



**MEMORANDUM**

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**Date:** June 22, 2020  
**To:** Mayor and City Council  
**From:** Laura Smith, City Administrator  
**RE:** 2021 Budget Memo #2 - General Fund - June 24 Work Session

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The City’s General Fund is the largest of the City’s budgeted funds, and 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.

Each year we are faced with unique challenges as we develop the policies, priorities, and programs which ultimately result in a final recommended budget. The 2020/2021 Budget considerations have been dramatically impacted by the economic situation resulting from the COVID-19 pandemic. Our budget process has been slowed significantly to allow more time to review and evaluate revenue impacts so that we can make the most informed decisions possible.

In previous years, our first review of the General Fund budget has been focused on a comparison of the current budget year to the one proposed. This year our focus will be slightly different as we have to start with an analysis of the COVID-19 impacts on the 2020 Budget before beginning any conversations surrounding 2021.

The base budget is built on a series of assumptions that include:

- Historical revenue and expenditure patterns (adjusted for COVID-19)
- Policy direction established by Council priorities
- Anticipated trends in employee wages, salaries, and benefits
- Capital equipment replacement and technology needs

The budget workbook included in the packet contains both summary and detailed information estimating where we expect to finish the 2020 fiscal year, and information on what is being proposed for 2021.

Background and History

While needs and priority projects typically outpace our resources, our General Fund operating budget has achieved a healthy fund balance position over the last several years. We come into this budget process with excess (uncommitted) fund balance (over the Council’s 25% fund balance policy) of approximately \$1.7 million. This was intentional savings, designed to provide staff and Council the opportunity to consider and discuss supplemental programs to enhance service delivery for our residents. However, at this time we look to this excess fund balance to help to maintain and support existing programs and services as we weather the estimated revenue decreases resulting from the pandemic.

Our conservative approach has been prudent and wise, as it was not that many years ago that we were



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struggling to build fund balance, deferring equipment replacement, and asking employees to go multiple years without merit increases. A place we want to avoid in the future whenever possible. The Leadership Team is committed to developing and presenting a budget that supports our core service delivery functions first and foremost, and for 2020 and 2021 seeks to maintain projects and priorities that had previously been funded, but have not been started. Each month that passes will add clarity and direction to our budget deliberations.

### Revenue Highlights

Typically, revenues are developed from historical trends, data provided by the Departments, and by estimating the potential impact of new development/redevelopment within the City. Recognizing the far-reaching impacts of the COVID-19 crisis, we started our 2021 Budget process with a different approach, building flexible models for the major revenue streams so that our conversations and analysis could be as specific and detailed as possible. We not only built the various models and scenarios, but worked to “true up” several revenues that had been underperforming in recent fiscal years. The 2020 and 2021 revenue information is provided in summary and detailed format in the budget workbook, allowing us to review the assumptions in detail.

Revenues in the 2020 Estimated budget are \$11,029,940 which represents an 18% reduction from the 2020 Budgeted revenues. The 2021 revenues are estimated to be \$11,846,754, a 7% increase over 2020 Estimated, but an 11% decrease when compared to the 2020 Budget. Each of the major revenue streams is highlighted below.

Based on information provided for the 2021 Budget, Mission’s assessed valuation has been estimated at \$172,504,333 which represents an increase of 7% from the current year. As such, one mill in the 2021 budget will generate approximately \$172,500. Staff is finalizing the assessment of property tax lid restrictions, but at this time, the draft budget assumes the current mill levy of 17.157 mills remains constant. Of the total mill levy, 7 mills are assessed for street maintenance with the balance dedicated to General Fund operations. Property tax revenues are estimated to comprise 26% of the 2021 General Fund revenues.

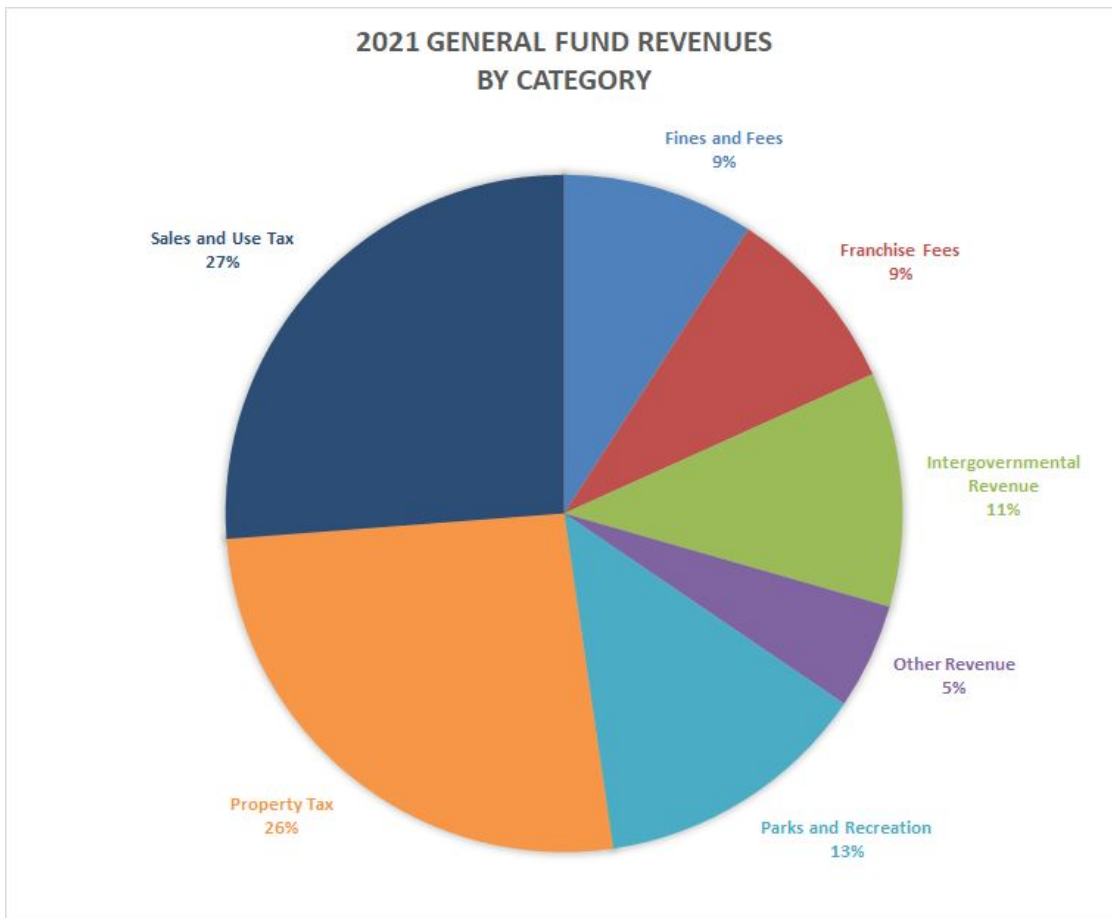
Sales taxes continue to be the largest revenue generator (38%) in the General Fund. Sales tax revenue estimates for 2020 were adjusted using the medium impact (15% reduction) scenario presented in our May work session, resulting in a decrease in sales tax receipts of \$547,500. Holding sales tax growth to 0% in 2021, this estimated net loss in sales tax revenues totals \$1,095,000 over the next 18 months.

As we have discussed, April sales tax receipts will be available later this week and will be critical in knowing whether we can conservatively improve our projections for the remainder of the fiscal year and into 2021. If we can reduce the impact to 10% we immediately improve our bottom line by \$365,000 (\$182,500 in 2020 and \$182,500 in 2021). If the scenario improves further, and we can estimate a 7.5% reduction, we gain an additional \$273,750 each year (\$547,500 in total). Improved sales tax receipts alone have the potential to bring our budget almost completely into balance with no other adjustments to revenues or expenditures.

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When estimating Parks and Recreation revenues, we started with 2019 actuals (revenues had historically been underperforming) and then took a 50% reduction (medium impact scenario) in Community Center revenues for 2020 Estimated. The total reduction in revenues was more dramatic because of the loss of the summer camp revenue for the 2020 season. No revenues were included for the Mission Family Aquatic Center (MFAC) as a result of the decision not to open the facility for the 2020 season. Total shortfalls for Community Center revenues in 2020 are estimated to be \$863,378. The cost recovery for the Community Center in 2020 is projected to be 39%.

For 2021, parks and recreation revenues were developed using 2019 actuals and then applying a 25% reduction for both the MFAC and the Community Center. We believe these revenue streams will be much slower to recover as patrons are not showing a desire to return to the facility/programs immediately as we move through the various COVID-19 reopening and recovery phases. Estimated cost recovery for the Community Center in 2021 is projected to be 56%.



Revenues generated by fines and fees were adjusted in the 2020 Estimated projections to align more closely with 2019 actual receipts, as this revenue stream had been overestimated in the adopted 2020



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budget. The adjusted starting point was then reduced by approximately 35% to reflect reduced activity as a result of COVID-19 business closures and stay at home orders. The revenue stream was adjusted upward more significantly for 2021 as we expect to see a more predictable return to “normal” in these revenues.

The General Fund revenue estimates in 2020 and 2021 reflect the payments either received (\$100,000) or anticipated (\$150,000) from the EPC Redevelopment Agreement (The Locale) as well as payments from Roeland Park for deannexation of the northeast corner of Roe and Johnson Drive. The EPC payments have been “Assigned” in the fund balance for 2020 and 2021 so that Council may have a specific discussion about their use. There are no new revenue streams included in the 2020 Estimated or 2021 Budgets.

We’ve estimated conservatively across all remaining revenue streams, which means that any improvement in performance for 2020 or 2021 will immediately have a positive impact on our bottom line.

### General Fund Expenditures

As a proposed budget is developed, staff considers many options and alternatives to bring it into balance. Although we do not use a “zero-based budget” approach, each line item is carefully reviewed and evaluated annually. In our budget work to date, we have discussed many of the following “tools” to reach a recommended budget:

- Eliminating budgeted staff positions/holding positions vacant
- 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

This first draft of the 2020 Estimated/2021 Budget incorporates a number of current Council goals and objectives and policy assumptions which include:

- Continuing to subsidize a portion of the annual Solid Waste Utility Rate for single-family property owners. The current contract with WCA will be increasing by 3%. The City’s subsidy of \$85,000 represents approximately 15% of total annual contract costs. Charges assessed to each residential property are estimated to be \$184 annually for 2021, or an increase of \$0.67/mo.
- Maintaining the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 75% of total city mill excluding special assessments, and 50% of the solid waste utility fee.
- Personnel costs reflect a 3.5% merit pool for both 2020 and 2021. The 2020 Estimated budget shows all vacant positions being filled from September through December, and the 2021 Budget includes no new positions, and no budgeted “lapses” in FTEs.
- An increase in health and welfare benefits of 5% over 2020 rates.
- Maintaining funding for the Business Improvement Grant (BIG) Program.
- Continuing to maintain an increased Park Maintenance budget in the Public Works Department,



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in direct response to recommendations outlined in the Parks and Recreation Master Plan.

- Funding for the highest priority capital equipment and technology purchases for each Department based on planned replacement and identified needs. These are detailed later in the memo.

Expenditures in the current year were evaluated for potential savings, and the 2020 Estimated expenditures total \$12,539,937 (\$11,404,937 in Departmental expenses and \$1,135,000 in Transfers). This represents an overall **decrease** of 8% from the 2020 Budgeted expenses.

Several projects/priorities, some carried over from 2019 and some approved in 2020, have not yet been completed or in some cases even started. With the exception of the vehicle for the Police Department's Directed Patrol Unit (DPU), all these previously approved expenses are shown in the 2020 Estimated Budget. This includes funding all positions which are currently vacant from September 1 through December 31, 2020. A summary of the projects or capital items is included below, and during our work session, staff will detail recommended deferrals to accommodate these priorities should revenues not improve for the balance of 2020.

### General Overhead

#### Wi-Fi Access Points (Hubs)

*An updated wi-fi network allows employees to access the network from any location in any City facility. This will provide greater efficiency in work and enhanced collaboration on team projects, and will also allow ancillary technology such as projectors, copiers, and monitoring equipment to utilize the network/internet without a direct network access point. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

#### Technology Replacement

*A regular technology replacement program has been developed to ensure that employees get a new computer before the first reaches the end of its useful life. Regular replacement also ensures that computer systems and operating software are compatible with the latest software and network system updates. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

#### Microsoft 365 Licensing

*The transition to Microsoft Office 365 from Google Chrome is recommended in the 2019 Budget. Staff anticipates improvements in technical support as well as security. Year Funded: 2019 (carry over to 2020). Amount Funded: \$30,000. Fund: General Fund*

### Legislative

#### Increased Budget for Council constituent communications

*The public relations line item in the Legislative budget was increased so staff and Council may explore options for increasing and/or improving communications with residents and businesses. Year Funded: 2020. Amount Funded: \$15,000. Fund: General Fund*



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### Greenhouse Gas Inventory Update

*The funding will update the greenhouse gas emissions inventory completed in 2008 that informed the City of Mission's Climate Action Plan in 2009. The update will allow the City to evaluate the progress since 2009 and provide the opportunity to set new goals. Year Funded: 2019. Amount Funded: \$15,000. Fund: General Fund*

### Public Works

#### Increased budget for tree maintenance on public property, including ROW

*Increased funding to address maintenance of trees on public property, including limited sections of KDOT Right-of-Way (specifically along Shawnee Mission Parkway). It is estimated this would be a recurring annual cost. Year Funded: 2020. Amount Funded: \$20,000. Fund: General Fund*

#### Replace Lighted Arrow Board at Public Works Facility

*The electronic arrow board, originally purchased in 2002 as part of the DUI checkpoint operations, is now used for street maintenance and repairs, and is crucial to crack sealing and patching operations to ensure crew safety. The new arrow board will meet all traffic control and safety measures required by federal law and include an updated LED light package for longer run time. Year Funded: 2020. Amount Funded: \$8,000. Fund: General Fund*

### Community Development

#### New Building Permitting and Code Enforcement Software

*New building permitting software application will be organized to better capture data needed for building permits and to track the progress of inspections. The software will also have a module for tracking code enforcement cases. New software will integrate with the City's GIS systems to provide geospatial data helpful in mapping where permits are issued or code cases occur. Year funded: 2019. Amount funded: \$40,000 (Cloud based applications could reduce this cost) Fund: General Fund*

### Police

#### Directed Patrol Unit (original)

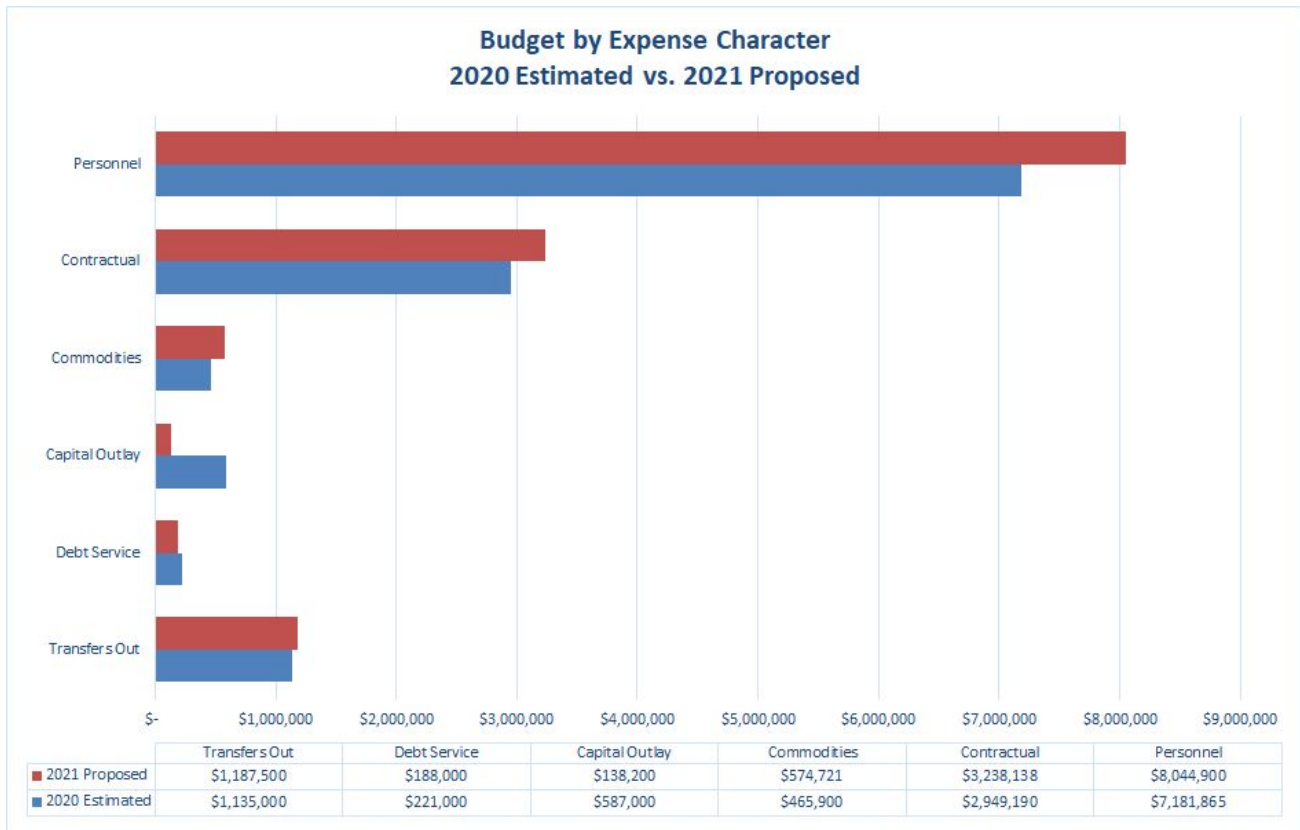
*The 2020 Budget included the conversion of two positions previously authorized for "over-hire" to permanent full-time positions in order to establish a Directed Patrol Unit (DPU). A Directed Patrol Unit was to assume responsibility for targeting areas of concern for criminal activity by using officers trained in surveillance techniques, drug investigations, subpoena and search warrant procedures, electronic surveillance equipment, interrogation techniques, informant management, and cellular phone forensics. Salary and benefits for the two officers are estimated at \$135,000. A new low profile vehicle is also included for an estimated \$70,000. Year funded: 2020. Amount Funded: \$205,000. Fund: General Fund.*



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*Updated: Staff vacancies and workers compensation injuries have impacted the Department’s ability to successfully implement the DPU to date. While fielding this unit is still a goal, the vehicle purchase is not recommended. Department staffing is currently at 30 sworn personnel, and the recommendation is to leave the additional position vacant at least through the end of 2020.*

The 2021 Budget includes \$13,305,059 in expenses (\$12,117,559 for Departments and \$1,187,500 in Transfers). This is a 2% **decrease** from the 2020 Budget. 2021 Each of the major categories included in the 2021 budgeted expenses (Personnel, Contractuals, Commodities, Capital, Transfers) are detailed in the graph and narrative included 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 \$8.04 million in 2021, these costs represent approximately 66% of the General Fund budget expenses (excluding transfers). The 2021 Proposed Budget does not include any new positions. There are currently seventy-five (75) FTEs authorized in the budget, and these are assigned by Department as follows:



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<b>Department</b>	<b>Number of Budgeted/Authorized FTEs</b>
Administration	7
Municipal Court	3
Public Works	12
Community Development	5
Parks and Recreation	13
Police	35
<b>Total</b>	<b>75</b>

The Council has historically communicated a desire to maintain a competitive salary and benefit package for employees. As such 3.5% merit pools are estimated in both the 2020 and 2021 budgets. All employees are reviewed and evaluated in late October each year with merit increases becoming effective in late November. If revenues improve, staff anticipates returning with a recommendation to complete a review and refresh of the 2017 Classification and Compensation study to evaluate whether our ranges and employee positioning within them are appropriately aligned with respect to both external (market) and internal comparisons.

**Contractuals/Commodities**

Contractual services and commodities make up the next largest share of the General Fund expenses, accounting for a combined total of approximately \$3.77 million in the 2021 Budget, a 10% increase over 2020 Estimated, but a decrease of 8% from 2020 Budget. Contractual services are things that are provided or secured through contracts with others and includes things such as utilities, legal services, engineer/architect services, prisoner housing, maintenance/operation of traffic signals. 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/Lease Payments**

For the 2021 Budget, capital expenditures in the General Fund total \$138,200 with the majority (\$100,000) being Financial Management software which has been carried over in the General Fund fund balance for the last several years. The 2021 General Fund budget also includes debt service for the 2013A Bonds in the amount of \$80,000. These bonds were issued for acquisition of the streetlight system, and the debt retires in September 2023. Finally, the 20201 Budget includes an annual lease payment for police vehicles in the amount of \$108,000.



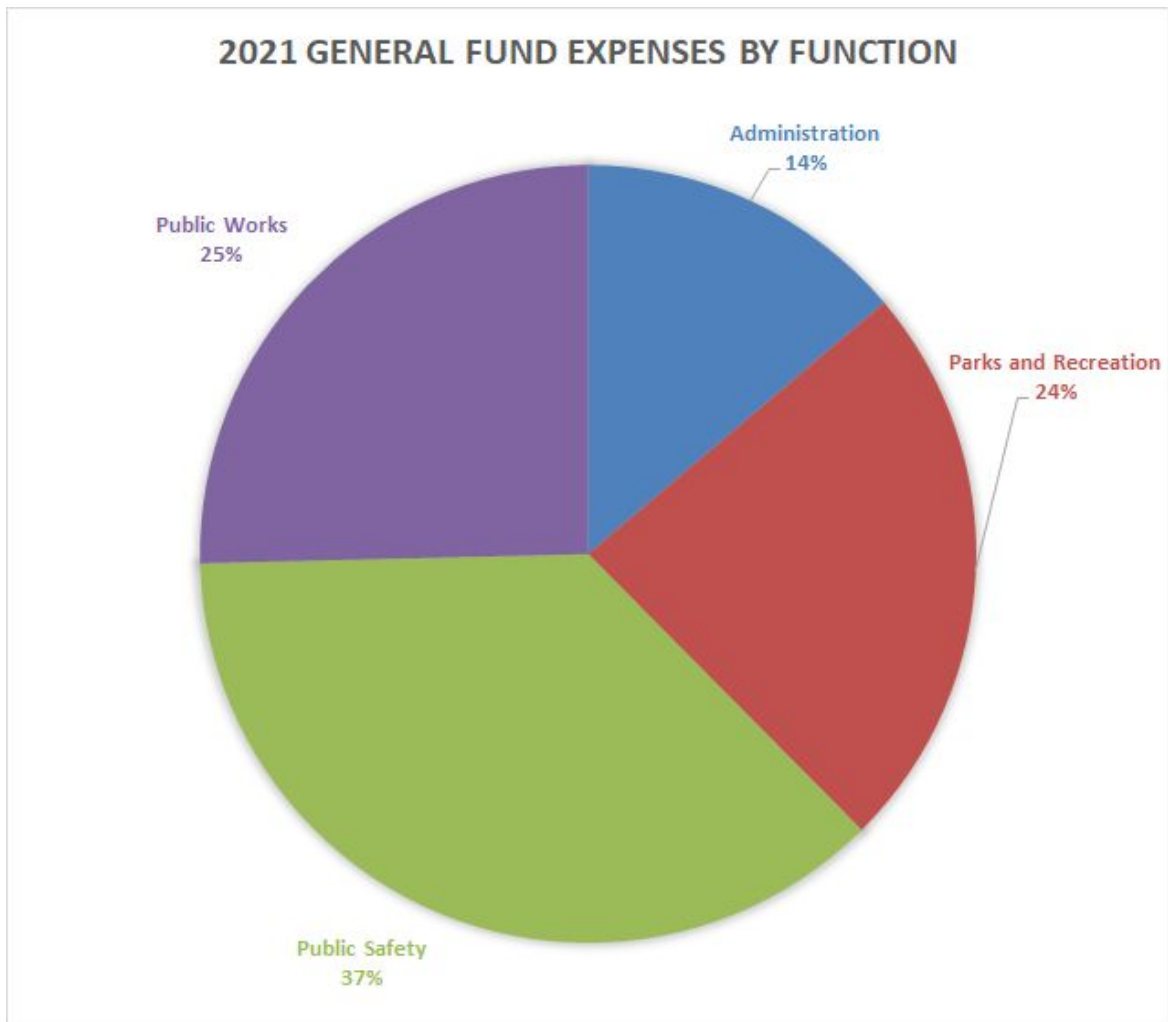
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**Transfers**

Transfers are used to support programs and activities budgeted in other funds. The 2021 budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$1,102,500 for street maintenance, representing the transfer of revenues generated by the 7 mills dedicated to streets.

A transfer in the amount of \$85,000 is shown to the Solid Waste Utility Fund, and is used to subsidize a portion of the residential trash service contract with Waste Management. WCA's contract will be increasing by 3% in 2021.

The 2021 General Fund expenditures by function are detailed in the graph below:





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### **2020/2021 Supplemental Considerations**

The following items have been included/recommended as capital or supplemental items for 2020 and 2021.

#### **Legislative**

*COVID-19 Housing Relief Fund. The City has historically provided a variety of assistance programs for property owners (BIG Program, Rebate, Mission Possible), but has not offered support for vulnerable residents who might be at risk for eviction or foreclosure on the cusp of an economic depression. In an effort to consider extending some type of relief or assistance during this unique time, a recommendation to create a “COVID-19 Emergency Housing Assistance Fund” for low-income Mission residents experiencing financial hardship due to COVID-19 has been suggested. With one of the most socio-economic diverse makeups of anywhere in the KC Metro, Mission could consider helping to protect our residents, particularly those in multi-family housing, from being forced out of their homes, and perhaps our city, due to inability to pay rent or mortgage. The recommendation is for a one-time allocation of \$15,000 that would be distributed through an established housing support provided in the County. Year funded: 2020. Amount funded: \$15,000. Fund: General Fund.*

#### **Public Works**

*TrafficCAD Sign Plotter and 48” Squeeze Roller. Since 2011, the Public Works Department has maintained an internal sign replacement program with specialized equipment, resulting in significant cost savings to the City. The Department has requested replacement of the equipment and a software upgrade to allow them to maintain this functionality in house, and to stay current with MUTCD signage specifications.*

#### **Parks and Recreation**

*Digital Signage Hardware and Software. The digital signage platform the Department is currently using is not user-friendly and unable to run on multiple computers at the Community Center. In addition, it does not provide staff the ability to draft and schedule posts in advance. This hardware and software upgrade will allow for a better system to communicate daily schedules for the gyms, fitness classes and reservations at both entrances. Year funded: 2021. Amount funded: \$5,440. Fund: General Fund.*

*Postage for Mailing Activity Guide. Memberships and registration numbers at the Community Center have decreased over the last several years. Although an activity guide is currently printed, it is not mailed to members (current or prospective) and staff believes there are a number of important marketing opportunities that are being missed. By mailing the Activity Guide, the goal would be to reach a broader population and increase visibility for the Parks and Recreation*



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*Department. The success will be evaluated at the end of the year to determine viability for future funding. Year Funded: 2021. Amount Funded: \$9,000. Fund: General Fund.*

### Police

*Police Department Server. Replacement of this five year old server continues the planned replacement of the Department's IT infrastructures. The server houses all police virtual machines and is a critical part of daily operations. Year funded: 2021. Amount funded: \$12,000. Fund: General Fund.*

### Summary/Next Steps

We have a lot to discuss as we start to move toward a final recommendation for the 2020 Estimated and 2021 Recommended Budgets. In addition to reviewing additional scenarios and discussing prioritization of projects or expenditures in the General Fund, we will review an updated/revised budget calendar and outline the remaining steps to get us to budget adoption in August.

If you have questions in advance of the work session, please do not hesitate to contact me.

City of Mission  
2020 Budget Estimated  
2021 Proposed  
Budgets

June 24, 2020

City of Mission 2021 Annual Budget

General Fund Summary

	Budget	Actual	Budget	Estimated	Proposed	% Change	% Change
	2019	2019	2020	2020	2021	2020 Budget to Est	2020 Est to 2021
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 5,327,212	\$ 5,327,212	\$ 5,588,626	\$ 5,588,626	\$ 4,063,379		
<b><u>REVENUES</u></b>							
Property Taxes	\$ 1,715,000	\$ 1,749,800	\$ 1,665,000	\$ 1,660,000	1,747,500	0%	5%
Property Taxes For Streets	1,050,000	1,014,780	975,000	1,050,000	1,102,000	8%	5%
Motor Vehicle Taxes	265,000	246,313	268,300	244,600	248,538	-9%	2%
Sales/Use Taxes	3,400,000	3,639,764	3,650,000	3,102,500	3,102,500	-15%	0%
Franchise Taxes	1,100,000	1,024,697	1,127,500	1,008,500	1,077,000	-11%	7%
Licenses and Permits	170,700	155,907	158,700	157,400	157,900	-1%	0%
Review/Plan Inspection Fees	622,000	236,566	225,000	175,000	175,000	-22%	0%
Police Fines	1,362,300	1,078,268	1,160,500	753,990	1,083,842	-35%	44%
Service Charges	226,000	137,009	114,500	113,500	137,700	-1%	21%
Pool Revenue	139,000	144,225	155,000	-	108,324	-100%	
Community Center Revenue	1,840,500	1,698,878	1,849,400	835,500	1,452,250	-55%	74%
Intergovernmental Revenue	1,560,000	1,539,116	1,562,000	1,305,700	1,325,700	-16%	2%
Miscellaneous	80,000	124,046	135,000	183,000	128,000	36%	-30%
TIF/CID Proceeds	-	-	-	-	-		
Bond/Lease Proceeds	-	-	450,000	420,000	-		
Transfers In	-	-	-	20,000	-		
<b>Total</b>	<b>\$ 13,530,500</b>	<b>\$ 12,789,369</b>	<b>\$ 13,495,900</b>	<b>\$ 11,029,690</b>	<b>\$ 11,846,254</b>	<b>-18%</b>	<b>7%</b>
<b><u>EXPENSES</u></b>							
Personnel Services	\$ 7,636,033	\$ 7,121,949	\$ 7,875,060	\$ 7,181,863	\$ 8,044,900	-9%	12%
Contractual Services	3,596,782	2,773,129	3,519,700	2,964,189	3,238,138	-16%	9%
Commodities	544,610	525,373	581,220	465,897	574,721	-20%	23%
Capital Outlay	684,852	708,037	355,112	586,988	138,200	65%	-76%
Debt Service/Lease-Purchase	203,559	195,774	205,000	221,000	188,000	8%	-15%
Contingency/Reserve	-	148,720	-	-	-		
<b>Sub Total for Expenses</b>	<b>\$ 12,665,836</b>	<b>\$ 11,472,982</b>	<b>\$ 12,536,092</b>	<b>\$ 11,419,937</b>	<b>\$ 12,183,959</b>	<b>-9%</b>	<b>7%</b>
<b>Transfers Out</b>							
Storm Water Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -		
Capital Improvement Fund	1,050,000	1,014,780	975,000	1,050,000	1,102,500	8%	5%
Solid Waste Fund	85,000	85,000	85,000	85,000	85,000	0%	0%
Equipment Replacement Fund	-	(44,807)	-	-	-		
<b>Sub Total for Transfers Out</b>	<b>\$ 1,135,000</b>	<b>\$ 1,054,973</b>	<b>\$ 1,060,000</b>	<b>\$ 1,135,000</b>	<b>\$ 1,187,500</b>		<b>5%</b>
<b>Total for Expenses</b>	<b>\$ 13,800,836</b>	<b>\$ 12,527,955</b>	<b>\$ 13,596,092</b>	<b>\$ 12,554,937</b>	<b>\$ 13,371,459</b>	<b>-8%</b>	<b>7%</b>
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	<b>\$ (270,336)</b>	<b>\$ 261,414</b>	<b>\$ (100,192)</b>	<b>\$ (1,525,247)</b>	<b>\$ (1,525,205)</b>		
<b><u>ENDING FUND BALANCE</u></b>	<b>\$ 5,056,876</b>	<b>\$ 5,588,626</b>	<b>\$ 5,488,434</b>	<b>\$ 4,063,379</b>	<b>\$ 2,538,174</b>	<b>-26%</b>	<b>-38%</b>
<b>Fund Balance Adjustments</b>							
Restricted (25% General Fund Revenues)	\$ 3,382,625	\$ 3,197,342	\$ 3,373,975	\$ 2,757,422	\$ 2,961,563	-18%	
Committed	-	165,518	-	191,518	226,518		
Assigned	-	519,488	-	200,000	250,000		
<b>Total for Fund Balance Adjustments</b>	<b>\$ 3,382,625</b>	<b>\$ 3,882,348</b>	<b>\$ 3,373,975</b>	<b>\$ 3,148,940</b>	<b>\$ 3,438,081</b>	<b>-7%</b>	<b>9%</b>
<b><u>UNRESTRICTED FUND BALANCE</u></b>	<b>\$ 1,674,251</b>	<b>\$ 1,706,278</b>	<b>\$ 2,114,459</b>	<b>\$ 914,439</b>	<b>\$ (899,908)</b>		

City of Mission 2021 Annual Budget

Revenue Detail

	Budget	Actual	Budget	2020	Proposed	% Change
	2019	2019	2020	Estimated	2021	2021 to 2020 Budget
<u>Property Tax</u>						
Real Estate Tax (General Property Tax)	1,700,000	1,735,980	1,650,000	1,650,000	1,732,500	5.0%
Delinquent Real Estate Tax	15,000	13,820	15,000	10,000	15,000	0.0%
Property Tax	1,715,000	1,749,800	1,665,000	1,660,000	1,747,500	
<u>Property Tax for Streets (7 Mills)</u>	1,050,000	1,014,780	975,000	1,050,000	1,102,000	13.0%
<u>Motor Vehicle Tax</u>						
Motor Vehicle Tax	261,000	241,875	263,000	240,000	241,923	-8.0%
Recreational Vehicle Tax	700	895	800	600	682	-14.7%
Heavy Truck Tax	2,800	3,526	4,000	3,500	5,633	40.8%
Rental Excise Tax	-	-	-	-	-	0.0%
Delinquent Personal Property Tax	500	17	500	500	300	-40.0%
Motor Vehicle Tax	265,000	246,313	268,300	244,600	248,538	
<u>City Sales/Use Tax</u>						
City Sales Tax	2,500,000	2,482,631	2,420,000	2,057,000	2,057,000	-15.0%
City Use Tax	900,000	1,157,133	1,230,000	1,045,500	1,045,500	-15.0%
City Sales/Use Tax	3,400,000	3,639,764	3,650,000	3,102,500	3,102,500	
<u>Franchise Tax</u>						
KCP&L	730,000	682,577	750,000	650,000	725,000	-3.3%
KS Gas Service	200,000	200,175	225,000	225,000	225,000	0.0%
SBC Telephone	25,000	18,864	19,000	19,000	19,000	0.0%
Consolidated Telephone (formerly SureWest)	5,000	3,027	3,500	3,500	3,000	-14.3%
AT&T (SBC) Video	35,000	27,989	27,000	26,000	25,000	-7.4%
Consolidated Video (formerly SureWest)	15,000	10,384	20,000	9,000	8,000	-60.0%
Spectrum Video (formerly Time Warner)	55,000	57,170	55,000	55,000	53,000	-3.6%
Google (New)	35,000	24,511	28,000	21,000	19,000	-32.1%
Franchise Tax	1,100,000	1,024,697	1,127,500	1,008,500	1,077,000	
<u>Licenses and Permits</u>						
Occupational License	100,000	100,987	95,000	95,000	95,000	0.0%
Public Works Permits	5,000	4,200	3,500	3,500	3,500	0.0%
Rental License	45,000	33,598	45,000	45,000	45,000	0.0%
Rental Inspection Fee	3,000	-	1,000	-	-	-100.0%
Tree Service License Fee	200	10	200	-	-	-100.0%
Sign Permit Fee	5,000	5,612	5,000	6,000	5,000	0.0%
Land Use Fee	3,000	1,725	1,500	1,500	1,500	0.0%
Liquor License	7,000	7,975	5,000	5,000	6,500	30.0%
Operator/Solicitor/Massage License	2,000	1,150	2,000	1,000	1,000	-50.0%
Animal License	500	650	500	400	400	-20.0%
Licenses and Permits	170,700	155,907	158,700	157,400	157,900	
<u>Plan Review/Inspection Fees</u>						
Building Permit Fees	371,000	121,562	150,000	125,000	125,000	-16.7%
Plan Review Fees	251,000	115,004	75,000	50,000	50,000	-33.3%
Plan Review/Inspection Fees	622,000	236,566	225,000	175,000	175,000	

City of Mission 2021 Annual Budget

Revenue Detail

	Budget	Actual	Budget	2020	Proposed	% Change
	2019	2019	2020	Estimated	2021	2021 to 2020 Budget
<u>Intergovernmental Revenue</u>						
<b>County Sales/Use Tax</b>						
County Sales Tax	700,000	679,402	695,000	590,750	590,750	-15.0%
County Use Tax	<u>147,000</u>	<u>151,654</u>	<u>150,000</u>	127,500	<u>127,500</u>	-15.0%
County Sales/Use Tax	847,000	831,056	845,000	718,250	718,250	
<b>County Sales/Use Tax - Jail</b>						
County Jail Sales Tax	173,000	168,573	172,000	146,200	146,200	-15.0%
County Jail Use Tax	<u>37,000</u>	<u>37,913</u>	<u>37,000</u>	31,450	<u>31,450</u>	-15.0%
County Sales/Use Tax - Jail	210,000	206,486	209,000	177,650	177,650	
<b>County Sales/Use Tax - Pub Safety</b>						
County Public Safety Sales Tax	173,000	168,573	172,000	146,200	146,200	-15.0%
County Public Safety Use Tax	<u>37,000</u>	<u>37,913</u>	<u>37,000</u>	31,450	<u>31,450</u>	-15.0%
County Sales/Use Tax - Pub Safety	210,000	206,486	209,000	177,650	177,650	
<b>County Sales/Use Tax - Court House</b>						
County Court House Sales Tax	173,000	168,572	172,000	146,200	146,200	-15.0%
County Court House Use Tax	<u>37,000</u>	<u>37,913</u>	<u>37,000</u>	31,450	<u>31,450</u>	-15.0%
County Sales/Use Tax - Pub Safety	210,000	206,485	209,000	177,650	177,650	
<b>Alcohol Tax</b>	78,000	<b>88,603</b>	85,000	50,000	70,000	-17.6%
<b>Other Intergovernmental Revenue</b>	5,000	-	5,000	4,500	4,500	-10.0%
<b>Total for Intergovernmental</b>	<u>1,560,000</u>	<u>1,539,116</u>	<u>1,562,000</u>	<u>1,305,700</u>	<u>1,325,700</u>	
<u>Police Fines</u>						
Fines	1,300,000	1,021,428	1,100,000	715,000	1,031,642	-6.2%
Parking Fines	6,000	8,275	5,000	3,000	4,000	-20.0%
Alarm Fines	300	500	500	200	200	-60.0%
Police Dept. Lab Fees	500	(499)	500	790	500	0.0%
Fuel Assessment Fees	9,000	9,106	9,000	6,500	10,000	11.1%
ADA Accessibility Fees	41,000	36,086	40,000	26,000	35,000	-12.5%
Motion Fees	5,000	2,472	5,000	2,000	2,000	-60.0%
Expungement Fees	500	900	500	500	500	0.0%
Court Appointed Attorney	-	-	-	-	-	
Police Fines	<u>1,362,300</u>	<u>1,078,268</u>	<u>1,160,500</u>	<u>753,990</u>	<u>1,083,842</u>	
<u>Service Charges</u>						
Court Costs	130,000	50,061	50,000	35,000	50,500	1.0%
On Line Convenience	4,000	4,449	4,500	3,500	4,000	-11.1%
Charge for Services	-	-	-	-	-	
Reimbursed Expenses	25,000	17,466	50,000	12,000	20,000	-60.0%
Animal Control Contracts	61,500	61,800	5,000	58,000	58,200	1064.0%
Nuisance Abatement Fees	5,000	3,233	5,000	5,000	5,000	0.0%
Weed Abatement Fees	<u>500</u>	-	-	-	-	
Service Charges	<u>226,000</u>	<u>137,009</u>	<u>114,500</u>	<u>113,500</u>	<u>137,700</u>	

City of Mission 2021 Annual Budget

Revenue Detail

	Budget	Actual	Budget	2020	Proposed	% Change
	2019	2019	2020	Estimated	2021	2021 to 2020 Budget
<u>Miscellaneous and Other</u>						
Interest/Investments	45,000	104,556	110,000	35,000	30,000	-72.7%
Sale of Fixed Assets	10,000	-	-	3,000	3,000	0.0%
Sustainability Revenue	-	-	-	-	-	0.0%
Farmer's Market	-	-	-	-	-	0.0%
Contributions	-	-	-	-	-	0.0%
Miscellaneous	25,000	19,490	25,000	145,000	95,000	280.0%
Miscellaneous and Other	80,000	124,046	135,000	183,000	128,000	
<u>Pool Revenues</u>						
Outdoor Pool Membership	45,000	38,318	45,000	-	28,739	-36.1%
Outdoor Pool Front Desk	50,000	54,871	55,000	-	41,153	-25.2%
Outdoor Pool Concessions	25,000	32,341	37,000	-	24,256	-34.4%
Outdoor Pool Program Fees	8,000	6,290	7,000	-	4,718	-32.6%
Outdoor Pool Rental	4,000	5,945	3,000	-	4,459	48.6%
Super Pool Pass Revenue	7,000	6,460	8,000	-	5,000	-37.5%
Pool Revenue	139,000	144,225	155,000	-	108,324	
<u>Community Center Revenue</u>						
Community Center Membership	625,000	607,807	625,000	312,500	468,750	-25.0%
Community Center Rental	283,500	268,284	285,000	142,500	213,750	-25.0%
Community Center Program	390,000	331,082	400,000	200,000	300,000	-25.0%
Community Center Daily Fees	225,000	219,395	250,000	125,000	187,500	-25.0%
Community Center Misc.	8,000	5,402	5,000	2,500	3,750	-25.0%
Community Center Resale of Items	1,000	1,138	900	-	500	-44.4%
Community Center Sponsorship/Ads	-	-	500	-	-	
Morrow Trust Fund	-	-	-	-	-	
Mission Summer Program	255,000	212,645	230,000	-	225,000	-2.2%
Mission Square PILOTS	53,000	53,125	53,000	53,000	53,000	0.0%
Community Center Revenues	1,840,500	1,698,878	1,849,400	835,500	1,452,250	
<u>TIF/CID Proceeds</u>						
Mission Crossing TIF - Sales Tax	-	-	-	-	-	
Mission Crossing CID - Sales Tax	-	-	-	-	-	
Cornerstone Commons - CID Sales Tax	-	-	-	-	-	
TDD Sales Tax	-	-	-	-	-	
CID/TIF Proceeds	-	-	-	-	-	
<u>Bond/Lease Proceeds</u>						
2014 Lease Purchase of Police Vehicles	-	-	-	-	-	
2015 Lease Purchase of Street Sweeper	-	-	-	-	-	
2016 Lease Purchase of Police Vehicles	-	-	-	-	-	
2020 Lease Purchase of Police Vehicles	-	-	450,000	420,000	-	
Bond/Lease Proceeds	-	-	450,000	420,000	-	
<u>Transfers From Other Funds</u>						
Transfers From Other Funds	-	-	-	-	-	
Transfers From Other Funds	-	-	-	-	-	
<b>Total Revenue</b>	<b>13,530,500</b>	<b>12,789,369</b>	<b>13,495,900</b>	<b>11,009,690</b>	<b>11,846,254</b>	



City of Mission 2021 Annual Budget

Summary of Costs by Type of Expenditure

	<u>Personnel</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Total</u>
General Overhead	\$ -	\$ 330,000	\$ 46,500	\$ 100,000	80,000	\$ 556,500
Legislative	\$ 56,600	\$ 157,600	\$ 1,700	\$ -	-	\$ 215,900
Administration	\$ 869,000	\$ 32,150	\$ 600	\$ -	-	\$ 901,750
Municipal Court	\$ 329,600	\$ 28,100	\$ 6,750	\$ 2,000	-	\$ 366,450
Neighborhood Services	\$ -	\$ -	\$ -	\$ -	-	\$ -
Public Works	\$ 1,048,000	\$ 1,056,021	\$ 193,800	\$ 17,500	\$ -	\$ 2,315,321
Community Development	\$ 457,000	\$ 337,900	\$ 5,000	\$ -	-	\$ 799,900
Parks and Recreation						
Mission Aquatic Center	\$ 154,000	\$ 76,750	\$ 50,971	\$ -	-	\$ 281,721
Sylvester Powell Jr. Community Center	\$ 1,659,000	\$ 827,096	\$ 123,150	\$ -	-	\$ 2,609,246
Police	\$ 3,471,700	\$ 392,521	\$ 146,250	\$ 18,700	\$ 108,000	\$ 4,137,171
<b>Total</b>	<u>\$ 8,044,900</u>	<u>\$ 3,238,138</u>	<u>\$ 574,721</u>	<u>\$ 138,200</u>	<u>\$ 188,000</u>	<u>\$ 12,183,959</u>

## City of Mission 2021 Annual Budget

### Summary of Costs by Department

	Actual 2019	Budget 2020	Estimated 2020	Proposed 2021	% Change 2020/2021
<b><u>General Overhead</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	295,500	323,000	337,548	330,000	-2%
Commodities	58,472	50,500	49,700	46,500	-6%
Capital Outlay	86,740	28,000	24,000	100,000	
Debt Service	79,575	80,000	80,000	80,000	0%
Total	\$ 520,287	\$ 481,500	\$ 491,248	\$ 556,500	13%
<b><u>Legislative</u></b>					
Personnel Services	\$ 53,276	\$ 56,710	\$ 56,550	\$ 56,600	0%
Contractual Services	113,320	174,900	145,650	157,600	8%
Commodities	771	1,850	1,700	1,700	0%
Capital Outlay	-	-	-	-	
Total	\$ 167,367	\$ 233,460	\$ 203,900	\$ 215,900	6%
<b><u>Administration</u></b>					
Personnel Services	\$ 866,541	\$ 867,250	\$ 861,395	\$ 869,000	1%
Contractual Services	28,918	50,050	36,000	32,150	-11%
Commodities	826	1,100	700	600	-14%
Capital Outlay	7,403	-	-	-	
Total	\$ 903,687	\$ 918,400	\$ 898,095	\$ 901,750	0%
<b><u>Municipal Court</u></b>					
Personnel Services	\$ 357,119	\$ 352,500	\$ 281,550	\$ 329,600	17%
Contractual Services	10,078	30,100	23,825	28,100	18%
Commodities	6,092	10,500	4,875	6,750	38%
Capital Outlay	2,118	-	70,000	2,000	-97%
Total	\$ 375,407	\$ 393,100	\$ 380,250	\$ 366,450	-4%
<b><u>Neighborhood Services</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	-	-	-	-	
Commodities	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ -	
<b><u>Public Works</u></b>					
Personnel Services	\$ 790,268	\$ 1,056,000	\$ 966,518	\$ 1,048,000	8%
Contractual Services	789,837	1,029,020	956,940	1,056,021	10%
Commodities	175,412	193,800	175,602	193,800	10%
Capital Outlay	174,242	34,000	249,488	17,500	-93%
Debt Service	28,662	-	-	-	
Total	\$ 1,958,421	\$ 2,312,820	\$ 2,348,548	\$ 2,315,321	-1%

City of Mission 2020 Annual Budget

Summary of Costs by Department

	Actual 2019	Budget 2020	Actual 2020	Proposed 2021	% Change 2020/2021
<b><u>Community Development</u></b>					
Personnel Services	\$ 254,697	\$ 405,600	\$ 371,600	\$ 457,000	23%
Contractual Services	317,744	566,300	509,476	337,900	-34%
Commodities	4,075	8,000	4,300	5,000	16%
Capital Outlay	23,631	7,000	47,500	-	-100%
Total	\$ 600,148	\$ 986,900	\$ 932,876	\$ 799,900	-14%
<b><u>Mission Aquatic Center</u></b>					
Personnel Services	\$ 156,340	\$ 162,500	\$ -	\$ 154,000	
Contractual Services	70,235	81,150	23,250	76,750	230%
Commodities	49,436	50,970	3,020	50,971	1588%
Capital Outlay	3,412	3,412	-	-	
Total	\$ 279,423	\$ 298,032	\$ 26,270	\$ 281,721	972%
<b><u>Community Center</u></b>					
Personnel Services	\$ 1,472,003	\$ 1,620,500	\$ 1,409,050	\$ 1,659,000	18%
Contractual Services	835,197	870,220	624,720	827,096	32%
Commodities	104,245	112,500	95,200	123,150	29%
Capital Outlay	16,506	-	-	-	
Total	\$ 2,427,951	\$ 2,603,220	\$ 2,128,970	\$ 2,609,246	23%
<b><u>Police</u></b>					
Personnel Services	\$ 3,171,705	\$ 3,354,000	\$ 3,235,200	\$ 3,471,700	7%
Contractual Services	312,299	394,960	306,780	392,521	28%
Commodities	126,044	152,000	130,800	146,250	12%
Capital Outlay	393,986	282,700	196,000	18,700	-90%
Debt Service	87,536	125,000	141,000	108,000	-23%
Total	\$ 4,091,571	\$ 4,308,660	\$ 4,009,780	\$ 4,137,171	3%
<b>Total for All Departments</b>	<b>\$ 11,324,262</b>	<b>\$ 12,536,092</b>	<b>\$ 11,419,937</b>	<b>\$ 12,183,959</b>	<b>7%</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	General Overhead

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
		\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b><u>Contractual Services</u></b>					
01-07-201-01	Electricity - City Hall	\$ 37,335	\$ 45,000	\$ 38,000	\$ 42,000
01-07-201-03	Natural Gas - City Hall	5,197	7,000	7,000	8,000
01-07-201-05	Water and Sewer - City Hall	1,915	2,500	1,500	2,000
	Refuse - City Hall	-	-	2,300	2,500
01-07-201-08	Telephone	2,191	5,000	2,500	2,500
01-07-203-03	Tuition Reimbursement	925	7,000	-	5,000
01-07-204-01	Advertising	265	1,000	-	1,000
01-07-205-01	Insurance - City Hall and Equip	44,917	45,000	44,748	50,000
01-07-206-03	Periodicals/Books	-	1,000	-	500
01-07-206-04	Legal Publications	5,127	1,500	3,000	1,500
01-07-206-05	Professional Services	40,355	10,000	56,500	20,000
01-07-207-02	Finance/Audit	27,460	35,000	28,000	30,000
01-07-207-07	Pre-employment/Hiring Expense	-	-	-	-
01-07-207-07	Bank Fees	961	2,500	1,000	1,000
01-07-210-02	Janitorial Services	6,065	7,500	7,000	7,000
01-07-212-06	Service Contracts	30,145	27,000	25,000	25,000
01-07-213-02	Rentals and Leases	5,400	6,000	5,000	5,000
01-07-214-02	Property Taxes	13,112	15,000	15,000	15,000
01-07-214-05	Computer Services	66,505	90,000	90,000	100,000
01-07-214-06	Codification	2,301	5,000	2,000	2,000
01-07-214-13	Website Development	5,326	5,000	5,000	5,000
01-07-215-03	Contingency	-	5,000	4,000	5,000
	<b>Total Contractual Services</b>	\$ 295,500	\$ 323,000	\$ 337,548	\$ 330,000
<b><u>Commodities</u></b>					
01-07-301-01	Office Supplies	\$ 6,531	\$ 7,000	\$ 6,500	\$ 3,000
01-07-301-04	Postage	19,036	15,000	15,000	15,000
01-07-304-04	Misc. Supplies	112	500	200	500
01-07-305-01	Janitorial Supplies	-	3,000	3,000	3,000
01-07-305-02	Maintenance/Repairs City Hall	32,794	25,000	25,000	25,000
	<b>Total Commodities</b>	\$ 58,472	\$ 50,500	\$ 49,700	\$ 46,500

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	General Overhead

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay</u></b>					
01-07-402-03	Computer Systems/Software	\$ 86,740	\$ 28,000	\$ 24,000	\$ 100,000
01-07-404-06	Equipment Replacement	-	-	-	-
01-07-499-01	Land	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 86,740</b>	<b>\$ 28,000</b>	<b>\$ 24,000</b>	<b>\$ 100,000</b>
<b><u>Debt Service</u></b>					
	2013A Principal and Interest	<u>79,575</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
	<b>Total Debt Service</b>	<b>79,575</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
	<b>General Overhead Total</b>	<b>\$ 520,287</b>	<b>\$ 481,500</b>	<b>\$ 491,248</b>	<b>\$ 556,500</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Legislative

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
01-09-101-03	Wages and Salaries	\$ 48,300	\$ 52,200	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-	-
01-09-102-02	Social Security	4,082	3,670	3,670	3,670
01-09-102-03	KPERS	-	-	-	-
01-09-102-04	Employment Security	261	240	130	130
01-09-102-05	Workers Compensation	633	600	550	600
	<b>Total Personnel Services</b>	<b>\$ 53,276</b>	<b>\$ 56,710</b>	<b>\$ 56,550</b>	<b>\$ 56,600</b>

**Contractual Services**

01-09-201-07	Telephone	\$ 118	\$ -	\$ -	\$ -
01-09-202-06	Commercial Travel	3,222	4,000	3,500	5,000
01-09-202-07	Lodging and Meals	8,758	10,000	10,000	12,000
01-09-202-08	Parking and Tolls	82	200	100	200
01-09-202-09	Mileage	151	500	300	500
01-09-203-02	Registration	5,910	6,000	7,000	7,500
01-09-203-05	Planning Commission	-	-	-	-
01-09-205-01	Insurance - Public Official	6,057	7,500	-	-
01-09-206-01	Professional Organizations	50	100	50	100
01-09-206-02	Municipal Organizations	9,877	9,500	9,500	9,500
01-09-206-03	Periodicals/Books	-	500	100	500
01-09-208-01	Annual Celebrations	22,503	25,000	10,000	25,000
01-09-208-02	Election Expense	-	15,000	-	15,000
01-09-208-03	Holiday Parties	7,101	-	-	-
01-09-208-04	Public/Employee Relations	7,057	31,500	31,500	31,500
01-09-208-05	Meeting Expenses	3,334	5,000	2,500	5,000
01-09-208-08	Human Service Fund (UCS)	7,600	7,600	7,600	8,300
01-09-208-09	Chamber of Commerce	7,950	9,000	5,000	9,000
01-09-208-12	MARC	2,657	3,500	3,500	3,500
01-09-208-15	JOCO Utility Assistance	-	-	-	-
01-09-208-16	Farmer's Market	9,975	10,000	10,000	10,000
01-09-214-07	Newsletter	-	-	-	-
01-09-214-03	Miscellaneous	890	-	15,000	-
01-09-215-04	Sustainability Commission	2,933	20,000	20,000	5,000
01-09-215-05	PRT Commission	-	5,000	5,000	5,000
01-09-215-06	Planning Commission	7,095	5,000	5,000	5,000
	<b>Total Contractual Services</b>	<b>\$ 113,320</b>	<b>\$ 174,900</b>	<b>\$ 145,650</b>	<b>\$ 157,600</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Legislative

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Commodities</u></b>					
01-09-301-01	Office Supplies	\$ 201	\$ 500	\$ 500	\$ 500
01-09-301-02	Clothing	481	1,000	1,000	1,000
01-09-301-04	Printing	89	350	200	200
	<b>Total Commodities</b>	<b>\$ 771</b>	<b>\$ 1,850</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>
<b><u>Capital Outlay</u></b>					
01-09-407-05	Contingency	\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Legislative Total</b>	<b>\$ 167,367</b>	<b>\$ 233,460</b>	<b>\$ 203,900</b>	<b>\$ 215,900</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Administration

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
01-10-101-01	Full Time Salaries	\$ 621,324	\$ 614,000	\$ 623,260	\$ 600,000
01-10-101-02	Part Time Salaries	28,191	40,000	32,870	42,000
01-10-101-04	Overtime Salaries	1,054	-	2,000	1,000
01-10-102-01	Health/Welfare Benefits	86,575	87,000	78,795	103,000
01-10-102-02	Social Security	51,631	47,000	47,000	47,000
01-10-102-03	KPERS	61,288	62,000	60,420	60,000
01-10-102-04	Employment Security	3,379	3,000	3,000	2,000
01-10-102-05	Workers Compensation	2,141	2,000	1,800	2,000
01-10-102-06	City Pension	10,957	12,250	12,250	12,000
	<b>Total Personnel Services</b>	<b>\$ 866,541</b>	<b>\$ 867,250</b>	<b>\$ 861,395</b>	<b>\$ 869,000</b>
<b><u>Contractual Services</u></b>					
01-10-201-08	Telephone	3,671	2,500	3,700	3,500
01-10-202-02	Commercial Travel	392	1,500	700	500
01-10-202-03	Lodging/Meals	1,767	5,000	1,500	500
01-10-202-04	Parking/Tolls	126	200	50	50
01-10-202-05	Mileage	547	1,000	250	500
01-10-203-01	Registration/Tuition	2,637	6,000	2,500	1,000
01-10-204-01	Advertising	-	-	1,000	1,000
01-10-205-02	Notary Bonds	50	100	-	100
01-10-206-01	Professional Organizations	4,308	5,500	5,000	5,000
01-10-206-02	Municipal Organizations	200	500	500	500
01-10-206-03	Periodicals/Books/Publications	2,386	2,500	2,500	1,500
01-10-206-05	Professional Services	5,542	15,000	10,000	10,000
01-10-207-07	Pre-Employment Testing	176	-	-	-
01-10-208-04	Public Relations	5,148	5,000	5,000	5,000
01-10-208-05	Meeting Expenses	793	3,000	800	1,000
01-10-208-13	Employee Recognition	150	1,500	1,500	1,000
01-10-214-03	Printing	173	250	500	500
01-10-214-13	Website Development	850	-	-	-
01-10-215-03	Miscellaneous	-	500	500	500
	<b>Total Contractual Services</b>	<b>\$ 28,918</b>	<b>\$ 50,050</b>	<b>\$ 36,000</b>	<b>\$ 32,150</b>
<b><u>Commodities</u></b>					
01-10-301-01	Office Supplies	\$ 557	\$ 500	\$ 500	\$ 500
01-10-301-04	Postage	23	-	-	-
01-10-301-05	Printed Forms	247	100	100	100
01-10-301-02	Clothing	-	500	100	-
	<b>Total Commodities</b>	<b>\$ 826</b>	<b>\$ 1,100</b>	<b>\$ 700</b>	<b>\$ 600</b>



City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Administration

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>Capital Outlay</b>					
01-10-401-01	Office Machines	\$ 6,902	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	-	-	-	-
01-10-402-03	Computer Systems	501	-	-	-
01-10-407-05	Contingency	-	-	-	-
01-10-407-10	Sustainability Assets	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 7,403</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Administration Total</b>	<b>\$ 903,687</b>	<b>\$ 918,400</b>	<b>\$ 898,095</b>	<b>\$ 901,750</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Municipal Court

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Personnel Services</u></b>					
01-11-101-01	Full Time Salaries	\$ 162,215	\$ 155,000	\$ 140,000	\$ 146,000
01-11-101-02	Part Time Salaries	-	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	11,762	8,000	6,500	8,000
01-11-101-06	City Attorney - Court	68,290	55,000	35,000	57,000
01-11-101-09	City Attorney Appeals - Court	3,175	5,000	2,500	5,000
01-11-102-01	Health/Welfare Benefits	43,306	57,500	35,900	43,000
01-11-102-02	Social Security	14,709	18,800	13,550	19,000
01-11-102-03	KPERS	15,782	16,000	13,500	15,000
01-11-102-04	Employment Security	938	1,200	400	600
01-11-102-05	Workers Compensation	3,530	3,000	2,700	3,000
01-11-102-06	City Pension	3,412	3,000	1,500	3,000
01-11-102-07	Admin Charge/Pension Plan	-	-	-	-
	<b>Total Personal Services</b>	<b>\$ 357,119</b>	<b>\$ 352,500</b>	<b>\$ 281,550</b>	<b>\$ 329,600</b>
<b><u>Contractual Services</u></b>					
01-11-201-08	Telephone	\$ 1,056	\$ 2,500	\$ 2,500	\$ 2,500
01-11-202-03	Lodging/Meals	-	1,000	500	\$1,000
01-11-202-04	Parking/Tolls	-	50	25	50
01-11-202-05	Mileage	-	500	400	500
01-11-203-01	Registration/Tuition	175	500	200	500
01-11-204-01	Advertising - Classified	-	100	-	100
01-11-205-01	Insurance	-	-	-	-
01-11-205-02	Notary Bonds	75	100	-	100
01-11-206-05	Professional Services	315	10,000	10,000	10,000
01-11-207-07	Pre-employment Expenses	199	150	-	150
01-11-208-13	Employee Recognition	296	200	200	200
01-11-209-02	Computer Maintenance	6,102	10,000	10,000	10,000
01-11-209-03	Defense	1,860	5,000	-	3,000
	<b>Total Contractual Services</b>	<b>\$ 10,078</b>	<b>\$ 30,100</b>	<b>\$ 23,825</b>	<b>\$ 28,100</b>
<b><u>Commodities</u></b>					
01-11-301-01	Office Supplies	\$ 3,455	\$ 4,500	\$ 2,500	\$ 3,000
01-11-301-04	Postage	-	-	-	-
01-11-301-05	Printed Forms	2,637	5,500	2,000	3,500
01-11-301-02	Clothing	-	500	375	250
	<b>Total Commodities</b>	<b>\$ 6,092</b>	<b>\$ 10,500</b>	<b>\$ 4,875</b>	<b>\$ 6,750</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Municipal Court

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>Capital Outlay</b>					
01-11-401-01	Office Machines	\$ 2,118	\$ -	\$ -	\$ -
01-11-402-03	Computer Systems	-	-	70,000	2,000
01-11-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 2,118</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 2,000</b>
	<b>Municipal Court Total</b>	<b>\$ 375,407</b>	<b>\$ 393,100</b>	<b>\$ 380,250</b>	<b>\$ 366,450</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-20-101-01	Full Time Salaries	\$ 469,973	\$ 631,000	\$ 617,600	\$ 655,000
01-20-101-02	Part Time Salaries	22,369	24,000	24,000	25,000
01-20-101-04	Overtime Salaries	32,947	20,000	25,000	20,000
01-20-102-01	Health/Welfare Benefits	137,888	225,000	159,900	182,000
01-20-102-02	Social Security	37,123	50,000	45,000	54,000
01-20-102-03	KPERS	51,106	65,000	58,600	70,000
01-20-102-04	Employment Security	2,373	3,000	1,668	2,000
01-20-102-05	Workers Compensation	29,192	30,000	26,750	30,000
01-20-102-06	City Pension	7,297	8,000	8,000	10,000
	<b>Total Personnel Services</b>	<b>\$ 790,268</b>	<b>\$ 1,056,000</b>	<b>\$ 966,518</b>	<b>\$ 1,048,000</b>
<b>Contractual Services</b>					
01-20-201-02	Electricity - Maint. Facility	\$ 14,630	\$ 20,000	\$ 18,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	8,807	15,000	12,500	15,000
01-20-201-06	Water and Sewer - Maint. Fact	11,626	10,000	10,000	12,000
01-20-201-07	Refuse - Maint. Facility	1,270	5,000	5,000	5,000
01-20-201-08	Telephone	3,771	5,000	3,500	5,000
01-20-201-10	Traffic Signals - KCPL Lease	335,804	400,000	345,000	360,000
01-20-201-11	Traffic Signal - OP Interlocal	5,115	8,000	8,000	8,000
01-20-201-12	Traffic Signals Maint.	20,407	35,000	65,000	65,000
01-20-201-13	Street Lights - KCPL Power	53,661	65,000	65,000	65,000
01-20-201-15	Street Lights - Street & Parks	890	2,500	1,200	2,500
01-20-202-02	Travel/Commercial	708	1,500	-	1,500
01-20-202-03	Lodging / Meals	3,040	3,000	300	3,000
01-20-202-04	Parking / Tolls	-	100	100	100
01-20-202-05	Mileage	-	300	300	300
01-20-203-01	Registration / Tuition	6,805	3,500	1,500	3,500
01-20-203-04	Worker's Comp Claims	59	-	-	-
01-20-204-01	Advertising	611	1,000	300	1,000
01-20-205-01	Insurance - Building & Equipment	32,304	40,000	40,000	40,000
01-20-205-02	Notary Bonds	-	-	-	-
01-20-206-01	Professional Organizations	-	2,000	1,500	2,000
01-20-206-03	Periodicals/Books/Publications	-	-	-	-
01-20-206-04	Legal Advertising	-	100	100	100
01-20-206-05	Professional Services	9,210	2,000	2,000	2,000
01-20-207-03	Engineering/Architect Services	42,254	50,000	40,000	75,000
01-20-207-06	Inspections	6,201	5,000	5,000	5,000
01-20-207-07	Pre-Employment Drug Testing	2,439	1,500	400	1,500
01-20-208-04	Public Relations	-	500	300	500
01-20-208-05	Meeting Expense	20	1,000	300	1,000
01-20-208-13	Employee Recognition	597	1,000	1,000	1,000
01-20-210-01	Building Repairs / Maintenance	4,000	15,000	12,000	15,000
01-20-210-02	Janitorial Services	4,115	5,000	4,120	5,000
01-20-210-03	Trees / Shrubs Maintenance	6,954	28,500	28,500	28,500
01-20-210-04	Tree Board	859	-	-	-
01-20-211-03	Curbs/Sidewalks	25	-	-	-
01-20-211-04	Drainage	1,109	-	-	-
01-20-212-03	Storm Warning Sirens	720	1,500	1,500	1,500
01-20-212-04	Communications	-	-	-	-
01-20-212-05	Equipment Repairs	175	8,000	4,000	8,000
01-20-212-06	Service Contracts	186,610	220,000	217,000	230,000

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Contractual Services (cont.)</u></b>					
01-20-212-07	Vehicle Maintenance	6,378	20,000	15,000	20,000
01-20-212-08	Holiday Decorations	-	20,000	17,000	20,000
01-20-212-09	Johnson Drive Maintenance	147	20,000	20,000	20,000
01-20-213-02	Rental Equipment	12,433	5,000	5,000	5,000
01-20-213-03	Laundry / Uniforms	3,763	5,000	3,800	5,000
01-20-214-02	Vehicle Registration	71	500	200	500
01-20-214-03	Printing	-	500	500	500
01-20-214-04	Computer Services	230	-	-	-
01-20-215-03	Contingency	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 789,837</b>	<b>\$ 1,029,020</b>	<b>\$ 956,940</b>	<b>\$ 1,056,021</b>
<b><u>Commodities</u></b>					
01-20-301-01	Office Supplies	\$ 2,349	\$ 1,200	\$ 1,200	\$ 1,200
01-20-301-04	Postage	53	100	100	100
01-20-301-05	Printed Forms	-	-	-	-
01-20-302-01	Uniforms/Clothing	2,495	2,000	3,202	2,000
01-20-303-04	Safety Supplies	3,486	5,000	4,500	5,000
01-20-304-01	Shop Chemicals	34	3,000	2,500	3,000
01-20-304-02	Fertilizer / Weeds	1,037	1,500	1,300	1,500
01-20-304-04	Misc. Supplies	4,806	1,000	1,000	1,000
01-20-305-01	Janitorial Supplies	189	1,000	800	1,000
01-20-305-02	Bldg. Repair Parts / Plumbing	16,966	5,000	5,000	5,000
01-20-305-03	Tools - Building / Land Maint	5,395	7,500	7,500	7,500
01-20-305-04	Landscape	4,567	3,000	3,000	3,000
01-20-306-01	Gas / Oil	28,746	25,000	25,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	21,763	27,000	27,000	27,000
01-20-306-03	Tools - Vehicle / Equip Maint	7,681	7,000	7,000	7,000
01-20-307-01	Asphalt Patch	-	-	-	-
01-20-307-02	Rock	-	1,500	1,500	1,500
01-20-307-03	Sand / Salt	49,948	60,000	42,000	60,000
01-20-307-05	Signs	7,822	7,500	7,500	7,500
01-20-307-06	Traffic Paint	29	500	500	500
01-20-307-07	Park Maintenance	16,448	35,000	35,000	35,000
01-20-307-08	Other Street Maint.	1,597	-	-	-
	<b>Total Commodities</b>	<b>\$ 175,412</b>	<b>\$ 193,800</b>	<b>\$ 175,602</b>	<b>\$ 193,800</b>
<b><u>Capital Outlay</u></b>					
01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	5,244	500	500	2,000
01-20-402-03	Computer Systems	5,252	500	500	500
01-20-403-03	Public Works Vehicles	102,370	-	209,488	-
01-20-403-06	Public Works - Other Equipment	61,376	33,000	39,000	15,000
01-20-404-04	Radios	-	-	-	-
01-20-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 174,242</b>	<b>\$ 34,000</b>	<b>\$ 249,488</b>	<b>\$ 17,500</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Debt Service</u></b>					
	2015 Lease Purchase	\$ 28,662	\$ -	\$ -	\$ -
	<b>Total for Debt Service</b>	<b>\$ 28,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Public Works Total</b>	<b>\$ 1,958,421</b>	<b>\$ 2,312,820</b>	<b>\$ 2,348,548</b>	<b>\$ 2,315,321</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Personnel Services</u></b>					
01-23-101-01	Full Time Salaries	\$ 185,585	\$ 290,000	\$ 272,000	\$ 312,000
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	127	500	500	500
01-23-102-01	Health/Welfare Benefits	28,913	60,000	44,900	74,000
01-23-102-02	Social Security	13,447	19,000	18,500	24,000
01-23-102-03	KPERS	17,769	24,000	26,000	31,000
01-23-102-04	Employment Security	861	1,100	700	1,000
01-23-102-05	Workers Compensation	6,519	7,000	6,500	10,000
01-23-102-06	City Pension	1,476	4,000	2,500	4,500
	<b>Total Personnel Services</b>	<b>\$ 254,697</b>	<b>\$ 405,600</b>	<b>\$ 371,600</b>	<b>\$ 457,000</b>
<b><u>Contractual Services</u></b>					
01-23-201-08	Telephone	\$ 931	\$ 1,500	\$ 732	\$ 1,000
01-23-202-02	Commercial Travel	-	4,000	350	-
01-23-202-03	Lodging / Meals	430	3,000	1,500	-
01-23-202-04	Parking / Tolls	-	200	100	-
01-23-202-05	Mileage	231	-	500	1,000
01-23-203-01	Registration /Tuition	656	5,000	1,000	1,000
01-23-203-02	Planning Commission	148	-	154	-
01-23-204-01	Advertising	741	500	-	150
01-23-205-01	Insurance	68	1,000	500	500
01-23-205-01	Notary	-	100	100	-
01-23-206-01	Professional Organizations	953	5,000	4,000	4,000
01-23-206-03	Periodicals/Books/Publications	1,945	1,000	100	100
01-23-206-04	Legal Publications	87	1,000	1,000	500
01-23-206-05	Professional Services	2,036	50,000	145,000	20,000
01-23-206-06	Land Use Attorney Services	89,504	30,000	40,000	50,000
01-23-206-08	Plan/Inspection Fees	122,740	300,000	100,000	75,000
01-23-207-03	Engr/Arch/Planning Services	11,878	50,000	100,000	75,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	584	-	50	-
01-23-208-04	Public Relations	243	3,000	4,000	2,000
01-23-208-05	Meeting Expense	144	250	2,000	500
01-23-208-13	Employee Recognition	198	250	140	150
01-23-212-06	Service Contracts	-	-	-	-
01-23-212-07	Vehicle Maintenance	65	2,000	250	500
01-23-214-03	Printing	873	2,000	2,000	500
01-23-215-03	Miscellaneous	-	1,000	500	500
01-23-216-01	Nuisance Abatement	5,992	5,000	5,000	5,000
01-23-216-04	Mission Possible Program	27,075	35,000	35,000	35,000
01-23-216-06	Neighborhood Grant Program	4,841	5,000	5,000	5,000
01-23-216-07	Business Improvement Grant	25,034	35,000	35,000	35,000
01-23-216-09	Citizen Rebate Program	15,472	20,000	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	2,739	5,000	5,000	5,000
01-23-216-12	Storm Water BMP	2,138	500	500	500
	<b>Total Contractual Services</b>	<b>\$ 317,744</b>	<b>\$ 566,300</b>	<b>\$ 509,476</b>	<b>\$ 337,900</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Commodities</u></b>					
01-23-301-01	Office Supplies	\$ 1,317	\$ 2,000	\$ 1,000	\$ 1,500
01-23-301-02	City Maps	-	500	500	500
01-23-301-03	Clothing	1,437	1,500	500	500
01-23-301-04	Postage	410	1,000	1,000	1,000
01-23-301-05	Printed Forms	13	1,000	500	500
01-23-306-01	Gas/Oil	898	2,000	800	1,000
	<b>Total Commodities</b>	<b>\$ 4,075</b>	<b>\$ 8,000</b>	<b>\$ 4,300</b>	<b>\$ 5,000</b>
<b><u>Capital Outlay</u></b>					
01-23-401-01	Office Machines	\$ 1,658	\$ -	\$ 7,000	\$ -
01-23-401-02	Office Furnishings	-	7,000	500	-
01-23-402-03	Computer Systems	-	-	40,000	-
01-23-403-06	Other Equipment/Software	-	-	-	-
01-23-407-01	Vehicle	21,972	-	-	-
01-23-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 23,631</b>	<b>\$ 7,000</b>	<b>\$ 47,500</b>	<b>\$ -</b>
	<b>Community Development Total</b>	<b>\$ 600,148</b>	<b>\$ 986,900</b>	<b>\$ 932,876</b>	<b>\$ 799,900</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Mission Family Aquatic Center (MFAC)

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Personnel Services</u></b>					
01-25-101-01	Full Time Salaries	\$ 21,857	\$ 21,000	\$ -	\$ 19,000
01-25-101-02	Part Time Salaries	105,968	\$ 120,000	\$ -	\$ 114,000
01-25-101-04	Overtime Salaries	5,257	2,000	-	2,000
01-25-102-01	Health/Welfare Benefits	2,685	-	-	-
01-25-102-02	Social Security	10,102	10,500	-	10,000
01-25-102-03	KPERS	2,507	2,000	-	2,000
01-25-102-04	Employment Security	647	500	-	500
01-25-102-05	Workers Compensation	6,812	6,000	-	6,000
01-25-102-06	City Pension	507	500	-	500
	<b>Total Personnel Services</b>	<b>\$ 156,340</b>	<b>\$ 162,500</b>	<b>\$ -</b>	<b>\$ 154,000</b>
<b><u>Contractual Services</u></b>					
01-25-201-01	Electricity	\$ 15,060	\$ 17,500	\$ 2,000	\$ 17,000
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	19,401	25,000	2,000	22,000
01-25-201-07	Trash	47	-	-	-
01-25-201-08	Telephone	-	900	-	-
01-25-203-03	Training/Registration	456	1,500	-	1,500
01-25-204-01	Marketing/Public Relations	126	1,500	-	1,500
01-25-205-01	Insurance - Building & Equipment	4,038	5,000	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	1,926	2,000	-	2,000
01-25-208-13	Employee Recognition	303	500	-	500
01-25-210-01	Maint Bldg. / Land	9,259	4,000	4,000	4,000
01-25-212-05	Other Equipment / Repairs	2,138	2,250	2,250	2,250
01-25-213-02	Rental Agreements	1,513	1,500	-	1,500
01-25-214-05	Computer Services	118	-	-	-
01-25-214-12	Mission Swim Team	7,500	7,500	-	7,500
01-25-215-02	Contract Serv/Maint Agreements	8,350	12,000	8,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 70,235</b>	<b>\$ 81,150</b>	<b>\$ 23,250</b>	<b>\$ 76,750</b>
<b><u>Commodities</u></b>					
01-25-301-01	Office Supplies	\$ 304	\$ 300	\$ -	\$ 300
01-25-301-02	Clothing	2,466	2,500	-	2,500
01-25-301-03	Food Service	27,959	25,000	-	25,000
01-25-301-04	Printing	-	-	-	-
01-25-301-08	Equipment and Supplies	3,958	6,500	-	6,500
01-25-303-04	Safety Supplies	591	900	-	900
01-25-304-02	Cleaning Chemicals	825	750	-	750
	Miscellaneous	-	-	-	-

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Mission Family Aquatic Center (MFAC)

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>Commodities (cont.)</b>					
01-25-304-05	Pool Chemicals	11,086	12,000	-	12,000
01-25-305-05	Repair / Parts Maintenance	228	1,000	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 49,436</b>	<b>\$ 50,970</b>	<b>\$ 3,020</b>	<b>\$ 50,971</b>
<b>Capital Outlay</b>					
01-25-407-01	Equipment Replacement	\$ 3,412	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	-	-	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-	-
01-25-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 3,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Parks &amp; Recreation - MFAC Total</b>	<b>\$ 279,423</b>	<b>\$ 294,620</b>	<b>\$ 26,270</b>	<b>\$ 281,721</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Sylvester Powell, Jr. Community Center

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-27-101-01	Full Time Salaries	\$ 582,188	\$ 665,000	\$ 638,000	\$ 722,000
01-27-101-02	Part Time Salaries	537,212	576,000	430,500	513,000
01-27-101-04	Overtime Salaries	33,816	20,000	5,000	10,000
01-27-102-01	Health/Welfare Benefits	124,139	160,000	151,750	209,000
01-27-102-02	Social Security	85,833	94,500	85,000	97,000
01-27-102-03	KPERS	74,581	68,000	65,000	73,000
01-27-102-04	Employment Security	5,477	6,000	6,000	3,000
01-27-102-05	Workers Compensation	18,488	19,000	16,800	18,000
01-27-102-06	City Pension	10,268	12,000	11,000	14,000
	<b>Total Personnel Services</b>	<b>\$ 1,472,003</b>	<b>\$ 1,620,500</b>	<b>\$ 1,409,050</b>	<b>\$ 1,659,000</b>
<b>Contractual Services</b>					
01-27-201-01	Electricity	\$ 195,667	\$ 210,000	\$ 150,000	\$ 205,000
01-27-201-03	Gas	28,095	32,250	31,000	32,250
01-27-201-05	Water and Sewer	35,118	37,000	26,000	37,000
01-27-201-07	Trash	518	-	5,400	5,400
01-27-201-08	Telephone	9,491	8,500	8,500	8,500
01-27-202-02	Travel / Commercial	1,939	2,500	1,250	2,625
01-27-202-03	Lodging / Meals	1,272	4,800	2,000	4,800
01-27-202-04	Parking / Tolls	52	150	50	100
01-27-202-05	Mileage	715	1,000	500	1,000
01-27-203-01	Registration / Tuition	3,452	3,000	3,000	3,200
01-27-203-02	Staff Training	5,480	6,000	4,500	6,000
01-27-204-01	Marketing / Public Relations	26,936	60,000	60,000	40,400
01-27-205-01	Insurance - Building & Equipment	30,081	37,000	30,000	35,000
01-27-205-02	Notary Bonds	-	100	-	100
01-27-206-01	Professional Organizations	3,565	3,500	3,500	3,500
01-27-206-05	Professional Services	64,346	-	-	-
01-27-207-07	Pre-Employment Drug Testing	4,054	6,100	4,500	6,100
01-27-208-13	Employee Recognition	3,313	3,500	3,000	3,500
01-27-210-01	Maint - Bldg. / Land	61,720	60,000	50,000	60,000
01-27-212-05	Equipment Maintenance	10,953	14,000	11,000	14,000
01-27-212-07	Vehicle Maintenance	-	500	500	500
01-27-213-02	Rental Equipment	8,517	12,800	7,500	10,000
01-27-214-03	Printing	13,097	15,000	10,000	15,000
01-27-214-05	Computer Services / Software	15,851	15,000	15,000	15,000
01-27-214-11	Special Programs	22,827	25,000	15,000	18,500
01-27-214-12	Swim Programs	1,486	1,500	1,500	1,500
01-27-214-13	Mission Summer Program	32,653	33,000	5,000	33,000
01-27-215-01	Seasonal Programs	18,038	23,000	10,000	28,300

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Sylvester Powell, Jr. Community Center

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Contractual Services (cont.)</u></b>					
01-27-215-02	Contract Services / Maint. Agreements	58,773	63,000	60,000	63,000
01-27-215-05	Contract Instructors	161,426	175,000	100,000	157,500
01-27-215-06	Transportation Services	13,744	15,000	4,000	14,300
01-27-215-10	Parking Lot Lease	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 835,197</b>	<b>\$ 870,220</b>	<b>\$ 624,720</b>	<b>\$ 827,096</b>
<b><u>Commodities</u></b>					
01-27-301-01	Office Supplies	\$ 3,999	\$ 4,000	\$ 4,000	\$ 4,000
01-27-301-02	Clothing	4,837	8,000	4,500	8,600
01-27-301-03	Food Services / Concession Supplies	7,148	8,500	7,000	8,000
01-27-301-04	Postage	2,155	5,000	2,000	14,000
01-27-301-05	Printing	1,130	1,500	1,200	1,300
01-27-301-08	Equipment & Supplies	38,556	39,000	39,000	39,000
01-27-301-09	Special Event Supplies	7,363	10,000	6,000	10,000
01-27-303-04	Safety Supplies	1,208	-	-	-
01-27-304-02	Cleaning Supplies	18,994	22,000	19,000	20,000
01-27-304-05	Pool Chemicals	9,054	7,500	6,000	8,500
01-27-305-05	Bldg. Maint / Repair / Parts	9,534	6,000	6,000	9,000
01-27-306-01	Gas/Oil	267	1,000	500	750
01-27-306-02	Vehicle/Equip Repair Parts	-	-	-	-
	<b>Total Commodities</b>	<b>\$ 104,245</b>	<b>\$ 112,500</b>	<b>\$ 95,200</b>	<b>\$ 123,150</b>
<b><u>Capital Outlay</u></b>					
01-27-402-03	Computer Systems	\$ 16,506	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-	-
01-27-407-03	Construction/Repair	-	-	-	-
01-27-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 16,506</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Community Center Total</b>		<b>\$ 2,427,951</b>	<b>\$ 2,603,220</b>	<b>\$ 2,128,970</b>	<b>\$ 2,609,246</b>

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
01-30-101-01	Full Time Salaries	\$ 2,009,378	\$ 2,125,000	\$ 2,107,500	\$ 2,200,000
01-30-101-02	Part Time Salaries	-	-	-	-
01-30-101-04	Overtime Salaries	120,231	105,000	115,000	110,000
01-30-101-05	Overtime Salaries (Court)	8,132	10,000	6,000	10,000
01-30-102-01	Health/Welfare Benefits	378,404	435,000	356,000	432,000
01-30-102-02	Social Security	154,689	165,000	155,000	175,000
01-30-102-03	KPERS	18,972	19,000	19,000	19,000
01-30-102-04	Employment Security	9,883	10,000	10,000	5,700
01-30-102-05	Workers Compensation	36,004	37,000	32,700	40,000
01-30-102-06	City Pension	3,098	4,000	4,000	4,000
01-30-102-07	KP&F Retirement	432,865	444,000	430,000	476,000
01-30-102-08	NEACC Pension	50	-	-	-
	<b>Total Personnel Services</b>	<b>\$ 3,171,705</b>	<b>\$ 3,354,000</b>	<b>\$ 3,235,200</b>	<b>\$ 3,471,700</b>

**Contractual Services**

01-30-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-30-201-08	Telephone	22,299	23,440	23,477	23,500
01-30-202-02	Commercial Travel	4,527	6,000	3,000	6,000
01-30-202-03	Lodging / Meals	17,083	20,000	12,000	21,000
01-30-202-04	Parking / Tolls / Misc.	519	750	-	750
01-30-202-05	Mileage Reimbursement	159	-	-	-
01-30-203-01	Registration / Tuition / Other	25,218	27,000	12,000	26,000
01-30-203-02	Firing Range	6,012	10,000	10,000	10,000
01-30-203-04	Training / Junior College	-	-	-	-
01-30-204-01	Advertising - Classified	924	-	-	-
01-30-205-01	Insurance	3,369	-	-	-
01-30-205-02	Notary Bonds	25	250	250	250
01-30-206-01	Professional Organizations	3,575	3,500	2,000	3,500
01-30-206-03	Periodicals/Books/Publications	1,033	1,500	1,033	1,500
01-30-206-05	Professional Services	1,638	4,000	2,500	4,000
01-30-207-07	Pre-employment Exams	4,926	7,000	4,000	7,000
01-30-208-04	Public Relations	8,893	13,000	6,000	13,000
01-30-208-13	Employee Recognition	3,258	3,500	2,500	3,500
01-30-210-02	Janitorial Services	11,480	12,000	12,000	12,000
01-30-212-04	Communications / Radios	996	1,000	500	1,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	10,604	10,000	6,000	10,000
01-30-212-06	Service Contracts/Rentals	56,101	90,000	80,000	90,000
01-30-212-07	Vehicle Maintenance	39,938	30,000	30,000	30,000

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b><u>Contractual Services (Cont.)</u></b>					
01-30-213-02	Equipment Rental	-	-	-	-
01-30-213-03	Uniform Dry Cleaning	5,992	10,000	6,500	7,500
01-30-214-02	Vehicle Registration	468	1,000	1,000	1,000
01-30-214-05	Computer Services	42,185	50,000	45,000	50,000
01-30-214-06	Animal Control / Care	13,543	15,000	15,000	15,000
01-30-214-08	Prisoner Care	24,692	50,000	30,000	50,000
01-30-214-09	Crime Prevention	-	1,000	-	1,000
01-30-214-10	DARE Supplies	-	-	-	-
01-30-214-11	Local Law Enforcement Blk Grant	-	-	-	-
01-30-214-12	Bullet Proof Vest Grant	-	-	-	-
01-30-215-03	Miscellaneous	824	3,000	-	3,000
	<b>Total Contractual Services</b>	<b>\$ 312,299</b>	<b>\$ 394,960</b>	<b>\$ 306,780</b>	<b>\$ 392,521</b>

**Commodities**

01-30-301-01	Office Supplies	\$ 3,802	\$ 5,000	\$ 3,800	\$ 5,000
01-30-301-02	Copy Machine Supplies	-	-	-	-
01-30-301-04	Postage	294	2,000	500	750
01-30-301-05	Printed Forms	1,873	2,500	2,000	2,500
01-30-301-06	Other Operating Supplies	4,370	5,500	4,500	4,500
01-30-302-01	Uniforms/Leather/Protect Vests	30,141	33,000	30,000	33,000
01-30-302-02	Equipment - General	22,281	25,000	25,000	25,000
01-30-303-01	Investigation Supplies	733	3,500	1,500	1,500
01-30-303-02	Property/Evidence Supplies	3,120	4,000	3,500	3,500
01-30-303-03	Booking Facility Supplies	-	500	-	500
01-30-303-04	Safety Supplies	-	-	-	-
01-30-305-01	Janitorial Supplies	806	2,500	2,500	2,500
01-30-306-01	Fuel	51,898	60,000	50,000	55,000
01-30-306-02	Fleet Tire Replacement	6,550	7,500	6,500	7,500
01-30-306-03	Emergency Management	174	1,000	1,000	5,000
	<b>Total Commodities</b>	<b>\$ 126,044</b>	<b>\$ 152,000</b>	<b>\$ 130,800</b>	<b>\$ 146,250</b>

**Capital Outlay**

01-30-401-01	Office Machines	\$ 58,440	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-	-
01-30-402-03	Computer Systems	4,025	21,000	11,000	12,000
01-30-403-01	Police Vehicles	79,718	70,000	-	-
01-30-404-03	Handguns / Shotguns	1,286	3,000	-	3,000

City of Mission 2021 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay (cont.)</u></b>					
01-30-404-04	Radios	249,458	-	-	-
01-30-404-05	Radar	-	3,700	-	3,700
01-30-404-06	Other Equipment	1,060	-	-	-
01-30-404-07	In-Car/Body Cameras	-	185,000	185,000	-
01-30-404-08	Motorcycles	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-
01-30-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 396,005</b>	<b>\$ 284,720</b>	<b>\$ 198,020</b>	<b>\$ 20,721</b>
<b><u>Debt Service</u></b>					
	2014 Lease-Purchase	-	-	-	-
	2016 Lease-Purchase	87,536	-	-	-
	2020 Lease-Purchase	-	125,000	141,000	108,000
	<b>Total Debt Service</b>	<b>\$ 87,536</b>	<b>\$ 125,000</b>	<b>\$ 141,000</b>	<b>\$ 108,000</b>
	<b>Police Total</b>	<b>\$ 4,093,590</b>	<b>\$ 4,310,680</b>	<b>\$ 4,011,800</b>	<b>\$ 4,139,192</b>



**2021 Budget  
General Fund  
June 24, 2020**

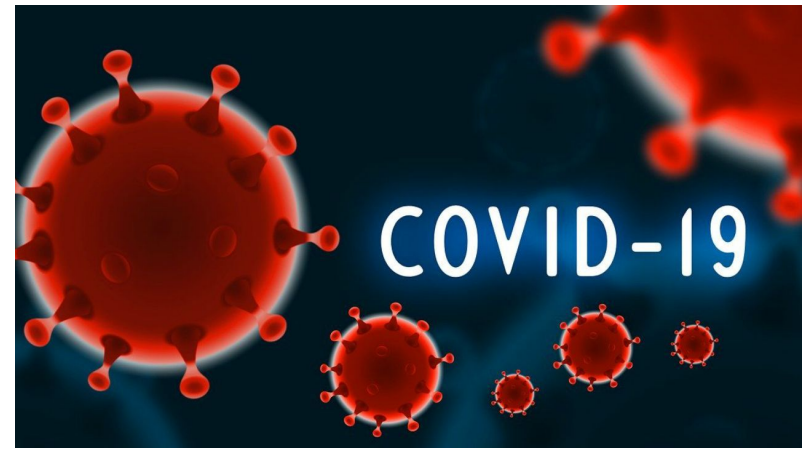


# Agenda

- COVID-19 Impacts
- 2020 Adjustments
- 2021 Revenues and Expenses
- Assessed Valuation Trends
- Projects and Priorities
- What's Next?



# Budgeting with COVID-19 In Mind



- Slowed our timeline
- Resulted in serious revenue impacts in the current year budget
- Length of impacts/long-term implications is difficult to predict
- Want to avoid over-reaction wherever possible

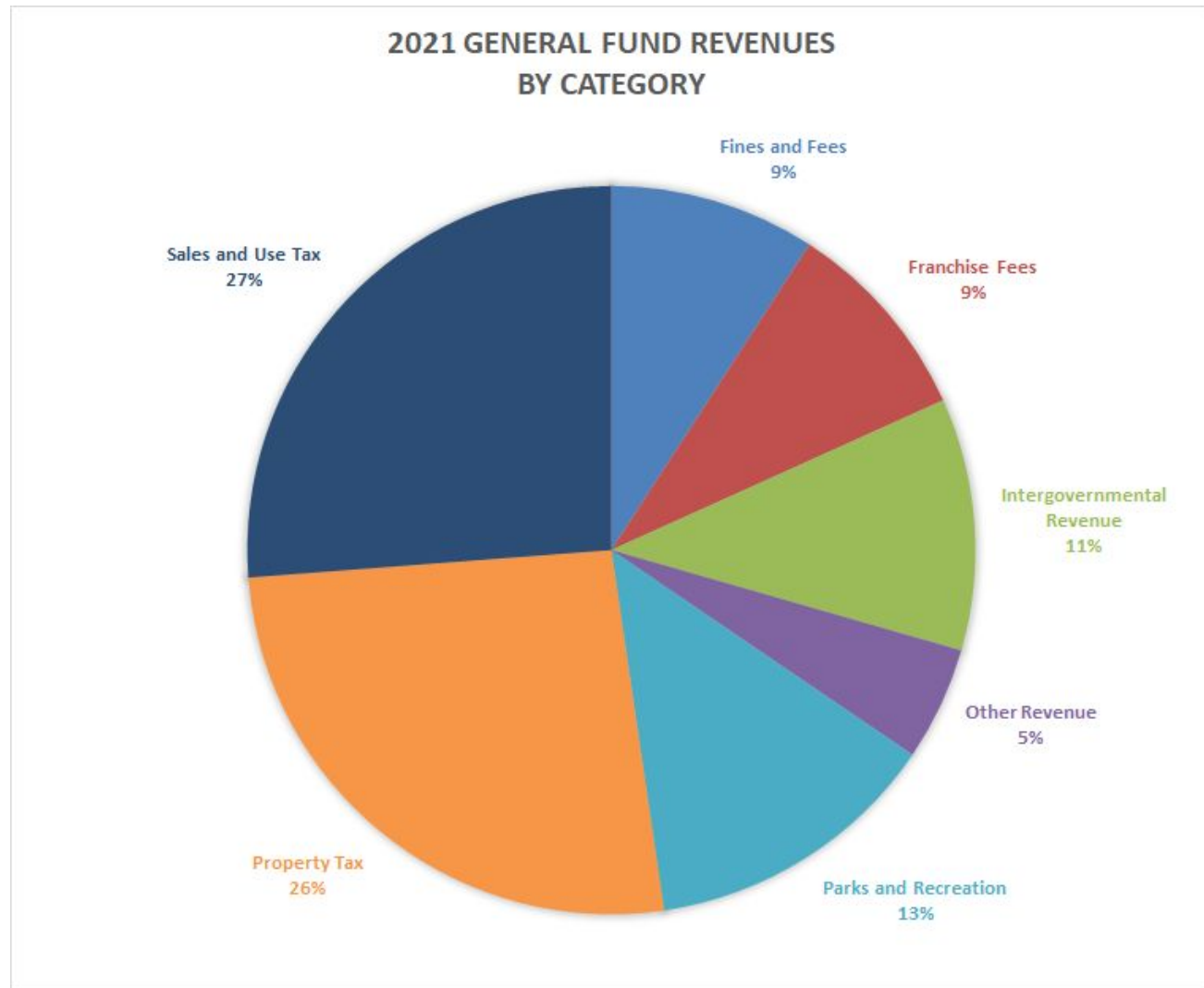
# 2020 Adjustments General Fund Budget

- Estimating 15% reduction in sales tax  
(\$547,500 loss)
- Estimating 50%+ reduction in Parks and Recreation Revenues  
(\$863,378 loss at CC alone)
- Overall reduction in revenues of 18% from 2020 Budget
- Estimated overall reduction in expenses of 8% from 2020 Budget

# 2021 Budget - General Fund Revenues

## Total \$11.85 million

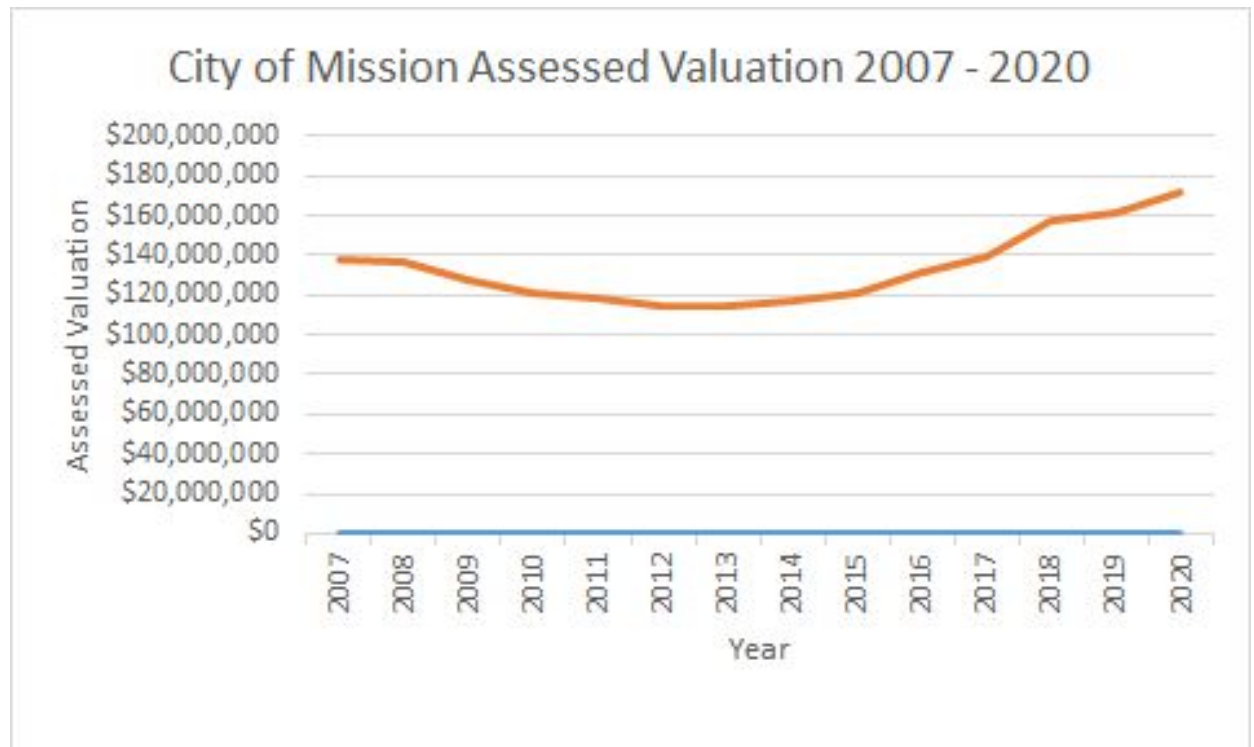
- Property Tax = 26%  
(7 mills or \$1.1M transferred for street maintenance)
- Sales/Use Tax = 27%
- Intergovernmental Revenue = 11%
- Parks & Recreation = 13%
- Fines & Fees = 9%
- Franchise Fees = 9%
- Other Revenue = 5%



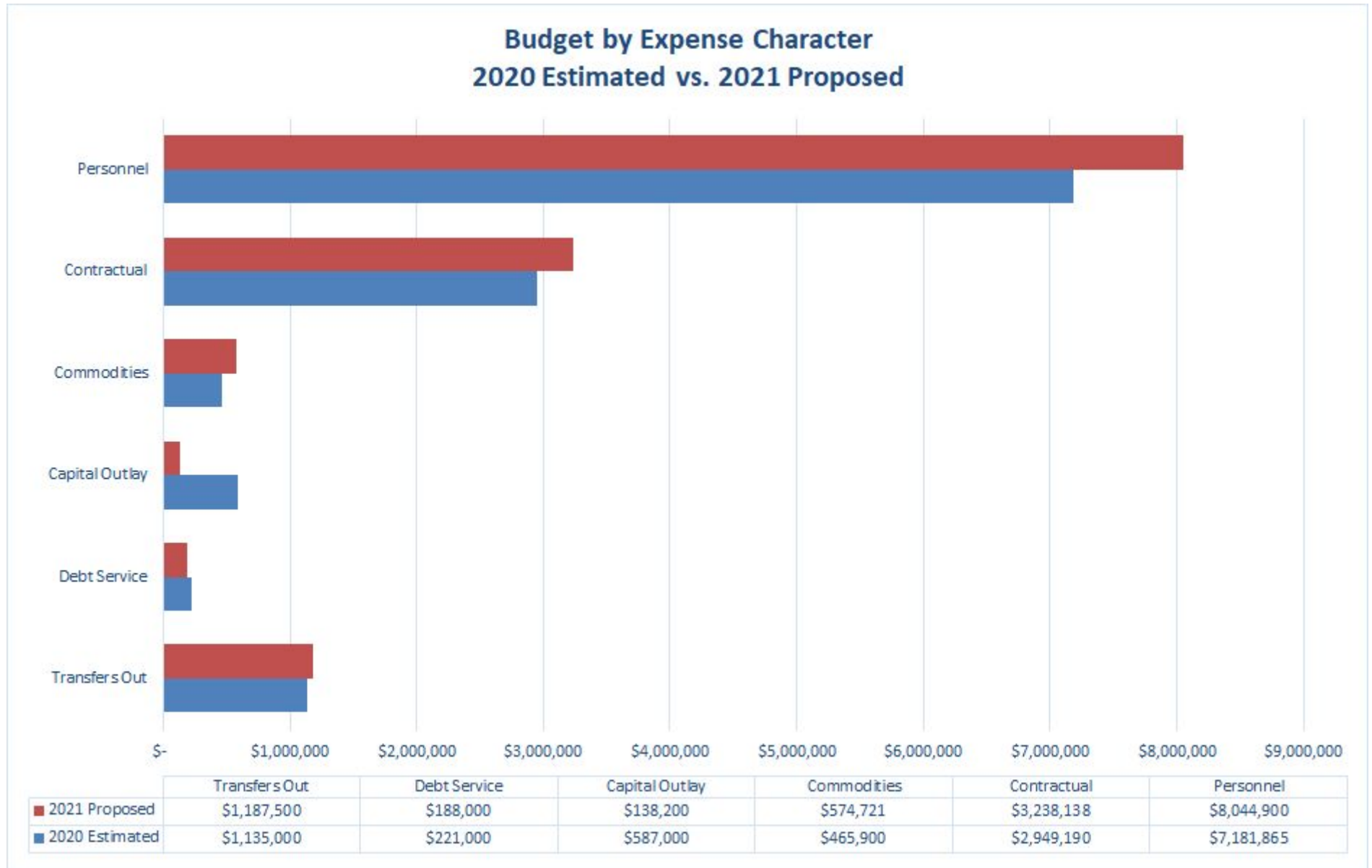
# 2021 Budget - Assessed Valuation Trends

Year	Assessed Valuation	% Change	Mill Levy
2007	\$138,016,313	5%	13.198
2008	\$137,312,109	-1%	13.215
2009	\$128,223,747	-7%	13.217
2010	\$120,412,087	-6%	11.213
2011	\$117,943,524	-2%	11.371
2012	\$114,914,246	-3%	11.410
2013	\$114,056,340	-1%	11.413
2014	\$117,182,580	3%	11.354
2015	\$121,589,818	4%	18.225
2016	\$131,901,035	8%	18.019
2017	\$139,660,568	6%	17.973
2018	\$157,485,883	13%	17.878
2019	\$160,920,880	2%	17.157
2020	\$172,504,333	7%	17.157

- Trends and history provide an interesting look at property valuation
- Driven by increases in single-family residential (including apartments - The Locale)
- Hard to estimate long-term COVID-19 impacts



# 2021 Budget - Expenses by Character

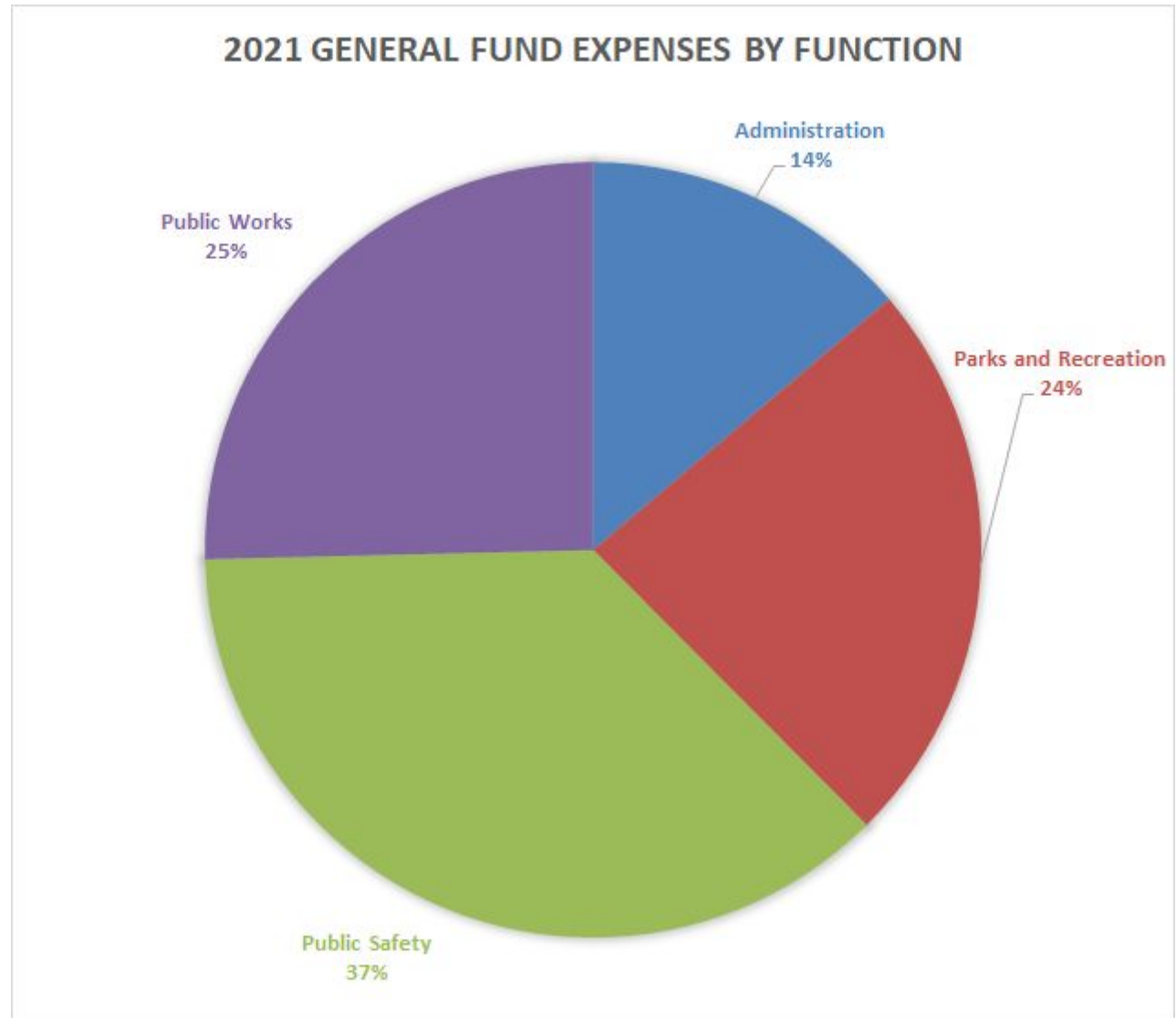


# 2021 Budget - GF Expenses by Function

**Total Expenses  
\$13.3 million**

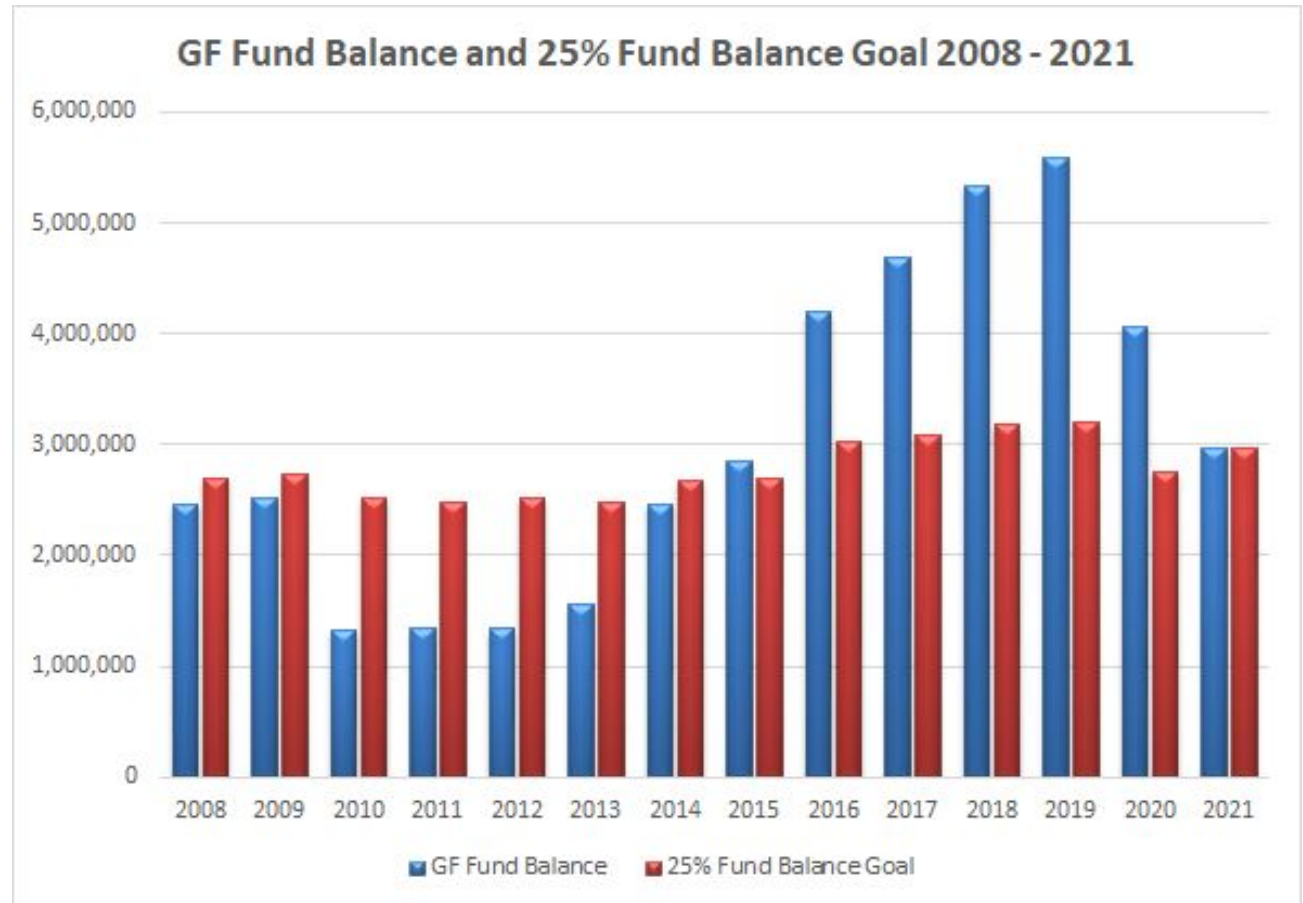
**Excluding Transfers  
\$12.2 million**

- Public Safety = 37%  
(includes Court)
- Public Works = 26%  
(includes Comm Dev)
- Parks & Recreation = 24%  
(MFAC and CC)
- Administration = 13%  
(GO, Legislative, Admin)



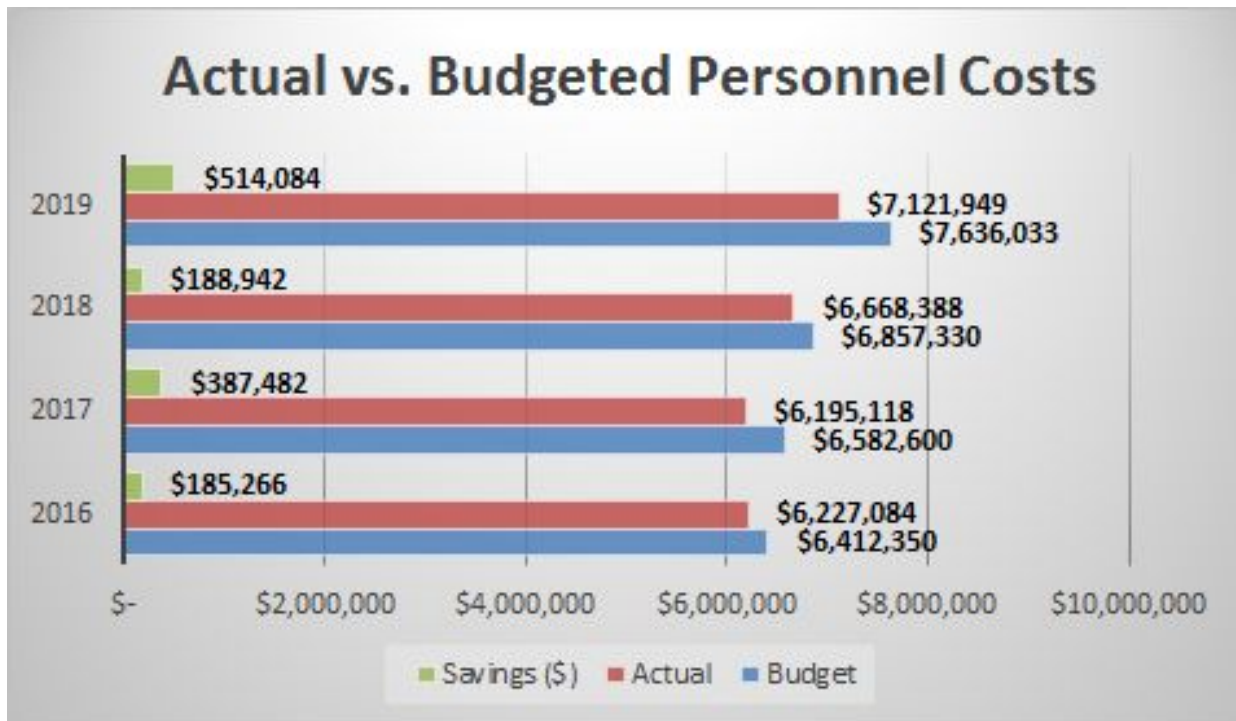
# GF Fund Balance

- GFOA recommends no less than 2 months of GF operating revenues
- Designed to mitigate revenue shortfalls, unanticipated expenditures and to ensure stable tax rates.
- Dependent on a variety of other factors unique to each community including:
  - Exposure to significant one-time expenses
  - Reliance of other funds (particularly those with debt service) on sales tax revenues
  - Potential impact on bond ratings
- Budget can be balanced with reserves, but should be carefully considered, and should have plan to rebuild





# 2020/2021 Personnel Budgeting Considerations



Department	Position	Cost 9/1 thru 12/31/20
Municipal Court	Court Clerk	\$18,200
Community Development	Office Asst/Permit Technician	\$17,333
Public Works	Equipment Operator 1	\$17,333
Parks & Recreation	Aquatics Coordinator	\$19,333
Parks & Recreation	Maintenance	\$15,167
Police	Police Officer	\$21,667
	Total	\$109,033

- Can count on some “slippage” in personnel costs through natural attrition
- 2019 was more significant because of Department Head vacancies
- Average over the last several years is 2.5% - 3%
- For the 2021 Budget that equates to \$200,000 - \$240,000



**Review of other projects and priorities (included in 2020 budget):**

Department	Item	Budget	Remaining
Community Development	Comprehensive Plan Update	\$ 130,000	\$ 117,500
Community Development	Building Permitting and Code Enforcement Software	\$ 40,000	\$ 40,000
General Overhead	Financial Software	\$ 100,000	\$ 100,000
General Overhead	Technology Replacement	\$ 12,000	\$ 12,000
General Overhead	DirectionFinder Survey	\$ 16,500	\$ 16,500
General Overhead	Microsoft 365 Licensing	\$ 30,000	\$ 30,000
General Overhead	Wi-Fi Access Points (Hubs)	\$ 12,000	\$ 12,000
General Overhead	Technology Replacement	\$ 12,000	\$ 12,000
Legislative	Tree Maintenance on Public Property	\$ 20,000	\$ 20,000
Legislative	Council Constituent Communications	\$ 15,000	\$ 15,000
Legislative	Greenhouse Gas Inventory Update	\$ 15,000	\$ 15,000
Public Works	Lighted Arrow Board	\$ 8,000	\$ 8,000
Legislative	COVID-19 Rent Relief	\$ 15,000	\$ 15,000
		Total	\$ 413,000

- Recommend restart of Comp Plan Update at July CDC (\$117,500 + \$16,500)
- No movement on Financial Management Software until 1/1/2021
- Can hold other technology expenses until 4Q 2020 or early 2021



**Review of other projects and priorities (included in 2021 budget):**

Department	Item	Amount
Public Works	Sign Plotter and Roller and Software	\$ 15,000
Public Works	Street Specifications (\$36K - using some existing)	\$ 25,000
Police	Department Server	\$ 12,000
Parks	Communications Printing and Postage (Activity Guide)	\$ 9,000
Parks	Digital Signage Software and Management	\$ 5,440
		Total \$ 66,440



## What's Next?

- July 15 - 5:30 p.m. - CIP Worksession/Review Capital Funds
- July 22 - 6:30 p.m. - Worksession - Recommended 2021 Budget and Community Dialogue
- August 5 - (F&A) - Public Hearing/Final Review of 2021 Budget
- August 19 - (CC) - Adopt 2020 Budget and 2020- 2024 CIP



**Questions?**