

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, MAY 6, 2020

6:30 P.M.

Mission City Hall

In consideration of the COVID-19 social distancing recommendations, this meeting will be held virtually via Zoom (<https://zoom.us/join>). The public may participate with comments by using the "chat" feature, please note all statements are made visible to the group. Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Presentation and Approval of 2019 Audit - Brian Scott ([page 3](#))

Kansas statutes require an annual audit of the City's financial statements. The 2019 audit was conducted by Berberich Trahan & Company, P.A., Certified Public Accountants who worked in conjunction with City staff to prepare and audit the comprehensive financial statements. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City received a "clean" or unqualified audit for 2019. A representative from Berberich Trahan will present the report and answer any questions during the Finance & Administration Committee meeting.

2. Acceptance of the April 8, 2020 Finance & Administration Committee Minutes - Audrey McClanahan ([page 193](#))

Draft minutes of the April 8, 2020 Finance and Administration Committee meeting are included for review and acceptance.

3. GO Refunding Bonds, Series 2020A - Brian Scott/Laura Smith ([page 197](#))

The City issued general obligation bonds in 2010 (2010B GO Refunding Bonds) for the purpose of refinancing GO bonds previously issued in 2005 and 2009 for flood mitigation and stormwater improvements. The Series 2010B bonds have an interest rate between 4% and 4.25%, and the City has the option to call these bonds on September 1, 2020. The current economic environment is very favorable for municipal bonds and presents an opportunity to replace the 2010B Series bonds with 2020A Series bonds for the same maturity period, but at much lower interest rates. This could result in a savings on interest of nearly \$603,000 over the remaining nine year life of the bonds. Staff, along with the City's financial advisor, Bruce

Kimmel of Elhers, Inc. will present the Finance and Administration Committee with the details of this option and seek authorization to move to a sale of 2020A Series General Obligation Refunding Bonds in June.

4. Purchase of Municipal Court Software - Brian Scott ([page 213](#))

The City's municipal court has relied on a Microsoft Access database as its court case management program for nearly 20 years. The program has become plagued with functional issues over the years making it ineffective and unreliable. Funds were budgeted in 2019 for replacement of the software, and staff has been researching and evaluating options for nearly a year. The selection committee is recommending Tyler as the preferred solution for a new municipal court case management software program in an amount not to exceed \$69,753.

5. Gateway Redevelopment Agreement Amendment #3 - Laura Smith ([page 383](#))

In March 2020, the Council approved a Second Amendment to the Gateway Redevelopment Agreement to reflect a change in one private lender. In reviewing the Second Amendment upon execution, the Developer's attorney discovered an error in the amount/order of contributions between the two private lenders, and a Third Amendment is now required to correct the documents. Similar to the Second Amendment, this Third Amendment does not impact any of the project components or timelines and once the loans are finalized and the Bonds issued, the Developer will have all funds necessary to complete the entire project. A resolution to adopt the Third Amendment has been prepared for Council consideration.

DISCUSSION ITEMS

6. Voter Engagement Strategies - Laura Smith (Trent Boultinghouse) ([page 394](#))

Councilmember Boultinghouse requested an opportunity to share information and ideas on voter engagement strategies based on information he heard recently at the National League of Cities Conference.

7. Selection of Committee Chair and Vice Chair - Laura Smith ([page 395](#))

In accordance with Section 130.010 (B) of the City's Municipal Code on or before the first June Council meeting, the City Council shall vote to elect the chairperson and vice chairperson of the Finance and Administration Committee and the Community Development Committee. Committee Chairs are appointed for one year. This item will be considered under "New Business" on the May 20, 2020 City Council agenda.

OTHER

8. Department Updates - Laura Smith

Sollie Flora, Chairperson
Kristin Inman, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

City of Mission	Item Number:	1
ACTION ITEM SUMMARY	Date:	May 6, 2020
Administration	From:	Brian Scott

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

RE: City of Mission 2019 Comprehensive Annual Financial Report - Annual Audit

RECOMMENDATION: Accept the audited financial statements for the year ending December 31, 2019.

DETAILS: Kansas statutes require an annual audit of the City’s financial statements. The audit for the 2019 fiscal year was conducted by Berberich Trahan & Company, P.A., Certified Public Accountants. The auditors worked in conjunction with City staff to prepare and audit the comprehensive financial statements of the City of Mission.

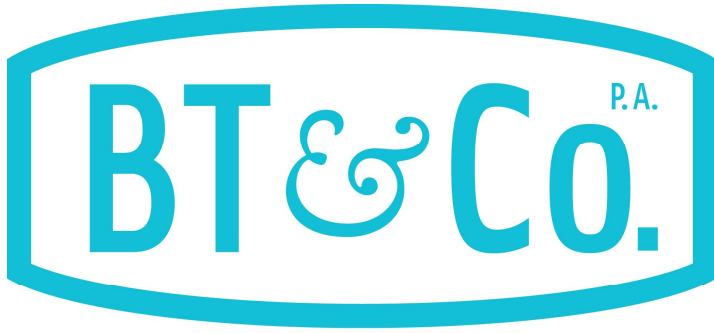
The annual audit is conducted in accordance with auditing standards generally accepted in the United States, the “Kansas Municipal Audit Guide,” and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as an evaluation of the overall basic financial statement presentation. The City received a “clean” or unqualified audit for the fiscal year ending December 31, 2019.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report (CAFR) for the fiscal year ending December 31, 2018. This was the twenty-fifth consecutive year the City received this award which is earned by publishing an easily readable and efficiently organized CAFR. The report must also satisfy both generally accepted accounting principles and applicable legal requirements. The 2019 CAFR will be submitted to the GFOA review panel for consideration.

A representative from Berberich Trahan will present the report and answer any questions during the Finance & Administration Committee meeting. The Council has historically accepted the annual audit at the next available Council meeting.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 75-1120a
Line Item Code/Description:	N/A
Available Budget:	N/A



Certified Public Accountants

CITY OF MISSION, KANSAS

Report to the Honorable Mayor and City Council
[Date of Issuance of Communication]

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Certified Public Accountants

[Date of issuance of communication]

Honorable Mayor and City Council
City of Mission, Kansas
6090 Woodson Road
Mission, Kansas 66202

Attention: Honorable Mayor and City Council

We are pleased to present this report related to our audit of the financial statements of the City of Mission, Kansas (the City) for the year ended December 31, 2019. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the City's financial reporting process.

This report is intended solely for the information and use of the Honorable Mayor, City Council and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the City.

[FIRM SIGNATURE]

4301 SW Huntoon St. Topeka, KS 66604 | t: 785.234.3427 | toll-free: 800.530.5526 | f: 785.233.1768 | w: btandcccpa.com

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CITY OF MISSION, KANSAS

Report to the Honorable Mayor and City Council
[Date of Issuance of Communication]

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Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America and the Kansas Municipal Audit and Accounting Guide have been described to you in our arrangement letter dated October 30, 2019.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	Preferability of Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit period. Adoption of, or Change in, Accounting Policies Management has the ultimate responsibility for the appropriateness of the accounting policies used by the City. Following is a description of significant accounting policies or their application that were either initially selected or changed during the year. The City adopted the provisions of Governmental Accounting Standards Board Statement No. 84: <i>Fiduciary Activities</i> . This resulted in new guidance for identifying fiduciary activities for accounting and financial reporting purposes that resulted in the name change of certain funds from agency funds to custodial funds. The City adopted the provisions of Governmental Accounting

Area	Comments
	Standards Board Statement No. 88: <i>Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements</i> . This resulted in a clear labeling of direct borrowings disclosed in the notes to the financial statements.
	Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.
	Management’s Judgments and Accounting Estimates Accounting estimates are an integral part of the preparation of financial statements and are based upon management’s current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached “Summary of Accounting Estimates.”
Audit Adjustments	Audit adjustments proposed by us and recorded by the City are summarized in the attached representation letter.
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management’s judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audit were discussed with or the subject of correspondence with management.

Area	Comments
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Certain Written Communications Between Management and Our Firm	Copies of certain written communications between our firm and the management of the City, including the representation letter provided to us by management, are attached.

CITY OF MISSION, KANSAS

Summary of Significant Accounting Estimates

Year Ended December 31, 2019

The following describes the significant accounting estimates reflected in the City's December 31, 2019 financial statements:

Estimate	Accounting Policy	Management's Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
Total OPEB Liability	The total OPEB liabilities are computed by independent actuarial firms. The disclosures are based upon numerous assumptions and estimates, including the expected rate of investment return, the interest rate used to determine the present value, and medical care cost trend rates.	The rates of return are based on historical and general market data.	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.
Net Pension Liability – KPERS	The net pension liability is computed by an independent actuarial firm hired by KPERS.	Management of the City obtained and reviewed the Schedule of Employer and Nonemployer Allocations and Schedule of Pension Amounts by Employer and Nonemployer as of June 30, 2019 that were audited by other auditors. Management compared their employer contributions as shown on these schedules to the City's actual contributions and recalculated its allocated percentage and its share of the collective net pension liability.	Review of management's analysis resulted in our conclusion that the estimate appears reasonable.
Fair value of investments	The fair value of investments is computed by the custodians of the City's investments.	Management of the City obtained and reviewed the year-end valuations prepared by the custodians.	Review of the investment information prepared by the custodians resulted in our conclusion that the estimates appear reasonable.

BT&Co., P.A.
4301 SW Huntoon Street
Topeka, Kansas 66604-1659

This representation letter is provided in connection with your audit of the basic financial statements of the City of Mission, Kansas (the City) as of and for the year ended December 31, 2019 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of the date of the auditors' report, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated October 30, 2019, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We have identified for you all organizations that are a part of this reporting entity or with which we have a relationship, as these organizations are defined in Section 2100 of the Governmental Accounting Standards Board's (GASB's) Codification of Governmental Accounting and Financial Reporting Standards, that are component units.
3. We have identified for you all of our funds and governmental functions.
4. We have properly classified all funds and activities.
5. We have properly determined and reported the major governmental and enterprise funds based on the required quantitative criteria. We have determined the following funds to be major for public interest reasons: parks and recreation sales tax fund, street sales tax fund, and solid waste fund. We believe that all judgmentally determined major funds are particularly important to the financial statement users.
6. We are responsible for compliance with laws and regulations applicable to the City including adopting, approving, and amending budgets.

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7. We have identified and disclosed to you all laws and regulations that have a direct and material effect on the determination of financial statement amounts including legal and contractual provisions for reporting specific activities in separate funds.
8. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
9. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
10. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
11. Related-party transactions, including those with component units for which the City is accountable, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements, and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
12. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
13. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
14. The following have been properly recorded and/or disclosed in the financial statements:
 - a. Net positions and fund balance classifications.
 - b. Security agreements in effect under the Uniform Commercial Code.
 - c. All other liens or encumbrances on assets or revenues or any assets or revenues which were pledged as collateral for any liability or which were subordinated in any way.
 - d. The fair value of investments.
 - e. All leases and material amounts of rental obligations under long-term leases.
 - f. All significant estimates and material concentrations known to management which are required to be disclosed.
 - g. Risk financing activities.
 - h. Deposits and investment securities categories of risk.

- i. The effect on the financial statements of accounting standards which have been issued, but not yet adopted.
15. We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities. In that regard:
 - a. The City has no significant amounts of idle property and equipment.
 - b. The City has no plans or intentions to discontinue the operations of any activities or programs or to discontinue any significant operations.
 - c. Provision has been made to reduce applicable assets that have permanently declined in value to their realizable values.
 - d. We have reviewed long-lived assets and certain identifiable intangibles to be held and used for impairment whenever events or changes in circumstances have indicated that the carrying amount of the assets might not be recoverable.
16. We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:
 - a. To reduce receivables to their estimated net collectable amounts.
 - b. For pension obligations, post-retirement benefits other than pensions, and deferred compensation agreements attributable to employee services rendered through December 31, 2019.
17. There are no:
 - a. Material transactions that have not been properly recorded in the accounting records underlying the financial statements.
 - b. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a "potentially responsible party" by the Environmental Protection Agency in connection with any environmental contamination.
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by the Contingencies Topic of the FASB Accounting Standards Codification.
 - d. Guarantees, whether written or oral, under which the City is contingently liable.
 - e. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
 - f. Lines of credit or similar arrangements.
 - g. Agreements to repurchase assets previously sold.

- h. Contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books.
 - i. Liabilities which are subordinated in any way to any other actual or possible liabilities.
 - j. Debt issue repurchase options or agreements, or sinking fund debt repurchase ordinance requirements.
 - k. Debt issue provisions.
 - l. Authorized but unissued bonds and/or notes.
 - m. Derivative financial instruments.
 - n. Special and extraordinary items.
 - o. Arbitrage rebate liabilities.
 - p. Impairment of capital assets.
18. We have no direct or indirect, legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.
19. The City has satisfactory title to all owned assets.
20. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and Uniform Guidance, because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
21. Net positions (net investment in capital assets; restricted; and unrestricted) and fund balances are properly classified and, when applicable, approved.
22. Expenses or expenditures have been appropriately classified in or allocated to functions and programs in the statement of activities and allocations have been made on a reasonable basis.
23. Revenues have been appropriately classified in the statement of activities within program revenues and general revenues.
24. Capital assets, including infrastructure assets, are properly capitalized, reported and depreciated.

25. We agree with the findings of specialists in evaluating the other postemployment benefit liabilities and pension liabilities and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
26. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

27. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit;
 - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence; and
 - d. Minutes of the meetings of governing board and committees of board members, or summaries of actions of recent meetings for which minutes have not yet been prepared.
28. All transactions have been recorded in the accounting records and are reflected in the financial statements.
29. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
30. We have no knowledge of allegations of fraud or suspected fraud, affecting the City's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
31. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements received in communications from employees, former employees, analysts, regulators, or others.
32. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.

33. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
34. We have disclosed to you the identity of the City's related parties and all the related-party relationships and transactions of which we are aware.
35. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize, and report financial data.
36. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
37. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have changed from those used in the prior period due to the implementation of GASB Statement No. 84, *Fiduciary Activities*.
 - d. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditors' report thereon.
38. With respect to required supplementary information presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:
 - a. We acknowledge our responsibility for the presentation of such required supplementary information.
 - b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
39. During the course of your audit, you may have accumulated records containing data which should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

40. With respect to financial statement preparation services performed in the course of the audit:
- a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;
 - c. We evaluated the adequacy and results of the services performed and made an informed judgment on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.

Very truly yours,

CITY OF MISSION, KANSAS

Laura Smith, City Administrator

Date Signed _____

Brian Scott, Assistant City
Administrator/Finance Director

Date Signed _____

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City of Mission, Kansas

Year End: December 31, 2019

Adjusting Journal Entries

Number	Date	Name	Account Number	Debit	Credit
1	12/31/2019	ACCRUED PAYROLL	01-2024		(40,221.02)
		FULL TIME SALARIES	01-10-101-01	4,829.84	
		FULL TIME SALARIES	01-11-101-01		(1,313.27)
		FULL TIME SALARIES	01-20-101-01	8,254.05	
		FULL TIME SALARIES	01-23-101-01	4,815.33	
		FULL TIME SALARIES	01-27-101-01	4,867.84	
		FULL TIME SALARIES	01-27-101-01		(623.67)
		FULL TIME SALARIES	01-30-101-01	19,390.90	
		Client-prepared entry to adjust accrued payroll		42,157.96	(42,157.96)
2	12/31/2019	ACCOUNTS PAYABLE	01-2001	352,162.14	
		ACCOUNTS PAYABLE	03-2001	19,665.33	
		ACCOUNTS PAYABLE	09-2001	4,208.14	
		ACCOUNTS PAYABLE	19-2001	4,923.26	
		ACCOUNTS PAYABLE	25-2001	45,327.37	
		ACCOUNTS PAYABLE	30-2001	49,080.00	
		ACCOUNTS PAYABLE	45-2001	27,907.00	
		ACCOUNTS PAYABLE	60-2001	189,467.50	
		ACCOUNTS PAYABLE	65-2001	14,347.41	
		OPERATING RESERVE	01-00-001-00		(244,100.00)
		ELECTRICITY	01-07-201-01		(2,743.02)
		HEATING GAS	01-07-201-03		(973.85)
		LEGAL PUBLICATIONS	01-07-206-04		(14.71)
		SERVICE CONTRACTS	01-07-212-06		(1,030.44)
		COMPUTER SERVICES	01-07-214-05		(767.05)
		COMPUTER SYSTEMS/SOFTWARE	01-07-402-03		(27,966.61)
		ANNUAL CELEBRATIONS	01-09-208-01		(49.76)
		MEETING EXPENSE-MAYOR/COUNCIL	01-09-208-05		(78.17)
		FARMERS MARKET	01-09-208-16		(25.00)
		SUSTAINABILITY EXPENSE	01-09-215-04		(580.00)
		PROFESSIONAL ORGANIZATIONS	01-10-206-01		(1,078.00)
		PERIODICALS/BOOKS/PUBLICATIONS	01-10-206-03		(136.12)
		PUBLIC RELATIONS	01-10-208-04		(29.00)
		MEETING EXPENSES	01-10-208-05		(55.71)
		JO CO UTILITY ASSIST PROGRAM	01-10-208-06		(269.47)
		COMPUTER SYSTEMS	01-10-402-03		(16.43)
		ELECTRIC - SHOP	01-20-201-02		(1,392.89)
		GAS - SHOP	01-20-201-04		(2,148.88)
		TRAFFIC SIGNALS - KCPL	01-20-201-10		(410.54)
		TRAFFIC SIGNAL - OP INTERLOCAL	01-20-201-11		(1,710.75)

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STREET LIGHTS - KCPL	01-20-201-13		(4,890.03)
STREET LIGHTS - STREETScape	01-20-201-15		(76.94)
ENGINEER / ARCHITECT SERVICES	01-20-207-03		(4,320.50)
STORM WARNING SIRENS	01-20-212-03		(63.34)
SERVICE CONTRACTS	01-20-212-06		(3,288.00)
OFFICE SUPPLIES	01-20-301-01		(137.23)
GAS / OIL - VEHICLE	01-20-306-01		(338.70)
PARK MAINTENANCE	01-20-307-07		(56.35)
LODGING/MEALS	01-23-202-03		(71.83)
REGISTRATION/TUITION	01-23-203-01		(5.00)
PROFESSIONAL ORGANIZATIONS	01-23-206-01		(2.00)
PROFESSIONAL SERVICES	01-23-206-05		(1,081.88)
LAND USE ATTORNEY SERVICES	01-23-206-06		(1,470.00)
JO CO PLAN/INSP EXPENSES	01-23-206-08		(13,219.54)
ENGINEER/ARCHITECT SERVICES	01-23-207-03		(196.50)
PUBLIC RELATIONS	01-23-208-04		(124.95)
OFFICE MACHINES	01-23-401-01		(712.39)
ELECTRICITY	01-25-201-01		(315.10)
COMPUTER SERVICES	01-25-214-05		(1.95)
EQUIPMENT & SUPPLIES	01-25-301-08		(25.37)
ELECTRIC	01-27-201-01		(13,560.25)
GAS	01-27-201-03		(5,089.21)
MARKETING / PUBLIC RELATIONS	01-27-204-01		(1,270.21)
EMPLOYEE RECOGNITION	01-27-208-13		(36.98)
SPECIAL PROGRAMS	01-27-214-11		(228.78)
SEASONAL PROGRAMS	01-27-215-01		(737.23)
CONTRACT SER / MAINT AGREEMENTS	01-27-215-02		(371.00)
OFFICE SUPPLIES	01-27-301-01		(87.96)
FOOD SERV / CONCESSION SUPPLIES	01-27-301-03		(44.85)
POSTAGE	01-27-301-04		(7.30)
EQUIPMENT & SUPPLIES	01-27-301-08		(846.90)
PROGRAM SUPPLIES	01-27-301-09		(218.55)
SAFETY SUPPLIES	01-27-303-04		(5.97)
CLEANING SUPPLIES	01-27-304-02		(65.64)
BLDG MAINT / REPAIR / PARTS	01-27-305-05		(282.84)
TELEPHONE	01-30-201-08		(1,169.19)
LODGING / MEALS	01-30-202-03		(2,948.64)
REGISTRATION / TUITION / OTHER	01-30-203-01		(400.00)
PUBLIC RELATIONS	01-30-208-04	86.64	
EMPLOYEE RECOGNITION	01-30-208-13		(463.91)
SERVICE CONTRACTS / RENTALS	01-30-212-06		(804.96)
VEHICLE MAINTENANCE	01-30-212-07		(321.73)
COMPUTER SERVICES	01-30-214-05	443.14	
PRISONER CARE	01-30-214-08		(4,900.00)
MISCELLANEOUS	01-30-215-03		(39.99)
UNIFORMS / LTHR / PROTECT VESTS	01-30-302-01		(110.93)
GAS / OIL - VEHICLE	01-30-306-01		(2,704.90)
STREET REPAIR & MAINTENANCE	03-90-801-11		(19,665.33)
MENTAL HEALTH RESPONDER	09-90-201-02		(4,208.14)

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HOLIDAY ADOPTIONS	19-30-201-11		(4,923.26)
CAPITAL PROJECTS	25-90-805-09		(45,327.37)
SOLID WASTE CONTRACT	30-90-214-05		(49,080.00)
CAPITAL PROJECTS	45-90-805-09		(27,907.00)
CID DISTRIBUTION	60-90-200-01		(18,854.12)
TIF SALES TAX DISTRIBUTION	60-90-200-02		(19,358.45)
TIF PROPERTY TAX DISTRIBUTION	60-90-200-03		(151,254.93)
CID SALES TAX DISTRIBUTION	65-90-200-01		(14,347.41)

Client-prepared entry to reverse
PY accrued AP

707,617.93 (707,617.93)

3	12/31/2019	AUDITED FUND BALANCE	08-3021		(19,274.00)
		CASH BONDS COLLECTED	08-30-374-03		(80,204.35)
		CASH BONDS COLLECTED	08-40-374-03	99,478.35	

Client-prepared entry to close
bonds collected and paid

99,478.35 (99,478.35)

4	12/31/2019	PROPERTY TAX RECEIVABLE	01-1107		(54,907.00)
		DEFERRED REVENUE	01-2010	6,857.14	
		Taxes Receivable	26-1107	17,925.00	
		Deferred Revenue	26-2010		(17,925.00)
		Taxes Receivable	27-1107		(6,072.00)
		Deferred Revenue	27-2010	6,072.00	
		DEFERRED REVENUE - PROPERTY TAXES	01-2011	BTC 54,907.00	
		COMMUNITY CTR MEMBERSHIPS	01-40-333-01		(6,857.14)

Client-prepared entry to record property tax
receivables and SP JCC deferred revenues

85,761.14 (85,761.14)

5	12/31/2019	FRANCHISE TAX RECEIVABLE	01-1106		(114,026.62)
		FRANCHISE TAX RECEIVABLE	01-1106	108,370.98	
		KCPL FRANCHISE FEES	01-40-321-02	54,762.75	
		KCPL FRANCHISE FEES	01-40-321-02		(54,328.01)
		KS GAS SERV FRANCHISE FEES	01-40-321-03	26,946.90	
		KS GAS SERV FRANCHISE FEES	01-40-321-03		(22,760.16)
		SBC TELEPHONE FRANCHISE FEES	01-40-321-04	1,539.39	
		SBC TELEPHONE FRANCHISE FEES	01-40-321-04		(1,562.48)
		TIME WARNER CATV FRANCHISE FEE	01-40-321-05	13,798.47	
		TIME WARNER CATV FRANCHISE FEE	01-40-321-05		(14,557.09)
		EVEREST CATV FRANCHISE FEES	01-40-321-06	2,944.85	
		EVEREST CATV FRANCHISE FEES	01-40-321-06		(2,348.55)
		TELCO FRANCHISE FEE	01-40-321-07	322.91	
		TELCO FRANCHISE FEE	01-40-321-07		(155.02)
		AT&T VIDEO FRANCHISE FEES	01-40-321-08	7,138.35	

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		AT&T VIDEO FRANCHISE FEES	01-40-321-08		(6,900.67)
		GOOGLE FIBER	01-40-321-09	6,573.00	
		GOOGLE FIBER	01-40-321-09		(5,759.00)

Client-prepared entry to reverse PY franchise
fee receivables and record CY franchise
fee receivables

222,397.60 (222,397.60)

6	12/31/2019	RECEIVABLES	25-1103	67,190.06	
		INTERGOVERNMENTAL REVENUE	25-40-804-07		(67,190.06)

Client-prepared entry to record current
year grants receivable (CARS)

67,190.06 (67,190.06)

7	12/31/2019	DEBT SERVICE	01-90-808-01		(2,565.60)
		DEBT SERVICE	01-90-808-01		(9,575.00)
		DEBT SERVICE - INTEREST AND OTHER CHARGES	01-90-808-02	2,565.60	
		DEBT SERVICE - INTEREST AND OTHER CHARGES	01-90-808-02	9,575.00	
		DEBT SERVICE	10-90-808-01		(3,627.64)
		DEBT SERVICE - INTEREST AND OTHER CHARGES	10-90-808-02	3,627.64	

Client-prepared entry to move interest expense
out of principal expense account

15,768.24 (15,768.24)

8	12/31/2019	Property Tax Receivable	55-1107	331.94	
		Deferred Revenue - Property Taxes	55-2011		(331.94)
		Property Tax Receivable	60-1107		(151,473.69)
		Property Tax Receivable	60-1107	161,116.97	
		DEFERRED REVENUE - PROPERTY TAXES	60-2011	BTC	151,473.69
		DEFERRED REVENUE - PROPERTY TAXES	60-2011	BTC	(161,116.97)

Client-prepared entry to reverse the PY entry
and record the Mission Crossing receivable
and deferred revenue

312,922.60 (312,922.60)

9	12/31/2019	RECEIVABLES	01-1103		(671,342.00)
		RECEIVABLES	01-1103	715,397.00	
		ALLOWANCE FOR DOUBTFUL ACCOUNTS	01-1120	BTC	609,839.00
		ALLOWANCE FOR DOUBTFUL ACCOUNTS	01-1120	BTC	(557,456.90)
		FINES	01-40-341-01	61,503.00	
		FINES	01-40-341-01		(157,940.10)

Client-prepared entry to reverse PY and record
CY court revenue and allowance

1,386,739.00 (1,386,739.00)

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10	12/31/2019	ACCOUNTS PAYABLE	01-2001	(80,385.86)
		ACCOUNTS PAYABLE	09-2001	(5,215.46)
		ACCOUNTS PAYABLE	19-2001	(10,049.92)
		ACCOUNTS PAYABLE	22-2001	(80,069.82)
		ACCOUNTS PAYABLE	60-2001	(265,516.28)
		ACCOUNTS PAYABLE	65-2001	(28,867.17)
		OPERATING RESERVE	01-00-001-00	1,872.14
		ELECTRICITY	01-07-201-01	2,724.46
		HEATING GAS	01-07-201-03	812.93
		LEGAL PUBLICATIONS	01-07-206-04	682.44
		COMPUTER SERVICES	01-07-214-05	1,416.00
		MAINT/REPAIRS CITY HALL	01-07-305-02	16.98
		COMPUTER SYSTEMS/SOFTWARE	01-07-402-03	46.42
		TRAVEL/COM'L-MAYOR/COUNCIL	01-09-202-06	400.60
		REGISTRATION - MAYOR/COUNCIL	01-09-203-02	615.00
		ANNUAL CELEBRATIONS	01-09-208-01	65.02
		HOLIDAY PARTIES	01-09-208-03	802.96
		MISCELLANEOUS	01-09-215-03	419.94
		REGISTRATION / TUITION - STAFF	01-10-203-01	450.00
		PERIODICALS/BOOKS/PUBLICATIONS	01-10-206-03	140.18
		PUBLIC RELATIONS	01-10-208-04	153.69
		MEETING EXPENSES	01-10-208-05	68.09
		COMPUTER SYSTEMS	01-10-402-03	16.43
		CITY PENSION	01-11-102-06	100.00
		EMPLOYEE RECOGNITION	01-11-208-13	214.89
		ELECTRIC - SHOP	01-20-201-02	1,302.08
		GAS - SHOP	01-20-201-04	1,297.51
		TRAFFIC SIGNALS - KCPL	01-20-201-10	412.37
		TRAFFIC SIGNALS - KCPL	01-20-201-10	25,883.12
		STREET LIGHTS - KCPL	01-20-201-13	4,744.20
		STREET LIGHTS - STREETScape	01-20-201-15	72.13
		ADVERTISING - CLASSIFIED	01-20-204-01	50.00
		INSPECTIONS	01-20-207-06	575.00
		STORM WARNING SIRENS	01-20-212-03	64.78
		VEHICLE REGISTRATION	01-20-214-02	70.50
		OFFICE SUPPLIES	01-20-301-01	242.22
		MISC CLOTHING ITEMS	01-20-302-01	396.29
		MISC SUPPLIES	01-20-304-04	54.90
		BUILDING REPAIR PARTS / PLUMBING	01-20-305-02	374.38
		PARK MAINTENANCE	01-20-307-07	751.73
		PLANNING COMMISSION	01-23-203-02	60.90
		PROFESSIONAL ORGANIZATIONS	01-23-206-01	310.00
		EMPLOYEE RECOGNITION	01-23-208-13	116.72
		ELECTRICITY	01-25-201-01	391.40
		COMPUTER SERVICES	01-25-214-05	3.90
		ELECTRIC	01-27-201-01	12,638.22
		GAS	01-27-201-03	2,155.22
		STAFF TRAINING	01-27-203-02	300.00

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MARKETING / PUBLIC RELATIONS	01-27-204-01	595.28	
EMPLOYEE RECOGNITION	01-27-208-13	973.70	
MAINT - BLDG / LAND	01-27-210-01	2,557.67	
SPECIAL PROGRAMS	01-27-214-11	810.00	
SEASONAL PROGRAMS	01-27-215-01	1,599.86	
CONTRACT SER / MAINT AGREEMENTS	01-27-215-02	376.00	
CLOTHING	01-27-301-02	159.11	
PROGRAM SUPPLIES	01-27-301-09	179.95	
CLEANING SUPPLIES	01-27-304-02	12.99	
LODGING / MEALS	01-30-202-03	191.98	
REGISTRATION / TUITION / OTHER	01-30-203-01	200.00	
PROFESSIONAL ORGANIZATIONS	01-30-206-01	290.00	
PUBLIC RELATIONS	01-30-208-04	50.00	
EMPLOYEE RECOGNITION	01-30-208-13	637.63	
VEHICLE REGISTRATION	01-30-214-02	11.00	
ANIMAL CONTROL / CARE	01-30-214-06	250.00	
ANIMAL CONTROL / CARE	01-30-214-06	1,125.00	
PRISONER CARE	01-30-214-08	7,035.00	
POSTAGE	01-30-301-04	24.95	
OTHER OPERATING SUPPLIES	01-30-301-06	20.00	
MENTAL HEALTH RESPONDER	09-90-201-02	5,215.46	
MCVB GENERAL EXPENSES	19-30-201-01	47.13	
HOLIDAY ADOPTIONS	19-30-201-11	10,043.08	
HOLIDAY ADOPTIONS	19-30-201-11		(40.29)
STORM DRAIN COLLECTION SYSTEM	22-61-407-05	80,069.82	
CID DISTRIBUTION	60-90-200-01	25,052.27	
CID DISTRIBUTION	60-90-200-01	26,801.96	
TIF SALES TAX DISTRIBUTION	60-90-200-02	25,372.11	
TIF SALES TAX DISTRIBUTION	60-90-200-02	27,172.97	
TIF PROPERTY TAX DISTRIBUTION	60-90-200-03	161,116.97	
CID SALES TAX DISTRIBUTION	65-90-200-01	15,992.07	
CID SALES TAX DISTRIBUTION	65-90-200-01	12,875.10	

Client-prepared entry to record AP paid in 2020
for 2019 expense and to record encumbrances
to be paid in 2020 for 2019 expense

470,144.80 (470,144.80)

11	12/31/2019	RECEIVABLES	01-1103	(46,645.35)
		HEALTH / LIFE	01-30-102-01	34,221.12
		NEACC MONEY PURCH PLN	01-30-102-08	2,603.14
		NEAC ADMINISTRATIVE COST REIMB	01-40-361-02	9,821.09

Client-prepared entry to reverse accrual of
NEAC receivable for 2018 animal
control expenses

46,645.35 (46,645.35)

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12	12/31/2019	Settlement Payable	3050	BTC	327,084.45	
		Settlement Payable	3050	BTC		(991,165.00)
		Net position	5000	BTC	991,165.00	
		General government expense	7000	BTC		(327,084.45)
		Client-prepared entry to accrue TUF legal settlement			1,318,249.45	(1,318,249.45)
13	12/31/2019	RECEIVABLES	03-1103		65,794.00	
		RECEIVABLES	03-1103			(64,134.00)
		SPECIAL CITY / COUNTY HIGHWAY	03-40-800-01			(65,794.00)
		SPECIAL CITY / COUNTY HIGHWAY	03-40-800-01		64,134.00	
		Client-prepared entry to reverse prior year highway funds receivable and record the current year			129,928.00	(129,928.00)
14	12/31/2019	COMPUTER SYSTEMS/SOFTWARE	01-07-402-03		17,972.00	
		RADIOS	01-30-404-04		26,835.00	
		SALE OF FIXED ASSETS	01-40-361-07			(17,972.00)
		SALE OF FIXED ASSETS	01-40-361-07			(26,835.00)
		Client-prepared entry to reclass discount on equipment			44,807.00	(44,807.00)
15	12/31/2019	CHECKING ACCT GENERAL FUND	01-1002			(5,279.00)
		RECEIVABLES	01-1103		684,055.00	
		INTEREST RECEIVABLE	01-1105			(13,072.00)
		FRANCHISE TAX RECEIVABLE	01-1106		28,034.00	
		PROPERTY TAX RECEIVABLE	01-1107		2,202,059.00	
		CONSUMER USE TAX RECEIVABLE	01-1108		198,432.00	
		COUNTY SALES TAX RECEIVABLE	01-1109		93,761.00	
		CITY SALES TAX RECEIVABLES	01-1110		48,114.00	
		ACCOUNTS PAYABLE	01-2001			(352,163.00)
		DEFERRED REVENUE	01-2010		715,522.00	
		ACCRUED PAYROLL	01-2024			(76,430.00)
		AUDITED FUND BALANCE	01-3021			(197,691.00)
		RECEIVABLES	03-1103			(26,653.00)
		ACCOUNTS PAYABLE	03-2001			(19,665.00)
		AUDITED FUND BALANCE	03-3021		46,318.00	
		ACCOUNTS PAYABLE	09-2001			(4,208.00)
		AUDITED FUND BALANCE	09-3021		4,208.00	
		SALES TAX RECEIVABLE	18-1106			(28,066.00)
		USE TAX RECEIVABLE	18-1107			(4,813.00)
		AUDITED FUND BALANCE	18-3021		32,879.00	

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SALES TAX RECEIVABLE	19-1106		(76,189.00)
ACCOUNTS PAYABLE	19-2001		(4,923.00)
AUDITED FUND BALANCE	19-3021	81,112.00	
CASH - CAPITAL IMPROVEMNT FUND	25-1002	5,275.00	
ACCOUNTS PAYABLE	25-2001		(45,327.00)
AUDITED FUND BALANCE	25-3021	40,052.00	
ACCOUNTS PAYABLE	30-2001		(49,080.00)
AUDITED FUND BALANCE	30-3021	49,080.00	
SALES TAX RECEIVABLE	40-1110	111,840.00	
AUDITED FUND BALANCE	40-3021		(111,840.00)
SALES TAX RECEIVACBLE	45-1110	167,760.00	
ACCOUNTS PAYABLE	45-2001		(27,907.00)
AUDITED FUND BALANCE	45-3021		(139,853.00)
Property Tax Receivable	60-1107	151,474.00	
Sales Tax Receivable	60-1110	25,439.00	
ACCOUNTS PAYABLE	60-2001		(189,468.00)
Deferred Revenue - Property Taxes	60-2011		(151,474.00)
AUDITED FUND BALANCE	60-3021	164,029.00	
Sales tax receivable	65-1110	10,957.00	
ACCOUNTS PAYABLE	65-2001		(14,347.00)
AUDITED FUND BALANCE	65-3021	3,390.00	
ALLOWANCE FOR DOUBTFUL ACCOUNTS	01-1120	BTC	(609,839.00)
DEFERRED REVENUE - PROPERTY TAXES	01-2011	BTC	(2,815,503.00)
LAND HELD FOR RESALE	01-1190	BTC	100,000.00

To record beginning balances of accounts
receivable and accounts payable accounts
to roll forward fund balances

4,963,790.00 (4,963,790.00)

16	12/31/2019	Capital leases payable - long-term	3400	BTC	177,553.00	
		Capital leases payable - long-term	3400	BTC		(233,547.00)
		Capital leases payable - current portion	3450	BTC		(151,595.00)
		Loans payable - long-term	3500	BTC	4,782.00	
		Loans payable - long-term	3500	BTC		(64,772.00)
		Loans payable - current portion	3550	BTC		(4,907.00)
		Bonds payable - long-term	3600	BTC	3,355,000.00	
		Bonds payable - long-term	3600	BTC		(23,155,000.00)
		Bonds payable - current portion	3650	BTC		(3,465,000.00)
		Net position	5000	BTC	23,150,000.00	
		Net position	5000	BTC	385,142.00	
		Net position	5000	BTC	69,679.00	
		Bond proceeds	6003	BTC	3,470,000.00	
		Principal expense	7600	BTC		(3,537,335.00)

Entity-wide entry to record additions to bonds,
capital leases, and principal payments

30,612,156.00 (30,612,156.00)

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17	12/31/2019	Interest payable	3000	BTC		(267,955.00)	
		Net position	5000	BTC	223,286.00		
		Interest expense	7500	BTC	44,669.00		
		Entity-wide entry to record accrued interest on debt				267,955.00	(267,955.00)
18	12/31/2019	Debt issuance premium	3700	BTC		(909,739.00)	
		Debt issuance discount	3800	BTC	2,438.00		
		Net position	5000	BTC	320,070.00		
		Amortization expense	7510	BTC		(119,889.00)	
		Issuance of debt - bond premium	8300	BTC	707,120.00		
		BOND PROCEEDS	22-40-801-01		707,120.00		
		BOND PROCEEDS	22-40-801-01			(75,522.00)	
		FISCAL AGENT FEES	22-61-808-03		75,522.00		
		Other Financing Sources - Bond Premium	22-61-808-99	BTC		(707,120.00)	
		Entity-wide entry to record bond discounts/premiums and the related amortization				1,812,270.00	(1,812,270.00)
19	12/31/2019	Taxes Receivable	26-1107		4,533.00		
		Deferred Revenue	26-2010			(4,533.00)	
		Taxes Receivable	27-1107		85,541.00		
		Deferred Revenue	27-2010			(85,541.00)	
		To record beginning balances of Rock Creek receivable				90,074.00	(90,074.00)
20	12/31/2019	Land	1100	BTC	9,338,256.00		
		Construction in progress	1110	BTC	1,588,316.00		
		Buildings	1120	BTC	13,055,744.00		
		Improvements	1125	BTC	149,997.00		
		Equipment and vehicles	1130	BTC	6,361,163.00		
		Infrastructure	1140	BTC	57,068,911.00		
		Accumulated depreciation	1200	BTC		(23,878,379.00)	
		Net position	5000	BTC		(63,636,822.00)	
		General government expense	7000	BTC	200,441.00		
		Public safety expense	7100	BTC	158,470.00		
		Public works expense	7200	BTC	2,065,808.00		
		Culture and recreation expense	7300	BTC	583,943.00		
		Capital outlay	7400	BTC		(3,055,848.00)	
		Entity-wide entry to record capital asset activity				90,571,049.00	(90,571,049.00)

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21	12/31/2019	Accrued compensated absences	3100	BTC		(491,347.00)
		Net position	5000	BTC	445,525.00	
		General government expense	7000	BTC		(4,366.00)
		Public safety expense	7100	BTC	28,036.00	
		Public works expense	7200	BTC	14,704.00	
		Culture and recreation expense	7300	BTC	7,448.00	
		Entity-wide entry to record accrued compensated absences for vacation and sick leave			495,713.00	(495,713.00)
22	12/31/2019	ACCOUNTS PAYABLE	01-2001			(19,892.47)
		ACCOUNTS PAYABLE	01-2001			(17,040.44)
		ACCOUNTS PAYABLE	25-2001			(73,966.40)
		PROFESSIONAL SERVICES	01-07-206-05		11,927.50	
		ANNUAL CELEBRATIONS	01-09-208-01		17,040.44	
		GAS / OIL - VEHICLE	01-20-306-01		390.39	
		LAND USE ATTORNEY SERVICES	01-23-206-06		2,069.00	
		GAS/OIL	01-23-306-01		67.08	
		GAS	01-27-201-03		1,221.76	
		GAS / OIL - VEHICLE	01-30-306-01		4,216.74	
		CAPITAL PROJECTS	25-90-805-09		73,966.40	
		Client-prepared entry to accrue additional payables paid in 2020 for 2019 expense			110,899.31	(110,899.31)
23	12/31/2019	CONSUMER USE TAX RECEIVABLE	01-1108			(49,215.79)
		COUNTY SALES TAX RECEIVABLE	01-1109		1,113.95	
		CITY SALES TAX RECEIVABLES	01-1110		3,419.14	
		SALES TAX RECEIVABLE	40-1110		1,836.03	
		SALES TAX RECEIVABLE	45-1110		2,754.04	
		Sales Tax Receivable	60-1110		8,391.73	
		Sales tax receivable	65-1110			(313.29)
		COUNTY SALES TAX	01-40-303-01		2,787.56	
		CITY SALES TAX	01-40-303-02			(3,419.14)
		COUNTY SALES / NEW JAIL PORTION	01-40-303-03		613.75	
		JO CO PUBLIC SAFETY SALES TAX	01-40-303-06		613.75	
		JO CO COURT SALES TAX	01-40-303-07		613.74	
		CITY USE TAX	01-40-308-01		49,215.79	
		COUNTY USE TAX	01-40-308-02			(3,281.58)
		COUNTY USE / NEW JAIL PORTION	01-40-308-03			(820.39)
		JO CO PUBLIC SAFETY USE TAX	01-40-308-05			(820.39)
		JO CO COURT USE TAX	01-40-308-07			(820.39)
		SALES TAX RECEIPTS	40-40-808-02			(1,836.03)
		SALES TAX RECEIPTS	45-40-808-02			(2,754.04)
		MISSION CROSSING CID SALES TAX	60-40-303-15			(4,466.74)

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MISSION CROSSING TIF SALES TAX	60-40-303-16		(3,924.99)
CID SALES TAX	65-40-303-18	313.29	

Client-prepared entry to record
sales tax receivable

71,672.77	(71,672.77)
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24	12/31/2019	Deferred inflows - special assessments	4030	BTC	9,593,532.00	
		Net position	5000	BTC		(10,193,128.00)
		Special assessment revenue	6002	BTC	599,596.00	
		Special Assessments Receivable	22-1111	BTC	10,193,128.00	
		Special Assessments Receivable	22-1111	BTC		(599,596.00)
		Unearned Revenue - Special Assessments	22-2012	BTC		(10,193,128.00)
		Unearned Revenue - Special Assessments	22-2012	BTC	599,596.00	

To record special assessments
receivable

20,985,852.00	(20,985,852.00)
---------------	-----------------

25	12/31/2019	Deferred outflows - OPEB	2010	BTC	23,614.00	
		Net OPEB liability	3200	BTC		(920,463.00)
		Deferred inflows - OPEB	4020	BTC		(779,159.00)
		Net position	5000	BTC	1,774,234.00	
		General government expense	7000	BTC	126,745.00	
		General government expense	7000	BTC		(224,971.00)

Entity-wide entry to record
combined total OPEB liability

1,924,593.00	(1,924,593.00)
--------------	----------------

26	12/31/2019	Deferred outflows - pension	2000	BTC	953,410.00	
		Net pension liability	3300	BTC		(5,180,970.00)
		Deferred inflows - pension	4000	BTC		(288,901.00)
		Net position	5000	BTC	4,398,107.00	
		General government expense	7000	BTC		(63,532.00)
		Public safety expense	7100	BTC	181,886.00	

Entity-wide entry to record the KPERS and
KP&F net pension liabilities, related
deferrals, and expenses

5,533,403.00	(5,533,403.00)
--------------	----------------

27	12/31/2019	Notes receivable	1000	BTC	434,261.00	
		Net position	5000	BTC		(475,765.00)
		Miscellaneous revenue	6001	BTC	41,504.00	

Entity-wide entry to record notes receivable

475,765.00	(475,765.00)
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28	12/31/2019	CHECKING ACCT GENERAL FUND	01-1002		(11,962.00)
		DUE FROM OTHER FUNDS	01-1104	11962	
		CASH IN BANK CHECKING	30-1002	11,962.00	
		DUE TO OTHER FUNDS	30-2999	BTC	(11,962.00)

Report-only reclassifying entry
to address negative cash balance

23,924.00 (23,924.00)

29	12/31/2019	ACCOUNTS PAYABLE	01-2001		(17,803.50)
		ACCOUNTS PAYABLE	15-2001		(6,804.00)
		OPERATING RESERVE	01-00-001-00	17,803.50	
		REINSTATEMENT - REMITTANCE	15-30-201-01	4,956.00	
		JUDICIAL SURCHARGE REMITTANCE	15-30-201-02	1,848.00	

Client-prepared entry to accrue
2014 municipal court remittances to State of
Kansas that were not paid

24,607.50 (24,607.50)

DRAFT



COMPREHENSIVE ANNUAL
FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
December 31, 2019



Prepared by:

FINANCE AND ADMINISTRATION DEPARTMENT

DRAFT

CITY OF MISSION, KANSAS

COMPREHENSIVE ANNUAL
FINANCIAL REPORT

Year Ended December 31, 2019

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CITY OF MISSION, KANSAS

COMPREHENSIVE ANNUAL
FINANCIAL REPORT

Year Ended December 31, 2019

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CITY OF MISSION, KANSAS

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6090 Woodson Road
Mission, KS 66202
(913) 676.8350

April 18, 2020

To the Citizens of the City of Mission, Kansas

The City of Mission is pleased to submit the comprehensive annual financial report for the fiscal year ending December 31, 2019. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the City. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the various funds of the City. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included.

This report includes all funds of the City. The City provides a range of services including police protection, trash services, construction and maintenance of streets and infrastructure, and recreational and cultural activities. Except for Rock Creek Drainage District #1 and Rock Creek Drainage District #2, there are no other entities over which the City exercises financial accountability.

Management's discussion and analysis immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. Management's discussion and analysis complements this letter of transmittal and should be read in conjunction with it.

COMMUNITY PROFILE

The City of Mission is located in northeastern Johnson County, Kansas, a suburban area of the Kansas City metropolitan area. The City lies adjacent to a major transportation corridor, Interstate 35, and is accessible to the entire metropolitan area. The City has a population of approximately 9,490 (2016 5-Year Census Estimate), and covers an area of 2.7 square miles, of which nearly 100% is developed.

The City of Mission was incorporated in 1951 and became a City of the Second Class under Kansas statutes in 1959.

The City operates under a non-partisan Council/Mayor form of government. The Council is comprised of eight members elected from four wards, with equal representation from each ward. Each councilmember representing a ward is elected, on a staggered basis, for a four-year term. The Mayor is elected at large for a four-year term. The Mayor and Council are responsible for all policy-making functions of the City.

The City Administrator is appointed by the Mayor and Council and serves as the chief administrative officer of the City. The City Administrator is responsible for the implementation of policies adopted by the Council and is also responsible for the general operations of the City.

The City has five operating departments including Police, Public Works, Parks and Recreation, Community Development and Administration. The City has a total of 73 full-time employees. Other services including fire protection, water distribution, waste water collection, and education are provided by separate entities.

The City has traditionally been viewed as a bedroom community with a small-town atmosphere, convenient services, and a family friendly environment. Residents enjoy an excellent standard of living as a result of the active community spirit, an award-winning school system, low crime rates and high-quality service delivery. The governing body proactively addresses quality of life issues to ensure that the current standard of living is not only maintained, but ultimately enhanced.

ECONOMIC CONDITION AND OUTLOOK

The business environment within the City of Mission provides a good balance between retailers, professional services, and corporations in a variety of industries including adult education, pharmaceutical, broadcasting, publication and advertising.

Since the 1930s, the Johnson Drive corridor, which bisects the city from east to west, has served as the retail trade area for Northeast Johnson County. Various national and local retailers, businesses, professional services, and boutique shops are located along the historic Johnson Drive corridor. The corridor includes businesses that offer dining and shopping opportunities for residents and visitors. In addition, the City offers a full-service grocery store and a national, big-box retailer.

The City has numerous small to medium-sized office buildings for professional service providers, including doctors and dentists, veterinarians, lawyers, and architects. Financial services, such as insurance companies, banks, and accountants are also well represented among the City's businesses. There are several medium to larger office buildings located primarily on the west side of the City that provide office space for various corporations.

In addition, the City is adjacent to the major transportation corridors of Johnson Drive, Shawnee Mission Parkway and Interstate 35.

The City Council works to meet the needs of existing businesses, while simultaneously dedicating resources to attract new businesses. Property and sales tax revenues generated by the business community are vital to the City's financial stability. The City's property mill levy remains one of the lowest in Johnson County and in the State of Kansas.

MAJOR CITY INITIATIVES

The City of Mission has been recognized throughout the Kansas City metropolitan area, and the larger mid-west region, for its forward thinking visioning and planning processes. A comprehensive plan and several master plans that were adopted prior to the recession have set the foundation for innovative redevelopment projects that have come to fruition in just the past few years.

Two new redevelopment projects along Johnson Drive began last summer. The Locale project at 6201 Johnson Drive entails the demolition of the former Pyramid Insurance Company headquarters building and construction of a five-story, mixed-use development consisting of approximately 200 luxury apartments with clubhouse, leasing office and restaurant on the ground floor. Construction is anticipated to be completed in 2020.

The other project is The Gateway development located at the corner of Johnson Drive and Roe Avenue at the City's eastern boundary. This 540,000 square foot, multi-story, mixed-use development includes a 160-unit apartment building, hotel, office building, and retail and entertainment venue. Construction is anticipated to be completed in 2022.

Both of these projects represent a significant investment in the community, and come on the heels of other recent commercial development in the past few years including Mission Crossing in 2013 and Cornerstone Commons in 2015.

In addition to the private investment in the community, the City has also invested public funds into reconstruction and updating of its infrastructure and facilities. Street and transportation network investments are a high priority for the City. The reconstruction of Johnson Drive in 2014, from Lamar to Maple, represented the single largest project completed by the City in the past 10 years. The \$10.5 million project included new storm water infrastructure, new street surface, new curbs, and new sidewalks with streetscape and lighting. The reconstruction of Foxridge Drive from 51st to 56th Street in 2018 included sidewalks, streetlights, and stormwater infrastructure along this corridor. Reconstruction of Broadmoor from Johnson Drive to Martway was initiated in 2019 and includes new street surface, new curbs, and new sidewalks and lighting. A new traffic signal was also installed at Broadmoor and Johnson Drive as part of this project. Seven mills from the City's overall property tax rate are dedicated to funding projects such as these. These dedicated local funds are leveraged with federal funding and/or local county funding to pay for these projects.

Residents have enjoyed a renovated outdoor aquatic facility that was opened in May of 2014. A second water slide was added for the 2018 swim season. Debt service for construction is paid with a portion of a dedicated 3/8-cent sales tax to be used for parks and recreation. The remainder of the funds provide an important revenue stream for continued maintenance and improvement of our recreation facilities as well as a source of funding for recommendations that have been identified in the City's Parks Master Plan. A study to explore program and aesthetics enhancements to Mohawk Park on the City's southside will be started in 2020.

The City continues to promote organizational efficiency and effectiveness through technology upgrades, management of a classification and compensation system, and on-going evaluation of employee benefits. Significant upgrades to the City's technology infrastructure were completed in early 2019 including network cabling upgrades and a new primary data closet, replacement of the City-wide phone system, and installation of a new surveillance camera system. Nearly a third of the City's computer inventory was replaced in 2019 as well. Additional computer replacements will occur in 2020. The City is planning to purchase new software for municipal court and community development in 2020 as well.

The City has made strides in the past few years with updating its classification and compensation plan. In addition, the City continues to evaluate and enhance its employee benefits so as to offer good coverage at reasonable prices. And, a continued emphasis on workforce training and development provides employee's with the necessary skills to deliver quality services to the citizens of Mission.

FUTURE INITIATIVES

The City continues to explore new and diverse ways to support redevelopment efforts throughout the community. Our work focuses on ensuring redevelopment that results in high quality, sustainable projects benefiting not only Mission but the entire region. Mission supports efforts for long-range, comprehensive capital infrastructure planning and budgeting; refining strategies for the on-going maintenance, repair and replacement of our important infrastructure assets.

The City will undertake an update of its comprehensive land use plan in 2020. This will include a citizen satisfaction survey, which the City does every four years to gage citizen satisfaction with services and programs, quality of life, and future priorities and initiatives.

The City continues to evaluate Parks and Recreation services to develop sustainable operating plans for the Community Center, the municipal swimming pool, and the 30+ acres of parks and recreational facilities maintained for the benefit of Mission residents. City staff will continue to work with the City's Parks, Recreation and Tree Commission in 2020 to implement recommendations of the Parks Master Plan. This includes upgrades and use programming for Mohawk Park on the southside of the city at Lamar Avenue and 67th Street. Funding for these initiatives will come primarily from the 3/8 Cent Parks and Recreation Sales Tax, which sunsets in 2023.

The Public Works Department began a significant evaluation of the City's street infrastructure in 2018 by doing core sampling of the subsurface of a number roads and streets throughout the City. This information will be analyzed and combined with other data in 2020 to develop a comprehensive condition rating report of the City's transportation infrastructure. This condition rating report will then be used to prioritize infrastructure needs and develop long-term capital improvement programs. Transportation infrastructure needs are being addressed through a 7 mill increase in property tax that the City adopted three years ago, the ¼ Cent Street Sales Tax, which sunsets in March, 2022, and State gas receipts.

A similar evaluation was also undertaken in 2019 for the City's stormwater infrastructure. When completed, the City will be able to use this report to evaluate the most effective method for addressing stormwater infrastructure needs and future maintenance of the system. These projects are funded through the Storm Water Utility Fee, which is an annual assessment placed on all developed property in the City.

The City initiated design work in 2019 to address issues with the Rock Creek stormwater channel between Roeland Drive and Nall Avenue where significant erosion has occurred over the past decade. Approximately \$4.2 million in general obligation bonds were sold in August of 2019 to fund these improvements. Design work will be completed in early 2020, bids taken, and construction to occur in the summer of 2020. The entire project is estimated to cost \$4.8 million and is being funded through the Storm Water Utility Fund.

The Police Department remains committed to improving the level of service to the community. Continued emphasis on traffic safety and enforcement contributes to the overall safety of both residents and visitors alike. The Mission Police Department also maintains a focus on training, keeping personnel abreast of a variety of professional trends and development opportunities. The Mission Police Department, in conjunction with other Johnson County law enforcement agencies implemented a new county-wide police records management and reporting system in early 2019. The Mission Police Department also upgraded its emergency radio system for interoperability with other area agencies in 2019. Two additional positions were funded in 2020 in the Police Department for the purpose of providing directed patrol within the community. The purchase of six new frontline police vehicles with new laptop computers and new in-car and body cameras is budgeted for 2020.

FINANCIAL INFORMATION

City management is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

BUDGETARY CONTROLS

The City maintains various budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City's governing body. Activities of the General Fund, Special Revenue Funds, and Debt Service Funds are included in the annual appropriated budget. The legal level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is at the fund level. The City also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Encumbered amounts do not lapse at year-end. However, unencumbered appropriations do lapse. As demonstrated by the statements and schedules included in the financial section of this report, the City continues to meet its responsibility for sound financial management.

OTHER INFORMATION

Independent Audit

Kansas statutes require an annual audit of the City's financial statements. The audit for 2019 was conducted by BT&Co., P.A. Certified Public Accountants and their report on the financial statements is included in the financial section of this report.

Reporting Achievement

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its comprehensive annual financial report (CAFR) for the fiscal year ending December 31, 2018. This is the twenty-sixth consecutive year the City has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

ACKNOWLEDGEMENTS

The preparation of this comprehensive annual financial report was made possible by the dedicated services of the staff of the Finance and Administration, Community Development, Police, Municipal Court and Parks and Recreation departments. Our sincere appreciation is extended to all members of the staff, whose efforts made this report possible, with specific recognition provided for the work completed by Accounting Manager Debbie Long, Accountant Joanna Marin, and Assistant City Administrator/Finance Director Brian Scott.

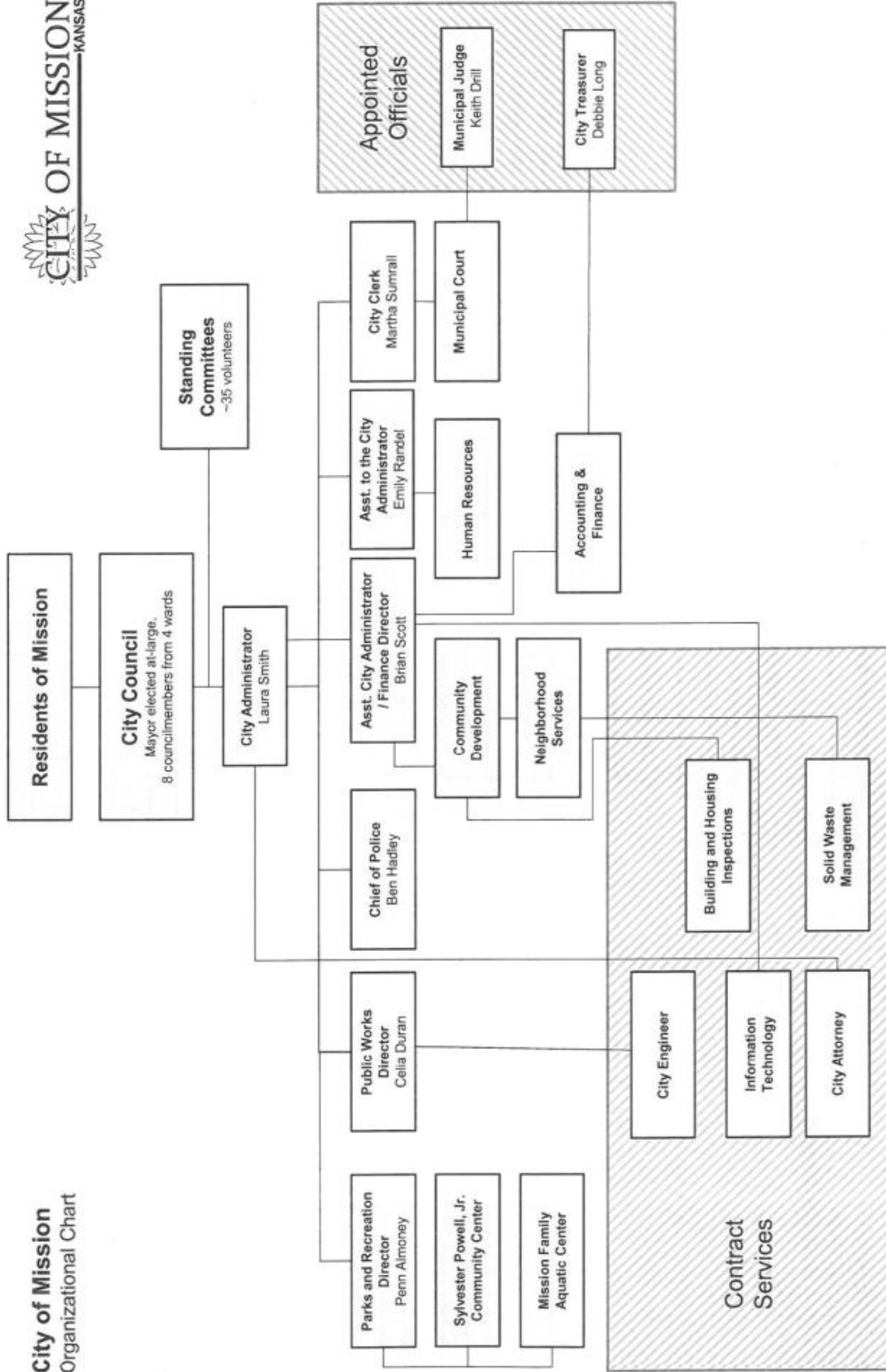
Respectfully submitted,



Laura Smith
City Administrator



City of Mission
Organizational Chart



CITY OF MISSION, KANSAS

PRINCIPAL OFFICIALS – 2019

Mayor and City Council

Honorable Ronald E. Appletoft, Mayor		
Honorable Trent Boultinghouse	–	Ward 1
Honorable Hillary Parker Thomas	–	Ward 1
Honorable Nick Schlossmacher	–	Ward 2
Honorable Arcie Rothrock	–	Ward 2
Honorable Kristin Inman	–	Ward 3
Honorable Debbie Kring	–	Ward 3
Honorable Ken Davis	–	Ward 4
Honorable Sollie Flora	–	Ward 4

Administration

City Administrator: Laura Smith
Assistant City Administrator/Finance Director: Brian Scott
Assistant to the City Administrator: Emily Randel
City Clerk: Martha Sumrall
Treasurer: Deborah Long
Chief of Police: Benjamin Hadley
Public Works Director: Celia Duran
Parks and Recreation Director: Penn Almoney

Attorney

David K. Martin



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Mission
Kansas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2018

Christopher P. Morill

Executive Director/CEO



INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and City Council
City of Mission, Kansas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Mission, Kansas (the City), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

An Independently Owned Member, RSM US Alliance

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2019, and the respective changes in financial position and the respective budgetary comparisons for the general fund and major special revenue funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

_____, 2020
Topeka, Kansas

CITY OF MISSION, KANSAS

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended December 31, 2019

Our discussion and analysis of the City of Mission, Kansas financial performance provides an overview of the City's financial activities for the fiscal year ended December 31, 2019. This narrative should be read in conjunction with the City's letter of transmittal, which begins on page i.

Financial Highlights

- The government-wide net position totaled \$56.3 million at the end of the current fiscal year.
- Total capital assets, net of accumulated depreciation at December 31, 2019 totaled \$63.7 million.
- During the year ended December 31, 2019, the City's total revenues (which include charges for services, local taxes and state and federal aid) exceeded total expenses by \$3.5 million.
- The City's total general obligation bond indebtedness increased by \$702,231. GO bonds in the amount of \$4.2 million were sold in 2019 while debt service of \$3.5 million was made in 2019 on existing debt.
- The City's net capital assets increased by \$47,186 in the current fiscal year. Depreciation in assets was offset by new infrastructure construction (Broadmoor from Johnson Drive to Martway) and equipment.

Using This Financial Report

This annual report consists of government-wide and fund financial statements. In addition, the annual report includes budgetary-basis financial statement comparisons, in accordance with the State of Kansas cash basis and budget laws.

The government-wide statements are designed to provide information about the City's activities as a whole and provide a longer-term view of the City's finances. The fund financial statements tell how the City's services for the governmental activities were financed in the short term as well as what remains for future spending. Fund financial statements report the City's operations in greater detail than the government-wide statements by providing information about the City's most significant funds. In addition, combining statements included in the supplemental information show detail of all other governmental funds. The City also holds fiduciary funds on behalf of various parties. These funds are reported in a separate statement.

Reporting on the City as a Whole (Government-Wide)

Statement of Net Position and the Statement of Activities

The view of the City as a whole looks at all financial transactions and asks the question, "Are we in a better financial position as a result of the current year's financial activities?" The statement of net position and the statement of activities provide the basis for answering this question. The statements include all assets and all liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. This basis of accounting takes into account all of the current year's revenues and expenses, regardless of when cash is received or paid.

These two statements report the City's net position and current year change in net position. The change in net position is important because it tells the reader whether the City, as a whole, has improved or diminished its financial position. Over time, increases or decreases in the City's net position are one indicator of whether its financial health is improving or deteriorating. Causes of these changes may be the result of many factors, some financial, some not. Non-financial factors include the City's property tax base, state mandates, and the financial condition of the State of Kansas general fund.

In the statement of net position and the statement of activities, the City has one kind of activity:

Governmental Activities - All of the City's programs and services are reported here including general government, public safety, public works and culture and recreation.

Reporting the City's Most Significant Funds (Fund Financial Statements)

Fund financial statements provide detailed information about the City's major funds. The City uses many funds to account for a multitude of financial transactions. The main fund financial statements focus on the City's most significant funds. Combining fund balance sheets and statements of revenues, expenditures and changes in fund balances provide detailed information about all of the City's non-major governmental funds.

Governmental Funds – All of the City's activities are reported in the governmental funds, which focus on how money flows into and out of the funds and how balances left over at fiscal year-end are available to be spent in future periods. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general operations and the basic services it provides. Governmental fund information helps the reader to decide whether there are more or fewer financial resources that can be spent in the near term to finance the City's programs. Major differences between the City's governmental activities as reported in the statement of net position and the statement of activities and its governmental funds are reconciled in the governmental funds financial statements.

The City as a Whole

Government-Wide Position

The statement of net position provides the financial position of the City as a whole. The City's overall financial position increased by 6% in 2019. An increase in property tax and sales tax were the primary drivers for the increase while savings were recognized in capital projects (technology) and studies budgeted, but not initiated, and salary savings. The following is a summary of the City's statement of net position as of December 31, 2019 and 2018:

City of Mission
Condensed Statement of Net Position

	Governmental Activities	
	2019	2018
Current assets	\$ 28,643,452	\$ 24,966,966
Net capital assets	63,684,008	63,636,822
Total assets	92,327,460	88,603,788
Deferred outflows of resources	977,024	942,739
Total assets and deferred outflows of resources	\$ 93,304,484	\$ 89,546,527
Current liabilities	\$ 1,909,053	\$ 2,236,205
Noncurrent liabilities	31,037,565	30,593,477
Total liabilities	32,946,618	32,829,682
Deferred inflows of resources	4,092,032	3,949,069
Total liabilities and deferred inflows of resources	\$ 37,038,650	\$ 36,778,751
Net position:		
Net investment in capital assets	\$ 40,320,221	\$ 41,312,063
Restricted	675,915	486,810
Unrestricted	15,269,698	10,968,903
Total net position	\$ 56,265,834	\$ 52,767,776

The assets of the City are classified as current assets and capital assets. Cash and investments and accounts receivable are the largest current assets. These are assets that are available to provide resources for the near-term operations of the City. Capital assets are used in the operations of the City. These assets include land, construction in progress, buildings, improvements, infrastructure, and machinery and equipment.

Current and non-current liabilities are classified based on anticipated liquidation either in the near-term or in the future. Current liabilities include accounts payable, accrued liabilities, interest payable, municipal court bonds payable and unearned revenue.

The City has \$24.4 million in long-term debt, consisting of general obligation bonds, capital leases, and KDHE loans, of which \$4.4 million is due within the next fiscal year.

The City had total assets and deferred outflows of resources as of December 31, 2019, totaling \$93.3 million. The total assets and deferred outflows of resources of the City exceeded the total liabilities and deferred inflows of resources by \$56.3 million. The net position invested in capital assets (net of related debt) totaled \$40.3 million, restricted net position totaled \$675,915 and unrestricted net position totaled \$15.3 million.

Government-Wide Activities

The following is a condensed statement of the City's change in net position for the year ended December 31, 2019. Major items of program revenues, grants and general revenues are detailed. Government-wide activities increased the net position of the City by approximately \$3.5 million for the year ended December 31, 2019. A reconciliation of the total change in fund balances for the governmental funds to change in net position of governmental activities in the statement of activities is located at page 17 of the basic financial statements. A major difference between the changes is the repayment of long-term debt of \$3.6 million, which is treated as expenditures in the fund statements, but is treated as a reduction of long-term debt in the government-wide financial statements.

City of Mission
Condensed Statement of Activities
For the Year Ended December 31, 2019 and 2018

	Governmental Activities	
	2019	2018
Revenues:		
Program revenues:		
Charges for service	\$ 6,492,445	\$ 6,525,467
Operating grants and contributions	1,013,317	510,300
General revenues:		
Property taxes	3,058,427	2,780,954
Sales tax	6,961,735	6,756,072
Transient guest tax	51,270	61,384
Motor vehicle tax	241,875	243,911
Franchise tax	1,024,697	1,155,820
Investment earnings	221,980	112,216
Gain on sale of capital assets	44,807	-
Miscellaneous	162,000	544,623
	19,272,553	18,690,747
Total revenues		
Program expenses:		
General government	3,472,222	4,628,089
Public safety	4,351,828	3,989,831
Public works	3,981,986	3,638,008
Culture and recreation	3,295,074	3,322,745
Interest on long-term debt	673,385	613,042
	15,774,495	16,191,715
Total expenses		
Increase in net position	3,498,058	2,499,032
Net position - beginning	52,767,776	39,733,377
Prior period adjustments	-	10,535,367
Net position - beginning, restated	52,767,776	50,268,744
Net position - ending	\$ 56,265,834	\$ 52,767,776

Financial Analysis of the City's Funds

The City uses fund accounting to ensure and demonstrate compliance with state and federal finance related legal requirements. These funds are accounted for on the modified accrual basis of accounting.

The governmental funds of the City provide information on near-term inflows, outflows and balances of spendable resources.

Total fund balances at December 31, 2019 for the governmental funds totaled \$14.6 million. This was a 46% increase from the prior year and almost entirely attributable to \$4.2 million in 2019 Series G.O. Bonds issued for improvements to the Rock Creek storm channel between Roeland Drive and Nall Avenue. Total unassigned fund balances at December 31, 2019 totaled \$4.8 million, mostly attributable to the General Fund.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, total fund balance of the General Fund was \$5.6 million with \$4.9 million of that amount unassigned. Audited numbers for the 2019 fiscal year show an increase in the total fund balance for the General Fund of \$269,486, or nearly 5% from the previous year. This increase is due to a number of factors including: an increase in both property and sales tax revenue, salary savings recognized through vacant positions that were difficult to fill, and capital projects that were budgeted, but funds not yet expended nor encumbered.

The Parks and Recreation Sales Tax Bond Fund is used to account for revenues received from a dedicated three-eighths of one percent sales tax for parks and recreation. A portion of the revenues is pledged to retire the 2013B General Obligation bonds issued for the outdoor aquatic facility. The balance is dedicated to other parks and recreation expenses, both capital and operating. The ending fund balance was \$1.1 million at December 31, 2019. The City is building-up the fund balance as a reserve to cash-flow improvements that were identified in the Parks Master Plan.

The Street Sales Tax fund is used to account for revenues received from the dedicated one half of one percent sales tax for street reconstruction. A portion of the revenues is pledged to retire the 2012A General Obligation Bonds issued for the Martway and Johnson Drive improvements. The balance of the revenue is utilized for ongoing street maintenance projects. The ending fund balance was \$332,664 at December 31, 2019. The City will be applying a portion of these funds toward the repaving of residential streets in 2020.

The Stormwater Fund is used to account for stormwater charges received based on an equivalent residential unit (ERU) to be used for stormwater improvements city-wide. The ending fund balance was \$5.8 million as of December 31, 2019. The increase in the fund balance was primarily due primarily to 1) the back payment of a special assessment from the Rock Creek Special Benefit District in 2017, and 2) the issuance of \$4.2 million in general obligation bonds in 2019 for improvements to the Rock Creek storm channel between Roeland Drive and Nall Avenue. The bond proceeds are anticipated to be expended in 2020.

The Solid Waste Fund is used to account for solid waste utility charges collected from an annual assessment. The ending fund balance was [\$11,962] at December 31, 2019.

The Capital Improvement Fund is used to account for resources used to construct and maintain infrastructure city-wide. The ending fund balance was \$659,016 at December 31, 2019. The City increased the mill levy rate by seven mills in 2016, which is dedicated to this fund for debt service on the 2013C General Obligation Bonds for the Johnson Drive Improvements, as well as for street and transportation network improvements. Improvements to Foxridge Drive from 56th Street to 51st Street were completed in 2018. Improvements to Broadmoor Street (Martway to Johnson Drive) were begun in 2019 with completion expected in the first quarter of 2020. The City used funding from the Johnson County Assistance Road System (CARS) fund to cover a portion of the construction and construction inspection costs for these projects.

General Fund Budgeting Highlights

The City's budgets are prepared in accordance with Kansas law and are based primarily on the basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

Total General Fund revenues and other financing sources were less than budgetary estimates by \$805,961. Parks and Recreation revenues were \$136,000 under budget due primarily to shortfalls in the Mission Summer program and Program Fees. Actual revenue realized for Licenses and Permits were \$385,434 less than budget estimates primarily due to the timing of planned projects that were either suspended or delayed. Revenues in Fines and Fees and charges for services category (court fees) were \$358,511 less than budgeted figures due to staffing vacancies in the police department and a decrease in traffic citations processed.

Property and sales tax revenues were more than budgeted primarily as a result of conservative estimates. The City has seen a significant increase in assessed property values over the couple of years due to a strong housing market in northeast Johnson County. In addition, use tax was much higher than anticipated due primarily to one company making significant investments in their technology.

The City's final General Fund budget authority for expenditures was \$17,440,836. Expenditures and other financing uses were less than budgetary estimates by \$5,671,658. Overall expenditures in the General Fund were below budgeted figures as a result of specific budget control as well as personnel vacancies.

Capital Assets and Debt Administration

The City's capital assets totaled \$63.6 million (net of accumulated depreciation) as of December 31, 2019. The major capital asset events during the current fiscal year included the purchase of land for the Rock Creek project, Police radios, two new Police vehicles, a vehicle for the building official, computers and traffic control signs.

Additional information on the City's capital assets can be found in Notes 1 and 7 of the financial statements.

As of December 31, 2019, the City had total general obligation bond principal debt outstanding of \$24.2 million, backed by the full faith and credit of the City. Total long-term debt increased for the fiscal year ended December 31, 2019, in the amount of \$702,231. This was a result of \$4.2 million in 2019 Series G.O. Bonds issued for improvements to the Rock Creek storm channel between Roeland Drive and Nall Avenue.

Additional information on the City's general long-term debt can be found in Note 6 to the financial statements.

Contacting the City

This financial report is designed to provide a general overview of the City's finances. If you have questions about this report or need additional financial information, contact the City's Finance and Administration Department at 6090 Woodson, Mission, Kansas 66202.

CITY OF MISSION, KANSAS
STATEMENT OF NET POSITION

December 31, 2019

	Total Governmental Activities
ASSETS	
Cash and investments	\$ 13,847,195
Restricted cash and investments	33,309
Receivables	14,228,687
Land held for resale	100,000
Notes receivable	434,261
Capital assets:	
Capital assets not being depreciated:	
Land	9,338,256
Construction in progress	1,588,316
Capital assets being depreciated	76,635,815
Less: accumulated depreciation	(23,878,379)
Total assets	92,327,460
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - OPEB	23,614
Deferred outflows - pensions	953,410
Total deferred outflows of resources	977,024
LIABILITIES	
Accounts payable	673,057
Accrued liabilities	830,941
Interest payable	267,955
Municipal court bonds payable	33,309
Unearned revenue	103,791
Noncurrent liabilities:	
Due within one year	4,100,215
Due in more than one year	26,937,350
Total liabilities	32,946,618
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - property tax	3,023,972
Deferred inflows - OPEB	779,159
Deferred inflows - pensions	288,901
Total deferred inflows of resources	4,092,032
NET POSITION	
Net investment in capital assets	40,320,221
Restricted for:	
Alcohol awareness programs	126,202
Convention and tourism	72,803
Culture and recreation	102,738
Donations	38,771
Education	18,121
Public safety	27,337
Public works	289,943
Unrestricted	15,269,698
Total net position	\$ 56,265,834

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF ACTIVITIES

Year Ended December 31, 2019

	Program Revenues			Net Revenue (Expense) and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Total Governmental Activities
Governmental activities:				
General government	\$ 3,472,222	\$ 679,353	\$ 52,767	\$ (2,740,102)
Public safety	4,351,828	1,434,390	88,603	(2,828,835)
Public works	3,981,986	2,588,724	871,947	(521,315)
Culture and recreation	3,295,074	1,789,978	-	(1,505,096)
Interest on long-term debt	673,385	-	-	(673,385)
Total governmental activities	<u>\$ 15,774,495</u>	<u>\$ 6,492,445</u>	<u>\$ 1,013,317</u>	<u>(8,268,733)</u>
General revenues:				
Property tax				3,058,427
Sales tax				6,961,735
Transient guest tax				51,270
Motor vehicle tax				241,875
Franchise tax				1,024,697
Investment earnings				221,980
Miscellaneous				162,000
Gain on sale of capital assets				44,807
Total general revenues				<u>11,766,791</u>
Change in net position				3,498,058
Net position, beginning				<u>52,767,776</u>
Net position, ending				<u>\$ 56,265,834</u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

BALANCE SHEET
GOVERNMENTAL FUNDS

December 31, 2019

	General	Parks and Recreation Sales Tax
	<u> </u>	<u> </u>
Assets:		
Cash and investments	\$ 4,831,158	\$ 965,078
Restricted cash and investments	33,309	-
Receivables:		
Taxes	3,757,198	170,514
Special assessments	-	-
Other	152,932	-
Due from other funds	11,962	-
Land held for resale	100,000	-
	<u> </u>	<u> </u>
Total assets	<u>\$ 8,886,559</u>	<u>\$ 1,135,592</u>
Liabilities, deferred inflows of resources, and fund balances (deficits):		
Liabilities:		
Accounts payable	\$ 209,165	\$ -
Accrued liabilities	166,860	-
Due to other funds	-	-
Payable from restricted assets:		
Municipal court bonds	33,309	-
Unearned revenue	103,791	-
	<u> </u>	<u> </u>
Total liabilities	<u>513,125</u>	<u>-</u>
Deferred inflows of resources:		
Unavailable revenue - property taxes	2,760,596	-
Unavailable revenue - special assessments	-	-
	<u> </u>	<u> </u>
Total deferred inflows of resources	<u>2,760,596</u>	<u>-</u>
Fund balances (deficits):		
Restricted	-	-
Committed	165,518	1,115,006
Assigned	519,488	20,586
Unassigned	4,927,832	-
	<u> </u>	<u> </u>
Total fund balances (deficits)	<u>5,612,838</u>	<u>1,135,592</u>
Total liabilities, deferred inflows of resources, and fund balances (deficits)	<u>\$ 8,886,559</u>	<u>\$ 1,135,592</u>

See accompanying notes to basic financial statements.

Street Sales Tax	Stormwater	Solid Waste	Capital Improvement	Other Governmental Funds	Total Governmental Funds
\$ 218,988	\$ 5,890,214	\$ -	\$ 665,792	\$ 1,275,965	\$ 13,847,195
-	-	-	-	-	33,309
113,676	-	-	-	307,851	4,349,239
-	9,593,532	-	-	-	9,593,532
-	-	-	67,190	65,794	285,916
-	-	-	-	-	11,962
-	-	-	-	-	100,000
<u>\$ 332,664</u>	<u>\$ 15,483,746</u>	<u>\$ -</u>	<u>\$ 732,982</u>	<u>\$ 1,649,610</u>	<u>\$ 28,221,153</u>
\$ -	\$ 80,070	\$ -	\$ 73,966	\$ 309,856	\$ 673,057
-	-	-	-	-	166,860
-	-	11,962	-	-	11,962
-	-	-	-	-	33,309
-	-	-	-	-	103,791
<u>-</u>	<u>80,070</u>	<u>11,962</u>	<u>73,966</u>	<u>309,856</u>	<u>988,979</u>
-	-	-	-	263,376	3,023,972
-	9,593,532	-	-	-	9,593,532
<u>-</u>	<u>9,593,532</u>	<u>-</u>	<u>-</u>	<u>263,376</u>	<u>12,617,504</u>
-	-	-	-	675,915	675,915
332,664	5,810,144	-	383,918	550,022	8,357,272
-	-	-	275,098	-	815,172
-	-	(11,962)	-	(149,559)	4,766,311
<u>332,664</u>	<u>5,810,144</u>	<u>(11,962)</u>	<u>659,016</u>	<u>1,076,378</u>	<u>14,614,670</u>
<u>\$ 332,664</u>	<u>\$ 15,483,746</u>	<u>\$ -</u>	<u>\$ 732,982</u>	<u>\$ 1,649,610</u>	<u>\$ 28,221,153</u>

CITY OF MISSION, KANSAS

RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION

December 31, 2019

Total governmental fund balances		\$ 14,614,670
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
The cost of capital assets is	\$ 87,562,387	
Accumulated depreciation is	<u>(23,878,379)</u>	63,684,008
Other long-term assets are not available to pay for current expenditures and therefore are reported as unavailable in the funds.		9,593,532
Notes receivable do not provide current financial resources and are not reported in the funds.		434,261
Pension contributions are reported as an expense in the funds and as a deferred outflow of resources in the governmental activities in the statement of net position.		953,410
OPEB contributions are reported as an expense in the funds and as a deferred outflow of resources in the governmental activities in the statement of net position.		23,614
Pension fundings are reported as revenue in the funds and as a deferred inflow of resources in the governmental activities in the statement of net position.		(288,901)
OPEB fundings are reported as revenue in the funds and as a deferred inflow of resources in the governmental activities in the statement of net position.		(779,159)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year end consist of:		
General obligation bonds payable	(23,265,000)	
Premium	(909,738)	
Discount	2,437	
Accrued liabilities	(664,081)	
Capital leases payable	(207,589)	
Loan payable	(64,896)	
Interest payable	(267,955)	
Compensated absences payable	(491,346)	
Net pension liability	(5,180,970)	
Total other post employment benefits	<u>(920,463)</u>	<u>(31,969,601)</u>
Net position of governmental activities		<u>\$ 56,265,834</u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS

Year Ended December 31, 2019

	General	Parks and Recreation Sales Tax
	<u>General</u>	<u>Parks and Recreation Sales Tax</u>
Revenues:		
Taxes	\$ 9,125,867	\$ 967,596
Intergovernmental	88,603	-
Licenses and permits	155,897	-
Charges for services	1,789,978	-
Fines and fees	1,372,577	-
Special assessments	-	-
Interest	104,556	10,728
Miscellaneous	151,891	-
Total revenues	<u>12,789,369</u>	<u>978,324</u>
Expenditures:		
Current:		
General government	2,173,395	-
Public safety	3,983,436	-
Public works	1,758,741	-
Culture and recreation	2,703,338	-
Capital outlay	650,226	206,239
Debt service:		
Principal	183,633	455,000
Interest and other charges	12,141	72,750
Total expenditures	<u>11,464,910</u>	<u>733,989</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,324,459</u>	<u>244,335</u>
Other financing sources (uses):		
Transfers in	-	-
Transfers out	(1,099,780)	-
Premium on general obligation bonds issued	-	-
General obligation bonds issued	-	-
Sale of general capital assets	44,807	-
Total other financing sources (uses)	<u>(1,054,973)</u>	<u>-</u>
Net change in fund balances	269,486	244,335
Fund balances, beginning	5,343,352	891,257
Fund balances, ending	<u>\$ 5,612,838</u>	<u>\$ 1,135,592</u>

See accompanying notes to basic financial statements.

Street Sales Tax	Stormwater	Solid Waste	Capital Improvement	Other Governmental Funds	Total Governmental Funds
\$ 645,064	\$ -	\$ -	\$ -	\$ 599,477	\$ 11,338,004
-	-	-	435,870	436,077	960,550
-	-	-	-	-	155,897
-	2,588,723	516,873	-	6,583	4,902,157
-	-	-	-	13	1,372,590
-	599,596	-	-	-	599,596
4,059	76,003	2,889	14,795	8,950	221,980
-	-	2,692	64,360	99,130	318,073
<u>649,123</u>	<u>3,264,322</u>	<u>522,454</u>	<u>515,025</u>	<u>1,150,230</u>	<u>19,868,847</u>
-	-	612,805	329,063	649,729	3,764,992
-	-	-	-	-	3,983,436
-	47,748	-	-	94,984	1,901,473
-	-	-	-	345	2,703,683
-	830,708	-	1,350,872	17,803	3,055,848
-	-	-	-	-	-
440,000	1,899,782	-	495,000	63,920	3,537,335
31,660	572,688	-	55,738	3,628	748,605
<u>471,660</u>	<u>3,350,926</u>	<u>612,805</u>	<u>2,230,673</u>	<u>830,409</u>	<u>19,695,372</u>
<u>177,463</u>	<u>(86,604)</u>	<u>(90,351)</u>	<u>(1,715,648)</u>	<u>319,821</u>	<u>173,475</u>
-	88,000	85,000	1,590,148	-	1,763,148
(300,000)	(275,368)	-	-	(88,000)	(1,763,148)
-	707,120	-	-	-	707,120
-	3,470,000	-	-	-	3,470,000
-	-	-	-	-	44,807
<u>(300,000)</u>	<u>3,989,752</u>	<u>85,000</u>	<u>1,590,148</u>	<u>(88,000)</u>	<u>4,221,927</u>
<u>(122,537)</u>	<u>3,903,148</u>	<u>(5,351)</u>	<u>(125,500)</u>	<u>231,821</u>	<u>4,395,402</u>
<u>455,201</u>	<u>1,906,996</u>	<u>(6,611)</u>	<u>784,516</u>	<u>844,557</u>	<u>10,219,268</u>
<u>\$ 332,664</u>	<u>\$ 5,810,144</u>	<u>\$ (11,962)</u>	<u>\$ 659,016</u>	<u>\$ 1,076,378</u>	<u>\$ 14,614,670</u>

CITY OF MISSION, KANSAS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES WITH THE
STATEMENT OF ACTIVITIES

Year Ended December 31, 2019

Total net change in fund balances - governmental funds		\$	4,395,402
Amounts reported for governmental activities in the statement of activities are different because:			
Capital outlays to purchase or build assets are reported in governmental funds as expenditures. For governmental activities, however, those costs are shown in the statement of net position and allocated over their estimated useful lives as depreciation expense in the statement of activities.			
Capital outlays	\$	3,055,848	
Depreciation expense		<u>(2,257,119)</u>	798,729
The net effect of various miscellaneous transactions involving capital assets (e.g. sales and donations) is to decrease net position.			(751,543)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.			(641,100)
The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to government funds, while the repayment of the principal of long term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.			(4,177,120)
Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recorded as an expenditure in the funds when it is due, and, thus, requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.			(44,669)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.			
Accrued liabilities		327,084	
Compensated absences		(45,821)	
OPEB		98,226	
Pension		<u>(118,354)</u>	261,135
Repayments of long-term debt instruments are expenditures in the governmental funds, but reduce long-term liabilities in the statement of net position and do not affect the statement of activities.			
Bond principal		3,474,889	
Capital leases		177,553	
Loan principal		<u>4,782</u>	<u>3,657,224</u>
Change in net position of governmental activities		<u>\$</u>	<u>3,498,058</u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 9,071,830	\$ 9,125,867	\$ 54,037
Intergovernmental	83,000	88,603	5,603
Licenses and permits	170,700	155,897	(14,803)
Charges for services	2,205,500	1,789,978	(415,522)
Fines and fees	1,984,300	1,372,577	(611,723)
Interest	-	104,556	104,556
Miscellaneous	80,000	151,891	71,891
Total revenues	13,595,330	12,789,369	(805,961)
Expenditures:			
General government:			
Personal service	1,219,220	1,174,514	44,706
Contractual	1,311,050	1,034,203	276,847
Commodities	52,900	94,678	(41,778)
Capital outlay	4,000	87,241	(83,241)
Total general government	2,587,170	2,390,636	196,534
Public safety:			
Personal service	3,675,693	3,528,825	146,868
Contractual	398,782	319,535	79,247
Commodities	157,860	135,076	22,784
Capital outlay	295,852	393,987	(98,135)
Total public safety	4,528,187	4,377,423	150,764
Public works:			
Personal service	1,011,500	790,268	221,232
Contractual	958,300	787,817	170,483
Commodities	176,100	180,656	(4,556)
Capital outlay	385,000	378,486	6,514
Total public works	2,530,900	2,137,227	393,673
Culture and recreation			
Personal service	1,729,620	1,628,344	101,276
Contractual	928,650	899,762	28,888
Commodities	157,750	175,232	(17,482)
Total culture and recreation	2,816,020	2,703,338	112,682
Debt service	203,559	195,774	7,785
Contingency	4,775,000	-	4,775,000
Total expenditures	17,440,836	11,804,398	5,636,438
Excess (deficiency) of revenues over (under) expenditures	\$ (3,845,506)	\$ 984,971	\$ 4,830,477

(Continued)

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
GENERAL FUND
(Continued)

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Other financing sources (uses)			
Transfers out	\$ (1,135,000)	\$ (1,099,780)	\$ 35,220
Sale of general capital assets	-	44,807	44,807
Total other financing sources (uses)	(1,135,000)	(1,054,973)	80,027
Net change in fund balance	(4,980,506)	(70,002)	4,910,504
Fund balance, beginning of year	4,980,506	5,343,352	362,846
Fund balance, end of year	\$ -	\$ 5,273,350	\$ 5,273,350
Encumbrances for equipment and professional services ordered but not received are not recorded for GAAP purposes until received		339,488	
Fund balance on the basis of GAAP		\$ 5,612,838	

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
PARKS AND RECREATION SALES TAX FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 875,000	\$ 967,596	\$ 92,596
Miscellaneous	50,000	-	(50,000)
Interest	-	10,728	10,728
Total revenues	<u>925,000</u>	<u>978,324</u>	<u>53,324</u>
Expenditures:			
Capital outlay	510,000	226,825	283,175
Debt service	527,750	527,750	-
Contingency	230,000	-	230,000
Total expenditures	<u>1,267,750</u>	<u>754,575</u>	<u>513,175</u>
Net change in fund balance	(342,750)	223,749	566,499
Fund balance, beginning	<u>429,620</u>	<u>891,257</u>	<u>461,637</u>
Fund balance, ending	<u>\$ 86,870</u>	<u>\$ 1,115,006</u>	<u>\$ 1,028,136</u>
Encumbrances for professional services ordered but not received are not recorded for GAAP purposes until received		<u>20,586</u>	
Fund balance on the basis of GAAP		<u>\$ 1,135,592</u>	

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
STORMWATER FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Charges for services	\$ 2,535,000	\$ 2,588,723	\$ 53,723
Special assessments	599,000	599,596	596
Interest	15,000	76,003	61,003
Total revenues	3,149,000	3,264,322	115,322
Expenditures:			
Public works	150,000	47,748	102,252
Capital outlay	250,000	830,708	(580,708)
Debt service	2,396,523	2,472,470	(75,947)
Total expenditures	2,796,523	3,350,926	(554,403)
Excess (deficiency) of revenues over (under) expenditures	352,477	(86,604)	(439,081)
Other financing sources (uses):			
General obligation bonds issued	-	3,470,000	3,470,000
Premium on general obligation bonds issued	-	707,120	707,120
Transfers in	88,000	88,000	-
Transfers out	(283,675)	(275,368)	8,307
Total other financing sources (uses)	(195,675)	3,989,752	4,185,427
Net change in fund balance	156,802	3,903,148	3,746,346
Fund balance, beginning	1,410,837	1,906,996	496,159
Fund balance, ending	<u>\$ 1,567,639</u>	<u>\$ 5,810,144</u>	<u>\$ 4,242,505</u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
SOLID WASTE FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Charges for services	\$ 528,000	\$ 516,873	\$ (11,127)
Interest	100	2,889	2,789
Miscellaneous	-	2,692	2,692
Total revenues	<u>528,100</u>	<u>522,454</u>	<u>(5,646)</u>
Expenditures:			
General government	<u>612,500</u>	<u>612,805</u>	<u>(305)</u>
Deficiency of revenues under expenditures	(84,400)	(90,351)	(5,951)
Other financing sources:			
Transfers in	<u>85,000</u>	<u>85,000</u>	<u>-</u>
Net change in fund balance	600	(5,351)	(5,951)
Fund balance, beginning	<u>2,321</u>	<u>(6,611)</u>	<u>(8,932)</u>
Fund balance, ending	<u>\$ 2,921</u>	<u>\$ (11,962)</u>	<u>\$ (14,883)</u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS
STATEMENT OF FIDUCIARY NET POSITION
CUSTODIAL FUNDS

December 31, 2019

	<u>Total Custodial Funds</u>
Assets:	
Cash and investments	<u>\$ 68,561</u>
Liabilities:	
Accounts payable	<u> 6,804</u>
Net position:	
Restricted for individuals, organizations, and other governments	<u><u>\$ 61,757</u></u>

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
CUSTODIAL FUNDS

Year Ended December 31, 2019

	Total Custodial Funds
Additions:	
Employee contributions	\$ 53,142
Reinstatement fees	22,604
Judicial surcharge	6,328
Total additions	82,074
Deductions:	
Claims paid	50,427
Reinstatement fee remittance	27,694
Judicial surcharge remittance	7,523
Total deductions	85,644
Net change in fiduciary net position	(3,570)
Net position, beginning	65,327
Net position, ending	\$ 61,757

See accompanying notes to basic financial statements.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS

December 31, 2019

1 - Summary of Significant Accounting Policies

Reporting Entity

The City of Mission, Kansas (the City) is a city of the second class with a mayor-council form of government with the addition of a city administrator. The City was incorporated in 1951 and covers an area of approximately 2.87 square miles in Johnson County, Kansas. The City has 9,490 residents. The City's organization consists of the general government, which is made up of the general overhead, legislative, administration, and community development departments; public safety, which is made up of the municipal court and police departments; the public works department; and culture and recreation, which is made up of the Mission Family Aquatic Center and Sylvester Powell, Jr. Community Center departments.

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the City's operations. Rock Creek Drainage District #1 and Rock Creek Drainage District #2 (the Districts) are blended component units of the City. The City created the Districts to generate revenue for stormwater projects. Each year, the Districts transfer funds primarily to the City's stormwater fund. The Districts are legally separate entities from the City. However, the City Council makes up the entirety of the Districts' boards. As such, the City can impose its will on the Districts. Additionally, the City's management manages the activities of the Districts in essentially the same manner as they manage City activities. Separately issued financial statements are not prepared for the Districts.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide and fiduciary fund financial statements (i.e. the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. All nonfiduciary activities of the City are governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants and contributions that are restricted to use in meeting the operational or capital requirements of a particular function. Internally dedicated resources are reported as general revenues rather than as program revenues. Taxes and other items not properly included among program revenues are reported instead as general revenues.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The government-wide and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Each fund is considered to be a separate accounting entity, accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows, liabilities, deferred inflows, fund balance, revenues, and expenditures. Governmental resources are allocated to and accounted for within individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed requirements. These resources are reflected as revenues at the time of receipt, or earlier if the susceptible to accrual criteria are met.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Property taxes, sales taxes, utility franchise taxes, interest associated with the current fiscal period, and certain state and federal grants and entitlements are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

While property taxes receivable are shown on the balance sheet as current assets of the City, they are not recognized as revenue at year end because statutory provisions prohibit their use until the year for which they were raised and budgeted. Instead, they are offset by unavailable revenue accounts.

The City reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Parks and Recreation Sales Tax Fund* is used to account for revenues received from 3/8 of one percent sales tax for parks and recreation, with a portion pledged to retire the Series 2013-B General Obligation Bonds issued for the outdoor aquatic facility project. The balance is dedicated to other parks and recreation activities, including operating costs. The sales tax sunsets in 2023.

The *Street Sales Tax Fund* is a capital project fund used to account for revenues from the 1/4 cent sales tax for streets, pledged to retire the Series 2012-A General Obligation Bonds issued for the Martway/Johnson Drive rehabilitation projects. The additional revenue may be used for street improvements. The sales tax sunsets in 2022.

The *Stormwater Fund* is used to account for storm water utility charges received based on an equivalent residential unit (ERU) to be used for storm water improvements citywide, including public works expenditures. Revenues are either restricted or committed for this purpose.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The *Solid Waste Fund* is used to account for solid waste utility charges collected from an annual assessment to cover general government expenditures, including contract and supply costs. Revenues are either restricted or committed for this purpose.

The *Capital Improvement Fund* is used to account for resources used to construct and maintain infrastructure citywide.

Additionally, the City reports the following fiduciary fund type:

Custodial funds are used to report resources held by the City in a purely custodial capacity. The City uses Custodial funds to account for amounts collected through the court for driver's license reinstatement fees due to the State of Kansas, for amounts collected and paid for Driving Under the Influence evaluations, and for amounts collected for employee cafeteria plan contributions.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Deposits and Investments

The City's cash and investments are considered to be demand deposits and cash held by the State of Kansas Municipal Investment Pool. The City considers all highly liquid, short-term investments with original maturities of 90 days or less to be cash equivalents.

Investments are reported in the accompanying financial statements at fair value.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Receivables and Payables

Receivables are reported on the government-wide financial statements net of an allowance for uncollectible accounts. At December 31, 2019, an allowance for uncollectible receivables of approximately \$ 557,000 has been recorded.

Collection of current year property tax by the County Treasurer is not completed, apportioned or distributed to the various subdivisions until the succeeding year, such procedure being in conformity with governing state statutes. Consequently, current year property tax receivables are not available as a resource that can be used to finance the current year operations of the City and, therefore, are not susceptible to accrual. Accruals of uncollected current year property taxes are offset by deferred inflows and are identical to the adopted budget for 2020.

It is not practicable to apportion delinquent taxes held by the County Treasurer at the end of the accounting period, and further, the amounts thereof are not material in relationship to the financial statements taken as a whole.

The determination of assessed valuations and the collection of property taxes for all political subdivisions in the State of Kansas are the responsibility of the various counties. The County Appraiser annually determines assessed valuation on January 1 and the County Clerk spreads the annual assessment on the tax rolls. Property taxes are levied as of November 1 and become a lien on the property as of that date. Payments are due November 1, becoming delinquent, with penalty, December 21. Payments of 50% are accepted through December 20, with the second 50% then being due on or before May 10 of the following year.

The County Treasurer is the tax collection agent for all taxing entities within the County. The initial distribution to the subdivisions, including the City, is on or before January 20 of the ensuing year. Additional amounts are distributed on four subsequent dates throughout the calendar year.

Governmental funds report unavailable revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

1 - Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include land, buildings, improvements, equipment, infrastructure assets, and construction in progress, are reported in the government-wide financial statements as assets. Capital assets are defined by the City as assets with an initial, individual cost of more than \$ 1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of assets or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the government are depreciated using the straight-line method over the following estimated useful lives:

<u>Category</u>	<u>Years</u>
Buildings	20 - 75
Building improvements	20 - 75
Machinery and equipment	5 - 10
Office equipment	5 - 10
Infrastructure	20 - 75
Fitness equipment	3

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. See Notes 8 and 9 for more information on the deferred outflows for the other post-employment benefits (OPEB) and pension plans, respectively.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three items that qualify for reporting in this category. One item, *unavailable revenue/deferred receivables*, is reported in the governmental funds balance sheet and the governmental activities in the government-wide statement of net position. The governmental funds and governmental activities report unavailable revenues/deferred receivables from property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The other items are deferred inflows for the OPEB and pension plans. See Notes 8 and 9 for more information on the deferred inflows for the OPEB and pension plans, respectively.

Compensated Absences

Under terms of the City's personnel policy, City employees are granted vacation and sick leave in varying amounts. At the end of each calendar year, employees are allowed to carry over any unused vacation and sick leave. In the event of termination, an employee is paid for any unused carryover plus all unused earned vacation through the date of separation not to exceed a total of 240 hours.

The City's sick leave policy is to pay employees 50% of unused sick leave upon retirement or termination without cause. A liability for compensated absences is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements. All compensated absences are accrued when incurred in the government-wide financial statements.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts are amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Long-Term Obligations (Continued)

In the fund financial statements, governmental fund types recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Pensions

For purposes of measuring the collective net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Kansas Public Employees Retirement System (KPERS) and additions to/deductions from KPERS' fiduciary net position have been determined on the same basis as they are reported by KPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Fund Balances

As prescribed by GASB Statement No. 54, governmental funds report fund balance classifications based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of December 31, 2019, fund balances for governmental funds are made up of the following:

Nonspendable fund balances include amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.

Restricted fund balances include amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally, or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Fund Balances (Continued)

Committed fund balances include amounts that can only be used for specific purposes determined by a formal action, an ordinance, of the City's highest level of decision-making authority, the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action, an ordinance, that originally imposed the constraint.

Assigned fund balances include amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Intent is expressed by an action of (1) the City Council or (2) a body or official to which the City Council has delegated the authority to assign amounts to be used for specific purposes. The authority for management to assign fund balance is presented in the City Council Policy Manual. An additional action does not have to be taken for the removal of an assignment.

Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in other classifications. The General Fund is the only fund that can report a positive unassigned fund balance amount. In governmental funds other than the General Fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund. Unassigned amounts are technically available for any purpose.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

It is the fund balance policy of the City to budget an amount in the General Fund reserves equal to 25% of budgeted General Fund revenues for that same budget year.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Fund Balances (Continued)

The following is the detail for fund balance classifications in the financial statements:

	Major Governmental Funds						Other Governmental Funds	Total Governmental Funds
	General	Parks and Recreation Sales Tax	Street Sales Tax	Stormwater	Solid Waste	Capital Improvement		
Fund balances:								
Restricted for:								
Alcohol awareness programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,202	\$ 126,202
Convention and tourism	-	-	-	-	-	-	72,803	72,803
Culture and recreation	-	-	-	-	-	-	102,738	102,738
Donations	-	-	-	-	-	-	38,771	38,771
Education	-	-	-	-	-	-	18,121	18,121
Public safety	-	-	-	-	-	-	27,337	27,337
Public works	-	-	-	-	-	-	289,943	289,943
Committed for:								
ADA compliance	165,518	-	-	-	-	-	-	165,518
Capital improvements	-	-	-	-	-	383,918	-	383,918
Culture and recreation	-	1,115,006	-	-	-	-	-	1,115,006
Development projects	-	-	-	-	-	-	9,235	9,235
Equipment reserve and replacement	-	-	-	-	-	-	476,459	476,459
Farm and flower market	-	-	-	-	-	-	16,291	16,291
Public works	-	-	332,664	5,810,144	-	-	48,037	6,190,845
Assigned for:								
Business improvement	10,000	-	-	-	-	-	-	10,000
Culture and recreation	30,000	20,586	-	-	-	-	-	50,586
Comprehensive plan update	120,000	-	-	-	-	-	-	120,000
DirectionFinder survey	16,000	-	-	-	-	-	-	16,000
Financial software and computer upgrades	134,000	-	-	-	-	-	-	134,000
Public works	209,488	-	-	-	-	275,098	-	484,586
Unassigned	4,927,832	-	-	-	(11,962)	-	(149,559)	4,766,311
Total fund balances	\$ 5,612,838	\$ 1,135,592	\$ 332,664	\$ 5,810,144	\$ (11,962)	\$ 659,016	\$ 1,076,378	\$ 14,614,670

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Net Position

In the government-wide financial statements, equity is displayed in three components as follows:

Net Investment in Capital Assets consists of capital assets, net of accumulated depreciation, less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted consists of net position that is legally restricted by outside parties or by law through constitutional provisions or enabling legislation.

Unrestricted consists of net position that does not meet the definition of “restricted” or “net investment in capital assets.”

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

1 - Summary of Significant Accounting Policies (Continued)

Pending Governmental Accounting Standards Board Statements

At December 31, 2019, the Governmental Accounting Standards Board (GASB) had issued several statements not yet implemented by the City. The statements that might impact the City are as follows:

GASB Statement No. 87, *Leases*, requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this statement are effective for periods beginning after December 15, 2019.

GASB Statement No. 91, *Conduit Debt Obligations*, eliminates diversity in practice associated with government issuers' financial reporting of conduit debt obligations. The Statement achieves that objective by classifying the existing definition of a conduit debt obligation, establishing that that a conduit debt obligation is not a liability of the issuer, establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations, and improving required note disclosures. The requirements for this statement are effective for periods beginning after December 15, 2020.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

2 - Stewardship, Compliance and Accountability

Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund and special revenues funds (unless specifically exempted by statute). The statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in the local newspaper of the proposed budget and notice of public hearing on the budget on or before August 5th.
3. Public hearing on or before August 15th, but at least ten days after publication of the notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held, and the governing body may amend the budget at that time. In 2019 there were no budget amendments.

The statutes permit management to transfer budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison statements are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the modified accrual basis of accounting, modified further by the encumbrance method of accounting. Expenditures include disbursements, accounts payable and encumbrances. Encumbrances are commitments by the City for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. All unencumbered appropriations (legal budget expenditure authority) lapse at year end. Encumbered appropriations are carried forward.

A legal operating budget is not required for the Special Law Enforcement Fund, School District Sales Tax Fund, Donations and Gifts Fund, Silvercrest TIF Fund, Transportation Utility Fund, Mission Farm and Flower Market Fund, and the fiduciary funds.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

2 - Stewardship, Compliance and Accountability (Continued)

Budgetary Information (Continued)

In fiscal year 2019, actual expenditures exceeded budget expenditures in the Stormwater Fund, the Solid Waste Fund, the Special Alcohol Fund, and the Mission Crossing TIF Fund, which is a violation of K.S.A. 79-2935.

Spending in funds that are not subject to the legal annual operating budget requirements is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

Deficit Fund Balances

The Solid Waste Fund had a deficit fund balance of \$ 11,962 at December 31, 2019 that will be recovered from future charges for services.

The Mission Crossing TIF Fund had a deficit fund balance of \$ 149,559 at December 31, 2019 that will be recovered from future tax revenue.

3 - Deposits and Investments

Deposits

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. Kansas statutes require that deposits be collateralized, and that collateral pledged must have a fair market value equal to 100% of the deposits and investments, less insured amounts, and must be assigned for the benefit of the City. The City's deposit policy for custodial credit risk requires that the depository banks will maintain 100% security in the form of FDIC coverage and pledged collateral according to K.S.A. 9-1402.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

3 - Deposits and Investments (Continued)

Deposits (Continued)

Custodial Credit Risk – Deposits (Continued)

The City’s cash is considered to be active funds by management and is invested according to K.S.A. 9-1401. The statute requires that banks eligible to hold active funds have a main or branch bank in the county or an adjoining county in which the City is located, and the banks provide an acceptable rate for active funds.

Investments

On December 31, 2019, the City had the following investment and related maturity:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Rating</u>	<u>Maturity (in Years)</u>
Kansas Municipal Investment Pool	\$ 12,591,982	Not rated	Less than One \$ 12,591,982

Credit Risk

Various City investments are considered to be idle funds by management and are invested according to K.S.A. 12-1675. The statute requires that the City invest its idle funds in only temporary notes of the City, bank certificates of deposit, repurchase agreements, and if eligible banks do not offer an acceptable rate for the funds: U.S. Treasury bills or notes or the Kansas Municipal Investment Pool (KMIP). The City’s investments in the KMIP were not rated by a rating agency as of December 31, 2019. Maturities of the above investments may not exceed two years by statute.

The KMIP is under the oversight of the Pooled Money Investment Board (PMIB). The PMIB is comprised of the State Treasurer and four additional members appointed by the State Governor. The PMIB reports annually to the Kansas legislature. State pooled monies may be invested in direct obligations of, or obligations that are insured as to principal and interest by the U.S. government or any agency thereof, with maturities up to four years. No more than 10 percent of those funds may be invested in mortgage-backed securities. In addition, the State pool may invest in repurchase agreements with Kansas banks or with primary government securities dealers.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

3 - Deposits and Investments (Continued)

Investments (Continued)

Credit Risk (Continued)

Some of the City's investments are of bond proceeds invested pursuant to K.S.A. 10-131. This statute allows additional investment authority beyond that of K.S.A. 12-1675. Investments of bond proceeds may follow K.S.A. 12-1675 or include other investments such as the KMIP; direct obligations of the United States government or any agency thereof; investment agreements with a financial institution, the obligations of which, at the time of investment, are rated in either of the three highest rating categories by Moody's Investors Service or Standard and Poor's Corporation; and various other investments as specified in K.S.A. 10-131.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The City is not exposed to significant interest rate risk.

Concentrations of Credit Risk

State statutes and the City place no limit on the amount the City may invest in any one issuer.

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At December 31, 2019, the City's investments were not exposed to custodial credit risk.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

3 - Deposits and Investments (Continued)

Investments (Continued)

Fair Value Measurement

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. For the year ended December 31, 2019, the City's investment in KMIP was considered a cash equivalent as all investments were held in the overnight pool. Investments that are considered cash equivalents are not classified in the fair value hierarchy.

4 - Notes Receivable and Land Held for Resale

In April 2007, the City signed promissory notes to finance both a borrower's acquisition of a building and other improvements in the amount of \$534,692 as well as the borrower's remodeling of the building and other improvements for business operations in the amount of \$267,882, with both loans over a term of 21 years at 5.00% per annum. During the fiscal year ending December 31, 2019, the City received \$ 41,504 in principal and interest payments towards the loans. As of December 31, 2019, the City had outstanding notes receivable of \$ 434,261.

In August 2006, the City entered into an agreement leasing land to a lessee for a maximum term of 21 years for rent of \$ 10 per year with the option for the lessee to purchase the land on or before the end of the lease term for \$ 100,000 as adjusted by using the consumer price index. As of December 31, 2019, the land's net realizable value was \$ 100,000.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

5 - Capital Assets

Capital asset activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 9,108,075	\$ 230,181	\$ -	\$ 9,338,256
Construction in progress	203,833	1,452,377	67,894	1,588,316
Total capital assets not being depreciated	9,311,908	1,682,558	67,894	10,926,572
Capital assets being depreciated:				
Buildings	13,055,744	-	-	13,055,744
Improvements	140,635	9,362	-	149,997
Infrastructure	57,068,911	-	-	57,068,911
Machinery and equipment	6,103,646	680,279	422,762	6,361,163
Total capital assets being depreciated	76,368,936	689,641	422,762	76,635,815
Less accumulated depreciation for:				
Buildings	4,366,889	287,375	-	4,654,264
Improvements	101,696	3,655	-	105,351
Infrastructure	12,799,221	1,428,788	-	14,228,009
Machinery and equipment	4,776,216	537,301	422,762	4,890,755
Total accumulated depreciation	22,044,022	2,257,119	422,762	23,878,379
Governmental activities capital assets, net	\$ 63,636,822	\$ 115,080	\$ 67,894	\$ 63,684,008

Depreciation expense was charged to functions/programs of the City for the year ended December 31, 2019 as follows:

Governmental activities:	
General government	\$ 79,773
Public safety	229,261
Public works	1,520,855
Culture and recreation	427,230
Total depreciation expense	\$ 2,257,119

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

6 - Long-Term Debt

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital projects.

General obligation bonds payable at December 31, 2019 are comprised of the following issues:

	Interest Rates	Original Issue	Final Maturity Date	Principal Payments During 2019	Outstanding December 31, 2019
General obligation bonds:					
Series 2010A - Capital Improvement	2.75%	\$ 3,305,000	09/01/20	\$ 350,000	\$ 355,000
Series 2010B - Refunding	4.00% - 4.25%	6,945,000	09/01/29	-	6,945,000
Series 2012A - Capital Improvement	1.65% - 2.00%	4,360,000	09/01/22	440,000	1,365,000
Series 2013A - Capital Improvement	2.50% - 3.00%	680,000	09/01/23	70,000	290,000
Series 2013B - Capital Improvement	3.00%	4,510,000	09/01/23	455,000	1,970,000
Series 2013C - Capital Improvement	2.00% - 2.50%	4,480,000	09/01/23	495,000	2,090,000
Series 2014A - Refunding	2.00% - 3.00%	9,795,000	09/01/29	1,545,000	6,780,000
Series 2019A - Capital Improvement	4.00% - 5.00%	3,470,000	09/01/29	-	3,470,000
				<u>\$ 3,355,000</u>	<u>\$ 23,265,000</u>

Call provisions at the option of the City included in the above bonds are as follows:

- Series 2010A: Callable September 1, 2017 at par plus accrued interest
- Series 2010B: Callable September 1, 2020 at par plus accrued interest
- Series 2012A: Callable September 1, 2020 at par plus accrued interest
- Series 2013A: Callable September 1, 2021 at par plus accrued interest
- Series 2013B: Callable September 1, 2021 at par plus accrued interest
- Series 2013C: Callable September 1, 2019 at par plus accrued interest
- Series 2014A: Callable September 1, 2022 at par plus accrued interest
- Series 2019A: Callable September 1, 2027 at par plus accrued interest

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

6 - Long-Term Debt (Continued)

General Obligation Bonds (Continued)

The installment ranges for the general obligation bonds are as follows:

	<u>Installment Range</u>	
	<u>Low</u>	<u>High</u>
General obligation bonds:		
Series 2010A - Capital Improvement	\$ 355,000	\$ 355,000
Series 2010B - Refunding	345,000	1,125,000
Series 2012A - Capital Improvement	445,000	465,000
Series 2013A - Capital Improvement	70,000	75,000
Series 2013B - Capital Improvement	470,000	515,000
Series 2013C - Capital Improvement	505,000	545,000
Series 2014A - Refunding	395,000	975,000
Series 2019A - Capital Improvement	40,000	545,000

Annual debt service requirements through maturity for general obligation bonds are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>
2020	\$ 3,465,000	\$ 768,124
2021	3,560,000	670,100
2022	3,670,000	571,107
2023	2,930,000	465,569
2024	1,855,000	372,594
2025-2029	7,785,000	866,587
Total	<u>\$ 23,265,000</u>	<u>\$ 3,714,081</u>

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

6 - Long-Term Debt (Continued)

Kansas Department of Health and Environment - Direct Borrowing

The Kansas Department of Health and Environment (KDHE) and the City entered into an agreement for direct borrowing. As of December 31, 2019, the City had made \$ 406,272 in loan draws and had \$ 304,704 in principal forgiveness. The loan calls for an interest rate of 2.60%.

Annual debt service requirements to maturity for the KDHE loan outstanding at December 31, 2019 are as follows:

Year Ending December 31,	Principal	Interest
2020	\$ 4,907	\$ 1,655
2021	5,036	1,526
2022	5,168	1,395
2023	5,303	1,259
2024	5,441	1,121
2025-2029	29,419	3,391
2030-2034	9,622	250
Total	\$ 64,896	\$ 10,597

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

6 - Long-Term Debt (Continued)

Change in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019 was as follows:

	Balance December 31, 2018	Additions	Reductions	Balance December 31, 2019	Current Portion
Governmental activities:					
Bonds payable:					
General obligation bonds	\$ 23,150,000	\$ 3,470,000	\$ 3,355,000	\$ 23,265,000	\$ 3,465,000
Premium	323,320	707,120	120,702	909,738	123,611
Discount	(3,250)	-	(813)	(2,437)	(813)
Total bonds payable	<u>23,470,070</u>	<u>4,177,120</u>	<u>3,474,889</u>	<u>24,172,301</u>	<u>3,587,798</u>
Capital leases payable - direct borrowings	385,142	-	177,553	207,589	151,595
KDHE loan payable - direct borrowings	69,678	-	4,782	64,896	4,907
Compensated absences	445,525	394,572	348,751	491,346	355,915
Total other postemployment benefits liability	1,217,004	116,861	413,402	920,463	-
Net pension liability	<u>5,006,058</u>	<u>174,912</u>	<u>-</u>	<u>5,180,970</u>	<u>-</u>
Governmental activities long-term liabilities	<u>\$ 30,593,477</u>	<u>\$ 4,863,465</u>	<u>\$ 4,419,377</u>	<u>\$ 31,037,565</u>	<u>\$ 4,100,215</u>

For the governmental activities, compensated absences, the total other post-employment benefit liability, and the net pension liability are generally liquidated by the General Fund.

Conduit Debt Obligations

The City has issued industrial revenue bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State of Kansas, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of December 31, 2019, there were five series of industrial revenue bonds outstanding, with an aggregate authorized principal amount of \$ 258,108,589.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

6 - Long-Term Debt (Continued)

Conduit Debt Obligations (Continued)

Conduit Debt Obligations as of December 31, 2019					
IRB's	Issue Date	Amount Authorized	Amount Outstanding	Interest Rate	Maturity Date
<u>Housing IRB's</u>					
The Falls	03/15/16	\$ 8,750,000	\$ 8,750,000	Variable	12/15/34
Mission Square	12/18/09	11,100,000	8,686,168	3.50%	12/01/39
		19,850,000	17,436,168		
<u>Project IRB's</u>					
WAK Development	10/18/18	4,000,000	29,000	2.00%	02/01/20
Mission Apartments LLC (Mission Trails)	10/18/18	20,000,000	157,250	2.00%	10/01/20
Aryeh Realty LLC (Gateway)	10/26/18	214,258,589	78,000	2.00%	12/31/22
		238,258,589	264,250		
Total IRB's		\$ 258,108,589	\$ 17,700,418		

7 - Capital Leases

The City has entered into lease agreements as a lessee for financing the acquisition of equipment. These lease agreements qualify as capital leases and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

7 - Capital Leases (Continued)

The assets acquired through these capital leases are as follows:

Assets:		
Police vehicles	\$	481,116
Exercise equipment		201,467
Street sweeper		<u>221,260</u>
Total assets		903,843
Less accumulated depreciation		<u>(707,912)</u>
Net book value	\$	<u><u>195,931</u></u>

Future minimum lease payments for capital leases as of December 31, 2019 are as follows:

Year Ending December 31,	Principal	Interest	Total Payment
2020	\$ 151,595	\$ 3,080	\$ 154,675
2021	<u>55,994</u>	<u>621</u>	<u>56,615</u>
Total	<u><u>\$ 207,589</u></u>	<u><u>\$ 3,701</u></u>	<u><u>\$ 211,290</u></u>

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

8 - Other Postemployment Healthcare Benefits

Health Insurance

Plan Description, Benefits Provided and Contributions. The City offers postemployment health, dental and vision insurance to retired employees. The benefits are provided through a single employer defined benefit postemployment healthcare plan administered by the City. The other postemployment benefit (OPEB) plan (the Plan) provides medical benefits to eligible early retirees and their spouses. K.S.A. 12-5040 requires all local governmental entities in the state that provide a group health care plan to make participation available to all retirees and dependents until the retiree reaches the age of 65 years. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75. The Plan does not issue a standalone financial report.

Changes and items of impact relative to the Plan during the year were as follows.

1. The SPIRA EPO medical plan is now considered separately in the valuation.
2. Retiree contribution rates were updated to reflect 2020 rates.

Employer contributions paid for benefits as they came due during the fiscal year ended December 31, 2019 totaled \$ 36,663.

Employees Covered by Benefit Terms. As of the actuarial valuation date of December 31, 2019, the following employees were covered by the benefit terms.

Inactive employees or beneficiaries currently receiving benefit payments	4
Active plan members currently eligible	7
Active employees not yet fully eligible	62
	73

Total OPEB Liability

The City's total OPEB liability of \$ 894,197 was measured as of December 31, 2019 and was determined by an actuarial valuation performed as of December 31, 2019.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Health Insurance (Continued)

Actuarial Assumptions and Other Inputs. The total OPEB liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount rate as of measurement date	3.26 percent
Discount rate for OPEB expense	3.64 percent
Mortality table	Pub-2010 Headcount-Weighted General and Safety Mortality Tables, separately for Employees and Retirees with generational projection according to MP-2019
Salary scale	3.00 percent as selected by the City
Plan participation rate	70.00 percent
Healthcare cost trend rates	
Current rate	6.00 percent
Ultimate rate	4.80 percent
Year ultimate rate is reached	2032
Actuarial cost method	Entry Age Normal - Level Pay

The discount rate was based on the S&P Municipal Bond 20-Year High Grade Rate Index as of the measurement date.

The actuarial assumptions were based on the results of the most recent actuarial experience study, dated January 1, 2015.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Health Insurance (Continued)

Changes and items of impact relative to the prior valuation were as follows.

1. The discount rate was updated to reflect the year-end interest rate environment.
2. Claims costs were updated to reflect the 2020 fully-insured premium rates.
3. Vision aging factors were removed and vision benefits are no longer valued.
4. Mortality tables and projection scales were updated based on recent research by the Society of Actuaries.
5. Medical and administrative expense trend rates were updated to reflect current expectations for future experience.
6. Plan selection percentages were updated to incorporate the new plan offering.

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at December 31, 2018	\$ 1,184,530
Changes for the year:	
Service cost	61,739
Interest	44,703
Differences between expected and actual experience	12,768
Changes in assumptions or other inputs	(372,880)
Benefit payments	(36,663)
Net changes	(290,333)
Balance at December 31, 2019	\$ 894,197

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Health Insurance (Continued)

Changes in the Total OPEB Liability (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate. The following presents the total OPEB liability of the City, as well as what the City’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.64 percent) or 1-percentage-point higher (4.64 percent) than the current discount rate:

	1% Decrease (2.64%)	Discount Rate (3.64%)	1% Increase (4.64%)
Total OPEB liability	\$ 983,887	\$ 894,197	\$ 815,141

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following represents the total OPEB liability of the City as well as what the City’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability	\$ 799,899	\$ 894,197	\$ 1,004,055

OPEB Expense, Deferred Outflows and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the City recognized OPEB expense of \$ (66,344).

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Health Insurance (Continued)

OPEB Expense, Deferred Outflows and Deferred Inflows of Resources Related to OPEB (Continued)

At December 31, 2019, the City reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 10,589	\$ (407,635)
Changes in assumptions or other inputs	-	(348,066)
	<u>\$ 10,589</u>	<u>\$ (755,701)</u>

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended December 31,</u>	
2020	\$ (172,786)
2021	(172,786)
2022	(172,786)
2023	(172,786)
2024	(53,968)
	<u>\$ (745,112)</u>

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance

Plan Description, Benefits Provided and Contributions. The City participates in a multiple-employer defined benefit other postemployment benefit (OPEB) plan (the Plan) which is administered by the Kansas Public Employees Retirement System (KPERS). The Plan provides long-term disability benefits and a life insurance benefit for disabled members to KPERS members, as provided by K.S.A. 74-04927. The Plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. However, because the trust's assets are used to pay employee benefits other than OPEB, the trust does not meet the criteria in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Accordingly, the Plan is considered to be administered on a pay-as-you-go basis.

Employer contributions are established and may be amended by state statute. Members are not required to contribute. Employer contributions paid for benefits as they came due during the fiscal year ended December 31, 2019 totaled \$ 23,065.

Benefits are established by statute and may be amended by the KPERS Board of Trustees. The Plan provides long-term disability benefits equal to 60 percent (prior to January 1, 2006, 66 2/3 percent) of annual compensation, offset by other benefits. Members receiving long-term disability benefits also receive credit towards their KPERS retirement benefits and have their group life insurance coverage continued under the waiver of premium provision.

The monthly long-term disability benefit is 60 percent of the member's monthly compensation, with a minimum of \$100 and a maximum of \$5,000. The monthly benefit is subject to reduction by deductible sources of income, which include Social Security primary disability or retirement benefits, workers compensation benefits, other disability benefits from any other sources by reason of employment, and earnings from any form of employment. If the disability begins before age 60, benefits are payable while the disability continues until the member's 65th birthday or retirement date, whichever occurs first. If the disability begins after age 60, benefits are payable while the disability continues, for a period of five years or until the member retires, whichever occurs first. Benefit payments for disabilities caused or contributed to by substance abuse or non-biologically based mental illnesses are limited to the shorter of the term of the disability or 24 months per lifetime.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance (Continued)

The death benefit paid to beneficiaries of disabled members is 150% of the greater of 1) the member's annual rate of compensation at the time of disability, or 2) the members previous 12 months of compensation at the time of the last date on payroll. If the member has been disabled for five or more years, the annual compensation or salary rate at the time of death will be indexed using the consumer price index, less one percentage point, to compute the death benefit. If a member is diagnosed as terminally ill with a life expectancy of 12 months or less, the member may be eligible to receive up to 100% of the death benefit rather than having the benefit paid to the beneficiary. If a member retires or disability benefits end, the member may convert the group life insurance coverage to an individual insurance policy.

Employees Covered by Benefit Terms. As of the valuation date of December 31, 2018, the following employees were covered by the benefit terms.

Active plan members	<u><u>32</u></u>
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Total OPEB Liability

The City's total OPEB liability of \$ 26,266 was measured as of June 30, 2019 and was determined by an actuarial valuation performed as of December 31, 2018.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance (Continued)

Actuarial Assumptions and Other Inputs. The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	3.50 percent
Implicit inflation rate	2.75 percent
Mortality rates	Local Males: 90% of RP-2014 M Total Dataset +2 Local Females: 90% of RP-2014 F Total Dataset +1 Generational mortality improvements were projected for future years using MP-2019.
Salary increases	3.50 percent (composed of 2.75% inflation and 0.75 percent productivity)
Payroll growth	3.00 percent
Actuarial cost method	Entry Age Normal

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of an actuarial experience study conducted for the period January 1, 2013 through December 31, 2015.

Changes and items of impact relative to the prior valuation were as follows.

1. The discount rate was updated in accordance with the requirements of GASB 75.
2. The mortality projection scale was updated to the most recent table published by the Society of Actuaries.

The overall impact of the new assumptions is a decrease in the benefit obligations.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance (Continued)

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance at December 31, 2018	\$ 32,474
Changes for the year:	
Service cost	8,821
Interest	1,598
Effect of economic/demographic gains or losses	(16,954)
Effect of assumptions changes or inputs	327
Net changes	(6,208)
Balance at December 31, 2019	\$ 26,266

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate. The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.50 percent) or 1-percentage-point higher (4.50 percent) than the current discount rate:

	1% Decrease (2.50%)	Discount Rate (3.50%)	1% Increase (4.50%)
Total OPEB liability	\$ 27,040	\$ 26,266	\$ 25,340

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance (Continued)

Changes in the Total OPEB Liability (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following represents the total OPEB liability of the City as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability	\$ 26,266	\$ 26,266	\$ 26,266

OPEB Expense, Deferred Outflows and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the City recognized OPEB expense of \$ 7,629. At December 31, 2019, the City reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (22,649)
Changes of assumptions	293	(809)
Benefit payments subsequent to the measurement date	12,732	-
	\$ 13,025	\$ (23,458)

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

8 - Other Postemployment Healthcare Benefits (Continued)

Disability Benefits and Life Insurance (Continued)

OPEB Expense, Deferred Outflows and Deferred Inflows of Resources Related to OPEB (Continued)

The deferred outflow of resources related to the benefit payments subsequent to the measurement date totaling \$ 12,732 consists of payments made to KPERs for benefits and administrative costs and will be recognized as a reduction in the total OPEB liability during the year ended December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31,			
2020	\$	(2,790)	
2021		(2,790)	
2022		(2,790)	
2023		(2,790)	
2024		(2,790)	
2025 and Thereafter		(9,215)	
		\$ (23,165)	

Aggregate Other Postemployment Healthcare Benefit Information

	Balances at December 31, 2019		
	Health Insurance	Disability Benefits and Life Insurance	Total
Total OPEB liability	\$ 894,197	\$ 26,266	\$ 920,463
Total deferred outflows of resources	10,589	13,025	23,614
Total deferred inflows of resources	(755,701)	(23,458)	(779,159)

The aggregate amount of OPEB expenses for the two OPEB plans for the year ended December 31, 2019 was \$ (58,715).

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan

General Information About the Pension Plan

Description of Pension Plan

The City participates in a cost-sharing, multiple-employer defined benefit pension plan (Pension Plan), as defined in Governmental Accounting Standards Board Statement No. 67, *Financial Reporting for Pension Plans*. The Pension Plan is administered by the Kansas Public Employees Retirement System (KPERS), a body corporate and an instrumentality of the State of Kansas. KPERS provides benefit provisions to the following statewide pension groups under one plan, as provided by K.S.A. 74, article 49:

- Public employees, which include:
 - State/school employees
 - Local employees
- Police and firemen
- Judges

Substantially all public employees in Kansas are covered by the Pension Plan. Participation by local political subdivisions is optional, but irrevocable once elected.

Those employees participating in the Pension Plan for the City are included in both the Local and Police and Firemen employee groups.

KPERS issues a stand-alone comprehensive annual financial report, which is available on the KPERS website at www.kpers.org.

Benefits Provided

KPERS provides retirement benefits, life insurance, disability income benefits, and death benefits. Benefits are established by statute and may only be changed by the Kansas Legislature. Member employees (except police and firemen) with ten or more years of credited service may retire as early as age 55 (police and firemen may be age 50 with 20 years of credited service), with an actuarially reduced monthly benefit. Normal retirement is at age 65, age 62 with ten years of credited service, or whenever an employee's combined age and years of credited service equal 85 points (police and firemen normal retirement ages are age 60 with 15 years of credited service, age 55 with 20 years, age 50 with 25 years, or any age with 36 years of service).

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

General Information About the Pension Plan (Continued)

Monthly retirement benefits are based on a statutory formula that includes final average salary and years of service. When ending employment, member employees may withdraw their contributions from their individual accounts, including interest. Member employees who withdraw their accumulated contributions lose all rights and privileges of membership. For all pension coverage groups, the accumulated contributions and interest are deposited into and disbursed from the membership accumulated reserve fund as established by K.S.A. 74-4922.

Member employees choose one of seven payment options for their monthly retirement benefits. At retirement, a member employee may receive a lump-sum payment of up to 50% of the actuarial present value of the member employee's lifetime benefit. His or her monthly retirement benefit is then permanently reduced based on the amount of the lump sum. Benefit increases, including ad hoc post-retirement benefit increases, must be passed into law by the Kansas Legislature. Benefit increases are under the authority of the Legislature and the Governor of the State of Kansas.

The 2012 Legislature made changes affecting new hires, current members, and employers. A new KPERS 3 cash balance retirement plan for new hires starting January 1, 2015, was created. Normal retirement age for KPERS 3 members is 65 with five years of service or 60 with 30 years of service. Early retirement is available at age 55 with ten years of service, with a reduced benefit. Monthly benefit options are an annuity benefit based on the account balance at retirement.

For all pension coverage groups, the retirement benefits are disbursed from the retirement benefit payment reserve fund as established by K.S.A. 74-4922.

Contributions

K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6.00% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. K.S.A. 74-4975 establishes the Police and Firemen (KP&F) member-employee contribution rate at 7.15% of covered salary. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

General Information About the Pension Plan (Continued)

Contributions (Continued)

State law provides that the employer contribution rates are determined based on the results of an annual actuarial valuation for each of the three state-wide pension groups. The contributions and assets of all groups are deposited in the Kansas Public Employees Retirement Fund established by K.S.A. 74-4921. KPERS is funded on an actuarial reserve basis.

For KPERS fiscal years beginning in 1995, Kansas legislation established statutory limits on increases in contribution rates for KPERS employers. Annual increases in the employer contribution rates related to subsequent benefit enhancements are not subject to these limitations. The statutory cap increase over the prior year contribution rate is 1.2% of total payroll for the KPERS fiscal year ended June 30, 2019.

The actuarially determined employer contribution rate (not including the 1.00% contribution rate for the Death and Disability Program) and the statutory contribution rate were 8.89% for KPERS and 22.13% for KP&F for the year ended December 31, 2019. Contributions to the Pension Plan from the City were \$ 226,244 for KPERS and \$ 432,079 for KP&F for the year ended December 31, 2019.

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the City reported a liability of \$ 1,564,764 for KPERS and \$ 3,616,206 for KP&F for its proportionate share of the KPERS collective net pension liability. The collective net pension liability was measured by KPERS as of June 30, 2019, and the total pension liability used to calculate the collective net pension liability was determined by an actuarial valuation as of December 31, 2018, which was rolled forward to June 30, 2019.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS

(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Although KPERS administers one cost-sharing, multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarial determined contribution rate by group. Following this method, the measurement of the collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense are determined separately for each of the following groups of the plan:

- State/School
- Local
- Police and Firemen
- Judges

To facilitate the separate (sub) actuarial valuations, KPERS maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer and nonemployer allocations are applied to amounts presented in the schedules of pension amounts by employer and nonemployer. The City's proportion of the collective net pension liability was based on the ratio of the City's actual contributions to KPERS and KP&F, relative to the total employer and nonemployer contributions of the Local group and Police and Firemen group within KPERS for the KPERS fiscal year ended June 30, 2019.

The contributions used exclude contributions made for prior service, excess benefits and irregular payments. At June 30, 2019, the City's proportion for KPERS was .111979%, which was a decrease of .008933% from its proportion measured as of June 30, 2018. At June 30, 2019, the City's proportion for KP&F was .357290%, which was an increase of .012165% from its proportion measured as of June 30, 2018.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS

(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

For the year ended December 31, 2019, the City recognized pension expense of \$ 147,479 for KPERS and \$ 614,679 for KP&F. At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
KPERS		
Differences between expected and actual experience	\$ 3,425	\$ 39,407
Net difference between projected and actual earnings on pension plan investments	36,814	-
Changes of assumptions	47,825	3,171
Changes in proportionate share	15,064	122,169
City contributions subsequent to measurement date	126,820	-
Total KPERS	<u>229,948</u>	<u>164,747</u>
KP&F		
Differences between expected and actual experience	204,293	6,702
Net difference between projected and actual earnings on pension plan investments	72,785	-
Changes of assumptions	128,101	4,004
Changes in proportionate share	98,839	113,448
City contributions subsequent to measurement date	219,444	-
Total KP&F	<u>723,462</u>	<u>124,154</u>
Total	<u>\$ 953,410</u>	<u>\$ 288,901</u>

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The \$ 126,820 and \$ 219,444 reported as deferred outflows of resources related to pensions resulting from the City’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for KPERS and KP&F, respectively, for the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	
 KPERS	
2020	\$ 2,150
2021	(37,342)
2022	(11,309)
2023	(12,436)
2024	(2,682)
	(61,619)
 Total KPERS	 (61,619)
 KP&F	
2020	160,272
2021	75,787
2022	79,085
2023	61,196
2024	3,524
	379,864
 Total KP&F	 379,864
	\$ 318,245

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions

The total pension liability for KPERS in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Price inflation	2.75 percent
Salary increases, including price inflation	3.50 to 12.00 percent
Long-term rate of return, net of investment expense, and including price inflation	7.75 percent

Mortality rates were based on the RP 2014 Mortality Tables, with age setbacks and age set forwards as well as other adjustments based on different membership groups. Future mortality improvements are anticipated using Scale MP-2016. Different adjustments apply to pre-retirement versus post-retirement versus post-disability mortality tables.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of an actuarial experience study, which covered the three-year period of January 1, 2013 through December 31, 2015. The experience study is dated November 18, 2016.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS

(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Actuarial Assumptions (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage. Best estimates of arithmetic real rates of return for each major asset class included in the Pension Plan's target asset allocations as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equities	47.00%	6.85%
Fixed income	13.00%	1.25%
Yield driven	8.00%	6.55%
Real return	11.00%	1.71%
Real estate	11.00%	5.05%
Alternatives	8.00%	9.85%
Short-term investments	2.00%	-0.25%
Total	<u>100.00%</u>	

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Discount Rate

The discount rate used by KPERS to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the contractually required rate. The local employers do not necessarily contribute the full actuarial determined rate. Based on legislation passed in 1993, the employer contribution rates certified by the KPERS Board of Trustees for this group may not increase by more than the statutory cap. The expected KPERS employer statutory contribution was modeled for future years, assuming all actuarial assumptions are met in future years. Based on those assumptions, the Pension Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Collective Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the collective net pension liability calculated using the discount rate of 7.75%, as well as what the City's proportionate share of the collective net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.75%) or one percentage point higher (8.75%) than the current rate:

	<u>1% Decrease (6.75%)</u>	<u>Current Discount Rate (7.75%)</u>	<u>1% Increase (8.75%)</u>
City's KPERS proportionate share of the collective net pension liability	\$ 2,337,007	\$ 1,564,764	\$ 918,796
City's KP&F proportionate share of the collective net pension liability	<u>5,131,658</u>	<u>3,616,206</u>	<u>2,347,481</u>
	<u>\$ 7,468,665</u>	<u>\$ 5,180,970</u>	<u>\$ 3,266,277</u>

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

9 - Defined Benefit Pension Plan (Continued)

Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Pension Plan Fiduciary Net Position

Detailed information about the Pension Plan's fiduciary net position is available in the separately issued KPERS financial report.

10 - Defined Contribution Plan

The City has established the City of Mission Money Purchase Plan, administered by the Principal Financial Group, available to employees other than those participating in KP&F. The City Council established and amends benefit provisions. Employees age 21 or older are eligible to participate after completing 1,000 or more hours of service. The City's contributions for each employee are 60% vested after five years of service and vest an additional 20% each year thereafter. The City makes annual contributions to the plan equal to 2% of covered employees' wages. Employees under the plan can make contributions to the plan of up to 10% of their wages. City and employee contributions for 2019 were \$ 36,207 and \$ 46,291, respectively.

11 - Special Assessments

In January 2015, the City passed Ordinance Number 1419 establishing the Gateway Special Benefit District and levying special assessments on certain property to pay the costs of internal improvements and providing for the collection of such special assessments in 20 annual installments together with interest on such amounts. Special assessment taxes levied are a lien on the property and are recorded as special assessments receivable in the Stormwater Fund with a corresponding amount recorded as deferred inflows. Special assessments receivable at December 31, 2019, in the fund financial statements totaled \$ 9,593,532.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

12 - Risk Management

The City is exposed to various risks of loss related to torts; damage to and destruction of assets; business interruptions; errors and omissions; employee injuries and illness; natural disasters and employee health, dental and accident benefits. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years. There have not been significant reductions in coverage from prior years.

13 - Interfund Transfers

Transfers by fund for the year were as follows:

Transfers out	Transfers in			Total
	Stormwater	Solid Waste	Capital Improvement	
General	\$ -	\$ 85,000	\$ 1,014,780	\$ 1,099,780
Street Sales Tax	-	-	300,000	300,000
Stormwater	-	-	275,368	275,368
Nonmajor governmental	88,000	-	-	88,000
	<u>\$ 88,000</u>	<u>\$ 85,000</u>	<u>\$ 1,590,148</u>	<u>\$ 1,763,148</u>

The City uses interfund transfers to share costs between funds.

14 - Amounts Due to and from Other Funds

As of December 31, 2019, the City had \$ 11,962 due from the Solid Waste Fund to the General Fund due to cash shortages in the Solid Waste Fund.

15 - Tax Abatements

The City of Mission has utilized a number of economic development incentives that are authorized under Kansas state statutes including constitutional tax abatements [K.S.A. 79-201a]; industrial revenue bonds (IRBs) [K.S.A. 12-1740 et seq]; tax increment financing (TIF) [K.S.A. 12-1770 et seq]; and community improvement district (CID) [K.S.A. 12-6a26 et seq].

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS

(Continued)

15 - Tax Abatements (Continued)

Application of these tools is further clarified by the following city council policies:

Policy 106 - Tax Increment Financing Policy: The City will consider, on a case-by-case basis, the approval of TIF projects, where, but for the availability of TIF, such projects would not be economically viable. Furthermore, any decision regarding the approval of TIF projects will be made in accordance with guidelines and criteria that promote and stimulate the general and economic welfare and quality of life in the community.

Policy 116 - Policy Relating to the Issuance of Tax Abatements: The City will consider tax abatement for firms that qualify for such under State statutes and develop a final project with a value greater than \$25 million. Such projects will be evaluated on quality job creation, capital investment, diversification of the local economy, the extent to which the project would meet an identified need in the community, or follows applicable design guidelines and long-term plans.

Policy 123 - Community Improvement District Policy: The City will evaluate the establishment of a CID based on a number of criteria including; but not limited to:

- Whether the project promotes and supports efforts to develop or redevelop commercial sites to provide for reinvestment;
- Stimulates quality retail development that enhances the city's economic basis,
- Compliance with uses anticipated in the comprehensive plan;
- High degree of architectural design and site layout;
- The risk to the City, and any other governmental entities, in financing the proposed project (to include exposure of the general property tax levy and credit rating).

Consideration of any incentive begins with the submittal of an application (including fee) to the City. After an initial review by City staff, the City will enter into a pre-development agreement with the applicant that outlines the scope of the project and commitments, process for due diligence review, and any obligation on the part of the applicant to pay for costs that the City may incur in performing the review and/or negotiating a full development agreement.

This report provides information on current economic development projects that the City of Mission has undertaken utilizing these tools. Many projects use more than one tool, and many incorporate some form of tax abatement.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Mission Crossing

Project Description:

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 Vision Plan. 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.

Use	Size	Project Value at Building Permit Issuance	Date of Completion
Multi-Tenant Commercial Building	8,900 sq. ft.	\$990,000 + Tenant Finishes \$731,000	2011
Stand-Alone Restaurant	4,600 sq. ft.	\$450,000	2012
Stand-Alone Restaurant	4,250 sq. ft.	\$990,000	2012
Apartment Building	98,500 sq. ft.	\$8,100,000	2016

Name of the Recipient of the Tax Abatement (the Developer):

Lane 4 Development (d/b/a as Mission Commons LLC) – 4705 Central Ave., Kansas City, MO 64112

Redevelopment Agreement Adopted (Authority):

Ordinance 1316 – An Ordinance Making Certain Findings with Respect to the Establishment of a Redevelopment District in the City of Mission, Kansas and Establishing a Redevelopment District (Mission Crossing Project Redevelopment) – Adopted January 20, 2010.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Crossing (Continued)

Redevelopment Agreement Adopted (Authority) (Continued):

Ordinance 1317 – An Ordinance Making Findings as to the Advisability of and Creating a Community Improvement District at 6015 Travis Lane, Mission, Kansas; Authorizing Certain Community Improvement District Projects Relating Thereto: Approving the Maximum Cost of Such Community Improvement Projects; Providing for the Method of Financing; Authorizing the Imposition of a Community Improvement District Sales Tax within the Community Improvement District; Establishing a Method of Collection of Such Sales Tax; and Providing for the Segregation of Such Sales Tax Revenues for the Retirement of Bonds or Pay-As-You-Go Reimbursement of Costs of the Community Improvement Projects in the Community Improvement District – Adopted January 20, 2010.

Ordinance 1324 – An Ordinance Approving and Adopting a Redevelopment Project Plan within the Boundaries of the Mission Crossing Redevelopment District in the City of Mission, Kansas (Mission Crossing Redevelopment Project) – Adopted May 19, 2010.

Ordinance 1395 – An Ordinance Authorizing The Issuance by the City of Mission, Kansas of Not to Exceed \$6,000,000 Aggregate Principal amount of Taxable Industrial Revenue Bonds (Aspen Village Project – A/K/A Welstone Apartments), Series 2014, to Provide Funds to Acquire, Construct and Equip A Project for AVI Mission, LP and Authorizing and Approving Certain Documents and Actions in Connection with The Issuance of Said Bonds – Adopted February 19, 2014.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Tax Increment Financing (TIF) [K.S.A 12-1770 et seq] is structured to reimburse the project 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 district was formed (base valuation), and the City’s 1% general sales tax generated from all retail sales that occur within the defined project area. Base year established 2010, TIF expires in 2030.

Community Improvement District (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. The CID became effective October 2012 and will expire in 2034.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Mission Crossing (Continued)

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Industrial Revenue Bonds (IRBs) [K.S.A 12-1740 et seq] are structured to provide sales tax exemption on the construction of the senior-living component of the redevelopment project.

Eligibility Criteria for Receiving the Tax Abatement:

Kansas state statutes stipulate that proceeds from Tax Increment Financing be used for costs associated with preparing a site for development. This would include land acquisition (including incidental costs such as legal services) and site preparation (including grading and public infrastructure improvements).

Kansas state statutes stipulate that proceeds from a Community Improvement District can be used for vertical construction, parking, transportation improvements, streetscapes and lighting, parks, lawns, and transit facilities.

The Mission Crossing redevelopment project was built to conform with the City’s newly adopted West Gateway Vision plan, which called for, among other things, on street parking, sidewalks, street lighting and streetscape, and buildings built up to the sidewalk. The costs associated with these amenities are to be reimbursed with proceeds from both the TIF and the CID.

Summary of Financial Structure:

Total Project Costs: \$24,199,895		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
TIF Eligible Costs	\$ 9,255,157	\$ 1,480,818
CID Eligible Costs	\$ 5,359,738	\$ 498,454
IRB	\$ 561,000	N/A

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. This is a total of \$5,136,000 in TIF and CID revenue, or an estimated 21% of Total Project Costs. To date, the developer has submitted just over \$6,000,000 in costs that are eligible for reimbursement under the redevelopment plan.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Crossing (Continued)

Summary of Financial Structure (Continued):

In 2019, the City of Mission reimbursed the developer the following amounts from TIF and CID:

Property Tax Increment Financing - \$208,908
Sales Tax Increment Financing - \$96,337
Community Improvement District Financing - \$94,933

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

No funds were received from other taxing entities in association with this project. However, the following property tax revenues were diverted from other taxing entities in 2019 in accordance with the Tax Increment Financing statutes:

Johnson County Property Tax (19.024 mills) - \$58,747
Johnson County Community College (9.266 mills) - \$28,148
Johnson County Library (3.901 mills) - \$12,048
Johnson County Park Dist. (3.088 mills) - \$9,536
Consolidated Fire Dist. #2 (11.750 mills) - \$36,271
Unified School District #512 (54.427 mills) - \$160,851

The following sales taxes (based on the \$6 million in IRBs issued for the independent senior living facility) were forgone with the initial construction and equipping of the facility.

City of Mission (1.625%) - \$97,500
Johnson County (1.225%) - \$73,500
State of Kansas (6.500%) - \$390,000

Provisions for Recapturing Abated Taxes:

None.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Crossing (Continued)

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

The City committed to the construction of a transit stop utilizing a TIGER grant and the design and construction management of the park site.

Commitments Made by the Recipient of the Tax Abatement:

The Developer dedicated 1/2 of an acre of land for a small, pocket park, valued at approximately \$350,000. The developer also contributed \$100,000 for construction of the park amenities.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

Cornerstone Commons

Project Description:

The Cornerstone Commons project entailed the redevelopment of a 2.98-acre tract at the southwest corner of Johnson Drive and Barkley Street that was a former automobile dealership.

The project is a mixed-use development that conforms to the design principles of the West Gateway Vision Plan and the Form Based Code by having multi-level structures situated up to the sidewalk, on-street parking, and incorporating 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.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Cornerstone Commons (Continued)

Project Description (Continued):

Use	Size	Project Value at Building Permit	Date of Completion
Lot 1 Building			
Retailer	15,000 sq. ft.	\$ 1,750,000	2015
Lot 2 Building			
Restaurant	1,900 sq. ft.	\$ 130,000	2015
Restaurant	2,100 sq. ft.	\$ 190,000	2015
Lot 3 Building			
Restaurant	2,500 sq. ft.	\$ 250,000	2015
Restaurant	2,600 sq. ft.	\$ 270,000	2015
Office	4,000 sq. ft.	\$ 800,000	2015

Name of the Recipient of the Tax Abatement (the Developer):

Christie Development Associates (d/b/a Cornerstone Commons, LLC) 7387 W. 162nd St., Suite 200, Stilwell, KS 66085

Redevelopment Agreement Adopted (Authority):

Ordinance 1402 - An Ordinance Authorizing the Creation of the Cornerstone Commons Community Improvement District In the City of Mission, Kansas; Authorizing the Making of Certain Project Improvements Relating Thereto; Approving the Estimated Costs of Such Project Improvements; Levying 1% CID Sales Tax, and Providing for the Method of Financing of Said – Adopted July 16, 2014.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Community Improvement District (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 CID became effective June 2015 and will expire in 2037.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Cornerstone Commons (Continued)

Eligibility Criteria for Receiving the Tax Abatement:

The redevelopment project is intended to conform to the design principles of the West Gateway Vision Plan and the Form Based Code by having multi-level structures situated at the sidewalk and incorporating pedestrian oriented elements such as benches, lighting, landscaping, and on-street parking. To this end, the redevelopment agreement provides for reimbursement of specific eligible costs that further the intended design of the redevelopment project. These include, but are not limited to:

- Right-of-Way Dedication on Johnson Drive and Barkley
- Streetscape Improvements on Johnson Drive and Barkley
- Storm Water Improvements on Johnson Drive and Barkley
- Demolition and Removal Costs for Existing Building and Parking Lot
- Glass Upgrades on Tenant A, B, C Buildings
- Street Patio with Pergola, Decorative Wrought Iron Fencing, and Building Enhancements Facing Johnson Drive
- Natural Grocers Pedestrian Enhancement, Outdoor Seating, and Building Enhancements Facing Johnson Drive

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.

Summary of Financial Structure:

Total Project Costs: \$9,000,504		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
CID Eligible Costs	\$ 1,500,000	\$ 264,062

The sales tax is estimated to generate approximately \$1.3 million over the life of the CID. This is approximately 14% of the project costs. \$64,143 was collected in CID sales tax in 2019.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Cornerstone Commons (Continued)

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

None. The CID Sales Tax is a special 1% sales tax placed on all retail sales that occur within the boundaries of the CID (the redevelopment project). Because this is a special sales tax above the current sales tax, no sales tax revenue is diverted from the City or other taxing jurisdictions.

Provisions for Recapturing Abated Taxes:

None.

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

Commitments Made by the Recipient of the Tax Abatement:

None.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

Herald Corner (a/k/a Brinshore)

Project Description:

This was the proposed redevelopment of a 1.5-acre site located within the interior of a block at the southeast corner of Metcalf Avenue and Johnson Drive, more commonly known as 7080 Martway. The site had been the former location of the Neff Printing Company since the 1930s.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Herald Corner (a/k/a Brinshore) (Continued)

Project Description (Continued):

The developer proposed the construction of a three-story, 32-unit senior-living residential facility on the site.

The development was dependent on the successful application for low-income housing credits from the Kansas Housing Resources Corporation. After three application cycles, the Developer was unable to secure the housing credits, and the pre-development agreement between the City and developer was dissolved. *At present, there is no proposed project for this site.*

Name of the Recipient of the Tax Abatement (the Developer):

The developer for the proposed project was Brinshore Development LLC, 666 Dundee Road, Suite 1102, Northbrook, IL 60062. The development agreement with this developer has been dissolved, and at present there is no developer. However, the Tax Increment Financing (TIF) District remains in place.

Redevelopment Agreement Adopted (Authority):

Ordinance 1413 - An Ordinance Making Certain Findings with Respect to the Establishment of a Redevelopment District in the City of Mission, Kansas and Establishing a Redevelopment District (Herald Corner Project Redevelopment) – Adopted November 19, 2014.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

A Tax Increment Financing (TIF) [K.S.A 12-1770a(d)] district was established to reimburse the project developer for certain eligible costs with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the district was formed (base valuation). Base established in 2014.

Eligibility Criteria for Receiving the Tax Abatement:

The developer was required to seek and obtain housing credits from the Kansas Housing Resources Corporation before the redevelopment project could be approved and executed. The developer was unable to accomplish this.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Herald Corner (a/k/a Brinshore) (Continued)

Eligibility Criteria for Receiving the Tax Abatement (Continued):

Future projects will be required to meet the design guidelines of the West Gateway Plan and the Form Based Code.

Summary of Financial Structure:

No financial structure for this project exists at this time.

Amounts Received from Other Governments In Association with Forgone Tax Revenue:

The previous development plan had stipulated that the Developer was to apply for low-income tax credits from the Kansas Housing Resources Corporation. This did not occur. As of this writing, there are no other commitments from other tax entities, and no taxes have been forgone.

Provisions for Recapturing Abated Taxes:

None.

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

Commitments Made by the Recipient of the Tax Abatement:

None.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Gateway

Project Description:

This project proposes the redevelopment of a 16-acre site that was formerly the Mission Mall, originally built in the 1950s as one of the first suburban shopping centers in the United States. The site is located on the City's east side and is bounded by Johnson Drive, Roeland Drive, Shawnee Mission Parkway and Roe Avenue.

Purchased by the developer in 2005, the mall was demolished the following year to make way for a proposed mixed-used development project. However, redevelopment could not begin until the site was removed from the 100-year flood plain. This entailed realigning and enclosing the Rock Creek and Cooper Creek channels through the site. The \$12 million project was funded through special revenue bonds that were issued by the City and are being repaid by a 20-year special assessment placed on the property.

The Rock Creek Tax Increment Finance District was established in 2006, which included not only the redevelopment site, but properties along either side of the creek channel that made up much of the immediate drainage basin. The entire Rock Creek Tax Increment Financing District was broken-up into five separate tax increment financing districts in 2019. The individual tax increment financing districts are titled Rock Creek TIF Districts #1, #2, #2a, #3 and #4. The Mission Gateway redevelopment site is located in Rock Creek TIF District #1. This restructuring of the TIF districts was done in order to more accurately capture the appropriate amount of property tax increment for each property within the formerly larger TIF district.

The Fourth Amended TIF Redevelopment Project Plan was approved in October of 2017. This project plan entailed the development of a 556,000 square foot, mixed-use development to include three apartment buildings with a total of 168 units, a 200-room hotel, a three-story office building, food hall, retail and an "entertainment venue." The total cost for the project is approximately \$214 million. A Third Amended and Restated Redevelopment Agreement was also approved in October of 2017 detailing the provisions for the application of economic incentives to assist with the project.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Gateway (Continued)

Project Description (Continued):

An amendment to the Third Amended and Restated Redevelopment Agreement was approved in the October of 2019. This amendment stipulates that the City will issue approximately \$46 million in TIF special obligation bonds with approximately \$34 million in proceeds being pledged to pay for certain TIF eligible expenses. The amendment further stipulates the distribution of these funds after financing for the balance of the project costs are secured and a certain portion of those costs are paid.

Previous versions of the project included a Transportation Development District (TDD) which was later replaced with two Community Improvement Districts (Gateway CID #1 and Gateway CID #2) which were subsequently replaced with a single Community Improvement District (Gateway CID #3) also approved in October of 2017. The ordinances included below reflect only those which impact the project approved in 2017.

Name of the Recipient of the Tax Abatement (the Developer):

Aryeh Realty, LLC, (d/b/a Mission Gateway, LLC) 50 Broadway, New York, NY 10004

Redevelopment Agreement Adopted (Authority):

Ordinance 1190 – An Ordinance Making Certain Findings with Respect to The Establishment of a Redevelopment District In The City of Mission, Kansas, and Establishing a Redevelopment District (Rock Creek Redevelopment) – Adopted January 11, 2006; Amended (Ordinance 1195) February 8, 2006; Amended (Ordinance 1255) January 23, 2008.

Ordinance 1468 – An Ordinance Approving and Adopting a Fourth Amended Redevelopment Project Plan for Project Area 1 Within the Boundaries of the Rock Creek Redevelopment District in the City of Mission, Kansas (Gateway Redevelopment Project) – Adopted October 18, 2017.

Ordinance 1469 - An Ordinance Authorizing the Creation of the Mission Gateway Community Improvement District #3 In the City of Mission, Kansas; Authorizing the Making of Certain Project Improvements Relating Thereto; Approving the Estimated Costs of Such Project Improvements; Levying 1% CID Sales Tax, and Providing for the Method of Financing of Said – Adopted October 18, 2017.

CITY OF MISSION, KANSAS

NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Gateway (Continued)

Redevelopment Agreement Adopted (Authority) (Continued):

Ordinance 1490 – An Ordinance Authorizing the City of Mission, Kansas to Issue Taxable Industrial Revenue Bonds (Aryeh Realty, LLC Project), Series 2018, in a principal amount not to exceed \$214,258,589 for the Purpose of Providing Funds to Pay the Cost of Acquiring, Purchasing, Constructing, Installing and Equipping Commercial Facilities Including Land, Buildings, Structures, Improvements, Fixtures, Machinery and Equipment; Authorizing the City to Enter into Certain Documents and Actions in Connection with the Issuance of Said Bonds (Sales Tax Exemption Only). Adopted October 17, 2018.

Ordinance 1509 – An ordinance authorizing the issuance of special obligation tax increment revenue bonds (Gateway Project), series 2019, in the maximum principal amount \$46,000,0000 of the City of Mission, Kansas, for the purpose of paying certain redevelopment project costs in connection with the fourth amended tax increment financing redevelopment project plan for the Mission Gateway Project; authorizing execution of certain documents; and making certain covenants with respect thereto. Adopted October 16, 2019.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Tax Increment Financing (TIF) [K.S.A 12-1770a(c)(1)] is structured to reimburse holders of Special Obligation Bonds until fully reimbursed. Reimbursement would come from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the district was established (base valuation), and 55% of the City’s 1% general sales tax generated from all retail sales that occur within the defined project area. In addition, 8% of the total 9% Transient Guest Tax generated by the hotel on site will be reimbursed. The base valuation was established in 2006. The TIF District begins in 2019 and will expire in 2039.

Community Improvement District (CID) [K.S.A 12-6a26 et seq] #3 is structured to first support a “Pay-As-You-Go” agreement on Phase 1 and then to reimburse holders of Special Obligation Bonds until fully reimbursed, and then the developer on a “Pay-As-You-Go” basis with reimbursement coming from a 1.0% CID sales tax as collected on certain retail sales generated within the district. The CID was established in 2017, will be activated in 2020, and will expire in 2042.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Mission Gateway (Continued)

Public Assistance Tools Utilized (Authority) and the Structure of Utilization (Continued):

Industrial Revenue Bonds (IRBs) [K.S.A 12-1740 to 12-1749d] allows cities to utilize their tax exempt status to issue bonds for the acquisition, construction, and equipping of certain facilities. IRBs were issued for this project in January of 2019 in an amount not to exceed \$214,258,589 to provide sales tax exemption for the construction and equipping of the development.

Eligibility Criteria for Receiving the Tax Abatement:

Completion of a proposed redevelopment project that conforms to the standards of the East Gateway Redevelopment District Guidelines which stipulate a mixed-used development on the site with “urban” style components including buildings built to the sidewalk, on street parking, streetscape, and public spaces.

Summary of Financial Structure:

Total Project Costs: \$214,558,862		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
TIF Eligible Costs	\$43,869,336	None to date
CID Eligible Costs	\$169,615,545	None to date
IRBs	\$214,000,000	N/A

The Financial Structure is based on the First Amended to the Third Restated Redevelopment Agreement, which was adopted in 2019. The total TIF and CID Eligible costs are shown in the table above, but the Redevelopment Agreement limits total eligible project costs at \$173,795,545. No tax increment has been collected, so there has been no financial impact on the City’s taxes (property or sales), nor on any other taxing jurisdiction.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Gateway (Continued)

Summary of Financial Structure (Continued):

This project is anticipated to generate approximately \$64,000,000 in TIF revenue over the 20 year life of the TIF plan, and approximately \$21,831,000 in CID revenue over the 22 year life of the CID. This is a total of \$85,831,000 in TIF and CID revenue, or an estimated 40% of Total Project Costs. Of the approximately \$64,000,000, the developer will be eligible for approximately \$53,000,000 due to the TIF sharing arrangement outlined in the development agreement. This reduces the total amount of TIF and CID revenue that the developer will receive to \$75,000,000 or 35% of the project. To date, the developer has not submitted any costs that are eligible for reimbursement under the redevelopment plan. The development project is currently under construction with the entertainment venue (Cinergy movie theater) being opened in fall of 2020 and the balance of the project being completed in 2021 and 2022.

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

In 2019, the City of Mission reimbursed the developer the following amounts from TIF and CID:

Property Tax Increment Financing - \$0
Sales Tax Increment Financing - \$0
Community Improvement District Financing - \$0

The following sales taxes (based on the \$214,258,589 in IRBs issued for the independent senior living facility) will be forgone with the initial construction and equipping of the facility.

City of Mission (1.625%) - \$3,481,703
Johnson County (1.225%) - \$2,624,668
State of Kansas (6.500%) - \$13,926,808

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

No funds were received from other taxing entities in association with this project. No property tax revenues were diverted from other taxing entities in 2018. No sales taxes have been diverted from the use of the IRBs sales tax exemption at this time.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Gateway (Continued)

Provisions for Recapturing Abated Taxes:

None.

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

The City committed to storm water improvements on the site that consisted of realigning and enclosing the Rock Creek channel, thus removing the site from the 100-year flood plain. The improvements totaled approximately \$12 million, of which the City was initially to be reimbursed from TIF and/or CID proceeds. Because the redevelopment project lagged in implementation, the City established a special benefit district and assessed the property for the cost of these improvements (Ordinance 1419) over a 20-year period.

Commitments Made by the Recipient of the Tax Abatement:

Completion of the redevelopment project in accordance with the design guidelines of the East Gateway Redevelopment Plan.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

Mission Square

Project Description:

This project entailed the construction and equipping of an 87,000 square foot, three story independent living facility for seniors. The facility consists of 55 individual two and one bedroom units, a dining hall, recreation and meeting rooms, and guest rooms.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Square (Continued)

Project Description (Continued):

Completed in 2010, the project was built on a parcel of property acquired from the City of Mission at the northeast corner of Lamar and Martway, adjacent to the City's community center.

The Developer acquired the site from the City for \$550,000. The developer then entered into an agreement with the City whereby the City would issue \$17 million in Senior Housing Revenue Bonds to finance the acquisition, construction and equipping of the facility. Operating as a non-profit, the developer provides an annual payment-in-lieu-of-taxes to the City in the amount of \$53,125 to cover the cost of membership for the facility's residents to use the City's community center and the lease of a parking lot across the street from the community center.

Name of the Recipient of the Tax Abatement (the Developer):

Essex Corporation (d/b/a Mission Square Inc.) - 11606 Nicholas Street, Omaha, NE 68154

Redevelopment Agreement Adopted (Authority):

Ordinance 1307 – An Ordinance Authorizing the Issuance by the City of Mission, Kansas of Not to Exceed \$17,000,000 Aggregate Principal Amount of Senior Housing Revenue Bonds (Mission Square, Inc. Project) In One or More Series 2009, to Provide Fund to Acquire, Construct, and Equip a Project for Mission Square, Inc., and Authorizing and Approving Certain Documents and Actions in Connection with the Issuance of Said Bonds – Adopted November 18, 2009; Amended (Ordinance 1392) December 18, 2013.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Industrial Revenue Bonds [K.S.A 12-1740 to 12-1749d] allows cities to utilize their tax-exempt status to issue bonds for the acquisition, construction, and equipping of certain facilities including senior housing. To preserve the tax-exempt status, the City holds legal title to the property and leases the property back to the developer for a period of up to ten years. IRB's are often used to exempt sales tax associated with the construction or renovation of a facility.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Mission Square (Continued)

Eligibility Criteria for Receiving the Tax Abatement:

The Developer is to maintain the facility as an independent, senior living facility.

Summary of Financial Structure:

Total Project Costs: \$17,000,000		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
IRB	\$ 1,589,500	N/A

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

No funds were received from taxing entities in association with this project. The following sales taxes were forgone with the construction and equipping of the senior-living facility:

City of Mission (1.625%) - \$276,250
 Johnson County (1.225%) - \$208,250
 State of Kansas (6.500%) - \$1,105,000

Provisions for Recapturing Abated Taxes:

None.

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

Commitments Made by the Recipient of the Tax Abatement:

Completion of the redevelopment project.

Tax Abatement Information Omitted For Legal Purposes:

None.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Square (Continued)

Tax Abatement Disclosed Individually:

None.

Mission Trails (The Locale)

Project Description:

This project entails the demolition of the former Pyramid Life Insurance Company headquarters at 6201 Johnson Drive and the construction of a five-story, mixed-use development consisting of approximately 200 luxury, residential apartments with clubhouse, leasing office and restaurant on the ground floor.

Additionally, the project includes a structured parking facility, on- and off-street parking, and connections to the existing Johnson Drive streetscape improvements. The 4-story parking structure will include approximately 287 parking spaces to serve the residential and retail uses. The redevelopment agreement provides that 50 spaces in the parking structure will be designated as public parking at no cost to the City.

The total estimated cost of the Project is currently projected to be approximately \$41 million.

Name of the Recipient of the Tax Abatement (the Developer):

Mission Apartments, LLC, c/o EPC Real Estate Group, 411 Nichols Road, Suite 225, Kansas City, MO 64112.

Redevelopment Agreement Adopted (Authority):

Ordinance 1457 – An Ordinance Making Certain Findings with Respect to The Establishment of a Redevelopment District In The City of Mission, Kansas, and Establishing a Redevelopment District (The Place at Mission Apartments) – Adopted April 19, 2017.

Ordinance 1467 – An Ordinance Adopting the Mission Trails Project Plan for Use In Connection With a Redevelopment District Within the City (Mission Trails Project) – Adopted September 20, 2017.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

Mission Trails (The Locale) (Continued)

Redevelopment Agreement Adopted (Authority) (Continued):

Ordinance 1486 – An Ordinance Authorizing the City of Mission, Kansas to Issue Taxable Industrial Revenue Bonds (Mission Apartments, LLC Project), Series 2018, in a principal amount not to exceed \$20,000,000 for the Purpose of Providing Funds to Pay the Cost of Acquiring, Purchasing, Constructing, Installing and Equipping Commercial Facilities Including Land, Buildings, Structures, Improvements, Fixtures, Machinery and Equipment; Authorizing the City to Enter into Certain Documents and Actions in Connection with the Issuance of Said Bonds (Sales Tax Exemption Only).

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Tax Increment Financing (TIF) [K.S.A 12-1770a(c)(1)] 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 district was established (base valuation). The base valuation was established in 2017 and the TIF District begins in 2017 and will expire in 2037.

Eligibility Criteria for Receiving the Tax Abatement:

Completion of a mixed-use project which complies with the Downtown District and Johnson Drive Design guidelines.

Summary of Financial Structure:

Total Project Costs: \$41,033,817		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
TIF Eligible Costs	\$11,764,200	None to date
IRBs	\$1,870,000	N/A

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Trails (The Locale) (Continued)

Summary of Financial Structure (Continued):

This project is anticipated to generate approximately \$8,536,846 in TIF revenue over the 20-year life of the TIF plan or an estimated 21% of Total Project Costs. As a part of the Redevelopment Agreement, the City negotiated an additional project fee of \$250,000 to be paid as follows; \$100,000 upon receipt of a building permit, \$100,000 upon receipt of a certificate of occupancy, and \$50,000 upon 85% residential occupancy.

The Redevelopment Agreement contemplates the issuance of Industrial Revenue Bonds. Industrial Revenue Bonds [K.S.A 12-1740 to 12-1749d] allows cities to utilize their tax-exempt status to issue bonds for the acquisition, construction, and equipping of certain facilities.

The following sales taxes (based on the \$20 million in IRBs issued for the project) will be forgone with the initial construction and equipping of the facility.

City of Mission (1.625%) - \$325,000
Johnson County (1.225%) - \$245,000
State of Kansas (6.500%) - \$1,300,000

No tax increment has been collected, so there has been no financial impact on the City's taxes (property), nor on any other taxing jurisdiction. The project is expected to be completed in early 2020 and tax increment revenues are expected to start being generated with the 2020 tax year.

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

None as of this writing. If the development proceeds, and incentives are granted by the City, then other taxing entities would forego property taxes.

Provisions for Recapturing Abated Taxes:

None.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Mission Trails (The Locale) (Continued)

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

Commitments Made by the Recipient of the Tax Abatement:

The developer will construct and maintain approximately 50 public parking spaces in the structured parking facility. The developer will also remit a Project Fee of \$250,000 to be paid as follows; \$100,000 upon receipt of a building permit, \$100,000 upon receipt of a certificate of occupancy, and \$50,000 upon 85% residential occupancy.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

Silvercrest at Broadmoor (a/k/a Dial Redevelopment)

Project Description:

This included the proposed redevelopment of a 1.5-acre site more commonly addressed as 5665 Foxridge. A former JC Penney call center location, which has been vacant for more than ten years, is located on the subject property. In 2017, the developer proposed the construction of a four-story, 200-unit senior-living residential facility on the site. Following creation of the TIF District in 2017, the developer withdrew the project and there is currently no developer for the site. The TIF district remains in place, with the base year valuation established in 2017.

Name of the Recipient of the Tax Abatement (the Developer):

At present there is no developer, however, the Tax Increment Financing (TIF) District remains in place.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Silvercrest at Broadmoor (a/k/a Dial Redevelopment) (Continued)

Redevelopment Agreement Adopted (Authority):

Ordinance 1455 - An Ordinance Making Certain Findings with Respect to the Establishment of a Redevelopment District in the City of Mission, Kansas and Establishing a Redevelopment District (Silvercrest at Broadmoor) – Adopted March 14, 2017.

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

A Tax Increment Financing (TIF) [K.S.A 12-1770a(d)] district was established to reimburse the project developer for certain eligible costs with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the district was formed (base valuation). Base established in 2017.

Eligibility Criteria for Receiving the Tax Abatement:

Future projects will be required to meet the design guidelines of the West Gateway Vision Plan and the Form Based Code.

Summary of Financial Structure:

No financial structure for this project exists at this time.

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

As of this writing, there are no other commitments from other tax entities, and no taxes have been forgone.

Provisions for Recapturing Abated Taxes:

None.

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

15 - Tax Abatements (Continued)

Silvercrest at Broadmoor (a/k/a Dial Redevelopment) (Continued)

Commitments Made by the Recipient of the Tax Abatement:

None.

Tax Abatement Information Omitted For Legal Purposes:

None.

WAK Development

Project Description:

This project entails the renovation and equipping of an 32,000 square foot, three story office building. This will be a dental office for Keith & Associates dentistry and associated laboratories and offices.

Name of the Recipient of the Tax Abatement (the Developer):

WAK Development, LLC (d/b/a Keith & Associates.) – 6299 Nall Avenue, Mission, Kansas, 66202

Redevelopment Agreement Adopted (Authority):

Ordinance 1482 – An Ordinance Authorizing the City of Mission, Kansas to Issue Taxable Industrial Revenue Bonds (WAK Development, LLC Project), Series 2018, in a principal amount not to exceed \$4,000,000 for the Purpose of Providing Funds to Pay the Cost of Acquiring, Purchasing, Constructing, Installing and Equipping Commercial Facilities Including Land, Buildings, Structures, Improvements, Fixtures, Machinery and Equipment; Authorizing the City to Enter into Certain Documents and Actions in Connection with the Issuance of Said Bonds (Sales Tax Exemption Only).

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

WAK Development (Continued)

Public Assistance Tools Utilized (Authority) and the Structure of Utilization:

Industrial Revenue Bonds [K.S.A 12-1740 to 12-1749d] allows cities to utilize their tax-exempt status to issue bonds for the acquisition, construction, and equipping of certain facilities including senior housing. To preserve the tax-exempt status, the City holds legal title to the property and leases the property back to the Developer for a period of up to ten years. IRB's are often used to exempt sales tax associated with the construction or renovation of a facility.

Eligibility Criteria for Receiving the Tax Abatement:

The Developer is to maintain the facility as a dental office.

Summary of Financial Structure:

Total Project Costs: \$4,000,000		
	Total Costs Eligible for Incentives	Total Amount Reimbursed to Date
IRB	\$374,000	N/A

Amounts Received from Other Governments in Association with Forgone Tax Revenue:

No funds were received from taxing entities in association with this project. The following sales taxes will be forgone with the remodeling and equipping of the building:

- City of Mission (1.625%) - \$65,000
- Johnson County (1.225%) - \$49,000
- State of Kansas (6.500%) - \$260,000

Provisions for Recapturing Abated Taxes:

None.

CITY OF MISSION, KANSAS
 NOTES TO BASIC FINANCIAL STATEMENTS
 (Continued)

15 - Tax Abatements (Continued)

WAK Development (Continued)

Commitments, Other Than Tax Abatements, Made by the City of Mission in Association with the Redevelopment Project:

None.

Commitments Made by the Recipient of the Tax Abatement:

None.

Tax Abatement Information Omitted for Legal Purposes:

None.

Tax Abatement Disclosed Individually:

None.

16 - Commitments and Contingencies – Encumbrances

The City uses encumbrances to control expenditure commitments for the year and to enhance cash management. Encumbrances represent commitments related to executory contracts not yet performed and purchase orders not yet filled. Commitments for such expenditure of monies are encumbered to reserve a portion of applicable appropriations. Encumbrances still open at yearend are not accounted for as expenditures and liabilities, but, rather, as restricted, committed, or assigned fund balance. At December 31, 2019, the City’s recorded encumbrances in governmental funds were as follows:

General fund	\$ 339,488
Parks and recreation sales tax fund	20,586
Capital improvement fund	275,098
	\$ 635,172

CITY OF MISSION, KANSAS
NOTES TO BASIC FINANCIAL STATEMENTS
(Continued)

17 - Subsequent Events

The City has evaluated subsequent events through the date of the independent auditors' report, which is the date the financial statements are available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF MISSION, KANSAS

Schedule of Changes in the City's Total OPEB Liability and Related Ratios - Health Insurance

Last Two Fiscal Years¹

	<u>2019</u>	<u>2018</u>
Total OPEB liability:		
Service cost	\$ 61,739	\$ 71,671
Interest cost	44,703	57,439
Difference between expected and actual experience	12,768	(610,943)
Changes in assumptions and other inputs	(372,880)	(58,177)
Benefit payments	<u>(36,663)</u>	<u>(42,597)</u>
Net change in total OPEB liability	(290,333)	(582,607)
Total OPEB liability, beginning	<u>1,184,530</u>	<u>1,767,137</u>
Total OPEB liability, ending	<u>\$ 894,197</u>	<u>\$ 1,184,530</u>
Covered payroll	\$ 4,319,077	\$ 3,602,521
City's total OPEB liability as a percentage of covered payroll	20.7%	32.9%

¹GASB 75 requires the presentation of 10 years. Data was not available prior to fiscal year 2018. Therefore, 10 years of data is unavailable.

CITY OF MISSION, KANSAS

Schedule of Changes in the City's Total OPEB Liability and Related Ratios -
Disability Benefits and Life Insurance

Last Two Fiscal Years¹

	<u>2019</u>	<u>2018</u>
Total OPEB liability:		
Service cost	\$ 8,821	\$ 8,723
Interest on total OPEB liability	1,598	1,458
Effect of economic/demographic gains or losses	(16,954)	(9,371)
Effect of assumptions changes or inputs	<u>327</u>	<u>(352)</u>
Net change in total OPEB liability	(6,208)	458
Total OPEB liability, beginning	<u>32,474</u>	<u>32,016</u>
Total OPEB liability, ending	<u>\$ 26,266</u>	<u>\$ 32,474</u>
Covered payroll	\$ 1,821,013	\$ 2,095,328
City's total OPEB liability as a percentage of covered payroll	1.44%	1.55%

¹ GASB 75 requires the presentation of 10 years. Data was not available prior to fiscal year 2018. Therefore, 10 years of data is unavailable.

CITY OF MISSION, KANSAS

Schedule of City's Proportionate Share of the Collective Net Pension Liability

Kansas Public Employees Retirement System

Last Five Fiscal Years¹

	2019		2018		2017		2016		2015	
	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen
City's proportion of the collective net pension liability	0.112%	0.357%	0.121%	0.345%	0.119%	0.360%	0.121%	0.357%	0.121%	0.354%
City's proportionate share of the net pension liability	\$ 1,564,764	\$ 3,616,206	\$ 1,685,259	\$ 3,320,799	\$ 1,725,733	\$ 3,377,855	\$ 1,870,018	\$ 3,319,196	\$ 1,588,416	\$ 2,569,469
City's covered payroll ²	\$ 2,075,917	\$ 1,919,377	\$ 2,164,266	\$ 1,786,086	\$ 2,113,273	\$ 1,799,123	\$ 2,048,888	\$ 1,796,206	\$ 2,047,740	\$ 1,613,584
City's proportionate share of the net pension liability as a percentage of its covered payroll	75.38%	188.41%	77.87%	185.93%	81.66%	187.75%	91.27%	184.79%	77.57%	159.24%
Plan fiduciary net position as a percentage of the total pension liability	75.02%	71.22%	74.22%	71.53%	72.15%	70.99%	68.55%	69.30%	71.98%	74.60%

¹ GASB 68 requires the presentation of 10 years. Data was not available prior to fiscal year 2015. Therefore, 10 years of data is unavailable.

² Covered payroll corresponds to the measurement date for the year ended June 30.

CITY OF MISSION, KANSAS

Schedule of City's Contributions

Kansas Public Employees Retirement System

Last Five Fiscal Years¹

	2019		2018		2017		2016		2015	
	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen	Local	Police and Firemen
Contractually required contribution	\$ 226,244	\$ 432,079	\$ 199,116	\$ 373,428	\$ 175,703	\$ 326,539	\$ 194,456	\$ 362,921	\$ 194,783	\$ 351,871
Contributions in relation to the contractually required contribution	226,244	432,079	199,116	373,428	175,703	326,539	194,456	362,921	194,783	351,871
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered payroll	\$ 2,309,138	\$ 1,954,501	\$ 2,155,668	\$ 1,876,016	\$ 2,076,861	\$ 1,715,917	\$ 2,118,261	\$ 1,777,281	\$ 2,054,675	\$ 1,647,336
Contributions as a percentage of covered payroll	9.80%	22.11%	9.24%	19.91%	8.46%	19.03%	9.18%	20.42%	9.48%	21.36%

¹ GASB 68 requires the presentation of 10 years. Data was not available prior to fiscal year 2015. Therefore, 10 years of data is unavailable.

OTHER SUPPLEMENTARY INFORMATION

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CITY OF MISSION, KANSAS
COMBINING BALANCE SHEET

GENERAL FUND

December 31, 2019

	General	Municipal Court	Total
Assets:			
Cash and investments	\$ 4,831,158	\$ -	\$ 4,831,158
Restricted cash and investments	-	33,309	33,309
Receivables:			
Taxes	3,757,198	-	3,757,198
Other	152,932	-	152,932
Due from other funds	11,962	-	11,962
Land held for resale	100,000	-	100,000
Total assets	\$ 8,853,250	\$ 33,309	\$ 8,886,559
Liabilities, deferred inflows of resources, and fund balances:			
Liabilities:			
Accounts payable	\$ 209,165	\$ -	\$ 209,165
Accrued liabilities	166,860	-	166,860
Payable from restricted assets:			
Municipal court bonds	-	33,309	33,309
Unearned revenue	103,791	-	103,791
Total liabilities	479,816	33,309	513,125
Deferred inflows of resources:			
Unavailable revenue - property taxes	2,760,596	-	2,760,596
Fund balances:			
Committed	165,518	-	165,518
Assigned	519,488	-	519,488
Unassigned	4,927,832	-	4,927,832
Total fund balances	5,612,838	-	5,612,838
Total liabilities, deferred inflows of resources, and fund balances	\$ 8,853,250	\$ 33,309	\$ 8,886,559

CITY OF MISSION, KANSAS

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES

GENERAL FUND

Year Ended December 31, 2019

	General	Municipal Court	Total
Revenues:			
Taxes	\$ 9,125,867	\$ -	\$ 9,125,867
Intergovernmental	88,603	-	88,603
Licenses and permits	155,897	-	155,897
Charges for services	1,789,978	-	1,789,978
Fines and fees	1,372,577	-	1,372,577
Interest	104,556	-	104,556
Miscellaneous	151,891	-	151,891
Total revenues	<u>12,789,369</u>	<u>-</u>	<u>12,789,369</u>
Expenditures:			
Current:			
General government	2,173,395	-	2,173,395
Public safety	3,983,436	-	3,983,436
Public works	1,758,741	-	1,758,741
Culture and recreation	2,703,338	-	2,703,338
Capital outlay	650,226	-	650,226
Debt service:			
Principal	183,633	-	183,633
Interest and other charges	12,141	-	12,141
Total expenditures	<u>11,464,910</u>	<u>-</u>	<u>11,464,910</u>
Excess of revenues over expenditures	<u>1,324,459</u>	<u>-</u>	<u>1,324,459</u>
Other financing sources (uses):			
Transfers out	(1,099,780)	-	(1,099,780)
Sale of general capital assets	44,807	-	44,807
Total other financing sources (uses)	<u>(1,054,973)</u>	<u>-</u>	<u>(1,054,973)</u>
Net change in fund balances	269,486	-	269,486
Fund balances, beginning	<u>5,343,352</u>	<u>-</u>	<u>5,343,352</u>
Fund balances, ending	<u>\$ 5,612,838</u>	<u>\$ -</u>	<u>\$ 5,612,838</u>

CITY OF MISSION, KANSAS
NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

1. **Special Alcohol Fund** – established to account for one-third of the Alcohol Tax Funds sent to the City quarterly from the State Treasurer’s office, and to disperse monies that are allocated yearly for distribution to agencies that are approved by the City Council in specified amounts on a yearly basis.
2. **Special Parks and Recreation Fund** – established to account for one-third of the Alcohol Tax Funds that are sent to the City quarterly by the State Treasurer’s office which are computed in compliance with K.S.A Supp. 79-41A04 et seq., representing tax receipts and adjustments processed by the Department of Revenue.
3. **Special Law Enforcement Fund** – established to provide a depository for monies forfeited to the police department pursuant to provisions of K.S.A. 65-4135 and 65-4156 relating to controlled substance investigation forfeitures. Expenditures from this fund are made only for authorized law enforcement purposes of the police department. Monies in the fund are not to be used for normal operating expenses of the City’s police department.
4. **Special Highway Fund** – established to account for monies sent quarterly from the State Treasurer’s office which are the Special City and County Highway Fund distributed and computed in compliance with K.S.A. 79-3425C.
5. **School District Sales Tax Fund** – established to account for the City’s portion of sales tax monies received as a result of a 1/8 cent sales tax granted to schools by Johnson County voters in 2002. The sales tax is no longer being collected.
6. **Mission Convention and Visitors Bureau Fund** – established to account for transient guest tax receipts.
7. **Donations and Gifts Fund** – established to account for donations and gifts from businesses, groups and individuals.
8. **Rock Creek Drainage District #1 Fund** – established to account for the Rock Creek Drainage District #1.
9. **Rock Creek Drainage District #2 Fund** – established to account for the Rock Creek Drainage District #2.

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CITY OF MISSION, KANSAS

NONMAJOR GOVERNMENTAL FUNDS

(Continued)

10. **Mission Crossing TIF Fund** – established to account for the property tax and sales tax that is generated from the development of the Mission Crossing Shopping Center and Welstone senior independent living facility. These taxes are remitted back to the developer to reimburse for certain eligible costs associated with the development in accordance with K.S.A. 12-1770 (Tax Increment Finance Statutes) and K.S.A. 12-6a26 (Community Improvement District Act).
11. **Silvercrest TIF Fund** – established to account for the property tax and sales tax that is generated from the Silvercrest at Broadmoor redevelopment district. These taxes are remitted back to the developer to reimburse for certain eligible costs associated with the development in accordance with K.S.A. 12-1770 (Tax Increment Finance Statutes) and K.S.A. 12-6a26 (Community Improvement District Act).
12. **Cornerstone Commons CID Fund** – established to account for a 1% Community Improvement District (CID) sales tax that is generated from retailers located within the Cornerstone Commons CID. This sales tax is remitted back to the developer to reimburse for certain eligible costs associated with the development in accordance with K.S.A. 12-6a26 (Community Improvement District Act).
13. **Transportation Utility Fund** – established to account for the transportation utility charges received based on an estimated land use formula per parcel to fund street and other transportation related improvements.
14. **Mission Farm and Flower Market Fund** – established to account for the Mission Farm and Flower Market.

CAPITAL PROJECTS FUND

1. **Equipment Reserve and Replacement Fund** – established to account for reserves and funding for major capital equipment purchase, upgrades, and replacements.

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CITY OF MISSION, KANSAS
 COMBINING BALANCE SHEET
 NONMAJOR GOVERNMENTAL FUNDS

December 31, 2019

Special Revenue Funds

	Special Alcohol	Special Parks and Recreation	Special Law Enforcement	Special Highway	School District Sales Tax	Mission Convention and Visitors Bureau
Assets:						
Cash and investments	\$ 131,417	\$ 102,738	\$ 27,337	\$ 224,149	\$ 18,121	\$ 82,853
Receivables:						
Taxes	-	-	-	-	-	-
Other	-	-	-	65,794	-	-
Total assets	\$ 131,417	\$ 102,738	\$ 27,337	\$ 289,943	\$ 18,121	\$ 82,853
Liabilities, deferred inflows of resources, and fund balances:						
Liabilities:						
Accounts payable	\$ 5,215	\$ -	\$ -	\$ -	\$ -	\$ 10,050
Deferred inflows of resources:						
Unavailable revenue - property taxes	-	-	-	-	-	-
Fund balances:						
Restricted	126,202	102,738	27,337	289,943	18,121	72,803
Committed	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-
Total fund balances	126,202	102,738	27,337	289,943	18,121	72,803
Total liabilities, deferred inflows of resources, and fund balances	\$ 131,417	\$ 102,738	\$ 27,337	\$ 289,943	\$ 18,121	\$ 82,853

Special Revenue Funds								Capital Projects Fund	Total Nonmajor Governmental Funds
Donations and Gifts	Rock Creek Drainage District #1	Rock Creek Drainage District #2	Mission Crossing TIF	Silvercrest TIF	Cornerstone Commons CID	Transportation Utility	Mission Farm and Flower Market	Equipment Reserve and Replacement	Total Nonmajor Governmental Funds
\$ 38,771	\$ 11,484	\$ 23,334	\$ 82,127	\$ 219	\$ 27,239	\$ 13,219	\$ 16,498	\$ 476,459	\$ 1,275,965
-	22,458	79,469	194,948	332	10,644	-	-	-	307,851
-	-	-	-	-	-	-	-	-	65,794
<u>\$ 38,771</u>	<u>\$ 33,942</u>	<u>\$ 102,803</u>	<u>\$ 277,075</u>	<u>\$ 551</u>	<u>\$ 37,883</u>	<u>\$ 13,219</u>	<u>\$ 16,498</u>	<u>\$ 476,459</u>	<u>\$ 1,649,610</u>
\$ -	\$ -	\$ -	\$ 265,517	\$ -	\$ 28,867	\$ -	\$ 207	\$ -	\$ 309,856
-	22,458	79,469	161,117	332	-	-	-	-	263,376
38,771	-	-	-	-	-	-	-	-	675,915
-	11,484	23,334	-	219	9,016	13,219	16,291	476,459	550,022
-	-	-	(149,559)	-	-	-	-	-	(149,559)
<u>38,771</u>	<u>11,484</u>	<u>23,334</u>	<u>(149,559)</u>	<u>219</u>	<u>9,016</u>	<u>13,219</u>	<u>16,291</u>	<u>476,459</u>	<u>1,076,378</u>
<u>\$ 38,771</u>	<u>\$ 33,942</u>	<u>\$ 102,803</u>	<u>\$ 277,075</u>	<u>\$ 551</u>	<u>\$ 37,883</u>	<u>\$ 13,219</u>	<u>\$ 16,498</u>	<u>\$ 476,459</u>	<u>\$ 1,649,610</u>

CITY OF MISSION, KANSAS

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES

NONMAJOR GOVERNMENTAL FUNDS

Year Ended December 31, 2019

Special Revenue Funds

	Special Alcohol	Special Parks and Recreation	Special Law Enforcement	Special Highway	School District Sales Tax	Mission Convention and Visitors Bureau
Revenues:						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,270
Intergovernmental	88,603	88,603	-	258,871	-	-
Charges for services	-	-	-	-	-	-
Fines and fees	-	-	-	-	-	-
Interest	-	227	-	2,430	270	961
Miscellaneous	-	-	-	-	-	23,267
Total revenues	88,603	88,830	-	261,301	270	75,498
Expenditures:						
Current:						
General government	72,597	-	-	-	-	72,038
Public works	-	-	-	94,984	-	-
Culture and recreation	-	345	-	-	-	-
Capital outlay	-	-	-	-	-	-
Debt service:						
Principal	-	63,920	-	-	-	-
Interest	-	3,628	-	-	-	-
Total expenditures	72,597	67,893	-	94,984	-	72,038
Excess (deficiency) of revenues over (under) expenditures	16,006	20,937	-	166,317	270	3,460
Other financing sources (uses):						
Transfer out	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-
Net change in fund balances	16,006	20,937	-	166,317	270	3,460
Fund balances, beginning	110,196	81,801	27,337	123,626	17,851	69,343
Fund balances, ending	\$ 126,202	\$ 102,738	\$ 27,337	\$ 289,943	\$ 18,121	\$ 72,803

Donations and Gifts	Special Revenue Funds							Capital Projects Fund	Total Nonmajor Governmental Funds
	Rock Creek Drainage District #1	Rock Creek Drainage District #2	Mission Crossing TIF	Silvercrest TIF	Cornerstone Commons CID	Transportation Utility	Mission Farm and Flower Market	Equipment Reserve and Replacement	
\$ -	\$ 4,532	\$ 85,394	\$ 393,435	\$ 219	\$ 64,627	\$ -	\$ -	\$ -	\$ 599,477
-	-	-	-	-	-	-	-	-	436,077
-	-	-	-	-	-	-	6,583	-	6,583
-	-	-	-	-	-	13	-	-	13
-	43	1,007	-	-	-	268	-	3,744	8,950
29,499	-	-	-	-	-	-	20,740	25,624	99,130
<u>29,499</u>	<u>4,575</u>	<u>86,401</u>	<u>393,435</u>	<u>219</u>	<u>64,627</u>	<u>281</u>	<u>27,323</u>	<u>29,368</u>	<u>1,150,230</u>
29,581	-	-	400,178	-	61,644	3,000	10,691	-	649,729
-	-	-	-	-	-	-	-	-	94,984
-	-	-	-	-	-	-	-	-	345
17,803	-	-	-	-	-	-	-	-	17,803
-	-	-	-	-	-	-	-	-	63,920
-	-	-	-	-	-	-	-	-	3,628
<u>47,384</u>	<u>-</u>	<u>-</u>	<u>400,178</u>	<u>-</u>	<u>61,644</u>	<u>3,000</u>	<u>10,691</u>	<u>-</u>	<u>830,409</u>
(17,885)	4,575	86,401	(6,743)	219	2,983	(2,719)	16,632	29,368	319,821
-	(3,000)	(85,000)	-	-	-	-	-	-	(88,000)
-	(3,000)	(85,000)	-	-	-	-	-	-	(88,000)
(17,885)	1,575	1,401	(6,743)	219	2,983	(2,719)	16,632	29,368	231,821
56,656	9,909	21,933	(142,816)	-	6,033	15,938	(341)	447,091	844,557
<u>\$ 38,771</u>	<u>\$ 11,484</u>	<u>\$ 23,334</u>	<u>\$ (149,559)</u>	<u>\$ 219</u>	<u>\$ 9,016</u>	<u>\$ 13,219</u>	<u>\$ 16,291</u>	<u>\$ 476,459</u>	<u>\$ 1,076,378</u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 STREET SALES TAX FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 575,000	\$ 645,064	\$ 70,064
Interest	100	4,059	3,959
Total revenues	<u>575,100</u>	<u>649,123</u>	<u>74,023</u>
Expenditures:			
Debt service	<u>471,660</u>	<u>471,660</u>	<u>-</u>
Excess of revenues over expenditures	103,440	177,463	74,023
Other financing uses:			
Transfers out	<u>(300,000)</u>	<u>(300,000)</u>	<u>-</u>
Net change in fund balance	(196,560)	(122,537)	74,023
Fund balance, beginning	<u>235,987</u>	<u>455,201</u>	<u>219,214</u>
Fund balance, ending	<u><u>\$ 39,427</u></u>	<u><u>\$ 332,664</u></u>	<u><u>\$ 293,237</u></u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
CAPITAL IMPROVEMENT FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Intergovernmental revenue	\$ 518,000	\$ 435,870	\$ (82,130)
Interest	3,000	14,795	11,795
Miscellaneous	64,360	64,360	-
Total revenues	<u>585,360</u>	<u>515,025</u>	<u>(70,335)</u>
Expenditures:			
General government	-	329,063	(329,063)
Capital outlay	2,192,500	1,625,970	566,530
Debt service	550,738	550,738	-
Total expenditures	<u>2,743,238</u>	<u>2,505,771</u>	<u>237,467</u>
Deficiency of revenues under expenditures	(2,157,878)	(1,990,746)	167,132
Other financing sources:			
Transfers in	1,633,675	1,590,148	(43,527)
Net change in fund balance	(524,203)	(400,598)	123,605
Fund balance, beginning	614,330	784,516	170,186
Fund balance, ending	<u>\$ 90,127</u>	<u>\$ 383,918</u>	<u>\$ 293,791</u>
Encumbrances for professional services ordered but not received are not recorded for GAAP purposes until received		<u>275,098</u>	
Fund balance on the basis of GAAP		<u>\$ 659,016</u>	

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 SPECIAL ALCOHOL FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 75,000	\$ 88,603	\$ 13,603
Expenditures:			
General government	71,000	72,597	(1,597)
Net change in fund balance	4,000	16,006	12,006
Fund balance, beginning	72,040	110,196	38,156
Fund balance, ending	\$ 76,040	\$ 126,202	\$ 50,162

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 SPECIAL PARKS AND RECREATION FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 75,000	\$ 88,603	\$ 13,603
Interest	200	227	27
Total revenues	<u>75,200</u>	<u>88,830</u>	<u>13,630</u>
Expenditures:			
Culture and recreation	-	345	(345)
Capital outlay	15,000	-	15,000
Debt service	67,655	67,548	107
Total expenditures	<u>82,655</u>	<u>67,893</u>	<u>14,762</u>
Net change in fund balance	(7,455)	20,937	28,392
Fund balance, beginning	<u>17,095</u>	<u>81,801</u>	<u>64,706</u>
Fund balance, ending	<u><u>\$ 9,640</u></u>	<u><u>\$ 102,738</u></u>	<u><u>\$ 93,098</u></u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
SPECIAL HIGHWAY FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Intergovernmental	\$ 256,010	\$ 258,871	\$ 2,861
Interest	100	2,430	2,330
Total revenues	<u>256,110</u>	<u>261,301</u>	<u>5,191</u>
Expenditures:			
Public works	<u>375,000</u>	<u>94,984</u>	<u>280,016</u>
Net change in fund balance	(118,890)	166,317	285,207
Fund balance, beginning	<u>126,396</u>	<u>123,626</u>	<u>(2,770)</u>
Fund balance, ending	<u><u>\$ 7,506</u></u>	<u><u>\$ 289,943</u></u>	<u><u>\$ 282,437</u></u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 MISSION CONVENTION AND VISITORS BUREAU FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 45,000	\$ 51,270	\$ 6,270
Interest	100	961	861
Miscellaneous	25,000	23,267	(1,733)
Total revenues	<u>70,100</u>	<u>75,498</u>	<u>5,398</u>
Expenditures:			
General government	<u>75,000</u>	<u>72,038</u>	<u>2,962</u>
Net change in fund balance	(4,900)	3,460	8,360
Fund balance, beginning	<u>76,834</u>	<u>69,343</u>	<u>(7,491)</u>
Fund balance, ending	<u><u>\$ 71,934</u></u>	<u><u>\$ 72,803</u></u>	<u><u>\$ 869</u></u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 ROCK CREEK DRAINAGE DISTRICT #1 FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 4,533	\$ 4,532	\$ (1)
Interest	-	43	43
Total revenues	<u>4,533</u>	<u>4,575</u>	<u>42</u>
Expenditures:			
Contingency	<u>4,750</u>	<u>-</u>	<u>4,750</u>
Excess (deficiency) of revenues over (under) expenditures	(217)	4,575	4,792
Other financing uses:			
Transfers out	<u>(3,000)</u>	<u>(3,000)</u>	<u>-</u>
Net change in fund balance	(3,217)	1,575	4,792
Fund balance, beginning	<u>3,217</u>	<u>9,909</u>	<u>6,692</u>
Fund balance, ending	<u><u>\$ -</u></u>	<u><u>\$ 11,484</u></u>	<u><u>\$ 11,484</u></u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 ROCK CREEK DRAINAGE DISTRICT #2 FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 89,029	\$ 85,394	\$ (3,635)
Interest	100	1,007	907
Total revenues	<u>89,129</u>	<u>86,401</u>	<u>(2,728)</u>
Expenditures:			
Contingency	<u>23,000</u>	<u>-</u>	<u>23,000</u>
Excess of revenues over expenditures	66,129	86,401	20,272
Other financing uses:			
Transfers out	<u>(85,000)</u>	<u>(85,000)</u>	<u>-</u>
Net change in fund balance	(18,871)	1,401	20,272
Fund balance, beginning	<u>18,871</u>	<u>21,933</u>	<u>3,062</u>
Fund balance, ending	<u>\$ -</u>	<u>\$ 23,334</u>	<u>\$ 23,334</u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 MISSION CROSSING TIF FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 204,126	\$ 393,435	\$ 189,309
Expenditures:			
General government	370,000	400,178	(30,178)
Net change in fund balance	(165,874)	(6,743)	159,131
Fund balance, beginning	40,565	(142,816)	(183,381)
Fund balance, ending	<u>\$ (125,309)</u>	<u>\$ (149,559)</u>	<u>\$ (24,250)</u>

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 CORNERSTONE COMMONS CID FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Taxes	\$ 67,000	\$ 64,627	\$ (2,373)
Expenditures:			
General government	67,500	61,644	5,856
Net change in fund balance	(500)	2,983	3,483
Fund balance, beginning	17,295	6,033	(11,262)
Fund balance, ending	\$ 16,795	\$ 9,016	\$ (7,779)

CITY OF MISSION, KANSAS

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCE - BUDGET AND ACTUAL - BUDGETARY BASIS
 EQUIPMENT RESERVE AND REPLACEMENT FUND

Year Ended December 31, 2019

	Original and Final Budgeted Amounts	Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
Revenues:			
Miscellaneous	\$ -	\$ 25,624	\$ 25,624
Interest	200	3,744	3,544
Total revenues	<u>200</u>	<u>29,368</u>	<u>29,168</u>
Expenditures:			
General government	390,000	-	390,000
Capital outlay	30,000	-	30,000
Total expenditures	<u>30,000</u>	<u>-</u>	<u>30,000</u>
Excess (deficiency) of revenues over (under) expenditures	(29,800)	29,368	(26,456)
Other financing sources:			
Sale of general capital assets	40,000	-	(40,000)
Total other financing sources	<u>40,000</u>	<u>-</u>	<u>(40,000)</u>
Net change in fund balance	10,200	29,368	19,168
Fund balance, beginning	<u>448,550</u>	<u>447,091</u>	<u>(1,459)</u>
Fund balance, ending	<u><u>\$ 458,750</u></u>	<u><u>\$ 476,459</u></u>	<u><u>\$ 17,709</u></u>

CITY OF MISSION, KANSAS

CUSTODIAL FUNDS

Custodial funds are used to account for assets held by the City as a custodian for individuals, private organizations, and other governments.

1. **License Reinstatement Fees Fund** – established to account for amounts collected through the court for driver’s license reinstatement fees due to the State of Kansas.
2. **Alcohol and Drug Safety Fund** – established to account for monies collected and paid for Driving Under the Influence evaluations.
3. **Cafeteria Plan Fund** – established to account for monies collected for employee cafeteria plan contributions.

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CITY OF MISSION, KANSAS

COMBINING STATEMENT OF FIDUCIARY NET POSITION

CUSTODIAL FUNDS

December 31, 2019

	<u>License Reinstatement Fees</u>	<u>Alcohol and Drug Safety</u>	<u>Cafeteria Plan</u>	<u>Total Custodial Funds</u>
Assets:				
Cash and investments	<u>\$ 9,172</u>	<u>\$ 20,699</u>	<u>\$ 38,690</u>	<u>\$ 68,561</u>
Liabilities:				
Accounts payable	<u>6,804</u>	<u>-</u>	<u>-</u>	<u>6,804</u>
Net position:				
Restricted for individuals, organizations, and other governments	<u>\$ 2,368</u>	<u>\$ 20,699</u>	<u>\$ 38,690</u>	<u>\$ 61,757</u>

CITY OF MISSION, KANSAS

COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

CUSTODIAL FUNDS

Year Ended December 31, 2019

	License Reinstatement Fees	Alcohol and Drug Safety	Cafeteria Plan	Total Custodial Funds
Additions:				
Employee contributions	\$ -	\$ -	\$ 53,142	\$ 53,142
Reinstatement fees	22,604	-	-	22,604
Judicial surcharge	6,328	-	-	6,328
Total additions	<u>28,932</u>	<u>-</u>	<u>53,142</u>	<u>82,074</u>
Deductions:				
Claims paid	-	-	50,427	50,427
Reinstatement fee remittance	27,694	-	-	27,694
Judicial surcharge remittance	7,523	-	-	7,523
Total deductions	<u>35,217</u>	<u>-</u>	<u>50,427</u>	<u>85,644</u>
Net change in fiduciary net position	(6,285)	-	2,715	(3,570)
Net position, beginning	<u>8,653</u>	<u>20,699</u>	<u>35,975</u>	<u>65,327</u>
Net position, ending	<u>\$ 2,368</u>	<u>\$ 20,699</u>	<u>\$ 38,690</u>	<u>\$ 61,757</u>

CITY OF MISSION, KANSAS

Statistical Section

This part of the City of Mission's *Comprehensive Annual Financial Report (CAFR)* presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents

Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity

These schedules contain information to help the reader assess the City's most significant local revenue source, the property tax.

Debt Capacity

These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economical Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report related to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the Annual Financial Report for the relevant year.

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CITY OF MISSION, KANSAS
NET POSITION BY COMPONENT
LAST TEN YEARS
(accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental activities:										
Net investment in capital assets	\$ 23,644,245	\$ 25,521,486	\$ 26,771,829	\$ 24,709,361	\$ 31,231,003	\$ 34,647,991	\$ 36,242,192	\$ 38,141,953	\$ 41,312,063	\$ 40,320,221
Restricted	791,098	550,988	63,337	5,682	672,282	738,850	676,572	327,129	486,810	675,915
Unrestricted	1,518,953	1,844,275	3,336,675	7,429,857	4,058,231	541,312	1,744,530	1,264,295	10,968,903	15,269,698
Total net position	\$ 25,954,296	\$ 27,916,749	\$ 30,171,841	\$ 32,144,900	\$ 35,961,516	\$ 35,928,153	\$ 38,663,294	\$ 39,733,377	\$ 52,767,776	\$ 56,265,834

Source: City of Mission, Kansas Basic Financial Statements.

CITY OF MISSION, KANSAS

CHANGES IN NET POSITION
 LAST TEN YEARS
 (accrual basis of accounting)

	<u>2010</u>	<u>2011</u>	<u>2012</u>
Expenses			
Governmental activities:			
General government	\$ 1,893,579	\$ 2,964,860	\$ 2,376,085
Public safety	3,613,022	3,791,275	3,725,913
Public works	4,388,119	3,332,773	3,306,786
Culture and recreation	2,695,954	2,607,459	2,635,617
Interest on long-term debt	1,007,059	974,679	1,055,632
Total primary government expenses	<u>13,597,733</u>	<u>13,671,046</u>	<u>13,100,033</u>
Program revenues			
Governmental activities:			
Charges for services:			
General government	132,871	781,913	494,255
Public safety	1,648,771	1,640,415	1,868,248
Public works	1,190,916	2,432,511	2,461,655
Culture and recreation	1,805,037	1,559,797	1,776,706
Operating grants and contributions:			
General government	-	-	-
Public safety	34,335	46,848	55,474
Public works	1,113,502	2,308,031	492,870
Total primary government program revenues	<u>5,925,432</u>	<u>8,769,515</u>	<u>7,149,208</u>
Total primary government net (expense)	<u>(7,672,301)</u>	<u>(4,901,531)</u>	<u>(5,950,825)</u>
General revenues and other changes in net position			
Governmental activities:			
Taxes:			
Property	1,781,288	1,449,265	1,383,258
Sales	3,973,428	4,057,445	4,040,247
Transient guest	19,500	20,642	11,498
Motor vehicle	158,653	159,717	125,721
Franchise	1,011,213	1,014,732	968,696
Investment earnings	4,282	2,348	4,227
Miscellaneous	388,741	159,835	399,104
Gain on sale of capital assets	-	-	-
Total primary government	<u>7,337,105</u>	<u>6,863,984</u>	<u>6,932,751</u>
Change in net position governmental activities	<u>\$ (335,196)</u>	<u>\$ 1,962,453</u>	<u>\$ 981,926</u>

Source: City of Mission, Kansas Basic Financial Statements.

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
\$ 2,200,521	\$ 2,480,810	\$ 2,617,020	\$ 2,599,590	\$ 3,499,029	\$ 4,628,089	\$ 3,472,222
3,690,037	3,774,245	3,539,822	4,135,349	3,733,032	3,989,831	4,351,828
3,448,002	3,263,297	3,562,734	3,606,294	3,643,160	3,638,008	3,981,986
2,683,576	2,695,856	2,647,417	2,801,261	2,968,348	3,322,745	3,295,074
1,256,986	1,483,825	959,983	887,504	569,058	613,042	673,385
<u>13,279,122</u>	<u>13,698,033</u>	<u>13,326,976</u>	<u>14,029,998</u>	<u>14,412,627</u>	<u>16,191,715</u>	<u>15,774,495</u>
609,511	663,866	608,814	701,862	656,319	663,702	679,353
1,528,186	1,462,936	1,345,844	1,253,047	1,622,400	1,396,353	1,434,390
2,871,020	2,826,091	2,855,225	2,532,476	2,571,224	2,706,837	2,588,724
1,776,706	1,808,576	1,846,807	1,913,634	1,799,660	1,758,575	1,789,978
-	-	-	-	17,438	13,795	52,767
57,824	47,323	70,816	75,844	84,694	80,109	88,603
<u>1,070,856</u>	<u>1,988,215</u>	<u>2,019,400</u>	<u>398,346</u>	<u>991,936</u>	<u>416,396</u>	<u>871,947</u>
<u>7,914,103</u>	<u>8,797,007</u>	<u>8,746,906</u>	<u>6,875,209</u>	<u>7,743,671</u>	<u>7,035,767</u>	<u>7,505,762</u>
<u>(5,365,019)</u>	<u>(4,901,026)</u>	<u>(4,580,070)</u>	<u>(7,154,789)</u>	<u>(6,668,956)</u>	<u>(9,155,948)</u>	<u>(8,268,733)</u>
1,397,123	1,420,765	2,423,438	2,839,599	2,597,195	2,780,954	3,058,427
4,942,079	5,744,564	5,711,057	5,870,341	6,380,670	6,756,072	6,961,735
20,268	23,893	36,785	43,835	64,160	61,384	51,270
130,868	134,758	156,487	157,488	229,186	243,911	241,875
1,022,854	1,036,905	1,009,649	1,024,850	1,061,940	1,155,820	1,024,697
3,214	1,954	2,404	4,616	41,337	112,216	221,980
368,921	378,658	553,144	314,640	354,234	544,623	162,000
-	-	-	-	-	-	44,807
<u>7,885,327</u>	<u>8,741,497</u>	<u>9,892,964</u>	<u>10,255,369</u>	<u>10,728,722</u>	<u>11,654,980</u>	<u>11,766,791</u>
<u>\$ 2,520,308</u>	<u>\$ 3,840,471</u>	<u>\$ 5,312,894</u>	<u>\$ 3,100,580</u>	<u>\$ 4,059,766</u>	<u>\$ 2,499,032</u>	<u>\$ 3,498,058</u>

CITY OF MISSION, KANSAS

FUND BALANCES OF GOVERNMENTAL FUNDS
 LAST TEN YEARS
 (modified accrual basis of accounting)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General fund:										
Unassigned	\$ -	\$ 1,335,927	\$ 1,340,574	\$ 1,551,771	\$ 2,341,433	\$ 2,860,180	\$ 3,214,825	\$ 4,239,499	\$ 4,984,889	\$ 4,927,832
Assigned	-	-	-	-	122,279	-	287,198	346,192	229,000	519,488
Committed	-	-	-	-	-	-	96,436	415,232	129,463	165,518
Reserved	34,915	-	-	-	-	-	-	-	-	-
Unreserved	1,289,577	-	-	-	-	-	-	-	-	-
Total general fund	<u>\$ 1,324,492</u>	<u>\$ 1,335,927</u>	<u>\$ 1,340,574</u>	<u>\$ 1,551,771</u>	<u>\$ 2,463,712</u>	<u>\$ 2,860,180</u>	<u>\$ 3,598,459</u>	<u>\$ 5,000,923</u>	<u>\$ 5,343,352</u>	<u>\$ 5,612,838</u>
All other governmental funds										
Restricted	\$ -	\$ 2,093,006	\$ 4,989,510	\$ 10,353,222	\$ 1,695,376	\$ 1,332,431	\$ 1,982,634	\$ 327,129	\$ 486,810	\$ 675,915
Committed	-	3,721	5,610	15,566	60,615	42,829	33,434	1,644,131	4,538,874	8,191,754
Assigned	-	-	-	-	63,100	-	-	220,000	-	295,684
Unassigned	-	-	(48,129)	(46,223)	(45,010)	(41,720)	(30,882)	(27,179)	(149,768)	(161,521)
Reserved	-	-	-	-	-	-	-	-	-	-
Unreserved, reported in:										
Special revenue funds	417,604	-	-	-	-	-	-	-	-	-
Debt service fund	791,098	-	-	-	-	-	-	-	-	-
Capital project funds	(453,906)	-	-	-	-	-	-	-	-	-
Total all other governmental funds	<u>\$ 754,796</u>	<u>\$ 2,096,727</u>	<u>\$ 4,946,991</u>	<u>\$ 10,322,565</u>	<u>\$ 1,774,081</u>	<u>\$ 1,333,540</u>	<u>\$ 1,985,186</u>	<u>\$ 2,164,081</u>	<u>\$ 4,875,916</u>	<u>\$ 9,001,832</u>

Source: City of Mission, Kansas Basic Financial Statements.

Notes: The City implemented GASB Statement No. 54 in 2011 which establishes new categories for reporting fund balances.

In 2013, the City issued Series 2013A, 2013B, and 2013C General Obligation bonds for a total issuance of \$ 9,670,000.

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CITY OF MISSION, KANSAS

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN YEARS
(modified accrual basis of accounting)

	2010	2011	2012
Revenues:			
Taxes	\$ 6,927,357	\$ 6,690,601	\$ 6,571,139
Special assessments	16,725	11,200	10,426
Intergovernmental	1,147,837	2,354,879	548,344
Licenses and permits	132,871	158,156	134,743
Charges for services	2,793,683	4,616,065	4,597,873
Fines and fees	1,851,040	1,640,415	1,868,248
Special assessments	-	-	-
Interest	4,282	2,348	4,227
Miscellaneous	415,230	187,679	428,373
Total revenues	<u>13,289,025</u>	<u>15,661,343</u>	<u>14,163,373</u>
Expenditures:			
General government	1,907,311	1,925,928	1,721,635
Public safety	3,438,881	3,710,722	3,652,781
Public works	3,335,084	2,113,493	2,048,877
Culture and recreation	2,477,811	2,434,362	2,407,179
Capital outlay	2,673,142	5,545,434	2,244,246
Debt service:			
Principal	12,365,000	2,976,408	2,450,000
Interest and other charges	1,329,292	1,047,541	1,143,744
Total expenditures	<u>27,526,521</u>	<u>19,753,888</u>	<u>15,668,462</u>
Excess of revenues over (under) expenditures	<u>(14,237,496)</u>	<u>(4,092,545)</u>	<u>(1,505,089)</u>
Other financing sources (uses):			
Transfers in	2,609,467	1,250,000	682,000
Transfers out	(2,609,467)	(1,250,000)	(682,000)
Bond premium	105,663	-	-
Issuance of debt - leases	273,507	520,911	-
Issuance of debt - bonds	10,145,000	4,925,000	4,360,000
Sale of general capital assets	-	-	-
Total other financing sources (uses)	<u>10,524,170</u>	<u>5,445,911</u>	<u>4,360,000</u>
Net change in fund balances	<u>\$ (3,713,326)</u>	<u>\$ 1,353,366</u>	<u>\$ 2,854,911</u>
Debt service as a percentage of noncapital expenditures	54.93%	26.49%	25.62%

Source: City of Mission, Kansas Basic Financial Statements.

	2013	2014	2015	2016	2017	2018	2019
\$	7,514,184	\$ 8,329,707	\$ 8,440,524	\$ 9,772,782	\$ 10,333,151	\$ 10,998,141	\$ 11,338,004
	-	-	-	-	-	-	-
	1,128,680	2,035,538	2,090,216	474,190	1,076,630	496,505	960,550
	198,191	135,133	141,750	152,245	162,439	155,469	155,897
	5,059,046	5,163,400	5,169,096	4,995,727	4,864,764	4,973,644	4,902,157
	1,528,186	1,462,936	1,345,844	1,253,047	1,622,400	1,406,735	1,372,590
	-	-	-	-	-	1,498,990	599,596
	3,214	1,954	2,404	4,616	41,337	112,216	221,980
	399,687	410,738	587,139	350,375	329,377	569,918	318,073
	<u>15,831,188</u>	<u>17,539,406</u>	<u>17,776,973</u>	<u>17,002,982</u>	<u>18,430,098</u>	<u>20,211,618</u>	<u>19,868,847</u>
	1,817,454	1,876,551	2,047,368	1,921,928	3,396,458	3,585,610	3,764,992
	3,540,422	3,667,321	3,480,670	3,868,458	3,457,920	3,756,157	3,983,436
	2,005,594	1,926,534	2,195,809	1,841,605	2,132,215	2,007,478	1,901,473
	2,418,064	2,421,207	2,268,368	2,440,954	2,504,971	2,637,958	2,703,683
	6,761,526	8,912,494	3,225,688	1,735,962	1,974,163	1,099,691	3,055,848
	2,420,000	19,399,203	3,979,313	3,245,596	3,438,471	3,556,090	3,537,335
	1,253,371	1,370,028	1,013,218	926,474	850,807	751,838	748,605
	<u>20,216,431</u>	<u>39,573,338</u>	<u>18,210,434</u>	<u>15,980,977</u>	<u>17,755,005</u>	<u>17,394,822</u>	<u>19,695,372</u>
	<u>(4,385,243)</u>	<u>(22,033,932)</u>	<u>(433,461)</u>	<u>1,022,005</u>	<u>675,093</u>	<u>2,816,796</u>	<u>173,475</u>
	325,557	351,450	1,339,356	1,181,764	1,334,887	1,478,111	1,763,148
	(325,557)	(351,450)	(1,339,356)	(1,181,764)	(1,334,887)	(1,478,111)	(1,763,148)
	302,014	418,111	-	-	-	-	707,120
	-	190,000	389,388	367,920	-	210,000	-
	9,670,000	13,830,000	-	-	-	-	3,470,000
	-	-	-	-	121,340	27,468	44,807
	<u>9,972,014</u>	<u>14,438,111</u>	<u>389,388</u>	<u>367,920</u>	<u>121,340</u>	<u>237,468</u>	<u>4,221,927</u>
\$	<u>5,586,771</u>	<u>\$ (7,595,821)</u>	<u>\$ (44,073)</u>	<u>\$ 1,389,925</u>	<u>\$ 796,433</u>	<u>\$ 3,054,264</u>	<u>\$ 4,395,402</u>
	26.84%	66.36%	31.86%	27.88%	27.18%	26.44%	25.76%

CITY OF MISSION, KANSAS

GENERAL GOVERNMENT TAX REVENUES BY SOURCE
LAST TEN YEARS

Fiscal Year December 31,	Property Tax	City Sales Tax	City Use Tax	County Sales Tax	County Use Tax	Transient Guest Tax	Development District Tax	Franchise Tax	Total
2010	\$ 1,923,216	\$ 2,475,013	\$ 471,969	\$ 897,296	\$ 129,150	\$ 19,500	\$ -	\$ 1,011,213	\$ 6,927,357
2011	1,597,782	2,564,793	379,031	938,788	174,833	20,642	-	1,014,732	6,690,601
2012	1,550,697	2,482,815	372,011	1,002,287	174,692	11,498	-	977,139	6,571,139
2013	1,528,984	3,143,802	502,158	1,015,709	174,756	20,268	-	1,128,507	7,514,184
2014	1,524,678	3,700,732	1,003,224	876,568	163,707	23,893	-	1,036,905	8,329,707
2015	1,683,032	3,739,017	914,404	886,416	171,221	36,785	-	1,009,649	8,440,524
2016	2,833,757	3,731,155	821,687	982,627	199,878	43,835	134,993	1,024,850	9,772,782
2017	2,826,381	3,939,487	946,090	1,120,687	235,966	64,160	138,440	1,061,940	10,333,151
2018	3,024,865	4,005,307	1,178,272	1,178,715	250,573	61,384	143,205	1,155,820	10,998,141
2019	3,300,302	4,191,837	1,157,133	1,185,120	265,393	51,270	162,252	1,024,697	11,338,004

Source: City of Mission, Kansas Basic Financial Statements.

CITY OF MISSION, KANSAS

LOCAL SALES AND CONSUMPTION TAX COLLECTIONS
LAST TEN YEARS

December 31, 2019

Category	2010	2011	2012	2013	2014	2015	2016 ⁽¹⁾	2017	2018	2019
Auto sales, repairs and parts	\$ 297,058	\$ 336,701	\$ 232,132	\$ 213,482	\$ 228,554	\$ 300,907	\$ 291,347	\$ 313,159	\$ 359,427	\$ 390,075
Clothing, department and shoe stores	415,520	438,675	453,851	583,131	682,553	655,278	758,033	794,015	846,658	840,999
Building construction, repairs, and maintenance	67,472	53,265	58,198	60,187	92,319	143,443	125,380	195,077	193,325	195,147
Grocery and drug stores	437,049	449,708	431,180	535,619	620,021	593,849	678,796	732,485	814,652	880,007
Medical	18,900	19,979	22,897	33,419	27,661	18,874	21,721	32,693	38,897	32,451
Hotels, restaurants and entertainment	389,738	431,435	412,674	469,695	648,415	638,244	791,752	822,731	876,828	909,456
Specialty	173,346	181,528	161,861	265,677	285,063	380,581	527,942	538,996	556,102	603,934
Utilities/communications	379,538	358,793	332,923	436,971	505,198	416,654	473,119	562,856	594,517	517,189
All other outlets	296,392	294,709	377,099	545,621	576,026	607,284	952,820	877,676	887,752	957,183
Total	\$ 2,475,013	\$ 2,564,793	\$ 2,482,815	\$ 3,143,802	\$ 3,665,810	\$ 3,755,114	\$ 4,620,910	\$ 4,869,688	\$ 5,168,158	\$ 5,326,440
<u>City Sales Tax Rates:</u>										
General sales tax	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Street sales tax (for 10 years)	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Parks sales tax (for 10 years)	0.00%	0.00%	0.00%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%
	1.25%	1.25%	1.25%	1.63%	1.63%	1.63%	1.63%	1.63%	1.63%	1.63%

Source: Kansas Department of Revenue.

(1) 2016 Sales Tax totals were corrected.

CITY OF MISSION, KANSAS

ASSESSED VALUE AND ESTIMATED ACTUAL VALUE
OF TAXABLE PROPERTY (1)
LAST TEN YEARS

Year Ended December 31,		Real Property	
Assessment Year	Budget Year	Assessed Value	Estimated Actual Value
2009	2010	\$ 117,416,873	\$ 858,323,410
2010	2011	115,357,123	862,419,740
2011	2012	112,043,638	854,717,930
2012	2013	112,122,375	848,855,960
2013	2014	115,710,355	879,419,020
2014	2015	120,318,510	910,954,710
2015	2016	130,726,507	966,136,620
2016	2017	138,659,697	1,026,050,700
2017	2018	156,541,757	1,139,513,100
2018	2019	160,063,474	1,200,820,720

(1) Information obtained from the Johnson County Records and Tax Administration Annual Abstract of Taxes.

<u>Personal Property</u>				Ratio of	Total
<u>Assessed</u>	<u>Estimated</u>	<u>Total</u>	<u>Estimated</u>	<u>Assessed Value</u>	<u>Direct</u>
<u>Value</u>	<u>Actual Value</u>	<u>Assessed Value</u>	<u>Actual Value</u>	<u>to Estimated</u>	<u>Tax Rate</u>
				<u>Actual Value</u>	<u>(Per \$ 1,000)</u>
\$ 3,104,763	\$ 10,349,210	\$ 120,521,636	\$ 868,672,620	13.87%	13.217
2,594,652	8,648,840	117,951,775	871,068,580	13.54%	11.213
2,107,544	7,025,147	114,151,182	861,743,077	13.25%	11.371
1,725,925	5,753,083	113,848,300	854,609,043	13.32%	11.410
1,490,100	4,967,000	117,200,455	884,386,020	13.25%	11.413
1,270,673	4,235,577	121,589,183	915,190,287	13.29%	11.354
1,250,762	4,169,207	131,977,269	970,305,827	13.60%	18.225
1,000,871	3,336,237	139,660,568	1,029,386,937	13.57%	18.019
944,126	3,147,087	157,485,883	1,142,660,187	13.78%	17.973
842,751	2,809,170	160,906,225	1,203,629,890	13.37%	17.878

CITY OF MISSION, KANSAS

PROPERTY TAX RATES PER \$ 1,000 OF ASSESSED VALUATION
 DIRECT AND OVERLAPPING GOVERNMENTS
 LAST TEN YEARS

Year Ended December 31,	City				Johnson County	Shawnee Mission School District	Johnson County Community College	Consolidated Fire District #2	Johnson County Library	Johnson County Parks and Recreation	Total
	General Fund	Storm Drain Fund	General Obligation Fund	Total Direct Rate							
2010	11.182	1.005	1.030	13.217	17.7160	55.3180	8.784	8.991	3.151	2.346	109.523
2011	10.183	0.000	1.030	11.213	17.7480	57.1920	8.799	10.074	3.158	2.350	110.534
2012	10.326	0.000	1.045	11.371	17.7000	56.1350	8.776	10.098	3.145	2.343	109.568
2013	10.361	0.000	1.049	11.410	17.7000	56.1350	8.776	10.098	3.145	2.343	109.607
2014	10.363	0.000	1.050	11.413	17.7450	55.6110	9.551	11.004	3.155	2.347	110.826
2015	11.354	0.000	0.000	11.354	17.7640	55.9110	9.461	11.003	3.157	2.349	110.999
2016	18.225	0.000	0.000	18.225	19.5820	54.0590	9.469	11.757	3.912	3.101	120.105
2017	18.019	0.000	0.000	18.019	19.5900	54.9400	9.473	11.789	3.915	3.102	120.828
2018	17.973	0.000	0.000	17.973	19.3180	53.6630	9.503	11.760	3.921	3.112	119.250
2019	17.878	0.000	0.000	17.878	19.0240	52.4270	9.266	11.750	3.901	3.088	117.334

Information provided by the Johnson County, Kansas County Clerk's Tax Roll Press Release.

(1) Property Tax rates per \$ 1,000 of Assessed Valuation

CITY OF MISSION, KANSAS

PRINCIPAL PROPERTY TAXPAYERS

December 31, 2019 and Nine Years Ago

Taxpayer	2019			2010		
	Taxable Assessed Valuation	Rank	% of Total Assessed Valuation	2009 Assessed Valuation	Rank	% of Total Assessed Valuation
Scriptpro	\$ 5,056,668	1	3.21%	\$ 5,084,700	1	4.22%
Tower Properties Company	3,470,125	2	2.20%	1,586,771	9	1.32%
Target	3,420,756	3	2.17%	1,798,350	7	1.49%
SNH Medical Properties	3,305,404	4	2.10%			
Bridges at Foxridge NF L.L.C.	3,231,730	5	2.05%			
CAPROCQ KC Mission, L.L.C.	3,144,008	6	2.00%			
Silverwood Apartments, L.L.C.	3,057,390	7	1.94%	1,584,010	10	1.31%
Whispering Falls, L.L.C.	2,515,740	8	1.60%			
Foxfire Apartments	2,129,570	9	1.35%			
CAPROCQ Mission Corporate LLC	2,104,210	10	1.34%			
Block Properties Company	2,073,174	11	1.32%	1,733,548	8	1.44%
Mission Mart Shopping Center	2,036,908	12	1.29%	1,863,110	6	1.55%
Southwestern Bell Telephone				2,129,400	3	1.77%
Broadmoor Place Joint Venture				1,903,250	5	1.58%
Mission Towers Properties				2,774,001	2	2.30%
Sixty Three West Investors				1,931,001	4	1.60%
Total	\$ 35,545,683		22.57%	\$ 22,388,141		18.58%

CITY OF MISSION, KANSAS

PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN YEARS

Year Ended December 31,	Total Tax Levy	Current Taxes Collected	Percent of Current Taxes Collected	Delinquent Tax Collections	Total Tax Collections	Ratio of Total Tax Collections to Tax Levy
2010	\$ 1,694,787	\$ 1,657,376	97.80%	\$ 12,236	\$ 1,669,612	98.5%
2011	1,351,409	1,320,407	97.70%	29,563	1,349,970	99.9%
2012	1,341,230	1,321,097	98.50%	9,484	1,330,581	99.2%
2013	1,302,465	1,286,467	98.80%	13,977	1,300,444	99.8%
2014	1,299,351	1,279,755	98.50%	14,966	1,294,721	99.6%
2015	1,330,712	1,297,246	97.50%	3,139	1,300,385	97.7%
2016	2,215,969	2,160,946	97.50%	21,222	2,182,168	98.5%
2017	2,376,754	2,316,534	97.50%	21,222	2,337,756	98.4%
2018	2,510,100	2,445,831	97.40%	21,890	2,467,721	98.3%
2019	2,815,503	2,750,760	97.70%	13,820	2,764,580	98.2%

Source: Johnson County, Kansas Records and Tax Administration and City of Mission Finance Records.

CITY OF MISSION, KANSAS
 OUTSTANDING DEBT BY TYPE
 LAST TEN YEARS

Fiscal Year	General Obligation Bonds	Temporary Notes	Capital Improvement Bonds	Special Assessment Bonds	KDHE Loan Payable	Capital Leases Payable	Total	City Population	Personal Income	Debt Per Capita	Debt as a Percentage of Personal Income
2010	\$ 30,800,663	\$ -	\$ 185,000	\$ 20,000	\$ 273,507	\$ 67,336	\$ 31,346,506	9,323	\$ 328,701,011	3,362	9.54%
2011	32,748,611	485,000	-	10,000	99,864	407,344	33,750,819	9,323	328,701,011	3,620	10.27%
2012	34,625,964	485,000	-	-	95,887	265,454	35,472,305	9,323	328,701,011	3,805	10.79%
2013	42,210,431	485,000	-	-	91,792	164,814	42,952,037	9,323	328,701,011	4,607	13.07%
2014	37,518,281	-	-	-	87,589	226,067	37,831,937	9,323	328,701,011	4,058	11.51%
2015	33,430,089	-	-	-	83,276	480,378	33,993,743	9,323	328,701,011	3,646	10.34%
2016	30,178,416	-	-	-	78,851	693,132	30,950,399	9,323	328,701,011	3,320	9.42%
2017	26,871,743	-	-	-	74,339	454,174	27,400,256	9,323	328,701,011	2,939	8.34%
2018	23,470,070	-	-	-	69,678	385,142	23,924,890	9,323	328,701,011	2,566	7.28%
2019	24,172,301	-	-	-	64,896	207,589	24,444,786	9,323	328,701,011	2,622	7.44%

Source: Johnson County Treasurers Office and City of Mission Finance Records.

CITY OF MISSION, KANSAS

RATIO OF NET GENERAL OBLIGATION BONDED DEBT TO ASSESSED
VALUE AND NET GENERAL OBLIGATION DEBT PER CAPITA
LAST TEN YEARS

Year Ended December 31,	Population ⁽¹⁾	Assessed Value ⁽²⁾	General Obligation Bonds ⁽³⁾	Less Amounts Available in Debt Service Fund ⁽³⁾	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Per Capita
2010	9,323	\$ 120,521,636	\$ 30,820,663	\$ 791,098	\$ 30,029,565	24.92%	\$ 3,221
2011	9,323	117,951,775	32,758,611	550,988	32,207,623	27.31%	3,455
2012	9,323	114,151,182	34,625,964	63,337	34,562,627	30.28%	3,707
2013	9,323	113,848,300	42,210,431	3,529,721	38,680,710	33.98%	4,149
2014	9,323	117,200,455	37,518,281	672,282	36,845,999	31.44%	3,952
2015	9,323	121,589,183	33,430,089	738,850	32,691,239	26.89%	3,507
2016	9,323	131,977,269	30,178,416	676,572	29,501,844	22.35%	3,164
2017	9,323	139,660,568	26,871,743	896,721	25,975,022	18.60%	2,786
2018	9,323	157,485,883	23,470,070	-	23,470,070	14.90%	2,517
2019	9,323	160,906,225	24,172,301	-	24,172,301	15.02%	2,593

(1) Source: US Census Bureau. 2015 Estimate was 9,490 but this table will not be updated until the 2020 Census is complete.

(2) Source: Johnson County Records and Tax Administration Annual Abstract of Taxes.

(3) Source: City of Mission Finance Records.

CITY OF MISSION, KANSAS

DIRECT AND OVERLAPPING DEBT

Name of Governmental Unit	Net Debt Obligation	Percentage Applicable to City of Mission	Amount Applicable to City of Mission
Direct debt:			
City of Mission, Kansas	\$ 24,444,786	100.00%	\$ 24,444,786
Overlapping debt: ⁽¹⁾			
Johnson County	15,857,715	1.44%	228,838
Shawnee Mission School (U.S.D. 512)	298,130,000	3.94%	11,746,332
Johnson County Parks and Recreation	5,915,000	15.51%	917,531
Johnson County Parks and Recreation	35,136,874	1.44%	507,049
Total overlapping debt	355,039,589		13,399,750
Total direct and overlapping debt	\$ 379,484,375		\$ 37,844,536

(1) Information provided by individual entities.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the overlapping debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

For debt repaid with property taxes, the percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the City's boundaries and dividing it by each unit's total taxable assessed value. This approach was also applied to the other debt of the overlapping governmental units.

CITY OF MISSION, KANSAS

COMPUTATION OF LEGAL DEBT MARGIN
LAST TEN FISCAL YEARS

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Total assessed valuation of taxable property ⁽¹⁾	\$ 132,076,558	\$ 129,270,218	\$ 125,513,832	\$ 125,197,213
Debt limit percent of assessed value	<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>
Debt limit	39,622,967	38,781,065	37,654,150	37,559,164
Total net debt applicable to limit	<u>2,740,000</u>	<u>6,535,000</u>	<u>9,865,000</u>	<u>15,935,000</u>
Legal debt margin	<u>\$ 36,882,967</u>	<u>\$ 32,246,065</u>	<u>\$ 27,789,150</u>	<u>\$ 21,624,164</u>
Total net debt applicable to the limit as a percentage of debt limit ⁽²⁾	6.92%	16.85%	26.20%	42.43%

Note 1: Total assessed valuation of taxable property on this table includes motor vehicle assessed valuation. See 2017 Equalized Tangible Valuation Table in the Johnson County Tax Abstract Report.

Note 2: Under Kansas State finance law, the City's outstanding unexcluded general obligation debt should not exceed 30 percent of the total assessed property value.

Note 3: Total net debt applicable to limit was revised for 2017 to reflect previously excluded bonds that were classified as Revenue Bonds when they are actually GO Bonds.

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
\$ 128,836,941	\$ 133,572,726	\$ 144,400,516	\$ 152,648,490	\$ 171,027,097	\$ 174,321,806
<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>	<u>30.00%</u>
38,651,082	40,071,818	43,320,155	45,794,547	51,308,129	52,296,542
<u>11,720,000</u>	<u>9,591,160</u>	<u>8,372,455</u>	<u>7,120,000</u>	<u>5,845,000</u>	<u>4,642,000</u>
<u>\$ 26,931,082</u>	<u>\$ 30,480,658</u>	<u>\$ 34,947,700</u>	<u>\$ 38,674,547</u>	<u>\$ 45,463,129</u>	<u>\$ 47,654,542</u>
30.32%	23.93%	19.33%	15.55%	11.39%	8.88%

CITY OF MISSION, KANSAS

DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN YEARS

<u>Fiscal Year</u>	<u>Population ⁽¹⁾</u>	<u>Unemployment Rate ⁽²⁾</u>	<u>Per Capita Personal Income ⁽¹⁾</u>	<u>Personal Income</u>
2010	9,323	6.8%	\$ 35,257	\$ 328,701,011
2011	9,323	6.0%	35,257	328,701,011
2012	9,323	5.4%	35,257	328,701,011
2013	9,323	3.8%	35,257	328,701,011
2014	9,323	3.3%	35,257	328,701,011
2015	9,323	3.3%	35,257	328,701,011
2016	9,323	2.9%	35,257	328,701,011
2017	9,323	2.5%	35,257	328,701,011
2018	9,323	2.6%	35,257	328,701,011
2019	9,323	2.8%	35,257	328,701,011

(1) Source: US Census Bureau. 2015 Estimate was 9,490 but this table will not be updated until the 2020 Census is complete.

(2) Source: Kansas Department of Labor statistics for Johnson County, Kansas.

CITY OF MISSION, KANSAS

PRINCIPAL EMPLOYERS

December 31, 2019 and Ten Years Ago

Employer	December 31, 2019			December 31, 2009		
	Employees	Rank	Percentage of Total Employment	Employees (1)	Rank	Percentage of Total Employment
VinSolutions	500	1	5.36%			
AT&T Telecommunications	450	2	4.83%	400	2	3.99%
ScriptPro	400	3	4.29%	500	1	4.99%
HyVee Food Stores	300	4	3.22%	250	5	2.50%
Packaging Products Corp	250	5	2.68%			
Skillpath, Inc.	220	6	2.36%	250	3	2.50%
Entercom	200	7	2.15%	100	9	1.00%
Data Migration Services	200	8	2.15%			
City of Mission (1)	157	9	1.68%	195	6	1.95%
U.S. Post Office	112	10	1.20%	250	4	2.50%
Legacy Technologies	100	11	1.07%			
Pryor Learning Solutions	100	12	1.07%			
Target	92	13	0.99%	140	8	1.40%
Xcellence Inc	91	14	0.98%			
Applebee's	59	15	0.63%			
Acendas	55	16	0.59%			
Cumulus Broadcasting (2)				100	10	1.00%
National Seminars Group (3)				165	7	1.65%
CGI Communigroup				100	10	1.00%
cGMP Validation, LLC				100	10	1.00%
Medical Staffing Network				100	10	1.00%
Total	3,286		35.25%	2,650		26.48%

(1) Includes part-time employees

(2) Formerly Susquehanna, Inc.

(3) Merged with Skillpath, Inc.

Source: Johnson County Economic Research Institute (CERI)

CITY OF MISSION, KANSAS
 OPERATING INDICATORS BY FUNCTION/PROGRAM
 LAST TEN FISCAL YEARS

Function/Program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Public safety/municipal justice:										
911 calls received	10,583	9,150	10,004	9,640	9,619	10,295	9,492	9,751	7,868	8,808
DUI arrests	317	328	254	252	241	222	188	196	80	149
Traffic/parking citations	16,947	14,471	15,360	10,724	10,185	9,569	9,995	11,267	7,658	9,809
Accidents	234	294	272	257	254	267	353	345	347	310
Investigations cases	732	543	450	474	368	458	407	338	275	336
Total court cases processed	17,158	14,760	16,624	10,808	10,237	9,537	8,356	9,308	7,087	7,524
Public works:										
Curb miles swept (lane miles)	925	1,416	880	1,327	1,490	890	785	1,455	1,210	975
Streets milled and overlaid (liner feet)	4,953	13,330	8,417	6,682	4,329	1,386	3,544	6,255	100	739
Sidewalk replaced (square yards)	1,619	6,015	455	5,134	6,776	2,265	138	2,760	218	3,556
Curb and gutter replaced (linear feet)	3,642	11,266	4,965	8,027	11,631	1,712	2,363	12,153	1,805	2,549
Acres of lawn mowed	1,240	1,240	1,240	1,461	1,575	1,599	1,599	1,599	1,599	1,385
Urban management and planning:										
Building permits processed	251	281	409	331	357	442	468	415	381	421
Plan reviews performed	26	17	14	10	14	26	20	26	13	61
Leisure and recreation:										
Annual memberships sold	2,871	2,115	2,031	2,413	2,835	2,140	1,969	1,628	1,835	1,843
Annual membership revenue	941,704	932,068	872,878	854,846	834,076	825,630	802,554	669,823	621,649	643,767
Facility reservations processed	846	906	1,027	817	1,560	1,374	1,723	2,147	1,679	1,715
Facility reservation revenue	214,995	209,024	221,259	187,577	194,746	222,183	280,731	273,496	283,536	278,703
Pool membership sold	349	323	262	349	998	291	345	313	469	423
Pool revenue	67,880	55,932	57,339	50,684	104,750	104,544	123,679	121,198	135,974	142,460

Source: Various City departments.

DRAFT

CITY OF MISSION, KANSAS

FULL TIME CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
LAST TEN YEARS

Function/Program	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
General government:										
Administration/finance	7.0	7	7	7.0	7.0	6.0	5.0	5.0	5.0	7.0
Community development	4.0	4	4	4.0	5.0	5.0	5.0	5.0	5.0	3.0
Municipal court	3.0	3	3	3.0	3.0	3.0	4.0	4.0	4.0	4.0
Public works	13.0	12.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Police	33.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0
Parks and recreation	13.0	13.0	13.0	12.0	13.0	13.0	13.0	12.0	12.0	12.0
Total	73.0	70.0	69.0	68.0	70.0	69.0	69.0	68.0	68.0	68.0

Source: City of Mission, Kansas Budget.

CITY OF MISSION, KANSAS

CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
LAST TEN YEARS

December 31, 2019

Function/Program	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Police:										
Stations	1	1	1	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Public works:										
Miles of streets	44.7	44.7	44.7	44.7	44.7	44.7	44.7	44.7	44.7	44.7
Streetlights	960.0	960.0	960.0	845.0	845.0	845.0	805.0	805.0	805.0	850.0
Parks and recreation:										
Parks and recreation:	8.0	8.0	8.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Park acreage	30.4	30.4	30.4	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Pools	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Tennis courts	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Community center	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Source: City of Mission, Kansas.

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	May 6, 2020
Administration	From:	Audrey McClanahan

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

RE: April 8, 2020 Finance & Administration Committee Minutes.

RECOMMENDATION: Review and accept the April 8, 2020 minutes of the Finance & Administration Committee.

DETAILS: Minutes of the April 8, 2020 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE

April 8, 2020

The Mission Finance & Administration Committee met virtually via ZOOM on Wednesday, April 8, 2020 at 7:33. The following committee members were present: Hillary Thomas, Trent Boultinghouse, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Sollie Flora and Ken Davis. Mayor Appletoft was also in attendance. Councilmember Flora called the meeting to order at 7:33 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Street Superintendent Brent Morton, Parks & Recreation Director Penn Almoney, Chief Ben Hadley, and Office Assistant Audrey McClanahan.

Public Comments

There were no public comments.

Public Presentations

There were no public presentations.

Acceptance of the March 4, 2020 Finance and Administration Committee Minutes

Minutes of the March 4, 2020 Finance and Committee Meetings were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

Surplus Property Resolution

Mr. Scott reported this is a routine resolution approving the surplus of various items. Items include a 2006 International dump truck, two 2006 Ford F450 trucks and a Ver-Mac message board from Public works, duty uniforms from the Police Department, and walkie-talkies and radios previously used at the pool and various electronics from meeting rooms at the Community Center. The vehicles will be disposed of through Purple Wave auction, and the electronics will be recycled in a safe manner.

Councilmember Davis recommended that a resolution declaring surplus property for sale or disposal be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

Councilmember Boultinghouse stated that prior to the stay at home order, he was able to tour the Public Works facility where he learned the great care Mission takes with its equipment and

vehicles. Many cities are excited to see Mission's equipment and vehicles come up for auction because of this. He thanked the Public Works Department for these efforts.

OTHER

Department Updates

Ms. Smith stated the 2020 budget calendar has been emailed to Council. She asked all to keep the fourth Wednesdays of the upcoming months available for work sessions. Due to COVID-19 we are a little behind in the schedule, and scheduling work sessions for budget discussions will allow for more focused meetings. These work sessions will be shared with the public and updated on the City's website. The first budget work session will be Wednesday, May 27th.

Ms. Smith reported that Kevin Fullerton has revived the Mission Forward accounts to rally and support local businesses. Staff has been working with him as they launch a website where they will provide information from businesses on whether they are currently open and the services being provided. The website is www.missionbusiness.org. Staff has also been working to support local business, and assisting Mr. Fullerton in reaching some businesses that are not as visible as those along Johnson Drive. Councilmember Kring asked if this link is included on our website and Ms. Randel stated that it is not yet but will be soon. The website just went live yesterday. Councilmember Flora suggested the link also be added to our COVID-19 page on our website.

Ms. Smith stated staff recently reached out to all the churches in Mission to discuss their plans during the stay at home order. All indicated they do not plan to have in-person meetings/services, and plan to hold these virtually instead. She stated she received thoughtful responses from all and was very impressed with the responses received. This week staff will be working with multi-family housing and their property managers to be sure they are connected to resources they can share with their residents. We are looking at ways to support them in a personal and more individualized manner - a benefit of a smaller community.

Ms. Smith also reported that staff has been working with Bruce Kimmel, Ehlers, to look at existing debt and opportunities for refunding or early retirement. She stated we have identified a fairly strong candidate for refunding and additional information will be provided to Council. She provided information on the potential refunding and restructuring of 2010 bonds related to stormwater improvements. There is an opportunity to save approximately \$600,000 in interest over the remaining life of the issue. These bonds become due in 2029. She stated this will come forward to Council and, by freeing up these savings in interest and having a more level interest rate over the remaining years of the issue, there will be more flexibility in reacting and responding to stormwater issues.

Councilmember Kring thanked Ms. Smith for all her work and Ms. Smith thanked the Governing Body for their support. She is proud of what we are doing as a community.

Councilmember Davis requested an update on the survey distributed by Crux. Ms. Randel stated the work being done by Crux is going well. Information from one-on-one interviews will be incorporated with interviews with focus groups, targeted surveys and surveys of the general public.

Meeting Close

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 7:46 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	May 6, 2003
Administration	From:	Brian Scott

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

RE: General Obligation Refunding Bonds - Series 2020A

RECOMMENDATION: Adopt the proposed resolution authorizing staff to proceed with preparing an offering for sale of general obligation refunding bonds in the amount of \$6,395,000 (Series 2020A).

DETAILS: Each year, City staff works with our financial advisor Ehlers, Inc. to review and assess the potential for debt restructuring, refunding or retirement that would produce favorable savings or stability for Mission. In conducting this review for 2020, a candidate for refunding was identified, the Series 2010B GO Bonds.

The City of Mission issued \$6,945,000 in general obligation (GO) refunding bonds in 2010 for the purpose of restructuring GO bonds that were previously issued in 2005 and 2009 to fund flood mitigation efforts and stormwater infrastructure improvements.

In coordination with debt service on the City's Series 2010A Bonds, the Series 2010B Bonds are structured in such a manner that the City pays interest only for the first nine years, then pays interest and principal in years 2020 through 2029. The interest rate on the bonds varies between 4% and 4.25%. The Series 2010B Bonds have a prepayment option that can be exercised by the City in September of 2020 whereby the City can refinance \$6,250,000 of the principal. This amount reflects the balance after the first principal payment of \$695,000 is made on September 1st.

The municipal bond market has been in a very favorable environment for the past year as demonstrated by a \$3.4 million GO bond issuance that the City conducted last August resulting in a true interest cost (TIC) of 1.73%. The market for high quality municipal bonds has become even more favorable in light of the current economic situation resulting from the coronavirus pandemic.

Given this situation, it would be advantageous for the City to exercise the prepayment option on its Series 2010B Bonds by issuing Series 2020A GO Refunding Bonds in the amount of \$6,395,000 with the same maturity date of 2029. Ehlers, Inc. estimates that the new issue would have a true interest cost of approximately 1.52%, which would reduce the City's net interest cost over the remaining nine year life of the bonds (2020-2029) by approximately \$603,000.

Staff has been in consultation with Ehlers, Inc. and the City's bond counsel, Gilmore Bell, P.C. about this prospective refunding. Ehlers has drafted the attached Pre-Sale Report outlining the details of a possible bond issuance, and Gilmore Bell has drafted

Related Statute/City Ordinance:	K.S.A. 10-427 et seq.
Line Item Code/Description:	N/A
Available Budget:	N/A

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	May 6, 2003
Administration	From:	Brian Scott

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

the proposed resolution authorizing the offering for sale of bonds.

If the City Council is favorable to this proposal, the process for the issuance would be similar to the one that occurred last August in that a Preliminary Offering Statement (POS) will be drafted to provide information about the City, its financial condition, and the purpose of the issuance. The City will also engage in a review of its AA+ credit rating with Standard & Poors, and the City will solicit bids from the market for the sale of the bonds.

Because the actual date for the recall of the 2010B GO Refunding Bonds is September 1st, the placement of the proceeds for payment of the recall must occur within 90 days of September 1. In order to meet the required timelines the proposed schedule is included on page four of the Pre-Sale Report. The actual sale of the bonds would be approved by the Council at the June 17,, 2020 regular meeting with closing of the sale occurring on July 9.

Bruce Kimmel with Ehlers, Inc. and Kevin Wempe with Gilmore Bell, P.C. will participate virtually at the Finance and Administration Committee to present further on this matter and answer any questions.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	K.S.A. 10-427 et seq.
Line Item Code/Description:	N/A
Available Budget:	N/A

May 20, 2020

Pre-Sale Report for City of Mission, Kansas

\$6,395,000 General Obligation Refunding Bonds, Series 2020A



Prepared by:

Bruce Kimmel, CIPMA
Senior Municipal Advisor

Chris Mickelson, CIPMA
Municipal Advisor

Nick Anhut, CIPMA
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$6,395,000 General Obligation Refunding Bonds, Series 2020A
Purposes:	<p>The proposed issue includes financing to current refund the City's Series 2010B Bonds for interest cost savings.</p> <p>The 2010B issue has a callable principal balance of \$6,250,000. Interest rates on the obligations proposed to be refunded are 4.00% to 4.25%. The refunding is expected to reduce the City's net interest expense by approximately \$603,000 over the next 9 years. The present value benefit of the refunding is estimated to be approximately \$569,000, equal to 9.10% of the refunded principal.</p> <p>This is a current refunding as the 2010B Bonds are callable on September 1, 2020, which is within 90 days of the date of issue of the 2020A Bonds.</p>
Authority:	The Bonds are being issued pursuant to K.S.A. 10-427 et seq. The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.
Term/Call Feature:	<p>The Bonds are being issued for a 9-year term. Principal on the Bonds will be due on September 1 in the years 2021 through 2029. Interest is payable every six months beginning March 1, 2021.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on September 1, 2027 or any date thereafter.</p>
Bank Qualification:	Because the City expects to issue more than \$10,000,000 in tax-exempt obligations during the calendar year, the Bonds will not be designated as "bank qualified" obligations.
Rating:	The City's most recent bond issues were rated AA+ / Stable by Standard & Poor's. The City will request a new rating for the Bonds.
Basis for Recommendation:	The proposed general obligation issue is expected to yield the lowest possible interest cost while also preserving future prepayment flexibility. Moreover, the competitive sale approach described below is consistent with the City's historical debt issuance practices, as well as best practices published by the Governmental Finance Officers Association.
Method of Sale/Placement:	<p>We will solicit competitive bids for the purchase of the Bonds from regional and national bond underwriters and banks.</p> <p>We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p>

	<p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.</p>
Premium Pricing:	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this Bond issuance, any net premium received will be used to reduce the size of the issue. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage / yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Arbitrage Certificate prepared by your Bond Attorney and provided at closing. You have retained Ehlers to assist you with compliance with these rules.</p>

<p>Risk Factors:</p>	<p>The Bonds are being issued for the purpose of current refunding existing City debt obligations. Those prior debt obligations are callable as of September 1, 2020 and can therefore be redeemed within 90 days of the Series 2020A issuance. This refunding is being undertaken based in part on an assumption that the City does not expect to have surplus revenues available to pay off the existing debt and that market conditions warrant the refinancing at this time.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a firm to provide a service, we have assumed that you will continue that relationship. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but final fees may vary. If you have any questions pertaining to the identified service providers or their role, please contact us.</p> <p>Bond Counsel: Gilmore & Bell, PC</p> <p>Paying Agent: State of Kansas - Office of the State Treasurer</p> <p>Rating Agency: Standard & Poor's Global Ratings (S&P)</p>

Proposed Debt Issuance Schedule

Pre-Sale Review by Finance & Administration Committee:	May 6, 2020
Pre-Sale Review by City Council:	May 20, 2020
Due Diligence Call to review Official Statement:	Week of June 1, 2020
Distribute Official Statement:	Week of June 1, 2020
Conference with Rating Agency:	Week of June 1, 2020
City Council Meeting to Award Sale of the Bonds:	June 17, 2020
Estimated Closing Date:	July 9, 2020
Redemption Date for Series 2010B Bonds:	September 1, 2020

Attachments

- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Estimated Debt Service Comparison

Ehlers Contacts

Municipal Advisors:	Bruce Kimmel	(651) 697-8572
	Chris Mickelson	(651) 697-8556
	Nick Anhut	(651) 697-8507
Disclosure Coordinator:	Jen Chapman	(651) 697-8566
Financial Analyst:	Alicia Gage	(651) 697-8551

The Preliminary Official Statement for this financing will be sent to City Councilmembers at their home or email addresses for review prior to the sale date.

City of Mission, Kansas

\$6,395,000 General Obligation Refunding Bonds, Dated July 9, 2020

Proposed Current Refunding of Series 2010B

Assuming Current GO Non-BQ "AA" Market Rates

Sources & Uses

Dated 07/09/2020 | Delivered 07/09/2020

Sources Of Funds

Par Amount of Bonds	\$6,395,000.00
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Total Sources	\$6,395,000.00
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Uses Of Funds

Total Underwriter's Discount (1.200%)	76,740.00
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Costs of Issuance	68,000.00
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Deposit to Current Refunding Fund	6,250,000.00
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Rounding Amount	260.00
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Total Uses	\$6,395,000.00
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City of Mission, Kansas

\$6,395,000 General Obligation Refunding Bonds, Dated July 9, 2020

Proposed Current Refunding of Series 2010B

Assuming Current GO Non-BQ "AA" Market Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/09/2020	-	-	-	-	-
03/01/2021	-	-	47,735.61	47,735.61	-
09/01/2021	1,180,000.00	1.000%	37,036.25	1,217,036.25	1,264,771.86
03/01/2022	-	-	31,136.25	31,136.25	-
09/01/2022	1,205,000.00	1.050%	31,136.25	1,236,136.25	1,267,272.50
03/01/2023	-	-	24,810.00	24,810.00	-
09/01/2023	480,000.00	1.100%	24,810.00	504,810.00	529,620.00
03/01/2024	-	-	22,170.00	22,170.00	-
09/01/2024	485,000.00	1.150%	22,170.00	507,170.00	529,340.00
03/01/2025	-	-	19,381.25	19,381.25	-
09/01/2025	1,095,000.00	1.200%	19,381.25	1,114,381.25	1,133,762.50
03/01/2026	-	-	12,811.25	12,811.25	-
09/01/2026	670,000.00	1.250%	12,811.25	682,811.25	695,622.50
03/01/2027	-	-	8,623.75	8,623.75	-
09/01/2027	675,000.00	1.300%	8,623.75	683,623.75	692,247.50
03/01/2028	-	-	4,236.25	4,236.25	-
09/01/2028	300,000.00	1.350%	4,236.25	304,236.25	308,472.50
03/01/2029	-	-	2,211.25	2,211.25	-
09/01/2029	305,000.00	1.450%	2,211.25	307,211.25	309,422.50
Total	\$6,395,000.00	-	\$335,531.86	\$6,730,531.86	-

Yield Statistics

Bond Year Dollars	\$27,258.72
Average Life	4.263 Years
Average Coupon	1.2309156%
Net Interest Cost (NIC)	1.5124402%
True Interest Cost (TIC)	1.5235693%
Bond Yield for Arbitrage Purposes	1.2291371%
All Inclusive Cost (AIC)	1.7888857%

IRS Form 8038

Net Interest Cost	1.2309156%
Weighted Average Maturity	4.263 Years

City of Mission, Kansas

\$6,395,000 General Obligation Refunding Bonds, Dated July 9, 2020

Proposed Current Refunding of Series 2010B

Assuming Current GO Non-BQ "AA" Market Rates

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
09/01/2020	-	(260.00)	-	260.00
09/01/2021	1,264,771.86	1,264,771.86	1,331,331.26	66,559.40
09/01/2022	1,267,272.50	1,267,272.50	1,333,131.26	65,858.76
09/01/2023	529,620.00	529,620.00	598,131.26	68,511.26
09/01/2024	529,340.00	529,340.00	595,731.26	66,391.26
09/01/2025	1,133,762.50	1,133,762.50	1,202,731.26	68,968.76
09/01/2026	695,622.50	695,622.50	764,731.26	69,108.76
09/01/2027	692,247.50	692,247.50	757,531.26	65,283.76
09/01/2028	308,472.50	308,472.50	374,531.26	66,058.76
09/01/2029	309,422.50	309,422.50	375,300.00	65,877.50
Total	\$6,730,531.86	\$6,730,271.86	\$7,333,150.08	\$602,878.22

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	568,317.97
Net PV Cashflow Savings @ 1.229%(Bond Yield)....	568,317.97
Contingency or Rounding Amount.....	260.00
Net Present Value Benefit	\$568,577.97
Net PV Benefit / \$6,963,317.97 PV Refunded Debt Service	8.165%
Net PV Benefit / \$6,250,000 Refunded Principal...	9.097%
Net PV Benefit / \$6,395,000 Refunding Principal..	8.891%

Refunding Bond Information

Refunding Dated Date	7/09/2020
Refunding Delivery Date	7/09/2020

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF MISSION, KANSAS
HELD ON MAY 20, 2020**

The governing body met in regular session at the usual meeting place in the City, at 7:00 p.m., the following members being present and participating, to-wit:

_____.

Absent: _____.

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

The matter of providing for the offering for sale of General Obligation Refunding Bonds, Series 2020A, came on for consideration and was discussed.

Councilmember _____ presented and moved the adoption of a Resolution entitled:

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL
OBLIGATION REFUNDING BONDS, SERIES 2020A, OF THE CITY OF
MISSION, KANSAS.**

Councilmember _____ seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and, the question being put to a roll call vote, the vote thereon was as follows:

Aye: _____.

Nay: _____.

The Mayor declared the Resolution duly adopted; the Clerk designating the same Resolution No. _____.

* * * * *

(Other Proceedings)

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CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Mission, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

Audrey McClanahan, City Clerk

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020A, OF THE CITY OF MISSION, KANSAS.

WHEREAS, the City of Mission, Kansas (the “Issuer” or the “City”), has previously issued and has outstanding general obligation bonds; and

WHEREAS, due to the current interest rate environment, the Issuer has the opportunity to issue its general obligation refunding bonds in order to achieve an interest cost savings on all or a portion of the debt represented by such general obligation bonds described as follows (the “Refunded Bonds”):

<u>Description</u>	<u>Series</u>	<u>Dated Date</u>	<u>Years</u>	<u>Amount</u>
GO Refunding Bonds	2010B	December 15, 2010	2021 to 2029	\$6,250,000

; and

WHEREAS, the City Council of the Issuer (the “Governing Body”) has selected the firm of Ehlers, Inc., Roseville, Minnesota (“Municipal Advisor”), as municipal advisor for one or more series of general obligation bonds of the Issuer to be issued in order to provide funds to refund the Refunded Bonds; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor to proceed with the offering for sale of said general obligation bonds and related activities; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor and Gilmore & Bell, P.C., Kansas City, Missouri, the Issuer’s bond counsel (“Bond Counsel”), in conjunction with the Clerk, to proceed with the preparation and distribution of a preliminary official statement and notice of bond sale and to authorize the distribution thereof and all other preliminary action necessary to sell said general obligation bonds; and

WHEREAS, due to the volatile nature of the municipal bond market and the desire of the Issuer to achieve maximum benefit of timing of the sale of said general obligation bonds, the Governing Body desires to authorize the Mayor (or, in the Mayor’s absence, the Acting Mayor) to award the sale of such general obligation bonds, if necessary, prior to the next meeting of the Governing Body to adopt the necessary ordinance and resolution providing for the issuance thereof.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS, AS FOLLOWS:

Section 1. There is hereby authorized to be offered for sale the Issuer’s General Obligation Refunding Bonds, Series 2020A (the “Bonds”) described in the Notice of Bond Sale, which is to be prepared by Bond Counsel in conjunction with the Municipal Advisor and Issuer staff (the “Notice of Bond Sale”). All proposals for the purchase of the Bonds shall be delivered to the Governing Body at its

meeting to be held on the sale date referenced in the Notice of Bond Sale, at which meeting the Governing Body shall review such bids and award the sale of the Bonds or reject all proposals.

Alternatively, the Mayor (or, in the Mayor's absence, the Acting Mayor) is hereby authorized to award the sale of the Bonds to the submitter of the best proposal as determined pursuant to the provisions of the Notice of Bond Sale or to reject all proposals; provided, however, that (a) the principal amount of the Bonds shall not exceed \$6,400,000, (b) the true interest cost of the Bonds shall not exceed 2.00%, (c) the final maturity of the Bonds shall be no later than September 1, 2029, and (d) the minimum present value savings of the Refunded Bonds shall be no less than \$450,000. If the sale of the Bonds is awarded in this manner, the Governing Body shall review such proposals at its next meeting and ratify the award of the sale of the Bonds or reject all proposals.

Section 2. The Mayor and Clerk, in conjunction with the Municipal Advisor and Bond Counsel, are hereby authorized to cause to be prepared a Preliminary Official Statement relating to the Bonds (the "Preliminary Official Statement"), and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Bonds.

Section 3. The Clerk, in conjunction with the Municipal Advisor and Bond Counsel, is hereby authorized and directed to give notice of said bond sale by distributing copies of the Notice of Bond Sale and Preliminary Official Statement to prospective purchasers of the Bonds. Proposals for the purchase of the Bonds shall be submitted upon the terms and conditions set forth in the Notice of Bond Sale and awarded or rejected in the manner set forth in the Notice of Bond Sale.

Section 4. For the purpose of enabling the purchaser of the Bonds (the "Purchaser") to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the Mayor and Clerk or other appropriate officers of the Issuer are hereby authorized: (a) to approve the form of the Preliminary Official Statement and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as *Exhibit A* as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

Section 5. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Mayor, Clerk and the other officers and representatives of the Issuer, the Municipal Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to: (a) carry out the sale of the Bonds; (b) provide for notice of redemption of the Refunded Bonds; and (c) purchase or subscribe for the securities to be deposited in the escrow for the Refunded Bonds.

Section 7. This Resolution shall be in full force and effect from and after its adoption by the Governing Body.

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ADOPTED by the Governing Body on May 20, 2020.

(SEAL)

Ronald E. Appletoft, Mayor

ATTEST:

Audrey McClanahan, City Clerk

EXHIBIT A

**CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL**

_____, 2020

To: _____

Re: City of Mission, Kansas, General Obligation Refunding Bonds, Series 2020A

The undersigned are the duly acting Mayor and Clerk of the City of Mission, Kansas (the "Issuer"), and are authorized to deliver this Certificate to the purchaser (the "Purchaser") of the above-referenced bonds (the "Bonds") on behalf of the Issuer. The Issuer has previously caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement") relating to the Bonds.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Bonds depending on such matters.

CITY OF MISSION, KANSAS

By: _____
Ronald E. Appletoft, Mayor

By: _____
Audrey McClanahan, City Clerk

City of Mission	Item Number:	4
ACTION ITEM SUMMARY	Date:	May 6, 2003
Administration	From:	Brian Scott

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

RE: Purchase of Municipal Court Case Management Software

RECOMMENDATION: Approve the purchase of a municipal court case management software program from Tyler Technologies for a one-time set-up fee of \$69,753.

DETAILS: The City’s municipal court has relied on a Microsoft Access database as its court case management program for nearly 20 years. This program was created by a computer science professor at Johnson County Community College for several municipal courts in Johnson County back in the late 1990s and early 2000s. This individual has helped in maintaining the program over the years, but recently retired and moved out of the area. No one is readily available to step in and maintain the program going forward.

In addition, the program has become plagued with functional issues over the years making it ineffective and unreliable. The database software and all desktop computers were upgraded a few years ago. The upgrade helped to alleviate some of the functional problems, but others still persist.

Staff began researching new court case management software programs over a year ago. Vendors were contacted and demonstrations were given to garner an initial understanding of the features of various software programs that are available. Staff also conducted field trips to other local municipal courts to gain a better understanding of the application of the program in a “live” court environment.

From this initial research, a request for proposals was developed and released this winter. Five firms responded. The proposals were reviewed and scored by an internal selection committee including the Municipal Court Clerk, the City Clerk, the Accounting Manager, and the Assistant City Administrator. Three firms were selected for further evaluation, including demonstrations. The purpose of the demonstrations was to see first hand the look and set-up of each court case management software program. In particular, the selection committee was looking for visual layout and ease of moving through the software, ability to access data, functionality, ability to set-up and customize specific operations, etc. The selection committee’s summary scoring sheet is included in the packet for your information.

Firms submitting a proposal were asked to provide an initial set-up cost and ongoing maintenance costs for both an on-premise solution (an application running on a City server) and a cloud-hosted solution (an application accessed via the internet). These costs are identified on the scoring sheet as well. The rationale for requesting pricing on

Related Statute/City Ordinance:	
Line Item Code/Description:	Budgeted in 2019 - Assigned in General Fund Fund Balance
Available Budget:	\$35,000

City of Mission	Item Number:	4
ACTION ITEM SUMMARY	Date:	May 6, 2003
Administration	From:	Brian Scott

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

different solutions was that the cloud hosted solution might actually be less expensive since there was no physical software running on the City's server, but this did not prove to be the case. While the initial set-up cost for cloud-hosted software is less, the on-going maintenance cost is considerably higher. Within five years, the ongoing costs make the cloud-hosted solution more expensive than the on-premises solution. The cloud-hosted solutions are still relatively new and undergoing continual development enhancements, and the firms that offer both have only a small percentage of their clients using the cloud-hosted solution meaning there are fewer to share the costs.

Both Tyler and Caselle received favorable scores from the selection committee as well as favorable feedback from references. The selection committee is recommending Tyler as the preferred solution for a new municipal municipal court case management software program.

Although Tyler is the more expensive of the two software programs, the selection committee believes there is more added value within their software program. Some of the biggest benefits Tyler offers are the on-line capabilities for defendants. Perhaps the most appealing feature is that Tyler allows for a paperless environment where the case moves from defendant check-in, to the prosecutor, to the judge, and to the court clerk without any actual paper.

Another compelling reason for selecting Tyler is that there are a number of cities in Kansas already using their software program. This provides a ready users group to offer assistance with set-up questions and on-going operational issues. Tyler also prides itself on having a very strong national user's network and annual conference.

Tyler's initial set-up cost for their software is quoted at \$69,753 or \$34,753 over the current project budget of \$35,000. Staff is proposing to utilize \$20,000 from the court's Alcohol and Drug Safety Fund (ADSAP Fund) to cover the majority of the additional expense. This fund was created many years ago to account for monies collected for Driving Under the Influence Evaluations. Defendants would pay the cost for the evaluation to be done by a third-party provider, and once completed, the provider would bill the City, with costs being paid from this fund. The program is no longer active and the fund is dormant, but the funds may only be spent on court-related expenses.

The balance of \$14,753 is recommended to come from the General Fund through anticipated savings in the Municipal Court budget. In addition, to the initial set-up fee, there will be a reoccurring maintenance fee of approximately \$8,500. This fee covers updates to the software, technical support, and general maintenance. There is \$10,000

Related Statute/City Ordinance:	
Line Item Code/Description:	Budgeted in 2019 - Assigned in General Fund Fund Balance
Available Budget:	\$35,000

City of Mission	Item Number:	4
ACTION ITEM SUMMARY	Date:	May 6, 2003
Administration	From:	Brian Scott

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

currently budgeted for computer maintenance in the Municipal Court budget that will cover this ongoing cost.

The software should work on the City's existing server so there will not be an expense for this. There will be a cost for printers which is included in the initial set-up fee. Staff recommends that the City purchase a municipal court case management software program from Tyler Technologies in the amount of \$69,753

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	Budgeted in 2019 - Assigned in General Fund Fund Balance
Available Budget:	\$35,000

Municipal Court Case Management Software RFP Summary Score Sheet

City of Mission
April 2020

	Caselle	Justice	Pioneer	REJIS	Tyler
RFP Review (40 points possible)	36	34	26	33	37
Demonstration (20 points possible)	17.75	15.75	Did Not Demo	Did Not Demo	18
On-Premise Solution Cost					
One-Time Price - On-Premise Solution	\$36,975	\$90,895	No Proposal	\$31,359	\$68,629
On-Going Price - On-Premise Solution	\$9,180	\$4,750	No Proposal	\$8,388	\$8,505
Cloud Hosted Solution Cost					
One-Time Price - Cloud Hosted Solution	\$13,975	No Proposal	\$74,000	No Proposal	\$50,462
On-Going Price - Cloud Hosted Solution	\$14,070	No Proposal	\$45,000	No Proposal	\$15,362



CITY OF MISSION

MUNICIPAL COURT CASE MANAGEMENT SOFTWARE

FRIDAY, MARCH 13, 2020

JOHN HARDIN
5519 53RD STREET, LUBBOCK, TX 79414
806.791.8200 EXT:793118
JOHN.HARDIN@TYLERTECH.COM



RESTRICTIONS ON DISCLOSURE

This proposal from Tyler Technologies, Inc. (“Tyler”) contains proprietary and confidential information, including trade secrets, belonging to Tyler or Tyler’s partners. Tyler is submitting this proposal on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Response to the Functional Requirements, or “Checklist”
- Line-item pricing (total proposed contract amount may be disclosed)
- Screen shots, if any
- Detailed information regarding current customers
- Detailed employee resumes/CVs
- Customized Statement of Work/Implementation Plan

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler’s permission, Tyler will grant that permission in writing, in Tyler’s sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

TRADEMARKS DISCLAIMER

Because of the nature of this proposal, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler’s intent to claim these names or trademarks as our own.

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5519 53rd Street
Lubbock, TX 79414
P: 800.646.2633
F: 806.797.4849
www.tylertech.com

Friday, March 13, 2020

City of Mission
Brian Scott
Assistant City Administrator/Finance Director
6090 Woodson Street
Mission, Kansas 66202

Dear Brian Scott,

Tyler Technologies, Inc. (Tyler) is pleased to offer this proposal in response to the City of Mission's RFP for Municipal Court Case Management Software. We are confident that Tyler's Incode solution brings the right mix of resources, experience, and technology to foster an environment for success.

After carefully reviewing the project goals, objectives and requirements defined within the RFP, we are excited about the opportunity to work with the City of Mission on this project.

This proposal and cost schedule is valid and binding for 90 days following the RFP due date. Except as set forth in this proposal, this proposal can be released in part or in total as public information in accordance with the requirements of the laws covering same.

Tyler continually seeks out business partners to share in our success rather than just customers. Our partners, like you, understand the difference between value and cost and want what is best for their communities. If you have any questions, please contact John Hardin, your Account Executive at 806.791.8200 ext:793118 or via email at John.Hardin@tylertech.com for more information.

Tyler Technologies authorizes the signatory of this letter to negotiate and bind Tyler Technologies to this response.

Respectfully submitted,

A handwritten signature in blue ink that reads "Dane Womble".

Dane Womble
President – Local Government Division, Tyler Technologies, Inc.

EXECUTIVE SUMMARY

In response to the City of Mission's RFP, Tyler Technologies is proposing its Incode solution. Our response reflects our understanding of your requirements and our ability to deliver the quality products and services you need for a successful project. Tyler's Incode solution represents the pinnacle of public sector software offering an integrated solution of comprehensive applications designed to resolve the City's complex needs.

CHOICE

Though the City of Mission will review many choices during this evaluation process, our goal is to make your choice an easy one. With Tyler, there is no need to move from vendor to vendor, solution to solution, technology to technology. Tyler's Incode solution is an integral part of a community of employees, customers, and partners who all share a passion for serving the public.

As part of that community, the City will have access to all the tools needed to efficiently manage your operations. With the goal of being the last software company you ever choose; Tyler will work for and with you to consistently provide you with the broadest and most advanced public sector solutions available.

COURT CASE MANAGEMENT

Tyler's Municipal Court solution utilizes a variety of user-defined options so that the court system can be configured to fit your individual needs. Easily create master files for persons, vehicles, officers, attorneys, etc. eliminating the need to re-enter existing information for every case or citation. The existing information can be easily located and attached to a new case. This eliminates duplicating information and therefore saves time and disk space. Incode complies with all State reporting and conviction reports. This includes electronic reporting of convictions or non-compliance. Incode prides itself on customer service when it comes to training and support. So much so, we provide a complete user reference list of all clients.

We feel that when you purchase software, it should be a long-term item, not one that you will be purchasing every few years. Tyler provides on-going development to continually provide enhancements to keep the software on the cutting edge, while continuing to meet all State requirements. Compare product for product and you'll see that Incode beats the competition hands down. Our feature rich court system will improve your court's efficiency, accuracy and overall abilities to meet the demanding needs of today's court.

COMPREHENSIVE SOFTWARE & SERVICES

Tyler's solution is intended to upgrade City of Mission's departments to the latest system available in today's marketplace. Tyler's Incode platform is distinguished from the competitive

Executive Summary

landscape by the fact that we develop and support 100% of our products in-house. All software development, implementation, and support services are provided solely by our in-house personnel. This has enabled us to build and evolve a software platform and ecosystem that infuses employee passion for industry-specific software automation with the front-line experiences our leading customers have provided. The result of this commitment is the industry's most powerful, seamless, efficient, user-intuitive, and scalable platform for local government automation. Our group of seasoned consultants, trainers, product experts, and programmers bring years of local government software experience to make your transition a smooth success.

Tyler handles the following aspects of your project under a single contract:

- System Delivery
- Implementation
- Training
- Support and Maintenance
- Software Updates and Upgrades

OBJECTIVES & SCOPE

At Tyler, we are uniquely qualified to meet the needs of the City through our experience, our software, and our absolute commitment to customer satisfaction. Our customers have a direct impact on the evolution of the software and the processes involved in implementing and supporting it. Each of the products and services listed in the response are represented as a description and a list of activities and assumptions. Tyler products will be implemented “off the shelf” without customization or modification, except as detailed in the response.

Tyler's Incode suite offers integrated applications that are specifically designed to enable governments to be more efficient, more accessible, and more responsive to the needs of their citizens. Consistent integration among Incode applications has always been a priority and a key benefit to organizations looking to improve their business practices. The key benefits to the system include, but are not limited to:

- Providing a single, comprehensive, and integrated solution to manage the City's business functions
- Streamlining business processes through automation, integration, and workflows
- Providing a user-friendly user interface to promote system use, productivity, and minimize the need for training
- Eliminating redundant data entry
- Providing many standard reports directly from the software with access to data through inquiry and drill down capabilities
- Providing multiple interfaces to commonly used 3rd party systems

Executive Summary

COMPLETE SERVICES

IMPLEMENTATION APPROACH

Tyler utilizes a proven phased implementation approach, which ensures that process specific details are mastered prior to each subsequent stage. A formalized sign off process, defined by a clearly stated deliverable, are the key to a successful implementation. For multi-phase projects, such as sites that implement more than one Tyler product, the stages are repeated as necessary.

TRAINING

Our clients expect to receive the right training for their needs because learning the tools, benefits, and powerful functions is part of the process. It's a fact that fully trained clients who understand how to use Tyler products can do their jobs better, period. Tyler offers multiple training options to fit your needs.

SUPPORT

The goal of the Tyler Support department is to provide expeditious technical assistance to Tyler software users in overcoming issues, understanding functionality, and recommending approaches to various scenarios. We strive to answer your questions quickly and accurately. Tyler offers multiple ways to contact your support personnel, as well as access to thousands of users across the country who have the experience to help you utilize the software to your greatest benefit.

COMMITMENT

At Tyler, we are uniquely qualified to meet the needs of the City through our experience, our software, and our absolute commitment to customer satisfaction. That commitment, along with the consistent evolution of technology and software features, has resulted in a retention rate of more than 98 percent and long-term relationships with our users. With more than customers, this partnership is an integral part of who we are and what we do. Our customers have a direct impact on the evolution of the software and the processes involved in implementing and supporting it.

PROTECTING YOUR INVESTMENT FOR YEARS TO COME

Tyler's "Evergreen" Development Philosophy ensures that the City will always have industry-leading functionality that utilizes current technology. As part of our annual support fee, all enhancements to our software are provided at no additional charge. This allows our users to continue to take advantage of new advances without having to relicense the software. Additionally, these enhancements are delivered in manageable upgrades that do not require a complete reimplementing of the software.

Executive Summary

PARTNERSHIP

We want to thank the City of Mission for the opportunity to respond to your Request for Proposal and for your time and consideration during the review process. At Tyler, we feel the evaluation and selection of new software should be as much about people as it is product, with the ultimate decision resulting in a partnership between the customer and their chosen software provider. It is our firm belief that Tyler is uniquely qualified to be that partner and more than meets the needs outlined by the City of Mission in this document. Should you agree, we look forward to progressing to the next stage in your evaluation process.

VENDOR PROFILE

This section is to provide information about the vendor, the CMS offered, and the proposed project staff. If the firm submitting the RFP and the product software provider are not the same company, a separate Vendor Profile page shall be provided for the vendor submitting the proposal and the software product provider.

Vendor Name:

Tyler Technologies, Inc.

Vendor Address:

5519 53rd St. Lubbock, TX 79414

Vendor Website:

www.tylertech.com

Vendor Phone:

(800)646-2633

Vendor History (Please provide a history of your company so we can get to know you better.): CMS Offered/Proposed (Please tell us about the software you are proposing for the court. Include examples of other courts that are currently using your software.):

Tyler Technologies, headquartered in Plano, Texas, is a leading provider of end-to-end information management solutions and services for local governments. Tyler partners with clients to empower the public sector – cities, counties, schools and other government entities – to become more efficient, more accessible and more responsive to the needs of citizens. Tyler's client base includes more than 15,000 local government offices and school districts throughout the U.S. and its territories, Canada, the Caribbean, the United Kingdom and other international locations. These mission-critical applications provide the public sector with the ability to streamline and automate operations resulting in improved productivity and reduced costs.

Additional Vendor Profile Information:

Tyler Technologies is the largest and most established provider of integrated software and technology services focused on the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions are transforming how clients gain actionable insights that solve problems in their communities.

Vendor Profile



OUR PRODUCTS

With decades of exclusive public sector experience, Tyler is the market leader that provides integrated software and services; our singular focus, subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: Appraisal & Tax, ERP, Civic Services, Land & Official Records, Courts & Justice, Public Safety, Data & Insights, and Schools.

We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

OUR EXPERIENCE

Tyler Technologies' solutions offer the widest breadth of products in the industry, the latest technology available, and an integrated system that can operate in diverse offices throughout a jurisdiction. More importantly, Tyler's vision and skill in executing that vision is what ultimately leads to a successful implementation and long-term solution for our customers. Our experienced team consists of industry leaders that keep our team moving and making sure we can give you the tools to succeed.

COURT SOLUTION OVERVIEW

The Incode Court Case Management solution is a fully integrated, graphical application that also provides excellent document management, cash bond management, program tracking, and so much more. Utilizing a variety of user-defined options, the court system can be configured to fit your individual needs. Easily create master files for persons, vehicles, officers, attorneys, etc. eliminating the need to re-enter existing information for every case or citation. The existing information can be

Vendor Profile

easily located and attached to a new case. This eliminates duplicating information and therefore saves time and disk space.

In the public sector, the average lifespan of a software purchase is five to seven years; Incode has a retention rate of over 99%, which means once an organization joins our team, they basically never change their software products again. Tyler provides on-going development to continually provide enhancements to keep the software fresh while continuing to meet all state requirements. Our feature-rich court system will improve your court's efficiency, accuracy, and overall abilities to meet the demanding needs of today's court systems.

COURT CASE MANAGEMENT FEATURES

CASE PROCESSING

Through the unique *Control Center* screen, users can view any information at a glance for all citations that a defendant has within the court system and update the cases from the same screen by entering into the disposition mode, or by batch updating the cases using a macro. Easily print any document or series of documents for any case.

The court can easily update address information, phone numbers, and physical information and even capture the Defendant's photo from this single screen. All changes are recorded in a detailed history screen and are time/date/user stamped.

Alias names can easily be attached to a Defendant, ensuring that all information for the Defendant is displayed regardless of the name being searched.

Search information in the system by Name, DOB, Social Security number, Driver's License number, Case/Citation number, vehicle information, addresses and numerous other criteria.

Identifiers on the screen alert clerks to their being an outstanding warrant, active bonds on the case, age (Juvenile, Minor) and you can create 'Hot Flags' on Defendants such as 'No Checks' or 'Translator Required'.

Set cases for trial and have the calendar check officer schedules, court availability and set a maximum number of cases allowed on a court date.

Vendor Profile

ADDITIONAL FEATURES:

- Track an unlimited number of court settings at a time, all with different due dates/times status codes automatically enter numerous defaults such as plea, trial type, and set new fees based on a single status code
- Create pre-defined Judgments for ease in sentencing cases
- Amend charges without having to re-enter case information
- Set payment plans and payment groups which automatically roll the due date upon payment
- Provide jail credit/community service credit based on a pre-defined rate
- Add Attorneys to a case with ease
- User defined grid for displaying information in the desired order by each user
- Witnesses flags are displayed on the screen
- Unlimited note ability; identified by private, public, court session and Prosecutor types
- Adjust fees, fines and costs with the click of your mouse
- Combined total is displayed on the screen
- Next action date, payment date or court date displayed on the main screen, no need to drill down inside the case
- Complete detailed history available

PAYMENTS, CASH BONDS, CASH REPORTS & CREDITS

Tyler provides the ability to adjust fees and fines from numerous areas within the software, including when payments are entered. Tyler also provides the ability to enter payments in full or partial payments for cases set up on a payment plan. Payments are posted by the system to the proper fees/costs/fines in the order defined by the court. A record is created on each case as to which fees have been paid, the balance of the fees due and any credit that has been applied to the case. The user can take multiple payments on one receipt with the balance due for each case listed on the receipt.

Cash bonds are easily posted to the violator's case. Bonds are then managed through our bond management screen for ease in applying, forfeiting, refunding or transferring from case to case.

Credit can be applied to a case for various types of community service or jail time served. Receipts are printed and numbered for each transaction. Using our unique case status codes, the user can automatically add new fees to a case when the case status is changed.

The Tyler court software provides a direct interface to any Tyler Technologies General Ledger system, ending the need for journal entries. For an additional fee, Tyler may be able to create an interface file for uploading into other general ledger systems.

Vendor Profile

ADDITIONAL FEATURES:

- Print receipt(s) for all transactions
- Void receipts (with proper security rights)
- Partial payments automatically roll the date to the next payment date due, if applicable
- System prevents over-payments
- Set security flags on Defendants, such as "Do Not Accept Checks"
- Create payment groups for multiple citations to be paid on one arrangement
- Automatically add payment plan fees (if applicable)
- Take different methods of payment on a single receipt
- Track Bonding Company information contained in a master file to reduce the need of reentering bond company information
- Set bonding limits on bond companies
- Create a refund list for Accounts Payable
- Write refund checks directly out of the software

DOCKETING

Tyler's Incode Court Case Management software offers a wide variety of docket options. Dockets are easily created in conjunction with case statuses and the calendar availability. Our dockets can be created in several formats and called up in various orders such as; alphabetical, by docket number, by officer, and many others. Tyler also provides a live check in process so that Defendant's appear in the order that they arrived for trial.

All cases on the selected docket automatically appear on the live docket screen allowing for fast, efficient adjudication of the cases without having to search for each Defendant or case. Cases can be updated in a batch as well, such as rescheduling a specific attorney's cases. In addition to the numerous dockets that we provide for the court, Tyler also provides an Attorney Docket for emailing/faxing to Defense Attorneys; a Prosecutor's Docket for each of your Prosecutors and a Police Officer Docket for each officer with cases scheduled to appear in court.

All dockets can be printed or archived for historical purposes. A true and complete final docket can be generated after court that will provide the outcome of all cases that were listed on the docket.

WARRANTS

Tyler provides the ability to create an unlimited number of warrant types, allowing for different fees to be added to warrants based on type, different documents to print based on type and bonds to be set based on type. Warranted cases display in red on the screen, as well as marking each name and

Vendor Profile

case with a "W" to ensure that staff notice the warrant. Photos of the violator can be printed directly on the warrant, as well as any desired descriptors.

STANDARD FEATURES

Live Courtroom Docket - Incode provides the ability to create a true, live courtroom docket based on your court rules. Options include entering dispositions, posting payments, bonds and bond disposition, printing any user-designed form, issuing community service credit or jail credit, add new comments and add walk-ins to the court docket.

Managing Dispositions - Easily track and manage every aspect of the disposition of your cases. Drop down boxes provide your user-defined codes for quickly and efficiently updating pleas, case settings, trial types, fees/fines, Judgments and much more.

Case Tracking - Never lose case folders with Incode as users can check cases out and back in, keeping a record of where every case is, who has it and why. Track cases to the court room, the prosecutor's office and more. User defined codes for case checkouts, returns, even the ability to track cases that are closed and stored in files off-site from the court.

Warrant Management - Warrants and Failure to Appear charges can be issued in a batch or selected by the user and printed by the system. Served warrants are left in the system for historic information. Users can define an unlimited number of warrant types, create the wording for each warrant type, and create warrant fees for each warrant type and to define additional rules for warrant types.

Citation History - From Citation History users can see every event that has ever taken place on a violation, including payments and receipt numbers, documents printed on the case, changes to fees and fines, any case settings and much more.

Jury Selection & Management - Easily create jury pools and clear previous pools; manage Juror addresses, exempt status and voter registration numbers. Create and print a user-defined jury summons, check them in, assign them to courtrooms, create notices for non-appearances, issue juror checks, and much more.

Ethnicity Tracking - Track all ethnic backgrounds from Hispanic to Vietnamese by simply adding the ethnicity at the time of data entry.

Case Status Tracking - Incode users can track cases by status and status date, creating a report or updating hundreds of cases at a time. By selecting the current status and date range, the court user can generate courtesy letters or forms, reset cases and change or update statuses or add additional fees, without having to go to individual cases to update them.

Citation Book Tracking - Incode can track the citation books issued to officers. Reports can be generated on the number of missing citations, easing audits on citation books.

State Reports - Incode Meets All State Reporting Requirements, as Well As offering electronic conviction reporting in all States where applicable.

O'FALLON MUNICIPAL COURT

For many years they were able to manage a smaller court system with a case management system developed in-house. While adequate then, the city of O'Fallon has progressed into the seventh largest in Missouri with a growing population exceeding 80,000. They needed a system that could reduce long customer service lines, process credit cards online to reduce cash and check handling, keep up

with changing legislative demands, produce real-time data and minimize manual entry and mailing. They found their answer in Tyler's Incode Court Case Management Online solution in May 2007.

INTEGRATED TECHNOLOGY REDUCES TICKET PROCESSING BY WEEK

Now they are experiencing efficacy and increased productivity previously unavailable. "Considering we are taking in approximately \$32,000 per month in the form of

payments per week, the option to directly apply bonds to one or more cases has saved us a lot of administrative work," says Jeff Chapple, Court Administrator for the

O'Fallon Municipal Court. Additionally, online information transmission has drastically affected reporting time as they can receive electronic transfer tickets from the local police department and process state electronic convictions quicker. Chapple says, "It previously took 7-10 working days to get

tickets into the system because of processing time. Now with direct interface with Incode, tickets written yesterday are imported a day later. We reduced our ticket processing by a week. And now that its online, people check for their tickets a lot faster. Some defendants see it one day and pay the fine online the next." That reduces future paperwork for the court.

ONLINE PAYMENT SYSTEM REDUCES CUSTOMER SERVICE TRAFFIC

Due to the online court option, the city has also seen a significant drop in office traffic. With court being held on Monday nights, they are now seeing weekend and Monday online traffic picking up due to offenders paying fines before their court date. Over time they have seen their percentage of online traffic continue to grow, and with each docket an increasing number of people are finding online services a viable and convenient option.

At a Glance:

- O'Fallon Municipal Court
- Jeff Chapple, Court Administrator
- Population: 80,519

Objectives:

- Shorten customer service lines
- Reduce cash/check handling
- Produce real-time data
- Keep up with legislation
- Minimize data entry/ mailing
- Back office efficiencies

Solutions:

- Incode Court Case Management Online

Benefits:

- Reduced ticket processing from 7-10 days to 2
- Reduced cash/check handling through online bill pay
- Integrated system yields real-time data, minimizes data entry/ mailing
- On-demand report generation and searches
- Keep up with legislative demands through report development by Tyler

Vendor Profile

ONLINE FEE PROCESSING MINIMIZES CASH AND CHECK HANDLING

Having eliminated all credit card payments by phone, O'Fallon courts are now encouraging online fee processing to reduce cash and check handling, streamline processes and enforce regulatory compliance. "This made us feel that we were much more compliant with the credit card reporting law without having to deal directly with defendants," explains Chapple. "It also takes a lot of time to write down a credit card number, run it through, and then call someone back when the credit card is declined or written down incorrectly. We haven't processed a credit card since we started using Incode, so we've seen a huge difference in staff efficiencies."

INCODE AIDS IN REPORT GENERATION AND STATISTICAL SEARCHES

O'Fallon court staff members are also pleased with the amount of reporting options available and Tyler's response to current legislation. "With our old system, you had to wait until you posted your whole docket to generate one letter. With Incode, you can generate a single letter when you need to, and you can search about 50 different ways to find statistics," stated Chapple. Also, monthly reports to state and circuit court judges reflecting court costs, fines and ticket status {issued, convicted or dismissed) were set up by Tyler Technologies in 2007. Coming legislation in late August 2013 will mandate an added report that breaks down court revenues according to moving versus non-moving violations. Cities that fail to comply forfeit additional state funding for traffic grants. Tyler Technologies was aware of this new state requirement and helped them comply before the deadline.

LIVE TECHNICAL SUPPORT KEEPS COURT OPERATIVE AT ALL HOURS

Chapple added that technical support was also a major issue in building a relationship with Tyler Technologies. "You can get a live human that is responsive—even for night court. We had a problem at 6 or 7 p.m. one night. We got it fixed and were back online in minutes. That was a big selling point."

INCODE GROWS WITH O'FALLON COURT SYSTEM

Like other Tyler customers, O'Fallon is working to make a good product even better and more responsive to their needs. They are currently in partnership with Tyler to develop software that processes and submits fingerprints to the state. Their current system, while effective, is a bit slow due to data entry and mailing hard copies. As a result, manual entry will be greatly reduced, as will phone calls to their office by others conducting background checks. Law enforcement agencies will also be able to use the information to elevate punitive charges for repeat offenders. The City of O'Fallon hopes to be enjoying this new feature before the end of 2013.

Chapple and his staff are satisfied with their decision to use Tyler's Incode online court solution and continue to see the company as a progressive one that supports and satisfies its customers. "They listen to their users and are constantly upgrading and moving from idea to development. You don't have that opportunity without having a progressive company." And as pleased as they are with their decision, Chapple reiterates that part of that experience is a result of how personal and scalable the solution has been for them. "This technology is very user-driven. There are lots of features available, but you don't have to use them all. You can build it and operate it the way you want to and can control which technology you want to take advantage of."



Vendor Profile

It's hard to deny that this court system is becoming leaner and more customer driven. In taking advantage of the technology they need, they are, in effect, giving the public more control in how they interact with the court system and simultaneously making their back-room operations more efficient. Operating in a time when jurisdictions are forced to do more with less, the O'Fallon court system is proud to leverage their technology to serve the public in such a responsive way and is glad to partner with Tyler Technologies to continue that mission in the years to come.



Vendor Profile

EXPERIENCE AND REFERENCES

This section is to describe Vendor's past projects that are similar to this project in terms of size and scope and utilize the proposed CMS.

Name and address of the client:

Fort Scott, KS

123 S. Main Street Fort Scott, KS

Name, Title and Telephone for contact

Diane Clay, Municipal Court Clerk 620-223-8100

dclay@fscity.org

General Description of the CMS project:

The City of Fort Scott had a need to be more efficient in the handling of their case load and the integration with their finance software. They chose Tyler Technologies Incode as the best option a city of their size - and limited personnel resources - required to offer the best processing and reporting their judge and citizens needed.

Tyler Technologies took the time to understand their processes and then develop a training plan to allow for the flexibility only one full-time court employee could handle. Tyler Technologies converted the data in their legacy system and tested multiple times to ensure accuracy before agreeing on a cutover date with Fort Scott. During this time, multiple training sessions at the client's convenience provided the confidence for all involved that Fort Scott would be ready for the production phase of the implementation.

Size of the Client Organization in terms of court employees, caseload, revenue, etc.:

- 1 FT court staff
- Approximately 1,000 annual violations
- Approximately \$105,000 in annual revenue

Timeframe for the project:

Jan 2015 - May 2015

Number of vendor staff involved in the project and their responsibilities

There were 4 primary staff members involved in the implementation.

Project Manager - the client's main point of contact and the coordinating leader of the implementation effort.

Experience and References

Implementation Consultant - responsible for the training and on-site leadership of the client's knowledge transfer to Incode software.

Conversion Programmer - possesses the technical knowledge to take the client's legacy data and convert to the Incode software.

Conversion Analyst - works with the client and other Tyler Technologies Staff to ensure legacy data is converted correctly.

SPECIFICATIONS

Please see the following pages with Tyler's response to Mission's specifications.

APPENDIX A

SPECIFICATIONS FOR A CASE MANAGEMENT SOFTWARE

The following pages relate to specifications, or needs, for the Municipal Court of the City of Mission. The term “Out of the Box” refers to the software’s ability to perform the specified function without modifications. If modifications are needed, then indicate where the vendor can make the modification and if it is a one-time, fixed cost, or part of the maintenance costs. If the CMS does not have the ability to perform the specified function at all, then indicate so with a N/A.

TICKETS					
<i>Currently, the City uses paper tickets for the issuance of citations. It is anticipated that “e-ticketing” will be undertaken by the Mission Police Department in the next few years. In addition to answering the following questions, provide a brief explanation of how the CMS will make the court more efficient in terms of ticket entry, ticket processing, and workflow.</i>					
Sec.	CMS Requirement		Modifications		
	Questions to be answered	OUT OF THE BOX [Yes] [No]	Vendor to modify [Yes] [No]	Fixed cost to modify [Yes] [No]	Maint. cost to modify? [Yes] [No]
	<i>Ticket Entry</i>				
1.1.1	Can the court determine the fields necessary for ticket entry within the CMS?	Yes			
1.1.2	Does the CMS ticket entry screen allow for the entry (with tabular navigation) of all necessary data from the ticket on <u>one</u> screen?	Yes			
1.1.3	Does the CMS auto populate fields, or prompt users to select from a list of matching datasets, based on existing datasets that were previously entered? <i>For example: If a clerk is entering multiple tickets for the same person, does that person’s name/address/phone/etc. auto populate or prompt the clerk to select from a list of matching datasets?</i>	Yes			
1.1.4	What e-ticket vendors has the CMS successfully integrated with? (Please list in space provided.)	Tyler Brazos, APS, OSSI, AutoCite, Cardinal, PSSI, Redflex, DigiTicket, systems using Xerox file layout			

1.1.5	Does the CMS show ALL cases for defendant when searching by full name? Can you toggle between that particular defendant without having to re-enter the name every time?	Yes
1.2	<i>Provide a brief explanation of how the CMS will make the court more efficient in terms of ticket entry, ticket processing, and workflow.</i>	
<p>Tyler's Mobile Citation solution within the Court Case Management system allows officers to generate and print citations in the field. Tyler interfaces with any number of handheld ticket writers including Brazos Technologies and APS, which allows for officer safety, increased productivity, and increased efficiency.</p>		

COURT MANAGEMENT SYSTEM (CMS)

The City is seeking an innovative, long-term solution for its next CMS, while maintaining the ability to perform the basic court processes. These basic processes might include the ability to create various dockets and track cases (pre/post docket); run user-defined batch court processes (or macros) on multiple cases; and/or generate documents and capture signatures without having to print anything. Mission Municipal Court is not unlike other municipal courts in terms of the various processes and procedures that dictate how we operate. At the end of the day, our goals are to become more efficient, to comply with state-mandated reporting requirements, to become paperless, and to provide outstanding customer service. After answering the following questions, please provide a brief explanation of how your CMS will help the City achieve these goals.

Sec.	CMS Requirement	Modifications			
		Current CMS [Yes] [No]	Vendor to modify [Yes] [No]	Fixed cost to modify [Yes] [No]	Maint. cost to modify? [Yes] [No]
2	Questions to be answered				
2.1	General CMS Requirements				
2.1.1	Is the CMS web-based?	No, we offer Client Licensed or Tyler Hosting			
2.1.2	Is the CMS a case-based or a person-based system?	Case-based			
2.1.3	Does the CMS allow for multiple users with unique usernames and passwords?	Yes			
2.1.4	Does the CMS have an external web component so that defendants and attorneys can look up court information online?	Yes			
2.1.5	Does the CMS allow for various levels of user defined access rights (i.e. view only rights for some users)?	Yes			
2.1.6	Does the CMS have user defined “dashboards” or personal settings?	Yes			
2.1.7	Does the CMS have/support an online payment system/vendor?	Yes			
2.1.7.a	If the CMS “supports” other online payment systems/vendors (from 2.1.8), please specify the systems/vendors.	Official Payment, nCourt			
2.1.8	Does the CMS allow users to switch between screens or functions, or have multiple session open concurrently, without losing any unfinished work? <i>For example: If a clerk is entering a new ticket and receives a phone call about another case, can the clerk save what they are working on so they assist the caller (possibly by looking up a court date, switching screens, etc.) and then return to entering the new ticket without losing what was previously entered?</i>	Yes			

2.1.9	Does the CMS have user defined case statuses (i.e. active, closed, warrant, etc.) and multiple sub-statuses (i.e. probation, diversion, collections)? <i>For example: If a case has an outstanding warrant, but is also in collections, can the status be “warrant” and the sub- status be “collections?”</i>	Yes			
2.1.9.a	If yes to 2.1.10, does the CMS have the ability to highlight or differentiate certain case status so that they “stand out” when viewing them on the computer? <i>For example, if a case is in “warrant” status, will it be highlighted in red or have some other visual indicator so court users will see it?</i>	Yes			
2.1.10	Does the CMS have a courtroom processing feature to allow the court clerks to check-in defendants and route cases electronically to the judge, prosecutor, public defender, etc.?	Yes			
2.1.11	Currently, the Court Clerk performs warrant checks on our dockets to see if our defendants have outstanding warrants in other jurisdictions. If a warrant exists, the case file is flagged. Does the CMS allows cases to be electronically flagged so the clerk who is checking-in defendants can see it?	Yes			
2.1.12	Will the CMS allow the court to establish various workflows (and/or queues) for court users to track their work on various dockets to streamline work processes and increase efficiency?	Yes			
2.1.12.a	If yes to 2.1.13, provide detailed explanation.	With differential case management, user-defined tracks can be established that allow a timeline of events and associated required dates (before or after) to be attached to the case.			
2.1.13	Is the CMS database fully relational and require only single entry of data elements? <i>For example: Information about a defendant or other case party information must be entered only once and can then be linked with information anywhere else in the CMS.</i>	Yes			
2.1.14	If a case party address is changed will it update the entire system?	Yes			

2.1.15	Does the CMS allow users to correct mistakes in ticket entry after data is saved? Can the judge and clerk's notes be locked so that they cannot be altered?	Yes			
2.1.15.a	If yes on 2.1.16, does the CMS keep track of changes and which user made the changes and the date of the change (i.e., audit trail)?	Yes			
2.1.15.b	Does the CMS track the continued court date and the date the continuance was made in the system?	Yes			
2.1.16	Can the CMS be customized so that certain actions cannot be taken before other actions are completed? <i>For instance, a court user cannot close a case if there is no plea, or there is an outstanding balance, etc.</i>	Yes			
2.1.17	Does the CMS integrate with third-party financial software?	Yes			
2.1.17.a	If yes to 2.1.18, please provide a list of third-party financial software vendors with which the CMS has been successfully integrated.	PeachTree, SpringBrook, Eden, GT, Munis, Solutions, Peoplesoft, HTE, Incode GL, Incode 10			
2.1.18	Is the CMS compatible with e-signature pads that allows defendants, attorneys and court staff to electronically sign documents and print signatures on notices and any other form needing a signature? If so, which brands?	No, compatible with Topaz signature pads			
2.1.19	Does the CMS store electronic signatures for court staff to be applied to court-generated documents?	Yes			
2.1.20	Does the CMS provide audit trails to show which user and workstation locations logged on to the system during a specified period?	Yes			
2.1.21	Does the CMS have an easy-to-use interface for searching for information that can be used by designated users with minimal training?	Yes			
2.1.22	Does the CMS have a more robust searching component that can be used by the court to look-up detailed information about a defendant and/or case?	Yes			

2.1.23	Does the CMS allow users to search for records or data using almost any data field, or combination of data fields, with full or partial characters (i.e. defendant's full or partial name, social security number, driver's license number, date of birth, address, location/date of violation, officer name or badge number, etc.)?	Yes			
2.2	Case Parties				
2.2.1	Does the CMS have "Case Party Profiles" where clerks can enter the name and contact information for defendants, victims, witnesses, attorneys (including bar number), public defenders, judges, prosecutors, interpreters, lab personnel, officer(s), etc.	Yes			
2.2.2	If a case party's information (name, address, phone, etc.) is changed, will it update all records associated with that case party?	Yes			
2.2.3	Does the CMS allow for the tracking of unlimited addresses, emails, phone numbers, social security numbers, aliases, etc. for case parties?	Yes			
2.2.4	Does the CMS allow cases/parties to be linked? <i>For example, will multiple cases/tickets show up under a defendant's name or "profile"?</i>	Yes			
2.2.5	Does the CMS allow the court to add/update officer's name and badge number?	Yes			
2.2.6	Does the CMS have the ability to merge duplicate case party information and track changes?	Yes			
2.2.7	Can the CMS run a report to identify possible duplicate case parties to assist the court in keeping its data clean and updated?	Yes			
2.3	Dockets				
2.3.1	Is there a limit on the number and type of court dockets that can be created, maintained and tracked?	No, limited			
2.3.2	Does the CMS allow cases to be easily moved between dockets?	Yes			
2.3.3	Does the CMS allow for cases on a docket to be easily moved into a queue for batch processing?	Yes			
2.3.4	Can the court create/run different types of docket reports?	Yes			
2.3.4.a	If yes to 2.3.4, are these reports customizable?	Yes			

2.3.5	Does the CMS allow for cases to be scheduled on various dockets and indicate the action to be taken on the case? <i>For example: Can a clerk schedule a case on the Arraignment docket to “Review Insurance” and will “Review Insurance” display on the docket report if it were printed?</i>	Yes			
2.3.6	Does the CMS allow for an online system that allows court patrons to search for their court date? (see 2.1.4)?	Yes			
2.3.6.a	If yes, please list current vendors you integrate with.	Online system is not a third-party product. System is a real-time Tyler Product			
2.3.7	Does the CMS have the ability to limit the number of cases that can be scheduled on a docket?	Yes			
2.3.8	Does the CMS have the ability to block dockets so that cases cannot be scheduled for various reasons (i.e. holidays or court closed)?	Yes			
2.4	<i>Batch Processing</i>				
2.4.1.a	The Court has identified the following actions where batch processing would greatly increase efficiency. Will the CMS accommodate batch processing and printing for the following types of cases?				
	• Collections	Yes			
	• Suspensions	Yes			
	• 30-Day Notices	Yes			
	• Continuances	Yes			
	• Payments	Yes			
	• Warrants	Yes			
	• Invalid Insurance	Yes			
	• Failure to Appear/Failure to Comply	Yes			
2.4.2	Provide a detailed explanation, including success stories from current clients, of other batch processes that were applied using the proposed CMS that increase efficiency in the court.	Please see Experience & References section of this response for success stories/case studies of our clients.			
2.5	<i>Receipts</i>				
2.5.1	Does the CMS save/archive a copy of receipts or payment records (electronically) to the case?	Yes			
2.5.2	Can receipts be voided?	Yes			
2.5.3	Can receipts handle multiple payments and/or payment types (cash, check, credit, etc.)?	Yes			
2.5.4	Can the receipt list all active cases for the defendant including next court date and balances due for each case and a total balance due?	Yes, user can design. Default receipt list cases that payment applied			

2.6	<i>Payments</i>			
2.6.1	Does the CMS allow payments to be disbursed over multiple fees/costs in a priority manner that is user defined? <i>For example: if a partial payment is made, can the clerk determine how the payment is disbursed among the various outstanding fines/fees?</i>	Yes		
2.6.2	Does the CMS have the ability to set up and track payment plans?	Yes		
2.6.3	Does the CMS have the ability to account for adjustments to fines and other court costs?	Yes		
2.6.4	Does the CMS allow the court to track restitution?	Yes		
2.6.4.a	If yes to 2.6.4, does the CMS have an indicator showing restitution is owed on a case that automatically goes away when the restitution is paid in full?	Yes		
2.7	<i>Fine Schedules and Court Costs</i>			
2.7.1	Can the court establish a fine schedule and/or cost codes (fines, court costs, restitution, etc.) that auto populate as charges are entered?	Yes		
2.7.2	Can the CMS handle community services as a non-monetary payment type?	Yes		
2.7.3	Does the CMS allow the court user to change auto populated fine amounts on a charge at any time? <i>For example: the judge modified a fine. Can the auto populated amount be over-ridden?</i>	Yes		
2.7.4	Can court fines and costs be date specific so that when they change they do not change throughout the system? <i>For instance, can the court establish date-range specifics for all costs and fines so that if a ticket is entered on 7/1/13 for a charge that occurred on 6/1/13, the fines that automatically populate will be those that were in effect on 6/1/13 instead of those in effect on 7/1/13?</i>	Yes		
2.7.5	Can some costs be attached only to the case while others are attached to the charge? <i>For instance, fines are charge specific while some costs are case specific.</i>	Yes		

2.7.6	State court costs are only assessed to one charge per case. Does the CMS allow for an easy process for only putting state costs on one charge per case, and allow the court to transfer these costs to another charge if the initial charge on which the costs were placed is dismissed?	Yes			
2.8	<i>Warrants and Bonds</i>				
2.8.1	Does the CMS allow the warrant clerk to issue, track, recall, and edit warrants?	Yes			
2.8.2	Does the CMS allow bonding companies to be tracked (i.e. active/inactive/revoked, amount of money bonded, names of defendants bonded, bond due dates, bonds forfeited, etc.)?	Yes			
2.8.3	Does the CMS allow court users to track bonds (i.e. post/paid, used, forfeited, refunded, released, etc.)?	Yes			
2.8.4	Does the CMS allow court users to track cash bonds separately so that the Finance Department can reconcile the cash bond fund?	Yes			
2.8.5	Does the CMS have the ability for the court user to change a cash bond amount if different than what was set out on the warrant form? (<i>For instance, sometimes the officer takes less cash than is set. This could be due to the defendant not having enough cash and/or the officer not being able to transport the defendant to jail.</i>)	Yes			
2.9	<i>Case Notes</i>				
2.9.1	Does the CMS allow court users to enter unlimited free text, case notes and/or comments regarding a case/person?	Yes			
2.9.1a	Can these be locked fields so that once entered cannot be modified? Only new notes made to correct mistakes?	Yes			
2.9.2	Does the CMS allow court users to mark specified case notes/comments as “open” or “closed” so that only the “open” records will be part of the court file that is open to the public and that will be printed on a case history report?	Yes			

2.9.3	Does the CMS allow a user to make case notes/comments available only to specified users (i.e. prosecutor, judge, etc.) for viewing? <i>For example, is it possible for the prosecutors to add case notes/comments regarding plea offers and only allow other prosecutors to see them?</i>	Yes			
2.10	<i>CMS Miscellaneous</i>				
2.10.1	Does the CMS allow the court to provide a reason for why a case was closed (warrant purged, death of defendant, appeal to district court, etc.)?	Yes			
2.10.2	Does the CMS allow the court user to reopen previously closed cases and retain all notes and actions associated with the case/person?	Yes			
2.10.3	Does the CMS allow the court to easily track probation, diversion, and/or other sentencing arrangements?	Yes			
2.10.4	Does the CMS allow for attachments to be viewed (i.e. e-tickets, mug shots, insurance cards, PDF documents, Word documents, etc.) directly from the person/case?	Yes			
2.10.5	Does the CMS allow cases to be expunged and/or sealed?	Yes			
2.10.6	Does the CMS allow court users to create mailing lists based on specified criteria? <i>For instance, does the CMS have a report – or export – to create a mailing list with name, address, city, state, zip, for all defendants with an outstanding warrant in order to create a mail merge for special projects such as amnesty day notifications?</i>	Yes			
2.10.7	Does the CMS have an indicator that notifies the court clerk that the defendant has used a “bad check” in the past?	Yes			
2.11	<i>Please provide a brief explanation of how your CMS will help the city achieve its goals to become more efficient, to comply with state-mandated reporting requirements, to become paperless, and to provide outstanding customer service.</i>				

Incode complies with all State reporting and conviction reports. This includes electronic reporting of convictions or non-compliance. Incode prides itself on customer service when it comes to training and support. So much so, we provide a complete user reference list of all clients.

Incode’s paperless court solution improves efficiency by automating formerly manual processes, eliminating data duplication and reducing human error. Implementing Incode’s batching capabilities for warrants alone could save hundreds of hours of manpower each week. By electronically posting warrants, letters and defendant communication directly to the electronic file rather than printing and filing, you’ll save hundreds of thousands of pieces of paper a year – their associated costs - as well as countless hours, freeing your staff to handle more important tasks. The Incode Court Case Management system, currently deployed in more than 800 municipal courts nationwide, is intuitive, cost effective and includes the features you need to make the paperless court a reality.

The goal of the Tyler Support department is to provide expeditious technical assistance to Incode users in overcoming software issues, understanding certain functionality, and recommending approaches to various scenarios. Tyler offers multiple ways to contact your support personnel, as well as thousands of users across the county who have the experience.

FORMS, IMAGING AND RECORDS MANAGEMENT

The new CMS must have the ability to generate many documents automatically (using forms) and a fully integrated imaging component with the ability to provide more efficient records management. Currently, the court uses many forms which are MS Word templates with merge fields. The forms are customizable and can be changed to reflect current law, fees, etc. In most cases, after a court document has been created, users are able to open and edit (correct mistakes or add information to documents) and then save them again without creating a duplicate. Additionally, users are able to sign most documents using pre-loaded e-signature images (court staff). After answering the following questions, please provide a detailed response to how the proposed CMS will help the court achieve its goals to become more efficient and to become paperless.

Sec.	CMS Requirement		Modifications		
	Questions to be answered	Current CMS [Yes] [No]	Vendor to modify [Yes] [No]	Fixed cost to modify [Yes] [No]	Maint. cost to modify? [Yes] [No]
3.1	Forms				
3.1.1	Does the CMS use Microsoft Word for templates with merge fields to auto-populate specified information?	No, internal document creator requiring no 3 rd party integration. Any document can be exported to Word, if needed			
3.1.2	Does the CMS allow court staff to make changes to these templates as needed, or add new forms as court processes change?	Yes			
3.1.3	Does the CMS allow court users to add free text to the form as it is being generated prior to completing the process?	Yes			
3.1.4	Does the CMS allow court staff to make changes to documents once they have been generated? (<i>For instance, if a mistake was made on a continuance form, would the clerk be able to pull up the document, make the correction, and send it back to the defendant without creating a duplicate continuance notice?</i>)	Yes			
3.1.5	Can documents be edited and “saved as” a new version so that changes can be tracked?	Yes			
3.1.6	Some of our documents automatically print. Does the CMS give the court the option to print all documents (or not print them)?	Yes			
3.1.7	Does the CMS allow for a quick search of documents attached?	Yes			

3.1.8	Does the CMS allow the court to scan documents directly to the case file?	Yes			
3.2	Records Management				
3.2.1	Does the CMS allow forms to be marked as “open” or “closed” and reference the state statute section for closed records?	Yes			
3.2.2	Does the CMS allow forms to be marked with retention requirements (5 years vs. 50 years)?	Yes			
3.2.3	Does the CMS have the ability to prompt court users when documents are eligible for destruction based upon a user-defined retention schedule?	Yes, also can be put on scheduler			
3.2.4	Does the CMS allow the court user to generate an “internal case history report” and an “external case history report” that shows information that is open to the public to satisfy the Kansas Open Records Act requirements on the “external” version, but shows all information on the “internal” version?	Yes			
3.2.5	Does the CMS allow court users to redact certain information on forms that may not be open to the public (i.e. Social Security Numbers)?	Yes			
3.2.6	Does the CMS allow for OCR redaction on standard-formatted forms (so that we don’t have to manually redact standard forms)?	Yes, with Advance Redaction Features			
3.2.7	Does the CMS save an “internal” and “external” copy of specified documents so that information can be redacted on the “external” copy, but remain a true copy for “internal” purposes?	Yes			
3.2.8	Does the CMS have any connectivity to bar code scanners that can read bar codes on forms, files, folders?	Yes, batch scanning and bar code content capture			
3.2.9	If yes to 3.2.7, please explain.	Ability to print or export with/ without redactions, notes, stamps.. overlaid and if user has correct permissions to see information.			

3.4	<i>Please provide a detailed response to how the proposed CMS will help the court achieve its goals to become more efficient and to become paperless.</i>
<p>From the first incident that triggers a case – a ticket, notice or fine – dozens or even hundreds of pieces of paper can be generated. Multiply the number of documents and notices by the number of cases a court handles a year and the amount of paper can be staggering. Depending on the size of the court, it can over time literally fill complete rooms and cover the length of football fields. Considering the sheer volume, converting to a paperless system can be overwhelming to the beleaguered courts already burdened with reduced budgets and smaller staff. While technology is the obvious solution, the instinct is to believe it might be too expensive, complicated or impractical. Incode’s paperless court solution improves efficiency to automating formerly manual processes; eliminate data duplication and reducing human error. In a high-volume court, or a small court or anything in between, implementing Incode’s batching capabilities for warrants alone could save hundreds of hours of manpower each week. By electronically posting warrants letters and defendant communication directly to the electronic file rather than printing and filing, you’ll save hundreds of thousands of pieces of paper a year – and their association costs – as well as countless hours, freeing your staff to handle more important tasks.</p> <p>The Incode Court Case Management system, currently deployed in more than 800 municipal courts nationwide, is intuitive, cost effective and includes the features you need to make the paperless court a reality.</p>	

ELECTRONIC FILING REQUIREMENTS FOR THE STATE OF KANSAS

The state of Kansas requires electronic submission of certain data by the court. The new CMS must be able to communicate and send the necessary data regarding abstracts, driver’s license suspensions, and driver’s license reinstatements to the state of Kansas as required by law. After answering the following questions, please provide a detailed response to how the proposed CMS will help the court achieve its goal to comply with state-mandated reporting requirements.

Sec.	CMS Requirement		Modifications		
	Questions to be answered	Current CMS [Yes] [No]	Vendor to modify [Yes] [No]	Fixed cost to modify [Yes] [No]	Maint. cost to modify? [Yes] [No]
4.1	<i>Electronic Filing</i>				
4.1.1	Does the CMS allow for electronic filing of all convictions, abstracts, Driver’s License suspensions, and Driver’s License reinstatements to the Kansas Department Revenue - Motor Vehicle Division?	Yes	Mandatory		
4.1.2	Does the CMS allow the court to maintain an electronic copy of the convictions, abstracts, Driver’s License suspensions, and Driver’s License reinstatements after the data is sent?	Yes			
4.1.3	Does the CMS provide an indicator showing when/what data was transmitted to the state and the date it was processed?	Yes			
4.1.4	Does the CMS allow the court to correct errors on the abstracts, Driver’s License suspensions, and Driver’s License reinstatements and re-send to the state?	Yes			

4.2

Please provide a detailed response to how the proposed CMS will help the court achieve its goal to comply with state-mandated reporting requirements.

Incode complies with all State reporting and conviction reports. This includes electronic reporting of convictions or non-compliance. Incode prides itself on customer service when it comes to training and support. So much so, we provide a complete user reference list of all clients.

We feel that when you purchase software, it should be a long-term item, not one that you will be purchasing every few years. Tyler provides on-going development to continually provide enhancements to keep the software on the cutting edge, while continuing to meet all State requirements.

REPORTS

Reporting is a critical feature of any CMS. In order to make data-driven decisions, the necessary data must be accurately available. The court must also be able to easily and quickly generate custom reports. The court relies on accurate reports for daily balancing and depositing of money collected; tracking activity for monthly and annual reports; tracking performance through productivity reports; preparing dockets; reporting mandatory information to the state, and researching data for other departments and entities. After answering the following questions, please provide a detailed response to how the proposed CMS will help the court achieve its goals to become more efficient, to comply with state-mandated reporting requirements, to become paperless, and to provide outstanding customer services. Please also provide more details on the reporting capabilities offered by the proposed CMS.

Sec.	CMS Requirement		Modifications		
5	Questions to be answered	Current CMS [Yes] [No]	Vendor to modify [Yes] [No]	Fixed cost to modify [Yes] [No]	Maint. cost to modify? [Yes] [No]
5.1	<i>Financial Reports: Can the CMS generate reports with the following data?</i>				
5.1.1	Court Balancing Daily Report	Yes			
5.1.2	Daily receipts	Yes			
5.1.3	Daily payment disbursements	Yes			
5.1.4	Outstanding balances by fine/fee type	Yes			
5.1.5	Outstanding cash bonds	Yes			
5.1.6	Total amount in collections/Debt-set off	Yes			
5.1.7	Total amount received from collections/Debt-set off	Yes			
5.1.8	Amounts submitted to collections/Debt-set off vs. actually collected (show % collected of that amount submitted for specified date range with case/ticket number, defendant name, amount due, date sent to collections, amount collected, balance due)	Yes			
5.1.9	Total amount collected by cost code	Yes			
5.1.10	Total amount of restitution collected vs. ordered (to include case/ticket number, defendant name, amount ordered, date ordered, amount collected, balance due, and next court date)	Yes			
5.2	<i>Activity Reports: Can the CMS generate reports with the following data by date or other criteria?</i>				
5.2.1	# of cases filed by type (traffic, criminal, ordinance, commercial vehicle)	Yes			
5.2.2	# of charges by type	Yes			
5.2.3	Average # of charges per ticket/case	Yes, standard report provided # of Citations and # of Charges			
5.3.4	# of cases set for arraignment	Yes			
5.2.5	# of citations issued by officer	Yes			

5.2.6	# of cases set for trial	Yes			
5.2.7	# of guilty/no contest/not guilty pleas entered by defendant	Yes			

5.2.8	# of guilty/no contest/not guilty dispositions	Yes			
5.2.9	# of cases dismissed by the judge/prosecutor	Yes			
5.2.10	# of diversions granted	Yes			
5.2.11	# of probation granted	Yes			
5.2.12	# of cases on diversion, include diversion end-date	Yes			
5.2.13	# of cases on probation, include probation end date	Yes			
5.2.14	# of cases by case status and/or sub-status	Yes			
5.2.15	# of warrants issued/outstanding/ recalled/set-aside/served	Yes			
5.2.16	# of hours of community service	Yes			
5.2.17	# cases in collections with amounts (collected and outstanding)	Yes			
5.2.18	# of appeals filed in district court	Yes			
5.2.19	# of cases expunged	Yes, with security rights			
5.2.20	# of cases assigned to a public defender	Yes			
5.2.21	# of cases on a payment plan	Yes			
5.2.22	Amount of restitution collected	Yes			
5.2.23	# of payments made online	Yes			
5.2.24	Dispositions by offense type by date range	Yes			
5.3	<i>Removed</i>				
5.4	<i>Dockets: Can the CMS generate reports with the following data?</i>				
5.4.1	Docket reports for various dockets to include a preliminary, final and courtroom versions for each	Yes			
5.4.2	Ability to customize the information that displays on the docket reports (PROVIDE SAMPLE)	Yes			
5.5	<i>State Reports: Can the CMS generate reports with the following data?</i>				
5.5.1	State Fee Assessment Monthly Report	Yes	Mandatory		
5.5.2	State Caseload Summary Annual Report	Yes			
5.6	<i>Miscellaneous and Custom Reports: Can the CMS generate reports with the following data?</i>				
5.6.1	Court Monthly Report	Yes			
5.6.2	Court Annual Report	Yes			
5.6.3	Audit report by case/ticket number showing case/ticket number, defendant name, DL# and state, charge(s), violation date, case status, fees, fines, payments made with receipt number, balance due, and next court date (if applicable)	Yes			
5.6.4	Does the CMS allow the court to generate custom reports easily and quickly?	Yes			
5.6.4.a	If yes to 5.6.4, what format does the CMS utilize to create reports?	Stimulsoft			

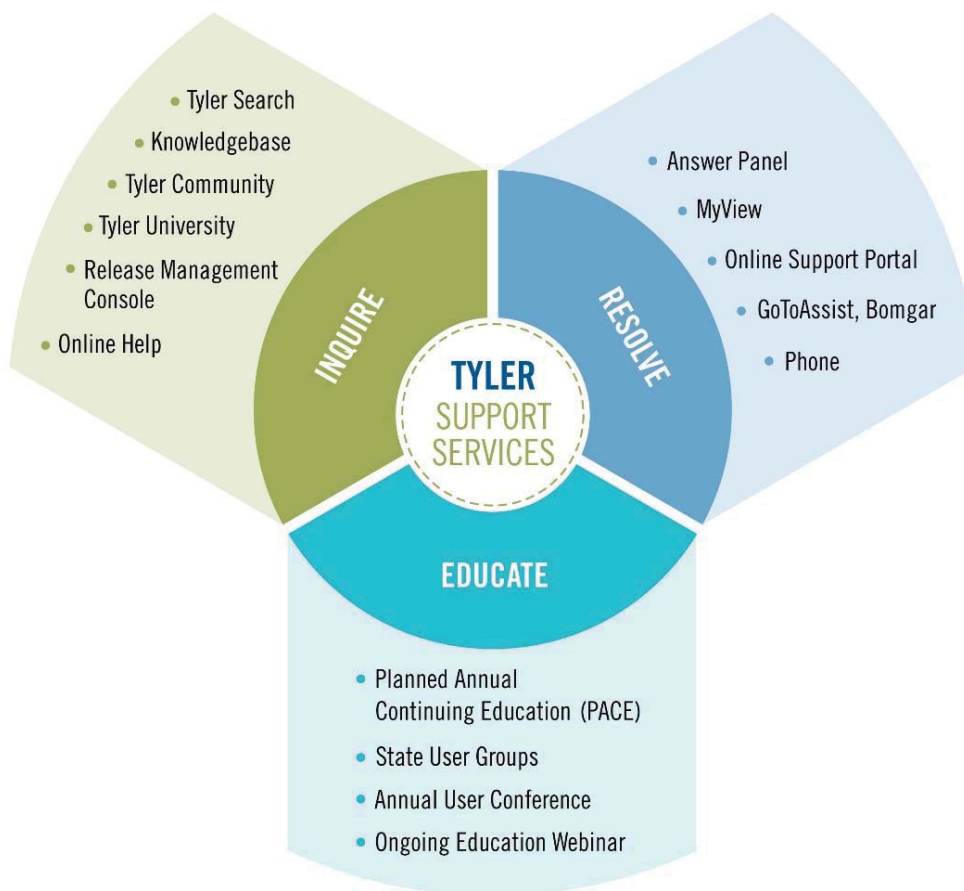
5.6.5	Can the data on all reports be exported to multiple applications (i.e. MS Word, Adobe Acrobat, Excel, etc.)?	Yes			
5.7	<i>Please provide a detailed response to how the proposed CMS will help the court achieve its goals to become more efficient, to comply with state-mandated reporting requirements, to become paperless, and to provide outstanding customer services. Please also provide more details on the reporting capabilities offered by the proposed CMS.</i>				
<p>Incode complies with all State reporting and conviction reports. This includes electronic reporting of convictions or non-compliance. Incode prides itself on customer service when it comes to training and support. So much so, we provide a complete user reference list of all clients.</p> <p>We feel that when you purchase software, it should be a long-term item, not one that you will be purchasing every few years. Tyler provides on-going development to continually provide enhancements to keep the software on the cutting edge, while continuing to meet all State requirements.</p> <p>Incode's paperless court solution improves efficiency by automating formerly manual processes, eliminating data duplication and reducing human error. In a high-volume court, implementing Incode's batching capabilities for warrants alone could save hundreds of hours of manpower each week. By electronically posting warrants, letters and defendant communication directly to the electronic file rather than printing and filing, you'll save hundreds of thousands of pieces of paper a year – and their associated costs – as well as countless hours, freeing your staff to handle more important tasks,</p> <p>The Incode Court Case Management system, currently deployed in more than 780 municipal courts nationwide, is intuitive, cost effective and includes the features you need to make the paperless court a reality.</p> <p>The goal of the Tyler Support department is to provide expeditious technical assistance to Incode users in overcoming software issues, understanding certain functionality and recommending approaches to various scenarios. Tyler offers multiple ways to contact your support personnel as well as thousands of users across the country who have the experience.</p> <p>In addition to Tyler meeting all State required reporting, we also offer more than 80 standard reports ranging from warrant reports to officer activity to statistical reports. These reports provide a variety of criteria, providing the user with the ability to get a wealth of information from the court data. Additionally, Tyler's report wizard allows you to create customized reports that can be used once, or saved as a template for continued use. All reports can be exported into several different formats, attached to an email, or archived directly from</p>					

MAINTENANCE AND SUPPORT

Our mission is to deliver superior service by providing a timely response, issue resolution and operational support, resulting in a high-level of client satisfaction. Unlike some companies who outsource their application support to a third party, Tyler offers a complete solution of customer support services provided by our in-house experts.

Transparency is important, that's why every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident and each incident is assigned a priority number, which corresponds to your needs and deadlines. Clients can track the progress of these incidents online using Tyler's support portal.

Tyler provides online and continuing education resources for our clients, including but not limited to the following resources.



Maintenance and Support

Please provide information about maintenance and support offerings.

- a) How would you propose to support court staff and Information Technology staff in terms of maintenance and support of the CMS?

The goal of the Tyler Support department is to provide expeditious technical assistance to Tyler users in overcoming software issues, understanding certain functionality, and recommending approaches to various scenarios. A retention rate of more than 97% suggests we do that very well and, is evidence of our commitment to customer satisfaction.

SUPPORT CHANNELS

Tyler offers Live telephone support on our toll-free support hotline (8am – 5pm across four US time zones). For urgent or complex questions, users receive, unlimited telephone software support.

On-line submission (portal) for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.

Our E-mail support allows our clients to ask unlimited detailed questions, attach documents and screenshots, and explain the issues so that our staff can create a resolution efficiently.

Tyler Community – your direct link to thousands of Tyler software users across the country, as well as Tyler personnel in support, implementation, sales, etc.

SUPPORT RESOURCES

Several additional resources are available to provide a comprehensive and complete support experience:

Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information, FAQ, blog posts, maintenance procedures, and much more.

Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources, as well as stay up to date on product versions and functionality suggestions.

Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.

- b) Please describe your problem escalation process, including:

- Initial problem identification:

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support.

Clients may track incidents, using the incident number, through the portal at Tyler's website or by calling software support directly.

Maintenance and Support

- Triage for priority and severity of problem:

Each incident is assigned a priority number, which corresponds to the client's needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. The goal of this structure is to help the client clearly understand and communicate the importance of the issue and to describe expected responses and resolutions.

PRIORITY	DESCRIPTION	RESOLUTION
CRITICAL	Issue is severe and requires immediate resolution. A critical issue is one where there is a complete work stoppage, or the loss of multiple essential system functions for all users.	1 day or less
HIGH	A high priority issue is one where there is a repeated, consistent failure of essential functionality affecting more than one user, or the loss or corruption of data. Your system is operational, but an essential piece of functionality is not working.	10 days or less
MEDIUM	Issue is non-severe.	30 days or less
NON-CRITICAL	Issue is a lower priority and you will work with Support as time permits.	60 days or less

- Steps for resolving problem escalation when a solution is not forthcoming, or an implemented solution is unsatisfactory:

The goal of the Tyler Support department is to provide technical assistance to Tyler Product users in overcoming issues, understanding certain functionality, and recommending approaches to various situations.

An incident is originated when a customer contacts Tyler's support staff. Support can be contacted via the toll-free support line, e-mail, or the support website. The incident can be received in several different ways via our flexible support systems.

If the support incident is received via the toll-free support line, a support representative will create and log the support issue into our help desk system. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.

Maintenance and Support

If the support incident is received via e-mail or online support portal, an incident is created and a support representative will contact the customer based on a combination of the priority of the issue and the order that the issue was received. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.

The Team Leaders and Manager of Support Services monitor the status of all support incidents received during the day. In situations where the Team Leaders or Manager identify an incident that needs escalation, the Team Leader or Manager may manually escalate the incident or assign it to a specific support representative. If the software support representative cannot resolve the incident, they have several different levels of help in order to resolve the incident in a timely manner. The levels are as follows: Support Specialist > Advisor > Team Leader > Manager of Support Services > Director of Client Services.

- Final authority regarding conflicts:

Tyler and the County will communicate to resolve any outstanding conflicts. If a resolution cannot be made, a Tyler manager will attempt a final resolution.

c) Do you have the ability to use VPN to access a court computer to troubleshoot issues?

Yes.

d) Please describe the change request processing procedures and policies that you currently use.

When a change is needed, the County Project Manager will submit a change request to the Tyler Project Manager. The Tyler team will assess the change and determine both the size as well as the effect on the schedule. This document is submitted to the client steering committee for their review/approval.

e) Do the annual maintenance fees entitle the city to upgrades and enhancements with no added costs and/or fees?

Yes. There is no additional cost to upgrade/update if the County is current on annual maintenance fees.

Maintenance and Support

f) Describe how the City will be notified of updates and modifications.

Tyler has proven history of providing upgrades and enhancement releases on a continual basis, which are available to all clients. Our evergreen philosophy ensures that those upgrades and enhancements are provided at no cost to those current with their annual software maintenance contract.

Enhancement releases take place every year and are scheduled with the client to provide the best possible timeframe for both the client and Tyler.

Upgrades, however, occur periodically and are initiated by the client at any time via the Internet through a process called Live Update, making the process as convenient as possible for our clients. Patches and fixes are provided to the client through Live Update as well.

Our evergreen development philosophy has been a strong differentiator that separates us from our competitors and provides a significant cost savings to our family of clients. Through evergreen, our clients receive the latest technology developments, releases and updates without paying additional license fees – for the life of their Tyler product. While this has provided our clients with a return on investment that is unrivaled in our industry, the frequency and complexity of software releases can sometimes create a consumption gap for our clients.

The gap exists when new features are released and, over time, users don't learn and apply these features to their work environments. EverGuide® is a Tyler-wide continuous improvement initiative to address the consumption gap. With EverGuide, our goal is to help our clients continue to grow and evolve their use of the functionality and enhancements of their Tyler product over time. Through our EverGuide initiative, we will:

- Help clients better leverage product enhancements
- Provide a workflow “maturity model” for clients to follow
- Offer strategic planning services and training resources
- Offer a client executive program to help clients build and implement a continuous improvement plan
- Provide domain expertise, with defined integration points and common support methodology



With EverGuide, our goal is to help our clients continue to grow and evolve their use of the functionality and enhancements of their Tyler product over a long period of time. It's also our hope that this initiative is a catalyst for our clients' organizations to embrace change, commit to training and developing their staff, and fully use the wide ranges of Tyler's service and support offerings available to them.





Maintenance and Support

INTERFACE WITH OTHER APPLICATIONS

Please review and provide information relative to the ability of the CMS to interface with existing programs and databases maintained by the City and those maintained by a third party:

Email integration (City currently uses Outlook 365)

Tyler integrates with all Microsoft Office suites.

Online payments (City currently contracts with Forte Payments to provide this service.)

Tyler's Court Case Management solution utilizes InSite for online payments. This is an integrated Tyler product. See Key Issues & Considerations for complete details on InSite. Tyler is also willing to discuss the current process in detail.

Collections (City currently contracts with the CBK, a private collection agency, and may begin using the State of Kansas' Debt Set-Off Program, which is used to collect outstanding debts through the sequestration of state income taxes.)

Tyler integrates with collections agencies.

Thermal Receipt Printers (City currently uses thermal receipt printers in the clerk's area for receipts, continuances, and payment plans. The printer is an Epson Model M63UA.)

Tyler integrates with thermal receipt printers

Financial System - City intends to use Citizen serve to manage financials and would like the option to integrate with the CMS or create a patch

Payments are processed in Tyler Incode Cashiering and the system will produce a file drop sent to the third-party financial system that will update the general ledger.



Interface with other Applications

IMPLEMENTATION

Tyler's implementation process demonstrates our long-term commitment to our public sector clients. Our implementation process is a project roadmap that takes you from software installation up to the daily, normal use of the new software system. Tyler's goal is to provide the best software, services and support to you, our clients. Your organization benefits from the fact that we perform our own implementations and know our software better than anyone. As a Tyler client, you receive guidance throughout implementation from experienced Tyler professionals who have implemented Tyler products in more than 8,000 public sector implementation projects.

PROVEN APPROACH

Tyler utilizes a proven stage-driven implementation approach. An approach of this nature is preferable because it allows for ongoing validation of system decisions throughout the project as improved knowledge is learned and shared during each stage. The stages build on one another, allowing the project to progress with the goal of delivering a refined and mature solution which meets your policies and procedures, while considering best practices recognized in the industry. Moreover, this approach ensures that process-specific details are mastered prior to moving to each subsequent stage. A formalized sign off process, defined by major objectives, deliverables and outcomes, is the key to a successful implementation.

METHODOLOGY

Tyler's methodology is straightforward and based on three vital foundations: industry experience, expert resources, and a globally recognized project management approach. We combine our in-house expertise in successful implementations and integrate it with the principles of the Project Management Institute® (PMI), a globally recognized organization dedicated to the project management profession.

Utilizing the five process groups outlined in the PMI's *PMBOK® (Project Management Body of Knowledge) Guide* — Initiating, Planning, Executing, Monitoring and Controlling, and Closing — we deliver a tested and proven approach to every project. We have integrated industry tools and technologies from PMI with Tyler's implementation experience, to yield a proven approach that is tailored specifically to the public sector. Our project managers are trained to maintain the professional standards of PMI.

Tyler's trained personnel perform and guide all aspects of an implementation. Our staff consists of seasoned professionals with years of experience, and unique and proprietary skills, specialized in managing and delivering projects focusing on your business processes.

Our implementation process also emphasizes the importance of cultural change management. This is how we guide you through the changes that accompany implementation of a new

Implementation

software system and help to ensure a smooth transition. Our implementation staff is experienced in analyzing policies, procedures, and organizational needs. The proof of our approach is in the outcome — a successful implementation.

Throughout a project, we establish control points (critical review points) to ensure your organization fully understands and accepts the project progress. It is at these check points that your stakeholders monitoring the overall project must formally accept the project to date. Once there is formal acceptance, the project will proceed to the next stage.

Tyler takes pride in our implementation process and deliverables. We focus on you and setting you up for success. Our product experts strive to gain understanding of your needs and current business practices, while recommending best practices to best leverage your new technology. Our implementation process positions you to successfully utilize Tyler products at go-live and to consume the new technology developments delivered through our software releases and upgrades.

Installation Plan:

IMPLEMENTATION METHODOLOGY OVERVIEW

The Tyler approach, built upon PMI process groups and our industry expertise, is depicted on the following high-level illustration.



STAGE 1: INITIATE & PLAN

This stage of the implementation process commences once a contract has been signed. The project starts with the implementation team comprised of your executive sponsor, project leader and the Tyler project manager, who work together to define project expectations and establish a baseline project plan and schedule. During the Initiation stage, the Tyler team leads discussions with you to begin system infrastructure planning, outline goals and timelines, and finalize processes for the implementation of all products in the scope of the project.

Implementation

As part of the Planning step of this stage, project stakeholders within your organization are identified. These stakeholders monitor the overall project and are essential to a successful implementation. They ensure that the project is aligned with your larger goals. This group, in conjunction with Tyler's project manager, is responsible for monitoring the project and providing formal acceptance of each stage. Once stakeholders are determined, functional leaders are chosen for the project to provide expertise on your business processes. Implementation Management Plans are provided to all, which outline the management of scope, schedule, quality/testing, resources, communication, upgrades and risk. These plans may be updated in cooperation with the project team.

The Planning and Initiation stage concludes with a high-level project schedule Stakeholder Presentation to all of your key project stakeholders.

STAGE 2: ASSESS & DEFINE

The Assess and Define stage starts with a fundamental review to provide your project team with a preliminary knowledge transfer of how the system functions. The goal of this stage is to examine and analyze your unique business needs and to translate the findings into a system design plan as an output. Tyler's consultants and your subject matter experts perform a Current/Future State Analysis of your current and required future business processes. The system design plan addresses key business drivers, which ensures that all requirements for a successful implementation are presented and accepted. Additional outputs of this stage consist of a plan addressing and identifying data conversions, standard data exchanges to third party systems, and forms and reports.

The Assess and Define stage concludes with a formal acceptance of the defined deliverables and project outcomes.

STAGE 3: BUILD & VALIDATE

After the system is built, your internal team will work with the Tyler team to establish and validate the system configuration and complete due diligence for systems readiness during the Build & Validate stage. Your project staff validate the system design, converted data, standard third-party data exchanges, forms and reports. A strategic component of this stage ensures the key individuals are trained and enabled for self-sufficient system operations.

Once trained, validation and testing procedures commence in an iterative fashion for data conversions, third party data exchanges, employee and citizen-facing forms, and key stakeholder reports.

This stage is considered completed when the primary/key users have reviewed the system configuration to ensure that they are in alignment with the business processes, goals and objectives of the project.

Implementation

STAGE 4: FINAL TESTING & TRAINING

The Final Testing & Training stage is designed to facilitate maximum knowledge transfer. Together with the Tyler project manager and implementation consultants, we will develop a cutover plan which will detail the critical items that need to be completed in order to go live, such as: final trainings, interface testing and validation, conversion cutover schedule and timing, User Acceptance Testing (UAT) and the training schedule to roll-out the system

Prior to end-user training, your users will follow detailed test scripts through a UAT process to ensure proper validation of the system is performed. UAT ensures that all data and configuration needs have been met and that the software is ready for day-to-day business processing.

This stage concludes with final training for your end users and formal approval of the system's readiness to support your business processes prior to moving forward to go-live.

STAGE 5: PRODUCTION CUTOVER

The vital stage of Production Cutover is comprised of production and postproduction support. Final data conversion is completed as necessary. All the prior training and planning now culminates as your organization is self-sufficient within the new Tyler environment. Now you are operating in the production environment with the support of the Tyler project team. If required or planned upon during the initial stages, post-live education and training is implemented.

The phase closes with a transition to the product support team.

STAGE 6: PHASE/PROJECT CLOSURE

The final stage of implementation, Phase/Project Closure, is to bring a formal closure to the project phases, or to the whole Tyler implementation if no additional phases are required. Through a formal project close-out meeting and acceptance from stakeholders, both teams formalize the completion of a successful Tyler implementation. The deliverables completed through the project close-out meeting may include such topics as lessons learned, a review of accomplishments and final acceptance of the project work completed.

Testing Plan

A Quality Management / Testing Plan establishes processes and activities to ensure that project objectives outlined within the Implementation Management Plan are successfully implemented. The Quality Management / Testing Plan addresses both the project and the product, meaning that tests are conducted at appropriate times throughout the project and that they test different facets of the product as the future-state system evolves. The tests examine all of the implemented functions and processes to ensure that the goals and requirements for the project are fully satisfied.

Implementation

PURPOSE

The Quality Management / Testing Plan defines and monitors critical milestones. Failure to meet critical milestones may negatively impact project timing, which could affect go live.

It also provides a controlled environment for high-level product testing, taking into account full module integration, import and export interface integrity, functional flow and reliability.

METHODOLOGY

Although potential problems can be exposed using standard quality assurance testing methods, the project teams also conduct testing throughout the life of the project to expose issues that would normally only be revealed in a production environment. A comprehensive testing plan is set in place and may include the following: system infrastructure audit, conversions, third-party data exchange, customization, form/reporting, configuration validation testing, and user acceptance testing. The Quality Management / Testing Plan will be mutually agreed upon prior to executing any of the tests.

OVERVIEW

SYSTEM INFRASTRUCTURE AUDIT

The foundation of the system is fully vetted to ensure that the system hardware meets specifications and vital system infrastructure information is available.

CONVERSION VALIDATION AND TESTING

Conversion proofing is performed after each pass of converted data is loaded. Control reports, filtering techniques, comparison reports and visual inspection are all part of this process. The purpose is to identify all issues with data, whether due to mapping inconsistencies, source data issues, data submission content or conversion programming errors. The goal is to have acceptance of conversion programming completed prior to the pre-live period so that final conversions have little or no risk of data or conversion programming issues. Final acceptance is necessary prior to live processing as the last step before data is loaded in the live database for live processing to begin.

DATA EXCHANGE TESTING

Exchange testing involves the observation of inter-module and third-party data flow and effect. Throughout the implementation, special attention is paid to the exchange integrity of the system which is validated via standard training, parallel testing and customization testing. Whether between Tyler applications or third-party exchanges, all aspects of functional integrity are tested thoroughly. Customization testing is performed to verify that contracted custom modifications delivered from Tyler work as specified in the approved product specifications.

Implementation

SYSTEM DESIGN VALIDATION

Testing ensures that the system has been built to conform to the design determined during the Assess and Design stage, and that it complies with the business process decisions you have made. The purpose of the test is to provide an opportunity for validation of business process decisions in the actual application. A key part of the test is to conduct a transaction test, during which typical business transactions, specific to a given area of configuration, are duplicated and validated.

FORMS AND REPORT TESTING

Testing of your constituent-facing output — checks, invoices, bills, permits, report cards, etc. — is an essential component of the testing plan. Each constituent-facing form and report is validated using the data output created during the system design validation. This continues as a repeated and iterative process whereby testing occurs as your users validate processes, print these outputs as part of training sessions and perform User Acceptance Testing (UAT).

USER ACCEPTANCE TESTING (UAT)

The objective of UAT is to confirm that the system is ready for daily deployment and operational use. During UAT, your functional leads and power users are required to participate by testing the system's functionality, features and performance. Tyler guides you through this process by assisting in the establishment of a test plan and implementing routine communication protocols to ensure reported issues are prioritized and addressed based on established standards. Thorough end-to-end testing completed by your functional leads and power users sets the tone for the success of the production cutover process, both in system readiness for live transactions and in user proficiency in the software tools prior to go-live.

THE BENEFITS OF TESTING

Through this process, end-users gain extensive product experience, develop a high level of confidence in Tyler's products and understand their specific functions within the system. Expected benefits from the completion of these tests also include:

- The infrastructure of hardware and network design is thoroughly tested
- Customizations and exchanges are fully integrated into the product
- A managed issues list is fully quantified

SOFTWARE ENVIRONMENTS

Customizations, exchanges, conversions and other data and programmatic elements are tested in a non-production environment. This environment also serves as the UAT environment.

Implementation

This environment provides the structure and supporting programs for user testing performed throughout the duration of the project. The desired result of the user testing process is functional goal acceptance achieved through managed issue identification, resolution and testing.

MEASUREMENT AND TRACKING

Once corrections have been delivered, your Project Manager and the Tyler Project Managers determine if repeat testing can continue from a stopped point or if it must be restarted.

Tyler requires a final sign-off prior to going live on any module. This sign-off document will outline the status of any remaining open issues related to the module, confirming the issue status and the associated priority code. Your project team and the Tyler project team will review all items and decide as to the ability to begin live processing. The sign-off will signify the end of the system test stage for the module.

TESTING CONCLUSION

Clear communication, recordkeeping and analysis by your project team, Tyler Project Manager(s) and Tyler implementation teams are critical in order to move through the testing phase both successfully and in a timely manner. A member of these teams will need to identify the issues and then determine what type of issue resolution is necessary. Most issues can be categorized as they relate to the following:

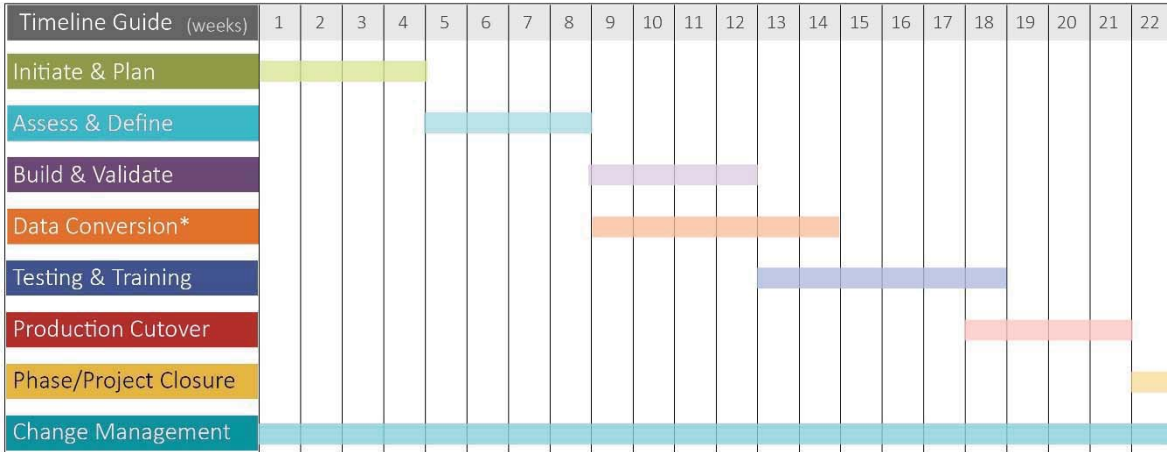
- Module design or setup
- Best practice re-engineering
- Change in scope
- Software modification requests

Issue tracking, resolution accountability, timely testing and completed issue resolution are necessary in a successfully completed project. The testing phase is a shared responsibility and must be recognized as such.

Implementation

Project Plan and Schedule

The Implementation Sample Gantt chart is included here as a reference tool to see the most ideal scenario for your software implementation. This is merely a suggested timeline and is in no way a commitment from Tyler.



*If included in scope of project. Review scope or cost summary for details

EDUCATION AND TRAINING

Please provide a detailed narrative of the proposed educational and training plan.

A key part of any implementation is training users at all levels. Fully trained users understand how to use your new software system to record and report information that helps them to do their jobs better. This is critical to user acceptance of the system and crucial to a successful implementation.

Tyler offers several training formats to accommodate our diverse clients' needs. On-site training by Tyler staff provides hands-on learning in your own labs. Tyler also provides flexible alternatives including remote collaborative training technology and may offer video and software tutorial media. Regardless of the scope or logistics, your resources receive consultative knowledge transfer sessions that are a combination of lecture and hands-on education, using your data. Tyler requests that managers attend training with their employees. This ensures that the managers can confirm the proper transfer of knowledge has occurred. This also allows employees to ask the manager policy-related questions about how the system will work within their department.

Tyler has developed a dynamic set of training and education resources and services that are tailored to your needs, the Tyler products you are implementing and the scope of your project budget.

TRAINING METHODOLOGY

A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. We refer to our plan as an "education plan" as opposed to a "training plan" for several reasons. First, the process of transferring knowledge is vital to the analysis phase of our project. During analysis, we review the current environment, provide Tyler demonstrations, review questionnaires and flow charts, and ultimately arrive at a future state model. The future state model becomes the foundation for user training. Second, training denotes a classroom setting with teacher and pupil. While training will occur, it is only a piece of the overall education needed to be a proficient Tyler user.

PURPOSE

The purpose of the education plan is to:

- Communicate the process to stakeholders and functional leaders
- Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.)
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the plan has been successfully followed

FUNDAMENTALS REVIEW

In this step, your functional leads and power users become familiar with the new Tyler system and its capabilities, language and processes before the start of the current/future state analysis. This allows users on your team to better engage with the Tyler implementation consultants during regular training hours, empowers your staff with experience and a more complete understanding of the system, and provides a strong foundation for ongoing conversations regarding the future state processing. Fundamentals review eases the transition into implementation and training, garnering better results and a greater understanding of new processes.

GOALS

- Learn general Tyler Technologies terminology
- Experience the basic functionality of your new software solution
- Explore the configuration options including data flow, connectivity, etc.
- Encourage discussions within your organization of desired configuration for design and future processing
- Discover some of the software capabilities available for consideration
- Improve communication between you and Tyler through software knowledge

CONFIGURATION AND POWER USER TRAINING

This stage enables your power users to validate the new software based upon the output from the future state analysis. A high-level exploration of the system results in greater comprehension and retention of system features and functionality. Configuration training may include data conversions validation, configuration validation testing, third-party data exchange validation, forms/reports validation and customization validation.

TRAIN THE TRAINER

Tyler provides training to functional leads and power users throughout the implementation, as the set-up knowledge is key to a self-sufficient user. Tyler provides training to your internal trainers, who in turn train the end user community. End user training is scheduled during the project and is usually done just prior to, or just after, going live. Training materials will be provided and may be customized prior to this training.

BENEFITS

- Powers users become immediate stakeholders
- Training between the power users and peers creates a comfortable environment
- Reduced learning times and more flexible training scheduling

TECHNICAL AND SYSTEM ADMINISTRATION TRAINING

Technical training begins at the time of software installation. Tyler's installation team teaches the technical staff how the software is configured within the operating system, as well as basic system maintenance routines such as backups, loading releases, and refreshing training and test databases.

System administration training is conducted after software installation to show users how to update users, permissions, menu security, workflow administration, etc. from within Tyler's software. Your System Administrator necessarily attends these sessions; functional leaders should also attend to have a thorough understanding of the permissions and options available.

END USER TRAINING

After the functional leaders and power users are trained, the system parameters and tables are set up and/or converted, and processes are defined and tested, End users attend applicable scheduled training. Many agencies conduct this training prior to go-live so that these users may assist in system testing and verification and become familiar with their new processes.

SCHEDULING AND ATTENDANCE

Tyler prefers a classroom and curriculum approach for on-site training to ensure knowledge transfer, comprehension, and retention. A successful user training session is in a classroom environment with a computer for each user (minimum of one computer for every two users, but ideally one per user), a whiteboard, a printer in the room or nearby, and one computer connected to a projector. The size of the class depends on the classroom size and the available computers for training. Ideally, a class size should be limited to twelve (12) users in order to keep the session controlled and ensure that all users are receiving an appropriate level of personalized attention. The specific course topics are discussed and scheduled after analysis, depending on your agency's specific training needs.

Attendance to the training is a critical during implementation. By participating in training courses, your employees gain critical hands-on experience with the system, and learn the Tyler approach. Tyler's training staff will take attendance during classes, and relay that information back to your Project Manager for review. This ensures that users get the complete benefit of training and reduces support incidents after go-live.

RESPONSIBILITIES

Both teams collaborate on all aspects of training which will be discussed and documented during the planning stage of the project. The expectation is for Tyler to provide one occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members so that they can then disseminate the information they learn to others in your organization if or when necessary. Tyler knows the value of being prepared for the use of our software in production, so we contribute to an ongoing education effort by recommending functional processes to be presented to specific departments and share training materials used during our

sessions. Our goal is to partner with you and lend our expertise and best approaches based on our experiences, in order to allow your resources to be successful at go-live. Changes to these expectations are discussed during project planning and are based upon your specific business environment and resources.

ADDITIONAL TRAINING RESOURCES

How long will training take place?

Please see the Project Plan and Schedule in the previous section.

Who will set-up the new CMS and what type of impact will it have on current court operations?

Tyler will set up the new CMS with assistance from the City. We intend to make the transition from the City's current system to the Tyler system as seamless as possible. It should not interfere with the day-to-day activities of the Court.

Where will the training be located?

Some training will be on-site at the City's offices as needed and as defined in the Statement of Work to be determined during contract negotiations. Some training will be online via Tyler University as determined by the Statement of Work.

Is there an online training option?

TYLER UNIVERSITY - TYLER U*

Tyler offers training through our Learning Management System - Tyler U - to our client base. Tyler U training provides an excellent opportunity for customers to learn introductory, new, or advanced processes at their own pace.

STATE USER GROUPS

Sound development of the Tyler product is largely driven by existing clients. To that end, we encourage active, client-organized product user groups. User groups typically consist of like-minded customers in geographic proximity of one another and running the same or similar Tyler applications.

ONLINE RESOURCES

Our knowledgebase and website include hundreds of searchable documents, videos and reports for users to view, download and modify. These include how-to documents, user conference session documents, best practices and more.

TYLER CONNECT

Tyler hosts an annual education forum, Tyler Connect, which serves our customers' need for new or refresher information on our software products. Each class is tailored to meet the needs of attendees in order to increase productivity and, ultimately, improve responsiveness to your citizens and clients. Tyler is a nationwide community dedicated to learning, growing, sharing, and connecting every year.

Education and Training

Do you provide manuals {printed or electronic)?

Yes, online.

Do you offer a help line? If so, what hours is it staffed? Is the training included in the cost of the proposal?

Yes. Your Tyler Project Manager is available during the implementation and training process and will provide a direct office line as well as a direct email address. Training is included in the cost of the proposal.

Is ongoing support included in the cost of the proposal? If so how much per year? If there is an additional cost, please outline.

Yes. Please see pricing. Annual support costs are all-inclusive.

Please provide three references {name and contact information) who can confirm their experiences with the training provided by your team.

1. Belton, MO
2. Prairie Village, KS
3. Carrollton, TX



Education and Training

PRICING

PRICING NOTES

The following Pricing is based on the stated requirements provided by City of Mission in this RFP. It includes Tyler software license fees, estimated services, project management, conversion, and travel and expense costs.

Any stated conversion prices may vary depending on cooperation of previous vendor and/or the complexity of converting the data.

Travel expenses are estimated; however, actual expenses will be billable.

The license fees listed in this Cost Summary do not include any tax or other governmental impositions including, without limitation, sales, use, or excise tax. All applicable sales tax, use tax, or excise tax shall be paid by client and shall be paid over to the proper authorities by client or reimbursed by client to Tyler Technology on demand in the event that Tyler Technology is responsible or demand is made on Tyler Technology for the payment thereof. If tax-exempt, client must provide Tyler Technology with client's tax-exempt number or form.



Pricing



Sales Quotation For

City of Mission
 6090 Woodson St
 Mission , KS 66202-3548
 Phone: 9136768350

Quoted By: John Hardin
 Quote Expiration: 2/18/2019
 Quote Name: Mission KS - Court
 Quote Number: 2018-55747
 Quote Description: Mission KS - Court

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Court Suite						
Criminal Court Case Mgt	\$6,600	52	\$6,500	\$13,500	\$26,600	\$1,650
Cashiering	\$0	4	\$500	\$0	\$500	\$0
Collection Agency Export Interface	\$1,650	0	\$0	\$0	\$1,650	\$413
Court/Police (non-Incode) Interface (Import or Export of Citations/Warrants/Dispositions)	\$5,500	0	\$0	\$0	\$5,500	\$1,375
Court Payment Import (Generic Interface)	\$2,500	4	\$500	\$0	\$3,000	\$625
Output Director	\$2,750	8	\$1,000	\$0	\$3,750	\$688
DataXchange	\$0	4	\$500	\$0	\$500	\$0
Tyler Content Manager						
Tyler Content Manager Standard Edition (TCM SE)	\$8,805	40	\$5,000	\$0	\$13,805	\$2,201
	\$27,805		\$14,000	\$13,500	\$55,305	\$6,952
	Sub-Total:	112	\$14,000	\$13,500	\$52,524	\$6,952
	Less Discount:					
	\$2,781					
	TOTAL:					

Tyler Software and Related Services - Annual

Description	One Time Fees			Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion	
Incode Court Suite				
Court IVR	0	\$0	\$0	\$0
Tyler Hosted Applications				
Court Online Component	0	\$0	\$0	\$1,200
Notifications for Court	0	\$0	\$0	\$0
	Sub-Total:			\$1,200
	TOTAL:	0	\$0	\$1,200

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$5,000	\$5,000	\$0

Online Application -Set up fee 1 \$800 \$800 \$0

TOTAL:

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance	Maintenance Discount	Total Maintenance
Epson TM-H6000IV Thermal Receipt Printer - Black, USB NEW	1	\$1,050	\$0	\$1,050	\$203	\$0	\$203
Topaz Signature Pad T-L462 - USB On-Premise Court Sites	1	\$400	\$0	\$400	\$80	\$0	\$80
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$350	\$0	\$350	\$70	\$0	\$70
TOTAL:				\$1,800			\$353

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$25,024	\$6,952
Total Tyler Annual	\$0	\$1,200
Total Tyler Services	\$33,300	\$0
Total Third Party Hardware, Software and Services	\$1,800	\$353
Summary Total	\$60,124	\$8,505
Contract Total	\$68,629	

Detailed Breakdown of Conversions (Included in contract total)

Description	Hours	Unit Price	Programming Fee	Extended Price
Incode Court Suite				
Court Case Managements -Conversion	8	\$125	\$5,000	\$6,000
Warrants & Judgements -Conversion	4	\$125	\$1,500	\$2,000
Court -Fee Instance, Payment Plans, Restitution -Conversion - Conversion	8	\$125	\$4,500	\$5,500
Total:				\$13,500

Comments

- Incode Court Online component displays citations for payment, payment plans, payment options, deferred disposition. Make payments, collects pleas from defendants, security SSL(secure socket layer), payment processing (credit card), and payment packet is created to be imported to Court system. Note that the defendant pays \$2.50-\$3.50 fee per transaction for payment on-line.
- Incode Notification for Courts (\$.20 per violation) - defendant notification by phone. Calls can be made for citation issued, court date reminders, court date missed and notification of next step, warrant issued, and payment plan due date reminder etc. Case is updated after each call. Call can be taken live, a message left, or no answer (court creates unique message for each call type and call can be in English or Spanish). The call can go to the attorney rather than the defendant. Incode Notification for Courts (\$.20 per text) - Defendant notification by text. Text can be made for the citation issues, court date reminder, court date missed and notification of next step, warrant issued, and payment plan due date reminder. Note: The Court will be billed by Tyler Technologies quarterly for the calls/texts conducted. The Court will be allowed 2 call campaigns in the first 30 days at no charge. Tyler will assist with the setup and creation of the campaigns. Trial offer is free for 30 days and the campaign is limited to a one year time frame. Both campaigns must be used within the 30 day time frame. If more than 2 campaigns are used, then the customer will be billed for the additional campaigns.
- Court Case Management conversion includes basic case data.
- IVR solution for Court- The payment packet is created in centralized cash collections, the IVR system gives the defendant the balance owed on the citation, the defendant makes the payment by phone and the citation is updated with the payment record. Note: There is a \$2.50 per transaction fee associated with IVR that will be paid by the client unless Tyler is instructed by the client to pass along to the user at time of payment.
- Travel Expenses are billed as incurred based on our current Business Travel Policy.



Pricing

KEY ISSUES AND CONSIDERATIONS

PAPERLESS COURT WITH TYLER THE RIGHT TECHNOLOGY FOR SUCCESS

From the first incident that triggers a case-a ticket, notice or fine-dozens or even hundreds of pieces of paper can be generated. Multiply the number of documents and notices by the number of cases a court handles a year, and the amount of paper can be staggering. Depending on the size of the court, it can, over time, literally fill complete rooms and cover the length of football fields.

Considering the sheer volume, converting to a paperless system can be overwhelming to beleaguered courts already burdened with reduced budgets and smaller staffs. While technology is the obvious solution, the instinct is to believe it might be too expensive, complicated or impractical.

Incode's paperless court solution improves efficiency by automating formerly manual processes, eliminating data duplication and reducing human error. In a high-volume court, implementing Incode's batching capabilities for warrants alone could save hundreds of hours of manpower each week. By electronically posting warrants, letters and defendant communication directly to the electronic file rather than printing and filing, you'll save hundreds of thousands of pieces of paper a year-and their associated costs-as well as countless hours, freeing your staff to handle more important tasks.

The Incode Court Case Management system is intuitive, cost effective and includes the features you need to make the paperless court a reality.

EMPOWER PAPERLESS CASE MANAGEMENT

Case management, the heart of your court system, is the place where you can see the most immediate impact of going paperless. The efficiency and productivity can revolutionize the way you conduct court, save hundreds of man hours weekly, reduce expenses and minimize human error.

Eliminate printed dockets and case files from the courtroom. Search for, and locate, files in seconds rather than hours or days.

Multiple users in different locations can view documents simultaneously.

View and interact with every item associated with the object of a search with one-touch access.

Access media attached to case files such as dashboard camera video, traffic light camera shots and driver's license scans.

Safely and securely back up and archive court files and associated documentation. Integrate with public safety solutions to import citations, police case records and warrants.

ELIMINATE PAPER-BASED DEFENDANT COMMUNICATIONS

Robust content management and direct interface to Incode empowers courts to electronically and automatically communicate with defendants while tracking and recording communications in the case file.

- Batch and individual delivery of summons notifications, dispositions and warrants directly from Incode or third-party software.
- Automatically generated calls inform defendants of unpaid citations, court appointments or warrants issued.
- Integration with Incode Online Court helps collect fees and fines.
- Courthouse kiosks empower direct payments, adjudications and defensive driving.

INCODE COURT CASE MANAGEMENT

Everyday court administrators and clerks must tackle an incredibly diverse set of functions. Incode is robust and feature rich with easy-to-use functionality. With a broad set of applications that lend themselves to a paperless solution, Incode users can eliminate their reliance on over-flowing paper case files that typically accompany every municipal court.

CITIZEN ONLINE ACCESS

Because your citizens are already accustomed to using the Internet and mobile devices for a wide variety of daily functions, Incode's online access acts as a welcomed extension of your municipal court services with 24/7 access.

CITIZEN BENEFITS:

- Perform online searches.-
- Pay tickets-in full or agreed-upon

COURT BENEFITS:

- Reduced foot traffic
- Shorter customer service lines partial payments.

ENABLE SECURITY WITHOUT PAPER

In a paper-filled world, methods to validate and secure documents are obvious. With Incode, security methods such as signatures, fingerprint biometrics and at-the-desk photo captures can be permanently attached to electronic case files to empower a paperless courtroom without sacrificing security.

- Defendants, guardians, and any other non-court personnel use an in-court signature pad (like those in stores).

Key Issues and Considerations

- User-generated signatures are added to documents to identify document creator. Courts can require a password to augment court personnel's electronic signatures.
- Changes to signed documents automatically generate an amended document requiring new signatures.
- Multiple fingerprints can be associated with each case file. Electronic fingerprints are captured with a single click.
- Court personnel can use fingerprints to validate electronic signatures rather than passwords.
- Defendant photos captured at the service counter can be easily attached to case file



Key Issues and Considerations

APPENDIX 1. EXCEPTIONS TO RFP

Tyler Statement Regarding Exceptions to the City of Mission's RFP for Court Management Software

Tyler's Proposal is based on the delivery of the requested software and services according to Tyler's standard implementation methodology and Tyler's standard contract(s). That methodology, and that contract(s), have been refined and enhanced over Tyler's many years of operation in the public sector information technology market. Tyler's submission of its Proposal does not constitute a waiver of Tyler's right to negotiate any and all terms to the mutual satisfaction of the parties.

Tyler will consider its implementation methodology and its contract(s) to be the starting point for those negotiations unless expressly stated otherwise in its Proposal. Tyler's standard contract(s) are included for your reference. To the extent you request to incorporate your bid documents and our proposal documents into the contract package, we will agree to do so as long as the order of priority is (a) the final, negotiated contract; (b) our proposal documentation; and (c) your bid documentation.

Tyler has also provided its Evidence of Insurance certificate and its source code escrow agreement with Iron Mountain (to the extent you desire to escrow the Tyler source code under a perpetual license agreement). Tyler's insurance program and source code escrow arrangements are established at a corporate level and are not subject to change on an individual customer basis.

Tyler retains all intellectual property and confidentiality rights in and to our proprietary and/or confidential information and deliverables.

Tyler is providing representative "exceptions" to standard procurement terms and conditions for your review. This representative list does not negate any of the expectations Tyler has stated above.

- We agree to secure our insurance from a carrier with a minimum AM Best rating of A-: VII. Tyler's insurer evidences Tyler's insurance coverage using a standard Acord form. The coverage limits set forth on our certificate of insurance do not apply separately. Certificates of insurance listing the customer as certificate holder are available upon request after a contract is signed. Copies of Tyler's insurance policies are only made available in the event a claim is disputed or denied. Tyler will disclose its deductibles upon written request, but those deductibles are not subject to customer approval. Tyler is well-positioned financially to satisfy its deductibles. At your request during contract negotiations, we will add language to the insurance provision that adds you as an additional insured to our commercial general liability and auto liability policy for claims arising out of or relating to the contract, which automatically affords you the same status

Appendix 1. Exceptions to RFP

under our excess/umbrella liability policy. A Certificate of Insurance reflecting that status may be provided at your request after the contract is executed. Our carrier has issued blanket endorsements regarding additional insured status; we do not issue separate endorsements specific to each customer. We agree that our insurance is primary for claims under our CGL or auto policies that arise out of or relate to the contract and are between us and you. If required, Tyler will agree to waive subrogation, but only on claims under our CGL or auto policies that arise out of or relate to the contract and are between us and you, except to the extent the damage or injury is caused by you. If you require it in the contract, we will agree to provide you with notice of cancellation, non-renewal or reduction in our insurance coverages below the minimum requirements set forth in the contract within thirty (30) days thereof. Renewal certificates of insurance will be provided as close as practicable to the date the applicable policy or policies is/are renewed.

- We agree to comply with applicable laws and mutually agreed to customer protocols. We reserve the right to discuss in good faith which laws you consider applicable, and to identify those in the contract.
- We do not agree to work for hire provisions. We reserve the right to protest the public disclosure of our confidential business information/trade secrets but will comply with applicable public records laws.
- Unless expressly indicated otherwise, our Proposal contains estimates of the amount of services and associated expenses needed, based on our understanding of the size and scope of your project. The actual amount of services and expenses depends on such factors as your level of involvement in the project and the speed of knowledge transfer. If required, we will provide a not-to-exceed quote once the scope of services has been finalized. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated.
- Unless expressly indicated otherwise, the fees we have quoted do not include any taxes.
- Tyler's Proposal includes a sample project plan. Tyler will deliver the actual project plan upon obtaining further information from the Client.
- Tyler's standard practice is not to include a termination for convenience provision in its contracts, given the significant investments made by both parties to the procurement and implementation. Tyler relies instead on its termination provisions for cause, non-appropriation, and/or force majeure.

APPENDIX 2. SAMPLE CONTRACTS

Please see the Tyler Technologies standard Terms and Conditions contract located on the flash drive of this RFP Response. Tyler Technologies is willing to negotiate contract terms to suit both parties upon award of contract.



LICENSE AND SERVICES AGREEMENT

This License and Services Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to license the software products and perform the services set forth in the Investment Summary and Tyler desires to perform such actions under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **“Agreement”** means this License and Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means the City of Mission, Kansas.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the software, products, and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Maintenance and Support Agreement”** means the terms and conditions governing the provision of maintenance and support services to all of our customers. A copy of our current Maintenance and Support Agreement is attached as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.

- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SOFTWARE LICENSE

1. License Grant and Restrictions.

- 1.1 We grant to you a license to use the Tyler Software for your internal business purposes only, in the scope of the internal business purposes disclosed to us as of the Effective Date. You may make copies of the Tyler Software for backup and testing purposes, so long as such copies are not used in production and the testing is for internal use only. Your rights to use the Tyler Software are perpetual but may be revoked if you do not comply with the terms of this Agreement.
- 1.2 Without limiting the terms of Section 1.1, you understand and agree that the Tyler Notify modules set forth in the Investment Summary are licensed to you on a subscription basis. If you do not pay the required annual fee in accordance with the Invoicing and Payment Policy, your license to use the associated module will be suspended unless and until payment in full has been made.
- 1.3 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
- 1.4 You may not: (a) transfer or assign the Tyler Software to a third party; (b) reverse engineer, decompile, or disassemble the Tyler Software; (c) rent, lease, lend, or provide commercial hosting services with the Tyler Software; or (d) publish or otherwise disclose the Tyler Software or Documentation to third parties.
- 1.5 The license terms in this Agreement apply to updates and enhancements we may provide to you or make available to you through your Maintenance and Support Agreement.

- 1.6 The right to transfer the Tyler Software to a replacement hardware system is included in your license. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.
- 1.7 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.
- 1.8 We reserve all rights not expressly granted to you in this Agreement. The Tyler Software and Documentation are protected by copyright and other intellectual property laws and treaties. We own the title, copyright, and other intellectual property rights in the Tyler Software and the Documentation. **The Tyler Software is licensed, not sold.**
2. License Fees. You agree to pay us the license fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
3. Escrow. We maintain an escrow agreement with a third party under which we place the source code for each major release of the Tyler Software. You may be added as a beneficiary to the escrow agreement by completing a standard beneficiary enrollment form and paying the applicable annual beneficiary fee. You will be responsible for maintaining your ongoing status as a beneficiary, including payment of the then-current annual beneficiary fees. Release of source code for the Tyler Software is strictly governed by the terms of the escrow agreement.
4. Limited Warranty. We warrant that the Tyler Software will be without Defect(s) as long as you have a Maintenance and Support Agreement in effect. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect as set forth in the Maintenance and Support Agreement.

SECTION C – PROFESSIONAL SERVICES

1. Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. We make all reasonable efforts to schedule our personnel for travel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us. You further agree to provide a reasonably suitable environment, location, and space for the installation of the Tyler Software and any Third Party Products, including, without limitation, sufficient electrical circuits, cables, and other reasonably necessary items required for the installation and operation of the Tyler Software and any Third Party Products.
7. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
8. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

SECTION D – MAINTENANCE AND SUPPORT

This Agreement includes the period of free maintenance and support services identified in the Invoicing and Payment Policy. If you have purchased ongoing maintenance and support services, and continue to make timely payments for them according to our Invoicing and Payment Policy, we will provide you with maintenance and support services for the Tyler Software under the terms of our standard Maintenance and Support Agreement.

If you have opted not to purchase ongoing maintenance and support services for the Tyler Software, the Maintenance and Support Agreement does not apply to you. Instead, you will only receive ongoing maintenance and support on the Tyler Software on a time and materials basis. In addition, you will:

- (i) receive the lowest priority under our Support Call Process;
- (ii) be required to purchase new releases of the Tyler Software, including fixes, enhancements and patches;
- (iii) be charged our then-current rates for support services, or such other rates that we may consider necessary to account for your lack of ongoing training on the Tyler Software;
- (iv) be charged for a minimum of two (2) hours of support services for every support call; and
- (v) not be granted access to the support website for the Tyler Software or the Tyler Community Forum.

SECTION E – THIRD PARTY PRODUCTS

To the extent there are any Third Party Products set forth in the Investment Summary, the following terms and conditions will apply:

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. Upon payment in full of the Third Party Software license fees, you will receive a non-transferable license to use the Third Party Software and related documentation for your internal business purposes only. Your license rights to the Third Party Software will be governed by the Third Party Terms.
 - 2.1 We will install onsite the Third Party Software. The installation cost is included in the installation fee in the Investment Summary.
 - 2.2 If the Developer charges a fee for future updates, releases, or other enhancements to the Third Party Software, you will be required to pay such additional future fee.
 - 2.3 The right to transfer the Third Party Software to a replacement hardware system is governed by the Developer. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant or transfer the licenses to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.
5. Maintenance. If you have a Maintenance and Support Agreement in effect, you may report defects and other issues related to the Third Party Software directly to us, and we will (a) directly address the defect or issue, to the extent it relates to our interface with the Third Party Software; and/or (b) facilitate resolution with the Developer, unless that Developer requires that you have a separate, direct maintenance agreement in effect with that Developer. In all events, if you do not have a Maintenance and Support Agreement in effect with us, you will be responsible for resolving defects and other issues related to the Third Party Software directly with the Developer.

SECTION F – INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you for all fees set forth in the Investment Summary per our Invoicing and Payment Policy, subject to Section F(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION G – TERMINATION

1. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section F(2).
 - 1.1 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section I(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section I(3).

1.2 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of this Agreement for a period of forty-five (45) days or more.

1.3 Lack of Appropriations. If you should not appropriate or otherwise receive funds sufficient to purchase, lease, operate, or maintain the software or services set forth in this Agreement, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid license and other fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION H – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2 Our obligations under this Section H(1) will not apply to the extent the claim or adverse final judgment is based on your: (a) use of a previous version of the Tyler Software and the claim would have been avoided had you installed and used the current version of the Tyler Software, and we provided notice of that requirement to you; (b) combining the Tyler Software with any product or device not provided, contemplated, or approved by us; (c) altering or modifying the Tyler Software, including any modification by third parties at your direction or otherwise permitted by you; (d) use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties; or (e) willful infringement, including use of the Tyler Software after we notify you to discontinue use due to such a claim.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate your license and refund the license fees paid for the infringing Tyler Software, as depreciated on a straight-line basis measured over seven (7) years from the Effective Date. We will pursue those options in the order listed herein. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

4. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) PRIOR TO FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE TOTAL ONE-TIME FEES SET FORTH IN THE INVESTMENT SUMMARY; OR (B) AFTER FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE THEN-CURRENT ANNUAL MAINTENANCE AND SUPPORT FEE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS H(1) AND H(2).**

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella

Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION I – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date, and thereafter at our then-current list price, by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of

proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not

limited to pricing, to the scope and circumstances of that cooperative procurement.

22. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
- Exhibit B Invoicing and Payment Policy
Schedule 1: Business Travel Policy
- Exhibit C Maintenance and Support Agreement
Schedule 1: Support Call Process
- Exhibit D Web Services – Hosted Application Terms
- Exhibit E Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Mission

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Mission
6090 Woodson Street
Mission, KS 66202
Attention: Brian Scott



Exhibit A
Investment Summary

The following Investment Summary details the software, products, and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By: John Hardin
 Quote Expiration: 2/18/2019
 Quote Name: Mission KS - Court
 Quote Number: 2018-55747
 Quote Description: Mission KS - Court

Sales Quotation For

City of Mission
 6090 Woodson St
 Mission , KS 66202-3548
 Phone: 9136768350

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Court Suite						
Criminal Court Case Mgt	\$6,600	52	\$6,500	\$13,500	\$26,600	\$1,650
Cashiering	\$0	4	\$500	\$0	\$500	\$0
Collection Agency Export Interface	\$1,650	0	\$0	\$0	\$1,650	\$413
Court/Police (non-Incode) Interface (Import or Export of Citations/Warrants/Dispositions)	\$5,500	0	\$0	\$0	\$5,500	\$1,375
Court Payment Import (Generic Interface)	\$2,500	4	\$500	\$0	\$3,000	\$625
Output Director	\$2,750	8	\$1,000	\$0	\$3,750	\$688
Tyler Content Manager						
Tyler Content Manager Standard Edition (TCM SE)	\$8,805	40	\$5,000	\$0	\$13,805	\$2,201
	<i>Sub-Total:</i>		\$27,805	\$13,500	\$54,805	\$6,952
	<i>Less Discount:</i>		\$2,781			
	TOTAL:	108	\$13,500	\$13,500	\$52,024	\$6,952

Tyler Software and Related Services - Annual

Description	One Time Fees			Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion	
Incode Court Suite				
Court IVR	0	\$0	\$0	\$0
Tyler Hosted Applications				
Court Online Component	0	\$0	\$0	\$1,200
Notifications for Court	0	\$0	\$0	\$0
	<i>Sub-Total:</i>	\$0	\$0	\$1,200
	TOTAL:	0	\$0	\$1,200

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$5,000	\$5,000	\$0
Online Application -Set up fee	1	\$800	\$800	\$0

TOTAL: \$5,800 \$0

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance	Maintenance Discount	Total Maintenance
Epson TM-H6000IV Thermal Receipt Printer - Black, USB NEW	3	\$1,050	\$0	\$3,150	\$609	\$0	\$609
TOTAL:				\$3,150			\$609

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$25,024	\$6,952
Total Tyler Annual	\$0	\$1,200
Total Tyler Services	\$32,800	\$0
Total Third Party Hardware, Software and Services	\$3,150	\$609
Summary Total	\$60,974	\$8,761
Contract Total	\$69,735	

Detailed Breakdown of Conversions (Included in contract total)

Description	Hours	Unit Price	Programming Fee	Extended Price
Incode Court Suite				
Court Case Management -Conversion	8	\$125	\$5,000	\$6,000
Warrants & Judgements -Conversion	4	\$125	\$1,500	\$2,000
Court -Fee Instance, Payment Plans, Restitution -Conversion - Conversion	8	\$125	\$4,500	\$5,500
Total:				\$13,500

Comments

- Data Conversion - client requests two years historical data plus current - active cases only.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
- Incode Court Online component displays citations for payment, payment plans, payment options, deferred disposition. Make payments, collects pleas from defendants, security SSL(secure socket layer), payment processing (credit card), and payment packet is created to be imported to Court system. Note that the defendant pays \$2.50-\$3.50 fee per transaction for payment on-line.
- Incode Notification for Courts (\$.20 per violation) - defendant notification by phone. Calls can be made for citation issued, court date reminders, court date missed and notification of next step, warrant issued, and payment plan due date reminder etc. Case is updated after each call. Call can be taken live, a message left, or no answer (court creates unique message for each call type and call can be in English or Spanish). The call can go to the attorney rather than the defendant. Incode Notification for Courts (\$.20 per text) - Defendant notification by text. Text can be made for the citation issues, court date reminder, court date missed and notification of next step, warrant issued, and payment plan due date reminder. Note: The Court will be billed by Tyler Technologies quarterly for the calls/texts conducted. The Court will be allowed 2 call campaigns in the first 30 days at no charge. Tyler will assist with the setup and creation of the campaigns. Trial offer is free for 30 days and the campaign is limited to a one year time frame. Both campaigns must be used within the 30 day time frame. If more than 2 campaigns are used, then the customer will be billed for the additional campaigns.
- Court Case Management conversion includes basic case data.
- IVR solution for Court- The payment packet is created in centralized cash collections, the IVR system gives the defendant the balance owed on the citation, the defendant makes the payment by phone and the citation is updated with the payment record. Note: There is a \$2.50 per transaction fee associated with IVR that will be paid by the client unless Tyler is instructed by the client to pass along to the user at time of payment.
- Travel Expenses are billed as incurred based on our current Business Travel Policy.



Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable license and services fees in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Software.

1.1 *License Fees:* License fees are invoiced as follows: (a) 25% on the Effective Date; (b) 60% on the date when we make the applicable Tyler Software available to you for downloading (the "Available Download Date"); and (c) 15% on the earlier of use of the Tyler Software in live production or 180 days after the Available Download Date.

1.2 *Maintenance and Support Fees:* Year 1 maintenance and support fees are waived through the earlier of (a) availability of the Tyler Software for use in a live production environment; or (b) one (1) year from the Effective Date. Year 2 maintenance and support fees, at our then-current rates, are payable on that earlier-of date, and subsequent maintenance and support fees are invoiced annually in advance of each anniversary thereof. Your fees for each subsequent year will be set at our then-current rates.

1.3 *Subscription Fees:* Your initial subscription fees for Tyler Notify are invoiced when we make the product available to you. Subsequent subscription fees are due annually in advance on the anniversary of that date at our then-current rates.

2. Professional Services.

2.1 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

2.2 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

2.3 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into

Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.4 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in the Maintenance and Support Agreement.

2.5 *Other Fixed Price Services:* Except as otherwise provided, other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

Change Management Services: If you have purchased any change management services, those services will be invoiced in the following amounts and upon the following milestones:

Acceptance of Change Management Discovery Analysis	15%
Delivery of Change Management Plan and Strategy Presentation	10%
Acceptance of Executive Playbook	15%
Acceptance of Resistance Management Plan	15%
Acceptance of Procedural Change Communications Plan	10%
Change Management Coach Training	20%
Change Management After-Action Review	15%

3. Other Services and Fees.

3.1 *Annual Fees:* Annual fees for the Tyler Incode applications set forth in the Investment Summary are invoiced on the Effective Date. Subsequent fees are due annually in advance of each anniversary thereof at our then-current rates.

4. Third Party Products.

4.1 *Third Party Software License Fees:* License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

4.2 *Third Party Software Maintenance:* The first year maintenance fees for the Third Party Software, if any, is invoiced when we make that Third Party Software available to you for downloading.

4.3 *Third Party Hardware:* Third Party Hardware costs, if any, are invoiced upon delivery.

4.4 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

4.5 *Tyler Notify Minutes and Messages*: Tyler Notify Minutes and Messages are invoiced when we make Tyler Notify available to you. Subsequent fees for minutes and messages, at our then-current rates, will be due when you request additional minutes and messages and they are made available to you.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248
Account:	4124302472
Beneficiary:	Tyler Technologies, Inc. – Operating



Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee’s private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee’s office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a “mid-size” or “intermediate” car. “Full” size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler’s TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler’s work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

“No shows” or cancellation fees are not reimbursable if the employee does not comply with the hotel’s cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C

Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. **Term.** We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date and remains in effect for one (1) year. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term. We will adjust the term to match your first use of the Tyler Software in live production if that event precedes the one (1) year anniversary of the Effective Date.
2. **Maintenance and Support Fees.** Your year 1 maintenance and support fees for the Tyler Software are listed in the Investment Summary, and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. **Maintenance and Support Services.** As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
 - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
 - 3.2 provide telephone support during our established support hours;
 - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
 - 3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
 - 3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
 - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
 - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
 7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Issue Handling

Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology’s software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client’s needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident’s priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client’s database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client’s desktop and view the site’s setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D

Web Services – Hosted Application Terms

Tyler Technologies, Inc. will provide you with the hosted applications indicated in the Investment Summary of your License and Services Agreement. The terms and conditions contained in this document only apply to our provision of those applications. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your License and Services Agreement.

1. Hosted Applications. We will provide you with any of the following hosted applications as indicated in the Investment Summary.
 - 1.1. *Web Services*: Our Web Services are designed to enable you to easily establish a presence on the Internet. Our Web Hosting and Design is composed of our Web Hosting and Design Publishing Component and other miscellaneous components. These components may be used independently or in conjunction with each other.
 - 1.2. *Utility Billing On-Line*: Our Utility Billing On-Line Component allows you to make available certain information from your utility billing system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Consumption information, service level information, requests for service, accounting information and the opportunity to pay their Utility Bill over the Internet using a credit card.
 - 1.3. *Court On-Line*: Our Court On-Line Component provides the ability for municipal court fines to be paid by credit card via the Internet. This system interfaces seamlessly with our InCode Municipal Court System.
 - 1.4. *Building Projects On-Line*: Our Building Projects On-Line Component allows you to make available certain information from your building projects system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Building project status, inspection results, inspection scheduling and the opportunity to pay their building projects over the Internet using a credit card.
 - 1.5. *Business License On-Line*: Our Business License On-Line Component allows you to make available certain information from your business license system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: business license status, business license renewal and the opportunity to pay their business license over the Internet using a credit card.
 - 1.6. *Accounts Receivable On-Line*: Our Accounts Receivable On-Line Component allows you to make

available certain information from your accounts receivable system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current balance, contract status, and the opportunity to pay the accounts receivable over the Internet using a credit card.

- 1.7. *Call Center On-Line*: Our Call Center On-Line Component allows you to make available certain information from your call center system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current and past incidents, create a new incident and view status of incident.
 - 1.8. *Property Tax On-Line*: Our Property Tax On-Line Component allows you to make available certain information from your Property Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: parcel number, receipt number, tax amount due, and the opportunity to pay the Property Tax over the Internet using a credit card.
 - 1.9. *Sales Tax On-Line*: Our Sales Tax On-Line Component allows you to make available certain information from your Sales Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data to pay outstanding Sales Tax balances over the Internet using a credit card.
2. Term. We will grant you access to the hosted applications provided you timely pay all associated fees. The term of your subscription will commence on the Effective Date and will continue for three (3) years. Thereafter, the term will be automatically extended in separate one (1) year periods. Either party may cancel this subscription to the hosted applications upon sixty (60) days written notice to the other.
 3. Nature of Website. We shall maintain a website for you, allowing a user to access relevant data provided by you. This data may include information from your Tyler Software system. This website will be capable of accepting payments via Secured Socket Layer (SSL) encryption and credit card or debit card charge.
 4. Data Procurement. You must set up a merchant account with Electronic Transaction System Corporation or authorized.net to be solely used for our Web Service transactions. The merchant account must be set up to fund to your bank account. You are responsible for all fees and expenses of the merchant account. You must install and run Tyler Web Services to allow us to transfer the necessary data from your system to our servers on a real time basis. Certain information, such as payment information, must be conveyed to you. We will be responsible for transferring such information to you on a regular basis. Tyler Web Services requires a dedicated IP address; assignment of this address is your responsibility. While we assume responsibility for data transfer, we are not responsible for accuracy of data transferred.
 5. Limited License. Your license to use the hosted applications will automatically terminate upon cancellation of this subscription, or upon your failure to timely pay fees or otherwise comply with these terms and conditions.

6. Ownership of Data. All data you provide to us for the purposes of generating the website shall remain your property. Should you terminate your subscription, we shall return to you any such data in our possession.
7. Fees. You agree to pay the initial fee and annual subscription fees as stated in the Investment Summary and in accordance with our Invoicing and Payment Policy. We may increase the per-transaction fee for online payment no more than once per year with sixty (60) days prior written notice.



Exhibit E
Statement of Work

Statement of Work

Tyler Technologies

Prepared for:

The City of Mission KS
Brian Scott
6090 Woodson Street, Mission, KS 66202

Prepared by:

John Hardin
5519 53rd Street, Lubbock, TX 79414
Tyler Technologies, Inc.
www.tylertech.com

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1 Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer The City of Mission KS the opportunity to make the Mission KS more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the Mission KS’s functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

[PRODUCT]	[APPLICATION]
Incode	Court
Tyler Content Manager	Document Management

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute’s (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Mission KS’s complexity, and organizational needs.

2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the Mission KS collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Mission KS steering committee become the escalation points to triage responses prior to escalation to the Mission KS and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Mission KS and Tyler executive sponsors serve as the final escalation point.

1.5 Client Governance

Depending on the Mission KS's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 Client Project Manager

The Mission KS's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The Mission KS project manager(s) will be responsible for reporting to the Mission KS steering committee and determining appropriate escalation points.

2.1.2 Steering Committee

The Mission KS steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the Mission KS project manager(s) and the Project and through participation in regular internal meetings, the Mission KS steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The Mission KS steering committee also provides support to the Mission KS project manager(s) by communicating the importance of the Project to all impacted departments. The Mission KS steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The Mission KS steering committee also serves as primary level of issue resolution for the Project.

2.1.3 Executive Sponsor(s)

The Mission KS's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the Mission KS steering committee, project manager(s), and functional leads to make critical business decisions for the Mission KS.

1.6 Tyler Governance

2.1.4 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the Mission KS. As requested by the Mission KS, the Tyler project manager(s) provide regular updates to the Mission KS's steering committee and other Tyler governance members.

2.1.5 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the Mission KS management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.1.6 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

1.7 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The Mission KS shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the Mission KS does not provide acceptance or acknowledgement within five (5)

business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- If the Mission KS does not agree the particular Deliverable or Control Point meets requirements, the Mission KS shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Mission KS shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Mission KS does not provide acceptance or acknowledgement within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

3 Overall Project Assumptions

1.8 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The Mission KS has the ability to allocate additional internal resources if needed. The Mission KS also ensures the alignment of their budget and Scope expectations.
- The Mission KS and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and Mission KS provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the Mission KS project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the Mission KS project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- Mission KS users complete prerequisites prior to applicable scheduled activities.

- Tyler provides guidance for configuration and processing options available within the Tyler software. The Mission KS is responsible for making decisions based on the options available.
- In the event the Mission KS may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the Mission KS's responsibility to define, document, and implement.
- The Mission KS makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The Mission KS will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

1.9 Data Conversion

- The Mission KS is readily able to produce the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s).
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The Mission KS understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the Mission KS may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the Mission KS to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.

1.10 Data Exchanges, Modifications, Forms and Reports

- The Mission KS ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.

- The Mission KS is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.

1.11 Hardware and Software

- Tyler will initially Install the most current generally available version of the purchased Tyler software.
- The Mission KS will provide network access for Tyler modules, printers, and Internet access to all applicable Mission KS and Tyler project staff.
- The Mission KS has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The Mission KS's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the Mission KS does not meet minimum standards of Tyler's published specifications.

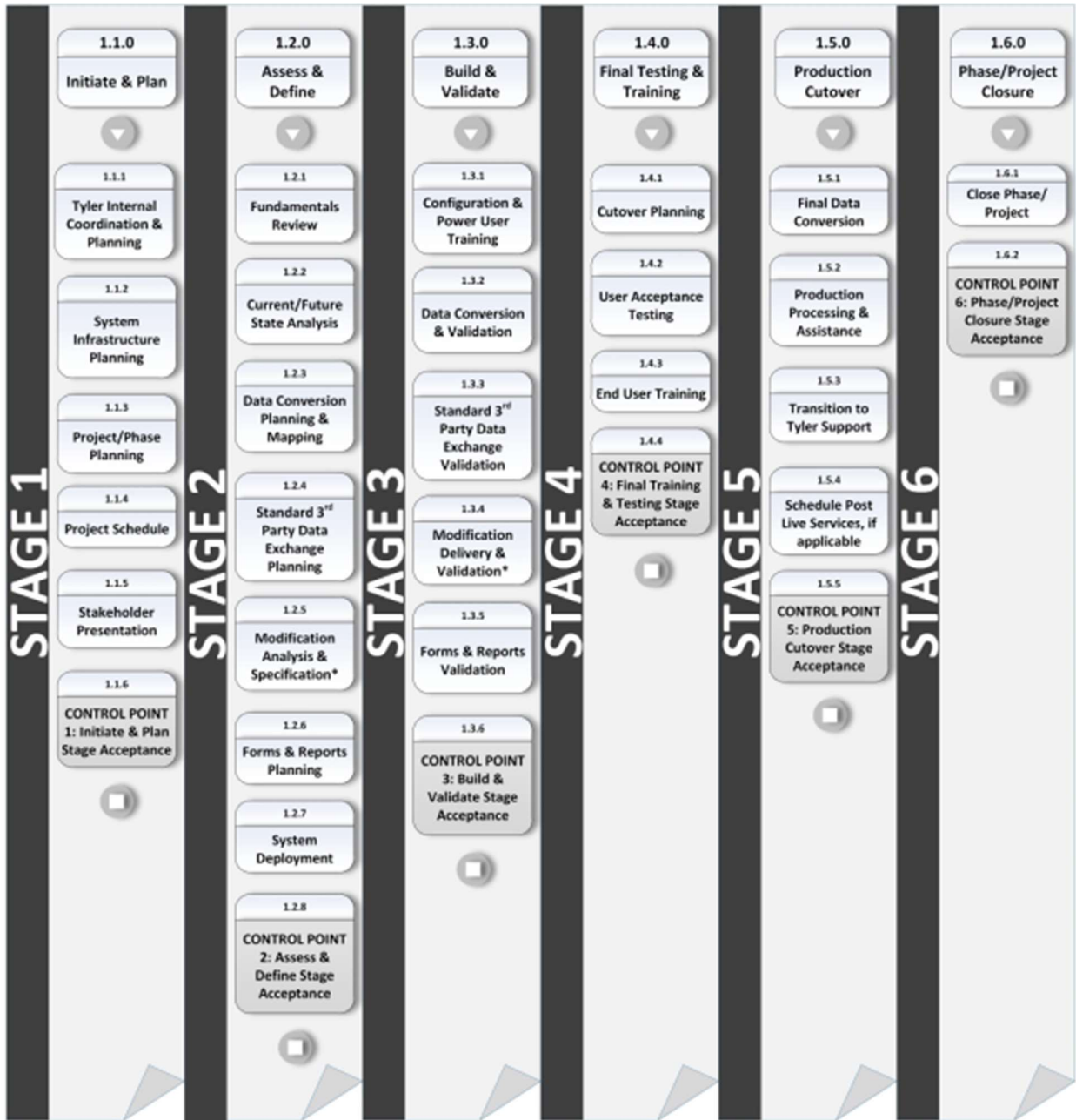
1.12 Education

- Throughout the Project lifecycle, the Mission KS provides a training room for Tyler staff to transfer knowledge to the Mission KS's resources, for both onsite and remote sessions. The Mission KS will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the Mission KS will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The Mission KS determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The Mission KS provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a Mission KS provided projector, allowing all attendees the ability to actively engage in the training session.
- The Mission KS testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The Mission KS is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

4 Implementation Stages

1.13 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.



* - If included in project scope

4.1 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of Mission KS and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. Mission KS participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

4.1.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the Mission KS with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. Mission KS participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Mission KS's team. During this step, Tyler will work with the Mission KS to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R					C												

4.1.2 System Infrastructure Planning

The Mission KS provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the Mission KS's site. The Mission KS completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I							C	
Make hardware available for Installation			I					C				A							R	
Install system hardware, if applicable			I					C				A							R	
Complete system infrastructure audit			I					C				A							R	

4.1.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by Mission KS and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project/Phase Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						

4.1.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

4.1.5 Stakeholder Presentation

Mission KS stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

4.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.1.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
 - Objective: Update and deliver baseline management plans to reflect the approach to the Mission KS's Project.
 - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
 - Acceptance criteria: Mission KS reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
 - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
 - Scope: Task list, assignments and due dates
 - Acceptance criteria: Mission KS acceptance of schedule based on Mission KS resource availability and Project budget and goals.

4.1.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete

4.2 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current Mission KS business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring Mission KS collaboration. The Mission KS shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

4.2.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I								A	R		I					C	
Ensure all scheduled attendees are present			I	I						A	R	C		I						
Facilitate fundamentals review			A	R								I	I	I						

4.2.2 Current/Future State Analysis

Mission KS and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the Mission KS, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan				I	I							C	A	R	I	C	I			
Record Future State decisions			A	R								I	C	I	C					

4.2.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the Mission KS’s Legacy System Applications to the Tyler system. Tyler staff and the Mission KS work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

4.2.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler’s responsibility to ensure the Tyler programs operate correctly. It is the City’s responsibility to ensure the third party program operates or accesses the data correctly.

The City and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 rd Party Data Exchange Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

4.2.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The Mission KS reviews the specifications and confirms they meet Mission KS's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a Mission KS business process change. It is the responsibility of the Mission KS to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for Mission KS approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the Mission KS will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Modification Analysis & Specification, if contracted																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted modified program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I			C		

4.2.6 Forms & Reports Planning

Mission KS and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either Mission KS-developed Reports or a newly discovered Modification that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I			I		

4.2.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I							C	
Ensure platform operates as expected	A		I					R				I							C	

4.2.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.2.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
 - Objective: Gather and document information related to Mission KS business processes for current/future state analysis as it relates to Tyler approach/solution.
 - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
 - Acceptance criteria: Mission KS acceptance of completed Questionnaire based on thoroughness of capturing all Mission KS business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
 - Objective: Define data conversion approach and strategy.
 - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
 - Acceptance criteria: Data conversion document(s) delivered to the Mission KS, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
 - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the Mission KS's needs.
 - Scope: Design solution for Modification.
 - Acceptance criteria: Mission KS accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
 - Objective: Provide specifications for each Mission KS in Scope form, Report and output requirements.
 - Scope: Complete Forms package(s) included in agreement and identify Report needs.
 - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
 - Objective: Installation of purchased Tyler software.
 - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the Mission KS is hosted.
 - Acceptance criteria: Tyler software is successfully installed and available to authorized users, Mission KS team members are trained on applicable system administration tasks.

4.2.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed.
- Fundamentals review is complete.

- Required Form information complete and provided to Tyler.
- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.

4.3 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the Mission KS's needs identified during the Assess and Define Stage, preparing the Mission KS for Final Testing and Training.

4.3.1 Configuration & Power User Training

Tyler staff collaborates with the Mission KS to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the Mission KS Power Users to prepare them for the Validation of the software. The Mission KS collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

4.3.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the Mission KS, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the Mission KS reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the Mission KS to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Write and run data conversion program against Client data		A	I	C	R														C		
Complete initial review of data errors		A	I	C	R							I	I						C		
Review data conversion and submit needed corrections				I	C	I						A	C		R				C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C				C		

4.3.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the Mission KS tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3 rd Party Data Exchange Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3 rd Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 rd party Data Exchange(s)			I	C								A	C	I	R			C		

4.3.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the Mission KS for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C				I		C
Test contracted modified program(s) in isolated database				I	C			C				A	C		R				C		
Report discrepancies between specification and delivered contracted modified program(s)				I	I			I				A	R		C				C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C				I		

4.3.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the Mission KS tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Standard Forms & Report training			A	R								I	C		C						
Test Standard Forms & Reports			I	C		C						A	C		R				C		

4.3.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.3.6.1 Build & Validate Stage Deliverables

- Initial data conversion
 - Objective: Convert Legacy System data into Tyler system.
 - Scope: Data conversion program complete; deliver converted data for review.
 - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
 - Objective: Provide instructions to the Mission KS to verify converted data for accuracy.
 - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
 - Acceptance criteria: Mission KS accepts data conversion delivery; Mission KS completes data issues log.
- Installation of Modifications on the Mission KS's server(s) *except for hosted Clients
 - Objective: Deliver Modification(s) in Tyler software.
 - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
 - Acceptance criteria: Delivery of Modification(s) results in objectives described in the Mission KS-signed specification.
- Standard Forms & Reports Delivered
 - Objective: Provide Standard Forms & Reports for review.
 - Scope: Installation of all Standard Forms & Reports included in the Agreement.
 - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

4.3.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3rd party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The Mission KS and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

4.4 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the Mission KS review the final Cutover plan. A critical Project success factor is the Mission KS understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

4.4.1 Cutover Planning

Mission KS and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the Mission KS for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C							I	I	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

4.4.2 User Acceptance Testing (UAT)

The Mission KS performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		
Validate Report performance			I	C		C						A	C		R			C		

4.4.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day Mission KS processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. Mission KS users who attended the Tyler sessions may train any Mission KS users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I	I	
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I	I	

4.4.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.4.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
 - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
 - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing.
 - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
 - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
 - Scope: Testing steps for Standard business processes.
 - Acceptance criteria: Testing steps have been provided for Standard business processes.

4.4.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3rd party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.

4.5 Production Cutover (Stage 5)

Mission KS and Tyler resources complete tasks as outlined in the Production Cutover Plan and the Mission KS begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the Mission KS transitions to the Tyler support team for ongoing support of the Application.

4.5.1 Final Data Conversion, if applicable

The Mission KS provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The Mission KS may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide final data extract			C		I						I	A	C	I	I	I	I	R		
Provide final extract balancing Reports			I		I							A	C		R			I		
Convert and deliver final pass of data		A	I	I	R							I	I		I			C		
Validate final pass of data			I	C	C						I	A	C		R			C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C			R		

4.5.2 Production Processing & Assistance

Tyler staff collaborates with the Mission KS during Production Cutover activities. The Mission KS transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

4.5.3 Transition to Tyler Support

Tyler project manager(s) introduce the Mission KS to the Tyler Support team, who provides the Mission KS with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

4.5.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with Mission KS project manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

4.5.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

4.5.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
 - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
 - Scope: Final passes of all conversions completed in this Phase.
 - Acceptance criteria: Data is available in production environment.
- Support transition documents
 - Objective: Define strategy for on-going Tyler support.
 - Scope: Define support strategy for day-to-day processing, conference call with Mission KS Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
 - Acceptance criteria: the Mission KS receives tools to contact support and understands proper support procedures.

4.5.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.

4.6 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The Mission KS moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

4.6.1 Close Phase/Project

The Mission KS and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the Mission KS project manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

4.6.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

4.6.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
 - Objective: Provide comparison of contract Scope and Project budget.
 - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
 - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

4.6.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.

5 Roles and Responsibilities

5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Mission KS's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the Mission KS's executive sponsor.

5.1.2 Tyler Implementation Management

- Acts as the counterpart to the Mission KS steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends Mission KS steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Prepares and presents contract milestone sign-offs for acceptance by Mission KS project manager(s).
 - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with Mission KS project manager(s) to plan and schedule project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Scope and budget of Project; establishes process and approval matrix with the Mission KS to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
 - Establishes risk/issue tracking/reporting process between the Mission KS and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the Mission KS any items that may impact the outcomes of the Project.
 - Collaborates with the Mission KS's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
 - Sets a routine communication plan that will aide all project team members, of both the Mission KS and Tyler, in understanding the goals, objectives, current status and health of the project.
- Team Management
 - Acts as liaison between project team and Tyler manager(s).
 - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and adjusts as necessary.
 - Interfaces closely with Tyler developers to coordinate program Modification activities.
 - Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the Mission KS following configuration.
- Assists during Production Cutover process and provides production support until the Mission KS transitions to Tyler Support.
- Provides product related education.

- Effectively facilitates training sessions and discussions with Mission KS and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the Mission KS's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the Mission KS on the status and resolution of reported issues.

5.2 Mission KS Roles and Responsibilities

Mission KS resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

5.2.1 Mission KS Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the Mission KS steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

5.2.2 Mission KS Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.

- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Mission KS Policies

5.2.3 Mission KS Project Manager

The Mission KS shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Mission KS project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from Mission KS to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures invoicing and Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Signs off on contract milestone acknowledgment documents.
 - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
 - Review and acknowledge Implementation Management Plan.
 - Defines project tasks and resource requirements for Mission KS project team.
 - Collaborates in the development and approval of the initial Project Plan and Project Plan.
 - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
 - Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting process between the Mission KS and Tyler and takes all necessary steps to proactively

- mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
- Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
- Routinely communicates with both Mission KS staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
 - Acts as liaison between project team and stakeholders.
 - Identifies and coordinates all Mission KS resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and takes corrective action, if needed.
 - Provides guidance to Mission KS technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
 - Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.

5.2.4 Mission KS Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to Mission KS project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Presentation
 - Implementation Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register

- Escalation of issues
- Communication with Tyler project team
- Coordination of Mission KS resources
- Attendance at scheduled sessions
- Change Management activities
- Modification specification, demonstrations, testing and approval assistance
- Conversion Analysis and Verification Assistance
- Decentralized End User Training
- Process Testing
- User Acceptance Testing

5.2.5 Mission KS Power Users

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on Mission KS business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to Mission KS staff during and after implementation.

5.2.6 Mission KS End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

5.2.7 Mission KS Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from Mission KS's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for Mission KS third party Data Exchanges.
- Develops or assists in creating Reports as needed.

- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

5.2.8 Mission KS Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler’s releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Mission KS’s Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with Mission KS and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

5.2.9 Mission KS Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.10 Mission KS Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

1.14 Court Case Management - Standard

- Name Information (Defendant, Address, Physical Attributes, Identification Numbers, Phone Numbers)
- Vehicle Information (Tag Number, Make, Model, Style, Color, VIN)
- Officer Information (Officer Name, Badge Number, Rank, Email)
- Offense Code Information (Offense Code, Offense Description, Statute/Ordinance)
- Case Information (Citation Number, Case Officer, Violation Date, Violation Location, PD Case Number, Docket Number, Comments)
- Witness Information (Witness Type, Subpoena Date)
- Disposition Information (Case Status, Plea, Judge, Court Location, Conviction Date, Plea Date, Attorney)
- Conversion History Information (Read only format)
- Payment Information (Fines/Fees assessed, Fines/Fees Paid, Non-Cash payments, Receipt Number, Payment Date, Payment Amount)

- Warrant Information (Warrant Type, Issue Date, Served Date, Canceled/Recalled Date, Region Number, Status, Comments, Officer Assigned) – available only when associated with a citation
- Bond Information (Bond Type, Posted Date, Applied/Refunded/Forfeited Date, Bond Number, Posted By, Bond Amount, Status)
- Payment Plan Information (Initial Payment Amount, Payment Date, Next Payment Date, Next Payment Amount) - Tyler will need a copy of the Payment Plan data to determine if the data is clean enough to convert.

6 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.

Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.

Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes “Test Cases” to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	May 6, 2020
Administration	From:	Laura Smith

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

RE: Third Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project.

RECOMMENDATION: Approve the Resolution Approving the Third Amendment to Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project.

DETAILS: In October 2017, the City approved the Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project. In October 2019, as a result of the project's evolution, the City Council approved a First Amendment to the 2017 Redevelopment Agreement.

The First Amendment served a crucial role in reconciling the current project to the 2017 Agreement, and was required before the City could consider proceeding with any other actions concerning the issuance of Special Obligation Bonds for the project. The Amendment also required the Developer to commit a substantial portion of construction costs from private funding before the release of any bond proceeds.

Following adoption of the First Amendment, progress toward a special obligation bond issue continued. It was originally anticipated that the bonds could be marketed prior to the end of 2019, but ultimately the holidays and year-end forced a decision to delay issuance and marketing until after the first of the year.

The First Amendment (2019) specifically named two lenders for the project's financing, Bank OZK and The Carlyle Group. In January 2020, the Developer made a decision to move away from The Carlyle Group and finalized a term sheet with Cottonwood Capital. This decision necessitated a Second Amendment to the Redevelopment Agreement to reflect the change in lender, and that amendment was approved at the March 18, 2020 City Council meeting.

In reviewing the Second Amendment upon execution, the Developer's attorney discovered an error in the amount/order of contributions between the two private lenders, and a Third Amendment is now required to correct the documents. Similar to the Second Amendment, this Third Amendment does not impact any of the project components or timelines and once the loans are finalized and the Bonds issued, the Developer will have all funds necessary to complete the entire project.

In order to complete the Third Amendment, the Council will consider and approve the attached Resolution.

CFAA CONSIDERATIONS/IMPACTS: NA

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

**CITY OF MISSION
RESOLUTION NO. _____**

A RESOLUTION OF THE CITY OF MISSION, KANSAS, APPROVING A THIRD AMENDMENT TO THE THIRD AMENDED AND RESTATED REDEVELOPMENT AGREEMENT FOR THE MISSION GATEWAY PROJECT

WHEREAS, the City of Mission, Kansas and Aryeh Realty, LLC (“Developer”) entered into that certain Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project, dated as of October 18, 2017 (“Agreement”); and

WHEREAS, the Agreement was amended by action taken on October 16, 2019 by the Governing Body; and

WHEREAS, the Agreement was further amended by action taken on March 18, 2020 by the Governing Body; and

WHEREAS, the Developer has requested additional amendments to the Agreement, and pursuant thereto, the City Staff and Developer have prepared a third amendment to the Agreement (“Third Amendment”) for consideration by the Governing Body; and

WHEREAS, on May 20, 2020 at a scheduled meeting, by at least a majority vote of the City Council, the aforesaid Third Amendment was approved.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS, AS FOLLOWS:

1. That “Third Amendment to the Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project”, on file with the City Clerk, is hereby approved; and the Mayor and City Clerk are hereby authorized to execute same on behalf of the City of Mission, Kansas.

THIS RESOLUTION IS ADOPTED by the Governing Body of the City of Mission, Kansas, this 20th day of May, 2020.

CITY OF MISSION, KANSAS

By: _____
Ronald E. Appletoft, Mayor

ATTEST:

By: _____
Audrey McClanahan, City Clerk

APPROVED AS TO FORM ONLY:

By: _____
David K. Martin, City Attorney

**THIRD AMENDMENT TO
THIRD AMENDED AND RESTATED REDEVELOPMENT
AGREEMENT FOR THE MISSION GATEWAY PROJECT**

THIS THIRD AMENDMENT TO THIRD AMENDED AND RESTATED REDEVELOPMENT AGREEMENT FOR THE MISSION GATEWAY PROJECT (this “Third Amendment”), is made and entered into as of _____, 2020 (the “Effective Date”), by and between the CITY OF MISSION, KANSAS, a municipal corporation duly organized under the laws of the State of Kansas (“City”), and ARYEH REALTY, LLC, a Delaware limited liability company (and its lawful successors and assigns, the “Developer”).

RECITALS

- A. The City and the Developer entered into that certain Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project, dated as of October 18, 2017 (the “Agreement”). Capitalized terms used and not otherwise defined in this Amendment will have the meanings provided in the Agreement, as amended.
- B. On October 16, 2019, the parties executed that certain First Amendment to the Agreement, whereby certain conditions were imposed on the distribution of Bond Proceeds, including the requirement that The Carlyle Group loan to Developer the sum of \$50 Million.
- C. On October 16, 2019, the parties executed that certain Second Amendment to the Agreement, whereby Cottonwood Capital was substituted for The Carlyle Group as a lender to Developer.
- D. The Developer has asked the City to amend certain provisions of the Agreement to modify the funding priorities set forth in Section 3.04 (E) (d) thereof.
- E. The City and the Developer now desire to enter into this Third Amendment to memorialize their agreement with respect to the foregoing matters and amend the Agreement in accordance with Section 10.05 thereof.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Section 3.04 (E) of the Agreement is hereby deleted in its entirety and replaced with the following:

E. Conditions Precedent for Distribution of Bond Proceeds. The distribution of Bond Proceeds shall be conditioned upon (the “Disbursement Conditions”):

- (a) Receipt by the Developer of all Zoning Approvals, except that additional approvals may be necessary for the Food Hall component of the Project.

- (b) Payment by Developer of at least 50% of the costs and completion of at least 50% of the construction of the “Cinergy” portion of the Project, as certified by tenant’s architect.
- (c) Payment by Developer of at least 25% of the costs and completion of at least 25% of the construction of the Project parking garage, as certified by Developer’s architect.
- (d) Proof that funding from Bank OZK in the minimum amount of \$5.7 Million and from Cottonwood Capital in the minimum amount of \$13 Million has been released to Developer and utilized in the Project.
- (e) A Certification of Expenditure for each item to be paid, in accordance with **Section 3.06**.
- (f) The Master Funding Agreement is executed by the parties thereto.

2. Counterparts. This Third Amendment may be executed in several counterparts. All counterparts so executed shall constitute one agreement and shall be binding on all parties, even though all the parties did not sign the original or the same counterpart signature page. Hand signatures transmitted by electronic mail in portable document format (PDF) or similar format are also permitted as binding signatures to this Amendment.

3. Amendment. Except as specifically amended hereby, the Agreement as previously amended remains in full force and effect and is hereby ratified by the parties hereto. In the event that any of the terms or conditions of the Agreement conflict with this Amendment, the terms and conditions of this Third Amendment shall control.

4. Governing Law. This Third Amendment shall be governed by and construed in accordance with the laws of the State of Kansas.

[Remainder of Page Intentionally Left Blank. Signature Pages follow.]

**SECONDTHIRD AMENDMENT TO
THIRD AMENDED AND RESTATED REDEVELOPMENT
AGREEMENT FOR THE MISSION GATEWAY PROJECT**

THIS SECONDTHIRD AMENDMENT TO THIRD AMENDED AND RESTATED REDEVELOPMENT AGREEMENT FOR THE MISSION GATEWAY PROJECT (this "SecondThird Amendment"), is made and entered into as of _____, 2020 (the "Effective Date"), by and between the CITY OF MISSION, KANSAS, a municipal corporation duly organized under the laws of the State of Kansas ("City"), and ARYEH REALTY, LLC, a Delaware limited liability company (and its lawful successors and assigns, the "Developer").

RECITALS

A. The City and the Developer entered into that certain Third Amended and Restated Redevelopment Agreement for the Mission Gateway Project, dated as of October 18, 2017 (the "Agreement"). Capitalized terms used and not otherwise defined in this Amendment will have the meanings provided in the Agreement, as amended.

B. On October 16, 2019, the parties executed that certain First Amendment to the Agreement, whereby certain conditions were imposed on the distribution of Bond Proceeds, including the requirement that The Carlyle Group loan to Developer the sum of \$50 Million.

C. ~~The Carlyle Group is no longer a lender~~On October 16, 2019, the parties executed that certain Second Amendment to ~~Developer, and the Agreement, whereby~~ Cottonwood Capital ~~has taken the place of~~was substituted for The Carlyle Group as a lender to Developer.

D. The Developer has asked the City to amend certain provisions of the Agreement to ~~reflect the change in~~modify the ~~lender aforesaid and amend the corresponding loan amount~~funding priorities set forth in Section 3.04 (E) (d) thereof.

E. The City and the Developer now desire to enter into this SecondThird Amendment to memorialize their agreement with respect to the foregoing matters and amend the Agreement in accordance with Section 10.05 thereof.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Section 3.04 (E) of the Agreement is hereby deleted in its entirety and replaced with the following:

E. Conditions Precedent for Distribution of Bond Proceeds. The distribution of Bond Proceeds shall be conditioned upon (the "Disbursement Conditions");

- (a) Receipt by the Developer of all Zoning Approvals, except that additional approvals may be necessary for the Food Hall component of the Project.
- (b) Payment by Developer of at least 50% of the costs and completion of at least 50% of the construction of the “Cinergy” portion of the Project, as certified by tenant’s architect.
- (c) Payment by Developer of at least 25% of the costs and completion of at least 25% of the construction of the Project parking garage, as certified by Developer’s architect.
- (d) Proof that funding from ~~Cottonwood Capital~~Bank OZK in the minimum amount of \$5.7 Million and from ~~Bank OZK~~Cottonwood Capital in the minimum amount of \$13 Million has been released to Developer and utilized in the Project.
- (e) A Certification of Expenditure for each item to be paid, in accordance with **Section 3.06**.
- (f) The Master Funding Agreement is executed by the parties thereto.

2. Counterparts. This ~~Second~~Third Amendment may be executed in several counterparts. All counterparts so executed shall constitute one agreement and shall be binding on all parties, even though all the parties did not sign the original or the same counterpart signature page. Hand signatures transmitted by electronic mail in portable document format (PDF) or similar format are also permitted as binding signatures to this Amendment.

3. Amendment. Except as specifically amended hereby, the Agreement as previously amended remains in full force and effect and is hereby ratified by the parties hereto. In the event that any of the terms or conditions of the Agreement conflict with this Amendment, the terms and conditions of this ~~Second~~Third Amendment shall control.

4. Governing Law. This ~~Second~~Third Amendment shall be governed by and construed in accordance with the laws of the State of Kansas.

[Remainder of Page Intentionally Left Blank. Signature Pages follow.]

City of Mission	Item Number:	6.
DISCUSSION ITEM SUMMARY	Date:	May 6, 2020
Administration	From:	Laura Smith/Trent Boltinghouse

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

RE: Voter Engagement Strategies

DETAILS: Councilmember Boultinghouse attended a workshop at NLC earlier this year entitled "Cities Vote: Building Voter Engagement to Permanently Strengthen Democracy" that talked about effective strategies to increase civic engagement and voter participation. He felt the workshop was extremely beneficial and gave him some ideas that he felt were worth discussing at a Council Committee meeting.

Several of the ideas for discussion include:

1. Provide voter registration information (a link to [Johnson County Election Office's registration page](#) and voter registration deadlines) in all city mailers and communication materials. The example given at the workshop was a municipality that included voter registration information on a monthly sewer bill that was mailed to residents. The Mission Magazine is currently the only thing mailed to all households in the City, and this information could easily be included as an "evergreen" feature in the City newsletter portion. If this is something that we want to pursue, Crux could keep an eye on opportunities as they complete their audits and research.
2. Pass a resolution setting a goal for the City to increase voter turnout, potentially in conjunction with the #1 item above. The NLC has a [page](#) listing several cities that have identified this as a priority. There are more examples and tangible items (such as Ward contests, etc) that can be explored further.
3. Conduct a city-wide campaign (perhaps with Crux) to encourage residents to take advantage of the county's vote-by-mail option

Other ideas and suggestions can be submitted prior to or presented during the Committee meeting. This issue is very personal for Councilmember Boultinghouse as he believes that it is his responsibility as a newer councilmember to meet residents where they are and make it as easy as possible to participate in the electoral process, especially for the large renter population residing in Ward I.

CFAA IMPACTS/CONSIDERATIONS: Increasing participation in the election process helps to ensure that the interests and concerns of Mission residents appropriately represented in policy decisions at all levels of government.

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

City of Mission	Item Number:	7.
DISCUSSION ITEM SUMMARY	Date:	May 6, 2020
ADMINISTRATION	From:	Laura Smith

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

RE: Election of Council Community Development Committee Chair and Vice Chair.

DETAILS: In accordance with Section 130.010 (B) of the City’s Municipal Code, “On an annual basis, on or before the first June Council meeting, the City Council shall vote to elect the chairperson and vice chairperson of the Finance and Administration Committee and the Community Development Committee.”

Committee Chairs are appointed for one year. City Council Policy 104 outlines the practices and procedures of the Council Committees and is attached for your information.

This item will be considered under “New Business” on the May 20, 2020 City Council agenda.

CFAA IMPACTS/CONSIDERATIONS: N/A

Related Statute/City Ordinance:	Section 130.010 of the Mission Municipal Code, Council Policy 104
Line Item Code/Description:	n/a
Available Budget:	n/a

CITY OF MISSION CITY COUNCIL POLICY MANUAL

POLICY NO. 104 - REVISED

GUIDELINES FOR CITY COUNCIL COMMITTEES

1.01 Composition and Number

The City of Mission has established and assigned specific responsibilities to the following City Council Committees:

- Finance and Administration Committee
- Community Development Committee

1.02 Meetings

Committee meetings shall be scheduled monthly. All meetings are open to the public. Wednesday evenings shall be committee meeting night with meetings beginning at 6:30 p.m. Committees shall follow a meeting schedule, except for holidays, as follows:

- 1st Wednesday of the month: Community Development Committee at 6:30 p.m.; Finance & Administration Committee at 7:30 p.m. or immediately following the Community Development Committee.
- 2nd Wednesday of the month: Reserved for overflow business from either the Community Development Committee or Finance and Administration Committee. Committee meetings scheduled for the second Wednesday of the month shall begin at 6:30 p.m.

All meetings shall be held at City Hall unless otherwise specified. Additional meetings may be held upon the call of the Chair or upon the call of a majority of committee members, provided that all members shall be notified of such meeting at least 24 hours in advance of the announced start of the meeting, and is consistent with Kansas Open Meeting laws.

1.03 Quorum

Committees shall conduct business only in the presence of a quorum. A quorum shall consist of five members. It shall be the duty of each committee chair to encourage member attendance. City staff will be responsible to ascertain in advance whether or not a quorum will be present to conduct business.

1.04 Agenda

An agenda shall be developed by the chair and related staff before each meeting. Individual councilmembers may request the addition of specific items to the agenda by contacting the committee chairperson, vice-chairperson, or City Administrator. These items will initially be placed under "Discussion Item" for consideration of additional/future action by the committee. The agenda shall be followed as much as possible; however, business not appearing on the agenda may be taken up under the heading "Other Business." All items on the Agenda will identify the person(s) sponsoring an item. The City Administrator and department heads will participate in the presentation of information to the committee, but are not voting members of the committee.

1.05 Public Comments

Public meetings are the primary method for the public to address the members of the Council Committee. A vital part of good government is establishing policies and procedures for public meetings so that the meetings can be as effective as possible. It is the desire of the Council Committee to allow public comment and to conduct the meetings with the utmost civility and professionalism. Public comment taken at the Council Committee meetings will adhere to the following guidelines:

- To ensure an accurate record, members of the public will be asked to state their name and address for the record and then sign in with the City Clerk after addressing the Committee.
- Printed materials to be distributed to the Committee should be given to the City Clerk who will see that they are entered into the record.
- When public comment is sought at the Committee meeting, no interested person shall speak more than twice to any question, nor more than five (5) minutes each time.
- Members of the Committee are discouraged from engaging in debate with a member of the public at a Committee meeting. The purpose of public comment is for the Committee members to receive input or information from the public.
- Any person making slanderous remarks or being disruptive while addressing the Committee may be requested to leave immediately.

1.06 Votes

Meetings shall be conducted in an orderly manner. Generally, Code of Procedure for Kansas Cities, First Edition, should serve as a guideline in the conduct of committee meetings. The committee chair will preside over the meetings and is responsible for maintaining orderly discussion. Upon the call of the chair, voice votes shall be taken of committee members to determine committee action on each issue. Passage shall require a majority of those present and voting, including the chair. Tie votes shall be considered to be a failure of the motion. The chair of the committee cannot make a motion. Seconds to motions are not required.

1.07 Minutes

Minutes shall be kept of all committee meetings by staff assigned by the City Administrator. Distribution shall be made to the Mayor and Council.

1.08 Committee Responsibilities

Committees shall be responsible for the review of policy matters dealing with their assigned departments. This shall include but not limit review of major equipment purchases, property acquisition, construction, development policies, ordinance and resolution review, budget review.

Requests by various groups for proclamations shall be routed to the Mayor for consideration. Proclamations do not require Council action. Planning Commission items generally shall go directly to the Council except in the instance of recommended changes to the actual Zoning Ordinance, in which case these recommendations will be reviewed by the Community Development Committee.

Council committee members shall not be involved in daily administrative tasks. Direction of the daily operations of a department shall be left to the department head under the direction of the City Administrator. If a committee has specific operations problems, these are to be directed to the attention of the City Administrator who will expedite any necessary actions.

Committees shall deal with City personnel matters only on a policy review basis. Policy review means such things as personnel rules, job descriptions, or salary schedules. Committee members either individually or as a committee shall not meet with an employee concerning personnel matters. Employees with specific grievances shall use the established appeal procedure as outlined in the Personnel Policies and Guidelines.

The City Administrator shall be responsible for any necessary support to the Council committees.

1.09 Significance of Committee Actions

Action of committees shall constitute recommendations to the full Council. No binding decision can be made in committee on matters that should be brought before the full Council. In emergency and time-constrained situations, the City Administrator or City Clerk may poll the remainder of the City Council Committee members for approval of a committee action.

1.10 Responsibilities of Committee Chair

1. Conduct meetings of the committee, including managing public comments
2. Report on Committee action to the full Council at City Council Meetings.
3. Approve agendas for regular and special committee meetings.

4. Encourage participation and attendance of committee members, including soliciting motions.
5. Serve as principal liaison between the committee and the staff and City Council on issues for which the committee had principal responsibility.

Suggestions and ideas regarding city business from individual Councilmembers are welcome and should be directed to the Committee Chair and/or City Administrator for action.

APPROVED BY THE CITY COUNCIL ON AUGUST 13, 2003.

REVISED AND APPROVED BY THE CITY COUNCIL ON JANUARY 14, 2004.

REVISED AND APPROVED BY THE CITY COUNCIL ON MAY 10, 2006.

REVISED AND APPROVED BY THE CITY COUNCIL ON MAY 21, 2014

REVISED AND APPROVED BY THE CITY COUNCIL ON JUNE 20, 2018.