

**CITY OF MISSION, KANSAS**  
**FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, JULY 10, 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. Acceptance of the June 5, 2019 Finance & Administration Committee Minutes - Martha Sumrall ([page 5](#))

Draft minutes of the June 5, 2019 Finance and Administration Committee meeting are included for review and acceptance.

2. Resolution Designating Sunflower Festival as City Sponsored Festival Event - Emily Randel ([page 15](#))

Annually, the City is required to pass a resolution designating specific City-sponsored Festival Events where alcohol may be consumed. This year's resolution was passed in March 2019 and included the Mission Market events. This second resolution would designate an additional date for the Mission Sunflower Festival on Saturday, October 12, 2019.

3. Roeland Court Townhomes Development Agreement - Laura Smith ([page 17](#))

At the request of the Roeland Court Homes Association (RCHA), a formal development agreement outlining the terms and expectations of both the RCHA and the City with respect to the CID special assessments and the Rock Creek Channel construction improvements was developed. The agreement has been reviewed and approved by the City's legal counsel and the RCHA and is ready for Council consideration.

4. Mutual Release Agreement Between the City of Mission, Roeland Court Townhomes Association, and Johnson County Wastewater - Laura Smith ([page 26](#))

Following the August 2017 subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA), Johnson County Wastewater (JCW) incurred significant expenses to repair and replace a sanitary sewer line in the area. As the City and the RCHA explored a long-term solution, JCW indicated that if both the City and the RCHA owners were willing to participate financially to resolve the issues, they would not seek to recover any costs incurred for replacement and stabilization of the sanitary sewer line.

Recognizing the unique partnerships established in resolving the issues at the Roeland Court Townhomes, a mutual release agreement was developed. The agreement outlines the expectations and commitments that all parties who have or expect to, expend funds to complete the repairs to the Rock Creek Channel, sanitary sewer lines and the townhome's common and parking areas have to one another.

5. 2019A General Obligation Bond Sale - Laura Smith ([page 32](#))

Council has authorized staff, our financial advisors and bond counsel to move forward to take the 2019A General Obligation bonds to the market. The Council will consider bids received at 10 a.m. on July 17 at the City Council meeting later that evening. The packet includes the bond-related documents that will be placed on the City Council agenda with a specific recommendation of award to the best bidder. The documents are provided here for review and information purposes.

6. Ordinance Certifying Roeland Court Townhomes Special Assessments - Laura Smith ([page 81](#))

One of the steps required in the process of the Community Improvement District (CID) Special assessments is the adoption of an ordinance to certify the same. The ordinance will certify the assessments for each property at the maximum amount identified in the CID petition and Ordinance 1498 which created the CID. The consideration of the ordinance at this time allows for the 60 day protest period to run prior to construction of the project. The actual final dollar amounts will not be certified to the County for collection on the tax bills until the project has been bid, constructed and accepted by the City.

7. Kansas Statewide Housing Assistance Program Resolution and Cooperation Agreement - Laura Smith ([page 102](#))

Staff recently received a request for Mission to renew a resolution and cooperation agreement for the Kansas Housing Assistance Program. This Program, enacted between 1992 and 1994 by Sedgwick and Shawnee Counties provides subsidized mortgage loans to low and moderate income homebuyers on a statewide basis. The City initially approved documents in September 1998. The City is being asked to reaffirm its participation in the program. There are no costs, administrative duties or obligations for a participating City or County. Entering into a cooperation agreement merely allows homebuyers in Mission continued access to the program.

8. Post Issuance Debt Compliance and Continuing Disclosure Policy and Procedures - Brian Scott ([page 113](#))

Legal requirements governing continuing disclosure requirements have changed since the City last issued debt in 2014. As such, in anticipation of the 2019A GO Bond issue, an updated Resolution must be passed which outlines the City's obligations with respect to continuing disclosure and compliance reporting. In addition, revisions to City Council Policy 127 are recommended.

9. Surplus Property Resolution - Brian Scott ([page 137](#))

City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. The items ready to be declared surplus are included as an attachment to the resolution.

10. Police Department Radio Replacement - Ben Hadley ([page 142](#))

The Police Department radios, purchased in more than fifteen years ago, were budgeted for replacement in 2019. The replacement was being driven by an FCC mandate for improved interoperability among various public safety agencies (P25). Research on radio systems was done county-wide, and the radios manufactured by Harris are recommended for purchase. Replacement of the radio system for the police department was budgeted in 2019 in the amount of \$225,000. The request is seeking authorization to purchase forty (40) Harris XL185P portable radios and eighteen (18) Harris XL185M mobiles. Included in the purchase would be all accessory items needed such as mics, batteries, ear pieces, and belt clips. Total estimated cost, including trade-in is \$231,433.30.

11. Authorization for Contract with SFS Architecture for Phase II Space Needs Analysis - Laura Smith ([page146](#))

Earlier this year, the City released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City was seeking input and plans to determine whether building renovation, new construction, leased space or some combination thereof would provide the most practical and cost effective solution to meet existing and future space needs. In April of this year, SFS Architecture was selected through a competitive qualifications based process. SFS' original proposal was broken down into two phases. Preliminary information resulting from the Phase I analysis indicates the total space (square footage) needed to accommodate the current and future activities of a combined City Hall/Police Department exceed the existing building limits. However, the potential for some portion of the existing operations to remain in a renovated facility does exist. Staff is requesting authorization to proceed with the Phase II Assessment in an amount not to exceed \$18,350 in order to develop a comprehensive report and recommendations for Council consideration later this fall.

## **2020 BUDGET**

12. Recommended 2020 Budget and Budget Resolution - Laura Smith

Staff will present the recommended 2020 Budget for all funds and a draft budget resolution.

## **DISCUSSION ITEMS**

13. Change in Date for Swearing-in of Newly Elected Officials - Laura Smith ([page 151](#) )

Legislation passed during the 2019 session allows for cities to alter the swearing-in date for newly elected officials. It was previously mandated as the second Monday in January. Staff will review the legislative changes and look for Council direction on whether changes to Mission's swearing-in process are desired. If Council would like to modify, a Charter Ordinance would be prepared for consideration at a future meeting.

**OTHER**

14. Department Updates

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

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	June 28, 2019
<b>Administration</b>	From:	Martha Sumrall

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

**RE:** June 5, 2019 Finance & Administration Committee minutes.

**RECOMMENDATION:** Review and accept the June 5, 2019 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the June 5, 2019 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

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

**CFAA CONSIDERATIONS/IMPACTS:** N/A

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

## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

June 5, 2019

The Mission Finance & Administration Committee met at Mission City Hall, Wednesday, June 5, 2019 at 7:20 p.m. The following committee members were present: Pat Quinn, Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Debbie Kring, Kristin Inman, Ken Davis and Sollie Flora. Mayor Appletoft was also present. Councilmember Flora called the meeting to order at 7:20 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Chief Ben Hadley, Assistant to the City Administrator Emily Randel, and Public Works Superintendent Brent Morton.

### **Acceptance of the May 1, 2019 Finance & Administration Committee Minutes**

The May 1, 2019 Finance & Administration Committee Minutes were provided to the committee in the packet. There being no objections or corrections, the minutes were accepted as presented.

### **Project Ordinance - Rock Creek Channel Improvement Project**

Ms. Smith stated Bruce Kimmel, Ehlers, the City's Financial Advisor, and Kevin Wempe, Gilmore & Bell, the City's Bond Counsel are both available for this meeting to answer questions. Mr. Kimmel joined the meeting via phone. She reported this ordinance is a legally required step in the consideration of debt financing for the Rock Creek Channel Improvement Project. This project includes the design and construction of Rock Creek Channel from just east of Nall to Roeland Drive and includes retaining walls on both sides of the creek. It also includes parking lot and common area improvements for the Roeland Court Townhomes, which will be reimbursed through their CID.

Councilmember Quinn recommended that the ordinance authorizing construction and financing for the Rock Creek Channel Improvements be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Set Sale Resolution, Rock Creek Channel**

Ms. Smith stated this set sale resolution is not legally required, but it provides details for the public at the beginning of the process, and signals our intent to take the general obligation bonds to market. This proposed issue includes financing to repair and maintain the Rock Creek Channel from just east of Nall to Roeland Drive, and includes repairs and restoration of the parking and common areas of Roeland Court Townhomes that was damaged in 2017 due to a subsidence. This resolution is just one step in the overall bond issuance process and the anticipates sale and award of bonds will be at the July City Council Meeting.

Mr. Kimmel discussed the Pre-Sale Report prepared for this issuance and outlined the steps taken in issuing bonds as it has been approximately five years since the City's last full bond sale (including credit rating). He stated it is a favorable time to be in the market as there is increased demand for municipal bonds from cities like Mission. He stated they do not anticipate any major disruptions to this favorable market in the near future. Councilmember Davis requested information on Mission's AA rating. Mr. Kimmel stated that Mission's AA rating is good as it is just two notches from the best rating possible. He believes this rating will be reaffirmed and they will take a detailed look at making a case for improving our rating to AA+. He described the rating process and Mission's financial policies and practices that have helped with our rating. The committee also discussed the impact receiving a AA+ rating would have on this bond issue, with Mr. Kimmel stating possibly \$20,000 savings on an issuance of this size. Mr. Kimmel also provided information on the competitive sale process that the City follows for bond issuance and the benefits, noting the sale will be open to the national marketplace, the process is more transparent and has had better results. Ms. Smith stated Councilmembers Quinn and Schlossmacher had previously asked about refinancing opportunities for some of our existing bond issues and Mr. Kimmel stated these are looked at every few months for possible refinancing. He provided information on the various outstanding bonds and changes to advance refunding laws. He stated that some are currently at very low interest rates and they will continue to look at opportunities for others, but it does not make sense right now to refinance.

Councilmember Davis recommended that the resolution authorizing the offering for sale of General Obligation Bonds, Series 2019A of the City of Mission be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

### **Amendments to Chapter 210, Animal Control**

Chief Hadley stated these recommended ordinance changes are required since NEACC disbanded at the end of 2018. Beginning in 2019, the City established Community Service Officer positions to respond to animal control complaints, as well as non-emergency functions. Because of this, changes are required to our Municipal Code. This proposed ordinance includes changes to various terms to reflect the new CSO positions and structure, and references to NEACC were removed. He stated that Section 210.050 has also been updated to remove "destroy such animal" as it is not Mission's practice/policy to destroy animals, although on occasion a diseased or injured deer or racoon, etc. may have to be put down. Several other minor changes to this chapter of the Code are also included in the ordinance with reference to impoundment fees, and provisions for animals other than domesticated dogs and cats. Chief Hadley stated he anticipates additional updates to this section of the Code regarding Animal Control and these will be brought back to the committee later in the year.

Councilmember Davis recommended that the ordinance amending Chapter 210 of the Code of the City of Mission regarding animal control be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Massage Establishment License, Grateful Touch Massage, 5917 Woodson**

Ms. Sumrall reported that an application has been received from Grateful Touch Massage for a massage establishment at 5917 Woodson. The owner has also applied for a massage therapist license which may be approved administratively following approval of the massage establishment permit. The applicant will be the only therapist at this location and she has provided the necessary documentation regarding education and training, and her background check has been approved by Chief Hadley.

Councilmember Quinn recommended approval of the massage establishment permit for Grateful Touch Massage, 5917 Woodson, be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Sprint Franchise Agreement**

Ms. Sumrall stated the City was recently contacted by Sprint regarding our right-of-way permitting and franchise agreement requirements. Sprint plans to construct fiber optic cable to connect Sprint's Kansas City metro fiber to a Sprint cell site located at 5700 Broadmoor. This proposed franchise ordinance is required prior to a right-of-way permit being issued. She stated this ordinance is also consistent with our other franchise ordinances and has been prepared by City Attorney Dave Martin working with Sprint's legal counsel. The agreement includes the collection of a franchise fee of 5% of gross receipts, but noted that at this time Sprint does not intend to provide service in Mission so no franchise fee will be collected.

Councilmember Davis recommended that the ordinance granting Sprint Communications Company L.P. a contract franchise to construct, operate and maintain a telecommunications system in the City of Mission, Kansas and prescribing the terms of said contract franchise be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **2020 Budget**

#### **Review of General Fund Budget and Supplemental Requests**

Ms. Smith shared information on the 2020 General Fund Budget, including a powerpoint presentation that included information on the following:

- An annual budget is required by State statute, runs on a calendar year and is certified to the County in August each year. The budget identifies priorities, goals and objectives and communicates these to the public. Mission is conservative in our budgeting and although we do not do a multi-year budget, it is helpful in planning and forecasting for the future.



- The 2020 General Budget includes 16 funds and has an overall City budget of \$20.3 million, which is down from last year. The General Fund Base Budget is \$13.2 million (65% of total budget) and covers all operating departments/services and capital expenses for all except Parks & Recreation.
- 2020 General Fund Revenues total \$13.45 million. Our revenues are diversified with the following breakdown: property tax 21%, sales/use tax 27%, intergovernmental revenue 12%, Parks & Recreation 15%, fines and fees 9%, franchise fees 8% and other revenue equals 8%. We anticipate a 2% increase in revenues and they are overall holding steady. There are decreases in plan review and inspection fees in 2020 as they were higher in 2019 due to the EPC and Gateway developments. Franchise fees are down slightly due to weather (gas, electricity).
- Assessed valuation trends were shown in historical context. 2014-2016 was a “recovery period” from the earlier 2008-2013 downturn, and 2017-2018 saw spikes in valuation. These are now leveling off and our mill levy is down slightly due to growth in assessed valuation. The property tax lid will need to be considered with this growth in assessed valuation, but Mr. Scott stated that we still have plenty of room.
- 2020 General Fund Expenses total \$13.2 million and is \$12.1 million excluding transfers. Public Safety expenses are 37% of the budget, Parks and Recreation 24%, Public Works 26%, and Administration 13%. Ms. Smith provided information on how our Public Safety budget compares with nearby cities including Roeland Park at 25%, Prairie Village 40% (including their contracted services with Mission Hills), Westwood 37% (includes contracted services with Westwood Hills and Mission Woods), Merriam 25%, Fairway 28-30%, and Shawnee 30%. She stated you must look at the character of the community and number of businesses concentrated in Mission when considering our Public Safety budget. The projected ending fund balance is \$5.1 million with 3.37 million restricted for 25% fund balance, \$160,000 for ADA improvements, and \$1.58 million in excess/unrestricted.
- General Fund Balance - GFOA recommends no less than two months of general fund operating revenues, which is designed to mitigate revenue shortfalls, unanticipated expenditures and to ensure stable tax rates. Ms. Smith provided the examples of storm debris pick-up provided to residents this past year. This recommended amount is dependent of a variety of other factors unique to each community including exposure to significant on-time expenses (i.e. TUF), reliance of other funds on sales tax revenues (especially capital debt service if the economy were to have a downturn), and potential impact on bond ratings. She discussed the chart provided and noted that in 2010 there was a specific decision to draw down and restructure debt so that we were not dependent on the Gateway development. She also stated that in 2019 the General Fund balance decreased a bit as we were “catching-up” on capital purchases.
- 2020 estimated budget expenses vs. 2020 proposed expenses by character were discussed including personnel, contractual, commodities, capital outlay, debt service and transfers out.
- General Fund equipment and technology requests with a total of \$774,000 were discussed and include equipment and technology upgrades for all departments.

Technology request includes Wi-Fi access hubs, software upgrades, new computers, and equipment requests included police vehicles and public works vehicles/equipment. The two dump trucks and skid steer for Public Works will be funded from the Equipment Reserve and Replacement Fund with some money going back into this fund when the old equipment is sold.

Discussion by the committee continued on specific supplemental requests made by department. Several requests from councilmembers were made to the Legislative Budget and Ms. Smith stated these may be moved to various departments if they move forward. Other requests included the Greenhouse Gas Emissions Inventory Update from Administration, re-establishment of the City Planner position from Community Development, upgrades to entry desk, lifeguard and day care positions at the Community Center, and converting two existing over-hire positions in the Police Department to a Directed Patrol Unit and vehicle lease/purchases.

Ms. Smith stated 2020 is the target year for reducing our greenhouse gas emissions and this update is also being recommended by the Sustainability Commission. The cost is \$15,000. Councilmember Flora noted that MARC and the KC Climate Action Coalition is working on a regional plan and she asked the Sustainability Commission to touch base with MARC on this initiative. Ms. Smith stated staff and the Sustainability Commission can review our Climate Action Plan to see what has been done and what has not, and then coordinate with the regional plan. Councilmember Inman asked that the 2009 Climate Action Plan be shared with Council as many were not serving at that time and are not familiar with it. Councilmember Kring noted that we need to consider whether the goals included in the plan are still appropriate.

The re-establishment of the City Planner position was discussed, noting that this position was converted to the Building Official last year. There is enough work now that the Building Official is very beneficial and adding the City Planner would allow Mr. Scott to transition duties back to that position. The initial request for this position is \$93,000 with an annual ongoing expense of \$86,000. This would be an entry level position. Councilmember Flora suggested that it would be beneficial to hire a planner with a green building background.

Parks and Recreation Department is requesting upgrades to various positions at the Community Center for a total amount of \$20,000. There are 8-10 positions that are kept to below 1,000 hours per year (no KPERS or Principal benefit), but this does not allow us to provide the best customer service when having to manage their shifts. By making this change we would be able to use people who are best trained for the positions and provide the best customer service.

Ms. Smith stated the Police Department is requesting a Directed Patrol Unit that would be staffed by converting two existing over-hire positions to full-time. We now have 31 commissioned staff and have had little turn-over since 2018. There are 29 officers on the street with 2 additional officers in field training. She stated that additional information on this request is

provided in the narrative in the packet. A vehicle is also being requested for the Directed Patrol Unit and the replacement of 4 additional fleet vehicles with a lease/purchase 4-year lease term.

The total for these department requests, excluding those from Legislative, is \$439,000.

Discussion by the committee on the supplemental requests included the following:

- Are the Police Department over-hires reflected in the 37% of the budget for Public Safety. They are not, and Ms. Smith will rerun these numbers for Council.
- Parks and Recreation staffing changes will allow staff to work standard shifts, rather than looking at their hours monthly and having to make adjustments.
- Are pay increases being considered for part-time employees? Ms. Smith stated that there is an overall merit pool of 3.5% for both full and part-time staff in the budget. She noted that part-time staff now receive evaluations. Also included in the budget is the estimated 15% increase in health insurance premiums for 2020.
- Has the starting rate of pay for part-time employees been considered and is an increase needed? Ms. Smith stated there was a significant increase in the last few years and we have not had any hiring issues for summer positions this year.
- More data related to the Police Department requests would be beneficial - both historical and anticipated future needs. Council wants to be sure we are focusing on the greatest need in the community.
- Vehicle replacement cycle for police cars was discussed. Ms. Smith stated we have replaced 6 front line cars every 4 years and keep the best 4 of the old cars to roll down for other Police Department staff. The patrol fleet replacement is staggered and the administrative vehicles are replaced on an approximately 10 year schedule. 2020 would be outside of what is usually done with the requested replacement of all 10 vehicles at one time. Chief Hadley discussed how the vehicles are used (run 24/7/365 days a year) and issues with warranty and budgeting for large expense repairs (transmission, etc.). He stated with the replacement of all 10 cars, they would all have the same warranties and same equipment. They are considering Ford Explorers or Dodge Durangos or Chargers. Ms. Smith noted that the department would prefer to stay with an SUV model.
- Discussion of the new NICHE reporting system for the Police Department and its impact on data as there are some differences in reporting from what was previously used. Staff will continue to study what is needed for Public Safety as the Gateway development moves forward, particularly relating to the Cinergy entertainment venue.

Ms. Smith provided information on the various requests made by Council to the Legislative Budget. Ms. Smith stated paid family leave for full-time staff has been identified and may be best considered in the fall when other personnel and benefits are considered by Council. Councilmember Inman noted that often companies pay short-term disability that can be used for family leave and this should be looked at. Councilmember Flora stated this would not cover men. Councilmember Thomas stated this is a great incentive for hiring staff with often times

little actual payout. Roeland Park and the State have both implemented this policy and she feels it would be in our best interest to do so also.

The committee discussed staff support for public information/constituent communications/PR. Councilmember Flora stated that with Ms. Randel's new duties she would like to be sure we have enough support in this area. Councilmember Thomas stated this may be a request for 2021 when additional public relations will be needed with development projects coming online. This could possibly be a part-time position or reallocation of duties. Discussion also included the need to consider in-house versus contractual options for these duties.

Mayor Appletoft stated that some of the supplemental requests for the Legislative budget could be quickly addressed, while some are more philosophical in nature and may be best for discussion at a retreat. Councilmember Davis stated that costs for these requests are needed to be able to make a decision. Councilmember Thomas agreed that more information is needed, but would like to discuss these as part of the budget process rather than in a retreat. Although they may not be issues to move forward with, she would like additional information to be able to report back to constituents. Councilmember Flora stated that issues like leaf pick-up are easier to get solid costs on, while others that are more philosophical need additional time to discuss, but should be part of the process. Councilmember Schlossmacher noted that leaf pick-up has been discussed previously and has not moved forward as it is very expensive. Ms. Smith provided information from Roeland Park on their costs for leaf pick-up and stated that this can be looked at again as the solid waste contract is considered. Discussion continued with issues associated with Roeland Park's leaf pick-up. Councilmember Davis stated that he recommended increasing the budget for tree maintenance on public property, including ROW, and said these items could be discussed either in a retreat or possibly a work session. Councilmember Thomas stated she would like to see banners on our light poles, and would like to see us continue to invest in the Johnson Drive corridor aesthetic. The committee also discussed directing some of these issues to committees for their recommendation, i.e. sidewalks to the CIP Committee, tree maintenance to the Parks, Recreation and Tree Commission, and sustainability projects to the Sustainability Commission.

The group discussed the potential cost for banners on streetlight if they are changed two times a year and possibly funding these through the Transient Guest Tax funds. The committee agreed that this issue could be considered now and does not need to be discussed at a retreat.

Councilmember Flora discussed Councilmember Thomas' letter to constituents to improve communications. Ms. Smith stated the cost for this was approximately \$800 (mailing, etc.) Discussion continued on councilmembers doing the legwork for these types of mailings with the city providing printing, paper, mailing costs, etc., the importance of providing consistent themes and messages to all residents, and timing of these types of mailing so they are not tied in any way to an election. Councilmember Inman noted that the City does have a monthly email residents can subscribe to in addition to the Magazine. The committee discussed the best way

to reach residents by ward, and the possibility of increasing funds for wards/neighborhoods to have clean-up events, dumpsters, BBQ's, etc.

The request of sidewalk fill-in for residential neighborhoods can be an engagement issue that is also presented through the CIP Committee.

The committee discussed the request for increased budget for tree maintenance on public property, including ROW and the need to work with KDOT on this issue, benefits to mowing, and the issues some trees are causing with power outages. Councilmember Davis asked if we have received an analysis of outages from KCPL. Mayor Appletoft stated he met with a team from KCPL regarding this issue, but their classification of outages is different from what we are looking for (more general). KCPL does have a regular maintenance program and is working to keep equipment current. Ms. Smith stated they plan to come annually to Mission to present information on their CIP and where they are working. Mayor Appletoft also stated homeowners must be proactive in tree maintenance and when they are unable to do this the City may be able to assist. This has been a topic of the NE Mayors at their monthly luncheons and how the cities can work together to address this problem with KCPL. The committee also discussed expanding the Neighborhood Services grant program for additional tree maintenance, and whether a homeowners association could apply. Ms. Smith also noted that we need a tree maintenance plan for all trees on City property.

Ms. Smith provided an update on the calendar for the budget as follows:

- June 26 - CIP Work Session / Review Capital Funds
- July 10 - Recommended 2020 Budget
- July 17 - Community Dialogue on 2020 Budget
- August 7 - Public Hearing / Final Review of 2020 Budget
- August 21 - Adoption of 2020 Budget and 2020-2024 CIP

Councilmember Davis thanked staff for their work on the budget and stated it was very well presented. Mayor Appletoft agreed and stated the process is long and hard and requires a great deal of discussion. Ms. Smith thanked all and stated she is happy that we are able to consider supplemental request and have choices.

This item was for discussion only and no action was taken.

#### **Other** **Department Updates**

There were no department updates.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 9:30 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	June 28, 2019
<b>Administration</b>	From:	Emily Randel

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

**RE:** Resolution Designating a City Sponsored Festival Event

**RECOMMENDATION:** Approve the resolution designating an additional City Sponsored Festival Event for 2019.

**DETAILS:** Ordinance No. 1172 was passed on September 14, 2005 exempting City-owned or public property from the prohibition on the consumption of alcoholic liquor in connection with City sponsored festival events. Included in the ordinance is a requirement that the City Council pass a resolution each year designating specific events to be held in that calendar year. Any vendor providing alcohol at an approved event is required to obtain a temporary/special event license from both the State of Kansas and the City. Vendors are limited to four temporary/special event permits per calendar year.

The attached resolution designates Saturday, October 12, 2019 as a City Sponsored Festival Event for the Mission Sunflower Festival. This is in addition to the dates designated at the March 20 City Council meeting for the Mission Market.

**CFAA CONSIDERATIONS/IMPACTS:** Events and festivals provide opportunities for those of all ages to gather, connect with neighbors, and create a stronger sense of community.

Related Statute/City Ordinance:	Mission Ord. 1172
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION DESIGNATING A CITY SPONSORED FESTIVAL EVENT.**

**BE IT RESOLVED, BY THE GOVERNING BODY OF THE CITY OF MISSION:**

**Section 1.** The Mission Sunflower Festival Event shall be held on October 12, 2019 from 6:00-9:00 p.m. Alcoholic beverages that may be consumed within the Designated District for City Sponsored Festival Events shall be beer, wine, and alcoholic liquor.

**Section 2.** Nothing herein shall authorize illegal activity prohibited by other provisions of the City Code or City Ordinances.

**THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, THIS 17th DAY OF JULY 2019.**

**THIS RESOLUTION IS APPROVED BY THE MAYOR THIS 17TH DAY OF JULY 2019.**

\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTESTATION:

\_\_\_\_\_  
Martha Sumrall  
City Clerk



<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	July 1, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Roeland Court Townhomes Development Agreement

**RECOMMENDATION:** Approve the development agreement with the Roeland Court Townhomes

**DETAILS:** On August 21-22, 2017, a subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA) occurred. Since that time, City staff have been working with the residents, consultants, and engineers to address the situation collaboratively to effectively solve the problem. Ultimately, the group worked to develop a solution that would create a Community Improvement District (CID). The CID provides property owners with a special assessment for improvements on private property, giving them a longer period of time over which to repay repair costs.

The CID was established at the April 2019 City Council meeting. Since that time, a task order for the design of the channel improvements has been initiated and staff is preparing a General Obligation Bond financing for consideration by the Council at their July 17 meeting.

At the request of the Roeland Court Homes Association (RCHA), a formal development agreement outlining the terms and expectations of both the RCHA and the City was developed. The agreement has been reviewed and approved by the City's legal counsel and the RCHA and is ready for Council consideration

**CFAA CONSIDERATIONS/IMPACTS:** NA

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

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**DEVELOPMENT AGREEMENT**

**by and between the**

**CITY OF MISSION, KANSAS**

**and**

**ROELAND COURT HOMES ASSOCIATION, INC.**

**DATED AS OF \_\_\_\_\_, 201\_\_**

## DEVELOPMENT AGREEMENT

This **Development Agreement** (the “**Agreement**”) dated as of \_\_\_\_\_, 2018, by and between the **City of Mission, Kansas**, a Kansas municipality (the “**City**”), and **Roeland Court Homes Association, Inc.**, a corporation (the “**Association**”).

**WHEREAS**, Association and the undersigned owners (each, an “**Owner**”) are the owners of a certain tract of land described on **Exhibit A** attached hereto (“**Property**”); and

**WHEREAS**, Association has requested the participation of the City in making improvements to the existing creek channel adjacent to the Property, including but not limited to grading, fencing, walls and erosion control (“**Improvements**”); and

**WHEREAS**, the Owners wish to finance some or all of the Improvements through a Community Improvement District (“**CID**”) as authorized by Kansas Law, and intend to submit an application (“**Application**”) for creation of a CID, and City is willing, pursuant to the terms of this Agreement, to in good faith consider such Application; and

**WHEREAS**, City has the authority to approve utilization of CID financing pursuant to K.S.A. 12-6a26 *et seq.*, as amended; and

**WHEREAS**, Owners will not participate in or assist in the financing of the Improvements without the assurances of City set forth in this Agreement; and

**WHEREAS**, City wishes to provide certain incentives and assurances, set forth herein, to induce the Owners to participate in making the Improvements.

**NOW, THEREFORE**, in consideration of the foregoing, and of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Owners agree as follows:

1. **CID.** Upon proper application, City agrees to consider in good faith Owner’s request for the creation of a special assessment CID for the financing of Owners’ share of the costs of the Improvements; such consideration will be in the ordinary course of the City’s application processes and without unreasonable delays. City states that it has no current policies or ordinances that prohibit or limit the use of CID.
2. **Improvements and Costs.** A description of the Improvements and an estimation of the probable costs thereof are set forth on **Exhibit B**. The costs of the Improvements will be financed by the City through the issuance of general obligation bonds and imposition of a CID special assessment, to be levied equally per lot within the Property, excluding common areas, in accordance with the CID Act. The City will pay all financing costs of the Improvements. The Owners’ share of the cost of the Improvements shall be 7.63% thereof, not to exceed \$400,800, which shall be paid through the CID assessments.

3. **City Contribution.** The City agrees to contribute 92.37% of the costs of the Improvements, estimated to be \$4,854,937, through the proceeds of general obligation bonds or such other financing deemed appropriate by the City.

4. **Construction of Improvements.** The City shall be responsible for awarding one or more contracts for the Improvements, and shall supervise the completion of the Improvements; the Improvements shall be considered a City project and subject to the ordinances and policies of the City. Association shall have the right to review and reasonably approve the design of that portion of the Improvements located on the real property of the Association, so long as such approval does not materially increase the costs of the Improvement.

5. **Release.** Upon completion of the Improvements, Owners and City hereby release one another from liability, direct or indirect, either claims to have suffered as a result of the actions of the other, or the events causing the need for the Improvements. Provided, however, that this release shall not serve to discharge the contractor(s) utilized by the City to complete the Improvements. The parties acknowledge that the City and Owners have expended sums to date to repair and prevent damage to the Property; and hereby waive any right to seek reimbursement for such sums from one another.

6. **Default and Termination.**

A. The Owners shall be in default of this Agreement if the Owners, or any of them, fail to comply with any obligations set forth in this Agreement. This Agreement may be terminated at the option of the City if written notice of event of default has been delivered to the Owners by the City and the Owners have not cured such default or is not actively pursuing such cure within thirty (30) days after such notice is delivered.

B. The City shall be in default of this Agreement if the City fails to comply with any obligations set forth in this Agreement. This Agreement may be terminated at the option of the Owners if written notice of event of default has been delivered to the City by the Association and the City has not cured such default or is not actively pursuing such cure within thirty (30) days after such notice is delivered.

7. **General Provisions.**

A. No waiver of any provision of this Agreement will be deemed or constitute a waiver of any other provision, nor will it be deemed or constitute a continuing waiver unless expressly provided for by a written amendment to this Agreement signed by both the City and the Owners; nor will the waiver of any defect under this Agreement be deemed a waiver of any subsequent default or defaults of the same type.

B. The parties to this Agreement may amend or modify this Agreement only by written instrument duly executed by the parties hereto.

- C. No person or entity who or which is not a party to this Agreement will have any right of action under this Agreement.
- D. This Agreement constitutes the entire Agreement between the parties, and no statements, promises, or inducements that are not contained in this Agreement will be binding on the parties. This Agreement may not be assigned to any other parties without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed.
- E. If any part, term, or provision of this Agreement is held by a court to be illegal or otherwise unenforceable, such illegality or unenforceability will not affect the validity of any other part, term, or provision, and the rights of the parties will be construed as of the part, term, or provision was never part of this Agreement.
- F. The City may file a copy of this Agreement (or a memorandum thereof) in the office of the Register of Deeds for Johnson County, Kansas.
- G. Nothing contained in this Agreement constitutes a waiver of the City's sovereign immunity under any applicable state law.
- H. This Agreement shall be construed in accordance with and governed by the laws of the State of Kansas.

*[Remainder of page left blank intentionally  
Signature pages to follow]*

**IN WITNESS WHEREOF**, the parties hereunto have executed this Development Agreement this \_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Ronald E. Appletoft, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Martha Sumrall, City Clerk

**ROELAND COURT HOMES ASSOCIATION,  
INC.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**(Add signature pages for signers of the CID Petition)**

**EXHIBIT A**

Lots 1 through 5, inclusive, Block 1; Lots 1 through 5, inclusive, Block 2; Lots 1 through 5, inclusive, Block 3; and Lots 1 through 5, inclusive, Block 4, ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas.

And

The “Common Ground” as shown on the Plat of ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas, which Plat was recorded on the 25<sup>th</sup> day of November, 1986 in the Office of the Register of Deeds of Johnson County, Kansas in Plat Book 64, at Page 26.



**EXHIBIT B**

**SMP RC06-022 Rock Creek and Roeland Court Townhomes Site Improvements  
Potential Costs based on SMP Alternative 2 and Concept Site Design  
City of Mission**

Item Description	Quantity	Unit	Unit Cost	Project Cost	City of Mission Percentage	Cost	HOA Percentage	Cost
Mobilization	1	LS	\$200,000	\$200,000	90%	\$180,000	10%	\$20,000
Construction Staking	1	LS	\$17,500	\$17,500	93%	\$16,250	7%	\$1,250
Traffic Control	1	LS	\$4,000	\$4,000	69%	\$2,750	31%	\$1,250
Gravel Construction Entrance	4	Ea	\$1,580	\$6,320	75%	\$4,737	25%	\$1,583
Remove & Store Concrete Barrier	10	Ea	\$490	\$4,900	0%	\$0	100%	\$4,900
4' Temporary Fencing	1000	LF	\$4	\$4,000	65%	\$2,600	35%	\$1,400
Vegetation Clearing and Grubbing	64000	SF	\$2	\$128,000	88%	\$112,000	13%	\$16,000
Remove & Dispose 8" Asphalt	18000	SF	\$4	\$72,000	83%	\$60,000	17%	\$12,000
Remove & Dispose Flumes, Curbs and Sidewalk	441	SF	\$1	\$441	0%	\$0	100%	\$441
Excavation and Haul Off Unsuitable Soil	8185	CY	\$55	\$450,188	89%	\$398,949	11%	\$51,239
Raise Building on 60th Terrace	1	LS	\$67,000	\$67,000	100%	\$67,000	0%	\$0
4" Underdrain	4000	LF	\$10	\$40,000	94%	\$37,500	6%	\$2,500
Granular Backfill	7768	CY	\$52	\$403,953	100%	\$403,953	0%	\$0
Biaxial Geogrid	13000	SY	\$5	\$65,000	100%	\$65,000	0%	\$0
Big Block Retaining Wall	18000	SFF	\$70	\$1,260,000	100%	\$1,260,000	0%	\$0
Concrete Cantilever Retaining Wall	4700	SFF	\$155	\$728,500	100%	\$728,500	0%	\$0
Heavy Riprap	300	CY	\$115	\$34,538	100%	\$34,538	0%	\$0
Compaction of Imported Fills	694	CY	\$60	\$41,667	40%	\$16,667	60%	\$25,000
Concrete Flume	174	SF	\$12	\$2,088	0%	\$0	100%	\$2,088
Concrete Curb and Gutter	726	LF	\$24	\$17,424	51%	\$8,880	49%	\$8,544
12" AB-3 Pavement Subgrade	861	SY	\$24	\$20,661	0%	\$0	100%	\$20,661
6" Asphalt Base	3308	SY	\$24	\$79,389	60%	\$47,976	40%	\$31,413
2" Asphalt Surface	4956	SY	\$11	\$54,512	40%	\$21,989	60%	\$32,523
2" Asphalt Milling	1520	SY	\$10	\$15,200	0%	\$0	100%	\$15,200
5' Concrete Sidewalk	225	SF	\$6	\$1,350	50%	\$675	50%	\$675
Reset Landscaping Blocks	60	SFF	\$45	\$2,700	0%	\$0	100%	\$2,700
6' Wood Fence	310	LF	\$25	\$7,750	0%	\$0	100%	\$7,750
12" Imported Topsoil	1100	CY	\$50	\$54,985	87%	\$47,726	13%	\$7,259
Mulching / Seeding	50000	SF	\$2	\$100,000	92%	\$92,400	8%	\$7,600
8" Straw Waddles	1000	LF	\$11	\$11,000	90%	\$9,900	10%	\$1,100
2" Caliper Landscaping Tree	20	Ea	\$400	\$8,000	0%	\$0	100%	\$8,000
<b>Construction Subtotal</b>				<b>\$3,903,068</b>	<b>93%</b>	<b>\$3,619,991</b>	<b>7%</b>	<b>\$283,077</b>
Survey, Engineering and Permitting Services	9%			\$346,468	88%	\$306,100	12%	\$40,368
Geotechnical Services	3%			\$115,500	82%	\$94,300	18%	\$21,200
Construction Observation Services	6%			\$232,532	92%	\$214,100	8%	\$18,432
<b>Consultant Services Subtotal</b>				<b>\$694,500</b>	<b>88%</b>	<b>\$614,500</b>	<b>12%</b>	<b>\$80,000</b>
60th Terrace Property Purchase with Expenses				\$180,375	100%	\$180,375	0%	\$0
Contingency	10%			\$477,794	92%	\$440,062	8%	\$37,732
<b>TOTAL POTENTIAL COST</b>				<b>\$5,255,737</b>	<b>92%</b>	<b>\$4,854,928</b>	<b>8%</b>	<b>\$400,809</b>

**Cooperative Cost Share Estimate**

HOA Special Assessment Estimate per Unit	20	Ea				\$	20,040
HOA Special Assessment Estimate per Year	22	Ea			Financing charges, if any, are not included	\$	911

<b>City of Mission</b>	Item Number:	4.
<b>ACTION ITEM SUMMARY</b>	Date:	July 1, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Mutual Release Agreement - City of Mission, Roeland Court Townhomes and Johnson County Wastewater

**RECOMMENDATION:** Approve the mutual release agreement between the City of Mission, Roeland Court Townhomes and Johnson County Wastewater

**DETAILS:** Following the August 21-22, 2017 subsidence of the parking lot/parking area of the Roeland Court Homes Association (RCHA), Johnson County Wastewater (JCW) incurred significant expenses to repair and replace a sanitary sewer line in the area.

As the City and the RCHA explored a long-term solution, JCW indicated that if both the City and the RCHA owners were willing to participate financially to resolve the issues, they would not seek to recover any costs incurred for replacement and stabilization of the sanitary sewer line.

Recognizing the unique partnerships established in resolving the issues at the Roeland Court Townhomes a mutual release agreement has been developed. This agreement outlines the expectations and commitments that all parties who have or expect to, expend funds to complete the repairs to the Rock Creek Channel, sanitary sewer lines and the townhome's common and parking areas have to one another.

A mutual release document was drafted by the City's legal counsel and has been reviewed and approved by both the RCHA and JCW. The agreement is ready for Council consideration.

**CFAA CONSIDERATIONS/IMPACTS:** NA

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

## MUTUAL RELEASE AND SETTLEMENT AGREEMENT

**THIS MUTUAL RELEASE AND SETTLEMENT AGREEMENT** (the “**Agreement**”) is made effective and entered into on the last day set forth on the signature page hereto by and among the **City of Mission, Kansas**, a Kansas municipality (the “**City**”), **Roeland Court Homes Association, Inc.**, a corporation (the “**Association**”) and **Johnson County Wastewater Districts**, a body politic of Johnson County, Kansas (“**JCW**”). The City, Association and JCW will be collectively referred to as the “**Parties**”.

### Recitals

WHEREAS, Association owns and maintains a residential parking lot generally located northwest of the intersection of West 60<sup>th</sup> Terrace and Roeland Drive in Mission, Kansas, which serves the residential development known as Roeland Court (“**Property**”); and

WHEREAS, the Improvements (defined below) are necessitated, in part, by a collapse of a portion of the parking lot maintained by the Association due to a substructure failure, on or about August 22, 2017, resulting in damage to an eight (8) inch sanitary sewer line owned by JCW (“**Incident**”); and

WHEREAS, City, Association and JCW have each independently incurred expenses in repairing the aforesaid sanitary sewer line and creating temporary parking lot access; and

WHEREAS, City and Association have entered into that certain Development Agreement, dated \_\_\_\_\_, 2019 (“**Development Agreement**”), whereby the parties thereto agreed to make certain Improvements (as defined therein) and share the costs thereof; and

WHEREAS, the Parties, without conceding the validity or sufficiency of any claim, defense, or contention of any of the Parties, now desire to compromise and settle those certain claims, disputes and differences related to the Property and Incident.

### Agreements, Releases, and Promises

THEREFORE, in consideration of the facts and mutual releases and promises contained herein, and for other good and valuable consideration, the receipt of which is acknowledged by each party hereto, the Parties promise and agree as follows, and incorporate all of the above recitals as if fully stated herein:

1. City, Association and JCW agree to release and forever discharge each and the other from any and all claims, demands, suits, causes of action, damages, expenses, costs or liabilities asserted or that could be asserted and which arose from the Incident.
2. JCW waives any right to recover its costs to date from City or Association for repairing/replacing the aforesaid sewer line.
3. City and Association agree that nothing herein contained shall affect their respective rights and duties under the Development Agreement, and that the Development

Agreement remains in full and binding effect.

4. This Agreement is entered into by the Parties for the purpose of compromising and settling matters arising from the Incident. This Agreement does not constitute, and shall not be construed as, an admission by any Party hereto of the truth or validity of any claims asserted or contentions advanced by the other party.

5. Each Party shall bear his or her own costs and attorneys' fees in connection with the Lawsuit and this Agreement.

6. This Agreement is entered into in the State of Kansas and the Agreement and any rights, remedies, or obligations provided for in this Agreement shall be construed and enforced in accordance with the laws of the State of Kansas.

7. This Agreement shall be construed as if all Parties jointly prepared it, and any uncertainty or ambiguity in the Agreement shall not be interpreted or construed against any one Party.

8. The provisions of this Agreement are severable. If any portion, provision, or part of this Agreement is held, determined, or adjudicated to be invalid, unenforceable or void for any reason whatsoever, each such portion, provision or part shall be severed from the remaining portions, provisions or parts of this Agreement and shall not affect the validity or enforceability of any remaining portions, provisions or parts.

9. This Agreement shall not be altered, amended, or modified by oral representation made before or after the execution of this Agreement. All modifications must be in writing and duly executed by all Parties.

10. The Parties acknowledge that this Agreement is executed voluntarily by each of them, without duress or undue influence on the part of, or on behalf of, any of them. The Parties further acknowledge that they have or had the opportunity for representation in the negotiation for, and in the performance of, this Agreement by counsel of their choice and that they have read this Agreement, and have had it fully explained to them by their counsel and that they are fully aware of the contents of this Agreement and its legal affect.

11. This Agreement shall be binding on and shall inure to the benefit of the Parties and their respective successors, and assigns. Execution hereof by the Association shall be deemed to bind its members, and Association represents and warrants that it has obtained the requisite authority to so bind said members.

12. This Agreement constitutes a single, integrated, written contract expressing the entire understanding and complete agreement between the Parties and all prior representations and agreements are merged herein.

13. This Agreement confirms that there is no other agreement, written or oral, expressed or implied, between the Parties with respect to the subject matter of this Agreement, except the Development Agreement, and the Parties declare and represent that no promise,

inducement or other agreement not expressly contained in this Agreement has been made conferring any benefit upon them.

14. The individuals whose signatures are affixed to this Agreement in a representative capacity represent and warrant that they are authorized to execute the Agreement on behalf of and to bind the entity on whose behalf the signature is affixed.

15. This Agreement may be executed in counterpart facsimile signatures and all such counterparts shall constitute a single form of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this document to be executed on the last day set forth below.

[This space intentionally left blank. Signatures to appear on the next page.]

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Ronald E. Appletoft, Mayor

Date: \_\_\_\_\_, 2019

(Seal)


ATTEST:

\_\_\_\_\_  
Martha Sumrall, City Clerk

**ROELAND COURT HOMES ASSOCIATION,  
INC.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_, 2019

**JOHNSON COUNTY WASTEWATER  
DISTRICTS**

By:   
Title: General Manager  
Date: 7/1/19

<b>City of Mission</b>	Item Number:	5.
<b>ACTION ITEM SUMMARY</b>	Date:	July 2, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Sale of General Obligation Bonds Series 2019A

**RECOMMENDATION:** Consider and approve the necessary bond documents to proceed with the sale of GO Bonds Series 2019A in the estimated amount of \$4,210,000 to fund improvements to the Rock Creek Channel from just east of Nall Ave. to Roeland Drive.

**DETAILS:** At the June 19 City Council meeting, staff was directed to undertake the next steps with our financial advisors and bond counsel to proceed to offer for sale General Obligation Bonds, Series 2019A. This issue will be used to finance repairs to the Rock Creek Channel from just east of Nall Ave to Roeland Drive. The project also includes repairs and restoration of the parking and common areas of the Roeland Court Townhomes damaged in August 2017 as a result of a subsidence. The portion of the project costs attributable to the Roeland Court Townhomes will be repaid to the City via a Community Improvement District established by Ordinance 1498. The City's portion of the debt service on these bonds is anticipated to be paid from special assessments (Gateway), stormwater utility and drainage district revenues.

Pursuant to the direction of the City Council, the sale of the bonds will be advertised and written bids accepted through 10:00 a.m. (CST) on Wednesday, July 17, 2019. In order to obtain the lowest interest cost, the City will solicit competitive bids from both local banks as well as regional and national bond underwriters. The Council will take three separate actions related to the Bond Sale at the City Council meeting that same evening:

1. Acceptance of the winning bid
2. Ordinance Authorizing the Sale
3. Resolution Prescribing the form and details of the bond sale

The City's financial advisor and bond counsel will be in attendance to present the information from the competitive bond sale and to answer any questions. The 2019A bonds will close on August 15, 2019. The enclosed documents will be updated with the specific details following receipt of the bids, and will appear on the July 17 Council agenda for Council consideration. A copy of the Preliminary Official Statement (POS) has been posted to the City's website.

The City participated in a rating call with Standard & Poor's on Tuesday, July 2. The rating report will be shared as soon as it becomes available.

**CFAA CONSIDERATIONS/IMPACTS:** N/A

Related Statute/City Ordinance:	KSA 12-631r <i>et seq.</i>
Line Item Code/Description:	NA
Available Budget:	NA



**G.O. BASIC DOCUMENTS**

- A. Excerpt of Minutes of Meeting approving sale, approving Ordinance/Bond Resolution
- B. Ordinance
- C. Summary Ordinance for Publication
- D. Bond Resolution

**EXCERPT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL OF  
THE CITY OF MISSION, KANSAS  
HELD ON JULY 17, 2019**

The City Council (the "Governing Body") met in regular session at the usual meeting place in the City, at 7:00 p.m., the following members being present and participating, to-wit:

Absent:

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

\* \* \* \* \*

(Other Proceedings)

The City Administrator reported that pursuant to the Notice of Bond Sale duly given, bids for the purchase of General Obligation Bonds, Series 2019A, dated August 15, 2019, of the City had been received. A tabulation of said bids is set forth as *EXHIBIT A* hereto.

The Governing Body reviewed and considered the bids and it was found and determined that the bid of [\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_], was the best bid for the Bonds, a copy of which is attached hereto as *EXHIBIT B*.

Thereupon, there was presented an Ordinance entitled:

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF  
GENERAL OBLIGATION BONDS, SERIES 2019A, OF THE CITY OF MISSION,  
KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL  
TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON  
SAID BONDS AS THEY BECOME DUE; AUTHORIZING CERTAIN OTHER  
DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH; AND MAKING  
CERTAIN COVENANTS WITH RESPECT THERETO.**

Councilmember \_\_\_\_\_ moved that said Ordinance be passed. The motion was seconded by Councilmember \_\_\_\_\_. Said Ordinance was duly read and considered, and upon being put, the motion for the passage of said Ordinance was carried by the vote of the Governing Body, the vote being as follows:

Yea: \_\_\_\_\_

Nay: \_\_\_\_\_

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance No. [\_\_\_\_], was signed and approved by the Mayor and attested by the Clerk and the Ordinance or a summary thereof was directed to be published one time in the official newspaper of the City.

Thereupon, there was presented a Resolution entitled:

**A RESOLUTION PRESCRIBING THE FORM AND DETAILS OF AND AUTHORIZING AND DIRECTING THE SALE AND DELIVERY OF GENERAL OBLIGATION BONDS, SERIES 2019A, OF THE CITY OF MISSION, KANSAS, PREVIOUSLY AUTHORIZED BY ORDINANCE NO. [ ] OF THE ISSUER; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.**

Councilmember \_\_\_\_\_ moved that said Resolution be adopted. The motion was seconded by Councilmember \_\_\_\_\_. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the Governing Body, the vote being as follows:

Yea: \_\_\_\_\_

Nay: \_\_\_\_\_

The Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. [ ] and was signed by the Mayor and attested by the Clerk.

\*\*\*\*\*

(Other Proceedings)

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

On motion duly made, seconded and carried, the meeting thereupon adjourned.

**CERTIFICATE**

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

(SEAL)

---

Clerk

*EXHIBIT A*  
**BID TABULATION**

***EXHIBIT B***

**BID OF PURCHASER**

---

**ORDINANCE NO. [\_\_\_\_]**

**OF**

**THE CITY OF MISSION, KANSAS**

**PASSED**

**JULY 17, 2019**

---

**GENERAL OBLIGATION BONDS  
SERIES 2019A**

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**ORDINANCE NO. [ \_\_\_\_ ]**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2019A, OF THE CITY OF MISSION, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH; AND MAKING CERTAIN COVENANTS WITH RESPECT THERETO.**

---

**WHEREAS**, the City of Mission, Kansas (the “City”) is a city of the second class, duly created, organized and existing under the Constitution and laws of the State; and

**WHEREAS**, pursuant to K.S.A. 12-631r *et seq.*, as amended, and other provisions of the laws of the State of Kansas applicable thereto, by proceedings duly had, the City Council of the City (the “Governing Body”) has authorized the following improvements (the “Improvements”) to be made in the City, to-wit:

<i>Project Description</i>	<i>Ordinance No.</i>	<i>Authority</i>	<i>Amount</i>
Rock Creek Channel Project ; and	1501	K.S.A. 12-631r <i>et seq.</i>	\$5,255,737

**WHEREAS**, the Governing Body is authorized by law to issue general obligation bonds of the City to pay a portion of the costs of the Improvements; and

**WHEREAS**, the Governing Body has advertised the sale of the Bonds in accordance with the law and at a meeting held in the City on this date awarded the sale of such Bonds to the best bidder.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS, AS FOLLOWS:**

**Section 1. Definitions of Words and Terms.** In addition to words and terms defined elsewhere herein, the following words and terms in this Ordinance shall have the meanings hereinafter set forth. Unless the context shall otherwise indicate, words importing the singular number shall include the plural and vice versa, and words importing persons shall include firms, associations and corporations, including public bodies, as well as natural persons.

“**Act**” means the Constitution and statutes of the State including K.S.A. 10-101 to 10-125, inclusive, K.S.A. 10-620 *et seq.*, and K.S.A. 12-631r *et seq.*, all as amended and supplemented from time to time.

“**Bond and Interest Fund**” means the Bond and Interest Fund of the City for its general obligation bonds.

“**Bond Resolution**” means the resolution to be adopted by the Governing Body prescribing the terms and details of the Bonds and making covenants with respect thereto.

“**Bonds**” means the City’s General Obligation Bonds, Series 2019A, dated August 15, 2019, authorized by this Ordinance.



“**City**” means the City of Mission, Kansas.

“**Clerk**” means the duly appointed and acting Clerk of the City or, in the Clerk’s absence, the duly appointed Deputy, Assistant or Acting Clerk.

“**Governing Body**” means the City Council of the City.

“**Mayor**” means the duly elected and acting Mayor of the City or, in the Mayor’s absence, the duly appointed and/or elected Vice Mayor or Acting Mayor of the City.

“**Ordinance**” means this Ordinance authorizing the issuance of the Bonds.

“**State**” means the State of Kansas.

“**Substitute Improvements**” means the substitute or additional improvements of the City authorized in the manner set forth in the Bond Resolution.

**Section 2. Authorization of the Bonds.** There shall be issued and hereby are authorized and directed to be issued the General Obligation Bonds, Series 2019A, of the City in the principal amount of \$[PRINCIPAL AMOUNT], for the purpose of providing funds to: (a) pay a portion of the costs of the Improvements and (b) pay costs of issuance of the Bonds.

**Section 3. Security for the Bonds.** The Bonds shall be general obligations of the City payable as to both principal and interest from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the City. The full faith, credit and resources of the City are hereby irrevocably pledged for the prompt payment of the principal of and interest on the Bonds as the same become due.

**Section 4. Terms, Details and Conditions of the Bonds.** The Bonds shall be dated and bear interest, shall mature and be payable at such times, shall be in such forms, shall be subject to redemption and payment prior to the maturity thereof, and shall be issued and delivered in the manner prescribed and subject to the provisions, covenants and agreements set forth in the Bond Resolution hereafter adopted by the Governing Body.

**Section 5. Levy and Collection of Annual Tax.** The Governing Body shall annually make provision for the payment of principal of, premium, if any, and interest on the Bonds as the same become due by levying and collecting the necessary taxes upon all of the taxable tangible property within the City in the manner provided by law.

The taxes above referred to shall be extended upon the tax rolls in each of the several years, respectively, and shall be levied and collected at the same time and in the same manner as the general ad valorem taxes of the City are levied and collected, shall be used solely for the payment of the principal of and interest on the Bonds as and when the same become due and the fees and expenses of the paying agent for the Bonds. The proceeds derived from said taxes shall be deposited in the Bond and Interest Fund.

If at any time said taxes are not collected in time to pay the principal of or interest on the Bonds when due, the City Treasurer is hereby authorized and directed to pay said principal or interest out of the general funds of the City and to reimburse said general funds for money so expended when said taxes are collected.

**Section 6. Further Authority.** The Mayor, Clerk and other City officials are hereby further authorized and directed to execute any and all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of the Ordinance, and to make alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

**Section 7. Governing Law.** This Ordinance and the Bonds shall be governed exclusively by and construed in accordance with the applicable laws of the State.

**Section 8. Effective Date.** This Ordinance shall take effect and be in full force from and after its passage by the Governing Body, approval by the Mayor and publication of this Ordinance or a summary thereof in the official City newspaper.

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**PASSED** by the Governing Body on July 17, 2019 and **APPROVED AND SIGNED** by the Mayor.

(SEAL)

---

Ronald E. Appletoft, Mayor

ATTEST:

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Martha Sumrall, City Clerk

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[SUMMARY BOND ORDINANCE FOR PUBLICATION]

(PUBLISHED IN *THE LEGAL RECORD* ON JULY \_\_, 2019)

SUMMARY OF ORDINANCE NO. [\_\_\_\_]

On July 17, 2019, the governing body of the City of Mission, Kansas passed an ordinance entitled:

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2019A, OF THE CITY OF MISSION, KANSAS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SAID BONDS AS THEY BECOME DUE; AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH; AND MAKING CERTAIN COVENANTS WITH RESPECT THERETO.**

The Series 2019A Bonds approved by the Ordinance are being issued in the principal amount of \$[PRINCIPAL AMOUNT], to finance certain internal improvements in the City, and constitute general obligations of the City payable as to both principal and interest, to the extent necessary, from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the City. A complete text of the Ordinance may be obtained or viewed free of charge at the office of the City, 6090 Woodson, Mission, Kansas. A reproduction of the Ordinance is available for not less than 7 days following the publication date of this Summary at [www.missionks.org](http://www.missionks.org).

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: July 17, 2019.

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City Attorney

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**RESOLUTION NO. [ ]**

**OF**

**CITY OF MISSION, KANSAS**

**ADOPTED**

**JULY 17, 2019**

**GENERAL OBLIGATION BONDS  
SERIES 2019A**

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RESOLUTION NO. [ ]

**A RESOLUTION PRESCRIBING THE FORM AND DETAILS OF AND AUTHORIZING AND DIRECTING THE SALE AND DELIVERY OF GENERAL OBLIGATION BONDS, SERIES 2019A, OF THE CITY OF MISSION, KANSAS, PREVIOUSLY AUTHORIZED BY ORDINANCE NO. [ ] OF THE ISSUER; MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS CONNECTED THEREWITH.**

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**WHEREAS**, the Issuer has passed the Ordinance authorizing the issuance of the Bonds; and

**WHEREAS**, the Ordinance authorized the City Council of the Issuer (the “Governing Body”) to adopt a resolution prescribing certain details and conditions and to make certain covenants with respect to the issuance of the Bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS, AS FOLLOWS:**

**ARTICLE I**

**DEFINITIONS**

**Section 101. Definitions of Words and Terms.** In addition to words and terms defined elsewhere herein, the following words and terms as used in this Bond Resolution shall have the meanings hereinafter set forth. Unless the context shall otherwise indicate, words importing the singular number shall include the plural and vice versa, and words importing persons shall include firms, associations and corporations, including public bodies, as well as natural persons.

“**Act**” means the Constitution and statutes of the State including K.S.A. 10-101 to 10-125, inclusive, K.S.A. 10-620 *et seq.*, and K.S.A. 12-631r *et seq.*, all as amended and supplemented from time to time.

“**Authorized Denomination**” means \$5,000 or any integral multiples thereof.

“**Beneficial Owner**” of the Bonds includes any Owner of the Bonds and any other Person who, directly or indirectly has the investment power with respect to such Bonds.

“**Bond and Interest Fund**” means the Bond and Interest Fund of the Issuer for its general obligation bonds.

“**Bond Counsel**” means the firm of Gilmore & Bell, P.C., or any other attorney or firm of attorneys whose expertise in matters relating to the issuance of obligations by states and their political subdivisions is nationally recognized and acceptable to the Issuer.

“**Bond Payment Date**” means any date on which principal of or interest on any Bond is payable.



**“Bond Register”** means the books for the registration, transfer and exchange of Bonds kept at the office of the Bond Registrar.

**“Bond Registrar”** means the State Treasurer, and any successors and assigns.

**“Bond Resolution”** means this resolution relating to the Bonds.

**“Bonds” or “Bond”** means the General Obligation Bonds, Series 2019A, authorized and issued by the Issuer pursuant to the Ordinance and this Bond Resolution.

**“Business Day”** means a day other than a Saturday, Sunday or any day designated as a holiday by the Congress of the United States or by the Legislature of the State and on which the Paying Agent is scheduled in the normal course of its operations to be open to the public for conduct of its operations.

**“Cede & Co.”** means Cede & Co., as nominee of DTC and any successor nominee of DTC.

**“City”** means the City of Mission, Kansas.

**“Clerk”** means the duly appointed and/or elected Clerk or, in the Clerk’s absence, the duly appointed Deputy Clerk or Acting Clerk of the Issuer.

**“Code”** means the Internal Revenue Code of 1986, as amended, and the applicable regulations promulgated thereunder by the United States Department of the Treasury.

**“Costs of Issuance”** means all costs of issuing the Bonds, including but not limited to all publication, printing, signing and mailing expenses in connection therewith, registration fees, financial advisory fees, all legal fees and expenses of Bond Counsel and other legal counsel, expenses incurred in connection with compliance with the Code, all expenses incurred in connection with receiving ratings on the Bonds, and any premiums or expenses incurred in obtaining municipal bond insurance on the Bonds.

**“Dated Date”** means August 15, 2019.

**“Debt Service Account”** means the Debt Service Account for General Obligation Bonds, Series 2019A created within the Bond and Interest Fund pursuant to **Section 501** hereof.

**“Debt Service Requirements”** means the aggregate principal payments (whether at maturity or pursuant to scheduled mandatory sinking fund redemption requirements) and interest payments on the Bonds for the period of time for which calculated; provided, however, that for purposes of calculating such amount, principal and interest shall be excluded from the determination of Debt Service Requirements to the extent that such principal or interest is payable from amounts deposited in trust, escrowed or otherwise set aside for the payment thereof with the Paying Agent or other commercial bank or trust company located in the State and having full trust powers.

**“Defaulted Interest”** means interest on any Bond which is payable but not paid on any Interest Payment Date.

**“Defeasance Obligations”** means any of the following obligations:

(a) United States Government Obligations that are not subject to redemption in advance of their maturity dates; or

(b) obligations of any state or political subdivision of any state, the interest on which is excluded from gross income for federal income tax purposes and which meet the following conditions:

(1) the obligations are (i) not subject to redemption prior to maturity or (ii) the trustee for such obligations has been given irrevocable instructions concerning their calling and redemption and the issuer of such obligations has covenanted not to redeem such obligations other than as set forth in such instructions;

(2) the obligations are secured by cash or United States Government Obligations that may be applied only to principal of, premium, if any, and interest payments on such obligations;

(3) such cash and the principal of and interest on such United States Government Obligations (plus any cash in the escrow fund) are sufficient to meet the liabilities of the obligations;

(4) such cash and United States Government Obligations serving as security for the obligations are held in an escrow fund by an escrow agent or a trustee irrevocably in trust;

(5) such cash and United States Government Obligations are not available to satisfy any other claims, including those against the trustee or escrow agent; and

(6) such obligations are rated in a rating category by Moody’s or Standard & Poor’s that is no lower than the rating category then assigned by that Rating Agency to United States Government Obligations.

**“Derivative”** means any investment instrument whose market price is derived from the fluctuating value of an underlying asset, index, currency, futures contract, including futures, options and collateralized mortgage obligations.

**“Disclosure Undertaking”** means the Continuing Disclosure Undertaking dated as of the Dated Date relating to certain obligations contained in the SEC Rule.

**“DTC”** means The Depository Trust Company, a limited-purpose trust company organized under the laws of the State of New York, and its successors and assigns, including any successor securities depository duly appointed.

**“DTC Representation Letter”** means the Blanket Letter of Representation from the Issuer and the Paying Agent to DTC which provides for a book-entry system, or any agreement between the Issuer and Paying Agent and a successor securities depository duly appointed.

**“Event of Default”** means each of the following occurrences or events:

(a) Payment of the principal and of the redemption premium, if any, of any of the Bonds shall not be made when the same shall become due and payable, either at Stated Maturity or by proceedings for redemption or otherwise;

(b) Payment of any installment of interest on any of the Bonds shall not be made when the same shall become due; or

(c) The Issuer shall default in the due and punctual performance of any other of the covenants, conditions, agreements and provisions contained in the Bonds or in this Bond Resolution (other than the covenants relating to continuing disclosure requirements contained herein and in the Disclosure Undertaking) on the part of the Issuer to be performed, and such default shall continue for thirty (30) days after written notice specifying such default and requiring same to be remedied shall have been given to the Issuer by the Owner of any of the Bonds then Outstanding.

**“Federal Tax Certificate”** means the Issuer’s Federal Tax Certificate dated as of the Issue Date, as the same may be amended or supplemented in accordance with the provisions thereof.

**“Financeable Costs”** means the amount of expenditure for an Improvement which has been duly authorized by action of the Governing Body to be financed by general obligation bonds, less: (a) the amount of any temporary notes or general obligation bonds of the Issuer which are currently Outstanding and available to pay such Financeable Costs; and (b) any amount of Financeable Costs which has been previously paid by the Issuer or by any eligible source of funds unless such amounts are entitled to be reimbursed to the Issuer under State or federal law.

**“Fiscal Year”** means the twelve month period ending on December 31.

**“Funds and Accounts”** means funds and accounts created pursuant to or referred to in *Section 501* hereof.

**“Governing Body”** means the City Council of the Issuer.

**“Improvement Fund”** means the Improvement Fund for General Obligation Bonds, Series 2019A created pursuant to *Section 501* hereof.

**“Improvements”** means the improvements referred to in the preamble to the Ordinance and any Substitute Improvements.

**“Independent Accountant”** means an independent certified public accountant or firm of independent certified public accountants at the time employed by the Issuer for the purpose of carrying out the duties imposed on the Independent Accountant by this Bond Resolution.

**“Interest Payment Date(s)”** means the Stated Maturity of an installment of interest on any Bond which shall be March 1 and September 1 of each year, commencing March 1, 2020.

**“Issue Date”** means the date when the Issuer delivers the Bonds to the Purchaser in exchange for the Purchase Price.

**“Issuer”** means the City and any successors or assigns.

**“Maturity”** when used with respect to any Bond means the date on which the principal of such Bond becomes due and payable as therein and herein provided, whether at the Stated Maturity thereof or call for redemption or otherwise.

**“Mayor”** means the duly elected and acting Mayor, or in the Mayor’s absence, the duly appointed and/or elected Vice Mayor or Acting Mayor of the Issuer.

“**Moody’s**” means Moody’s Investors Service, a corporation organized and existing under the laws of the State of Delaware, and its successors and assigns, and, if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, “Moody’s” shall be deemed to refer to any other nationally recognized securities rating agency designated by the Issuer.

“**Notice Address**” means with respect to the following entities:

(a) To the Issuer at:

6090 Woodson Road  
Mission, Kansas 66202  
Fax: (913)722-1415

(b) To the Paying Agent at:

State Treasurer of the State of Kansas  
Landon Office Building  
900 Southwest Jackson, Suite 201  
Topeka, Kansas 66612-1235  
Fax: (785) 296-6976

(c) To the Purchaser:

[ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ]

(d) To the Rating Agency:

S&P Global Ratings, a division of S&P Global Inc.  
55 Water Street, 38th Floor  
New York, New York 10004

or such other address as is furnished in writing to the other parties referenced herein.

“**Notice Representative**” means:

- (a) With respect to the Issuer, the Clerk.
- (b) With respect to the Bond Registrar and Paying Agent, the Director of Bond Services.
- (c) With respect to any Purchaser, the manager of its Municipal Bond Department.
- (d) With respect to any Rating Agency, any Vice President thereof.

“**Official Statement**” means Issuer’s Official Statement relating to the Bonds.

“**Ordinance**” means Ordinance No. [ \_\_\_\_\_ ] of the Issuer authorizing the issuance of the Bonds, as amended from time to time.

**“Outstanding”** means, when used with reference to the Bonds, as of a particular date of determination, all Bonds theretofore authenticated and delivered, except the following Bonds:

- (a) Bonds theretofore canceled by the Paying Agent or delivered to the Paying Agent for cancellation;
- (b) Bonds deemed to be paid in accordance with the provisions of *Article VII* hereof; and
- (c) Bonds in exchange for or in lieu of which other Bonds have been authenticated and delivered hereunder.

**“Owner”** when used with respect to any Bond means the Person in whose name such Bond is registered on the Bond Register. Whenever consent of the Owners is required pursuant to the terms of this Bond Resolution, and the Owner of the Bonds, as set forth on the Bond Register, is Cede & Co., the term Owner shall be deemed to be the Beneficial Owner of the Bonds.

**“Participants”** means those financial institutions for whom the Securities Depository effects book-entry transfers and pledges of securities deposited with the Securities Depository, as such listing of Participants exists at the time of such reference.

**“Paying Agent”** means the State Treasurer, and any successors and assigns.

**“Permitted Investments”** shall mean the investments hereinafter described, provided, however, no moneys or funds shall be invested in a Derivative: (a) investments authorized by K.S.A. 12-1675 and amendments thereto; (b) the municipal investment pool established pursuant to K.S.A. 12-1677a, and amendments thereto; (c) direct obligations of the United States Government or any agency thereof; (d) the Issuer’s temporary notes issued pursuant to K.S.A. 10-123 and amendments thereto; (e) interest-bearing time deposits in commercial banks or trust companies located in the county or counties in which the Issuer is located which are insured by the Federal Deposit Insurance Corporation or collateralized by securities described in (c); (f) obligations of the federal national mortgage association, federal home loan banks, federal home loan mortgage corporation or government national mortgage association; (g) repurchase agreements for securities described in (c) or (f); (h) investment agreements or other obligations of a financial institution the obligations of which at the time of investment are rated in either of the three highest rating categories by Moody’s or Standard & Poor’s; (i) investments and shares or units of a money market fund or trust, the portfolio of which is comprised entirely of securities described in (c) or (f); (j) receipts evidencing ownership interests in securities or portions thereof described in (c) or (f); (k) municipal bonds or other obligations issued by any municipality of the State as defined in K.S.A. 10-1101 which are general obligations of the municipality issuing the same; or (l) bonds of any municipality of the State as defined in K.S.A. 10-1101 which have been refunded in advance of their maturity and are fully secured as to payment of principal and interest thereon by deposit in trust, under escrow agreement with a bank, of securities described in (c) or (f), all as may be further restricted or modified by amendments to applicable State law.

**“Person”** means any natural person, corporation, partnership, joint venture, association, firm, joint-stock company, trust, unincorporated organization, or government or any agency or political subdivision thereof or other public body.

**“Purchase Price”** means the principal amount of the Bonds plus accrued interest to the date of delivery[, plus a premium of \$[\_\_\_\_\_][, less an underwriting discount of \$[\_\_\_\_\_][, less an original issue discount of \$[\_\_\_\_\_].

“**Purchaser**” means [\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_], the original purchaser of the Bonds, and any successor and assigns.

“**Rating Agency**” means any company, agency or entity that provides, pursuant to request of the Issuer, financial ratings for the Bonds.

“**Rebate Fund**” means the Rebate Fund for General Obligation Bonds, Series 2019A created pursuant to *Section 501* hereof.

“**Record Dates**” for the interest payable on any Interest Payment Date means the fifteenth day (whether or not a Business Day) of the calendar month next preceding such Interest Payment Date.

“**Redemption Date**” means, when used with respect to any Bond to be redeemed, the date fixed for the redemption of such Bond pursuant to the terms of this Bond Resolution.

“**Redemption Price**” means, when used with respect to any Bond to be redeemed, the price at which such Bond is to be redeemed pursuant to the terms of this Bond Resolution, including the applicable redemption premium, if any, but excluding installments of interest whose Stated Maturity is on or before the Redemption Date.

“**Replacement Bonds**” means Bonds issued to the Beneficial Owners of the Bonds in accordance with *Section 210* hereof.

“**SEC Rule**” means Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

“**Securities Depository**” means, initially, DTC, and its successors and assigns.

“**Special Record Date**” means the date fixed by the Paying Agent pursuant to *Article II* hereof for the payment of Defaulted Interest.

“**Standard & Poor's**” or “**S&P**” means S&P Global Ratings, a division of S&P Global Inc., a corporation organized and existing under the laws of the State of New York, and its successors and assigns, and, if such corporation shall be dissolved or liquidated or shall no longer perform the functions of a securities rating agency, Standard & Poor's shall be deemed to refer to any other nationally recognized securities rating agency designated by the Issuer.

“**State**” means the state of Kansas.

“**State Treasurer**” means the duly elected Treasurer or, in the Treasurer's absence, the duly appointed Deputy Treasurer or acting Treasurer of the State.

“**Stated Maturity**” when used with respect to any Bond or any installment of interest thereon means the date specified in such Bond and this Bond Resolution as the fixed date on which the principal of such Bond or such installment of interest is due and payable.

“**Substitute Improvements**” means the substitute or additional improvements of the Issuer described in *Article V* hereof.

[ “**20\_\_ Term Bonds**” means the Bonds scheduled to mature in the year 20\_\_.

“**20\_\_ Term Bonds**” means the Bonds scheduled to mature in the year 20\_\_.

“**Term Bonds**” means collectively the 20\_\_ Term Bonds and the 20\_\_ Term Bonds.]

“**Treasurer**” means the duly appointed and/or elected Treasurer of the Issuer or, in the Treasurer’s absence, the duly appointed Deputy Treasurer or acting Treasurer of the Issuer.

“**United States Government Obligations**” means bonds, notes, certificates of indebtedness, treasury bills or other securities constituting direct obligations of, or obligations the principal of and interest on which are fully and unconditionally guaranteed as to full and timely payment by, the United States of America, including evidences of a direct ownership interest in future interest or principal payment on obligations issued by the United States of America (including the interest component of obligations of the Resolution Funding Corporation), or securities which represent an undivided interest in such obligations, which obligations are rated in the highest rating category by a nationally recognized rating service and such obligations are held in a custodial account for the benefit of the Issuer.

## ARTICLE II

### AUTHORIZATION AND DETAILS OF THE BONDS

**Section 201. Authorization of the Bonds.** The Bonds have been authorized and directed to be issued pursuant to the Ordinance in the principal amount of \$[PRINCIPAL AMOUNT], for the purpose of providing funds to: (a) pay a portion of the costs of the Improvements and (b) pay Costs of Issuance.

**Section 202. Description of the Bonds.** The Bonds shall consist of fully registered bonds in an Authorized Denomination, and shall be numbered in such manner as the Bond Registrar shall determine. All of the Bonds shall be dated as of the Dated Date, shall become due in the amounts, on the Stated Maturities, subject to redemption and payment prior to their Stated Maturities as provided in *Article III* hereof, and shall bear interest at the rates per annum as follows:

#### SERIAL BONDS

<u>Stated Maturity September 1</u>	<u>Principal Amount</u>	<u>Annual Rate of Interest</u>	<u>Stated Maturity September 1</u>	<u>Principal Amount</u>	<u>Annual Rate of Interest</u>
2020	\$ _____	_____ %	2025	\$ _____	_____ %
2021	_____	_____	2026	_____	_____
2022	_____	_____	2027	_____	_____
2023	_____	_____	2028	_____	_____
2024	_____	_____	2029	_____	_____

#### [TERM BONDS

<u>Stated Maturity September 1</u>	<u>Principal Amount</u>	<u>Annual Rate of Interest</u>
20__	\$ _____	_____ %
20__	_____	_____ ]

The Bonds shall bear interest at the above specified rates (computed on the basis of a 360-day year of twelve 30-day months) from the later of the Dated Date or the most recent Interest Payment Date to which interest has been paid on the Interest Payment Dates in the manner set forth in **Section 204** hereof.

Each of the Bonds, as originally issued or issued upon transfer, exchange or substitution, shall be printed in accordance with the format required by the Attorney General of the State and shall be substantially in the form attached hereto as **EXHIBIT A** or as may be required by the Attorney General pursuant to the Notice of Systems of Registration for Kansas Municipal Bonds, 2 Kan. Reg. 921 (1983), in accordance with the Kansas Bond Registration Law, K.S.A. 10-620 *et seq.*

**Section 203. Designation of Paying Agent and Bond Registrar.** The State Treasurer is hereby designated as the Paying Agent for the payment of principal of and interest on the Bonds and Bond Registrar with respect to the registration, transfer and exchange of Bonds. The Mayor of the Issuer is hereby authorized and empowered to execute on behalf of the Issuer an agreement with the Bond Registrar and Paying Agent for the Bonds.

The Issuer will at all times maintain a Paying Agent and Bond Registrar meeting the qualifications herein described for the performance of the duties hereunder. The Issuer reserves the right to appoint a successor Paying Agent or Bond Registrar by (a) filing with the Paying Agent or Bond Registrar then performing such function a certified copy of the proceedings giving notice of the termination of such Paying Agent or Bond Registrar and appointing a successor, and (b) causing notice of appointment of the successor Paying Agent and Bond Registrar to be given by first class mail to each Owner. No resignation or removal of the Paying Agent or Bond Registrar shall become effective until a successor has been appointed and has accepted the duties of Paying Agent or Bond Registrar.

Every Paying Agent or Bond Registrar appointed hereunder shall at all times meet the requirements of K.S.A. 10-501 *et seq.* and K.S.A. 10-620 *et seq.*, respectively.

**Section 204. Method and Place of Payment of the Bonds.** The principal of, or Redemption Price, and interest on the Bonds shall be payable in any coin or currency which, on the respective dates of payment thereof, is legal tender for the payment of public and private debts.

The principal or Redemption Price of each Bond shall be paid at Maturity to the Person in whose name such Bond is registered on the Bond Register at the Maturity thereof, upon presentation and surrender of such Bond at the principal office of the Paying Agent.

The interest payable on each Bond on any Interest Payment Date shall be paid to the Owner of such Bond as shown on the Bond Register at the close of business on the Record Date for such interest (a) by check or draft mailed by the Paying Agent to the address of such Owner shown on the Bond Register or at such other address as is furnished to the Paying Agent in writing by such Owner; or (b) in the case of an interest payment to Cede & Co. or any Owner of \$500,000 or more in aggregate principal amount of Bonds, by electronic transfer to such Owner upon written notice given to the Bond Registrar by such Owner, not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank ABA routing number and account number to which such Owner wishes to have such transfer directed.

Notwithstanding the foregoing provisions of this Section, any Defaulted Interest with respect to any Bond shall cease to be payable to the Owner of such Bond on the relevant Record Date and shall be payable to the Owner in whose name such Bond is registered at the close of business on the Special Record Date for the payment of such Defaulted Interest, which Special Record Date shall be fixed as hereinafter specified in this paragraph. The Issuer shall notify the Paying Agent in writing of the amount of Defaulted



Interest proposed to be paid on each Bond and the date of the proposed payment (which date shall be at least 30 days after receipt of such notice by the Paying Agent) and shall deposit with the Paying Agent at the time of such notice an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Paying Agent for such deposit prior to the date of the proposed payment. Following receipt of such funds the Paying Agent shall fix a Special Record Date for the payment of such Defaulted Interest which shall be not more than 15 nor less than 10 days prior to the date of the proposed payment. The Paying Agent shall promptly notify the Issuer of such Special Record Date and, in the name and at the expense of the Issuer, shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefore to be mailed, by first class mail, postage prepaid, to each Owner of a Bond entitled to such notice at the address of such Owner as it appears on the Bond Register not less than 10 days prior to such Special Record Date.

The Paying Agent shall keep a record of payment of principal and Redemption Price of and interest on all Bonds and at least annually shall forward a copy or summary of such records to the Issuer.

**Section 205. Payments Due on Saturdays, Sundays and Holidays.** In any case where a Bond Payment Date is not a Business Day, then payment of principal, Redemption Price or interest need not be made on such Bond Payment Date but may be made on the next succeeding Business Day with the same force and effect as if made on such Bond Payment Date, and no interest shall accrue for the period after such Bond Payment Date.

**Section 206. Registration, Transfer and Exchange of Bonds.** The Issuer covenants that, as long as any of the Bonds remain Outstanding, it will cause the Bond Register to be kept at the office of the Bond Registrar as herein provided. Each Bond when issued shall be registered in the name of the Owner thereof on the Bond Register.

Bonds may be transferred and exchanged only on the Bond Register as provided in this Section. Upon surrender of any Bond at the principal office of the Bond Registrar, the Bond Registrar shall transfer or exchange such Bond for a new Bond or Bonds in any Authorized Denomination of the same Stated Maturity and in the same aggregate principal amount as the Bond that was presented for transfer or exchange.

Bonds presented for transfer or exchange shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in a form and with guarantee of signature satisfactory to the Bond Registrar, duly executed by the Owner thereof or by the Owner's duly authorized agent.

In all cases in which the privilege of transferring or exchanging Bonds is exercised, the Bond Registrar shall authenticate and deliver Bonds in accordance with the provisions of this Bond Resolution. The Issuer shall pay the fees and expenses of the Bond Registrar for the registration, transfer and exchange of Bonds provided for by this Bond Resolution and the cost of printing a reasonable supply of registered bond blanks. Any additional costs or fees that might be incurred in the secondary market, other than fees of the Bond Registrar, are the responsibility of the Owners of the Bonds. In the event any Owner fails to provide a correct taxpayer identification number to the Paying Agent, the Paying Agent may make a charge against such Owner sufficient to pay any governmental charge required to be paid as a result of such failure. In compliance with Code § 3406, such amount may be deducted by the Paying Agent from amounts otherwise payable to such Owner hereunder or under the Bonds.

The Issuer and the Bond Registrar shall not be required (a) to register the transfer or exchange of any Bond that has been called for redemption after notice of such redemption has been mailed by the Paying Agent pursuant to *Article III* hereof and during the period of 15 days next preceding the date of mailing of such notice of redemption; or (b) to register the transfer or exchange of any Bond during a period beginning

at the opening of business on the day after receiving written notice from the Issuer of its intent to pay Defaulted Interest and ending at the close of business on the date fixed for the payment of Defaulted Interest pursuant to this *Article II*.

The Issuer and the Paying Agent may deem and treat the Person in whose name any Bond is registered on the Bond Register as the absolute Owner of such Bond, whether such Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal or Redemption Price of and interest on said Bond and for all other purposes. All payments so made to any such Owner or upon the Owner's order shall be valid and effective to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the Issuer nor the Paying Agent shall be affected by any notice to the contrary.

At reasonable times and under reasonable regulations established by the Bond Registrar, the Bond Register may be inspected and copied by the Owners (or a designated representative thereof) of 10% or more in principal amount of the Bonds then Outstanding or any designated representative of such Owners whose authority is evidenced to the satisfaction of the Bond Registrar.

**Section 207. Execution, Registration, Authentication and Delivery of Bonds.** Each of the Bonds, including any Bonds issued in exchange or as substitutions for the Bonds initially delivered, shall be executed for and on behalf of the Issuer by the manual or facsimile signature of the Mayor, attested by the manual or facsimile signature of the Clerk, and the seal of the Issuer shall be affixed thereto or imprinted thereon. The Mayor and Clerk are hereby authorized and directed to prepare and execute the Bonds in the manner herein specified, and to cause the Bonds to be registered in the office of the Clerk, which registration shall be evidenced by the manual or facsimile signature of the Clerk with the seal of the Issuer affixed thereto or imprinted thereon. The Bonds shall also be registered in the office of the State Treasurer, which registration shall be evidenced by the manual or facsimile signature of the State Treasurer with the seal of the State Treasurer affixed thereto or imprinted thereon. In case any officer whose signature appears on any Bonds ceases to be such officer before the delivery of such Bonds, such signature shall nevertheless be valid and sufficient for all purposes, as if such person had remained in office until delivery. Any Bond may be signed by such persons who at the actual time of the execution of such Bond are the proper officers to sign such Bond although at the date of such Bond such persons may not have been such officers.

The Mayor and Clerk are hereby authorized and directed to prepare and execute the Bonds as herein specified, and when duly executed, to deliver the Bonds to the Bond Registrar for authentication.

The Bonds shall have endorsed thereon a certificate of authentication substantially in the form attached hereto as *EXHIBIT A* hereof, which shall be manually executed by an authorized officer or employee of the Bond Registrar, but it shall not be necessary that the same officer or employee sign the certificate of authentication on all of the Bonds that may be issued hereunder at any one time. No Bond shall be entitled to any security or benefit under this Bond Resolution or be valid or obligatory for any purpose unless and until such certificate of authentication has been duly executed by the Bond Registrar. Such executed certificate of authentication upon any Bond shall be conclusive evidence that such Bond has been duly authenticated and delivered under this Bond Resolution. Upon authentication, the Bond Registrar shall deliver the Bonds to the Purchaser upon instructions of the Issuer or its representative.

**Section 208. Mutilated, Lost, Stolen or Destroyed Bonds.** If (a) any mutilated Bond is surrendered to the Bond Registrar or the Bond Registrar receives evidence to its satisfaction of the destruction, loss or theft of any Bond, and (b) there is delivered to the Issuer and the Bond Registrar such security or indemnity as may be required by each of them, then, in the absence of notice to

the Issuer or the Bond Registrar that such Bond has been acquired by a bona fide purchaser, the Issuer shall execute and, upon the Issuer's request, the Bond Registrar shall authenticate and deliver, in exchange for or in lieu of any such mutilated, destroyed, lost or stolen Bond, a new Bond of the same Stated Maturity and of like tenor and principal amount.

If any such mutilated, destroyed, lost or stolen Bond has become or is about to become due and payable, the Issuer, in its discretion, may pay such Bond instead of issuing a new Bond.

Upon the issuance of any new Bond under this Section, the Issuer and the Paying Agent may require the payment by the Owner of a sum sufficient to cover any tax or other governmental charge that may be imposed in relation thereto and any other expenses (including the fees and expenses of the Paying Agent) connected therewith.

Every new Bond issued pursuant to this Section shall constitute a replacement of the prior obligation of the Issuer, and shall be entitled to all the benefits of this Bond Resolution equally and ratably with all other Outstanding Bonds.

**Section 209. Cancellation and Destruction of Bonds Upon Payment.** All Bonds that have been paid or redeemed or that otherwise have been surrendered to the Paying Agent, either at or before Maturity, shall be cancelled by the Paying Agent immediately upon the payment, redemption and surrender thereof to the Paying Agent and subsequently destroyed in accordance with the customary practices of the Paying Agent. The Paying Agent shall execute a certificate in duplicate describing the Bonds so cancelled and destroyed and shall file an executed counterpart of such certificate with the Issuer.

**Section 210. Book-Entry Bonds; Securities Depository.** The Issuer and Paying Agent have entered into a DTC Representation Letter with DTC. The Bonds shall initially be registered to Cede & Co., the nominee for the Securities Depository, and no Beneficial Owner will receive certificates representing their respective interests in the Bonds, except in the event the Bond Registrar issues Replacement Bonds as provided in this Section. It is anticipated that during the term of the Bonds, the Securities Depository will make book-entry transfers among its Participants and receive and transmit payment of principal of, premium, if any, and interest on, the Bonds to the Participants until and unless the Bond Registrar authenticates and delivers Replacement Bonds to the Beneficial Owners as described in the following paragraph.

The Issuer may decide, subject to the requirements of the Operational Arrangements of DTC (or a successor Securities Depository), and the following provisions of this section to discontinue use of the system of book-entry transfers through DTC (or a successor Securities Depository):

(a) If the Issuer determines (1) that the Securities Depository is unable to properly discharge its responsibilities, or (2) that the Securities Depository is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as amended, or (3) that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the Beneficial Owners of the Bonds; or

(b) if the Bond Registrar receives written notice from Participants having interests in not less than 50% of the Bonds Outstanding, as shown on the records of the Securities Depository (and certified to such effect by the Securities Depository), that the continuation of a book-entry system to the exclusion of any Bonds being issued to any Owner other than Cede & Co. is no longer in the best interests of the Beneficial Owners of the Bonds, then the Bond Registrar shall notify the Owners of such determination or such notice and of the availability of certificates to Owners requesting the same, and the Bond Registrar

shall register in the name of and authenticate and deliver Replacement Bonds to the Beneficial Owners or their nominees in principal amounts representing the interest of each, making such adjustments as it may find necessary or appropriate as to accrued interest and previous calls for redemption; provided, that in the case of a determination under (a)(1) or (a)(2) of this paragraph, the Issuer, with the consent of the Bond Registrar, may select a successor securities depository in accordance with the following paragraph to effect book-entry transfers.

In such event, all references to the Securities Depository herein shall relate to the period of time when the Securities Depository has possession of at least one Bond. Upon the issuance of Replacement Bonds, all references herein to obligations imposed upon or to be performed by the Securities Depository shall be deemed to be imposed upon and performed by the Bond Registrar, to the extent applicable with respect to such Replacement Bonds. If the Securities Depository resigns and the Issuer, the Bond Registrar or Owners are unable to locate a qualified successor of the Securities Depository in accordance with the following paragraph, then the Bond Registrar shall authenticate and cause delivery of Replacement Bonds to Owners, as provided herein. The Bond Registrar may rely on information from the Securities Depository and its Participants as to the names of the Beneficial Owners of the Bonds. The cost of printing, registration, authentication, and delivery of Replacement Bonds shall be paid for by the Issuer.

In the event the Securities Depository resigns, is unable to properly discharge its responsibilities, or is no longer qualified to act as a securities depository and registered clearing agency under the Securities and Exchange Act of 1934, as amended, the Issuer may appoint a successor Securities Depository provided the Bond Registrar receives written evidence satisfactory to the Bond Registrar with respect to the ability of the successor Securities Depository to discharge its responsibilities. Any such successor Securities Depository shall be a securities depository which is a registered clearing agency under the Securities and Exchange Act of 1934, as amended, or other applicable statute or regulation that operates a securities depository upon reasonable and customary terms. The Bond Registrar upon its receipt of a Bond or Bonds for cancellation shall cause the delivery of Bonds to the successor Securities Depository in an Authorized Denominations and form as provided herein.

**Section 211. Nonpresentment of Bonds.** If any Bond is not presented for payment when the principal thereof becomes due at Maturity, if funds sufficient to pay such Bond have been made available to the Paying Agent all liability of the Issuer to the Owner thereof for the payment of such Bond shall forthwith cease, determine and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the Owner of such Bond, who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Bond Resolution or on, or with respect to, said Bond. If any Bond is not presented for payment within four (4) years following the date when such Bond becomes due at Maturity, the Paying Agent shall repay, without liability for interest thereon, to the Issuer the funds theretofore held by it for payment of such Bond, and such Bond shall, subject to the defense of any applicable statute of limitation, thereafter be an unsecured obligation of the Issuer, and the Owner thereof shall be entitled to look only to the Issuer for payment, and then only to the extent of the amount so repaid to it by the Paying Agent, and the Issuer shall not be liable for any interest thereon and shall not be regarded as a trustee of such money.

**Section 212. Preliminary and Final Official Statement.** The Preliminary Official Statement dated July [ ], 2019, is hereby ratified and approved.

The Official Statement is hereby authorized to be prepared by supplementing, amending and completing the Preliminary Official Statement, with such changes and additions thereto as are necessary to conform to and describe the transaction. The Mayor and chief financial officer of the Issuer are hereby authorized to execute the Official Statement as so supplemented, amended and completed, and the use and

public distribution of the Official Statement by the Purchaser in connection with the reoffering of the Bonds is hereby authorized. The proper officials of the Issuer are hereby authorized to execute and deliver a certificate pertaining to such Official Statement as prescribed therein, dated as of the Issue Date.

The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of Bonds sufficient copies of the Official Statement to enable the Purchaser to comply with the requirements of the SEC Rule and Rule G-32 of the Municipal Securities Rulemaking Board.

**Section 213. Sale of the Bonds.** The sale of the Bonds to the Purchaser is hereby ratified and confirmed. The Mayor and Clerk are hereby authorized to execute the official bid form submitted by the Purchaser. Delivery of the Bonds shall be made to the Purchaser on the Issue Date (which shall be as soon as practicable after the adoption of this Bond Resolution), upon payment of the Purchase Price.

### ARTICLE III

#### REDEMPTION OF BONDS

**Section 301. Redemption by Issuer.**

**Optional Redemption.** At the option of the Issuer, Bonds maturing on September 1 in the years 2028 and thereafter, will be subject to redemption and payment prior to their Stated Maturity on September 1, 2027, and thereafter, as a whole or in part (selection of maturities and the amount of Bonds of each maturity to be redeemed to be determined by the Issuer in such equitable manner as it may determine) at any time, at the Redemption Price of 100% (expressed as a percentage of the principal amount), plus accrued interest to the Redemption Date.

[ **Mandatory Redemption.** (a) 20\_\_ Term Bonds. The 20\_\_ Term Bonds shall be subject to mandatory redemption and payment prior to Stated Maturity pursuant to the mandatory redemption requirements of this Section at a Redemption Price equal to 100% of the principal amount thereof plus accrued interest to the Redemption Date. The taxes levied in **Article IV** hereof which are to be deposited into the Debt Service Account shall be sufficient to redeem, and the Issuer shall redeem on September 1 in each year, the following principal amounts of such 20\_\_ Term Bonds:

<u>Principal Amount</u>	<u>Year</u>
\$ _____	20__
_____	20__
_____	*20__

\_\_\_\_\_  
\*Final Maturity

(b) 20\_\_ Term Bonds. The 20\_\_ Term Bonds shall be subject to mandatory redemption and payment prior to Stated Maturity pursuant to the mandatory redemption requirements of this Section at a Redemption Price equal to 100% of the principal amount thereof plus accrued interest to the Redemption Date. The taxes levied in **Article IV** hereof which are to be deposited into the Debt Service Account shall be sufficient to redeem, and the Issuer shall redeem on September 1 in each year, the following principal amounts of such 20\_\_ Term Bonds:

<u>Principal Amount</u>	<u>Year</u>
\$ _____	20__
_____	20__
_____	*20__

\_\_\_\_\_  
\*Final Maturity]

At its option, to be exercised on or before the 45th day next preceding any mandatory Redemption Date, the Issuer may: (1) deliver to the Paying Agent for cancellation Term Bonds subject to mandatory redemption on said mandatory Redemption Date, in any aggregate principal amount desired; or (2) furnish the Paying Agent funds, together with appropriate instructions, for the purpose of purchasing any Term Bonds subject to mandatory redemption on said mandatory Redemption Date from any Owner thereof whereupon the Paying Agent shall expend such funds for such purpose to such extent as may be practical; or (3) receive a credit with respect to the mandatory redemption obligation of the Issuer under this Section for any Term Bonds subject to mandatory redemption on said mandatory Redemption Date which, prior to such date, have been redeemed (other than through the operation of the mandatory redemption requirements of this subsection) and cancelled by the Paying Agent and not theretofore applied as a credit against any redemption obligation under this subsection. Each Term Bond so delivered or previously purchased or redeemed shall be credited at 100% of the principal amount thereof on the obligation of the Issuer to redeem Term Bonds of the same Stated Maturity on such mandatory Redemption Date, and any excess of such amount shall be credited on future mandatory redemption obligations for Term Bonds of the same Stated Maturity as designated by the Issuer, and the principal amount of Term Bonds to be redeemed by operation of the requirements of this Section shall be accordingly reduced. If the Issuer intends to exercise any option granted by the provisions of clauses (1), (2) or (3) above, the Issuer will, on or before the 45th day next preceding each mandatory Redemption Date, furnish the Paying Agent a written certificate indicating to what extent the provisions of said clauses (1), (2) and (3) are to be complied with, with respect to such mandatory redemption payment.]

**Section 302. Selection of Bonds to be Redeemed.** Bonds shall be redeemed only in an Authorized Denomination. When less than all of the Bonds are to be redeemed and paid prior to their Stated Maturity, such Bonds shall be redeemed in such manner as the Issuer shall determine. Bonds of less than a full Stated Maturity shall be selected by the Bond Registrar in a minimum Authorized Denomination of principal amount in such equitable manner as the Bond Registrar may determine.

In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than a minimum Authorized Denomination are then Outstanding, then for all purposes in connection with such redemption a minimum Authorized Denomination of face value shall be treated as though it were a separate Bond of the denomination of a minimum Authorized Denomination. If it is determined that one or more, but not all, of a minimum Authorized Denomination of face value represented by any Bond is selected for redemption, then upon notice of intention to redeem a minimum Authorized Denomination, the Owner or the Owner's duly authorized agent shall forthwith present and surrender such Bond to the Bond Registrar: (1) for payment of the Redemption Price and interest to the Redemption Date of a minimum Authorized Denomination of face value called for redemption, and (2) for exchange, without charge to the Owner thereof, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the Owner of any such Bond fails to present such Bond to the Paying Agent for payment and exchange as aforesaid, such Bond shall, nevertheless, become due and payable on

the redemption date to the extent of a minimum Authorized Denomination of face value called for redemption (and to that extent only).

**Section 303. Notice and Effect of Call for Redemption.** In the event the Issuer desires to call the Bonds for redemption prior to maturity, written notice of such intent shall be provided to the Bond Registrar in accordance with K.S.A. 10-129, as amended, not less than 45 days prior to the Redemption Date. The Bond Registrar shall call Bonds for redemption and payment and shall give notice of such redemption as herein provided upon receipt by the Bond Registrar at least 45 days prior to the Redemption Date of written instructions of the Issuer specifying the principal amount, Stated Maturities, Redemption Date and Redemption Prices of the Bonds to be called for redemption. [The foregoing provisions of this paragraph shall not apply in the case of any mandatory redemption of Term Bonds hereunder, and Term Bonds shall be called by the Paying Agent for redemption pursuant to such mandatory redemption requirements without the necessity of any action by the Issuer and whether or not the Paying Agent holds moneys available and sufficient to effect the required redemption.]

Unless waived by any Owner of Bonds to be redeemed, if the Issuer shall call any Bonds for redemption and payment prior to the Stated Maturity thereof, the Issuer shall give written notice of its intention to call and pay said Bonds to the Bond Registrar and the State Treasurer. In addition, the Issuer shall cause the Bond Registrar to give written notice of redemption to the Owners of said Bonds. Each of said written notices shall be deposited in the United States first class mail not less than 30 days prior to the Redemption Date.

All official notices of redemption shall be dated and shall contain the following information:

- (a) the Redemption Date;
- (b) the Redemption Price;
- (c) if less than all Outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption of any Bonds, the respective principal amounts) of the Bonds to be redeemed;
- (d) a statement that on the Redemption Date the Redemption Price will become due and payable upon each such Bond or portion thereof called for redemption and that interest thereon shall cease to accrue from and after the Redemption Date; and
- (e) the place where such Bonds are to be surrendered for payment of the Redemption Price, which shall be the principal office of the Paying Agent.

The failure of any Owner to receive notice given as heretofore provided or an immaterial defect therein shall not invalidate any redemption.

Prior to any Redemption Date, the Issuer shall deposit with the Paying Agent an amount of money sufficient to pay the Redemption Price of all the Bonds or portions of Bonds that are to be redeemed on such Redemption Date.

For so long as the Securities Depository is effecting book-entry transfers of the Bonds, the Bond Registrar shall provide the notices specified in this Section to the Securities Depository. It is expected that the Securities Depository shall, in turn, notify its Participants and that the Participants, in turn, will notify or cause to be notified the Beneficial Owners. Any failure on the part of the Securities Depository or a Participant, or failure on the part of a nominee of a Beneficial Owner of a Bond (having been mailed notice

from the Bond Registrar, the Securities Depository, a Participant or otherwise) to notify the Beneficial Owner of the Bond so affected, shall not affect the validity of the redemption of such Bond.

Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds to be redeemed shall become due and payable on the Redemption Date, at the Redemption Price therein specified, and from and after the Redemption Date (unless the Issuer defaults in the payment of the Redemption Price) such Bonds or portion of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with such notice, the Redemption Price of such Bonds shall be paid by the Paying Agent. Installments of interest due on or prior to the Redemption Date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the Owner a new Bond or Bonds of the same Stated Maturity in the amount of the unpaid principal as provided herein. All Bonds that have been surrendered for redemption shall be cancelled and destroyed by the Paying Agent as provided herein and shall not be reissued.

In addition to the foregoing notice, the Issuer shall provide such notices of redemption as are required by the Disclosure Undertaking. Further notice may be given by the Issuer or the Bond Registrar on behalf of the Issuer as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if official notice thereof is given as above prescribed:

(a) Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (1) the CUSIP numbers of all Bonds being redeemed; (2) the date of issue of the Bonds as originally issued; (3) the rate of interest borne by each Bond being redeemed; (4) the maturity date of each Bond being redeemed; and (5) any other descriptive information needed to identify accurately the Bonds being redeemed.

(b) Each further notice of redemption shall be sent at least one day before the mailing of notice to Owners by first class, registered or certified mail or overnight delivery, as determined by the Bond Registrar, to all registered securities depositories then in the business of holding substantial amounts of obligations of types comprising the Bonds and to one or more national information services that disseminate notices of redemption of obligations such as the Bonds.

(c) Each check or other transfer of funds issued for the payment of the Redemption Price of Bonds being redeemed shall bear or have enclosed the CUSIP number of the Bonds being redeemed with the proceeds of such check or other transfer.

The Paying Agent is also directed to comply with any mandatory standards then in effect for processing redemptions of municipal securities established by the State or the Securities and Exchange Commission. Failure to comply with such standards shall not affect or invalidate the redemption of any Bond.

## ARTICLE IV

### SECURITY FOR BONDS

**Section 401. Security for the Bonds.** The Bonds shall be general obligations of the Issuer payable as to both principal and interest from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the Issuer. The full faith, credit and resources of the Issuer are hereby



irrevocably pledged for the prompt payment of the principal of and interest on the Bonds as the same become due.

**Section 402. Levy and Collection of Annual Tax; Transfer to Debt Service Account.** The Governing Body shall annually make provision for the payment of principal of, premium, if any, and interest on the Bonds as the same become due by, to the extent necessary, levying and collecting the necessary taxes upon all of the taxable tangible property within the Issuer in the manner provided by law.

The taxes referred to above shall be extended upon the tax rolls in each of the several years, respectively, and shall be levied and collected at the same time and in the same manner as the other ad valorem taxes of the Issuer are levied and collected. The proceeds derived from said taxes shall be deposited in the Bond and Interest Fund, shall be kept separate and apart from all other funds of the Issuer shall thereafter be transferred to the Debt Service Account and shall be used solely for the payment of the principal of and interest on the Bonds as and when the same become due, taking into account any scheduled mandatory redemptions, and the fees and expenses of the Paying Agent.

If at any time said taxes are not collected in time to pay the principal of or interest on the Bonds when due, the Treasurer is hereby authorized and directed to pay said principal or interest out of the general funds of the Issuer and to reimburse said general funds for money so expended when said taxes are collected.

## ARTICLE V

### ESTABLISHMENT OF FUNDS AND ACCOUNTS DEPOSIT AND APPLICATION OF BOND PROCEEDS

**Section 501. Creation of Funds and Accounts.** Simultaneously with the issuance of the Bonds, there shall be created within the Treasury of the Issuer the following Funds and Accounts:

- (a) Improvement Fund for General Obligation Bonds, Series 2019A.
- (b) Debt Service Account for General Obligation Bonds, Series 2019A (within the Bond and Interest Fund).
- (c) Rebate Fund for General Obligation Bonds, Series 2019A.

The Funds and Accounts established herein shall be administered in accordance with the provisions of this Bond Resolution so long as the Bonds are Outstanding.

**Section 502. Deposit of Bond Proceeds.** The net proceeds received from the sale of the Bonds shall be deposited simultaneously with the delivery of the Bonds as follows:

- (a) All accrued interest, if any, received from the sale of the Bonds shall be deposited in the Debt Service Account.
- (b) The remaining balance of the proceeds derived from the sale of the Bonds shall be deposited in the Improvement Fund.

**Section 503. Application of Moneys in the Improvement Fund.** Moneys in the Improvement Fund shall be used for the sole purpose of: (a) paying the costs of the Improvements, in accordance with the plans and specifications therefor approved by the Governing Body and on file in the office of the Clerk, including any alterations in or amendments to said plans and specifications deemed advisable and approved by the Governing Body; (b) paying Costs of Issuance; and (c) transferring any amounts to the Rebate Fund required by this *Article V*. Upon completion of the Improvements, any surplus remaining in the Improvement Fund shall be deposited in the Debt Service Account.

**Section 504. Substitution of Improvements; Reallocation of Proceeds.**

(a) The Issuer may elect for any reason to substitute or add other public improvements to be financed with proceeds of the Bonds provided the following conditions are met: (1) the Substitute Improvement and the issuance of general obligation bonds to pay the cost of the Substitute Improvement has been duly authorized by the Governing Body in accordance with the laws of the State; (2) a resolution or ordinance authorizing the use of the proceeds of the Bonds to pay the Financeable Costs of the Substitute Improvement has been duly adopted by the Governing Body pursuant to this Section, (3) the Attorney General of the State has approved the amendment made by such resolution or ordinance to the transcript of proceedings for the Bonds to include the Substitute Improvements; and (4) the use of the proceeds of the Bonds to pay the Financeable Cost of the Substitute Improvement will not adversely affect the tax-exempt status of the Bonds under State or federal law.

(b) The Issuer may reallocate expenditure of Bond proceeds among all Improvements financed by the Bonds; provided the following conditions are met: (1) the reallocation is approved by the Governing Body; (2) the reallocation shall not cause the proceeds of the Bonds allocated to any Improvement to exceed the Financeable Costs of the Improvement; and (3) the reallocation will not adversely affect the tax-exempt status of the Bonds under State or federal law.

**Section 505. Application of Moneys in Debt Service Account.** All amounts paid and credited to the Debt Service Account shall be expended and used by the Issuer for the sole purpose of paying the principal or Redemption Price of and interest on the Bonds as and when the same become due and the usual and customary fees and expenses of the Bond Registrar and Paying Agent. The Treasurer is authorized and directed to withdraw from the Debt Service Account sums sufficient to pay both principal or Redemption Price of and interest on the Bonds and the fees and expenses of the Bond Registrar and Paying Agent as and when the same become due, and to forward such sums to the Paying Agent in a manner which ensures that the Paying Agent will receive immediately available funds in such amounts on or before the Business Day immediately preceding the dates when such principal, interest and fees of the Bond Registrar and Paying Agent will become due. If, through the lapse of time or otherwise, the Owners of Bonds are no longer entitled to enforce payment of the Bonds or the interest thereon, the Paying Agent shall return said funds to the Issuer. All moneys deposited with the Paying Agent shall be deemed to be deposited in accordance with and subject to all of the provisions contained in this Bond Resolution and shall be held in trust by the Paying Agent for the benefit of the Owners of the Bonds entitled to payment from such moneys.

Any moneys or investments remaining in the Debt Service Account after the retirement of the Bonds shall be transferred and paid into the Bond and Interest Fund.

**Section 506. Application of Moneys in the Rebate Fund.**

(a) There shall be deposited in the Rebate Fund such amounts as are required to be deposited therein pursuant to the Federal Tax Certificate. All money at any time deposited in the Rebate Fund shall be held in trust, to the extent required to satisfy the Rebate Amount (as defined in the Federal Tax

Certificate), for payment to the United States of America, and neither the Issuer nor the Owner of any Bonds shall have any rights in or claim to such money. All amounts deposited into or on deposit in the Rebate Fund shall be governed by this Section and the Federal Tax Certificate.

(b) The Issuer shall periodically determine the arbitrage rebate, if any, under Code § 148(f) in accordance with the Federal Tax Certificate, and the Issuer shall make payments to the United States of America at the times and in the amounts determined under the Federal Tax Certificate. Any moneys remaining in the Rebate Fund after redemption and payment of all of the Bonds and payment and satisfaction of any Rebate Amount, or provision made therefor, shall be deposited into the Bond and Interest Fund.

(c) Notwithstanding any other provision of this Bond Resolution, including in particular *Article VII* hereof, the obligation to pay arbitrage rebate to the United States of America and to comply with all other requirements of this Section and the Federal Tax Certificate shall survive the defeasance or payment in full of the Bonds.

**Section 507. Deposits and Investment of Moneys.** Moneys in each of the Funds and Accounts shall be deposited in accordance with laws of the State, in a bank, savings and loan association or savings bank organized under the laws of the State, any other state or the United States: (a) which has a main or branch office located in the Issuer; or (b) if no such entity has a main or branch office located in the Issuer, with such an entity that has a main or branch office located in the county or counties in which the Issuer is located. All such depositories shall be members of the Federal Deposit Insurance Corporation, or otherwise as permitted by State law. All such deposits shall be invested in Permitted Investments as set forth in this Article or shall be adequately secured as provided by the laws of the State. All moneys held in the Funds and Accounts shall be kept separate and apart from all other funds of the Issuer so that there shall be no commingling with any other funds of the Issuer.

Moneys held in any Fund or Account may be invested in accordance with this Bond Resolution and the Federal Tax Certificate in Permitted Investments; provided, however, that no such investment shall be made for a period extending longer than to the date when the moneys invested may be needed for the purpose for which such fund was created. All earnings on any investments held in any Fund or Account shall accrue to and become a part of such Fund or Account; provided that, during the period of construction of the Improvements, earnings on the investment of such funds may, at the discretion of the Issuer, be credited to the Debt Service Account.

## ARTICLE VI

### DEFAULT AND REMEDIES

**Section 601. Remedies.** The provisions of the Bond Resolution, including the covenants and agreements herein contained, shall constitute a contract between the Issuer and the Owners of the Bonds. If an Event of Default occurs and shall be continuing, the Owner or Owners of not less than 10% in principal amount of the Bonds at the time Outstanding shall have the right for the equal benefit and protection of all Owners of Bonds similarly situated:

(a) by mandamus or other suit, action or proceedings at law or in equity to enforce the rights of such Owner or Owners against the Issuer and its officers, agents and employees, and to require and

compel duties and obligations required by the provisions of the Bond Resolution or by the Constitution and laws of the State;

(b) by suit, action or other proceedings in equity or at law to require the Issuer, its officers, agents and employees to account as if they were the trustees of an express trust; and

(c) by suit, action or other proceedings in equity or at law to enjoin any acts or things which may be unlawful or in violation of the rights of the Owners of the Bonds.

**Section 602. Limitation on Rights of Owners.** The covenants and agreements of the Issuer contained herein and in the Bonds shall be for the equal benefit, protection, and security of the Owners of any or all of the Bonds, all of which Bonds shall be of equal rank and without preference or priority of one Bond over any other Bond in the application of the funds herein pledged to the payment of the principal of and the interest on the Bonds, or otherwise, except as to rate of interest, date of maturity and right of prior redemption as provided in this Bond Resolution. No one or more Owners secured hereby shall have any right in any manner whatever by his or their action to affect, disturb or prejudice the security granted and provided for herein, or to enforce any right hereunder, except in the manner herein provided, and all proceedings at law or in equity shall be instituted, had and maintained for the equal benefit of all Outstanding Bonds.

**Section 603. Remedies Cumulative.** No remedy conferred herein upon the Owners is intended to be exclusive of any other remedy, but each such remedy shall be cumulative and in addition to every other remedy and may be exercised without exhausting and without regard to any other remedy conferred herein. No waiver of any default or breach of duty or contract by the Owner of any Bond shall extend to or affect any subsequent default or breach of duty or contract or shall impair any rights or remedies thereon. No delay or omission of any Owner to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or acquiescence therein. Every substantive right and every remedy conferred upon the Owners of the Bonds by this Bond Resolution may be enforced and exercised from time to time and as often as may be deemed expedient. If action or proceedings taken by any Owner on account of any default or to enforce any right or exercise any remedy has been discontinued or abandoned for any reason, or shall have been determined adversely to such Owner, then, and in every such case, the Issuer and the Owners of the Bonds shall, subject to any determination in such action or proceeding or applicable law of the State, be restored to their former positions and rights hereunder, respectively, and all rights, remedies, powers and duties of the Owners shall continue as if no such suit, action or other proceedings had been brought or taken.

## ARTICLE VII

### DEFEASANCE

**Section 701. Defeasance.** When any or all of the Bonds, redemption premium, if any, or scheduled interest payments thereon have been paid and discharged, then the requirements contained in this Bond Resolution and the pledge of the Issuer's faith and credit hereunder and all other rights granted hereby shall terminate with respect to the Bonds or scheduled interest payments thereon so paid and discharged. Bonds, redemption premium, if any, or scheduled interest payments thereon shall be deemed to have been paid and discharged within the meaning of this Bond Resolution if there has been deposited with the Paying Agent, or other commercial bank or trust company located in the State and having full trust powers, at or prior to the Stated Maturity or

Redemption Date of said Bonds or the interest payments thereon, in trust for and irrevocably appropriated thereto, moneys and/or Defeasance Obligations which, together with the interest to be earned on any such Defeasance Obligations, will be sufficient for the payment of the principal of or Redemption Price of said Bonds and/or interest accrued to the Stated Maturity or Redemption Date, or if default in such payment has occurred on such date, then to the date of the tender of such payments. If the amount to be so deposited is based on the Redemption Price of any Bonds, no such satisfaction shall occur until (a) the Issuer has elected to redeem such Bonds, and (b) either notice of such redemption has been given, or the Issuer has given irrevocable instructions, or shall have provided for an escrow agent to give irrevocable instructions, to the Bond Registrar to give such notice of redemption in compliance with *Article III* hereof. Any money and Defeasance Obligations that at any time shall be deposited with the Paying Agent or other commercial bank or trust company by or on behalf of the Issuer, for the purpose of paying and discharging any of the Bonds, shall be and are hereby assigned, transferred and set over to the Paying Agent or other bank or trust company in trust for the respective Owners of the Bonds, and such moneys shall be and are hereby irrevocably appropriated to the payment and discharge thereof. All money and Defeasance Obligations deposited with the Paying Agent or such bank or trust company shall be deemed to be deposited in accordance with and subject to all of the provisions of this Bond Resolution.

## ARTICLE VIII

### TAX COVENANTS

**Section 801. General Covenants.** The Issuer covenants and agrees that it will comply with: (a) all applicable provisions of the Code necessary to maintain the exclusion from gross income for federal income tax purposes of the interest on the Bonds; and (b) all provisions and requirements of the Federal Tax Certificate. The Mayor and Clerk are hereby authorized and directed to execute the Federal Tax Certificate in a form approved by Bond Counsel, for and on behalf of and as the act and deed of the Issuer. The Issuer will, in addition, adopt such other ordinances or resolutions and take such other actions as may be necessary to comply with the Code and with all other applicable future laws, regulations, published rulings and judicial decisions, in order to ensure that the interest on the Bonds will remain excluded from federal gross income, to the extent any such actions can be taken by the Issuer.

**Section 802. Survival of Covenants.** The covenants contained in this Article and in the Federal Tax Certificate shall remain in full force and effect notwithstanding the defeasance of the Bonds pursuant to *Article VII* hereof or any other provision of this Bond Resolution until such time as is set forth in the Federal Tax Certificate.

## ARTICLE IX

### CONTINUING DISCLOSURE REQUIREMENTS

**Section 901. Disclosure Requirements.** The Mayor and Clerk are hereby authorized and directed to execute the Disclosure Undertaking in a form approved by Bond Counsel, for and on behalf of and as the act and deed of the Issuer. The Issuer hereby covenants with the Purchaser and the Beneficial Owners to provide and disseminate such information as is required by the SEC Rule and as further set forth in the Disclosure Undertaking, the provisions of which are incorporated

herein by reference. Such covenant shall be for the benefit of and enforceable by the Purchaser and the Beneficial Owners.

**Section 901. Failure to Comply with Continuing Disclosure Requirements.** In the event the Issuer fails to comply in a timely manner with its covenants contained in the preceding section, the Purchaser and/or any Beneficial Owner may make demand for such compliance by written notice to the Issuer. In the event the Issuer does not remedy such noncompliance within 10 days of receipt of such written notice, the Purchaser or any Beneficial Owner may in its discretion, without notice or demand, proceed to enforce compliance by a suit or suits in equity for the specific performance of such covenant or agreement contained in the preceding section or for the enforcement of any other appropriate legal or equitable remedy, as the Purchaser and/or any Beneficial Owner shall deem effectual to protect and enforce any of the duties of the Issuer under such preceding section. Notwithstanding any other provision of this Bond Resolution, failure of the Issuer to comply with its covenants contained in the preceding section shall not be considered an Event of Default under this Bond Resolution.

## ARTICLE X

### MISCELLANEOUS PROVISIONS

**Section 1001. Annual Audit.** Annually, promptly after the end of the Fiscal Year, the Issuer will cause an audit to be made of the financial statements of the Issuer for the preceding Fiscal Year by an Independent Accountant. Within 30 days after the completion of each such audit, a copy thereof shall be filed in the office of the Clerk. Such audit shall at all times during the usual business hours be open to the examination and inspection by any taxpayer, any Owner of any of the Bonds, or by anyone acting for or on behalf of such taxpayer or Owner. Upon payment of the reasonable cost of preparing and mailing the same, a copy of any annual audit will, upon request, be sent to any Owner or prospective Owner. As soon as possible after the completion of the annual audit, the Governing Body shall review such audit, and if the audit discloses that proper provision has not been made for all of the requirements of this Bond Resolution, the Issuer shall promptly cure such deficiency.

**Section 1002. Amendments.** The rights and duties of the Issuer and the Owners, and the terms and provisions of the Bonds or of this Bond Resolution, may be amended or modified at any time in any respect by ordinance or resolution of the Issuer with the written consent of the Owners of not less than a majority in principal amount of the Bonds then Outstanding, such consent to be evidenced by an instrument or instruments executed by such Owners and duly acknowledged or proved in the manner of a deed to be recorded, and such instrument or instruments shall be filed with the Clerk, but no such modification or alteration shall:

- (a) extend the maturity of any payment of principal or interest due upon any Bond;
- (b) effect a reduction in the amount which the Issuer is required to pay as principal of or interest on any Bond;
- (c) permit preference or priority of any Bond over any other Bond; or
- (d) reduce the percentage in principal amount of Bonds required for the written consent to any modification or alteration of the provisions of this Bond Resolution.

Any provision of the Bonds or of this Bond Resolution may, however, be amended or modified by ordinance or resolution duly adopted by the Governing Body at any time in any legal respect with the written consent of the Owners of all of the Bonds at the time Outstanding.

Without notice to or the consent of any Owners, the Issuer may amend or supplement this Bond Resolution for the purpose of curing any formal defect, omission, inconsistency or ambiguity herein, to grant to or confer upon the Owners any additional rights, remedies, powers or authority that may lawfully be granted to or conferred upon the Owners, to more precisely identify the Improvements, to reallocate proceeds of the Bonds among Improvements, to provide for Substitute Improvements, to conform this Bond Resolution to the Code or future applicable federal law concerning tax-exempt obligations, or in connection with any other change therein which is not materially adverse to the interests of the Owners.

Every amendment or modification of the provisions of the Bonds or of this Bond Resolution, to which the written consent of the Owners is given, as above provided, shall be expressed in a resolution or ordinance adopted by the Governing Body amending or supplementing the provisions of this Bond Resolution and shall be deemed to be a part of this Bond Resolution. A certified copy of every such amendatory or supplemental ordinance or resolution, if any, and a certified copy of this Bond Resolution shall always be kept on file in the office of the Clerk, and shall be made available for inspection by the Owner of any Bond or a prospective purchaser or owner of any Bond authorized by this Bond Resolution, and upon payment of the reasonable cost of preparing the same, a certified copy of any such amendatory or supplemental ordinance or resolution or of this Bond Resolution will be sent by the Clerk to any such Owner or prospective Owner.

Any and all modifications made in the manner hereinabove provided shall not become effective until there has been filed with the Clerk a copy of the ordinance or resolution of the Issuer hereinabove provided for, duly certified, as well as proof of any required consent to such modification by the Owners of the Bonds then Outstanding. It shall not be necessary to note on any of the Outstanding Bonds any reference to such amendment or modification.

The Issuer shall furnish to the Paying Agent a copy of any amendment to the Bonds or this Bond Resolution which affects the duties or obligations of the Paying Agent under this Bond Resolution.

**Section 1003. Notices, Consents and Other Instruments by Owners.** Any notice, consent, request, direction, approval or other instrument to be signed and executed by the Owners may be in any number of concurrent writings of similar tenor and may be signed or executed by such Owners in person or by agent appointed in writing. Proof of the execution of any such instrument or of the writing appointing any such agent and of the ownership of Bonds, if made in the following manner, shall be sufficient for any of the purposes of this Bond Resolution, and shall be conclusive in favor of the Issuer and the Paying Agent with regard to any action taken, suffered or omitted under any such instrument, namely:

(a) The fact and date of the execution by any person of any such instrument may be proved by a certificate of any officer in any jurisdiction who by law has power to take acknowledgments within such jurisdiction that the person signing such instrument acknowledged before such officer the execution thereof, or by affidavit of any witness to such execution.

(b) The fact of ownership of Bonds, the amount or amounts, numbers and other identification of Bonds, and the date of holding the same shall be proved by the Bond Register.

In determining whether the Owners of the requisite principal amount of Bonds Outstanding have given any request, demand, authorization, direction, notice, consent or waiver under this Bond Resolution,

Bonds owned by the Issuer shall be disregarded and deemed not to be Outstanding under this Bond Resolution, except that, in determining whether the Owners shall be protected in relying upon any such request, demand, authorization, direction, notice, consent or waiver, only Bonds which the Owners know to be so owned shall be so disregarded. Notwithstanding the foregoing, Bonds so owned which have been pledged in good faith shall not be disregarded as aforesaid if the pledgee establishes to the satisfaction of the Owners the pledgee's right so to act with respect to such Bonds and that the pledgee is not the Issuer.

**Section 1004. Notices.** Any notice, request, complaint, demand or other communication required or desired to be given or filed under this Bond Resolution shall be in writing, given to the Notice Representative at the Notice Address and shall be deemed duly given or filed if the same shall be: (a) duly mailed by registered or certified mail, postage prepaid; or (b) communicated via fax, with electronic or telephonic confirmation of receipt. Copies of such notices shall also be given to the Paying Agent. The Issuer, the Paying Agent and the Purchaser may from time to time designate, by notice given hereunder to the others of such parties, such other address to which subsequent notices, certificates or other communications shall be sent.

All notices given by: (a) certified or registered mail as aforesaid shall be deemed duly given as of the date they are so mailed; (b) fax as aforesaid shall be deemed duly given as of the date of confirmation of receipt. If, because of the temporary or permanent suspension of regular mail service or for any other reason, it is impossible or impractical to mail any notice in the manner herein provided, then such other form of notice as shall be made with the approval of the Paying Agent shall constitute a sufficient notice.

**Section 1005. Electronic Transactions.** The issuance of the Bonds and the transactions related thereto and described herein may be conducted and documents may be stored by electronic means.

**Section 1006. Further Authority.** The officers and officials of the Issuer, including the Mayor and Clerk, are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Bond Resolution and to make ministerial alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

**Section 1007. Severability.** If any section or other part of this Bond Resolution, whether large or small, is for any reason held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Bond Resolution.

**Section 1008. Governing Law.** This Bond Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State.

**Section 1009. Effective Date.** This Bond Resolution shall take effect and be in full force from and after its adoption by the Governing Body.

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**ADOPTED** by the Governing Body on July 17, 2019.

(SEAL)

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Mayor

ATTEST:

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Clerk

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**EXHIBIT A  
(FORM OF BONDS)**

**REGISTERED  
NUMBER** \_\_

**REGISTERED  
\$**

**Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York Corporation (“DTC”), to the Issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.**

**UNITED STATES OF AMERICA  
STATE OF KANSAS  
COUNTY OF JOHNSON  
CITY OF MISSION  
GENERAL OBLIGATION BOND  
SERIES 2019A**

**Interest  
Rate:**

**Maturity  
Date:**

**Dated  
Date: August 15, 2019**

**CUSIP:**

**REGISTERED OWNER:**

**PRINCIPAL AMOUNT:**

**KNOW ALL PERSONS BY THESE PRESENTS:** That the City of Mission, in the County of Johnson, State of Kansas (the “Issuer”), for value received, hereby acknowledges itself to be indebted and promises to pay to the Registered Owner shown above, or registered assigns, but solely from the source and in the manner herein specified, the Principal Amount shown above on the Maturity Date shown above, unless called for redemption prior to the Maturity Date, and to pay interest thereon at the Interest Rate per annum shown above (computed on the basis of a 360-day year of twelve 30-day months), from the Dated Date shown above, or from the most recent date to which interest has been paid or duly provided for, payable semiannually on March 1 and September 1 of each year, commencing March 1, 2020 (the “Interest Payment Dates”), until the Principal Amount has been paid.

**Method and Place of Payment.** The principal or redemption price of this Bond shall be paid at maturity or upon earlier redemption to the person in whose name this Bond is registered at the maturity or redemption date thereof, upon presentation and surrender of this Bond at the principal office of the Treasurer of the State of Kansas, Topeka, Kansas (the “Paying Agent” and “Bond Registrar”). The interest payable on this Bond on any Interest Payment Date shall be paid to the person in whose name this Bond is registered on the registration books maintained by the Bond Registrar at the close of business on the Record Date(s)

for such interest, which shall be the 15th day (whether or not a business day) of the calendar month next preceding the Interest Payment Date. Such interest shall be payable (a) by check or draft mailed by the Paying Agent to the address of such Registered Owner shown on the Bond Register or at such other address as is furnished to the Paying Agent in writing by such Registered Owner; or (b) in the case of an interest payment to Cede & Co. or any Owner of \$500,000 or more in aggregate principal amount of Bonds by electronic transfer to such Owner upon written notice given to the Bond Registrar by such Registered Owner, not less than 15 days prior to the Record Date for such interest, containing the electronic transfer instructions including the bank, ABA routing number and account number to which such Registered Owner wishes to have such transfer directed. The principal or redemption price of and interest on the Bonds shall be payable in any coin or currency that, on the respective dates of payment thereof, is legal tender for the payment of public and private debts. Interest not punctually paid will be paid in the manner established in the within defined Bond Resolution.

**Definitions.** Capitalized terms used herein and not otherwise defined herein shall have the meanings assigned to such terms in the hereinafter defined Bond Resolution.

**Authorization of Bonds.** This Bond is one of an authorized series of Bonds of the Issuer designated “General Obligation Bonds, Series 2019A,” aggregating the principal amount of \$[PRINCIPAL AMOUNT] (the “Bonds”) issued for the purposes set forth in the Ordinance of the Issuer authorizing the issuance of the Bonds and the Resolution of the Issuer prescribing the form and details of the Bonds (collectively, the “Bond Resolution”). The Bonds are issued by the authority of and in full compliance with the provisions, restrictions and limitations of the Constitution and laws of the State of Kansas, including K.S.A. 12-631r *et seq.*, as amended, and all other provisions of the laws of the State of Kansas applicable thereto.

**General Obligations.** The Bonds constitute general obligations of the Issuer payable as to both principal and interest from ad valorem taxes which may be levied without limitation as to rate or amount upon all the taxable tangible property, real and personal, within the territorial limits of the Issuer. The full faith, credit and resources of the Issuer are hereby irrevocably pledged for the prompt payment of the principal of and interest on the Bonds as the same become due.

**Redemption Prior to Maturity.** The Bonds are subject to redemption prior to maturity, as set forth in the Bond Resolution.

**Book-Entry System.** The Bonds are being issued by means of a book-entry system with no physical distribution of bond certificates to be made except as provided in the Bond Resolution. One Bond certificate with respect to each date on which the Bonds are stated to mature or with respect to each form of Bonds, registered in the nominee name of the Securities Depository, is being issued and required to be deposited with the Securities Depository and immobilized in its custody. The book-entry system will evidence positions held in the Bonds by the Securities Depository’s participants, beneficial ownership of the Bonds in authorized denominations being evidenced in the records of such participants. Transfers of ownership shall be effected on the records of the Securities Depository and its participants pursuant to rules and procedures established by the Securities Depository and its participants. The Issuer and the Bond Registrar will recognize the Securities Depository nominee, while the Registered Owner of this Bond, as the owner of this Bond for all purposes, including (i) payments of principal of, and redemption premium, if any, and interest on, this Bond, (ii) notices and (iii) voting. Transfer of principal, interest and any redemption premium payments to participants of the Securities Depository, and transfer of principal, interest and any redemption premium payments to beneficial owners of the Bonds by participants of the Securities Depository will be the responsibility of such participants and other nominees of such beneficial owners. The Issuer and the Bond Registrar will not be responsible or liable for such transfers of payments or for maintaining, supervising or reviewing the records maintained by the Securities Depository, the

Securities Depository nominee, its participants or persons acting through such participants. While the Securities Depository nominee is the owner of this Bond, notwithstanding the provision hereinabove contained, payments of principal of, redemption premium, if any, and interest on this Bond shall be made in accordance with existing arrangements among the Issuer, the Bond Registrar and the Securities Depository.

**Transfer and Exchange.** EXCEPT AS OTHERWISE PROVIDED IN THE BOND RESOLUTION, THIS GLOBAL BOND MAY BE TRANSFERRED, IN WHOLE BUT NOT IN PART, ONLY TO ANOTHER NOMINEE OF THE SECURITIES DEPOSITORY OR TO A SUCCESSOR SECURITIES DEPOSITORY OR TO A NOMINEE OF A SUCCESSOR SECURITIES DEPOSITORY. This Bond may be transferred or exchanged, as provided in the Bond Resolution, only on the Bond Register kept for that purpose at the principal office of the Bond Registrar, upon surrender of this Bond, together with a written instrument of transfer or authorization for exchange satisfactory to the Bond Registrar duly executed by the Registered Owner or the Registered Owner's duly authorized agent, and thereupon a new Bond or Bonds in any Authorized Denomination of the same maturity and in the same aggregate principal amount shall be issued to the transferee in exchange therefor as provided in the Bond Resolution and upon payment of the charges therein prescribed. The Issuer shall pay all costs incurred in connection with the issuance, payment and initial registration of the Bonds and the cost of a reasonable supply of bond blanks. The Issuer and the Paying Agent may deem and treat the person in whose name this Bond is registered on the Bond Register as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes. The Bonds are issued in fully registered form in Authorized Denominations.

**Authentication.** This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the hereinafter defined Bond Resolution until the Certificate of Authentication and Registration hereon shall have been lawfully executed by the Bond Registrar.

**IT IS HEREBY DECLARED AND CERTIFIED** that all acts, conditions, and things required to be done and to exist precedent to and in the issuance of this Bond have been properly done and performed and do exist in due and regular form and manner as required by the Constitution and laws of the State of Kansas, and that the total indebtedness of the Issuer, including this series of bonds, does not exceed any constitutional or statutory limitation.

**IN WITNESS WHEREOF**, the Issuer has caused this Bond to be executed by the manual or facsimile signature of its Mayor and attested by the manual or facsimile signature of its Clerk, and its seal to be affixed hereto or imprinted hereon.

**CITY OF MISSION, KANSAS**

[(Facsimile Seal)]

By: \_\_\_\_\_ (facsimile)  
Mayor

ATTEST:

By: \_\_\_\_\_ (facsimile)  
Clerk

**CERTIFICATE OF AUTHENTICATION AND REGISTRATION**

This Bond is one of a series of General Obligation Bonds, Series 2019A, of the City of Mission, Kansas, described in the within-mentioned Bond Resolution.

Registration Date \_\_\_\_\_

Office of the State Treasurer,  
Topeka, Kansas,  
as Bond Registrar and Paying Agent

By \_\_\_\_\_

Registration Number \_\_\_\_\_

---

**CERTIFICATE OF CLERK**

STATE OF KANSAS            )  
  ) SS.  
COUNTY OF JOHNSON        )

The undersigned, Clerk of the City of Mission, Kansas, does hereby certify that the within Bond has been duly registered in my office according to law as of August 15, 2019.

WITNESS my hand and official seal.

(Facsimile Seal)

By: \_\_\_\_\_ (facsimile)  
  Clerk

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**CERTIFICATE OF STATE TREASURER**

OFFICE OF THE TREASURER, STATE OF KANSAS

JAKE LATURNER, Treasurer of the State of Kansas, does hereby certify that a transcript of the proceedings leading up to the issuance of this Bond has been filed in the office of the State Treasurer, and that this Bond was registered in such office according to law on \_\_\_\_\_.

WITNESS my hand and official seal.

(Seal)

By: \_\_\_\_\_  
  Treasurer of the State of Kansas

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**BOND ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned do(es) hereby sell, assign and transfer to

\_\_\_\_\_  
(Name and Address)

\_\_\_\_\_  
(Social Security or Taxpayer Identification No.)

the Bond to which this assignment is affixed in the outstanding principal amount of \$\_\_\_\_\_, standing in the name of the undersigned on the books of the Bond Registrar. The undersigned do(es) hereby irrevocably constitute and appoint \_\_\_\_\_ as agent to transfer said Bond on the books of said Bond Registrar with full power of substitution in the premises.

Dated \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security or  
Taxpayer Identification No.

\_\_\_\_\_  
Signature (Sign here exactly as name(s)  
appear on the face of Certificate)

Signature guarantee:

By \_\_\_\_\_

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**LEGAL OPINION**

The following is a true and correct copy of the approving legal opinion of Gilmore & Bell, P.C., Bond Counsel, which was dated and issued as of the date of original issuance and delivery of such Bonds:

**GILMORE & BELL, P.C.**

2405 Grand Boulevard  
Suite 1100  
Kansas City, Missouri 64108

(PRINTED LEGAL OPINION)

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<b>City of Mission</b>	Item Number:	6.
<b>ACTION ITEM SUMMARY</b>	Date:	July 1, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Roeland Court Townhomes Community Improvement District (CID) Special Assessment Ordinance

**RECOMMENDATION:** Approve the ordinance levying special assessments for the Roeland Court Townhomes Community Improvement District.

**DETAILS:** The Roeland Court Townhomes CID was established at the April 2019 City Council meeting. With the project proceeding to design and construction, the next step in the CID Special Assessment process is for the Council to hold a public hearing and then pass an ordinance certifying the maximum assessments. This triggers a “Protest Period” that would expire on August 23, 2019.

Although the maximum amounts per property are certified via the ordinance, the assessments are not provided to the County Clerk for inclusion on the tax bill until **after** the project is completed and final costs can be confirmed and allocated. Approving this ordinance now ensures that there are no issues with property owners contesting the assessment after the project is already complete.

Notice of the public hearing was published in the legal record on July 2, 2019 and notices were mailed to all property owners within the Roeland Court Townhomes Community Improvement District.

**CFAA CONSIDERATIONS/IMPACTS:** NA

Related Statute/City Ordinance:	K.S.A. 12-6a01 <i>et seq.</i>
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION, KANSAS  
ASSESSMENT PROCEEDINGS  
ROELAND COURT TOWNHOMES CID**

**Pre-Construction**

- A. Schedule
- B. Estimate of Total Cost
- C. Maximum Assessment Roll Certification
- D. Notice of Public Hearing
- E. Notice of Hearing and Statement of Cost Proposed to be Assessed (Form Letter)
- F. Certificate of Mailing (Notice of Public Hearing)
- G. Excerpt of Minutes re Assessment Ordinance
- H. Ordinance
- I. Summary Ordinance for Publication

**Post-Construction**

- J. Certificate of Final Costs
- K. Notice of Assessment (Form Letter)
- L. Certificate of Mailing (Notice of Assessment)
- M. Certificate of City Treasurer

**CITY OF MISSION, KANSAS  
ASSESSMENT PROCEEDINGS  
ROELAND COURT TOWNHOMES CID**

**SCHEDULE**

<b><u>DATE</u></b>	<b><u>ACTION OR EVENT</u></b>
July 2, 2019	Publish Notice of Public Hearing in <i>The Legal Record</i> ; Mail Notice of Public Hearing and Statement of Costs Proposed to be Assessed
<b>July 17, 2019</b>	<b>Governing Body Meeting</b> Conduct Public Hearing; Pass Assessment Ordinance
July 23, 2019	Publish Summary Assessment Ordinance
August 23, 2019	Expiration of No Protest Period
*****	
<b>Post-construction</b>	Determine total costs and assessment amounts; Mail Notices of Assessment; 30-Day Prepayment Period; Certify assessments to County by August 25

**CITY OF MISSION, KANSAS  
ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
(RESOLUTION NO. 1020)**

**ESTIMATE OF TOTAL COST**

Item Description	Quantity	Unit	Unit Cost	Project Cost
Mobilization	1	LS	\$200,000	\$200,000
Construction Staking	1	LS	\$17,500	\$17,500
Traffic Control	1	LS	\$4,000	\$4,000
Gravel Construction Entrance	4	Ea	\$1,580	\$6,320
Remove & Store Concrete Barrier	10	Ea	\$490	\$4,900
4' Temporary Fencing	1000	LF	\$4	\$4,000
Vegetation Clearing and Grubbing	64000	SF	\$2	\$128,000
Remove & Dispose 8" Asphalt	18000	SF	\$4	\$72,000
Remove & Dispose Flumes, Curbs and Sidewalk	441	SF	\$1	\$441
Excavation and Haul Off Unsuitable Soil	8185	CY	\$55	\$450,188
Raise Building on 60th Terrace	1	LS	\$67,000	\$67,000
4" Underdrain	4000	LF	\$10	\$40,000
Granular Backfill	7768	CY	\$52	\$403,953
Biaxial Geogrid	13000	SY	\$5	\$65,000
Big Block Retaining Wall	18000	SFF	\$70	\$1,260,000
Concrete Cantilever Retaining Wall	4700	SFF	\$155	\$728,500
Heavy Riprap	300	CY	\$115	\$34,538
Compaction of Imported Fills	694	CY	\$60	\$41,667
Concrete Flume	174	SF	\$12	\$2,088
Concrete Curb and Gutter	726	LF	\$24	\$17,424
12" AB-3 Pavement Subgrade	861	SY	\$24	\$20,661
6" Asphalt Base	3308	SY	\$24	\$79,389
2" Asphalt Surface	4956	SY	\$11	\$54,512
2" Asphalt Milling	1520	SY	\$10	\$15,200
5' Concrete Sidewalk	225	SF	\$6	\$1,350
Reset Landscaping Blocks	60	SFF	\$45	\$2,700
6' Wood Fence	310	LF	\$25	\$7,750
12" Imported Topsoil	1100	CY	\$50	\$54,985
Mulching / Seeding	50000	SF	\$2	\$100,000
8" Straw Waddles	1000	LF	\$11	\$11,000
2" Caliper Landscaping Tree	20	Ea	\$400	\$8,000
<b>Construction Subtotal</b>				<b>\$3,903,068</b>
Survey, Engineering and Permitting Services	9%			\$346,468
Geotechnical Services	3%			\$115,500
Construction Observation Services	6%			\$232,532
<b>Consultant Services Subtotal</b>				<b>\$694,500</b>
60th Terrace Property Purchase with Expenses				\$180,375
Contingency	10%			\$477,794
<b>TOTAL POTENTIAL COST</b>				<b>\$5,255,737</b>

**City-at-Large Portion (92.37%)**

**\$4,854,937**

**Maximum CID Portion (7.63%, not to exceed \$400,800)**

**\$400,800**

**MAXIMUM ASSESSMENT ROLL CERTIFICATION**

The undersigned having been designated by the City of Mission, Kansas (the “City”), to determine the amounts of the respective maximum assessments and to prepare the proposed Maximum Assessment Roll therefor in connection with certain internal improvements previously authorized by the governing body hereby reports that each and all of the respective maximum assessments have been determined to be as shown below:

**ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
(RESOLUTION NO. 1020)**

<b>Description of Property</b>	<b>Amount of Proposed Maximum Assessment</b>
4954 W 60th Ter Mission, KS 66205	\$20,040.00
4956 W 60th Ter Mission, KS 66205	20,040.00
4958 W 60th Ter Mission, KS 66205	20,040.00
4960 W 60th Ter Mission, KS 66205	20,040.00
4962 W 60th Ter Mission, KS 66205	20,040.00
4964 W 60th Ter Mission, KS 66205	20,040.00
4966 W 60th Ter Mission, KS 66205	20,040.00
4968 W 60th Ter Mission, KS 66205	20,040.00
4970 W 60th Ter Mission, KS 66205	20,040.00
4972 W 60th Ter Mission, KS 66205	20,040.00
4974 W 60th Ter Mission, KS 66205	20,040.00
4976 W 60th Ter Mission, KS 66205	20,040.00
4978 W 60th Ter Mission, KS 66205	20,040.00
4980 W 60th Ter Mission, KS 66205	20,040.00
4982 W 60th Ter Mission, KS 66205	20,040.00
4984 W 60th Ter Mission, KS 66205	20,040.00
4986 W 60th Ter Mission, KS 66205	20,040.00
4988 W 60th Ter Mission, KS 66205	20,040.00
4990 W 60th Ter Mission, KS 66205	20,040.00
4992 W 60th Ter Mission, KS 66205	<u>20,040.00</u>
<b>Total</b>	<b><i>\$400,800.00</i></b>

Dated June \_\_, 2019.

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Martha Sumrall, City Clerk

(Published in *The Legal Record* on July 2, 2019)

**NOTICE OF PUBLIC HEARING**

TO: RESIDENTS OF THE CITY OF MISSION, KANSAS

You and each of you are hereby notified that the governing body of the City of Mission, Kansas (the “City”) will meet for the purpose of holding a public hearing, as provided by K.S.A. 12-6a01 *et seq.*, at City Hall, 6090 Woodson Road in the City, on July 17, 2019, at 7:00 p.m., or as soon thereafter as may be heard. The public hearing is for the purpose of hearing any and all oral or written objections to proposed maximum assessments in connection with the following described improvements:

**Roeland Court Townhomes Community Improvement District (Resolution No. 1020)**

**Description of Improvements**

Restoration of the parking and common areas shared by the Roeland Court Homes Association and its various members and to make improvements to the adjacent creek channel.

**Property Description:**

Lots 1 through 5, inclusive, Block 1; Lots 1 through 5, inclusive, Block 2; Lots 1 through 5, inclusive, Block 3; and Lots 1 through 5, inclusive, Block 4, ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas;

And

The “Common Ground” as shown on the Plat of ROELAND COURT, a subdivision in the City of Mission, Johnson County, Kansas, which Plat was recorded on the 25<sup>th</sup> day of November, 1986 in the Office of the Register of Deeds of Johnson County, Kansas in Plat Book 64, at Page 26.

**Cost of Improvements:**

\$5,255,737.

7.63% to be assessed against the Improvement District (not to exceed \$400,800), and 92.37% to be paid by the City-at-large

A Maximum Assessment Roll prepared in accordance with the referenced Resolution approved by the governing body is on file in the Office of the City Clerk and may be examined by any interested party. At the conclusion of the public hearing, the governing body will consider an Ordinance levying such special assessments.

Pursuant to K.S.A. 12-6a11, property owners within the improvement district may bring an action to set aside the proposed maximum assessments or otherwise question the validity of the proceedings within 30 days of the publication of the ordinance fixing said maximum assessments.

DATED July 2, 2019.

/s/ Martha Sumrall, City Clerk

[CITY LETTERHEAD]

**NOTICE OF HEARING  
AND  
STATEMENT OF COST PROPOSED TO BE ASSESSED**

July 2, 2019  
City of Mission, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on *Schedule I* attached hereto, that there is proposed to be assessed against the property certain amounts for the costs of internal improvements previously authorized by the governing body of the City of Mission, Kansas (the "City"), more particularly described as follows: Restoration of the parking and common areas shared by the Roeland Court Homes Association and its various members and to make improvements to the adjacent creek channel (the "Improvements").

The proposed amount of maximum assessment is set forth on *Schedule I* attached hereto.

You are hereby further notified that the governing body of the City will meet on **July 17, 2019**, at 7:00 p.m., at City Hall, 6090 Woodson Road, for the purpose of considering the proposed assessments.

The proposed Maximum Assessment Roll is on file in my office for public inspection. ***WRITTEN OR ORAL OBJECTIONS TO THE PROPOSED ASSESSMENTS WILL BE CONSIDERED AT THE PUBLIC HEARING.***

At the conclusion of the public hearing, the governing body of the City will consider an ordinance levying such maximum special assessments. When the Improvements are complete, a subsequent Notice of Assessment will be mailed to affected property owners at that time indicating the final total cost of the Improvements, the total final assessment, and that each property owner may pay the assessment in whole or in part within thirty (30) days from the date of such notice. Any amount not so paid within the prescribed time period will be collected in 22 annual installments.

Pursuant to K.S.A. 12-6a11, property owners within the improvement district may bring an action to set aside the proposed maximum assessments or otherwise question the validity of the proceedings within 30 days of the publication of the ordinance fixing said maximum assessments.

Martha Sumrall, City Clerk

*SCHEDULE I*

**ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
(RESOLUTION NO. 1020)**

<b>Description of Property</b>	<b>Amount of Proposed Maximum Assessment</b>
4954 W 60th Ter Mission, KS 66205	\$20,040.00
4956 W 60th Ter Mission, KS 66205	20,040.00
4958 W 60th Ter Mission, KS 66205	20,040.00
4960 W 60th Ter Mission, KS 66205	20,040.00
4962 W 60th Ter Mission, KS 66205	20,040.00
4964 W 60th Ter Mission, KS 66205	20,040.00
4966 W 60th Ter Mission, KS 66205	20,040.00
4968 W 60th Ter Mission, KS 66205	20,040.00
4970 W 60th Ter Mission, KS 66205	20,040.00
4972 W 60th Ter Mission, KS 66205	20,040.00
4974 W 60th Ter Mission, KS 66205	20,040.00
4976 W 60th Ter Mission, KS 66205	20,040.00
4978 W 60th Ter Mission, KS 66205	20,040.00
4980 W 60th Ter Mission, KS 66205	20,040.00
4982 W 60th Ter Mission, KS 66205	20,040.00
4984 W 60th Ter Mission, KS 66205	20,040.00
4986 W 60th Ter Mission, KS 66205	20,040.00
4988 W 60th Ter Mission, KS 66205	20,040.00
4990 W 60th Ter Mission, KS 66205	20,040.00
4992 W 60th Ter Mission, KS 66205	<u>20,040.00</u>
<b><i>Total</i></b>	<b><i>\$400,800.00</i></b>



**CERTIFICATE OF MAILING**

STATE OF KANSAS            )  
  ) ss:  
COUNTY OF JOHNSON        )

The undersigned, City Clerk of the City of Mission, Kansas (the “City”), does hereby certify that on July 2, 2019, I caused to be mailed to each and all of the owners of property affected thereby, at their last known post office address, a Notice of Public Hearing and Statement of the Cost Proposed to be Assessed in connection with certain improvements in the City.

A sample copy of the form of such Notice of Hearing and Statement of Cost Proposed to be Assessed is attached hereto.

WITNESS my hand and seal as of July 2, 2019.

(Seal)

\_\_\_\_\_  
Martha Sumrall, City Clerk

[attach sample copy of form]

**EXCERPT OF MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
THE CITY OF MISSION, KANSAS  
HELD ON JULY 17, 2019**

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

Absent:

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

\* \* \* \* \*

(Other Proceedings)

The Mayor opened a public hearing for the purpose of receiving written or oral objections and considering proposed assessments for the costs of certain internal improvements previously authorized by the governing body of the City. It was determined by the governing body that notice of the public hearing was duly published and mailed in accordance with K.S.A. 12-6a01 *et seq.* Thereafter, the Mayor adjourned the public hearing.

An Ordinance was presented entitled:

**AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN  
PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE  
CITY OF MISSION, KANSAS, AS PREVIOUSLY AUTHORIZED BY  
RESOLUTION NO. 1020 OF THE CITY; AND PROVIDING FOR THE  
COLLECTION OF SUCH SPECIAL ASSESSMENTS.**

The Ordinance was considered and discussed and on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, the Ordinance was passed by the following vote:

Yea: \_\_\_\_\_.

Nay: \_\_\_\_\_.

The Mayor declared the Ordinance duly passed and the Ordinance was then numbered Ordinance No. \_\_\_\_, was signed and approved by the Mayor and attested by the City Clerk and the Ordinance or a summary thereof was directed to be published one time in the official newspaper of the City.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

**CERTIFICATE**

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

(SEAL)

---

City Clerk

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE CITY OF MISSION, KANSAS, AS PREVIOUSLY AUTHORIZED BY RESOLUTION NO. 1020 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.**

---

**WHEREAS**, the governing body of the City of Mission, Kansas (the “City”) has previously authorized certain internal improvements to be constructed pursuant to K.S.A. 12-6a26 *et seq.*; and

**WHEREAS**, the governing body has conducted a public hearing in accordance with the K.S.A. 12-6a01 *et seq.* and desires to levy assessments on certain property benefited by the construction of the Improvements.

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

**Section 1. Levy of Assessments.** For the purpose of paying the costs of the following described Improvements:

**Roeland Court Townhomes Community Improvement District  
Resolution No. 1020**

Restoration of the parking and common areas shared by the Roeland Court Homes Association and its various members and to make improvements to the adjacent creek channel (the “Improvements”);

there are hereby levied and assessed the maximum amounts (with such clerical or administrative amendments thereto as may be approved by the City Attorney) against the property described on *Exhibit A* attached hereto. Pursuant to K.S.A. 12-6a09(c), if the final cost of the completed Improvements is less than the maximum amount of assessments shown on *Exhibit A*, then the governing body of the City shall decrease the assessments to reflect the actual cost of the completed Improvements.

**Section 2. Payment of Assessments.** The amounts so levied and assessed in *Section 1* hereof shall be due and payable from and after the date of publication of this Ordinance. Such amounts may be paid in whole or in part within thirty (30) days from the date the City mails notice of the final costs of the Improvements, which shall occur after the completion of the Improvements as set forth in *Section 3*.

**Section 3. Notification.** After completion of the Improvements, the City Clerk shall notify the owners of the properties described in *Exhibit A* attached hereto (insofar as known to the City Clerk) of the amounts of their respective assessments. The notice shall also state that, unless such assessments are paid within thirty (30) days from the date such notice was mailed by the City Clerk, such assessment will be collected in installments.

**Section 4. Certification.** Any amount of special assessments not paid within the time prescribed in *Section 2* hereof shall be certified by the City Clerk to the Clerk of Johnson County, Kansas, in the same manner and at the same time as other taxes are certified and will be collected in 22 annual installments.

**Section 5. Effective Date.** This Ordinance shall take effect and be in force from and after its passage, approval and publication of the Ordinance or a summary thereof once in the official City newspaper.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

**PASSED** by the governing body of the City on July 17, 2019 and signed and **APPROVED** by the Mayor.

(SEAL)

---

Ronald E. Appletoft, Mayor

ATTEST:

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Martha Sumrall, City Clerk

**EXHIBIT A**

**ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
RESOLUTION NO. 1020**

<b>Description of Property</b>	<b>Amount of Proposed Maximum Assessment</b>
4954 W 60th Ter Mission, KS 66205	\$20,040.00
4956 W 60th Ter Mission, KS 66205	20,040.00
4958 W 60th Ter Mission, KS 66205	20,040.00
4960 W 60th Ter Mission, KS 66205	20,040.00
4962 W 60th Ter Mission, KS 66205	20,040.00
4964 W 60th Ter Mission, KS 66205	20,040.00
4966 W 60th Ter Mission, KS 66205	20,040.00
4968 W 60th Ter Mission, KS 66205	20,040.00
4970 W 60th Ter Mission, KS 66205	20,040.00
4972 W 60th Ter Mission, KS 66205	20,040.00
4974 W 60th Ter Mission, KS 66205	20,040.00
4976 W 60th Ter Mission, KS 66205	20,040.00
4978 W 60th Ter Mission, KS 66205	20,040.00
4980 W 60th Ter Mission, KS 66205	20,040.00
4982 W 60th Ter Mission, KS 66205	20,040.00
4984 W 60th Ter Mission, KS 66205	20,040.00
4986 W 60th Ter Mission, KS 66205	20,040.00
4988 W 60th Ter Mission, KS 66205	20,040.00
4990 W 60th Ter Mission, KS 66205	20,040.00
4992 W 60th Ter Mission, KS 66205	<u>20,040.00</u>
<b><i>Total</i></b>	<b><i>\$400,800.00</i></b>

(Published in *The Legal Record* on July \_\_, 2019)

**SUMMARY OF ORDINANCE NO. \_\_\_\_**

On July 17, 2019, the governing body of the City of Mission, Kansas, passed an ordinance entitled:

**AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE CITY OF MISSION, KANSAS, AS PREVIOUSLY AUTHORIZED BY RESOLUTION NO. 1020 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.**

The Ordinance levies special assessments on certain property located in the Roeland Court Townhomes which will be benefitted by certain internal improvements constructed pursuant to K.S.A. 12-6a26 *et seq.* A schedule of the amounts of the special assessments and the property benefitted are attached to the Ordinance. Any amount of special assessments not paid within the time prescribed in the Ordinance shall be certified by the City Clerk to the Clerk of Johnson County, Kansas, in the same manner and at the same time as other taxes are certified and will be collected in annual installments. A complete text of the Ordinance may be obtained or viewed free of charge at the office of the City Clerk, 6090 Woodson Road, Mission, Kansas. A reproduction of the Ordinance is available for not less than 7 days following the publication date of this Summary at [www.missionks.org](http://www.missionks.org).

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: July 17, 2019.

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City Attorney



**CERTIFICATE OF FINAL COSTS**

**CITY OF MISSION, KANSAS  
ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
(RESOLUTION NO. 1020)**

Construction	\$ _____
Engineering	_____
[Other]	
<i>Total Project Costs</i>	\$ _____
<b>City-at-Large Portion (92.37%)</b>	
<b>Maximum CID Portion (7.63%, not to exceed \$400,800)</b>	

**Dated:** \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
City Clerk

[CITY LETTERHEAD]

NOTICE OF ASSESSMENT

\_\_\_\_\_, 20\_\_  
City of Mission, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on ***Schedule I*** attached hereto, that pursuant to Ordinance No. [\_\_\_\_\_] (the “Ordinance”) of the City of Mission, Kansas (the “City”) there has been assessed against the property the costs of certain internal improvements previously authorized by the governing body of the City (the “Improvements”). The description of the Improvements, the resolution number authorizing the same and the amount of assessment are set forth on ***Schedule I*** attached hereto.

You may pay this assessment in whole or in part to the City Treasurer of the City within thirty (30) days from the date hereof; and if the amount is not paid within the time period, the balance of such assessment will be collected in 22 annual installments.

\_\_\_\_\_, City Clerk

*SCHEDULE I*

**ROELAND COURT TOWNHOMES COMMUNITY IMPROVEMENT DISTRICT  
(RESOLUTION NO. 1020)**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>
4954 W 60th Ter Mission, KS 66205	
4956 W 60th Ter Mission, KS 66205	
4958 W 60th Ter Mission, KS 66205	
4960 W 60th Ter Mission, KS 66205	
4962 W 60th Ter Mission, KS 66205	
4964 W 60th Ter Mission, KS 66205	
4966 W 60th Ter Mission, KS 66205	
4968 W 60th Ter Mission, KS 66205	
4970 W 60th Ter Mission, KS 66205	
4972 W 60th Ter Mission, KS 66205	
4974 W 60th Ter Mission, KS 66205	
4976 W 60th Ter Mission, KS 66205	
4978 W 60th Ter Mission, KS 66205	
4980 W 60th Ter Mission, KS 66205	
4982 W 60th Ter Mission, KS 66205	
4984 W 60th Ter Mission, KS 66205	
4986 W 60th Ter Mission, KS 66205	
4988 W 60th Ter Mission, KS 66205	
4990 W 60th Ter Mission, KS 66205	
4992 W 60th Ter Mission, KS 66205	
<i><b>Total</b></i>	

**CERTIFICATE OF MAILING**

STATE OF KANSAS            )  
  ) ss:  
COUNTY OF JOHNSON        )

The undersigned, City Clerk of the City of Mission, Kansas, does hereby certify that on \_\_\_\_\_, 20\_\_, I caused to be mailed to the owners of the properties liable for the assessments set out in Ordinance No. \_\_\_\_\_ of the City, at their last known post office addresses, a Notice of Assessment showing the respective assessments levied against their properties and stating the manner in which the assessments will be collected.

A sample copy of the form of such Notice of Assessment is attached hereto.

WITNESS my hand and seal as of \_\_\_\_\_, 20\_\_.

(Seal)

\_\_\_\_\_  
City Clerk

[attach sample copy of form letter]

**CERTIFICATE OF CITY TREASURER**

STATE OF KANSAS            )  
  ) ss:  
COUNTY OF JOHNSON        )

The undersigned, City Treasurer of the City of Mission, Kansas (the "City"), does hereby certify that within the time allowed by Ordinance No. \_\_\_\_ of the City for the payment of special assessments in cash, property owners specially assessed for the costs of certain internal improvements previously authorized by the governing body of the City, paid in cash the amounts set forth below:

<b>Property Description</b>	<b>Amount</b>
<b><i>TOTAL</i></b>	<b>\$ _____</b>

WITNESS my hand on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Treasurer

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Kansas Statewide Housing Assistance Program Resolution and Cooperation Agreement

**RECOMMENDATION:** Approve/reaffirm the Resolution and Cooperation Agreement authorizing Mission’s participation in the Kansas Statewide Housing Assistance Program.

**DETAILS:** The City was recently contacted by representatives at Gilmore & Bell asking for copies of a Resolution and Cooperation Agreement authorizing Mission’s participation in the Kansas Statewide Housing Assistance Program. Following a search of our records, we found a Resolution passed on September 9, 1998, but could not locate the cooperation agreement.

The program was enacted jointly between 1992 and 1994 by Sedgwick and Shawnee Counties in order to provide subsidized mortgage loans to low and moderate income homebuyers. The “locally sponsored” approach was selected because Kansas statutes did not (and still do not) allow for the issuance of single-family mortgage bonds by a state agency.

The primary benefits of the program are reduced interest rate mortgages and/or down payment assistance for low and moderate income homebuyers who meet the eligibility requirements of the program. Program eligibility is based on federal rules. Program subsidies have been created by, among other things, the issuance of single family mortgage bonds by the program. A program flyer is attached and additional information may be found at the website [www.kshap.org](http://www.kshap.org).

The firm previously responsible for maintaining the records of the program has closed its doors and some of the records cannot be located. Gilmore & Bell determined that the best way to make sure the program was completely and appropriately documented was to ask any jurisdiction where a document was missing to reaffirm it’s participation by considering new documentation. Nearly all of the cities in Johnson County participate, and Prairie Village and Olathe have also been asked to reaffirm their participation in the program.

There are no costs or administrative responsibilities for Mission to participate. Entering into the cooperation agreement merely allows homebuyers in the City to access the program. The program has originated eight (8) mortgages in Mission in the last four years. The mortgages averaged \$153,224 and had a total value of \$1,225,793. In

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

<b>City of Mission</b>	Item Number:	7.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Administration</b>	From:	Laura Smith

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

Johnson County, the maximum income limit is \$112,000. Homebuyers with less than \$64,000 annual income are also eligible for grants of either \$1,500 or \$2,500 depending on income. FHA, VA, FHLMC, USA and Conventional loans are all eligible as long as homebuyers meet the credit requirements for each type. Any lender may participate in the program, and it is generally promoted or advertised by lenders to mortgage applicants.

Based on the City's original desire to participate in the program, and in light of our conversations surrounding housing accessibility issues, staff would recommend the Council reaffirm Mission's participation in the Kansas Statewide Housing Assistance Program.

**CFAA CONSIDERATIONS/IMPACTS:** Improving access to safe, affordable housing benefits homebuyers of all ages in the Mission community and encourages on-going reinvestment in the City.

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



# A STATEWIDE PROGRAM *for Homebuyers*

Multiple Loan Options | Great Low Rates



## PROGRAM BENEFITS *Include:*

- ✓ Up to **5% BORROWER CASH** assistance for down payment and closing costs
- ✓ Unlimited funding of 30-year **FIXED RATE** mortgage loans: FHA, VA, RD and Conventional loans
- ✓ **MULTIPLE** funding options available

## PROGRAM QUALIFICATIONS *Include:*

- ✓ Must be a **HOMEBUYER** in the state of Kansas, first-time homebuyers **AND** repeat buyers allowed
- ✓ Meet **CREDIT SCORE** loan requirements
- ✓ **INCOME LIMITS** up to \$112,000 (depending on area)
- ✓ **PURCHASE PRICE LIMIT** \$453,100
- ✓ Home types are **PERMITTED**: single family detached, townhome, condominium or duplex

LEARN MORE: [www.kshap.org](http://www.kshap.org)

## CONVENTIONAL LOANS BENEFIT FROM AFFORDABLE SUBSIDIES:

Homebuyers from 50-80% AMI: Extra \$1500  
Homebuyers at or below 50% AMI: Extra \$2500  
AMI = AREA MEDIAN INCOME

- ✓ **Multiple Conventional Choices**
- ✓ **1.0% - 5.0% DPA and unassisted loans**
- ✓ **Subsidies provide greater assistance to borrowers with the greatest need**

CONTACT ERRIN JACKSON OR SCOTT RIFFLE  
AT 800.722.1670 FOR MORE INFORMATION





[City]

CITY OF Mission, KANSAS

RESOLUTION NO. 528

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF Mission, KANSAS (THE "COOPERATING JURISDICTION") AUTHORIZING THE EXECUTION OF A COOPERATION AGREEMENT PURSUANT TO THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW, K.S.A. 12-5219 ET SEQ., AS AMENDED, BETWEEN THE COOPERATING JURISDICTION AND SEDGWICK COUNTY, KANSAS (THE "ISSUER"), AUTHORIZING THE ISSUER TO EXERCISE, ON BEHALF OF THE COOPERATING JURISDICTION, THE AUTHORITY AND POWERS CONFERRED BY THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW IN CONNECTION WITH THE ISSUANCE OF SINGLE FAMILY MORTGAGE REVENUE BONDS.

WHEREAS, the Governing Body of the Issuer, in cooperation with one or more counties and cities of the State of Kansas (the "State"), desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income and to issue bonds and other obligations and to provide security therefor, all in accordance with the Kansas Local Residential Housing Finance Law, K.S.A. 12-5219 et seq., as amended (the "Act"); and

WHEREAS, the Governing Body of the City of Mission, Kansas (the "Cooperating Jurisdiction"), in cooperation with the Issuer, also desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income and to issue bonds and other obligations and to provide security therefor, all in accordance with the Act; and

WHEREAS, the Act provides that one or more cities and counties may join together and cooperate with one another in the exercise of any powers conferred under the Act, either jointly or otherwise, in accordance with and pursuant to a written agreement between or among such cooperating cities and counties; and

WHEREAS, the Cooperating Jurisdiction has not engaged in any act or executed any power authorized by the Act, or comparable acts or powers authorized or contemplated under the Constitution of the State, the Act or any law of the State, which impair the authority of the Cooperating Jurisdiction to enter into the Cooperation Agreement; and

WHEREAS, the adoption of this Resolution by the Cooperating Jurisdiction authorizing the execution of the Cooperation Agreement and the exercise thereof will not conflict with or constitute on the part of the Cooperating Jurisdiction a breach of or default under the laws of the State, including the Act, or any other agreement, indenture or instrument to which the Cooperating Jurisdiction is a party or by which the Cooperating Jurisdiction is bound.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF Mission, KANSAS:

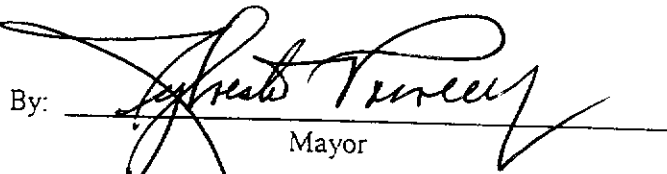
Section 1. The Cooperating Jurisdiction hereby agrees to join and cooperate with the Issuer in implementing and carrying out a residential housing finance plan pursuant to and in accordance with the Act and a Cooperation Agreement between the Cooperating Jurisdiction and the Issuer (the "Cooperation Agreement").

Section 2. The Mayor and the City Clerk are hereby authorized to execute the Cooperation Agreement in substantially the form attached hereto as Exhibit A.

Section 3. The Mayor and the City Clerk are hereby authorized to take such other actions, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Resolution and to carry out, comply with and perform the duties of the Cooperating Jurisdiction with respect to the Cooperation Agreement, all as necessary to carry out and give effect to the transactions contemplated by this Resolution.

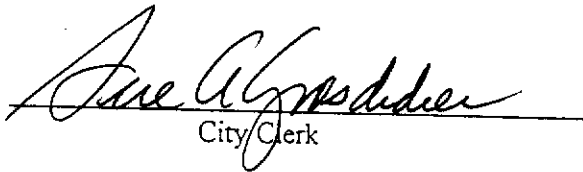
ADOPTED THIS 9 DAY OF September, 1998

CITY OF MISSION, KANSAS

By:   
Mayor

(Seal)

ATTEST:

  
City Clerk

CITY OF MISSION, KANSAS

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS (THE "COOPERATING JURISDICTION") AUTHORIZING THE EXECUTION OF A COOPERATION AGREEMENT PURSUANT TO THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW, K.S.A. 12-5219 ET SEQ., AS AMENDED, BETWEEN THE COOPERATING JURISDICTION AND SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS (JOINTLY, THE "ISSUERS"), AUTHORIZING THE ISSUERS TO EXERCISE, ON BEHALF OF THE COOPERATING JURISDICTION, THE AUTHORITY AND POWERS CONFERRED BY THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW.

WHEREAS, the Governing Bodies of the Issuers, in cooperation with one or more counties and cities of the State of Kansas (the "State"), desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Kansas Local Residential Housing Finance Law, K.S.A. 12-5219 et seq., as amended (the "Act"); and

WHEREAS, the Governing Body of the City of Mission, Kansas, in cooperation with the Issuers, also desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Act; and

WHEREAS, the Act provides that one or more cities and counties may join together and cooperate with one another in the exercise of any powers conferred under the Act, either jointly or otherwise, in accordance with and pursuant to a written agreement between or among such cooperating cities and counties; and

WHEREAS, the Cooperating Jurisdiction has not engaged in any act or executed any power authorized by the Act, or comparable acts or powers authorized or contemplated under the Constitution of the State, the Act or any law of the State, which impair the authority of the Cooperating Jurisdiction to enter into the Cooperation Agreement; and

WHEREAS, the adoption of this Resolution by the Cooperating Jurisdiction authorizing the execution of the Cooperation Agreement and the exercise thereof will not conflict with or constitute on the part of the Cooperating Jurisdiction a breach of or default under the laws of the State, including the Act, or any other agreement, indenture or instrument to which the Cooperating Jurisdiction is a party or by which the Cooperating Jurisdiction is bound.

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

**Section 1.** The Cooperating Jurisdiction hereby agrees to join and cooperate with the Issuers in implementing and carrying out a residential housing finance plan pursuant to and in accordance with the Act and a Cooperation Agreement between the Cooperating Jurisdiction and the Issuers (the "Cooperation Agreement").

**Section 2.** The Mayor and the City Clerk are hereby authorized to execute the Cooperation Agreement in substantially the form attached hereto as **Exhibit A**.

**Section 3.** All prior actions of the Cooperating Jurisdiction in cooperation with the Issuers, including any prior cooperation agreements entered into between the Cooperating Jurisdiction and the Issuers related to programs to provide decent, safe and sanitary housing for persons of low and moderate income in accordance with the Act, are hereby ratified, affirmed and approved.

**Section 4.** The Mayor and the City Clerk are hereby authorized to take such other actions, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the provisions of this Resolution and to carry out, comply with and perform the duties of the Cooperating Jurisdiction with respect to the Cooperation Agreement, all as necessary to carry out and give effect to the transactions contemplated by this Resolution.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
City Clerk

**SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS  
AND  
CITY OF MISSION, KANSAS**

**COOPERATION AGREEMENT**

COOPERATION AGREEMENT PURSUANT TO THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW, K.S.A. 12-5219 ET SEQ., AS AMENDED, BETWEEN SEDGWICK COUNTY, KANSAS AND SHAWNEE COUNTY, KANSAS (JOINTLY, THE "ISSUERS"), AND THE CITY OF MISSION, KANSAS (THE "COOPERATING JURISDICTION"), AUTHORIZING THE ISSUERS TO EXERCISE, ON BEHALF OF THE COOPERATING JURISDICTION, THE AUTHORITY AND POWERS CONFERRED BY THE KANSAS LOCAL RESIDENTIAL HOUSING FINANCE LAW.

WHEREAS, the Governing Bodies of the Issuers, in cooperation with one or more counties and cities of the State of Kansas (the "State"), desire to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Kansas Local Residential Housing Finance Law, K.S.A. 12-5219 et seq., as amended (the "Act"); and

WHEREAS, the Governing Body of the City of Mission, Kansas, in cooperation with the Issuers, also desires to undertake a program to provide decent, safe and sanitary housing for persons of low and moderate income, all in accordance with the Act; and

WHEREAS, the Act provides that one or more cities and counties may join together and cooperate with one another in the exercise of any powers conferred under the Act, either jointly or otherwise, in accordance with and pursuant to a written agreement between or among such cooperating cities and counties; and

WHEREAS, neither the Issuers nor the Cooperating Jurisdiction have engaged in any act or executed any power authorized by the Act, or comparable acts or powers authorized or contemplated under the Act or any other law of the State, which would impair the authority of either to perform this Cooperation Agreement; and

WHEREAS, the adoption of the resolution by the Issuers and the resolution by the Cooperating Jurisdiction authorizing the execution of this Cooperation Agreement and the exercise thereof will not conflict with or constitute on the part of said jurisdictions a breach of or default under the laws of the State, including the Act, or any other agreement, indenture or instrument to which either is a party or by which either is bound; and

WHEREAS, the execution and delivery of this Cooperation Agreement by the Issuers and the Cooperating Jurisdiction have been authorized by resolutions duly adopted by the Governing Bodies of the Issuers and the Cooperating Jurisdiction.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE ISSUERS AND THE COOPERATING JURISDICTION AS FOLLOWS:

**Section 1.** The Cooperating Jurisdiction hereby agrees to join and cooperate with the Issuers in implementing and carrying out a residential housing finance plan (the "Program") pursuant to and in accordance with the Act and this Cooperation Agreement, including the issuance by the Issuers, either by themselves or jointly with other issuing jurisdictions, of one or more series of single family mortgage revenue bonds (the "Bonds") and the making of mortgage loans within the corporate limits of the Cooperating Jurisdiction. Execution of this Cooperation Agreement by the Cooperating Jurisdiction imposes no financial obligation or liabilities against the Cooperating Jurisdiction.

**Section 2.** The Issuers and the Cooperating Jurisdiction hereby collectively declare that all cooperation agreements by and between the Issuers and other cooperating cities and counties of the State and all cooperation agreements by and between the Cooperating Jurisdiction and other cooperating cities and counties of the State in connection with the Program are hereby ratified and confirmed in all respects, and that such other cooperating cities and counties which enter into such cooperation agreements with the Issuers (or with other issuing jurisdictions which are cooperating with the Issuers) shall be part of the Program.

EXECUTED AND DELIVERED THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

**CITY OF MISSION, KANSAS**

By: \_\_\_\_\_  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
City Clerk

**SEDGWICK COUNTY, KANSAS**

(Seal)

By: \_\_\_\_\_

Chairman, Board of  
County Commissioners

ATTEST:

\_\_\_\_\_

County Clerk

**SHAWNEE COUNTY, KANSAS**

(Seal)

By: \_\_\_\_\_

Chairman, Board of  
County Commissioners

ATTEST:

\_\_\_\_\_

County Clerk



<b>City of Mission</b>	Item Number:	8.
<b>ACTION ITEM SUMMARY</b>	Date:	July 1, 2019
<b>Administration</b>	From:	Brian Scott

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

**RE:** Adoption of Post Issuance Debt Compliance and Continuing Disclosure Policy and Procedures

**RECOMMENDATION:** Adopt the updated Post Issuance Debt Compliance and Continuing Disclosure Policy and Procedures.

**DETAILS:** The Securities Act of 1933 and the Securities Exchange Act of 1934 were enacted after the stock market crash of 1929 to provide better protection for investors in the securities markets. One of the primary provisions of these acts was the requirement that investors have access to financial information regarding securities being offered for sale. Municipal securities were generally exempt from the provisions of the Acts except for Section 17(a) of the Securities Act, and Section 10(b) of the Exchange Act and Rule 10b-5 promulgated thereunder pertaining to matters of fraud.

Due to the growth in the municipal securities market, the 1975 Amendments required firms transacting in municipal securities to register with the Securities Exchange Commission (SEC). The 1975 Amendment also established the Municipal Securities Rulemaking Board (MSRB), which has broad authority for establishing rules and regulations to govern the municipal securities market.

The MSRB adopted Exchange Act Rule 15c2-12 in 1994 to establish standards for municipal securities disclosure documents utilized by underwriters in disclosing to potential investors. The Exchange Act Rule has been amended several times since, including the establishment of the Electronic Municipal Market Access (EMMA) system in 2008, which serves as a repository for information regarding municipal securities made available to investors, market professionals, and the general public through the internet.

Amendments to the Exchange Act Rule 15c2-12 have also led to more reporting requirements on the part of issuers of municipal securities. Specifically, issuers are now required to report material events and make routine, continuing disclosures through EMMA. This has become known as the Municipalities Continuing Disclosure Cooperation Initiative, which became effective in 2014. An additional amendment, effective this year, adds two more material events that, if they occur, must be reported.

The City Council adopted Policy 127 in 2012 for the purpose of acknowledging these requirements and establishing procedures for the on-going debt compliance reporting post issuance. However, the current policy does not address the additional requirements added in 2014 and 2019. Underwriters will want to know that the City is

Related Statute/City Ordinance:	City Council Policy 127
Line Item Code/Description:	NA
Available Budget:	NA

<b>City of Mission</b>	Item Number:	8.
<b>ACTION ITEM SUMMARY</b>	Date:	July 1, 2019
<b>Administration</b>	From:	Brian Scott

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

aware of the requirement for continuing disclosure and have procedures in place to ensure that this is completed in consistent and accurate manner.

With assistance from Ehlers, the City's financial advisor, staff has updated City Council Policy 127 to reflect the current requirements for continuing disclosure. In doing so, what were two separate documents (a policy document and a procedures document) have been combined into one in an effort to improve consistency, and to ensure two are not accidentally separated at a later date.

A "red-line" version is attached as well as the original. Much of the procedures section in the "red-line" version is original, but since it was added to the policy document it appears as edited text. Staff would draw your attention to Section 5 - Procedure for Continuing Disclosure Compliance, which is all new.

**CFAA CONSIDERATIONS/IMPACTS: NA**

Related Statute/City Ordinance:	City Council Policy 127
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION**

**RESOLUTION NO.**

**RESOLUTION ADOPTING A POST-ISSUANCE DEBT COMPLIANCE AND CONTINUING DISCLOSURE POLICY AND PROCEDURES FOR TAX-EXEMPT AND TAX-ADVANTAGE GOVERNMENT BONDS ISSUED BY THE CITY OF MISSION**

**WHEREAS**, the City of Mission, Kansas (the "City") will on occasion issue tax-exempt or tax-advantaged bonds for the purpose of funding certain capital improvements; and

**WHEREAS**, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and the Securities and Exchange Commission (the "SEC") the City is required to take certain actions after the issuance of governmental bonds to ensure that interest on those bonds remains in compliance with the Code and SEC; and

**WHEREAS**, The SEC has further promulgated regulations under the Exchange Act Rule 15c2-12, stipulating continuing disclosure of financial statements and material events that may impact those financial statements and/or any outstanding bond issuances; and

**WHEREAS**, the City has determined to adopt a policy regarding how the City will carry out its compliance and continuing disclosure responsibilities via written procedures, and to that end, has caused to be prepared a document titled Post-Issuance Debt Compliance and Continuing Disclosure Policy and Procedures; and

**WHEREAS**, the City Council (the "Council") of the City has reviewed the Post-Issuance Debt Compliance and Continuing Disclosure Policy and Procedures and has determined that it is in the best interest of the City to adopt said document.

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

**Section 1.** City Council Policy 127, Policy Relating to Post-Issuance Debt Compliance, will be rescinded and replaced with a new City Council Policy 127, Post-Issuance Debt Compliance and Continuing Disclosure Policy and Procedures, as presented in Exhibit A.

**Section 2.** The City Administrator, Finance Director, and/or his or her designee, will be authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy Continuing Disclosure Policy and Procedures.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION** on this 17th day of July, 2019.

**APPROVED BY THE MAYOR** on this 17th day of July, 2019.

---

Ronald E. Appletoft, Mayor

ATTEST:

---

Martha Sumrall, City Clerk

## Exhibit A

### CITY OF MISSION

#### CITY COUNCIL POLICY MANUAL

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##### POLICY NO. 127

##### POLICY AND PROCEDURES RELATING TO POST-ISSUANCE DEBT COMPLIANCE AND CONTINUING DISCLOSURE

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The City Council (the “Council”) of the City of Mission, Kansas (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable state and federal regulations. This policy may be amended, as necessary, in the future.

#### Section 1.00 Background

**1.01 Internal Revenue Code.** The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS expects issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**1.02 Securities Exchange Act.** The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to

provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

## **Section 2.00 Purpose**

- 2.01 Purpose of Post-Issuance Debt Compliance and Continuing Disclosure Policy.** The City desires to monitor all of its debt obligations to ensure compliance with the IRS Code, Treasury Regulations, and SEC Rule. To help ensure compliance, the City has developed the following policy (the “Post-Issuance Debt Compliance and Continuing Disclosure Policy”). The Post-Issuance Debt Compliance and Continuing Disclosure Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

## **Section 3.00 Policy Statement**

- 3.01 Post-Issuance Debt Compliance and Continuing Disclosure Policy.** The City of Mission will take all necessary actions to ensure that all debt obligations of the City are in compliance with any and all relevant regulations of the Internal Revenue Code, the Securities Exchange Act, and any state regulations that may be applicable.
- 3.02 Responsible Agent.** The Finance Director of the City of Mission is designated as the City’s agent who is responsible for any and all post-issuance debt compliance and continuing disclosure requirements associated with debt obligations of the City.

### **3.03 Obligations of The Responsible Agent.**

The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance and continuing disclosure as further detailed in Section 4.00 through Section 6.00 below. At a minimum, the Post-Issuance Debt Compliance and Continuing Disclosure Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of bond proceeds and bond-financed property;
3. Expenditure and asset documentation to assembled and retained
4. Arbitrage yield restriction and rebate;

5. Miscellaneous documentation to be assembled and retained;
6. Additional undertakings or activities that support points 1 through 5 above;
7. Continuing Disclosure Requirements
8. Compliance with any other requirements that become necessary in the future.

The Finance Director shall apply the Post-Issuance Debt Compliance and Continuing Disclosure Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance and Continuing Policy and Procedures are updated on a regular and as needed basis.

**3.04 Training or Needed Resources to Ensure Compliance.** The Finance Director or any other individuals responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

**3.05 Applicability to Taxable Governmental Bonds.** Most of the provisions of this Post-Issuance Debt Compliance and Continuing Disclosure Policy are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Post-Issuance Debt Compliance and Continuing Disclosure Policy, the Finance Director shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Post-Issuance Debt Compliance and Continuing Disclosure Policy with respect to such taxable governmental bonds. The Finance Director shall seek the advice of bond counsel and its financial advisor as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

**3.06 Applicability to Private Activity Bonds.** If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in substantial part, by a nongovernmental organization that is exempt from federal income taxation under Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code (the “501(c)(3) Organization”), the City may elect to issue the bonds as “qualified 501(c)(3) bonds” the interest on which is exempt

from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Finance Director, for purposes of this Post-Issuance Debt Compliance Policy, the Finance Director shall treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Post-Issuance Debt Compliance Policy with respect to such qualified 501(c)(3) bonds. Alternatively, in cases where compliance activities are reasonably within the control of the relevant 501(c)(3) Organization, the Finance Director may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant organization.

The City may also issue tax-exempt bonds, the proceeds of which are loaned to certain private entities, including qualified 501(c)(3) organizations (referred to as “conduit bonds”). The City will require, as part of approval of any conduit bonds, that the borrower assumes the duties of post-issuance debt compliance as described in this Post-Issuance Debt Compliance Policy, including provisions for reporting to the City.

#### **Section 4.00 Procedures for Post Issuance Debt Compliance**

##### **4.01 General Post-Issuance Compliance.** The Finance Director will:

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) Voluntarily correct failures to comply with post-issuance compliance requirements (i.e. Treasury Regulations 1.141-12 remedial actions, Tax-Exempt Bonds Voluntary Closing Agreement Program and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31).

##### **4.02 General Recordkeeping.** The Finance Director will:

- a) Retain records and documents for the debt obligation for a period of at least three years following the final payment or the date in which the obligation is redeemed unless otherwise directed by Bond Counsel.
- b) Retain paper and/or electronic (preferred) versions of records and documents for the debt obligation.
- c) General records and documentation to be assembled and retained include:
  - i) Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.



- i. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
- ii. Any correspondence between the City and the IRS.
- iii. Audited financial statements.
- iv. All accounting audits of property financed by the obligation.
- v. Bond transcripts, official statements and other offering documents of the obligation.
- vi. Minutes and resolutions authorizing the issuance of the obligation.
- vii. Certifications of the issue price of the obligation.
- viii. Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
- ix. Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- x. All information reports files for the obligations.
- xi. All management contracts and other services agreements, research contracts, and naming rights.
- xii. Documents related to governmental grants, associated with construction, renovation or purchase of property financed with the obligation.
- xiii. Reports of any prior IRS examinations of the City or the City's obligation.
- xiv. All correspondence related to the above (faxes, emails, or letters)

#### **4.03 Arbitrage Yield Restriction and Rebate Recordkeeping**

- a) Investment and arbitrage documentation to be assembled and retained
  - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the Debt Service Account to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
  - ii) Statements prepared by Trustee or Investment Provider.
  - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation (i.e. uncommingling analysis).
  - iv) Documentation for investments made with obligation proceeds such as:
    - (1) Investment contracts (i.e. guaranteed investment contracts).
    - (2) Credit enhancement transactions (i.e. bond insurance contracts).
    - (3) Financial derivatives (swaps, caps, etc).
    - (4) Bidding of financial products.
 Investments acquired with obligation proceeds are purchased at fair market value (i.e. three bids for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
  - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
  - ii) Compliance in meeting the "Rebate Exception."

- (1) Qualifying for the “Small Issuer Exception,”
- (2) Qualifying for a “Spending Exception,”
  - (a) 6 Month Spending Exception
  - (b) 18 Month Spending Exception
  - (c) 24 Month Spending Exception
- (3) Qualifying for the “Bona Fide debt Service Fund Exception,” and
- (4) Quantifying arbitrage on all funds established in connection with the Obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
- d) Computations of yield restriction and rebate payments.
- e) Timely Tax Form 8038-T filing, if applicable.
  - (1) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
- f) Timely Tax Form 8038-R filing, if applicable.
- g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (for example: reinvestment in zero coupon state and local government securities).

#### **4.04 Expenditure and Asset Documentation to be Assembled and Retained**

- a) Documentation of allocations of obligation proceeds to expenditures (i.e. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
  - (1) Such allocation will be done not later than the earlier of:
    - (a) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
    - (b) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the tax-exempt bond issue, or the date sixty (60) days after the retirement of the tax-exempt bond issue.
- b) Documentation of allocations of obligation proceeds to issuance costs.
- c) Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.
- d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
- e) Records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with obligation proceeds (Declaration of Official Intent/Reimbursement Resolutions including all modifications).
- f) List of all facilities and equipment financed with obligation proceeds.
- g) Depreciation schedules for depreciable property financed with obligation proceeds.
- h) Documentation that tracks the purchase and sale of assets financed with

- obligation proceeds.
- i) Documentation of timely payment of principal and interest payments on the obligation.
  - j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
  - k) Documentation that excess earnings from a Reserve Fund is transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

#### **4.05 Miscellaneous Documentation to be Assembled and Retained**

- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity bond concerns.
- b) Specifically, the Finance Director shall monitor the use of all bond-financed facilities in order to:
  - (1) Determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
    - (a) Sale of the facilities;
    - (b) Sale of City capacity rights;
    - (c) Leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting or cell phone towers);
    - (d) Leasehold improvements contracts, licenses, management contracts in which the City authorizes a third party to operate a facility (e.g. cafeteria);
    - (e) Research contracts;
    - (f) Preference arrangements in which the City permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
    - (g) Naming rights agreements; and
    - (h) Any other arrangements that provide special legal entitlements to nongovernmental persons.
  - (2) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.
- c) The Finance Director shall provide training and educational resources to any City staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.
- d) The Finance Director shall undertake the following with respect to the bonds:
  - (1) An annual review of the books and records maintained by the City with respect to such bonds; and
  - (2) An annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the City Finance Director with the assistance with

any City staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.

- e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

**4.06 Additional Undertakings and Activities that Support Sections 1 through 5 above:**

- a) The Finance Director will notify the City's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt (Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response).
- b) The Finance Director will consult with the City's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (i.e. bond insurance, letter of credit, or hedging transactions).
- c) The Finance Director will monitor all "qualified tax-exempt debt obligations" (often referred to as "Bank Qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For tax-exempt debt obligations issued during years 2009 and 2010, the limit is \$30,000,000 (The limit was \$10,000,000 prior to 2009. In 2011 and thereafter it will remain at \$10,000,000 unless changed by Congress). During this period, the limit also applies to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower.
- d) Comply with Continuing Disclosure Requirements.
  - i) If applicable, the timely filing of annual information agreed to in the Continuing Disclosure Certificate.
    - (1) ii. Give notice of any Material Event.
- e) Identify any post-issuance change to terms of bonds which could be treated as a current refunding of "old" bonds by "new" bonds, often referred to as a "reissuance".
- f) The Finance Director will consult with the City's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP program.
  - i) A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d) (e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- g) The Finance Director will ensure the timely submission of the appropriate tax form and application for federal subsidy payments for applicable obligations (i.e. Build America Bonds).

**Section 5.00 Procedures for Continuing Disclosure Compliance**

- a) The Finance Director will be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the City.
- b) The Finance Director may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service provider to assist in all or some of the duties described in this section. The City cannot delegate its compliance responsibilities. If this is done, the Finance Director will be responsible for reviewing and approving any disclosure statement prior to being submitted.
- c) The Finance Director will identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- d) The Finance Director will catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- e) The Finance Director will identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- f) The Finance Director will be aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- g) The Finance Director will develop a checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- h) The Finance Director will monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
  - 1. Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
  - 2. Modifications to rights of security holders, if material.
  - 3. Obligation calls, if material.
  - 4. Defeasances.
  - 5. Release, substitution or sale of property securing repayment of the obligations, if material.
  - 6. Rating Changes.
  - 7. Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
  - 8. Merger, consolidation, or acquisition of the obligated person, if material.
  - 9. Appointment of a successor or additional trustee, or change of name of a trustee, if material.
  - 10. Incurrence of financial obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City, any of which affect security holders, if material.
  - 11. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City, any of which reflect financial difficulties.
- i) In addition to the mandatory material events, the City should review and file any

- additional or voluntary event notices.
- j) The City should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
  - k) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
  - l) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
  - m) The City needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

### **Section 6.00 Compliance with Future Requirements**

- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

**PASSED AND APPROVED BY THE CITY COUNCIL ON MARCH 21, 2012.**

**REVISED BY THE CITY COUNCIL ON JULY 17, 2019.**

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 127**

**POLICY AND PROCEDURES RELATING TO POST-ISSUANCE DEBT COMPLIANCE AND CONTINUING DISCLOSURE**

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The City Council (the “Council”) of the City of Mission, Kansas (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable state and federal regulations. This policy may be amended, as necessary, in the future.

**Section 1.00 Background**

**1.01 Background Internal Revenue Code.** The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and ~~related~~ regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS expects issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**1.02 Securities Exchange Act.** The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the

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public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

### Section 2.00 Purpose

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**2.01 Purpose of Post-Issuance Debt Compliance and Continuing Disclosure Policy**  
**Objective.** The City desires to monitor ~~these~~ all of its debt obligations to ensure compliance with the IRS Code, Treasury Regulations, and SEC Rule and related regulations governing such obligations. To help ensure compliance, the City has developed the following policy (the “Post-Issuance Debt Compliance and Continuing Disclosure Policy”). The Post-Issuance Debt Compliance and Continuing Disclosure Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

### Section 3.00 Policy Statement

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**1-033.01 Post-Issuance Debt Compliance and Continuing Disclosure Policy.** ~~The~~ City of Mission will take all necessary actions to ensure that all debt obligations of the City are in compliance with any and all relevant regulations of the Internal Revenue Code, the Securities Exchange Act, and any state regulations that may be applicable.

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**3.02 Responsible Agent.** The Finance Director of the City of Mission is designated as the City’s agent who is responsible for any and all post-issuance debt compliance and continuing disclosure requirements associated with ~~of these debt~~ obligations of the City.

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### 3.03 Obligations of The Responsible Agent.

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The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance and continuing disclosure as further detailed in ~~corresponding procedures (the “Post Issuance Debt Compliance Procedures”)~~ Section 4.00 through Section 6.00 below. At a minimum, the Post-Issuance Debt Compliance and Continuing Disclosure Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of bond proceeds and bond-financed property;
- 2-3. Expenditure and asset documentation to assembled and retained

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- ~~3.4.~~ Arbitrage yield restriction and rebate;
- ~~4.5.~~ Timely filings and other general requirements; Miscellaneous documentation to be assembled and retained;
- ~~6.~~ Additional undertakings or activities that support points 1 through ~~4.5~~ above;
- ~~5-7.~~ Continuing Disclosure Requirements
- ~~6-8.~~ Compliance with any other requirements that become necessary in the future.

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The Finance Director shall apply the Post-Issuance Debt Compliance and Continuing Disclosure Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance and Continuing Policy and Procedures are updated on a regular and as needed basis.

**3.04 Training or Needed Resources to Ensure Compliance.** The Finance Director or any other individuals responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

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**3.05 Applicability to Taxable Governmental Bonds.** Most of the provisions of this Post-Issuance Debt Compliance and Continuing Disclosure Policy are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Post-Issuance Debt Compliance and Continuing Disclosure Policy, the Finance Director shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Post-Issuance Debt Compliance and Continuing Disclosure Policy with respect to such taxable governmental bonds. The Finance Director shall seek the advice of bond counsel and its financial advisor as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

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**3.06 Applicability to Private Activity Bonds.** If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in substantial part, by a nongovernmental organization that is exempt from federal income taxation under Section 501(a) of the Code as a result of the application of

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Section 501(c)(3) of the Code (the “501(c)(3) Organization”), the City may elect to issue the bonds as “qualified 501(c)(3) bonds” the interest on which is exempt from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Finance Director, for purposes of this Post-Issuance Debt Compliance Policy, the Finance Director shall treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Post-Issuance Debt Compliance Policy with respect to such qualified 501(c)(3) bonds. Alternatively, in cases where compliance activities are reasonably within the control of the relevant 501(c)(3) Organization, the Finance Director may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant organization.

The City may also issue tax-exempt bonds, the proceeds of which are loaned to certain private entities, including qualified 501(c)(3) organizations (referred to as “conduit bonds”). The City will require, as part of approval of any conduit bonds, that the borrower assumes the duties of post-issuance debt compliance as described in this Post-Issuance Debt Compliance Policy, including provisions for reporting to the City.

#### Section 4.00 Procedures for Post Issuance Debt Compliance

##### 4.01 General Post-Issuance Compliance. The Finance Director will:

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) Voluntarily correct failures to comply with post-issuance compliance requirements (i.e. Treasury Regulations 1.141-12 remedial actions, Tax-Exempt Bonds Voluntary Closing Agreement Program and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31).

##### 4.02 General Recordkeeping. The Finance Director will:

- a) Retain records and documents for the debt obligation for a period of at least three years following the final payment or the date in which the obligation is redeemed unless otherwise directed by Bond Counsel.
- b) Retain paper and/or electronic (preferred) versions of records and documents for the debt obligation.

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c) General records and documentation to be assembled and retained include:

- i) Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.
- ii. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
- iii. Any correspondence between the City and the IRS.
- iii. Audited financial statements.
- iv. All accounting audits of property financed by the obligation.
- v. Bond transcripts, official statements and other offering documents of the obligation.
- vi. Minutes and resolutions authorizing the issuance of the obligation.
- vii. Certifications of the issue price of the obligation.
- viii. Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
- ix. Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- x. All information reports files for the obligations.
- xi. All management contracts and other services agreements, research contracts, and naming rights.
- xii. Documents related to governmental grants, associated with construction, renovation or purchase of property financed with the obligation.
- xiii. Reports of any prior IRS examinations of the City or the City's obligation.
- xiv. All correspondence related to the above (faxes, emails, or letters)

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**4.03 Arbitrage Yield Restriction and Rebate Recordkeeping**

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a) Investment and arbitrage documentation to be assembled and retained

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- i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the Debt Service Account to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
- ii) Statements prepared by Trustee or Investment Provider.
- iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation (i.e. uncommingling analysis).
- iv) Documentation for investments made with obligation proceeds such as:
  - (1) Investment contracts (i.e. guaranteed investment contracts).
  - (2) Credit enhancement transactions (i.e. bond insurance contracts).
  - (3) Financial derivatives (swaps, caps, etc).
  - (4) Bidding of financial products.

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Investments acquired with obligation proceeds are purchased at fair market value (i.e. three bids for open market securities needed in advance refunding escrows).

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b) Computations of the arbitrage yield.

c) Computations of yield restriction and rebate amounts including but not limited to:

- i) Compliance in meeting the "Temporary Period from Yield Restriction

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Exception” and limiting the investment of funds after the temporary period expires.

ii) Compliance in meeting the “Rebate Exception.”

(1) Qualifying for the “Small Issuer Exception.”

(2) Qualifying for a “Spending Exception.”

(a) 6 Month Spending Exception

(b) 18 Month Spending Exception

(c) 24 Month Spending Exception

(3) Qualifying for the “Bona Fide debt Service Fund Exception.” and

(4) Quantifying arbitrage on all funds established in connection with the Obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.

d) Computations of yield restriction and rebate payments.

e) Timely Tax Form 8038-T filing, if applicable.

(1) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.

f) Timely Tax Form 8038-R filing, if applicable.

g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (for example: reinvestment in zero coupon state and local government securities).

**4.04 Expenditure and Asset Documentation to be Assembled and Retained**

a) Documentation of allocations of obligation proceeds to expenditures (i.e. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).

(1) Such allocation will be done not later than the earlier of:

(a) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or

(b) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the tax-exempt bond issue, or the date sixty (60) days after the retirement of the tax-exempt bond issue.

b) Documentation of allocations of obligation proceeds to issuance costs.

c) Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.

d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.

e) Records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with obligation proceeds (Declaration of Official Intent/Reimbursement Resolutions including all modifications).

f) List of all facilities and equipment financed with obligation proceeds.

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- g) Depreciation schedules for depreciable property financed with obligation proceeds.
- h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i) Documentation of timely payment of principal and interest payments on the obligation.
- j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k) Documentation that excess earnings from a Reserve Fund is transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

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**4.05 Miscellaneous Documentation to be Assembled and Retained**

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- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity bond concerns.
- b) Specifically, the Finance Director shall monitor the use of all bond-financed facilities in order to:

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- (1) Determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:

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- (a) Sale of the facilities;
- (b) Sale of City capacity rights;
- (c) Leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting or cell phone towers);
- (d) Leasehold improvements contracts, licenses, management contracts in which the City authorizes a third party to operate a facility (e.g. cafeteria);
- (e) Research contracts;
- (f) Preference arrangements in which the City permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
- (g) Naming rights agreements; and
- (h) Any other arrangements that provide special legal entitlements to nongovernmental persons.

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- (2) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.

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- c) The Finance Director shall provide training and educational resources to any City staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.

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- d) The Finance Director shall undertake the following with respect to the bonds:

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- (1) An annual review of the books and records maintained by the City with

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- respect to such bonds; and
- (2) An annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the City Finance Director with the assistance with any City staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.
- e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

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**4.06 Additional Undertakings and Activities that Support Sections 1 through 5 above:**

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- a) The Finance Director will notify the City’s bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt (Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response).
- b) The Finance Director will consult with the City’s bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (i.e. bond insurance, letter of credit, or hedging transactions).
- c) The Finance Director will monitor all “qualified tax-exempt debt obligations” (often referred to as “Bank Qualified” obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For tax-exempt debt obligations issued during years 2009 and 2010, the limit is \$30,000,000 (The limit was \$10,000,000 prior to 2009. In 2011 and thereafter it will remain at \$10,000,000 unless changed by Congress). During this period, the limit also applies to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower.
- d) Comply with Continuing Disclosure Requirements.
- i) If applicable, the timely filing of annual information agreed to in the Continuing Disclosure Certificate.
- (1) ii. Give notice of any Material Event.
- e) Identify any post-issuance change to terms of bonds which could be treated as a current refunding of “old” bonds by “new” bonds, often referred to as a “reissuance”.
- f) The Finance Director will consult with the City’s bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require “remedial action” under applicable Treasury Regulations or resolution pursuant to the VCAP program.
- i) A remedial action has the effect of curing a deliberate action taken by the City which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d) (e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).
- g) The Finance Director will ensure the timely submission of the appropriate tax form and application for federal subsidy payments for applicable obligations (i.e. Build America Bonds).

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**Section 5.00 Procedures for Continuing Disclosure Compliance**

- a) The Finance Director will be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the City.
- b) The Finance Director may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service provider to assist in all or some of the duties described in this section. The City cannot delegate its compliance responsibilities. If this is done, the Finance Director will be responsible for reviewing and approving any disclosure statement prior to being submitted.
- c) The Finance Director will identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- d) The Finance Director will catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- e) The Finance Director will identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- f) The Finance Director will be aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- g) The Finance Director will develop a checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- h) The Finance Director will monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
  - 1. Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
  - 2. Modifications to rights of security holders, if material.
  - 3. Obligation calls, if material.
  - 4. Defeasances.
  - 5. Release, substitution or sale of property securing repayment of the obligations, if material.
  - 6. Rating Changes.
  - 7. Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
  - 8. Merger, consolidation, or acquisition of the obligated person, if material.
  - 9. Appointment of a successor or additional trustee, or change of name of a trustee, if material.
  - 10. Incurrence of financial obligation of the City, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the City, any of which affect security holders, if material.

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11. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the City, any of which reflect financial difficulties.

- i) In addition to the mandatory material events, the City should review and file any additional or voluntary event notices.
- j) The City should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
- k) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
- l) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
- m) The City needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

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**Section 6.00 Compliance with Future Requirements**

- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

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**PASSED AND APPROVED BY THE CITY COUNCIL ON MARCH 21, 2012.**

REVISED BY THE CITY COUNCIL ON JULY 17, 2019.

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<b>City of Mission</b>	Item Number:	9.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Administration</b>	From:	Brian Scott

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

**RE:** Declaration of Surplus Equipment

**RECOMMENDATION:** Approve the resolution providing for the sale/disposal of surplus equipment from various Departments.

**DETAILS:** City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101. Property and equipment identified for surplus has been included as Attachment A to the Resolution.

Each Department, in consultation with the Finance Director, will be responsible for determining the best method for disposal in accordance with Council Policy and State law.

Items to be declared as surplus include recently replaced computer equipment (old desktop computers and monitors) and law enforcement equipment including tasers and body cameras. The computer equipment will be disposed of in an environmentally safe manner and any hard drives wiped. The law enforcement equipment will be donated to smaller agencies that cannot afford the equipment, or disposed of in a safe manner.

Related Statute/City Ordinance:	K.S.A. 12-101, City Council Policy 111
Line Item Code/Description:	NA
Available Budget:	NA

**CITY OF MISSION**  
**CITY COUNCIL POLICY MANUAL**

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**POLICY NO. 111**

**SALE OF REAL PROPERTY & EQUIPMENT**

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- 1.01 This policy describes the process and procedure for the sale of real and personal property by the City which is also outlined in KSA 12-101.
- 1.02 All City Officials and employees both elected and appointed are prohibited from participating in the purchase of real and personal property from the City.
- 1.03 All real property of the City of Mission will be sold in accordance with applicable state law and requires the approval of the City Council.
- 1.04 The City will on an as needed basis establish a calendar of sale of unclaimed or obsolete personal property. It will be the responsibility of the Department Head and Finance Officer to determine the best means of disposing or selling of obsolete personal property.
- 1.05 All sale of real or personal property will include a one-week classified ad announcing the sale of said property in both the Kansas City Star and Johnson County Sun.

**APPROVED BY THE GOVERNING BODY ON DECEMBER 8, 2004**

**CITY OF MISSION, KANSAS**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION DECLARING SURPLUS PROPERTY FOR SALE OR DISPOSAL**

**WHEREAS**, City Council Policy No. 111 defines the process and procedure for the sale and disposal of real and personal property by the City of Mission, which is also outlined in K.S.A. 12-101; and

**WHEREAS**, the City, has identified those items listed on Attachment A as "Surplus Property;"

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

**Section 1.** The items included on Attachment A are hereby declared as surplus.

**Section 2.** The Finance Director, in consultation with each Department, will be responsible for determining the best method for disposal or sale of the items declared as surplus.

**Section 3.** In accordance with Council Policy 111, all City Officials and employees, both elected and appointed, are prohibited from participating in the purchase of real and personal property from the City.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION** on this 17th day of July, 2019.

**APPROVED BY THE MAYOR** on this 17th day of July, 2019.

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Ronald E. Appletoft, Mayor

ATTEST:

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Martha Sumrall, City Clerk

**Attachment A**  
**Surplus Items - 7/17/19**

Item	Description	Serial Number/Asset Tag	Department	Value	Quantity
<b><u>Vehicles / Equipment</u></b>					
<b><u>Other Equipment</u></b>					
	Advance Aqua Plus carpet extractor model # Ax 651 MULTI EDS	Serial # 1714	Parks and Recreation	\$700.00	1
	Taser X26	XOO-691466	Police	\$0.00	1
	Taser X26	XOO695032	Police	\$0.00	1
	Taser X 26P	X130031RR	Police	\$0.00	1
	HP Officejet 880	CN39QEXHVO	Police	\$0.00	1
	HP officejet6500 A	CM16M34459	Police	\$0.00	1
	3M Opticom	10603	Police	\$0.00	1
	Motorola radio XLT 2500	514CLR0257	Police	\$0.00	1
	Axon body camera	X79002449	Police	\$0.00	1
	Axon body camera	X80002467	Police	\$0.00	1
	Axon body camera	X80000503	Police	\$0.00	1
	Monadnock baton	none	Police	\$0.00	4
	Taser X 26	XOO-691466	Police	\$0.00	1
	Taser X 26	X00-695032	Police	\$0.00	1
	Taser X 26 P	X130031RR	Police	\$0.00	1
	Taser X 26 P	X1300W7W	Police	\$0.00	1
	Taser X 26 P	X1300W4X	Police	\$0.00	1
	Taser X 26 P	X13000W6H	Police	\$0.00	1
	Taser X 26 P	X13000W6M	Police	\$0.00	1
	Taser X 26 P	X13000WNV	Police	\$0.00	1
	Taser X 26 P	X13000WC6	Police	\$0.00	1
	Taser X 26 P	X13000W50	Police	\$0.00	1
	Taser X 26 P	X13000X48	Police	\$0.00	1
	Taser X 26 P	X13000W6X	Police	\$0.00	1
	Expandable baton	N/A	Police	\$0.00	1
	Expandable holder	N/A	Police	\$0.00	1
	Winter jackets	n/A	Police	\$0.00	1
	Verizon air card	913-749-9891	Police	\$0.00	5

	Verizon air card	913-749-9895	Police	\$0.00	5
	Verizon air card	car 92	Police	\$0.00	26
	Pro Laser III	PL27200	Police	\$0.00	1
	Belkin switch board	n/a	Police	\$0.00	1
	Low profile vehicle lights	n/a	Police	\$0.00	1
	Motorola XTL mobile radio	HLN1468B	Police	\$0.00	1
	<b><u>Computer Equipment</u></b>				
	Dell desktop computer	Computer tower	PDWAC01	\$0.00	1
	Optiplex computer	Computer tower	B9WCNL1	\$0.00	1
	DVD Burner	Bravo 4101	2131200773	\$0.00	1
	Monitor	numerous	City Wide	\$0.00	42
	Desktop computer tower	numerous	City Wide	\$0.00	36
	Laptop	Dell Latitude 5530	Police	\$0.00	1
	Canon scanner	DR5010C	Police	\$0.00	1

<b>City of Mission</b>	Item Number:	10.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Police Department</b>	From:	Chief Ben Hadley

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

**RE:** Purchase and Replacement of the Portable and Mobile Radios for the Police Department

**RECOMMENDATION:** Authorize the purchase of 40 Harris XL185P portable radios and 18 harris XL185M mobiles, including all mics, batteries, ear pieces, belt clips, etc. for the Mission Police Department.

**DETAILS:** The Department's current portable and mobile radios are approximately fifteen (15) years old. In 2014, Motorola representatives began meeting with various Johnson County agencies to discuss phasing out the current XTL and XTS radios being used by a number of departments. The manufacturer announced that, by the end of 2019, these radios would no longer be supported. Service could continue to be performed as long as the necessary parts were available, but details on parts availability was vague.

The discussions with Motorola also addressed Project 25 (P25) requirements. P25 is the standard for the design and manufacture of interoperable digital two-way wireless communications products. Radio equipment that demonstrates compliance with P25 is able to meet a set of minimum requirements to fit the needs of public safety. The P25 standard was created by, and is intended for, public safety professionals. The Department of Homeland Security required all law enforcement agencies receiving (current or future) federal funding or grants ensure radios had this capability by 2020.

In 2017, the Mission Police Department began testing and evaluating radios from both Motorola and Harris. These two vendors were selected through an invitation extended by the Johnson County Emergency Management team for radio vendors to present their P25 products. Motorola and Harris were the only vendors that provided radios.

The differences in performance and handling of radios were negligible. Initial bids were requested after the testing and evaluation period. Initially, the Motorola coming in slightly lower than Harris. Over the next several months attempts were made to secure a set price for radios and peripheral equipment from Motorola. Staff was unsuccessful in securing this complete bid from Motorola and is recommending the purchase of the radios and all related equipment from Harris. The radio purchase was included in the 2019 adopted budget in the amount of \$225,000.

The bid for 40 portable radios and 18 mobile radios, and all associated equipment from Harris, supplied through KaComm, was \$231,433.30. This includes a \$9,000.00 trade in allowance for mobile radios and a \$17,400 trade in allowance for portable radios.

**CFAA CONSIDERATIONS/IMPACTS: NA**

Related Statute/City Ordinance:	
Line Item Code/Description:	01-30-404-04
Available Budget:	\$225,000.00



# KA-COMM, INC

1201 W. Old 56 Highway  
 Olathe, KS 66061  
 (913) 764-7314  
 (913) 764-7514 Fax  
 www.ka-comminc.com  
 joe@m@ka-comminc.com

## Quote

Date	Quote #
4/16/2019	18885

Customer:
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

P.O. No.	Terms	Rep	Freight Charges
	Due on receipt	DMD	FOB

Item	Description	Qty	Cost	Total
XS-PPS2M	HARRIS XL-185P PORTABLE RADIOS XS-PPS2M, PORTABLE,XL-185P 7/800MHZ, PKP,BLK,NRB	40	1,500.97	60,038.80
XS-NC8F	XS-NC8F, ANTENNA, WHIP, 1/4 WAVE, 762-870MHZ	40	25.20	1,008.00
XS-PKGPT	XS-PKGPT, FEATURE PACKAGE, P25 TRUNKING	40	1,079.97	43,198.80
XS-PKG8F	XS-PKG8F, FEATURE, 256-AES, 64-DES ENCRYPTION	40	500.38	20,015.20
XS-PL8Y	XS-PL8Y, FEATURE, ENCRYPTION LITE	40	0.00	0.00
XS-PA3V	XS-PA3V, BATTERY, LI-ION, 3100 MAH	40	108.00	4,320.00
XS-CH4X	XS-CH4X, CHARGER, 1-BAY, XL-185P	40	108.00	4,320.00
XS-AE4B	XS-AE4B, SPEAKER MICROPHONE, EMERGENCY	40	144.00	5,760.00
XS-AE1K	XS-AE1K, EARPHONE, SPEAKER MIC, RIGHT ANGLE, 2.5MM	40	46.80	1,872.00
XS-Y3EWP	XS-Y3EWP, WARRANTY, EXTENDED, 3 YR, PORTABLE	40	200.00	8,000.00
	TOTAL PER RADIO AS CONFIGURED ABOVE \$3,713.32 - \$435.00 PER TRADE PORTABLE = \$3278.32			
DISCOUNT - NO...	DISCOUNT - MBP# 16802 TRADE-IN PROGRAM ONE FOR ONE		-17,400.00	-17,400.00

Quote is valid for 90 days!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

*236,433.30*

Signature:

Quote is valid for 90 days!



# KA-COMM, INC

1201 W. Old 56 Highway  
 Olathe, KS 66061  
 (913) 764-7314  
 (913) 764-7514 Fax  
 www.ka-comminc.com  
 joe@m@ka-comminc.com

## Quote

Date	Quote #
4/16/2019	18885

<b>Customer:</b>
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

Item	Description	P.O. No.	Terms	Rep	Freight Charges
			Due on receipt	DMD	FOB
Item	Description	Qty	Cost	Total	
XS-HC3L	XS-HC3L, BELT CLIP, METAL	10	18.00	180.00	
XS-NC8D	XS-NC8D, ANTENNA, WHIP, 1/2 WAVE 762-870MHZ	12	25.63	307.56	
	OPTIONS NOT INCLUDED:				
XS-PL5L	XS-PL5L, FEATURE, P25 OTAR (OVER-THE-AIR-REKEYING)	0	428.39	0.00	
XS-PL9F	XS-PL9F, P25C FALLBACK/MS FAILSOFT	0	179.99	0.00	
XS-PL4F	XS-PL4F, FEATURE, P25 PHASE 2, TDMA	0	179.99	0.00	
XS-PPS2M-LTE	XS-PPS2M-LTE, PORTABLE, XL-185P, 7/8, PKP,BLK,NRB,LTE	0	2,185.13	0.00	
	HARRIS XL-185M MOBILE RADIO				
XT-MPS1M	XT-MPS1M, MOBILE, XL-185M, 700/800 MHZ	18	2,519.92	45,358.56	
XT-PL4L	XT-PL4L, FEATURE, SINGLE BAND, 700/800 MHZ	18	0.00	0.00	
XT-AN6U	XT-AN6U, ANTENNA, BASE, STD ROOF MOUNT LOW LOSS	18	57.60	1,036.80	
AN-225001-004	AN-225001-004, ANTENNA, ELEMENT, 700/800 2dB, LOW PROFILE	18	43.20	777.60	
XT-PKGPT	XT-PKGPT, FEATURE, PACKAGE P25 TRUNKING	18	1,079.97	19,439.46	
XT-PKG8F	XT-PKG8F, FEATURE, 256 AES, 64-DES ENCRYPTION	18	500.38	9,006.84	
XT-PL8Y	XT-PL8Y, FEATURE, ENCRYPTION LITE	18	0.00	0.00	
XT-CP6A	XT-CP6A, CONTROL UNIT, XL-CH	18	1,079.97	19,439.46	

Quote is valid for 90 days!	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

Signature:

Quote is valid for 90 days!





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 joe@m@ka-comminc.com

## Quote

Date	Quote #
4/16/2019	18885

<b>Customer:</b>
MISSION POLICE DEPARTMENT 6090 WOODSON RD. MISSION, KS 66202

P.O. No.	Terms	Rep	Freight Charges
	Due on receipt	DMD	FOB

Item	Description	Qty	Cost	Total
XT-MC6A	XT-MC6A, MICROPHONE, XL, STANDARD MOBILE	18	75.60	1,360.80
XT-MA4A	XT-MA4A, KIT, MOUNTING XL-MOBILE UNIVERSAL	18	431.99	7,775.82
XT-LS6A	XT-LS6A, SPEAKER, EXTERNAL MOBILE	18	43.20	777.60
XT-Y3EWP	XT-Y3EWP, WARRANTY, EXTENDED, 3 YR, MOBILE	18	200.00	3,600.00
DISCOUNT - NO...	TOTAL PER RADIO AS CONFIGURED ABOVE \$6031.83 - \$500 PER TRADE MOBILE = \$5531.83 DISCOUNT - MBP# 16802 TRADE-IN PROGRAM ONE FOR ONE HANDHELD CONTROLLER OPTION NOT AVAILABLE YET OPTIONS NOT INCLUDED:		-9,000.00	-9,000.00
XT-PL4F	XT-PL4F, FEATURE, PHASE 2 TDMA	0	179.99	0.00
XT-PL5L	XT-PL5L, FEATURE, OTAR	0	428.39	0.00
SHIPPING	SHIPPING AND HANDLING	1	240.00	240.00

Quote is valid for 90 days!	<b>Subtotal</b>	\$231,433.30
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$231,433.30

Signature: \_\_\_\_\_

Quote is valid for 90 days!

<b>City of Mission</b>	Item Number:	11.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Authorization of Phase II Space Needs Assessment

**RECOMMENDATION:** Authorize a contract with SFS Architecture for the Phase II Space Needs Assessment of the City Hall/Police Department facility in an amount not to exceed \$18,350.

**DETAILS:** In February 2019, the City of Mission released a Request for Qualifications (RFQ) seeking proposals for a Facility Space Needs Assessment for City Hall and the Police Department. The City was seeking input and plans to determine whether building renovation, new construction, leased space or some combination thereof would provide the most practical and cost effective solution to meet existing and future space needs of the organization.

In 2019, the issues driving the space needs assessment include: ADA compliance (City Hall and Police Department) for employees and the public, locker/changing room limitations in the Police Department, inadequate work space (square footage and with respect to productivity), storage needs, aging facility infrastructure systems, parking for employees/visitors, sallyport design, and property/evidence storage and handling.

The current facility was originally constructed in the 1970's as a joint City Hall/Police Department. The space now dedicated to the Police Department was added in 1997. The building contains a total of approximately 22,000 sq. ft.

In March/April of this year, SFS Architecture was selected through a competitive qualifications based process. SFS' original proposal was broken down into two phases.

- Phase I (Item 1): The scope of this item involves preparing a space needs analysis of the City Hall and Police Department. Space needs analysis includes kick off meeting, preparation of pre-interview questionnaires for both City Hall and Police, interviews with key staff, preparation of draft program of space needs, review meeting with city representatives to seek feedback and final presentation of the space needs program. Cost: \$15,760
- Phase II (Item 2): Based on the results of the space needs assessment, the City may elect to proceed with Phase II. This involves the preparation of evaluation criteria, existing condition assessment, multiple concepts and costs for renovation/expansion of the existing City Hall/Police site. Included in the scope is a review meeting with city representatives of draft concepts/costs and finalization of a recommended concept and cost options. Cost: \$18,350

Preliminary information resulting from the Phase I analysis has been shared with the staff and is undergoing on-going review. Not surprisingly, the total space (square footage) needed to accommodate the current and future activities of a combined City Hall/Police Department is anticipated to exceed the existing building limits. However, the potential for some portion of the existing operations to remain in a renovated facility does exist. Staff is requesting authorization

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05 Professional Services
Available Budget:	\$30,000

<b>City of Mission</b>	Item Number:	11.
<b>ACTION ITEM SUMMARY</b>	Date:	July 3, 2019
<b>Administration</b>	From:	Laura Smith

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

to proceed with the Phase II assessment in order to develop a comprehensive report and recommendations for Council consideration later this fall.

**CFAA CONSIDERATIONS/IMPACTS:** The space needs analysis will meet a number of objectives outlined in the CFAA checklist including: 1) Public buildings within our community would be built for our residents/visitors of all ages to use and visit. Design and construction should be coordinated to ensure accessibility, visible signage (inside and out), and ample parking and drop-off areas. The public engagement activities contemplated in Phase II ensure the residents to our public buildings have an opportunity for input.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-206-05 Professional Services
Available Budget:	\$30,000



Laura Smith  
City Administrator  
City of Mission, Kansas  
6090 Woodson Road  
Mission, KS 66202

Re: **Owner-Architect Letter Agreement**  
**City of Mission Kansas Site Evaluation and Test Fit Concepts- Phase II**  
For City Hall (including Municipal Courts) and Police Department  
SFS Project No. 191021

Dear Ms. Smith:

SFS Architecture is pleased to present a letter of Agreement for Phase II professional site evaluation and test fit concepts services for the City of Mission's City Hall (including Municipal Courts) and Police Department.

We are very excited for the opportunity to work with the City of Mission on this important project.

### THE AGREEMENT AND PARTY REPRESENTATIVES

**Agreement** made as of the \_\_\_\_ day of July in the year Two Thousand Nineteen, **Between** the Architect's Client

identified as the Owner: City of Mission Kansas  
6090 Woodson Road  
Mission Kansas 66202

And the Architect: SFS Architecture, Inc.  
2100 Central Street, Ste 31  
Kansas City, MO 64108

For the following Project: Phase II- Site Evaluation and Test Fit Concepts for the City of Mission's City Hall  
(including Municipal Court) and Police Department.

The Owner has identified the following representative authorized to act on the Owner's behalf with respect to this Agreement: Laura Smith, City Administrator.

The Architect has identified the following representative authorized to act on the Architect's behalf with respect to this Agreement: Kerry K. Newman, Principal.

The Owner and Architect agree as follows.



## SPACE NEEDS ANALYSIS SERVICES

### Project Understanding

It is the Architect’s understanding that the City of Mission has retained the Architect to perform a space needs analysis, site evaluation, and test fit concepts for the Mission City Hall (including Municipal Courts) and the Police Department in consultation with staff, and national, state and local standards. The space needs analysis portion of the study herein referred to as Phase I Services is completed.

### Scope of Services

Based on the results of Phase I Services, the Architect will perform the following Phase II Services: the preparation of evaluation criteria, existing site evaluation, up to (3) three test fit concepts and cost opinions for renovation/expansion of the existing Police/City Hall site. Included is a review meeting with City representatives of draft concepts/costs and finalization of recommendations. Also included in this scope is assisting your office in preparing a presentation to present the study findings to City Council and attendance at the City Council meeting, if needed.

### Deliverables

Deliverables anticipated for the scope of work include:

- (1) site evaluation summary narrative.
- (Up to 3) test-fit plan diagram concepts with cost opinions.
- (1) evaluation criteria scoring sheet.

### Proposed Schedule

<b>Site Evaluation</b>	<b>10-July</b>	<b>19-July</b>
Develop site evaluation criteria	Week of	15-July
Onsite assessment of existing facility	Week of	15-July
Submit site evaluation summary	Week of	15-July
<b>Test Fit Concepts</b>	<b>19-July</b>	<b>16-Aug</b>
Prepare test fit scenarios		16-Aug
<b>Stakeholder Review</b>	<b>16-Aug</b>	<b>23-Aug</b>
Draft Review Meeting w/ Stakeholders	Week of	19-Aug
Incorporate feedback		
Final concept   cost recommendation		26-Aug
Present to City Council (if needed)		TBD

### Scope of Services Exclusions

The following items are specifically excluded from the Services noted above:

- Design services.
- Site evaluation of multiple sites.
- Market analysis.
- Community Engagement
- Engineering services beyond existing site evaluation.
- Storm water management or wetlands studies or design.
- Phase I environmental study or hazardous materials assessment.



### Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees to the fullest extent permitted by law, to limit the liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners employees, shareholders, owners and subconsultants shall not exceed \$50,000.00 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

### OWNER'S RESPONSIBILITIES

The Owner shall provide to the Architect data and information necessary to complete Phase II services, including preliminary objectives, other parameters for the Project, existing facility drawings and specifications, if any.

The Owner shall provide access to the property, and personnel necessary for the Architect to complete Phase II services.

### COMPENSATION

The Owner shall compensate the Architect for the services described in this Agreement as set forth below:

SFS Architecture shall provide these services for a fixed fee of Eighteen Thousand Three Hundred and Fifty Dollars and Zero Cents (**\$18,350.00**). This amount includes professional services and reimbursable expenses.

Invoicing will occur monthly for services rendered and are due upon receipt. An exhibit (A) of hourly rates for the Architect and its Consultants is attached.

### AUTHORIZATION TO PROCEED

This Agreement entered into as of the day and year first written above.

**Architect- SFS Architecture, Inc.**

(Signature)

Kerry K. Newman, Principal  
(Printed name and Title)

**Owner- City of Mission, Kansas**

(Signature)

Laura Smith, City Administrator  
(Printed name and Title)



**MEMORANDUM**

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**Date:** July 8, 2019  
**To:** Mayor and City Council  
**From:** Laura Smith, City Administrator  
**RE:** Recommended 2020 Budget and 2020 - 2024 Capital Improvement Program

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For the last two months, we have been working through development of budget goals and objectives which have been incorporated into a recommended budget for 2020. Staff is pleased to present the attached documents which includes all of the priorities, programs, and services discussed to this point. The 2020 Recommended Budget includes total revenues of \$21.84 million and total expenses of \$26.89 million, accounted for in sixteen individual funds.

The information that follows generally recaps information from previous budget memos, and has been summarized for final discussions, preparation for the Community Dialogue on July 17, and budget adoption in August. It includes information on the General Fund, the 2020-2024 Capital Improvement Program and the various other funds the City maintains.

***2020 General Fund and Equipment Reserve and Replacement Fund***

General Fund 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. Detailed General Fund Revenue information is provided in the packet.

Total estimated revenues in the 2020 General Fund budget are \$13.495 million, or an increase of approximately 2% over 2019 Estimated. Sales taxes, franchise fees and fine revenues are expected to remain relatively flat, or even decrease in some cases. Community Center revenues are projected to increase by 4%, primarily because of long-term rentals and partnerships, but continued decline in annual membership revenue remains an area of concern. The largest change in revenues for 2020 occurs in Plan Review and Inspection Services (64% decrease), driven by the ebb and flow in the timing of the large development projects. There are no new revenue streams included in the 2020 Base Budget.

The final valuation numbers provided by the County Appraiser's Office indicated a total assessed valuation of \$160,920,880 or an overall increase of 2.2%. Based on the calculations associated with the property tax lid, the City will be able to maintain the current mill levy of approximately 17.878 mills. Of the total mill levy, 7 mills are assessed for street maintenance and the remaining 10.878 mills are dedicated to General Fund operations.

General Fund Expenditures

As the budget is developed, staff considers many options and alternatives to bring it into balance.



## MEMORANDUM

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Although we do not use a “zero-based budget” approach, each line item is carefully reviewed and evaluated annually. The recommended 2020 Budget incorporates a number of current Council goals and objectives. Policy assumptions included:

- Continuing to subsidize a portion of the annual Solid Waste Utility Rate for single-family property owners. At this time a “placeholder” is shown as a budget transfer from the General Fund to the Solid Waste Utility Fund. Later this fall when the solid waste contract is bid, we anticipate a number of policy decisions and considerations for the City Council. The current contract with Waste Management expires December 31, 2019. Solid Waste Utility rates will have to be certified before a new contract is negotiated, however, there is enough flexibility in the General Fund fund balance to provide Council with policy options later this fall.
- 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 and replacement fund.
- Personnel costs reflect a 3.5% merit pool, and no budgeted “lapses” in FTEs. Additional personnel included in the 2020 Budget are discussed in detail in the supplemental request section of this memorandum. Additional market adjustments in accordance with the 2017 Classification and Compensation study are not currently accounted for in the recommended budget but will be reviewed later this fall in connection with the 2020 salary structure.
- In increase in health and welfare benefits of approximately 15% over 2019 rates.
- Maintaining funding for the Business Improvement Grant (BIG) Program.
- Continuing to maintain an increased 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 72%. 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 and technology purchases for each Department based on planned replacement and identified needs.

The 2020 General Fund expenditures, including transfers, total \$13.59 million and reflect a decrease of 1% from the 2019 Budget. The decrease is driven primarily by the transfer of the purchase of capital equipment from the Equipment Reserve and Replacement Fund instead of the General Fund.

The packet included with this memo contains line item detail for each Department. Detailed narrative is also provided on the technology, vehicle/equipment, and supplemental requests incorporated into both the 2019 Estimated and 2020 Recommended Budgets.

### **Technology and Capital Equipment**

The items detailed below are recommended for funding either in the current (2019) fiscal year, or in 2020. They represent technology and equipment replacement and upgrades that have either been previously identified through multi-year plans or are “mission critical” to the operations of a particular Department or service.





## MEMORANDUM

The majority are included in the General Fund, with approximately \$300,000 of Public Works equipment funded through the Equipment Reserve and Replacement Fund. This fund, established in 2017 with the intent of helping to level out large scale capital equipment needs attributed to the General Fund, has been built up either through transfers from the General Fund or as a result of the sale/disposal of existing equipment.

### **General Overhead**

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

*City Hall currently has a wi-fi network. The coverage is spotty in some areas of the building (especially in the Police Department) and existing wi-fi access points (hubs) are at least five years old. This request is for the purchase of 14 new wi-fi access points (WAPs) that would be strategically located around the four City facilities – city hall, police department, community center, and public works facility. Network drops for additional WAPs at City Hall were installed when the network cabling was done last summer. This request also includes a switch that will tie these access points together on the network.*

*Having an updated wi-fi network will allow employees to be able to access the network from any location in any City facility. This will provide greater efficiency in work and enhanced collaboration on team projects, and will also allow ancillary technology such as projectors, copiers, and monitoring equipment to utilize the network/internet without a direct network access point. Staff would anticipate replacing or upgrading the hubs every five (5) years. Year Funded: 2020. Amount Funded: \$16,000. Fund: General Fund*

#### Technology Replacement

*A regular technology replacement program has been developed to ensure that employees get a new computer before the first reaches the end of its useful life. Regular replacement also ensures that computer systems and operating software are compatible with the latest software and network system updates. Going forward, the City's policy is to replace every desktop and laptop computer every five years. Six computers are scheduled for replacement in 2020 – 1 laptop in the Administration Department and 5 desktop computers in the Police Department. Laptops will be for those employees that are mobile in nature (working away from the office) and will be a minimum of 8GB RAM and 256GB SDD with 15.6" screen. Desktop computers will be a minimum of 16 GB RAM and 256GB SDD with 22" dual monitors. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

#### Microsoft 365 Licensing

*The City of Mission began utilizing Google Chrome/Documents as its primary productivity tool for email, word processing, spreadsheets, etc. in 2010. This was done primarily as a cost savings measure during tight budgetary times because data storage costs were becoming unmanageable. Google Chrome operates on a "cloud" based platform meaning that everything is stored on servers at a remote location that are accessed via the internet. Microsoft Office has recently begun offering a cloud based platform known as Microsoft Office 365. Both productivity*



## MEMORANDUM

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*tools now allow a user to access the platform from any computer at any location. The user has access to all of the applications and files that are stored on the platform. Multiple users can work collaboratively on the same document at the same time without having multiple versions saved, which was a feature of Google Chrome/Documents that staff appreciated.*

*The transition to Microsoft Office 365, a much more robust product in the features that it offers across the productivity tools, is recommended in the 2019 Budget. Staff anticipates improvements in technical support as well as security over Google Chrome. Security is of particular importance to the Police Department as they send and receive confidential information via the internet. The City currently pays \$16,200 a year for Google Chrome. The Microsoft Office 365 licensing costs are recurring each year. Year Funded: 2019. Amount Funded: \$30,000. Fund: General Fund*

### **Administration**

#### **Laserfiche Upgrade**

*Laserfiche is software the City current uses for records management, document imaging and webform software. An upgrade to the existing applications will allow staff to use this software for additional applications such as routing documents, creating fillable forms that the public can submit online, and the ability to ensure easier access to public documents online. This version of Laserfiche will allow staff to import or snapshot paper or electronic documents, images, videos or wave files into the repository. The current proposal includes eight Laserfiche named users and annual software maintenance, as well as the public portal for submission of forms. Year funded: 2019. Amount funded: \$12,000. Fund: General Fund*

### **Community Development**

#### **New Building Permitting and Code Enforcement Software**

*The City has issued an average of 412 building permits a year for the past five years. Information associated with a building permit, including the address of the property, the type of building activity being done (new construction, renovation or repair), value of the work, and the name of the general contractor and subcontractors is captured in the building permit software application. This information becomes the basis for the corresponding inspections (foundation, structural, plumbing, electrical, mechanical, etc.) that are done through the building process. As each inspection is passed, it is recorded in the application so that there is a complete record of everything that was done. This information becomes invaluable if there are ever any issues with a building (i.e. structural failure or fire) in the future. This information also becomes important historical data for recording the changes that occur to structures in the City over time, and trends that emerge with the built environment over time.*

*The Community Development Department currently utilizes an application known as BIMs for tracking building permits. This application is an Access database created by Johnson County and inherited by the Community Development Department when the City contracted with the County for building inspection services. The City is no longer using the County for building inspection*



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services, and the County is no longer using BIMs. This leaves the City, and our existing data, in a vulnerable position if/when the application crashes.

In addition, the application is not as robust as newer software applications, nor does it have a code enforcement component. A new building permitting application will be better organized to capture the data needed for a building permit and to track the progress of inspections through the process. Such an application will also have a module for tracking code enforcement cases. A new application could integrate with the City's GIS software to provide geospatial data that will be helpful in mapping where permits are issued or code cases occur. Year funded: 2019. Amount funded: \$40,000 (Cloud based applications could reduce this cost) Fund: General Fund

### **Public Works**

#### Single-axle Dump Truck

This will replace the 2007 International dump truck which is 3 years past its scheduled replacement. Used for snow plowing and asphalt patching during the summer months, the truck has become a maintenance problem. In addition, due to its age and uses, it has started showing signs of age and deterioration (rust). When updating the fleet it will improve our snow plowing capabilities and reduce down time with equipment failure. The new truck will also have many upgrades for safety - better lighting packages, fluorescent seatbelts and better hydraulic configurations. Year Funded: 2020. Amount Funded: \$185,000. Fund: Equipment Reserve and Replacement

#### ¾ Ton Pick-up Truck

This truck will replace the current Chevy 1500 pickup which is a 2007 model and 3 years past its scheduled replacement. This truck is primarily used for park maintenance, special events and winter sidewalk treatment. The truck is showing signs of age and maintenance problems. The new truck will be equipped with 4-wheel drive and have a higher payload capacity which increases the applications staff can use the truck for. Year Funded: 2020. Amount Funded: \$37,000. Fund: Equipment Reserve and Replacement

#### Skid Steer and Attachments

In order to improve the efficiency of asphalt patching, the Case 440 skid steer was kept in the Public Works fleet when the new Bobcat skid steer was purchased in 2016. The ability of running two skid steers during asphalt patching season gave crews the ability to double or triple production. The Case 440 is now 12 years old and coming to the end of its useful life. Public Works tries to keep all equipment on a 10 year replacement schedule to avoid major breakdowns and improve productivity. Also, over the past two years, having two machines available means that the Department is not incurring the cost of rental equipment when breakdowns occur. Year Funded: 2020. Amount Funded: \$78,000. Fund: Equipment Reserve and Replacement



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### Replace Tube Gas Heaters at Public Works Facility

The existing shop tube heaters were installed when the Public Works facility was built in 2007. In the last 3 years we've started having problems with the tube heater and the manufacturer is no longer in business so parts are becoming scarce or unavailable. It's crucial to have the public works shop heated during the winter months. This prevents pipes from freezing and keeps the diesel trucks at the temperature they need to start up during the winter months. The ability to have the shop heated over the winter months helps staff with the inspection of trucks (CDL requirement before each shift) because there is about an hour between shifts for snow and ice to melt off in a climate controlled atmosphere. This insures a quality inspection which leads to less breakdowns and safer equipment operation for staff. Also having the ability to keep all equipment in a climate controlled shop extends the life expectancy of equipment and raises resale value of all equipment. Public works has recently added all HVAC equipment to the 10-15 year replacement list. Year Funded: 2020. Amount Funded \$25,000. Fund: General Fund

### Replace Lighted Arrow Board at Public Works Facility

The existing electronic arrow board was purchased in 2002 as part of the DUI checkpoint operations. The Police Department no longer conducts these activities, but as Public Works staff transitioned to more street maintenance and repairs, the arrow board has become more crucial to crack sealing and patching operations. The ability to have an arrow board behind staff as they work is a major safety issue. The arrow board has lasted 15 years and in need of replacement. The new arrow board will meet all traffic control and safety measures required by federal law and have an updated LED light package for longer run time. Year Funded: 2020. Amount Funded: \$8,000. Fund: General Fund

## **Police**

### Patrol Fleet Replacement

Every four years, the Police Department rotates out six (6) front line patrol vehicles. The current vehicles were acquired via a lease/purchase agreement in 2016. The vehicles will once again be secured through a lease purchase arrangement. The cost will include the vehicle, light package, Panasonic tough-book (computer), prisoner cage, and other related equipment. The in car camera system will be purchased through a separate process. The annual lease costs will be incurred for an additional 3 years. Year Funded: 2020. Amount Funded: \$125,000. Fund: General Fund

### In-car Camera and Body Camera Replacement

In connection with the replacement of the front line patrol fleet, the Department will replace the in-car video and body camera systems for the Department. This will involve not only the six new vehicles, but the additional four marked vehicles used by the Department. The new system will allow for video storage on the cloud, eliminating the expense and challenge of storing thousands of DVDs. The camera system will include: 10 in car camera systems for patrol vehicles, 38 body camera systems/charging station, 2 Motorcycle camera systems, 2 terabytes of cloud storage,



## MEMORANDUM

*redactive software, 5 year warranty, software updates and equipment replacement. Year Funded: 2020. Amount Funded: \$185,000. Fund: General Fund*

### Computer/Computer Replacement

*The Department anticipates replacing an aging server and purchasing a new server to support videos from the in-car and body camera video systems. Year Funded: 2020. Amount Funded: \$21,000. Fund: General Fund*

### **Supplemental Requests**

In addition to the items considered to be critical to the on-going operations of the City, true “supplemental” requests in the amount of \$368,000 are also recommended in the 2020 Budget. These are additional positions, programs, or equipment requested to enhance the existing services provided or to provide new services.

With the exception of the Greenhouse Gas Emissions Inventory Update, all of the supplemental requests have on-going budgetary impacts. With the limited growth the City continues to experience in the General Fund, supplemental requests are thoroughly and thoughtfully evaluated. None of the 2020 supplemental requests include obvious opportunities for increased revenue generation.

In addition to the requests detailed in the attachments, staff also discussed other staffing needs, particularly in the Police Department. With the Department currently staffed with two over-hires, there are no immediate needs in patrol or investigations. There was also some discussion surrounding the creation of a full-time Community Outreach and Education Officer, but program goals and objectives are being more clearly defined before staff is ready to make a formal recommendation. Staff in all Departments are focusing attention on data and statistics that will help guide future budget decisions.

### **Legislative**

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

*Funding has been increased in the annual tree maintenance budget for the City to address maintenance of trees on public property, including limited sections of KDOT Right-of-Way (specifically along Shawnee Mission Parkway). The goal of this program and the dedication of additional resources would be to improve the overall appearance of these areas, and ultimately, the health of our urban canopy. Without a certified arborist on staff, contracting for this service would be the recommended approach. One of the first steps would be to identify a tree trimming, removal and replacement strategy that would address the existing public trees on a regular, rotating basis. It is estimated this would be a recurring annual cost. Year Funded: 2020. Amount Funded: \$20,000. Fund: General Fund*



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### Increased Budget for Council constituent communications

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

### Greenhouse Gas Inventory Update

The recommendation is for an update of a greenhouse gas emissions inventory completed by a third party consultant. An inventory was completed by Black & Veatch in 2008 that informed the City of Mission's Climate Action Plan in 2009. The Climate Action Plan set the goal of a 20% reduction in greenhouse gas emissions by 2020. The City's progress has not been tracked during that time. An update to the inventory will allow the City to evaluate the progress of the past 11 years and the opportunity to set new goals, at the City Council's discretion. Members of the Governing Body and the Sustainability Commission are expressing increased interest in taking action to address climate change. The inventory would help inform future Council decisions about how best to make progress toward reducing the City's impact on the environment. As an alternative to a formal update of the inventory, staff and the Sustainability Commission could conduct a formal review/report of the 2009 Climate Action plan, noting steps or actions that have been taken since its adoption. This review and report could then allow the Council to make more informed decisions about what sustainability initiatives they might wish to pursue. Year Funded: 2019. Amount Funded: \$15,000. Fund: General Fund

## **Community Development**

### Re-establish City Planner Position

This request is for the re-establishment of the planner position in the Community Development Department. This entry level position would be responsible for general day-to-day zoning administration as well as preparation of staff reports for land use applications that must be considered by the Planning Commission. Day-to-day zoning administration can range from a simple phone call to meetings with a potential land use applicant that requires a few hours of research and preparation. The Planning Commission considers approximately 20 to 25 land use applications a year. Review of these applications can be intensive requiring a thorough review of the project in regards to its impact on surrounding land uses, traffic patterns, stormwater run-off and other factors. In addition, application of the Johnson Drive Design Guidelines and the Form Based Code have to be taken into consideration. Currently, the Assistant City Administrator is filling this role, taking time away from other projects and priorities.

This position will also undertake research on land use and zoning topics of importance to the City such as tear-down and rebuilds, green building codes, accessory dwelling units, and other items of relevance or interest. The previous planner's position was replaced with a Building Official in 2019, based on the need established by on-going development and a desire to bring the inspection services in house, rather than continuing to provide them through a third party contract. Discussions surrounding the benefits of both an in-house planner and a building official



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*have been on-going for several years, and make the most sense for the long-term operation of the City. Year funded: 2020. Amount Funded \$93,000 (initial). Fund: General Fund.*

### **Parks and Recreation**

*Upgrade Entry Desk, Lifeguard and Day Care Positions to Ensure Adequate Staffing*  
*Entry Desk, Lifeguard and Day Care positions provide customer facing services to patrons and visitors. These shifts are staffed with part time employees and are based on a 20 hour per week scheduling target for part time employee to work less than 1000 hours per year. The 1000 hour target reduces benefit costs by eliminating required KPERS and Principal payments. (KPERS audits payroll records to identify required contribution levels.) These positions are generally scheduled, Monday thru Friday, in four hour shifts with the goal of an employee working 20 hours a week or less. Applicants drawn to these positions generally express a preference to match their lifestyle (retired, school or second job) to the shift slots. Applicants want either early morning or late afternoon shifts. Midday shifts (11 AM - 4PM) are difficult to hire for and suffer from increased turnover; but, when shift schedules match lifestyle preferences, employees choose to stay with Parks and Recreation.*

*As vacancies occur for various reasons (termination, leave, etc.) staff is polled, seeking fill in volunteers. These vacancies, filled by volunteers, lead to employees working additional hours and exceeding the annual 1000 hours cap. Staff is recommending the position changes proactively, rather than in response to an audit by KPERS which might determine the additional benefits were required. Year Funded: 2019. Amount Funded: \$20,000. Fund: General Fund*

### **Police**

#### *Directed Patrol Unit*

*In 2020, it is recommended that the Police Department convert the two positions previously authorized for "over-hire" to permanent full-time positions in order to establish a Directed Patrol Unit (DPU). A Directed Patrol Unit is responsible for targeting areas of concern for criminal activity. For example, if there was an increase in prowler calls in the apartment complexes, the DPU would be assigned to solve the problem. If there was a concern about possible drug activity at a house in Mission, the DPU would be assigned to investigate. If there was a spike in residential burglaries, the DPU would be assigned to conduct surveillance.*

*Directed Patrol Unit Officers are effectively a hybrid between a Patrol Officer and a Detective. They are trained in surveillance techniques, drug investigations, subpoena and search warrant procedures, electronic surveillance equipment, interrogation techniques, informant management, and cellular phone forensics. DPU officers would have the ability to perform these tasks without the burden of being subject to calls for service, or putting other investigations on hold. Their schedule would be flexible, based on what problem they were trying to solve. They would have access to covert cars, marked cars, surveillance equipment, and intelligence resources.*



## MEMORANDUM

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*Directed patrol is used by many law enforcement agencies to try and prevent crime before it happens, from running traffic enforcement on a street where speeding is a concern to keeping surveillance on a house in a neighborhood where drugs deals are occurring to paying close attention to any other public safety issue. The areas that are focused on may come from a statistical analysis, which identifies problem areas based on calls for service or officer-initiated investigations. Directed patrol is a proactive form of policing, unlike reactive patrol, where law enforcement responds to a crime as the result of a complaint by a citizen or a call to 911.*

*As the Department continues to research and evaluate the potential impacts of new development and crime trends in Mission to establish long-term staffing needs, the conversion of these two positions provides additional flexibility on two fronts. First by providing resources for more proactive enforcement and activity, and second by ensuring that regular patrol operations can be covered safely and efficiently.*

*Salary and benefits for the two officers in the DPU are estimated at \$135,000. It would also require the addition of a new low profile vehicle fully equipped at an estimated \$70,000. Year funded: 2020. Amount Funded: \$205,000. Fund: General Fund.*

### **Miscellaneous**

In addition to the supplemental requests recommended at this time, there are a number of other programs, services and positions which staff and Council will continue to evaluate in the coming months. Those include:

- Paid family leave time for full-time staff
- Staff support for public information/constituent communications/PR
- Staff support and reserve funds for sustainability projects, including possible contract fees to look at bringing up building guidelines/evaluations “green building” considerations for incentives

### **Fund Balance**

The 2020 Recommended Budget not only achieves the Council’s 25% fund balance goal for the General Fund, but includes an estimated \$1.1 million in excess fund balance at December 31, 2020.

### **2019 - 2023 Capital Improvement Program (CIP) - Capital Project Funds**

Over the last 10-12 years, the City has taken steps to develop and maintain a multi-year Capital Improvement Program (CIP) focused around three primary program areas: streets, stormwater, and parks and recreation. The CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule of capital projects over a five-year period of time.





## MEMORANDUM

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Capital infrastructure projects are generally large in scope and often take several years to complete, making it more appropriate to handle them outside of the General Fund. The CIP's revenues and expenses are developed and approved as part of the annual budget process. Mission's 2020-2024 Capital Improvement Program seeks to forecast future investment in public improvements and facilities with the following objectives in mind:

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

### **CIP Debt Summary**

The City has consciously used debt to address both deferred infrastructure needs as well as to complete projects which exceed the City's cash flow abilities over a 1-2 year period. The amount of debt is not insignificant, but must be evaluated in relationship to the overall increase in the City's net assets, and the useful life of the assets being constructed or repaired.

With the exception of a small issue with a private repayment stream (Mission Pet Mart) and the debt associated with the acquisition of the streetlight system, all other existing City debt is related to capital improvement projects. Annual debt service requirements remain constant at approximately \$4 million/year through 2022, then decrease significantly in 2023, and again in 2024 and 2027. All current debt supported by the capital project funds will be retired by 2031.

The recommended 2020-2024 Capital Improvement Program is detailed with a spreadsheet for each program area and project worksheets which provide additional information and context for each project included in the 5-year plan. Highlights of each program area are detailed below.

### **Stormwater Program**

Revenues in the City's stormwater program come primarily from:

1. Stormwater utility fees assessed annually to each parcel in the City of Mission (~\$2.5 million annually)
2. Drainage district revenues (~\$85,000 annually)
3. Gateway Special Assessment (~\$599,000 annually)

The stormwater utility fee of \$28/ERU/month, was last adjusted in 2017, and is recommended to remain constant for the 2020 Budget. The 2020-2024 CIP shows no changes to the stormwater utility fee over the five year program.



## MEMORANDUM

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Over the last ten years, the City has completed nearly \$30 million of stormwater improvements along the Rock Creek Channel, removing significant sections of private commercial properties from the 100-Year floodplain. Stormwater utility fee revenues have historically been set to cover existing debt service, leaving very limited funds for new projects or system maintenance. This has resulted in ongoing challenges as there are still significant issues to be addressed in both primary and secondary stormwater systems throughout the City.

In 2019, the City is working to update and consolidate existing stormwater infrastructure information, specifically around the secondary stormwater system. In the coming months, we will complete a condition assessment of the secondary system, the results of which will assist in identifying and prioritizing secondary stormwater projects to address aging/failing infrastructure. Beyond the 2019/2020 budget years, no specific stormwater projects are identified in the 5-Year CIP. Once the condition rating process is complete, specific projects will be developed and programmed.

The stormwater program's repair and maintenance fund continues to be increased in order to address pipe/system failures which are occurring with greater frequency. A total of \$2.05 million is currently shown in the 5-Year program for this purpose. As specific projects are identified, the City will also have the opportunity to apply for SMAC funding which, if secured, will stretch the City's dollars further.

The only large capital project specifically identified in the 2020-2024 stormwater program is the Rock Creek Channel project (just west of Nall to Roeland Drive). The \$5.2 million project is currently in design, and includes repair of the private parking/common areas of the Roeland Court Townhomes. A Community Improvement District (CID) has been established to provide a mechanism for the private property owners to repay their portion of the project costs. The City anticipates issuing general obligation bonds to fund the its portion of the project costs.

The stormwater projects/considerations impacting the 2020 budget include:

- Maintaining the stormwater utility fee at \$28/ERU/month
- Completion of a comprehensive stormwater condition assessment/inventory to help plan and guide future expenditures
- Inclusion of \$350,000 budget for repair and maintenance projects (TBD)
- Construction of the Rock Creek Channel Project from the Mission Bowl floodwall to Roeland Drive

### **Street Program**

Currently, three revenue streams support the City's street and transportation network projects:

1. Special Highway funds (gas tax) distributed by the State (\$250,000 annually)
2. ¼-cent Sales Tax for Streets (~\$600,000 annually)
3. Mill levy dedicated to street maintenance (~\$975,000 annually)



## MEMORANDUM

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Based on a number of variables, the 2020-2024 Street Program Plan continues to be somewhat fluid. Factors influencing the program include:

- Reserves to be held for potential resolution of the Transportation Utility Fee Class Action litigation
- Gateway Development (impact on Street Sales tax)
- Expiration/renewal of the ¼-cent Street Sales Tax (sunsets March 31, 2022)
- Procurement of outside funding (SMAC and STP funds) for the Johnson Drive project.
- Re-evaluation of the residential street maintenance program

With work on stormwater assets well underway, attention can be turned to similar work with the street and transportation network. This information will assist in determining the best treatments for the residential streets, and in prioritizing the work to be performed in a new, updated residential street maintenance program.

While work in the residential neighborhoods may have slowed over the last couple of years, street work throughout the City continues, including many larger scale projects which require significant resources. In 2019, the City will complete the reconstruction of Broadmoor (Martway to Johnson Drive). In 2020, a UBAS surface treatment of Lamar, from Shawnee Mission Parkway to Foxridge, will be completed leveraging Johnson County CARS funds and funding provided by the Safe Routes to Schools Programs. The improvements to this major arterial street in Mission will benefit residents and visitors alike.

Street Program projects included in the 2020 Budget are as follows:

- Continued dedication of revenue generated by 7 mills of General Fund property tax to the Street Program
- UBAS surface treatment of Lamar (Shawnee Mission Parkway to Foxridge)
- Design of improvements to Foxridge (51st to Lamar)
- Funding in the amount of \$200,000 reserved for full-depth reconstruction projects
- Funding in the amount of \$300,000 to address residential street and transportation network needs
- Continued funding in the amount of \$75,000 for miscellaneous Public Works maintenance projects
- Continued funding in the amount of \$25,000 for bridge inspections and maintenance

During the budget worksessions, there was some limited discussion about initiating a program to install sidewalks in areas where none currently exist. Sidewalk installation, as well as maintenance of the existing sidewalk network, will be part of the larger policy considerations impacting the refresh of the residential street maintenance program.

### **Parks & Recreation Program**

The Parks & Recreation Program Plan addresses the capital infrastructure needs of the Sylvester Powell, Jr. Community Center (SPJCC), the Mission Family Aquatic Center (MFAC), the City's eight (8) outdoor parks, and trails located throughout Mission. The program is funded primarily with:



## MEMORANDUM

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1.  $\frac{3}{8}$ -cent Sales Tax for Parks and Recreation (~\$875,000 annually)
2. Special Parks and Recreation funds (alcohol tax) distributed by the State (~\$85,000 annually)

Debt service on the MFAC takes about 60% of the sales tax revenues generated. Maintenance and upkeep of the Community Center continues to demand significant resources as well. The remaining funds are continually being evaluated and prioritized to implement recommendations outlined in the Parks Master Plan.

Over the last several months, the PRT has refocused attention on developing and programming outdoor park improvements. Similar to the stormwater and street program plans, there are still a number of “place holders” in future years that will need to be refined in the next 12-18 months. During the remainder of 2019, the PRT will work on recommending entrance signage for all the parks. The 2020 CIP Budget includes funding for the installation of restrooms at Mohawk Park.

In addition to the items included in the 5-Year Plan, an energy audit of the Community Center Facility is planned for the fall of 2019. Following the audit, staff anticipates a number of recommendations will be forthcoming to address this issues identified, including the potential for future cost savings.

Similar to our discussions surrounding the street sales tax, we need to be cognizant of the sunset (March 2023) on the Parks and Recreation Sales Tax future improvements are programmed and prioritized. Parks and Recreation projects which impact the 2020 Budget include:

- Funding for restroom facilities at Mohawk Park
- Additional funding (\$100,000) for outdoor park improvements to be determined
- Replacement of the shade structures at the MFAC
- Painting and maintenance of the MFAC competition pool shell
- Replacement of lane lines for the MFAC
- Purchase of new conference center banquet chairs at SPJCC
- Resurfacing of the indoor pool deck
- Indoor pool slide maintenance
- Purchase of new conference center tables at SPJCC
- Replace small Kaivac cleaning machine
- Resurfacing of the indoor walking track
- Replacement of south kitchen flooring at the SPJCC

### Other Funds

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City’s total annual budget. There are a few other miscellaneous funds which the City must maintain separately, and the 2020 recommendations are highlighted below.



## MEMORANDUM

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### Special Alcohol Fund

One-third of the alcohol tax funds allocated to the City from the state must be set aside in a separate fund and reserved for the treatment and/or prevention of drug and alcohol abuse. Revenues in the Special Alcohol Fund for 2020 are anticipated to be \$85,000.

Historically, the City has contributed the majority of these funds (\$50,000 recommended for 2020) to the Drug and Alcoholism Council. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

Approximately \$15,000 is allocated to offset expenses associated with the DARE program in our local elementary schools. An additional \$30,000 is set aside to cover the costs associated with the Johnson County mental health co-responder program.

### Solid Waste Utility Fund

The Solid Waste Utility Fund accounts for the fees collected from single-family residential properties which are used to support the annual trash, recycling and yard waste contract with Waste Management. The current contract expires December 31, 2019 and it will go out to bid. Solid Waste Utility rates will need to be certified to the County prior to negotiation and award of a new contract. The Budget and transfers have been held at the 2019 rates recognizing that the Council will have several important policy decisions to make. The General Fund fund balance provides adequate flexibility for the Council to consider options until a new budget period takes effect. Council should consider certifying rates at the current \$175.03 per single family parcel. Utility fees are collected as a part of the annual real estate property tax bill.

During the budget worksessions, several questions were asked surrounding the establishment of a curbside leaf pickup program. Staff is currently gathering more information on costs and options. This may be an item the Council wishes to consider in connection with responses that are received for the city-wide residential solid waste collection contract.

### Mission Convention and Visitors Bureau (MCVB) Fund

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



## MEMORANDUM

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The MCVB Fund also currently manages revenues and expenses for the Mission Business Partnership and the annual Holiday Adoption program on a "pass-through" basis, and is anticipated to continue to do so in the 2020 Budget. The 2020 budget includes \$10,000 for the purchase of banners (2 styles) for the entire length of Johnson Drive.

### Mission Crossing TIF/CID Fund

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

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

### Cornerstone Commons CID Fund

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

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

### Summary/Remaining Steps

During the July 10 Committee meeting we will review the 2019 Revised and 2020 Recommended Budgets and address any remaining questions or concerns. A proposed budget will be presented publicly at a Community Dialogue at 7:00 p.m. on July 17 at the City Council meeting. This will provide the public an opportunity to comment on the 2020 Budget and provides time for the Council to address any outstanding issues for final budget consideration in August.

Following the Community Dialogue, we will hold the formal public hearing (legally required) on August 7 at the Finance & Administration Committee, with approval of the budget anticipated at the August 21 Council meeting.

If you have questions or would like additional information in advance of the Committee meeting, please do not hesitate to contact me.

**City of Mission  
2020 Recommended  
Budget**

**July 10, 2019**

# City of Mission 2020 Annual Budget

## Fund Structure

### All Funds Summary

#### **General Fund**

Revenue Detail

General Fund Budget Totals by Expenditure Categories

General Fund Budget Totals by Department

General Fund Summary

#### **Departments**

General Overhead

Legislative

Administration

Municipal Court

Neighborhood Services

Public Works

Community Development

Parks and Recreation - Mission Family Aquatic Center

Parks and Recreation - Sylvester Powell, Jr. Community Center

Police

#### **Capital Project Funds**

Capital Improvement Fund

Equipment Reserve and Replacement Fund

#### **Special Revenue Funds**

Storm Water Utility Fund

Transportation Fund

Street Sales Tax Fund

Parks Sales Tax Fund

Special Highway Fund

Special Alcohol Fund

Special Parks and Recreation Fund

Solid Waste Fund

Mission Convention and Visitor's Bureau Fund

Mission Crossing TIF/CID Fund

Cornerstone Commons CID Fund

Rock Creek Drainage District #1 Fund

Rock Creek Drainage District #2 Fund



City of Mission 2020 Annual Budget

All Funds Summary

	<u>General Fund</u>	<u>Capital Improv. Fund</u>	<u>Equipment Reserve and Replacement Fund</u>	<u>Storm Water Utility Fund</u>	<u>Trans. Fund</u>	<u>Street Sales Tax Fund</u>	<u>Parks &amp; Recreation Sales Tax Fund</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,811,005</b>	<b>\$ 311,525</b>	<b>\$ 466,091</b>	<b>\$ 5,266,297</b>	<b>\$ 15,938</b>	<b>\$ 240,026</b>	<b>\$ 753,257</b>
<b>REVENUES</b>							
Property Taxes	1,665,000			-			
Property Taxes For Streets	975,000						
Payment in Lieu of Taxes							
Motor Vehicle Taxes	268,300						
Sales and Use Taxes	3,650,000					600,000	875,000
Franchise Tax Fees	1,127,500						
Transient Guest Tax							
Licenses and Permits	158,700						
Plan Review/Insp. Fees	225,000						
Police Fines	1,160,500						
Charges for Services	114,500						
Bond/Lease Proceeds	450,000	-		18,220			
Miscellaneous and Other	135,000	67,360	49,500	40,000	-	15,000	-
Intergovernmental Rev.	1,562,000	489,530			-		
Pool Revenues	155,000						
Community Center Rev.	1,849,400						
Special Assessments				599,000			
Solid Waste Utility Fees							
Stormwater Utility Fees				2,535,000			
Transportation Utility Fees					-		
Transf. from Other Funds	-	1,258,575	-	88,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 13,495,900</b>	<b>\$ 1,815,465</b>	<b>\$ 49,500</b>	<b>\$ 3,280,220</b>	<b>\$ -</b>	<b>\$ 615,000</b>	<b>\$ 875,000</b>
<b>EXPENDITURES</b>							
Personal Services	7,881,360	-	-	-	-	-	-
Contractual Services	3,517,680	-	-	400,000	-	-	-
Commodities	579,200	-	-	-	-	-	-
Capital Outlay	351,700	1,466,480	300,000	4,561,237	-	375,000	-
Debt/Lease Service	205,000	550,838	-	2,614,160	-	470,060	529,100
Cont./Reserves/Trans.	-	-	-	-	-	-	60,000
Transfers to Other Funds	1,060,000	-	-	283,575	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,594,940</b>	<b>\$ 2,017,318</b>	<b>\$ 300,000</b>	<b>\$ 7,858,972</b>	<b>\$ -</b>	<b>\$ 845,060</b>	<b>\$ 589,100</b>
<b>Difference</b>	<b>(99,040)</b>	<b>(201,853)</b>	<b>(250,500)</b>	<b>(4,578,752)</b>	<b>-</b>	<b>(230,060)</b>	<b>285,900</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,711,965</b>	<b>\$ 109,672</b>	<b>\$ 215,591</b>	<b>\$ 687,545</b>	<b>\$ 15,938</b>	<b>\$ 9,966</b>	<b>\$ 1,039,157</b>

City of Mission 2020 Annual Budget

All Funds Summary

Special Highway Fund	Special Alcohol Fund	Special Parks & Recreation Fund	Solid Waste Utility Fund	MCVB Fund	Mission Crossing TIF/CID Fund	Cornerst. Commons TIF/CID Fund	RC Drainage #1 Fund	RC Drainage #2 Fund	All Funds
\$ 48,726	\$ 110,696	\$ 98,346	\$ (6,011)	\$ 121,343	\$ 8,439	\$ 3,533	\$ 11,909	\$ 27,033	\$ 12,288,152
					210,000		5,000	90,000	1,970,000
									975,000
									-
									268,300
					160,000	70,000			5,355,000
									1,127,500
				60,000					60,000
									158,700
									225,000
									1,160,500
									114,500
		-							468,220
100		200	100	35,500			-	100	342,860
250,000	85,000	85,000							2,471,530
									155,000
									1,849,400
									599,000
			588,000						588,000
									2,535,000
									-
			95,000						1,441,575
\$ 250,100	\$ 85,000	\$ 85,200	\$ 683,100	\$ 95,500	\$ 370,000	\$ 70,000	\$ 5,000	\$ 90,100	\$ 21,865,085
									7,896,360
	15,000								5,195,680
	80,000		672,000	85,500	370,000	70,500			605,700
25,000	1,000		500						6,989,417
225,000				10,000					4,436,813
		67,655							60,000
							3,000	85,000	1,431,575
\$ 250,000	\$ 96,000	\$ 67,655	\$ 672,500	\$ 95,500	\$ 370,000	\$ 70,500	\$ 3,000	\$ 85,000	\$ 26,915,545
100	(11,000)	17,545	10,600			(500)	2,000	5,100	(5,050,460)
\$ 48,826	\$ 99,696	\$ 115,891	\$ 4,589	\$ 121,343	\$ 8,439	\$ 3,033	\$ 13,909	\$ 32,133	\$ 7,237,692

City of Mission 2020 Annual Budget

Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Property Tax</u>					
Real Estate Tax (General Property Tax)	1,431,094	1,500,000	1,540,940	1,618,000	1,650,000
Delinquent Real Estate Tax	12,445	15,000	21,890	12,000	15,000
Property Tax	1,443,538	1,515,000	1,562,830	1,630,000	1,665,000
<u>Property Tax for Streets (7 Mills)</u>	885,441	900,000	904,892	950,000	975,000
<u>Motor Vehicle Tax</u>					
Motor Vehicle Tax	229,186	247,000	243,911	256,000	263,000
Recreational Vehicle Tax	893	600	800	800	800
Heavy Truck Tax	2,646	2,500	3,856	3,750	4,000
Rental Excise Tax	-	-	-	-	-
Delinquent Personal Property Tax	241	500	-	500	500
Motor Vehicle Tax	232,966	250,600	248,567	261,050	268,300
<u>City Sales/Use Tax</u>					
City Sales Tax	2,351,684	2,400,000	2,389,704	2,400,000	2,420,000
City Use Tax	946,090	950,000	1,178,272	1,200,000	1,230,000
City Sales/Use Tax	3,297,774	3,350,000	3,567,976	3,600,000	3,650,000
<u>Franchise Tax</u>					
KCP&L	703,739	700,000	789,193	750,000	750,000
KS Gas Service	190,778	225,000	217,748	300,000	225,000
SBC Telephone	20,270	25,000	19,497	20,000	19,000
Consolidated Telephone (formerly SureWet)	4,160	5,000	3,899	3,800	3,500
AT&T (SBC) Video	37,370	33,000	30,442	28,500	27,000
Consolidated Video (formerly SureWest)	14,268	15,000	12,050	23,000	20,000
Spectrum Video (formerly Time Warner)	59,011	58,000	56,238	55,000	55,000
Google (New)	32,344	30,000	26,752	26,500	28,000
Franchise Tax	1,061,940	1,091,000	1,155,819	1,206,800	1,127,500
<u>Licenses and Permits</u>					
Occupational License	97,276	91,000	92,957	93,000	95,000
Public Works Permits	5,475	4,000	3,625	5,000	3,500
Rental License	43,874	40,000	46,524	45,000	45,000
Rental Inspection Fee	-	3,000	-	-	1,000
Tree Service License Fee	30	200	40	200	200
Sign Permit Fee	3,141	5,000	4,938	5,000	5,000
Land Use Fee	3,453	2,000	1,625	1,500	1,500
Liquor License	6,800	5,000	4,025	4,000	5,000
Operator/Solicitor/Massage License	1,870	3,000	1,175	2,000	2,000
Animal License	550	100	600	500	500
Licenses and Permits	162,469	153,300	155,509	156,200	158,700
<u>Plan Review/Inspection Fees</u>					
Building Permit Fees	142,109	175,000	255,060	371,000	150,000
Plan Review Fees	81,696	100,000	96,142	251,000	75,000
Plan Review/Inspection Fees	223,805	275,000	351,203	622,000	225,000

City of Mission 2020 Annual Budget

Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Intergovernmental Revenue</u>					
<b>County Sales/Use Tax</b>					
County Sales Tax	663,659	650,000	675,322	685,000	695,000
County Use Tax	<u>139,875</u>	<u>140,000</u>	<u>143,185</u>	<u>146,000</u>	<u>150,000</u>
County Sales/Use Tax	803,534	790,000	818,507	831,000	845,000
<b>County Sales/Use Tax - Jail</b>					
County Jail Sales Tax	165,212	165,000	167,798	170,000	172,000
County Jail Use Tax	<u>34,969</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Jail	200,182	200,000	203,594	206,000	209,000
<b>County Sales/Use Tax - Pub Safety</b>					
County Public Safety Sales Tax	165,212	165,000	167,798	170,000	172,000
County Public Safety Use Tax	<u>34,968</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	200,181	200,000	203,594	206,000	209,000
<b>County Sales/Use Tax - Court House</b>					
County Court House Sales Tax	126,604	165,000	167,797	170,000	172,000
County Court House Use Tax	<u>26,154</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	152,758	200,000	203,593	206,000	209,000
<b>Alcohol Tax</b>	74,789	75,000	80,108	84,000	85,000
<b>Other Intergovernmental Revenue</b>	9,905	5,000	1	5,000	5,000
<b>Total for Intergovernmental</b>	<u>1,441,348</u>	<u>1,470,000</u>	<u>1,509,397</u>	<u>1,538,000</u>	<u>1,562,000</u>
<u>Police Fines</u>					
Fines	1,169,510	1,300,000	943,053	1,050,000	1,100,000
Parking Fines	4,950	5,000	4,324	6,000	5,000
Alarm Fines	300	500	1,055	300	500
Police Dept. Lab Fees	-	500	400	500	500
Fuel Assessment Fees	40,734	25,000	16,079	9,000	9,000
ADA Accessibility Fees	10,446	25,000	22,654	41,000	40,000
Motion Fees	5,100	5,000	4,325	5,000	5,000
Expungement Fees	1,000	500	700	500	500
Court Appointed Attorney	-	-	-	-	-
Police Fines	1,232,040	1,361,500	992,590	1,112,300	1,160,500
<u>Service Charges</u>					
Court Costs	155,620	130,000	46,038	50,225	50,000
On Line Convenience	4,284	4,000	3,495	4,500	4,500
Charge for Services	-	-	2,500	-	-
Reimbursed Expenses	102,577	25,000	196,507	50,000	50,000
NEAC Administrative Cost Reimbursement	9,482	9,000	10,105	5,000	5,000
Nuisance Abatement Fees	4,968	4,500	-	5,000	5,000
Weed Abatement Fees	<u>252</u>	<u>-</u>	<u>2,906</u>	<u>500</u>	<u>-</u>
Service Charges	277,184	172,500	261,551	115,225	114,500

City of Mission 2020 Annual Budget

Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Miscellaneous and Other</u>					
Interest/Investments	25,758	45,000	61,369	100,000	110,000
Sale of Fixed Assets	121,340	-	-	-	-
Miscellaneous and Other	171,490	65,000	204,181	125,000	135,000
<u>Pool Revenues</u>					
Outdoor Pool Membership	38,449	40,000	40,305	45,000	45,000
Outdoor Pool Front Desk	42,261	45,000	49,250	55,000	55,000
Outdoor Pool Concessions	23,362	22,000	30,377	35,000	37,000
Outdoor Pool Program Fees	7,152	5,000	6,380	7,000	7,000
Outdoor Pool Rental	2,787	3,000	2,403	3,000	3,000
Super Pool Pass Revenue	7,180	6,000	7,287	8,000	8,000
Pool Revenue	121,191	121,000	136,002	153,000	155,000
<u>Community Center Revenue</u>					
Community Center Membership	661,425	650,000	592,202	610,000	625,000
Community Center Rental	262,014	270,000	274,532	282,000	285,000
Community Center Program	313,425	335,000	321,527	375,000	400,000
Community Center Daily Fees	211,219	225,000	211,327	225,000	250,000
Community Center Misc.	5,429	8,000	6,727	4,500	5,000
Community Center Resale of Items	754	1,000	792	800	900
Community Center Sponsorship/Ads	-	10,000	350	400	500
Mission Summer Program	224,203	255,000	215,115	225,000	230,000
Mission Square PILOTS	79,688	53,125	53,125	53,125	53,000
Community Center Revenues	1,758,157	1,807,125	1,675,697	1,775,825	1,849,400
<u>TIF/CID Proceeds</u>					
Mission Crossing TIF - Sales Tax	-	-	-	-	-
Mission Crossing CID - Sales Tax	-	-	-	-	-
Cornerstone Commons - CID Sales Tax	-	-	-	-	-
TDD Sales Tax	-	-	-	-	-
CID/TIF Proceeds	-	-	-	-	-
<u>Bond/Lease Proceeds</u>					
2020 Lease Purchase of Police Vehicles	-	-	-	-	450,000
Bond/Lease Proceeds	-	-	-	-	450,000
<u>Transfers From Other Funds</u>					
Parks Sales Tax	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
<b>Total Revenue</b>	<b>12,309,342</b>	<b>12,532,025</b>	<b>12,726,214</b>	<b>13,245,400</b>	<b>13,495,900</b>

City of Mission 2020 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	\$ -	\$ 323,000	\$ 50,500	\$ 28,000	80,000	\$ 481,500
Legislative	\$ 56,710	\$ 174,900	\$ 1,850	\$ -	-	\$ 233,460
Administration	\$ 873,550	\$ 50,050	\$ 1,100	\$ -	-	\$ 924,700
Municipal Court	\$ 352,500	\$ 30,100	\$ 10,500	\$ -	-	\$ 393,100
Neighborhood Services	\$ -	\$ -	\$ -	\$ -	-	\$ -
Public Works	\$ 1,056,000	\$ 1,029,020	\$ 193,800	\$ 34,000	\$ -	\$ 2,312,820
Community Development	\$ 405,600	\$ 566,300	\$ 8,000	\$ 7,000	-	\$ 986,900
Parks and Recreation						
Mission Aquatic Center	\$ 162,500	\$ 81,150	\$ 48,950	\$ -	-	\$ 292,600
Sylvester Powell Jr. Community Center	\$ 1,620,500	\$ 868,200	\$ 112,500	\$ -	-	\$ 2,601,200
Police	\$ 3,354,000	\$ 394,960	\$ 152,000	\$ 282,700	\$ 125,000	\$ 4,308,660
<b>Total</b>	<u>\$ 7,881,360</u>	<u>\$ 3,517,680</u>	<u>\$ 579,200</u>	<u>\$ 351,700</u>	<u>\$ 205,000</u>	<u>\$ 12,534,940</u>

City of Mission 2020 Annual Budget

Summary of Costs by Department

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020	% Change 2019/2020
<b><u>General Overhead</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	253,518	252,972	321,000	323,000	1%
Commodities	39,714	77,031	47,250	50,500	7%
Capital Outlay	36,361	184,079	130,000	28,000	-78%
Debt Service	77,175	75,875	79,575	80,000	1%
Total	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500	-17%
<b><u>Legislative</u></b>					
Personnel Services	\$ 50,150	\$ 53,115	\$ 56,620	\$ 56,710	0%
Contractual Services	89,335	83,915	127,700	174,900	37%
Commodities	35	2,174	1,200	1,850	54%
Capital Outlay	147	2,715	-	-	
Total	\$ 139,667	\$ 141,919	\$ 185,520	\$ 233,460	26%
<b><u>Administration</u></b>					
Personnel Services	\$ 783,704	\$ 799,621	\$ 823,700	\$ 873,550	6%
Contractual Services	47,063	33,239	33,550	50,050	49%
Commodities	1,799	929	850	1,100	29%
Capital Outlay	470	2,808	12,000	-	-100%
Total	\$ 833,035	\$ 836,596	\$ 870,100	\$ 924,700	6%
<b><u>Municipal Court</u></b>					
Personnel Services	\$ 284,513	\$ 314,214	\$ 339,000	\$ 352,500	4%
Contractual Services	15,232	16,851	26,200	30,100	15%
Commodities	8,470	5,811	10,500	10,500	0%
Capital Outlay	2,640	-	36,000	-	-100%
Total	\$ 310,855	\$ 336,876	\$ 411,700	\$ 393,100	-5%
<b><u>Neighborhood Services</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	-	-	-	-	
Commodities	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ -	

## City of Mission 2020 Annual Budget

### Summary of Costs by Department

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020	% Change 2019/2020
<b><u>Public Works</u></b>					
Personnel Services	\$ 689,401	\$ 774,696	\$ 888,500	\$ 1,056,000	19%
Contractual Services	801,233	845,621	960,319	1,029,020	7%
Commodities	153,432	159,686	176,100	193,800	10%
Capital Outlay	280,597	54,567	385,000	34,000	-91%
Debt Service	57,325	57,325	28,662	-	-100%
Total	\$ 1,981,988	\$ 1,891,895	\$ 2,438,581	\$ 2,312,820	-5%
<b><u>Community Development</u></b>					
Personnel Services	\$ 256,444	\$ 205,211	\$ 262,000	\$ 405,600	55%
Contractual Services	445,082	383,950	858,800	566,300	-34%
Commodities	2,384	714	3,600	8,000	122%
Capital Outlay	626	821	72,000	7,000	-90%
Total	\$ 704,536	\$ 590,696	\$ 1,196,400	\$ 986,900	-18%
<b><u>Mission Aquatic Center</u></b>					
Personnel Services	\$ 90,181	\$ 158,746	\$ 152,620	\$ 162,500	6%
Contractual Services	71,320	88,087	71,400	81,150	14%
Commodities	40,079	45,103	45,250	48,950	8%
Capital Outlay	4,325	-	-	-	
Total	\$ 205,904	\$ 291,935	\$ 269,270	\$ 292,600	9%
<b><u>Community Center</u></b>					
Personnel Services	\$ 1,352,915	\$ 1,416,125	\$ 1,499,500	\$ 1,620,500	8%
Contractual Services	827,236	820,149	917,250	868,200	-5%
Commodities	98,168	104,505	112,500	112,500	0%
Capital Outlay	3,948	-	-	-	
Total	\$ 2,282,266	\$ 2,340,778	\$ 2,529,250	\$ 2,601,200	3%
<b><u>Police</u></b>					
Personnel Services	\$ 2,687,810	\$ 2,946,661	\$ 3,209,820	\$ 3,354,000	4%
Contractual Services	365,140	370,787	374,601	394,960	5%
Commodities	97,683	103,850	147,360	152,000	3%
Capital Outlay	76,145	34,062	293,852	282,700	-4%
Debt Service	144,625	140,748	95,322	125,000	31%
Total	\$ 3,371,402	\$ 3,596,108	\$ 4,120,955	\$ 4,308,660	5%
<b>Total for All Departments</b>	<b>\$ 10,236,422</b>	<b>\$ 10,616,759</b>	<b>\$ 12,599,601</b>	<b>\$ 12,534,940</b>	<b>-1%</b>



City of Mission 2020 Annual Budget

General Fund Summary

	Actual 2017	Actual 2018	Budget 2019	Proposed 2020	% Change 2019/2020
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 4,182,340	\$ 4,678,463	\$ 5,325,206	\$ 4,811,005	
<b><u>REVENUES</u></b>					
Property Taxes	\$ 1,443,538	\$ 1,562,830	\$ 1,630,000	\$ 1,665,000	2%
Property Taxes For Streets	885,441	904,892	950,000	975,000	3%
Motor Vehicle Taxes	232,966	248,567	261,050	268,300	3%
Sales/Use Taxes	3,297,774	3,567,976	3,600,000	3,650,000	1%
Franchise Taxes	1,061,940	1,155,819	1,206,800	1,127,500	-7%
Licenses and Permits	162,469	155,509	156,200	158,700	2%
Review/Plan Inspection Fees	223,805	351,203	622,000	225,000	-64%
Police Fines	1,232,040	992,590	1,112,300	1,160,500	4%
Service Charges	277,184	261,551	115,225	114,500	-1%
Pool Revenue	121,191	136,002	153,000	155,000	1%
Community Center Revenue	1,758,157	1,675,697	1,775,825	1,849,400	4%
Intergovernmental Revenue	1,441,348	1,509,397	1,538,000	1,562,000	2%
Miscellaneous	171,490	204,181	125,000	135,000	8%
Bond/Lease Proceeds	-	-	-	450,000	
Transfers In	-	-	-	-	
<b>Total</b>	<b>\$ 12,309,342</b>	<b>\$ 12,726,214</b>	<b>\$ 13,245,400</b>	<b>\$ 13,495,900</b>	<b>2%</b>
<b><u>EXPENSES</u></b>					
Personnel Services	\$ 6,195,118	\$ 6,668,388	\$ 7,231,760	\$ 7,881,360	9%
Contractual Services	2,915,158	2,895,570	3,690,820	3,517,680	-5%
Commodities	441,762	499,802	544,610	579,200	6%
Capital Outlay	405,259	279,051	928,852	351,700	-62%
Debt Service/Lease-Purchase	279,125	273,948	203,559	205,000	1%
Contingency/Reserve	298,079	347,820	-	-	
<b>Sub Total for Expenses</b>	<b>\$ 10,534,501</b>	<b>\$ 10,964,579</b>	<b>\$ 12,599,601</b>	<b>\$ 12,534,940</b>	<b>-1%</b>
Transfers Out					
Storm Water Utility Fund	\$ -		\$ -	\$ -	
Capital Improvement Fund	885,368	904,892	950,000	975,000	3%
Solid Waste Fund	85,000	110,000	110,000	85,000	-23%
Equipment Replacement Fund	308,350	100,000	100,000	-	-100%
<b>Sub Total for Transfers Out</b>	<b>\$ 1,278,718</b>	<b>\$ 1,114,892</b>	<b>\$ 1,160,000</b>	<b>\$ 1,060,000</b>	<b>-9%</b>
<b>Total for Expenses</b>	<b>\$ 11,813,219</b>	<b>\$ 12,079,471</b>	<b>\$ 13,759,601</b>	<b>\$ 13,594,940</b>	<b>-1%</b>
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	<b>\$ 496,123</b>	<b>\$ 646,743</b>	<b>\$ (514,201)</b>	<b>\$ (99,040)</b>	
<b><u>ENDING FUND BALANCE</u></b>	<b>\$ 4,678,463</b>	<b>\$ 5,325,206</b>	<b>\$ 4,811,005</b>	<b>\$ 4,711,965</b>	<b>-2%</b>
Fund Balance Adjustments					
Restricted (25% General Fund Revenues)	\$ 3,077,335	\$ 3,181,553	\$ 3,311,350	\$ 3,373,975	
Committed	106,882	129,463	120,000	160,000	
Assigned	346,192	229,000	100,000	-	
<b>Total for Fund Balance Adjustments</b>	<b>\$ 3,530,409</b>	<b>\$ 3,540,016</b>	<b>\$ 3,531,350</b>	<b>\$ 3,533,975</b>	<b>0%</b>
<b><u>UNRESTRICTED FUND BALANCE</u></b>	<b>\$ 1,148,054</b>	<b>\$ 1,785,189</b>	<b>\$ 1,279,655</b>	<b>\$ 1,177,990</b>	

## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	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-wide expenses. The debt line-item in this department is for the purchase of a portion of the City's street light system in 2013.

Replacement of the city-wide phone system, city-wide surveillance camera system, and upgraded network cabling were completed in 2018. The 2019 and 2020 Budgets contemplate additional

Objectives

- Efficiently monitor utility costs.
- Control losses through an effective safety and loss control program.
- Maintain City Hall and Police Department facilities.
- Explore options for ongoing information technology support for the organization.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	253,518	252,972	321,000	323,000
Commodities	39,714	77,031	47,250	50,500
Capital Outlay	36,361	184,079	130,000	28,000
Debt Service	77,175	75,875	79,575	80,000
<b>Total</b>	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500
 <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
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
		\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
01-07-201-01	Electricity - City Hall	\$ 46,611	\$ 41,438	\$ 50,000	\$ 45,000
01-07-201-03	Natural Gas - City Hall	6,996	5,322	7,000	7,000
01-07-201-05	Water and Sewer - City Hall	2,109	2,293	3,000	2,500
01-07-201-08	Telephone	1,181	210	5,000	5,000
01-07-203-03	Tuition Reimbursement	-	-	7,000	7,000
01-07-204-01	Advertising	-	-	2,000	1,000
01-07-205-01	Insurance - City Hall and Equip	53,402	48,944	55,000	45,000
01-07-206-03	Periodicals/Books	428	139	1,000	1,000
01-07-206-04	Legal Publications	3,829	1,447	2,000	1,500
01-07-206-05	Professional Services	23,955	4,211	45,000	10,000
01-07-207-02	Finance/Audit	22,340	27,585	32,000	35,000
01-07-207-07	Pre-employment/Hiring Expense	-	-	-	-
01-07-207-07	Bank Fees	2,437	2,613	2,000	2,500
01-07-210-02	Janitorial Services	6,065	7,275	6,000	7,500
01-07-212-06	Service Contracts	26,655	27,139	25,000	27,000
01-07-213-02	Rentals and Leases	5,850	4,950	9,000	6,000
01-07-214-02	Property Taxes	14,248	11,952	7,000	15,000
01-07-214-05	Computer Services	29,519	60,765	50,000	90,000
01-07-214-06	Codification	3,960	2,504	3,000	5,000
01-07-214-13	Website Development	2,526	2,777	5,000	5,000
01-07-215-03	Contingency	1,407	1,407	5,000	5,000
	<b>Total Contractual Services</b>	\$ 253,518	\$ 252,972	\$ 321,000	\$ 323,000
<b>Commodities</b>					
01-07-301-01	Office Supplies	\$ 6,381	\$ 7,531	\$ 7,000	\$ 7,000
01-07-301-04	Postage	16,495	15,729	12,000	15,000
01-07-304-04	Misc. Supplies	215	101	250	500
01-07-305-01	Janitorial Supplies	3,037	200	3,000	3,000
01-07-305-02	Maintenance/Repairs City Hall	13,587	53,470	25,000	25,000
	<b>Total Commodities</b>	\$ 39,714	\$ 77,031	\$ 47,250	\$ 50,500
<b>Capital Outlay</b>					
01-07-402-03	Computer Systems/Software	\$ 6,844	\$ 153,558	\$ 130,000	\$ 28,000
01-07-404-06	Equipment Replacement	29,517	30,521	-	-
01-07-499-01	Land	-	-	-	-
	<b>Total Capital Outlay</b>	\$ 36,361	\$ 184,079	\$ 130,000	\$ 28,000
<b>Debt Service</b>					
	2013A Principal and Interest	77,175	75,875	79,575	80,000
	<b>Total Debt Service</b>	77,175	75,875	79,575	80,000
	<b>General Overhead Total</b>	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500

## City of Mission 2020 Budget Worksheet

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

Department Description

The City Council serves as the legislative and policy-making body of the City. The City Court composed of eight councilmembers - two from each ward elected for four year terms - and who is elected at large for a four year term. Budgetary support for the City's boards and commissions is also accounted for in this department.

The 2020 Budget includes an increase in Public Relations (\$15,000) to support enhanced re business communication, and funding for an update to the City's Greenhouse Gas Emission Study/Climate Action Plan.

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 citizen participation.
- Establish short-term and long-range plans and objectives.

<u>Department Budget Summary</u>	Actual 2017	Actual 2018	Estimate YE 2019
Personnel Services	\$ 50,150	\$ 53,115	\$ 56,620
Contractual Services	89,335	83,915	127,700
Commodities	35	2,174	1,200
Capital Outlay	147	2,715	-
<b>Total</b>	<b>\$ 139,667</b>	<b>\$ 141,919</b>	<b>\$ 185,520</b>

Authorized Positions

Full-Time	0.00	0.00	0.00
Part-Time	9.00	9.00	9.00
Seasonal	0.00	0.00	0.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b><u>Personnel Services</u></b>					
01-09-101-03	Wages and Salaries	\$ 45,800	\$ 48,300	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-	-
01-09-102-02	Social Security	3,768	4,097	3,670	3,670
01-09-102-03	KPERS	-	-	-	-
01-09-102-04	Employment Security	50	133	100	240
01-09-102-05	Workers Compensation	533	585	650	600
	<b>Total Personnel Services</b>	<b>\$ 50,150</b>	<b>\$ 53,115</b>	<b>\$ 56,620</b>	<b>\$ 56,710</b>
<b><u>Contractual Services</u></b>					
01-09-201-07	Telephone	\$ 384	\$ 322	\$ -	\$ -
01-09-202-06	Commercial Travel	2,620	2,697	4,000	4,000
01-09-202-07	Lodging and Meals	4,975	8,581	9,000	10,000
01-09-202-08	Parking and Tolls	9	35	200	200
01-09-202-09	Mileage	254	393	800	500
01-09-203-02	Registration	3,195	3,227	4,500	6,000
01-09-203-05	Planning Commission	-	3,734	-	-
01-09-205-01	Insurance - Public Official	7,139	6,193	7,500	7,500
01-09-206-01	Professional Organizations	390	50	100	100
01-09-206-02	Municipal Organizations	7,710	7,296	9,000	9,500
01-09-206-03	Periodicals/Books	58	462	500	500
01-09-208-01	Annual Celebrations	27,375	19,552	15,000	25,000
01-09-208-02	Election Expense	-	-	15,000	15,000
01-09-208-03	Holiday Parties	6,470	1,765	7,500	-
01-09-208-04	Public/Employee Relations	11,023	7,763	7,000	31,500
01-09-208-05	Meeting Expenses	200	998	5,000	5,000
01-09-208-08	Human Service Fund (UCS)	7,000	7,600	7,600	7,600
01-09-208-09	Chamber of Commerce	4,540	7,295	7,000	9,000
01-09-208-12	MARC	2,406	2,444	3,000	3,500
01-09-208-15	JOCO Utility Assistance	-	-	-	-
01-09-208-16	Farmer's Market	3,548	325	10,000	10,000
01-09-214-07	Newsletter	40	-	-	-
01-09-214-03	Miscellaneous	-	96	-	-
01-09-215-04	Sustainability Commission	-	3,088	5,000	20,000
01-09-215-05	PRT Commission	-	-	5,000	5,000
01-09-215-06	Planning Commission	-	-	5,000	5,000
	<b>Total Contractual Services</b>	<b>\$ 89,335</b>	<b>\$ 83,915</b>	<b>\$ 127,700</b>	<b>\$ 174,900</b>
<b><u>Commodities</u></b>					
01-09-301-01	Office Supplies	\$ 35	\$ 1,215	\$ 500	\$ 500
01-09-301-02	Clothing	-	663	500	1,000
01-09-301-04	Printing	-	296	200	350
	<b>Total Commodities</b>	<b>\$ 35</b>	<b>\$ 2,174</b>	<b>\$ 1,200</b>	<b>\$ 1,850</b>
<b><u>Capital Outlay</u></b>					
01-09-407-05	Contingency	\$ 147	\$ 2,715	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 147</b>	<b>\$ 2,715</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Legislative Total</b>	<b>\$ 139,667</b>	<b>\$ 141,919</b>	<b>\$ 185,520</b>	<b>\$ 233,460</b>

## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	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 oversees 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 risk management functions of the City, and 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 Department.

The Assistant to the City Administrator oversees human resources, coordinates various community outreach initiatives, oversees the Mission Market, provides staff support to the Sustainability and Capital Improvement Program (CIP) Committee, and works on special projects as assigned.

### Objectives

- Promote organizational excellence.
- Monitor, supervise, direct, control, and promote organizational activities.
- Provide solid financial control.
- Implement new financial and municipal court software programs.
- Submit the 2020 Budget to the Government Finance Officer's Association for consideration of their Outstanding Budget Award.
- Continue to evaluate opportunities to enhance the Mission Market

<u>Department Budget Summary</u>	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
Personnel Services	\$ 783,704	\$ 799,621	\$ 823,700	\$ 873,550
Contractual Services	47,063	33,239	33,550	50,050
Commodities	1,799	929	850	1,100
Capital Outlay	470	2,808	12,000	-
<b>Total</b>	<b>\$ 833,035</b>	<b>\$ 836,596</b>	<b>\$ 870,100</b>	<b>\$ 924,700</b>

### Authorized Positions

Full-Time	7.00	7.00	7.00	7.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	2.00	2.00	2.00	2.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>7.00</b>

City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
01-10-101-01	Full Time Salaries	\$ 577,091	\$ 574,528	\$ 584,000	\$ 614,000
01-10-101-02	Part Time Salaries	32,334	25,293	40,000	40,000
01-10-101-04	Overtime Salaries	-	958	-	-
01-10-102-01	Health/Welfare Benefits	63,219	83,128	80,000	92,000
01-10-102-02	Social Security	47,541	47,558	47,500	48,300
01-10-102-03	KPERS	50,460	53,249	57,000	62,000
01-10-102-04	Employment Security	634	1,428	1,500	3,000
01-10-102-05	Workers Compensation	1,230	1,801	2,200	2,000
01-10-102-06	City Pension	11,195	11,680	11,500	12,250
	<b>Total Personnel Services</b>	<b>\$ 783,704</b>	<b>\$ 799,621</b>	<b>\$ 823,700</b>	<b>\$ 873,550</b>
<b>Contractual Services</b>					
01-10-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-10-201-08	Telephone	3,626	2,470	1,500	2,500
01-10-202-02	Commercial Travel	493	673	1,500	1,500
01-10-202-03	Lodging/Meals	1,593	853	4,000	5,000
01-10-202-04	Parking/Tolls	46	25	200	200
01-10-202-05	Mileage	1,166	373	1,500	1,000
01-10-203-01	Registration/Tuition	5,394	1,241	5,500	6,000
01-10-204-01	Advertising	299	-	-	-
01-10-205-02	Notary Bonds	25	-	100	100
01-10-206-01	Professional Organizations	4,929	4,227	5,500	5,500
01-10-206-02	Municipal Organizations	15	-	500	500
01-10-206-03	Periodicals/Books/Publications	1,386	2,600	2,000	2,500
01-10-206-05	Professional Services	13,114	12,632	1,000	15,000
01-10-206-06	Attorney Services	-	-	-	-
01-10-207-07	Pre-Employment Testing	172	210	-	-
01-10-208-04	Public Relations	3,777	3,287	5,000	5,000
01-10-208-05	Meeting Expenses	3,705	871	3,000	3,000
01-10-208-13	Employee Recognition	1,394	3,228	1,500	1,500
01-10-212-06	Service Contracts	675	-	-	-
01-10-214-03	Printing	604	175	250	250
01-10-215-03	Miscellaneous	577	370	500	500
01-10-215-04	Sustainability Expenses	4,071	5	-	-
	<b>Total Contractual Services</b>	<b>\$ 47,063</b>	<b>\$ 33,239</b>	<b>\$ 33,550</b>	<b>\$ 50,050</b>
<b>Commodities</b>					
01-10-301-01	Office Supplies	\$ 1,515	\$ 585	\$ 250	\$ 500
01-10-301-04	Postage	115	-	-	-
01-10-301-05	Printed Forms	169	110	100	100
01-10-301-02	Clothing	-	234	500	500
	<b>Total Commodities</b>	<b>\$ 1,799</b>	<b>\$ 929</b>	<b>\$ 850</b>	<b>\$ 1,100</b>
<b>Capital Outlay</b>					
01-10-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	293	398	-	-
01-10-402-03	Computer Systems	177	2,410	12,000	-
01-10-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 470</b>	<b>\$ 2,808</b>	<b>\$ 12,000</b>	<b>\$ -</b>
	<b>Administration Total</b>	<b>\$ 833,035</b>	<b>\$ 836,596</b>	<b>\$ 870,100</b>	<b>\$ 924,700</b>

## City of Mission 2020 Budget Worksheet

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

### Objectives

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

<u>Department Budget Summary</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
Personnel Services	\$ 284,513	\$ 314,214	\$ 339,000	\$ 352,500
Contractual Services	15,232	16,851	26,200	30,100
Commodities	8,470	5,811	10,500	10,500
Capital Outlay	<u>2,640</u>	<u>-</u>	<u>36,000</u>	<u>-</u>
<b>Total</b>	<b>\$ 310,855</b>	<b>\$ 336,876</b>	<b>\$ 411,700</b>	<b>\$ 393,100</b>

### Authorized Positions

Full-Time	3.00	3.00	3.00	3.00
Part-Time	2.00	2.00	2.00	2.00
Seasonal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-11-101-01	Full Time Salaries	\$ 130,853	\$ 151,883	\$ 150,600	\$ 155,000
01-11-101-02	Part Time Salaries	-	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,219	8,197	8,000	8,000
01-11-101-06	City Attorney - Court	54,795	47,650	55,000	55,000
01-11-101-09	City Attorney Appeals - Court	1,120	2,550	5,000	5,000
01-11-102-01	Health/Welfare Benefits	29,586	39,369	50,000	57,500
01-11-102-02	Social Security	12,261	13,574	18,500	18,800
01-11-102-03	KPERS	11,946	15,260	14,500	16,000
01-11-102-04	Employment Security	160	403	600	1,200
01-11-102-05	Workers Compensation	2,459	2,702	3,500	3,000
01-11-102-06	City Pension	3,114	2,626	3,300	3,000
01-11-102-07	Admin Charge/Pension Plan	-	-	-	-
	<b>Total Personal Services</b>	<b>\$ 284,513</b>	<b>\$ 314,214</b>	<b>\$ 339,000</b>	<b>\$ 352,500</b>
<b><u>Contractual Services</u></b>					
01-11-201-08	Telephone	\$ 2,362	\$ 1,675	\$ 3,500	\$ 2,500
01-11-202-03	Lodging/Meals	142	389	1,000	1,000
01-11-202-04	Parking/Tolls	-	33	50	50
01-11-202-05	Mileage	-	397	600	500
01-11-203-01	Registration/Tuition	175	305	500	500
01-11-204-01	Advertising - Classified	-	-	100	100
01-11-205-01	Insurance	564	619	-	-
01-11-205-02	Notary Bonds	-	-	100	100
01-11-206-05	Professional Services	2,615	5,528	5,000	10,000
01-11-206-06	City Attorney Services	-	-	-	-
01-11-207-07	Pre-employment Expenses	75	-	150	150
01-11-208-13	Employee Recognition	480	-	200	200
01-11-209-01	Appeals	-	-	-	-
01-11-209-02	Computer Maintenance	7,203	6,000	10,000	10,000
01-11-209-03	Defense	1,617	1,905	5,000	5,000
01-11-214-08	Prisoner Care	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 15,232</b>	<b>\$ 16,851</b>	<b>\$ 26,200</b>	<b>\$ 30,100</b>
<b><u>Commodities</u></b>					
01-11-301-01	Office Supplies	\$ 3,995	\$ 2,630	\$ 4,500	\$ 4,500
01-11-301-04	Postage	-	-	-	-
01-11-301-05	Printed Forms	4,476	2,959	5,500	5,500
01-11-301-02	Clothing	-	222	500	500
	<b>Total Commodities</b>	<b>\$ 8,470</b>	<b>\$ 5,811</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
<b><u>Capital Outlay</u></b>					
01-11-401-01	Office Machines	\$ 339	\$ -	\$ 2,000	-
01-11-402-03	Computer Systems	2,041	-	34,000	-
01-11-407-05	Contingency	260	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 2,640</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>
	<b>Municipal Court Total</b>	<b>\$ 310,855</b>	<b>\$ 336,876</b>	<b>\$ 411,700</b>	<b>\$ 393,100</b>

## City of Mission 2019 Budget Worksheet

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

Neighborhood Services 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	Estimate YE 2019	Proposed 2020
Personnel Services	\$ 114,722	\$ -	\$ -	\$ -
Contractual Services	86,830	-	-	-
Commodities	1,082	-	-	-
Capital Outlay	23,004	-	-	-
<b>Total</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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
<b>Total</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services (Merged with Community Development in 2017)

Account Number	Account Title	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>						
01-15-101-01	Full Time Salaries	\$ 81,410	\$ -	\$ -	\$ -	\$ -
01-15-101-02	Part Time Salaries	-	-	-	-	-
01-15-101-04	Overtime Salaries	2,049	-	-	-	-
01-15-102-01	Health/Welfare Benefits	12,944	-	-	-	-
01-15-102-02	Social Security	6,354	-	-	-	-
01-15-102-03	KPERS	8,839	-	-	-	-
01-15-102-04	Employment Security	208	-	-	-	-
01-15-102-05	Workers Compensation	1,294	-	-	-	-
01-15-102-06	City Pension	1,624	-	-	-	-
	<b>Total Personnel Services</b>	<b>\$ 114,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>						
01-15-201-08	Telephone	\$ -	-	-	-	-
01-15-202-02	Commercial Travel	286	-	-	-	-
01-15-202-03	Lodging / Meals	1,554	-	-	-	-
01-15-202-04	Parking / Tolls	96	-	-	-	-
01-15-202-05	Mileage	456	-	-	-	-
01-15-203-01	Registration	1,972	-	-	-	-
01-15-204-01	Advertising	-	-	-	-	-
01-15-205-01	Insurance	234	-	-	-	-
01-15-206-01	Professional Organizations	439	-	-	-	-
01-15-206-03	Periodicals/Books	49	-	-	-	-
01-15-206-04	Legal Publications	-	-	-	-	-
01-15-206-05	Professional Services	288	-	-	-	-
01-15-206-06	Legal Services	-	-	-	-	-
01-15-207-04	Housing Imp - Loan Program	-	-	-	-	-
01-15-207-07	Pre-Employment Testing	-	-	-	-	-
01-15-208-04	Public Relations	1,991	-	-	-	-
01-15-208-13	Employee Recognition	-	-	-	-	-
01-15-212-07	Vehicle Maintenance	125	-	-	-	-
01-15-214-03	Printing	258	-	-	-	-
01-15-215-03	Miscellaneous	367	-	-	-	-
01-15-216-01	Nuisance Abatement	5,644	-	-	-	-
01-15-216-02	Weed Abatement	(366)	-	-	-	-
01-15-216-04	Mission Possible Program	31,531	-	-	-	-
01-15-216-05	How-To Clinics	-	-	-	-	-
01-15-216-06	Neighborhood Grant Program	4,136	-	-	-	-
01-15-216-07	Business Improvement Grant	24,414	-	-	-	-
01-15-216-09	Citizen Rebate Program	13,080	-	-	-	-
01-15-216-11	Jo Co Utility Assistance	-	-	-	-	-
01-15-216-12	Storm Water BMP	275	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 86,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services (Merged with Community Development in 2017)

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>Commodities</b>						
01-15-301-01	Office Supplies	\$ 71	\$ -	\$ -	\$ -	\$ -
01-15-301-02	Clothing	492	-	-	-	-
01-15-301-05	Printed Forms	-	-	-	-	-
01-15-304-04	Miscellaneous	49	-	-	-	-
01-15-306-01	Gas/Oil	470	-	-	-	-
	<b>Total Commodities</b>	<b>\$ 1,082</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Outlay</b>						
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	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 23,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Neighborhood Services Total</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## City of Mission 2020 Budget Worksheet

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

### Department Description

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

In particular, the department provides general street maintenance services including patching and repair, snow removal, and sweeping. The department oversees the City's annual street maintenance program, which entails more intensive road work including sealing and mill and overlay of existing streets. 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.

The 2020 Budget includes an increase of \$20,000 for tree maintenance, and the replacement of a lighted arrow board and gas tube heaters at the Public Works facility. Vehicles and equipment in 2020 are being purchased from the Equipment Reserve and Replacement Fund.

### Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails.
- Maintain city parks, playgrounds, shelters, and other facilities.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Department Budget Summary</b>				
Personnel Services	\$ 689,401	\$ 774,696	\$ 888,500	\$ 1,056,000
Contractual Services	801,233	845,621	960,319	1,029,020
Commodities	153,432	159,686	176,100	193,800
Capital Outlay	280,597	54,567	385,000	34,000
Debt Service (Lease)	57,325	57,325	28,662	-
<b>Total</b>	\$ 1,981,988	\$ 1,891,895	\$ 2,438,581	\$ 2,312,820

### Authorized Positions

Full-Time	12.00	12.00	13.00	13.00
Part-Time	0.00	1.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	12.00	13.00	14.00	14.00

City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
01-20-101-01	Full Time Salaries	\$ 449,880	\$ 469,643	\$ 480,000	\$ 631,000
01-20-101-02	Part Time Salaries	15,709	22,927	29,500	24,000
01-20-101-04	Overtime Salaries	13,501	20,416	35,000	20,000
01-20-102-01	Health/Welfare Benefits	105,707	144,845	195,000	225,000
01-20-102-02	Social Security	34,083	36,826	49,000	50,000
01-20-102-03	KPERS	41,408	46,118	60,000	65,000
01-20-102-04	Employment Security	445	1,105	1,300	3,000
01-20-102-05	Workers Compensation	21,313	25,217	30,000	30,000
01-20-102-06	City Pension	7,355	7,599	8,700	8,000
	<b>Total Personnel Services</b>	<b>\$ 689,401</b>	<b>\$ 774,696</b>	<b>\$ 888,500</b>	<b>\$ 1,056,000</b>
<b>Contractual Services</b>					
01-20-201-02	Electricity - Maint. Facility	\$ 16,593	\$ 17,955	\$ 20,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	9,105	15,134	9,500	15,000
01-20-201-06	Water and Sewer - Maint. Fact	9,061	8,672	10,000	10,000
01-20-201-07	Refuse - Maint. Facility	5,833	2,892	5,000	5,000
01-20-201-08	Telephone	3,942	4,058	5,000	5,000
01-20-201-10	Traffic Signals - KCPL Lease	352,071	379,807	400,000	400,000
01-20-201-11	Traffic Signal - OP Interlocal	6,832	8,605	8,000	8,000
01-20-201-12	Traffic Signals Maint.	27,512	28,377	30,000	35,000
01-20-201-13	Street Lights - KCPL Power	62,918	57,492	60,000	65,000
01-20-201-15	Street Lights - Street & Parks	898	1,095	2,500	2,500
01-20-202-02	Travel/Commercial	574	667	1,500	1,500
01-20-202-03	Lodging / Meals	1,551	2,806	2,000	3,000
01-20-202-04	Parking / Tolls	239	101	100	100
01-20-202-05	Mileage	96	74	500	300
01-20-203-01	Registration / Tuition	3,438	4,453	3,500	3,500
01-20-204-01	Advertising	50	-	1,000	1,000
01-20-205-01	Insurance - Building & Equipment	32,517	36,154	40,000	40,000
01-20-205-02	Notary Bonds	-	-	-	-
01-20-206-01	Professional Organizations	350	-	2,000	2,000
01-20-206-03	Periodicals/Books/Publications	-	-	-	-
01-20-206-04	Legal Advertising	42	10	100	100
01-20-206-05	Professional Services	-	-	2,500	2,000
01-20-207-03	Engineering/Architect Services	62,763	49,223	60,000	50,000
01-20-207-06	Inspections	2,930	2,241	5,000	5,000
01-20-207-07	Pre-Employment Drug Testing	1,440	1,075	1,000	1,500
01-20-208-04	Public Relations	24	245	1,000	500
01-20-208-05	Meeting Expense	26	377	500	1,000
01-20-208-13	Employee Recognition	486	22	1,000	1,000
01-20-210-01	Building Repairs / Maintenance	9,115	3,012	10,000	15,000
01-20-210-02	Janitorial Services	\$ 4,115	\$ 4,115	\$ 5,000	\$ 5,000
01-20-210-03	Trees / Shrubs Maintenance	1,560	7,519	7,500	28,500
01-20-210-04	Tree Board	605	966	-	-
01-20-211-03	Curbs/Sidewalks	-	3	-	-
01-20-211-04	Drainage	-	6,500	-	-
01-20-212-03	Storm Warning Sirens	789	850	1,500	1,500
01-20-212-04	Communications	-	-	-	-
01-20-212-05	Equipment Repairs	2,293	-	5,000	8,000
01-20-212-06	Service Contracts	155,569	181,286	200,000	220,000
01-20-212-07	Vehicle Maintenance	3,503	12,389	20,000	20,000
01-20-212-08	Holiday Decorations	763	15	20,000	20,000
01-20-212-09	Johnson Drive Maintenance	8,645	1,074	10,000	20,000
01-20-213-02	Rental Equipment	8,511	160	5,000	5,000
01-20-213-03	Laundry / Uniforms	2,330	4,080	2,000	5,000
01-20-214-02	Vehicle Registration	34	-	100	500

City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Contractual Services (Cont.)</b>					
01-20-214-03	Printing	-	100	500	500
01-20-214-04	Computer Services	-	-	-	-
01-20-215-03	Contingency	93	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 801,233</b>	<b>\$ 845,621</b>	<b>\$ 960,319</b>	<b>\$ 1,029,020</b>
<b>Commodities</b>					
01-20-301-01	Office Supplies	\$ 1,035	\$ 1,411	\$ 1,000	\$ 1,200
01-20-301-04	Postage	-	58	100	100
01-20-301-05	Printed Forms	-	20	-	-
01-20-302-01	Uniforms/Clothing	1,220	578	2,000	2,000
01-20-303-04	Safety Supplies	4,883	5,998	4,000	5,000
01-20-304-01	Shop Chemicals	1,559	814	3,000	3,000
01-20-304-02	Fertilizer / Weeds	1,306	582	1,000	1,500
01-20-304-04	Misc. Supplies	1,229	7	1,000	1,000
01-20-305-01	Janitorial Supplies	52	80	1,500	1,000
01-20-305-02	Bldg. Repair Parts / Plumbing	5,377	10,003	3,000	5,000
01-20-305-03	Tools - Building / Land Maint	5,638	5,945	5,000	7,500
01-20-305-04	Landscape	2,010	1,546	2,500	3,000
01-20-306-01	Gas / Oil	20,708	17,599	25,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	24,907	26,269	25,000	27,000
01-20-306-03	Tools - Vehicle / Equip Maint	7,519	6,097	5,000	7,000
01-20-307-01	Asphalt Patch	-	1,886	-	-
01-20-307-02	Rock	2,451	332	1,500	1,500
01-20-307-03	Sand / Salt	41,429	42,739	55,000	60,000
01-20-307-05	Signs	10,691	15,959	5,000	7,500
01-20-307-06	Traffic Paint	514	-	500	500
01-20-307-07	Park Maintenance	20,904	21,766	35,000	35,000
	<b>Total Commodities</b>	<b>\$ 153,432</b>	<b>\$ 159,686</b>	<b>\$ 176,100</b>	<b>\$ 193,800</b>
<b>Capital Outlay</b>					
01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	-	369	-	500
01-20-402-03	Computer Systems	500	112	-	500
01-20-403-03	Public Works Vehicles	99,268	-	330,000	-
01-20-403-06	Public Works - Other Equipment	180,679	53,998	55,000	33,000
01-20-404-04	Radios	150	88	-	-
01-20-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 280,597</b>	<b>\$ 54,567</b>	<b>\$ 385,000</b>	<b>\$ 34,000</b>
<b>Debt Service</b>					
	2015 Lease Purchase	\$ 57,325	\$ 57,325	\$ 28,662	\$ -
	<b>Total for Debt Service</b>	<b>\$ 57,325</b>	<b>\$ 57,325</b>	<b>\$ 28,662</b>	<b>\$ -</b>
	<b>Public Works Total</b>	<b>\$ 1,981,988</b>	<b>\$ 1,891,895</b>	<b>\$ 2,438,581</b>	<b>\$ 2,312,820</b>

## City of Mission 2020 Budget Worksheet

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

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. In 2018 the planner position was eliminated and a full-time building official was added to provide continuity in the City's building safety program.

The 2019 Budget was adjusted at mid-year to include the purchase of new building permitting and code enforcement software. The 2020 Budget re-establishes the planner position.

### Objectives

- Inform the public regarding development opportunities and regulations in Mission.
- Work with those parties going through the property development process to ensure that the City's design vision is fulfilled and that the process is smooth and efficient.
- Provide oversight and coordination of current development projects including The Gateway and Mission Trails, to ensure building safety and design guidelines are met and construction is efficient and completed in a timely manner.
- Continue to find areas of process improvements to ensure that the development review process and permitting and building inspection are as efficient as possible.
- Coordinate the update of the City's Comprehensive Plan.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ 256,444	\$ 205,211	\$ 262,000	\$ 405,600
Contractual Services	445,082	383,950	858,800	566,300
Commodities	2,384	714	3,600	8,000
Capital Outlay	626	821	72,000	7,000
<b>Total</b>	<b>\$ 704,536</b>	<b>\$ 590,696</b>	<b>\$ 1,196,400</b>	<b>\$ 986,900</b>

### Authorized Positions

Full-Time	4.00	4.00	4.00	5.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>



City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
01-23-101-01	Full Time Salaries	\$ 200,340	\$ 155,367	\$ 175,000	\$ 290,000
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	592	437	500	500
01-23-102-01	Health/Welfare Benefits	15,041	14,789	36,000	60,000
01-23-102-02	Social Security	14,996	11,885	17,500	19,000
01-23-102-03	KPERS	17,560	12,966	21,300	24,000
01-23-102-04	Employment Security	196	357	500	1,100
01-23-102-05	Workers Compensation	4,099	5,854	6,700	7,000
01-23-102-06	City Pension	3,620	3,557	4,500	4,000
	<b>Total Personnel Services</b>	<b>\$ 256,444</b>	<b>\$ 205,211</b>	<b>\$ 262,000</b>	<b>\$ 405,600</b>
<b>Contractual Services</b>					
01-23-201-08	Telephone	\$ 1,239	\$ 1,421	\$ 500	\$ 1,500
01-23-202-02	Commercial Travel	894	320	1,500	4,000
01-23-202-03	Lodging / Meals	3,935	2,910	3,000	3,000
01-23-202-04	Parking / Tolls	257	184	200	200
01-23-202-05	Mileage	218	32	-	-
01-23-203-01	Registration /Tuition	2,143	3,131	3,000	5,000
01-23-203-02	Planning Commission	6,831	1,179	-	-
01-23-205-01	Insurance	575	-	500	1,000
01-23-205-01	Notary	50	-	100	100
01-23-206-01	Professional Organizations	3,072	439	2,500	5,000
01-23-206-03	Periodicals/Books/Publications	104	-	1,000	1,000
01-23-206-04	Advertising	629	150	500	500
01-23-206-04	Legal Publications	-	176	1,000	1,000
01-23-206-05	Professional Services	89,684	1,226	176,000	50,000
01-23-206-06	Land Use Attorney Services	57,460	31,836	30,000	30,000
01-23-206-08	Plan/Inspection Fees	92,350	222,530	450,000	300,000
01-23-207-03	Engr/Arch/Planning Services	77,948	50,979	75,000	50,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	-	60	-	-
01-23-208-04	Public Relations	3,748	2,294	5,000	3,000
01-23-208-05	Meeting Expense	287	857	250	250
01-23-208-13	Employee Recognition	251	176	250	250
01-23-212-06	Service Contracts	6,343	(6,343)	-	-
01-23-212-07	Vehicle Maintenance	864	-	1,000	2,000
01-23-214-03	Printing	801	737	1,000	2,000
01-23-215-03	Miscellaneous	25,298	59	1,000	1,000
01-23-216-01	Nuisance Abatement	4,693	2,304	5,000	5,000
01-23-216-04	Mission Possible Program	19,210	38,387	35,000	35,000
01-23-216-06	Neighborhood Grant Program	4,007	4,126	5,000	5,000
01-23-216-07	Business Improvement Grant	28,067	8,804	35,000	35,000
01-23-216-09	Citizen Rebate Program	11,607	10,902	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	2,372	4,995	5,000	5,000
01-23-216-12	Storm Water BMP	144	79	500	500
	<b>Total Contractual Services</b>	<b>\$ 445,082</b>	<b>\$ 383,950</b>	<b>\$ 858,800</b>	<b>\$ 566,300</b>

City of Mission 2020 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Commodities</u></b>					
01-23-301-01	Office Supplies	\$ 1,157	\$ 97	\$ 1,000	\$ 2,000
01-23-301-03	Clothing	50	-	500	1,500
01-23-301-02	City Maps	467	-	100	500
01-23-301-04	Postage	4	172	500	1,000
01-23-301-05	Printed Forms	84	-	500	1,000
01-23-306-01	Gas/Oil	622	445	1,000	2,000
	<b>Total Commodities</b>	<b>\$ 2,384</b>	<b>\$ 714</b>	<b>\$ 3,600</b>	<b>\$ 8,000</b>
<b><u>Capital Outlay</u></b>					
01-23-401-01	Office Machines	\$ -	\$ 821	\$ 2,000	\$ -
01-23-401-02	Office Furnishings	213	-	-	7,000
01-23-402-03	Computer Systems	296	-	40,000	-
01-23-403-06	Other Equipment/Software	118	-	-	-
01-23-407-01	Vehicle	-	-	30,000	-
01-23-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 626</b>	<b>\$ 821</b>	<b>\$ 72,000</b>	<b>\$ 7,000</b>
	<b>Community Development Total</b>	<b>\$ 704,536</b>	<b>\$ 590,696</b>	<b>\$ 1,196,400</b>	<b>\$ 986,900</b>

## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	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 houses the majority of recreational classes, programs, and special events. Programs and services are also offered at the outdoor Mission Family Aquatic Center and other outdoor park facilities throughout the City. The Parks and Recreation budget is structured into two divisions - Mission Family Aquatic Center and the Sylvester Powell, Jr. Community Center.

Capital and equipment needs for the Parks and Recreation Department are managed primarily through the Parks Program in the 5-Year Capital Improvement Program.

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.
- Manage the implementation of recommendations contained in the Parks Master Plan adopted in 2016.

<u>Department Budget Summary</u>	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
Personnel Services	\$ 1,443,096	\$ 1,574,870	\$ 1,652,120	\$ 1,783,000
Contractual Services	898,555	908,235	988,650	949,350
Commodities	138,246	149,607	157,750	161,450
Capital Outlay	8,273	-	-	-
<b>Total</b>	\$ 2,488,171	\$ 2,632,713	\$ 2,798,520	\$ 2,893,800

Authorized Positions

Full-Time	13.00	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
<b>Total</b>	83.46	83.46	83.46	83.46

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b><u>Personnel Services</u></b>					
01-25-101-01	Full Time Salaries	\$ -	\$ 20,108	\$ 19,320	\$ 21,000
01-25-101-02	Part Time Salaries	79,712	109,914	115,000	120,000
01-25-101-04	Overtime Salaries	175	8,542	2,000	2,000
01-25-102-01	Health/Welfare Benefits	-	1,464	-	-
01-25-102-02	Social Security	6,115	10,539	9,000	10,500
01-25-102-03	KPERS	-	2,372	-	2,000
01-25-102-04	Employment Security	80	288	300	500
01-25-102-05	Workers Compensation	4,099	5,404	7,000	6,000
01-25-102-06	City Pension	-	114	-	500
	<b>Total Personnel Services</b>	<b>\$ 90,181</b>	<b>\$ 158,746</b>	<b>\$ 152,620</b>	<b>\$ 162,500</b>
<b><u>Contractual Services</u></b>					
01-25-201-01	Electricity	\$ 16,029	\$ 15,819	\$ 16,500	\$ 17,500
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	17,048	32,894	16,000	25,000
01-25-201-08	Telephone	52	967	900	900
01-25-203-03	Training/Registration	108	967	1,500	1,500
01-25-204-01	Marketing/Public Relations	114	198	1,500	1,500
01-25-205-01	Insurance - Building & Equipment	4,028	4,423	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	-	-	2,000	2,000
01-25-208-13	Employee Recognition	174	469	500	500
01-25-210-01	Maint Bldg. / Land	7,629	7,670	4,000	4,000
01-25-212-05	Other Equipment / Repairs	868	1,353	2,500	2,250
01-25-213-02	Rental Agreements	1,303	1,714	1,500	1,500
01-25-214-05	Computer Services	-	23	-	-
01-25-214-12	Mission Swim Team	7,500	7,500	7,500	7,500
01-25-215-02	Contract Serv/Maint Agreements	16,467	14,091	12,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 71,320</b>	<b>\$ 88,087</b>	<b>\$ 71,400</b>	<b>\$ 81,150</b>
<b><u>Commodities</u></b>					
01-25-301-01	Office Supplies	\$ 548	\$ 253	\$ 500	\$ 300
01-25-301-02	Clothing	1,816	2,614	2,500	2,500
01-25-301-03	Food Service	17,740	24,817	20,000	25,000
01-25-301-04	Printing	-	47	-	-
01-25-301-08	Equipment and Supplies	5,755	4,220	7,500	6,500
01-25-303-04	Safety Supplies	865	897	1,000	900
01-25-304-02	Cleaning Chemicals	4	117	750	750
	Miscellaneous	-	140	-	-
01-25-304-05	Pool Chemicals	12,790	11,220	12,000	12,000
01-25-305-05	Repair / Parts Maintenance	561	778	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 40,079</b>	<b>\$ 45,103</b>	<b>\$ 45,250</b>	<b>\$ 48,950</b>

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>Capital Outlay</b>					
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	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 4,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Parks &amp; Recreation - MFAC Total</b>	<b>\$ 205,904</b>	<b>\$ 291,935</b>	<b>\$ 269,270</b>	<b>\$ 292,600</b>

City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-27-101-01	Full Time Salaries	\$ 575,701	\$ 578,094	\$ 600,000	\$ 665,000
01-27-101-02	Part Time Salaries	481,941	503,427	540,000	576,000
01-27-101-04	Overtime Salaries	22,352	45,075	21,000	20,000
01-27-102-01	Health/Welfare Benefits	110,128	118,623	150,000	160,000
01-27-102-02	Social Security	80,216	83,713	92,000	94,500
01-27-102-03	KPERS	52,967	58,200	63,000	68,000
01-27-102-04	Employment Security	1,046	2,538	2,500	6,000
01-27-102-05	Workers Compensation	16,395	15,761	19,000	19,000
01-27-102-06	City Pension	12,169	10,694	12,000	12,000
	<b>Total Personnel Services</b>	<b>\$ 1,352,915</b>	<b>\$ 1,416,125</b>	<b>\$ 1,499,500</b>	<b>\$ 1,620,500</b>
<b><u>Contractual Services</u></b>					
01-27-201-01	Electricity	\$ 226,976	\$ 202,624	\$ 210,000	\$ 210,000
01-27-201-03	Gas	29,418	32,118	32,250	32,250
01-27-201-05	Water and Sewer	35,937	43,329	37,000	37,000
	Trash	-	380	-	-
01-27-201-08	Telephone	7,536	7,339	5,000	8,500
01-27-202-02	Travel / Commercial	1,031	571	2,500	2,500
01-27-202-03	Lodging / Meals	4,286	2,473	4,800	4,800
01-27-202-04	Parking / Tolls	51	50	150	150
01-27-202-05	Mileage	696	523	1,500	1,000
01-27-203-01	Registration / Tuition	2,617	2,340	3,000	3,000
01-27-203-02	Staff Training	5,334	4,404	6,000	6,000
01-27-203-03	Tuition Reimbursement	700	-	-	-
01-27-204-01	Marketing / Public Relations	21,819	22,313	60,000	60,000
01-27-205-01	Insurance - Building & Equipment	29,806	32,732	37,000	37,000
01-27-205-02	Notary Bonds	-	-	100	100
01-27-206-01	Professional Organizations	1,420	2,875	2,500	3,500
01-27-206-05	Professional Services	-	21,334	60,000	-
01-27-207-07	Pre-Employment Drug Testing	7,844	8,426	6,100	6,100
01-27-208-13	Employee Recognition	2,464	2,191	3,000	3,500
01-27-210-01	Maint - Bldg. / Land	99,952	69,885	60,000	60,000
01-27-212-05	Equipment Maintenance	15,647	9,266	14,000	14,000
01-27-212-07	Vehicle Maintenance	-	-	500	500
01-27-213-02	Rental Equipment	10,477	8,374	12,800	12,800
01-27-214-03	Printing	14,362	11,990	15,000	15,000
01-27-214-05	Computer Services / Software	10,892	11,070	15,000	15,000
01-27-214-10	Registration Materials	-	-	-	-
01-27-214-11	Special Programs	13,985	24,305	22,850	25,000
01-27-214-12	Swim Programs	1,022	465	1,500	1,500
01-27-214-13	Mission Summer Program	31,228	30,633	31,500	33,000
01-27-215-01	Seasonal Programs	15,138	23,961	20,000	23,000
01-27-215-02	Contract Services / Maint. Agreements	56,476	60,196	63,000	63,000
01-27-215-05	Contract Instructors	156,606	158,711	165,000	175,000
01-27-215-06	Transportation Services	11,810	12,865	13,200	15,000
01-27-215-10	Parking Lot Lease	11,705	12,408	12,000	-
	<b>Total Contractual Services</b>	<b>\$ 827,236</b>	<b>\$ 820,149</b>	<b>\$ 917,250</b>	<b>\$ 868,200</b>

City of Mission 2020 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Commodities</u></b>					
01-27-301-01	Office Supplies	\$ 4,214	\$ 2,888	\$ 5,000	\$ 4,000
01-27-301-02	Clothing	4,806	7,059	6,000	8,000
01-27-301-03	Food Services / Concession Supplies	7,296	8,709	8,500	8,500
01-27-301-04	Postage	5,825	2,062	6,000	5,000
01-27-301-05	Printing	683	1,317	1,500	1,500
01-27-301-08	Equipment & Supplies	35,348	42,020	39,000	39,000
01-27-301-09	Special Event Supplies	6,129	5,854	10,000	10,000
01-27-303-04	Safety Supplies	90	1,015	-	-
01-27-304-02	Cleaning Supplies	20,120	17,990	22,000	22,000
01-27-304-05	Pool Chemicals	7,182	6,799	7,500	7,500
01-27-305-05	Bldg. Maint / Repair / Parts	6,024	8,364	6,000	6,000
01-27-306-01	Gas/Oil	450	428	1,000	1,000
01-27-306-02	Vehicle/Equip Repair Parts	-	-	-	-
	<b>Total Commodities</b>	<b>\$ 98,168</b>	<b>\$ 104,505</b>	<b>\$ 112,500</b>	<b>\$ 112,500</b>
<b><u>Capital Outlay</u></b>					
01-27-402-03	Computer Systems	\$ 3,948	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-	-
01-27-407-03	Construction/Repair	-	-	-	-
01-27-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 3,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Community Center Total</b>		<b>\$ 2,282,266</b>	<b>\$ 2,340,778</b>	<b>\$ 2,529,250</b>	<b>\$ 2,601,200</b>

## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	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 2020 Budget includes funds for the replacement of six front line patrol vehicles through a lease/purchase, replacement of in-car and body cameras, and scheduled technology replacement. It also includes converting the two authorized over-hire positions to full-time to establish a Directed Patrol Unit (DPU). An additional vehicle for the DPU is also budgeted in 2020.

### 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 the Citizen's Police Academy.
- Recruit, train, and deploy qualified police personnel.
- Develop and manage a new police records management system, Niche.

<u>Department Budget Summary</u>	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
Personnel Services	\$ 2,687,810	\$ 2,946,661	\$ 3,209,820	\$ 3,354,000
Contractual Services	365,140	370,787	374,601	394,960
Commodities	97,683	103,850	147,360	152,000
Capital Outlay	76,145	34,062	293,852	282,700
Debt Service (Lease)	144,625	140,748	95,322	125,000
<b>Total</b>	<b>\$ 3,371,402</b>	<b>\$ 3,596,108</b>	<b>\$ 4,120,955</b>	<b>\$ 4,308,660</b>

### Authorized Positions

Full-Time	31.00	31.00	33.00	33.00
Part-Time	1.00	1.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>32.00</b>	<b>32.00</b>	<b>34.00</b>	<b>34.00</b>



City of Mission 2020 Budget Worksheet

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

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
01-30-101-01	Full Time Salaries	\$ 1,733,276	\$ 1,872,502	\$ 2,050,000	\$ 2,125,000
01-30-101-02	Part Time Salaries	258	-	6,500	-
01-30-101-04	Overtime Salaries	81,218	99,939	90,000	105,000
01-30-101-05	Overtime Salaries (Court)	3,547	8,306	10,000	10,000
01-30-102-01	Health/Welfare Benefits	375,634	402,525	425,000	435,000
01-30-102-02	Social Security	130,796	142,147	167,399	165,000
01-30-102-03	KPERS	8,589	9,609	18,821	19,000
01-30-102-04	Employment Security	1,705	4,263	4,500	10,000
01-30-102-05	Workers Compensation	24,592	31,521	37,000	37,000
01-30-102-06	City Pension	468	4,046	2,100	4,000
01-30-102-07	KP&F Retirement	326,539	373,428	398,500	444,000
01-30-102-08	NEACC Pension	1,188	(1,626)	-	-
	<b>Total Personnel Services</b>	<b>\$ 2,687,810</b>	<b>\$ 2,946,661</b>	<b>\$ 3,209,820</b>	<b>\$ 3,354,000</b>

**Contractual Services**

01-30-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-30-201-08	Telephone	\$ 23,889	\$ 21,984	\$ 23,440	\$ 23,440
01-30-202-02	Commercial Travel	2,190	8,025	5,000	6,000
01-30-202-03	Lodging / Meals	14,123	16,371	20,000	20,000
01-30-202-04	Parking / Tolls / Misc.	70	221	250	750
01-30-202-05	Mileage Reimbursement	-	-	200	-
01-30-203-01	Registration / Tuition / Other	15,162	22,057	27,000	27,000
01-30-203-02	Firing Range	9,364	8,794	10,000	10,000
01-30-203-04	Training / Junior College	3,701	9,256	-	-
01-30-204-01	Advertising - Classified	1,045	-	500	-
01-30-205-01	Insurance	2,660	612	4,172	-
01-30-205-02	Notary Bonds	50	175	250	250
01-30-206-01	Professional Organizations	2,974	1,955	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	925	1,509	1,250	1,500
01-30-206-05	Professional Services	-	3,472	2,900	4,000
01-30-207-07	Pre-employment Exams	9,150	5,410	5,000	7,000
01-30-208-04	Public Relations	15,477	12,758	13,000	13,000
01-30-208-13	Employee Recognition	2,703	2,762	3,500	3,500
01-30-210-02	Janitorial Services	11,480	11,479	12,000	12,000
01-30-212-04	Communications / Radios	470	-	1,000	1,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	6,961	6,555	10,000	10,000
01-30-212-06	Service Contracts/Rentals	46,919	55,155	80,000	90,000
01-30-212-07	Vehicle Maintenance	33,300	29,318	41,800	30,000
01-30-213-02	Equipment Rental	-	515	750	-
01-30-213-03	Uniform Dry Cleaning	6,329	5,824	10,000	10,000
01-30-214-02	Vehicle Registration	762	556	770	1,000
01-30-214-05	Computer Services	38,829	36,847	50,000	50,000
01-30-214-06	Animal Control / Care	77,541	77,149	7,300	15,000
01-30-214-08	Prisoner Care	35,274	24,998	35,000	50,000
01-30-214-09	Crime Prevention	-	825	1,000	1,000
01-30-214-10	DARE Supplies	179	-	-	-

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b><u>Contractual Services (Cont.)</u></b>					
01-30-214-11	Local Law Enforcement Blk Grant	-	-	-	-
01-30-214-12	Bullet Proof Vest Grant	-	-	-	-
01-30-215-03	Miscellaneous	1,595	4,188	3,000	3,000
	<b>Total Contractual Services</b>	<b>\$ 365,140</b>	<b>\$ 370,787</b>	<b>\$ 374,601</b>	<b>\$ 394,960</b>
<b><u>Commodities</u></b>					
01-30-301-01	Office Supplies	\$ 4,823	\$ 4,459	\$ 4,680	\$ 5,000
01-30-301-02	Copy Machine Supplies	-	-	200	-
01-30-301-04	Postage	914	489	2,000	2,000
01-30-301-05	Printed Forms	3,104	2,639	2,500	2,500
01-30-301-06	Other Operating Supplies	1,212	1,308	5,500	5,500
01-30-302-01	Uniforms/Leather/Protect Vests	20,914	24,320	31,000	33,000
01-30-302-02	Equipment - General	14,540	14,903	24,000	25,000
01-30-303-01	Investigation Supplies	2,219	2,426	4,000	3,500
01-30-303-02	Property/Evidence Supplies	1,451	1,340	3,500	4,000
01-30-303-03	Booking Facility Supplies	92	81	500	500
01-30-303-04	Safety Supplies	-	-	-	-
01-30-305-01	Janitorial Supplies	-	-	2,500	2,500
01-30-306-01	Fuel	46,447	47,938	58,480	60,000
01-30-306-02	Fleet Tire Replacement	1,577	3,279	7,500	7,500
01-30-306-03	Emergency Management	390	668	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 97,683</b>	<b>\$ 103,850</b>	<b>\$ 147,360</b>	<b>\$ 152,000</b>
<b><u>Capital Outlay</u></b>					
01-30-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-	-
01-30-402-03	Computer Systems	-	132	21,000	21,000
01-30-403-01	Police Vehicles	69,207	31,471	41,152	70,000
01-30-404-03	Handguns / Shotguns	-	-	3,000	3,000
01-30-404-04	Radios	-	-	225,000	-
01-30-404-05	Radar	6,938	2,459	3,700	3,700
01-30-404-06	Other Equipment	-	-	-	-
01-30-404-07	In-Car/Body Cameras	-	-	-	185,000
01-30-404-08	Motorcycles	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-
01-30-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 76,145</b>	<b>\$ 34,062</b>	<b>\$ 293,852</b>	<b>\$ 282,700</b>

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b><u>Debt Service</u></b>					
	2014 Lease-Purchase	49,319	49,319	-	-
	2016 Lease-Purchase	95,306	91,429	95,322	-
	2020 Lease-Purchase	-	-	-	125,000
	<b>Total Debt Service</b>	<b>\$ 144,625</b>	<b>\$ 140,748</b>	<b>\$ 95,322</b>	<b>\$ 125,000</b>
	<b>Police Total</b>	<b>\$ 3,371,402</b>	<b>\$ 3,596,108</b>	<b>\$ 4,120,955</b>	<b>\$ 4,308,660</b>

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b> Capital <b>Fund:</b> Capital Improvement
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**Fund Description**

The Capital Improvement Fund accounts for resources used to construct and maintain infrastructure city-wide in accordance with a 5-Year Capital Improvement Program (CIP), or to cover debt service obligations for capital infrastructure projects that have been recently completed.

Funds come from intergovernmental revenues, proceeds from bond issues, and transfers from other funds. Since the 2016 Budget, the City Council has levied the equivalent of 7 mills of general property tax for the purpose of supporting the street and road construction efforts of the City. The additional property tax collected is transferred from the General Fund to Capital Improvement fund.

Capital Outlay for 2020 includes:

- Design of Foxridge Phase II (51st Street to Lamar)
- UBAS Surface Treatment of Lamar (Shawnee Mission Parkway to Foxridge), including striping for bike lanes

Debt Service in this fund includes:

- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue. Stormwater funds are transferred to make the full debt service payment.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Department Budget Summary</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	340	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	89,354	1,183,916	240,681	1,415,288	1,466,480
Debt Service	653,688	654,843	650,473	550,738	550,838
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 891,154</b>	<b>\$ 1,966,026</b>	<b>\$ 2,017,318</b>
<b>Authorized Positions</b>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Capital		
	<b>Fund:</b>		Capital Improvement		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 36,846	\$ 418,400	\$ 420,890	\$ 784,516	\$ 311,525
<b>REVENUES</b>					
<b>Intergovernmental Revenue</b>					
Jo County CARS Grant	\$ -	\$ 589,615	\$ -	\$ 528,000	\$ 421,530
Safe Routes to School Grant	-	-	-	-	68,000
Total for Intergovernmental Revenue	-	589,615	-	528,000	489,530
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Mission Pet Mart Loan	\$ 64,360	\$ 64,361	\$ 64,360	\$ 64,360	\$ 64,360
Sale of Fixed Assets	-	-	-	-	-
West Gateway Plan Review Fees	1,840	22,483	-	-	-
Interest	120	2,244	10,309	3,000	3,000
Miscellaneous Revenue	11,513	-	-	-	-
Total for Miscellaneous and Other	\$ 77,833	\$ 89,087	\$ 74,669	\$ 67,360	\$ 67,360
<b>Transfers From Other Funds</b>					
General Fund	\$ 790,654	\$ 885,368	\$ 904,892	\$ 1,014,000	\$ 975,000
Storm Water Utility Fund (2013C)	256,110	277,519	275,219	283,675	283,575
Street Sales Tax Fund	-	-	-	-	-
Total for Transfers from Other Funds	\$ 1,046,764	\$ 1,162,887	\$ 1,180,111	\$ 1,297,675	\$ 1,258,575
<b>TOTAL REVENUES</b>	<b>\$ 1,124,597</b>	<b>\$ 1,841,588</b>	<b>\$ 1,254,780</b>	<b>\$ 1,893,035</b>	<b>\$ 1,815,465</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ 340	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 89,354	\$ 1,183,916	\$ 240,681	\$ 1,415,288	\$ 1,466,480
<b>Debt Service</b>					
2007A - Principal & Interest	\$ 98,688	\$ 84,843	\$ 100,035	\$ -	\$ -
2013C - Principal & Interest	555,000	570,000	550,438	550,738	550,838
Total for Debt Service	\$ 653,688	\$ 654,843	\$ 650,473	\$ 550,738	\$ 550,838
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 400,000	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 891,154</b>	<b>\$ 2,366,026</b>	<b>\$ 2,017,318</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 784,516</b>	<b>\$ 311,525</b>	<b>\$ 109,672</b>

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Capital
<b>Fund:</b>	Equipment Reserve and Replacement

Fund Description

This fund was created to capture funds transferred from the General Fund for the purpose of buying vehicles and equipment. The fund also captures proceeds from the sale of vehicles and equipment to be re-used for new vehicle and equipment purchases.

Purchases for vehicles and equipment may be made from this fund.

In 2020, the purchase of a single axle dump truck, a 3/4-ton pick-up truck, and skid steer with attachments will be purchased for the Public Works Department.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	495	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	30,000	300,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	\$ -	\$ -	\$ 495	\$ 30,000	\$ 300,000
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Capital			
	<b>Fund:</b> Equipment Reserve and Replacement			
	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ 308,350	\$ 447,091	\$ 466,091
<b>REVENUES</b>				
<b>Transfers from Other Funds</b>				
General Fund	\$ 200,000	\$ 100,000	\$ -	\$ -
Total for Transfers	\$ 200,000	\$ 100,000	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Sale of Fixed Assets	\$ 108,350	\$ 39,236	\$ 40,000	\$ 40,000
Interest	-	-	9,000	9,500
Total For Miscellaneous and Other	\$ 108,350	\$ 39,236	\$ 49,000	\$ 49,500
<b>TOTAL REVENUES</b>	<b>\$ 308,350</b>	<b>\$ 139,236</b>	<b>\$ 49,000</b>	<b>\$ 49,500</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ 495	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ 30,000	\$ 300,000
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 495</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 308,350</b>	<b>\$ 447,091</b>	<b>\$ 466,091</b>	<b>\$ 215,591</b>

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Storm Drain Utility

Fund Description

The Storm Drain Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property tax bill. The fee is set as a dollar amount per ERU, or equivalent residential unit, that equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For 2020, the annual fee remains at \$28 per ERU/per month. A single-family parcel of property pays a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, determined by taking the total impervious surface for the parcel and dividing by 2,600 sq. ft. to determine the appropriate ERU multiplier.

Revenue is also derived from the Rock Creek Drainage Districts #1 and #2, which funds are transferred to the Storm Drain Utility. In addition, a special assessment on The Gateway project is also accounted for in this fund.

Funds are used primarily for debt service on the following general obligation bonds:

- 2010A - Refunding of 2008 temporary notes
- 2010B - Restructuring of 2005A and portion of 2009A G.O. Bonds
- 2013C - Storm water portion of the Johnson Drive Improvements (transfer to Capital Fund)
- 2014A - Refunding of a portion of 2009A G.O. Bonds
- 2019A - Rock Creek Channel Improvements (east of nall to Roeland Drive)

Secondary storm water system projects and maintenance activities are paid from this fund.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	31,892	34,896	446	1,427,500	400,000
Commodities	-	-	-	-	-
Capital Outlay	-	163,586	2,943	-	4,561,237
Debt Service	2,335,943	2,306,343	2,309,469	2,396,523	2,614,160
Transfers/Reserves	256,110	277,519	275,219	283,675	283,575
<b>Total</b>	<b>\$ 2,623,945</b>	<b>\$ 2,782,344</b>	<b>\$ 2,588,077</b>	<b>\$ 4,107,698</b>	<b>\$ 7,858,972</b>
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Storm Drain Utility		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 37,027</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,906,995</b>	<b>\$ 5,266,297</b>
<b>REVENUES</b>					
<b>Fees</b>					
Storm Water Utility Fees	\$ 2,497,945	\$ 2,494,632	\$ 2,579,475	\$ 2,500,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	34,531	76,592	127,362	35,000	35,000
Total Fees	<u>\$ 2,532,476</u>	<u>\$ 2,571,224</u>	<u>\$ 2,706,837</u>	<u>\$ 2,535,000</u>	<u>\$ 2,535,000</u>
<b>Special Assessments</b>	\$ 299,798	\$ -	\$ 1,498,990	\$ 599,000	\$ 599,000
<b>Intergovernmental</b>					
SIMAC Funds	\$ -	\$ -	\$ -	\$ 115,000	\$ -
Total Intergovernmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,000</u>	<u>\$ -</u>
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ 4,100,000	\$ 18,220
<b>Miscellaneous and Other</b>					
Interest	\$ 561	\$ 6,688	\$ 22,760	\$ 30,000	\$ 40,000
Miscellaneous	-	-	-	-	-
Total Miscellaneous and Other	<u>\$ 561</u>	<u>\$ 6,688</u>	<u>\$ 22,760</u>	<u>\$ 30,000</u>	<u>\$ 40,000</u>
<b>Transfers From Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	-	-	-	-	-
Rock Creek Drainage #1 Fund	-	2,000	3,000	3,000	3,000
Rock Creek Drainage #2 Fund	50,000	85,000	85,000	85,000	85,000
Total Transfer From Other Funds	<u>\$ 50,000</u>	<u>\$ 87,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 2,882,835</u></b>	<b><u>\$ 2,664,912</u></b>	<b><u>\$ 4,316,587</u></b>	<b><u>\$ 7,467,000</u></b>	<b><u>\$ 3,280,220</u></b>

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Storm Drain Utility

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>EXPENDITURES</b>					
<b>Contractual Services</b>					
Professional Services	\$ -	\$ 60	\$ 120	\$ 5,000	\$ -
Engineering Services	11,119	33,871	326	924,500	50,000
Inspections	-	-	-	-	-
Storm Drain Repairs	20,774	965	-	498,000	350,000
Other Contractual Services	-	-	-	-	-
Refund Rebate Utility Fee	-	-	-	-	-
Total for Contractual Services	<u>\$ 31,892</u>	<u>\$ 34,896</u>	<u>\$ 446</u>	<u>\$ 1,427,500</u>	<u>\$ 400,000</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 163,586	\$ 2,943	\$ -	\$ 4,561,237
<b>Debt Service</b>					
2010A Refunding - Prin & Int	\$ 366,612	\$ 367,812	\$ 368,738	\$ 369,388	\$ 364,763
2010B Refunding - Interest	279,131	279,131	279,131	279,132	974,131
2014A Refunding - Prin & Int	324,838	321,838	1,389,838	1,741,438	1,050,538
2014B Refunding - Prin & Int	1,358,800	1,331,000	265,200	-	-
2019A GO Bonds - Prin& Int	-	-	-	-	218,163
KDHE Loan	<u>6,562</u>	<u>6,562</u>	<u>6,562</u>	<u>6,565</u>	<u>6,565</u>
Total For Debt Service	<u>\$ 2,335,943</u>	<u>\$ 2,306,343</u>	<u>\$ 2,309,469</u>	<u>\$ 2,396,523</u>	<u>\$ 2,614,160</u>
<b>Transfers To Other Funds</b>					
Capital Improvement Fund (2013C)	<u>\$ 256,110</u>	<u>\$ 277,519</u>	<u>\$ 275,219</u>	<u>\$ 283,675</u>	<u>\$ 283,575</u>
Total for Transfers to Other Funds	<u>\$ 256,110</u>	<u>\$ 277,519</u>	<u>\$ 275,219</u>	<u>\$ 283,675</u>	<u>\$ 283,575</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 2,623,945</u></u>	<u><u>\$ 2,782,344</u></u>	<u><u>\$ 2,588,077</u></u>	<u><u>\$ 4,107,698</u></u>	<u><u>\$ 7,858,972</u></u>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,906,995</b>	<b>\$ 5,266,297</b>	<b>\$ 687,545</b>

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Street Sales Tax

Fund Description

In April 2012, voters approved a 1/4 of 1% special sales tax for streets - more commonly known as the Street Sales tax. The tax has a 10-year sunset, and will expire in March 2022.

Revenue from the street sales tax is pledged first to retire the Series 2012-A General Obligation Bonds issued for the Martway/Johnson Drive rehabilitation projects. Any remaining revenue is available to support other street and road improvements, primarily the City's annual seal and overlay program in residential areas of the City. Funds are reserved in 2019 for potential TUF Claims Settlement.

Capital Projects for 2020:

- Residential Street Maintenance Program (\$300,000)
- PW Maintenance Programs (\$75,000)

Debt Service:

- 2012A - Principal & Interest - Martway/Johnson Drive Improvements

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	140,000	168,562	-	-	375,000
Debt Service	470,870	472,045	472,315	471,660	470,060
Transfers/Reserves	-	-	-	375,000	-
<b>Total</b>	\$ 610,870	\$ 640,607	\$ 472,315	\$ 846,660	\$ 845,060
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Street Sales Tax		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 318,999	\$ 341,499	\$ 308,203	\$ 455,201	\$ 240,026
<b>REVENUES</b>					
<b>Sales Tax - 1/4 Cent for Streets</b>	\$ 633,295	\$ 606,061	\$ 616,486	\$ 616,485	\$ 600,000
<b>Miscellaneous and Other</b>					
Interest	\$ 75	\$ 1,250	\$ 2,827	\$ 15,000	\$ 15,000
<b>Total Miscellaneous and Other</b>	\$ 75	\$ 1,250	\$ 2,827	\$ 15,000	\$ 15,000
<b>TOTAL REVENUES</b>	<u>\$ 633,370</u>	<u>\$ 607,311</u>	<u>\$ 619,313</u>	<u>\$ 631,485</u>	<u>\$ 615,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 140,000	\$ 168,562	\$ -	\$ -	\$ 375,000
<b>Debt Service</b>					
2012A - Principal & Interest	\$ 470,870	\$ 472,045	\$ 472,315	\$ 471,660	\$ 470,060
Total for Debt Service	\$ 470,870	\$ 472,045	\$ 472,315	\$ 471,660	\$ 470,060
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 375,000	\$ -
<b>Transfers To Other Funds</b>					
Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total for Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 610,870</u>	<u>\$ 640,607</u>	<u>\$ 472,315</u>	<u>\$ 846,660</u>	<u>\$ 845,060</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 341,499	\$ 308,203	\$ 455,201	\$ 240,026	\$ 9,966

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Parks and Recreation Sales Tax

Fund Description

In April 2013, voters approved a 3/8 of 1% Special Sales Tax for Parks and Recreation - more commonly known as the Parks and Recreation Sales Tax. The sales tax has a sunset of 10 years and will expire in March 2023.

A portion of the sales tax is pledged to retire the Series 2013-B General Obligation Bonds that were issued for renovations and improvements to the Mission Family Aquatic Center (MFAC).

Another portion is used to fund various capital improvements at the SPJCC Community Center, which has primarily been building renovation and equipment maintenance.

The balance is earmarked to establish a reserve for other parks and recreation activities including repair and maintenance of building components at the City's community center, maintenance and improvements at the outdoor aquatic center, and implementation of recommendations from the recently completed Parks Master Plan, particularly at the eight outdoor parks.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	404,344	252,011	407,756	-	-
Debt Service	526,450	529,000	531,100	527,750	529,100
Transfers/Reserves	-	-	-	60,000	60,000
<b>Total</b>	\$ 930,794	\$ 781,011	\$ 938,856	\$ 587,750	\$ 589,100
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Parks and Recreation Sales Tax		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimte YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 738,850</b>	<b>\$ 765,070</b>	<b>\$ 896,721</b>	<b>\$ 891,257</b>	<b>\$ 753,257</b>
<b>REVENUES</b>					
<b>Sales Tax - 3/8th Cent for Parks</b>	\$ 949,943	\$ 909,092	\$ 924,728	\$ 900,000	\$ 875,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Miscellaneous	\$ 6,766	\$ -	\$ -	\$ -	\$ -
Interest	305	3,569	8,664	-	-
Total for Miscellaneous and Other	<u>\$ 7,071</u>	<u>\$ 3,569</u>	<u>\$ 8,664</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 957,014</u></b>	<b><u>\$ 912,661</u></b>	<b><u>\$ 933,392</u></b>	<b><u>\$ 900,000</u></b>	<b><u>\$ 875,000</u></b>
<b>EXPENDITURES</b>					
<b>Capital Outlay</b>	\$ 404,344	\$ 252,011	\$ 407,756	\$ -	\$ -
Outdoor Parks	\$ -	\$ -	\$ -	\$ 105,000	\$ 350,000
MFAC	\$ -	\$ -	\$ -	\$ 29,750	\$ 79,000
SPJCC	\$ -	\$ -	\$ -	\$ 315,500	\$ 247,600
Total for Capital Outlay	<u>\$ 404,344</u>	<u>\$ 252,011</u>	<u>\$ 407,756</u>	<u>\$ 450,250</u>	<u>\$ 676,600</u>
<b>Debt Service</b>					
2013B - Principal & Interest	\$ 526,450	\$ 529,000	\$ 531,100	\$ 527,750	\$ 529,100
Total For Debt Service	<u>\$ 526,450</u>	<u>\$ 529,000</u>	<u>\$ 531,100</u>	<u>\$ 527,750</u>	<u>\$ 529,100</u>
<b>Reserves</b>					
Outdoor Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Reserve - SPJCC	-	-	-	50,000	50,000
Facility Reserve - MFAC	-	-	-	10,000	10,000
Total for Reserve Accounts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
<b>Transfers To Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total for Transfers to Other Funds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 930,794</u></b>	<b><u>\$ 781,011</u></b>	<b><u>\$ 938,856</u></b>	<b><u>\$ 1,038,000</u></b>	<b><u>\$ 1,265,700</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 765,070</b>	<b>\$ 896,721</b>	<b>\$ 891,257</b>	<b>\$ 753,257</b>	<b>\$ 362,557</b>

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Highway

Fund Description

Kansas state statutes (K.S.A. 79-3425c) provide for certain highway aid payments to be distributed directly to cities on a per capita basis from the state treasurer. Payments are made quarterly from the state’s Special City and County Highway (SCCH) fund, which receives approximately 35% of the state's motor fuel tax collections. Cities must credit their payments to a separate fund for construction, reconstruction, alteration, repair, and maintenance of streets and highways.

The City utilizes these funds for general street repair including bridges, streetlights, curbs and drainage, and the annual chip seal and overlay programs. These funds may be used to leverage funds from the County Assistance Road System (CARS) Program, state and federal grants, or transfers from other funds.

Capital Projects 2020:

- Full-depth reconstruction (\$200,000)
- Bridge inspections/maintenance (\$25,000)

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	11,612	25,000	25,000
Capital Outlay	199,061	291,536	214,031	75,000	225,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 199,061</b>	<b>\$ 291,536</b>	<b>\$ 225,643</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Special Highway		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 12,390	\$ 129,376	\$ 91,216	\$ 123,626	\$ 48,726
<b>REVENUES</b>					
<b>Intergovernmental - Kansas Gas Tax</b>	\$ 316,034	\$ 252,742	\$ 256,180	\$ 250,000	\$ 250,000
<b>Miscellaneous and Other</b>					
Interest	\$ 12	\$ 634	\$ 1,873	\$ 100	\$ 100
Miscellaneous	-	-	-	-	-
	\$ 12	\$ 634	\$ 1,873	\$ 100	\$ 100
<b>TOTAL REVENUES</b>	<u>\$ 316,047</u>	<u>\$ 253,376</u>	<u>\$ 258,053</u>	<u>\$ 250,100</u>	<u>\$ 250,100</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERS	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>					
Asphalt Patch	\$ -	\$ -	\$ 11,612	\$ 25,000	\$ 25,000
Total for Commodities	\$ -	\$ -	\$ 11,612	\$ 25,000	\$ 25,000
<b>Capital Outlay</b>	\$ 199,061	\$ 291,536	\$ 214,031	\$ 75,000	\$ 225,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 225,000	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 199,061</u>	<u>\$ 291,536</u>	<u>\$ 225,643</u>	<u>\$ 325,000</u>	<u>\$ 250,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 129,376	\$ 91,216	\$ 123,626	\$ 48,726	\$ 48,826



City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Alcohol

Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The Special Alcohol Tax Fund is to support programs “whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers.” (KSA 79-41a04).

Of the 2020 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$30,000 will support the City's participation in the Johnson County mental health co-responder program, and \$50,000 will be provided to agencies designated by the Drug & Alcoholism Council to support the provision of KSA 79-41a04.

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

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Contractual Services	28,038	37,950	37,952	67,500	80,000
Commodities	-	-	-	1,000	1,000
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 43,038</b>	<b>\$ 52,950</b>	<b>\$ 37,952</b>	<b>\$ 83,500</b>	<b>\$ 96,000</b>

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Special Alcohol		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 27,423	\$ 46,201	\$ 68,040	\$ 110,196	\$ 110,696
<b>REVENUES</b>					
<b>Intergovernmental - Alcohol Tax</b>	\$ 61,815	\$ 74,789	\$ 80,108	\$ 84,000	\$ 85,000
<b>TOTAL REVENUES</b>	<u>\$ 61,815</u>	<u>\$ 74,789</u>	<u>\$ 80,108</u>	<u>\$ 84,000</u>	<u>\$ 85,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Full-Time Salaries	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERs	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
<b>Contractual Services</b>					
Drug and Alcoholism Council	\$ 28,038	\$ 31,962	\$ 30,000	\$ 40,000	\$ 50,000
Mental Health Responder	-	5,988	7,952	27,500	30,000
Total Contractual Services	\$ 28,038	\$ 37,950	\$ 37,952	\$ 67,500	\$ 80,000
<b>Commodities</b>					
DARE Supplies	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Total Supplies	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 43,038</u>	<u>\$ 52,950</u>	<u>\$ 37,952</u>	<u>\$ 83,500</u>	<u>\$ 96,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 46,201	\$ 68,040	\$ 110,196	\$ 110,696	\$ 99,696

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Parks and Recreation

Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The funds proportioned to the City’s Special Parks and Recreation Fund to support general programming and parks construction and maintenance.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	13,297	2,357	-	-
Debt Service	55,051	47,922	70,624	67,655	67,655
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	\$ 55,051	\$ 61,219	\$ 72,981	\$ 67,655	\$ 67,655
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>	Special Revenue
	<b>Fund:</b>	Special Parks and Recreation

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 24,065	\$ 29,905	\$ 43,549	\$ 81,801	\$ 98,346
<b>REVENUES</b>					
<b>Intergovernmental - Alcohol Tax</b>	\$ 60,484	\$ 74,789	\$ 80,108	\$ 84,000	\$ 85,000
<b>Bond/Lease Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Miscellaneous	\$ 385	\$ -	\$ 30,845	\$ -	\$ -
Interest	22	74	280	200	200
Total Miscellaneous and Other	<u>\$ 407</u>	<u>\$ 74</u>	<u>\$ 31,125</u>	<u>\$ 200</u>	<u>\$ 200</u>
<b>TOTAL REVENUES</b>	<u>\$ 60,891</u>	<u>\$ 74,863</u>	<u>\$ 111,233</u>	<u>\$ 84,200</u>	<u>\$ 85,200</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 13,297	\$ 2,357	\$ -	\$ -
<b>Debt Service/Lease Payments</b>	\$ 55,051	\$ 47,922	\$ 70,624	\$ 67,655	\$ 67,655
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 55,051</u>	<u>\$ 61,219</u>	<u>\$ 72,981</u>	<u>\$ 67,655</u>	<u>\$ 67,655</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 29,905	\$ 43,549	\$ 81,801	\$ 98,346	\$ 115,891

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Solid Waste Utility

Fund Description

The City established the Solid Waste Utility in 2008 as a mechanism for more efficient and cost effective collection of residential solid waste, and to promote the recycling of solid waste. Through the Solid Waste Utility, the City contracts with one hauler to provide solid waste collection for all single-family residential properties in the city. The City collects a fee for this service as a special assessment on the property tax bill.

The City currently has a contract with Waste Management (formerly Deffenbaugh Industries), which will expire in 2019. Solid waste collection (trash, recycling, and yard waste) is once a week, and the service includes a bulky item pick-up the first week of every month. The annual Solid Waste Utility Fee is \$170 per single-family residential parcel.

The City supplements the fee paid by single family property owners with a transfer from the General Fund to the Solid Waste Utility Fund.

The City will be working on bidding out solid waste services in 2019 so that a contract is in place when the current contract expires at the of 2019.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,273	567,452	591,154	612,000	672,000
Commodities	1,000	2,000	2,000	500	500
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 567,273</b>	<b>\$ 569,452</b>	<b>\$ 593,154</b>	<b>\$ 612,500</b>	<b>\$ 672,500</b>
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Solid Waste Utility		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estiamte YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ (41,721)	\$ (30,883)	\$ (27,179)	\$ (6,611)	\$ (6,011)
<b>REVENUES</b>					
<b>Fees</b>					
Solid Waste Utility Fee	\$ 490,878	\$ 485,277	\$ 498,933	\$ 525,000	\$ 585,000
Trash Bag Sales	1,918	2,478	2,637	2,000	2,000
Yard Waste Stickers	288	-	-	-	-
Commercial Recycling	-	-	-	-	-
Recycling Rebate	-	29	-	1,000	1,000
	<u>\$ 493,084</u>	<u>\$ 487,784</u>	<u>\$ 501,570</u>	<u>\$ 528,000</u>	<u>\$ 588,000</u>
<b>Miscellaneous and Other</b>					
Interest	\$ 27	\$ 372	\$ 2,152	\$ 100	\$ 100
Total for Miscellaneous and Other	\$ 27	\$ 372	\$ 2,152	\$ 100	\$ 100
<b>Transfers from Other Funds</b>					
General Fund	\$ 85,000	\$ 85,000	\$ 110,000	\$ 85,000	\$ 95,000
Total for Miscellaneous and Other	\$ 85,000	\$ 85,000	\$ 110,000	\$ 85,000	\$ 95,000
<b>TOTAL REVENUES</b>	<u><b>\$ 578,111</b></u>	<u><b>\$ 573,156</b></u>	<u><b>\$ 613,722</b></u>	<u><b>\$ 613,100</b></u>	<u><b>\$ 683,100</b></u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
Solid Waste Contract	\$ 563,419	\$ 565,006	\$ 588,959	\$ 607,000	\$ 667,000
Utility Rebate Refund	2,854	2,446	2,195	5,000	5,000
Total for Contractual Services	\$ 566,273	\$ 567,452	\$ 591,154	\$ 612,000	\$ 672,000
<b>Commodities</b>	\$ 1,000	\$ 2,000	\$ 2,000	\$ 500	\$ 500
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 567,273</b></u>	<u><b>\$ 569,452</b></u>	<u><b>\$ 593,154</b></u>	<u><b>\$ 612,500</b></u>	<u><b>\$ 672,500</b></u>
<b>FUND BALANCE DECEMBER 31</b>	\$ (30,883)	\$ (27,179)	\$ (6,611)	\$ (6,011)	\$ 4,589

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue	
<b>Fund:</b>	Mission Conv. and Visitors Bur.	

Fund Description

Charter Ordinance No. 17 was approved in March of 2006 establishing a Transient Guest Tax of 6%, a Convention and Tourism Fund, and a Convention Commission. This was subsequently revised by Charter Ordinance No. 18, which raised the Transient Guest Tax to 9%, and Charter Ordinance No. 24 which reconstituted the Convention Commission to the Mission Convention and Visitors Bureau (MCVB).

The Transient Guest Tax, along with sponsorships, special event revenue, and donations is used for the promotion of the City of Mission and attracting tourism through festivals, special events, and the Mission magazine.

In 2017, the MCVB Committee was disbanded, but the fund remains to account for receipt and expenditure of the Transient Guest Tax. The City continues to manage revenues and expenses for the Mission Business Partnership and the Holiday Adoption efforts through the MCVB Fund.

Funds in the amount of \$10,000 are included in the 2020 budget to purchase banners for the Johnson Drive corridor.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	53,080	82,628	82,172	83,500	85,500
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	10,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 82,172</b>	<b>\$ 83,500</b>	<b>\$ 95,500</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Mission Convention and Visitors Bureau (MCVB)		
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	\$ 61,493	\$ 76,345	\$ 75,595	\$ 69,343	\$ 121,343
<b>REVENUES</b>					
<b>Transient Guest Tax Receipts</b>	\$ 43,835	\$ 64,160	\$ 61,384	\$ 60,000	\$ 60,000
<b>Miscellaneous and Other</b>					
Event Sponsorship/Revenue	\$ 21,555	\$ 9,858	\$ 9,085	\$ 10,000	\$ 10,000
Holiday Adoption Revenue	2,525	7,580	4,430	25,000	25,000
Interest	-	280	741	500	500
Miscellaneous Revenue	17	-	280	40,000	-
Total for Miscellaneous and Other	\$ 24,097	17,718	14,536	75,500	35,500
<b>TOTAL REVENUES</b>	<b>\$ 67,932</b>	<b>\$ 81,878</b>	<b>\$ 75,920</b>	<b>\$ 135,500</b>	<b>\$ 95,500</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
MCVB General Expenses	\$ 2,264	\$ -	\$ 11,773	\$ -	\$ -
Barbeque Contest	17,433	-	-	-	-
Holiday Lights Event	3,641	5,673	922	-	-
Mission Merchants	1,403	7,167	7,355	7,500	7,500
MCVB Magazine	22,255	41,351	45,536	50,000	50,000
Holiday Adoptions	6,083	28,438	16,586	25,000	25,000
Pole Sign Incentive Program	-	-	-	1,000	3,000
Business Support Programs	-	-	-	-	-
Total for Contractual Services	\$ 53,080	\$ 82,628	\$ 82,172	\$ 83,500	\$ 85,500
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 82,172</b>	<b>\$ 83,500</b>	<b>\$ 95,500</b>
<b>FUND BALANCE DECEMBER 31</b>	\$ 76,345	\$ 75,595	\$ 69,343	\$ 121,343	\$ 121,343



City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Crossing TIF/CID

Fund Description

Mission Crossing is the redevelopment of a 6.2 acre site on the City’s western boundary that, since 1954, had been the former headquarters and manufacturing plant for Herff Jones, Inc. The project entailed the demolition of the existing building and construction of three stand-alone buildings totaling approximately 20,000 square feet of commercial space, and a 100 unit residential facility designed for independent, senior-living.

The mixed use development complies with the redevelopment goals of the City’s West Gateway district. It includes streetscape improvements along the project perimeters, a new public park located at the southwest corner of Martway and Broadmoor, a public trail along Metcalf Avenue and two transit shelters to access the enhanced bus services along the Johnson Drive/Martway corridors.

The Mission Crossing Tax Increment Financing (TIF) district and Community Improvement District (CID) were both established in 2010 for the purpose of redirecting revenue (property and sales tax) generated from the project to reimburse the developer for certain approved development costs. The TIF [K.S.A 12-1770 et seq] is structured to reimburse the developer on a “pay-as-you-go” basis with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the agreement was adopted (base valuation), and the City’s 1% general sales tax generated from all retail sales that occur within the defined project area. The CID [K.S.A 12-6a26 et seq] is structured to reimburse the developer on a “pay-as-you-go” basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

This project is anticipated to generate approximately \$3,948,000 in TIF revenue over the 20 year life of the TIF plan, and approximately \$1,188,000 in CID revenue over the 22 year life of the CID.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	269,091	319,587	506,831	207,790	370,000
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 269,091</b>	<b>\$ 319,587</b>	<b>\$ 506,831</b>	<b>\$ 207,790</b>	<b>\$ 370,000</b>

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Mission Crossing TIF/CID		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 26,587	\$ 5,940	\$ 5,943	\$ (142,816)	\$ 8,439
<b>REVENUES</b>					
<b>Property Taxes -TIF</b>	\$ 103,355	\$ 174,378	\$ 207,442	\$ 199,045	\$ 210,000
<b>Sales Tax - TIF</b>	\$ 73,579	\$ 72,562	\$ 76,240	\$ 80,000	\$ 80,000
<b>Sales Tax - CID</b>	\$ 71,510	\$ 72,650	\$ 74,390	\$ 80,000	\$ 80,000
<b>TOTAL REVENUES</b>	<u>\$ 248,444</u>	<u>\$ 319,590</u>	<u>\$ 358,072</u>	<u>\$ 359,045</u>	<u>\$ 370,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
TIF Property Tax Reimbursement	\$ 103,355	\$ 174,378	\$ 358,697	\$ 47,790	\$ 210,000
TIF Sales Tax Reimbursement	83,861	72,370	74,976	80,000	80,000
CID Sales Tax Reimbursement	<u>81,876</u>	<u>72,839</u>	<u>73,158</u>	<u>80,000</u>	<u>80,000</u>
Total for Contractual Services	\$ 269,091	\$ 319,587	\$ 506,831	\$ 207,790	\$ 370,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 269,091</u>	<u>\$ 319,587</u>	<u>\$ 506,831</u>	<u>\$ 207,790</u>	<u>\$ 370,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 5,940	\$ 5,943	\$ (142,816)	\$ 8,439	\$ 8,439

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Cornerstone Commons CID

Fund Description

The Cornerstone Commons project is the redevelopment of a 2.98 acre tract at the southwest corner of Johnson Drive and Barkley Street. Prior to redevelopment, the site was an automobile dealership that had closed.

The project is a mixed-use development that conforms to the design principles of the West Gateway district and Form Based Code by having multi-level structures situated up to the sidewalk, on-street parking, and pedestrian oriented elements such as benches, lighting, and landscaping.

The development includes a 15,000 square foot Natural Grocer store, a 4,000 square foot building for casual dining/retail, and a third 12,000 square foot building for casual dining/retail and office.

The CID [K.S.A 12-6a26 et seq] is structured to reimburse the project developer on a “pay-as-you-go” basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

The total estimated value for all of the improvements is \$1,721,788, of which the redevelopment agreement stipulates that no more than \$1,500,000 will be reimbursed to the developer through the CID sales tax.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	63,772	62,360	78,727	78,727	70,500
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	\$ 63,772	\$ 62,360	\$ 78,727	\$ 78,727	\$ 70,500
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Cornerstone Commons CID		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 6,566	\$ 14,277	\$ 17,794	\$ 6,033	\$ 3,533
<b>REVENUES</b>					
<b>Sales Tax - CID</b>	\$ 71,482	\$ 65,878	\$ 66,966	\$ 68,000	\$ 70,000
<b>TOTAL REVENUES</b>	<u>\$ 71,482</u>	<u>\$ 65,878</u>	<u>\$ 66,966</u>	<u>\$ 68,000</u>	<u>\$ 70,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
CID Sales Tax Reimbursement	\$ 63,772	\$ 62,360	\$ 78,727	\$ 68,000	\$ 68,000
Administrative Fee	-	-	-	2,500	2,500
Total for Contractual Services	<u>\$ 63,772</u>	<u>62,360</u>	<u>78,727</u>	<u>70,500</u>	<u>70,500</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 63,772</u>	<u>\$ 62,360</u>	<u>\$ 78,727</u>	<u>\$ 70,500</u>	<u>\$ 70,500</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 14,277	\$ 17,794	\$ 6,033	\$ 3,533	\$ 3,033

City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Crossing TIF/CID

Fund Description

Mission Trails is the redevelopment of the former Pyramid Insurance office building at 6501 Johnson Drive. The project entails the demolition of the existing building and construction of a four-story luxury apartment building with approximately 200 one and two bedroom apartments. The project will also have an outdoor pool with patio area, work out facility for residents, and other amenities. There will be a restaurant on the ground floor.

An four-story parking structure will be built next to the apartment building. There will be 50 parking spaces dedicated for public parking on the ground floor, which was negotiated as part of the development agreement. In addition \$250,000 will also be paid by the developer for additional parking in the downtown area.

The Mission Apartments Tax Increment Financing (TIF) district was established in 2017 for the purpose of redirecting property tax revenue generated from the project to reimburse the developer for certain approved development costs. The TIF [K.S.A 12-1770 et seq] is structured to reimburse the developer on a "pay-as-you-go" basis with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the agreement was adopted (base valuation).

The project is expected to be completed in late 2020.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Mission Trails TIF		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>					
Property Taxes -TIF	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>EXPENDITURES</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
TIF Property Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Total for Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ -	\$ -	\$ -	\$ 100,000

## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #1

Fund Description

The City established the Rock Creek Drainage District No. 1 pursuant to K.S.A. 13-10,128 through 13-10,133 in July of 2006 (Ordinance 1206). Drainage District No. 1 is comprised of the original Mission Mall site bounded by Shawnee Mission Parkway, Roeland Drive, and Johnson Drive.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #1 are transferred to the City's Storm Water Utility Fund to assist with debt service.

At present the site is vacant, but is anticipated to be developed in the near future into a 556,000 square feet residential/retail/commercial mixed-use project to be known as The Gateway.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	2,000	3,000	3,000	3,000
<b>Total</b>	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Rock Creek Drainage Dist. #1		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 1,423	\$ 3,672	\$ 1,711	\$ 9,909	\$ 11,909
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Tax	\$ 2,249	\$ 24	\$ 4,506	\$ 5,000	\$ 5,000
Real Estate Tax Delinquent	-	-	6,661	-	-
Total for Property Taxes	\$ 2,249	\$ 24	\$ 11,167	\$ 5,000	\$ 5,000
<b>Miscellaneous and Other</b>					
Interest	\$ -	\$ 15	\$ 31	\$ -	\$ -
Total for Miscellaneous and Other	\$ -	\$ 15	\$ 31	\$ -	\$ -
<b>TOTAL REVENUES</b>	<u>\$ 2,249</u>	<u>\$ 39</u>	<u>\$ 11,198</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
Total for Transfers To Other Funds	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 3,672	\$ 1,711	\$ 9,909	\$ 11,909	\$ 13,909



City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #2

Fund Description

The City established the Rock Creek Drainage District No. 2 pursuant to K.S.A. 13-10,128 through 13-10,133 in August of 2007 (Ordinance 1241). Drainage District #2 comprises those properties along Rock Creek and within the flood plain of Rock Creek. The district is bounded, approximately, by Roeland Drive on the east, Johnson Drive on the north Martway on the south to a point just east of Lamar.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #2 are transferred to the City's Storm Water Utility Fund to assist with debt service.

Both Rock Creek Drainage Districts No. 1 and No. 2 make up the same boundary as the Rock Creek Tax Increment Finance District which was established in 2007 for the purpose of encouraging redevelopment in the flood plain. Most all of the properties in the district are already developed, and redevelopment to-date in the district has been modest.

	<u>Actual</u> <u>2016</u>	<u>Actual</u> <u>2017</u>	<u>Actual</u> <u>2018</u>	<u>Estimate YE</u> <u>2019</u>	<u>Proposed</u> <u>2020</u>
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	23,670	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	<u>50,000</u>	<u>85,000</u>	<u>85,000</u>	<u>85,000</u>	<u>85,000</u>
<b>Total</b>	<b>\$ 73,670</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
 <u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>

City of Mission 2020 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Rock Creek Drainage Dist. #2		
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 3,409	\$ 10,814	\$ 16,142	\$ 21,933	\$ 27,033
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Taxes	\$ 81,037	\$ 89,640	\$ 89,967	\$ 90,000	\$ 90,000
Real Estate Taxes Delinquent	-	394	-	-	-
Total for Property Taxes	\$ 81,037	\$ 90,034	\$ 89,967	\$ 90,000	\$ 90,000
<b>Miscellaneous and Other</b>					
Interest	\$ 37	\$ 294	\$ 824	\$ 100	\$ 100
Total For Miscellaneous and Other	\$ 37	\$ 294	\$ 824	\$ 100	\$ 100
<b>TOTAL REVENUES</b>	<u>\$ 81,074</u>	<u>\$ 90,328</u>	<u>\$ 90,791</u>	<u>\$ 90,100</u>	<u>\$ 90,100</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 23,670	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Total for Transfers To Other Funds	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
<b>TOTAL EXPENDITURES</b>	<u>\$ 73,670</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 10,814	\$ 16,142	\$ 21,933	\$ 27,033	\$ 32,133

**City of Mission  
2020 - 2024 Capital  
Improvement Program**

**CITY OF MISSION OUTSTANDING DEBT SUMMARY (NON-GENERAL FUND)**

<b>Street Debt Summary 2019-2031</b>													
<b>Issue</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
2012A	\$471,660	\$470,060	\$472,718	\$474,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2013C (street portion)	\$267,063	\$267,263	\$267,363	\$267,363	\$271,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Annual Totals</b>	<b>\$738,723</b>	<b>\$737,323</b>	<b>\$740,081</b>	<b>\$741,663</b>	<b>\$271,625</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Stormwater Debt Summary 2019-2031</b>													
<b>Issue</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
KDHE Loan	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562	\$6,562
2010A	\$369,388	\$364,763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010B	\$279,131	\$974,131	\$1,331,331	\$1,333,131	\$598,131	\$595,731	\$1,202,731	\$764,731	\$0	\$0	\$0	\$0	\$0
2013C (stormwater portion)	\$283,675	\$283,575	\$283,375	\$283,075	\$287,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2014A	\$1,741,438	\$1,050,538	\$1,052,838	\$1,054,738	\$1,060,313	\$1,061,563	\$457,188	\$461,325	\$470,050	\$472,150	\$473,800	\$0	\$0
2019A	\$0	\$218,163	\$216,038	\$218,563	\$615,918	\$613,815	\$615,953	\$617,453	\$613,023	\$613,050	\$617,100	\$0	\$0
<b>Annual Totals</b>	<b>\$2,680,194</b>	<b>\$2,897,732</b>	<b>\$2,890,144</b>	<b>\$2,896,069</b>	<b>\$2,567,924</b>	<b>\$2,277,671</b>	<b>\$2,282,434</b>	<b>\$1,850,071</b>	<b>\$1,089,635</b>	<b>\$1,091,762</b>	<b>\$1,097,462</b>	<b>\$6,562</b>	<b>\$6,562</b>

<b>Parks and Recreation Debt Summary 2019-2031</b>													
<b>Issue</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
2013B	\$527,750	\$529,100	\$530,000	\$530,450	\$530,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Annual Totals</b>	<b>\$527,750</b>	<b>\$529,100</b>	<b>\$530,000</b>	<b>\$530,450</b>	<b>\$530,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Annual Debt Service Totals</b>	<b>\$3,946,667</b>	<b>\$4,164,155</b>	<b>\$4,160,225</b>	<b>\$4,168,182</b>	<b>\$3,369,999</b>	<b>\$2,277,671</b>	<b>\$2,282,434</b>	<b>\$1,850,071</b>	<b>\$1,089,635</b>	<b>\$1,091,762</b>	<b>\$1,097,462</b>	<b>\$6,562</b>	<b>\$6,562</b>
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## Stormwater Program Plan (2020 - 2024)

Revenues	2019	2020	2021	2022	2023	2024	
<b>Beginning Balance</b>	1,938,838	5,273,169	616,420	528,496	434,647	518,943	
<i>Local Revenue</i>							
Stormwater Utility Fund Revenues	2,535,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Drainage District Revenues	88,000	85,000	85,000	85,000	85,000	85,000	
Gateway Special Benefit District Revenues	599,000	599,000	599,000	599,000	599,000	599,000	
<b>Sub-total</b>	<b>3,222,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	
<i>Extenal Revenue</i>							
SMAC Revenues	115,000	-	-	-	-	-	
Miscellaneous Revenues	-	-	-	-	-	-	
RCHA CID Revenues	-	18,220	18,220	18,220	18,220	18,220	
<b>Sub-total</b>	<b>115,000</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	
<i>Debt Proceeds</i>							
GO Series 2019A (Roeland Court)	4,100,000						
<b>Sub-total</b>	<b>4,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Stormwater Revenues</b>	<b>7,437,000</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	
<b>Expenses</b>							
<i>Capital Projects</i>							
Rock Creek Channel (Nall to Roeland Drive)	694,500	4,561,237					
<b>Sub-total</b>	<b>694,500</b>	<b>4,561,237</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Maintenance Programs</i>							
Repair and Maintenance Projects		350,000	350,000	350,000	500,000	500,000	
Gateway Box Cleanout	163,000						
50th Street Drainage	184,975						
Miscellaneous Sinkhole Repairs	150,000						
Miscellaneous Engineering	230,000	50,000	50,000	50,000	50,000	50,000	
<b>Sub-total</b>	<b>727,975</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>550,000</b>	<b>550,000</b>	
<i>Debt Service/Loan Repayment</i>							
KDHE Loan Repayment	6,562	6,562	6,562	6,562	\$6,562	\$6,562	<b>Remaining Debt Service/ Year Retires</b> \$45,934/2031
GO Series 2010A	369,388	364,763	-	-	-	-	\$0
GO Series 2010B	279,131	974,131	1,331,331	1,333,131	\$598,131	595,731	\$1,967,462/2026
GO Series 2013C - Stormwater Portion	283,675	283,575	283,375	283,075	\$287,000	-	\$0
GO Series 2014-A	1,741,438	1,050,538	1,052,838	1,054,738	\$1,060,313	1,061,563	\$2,334,513/2029
GO Series 2019A (Rock Creek/RCHA)	-	218,163	216,038	218,563	615,918	613,815	\$3,076,579/2029
<b>Sub-total</b>	<b>2,680,194</b>	<b>2,897,732</b>	<b>2,890,144</b>	<b>2,896,069</b>	<b>2,567,924</b>	<b>2,277,671</b>	
<b>Total Stormwater Expenses</b>	<b>4,102,669</b>	<b>7,858,969</b>	<b>3,290,144</b>	<b>3,296,069</b>	<b>3,117,924</b>	<b>2,827,671</b>	
Annual Surplus/(Deficit)	3,334,331	(4,656,749)	(87,924)	(93,849)	84,296	374,549	
<b>Ending Fund Balance</b>	<b>5,273,169</b>	<b>616,420</b>	<b>528,496</b>	<b>434,647</b>	<b>518,943</b>	<b>893,492</b>	

Capital Improvement Project Summary Sheet  
City of Mission


<b><u>Project Name:</u></b> <b>Rock Creek (Nall to Roeland Drive)</b>	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Rock Creek Channel from the end of the Mission Bowl Flood Wall to Roeland Drive.	

**Project Description:**  
 The proposed project would address erosion and flooding concerns in this section of Rock Creek. Retaining walls would be constructed the entire length of the channel to combat erosion. Capacity in the channel would help alleviate flooding at Martway and Roeland Drive. The project will also include improvements to the parking lot and common area of the Roeland Court Townhomes that were necessitated by a subsidence that occurred in August 2017. The repairs on private property will be repaid through a Community Improvement District (CID) that will assess a fee to each townhome annually. Design for the project was authorized in June 2019 with GBA in the amount of \$694,500. The Council has authorized the issuance of General Obligation Bonds (Series 2019A) to fund the project, which will be done without any SMAC funding.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	4,561,237.00	Capital Improvement	
2021		Stormwater Utility	351,237.00
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
<b>Total Five Year Cost</b>	<b>\$ 4,561,237.00</b>	Park Sales Tax	
		Other: SMAC	4,210,000.00
		<b>Total:</b>	<b>\$ 4,561,237.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Stormwater Maintenance and Repairs</p>	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>	
<p><b><u>Initial Date of Preparation:</u></b></p>	
<p><b><u>Date of Most Recent Update:</u></b> 6/5/19</p>	
<p><b><u>Project Location (address if known):</u></b> Various Locations Citywide</p>	

**Project Description:**  
This fund is for repairs to stormwater infrastructure that fails unexpectedly and engineering of these failures when necessary. Following update the of condition ratings, these funds will also be used to leverage SMAC funding for identified (proactive) repair and maintenance projects.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	350,000.00	Capital Improvement	
2021	350,000.00	Stormwater Utility	350,000.00
2022	350,000.00	Street Sales Tax	
2023	500,000.00	Special Highway	
2024	500,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 2,050,000.00	Park Sales Tax	
		Other	
		Total:	\$ 350,000.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

## Street Program Plan (2020 - 2024)

	2019	2020	2021	2022	2023	2024
<b>Revenues</b>						
<b>Beginning Balance*</b>	1,363,345	542,819	53,546	(1,841,617)	(3,883,417)	(7,394,725)
<i>Local Revenue</i>						
7 mills dedicated to streets	1,014,000	975,000	975,000	975,000	975,000	975,000
0.25% Street Sales Tax Revenues - existing	616,485	600,000	575,000	145,000	-	-
Gateway Development - Street Sales Tax Portion	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,630,485</b>	<b>1,575,000</b>	<b>1,550,000</b>	<b>1,120,000</b>	<b>975,000</b>	<b>975,000</b>
<i>External Revenue</i>						
CARS Reimbursements	528,000	421,530	2,215,082	146,000	1,500,000	114,030
Special Highway	250,000	250,000	250,000	250,000	250,000	250,000
SMAC Reimbursements	-	-	-	-	1,500,000	-
Grants / Other Outside Funding	-	68,000	-	-	2,500,000	-
Miscellaneous Revenues	-	-	-	33,939	-	-
<b>Sub-total</b>	<b>778,000</b>	<b>739,530</b>	<b>2,465,082</b>	<b>429,939</b>	<b>5,750,000</b>	<b>364,030</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	-	-	-	-	-	-
<b>Total Street Revenues</b>	<b>2,408,485</b>	<b>2,314,530</b>	<b>4,015,082</b>	<b>1,549,939</b>	<b>6,725,000</b>	<b>1,339,030</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Broadmoor (Martway/Johnson Drive)	1,338,335	-	-	-	-	-
UBAS Treatment Lamar (SMP to Foxridge)	26,953	938,060	-	-	-	-
Foxridge (51st to Lamar)	50,000	528,420	4,420,164	-	-	-
UBAS Treatment - Jo Drive (Lamar to Roe)	-	-	-	322,000	-	-
Johnson Drive (Lamar to Metcalf)	-	-	-	1,778,076	8,994,183	-
UBAS Treatment - Nail (Martway to SMP)	-	-	-	-	220,500	-
Mill and Overlay - Roe (SMP to 63rd St)	-	-	-	-	-	371,540
Full-depth Reconstruction Projects (non-CARS eligible)	-	200,000	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>1,415,288</b>	<b>1,666,480</b>	<b>4,720,164</b>	<b>2,400,076</b>	<b>9,514,683</b>	<b>671,540</b>
<i>Maintenance Programs</i>						
Residential Street Program	-	300,000	350,000	350,000	350,000	350,000
PW Maintenance Programs (sidewalks, traffic safety)	50,000	75,000	75,000	75,000	75,000	75,000
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000
<b>Sub-total</b>	<b>75,000</b>	<b>400,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
<i>Debt Service</i>						
Johnson Drive/Martway Debt Service (2012A)	471,660	470,060	472,718	474,300	-	-
Jo Drive - Street Portion (2013C)	267,063	267,263	267,363	267,363	271,625	-
Debt Service Reserve	1,000,000	-	-	-	-	-
<b>Sub-total</b>	<b>1,738,723</b>	<b>737,323</b>	<b>740,081</b>	<b>741,663</b>	<b>271,625</b>	<b>-</b>
<b>Total Street Expenses</b>	<b>3,229,011</b>	<b>2,803,803</b>	<b>5,910,245</b>	<b>3,591,739</b>	<b>10,236,308</b>	<b>1,121,540</b>
<b>Ending Balance</b>	<b>542,819</b>	<b>53,546</b>	<b>(1,841,617)</b>	<b>(3,883,417)</b>	<b>(7,394,725)</b>	<b>(7,177,235)</b>

**Remaining Debt Service/  
Year Retires**  
\$0 (2022)  
\$0 (2023)



Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Miscellaneous Public Works Programs</p>	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>	
<p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p>	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>	
<p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>	

**Project Description:**  
These programs include traffic striping, street signage, and miscellaneous concrete repairs. The goal is to address areas with known issues, and ultimately put them on a rotating schedule for regular maintenance.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020	\$ 75,000.00	Capital Improvement	
2021	\$ 75,000.00	Stormwater Utility	
2022	\$ 75,000.00	Street Sales Tax	
2023	\$ 75,000.00	Special Highway	\$ 75,000.00
2024	\$ 75,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 375,000.00	Park Sales Tax	
		Other	
		Total:	\$ 75,000.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Bridge Maintenance Program</p>	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>	
<p><b><u>Initial Date of Preparation:</u></b>                      6/28/17</p>	
<p><b><u>Date of Most Recent Update:</u></b>                      5/29/19</p>	
<p><b><u>Project Location (address if known):</u></b> Various locations</p>	

**Project Description: (Most recent update, if applicable, listed first)**  
The Kansas Department of Transportation (KDOT) requires that every bridge over 20 feet in length must be inspected and inventoried every two years. Bi-annual bridge inspections are performed locally and the program includes tasks to inspect each bridge, enter data into the KDOT portal, prepare a report with a summary of conditions and maintenance recommendations and respond to any inquiries from KDOT. Mission has nine (9) bridges inspected in accordance with the guidelines: Outlook over Rock Creek, Reeds Drive over Rock Creek, Nall Avenue over Rock Creek, Martway over Rock Creek (east), Roeland Drive over Rock Creek, Roe Avenue over Rock Creek, Lamar Avenue over Rock Creek, Johnson Drive over Turkey Creek, and the Martway/Woodson intersection over Rock Creek. Inspections occur in odd numbered years. Funding is allocated each year to provide resources to address ongoing maintenance issues.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020	\$ 25,000.00	Capital Improvement	
2021	\$ 25,000.00	Stormwater Utility	
2022	\$ 25,000.00	Street Sales Tax	
2023	\$ 25,000.00	Special Highway	\$ 25,000.00
2024	\$ 25,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 125,000.00	Park Sales Tax	
		Other	
		Total:	\$ 25,000.00

**Priority:**  
Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Full Depth Pavement Reconstruction- Residential Streets</p>	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>	
<p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p>	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>	
<p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>	

**Project Description:**  
 During the first years of implementation of the Annual Street Maintenance Program, it was discovered that a number of streets scheduled for mill and overlay were not suitable for this treatment. The road sections either had thin asphalt sections or badly damaged subgrade. To combat this issue, geotechnical exploration was used to determine whether scheduled streets were suitable for mill and overlay treatment in future year's programs. Approximately 50% of the streets tested would not have the ability to support this treatment. These streets have been compiled on a list in the street inventory and will require a full depth reconstruction. Estimated cost for repairs to the sections of streets currently on the list is approximately \$18 million. A specific program approach has not yet been determined, but funds are set aside as a placeholder for decisions on future full depth reconstruction work.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020	\$ 200,000.00	Capital Improvement	
2021	\$ 300,000.00	Stormwater Utility	
2022	\$ 300,000.00	Street Sales Tax	
2023	\$ 300,000.00	Special Highway	200,000.00
2024	\$ 300,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 1,400,000.00	Park Sales Tax	
		Other	
		<b>Total:</b>	<b>\$ 200,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> Residential Street Program	
<b><u>Project Request Prepared By:</u></b> Brent Morton	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">9/26/17</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">5/29/19</span>	
<b><u>Project Location (address if known):</u></b> Multiple Locations Citywide	

**Project Description:**  
 The annual street maintenance program was implemented in 2011 and has historically included two separate programs. The mill and overlay program focuses on repairing those streets with damaged surface asphalt which are on the cusp of complete disrepair. Asphalt work, curb, sidewalk, and ADA accessibility are addressed with these projects. Chip Seal is an intermediate street maintenance treatment which focuses on preserving the streets that are already in good condition by extending their useful life. Depending on the year and the needs identified, other programs such as geotechnical analysis and street condition inventories, may be included in the budget. Results from the 2017 street asset inventory are currently being evaluated to assist in a redesign of the residential street maintenance program. Funding in 2019 was reserved in anticipation of settlement of the Transportation Utility Fee litigation.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020	\$ 300,000.00	Capital Improvement	300,000.00
2021	\$ 350,000.00	Stormwater Utility	
2022	\$ 350,000.00	Street Sales Tax	
2023	\$ 350,000.00	Special Highway	
2024	\$ 350,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 1,700,000.00	Park Sales Tax	
		Other	
		Total:	\$ 300,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +



Capital Improvement Program - Project Summary Sheet  
City of Mission

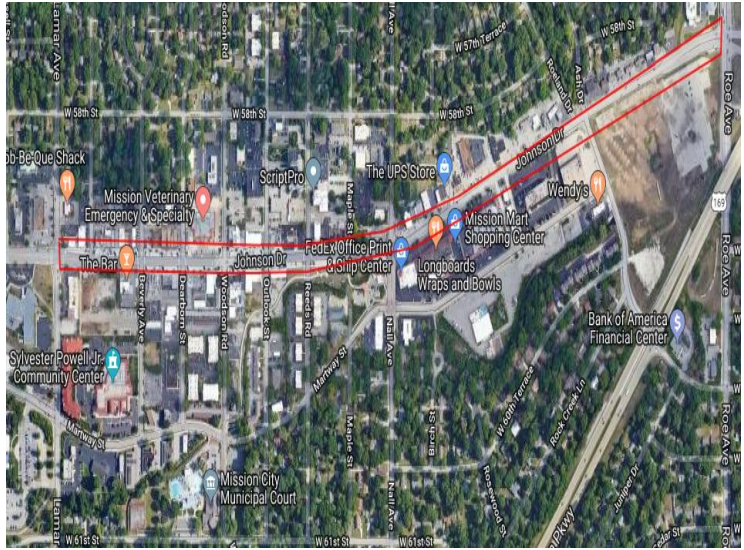
<p><b>Project Name:</b> Foxridge Phase II</p>	
<p><b>Project Request Prepared By:</b> Brent Morton</p>	
<p><b>Initial Date of Preparation:</b> 10/12/16</p>	
<p><b>Date of Most Recent Update:</b> 5/29/19</p>	
<p><b>Project Location (address if known):</b> Foxridge Drive from 51st Street to Lamar Avenue</p>	

**Project Description:**  
 Foxridge Drive between 51st and Lamar Avenue is a 32 foot wide minor collector serving multi-family residential, commercial, and industrial traffic. Due to the street being located at the bottom of a hill, there is a significant amount of water damage to the pavement, subgrade, and curb. Foxridge lacks sidewalks, forcing pedestrians to walk in the street. Proposed improvements call for full depth pavement replacement, replacement of curb, and new stormwater infrastructure. An underdrain will be installed to better handle runoff. Pedestrian improvements, such as sidewalk and street lighting, will also be made. Funds from the County Assistance Road System (CARS) Program will be utilized on this project funding 50% of construction and construction inspection costs. The DirectionFinder Survey, completed in 2015, showed lower citizen satisfaction with Foxridge when compared to other arterial streets in the City. Approximately \$50,000 of total project costs are anticipated to be used in 2019 to fund survey and engineering work necessary to finalize more accurate costs estimates, including ROW and easement acquisition needs, prior to final design stages.

<u>Timeline:</u>	<u>Funding Source:</u>	
Budget Year:	Expenditure:	Fund: Expenditure :
2020 (Design, ROW, Utilities)	\$ 528,420.00	Capital Improvement \$ 2,733,502.00
2021 (Construction & Inspection)	4,420,164.00	Stormwater Utility
2022		Street Sales Tax
2023		Special Highway
2024		Special Parks and Recreation
Total Project Cost	\$ 4,948,584.00	Park Sales Tax
		Other: (CARS) \$ 2,215,082.00
		Total: \$ 4,948,584.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b>Project Name:</b> <b>Ultrathin Bonded Asphalt Surface (UBAS) - Johnson Drive</b></p>	
<p><b>Project Request Prepared By:</b> Brent Morton</p>	
<p><b>Initial Date of Preparation:</b> 6/4/18</p>	
<p><b>Date of Most Recent Update:</b> 5/29/19</p>	
<p><b>Project Location (address if known):</b> Johnson Drive - (Lamar Ave to Roe Ave)</p>	

**Project Description:**  
The project includes UBAS treatment on Johnson Drive from Lamar Ave to Roe Ave. Approximately 25% of the project will occur in the City of Roeland Park, and financial participation will be secured through an interlocal agreement. Johnson Drive, between Lamar Ave and Roe Ave, is a combination of 3 (2 plus dedicated turn lane) and 4 lanes. Improvement to Johnson Drive, between Nall Ave and Roeland Dr were completed in 2008. The section of Johnson Drive between Lamar Ave and Nall Ave was reconstructed in 2014. The scope of this project includes UBAS surface treatment, spot curb repairs and sidewalk and ADA ramp repairs and restriping.

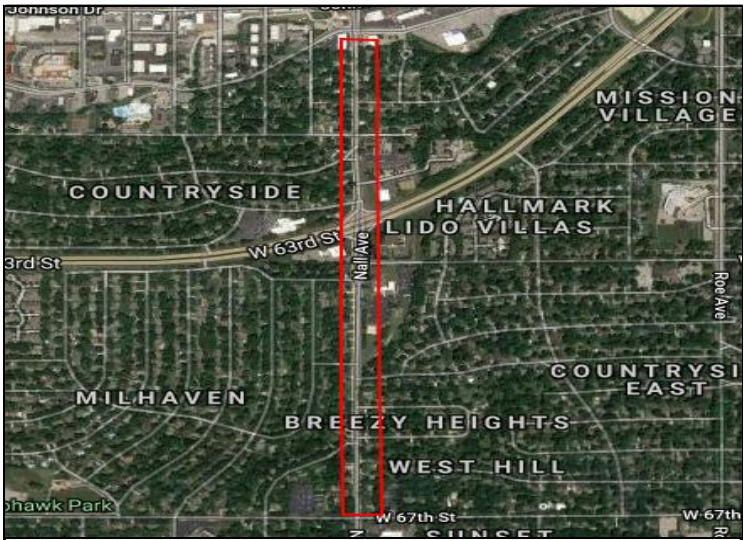
<b>Timeline:</b>		<b>Funding Source:</b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020		Capital Improvement	\$ 142,061.00
2021		Stormwater Utility	
2022	\$ 322,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
<b>Total Five Year Cost</b>	<b>\$ 322,000.00</b>	Park Sales Tax	
		Other (Roeland Park, CARS)	\$ 179,939.00
		<b>Total:</b>	<b>\$ 322,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +





Capital Improvement Program - Project Summary Sheet  
City of Mission

<b>Project Name:</b> <b>Ultrathin Bonded Asphalt Surface (UBAS) - Nall</b>	
<b>Project Request Prepared By:</b> Brent Morton	
<b>Initial Date of Preparation:</b> 6/4/18 <b>Date of Most Recent Update:</b> 5/29/19	
<b>Project Location (address if known):</b> Nall Ave- Martway to 67th Street	

**Project Description:**  
 The project includes a UBAS treatment on Nall Ave from 63rd to 67th Street. Prairie Village has requested CARS funding for this project in 2023, for the portion of the project from Shawnee Mission Parkway to 67th Street. Mission would contribute approximately \$55,500 as our share. The balance of the project (63rd St to Martway) is exclusively Mission's responsibility, and would be done at our expense (\$165,000) in connection with the Prairie Village project.

<b>Timeline:</b>		<b>Funding Source:</b>	
Budget Year:	Expenditure:	Fund:	Expenditure :
2020		Capital Improvement	\$ 220,500.00
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	\$ 220,500.00	Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 220,500.00	Park Sales Tax	
		Other	\$ -
		<b>Total:</b>	<b>\$ 220,500.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Roe Ave Mill and Overlay Project</p>	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>	
<p><b><u>Initial Date of Preparation:</u></b>                      6/4/18</p>	
<p><b><u>Date of Most Recent Update:</u></b>                      5/29/19</p>	
<p><b><u>Project Location (address if known):</u></b> Roe Avenue from Johnson Drive to 59th Street</p>	

**Project Description:**  
Roe Ave between Johnson Drive and 59th Street is a four lane roadway with a dedicated center turn lane. It is a major CARS route. The scope of the project includes mill and overlay with 2-inch asphalt concrete surface, full-depth patching as needed, spot curb and gutter replacement, pavement marking, and sidewalk repair/replacement where needed. Mission is partnering with the City of Fairway (Administrating City) and Prairie Village in a CARS project from 59th St. to 63rd St. Mission's cost-share for this part of the project is \$113,480. The project portion from 59th St. to Johnson Dr. is entirely Mission's responsibility at an estimated cost of \$144,030.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure :	Fund:	Expenditure :
2020		Capital Improvement	\$ 257,510.00
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024	\$ 371,540.00	Special Parks and Recreation	
Total Five Year Cost	\$ 371,540.00	Park Sales Tax	
		Other (CARS)	\$ 114,030.00
		<b>Total:</b>	<b>\$ 371,540.00</b>


**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

**Parks & Recreation Program Plan (2020-2024)**

	2019	2020	2021	2022	2023	2024
<b>Revenues</b>						
<b>Beginning Fund Balance</b>	<b>973,058</b>	<b>851,058</b>	<b>477,358</b>	<b>329,858</b>	<b>209,908</b>	<b>(907,042)</b>
<b>Local Revenue</b>						
0.375% Parks & Recreation Sales Tax Revenues	900,000	875,000	875,000	875,000	215,000	-
Transfers/other	-	-	-	-	-	-
<b>Sub-total</b>	<b>900,000</b>	<b>875,000</b>	<b>875,000</b>	<b>875,000</b>	<b>215,000</b>	<b>-</b>
<b>External Revenue</b>						
Special Parks & Recreation Revenues	84,000	85,000	85,000	85,000	85,000	85,000
Grant Proceeds/Other	-	-	-	-	-	-
<b>Sub-total</b>	<b>84,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Debt Proceeds</b>						
	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks and Recreation Revenues</b>	<b>984,000</b>	<b>960,000</b>	<b>960,000</b>	<b>960,000</b>	<b>300,000</b>	<b>85,000</b>
<b>Expenses</b>						
<b>Capital Projects</b>						
Park Systems Improvements	<b>105,000</b>	<b>350,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Parks Signage	80,000	Mohawk Park Restrooms	15,000	Legacy Park Shade Structure	6,000	
Tennis Court repairs	25,000	Park Amenities TBD	100,000	Park Amenities TBD	144,000	Park Amenities TBD
			Park Amenities TBD	150,000	Park Amenities TBD	150,000
MFAC Improvements/Equipment Replacement	<b>29,750</b>	<b>79,000</b>	<b>35,000</b>	<b>25,000</b>	-	-
Maintenance Slide 1	16,750	Shade Structure Replacement	15,000	Maintenance Slide 2	25,000	
Leisure Pool Play Feature Mtce	9,000	MFAC Painting and Maintenance	52,000	UV Light Bulb Replacement	12,000	
Tankless Water Heater Replacement	4,000	Lane Line Replacement	12,000	Diving Board Replacement	13,000	
SPJCC Improvements/Equipment Replacement	<b>315,500</b>	<b>247,600</b>	<b>257,500</b>	<b>239,500</b>	<b>601,500</b>	<b>307,500</b>
Carpet Extractor/Cloax Sprayer	16,000	Conference Center Banquet Chairs	24,100	Conference Center Blinds	10,000	Locker Room Flooring
Pool Pak Repairs/Replacement	65,000	Resurface Pool Deck	40,000	Natorium Ceiling Repairs	70,000	Adult Lounge Counters
Hardwood Floors	45,000	Indoor Pool Slide Maintenance	28,000	Selectortized Weight Equipment	80,000	North and South Kitchen Counters
Roof Repairs	30,000	Conference Center Tables	10,000	Steamroom restling	15,000	Roof Resurfacing
Flooring A&B, Adult Lounge, Office	40,000	Small Kalvac	5,000	TBD	75,000	Pool Resurfacing
Dividing Walls South Side	15,000	Indoor Track Resurfacing	123,000	Parking Lot seal/restripe	57,000	Adult Lounge Furniture
Dance Floor Conference Center	12,000	South Kitchen Flooring	10,000	TBD	75,000	
Indoor Pool Sand Filter	10,000					
Replace Sprinkler Heads	40,000					
Stain and seal exterior beams	15,000					
Replace Chairs in A&B	20,000					
Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement
Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement
<b>Sub-total Capital Projects</b>	<b>450,250</b>	<b>676,600</b>	<b>442,500</b>	<b>414,500</b>	<b>751,500</b>	<b>457,500</b>
<b>Maintenance/Operations</b>						
Facility Reserve Funds (SPJCC)	50,000	50,000	50,000	50,000	50,000	50,000
Facility Reserve Funds (MFAC)	10,000	10,000	10,000	10,000	10,000	10,000
<b>Sub-total</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>Debt Service/Lease Payments</b>						
Outdoor Aquatic Facility Debt Service (2013B)	\$527,750	\$529,100	\$530,000	\$530,450	\$530,450	\$530,450
Cardio Equipment Lease	68,000	68,000	75,000	75,000	75,000	75,000
HVAC Controller Lease	-	-	-	-	-	-
<b>Sub-total</b>	<b>595,750</b>	<b>597,100</b>	<b>605,000</b>	<b>605,450</b>	<b>605,450</b>	<b>605,450</b>
<b>Total Parks &amp; Recreation Expenses</b>	<b>1,106,000</b>	<b>1,333,700</b>	<b>1,107,500</b>	<b>1,079,950</b>	<b>1,416,950</b>	<b>592,500</b>
<b>Ending Balance</b>	<b>851,058</b>	<b>477,358</b>	<b>329,858</b>	<b>209,908</b>	<b>(907,042)</b>	<b>(1,414,542)</b>

# Parks & Recreation 2020

Capital Improvement Program - Project Summary Sheet  
City of Mission


<b><u>Project Name:</u></b> <b>Mohawk Park Restrooms</b>		
<b><u>Project Request Prepared By:</u></b> Laura Smith		
<b><u>Initial Date of Preparation:</u></b>		6/2/18
<b><u>Date of Most Recent Update:</u></b>		6/7/19
<b><u>Project Location (address if known):</u></b> Mohawk Park		

**Project Description:**  
 The project will include the installation of restroom facilities at Mohawk Park to serve the general public and the various soccer and lacrosse teams that use the park heavily on the weekends. Final design and siting issues will be negotiated and recommended in the fall of 2019.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	\$ 250,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	\$ 250,000.00
Total Five Year Cost	\$ 250,000.00	Park Sales Tax	
		Other	
		<b>Total:</b>	<b>\$ 250,000.00</b>

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

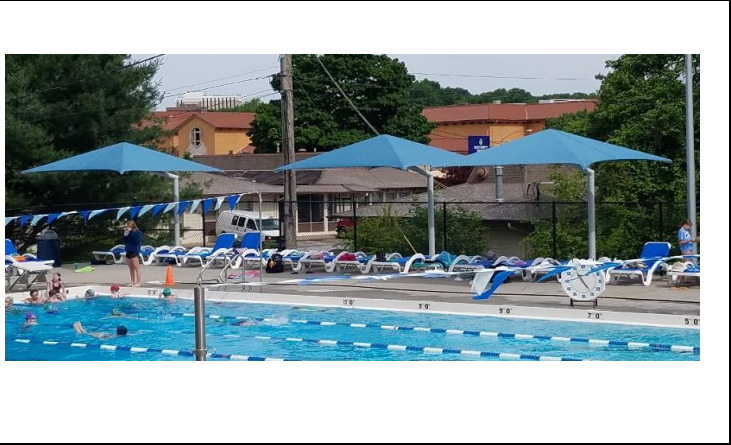
<p><b><u>Project Name:</u></b> Outdoor Park Improvements - TBD</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>	

**Project Description:**  
Funding for upgrades and maintenance items in Mission's outdoor parks. The items will include those items identified in the Parks Master Plan as things that will keep the parks safe, functional, and attractive for all visitors. With the vacancy in the Parks and Recreation Director's position, the specific projects and priorities have been slow to be developed. The Parks, Recreation and Tree Commission will be working to develop and recommend additional projects in advance of the 2021 budget cycle.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	100,000.00	Capital Improvement	
2021	150,000.00	Stormwater Utility	
2022	144,000.00	Street Sales Tax	
2023	150,000.00	Special Highway	
2024	150,000.00	Special Parks and Recreation	
Total Five Year Cost	\$ 694,000.00	Park Sales Tax	100,000.00
		Other	
		Total:	\$ 100,000.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Shade Canopy Replacement - MFAC</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b></p>	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>	

**Project Description:**  
The shade canopies at the Mission Family Aquatic Center will be replaced to address issues of fading and tearing.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	15,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
<b>Total Five Year Cost</b>	<b>\$ 15,000.00</b>	Park Sales Tax	15,000.00
		Other	
		<b>Total:</b>	<b>\$ 15,000.00</b>

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> MFAC Painting and Maintenance</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5930 W 61st St Mission, KS 66202</p>	


**Project Description:**  
Repainting of the pool shells is required every 4-5 years, with minor touch ups in between. The MFAC's shells were last painted in 2017. As the facility ages and additional coats of paint are applied, the time between paintings may be extended. The 2020 maintenance will also include repairs to cracks identified in the competition pool at the start of the 2019 swim season.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	\$ 52,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 52,000.00	Park Sales Tax	\$ 52,000.00
		Other	
		Total:	\$ 52,000.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +



Capital Improvement Program - Project Summary Sheet  
City of Mission


<b><u>Project Name:</u></b> Lane Line Replacement - MFAC	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202	

**Project Description:**  
 The lane lines are used daily for six weeks of the year by the Mission Marlins swim team as well as for lap swimmers during open swim times. The lane lines and reels should be replaced every 6-7 years.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	\$ 12,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 12,000.00	Park Sales Tax	\$ 12,000.00
		Other	
		Total:	\$ 12,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Conference Center Banquet Chairs</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
A total of 300 banquet chairs are maintained on-site for use in conjunction with various rentals and events at the Community Center. The chairs require periodic replacement in order to maintain an attractive and functional experience for members, patrons, and rental customers.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	24,100.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 24,100.00	Park Sales Tax	24,100.00
		Other	
		Total:	\$ 24,100.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Resurface Indoor Pool Deck - 2020</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
The chemicals used in the swimming pool take a toll on the decking which surrounds it. Periodically resurfacing the pool deck improves safety by adding renewed texture to provides better traction and prevent slips and falls. Resurfacing also improves the aesthetics of the area. The resurfacing will be completed on connection with the annual maintenance of the indoor pool in August 2020.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	40,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 40,000.00	Park Sales Tax	40,000.00
		Other	
		Total:	\$ 40,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Gel Coat Water Slide SPJCC - 2020</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
The slide will be inspected for blisters, cracks, delamination, coring, voids and fractured fiberglass. All issues identified in the inspection will be addressed to extend the life of the water slide, to increase safety, and to minimize maintenance costs. In addition, the stairs will be inspected and receive maintenance as necessary.

<b><u>Timeline:</u></b>	<b><u>Funding Source:</u></b>																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 15%;">Expenditure:</td> <td style="width: 50%;"></td> </tr> <tr> <td>2020</td> <td style="text-align: right;">28,000.00</td> <td>Capital Improvement</td> </tr> <tr> <td>2021</td> <td></td> <td>Stormwater Utility</td> </tr> <tr> <td>2022</td> <td></td> <td>Street Sales Tax</td> </tr> <tr> <td>2023</td> <td></td> <td>Special Highway</td> </tr> <tr> <td>2024</td> <td></td> <td>Special Parks and Recreation</td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">28,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2020	28,000.00	Capital Improvement	2021		Stormwater Utility	2022		Street Sales Tax	2023		Special Highway	2024		Special Parks and Recreation	Total Five Year Cost		28,000.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 15%;">Expenditure \$:</td> <td style="width: 55%;"></td> </tr> <tr> <td></td> <td></td> <td>Park Sales Tax</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">28,000.00</td> </tr> <tr> <td colspan="2">Other</td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td style="text-align: right;">\$ 28,000.00</td> </tr> </table>	Fund:	Expenditure \$:				Park Sales Tax			28,000.00	Other			Total:		\$ 28,000.00
Budget Year:	Expenditure:																																				
2020	28,000.00	Capital Improvement																																			
2021		Stormwater Utility																																			
2022		Street Sales Tax																																			
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		Park Sales Tax																																			
		28,000.00																																			
Other																																					
Total:		\$ 28,000.00																																			

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<b><u>Project Name:</u></b> Conference Center Tables	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202	

**Project Description:**  
 The 60-inch round tables are used for various activities on an almost daily basis in the conference center and require periodic replacement.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	10,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 10,000.00	Park Sales Tax	10,000.00
		Other	
		Total:	\$ 10,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> Small Kaivac	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202	

**Project Description:**  
 The Kaivac no-touch cleaning system allows staff to remove dirt and odor causing germs in the locker rooms, restrooms and the steamroom. This equipment provides a more efficient method of cleaning and rapidly dries the floor to eliminate slip-and-fall accidents.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	5,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 5,000.00	Park Sales Tax	5,000.00
		Other	
		Total:	\$ 5,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> <b>Indoor Track Resurfacing</b>	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202	

**Project Description: (Most recent update, if applicable, listed first)**  
 The indoor walking/jogging track receives extensive use year round. This project replaces the existing 10,750 sq. ft. of synthetic flooring.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	123,000.00	Capital Improvement	
2021		Stormwater Utility	\$
2022		Street Sales Tax	\$
2023		Special Highway	\$
2024		Special Parks and Recreation	\$
Total Five Year Cost	\$ 123,000.00	Park Sales Tax	123,000.00
		Other	\$
		<b>Total:</b>	<b>\$ 123,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> South Kitchen Flooring	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Date of Most Recent Update:</u></b>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202	

**Project Description:**  
 Replacement of the kitchen tile/flooring in the south kitchen.


<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020	\$ 10,000.00	Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 10,000.00	Park Sales Tax	\$ 10,000.00
		Other	
		Total:	\$ 10,000.00

**Priority:**  
 Immediate      
 Next Two Years      
 Next Five Years      
 Six Years +



# Parks & Recreation 2021

Capital Improvement Program - Project Summary Sheet  
City of Mission


<b>Project Name:</b> Parking Lot Re-Seal/Stripe	
<b>Project Request Prepared By:</b> Laura Smith	
<b>Initial Date of Preparation:</b> <span style="float: right;">6/2/18</span>	
<b>Date of Most Recent Update:</b> <span style="float: right;">6/7/19</span>	
<b>Project Location (address if known):</b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202	

**Project Description:**  
 The parking lot at the Mission Family Aquatic Center was sealed striped in connection with the facility opening in 2014. Periodic maintenance is required. Costs included for resurfacing and restriping as well as for traffic control, mobilization, and phasing.

<b>Timeline:</b>		<b>Funding Source:</b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	\$ 10,000.00	Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 10,000.00	Park Sales Tax	\$ 10,000.00
		Other	
		Total:	\$ 10,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

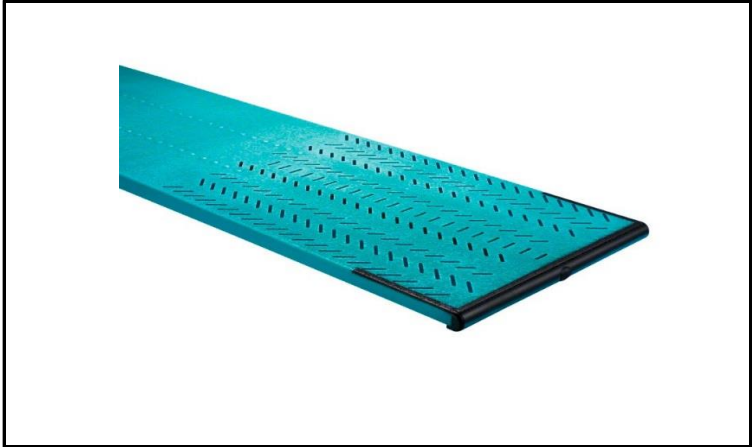
<b><u>Project Name:</u></b> <b>UV Sanitation Light Bulb Replacement - MFAC</b>	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202	

**Project Description:**  
 UV sanitation systems eliminate chlorine-resistant microorganisms, which are common causes of pool closures. Facilities equipped with these systems consume fewer chemicals and allow sanitizers to be more effective. Each of the three bodies of water at the outdoor aquatic center were constructed with UV sanitation systems and the light bulbs in these units required periodic replacement based on hours of usage.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	\$ 12,000.00	Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
<b>Total Five Year Cost</b>	<b>\$ 12,000.00</b>	Park Sales Tax	\$ 12,000.00
		Other	
		<b>Total:</b>	<b>\$ 12,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Diving Board Replacement</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>	

**Project Description:**  
Normal wear and tear, chemically treated water, and environmental conditions contribute to the deterioration of diving boards. Deterioration of the boards includes the loss of slip resistant surfacing and cracking, and they must be replaced periodically to prevent injuries.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	\$ 13,000.00	Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 13,000.00	Park Sales Tax	\$ 13,000.00
		Other	
		Total:	\$ 13,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

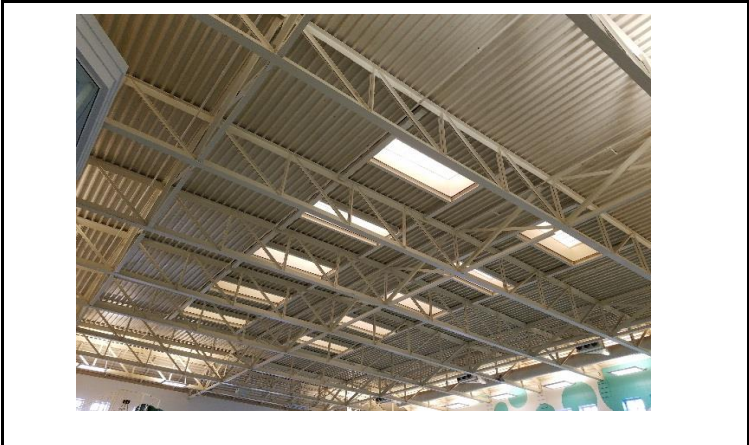
<b><u>Project Name:</u></b> Conference Center Blinds - 2021	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202	

**Project Description:**  
 The blinds in the conference center are used on a daily basis for various classes, events, and rentals, sometimes being raised and lowered multiple times a day. Replacement of the blinds is required in order to maintain them in an acceptable working condition

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	10,000.00	Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 10,000.00	Park Sales Tax	10,000.00
		Other	
		<b>Total:</b>	<b>\$ 10,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Natatorium Ceiling Repairs 2021</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
Because of moisture and chemicals in the pool area, corrosion is the most common problem in the natatorium. If the ceiling beams are not properly maintained, the structural integrity of the building can be compromised to the point of failure, and could result in a potential roof collapse. This project includes sandblasting of all the ceiling beams, replacing nuts and bolts as needed, and repainting of the beams with a urethane based paint.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	70,000.00	Stormwater Utility	
2022		Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 70,000.00	Park Sales Tax	70,000.00
		Other	
		<b>Total:</b>	<b>\$ 70,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Selectorized Weight Equipment 2021</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	

**Project Description:**  
The Selectorized weight equipment is used daily by patrons of all ages. This weight equipment is the most "user friendly" of all the equipment and should be replaced periodically to ensure it is maintained in good working order.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	80,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 80,000.00	Park Sales Tax	80,000.00
		Other	
		Total:	\$ 80,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Steam Room Retiling 2021</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">9/22/17</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	


**Project Description: (Most recent update, if applicable, listed first)**  
Over time, the environment inside the steam room can lead to serious and costly issues which include; mold growth, failure of the walls, floor and/or ceiling assemblies, and loose tiles falling on occupants. Periodically replacing the tile and grout provides for a safe, clean, and healthy facility for patrons. This project includes the removal and replacement of all existing tile and grout.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	15,000.00	Stormwater Utility	\$
2022		Street Sales Tax	\$
2023		Special Highway	\$
2024		Special Parks and Recreation	\$
Total Five Year Cost	\$ 15,000.00	Park Sales Tax	15,000.00
		Other	\$
		<b>Total:</b>	<b>\$ 15,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +



Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> SPJCC Repairs and Improvements - TBD	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Date of Most Recent Update:</u></b>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202	


**Project Description: (Most recent update, if applicable, listed first)**  
 There are a number of projects, both maintenance and upgrades, that will continue to need attention at the Community Center. These projects/needs average approximately \$250,000-\$300,000 annually. In the absence of a Parks and Recreation Director, decisions and recommendations for specific projects in 2021 - 2014 have been deferred and identified with a placeholder in the 5-year CIP Budget worksheet.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021	75,000.00	Stormwater Utility	\$
2022	75,000.00	Street Sales Tax	\$
2023		Special Highway	\$
2024	300,000.00	Special Parks and Recreation	\$
<b>Total Five Year Cost</b>	<b>\$ 450,000.00</b>	Park Sales Tax	\$ 450,000.00
		Other	\$
		<b>Total:</b>	<b>\$ 450,000.00</b>

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

# Parks & Recreation 2022

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Shade Structure Replacement - Legacy Park</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Legacy Park 6000 Boardmoor St. Mission, KS 66202</p>	

**Project Description:**  
The shade canopy in Legacy Park should be replaced periodically to maintain an aesthetically pleasing appearance in one of the City's most visible parks.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	6,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	6,000.00
Total Five Year Cost	\$ 6,000.00	Park Sales Tax	
		Other	
		Total:	\$ 6,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

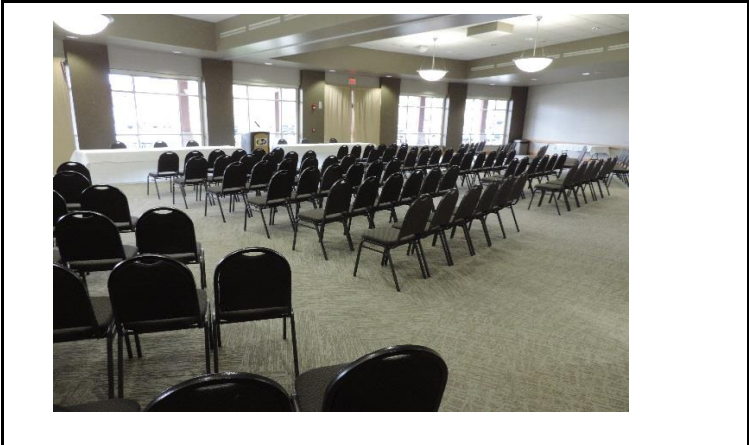
<b><u>Project Name:</u></b> Slide 2 Maintenance - MFAC	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66212	

**Project Description:**  
 Proper preventative maintenance of water slides includes repair worn or damaged surfaces, cracks or large chips, caulking of slide joints, and touch up of steel parts. It provides for continued safety of pool patrons, and increases the life span of the slide.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	\$ 25,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 25,000.00	Park Sales Tax	\$ 25,000.00
		Other	
		Total:	\$ 25,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Conference Center Carpet - 2022</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
The conference center is used on a daily basis, sometimes multiple times in one day, for various classes, events, and rentals. Periodic replacement of the carpet is required to maintain the conference center in an acceptable condition.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	30,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 30,000.00	Park Sales Tax	30,000.00
		Other	
		Total:	\$ 30,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Conference Center Projectors - 2022</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">3/11/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	

**Project Description:**  
The conference center hosts a variety of activities that include, but are not limited to; wedding receptions, business meetings, bridal/baby showers, retirement dinners, holiday parties, quinceaneras, etc. Many rentals include the use of the facility's audio visual equipment. To accommodate the needs, and maintain pace with technology improvements, the projectors require periodic replacement.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	18,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks & Recreation	18,000.00
Total Five Year Cost	\$ 18,000.00	Park Sales Tax	
		Other	
		Total:	\$ 18,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Conference Center Painting</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	

**Project Description:**  
The conference center is used on an almost daily basis for activities that include corporate meetings, classes, baby/bridal showers, wedding receptions, etc. Updating and refreshing the paint colors allow the facility to stay current with market trends and provide an attractive facility for guests.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	20,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	20,000.00
Total Five Year Cost	\$ 20,000.00	Park Sales Tax	
		Other	
		Total:	\$ 20,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Natatorium Painting</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	


**Project Description:**  
The natatorium was last painted in 2015. Because of the corrosive environment caused by the pool chemicals this area should be needs to be repainted periodically.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	32,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 32,000.00	Parks Sales Tax	32,000.00
		Other	
		Total:	\$ 32,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +



Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> SPJCC Parking Lot Seal and Re-stripe 2022</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	


**Project Description:**  
Extensive maintenance was done on the community center parking lots in 2017. In order to preserve the investment, they require periodic sealing and re-stripping. Costs are estimated for a seal treatment, restriping, and traffic control, mobilization and phasing.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022	57,000.00	Street Sales Tax	
2023		Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 57,000.00	Park Sales Tax	57,000.00
		Other	
		Total:	\$ 57,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

# Parks & Recreation 2023

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Locker Room Flooring</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/2/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	

**Project Description:**  
The tile flooring in the men's and women's locker room is original to the facility (1999) and showing significant signs of wear and tear, especially in the showers. Staff regrouts frequently, but the floors are in need of complete replacement. Since the construction of the facility, several advanced flooring options have been introduced to the market. Staff will explore current replacement options and replace the floor in these areas to continue to provide an aesthetically please and safe facility for members and patrons.

		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	30,000.00	Special Highway	
2024		Parks and Recreation	
Total Five Year Cost	\$ 30,000.00	Park Sales Tax	30,000.00
		Other	
		Total:	\$ 30,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Adult Lounge Counters - 2023</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>	

**Project Description:**  
The counter in the adult lounge is original to the facility and showing significant signs of wear and tear. Replacing the counter will assist in providing an aesthetically pleasing and functional facility for members and guests.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	9,000.00	Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 9,000.00	Park Sales Tax	9,000.00
		Other	
		Total:	\$ 9,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> North and South Kitchen Counters - 2023</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>	

**Project Description:**  
The counters in the north and south kitchens are original to the facility and are showing significant signs of wear and tear. Replacing these counters will assist in providing an aesthetically pleasing and functional facility for members and guests.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	20,000.00	Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 20,000.00	Park Sales Tax	20,000.00
		Other	
		Total:	\$ 20,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Roof Resurfacing - 2023</p>	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>	
<p><b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span></p>	
<p><b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span></p>	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>	

**Project Description:**  
A roof assessment conducted by GBA in 2016 recommended replacement of the roof in 2023. The work includes; removal and replacement of the existing roofing for the entire modified and built up roof areas, and repair of the Spanish tile roof by mortar closure repairs, ridge closure repairs and loose tile repairs in various areas.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	425,000.00	Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 425,000.00	Park Sales Tax	425,000.00
		Other	
		Total:	\$ 425,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> <b>Pool Resurfacing - 2023</b>	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202	

**Project Description:**  
 The pool at the Community Center was last resurfaced in 2018 with a Diamond Brite material that had a life expectancy of 5 to 7 years. Staff will evaluate and consider Diamond Brite, Pebble Tee, Pebble Sheen, and River Rok as replacement options. If the life can be extended, this project will be deferred to a future year.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	
2021		Stormwater Utility	
2022		Street Sales Tax	
2023	100,000.00	Special Highway	
2024		Special Parks and Recreation	
Total Five Year Cost	\$ 100,000.00	Park Sales Tax	100,000.00
		Other	
		Total:	\$ 100,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +

Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> <b>Adult Lounge Furniture - 2023</b>	
<b><u>Project Request Prepared By:</u></b> Laura Smith	
<b><u>Initial Date of Preparation:</u></b> <span style="float: right;">6/4/18</span>	
<b><u>Date of Most Recent Update:</u></b> <span style="float: right;">6/7/19</span>	
<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202	

**Project Description: (Most recent update, if applicable, listed first)**  
 The adult lounge furniture experiences heavy use by the members and guests of the Community Center and requires periodic replacement. The furniture is commercial grade to ensure the longest life based on usage.

<b><u>Timeline:</u></b>		<b><u>Funding Source:</u></b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2020		Capital Improvement	10,000.00
2021		Stormwater Utility	\$
2022		Street Sales Tax	\$
2023	10,000.00	Special Highway	\$
2024		Special Parks and Recreation	\$
Total Five Year Cost	\$ 10,000.00	Park Sales Tax	\$
		Other	\$
		Total:	\$ 10,000.00

**Priority:**  
 Immediate       Next Two Years       Next Five Years       Six Years +



<b>City of Mission</b>	Item Number:	13.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 2, 2019
<b>Administration</b>	From:	Laura Smith

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

**RE:** Change in Date for Swearing in Newly Elected Officials

**DETAILS:** Senate Bill 105, which took effect July 1st, allows cities to set the date when newly elected officials will take office. The selected date must be between December 1 (after the November election has been certified) and the second Monday in January. If a city does not set a specific date, the terms of newly elected officials will begin on the second Monday in January as was previously mandated.

Charter Ordinance No. 27, approved by Council in October 2015, specifically lists terms of office with newly elected officials taking office on the second Monday in January. If Council would like to change this date, a charter ordinance would be required.

The League of Kansas Municipalities has prepared an infographic (attached) that outlines several issues to consider prior to making this change. If Council would like to move forward with this, it is recommended that either the December Council Meeting be selected or a non-specific date (i.e. first Wednesday in December, etc.). A date that coincides with an existing Council meeting eliminates confusion for the public as well as the need to call a special meeting for the sole purpose of swearing in newly elected officials.

**CFAA IMPACTS/CONSIDERATIONS:** N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	22-61-407-05
Available Budget:	\$184,975

## CHARTER ORDINANCE NO. 27

**A CHARTER ORDINANCE IMPLEMENTING PROVISIONS REGULATING MUNICIPAL ELECTIONS PASSED BY THE KANSAS LEGISLATURE (HB 2014); AMENDING CHARTER ORDINANCES RELATING TO THE ELECTION OF OFFICERS, THEIR TERMS OF OFFICE, TRANSITIONS TO NOVEMBER ELECTIONS, AND NOMINATION PETITIONS AND, PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT, AND REPEALING CHARTER ORDINANCES 7A and 23.**

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

**Section 1.** The Kansas legislature passed HB 2104 which included, among other things, moving city elections from April of odd years to November of odd years; requiring establishment by ordinance of the terms of the office of elected officials; allowing elections in November in even numbered years for the purpose of staggering elections or to establish three year terms of office.

**Section 2.** The City of Mission, Kansas, by the power vested in it by Article 12, Section 5 of the Kansas Constitution hereby elects and does exempt itself and make inapplicable to it the provisions of K.S.A. 14-103, K.S.A. 14-201, and K.S.A. 14-204, that apply to this city, but are parts of enactments which do not apply uniformly to all cities.

**Section 3.** (a) The governing body shall consist of a mayor and eight (8) council members to be elected to terms as set forth herein. The mayor and council members shall be residents and qualified electors of the City of Mission, Kansas.

(b) The governing body of the city may, by ordinance, divide the city into wards and precincts, establish the boundaries thereof, and number the same. No ordinance redefining wards and precincts shall become effective less than 30 days prior to the next regular city election.

**Section 4.** Those governing body positions with terms expiring in April 2018, shall expire on the second Monday in January of 2018, when the city officials elected in the November 2017 general election take office.

**Section 5.** (a) A general election of city officers shall take place on the Tuesday succeeding the first Monday in April 2016. Those governing body positions elected in April 2016 shall expire on the second Monday in January 2020, when the city officials elected in the November 2019 general election take office.

(b) A general election of city officers shall take place on the Tuesday succeeding the first Monday in November 2017. Those governing body positions elected in November 2017 shall expire on the second Monday in January 2022, when the city officials in the November 2021 general election take office.

(c) Succeeding elections will be held every two years for all such governing body positions whose terms have expired. One council member from each ward shall be elected at one election, and the other council member from that ward shall be elected at the succeeding election. The council members shall have four year terms. The Mayor shall have a four year term.

**Section 6.** Effective January 1, 2017, any person desiring to become a candidate for city office elected at large shall file with the county election officer, before the filing deadline, established in K.S.A. 25-205, and amendments thereto, a declaration of candidacy on a form furnished by the county election officer as specified by the secretary of state. The nomination petition must be signed by ten (10) of the qualified electors of the City of Mission.


**Section 7.** This Ordinance shall be published once a week for two (2) consecutive weeks in the official city newspaper.

**Section 8.** This Charter Ordinance shall take effect sixty-one (61) days after its final publication unless a sufficient petition for referendum is filed and a referendum held on this Charter Ordinance as provided in Article 12, Section 5, Subsection (c) (3) of the Constitution of the State of Kansas, in which case this Charter Ordinance shall become effective if approved by the majority of the electors voting thereon.

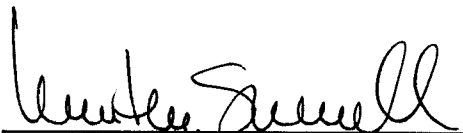
**Section 9.** Charter Ordinances No. 7A and 23 are hereby repealed.

**PASSED AND APPROVED BY THE GOVERNING BODY** by not less than two-thirds of the members elect voting in favor thereof this 21<sup>st</sup> day of October, 2015.

**APPROVED BY THE MAYOR** this 21<sup>st</sup> day of October, 2015.

  
\_\_\_\_\_  
Steve Schowengerdt, Mayor

ATTEST:

  
\_\_\_\_\_  
Martha Sumrall  
City Clerk



# START DATES FOR TERMS OF CERTAIN LOCAL OFFICES

**Summary:** Senate Bill 105 authorizes a city to determine the start date of a regular term of office for a city officer by resolution of the city. The bill requires the start date be on or after December 1 following certification of the election and no later than the second Monday in January. If the city does not establish an alternative date, the bill specifies such term will begin on the second Monday in January. This law is effective on July 1, 2019.

## DO YOU NEED TO CHANGE YOUR ORDINANCE FOR SWEARING IN NEWLY ELECTED OFFICERS?

### STEP 1: DOES YOUR CITY'S ELECTION ORDINANCE (CHARTER OR ORDINARY) SET THE DATE FOR WHEN NEWLY ELECTED OFFICIALS TAKE OFFICE?

#### NO

Action: Set new date by resolution. There is not a set format for resolutions in statute. Use your city's regular process.

#### NOT SURE



STOP. Read charter ordinance and then go back to Step 1.

#### YES

Amend Charter or Ordinary Ordinance to say:  
Date will be set by resolution

OR Amend Charter Ordinance to:

1. Charter out of K.S.A. 25-2120

AND EITHER

a. Set a date in charter ordinance

OR

b. Set a date by ordinary ordinance

#### THINGS TO CONSIDER WHEN PICKING A SWEARING IN DATE:

The date your city chooses can be any day on or after December 1, following the certification of the election but no later than the second Monday in January. Think about these items when choosing a date:

- Do you want a specific day?
- What happens if the date falls on a weekend?
- Do you want to pick the first regular meeting on or after December 1?
- Would it be best to choose a date that isn't specific (i.e. the first Tuesday in December)?
- Avoid major holidays.

Be sure to pick the best option for your city!



**SB 105 IS EFFECTIVE JULY 1, 2019. ANY RESOLUTION, CHARTER ORDINANCE, OR ORDINARY ORDINANCE PASSED BEFORE THAT DATE SHOULD BECOME EFFECTIVE ON JULY 1, 2019.**



300 SW 8th Avenue, Suite 100, Topeka, KS 66603