

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, DECEMBER 13, 2017

6:30 P.M.

Mission City Hall, 6090 Woodson

PUBLIC HEARINGS / PUBLIC COMMENTS

1. Public Hearing on 2017 Budget Amendment

The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state law requires that a public hearing be held when amending the budget. Details regarding this 2017 Budget Amendment are covered under Item 10 on this agenda.

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

2. 2018 Pre-Audit Presentation - Brian Scott ([page 5](#))

The City recently engaged a new auditing firm, Berberich, Trahan & Company (BT&Co) to conduct the audit for the fiscal year ending December 31, 2017. This presents an opportunity to change some of our practices, including enhancing the auditor's communications with the governing body itself. The auditor will meet with the Finance and Administration Committee to discuss the upcoming audit, in particular the audit process, including sampling of transactions, review of policies and procedures, and examination of financial statements.

ACTION ITEMS

3. 2018 Human Service Fund Recommendations - Brian Scott ([page 7](#))

The Human Service Fund, which is coordinated by United Community Services of Johnson County (UCS), awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs for Johnson County residents living with income at or near the federal poverty level. Johnson County communities are asked each year to make a contribution to the Human Service Fund. The City of Mission has budgeted a contribution of \$7,600 for fiscal year 2018. The Council will be asked to consider this request and authorize the contribution. A representative from UCS will be present to answer any questions.

4. 2018 Alcohol Tax Funds Recommendation - Brian Scott ([page 19](#))

The City receives a portion of taxes that are collected on the sale of alcoholic drinks sold within the city limits. One third of these taxes is deposited in the City's Special Alcohol Tax Fund for the purpose of funding programs that prevent or address alcohol and drug abuse. This item recommends that the funds designated for this purpose in the City's 2018 Budget (\$30,000) be allocated to programs identified by the Drug and Alcoholism Council of Johnson County through their annual grant selection process. A representative from UCS will be present to answer any questions.

5. 2018 Property / Casualty / General Liability Renewals - Brian Scott ([page 36](#))

The City maintains property, casualty and general liability insurance, which renews on an annual basis. This item is consideration of coverage and premiums for these lines of insurance with OneBeacon for 2018 for an estimated annual premium of \$128,329. Funding in the amount of \$144,000 is included in the adopted 2018 budget.

6. 2018 KERIT Workers Compensation Renewal - Brian Scott ([page 62](#))

The Kansas Eastern Regional Insurance Trust (KERIT) provides workers compensation coverage for eighteen participating cities and counties in eastern and central Kansas. The City has been a member of KERIT since 2009. This item recommends renewal of workers compensation coverage for the City of Mission in 2018 at an estimated annual premium amount of \$89,803. Workers compensation premiums for 2018 were budgeted in the amount of \$98,650.

7. Personnel Policy & Guidelines Update - Brian Scott ([page 64](#))

The City conducts an annual review and update of its Personnel Policy and Guidelines to insure compliance with current practices and state and federal laws. This item details and outlines the proposed changes to become effective January 1, 2018.

8. 2018 IT Support Services Contract - Brian Scott ([page 133](#))

The City contracts with the Johnson County Department of Technology and Innovation for support and maintenance of the City's network, including routine help desk support. This agenda item renews the annual agreement for an amount of \$52,907, and provides for a comprehensive hardware and software inventory and bi-annual on site audit of all desktop computers for an additional \$6,467, for a total amount not to exceed \$59,374. Funds in the amount of \$100,000 are included in the 2018 adopted budget for IT services.

9. Ordinance Establishing an Equipment Reserve and Replacement Fund - Brian Scott [\(page 139\)](#)

This ordinance formally establishes an Equipment Reserve and Replacement Fund for the 2017 budget year as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. Utilizing a reserve fund as a financing mechanism will allow the City to more systematically plan for the replacement of vehicles and equipment and minimize costs associated with financing through lease-purchase arrangements.

10. 2017 Budget Amendments - Brian Scott [\(page 146\)](#)

The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Amendments include the establishment of an Equipment Reserve and Replacement Fund, increase in expenditure authority for the Capital Improvement Fund to reflect the Foxridge project, and an increase in expenditure authority for the Mission Crossing TIF/CID Fund to reflect a full year of property tax increment realized on the now completed development.

11. 2018 Budget Ordinance - Laura Smith [\(page 151\)](#)

As one of the final steps in the annual budget process, the City takes formal action to adopt the 2018 Budget by ordinance. There are no changes proposed to the budget adopted by the City Council in August.

12. Ordinance Directing City Administrator to Spend According to Budget - Laura Smith [\(page 231\)](#)

As part of the annual budget process, the City Council takes formal action to authorize the City Administrator to spend according to the 2018 adopted budget.

13. CMB License Renewals - Martha Sumrall [\(page 233\)](#)

Businesses with Cereal Malt Beverage (CMB) licenses must be renewed annually by the City Council. Five businesses have applied to renew their CMB licenses for the period January 1, 2018 through December 31, 2018.

14. Massage Establishment Licenses - Martha Sumrall [\(page 234\)](#)

Initial applications for Massage Establishments must come before Council for approval. Marchelon Professional Massage Therapy has applied for a massage establishment license for 4811 Lamar. The owner, Marleka Morris-Hamilton has also applied for a massage therapist license which may be approved administratively. She will be the only therapist at this location. Approval of licenses would be contingent upon Chief Hadley's final review of the applicant's background check.

DISCUSSION ITEMS

15. Police Department Over-hiring Policy - Laura Smith and Ben Hadley ([no attachments](#))

The City Administrator and Chief of Police will discuss the Department's hiring process, current staffing levels, and ideas on how to minimize issues of understaffing in the future.

OTHER

16. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ron Appletoft, Vice-Chairperson
Mission City Hall, 6090 Woodson
913-676-8350

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	November 17, 2017
Administration	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: 2018 Financial Pre-Audit Communication

DETAILS: The American Institute of Certified Public Accountants (AICPA) establishes standards and guidelines for proper and effective auditing of financial records through the issuance of Statements on Auditing Standards (SAS). SAS 114, *The Auditor's Communication With Those Charged With Governance*, addresses the auditor's communications with the governance (the actual governing body and senior management) of the entity that is being audited. Matters to be communicated include:

- The auditor's responsibilities with regard to the financial audit statement
- Planned scope and timing of the audit
- Significant findings or issues from the audit

The auditor's responsibilities with regard to the audit of the financial statement are often included in the engagement letter that is presented at the beginning of the audit process. The engagement letter communicates:

- The auditor is responsible for performing the audit in accordance with Generally Accepted Auditing Standards (GAAS) and that the audit is designed to obtain reasonable, rather than absolute, assurance about whether the financial statements as a whole are free from material misstatement.
- An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting.
- The auditor is responsible for communicating significant matters related to the financial statement audit that are, in the auditor's professional judgment, relevant to the responsibilities of those charged with governance in overseeing the financial reporting process.
- When applicable, the auditor is also responsible for communicating particular matters required by law or regulation, by agreement with the entity, or by additional requirements applicable to the engagement.

In the past, the engagement letter was presented to the City's senior management at the time the audit was initiated, and included with the file for that particular audit. The City recently engaged a new auditing firm, Berberich, Trahan & Company (BT&Co) to conduct the audit for the fiscal year ending December 31, 2017. The engagement of a new auditing firm presents an opportunity to change some of our practices, including enhancing the auditor's communications with the governing body itself.

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	November 17, 2017
Administration	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

Emily Sheldon with BT&Co will meet with the Finance and Administration Committee to discuss the upcoming audit. In addition to the areas listed above that have traditionally been included in the pre-engagement letter, this discussion will entail the planned scope and timing of the audit itself.

This would be an opportunity for the auditor and Committee to engage in a discussion on such matters as:

- The allocation of responsibilities between the City Council and management in regards to fiscal oversight
- Any significant communications with regulators or other outside parties
- The auditor's approach to internal control relevant to the audit including, when applicable, whether the auditor will express an opinion on the effectiveness of internal control over financial reporting
- How the auditor proposes to address the significant risks of material misstatement, whether due to fraud or error
- The City's objectives and strategies and the related risks that may result in material misstatements
- A better understanding of the consequences of the auditor's work and to identify any areas in which the auditor may be requested to undertake additional procedures

Although communication with those charged with governance may assist the auditor to plan the scope and timing of the audit, it does not change the auditor's sole responsibility to establish the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient and appropriate audit evidence.

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	October 26, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: 2018 UCS Human Service Fund Allocation

RECOMMENDATION: Approve the 2018 UCS Human Service Fund allocation in the amount of \$7,600.

DETAILS: United Community Services of Johnson County (UCS) is an independent, non-profit corporation charged with coordinating and supporting various initiatives and programs that provide for the human service needs of Johnson County residents. One of these programs is the Human Service Fund, which provides a cost-efficient and accountable mechanism for local governments in Johnson County to support a number of services that help residents facing difficult circumstances.

The Human Service Fund awards competitive grants to non-profit agencies to assist with the operation of human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Components of the safety net programs that are supported by the Human Service Fund include; 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety. Some of these agencies work closely with the Mission police department in supporting residents that the department may serve.

Last year the Human Service Fund allocated \$310,965 to 14 separate agencies in Johnson County, representing a commitment of 15 participating cities and the County. The City of Mission's contribution was \$7,000.

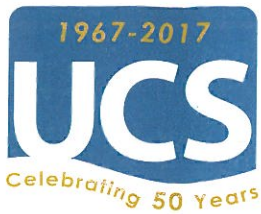
This year, the UCS Board is recommending a total allocation of \$335,930. This is an increase of \$24,965, or 8%. The City of Mission's contribution would be \$7,600. This amount has been included in the adopted 2018 budget.

The 2018 recommendations of the UCS Board for the Human Service Fund are detailed in the attached report. Approval by the Council would simply affirm the recommended agencies and amounts to be received by each. The City of Mission's contribution would be distributed proportionately among all the programs/agencies identified, unless directed otherwise by the Council.

A representative from UCS will be at the December 13 meeting to answer any questions.

CFAA CONSIDERATIONS/IMPACTS: Participation in the Human Services Fund supports the Community for All Ages initiatives by providing resources to those in our community that may be in need, whether younger or older residents.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-09-208-08
Available Budget:	\$7,600



United Community Services of Johnson County

October 17, 2017

Board Members

Michael Hockley, President
Kate Allen
Brian S. Brown
Jennifer Bruning
Tara S. Eberline
Cheryl Harrison-Lee
Rev. Lee Jost
Roxann Kerr Lindsey
Donna Lauffer
Janis McMillen, PhD
Justin Nichols
Leo J. Nunnink
Tom Robinett
Sandra Sanchez
Paul Snider
Maury L. Thompson
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SuEllen Fried
Ellen Hanson
Terrie Huntington
Audrey Langworthy
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Clint Robinson
Carol Sader
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Brad Stratton
Charlie Sunderland
Elaine Tatham, PhD
Stephen Tatum
David Warm
Ron Wimmer, PhD
Hannes Zacharias

Executive Director

Julie K. Brewer

To: Laura Smith
From: Julie Brewer, Executive Director *JKB*
RE: 2018 Human Service Fund Recommendation Report

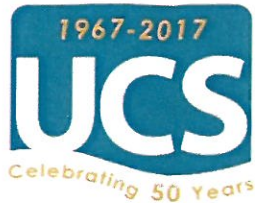
The United Community Services Board of Directors has prepared its recommendation for allocation of the 2018 Human Service Fund. The enclosed report is submitted for Mission's approval. UCS is sincerely grateful for the funding from the participating jurisdictions which resulted in a total of \$359,715. During 2018, allocations will benefit Johnson County residents who will be served through 15 programs recommended for grants. Thanks to your support, last year programs receiving Human Service Fund grants served approximately 57,570 Johnson County residents. To receive an electronic version of the document, please contact Marya Schott, maryas@ucsjoco.org.

The Human Service Fund agreement gives participating jurisdictions the authority and responsibility for approving or modifying UCS' recommendations for Human Service Fund grants. **The governing body is requested to approve the recommendations, and notify UCS no later than January 5, 2018.** After that date, the recommendations will stand as presented.

Within the next few days, Marya will contact Brian Scott regarding a representative from UCS attending the Council meeting or work session in which Mission's will consider the Human Service Fund. If you have any questions about the recommendation or process, please contact me at (913) 438-4764. We appreciate your support of this county-wide partnership. Thank you.

Enclosure: 2018 Human Service Fund Recommendation Report

cc: Brian Scott



United Community Services of Johnson County

2018 HUMAN SERVICE FUND RECOMMENDATIONS REPORT

Board Members

Michael Hockley, President
Kate Allen
Brian S. Brown
Jennifer Bruning
Tara S. Eberline
Cheryl Harrison-Lee
Rev. Lee Jost
Roxann Kerr Lindsey
Donna Lauffer
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Ron Wimmer, PhD
Hannes Zacharias

Executive Director

Julie K. Brewer

Human service programs are a vital component of quality of life. United Community Services (UCS) commends city and County government leaders for recognizing the important role of local government in supporting human service programs. Thank you for your support of the **Human Service Fund** in 2018.

Together, Johnson County Government and 14 cities committed \$359,715 for the Human Service Fund in 2018. (See appendix A for list of participating jurisdictions.) These contributions directly benefit Johnson County residents who will be served through 15 programs recommended for 2018 Human Service Fund grants.

The Human Service Fund (HSF) offers local governments a cost-efficient, accountable mechanism to support an array of services that help residents of every city and township who are facing difficult circumstances. Funding is awarded to local nonprofit agencies which provide vital programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. Priority is given to programs that address child care, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care. (See appendix B for all funding priorities.) Agencies recommended for grants demonstrate positive outcomes and are working collaboratively with others in the community. Funding recommendations represent the maximum HSF award for the calendar year, and UCS is not responsible for reductions in grant awards that may occur due to reduction in allocated funds by participating jurisdictions.

Thanks to your support, last year programs receiving Human Service Fund grants served approximately 57,570 Johnson County residents in-need. But, these programs benefit more than just the individual and their family; the entire community, including local government, benefits. Without a strong human service infrastructure to address issues such as unemployment, lack of child care, homelessness, child abuse and neglect, domestic violence, and untreated medical conditions, our community will experience higher crime rates and lower tax revenue, a decline in the standard of living, and weakened economic health.

**Jurisdictions are asked to accept the funding recommendations by
January 5, 2018.**

2018 Human Service Fund Applicant History and Recommendations

Applicant	2016 Grant	2017 Grant	2018 Recommendation	Program Description
CASA of Johnson & Wyandotte Counties	\$25,465	\$32,000	\$40,000	Court-ordered intervention by trained volunteers for children determined by a judge to be a "Child in Need of Care" due to abuse or neglect, or as high concern for safety and placement. Volunteers focus on the child and submit reports to judge.
Catholic Charities of NE Kansas	\$70,000	\$70,000	\$70,000	Emergency assistance and supportive housing, including case management to meet basic needs of low-income families and help them work towards self-sufficiency.
El Centro	\$20,000	\$20,000	\$20,000	Safety net services for low-income, under/uninsured individuals and families, including emergency assistance (utilities and housing), assistance with access to healthcare, financial education and assistance with income tax filing. Promotes good health and provides OSHA workplace instruction.
Growing Futures Early Education Center	\$8,500	\$9,265	\$9,265	Scholarships for child care fees for enrolled low-income families during financial hardship, which allows parents to maintain full-time education or employment. Crisis assistance for enrolled families who need help with food and housing.
Harvesters	\$8,000	\$10,000	\$12,000	BackSnack and Kids Café program provides a backpack of food for low-income food insecure school children to take home over the weekend, and meals in afterschool locations and summer sites.
Health Partnership Clinic	\$45,300	\$42,000	\$42,000	Health and dental care, through a medical home model, for uninsured low-income Johnson County residents.
Hillcrest Transitional Housing of Kansas	No request	\$5,000	\$6,000	Transitional housing for homeless youth and adults, including case management, budget counseling, and supportive services.
Johnson County Interfaith Hospitality Network (IHN)	\$9,000	\$9,000	\$9,000	Case management for homeless single females and homeless families with children who receive shelter, meals, and transportation assistance from IHN.
Jewish Family Services	No request	\$0	\$5,000	Food, Shelter and Employment program provides array of safety-net to low-income families.
Kansas Children's Service League	\$19,800	\$19,800	\$19,800	Home-based education and family support for new parents whose children are at-risk for child abuse and neglect.
KidsTLC	\$15,400	\$15,400	\$17,500	The Street Outreach Services Program serves runaway and homeless youth, with goal of safe housing. Addresses youths' immediate needs; related services and case management are available.
SAFEHOME	\$18,000	\$18,000	\$19,865	The Economic Empowerment Program promotes economic self-reliance for victims of domestic violence who are living in shelter, and for women in the agency's outreach programs.
Salvation Army Family Lodge (Olathe)	\$15,000	\$18,000	\$18,000	Emergency and transitional housing for homeless and near homeless families in Johnson County, including related services and case management.
Sunflower House	\$32,500	\$32,500	\$37,500	Personal safety and prevention programs for children and youth. Prevention and education programs for child care professionals and caregivers, including mandated reporters.
The Family Conservancy	\$15,000	\$10,000	\$10,000	Implementation of "Talk, Read, Play" Intensive Model at two early childhood centers which serve low-income children. TRP strengthens parents' abilities to support their child's early learning and literacy development.
Total	\$301,965	\$310,965	\$335,930	The 2017 federal poverty level for a family of three is \$20,420.

2018 Human Service Fund Recommendations

CASA of Johnson and Wyandotte Counties Funding is recommended for the Child Advocacy Program, a court-ordered program that serves children from birth to age 18. Most children in the program are those whom a Juvenile Court Judge has determined to be a “Child in Need of Care” due to abuse or neglect by parent or caretaker (commonly placed in foster care). Children may also be referred by a Family Court Judge when child safety and placement are of great concern in a high conflict divorce or separation. In these cases the judge is determining if the child can reside in a safe placement without having to be placed in state custody (foster care). A trained CASA volunteer advocate regularly meets with the child and focuses on the child’s situation (safety, mental health and education needs, etc.). The volunteer also gathers information from the parents, foster parents, social workers, attorneys, and teachers, then with the CASA supervisor, identifies service needs. CASA submits a report to the judge which includes information about the child’s statements, behavior, and interaction with parents. Court reports support the judge’s critical decisions about where child should live and what services should be court-ordered.

\$40,000
Recommendation

Results Projected: Program results include children who will not be substantiated as victims of additional abuse or neglect, have a stable adult presence in their lives, and when eligible, will complete high school or earn a GED. CASA anticipates serving 480 Johnson County children during 2018.

Catholic Charities of Northeast Kansas Funding is recommended for the Emergency Assistance and Supportive Housing program which operates out of two centers in Johnson County. The program provides assistance and strengths-based case management, without regard to religious affiliation, to families living at or below 150% of federal poverty guidelines. Emergency Assistance services include those that meet residents’ basic needs such as food, clothing and shelter, as well as financial assistance with prescription medication and medical supplies, utilities, child care, and transportation. The case management delivery model emphasizes modes of self-sustainment, including asset development/financial literacy, education on life skills, and connection to other resources.

\$70,000
Recommendation

Results Projected: During 2018, the agency anticipates serving 34,000 Johnson County residents with assistance that includes food and/or financial support to maintain housing and utilities. Every client who receives financial assistance will undergo a case manager-led financial assessment, and 75% of clients will attend financial literacy education, and receive one-on-one coaching according to assessed financial need and capability.

El Centro, Inc. Funding is recommended for El Centro Family Services Center – Comprehensive Safety-Net Services in Olathe/Johnson County Office. Safety net services are provided to low-income and/or under-/uninsured Johnson County individuals and families. Services include Economic Empowerment (emergency assistance and financial education classes), Volunteer Income Tax Assistance Program, and OSHA Workplace Informational Instruction (certified classes on workplace safety and prevention of health hazards in workplace). El Centro is

\$20,000
Recommendation

moving toward a more intensive service model based upon the Financial Opportunity Center model, which incorporates strength-based case management and economic empowerment, with a focus on workforce training and development, in addition to financial literacy and coaching and income supports.

Results Projected: During 2018 El Centro expects to serve 1,340 Johnson County residents at the Olathe office. Results include meeting clients' basic needs, assisting clients in obtaining an ITIN (if needed) and filing income taxes, and educating clients about workplace safety and obtain OSHA certification training – thereby building workforce safety.

**Growing Futures
Early Education
Center**

\$9,265
Recommendation

Funding is recommended for Growing Futures' Head Start Wrap Around Care/Full Day Program which provides scholarships to assist families experiencing financial hardships and unable to pay their share of child care fees for the full day of care (7:00a.m.-5:30p.m.). This allows for continuity of early childhood care and education. The majority of children in the Wrap Around Care program are Head Start-eligible (living at 100% of federal poverty level). Crisis assistance is provided to families in need of short-term help, particularly with housing (those in jeopardy of losing Section 8 eligibility because of inability to pay rent on time), and food.

Results Projected: Children maintain enrollment in the program even though families face financial hardship, and children will illustrate school readiness in the five Head Start Learning Framework developmental domains. During 2018 Growing Futures projects serving 100 Johnson County children with the Wrap Around Care/Full Day Program.

Harvesters

\$12,000
Recommendation

Funding is recommended to support Harvesters BackSnack program which is provided within Johnson County schools, and Kids Café which is provided in after-school locations and summer sites in Johnson County. Through the BackSnack program a backpack filled with food is provided to low-income children who take it home for the weekend. Harvesters' purchases food for the backpacks and links schools to a community partner, and transports the food kits to the partner. Community partners clean backpacks, place food kits in backpacks and distribute backpacks to schools every week. School staff identify children in greatest need of food assistance. During 2017-18 school year, Harvesters will collaborate with 53 schools in Johnson County for BackSnack. Harvesters delivers meals directly to Kids Café sites and provides meals at no cost to recipients. Free and reduced lunch school statistics help determine location of Kids Café sites. During 2017-18 school year, there will be 20 Kids Café sites in Johnson County.

Results Projected: In 2018, through the BackSnack program, the agency anticipates serving 1,980 Johnson County children and distributing 67,320 backpacks, and providing 27,960 meals to 2,177 children through at least 20 Kids Cafe sites. Results include positive effects on children's grades, behavior and health.

Health Partnership Clinic (HPC)

\$42,000
Recommendation

Funding is recommended for primary and preventative medical care, which are provided at Health Partnership Clinic’s office in Olathe. HPC targets serving individuals living at or below 200% of the Federal Poverty Level; 56% of clients are uninsured and 34% have public insurance or Medicaid. Health Partnership Clinic, Johnson County’s largest safety-net clinic, utilizes a medical home model which emphasizes prevention and health maintenance while providing a broad scope of services including care for patients with chronic diseases. HPC also provides dental and behavioral health services. Specialty care is provided through a network of providers.

Results Projected: Anticipated program results include access to a medical and dental home for low-income and uninsured residents, patients achieve better health outcomes, and patients utilize the Health Partnership Clinic (HPC) as their ongoing source of care (i.e. a medical home). During 2018 HPC anticipates serving 12,003 Johnson County residents through 34,509 patient office visits or encounters.

Hillcrest Ministries of MidAmerica

\$6,000
Recommendation

Funding is recommended for Hillcrest’s Transitional Housing – Homeless Youth and Families program. Transitional housing for homeless youth (ages 16-21), families (children and adults), and single adults will be provided in eight apartments located in Overland Park. Hillcrest uses either the HUD or McKinney-Vento education definition of homeless (100% or below of Federal Poverty Level). The youth program provides up to 24 months of housing and services, including individual case management and budget counseling, and connection to community services to address immediate and ongoing needs as applicable, such as medical, dental, vision, mental health, substance abuse treatment, employment training, tutoring, and mentoring. Adults and families receive similar services, however, for a shorter period of time (3 months). A food and basic-needs pantry is also provided at the Overland Park facility.

Results projected: 35 homeless children/youth and adults will be provided transitional housing and achieving at least one goal from their assessment plan. Homeless youth will work toward achieving an education goal; 12 homeless adults will maintain or improve their employment.

Jewish Family Services

\$5,000
Recommendation

For the first time, Jewish Family Services is recommended for funding of the Food, Shelter, & Employment program (FS&E). This program provides low-income (at or below 150 percent of poverty) families a one-stop array of coordinated services including employment coaching, financial education, income supports, and food and emergency assistance, without regard to religious affiliation. Service delivery emphasizes an integrated approach to financial improvement.

Results projected: During 2018 the agency expects to serve 200 Johnson County residents. Clients will secure and retain employment, and improve their financial situation as evidenced by improved credit score, and increased income and sustainability.

Johnson County Interfaith Hospitality Network (JoCoIHN) JoCoIHN provides shelter, meals, transportation and case management for homeless families and single unaccompanied females. Area congregations provide shelter and meals on a rotating schedule while JoCoIHN staff helps families regain self-sufficiency and independence. Human Service Funds are used to provide strengths-based case management which includes assistance with transportation, referrals to other community resources, assistance with budgeting and money management, and assistance with job and housing searches. Services are provided by 3,300 volunteers through partnerships with 35 faith congregations.

\$9,000
Recommendation

Results Projected: During 2018 the agency expects to serve 40 Johnson County residents with 2,500 days of shelter and case management. Clients completing the program will increase their economic resources, and approximately 50 percent will move into homes of their own within four months of entering the network.

Kansas Children’s Service League (KCSL) Funding is recommended for Johnson County Healthy Families, a child abuse prevention program which provides intensive home-based education and family support services to parents who are experiencing extreme stress and are “at-risk” for abuse and neglect. Eligibility is based upon risk factors, not income, however, most of the families are low-income. Participants receive routine at-home visits, case management, referrals to community resources and services, child development and parent education, and linkage to health care services.

\$19,800
Recommendation

Results Projected: During 2018, 135 Johnson County individuals are expected to be served. Anticipated results are that families do not have any substantiated child abuse and neglect; children have health insurance and are current on immunizations, and have a developmental screen in the last six months (or are already receiving services for developmental delays).

KidsTLC Funding is recommended for KidsTLC Street Outreach Services Program (SOS) which provides intervention services to clients aged 12-24 (including young families) who are homeless or at-risk of homelessness. The primary goal is to get clients into permanent and rapid re-housing, or refer them to shelter and transitional living programs. SOS operates a crisis hotline in order to respond to youth at any time. When youth are interested in further engagement, SOS works to transition them into case management. Within case management the program focuses on educational supports, employment support, financial literacy, and mental health/health care support. In 2017 and into 2018 KidsTLC partners (or will partner) with two public school districts to provide homeless students (as defined by KS Dept. of Education which uses McKinney Vento legislation terminology) and their families with housing/utility assistance, mental health assistance, and emergency relief.

\$17,500
Recommendation

Results Projected: During 2018 the organization estimates serving 70 Johnson County residents through this program. Program results include securing housing for youth, and connecting families and youth to case management and other critical services, with a main focus on impacting youth and families within the Olathe and Shawnee Mission School Districts through their Impact Olathe and Project Home programs.

SAFEHOME SAFEHOME provides shelter and other assistance for victims of domestic violence. Funding is recommended to support SAFEHOME's Economic Empowerment Program. Through education, support, and referrals to community agencies, this program assists clients in taking control of their finances and moving towards financial independence. Clients participating in SAFEHOME'S outreach/transitional living programs also have access to financial literacy classes.

\$19,865
Recommendation

Results Projected: Program participants secure employment, enroll in job training or education programs, and achieve budgeting/credit goals. The agency projects this program will serve 225 Johnson County residents during 2018.

Salvation Army Olathe Funding is recommended to assist low and very low income homeless families in Johnson County with food and temporary shelter at the Johnson County Family Lodge (a homeless shelter) in Olathe. In most cases, the Lodge provides up to 90 days of shelter. Residents meet weekly with a case manager who utilizes the strengths-based case management model. Parenting and financial literacy classes are offered, as well as skill building in becoming gainfully employed and building a support system, and navigating mainstream resources.

\$18,000
Recommendation

Results Projected: In addition to providing safe shelter, results include families who increase their skills or income, apply for mainstream services (SNAP, TAF, Medicaid, etc.) and move into transitional or permanent housing. The Family Lodge anticipates serving 175 Johnson County residents during 2018.

Sunflower House Funding is recommended to support the Personal Safety Education Program, a child abuse prevention education program. The program includes: 1) *Happy Bear*, an interactive play for children ages four through seven enrolled in public and private early childhood centers and elementary schools; 2) *Think First and Stay Safe*, a curriculum for grades PreK-fifth that reinforces personal and digital boundaries and emphasizes that bullying and sexual abuse are against the law; 3) *E-Safety Presentation*, targeting sixth through eighth graders and educating them on online safety topics such as sexting, bullying, child exploitation, and social networking; 4) *Keeping Kids Safe Online*, a workshop for parents provided in partnership with the FBI Cyber Crimes Unit; 5) *Stewards of Children*, a child sexual abuse prevention and education training for adults; 6) *Mandated Reporter Training* which teaches attendees to recognize signs of sexual abuse, correct procedures/laws for reporting, and how to handle a child's disclosure; and, 7) *Child Protection Project*, a presentation designed to raise the awareness of child sexual abuse among parents and caregivers, and give them tools needed to be proactive in protecting children.

\$37,500
Recommendation

Results Projected: Children are knowledgeable of strategies to recognize, resist and report abuse; youth who receive mobile technology and web education will indicate they will report unwanted electronic communication, and can identify how to report it; and, mandated reporters and caring adults are trained to identify and report child abuse and neglect. The agency anticipates reaching 14,000 Johnson County residents during 2018.

**The Family
Conservancy**

\$10,000
Recommendation

Funding is recommended for “Talk, Read, Play” (TRP), a parent-child initiative lead by The Family Conservancy since 2011. The Talk Read Play Intensive program model, developed in 2014, will be implemented in one to two Johnson County child care programs which serve families who receive state subsidy for child care costs. Talk Read Play trains child care providers and addresses parents’ basic abilities to support their child’s early learning and literacy development. It helps parents interact intentionally with their children, furthering at home the lessons child development educators begin building with children in the classroom. Talk Read Play places special emphasis on reaching low-income parents where research suggests it has potential to have a greater impact on children’s healthy development.

Results Projected: Parents increase in frequency of talking, reading and playing with their children. Child care providers increase utilization of Talk Read Play strategies in the classroom, distribution of Talk Read Play materials to families, and on-site parent event activities. During 2018 The Family Conservancy plans to serve 150 to 300 Johnson County residents.

2018 HUMAN SERVICE FUND GRANT REVIEW COMMITTEE

UCS Board Members

- o Jennifer Bruning, *Committee Chair*, Kansas State Alliance of YMCAs
- o Brian Brown, TeamHealth
- o Tara S. Eberline, Foulston Siefkin, LLP
- o Janis McMillen, Community Volunteer
- o Justin Nichols, Lathrop & Gage LLP
- o Sandra Sanchez, Community Volunteer

Community Members

- o Nicole Russell, Waddell & Reed Financial, Inc.
- o Rebecca Yocham, City of Lenexa

Staff support: Marya Schott, UCS Community Initiatives Director

APPENDIX A

2018 HUMAN SERVICE FUND PARTICIPATING JURISDICTIONS

JURISDICTION	CONTRIBUTION
Johnson County	\$131,775
De Soto	\$2,180
Edgerton	\$1,800
Gardner	\$6,000
Leawood	\$15,000
Lenexa	\$18,500
Merriam	\$7,600
Mission	\$7,600
Olathe	\$50,100
Overland Park	\$80,200
Prairie Village	\$7,600
Roeland Park	\$4,285
Shawnee	\$23,900
Spring Hill	\$1,800
Westwood*	\$1,375
Total from County Government & Cities	\$359,715
Interest	<u>\$1,215</u>
Subtotal	\$360,930
UCS Administration	<u>\$25,000</u>
Total Available to Allocate	\$335,930

*Westwood's contribution is pending

The Human Service Fund is a competitive process that awards grants to nonprofit organizations for operating human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. The human service safety net cares for and protects the vulnerable, and provides pathways and opportunities for the disadvantaged to become contributing members of society. Components of the safety net that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

FUNDING PRIORITIES 2018

The HSF supports programs that benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

1. Programs funded by the HSF must deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
2. Programs funded by the HSF must fit the definition of "Safety Net or Work Supports." Priority is given to programs that address child care and early childhood development, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care.
3. Priority will be given to programs that serve individuals and/or families with income below or near the federal poverty level.
4. Priority will be given to programs that demonstrate innovation and/or collaboration in program delivery.

ELIGIBILITY

- Current §501(c)(3) designation and in good standing in Kansas or Missouri as a nonprofit corporation, i.e. may not be an entity of city or county government.
- Agency must provide an independent certified audit of the previous year's financial records; or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year. Upon request, the agency may need to provide additional financial information, such as, but not limited to, the most recent IRS Form 990.
- The program serves primarily Johnson County, Kansas residents who live with income at or near federal poverty level. Programs that do not meet this criterion may still be eligible if the program leads to the prevention of poverty, and primarily serves Johnson County residents.
- The program clearly defines and measures outcomes for participants.
- The program benefits local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
- The applicant complies with Agency Standards.
- Applicants must affirm that the agency does not discriminate on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, sexual orientation, mental health disability or national origin.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Alcohol Tax Fund (managed by Drug and Alcoholism Council, a program of UCS) for the same program during the same funding cycle.
- Applications for substance abuse programs are not accepted and should be directed to the Alcohol Tax Fund.

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 12 , 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: 2018 Alcohol Tax Fund Allocations

RECOMMENDATION: Approve City of Mission’s 2018 Alcohol Tax Fund allocations as recommended by the Drug and Alcoholism Council in the total amount of \$30,000.

DETAILS: By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected.

The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund. The Special Alcohol Tax Fund is to support programs “whose principal purpose is alcoholism and drug abuse prevention, or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers.” (KSA 79-41a04 1997).

Total alcohol Tax funds allocated to the City of Mission are estimated to be \$195,000 for 2018. A third of these funds - \$65,000 - will be proportioned to the City’s Special Alcohol Tax Fund. Of this amount, \$15,000 will support Mission’s DARE activities, \$14,000 will support the mental health co-responder program, and \$30,000 will be provided to agencies designated by the Drug & Alcoholism Council. Another third will be proportioned to the Special Parks and Recreation Fund and the remaining third is proportioned to the City’s General Fund.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

The total amount available to the DAC for allocation in 2018 is \$2,061,072. There were 26 applications submitted totaling \$2,149,428 in requests. The DAC reviewed each application, met with applicants, and deliberated to develop the recommendations for this year’s Alcohol Tax Fund allocations which are included in the packet.

The DAC’s recommended allocation of the City of Mission’s Alcohol Tax funds are detailed in an attachment as well. Approval of this recommendation affirms the DAC’s recommended allocations.

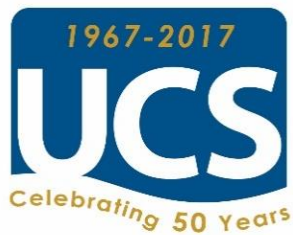
Related Statute/City Ordinance:	K.S.A 79-41a04
Line Item Code/Description:	09-90-201-01
Available Budget:	\$30,000

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	November 12 , 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

CFAA CONSIDERATIONS/IMPACTS: The Alcohol Fund supports activities and programs that provide services for people of all ages. These programs range from teaching children the dangers of drugs and alcoholism to helping teens and adults overcome their addictions and be positive contributors to society.

Related Statute/City Ordinance:	K.S.A 79-41a04
Line Item Code/Description:	09-90-201-01
Available Budget:	\$30,000



United Community Services of Johnson County

2018 ALCOHOL TAX FUND RECOMMENDATIONS REPORT DRUG and ALCOHOLISM COUNCIL OF JOHNSON COUNTY

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Stephen Tatum
David Warm
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Hannes Zacharias

Executive Director

Julie K. Brewer

Participating jurisdictions: Johnson County, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village and Shawnee

The purpose of the grant review process conducted by the Drug & Alcoholism Council of Johnson County (DAC) is to direct local Alcohol Tax Funds (ATF) to alcohol and drug prevention, education, intervention, detoxification, treatment, and recovery programs that serve Johnson County residents. The entire community benefits when substance abuse is prevented and/or effectively treated. A continuum of services from education through treatment and recovery is vital to lowering drug and alcohol use and addiction, which in turn lowers healthcare costs, reduces crime, and child abuse and neglect, and increases productivity in employment - thus lowering associated public costs.

Alcohol Tax Funds are derived from a state excise tax on liquor sold by the drink. Part of the revenue generated is returned to the jurisdiction (city or county) in which it was collected, with the stipulation that a specified portion be used for programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers” (KSA 79-41a04).

The DAC’s grant review process provides a structured and accountable system that allows organizations, through one annual application, access to funds from multiple jurisdictions. The Board of County Commissioners and city councils have ultimate authority and responsibility for determining which organizations receive funds from their respective jurisdictions based upon the recommendations in this report.

Jurisdictions are asked to accept the recommendations by December 18, 2017.

Together, Johnson County Government and nine cities committed \$2,061,072 for 2018 ATF (*listed on page 11*). Twenty-five applications plus UCS administration fee totaled \$2,149,428 in funding requests. After studying applications, meeting with applicants and deliberating, the DAC developed funding recommendations. This report reflects those recommendations and is organized in two sections: Education, Prevention and Intervention; and, Treatment and Recovery.

For additional information on the process or programs, contact Marya Schott, UCS Community Initiatives Director, 913-438-4764, maryas@ucsjoco.org.

Applicant	2016 Allocation	2017 Allocation	2018 Request	2018 Recommendation
Blue Valley USD 229	\$59,450	\$57,770	\$55,175	\$55,175
De Soto USD 232	\$24,750	\$22,775	\$21,584	\$21,584
Olathe USD 233	\$49,125	\$43,000	\$59,078	\$59,078
Shawnee Mission USD 512	\$45,000	\$27,000	\$27,000	\$27,000
Spring Hill USD 230	\$23,060	\$23,060	\$22,560	\$22,560
Artists Helping Homeless	\$10,000	\$10,000	\$25,000	\$25,000
Boys and Girls Club	\$10,000	\$10,000	\$15,000	\$15,000
Cornerstones of Care	\$60,000	\$55,000	\$60,000	\$60,000
First Call	\$25,000	\$26,500	\$30,000	\$30,000
Heartland RADAC	\$117,000	\$152,128	\$152,128	\$152,128
JoCo Court Services	\$102,245	\$90,536	\$141,377	\$141,377
JoCo Dept. of Corrections	\$12,410	\$12,410	\$12,300	\$12,300
JoCo District Attorney	\$8,250	\$6,000	\$7,250	\$7,250
JoCo MHC Prevention	\$100,000	\$100,000	\$110,000	\$100,000
SAFEHOME	\$20,706	\$22,386	\$25,570	\$25,570
The Family Conservancy	\$35,550	\$37,000	\$37,000	\$37,000
Subtotal	\$702,546	\$695,565	\$801,022	\$791,022
Friends of Recovery	\$40,000	\$50,000	\$50,000	\$50,000
JoCo MHC Adolescent Center for Tx.	\$253,510	\$253,510	\$253,510	\$253,510
JoCo MHC Adult DeTox Unit	\$268,581	\$268,581	\$278,581	\$268,581
JoCo MHC Dual Diagnosis Adult Outpatient	\$108,885	\$140,000	\$165,000	\$165,000
KidsTLC	\$44,613	\$45,657	\$46,315	\$46,315
KVC Behavioral HealthCare			\$125,000	\$70,000
Lorraine's House			\$30,000	\$16,644
Marillac	\$30,000			
Mirror Inc.	\$132,000	\$176,000	\$176,000	\$176,000
Preferred Family Healthcare	\$102,000	\$102,000	\$125,000	\$125,000
Subtotal	\$979,589	\$1,035,748	\$1,249,406	\$1,171,050
Total	\$1,682,135	\$1,731,313	\$2,050,428	\$1,962,072
UCS Administration Fee	\$98,000	\$99,000	\$99,000	\$99,000
Total allocation/request & UCS Adm.	\$1,780,135	\$1,830,313	\$2,149,428	\$2,061,072

2018 ALCOHOL TAX FUND GRANT RECOMMENDATIONS

Education, Prevention and Intervention

Alcohol Tax Funds (ATF) support numerous programs offered by public school districts and programs delivered by four community-based organizations. In general school-based programs help to prevent and reduce substance abuse. Additionally, programs lower risk factors associated with substance abuse, such as disruptive behavior and truancy. Community-based programs help lower the rates of substance abuse, which translate to lower mental and physical healthcare costs, and less expense for law enforcement and the criminal justice system. Funding recommendations are based upon a review of each proposal (see Appendix A for criteria) and take into consideration the type of programming, outcome achievement and accountability.

School District Programs

Each school district offers a unique mix of programs to its students and parents, and each district has a mix of funding to support these programs. As a result, the programs supported by ATF and the amount of ATF dollars recommended differ for each district.

Blue Valley School District

Request: \$55,175

Recommendation: \$55,175

The DAC recommends Blue Valley School District be awarded \$55,175 to support funding for continuation of Sobriety Support groups led by therapists from outside the district; 15 Building Drug and Alcohol Coordinators and two district coordinators; substitutes during coordinators' meetings; *AlcoholEdu* (an on-line program implemented in all high schools and the Academy); curriculum and assessment tools for *Reconnecting Youth*, and drug assessments of students suspended for drug related offenses. During the 2017-18 school year, the district anticipates serving approximately 13,764 adults and students through ATF supported programs.

De Soto School District

Request: \$21,584

Recommendation: \$21,584

The DAC recommends the De Soto School District be awarded \$21,584 to support implementation of *Too Good for Drugs* (elementary and middle school students), *AlcoholEdu* (high school), and high school prevention clubs. Additionally, ATF funding will support the district's coordinator for substance abuse programming, and professional development training for counselors and social workers. During the 2017-18 school year, the district anticipates serving approximately 10,514 adults/parents and 7,008 youth/students through ATF supported programs.

Olathe School District

Request: \$59,078

Recommendation: \$59,078

The DAC recommends the Olathe School District be awarded \$59,078 to support the implementation of *Second Step* (delivered in middle school), sobriety support groups (high school), student substance abuse assessments, parent education through *Guiding Good Choices* (provided in English and Spanish for parents of students who are identified by school), *AlcoholEdu* (all high schools), and *Life Skills* (delivered in an alternative program for grades 8-

12). During the 2017-18 school year the district anticipates serving approximately 9,400 adults and students through ATF supported programs.

Shawnee Mission School District

Request: \$27,000

Recommendation: \$27,000

The DAC recommends the Shawnee Mission School District be awarded \$27,000 to support implementation of *AlcoholEdu* (all high schools and Horizons). During the 2017-18 school year the district anticipates serving approximately 1,566 students through this ATF supported program.

Spring Hill School District

Request: \$22,560

Recommendation: \$22,560

The DAC recommends the Spring Hill School District be awarded \$22,560 to support four evidence-based programs: *Project Alert* (7th grade), *Al's Pals: Kids Making Health Choices* (kindergarten), *AlcoholEdu* (9th grade), and *Peer Assistance and Leadership* (high school). Funding also includes support of *Students Against Destructive Decisions* (SADD – high school), and the district's Mental Health Social Worker who provides support to students in grades 6-12. During the 2017-18 school year the district anticipates serving 2,320 students through ATF supported programs.

Note: Gardner Edgerton School District did not apply for 2018 ATF support.

Community-based Programs

Artists Helping the Homeless

Request: \$25,000

Recommendation: \$25,000

The DAC recommends Artists Helping the Homeless (AHH) be awarded \$25,000 for implementation of *Be The Change*, a program that helps people who are homeless access services to meet their needs and address underlying conditions of their homelessness. AHH provides transportation and housing, and a continuum of support including coordination of care to homeless adults, most of whom have substance abuse issues. Since its inception in 2010, AHH has helped enroll over 1,000 adults in social detox and treatment programs. Referrals come from hospitals, law enforcement, mental health and aging service providers, agencies which provide substance abuse recovery services, and from other individuals who are homeless. In 2018 Artists Helping the Homeless anticipates serving 200 Johnson County residents.

Boys and Girls Club

Request: \$15,000

Recommendation: \$15,000

The DAC recommends the Boys and Girls Club be awarded \$15,000 for implementation of *SMART Moves (Skill Mastery and Resistance Training)* at the Boys and Girls Club in Olathe. *SMART Moves* teaches Olathe club members (ages 5-18) to recognize and resist media and peer pressure to engage in tobacco/alcohol/drug use, and other risky behavior. The organization

anticipates serving 325 Olathe youth during 2018; target schools are Central Elementary, Oregon Trail Middle School, Washington Elementary, and Olathe North High School.

Cornerstones of Care Request: \$60,000

Recommendation: \$60,000

The DAC recommends that Cornerstones of Care be awarded \$60,000 for the implementation of Functional Family Therapy, an evidence-based in-home family intervention program which addresses a variety of problems facing at-risk youth and their families. In previous years FFT was provided by Gillis Center, one of several organizations which in 2017 merged under the umbrella of Cornerstones of Care. ATF supports FFT for youth who have an identified problem with substance abuse (identified by family or referrals source such as the Juvenile Intake and Assessment Center, Court Services, District Court and the Johnson County Department of Corrections). During 2018 Cornerstones anticipates serving 70 Johnson County youth and families whose problems are related to substance abuse.

First Call Alcohol/Drug Prevention & Recovery

Request: \$30,000

Recommendation: \$30,000

The DAC recommends that First Call be awarded \$30,000 to deliver Family Prevention Services in Johnson County. These services include the following:

- 1) *How to Cope* - This program supports adults (parents/family members) in identifying enabling and co-dependency behaviors, and assists families in abstinence and recovery of their children.
- 2) *Caring for Kids* - Children and youth in the *Caring for Kids* program attend psycho-educational groups which teach them about the effects of substance abuse disorder in the family and help them to develop healthy lifestyles.
- 3) Services within Olathe schools: a sobriety group at Olathe South High School, Life Skills class at Olathe East High School, and Project Choices, Say It Straight at Olathe's North Lindenwood Support Center.
- 4) Life Skills Training at Boys and Girls Club in Olathe
- 5) Educational presentations which target school-aged youth and the general community.

First Call anticipates serving 629 Johnson County residents during 2018.

Heartland Regional Alcohol & Drug Assessment Center (RADAC)

Request: \$152,128

Recommendation: \$152,128

The DAC recommends that Heartland RADAC be awarded \$152,128 to support its recovery coaching, intensive case management and care coordination for Johnson County individuals with co-occurring substance use disorders and mental health issues who are homeless or at-risk of homelessness, and need treatment or treatment-related services. Recovery coaching helps clients engage in the recovery community and is provided in conjunction with case management and care coordination services. The program also purchases services and items needed to secure safe housing, access treatment, promote recovery and eliminate barriers to success. Heartland RADAC's ATF supported services fill a gap in the continuum of services for this population that is otherwise unfunded. During 2018 Heartland RADAC anticipates serving 129 Johnson County clients.

Johnson County Court Services, Juvenile Drug Court and Minor-In-Possession

Request: \$141,377

Recommendation: \$141,377

The DAC recommends that Johnson County Court Services be awarded \$141,377 to support the salary and benefits for two Court Service Officers who supervise clients in the Juvenile Drug Court, the Minor-In-Possession (MIP) program, and other clients who receive drug/alcohol contracts. The Juvenile Drug Court targets first-time offenders applying for diversion who present with serious drug and/or alcohol issues. The MIP program is a non-Court resolution of a police report when a juvenile has been in possession of alcohol. Both programs increase youths' motivation to remain drug/alcohol free. Recidivism rates for juveniles who complete the Drug Court program are considerably lower than juvenile offenders who do not complete the program. The other juvenile cases with drug/alcohol contracts are those that do not reach the higher level of drug court, nor the lower level of MIP. During 2018, Court Services anticipates serving 629 Johnson County youth in these programs.

The Johnson County Department of Corrections

Request: \$12,300

Recommendation: \$12,300

The DAC recommends the Department of Corrections be awarded \$12,300 to support the Voucher Assistance program which supports substance use disorder evaluations and treatment for adult offenders who face financial barriers to obtaining those services. Voucher assistance will be provided to adults in the Adult Residential Center (ARC), adults who are under Intensive Supervision, and adults on House Arrest or Bond Supervision. Evaluation and treatment services will be provided by Court approved providers and providers who are working under contract at the Adult Residential Center. Corrections anticipates serving 55 Johnson County clients during 2018.

Johnson County District Attorney

Request: \$7,250

Recommendation: \$7,250

The DAC recommends the Johnson County District Attorney be awarded \$7,250 for the *Changing Lives Through Literature program (CLTL)*. This alternative intervention program targets moderate risk criminal defendants. The majority of participants are referred by Adult Diversion, and for those clients a criminal conviction is likely averted with completion of *CLTL* and meeting other diversion conditions. The program uses literature to impact the lives of clients through reading and group discussion. The program is free of charge and offered outside of traditional work hours. *CLTL* defendant participants, judges, and probation officers read literature and participate in facilitated discussion which helps to promote behavioral change. Some of the reading material used during the program relates to drug and alcohol addiction and abuse. Components of *Moral Reconnection Therapy* are incorporated into the program to help address criminal thinking. The District Attorney anticipates serving 30 Johnson County participants during 2018.

Johnson County Mental Health Center, Prevention Services

Request: \$110,000

Recommendation: \$100,000

The DAC recommends Prevention Services be awarded \$100,000 to support staff (1.5 FTE) who provide prevention services in three areas: youth mobilization, education/training, and community engagement; and, other expenses associated with the Youth Leadership Summit and Strengthening Families, as well as supplies, consumables and mileage. Prevention Services provides training and technical assistance to cohorts of Strengthening Families, an evidence-based prevention program for parents and children (ages 3-16) in higher risk families. During the annual Youth Leadership Summit middle school and high school student leaders are trained on effective prevention strategies and action planning for implementation of those strategies. Action plans created at the Summit focus on adolescent problem behaviors prioritized by each school. During 2018 Prevention Services anticipates serving 3,560 Johnson County residents.

SAFEHOME

Request: \$25,570

Recommendation: \$25,570

The DAC recommends SAFEHOME be awarded \$25,570 to continue its substance abuse assessment and referral program. This program includes an onsite substance abuse screening of every new resident in this domestic violence shelter. If applicable, there is an in-depth substance abuse interview. Assessment are provided as needed by Heartland Regional Alcohol and Assessment Center. SAFEHOME makes referrals to intervention and treatment programs, along with help making connections to services. ATF dollars also support assistance to clients (such as transportation vouchers for travel to treatment), drug testing and bio waste disposal, and professional conferences/training. The organization anticipates serving 94 Johnson County participants during 2018.

The Family Conservancy

Request: \$37,000

Recommendation: \$37,000

The DAC recommends the Family Conservancy be awarded \$37,000 to implement *Conscious Discipline* programming in Johnson County childcare centers that serve families at or below the Federal Poverty Level, and for substance abuse screening and education for all Johnson County clients served by Family Conservancy's counseling programs. *Conscious Discipline* is an evidence-based self-regulation program that integrates social-emotional learning and discipline, fostering healthy development to prevent future risk of substance abuse. During 2018 the agency anticipates serving 470 Johnson County residents.

Treatment and Recovery

Alcohol Tax Funds are recommended to support nine treatment and recovery programs delivered by community-based organizations and Johnson County Mental Health Center. In general, treatment programs help to reduce substance abuse, lead to positive individual change and productivity, reduce mental and physical healthcare costs, improve public safety, and reduce law enforcement and court costs. Funding recommendations are based upon a review of each proposal and take into consideration the type of programming, outcome achievement and accountability.

Friends of Recovery Association

Request: \$50,000

Recommendation: \$50,000

The DAC recommends that Friends of Recovery (FORA) be awarded \$50,000 to provide case management (education, mediation, mentorship, crisis intervention and advocacy) for individuals living in Oxford Houses, and for costs such as office space, printing, audit and supplies. Oxford Houses serve individuals who often have limited resources, and are seeking a supportive environment within which to recover from substance abuse. Friends of Recovery operates 36 Oxford Houses in Johnson County. During 2018 FORA anticipates serving approximately 374 Johnson County participants.

Johnson County Mental Health Center, Adolescent Center for Treatment (ACT)

Request: \$253,510

Recommendation: \$253,510

The DAC recommends that the Johnson County Mental Health Center's Adolescent Center for Treatment be awarded \$253,510 to deliver an adolescent residential treatment program for youth ages 12-18. This 30-bed facility is the only specialized youth residential program for treatment of substance use disorders in the state of Kansas. The majority of residential patients are court-ordered. Clinicians use Mapping-Enhanced Counseling and *Thinking For Change*. ACT offers a sliding fee scale to ensure that no clients are turned away due to financial reasons. During 2018 ACT anticipates serving 57 Johnson County youth.

Johnson County Mental Health Center, Adult Detoxification Unit (ADU)

Request: \$278,581

Recommendation: \$268,581

The DAC recommends that the Johnson County Mental Health Center's Adult Detoxification Unit be awarded \$268,581 to provide a social detoxification center delivered at no cost to adult Kansas residents 24 hours a day, seven days a week. Admissions primarily come through hospitals and law enforcement. The ADU is the only social detoxification program located in Johnson County and is a cost-effective alternative to hospital emergency rooms or incarceration. During 2018 the Mental Health Center ADU anticipates serving 433 clients from Johnson County.

Johnson County Mental Health Center, Dual Diagnosis Adult Outpatient Program

Request: \$165,000

Recommendation: 165,000

The DAC recommends that the Johnson County Mental Health Center's Dual Diagnosis Adult Outpatient Program be awarded \$165,000 to offer integrated outpatient treatment to adults who have co-occurring substance use disorders and mental health disorders, and to provide

Medication Assisted Treatment (MAT) on a limited basis for clients with Opioid Use Disorder and/or Alcohol Use Disorders who are appropriate for this treatment, but with no means to pay for it. The dual-diagnosis program uses a sliding fee scale to assure access for low-income residents. No one is turned away for inability to pay fees. In 2018, 514 Johnson County residents are anticipated to be served through the Dual Diagnosis program.

KidsTLC

Request: \$46,315

Recommendation: \$46,315

KidsTLC is licensed by the State of Kansas as a Psychiatric Residential Treatment Facility (PRTF). The DAC recommends that KidsTLC be awarded \$46,315 to support substance abuse screening/assessment, evaluation, prevention/education, and clinical treatment for youth ages 12-18 who reside within the agency's PRTF. Clinical treatment is provided to youth who are dually diagnosed with substance use disorder and mental health issues. The evidence-based *Seeking Safety* curriculum is utilized in treatment. Biofeedback, Eye Movement Desensitization and Reprocessing (EMDR), and Dyadic Developmental Psychotherapy (DDP) are also used when appropriate to enhance treatment. Relapse prevention sessions are provided to PRTF residents who are in recovery or were recently in treatment. Prevention education, which utilizes the evidence based program *Positive Action*, is provided to all youth in the PRTF. During 2018 the agency projects serving 49 Johnson County youth.

KVC Behavioral HealthCare

Request: \$125,000

Recommendation: \$70,000

The DAC recommends KVC Behavioral HealthCare be awarded \$70,000 for Family Substance Abuse Recovery Services. This new pilot program will serve Johnson County families who have had children removed from their home (e.g. children are in foster care) and have been assessed by KVC case managers, or are referred by Kansas Department of Children and Families (DCF). During the family assessment, family members will be screened using UNCOPE. If there is indication of substance abuse, there will be a referral to KVC's Licensed Addiction Counselor (LAC) for the KS Client Placement Criteria (KCPC) to be administered. If need for treatment is determined as result of the KCPC, KVC will provide outpatient in-home treatment for families willing to participate. Other options include referring families to local support groups, and in-patient therapy. During 2018 KVC anticipates serving 100 Johnson County adults.

Lorraine's House

Request: \$30,000

Recommendation: \$16,644

The DAC recommends Lorraine's House be awarded \$16,644. Founded in 2016 by Lucy Brown, LAC, CADC III, CIP, CDWF with Avenues to Recovery, Lorraine's House is a structured transitional living program for women recovering from addiction. The target population is women who are transitioning from residential treatment, incarceration, unhealthy living environments or detox. Residents are expected to follow house rules, pay rent, be employed (or actively seeking employment), remain abstinent, and participate in recovery oriented groups. Referral sources include Heartland Regional Alcohol and Drug Assessment Center, Johnson County Mental Health Detox, Preferred Family Healthcare, Connect KC, and former residents. During 2018 Lorraine's House anticipates serving 30 Johnson County residents.

Mirror, Inc.

Request: \$176,000

Recommendation: \$176,000

The DAC recommends that Mirror be awarded \$176,000 to support its residential treatment component for clients with co-occurring disorders (co-occurring disorder of substance use disorder and mental health disorder). Mirror is a statewide organization which provides residential addiction services in three communities, and has provided substance abuse services in Johnson County for 19 years. Located in Shawnee, this program addresses the needs of clients who fall below 200 percent of poverty and cannot access services in a timely manner due to limited state block grant funding. Mirror's 34-bed facility is the only residential program located in Johnson County that serves this population. During 2018, with its ATF grant, Mirror anticipates serving 66 Johnson County residents who have co-occurring disorders.

Preferred Family Healthcare, Inc.

Request: \$125,000

Recommendation: \$125,000

The DAC recommends that Preferred Family Healthcare (PFH) be awarded \$125,000 to support the delivery of outpatient substance abuse treatment and treatment for co-occurring disorders of substance abuse and mental health disorders to Johnson County residents with limited or no resources to pay for services (e.g. uninsured, indigent and low-income residents). Treatment interventions include Cognitive Behavioral Therapy, Trauma-Focused Cognitive Behavioral Therapy, Motivational Interviewing, Motivational Enhancement Therapy and Somatic Experiencing. Preferred Family Healthcare is a Johnson County Court approved provider for substance abuse services. The lowest fee on PFH's sliding fee scale is \$5/session, however, with approval of the clinical supervisor, individuals with extenuating circumstances who are unable to pay the fee based upon the sliding scale, are not assessed any fees, with the exception of drug/alcohol testing. ATF support in 2018 is contingent upon Preferred Family Healthcare maintaining this fee policy, and continuing to be a court approved provider. During 2018 Preferred Family Healthcare projects serving 1,041 Johnson County residents.

**2018 Alcohol Tax Fund
Participating Jurisdictions**

Jurisdiction	Amount
Johnson County Government	\$131,872
City of Gardner	\$19,200
City of Leawood	\$325,000
City of Lenexa	\$130,000
City of Merriam	\$22,000
City of Mission	\$30,000
City of Olathe	\$215,000
City of Overland Park*	\$1,065,000
City of Prairie Village	\$40,000
City of Shawnee	\$83,000
Total Alcohol Tax Fund	\$2,061,072

The recommended grant awards represent the maximum ATF award for the calendar year and are based upon an estimate from local jurisdictions of local liquor tax revenue. Awards will only be made if jurisdictions receive adequate revenue. Actual dollars disbursed are dependent upon local liquor tax revenue received by participating jurisdictions. Neither United Community Services (UCS) nor the Drug and Alcoholism Council is responsible for a reduction in ATF fund awards payable by participating jurisdictions.

APPENDIX A
DRUG & ALCOHOLISM COUNCIL of JOHNSON COUNTY FUNDING PRIORITIES

ATF Funding Priorities 2018

Numbering of priorities does not indicate one is more important than another.

By legislative mandate, ATF dollars must be used to fund programs “whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.” KSA §79-41a04 (as amended).

For the purpose of this application, these services are generally defined as follows:

- Education and Prevention programs are designed to provide information and skill building to prevent problems with, or addiction to, alcohol and/or drugs.
- Intervention programs are designed to interrupt alcohol and/or drug use.
- Substance Abuse Treatment programs are licensed by the State of Kansas to provide substance abuse treatment services, and are designed to assist clients with stopping use of alcohol and drugs and avoiding relapse.

Overall priority is given to:

1. Programs that offer affordable and accessible services to underserved individuals and/or populations at-risk (such as those with low incomes; those involved, or at-risk of involvement, in the child welfare or criminal justice systems).
2. Programs that provide services to meet a current community need (defined through indicator data or Communities That Care survey trends).
3. Programs that address barriers to services such as accessibility, language, culture, and homelessness.
4. Programs that demonstrate an awareness of the role of trauma in prevention and treatment of substance use.
5. Programs that utilize evidence-based programs or promising practices; include quality assurance practices to maintain fidelity; and, use measureable outcome information to improve service delivery.
6. Strategies and services that involve families, parents, guardians, and/or other support systems.

Priority for Education and Prevention Programs include:

1. Strategies that seek to delay onset of first use of substances.
2. Programs that target use of gateway drugs and address new trends in drug use across all age groups.
3. Programs that utilize *Risk and Protective Factors* strategies.

Priority for Treatment and Intervention Programs include:

1. Programs that provide effective treatment strategies for individuals with co-occurring substance use and mental health disorders.
2. Programs that serve targeted populations with early intervention strategies.
3. Programs that collaborate with other organizations, the legal system, and/or community-based recovery services during and after treatment in order to sustain treatment and recovery, and provide linkage to community supports.

Applications are evaluated according to these criteria:

- **Community Need**
 - How the program addresses a clearly-stated community need, or opportunity to address a community need.
 - Does the program coordinate with other community services to maximize the impact of available resources and meet needs of population?
 - How the program benefits local jurisdictions.
 - The purpose of proposed program or services is consistent with ATF funding priorities.
- **Responsiveness of Proposed Program Activities:** A detailed description of program activities proposed for funding, including a clear exposition of:
 - The targeted population, strategies for reaching the target population, and access to services (e.g. are barriers to activities/services reduced or eliminated). If applying for substance abuse prevention and education programming for youth, how program addresses Communities That Care® (CTC) risk and protective factors of target population.
 - Services/activities that are responsive to needs of population.
 - The evidence base for the effectiveness of the prevention or treatment program or services with the targeted population.
 - The ability to accommodate for cultural differences within the population.
- **Measurable Outcomes**
 - The program includes clear and measurable outcomes, and includes a plan for related data collection in order to evaluate success in achieving those outcomes. Outcome data reflecting on abstinence, housing, employment, criminal activity, access to and/or retention in services are strongly preferred.
 - The program demonstrates clear linkage between program activities and outcomes.
 - The program provides reasonable evidence of the achievement of previously identified outcome(s).
 - Reasonable levels of service are provided for resources expended.
- **Organizational Capacity and Funding**
 - The organization is stable (financial position, legal issues, etc.)
 - The program has attracted sufficient community resources from public, private, and volunteer sources, to produce proposed outcomes.
 - The program budget is realistic and reasonable in light of the proposed activities.
 - The application demonstrates that ATF funding is critical to achieving the stated outcomes.
 - The application and program comply with grant conditions.
- **Qualifications, Licensing and Accreditation**
 - If applicable, the agency is licensed/accredited.
 - Employees are qualified to provide services (accredited/licensed, if applicable).

APPENDIX B

2017 DRUG and ALCOHOLISM COUNCIL of JOHNSON COUNTY

*Ryan Erker, Chair, Erker Law **

*Jennifer Granger, Vice-Chair, Science Applications International Corporation (SAIC) - US
Department of Agriculture Risk Management Agency**

*Jessica Hembree, Secretary, Health Care Foundation of Greater Kansas City**

*Marcy Knight, Immediate Past-Chair, Attorney, City of Shawnee Representative**

*Wendy Biggs, M.D., University of Kansas Medical Center, Grant Review Committee Chair **

*Nikki Green, Shawnee Mission Medical Center, Grant Review Committee Chair **

*Major David Brown, Lenexa Police Department, City of Lenexa Representative, Grant Review
Committee Co-Chair**

*Cathy Lawless, Community Volunteer, City of Leawood Representative, Grant Review
Committee Co-Chair**

*Captain Troy Duvanel, Merriam Police Department, City of Merriam Representative**

*Jen Jordan-Spence, City of Gardner, City of Gardner Representative**

Robert Kordalski, Jr., De Soto School District ♦

*Emily Meissen-Sebelius, Children's Mercy Hospital, City of Prairie Village Representative**

*Jaime Murphy, Overland Park Municipal Court, City of Overland Park Representative**

*Liana Riesinger, Francis Family Foundation, City of Mission Representative**

*Kevin Schutte, Pastor, Pathway Community Church, Johnson County Board of County
Commissioners Representative**

Robert Sullivan, Johnson County Manager's Office ♦

*Jill Vincente, City of Olathe Prosecutor's Office, City of Olathe Representative**

* Denotes 2018 ATF Grant Review Committee member

♦ Denotes Non-Voting Ex-Officio member

Staff Support:
Marya Schott, UCS Community Initiatives Director

2018 ATF Distribution	Mission: \$30,000
UCS Administration	\$1,441
Shawnee Mission School District	\$449
Lorraine's House	\$247
Prefered Family Healthcare	\$1,771
Friends of Recovery	\$741
The Family Conservancy	\$549
Heartland Regional Alcohol & Drug Assessment Center	\$2,256
Cornerstones of Care	\$890
Jo County Mental Health Center - Adolescent Center for Treatment	\$3,759
Jo County Mental Health Center - Adult Detoxification Unit	\$3,983
Jo County Mental Health Center - Adult Dual Diagnosis	\$2,447
Jo County Mental Health Center - Prevention Services	\$1,400
Johnson County Court Services	\$2,012
First Call	\$445
SAFEHOME	\$379
Johnson County Dept. of Corrections	\$160
KidsTLC	\$687
KVC	\$1,038
Mirror, Inc.	\$2,610
Johnson County District Attorney	\$615
Artists Helping the Homeless	\$2,121
Total	\$30,000
Source: United Community Services of Johnson County 913-438-4764	

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	November 12, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: 2018 Property/Casualty and General Liability Insurance Renewals

RECOMMENDATION: Renew coverages with OneBeacon for the policy period January 1 through December 31, 2018 at an estimated, total annual premium not to exceed \$128,329.

DETAILS: The City maintains several lines of insurance coverage including property, inland marine, automobile, crime, and general liability with the intent of reducing the City's exposure to risk and protecting its assets. OneBeacon has been the City's insurance carrier for all lines of coverage since 2014.

The City uses CBIZ Insurance Services, a third-party broker, to procure its insurance coverage, and provide assistance in matters regarding property and liability insurance throughout the year. Their costs are built into the premiums.

Last year CBIZ solicited proposals from the market place. Three firms submitted proposals - OneBeacon, Travelers, and APEX-Brit. The City renewed coverage with OneBeacon for 2017 at a cost of \$113,948. However, due to the addition of new vehicles and equipment, the total cost for coverage in 2017 was closer to \$129,000.

For 2018, OneBeacon is quoting total coverage for \$125,186, which maintains the \$1 million excess liability coverage that was added in 2016. This represents a 10% increase over the original 2017 quote of \$113,948, but is less than the actual amount spent in 2017 (\$129,000) due to the depreciation of vehicles and a competitive insurance market.

OneBeacon Premiums - 2015 through 2018

	2015	2016	2017	2018
Base Premium	\$ 120,345	\$ 112,257	\$ 106,871	\$ 117,649
Excess Liability	Not Requested	\$ 7,806	\$ 7,077	\$ 7,537
Cyber Liability	Not Requested	Not Requested	Not Requested	\$ 3,143
Total Premium	\$ 120,345	\$ 120,063	\$ 113,948	\$ 128,329

Base Premium includes property, inland marine, liability, and auto.

CBIZ has recommended that, beginning in 2018, the City consider purchasing Cyber-Liability Insurance. This would serve to cover costs associated with a possible malware or ransom attack or any exposure due to the release of confidential information. This coverage could be purchased for approximately \$3,143 in additional annual premium.

Related Statute/City Ordinance:	
Line Item Code/Description:	Various
Available Budget:	\$144,000

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	November 12, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

Staff is recommending that the City renew its property and general liability insurance coverage, including cyber liability coverage, with OneBeacon for 2018 in the amount of \$128,329.

A total of \$144,000 has been budgeted in the adopted 2018 Annual Budget for this expenditure. This covers not only the premiums for one OneBeacon, but the premium (\$1,500) for an additional bond required annually for the City's Treasurer and other miscellaneous claims which might arise throughout the year.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	Various
Available Budget:	\$144,000



BUSINESS INSURANCE PROPOSAL

Presented to:



City of Mission

6090 Woodson Rd
Mission KS 66202



CBIZ PUBLIC ENTITY TEAM

INDIVIDUAL / TITLE	FUNCTIONAL POSITION
TEAM LEADER Tom McGuire Direct Line: 816-945-5293 Fax: 816-897-1127 Cell: 913-307-6048 E-mail: tfmcguire@cbiz.com	Your account representative responsible for overall delivery of excellent service.
ACCOUNT EXECUTIVE Erik Hage, CPCU, ARM Direct Line: 816-841-4005 E-mail: ehage@cbiz.com	Your primary contact and the senior person responsible for coordinating and implementing the activities of the various specialists who will provide for your service needs. This includes the coordination of technical services, program services, claims management and claim reviews.
ACCOUNT MANAGER Nate Byarlay, ARM Direct Line: 816-945-5514 E-mail: nbyarlay@cbiz.com	Responsible for day-to-day service activities, correspondence, account file maintenance, certificates, invoicing, financial accounting, etc
CBIZ CLAIMS DEPARTMENT Carol Stobaugh Direct Line 816-901-0911 Cell: 816-390-1914 E-Mail: cstobaugh@cbiz.com	Responsible for the reporting of claims to carriers. Involved in initial submission of claims and follow-up with insurance company claims personnel.
LOSS CONTROL - Property Mark Leetch Direct Line 816-945-5235 E-mail: mleetch@cbiz.com	Coordinates carrier and in house loss control services.
COMPLEX CLAIMS AND VALUATIONS Michael LoGiudice Direct Line 312-602-6682 Cell 563-650-6469 E-mail: mlogiudice@cbiz.com	Client advocate specializing in insurance claim assistance, construction disputes and valuation.

This is a summary of your insurance coverages. It is designed for your convenience. It does not alter or extend coverage in any way. Please consult your insurance contract for specific policy terms, conditions, or exclusions.



PREMIUM SUMMARY

Coverage	2016-17 Premium**	2017-18 Premium**	2018-19 Premium*
Property	\$44,565	\$47,805	\$51,146
Inland Marine	\$4,816	\$3,820	\$3,396
General / Professional Liability	\$38,971	\$37,570	\$32,799
Automobile	\$23,905	\$33,609	\$30,308
Umbrella	\$7,806	\$7,077	\$7,537
Package Total	\$120,063	\$129,881	\$125,186
Cyber Liability	Not Purchased	Not Purchased	See Options
Total	\$120,063	\$129,881	

*Estimated **Annualized

Quote Options

- Property
 - \$10,000 Deductible - \$49,742 (\$1,404 Return Premium)
- Umbrella
 - \$2M Limit - \$10,550 (\$3,013 Additional Premium)
 - \$3M Limit - \$12,812 (\$5,275 Additional Premium)



PROPERTY

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Location:

Coverage	2017/2018 Limits	2018/2019 Limits	Deductible
Blanket Building	\$24,772,029	\$28,009,252	\$5,000
Blanket Business Personal Property	\$1,245,982	\$1,254,322	\$5,000
Building (Outside Blanket)	\$433,858	\$520,858	\$5,000
Hardware & Media Hardware	\$570,000	\$570,000	\$1,000
Business Income & Extra Expense	\$1,275,000	\$1,275,000	72 Hours
Earthquake	\$5,000,000	\$5,000,000	\$25,000
Flood (Zones A & V Excluded)	\$5,000,000	\$5,000,000	\$25,000

Valuation:

Subject of Insurance	Valuation	Coinsurance
Building	Replacement Cost ACV for Buildings Outside Blanket Limit	80% for Buildings Outside Blanket
Business Personal Property	Replacement Cost	N/A
Hardware & Media	Functional Replacement Cost	N/A
Business Income / Extra Expense	N/A	N/A

Perils Insured:

- Direct Physical Loss subject to policy exclusions
- Causes Of Loss – Special Form
- Equipment Breakdown Included

Policy Extension:

- Business Income & Extra Expense
 - Including Rental Value
 - Extended Period of Indemnity 90 days
 - Civil Authority Coverage – 4 weeks



PROPERTY, CONTINUED

Policy Extensions, continued

- Equipment Breakdown
 - Expediting Expenses \$100,000
 - Hazardous Substances \$100,000
 - Perishable Good \$100,000
 - CFC Refrigerants \$100,000
- Building Ordinance Combined Coverages B&C
 - Coverage A included in Building Limit
 - Coverages B&C \$500,000
- Pollutant Clean Up and Removal \$100,000
- Debris Removal \$250,000

Particular Coverage:

- Bucket \$500,000 per occurrence
 - Personal Effects of Officers, Partners & Employees
 - Valuable Information Property
 - Accounts Receivable
 - Outdoor Property
 - Fine Arts \$10,000 Per Item
 - Hardware and Media
 - Fire Extinguisher and Automatic Extinguishing System Recharge
 - Emergency Response Service Charge
 - Conditional Sales Agreement
 - Decreased value of Stock due to Damage to another part or parts of Stock
 - Tenants Improvements & Betterments
 - Electronic Data Damage or Destruction from Inland Marine Causes of Loss
 - Electronic Data Loss of Income and Extra Expense from Inland Marine Causes of Loss
- Property in Transit \$50,000
- Property at other Locations \$50,000
- Newly Acquired or Constructed Property
 - Building \$2,000,000; 180 Days
 - Business Personal Property \$1,000,000; 180 Days
 - Business Income/Extra Expense \$250,000; 180 Days
- Claim Expense \$50,000 Per Occurrence; \$0 Deductible
- Contractual Penalties \$50,000 Per Occurrence; \$0 Deductible
- Lessee's Leasehold Interest Coverage \$25,000 Per Occurrence
- Limited Coverage for Fungus, Wet Rot, Dry Rot and Bacteria \$15,000 Annual Aggregate
- Preservation of Property - Expense \$50,000 Per Occurrence; \$0 Deductible
- Lock Replacement \$10,000 Per Occurrence
- Catastrophe Allowance \$50,000 Annual Aggregate; \$0 Deductible
- Expediting Expenses \$50,000 Per Occurrence; \$0 Deductible
- Soft Costs \$25,000 Per Occurrence; \$0 Deductible
- Temporary Relocation of Property Coverage During Renovation or Remodeling \$100,000 Per Occurrence 90 Days; \$0 Deductible
- Limited Coverage for Backup of Sewers, Drains or Sumps \$100,000 annual Aggregate;
- Green Upgrades Additional Coverage \$50,000 Per Occurrence 10% Green Upgrades Percentage



INLAND MARINE

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage	Limit	Deductible
Contractors Equipment	\$729,877	\$1,000
-Schedule Equipment	\$629,877	\$1,000
-Unscheduled Equipment	\$100,000	\$1,000
-Leased, Rented or Borrowed	\$100,000	\$1,000
-Employees Tools and Clothing	\$5,000	\$1,000
-Rental Expense Reimbursement	\$10,000	\$1,000
-Additional Acquired Equipment	\$100,000	\$1,000
-Construction Documents	\$2,500	\$1,000
Data Breach	\$25,000	\$1,000
Miscellaneous Articles	\$200,477	\$1,000

Valuation:

Subject of Insurance	Valuation	Coinsurance
Equipment	Actual Cash Value	N/A

Perils Insured:

- Direct Physical Loss subject to policy exclusions



CRIME

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage Form: Discovery

Coverage	2017/2018 Limits	2018/2019 Limits	Deductible
Employee Theft	\$500,000	\$500,000	\$5,000
Forgery & Alteration	\$100,000	\$100,000	\$5,000
Computer Fraud	\$100,000	\$100,000	\$5,000
Money Orders & Counterfeit Currency	\$25,000	\$25,000	\$5,000
ERISA Employee Theft	\$25,000	\$25,000	\$0
Credit, Debit or Charge Card Forgery	\$5,000	\$5,000	\$5,000

Policy Extensions:

- Faithful Performance of Duty Coverage for Government Employees

Standard Exclusions:

- Acts Committed by Insured, Prior Knowledge, Disclosure of Confidential Information, Data Security Breach, Indirect Loss, Bonded Employees, Accounting or Arithmetical Errors, Transfer or Surrender or Property, Concealment, Misrepresentation, or Fraud



GENERAL LIABILITY

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage Form: Occurrence

Limits of Liability:

Coverage	Limits
General Aggregate (other than Products/Completed Operations)	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Each Occurrence – Bodily Injury & Property Damage	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Premises Rented to You – Any One Premises	\$1,000,000
Medical Expenses - Any one person	Excluded
Sexual Abuse	\$1,000,000
Deductible (Per Claim or Per Occurrence)	Nil
Claims Subject to KS Tort Claims Act	\$500,000

Standard Exclusions (refer to policy for full list):

- Professional Liability, Pollution, Care, Custody and Control, Workers Compensation, Automobile, War, Nuclear, Criminal Acts, Asbestos, Mold, Employment Practices Liability, Fungus, Lead, Bacteria, Subsidence, EIFS, and Silica, Injury to Volunteer Firefighters

Policy Extensions:

- Who is An Insured is extended to include
 - Employees, Volunteers, Operating Authorities, Board, Commission, Districts, or any other Governmental Units, provided that you operate, control and fund said unit
- Blanket Additional Insured where required by written contract
- Broad Knowledge of Occurrence



PUBLIC ENTITY LIABILITY

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage Form: Claims Made

Employee Benefits Liability:

Coverage	Limits
Aggregate Limit	\$3,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$1,000

Public Officials Errors & Omissions:

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$2,000,000
Retroactive Date	01/01/1986
Deductible	\$5,000
Claims Subject to KS Tort Claims Act	\$500,000

Employment Practices Liability:

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$15,000

PUBLIC ENTITY LIABILITY, CONTINUED

Terms and Conditions

- Wrongful Act Batch Language
- Duty to Defend
- Broad Knowledge of Occurrence
- Deductible Applies to
 - Damages
 - Loss Adjustment Expenses
- Who is An Insured is extended to include
 - Employees, Volunteers, Operating Authorities, Board, Commission, Districts, or any other Governmental Units, provided that you operate, control and fund said unit
 - Current or Previously Elected or Appointed Officials
- Employment Practices Offense(s) means:
 - Demotion or failure to promote
 - Wrongful termination
 - Negligent hiring or supervision
 - Retaliation
 - Coercing an employee or volunteer to commit an unlawful act of omission
 - Work-related harassment or sexual harassment
 - Employment-related libel, slander, invasion of privacy, defamation, humiliation, or misrepresentation
 - Other work-related verbal, physical, mental or emotional abuse arising from discrimination



LAW ENFORCEMENT LIABILITY

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage Form: Claims Made

Coverage	Limits
Aggregate Limit	\$2,000,000
Each Wrongful Act	\$1,000,000
Retroactive Date	01/01/1986
Deductible	\$5,000
Claims Subject to KS Tort Claims Act	\$500,000

Terms and Conditions

- Wrongful Act Batch Language
- Duty to Defend
- Broad Knowledge of Occurrence
- Deductible Applies to
 - Damages
 - Loss Adjustment Expenses
- Who is An Insured is extended to include
 - Employees, Volunteers, Operating Authorities, Board, Commission, Districts, or any other Governmental Units, provided that you operate, control and fund said unit
 - Current or Previously Elected or Appointed Officials
- Law Enforcement Activity(ies) means:
 - Any official a activity conducted in the course of law enforcement operations
 - Any officially sanctioned off-duty activity conducted in the course of law enforcement operations
 - Ownership, maintenance, operation or use of any preemies by your law enforcement operation
 - Any criminal prosecution activity by judicial officers, prosecuting attorneys, and staff, other than public defenders or criminal defense attorneys
- Law Enforcement Wrongful Act(s) means any actual or alleged act, error, misstatement, misleading statement, omission, neglect or breach of duty by an insured arising from a law enforcement activity



AUTOMOBILE

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage	Symbol	Limits
Bodily Injury & Property Damage - Combined Single Limit	1	\$1,000,000
Medical Payments – Each Person	2	\$5,000
Uninsured/Underinsured Motorist	2	\$1,000,000
Hired & Non-Owned Auto Liability	8,9	\$1,000,000
Claims Subject to KS Tort Claims Act	\$500,000	
Physical Damage - Comprehensive	2	\$1,000
Physical Damage – Collision	2	\$1,000

Symbol	Description Of Covered Auto Designation Symbols	
1	Any "Auto"	
2	Owned "Autos" Only	Only those "autos" you own (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" you acquire ownership of after the policy begins.
3	Owned Private Passenger "Autos" Only	Only the private passenger "autos" you own. This includes those private passenger "autos" you acquire ownership of after the policy begins.
4	Owned "Autos" Other Than Private Passenger "Autos" Only	Only those "autos" you own that are not of the private passenger type (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" not of the private passenger type you acquire ownership of after the policy begins.
5	Owned "Autos" Subject To No-fault	Only those "autos" you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those "autos" you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	Owned "Autos" Subject To A Compulsory Uninsured Motorists Law	Only those "autos" you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those "autos" you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorist's requirement.
7	Specifically Described "Autos"	Only those "autos" described in Item Three of the Declarations for which a premium charge is shown (and for Covered Autos Liability Coverage any "trailers" you don't own while attached to any power unit described in Item Three).
8	Hired "Autos" Only	Only those "autos" you lease, hire, rent or borrow. This does not include any "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Non-owned "Autos" Only	Only those "autos" you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households but only while used in your business or your personal affairs.



AUTOMOBILE, CONTINUED

Standard Exclusions:

- Expected or Intended Injury, Contractual, Workers Compensation, Employers Liability, Fellow Employee, Care, Custody and Control, Handling of Property, Movement of Property by Mechanical Device, Completed Operations, Pollution, War, Racing, Nuclear.

Policy Extensions:

- Glass Deductible Waived
- Employees & Volunteers are included as Insureds
- Fellow Employee Exclusion Removed
- Hired Auto Physical Damage - \$50,000 Limit
- Lease Gap Coverage
- Commandeered Autos



UMBRELLA

Company: Atlantic Specialty Insurance Company
 A.M. Best Rating: A; X

Policy Period: January 01, 2018 – January 01, 2019

Coverage	Limits
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Self-Insured Retention	N/A
Defense Coverage	Outside Limits

Underlying Policies and Limits:	
General Liability	
Each Occurrence	\$2,000,000
General Aggregate Limit	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$2,000,000
Public Officials Errors & Omissions Liability	
Each Claim	\$2,000,000
Aggregate Limit	\$2,000,000
Public Officials Employment Practices Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$2,000,000
Public Officials Employee Benefits Administration Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$3,000,000
Law Enforcement Liability	
Each Claim	\$1,000,000
Aggregate Limit	\$2,000,000

Standard Exclusions:

- Professional Liability, Care, Custody & Control (Real & Personal Property), Mold, Lead, Asbestos, Pollution, Subsidence, Employment Practices Liability, Criminal Acts, Nuclear, War, Workers Compensation, Fungus.



PAYMENT PLANS & TERMS

Payment of Premiums:

If your policies are billed by CBIZ and not directly from the carrier, payment is due the later of the effective date or 30 days after the invoice date.

For certain policies, normal credit terms are not available and payment must be received **before** the insurance carrier will issue your policy. Your Service Team will inform you of such exceptions.

- Full Payment - due at inception None



CLAIMS-MADE POLICIES

OCCURRENCE VERSUS CLAIMS MADE COVERAGE.

Insurance written on an occurrence form provides coverage for events or wrongful acts solely occurring during the policy period. The claim from the wrongful act can be brought in the future after the policy expires and still have coverage respond. For example, if you buy an auto policy that is valid for one year, then it will cover an accident that happens during that one-year period, even if a lawsuit isn't filed until after the policy has already expired. On the other hand, **coverage is triggered for a claims-made insurance policy only when a claim is first reported during the policy period**, even if the injury actually occurred prior to the inception date of the insurance policy. Conversely, if the injury occurs during the policy period and a claim isn't reported until after the policy has expired, then the policy will not provide coverage. Management liability and professional liability policies are typically on claims-made forms. The common exceptions are media liability and health care professional liability, which tend to be on occurrence forms.

WHAT IS A "RETROACTIVE DATE"?

Claims-made policies also often contain a retroactive date that specifies the earliest point in time for which the insurance will provide coverage. The coverage applies to actual or alleged wrongful acts from the retroactive date forward. Only injuries or wrongful acts occurring after the retroactive date will be covered by a claims-made policy.

WHAT IS A "CONTINUITY DATE"?

This is synonymously called the "prior and pending litigation date." Similar to a retroactive date, this feature sets a date in time for prior or active litigation but not wrongful acts. This clause will state that any litigation of any type that initiated prior to the continuity date will not be covered, even if the allegations were not part of a potentially covered claim. Many claims can evolve from one type to another. For example, a pollution event could harm the value of a corporation and evolve into a Directors & Officers Liability claim, or a Privacy Litigation claim could evolve into a Directors and Officers Liability claim. This date is typically set as the date the named insured first bought a type of insurance policy. When moving coverage from one insurer to another, it is critical to maintain your continuity date.

WHAT IS A "CLAIM"?

Often a claims-made policy will define the term "claim" quite broadly to include much more than just a lawsuit. Many policies define "claim" to include written demands for damages as well as proceedings such as arbitration, administrative (such as those brought by the SEC or EEOC), regulatory, mediation and civil proceedings. The language of each particular policy will govern what constitutes a claim. If you receive a demand or threat of any kind, however, and are unsure what to do, then contact your insurance agent or your insurance company promptly.

DOES THE INSURANCE HAVE A CLAIM REPORTING REQUIREMENT?

Claims-made policies require that claims must be reported to the insurance company before the insurer will respond to the claim. Obviously the insurer's participation in the claim process often cannot begin until the claim is reported. Claims should be reported promptly to preserve your rights under the policy. The insurer will often reserve their rights to cover any defense expenses incurred prior to their receipt of the claim. They will need to consent to any expenses if you wish to have those expenses insured. Different policies set different time periods for reporting claims. For example, claims normally must be reported as soon as practicable within the policy period. Other policies offer a limited grace period after the policy expiration for up to 30 or 60 days. In some instances this grace period is only provided if coverage is discontinued. If coverage is continuous – the policy was renewed with the same insurer or a new insurer – the claim will be made on the next policy assuming you have backdated both the retroactive date and the continuity date to match the preceding policy. You should consult the specific language of your policy to verify your reporting requirements. Your insurance broker should also be able to offer assistance.



CLAIMS-MADE POLICIES, CONTINUED

Failure to report a claim within the period set by the policy can seriously prejudice your rights under the policy, including an outright coverage denial by the insurer.

DO YOU HAVE THE RIGHT TO REPORT A CIRCUMSTANCE THAT IS NOT YET A “CLAIM”?

Many policies now provide you with the ability to report a circumstance that could give rise to a claim prior to receiving an actual claim. This provision enables you to report potential claims or circumstances under the policy for protection in the event such circumstances eventually evolve into claims.

We recommend reporting known circumstances anytime you are considering changing insurers so you are less likely to have complications with a new insurer. It is also recommended to send notice of potential circumstances prior to your policy expiration so you can preserve the limits of your next policy for new and unknown claims.

WHAT IS A DUTY TO DEFEND POLICY?

A duty to defend policy allows the insured to tender the defense of a claim to the insurance company. The insurance company will select counsel and control the defense of the claim. Typically a duty to defend policy form obligates the insurance company to provide a defense if coverage is applicable to any of the allegations in the claim.

A NON-DUTY TO DEFEND

A policy that allows the insured to select its own counsel and defense costs may be advanced or reimbursed by the insurance company. If there are matters that the insurer deems uninsurable under the terms of the policy, they will have the ability to allocate their reimbursement based upon covered and uncovered loss on an ongoing basis.

WHAT IS A HAMMER CLAUSE?

The “hammer clause” is also called the consent to settle clause. Many insurers have a provision that says that if the plaintiff offers to settle for a certain amount, the maximum the insurer will pay is that offered amount plus expenses paid up to the date of the settlement offer. It is their way to encourage the named insured to make a business decision to resolve the claim and move on to other business. The insured can continue to fight the claim for whatever reason, but not with the insurer’s money. Many carriers now offer “softened” consent to settlement provisions of 50/50, 75/25 or 80/20. Such softened clauses allow the carrier to contribute to settlements and/or defense costs at the specified percentage (i.e. 50/50 = 50% allocated to carrier, 50% at insured’s expense). Some carriers will consider deleting the provision in its entirety.

SUMMARY

For a claims-made policy to cover an otherwise covered claim (per the definitions and exclusions in your policy), the following conditions will apply:

- 1) The injury, damage or alleged wrongful act must occur after the retroactive date;
- 2) The claim for that injury, damage or wrongful act must be made against the insured during the policy period; and
- 3) The claim must be reported to the insurer within the time specified.

It is advisable to report all claims and potential claims during the policy period to reduce coverage limitations based upon missing the claims reporting deadline. The most common reason for denial of coverage is late or improper reporting.



COMPENSATION DISCLOSURE

The purpose of this disclosure is to explain to you how we are compensated for our work.

Compensation Disclosure – Commission Only Basis

For the placement and service of your insurance program, CBIZ will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries.

CBIZ Insurance Services has been and will continue to be committed to acting in our client's best interest by providing services and products that meet our clients' needs as communicated to CBIZ. From time to time, CBIZ may participate in agreements with one or more insurance companies or third party vendors, in connection with the insurance related transactions, to receive additional compensation or consideration. These compensation arrangements are provided to CBIZ as a result of the performance and expertise by which products and services are provided to the client and may result in enhancing CBIZ's ability to access certain markets and services on behalf of CBIZ clients. More information regarding these agreements and the consideration received pursuant to these agreements is available upon written request.



A.M. BEST COMPANY RATING INFORMATION

Each year the A.M. Best Company reviews the financial status of thousands of insurers, culminating the assignment of Best's ratings. These ratings reflect their current opinion of the relative financial strength and operating performance of an insurance company in comparison to the norms of the property/casualty insurance industry. Ratings are assigned after extensive analysis measuring the performance of each company in such vital areas as: Competency of Underwriting, Control of Expenses, Adequacy of Reserves, Soundness of Investments, and Capital Sufficiency.

Rating Guide:

A++, A+ (Superior)	A & A- (Excellent)	B++, B+ (Good)
B, B- (Fair)	C++, C+ (Marginal)	C, C- (Weak)
D (Poor)	E (Under Regulatory Supervision)	F (In Liquidation)

Financial Size Category: (In \$000 of Reported Policyholders' Surplus Conditional Reserve Funds)

I	Less than 1,000	VIII	100,000 to 250,000
II	1,000 to 2,000	IX	250,000 to 500,000
III	2,000 to 5,000	X	500,000 to 750,000
IV	5,000 to 10,000	XI	750,000 to 1,000,000
V	10,000 to 25,000	XII	1,000,000 to 1,250,000
VI	25,000 to 50,000	XIII	1,250,000 to 1,500,000
VII	50,000 to 100,000	XIV	1,500,000 to 2,000,000
		XV	2,000,000 or greater



TERRORISM NOTICE

On January 12, 2015, the President signed into law the Terrorism Risk Insurance Program Reauthorization Act of 2015.

This Act amends the Terrorism Risk Insurance Act of 2002 (TRIA) to extend the Terrorism Insurance Program through December 31, 2020, with modifications.

Modifications include:

- a. A change in the federal share of payments beginning on January 1, 2016, for acts of terrorism, to be reduced annually to 80% of insured losses.
- b. Specifies the aggregate industry insured losses resulting from certified acts of terror will, beginning calendar years 2015-2019, trigger the federal share of compensation under the Program as: (1) \$100 million for 2015; (2) \$120 million for 2016; (3) \$140 million for 2017; (4) \$160 million for 2018, (5) \$180 million for 2019; and (6) \$200 million for 2020 and thereafter.
- c. Revises requirements for mandatory recoupment from insurers and the formula used to determine the insurance marketplace aggregate retention amount.
- d. Redefines "an act of terrorism" as one that is certified as such by the Secretary of the Treasury in consultation with the Secretary of Homeland Security (previously, in concurrence with the Secretary of State).

We encourage you to visit GovTrack.us for a detailed summary of the reauthorization act.

<https://www.govtrack.us/congress/bills/114/hr26#summary/libraryofcongress>



IMPORTANT ISSUES – PLEASE READ

The property and liability limits that we illustrate in this proposal are options only. We can provide additional alternative limit options if you request. The selection of limits is solely your decision.

Our relationship with you is based on trust and we do our best to make no representation that would mislead anyone about any aspect of the products or services we offer. We value your trust. Therefore, we will continue to do all that we can to fully represent you in the insurance market place.

Loss Control

Loss control is a daily responsibility of your management. Our visits are not a substitute for your own loss control program. Recommendations are developed from conditions observed at the time of our visit. They do not include every possible loss potential, code violation, or exception to good practice.

Our inspections, reports and recommendations are provided to assist in your efforts to establish and maintain a safe workplace and do not warrant workplace safety or compliance with applicable laws, regulations or standards. Our observations and suggestions are not a substitute for legal advice. You are encouraged to seek appropriate legal counsel when implementing a program or process to maintain a comprehensive workplace safety program.

FEMA Flood Zone

If Flood coverage is included in this proposal it is based on information regarding the FEMA Flood zone determination for your property that is currently available to the proposed insurance carrier. Such determinations are subject to change at any time and CBIZ cannot be held responsible for any changes in the flood zone determination reflected herein subsequent to the date of this proposal.

Consider buying flood and earthquake coverage. Neither flood loss nor earthquake loss are covered under standard property policies. All of us have exposure to floods, sewer backup and earthquakes.

State Assessments and Surcharges

Your policy may be subject to state assessments and surcharges that may alter your base premium. Although we routinely try to gather this information in the quotation process, it is not always available.

Claim Reporting Requirements

Changing market conditions have had an adverse effect on many carriers' claim reporting terms and conditions. Many policy forms now include verbiage that severely restricts or negates coverage should a carrier not be immediately notified of a claim or potential claim. Refer to your policies for a more complete explanation of your carrier's reporting requirements.

Confidentiality

We will treat information you provide us in the course of our professional relationship as confidential and will use it only in performing services for you. We may share this information with third parties as may be required to provide services. We may also disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. Records you provide us will remain your property and will be returned to you upon request. You will treat any information we provide to you, including data, recommendations, proposals or reports as confidential, and you will not disclose it to any third parties. You may disclose this information to the extent required to comply with applicable laws or regulations or the order of any court or tribunal. We retain the sole rights to all of our propriety computer programs, systems, methods and procedures and to all files developed by us.



IMPORTANT ISSUES, CONTINUED

Payment of Premiums

If your policies are billed by CBIZ and not directly from the insurance carrier, payment is due the later of the effective date or 30 days after the invoice date.

Premium Financing

You may choose to use a premium finance company in connection with the insurance coverages we place for you or the services we provide to you. Premium finance options are not always available. Where permitted by law, we may receive a fee for the administrative services we provide those companies. These services include processing the premium finance applications and marketing and sales support they do not have.

Vacancy Restrictions

Most property insurance policies restrict coverage on buildings that have been vacant beyond a specified period of time (usually 30 or 60 days). For example, a standard commercial property policy does not cover losses arising from vandalism, sprinkler leakage (unless the system has been protected from freezing), building glass breakage, theft, or attempted theft if the building where the loss occurs has been vacant for more than 60 consecutive days before the loss. Recovery for other insured losses is reduced by 15 percent under the same circumstances. It is also important to be aware of the policy's definition of "vacancy." Under a standard commercial property policy, if the insured is a building owner or general lessee, a building is considered vacant unless at least 31 percent of its total square footage is used by the building owner, a lessee, or a sub lessee to conduct their customary operations. If the insured is a tenant, the vacancy provision applies only to the space leased to the insured, and this space is considered vacant when it does not have enough contents for the insured to carry on normal business operations.

Exposure Changes

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, the binding or altering of coverage must be confirmed in writing by agency personnel.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to other state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Please notify us throughout the year of changes to your business that may affect your exposure to risk. Failure to do so may result in uncovered losses.



ORDER TO BIND

Please bind the coverage

_____ As set forth in the quotes recommended by CBIZ Insurance Services, Inc.

Or

_____ As follows:

(Insert complete instructions for binding including carrier, limits, options, etc)

City of Mission, KS

Signature: _____

Name: _____

Title: _____

Date: _____



City of Mission, KS

2017 Cyber Comparison

Carrier:	Travelers	Chubb	AXIS
Paper	Admitted	Admitted	Non-Admitted
Policy Period	12 Months	12 Months	12 Months
Retroactive Date - E&O	Inception	Inception	Inception
Retroactive Date - Cyber	Inception	Full Prior Acts	Full Prior Acts
Subjectivities	1. The application must be signed and dated within 30-days prior to binding	1. Nothing is required at this time	1. Nothing is required at this time
	Limit of Liability Retention	Limit of Liability Retention	Limit of Liability Retention
Aggregate Limit of Liability	\$1,000,000	\$1,000,000	\$1,000,000
Tech E&O	N/A N/A	N/A N/A	N/A N/A
Network Security/Privacy Liability	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
Privacy Liability	See above N/A	See above N/A	See above N/A
Communication & Media Liability	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
Privacy Event Expenses (Breach Costs)			
- Notification Expenses	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
-Crisis Management / Public Relations	\$1,000,000 \$10,000	See above N/A	\$1,000,000 \$5,000
-Data Forensic Expenses	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
Cyber Extortion	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
Privacy Regulatory Proceeding	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
PCI Fines and Costs	\$100,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
First Party Business Interruption Limit	\$1,000,000 \$10,000	\$1,000,000 \$10,000	\$1,000,000 \$5,000
Contingent Business Interruption Sub-Limit	\$100,000 \$10,000	N/A N/A	N/A N/A
Funds Transfer Fraud	\$1,000,000 \$10,000	N/A N/A	N/A N/A
Computer Fraud	\$1,000,000 \$10,000	N/A N/A	N/A N/A
Digital Asset/Data Recovery Sub-Limit	N/A N/A	N/A N/A	\$1,000,000 \$5,000
Waiting Period	12 Hours	12 Hours	6 Hours
Fraudulent Instruction	\$100,000 \$10,000	N/A N/A	\$100,000 \$5,000
Telecom Fraud	\$100,000 \$10,000	N/A N/A	\$100,000 \$5,000
Consequential Reputational Harm	\$100,000 \$10,000	N/A N/A	N/A N/A
Computer System Property Damage	N/A N/A	N/A N/A	N/A N/A
System Failure	N/A N/A	N/A N/A	N/A N/A
Premium:	\$5,250	\$5,650	\$2,993.44

Notes:

N/A

Must use their cyber incident response team

A \$2,000,000 limit with a \$5,000 SIR will cost \$5,781.24

City of Mission	Item Number:	6.
ACTION ITEM SUMMARY	Date:	December 6, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: 2018 Workers Compensation Insurance Renewal

RECOMMENDATION: Approve the City's 2018 workers compensation coverage through the Kansas Eastern Regional Insurance Trust (KERIT) for an estimated annual premium of \$89,803.

DETAILS: The City has been a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers compensation pool, since 2009. The Trust is comprised of eighteen member cities and counties.

The 2018 premium for workers compensation coverage has been estimated at \$89,803 which is paid in two installments, the first in January and the second in July. Premiums are based on the City's annual payroll, the level of exposure to risk that certain jobs may entail, and an experience modifier that reflects past claims. The 2018 premium is 6% higher than the previous year. The increase is primarily due to the City's experience modifier, which has increased over the past year. The experience modifier is a running, three-year average (2015, 2016, 2017) of claims that the City has experienced. It is based on both the frequency and severity of claims in each of those years.

KERIT Premiums - 2015 through 2018

Year	2015	2016	2017	2018
Total Premium	\$83,701 (audited)	\$80,470 (audited)	\$84,776 (unaudited)	\$89,803

The City will undergo a payroll audit after the first of the year to review current year actual expenses. Mid-year premiums are adjusted to reflect the results of the audit.

The Trust continues to maintain a strong emphasis on loss control, and all member entities are actively engaged in proactive risk management activities. Because of this, members routinely receive a dividend from the trust when prior claim years are closed out. Last year the City received a dividend of \$9,248 from the trust. This year the City received a dividend of \$3,731 from the trust. The lower amount reflects the remaining balances in previous claim years that are completely closed now, and a more conservative approach to dividend distributions that was adopted by the Board of Trustees this year.

Funds in the amount of \$98,650 were included in the 2018 Adopted Budget for worker's compensation premiums.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	n/a
Line Item Code/Description:	Personnel Line Items in the General Fund - 01-XX-102-05
Available Budget:	\$98,650 - FY 2018 Budget

KERIT – CLAIM YEAR 2018 DEPOSIT PREMIUM SUMMARY

Member	2018 Total Payroll	Manual Premium	Exp Mod	Standard Premium	Premium Discount	Exp. Mod Discount	PLUS Discount	Discount Premium	Expense Constant	2018 Trust Premium	2017 Deposit Premium	2016 Audit Adjust
Atchison County	6,204,714	155,064	0.91	141,108	(15,535)	(2,511)	(5,538)	117,524	160	117,684	132,892	(7,421)
Chanute	5,771,335	144,732	1.56	225,781	(26,203)	-	(7,983)	191,595	160	191,755	185,748	14,611
Coffeyville	7,075,474	172,029	1.26	216,756	(25,066)	-	(8,626)	183,064	160	183,224	217,278	18,771
Derby	9,387,519	194,641	1.24	241,355	(28,166)	-	(10,659)	202,530	160	202,690	179,717	(13,849)
Fairway	1,792,586	50,905	1.39	70,758	(7,168)	-	(3,180)	60,411	160	60,571	50,685	(2,948)
Gardner	9,726,192	213,432	0.87	185,686	(21,151)	(4,936)	(7,182)	152,417	160	152,577	137,990	18,751
Johnson Co P & R	15,352,561	167,103	1.52	253,997	(29,759)	-	(10,091)	214,148	160	214,308	241,859	(26,417)
Junction City	11,120,685	310,966	1.56	485,107	(58,610)	-	(21,325)	405,172	160	405,332	304,832	19,637
Lansing	3,090,045	62,210	0.88	54,745	(5,422)	(1,480)	(2,392)	45,451	160	45,611	49,166	(10,412)
Leavenworth County	15,498,538	314,017	0.89	279,475	(32,969)	(7,395)	(11,956)	227,156	160	227,316	205,562	(20,567)
Leavenworth	13,955,442	367,865	0.82	301,649	(35,763)	(7,977)	(12,895)	245,014	160	245,174	229,647	(54,597)
Leawood	17,688,759	487,722	0.62	302,387	(35,856)	(10,661)	(12,794)	243,077	160	243,237	276,109	(27)
McPherson	11,454,892	210,093	1.08	226,900	(26,344)	(2,006)	(9,928)	188,623	160	188,783	152,310	(11,641)
Merriam	5,781,108	160,149	1.04	166,555	(18,741)	(1,478)	(7,317)	139,019	160	139,179	119,804	(2,904)
Mission	4,275,444	99,388	1.06	105,351	(11,029)	(943)	(3,735)	89,643	160	89,803	84,776	(10,057)
Ottawa	8,243,981	177,401	0.86	152,565	(16,978)	(4,068)	(6,576)	124,943	160	125,103	131,542	11,948
Shawnee	21,468,441	590,966	0.53	313,212	(33,858)	(11,174)	(13,409)	254,771	160	254,931	296,970	17,011
Winfield	8,504,264	190,295	0.73	138,915	(15,258)	(4,946)	(5,936)	112,775	160	112,935	112,886	23,347
Total	176,391,979	4,068,978	0.95	3,862,305	(443,877)	(59,575)	(161,520)	3,197,333	2,880	3,200,213	3,109,773	(36,764)
Premium/ Payroll = Loss Rate										Of \$1.81		

City of Mission	Item Number:	7.
ACTION ITEM SUMMARY	Date:	November 15, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: City of Mission's 2018 Personnel Policies and Guidelines

RECOMMENDATION: Approve the ordinance adopting the changes proposed to the City of Mission's Personnel Policies and Guidelines effective January 1, 2018.

DETAILS: Each year staff conducts a review of the City's Personnel Policies and Guidelines. The review, done in conjunction with an external HR consultant, ensures that the City's personnel policies conform with the most current federal and state regulations, and accurately reflect the organization's current policies and practices. Changes to the policies are approved by ordinance, which incorporates them into the City of Mission Municipal Code.

A copy of the current Personnel Policies and Guidelines is attached with proposed changes shown in strikeout (deletions) and underlines (insertions). The proposed changes mostly provide clarification of a particular section or policy. Recommended changes to the 2018 Personnel Policies and Guidelines may be found on pages: 5,7, 12, 34, 41, 48 and 52 of the document.

The most significant change recommended may be found in *Section J-8; Other Inappropriate Behavior* (page 41). Article J addresses harassment in the workplace including, but not limited to, inappropriate behavior by one employee toward another of a sexual nature, or based on that employee's religion, race, national origin, age, disability, etc. Section J-8 has been added to include other behavior of a hostile or harassing nature, but not necessarily behavior that falls into one of the above categories.

CFAA CONSIDERATIONS/IMPACTS: The City strives to recommend and adopt flexible employment practices which meet the needs of employees of all ages and abilities.

Related Statute/City Ordinance:	Mission Municipal Code Section 120.230
Line Item Code/Description:	n/a
Available Budget:	n/a

CITY OF MISSION

ORDINANCE NO. _____

AN ORDINANCE ADOPTING PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF MISSION, KANSAS TO PROMOTE AND INCREASE EFFECTIVE CITY SERVICES, MAKE CITY SERVICE ATTRACTIVE AS A CAREER, ESTABLISH AND MAINTAIN A FAIR AND UNIFORM PLAN OF PERFORMANCE EVALUATION AND COMPENSATION, PROVIDE GOOD WORKING RELATIONSHIPS, AND ESTABLISH UNIFORM PERSONNEL POLICIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Adoption of Personnel Policies and Guidelines. The City of Mission Personnel Policies and Guidelines dated January 1, 2018 is hereby adopted as the personnel policy for this jurisdiction. The policy is hereby incorporated in this ordinance as if fully set out herein with an effective date of January 1, 2018.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the official City newspaper, all as provided by law.

PASSED BY THE CITY COUNCIL this 20th day of December 2017.

APPROVED BY THE MAYOR this 20th day of December 2017.

Steve Schowengerdt, Mayor

(SEAL)

Attest:

Martha Sumrall, City Clerk



DRAFT

**Personnel Policy and Guidelines
City of Mission, KS**

January 1, 2018

Mission Statement

It is the mission of all city employees to provide the best possible service in a cost effective and timely manner to all citizens of the City of Mission, Kansas.

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**PERSONNEL POLICIES AND GUIDELINES
CITY OF MISSION, KANSAS**

ARTICLE A. GENERAL

A-1. Policies Established. The following policies, guidelines and other provisions for personnel administration in the City of Mission are established to:

- (a) Promote and increase the efficiency and effectiveness of City service.
- (b) Develop a program of recruitment, advancement, and tenure which will make City service attractive as a career.
- (c) Establish and maintain guidelines for performance evaluation and compensation based upon the relative duties and responsibilities of each position, and to promote a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among City employees by providing good working relationships, uniform personnel policies, and an opportunity for advancement without discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law.
- (e) Establish City employment and personnel policies. These policies and guidelines do not create contractual employment rights. **All employees are considered to be at-will employees for the purposes of city employment.**

A-2. Administration and Application of Policies. These personnel policies and procedures shall be administered by the City Administrator. It is the responsibility of Department Directors to ensure that all employees are aware of, and comply with, these personnel policies and guidelines. Each employee will be required to sign an Employee Acknowledgement Form annually indicating he/she has access to, or received, read, and understands the contents of this Personnel Policy and Guidelines booklet. These policies and guidelines shall apply to all employees, appointed officials and appointed members of all boards, commissions and committees in the service of the City except elected officials.

A-3. Departmental Guidelines. The Director of any City department may formulate in writing reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Governing Body. Where such conflict may occur, the City's Personnel Policies and Guidelines shall prevail.

A-4. Personnel Records. The Human Resources Specialist shall keep accurate records of all persons employed, their classification and pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or

other leave, accrued overtime, and all other records directed to be made and maintained under these Personnel Policies and Guidelines or under applicable state or federal laws. An employee's personnel file shall be available during office hours for inspection by that employee or respective Department Director. Requests must be made in advance, and an appointment will be scheduled for viewing the file. Any other request for personnel information must be approved by the City Administrator.

A-5. Amendment of Policies. These policies shall be adopted by ordinance by the Governing Body. Amendments may be adopted from time-to-time in the same manner based upon recommendations by the City Administrator or as proposed by the Governing Body. These policies are, therefore, subject to immediate change, in whole or in part, at the discretion of the City Administrator and as adopted by the Governing Body. Any implemented change will be effective immediately and notice of the change will be posted as soon as possible thereafter. Likewise, these policies and guidelines may be terminated or withdrawn, and with them, any underlying benefits described, at any time at the Governing Body's sole option.

A-6. Governing Body-Employee Relationships. Except for the purpose of inquiry, members of the Governing Body shall deal with administrative services and requests through the City Administrator. No member of the Governing Body shall provide direction, criticism or discipline to any subordinate of the City Administrator, either publicly or privately. While friendly and open relations are encouraged among Governing Body members, Department Directors, and employees, requests for information or service will normally be routed through the City Administrator's office in order to maintain the integrity of the administrative process.

A-7. Equal Employment Opportunity and Affirmative Action. The City of Mission, Kansas hereby recognizes its commitment and dedication to Equal Employment Opportunity. By implementing this policy, the City reaffirms its commitment to continue to select, compensate, develop, promote, and discipline (up to and including discharge) employees based on their individual abilities, qualifications, and job performance without discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law. The City will consider age or sex if it is a bona fide occupational qualification, and will consider disability for purposes of analyzing reasonable accommodation, or in cases where a disability renders an individual unable to perform the essential functions of the position s/he holds or has applied for, and reasonable accommodation cannot be provided.

A-8. Genetic Information Policy. The City does not discriminate against any applicant or employee because of that individual's genetic information (including information from genetic tests, the genetic tests of family members, the manifestation of a disease or disorder in a family member, family medical history, or information about any employee's, applicant's or family member's request for or receipt of genetic services). Nor does the City improperly request, require, or purchase any genetic information. Testing for drug or alcohol use is not considered "genetic

testing,” and may be required by the City in appropriate circumstances. Any specimen(s) gathered for drug and alcohol testing will not be tested for any genetic information.

- (a) *Inadvertent and other Lawful Acquisition.* To the extent the City receives information about an applicant’s or employee’s family medical history or other genetic information inadvertently or otherwise (e.g., in the administration of a leave or accommodation request), that information will not be used except as required for any legitimate purpose (e.g., to consider an employee’s leave request relating to a family member’s medical condition), and will be treated and maintained as a confidential medical record and will not be disclosed except as allowed or required by applicable law.
- (b) *Non-retaliation.* The City will not retaliate against any individual because the individual honestly and in good faith makes a complaint of discrimination based on genetic information, and/or participates or cooperates in an investigation of alleged discrimination based on genetic information, or of any other alleged violation regarding the acquisition or use of genetic information. Employees who feel they have been retaliated against for making a complaint or participating in an investigation should immediately report the circumstances or incident to the Human Resource Specialist or the City Administrator.

ARTICLE B. POSITION CLASSIFICATIONS

B-1. Objectives and Purpose. Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each full-time City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or multiple positions within the same classification. These groupings shall be known as the Classification Plan. The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Governing Body. The Classification and Pay Plan adopted November 2003 is the City’s official Classification and Pay system, is subject to annual review and revision, and the most recently approved plan is hereby incorporated by reference.

B-2. Job Descriptions. Each position may have a concise descriptive title, a description of the essential and marginal functions (tasks) of the position, physical requirements, and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the City Administrator and shall be kept on file in the Human Resources office and shall be open to inspection by any interested party during regular office hours.

B-3. Pay Range Plan. The Governing Body shall adopt a pay plan, with guidelines for minimum and maximum amounts for each classification. The pay range serves only as an approximate guideline as individual circumstances may vary. The pay ranges assigned to each class of positions shall be reviewed at least annually by the City

Administrator who shall make periodic recommendations for revision to the Governing Body. The City Administrator, after consultation with Department Directors, shall approve advancements and appropriate pay increases within the approved pay plan and position classification system.

B-4. Maintenance of the Classification Plan. It shall be the duty of each Department Director to report to the City Administrator any and all proposed organizational changes which will significantly alter or affect changes in existing positions or proposed positions. The City Administrator is responsible to approve all new or revised job descriptions and recommend appropriate pay ranges for such positions to the Governing Body for approval.

ARTICLE C. RECRUITMENT AND PROMOTION

C-1. Definitions.

- (a) *Full-time Employee* is one employed to work a normal workweek of at least 40 hours on a regular and continuing basis.
- (b) *Regular Part-time Employee* is one employed to work less than a normal workweek on a regular and continuing basis and requires at least 1,300 hours of work per year. This employee may be eligible for certain pro-rated leave and benefits.
- (c) *Part-time Employee* is one employed to work less than a normal workweek and requires less than 1,560 hours of work per year.
- (d) *Seasonal Employee* is one employed to meet seasonal work demands for the duration of the program such as, but not limited to, community center, swimming pool and public works employees.
- (e) *Temporary Employee* is one employed for less than six months in a calendar year.

C-2. Recruitment.

- (a) *Announcement of Vacancies:* Notice of vacancies may be disseminated by posting announcements at City facilities, announcing the vacancy in weekly staff meetings, by sending announcements to various newspapers and other organizations appropriate to the level of job, and/or by posting on the Internet and City of Mission web page.
 - (1) In accordance with the policy of providing promotion from within the organization, with the exception of appointed officials, when qualified personnel exist, a job vacancy need not be announced publicly when such internal promotion is possible. In such a case, although the position may not be externally posted, it may be internally posted to allow internal candidates to apply.
 - (2) Any vacancy may be filled from inside or outside the City service. The City reserves the right to seek external applicants simultaneously with reviewing internal candidates.

- (b) *Content of the Announcement:* The announcement shall specify the class title and salary range of the class from which the vacancy is announced; the nature of the work performed; the minimum qualifications required for the performance of the work; the time, place and manner of making application; the closing date for receiving applications and other pertinent information.
- (c) *Application:*
- (1) All applications shall be made on forms prescribed by the City and shall be filed no later than the closing date specified in the announcement. Applications shall contain only that information considered relevant to the duties and qualifications specified for the job in accordance with the Equal Opportunity Policies. Applications are taken for specific openings only and will be retained after the specific opening is filled for a period of one year.
 - (2) All applications shall be signed by the applicant and the truth of the statements contained therein certified by such signatures. The City may require such proof of information contained in the application as deemed appropriate.
 - (3) Applications may be picked up at City Hall when applications are being accepted for job openings.
- (d) *Screening:* The Department Director or his/her designee shall review applications and conduct interviews with candidates who meet minimum qualifications. Recommendations for hiring employees are made by Department Directors. As personnel officer for the City, the City Administrator has final authority to hire except as noted in (e) below.
- (e) The City Administrator shall have the power to hire and remove (in accordance with these Personnel Policies and Guidelines approved by the Governing Body) all subordinate employees of the City of Mission. The Governing Body shall approve the City Administrator's recommendation for the hiring of all Department Director level positions and the City Attorney. Department Director positions include, but are not limited to: ~~Finance Director~~/Assistant City Administrator/~~Finance Director~~, City Clerk, Public Works Director, Chief of Police and Parks and Recreation Director. The City Administrator will advise the Governing Body of the pending termination of Department Directors, appointed officials or board and commission members.
- (f) *Rehire:* After separation with the City for more than 90 days, other than layoff, a former employee may be eligible for rehire without credit for prior service or seniority. Hiring managers who wish to rehire previous employees who were terminated other than "for cause" reasons must seek prior approval from the City Administrator. If approved for rehire, such employee will be considered a new employee. Any employee who is terminated for cause from the City of Mission's employment will **not** be eligible for future City employment, and depending upon the circumstances may be subject to criminal prosecution.

C-3. Qualifications of Employment. Each applicant shall complete a job application and all other necessary forms as required. The application will require that the applicant clearly articulate their qualifications.

- (a) A medical examination may be required after an offer of employment has been extended; provided, that such exams are required of all such applicants who are offered employment in the same position(s). The offer of employment is contingent upon the examination confirming that the applicant can perform the essential functions of the offered position, with or without reasonable accommodation, and without posing a direct threat to the applicant himself/herself, or to any other person.
- (b) A drug/alcohol test may be required after an offer of employment has been made for any safety-, security-, or integrity-sensitive position; provided, that such exams or testing are required of all such applicants who are offered employment in the same position(s). The offer of employment is contingent upon the applicant passing any such required test.
- (c) A background check and/or credit check may be required for certain positions. All background checks will be performed in compliance with applicable law.
- (d) *Age Requirement:* Minimum age requirements shall be established only for positions which might require a valid Kansas Driver's License, applicable federal and/or state laws regarding the employment of youth, or as otherwise determined by the City Administrator, with the exception of employment in the Police Department where the minimum age requirement is twenty-one (21).
- (e) *Residence Requirement:* Employees shall not be required to live in the City limits, but they are encouraged to do so. This is intended to foster a greater interest in and concern for the welfare of the community on the part of the City employees. All Department Director level positions and the City Attorney may be non-residents of the City, provided however that such non-residents shall establish and maintain residency within a thirty (30) mile radius of the City of Mission. The City Administrator, in consultation with the Governing Body, may consider and approve exceptions to the residence requirement outlined above.
- (f) *Disqualification:* An applicant may be disqualified if:
 - 1) The applicant does not meet preliminary requirements established for the pertinent class.
 - 2) The applicant has established an unsatisfactory employment record, as evidenced by reference check, of such a nature as to demonstrate unsuitability for employment.
 - 3) The applicant has made a false statement of material fact in the application or on their resume.
 - 4) Failure of medical examination (i.e. a medical examination that indicates the applicant cannot perform an essential function of the position with or without an accommodation, or poses a direct threat by doing so, and reasonable accommodation is not possible or feasible);

- 5) Failure of a drug/alcohol test (in the case of an application for a safety-, security-, or integrity-sensitive position).
- 6) Unsatisfactory background and/or credit. A criminal conviction or negative credit history will not necessarily disqualify an applicant. Factors such as the date of the occurrence(s), seriousness of the occurrence(s), nature of the offense, and the relationship of the offense or occurrence, and the position applied for, will be taken into consideration.
- 7) Failure to receive "Employment Authorized" results during eVerify processing. Employee will be given adequate time to resolve discrepancies or contest a mistake. In the event eVerify returns a "final nonconfirmation" of an employee's legal rights to work in the United States, the employee will be terminated.

C-4. Training Period.

- (a) In order to achieve a minimum level of competency, each employee, following initial employment, shall undergo a training period. For police this is one year and for all other employees it is six months.
- (b) Each employee promoted to a new classification with higher pay shall also undergo a training period in order to achieve minimal competency in the new position. An employee may be returned to the pay and position he or she held immediately prior to the promotion or to a position with equal pay and responsibility if a minimal level of competency cannot be demonstrated within a time period of up to six (6) months, as determined by the Department Director and City Administrator.
- (c) The provision of a training period does not guarantee the employee employment for that duration, or any specific duration. City employees remain employees "at will" throughout, and following, any training period.

C-5. Promotion. It is the policy of the City to fill vacancies for supervisory, skilled and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. Each applicant shall complete a job application or submit a detailed resume and all other necessary forms as required. A medical examination or (in the case of a safety-, security-, or integrity-sensitive position) drug/alcohol testing may be required after an offer of promotion has been made; provided, that such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon the applicant passing any required test(s).

C-6. Nepotism.

- (a) In order to avoid favoritism or the appearance of favoritism based on family relationships, no one shall be hired who is a family member of anyone on the City's Governing Body. "Family member" shall be defined

as parent, spouse, domestic partner, child, sister or brother, grandparent, grandchild, in-law (mother, father, grandparent, brother, sister, daughter, son), first generation aunts, uncles, nieces, nephews or cousins. Relatives by adoption, step-children and step-parents are included in this definition. However, an employee who is an immediate family member of the Governing Body and who is employed prior to such member taking office, shall retain his/her employment with the City.

- (b) If one City employee becomes a "family member" of another City employee after they are both employed, the two employees may not remain in the same supervisory chain. If they are in the same supervisory chain at the time they become "family members," one must be moved to another department and/or out of the supervisory chain within 90 days. If an appropriate position is not available then one of the employees must separate from City employment within the same 90 day period. If the affected employees cannot decide who will separate, then the Department Director, in consultation with the City Administrator, will determine which employee to retain.
- (c) This provision shall not prevent the hiring in a part-time position of an individual who is a "family member" of another City employee (as distinguished from an individual serving on the City Governing Body); provided, however, that no part-time employee shall be directly supervised by a family member.

C-7. Commercial Driver's License. The City requires those employees who will be operating trucks, which by Kansas law require a commercial driver's license to operate, to obtain and maintain the appropriate license as soon as possible but no later than six (6) months from the date of employment. To receive reimbursement for the expense of obtaining or maintaining such CDL, employees must submit a claim for reimbursement with the paid receipt showing the cost of the commercial driver's license. Since the commercial driver's license is required by the City for employment and to perform the required duties, the reimbursement is excludable as a wage to the employee. Any CDL employee who receives a moving violation or has their license suspended or revoked must advise their supervisor immediately.

ARTICLE D. COMPENSATION

D-1. Compensation Plan.

The salary of each employee of the City will normally be set at least annually at an amount within the pay range of the position class to which the employee is assigned, or put on a plan to reach the range minimum within a reasonable period of time. Such determination shall be made by the City Administrator with the advice of the Human Resource Specialist and the appropriate Department Director. An employee's continued employment at the salary rate within the class assigned to him or her shall be contingent upon the provisions outlined in Sections D-2 and D-3.

D-2. Pay Increases.

- (a) Department Directors may recommend periodic pay increases for employees based on performance evaluations submitted by the employees' immediate supervisors. Performance evaluations and recommended pay increases will be reviewed by the Department Director and forwarded to the City Administrator for approval.
- (b) Periodic pay increases shall not be routine or automatic and are subject to approval by the City Administrator.

D-3. Performance Evaluations.

- (a) Employee performance evaluations will be considered in determining salary increases and decreases within the limits established in the pay plan, as a factor in determining the order of layoffs, and as a means of identifying employees who should be promoted or transferred, or who, because of their low performance, should be demoted or dismissed.
- (b) An evaluation of the performance of each full-time and part-time employee, based on his or her duties and responsibilities, may be prepared by the employee's immediate supervisor (but is not required) at least annually. Any such evaluation may be in writing on forms approved by the City Administrator. The supervisor may (but is not required to) evaluate in writing, at least quarterly, any employee who has received a less than satisfactory overall performance rating during the past year. An employee-in-training may be (but is not required to be) informally evaluated at the half-way point of the training period, and at the completion of his/her training period. If an evaluation is performed under any of the circumstances outlined above, the supervisor will present each evaluation to the employee and allow the employee the opportunity to respond. Less than satisfactory evaluations shall be reviewed and approved by the Department Director prior to presentation to the employee. On an annual basis the City Administrator, in cooperation with the Mayor, may (but is not required to) perform a review of all Department Directors.

D-4. Pay on Termination.

- (a) An employee who is terminated will receive his/her final paycheck on the first regularly scheduled payday following his/her termination.
- (b) Employees discharged for cause, and those who voluntarily terminate without giving a minimum of ten (10) working days' notice, may not be eligible to receive pay for any accrued benefits other than unused vacation days. See Section E-3(b) as to employees-in-training.

D-5. Timekeeping for Non-Exempt "Hourly" Employees; No Working "Off the Clock"; Reporting Process

- (a) The City intends to fairly and appropriately pay all non-exempt (overtime-eligible) employees hour-for-hour for all time worked on behalf of the City. Whenever work is performed for the City, whether during the regularly-scheduled shift, before or after the regular shift, or during meal breaks, the City intends to pay

non-exempt employees for that time. Employees are required to accurately and truthfully record all time they work for the City; non-exempt employees are specifically prohibited from performing any work for the City "off the clock." Failure to accurately and truthfully record all time worked, whether the effect is to report more or less time than actually worked, is a violation of City policy and may result in discipline up to and including termination.

- (b) Unless specific advance approval is given by the employee's manager or supervisor, non-exempt employees are prohibited from taking work home or performing any services (including monitoring e-mail or voice mail, or responding to phone calls) for the City from remote locations and/or outside of normally-scheduled hours, via electronic communication devices or otherwise. If it is necessary for a non-exempt employee to respond to a specific request outside of the office and outside of scheduled working hours, the employee must report all such time worked. Employees who perform work off-premises without prior approval are subject to discipline, up to and including termination.
- (c) No one has the power to allow or ask, directly or indirectly, any non-exempt employee to perform any work for the City "off the clock." There may be times when operational needs require employees to be assigned work before or after the regularly scheduled shift, or during meal breaks. In all cases, all time worked must be reported on time records, and will be compensated. Any employee who is aware of any non-exempt employee being allowed or asked, directly or indirectly, to perform any work for the City "off the clock" should immediately report the situation to Human Resources. The City will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any prohibited "off the clock" work, or request for prohibited "off the clock" work.

D-6. Overtime Compensation (for overtime-eligible employees).

- (a) Employees holding exempt positions (as defined by the Fair Labor Standards Act) are ineligible for overtime compensation. Full-time employees are generally paid for actual hours worked in excess of any pre-arranged workday schedule. Section D-7 Flexible Scheduling, describes exceptions to this provision.
- (b) The City's policies at least meet, and often exceed, the basic requirements of any applicable wage payment laws. To assure compliance, the following baseline regulations are set forth below:
 - (1) Non-exempt sworn police personnel shall be paid overtime for actual hours worked over 160 hours during a work period consisting of 28 days.
 - (2) All other non-exempt personnel shall be paid overtime for actual hours worked over 40 hours in a work-week.

- (c) A non-exempt employee shall not be permitted to work in excess of their normal work schedule except when an emergency exists or overtime work is necessary to carry out normal and essential services of the City, and such work is assigned by the supervisor.
- (d) All overtime work must have prior authorization by the employee's Department Director or supervisor in accordance with the City's policy. The Department Director shall maintain records of any overtime worked and shall provide such records as appropriate to the Human Resources Department for payroll calculations. Working unauthorized overtime may be cause for disciplinary action.
- (e) Compensation for overtime work shall be at the rate of one and one-half times the employee's regular rate of pay. Overtime is rounded and tracked in 15-minute increments. Overtime compensation shall be paid no later than the first payday following the pay period in which the overtime work was performed.
- (f) Non-exempt employees shall be eligible to receive overtime compensation for all hours worked in excess of their normal workweek. Paid vacation and paid holiday hours will count as "time worked" for the purposes of computing overtime. Personal leave, job related injury leave, compensatory time, funeral leave, civil leave, and sick leave are not counted as "time worked" for the purposes of computing overtime.
- (g) Time spent regularly or occasionally "on call", where the employee is not confined to his/her home or any particular place, but is required to leave work where s/he may be reached or carry a cell phone or pager, is not considered compensable time for base pay or overtime purposes unless the employee is called in for an assignment.
- (h) Non-exempt employees who are called in for an unscheduled assignment, or to work at a time that is outside of their normal work schedules will receive a minimum of two hours pay. Non-exempt employees who are required to work at a time that is less than two hours before the beginning of their normal work schedule do not qualify for the minimum two-hour payment; they will be credited for actual time worked. Pay for call in begins at the time the employee arrives at the work site. Non-exempt employees are required to work overtime as needed and requested by their supervisor.

D-7. Compensatory Time

The City will not routinely offer compensatory time in lieu of overtime payments. However, if it is offered the following procedures will apply:

- (a) At the discretion of the Department Director, an employee may be given compensatory time off in lieu of cash payments for the overtime worked. The decision to use compensatory time in lieu of cash pay must be made and the employee informed before the overtime occurs.

- (b) Any compensatory time shall be accrued at the rate of one and one-half times the number of hours worked and is accruable up to 240 hours for non-public safety employees and 480 hours for public safety employees. Accrued compensatory time must be used within 12 months of occurrence or it will be paid at the rate earned at the end of the 12 month period.
- (c) Compensatory time may be used for the same reasons as set out in these Personnel Policies and Guidelines for sick, vacation and personal leave, and based on the purpose of its use, must be scheduled in accordance with City or department policy.
- (d) All overtime work and utilization of compensatory time off must have prior authorization by the employee's Department Director in accordance with the City's policy. The Department Director shall maintain records of any overtime worked and compensatory time taken and shall provide such records as appropriate to Human Resources for payroll calculations.
- (e) Upon termination of employment, available accrued compensatory time will be paid to the employee and will be calculated at the final regular rate of pay received in accordance with (b) above.

D-8. Flexible Scheduling. If a supervisor and non-exempt employee agree in advance, the supervisor may allow an employee to work in excess of the prearranged work day schedule in order to take off time on another day during the same work week. The worked time and the time used are a one for one ratio. The time sheet must clearly reflect the actual times worked. Flexible scheduling should be done within a single work week and should not result in an overtime situation.

D-9. Holiday Compensation.

- (a) In the event that the traditional date of any holiday shall fall on a Saturday, City offices will be closed on the preceding Friday. The City offices will be closed on the Monday immediately following when the traditional holiday date falls on a Sunday. A police officer of the rank of sergeant and below will be paid extra when scheduled to work on a holiday, or the holiday falls on his/her regular day off. Such officers will receive one extra day of pay. Any such officer working less than the entire scheduled work period shall receive a prorated share of the extra day's pay. The Chief of Police may implement a departmental holiday policy which permits holiday scheduling which will not interfere with department operations.
- (b) All full-time non-exempt employees shall receive twice the employee's hourly rate of pay on a straight time basis when required to work on a designated holiday.
- (c) Regular part-time employees shall be paid for City observed holidays which fall on days for which they would otherwise have been scheduled to work. The amount of pay shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day. In the event that a

holiday falls on a regular part-time employee's scheduled day off, the employee shall take off the scheduled workday preceding or the scheduled workday following a holiday.

- (d) Seasonal, temporary, and part-time employees shall not receive paid holidays.
- (e) To be eligible to receive pay for a City holiday, an employee must not have been absent with unapproved leave either on the workday before or the workday after the holiday.

D-10. Pay Periods; Paydays.

- (a) The City shall pay all full-time, part-time, seasonal and temporary employees bi-weekly, on alternate Fridays.
- (b) The City shall pay all appointed officials monthly, on the second payday of the month.
- (c) The workweek is defined as Sunday through Saturday.

ARTICLE E. ATTENDANCE AND LEAVE

E-1. Hours of Work.

- (a) *General Employees.* The normal workweek for regular full-time employees shall be a minimum of 40 hours per work-week on a set schedule to be assigned by the Department Director.
- (b) *Police Officers.* The normal workweek for full-time police officers shall be an average of a 40 hour workweek. The work period shall exclude uninterrupted mealtime.
- (c) *Normal Work Hours.* No employee shall be permitted to work in excess of his/her normal work-week except when so directed by the employee's Department Director or immediate supervisor.
- (d) If an employee is absent without leave and without acceptable explanation for a period exceeding three days, or if the employee did not comply with departmental notification procedures for three days, the employee is considered to have abandoned his/her job and may be terminated.
- (e) Work hours may be adjusted by the Department Director based on departmental needs.

E-2. Holidays.

- (a) The following days shall be paid holidays for City employees: New Year's Day (January 1), Martin Luther King, Jr. Day (third Monday in January), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Veteran's Day (November 11), Thanksgiving Day (fourth Thursday in November), Friday after Thanksgiving, Christmas Day (December 25), and an additional day at Christmas as explained below.
- (b) From time-to-time, and for certain special occasions, the Mayor or the Governing Body by majority motion may designate other days as special holidays on a one-time basis.

- (c) In the event that Christmas falls on a Monday or Friday, City offices will be closed the following Tuesday or preceding Thursday; in the event that Christmas Day falls on a Tuesday or Thursday, City offices will be closed on the preceding Monday or following Friday, respectively; in the event that Christmas Day falls on Wednesday, City offices will be closed the preceding Tuesday. In the event that Christmas falls on a Saturday or Sunday, City offices will be closed on the preceding Friday and on the following Monday.

E-3. Vacation Leave. Vacation leave shall be granted beginning with the date of employment under the conditions hereinafter stated. Any employee who works fewer than 10 days in any month shall not accrue vacation credit for such month of service; provided that this restriction of 10 days shall not apply where the employee has worked fewer than 20 days due to authorized vacation or sick leave or other authorized duty absence. Vacation hours accrue and are to be used based on a calendar year. No employee shall be permitted to use vacation time for any period spent on unauthorized leave. Regular part-time employees shall accrue vacation days on a pro-rata basis. Accrued, unused vacation is not converted to cash in lieu of time off, either while the employee is employed or upon termination, except as specifically provided below.

- (a) *Full-time Employees.* Full-time employees will receive paid vacation leave time according to the following schedule: City Administrator, City Clerk and Department Directors with one through five years of consecutive service shall receive 15 working days of vacation. Other employees with one through five years of consecutive service shall receive 10 working day's vacation. All employees shall receive one additional working day, to a maximum of 25 working days, for each calendar year served in excess of five years. Paid vacation leave time may be taken during the first six months of employment only under special circumstances and with Department Director approval.
- (b) *Accrual Rate Years One through Five.* City Administrator, City Clerk, and Department Directors will accrue leave days of 10 hours per month. Other employees will earn 6.67 hours for each full month of employment during years one through five of employment. Employees with start dates prior to the 16th of the month will receive credit for the full month. Employees with start dates on or after the 16th of the month will receive no credit for that month. Employees-in-training terminated prior to completion of training other than "for cause" will receive pay for any accrued, unused vacation leave.
- (c) *Scheduling.* The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and Department Director. In cases where the requested vacation schedules of two or more employees would adversely affect the efficient operation of the City, vacation leave shall be granted on the basis of rank, first request, and/or seniority of City employment at the discretion of the Department Director and/or City Administrator.

- Vacation may be taken only when earned. Vacation may be advanced only in extenuating circumstances and only with specific approval of the City Administrator upon recommendation of the Department Director.
- Earned and unused vacation may be carried over from year to year. The City reserves the right to require employees to utilize at least one week's vacation per year to rest and refresh themselves.

Vacation utilization guidelines are as follows:

- (1) Each Department Director reserves the right to limit the amount or timing of vacation taken if the proposed vacation interferes with business operations. Department Directors may implement departmental vacation policies with the City Administrator's permission.
 - (2) Vacation time may be used in conjunction with Personal Days or Holidays if pre-approved.
 - (3) Vacation time may be used to bridge the employee to disability in the case of the employee's inability to come to work due to their own illness.
 - (4) Vacation that is accrued but unused may be carried over for use at a future time.
 - (5) If sick and personal time are exhausted, or do not qualify for FMLA concurrent use, vacation time will run concurrently with Family Medical Leave.
 - (6) Special circumstances will be considered on a case by case basis, but under no circumstances may any employee ever use more than 20 vacation days sequentially for reasons other than personal illness (including pregnancy) or Family Medical Leave. The City reserves the right to deny such requests that fall outside regular guidelines.
 - (7) Department Director and City Clerk vacation leave will be scheduled through the City Administrator.
Normally, the Department Director and assistant for the same Department may not be on vacation leave at the same time.
- (d) *Holiday During Vacation.* City holidays which occur while an employee is on authorized vacation leave will not be counted as a day of vacation for that employee.
- (e) *Minimum Hours.* Employees shall use vacation leave in whole hour increments (no fractions of hours) in units of not less than one hour.
- (f) *Termination.* A maximum of 240 hours of combined accrued but unused current and carry-over vacation time (if any) may be converted to pay in lieu of time off, at the employee's final rate of pay, upon termination if the employee voluntarily resigns with adequate notice, or is terminated for a reason other than "for cause." No conversion to cash is available to an employee who resigns without adequate notice, or is involuntarily terminated "for cause."

E-4. Personal Days. Full-time employees who are on the payroll January 1st of each year shall be credited with two personal days. Full time employees hired during the year will receive credit for personal days based upon the following schedule:

- Start dates in the months of January, February, March or April: 2 days
- Start dates in the months of May, June, July, or August: 1 day
- Start dates in the months of September, October, November, or December: 0 days

Employees shall use personal leave in whole hour increments (no fractions of hours) in units of not less than one hour. Personal days not used by December 31st of each year shall be deleted, i.e., not carried over into the next year. Personal days are neither carried over nor converted to cash, either while the employee is employed or upon termination. Personal day scheduling and accounting shall be outlined as in E-16.

E-5. Sick Leave. All regular full-time employees shall accrue sick leave from the first day of employment. Regular part-time employees shall accrue sick leave on a pro-rata basis. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Where the reason for absence also qualifies as a Serious Health Condition of the employee or a covered family member under provisions of the Family and Medical Leave Act, sick leave must be used concurrently with FMLA leave (see Section E-11). Used sick leave shall be accounted for as in E-16 upon return to duty. Sick leave may be used upon accrual for the following reasons:

- The employee's own personal illness or physical incapacity.
 - Enforced quarantine of the employee in accordance with community health regulations.
 - Doctor or dentist appointment when the employee provides at least one-day notice to his/her immediate supervisor, or as soon as possible if an emergency.
 - To attend to a person whose illness requires the employee's presence. Examples: spouse, child, parent, grandparents or with approval by the City Administrator in extraordinary circumstances.
- (a) *Amount of Sick Leave.* Full-time employees shall earn eight hours of sick leave for each full month of service. Regular part-time employees shall accrue sick leave on a pro-rata basis.
- (b) *Accumulation of Sick Leave.* Sick days may be accumulated to a maximum of 528 hours for use for the above situations.
- (c) *Computing of Sick Leave.* Any absence chargeable to sick leave shall be charged in whole hourly increments (no fractions of hours) with a minimum charge of one hour.
- (d) *Doctor's certificate.* Sick leave for three days or more may require the employee to furnish the Department Director with a physician's certificate clearly stating that the employee has been under a doctor's care and unable to work for dates which must be specified, and the probable duration of the illness. Employees

returning after illnesses of three days or more may be required to provide a release from the physician that the employee is fit to return to work.

- (e) It shall be the responsibility of the employee to notify their Department Director of illness on a daily basis unless certification from a health care provider renders such daily notification unwarranted.
- (f) *Notification.* To be eligible for paid sick leave an employee, or his/her representative, shall notify the employee's immediate supervisor and advise the supervisor that sick leave is requested no later than two hours before the beginning of the first workday for which sick leave is taken, or as soon as is reasonably possible. Confirmation of receipt of notice is required from supervisor for employee to be eligible to be paid for sick leave. As stated above, the City reserves the right to require a physician's certification that one of the above criteria is met, thereby warranting use of paid sick leave.
- (g) *Termination of Employment.* Conditioned on the employee terminating "in good standing" (i.e., voluntarily with notice, or involuntarily other than "for cause"), such employee will be paid for 50 percent of the accrued, unused sick leave at the annual rate of pay at the time of termination. Sick leave is not converted to cash in any proportion where an employee fails to provide adequate notice of voluntary resignation, or is terminated "for cause."

E-6. Sick/Vacation Leave Transfer. In special circumstances it is possible for employees to donate accrued, unused sick leave or vacation leave to other employees to provide pay for already granted time off. For instance, if a receiving employee has a serious illness or injury, or the receiving employee's immediate family has a serious FML approved illness or injury requiring the receiving employee to be off work longer than the time for which they would receive pay from their own accrued sick and vacation leave, the Human Resources Specialist may be contacted. After discussing the issue with the Department Director and the City Administrator, the Human Resources Specialist may accept sick or vacation donations from other employees to transfer to the receiving employee. Once donated, the transfer is irrevocable; any such donation must be fully voluntary by the donor-employee; any employee donating leave must retain a combined balance of 200 hours of accrued sick and vacation leave.

E-7. Funeral Leave. In the case of death of a member of an employee's immediate family member (to include employee's spouse, child or adopted child, father, step-father, father-in-law, mother, step-mother, mother-in-law, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, grandparents, grandparents-in-law, grandchild, or any natural or adopted child or grandchild of the employee's spouse) full-time employees shall be granted paid funeral leave not to exceed three consecutive working days. Additional time off may be granted by the supervisor. To be considered eligible, such approval must be granted before the extension is taken, and the extension will be unpaid unless the employee has available, and opts to use, accrued personal or vacation time. Funeral leave is not counted in the computation of overtime.

E-8. Injury Leave.

- (a) All injuries occurring on the job shall be reported to the employee's immediate supervisor as soon as possible, but no later than 24 hours after the incident.
- (b) Any employee injured on the job shall be eligible to receive injury leave with pay for up to the seven-day waiting period for workers' compensation claims, or the duration of the necessary absence, whichever is shorter. If an injured employee has work restrictions which can be accommodated by the City and elects not to work, they will be required to use accrued sick leave time, and will not be eligible for injury pay.
- (c) When an employee receives compensation under the Workers' Compensation Act, the pay he or she receives from the City, while an employee of the City, shall be the difference between his or her regular rate of pay and the amount he or she receives from workers' compensation.
- (d) Failure to timely report a work related accident or injury may result in disciplinary action.

E-9. Military Leave. A military leave of absence will be granted when an employee serves in the uniformed services of the United States. This includes active duty, active duty for training, inactive duty for training, National Guard duty, reserve duty, and time taken off for an examination to determine fitness to do any of the above.

When possible, a request for military leave should be made to the Department Director and Human Resources prior to the beginning of the leave. The employee should also discuss the expected length of the leave and the anticipated return date with the Department Director and Human Resources.

- (a) *Benefits Continuation.* The employee may elect to continue his or her health insurance coverage. Please see Human Resources for information regarding health insurance and other benefits.
- (b) *Vacation and Personal Time.* An employee who takes military leave will be permitted (but not required) to use his/her accrued and unused vacation time and/or personal time for military duty obligations upon written request. Otherwise, the leave is unpaid.
- (c) *Restoration.* An employee returning from military leave who meets the requirements will be reinstated in accordance with all applicable laws.
- (d) Please refer to the Family Medical Leave Guidelines for additional information on employees who have family members in the military.

E-10. Civil Leave.

- (a) *Civil Leave With Pay.* Any employee shall be given necessary time off with pay under any of the following circumstances: (1) when performing jury duty (note: when normal pay is taken, jury duty paycheck shall be endorsed to the City.) (2) When appearing in court as a witness in answer to a subpoena in connection with the City, or as an expert witness when acting in an official capacity in connection with the City, (3)

when performing emergency civilian duty in connection with national defense, or (4) for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

- (b) *Civil Leave Without Pay.* If an employee is involved in a personal lawsuit either as plaintiff or as defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he/she elects to utilize accumulated vacation leave or personal days.

E-11. Family and Medical Leave (FMLA).

- (a) *Overview.* Each eligible employee will be granted up to 12 weeks of job-protected family and medical leave during any 12-month period looking backward beginning with the first day leave is taken. The leave is unpaid except as provided herein. Such leave will be available as the result of any one, or combination of the following: the birth, adoption or placement of a child for foster care (including paternity leave) ("baby bonding leave"); to care for a spouse, child or parent with a serious health condition; the employee's own serious health condition; qualifying military exigency leave; or for Military Caregiver Leave, to care for a covered service member with a covered service-related serious illness or injury. For Military Caregiver Leave, the leave allotment will consist of 26 weeks of unpaid leave beginning with the first day leave is taken for that purpose and looking forward.
- (b) *Eligibility.* An employee must have worked for the City at least 12 months and a minimum of 1,250 hours during the 12 months preceding the absence to be eligible for FMLA leave.
- (c) *Certification of Need for Leave.* When leave is requested as a result of a serious health condition of the employee, spouse, child or parent, or for Military Caregiver Leave, the employee must provide the City with authentic and sufficient medical certification completed by a health care provider, on forms to be provided by the City. The City will reimburse the employee if the health care provider charges the employee a fee for filling out the FML medical (re) certification. A receipt of payment must be submitted in order to be reimbursed. The City may, at its own expense, require an opinion from a second health care provider. Where there is a conflict between the two opinions, the City may pay for the opinion of a third provider, selected by agreement of the employee and the City. The opinion of the third provider is binding on both the employee and the City. Medical Certification from an appropriate US Department of Defense health care provider or other health care provider authorized in the regulations must be provided for certification of Military Caregiver Leave. The City may likewise require verification of the need for Qualifying Military Exigency Leave.
- (d) *Required Notice by Employee of Need for Leave.* Where foreseeable, employees are required to provide at least 30 days' notice (or as much advance notice as is practicable, if less than 30 days) before beginning

to take such leave. Whether the need for leave is foreseeable or unforeseeable, an employee must follow the City's (and/or the employee's Department's) usual and customary call-in procedures, absent unusual circumstances that prevent the employee from doing so. Where no unusual circumstances justify such a failure, FMLA coverage for the absence may be delayed or denied. Merely calling in "sick" without providing more information is not sufficient to trigger FMLA coverage for that absence, and such absence may be subject to the City's (or Department's) regular attendance and absenteeism policies and guidelines.

- (e) *Length of Leave Allotment.* The cumulative total of any one or combination of the above qualifying shall count toward the 12 weeks of leave (or 26 weeks in the case of Military Caregiver leave) provided under this law. Employees will normally be notified of their eligibility for leave under the FMLA within five working days following the City's knowledge of a potentially qualifying absence. Within five business days after required certification is returned, employees will normally be notified of whether or not the leave is FMLA covered, and if so, of specific expectations and obligations under the FMLA. The City's obligations under FMLA shall cease upon the expiration of the applicable FMLA allotment, or when an employee gives notice of his/her intent not to return to work, whichever occurs first. The City reserves the right to request certification and/or re-certification verifying the need for leave during leave as allowed. An employee who does not return to work at the end of the authorized leave period or upon exhaustion of the applicable leave allotment under this policy and the FMLA may be subject to termination.
- (f) *Interaction with Paid Benefits.* If the FMLA qualifying condition is the serious health condition of the employee, or of the employee's spouse, child, or parent, or for Military Caregiver Leave, then the employee must use accrued sick time concurrently with FMLA. If sick time is exhausted, the employee must use personal, then vacation time, concurrently with FMLA before the leave becomes unpaid. The employee may, but is not required to, supplement worker's compensation benefits with accrued but unused sick, personal or vacation pay to receive 100% of pay. For baby bonding and qualifying military exigency leave, the employee must use personal, then vacation time concurrently with FMLA before the leave becomes unpaid. Employees on unpaid family leave will not accrue any seniority, vacation, sick leave, or other benefits.
- (g) *Return to Work Certification.* As a condition of restoring the employee whose leave was occasioned by the employee's own serious health condition, the employee must obtain and present a certification to Human Resources from the employee's health care provider stating that the employee is able to return to work and perform the essential functions of the position to which s/he seeks restoration. The City may delay the employee's restoration until the employee submits an authentic and sufficient release to return to work.

- (h) *Restoration.* Unless the position has been eliminated for a reason other than the employee's absence, or the employee is a "key employee" whose restoration would cause grievous economic injury to the City, or the employee is terminated for some reason other than the FMLA absence, an employee who is released to return to work to perform the essential functions of the position within the FMLA allotment will be restored to his/her position or to a position with equivalent benefits, pay and other terms and conditions of employment. To allow the City to make adequate scheduling arrangements and have work available for the employee upon returning to work, the employee must give at least 48 hours advance notice of the intent to return to work.
- (i) *Health Insurance Coverage.* During the FMLA covered absence, the City will continue to provide health care coverage under the same provisions as if the employee were actively working. If the employee fails to return from leave, the City can recover the premium(s) paid on behalf of the employee to maintain health care coverage during the absence. If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control, the employee will not be liable for health care premiums paid while on family leave. In such cases, a certification issued by a health care provider will be required.

E-12. Non-FMLA Medical Leave

- (a) An employee who is not FMLA-eligible and who has a medical condition (physical or mental) that requires leave beyond that provided under the City's sick leave policy may request a leave of absence for a reasonable time for his or her own medical condition that requires absence from work. Medical certification verifying the medical necessity for the leave, and identifying the expected duration of the leave, must be submitted to support the leave request. Approval of a leave request under this policy, and the length of any such leave, will be analyzed based on the City's operational needs. The City reserves the right to seek an independent medical opinion of the medical need for the leave, and the duration of any such leave, under appropriate circumstances.
- (b) An employee who requests and is approved for a leave of absence under this policy must use any accrued and unused sick, personal, and vacation leave or short term disability benefits (as applicable) during the leave; if such benefits are unavailable, the leave will be unpaid.
- (c) Within the reasonable time approved for the leave of absence, and upon providing the City with reasonable notice of the employee's intent to return to work and a release to return to work, the City will reinstate the employee to his/her original job, or to a position of similar pay and status without loss of seniority or other benefits. Employees who cannot, or do not, return to work following the reasonable leave of absence allowed by the City are subject to termination of employment.

E-13. Non-FMLA Maternity Leave

- (a) A pregnant employee who is not eligible for FMLA leave may request a leave of absence for childbirth and/or recovery therefrom. The City will provide a leave of absence for a reasonable period of time following childbirth. Approval of a leave request under this policy, and the length of any such leave, are within the City's sole discretion.
- (b) An employee who requests and is approved for a leave of absence under this policy must use any accrued and unused sick, personal, vacation and/or short term disability benefits to cover the leave; if such benefits are unavailable, the leave will be unpaid.
- (c) Following childbirth and within the reasonable time approved for the leave of absence, and upon providing the City with reasonable notice of the employee's intent to return to work and a release to return to work from the employee's health care provider, the City will reinstate the employee to her original job or to a position of similar pay and status without loss of seniority or other benefits. Employees who cannot, or do not, return to work following the reasonable leave of absence allowed by the City are subject to termination of employment.

E-14. Time Off for Victims of Domestic Violence and/or Sexual Assault.

- (a) The City provides excused leave from work for an employee who is the victim of domestic violence and/or of sexual assault for any of the following reasons:
 - To obtain, or attempt to obtain, any relief including a restraining order or other injunctive relief to ensure the employee's health or the health of the employee's child or children;
 - To seek medical attention for any injuries caused by domestic violence or sexual assault;
 - To obtain services from a domestic violence shelter, domestic violence program or rape or sexual assault crisis center; and/or
 - To make court appearances in the aftermath of domestic violence and/or sexual assault.
- (b) *Length of the Leave and Pay During Leave.* The maximum length of leave under this policy for any qualifying reason(s) will be the amount of the employee's earned, unused sick, vacation or personal time, or eight days per calendar year, whichever is greater. Once the employee's sick, vacation or personal is exhausted, the leave will be unpaid. If an employee is eligible for FMLA leave, and if the reason for the particular absence also qualifies for FMLA coverage, the leave will also be drawn down from the employee's annual FMLA allotment.
- (c) *Required Notice and Certification of Need for Leave.* An employee who needs to take time off work for any of the above purposes is required to give the City reasonable advance notice, unless such notice is not feasible. An employee who has provided advance notice will be allowed up to 48 hours after returning

from the requested time off to provide supporting documentation, which may include a police report, a court order or other documentation from an appropriate medical professional, domestic violence advocate or counselor. If the absence is unscheduled, the employee must provide the support documentation within 48 hours after the beginning of the unscheduled leave. Notice of the need to be absent for a reason qualifying under this Policy, and all required support documentation, should be provided to Human Resources.

- (d) *Confidentiality.* The City will keep confidential, to the extent allowed by law, both the fact that an employee requests or uses leave under this Policy, and all supporting documentation regarding the leave.

E-15 Other Leave/Absences.

- (a) *Meetings, Seminars/Training.* Any employee may be granted absence with pay to attend meetings, seminars and conventions related to the employee's work for the City when such attendance is authorized by the employee's Department Director. These absences will not be charged as vacation leave.
- (b) *Leave of Absence.* An employee, upon written request, and with the recommendation of his/her Department Director, may be granted a leave of absence without pay or benefits for a period of up to six months, subject to the approval of the City Administrator. These absences will not be charged as vacation leave. The City cannot guarantee that the position will be available upon the employee's return. No time off benefits or seniority accrue during this leave of absence.

E-16. Request for Leave/Leave Accounting. Leave records shall be maintained by the Human Resources through the payroll accounting system. Department Directors shall be responsible for approval of all subordinates' leave requests. The City Administrator shall be responsible for approval of leave requests for Department Directors, the City Clerk, or any other direct report of the City Administrator. Leave accounting shall be accomplished via a form available from Human Resources and shall be returned to Human Resources upon completion.

E-17. Credits for Paid Leave. An employee while on paid sick leave, vacation leave, workers' compensation leave, or other paid leave shall continue to earn credit for sick leave and vacation leave, but no leave credit shall be earned by any employee while on leave without pay.

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1. Retirement – OASDI Benefits (Old Age Survivor and Disability Insurance). All eligible employees and Governing Body members elected after April 1, 1986 of the City are under the federal OASDI Social Security System, and receive appropriate benefits in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution accomplished via payroll deduction.

F-2. Retirement – KPERS and KP&F Benefits.

- (a) All eligible employees (other than police officers) of the City become members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits thereof after enrollment, in accordance with state laws and guidelines. All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits.
- (b) All full-time police officers become members of the Kansas Police and Fire (KP&F) plan in accordance with state laws and guidelines with eligibility beginning the first day of employment. In addition to the retirement and death benefits, KP&F also provides the employee with disability coverage.

F-3. Workers' Compensation Benefits. Any City employee who sustains a work-related injury or illness may receive the benefits of the Kansas Workers' Compensation Act in accordance with such law and guidelines.

F-4. Unemployment Compensation. City employees may qualify for benefits under the Kansas Employment Security (unemployment compensation) Act in accordance with such law and guidelines.

F-5. Life Insurance. In addition to the death benefits provided under OASDI and KPERS/KP&F, the City provides life insurance for regular full-time employees. The cost of this benefit is paid entirely by the employer.

F-6. Deferred Compensation. All employees may choose to participate in IRS 457 deferred compensation plans offered by the City. Under the plans offered, the employee determines the amount of compensation to be withheld annually by the City in compliance with the minimum and maximum allowed by Federal law. The amount selected is forwarded by the City to the employee's selected account and is subject to IRS guidelines.

F-7. Supplemental Retirement.

- (a) **Principal Financial Group.** A non-contributory 401(a)4 money purchase plan is provided for employees not enrolled in KP&F who meet plan eligibility requirements. The City contributes two percent (2%) of each applicable employee's gross salary on a per payroll basis. A vesting schedule is available from the Human Resources Department.
- (b) **Eligibility.** Employees who have completed one year of service and who have worked more than 1,000 hours during that period and are 21 years of age are eligible to participate in the supplemental retirement plan.
- (c) **Money Purchase Thrift Plan.** A contributory money purchase thrift plan currently with Principal Financial Group is also available for employees not enrolled in KP&F who meet plan eligibility requirements. Each applicable employee may voluntarily contribute during the year an amount not to exceed ten percent of his/her current compensation.

F-8. Health Care Program. Upon employment, all employees regularly scheduled for 30 or more hours per week shall be eligible for the City's group health care insurance program. A part-time employee who becomes a full-time employee shall be eligible for group health care insurance as of the date of change in employment status.

- (a) The City may require employee participation in the cost of benefit premiums.
- (b) When an individual employee is required to contribute because of participation in the City's group health care program, the amount of such contribution shall be a payroll deduction. Health insurance payroll deductions qualify for tax exemption under the City's IRS 125 (flexible spending account) plan and, therefore, are not eligible for deduction by the employee for income tax purposes after year-end.
- (c) An employee on workers' compensation leave will have the employee's share of the cost deducted from any compensation due the employee. In the event no compensation is due, insurance may be extended at the option of the employer and in accordance with Family Medical Leave, if it applies.
- (d) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- (e) The City complies with those provisions of the Federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan care coverage upon termination of city employment. Under no circumstances shall any retired or disabled person, or spouse, or domestic partner, thereof, who has attained the age of 65 or qualifies for Social Security Administration Medicare coverage, remain on the City's insurance plan.

F-9. Other Insurance. The City provides the opportunity for full-time employees and their qualified dependents to access voluntary dental, vision, life, cancer, accident, and other insurance protection through payroll deduction from third-party provider(s). The City participates in the cost of these coverages as established by the City Council on an annual basis.

F-10. City Recreation Facilities. Community center and outdoor pool memberships are provided for full-time employees and their families, and individual memberships for regular part-time employees at no cost to the employee. The cost of the membership is considered a taxable benefit for the employee. Part-time, seasonal and temporary employees are not eligible to receive this benefit.

F-11. Educational Reimbursement. All full-time employees who have been employed by the City for at least one year are eligible for educational reimbursement, as long as the educational opportunity for which reimbursement is sought benefits the employee in the performance of his/her job. Reimbursement will be made after the employee provides proof of completion of the course with at least a 2.0 grade on a 4.0 scale for undergraduate/associate degrees and a 3.0 on a 4.0 scale for graduate degrees. Approval of the City Administrator with Department Director recommendation is required prior to enrollment, subject to budget and funding availability, and the amount may not exceed \$2,000 for any one employee during a calendar year. Employees participating in this program must complete

one year of employment for the City following reimbursement; an employee who voluntarily resigns, or who is terminated "for cause," before that time will be required to repay the City any reimbursement provided.

F-12. Retirement Health Insurance Benefits. The City will continue to provide health care coverage at its lowest rate and pay for a tenure-based percentage of the monthly premium for the following retired employees under the following circumstances and to the following extent:

- (a) The percentage of the premium paid by the City will be based on the employee's tenure with the City upon retirement as follows:
- | | |
|--------------------------|----------------------------|
| • 10-14 Years of Service | 25% subsidy of lowest plan |
| • 15-19 Years of Service | 30% subsidy of lowest plan |
| • 20-24 Years of Service | 40% subsidy of lowest plan |
| • 25+ Years of Service | 50% subsidy of lowest plan |
- (b) The City will pay the appropriate tenure-based percentage (as defined above) of medical benefit costs, not to include dental or vision, less any amount the Social Security disabled employee receives from a future employer's short-term disability plan until the disabled employee receives Social Security Medicare benefits.
- (c) Employees who are under the age of 65 years when they retire and shall have retired within the retirement eligibility guidelines of the Kansas Public Employees Retirement System (KPERS and KP&F) may participate in this coverage.
- (d) Employees who wish to participate in this coverage must elect to do so 30 days or more before their retirement date.
- (e) This tenure-based percentage premium plan is available only to retired employees and their spouses. Status of employee versus employee plus spouse is determined upon date of retirement. A spouse may not be added, nor a different spouse substituted after that date. The City's percent participation is limited to lowest applicable employee or employee and spouse premium rates.
- (f) Employee and child or family insurance coverage may be purchased by retired employees eligible for this coverage with 100% of the additional premium payable by the employee. The City's percentage is limited to employee (applied to employee and child) or employee and spouse basic (applied to family) premium amount.
- (g) This coverage will cease when a retired employee reaches age 65 or becomes eligible for Medicare.
- (h) In the event of the retired employee's death, obtaining coverage elsewhere, or becoming eligible for Medicare, this coverage will cease. His/her spouse will be covered by this benefit in accordance with COBRA regulations, but may be terminated earlier as a result of death, remarriage, qualifying for Medicare or

availability of coverage by spouse's employer. The qualifying spouse shall be responsible for the appropriate tenure-based percentage of the monthly coverage.

- (i) If a retired employee or spouse fails to make his/her percentage portion of any required premium payment on time, coverage will terminate and will not be reinstated.
- (j) If a retired employee becomes eligible under a health plan from another employer, this coverage will terminate.
- (k) The City will review annually the program of employer-paid retiree coverage and expressly reserves the right to amend, terminate or otherwise modify all or any portion of the program at any time and from time-to-time, with respect to any or all of the retired employees. Any such amendment, modification or termination may apply to current participants in the program as well as to future participants.
- (l) The retiree premium subsidy may be applied to health insurance (medical plan) benefits only. Retirees may elect to continue dental and vision benefits in accordance with applicable COBRA provisions and 100% of applicable premiums will be the responsibility of the retiree.

F-13. Disability Health Insurance Benefits. The City will continue to provide health care coverage at its lowest rate and pay for 50% of the monthly premium for the following disabled employees, under the following circumstances and to the following extent:

- (a) Such employee has been adjudicated as being disabled by the Social Security Administration.
- (b) The City will pay 50% of medical benefit cost, not to include dental or vision, until the disabled employee receives Medicare benefits.
- (c) Employees who wish to participate in this coverage must elect to do so within 30 days following the date of disability determination/adjudication.
- (d) This 50% premium subsidy is available only to disabled employees and their spouses. Status of employee versus employee plus spouse is determined upon date of disability. A spouse may not be added nor a different spouse substituted after that date. The City's 50% participation is limited to applicable employee or employee and spouse premium amount.
- (e) Employee and child or family insurance coverage may be purchased by disabled employees eligible for this coverage with 100% of the additional premium payable by the employee. The City's 50% is limited to employee (applied to employee and child) or employee and spouse (applied to family) basic premium amount.
- (f) Notwithstanding subsection (b), this coverage will cease when a disabled employee reaches age 65.
- (g) In the event of the disabled employee's death, obtaining coverage elsewhere, or becoming eligible for Medicare, this coverage will cease. His/her spouse will be covered by this benefit in accordance with COBRA

regulations, but may be terminated earlier as a result of death, remarriage, qualifying for Medicare or availability of coverage by spouse's employer. The qualifying spouse shall be responsible for 50% of the monthly premium.

- (h) If a disabled employee or spouse fails to make his/her portion of any required premium payments on time, coverage will terminate and will not be reinstated.
- (i) If a disabled employee becomes covered under a health plan from another employer, this coverage will terminate.
- (j) The City will review annually the program of employer paid disabled retiree coverage and expressly reserves the right to amend, terminate or otherwise modify all or any portion of the program at any time and from time-to-time, with respect to any or all of the disabled employees. Any such amendment, modification or termination may apply to current participants in the program, as well as to future participants.

F-14. Retirement/Disability Health Insurance Annual Renewal.

Any retired or disabled employee taking advantage of the coverage offered by F-12 or F-13 above, may be required, on or before October 15th of each year, to produce, in writing from the Social Security Administration, proof of ineligibility for Social Security Medicare benefits in order to remain on the City's health insurance coverage. Failure to do so may result in termination from the City's plan.

F-15. Personal Information and Data.

It is the policy of the City of Mission that protected health information, and/or genetic information, and personal data will be used and disclosed in a manner that respects employees' right to privacy, and only in accordance with privacy regulations and applicable law.

The City will only collect personal information for employees and others if it is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the City includes employee names, addresses, telephone numbers, email addresses, emergency contact information, EEO data, social security numbers, driver's license numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials, credit card information, bank accounts, and other similar information. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas.

Personal information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information or in compliance with valid legal process. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access.

City-generated information, which may include organizational charts, department titles and staff charts, telephone directories, e-mail lists, facility or location information and addresses, is considered by the City to be proprietary information to be used for internal purposes only. The City maintains the right to communicate and distribute such information as it deems necessary to conduct business operations.

Examples of the release of personal employee information that will not be considered a violation of City policy include the following:

- Partial employee birth dates, i.e., day and month may be shared with Department Directors who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to Department Directors in order to facilitate work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes may be shared with Department Directors.
- Employee's employment anniversary or service recognition information may be distributed to Department Directors periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.
- Employee and dependent personal information may be shared with plan providers as required for claims handling or record keeping needs.
- All information available under the Kansas Open Records Act.

If an employee becomes aware of a material breach in maintaining the confidentiality of any confidential information, the employee should report the incident to the Human Resource Specialist who will investigate, or refer to the appropriate department, all incidents of alleged material breaches of confidentiality in order that appropriate corrective action may be taken.

F-16. Travel and Training.

In order to encourage professional development, it is sometimes necessary to send employees to professional conferences and training both inside and outside the local area. When travel is required, the City reimburses for reasonable, approved and documented travel-related expenses for attending professional conferences and training

courses that provide mutual benefit for both the employee and the City, in accordance with City policies. In specific circumstances, the City may consider advancing expenses with specific approval from the Department Director and City Administrator. As a general rule, however, advances are not available.

- (a) Employees must receive approval from their Department Director prior to registering for training. Approval is based on departmental needs, available funding and other factors.
- (b) Employees are responsible for turning in all travel related receipts and documentation within fourteen (14) calendar days after returning from City related travel.
- (c) Authorized Expenses
 - (1) Registration
 - (2) Transportation. The City will cover the cost of the most economical of the following three modes of transportation:
 - Personal vehicle
 - Commercial carrier – tourist class or most economical airline
 - City Vehicle
 - (3) Lodging. The City will cover the cost of reasonable single lodging expenses. When an employee's spouse accompanies the employee, the City will absorb the cost of the double occupancy rate. The employee is responsible for the spouse's commercial carrier expense.
 - (4) Meals
 - (a) Overnight travel. When an employee is required to travel away from home overnight for city business the meals will be provided/reimbursed by the City and are excludable as wages to the employee under IRS regulations.
 - (b) No overnight travel. When no overnight travel is required, meals will be the responsibility of the employee.
 - (5) Pay for travel: The City complies with all laws and regulations regarding payment of travel time and work time for non-exempt employees during external training. Hours expectations should be reviewed with the Department Director prior to attending the training.

F-17. Per Diem and Mileage. A per diem amount equal to the daily Federal rate for various cities for approved travel and training attendance on behalf of the City is authorized. Mileage reimbursement for the use of one's personal vehicle on behalf of the City shall be at the approved IRS mileage rate in effect at the time. To be reimbursed for mileage, the employee must submit a request for reimbursement stating where the travel was to, and for what purpose, along with the number of miles for the trip and the amount requested for reimbursement. This payment is excludable as a wage as it is a business connection and adequate accounting/substantiation has been made. All

requests for per diem and reimbursement shall be submitted to the Department Director for approval prior to travel. The City is not responsible for expenses incurred without proper approval.

F-18. Reimbursement Policy for Non Attendance at City Scheduled Functions. Occasionally staff members may be scheduled to attend functions for which the City has paid in advance. The following procedure shall apply if the individual(s) fail(s) to attend the function and the City is unable to obtain a refund.

- (a) Proposed attendee should carefully consider projected date and make every effort to ensure his/her schedule permits attendance prior to making a commitment on behalf of the City, make every effort to attend, i.e. do not take on subsequent commitments.
- (b) Staff/attendee should have clear understanding of "last cancel date for refund."
- (c) If attendee must cancel, advise City Administrator or Department Director as far in advance as possible.
- (d) Cancellation should be based on "good faith" reason, i.e., unforeseeable personal or family illness, or a death requiring attention of participant, or an unavoidable and serious conflict of personal nature that will cause undue hardship to the attendee or an unforeseen, work related emergency.
- (e) Staff/individual involved should attempt to find substitute attendee; staff will arrange to replace original attendee, if possible.
- (f) If "good faith" effort is made to attend, City will not seek reimbursement from original attendee.
- (g) If substitute attendee cannot be provided, staff/individual will seek reasonable reimbursement from program, if possible, prior to seeking individual reimbursement.
- (h) Final decision on individual reimbursement requirement will rest with the City Administrator.

F-19. City Provided Vehicles. Vehicles owned by the City are not to be used for personal use except for commuting to and from work or de minimis personal use (within 2 miles of the most direct route to and from work) as allowed by IRS regulations. The personal use of a City owned vehicle will be a taxable benefit to the employee. The City will determine the rule which will be used to value this benefit based on the IRS regulations in effect when the vehicle is assigned to the employee. A list of employees eligible to take City owned vehicles home will be approved annually by the City Administrator.

F-20. Cell Phones. Employees whose work requires that they be accessible by cell phone will be provided a monthly phone allowance paid to the employee through the payroll system and considered a taxable benefit. The dollar amount of the monthly allowance will be determined by the Department Director and approved by the City Administrator annually. Employees may not use their cell phone cameras to photograph non-public documents or information. Likewise, employees are required to respect the privacy of individuals who come to City Hall or other municipal buildings for city business purposes.

F-21. Purchasing Cards. Employees may be issued a purchasing card (P-Card) in accordance with a program authorized by the Governing Body. Employees will be required to comply with all P-Card programs policies and procedures in accordance with a user agreement signed at the time the card is issued. Failure to comply with the terms of the program may result in disciplinary action up to and including termination.

ARTICLE G. DISCIPLINE.

G-1. General Policy. The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part "self" discipline. It is the duty of employees to work and perform in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Each employee is expected to be self-disciplined and to work hard at being the best at what he/she does and in helping the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of his/her job, it may be necessary for his/her Department Director or supervisor to consider disciplinary actions as a means of encouraging the employee to modify his/her behavior. Disciplinary action includes a process which may result in a verbal or written reprimand, disciplinary probation, suspension, demotion or dismissal of an employee or appointed official.

G-2. Issue Resolution. The City respects and values the opinions and views of all employees. The City supports employees' efforts to bring to the attention of management their questions, concerns, dissatisfaction, or complaints about work-related situations other than alleged harassment and/or discrimination. Reports of alleged harassment and/or discrimination must be raised in accordance with Article J. Employees are advised to communicate their problems or concerns, without fear of retribution, and receive fair and prompt resolution or explanation. Employees are encouraged to bring their concerns first to their supervisor. However, if the employee feels that the supervisor did not satisfactorily resolve the matter, they must submit their issue in writing to their Department Director or, if appropriate, the City Administrator. The issue will be addressed as soon as is practicable and the decision of the City Administrator is final.

G-3. Improper Conduct.

The following is a list of conduct which could result in disciplinary action, up to and including discharge. This list does NOT include every situation, but includes examples only.

1. Conviction by a court of law, or entering into a guilty or no-contest plea, of a violation of the criminal laws of the United States of America or any State. A criminal conviction will not necessarily result in

adverse employment action. Factors such as the seriousness of the offense, the nature of the offense, and the relationship of the offense to the employee's position will be taken into consideration.

2. Unnecessarily unsafe or abusive operation of City vehicles or equipment.
3. Violation of City policies pertaining to performance and/or conduct.
4. Incompetent, negligent or unsatisfactory performance.
1. Dishonesty (either by affirmative misrepresentation, or by omission or concealment of material information) in any matter involving the City, or in any matter not directly involving the City, but which could reflect negatively on the City or interfere with the employee's ability to perform his or her job.
2. Rudeness, violent, unprofessional or abusive conduct to a citizen or fellow employee while on duty, or off-duty where such conduct reflects adversely on the City or interferes with the violating employee's ability to perform his/her job.
3. Rudeness, violent, unprofessional or abusive conduct to a citizen or fellow employee utilizing the City's property or technology.
4. Improper political activity as defined in the Conflict of Interest Policy.
5. Being insubordinate, threatening, intimidating, rude or assaulting a manager/supervisor. Co-worker, citizen or vendor.
6. Intentional falsification of personnel records, time-sheets or other City records.
7. Carelessness, neglect or misuse of City funds or property, including theft, misappropriation and unauthorized private use.
8. Discussing with unauthorized persons any confidential, non-public information gained through City employment.
9. Improper conduct, behavior, or communication based on race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital_status, or any other status protected by applicable law, whether or not such conduct constitutes legally actionable harassment.

G-4. Disciplinary Procedure.

It is the policy of the City that any employee whose performance is unsatisfactory or who violates any of the City's rules and regulations or standards of employee conduct and behavior shall be subject to disciplinary action. The following disciplinary actions are authorized but should not be considered exclusive, and are in every instance discretionary, based on the specific circumstances. The City reserves the right to adopt whatever level of discipline it deems appropriate in the situation, and may skip any level, including moving directly to termination.

- (a) Oral Reprimand

The supervisor should take the following action:

- Meet with the employee to discuss the matter.
- Inform the employee of the nature of the problem and the action necessary to correct it
- Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place

(b) Written Reprimand

The supervisor should take the following actions:

- Meet with the employee to discuss the matter.
- Prepare a written report that outlines the nature of the incident, the policies and/or procedures that have been violated, and the action to be taken.
- Review the written report with the employee. After discussing the report, both the supervisor and employee should sign the report.
- Forward to the Human Resources Specialist and City Administrator the written report of the violations and the action taken with the employee. Such report shall become a part of the employee's personnel file.

(c) Suspension, Demotion, or Dismissal

The supervisor should take the following actions:

- Meet with the employee to discuss the matter.
- Prepare a written report that outlines the nature of the incident, the policies and/or procedures that have been violated, and the action to be taken.
- Share the report with the Department Director, who in turn will recommend to the City Administrator suspension of the employee without pay for up to five working days, demotion to position in a lower pay grade, or termination.
- Once a determination is made of the appropriate disciplinary action, the supervisor and/or Department Director will meet with the employee to share the report. Both the employee and the Department Director should sign the report, and it will become a part of the employee's personnel file.

The above steps may be disregarded if the supervisor or Department Director feels that it is warranted by the severity of the situation. The supervisor may at his/her discretion discipline the employee and, if appropriate, recommend immediate termination of the employee.

No employee sick leave or vacation leave benefits shall be paid or accrued to any employee while they are subject to a disciplinary suspension. In the case of acts of violence or other flagrant misconduct, allegations of harassment or discrimination, serious safety violations, criminal offense, or any other matter deemed appropriate, an employee may be suspended immediately, with or without pay, pending an investigation and review of the matter.

G-5. Causes for Termination.

While all employees are employees at will and, therefore, subject to termination without cause, incidences may arise where an employee's conduct could result in termination for cause. Some incidents of misconduct may be deemed

so serious that they are cause for immediate termination. The following list is not all-inclusive; it is only representative of the types of misconduct which may subject an employee to immediate termination. Causes for termination under this section also constitute misconduct for which an employee may be subjected to disciplinary action other than termination:

- (a) Conviction of a felony or conviction of driving under the influence.
- (b) Testing positive for alcohol or drugs while operating a City vehicle.
- (c) Willful or continued violation of City or departmental safety policies and procedures or willful or negligent creation of unsafe conditions in the workplace.
- (d) Willful or continued violation of personnel policies and guidelines or departmental guidelines.
- (e) Negligent or willful damage to public property or waste of public supplies or equipment.
- (f) Taking or using any funds or property of the City for personal use or for sale or gift to others, or submitting any false claim to the City.
- (g) Gross incompetency, neglect of duty or willful or continued failure to render satisfactory service.
- (h) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or Department Director, or knowingly making a false statement to any employee or officer of the City.
- (i) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.
- (j) Absence without approved leave.
- (k) Possession or use of alcohol, while on duty. Sale of or offering for sale or giving away alcohol while on duty or at any City of Mission property.
- (l) Illegal use or possession of any drug or controlled substance, or the illegal presence of any drug or controlled substance in the employee's body at any detectable level while on duty.
- (m) Improper conduct, behavior or communication based on race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law, whether or not such conduct or behavior constitutes legally actionable discrimination, or any other kind of disruptive, discourteous, or unprofessional behavior.
- (n) Disclosing or using confidential, non-public records or information in conflict with City policy.
- (o) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of city employment.
- (p) Material falsification of application or in the course of the interview process for city employment, or making a false statement or report in regard to any test, certification or appointment, or any attempt to commit any fraud that violates the merit principles of personnel administration.

- (q) Giving or attempting to give or receive any monetary consideration, or receive or deliver of undeserved service, to or from any person or organization for, or in connection with, any test or appointment, or City service of any kind.
- (r) Taking or offering to take from any person for the employee's personal use, any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or service of value through his/her position in the service of the City.
- (s) Discharge of duties in a manner which results in discrimination to any person on the basis of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law.
- (t) Violent or abusive behavior.
- (u) Any behavior that negatively affects the workplace or co-workers.

ARTICLE H. GRIEVANCES

H-1. General Policy. Any employee, or appointed official, has the right to present a complaint or grievance concerning termination of his/her employment or appointment. A sincere attempt should be made by each employee and supervisor to resolve any issue before it becomes necessary to resort to the grievance procedure. Complaints or reports of harassment or discrimination must be submitted and administered under Article J.4 below.

H-2. Grievance Procedure. The following grievance procedure is established:

- (a) Any complaint or grievance shall initially be filed by the employee with his or her supervisor within seven (7) days of the notice of termination. An answer to the grievance shall be provided by the supervisor to the employee in writing within seven (7) business days or as soon thereafter as possible. If the employee disagrees with the decision of the supervisor, the employee may forward the complaint or grievance in writing to his/her Department Director, who shall provide an answer to the employee within five (5) business days or as soon thereafter as possible.
- (b) If the termination is upheld by the Department Director, the employee may forward his/her written grievance to the City Administrator, specifying the specific basis for the challenge, provided he/she has informed the Department Director of his/her intentions to do so. The City Administrator will administer a decision within five (5) business days or as soon thereafter as possible. The decision of the City Administrator will be final and binding.

H-3. Grievance Toward City Administrator. Grievances toward City Administrator shall be brought to the attention of the Governing Body through the Mayor. The Governing Body shall provide an answer within seven (7) days of the notice of termination. The decision of the Governing Body will be final and binding.

ARTICLE I. VOLUNTARY SEPARATION

I-1. Resignation. An employee who terminates his/her employment voluntarily shall be terminated in good standing, providing the employee gives a minimum of ten working days written notice to his/her immediate supervisor or Department Director. Under appropriate circumstances, a shorter period of notice may be approved by the employee's Department Director. The City Administrator, City Clerk and Department Directors shall give thirty (30) calendar days written notice. Under appropriate circumstances, a shorter period of notice may be approved by the City Administrator or Mayor.

I-2. Reinstatement. An employee who was terminated in good standing and who is re-employed within a period of 90 calendar days following separation may be reinstated under the terms of Section C-2 Recruitment, (f) Rehire. Employee will be reinstated at the salary he/she was receiving at the time of termination unless approved by the City Administrator.

ARTICLE J. ANTI-HARASSMENT

J-1. General Policy. It is the policy of the City to maintain a work environment free of discrimination, harassment, intimidation, humiliation, insult, physical, or verbal abuse or actions based on race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law. To insure that this policy is strictly adhered to, the City will not tolerate sexual or any other type of illegal harassment or discrimination by or toward any of its employees, and will take immediate disciplinary or other appropriate action toward any individual who violates this policy. The City will also not tolerate any disrespectful, vulgar or otherwise offensive or unprofessional behavior that may not rise to the level of illegal improper behaviors. The City does not have the ability to act on improper behavior that is not reported. Thus, employees are required to report any conduct or behavior they witness or experience that may violate this policy. The City prohibits retaliation against any employee who, in good faith, reports any behavior that may violate this policy, participates in any investigation of such a report, or is closely associated with another employee who does so.

J-2. Definition. Prohibited harassment is defined as:

- (a) The threat or insinuation by a supervisor or person in successive authority toward a subordinate employee, either explicitly or implicitly, that the subordinate's submission to or rejection of unwelcome sexual advances

will adversely affect employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; and

- (b) The subjecting of an employee, by a supervisor, employee, government official, citizen, or other person, to unwelcome conduct, verbal, physical, visual or otherwise, based on any legally protected status or characteristic, which creates an intimidating, hostile, or offensive working environment for a reasonable person.

J-3. Policy.

- (a) No employee, whether supervisory or nonsupervisory, may harass another employee based on any status protected by applicable law. Nor may any government official, citizen, contractor, or other person engage in prohibited conduct toward any City employee in connection with that employee's employment. Prohibited conduct based on of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law, includes but is not limited to the following:
 - (1) Unwelcome touching, propositions, advances;
 - (2) Abusive or vulgar language epithets, slurs, stereotypic insults, joking or teasing based on any protected status;
 - (3) Suggestive stereotypic, insulting or degrading jokes or comments;
 - (4) Displaying of sexually graphic or suggestive pictures, photographs, cartoons, or similar material based on other protected status including but not limited to of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law.
- (b) Any employee who believes that he/she has witnessed or experienced behavior that may violate this policy shall immediately report all as set forth below in Section J-4. If the allegation involves the City Administrator, such report shall be made immediately to the Mayor.
- (c) All complaints involving claims of discrimination or harassment shall be promptly investigated; the existence of the complaint and the investigation will be treated as confidentially as practical to conduct the investigation.
- (d) Any employee, supervisory or nonsupervisory, found to have violated this policy, whether or not the violation constitutes illegal harassment, will be disciplined, up to and including discharge. Non-employees whose behavior is to have found violated this policy will be dealt with as appropriate to ensure that inappropriate behavior ceases and does not recur.

J-4. Complaint Procedure. Any employee who feels he/she has witnessed or experienced conduct, behavior or communication that may violate this Policy should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- Employee's immediate supervisor.
- Employee's Department Director.
- Other supervisory personnel.
- Human Resources.
- City Administrator.

The employee should be prepared to provide the following information:

- Employee's name, department and position title.
- Name of the person or persons engaging in the prohibited conduct.
- Date(s) and approximate time(s) of the prohibited conduct.
- The specific nature of prohibited conduct, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against the employee as a result of the prohibited conduct, or any other threats made against him/her in connection with result of the prohibited conduct.
- Witnesses to the prohibited conduct, if any.
- Whether the employee has previously reported such prohibited conduct and, if so, when and to whom.

After receiving a complaint of prohibited conduct under this Policy, the person receiving the complaint shall immediately advise Human Resources, who will designate someone to assist the employee filing the complaint to document the incident in writing. (If the allegations are about the City Administrator, see J-6 below.) The employee may be requested to sign the written complaint, attesting to the accuracy and truthfulness of the incident.

All information related to the investigation of such a complaint will be treated as confidentially as possible and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter, or as required by valid legal process.

J-5. Review of a Complaint Under this Policy. It is the responsibility of the City Administrator to coordinate and investigate (or designate another suitable individual to coordinate and/or investigate) any complaint brought pursuant to this Policy. The following procedures shall apply to the handling of such complaints:

- (a) The person to whom the complaint is made shall immediately present it to Human Resources.
- (b) Human Resources will promptly initiate an investigation.

- (c) The investigator shall keep a written record of the investigation, including notes of any oral responses made to the investigator by the complainant, any witnesses interviewed during the investigation, the person against whom the complaint was made, and any other person (other than legal counsel) contacted by the investigator in connection with the investigation.
- (d) The investigator shall notify the employee accused of the violation as promptly as possible of the complaint and the severity of the allegations. (Immediate notification is not necessary if such notification would jeopardize the investigation.) The employee accused of the violation will be instructed of the City's policy prohibiting retaliation against any complainant or witness in the investigation simultaneously with the notification of the complaint. Likewise, the employee accused of the violation will be instructed not to tamper with the investigation efforts.
- (e) For the protection of the complainant, the person accused of violation, and any witnesses involved in the investigation, unless there is a specific operational necessity to do so, Human Resources, in consultation with the City Administrator may determine in their sole discretion that the Department Director and/or supervisor of either the complainant or the employee accused of the violation (or both) not be informed of the complaint, the investigation, or the outcome of the investigation. If the Department Director and/or supervisor is notified of the complaint and/or investigation, s/he will be instructed of the City's policy prohibiting retaliation against any complainant or witness in the investigation simultaneously with the notification of the complaint or investigation.
- (f) The employee accused of the violation may be given appropriate opportunity to refute the allegations and present information and/or suggest witnesses to be interviewed on his/her behalf.
- (g) Based on the investigative report, Human Resources shall determine whether the conduct of the person against whom a complaint has been made constitutes a violation of City policy. In making that determination Human Resources shall look at the record as a whole and the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred. Determination of whether City policy has been violated will be made on a case-by-case basis. Conduct need not constitute illegal harassment to violate City policy.
- (h) After completion of the investigation, in accordance with paragraph (e) above, Human Resources may discuss the recommendations (if any) regarding the employee who was the subject of the complaint, with the employee's Department Director and supervisor, and City Administrator as appropriate. Appropriate disciplinary steps (if any) will be determined and implemented upon approval of the City Administrator. If a violation is found, the City Administrator will report the findings/discipline to the Governing Board.

- (i) Any disciplinary action shall be consistent with the nature and severity of the offense. Considerations may include, but are not limited to, whether there have been previous counseling or discipline, whether the offending party is in a supervisory position, and any other factors the City Administrator believes relate to fair and efficient administration of the City, including the effect of the offense on employee morale, public perception of the offense if it were known, and the light in which it would cast the City if known. The disciplinary action may include demotion and/or suspension, dismissal, oral or written reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis.
- (j) If Human Resources determines that no violation of policy has occurred, he/she shall notify the employee accused of the violation of the determination and advise that no disciplinary action is warranted. In that case, only those who have a direct need to know of the situation will be informed of the existence of the complaint, the investigation, and its outcome.
- (k) If Human Resources determines a policy violation has occurred, the violating employee will be notified of that determination and the resulting corrective action be administered. Only those who have a legitimate need to know of the investigation and resolution (including any discipline for any employee found to have violated the policy) will be informed of the existence of the complaint, the investigation, and its outcome.
- (l) The employee making the complaint shall be notified in general of the results of the investigation. If appropriate, the complaining employee may be notified of the discipline, if any, to be administered. In any event, the investigation file will remain confidential.

J-6. City Administrator. In the event the City Administrator is the subject of the investigation, Human Resources will assist the Governing Body in the process and resolution.

J-7. Records of a Complaint and Investigation. All records concerning a complaint and investigation under this Policy shall be confidential and kept in a separate locked file except those affected by Kansas Open Records Act. Access to these records shall be given only to City representatives with legitimate need to have access, and only with approval by the City Administrator and/or in response to valid legal process.

J-8. Other Inappropriate Behavior.

Behavior that is not unlawful harassment under the law or under this policy might still be inappropriate behavior for the workplace. Even if the City determines that an individual's behavior does not rise to the level of unlawful harassment, the City of Mission may still impose appropriate disciplinary action, up to and including termination. As a general rule, disciplinary action will be imposed under this paragraph if the City believes the behavior was otherwise inappropriate, unprofessional, unbecoming, objectionable, inconsistent with reasonable rules of conduct, has resulted in a loss of confidence or trust in the employee, inconsistent with the spirit of the City's harassment-free workplace philosophy or policy, or not in the best interest of the City.

ARTICLE K. POLITICAL ACTIVITY.

K-1. General Policy. It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups and to become involved in political activities subject to the restrictions of this article.

K-2. Activities.

- (a) As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any City office, or issues impacting Mission, or where holding an appointive or elective public office is incompatible with the employee's City employment.
- (b) City employees may support candidates for other offices and may contribute labor to candidates and organizations that endorse candidates other than for City office. Employees are not permitted to be candidates for City elective office or to make public endorsements of a candidate for City elective office.
- (c) Any employee desiring to become a candidate for City elective office shall first take a leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, he/she shall be returned to employment on the same terms and conditions as any other employee who has taken a leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.
- (d) Political activity of any nature must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons or signs on their person during duty hours on any City property for any candidate or issue.
- (e) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- (f) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City service on the basis of their political affiliations or activities.

ARTICLE L. OUTSIDE EMPLOYMENT.

L-1. General Policy. Outside employment constitutes a City employee holding a second job with another employer. Outside employment by a full-time employee is permitted only when such outside employment: (1) is considered secondary to service with the City; (2) does not interfere with the performance of duties for the City; and (3) no legal, financial or ethical conflict of interest results from such dual employment. To allow the City to analyze whether all of the above criteria are met, a City employee must disclose the proposed outside employment before it is accepted, or upon hiring by the City, whichever occurs later.

ARTICLE M. WORKER SAFETY.

M-1. General Safety. All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City and/or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action. Specific safety policies and procedures are included in the City's Employee Safety Manual.

M-2. Substance Abuse. As a part of the City's commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free community, the City has established the policy on the use or abuse of alcohol and illegal use of drugs by its employees. This policy is explained in detail in section N-5.

M-3. Drug and Alcohol Policy.

- (a) All non-elected City employees, including full-time, regular part-time, appointed, seasonal and temporary employees, are covered by this policy.
- (b) In its desire to provide a drug free, healthy and safe workplace, the City requires all of its employees to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on City property and while conducting business-related activities off City premises, no employee covered by this policy may use, possess, distribute, sell or be under the influence of alcohol; nor may such an employee illegally use, possess, distribute, sell or illegally have in his/her body in any detectable amount, of any controlled substance or drug. The legal use of prescribed drugs is permitted on the job only if the use does not impair an employee's ability to safely and effectively perform the essential functions of the job, or does not endanger the employee or other individuals in the workplace. Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

- (c) Drug and alcohol testing of applicants/employees may occur in the following situations: in the case of any applicant applying for a City position (regardless of full-time, part-time regular, part-time, seasonal or temporary), after an offer of employment is made; when there is reasonable suspicion of drug/alcohol use on premises or during working hours; and following an accident, where there is reasonable suspicion that drug/alcohol use by the employee may have contributed to the accident. Random, unannounced drug/alcohol testing of all employees holding safety-sensitive jobs that require a Commercial Driver's License (CDL) will be conducted on a routine basis. Any employee who refuses to take an alcohol or drug test under this policy, or who tampers with or attempts to tamper with such a test, will be subject to disciplinary action, including, but not limited to immediate termination. All employees of the City are provided with and acknowledge receipt of the City's drug and alcohol policy, Section N-5. Substance Abuse by a signed acknowledgement of the Personnel Policy and Guidelines.
- (d) The City offers an Employee Assistance Program that employees voluntarily seeking assistance can utilize. Seeking assistance after a drug or alcohol test has been requested, or after a violation of this Policy has been detected, will have no effect on discipline imposed on that employee.

M-4. Worker's Compensation. City employees are covered by state Workers' Compensation law. To comply with this law, an employee injured on the job, regardless of how minor the injury, must report such incident to his/her Supervisor immediately, but no later than 24 hours following the incident. The supervisor will arrange for proper medical care and will complete any injury report forms required under the Workers' Compensation law. Because reporting injuries is key to the overall safety program at the City of Mission, failure to timely report any injury may result in disciplinary action.

M-5. Returning Injured Employees to Work. It will be the policy of the City of Mission to return employees to work as quickly and safely possible, within the restrictions provided by the physician. However, due to the size of the City's staff, light duty assignments are limited, and cannot be guaranteed. Department Directors, the City Administrator, and/or supervisors will be responsible for attempting to find productive work for each injured employee. The City will attempt to identify alternative or modified work-duty tasks when available.

Temporary restricted duty work reassignment need not be confined to the current department or pay rate to which the employee is assigned at the time of injury. The Department Director will review the temporary restricted duty work reassignment within 30 days. Extensions will be determined by the Department Director and the City Administrator. Light duty assignments will typically not last longer than 90 days.

Returning injured employees to work as soon as possible benefits both the employee and the City of Mission; therefore, the City shall adhere to this policy. Any questions concerning this policy should be addressed to Human Resources.

This policy in no way may be used to diminish the rights and privileges of employees under provisions of the Family Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act or other federal or state law.

ARTICLE N. OTHER POLICIES.

N-1. Reasonable Accommodation for Disability and/or Religion: The City of Mission offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but who can perform the essential functions of the job, with or without reasonable accommodation. The City will provide a reasonable accommodation upon request for known or disclosed disabilities, provided that the accommodation does not create an undue hardship on the City. Qualified individuals with disabilities may make requests for reasonable accommodation to Human Resources. The City reserves the right to require medical certification of the condition necessitating the requested accommodation, as well as the need for the requested accommodation. Any such medical certification must be submitted to Human Resources, and will be treated confidentially, and maintained in a confidential medical file separate from the regular personnel file. Similarly, the City offers reasonable accommodation; to the extent it does not create an undue hardship, for an employee's religious beliefs or observances. Requests for reasonable accommodation for religion may be submitted to Human Resources.

N-2. Technology Policy: This policy will establish guidelines for the use of the City's computer, communication and related systems to ensure that this equipment is used in a manner consistent with its intended purpose and the mission of the City, and to discourage or eliminate inappropriate use of the equipment. Equipment subject to this Policy will include, but is not limited to, all computers and related hardware and software, voice mail, electronic mail, internet access, internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, any digital or other type of recorders, cameras, pagers, radios and electronic equipment in general which is owned by the City, licensed to the City, or otherwise provided for use by the City through the use of public funds. Violation of any provision of this policy may result in disciplinary action up to and including termination, and/or where applicable, legal action.

All users of the City of Mission's technology equipment must adhere to City, State, Federal and International laws governing the use of such equipment. All users of the City of Mission's technology equipment should strive to use such equipment in an efficient, effective, and appropriate manner consistent with the City's mission, and must avoid

unethical, unauthorized, inappropriate or any other use of such equipment in a manner inconsistent with good stewardship of public resources.

Use of the City's technology equipment for improper political advocacy, threats, harassment, slander, defamation, profane, obscene or suggestive messages and images, political endorsements, personal activities or gain, commercial activities, or for the production or dissemination of any material which is discriminatory, degrading, insulting or stereotypic with regard to of race, color, religion, sex, national origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law is prohibited. E-mailing objectionable, unprofessional or inappropriate information from a City e-mail or to a City employee at their City e-mail is also prohibited. Employees should greatly restrict their use of City email for personal emails.

- (a) **No Expectation of Privacy:** No individual or group utilizing the City's technology equipment should have any expectation of privacy in their use of the City's technological equipment. The equipment, and all communication and traffic flowing through the equipment, is managed by the City for the purpose of City business, and authorized representatives of the City may access any aspect of the City's technology equipment at any time for work related non-investigatory or investigatory purposes. Authorized representatives of the City may, without further notice, access any portion of the City's technology equipment for purposes related to claims of misconduct by the City staff.

Management reserves the right to monitor the use of any or all portions of the City's technology equipment, including electronic messages either sent or received, electronic files stored on the City's network, and internet sites visited.

Management reserves the right to access, without notice, data or text caches, pager, memory banks, e-mail, voice mail boxes or accounts, and other employer provided electronic storage systems.

All data, information, electronic mail, and other documents contained on the City's network, or any component of the City's network, is considered City property, and may be accessed by authorized representatives of the City.

- (b) **General Computing and Network Policy:** Users of the City of Mission's network services shall promote efficient use of the networks to minimize, and avoid if possible, congestion of the networks and interference with the work of other users of the network.

- (1) Encryption of communications will be allowed only if it is determined to be necessary for the protection of citizens or employees, or is determined to be an integral part of an employee's performance of their assigned work.
- (2) No "bios" (basic in and out system) passwords will be allowed unless approved by the Systems Manager or his/her designated representative.
- (3) Users of the City's network services shall not intentionally disrupt or damage any components of the system.
- (4) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent, or City authorization for a legitimate purpose, is prohibited.
- (5) Any unauthorized access or attempts to gain unauthorized access to data, system resources and passwords is prohibited.
- (6) Any attempt to secure system access privileges other than those assigned by the System Manager or his/her designated representative is prohibited.
- (7) Decryption of system or user passwords is prohibited.
- (8) The copying or deleting of any software without the authorization of the System Manager is prohibited.
- (9) Infringement on software licenses and copyrights is prohibited.
- (10) No software may be loaded onto the City's network, or any component of the network, without the advance approval of the System Manager or his/her designated representative.
- (11) The intentional introduction of computer viruses or other disruptive programs into the City's system is prohibited.
- (12) Sharing of passwords with other users is prohibited.

(c) **Guidelines for use of Electronic Mail Systems:** Electronic mail, in general, lends itself to a more relaxed and less guarded method of communication, which could lead to misunderstandings and unwarranted liability. All users should adhere to the following guidelines to ensure that City systems for electronic mail production and delivery are used in a manner consistent with the City's policies and practices of quality public service.

- (1) All electronic files and messages on the City's systems are periodically backed up, and generally available for re-creation even if erased.
- (2) Do not put anything into an electronic mail message that you would not broadcast to the general public.

- (3) Excessively accessing personal e-mail accounts using the City's network/internet/e-mail systems is prohibited.
 - (4) In all electronic mail communications, be polite and use appropriate language.
 - (5) To help efficiently manage network storage resources, delete all messages from the electronic mail system when they are no longer needed.
 - (6) Be aware that Internet electronic mail transmissions can easily be intercepted and read by others.
 - (7) Do not use electronic mail to send illegal or inappropriate messages.
 - (8) Do not use the City's electronic mail system for sending "junk mail" or "chain letters."
 - (9) Never send electronic mail from someone else's account or electronic mail address posing as that person.
- (d) **Policy on Internet Access/Use:** Use of the Internet should be limited to City business. Accessing "adult entertainment", pornography, illegal, suggestive, racial, ethnic or religious, or other inappropriate material via the Internet at any time from any City facility using either individually-owned or City technology equipment is prohibited. Excessive use of the Internet for personal use during work time may be grounds for disciplinary action up to and including separation of employment.

N-3. Personal Appearance. City employees are expected to dress and groom themselves appropriately for their required duties and responsibilities and as prescribed by departmental policies.

N-4. Workplace Violence. The City of Mission expressly prohibits any acts or threats of violence by any City employee or former employee against any other employee in or about the City's facilities or elsewhere at any time. The City will not condone any acts or threats of violence by anyone against its employees or visitors on the City's premises at any time or while employees are engaged in business with or on behalf of the City. Threats made to a City employee outside of the work environment will be evaluated on a case by case basis. Additionally, threats against other employees will not be tolerated whether they are made in person, by mail, by text, over the phone, on e-mail systems or any other form of technology or means of communication. Please remember that e-mail messages are records of the City. Therefore the City reserves the right to access and disclose all messages sent over this system for any purpose whenever there is a business need to do so.

Employees must report to either their supervisor or Human Resources any violence or threat of violence, where that violence or threat of violence may occur on City premises or in connection with a City activity, whether the source is a City employee, or an outside party. Such activity may include: suspicious workplace activity, situations or incidents including threats that they observe involving current or former employees or visitors. Additionally, employees must report weapons or dangerous unauthorized materials observed in the workplace.

Once management has been made aware of the situation, an immediate investigation will be conducted. Confidentiality will be maintained where practical, but absolute confidentiality cannot be guaranteed. The City will not condone any form of retaliation against any employee for reporting such an occurrence. Any employee who violates this guideline may be subject to disciplinary action up to and including termination.

The City reserves the right to amend this general operational policy, or any portion thereof, at its sole discretion to the extent permitted by applicable State and Federal laws and regulations.

N-5. Substance Abuse.

- (1) The City is committed to safeguarding the health of its employees, providing a safe place for its employees to work, and promoting a drug-free community. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems. The City has established this policy to detect users and remove from the workplace employees whose alcohol abuse interferes with their job performance, and those who illegally use drugs. It is also the policy of the City to prohibit the use and/or presence of these substances in the workplace and to assist employees in overcoming any dependence on drugs and/or alcohol in accordance with the following guidelines.
 - (a) The purpose of this policy is to communicate the City's position on alcohol and illegal drug activity in the workplace, and to provide guidance for implementing related programs within the City.
 - (b) City policies and/or procedures on substance abuse or employee assistance programs, are not intended to create or alter any existing, implied or express contracts, written or verbal, between the City and its employees, independent contractors, or job applicants. The City reserves the right to alter any of its policies, procedures, or programs, at will and without notice to its employees, independent contractors or job applicants.
- (2) All City employees are covered by this policy. As a condition of employment, employees are required to abide by the terms of this policy. This substance abuse policy primarily governs actions in the areas of alcohol and drugs. Other City policies may apply in these areas to the extent that they do not conflict with this policy. Certain employees may be subject to additional requirements under state and/or federal regulations.
- (3) Substance Abuse Policy Dissemination:
 - (a) All employees are to be informed of the City's substance abuse policy. Employees shall be given a copy of the City's substance abuse policy via the Personnel Policy and Guidelines Manual.

- (b) All applicants shall be informed in writing of the City's policy of pre-employment testing and shall be required to sign an acknowledgement and agreement.

(4) Definitions

- (a) **Illegal use of Drugs:** "Illegal drug use" is the use of any drug or controlled substances where the substance is: 1) not legally obtainable or (2) legally obtainable, but not obtained or used in a lawful manner. Examples include, but are not limited to, use of "street drugs," as well as prescription drugs, which are not lawfully obtained or properly used, or are obtained from a doctor or person authorized to prescribe them, but are obtained under false pretenses. The term "illegal drug use" also includes the use of mind-altering and/or addictive substances which are not sold as drugs or medicines, but are used for the mind- or behavior-altering effect, and not for the purpose the substance is manufactured or distributed.
- (b) **Legal Use of Drugs:** "Legal use of drugs" means use of drugs or controlled substances or over-the-counter drugs that are legally obtained by the employee, and used for the purpose and at the dosage for which they were prescribed and sold.
- (c) **Supervisor:** The term "supervisor" includes any employee of the City that may be responsible for overseeing and directing (on a routine or intermittently basis) the work activities of other employees. This definition would include, but not be limited to, the City Administrator, Department Directors, captains and sergeants in the police department, public works superintendent, recreation supervisor, aquatic manager, and municipal pool manger.
- (d) **City Property:** The term "City property" includes property owned or controlled by the City of Mission, Kansas, and locations where the employee represents the City in any capacity.
- (e) **On Duty:** The term "on duty" includes all working hours, as well as meal periods and break periods, and all hours when the employee represents the City in any capacity.

(5) Drug Use Prohibitions

- (a) The illegal use, sale, purchase, possession, manufacture, distribution, or dispensing of controlled substances or drugs on City property or during working time is against City policy and is cause for immediate termination.
- (b) It is also against City policy for any employee to report to work or to work with any controlled substance or drug illegally present in the employee's body in any detectable level. Employees who violate this policy are subject to disciplinary action, up to and including termination.
- (c) Legally-used drugs may also affect the safety of the employee, fellow employees or members of the public. Therefore, any employee who is legally taking any controlled substance or drug that

might impair safety, performance, judgment, or any motor functions must advise Human Resources before reporting to work while using such medication. A failure to do so may result in disciplinary action. Improper use of controlled substances, prescription or over the counter drugs, even if lawfully prescribed, is prohibited and may result in disciplinary action up to and including termination.

- (d) Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in disciplinary action, up to and including termination.

(6) Alcohol Use Prohibitions

- (a) The consumption, possession, being under the influence of alcohol, or testing positive for alcohol at a level of .02 or more on City property, or anywhere while on duty, is prohibited and will result in disciplinary action, up to and including termination.
- (c) Employees may be asked to submit to an alcohol test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired. An alcohol test result of .02 or higher will be considered positive.
- (d) Refusal to submit to, efforts to tamper with, or failure to pass an alcohol test will result in disciplinary action, up to and including termination.

(7) Testing

(a) Testing of Applicants

- (1) Applicants considered final candidates for a position, who have received a conditional offer of employment for a safety-, integrity-, or security-sensitive position, may be tested for the presence of alcohol and/or the illegal presence of controlled substances or drugs as part of the application process.
- (2) Applicants subject to such testing will be advised of the City's pre-employment testing requirements in writing via the employment application and/or the conditional offer of employment, and prior to referral for a physical and/or drug and/or alcohol testing.
- (3) Any applicant for a safety-, integrity-, or security-sensitive position who refuses to submit to, tampers with, makes any attempt to delay, or fails to pass the post-offer pre-employment drug and/or alcohol test shall be ineligible for hire.

(b) Reasonable Suspicion Testing

- (1) Employees may be asked to submit to a drug and/or alcohol test based on a reasonable suspicion that their ability to perform work safely or effectively may be impaired, or that they otherwise are in violation of this Policy. Reasonable suspicion is defined as the

reasonable belief that an employee is under the influence of drugs or alcohol, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, the employee's possession of prohibited substances or drug paraphernalia, and/or access to reliable/credible information. Someone trained to recognize the signs of alcohol or drug use or abuse will determine whether reasonable suspicion exists. The person who determines that such a test is warranted will make a written record of the observations establishing reasonable suspicion.

(2) Factors that individually or in combination could result in reasonable suspicion include, but are not limited to:

- (a) Direct observation of an individual engaged in drug and/or alcohol-related activity
- (b) A pattern of abnormal conduct
- (c) Unusual, irrational or erratic behavior
- (d) Unexplained or excessive negligence or carelessness
- (e) Discovery or presence of drugs or alcohol, or drug-related paraphernalia, in an employee's possession while on duty or near an employee's workplace
- (f) Odor or residual odor peculiar to some drugs or alcohol
- (g) Bodily appearance or behavior suggesting impairment
- (h) Arrest or conviction for a drug related crime
- (i) Information provided by reliable and credible source.

(c) Post Accident Testing: Employees who may have caused, contributed to, or increased the severity of an accident may be tested for the presence of drugs and/or alcohol following an accident that results in a fatality, an injury requiring immediate hospitalization, an injury requiring outside medical attention, and/or damage to vehicles or other property. Employees may be tested under any circumstance in which the City believes that alcohol or drug use may have contributed to the accident.

(1) Testing procedure:

- (a) The City will determine for which drugs and/or alcohol testing will be performed.
- (b) If the employee refuses to consent to testing, attempt to delay the testing, fails to appear for testing, tampers with the test, or fails to cooperate with the testing procedures, he or she may be disciplined up to and including termination.

- (c) Test samples will be analyzed by a qualified laboratory or technician selected by the City. All urine or hair samples (type of test to be selected at the City's discretion) will be tested according to the following sequence;
 - (1) All test samples will be subjected to an initial screening process to detect the presence of controlled substances.
 - (2) Those samples having a negative screen (no substance present) will be considered to have tested negative, and no further testing will be done on that sample, and
 - (3) Those samples that test positive on the initial screen will be subject to confirmatory testing.
- (d) Employees who consent to testing will be informed of the results by a supervisor or the Department Director or the City's designee. As set forth within, a positive test will result in disciplinary action, up to and including termination.
- (e) If the urine specimen is determined to be a "dilute specimen" (urine specimen with a creatinine level of less than 20 g/dl and a specific gravity of 1.003 or less) the donor will be required to refrain from drinking excessive amounts of fluids, and to provide (with minimum possible advance notice) another specimen to be tested. The second test shall become the test of record.
- (f) Any employee who adulterates a specimen or who otherwise attempts to invalidate a test shall be subject to discipline up to and including termination.
- (d) Random drug/alcohol testing of all employees in safety-sensitive positions who have a Commercial Driver's License (CDL) will be conducted on a routine basis. This testing may be conducted unannounced throughout the year. Those selected for testing are chosen through the use of a random computerized system by a provider outside of the City to assure complete objectivity in selection. When notified of selection for testing it will be necessary to report immediately for the testing procedure.
- (8) Disciplinary Action
 - (a) Except when part of regular employment responsibilities, any employee engaging in the use, sale, purchase, possession, or distribution of alcohol while on duty, or the illegal use, sale, purchase, possession, distribution, of drugs at any time, or having the illegal presence of a controlled substance or drug in any detectable amount in the employee's body while on duty, is subject to disciplinary action, up to and including termination.

- (b) The City may suspend employees with or without pay under this policy pending the results of a drug test or investigation.
- (9) Employee Assistance Program (EAP)
- (a) The City regards its employees as its most important asset. Accordingly, the City maintains an EAP, which provides help to employees who, among other things, suffer from alcohol or drug abuse and/or other personal or emotional problems. No employee will be subject to discipline merely for voluntarily seeking EAP assistance. An employee may not, however, avoid discipline for violating the substance abuse policy, or any other policy, by seeking this assistance after the employee is referred for testing pursuant to this policy, or any other violation of this policy, or any other policy, is detected.
 - (b) Any performance, attendance or behavioral problems may result in discipline up to and including termination, even if an employee is voluntarily participating in the EAP.
 - (c) Employees referred to the EAP as a result of a violation of the City's substance abuse policy may continue their employment with the approval of the City, provided that:
 - (1) They contact the EAP and strictly adhere to all the terms of treatment and counseling prescribed by the EAP;
 - (2) Immediately cease any and all use of alcohol and/or drugs; and
 - (3) Enter into a "last chance agreement," and consent in writing to periodic unannounced testing for a period of up to two years after returning to work or completion of any rehabilitation program, whichever is later.
 - (4) The City will determine, in its sole discretion, whether an employee will be offered the opportunity to participate in a rehabilitation program (at employee's expense, to the extent not covered by the health plan) or be terminated.
- (10) Investigation
- (a) To ensure that illegal drugs and alcohol do not enter or affect the workplace, the City reserves the right, with or without reasonable suspicion, to search all City-owned or jointly held vehicles, containers, lockers, or other items brought onto City property. Individuals may be required to display personal property for visual inspection when upon City property. Employees may not have any reasonable expectation of privacy in desks, offices, or lockers provided by the City. Nor should they have any reasonable expectation of privacy in any purse, backpack, briefcase, container, clothing items, etc. brought onto City premises. All are subject to search upon reasonable suspicion of a violation of policy and/or law. Failure to consent to a search or to display

personal property for visual inspection will be grounds for termination or denial of access to City premises.

- (b) The City will turn over all confiscated drugs to the proper law enforcement authorities. Further, the City will cooperate with and may enlist the service of the proper law enforcement authorities in the course of any investigation.

(11) **Arrest or Conviction for Drug-Related Crime.**

- (a) If an employee is arrested for or convicted of a drug-related crime, the City may investigate the circumstances, and if appropriate under the guidelines set forth above, City officials may utilize the drug-testing procedure.

- (b) As a condition of employment, an employee shall notify his or her supervisor of any criminal drug and/or alcohol statute conviction or of any plea of guilty, nolo contendere, or suspended imposition of sentence that has been entered on a criminal drug statute charge. The employee must give notice in writing to the City within five (5) days of such conviction, plea or imposition.

- (12) **Confidentiality:** Results of an applicant's or employee's test for the use of illegal drugs or alcohol shall be transmitted to Human Resources. In order to effectively address the employees with drug or alcohol problems, it may be necessary for the supervisor to consult with other persons in the process. However, such results may be disseminated only on a need-to-know basis, or in response to valid legal process.

N-6. Development of Additional Policies. There may be additional policies developed from time to time and shall be kept on file and made available for employee review at any time. They shall be mandatorily reviewed during initial employee in-processing with the Human Resources Department.

N-7. Confidentiality. All non-public matters regarding the operations, activities, and business affairs of the City of Mission, our citizens, clients, and vendors are to be kept confidential to the greatest extent possible. No City of Mission-related documents, files, records, computer files, citizen lists, citizen requirements, vendor lists, financial information, products, and other related information may be removed from the City's premises without permission from the City of Mission except in the ordinary course of the City business. Do not share information about other employees without their permission. In addition, the contents of non-public City records or information may not be disclosed to anyone, except where required for a business purpose. Any employee leaving the City's employment should return all City of Mission-related information and property. Revealing confidential City information will result in disciplinary or other appropriate action.

Privileged Information

The City of Mission regards employee information as confidential and has established the following guidelines for such information:

Release of Information Within the City

Access to any personnel file is limited to those who have proper authorization and a legitimate business reason, unless otherwise required by federal, state, local law or legal process.

Release of Information Outside of the City

All inquiries, whether by telephone or written request, regarding current or former employees shall be referred to the Human Resource Specialist. Employees, including supervisors, should not provide any information about current or former employees. Further, no employee may issue a reference letter for any current or former employee without the permission of and review by the Human Resource Specialist or the City Administrator.

In response to an outside request for information regarding a current or former employee, the City will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former employee, or his/her employment with the City of Mission, will be released unless the City of Mission is required by law to furnish any such information.

N-8. Prevention of Occupational Exposure to Bloodborne Pathogens. The purpose of this policy is to provide guidelines for preventing the contraction and spread of infectious disease (HIV virus, hepatitis B virus, and other bloodborne pathogens) to employees and the general public.

It shall be the responsibility of each Department Director to identify those employees who, as a result of their occupation, may be exposed to bloodborne pathogens or other potentially infectious materials. Persons who are reasonably expected to come in contact with potentially infectious materials are required to follow the procedures outlined below.

All employees whose job duties and responsibilities indicate that they are a high risk to being exposed to blood, saliva, and other bodily fluids are subject to this policy.

The department's training coordinator or safety representative shall ensure that all employees in job classifications identified as high risk to bloodborne pathogens complete courses of instruction on prevention of exposure to and transmission of bloodborne diseases.

Employees subject to this policy shall receive annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of bloodborne pathogens.

The department training coordinator or safety representative shall insure that records are maintained for a period of three years from the date of training. The training records will include: names and job titles of all department members attending the training sessions, dates and content of training sessions, and names and qualifications of persons conducting the training.

Prevention - HBV Vaccination. All employees in job classifications identified as high risk to occupational exposure to bloodborne pathogens shall be offered (paid by the City) the HBV (Hepatitis B Virus) vaccination. If the vaccination is declined, a waiver must be signed. The waiver may be rescinded by the employee at a later date. The vaccination will be provided after training on exposure and within 10 working days of the initial assignment which creates the risk of exposure.

Exposure. All human blood, saliva, other bodily fluids, and other potentially infectious materials are treated as if known to be infectious for HIV (AIDS) and HBV (hepatitis B virus). Employees are required to utilize appropriate personal protective equipment furnished by the City (gloves, gowns, mouthpieces, masks, etc.).

- (1) Hands shall be washed after removing gloves or as soon as possible after contact with body fluids.
- (2) Contaminated personal protective equipment should be removed immediately and placed in a designated container with liner for disposal.
- (3) Cleaning requirements shall be established for City facilities. Current approved methods include the use of bleach with a solution of 8 ounces/gallon of water and Disinfectant Pine-Sol with a solution of 5 ounces/gallon of water.
- (4) All contaminated towels, gloves, etc. shall be bagged and properly disposed. All syringes, needles, scalpels, etc. shall be disposed of using puncture resistant containers.
- (5) All contaminated waste shall be properly bagged and stored in a trash container marked "Biohazard."

Post Exposure: Evaluation and Follow-up. Employees are required to report an exposure to the City and complete an Exposure Incident Investigation Form and Workers' Compensation "First Report of Injury" form immediately after the exposure.

Following a report of an exposure incident, the City requires employees to receive a confidential evaluation and counseling by the City's designated medical provider.

Supervisors shall be responsible for documenting the route of exposure, HBV and HIV status of the source person if known, and the circumstances under which the exposure occurred. Confidentiality of the involved person(s) shall be maintained.

The City's designated medical provider shall provide post-exposure testing, vaccination, follow-up testing, medical evaluation, and counseling.

Recordkeeping. The Human Resources Department shall maintain a confidential and accurate record for each occupational exposure that includes information on vaccination status; the results of all examinations, tests and follow-up procedures, the designated medical provider's written opinion and information provided by healthcare professionals.

These confidential healthcare records shall be retained in a secured area with limited access for the duration of the employee's employment plus 30 years and may not be disclosed or reported without the express written consent of the employee.

N-9. Driving On Behalf of the City. To ensure the safety of its employee and any individual that they may come in contact with while performing City business, the City requires that employees who operate a personal vehicle for City business, whether the vehicle belongs to the City, or is leased on its behalf, or belongs to the individual employee, shall comply with the following:

- maintain and provide proof of valid liability and property insurance on a privately owned vehicle with limits as specified by the City and/or applicable state requirements;
- wear seat belts at all times while driving on City business;
- consent to periodic motor vehicle (MVR) checks;
- abide by all safety regulations;
- abide by all traffic regulations, laws and ordinances while driving for the City;
- drive courteously and practice defensive driving techniques;
- turn cell phones off or put on silent or vibrate before starting the car;
- pull over to a safe place if a call must be made or received while on the road;
- do not text and drive – even when the car is at a standstill at a stoplight;

- avoid driving after having consumed alcohol beyond the legal limit, and/or drugs, including legal drugs, which may impair an employee's ability to operate a motor vehicle on City business;
- do not carry on their persons, or on the premises a firearm or other weapon (unless the employee is a police officer), while on duty or after duty if the employee is still on City property or business.
- affirmatively report to Human Resources any driving-related infraction incurred by the employee on or off-duty no later than the first business day following receipt of the infraction.

Further, the City is not responsible for tickets or other traffic citations incurred by employees while on City business. Employees who utilize their personal vehicle for City business will be reimbursed for business mileage at the current rate as stipulated by the travel expense and reimbursement policy.

N-10. Use of Social Media Policy. This policy applies to employees who participate in any form of social media, social networking, or electronic communication tools including, but not limited to, internal and external blogs and websites and any other social media, social networking or electronic communication tool whether known today or developed in the future. The City understands that employees may maintain or contribute to personal blogs, message boards, networking pages and other forms of social media outside of their job function. If an employee elects to engage in social media of any form, they are required to exercise good judgment, abide by Mission policy, and comply with the following:

- (1) **Only on Your Own Time.** Unless you have received advance permission from your manager you may not engage in social media activity on work time.
- (2) **Post as Yourself.** Do not speak or post as a representative of Mission or use Mission's name in your username, screen name, etc. It must be clear that you are expressing your personal views only, not the views of Mission or its other employees.
- (3) **Be Respectful.** As an employee of Mission, you are representing Mission just as you would in any public forum, and you should exercise discretion, thoughtfulness and respect for Mission, its employees, its customers, its business contacts, and its competitors.
- (4) **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other policies which apply to you as an Employee of Mission, including, but not limited to, the Mission anti-harassment policy, general internet usage policy, alcohol and drug use policy, or Personnel Manual. Among other things, employees may not use social media technology to post communications or materials that are derogatory or offensive toward City employees with respect to race, color, religion, sex, national

origin, age, disability, genetic information, citizenship, military status, ancestry, sexual orientation, marital status, or any other status protected by applicable law.

- (5) **Confidentiality.** Employees may not disclose Mission confidential or proprietary information through social media or otherwise. Confidential information includes non-public financial information, proprietary processes or technology, confidential personnel information, etc. All social media technology is also subject to any other confidentiality agreement that you may have entered into with Mission.
- (6) **Intellectual Property.** Mission owns intellectual property rights in its trademark including The City of Mission name and logos. You may not use or disclose Mission intellectual property in any manner without advance, written permission.
- (7) **Use Good Judgment.** Because what you say online is accessible to the public, including Mission and its employees, use good judgment in your communications.

N-11. Break Time for Nursing Women. The City provides female employees who are nursing with reasonable break times during normal working hours to express breast milk. The City encourages female employees to use regularly-scheduled breaks during the work day to express breast milk. However, the City also permits a female employee to take additional, unpaid breaks each work day for up to one year after the birth of her child as reasonable and necessary to express breast milk. The City will designate an area as a private location where female employees who are nursing may express breast milk.

N-12. Smoking Policy. Smoking shall not be permitted in any enclosed City facility. This includes common work areas, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms and all other enclosed facilities. Smoking is also prohibited at all times in any City vehicle. This policy applies to all employees, contractors and visitors. Smoking shall be permitted only at a reasonable distance of more than 25 feet outside entrances, doorways, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to insure that tobacco smoke does not enter those areas. No Smoking signs are posted in all City facilities. Those employees who smoke and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation counseling and support. The success of this policy will depend on the thoughtfulness, consideration and cooperation of both smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing this policy. Employees who are aware of violations of this policy are encouraged to report them immediately to Human Resources. Please do not attempt to enforce the policy or confront a violator yourself. Failure to adhere to this policy may result in disciplinary action, leading up to and including termination. The City reserves the right to develop and implement additional no-smoking policies.

N-13. Weapons Free Work Place and Possession of Personal Firearms. It is the policy of the City of Mission to ensure a safe and secure work environment, free from intimidation and threat of physical harm. To this end the City reserves the right to limit and/or prohibit any and all weapons in the workplace, at City sponsored functions, in or on City property, or in City vehicles. For purposes of this section, the term "weapons" includes firearms (other than those excluded under K.S.A 75-7c01 et. Seq, the Personal and Family Protection Act); knives, swords, switchblades, razors, and the like (other than small pocket knives, utility knives, and the like with a blade of less than three inches in length, or kitchen utensils while in use); clubs, bludgeons, batons, bats, and the like; incendiary or explosive devices of any sort whatsoever; martial arts weapons, including num-chuks, throwing stars, and the like; and any item carried with the intent go armed, or used to threaten or intimidate another. The term "weapons" shall not include the lawful possession of personal security devices, intended for use by members of the general public (including but not limited to pepper spray, mace, and other personal defense sprays) or concealed personal firearms as authorized under the K.S.A 75-7c01 et. Seq, the Personal and Family Protection Act.

Employees who are authorized by the State of Kansas to carry concealed personal firearms pursuant to K.S.A. 75-7c01 et. Seq., the Personal and Family Protection Act, may exercise their right to carry concealed personal firearms in any unsecured municipal building which is not posted as prohibiting the carrying of concealed weapons. Use or possession of a personal firearm pursuant to the Personal and Family Protection Act or otherwise, is not regarded as conduct within the scope of employment. In addition, under any and all circumstances, the use and possession of a firearm shall be in accordance with and only as authorized by law.

1. All employees are prohibited from carrying, possessing, using or transporting firearms, other than concealed firearms authorized under the Personal and Family Protection Act, during the course of employment, while performing services representing the City, or while wearing City apparel.
2. Any employee carrying a concealed firearm pursuant to the provisions of state law must keep said firearm completely concealed on their person, in a proper holster or similar product, with all safety features in place.
3. It is the sole responsibility of the employee to maintain control of his or her concealed firearms and ammunition by ensuring that such firearm is on his or her person and attended to at all times unless stored pursuant to subsection 5 below.
4. If an employee elects to lawfully carry a concealed firearm, said firearm cannot interfere or delay in the performance of their assigned duties or obstruct required safety equipment.
5. When not properly concealed on their person with safety features in place, a personal firearm shall be stored in the employee's personal vehicle. Employees must ensure that personal firearms stored in personal

vehicles must be stored out of plain view from the exterior of the vehicle and that the vehicle is locked and secured.

6. Employees who enter upon or in "private property" during the course of their duties are required to comply with any restrictions imposed by that property owner, including compliance with any signs conspicuously posted in accordance with rules and regulations adopted by the Kansas Attorney General.
7. It is prohibited for any City employee to brandish, intentionally display, joke about using the weapon, use, discharge, point, engage in even slightly risk behavior involving the weapon, or threaten any person with the use of a weapon in the workplace or in the exercise of his or her duties.
8. An employee's failure to maintain a firearm in a fully concealed manner and secured manner or stored as described herein could result in discipline, up to and including termination.
9. In the event that a City employee discharges a firearm while on duty, the Mission Police Department shall administratively investigate the discharge and file a report of investigation with the City Administrator. Based on such report, the City Administrator will determine what constitutes grounds for disciplinary action, up to and including termination. The discharge of a firearm while on duty may also result in criminal charges.
10. Subject to other policies and procedures of the City of Mission and Kansas law, law enforcement officers are the only individuals authorized to use deadly force while acting for and on behalf of the City of Mission. Employees who are not authorized to use deadly force do not have the immunities and are not entitled to the same indemnity afforded law enforcement. The City will not provide for, reimburse or pay attorney fees or other costs in defense of any employee if deadly force is not a function of their position.

A violation of any portion of this policy may result in disciplinary action, up to an including termination.

City of Mission	Item Number:	8.
ACTION ITEM SUMMARY	Date:	December 4, 2017
ADMINISTRATION	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Johnson County IT Services Interlocal Renewal

RECOMMENDATION: Approve the Interlocal Agreement and Project Charter for IT Services with Johnson County through December 31, 2018 in an amount not to exceed \$59,374.

DETAILS: The City Council entered into an agreement with Johnson County to provide the City's information technology (IT) services and support in 2011, adding the Police Department in 2014. The City originally partnered with Johnson County as part of ongoing efforts to reduce IT costs, streamline City services and strengthen intergovernmental relationships. The partnership provides Mission with cost-competitive access to the County's specialized IT staff, as well as purchase agreements with key vendors and other cost-reduction opportunities.

Mission was the first city to contract with Johnson County for IT services; the cities of Prairie Village, Roeland Park, Mission Hills, and Fairway now also contract with Johnson County for these services.

The 2018 renewal agreement includes an increase in fees/rates of 17%. Total estimated cost for the 2018 contract is as follows:

General City (includes City Hall, PW, Comm Ctr):	\$21,107.00
Police:	<u>\$31,800.00</u>
Total 2018:	\$52,907.00

In order to better determine cost recovery efforts, Johnson County undertook a comprehensive cost analysis of its IT operations this past year. This analysis provided an opportunity to better capture costs for IT services provided to departments and outside agencies and was the primary driver for the increase in costs for 2018.

In addition to the base network support, staff has inquired with DTI about conducting an inventory of all existing IT equipment and doing a bi-annual, on-site desktop audit of computers (cleaning and addressing individual performance issues). DTI offered a proposal for this work outlined in the attached project charter at a cost of \$6,467.

The 2018 Budget includes a total of \$100,000 for Computer Services. This budget typically covers both technical support and software/hardware upgrades that may be necessary, as well as other computer related services beyond what the County provides. The total estimated costs are within established budget parameters.

Staff recommends renewal of the agreement through December 31, 2018 and acceptance of the project charter to complete a computer inventory and desktop audit.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05 and 01-30-214-05 Computer Services
Available Budget:	\$100,000

RENEWAL OF INFORMATION TECHNOLOGY SERVICES
AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS AND THE CITY OF MISSION, KANSAS

THIS RENEWAL OF INFORMATION TECHNOLOGY SERVICES AGREEMENT (“Renewal”) is made and entered into as of the 31st day of December, 2017, by and between the City of Mission, Kansas (“City”) and the Board of County Commissioners of Johnson County, Kansas (“County”).

WITNESSETH:

WHEREAS, the City and the County entered in that certain Information Technology Services Agreement dated November 7, 2013, regarding the provision of information technology services, as amended by that certain Amendment to Information Technology Services Agreement dated March 15, 2014, and which was subsequently renewed (the original agreement, the amendment, and all subsequent renewals thereto are collectively referred to as the “Agreement”); and

WHEREAS, the City and the County desire to renew and amend the Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and pursuant to, and in accordance with, the statutory authority vested in the City and the County, the parties hereto agree as follows:

1. Renewal. The City and the County hereby agree that the Agreement shall be, and hereby is, renewed for an additional term from January 1, 2018 through December 31, 2018 (“Renewal Term”).

2. Services. During the Renewal Term, the County agrees to provide the services set forth in **Exhibit A**, attached hereto and incorporated herein by reference, and the City agrees to share in the costs of those services by paying the amounts set forth in **Exhibit A**, which are the annual costs of the services. These rates are valid for the Renewal Term and are valid only if the City obtains and maintains a high speed data connection of at least 10mb between the City’s facility and any County facility on its high speed network. The County reserves the right to raise these rates if the City fails to obtain and maintain high speed connectivity. The City agrees to pay the costs set forth in **Exhibit A** on a quarterly basis commencing upon execution of this Renewal.

3. Additional Services. The parties agree that during the Renewal Term, if the City requests additional professional services that are not included in the services set forth in **Exhibit A**, then the County’s hourly rates for such services shall be as follows:

Tier 1 Support per hour	\$33.38	Support Center
Tier 2 Support per hour	\$43.03	Systems, Phone
Tier 3 Support per hour	\$49.54	Networking, Applications, Security
DBA cost per hour	\$58.89	Data Administration
Consulting	\$70.55	Project Management

4. Agreement Effective. Except as expressly modified by this Renewal, the terms and provisions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be executed in two (2) counterparts by their duly authorized representatives and made effective the day and year first above written.

CITY OF MISSION, KANSAS

BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS

By _____
Steve Schowengerdt, Mayor

By _____
Michael Aldridge, Chief Information Officer

Date _____

Date _____

APPROVED AS TO FORM:

Nicholas Saldan
Assistant County Counselor

EXHIBIT A – SERVICES

# Full Time Users # Part Time Users (<4 hrs)	City of Mission Description of Services	City 23 6	Police 33 1
Systems	Server support - Remote monitoring, Server Operating System support, server backups, server patching and print management. Email Support with spam filtering as provided. Active Directory support and maintenance Support for: Citrix/iLeads/NetMotion	\$7,780.00	\$12,030.00
Applications Support	DTI will interface with the Laserfiche, Governmenter, and Vehicle Manager application vendor support to assist with problem resolution and/or upgrades. Additional application assistance is available at the hourly rates listed above.	(included above)	(included above)
Data Management	DTI will provide regular monitoring of the Laserfiche, Governmenter and Vehicle Manager database backups and identify problems as they occur. DTI will work with Laserfiche, Governmenter and Vehicle Manager vendor support to assist with problem resolution. Additional DTI Data Management assistance is available at the hourly rates listed above.	(included above)	(included above)
Network	Network monitoring - Includes all network systems, core appliances and switches. Network administration and support - review of event logs and implementation of manufacturer-recommended firmware updates for routers and switches. Identify and recommend network hardware replacements, assisting with the installation as needed. Internet Connection including Guest WiFi	\$4,180.00	\$6,460.00
Security	Firewall and VPN Management - Monitor, maintain and support the clients firewall and current VPN system. Assist with firewall security reviews (limit 1 annually) to address best practices in controls. Network Security Monitoring and Intrusion-Prevention Services – Monitor internal and external network traffic to identify malicious activity and block and/or report on activity dynamically based upon County security best practices. Anti-Virus and Threat Management - Monitor, maintain and support the client's anti-virus to ensure AV signatures are current and active across all devices. DTI will be transitioning to Check Point End Point Security Product in 2018 (1 license/device; 72 total: City 34; PD 38). Internet filtering per County best practices	\$4,180.00 \$884.00	\$6,460.00 \$988.00
Support Center – Help Desk	Provides a single point of contact, by phone or email, to report and record incidents and to facilitate the restoration of normal IT operational services. The Support Center provides Tier 1 and Tier 2 remote desktop support as requested M-F, 7:30-5:00, excluding holidays. Also provides on-call, after normal business hours support for emergency outages, which will be escalated to Tier 3 support.	\$3,580.00	\$5,862.00
Hardware Support	Laserfiche virtual server hosting (\$503 annually)	\$503.00	n/c
Other Billable Items	1. Security Awareness Training	tbd	tbd
Sub-Total		\$21,107.00	\$31,800.00
Total		\$52,907.00	

* Standard Support: Monday-Friday 7:30am-5pm; Emergency on-call support available as-needed

Inventory/Audit Project Charter: *Mission, Ks*

Project Overview:

Project Name:	Mission, Ks IT Inventory and Desktop Audit
Project Charter Author:	Kirk Martin
Creation Date:	12/4/17
Last Revision Date:	
Project Requestor:	Laura Smith
Project Manager: Business Analyst:	Kirk Martin
Project Charter Status:	
Executive Sponsor Signature:	Laura Smith
Date of Project Approval:	

Project Details

Project Description:	Mission, Ks is requesting a hardware and software inventory of all IT workstations, servers and networking devices owned by Mission, Ks and under Johnson County DTI support. In addition, Mission, Ks is requesting a bi-annual onsite desktop audit.
High-Level Scope/Project Goals:	<p>Inventory:</p> <ul style="list-style-type: none"> • Hardware and software inventory of all desktops, laptops & tablets • Hardware and software inventory of all servers • Hardware inventory of all Mission, Ks owned network switches and routers • Hardware inventory of all Mission, Ks network printers <p>Desktop audit:</p> <ul style="list-style-type: none"> • Login to the device to review available resources: local drive space, available memory, etc. • Review log files for device errors / problems • Perform any resource clean-up possible: delete temp files, hard drive defrag/chkdsk, run vendor diagnostics, etc. • Review the local device to ensure updates, patches and anti-virus are current, etc. • Coordinate with the local user regarding any local issues/concerns • Clean the device as needed
Departments/Agencies:	DTI teams involved: Systems, Support Center and Networking

<p>Project Deliverables:</p>	<p>Inventory Project: DTI will use Microsoft provided tools and/or other free utilities to produce documentation in electronic format with completed hardware and software inventory of all workstations, servers and networking equipment. Some vendors, such as Dell, HP, and Lenovo provide warranty information online. If available, DTI will add this information for replacement planning purposes. All other warranty and date of purchase information will be the responsibility of Mission to provide based on purchasing records.</p> <p>Desktop Audit Project: DTI will physically confirm each workstation (PC, laptop, tablet) that was electronically inventoried to review the device resources. DTI will meet with the users assigned to these devices to review performance issues and concerns. DTI will use available tools and utilities to ensure the device is properly configured and meeting performance expectations. DTI will also clean the device as needed.</p>
<p>Benefits:</p>	<p>CIP management, budget planning, software compliance</p>
<p>Executive Sponsors:</p>	<p>Laura Smith, Brian Scott, Chief Ben Hadley and Capt. Kevin Self</p>
<p>Stakeholders:</p>	<p>Mission, Ks</p>
<p>Constraints/Risks:</p>	<p>Funding & Resources required to assist DTI / no risks identified</p>
<p>DTI Project Team:</p>	<p>Patrick Carey, Dave Crim, Jerry Swingle</p>
<p>Key Dependencies/Risks:</p>	<p>Resource availability / no risks identified</p>
<p>Funding:</p>	<p>The total cost estimate for this project proposal is \$6,467</p> <p>Inventory: Systems support = \$1,721 Estimating 40 hours x \$43.03</p> <p>Desktop Audit: DTI Support Center – \$2,003 x 2 (bi-annual) = \$4,006 Estimating 60 hours per engagement (1 hr. per device) x \$33.38 Travel/Mileage = \$370 x 2 = \$740 Estimating 7 trips per engagement (7 hours / .54 per mi)</p> <p>This is an estimate only. DTI will invoice on actual project time and project travel/mileage.</p>

City of Mission	Item Number:	9.
ACTION ITEM SUMMARY	Date:	November 21, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Establishment of an Equipment Reserve and Replacement Fund

RECOMMENDATION: Establish the Equipment Reserve and Replacement Fund and authorize a transfer of \$200,000 from the General Fund to the Equipment Reserve and Replacement Fund.

DETAILS: During the development of the 2017 budget, staff discussed with the City Council the establishment of an Equipment Reserve and Replacement Fund. Kansas Statutes Annotated 12-1,117 allows municipalities to establish an Equipment Reserve and Replacement Fund as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. By setting aside funds each budget year, the City can build a reserve account to finance the future purchase of a single piece of equipment or a group of vehicles that may otherwise prove infeasible to be purchased from the General Fund in a given budget year.

Utilizing a reserve fund as a financing mechanism will allow the City to more systematically plan for the replacement of vehicles and equipment and potentially avoid costs associated with financing through lease-purchase arrangements. In addition to the ordinance which establishes the Equipment Reserve and Replacement Fund, staff has drafted a finance policy to guide the implementation and administration of the fund.

The 2017 Budget originally reflected a transfer of \$250,000 from the General Fund to the Equipment Reserve and Replacement Fund. The transfer was reduced to \$200,000 in November as part of cost savings identified to fund increases in the 2018 health insurance package. The 2018 budget includes a transfer to this fund in the amount of \$100,000.

CFAA: N/A

Related Statute/City Ordinance:	K.S.A. 12-1,117
Line Item Code/Description:	Fund 20 Equipment Reserve and Replacement Fund
Available Budget:	\$200,000

City of Mission Finance Policies and Procedures

Title: Equipment Reserve and Replacement Fund	
Chapter: Section:	Prepared By: Brian Scott, Assistant City Administrator / Finance Dir.
Date of Adoption: December 1, 2017	Approved By: Laura Smith, City Administrator
Date of Last Rev.: December 1, 2017	Authority Ref.: K.S.A 12-1,117 Ordinance _____

I. Purpose

The City utilizes various pieces of equipment to effectively provide services to its citizens. Equipment may include, but is not necessarily limited to, vehicles and trucks, heavy-equipment, inland marine, and technology related equipment (including software). As this equipment reaches the end of its useful life, the replacement cost can be significant, placing a burden on the operating budget for that given fiscal year.

The Equipment Reserve and Replacement Fund will serve as a financing mechanism by which the City can routinely and systematically set aside funds each year for the replacement of equipment in a timely and effective manner.

II. Policy

The City of Mission shall establish and maintain an Equipment Reserve and Replacement Fund within in its chart of accounts.

The Equipment Reserve and Replacement Fund shall serve as a financing mechanism to build up reserve monies for the routine and systematic replacement of equipment including but not limited to vehicles and trucks, heavy-equipment, inland marine, and technology related equipment (including software) city vehicles, and technology equipment.

III. Scope

The following provisions shall outline the parameters for the use of the Equipment and Replacement Fund.

- A. Minimum Value Equipment. The Equipment Reserve and Replacement Fund shall be utilized for the routine and systematic replacement of equipment with an initial value of \$10,000 or greater.
- B. Where Other Funding Sources Do Not Exist. The Equipment Reserve and Replacement Fund shall be utilized for the routine and systematic replacement of equipment when a distinct and pre-designated funding source such as a special sales tax does not already exist.
- C. Combining with Other Funding Sources. Where applicable, funds from the Equipment Reserve and Replacement Fund may be utilized with other funds such as lease-purchase proceeds or grants to purchase equipment.

IV. Procedure

The following provisions shall outline the administration of the Equipment Reserve and Replacement Fund.

- A. Equipment Replacement List. The Administration Department will maintain an “Equipment Replacement List” for all current equipment eligible for replacement through the Equipment Reserve and Replacement Fund. The Equipment Replacement List will include the original purchase price of the equipment, the expected life of the equipment, and the annual depreciated value of the equipment.

The annual depreciated value for each piece of equipment will include an inflationary modifier so as the total depreciated value plus the inflationary modifier shall equal the replacement value of the equipment when the expected life of the equipment has been reached.

The Equipment Replacement List will be reviewed annually as part of the process for developing the Capital Improvement Program. Adjustments in the life expectancy, depreciated value, or inflationary modifier will be made if appropriate.

- B. Annual Budgeting of Reserve Funds. The total depreciated value in a given year for any equipment on the Equipment Replacement List will become an “Equipment Reserve Account” line item in the operating budget of the respective department that utilizes the equipment. The Equipment Reserve line item in each department budget will be summarized as a transfer in that year’s budget from the General Fund to the Equipment and Replacement Fund.

- C. Accounting of Equipment Reserve. The Administration Department will be responsible for allocating the Equipment Reserve value to the appropriate piece of equipment on the Equipment Replacement List so as there is an accounting for the reserve of funds for each piece of equipment to be replaced.
- D. Purchase of Equipment. When a given piece of equipment reaches the end of its useful life, it will be evaluated for replacement. If to be replaced, funds for replacement will be budgeted in the annual budget for that year, and funds withdrawn directly from the Equipment Reserve and Replacement Fund at the time of purchase.
- E. Delay of Replacement. If it is decided that the purchase of a piece of equipment can be delayed when it reaches the end of its useful life, then the balance for the equipment shall remain until the equipment is purchased.
- F. No Replacement. If it is decided that a piece of equipment will not be replaced when it reaches the end of its useful life, then the total accumulated depreciated value of that equipment will be reallocated to other equipment that is being accounted for in the Equipment Reserve and Replacement fund.
- G. Surplus Proceeds. Proceeds from the sale of individual pieces of equipment will be deposited into the Equipment Replacement and Reserve Fund and used, where applicable, to reduce the total depreciated value for the future replacement cost of the equipment that was purchased to replace the equipment that was sold.

If a piece of equipment is to be sold and not replaced, the proceeds from the sale of that equipment will be deposited in the Equipment Replacement and Reserve Fund for use in purchasing other equipment.

V. Responsibilities

The Administration Department will be responsible for administering the Equipment Reserve and Replacement Fund. The department will work in consultation with other departments to ensure the accuracy of the Equipment

Replacement List, the budgeting of Equipment Reserves each fiscal year, and the actual purchase of equipment.

VI. Definitions

The following definitions shall apply in the administration of the Equipment Reserve and Replacement Fund.

Equipment Reserve and Replacement Fund - A fund within the City's financial structure established for the purpose of accounting for funds that are set aside each year for the routine replacement of equipment.

Equipment Replacement List - A list of existing equipment that accounts for the depreciation of equipment over its useful life thereby identifying how much should be set-aside each year for the eventual replacement of the vehicle.

Equipment Reserve Account - An account for the purpose of identifying funds that are to be budgeted in a given fiscal year for a reserve allocation to the Equipment Reserve and Replacement Fund.

CITY OF MISSION

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING AN EQUIPMENT RESERVE AND REPLACEMENT FUND FOR THE CITY OF MISSION, KANSAS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Policy Objective. It is the policy objective of the Governing Body that an Equipment Reserve and Replacement Fund shall be established and utilized as a financing mechanism to secure the planned and orderly acquisition and replacement of equipment necessary for the efficient and effective operation of the City. It is further the intent of the Governing Body to annually budget revenues sufficient to (a) finance the acquisition of the new equipment needed in the current year, and (b) to set aside an appropriate reserve amount to finance future replacements and acquisitions.

SECTION 2. Fund Establishment. In accordance with the provisions of Kansas Statutes Annotated 12-1, 117 and amendments thereto, there is hereby established an Equipment Reserve and Replacement Fund, which shall be used by the City of Mission, Kansas to finance the acquisition and replacement of equipment necessary for the efficient and effective performance of the various functions and services of the City of Mission, Kansas. For the purpose of the ordinance, equipment shall include, but not be limited to, vehicles and trucks, heavy-equipment, inland marine, and technology related equipment (including software), which the City of Mission, Kansas is authorized to purchase for municipal purposes.

SECTION 3. Investment. Moneys in said Equipment Reserve and Replacement Fund shall be invested in accordance with the provisions of the Kansas Statutes Annotated 10-131 and amendments thereto, with interest earnings credited to said fund.

SECTION 4. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the official City newspaper, all as provided by law.

PASSED BY THE CITY COUNCIL this 20th day of December 2017.

APPROVED BY THE MAYOR this 20th day of December 2017.

Steve Schowengerdt, Mayor

(SEAL)

ATTEST:

Martha Sumrall, City Clerk

City of Mission	Item Number:	10.
ACTION ITEM SUMMARY	Date:	November 21, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

RE: Amendments to the 2017 Budget

RECOMMENDATION: Approve the resolution to amend the maximum expenditure limits for the Equipment Reserve and Replacement Fund, the Capital Improvement Fund and the Mission Crossing Tax Increment Financing / Community Improvement District Fund in the 2017 Budget.

DETAILS: The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state laws require that a public hearing be held when amending the budget. A public hearing has been scheduled for the Finance and Administration Committee meeting on December 6th, and the attached notice was published in the Legal Record on November 28, 2017.

The amendments are not the result of unanticipated or unauthorized expenditures, but rather reflect policy decisions that were made during the budget process, project financing opportunities that were recognized after the budget was adopted, or, in the case of the Mission Crossing TIF/CID Fund, a revenue source that continues to mature. In particular, the following funds are to be amended:

Equipment Reserve and Replacement Fund: The Equipment Reserve and Replacement Fund has been established for the 2017 budget year as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. By setting aside funds each budget year, the City can build a reserve account that can be utilized when a large purchase needs to be made of either a single piece of equipment such as a street sweeper or front loader, or when multiple vehicles need to be purchased in one year such as the replacement of front-line police vehicles. Utilizing a reserve fund as a financing mechanism will allow the City to more systematically plan for the replacement of vehicles and potentially avoid costs associated with financing through lease-purchase arrangements.

Capital Improvement Fund: The Capital Improvement Fund accounts for significant capital projects that do not have a dedicated funding source, such as the Parks and Recreation sales tax or Street sales tax. Though the City tries to plan for large infrastructure project several years in advance, funding awards do not always line up appropriately with our annual budget process. The reconstruction of Foxridge (56th to 51st Street) is a case in point. The City learned, after the 2017 budget was adopted, that its application for project funding through the County Area Road System (CARS) had been granted, making the project feasible for funding in the 2017 budget. The fund's

Related Statute/City Ordinance:	K.S.A. 79-2929a(a)
Line Item Code/Description:	Fund 20 Equipment Reserve and Replacement Fund Fund 25 Capital Improvement Fund Fund 60 Mission Crossing TIF/CID Fund
Available Budget:	Fund 20 - \$200,000, Fund 25 - \$1,964,842 and Fund 60 - \$324,378

City of Mission	Item Number:	10.
ACTION ITEM SUMMARY	Date:	November 21, 2017
Administration	From:	Brian Scott

Action items require a vote to recommend the item to full City Council for further action.

expenditure authority needs to be increased to account for the total cost of the project, of which a portion is reimbursed through the CARS program.

Mission Crossing Tax Increment Financing / Community Improvement Fund: The Mission Crossing Tax Increment Financing (TIF) District was established in 2010. The City began collecting sales tax increment from the development in 2013. The full property tax increment was not collected until this current year when the Wellstone development was fully realized on the tax rolls. Amending the 2017 Budget will recognize and account for the full TIF receipts received from this this project, and will become the basis for a history of future receipts and expenditures. These revenues are paid to the developer to reimburse for costs associated with the development.

Budget amendments are established through the attached resolution.

CFAA: N/A

Related Statute/City Ordinance:	K.S.A. 79-2929a(a)
Line Item Code/Description:	Fund 20 Equipment Reserve and Replacement Fund Fund 25 Capital Improvement Fund Fund 60 Mission Crossing TIF/CID Fund
Available Budget:	Fund 20 - \$200,000, Fund 25 - \$1,964,842 and Fund 60 - \$324,378

CITY OF MISSION

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF MISSION, KANSAS AMENDING THE MAXIMUM EXPENDITURE AUTHORITY FOR THE 2017 BUDGET FOR THE CITY OF MISSION, KANSAS FOR THE EQUIPMENT RESERVE AND REPLACEMENT FUND, THE CAPITAL IMPROVEMENT FUND, AND THE MISSION CROSSING TAX INCREMENT FINANCING (TIF) FUND AND CORNERSTONE COMMONS COMMUNITY IMPROVEMENT DISTRICT (CID) FUND.

WHEREAS, the Equipment Reserve and Replacement Fund has been established in the 2017 budget year as a funding mechanism to secure the planned and orderly acquisition and replacement of equipment necessary for the efficient and effective operation of the City, and funds have been budgeted in the 2017 budget as a transfer from the General Fund to the newly established Equipment Reserve and Replacement Fund; and

WHEREAS, the City was awarded match funding from the County Area Road System (CARS) program for the reconstruction of Foxridge from 56th Street to 51st Street after the 2017 Budget was adopted; and

WHEREAS, the TIF property receipts budgeted in the Mission Crossing TIF Fund in the 2017 Annual Budget were less than the actual amount received in the 2017 fiscal year, which receipts are remitted to the developer in accordance with the development agreement; and

WHEREAS, the proposed amendments are not the result of any unexpected or unauthorized expenditures; and

WHEREAS, in accordance with state law, the City of Mission conducted a public hearing and has prepared the necessary documents to amend the 2017 Budget to establish and budget for the Equipment Reserve and Replacement Fund and increase expenditure limits in the Capital Improvement Fund and the Mission Crossing TIF Fund.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION:

Section 1. That the maximum expenditure authority in the 2017 Budget for the following funds has been established as:

Equipment Reserve and Replacement Fund:	\$ 200,000
Capital Improvement Fund:	\$ 1,964,842
Mission Crossing TIF Fund:	\$ 324,378

PASSED AND APPROVED BY THE CITY COUNCIL this 20th day of December 2017.

APPROVED BY THE MAYOR this 20th day of December 2017.

Steve Schowengerdt, Mayor

ATTEST:

Martha M. Sumrall
City Clerk

**Notice of Budget Hearing for Amending the
2017 Budget**

The governing body of

City of Mission

will meet on the day of December 13, 2017 at 6:30 p.m. at Mission City Hall, 6090 Woodson, Mission, Kansas 66202 for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Clerk's Office, Mission City Hall, 6090 Woodson, Mission, KS 66202 and will be available at this hearing.

Summary of Amendments

Fund	2017 Adopted Budget			2017 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Equipment Reserve Fund			0	200,000
Capital Improvement Fund			1,027,324	1,964,842
TIF Fund			250,000	324,378
			0	0
			0	0
			0	0

Brian Scott

Official Title: Asst. City Administrator/Dir. of Finance

City of Mission	Item Number:	11.
ACTION ITEM SUMMARY	Date:	November 28, 2017
Administration	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

RE: Ordinance Adopting the 2018 Budget for the City of Mission, Kansas

RECOMMENDATION: Approve an ordinance adopting the 2018 Budget of the City of Mission, Kansas.

DETAILS: As part of the annual budget process, the City takes formal action to adopt the 2018 Budget by ordinance. This ordinance represents one of two ordinances that are considered each December to finalize the City's annual budget, and to provide expenditure authority.

There are no changes to the budget that was approved by the City Council in August 2017.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	n/a

**CITY OF MISSION
ORDINANCE NO. _____**

**AN ORDINANCE ADOPTING THE 2018 BUDGET OF THE CITY OF MISSION,
KANSAS.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION,
KANSAS:

SECTION 1. Adoption of Budget. The City of Mission hereby adopts its budget for the year 2018. Copies of said budget shall be open for inspection in the office of the City Clerk during business hours. Upon filing of the budget with the County Clerk of Johnson County, Kansas, said budget shall constitute an appropriation for each fund, and the appropriation thus made shall not be used for any other purpose, pursuant to K.S.A. 79-2934.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the official City newspaper, all as provided by law.

PASSED BY THE CITY COUNCIL this 20th day of December 2017.

APPROVED BY THE MAYOR this 20th day of December 2017.

Steve Schowengerdt, Mayor

(SEAL)

Attest:

Martha Sumrall, City Clerk

The Honorable Mayor and City Council of the City of Mission, Kansas:

The City of Mission Leadership Team is pleased to present the Recommended 2018 budget. It is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position while also minimizing the tax burden on our citizens and businesses.

Each year we identify potential threats and opportunities to the budget. These may be identified from economic trends, legislative action, the public, the City Council, or professional staff. The following issues were discussed during the development of the 2018 Budget:

- Balancing service delivery/operating needs with infrastructure investment
- Appropriately funding facility and equipment needs
- Implementing recommendations from the 2017 Classification and Compensation study
- Anticipated increases in employee health/welfare and retirement costs that outpace inflation
- Continuing to explore cost recovery goals for the Community Center to move toward 100% self-sufficiency
- Impacts of decision on repayment obligations related to the Transportation Utility Fee
- Leveraging increased redevelopment opportunities city-wide
- Planning for and implementing changes necessitated by the property tax lid

The City of Mission's budget covers the period of January 1st through December 31st. The entire budget is made up of more than a dozen individual funds totaling \$18.6 million in estimated expenditures for 2018. Most of our annual budget discussions have focused on the City's General Fund and funds tied specifically to capital infrastructure investments, including the Capital Improvement Fund, the Stormwater Utility Fund, the Street Sales Tax Fund, the Special Highway Fund, the Special Parks Fund, and the Parks & Recreation Sales Tax Fund. In addition, there are several miscellaneous funds which the City is required to maintain that are detailed later in this overview.

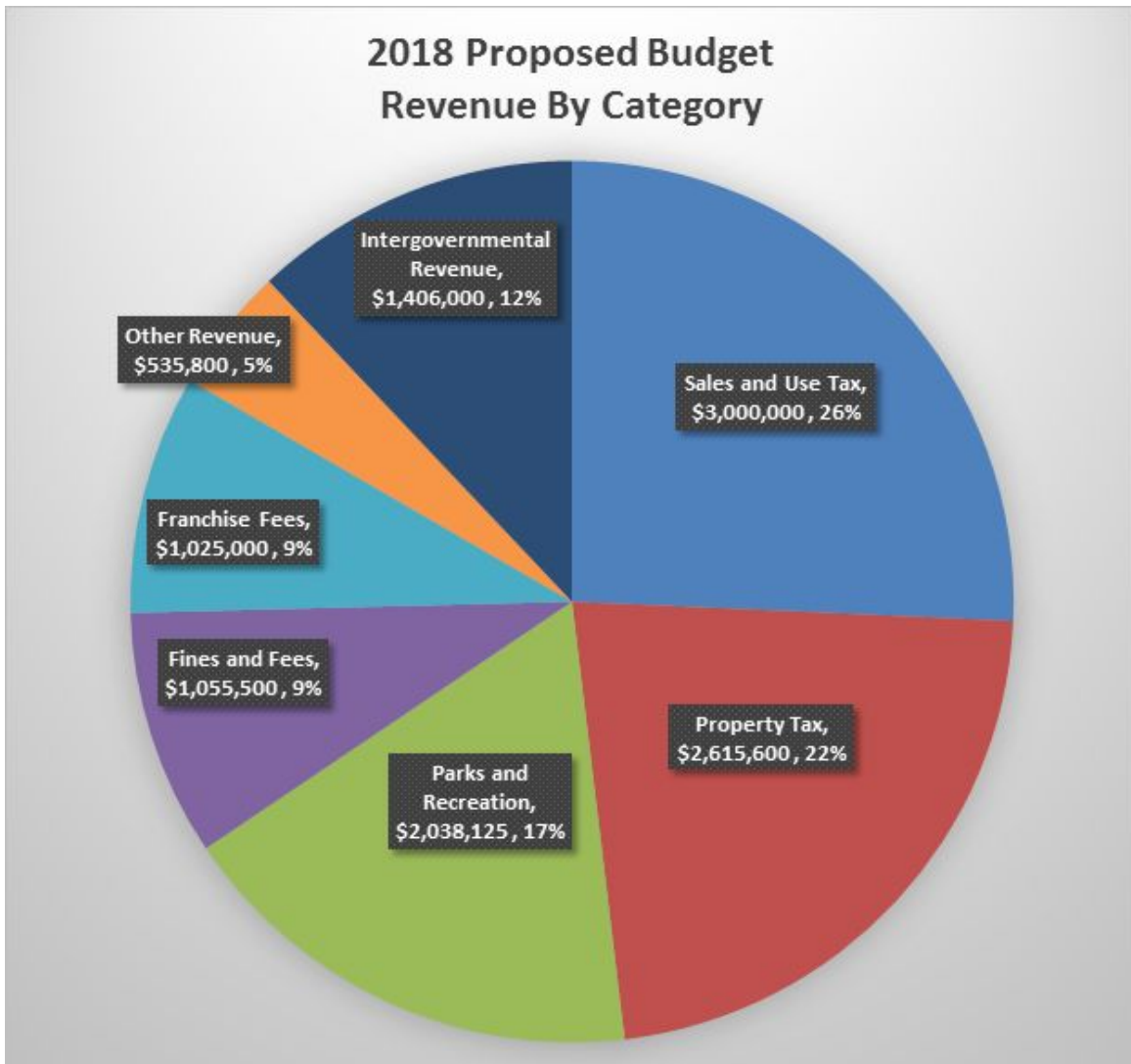
General Fund

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, and Administration. It is an operating budget, focused primarily on revenues coming and going in a particular fiscal year. There are three primary revenue streams that support the General Fund budget: sales/use taxes (local and intergovernmental), property taxes, and parks and recreation revenues. Altogether, they make up nearly 80% of the annual General Fund budget resources. Fluctuations in these revenue streams impact how the City is able to pay for and maintain core services.

Revenue Highlights

Total estimated revenues in the 2018 General Fund budget are \$11.75 million. Revenues are predicted to experience a slight decrease (less than 1%) between 2017 and 2018. While there are shifting trends

among revenue categories (sales taxes, fines, community center), the revenue streams do not demonstrate increases sufficient to keep pace with inflation, increases in personnel costs, or ongoing capital equipment and facility needs.



The 2018 Recommended Budget maintains the mill levy constant with 2017, and does not include any significant increases in fees or taxes collected by the City.

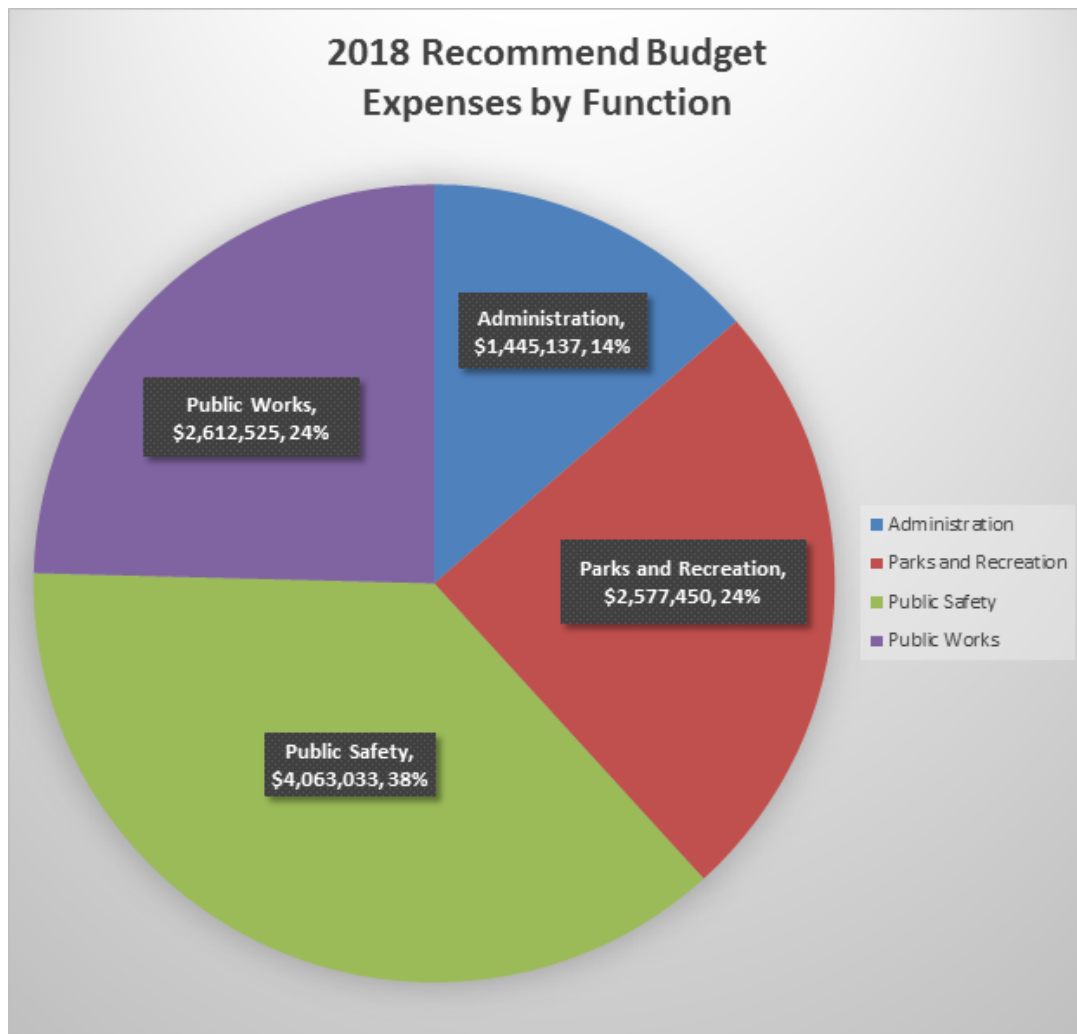
Of the total estimated mill rate used to support the 2018 Recommended Budget (18.019 mills), 11.019 mills will support General Fund operations. The revenue generated by the remaining 7 mills (\$900,000) has been earmarked for street maintenance and will be transferred to the Capital Improvement Fund.

The only new revenue stream included in the 2018 Recommended Budget is the ¼-cent Public Safety sales tax approved by the County in November 2016. The sales tax is “special purpose,” dedicated to construction of the Johnson County Courthouse and Coroner’s Facility and became effective April 1, 2017. Staff has estimated receipts of \$193,000 in the 2018 Budget. The sales tax has a 10-year sunset. While use of the sales tax is restricted at the County level, the City has no restrictions on how the funds may be used locally.

The 2018 Budget is the first subject to the property tax lid legislation passed during the 2016 legislative session. Using the 5-year rolling average of CPI-U inflation rates (1.4%) and incorporating the exemptions and formulas set out by in the new law, the City was able to retain the estimated appraisal growth without limitation.

Expenditure Highlights

The 2018 Recommended General Fund expenditures are estimated to decrease 5.18% from the 2017 Budget, including transfers. This is primarily from the result of reductions in expenses associated with capital equipment purchases and leases. The 2018 General Fund Expenditures by function are detailed in the graph below:



Personnel

The largest expenditure category in the General Fund is Personnel Services. Budgeted at \$6.85 million, these costs represent approximately 64% of the total General Fund budget, excluding transfers. No new positions were requested as a part of the 2018 Budget process. The 2018 Recommended Budget includes sixty-eight (68) full-time employees.

Personnel costs increased 4.18% over the 2017 Budget, primarily as a result of the implementation of changes recommended by the 2017 Classification and Compensation Study.

Contractuals/Commodities

Contractual services and commodities make up the next largest share of the General Fund expenses, accounting for a combined total of approximately \$3.4 million in 2018. Contractual services are things provided or secured through contracts with others, including utilities, legal services, engineer/architect services, prisoner housing, and maintenance/operation of traffic signals. Commodities are consumable goods such as fuel, salt, program supplies, etc. Careful management of the departmental budgets provides for controlled expenditures in both of these categories.

Capital/Debt Service

The 2018 Budget includes funding for all current capital lease-purchase obligations including streetlights, police vehicles, and the street sweeper. Capital expenditures reflect purchases which will be made outright, and are based on vehicle and equipment replacement schedules maintained by each Department. Capital equipment items to be purchased from the General Fund in 2018 include:

- Replacement Servers
- Multi-function printers/copiers (City Hall, Police Department, Community Center)
- Court Software
- Crack Seal Machine
- Utility Trailer
- Ice Maker
- Work area modifications to improve customer service
- Handguns/Shotguns
- Radar Equipment

Transfers

Transfers are used to support programs and activities budgeted in other funds. The 2018 budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$900,000 for street maintenance activities. A transfer in the amount of \$110,000 is also included, and represents the transfer to the Solid Waste Utility Fund to subsidize a portion of the residential trash service contract. Finally, the 2018 Budget includes a transfer of \$100,000 to the Equipment Replacement Fund to build reserves for capital equipment purchases in future years.

General Fund Policy Assumptions

The 2018 Recommended Budget, accomplishes a number of Council goals and objectives, and includes the following policy assumptions:

1. Holding the mill levy rate constant (18.019 mills). Of that total, 11.019 mills will be used to support General Fund operations. The revenue generated from the remaining 7 mills will be transferred to the Capital Improvement Fund to support street maintenance activities.
2. Maintaining a General Fund balance of no less than \$2.5 million. The City's goal for reserve funds is 25% of total General Fund revenues. The estimated unreserved fund balance at

December 31, 2018 is \$2.76 million, or 24% of annual General Fund revenues.

3. Increasing the Solid Waste Utility Rate from \$163.08 to \$168.84 annually for single-family property owners. An estimated transfer of \$110,000 from the General Fund subsidizes single-family residential trash service which will be billed at a rate of \$16.36 per household per month.
4. Continuing the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 100% of total city mill excluding special assessments, and 50% rebate of the solid waste utility fee. Current rebate program costs budgeted in the General Fund total \$20,000.
5. Transferring \$100,000 to the Equipment Reserve Fund.
6. Funding for no new positions, and a 3% merit pool to reward employee performance.
7. Maintaining funding for the Business Improvement Grant (BIG) Program at \$35,000.
8. Increasing the Park Maintenance budget to \$25,000 in the Public Works Department, in continued response to recommendations outlined in the 2016 Parks and Recreation Master Plan.
9. Continuing efforts to move the cost recovery goal for the Community Center toward 100% of operating costs, excluding capital.
10. Funding for the highest priority capital equipment purchases for each Department.

Capital Improvement Program (CIP)

Over the last 10-12 years, the City has taken a number of steps to address infrastructure challenges. Specifically by creating a number of revenue streams dedicated to capital infrastructure investment, including:

- Stormwater Utility Fees
- Property Tax Revenues (7 mills for streets)
- Sales Tax Revenues
 - ¼-cent Dedicated Street Sales Tax
 - ⅜-cent Dedicated Parks & Recreation Sales Tax
- Drainage District Revenues

These revenue streams are used to build a multi-year Capital Improvement Program (CIP) focused around three primary program areas: streets, stormwater, and parks and recreation. The CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule of capital projects over a five-year period of time.

Capital infrastructure projects are generally large in scope and often take several years to complete making it more appropriate to handle them outside of the General Fund. The associated revenues and expenses are managed in the CIP as part of the annual budget process. Mission's 2018-2022 Capital Improvement Program seeks to forecast future public improvements and facilities with the following objectives in mind:

- Integrate the CIP into the Annual Budget in order to provide a comprehensive financial plan for accomplishing the goals of the City.
- Leverage City resources against available federal, state and county funds in such a manner that the present and future citizens of Mission will be provided with the highest level of services and facilities without adverse financial impacts in the future.
- Support decisions and actions that assist in maintaining the City's bond rating.

In 2016, the City faced several challenges in the CIP, including the need to address a shortfall in stormwater revenues, as well as potential options to replace the Transportation Utility Fee (TUF). Several changes were made for the 2017 Budget, are are recommended to carry over into 2018. Highlights of the 2018-2022 CIP are discussed by program area below.

Street Program

When the current street maintenance program was established in 2010, the goal was to use approximately \$1.5-1.6 in locally generated funds to support a comprehensive street maintenance program. In the 2018-2022 CIP, streets are funded with three local revenue streams:

1. Special Highway funds (gas tax) distributed by the State (\$250,000 annually)
2. ¼-cent Sales Tax for Streets (\$575,000 annually)
3. 7 mills (\$900,000 annually)

The 2018-2022 Street Program Plan illustrates that the street projects contemplated in the next two years can be accommodated within existing revenues. However, budgetary shortfalls appear beginning in 2019 and continue in the remaining years of the CIP as identified CARS projects and regular street maintenance projects are programmed. Longer term decisions surrounding a preferred, sustainable street maintenance program will impact future years and will be influenced by a number of factors, including:

- Decision on repayment of the Transportation Utility Fee
- Decision on Gateway Development (impact on Street Sales tax)
- Renewal of the ¼-cent Street Sales Tax (sunsets March 30, 2022)
- Impact of the property tax lid on future revenues generated by the mill levy dedicated to streets.
- Procurement of outside funding (SMAC and STP funds) for the Johnson Drive project

In addition to the annual residential street programs of chip seal and mill and overlay, the 2018 Street Program includes the design of improvements to Broadmoor (Johnson Drive to Martway), with anticipated construction in 2019. Construction and construction inspection for the Broadmoor project will be funded 50% from the Johnson County CARS Program.

Stormwater Program

Over the last ten years, the City completed major stormwater improvements along the Rock Creek Channel, removing significant sections of private commercial properties from the 100-Year FEMA Floodplain. Revenues supporting the stormwater program include:

- Stormwater Utility Fee - (\$2.5 million annually)
- Drainage District Revenues (\$88,000 annually)

Although not shown in the 2018-2022 Stormwater Program, the City does anticipate annual special assessment revenues from the Gateway site in the amount of \$600,000 per year. The 2018 Stormwater program includes design of the Rock Creek Channel project (just west of Nall to Roeland Drive). This project not only completes the downstream portion of the channel (from Roe to Maple), but also addresses the significant erosion occurring on the north and south sides of the channel. This project

was submitted to the Johnson County SMAC program and is currently programmed for funding in 2019. If Gateway assessments are not realized in 2017 or 2018, design and construction of this project would have to shift to a future program year.

Parks & Recreation Program

The Parks & Recreation Program Plan addresses the capital infrastructure needs of the Sylvester Powell, Jr. Community Center, the Mission Family Aquatic Center (including debt service), eight (8) outdoor parks, and trails throughout the City. Revenues dedicated to this program are generated through:

- $\frac{3}{8}$ -cent Parks and Recreation Sales Tax (\$850,000 annually)
- One-third the alcohol funds distributed by the State (\$65,000 annually)

Parks & Recreation Program Plan expenses are categorized in three general areas: capital projects, maintenance/operations and debt/lease service payments. In addition to the facility and equipment replacement needs specifically programmed for the outdoor pool and the Community Center, there has been a conscious effort to build reserve funds for both facilities. Ideally, the sales tax revenue stream should be used not only to address current needs, but to help protect the future as well.

The recommended 2018-2022 plan does show a positive fund balance at the end of each program year, however, there are a number of significant items which were not programmed pending further review and consideration. The HVAC and mechanical systems, including those which support the indoor pool, cause the most concern with regard to maintenance and/or replacement, and have the potential to outpace the revenue streams dedicated to Parks and Recreation over the next 5-10 years. Continue research and analysis will assist staff in bringing forward program recommendations.

Recommended Capital Improvement Program 2018-2022

When reviewing and considering the 5-year CIP, it is important to remember it is a planning document, designed to be fluid and flexible. The first year of the plan reflects the recommended capital budget for 2018. The remaining four years represent a schedule and estimate of future capital needs that may be funded given adequate revenues. The recommended 2018-2022 CIP includes the following policies and priorities:

1. Maintaining the Stormwater Utility Fee at \$28.00 per ERU per month, to generate approximately \$2.5 million annually, dedicated primarily to the repayment of existing stormwater debt service.
2. Establishing the property tax mill rate in Rock Creek Drainage District #1 at 8.802 mills, generating an anticipated \$3,000 in annual revenue.
3. Establishing the property tax mill rate in Rock Creek Drainage District #2 at 10.5 mills, generating an anticipated \$85,000 in annual revenue.
4. Dedicating revenue generated from 7 mills levied in the General Fund (\$900,000) to support street maintenance activities.
5. Using the $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$850,000 annually) for debt service on the outdoor aquatic facility, facility and equipment maintenance at the Sylvester Powell, Jr. Community Center, and maintenance of the City's outdoor park and trail amenities.

Other Funds

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City's total annual budget. Highlights from several of the remaining miscellaneous funds which the City must maintain separately are detailed below.

Special Alcohol Fund

One-third of the alcohol tax funds allocated to the City from the state must be set aside in a separate fund and reserved for the treatment and/or prevention of drug and alcohol abuse. Revenues in the Special Alcohol Fund for 2018 are anticipated to be \$65,000.

Historically, the City has contributed the majority of these funds (\$30,000 recommended for 2018) to the Drug and Alcoholism Council. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the awarded organizations have access to funds from multiple participating jurisdictions. The Governing Body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

Approximately \$15,000 is allocated to offset expenses associated with the DARE program in our local elementary schools. The balance of the alcohol tax funds available in 2018 (estimated \$15,000) will be used to cover the costs associated with the Johnson County mental health co-responder program.

Solid Waste Utility Fund

The Solid Waste Utility Fund accounts for the fees collected from single-family residential properties which are used to support the annual trash, recycling and yard waste contract with Waste Management. The 2018 contract is subject to a 3.85% rate increase, for a total estimated annual contract amount of \$585,000. The current cost sharing percentage (86% resident/14% City) has been applied to the 2018 rates for total annual fees per single-family household in 2018 estimated at \$168.84 of the \$196.32 total fee. This represents an increase for single-family property owners of \$5.76 per year. The Solid Waste Utility fees are collected as a part of the annual real estate property tax bill.

The City's portion of the annual contract is proposed to come from a subsidy/transfer from the General Fund in the amount of \$110,000. Rebates of the solid waste utility fee, which are part of the Franchise/Utility Fee rebate program administered by Neighborhood Services, are budgeted in this fund and estimated at \$5,000 for 2018.

Mission Convention and Visitors Bureau (MCVB) Fund

The Mission Convention and Visitors Bureau (MCVB) was formed by City ordinance in February of 2009, and replaced the former Mission Business Development Committee (MBDC) first established in August of 2003 to assist in the revitalization and redevelopment of the Mission business district. In 2016, the Council disbanded the MCVB Committee, but the fund has to be maintained to account for transient guest tax revenues (9% hotel/motel tax) received by the City. These funds are used exclusively to support the publication and distribution of five issues of the *Mission Magazine* each year.

The MCVB Fund also currently manages revenues and expenses for the Mission Business Partnership and the annual Holiday Adoption program on a "pass-through" basis, and is anticipated to continue to do so in the 2018 Budget.

Mission Crossing TIF/CID Fund

This fund is used to account for the revenues and expenses associated with the Tax Increment Financing District (TIF) and Community Improvement District (CID) associated with the Mission Crossing Development. The development is located at Metcalf/Broadmoor/Martway and includes the Welstone facility, Culvers, Chik-fil-A, and the small retail strip center.

All distributions from this fund are made in accordance with a development agreement for this project, and reimburse the developer for certain approved development costs. The TIF property tax revenues are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing funds to the developer on a quarterly basis.

Cornerstone Commons CID Fund

This fund is used to account for the revenues and expenses associated with the Community Improvement District (CID) associated with the Cornerstone Commons Development. The development is located at Barkley/Johnson Drive and includes the Natural Grocer, several restaurants and office space.

All distributions from this fund are made in accordance with a development agreement, and reimburse the developer for certain approved development costs. The CID sales tax (1% additional) is received from the State and calculated/verified and distributed by staff. Payments are made to the developer quarterly.

Summary

The City's Leadership Team is grateful to the Mayor and City Council for their many hours of work and focused attention throughout the budget development process. We look forward to adoption and implementation of the 2018 Recommended Budget.

City of Mission

Proposed 2018 Annual Budget

August 2, 2017

NOTICE OF BUDGET HEARING

State of Kansas
Special District
2018

The governing body of
Rock Creek Drainage District #1
Johnson County

will meet on August 2, 2017 at 6:30 PM at Mission City Hall, 6090 Woodson, Mission, KS 66202 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied.

Detailed budget information is available at City Clerk's Office, Mission City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2018 Expenditures and Amount of 2017 Ad Valorem Tax establish the maximum limits of the 2018 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2016		Current Year Estimate for 2017		Proposed Budget Year for 2018		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2017 Ad Valorem Tax	Estimate Tax Rate*
General		10.499	3,000	10.442	9,650	4,506	8.802
Debt Service							
Totals	0	10.499	3,000	10.442	9,650	4,506	8.802
Less: Transfers	0		3,000		3,000		
Net Expenditures	0		0		6,650		
Total Tax Levied	4,477		4,457		xxxxxxxxxxxxxx		
Assessed Valuation	426,435		426,812		511,942		

Outstanding Indebtedness,

Jan 1,	<u>2015</u>	<u>2016</u>	<u>2017</u>
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrant	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

Brian Scott
Asst. City Administrator/Finance Dir.

NOTICE OF BUDGET HEARING

State of Kansas
Special District
2018

The governing body of
Rock Creek Drainage District #2
Johnson County

will meet on August 2, 2017 at 6:30 PM at Mission City Hall, 6090 Woodson, Mission, KS 66202 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied.

Detailed budget information is available at City Clerk's Office, Mission City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2018 Expenditures and Amount of 2017 Ad Valorem Tax establish the maximum limits of the 2018 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2016		Current Year Estimate for 2017		Proposed Budget Year for 2018		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2017 Ad Valorem Tax	Estimate Tax Rate*
General	73,670	10.500	85,000	10.500	104,200	87,629	10.500
Debt Service							
Totals	73,670	10.500	85,000	10.500	104,200	87,629	10.500
Less: Transfers	50,000		85,000		85,000		
Net Expenditures	23,670		0		19,200		
Total Tax Levied	84,741		87,380		xxxxxxxxxxxxxx		
Assessed Valuation	8,073,921		8,316,972		8,345,602		

Outstanding Indebtedness,

Jan 1,	<u>2015</u>	<u>2016</u>	<u>2017</u>
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrant	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

Brian Scott
Asst. City Administrator/Finance Dir.

City of Mission 2018 Annual Budget

Fund Structure

General Fund

- General Fund Summary
- Revenue Detail
- General Fund Budget Totals by Expenditure Categories
- General Fund Budget Totals by Department

Departments

- General Overhead
- Legislative
- Administration
- Municipal Court
- Neighborhood Services
- Public Works
- Community Development
- Parks and Recreation - Mission Family Aquatic Center
- Parks and Recreation - Sylvester Powell Jr. Community Center
- Police

Capital Project Funds

- Capital Improvement Fund
- Vehicle & Equipment Replacement Reserve Fund

Special Revenue Funds

- Storm Drain Fund
- Transportation Fund
- Street Sales Tax Fund
- Parks Sales Tax Fund
- Special Highway Fund
- Special Alcohol Fund
- Special Parks and Recreation Fund
- Solid Waste Fund
- Mission Convention and Visitor's Bureau Fund
- Mission Crossing TIF/CID Fund
- Cornerstone Commons CID Fund
- Rock Creek Drainage District #1 Fund
- Rock Creek Drainage District #2 Fund

City of Mission 2018 Annual Budget

All Funds Summary

	<u>General Fund</u>	<u>Capital Improv. Fund</u>	<u>Storm Water Utility Fund</u>	<u>Trans. Utility Fund</u>	<u>Street Sales Tax Fund</u>	<u>Parks & Recreation Sales Tax Fund</u>	<u>Special Highway Fund</u>
BEGINNING FUND BALANCE	\$2,940,834	\$335,876	\$330,251	\$14,176	\$160,505	\$478,071	\$37,107
REVENUES							
Property Taxes	1,465,000		-				
Property Taxes For Streets	900,000						
Payment in Lieu of Taxes							
Motor Vehicle Taxes	250,600						
Sales and Use Taxes	3,000,000				575,000	875,000	
Franchise Tax Fees	1,025,000						
Transient Guest Tax							
Licenses and Permits	153,300						
Plan Review/Inspection Fees	180,000						
Police Fines	1,055,500						
Charges for Services	172,500						
Bond/Lease Proceeds	-						
Miscellaneous and Other	30,000	60,000	-	-	100	-	100
Intergovernmental Revenue	1,406,000	-	-	-			250,100
Pool Revenues	121,000						
Community Center Revenues	1,997,125						
Special Assessments							
Solid Waste Utility Fees							
Stormwater Utility Fees			2,535,000				
Transportation Utility Fees				-			
Transfers from Other Funds	-	1,175,220	88,000	-	-	-	-
TOTAL REVENUES	11,756,025	1,235,220	2,623,000	-	575,100	875,000	250,200
EXPENDITURES							
Personal Services	6,857,330	-	-	-	-	-	-
Contractual Services	2,895,975	-	35,000	-	-	-	-
Commodities	512,515	-	-	-	-	-	-
Capital Outlay	154,000	850,000	275,000	-	200,000	400,000	200,000
Debt/Lease Service	278,325	650,474	2,309,473	-	472,316	531,100	-
Contingency/Reserves/Trans.	-					330,000	
Transfers to Other Funds	1,110,000	-	275,220	-	-	-	-
TOTAL EXPENDITURES	11,808,145	1,500,474	2,894,693	-	672,316	1,261,100	200,000
Difference	(52,120)	(265,254)	(271,693)	-	(97,216)	(386,100)	50,200
ENDING FUND BALANCE	2,888,714	70,622	58,558	14,176	63,289	91,971	87,307

Special Alcohol Fund	Special Parks & Recreation Fund	Solid Waste Utility Fund	MCVB Fund	Mission Crossing TIF/CID Fund	Cornerst. Commons TIF/CID Fund	RC Drainage #1 Fund	RC Drainage #2 Fund	All Funds
\$45,200	\$33,886	-\$29,333	\$17,416	\$ 31,321	\$ 9,495	\$3,487	\$5,819	\$4,414,112
				177,000		3,000	85,000	\$1,730,000
								\$900,000
								\$0
				182,000	67,000			\$250,600
								\$4,699,000
			40,000					\$1,025,000
								\$40,000
								\$153,300
								\$180,000
								\$1,055,500
								\$172,500
								\$0
	-							\$100,700
65,000	200	100	10,100			-	100	\$1,786,100
	65,000							\$121,000
								\$1,997,125
								\$0
		508,000						\$508,000
								\$2,535,000
								\$0
-	-	110,000	-	-	-	-	-	\$1,373,220
65,000	65,200	618,100	50,100	359,000	67,000	3,000	85,100	\$18,627,045
15,000	-	-	-	-	-	-	-	\$6,872,330
-	-	588,100	60,000	370,000	67,500	-	-	\$4,016,575
-	-	500	-	-	-	-	-	\$513,015
-	15,000	-	-	-	-	-	-	\$2,094,000
-	48,000	-	-	-	-	-	-	\$4,289,688
								\$330,000
-	-	-	-	-	-	3,000	85,000	\$1,473,220
15,000	63,000	588,600	60,000	370,000	67,500	3,000	85,000	\$19,588,828
50,000	2,200	29,500	(9,900)	(11,000)	(500)	-	100	(961,783)
95,200	36,086	167	7,516	20,321	8,995	3,487	5,919	3,452,329

City of Mission 2018 Annual Budget

General Fund Summary

	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	% Change
<u>BEGINNING FUND BALANCE</u>	\$ 1,511,049	\$ 2,341,443	\$ 2,860,188	\$ 3,598,469	\$ 2,940,834	
<u>REVENUES</u>						
Property Taxes	\$ 1,175,675	\$ 1,300,360	\$ 1,396,464	\$ 1,435,000	\$ 1,465,000	2.09%
Property Taxes For Streets	-	-	790,654	890,000	900,000	1.12%
Motor Vehicle Taxes	136,642	159,066	160,199	244,200	250,600	2.62%
Sales/Use Taxes	3,185,359	3,078,281	3,050,580	3,075,000	3,000,000	-2.44%
Franchise Taxes	1,036,905	1,009,649	1,024,850	970,000	1,025,000	5.67%
Licenses and Permits	136,024	143,010	152,425	157,500	153,300	-2.67%
Review/Plan Inspection Fees	184,662	247,902	152,347	150,000	180,000	20.00%
Police Fines	1,131,204	964,828	974,933	1,167,300	1,055,500	-9.58%
Service Charges	310,861	510,404	250,282	230,500	172,500	-25.16%
Pool Revenues	104,750	104,545	122,443	113,000	121,000	7.08%
Community Center Revenue	1,756,951	1,780,144	1,817,753	2,000,125	1,997,125	-0.15%
Intergovernmental Revenue	1,087,600	1,128,918	1,258,349	1,271,000	1,406,000	10.62%
Miscellaneous	56,715	79,889	121,845	92,000	30,000	-67.39%
TIF/CID Proceeds	122,748	42,527	-	-	-	0.00%
Bond/Lease Proceeds	190,000	221,260	367,920	-	-	0.00%
Transfers In	100,000	25,518	-	-	-	0.00%
Total	\$ 10,716,096	\$ 10,796,303	\$ 11,641,044	\$ 11,795,625	\$ 11,756,025	-0.34%
<u>EXPENSES</u>						
Personnel Services	\$ 6,091,469	\$ 6,088,062	\$ 6,227,084	\$ 6,582,300	\$ 6,857,330	4.18%
Contractual	2,489,820	2,464,839	2,574,263	2,821,825	2,895,975	2.63%
Commodities	382,685	398,717	371,762	470,450	512,515	8.94%
Capital Outlay	600,543	414,167	544,381	782,487	154,000	-80.32%
Debt Service/Lease-Purchase	78,104	79,865	185,118	284,000	278,325	-2.00%
TIF/CID Payment	104,923	8,567	-	-	-	0.00%
Contingency/Reserve	46,257	178,340	124,503	287,198	-	-100.00%
Sub Total for Expenses	\$ 9,793,802	\$ 9,632,558	\$ 10,027,109	\$ 11,228,260	\$ 10,698,145	-4.72%
Transfers Out						
Storm Water Utility	\$ -	\$ 560,000	\$ -	\$ -	\$ -	0.00%
Capital Improvement Fund	-	-	790,654	890,000	900,000	1.12%
Debt Service Fund	6,900	-	-	-	-	0.00%
Solid Waste Fund	85,000	85,000	85,000	85,000	110,000	29.41%
Equipment Replacement Fund	-	-	-	250,000	100,000	-60.00%
Sub Total for Transfer Out	\$ 91,900	\$ 645,000	\$ 875,654	\$ 1,225,000	\$ 1,110,000	
Total for Expenses	\$ 9,885,702	\$ 10,277,558	\$ 10,902,763	\$ 12,453,260	\$ 11,808,145	-5.18%
<u>DIFFERENCE</u>	\$ 830,394	\$ 518,745	\$ 738,281	\$ (657,635)	\$ (52,120)	
<u>ENDING FUND BALANCE</u>	\$ 2,341,443	\$ 2,860,188	\$ 3,598,469	\$ 2,940,834	\$ 2,888,714	
Fund Balance Adjustments						
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	
Committed	79,014	87,570	96,436	115,000	125,000	
Assigned	-	-	287,198	-	-	
Total for Fund Balance Adjust.	\$ 79,014	\$ 87,570	\$ 383,634	\$ 115,000	\$ 125,000	
<u>ADJUSTED ENDING FUND BALANCE</u>	\$ 2,262,429	\$ 2,772,618	\$ 3,214,835	\$ 2,825,834	\$ 2,763,714	
Percentage of Fund Balance to Revenues	21%	26%	28%	24%	24%	

City of Mission 2018 Annual Budget

Revenue Detail

	Actual 2014	Actual 2015	Actual 2016	Estimate 2017	Proposed 2018
<u>Property Tax</u>					
Real Estate Tax (General Property Tax)	1,162,067	1,296,911	1,370,292	1,425,000	1,450,000
Delinquent Real Estate Tax	13,609	3,449	26,172	10,000	15,000
Property Tax	1,175,675	1,300,360	1,396,464	1,435,000	1,465,000
<u>Property Tax for Streets (7 Mills)</u>	-	-	790,654	890,000	900,000
<u>Motor Vehicle Tax</u>					
Motor Vehicle Tax	134,758	156,487	157,488	240,000	247,000
Recreational Vehicle Tax	371	315	476	700	600
Heavy Truck Tax	504	1,687	1,746	3,000	2,500
Rental Excise Tax	-	-	-	-	-
Delinquent Personal Property Tax	1,010	577	489	500	500
Motor Vehicle Tax	136,642	159,066	160,199	244,200	250,600
<u>City Sales/Use Tax</u>					
City Sales Tax	2,182,135	2,163,877	2,228,893	2,275,000	2,300,000
City Use Tax	1,003,224	914,404	821,687	800,000	700,000
City Sales/Use Tax	3,185,359	3,078,281	3,050,580	3,075,000	3,000,000
<u>Franchise Tax</u>					
KCP&L	602,486	611,095	684,428	625,000	650,000
KS Gas Service	252,212	212,333	158,251	175,000	175,000
SBC Telephone	56,577	29,359	22,793	26,000	25,000
Sure West Telephone	-	6,872	4,732	6,000	5,000
AT&T (SBC) Video	27,939	60,392	63,000	45,000	65,000
Sure West Video	23,090	20,722	19,181	15,000	20,000
Time Warner Video	74,601	68,835	69,898	63,000	70,000
Google (New)	-	41	2,567	15,000	15,000
Franchise Tax	1,036,905	1,009,649	1,024,850	970,000	1,025,000
<u>Licenses and Permits</u>					
Occupational License	87,865	90,191	91,154	91,000	91,000
Public Works Permits	4,041	4,041	2,240	4,000	4,000
Rental License	34,722	29,792	46,696	40,000	40,000
Rental Inspection Fee	671	1,000	-	1,000	3,000
Tree Service License Fee	220	260	180	-	200
Sign Permit Fee	2,523	5,368	3,736	3,500	5,000
Land Use Fee	577	3,523	1,449	10,000	2,000
Liquor License	2,500	6,650	5,075	5,000	5,000
Operator/Solicitor/Massage License	2,905	2,185	1,495	3,000	3,000
Animal License	-	-	400	-	100
Licenses and Permits	136,024	143,010	152,425	157,500	153,300
<u>Plan Review/Inspection Fees</u>					
Building Permit Fees	119,956	164,142	93,582	100,000	115,000
Plan Review Fees	64,706	83,760	58,765	50,000	65,000
Jo Co Plan Review/Inspection Fees	184,662	247,902	152,347	150,000	180,000

City of Mission 2018 Annual Budget

Revenue Detail

	Actual 2014	Actual 2015	Actual 2016	Estimate 2017	Proposed 2018
<u>Intergovernmental Revenue</u>					
County Sales/Use Tax					
County Sales Tax	585,242	592,431	656,019	625,000	630,000
County Use Tax	109,140	114,161	133,266	125,000	127,000
County Sales/Use Tax	694,382	706,592	789,285	750,000	757,000
County Sales/Use Tax - Jail					
County Jail Sales Tax	145,663	147,226	163,305	160,000	162,000
County Jail Use Tax	27,285	28,540	33,316	33,000	31,000
County Sales/Use Tax - Jail	172,948	175,766	196,621	193,000	193,000
County Sales/Use Tax - Pub Safety					
County Public Safety Sales Tax	145,663	147,224	163,303	160,000	162,000
County Public Safety Use Tax	27,283	28,520	33,296	33,000	31,000
County Sales/Use Tax - Pub Safety	172,946	175,744	196,599	193,000	193,000
County Sales/Use Tax - Court House					
County Public Safety Sales Tax	-	-	-	60,000	162,000
County Public Safety Use Tax	-	-	-	10,000	31,000
County Sales/Use Tax - Pub Safety	-	-	-	70,000	193,000
Alcohol Tax	45,517	57,129	60,484	65,000	65,000
Other Intergovernmental Revenue	1,807	13,687	15,360	-	5,000
Total for Intergovernmental	1,087,600	1,128,918	1,258,349	1,271,000	1,406,000
<u>Police Fines</u>					
Fines	1,076,738	909,388	917,173	1,100,000	1,000,000
Parking Fines	4,810	5,006	8,164	5,100	5,000
Alarm Fines	600	425	200	500	500
Police Dept. Lab Fees	400	1,210	800	500	500
Fuel Assessment Fees	36,670	33,504	31,736	44,700	35,000
ADA Accessibility Fees	9,276	8,556	8,170	10,000	9,000
Motion Fees	1,710	6,440	7,790	6,000	5,000
Expungent Fees	1,000	300	900	500	500
Court Appointed Attorney	-	-	-	-	-
Police Fines	1,131,204	964,828	974,933	1,167,300	1,055,500
<u>Service Charges</u>					
Court Costs	138,489	126,898	120,265	150,000	130,000
On Line Convenience	4,587	4,017	3,377	4,500	4,000
Charge for Services	46,500	-	50,000	-	-
Reimbursed Expenses	109,219	369,345	65,316	60,000	25,000
NEAC Administrative Cost Reimbursement	8,743	8,946	9,198	12,000	9,000
Nuisance Abatement Fees	3,323	1,199	2,126	4,000	4,500
Weed Abatement Fees	-	-	-	-	-
Service Charges	310,861	510,404	250,282	230,500	172,500

City of Mission 2018 Annual Budget

Revenue Detail

	Actual 2014	Actual 2015	Actual 2016	Estimate 2017	Proposed 2018
<u>Miscellaneous and Other</u>					
Interest/Investments	1,521	1,937	3,596	7,000	5,000
Sale of Fixed Assets	42,576	46,000	20,720	70,000	5,000
Farmer's Market	-	-	2,458	-	-
Contributions	-	-	52,090	-	-
Miscellaneous	12,467	31,952	42,981	15,000	20,000
Miscellaneous and Other	56,715	79,889	121,845	92,000	30,000
<u>Pool Revenues</u>					
Outdoor Pool Membership	35,146	33,563	40,758	35,000	40,000
Outdoor Pool Front Desk	40,506	38,375	42,896	40,000	45,000
Outdoor Pool Concessions	22,288	20,472	20,924	22,000	22,000
Outdoor Pool Program Fees	320	4,575	7,194	5,000	5,000
Outdoor Pool Rental	435	2,220	4,751	5,000	3,000
Super Pool Pass Revenue	6,055	5,340	5,920	6,000	6,000
Pool Revenue	104,750	104,545	122,443	113,000	121,000
<u>Community Center Revenue</u>					
Community Center Membership	837,079	781,576	776,697	816,000	800,000
Community Center Rental	194,746	212,183	266,601	350,000	285,000
Community Center Program	328,282	287,694	300,449	325,000	335,000
Community Center Daily Fees	136,089	212,089	226,288	225,000	250,000
Community Center Misc.	17,500	10,507	6,156	5,000	8,000
Community Center Resale of Items	926	954	661	1,000	1,000
Community Center Sponsorship/Ads	-	-	-	-	10,000
Morrow Trust Fund	-	(940)	-	-	-
Mission Summer Program	189,203	222,956	214,338	225,000	255,000
Mission Square PILOTS	53,125	53,125	26,563	53,125	53,125
Community Center Revenues	1,756,951	1,780,144	1,817,753	2,000,125	1,997,125
<u>TIF/CID Proceeds</u>					
Mission Crossing TIF - Sales Tax	51,756	-	-	-	-
Mission Crossing CID - Sales Tax	70,662	(5,649)	-	-	-
Cornerstone Commons - CID Sales Tax	-	48,167	-	-	-
TDD Sales Tax	329	9	-	-	-
CID/TIF Proceeds	122,748	42,527	-	-	-
<u>Bond/Lease Proceeds</u>					
2014 Lease Purchase of Police Vehicles	190,000	-	-	-	-
2015 Lease Purchase of Street Sweeper	-	221,260	-	-	-
2016 Lease Purchase of Police Vehicles	-	-	367,920	-	-
Bond/Lease Proceeds	190,000	221,260	367,920	-	-
<u>Transfers From Other Funds</u>					
Parks Sales Tax	100,000	25,518	-	-	-
Transfers From Other Funds	100,000	25,518	-	-	-
Total Revenue	10,716,096	10,796,303	11,641,044	11,795,625	11,756,025

City of Mission 2018 Annual Budget

Summary of Costs by Type of Expenditure For Proposed 2018

	<u>Personnel</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Total</u>
General Overhead	\$ -	\$ 282,500	\$ 44,750	\$ 27,000	76,000	\$ 430,250
Legislative	\$ 56,622	\$ 112,750	\$ 1,200	\$ -		\$ 170,572
Administration	\$ 811,400	\$ 32,050	\$ 865	\$ -		\$ 844,315
Municipal Court	\$ 310,600	\$ 21,575	\$ 9,250	\$ 34,000		\$ 375,425
Neighborhood Services	\$ -	\$ -	\$ -	\$ -		\$ -
Public Works	\$ 846,700	\$ 894,300	\$ 163,850	\$ 67,500	\$ 57,325	\$ 2,029,675
Community Development	\$ 271,200	\$ 302,250	\$ 4,400	\$ 5,000		\$ 582,850
Parks and Recreation						
Mission Aquatic Center	\$ 165,000	\$ 61,700	\$ 41,500	\$ -		\$ 268,200
Sylvester Powell Jr. Community Center	\$ 1,447,000	\$ 751,250	\$ 104,000	\$ 7,000		\$ 2,309,250
Police	\$ 2,948,808	\$ 437,600	\$ 142,700	\$ 13,500	\$ 145,000	\$ 3,687,608
TOTAL	<u>\$ 6,857,330</u>	<u>\$ 2,895,975</u>	<u>\$ 512,515</u>	<u>\$ 154,000</u>	<u>\$ 278,325</u>	<u>\$ 10,698,145</u>

City of Mission 2018 Annual Budget

Summary of Costs by Department

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	% Change 2017 to 2018
<u>General Overhead</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	210,676	252,450	286,500	282,500	-1.40%
Commodities	48,353	45,454	43,750	44,750	2.29%
Capital Outlay	10,495	56,015	175,000	27,000	-84.57%
Debt Service	79,865	78,475	77,000	76,000	-1.30%
TOTAL	\$ 349,389	\$ 432,394	\$ 582,250	\$ 430,250	
<u>Legislative</u>					
Personnel Services	\$ 51,011	\$ 51,226	\$ 56,650	\$ 56,622	-0.05%
Contractual Services	81,492	98,142	112,650	112,750	0.09%
Commodities	99	253	700	1,200	71.43%
Capital Outlay	1,490	-	231,487	-	0.00%
TOTAL	\$ 134,092	\$ 149,622	\$ 401,487	\$ 170,572	
<u>Administration</u>					
Personnel Services	\$ 706,585	\$ 771,238	\$ 802,050	\$ 811,400	1.17%
Contractual Services	26,464	35,546	32,400	32,050	-1.08%
Commodities	135	339	450	865	92.22%
Capital Outlay	3,137	4,958	-	-	0.00%
TOTAL	\$ 736,321	\$ 812,082	\$ 834,900	\$ 844,315	
<u>Municipal Court</u>					
Personnel Services	\$ 294,281	\$ 314,041	\$ 291,000	\$ 310,600	6.74%
Contractual Services	55,566	13,664	21,575	21,575	0.00%
Commodities	4,910	7,076	8,000	9,250	15.63%
Capital Outlay	180	2,107	-	34,000	0.00%
TOTAL	\$ 354,937	\$ 336,888	\$ 320,575	\$ 375,425	
<u>Neighborhood Services</u>					
Personnel Services	\$ 107,102	\$ 114,722	\$ -	\$ -	0.00%
Contractual Services	91,730	86,830	-	-	0.00%
Commodities	1,327	1,082	-	-	0.00%
Capital Outlay	-	23,004	-	-	0.00%
TOTAL	\$ 200,160	\$ 225,638	\$ -	\$ -	

City of Mission 2018 Annual Budget

Summary of Costs by Department

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	% Change 2017 to 2018
<u>Public Works</u>					
Personnel Services	\$ 740,426	\$ 697,672	\$ 839,400	\$ 846,700	0.87%
Contractual Services	758,777	758,303	880,300	894,300	1.59%
Commodities	123,710	76,626	153,350	163,850	6.85%
Capital Outlay	255,654	78,050	315,000	67,500	-78.57%
Debt Service	-	57,325	57,500	57,325	-0.30%
TOTAL	\$ 1,878,567	\$ 1,667,976	\$ 2,245,550	\$ 2,029,675	
<u>Community Development</u>					
Personnel Services	\$ 175,643	\$ 114,289	\$ 265,200	\$ 271,200	2.26%
Contractual Services	271,353	140,047	304,600	302,250	-0.77%
Commodities	408	752	4,500	4,400	-2.22%
Capital Outlay	-	1,077	1,000	5,000	400.00%
TOTAL	\$ 447,404	\$ 256,166	\$ 575,300	\$ 582,850	
<u>Mission Aquatic Center</u>					
Personnel Services	\$ 101,945	\$ 116,234	\$ 166,500	\$ 165,000	-0.90%
Contractual Services	47,461	63,952	59,700	61,700	3.35%
Commodities	30,989	36,856	39,500	41,500	5.06%
Capital Outlay	-	-	-	-	0.00%
TOTAL	\$ 180,395	\$ 217,042	\$ 265,700	\$ 268,200	
<u>Community Center</u>					
Personnel Services	\$ 1,333,977	\$ 1,349,990	\$ 1,397,900	\$ 1,447,000	3.51%
Contractual Services	655,826	772,372	700,250	751,250	7.28%
Commodities	98,171	98,198	93,000	104,000	11.83%
Capital Outlay	-	3,353	-	7,000	0.00%
TOTAL	\$ 2,087,973	\$ 2,223,912	\$ 2,191,150	\$ 2,309,250	
<u>Police</u>					
Personnel Services	\$ 2,577,092	\$ 2,697,671	\$ 2,763,600	\$ 2,948,808	6.70%
Contractual Services	265,494	352,956	423,850	437,600	3.24%
Commodities	90,615	105,126	127,200	142,700	12.19%
Capital Outlay	143,211	375,817	60,000	13,500	-77.50%
Debt Service	-	49,318	149,500	145,000	-3.01%
TOTAL	\$ 3,076,414	\$ 3,580,888	\$ 3,524,150	\$ 3,687,608	
TOTAL COSTS FOR ALL DEPTS.	\$ 9,445,651	\$ 9,902,607	\$ 10,941,062	\$ 10,698,145	-2.22%

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	General Overhead

Department Description

Function and obligations which cannot be readily charged to a particular department are grouped within General Overhead. Included in General Overhead are funds for liability insurance, utilities for City Hall and the Police Department, office supplies, postage, building and grounds maintenance, professional services, legal services, and other city-wide expenses.

Objectives

- Efficiently monitor utility costs
- Control losses through an effective safety and loss control program
- Maintain City Hall and Police Department facilities

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	210,676	252,450	286,500	282,500
Commodities	48,353	45,454	43,750	44,750
Capital Outlay	10,495	56,015	175,000	27,000
Debt Service	79,865	78,475	77,000	76,000
Total	\$ 349,389	\$ 432,394	\$ 582,250	\$ 430,250

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	General Overhead

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Personnel Services</u>						
		\$ -	\$ -	\$ -	\$ -	\$ -
	Total Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Contractual Services</u>						
01-07-201-01	Electricity - City Hall	\$ 39,451	\$ 40,541	\$ 42,406	\$ 43,000	\$ 42,000
01-07-201-03	Natural Gas - City Hall	8,498	4,067	3,222	6,000	6,000
01-07-201-05	Water and Sewer - City Hall	(948)	2,071	2,383	4,000	3,000
01-07-201-08	Telephone	5,959	-	13,282	6,000	6,000
01-07-203-03	Tuition Reimbursement	7,604	7,113	4,000	7,000	7,000
01-07-204-01	Advertising	60	1,443	419	2,000	2,000
01-07-205-01	Insurance - City Hall and Equip	45,195	47,554	55,452	50,000	55,000
01-07-206-03	Periodicals/Books	450	1,575	719	1,500	1,000
01-07-206-04	Legal Publications	2,232	711	1,524	2,000	2,000
01-07-206-05	Professional Services	13,634	19	336	30,000	10,000
01-07-207-02	Finance/Audit	20,695	21,295	21,915	23,000	25,000
01-07-207-07	Pre-employment/Hiring Expense	296	1,266	35	1,500	1,000
01-07-207-07	Bank Fees	3,250	281	-	1,000	1,000
01-07-210-02	Janitorial Services	-	-	2,022	18,000	6,000
01-07-212-06	Service Contracts	22,601	24,256	28,081	25,000	25,000
01-07-213-02	Rentals and Leases	8,484	8,545	8,156	10,000	9,000
01-07-214-02	Property Taxes	11,529	6,463	1,535	14,500	18,000
01-07-214-05	Computer Services	46,401	37,429	53,189	35,000	50,000
01-07-214-06	Codification	2,308	3,142	2,755	3,500	3,500
01-07-214-13	Website Development	14,199	-	5,900	3,500	5,000
01-07-215-03	Contingency	4,500	2,904	5,120	-	5,000
	Total Contractual Services	\$ 256,398	\$ 210,676	\$ 252,450	\$ 286,500	\$ 282,500
<u>Commodities</u>						
01-07-301-01	Office Supplies	\$ 4,956	\$ 9,542	\$ 6,783	\$ 5,000	\$ 5,000
01-07-301-04	Postage	11,365	12,287	11,650	12,000	12,000
01-07-304-04	Misc Supplies	62	173	63	250	250
01-07-305-01	Janitorial Supplies	2,210	1,292	1,920	1,500	2,500
01-07-305-02	Maintenance/Repairs City Hall	10,129	25,059	25,037	25,000	25,000
	Total Commodities	\$ 28,722	\$ 48,353	\$ 45,454	\$ 43,750	\$ 44,750
<u>Capital Outlay</u>						
01-07-402-03	Computer Systems/Software	\$ 1,428	\$ 5,829	\$ 3,925	\$ 175,000	\$ 20,000
01-07-404-06	Equipment Replacement	61,510	4,666	-	-	7,000
01-07-499-01	Land	-	-	52,090	-	-
	Total Capital Outlay	\$ 62,938	\$ 10,495	\$ 56,015	\$ 175,000	\$ 27,000
<u>Debt Service</u>						
	2013A Principal and Interest	78,104	79,865	78,475	77,000	76,000
	Total Debt Service	78,104	79,865	78,475	77,000	76,000
	General Overhead Total	\$ 426,161	\$ 349,389	\$ 432,394	\$ 582,250	\$ 430,250

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Legislative

Department Description

The City Council serves as the legislative and policy-making body of the City. The City Council is composed of eight councilmembers - two from each ward elected for four year terms - and a mayor who is elected at large for a four year term.

Objectives

- Function as the City's legislative body
- Develop ordinances, resolutions, and policies for the betterment of the community
- Authorize budget allocations to provide quality services within available resources
- Empower appointed officers and employees to provide and improve municipal government
- Inform constituents and encourage citizens participation
- Establish short-term and long-range plans and objectives

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ 51,011	\$ 51,226	\$ 56,650	\$ 56,622
Contractual Services	81,492	98,142	112,650	112,750
Commodities	99	253	700	1,200
Capital Outlay	1,490	-	231,487	-
Total	\$ 134,092	\$ 149,621	\$ 401,487	\$ 170,572

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	9.00	9.00	9.00	9.00
Seasonal	0.00	0.00	0.00	0.00
Total	9.00	9.00	9.00	9.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Legislative

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Budget 2017</u>	<u>Proposed 2018</u>
Personnel Services						
01-09-101-03	Wages and Salaries	\$ 48,507	\$ 46,597	\$ 47,432	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-	-	-
01-09-102-02	Social Security	3,695	3,652	3,494	3,700	3,672
01-09-102-03	KPERS	348	-	-	-	-
01-09-102-04	Employment Security	49	114	114	100	100
01-09-102-05	Workers Compensation	400	647	185	650	650
	Total Personnel Services	\$ 52,999	\$ 51,011	\$ 51,226	\$ 56,650	\$ 56,622
Contractual Services						
01-09-201-07	Telephone	\$ 1,310	\$ 99	\$ 81	\$ -	\$ -
01-09-202-06	Commercial Travel	1,593	1,036	1,186	3,000	3,000
01-09-202-07	Lodging and Meals	4,725	2,087	3,576	4,000	5,000
01-09-202-08	Parking and Tolls	209	17	59	200	200
01-09-202-09	Mileage	240	314	140	350	350
01-09-203-02	Registration	2,740	1,060	2,580	3,500	3,500
01-09-205-01	Insurance - Public Official	3,500	7,000	6,646	7,000	7,000
01-09-206-01	Professional Organizations	390	50	50	100	100
01-09-206-02	Municipal Organizations	6,997	7,335	8,563	8,000	9,000
01-09-206-03	Periodicals/Books	248	275	113	500	500
01-09-208-01	Annual Celebrations	16,162	13,892	7,351	10,000	10,000
01-09-208-02	Election Expense	11,715	-	12,937	15,000	15,000
01-09-208-03	Holiday Parties	9,908	5,179	5,725	7,500	7,500
01-09-208-04	Public Relations	10,071	6,075	7,644	6,000	6,000
01-09-208-05	Meeting Expenses	887	890	225	1,000	4,000
01-09-208-07	Economic Development	1,925	-	-	-	-
01-09-208-08	Human Service Fund (UCS)	6,395	6,395	7,000	7,000	7,600
01-09-208-09	Chamber of Commerce	5,756	5,926	5,165	6,500	6,500
01-09-208-12	MARC	2,024	2,306	2,343	2,500	2,500
01-09-208-15	JOCO Utility Assistance	-	1,555	-	-	-
01-09-208-16	Farmer's Market	-	-	6,758	10,000	10,000
01-09-214-07	Newsletter	20,000	20,000	20,000	20,000	-
01-09-215-03	Miscellaneous	-	-	-	500	-
	Sustainability Expenses	-	-	-	-	5,000
	Parks, Recreation, and Tree Board	-	-	-	-	5,000
	Planning Commission	-	-	-	-	5,000
	Total Contractual Services	\$ 106,795	\$ 81,492	\$ 98,142	\$ 112,650	\$ 112,750
Commodities						
01-09-301-01	Office Supplies	\$ -	\$ 99	\$ 180	\$ 500	\$ 500
01-09-301-04	Printing	240	-	73	200	200
	Clothing	-	-	-	-	500
	Total Commodities	\$ 240	\$ 99	\$ 253	\$ 700	\$ 1,200
Capital Outlay						
01-09-407-05	Contingency	\$ 195	\$ 1,490	\$ -	\$ 231,487	\$ -
	Total Capital Outlay	\$ 195	\$ 1,490	\$ -	\$ 231,487	\$ -
	Legislative Total	\$ 160,229	\$ 134,092	\$ 149,622	\$ 401,487	\$ 170,572

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Administration

Department Description

The Administration Department provides for the finance, accounting, human resources, payroll, record-keeping and public information functions of the City.

The City Administrator provides the Governing Body with information and implements municipal policies, overseeing the day to day operations of the City.

The Assistant City Administrator/Finance Director is responsible for administering the financial functions of the City including accounting, debt service, and auditing. This position also oversees the Human Resources and the risk management functions of the City as well as the Community Development Department.

The City Clerk administers and maintains the municipal records of the City. The City Clerk also coordinates the City newsletter and oversees the municipal court function.

The Public Information Officer coordinates various community outreach initiatives, oversees the

Objectives

- Promote organizational excellence
- Provide solid financial control
- Monitor, supervise, direct, control, and promote organizational activities
- Coordinate and maintain records of business license
- Respond to citizen inquiries and requests for services
- Administer classification and compensation system and employee benefits in accordance

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ 706,585	\$ 771,238	\$ 802,050	\$ 811,400
Contractual Services	26,464	35,546	32,400	32,050
Commodities	135	339	450	865
Capital Outlay	3,137	4,958	-	-
Total	\$ 736,321	\$ 812,081	\$ 834,900	\$ 844,315

Authorized Positions

Full-Time	7.00	7.00	7.00	7.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	7.00	7.00	7.00	7.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Administration

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-10-101-01	Full Time Salaries	\$ 406,253	\$ 487,520	\$ 550,695	\$ 563,000	\$ 575,000
01-10-101-02	Part Time Salaries	51,092	38,067	42,872	43,850	44,000
01-10-101-04	Overtime Salaries	-	-	-	-	-
01-10-102-01	Health/Welfare Benefits	49,994	84,253	63,688	88,200	78,000
01-10-102-02	Social Security	34,596	39,086	46,751	42,400	46,000
01-10-102-03	KPERS	34,886	48,293	55,844	51,500	55,000
01-10-102-04	Employment Security	486	1,255	1,557	600	1,400
01-10-102-05	Workers Compensation	1,500	1,941	555	1,500	2,000
01-10-102-06	City Pension	5,949	6,170	9,277	11,000	10,000
	Total Personnel Services	\$ 584,757	\$ 706,585	\$ 771,238	\$ 802,050	\$ 811,400

Contractual Services						
01-10-201-08	Telephone	\$ 862	\$ 1,236	\$ 965	\$ 1,500	\$ 1,500
01-10-202-02	Commercial Travel	1,721	1,433	-	1,500	1,500
01-10-202-03	Lodging/Meals	6,189	3,737	762	4,000	4,000
01-10-202-04	Parking/Tolls	392	198	167	200	200
01-10-202-05	Mileage	861	1,259	1,192	1,500	1,500
01-10-203-01	Registration/Tuition	4,857	4,240	4,079	5,500	5,500
01-10-204-01	Advertising	296	-	-	-	-
01-10-205-02	Notary Bonds	-	75	125	100	100
01-10-206-01	Professional Organizations	3,385	4,060	3,437	4,500	5,500
01-10-206-02	Municipal Organizations	-	500	149	500	500
01-10-206-03	Periodicals/Books/Publications	764	390	569	500	2,000
01-10-206-05	Professional Services	450	324	13,217	850	1,000
01-10-206-06	Attorney Services	(2,321)	-	455	-	-
01-10-207-07	Pre-Employment Testing	-	-	159	-	-
01-10-208-04	Public Relations	4,246	3,855	3,973	4,000	4,000
01-10-208-05	Meeting Expenses	1,268	1,692	1,452	1,500	2,500
01-10-208-13	Employee Recognition	561	357	38	500	1,500
01-10-212-06	Service Contracts	-	-	223	-	-
01-10-214-03	Printing	279	208	169	250	250
01-10-215-03	Miscellaneous	21	160	787	500	500
01-10-215-04	Sustainability Expenses	(162)	2,740	3,628	5,000	-
	Total Contractual Services	\$ 23,668	\$ 26,464	\$ 35,546	\$ 32,400	\$ 32,050

Commodities						
01-10-301-01	Office Supplies	\$ 473	\$ -	\$ 270	\$ 250	\$ 250
01-10-301-04	Postage	-	-	(30)	-	15
01-10-301-05	Printed Forms	65	135	99	200	100
	Clothing	-	-	-	-	500
	Total Commodities	\$ 538	\$ 135	\$ 339	\$ 450	\$ 865

Capital Outlay						
01-10-401-01	Office Machines	\$ 430	\$ -	\$ 838	\$ -	\$ -
01-10-401-02	Office Furnishings	-	3,174	3,507	-	-
01-10-402-03	Computer Systems	1,558	40	613	-	-
01-10-407-05	Contingency	-	(77)	-	-	-
	Total Capital Outlay	\$ 1,988	\$ 3,137	\$ 4,958	\$ -	\$ -
	Administration Total	\$ 610,951	\$ 736,321	\$ 812,082	\$ 834,900	\$ 844,315

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Municipal Court

Department Description

The Municipal Court Department provides a venue for the administration of justice in matters concerning violations of City ordinances and penal statutes of the State of Kansas.

The Municipal Court is composed of three court clerks. The municipal judge is appointed by the City Council and serves on a part-time basis. The City Attorney serves as the prosecutor.

Until 2016, this department also included part-bailiffs. This function was transferred to the Police Department in 2016.

Objectives

- Issues warrants for ordinances violations
- Keep current and up-to-date on entering warrants into systems
- Maintain a diversionary program for DUI cases
- Maintain a computerized record of municipal violations and the Court's disposition of cases.

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ 294,281	\$ 314,041	\$ 291,000	\$ 310,600
Contractual Services	55,566	13,664	21,575	21,575
Commodities	4,910	7,076	8,000	9,250
Capital Outlay	180	2,107	-	34,000
Total	\$ 354,937	\$ 336,888	\$ 320,575	\$ 375,425

Authorized Positions

Full-Time	4.00	3.00	3.00	3.00
Part-Time	7.00	7.00	2.00	2.00
Seasonal	0.00	0.00	0.00	0.00
Total	11.00	10.00	5.00	5.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Municipal Court

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Personnel Services</u>						
01-11-101-01	Full Time Salaries	\$ 123,694	\$ 126,624	\$ 132,071	\$ 134,000	\$ 143,000
01-11-101-02	Part Time Salaries	16,521	6,962	8,561	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,268	8,213	7,544	8,000	8,000
01-11-101-06	City Attorney - Court	44,555	40,365	58,670	45,000	50,000
01-11-101-09	City Attorney Appeals - Court	20,685	7,020	13,560	8,000	8,000
01-11-102-01	Health/Welfare Benefits	30,552	37,754	31,534	32,500	33,000
01-11-102-02	Social Security	14,914	16,094	12,994	15,000	18,000
01-11-102-03	KPERS	12,598	13,419	14,636	12,500	14,000
01-11-102-04	Employment Security	170	504	424	300	600
01-11-102-05	Workers Compensation	2,500	3,883	1,109	3,000	3,000
01-11-102-06	City Pension	2,787	3,074	2,938	2,700	3,000
01-11-102-07	Admin Charge/Pension Plan	556	368	-	-	-
	Total Personal Services	\$ 307,799	\$ 294,281	\$ 314,041	\$ 291,000	\$ 310,600
<u>Contractual Services</u>						
01-11-201-08	Telephone	\$ 3,382	\$ 5,649	\$ 2,160	\$ 3,500	\$ 3,500
01-11-202-03	Lodging/Meals	-	184	452	800	800
01-11-202-04	Parking/Tolls	-	-	5	25	25
01-11-202-05	Mileage	-	273	132	500	500
01-11-203-01	Registration/Tuition	25	320	305	600	500
01-11-204-01	Advertising - Classified	288	-	-	100	100
01-11-205-01	Insurance	600	700	655	700	700
01-11-205-02	Notary Bonds	-	150	-	100	100
01-11-206-05	Professional Services	-	6,000	895	4,800	5,000
01-11-206-06	City Attorney Services	-	-	-	-	-
01-11-207-07	Pre-employment Expenses	140	-	52	150	150
01-11-208-13	Employee Recognition	623	200	-	300	200
01-11-209-01	Appeals	-	-	480	-	-
01-11-209-02	Computer Maintenance	6,100	2,453	6,350	5,000	5,000
01-11-209-03	Defense	2,914	3,203	2,178	5,000	5,000
01-11-214-08	Prisoner Care	28,000	36,435	-	-	-
	Total Contractual Services	\$ 42,072	\$ 55,566	\$ 13,664	\$ 21,575	\$ 21,575
<u>Commodities</u>						
01-11-301-01	Office Supplies	\$ 3,014	\$ 2,147	\$ 2,574	\$ 3,500	\$ 3,500
01-11-301-04	Postage	123	-	-	-	-
01-11-301-05	Printed Forms	1,072	2,763	4,279	4,500	5,000
01-11-302-01	Clothing	82	-	223	-	750
	Total Commodities	\$ 4,291	\$ 4,910	\$ 7,076	\$ 8,000	\$ 9,250
<u>Capital Outlay</u>						
01-11-401-01	Office Machines	\$ -	\$ -	\$ 1,122	\$ -	\$ -
01-11-402-03	Computer Systems	-	180	985	-	34,000
01-11-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ -	\$ 180	\$ 2,107	\$ -	\$ 34,000
	Municipal Court Total	\$ 354,162	\$ 354,937	\$ 336,888	\$ 320,575	\$ 375,425

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Neighborhood Services

Department Description

The Neighborhood Services Department conducts enforcement of the City's property maintenance codes and rental dwelling licensure program. This department also provides a number of neighborhood support services including grant assistance for property upkeep, neighborhood clean-up programs, and assistance for senior citizens with property tax and utility bills. This department also oversees the City's solid waste management program.

This department was merged with the Community Development Department in 2017.

Objectives

- Proactively promote quality housing
- Proactively provide support to residential neighborhoods
- Proactively address property maintenance code issues
- Administer the rental dwelling licensing and inspection program
- Create and promote City sponsored assistance programs

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ 107,102	\$ 114,722	\$ -	\$ -
Contractual Services	91,730	86,830	-	-
Commodities	1,327	1,082	-	-
Capital Outlay	-	23,004	-	-
Total	\$ 200,159	\$ 225,638	\$ -	\$ -

Authorized Positions

Full-Time	2.00	2.00	2.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	2.00	2.00	2.00	0.00

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-15-101-01	Full Time Salaries	\$ 86,545	\$ 74,053	\$ 81,410	\$ -	\$ -
01-15-101-02	Part Time Salaries	9,794	-	-	-	-
01-15-101-04	Overtime Salaries	327	54	2,049	-	-
01-15-102-01	Health/Welfare Benefits	11,632	14,408	12,944	-	-
01-15-102-02	Social Security	7,489	5,629	6,354	-	-
01-15-102-03	KPERS	8,598	7,199	8,839	-	-
01-15-102-04	Employment Security	98	180	208	-	-
01-15-102-05	Workers Compensation	2,500	4,530	1,294	-	-
01-15-102-06	City Pension	1,236	1,049	1,624	-	-
	Total Personnel Services	\$ 128,218	\$ 107,102	\$ 114,722	\$ -	\$ -

Contractual Services						
01-15-201-08	Telephone	\$ -	\$ 160	\$ -	-	-
01-15-202-02	Commercial Travel	526	394	286	-	-
01-15-202-03	Lodging / Meals	786	1,041	1,554	-	-
01-15-202-04	Parking / Tolls	20	82	96	-	-
01-15-202-05	Mileage	468	236	456	-	-
01-15-203-01	Registration	1,002	1,411	1,972	-	-
01-15-204-01	Advertising	-	148	-	-	-
01-15-205-01	Insurance	249	100	234	-	-
01-15-206-01	Professional Organizations	705	215	439	-	-
01-15-206-03	Periodicals/Books	189	-	49	-	-
01-15-206-04	Legal Publications	716	-	-	-	-
01-15-206-05	Professional Services	16,394	15,760	288	-	-
01-15-206-06	Legal Services	-	-	-	-	-
01-15-207-04	Housing Imp - Loan Program	-	23	-	-	-
01-15-207-07	Pre-Employment Testing	234	-	-	-	-
01-15-208-04	Public Relations	46	30	1,991	-	-
01-15-208-13	Employee Recognition	128	50	-	-	-
01-15-212-07	Vehicle Maintenance	-	147	125	-	-
01-15-214-03	Printing	551	345	258	-	-
01-15-215-03	Miscellaneous	584	631	367	-	-
01-15-216-01	Nuisance Abatement	395	3,666	5,644	-	-
01-15-216-02	Weed Abatement	-	-	(366)	-	-
01-15-216-04	Mission Possible Program	32,990	24,830	31,531	-	-
01-15-216-05	How-To Clinics	501	-	-	-	-
01-15-216-06	Neighborhood Grant Program	3,675	3,859	4,136	-	-
01-15-216-07	Business Improvement Grant	25,265	22,750	24,414	-	-
01-15-216-09	Citizen Rebate Program	11,551	9,829	13,080	-	-
01-15-216-11	Jo Co Utility Assistance	826	6,025	-	-	-
01-15-216-12	Storm Water BMP	106	-	275	-	-
	Total Contractual Services	\$ 97,906	\$ 91,730	\$ 86,830	\$ -	\$ -

Commodities						
01-15-301-01	Office Supplies	\$ 110	\$ 48	\$ 71	\$ -	\$ -
01-15-301-02	Clothing	-	513	492	-	-
01-15-301-05	Printed Forms	-	-	-	-	-
01-15-304-04	Miscellaneous	-	-	49	-	-
01-15-306-01	Gas/Oil	860	767	470	-	-
	Total Commodities	\$ 970	\$ 1,327	\$ 1,082	\$ -	\$ -

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
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	-	-	1,095	-	-
01-15-407-01	Vehicle	-	-	21,909	-	-
01-15-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ 23,004	\$ -	\$ -
	Neighborhood Services Total	\$ 227,094	\$ 200,160	\$ 225,638	\$ -	\$ -

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Public Works

Department Description

The Public Works Department is responsible - either directly or through third-party contracts - the maintenance and care of the City's infrastructure and facilities.

In particular, the department provides general street maintenance services including patching and repair, snow removal, and sweeping. The department also oversees the City's annual programs asphalt overlay and slurry seal to pro-long the life of the pavement. The Department also oversees contracts for design and construction of major street and storm water repair projects.

The Public Works Department is responsible for the mowing and care of the City's parks and playgrounds, and maintenance of the City's facilities.

Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails
- Maintain city parks, playgrounds, shelters, and other facilities
- Maintain yards and landscape areas
- Maintain public facilities
- Maintain city vehicles and equipment

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ 740,426	\$ 697,672	\$ 839,400	\$ 846,700
Contractual Services	758,775	758,303	880,300	894,300
Commodities	123,710	76,262	153,350	163,850
Capital Outlay	255,654	78,050	315,000	67,500
Debt Service (Lease)	-	57,325	57,500	57,325
Total	\$ 1,878,565	\$ 1,667,612	\$ 2,245,550	\$ 2,029,675

Authorized Positions

Full-Time	11.00	11.00	12.00	12.00
Part-Time	1.00	1.00	0.00	1.00
Seasonal	0.63	0.00	0.00	0.00
Total	12.63	12.00	12.00	13.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-20-101-01	Full Time Salaries	\$ 434,544	\$ 478,717	\$ 471,702	\$ 532,000	\$ 525,500
01-20-101-02	Part Time Salaries	21,672	23,050	12,829	6,000	27,000
01-20-101-04	Overtime Salaries	21,979	9,928	9,999	25,000	21,000
01-20-102-01	Health/Welfare Benefits	78,906	95,426	99,177	147,500	136,500
01-20-102-02	Social Security	35,684	39,492	35,766	42,000	44,500
01-20-102-03	KPERS	47,180	50,952	50,512	51,500	54,500
01-20-102-04	Employment Security	464	1,221	1,166	600	1,200
01-20-102-05	Workers Compensation	24,000	31,060	8,875	26,000	28,000
01-20-102-06	City Pension	9,883	10,581	7,645	8,800	8,500
	Total Personnel Services	\$ 674,312	\$ 740,426	\$ 697,672	\$ 839,400	\$ 846,700
Contractual Services						
01-20-201-02	Electricity - Maint. Facility	\$ 15,951	\$ 15,237	\$ 15,400	\$ 20,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	12,494	5,335	6,479	9,500	9,500
01-20-201-06	Water and Sewer - Maint. Facility	5,427	5,801	7,388	6,500	7,500
01-20-201-07	Refuse - Maint. Facility	1,097	1,279	1,600	5,000	3,000
01-20-201-08	Telephone	6,407	5,740	3,533	6,500	6,500
01-20-201-10	Traffic Signals - KCPL Lease	312,112	330,301	348,807	360,000	378,000
01-20-201-11	Traffic Signal - OP Interlocal	5,978	5,918	6,112	8,000	8,000
01-20-201-12	Traffic Signals Maint.	24,157	19,585	19,425	25,000	25,000
01-20-201-13	Street Lights - KCPL Power	81,578	55,146	49,357	60,000	60,000
01-20-201-15	Street Lights - Streetscape & Parks	4,189	1,536	1,105	2,500	2,500
01-20-202-02	Travel/Commercial	724	781	546	1,000	1,500
01-20-202-03	Lodging / Meals	590	1,950	2,210	2,000	2,000
01-20-202-04	Parking / Tolls	-	61	64	100	100
01-20-202-05	Mileage	-	363	72	1,000	1,000
01-20-203-01	Registration / Tuition	1,779	2,514	3,907	3,500	3,500
01-20-204-01	Advertising	656	-	2,996	500	1,000
01-20-205-01	Insurance - Building & Equipment	38,500	40,000	37,793	40,000	40,000
01-20-206-01	Professional Organizations	1,682	1,734	1,467	2,500	2,000
01-20-206-04	Legal Advertising	53	15	-	100	100
01-20-206-05	Professional Services	-	-	-	2,500	2,500
01-20-207-03	Engineering/Architect Services	34,362	49,341	13,146	45,000	45,000
01-20-207-06	Inspections	1,100	3,295	200	4,000	7,000
01-20-207-07	Pre-Employment Drug Testing	888	864	1,634	1,000	1,000
01-20-208-04	Public Relations	658	549	559	1,000	1,000
01-20-208-05	Meeting Expense	238	92	93	500	500
01-20-208-13	Employee Recognition	983	1,146	983	1,500	1,500
01-20-210-01	Building Repairs / Maintenance	5,461	10,061	7,593	10,000	10,000
01-20-210-02	Janitorial Services	-	-	1,372	5,000	5,000
01-20-210-03	Trees / Shrubs Maintenance	3,030	1,471	2,412	20,000	5,000
01-20-210-04	Tree Board	2,981	1,467	1,097	5,000	-
01-20-212-03	Storm Warning Sirens	1,449	827	728	1,500	1,500
01-20-212-05	Equipment Repairs	548	1,231	1,044	8,000	8,000
01-20-212-06	Service Contracts	110,314	157,247	184,268	175,000	180,000
01-20-212-07	Vehicle Maintenance	11,240	21,964	9,765	20,000	20,000
01-20-212-08	Holiday Decorations	792	11,288	13,857	15,000	20,000
01-20-212-09	Johnson Drive Maintenance	-	573	5,904	5,000	7,500
01-20-213-02	Rental Equipment	1,635	2,931	3,838	4,000	5,000
01-20-213-03	Laundry / Uniforms	1,264	1,123	1,250	2,000	2,000
01-20-214-02	Vehicle Registration	86	3	40	100	100
01-20-214-03	Printing	-	-	14	500	500
01-20-214-04	Computer Services	-	-	248	-	-
01-20-215-03	Contingency	-	10	-	-	-
	Total Contractual Services	\$ 690,451	\$ 758,777	\$ 758,303	\$ 880,300	\$ 894,300

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Commodities						
01-20-301-01	Office Supplies	\$ 766	\$ 769	\$ 735	\$ 1,000	\$ 1,000
01-20-301-04	Postage	99	-	62	100	100
01-20-302-01	Uniforms/Clothing	401	175	1,943	1,000	1,500
01-20-303-04	Safety Supplies	7,717	3,290	3,411	4,000	4,000
01-20-304-01	Shop Chemicals	1,736	163	1,537	3,000	3,000
01-20-304-02	Fertilizer / Weeds	537	411	983	1,000	1,000
01-20-304-04	Misc. Supplies	27	30	80	250	250
01-20-305-01	Janitor Supplies	717	1,364	254	1,500	1,500
01-20-305-02	Bld Repair Parts / Plumbing	985	85	969	3,500	3,500
01-20-305-03	Tools - Building / Land Maint	4,368	3,030	3,552	4,000	4,000
01-20-305-04	Landscape	1,098	739	432	2,500	2,500
01-20-306-01	Gas / Oil	29,761	19,499	15,524	25,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	14,875	18,969	23,748	25,000	25,000
01-20-306-03	Tools - Vehicle / Equip Maint	2,365	5,940	1,631	5,000	5,000
01-20-307-01	Asphalt Patch	-	916	-	-	-
01-20-307-02	Rock	638	278	684	1,000	1,000
01-20-307-03	Sand / Salt	33,973	54,542	1,127	55,000	55,000
01-20-307-05	Signs	2,745	5,504	4,588	5,000	5,000
01-20-307-06	Traffic Paint	931	70	59	500	500
01-20-307-07	Park Maintenance	7,693	7,938	15,305	15,000	25,000
	Total Commodities	\$ 111,433	\$ 123,710	\$ 76,626	\$ 153,350	\$ 163,850
Capital Outlay						
01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	-	479	-	-	-
01-20-402-03	Computer Systems	-	2,147	901	-	-
01-20-403-03	Public Works Vehicles	140,099	253,028	64,379	115,000	-
01-20-403-06	Public Works - Other Equipment	12,054	-	12,770	200,000	67,500
01-20-404-04	Radios	-	-	-	-	-
01-20-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ 152,153	\$ 255,654	\$ 78,050	\$ 315,000	\$ 67,500
Debt Service						
	2015 Lease Purchase	\$ -	\$ -	\$ 57,325	\$ 57,500	\$ 57,325
	Total for Debt Service	\$ -	\$ -	\$ 57,325	\$ 57,500	\$ 57,325
	Public Works Total	\$ 1,628,349	\$ 1,878,567	\$ 1,667,976	\$ 2,245,550	\$ 2,029,675

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Community Development

Department Description

The Community Development Department works to ensure orderly development and redevelopment through the administration of the comprehensive planning, zoning, and subdivision review process. Department staff provides support and assistance to the Planning Commission and Board of Zoning Appeals.

The Community Development Department enforces the City's building construction codes through a systematic plan review and inspection program. These services were provided through a contractual relationship with Johnson County until the end of 2016. The City is utilizing a not-for-profit organization for these services in 2017 while it explores a more long-term approach to providing these services.

In 2016 the Community Development Director position was eliminated, and oversight of the Department was placed with the Assistant City Administrator/Finance Director. In 2017 the Neighborhood Services Department was merged with the Community Development

Objectives

- Effectively manage city redevelopment projects
- Effectively inform the public regarding development opportunities in Mission
- Effectively manage the development review process
- Maintain efficient permitting and building inspection program

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ 175,643	\$ 114,289	\$ 265,200	\$ 271,200
Contractual Services	271,353	140,047	304,600	302,250
Commodities	408	752	4,500	4,400
Capital Outlay	-	1,077	1,000	5,000
Total	\$ 447,404	\$ 256,165	\$ 575,300	\$ 582,850

Authorized Positions

Full-Time	3.00	2.00	2.00	4.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	3.00	2.00	2.00	4.00

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-23-101-01	Full Time Salaries	\$ 199,174	\$ 130,259	\$ 93,655	\$ 191,500	\$ 209,500
01-23-101-02	Part Time Salaries	-	-	-	-	-
01-23-101-04	Overtime Salaries	493	148	91	800	500
01-23-102-01	Health/Welfare Benefits	22,797	17,279	2,027	32,200	14,000
01-23-102-02	Social Security	14,688	10,610	6,863	14,900	16,000
01-23-102-03	KPERS	19,399	11,149	9,295	17,500	20,000
01-23-102-04	Employment Security	191	323	224	200	500
01-23-102-05	Workers Compensation	1,500	2,783	555	5,000	6,500
01-23-102-06	City Pension	4,191	3,091	1,580	3,100	4,200
	Total Personnel Services	\$ 262,433	\$ 175,643	\$ 114,289	\$ 265,200	\$ 271,200

Contractual Services						
01-23-201-08	Telephone	\$ 289	\$ 348	\$ 283	\$ 500	\$ 500
01-23-202-02	Commercial Travel	-	-	698	1,500	1,500
01-23-202-03	Lodging / Meals	637	88	890	3,050	3,050
01-23-202-04	Parking / Tolls	14	18	68	200	200
01-23-202-05	Mileage	1,171	15	172	1,650	1,650
01-23-203-01	Registration /Tuition	1,220	344	1,750	3,300	3,500
01-23-203-02	Planning Commission	2,071	864	655	4,000	-
01-23-205-01	Insurance	-	-	-	250	250
01-23-205-01	Notary	-	-	100	-	-
01-23-206-01	Professional Organizations	2,353	973	1,138	2,300	2,300
01-23-206-03	Periodicals/Books/Publications	216	-	-	50	50
01-23-206-04	Advertising	56	83	120	500	500
01-23-206-04	Legal Publications	-	-	-	1,100	1,100
01-23-206-05	Professional Services	9,536	20,570	11,373	5,500	5,500
01-23-206-06	Land Use Attorney Services	29,610	13,972	26,704	30,000	30,000
01-23-206-08	Jo Co Plan/Inspection Fees	118,923	174,874	78,228	85,000	85,000
01-23-207-03	Eng/Arch/Planning Services	22,203	58,537	17,316	51,000	51,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	100	-
01-23-207-07	Pre-Employment Testing	-	-	52	200	-
01-23-208-04	Public Relations	106	179	60	4,250	6,000
01-23-208-05	Meeting Expense	235	70	242	250	250
01-23-208-13	Employee Recognition	150	68	-	400	400
01-23-212-07	Vehicle Maintenance	-	-	-	500	500
01-23-214-03	Printing	-	349	198	1,500	1,500
01-23-215-03	Miscellaneous	-	-	-	1,000	1,000
01-23-216-01	Nuisance Abatement	-	-	-	6,000	6,000
01-23-216-04	Mission Possible Program	-	-	-	35,000	35,000
01-23-216-06	Neighborhood Grant Program	-	-	-	5,000	5,000
01-23-216-07	Business Improvement Grant	-	-	-	35,000	35,000
01-23-216-09	Citizen Rebate Program	-	-	-	20,000	20,000
01-23-216-11	Jo County Utility Assistance Prog	-	-	-	5,000	5,000
01-23-216-12	Storm Water BMP	-	-	-	500	500
	Total Contractual Services	\$ 188,791	\$ 271,353	\$ 140,047	\$ 304,600	\$ 302,250

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Commodities						
01-23-301-01	Office Supplies	\$ 766	\$ 408	\$ 320	\$ 800	\$ 800
01-23-301-03	Clothing	-	-	-	500	500
01-23-301-02	City Maps	-	-	70	200	100
01-23-301-04	Postage	-	-	-	500	500
01-23-301-05	Printed Forms	-	-	363	1,000	1,000
01-23-306-01	Gas/Oil	-	-	-	1,500	1,500
	Total Commodities	\$ 766	\$ 408	\$ 752	\$ 4,500	\$ 4,400
Capital Outlay						
01-23-401-01	Office Machines	\$ -	\$ -	\$ 90	\$ -	\$ -
01-23-401-02	Office Furnishings	-	-	987	1,000	5,000
01-23-402-03	Computer Systems	-	-	-	-	-
01-23-403-06	Other Equipment/Software	-	-	-	-	-
01-23-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ 1,077	\$ 1,000	\$ 5,000
	Community Development Total	\$ 451,990	\$ 447,404	\$ 256,166	\$ 575,300	\$ 582,850

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Parks and Recreation

Department Description

The Parks and Recreation Department initiates, develops, and administers recreational programs for Mission residents and the general public. The Community Center facility houses the majority of recreational class, programs, and special events. Programs and services are also offered at the outdoor Mission Family Aquatic Center and other outdoor park facilities through the City. The Parks and Recreation budget is structured into two divisions - Mission Family Aquatic Center and Community Center.

Objectives

- Provide programs, classes, and special events at parks and recreation facilities, and through community partnerships
- Coordinate on-going needs assessment for parks and recreation programs and facilities
- Staff and operate parks and recreational facilities with a customer service focus, emphasizing the effective use of City resources
- Offer age specific programs for youth, seniors and other demographics
- Maintain and operate Mission Aquatic Facility

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ 1,333,977	\$ 1,349,990	\$ 1,564,400	\$ 1,612,000
Contractual Services	655,826	772,372	759,950	812,950
Commodities	98,171	98,198	132,500	145,500
Capital Outlay	-	3,353	-	7,000
Total	\$ 2,087,974	\$ 2,223,913	\$ 2,456,850	\$ 2,577,450

Authorized Positions

Full-Time	13.00	14.00	13.00	13.00
Part-Time (1040 hr avg.)	54.62	54.62	54.62	54.62
Seasonal (650 hr avg.)	15.84	15.84	15.84	15.84
Total	83.46	84.46	83.46	83.46

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-25-101-01	Full Time Salaries	\$ 17,583	\$ 16,371	\$ 13,674	\$ 20,400	\$ 21,500
01-25-101-02	Part Time Salaries	104,535	65,412	88,051	125,000	115,000
01-25-101-04	Overtime Salaries	3,338	2,104	1,242	2,000	2,000
01-25-102-01	Health/Welfare Benefits	2,157	2,482	1,598	3,100	7,700
01-25-102-02	Social Security	9,761	6,695	8,149	8,500	10,000
01-25-102-03	KPERS	2,056	1,811	1,111	2,000	2,000
01-25-102-04	Employment Security	132	217	266	100	300
01-25-102-05	Workers Compensation	7,000	6,471	1,849	5,000	6,000
01-25-102-06	City Pension	356	382	293	400	500
	Total Personnel Services	\$ 146,920	\$ 101,945	\$ 116,234	\$ 166,500	\$ 165,000
Contractual Services						
01-25-201-01	Electricity	\$ 13,458	\$ 16,005	\$ 14,113	\$ 17,000	\$ 16,000
01-25-201-03	Gas	-	-	-	1,000	-
01-25-201-05	Water and Sewer	10,616	3,969	19,976	11,000	12,000
01-25-201-08	Telephone	803	495	-	900	900
01-25-203-03	Training/Registration	1,411	525	1,018	1,500	1,500
01-25-204-01	Marketing/Public Relations	1,890	615	23	3,000	2,000
01-25-205-01	Insurance - Building & Equipment	5,000	5,000	4,679	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	735	-	105	800	800
01-25-208-13	Employee Recognition	157	266	362	500	500
01-25-210-01	Maint Bldg. / Land	330	932	3,519	2,000	2,500
01-25-212-05	Other Equipment / Repairs	40	236	3,724	1,000	2,500
01-25-213-02	Rental Agreements	775	775	1,101	1,500	1,500
01-25-214-05	Computer Services	-	-	669	-	-
01-25-214-12	Mission Swim Team	7,500	7,513	7,500	7,500	7,500
01-25-215-02	Contract Serv/Maint Agreements	7,656	11,129	7,164	7,000	9,000
01-25-215-05	Consultant/Instructors	2,566	-	-	-	-
	Total Contractual Services	\$ 52,937	\$ 47,461	\$ 63,952	\$ 59,700	\$ 61,700
Commodities						
01-25-301-01	Office Supplies	\$ 73	\$ 548	\$ 5	\$ 250	\$ 250
01-25-301-02	Clothing	1,076	1,396	1,829	2,500	2,000
01-25-301-03	Food Service	18,692	16,036	16,930	20,000	20,000
01-25-301-04	Printing	-	575	-	-	-
01-25-301-08	Equipment and Supplies	11,202	3,804	5,719	7,500	7,500
01-25-303-04	Safety Supplies	-	545	568	500	1,000
01-25-304-02	Cleaning Chemicals	226	266	6	750	750
01-25-304-05	Pool Chemicals	10,733	6,982	10,900	7,500	9,000
01-25-305-05	Repair / Parts Maintenance	286	837	899	500	1,000
	Total Commodities	\$ 42,287	\$ 30,989	\$ 36,856	\$ 39,500	\$ 41,500
Capital Outlay						
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		\$ 242,144	\$ 180,395	\$ 217,042	\$ 265,700	\$ 268,200

City of Mission 2018 Budget Worksheet

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

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-27-101-01	Full Time Salaries	\$ 561,415	\$ 529,386	\$ 561,654	\$ 567,000	\$ 600,000
01-27-101-02	Part Time Salaries	465,266	478,553	490,390	510,000	520,000
01-27-101-04	Overtime Salaries	25,416	24,754	21,855	25,000	20,000
01-27-102-01	Health/Welfare Benefits	114,192	119,155	111,953	121,000	125,500
01-27-102-02	Social Security	78,988	81,325	80,640	86,700	88,000
01-27-102-03	KPERS	60,512	59,681	61,273	54,700	61,000
01-27-102-04	Employment Security	1,025	2,547	2,628	1,100	3,000
01-27-102-05	Workers Compensation	15,415	25,949	7,396	20,000	17,500
01-27-102-06	City Pension	13,128	12,627	12,201	12,400	12,000
	Total Personnel Services	\$ 1,335,357	\$ 1,333,977	\$ 1,349,990	\$ 1,397,900	\$ 1,447,000

Contractual Services

01-27-201-01	Electric	\$ 168,120	\$ 154,863	\$ 199,696	\$ 165,000	\$ 205,000
01-27-201-03	Gas	53,070	29,732	28,337	40,000	35,000
01-27-201-05	Water and Sewer	32,673	34,429	40,702	35,000	35,000
01-27-201-08	Telephone	4,704	3,101	2,533	5,000	5,000
01-27-202-02	Travel / Commercial	2,453	501	-	1,500	2,500
01-27-202-03	Lodging / Meals	1,499	2,460	1,881	2,500	3,500
01-27-202-04	Parking / Tolls	149	104	54	150	150
01-27-202-05	Mileage Staff	655	391	718	1,500	1,500
01-27-203-01	Registration / Tuition	469	2,713	1,184	2,000	3,500
01-27-203-02	Staff Training	2,583	2,515	1,813	5,000	3,000
01-27-203-03	Tuition Reimbursement	-	89	-	-	-
01-27-204-01	Marketing / Public Relations	18,174	21,708	21,485	30,000	30,000
01-27-205-01	Insurance - Building & Equipment	37,000	33,000	34,621	37,000	37,000
01-27-205-02	Notary Bonds	-	-	75	100	100
01-27-206-01	Professional Organizations	1,996	2,015	2,070	3,000	2,500
01-27-207-07	Pre-Employment Drug Testing	2,170	2,182	3,382	2,000	3,500
01-27-208-13	Employee Recognition	1,561	1,727	1,448	2,000	3,000
01-27-210-01	Maint - Bldg. / Land	82,927	47,478	93,318	40,000	30,000
01-27-212-05	Equipment Maintenance	12,611	7,679	13,572	8,000	10,000
01-27-212-07	Vehicle Maintenance	-	-	-	500	500
01-27-213-02	Rental Equipment	8,474	7,154	16,265	7,500	10,000
01-27-214-03	Printing	13,415	11,276	11,515	13,000	13,000
01-27-214-05	Computer Services / Software	11,662	10,774	12,144	10,000	13,000
01-27-214-10	Registration Materials	-	(13)	-	-	-
01-27-214-11	Special Programs	11,242	8,068	12,861	10,000	20,000
01-27-214-12	Swim Programs	515	90	314	500	500
01-27-214-13	Mission Summer Program	25,050	28,243	28,520	23,000	29,000
01-27-215-01	Seasonal Programs	13,711	12,584	12,317	14,000	20,000
01-27-215-02	Contract Services / Maint. Agreements	45,276	57,886	57,728	60,000	60,000
01-27-215-03	Miscellaneous	-	126	-	-	-
01-27-215-04	Field Trips	-	31	-	-	-
01-27-215-05	Contract Instructors	181,966	152,511	151,310	160,000	150,000
01-27-215-06	Transportation Services	6,863	9,993	11,468	10,000	13,000
01-27-215-10	Mission Square Parking Lot Lease	9,828	10,417	11,043	12,000	12,000
	Total Contractual Services	\$ 750,816	\$ 655,826	\$ 772,372	\$ 700,250	\$ 751,250

City of Mission 2018 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Budget 2017</u>	<u>Proposed 2018</u>
<u>Commodities</u>						
01-27-301-01	Office Supplies	\$ 3,513	\$ 3,132	\$ 2,728	\$ 3,500	\$ 3,500
01-27-301-02	Clothing	928	4,202	3,175	4,000	5,500
01-27-301-03	Food Services / Concession Supplies	8,724	7,822	7,186	8,500	7,500
01-27-301-04	Postage	4,786	1,828	5,794	5,500	5,500
01-27-301-05	Printing	899	435	785	1,500	1,500
01-27-301-08	Equipment & Supplies	34,297	37,334	41,024	35,000	40,000
01-27-301-09	Special Event Supplies	5,283	6,286	4,965	6,500	6,500
01-27-303-04	Safety Supplies	297	835	597	-	-
01-27-304-02	Cleaning Supplies	14,999	20,653	20,278	15,000	20,500
01-27-304-05	Pool Chemicals	5,683	8,401	6,070	6,500	6,500
01-27-305-05	Bldg. Maint / Repair / Parts	7,176	6,551	4,976	6,000	6,000
01-27-306-01	Gas/Oil	599	692	588	1,000	1,000
01-27-306-02	Vehicle/Equip Repair Parts	-	-	30	-	-
	Total Commodities	\$ 87,184	\$ 98,171	\$ 98,198	\$ 93,000	\$ 104,000
<u>Capital Outlay</u>						
01-27-402-03	Computer Systems	\$ -	\$ -	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	5,706	-	3,353	-	7,000
01-27-407-03	Construction/Repair	-	-	-	-	-
01-27-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ 5,706	\$ -	\$ 3,353	\$ -	\$ 7,000
Parks & Recreation - Community Center Total		\$ 2,179,062	\$ 2,087,973	\$ 2,223,912	\$ 2,191,150	\$ 2,309,250

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Police

Department Description

The Police Department is composed of three divisions: Administration, Patrol and Investigations. The Administrative division is responsible for developing and implementing departmental policy, providing management controls over daily department administrative and line functions, and are the focal point for interaction with other City departments and the community. The Patrol Division is comprised of police officers that respond to calls for service, identifying criminal activities, apprehending offenders, making Municipal and District Court appearances, enforcing traffic laws, patrolling neighborhoods, and attending community events/meetings. The Investigations Division unit gathers and processes evidence for solving crimes and prosecuting criminal suspects. They investigate crime scenes and support department crime prevention efforts by spotting trends in criminal activity and hosting community education classes.

The Vision of the Mission Police Department is "to provide the highest quality law enforcement and public safety through honesty, integrity and professionalism in cooperation with the community. By following this vision, we will create a safe and, peaceful and inviting

Objectives

- Efficiently monitor utility costs
- Control losses through an effective safety and loss control program
- Maintain City Hall and Police Department facilities

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ 3,076,414	\$ 2,697,671	\$ 2,763,600	\$ 2,948,808
Contractual Services	265,494	352,956	423,850	437,600
Commodities	90,615	105,126	127,200	142,700
Capital Outlay	143,211	375,817	60,000	13,500
Debt Service (Lease)	-	49,318	149,500	145,000
Total	\$ 3,575,734	\$ 3,580,888	\$ 3,524,150	\$ 3,687,608

Authorized Positions

Full-Time	31.00	31.00	31.00	31.00
Part-Time (1040 avg.)	2.00	2.00	1.00	1.00
Seasonal (650 avg.)	0.94	0.94	0.00	0.00
Total	33.94	33.94	32.00	32.00

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services						
01-30-101-01	Full Time Salaries	\$ 1,641,143	\$ 1,602,050	\$ 1,718,556	\$ 1,740,000	\$ 1,858,000
01-30-101-02	Part Time Salaries	11,251	11,794	109	15,000	6,000
01-30-101-04	Overtime Salaries	75,900	88,113	85,095	110,000	90,000
	Overtime Salaries (Court)	-	-	-	-	10,000
01-30-102-01	Health/Welfare Benefits	348,659	334,476	387,423	406,500	413,000
01-30-102-02	Social Security	125,350	129,458	129,150	135,200	150,000
01-30-102-03	KPERS	8,439	8,833	9,592	8,200	9,308
01-30-102-04	Employment Security	1,634	4,012	4,212	1,700	4,000
01-30-102-05	Workers Compensation	24,000	33,901	11,094	30,000	35,000
01-30-102-06	City Pension	1,492	1,254	(8)	2,000	2,000
01-30-102-07	KP&F Retirement	360,337	364,766	350,047	315,000	371,000
01-30-102-08	NEACC Pension	472	(1,564)	2,398	-	500
	Total Personnel Services	\$ 2,598,675	\$ 2,577,092	\$ 2,697,671	\$ 2,763,600	\$ 2,948,808

Contractual Services						
01-30-201-08	Telephone	18,094	\$ 18,271	\$ 16,533	\$ 22,000	\$ 22,000
01-30-202-02	Commercial Travel	3,679	665	2,211	6,000	5,000
01-30-202-03	Lodging / Meals	11,343	12,875	12,068	20,000	20,000
01-30-202-04	Parking / Tolls / Misc.	268	108	39	400	400
01-30-202-05	Mileage Reimbursement	-	-	-	200	200
01-30-203-01	Registration / Tuition / Other	7,314	12,681	11,089	18,000	22,000
01-30-203-02	Firing Range	7,562	9,031	10,824	10,000	10,000
01-30-203-04	Training / Junior College	1,005	2,262	4,656	4,000	4,000
01-30-204-01	Advertising - Classified	-	-	419	500	500
01-30-205-01	Insurance	1,650	500	2,838	1,750	-
01-30-205-02	Notary Bonds	150	100	100	400	400
01-30-206-01	Professional Organizations	2,715	2,731	3,071	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	1,225	925	521	2,500	1,500
01-30-206-05	Professional Services	690	141	-	2,000	2,000
01-30-207-07	Pre-employment Exams	4,043	2,364	2,289	5,000	5,000
01-30-208-04	Public Relations	8,132	7,163	12,470	11,500	12,000
01-30-208-13	Employee Recognition	2,747	1,420	2,143	3,000	5,000
01-30-210-02	Janitorial Services	-	-	3,827	-	12,000
01-30-212-04	Communications / Radios	-	1,388	-	5,000	5,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	4,636	7,477	14,571	10,000	10,000
01-30-212-06	Service Contracts/Rentals	27,805	25,796	64,259	75,000	75,000
01-30-212-07	Vehicle Maintenance	35,505	45,643	55,289	36,000	40,000
01-30-213-02	Equipment Rental	70	-	-	750	750
01-30-213-03	Uniform Dry Cleaning	7,638	7,216	8,069	10,000	10,000
01-30-214-02	Vehicle Registration	300	743	363	350	350
01-30-214-05	Computer Services	53,410	25,190	24,440	40,000	50,000
01-30-214-06	Animal Control / Care	73,653	74,034	77,623	82,000	82,000
01-30-214-08	Prisoner Care	-	-	20,730	50,000	35,000
01-30-214-09	Crime Prevention	630	750	-	3,000	1,000
01-30-214-10	DARE Supplies	650	2,763	973	-	-
01-30-214-12	Bullet Proof Vest Grant	4,480	2,920	-	-	-
01-30-215-03	Miscellaneous	541	338	1,542	1,000	3,000
	Total Contractual Services	\$ 279,986	\$ 265,494	\$ 352,956	\$ 423,850	\$ 437,600

City of Mission 2018 Budget Worksheet

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Commodities						
01-30-301-01	Office Supplies	\$ 4,381	\$ 3,742	\$ 3,989	\$ 4,500	\$ 4,500
01-30-301-02	Copy Machine Supplies	-	-	-	200	200
01-30-301-04	Postage	1,136	374	1,246	2,000	2,000
01-30-301-05	Printed Forms	2,286	1,369	1,137	4,000	4,000
01-30-301-06	Other Operating Supplies	1,452	1,477	4,844	5,500	5,500
01-30-302-01	Uniforms/Leather/Protect Vests	13,466	9,235	30,066	23,000	28,000
01-30-302-02	Equipment - General	8,356	13,162	12,367	15,000	23,000
01-30-303-01	Investigation Supplies	1,952	1,576	1,603	5,000	5,000
01-30-303-02	Property/Evidence Supplies	1,535	1,474	2,579	3,500	3,500
01-30-303-03	Booking Facility Supplies	394	107	261	1,000	1,000
	Janitorial Supplies	-	-	-	-	2,500
01-30-306-01	Fuel	64,401	52,413	42,097	55,000	55,000
01-30-306-02	Fleet Tire Replacement	6,895	5,686	4,940	7,500	7,500
01-30-306-03	Emergency Management	-	-	-	1,000	1,000
	Total Commodities	\$ 106,254	\$ 90,615	\$ 105,126	\$ 127,200	\$ 142,700
Capital Outlay						
01-30-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -	\$ 7,000
01-30-402-02	Office Furnishings	-	-	-	-	-
01-30-402-03	Computer Systems	15,780	11,401	27,238	-	-
01-30-403-01	Police Vehicles	339,956	123,485	345,421	55,500	-
01-30-404-03	Handguns / Shotguns	853	8,325	3,158	1,000	3,000
01-30-404-04	Radios	-	-	-	-	-
01-30-404-05	Radar	3,443	-	-	3,500	3,500
01-30-404-06	Other Equipment	14,969	-	-	-	-
01-30-404-07	Video Recorder	2,562	-	-	-	-
01-30-404-08	Motorcycles	-	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-	-
01-30-407-05	Contingency	-	-	-	-	-
	Total Capital Outlay	\$ 377,563	\$ 143,211	\$ 375,817	\$ 60,000	\$ 13,500
Debt Service						
	2014 Lease-Purchase	-	-	49,318	49,500	49,000
	2016 Lease-Purchase	-	-	-	100,000	96,000
	Total Debt Service	\$ -	\$ -	\$ 49,318	\$ 149,500	\$ 145,000
	Police Total	\$ 3,362,479	\$ 3,076,414	\$ 3,580,888	\$ 3,524,150	\$ 3,687,608

City of Mission 2018 Budget Worksheet

Fund Group: Capital Fund: Capital Improvement
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Fund Description

The Capital Improvement Fund accounts for resources used to construct and maintain infrastructure city-wide in accordance with a 5-Year Capital Improvement Program (CIP), or to cover debt service obligations for capital infrastructure projects that have been recently completed.

Funds come from intergovernmental revenues, proceeds from bond issues, and transfers from other funds. The City Council suspended collection of the Transportation Utility Fee with the 2016 Budget. In lieu of this, the general property tax mill levy was increased by 7 mills for the purpose of supporting the street and road construction efforts of the City. The additional property tax collected is transferred from the General Fund to Capital Improvement fund.

Capital Outlay for 2016 included:

- \$350,000 for the City's Street Maintenance Program
- \$134,000 for the design of Foxridge reconstruction from 56th Street to 51st Street

Capital Outlay for 2018 includes:

- \$650,000 has been identified as the City's match for the reconstruction of Foxridge from 56th Street to 51st Street

Debt Service in this fund includes:

- 2007A - Principal & Interest - Relocation of Mission Pet Mart to allow for the Johnson Drive improvements
- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue

<u>Department Budget Summary</u>	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	1,518	-	-	-
Commodities	-	-	-	-
Capital Outlay	1,724,621	89,353	1,310,000	850,000
Debt Service	652,107	653,688	654,905	650,474
Transfers/Reserves	-	-	-	-
Total	\$ 2,378,246	\$ 743,041	\$ 1,964,905	\$ 1,500,474

Authorized Positions

Full-Time	0.50	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.50	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

	Fund Group: Capital Fund: Capital Improvement Fund				
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 4,790,756	\$ 196,848	\$ 36,846	\$ 418,402	\$ 335,876
REVENUES					
Intergovernmental Revenue	\$ 893,044	\$ 1,640,049	\$ -	\$ 650,000	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous and Other					
Mission Pet Mart Loan	\$ 64,360	\$ 64,360	\$ 64,360	\$ 64,360	\$ 60,000
Sale of Fixed Assets	-	-	-	-	-
West Gateway Plan Review Fees	12,673	6,757	1,840	-	-
Interest	231	42	120	500	-
Miscellaneous Revenue	41,599	-	11,513	-	-
Total for Miscellaneous and Other	\$ 118,863	\$ 71,158	\$ 77,833	\$ 64,860	\$ 60,000
Transfers From Other Funds					
General Fund	\$ -	\$ -	\$ 790,654	\$ 890,000	\$ 900,000
Storm Water Fund	-	324,038	256,110	277,519	275,220
Street Sales Tax Fund	-	183,000	-	-	-
Total for Transfers from Other Funds	\$ -	\$ 507,038	\$ 1,046,764	\$ 1,167,519	\$ 1,175,220
TOTAL REVENUES	\$ 1,011,907	\$ 2,218,245	\$ 1,124,597	\$ 1,882,379	\$ 1,235,220
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 97,816	\$ 1,518	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 4,795,632	\$ 1,724,621	\$ 89,353	\$ 1,310,000	\$ 850,000
Debt Service					
2007A - Principal & Interest	\$ 97,357	\$ 98,435	\$ 98,688	\$ 99,805	\$ 100,036
2013C - Principal & Interest (Street	-	553,672	555,000	555,100	550,438
Total for Debt Service	\$ 588,322	\$ 652,107	\$ 653,688	\$ 654,905	\$ 650,474
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 5,605,815	\$ 2,378,246	\$ 743,041	\$ 1,964,905	\$ 1,500,474
FUND BALANCE DECEMBER 31	\$ 196,848	\$ 36,846	\$ 418,402	\$ 335,876	\$ 70,622

City of Mission 2018 Budget Worksheet

Fund Group: Capital Fund: Vehicle and Equip. Replac.

Fund Description

This fund was created to capture funds transferred from the General Fund for the purpose of buying vehicles and equipment. The fund also captures proceeds from the sale of vehicles and equipment to be re-used for new vehicle purchases.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	350,000
Total	\$ -	\$ -	\$ -	\$ 350,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Capital					
Fund: Vehicle and Equip. Replac.					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ -	\$ -	\$ -	\$ -	\$ 250,100
REVENUES					
Transfers from Other Funds					
General Fund	\$ -	\$ -	\$ -	\$ 250,000	\$ 100,000
Total for Property Taxes	\$ -	\$ -	\$ -	\$ 250,000	\$ 100,000
Miscellaneous and Other					
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Interest	-	-	-	100	200
Total For Miscellaneous and Other	\$ -	\$ -	\$ -	\$ 100	\$ 40,200
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 250,100	\$ 140,200
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ -	\$ -	\$ -	\$ -	\$ 350,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 350,000
FUND BALANCE DECEMBER 31	\$ -	\$ -	\$ -	\$ 250,100	\$ 40,300

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Storm Water Utility
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Fund Description

The Storm Water Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property taxes. The fee is set as a dollar amount per ERU, or equivalent residential unit, that equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For 2018, the amount remains at \$28 per ERU/per month. A single-family parcel of property will pay a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, determined by taking the total impervious surface for the parcel and dividing by the 2,600 sq. ft. to determine the appropriate ERU multiplier.

Revenue is also derived from the Rock Creek Drainage Districts #1 and #2, which funds are transferred to the Storm Water Utility .

Funds have been used to pay debt service on the following general obligation bonds:

- 2010A - Refunding of 2008 temporary notes
- 2010B - Restructuring of 2005A and portion of 2009A G.O. Bonds
- 2013C - Storm water portion of the Johnson Drive Improvements
- 2014A - Refunding of a portion of 2009A G.O. Bonds
- 2014B - Refunding of a portion of 2009A G.O. Bonds
- KDHE - A Kansas Department of Health and Environment loan

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	16,430	31,892	-	35,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	275,000
Debt Service	2,371,807	2,335,943	2,306,346	2,309,473
Transfers/Reserves	324,308	256,110	277,519	275,220
Total	\$ 2,712,545	\$ 2,623,945	\$ 2,583,865	\$ 2,894,693

Authorized Positions

Full-Time	0.50	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.50	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Storm Water Utility					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 191,051	\$ 24,077	\$ 37,027	\$ 295,916	\$ 330,251
REVENUES					
Property Taxes					
Property Tax	\$ -	\$ 5	\$ -	\$ -	\$ -
Delinquent Property Tax	199	70	-	-	-
Motor Vehicle Tax	-	-	-	-	-
Total Property Taxes	<u>\$ 199</u>	<u>\$ 75</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fees					
Storm Water Utility Fees	\$ 2,042,899	\$ 2,042,515	\$ 2,497,945	\$ 2,500,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	16,320	40,698	34,531	30,000	35,000
Total Fees	<u>\$ 2,059,219</u>	<u>\$ 2,083,213</u>	<u>\$ 2,532,476</u>	<u>\$ 2,530,000</u>	<u>\$ 2,535,000</u>
Special Assessments	\$ -	\$ -	\$ 299,798	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ 14,248,111	\$ -	\$ -	\$ -	\$ -
Miscellaneous and Other					
Interest	\$ 118	\$ 136	\$ 561	\$ 200	\$ -
Miscellaneous	-	-	-	-	-
Total Miscellaneous and Other	<u>\$ 118</u>	<u>\$ 136</u>	<u>\$ 561</u>	<u>\$ 200</u>	<u>\$ -</u>
Transfers From Other Funds					
General Fund	\$ -	\$ 560,000	\$ -	\$ -	\$ -
Capital Improvement Fund	80,000	-	-	-	-
Rock Creek Drainage #1 Fund	2,550	3,800	-	3,000	3,000
Rock Creek Drainage #2 Fund	77,000	78,000	50,000	85,000	85,000
Total Transfer From Other Funds	<u>\$ 159,550</u>	<u>\$ 641,800</u>	<u>\$ 50,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>
TOTAL REVENUES	<u>\$ 16,467,197</u>	<u>\$ 2,725,224</u>	<u>\$ 2,882,835</u>	<u>\$ 2,618,200</u>	<u>\$ 2,623,000</u>

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue
Fund: Storm Water Utility

	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
EXPENDITURES					
Personnel Services					
Full-Time Salaries	\$ 40,805	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	77	-	-	-	-
Social Security	1,401	-	-	-	-
KPERS	1,718	-	-	-	-
Employment Security	45	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel	\$ 44,046	\$ -	\$ -	\$ -	\$ -
Contractual Services					
Professional Services	\$ 5,680	\$ 465	\$ -	\$ -	\$ -
Engineering/Architecture Services	-	6,562	11,119	-	10,000
Inspections	-	-	-	-	-
Storm Drain Repairs	3,221	9,403	20,774	-	25,000
Other Contractual Services	-	-	-	-	-
Refund Rebate Utility Fee	-	-	-	-	-
Total for Contractual Services	\$ 8,901	\$ 16,430	\$ 31,892	\$ -	\$ 35,000
Commodities					
	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay					
	\$ 60	\$ -	\$ -	\$ -	\$ 275,000
Debt Service					
2010A Refunding - Prin & Int	\$ 369,113	\$ 367,913	\$ 366,613	\$ 367,813	\$ 368,738
2010B Refunding - Interest	279,131	279,131	279,131	279,131	279,132
2013C - Prin & Int (Storm Water Portion)	-	-	-	-	-
2014A Refunding - Prin & Int	-	343,027	324,838	321,838	1,389,838
2014B Refunding - Prin & Int	-	1,375,176	1,358,800	1,331,000	265,200
KDHE Loan	-	6,561	6,562	6,565	6,565
Total For Debt Service	\$ 16,581,163	\$ 2,371,807	\$ 2,335,943	\$ 2,306,346	\$ 2,309,473
Transfers To Other Funds					
Capital Improvement Fund	\$ -	\$ 324,038	\$ 256,110	\$ 277,519	\$ 275,220
Total for Transfers to Other Funds	\$ -	\$ 324,038	\$ 256,110	\$ 277,519	\$ 275,220
TOTAL EXPENDITURES	\$ 16,634,170	\$ 2,712,275	\$ 2,623,945	\$ 2,583,865	\$ 2,894,693
FUND BALANCE DECEMBER 31	\$ 24,077	\$ 37,027	\$ 295,916	\$ 330,251	\$ 58,558

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Transportation Utility

Fund Description

The City established the Transportation Utility in 2011 to provide an on-going, dedicated revenue source for funding needed street and road improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property taxes. The fee is set as a amount per vehicle trip generated based on the land use of the property as determined by the Institute of Transportation Engineers' Trip Generation Manual. The residential per trip rate is 2.076 cents and the commercial per trip rate is 1.490 cents. A single-family parcel of property would pay a transportation utility fee of \$72 per year. Other properties would pay a fee based on the land use and the number of vehicles trips.

In 2013, the City was challenged on the legality of the transportation utility fee. The City received a favorable ruling in the district court, but this decision was overturned by the appeals court in July of 2015. The City decided to pursue an appeal to the Kansas Supreme Court, and in May 2017, the Supreme Court affirmed the ruling of the appeallate court, declaring the TUF invalid. In the meantime, however, the City decided to not collect the transportation utility fee for the 2016 and 2017 budget year.

The City has not levied the TUF since 2016. In lieu of the transportation utility fee, the City raised the mill levy by 7 mills in 2016 to provide a funding source for needed street and road improvements. Thus, the Transportation Fund currently has no revenue source and no expenditures.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	11,507	-	-	-
Debt Service	885,226	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 896,733	\$ -	\$ -	\$ -

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Transportation Utility Fund						
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	
FUND BALANCE JANUARY 1	\$ 1,078,816	\$ 58,385	\$ 14,176	\$ 14,176	\$ 14,176	
REVENUES						
Fees						
Transportation Utility Fee	\$ 762,388	\$ 767,727	\$ -	\$ -	\$ -	
Transportation Utility Fee Delinquent	4,484	4,285	-	-	-	
Total for Fees	\$ 766,872	\$ 772,012	\$ -	\$ -	\$ -	
Intergovernmental Revenue	705,261	-	-	-	-	
Miscellaneous and Other						
Reimbursed Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest	80	62	-	-	-	
Miscellaneous Revenue	-	-	-	-	-	
Total for Miscellaneous and Other	\$ 80	\$ 62	\$ -	\$ -	\$ -	
Transfers From Other Funds						
Street Sales Tax	\$ -	\$ 80,000	\$ -	\$ -	\$ -	
Total for Transfers	\$ -	\$ 80,000	\$ -	\$ -	\$ -	
TOTAL REVENUES	\$ 1,472,212	\$ 852,074	\$ -	\$ -	\$ -	
EXPENDITURES						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ 116,949	\$ 11,057	\$ -	\$ -	\$ -	
Debt Service						
2011A - Principal and Interest	\$ 2,375,694	\$ 885,226	\$ -	\$ -	\$ -	
Total for Debt Service	\$ 2,375,694	\$ 885,226	\$ -	\$ -	\$ -	
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 2,492,643	\$ 896,283	\$ -	\$ -	\$ -	
FUND BALANCE DECEMBER 31	\$ 58,385	\$ 14,176	\$ 14,176	\$ 14,176	\$ 14,176	

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Street Sales Tax

Fund Description

Upon voter approval, the City of Mission began collecting a 1/4 of 1% special sales tax for streets - more commonly known as the Street Sales tax - in April of 2012. The tax has a 10-year sunset.

Revenue from the street sales tax is pledged to retire the Series 2012-A General Obligation Bonds issued for the Martway/Johnson Drive rehabilitation projects. Any remaining revenue is available to support other street and road improvements.

Debt Service:

- 2012A - Principal & Interest - Martway/Johnson Drive Improvements

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	140,000	150,000	200,000
Debt Service	473,845	470,870	472,045	472,316
Transfers/Reserves	263,000	-	50,000	-
Total	\$ 736,845	\$ 610,870	\$ 672,045	\$ 672,316

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Street Sales Tax					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 429,905	\$ 517,464	\$ 318,999	\$ 282,500	\$ 160,505
REVENUES					
Sales Tax - 1/4 Cent for Streets	\$ 558,473	\$ 554,876	\$ 574,296	\$ 550,000	\$ 575,000
Miscellaneous and Other					
Interest	\$ 31	\$ 57	\$ 75	\$ 50	\$ 100
Total Miscellaneous and Other	\$ 31	\$ 57	\$ 75	\$ 50	\$ 100
TOTAL REVENUES	\$ 558,504	\$ 554,933	\$ 574,371	\$ 550,050	\$ 575,100
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ 16,553	\$ 140,000	\$ 150,000	\$ 200,000
Debt Service					
2012A - Principal & Interest	\$ 470,945	\$ 473,845	\$ 470,870	\$ 472,045	\$ 472,316
Total for Debt Service	\$ 470,945	\$ 473,845	\$ 470,870	\$ 472,045	\$ 472,316
Reserves	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Transfers To Other Funds					
Capital Improvement Fund	\$ -	\$ 183,000	\$ -	\$ -	\$ -
Transportation Utility Fund	-	80,000	-	-	-
Total for Other Funds	\$ -	\$ 263,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 470,945	\$ 753,398	\$ 610,870	\$ 672,045	\$ 672,316
FUND BALANCE DECEMBER 31	\$ 517,464	\$ 318,999	\$ 282,500	\$ 160,505	\$ 63,289

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Parks Sales Tax
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Fund Description

Upon voter approval the City of Mission began collecting a 3/8 of 1% Special Sales Tax for Parks and Recreation - more commonly known as the Parks Sales Tax - in April of 2013. The sales tax has a sunset of 10 years.

A portion of the sales tax is pledged to retire the Series 2013-B General Obligation Bonds that were issued for renovations and improvements to the City's outdoor aquatic facility.

Another portion is used to fund various capital improvements at the City's community center, which has primarily been building renovation and equipment maintenance.

The balance has been earmarked to establish a reserve for other parks and recreation activities including repair and maintenance of building components at the City's community center, purchase of a second water slide at the aquatic facility, and implementation of recommendations from the recently completed parks master plan.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	210,546	404,344	300,000	400,000
Debt Service	529,586	526,450	529,000	531,100
Transfers/Reserves	25,000	-	220,000	330,000
Total	\$ 765,132	\$ 930,794	\$ 1,049,000	\$ 1,261,100

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Parks Sales Tax					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 3,524,039	\$ 671,668	\$ 738,850	\$ 676,571	\$ 478,071
REVENUES					
Sales Tax - 3/8th Cent for Parks	\$ 837,709	\$ 832,314	\$ 861,445	\$ 850,000	\$ 875,000
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous and Other					
Miscellaneous	\$ -	\$ -	\$ 6,766	\$ -	\$ -
Interest	-	-	305	500	-
Total for Miscellaneous and Other	\$ -	\$ -	\$ 7,071	\$ 500	\$ -
TOTAL REVENUES	\$ 837,709	\$ 832,314	\$ 868,516	\$ 850,500	\$ 875,000
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 3,059,977	\$ 210,546	\$ 404,344	\$ 300,000	\$ 400,000
Debt Service					
2013B - Principal & Interest	\$ 530,103	\$ 529,586	\$ 526,450	\$ 529,000	\$ 531,100
Total For Debt Service	\$ 530,103	\$ 529,586	\$ 526,450	\$ 529,000	\$ 531,100
Reserves					
Park Improv. from Master Plan	\$ -	\$ -	\$ -	\$ 100,000	\$ 150,000
Facility Reserve Community Cent.	-	-	-	100,000	150,000
Facility Reserve Aquatic Facility	-	-	-	20,000	30,000
Total for Reserve Accounts	\$ -	\$ -	\$ -	\$ 220,000	\$ 330,000
Transfers To Other Funds					
General Fund	\$ 100,000	\$ 25,000	\$ -	\$ -	\$ -
Total for Transfers to Other Funds	\$ 100,000	\$ 25,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,690,080	\$ 765,132	\$ 930,794	\$ 1,049,000	\$ 1,261,100
FUND BALANCE DECEMBER 31	\$ 671,668	\$ 738,850	\$ 676,571	\$ 478,071	\$ 91,971

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Special Highway
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Fund Description

Kansas state statutes (K.S.A. 79-3425c) provide for certain highway aid payments to be distributed directly to cities on a per capita basis from the state treasurer. Payments are made quarterly from the state’s Special City and County Highway (SCCH) fund, which receives approximately 35% of the state's motor fuel tax collections. Cities must credit their payments to a separate fund for construction, reconstruction, alteration, repair, and maintenance of streets and highways.

The City utilizes these funds for general street repair including bridges, streetlights, curbs and drainage and the annual chip seal and overlay programs. In the past, these funds have been leveraged with funds from the County Assisted Road System (CARS) program, state and federal grants, and transfers from other funds to pay for major road projects.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	20,000
Capital Outlay	300,811	199,062	275,000	200,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 300,811	\$ 199,062	\$ 275,000	\$ 220,000

Authorized Positions

Full-Time	0.15	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.15	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Special Highway					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 62,658	\$ 63,176	\$ 12,390	\$ 65,307	\$ 37,107
REVENUES					
Intergovernmental - Kansas Gas Tax	\$ 245,697	\$ 249,775	\$ 251,967	\$ 246,600	\$ 250,000
Miscellaneous and Other					
Interest	\$ -	\$ 76	\$ 12	\$ 200	\$ 100
Miscellaneous	-	174	-	-	-
	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ 12</u>	<u>\$ 200</u>	<u>\$ 100</u>
TOTAL REVENUES	<u>\$ 245,697</u>	<u>\$ 250,025</u>	<u>\$ 251,980</u>	<u>\$ 246,800</u>	<u>\$ 250,100</u>
EXPENDITURES					
Personnel Services					
Full-Time Salaries	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERs	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities					
Asphalt Patch	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total for Commodities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>
Capital Outlay	\$ 235,179	\$ 300,811	\$ 199,062	\$ 275,000	\$ 200,000
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	<u>\$ 245,179</u>	<u>\$ 300,811</u>	<u>\$ 199,062</u>	<u>\$ 275,000</u>	<u>\$ 220,000</u>
FUND BALANCE DECEMBER 31	\$ 63,176	\$ 12,390	\$ 65,307	\$ 37,107	\$ 67,207

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund Fund: Special Alcohol

Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The Special Alcohol Tax Fund is to support programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers.” (KSA 79-41a04).

Of the 2018 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$14,000 will support the City's participation in the Johnson County mental health co-responder program, and \$30,000 will be provided to agencies designated by the Drug & Alcoholism Council to support the provision of KSA 79-41a04.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the awarded organizations have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services	36,331	30,000	45,000	45,000
Commodities	-	-	-	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 51,331	\$ 45,000	\$ 60,000	\$ 61,000

Authorized Positions

Full-Time	0.15	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.15	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Special Alcohol					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 15,778	\$ 21,626	\$ 27,423	\$ 46,200	\$ 45,200
REVENUES					
Intergovernmental - Alcohol Tax	\$ 45,517	\$ 57,128	\$ 61,815	\$ 59,000	\$ 65,000
TOTAL REVENUES	\$ 45,517	\$ 57,128	\$ 61,815	\$ 59,000	\$ 65,000
EXPENDITURES					
Personnel Services					
Full-Time Salaries	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERs	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services					
Drug and Alcoholism Council	\$ 29,669	\$ 36,331	\$ 28,038	\$ 30,000	\$ 30,000
Mental Health Responder	-	-	-	15,000	15,000
Total Contractual Services	\$ 29,669	\$ 36,331	\$ 28,038	\$ 45,000	\$ 45,000
Commodities					
DARE Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Total Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 39,669	\$ 51,331	\$ 43,038	\$ 60,000	\$ 61,000
FUND BALANCE DECEMBER 31	\$ 21,626	\$ 27,423	\$ 46,200	\$ 45,200	\$ 49,200

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Special Parks and Recreation

Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The funds proportioned to the City’s Special Parks and Recreation Fund to support general programming and parks construction and maintenance. Budgeted expenditures include \$48,000 for an annual lease on fitness equipment for the community center, \$10,000 for a sound system for the Community Center's south meeting rooms, and \$5,000 for a small Kaivac cleaning machine.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	323,329	-	-	15,000
Debt Service	-	55,200	55,200	48,000
Transfers/Reserves	-	-	-	-
Total	\$ 323,329	\$ 55,200	\$ 55,200	\$ 63,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue
Fund: Special Parks and Recreation

	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 166,621	\$ 118,334	\$ 24,065	\$ 29,756	\$ 33,886
REVENUES					
Intergovernmental - Alcohol Tax	\$ 45,517	\$ 57,129	\$ 60,484	\$ 59,180	\$ 65,000
Bond/Lease Proceeds	\$ -	\$ 168,128	\$ -	\$ -	\$ -
Miscellaneous and Other					
Miscellaneous	\$ -	\$ 3,651	\$ 385	\$ -	\$ -
Interest	-	152	22	150	200
Total Miscellaneous and Other	\$ -	\$ 3,804	\$ 407	\$ 150	\$ 200
TOTAL REVENUES	\$ 45,517	\$ 229,060	\$ 60,891	\$ 59,330	\$ 65,200
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 93,804	\$ 323,329	\$ -	\$ -	\$ 15,000
Debt Service/Lease Payments	\$ -	\$ -	\$ 55,200	\$ 55,200	\$ 48,000
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 93,804	\$ 323,329	\$ 55,200	\$ 55,200	\$ 63,000
FUND BALANCE DECEMBER 31	\$ 118,334	\$ 24,065	\$ 29,756	\$ 33,886	\$ 36,086

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Solid Waste Utility
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Fund Description

The City established the Solid Waste Utility in 2008 as a mechanism for more efficient and cost effective collection of residential solid waste, and to promote the recycling of solid waste. Through the Solid Waste Utility, the City contracts with one hauler to provide solid waste collection for all single-family residential properties in the city. The City collects a fee for this service as a special assessment on the property tax.

The City currently has a contract with Waste Management (formerly Deffenbaugh Industries), which will expire in 2019. Solid waste collection (trash, recycling, and yard waste) is once a week, and the service includes a bulky item pick-up the first week of every month. The annual Solid Waste Utility Fee is \$163 per single-family residential parcel.

The City supplements the fee paid by single family property owners with a transfer from the General Fund to the Solid Waste Utility Fund.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,441	566,273	570,000	588,100
Commodities	-	1,000	500	500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 566,441	\$ 567,273	\$ 570,500	\$ 588,600

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Solid Waste Utility					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ (46,224)	\$ (45,011)	\$ (41,721)	\$ (30,883)	\$ (29,333)
REVENUES					
Fees					
Solid Waste Utility Fee	\$ 482,233	\$ 481,367	\$ 490,878	\$ 483,000	\$ 504,000
Trash Bag Sales	1,964	1,685	1,918	2,000	2,000
Yard Waste Stickers	505	1,366	288	1,000	1,000
Commercial Recycling	-	-	-	-	-
Recycling Rebate	-	314	-	1,000	1,000
	<u>\$ 484,701</u>	<u>\$ 484,731</u>	<u>\$ 493,084</u>	<u>\$ 487,000</u>	<u>\$ 508,000</u>
Miscellaneous and Other					
Interest	\$ -	\$ -	\$ 27	\$ 50	\$ 100
Total for Miscellaneous and Other	\$ -	\$ -	\$ 27	\$ 50	\$ 100
Transfers from Other Funds					
General Fund	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 110,000
Total for Miscellaneous and Other	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 110,000
TOTAL REVENUES	<u>\$ 569,701</u>	<u>\$ 569,731</u>	<u>\$ 578,111</u>	<u>\$ 572,050</u>	<u>\$ 618,100</u>
EXPENDITURES					
Personnel Services					
	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services					
Solid Waste Contract	\$ 562,187	\$ 562,219	\$ 563,419	\$ 565,000	\$ 583,100
Utility Rebate Refund	4,302	4,222	2,854	5,000	5,000
Total for Contractual Services	<u>\$ 566,489</u>	<u>\$ 566,441</u>	<u>\$ 566,273</u>	<u>\$ 570,000</u>	<u>\$ 588,100</u>
Commodities	\$ 2,000	\$ -	\$ 1,000	\$ 500	\$ 500
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	<u>\$ 568,489</u>	<u>\$ 566,441</u>	<u>\$ 567,273</u>	<u>\$ 570,500</u>	<u>\$ 588,600</u>
FUND BALANCE DECEMBER 31	\$ (45,011)	\$ (41,721)	\$ (30,883)	\$ (29,333)	\$ 167

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Mission Conv. And Visitor's Bur.

Fund Description

Charter Ordinance No. 17 was approved in March of 2006 establishing a Transient Guest Tax of 6%, a Convention and Tourism Fund, and a Convention Commission. This was subsequently revised by Charter Ordinance No. 18, which raised the Transient Guest Tax to 9%, and Charter Ordinance No. 24 which reconstituted the Convention Commission to the Mission Convention and Visitors Bureau (MCVB).

The Transient Guest Tax, along with sponsorships, special event revenue, and donations is used for the promotion of the City of Mission and attracting tourism through festivals, special events, and the monthly Mission magazine. A portion of the magazine expenses are covered by the General Fund (Newsletter 01-09-214-07) in the legislative budget.

In 2017, the MCVB Committee was disbanded, but the fund remains to account for receipt and expenditure of the Transient Guest Tax.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	45,663	53,080	103,500	60,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 45,663	\$ 53,080	\$ 103,500	\$ 60,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Mission Convention & Visitor's					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ 53,447	\$ 54,960	\$ 61,493	\$ 76,346	\$ 17,416
REVENUES					
Transient Guest Tax Receipts	\$ 23,893	\$ 36,786	\$ 43,835	\$ 35,000	\$ 40,000
Miscellaneous and Other					
Event Sponsorship/Revenue	\$ 45,899	\$ 6,842	\$ 21,555	\$ 1,500	\$ -
Holiday Adoption Revenue	7,280	8,477	2,525	8,000	10,000
Interest	-	61	-	70	100
Miscellaneous Revenue	-	-	17	-	-
Total for Miscellaneous and Other	<u>\$ 53,179</u>	<u>\$ 15,381</u>	<u>\$ 24,097</u>	<u>9,570</u>	<u>10,100</u>
TOTAL REVENUES	<u>\$ 77,072</u>	<u>\$ 52,166</u>	<u>\$ 67,932</u>	<u>\$ 44,570</u>	<u>\$ 50,100</u>
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services					
MCVB General Expenses	\$ 1,149	\$ 3,031	\$ 2,264	\$ -	\$ -
Mission Family Festival	4,957	1,181	-	-	-
Barbeque Contest	23,378	335	17,433	-	-
Holiday Lights Event	11,620	9,992	3,641	5,500	-
Mission Merchants	3,442	1,605	1,403	-	-
MCVB Magazine	22,033	21,838	22,255	50,000	50,000
Holiday Adoptions	5,933	7,651	6,083	8,000	10,000
Pole Sign Incentive Program	-	-	-	15,000	-
Business Support Programs	-	-	-	25,000	-
Total for Contractual Services	<u>\$ 75,559</u>	<u>\$ 45,633</u>	<u>\$ 53,080</u>	<u>\$ 103,500</u>	<u>\$ 60,000</u>
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	<u>\$ 75,559</u>	<u>\$ 45,633</u>	<u>\$ 53,080</u>	<u>\$ 103,500</u>	<u>\$ 60,000</u>
FUND BALANCE DECEMBER 31	\$ 54,960	\$ 61,493	\$ 76,346	\$ 17,416	\$ 7,516

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Mission Crossing TIF/CID

Fund Description

Mission Crossing is the redevelopment of a 6.2 acre site on the City’s western boundary that had been the former headquarters and manufacturing plant for Herff Jones, Inc. since 1954. The project entailed the demolition of the existing building and construction of three stand-alone buildings totaling approximately 20,000 square feet of commercial space, and a 100 unit residential facility designed for independent, senior-living.

The mixed use development complies with the redevelopment goals of the City’s West Gateway district. It includes streetscape improvements along the project perimeters, a new public park located at the southwest corner of Martway and Broadmoor, a public trail along Metcalf Avenue and two transit shelters to access the enhanced bus services along the Johnson Drive/Martway corridors.

The Mission Crossing Tax Increment Financing (TIF) district and Community Improvement District (CID) were both established in 2010 for the purpose of redirecting revenue (property and sales tax) generated from the project to reimburse the developer for certain development costs. The TIF [K.S.A 12-1770 et seq] is structured to reimburse the developer on a “pay-as-you-go” basis with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the agreement was adopted (base valuation), and the City’s 1% general sales tax generated from all retail sales that occur within the defined project area. The CID [K.S.A 12-6a26 et seq] is structured to reimburse the developer on a “pay-as-you-go” basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

This project is anticipated to generate approximately \$3,948,000 in TIF revenue over the 20 year life of the TIF plan, and approximately \$1,188,000 in CID revenue over the 22 year life of the CID.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	254,975	233,433	344,000	370,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 254,975	\$ 233,433	\$ 344,000	\$ 370,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Mission Crossing TIF/CID					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ -	\$ -	\$ 26,587	\$ 26,587	\$ 31,321
REVENUES					
Property Taxes -TIF	\$ -	\$ 143,172	\$ 103,355	\$ 174,378	\$ 177,000
Sales Tax - TIF	\$ -	\$ 55,163	\$ 68,292	\$ 85,000	\$ 91,000
Sales Tax - CID	\$ -	\$ 83,228	\$ 66,520	\$ 85,000	\$ 91,000
TOTAL REVENUES	\$ -	\$ 281,563	\$ 238,167	\$ 344,378	\$ 359,000
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services					
TIF Property Tax Reimbursement	\$ -	\$ 143,172	\$ 103,355	\$ 174,000	\$ 180,000
TIF Sales Tax Reimbursement	-	50,370	65,952	85,000	95,000
CID Sales Tax Reimbursement	-	61,433	64,127	85,000	95,000
Total for Contractual Services	\$ -	\$ 254,975	\$ 233,433	\$ 344,000	\$ 370,000
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 254,975	\$ 233,433	\$ 344,000	\$ 370,000
FUND BALANCE DECEMBER 31	\$ -	\$ 26,587	\$ 31,321	\$ 26,965	\$ 20,321

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Cornerstone Commons CID
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Fund Description

The Cornerstone Commons project is the redevelopment of a 2.98 acre tract at the southwest corner of Johnson Drive and Barkley Street. Prior to redevelopment, the site was an automobile dealership that had closed.

The project is a mixed-use development that conforms to the design principles of the West Gateway district and Form Based Code by having multi-level structures situated up to the sidewalk, on-street parking, and pedestrian oriented elements such as benches, lighting, and landscaping.

The development includes a 15,000 square foot Natural Grocers store, a 4,000 square foot building for casual dining/retail, and a third 12,000 square foot building for casual dining/retail and office.

The CID [K.S.A 12-6a26 et seq] is structured to reimburse the project developer on a “Pay-As-You-Go” basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

The total estimated value for all of these improvements is \$1,721,788, of which the redevelopment agreement stipulates that no more than \$1,500,000 will be reimbursed to the developer through the CID sales tax.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	63,722	65,000	67,500
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ -	\$ 63,722	\$ 65,000	\$ 67,500

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue					
Fund: Cornerstone Commons CID					
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
FUND BALANCE JANUARY 1	\$ -	\$ -	\$ 6,566	\$ 9,495	\$ 9,495
REVENUES					
Sales Tax - CID	\$ -	\$ 6,566	\$ 66,701	\$ 65,000	\$ 67,000
TOTAL REVENUES	<u>\$ -</u>	<u>\$ 6,566</u>	<u>\$ 66,701</u>	<u>\$ 65,000</u>	<u>\$ 67,000</u>
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services					
CID Sales Tax Reimbursement	\$ -	\$ -	\$ 63,772	\$ 62,500	\$ 65,000
Administrative Fee	-	-	-	2,500	2,500
Total for Contractual Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,772</u>	<u>65,000</u>	<u>67,500</u>
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,772</u>	<u>\$ 65,000</u>	<u>\$ 67,500</u>
FUND BALANCE DECEMBER 31	\$ -	\$ 6,566	\$ 9,495	\$ 9,495	\$ 8,995

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Rock Creek Drainage Dist. #1

Fund Description

The City established the Rock Creek Drainage District No. 1 pursuant to K.S.A. 13-10,128 through 13-10,133 in July of 2006 (Ordinance 1206). Drainage District No. 1 is comprised of the original Mission Mall site bounded by Shawnee Mission Parkway, Roeland Drive, and Johnson Drive.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #1 are transferred to the City's Storm Water Utility Fund to assist with debt service.

At present the site is vacant, but is anticipated to be developed in the near future into a 556,000 square feet residential/retail/commercial mixed-use project to be known as the "Mission Gateway."

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	3,800	-	3,000	3,000
Total	\$ 3,800	\$ -	\$ 3,000	\$ 3,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue						
Fund: Rock Creek Drainage Dist. #1						
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	
FUND BALANCE JANUARY 1	\$ 2,506	\$ 2,515	\$ 1,423	\$ 3,672	\$ 3,487	
REVENUES						
Property Taxes						
Real Estate Tax	\$ 2,559	\$ 2,708	\$ 2,249	\$ 2,800	\$ 3,000	
Real Estate Tax Delinquent	-	-	-	-	-	
Total for Property Taxes	\$ 2,559	\$ 2,708	\$ 2,249	\$ 2,800	\$ 3,000	
Miscellaneous and Other						
Interest	\$ -	\$ -	\$ -	\$ 15	\$ -	
Total for Miscellaneous and Other	\$ -	\$ -	\$ -	\$ 15	\$ -	
TOTAL REVENUES	\$ 2,559	\$ 2,708	\$ 2,249	\$ 2,815	\$ 3,000	
EXPENDITURES						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers To Other Funds						
Storm Water Utility Fund	\$ 2,550	\$ 3,800	\$ -	\$ 3,000	\$ 3,000	
Total for Transfers To Other Funds	\$ 2,550	\$ 3,800	\$ -	\$ 3,000	\$ 3,000	
TOTAL EXPENDITURES	\$ 2,550	\$ 3,800	\$ -	\$ 3,000	\$ 3,000	
FUND BALANCE DECEMBER 31	\$ 2,515	\$ 1,423	\$ 3,672	\$ 3,487	\$ 3,487	

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue Fund: Rock Creek Drainage Dist. #2

Fund Description

The City established the Rock Creek Drainage District No. 2 pursuant to K.S.A. 13-10,128 through 13-10,133 in August of 2007 (Ordinance 1241). Drainage District #2 comprises those properties along Rock Creek and within the flood plain of Rock Creek. The district is bounded, approximately, by Roeland Drive on the east, Johnson Drive on the north Martway on the south to a point just east of Lamar.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #2 are transferred to the City's Storm Water Utility Fund to assist with debt service.

Both Rock Creek Drainage Districts No. 1 and No. 2 make up the same boundary as the Rock Creek Tax Increment Finance District which was established in 2007 for the purpose of encouraging redevelopment in the flood plain. Most all of the properties in the district are already developed, and redevelopment to-date in the district has been modest.

	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	23,670	-	-
Debt Service	-	-	-	-
Transfers/Reserves	78,000	50,000	85,000	85,000
Total	\$ 78,000	\$ 73,670	\$ 85,000	\$ 85,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

City of Mission 2018 Budget Worksheet

Fund Group: Special Revenue						
Fund: Rock Creek Drainage Dist. #2						
	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018	
FUND BALANCE JANUARY 1	\$ 4,415	\$ 3,758	\$ 3,409	\$ 10,814	\$ 5,819	
REVENUES						
Property Taxes						
Real Estate Taxes	\$ 76,341	\$ 77,636	\$ 81,037	\$ 80,000	\$ 85,000	
Real Estate Taxes Delinquent	-	16	-	-	-	
Total for Property Taxes	\$ 76,341	\$ 77,651	\$ 81,037	\$ 80,000	\$ 85,000	
Miscellaneous and Other						
Interest	\$ 2	\$ 1	\$ 37	\$ 5	\$ 100	
Total For Miscellaneous and Other	\$ 2	\$ 1	\$ 37	\$ 5	\$ 100	
TOTAL REVENUES	\$ 76,343	\$ 77,652	\$ 81,074	\$ 80,005	\$ 85,100	
EXPENDITURES						
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ 23,670	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers To Other Funds						
Storm Water Utility Fund	\$ 77,000	\$ 78,000	\$ 50,000	\$ 85,000	\$ 85,000	
Total for Transfers To Other Funds	\$ 77,000	\$ 78,000	\$ 50,000	\$ 85,000	\$ 85,000	
TOTAL EXPENDITURES	\$ 77,000	\$ 78,000	\$ 73,670	\$ 85,000	\$ 85,000	
FUND BALANCE DECEMBER 31	\$ 3,758	\$ 3,409	\$ 10,814	\$ 5,819	\$ 5,919	

City of Mission	Item Number:	12.
ACTION ITEM SUMMARY	Date:	11/28/17
Administration	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

RE: Authorization to Spend According to the Approved 2018 Annual Budget.

RECOMMENDATION: Approve an ordinance authorizing the City Administrator to make expenditures in accordance with the adopted 2018 Annual Budget.

DETAILS: As part of the annual budget process, the City Council takes formal action in December to authorize and direct the City Administrator to spend according to the adopted budget and in compliance with City Council Policy 102.

The attached ordinance will authorize the City Administrator to spend in accordance with the approved annual budget.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

**CITY OF MISSION
ORDINANCE NO. _____**

**AN ORDINANCE AUTHORIZING EXPENDITURES BY THE CITY ADMINISTRATOR FROM
THE 2018 BUDGET.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Grant of Authority. The City Administrator is hereby authorized to make expenditures from the 2018 City Budget as adopted by the Resolution Number 991 and Resolution Number 992 pursuant to and in accordance with City Council Policy Number 102, as from time to time amended. Copies of said Policy shall be open for inspection in the office of the City Clerk during business hours.

SECTION 2. Take Effect. This Ordinance shall be in full force and effect from and after its passage, approval and publication in the official City newspaper, all as provided by law.

PASSED BY THE CITY COUNCIL this 20th day of December 2017.

APPROVED BY THE MAYOR this 20th day of December 2017.

Steve Schowengerdt, Mayor

(SEAL)

Attest:

Martha Sumrall, City Clerk

City of Mission	Item Number:	13.
ACTION ITEM SUMMARY	Date:	11/28/17
Administration	From:	Martha Sumrall

Action items require a vote to recommend the item to full City Council for further action.

RE: 2018 Cereal Malt Beverage Licenses

RECOMMENDATION: Approve the 2018 Cereal Malt Beverage License Renewals

DETAILS: City ordinance and Kansas statutes require that any person wishing to sell any cereal malt beverage (CMB) at retail must obtain an annual license for each place of business. Renewal applications for 2018 include the following Mission businesses:

- Johnny's Hickory House BBQ, 5929 Broadmoor
- Hy-Vee Grocery, 6655 Martway
- Hy-Vee Grocery (Convenience Store), 6645 Martway
- QuikTrip, 4700 Lamar
- Target, 6100 Broadmoor

Each applicant has submitted the required renewal application, fee, and background checks for each applicant/store manager have been conducted.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 41-2702; City of Mission Code Section 600.160 & 600.170
Line Item Code/Description:	n/a
Available Budget:	n/a

City of Mission	Item Number:	14.
ACTION ITEM SUMMARY	Date:	December 5, 2017
Administration	From:	Martha Sumrall

Action items require a vote to recommend the item to full City Council for further action.

RE: Massage Establishment Permit, 4811 Lamar

RECOMMENDATION: Approve the Massage Establishment Permit for Marchelon Professional Massage Therapy at 4811 Lamar, contingent upon final approval by the Chief of Police of the applicant's background results.

DETAILS: Under the provisions of Chapter 620 of Mission's Municipal Code, anyone opening a massage establishment is required to submit an initial application which is considered by the City Council. Marleka Morris-Hamilton, Marchelon Professional Massage Therapy, has submitted her application to operate as the sole massage therapist at 4811 Lamar. She has provided the necessary documentation regarding education and training, and her background check is currently underway. In an effort not to defer a potential opening date until mid-January, Council is being asked to consider this application at this time with the City Clerk holding the license until the background results are approved.

Following approval of the initial application and payment of the \$300 application fee, the license will be renewed annually based on the square footage of the business. Ms. Morris-Hamilton has also applied for the required massage therapist permit, which may be approved administratively following Council approval of the Massage Establishment Permit.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	Chapter 620
Line Item Code/Description:	n/a
Available Budget:	n/a