services	-	1,000	-
01-15-207-04	Housing Project - Loan Imp Program	23	100	-
01-15-208-04	Public Relations	30	3,000	-
01-15-208-13	Employee Recognition	50	250	-
01-15-212-07	Vehicle Maintenance	147	500	-
01-15-214-03	Printing	345	1,000	-
01-15-215-03	Miscellaneous	631	1,000	-
01-15-216-01	Nuisance Abatement	3,666	6,000	-
01-15-216-02	Weed Abatement	-	-	-
01-15-216-04	Mission Possible Program	24,830	35,000	-
01-15-216-05	How-To Clinics	-	-	-
01-15-216-06	Neighborhood Grant Program	3,859	5,000	-
01-15-216-07	Business Improvement Grant	22,750	27,000	-
01-15-216-09	Citizen Rebate Program	9,829	18,000	-
01-15-216-11	Jo Co Utility Assistance	6,025	5,000	-
01-15-216-12	Storm Water BMP	-	-	-
	Total Contractual Services	\$ 91,730	\$ 125,050	\$ -
<u>Commodities</u>				
01-15-301-01	Office Supplies	\$ 48	\$ 100	\$ -
01-15-301-02	Clothing	513	500	-
01-15-301-05	Printed Forms	-	-	-
01-15-306-01	Gas/Oil	767	1,000	-
	Total Commodities	\$ 1,327	\$ 1,600	\$ -

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Community Development - Neighborhood Services (Merged with Community Development 2017)

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
Capital Outlay				
01-15-401-01	Office Machines	\$ -	\$ -	\$ -
01-15-401-02	Office Furnishings	-	-	-
01-15-402-03	Computer Systems	-	-	-
01-15-403-06	Other Equipment/Software	-	-	-
01-15-407-01	Vehicle	-	21,500	-
01-15-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ 21,500	\$ -
	Neighborhood Services Total	\$ 200,160	\$ 264,650	\$ -

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Community Development (Includes Neighborhood Services for 2017)

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-23-101-01	Full Time Salaries	\$ 130,258	\$ 184,500	\$ 191,500
01-23-101-02	Part Time Salaries	-	-	-
01-23-101-04	Overtime Salaries	148	500	800
01-23-102-01	Health/Welfare Benefits	17,279	34,000	32,200
01-23-102-02	Social Security	10,610	14,500	14,900
01-23-102-03	KPERS	11,149	19,000	17,500
01-23-102-04	Employment Security	323	500	200
01-23-102-05	Workers Compensation	2,783	1,500	5,000
01-23-102-06	City Pension	3,091	4,000	3,100
	Total Personnel Services	\$ 175,643	\$ 258,500	\$ 265,200
<u>Contractual Services</u>				
01-23-201-08	Telephone	\$ 348	\$ 500	\$ 500
01-23-202-02	Commercial Travel	-	1,000	1,500
01-23-202-03	Lodging / Meals	88	1,850	3,050
01-23-202-04	Parking / Tolls	18	100	200
01-23-202-05	Mileage	15	1,200	1,650
01-23-203-01	Registration /Tuition	344	1,700	3,300
01-23-203-02	Planning Commission	864	4,000	4,000
	Insurance	-	-	250
01-23-206-01	Professional Organizations	973	1,700	2,300
01-23-206-03	Periodicals/Books/Publications	-	-	50
01-23-206-04	Advertising	83	500	500
	Legal Publications	-	-	1,100
01-23-206-05	Professional Services	20,570	3,000	5,500
01-23-206-06	Land Use Attorney Services	13,972	30,000	30,000
01-23-206-08	Jo Co Plan/Inspection Fees	174,874	85,000	85,000
01-23-207-03	Engineer/Architect/Planning Services	58,537	35,000	51,000
	Housing Project - Loan Improvement Program	-	-	100
01-23-207-07	Pre-Employment Testing	-	200	200
01-23-208-04	Public Relations	179	450	4,250
01-23-208-05	Meeting Expense	70	500	250
01-23-208-13	Employee Recognition	68	150	400
	Vehicle Maintenance	-	-	500
01-23-214-03	Printing	349	500	1,500
	Miscellaneous	-	-	1,000
	Nuisance Abatement	-	-	6,000
	Mission Possible Program	-	-	35,000
	Neighborhood Grant Program	-	-	5,000
	Business Improvement Grant	-	-	35,000
	Citizen Rebate Program	-	-	20,000
	Johnson County Utility Assistance Program	-	-	5,000
	Stormwater BMP	-	-	500
	Total Contractual Services	\$ 271,353	\$ 167,350	\$ 304,600

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Community Development (Includes Neighborhood Services for 2017)

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
<u>Commodities</u>				
01-23-301-01	Office Supplies	\$ 408	\$ 700	\$ 800
	Clothing	-	-	500
01-23-301-02	City Maps	-	200	200
01-23-301-04	Postage	-	500	500
01-23-301-05	Printed Forms	-	1,000	1,000
	Gas/Oil	-	-	1,500
	Total Commodities	\$ 408	\$ 2,400	\$ 4,500
<u>Capital Outlay</u>				
01-23-401-01	Office Machines	\$ -	\$ -	\$ -
01-23-401-02	Office Furnishings	-	-	1,000
01-23-402-03	Computer Systems	-	-	-
01-23-403-06	Other Equipment/Software	-	-	-
01-23-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ 1,000
	Community Development Total	\$ 447,404	\$ 428,250	\$ 575,300

Parks and Recreation

The Parks and Recreation department provides programs and services that enrich the quality of life for Mission residents by fostering healthy lifestyles and a strong sense of community. The department's expenses are presented as two separate budgets, one for each facility. Key functions of the Parks and Recreation department include:

- **The Sylvester Powell, Jr. Community Center (SPJCC)** is the City's signature recreation facility established in 1999 and expanded in 2004. The Community Center provides fitness equipment and classes, community programming, rental meeting space, and an indoor pool (natatorium). The Community Center primarily funds its activities from memberships to Mission residents and the general public, but also generates significant revenue from day pass sales, rental reservations, instructor-led classes, and summer camps. The Governing Body has established a goal to move the facility to 100% cost-recovery.
- **The Mission Family Aquatic Center (MFAC)** is the City's outdoor pool facility, renovated in 2014. The Aquatic Center operates from Memorial Day to Labor Day every year and is managed by professional aquatics staff from the Community Center. The Aquatic Center sells memberships to residents and members of the public. Additionally, the Aquatic Center participates in the Super Pool Pass program with other Johnson County cities, allowing members to access any other participating pool for an additional annual fee.
- **Administration** does not represent a separate budget, and is generally provided by positions funded within the Community Center. Staff are responsible for planning, improving, and maintaining the public's investment in parks and recreational facilities, primarily through Mission's Community Investment Program (CIP). Department staff also provide labor necessary to accomplish Mission's park programs and annual special events.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Parks and Recreation - Mission Family Aquatic Center

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-25-101-01	Full Time Salaries	\$ 16,371	\$ 16,500	\$ 20,400
01-25-101-02	Part Time Salaries	65,412	100,000	125,000
01-25-101-04	Overtime Salaries	2,104	1,500	2,000
01-25-102-01	Health/Welfare Benefits	2,482	3,000	3,100
01-25-102-02	Social Security	6,695	8,600	8,500
01-25-102-03	KPERS	1,811	1,500	2,000
01-25-102-04	Employment Security	217	-	100
01-25-102-05	Workers Compensation	6,471	5,000	5,000
01-25-102-06	City Pension	382	400	400
	Total Personnel Services	\$ 101,945	\$ 136,500	\$ 166,500
<u>Contractual Services</u>				
01-25-201-01	Electricity	\$ 16,005	\$ 15,750	\$ 17,000
01-25-201-03	Gas	-	1,000	1,000
01-25-201-05	Water and Sewer	3,969	11,000	11,000
01-25-201-08	Telephone	495	900	900
01-25-203-03	Training/Registration	525	1,500	1,500
01-25-205-01	Insurance - Building & Equipment	5,000	5,000	5,000
01-25-204-01	Marketing/Public Relations	615	3,000	3,000
01-25-207-07	Pre-Employment Drug Testing	-	800	800
01-25-208-13	Employee Recognition	266	500	500
01-25-210-01	Maint Bldg. / Land	932	2,000	2,000
01-25-212-05	Other Equipment / Repairs	236	1,000	1,000
01-25-213-02	Rental Agreements	775	1,500	1,500
01-25-214-12	Mission Swim Team	7,513	7,500	7,500
01-25-215-02	Contract Serv/Mant. Agreements	11,129	7,000	7,000
01-25-215-05	Consultant/instructors	-	-	-
	Total Contractual Services	\$ 47,461	\$ 58,450	\$ 59,700
<u>Commodities</u>				
01-25-301-01	Office Supplies	\$ 548	\$ 250	\$ 250
01-25-301-02	Clothing	1,396	2,500	2,500
01-25-301-03	Food Service	16,036	22,500	20,000
01-25-301-04	Printing	575	-	-
01-25-301-08	Equipment and Supplies	3,804	7,500	7,500
01-25-303-04	Safety Supplies	545	500	500
01-25-304-02	Cleaning Chemicals	266	750	750
01-25-304-05	Pool Chemicals	6,982	7,500	7,500
01-25-305-05	Repair / Parts Maintenance	837	500	500
	Total Commodities	\$ 30,989	\$ 42,000	\$ 39,500
<u>Capital Outlay</u>				
01-25-407-01	Equipment Replacement	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	-	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-
01-25-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -
Parks & Recreation - Mission Family Aquatic Center Total		\$ 180,395	\$ 236,950	\$ 265,700

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Parks and Recreation - Sylvester Powell Jr. Community Center

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-27-101-01	Full Time Salaries	\$ 529,386	\$ 529,000	\$ 567,000
01-27-101-02	Part Time Salaries	478,553	450,000	510,000
01-27-101-04	Overtime Salaries	24,754	18,500	25,000
01-27-102-01	Health/Welfare Benefits	119,155	100,000	121,000
01-27-102-02	Social Security	81,325	75,000	86,700
01-27-102-03	KPERS	59,681	54,000	54,700
01-27-102-04	Employment Security	2,547	1,000	1,100
01-27-102-05	Workers Compensation	25,949	20,000	20,000
01-27-102-06	City Pension	12,627	12,000	12,400
	Total Personnel Services	\$ 1,333,977	\$ 1,259,500	\$ 1,397,900
<u>Contractual Services</u>				
01-27-201-01	Electric	\$ 154,863	\$ 180,000	\$ 165,000
01-27-201-03	Gas	29,732	50,000	40,000
01-27-201-05	Water and Sewer	34,429	30,000	35,000
01-27-201-08	Telephone	3,101	5,000	5,000
01-27-202-02	Travel / Commercial	501	1,500	1,500
01-27-202-03	Lodging / Meals	2,460	2,500	2,500
01-27-202-04	Parking / Tolls	104	150	150
01-27-202-05	Mileage Staff	391	1,500	1,500
01-27-203-01	Registration / Tuition	2,713	2,000	2,000
01-27-203-02	Staff Training	2,515	5,000	5,000
01-27-203-03	Tuition Reimbursement	89	-	-
01-27-204-01	Marketing / Public Relations	21,708	30,000	30,000
01-27-205-01	Insurance - Building & Equipment	33,000	37,000	37,000
01-27-205-02	Notary Bonds	-	100	100
01-27-206-01	Professional Organizations	2,015	3,000	3,000
01-27-207-07	Pre-Employment Drug Testing	2,182	2,000	2,000
01-27-208-13	Employee Recognition	1,727	2,000	2,000
01-27-210-01	Maint - Bldg. / Land	47,478	40,000	40,000
01-27-212-05	Equipment Maintenance	7,679	9,000	8,000
01-27-212-07	Vehicle Maintenance	-	500	500
01-27-213-02	Rental Equipment	7,154	10,000	7,500
01-27-214-03	Printing	11,276	18,000	13,000
01-27-214-05	Computer Services / Software	10,774	10,000	10,000
01-27-214-10	Registration Materials	(13)	-	-
01-27-214-11	Special Programs	8,068	13,000	10,000
01-27-214-12	Swim Programs	90	1,500	500
01-27-214-13	Mission Summer Program	28,243	23,000	23,000
01-27-215-01	Seasonal Programs	12,584	14,000	14,000
01-27-215-02	Contract Services / Maint. Agreements	57,886	50,000	60,000
01-27-215-03	Miscellaneous	126	-	-
01-27-215-04	Field Trips	31	-	-
01-27-215-05	Contract Instructors	152,511	175,000	160,000
01-27-215-06	Transportation Services	9,993	7,500	10,000
01-27-215-10	Mission Square Parking Lot Lease	10,417	10,000	12,000
	Total Contractual Services	\$ 655,826	\$ 733,250	\$ 700,250

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Parks and Recreation - Sylvester Powell Jr. Community Center

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Commodities</u>				
01-27-301-01	Office Supplies	\$ 3,132	\$ 4,500	\$ 3,500
01-27-301-02	Clothing	4,202	1,500	4,000
01-27-301-03	Food Services / Concession Supplies	7,822	8,500	8,500
01-27-301-04	Postage	1,828	7,500	5,500
01-27-301-05	Printing	435	1,750	1,500
01-27-301-08	Equipment & Supplies	37,334	35,000	35,000
01-27-301-09	Special Event Supplies	6,286	7,500	6,500
01-27-303-04	Safety Supplies	835	-	-
01-27-304-02	Cleaning Supplies	20,653	15,000	15,000
01-27-304-05	Pool Chemicals	8,401	6,500	6,500
01-27-305-05	Bldg. Maint / Repair / Parts	6,551	6,000	6,000
01-27-306-01	Gas/Oil	692	1,000	1,000
	Total Commodities	\$ 98,171	\$ 94,750	\$ 93,000
<u>Capital Outlay</u>				
01-27-402-03	Computer Systems	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-
01-27-407-03	Construction/Repair	-	-	-
01-27-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -
	Parks & Recreation - Community Center Total	\$ 2,087,973	\$ 2,087,500	\$ 2,191,150

Police

The Police department is responsible for providing Mission's residents and visitors with public safety, security, and fair enforcement of the law. The Department includes 29 sworn personnel, and 2 civilian staff to accomplish the key functions of the department:

- **Patrol** is performed by uniformed officers who proactively patrol Mission and respond to calls for service. Notable programs include a traffic enforcement division, free safety classes for the community, and a mental health professional responding to emergency calls for service alongside the City's patrol officers.
- **Investigations** works to resolve and prosecute crimes that occur within Mission. Detectives gather and document criminal evidence, identify and locate perpetrators, and effectively present cases for prosecution by the Johnson County District Attorney's Office.
- **Support** staff provide records management, information technology and fleet management, and coordinate training for the department. Department staff are also responsible for supervision of Northeast Animal Control Commission (NEACC) employees pursuant to an interlocal agreement among Mission's neighboring cities.

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
Personnel Services				
01-30-101-01	Full Time Salaries	\$ 1,602,050	\$ 1,700,000	\$ 1,740,000
01-30-101-02	Part Time Salaries	11,794	45,000	15,000
01-30-101-04	Overtime Salaries	88,113	100,000	110,000
01-30-102-01	Health/Welfare Benefits	334,476	385,000	406,500
01-30-102-02	Social Security	129,458	129,000	135,200
01-30-102-03	KPERS	8,833	9,500	8,200
01-30-102-04	Employment Security	4,012	2,000	1,700
01-30-102-05	Workers Compensation	33,901	30,000	30,000
01-30-102-06	City Pension	1,254	2,000	2,000
01-30-102-07	KP&F Retirement	364,766	330,000	315,000
01-30-102-08	NEACC Money Purchase Plan	(1,564)	-	-
	Total Personnel Services	\$ 2,577,092	\$ 2,732,500	\$ 2,763,600

Contractual Services				
01-30-201-08	Telephone	\$ 18,271	\$ 21,500	\$ 22,000
01-30-202-02	Commercial Travel	665	5,000	6,000
01-30-202-03	Lodging / Meals	12,875	16,000	20,000
01-30-202-04	Parking / Tolls / Misc.	108	400	400
01-30-202-05	Mileage Reimbursement	-	200	200
01-30-203-01	Registration / Tuition / Other	12,681	13,000	18,000
01-30-203-02	Firing Range	9,031	10,000	10,000
01-30-203-04	Training / Junior College	2,262	4,000	4,000
01-30-204-01	Advertising - Classified	-	500	500
01-30-205-01	Insurance	500	1,750	1,750
01-30-205-02	Notary Bonds	100	400	400
01-30-206-01	Professional Organizations	2,731	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	925	2,500	2,500
01-30-206-05	Professional Services	141	2,000	2,000
01-30-207-07	Pre-employment Exams	2,364	5,000	5,000
01-30-208-04	Public Relations	7,163	11,500	11,500
01-30-208-13	Employee Recognition	1,420	3,000	3,000
01-30-212-04	Communications / Radios	1,388	5,000	5,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	7,477	15,000	10,000
01-30-212-06	Service Contracts/Rentals	25,796	50,000	75,000
01-30-212-07	Vehicle Maintenance	45,643	36,000	36,000
01-30-213-02	Equipment Rental	-	750	750
01-30-213-03	Uniform Dry Cleaning	7,216	10,000	10,000
01-30-214-02	Vehicle Registration	743	350	350
01-30-214-05	Computer Services	25,190	25,000	40,000
01-30-214-06	Animal Control / Care	74,034	78,000	82,000
01-30-214-08	Prisoner Care	-	50,000	50,000
01-30-214-09	Crime Prevention	750	3,000	3,000
01-30-214-10	DARE Supplies	2,763	-	-
01-30-214-12	Bullet Proof Vest Grant	2,920	-	-
01-30-215-03	Miscellaneous	338	1,000	1,000
	Total Contractual Services	\$ 265,494	\$ 374,350	\$ 423,850

City of Mission Budget Worksheet - 2017 Budget Year

Fund:	General
Department:	Police

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Proposed 2017</u>
<u>Commodities</u>				
01-30-301-01	Office Supplies	\$ 3,742	\$ 6,000	\$ 4,500
01-30-301-02	Copy Machine Supplies	-	200	200
01-30-301-04	Postage	374	1,200	2,000
01-30-301-05	Printed Forms	1,369	4,000	4,000
01-30-301-06	Other Operating Supplies	1,477	5,500	5,500
01-30-302-01	Uniforms / Leather / Protect Vests	9,235	23,000	23,000
01-30-302-02	Equipment - General	13,162	15,000	15,000
01-30-303-01	Investigation Supplies	1,576	3,500	5,000
01-30-303-02	Property and Evidence Supplies	1,474	5,000	3,500
01-30-303-03	Booking Facility Supplies	107	1,000	1,000
01-30-306-01	Fuel	52,413	70,000	55,000
01-30-306-02	Fleet Tire Replacement	5,686	7,500	7,500
	Emergency Management	-	-	1,000
	Total Commodities	\$ 90,615	\$ 141,900	\$ 127,200
<u>Capital Outlay</u>				
01-30-401-01	Office Machines	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-
01-30-402-03	Computer Systems	11,401	-	-
01-30-403-01	Police Vehicles	123,485	100,000	55,500
01-30-404-03	Handguns / Shotguns	8,325	-	1,000
01-30-404-04	Radios	-	-	-
01-30-404-05	Radar	-	-	3,500
01-30-404-06	Other Equipment	-	-	-
01-30-404-07	Video Recorder	-	-	-
01-30-404-08	Motorcycles	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-
01-30-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 143,211	\$ 100,000	\$ 60,000
<u>Debt Service</u>				
	2011 Lease-Purchase	\$ -	\$ 1,802	\$ -
	2014 Lease-Purchase	-	49,318	49,500
	2016 Lease-Purchase	-	-	100,000
	Total Debt Service	\$ -	\$ 51,120	\$ 149,500
	Police Total	\$ 3,076,414	\$ 3,348,750	\$ 3,374,650