

CITY OF MISSION, KANSAS
FINANCE & ADMINISTRATION COMMITTEE

WEDNESDAY, JUNE 6, 2018

7:30 P.M.

(or immediately following 6:30 p.m. Community Development Committee)

Mission City Hall

PUBLIC HEARINGS / PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

ACTION ITEMS

1. Revisions to Council Policy 104, Guidelines for City Council Committee - Laura Smith ([page 3](#))

Following a recent meeting with the Mission Business Partnership, an interest in establishing a more formal public comment process at Council Committee meetings was discussed. The decision to take public comment at the Committee meetings has historically been left to the discretion of the Chair. Guidance was given at a recent Committee meeting to move forward to establish more clearly defined rules and parameters. City Council Policy 104 - Guidelines for City Council Committees was revised to help define and clarify expectations regarding public comment and participation.

2. Resolution Authorizing Bank Signatory - Brian Scott ([page 12](#))

The City conducts its banking activity with Security Bank of Kansas. The bank recently began requiring formal Council action to authorize changes to the signatories on each account. The recent change in personnel for the Mission Market requires such a change. The resolution formally authorizes changes to the signatories on the market checking account with Security Bank of Kansas City.

3. Resolution of Intent to Issue Industrial Revenue Bonds (IRBs) - Mission Gateway - Laura Smith ([page 15](#))

The Redevelopment Agreement for The Gateway, approved in October 2017, contemplated a request from the developer for the City to issue Industrial Revenue Bonds (IRBs) for the project. The IRBs would allow the developer to secure a sales tax exemption on certain construction materials and supplies. The first step in the process is for the City to consider a Resolution which establishes the intent and authority to issue the IRBs. The Resolution authorizes an issuance not to exceed \$214,258,589. The actual bond issuance will occur at a later date, at which time the size of the issuance will be finalized. The bonds are not a general obligation of the City, and are not backed by the full faith and credit of the City.

DISCUSSION ITEMS

2019 Budget

4. Review of General Fund Budget and Supplemental Requests ([page 19](#))

Staff and Council will take a first look at the 2019 General Fund Budget to review revenues and discuss expenses for both existing programs and services as well as supplemental programs or services requested by the various operating departments.

OTHER

5. Quarterly Police Department Update - Ben Hadley ([page 78](#))

With the recent elimination of the weekly City Administrator's report, staff committed to providing periodic (quarterly) updates on police department statistics. The quarterly reports are intended to provide a more comprehensive view of public safety/crime activity or issues, while still being timely enough to allow staff and Council the opportunity to review and discuss trends or areas of concern.

6. Department Updates - Laura Smith

Nick Schlossmacher, Chairperson
Ken Davis, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

| | | |
|----------------------------|--------------|--------------|
| City of Mission | Item Number: | 1. |
| ACTION ITEM SUMMARY | Date: | May 22, 2018 |
| Administration | From: | Laura Smith |

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

RE: Revision to Council Policy 104 relating to public comments at Council Committee meetings.

RECOMMENDATION: Approve the recommended changes to City Council Policy 104 relating to public comments at Council Committee meetings.

DETAILS: Following a recent meeting with the Mission Business Partnership, an interest in establishing a more formal public comment process at Council Committee meetings was discussed.

Over the years, Councilmembers and members of the public have expressed that it can be frustrating to have public comments and Council action occurring at the same meeting (Legislative meeting). In addition, it seems that the majority of the discussion and conversation surrounding various agenda items occurs more frequently at the Committee meetings.

The decision to take public comment at the Committee meetings has historically been left to the discretion of the Chair. Recent conversations suggest it may be more appropriate to establish more clearly defined rules and parameters. City Council Policy 104 - Guidelines for City Council Committees was revised by staff to help define and clarify expectations regarding public comment and participation. The changes were discussed at the May 2, 2018 Finance & Administration Committee meeting.

During the Committee meeting, Councilmember Flora suggested that the words “personal” and “impertinent” be removed from the last bullet point under Section 1.05, and there was general consensus among the Committee members to make this change. A red-lined and clean copy of City Council Policy 104 is included in the packet for your review and information.

CFAA CONSIDERATIONS/IMPACTS: Leveraging the knowledge, skills and abilities of all residents and including them in decision-making, makes communities stronger. The City benefits when residents of all ages are an integral part of a community and staff and the Council are knowledgeable about their diverse needs. Providing more opportunity for public input and dialogue can help to accomplish these objectives.

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|---------------------------------|-----|
| Related Statute/City Ordinance: | N/A |
| 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.

~~Public comments will be allowed at committee meetings. "Public Comment" cards will be available at each meeting and the public is encouraged to complete this card to accommodate orderly meetings. Public Comment cards will be given to the chair at the beginning of each meeting. Public comments will also be accepted from members of the public who have not completed a Public Comment card. All public comments are at the discretion of the chair and committee members.~~

-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 **personal, impertinent or** 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.

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REVISED AND APPROVED BY THE CITY COUNCIL ON JUNE 20, 2018.

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| City of Mission | Item Number: | 2. |
| ACTION ITEM SUMMARY | Date: | May 22, 2018 |
| Administration | From: | Brian Scott |

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

RE: Resolution Authorizing Changes to Bank Signatories for a City of Mission Checking Account

RECOMMENDATION: Approve the resolution Authorizing Certain Signatory for a City of Mission Checking Account.

DETAILS: The City of Mission conducts its banking activity with Security Bank of Kansas City (formerly d/b/a Mission Bank). The City has a separate checking account with Security Bank for the Mission Market:

Mission Farm and Flower Market Account: XXXX-XXXX-6694

The account serves as a clearing account for receipts and payables associated with the Supplemental Nutrition Assistance Program (SNAP) that is supported by the Mission Market.

The Market Coordinators, the Public Information Officer and the Finance Director are signatories on the Market Account.

With the recent changes in market personnel, there is a need to update the signatories on the market account. The attached resolution will express the City's desire to formally authorize changes to the signatories on the market checking account with Security Bank of Kansas City. Previously, the bank did not require formal Council action to update these records.

CFAA CONSIDERATIONS/IMPACTS: N/A

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|---------------------------------|-----|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | N/A |
| Available Budget: | N/A |

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

**A RESOLUTION AUTHORIZING SIGNATORIES FOR CERTAIN BANK CHECKING
ACCOUNTS OF THE CITY OF MISSION, KANSAS**

WHEREAS, The City of Mission utilizes Security Bank of Kansas City for its banking services; and

WHEREAS, the City has checking accounts from which funds are disbursed by means of a written order to the bank to pay a stated sum from the City's account (i.e. a bank draft or warranty check); and

WHEREAS, from time to time the City needs to authorize the addition or deletion of signatories on these checking accounts.

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

Section 1. The following addition and deletion of signatories to the City of Mission's Checking Account with Security Bank of Kansas City will be made:

Checking Account: XXXX-XXXX-6694

Jeannine Linnane - Deleted
Kate Deacon - Added
Brian Scott - Remains
Emily Randel - Remains
Carrie Crawford Dickerson - Remains

Section 2. The Assistant City Administrator/Finance Director will be authorized to submit this approved resolution to Security Bank and to secure all forms and documents necessary to execute the intent of this resolution.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION on this 20th day of June 2018.

APPROVED BY THE MAYOR on this 20th day of June 2018.

Ronald E. Appletoft, Mayor

ATTEST:

Martha Sumrall, City Clerk

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| City of Mission | Item Number: | 3. |
| ACTION ITEM SUMMARY | Date: | May 31, 2018 |
| ADMINISTRATION | From: | Laura Smith |

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

RE: Resolution of Intent to issue Industrial Revenue Bonds for The Gateway Project

RECOMMENDATION: Approve the Resolution establishing the intent and authority of the City to issue Industrial Revenue Bonds (IRBs) in one or more series in an aggregate principal amount not to exceed \$214,258,589 to finance the costs of acquiring, constructing, and equipping multiple facilities for the benefit of Aryeh Realty, LLC its successors and assigns.

DETAILS: The Redevelopment Agreement for The Gateway, approved in October 2017, contemplated a request from the developer for the City to issue Industrial Revenue Bonds (IRBs) for the project. The IRBs would allow the developer to secure a sales tax exemption on certain construction materials and supplies. The first step in the process is for the City to consider a Resolution which establishes the intent and authority to issue the IRBs. The City's Bond Counsel, Gilmore & Bell, has prepared a Resolution which authorizes an issuance not to exceed \$214,258,589. This Resolution only establishes the intent and authority of the City to issue the IRBs, the actual bond issuance will occur at a later date, at which time the size of the issue will be finalized.

The IRBs and the associated interest shall be special, limited obligations of the City payable solely out of the amounts derived by the City under a Lease Agreement. The bonds are not a general obligation of the City, and are not backed by the full faith and credit of the City. The bonds are not payable in any manner by taxation, but shall be payable solely from the funds provided for in the Indenture. The issuance of the bonds shall not directly, indirectly or contingently, obligate the City, the State or any other political subdivision thereof to levy any form of taxation or to make any appropriation for their payment.

In accordance with the terms of the development agreement, the Developer shall be responsible for covering any and all costs associated with the transaction.

CFAA CONSIDERATIONS/IMPACTS: NA

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|---------------------------------|--------------------------------------|
| Related Statute/City Ordinance: | K.S.A. 12-1740 to 12-1749d inclusive |
| Line Item Code/Description: | NA |
| Available Budget: | NA |

RESOLUTION NO. _____

RESOLUTION DETERMINING THE INTENT OF THE CITY OF MISSION, KANSAS, TO ISSUE ITS INDUSTRIAL REVENUE BONDS IN ONE OR MORE SERIES IN THE AGGREGATE AMOUNT NOT TO EXCEED \$214,258,589 TO FINANCE THE COSTS OF ACQUIRING, CONSTRUCTING AND EQUIPPING MULTIPLE FACILITIES FOR THE BENEFIT OF ARYEH REALTY, LLC AND ITS SUCCESSORS AND ASSIGNS

WHEREAS, the City of Mission, Kansas (the “City”), desires to promote, stimulate and develop the general welfare and economic prosperity of the City and its inhabitants and thereby to further promote, stimulate and develop the general welfare and economic prosperity of the State of Kansas; and

WHEREAS, the City is authorized and empowered under the provisions of K.S.A. 12-1740 to 12-1749d, inclusive (the “Act”), to issue industrial revenue bonds to pay the cost of certain facilities (as defined in the Act) for the purposes set forth in the Act, and to lease such facilities to private persons, firms or corporations; and

WHEREAS, Ayreh Realty, LLC, a Delaware limited liability company, has requested that the City finance the cost of acquiring, constructing and equipping one or more facilities for The Gateway Project (each, a “Project” and collectively, the “Projects”) through the issuance of its industrial revenue bonds in one or more series in the amount not to exceed \$214,258,589, and to lease the Projects to Ayreh Realty, LLC, a Delaware limited liability company, or its successors and assigns (collectively, the “Company”) in accordance with the Act; and

WHEREAS, it is hereby found and determined to be advisable and in the interest and for the welfare of the City and its inhabitants that the City finance the costs of each Project by the issuance of industrial revenue bonds in one or more series under the Act in a principal amount not to exceed \$214,258,589, each series of said bonds to be payable solely out of rentals, revenues and receipts derived from the lease of the applicable Project by the City to the Company.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS, AS FOLLOWS:

Section 1. Approval of Projects. The Governing Body of the City hereby finds and determines that the acquiring, constructing and equipping of the Projects will promote the general welfare and economic prosperity of the City of Mission, Kansas, and the issuance of the City’s industrial revenue bonds in one or more series to pay the costs of the Projects will be in furtherance of the public purposes set forth in the Act. The Projects shall be located in the City on the land located at the northeast corner of Shawnee Mission Parkway and Roeland Drive.

Section 2. Intent to Issue Bonds. The Governing Body of the City hereby determines and declares the intent of the City to acquire, construct and equip the Projects out of the proceeds of industrial revenue bonds of the City in one or more series in a principal amount not to exceed \$214,258,589 to be issued pursuant to the Act.

Section 3. Provision for the Bonds. Subject to the conditions of this Resolution, the City will (i) issue its industrial revenue bonds in one or more series to pay the costs of acquiring, constructing and equipping each Project, with such maturities, interest rates, redemption terms and other provisions as may be determined by ordinance of the City; (ii) provide for the lease (with an option to purchase) of each

Project to the Company; and (iii) to effect the foregoing, adopt such resolutions and ordinances and authorize the execution and delivery of such instruments and the taking of such action as may be necessary or advisable for the authorization and issuance of said bonds by the City and take or cause to be taken such other action as may be required to implement the aforesaid.

Section 4. Conditions to Issuance. The issuance of said bonds and the execution and delivery of any documents related to the bonds are subject to: (i) obtaining any necessary governmental approvals; (ii) agreement by the City, the Company and the purchaser of each series of the bonds upon (a) mutually acceptable terms for the bonds and for the sale and delivery thereof, and (b) mutually acceptable terms and conditions of any documents related to the issuance of each series of the bonds and each Project; (iii) the Company's compliance with the City's policies relating to the issuance of industrial revenue bonds and ad valorem tax abatement; (iv) the receipt and approval by the City of appropriate applications for the issuance of each series of industrial revenue bonds; and (v) the Company paying all costs and expenses of the City in connection with said issuance.

Section 5. Sale of the Bonds. The sale of each series of the bonds shall be the responsibility of the Company; provided, however, arrangements for the sale of each series of the bonds shall be acceptable to the City.

Section 6. Limited Obligations of the City. Each series of bonds and the interest thereon shall be special, limited obligations of the City payable solely out of the amounts derived by the City under a Lease Agreement with respect to such series and as provided herein and are secured by a transfer, pledge and assignment of and a grant of a security interest in the Trust Estate to the Trustee and in favor of the owners of such series of bonds, as provided in the Indenture. The bonds shall not constitute a general obligation of the City, the State or of any other political subdivision thereof within the meaning of any State constitutional provision or statutory limitation and shall not constitute a pledge of the full faith and credit of the City, the State or of any other political subdivision thereof and shall not be payable in any manner by taxation, but shall be payable solely from the funds provided for as provided in the Indenture. The issuance of the bonds shall not, directly, indirectly or contingently, obligate the City, the State or any other political subdivision thereof to levy any form of taxation therefor or to make any appropriation for their payment.

Section 7. Required Disclosure. Any disclosure document prepared in connection with the placement or offering of any series of the bonds shall contain substantially the following disclaimer:

NONE OF THE INFORMATION IN THIS OFFICIAL STATEMENT, OTHER THAN WITH RESPECT TO INFORMATION CONCERNING THE CITY CONTAINED UNDER THE CAPTIONS "THE CITY" AND "LITIGATION - THE CITY" HEREIN, HAS BEEN SUPPLIED OR VERIFIED BY THE CITY, AND THE CITY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY OR COMPLETENESS OF SUCH INFORMATION.

Section 8. Authorization to Proceed. The Company is hereby authorized to proceed with the acquiring, constructing and equipping of the Projects, including the necessary planning and engineering for the Projects and entering into of contracts and purchase orders in connection therewith, and to advance such funds as may be necessary to accomplish such purposes, and, to the extent permitted by law, the City will reimburse the Company for all expenditures paid or incurred therefor out of the proceeds of the bonds.

Section 9. Benefit of Resolution. This Resolution will inure to the benefit of the City and the Company. The Company may, with the prior written consent of the City, assign all or a portion of its interest in this Resolution to another entity, and such assignee will be entitled to the benefits of the portion of this Resolution assigned and the proceedings related hereto.

Section 10. Further Action. Counsel to the City and Gilmore & Bell, P.C., Bond Counsel for the City, together with the officers and employees of the City, are hereby authorized to work with the purchaser of each series of the bonds, the Company, their respective counsel and others, to prepare for submission to and final action by the City all documents necessary to effect the authorization, issuance and sale of the bonds and other actions contemplated hereunder.

Section 11. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the City.

ADOPTED on June 20, 2018.

CITY OF MISSION, KANSAS

By: _____
Ronald E. Appletoft, Mayor

[SEAL]

ATTEST:

Martha Sumrall, City Clerk

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| City of Mission | Item Number: | 4. |
| DISCUSSION ITEM SUMMARY | Date: | June 1, 2018 |
| ADMINISTRATION | From: | Laura Smith |

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

RE: 2019 Draft General Fund Budget

DETAILS: A memorandum and detailed revenue and expense information for the 2019 General Fund budget is provided.

CFAA CONSIDERATIONS/IMPACTS: NA

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|---------------------------------|-----|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | N/A |
| Available Budget: | N/A |



MEMORANDUM

Date: June 1, 2018
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: 2019 Budget Memo #2 - General Fund

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

Each year we are faced with unique challenges as we develop the policies, priorities, and alternatives which ultimately result in a final recommended budget. The first draft of the General Fund budget was built on a series of assumptions and directives that include:

- Historical revenue and expenditure patterns
- Policy direction established in the 2018 Budget Resolution
- Anticipated trends in employee wages, salaries, and benefits
- Capital equipment needs

The packet includes both summary and detailed information for the 2019 General Fund Budget.

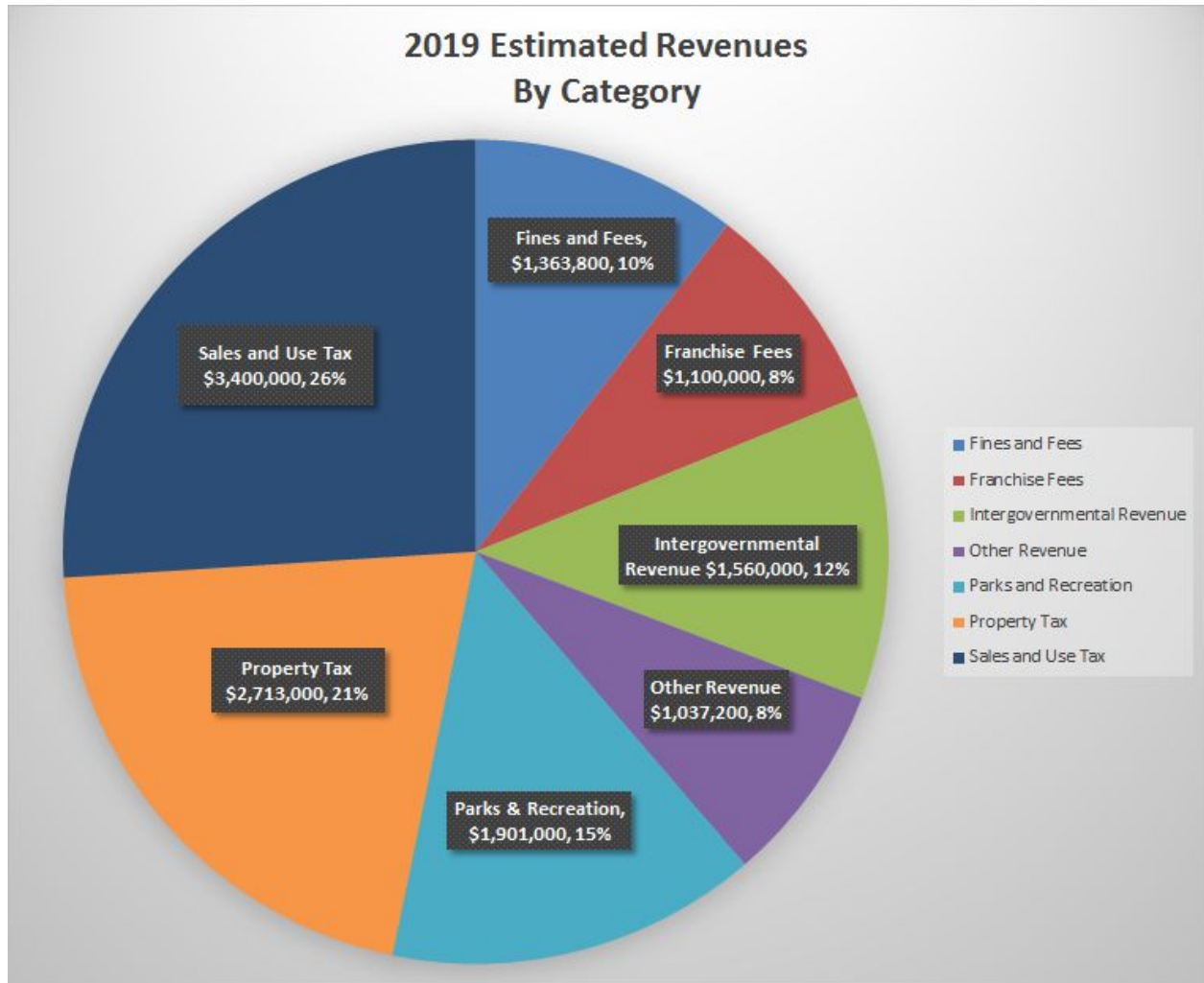
Revenue Highlights

Revenues were developed from historical trends, data provided by the Departments, and by considering the potential impact of new development/redevelopment in the City. Revenue information is provided in detailed format. 2018 Revenues have been updated from budgeted figures to reflect collections and trends captured during the first four months of the year.

Total estimated revenues in the 2019 Draft General Fund budget are \$13.08 million, or an increase of approximately 4% over 2018 Estimated. Based on preliminary projections provided by the County Appraiser's Office on the estimated increase in Mission's underlying property valuation, one mill will generate approximately \$150,000 in the 2019 Budget. A copy of the 2017 Mill Levy report for all taxing jurisdictions in Johnson County is included with this memorandum.

Staff continues to work within the limits of the property tax lid restrictions in developing the annual budget. The draft budget assumes the current mill levy of 17.973 (7 mills for street maintenance and 10.973 mills for General Fund operations) can remain constant. As expenses are revised and refined over the next thirty days and final valuation numbers are provided by the County, we may need to make adjustments to property tax revenue projections based on our ability to capture the estimated growth in appraised valuation without limitation.

MEMORANDUM



Sales taxes, franchise fees and fine revenues are expected to remain relatively flat in 2019. Community Center revenues are projected to decrease by 2%, primarily because of a continued decline in annual membership revenue. The largest increase in revenue for 2019 occurs in Plan Review and Inspection Services, driven by the large development projects which are expected to be underway. There are no new revenue sources included in the 2019 Draft Budget.

We have made continued progress in rebuilding the uncommitted portion of the General Fund fund balance, ending the 2017 fiscal year with approximately \$1.2 million in uncommitted funds over the Council's 25% Fund Balance Policy goal. This will allow us to explore a variety of supplemental programs and services for 2019 and beyond.



MEMORANDUM

General Fund Expenditures

Throughout the budget development process, staff considers many options and alternatives to bring it into balance. Although we do not use a “zero-based budget” approach, each line item is carefully reviewed and evaluated annually. Over the years, we have used any and all of the following “tools” to reach a recommended budget:

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

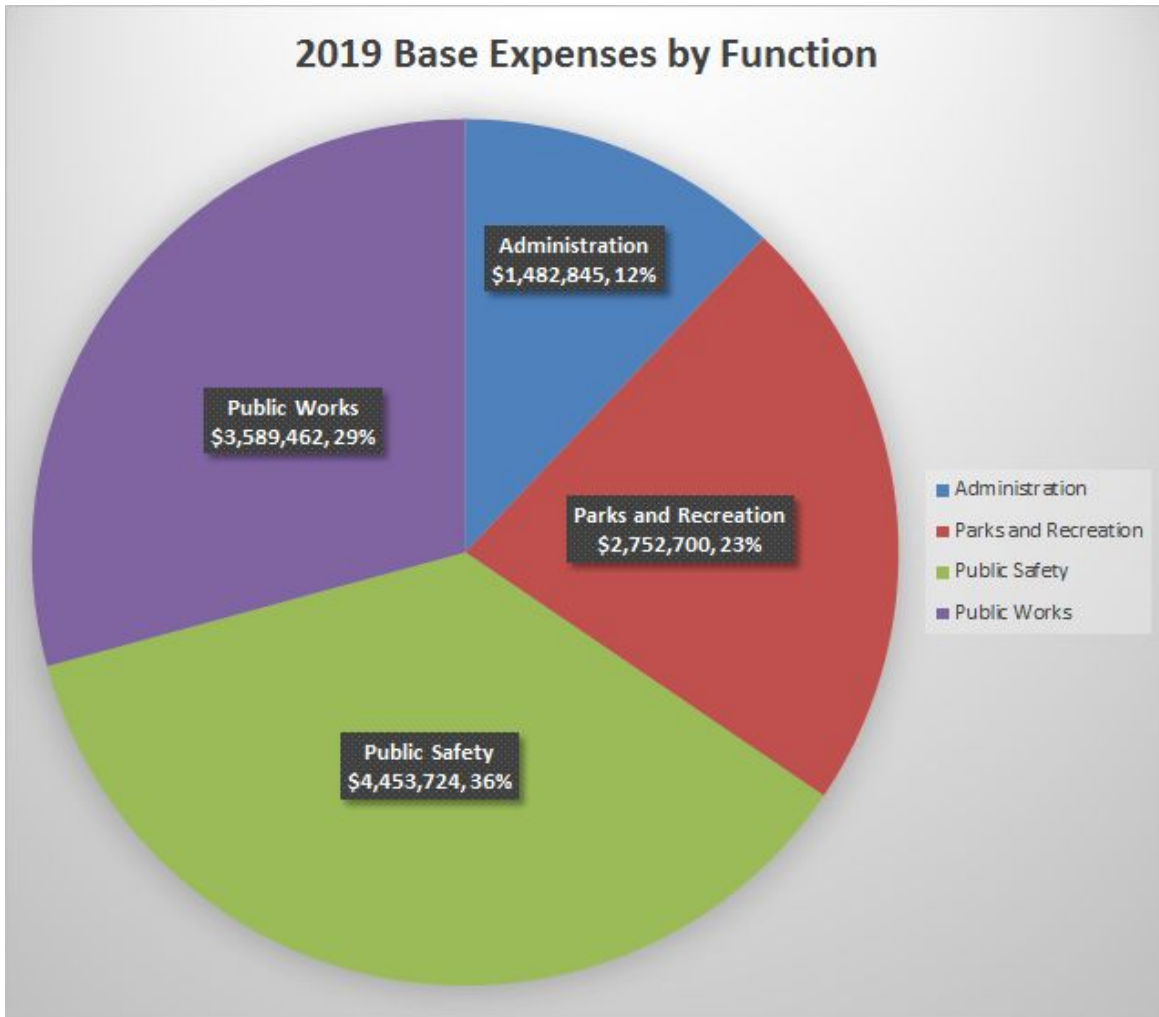
The first draft of the 2019 budget incorporates a number of current Council goals and objectives including:

- Subsidizing a portion of the annual Solid Waste Utility Rate for single-family property owners. The rate increase for the 2019 contract is 3.6816%. Single family property owners currently pay 86.2% of the total fees for solid waste collection. We will discuss whether the Council wants to absorb the full rate increase for 2019 or pass a portion along through the solid waste utility fees. The current contract with Waste Management expires December 31, 2019.
- Maintaining the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 75% of total city mill excluding special assessments, and 50% of the solid waste utility fee.
- Continuing to build a building/equipment reserve fund.
- Personnel costs reflect a 3% merit pool, and the 2018 Draft Budget includes no new positions, and no budgeted “lapses” in FTEs. Additional market adjustments, in accordance with the 2017 Classification and Compensation study, and two new positions in the Police Department will be discussed as supplemental requests and incorporated per Council direction.
- Maintaining funding for the Business Improvement Grant (BIG) Program.
- Continuing to increase the Park Maintenance budget in the Public Works Department, in direct response to recommendations outlined in the Parks and Recreation Master Plan.
- The Community Center budget currently achieves a cost recovery of approximately 70%. Staff will continue to work on options for impacting both revenues and expenditures to increase the center’s self-sufficiency.
- Funding for the highest priority capital equipment purchases for each Department.

The 2019 Draft General Fund expenditures reflect an increase of 15% over 2018 Estimated, based primarily on increases in plan review and inspection fees, capital equipment expenditures and an accurate reflection of all authorized/budgeted positions in the Public Works Department.

MEMORANDUM

The base 2019 General Fund Expenditures by function are detailed in the graph below:



The packet includes line item budget detail for each Department. Additional detail on the supplemental requests will be provided prior to the Committee meeting.

Summary/Next Steps

The 2019 Draft General Fund Budget provides a solid starting point for our conversations. Both in the General Fund, and in the Capital Improvement Program (discussed June 13th), our focus will be on strategic investments, items that go directly to maintaining the infrastructure of our community and underpinning our long-term property values. We look forward to Council's discussion and feedback on the 2019 Budget in the coming weeks.

EXHIBIT A

| 2016 MILL LEVIES ON EACH \$1,000 TANGIBLE ASSESSED VALUATION - JOHNSON COUNTY, KANSAS | | | | | | | | | | | | | | |
|--|----------------------|----------------------------|---------------|-----------------|-------------------|----------------------|----------------------|----------------|--------------------|-------------|-----------------|-------------------|----------------|--------|
| DIST ID | CITIES | VALUATION | GENERAL | Fire Protection | *Law-Enf-Fire-Amb | Cemetery | Employee Benefits | Library | Library Emp Ben | Storm Water | Bond & Interest | | | TOTAL |
| CY611WY | Bonner Springs | 4,372,694 | 23.986 | | | | | 5.190 | | | 4.481 | | | 33.657 |
| CZ615JO | De Soto | 66,490,702 | 15.572 | | 6.550 | | | | | | 4.940 | | | 27.062 |
| CZ005 | Edgerton | 40,111,994 | 33.654 | | | | | | | | | | | 33.654 |
| CY006 | Fairway | 86,418,614 | 19.428 | | | | | | | | 0.434 | | | 19.862 |
| CY007 | Gardner C/F | 158,088,698 | 13.504 | | | | | | | | 7.040 | | | 20.544 |
| CY008 | Gardner No C/F | 9 | 13.504 | | | | | | | | 7.040 | | | 20.544 |
| CY058 | Lake Quivira | 28,681,343 | 17.228 | | | | | | | | | | | 17.228 |
| CY010 | Leawood | 876,954,317 | 18.875 | | | | | | | | 5.638 | | | 24.513 |
| CX011 | Lenexa C/F | 1,040,346,071 | 23.891 | | | | | | | | 7.937 | | | 31.828 |
| CX056 | Lenexa No C/F | 448 | 23.891 | | | | | | | | 7.937 | | | 31.828 |
| CY012 | Merriam | 187,053,934 | 26.637 | | | | | | | | 1.036 | | | 27.673 |
| CY013 | Mission | 131,901,035 | 18.019 | | | | | | | | | | | 18.019 |
| CZ014 | Mission Hills | 181,735,294 | 21.951 | | | | | | | | | | | 21.951 |
| CZ015 | Mission Woods | 8,620,243 | 15.528 | | | | | | | | | | | 15.528 |
| CX016 | Olathe C/F | 1,589,220,658 | 10.874 | 1.713 | | | | 2.769 | | | 9.352 | | | 24.708 |
| CX017 | Olathe No C/F | 1,691,883 | 10.874 | | | | | 2.769 | | | 9.352 | | | 22.995 |
| CX018 | Overland Park | 3,273,875,954 | 12.839 | | | | | | | 0.961 | | | | 13.800 |
| CX022 | Overland Park N/F | 85,249 | 12.839 | | | | | | | 0.961 | | | | 13.800 |
| CX019 | Prairie Village | 325,162,695 | 19.471 | | | | | | | | | | | 19.471 |
| CY020 | Roeland Park | 70,323,502 | 28.485 | | | | | | | | 4.978 | | | 33.463 |
| CX021 | Shawnee | 825,985,702 | 18.510 | | 0.750 | | | | | | 7.351 | | | 26.611 |
| CZ612JO | Spring Hill C/F | 68,874,415 | 23.939 | 12.280 | | 0.189 | | | | | 2.452 | | | 38.860 |
| CZ023JO | Spring Hill No C/F | 43,105,350 | 23.939 | | | 0.189 | | | | | 2.452 | | | 26.580 |
| CZ024 | Westwood | 23,331,148 | 21.301 | | | | | | | | | | | 21.301 |
| CZ025 | Westwood Hills | 7,198,237 | 25.497 | | | | | | | | | | | 25.497 |
| *DeSoto City's levy is for Law Enforcement and Shawnee City's levy is for Fire Equipment | | | | | | | | | | | | | | |
| DIST ID | SCHOOLS | VALUATION FOR GENERAL FUND | VALUATION | General | Supple General | Declining Enrollment | Ex Growth Facilities | Capital Outlay | Special Assessment | Bond & Int | Bond & Int #2 | Special Liability | Cost of Living | TOTAL |
| SD229 | 229 Blue Valley | 2,759,531,499 | 2,844,429,435 | 20.000 | 15.230 | | 3.182 | 8.000 | 0.002 | 17.618 | | 0.025 | 2.198 | 66.255 |
| SD230 | 230 Spring Hill | 171,135,231 | 182,523,227 | 20.000 | 7.972 | | 11.038 | 4.000 | | 20.938 | | | | 63.948 |
| SD231 | 231 Gardner-Edgerton | 255,348,626 | 273,558,757 | 20.000 | 14.940 | | 5.348 | 8.000 | 0.009 | 18.904 | | 0.033 | 0.553 | 67.787 |
| SD232 | 232 DeSoto | 443,847,381 | 468,791,711 | 20.000 | 13.815 | | | 8.000 | 0.143 | 23.282 | | | 3.624 | 68.864 |
| SD233 | 233 Olathe | 1,980,628,290 | 2,084,308,333 | 20.000 | 15.331 | | 4.115 | 8.000 | 0.540 | 16.380 | | 0.150 | 3.258 | 67.774 |
| SD512 | 512 Shawnee Mission | 3,249,421,274 | 3,419,956,256 | 20.000 | 16.824 | 0.928 | | 8.000 | | 7.438 | | | 1.750 | 54.940 |
| SD289FR | 289 Wellsville | 21,323 | 23,622 | 20.000 | 18.413 | | | 7.993 | | 8.079 | | | | 54.485 |
| SD491DG | 491 Eudora | 1,132,079 | 1,189,576 | 20.000 | 12.734 | | | 7.999 | | 29.635 | | | | 70.368 |
| CC052 | Comm College | | 9,231,041,841 | 8.938 | | | | 0.501 | 0.034 | | | | | 9.473 |

EXHIBIT A

2016 MILL LEVIES ON EACH \$1,000 TANGIBLE ASSESSED VALUATION - JOHNSON COUNTY, KANSAS

| DIST ID | VALUATION | LEVY | TOTAL | DIST ID | DRAINAGE | VALUATION | General | | | | | TOTAL | | |
|---------|-------------------------|---------------|--------|---------|----------------------|-------------------------|---------------|-------------------|-------------------|--------|-----------------|----------|----------|--------|
| ST100 | STATE | 9,231,041,841 | | DR041 | Merriam | 115,031,067 | 1.852 | | | | | 1.852 | | |
| | | | | DR042 | Monticello | 10,255,600 | 0.000 | | | | | 0.000 | | |
| | Educational Building | | 1.000 | DR043 | Rock Crk Storm #1 | 426,812 | 10.442 | | | | | 10.442 | | |
| | Institutions Building | | 0.500 | DR044 | Rock Crk Storm #2 | 8,314,961 | 10.500 | | | | | 10.500 | | |
| | TOTAL STATE | | 1.500 | DR820DG | Weaver Bottoms | 22,428 | 4.582 | | | | | 4.582 | | |
| CT200 | COUNTY | 9,231,041,841 | | DIST ID | FIRE | VALUATION | General | Ambulance | Employee Benefits | E.M.S. | Bond & Interest | B & I #4 | B & I #5 | TOTAL |
| | General | | 14.085 | | | | | | | | | | | |
| | Public Works | | 1.475 | FE44 | Jo Co Cons Fire #2 | 834,690,768 | 9.127 | | 2.642 | | | | | 11.769 |
| | Public Health | | 0.768 | FE45 | Jo Co Fire #1 | 266,616,348 | 9.259 | | | 3.184 | | | | 12.443 |
| | Developmental Support | | 1.198 | FE64 | Jo Co Fire #1-Bd "A" | 108,527,641 | | | | | 3.051 | | | 3.051 |
| | Mental Health | | 1.753 | FE46 | Jo Co Fire #2 | 179,162,301 | 15.102 | 1.663 | | | 1.843 | | | 18.608 |
| | County Building | | 0.238 | FE060 | Jo Co Fire #2-Bd "F" | 44,317,170 | | | | | | 1.547 | | 1.547 |
| | Bond & Interest | | 0.073 | FE061 | Jo Co Fire #2-Bd "G" | 38,830,098 | | | | | | 1.547 | 0.296 | 1.843 |
| | TOTAL COUNTY | | 19.590 | FE062 | Northwest Cons Fire | 103,026,528 | 21.000 | | | | | | | 21.000 |
| | | | | | NW Fire Bond B | 128,276,917 | | | | | | | | 0.000 |
| LR053 | Library | 7,635,756,606 | | DIST ID | TOWNSHIPS | VALUATION | General | | | | | | | TOTAL |
| | General | | 3.325 | | | | | | | | | | | |
| | Special Use Fund | | 0.590 | TW26 | Aubry | 91,660,305 | 0.298 | | | | | | | 0.298 |
| | TOTAL LIBRARY | | 3.915 | TW27 | Gardner | 51,767,605 | 0.996 | | | | | | | 0.996 |
| | | | | TW28 | Lexington | 25,282,474 | 0.000 | | | | | | | 0.000 |
| PR054 | Park and Recreation | 9,231,041,841 | | TW29 | McCamish | 16,387,523 | 0.000 | | | | | | | 0.000 |
| | General | | 2.464 | TW31 | Olathe | 15,897,694 | 0.000 | | | | | | | 0.000 |
| | Employee Benefits | | 0.593 | TW32 | Oxford | 31,669,267 | 0.000 | | | | | | | 0.000 |
| | Bond and Interest | | 0.045 | TW34 | Spring Hill | 24,825,659 | 0.000 | | | | | | | 0.000 |
| | TOTAL PARK & RECREATION | | 3.102 | | | | | | | | | | | |
| | | | | DIST ID | RECREATION COMM | VALUATION | General | Employee Benefits | | | | | | TOTAL |
| CM035 | Aubry | 144,484,292 | 0.000 | 0.000 | RC229 | Blue Valley | 2,844,429,435 | 1.798 | 0.402 | | | | | 2.200 |
| CM036 | DeSoto | 76,553,565 | 0.309 | 0.309 | RC230 | Spring Hill | 182,523,227 | 2.250 | 0.800 | | | | | 3.050 |
| CM037 | Monticello | 580,805,814 | 0.040 | 0.040 | RC289FR | Wellsville Joint | 23,622 | 3.996 | 0.200 | | | | | 4.196 |
| CM038 | Pleasant Ridge | 394,325,142 | 0.002 | 0.002 | | | | | | | | | | |
| CM039 | Pleasant Valley | 1,292,862,472 | 0.000 | 0.000 | | | | | | | | | | |
| CM040 | Prairie Center | 10,268,601 | 0.512 | 0.512 | DIST ID | TOWNSHIP GENERAL | VALUATION | General | | | | | | TOTAL |
| CM041 | Edgerton | 37,743,718 | 0.000 | 0.000 | | | | | | | | | | |
| | | | | | TW28315 | Lexington Twp General | | 0.000 | | | | | | 0.000 |
| | | | | | TW29315 | McCamish Twp General | | 0.000 | | | | | | 0.000 |
| | | | | | TW34315 | Spring Hill Twp General | | 0.000 | | | | | | 0.000 |

2019 GENERAL FUND BUDGET

DRAFT

JUNE 6, 2018

City of Mission 2019 Annual Budget

Revenue Detail

| | Actual 2016 | Actual 2017 | Estimate 2018 | Proposed 2019 |
|---|----------------|----------------|------------------|------------------|
| <u>Property Tax</u> | | | | |
| Real Estate Tax (General Property Tax) | 1,370,292 | 1,431,094 | 1,500,000 | 1,503,000 |
| Delinquent Real Estate Tax | 26,172 | 12,445 | 15,000 | 15,000 |
| Property Tax | 1,396,464 | 1,443,538 | 1,515,000 | 1,518,000 |
| <u>Property Tax for Streets (7 Mills)</u> | 790,654 | 885,441 | 900,000 | 930,000 |
| <u>Motor Vehicle Tax</u> | | | | |
| Motor Vehicle Tax | 157,488 | 229,186 | 247,000 | 261,000 |
| Recreational Vehicle Tax | 476 | 893 | 600 | 700 |
| Heavy Truck Tax | 1,746 | 2,646 | 2,500 | 2,800 |
| Rental Excise Tax | - | - | - | - |
| Delinquent Personal Property Tax | 489 | 241 | 500 | 500 |
| Motor Vehicle Tax | 160,199 | 232,966 | 250,600 | 265,000 |
| <u>City Sales/Use Tax</u> | | | | |
| City Sales Tax | 2,459,602 | 2,351,684 | 2,400,000 | 2,500,000 |
| City Use Tax | 967,618 | 946,090 | 950,000 | 900,000 |
| City Sales/Use Tax | 3,427,221 | 3,297,774 | 3,350,000 | 3,400,000 |
| <u>Franchise Tax</u> | | | | |
| KCP&L | 684,428 | 703,739 | 700,000 | 730,000 |
| KS Gas Service | 158,251 | 190,778 | 225,000 | 200,000 |
| SBC Telephone | 22,793 | 20,270 | 25,000 | 25,000 |
| Sure West Telephone | 4,732 | 4,160 | 5,000 | 5,000 |
| AT&T (SBC) Video | 63,000 | 37,370 | 33,000 | 35,000 |
| Sure West Video | 19,181 | 14,268 | 15,000 | 15,000 |
| Time Warner Video | 69,898 | 59,011 | 58,000 | 55,000 |
| Google (New) | 2,567 | 32,344 | 30,000 | 35,000 |
| Franchise Tax | 1,024,850 | 1,061,940 | 1,091,000 | 1,100,000 |
| <u>Licenses and Permits</u> | | | | |
| Occupational License | 91,154 | 97,276 | 91,000 | 100,000 |
| Public Works Permits | 2,240 | 5,475 | 4,000 | 5,000 |
| Rental License | 46,696 | 43,874 | 40,000 | 45,000 |
| Rental Inspection Fee | - | - | 3,000 | 3,000 |
| Tree Service License Fee | 180 | 30 | 200 | 200 |
| Sign Permit Fee | 3,736 | 3,141 | 5,000 | 5,000 |
| Land Use Fee | 1,449 | 3,453 | 2,000 | 3,000 |
| Liquor License | 5,075 | 6,800 | 5,000 | 7,000 |
| Operator/Solicitor/Massage License | 1,495 | 1,870 | 3,000 | 2,000 |
| Animal License | 400 | 550 | 100 | 500 |
| Licenses and Permits | 152,425 | 162,469 | 153,300 | 170,700 |
| <u>Plan Review/Inspection Fees</u> | | | | |
| Building Permit Fees | 93,582 | 142,109 | 175,000 | 371,000 |
| Plan Review Fees | 58,765 | 81,696 | 100,000 | 251,000 |
| Plan Review/Inspection Fees | 152,347 | 223,805 | 275,000 | 622,000 |

City of Mission 2019 Annual Budget

Revenue Detail

| | Actual 2016 | Actual 2017 | Estimate 2018 | Proposed 2019 |
|---|------------------|------------------|------------------|------------------|
| <u>Intergovernmental Revenue</u> | | | | |
| County Sales/Use Tax | | | | |
| County Sales Tax | 720,169 | 663,659 | 650,000 | 700,000 |
| County Use Tax | <u>147,428</u> | <u>139,875</u> | <u>140,000</u> | <u>147,000</u> |
| County Sales/Use Tax | 867,598 | 803,534 | 790,000 | 847,000 |
| County Sales/Use Tax - Jail | | | | |
| County Jail Sales Tax | 179,267 | 165,212 | 165,000 | 173,000 |
| County Jail Use Tax | <u>36,857</u> | <u>34,969</u> | <u>35,000</u> | <u>37,000</u> |
| County Sales/Use Tax - Jail | 216,123 | 200,182 | 200,000 | 210,000 |
| County Sales/Use Tax - Pub Safety | | | | |
| County Public Safety Sales Tax | 179,265 | 165,212 | 165,000 | 173,000 |
| County Public Safety Use Tax | <u>36,837</u> | <u>34,968</u> | <u>35,000</u> | <u>37,000</u> |
| County Sales/Use Tax - Pub Safety | 216,101 | 200,181 | 200,000 | 210,000 |
| County Sales/Use Tax - Court House | | | | |
| County Court House Sales Tax | - | 126,604 | 165,000 | 173,000 |
| County Court House Use Tax | <u>-</u> | <u>26,154</u> | <u>35,000</u> | <u>37,000</u> |
| County Sales/Use Tax - Pub Safety | - | 152,758 | 200,000 | 210,000 |
| Alcohol Tax | 60,484 | 74,789 | 75,000 | 78,000 |
| Other Intergovernmental Revenue | 15,360 | 9,905 | 5,000 | 5,000 |
| Total for Intergovernmental | <u>1,375,666</u> | <u>1,441,348</u> | <u>1,470,000</u> | <u>1,560,000</u> |
| <u>Police Fines</u> | | | | |
| Fines | 917,173 | 1,169,510 | 1,300,000 | 1,300,000 |
| Parking Fines | 8,164 | 4,950 | 5,000 | 6,000 |
| Alarm Fines | 200 | 300 | 500 | 300 |
| Police Dept. Lab Fees | 800 | - | 500 | 500 |
| Fuel Assessment Fees | 31,736 | 40,734 | 35,000 | 42,000 |
| ADA Accessibility Fees | 8,170 | 10,446 | 9,000 | 5,000 |
| Motion Fees | 7,790 | 5,100 | 5,000 | 5,000 |
| Expungent Fees | 900 | 1,000 | 500 | 5,000 |
| Court Appointed Attorney | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Police Fines | 974,933 | 1,232,040 | 1,355,500 | 1,363,800 |
| <u>Service Charges</u> | | | | |
| Court Costs | 120,265 | 155,620 | 130,000 | 130,000 |
| On Line Convenience | 3,377 | 4,284 | 4,000 | 4,000 |
| Charge for Services | 50,000 | - | - | - |
| Reimbursed Expenses | 65,316 | 102,577 | 25,000 | 25,000 |
| NEAC Administrative Cost Reimbursement | 9,198 | 9,482 | 9,000 | - |
| Nuisance Abatement Fees | 2,126 | 4,968 | 4,500 | 5,000 |
| Weed Abatement Fees | <u>-</u> | <u>252</u> | <u>-</u> | <u>500</u> |
| Service Charges | 250,282 | 277,184 | 172,500 | 164,500 |

City of Mission 2019 Annual Budget

Revenue Detail

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|--|-------------------|-------------------|-------------------|-------------------|
| <u>Miscellaneous and Other</u> | | | | |
| Interest/Investments | 3,596 | 25,758 | 45,000 | 45,000 |
| Sale of Fixed Assets | 20,720 | 12,990 | 5,000 | 10,000 |
| Farmer's Market | 2,458 | - | - | - |
| Contributions | 52,090 | - | - | - |
| Miscellaneous | <u>42,981</u> | <u>24,392</u> | <u>20,000</u> | <u>25,000</u> |
| Miscellaneous and Other | 121,845 | 63,140 | 70,000 | 80,000 |
| <u>Pool Revenues</u> | | | | |
| Outdoor Pool Membership | 40,758 | 38,449 | 40,000 | 45,000 |
| Outdoor Pool Front Desk | 42,896 | 42,261 | 45,000 | 50,000 |
| Outdoor Pool Concessions | 20,924 | 23,362 | 22,000 | 25,000 |
| Outdoor Pool Program Fees | 7,194 | 7,152 | 5,000 | 8,000 |
| Outdoor Pool Rental | 4,751 | 2,787 | 3,000 | 4,000 |
| Super Pool Pass Revenue | <u>5,920</u> | <u>7,180</u> | <u>6,000</u> | <u>7,000</u> |
| Pool Revenue | 122,443 | 121,191 | 121,000 | 139,000 |
| <u>Community Center Revenue</u> | | | | |
| Community Center Membership | 776,697 | 661,425 | 650,000 | 600,000 |
| Community Center Rental | 266,601 | 262,014 | 270,000 | 270,000 |
| Community Center Program | 300,449 | 313,425 | 335,000 | 350,000 |
| Community Center Daily Fees | 226,288 | 211,219 | 225,000 | 225,000 |
| Community Center Misc. | 6,156 | 5,429 | 8,000 | 8,000 |
| Community Center Resale of Items | 661 | 754 | 1,000 | 1,000 |
| Community Center Sponsorship/Ads | - | - | 10,000 | - |
| Morrow Trust Fund | - | - | - | - |
| Mission Summer Program | 214,338 | 224,203 | 255,000 | 255,000 |
| Mission Square PILOTS | <u>26,563</u> | <u>79,688</u> | <u>53,125</u> | <u>53,000</u> |
| Community Center Revenues | 1,817,753 | 1,758,157 | 1,807,125 | 1,762,000 |
| <u>Bond/Lease Proceeds</u> | | | | |
| 2014 Lease Purchase of Police Vehicles | - | - | - | - |
| 2015 Lease Purchase of Street Sweeper | - | - | - | - |
| 2016 Lease Purchase of Police Vehicles | <u>367,920</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Bond/Lease Proceeds | 367,920 | - | - | - |
| Total Revenue | <u>12,135,002</u> | <u>12,200,992</u> | <u>12,531,025</u> | <u>13,075,000</u> |

City of Mission 2019 Annual Budget

Summary of Costs by Type of Expenditure

| | <u>Personnel</u> | <u>Contractual Services</u> | <u>Commodities</u> | <u>Capital Outlay</u> | <u>Debt Service</u> | <u>Total</u> |
|---------------------------------------|---------------------|-----------------------------|--------------------|-----------------------|---------------------|----------------------|
| General Overhead | \$ - | \$ 291,000 | \$ 47,250 | \$ - | 79,575 | \$ 417,825 |
| Legislative | \$ 56,620 | \$ 127,700 | \$ 1,200 | \$ - | | \$ 185,520 |
| Administration | \$ 839,100 | \$ 33,550 | \$ 850 | \$ 6,000 | | \$ 879,500 |
| Municipal Court | \$ 345,000 | \$ 26,200 | \$ 10,500 | \$ - | | \$ 381,700 |
| Neighborhood Services | \$ - | \$ - | \$ - | \$ - | | \$ - |
| Public Works | \$ 1,011,500 | \$ 958,300 | \$ 176,100 | \$ 385,000 | \$ 28,662 | \$ 2,559,562 |
| Community Development | \$ 323,500 | \$ 702,800 | \$ 3,600 | \$ - | | \$ 1,029,900 |
| Parks and Recreation | | | | | | |
| Mission Aquatic Center | \$ 133,300 | \$ 71,400 | \$ 45,250 | \$ - | | \$ 249,950 |
| Sylvester Powell Jr. Community Center | \$ 1,563,000 | \$ 827,250 | \$ 112,500 | \$ - | | \$ 2,502,750 |
| Police | \$ 3,184,100 | \$ 358,050 | \$ 140,700 | \$ 293,852 | \$ 95,322 | \$ 4,072,024 |
| Total | <u>\$ 7,456,120</u> | <u>\$ 3,396,250</u> | <u>\$ 537,950</u> | <u>\$ 684,852</u> | <u>\$ 203,559</u> | <u>\$ 12,278,731</u> |

City of Mission 2019 Annual Budget

Summary of Costs by Department

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-------------------------------------|----------------|----------------|----------------|------------------|
| <u>General Overhead</u> | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - |
| Contractual Services | 252,450 | 253,518 | 282,500 | 291,000 |
| Commodities | 45,454 | 39,714 | 44,750 | 47,250 |
| Capital Outlay | 56,015 | 36,361 | 27,000 | - |
| Debt Service | 78,475 | 77,175 | 76,000 | 79,575 |
| Total | \$ 432,394 | \$ 406,768 | \$ 430,250 | \$ 417,825 |
| <u>Legislative</u> | | | | |
| Personnel Services | \$ 51,226 | \$ 50,150 | \$ 56,622 | \$ 56,620 |
| Contractual Services | 98,142 | 89,335 | 112,750 | 127,700 |
| Commodities | 253 | 35 | 1,200 | 1,200 |
| Capital Outlay | - | 147 | - | - |
| Total | \$ 149,622 | \$ 139,667 | \$ 170,572 | \$ 185,520 |
| <u>Administration</u> | | | | |
| Personnel Services | \$ 771,238 | \$ 783,704 | \$ 811,400 | \$ 839,100 |
| Contractual Services | 35,546 | 47,063 | 32,050 | 33,550 |
| Commodities | 339 | 1,799 | 865 | 850 |
| Capital Outlay | 4,958 | 470 | - | 6,000 |
| Total | \$ 812,082 | \$ 833,035 | \$ 844,315 | \$ 879,500 |
| <u>Municipal Court</u> | | | | |
| Personnel Services | \$ 314,041 | \$ 284,513 | \$ 310,600 | \$ 345,000 |
| Contractual Services | 13,664 | 15,232 | 21,575 | 26,200 |
| Commodities | 7,076 | 8,470 | 9,250 | 10,500 |
| Capital Outlay | 2,107 | 2,640 | 34,000 | - |
| Total | \$ 336,888 | \$ 310,855 | \$ 375,425 | \$ 381,700 |
| <u>Neighborhood Services</u> | | | | |
| Personnel Services | \$ 114,722 | \$ - | \$ - | \$ - |
| Contractual Services | 86,830 | - | - | - |
| Commodities | 1,082 | - | - | - |
| Capital Outlay | 23,004 | - | - | - |
| Total | \$ 225,638 | \$ - | \$ - | \$ - |

City of Mission 2019 Annual Budget

Summary of Costs by Department

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|--------------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <u>Public Works</u> | | | | |
| Personnel Services | \$ 697,672 | \$ 689,401 | \$ 846,700 | \$ 1,011,500 |
| Contractual Services | 758,303 | 799,216 | 894,300 | 958,300 |
| Commodities | 76,626 | 153,432 | 163,850 | 176,100 |
| Capital Outlay | 78,050 | 280,597 | 67,500 | 385,000 |
| Debt Service | <u>57,325</u> | <u>57,325</u> | <u>57,325</u> | <u>28,662</u> |
| Total | \$ 1,667,976 | \$ 1,979,971 | \$ 2,029,675 | \$ 2,559,562 |
| <u>Community Development</u> | | | | |
| Personnel Services | \$ 114,289 | \$ 256,444 | \$ 271,200 | \$ 323,500 |
| Contractual Services | 140,047 | 445,082 | 302,250 | 702,800 |
| Commodities | 752 | 2,384 | 4,400 | 3,600 |
| Capital Outlay | <u>1,077</u> | <u>626</u> | <u>5,000</u> | <u>-</u> |
| Total | \$ 256,166 | \$ 704,536 | \$ 582,850 | \$ 1,029,900 |
| <u>Mission Aquatic Center</u> | | | | |
| Personnel Services | \$ 116,234 | \$ 90,181 | \$ 165,000 | \$ 133,300 |
| Contractual Services | 63,952 | 71,320 | 61,700 | 71,400 |
| Commodities | 36,856 | 40,079 | 41,500 | 45,250 |
| Capital Outlay | <u>-</u> | <u>4,325</u> | <u>-</u> | <u>-</u> |
| Total | \$ 217,042 | \$ 205,904 | \$ 268,200 | \$ 249,950 |
| <u>Community Center</u> | | | | |
| Personnel Services | \$ 1,349,990 | \$ 1,352,915 | \$ 1,447,000 | \$ 1,563,000 |
| Contractual Services | 772,372 | 827,236 | 751,250 | 827,250 |
| Commodities | 98,198 | 98,168 | 104,000 | 112,500 |
| Capital Outlay | <u>3,353</u> | <u>3,948</u> | <u>7,000</u> | <u>-</u> |
| Total | \$ 2,223,912 | \$ 2,282,266 | \$ 2,309,250 | \$ 2,502,750 |
| <u>Police</u> | | | | |
| Personnel Services | \$ 2,697,670 | \$ 2,687,810 | \$ 2,948,808 | \$ 3,184,100 |
| Contractual Services | 352,956 | 363,614 | 439,600 | 358,050 |
| Commodities | 105,126 | 97,683 | 142,700 | 140,700 |
| Capital Outlay | 375,817 | 76,145 | 13,500 | 293,852 |
| Debt Service | <u>49,318</u> | <u>144,625</u> | <u>145,000</u> | <u>95,322</u> |
| Total | \$ 3,580,888 | \$ 3,369,876 | \$ 3,689,608 | \$ 4,072,024 |
| Total for All Departments | <u>\$ 9,902,606</u> | <u>\$ 10,232,879</u> | <u>\$ 10,700,145</u> | <u>\$ 12,278,731</u> |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|------------------|
| Fund: | General |
| Department: | General Overhead |

Department Description

Functions and obligations which cannot be readily charged to a particular department are grouped within General Overhead. General Overhead accounts for general liability insurance, utilities for City Hall and the Police Department, postage, building and grounds maintenance, audit expenses, and other city-

Objectives

- Efficiently monitor utility costs.
- Control losses through an effective safety and loss control program.
- Maintain City Hall and Police Department facilities.
- Secure technology improvements for City facilities including a new telephone system, new surveillance camera system, updated cabling of city facilities and network servers.
- Purchase new copier for City Hall

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| <u>Department Budget Summary</u> | | | | |
| Personnel Services | \$ - | \$ - | \$ - | \$ - |
| Contractual Services | 252,450 | 253,518 | 282,500 | 291,000 |
| Commodities | 45,454 | 39,714 | 44,750 | 47,250 |
| Capital Outlay | 56,015 | 36,361 | 27,000 | - |
| Debt Service | 78,475 | 77,175 | 76,000 | 79,575 |
| Total | \$ 432,394 | \$ 406,768 | \$ 430,250 | \$ 417,825 |
| <u>Authorized Positions</u> | | | | |
| Full-Time | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-Time | 0.00 | 0.00 | 0.00 | 0.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|------------------|
| Fund: | General |
| Department: | General Overhead |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-----------------------------------|-------------|-------------|-------------|-------------|---------------|
| Personnel Services | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total Personnel Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contractual Services | | | | | | |
| 01-07-201-01 | Electricity - City Hall | \$ 40,541 | \$ 42,406 | \$ 46,611 | \$ 42,000 | \$ 50,000 |
| 01-07-201-03 | Natural Gas - City Hall | 4,067 | 3,222 | 6,996 | 6,000 | 7,000 |
| 01-07-201-05 | Water and Sewer - City Hall | 2,071 | 2,383 | 2,109 | 3,000 | 3,000 |
| 01-07-201-08 | Telephone | - | 13,282 | 1,181 | 6,000 | 5,000 |
| 01-07-203-03 | Tuition Reimbursement | 7,113 | 4,000 | - | 7,000 | 7,000 |
| 01-07-204-01 | Advertising | 1,443 | 419 | - | 2,000 | 2,000 |
| 01-07-205-01 | Insurance - City Hall and Equip | 47,554 | 55,452 | 53,402 | 55,000 | 55,000 |
| 01-07-206-03 | Periodicals/Books | 1,575 | 719 | 428 | 1,000 | 1,000 |
| 01-07-206-04 | Legal Publications | 711 | 1,524 | 3,829 | 2,000 | 2,000 |
| 01-07-206-05 | Professional Services | 19 | 336 | 23,955 | 10,000 | 15,000 |
| 01-07-207-02 | Finance/Audit | 21,295 | 21,915 | 22,340 | 25,000 | 32,000 |
| 01-07-207-07 | Pre-employment/Hiring Expense | 1,266 | 35 | - | 1,000 | - |
| 01-07-207-07 | Bank Fees | 281 | - | 2,437 | 1,000 | 2,000 |
| 01-07-210-02 | Janitorial Services | - | 2,022 | 6,065 | 6,000 | 6,000 |
| 01-07-212-06 | Service Contracts | 24,256 | 28,081 | 26,655 | 25,000 | 25,000 |
| 01-07-213-02 | Rentals and Leases | 8,545 | 8,156 | 5,850 | 9,000 | 9,000 |
| 01-07-214-02 | Property Taxes | 6,463 | 1,535 | 14,248 | 18,000 | 7,000 |
| 01-07-214-05 | Computer Services | 37,429 | 53,189 | 29,519 | 50,000 | 50,000 |
| 01-07-214-06 | Codification | 3,142 | 2,755 | 3,960 | 3,500 | 3,000 |
| 01-07-214-13 | Website Development | - | 5,900 | 2,526 | 5,000 | 5,000 |
| 01-07-215-03 | Contingency | 2,904 | 5,120 | 1,407 | 5,000 | 5,000 |
| | Total Contractual Services | \$ 210,676 | \$ 252,450 | \$ 253,518 | \$ 282,500 | \$ 291,000 |
| Commodities | | | | | | |
| 01-07-301-01 | Office Supplies | \$ 9,542 | \$ 6,783 | \$ 6,381 | \$ 5,000 | \$ 7,000 |
| 01-07-301-04 | Postage | 12,287 | 11,650 | 16,495 | 12,000 | 12,000 |
| 01-07-304-04 | Misc Supplies | 173 | 63 | 215 | 250 | 250 |
| 01-07-305-01 | Janitorial Supplies | 1,292 | 1,920 | 3,037 | 2,500 | 3,000 |
| 01-07-305-02 | Maintenance/Repairs City Hall | 25,059 | 25,037 | 13,587 | 25,000 | 25,000 |
| | Total Commodities | \$ 48,353 | \$ 45,454 | \$ 39,714 | \$ 44,750 | \$ 47,250 |
| Capital Outlay | | | | | | |
| 01-07-402-03 | Computer Systems/Software | \$ 5,829 | \$ 3,925 | \$ 6,844 | \$ 20,000 | \$ - |
| 01-07-404-06 | Equipment Replacement | 4,666 | - | 29,517 | 7,000 | - |
| 01-07-499-01 | Land | - | 52,090 | - | - | - |
| | Total Capital Outlay | \$ 10,495 | \$ 56,015 | \$ 36,361 | \$ 27,000 | \$ - |
| Debt Service | | | | | | |
| | 2013A Principal and Interest | 79,865 | 78,475 | 77,175 | 76,000 | 79,575 |
| | Total Debt Service | 79,865 | 78,475 | 77,175 | 76,000 | 79,575 |
| | General Overhead Total | \$ 349,389 | \$ 432,394 | \$ 406,768 | \$ 430,250 | \$ 417,825 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|-------------|
| Fund: | General |
| Department: | Legislative |

Department Description

The City Council serves as the legislative and policy-making body of the City. The City Council is composed of eight councilmembers - two from each ward elected for four year terms - and a mayor who is elected at large for a four year term. The capital outlay in this department for 2017 was for the purchase and

Objectives

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

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|-------------------|-------------------|------------------|
| <u>Department Budget Summary</u> | | | | |
| Personnel Services | \$ 51,226 | \$ 50,150 | \$ 56,622 | \$ 56,620 |
| Contractual Services | 98,142 | 89,335 | 112,750 | 127,700 |
| Commodities | 253 | 35 | 1,200 | 1,200 |
| Capital Outlay | - | 147 | - | - |
| Total | \$ 149,622 | \$ 139,667 | \$ 170,572 | ##### |
| <u>Authorized Positions</u> | | | | |
| Full-Time | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-Time | 9.00 | 9.00 | 9.00 | 9.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 9.00 | 9.00 | 9.00 | 9.00 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|-------------|
| Fund: | General |
| Department: | Legislative |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | | | | | | |
| 01-09-101-03 | Wages and Salaries | \$ 46,597 | \$ 47,432 | \$ 45,800 | \$ 52,200 | \$ 52,200 |
| 01-09-102-01 | Health/Welfare Benefits | - | - | - | - | - |
| 01-09-102-02 | Social Security | 3,652 | 3,494 | 3,768 | 3,672 | 3,670 |
| 01-09-102-03 | KPERS | - | - | - | - | - |
| 01-09-102-04 | Employment Security | 114 | 114 | 50 | 100 | 100 |
| 01-09-102-05 | Workers Compensation | 647 | 185 | 533 | 650 | 650 |
| | Total Personnel Services | \$ 51,011 | \$ 51,226 | \$ 50,150 | \$ 56,622 | \$ 56,620 |
| Contractual Services | | | | | | |
| 01-09-201-07 | Telephone | \$ 99 | \$ 81 | \$ 384 | \$ - | \$ - |
| 01-09-202-06 | Commercial Travel | 1,036 | 1,186 | 2,620 | 3,000 | 4,000 |
| 01-09-202-07 | Lodging and Meals | 2,087 | 3,576 | 4,975 | 5,000 | 9,000 |
| 01-09-202-08 | Parking and Tolls | 17 | 59 | 9 | 200 | 200 |
| 01-09-202-09 | Mileage | 314 | 140 | 254 | 350 | 800 |
| 01-09-203-02 | Registration | 1,060 | 2,580 | 3,195 | 3,500 | 4,500 |
| 01-09-205-01 | Insurance - Public Official | 7,000 | 6,646 | 7,139 | 7,000 | 7,500 |
| 01-09-206-01 | Professional Organizations | 50 | 50 | 390 | 100 | 100 |
| 01-09-206-02 | Municipal Organizations | 7,335 | 8,563 | 7,710 | 9,000 | 9,000 |
| 01-09-206-03 | Periodicals/Books | 275 | 113 | 58 | 500 | 500 |
| 01-09-208-01 | Annual Celebrations | 13,892 | 7,351 | 27,375 | 10,000 | 15,000 |
| 01-09-208-02 | Election Expense | - | 12,937 | - | 15,000 | 15,000 |
| 01-09-208-03 | Holiday Parties | 5,179 | 5,725 | 6,470 | 7,500 | 7,500 |
| 01-09-208-04 | Public Relations | 6,075 | 7,644 | 11,023 | 6,000 | 7,000 |
| 01-09-208-05 | Meeting Expenses | 890 | 225 | 200 | 4,000 | 5,000 |
| 01-09-208-07 | Economic Development | - | - | - | - | - |
| 01-09-208-08 | Human Service Fund (UCS) | 6,395 | 7,000 | 7,000 | 7,600 | 7,600 |
| 01-09-208-09 | Chamber of Commerce | 5,926 | 5,165 | 4,540 | 6,500 | 7,000 |
| 01-09-208-12 | MARC | 2,306 | 2,343 | 2,406 | 2,500 | 3,000 |
| 01-09-208-15 | JOCO Utility Assistance | 1,555 | - | - | - | - |
| 01-09-208-16 | Farmer's Market | - | 6,758 | 3,548 | 10,000 | 10,000 |
| 01-09-214-07 | Newsletter | 20,000 | 20,000 | 40 | - | - |
| 01-09-215-03 | Miscellaneous | - | - | - | - | - |
| 01-09-215-04 | Sustainability Expenses | - | - | - | 5,000 | 5,000 |
| 01-09-215-05 | Parks, Recreation, and Tree Board | - | - | - | 5,000 | 5,000 |
| 01-09-215-06 | Planning Commission | - | - | - | 5,000 | 5,000 |
| | Total Contractual Services | \$ 81,492 | \$ 98,142 | \$ 89,335 | \$ 112,750 | \$ 127,700 |
| Commodities | | | | | | |
| 01-09-301-01 | Office Supplies | \$ 99 | \$ 180 | \$ 35 | \$ 500 | \$ 500 |
| 01-09-301-02 | Clothing | - | - | - | 500 | 500 |
| 01-09-301-04 | Printing | - | 73 | - | 200 | 200 |
| | Total Commodities | \$ 99 | \$ 253 | \$ 35 | \$ 1,200 | \$ 1,200 |
| Capital Outlay | | | | | | |
| 01-09-407-05 | Contingency | \$ 1,490 | \$ - | \$ 147 | \$ - | \$ - |
| | Total Capital Outlay | \$ 1,490 | \$ - | \$ 147 | \$ - | \$ - |
| | Legislative Total | \$ 134,092 | \$ 149,622 | \$ 139,667 | \$ 170,572 | \$ 185,520 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|----------------|
| Fund: | General |
| Department: | Administration |

Department Description

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

The City Administrator supports the Governing Body in policy development setting general direction for the organization, implements municipal policies, and overs the day to day operations of the City.

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

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

The Public Information Officer coordinates various community outreach

Objectives

- Promote organizational excellence.
- Provide solid financial control.
- Monitor, supervise, direct, control, and promote organizational activities.
- Coordinate the implementation of technology upgreads.
- Evaluate ojectives for enhancing the Mission Flower and Farmer Market for the 2018 season.
- Coordinate two development projects in the City that will begin in 2018.

| <u>Department Budget Summary</u> | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 771,238 | \$ 783,704 | \$ 811,400 | \$ 839,100 |
| Contractual Services | 35,546 | 47,063 | 32,050 | 33,550 |
| Commodities | 339 | 1,799 | 865 | 850 |
| Capital Outlay | 4,958 | 470 | - | 6,000 |
| Total | \$ 812,082 | \$ 833,035 | \$ 844,315 | \$ 879,500 |

Authorized Positions

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

City of Mission 2019 Budget Worksheet

| | |
|--------------------|----------------|
| Fund: | General |
| Department: | Administration |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | | | | | | |
| 01-10-101-01 | Full Time Salaries | \$ 487,520 | \$ 550,695 | \$ 577,091 | \$ 575,000 | \$ 584,000 |
| 01-10-101-02 | Part Time Salaries | 38,067 | 42,872 | 32,334 | 44,000 | 40,000 |
| 01-10-101-04 | Overtime Salaries | - | - | - | - | - |
| 01-10-102-01 | Health/Welfare Benefits | 84,253 | 63,688 | 63,219 | 78,000 | 95,400 |
| 01-10-102-02 | Social Security | 39,086 | 46,751 | 47,541 | 46,000 | 47,500 |
| 01-10-102-03 | KPERS | 48,293 | 55,844 | 50,460 | 55,000 | 57,000 |
| 01-10-102-04 | Employment Security | 1,255 | 1,557 | 634 | 1,400 | 1,500 |
| 01-10-102-05 | Workers Compensation | 1,941 | 555 | 1,230 | 2,000 | 2,200 |
| 01-10-102-06 | City Pension | 6,170 | 9,277 | 11,195 | 10,000 | 11,500 |
| | Total Personnel Services | \$ 706,585 | \$ 771,238 | \$ 783,704 | \$ 811,400 | \$ 839,100 |
| Contractual Services | | | | | | |
| 01-10-201-08 | Telephone | \$ 1,236 | \$ 965 | \$ 3,626 | \$ 1,500 | \$ 1,500 |
| 01-10-202-02 | Commercial Travel | 1,433 | - | 493 | 1,500 | 1,500 |
| 01-10-202-03 | Lodging/Meals | 3,737 | 762 | 1,593 | 4,000 | 4,000 |
| 01-10-202-04 | Parking/Tolls | 198 | 167 | 46 | 200 | 200 |
| 01-10-202-05 | Mileage | 1,259 | 1,192 | 1,166 | 1,500 | 1,500 |
| 01-10-203-01 | Registration/Tuition | 4,240 | 4,079 | 5,394 | 5,500 | 5,500 |
| 01-10-204-01 | Advertising | - | - | 299 | - | - |
| 01-10-205-02 | Notary Bonds | 75 | 125 | 25 | 100 | 100 |
| 01-10-206-01 | Professional Organizations | 4,060 | 3,437 | 4,929 | 5,500 | 5,500 |
| 01-10-206-02 | Municipal Organizations | 500 | 149 | 15 | 500 | 500 |
| 01-10-206-03 | Periodicals/Books/Publications | 390 | 569 | 1,386 | 2,000 | 2,000 |
| 01-10-206-05 | Professional Services | 324 | 13,217 | 13,114 | 1,000 | 1,000 |
| 01-10-206-06 | Attorney Services | - | 455 | - | - | - |
| 01-10-207-07 | Pre-Employment Testing | - | 159 | 172 | - | - |
| 01-10-208-04 | Public Relations | 3,855 | 3,973 | 3,777 | 4,000 | 5,000 |
| 01-10-208-05 | Meeting Expenses | 1,692 | 1,452 | 3,705 | 2,500 | 3,000 |
| 01-10-208-13 | Employee Recognition | 357 | 38 | 1,394 | 1,500 | 1,500 |
| 01-10-212-06 | Service Contracts | - | 223 | 675 | - | - |
| 01-10-214-03 | Printing | 208 | 169 | 604 | 250 | 250 |
| 01-10-215-03 | Miscellaneous | 160 | 787 | 577 | 500 | 500 |
| 01-10-215-04 | Sustainability Expenses | 2,740 | 3,628 | 4,071 | - | - |
| | Total Contractual Services | \$ 26,464 | \$ 35,546 | \$ 47,063 | \$ 32,050 | \$ 33,550 |
| Commodities | | | | | | |
| 01-10-301-01 | Office Supplies | \$ - | \$ 270 | \$ 1,515 | \$ 250 | \$ 250 |
| 01-10-301-04 | Postage | - | (30) | 115 | 15 | - |
| 01-10-301-05 | Printed Forms | 135 | 99 | 169 | 100 | 100 |
| 01-10-301-02 | Clothing | - | - | - | 500 | 500 |
| | Total Commodities | \$ 135 | \$ 339 | \$ 1,799 | \$ 865 | \$ 850 |
| Capital Outlay | | | | | | |
| 01-10-401-01 | Office Machines | \$ - | \$ 838 | \$ - | \$ - | \$ 6,000 |
| 01-10-401-02 | Office Furnishings | 3,174 | 3,507 | 293 | - | - |
| 01-10-402-03 | Computer Systems | 40 | 613 | 177 | - | - |
| 01-10-407-05 | Contingency | (77) | - | - | - | - |
| | Total Capital Outlay | \$ 3,137 | \$ 4,958 | \$ 470 | \$ - | \$ 6,000 |
| | Administration Total | \$ 736,321 | \$ 812,082 | \$ 833,035 | \$ 844,315 | \$ 879,500 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|-----------------|
| Fund: | General |
| Department: | Municipal Court |

Department Description

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

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

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

The purchase of new court software has been budgeted for 2018.

Objectives

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

| <u>Department Budget Summary</u> | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 314,041 | \$ 284,513 | \$ 310,600 | \$ 345,000 |
| Contractual Services | 13,664 | 15,232 | 21,575 | 26,200 |
| Commodities | 7,076 | 8,470 | 9,250 | 10,500 |
| Capital Outlay | 2,107 | 2,640 | 34,000 | - |
| Total | \$ 336,888 | \$ 310,855 | \$ 375,425 | \$ 381,700 |

Authorized Positions

| | | | | |
|--------------|--------------|-------------|-------------|-------------|
| Full-Time | 3.00 | 3.00 | 3.00 | 3.00 |
| Part-Time | 7.00 | 2.00 | 2.00 | 2.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 10.00 | 5.00 | 5.00 | 5.00 |

City of Mission 2019 Annual Budget

| | |
|--------------------|-----------------|
| Fund: | General |
| Department: | Municipal Court |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Budget 2019 |
|-----------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | | | | | | |
| 01-11-101-01 | Full Time Salaries | \$ 126,624 | \$ 132,071 | \$ 130,853 | \$ 143,000 | \$ 150,600 |
| 01-11-101-02 | Part Time Salaries | 6,962 | 8,561 | - | - | - |
| 01-11-101-03 | Judge Salaries | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 01-11-101-04 | Overtime Salaries | 8,213 | 7,544 | 8,219 | 8,000 | 8,000 |
| 01-11-101-06 | City Attorney - Court | 40,365 | 58,670 | 54,795 | 50,000 | 55,000 |
| 01-11-101-09 | City Attorney Appeals - Court | 7,020 | 13,560 | 1,120 | 8,000 | 5,000 |
| 01-11-102-01 | Health/Welfare Benefits | 37,754 | 31,534 | 29,586 | 33,000 | 56,000 |
| 01-11-102-02 | Social Security | 16,094 | 12,994 | 12,261 | 18,000 | 18,500 |
| 01-11-102-03 | KPERS | 13,419 | 14,636 | 11,946 | 14,000 | 14,500 |
| 01-11-102-04 | Employment Security | 504 | 424 | 160 | 600 | 600 |
| 01-11-102-05 | Workers Compensation | 3,883 | 1,109 | 2,459 | 3,000 | 3,500 |
| 01-11-102-06 | City Pension | 3,074 | 2,938 | 3,114 | 3,000 | 3,300 |
| 01-11-102-07 | Admin Charge/Pension Plan | 368 | - | - | - | - |
| | Total Personal Services | \$ 294,281 | \$ 314,041 | \$ 284,513 | \$ 310,600 | \$ 345,000 |
| Contractual Services | | | | | | |
| 01-11-201-08 | Telephone | \$ 5,649 | \$ 2,160 | \$ 2,362 | \$ 3,500 | \$ 3,500 |
| 01-11-202-03 | Lodging/Meals | 184 | 452 | 142 | 800 | 1,000 |
| 01-11-202-04 | Parking/Tolls | - | 5 | - | 25 | 50 |
| 01-11-202-05 | Mileage | 273 | 132 | - | 500 | 600 |
| 01-11-203-01 | Registration/Tuition | 320 | 305 | 175 | 500 | 500 |
| 01-11-204-01 | Advertising - Classified | - | - | - | 100 | 100 |
| 01-11-205-01 | Insurance | 700 | 655 | 564 | 700 | - |
| 01-11-205-02 | Notary Bonds | 150 | - | - | 100 | 100 |
| 01-11-206-05 | Professional Services | 6,000 | 895 | 2,615 | 5,000 | 5,000 |
| 01-11-206-06 | City Attorney Services | - | - | - | - | - |
| 01-11-207-07 | Pre-employment Expenses | - | 52 | 75 | 150 | 150 |
| 01-11-208-13 | Employee Recognition | 200 | - | 480 | 200 | 200 |
| 01-11-209-01 | Appeals | - | 480 | - | - | - |
| 01-11-209-02 | Computer Maintenance | 2,453 | 6,350 | 7,203 | 5,000 | 10,000 |
| 01-11-209-03 | Defense | 3,203 | 2,178 | 1,617 | 5,000 | 5,000 |
| 01-11-214-08 | Prisoner Care | 36,435 | - | - | - | - |
| | Total Contractual Services | \$ 55,566 | \$ 13,664 | \$ 15,232 | \$ 21,575 | \$ 26,200 |
| Commodities | | | | | | |
| 01-11-301-01 | Office Supplies | \$ 2,147 | \$ 2,574 | \$ 3,995 | \$ 3,500 | \$ 4,500 |
| 01-11-301-04 | Postage | - | - | - | - | - |
| 01-11-301-05 | Printed Forms | 2,763 | 4,279 | 4,476 | 5,000 | 5,500 |
| 01-11-301-02 | Clothing | - | 223 | - | 750 | 500 |
| | Total Commodities | \$ 4,910 | \$ 7,076 | \$ 8,470 | \$ 9,250 | \$ 10,500 |
| Capital Outlay | | | | | | |
| 01-11-401-01 | Office Machines | \$ - | \$ 1,122 | \$ 339 | \$ - | \$ - |
| 01-11-402-03 | Computer Systems | 180 | 985 | 2,041 | 34,000 | - |
| 01-11-407-05 | Contingency | - | - | 260 | - | - |
| | Total Capital Outlay | \$ 180 | \$ 2,107 | \$ 2,640 | \$ 34,000 | \$ - |
| | Municipal Court Total | \$ 354,937 | \$ 336,888 | \$ 310,855 | \$ 375,425 | \$ 381,700 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|-----------------------|
| Fund: | General |
| Department: | Neighborhood Services |

Department Description

The Neighborhood Services Department conducts enforcement of the City's property maintenance codes and rental dwelling licensure program. This department also provides a number of neighborhood support services including grant assistance for property upkeep, neighborhood clean-up programs, and assistance for senior citizens with property tax and utility bills. This department oversees the City's solid waste management program.

This department was merged with the Community Development Department in 2017.

Objectives

- Proactively promote quality housing.
- Proactively provide support to residential neighborhoods.
- Proactively address property maintenance code issues.
- Administer the rental dwelling licensing and inspection program.
- Create and promote City sponsored assistance programs.
- Respond to citizen inquires and requests for services.

| <u>Department Budget Summary</u> | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|----------------|----------------|------------------|
| Personnel Services | \$ 114,722 | \$ - | \$ - | \$ - |
| Contractual Services | 86,830 | - | - | - |
| Commodities | 1,082 | - | - | - |
| Capital Outlay | 23,004 | - | - | - |
| Total | \$ 225,638 | \$ - | \$ - | \$ - |

Authorized Positions

| | | | | |
|--------------|-------------|-------------|-------------|-------------|
| Full-Time | 2.00 | 0.00 | 0.00 | 0.00 |
| Part-Time | 0.00 | 0.00 | 0.00 | 0.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 2.00 | 0.00 | 0.00 | 0.00 |

City of Mission 2019 Budget Worksheet

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

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-----------------------------------|-------------------|-------------------|----------------|----------------|------------------|
| Personnel Services | | | | | | |
| 01-15-101-01 | Full Time Salaries | \$ 74,053 | \$ 81,410 | \$ - | \$ - | - |
| 01-15-101-02 | Part Time Salaries | - | - | - | - | - |
| 01-15-101-04 | Overtime Salaries | 54 | 2,049 | - | - | - |
| 01-15-102-01 | Health/Welfare Benefits | 14,408 | 12,944 | - | - | - |
| 01-15-102-02 | Social Security | 5,629 | 6,354 | - | - | - |
| 01-15-102-03 | KPERS | 7,199 | 8,839 | - | - | - |
| 01-15-102-04 | Employment Security | 180 | 208 | - | - | - |
| 01-15-102-05 | Workers Compensation | 4,530 | 1,294 | - | - | - |
| 01-15-102-06 | City Pension | 1,049 | 1,624 | - | - | - |
| | Total Personnel Services | \$ 107,102 | \$ 114,722 | \$ - | \$ - | - |
| Contractual Services | | | | | | |
| 01-15-201-08 | Telephone | \$ 160 | \$ - | - | - | - |
| 01-15-202-02 | Commercial Travel | 394 | 286 | - | - | - |
| 01-15-202-03 | Lodging / Meals | 1,041 | 1,554 | - | - | - |
| 01-15-202-04 | Parking / Tolls | 82 | 96 | - | - | - |
| 01-15-202-05 | Mileage | 236 | 456 | - | - | - |
| 01-15-203-01 | Registration | 1,411 | 1,972 | - | - | - |
| 01-15-204-01 | Advertising | 148 | - | - | - | - |
| 01-15-205-01 | Insurance | 100 | 234 | - | - | - |
| 01-15-206-01 | Professional Organizations | 215 | 439 | - | - | - |
| 01-15-206-03 | Periodicals/Books | - | 49 | - | - | - |
| 01-15-206-04 | Legal Publications | - | - | - | - | - |
| 01-15-206-05 | Professional Services | 15,760 | 288 | - | - | - |
| 01-15-206-06 | Legal Services | - | - | - | - | - |
| 01-15-207-04 | Housing Imp - Loan Program | 23 | - | - | - | - |
| 01-15-207-07 | Pre-Employment Testing | - | - | - | - | - |
| 01-15-208-04 | Public Relations | 30 | 1,991 | - | - | - |
| 01-15-208-13 | Employee Recognition | 50 | - | - | - | - |
| 01-15-212-07 | Vehicle Maintenance | 147 | 125 | - | - | - |
| 01-15-214-03 | Printing | 345 | 258 | - | - | - |
| 01-15-215-03 | Miscellaneous | 631 | 367 | - | - | - |
| 01-15-216-01 | Nuisance Abatement | 3,666 | 5,644 | - | - | - |
| 01-15-216-02 | Weed Abatement | - | (366) | - | - | - |
| 01-15-216-04 | Mission Possible Program | 24,830 | 31,531 | - | - | - |
| 01-15-216-05 | How-To Clinics | - | - | - | - | - |
| 01-15-216-06 | Neighborhood Grant Program | 3,859 | 4,136 | - | - | - |
| 01-15-216-07 | Business Improvement Grant | 22,750 | 24,414 | - | - | - |
| 01-15-216-09 | Citizen Rebate Program | 9,829 | 13,080 | - | - | - |
| 01-15-216-11 | Jo Co Utility Assistance | 6,025 | - | - | - | - |
| 01-15-216-12 | Storm Water BMP | - | 275 | - | - | - |
| | Total Contractual Services | \$ 91,730 | \$ 86,830 | \$ - | \$ - | - |
| Commodities | | | | | | |
| 01-15-301-01 | Office Supplies | \$ 48 | \$ 71 | \$ - | \$ - | - |
| 01-15-301-02 | Clothing | 513 | 492 | - | - | - |
| 01-15-301-05 | Printed Forms | - | - | - | - | - |
| 01-15-304-04 | Miscellaneous | - | 49 | - | - | - |
| 01-15-306-01 | Gas/Oil | 767 | 470 | - | - | - |
| | Total Commodities | \$ 1,327 | \$ 1,082 | \$ - | \$ - | - |

City of Mission 2019 Budget Worksheet

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

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------|------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|
| Capital Outlay | | | | | | |
| 01-15-401-01 | Office Machines | \$ - | \$ - | \$ - | \$ - | - |
| 01-15-401-02 | Office Furnishings | - | - | - | - | - |
| 01-15-402-03 | Computer Systems | - | - | - | - | - |
| 01-15-403-06 | Other Equipment/Software | - | 1,095 | - | - | - |
| 01-15-407-01 | Vehicle | - | 21,909 | - | - | - |
| 01-15-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ - | \$ 23,004 | \$ - | \$ - | - |
| | Neighborhood Services Total | \$ 200,160 | \$ 225,638 | \$ - | \$ - | - |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|--------------|
| Fund: | General |
| Department: | Public Works |

Department Description

The Public Works Department is responsible - either directly or through third-party contracts - the maintenance and care of the City's infrastructure and facilities.

In particular, the department provides general street maintenance services including patching and repair, snow removal, and sweeping. The department also oversees the City's annual programs asphalt overlay and slurry seal to prolong the life of the pavement. The Department also oversees contracts for design and construction of major street and storm water repair projects.

The Public Works Department is responsible for the mowing and care of the City's parks and playgrounds, and maintenance of the City's facilities.

Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails
- Maintain city parks, playgrounds, shelters, and other facilities
- Maintain yards and landscape areas
- Maintain public facilities
- Maintain city vehicles and equipment

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|----------------|----------------|----------------|------------------|
| <u>Department Budget Summary</u> | | | | |
| Personnel Services | \$ 697,672 | \$ 689,401 | \$ 846,700 | \$ 1,011,500 |
| Contractual Services | 758,303 | 799,216 | 894,300 | 958,300 |
| Commodities | 76,626 | 153,432 | 163,850 | 176,100 |
| Capital Outlay | 78,050 | 280,597 | 67,500 | 385,000 |
| Debt Service (Lease) | 57,325 | 57,325 | 57,325 | 28,662 |
| Total | \$ 1,667,976 | \$ 1,979,971 | \$ 2,029,675 | \$ 2,559,562 |

Authorized Positions

| | | | | |
|--------------|-------|-------|-------|-------|
| Full-Time | 11.00 | 12.00 | 12.00 | 12.00 |
| Part-Time | 1.00 | 0.00 | 1.00 | 1.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 12.00 | 12.00 | 13.00 | 13.00 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|--------------|
| Fund: | General |
| Department: | Public Works |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Personnel Services | | | | | | |
| 01-20-101-01 | Full Time Salaries | \$ 478,717 | \$ 471,702 | \$ 449,880 | \$ 525,500 | \$ 580,000 |
| 01-20-101-02 | Part Time Salaries | 23,050 | 12,829 | 15,709 | 27,000 | 29,500 |
| 01-20-101-04 | Overtime Salaries | 9,928 | 9,999 | 13,501 | 21,000 | 21,000 |
| 01-20-102-01 | Health/Welfare Benefits | 95,426 | 99,177 | 105,707 | 136,500 | 232,000 |
| 01-20-102-02 | Social Security | 39,492 | 35,766 | 34,083 | 44,500 | 49,000 |
| 01-20-102-03 | KPERS | 50,952 | 50,512 | 41,408 | 54,500 | 60,000 |
| 01-20-102-04 | Employment Security | 1,221 | 1,166 | 445 | 1,200 | 1,300 |
| 01-20-102-05 | Workers Compensation | 31,060 | 8,875 | 21,313 | 28,000 | 30,000 |
| 01-20-102-06 | City Pension | 10,581 | 7,645 | 7,355 | 8,500 | 8,700 |
| | Total Personnel Services | \$ 740,426 | \$ 697,672 | \$ 689,401 | \$ 846,700 | \$ 1,011,500 |
| Contractual Services | | | | | | |
| 01-20-201-02 | Electricity - Maint. Facility | \$ 15,237 | \$ 15,400 | \$ 16,593 | \$ 20,000 | \$ 20,000 |
| 01-20-201-04 | Natural Gas - Maint. Facility | 5,335 | 6,479 | 9,105 | 9,500 | 9,500 |
| 01-20-201-06 | Water and Sewer - Maint. Facility | 5,801 | 7,388 | 9,061 | 7,500 | 10,000 |
| 01-20-201-07 | Refuse - Maint. Facility | 1,279 | 1,600 | 5,833 | 3,000 | 5,000 |
| 01-20-201-08 | Telephone | 5,740 | 3,533 | 3,942 | 6,500 | 5,000 |
| 01-20-201-10 | Traffic Signals - KCPL Lease | 330,301 | 348,807 | 352,071 | 378,000 | 400,000 |
| 01-20-201-11 | Traffic Signal - OP Interlocal | 5,918 | 6,112 | 6,832 | 8,000 | 8,000 |
| 01-20-201-12 | Traffic Signals Maint. | 19,585 | 19,425 | 27,512 | 25,000 | 30,000 |
| 01-20-201-13 | Street Lights - KCPL Power | 55,146 | 49,357 | 62,918 | 60,000 | 60,000 |
| 01-20-201-15 | Street Lights - Streetscape & Parks | 1,536 | 1,105 | 898 | 2,500 | 2,500 |
| 01-20-202-02 | Travel/Commercial | 781 | 546 | 574 | 1,500 | 1,500 |
| 01-20-202-03 | Lodging / Meals | 1,950 | 2,210 | 1,551 | 2,000 | 2,000 |
| 01-20-202-04 | Parking / Tolls | 61 | 64 | 239 | 100 | 100 |
| 01-20-202-05 | Mileage | 363 | 72 | 96 | 1,000 | 500 |
| 01-20-203-01 | Registration / Tuition | 2,514 | 3,907 | 3,438 | 3,500 | 3,500 |
| 01-20-204-01 | Advertising | - | 2,996 | 50 | 1,000 | 1,000 |
| 01-20-205-01 | Insurance - Building & Equipment | 40,000 | 37,793 | 32,517 | 40,000 | 40,000 |
| 01-20-205-02 | Notary Bonds | - | - | - | - | - |
| 01-20-206-01 | Professional Organizations | 1,734 | 1,467 | 350 | 2,000 | 2,000 |
| 01-20-206-03 | Periodicals/Books/Publications | - | - | - | - | - |
| 01-20-206-04 | Legal Advertising | 15 | - | 42 | 100 | 100 |
| 01-20-206-05 | Professional Services | - | - | - | 2,500 | 2,500 |
| 01-20-207-03 | Engineering/Architect Services | 49,341 | 13,146 | 62,763 | 45,000 | 60,000 |
| 01-20-207-06 | Inspections | 3,295 | 200 | 2,930 | 7,000 | 5,000 |
| 01-20-207-07 | Pre-Employment Drug Testing | 864 | 1,634 | 1,440 | 1,000 | 1,000 |
| 01-20-208-04 | Public Relations | 549 | 559 | 24 | 1,000 | 1,000 |
| 01-20-208-05 | Meeting Expense | 92 | 93 | 26 | 500 | 500 |
| 01-20-208-13 | Employee Recognition | 1,146 | 983 | 486 | 1,500 | 1,000 |
| 01-20-210-01 | Building Repairs / Maintenance | 10,061 | 7,593 | 9,115 | 10,000 | 10,000 |
| 01-20-210-02 | Janitorial Services | - | 1,372 | 4,115 | 5,000 | 5,000 |
| 01-20-210-03 | Trees / Shrubs Maintenance | 1,471 | 2,412 | 1,560 | 5,000 | 7,500 |
| 01-20-210-04 | Tree Board | 1,467 | 1,097 | 605 | - | - |
| 01-20-212-03 | Storm Warning Sirens | 827 | 728 | 789 | 1,500 | 1,500 |
| 01-20-212-04 | Communications | - | - | - | - | - |
| 01-20-212-05 | Equipment Repairs | 1,231 | 1,044 | 2,293 | 8,000 | 5,000 |
| 01-20-212-06 | Service Contracts | 157,247 | 184,268 | 155,569 | 180,000 | 200,000 |
| 01-20-212-07 | Vehicle Maintenance | 21,964 | 9,765 | 3,503 | 20,000 | 20,000 |
| 01-20-212-08 | Holiday Decorations | 11,288 | 13,857 | 763 | 20,000 | 20,000 |
| 01-20-212-09 | Johnson Drive Maintenance | 573 | 5,904 | 8,645 | 7,500 | 10,000 |
| 01-20-213-02 | Rental Equipment | 2,931 | 3,838 | 8,511 | 5,000 | 5,000 |
| 01-20-213-03 | Laundry / Uniforms | 1,123 | 1,250 | 2,330 | 2,000 | 2,000 |
| 01-20-214-02 | Vehicle Registration | 3 | 40 | 34 | 100 | 100 |
| 01-20-214-03 | Printing | - | 14 | - | 500 | 500 |
| 01-20-214-04 | Computer Services | - | 248 | - | - | - |
| 01-20-215-03 | Contingency | 10 | - | 93 | - | - |
| | Total Contractual Services | \$ 758,777 | \$ 758,303 | \$ 799,216 | \$ 894,300 | \$ 958,300 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|--------------|
| Fund: | General |
| Department: | Public Works |

| <u>Account Number</u> | <u>Account Title</u> | <u>Actual 2015</u> | <u>Actual 2016</u> | <u>Actual 2017</u> | <u>Budget 2018</u> | <u>Proposed 2019</u> |
|------------------------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|
| <u>Commodities</u> | | | | | | |
| 01-20-301-01 | Office Supplies | \$ 769 | \$ 735 | \$ 1,035 | \$ 1,000 | \$ 1,000 |
| 01-20-301-04 | Postage | - | 62 | - | 100 | 100 |
| 01-20-301-05 | Printed Forms | - | - | - | - | - |
| 01-20-302-01 | Uniforms/Clothing | 175 | 1,943 | 1,220 | 1,500 | 2,000 |
| 01-20-303-04 | Safety Supplies | 3,290 | 3,411 | 4,883 | 4,000 | 4,000 |
| 01-20-304-01 | Shop Chemicals | 163 | 1,537 | 1,559 | 3,000 | 3,000 |
| 01-20-304-02 | Fertilizer / Weeds | 411 | 983 | 1,306 | 1,000 | 1,000 |
| 01-20-304-04 | Misc. Supplies | 30 | 80 | 1,229 | 250 | 1,000 |
| 01-20-305-01 | Janitor Supplies | 1,364 | 254 | 52 | 1,500 | 1,500 |
| 01-20-305-02 | Bld Repair Parts / Plumbing | 85 | 969 | 5,377 | 3,500 | 3,000 |
| 01-20-305-03 | Tools - Building / Land Maint | 3,030 | 3,552 | 5,638 | 4,000 | 5,000 |
| 01-20-305-04 | Landscape | 739 | 432 | 2,010 | 2,500 | 2,500 |
| 01-20-306-01 | Gas / Oil | 19,499 | 15,524 | 20,708 | 25,000 | 25,000 |
| 01-20-306-02 | Vehicle / Equip Repair Parts | 18,969 | 23,748 | 24,907 | 25,000 | 25,000 |
| 01-20-306-03 | Tools - Vehicle / Equip Maint | 5,940 | 1,631 | 7,519 | 5,000 | 5,000 |
| 01-20-307-01 | Asphalt Patch | 916 | - | - | - | - |
| 01-20-307-02 | Rock | 278 | 684 | 2,451 | 1,000 | 1,500 |
| 01-20-307-03 | Sand / Salt | 54,542 | 1,127 | 41,429 | 55,000 | 55,000 |
| 01-20-307-05 | Signs | 5,504 | 4,588 | 10,691 | 5,000 | 5,000 |
| 01-20-307-06 | Traffic Paint | 70 | 59 | 514 | 500 | 500 |
| 01-20-307-07 | Park Maintenance | 7,938 | 15,305 | 20,904 | 25,000 | 35,000 |
| | Total Commodities | \$ 123,710 | \$ 76,626 | \$ 153,432 | \$ 163,850 | \$ 176,100 |
| <u>Capital Outlay</u> | | | | | | |
| 01-20-401-01 | Office Machines | \$ - | \$ - | \$ - | \$ - | \$ - |
| 01-20-401-02 | Office Furnishings | 479 | - | - | - | - |
| 01-20-402-03 | Computer Systems | 2,147 | 901 | 500 | - | - |
| 01-20-403-03 | Public Works Vehicles | 253,028 | 64,379 | 99,268 | - | 330,000 |
| 01-20-403-06 | Public Works - Other Equipment | - | 12,770 | 180,679 | 67,500 | 55,000 |
| 01-20-404-04 | Radios | - | - | 150 | - | - |
| 01-20-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ 255,654 | \$ 78,050 | \$ 280,597 | \$ 67,500 | \$ 385,000 |
| <u>Debt Service</u> | | | | | | |
| | 2015 Lease Purchase | \$ - | \$ 57,325 | \$ 57,325 | \$ 57,325 | \$ 28,662 |
| | Total for Debt Service | \$ - | \$ 57,325 | \$ 57,325 | \$ 57,325 | \$ 28,662 |
| | Public Works Total | \$ 1,878,567 | \$ 1,667,976 | \$ 1,979,971 | \$ 2,029,675 | \$ 2,559,562 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|-----------------------|
| Fund: | General |
| Department: | Community Development |

Department Description

The Community Development Department works to ensure orderly development and redevelopment through the administration of the comprehensive planning, zoning, and subdivision review process. Department staff provides support and assistance to the Planning Commission and Board of Zoning Appeals.

The Community Development Department enforces the City's building construction codes through a systematic plan review and inspection program. These services were provided through a contractual relationship with Johnson County until the end of 2016. The City is utilizing a not-for-profit organization for these services in 2017 while it explores a more long-term approach to providing these services.

In 2016 the Community Development Director position was eliminated, and oversight of the Department was placed with the Assistant City Administrator/Finance Director. In 2017 the Neighborhood Services Department was merged with the Community Development Department to provide greater efficiency in operations. The planner position was reclassified

Objectives

- Effectively manage city redevelopment projects.
- Effectively inform the public regarding development opportunities in Mission.
- Effectively manage the development review process.
- Maintain efficient permitting and building inspection program.
- Coordinate the City's efforts in plan review and building inspection services for the Gateway and Mission Trails Development projects that are planned to begin in 2018.

| <u>Department Budget Summary</u> | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|-------------------|-------------------|-------------------|--------------------|
| Personnel Services | \$ 114,289 | \$ 256,444 | \$ 271,200 | \$ 323,500 |
| Contractual Services | 140,047 | 445,082 | 302,250 | 702,800 |
| Commodities | 752 | 2,384 | 4,400 | 3,600 |
| Capital Outlay | 1,077 | 626 | 5,000 | - |
| Total | \$ 256,166 | \$ 704,536 | \$ 582,850 | \$1,029,900 |

Authorized Positions

| | | | | |
|--------------|-------------|-------------|-------------|-------------|
| Full-Time | 2.00 | 4.00 | 4.00 | 4.00 |
| Part-Time | 0.00 | 0.00 | 0.00 | 0.00 |
| Seasonal | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 2.00 | 4.00 | 4.00 | 4.00 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|--|
| Fund: | General |
| Department: | Community Development (Neighborhood Services included in 2017) |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|---------------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | | | | | | |
| 01-23-101-01 | Full Time Salaries | \$ 130,259 | \$ 93,655 | \$ 200,340 | \$ 209,500 | \$ 223,500 |
| 01-23-101-02 | Part Time Salaries | - | - | - | - | - |
| 01-23-101-04 | Overtime Salaries | 148 | 91 | 592 | 500 | 500 |
| 01-23-102-01 | Health/Welfare Benefits | 17,279 | 2,027 | 15,041 | 14,000 | 49,000 |
| 01-23-102-02 | Social Security | 10,610 | 6,863 | 14,996 | 16,000 | 17,500 |
| 01-23-102-03 | KPERS | 11,149 | 9,295 | 17,560 | 20,000 | 21,300 |
| 01-23-102-04 | Employment Security | 323 | 224 | 196 | 500 | 500 |
| 01-23-102-05 | Workers Compensation | 2,783 | 555 | 4,099 | 6,500 | 6,700 |
| 01-23-102-06 | City Pension | 3,091 | 1,580 | 3,620 | 4,200 | 4,500 |
| | Total Personnel Services | \$ 175,643 | \$ 114,289 | \$ 256,444 | \$ 271,200 | \$ 323,500 |

| | | | | | | |
|-----------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Contractual Services | | | | | | |
| 01-23-201-08 | Telephone | \$ 348 | \$ 283 | \$ 1,239 | \$ 500 | \$ 500 |
| 01-23-202-02 | Commercial Travel | - | 698 | 894 | 1,500 | 1,500 |
| 01-23-202-03 | Lodging / Meals | 88 | 890 | 3,935 | 3,050 | 3,000 |
| 01-23-202-04 | Parking / Tolls | 18 | 68 | 257 | 200 | 200 |
| 01-23-202-05 | Mileage | 15 | 172 | 218 | 1,650 | - |
| 01-23-203-01 | Registration /Tuition | 344 | 1,750 | 2,143 | 3,500 | 3,000 |
| 01-23-203-02 | Planning Commission | 864 | 655 | 6,831 | - | - |
| 01-23-205-01 | Insurance | - | - | 575 | 250 | 500 |
| 01-23-205-01 | Notary | - | 100 | 50 | - | 100 |
| 01-23-206-01 | Professional Organizations | 973 | 1,138 | 3,072 | 2,300 | 2,500 |
| 01-23-206-03 | Periodicals/Books/Publications | - | - | 104 | 50 | 1,000 |
| 01-23-206-04 | Advertising | 83 | 120 | 629 | 500 | 500 |
| 01-23-206-04 | Legal Publications | - | - | - | 1,100 | 1,000 |
| 01-23-206-05 | Professional Services | 20,570 | 11,373 | 89,684 | 5,500 | 20,000 |
| 01-23-206-06 | Land Use Attorney Services | 13,972 | 26,704 | 57,460 | 30,000 | 30,000 |
| 01-23-206-08 | Plan/Inspection Fees | 174,874 | 78,228 | 92,350 | 85,000 | 450,000 |
| 01-23-207-03 | Eng/Arch/Planning Services | 58,537 | 17,316 | 77,948 | 51,000 | 75,000 |
| 01-23-207-04 | Housing Imp - Loan Program | - | - | - | - | - |
| 01-23-207-07 | Pre-Employment Testing | - | 52 | - | - | - |
| 01-23-208-04 | Public Relations | 179 | 60 | 3,748 | 6,000 | 5,000 |
| 01-23-208-05 | Meeting Expense | 70 | 242 | 287 | 250 | 250 |
| 01-23-208-13 | Employee Recognition | 68 | - | 251 | 400 | 250 |
| 01-23-212-06 | Service Contracts | - | - | 6,343 | - | - |
| 01-23-212-07 | Vehicle Maintenance | - | - | 864 | 500 | 1,000 |
| 01-23-214-03 | Printing | 349 | 198 | 801 | 1,500 | 1,000 |
| 01-23-215-03 | Miscellaneous | - | - | 25,298 | 1,000 | 1,000 |
| 01-23-216-01 | Nuisance Abatement | - | - | 4,693 | 6,000 | 5,000 |
| 01-23-216-04 | Mission Possible Program | - | - | 19,210 | 35,000 | 35,000 |
| 01-23-216-06 | Neighborhood Grant Program | - | - | 4,007 | 5,000 | 5,000 |
| 01-23-216-07 | Business Improvement Grant | - | - | 28,067 | 35,000 | 35,000 |
| 01-23-216-09 | Citizen Rebate Program | - | - | 11,607 | 20,000 | 20,000 |
| 01-23-216-11 | Jo County Utility Assistance Prog | - | - | 2,372 | 5,000 | 5,000 |
| 01-23-216-12 | Storm Water BMP | - | - | 144 | 500 | 500 |
| | Total Contractual Services | \$ 271,353 | \$ 140,047 | \$ 445,082 | \$ 302,250 | \$ 702,800 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|--|
| Fund: | General |
| Department: | Community Development (Neighborhood Services included in 2017) |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------|------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|
| Commodities | | | | | | |
| 01-23-301-01 | Office Supplies | \$ 408 | \$ 320 | \$ 1,157 | \$ 800 | \$ 1,000 |
| 01-23-301-03 | Clothing | - | - | 50 | 500 | 500 |
| 01-23-301-02 | City Maps | - | 70 | 467 | 100 | 100 |
| 01-23-301-04 | Postage | - | - | 4 | 500 | 500 |
| 01-23-301-05 | Printed Forms | - | 363 | 84 | 1,000 | 500 |
| 01-23-306-01 | Gas/Oil | - | - | 622 | 1,500 | 1,000 |
| | Total Commodities | \$ 408 | \$ 752 | \$ 2,384 | \$ 4,400 | \$ 3,600 |
| Capital Outlay | | | | | | |
| 01-23-401-01 | Office Machines | \$ - | \$ 90 | \$ - | \$ - | \$ - |
| 01-23-401-02 | Office Furnishings | - | 987 | 213 | 5,000 | - |
| 01-23-402-03 | Computer Systems | - | - | 296 | - | - |
| 01-23-403-06 | Other Equipment/Software | - | - | 118 | - | - |
| 01-23-407-01 | Vehicle | - | - | - | - | - |
| 01-23-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ - | \$ 1,077 | \$ 626 | \$ 5,000 | \$ - |
| | Community Development Total | \$ 447,404 | \$ 256,166 | \$ 704,536 | \$ 582,850 | \$ 1,029,900 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|----------------------|
| Fund: | General |
| Department: | Parks and Recreation |

Department Description

The Parks and Recreation Department initiates, develops, and administers recreational programs for Mission residents and the general public. The Community Center facility houses the majority of recreational class, programs, and special events. Programs and services are also offered at the outdoor Mission Family Aquatic Center and other outdoor park facilities through the City. The Parks and Recreation budget is structured into two divisions - Mission Family Aquatic Center and Community Center.

Objectives

- Provide programs, classes, and special events at parks and recreation facilities, and through community partnerships.
- Coordinate on-going needs assessment for parks and recreation programs and facilities.
- Staff and operate parks and recreational facilities with a customer service focus, emphasizing the effective use of City resources.
- Offer age specific programs for youth, seniors and other demographics.
- Maintain and operate Mission Aquatic Facility.
- Review and begin planning toward the implementation of the Parks Master Plan that was developed and adopted in 2016.
- Purchase and install a new slide at the Mission Family Aquatic Center.

| <u>Department Budget Summary</u> | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 1,466,224 | \$ 1,443,096 | \$ 1,612,000 | \$ 1,696,300 |
| Contractual Services | 836,324 | 898,555 | 812,950 | 898,650 |
| Commodities | 135,053 | 138,246 | 145,500 | 157,750 |
| Capital Outlay | 3,353 | 8,273 | 7,000 | - |
| Total | \$ 2,440,954 | \$ 2,488,171 | \$ 2,577,450 | \$ 2,752,700 |

Authorized Positions

| | | | | |
|--------------------------|--------------|--------------|--------------|--------------|
| Full-Time | 14.00 | 13.00 | 13.00 | 13.00 |
| Part-Time (1040 hr avg.) | 54.62 | 54.62 | 54.62 | 54.62 |
| Seasonal (650 hr avg.) | 15.84 | 15.84 | 15.84 | 15.84 |
| Total | 84.46 | 83.46 | 83.46 | 83.46 |

City of Mission 2019 Budget Worksheet

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

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|--|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | | | | | | |
| 01-25-101-01 | Full Time Salaries | \$ 16,371 | \$ 13,674 | \$ - | \$ 21,500 | \$ - |
| 01-25-101-02 | Part Time Salaries | 65,412 | 88,051 | 79,712 | 115,000 | 115,000 |
| 01-25-101-04 | Overtime Salaries | 2,104 | 1,242 | 175 | 2,000 | 2,000 |
| 01-25-102-01 | Health/Welfare Benefits | 2,482 | 1,598 | - | 7,700 | - |
| 01-25-102-02 | Social Security | 6,695 | 8,149 | 6,115 | 10,000 | 9,000 |
| 01-25-102-03 | KPERS | 1,811 | 1,111 | - | 2,000 | - |
| 01-25-102-04 | Employment Security | 217 | 266 | 80 | 300 | 300 |
| 01-25-102-05 | Workers Compensation | 6,471 | 1,849 | 4,099 | 6,000 | 7,000 |
| 01-25-102-06 | City Pension | 382 | 293 | - | 500 | - |
| | Total Personnel Services | \$ 101,945 | \$ 116,234 | \$ 90,181 | \$ 165,000 | \$ 133,300 |
| Contractual Services | | | | | | |
| 01-25-201-01 | Electricity | \$ 16,005 | \$ 14,113 | \$ 16,029 | \$ 16,000 | \$ 16,500 |
| 01-25-201-03 | Gas | - | - | - | - | - |
| 01-25-201-05 | Water and Sewer | 3,969 | 19,976 | 17,048 | 12,000 | 16,000 |
| 01-25-201-08 | Telephone | 495 | - | 52 | 900 | 900 |
| 01-25-203-03 | Training/Registration | 525 | 1,018 | 108 | 1,500 | 1,500 |
| 01-25-204-01 | Marketing/Public Relations | 615 | 23 | 114 | 2,000 | 1,500 |
| 01-25-205-01 | Insurance - Building & Equipment | 5,000 | 4,679 | 4,028 | 5,000 | 5,000 |
| 01-25-207-07 | Pre-Employment Drug Testing | - | 105 | - | 800 | 2,000 |
| 01-25-208-13 | Employee Recognition | 266 | 362 | 174 | 500 | 500 |
| 01-25-210-01 | Maint Bldg. / Land | 932 | 3,519 | 7,629 | 2,500 | 4,000 |
| 01-25-212-05 | Other Equipment / Repairs | 236 | 3,724 | 868 | 2,500 | 2,500 |
| 01-25-213-02 | Rental Agreements | 775 | 1,101 | 1,303 | 1,500 | 1,500 |
| 01-25-214-05 | Computer Services | - | 669 | - | - | - |
| 01-25-214-12 | Mission Swim Team | 7,513 | 7,500 | 7,500 | 7,500 | 7,500 |
| 01-25-215-02 | Contract Serv/Maint Agreements | 11,129 | 7,164 | 16,467 | 9,000 | 12,000 |
| 01-25-215-05 | Consultant/Instructors | - | - | - | - | - |
| | Total Contractual Services | \$ 47,461 | \$ 63,952 | \$ 71,320 | \$ 61,700 | \$ 71,400 |
| Commodities | | | | | | |
| 01-25-301-01 | Office Supplies | \$ 548 | \$ 5 | \$ 548 | \$ 250 | \$ 500 |
| 01-25-301-02 | Clothing | 1,396 | 1,829 | 1,816 | 2,000 | 2,500 |
| 01-25-301-03 | Food Service | 16,036 | 16,930 | 17,740 | 20,000 | 20,000 |
| 01-25-301-04 | Printing | 575 | - | - | - | - |
| 01-25-301-08 | Equipment and Supplies | 3,804 | 5,719 | 5,755 | 7,500 | 7,500 |
| 01-25-303-04 | Safety Supplies | 545 | 568 | 865 | 1,000 | 1,000 |
| 01-25-304-02 | Cleaning Chemicals | 266 | 6 | 4 | 750 | 750 |
| 01-25-304-05 | Pool Chemicals | 6,982 | 10,900 | 12,790 | 9,000 | 12,000 |
| 01-25-305-05 | Repair / Parts Maintenance | 837 | 899 | 561 | 1,000 | 1,000 |
| | Total Commodities | \$ 30,989 | \$ 36,856 | \$ 40,079 | \$ 41,500 | \$ 45,250 |
| Capital Outlay | | | | | | |
| 01-25-407-01 | Equipment Replacement | \$ - | \$ - | \$ - | \$ - | \$ - |
| 01-25-407-02 | Filter Elements | - | - | 4,325 | - | - |
| 01-25-407-03 | Pool Imp/ Repair/Design | - | - | - | - | - |
| 01-25-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ - | \$ - | \$ 4,325 | \$ - | \$ - |
| Parks & Recreation - Mission Family Aquatic | | \$ 180,395 | \$ 217,042 | \$ 205,904 | \$ 268,200 | \$ 249,950 |

City of Mission 2019 Budget Worksheet

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

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| 01-27-101-01 | Full Time Salaries | \$ 529,386 | \$ 561,654 | \$ 575,701 | \$ 600,000 | \$ 636,000 |
| 01-27-101-02 | Part Time Salaries | 478,553 | 490,390 | 481,941 | 520,000 | 531,000 |
| 01-27-101-04 | Overtime Salaries | 24,754 | 21,855 | 22,352 | 20,000 | 21,000 |
| 01-27-102-01 | Health/Welfare Benefits | 119,155 | 111,953 | 110,128 | 125,500 | 186,500 |
| 01-27-102-02 | Social Security | 81,325 | 80,640 | 80,216 | 88,000 | 92,000 |
| 01-27-102-03 | KPERS | 59,681 | 61,273 | 52,967 | 61,000 | 63,000 |
| 01-27-102-04 | Employment Security | 2,547 | 2,628 | 1,046 | 3,000 | 2,500 |
| 01-27-102-05 | Workers Compensation | 25,949 | 7,396 | 16,395 | 17,500 | 19,000 |
| 01-27-102-06 | City Pension | 12,627 | 12,201 | 12,169 | 12,000 | 12,000 |
| | Total Personnel Services | \$ 1,333,977 | \$ 1,349,990 | \$ 1,352,915 | \$ 1,447,000 | \$ 1,563,000 |
| Contractual Services | | | | | | |
| 01-27-201-01 | Electric | \$ 154,863 | \$ 199,696 | \$ 226,976 | \$ 205,000 | \$ 210,000 |
| 01-27-201-03 | Gas | 29,732 | 28,337 | 29,418 | 35,000 | 32,250 |
| 01-27-201-05 | Water and Sewer | 34,429 | 40,702 | 35,937 | 35,000 | 37,000 |
| 01-27-201-08 | Telephone | 3,101 | 2,533 | 7,536 | 5,000 | 5,000 |
| 01-27-202-02 | Travel / Commercial | 501 | - | 1,031 | 2,500 | 2,500 |
| 01-27-202-03 | Lodging / Meals | 2,460 | 1,881 | 4,286 | 3,500 | 4,800 |
| 01-27-202-04 | Parking / Tolls | 104 | 54 | 51 | 150 | 150 |
| 01-27-202-05 | Mileage Staff | 391 | 718 | 696 | 1,500 | 1,500 |
| 01-27-203-01 | Registration / Tuition | 2,713 | 1,184 | 2,617 | 3,500 | 3,000 |
| 01-27-203-02 | Staff Training | 2,515 | 1,813 | 5,334 | 3,000 | 6,000 |
| 01-27-203-03 | Tuition Reimbursement | 89 | - | 700 | - | - |
| 01-27-204-01 | Marketing / Public Relations | 21,708 | 21,485 | 21,819 | 30,000 | 30,000 |
| 01-27-205-01 | Insurance - Building & Equipment | 33,000 | 34,621 | 29,806 | 37,000 | 37,000 |
| 01-27-205-02 | Notary Bonds | - | 75 | - | 100 | 100 |
| 01-27-206-01 | Professional Organizations | 2,015 | 2,070 | 1,420 | 2,500 | 2,500 |
| 01-27-207-07 | Pre-Employment Drug Testing | 2,182 | 3,382 | 7,844 | 3,500 | 6,100 |
| 01-27-208-13 | Employee Recognition | 1,727 | 1,448 | 2,464 | 3,000 | 3,000 |
| 01-27-210-01 | Maint - Bldg. / Land | 47,478 | 93,318 | 99,952 | 30,000 | 60,000 |
| 01-27-212-05 | Equipment Maintenance | 7,679 | 13,572 | 15,647 | 10,000 | 14,000 |
| 01-27-212-07 | Vehicle Maintenance | - | - | - | 500 | 500 |
| 01-27-213-02 | Rental Equipment | 7,154 | 16,265 | 10,477 | 10,000 | 12,800 |
| 01-27-214-03 | Printing | 11,276 | 11,515 | 14,362 | 13,000 | 15,000 |
| 01-27-214-05 | Computer Services / Software | 10,774 | 12,144 | 10,892 | 13,000 | 15,000 |
| 01-27-214-10 | Registration Materials | (13) | - | - | - | - |
| 01-27-214-11 | Special Programs | 8,068 | 12,861 | 13,985 | 20,000 | 22,850 |
| 01-27-214-12 | Swim Programs | 90 | 314 | 1,022 | 500 | 1,500 |
| 01-27-214-13 | Mission Summer Program | 28,243 | 28,520 | 31,228 | 29,000 | 31,500 |
| 01-27-215-01 | Seasonal Programs | 12,584 | 12,317 | 15,138 | 20,000 | 20,000 |
| 01-27-215-02 | Contract Services / Maint. Agreements | 57,886 | 57,728 | 56,476 | 60,000 | 63,000 |
| 01-27-215-03 | Miscellaneous | 126 | - | - | - | - |
| 01-27-215-04 | Field Trips | 31 | - | - | - | - |
| 01-27-215-05 | Contract Instructors | 152,511 | 151,310 | 156,606 | 150,000 | 165,000 |
| 01-27-215-06 | Transportation Services | 9,993 | 11,468 | 11,810 | 13,000 | 13,200 |
| 01-27-215-10 | Beverly Parking Lot Lease | 10,417 | 11,043 | 11,705 | 12,000 | 12,000 |
| | Total Contractual Services | \$ 655,826 | \$ 772,372 | \$ 827,236 | \$ 751,250 | \$ 827,250 |

City of Mission 2019 Budget Worksheet

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

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|--|-------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|
| Commodities | | | | | | |
| 01-27-301-01 | Office Supplies | \$ 3,132 | \$ 2,728 | \$ 4,214 | \$ 3,500 | \$ 5,000 |
| 01-27-301-02 | Clothing | 4,202 | 3,175 | 4,806 | 5,500 | 6,000 |
| 01-27-301-03 | Food Services / Concession Supplies | 7,822 | 7,186 | 7,296 | 7,500 | 8,500 |
| 01-27-301-04 | Postage | 1,828 | 5,794 | 5,825 | 5,500 | 6,000 |
| 01-27-301-05 | Printing | 435 | 785 | 683 | 1,500 | 1,500 |
| 01-27-301-08 | Equipment & Supplies | 37,334 | 41,024 | 35,348 | 40,000 | 39,000 |
| 01-27-301-09 | Special Event Supplies | 6,286 | 4,965 | 6,129 | 6,500 | 10,000 |
| 01-27-303-04 | Safety Supplies | 835 | 597 | 90 | - | - |
| 01-27-304-02 | Cleaning Supplies | 20,653 | 20,278 | 20,120 | 20,500 | 22,000 |
| 01-27-304-05 | Pool Chemicals | 8,401 | 6,070 | 7,182 | 6,500 | 7,500 |
| 01-27-305-05 | Bldg. Maint / Repair / Parts | 6,551 | 4,976 | 6,024 | 6,000 | 6,000 |
| 01-27-306-01 | Gas/Oil | 692 | 588 | 450 | 1,000 | 1,000 |
| 01-27-306-02 | Vehicle/Equip Repair Parts | - | 30 | - | - | - |
| | Total Commodities | \$ 98,171 | \$ 98,198 | \$ 98,168 | \$ 104,000 | \$ 112,500 |
| Capital Outlay | | | | | | |
| 01-27-402-03 | Computer Systems | \$ - | \$ - | \$ 3,948 | \$ - | \$ - |
| 01-27-407-01 | Eqpt and Eqpt Replacement | - | 3,353 | - | 7,000 | - |
| 01-27-407-03 | Construction/Repair | - | - | - | - | - |
| 01-27-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ - | \$ 3,353 | \$ 3,948 | \$ 7,000 | \$ - |
| Parks & Recreation - Community Center Total | | \$ 2,087,973 | \$ 2,223,912 | \$ 2,282,266 | \$ 2,309,250 | \$ 2,502,750 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|---------|
| Fund: | General |
| Department: | Police |

Department Description

The Police Department is composed of three divisions: Administration, Patrol and Investigations. The Administrative division is responsible for developing and implementing departmental policy, providing management controls over daily department administrative and line functions, and are the focal point for interaction with other City departments and the community. The Patrol Division is comprised of police officers that respond to calls for service, identifying criminal activities, apprehending offenders, making Municipal and District Court appearances, enforcing traffic laws, patrolling neighborhoods, and attending community events/meetings. The Investigations Division unit gathers and processes evidence for solving crimes and prosecuting criminal suspects. They investigate crime scenes and support department crime prevention efforts by spotting trends in criminal activity and hosting community education classes.

The Vision of the Mission Police Department is "to provide the highest quality law enforcement and public safety through honesty, integrity and professionalism in cooperation with the community. By following this vision, we will create a safe and, peaceful and inviting community."

Objectives

- Ensure the safety of Mission residents and visitors.
- Enhance the relationship between the police department and those that it serves through programs such as Coffee with a Cop and Citizen's Police Academy.
- Recruit, train, and deploy qualified police personnel.
- Develop and implement the Mental Health Responder program.
- Develop and implement the new police records management system, NICHE.

| | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|---|---------------------|---------------------|---------------------|---------------------|
| <u>Department Budget Summary</u> | | | | |
| Personnel Services | \$ 2,697,670 | \$ 2,687,810 | \$ 2,948,808 | \$ 3,184,100 |
| Contractual Services | 352,956 | 363,614 | 439,600 | 358,050 |
| Commodities | 105,126 | 97,683 | 142,700 | 140,700 |
| Capital Outlay | 375,817 | 76,145 | 13,500 | 293,852 |
| Debt Service (Lease) | 49,318 | 144,625 | 145,000 | 95,322 |
| Total | \$ 3,580,888 | \$ 3,369,876 | \$ 3,689,608 | \$ 4,072,024 |

Authorized Positions

| | | | | |
|-----------------------|--------------|--------------|--------------|--------------|
| Full-Time | 31.00 | 31.00 | 31.00 | 31.00 |
| Part-Time (1040 avg.) | 2.00 | 1.00 | 1.00 | 1.00 |
| Seasonal (650 avg.) | 0.94 | 0.00 | 0.00 | 0.00 |
| Total | 33.94 | 32.00 | 32.00 | 32.00 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|---------|
| Fund: | General |
| Department: | Police |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| 01-30-101-01 | Full Time Salaries | \$ 1,602,050 | \$ 1,718,556 | \$ 1,733,276 | \$ 1,858,000 | \$ 1,995,000 |
| 01-30-101-02 | Part Time Salaries | 11,794 | 109 | 258 | 6,000 | 6,500 |
| 01-30-101-04 | Overtime Salaries | 88,113 | 85,095 | 81,218 | 90,000 | 90,000 |
| 01-30-101-05 | Overtime Salaries (Court) | - | - | 3,547 | 10,000 | 10,000 |
| 01-30-102-01 | Health/Welfare Benefits | 334,476 | 387,423 | 375,634 | 413,000 | 470,000 |
| 01-30-102-02 | Social Security | 129,458 | 129,150 | 130,796 | 150,000 | 161,000 |
| 01-30-102-03 | KPERS | 8,833 | 9,592 | 8,589 | 9,308 | 9,500 |
| 01-30-102-04 | Employment Security | 4,012 | 4,212 | 1,705 | 4,000 | 4,500 |
| 01-30-102-05 | Workers Compensation | 33,901 | 11,094 | 24,592 | 35,000 | 37,000 |
| 01-30-102-06 | City Pension | 1,254 | (8) | 468 | 2,000 | 2,100 |
| 01-30-102-07 | KP&F Retirement | 364,766 | 350,047 | 326,539 | 371,000 | 398,500 |
| 01-30-102-08 | NEACC Pension | (1,564) | 2,398 | 1,188 | 500 | - |
| | Total Personnel Services | \$ 2,577,092 | \$ 2,697,670 | \$ 2,687,810 | \$ 2,948,808 | \$ 3,184,100 |
| Contractual Services | | | | | | |
| 01-30-201-08 | Telephone | \$ 18,271 | \$ 16,533 | \$ 23,889 | \$ 22,000 | \$ 22,000 |
| 01-30-202-02 | Commercial Travel | 665 | 2,211 | 2,190 | 5,000 | 5,000 |
| 01-30-202-03 | Lodging / Meals | 12,875 | 12,068 | 14,123 | 20,000 | 20,000 |
| 01-30-202-04 | Parking / Tolls / Misc. | 108 | 39 | 70 | 400 | 250 |
| 01-30-202-05 | Mileage Reimbursement | - | - | - | 200 | 200 |
| 01-30-203-01 | Registration / Tuition / Other | 12,681 | 11,089 | 15,162 | 22,000 | 26,000 |
| 01-30-203-02 | Firing Range | 9,031 | 10,824 | 9,364 | 10,000 | 10,000 |
| 01-30-203-04 | Training / Junior College | 2,262 | 4,656 | 3,701 | 4,000 | - |
| 01-30-204-01 | Advertising - Classified | - | 419 | 1,045 | 500 | 500 |
| 01-30-205-01 | Insurance | 500 | 2,838 | 2,660 | 2,000 | 2,500 |
| 01-30-205-02 | Notary Bonds | 100 | 100 | 50 | 400 | 250 |
| 01-30-206-01 | Professional Organizations | 2,731 | 3,071 | 2,974 | 3,500 | 3,500 |
| 01-30-206-03 | Periodicals/Books/Publications | 925 | 521 | 925 | 1,500 | 1,250 |
| 01-30-206-05 | Professional Services | 141 | - | - | 2,000 | 2,000 |
| 01-30-207-07 | Pre-employment Exams | 2,364 | 2,289 | 9,150 | 5,000 | 5,000 |
| 01-30-208-04 | Public Relations | 7,163 | 12,470 | 15,477 | 12,000 | 13,000 |
| 01-30-208-13 | Employee Recognition | 1,420 | 2,143 | 2,703 | 5,000 | 3,500 |
| 01-30-210-02 | Janitorial Services | - | 3,827 | 11,480 | 12,000 | 12,000 |
| 01-30-212-04 | Communications / Radios | 1,388 | - | 470 | 5,000 | 1,000 |
| 01-30-212-05 | Other Equip/Radar/Repair/Misc. | 7,477 | 14,571 | 6,961 | 10,000 | 10,000 |
| 01-30-212-06 | Service Contracts/Rentals | 25,796 | 64,259 | 46,919 | 75,000 | 80,000 |
| 01-30-212-07 | Vehicle Maintenance | 45,643 | 55,289 | 33,300 | 40,000 | 40,000 |
| 01-30-213-02 | Equipment Rental | - | - | - | 750 | 750 |
| 01-30-213-03 | Uniform Dry Cleaning | 7,216 | 8,069 | 6,820 | 10,000 | 10,000 |
| 01-30-214-02 | Vehicle Registration | 743 | 363 | 762 | 350 | 350 |
| 01-30-214-05 | Computer Services | 25,190 | 24,440 | 38,829 | 50,000 | 50,000 |
| 01-30-214-06 | Animal Control / Care | 74,034 | 77,623 | 77,541 | 82,000 | - |
| 01-30-214-08 | Prisoner Care | - | 20,730 | 35,274 | 35,000 | 35,000 |
| 01-30-214-09 | Crime Prevention | 750 | - | - | 1,000 | 1,000 |
| 01-30-214-10 | DARE Supplies | 2,763 | 973 | 179 | - | - |
| 01-30-214-12 | Bullet Proof Vest Grant | 2,920 | - | - | - | - |
| 01-30-215-03 | Miscellaneous | 338 | 1,542 | 1,595 | 3,000 | 3,000 |
| | Total Contractual Services | \$ 265,494 | \$ 352,956 | \$ 363,614 | \$ 439,600 | \$ 358,050 |

City of Mission 2019 Budget Worksheet

| | |
|--------------------|---------|
| Fund: | General |
| Department: | Police |

| Account Number | Account Title | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Proposed 2019 |
|-----------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Commodities | | | | | | |
| 01-30-301-01 | Office Supplies | \$ 3,742 | \$ 3,989 | \$ 4,823 | \$ 4,500 | \$ 4,500 |
| 01-30-301-02 | Copy Machine Supplies | - | - | - | 200 | 200 |
| 01-30-301-04 | Postage | 374 | 1,246 | 914 | 2,000 | 2,000 |
| 01-30-301-05 | Printed Forms | 1,369 | 1,137 | 3,104 | 4,000 | 2,500 |
| 01-30-301-06 | Other Operating Supplies | 1,477 | 4,844 | 1,212 | 5,500 | 5,500 |
| 01-30-302-01 | Uniforms/Leather/Protect Vests | 9,235 | 30,066 | 20,914 | 28,000 | 29,000 |
| 01-30-302-02 | Equipment - General | 13,162 | 12,367 | 14,540 | 23,000 | 23,000 |
| 01-30-303-01 | Investigation Supplies | 1,576 | 1,603 | 2,219 | 5,000 | 4,000 |
| 01-30-303-02 | Property/Evidence Supplies | 1,474 | 2,579 | 1,451 | 3,500 | 3,500 |
| 01-30-303-03 | Booking Facility Supplies | 107 | 261 | 92 | 1,000 | 500 |
| 01-30-305-01 | Janitorial Supplies | - | - | - | 2,500 | 2,500 |
| 01-30-306-01 | Fuel | 52,413 | 42,097 | 46,447 | 55,000 | 55,000 |
| 01-30-306-02 | Fleet Tire Replacement | 5,686 | 4,940 | 1,577 | 7,500 | 7,500 |
| 01-30-306-03 | Emergency Management | - | - | 390 | 1,000 | 1,000 |
| | Total Commodities | \$ 90,615 | \$ 105,126 | \$ 97,683 | \$ 142,700 | \$ 140,700 |
| Capital Outlay | | | | | | |
| 01-30-401-01 | Office Machines | \$ - | \$ - | \$ - | \$ 7,000 | \$ - |
| 01-30-402-02 | Office Furnishings | - | - | - | - | - |
| 01-30-402-03 | Computer Systems | 11,401 | 27,238 | - | - | 21,000 |
| 01-30-403-01 | Police Vehicles | 123,485 | 345,421 | 69,207 | - | 41,152 |
| 01-30-404-03 | Handguns / Shotguns | 8,325 | 3,158 | - | 3,000 | 3,000 |
| 01-30-404-04 | Radios | - | - | - | - | 225,000 |
| 01-30-404-05 | Radar | - | - | 6,938 | 3,500 | 3,700 |
| 01-30-404-06 | Other Equipment | - | - | - | - | - |
| 01-30-404-07 | Video Recorder | - | - | - | - | - |
| 01-30-404-08 | Motorcycles | - | - | - | - | - |
| 01-30-404-09 | Bicycle Patrol | - | - | - | - | - |
| 01-30-407-05 | Contingency | - | - | - | - | - |
| | Total Capital Outlay | \$ 143,211 | \$ 375,817 | \$ 76,145 | \$ 13,500 | \$ 293,852 |
| Debt Service | | | | | | |
| | 2014 Lease-Purchase | - | 49,318 | 49,319 | 49,000 | - |
| | 2016 Lease-Purchase | - | - | 95,306 | 96,000 | 95,322 |
| | Total Debt Service | \$ - | \$ 49,318 | \$ 144,625 | \$ 145,000 | \$ 95,322 |
| | Police Total | \$ 3,076,414 | \$ 3,580,888 | \$ 3,369,876 | \$ 3,689,608 | \$ 4,072,024 |



MEMORANDUM

Date: June 5, 2018
To: Mayor and City Council
From: Laura Smith, City Administrator
RE: 2019 Budget Memo #2A - General Fund Capital and Supplemental Requests

Capital Equipment

The 2019 Draft General Fund Budget included the highest priority capital equipment for each of the City's operating Departments. Information on the capital items is summarized below:

Administration: The Department's request includes \$2,500 for computer equipment.

Laptop computer: The Administration Department proposes to replace one laptop computer which is used by the Public Information Officer as well as being kept to rotate for presentations, etc. The laptop would replace an existing one which has exceeded its useful life. Estimated cost: \$2,500 (01-10-401-01 Office Machines). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

Public Works: The Department's requests include \$330,000 in vehicles and \$55,000 in equipment.

- Ford F450 Crew Cab Truck: This truck replaces a 2006 model that is used for asphalt patching and other street maintenance activities. The truck has a flatbed installed for carrying tools and equipment. Estimated cost: \$70,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.
- Ford F450 Extended Cab Truck: This truck replaces a 2006 model with similar features that is used for hauling and other maintenance activities. This vehicle is also used for snow removal activities. The replacement costs include a plow and other related attachments required for plowing. Estimated cost: \$75,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.
- International Class 7 Truck: This will replace a 2006 model of a similarly sized vehicle that is used for heavy hauling and snow removal activities. This truck has experienced increases in maintenance costs over the last several years. Estimated cost: \$185,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$25,000.
- Leaf Vacuum: The leaf vacuum is used to remove leaves from inlets, channels, and other areas not easily accessible by the mowers. The current leaf vacuum is a 2006 model. Staff is looking to modify the setup of this piece of equipment to better fit operational needs. Estimated cost: \$12,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$1,000.
- Message Boards: The portable message boards are used for traffic control and other public messaging. The current message boards were purchased in 2005 and will be replaced with



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boards with similar capabilities, but which are more compact and easier to operate. Estimated cost: \$40,000 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$5,000.

- Walking Saw: The walking saw is used for cutting pavement and curb. The current saw is thirteen years old and in need of replacement. It will be replaced with a similar model. Estimated cost: \$2,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$ 500.

Community Development: The Department's request includes \$2,500 for computer equipment.

- Laptop computers: The Department proposes to purchase one laptop computer which would be assigned for departmental use. The laptop replaces an existing computer which has exceeded its useful life. Estimated cost: \$2,500 (01-23-401-01 Computer Systems). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

Sylvester Powell, Jr. Community Center - None

- The capital equipment for the Community Center is budgeted and funded from the Parks & Recreation Sales Tax Fund managed outside of the City's General Fund.

Police Department: The Department's requests include \$41,152 for vehicles and \$252,700 in equipment.

- Radio System Replacement: Due to Federal mandates related to encryption frequencies which will take effect in 2019, the radio system for the Police Department will need to be replaced. The upgrade allows all public safety departments to communicate with one another on all activities, including tactical operations. The upgrade replaces both handheld (40) and mobile (18) units and all related equipment. The Department is currently researching two vendors, but anticipates purchasing the new radios from Motorola Corporation. Estimated cost: \$225,000 (01-30-404-04 Radios). Estimated trade-in/resale value of existing vehicle/equipment: \$20,000.
- Computer replacement: The Department has established a program to replace 20% of computers annually in order to maintain systems within their estimated life expectancy. These funds will replace fourteen of the oldest computers. Estimated cost: \$21,000 (01-30-402-03 Computer Systems). Estimated trade-in/resale value of existing vehicle/equipment: \$0.
- Vehicle: The 2011 Ford Explorer assigned to Investigations is scheduled for replacement. Estimated cost: \$41,152 (01-30-403-01 Police Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$11,000.
- Radar: The Department currently maintains nine (9) hand held radar/lidar units for use in traffic enforcement activities. Other units are installed in each of the patrol vehicles and both motorcycles. Funds are budgeted each year to replace one unit. Estimated cost: \$3,700



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(01-30-404-05 Radar). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

- Handguns/Shotguns: The Police Department assigns handguns to each commissioned officer and every front line patrol vehicle is equipped with a shotgun. Funds are budgeted each year to ensure the Department has an adequate number, including a small surplus. The surplus is required to ensure officers can continue to carry/access the appropriate firearms in the event a weapon breaks, is removed for cleaning, or is involved in a shooting and must be taken out of service. Estimated cost: \$3,000 (01-30-404-03 Handguns/Shotguns). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

Currently, all 2019 Capital Outlay expenses are shown in the General Fund. As we continue to refine the budget, some portion of these costs will be shifted to the Equipment Reserve and Replacement Fund.

Supplemental Requests

New programs or services which have been submitted for consideration for inclusion in the 2018 and 2019 budgets are detailed below:

Vehicle for Building Official (\$30,000) - 2018

The Community Development Department is currently recruiting for a full-time building official. Once hired, this individual will need a vehicle in order to complete inspections. The recommendation is to purchase a Ford Escape SUV with four-wheel drive capability allowing the inspector to enter and park in construction sites that may be muddy (or less than normal driving conditions). The vehicle will be white and marked with the City logo - similar to the one the Neighborhood Services Officers use now. A marked vehicle provides a sense of City "presence" on construction sites and in neighborhoods, and will allow the building official to carry necessary equipment, avoiding potential damage to a personal vehicle. If hired in 2018, staff recommends accelerating the purchase of the vehicle in the current budget year. Estimated cost: \$30,000 (01-23-407-01 Vehicle) Estimated trade-in/resale value of existing equipment: NA

ADA/Space Needs analysis (\$30,000) - 2018

In 2009, the City completed a space needs analysis of City Hall and the Police Department which addressed three primary questions:

1. Does the current facility meet ADA requirements, and does it comply with current building practices (is it safe)?
2. Does it meet today's needs and does it allow for future uses based on community trends?
3. How are work spaces and work needs being met? Is the facility conducive to the work that needs to be done?

At the time, the study was driven primarily by the size the Municipal Court dockets and ADA concerns. The Executive Summary from the 2009 Report is included as Appendix A. The estimated costs to



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accomplish the recommended improvements from the 2009 study were approximately \$400,000, and none of the study recommendations were implemented.

The spatial demands previously identified by Municipal Court have been reduced, but there are still large demands from City Hall and Public Safety administration that need to be addressed. In addition, ADA accessibility compliance and deferred maintenance issues identified in the original study continue to go unaddressed. Staff is recommending that the City issue an RFQ to update the 2009 study and make recommendations based on the current and future needs and conditions. This update/analysis would include the following:

1. Analysis: review floor plans, take photographs and measurements as needed and meet with representatives from all departments to study the current, and identify any future, spatial needs.
2. Documentation - record the existing building conditions and compare them against: a) spatial needs defined above; b) current ADA Accessibility Guidelines and current applicable building codes; and c) building repair needs to identify opportunities for upgrades to the existing facility.
3. Recommendations - identify proposed solutions including anticipated costs.

Since 2009, the City has collected an ADA Accessibility Fee in connection with municipal court tickets. There are approximately \$125,000 in ADA funds included in the existing General Fund fund balance. Staff recommends allocating the cost for the feasibility study/space needs analysis from these funds in an estimated amount of \$30,000.

Community Service Officers/Animal Control Services (\$217,785) - 2018/19

Since 1983, the cities of Fairway, Mission, Mission Woods, Roeland Park, Westwood, and Westwood Hills have provided animal control services through an interlocal agreement which established the Northeast Animal Control Commission (NEACC). Member cities make an annual per capita contribution based on population figures established by the State. The per capita fee is set annually by the Commission and is used exclusively to support the operation of NEACC. The City of Mission provides operating and administrative support to NEACC.

Over the last several years, NEACC members have discussed the quality and level of services received, and the corresponding costs. On more than one occasion, various members have expressed a desire to leave the Commission and/or explore alternative service delivery methods for animal control services. All six member cities committed to continue the current agreement through the end of 2018 while exploring future options on a timeline that would allow each city's respective Governing Body to make decisions for the 2019 Budget.

In evaluating alternative service delivery models, Mission took a serious look at the value of the services received compared to our annual contribution, and believe our residents would be better served by Mission withdrawing from NEACC effective January 1, 2019 and hiring Community Service Officers (CSOs) in the Police Department. The CSOs would not only provide animal control services, but a number of other peripheral functions within the Department as well.



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Recognizing that Mission’s exit from NEACC has a significant financial impact for the other member cities, we committed to offering animal control services on a contractual basis going forward. The proposal recently presented to the NEACC Commission (Appendix B) includes hiring two full time Community Service officers at a Pay Grade 13 (\$37,115 - \$53,826) with full benefits. The CSOs would be assigned to shifts as follows:

| | | |
|------|-------------------|-------------------|
| CSO1 | Monday - Friday: | 7 a.m. to 3 p.m. |
| CSO2 | Tuesday - Friday: | 3 p.m. to 11 p.m. |
| | Saturday: | 9 a.m. to 5 p.m. |

The total impact on the Police Department’s line item expenses to hire the CSOs is estimated as follows:

| | |
|-------------------------------|------------------|
| Personnel Services | |
| Wages and salaries | \$85,093 |
| Health/Welfare Benefits | \$45,780 |
| Retirement Benefits | \$ 9,321 |
| Taxes/Other | \$ 6,399 |
| Contractual Services | |
| Legal & Professional Services | \$ 900 |
| Cellular Phone Service | \$ 1,440 |
| Vehicle Insurance | \$ 1,672 |
| Taxes & Licenses | \$ 420 |
| Training/Education | \$ 1,000 |
| Animal Sheltering Services | \$ 7,000 |
| Dead Animal Disposal | \$ 300 |
| Commodities | |
| Equipment | \$ 1,000 |
| Fuel | \$ 3,480 |
| Office Supplies | \$ 180 |
| Uniforms | \$ 2,000 |
| Vehicle Maintenance | \$ 1,800 |
| Capital Outlay | |
| Vehicle | \$50,000 |
| Total Expenses | \$217,785 |

Based on a May 15 meeting with the members of NEACC, it appears there is an interest from the other member cities, with the exception of Roeland Park, to contract with Mission for animal control services. Each of the cities is currently reviewing and discussing options in connection with their annual budgets. Assuming that Fairway, Mission Woods, Westwood and Westwood Hills enter into contracts with Mission



MEMORANDUM

for 2019, the estimated revenue generated would be as follows:

| | |
|----------------|-----------------|
| Fairway | \$13,600 |
| Mission Woods | \$ 2,300 |
| Westwood | \$ 9,700 |
| Westwood Hills | \$ <u>3,100</u> |
| Total revenues | \$28,700 |

With revenues from the anticipated contracts combined with the funds budgeted for Mission’s NEACC participation (\$82,000 in 2018), the total estimated net increase in overall expenses is \$107,085, including purchase of the vehicle. Following dissolution of NEACC, any remaining assets will be redistributed to each member city. These funds may be used to help offset the initial start-up expenses of bringing animal control services in-house.

If approved, staff recommends moving forward with the hiring, training and vehicle purchase in the fall of 2018 so that the CSOs will be in place and equipped to begin delivering services by January 1, 2019. There are sufficient funds available in the 2018 Budget to accomplish this transition.

DirectionFinder Survey (\$16,000) - 2019

The *DirectionFinder*® survey, administered by the ETC Institute, Inc., was first conducted in 2007 as a way to collect information and feedback on the quality of City services, priorities for the community and potential areas for improvement. One of the significant benefits of the *DirectionFinder*® survey is the fact it is administered to most municipalities in the Kansas City metropolitan area allowing for comparative benchmarking.

The survey was completed in 2007, 2011 and 2015, and is due for an update in 2019. The survey is mailed randomly to 1500 households, and the process ensures a sample size sufficient to produce statistically valid results. The timeline to develop, administer and compile results from the survey is approximately three months. Estimated cost: \$16,000 (Community Development, 01-23-206-05 Professional Services.)

Update of Comprehensive Plan (\$110,000 plan update, \$30,000 additional market study) - 2019

The City’s current Comprehensive Plan was prepared in 2006~2007. Yearly reviews have been conducted as required by Kansas statutes, with a minor plan revision adopted in 2011. An up-to-date land use policy plan gives the City assurance against legal challenges to zoning. More importantly, a citywide plan update allows current elected and appointed officials—the City Council and its appointed Planning Commission—to work with Mission residents in renewing their vision for the future of the community.

A staff driven plan update was initiated in 2015, but failed due to lack of time and resources. Staff recommends initiating an RFQ process to select a consultant to manage the process and draft a new



MEMORANDUM

Comprehensive Plan for consideration by the Planning Commission and the City Council. The project is anticipated to take twelve months, and estimated costs are based on a scope of services similar to those outlined in Appendix C.

Parks and Recreation Marketing Services (\$30,000) - 2019

The Community Center continues to see declining revenues in all areas: annual memberships, classes and programs, and facility rentals. As the facility ages and newer facilities come on line (Merriam), it will be difficult for the Department to meet established cost recovery levels without a targeted marketing strategy.

The Department has issued an RFQ for Marketing Services to explore how best to secure marketing services, to be measured against the following goals:

- Drive measurable traffic to the Mission Parks and Recreation Department through digital, PR, event support and targeted offline communications
- Build greater community awareness of Mission Parks and Recreation programs, facilities, and events and position the department as a leader in program offerings, membership options, and facility rental opportunities
- Create and implement a member engagement plan that significantly reduces membership cancellations

Marketing services are estimated at \$30,000 annually, with the goal of increasing revenue across various categories for the Sylvester Powell, Jr. Community Center.

Part-time Fitness Coordinator - Community Center (\$25,000) - 2019

As competition from other fitness facilities increases, a part-time fitness coordinator would allow the Parks and Recreation Department the opportunity to build on and expand the wellness and fitness programs currently offered. Scheduled for 20 hours each week at an hourly rate of \$18-20/hour, the fitness coordinator would work in collaboration with the Department's full-time staff to:

- Plan and schedule all fitness and wellness programs
- Recruit and monitor instructors and personal trainers
- Perform routine inspections of all fitness equipment
- Maintain class records

Total costs for the part-time fitness coordinator are anticipated at \$25,000 per year. The Department anticipates that class/program revenue could be expected to increase by \$40,000 - \$50,000 annually with specific attention dedicated to this function.

We look forward to discussing the supplemental programs and services in more detail at the June 6 Committee meeting.

City of Mission, Kansas



Space Needs Feasibility Study for City Hall and Public Safety Services

May 2009

presented by:
BG Consultants, Inc.

Executive Summary

In formulating our approach to the City's Space Needs Analysis we used a three tier approach which builds from a series of base questions. Those are:

1. Does the current facility meet ADA requirements, does it comply with current building practices (is it safe), and does it meet today's needs?
2. Does it meet today's needs and does it allow for future uses based on community trends?
3. How are work spaces and work needs being met. Is the facility conducive to the work that needs to be done?

This report is driven by needs not wants. There were a number of requests during the interview process that while beneficial to employees did not meet what we considered the threshold of a need therefore they were left out of the main report but can be found in the appendices attached to the end of this report.

Important Findings

After a review of the data included in the report, we have compiled the following list of what we consider important findings:

1. You are currently in violation of ADA in the following respects:
 - a. City Hall Bathrooms are currently not in compliance with the guidelines in door clearances and locations, stall dimensions and clearances, lavatories locations and clearances, and overall clearances. (See Section III, Item 1)
 - b. City Hall Water Fountains are not in compliance with the guidelines in height of spout and clearance under the unit. (See Section III, Item 2)
 - c. City Hall/Police Department/Municipal Court Counter heights are not in compliance. (See Section III, Item 3)
 - d. City Council Chambers/Municipal Court Witness Box has no accessible access and therefore is not in compliance with the guidelines. (See Section III, Item 4)
 - e. City Hall South Side Ramp is too steep and does not meet the guidelines.
2. You are currently exceeding the building code in the following respects:
 - a. City Council Chambers/Municipal Court exceeds occupancy on Traffic Dockets and Scheduling Dockets. (See Section II, Item B)
 - b. City Hall Lobby exceeds occupancy on Traffic Dockets and on some Attorney Plea Dockets.
3. The building envelope is currently failing in the following respects:
 - a. The eastern exterior door in the Public Safety floor is a source of water infiltration due to poor grading and a failing gutter above.
3. You are currently deficient in required parking spaces in the following respects:
 - a. City Hall Requires 86 parking spaces; the swimming pool requires 112 parking spaces.
 - b. There are 140 spaces available, therefore you are under the requirement by 58 spaces.

APPENDIX A

Process

To compile the information in this report, we engage the staff of the facility in interviews, online surveys and observation. We also did onsite observation of council meetings and court dockets, public safety work flow and spaces, and dimensional measurements of key areas.

From the study of this information we gleaned the following:

Municipal Court has the largest need in terms of space and safety measures. Space requirements for these areas are exceeded approximately sixty times per year during court dockets. Due to the configuration of the lobby space, circulation issues are present at these times and also at times when code/space limits are not reached.

Additionally, Municipal Court as outlined in your 2007 Audit is short of staff to handle the court functions at it's current level. There is currently no space to add additional staff. As the audit points out given the volume you are carrying you are likely risking failure in your Municipal Court processes because of a lack of adequate staff.

*"We must review space needs and availability and determine an adequate space for the court in order to increase the staff to process the workload that we face. We currently have three employees working in a space that is extremely overcrowded...As the production of traffic citations and other court cases has continued to rise monthly, our need for additional staff has been documented by the audit. But before the audit's recommendation for additional staff can be implemented, we must address the space considerations. We cannot recommend any additional makeshift solutions and we must provide adequate work and file storage space to allow the municipal court and it's employees to function effectively and efficiently."*ⁱ

Safety within the lobby is also a concern. As stated in the Municipal Court Audit, the lobby "during court dockets is always full of people, and at times it is difficult for the Court Clerk's to view one another, thus decreasing their level of safety." As shown in the feasibility study, the lines that form at these windows and the circulation patterns in the lobby, obscure views even when the lobby is not overly crowded. The audit continues, "Mission's citation data, along with crime trends in northeast Johnson County, suggest that the environment surrounding the municipal court is changing, and that protecting the safety of employees is paramount."ⁱⁱ

ⁱ City of Mission, Kansas, "Municipal Court Audit," July 2007, p. 27

ⁱⁱ City of Mission, Kansas, "Municipal Court Audit," July 2007, p. 3

APPENDIX A

We examined eight separate solutions and alternatives to solve the issues currently facing the facility and staff. The solutions were derived from questions asked about the existing facility and options to capture additional space both on the existing site and in other locations.

The questions that dealt with the existing facility included the following:

- Can we reduce the storage space requirements by a better scanning and utilizing document management technology?
- ADA is a requirement, how do we reconfigure the existing facility to accommodate the existing and additional needs.
- How could we move and free up more space in City Hall to handle the Municipal Court. What could be displaced?
- What portion of the existing facility can be renovated if additional space is needed?

The questions that dealt with moving Court functions to another location included the following:

- Do you want to run your court at the Community Center and give up rental income?
- Do you want to decrease the amount of space at the Community Center to allow for the Municipal Court Operation? If so, what rooms will be used?
- What are the parking requirements at night and will the Community Center support the added amount?
- Is it appropriate for the Court functions to be moved into that building?

The questions that dealt with moving City Hall functions to another location included the following:

- Can we better consolidate City Hall functions with a more efficient spacial layout?
- Would moving those functions provide the community with a better City Hall experience?
- Would moving City Hall to another location provide an opportunity for a move toward green design?

The questions that dealt with moving Public Safety functions to another location included the following:

- Could a large enough facility be purchased/built to house the current needs of the Public Safety group? What about future needs?
- How would a move to another location increase public perception of the Public Safety staff and organization?
- Would a separation from Court be a positive move for Public Safety?

APPENDIX A

Recommendation

What we recommend that meets the needs of the Community is the following: that all three functions currently in the existing building are relocated to another building and that the remaining facility be sold to help pay for the renovation. (See recommendation option number 5)

The benefits of this option are: 1) to have the new City Hall/Court/Public Safety spaces designed and constructed before moving from the existing facility is required; 2) current space needs will be met and exceeded for future growth; 3) the City of Mission functions can be given a new identity along Johnson Drive; 4) the opportunity to improve the city's environmental impact and exhibit "green" issues will be available.

This option can range in cost from approximately \$5.8 million (see the cost matrix in appendix A) to \$8.6M depending on the amount of interior space that is renovated.

We appreciate the opportunity to provide this summary and the report the follows and look forward to the decisions that the City of Mission ultimately makes on behave of the citizens of the City of Mission.

Clay Phillips AIA
BG Consultants, Inc.

Date: May 25, 2018
To: NEACC Member Cities
From: Laura Smith, City Administrator
Ben Hadley, Chief of Police
RE: Animal Control Services for Northeast Johnson County Cities

Cities traditionally enact ordinances and provide animal control services to ensure residents' ability to keep and care for certain kinds of domestic animals while addressing a variety of health, nuisance and safety issues. In addition, City ordinances, public education, and enforcement efforts are designed to encourage and promote the humane treatment of animals.

In May 1983, the cities of Fairway, Mission, Mission Woods, Roeland Park, Westwood, and Westwood Hills entered into an agreement to create the Northeast Animal Control Commission (NEACC). The agreement declared that the, "cost and operation of Animal Control can best be effected in the participating member cities by cooperative management. By the consolidated financing of personnel, equipment and operating costs to enforce and provide animal control services." In addition, the Commission was tasked, "To study and provide new or effective methods of Animal Control."

Since its formation, each member city has made an annual per capita contribution based on population figures established by the State. The per capita fee is set annually by the Commission and is used exclusively to support the operation of NEACC. The City of Mission provides operating and administrative support to NEACC.

Over the last several years, NEACC members have engaged in on-going conversations regarding the quality and level of services received, and the corresponding costs. On more than one occasion, various members have expressed a desire to leave the Commission and/or explore alternative service delivery methods for animal control services. All six member cities committed to continue the current agreement through the end of 2018 while exploring future options on a timeline that would allow each city's respective Governing Body to make decisions for the 2019 Budget.

Current Services and Budget

Animal control services are provided in response to calls for service and through proactive patrol activities. The NEACC currently has three (3) employees, two full-time and one part-time. The two full-time employees are scheduled as follows:

| | |
|------------------|-------------------|
| Monday - Friday: | 7 a.m. to 11 p.m. |
| Saturday | 9 a.m. to 5 p.m. |

No service is provided on Sundays, most holidays or if the NEACC vehicle is out of service. The part-time employee is used primarily to cover leave time taken by the full-time Animal Control Officers (ACO) within the regular schedule.

An April 2017 analysis which compared staffing schedules to calls for service, indicated the schedule outlined above resulted in an ACO being on duty for approximately 80% of the calls received. Police personnel in each jurisdiction respond to animal control calls when no ACO is on duty. Dispatched calls for animal control services (2015 - 2017) are included by city in the table below:

TABLE 1.

| City | 2018 Per Capita Fee | 2015 | 2016 | 2017 | 3 Year Call Average |
|----------------|---------------------|-------|------|-------|---------------------|
| Fairway | \$32,450 | 125 | 115 | 124 | 121 |
| Mission | \$77,150 | 432 | 424 | 456 | 437 |
| Mission Woods | \$1,600 | 5 | 7 | 11 | 8 |
| Roeland Park | \$55,500 | 328 | 290 | 330 | 316 |
| Westwood | \$13,500 | 116 | 61 | 69 | 82 |
| Westwood Hills | \$3,200 | 17 | 20 | 12 | 16 |
| Totals | \$183,400 | 1,023 | 917 | 1,002 | 981 |

Total dispatched calls for all cities in 2017 were 1,002, an average of less than three (3) per day. The Commission's 2018 Budget is included with this memorandum as Exhibit A, and includes \$189,068 in total estimated expenses related to the delivery of animal control services.

Mission's NEACC Participation for 2019 and Beyond

In evaluating alternative service delivery models, Mission took a serious look at the value of the services received compared to our annual contribution, and believe our residents would be better served by Mission withdrawing from NEACC and hiring Community Service Officers (CSOs). These CSOs would not only provide animal control services, but a number of other peripheral functions within the Police Department as well.

Chief Hadley and I will present a recommendation to the Mission City Council in early June to withdraw from NEACC effective January 1, 2019 and provide animal control services through two full-time Community Service Officers. Recognizing that Mission's exit from NEACC has a

significant financial impact for the other NEACC cities, we are committed to offering animal control services to other current NEACC members on a contractual basis going forward.

CSO Hours/Proposed Services to be Offered

Mission will initially propose to hire two full time Community Service officers at a Pay Grade 13 (\$37,115 - \$53,826) with full benefits. The CSOs would be assigned to shifts as follows:

| | | |
|------|-------------------|-------------------|
| CSO1 | Monday - Friday: | 7 a.m. to 3 p.m. |
| CSO2 | Tuesday - Friday: | 3 p.m. to 11 p.m. |
| | Saturday: | 9 a.m. to 5 p.m. |

This mimics the current NEACC schedule, providing approximately 80 hours of animal control coverage each week.

In considering an approach to pricing contractual services, Mission developed a model which includes two components, a base entry fee and a per call rate. The base entry fee (\$1,500 annually) covers items such as: workers compensation insurance, general liability insurance, payroll processing fees, vehicle insurance, and administration or supervisory expenses.

To set the per call rate, a budget for animal control related services was created, and total costs were then divided by the 3-year average call number from all participating cities. The three-year call average is intended to minimize significant fluctuations in calls from year to year, and to provide a reliable way to estimate fees for future budgeting purposes. The per call rate was then applied to the call average for each city to determine an annual fee.

Exhibit B details the costs used to develop the per call rate and provides additional detail on the estimated costs for current member cities who may secure animal control services from Mission contractually. It should be noted that when developing the per call rate, only 45% of the total personnel costs for the Community Service Officers were factored into the calculations. This is based on an estimate of the time that will be spent responding to animal control issues versus the other duties performed for Mission's Police Department.

Table 2 below illustrates the difference in the current 2018 per capita contribution for each city compared to the proposed annual contractual fee for 2019.

TABLE 2.

| City | 2018 Per Capita Fee | 2019 Proposed Fee (base + call fee) | Difference |
|----------------|----------------------------|--|-------------------|
| Fairway | \$32,450 | \$13,600 | (\$18,850) |
| Mission Woods | \$1,600 | \$2,300 | \$700 |
| Roeland Park | \$55,500 | \$33,100 | (\$22,400) |
| Westwood | \$13,500 | \$9,700 | (\$3,800) |
| Westwood Hills | \$3,200 | \$3,100 | (\$100) |

For cities interested in receiving other animal control related services (i.e, park or neighborhood patrols), Mission would offer the opportunity to purchase additional blocks of service (in 50 hour increments) at an hourly rate of \$25/hour.

Next Steps

Mission welcomes the opportunity to continue to explore ways to address the animal control needs of the other current NEACC member cities. Within the next week, a draft interlocal agreement will be available for staff/legal counsel/council review and comment.

The transition anticipates that CSOs would be recruited and trained in the fall 2018 so that employees are in place for a January 1, 2019 transition. This timing could be modified depending on the decisions of the other cities and options regarding the disposition or distribution of current NEACC assets.

In order to provide direction for the current NEACC employees and to encourage them to stay through the end of the year, the Commission approved an incentive structure for current NEACC employee at their May 15, 2018 meeting.

The Commission agreed to incentivize the current employees with a lump sum bonus as follows:

- Employed through 10/31/18 - 5% of annual salary
- Employed through 11/30/18 - 7% of annual salary
- Employed through 12/31/18 - 10% of annual salary in lump sum bonus

Mission will complete a mid-year review to evaluate the services, response times, cost structure and any other relevant details related to the program.

If you have additional questions or would like Chief Hadley and I to make a presentation or meet with representatives from your city, please let me know and we will make ourselves available.

Northeast Animal Control Commission

BUDGET OVERVIEW: NEACC 2018 - FY18 P&L

January - December 2018

| | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUN 2018 | JUL 2018 | AUG 2018 | SEP 2018 | OCT 2018 | NOV 2018 | DEC 2018 | TOTAL |
|---------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Income | | | | | | | | | | | | | |
| Billable Expense Income | 183,408.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$183,408.00 |
| Uncategorized Income | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | 13.75 | \$165.00 |
| Total Income | \$183,421.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$183,573.00 |
| GROSS PROFIT | \$183,421.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$13.75 | \$183,573.00 |
| Expenses | | | | | | | | | | | | | |
| Administrative Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,734.00 | \$9,734.00 |
| Animal Sheltering Services | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.33 | 583.37 | \$7,000.00 |
| Cellular Phone Service | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | 120.00 | \$1,440.00 |
| Dead Animal Incineration | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | \$300.00 |
| Employee Appreciation | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.08 | 27.12 | \$325.00 |
| Equipment | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | 85.00 | \$1,020.00 |
| Gasoline | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | 290.00 | \$3,480.00 |
| General Liability Insurance | 980.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$980.50 |
| Health/Dental/Life/Disability | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | 2,825.62 | \$33,907.44 |
| KPERS Match | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | 1,275.00 | \$15,300.00 |
| Legal & Professional Services | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | 75.00 | \$900.00 |
| Office Supplies | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | 15.00 | \$180.00 |
| Payroll | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | 6,220.00 | \$74,640.00 |
| Payroll Service Charges | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | 162.50 | \$1,950.00 |
| Payroll Taxes | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | 2,575.00 | \$30,900.00 |
| Taxes & Licenses | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | 35.00 | \$420.00 |
| Training/Education | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | \$600.00 |
| Vehicle Insurance | 1,672.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$1,672.00 |
| Vehicle Maintenance & Repair | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | \$1,800.00 |
| Worker's Compensation Insurance | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | 210.00 | \$2,520.00 |
| Total Expenses | \$17,376.03 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$14,723.53 | \$24,457.61 | \$189,068.94 |
| NET OPERATING INCOME | \$166,045.72 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -24,443.86 | \$ -5,495.94 |
| NET INCOME | \$166,045.72 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -14,709.78 | \$ -24,443.86 | \$ -5,495.94 |

EXHIBIT B

Expenses (2 FT ACOs)

Provides 80 hours of coverage per week

Personnel

| | |
|-------------------------------------|-------------------|
| Salaries | \$ 85,093 |
| Retirement Benefits | \$ 9,321 |
| Health/Welfare Benefits | \$ 45,780 |
| Taxes | \$ 6,399 |
| Sub-total Personnel Expenses | \$ 146,593 |
| 45% of personnel expenses | \$ 65,966.85 |

Contractuals

| | |
|---------------------------------------|------------------|
| Legal & Professional Services | \$ 900 |
| Vehicle Insurance | \$ 1,672 |
| Taxes & Licenses | \$ 420 |
| Training/Education | \$ 1,000 |
| Animal Sheltering Services | \$ 7,000 |
| Cellular Phone Service | \$ 1,440 |
| Dead Animal Incineration | \$ 300 |
| Sub-total Contractual Expenses | \$ 12,732 |

Commodities

| | |
|---------------------------------------|-----------------|
| Equipment | \$ 1,000 |
| Gasoline | \$ 3,480 |
| Office Supplies | \$ 180 |
| Vehicle Maintenance & Repair | \$ 1,800 |
| Sub-total Commodities Expenses | \$ 6,460 |

Capital

| | |
|-----------------------------------|------------------|
| AC Truck | \$ 10,000 |
| Sub-total Capital Expenses | \$ 10,000 |

Total Expenses \$ 95,159 \$ 97.00

| City | 3 yr Call Average | Per call rate | Base rate | Call Fees | Total Annual Fees | 2018 Per Capita | Difference |
|----------------|-------------------|---------------|-----------|-----------|-------------------|-----------------|-------------|
| Fairway | 121 | \$ 100 | \$ 1,500 | \$ 12,100 | \$ 13,600 | \$ 32,450 | \$ (18,850) |
| Mission | 437 | \$ 100 | \$ 1,500 | \$ 43,700 | \$ 45,200 | \$ 77,150 | \$ (31,950) |
| Mission Woods | 8 | \$ 100 | \$ 1,500 | \$ 800 | \$ 2,300 | \$ 1,600 | \$ 700 |
| Roeland Park | 316 | \$ 100 | \$ 1,500 | \$ 31,600 | \$ 33,100 | \$ 55,500 | \$ (22,400) |
| Westwood | 82 | \$ 100 | \$ 1,500 | \$ 8,200 | \$ 9,700 | \$ 13,500 | \$ (3,800) |
| Westwood Hills | 16 | \$ 100 | \$ 1,500 | \$ 1,600 | \$ 3,100 | \$ 3,200 | \$ (100) |
| | | | | | \$ 107,000 | | |

APPENDIX C
COMPREHENSIVE PLAN UPDATE - SAMPLE SCOPE OF SERVICES

PHASE 1 | PROJECT KICK-OFF, RESEARCH + ANALYSIS (approximately 2 months)

1.1 Project Kick-Off Meeting with Advisory Committee (CPAC Meeting #1)

- Establish roles, responsibilities, and project contacts;
- Determine any initial data needs;
- Review the project scope, schedule, and key meeting dates and finalize the Communication Plan;
- Review/develop planning project name and logo; and,
- Identify key stakeholders and desired public input process and outcomes.
- Identify key issues and areas of focus:
 - Neighborhood revitalization
 - Commercial redevelopment
 - Downtown

1.2 Analysis Review Meeting with Advisory Committee (CPAC Meeting #2)

- A preliminary community profile with population projections and trends;
- An initial housing analysis with trends and projections;
- An employment and economic analysis with trends and projections (*completed as part of optional market analysis*);
- A preliminary community assessment of issues and opportunities; and,
- An initial analysis of existing land uses.

PHASE 2 | VISION, INPUT + DIRECTION (approximately 3 months)

2.1 Direction Finder Survey

Provide and assist with development of Comprehensive Plan oriented questions for Direction Finder Survey.

2.2 Public Workshop (Public Meeting #1)

2.3 Key Stakeholder Interviews (2-days)

2.4 Downtown Focus Group Meetings (3-meetings)

2.5 Youth Workshop (Public Meeting #2)

2.5 Joint City Council and Planning Commission Visioning Workshop (Joint Workshop #1)

2.6 Input, Visioning, and Goals Review Meeting with Advisory Committee (CPAC Meeting #3)

APPENDIX C
COMPREHENSIVE PLAN UPDATE - SAMPLE SCOPE OF SERVICES

PHASE 3 | DRAFT PLAN + EVALUATION (approximately 5 months)

3.1 Draft Plan

Includes the following general elements:

1. Community Assessment, Demographics, and Economic Overview
 - a. Introduction and planning process and input recap
 - b. Population, housing, and demographic trends and projections
 - c. Existing conditions
 - d. Public facilities, parks, and services (*does not include utilities analysis*)
2. Employment/Economy (*completed as part of the optional market analysis*)
 - a. Employment trends and projections
 - b. Economic trends and forecasts including retail and industry sectors
3. Land Use and Transportation
 - a. Existing land use and transportation analysis
 - b. Future land use and transportation map
 - c. Land use, future development, economic development, and transportation policies and action steps
4. Housing and Existing Neighborhoods
 - a. Existing conditions analysis
 - b. Policies and action steps
5. Downtown Focus Area Plan (*does not include East or West Gateway*)
6. Implementation Plan

3.2 Draft Plan Presentation Review Sessions with Advisory Committee (CPAC Meetings #4 - #6) (3 meetings)

3.3 Draft Plan Public Presentation Open House (Public Meeting #3)

3.4 Joint City Council and Planning Commission Draft Review Workshop (Joint Workshop #2)

PHASE 4 | FINAL DRAFT PLAN + ADOPTION (approximately 2 months)

4.1 Final Draft Plan

4.2 Final Draft Plan Review with Advisory Committee (CPAC Meeting #7)

4.3 Planning Commission Public Hearing (Public Meeting #4)

4.4 City Council Public Hearing (Public Meeting #5)

| | | |
|--------------------------------|--------------|--------------|
| City of Mission | Item Number: | 5. |
| DISCUSSION ITEM SUMMARY | Date: | June 5, 2018 |
| POLICE | From: | Ben Hadley |

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

RE: Police Department Quarterly Report - 1Q 2018

DETAILS: With the elimination of the weekly City Administrator's report, staff committed to providing periodic (quarterly) updates on public safety statistics. The quarterly reports are intended to provide a more comprehensive view of police activity or issues, while still being timely enough to allow staff and Council the opportunity to review and discuss trends or areas of concern.

Staff will review the report and will be interested in Council feedback regarding changes to the format or content moving forward.

CFAA CONSIDERATIONS/IMPACTS: NA

| | |
|---------------------------------|-----|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | N/A |
| Available Budget: | N/A |



MISSION POLICE DEPARTMENT

6090 Woodson Street
Mission, Kansas 66202
Administrative: (913) 676-8300
Fax: (913)722-3011



Quarterly Update January 1 - March 31, 2018

Call for Service / Call Type

| | 2015 TOTALS | 2016 TOTALS | 2017 TOTALS | 2018 through 3/31 |
|---------------------|----------------|----------------|----------------|-------------------------|
| Calls for Service | 10,238 | 10,318 | 9,751 | 3,830 |
| | | | | |
| Building Check | 3,964 | 4,679 | 4,431 | 793 |
| Alarms | 195 | 230 | 241 | 53 |
| Assist Other Agency | 555 | 595 | 636 | 112 |
| Fire / Rescue | 615 | 807 | 733 | 150 |
| Residence Check | 1,312 | 1,137 | 917 | 234 |
| Car Check | 7,806 | 8,888 | 9,183 | 1,455 |
| Disturbance | 855 | 923 | 665 | 129 |
| Suspicious Person | 220 | 254 | 275 | 35 |
| Prowlers | 58 | 68 | 28 | 6 |
| Suicide | 2 | 0 | 3 | 0 |
| Death Investigation | 16 | 13 | 16 | 3 |

Offenses:

| | 2015 TOTALS | 2016 TOTALS | 2017 TOTALS | 2018 through 3/31 |
|--------------------|------------------------|------------------------|------------------------|----------------------------------|
| Drug Activity | 75 | 78 | 116 | 9 |
| Auto Burglary | 76 | 90 | 62 | 17 |
| Auto Theft | 47 | 55 | 47 | 17 |
| Home Burglary | 36 | 20 | 17 | 2 |
| Robbery | 12 | 3 | 8 | 0 |
| Shoplifting | 181 | 139 | 93 | 21 |
| Sex Related Crimes | 26 | 29 | 22 | 6 |
| Arrests | 1,071 | 1,123 | 1,158 | 261 |

Investigations Activity

During the first quarter of 2018, the Investigations Division assigned 59 cases to Detectives. The Investigations Division cleared or closed 26 investigations during this same time period which included the following offenses:

| Offense | Assigned | Cleared/Closed |
|-----------------------------|-----------------|-----------------------|
| Aggravated Battery on LEO | 1 | 1 |
| Aggravated Burglary | 1 | |
| Attempted Auto Burglary | 1 | |
| Auto Burglary | 5 | |
| Auto Theft | 4 | 1 |
| Battery - DV | 4 | 3 |
| Burglary - Residential | 1 | |
| Burglary - Storage Building | 5 | |

| Offense | Assigned | Cleared/Closed |
|---|-----------------|-----------------------|
| Computer Unlawful Acts | 1 | 1 |
| Criminal Threat | 2 | 2 |
| Criminal Use of a Financial Card | 3 | 1 |
| Forgery | 4 | 2 |
| GPR - Assist Outside Agency | 1 | 1 |
| Harassment by Telecommunication Device | 1 | |
| Identity Theft | 2 | 2 |
| Making False Information | 3 | 1 |
| Possession of Drugs | 1 | 2 |
| Rape | 3 | 3 |
| Theft - Lost/Mislaid Property | | 1 |
| Theft < \$1,000 | 15 | 5 |
| Theft of Services < \$1,000 | 1 | |

Traffic Safety/Accident Review

| | 2015 | 2016 | 2017 | 2018 (through 3/31) |
|---------------|-------|-------|-------|------------------------|
| Traffic Stops | 7,806 | 8,888 | 9,183 | 1,407 |
| Accidents | 267 | 353 | 345 | 81 |

Highest Frequency Accidents (day of the week): Wednesday

Highest Frequency Accidents (time of day): 2 - 3 p.m.

Highest Frequency Accidents (location): SMPKY/Lamar and 58th/Metcalf (4 each)

Community Relations

During the first quarter 2018, members of the Mission Police Department participated in the following community relations activities:

- Provided active shooter training for Mainstreet Credit Union
- Participated in the Bunny Eggstravaganza event in cooperation with the Parks and Recreation Department
- Hosted three “Coffee with a Cop” events

Trends or Issues

During the first quarter, there were no issues or trends of particular concern for the Mission Police Department.