

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

**WEDNESDAY, JULY 11, 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. Resolution of Intent to Issue IRBs, Keith + Associates - Laura Smith ([page 3](#))

Dr. Bill Keith, of Keith + Associates (WAK Development, LLC), recently purchased the building at 6299 Nall where their existing dental practice is located. WAK Development plans to undertake major renovations to the building as well as expand their current dental practice. The Mayor recently provided a letter of support to the Small Business Administration for a loan application pending for the project. At that time, Dr. Keith inquired about the City's willingness to consider issuing Industrial Revenue Bonds (IRBs) for the project. The IRBs would allow WAK Development, LLC to secure a sales tax exemption on certain construction materials and supplies. The first step in the process is for the City to consider a Resolution which establishes the intent and authority to issue the IRBs. The Resolution authorizes an issuance not to exceed \$4,000,000. The actual bond issuance will occur at a later date, at which time the size of the issuance will be finalized. The bonds are not a general obligation of the City, and are not backed by the full faith and credit of the City.

2. Franchise Ordinance, MCImetro Access Transmission Services Corporation / Verizon - Martha Sumrall ([page 19](#))

MCImetro/Verizon has approached the City to install a fiber network in Mission. A franchise agreement/ordinance is required in addition to a right-of-way permit. MCImetro/Verizon plans to offer services to businesses and government customers, but not residential customers. Terms of the agreement include the collection of a franchise fee of 5% of gross receipts and a term of 10 years with two additional two-year terms. MCImetro/Verizon has indicated that they plan to only deploy fiber to existing structures and will not construct new cell towers, small cells, antennas or other wireless facilities.

## DISCUSSION ITEMS

### 2019 Budget

#### 3. Recommended 2019 Budget ([page 31](#))

At the June 6 Committee meeting and June 13 Worksession, Staff and Council reviewed a first draft of the 2019 General Fund budget and the 2019-2023 Capital Improvement Program (CIP), including a review of supplemental programs and services requested by various operating departments. Staff will present a recommended budget for all funds in preparation for the July 18 Community Dialogue on the 2019 Budget and final budget consideration in August.

### OTHER

#### 4. Department Updates - Laura Smith

**Nick Schlossmacher, Chairperson**  
**Ken Davis, 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:	July 3, 2018
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Resolution of Intent to issue Industrial Revenue Bonds for WAK Developer, LLC for the 6299 Nall building renovation project.

**RECOMMENDATION:** Approve the Resolution establishing the intent and authority of the City to issue Industrial Revenue Bonds (IRBs) in one or more series in an aggregate principal amount not to exceed \$4,000,000 to finance the costs of acquiring, constructing, and equipping the facility at 6299 Nall for the benefit of WAK Developer LLC its successors and assigns.

**DETAILS:** Dr. Bill Keith, of Keith + Associates (WAK Development, LLC), recently purchased the building at 6299 Nall where their existing dental practice is located. WAK Development plans to undertake major renovations to the building as well as expand their current dental practice.

The Mayor provided a letter of support to the Small Business Administration for a loan application pending for the project. At that time, Dr. Keith inquired about the City's willingness to consider issuing Industrial Revenue Bonds (IRBs) for the project. The IRBs would allow WAK Development, LLC to secure a sales tax exemption on certain construction materials and supplies. The first step in the process is for the City to consider a Resolution which establishes the intent and authority to issue the IRBs. The Resolution authorizes an issuance not to exceed \$4,000,000. The actual bond issuance will occur at a later date, at which time the size of the issuance will be finalized.

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

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

**CFAA CONSIDERATIONS/IMPACTS:** NA

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



keith + associates  
dentistry

[www.missiondentist.com](http://www.missiondentist.com)  
[info@missiondentist.com](mailto:info@missiondentist.com)

July 3<sup>rd</sup>, 2018

City of Mission  
C/O Laura Smith  
6090 Woodson Road  
Mission, KS 66202

To Whom It May Concern:

By way of introduction, I'm Dr. William Keith (Bill), and I am the owner of Keith + Associates Dentistry. In addition to practicing dentistry, my wife, Ashley, and I recently purchased the 6299 Nall Avenue building, right at the gateway to Mission from the south.

My dad started the dental practice in Mission over 35 years ago. We are proud to still be serving this community with great dentistry and are looking forward to support other business owners within the building space.

The building purchase became part of our strategic business plan as the community of Mission and our patient population has grown past the point I am able to provide service in my current space. I am moving the dental business to the third floor of this iconic former NCAA Headquarters location. We will build out 20 operatories (from our current 13) and add space to our reception area, employee break rooms, and much needed office space to conduct patient treatment conversations. In addition to space for continuing education with other local dentists. Upon completion of our project we will be able to continue to employ our current 21 employees while adding 6+ jobs directly to our business and another 10-15 within the building.

In addition to the dental office expansion, we plan to do extensive renovations to the building to bring it up to current standards and make it the icon it should be. The property was built in 1972 and is mostly original. Some of the projects include: updating the glass on the exterior of the building (this will help provide energy efficiency to the building in addition to esthetics), repairing the HVAC (also an energy efficiency project), and upgrading the interior common spaces. We believe we will increase the rental value from \$18/sqft to \$30+/sqft. Like what has been seen further east on Shawnee Mission Parkway. It is our belief that when the higher rental rates are occupied companies will bring better, longer lasting, higher paying jobs to the city.

To help you visualize the possibilities, please see the attached renderings of the updated interior of the building. We expect to have some early exterior renderings in the upcoming weeks.

As you can see, we have big plans for both the building and the dental office. The sales tax abatement is at corner stone of our business strategy and allows us to increase the investment and speed to value of our projects. Without your consideration we would not be able to complete all the necessary projects. We appreciate the opportunity to present this business plan for your consideration.

Sincerely

Dr. William Keith



reception





waiting area





corridor



**CITY OF MISSION  
6090 WOODSON ROAD  
MISSION, KANSAS 66202  
(913) 676-8350**

**APPLICATION FOR INDUSTRIAL REVENUE BOND (IRB) FINANCING**

Date of Application: July 2, 2018

(Applicant may attach supplemental documents to the application rather than typing the answers on the form below. The supplemental documents shall be in the same order as requested below.)

**A. PROJECT:**

1. Business Name	<u>WAK Development, LLC</u>
Address	<u>6299 Nall Avenue, Suite 200, Mission, KS 66202</u>
Telephone #	<u>913.384.0044</u>
Fax #	<u></u>
Contact Person	<u>Dr. Bill Keith</u>
E-mail	<u>drbill@missiondentist.com</u>

2. Attorney for Applicant	<u>Evan Fitts, Polsinelli PC</u>
Address	<u>900 West 48th Place, Suite 900, Kansas City, MO 64102</u>
Telephone #	<u>816.360.4287</u>
Fax #	<u></u>
Contact Person	<u>Evan Fitts</u>
E-mail	<u>efitts@polsinelli.com</u>

3. Brief description of business (including type of entity and state of formation, NAICS Code).

Limited liability company, formed in Kansas in 2018, NAICS 531390

4. Names and addresses of the principal owners, officers and directors of the firm requesting the IRB Financing.

Dr. William Keith

---

---

---

5. Legal description, street address, parcel ID's, and size of project site.

Legal description attached as Exhibit A

---

Address: 6299 Nall Avenue, Mission, Kansas; Parcel ID KF251209-2016

---

Parcel size: 3.29 acres

---

6. Proposed Project: Description of building(s) including square footage, materials, proposed use, etc. Attach site plan if available.

Remodeling and outfitting of existing 32,196 square foot office building

---

---

---

7. If property is to be subdivided, describe division planned.

n/a

---

---

---

8. Current assessed value of the property from County Appraiser:

\$579,000

---

9. Estimated Project Costs: (Please enclose construction pro forma, if available)

a.	Land Acquisition	\$ 3,100,000
b.	Public Improvements	_____
c.	Site Improvements	_____
d.	Demolition	_____
e.	Building(s)	\$3,000,000



**CITY OF MISSION, KS APPLICATION FOR INDUSTRIAL REVENUE BOND (IRB) FINANCING**

f.	Equipment	_____
g.	Architectural & Engineering Fees	_____
h.	Legal Fees/Other Consulting Fees	_____
i.	Financing Costs	_____
j.	Contingencies	_____
k.	Other _____	_____
l.	Other _____	_____
	TOTAL	\$ 6,100,000

10. Jobs, describe number of new jobs to be created.

3 immediate hires, and 5 to 6 more at completion for Keith + Associates Dentistry. TBD for balance of building.

11. Tax Abatement – is the applicant requesting tax abatement? Describe estimated amount of tax abatement.

No.

12. Source of Financing.

a.	Equity	\$ 1,000,000 (approx.)
b.	Bank Financing	\$5,100,000 (approx. including SBA Loan)
c.	Tax Increment Assistance	_____
d.	Other _____	_____
e.	Other _____	_____
	TOTAL	\$ _____

13. Name and address of architect, engineer and general contractor

TBD

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Project Construction Schedule.

- a. Construction Start Date Fall 2018
- b. Construction Completion Date Summer 2019
- c. If phased project
  - Year            % Complete
  - Year            % Complete

15. Total estimated market value of project upon completion \$ \$4,000,000

16. Estimated real estate taxes generated by project upon completion (Please show calculations)

2017 tax bill was \$69,773.81; estimate same level of taxation, increasing with potential increase in market value.

---



---



---



---



---

17. Projected number of new jobs created:

- Discussed below Full-time
- Part-time
- Seasonal

**B. INDUSTRIAL REVENUE BOND FINANCING REQUEST**

1. Describe the amount and purpose for which IRB financing is required.

IRB financing in the amount of not to exceed \$4,000,000 is requested for the purpose of providing a sales tax exemption on construction materials and outfitting. IRB financing will be utilized to pay cost of remodeling existing office building to allow expansion of Keith + Associates Dentistry and to make the building more marketable to tenants in the market in an effort to overcome vacancies that currently exist within the building. Additionally, improvements to the building HVAC systems and exterior glass will make the building more energy-efficient and modernized. Actual investment expected to be lower than \$4,000,000, but applicant requests additional not-to-exceed capacity for contingencies.

2. Statement of necessity for use of IRB financing for project.

The primary goals of the use of IRB financing for this project are:

1) Enable the Keith + Associates Dentistry office to expand and remain located in Mission

2) To use sales tax exemption to offset significant costs incurred by the Keith group in changing from a lease to ownership position in the building, including making substantial renovations to the building.

3) To manage rehabilitation costs to modernize the building and make it more attractive on both the interior and exterior

4) To utilize the improved building to attract tenants, remedy vacancy, and keep activity at this key corner of the City

3. Specify below any other data or information you deem pertinent for the City's consideration in this application:

Keith + Associates Dentistry is a solid corporate citizen of the City of Mission that is making this sizable capital investment both to secure its future operations in the City and revitalize a key piece of the City's available office portfolio.

4. Please attach two complete sets of the following items to the application:

(a) Certified copies of the applicant's financial audits for the past three years.

(b) Applicant's most recent annual or quarterly financial report.

n/a - entity is newly formed as of June 2018

5. Applicant acknowledges and agrees that all fees and expenses incurred in connection with this application for IRB Financing, whether or not approved, will be paid by the Applicant. The Applicant shall hold the City, its officers, consultants, attorneys and agents harmless from any and all claims arising from or in connection with the Project, including but not limited to, any legal or actual violations of any State or Federal securities laws.

Applicant agrees and understands that a **non-refundable application fee of \$2,500** to the City of Mission must be submitted with this Application.

Partial completion of this application is permitted, however, prior to the adoption of the IRB Financing agreement, the remaining supplementary information to complete this application must be furnished. Additional information may be required by the City's Attorney, Bond Counsel, or Financial Advisor.



Exhibit "A"

THAT PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 12, RANGE 25, IN THE CITY OF MISSION, IN JOHNSON COUNTY, KANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 9; THENCE NORTH 89 DEGREES 23 MINUTES 30 SECONDS EAST, ALONG THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9, A DISTANCE OF 120 FEET, TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF NALL AVENUE, AS NOW ESTABLISHED; THENCE NORTH 0 DEGREES 00 MINUTES 35 SECONDS WEST, ALONG THE EAST RIGHT-OF-WAY LINE OF SAID NALL AVENUE, A DISTANCE OF 30 FEET TO THE TRUE POINT OF BEGINNING OF SUBJECT TRACT; THENCE CONTINUING NORTH 0 DEGREES 00 MINUTES 35 SECONDS WEST, ALONG THE EAST RIGHT-OF-WAY LINE OF SAID NALL AVENUE, A DISTANCE OF 192.40 FEET; THENCE NORTH 25 DEGREES 51 MINUTES 16 SECONDS EAST, ALONG THE EAST RIGHT-OF-WAY LINE OF SAID NALL AVENUE, A DISTANCE OF 126.32 FEET, TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. 50 HIGHWAY, AS NOW ESTABLISHED; THENCE NORTHEASTERLY, -ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID U.S. 50 HIGHWAY, SAID LINE BEING ON A CURVE TO THE LEFT, HAVING A RADIUS OF 3919.83 FEET, A DISTANCE OF 482.59 FEET; THENCE SOUTH 6 DEGREES 00 MINUTES 17 SECONDS EAST, A DISTANCE OF 27 FEET; THENCE SOUTH 16 DEGREES 23 MINUTES 30 SECONDS WEST, A DISTANCE OF 145 FEET; THENCE SOUTH 27 DEGREES 23 MINUTES 30 SECONDS WEST, A DISTANCE OF 160 FEET; THENCE SOUTH 5 DEGREES 53 MINUTES 30 SECONDS WEST, A DISTANCE OF 234.81 FEET TO A POINT 30 FEET NORTH OF THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 5; THENCE SOUTH 89 DEGREES 23 MINUTES 30 SECONDS WEST, ALONG A LINE PARALLEL TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 9, A DISTANCE OF 338.10 FEET TO THE TRUE POINT OF BEGINNING OF SUBJECT TRACT, EXCEPT THAT PART DESCRIBED AS FOLLOWS: A TRACT OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 12 SOUTH, RANGE 25 EAST OF THE 6TH P.M., CITY OF MISSION, JOHNSON COUNTY, KANSAS, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF THE EXISTING HIGHWAY WHICH POINT IS NORTH 45 DEGREES 01 MINUTES EAST, 767.8 FEET FROM THE SOUTHWEST CORNER OF SAID QUARTER SECTION, THE SOUTH LINE OF SAID QUARTER SECTION HAVING AN ASSUMED BEARING OF NORTH 89 DEGREES 24 MINUTES EAST; THENCE ON A CURVE OF 3,919.83 FEET RADIUS TO THE LEFT ALONG SAID RIGHT-OF-WAY LINE, AN ARC DISTANCE OF 60.7 FEET WITH A CHORD WHICH BEARS NORTH 57 DEGREES 07 MINUTES EAST, 60.7 FEET; THENCE SOUTH 06 DEGREES 00 MINUTES EAST, 22.3 FEET; THENCE SOUTH 56 DEGREES 59 MINUTES WEST, 50.8 FEET; THENCE NORTH 32 DEGREES 27 MINUTES WEST TO THE PLACE OF BEGINNING.



May 10, 2018

Mindy Murray  
Rural Missouri, Inc.  
3324 Emerald Lane  
Jefferson City, MO 65109

Dear Ms. Murray:

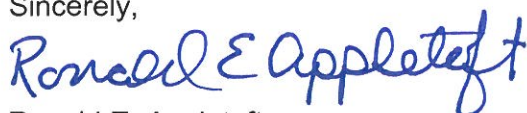
I understand that you are in the process of underwriting and approving an SBA 504 loan for Keith + Associates Dentistry. The subject property, located at 6299 Nall Ave, in Mission, KS stands at one of the most prominent gateway entrances to our community. As a city of just 2.5 square miles that is nearly 100% developed, the city makes it a priority to emphasize redevelopment and reinvestment, particularly along our major corridors such as Shawnee Mission Parkway, where the building is located.

Keith + Associates has had a visible and important presence in Mission for more than 25 years. We support Dr. Keith's plans to expand his business to the third floor of the subject property. Maintaining a large, family-owned dental facility with several subspecialties, greatly benefits not only our residents, but also those in neighboring cities. It is our understanding that upon completion of the project, Dr. Keith will continue to employ his 21 existing employees, and expects to add at least 15 additional jobs.

Dr. Keith's plans also include extensive building renovations to bring it up to current standards. The subject property was built in 1972 and is mostly original. Using funds from the SBA 504 loan, he and his wife plan to complete several renovations to the building which they anticipate will increase the lease rates from \$18/sq. ft. to \$23/sq. ft. The transition from tenant to property owner underscores Keith + Associates commitment to a long-term investment in Mission. We believe this is the type of investment that ultimately brings better, more permanent, and higher paying jobs to the city.

I think I comfortably speak on behalf of not only the city but also the Chamber and the local business community in giving a wholehearted endorsement of this project. It is vital to the continuing economic growth and health of Mission, and we would ask for your positive consideration of Keith + Associates application for financing.

Sincerely,



Ronald E. Appletoft  
Mayor

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

**RESOLUTION DETERMINING THE INTENT OF THE CITY OF MISSION, KANSAS, TO ISSUE ITS INDUSTRIAL REVENUE BONDS IN THE AGGREGATE AMOUNT NOT TO EXCEED \$4,000,000 TO FINANCE THE COSTS OF ACQUIRING, CONSTRUCTING AND EQUIPPING A COMMERCIAL FACILITY FOR THE BENEFIT OF WAK DEVELOPMENT, LLC AND ITS SUCCESSORS AND ASSIGNS (SALES TAX EXEMPTION ONLY)**

---

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

**WHEREAS**, the City is authorized and empowered under the provisions of K.S.A. 121740 to 121749d, inclusive (the “Act”), to issue industrial revenue bonds to pay the cost of certain facilities (as defined in the Act) for the purposes set forth in the Act, and to lease such facilities to private persons, firms or corporations; and

**WHEREAS**, WAK Development, LLC, a Kansas limited liability company has submitted to the City an Application for Industrial Revenue Bond (IRB) Financing (the “Application”) requesting that the City finance the cost of acquiring, constructing and equipping an approximately 32,200 square foot commercial facility as more fully described in the Application (the “Project”) through the issuance of its industrial revenue bonds in the amount not to exceed \$4,000,000, and to lease the Project to WAK Development, LLC, a Kansas limited liability company, or its successors and assigns (collectively, the “Company”) in accordance with the Act; and

**WHEREAS**, it is hereby found and determined to be advisable and in the interest and for the welfare of the City and its inhabitants that the City finance the costs of the Project by the issuance of industrial revenue bonds under the Act in a principal amount not to exceed \$4,000,000, said bonds to be payable solely out of rentals, revenues and receipts derived from the lease of the Project by the City to the Company.

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

**Section 1. Approval of Project.** The Governing Body of the City hereby finds and determines that the acquiring, constructing and equipping of the Project will promote the general welfare and economic prosperity of the City of Mission, Kansas, and the issuance of the City’s industrial revenue bonds to pay the costs of the Project will be in furtherance of the public purposes set forth in the Act. The Project shall be located in the City located generally at 6299 Nall Avenue.

**Section 2. Intent to Issue Bonds.** The Governing Body of the City hereby determines and declares the intent of the City to acquire, construct and equip the Project out of the proceeds of industrial revenue bonds of the City in a principal amount not to exceed \$4,000,000 to be issued pursuant to the Act.

**Section 3. Provision for the Bonds.** Subject to the conditions of this Resolution, the City expresses its intent to (i) issue its industrial revenue bonds to pay the costs of acquiring, constructing and equipping the Project, with such maturities, interest rates, redemption terms and other provisions as may

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

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

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

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

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

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

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

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

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

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

**ADOPTED** on July 18, 2018.

**CITY OF MISSION, KANSAS**

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

[SEAL]

ATTEST:

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

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	June 27, 2018
<b>Administration</b>	From:	Martha Sumrall

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

**RE:** MCImetro Access Transmission Services Corp / Verizon Franchise Agreement

**RECOMMENDATION:** Approve an ordinance granting MCImetro Access Transmission Services Corporation d/b/a Verizon Access Transmission Services 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.

**DETAILS:** The City was contacted by MCImetro/Verizon regarding our requirements for a right-of-way permit to install telecommunications services (fiber network) in Mission and our requirements for a franchise agreement. The proposed franchise agreement, adopted via ordinance, is required and is consistent with other franchise agreements the City currently has in place.

Terms of the agreement include the collection of a franchise fee of 5% of gross receipts, a term of 10 years and renewal for two additional two-year terms unless either party notifies the other party of its intent to terminate the agreement at least 90 days before the expiration of the current term. The proposed franchise agreement/ordinance has been reviewed and approved by legal counsel at Payne & Jones.

If approved, MCImetro/Verizon will then be able to apply for a right-of-way permit to begin installation work. The company intends to offer services to business and government customers, but not to residential customers. They have stated that they will deploy fiber only to existing structures (cell towers, buildings, water towers, utility poles, parking garages, etc.) and no new structures are planned. MCImetro will not construct new cellular towers, small cells, antennas, or other wireless facilities.

When a right-of-way permit is granted, Public Works will work with the company as they complete installation.

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

Related Statute/City Ordinance:	City of Mission Code, Section 645.010
Line Item Code/Description:	
Available Budget:	



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

**AN ORDINANCE GRANTING TO MCIMETRO ACCESS TRANSMISSION SERVICES CORP. D/B/A VERIZON ACCESS TRANSMISSION SERVICES 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.**

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

**SECTION 1. DEFINITIONS.**

For the purposes of this Ordinance the following words and phrases shall have the meaning given herein. When not inconsistent within the context, words used in the present tense include the future tense and words in the single number include the plural number. The word "shall" is always mandatory, and not merely directory.

- a. "Access line" - shall mean and be limited to retail billed and collected residential lines; business lines; ISDN lines; PBX trunks and simulated exchange access lines provided by a central office based switching arrangement where all stations served by such simulated exchange access lines are used by a single customer of the provider of such arrangement. Access line may not be construed to include interoffice transport or other transmission media that do not terminate at an end user customer's premises, or to permit duplicate or multiple assessment of access line rates on the provision of a single service or on the multiple communications paths derived from a billed and collected access line. Access line shall not include the following: Wireless telecommunications services, the sale or lease of unbundled loop facilities, special access services, lines providing only data services without voice services processed by a telecommunications local exchange service provider or private line service arrangements.
- b. "Access line count" - means the number of access lines serving consumers within the corporate boundaries of the City on the last day of each month.
- c. "Access line fee" - means a fee determined by the City, up to a maximum as set out in K.S.A. 12-2001(c)(2), and amendments thereto, to be used by Grantee in calculating the amount of Access line remittance.
- d. "Access line remittance" - means the amount to be paid by Grantee to City, the total of which is calculated by multiplying the Access line fee, as determined in the City, by the number of Access lines served by Grantee within the City for each month in that calendar quarter.
- e. "City" - means the City of Mission.
- f. "Contract franchise" - means this Ordinance granting the right, privilege and franchise to Grantee to provide telecommunications services within the City.

- g. "Facilities" - means telephone and telecommunication lines, conduits, manholes, ducts, wires, cables, pipes, poles, towers, vaults, appliances, optic fiber, and all equipment used to provide telecommunication services.
- h. "Grantee" – means MCImetro Access Transmission Services Corp. d/b/a Verizon Access Transmission Services, a telecommunications local exchange service provider providing local exchange service within the City. References to Grantee shall also include as appropriate any and all successors and assigns.
- i. "Gross Receipts" - shall mean only those receipts collected from within the corporate boundaries of the City enacting the contract franchise and which are derived from the following: (1) Recurring local exchange service for business and residence which includes basic exchange service, touch tone, optional calling features and measured local calls; (2) Recurring local exchange access line services for pay phone lines provided by Grantee to all pay phone service providers; (3) Local directory assistance revenue; (4) Line status verification/ busy interrupt revenue; (5) Local operator assistance revenue; and (6) Nonrecurring local exchange service revenue which shall include customer service for installation of lines, reconnection of service and charge for duplicate bills. All other revenues, including, but not limited to, revenues from extended area service, the sale or lease of unbundled network elements, nonregulated services, carrier and end user access, long distance, wireless telecommunications services, lines providing only data service without voice services processed by a telecommunications local exchange service provider, private line service arrangements, internet, broadband and all other services not wholly local in nature are excluded from gross receipts. Gross receipts shall be reduced by bad debt expenses. Uncollectible and late charges shall not be included within gross receipts. If Grantee offers additional services of a wholly local nature which if in existence on or before July 1, 2002 would have been included with the definition of Gross Receipts, such services shall be included from the date of the offering of such services within the City.
- j. "Local exchange service" - means local switched telecommunications service within any local exchange service area approved by the state Corporation Commission, regardless of the medium by which the local telecommunications service is provided. The term local exchange service shall not include wireless communication services.
- k. "Public right-of-way" - means only the area of real property in which the City has a dedicated or acquired right-of-way interest in the real property. It shall include the area on, below or above the present and future streets, alleys, avenues, roads, highways, parkways or boulevards dedicated or acquired as right-of-way. The term does not include the airwaves above a right-of-way with regard to wireless telecommunications or other non-wire telecommunications or broadcast service, easements obtained by utilities or private easements in platted subdivisions or tracts.
- l. "Telecommunication services" - means providing the means of transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

**SECTION 2. GRANT OF CONTRACT FRANCHISE.**

- a. There is hereby granted to Grantee this nonexclusive Contract franchise to construct, maintain, extend, operate and lease its Facilities along, across, upon or under any Public right-of-way for the purpose of supplying Telecommunication services to the consumers

or recipients of such service located within the corporate boundaries of the City, for the term of this Contract franchise, subject to the terms and conditions of this Contract franchise.

- b. The grant of this Contract franchise by the City shall not convey title, equitable or legal, in the Public right-of-way, and shall give only the right to occupy the Public right-of-way, for the purposes and for the period stated in this Contract franchise. This Contract franchise does not:
  - (1) Grant the right to use Facilities or any other property, telecommunications related or otherwise, owned or controlled by the City or a third-party, without the consent of such party;
  - (2) Grant the authority to construct, maintain or operate any Facility or related appurtenance on property owned by the City outside of the Public right-of-way, specifically including, but not limited to, parkland property, City Hall property or public works facility property; or
  - (3) Excuse Grantee from obtaining appropriate access or attachment agreements before locating its Facilities on the Facilities owned or controlled by the City or a third-party.
- c. As a condition of this grant, Grantee is required to obtain and is responsible for any necessary permit, license, certification, grant, registration or any other authorization required by any appropriate governmental entity, including, but not limited to, the City, the FCC or the Kansas Corporation Commission (KCC). Grantee shall also comply with all applicable laws, statutes and/or city regulations (including, but not limited to those relating to the construction and use of the Public right-of-way or other public property).
- d. Grantee shall not provide any additional services for which a franchise is required by the City without first obtaining a separate franchise from the City or amending this Contract franchise, and Grantee shall not knowingly allow the use of its Facilities by any third party in violation of any federal, state or local law. In particular, this Contract franchise does not provide Grantee the right to provide cable service as a cable operator (as defined by 47 U.S.C. § 522 (5)) within the City. Grantee agrees that this franchise does not permit it to operate an open video system without payment of fees permitted by 47 U.S.C. § 573(c)(2)(B) and without complying with FCC regulations promulgated pursuant to 47 U.S.C. § 573.
- e. This authority to occupy the Public right-of-way shall be granted in a competitively neutral and nondiscriminatory basis and not in conflict with state or federal law.

### **SECTION 3. USE OF PUBLIC RIGHT-OF-WAY.**

- (a) Pursuant to K.S.A. 17-1902, and amendments thereto, and subject to the provisions of this Contract Franchise, Grantee shall have the right to construct, maintain and operate its Facilities along, across, upon and under the Public Right- of-way. Such Facilities shall be so constructed and maintained as not to obstruct or hinder the usual travel or public safety on such public ways or obstruct the legal use by other utilities.

(b) Grantee's use of the Public Right-of-Way shall always be subject and subordinate to the reasonable public health, safety and welfare requirements and regulations of the City. The City may exercise its home rule powers in its administration and regulation related to the management of the Public Right-of-Way; provided that any such exercise must be competitively neutral and may not be unreasonable or discriminatory. Grantee shall be subject to all applicable laws and statutes, and/or rules, regulations, policies, resolutions and ordinances adopted by the City, relating to the construction and use of the Public Right-of-Way.

(c) Grantee shall participate in the Kansas One Call utility location program.

(d) City shall require Grantee to repair all damage to a Public Right-of-Way caused by the activities of Grantee, or of any agent, affiliate, employee, or subcontractor of Grantee, while occupying, installing, repairing or maintaining Facilities in a Public Right-of-Way and to return the Right-of-Way, to its functional equivalence before the damage pursuant to the reasonable requirements and specifications of the City. If Grantee fails to make the repairs required by the City, the City may effect those repairs and charge Grantee the cost of those repairs. If the City incurs damages as a result of a violation of this subsection, then the City shall have a cause of action against Grantee for violation of this subsection and may recover its damages, including reasonable attorney fees, if Grantee is found liable by a court of competent jurisdiction.

All Facilities of Grantee shall be installed and maintained in accordance with all applicable federal, State and local laws, rules, and regulations, including, but not limited to, the City's applicable permit application and construction requirements for attachments to City Facilities, the City's adopted building and electrical codes, and the City's Municipal Code, City regulations and Policy Statements, including, but not limited to those relating to the construction and use of the Public Right-of-Way or other public property or private property, (collectively, the "Codes"). Grantee shall, at its own expense, make and maintain its Facilities in safe condition and good repair, in accordance with all Codes and Grantee shall replace, remove, reinforce or repair any defective Facilities.

When the City reasonably believes there is an Emergency or Facilities of Grantee present an immediate threat to the safety of any person, interferes with the performance of the City's service obligations or poses an immediate threat to the physical integrity of City Facilities, the City may perform such work and/or take such action as it deems necessary without first giving written notice to Grantee. As soon as practicable thereafter, the City will advise Grantee of the work performed or the action taken. Grantee shall be responsible for all actual and reasonable costs incurred by the City in taking action pursuant to this Paragraph, and shall indemnify the City from liability for all such work except to the extent of the City's gross negligence or willful misconduct in connection with such liability. An "Emergency" is a condition that in the discretion of City (i) poses an immediate threat to the safety of any person or the public; (ii) materially and adversely interferes with the performance of City's service obligations; or (iii) poses an immediate threat to the integrity of City's equipment or property.

(e) If requested by the City, in order to accomplish construction and maintenance activities directly related to improvements for the health, safety and welfare of the public, Grantee promptly shall remove its Facilities from the Public Right-of-Way or shall relocate or adjust its Facilities within the Public Right-of-Way at no cost to the City, providing such request binds all users of such Public Right-of-Way. Such relocation or adjustment shall be completed as soon as reasonably possible within the time set forth in any written request by the City for such relocation or adjustment, providing that the City shall use its best efforts to provide Grantee with a minimum of ninety (90) days advance notice to comply with any such relocation or adjustment. Any damages

suffered by the City or its contractors as a result of Grantee's failure to timely relocate or adjust its Facilities shall be borne by Grantee. Grantee shall designate one (1) person within its organization by his/her employment position to whom relocation notices shall be sent and with whom rests the responsibility to facilitate all necessary communications within Grantee's various areas.

Where a project referenced in the preceding paragraph is primarily for private benefit (provided, however, that projects that are a part of a City-created tax increment financing or transportation development district are not considered primarily for private benefit), the City shall require, as a condition of its approval of any request for alteration of the Public Right-of-Way from any private party or parties, that such private party or parties shall reimburse Grantee for the cost of relocation. Grantee understands however that the City has no obligation to collect such reimbursement.

#### **SECTION 4. COMPENSATION TO THE CITY.**

In consideration of this Contract franchise, Grantee agrees to remit to the City a franchise fee of 5% of Gross Receipts. To determine the franchise fee, Grantee shall calculate the Gross Receipts and multiply such receipts by 5%. Thereafter, subject to subsection (b) hereafter, compensation for each calendar year of the remaining term of this Contract franchise shall continue to be based on a sum equal to 5% of Gross Receipts, unless the City notifies Grantee prior to ninety days (90) before the end of the calendar year that it intends to switch to an Access line fee in the following calendar year; provided, such Access line fee shall not exceed the maximum Access line fee allowed by Statute. In the event the City elects to change its basis of compensation, nothing herein precludes the City from switching its basis of compensation back; provided the City notifies Grantee prior to ninety days (90) before the end of the calendar year.

- a. Beginning January 1, 2004, and every 36 months thereafter, the City, subject to the public notification procedures set forth in K.S.A. 12-2001 (m), and amendments thereto, may elect to adopt an increased Access line fee or gross receipts fee subject to the provisions and maximum fee limitations contained in K.S.A. 12-2001, and amendments thereto, or may choose to decline all or any portion of any increase in the Access line fee.
- b. Grantee shall pay on a quarterly basis without requirement for invoice or reminder from the City, and within 45 days of the last day of the quarter for which the payment applies franchise fees due and payable to the City. If any franchise fee, or any portion thereof, is not postmarked or delivered on or before the due date, interest thereon shall accrue from the due date until received, at the applicable statutory interest rate.
- c. Upon forty-five (45) days prior written request by the City, but no more than once per quarter, Grantee shall submit to the City a certified statement showing the manner in which the franchise fee was calculated.
- d. No acceptance by the City of any franchise fee shall be construed as an accord that the amount paid is, in fact the correct amount, nor shall acceptance of any franchise fee payment be construed as a release of any claim of the City. Any dispute concerning the amount due under this Section shall be resolved in the manner set forth in K.S.A. 12-2001, and amendments thereto.
- e. The City shall have the right to examine, upon written notice to Grantee no more often than once per calendar year, those records necessary to verify the correctness of the franchise fees paid by Grantee.

- f. Unless previously paid, within sixty (60) days of the effective date of this Ordinance, Grantee shall pay to the City a one-time application fee of One Thousand Dollars (\$1000.00). The parties agree that such fee reimburses the City for its reasonable, actual and verifiable costs of reviewing and approving this Ordinance.
- g. The franchise fee required herein shall be in addition to, not in lieu of, all taxes, charges, assessments, licenses, fees and impositions otherwise applicable that are or may be imposed by the City. The franchise fee is compensation pursuant to K.S.A. 12-2001(j) and shall in no way be deemed a tax of any kind.
- h. Grantee shall remit an access line (franchise) fee or a gross receipts (franchise) fee to the City on those access lines that have been resold to another telecommunications local exchange service provider, but in such case the City shall not collect a franchise fee from the reseller service provider and shall not require the reseller service provider to enter a franchise ordinance.

**SECTION 5. INDEMNITY AND HOLD HARMLESS.**

It shall be the responsibility of Grantee to take adequate measures to protect and defend its Facilities in the Public right-of-way from harm or damage. If Grantee fails to accurately or timely locate Facilities when requested, in accordance with the Kansas Underground Utility Damage Prevention Act, K.S.A. 66-1801 et seq., it has no claim for costs or damages against the City and its authorized contractors unless such parties are responsible for the harm or damage caused by their negligence or intentional conduct. The City and its authorized contractors shall be responsible to take reasonable precautionary measures including calling for utility locations and observing marker posts when working near Grantee's Facilities.

Grantee shall indemnify, control the defense of, and hold the City and its officers and employees harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees (including reasonable attorney fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury (including death), property damage or other harm for which recovery of damages is sought, to the extent that it is found by a court of competent jurisdiction to be caused by the negligence of Grantee, any agent, officer, director, representative, employee, affiliate or subcontractor of Grantee, or its respective officers, agents, employees, directors or representatives, while installing, repairing or maintaining Facilities in the Public right-of-way.

The indemnity provided by this subsection does not apply to any liability resulting from the negligence of the City, its officers, employees, contractors or subcontractors. If Grantee and the City are found jointly liable by a court of competent jurisdiction, liability shall be apportioned comparatively in accordance with the laws of this state without, however, waiving any governmental immunity available to the City under state law and without waiving any defenses of the parties under state or federal law. This section is solely for the benefit of the City and Grantee and does not create or grant any rights, contractual or otherwise, to any other person or entity.

Grantee or City shall promptly advise the other in writing of any known claim or demand against Grantee or the City related to or arising out of Grantee's activities in the Public right-of-way.

## **SECTION 6. INSURANCE REQUIREMENT AND PERFORMANCE BOND**

- a. During the term of this Contract franchise, Grantee shall obtain and maintain insurance coverage at its sole expense, with financially reputable insurers that are licensed to do business in the state of Kansas. Should Grantee elect to use the services of an affiliated captive insurance company for this purpose, that company shall possess a certificate of authority from the Kansas Insurance Commissioner. Grantee shall provide not less than the following insurance:
- (1) Workers' compensation as provided for under any worker's compensation or similar law in the jurisdiction where any work is performed with an employers' liability limit equal to the amount required by law.
  - (2) Commercial general liability, including coverage for contractual liability and products completed operations liability on an occurrence basis and not a claims made basis, with a limit of not less than Two Million Dollars (\$2,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage liability. The City shall be included as an additional insured with respect to liability arising from Grantee's operations under this Contract franchise.
- b. As an alternative to the requirements of subsection (a), Grantee may demonstrate to the satisfaction of the City that it is self-insured and as such Grantee has the ability to provide coverage in an amount not less than one millions dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate, to protect the City from and against all claims by any person whatsoever for loss or damage from personal injury, bodily injury, death or property damage occasioned by Grantee, or alleged to so have been caused or occurred.
- c. Grantee shall, as a material condition of this Contract franchise, prior to the commencement of any work and prior to any renewal thereof, deliver to the City a certificate of insurance or evidence of self-insurance, satisfactory in form and content to the City, evidencing that the above insurance is in force. Upon receipt of notice from its insurer(s) Grantee will provide the City thirty (30) days prior written notice of cancellation or material change in the insurance coverage specified herein. Grantee shall make available to the City at Grantee's local office or Grantee's office closest to the city on request the policy declarations page and a certified copy of the policy in effect, so that limitations and exclusions can be evaluated for appropriateness of overall coverage.
- d. Grantee shall, as a material condition of this Contract franchise, prior to the commencement of any work and prior to any renewal thereof, deliver to the City a performance bond in the amount of \$50,000, payable to the City to ensure the appropriate and timely performance in the construction and maintenance of Facilities located in the Public right-of-way. The required performance bond must be with good and sufficient sureties, issued by a surety company authorized to transact business in the State of Kansas, and satisfactory to the City Attorney in form and substance.

## **SECTION 7. REVOCATION AND TERMINATION.**

In case of failure on the part of Grantee to comply with any of the provisions of this Contract franchise, or if Grantee should do or cause to be done any act or thing prohibited by or in violation of the terms of this Contract franchise, Grantee shall forfeit all rights, privileges and franchise

granted herein, and all such rights, privileges and franchise hereunder shall cease, terminate and become null and void, and this Contract franchise shall be deemed revoked or terminated, provided that said revocation or termination, shall not take effect until the City has completed the following procedures: Before the City proceeds to revoke and terminate this Contract franchise, it shall first serve a written notice upon Grantee, setting forth in detail the neglect or failure complained of, and Grantee shall have sixty (60) days thereafter in which to comply with the conditions and requirements of this Contract franchise. If at the end of such sixty (60) day period the City deems that the conditions have not been complied with, the City shall take action to revoke and terminate this Contract franchise by an affirmative vote of the City Council present at the meeting and voting, setting out the grounds upon which this Contract franchise is to be revoked and terminated; provided, to afford Grantee due process, Grantee shall first be provided reasonable notice of the date, time and location of the City Council's consideration, and shall have the right to address the City Council regarding such matter. Nothing herein shall prevent the City from invoking any other remedy that may otherwise exist at law. Upon any determination by the City Council to revoke and terminate this Contract franchise, Grantee shall have thirty (30) days to appeal such decision to the District Court of Johnson County, Kansas. This Contract franchise shall be deemed revoked and terminated at the end of this thirty (30) day period, unless Grantee has instituted such an appeal. If Grantee does timely institute such an appeal, such revocation and termination shall remain pending and subject to the court's final judgment. Provided, however, that the failure of Grantee to comply with any of the provisions of this Contract franchise or the doing or causing to be done by Grantee of anything prohibited by or in violation of the terms of this Contract franchise shall not be a ground for the revocation or termination thereof when such act or omission on the part of Grantee is due to any cause or delay beyond the control of Grantee or to bona fide legal proceedings.

#### **SECTION 8. RESERVATION OF RIGHTS.**

- a. The City specifically reserves its right and authority as a public entity with responsibilities towards its citizens, to participate to the full extent allowed by law in proceedings concerning Grantee's rates and services to ensure the rendering of efficient Telecommunications service and any other services at reasonable rates, and the maintenance of Grantee's property in good repair.
- b. In granting its consent hereunder, the City does not in any manner waive its regulatory or other rights and powers under and by virtue of the laws of the State of Kansas as the same may be amended, its Home Rule powers under the Constitution of the State of Kansas, nor any of its rights and powers under or by virtue of present or future ordinances of the City.
- c. In granting its consent hereunder, Grantee does not in any manner waive its regulatory or other rights and powers under and by virtue of the laws of the State of Kansas as the same may be amended, or under the Constitution of the State of Kansas, nor any of its rights and powers under or by virtue of present or future ordinances of the City.
- d. In entering into this Contract franchise, neither the City's nor Grantee's present or future legal rights, positions, claims, assertions or arguments before any administrative agency or court of law are in any way prejudiced or waived. By entering into the Contract franchise, neither the City nor Grantee waive any rights, but instead expressly reserve any and all rights, remedies, and arguments the City or Grantee may have at law or equity, without limitation, to argue, assert, and/or take any position as to the legality or appropriateness of any present or future laws, non-franchise ordinances, (e.g. the City's right-of-way ordinance referenced in Section 3b of this Contract franchise) and/or rulings.



## **SECTION 9. FAILURE TO ENFORCE.**

The failure of either the City or the Grantee to insist in any one or more instances upon the strict performance of any one or more of the terms or provisions of this Contract franchise shall not be construed as a waiver or relinquishment for the future of any such term or provision, and the same shall continue in full force and effect. No waiver or relinquishment shall be deemed to have been made by the City or the Grantee unless said waiver or relinquishment is in writing and signed by both the City and the Grantee.

## **SECTION 10. TERM AND TERMINATION DATE.**

- a. This Contract franchise shall be effective for a term of ten (10) years from the effective date of this Contract franchise. Thereafter, this Contract franchise will renew for two (2) additional two (2) year terms, unless either party notifies the other party of its intent to terminate the Contract franchise at least ninety (90) days before the termination of the then current term. The additional term shall be deemed a continuation of this Contract franchise and not as a new franchise or amendment.
- b. Upon written request of either the City or Grantee, this Contract franchise shall be renegotiated at any time in accordance with the requirements of state law upon any of the following events: changes in federal, state, or local laws, regulations, or orders that materially affect any rights or obligations of either the City or Grantee, including but not limited to the scope of the Contract franchise granted to Grantee or the compensation to be received by the City hereunder.
- c. If any clause, sentence, section, or provision of K.S.A. 12-2001, and amendments thereto, shall be held to be invalid by a court or administrative agency of competent jurisdiction, provided such order is not stayed, either the City or Grantee may elect to terminate the entire Contract franchise. In the event of such invalidity, if Grantee is required by law to enter into a Contract franchise with the City, the parties agree to act in good faith in promptly negotiating a new Contract franchise.
- d. Amendments under this Section, if any, shall be made by contract franchise ordinance as prescribed by statute. This Contract franchise shall remain in effect according to its terms, pending completion of any review or renegotiation provided by this section.
- e. In the event the parties are actively negotiating in good faith a new contract franchise ordinance or an amendment to this Contract franchise upon the termination date of this Contract franchise, the parties by written mutual agreement may extend the termination date of this Contract franchise to allow for further negotiations. Such extension period shall be deemed a continuation of this Contract franchise and not as a new contract franchise ordinance or amendment.

## **SECTION 11. POINT OF CONTACT AND NOTICES**

Grantee shall at all times maintain with the City a local point of contact who shall be available at all times to act on behalf of Grantee in the event of an emergency. Grantee shall provide the City with said local contact's name, address, telephone number, fax number and e-mail address. In the event Grantee's local contact is not available, Grantee maintains a 24x7 staffed emergency hotline (1-800-624-9675) at its network operations center that can act on behalf of Grantee in the event of

an emergency. Emergency notice by Grantee to the City may be made by telephone to the City Clerk or the Public Works Director. All other notices between the parties shall be in writing and shall be made by personal delivery, depositing such notice in the U.S. Mail, Certified Mail, return receipt requested, or by facsimile. Any notice served by U.S. Mail or Certified Mail, return receipt requested, shall be deemed delivered five (5) calendar days after the date of such deposit in the U.S. Mail unless otherwise provided. Any notice given by facsimile is deemed received by the next business day. "Business day" for purposes of this section shall mean Monday through Friday, City and/or Grantee observed holidays excepted.

<b>The City:</b>	<b>Grantee:</b>
City of Mission	MCImetro Access Transmission Services Corp. d/b/a
	Verizon Access Transmission Services
6090 Woodson	600 Hidden Ridge, Mail Code: E02E102
Mission, Kansas, 66202	Irving, TX, 75038
Attn: City Clerk	Attn: Franchise Manager
With Copy to	with copy (except invoices) to:
City Attorney	Verizon Business Services, Inc.
6090 Woodson	1320 N. Courthouse Road, Suite 900
Mission, Kansas, 66202	Arlington, VA 22201
Attn: David K. Martin	Attn: General Counsel, Network & Technology

or to replacement addresses that may be later designed in writing.

**SECTION 12. TRANSFER AND ASSIGNMENT.**

This Contract franchise is granted solely to the Grantee and shall not be transferred or assigned without the prior written approval of the City; provided that such transfer or assignment may occur without written consent of the City to any entity controlling, controlled by or under common control with Grantee or to any entity acquiring all or substantially all of Grantee's assets. The parties acknowledge that said City consent shall only be with regard to the transfer or assignment of this Contract franchise, and that, in accordance with Kansas Statute, the City does not have the authority to require City approval of transfers of ownership or control of the business or assets of Grantee.

**SECTION 13. CONFIDENTIALITY.**

Information provided to the City under K.S.A. 12-2001 shall be governed by confidentiality procedures in compliance with K.S.A. 45-215 and 66-1220a, et seq., and amendments thereto. Grantee agrees to indemnify and hold the City harmless from any and all penalties or costs, including attorney's fees, arising from the actions of Grantee, or of the City at the written request of Grantee, in seeking to safeguard the confidentiality of information provided by Grantee to the City under this Contract franchise.

**SECTION 14. ACCEPTANCE OF TERMS.**

Grantee shall have sixty (60) days after the final passage and approval of this Contract franchise to file with the City Clerk its acceptance in writing of the provisions, terms and conditions of this Contract franchise, which acceptance shall be duly acknowledged before some officer authorized by law to administer oaths; and when so accepted, this Contract franchise and acceptance shall constitute a contract between the City and Grantee subject to the provisions of the laws of the state of Kansas, and shall be deemed effective on the date Grantee files acceptance with the City.

**SECTION 15. PAYMENT OF COSTS.**

In accordance with statute, Grantee shall be responsible for payment of all costs and expense of publishing this Contract franchise, and any amendments thereof.

**SECTION 16. SEVERABILITY.**

If any clause, sentence, or section of this Contract franchise, or any portion thereof, shall be held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder, as a whole or any part thereof, other than the part declared invalid; provided, however, the City or Grantee may elect to declare the entire Contract franchise is invalidated if the portion declared invalid is, in the judgment of the City or Grantee, an essential part of the Contract franchise.

**SECTION 17. FORCE MAJEURE.**

Each and every provision hereof shall be reasonably subject to acts of God, fires, strikes, riots, floods, war and other disasters beyond Grantee’s or the City’s control.

**SECTION 18. PUBLICATION**

The City Clerk is hereby directed to publish this Ordinance once in the official city newspaper.

PASSED by the Governing Body of the City of Mission this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2018.

APPROVED by the Mayor this \_\_\_<sup>th</sup> day of \_\_\_\_ 2018.

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
City Attorney

<b>City of Mission</b>	Item Number:	3.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 6, 2018
<b>ADMINISTRATION</b>	From:	Laura Smith

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

**RE:** Recommended 2019 Budget

**DETAILS:** A memorandum and the recommended 2019 Budget are attached

**CFAA CONSIDERATIONS/IMPACTS:** NA

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



## MEMORANDUM

---

**Date:** July 6, 2018  
**To:** Mayor and City Council  
**From:** Laura Smith, City Administrator  
**RE:** 2019 Budget Memo #4 - Recommended Budget 2019

---

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 2019. Staff is pleased to present the attached documents which includes all of the priorities, programs, and services discussed to this point. The 2019 Recommended Budget includes total revenues of \$21.76 million and total expenses of \$23.26 million, accounted for in sixteen individual funds.

The information in the remainder of this memorandum is generally a recap from previous budget memos, summarized for our final discussions and preparation for the Community Dialogue on July 18 and final budget consideration in August. It includes information on the General Fund, the 2019-2023 Capital Improvement Program and the various other funds the City maintains.

### 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. Revenue information is provided in detailed format.

Total estimated revenues in the 2019 General Fund budget are \$13.53 million, or an increase of approximately 8% over 2018 Estimated. The final valuation numbers provided by the County Appraiser's Office indicated a total assessed valuation of \$157,628,234 or an overall increase of 12.86%. One mill in the 2019 budget generates approximately \$156,841.

Based on the calculations associated with the property tax lid, the City will be able to maintain the current mill levy of 17.973 mills. Of the total mill levy, 7 mills are assessed for street maintenance and the remaining 10.973 mills are dedicated to General Fund operations.

Sales taxes, franchise fees and fine revenues are expected to remain relatively flat. Community Center revenues are projected to increase by 2%. The largest percentage increase in revenue for 2019 occurs in Plan Review and Inspection Services, driven by the large development projects which will be underway. The only new revenue stream included in the 2019 Recommended Budget is for contractual revenues anticipated in connection with Mission's provision of animal control services to surrounding cities.

### General Fund Expenditures

The 2019 Recommended Budget was developed based on a number of policy assumptions which include:

- Subsidizing a portion of the annual Solid Waste Utility Rate for single-family property owners. The

**MEMORANDUM**

rate increase for the 2019 contract is 3.6816%. Single family property owners currently pay 86.2% of the total fees for solid waste collection. The 2019 budget assumes the same cost sharing ratio between homeowner and the City.

- Maintaining the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 75% of total city mill excluding special assessments, and 50% of the solid waste utility fee.
- Personnel costs reflect a 3% merit pool, and no budgeted “lapses” in FTEs. Additional market adjustments in accordance with the 2017 Classification and Compensation study are also accounted for.
- Maintaining funding for the Business Improvement Grant (BIG) Program.
- Continuing to increase the Park Maintenance budget in the Public Works Department, in direct response to recommendations outlined in the Parks and Recreation Master Plan.
- Funding for the highest priority capital equipment purchases for each Department .

The 2019 General Fund expenditures, including transfers, total \$13.8 million and reflect an increase of 13% from the 2018 Budget. The increase is driven primarily by increases in plan review and inspection fees, capital equipment expenditures and a reflection of all authorized/budgeted positions in the Public Works Department.

Line item detail for each Department in the General Fund is included in the 2019 Recommended Budget. In addition to the items outlined above, the 2019 Recommended Budget also includes the following capital and supplemental requests:

**Capital Equipment**

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

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

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

- Ford F450 Crew Cab Truck: This truck replaces a 2006 model that is used for asphalt patching and other street maintenance activities. The truck has a flatbed installed for carrying tools and equipment. Estimated cost: \$70,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.
- Ford F450 Extended Cab Truck: This truck replaces a 2006 model with similar features that is used for hauling and other maintenance activities. This vehicle is also used for snow removal activities. The replacement costs include a plow and other related attachments required for plowing. Estimated cost: \$75,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.

**MEMORANDUM**

---

- International Class 7 Truck: This will replace a 2006 model of a similarly sized vehicle that is used for heavy hauling and snow removal activities. This truck has experienced increases in maintenance costs over the last several years. Estimated cost: \$185,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$25,000.
- Leaf Vacuum: The leaf vacuum is used to remove leaves from inlets, channels, and other areas not easily accessible by the mowers. The current leaf vacuum is a 2006 model. Staff is looking to modify the setup of this piece of equipment to better fit operational needs. Estimated cost: \$12,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$1,000.
- Message Boards: The portable message boards are used for traffic control and other public messaging. The current message boards were purchased in 2005 and will be replaced with boards with similar capabilities, but which are more compact and easier to operate. Estimated cost: \$40,000 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$5,000.
- Walking Saw: The walking saw is used for cutting pavement and curb. The current saw is thirteen years old and in need of replacement. It will be replaced with a similar model. Estimated cost: \$2,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$ 500.

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

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

Sylvester Powell, Jr. Community Center - None

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

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

- Radio System Replacement: Due to Federal mandates related to encryption frequencies which will take effect in 2019, the radio system for the Police Department will need to be replaced. The upgrade allows all public safety departments to communicate with one another on all activities, including tactical operations. The upgrade replaces both handheld (40) and mobile (18) units and all related equipment. The Department is currently researching two vendors, but anticipates purchasing the new radios from Motorola Corporation. Estimated cost: \$225,000 (01-30-404-04 Radios). Estimated trade-in/resale value of existing vehicle/equipment: \$20,000.

## MEMORANDUM

---

- Computer replacement: The Department has established a program to replace 20% of computers annually in order to maintain systems within their estimated life expectancy. These funds will replace fourteen of the oldest computers. Estimated cost: \$21,000 (01-30-402-03 Computer Systems). Estimated trade-in/resale value of existing vehicle/equipment: \$0.
- Vehicle: The 2011 Ford Explorer assigned to Investigations is scheduled for replacement. Estimated cost: \$41,152 (01-30-403-01 Police Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$11,000.
- Radar: The Department currently maintains nine (9) hand held radar/lidar units for use in traffic enforcement activities. Other units are installed in each of the patrol vehicles and both motorcycles. Funds are budgeted each year to replace one unit. Estimated cost: \$3,700 (01-30-404-05 Radar). Estimated trade-in/resale value of existing vehicle/equipment: \$0.
- Handguns/Shotguns: The Police Department assigns handguns to each commissioned officer and every front line patrol vehicle is equipped with a shotgun. Funds are budgeted each year to ensure the Department has an adequate number, including a small surplus. The surplus is required to ensure officers can continue to carry/access the appropriate firearms in the event a weapon breaks, is removed for cleaning, or is involved in a shooting and must be taken out of service. Estimated cost: \$3,000 (01-30-404-03 Handguns/Shotguns). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

### **Supplemental Requests**

New programs or services included in both the 2018 (Estimated) and 2019 Recommended Budgets are as follows:

- *Vehicle for Building Official (\$30,000) - 2018*
- *ADA/Space Needs analysis (\$30,000) - 2018*
- *Community Service Officers/Animal Control Services (\$217,785) - 2018/19*
- *DirectionFinder Survey (\$16,000) - 2019*
- *Update of Comprehensive Plan (\$110,000 plan update, \$30,000 additional market study) - 2019*
- *Parks and Recreation Marketing Services (\$30,000) - 2019*
- *Part-time Fitness Coordinator - Community Center (\$25,000) - 2019*

These supplemental budgetary items are intended to enhance and improve a variety of services provided to our residents and businesses.

### **Fund Balance**

The 2019 Recommended Budget not only achieves the Council's 25% fund balance goal for the General Fund, but includes an additional \$1 million in excess fund balance.





## MEMORANDUM

---

### **2019 - 2023 Capital Improvement Program (CIP)**

Over the last 10-12 years, the City has taken steps to address a number of infrastructure challenges through the use of a multi-year Capital Improvement Program (CIP) focused around three primary program areas: streets, stormwater, and parks and recreation. The CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule of capital projects over a five-year period of time.

Capital infrastructure projects are generally large in scope and often take several years to complete, making it more appropriate to handle them outside of the General Fund. The CIP's revenues and expenses are developed and approved as part of the annual budget process. In June, Council reviewed the 2019 - 2023 CIP, which included a spreadsheet for each program area and project worksheets which provide additional detail and context for each project included in the 5-year plan. Highlights for each program area are detailed below.

#### **Street Program**

When the current street maintenance program was developed in 2010, the goal was to generate approximately \$1.5-1.7 million in local funds to support a comprehensive street maintenance 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 (~\$575,000 annually)
3. Mill levy dedicated to street maintenance (~\$1,050,000 annually)

There are a number of variables which will continue to impact our longer term decisions regarding a preferred street maintenance program. In 2018 and 2019, staff will bring forward a number of recommendations regarding reformatting the street program based on inventory data recently collected. The 2019 budgetary impacts for streets include:

- Continued dedication of revenue generated by 7 mills of General Fund property tax to the Street Program
- Reconstruction of Broadmoor from Johnson Drive to Martway (CARS Project)
- Continued funding in the amount of \$350,000 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
- Design of Foxridge Phase II (51st to Foxridge)
- Striping, curb repair, and surface treatment for Lamar (SRTS grant)

#### **Stormwater Program**

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

## MEMORANDUM

floodplain. Stormwater utility fee revenues have been set to cover existing debt service, leaving very limited funds for new projects or system maintenance. This presents ongoing challenges as there are still significant issues to be addressed in both primary and secondary stormwater systems throughout the City.

Revenues in the 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 is currently recommended to remain \$28/ERU/month, and the 2019-2023 CIP anticipates no changes to the fee over the life of the five year program. If the special assessment at The Gateway is caught up and remains current, there are a number of projects which can be included in future budget discussions. For the 2019 Budget, the Stormwater Program includes:

- Maintaining the stormwater utility fee at \$28/ERU/month
- Completion of a comprehensive stormwater inventory to help plan and guide future expenditures
- Design of the Rock Creek Channel Project from the Mission Bowl floodwall to Roeland Drive (SMAC Project)

### **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:

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 (~\$75,000 annually)

The recommended 2019-2023 plan shows a positive fund balance through the end of 2022. The negative fund balance in 2023 can be attributed to the expiration of the sales tax at the end of the first quarter. However, there are a number of significant items which have not yet been programmed in the 5-year plan, and will require additional investigation and evaluation. For 2019, the Parks and Recreation program will address:

- Submission of a grant application to secure funding for a portion of a new play structure at WaterWorks Park.
- Gel Coat treatment for Slide 1 (orange slide) at the MFAC
- Maintenance of the Leisure Pool Play Feature at the MFAC
- Replace dance floor at SPJCC
- Replace carpet in administrative area of SPJCC
- Replace flooring in A&B Conference areas of SPJCC
- Complete identified roof repairs at SPJCC



## MEMORANDUM

---

- Refurbish hardwood floors at SPJCC
- Ongoing maintenance and repair (Year 3) of PoolPak at SPJCC
- Replace seated rider/scrubber at 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 2019 recommendations are highlighted below.

#### Special Alcohol Fund

One-third of the alcohol tax funds allocated to the City from the state must be set aside in a separate fund and reserved for the treatment and/or prevention of drug and alcohol abuse. Revenues in the Special Alcohol Fund for 2019 are anticipated to be \$75,000.

Historically, the City has contributed the majority of these funds (\$40,000 recommended for 2019) 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 \$15,000 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 2019 contract is subject to a 3.68% rate increase, for a total estimated annual contract amount of \$607,000. The recommendation is to apply the current cost sharing percentage (86% resident/14% City) to the 2019 contract bringing the total annual fees per single-family household in 2019 to \$175.03 of the \$203.52 total annual fee. Resident fees are collected as a part of the annual real estate property tax bill.

The City's portion of the annual contract is proposed to come from a subsidy/transfer from the General Fund in the amount of \$85,000. Rebates of the solid waste utility fee, which are part of the Franchise/Utility Fee rebate program administered by Neighborhood Services, are also budgeted expenses in this fund and are estimated at \$5,000 for 2019.



## MEMORANDUM

---

### 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.

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 2019 Budget.

### Mission Crossing TIF/CID Fund

This Fund is used to account for the revenues and expenses associated with the Tax Increment Financing District (TIF) and Community Improvement District (CID) associated with the Mission Crossing Development. 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 our July 11 Committee meeting we will review the 2019 Recommended Budget 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 18 at the City Council meeting. This will provide the public an opportunity to comment on the 2019 Budget and provides time for the Council to address any outstanding issues for final budget consideration in August.



## MEMORANDUM

---

Following the Community Dialogue, we will hold the formal public hearing (legally required) on August 1 at the Finance & Administration Committee, with approval of the budget anticipated at the August 15 Council meeting.

If you have questions or would like additional information in advance of the Committee meeting, please do not hesitate to contact me.



**2019**

**RECOMMENDED**

**BUDGET**

**July 11, 2018**

# City of Mission 2019 Annual Budget

## Fund Structure

### **General Fund**

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

### **Departments**

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

### **Capital Project Funds**

- Capital Improvement Fund
- 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 2019 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>\$ 4,870,162</b>	<b>\$ 614,331</b>	<b>\$ 448,550</b>	<b>\$ 1,518,269</b>	<b>\$ 15,610</b>	<b>\$ 235,987</b>	<b>\$ 429,621</b>
<b>REVENUES</b>							
Property Taxes	1,715,000			-			
Property Taxes For Streets	1,050,000						
Payment in Lieu of Taxes							
Motor Vehicle Taxes	265,000						
Sales and Use Taxes	3,400,000					575,000	875,000
Franchise Tax Fees	1,100,000						
Transient Guest Tax							
Licenses and Permits	170,700						
Plan Review/Insp. Fees	622,000						
Police Fines	1,362,300						
Charges for Services	226,000						
Bond/Lease Proceeds	-	-		-			
Miscellaneous and Other	80,000	67,360	40,200	7,000	-	100	50,000
Intergovernmental Rev.	1,560,000	450,000		-	-		
Pool Revenues	139,000						
Community Center Rev.	1,840,500						
Special Assessments				599,000			
Solid Waste Utility Fees							
Stormwater Utility Fees				2,535,000			
Transportation Utility Fees					-		
Transf. from Other Funds	-	1,633,675	-	88,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 13,530,500</b>	<b>\$ 2,151,035</b>	<b>\$ 40,200</b>	<b>\$ 3,229,000</b>	<b>\$ -</b>	<b>\$ 575,100</b>	<b>\$ 925,000</b>
<b>EXPENDITURES</b>							
Personal Services	7,636,033	-	-	-	-	-	-
Contractual Services	3,596,782	-	-	150,000	-	-	-
Commodities	544,610	-	-	-	-	-	-
Capital Outlay	684,852	2,192,500	-	250,000	-	-	510,500
Debt/Lease Service	203,559	550,738	-	2,396,523	-	471,660	527,750
Cont./Reserves/Trans.	-		420,000				230,000
Transfers to Other Funds	1,135,000	-	-	283,675	-	300,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,800,836</b>	<b>\$ 2,743,238</b>	<b>\$ 420,000</b>	<b>\$ 3,080,198</b>	<b>\$ -</b>	<b>\$ 771,660</b>	<b>\$ 1,268,250</b>
<b>Difference</b>	<b>(270,336)</b>	<b>(592,203)</b>	<b>(379,800)</b>	<b>148,802</b>	<b>-</b>	<b>(196,560)</b>	<b>(343,250)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,599,826</b>	<b>\$ 22,128</b>	<b>\$ 68,750</b>	<b>\$ 1,667,071</b>	<b>\$ 15,610</b>	<b>\$ 39,427</b>	<b>\$ 86,371</b>



City of Mission 2019 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
\$ 146,316	\$ 72,040	\$ 17,095	\$ 2,321	\$ 81,733	\$ 40,565	\$ 17,294	\$ 1,711	\$ 16,242	\$ 8,079,297
					180,000		5,000	90,000	1,990,000
									1,050,000
									-
									265,000
					190,000	67,000			5,107,000
									1,100,000
				45,000					45,000
									170,700
									622,000
									1,362,300
									226,000
		-							-
100		200	100	25,100			-	100	230,060
250,100	75,000	75,000							2,410,100
									139,000
									1,840,500
									599,000
			528,000						528,000
									2,535,000
			85,000						-
-	-	-	-	-	-	-	-	-	1,806,675
\$ 250,200	\$ 75,000	\$ 75,200	\$ 613,100	\$ 70,100	\$ 370,000	\$ 67,000	\$ 5,000	\$ 90,100	\$ 22,066,535
	15,000	-	-	-	-	-	-	-	7,651,033
	55,000	-	612,000	75,000	370,000	67,500	-	-	4,926,282
20,000	1,000	-	500	-	-	-	-	-	566,110
350,000	-	15,000	-	-	-	-	-	-	4,002,852
-	-	67,655	-	-	-	-	-	-	4,217,885
									230,000
-	-	-	-	-	-	-	3,000	85,000	1,806,675
\$ 370,000	\$ 71,000	\$ 82,655	\$ 612,500	\$ 75,000	\$ 370,000	\$ 67,500	\$ 3,000	\$ 85,000	\$ 23,820,837
(119,800)	4,000	(7,455)	600	(4,900)	-	(500)	2,000	5,100	(1,754,302)
\$ 26,516	\$ 76,040	\$ 9,640	\$ 2,921	\$ 76,833	\$ 40,565	\$ 16,794	\$ 3,711	\$ 21,342	\$ 6,324,995

City of Mission 2019 Annual Budget

General Fund Summary

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 2,867,088	\$ 4,099,317	\$ 4,599,474	\$ 4,870,162
<b><u>REVENUES</u></b>				
Property Taxes	\$ 1,396,464	\$ 1,443,538	\$ 1,515,000	\$ 1,715,000
Property Taxes For Streets	790,654	885,441	900,000	1,050,000
Motor Vehicle Taxes	160,199	232,966	250,600	265,000
Sales/Use Taxes	3,427,221	3,297,774	3,350,000	3,400,000
Franchise Taxes	1,024,850	1,061,940	1,091,000	1,100,000
Licenses and Permits	152,425	162,469	153,300	170,700
Review/Plan Inspection Fees	152,347	223,805	275,000	622,000
Police Fines	974,933	1,232,040	1,361,500	1,362,300
Service Charges	250,282	277,184	172,500	226,000
Pool Revenue	122,443	121,191	121,000	139,000
Community Center Revenue	1,817,753	1,758,157	1,807,125	1,840,500
Intergovernmental Revenue	1,375,666	1,441,348	1,470,000	1,560,000
Miscellaneous	121,845	63,140	70,000	80,000
Bond/Lease Proceeds	367,920	-	-	-
Transfers In	-	-	-	-
Total	\$ 12,135,002	\$ 12,200,992	\$ 12,537,025	\$ 13,530,500
<b><u>EXPENSES</u></b>				
Personnel Services	\$ 6,227,083	\$ 6,195,118	\$ 6,857,330	\$ 7,636,033
Contractual Services	2,574,263	2,911,615	2,927,975	3,596,782
Commodities	371,762	441,762	512,515	544,610
Capital Outlay	544,381	405,259	580,192	684,852
Debt Service/Lease-Purchase	185,118	279,125	278,325	203,559
Contingency/Reserve	124,513	297,588	-	-
Sub Total for Expenses	\$ 10,027,119	\$ 10,530,467	\$ 11,156,337	\$ 12,665,836
Transfers Out				
Storm Water Utility Fund	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	790,654	885,368	900,000	1,050,000
Solid Waste Fund	85,000	85,000	110,000	85,000
Equipment Replacement Fund	-	200,000	100,000	-
Sub Total for Transfers Out	\$ 875,654	\$ 1,170,368	\$ 1,110,000	\$ 1,135,000
Total for Expenses	\$ 10,902,773	\$ 11,700,835	\$ 12,266,337	\$ 13,800,836
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	\$ 1,232,229	\$ 500,157	\$ 270,688	\$ (270,336)
<b><u>ENDING FUND BALANCE</u></b>	\$ 4,099,317	\$ 4,599,474	\$ 4,870,162	\$ 4,599,826
Fund Balance Adjustments				
Restricted (25% General Fund Revenues)	\$ 3,033,751	\$ 3,050,248	\$ 3,134,256	\$ 3,382,625
Committed	96,436	106,882	120,000	161,000
Assigned	287,198	346,192	-	-
Total for Fund Balance Adjustments	\$ 3,417,385	\$ 3,503,322	\$ 3,254,256	\$ 3,543,625
<b><u>UNRESTRICTED FUND BALANCE</u></b>	\$ 681,932	\$ 1,096,152	\$ 1,615,905	\$ 1,056,201

City of Mission 2019 Annual Budget

Revenue Detail

	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
<u>Property Tax</u>				
Real Estate Tax (General Property Tax)	1,370,292	1,431,094	1,500,000	1,700,000
Delinquent Real Estate Tax	26,172	12,445	15,000	15,000
Property Tax	1,396,464	1,443,538	1,515,000	1,715,000
<u>Property Tax for Streets (7 Mills)</u>	790,654	885,441	900,000	1,050,000
<u>Motor Vehicle Tax</u>				
Motor Vehicle Tax	157,488	229,186	247,000	261,000
Recreational Vehicle Tax	476	893	600	700
Heavy Truck Tax	1,746	2,646	2,500	2,800
Rental Excise Tax	-	-	-	-
Delinquent Personal Property Tax	489	241	500	500
Motor Vehicle Tax	160,199	232,966	250,600	265,000
<u>City Sales/Use Tax</u>				
City Sales Tax	2,459,602	2,351,684	2,400,000	2,500,000
City Use Tax	967,618	946,090	950,000	900,000
City Sales/Use Tax	3,427,221	3,297,774	3,350,000	3,400,000
<u>Franchise Tax</u>				
KCP&L	684,428	703,739	700,000	730,000
KS Gas Service	158,251	190,778	225,000	200,000
SBC Telephone	22,793	20,270	25,000	25,000
Sure West Telephone	4,732	4,160	5,000	5,000
AT&T (SBC) Video	63,000	37,370	33,000	35,000
Sure West Video	19,181	14,268	15,000	15,000
Time Warner Video	69,898	59,011	58,000	55,000
Google (New)	2,567	32,344	30,000	35,000
Franchise Tax	1,024,850	1,061,940	1,091,000	1,100,000
<u>Licenses and Permits</u>				
Occupational License	91,154	97,276	91,000	100,000
Public Works Permits	2,240	5,475	4,000	5,000
Rental License	46,696	43,874	40,000	45,000
Rental Inspection Fee	-	-	3,000	3,000
Tree Service License Fee	180	30	200	200
Sign Permit Fee	3,736	3,141	5,000	5,000
Land Use Fee	1,449	3,453	2,000	3,000
Liquor License	5,075	6,800	5,000	7,000
Operator/Solicitor/Massage License	1,495	1,870	3,000	2,000
Animal License	400	550	100	500
Licenses and Permits	152,425	162,469	153,300	170,700
<u>Plan Review/Inspection Fees</u>				
Building Permit Fees	93,582	142,109	175,000	371,000
Plan Review Fees	58,765	81,696	100,000	251,000
Plan Review/Inspection Fees	152,347	223,805	275,000	622,000

City of Mission 2019 Annual Budget

Revenue Detail

	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
<u>Intergovernmental Revenue</u>				
<b>County Sales/Use Tax</b>				
County Sales Tax	720,169	663,659	650,000	700,000
County Use Tax	<u>147,428</u>	<u>139,875</u>	<u>140,000</u>	<u>147,000</u>
County Sales/Use Tax	867,598	803,534	790,000	847,000
<b>County Sales/Use Tax - Jail</b>				
County Jail Sales Tax	179,267	165,212	165,000	173,000
County Jail Use Tax	<u>36,857</u>	<u>34,969</u>	<u>35,000</u>	<u>37,000</u>
County Sales/Use Tax - Jail	216,123	200,182	200,000	210,000
<b>County Sales/Use Tax - Pub Safety</b>				
County Public Safety Sales Tax	179,265	165,212	165,000	173,000
County Public Safety Use Tax	<u>36,837</u>	<u>34,968</u>	<u>35,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	216,101	200,181	200,000	210,000
<b>County Sales/Use Tax - Court House</b>				
County Court House Sales Tax	-	126,604	165,000	173,000
County Court House Use Tax	<u>-</u>	<u>26,154</u>	<u>35,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	-	152,758	200,000	210,000
<b>Alcohol Tax</b>	60,484	74,789	75,000	78,000
<b>Other Intergovernmental Revenue</b>	15,360	9,905	5,000	5,000
<b>Total for Intergovernmental</b>	<u>1,375,666</u>	<u>1,441,348</u>	<u>1,470,000</u>	<u>1,560,000</u>
<u>Police Fines</u>				
Fines	917,173	1,169,510	1,300,000	1,300,000
Parking Fines	8,164	4,950	5,000	6,000
Alarm Fines	200	300	500	300
Police Dept. Lab Fees	800	-	500	500
Fuel Assessment Fees	31,736	40,734	25,000	9,000
ADA Accessibility Fees	8,170	10,446	25,000	41,000
Motion Fees	7,790	5,100	5,000	5,000
Expungement Fees	900	1,000	500	500
Court Appointed Attorney	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Police Fines	974,933	1,232,040	1,361,500	1,362,300
<u>Service Charges</u>				
Court Costs	120,265	155,620	130,000	130,000
On Line Convenience	3,377	4,284	4,000	4,000
Charge for Services	50,000	-	-	-
Reimbursed Expenses	65,316	102,577	25,000	25,000
NEAC Administrative Cost Reimbursement	9,198	9,482	9,000	61,500
Nuisance Abatement Fees	2,126	4,968	4,500	5,000
Weed Abatement Fees	<u>-</u>	<u>252</u>	<u>-</u>	<u>500</u>
Service Charges	250,282	277,184	172,500	226,000

City of Mission 2019 Annual Budget

Revenue Detail

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Miscellaneous and Other</u>				
Interest/Investments	3,596	25,758	45,000	45,000
Sale of Fixed Assets	20,720	12,990	5,000	10,000
Farmer's Market	2,458	-	-	-
Contributions	52,090	-	-	-
Miscellaneous	<u>42,981</u>	<u>24,392</u>	<u>20,000</u>	<u>25,000</u>
Miscellaneous and Other	121,845	63,140	70,000	80,000
<u>Pool Revenues</u>				
Outdoor Pool Membership	40,758	38,449	40,000	45,000
Outdoor Pool Front Desk	42,896	42,261	45,000	50,000
Outdoor Pool Concessions	20,924	23,362	22,000	25,000
Outdoor Pool Program Fees	7,194	7,152	5,000	8,000
Outdoor Pool Rental	4,751	2,787	3,000	4,000
Super Pool Pass Revenue	<u>5,920</u>	<u>7,180</u>	<u>6,000</u>	<u>7,000</u>
Pool Revenue	122,443	121,191	121,000	139,000
<u>Community Center Revenue</u>				
Community Center Membership	776,697	661,425	650,000	625,000
Community Center Rental	266,601	262,014	270,000	283,500
Community Center Program	300,449	313,425	335,000	390,000
Community Center Daily Fees	226,288	211,219	225,000	225,000
Community Center Misc.	6,156	5,429	8,000	8,000
Community Center Resale of Items	661	754	1,000	1,000
Community Center Sponsorship/Ads	-	-	10,000	-
Morrow Trust Fund	-	-	-	-
Mission Summer Program	214,338	224,203	255,000	255,000
Mission Square PILOTS	<u>26,563</u>	<u>79,688</u>	<u>53,125</u>	<u>53,000</u>
Community Center Revenues	1,817,753	1,758,157	1,807,125	1,840,500
<u>Bond/Lease Proceeds</u>				
2014 Lease Purchase of Police Vehicles	-	-	-	-
2015 Lease Purchase of Street Sweeper	-	-	-	-
2016 Lease Purchase of Police Vehicles	<u>367,920</u>	<u>-</u>	<u>-</u>	<u>-</u>
Bond/Lease Proceeds	367,920	-	-	-
<b>Total Revenue</b>	<u><u>12,135,002</u></u>	<u><u>12,200,992</u></u>	<u><u>12,537,025</u></u>	<u><u>13,530,500</u></u>

City of Mission 2019 Annual Budget

Summary of Costs by Type of Expenditure

	<u>Personnel</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Total</u>
General Overhead	\$ -	\$ 291,000	\$ 47,250	\$ -	79,575	\$ 417,825
Legislative	\$ 56,620	\$ 127,700	\$ 1,200	\$ -		\$ 185,520
Administration	\$ 839,100	\$ 33,550	\$ 850	\$ 2,000		\$ 875,500
Municipal Court	\$ 345,000	\$ 26,200	\$ 10,500	\$ 2,000		\$ 383,700
Neighborhood Services	\$ -	\$ -	\$ -	\$ -		\$ -
Public Works	\$ 1,011,500	\$ 958,300	\$ 176,100	\$ 385,000	\$ 28,662	\$ 2,559,562
Community Development	\$ 323,500	\$ 858,800	\$ 3,600	\$ 2,000		\$ 1,187,900
Parks and Recreation						
Mission Aquatic Center	\$ 152,620	\$ 71,400	\$ 45,250	\$ -		\$ 269,270
Sylvester Powell Jr. Community Center	\$ 1,577,000	\$ 857,250	\$ 112,500	\$ -		\$ 2,546,750
Police	\$ 3,330,693	\$ 372,582	\$ 147,360	\$ 293,852	\$ 95,322	\$ 4,239,809
<b>Total</b>	<u>\$ 7,636,033</u>	<u>\$ 3,596,782</u>	<u>\$ 544,610</u>	<u>\$ 684,852</u>	<u>\$ 203,559</u>	<u>\$ 12,665,836</u>

## Capital Items 2018 - 2019 Budgets

<b>General Fund Departments</b>	<u>FY 2018</u>	<u>FY 2019</u>
<u>General Overhead</u>		
Server Replacement	\$ 20,000	\$ -
Copier Replacement	7,000	-
Techonology Replacement	20,000	-
Camera, Phones, Wiring	226,192	-
Financial Management Software	<u>100,000</u>	<u>-</u>
<b>Total</b>	<b>\$ 373,192</b>	<b>\$ -</b>
 <u>Legislative</u>		
	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>
 <u>Administration</u>		
Laptops - 3	<u>\$ -</u>	<u>\$ 6,000</u>
<b>Total</b>	<b>\$ -</b>	<b>\$ 6,000</b>
 <u>Municipal Court</u>		
Court Software Replacement	<u>\$ 34,000</u>	<u>\$ -</u>
<b>Total</b>	<b>\$ 34,000</b>	<b>\$ -</b>
 <u>Public Works</u>		
Crack Seal Machine	50,000	-
Trailer	15,000	-
Ice Maker	2,500	-
Class 7 Truck	-	185,000
F450 Extended Cab	-	75,000
F450 Crew	-	70,000
One and a half ton truck	-	-
Leaf Vac		12,500
Message Boards		40,000
Walking Saw		<u>2,500</u>
<b>Total</b>	<b>\$ 67,500</b>	<b>\$ 385,000</b>
 <u>Community Development</u>		
Vehicle for Building Official	30,000	
Office Furnishings - Plan Review Table, Cabinets, Desk	<u>\$ 5,000</u>	<u>\$ -</u>
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ -</b>
 <u>Mission Family Aquatic Center</u>		
	<u>FY 2018</u>	<u>FY 2019</u>
	<u>\$ -</u>	<u>\$ -</u>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>

## Capital Items 2018 - 2019 Budgets

### General Fund Departments

#### Sylvester Powell Jr. Community Center

Copier Replacement	\$ 7,000	\$ -
<b>Total</b>	\$ 7,000	\$ -

#### Police

Copier Replacement	\$ 7,000	\$ -
Handguns / Shotguns	3,000	3,000
Radar (2)	3,500	3,700
Police Vehicles	50,000	41,152
Computer Systems	-	21,000
Radios	-	225,000
	\$ 63,500	293,852
<b>Total</b>	\$ 580,192	\$ 684,852



City of Mission 2019 Annual Budget

Summary of Costs by Department

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019	% Change
<b><u>General Overhead</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	252,450	253,518	312,500	291,000	-7%
Commodities	45,454	39,714	44,750	47,250	6%
Capital Outlay	56,015	36,361	373,192	-	
Debt Service	78,475	77,175	76,000	79,575	5%
Total	\$ 432,394	\$ 406,768	\$ 806,442	\$ 417,825	-48%
<b><u>Legislative</u></b>					
Personnel Services	\$ 51,226	\$ 50,150	\$ 56,622	\$ 56,620	0%
Contractual Services	98,142	89,335	112,750	127,700	13%
Commodities	253	35	1,200	1,200	0%
Capital Outlay	-	147	-	-	
Total	\$ 149,622	\$ 139,667	\$ 170,572	\$ 185,520	9%
<b><u>Administration</u></b>					
Personnel Services	\$ 771,238	\$ 783,704	\$ 811,400	\$ 839,100	3%
Contractual Services	35,546	47,063	32,050	33,550	5%
Commodities	339	1,799	865	850	-2%
Capital Outlay	4,958	470	-	2,000	
Total	\$ 812,082	\$ 833,035	\$ 844,315	\$ 875,500	4%
<b><u>Municipal Court</u></b>					
Personnel Services	\$ 314,041	\$ 284,513	\$ 310,600	\$ 345,000	11%
Contractual Services	13,664	15,232	21,575	26,200	21%
Commodities	7,076	8,470	9,250	10,500	14%
Capital Outlay	2,107	2,640	34,000	2,000	
Total	\$ 336,888	\$ 310,855	\$ 375,425	\$ 383,700	2%
<b><u>Neighborhood Services</u></b>					
Personnel Services	\$ 114,722	\$ -	\$ -	\$ -	
Contractual Services	86,830	-	-	-	
Commodities	1,082	-	-	-	
Capital Outlay	23,004	-	-	-	
Total	\$ 225,638	\$ -	\$ -	\$ -	

City of Mission 2019 Annual Budget

Summary of Costs by Department

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019	
<b><u>Public Works</u></b>					
Personnel Services	\$ 697,672	\$ 689,401	\$ 846,700	\$ 1,011,500	19%
Contractual Services	758,303	799,216	894,300	958,300	7%
Commodities	76,626	153,432	163,850	176,100	7%
Capital Outlay	78,050	280,597	67,500	385,000	470%
Debt Service	<u>57,325</u>	<u>57,325</u>	<u>57,325</u>	<u>28,662</u>	-50%
Total	\$ 1,667,976	\$ 1,979,971	\$ 2,029,675	\$ 2,559,562	26%
<b><u>Community Development</u></b>					
Personnel Services	\$ 114,289	\$ 256,444	\$ 271,200	\$ 323,500	19%
Contractual Services	140,047	445,082	302,250	858,800	184%
Commodities	752	2,384	4,400	3,600	-18%
Capital Outlay	<u>1,077</u>	<u>626</u>	<u>35,000</u>	<u>2,000</u>	-94%
Total	\$ 256,166	\$ 704,536	\$ 612,850	\$ 1,187,900	94%
<b><u>Mission Aquatic Center</u></b>					
Personnel Services	\$ 116,234	\$ 90,181	\$ 165,000	\$ 152,620	-8%
Contractual Services	63,952	71,320	61,700	71,400	16%
Commodities	36,856	40,079	41,500	45,250	9%
Capital Outlay	<u>-</u>	<u>4,325</u>	<u>-</u>	<u>-</u>	
Total	\$ 217,042	\$ 205,904	\$ 268,200	\$ 269,270	0%
<b><u>Community Center</u></b>					
Personnel Services	\$ 1,349,990	\$ 1,352,915	\$ 1,447,000	\$ 1,577,000	9%
Contractual Services	772,372	827,236	751,250	857,250	14%
Commodities	98,198	98,168	104,000	112,500	8%
Capital Outlay	<u>3,353</u>	<u>3,948</u>	<u>7,000</u>	<u>-</u>	
Total	\$ 2,223,912	\$ 2,282,266	\$ 2,309,250	\$ 2,546,750	10%
<b><u>Police</u></b>					
Personnel Services	\$ 2,697,670	\$ 2,687,810	\$ 2,948,808	\$ 3,330,693	13%
Contractual Services	352,956	363,614	439,600	372,582	-15%
Commodities	105,126	97,683	142,700	147,360	3%
Capital Outlay	375,817	76,145	63,500	293,852	363%
Debt Service	<u>49,318</u>	<u>144,625</u>	<u>145,000</u>	<u>95,322</u>	-34%
Total	\$ 3,580,888	\$ 3,369,876	\$ 3,739,608	\$ 4,239,809	13%
<b>Total for All Departments</b>	<b><u>\$ 9,902,606</u></b>	<b><u>\$ 10,232,879</u></b>	<b><u>\$ 11,156,337</u></b>	<b><u>\$ 12,665,836</u></b>	<b>14%</b>

## City of Mission 2019 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.

Objectives

- Efficiently monitor utility costs.
- Control losses through an effective safety and loss control program.
- Maintain City Hall and Police Department facilities.
- Engage a firm to conduct a space needs assessment for the City Hall/Police Department that will serve as a basis for making decisions about the future use and renovations.
- Explore options for ongoing information technology support for the organization.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	252,450	253,518	312,500	291,000
Commodities	45,454	39,714	44,750	47,250
Capital Outlay	56,015	36,361	373,192	-
Debt Service	78,475	77,175	76,000	79,575
<b>Total</b>	\$ 432,394	\$ 406,768	\$ 806,442	\$ 417,825

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Personnel Services</b>						
		\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>						
01-07-201-01	Electricity - City Hall	\$ 40,541	\$ 42,406	\$ 46,611	\$ 42,000	\$ 50,000
01-07-201-03	Natural Gas - City Hall	4,067	3,222	6,996	6,000	7,000
01-07-201-05	Water and Sewer - City Hall	2,071	2,383	2,109	3,000	3,000
01-07-201-08	Telephone	-	13,282	1,181	6,000	5,000
01-07-203-03	Tuition Reimbursement	7,113	4,000	-	7,000	7,000
01-07-204-01	Advertising	1,443	419	-	2,000	2,000
01-07-205-01	Insurance - City Hall and Equip	47,554	55,452	53,402	55,000	55,000
01-07-206-03	Periodicals/Books	1,575	719	428	1,000	1,000
01-07-206-04	Legal Publications	711	1,524	3,829	2,000	2,000
01-07-206-05	Professional Services	19	336	23,955	40,000	15,000
01-07-207-02	Finance/Audit	21,295	21,915	22,340	25,000	32,000
01-07-207-07	Pre-employment/Hiring Expense	1,266	35	-	1,000	-
01-07-207-07	Bank Fees	281	-	2,437	1,000	2,000
01-07-210-02	Janitorial Services	-	2,022	6,065	6,000	6,000
01-07-212-06	Service Contracts	24,256	28,081	26,655	25,000	25,000
01-07-213-02	Rentals and Leases	8,545	8,156	5,850	9,000	9,000
01-07-214-02	Property Taxes	6,463	1,535	14,248	18,000	7,000
01-07-214-05	Computer Services	37,429	53,189	29,519	50,000	50,000
01-07-214-06	Codification	3,142	2,755	3,960	3,500	3,000
01-07-214-13	Website Development	-	5,900	2,526	5,000	5,000
01-07-215-03	Contingency	2,904	5,120	1,407	5,000	5,000
	<b>Total Contractual Services</b>	\$ 210,676	\$ 252,450	\$ 253,518	\$ 312,500	\$ 291,000
<b>Commodities</b>						
01-07-301-01	Office Supplies	\$ 9,542	\$ 6,783	\$ 6,381	\$ 5,000	\$ 7,000
01-07-301-04	Postage	12,287	11,650	16,495	12,000	12,000
01-07-304-04	Misc Supplies	173	63	215	250	250
01-07-305-01	Janitorial Supplies	1,292	1,920	3,037	2,500	3,000
01-07-305-02	Maintenance/Repairs City Hall	25,059	25,037	13,587	25,000	25,000
	<b>Total Commodities</b>	\$ 48,353	\$ 45,454	\$ 39,714	\$ 44,750	\$ 47,250
<b>Capital Outlay</b>						
01-07-402-03	Computer Systems/Software	\$ 5,829	\$ 3,925	\$ 6,844	\$ 140,000	\$ -
01-07-404-06	Equipment Replacement	4,666	-	29,517	233,192	-
01-07-499-01	Land	-	52,090	-	-	-
	<b>Total Capital Outlay</b>	\$ 10,495	\$ 56,015	\$ 36,361	\$ 373,192	\$ -
<b>Debt Service</b>						
	2013A Principal and Interest	79,865	78,475	77,175	76,000	79,575
	<b>Total Debt Service</b>	79,865	78,475	77,175	76,000	79,575
	<b>General Overhead Total</b>	\$ 349,389	\$ 432,394	\$ 406,768	\$ 806,442	\$ 417,825

## City of Mission 2019 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 Council is composed of eight councilmembers - two from each ward elected for four year terms - and a mayor who is elected at large for a four year term. Budgetary support for the City's boards and commissions is also accounted for in this department.

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 2016	Actual 2017	Budget 2018	Proposed 2019
Personnel Services	\$ 51,226	\$ 50,150	\$ 56,622	\$ 56,620
Contractual Services	98,142	89,335	112,750	127,700
Commodities	253	35	1,200	1,200
Capital Outlay	-	147	-	-
<b>Total</b>	<b>\$ 149,622</b>	<b>\$ 139,667</b>	<b>\$ 170,572</b>	<b>\$ 185,520</b>

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	9.00	9.00	9.00	9.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

City of Mission 2019 Budget Worksheet

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

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

## City of Mission 2019 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 human resources and risk management functions of the City, as well as the Community Development Department.

The City Clerk administers and maintains the municipal records of the City. The City Clerk also coordinates the City newsletter and oversees the Municipal Court Department.

The Public Information Officer 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 purchased in 2018.
- Submit the 2019 Budget to the Government Finance Officer's Association for consideration of their Outstanding Budget Award.
- Continue to evaluate opportunities to enhance the Mission Market for 2019 and beyond.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 771,238	\$ 783,704	\$ 811,400	\$ 839,100
Contractual Services	35,546	47,063	32,050	33,550
Commodities	339	1,799	865	850
Capital Outlay	4,958	470	-	2,000
<b>Total</b>	\$ 812,082	\$ 833,035	\$ 844,315	\$ 875,500
 <u>Authorized Positions</u>				
Full-Time	7.00	7.00	7.00	7.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	7.00	7.00	7.00	7.00



City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Personnel Services</b>						
01-10-101-01	Full Time Salaries	\$ 487,520	\$ 550,695	\$ 577,091	\$ 575,000	\$ 584,000
01-10-101-02	Part Time Salaries	38,067	42,872	32,334	44,000	40,000
01-10-101-04	Overtime Salaries	-	-	-	-	-
01-10-102-01	Health/Welfare Benefits	84,253	63,688	63,219	78,000	95,400
01-10-102-02	Social Security	39,086	46,751	47,541	46,000	47,500
01-10-102-03	KPERS	48,293	55,844	50,460	55,000	57,000
01-10-102-04	Employment Security	1,255	1,557	634	1,400	1,500
01-10-102-05	Workers Compensation	1,941	555	1,230	2,000	2,200
01-10-102-06	City Pension	6,170	9,277	11,195	10,000	11,500
	<b>Total Personnel Services</b>	<b>\$ 706,585</b>	<b>\$ 771,238</b>	<b>\$ 783,704</b>	<b>\$ 811,400</b>	<b>\$ 839,100</b>
<b>Contractual Services</b>						
01-10-201-08	Telephone	\$ 1,236	\$ 965	\$ 3,626	\$ 1,500	\$ 1,500
01-10-202-02	Commercial Travel	1,433	-	493	1,500	1,500
01-10-202-03	Lodging/Meals	3,737	762	1,593	4,000	4,000
01-10-202-04	Parking/Tolls	198	167	46	200	200
01-10-202-05	Mileage	1,259	1,192	1,166	1,500	1,500
01-10-203-01	Registration/Tuition	4,240	4,079	5,394	5,500	5,500
01-10-204-01	Advertising	-	-	299	-	-
01-10-205-02	Notary Bonds	75	125	25	100	100
01-10-206-01	Professional Organizations	4,060	3,437	4,929	5,500	5,500
01-10-206-02	Municipal Organizations	500	149	15	500	500
01-10-206-03	Periodicals/Books/Publications	390	569	1,386	2,000	2,000
01-10-206-05	Professional Services	324	13,217	13,114	1,000	1,000
01-10-206-06	Attorney Services	-	455	-	-	-
01-10-207-07	Pre-Employment Testing	-	159	172	-	-
01-10-208-04	Public Relations	3,855	3,973	3,777	4,000	5,000
01-10-208-05	Meeting Expenses	1,692	1,452	3,705	2,500	3,000
01-10-208-13	Employee Recognition	357	38	1,394	1,500	1,500
01-10-212-06	Service Contracts	-	223	675	-	-
01-10-214-03	Printing	208	169	604	250	250
01-10-215-03	Miscellaneous	160	787	577	500	500
01-10-215-04	Sustainability Expenses	2,740	3,628	4,071	-	-
	<b>Total Contractual Services</b>	<b>\$ 26,464</b>	<b>\$ 35,546</b>	<b>\$ 47,063</b>	<b>\$ 32,050</b>	<b>\$ 33,550</b>
<b>Commodities</b>						
01-10-301-01	Office Supplies	\$ -	\$ 270	\$ 1,515	\$ 250	\$ 250
01-10-301-04	Postage	-	(30)	115	15	-
01-10-301-05	Printed Forms	135	99	169	100	100
01-10-301-02	Clothing	-	-	-	500	500
	<b>Total Commodities</b>	<b>\$ 135</b>	<b>\$ 339</b>	<b>\$ 1,799</b>	<b>\$ 865</b>	<b>\$ 850</b>
<b>Capital Outlay</b>						
01-10-401-01	Office Machines	\$ -	\$ 838	\$ -	\$ -	\$ 2,000
01-10-401-02	Office Furnishings	3,174	3,507	293	-	-
01-10-402-03	Computer Systems	40	613	177	-	-
01-10-407-05	Contingency	(77)	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 3,137</b>	<b>\$ 4,958</b>	<b>\$ 470</b>	<b>\$ -</b>	<b>\$ 2,000</b>
	<b>Administration Total</b>	<b>\$ 736,321</b>	<b>\$ 812,082</b>	<b>\$ 833,035</b>	<b>\$ 844,315</b>	<b>\$ 875,500</b>

## City of Mission 2019 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.

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

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 purchased in 2018.

<u>Department Budget Summary</u>	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
Personnel Services	\$ 314,041	\$ 284,513	\$ 310,600	\$ 345,000
Contractual Services	13,664	15,232	21,575	26,200
Commodities	7,076	8,470	9,250	10,500
Capital Outlay	2,107	2,640	34,000	2,000
<b>Total</b>	<b>\$ 336,888</b>	<b>\$ 310,855</b>	<b>\$ 375,425</b>	<b>\$ 383,700</b>

Authorized Positions

Full-Time	3.00	3.00	3.00	3.00
Part-Time	7.00	2.00	2.00	2.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>10.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

City of Mission 2019 Annual Budget

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Budget 2019
<b>Personnel Services</b>						
01-11-101-01	Full Time Salaries	\$ 126,624	\$ 132,071	\$ 130,853	\$ 143,000	\$ 150,600
01-11-101-02	Part Time Salaries	6,962	8,561	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,213	7,544	8,219	8,000	8,000
01-11-101-06	City Attorney - Court	40,365	58,670	54,795	50,000	55,000
01-11-101-09	City Attorney Appeals - Court	7,020	13,560	1,120	8,000	5,000
01-11-102-01	Health/Welfare Benefits	37,754	31,534	29,586	33,000	56,000
01-11-102-02	Social Security	16,094	12,994	12,261	18,000	18,500
01-11-102-03	KPERS	13,419	14,636	11,946	14,000	14,500
01-11-102-04	Employment Security	504	424	160	600	600
01-11-102-05	Workers Compensation	3,883	1,109	2,459	3,000	3,500
01-11-102-06	City Pension	3,074	2,938	3,114	3,000	3,300
01-11-102-07	Admin Charge/Pension Plan	368	-	-	-	-
	<b>Total Personal Services</b>	<b>\$ 294,281</b>	<b>\$ 314,041</b>	<b>\$ 284,513</b>	<b>\$ 310,600</b>	<b>\$ 345,000</b>
<b>Contractual Services</b>						
01-11-201-08	Telephone	\$ 5,649	\$ 2,160	\$ 2,362	\$ 3,500	\$ 3,500
01-11-202-03	Lodging/Meals	184	452	142	800	1,000
01-11-202-04	Parking/Tolls	-	5	-	25	50
01-11-202-05	Mileage	273	132	-	500	600
01-11-203-01	Registration/Tuition	320	305	175	500	500
01-11-204-01	Advertising - Classified	-	-	-	100	100
01-11-205-01	Insurance	700	655	564	700	-
01-11-205-02	Notary Bonds	150	-	-	100	100
01-11-206-05	Professional Services	6,000	895	2,615	5,000	5,000
01-11-206-06	City Attorney Services	-	-	-	-	-
01-11-207-07	Pre-employment Expenses	-	52	75	150	150
01-11-208-13	Employee Recognition	200	-	480	200	200
01-11-209-01	Appeals	-	480	-	-	-
01-11-209-02	Computer Maintenance	2,453	6,350	7,203	5,000	10,000
01-11-209-03	Defense	3,203	2,178	1,617	5,000	5,000
01-11-214-08	Prisoner Care	36,435	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 55,566</b>	<b>\$ 13,664</b>	<b>\$ 15,232</b>	<b>\$ 21,575</b>	<b>\$ 26,200</b>
<b>Commodities</b>						
01-11-301-01	Office Supplies	\$ 2,147	\$ 2,574	\$ 3,995	\$ 3,500	\$ 4,500
01-11-301-04	Postage	-	-	-	-	-
01-11-301-05	Printed Forms	2,763	4,279	4,476	5,000	5,500
01-11-301-02	Clothing	-	223	-	750	500
	<b>Total Commodities</b>	<b>\$ 4,910</b>	<b>\$ 7,076</b>	<b>\$ 8,470</b>	<b>\$ 9,250</b>	<b>\$ 10,500</b>
<b>Capital Outlay</b>						
01-11-401-01	Office Machines	\$ -	\$ 1,122	\$ 339	\$ -	\$ 2,000
01-11-402-03	Computer Systems	180	985	2,041	34,000	-
01-11-407-05	Contingency	-	-	260	-	-
	<b>Total Capital Outlay</b>	<b>\$ 180</b>	<b>\$ 2,107</b>	<b>\$ 2,640</b>	<b>\$ 34,000</b>	<b>\$ 2,000</b>
	<b>Municipal Court Total</b>	<b>\$ 354,937</b>	<b>\$ 336,888</b>	<b>\$ 310,855</b>	<b>\$ 375,425</b>	<b>\$ 383,700</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.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
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>
 <u>Authorized Positions</u>				
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 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services (Merged with Community Development in 2017)

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

City of Mission 2019 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 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Proposed 2019</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>\$ -</b>	<b>\$ 23,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Neighborhood Services Total</b>	<b>\$ 200,160</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## City of Mission 2019 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.

### Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails.
- Maintain city parks, playgrounds, shelters, and other facilities.
- Coordinate the reconstruction of Broadmoor from Johnson Drive to Martway. This includes full-depth street construction, curbs, stormwater, sidewalks, and traffic signal at Broadmoor and Johnson Drive.
- Oversee design work for the second phase of Foxridge from 51st Street to Lamar Ave.

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

### Authorized Positions

Full-Time	11.00	12.00	12.00	13.00
Part-Time	1.00	0.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>

City of Mission 2019 Budget Worksheet

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

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



City of Mission 2019 Budget Worksheet

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

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

## City of Mission 2019 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 a full-time building official was added to provide continuity in the City's building safety program.

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, Mission Trails, and Martway Apartments 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 as efficient as possible.
- Coordinate the update of the City's Comprehensive Plan.

<u>Department Budget Summary</u>	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
Personnel Services	\$ 114,289	\$ 256,444	\$ 271,200	\$ 323,500
Contractual Services	140,047	445,082	302,250	858,800
Commodities	752	2,384	4,400	3,600
Capital Outlay	1,077	626	35,000	2,000
<b>Total</b>	<b>\$ 256,166</b>	<b>\$ 704,536</b>	<b>\$ 612,850</b>	<b>\$ 1,187,900</b>

Authorized Positions

Full-Time	2.00	4.00	4.00	4.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development (Neighborhood Services included in 2017)

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

**Contractual Services**

01-23-201-08	Telephone	\$ 348	\$ 283	\$ 1,239	\$ 500	\$ 500
01-23-202-02	Commercial Travel	-	698	894	1,500	1,500
01-23-202-03	Lodging / Meals	88	890	3,935	3,050	3,000
01-23-202-04	Parking / Tolls	18	68	257	200	200
01-23-202-05	Mileage	15	172	218	1,650	-
01-23-203-01	Registration /Tuition	344	1,750	2,143	3,500	3,000
01-23-203-02	Planning Commission	864	655	6,831	-	-
01-23-205-01	Insurance	-	-	575	250	500
01-23-205-01	Notary	-	100	50	-	100
01-23-206-01	Professional Organizations	973	1,138	3,072	2,300	2,500
01-23-206-03	Periodicals/Books/Publications	-	-	104	50	1,000
01-23-206-04	Advertising	83	120	629	500	500
01-23-206-04	Legal Publications	-	-	-	1,100	1,000
01-23-206-05	Professional Services	20,570	11,373	89,684	5,500	176,000
01-23-206-06	Land Use Attorney Services	13,972	26,704	57,460	30,000	30,000
01-23-206-08	Plan/Inspection Fees	174,874	78,228	92,350	85,000	450,000
01-23-207-03	Eng/Arch/Planning Services	58,537	17,316	77,948	51,000	75,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-	-
01-23-207-07	Pre-Employment Testing	-	52	-	-	-
01-23-208-04	Public Relations	179	60	3,748	6,000	5,000
01-23-208-05	Meeting Expense	70	242	287	250	250
01-23-208-13	Employee Recognition	68	-	251	400	250
01-23-212-06	Service Contracts	-	-	6,343	-	-
01-23-212-07	Vehicle Maintenance	-	-	864	500	1,000
01-23-214-03	Printing	349	198	801	1,500	1,000
01-23-215-03	Miscellaneous	-	-	25,298	1,000	1,000
01-23-216-01	Nuisance Abatement	-	-	4,693	6,000	5,000
01-23-216-04	Mission Possible Program	-	-	19,210	35,000	35,000
01-23-216-06	Neighborhood Grant Program	-	-	4,007	5,000	5,000
01-23-216-07	Business Improvement Grant	-	-	28,067	35,000	35,000
01-23-216-09	Citizen Rebate Program	-	-	11,607	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	-	-	2,372	5,000	5,000
01-23-216-12	Storm Water BMP	-	-	144	500	500
	<b>Total Contractual Services</b>	<b>\$ 271,353</b>	<b>\$ 140,047</b>	<b>\$ 445,082</b>	<b>\$ 302,250</b>	<b>\$ 858,800</b>

City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development (Neighborhood Services included in 2017)

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Proposed 2019</b>
<b>Commodities</b>						
01-23-301-01	Office Supplies	\$ 408	\$ 320	\$ 1,157	\$ 800	\$ 1,000
01-23-301-03	Clothing	-	-	50	500	500
01-23-301-02	City Maps	-	70	467	100	100
01-23-301-04	Postage	-	-	4	500	500
01-23-301-05	Printed Forms	-	363	84	1,000	500
01-23-306-01	Gas/Oil	-	-	622	1,500	1,000
	<b>Total Commodities</b>	<b>\$ 408</b>	<b>\$ 752</b>	<b>\$ 2,384</b>	<b>\$ 4,400</b>	<b>\$ 3,600</b>
<b>Capital Outlay</b>						
01-23-401-01	Office Machines	\$ -	\$ 90	\$ -	\$ -	\$ 2,000
01-23-401-02	Office Furnishings	-	987	213	5,000	-
01-23-402-03	Computer Systems	-	-	296	-	-
01-23-403-06	Other Equipment/Software	-	-	118	-	-
01-23-407-01	Vehicle	-	-	-	30,000	-
01-23-407-05	Contingency	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 1,077</b>	<b>\$ 626</b>	<b>\$ 35,000</b>	<b>\$ 2,000</b>
	<b>Community Development Total</b>	<b>\$ 447,404</b>	<b>\$ 256,166</b>	<b>\$ 704,536</b>	<b>\$ 612,850</b>	<b>\$ 1,187,900</b>

## City of Mission 2019 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.

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.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 1,466,224	\$ 1,443,096	\$ 1,612,000	\$ 1,729,620
Contractual Services	836,324	898,555	812,950	928,650
Commodities	135,053	138,246	145,500	157,750
Capital Outlay	3,353	8,273	7,000	-
<b>Total</b>	<b>\$ 2,440,954</b>	<b>\$ 2,488,171</b>	<b>\$ 2,577,450</b>	<b>\$ 2,816,020</b>

Authorized Positions

Full-Time	14.00	13.00	13.00	13.00
Part-Time (1040 hr avg.)	54.62	54.62	54.62	54.62
Seasonal (650 hr avg. )	15.84	15.84	15.84	15.84
<b>Total</b>	<b>84.46</b>	<b>83.46</b>	<b>83.46</b>	<b>83.46</b>

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Personnel Services</b>						
01-25-101-01	Full Time Salaries	\$ 16,371	\$ 13,674	\$ -	\$ 21,500	\$ 19,320
01-25-101-02	Part Time Salaries	65,412	88,051	79,712	115,000	115,000
01-25-101-04	Overtime Salaries	2,104	1,242	175	2,000	2,000
01-25-102-01	Health/Welfare Benefits	2,482	1,598	-	7,700	-
01-25-102-02	Social Security	6,695	8,149	6,115	10,000	9,000
01-25-102-03	KPERS	1,811	1,111	-	2,000	-
01-25-102-04	Employment Security	217	266	80	300	300
01-25-102-05	Workers Compensation	6,471	1,849	4,099	6,000	7,000
01-25-102-06	City Pension	382	293	-	500	-
	<b>Total Personnel Services</b>	<b>\$ 101,945</b>	<b>\$ 116,234</b>	<b>\$ 90,181</b>	<b>\$ 165,000</b>	<b>\$ 152,620</b>
<b>Contractual Services</b>						
01-25-201-01	Electricity	\$ 16,005	\$ 14,113	\$ 16,029	\$ 16,000	\$ 16,500
01-25-201-03	Gas	-	-	-	-	-
01-25-201-05	Water and Sewer	3,969	19,976	17,048	12,000	16,000
01-25-201-08	Telephone	495	-	52	900	900
01-25-203-03	Training/Registration	525	1,018	108	1,500	1,500
01-25-204-01	Marketing/Public Relations	615	23	114	2,000	1,500
01-25-205-01	Insurance - Building & Equipment	5,000	4,679	4,028	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	-	105	-	800	2,000
01-25-208-13	Employee Recognition	266	362	174	500	500
01-25-210-01	Maint Bldg. / Land	932	3,519	7,629	2,500	4,000
01-25-212-05	Other Equipment / Repairs	236	3,724	868	2,500	2,500
01-25-213-02	Rental Agreements	775	1,101	1,303	1,500	1,500
01-25-214-05	Computer Services	-	669	-	-	-
01-25-214-12	Mission Swim Team	7,513	7,500	7,500	7,500	7,500
01-25-215-02	Contract Serv/Maint Agreements	11,129	7,164	16,467	9,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 47,461</b>	<b>\$ 63,952</b>	<b>\$ 71,320</b>	<b>\$ 61,700</b>	<b>\$ 71,400</b>
<b>Commodities</b>						
01-25-301-01	Office Supplies	\$ 548	\$ 5	\$ 548	\$ 250	\$ 500
01-25-301-02	Clothing	1,396	1,829	1,816	2,000	2,500
01-25-301-03	Food Service	16,036	16,930	17,740	20,000	20,000
01-25-301-04	Printing	575	-	-	-	-
01-25-301-08	Equipment and Supplies	3,804	5,719	5,755	7,500	7,500
01-25-303-04	Safety Supplies	545	568	865	1,000	1,000
01-25-304-02	Cleaning Chemicals	266	6	4	750	750
01-25-304-05	Pool Chemicals	6,982	10,900	12,790	9,000	12,000
01-25-305-05	Repair / Parts Maintenance	837	899	561	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 30,989</b>	<b>\$ 36,856</b>	<b>\$ 40,079</b>	<b>\$ 41,500</b>	<b>\$ 45,250</b>
<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>\$ -</b>	<b>\$ -</b>	<b>\$ 4,325</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Mission Family Aquatic</b>		<b>\$ 180,395</b>	<b>\$ 217,042</b>	<b>\$ 205,904</b>	<b>\$ 268,200</b>	<b>\$ 269,270</b>

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Personnel Services</b>						
01-27-101-01	Full Time Salaries	\$ 529,386	\$ 561,654	\$ 575,701	\$ 600,000	\$ 625,000
01-27-101-02	Part Time Salaries	478,553	490,390	481,941	520,000	556,000
01-27-101-04	Overtime Salaries	24,754	21,855	22,352	20,000	21,000
01-27-102-01	Health/Welfare Benefits	119,155	111,953	110,128	125,500	186,500
01-27-102-02	Social Security	81,325	80,640	80,216	88,000	92,000
01-27-102-03	KPERS	59,681	61,273	52,967	61,000	63,000
01-27-102-04	Employment Security	2,547	2,628	1,046	3,000	2,500
01-27-102-05	Workers Compensation	25,949	7,396	16,395	17,500	19,000
01-27-102-06	City Pension	12,627	12,201	12,169	12,000	12,000
	<b>Total Personnel Services</b>	<b>\$ 1,333,977</b>	<b>\$ 1,349,990</b>	<b>\$ 1,352,915</b>	<b>\$ 1,447,000</b>	<b>\$ 1,577,000</b>
<b>Contractual Services</b>						
01-27-201-01	Electricity	\$ 154,863	\$ 199,696	\$ 226,976	\$ 205,000	\$ 210,000
01-27-201-03	Gas	29,732	28,337	29,418	35,000	32,250
01-27-201-05	Water and Sewer	34,429	40,702	35,937	35,000	37,000
01-27-201-08	Telephone	3,101	2,533	7,536	5,000	5,000
01-27-202-02	Travel / Commercial	501	-	1,031	2,500	2,500
01-27-202-03	Lodging / Meals	2,460	1,881	4,286	3,500	4,800
01-27-202-04	Parking / Tolls	104	54	51	150	150
01-27-202-05	Mileage	391	718	696	1,500	1,500
01-27-203-01	Registration / Tuition	2,713	1,184	2,617	3,500	3,000
01-27-203-02	Staff Training	2,515	1,813	5,334	3,000	6,000
01-27-203-03	Tuition Reimbursement	89	-	700	-	-
01-27-204-01	Marketing / Public Relations	21,708	21,485	21,819	30,000	60,000
01-27-205-01	Insurance - Building & Equipment	33,000	34,621	29,806	37,000	37,000
01-27-205-02	Notary Bonds	-	75	-	100	100
01-27-206-01	Professional Organizations	2,015	2,070	1,420	2,500	2,500
01-27-207-07	Pre-Employment Drug Testing	2,182	3,382	7,844	3,500	6,100
01-27-208-13	Employee Recognition	1,727	1,448	2,464	3,000	3,000
01-27-210-01	Maint - Bldg. / Land	47,478	93,318	99,952	30,000	60,000
01-27-212-05	Equipment Maintenance	7,679	13,572	15,647	10,000	14,000
01-27-212-07	Vehicle Maintenance	-	-	-	500	500
01-27-213-02	Rental Equipment	7,154	16,265	10,477	10,000	12,800
01-27-214-03	Printing	11,276	11,515	14,362	13,000	15,000
01-27-214-05	Computer Services / Software	10,774	12,144	10,892	13,000	15,000
01-27-214-10	Registration Materials	(13)	-	-	-	-
01-27-214-11	Special Programs	8,068	12,861	13,985	20,000	22,850
01-27-214-12	Swim Programs	90	314	1,022	500	1,500
01-27-214-13	Mission Summer Program	28,243	28,520	31,228	29,000	31,500
01-27-215-01	Seasonal Programs	12,584	12,317	15,138	20,000	20,000
01-27-215-02	Contract Services / Maint. Agreements	57,886	57,728	56,476	60,000	63,000
01-27-215-03	Miscellaneous	126	-	-	-	-
01-27-215-04	Field Trips	31	-	-	-	-
01-27-215-05	Contract Instructors	152,511	151,310	156,606	150,000	165,000
01-27-215-06	Transportation Services	9,993	11,468	11,810	13,000	13,200
01-27-215-10	Parking Lot Lease	10,417	11,043	11,705	12,000	12,000
	<b>Total Contractual Services</b>	<b>\$ 655,826</b>	<b>\$ 772,372</b>	<b>\$ 827,236</b>	<b>\$ 751,250</b>	<b>\$ 857,250</b>

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Commodities</b>						
01-27-301-01	Office Supplies	\$ 3,132	\$ 2,728	\$ 4,214	\$ 3,500	\$ 5,000
01-27-301-02	Clothing	4,202	3,175	4,806	5,500	6,000
01-27-301-03	Food Services / Concession Supplies	7,822	7,186	7,296	7,500	8,500
01-27-301-04	Postage	1,828	5,794	5,825	5,500	6,000
01-27-301-05	Printing	435	785	683	1,500	1,500
01-27-301-08	Equipment & Supplies	37,334	41,024	35,348	40,000	39,000
01-27-301-09	Special Event Supplies	6,286	4,965	6,129	6,500	10,000
01-27-303-04	Safety Supplies	835	597	90	-	-
01-27-304-02	Cleaning Supplies	20,653	20,278	20,120	20,500	22,000
01-27-304-05	Pool Chemicals	8,401	6,070	7,182	6,500	7,500
01-27-305-05	Bldg. Maint / Repair / Parts	6,551	4,976	6,024	6,000	6,000
01-27-306-01	Gas/Oil	692	588	450	1,000	1,000
01-27-306-02	Vehicle/Equip Repair Parts	-	30	-	-	-
	<b>Total Commodities</b>	<b>\$ 98,171</b>	<b>\$ 98,198</b>	<b>\$ 98,168</b>	<b>\$ 104,000</b>	<b>\$ 112,500</b>
<b>Capital Outlay</b>						
01-27-402-03	Computer Systems	\$ -	\$ -	\$ 3,948	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	3,353	-	7,000	-
01-27-407-03	Construction/Repair	-	-	-	-	-
01-27-407-05	Contingency	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 3,353</b>	<b>\$ 3,948</b>	<b>\$ 7,000</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Community Center Total</b>		<b>\$ 2,087,973</b>	<b>\$ 2,223,912</b>	<b>\$ 2,282,266</b>	<b>\$ 2,309,250</b>	<b>\$ 2,546,750</b>



## City of Mission 2019 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.

Objectives

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

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 2,697,670	\$ 2,687,810	\$ 2,948,808	\$ 3,330,693
Contractual Services	352,956	363,614	439,600	372,582
Commodities	105,126	97,683	142,700	147,360
Capital Outlay	375,817	76,145	63,500	293,852
Debt Service (Lease)	49,318	144,625	145,000	95,322
<b>Total</b>	<b>\$ 3,580,888</b>	<b>\$ 3,369,876</b>	<b>\$ 3,739,608</b>	<b>\$ 4,239,809</b>

Authorized Positions

Full-Time	31.00	31.00	31.00	31.00
Part-Time (1040 avg.)	2.00	1.00	1.00	1.00
Seasonal (650 avg.)	0.94	0.00	0.00	0.00
<b>Total</b>	<b>33.94</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Personnel Services</b>						
01-30-101-01	Full Time Salaries	\$ 1,602,050	\$ 1,718,556	\$ 1,733,276	\$ 1,858,000	\$ 2,080,093
01-30-101-02	Part Time Salaries	11,794	109	258	6,000	6,500
01-30-101-04	Overtime Salaries	88,113	85,095	81,218	90,000	90,000
01-30-101-05	Overtime Salaries (Court)	-	-	3,547	10,000	10,000
01-30-102-01	Health/Welfare Benefits	334,476	387,423	375,634	413,000	515,780
01-30-102-02	Social Security	129,458	129,150	130,796	150,000	167,399
01-30-102-03	KPERS	8,833	9,592	8,589	9,308	18,821
01-30-102-04	Employment Security	4,012	4,212	1,705	4,000	4,500
01-30-102-05	Workers Compensation	33,901	11,094	24,592	35,000	37,000
01-30-102-06	City Pension	1,254	(8)	468	2,000	2,100
01-30-102-07	KP&F Retirement	364,766	350,047	326,539	371,000	398,500
01-30-102-08	NEACC Pension	(1,564)	2,398	1,188	500	-
	<b>Total Personnel Services</b>	<b>\$ 2,577,092</b>	<b>\$ 2,697,670</b>	<b>\$ 2,687,810</b>	<b>\$ 2,948,808</b>	<b>\$ 3,330,693</b>
<b>Contractual Services</b>						
01-30-201-08	Telephone	\$ 18,271	\$ 16,533	\$ 23,889	\$ 22,000	\$ 23,440
01-30-202-02	Commercial Travel	665	2,211	2,190	5,000	5,000
01-30-202-03	Lodging / Meals	12,875	12,068	14,123	20,000	20,000
01-30-202-04	Parking / Tolls / Misc.	108	39	70	400	250
01-30-202-05	Mileage Reimbursement	-	-	-	200	200
01-30-203-01	Registration / Tuition / Other	12,681	11,089	15,162	22,000	27,000
01-30-203-02	Firing Range	9,031	10,824	9,364	10,000	10,000
01-30-203-04	Training / Junior College	2,262	4,656	3,701	4,000	-
01-30-204-01	Advertising - Classified	-	419	1,045	500	500
01-30-205-01	Insurance	500	2,838	2,660	2,000	4,172
01-30-205-02	Notary Bonds	100	100	50	400	250
01-30-206-01	Professional Organizations	2,731	3,071	2,974	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	925	521	925	1,500	1,250
01-30-206-05	Professional Services	141	-	-	2,000	2,900
01-30-207-07	Pre-employment Exams	2,364	2,289	9,150	5,000	5,000
01-30-208-04	Public Relations	7,163	12,470	15,477	12,000	13,000
01-30-208-13	Employee Recognition	1,420	2,143	2,703	5,000	3,500
01-30-210-02	Janitorial Services	-	3,827	11,480	12,000	12,000
01-30-212-04	Communications / Radios	1,388	-	470	5,000	1,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	7,477	14,571	6,961	10,000	10,000
01-30-212-06	Service Contracts/Rentals	25,796	64,259	46,919	75,000	80,000
01-30-212-07	Vehicle Maintenance	45,643	55,289	33,300	40,000	41,800
01-30-213-02	Equipment Rental	-	-	-	750	750
01-30-213-03	Uniform Dry Cleaning	7,216	8,069	6,820	10,000	10,000
01-30-214-02	Vehicle Registration	743	363	762	350	770
01-30-214-05	Computer Services	25,190	24,440	38,829	50,000	50,000
01-30-214-06	Animal Control / Care	74,034	77,623	77,541	82,000	7,300
01-30-214-08	Prisoner Care	-	20,730	35,274	35,000	35,000
01-30-214-09	Crime Prevention	750	-	-	1,000	1,000
01-30-214-10	DARE Supplies	2,763	973	179	-	-
01-30-214-12	Bullet Proof Vest Grant	2,920	-	-	-	-
01-30-215-03	Miscellaneous	338	1,542	1,595	3,000	3,000
	<b>Total Contractual Services</b>	<b>\$ 265,494</b>	<b>\$ 352,956</b>	<b>\$ 363,614</b>	<b>\$ 439,600</b>	<b>\$ 372,582</b>

City of Mission 2019 Budget Worksheet

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

Account Number	Account Title	Actual 2015	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>Commodities</b>						
01-30-301-01	Office Supplies	\$ 3,742	\$ 3,989	\$ 4,823	\$ 4,500	\$ 4,680
01-30-301-02	Copy Machine Supplies	-	-	-	200	200
01-30-301-04	Postage	374	1,246	914	2,000	2,000
01-30-301-05	Printed Forms	1,369	1,137	3,104	4,000	2,500
01-30-301-06	Other Operating Supplies	1,477	4,844	1,212	5,500	5,500
01-30-302-01	Uniforms/Leather/Protect Vests	9,235	30,066	20,914	28,000	31,000
01-30-302-02	Equipment - General	13,162	12,367	14,540	23,000	24,000
01-30-303-01	Investigation Supplies	1,576	1,603	2,219	5,000	4,000
01-30-303-02	Property/Evidence Supplies	1,474	2,579	1,451	3,500	3,500
01-30-303-03	Booking Facility Supplies	107	261	92	1,000	500
01-30-305-01	Janitorial Supplies	-	-	-	2,500	2,500
01-30-306-01	Fuel	52,413	42,097	46,447	55,000	58,480
01-30-306-02	Fleet Tire Replacement	5,686	4,940	1,577	7,500	7,500
01-30-306-03	Emergency Management	-	-	390	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 90,615</b>	<b>\$ 105,126</b>	<b>\$ 97,683</b>	<b>\$ 142,700</b>	<b>\$ 147,360</b>
<b>Capital Outlay</b>						
01-30-401-01	Office Machines	\$ -	\$ -	\$ -	\$ 7,000	\$ -
01-30-402-02	Office Furnishings	-	-	-	-	-
01-30-402-03	Computer Systems	11,401	27,238	-	-	21,000
01-30-403-01	Police Vehicles	123,485	345,421	69,207	50,000	41,152
01-30-404-03	Handguns / Shotguns	8,325	3,158	-	3,000	3,000
01-30-404-04	Radios	-	-	-	-	225,000
01-30-404-05	Radar	-	-	6,938	3,500	3,700
01-30-404-06	Other Equipment	-	-	-	-	-
01-30-404-07	Video Recorder	-	-	-	-	-
01-30-404-08	Motorcycles	-	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-	-
01-30-407-05	Contingency	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 143,211</b>	<b>\$ 375,817</b>	<b>\$ 76,145</b>	<b>\$ 63,500</b>	<b>\$ 293,852</b>
<b>Debt Service</b>						
	2014 Lease-Purchase	-	49,318	49,319	49,000	-
	2016 Lease-Purchase	-	-	95,306	96,000	95,322
	<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ 49,318</b>	<b>\$ 144,625</b>	<b>\$ 145,000</b>	<b>\$ 95,322</b>
	<b>Police Total</b>	<b>\$ 3,076,414</b>	<b>\$ 3,580,888</b>	<b>\$ 3,369,876</b>	<b>\$ 3,739,608</b>	<b>\$ 4,239,809</b>

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b> Capital <b>Fund:</b> Capital Improvement
--

Fund Description

The Capital Improvement Fund accounts for resources used to construct and maintain infrastructure city-wide in accordance with a 5-Year Community Investment Program (CIP), or to cover debt service obligations for capital infrastructure projects that have been recently completed.

Funds come from intergovernmental revenues, proceeds from bond issues, and transfers from other funds. The City Council suspended collection of the Transportation Utility Fee with the 2016 Budget. In lieu of this, the general property tax mill levy was increased by 7 mills for the purpose of supporting the street and road construction efforts of the City. The additional property tax collected is transferred from the General Fund to Capital Improvement fund.

Capital Outlay for 2019 includes:

- \$1.2 million for the reconstruction of Broadmoor from Martway to Johnson Drive. This will project will include full-depth reconstruction of the street, storm water improvements, and sidewalks. Half of this project is being funded by a County Area Road System grant.
- \$556,000 for resurfacing and striping of Lamar Avenue. Restriping will provide for a bike lane. A portion of this is being paid for with Safe Routes to School grant.

Debt Service in this fund includes:

- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	340	-	-
Commodities	-	-	-	-
Capital Outlay	89,354	1,183,916	585,000	1,636,652
Debt Service	653,688	654,843	655,474	550,738
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 743,042	\$ 1,839,098	\$ 1,240,474	\$ 2,187,390

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2019 Annual Budget

	<b>Fund Group:</b> Capital			
	<b>Fund:</b> Capital Improvement Fund			
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Proposed 2019</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 36,846	\$ 418,400	\$ 420,890	\$ 614,331
<b>REVENUES</b>				
<b>Intergovernmental Revenue</b>				
Jo County CARS Grant	\$ -	\$ 589,615	\$ -	\$ 450,000
Safe Routes to School Grant	-	-	-	68,000
Total for Intergovernmental Revenue	-	589,615	-	518,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Mission Pet Mart Loan	\$ 64,360	\$ 64,361	\$ 64,360	\$ 64,360
Sale of Fixed Assets	-	-	-	-
West Gateway Plan Review Fees	1,840	22,483	-	-
Interest	120	2,244	2,000	3,000
Miscellaneous Revenue	11,513	-	-	-
Total for Miscellaneous and Other	\$ 77,833	\$ 89,087	\$ 66,360	\$ 67,360
<b>Transfers From Other Funds</b>				
General Fund	\$ 790,654	\$ 885,368	\$ 900,000	\$ 1,050,000
Storm Water Fund	256,110	277,519	288,675	283,675
Street Sales Tax Fund	-	-	-	300,000
Total for Transfers from Other Funds	\$ 1,046,764	\$ 1,162,887	\$ 1,188,675	\$ 1,633,675
<b>TOTAL REVENUES</b>	<b><u>\$ 1,124,597</u></b>	<b><u>\$ 1,841,588</u></b>	<b><u>\$ 1,255,035</u></b>	<b><u>\$ 2,219,035</u></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	\$ 406,120	\$ 2,192,500
<b>Debt Service</b>				
2007A - Principal & Interest	\$ 98,688	\$ 84,843	\$ 100,036	\$ -
2013C - Principal & Interest (Street	555,000	570,000	555,438	550,738
Total for Debt Service	\$ 653,688	\$ 654,843	\$ 655,474	\$ 550,738
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 743,042</u></b>	<b><u>\$ 1,839,098</u></b>	<b><u>\$ 1,061,594</u></b>	<b><u>\$ 2,743,238</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 614,331</b>	<b>\$ 90,128</b>

## City of Mission 2019 Budget Worksheet

**Fund Group:** Capital

**Fund:** 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.

In future budget years, specific funds will be transferred from the General Fund operating departments that utilize vehicles in amounts that reflect a portion of the future replacement value for upcoming replacement of City vehicles.

Purchases for vehicles and equipment may be made from this fund. None are planned for 2019.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service				
Transfers/Reserves	-	-	-	420,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 420,000
 <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 2019 Annual Budget

		<b>Fund Group:</b> Capital			
		<b>Fund:</b> Equipment Reserve and Replacement			
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Proposed 2019</u>	
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ 308,350	\$ 448,550	
<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	\$ 40,000	\$ 40,000	
Interest	-	-	200	200	
Total For Miscellaneous and Other	\$ -	\$ 108,350	\$ 40,200	\$ 40,200	
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 308,350</b>	<b>\$ 140,200</b>	<b>\$ 40,200</b>	
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	
<b>Reserve</b>	\$ -	\$ -	\$ -	\$ 420,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,000</b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ -</b>	<b>\$ 308,350</b>	<b>\$ 448,550</b>	<b>\$ 68,750</b>	

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b> Special Revenue <b>Fund:</b> Storm Water Utility
--

Fund Description

The Storm Water Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property 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 2019, the amount 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 Water 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 (trsf. to Capital Fund)
- 2014A - Refunding of a portion of 2009A G.O. Bonds

Minor storm water projects and maintenance activities are paid for from this fund.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	31,892	34,896	50,000	150,000
Commodities	-	-	-	-
Capital Outlay	-	163,586	250,000	250,000
Debt Service	2,335,943	2,306,343	2,309,473	2,396,523
Transfers/Reserves	256,110	277,519	275,220	275,369
<b>Total</b>	\$ 2,623,945	\$ 2,782,344	\$ 2,884,693	\$ 3,071,892

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00



City of Mission 2019 Annual Budget

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Storm Water Utility

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Proposed 2019</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 37,027</b>	<b>\$ 295,917</b>	<b>\$ 295,917</b>	<b>\$ 1,518,269</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
Property Tax	\$ -	\$ -	\$ -	\$ -
Delinquent Property Tax	-	-	-	-
Motor Vehicle Tax	-	-	-	-
Total Property Taxes	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Fees</b>				
Storm Water Utility Fees	\$ 2,497,945	\$ 2,494,632	\$ 2,500,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	34,531	76,592	35,000	35,000
Total Fees	<u>\$ 2,532,476</u>	<u>\$ 2,571,224</u>	<u>\$ 2,535,000</u>	<u>\$ 2,535,000</u>
<b>Special Assessments</b>	\$ 299,798	\$ -	\$ 1,497,500	\$ 599,000
<b>Intergovernmental</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Interest	\$ 561	\$ 6,688	\$ -	\$ 7,000
Miscellaneous	-	-	-	-
Total Miscellaneous and Other	<u>\$ 561</u>	<u>\$ 6,688</u>	<u>\$ -</u>	<u>\$ 7,000</u>
<b>Transfers From Other Funds</b>				
General Fund	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	-	-	-	-
Rock Creek Drainage #1 Fund	-	2,000	3,000	3,000
Rock Creek Drainage #2 Fund	50,000	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>
<b>TOTAL REVENUES</b>	<b><u>\$ 2,882,835</u></b>	<b><u>\$ 2,664,912</u></b>	<b><u>\$ 4,120,500</u></b>	<b><u>\$ 3,229,000</u></b>

City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Storm Water Utility

	<u>Actual 2016</u>	<u>Budget 2017</u>	<u>Budget 2018</u>	<u>Proposed 2019</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERS	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
Total for Personnel	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Contractual Services</b>				
Professional Services	\$ -	\$ 60	\$ -	\$ -
Engineering Services	11,119	33,871	50,000	150,000
Inspections	-	-	-	-
Storm Drain Repairs	20,774	965	-	-
Other Contractual Services	-	-	-	-
Refund Rebate Utility Fee	-	-	-	-
Total for Contractual Services	<u>\$ 31,892</u>	<u>\$ 34,896</u>	<u>\$ 50,000</u>	<u>\$ 150,000</u>
<b>Commodities</b>				
	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>				
	\$ -	\$ 163,586	\$ 250,000	\$ 250,000
<b>Debt Service</b>				
2010A Refunding - Prin & Int	\$ 366,612	\$ 367,812	\$ 368,738	\$ 369,388
2010B Refunding - Interest	279,131	279,131	279,132	279,132
2014A Refunding - Prin & Int	324,838	321,838	1,389,838	1,741,438
2014B Refunding - Prin & Int	1,358,800	1,331,000	265,200	-
KDHE Loan	6,562	6,562	6,565	6,565
Total For Debt Service	<u>\$ 2,335,943</u>	<u>\$ 2,306,343</u>	<u>\$ 2,309,473</u>	<u>\$ 2,396,523</u>
<b>Transfers To Other Funds</b>				
Capital Improvement Fund	\$ 256,110	\$ 277,519	\$ 288,675	\$ 283,675
Total for Transfers to Other Funds	<u>\$ 256,110</u>	<u>\$ 277,519</u>	<u>\$ 288,675</u>	<u>\$ 283,675</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 2,623,945</u></u>	<u><u>\$ 2,782,344</u></u>	<u><u>\$ 2,898,148</u></u>	<u><u>\$ 3,080,198</u></u>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,518,269</b>	<b>\$ 1,667,071</b>

## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** Transportation Utility

Fund Description

The City established the Transportation Utility in 2011 to provide an on-going, dedicated revenue source for funding needed street and road improvements throughout the community. Revenue was generated by an annual fee collected from each property in the City as an assessment on the property tax bill. The fee was set as a amount per vehicle trip generated based on the land use of the property as determined by the Institute of Transportation Engineers' Trip Generation Manual. A single-family parcel of property paid a transportation utility fee of \$72 per year. Other properties paid a fee based on the land use and the number of vehicles trips.

In 2012, the City was challenged on the legality of the transportation utility fee. The City received a favorable ruling in the district court, but this decision was overturned by the appeals court in July of 2015. The City decided to pursue an appeal to the Kansas Supreme Court, and in May 2017, the Supreme Court affirmed the ruling of the appeallate court, declaring the TUF invalid.

The City has not levied the TUF since 2015. In lieu of the transportation utility fee, the City raised the General Fund mill levy by 7 mills in 2016 to provide a funding source for needed street and road improvements. These funds are transferred annually to the Capital Improvement Fund. The Transportation Fund currently has no revenue source and no expenditures.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -
 <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 2019 Annual Budget

Fund Group: Special Revenue				
Fund: Transportation Utility Fund				
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	\$ 14,176	\$ 14,098	\$ 15,610	\$ 15,610
<b>REVENUES</b>				
<b>Fees</b>				
Transportation Utility Fee	\$ -	\$ -	\$ -	\$ -
Transportation Utility Fee Delinquent	(79)	1,430	-	-
Total for Fees	\$ (79)	\$ 1,430	\$ -	\$ -
<b>Intergovernmental Revenue</b>	-	-	-	-
<b>Miscellaneous and Other</b>				
Reimbursed Expenses	\$ -	\$ -	\$ -	\$ -
Interest	-	82	-	-
Miscellaneous Revenue	-	-	-	-
Total for Miscellaneous and Other	\$ -	\$ 82	\$ -	\$ -
<b>Transfers From Other Funds</b>				
Street Sales Tax	\$ -	\$ -	\$ -	\$ -
Total for Transfers	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ (79)</b>	<b>\$ 1,512</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>				
2011A - Principal and Interest	\$ -	\$ -	\$ -	\$ -
Total for Debt Service	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 14,098</b>	<b>\$ 15,610</b>	<b>\$ 15,610</b>	<b>\$ 15,610</b>

## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** 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.

Debt Service:

- 2012A - Principal & Interest - Martway/Johnson Drive Improvements

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	140,000	168,562	175,000	275,000
Debt Service	470,870	472,045	472,316	471,660
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 610,870	\$ 640,607	\$ 647,316	\$ 746,660
 <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 2019 Annual Budget

	Fund Group: Fund:		Special Revenue Street Sales Tax	
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 318,999</b>	<b>\$ 341,499</b>	<b>\$ 308,203</b>	<b>\$ 235,987</b>
<b>REVENUES</b>				
<b>Sales Tax - 1/4 Cent for Streets</b>	\$ 633,295	\$ 606,061	\$ 575,000	\$ 575,000
<b>Miscellaneous and Other</b>				
Interest	\$ 75	\$ 1,250	\$ 100	\$ 100
<b>Total Miscellaneous and Other</b>	\$ 75	\$ 1,250	\$ 100	\$ 100
<b>TOTAL REVENUES</b>	<b>\$ 633,370</b>	<b>\$ 607,311</b>	<b>\$ 575,100</b>	<b>\$ 575,100</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 140,000	\$ 168,562	\$ 175,000	\$ -
<b>Debt Service</b>				
2012A - Principal & Interest	\$ 470,870	\$ 472,045	\$ 472,316	\$ 471,660
<b>Total for Debt Service</b>	\$ 470,870	\$ 472,045	\$ 472,316	\$ 471,660
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>				
Capital Improvement Fund	\$ -	\$ -	\$ -	\$ 300,000
Transportation Utility Fund	-	-	-	-
<b>Total for Other Funds</b>	\$ -	\$ -	\$ -	\$ 300,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 610,870</b>	<b>\$ 640,607</b>	<b>\$ 647,316</b>	<b>\$ 771,660</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 341,499</b>	<b>\$ 308,203</b>	<b>\$ 235,987</b>	<b>\$ 39,427</b>

## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** Parks 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 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	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	404,344	252,011	481,000	510,500
Debt Service	526,450	529,000	531,100	527,750
Transfers/Reserves	-	-	330,000	230,000
<b>Total</b>	\$ 930,794	\$ 781,011	\$ 1,342,100	\$ 1,268,250
 <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 2019 Annual Budget

		Fund Group: Special Revenue		Fund: Parks Sales Tax	
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019	
<b>FUND BALANCE JANUARY 1</b>	\$ 738,850	\$ 765,070	\$ 896,721	\$ 429,621	
<b>REVENUES</b>					
<b>Sales Tax - 3/8th Cent for Parks</b>	\$ 949,943	\$ 909,092	\$ 875,000	\$ 875,000	
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	
<b>Miscellaneous and Other</b>					
Miscellaneous	\$ 6,766	\$ -	\$ -	\$ 50,000	
Interest	305	3,569	-	-	
Total for Miscellaneous and Other	\$ 7,071	\$ 3,569	\$ -	\$ 50,000	
<b>TOTAL REVENUES</b>	<b>\$ 957,014</b>	<b>\$ 912,661</b>	<b>\$ 875,000</b>	<b>\$ 925,000</b>	
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	
<b>Capital Outlay</b>	\$ 404,344	\$ 252,011	\$ 481,000	\$ 510,500	
<b>Debt Service</b>					
2013B - Principal & Interest	\$ 526,450	\$ 529,000	\$ 531,100	\$ 527,750	
Total For Debt Service	\$ 526,450	\$ 529,000	\$ 531,100	\$ 527,750	
<b>Reserves</b>					
Park Improv. from Master Plan	\$ -	\$ -	\$ 150,000	\$ 100,000	
Facility Reserve Community Cent.	-	-	150,000	100,000	
Facility Reserve Aquatic Facility	-	-	30,000	30,000	
Total for Reserve Accounts	\$ -	\$ -	\$ 330,000	\$ 230,000	
<b>Transfers To Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	
Total for Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	<b>\$ 930,794</b>	<b>\$ 781,011</b>	<b>\$ 1,342,100</b>	<b>\$ 1,268,250</b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 765,070</b>	<b>\$ 896,721</b>	<b>\$ 429,621</b>	<b>\$ 86,371</b>	



## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** 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.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	20,000	20,000
Capital Outlay	199,061	291,536	175,000	375,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 199,061	\$ 291,536	\$ 195,000	\$ 395,000
 <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 2019 Annual Budget

Fund Group: Special Revenue				
Fund: Special Highway				
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	\$ 12,390	\$ 129,376	\$ 91,216	\$ 146,316
<b>REVENUES</b>				
<b>Intergovernmental - Kansas Gas Tax</b>	\$ 316,034	\$ 252,742	\$ 250,000	\$ 250,000
<b>Miscellaneous and Other</b>				
Interest	\$ 12	\$ 634	\$ 100	\$ 100
Miscellaneous	-	-	-	-
	<u>\$ 12</u>	<u>\$ 634</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 316,047</u></b>	<b><u>\$ 253,376</u></b>	<b><u>\$ 250,100</u></b>	<b><u>\$ 250,100</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERs	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
Total for Personnel Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>				
Asphalt Patch	\$ -	\$ -	\$ 20,000	\$ 20,000
Total for Commodities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
<b>Capital Outlay</b>	\$ 199,061	\$ 291,536	\$ 175,000	\$ 350,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 199,061</u></b>	<b><u>\$ 291,536</u></b>	<b><u>\$ 195,000</u></b>	<b><u>\$ 370,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 129,376</b>	<b>\$ 91,216</b>	<b>\$ 146,316</b>	<b>\$ 26,416</b>

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b> Special Revenue Fund <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 2019 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$15,000 will support the City's participation in the Johnson County mental health co-responder program, and \$40,000 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	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services	28,038	37,950	45,000	55,000
Commodities	-	-	1,000	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 43,038	\$ 52,950	\$ 61,000	\$ 71,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2019 Annual Budget

		<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Special Alcohol	
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Budget 2018</b>	<b>Proposed 2019</b>	
<b>FUND BALANCE JANUARY 1</b>	\$ 27,423	\$ 46,201	\$ 68,040	\$ 72,040	
<b>REVENUES</b>					
<b>Intergovernmental - Alcohol Tax</b>	\$ 61,815	\$ 74,789	\$ 65,000	\$ 75,000	
<b>TOTAL REVENUES</b>	<u>\$ 61,815</u>	<u>\$ 74,789</u>	<u>\$ 65,000</u>	<u>\$ 75,000</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	-	-	-	-	
<b>Total for Personnel Services</b>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	
<b>Contractual Services</b>					
Drug and Alcoholism Council	\$ 28,038	\$ 31,962	\$ 30,000	\$ 40,000	
Mental Health Responder	-	5,988	15,000	15,000	
<b>Total Contractual Services</b>	<u>\$ 28,038</u>	<u>\$ 37,950</u>	<u>\$ 45,000</u>	<u>\$ 55,000</u>	
<b>Commodities</b>					
DARE Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000	
<b>Total Supplies</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	
<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>\$ 61,000</u>	<u>\$ 71,000</u>	
<b>FUND BALANCE DECEMBER 31</b>	\$ 46,201	\$ 68,040	\$ 72,040	\$ 76,040	

## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** Special Parks and Recreation

Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission’s size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The funds proportioned to the City’s Special Parks and Recreation Fund to support general programming and parks construction and maintenance.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	13,297	15,000	15,000
Debt Service	55,051	47,922	76,654	67,655
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 55,051	\$ 61,219	\$ 91,654	\$ 82,655
 <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 2019 Annual Budget

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Parks and Recreation

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 24,065</b>	<b>\$ 29,905</b>	<b>\$ 43,549</b>	<b>\$ 17,095</b>
<b>REVENUES</b>				
<b>Intergovernmental - Alcohol Tax</b>	\$ 60,484	\$ 74,789	\$ 65,000	\$ 75,000
<b>Bond/Lease Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Miscellaneous	\$ 385	\$ -	\$ -	\$ -
Interest	22	74	200	200
Total Miscellaneous and Other	<u>\$ 407</u>	<u>\$ 74</u>	<u>\$ 200</u>	<u>\$ 200</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 60,891</u></b>	<b><u>\$ 74,863</u></b>	<b><u>\$ 65,200</u></b>	<b><u>\$ 75,200</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 13,297	\$ 15,000	\$ 15,000
<b>Debt Service/Lease Payments</b>	\$ 55,051	\$ 47,922	\$ 76,654	\$ 67,655
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 55,051</u></b>	<b><u>\$ 61,219</u></b>	<b><u>\$ 91,654</u></b>	<b><u>\$ 82,655</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 29,905</b>	<b>\$ 43,549</b>	<b>\$ 17,095</b>	<b>\$ 9,640</b>

## City of Mission 2019 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 \$204 per single-family residential parcel.

The City supplements the fee paid by single family property owners with a transfer from the General Fund to the Solid Waste Utility Fund.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,273	567,452	588,100	612,000
Commodities	1,000	2,000	500	500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 567,273	\$ 569,452	\$ 588,600	\$ 612,500

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2019 Annual Budget

		Fund Group: Special Revenue		Fund: Solid Waste Utility	
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019	
<b>FUND BALANCE JANUARY 1</b>	\$ (41,721)	\$ (30,883)	\$ (27,179)	\$ 2,321	
<b>REVENUES</b>					
<b>Fees</b>					
Solid Waste Utility Fee	\$ 490,878	\$ 485,277	\$ 504,000	\$ 525,000	
Trash Bag Sales	1,918	2,478	2,000	2,000	
Yard Waste Stickers	288	-	1,000	-	
Commercial Recycling	-	-	-	-	
Recycling Rebate	-	29	1,000	1,000	
	\$ 493,084	\$ 487,784	\$ 508,000	\$ 528,000	
<b>Miscellaneous and Other</b>					
Interest	\$ 27	\$ 372	\$ 100	\$ 100	
Total for Miscellaneous and Other	\$ 27	\$ 372	\$ 100	\$ 100	
<b>Transfers from Other Funds</b>					
General Fund	\$ 85,000	\$ 85,000	\$ 110,000	\$ 85,000	
Total for Miscellaneous and Other	\$ 85,000	\$ 85,000	\$ 110,000	\$ 85,000	
<b>TOTAL REVENUES</b>	<b>\$ 578,111</b>	<b>\$ 573,156</b>	<b>\$ 618,100</b>	<b>\$ 613,100</b>	
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>					
Solid Waste Contract	\$ 563,419	\$ 565,006	\$ 583,100	\$ 607,000	
Utility Rebate Refund	2,854	2,446	5,000	5,000	
Total for Contractual Services	\$ 566,273	\$ 567,452	\$ 588,100	\$ 612,000	
<b>Commodities</b>					
	\$ 1,000	\$ 2,000	\$ 500	\$ 500	
<b>Capital Outlay</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>Debt Service</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>Transfers To Other Funds</b>					
	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	<b>\$ 567,273</b>	<b>\$ 569,452</b>	<b>\$ 588,600</b>	<b>\$ 612,500</b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ (30,883)</b>	<b>\$ (27,179)</b>	<b>\$ 2,321</b>	<b>\$ 2,921</b>	



## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue

**Fund:** Mission Convention and Visitors Bureau

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.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	53,080	82,628	75,000	75,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 53,080	\$ 82,628	\$ 75,000	\$ 75,000
 <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 2019 Annual Budget

Fund Group: Special Revenue				
Fund: Mission Convention and Visitors Bureau				
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	\$ 67,632	\$ 82,484	\$ 82,484	\$ 81,733
<b>REVENUES</b>				
<b>Transient Guest Tax Receipts</b>	\$ 43,835	\$ 64,160	\$ 45,000	\$ 45,000
<b>Miscellaneous and Other</b>				
Event Sponsorship/Revenue	\$ 21,555	\$ 9,858	\$ -	\$ -
Holiday Adoption Revenue	2,525	7,580	25,000	25,000
Interest	-	280	100	100
Miscellaneous Revenue	17	-	-	-
Total for Miscellaneous and Other	\$ 24,097	17,718	25,100	25,100
<b>TOTAL REVENUES</b>	<b>\$ 67,932</b>	<b>\$ 81,878</b>	<b>\$ 70,100</b>	<b>\$ 70,100</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
MCVB General Expenses	\$ 2,264	\$ -	\$ -	\$ -
Barbeque Contest	17,433	-	-	-
Holiday Lights Event	3,641	5,673	-	-
Mission Merchants	1,403	7,167	-	-
MCVB Magazine	22,255	41,351	50,000	50,000
Holiday Adoptions	6,083	28,438	25,000	25,000
Pole Sign Incentive Program	-	-	-	-
Business Support Programs	-	-	-	-
Total for Contractual Services	\$ 53,080	\$ 82,628	\$ 75,000	\$ 75,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 82,484</b>	<b>\$ 81,733</b>	<b>\$ 77,584</b>	<b>\$ 76,833</b>

## City of Mission 2019 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** Mission Crossing TIF/CID

Fund Description

Mission Crossing is the redevelopment of a 6.2 acre site on the City’s western boundary that, 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	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	269,091	319,587	324,378	370,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 269,091	\$ 319,587	\$ 324,378	\$ 370,000

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

City of Mission 2019 Annual Budget

Fund Group: Special Revenue				
Fund: Mission Crossing TIF/CID				
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	\$ 26,587	\$ 5,940	\$ 5,943	\$ 40,565
<b>REVENUES</b>				
<b>Property Taxes -TIF</b>	\$ 103,355	\$ 174,378	\$ 177,000	\$ 180,000
<b>Sales Tax - TIF</b>	\$ 73,579	\$ 72,562	\$ 91,000	\$ 95,000
<b>Sales Tax - CID</b>	\$ 71,510	\$ 72,650	\$ 91,000	\$ 95,000
<b>TOTAL REVENUES</b>	<u>\$ 248,444</u>	<u>\$ 319,590</u>	<u>\$ 359,000</u>	<u>\$ 370,000</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
TIF Property Tax Reimbursement	\$ 103,355	\$ 174,378	\$ 174,378	\$ 180,000
TIF Sales Tax Reimbursement	83,861	72,370	75,000	95,000
CID Sales Tax Reimbursement	81,876	72,839	75,000	95,000
Total for Contractual Services	\$ 269,091	\$ 319,587	\$ 324,378	\$ 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>\$ 324,378</u>	<u>\$ 370,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 5,940	\$ 5,943	\$ 40,565	\$ 40,565

City of Mission 2019 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	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	63,772	62,360	67,500	67,500
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 63,772</b>	<b>\$ 62,360</b>	<b>\$ 67,500</b>	<b>\$ 67,500</b>

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2019 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Cornerstone Commons CID	
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Proposed 2019</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 6,566	\$ 14,277	\$ 17,794	\$ 17,294
<b>REVENUES</b>				
<b>Sales Tax - CID</b>	\$ 71,482	\$ 65,878	\$ 67,000	\$ 67,000
<b>TOTAL REVENUES</b>	<u>\$ 71,482</u>	<u>\$ 65,878</u>	<u>\$ 67,000</u>	<u>\$ 67,000</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
CID Sales Tax Reimbursement	\$ 63,772	\$ 62,360	\$ 65,000	\$ 65,000
Administrative Fee	-	-	2,500	2,500
<b>Total for Contractual Services</b>	<u>\$ 63,772</u>	<u>62,360</u>	<u>67,500</u>	<u>67,500</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>\$ 67,500</u>	<u>\$ 67,500</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 14,277	\$ 17,794	\$ 17,294	\$ 16,794

## City of Mission 2019 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	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	2,000	3,000	3,000
<b>Total</b>	\$ -	\$ 2,000	\$ 3,000	\$ 3,000
 <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 2019 Annual Budget

		Fund Group: Special Revenue			
		Fund: Rock Creek Drainage Dist. #1			
	Actual 2016	Actual 2017	Budget 2018	Proposed 2019	
<b>FUND BALANCE JANUARY 1</b>	\$ 1,423	\$ 3,672	\$ 1,711	\$ 1,711	
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Tax	\$ 2,249	\$ 24	\$ 3,000	\$ 5,000	
Real Estate Tax Delinquent	-	-	-	-	
Total for Property Taxes	<u>\$ 2,249</u>	<u>\$ 24</u>	<u>\$ 3,000</u>	<u>\$ 5,000</u>	
<b>Miscellaneous and Other</b>					
Interest	\$ -	\$ 15	\$ -	\$ -	
Total for Miscellaneous and Other	<u>\$ -</u>	<u>\$ 15</u>	<u>\$ -</u>	<u>\$ -</u>	
<b>TOTAL REVENUES</b>	<u><u>\$ 2,249</u></u>	<u><u>\$ 39</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 5,000</u></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	
Total for Transfers To Other Funds	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	
<b>TOTAL EXPENDITURES</b>	<u><u>\$ -</u></u>	<u><u>\$ 2,000</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 3,000</u></u>	
<b>FUND BALANCE DECEMBER 31</b>	\$ 3,672	\$ 1,711	\$ 1,711	\$ 3,711	



City of Mission 2019 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>Department Budget Summary</u>	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	23,670	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	50,000	85,000	85,000	85,000
<b>Total</b>	<b>\$ 73,670</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>

Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2019 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>Budget 2018</u>	<u>Proposed 2019</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 3,409	\$ 10,814	\$ 16,142	\$ 16,242
<b>REVENUES</b>				
<b>Property Taxes</b>				
Real Estate Taxes	\$ 81,037	\$ 89,640	\$ 85,000	\$ 90,000
Real Estate Taxes Delinquent	-	394	-	-
Total for Property Taxes	<u>\$ 81,037</u>	<u>\$ 90,034</u>	<u>\$ 85,000</u>	<u>\$ 90,000</u>
<b>Miscellaneous and Other</b>				
Interest	\$ 37	\$ 294	\$ 100	\$ 100
Total For Miscellaneous and Other	<u>\$ 37</u>	<u>\$ 294</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>TOTAL REVENUES</b>	<u><b>\$ 81,074</b></u>	<u><b>\$ 90,328</b></u>	<u><b>\$ 85,100</b></u>	<u><b>\$ 90,100</b></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
Total for Transfers To Other Funds	<u>\$ 50,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 73,670</b></u>	<u><b>\$ 85,000</b></u>	<u><b>\$ 85,000</b></u>	<u><b>\$ 85,000</b></u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 10,814	\$ 16,142	\$ 16,242	\$ 21,342