



CITY COUNCIL WORK SESSION
Wednesday, June 26, 2024
at 6:00 p.m.

CITY HALL
6090 Woodson Street

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>.

If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.

AGENDA

1. Continued review and discussion of the 2024 Estimated and 2025 Proposed General Fund Budgets – Laura Smith

City of Mission	Item Number:	1.
DISCUSSION ITEM SUMMARY	Date:	June 26, 2024
Administration	From:	Laura Smith

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

RE: 2025 Budget Work Session

DETAILS: In our continued discussion of the 2024 Estimated and 2025 Proposed Budgets, we will update information on revenues, expenditures and supplemental requests.

CFAA IMPACTS/CONSIDERATIONS: Thoughtful discussion and review of the annual budget ensures that the Governing Body and staff are mindful of the responsibility we have as stewards of limited public resources. By engaging one another and the public in the process we can ensure all voice and viewpoints are represented throughout the budget development and adoption process.

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



MEMORANDUM

Date: June 25, 2024
 To: Mayor and City Council
 From: Laura Smith, City Administrator
 RE: 2024 Revised and 2025 General Fund Budget

During the June 5 Finance & Administration Committee meeting we reviewed the major revenue streams which support General Fund operations, including estimates for the remainder of 2024 and projections for 2025. Additionally, we reviewed estimated 2024 and 2025 General Fund expenses and introduced the supplemental budget requests identified by the Departments.

At the June 26 Work Session we will review and recap changes that have been made to estimates and projections since the beginning of the month as more data becomes available. We will also discuss several key factors or concepts that have been incorporated into the current working budget and encourage Council comments and discussion as we continue to refine our 2024 Estimated and 2025 Proposed Budgets.

General Fund Revenues

Since our June 5 discussion, the only revenue stream that needs to be reviewed or highlighted again is the property tax revenues. All other revenue streams for 2024 and 2025 have generally been maintained in line with the revenue detail presented previously.

Property Tax Revenues

Property tax revenues are based on the assessed valuation of taxable real and personal property in each taxing jurisdiction. The City Council is responsible for setting the mill levy annually during the budget process. One mill is equivalent to one dollar for every \$1,000 of assessed property value.

Assessed Value and Mill Levy History 2017 – 2025 Budgets

Tax Year	Budget Year	Assessed Valuation	Mill Levy
2016	2017	\$131,901,035	18.019
2017	2018	\$139,660,568	17.973
2018	2019	\$157,485,882	17.878
2019	2020	\$160,635,601	17.157
2020	2021	\$172,504,333	17.048
2021	2022	\$180,363,391	16.369
2022	2023	\$199,833,897	16.374
2023	2024	\$213,672,592	18.497
2024	2025	\$223,063,827 (est)	18.497 (proposed)

Since our last budget discussion staff has confirmed appraised and assessed values for 2024 and 2025 estimated with the County Appraiser’s office. An approximately \$5.1 difference in assessed value that had been identified earlier in the month was determined to be a clerical error in the reports provided by the County. Mission’s assessed valuation is expected to increase by approximately \$9.4 million (4.4%) for the 2025 Budget, with one mill anticipated to generate approximately \$223,064 annually.

<u>2023 Final Assessed Valuation</u>	<u>2024 Projected Assessed Valuation</u>	<u>Change (\$)</u>
\$213,672,592	\$223,063,827	\$9,391,235

In recent years, the Kansas Legislature imposed requirements referred to as “Revenue Neutral Rate (RNR) Calculations.” The revenue neutral rate calculates the mill levy required to generate the exact same amount of property tax revenue as collected in the prior year’s budget. Said another way, revenue neutral means that a government levies exactly the same amount of property tax as what was collected in the previous year, providing no allowance for CPI growth, increasing labor or commodity costs, or for growth attributable to new construction. A revenue neutral philosophy requires that a government provide this year’s services at last year’s prices. Mission’s estimated Revenue Neutral Rate for the 2025 budget is 17.719 mills vs. the 2024 mill levy of 18.497.

The 2025 Proposed budget includes a recommendation to hold the mill levy constant at 18.497 and would require that the City Council pass a Resolution of Intent to Exceed Revenue Neutral at the July 17 Council meeting.

General Fund Expenditures

As it relates to General Fund expenditures, there are several key factors or proposals which Staff is presenting for Council discussion and consideration.

Personnel

In the Personnel line items, staff is recommending the Council consider shifting the expenses for the Parks Maintenance staff (~\$135,000 in 2024) to the Parks + Recreation Sales Tax Fund. When the sales tax language was crafted, the City was very intentional in allowing revenues from the sales tax to be used for both operating and capital expenses. Since 2013, only \$125,000 has been used to off-set operating costs.

During the first ten years of the sales tax, the Council wanted the majority of the funds to be used for debt service on the Mission Family Aquatic Center (MFAC) renovation, to catch-up on deferred maintenance at the Powell Community Center (PCC). When the sales tax was renewed in 2022, the focus shifted to significant investment in the outdoor parks while still keeping up with maintenance at the MFAC and PCC. Staff believes that if we look forward to the next potential renewal of the sales tax, the emphasis will likely be on maintaining the outdoor park amenities. Therefore, a shift of the operating expenses for park maintenance should be transitioned from the General Fund to the Parks + Recreation Sales Tax fund.

If this shift is not something the Council wishes to endorse at this time, creation of a Park Maintenance Division Budget should be accomplished in the General Fund. This will allow for both park maintenance and expenses for the PCC to be tracked more clearly. Staff believes that the shift can occur as soon as the 2024 budget without negatively impacting the goals and objectives in the Parks + Recreation capital improvement program.

Contractuals

Consistent with the recommendation to shift personnel expenses for park maintenance to the Parks + Recreation Sales Tax Fund, the current draft of the General Fund budget also shifts \$75,000 in contractual park maintenance expenses from the Public Works budget to the sales tax fund. Consistent with the reasoning outlined above, Staff think this move makes sense for the long-term operation and maintenance of the investments Mission is making in the outdoor park system.

Capital/Lease Payments/Supplemental Requests

The 2024 Estimated Budget has been updated since June 5 to reflect the following capital expenses:

2024 Estimated

General Overhead	\$103,955	Laptop/desktop replacement, WiFi access points, UPS
Community Development	\$1,500	I-Pads for field staff
Police	\$275,000	ALPRs, tasers, body/in-car cameras, e-ticketing, final lease on front-line vehicles
Total	\$380,000	

The 2025 Proposed Budget still only includes General Fund capital expenditures in the amount of \$88,000 which reflects the required lease payment for tasers in the Police Department (year two of five), and for a second year of lease payment for replacement of body/in-car cameras for the Police Department.

As discussed during the June 5 Committee meeting, staff continue to review a comprehensive leasing proposal presented through Enterprise Mobility. Costs estimates have not yet been refined to Staff’s satisfaction, and we plan to bring forward a final recommendation at the July 10 Finance & Administration Committee meeting.

Beyond the addition of the body/in-car cameras for the Police Department, no additional capital or supplemental expenditures are included in either the 2024 Estimated or 2025 Proposed General Fund budget. The complete list of supplemental requests presented at the June 5 meeting has been provided again with the memo. In addition, a shortened list of priority or recommended supplemental requests has also been drafted in collaboration with the Department Directors. Staff will review and discuss these requests during the June 26 Work Session. Since the June 5 discussion, there has been a request from a Councilmember to

consider including a line item each year for storm debris removal. We will review and discuss that request more fully during the Work Session.

General Fund Reserves

The City Council has an established fund balance target/goal of 25% of budgeted revenues in the General Fund. There have been a number of unique factors influencing both the annual revenue/expenditure imbalances and the excess reserve funds available including the receipt of FCIP bond proceeds in one fiscal year and expenditures spread over two fiscal years, transfer of SLFRF (ARPA) funds to replace lost revenue, and actual revenue losses in each year.

Staff recognizes that maintaining the 25% fund balance is a high priority for the Council. However, in reviewing the General Fund budget in detail, the required reserves were also being calculated on one-time, dedicated revenues which was artificially inflating the goal or objective of the policy.

For example, in 2023 we were holding an additional \$378,000 in restricted reserves because of the \$1,512,590 in ARPA funds transferred to the General Fund to replace lost revenue. However, we expended the full amount of the ARPA funds in 2023, so it was essentially a “wash” from a budget perspective. In 2024, Staff believes there is no need to reserve 25% on the ALPR Grant Funds or the reimbursement of storm related expenditures. And in the 2025 Proposed budget the \$500,000 estimated to come from the Milhaus cash contribution for the Mission Beverly multi-family project is already reserved in the “Assigned” General Fund fund balance and does not also need to be reflected in the 25% Restricted Fund balance. In 2024 and 2025 the total reserve savings/impacts are approximately \$141,688. While this may seem somewhat insignificant in the overall consideration of a \$15 million budget, every dollar counts as we work to address the ongoing needs of the department as they deliver services to our residents and businesses.

Summary

We look forward to our continued discussion to bring the 2024 Estimated and 2025 Proposed budgets in line with the goals of the Council and of the community.

City of Mission 2025 Annual Budget

General Fund Summary

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024 Est/2025
<u>BEGINNING FUND BALANCE</u>	\$ 4,692,613	\$ 4,638,173	\$ 4,614,759	\$ 4,534,458	-2%
<u>REVENUES</u>					
Property Taxes	\$ 1,502,665	\$ 2,572,192	\$ 2,572,302	\$ 2,746,012	7%
Property Taxes For Streets	1,400,000	1,400,000	1,400,000	1,400,000	0%
Motor Vehicle Taxes	231,035	279,788	264,788	270,293	2%
Sales/Use Taxes	4,360,615	4,300,000	4,425,000	4,578,125	3%
Franchise Taxes	1,048,051	1,161,500	1,101,000	1,141,500	4%
Licenses and Permits	164,920	160,650	162,000	164,000	1%
Review/Plan Inspection Fees	309,054	360,000	310,000	567,000	83%
Police Fines	518,432	678,250	678,250	713,250	5%
Service Charges	47,655	118,300	246,475	141,500	-43%
Pool Revenue	167,961	170,000	173,000	180,000	4%
Community Center Revenue	1,406,033	1,273,600	1,493,600	1,568,600	5%
Intergovernmental Revenue	2,231,758	2,072,000	2,229,400	2,148,675	-4%
Miscellaneous	225,053	111,000	151,000	626,000	315%
Bond/Lease Proceeds	-	-	-	-	0%
Transfers In	1,568,691	-	-	-	0%
TOTAL REVENUES	\$ 15,181,923	\$ 14,657,280	\$ 15,206,815	\$ 16,244,955	7%
<u>EXPENSES</u>					
Personnel Services	\$ 8,443,374	\$ 8,945,500	\$ 9,012,275	\$ 9,692,675	8%
Contractual Services	3,191,496	3,611,215	3,619,197	3,573,246	-1%
Commodities	482,772	710,900	611,590	658,400	8%
Capital Outlay	257,884	110,000	341,051	88,000	-74%
Debt Service/Lease-Purchase	443,017	389,950	308,003	389,250	26%
Contingency/Miscellaneous	141,233	-	-	-	0%
Sub Total for Expenses	\$ 12,959,777	\$ 13,767,565	\$ 13,892,116	\$ 14,401,571	4%
Transfers Out					
Capital Improvement Fund	\$ 1,900,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	0%
Solid Waste Fund	50,000	40,000	40,000	40,000	0%
Parks/Market Site Improvements	350,000	-	-	-	0%
Equipment Replacement Fund	-	-	-	-	0%
Sub Total for Transfers Out	\$ 2,300,000	\$ 1,440,000	\$ 1,440,000	\$ 1,440,000	0%
TOTAL EXPENSES	\$ 15,259,777	\$ 15,207,565	\$ 15,332,116	\$ 15,841,571	3%
<u>DIFFERENCE (Revenues/Expenses)</u>	\$ (77,854)	\$ (550,285)	\$ (125,301)	\$ 403,384	-422%
<u>ENDING FUND BALANCE</u>	\$ 4,614,759	\$ 4,132,888	\$ 4,534,458	\$ 4,982,842	10%
<u>Restricted:</u>					
25% Fund Balance Reserve	\$ 3,403,308	\$ 3,664,320	\$ 3,734,454	\$ 3,936,239	5%
<u>Committed:</u>					
Section 125 Employee Cafeteria Plan	\$ 49,284	\$ 45,000	\$ 50,000	\$ 50,000	
ADA Compliance	217,139	155,000	225,000	225,000	
Total Committed	\$ 266,423	\$ 200,000	\$ 275,000	\$ 275,000	
<u>Assigned:</u>					
Johnson Drive Landscaping	\$ -	\$ -	\$ 179,877	\$ -	
Energy Audits	-	-	\$ 22,000	-	
Financial Software	-	-	-	-	
EPC Developer Funds	250,000	230,000	200,000	-	
Milhaus Developer Funds	-	-	-	500,000	
Dog Park Funds	-	-	-	-	
Total Assigned	\$ 250,000	\$ 230,000	\$ 401,877	\$ 500,000	
<u>EXCESS FUND BALANCE</u>	\$ 695,028	\$ 38,568	\$ 123,127	\$ 271,603	

City of Mission 2025 Annual Budget
Revenue Detail

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024/2025
Property Tax					
Real Estate Tax (General Property Tax)	1,631,730	2,552,192	2,552,302	2,726,012	6.81%
Delinquent Real Estate Tax	<u>(129,065)</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	0.00%
Property Tax	1,502,665	2,572,192	2,572,302	2,746,012	6.75%
Property Tax for Streets	1,400,000	1,400,000	1,400,000	1,400,000	0.00%
Motor Vehicle Tax					
Motor Vehicle Tax	225,980	275,000	260,000	264,772	1.84%
Recreational Vehicle Tax	1,186	1,050	1,050	889	-15.33%
Heavy Truck Tax /Commercial	3,848	3,588	3,588	4,482	24.92%
Delinquent Personal Property Tax	<u>21</u>	<u>150</u>	<u>150</u>	<u>150</u>	0.00%
Motor Vehicle Tax	231,035	279,788	264,788	270,293	2.08%
City Sales/Use Tax					
City Sales Tax	2,636,233	2,725,000	2,725,000	2,793,125	2.50%
City Use Tax	<u>1,724,382</u>	<u>1,575,000</u>	<u>1,700,000</u>	<u>1,785,000</u>	5.00%
City Sales/Use Tax	4,360,615	4,300,000	4,425,000	4,578,125	3.46%
Franchise Tax					
KCP&L	682,908	765,000	725,000	750,000	3.45%
KS Gas Service	288,949	280,000	300,000	315,000	5.00%
SBC Telephone	8,739	17,500	9,500	10,000	5.26%
Consolidated Telephone (formerly SureWest)	3,377	1,500	1,500	1,500	0.00%
AT&T (SBC) Video	2,960	19,000	-	-	#DIV/0!
Consolidated Video (formerly SureWest)	-	9,000	-	-	#DIV/0!
Spectrum Video (formerly Time Warner)	61,118	65,000	65,000	65,000	0.00%
Google	<u>-</u>	<u>4,500</u>	<u>-</u>	<u>-</u>	#DIV/0!
Franchise Tax	1,048,051	1,161,500	1,101,000	1,141,500	3.68%
Licenses and Permits					
Occupational License	95,565	95,000	95,000	95,000	0.00%
Public Works Permits	10,575	4,500	10,000	10,000	0.00%
Rental License	34,302	45,000	38,000	40,000	5.26%
Sign Permit Fee	5,124	5,000	5,000	5,000	0.00%
Land Use Fee	1,334	2,000	2,000	2,000	0.00%
Liquor License	9,900	7,150	10,000	10,000	0.00%
Operator/Solicitor/Massage License	7,620	1,500	1,500	1,500	0.00%
Animal License	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	0.00%
Licenses and Permits	164,920	160,650	162,000	164,000	1.23%
Plan Review/Inspection Fees					
Building Permit Fees	238,435	250,000	200,000	350,000	75.00%
Plan Review Fees	<u>70,619</u>	<u>110,000</u>	<u>110,000</u>	<u>217,000</u>	97.27%
Plan Review/Inspection Fees	309,054	360,000	310,000	567,000	82.90%
Intergovernmental Revenue					
County Sales/Use Tax					
County Sales Tax	838,811	825,000	835,000	851,700	2.00%
County Use Tax	<u>288,103</u>	<u>275,000</u>	<u>285,000</u>	<u>299,250</u>	5.00%
County Sales/Use Tax	1,126,914	1,100,000	1,120,000	1,150,950	2.76%
County Sales/Use Tax - Jail					
County Jail Sales Tax	206,471	205,000	205,000	210,125	2.50%
County Jail Use Tax	<u>72,026</u>	<u>69,000</u>	<u>69,000</u>	<u>72,450</u>	5.00%
County Sales/Use Tax - Jail	278,497	274,000	274,000	282,575	3.13%

City of Mission 2025 Annual Budget
Revenue Detail

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024/2025
County Sales/Use Tax - Pub Safety					
County Public Safety Sales Tax	206,471	205,000	205,000	210,125	2.50%
County Public Safety Use Tax	<u>72,026</u>	<u>69,000</u>	<u>69,000</u>	<u>72,450</u>	5.00%
County Sales/Use Tax - Pub Safety	278,497	274,000	274,000	282,575	3.13%
County Sales/Use Tax - Court House					
County Court House Sales Tax	206,470	205,000	205,000	210,125	2.50%
County Court House Use Tax	<u>72,026</u>	<u>69,000</u>	<u>69,000</u>	<u>72,450</u>	5.00%
County Sales/Use Tax - Pub Safety	278,496	274,000	274,000	282,575	3.13%
Alcohol Tax	129,573	130,000	130,000	130,000	0.00%
Other Intergovernmental Revenue	139,781	20,000	157,400	20,000	-87.29%
Total for Intergovernmental	<u>2,231,758</u>	<u>2,072,000</u>	<u>2,229,400</u>	<u>2,148,675</u>	-3.62%
<u>Police Fines</u>					
Fines	497,348	650,000	650,000	685,000	5.38%
Parking Fines	200	1,000	1,000	1,000	0.00%
Alarm Fines	-	250	250	250	0.00%
Police Dept. Lab Fees	800	5,000	5,000	5,000	0.00%
Fuel Assessment Fees	13,894	5,000	5,000	5,000	0.00%
ADA Accessibility Fees	4,290	15,000	15,000	15,000	0.00%
Motion Fees	500	1,000	1,000	1,000	0.00%
Expungement Fees	<u>1,400</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	0.00%
Police Fines	518,432	678,250	678,250	713,250	5.16%
<u>Service Charges</u>					
Court Costs	20,429	30,000	30,000	30,000	0.00%
On Line Convenience	-	1,500	1,500	1,500	0.00%
Reimbursed Expenses	-	15,000	144,975	15,000	-89.65%
Animal Control Contracts	24,700	67,800	45,000	50,000	11.11%
Nuisance Abatement Fees	1,968	4,000	25,000	45,000	80.00%
Weed Abatement Fees	<u>558</u>	<u>-</u>	<u>-</u>	<u>-</u>	#DIV/0!
Service Charges	47,655	118,300	246,475	141,500	-42.59%
<u>Miscellaneous and Other</u>					
Interest/Investments	180,342	85,000	125,000	100,000	-20.00%
Sale of Fixed Assets	-	1,000	1,000	1,000	0.00%
Miscellaneous	<u>44,711</u>	<u>25,000</u>	<u>25,000</u>	<u>525,000</u>	2000.00%
Miscellaneous and Other	225,053	111,000	151,000	626,000	314.57%
<u>Pool Revenues</u>					
Outdoor Pool Membership	52,124	57,500	57,500	59,000	2.61%
Outdoor Pool Front Desk	54,414	65,000	57,500	60,000	4.35%
Outdoor Pool Concessions	31,962	26,500	32,000	35,000	9.38%
Outdoor Pool Program Fees	7,970	2,500	7,500	7,500	0.00%
Outdoor Pool Rental	10,305	10,000	10,000	10,000	0.00%
Super Pool Pass Revenue	<u>11,186</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	0.00%
Pool Revenue	167,961	170,000	173,000	180,000	4.05%

City of Mission 2025 Annual Budget
Revenue Detail

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025	% Change 2024/2025
<u>Community Center Revenue</u>					
Community Center Membership	406,619	400,000	430,000	465,000	8.14%
Community Center Rental	274,145	220,000	285,000	290,000	1.75%
Community Center Program	209,277	215,000	240,000	250,000	4.17%
Community Center Daily Fees	249,620	185,000	260,000	275,000	5.77%
Community Center Misc.	3,974	5,500	5,500	5,500	0.00%
Community Center Resale of Items	912	850	850	850	0.00%
Community Center Sponsorship/Ads	-	-	-	-	
Morrow Trust Fund	-	-	-	-	
Mission Summer Program	209,164	200,000	225,000	235,000	4.44%
Mission Square PILOTS	<u>52,322</u>	<u>47,250</u>	<u>47,250</u>	<u>47,250</u>	0.00%
Community Center Revenues	1,406,033	1,273,600	1,493,600	1,568,600	5.02%
<u>Bond/Lease Proceeds</u>					
2021 Bond Proceeds - FCIP Financing	-	-	-	-	#DIV/0!
Bond/Lease Proceeds	-	-	-	-	#DIV/0!
<u>Transfers From Other Funds</u>					
Transfers From Other Funds	<u>1,568,691</u>	-	-	-	#DIV/0!
Transfers From Other Funds	1,568,691	-	-	-	#DIV/0!
Total Revenue	<u>15,181,923</u>	<u>14,657,280</u>	<u>15,206,815</u>	<u>16,244,955</u>	6.83%

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	General Overhead

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Contractual Services</u>					
01-07-201-01	Electricity - City Hall	\$ 31,146	36,000	36,000	37,800
01-07-201-03	Natural Gas - City Hall	9,026	14,000	14,000	14,700
01-07-201-05	Water and Sewer - City Hall	2,139	2,500	2,500	2,625
01-07-201-07	Refuse - City Hall	-	-	-	-
01-07-201-08	Telephone	2,414	1,000	1,000	1,000
01-07-203-03	Tuition Reimbursement	-	5,000	5,000	5,000
01-07-204-01	Advertising	3,380	3,000	3,000	3,000
01-07-205-01	Insurance - City Hall and Equip	58,144	52,000	60,000	63,000
01-07-206-03	Periodicals/Books	-	500	500	500
01-07-206-04	Legal Publications	3,917	3,000	3,000	3,000
01-07-206-05	Professional Services	25,217	45,000	45,000	45,000
01-07-207-02	Finance/Audit	31,635	34,000	34,000	34,000
01-07-207-07	Pre-employment/Hiring Expense	-	-	-	-
01-07-207-07	Bank Fees	411	2,500	2,500	2,500
01-07-210-02	Janitorial Services	10,920	22,000	12,000	15,000
01-07-212-06	Service Contracts	21,585	22,000	22,000	25,000
01-07-213-02	Rentals and Leases	7,170	6,500	6,500	6,500
01-07-214-02	Property Taxes	-	20,000	-	-
01-07-214-05	Computer Services	95,074	115,000	115,000	115,000
01-07-214-06	Codification	3,660	3,000	3,000	3,000
01-07-214-13	Website Development	2,139	2,500	2,500	2,500
01-07-214-14	Climate Action Plan Initiatives	-	-	15,000	25,000
01-07-215-03	Contingency	1,947	2,000	2,000	2,000
	Total Contractual Services	\$ 309,924	\$ 391,500	\$ 384,500	\$ 406,125
<u>Commodities</u>					
01-07-301-01	Office Supplies	\$ 2,516	4,500	4,500	4,500
01-07-301-04	Postage	6,466	12,000	10,000	12,000
01-07-304-04	Misc. Supplies	-	500	500	500
01-07-305-01	Janitorial Supplies	1,002	750	750	750
01-07-305-02	Maintenance/Repairs City Hall	26,915	25,000	34,890	25,000
	Total Commodities	\$ 36,899	\$ 42,750	\$ 50,640	\$ 42,750
<u>Capital Outlay</u>					
01-07-402-03	Computer Systems/Software	\$ 27,416	80,000	103,955	-
01-07-404-06	Equipment Replacement	63,481	-	-	-
01-07-405-02	FCIP Improvements	-	-	-	-
01-07-499-01	Land	-	-	-	-
	Total Capital Outlay	\$ 90,897	\$ 80,000	\$ 103,955	\$ -
<u>Debt Service</u>					
01-90-808-01	Principal	\$ 260,000	\$ 252,450	\$ 252,450	\$ 251,750
01-90-808-02	Interest	70,250	-	-	-
	Total Debt Service	\$ 330,250	\$ 252,450	\$ 252,450	\$ 251,750
	General Overhead Total	\$ 767,970	\$ 766,700	\$ 791,545	\$ 700,625

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Legislative

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Estimated 2025</u>
<u>Personnel Services</u>					
01-09-101-03	Wages and Salaries	\$ 51,550	\$ 54,000	\$ 54,000	\$ 58,000
01-09-102-01	Health/Welfare Benefits	-	-	-	-
01-09-102-02	Social Security	4,342	4,750	4,750	5,000
01-09-102-03	KPERS	-	-	-	-
01-09-102-04	Employment Security	57	125	125	125
01-09-102-05	Workers Compensation	750	1,000	1,000	1,000
	Total Personnel Services	\$ 56,699	\$ 59,875	\$ 59,875	\$ 64,125
<u>Contractual Services</u>					
01-09-201-07	Telephone	\$ 121	\$ 120	\$ 120	\$ 120
01-09-202-06	Commercial Travel	998	4,000	4,000	4,000
01-09-202-07	Lodging and Meals	7,551	15,000	10,000	11,500
01-09-202-08	Parking and Tolls	85	100	100	100
01-09-202-09	Mileage	68	150	150	150
01-09-203-02	Registration	3,434	14,000	11,500	12,000
01-09-203-05	Planning Commission	-	-	-	-
01-09-205-01	Insurance - Public Official	-	3,000	3,000	3,150
01-09-206-01	Professional Organizations	1,550	13,000	13,000	13,000
01-09-206-02	Municipal Organizations	9,670	10,000	10,000	10,000
01-09-206-03	Periodicals/Books	440	2,500	2,500	2,500
01-09-208-01	Annual Celebrations	3,530	10,000	10,000	10,000
01-09-208-02	Election Expense	19,225	5,000	2,500	2,500
01-09-208-03	Holiday Parties	-	-	-	-
01-09-208-04	Public/Employee Relations	9,578	15,000	10,000	11,500
01-09-208-05	Meeting Expenses	4,218	5,000	5,000	5,000
01-09-208-07	Economic Development	-	-	-	-
01-09-208-08	Human Service Fund (UCS)	10,000	10,000	10,500	10,500
01-09-208-09	Chamber of Commerce	6,550	8,000	10,000	10,000
01-09-208-12	MARC	2,265	3,000	3,000	3,000
01-09-208-20	DEI Initiatives	-	14,500	10,000	10,000
01-09-210-04	PRT Commission	1,317	3,000	3,000	3,000
01-09-215-04	Sustainability Commission	49,967	3,000	3,000	3,000
01-09-215-06	Planning Commission	8,552	4,000	3,000	3,000
	Total Contractual Services	\$ 139,119	\$ 142,370	\$ 124,370	\$ 128,020
<u>Commodities</u>					
01-09-301-01	Office Supplies	\$ 80	500	500	500
01-09-301-02	Clothing	12	500	500	500
01-09-301-04	Printing	-	250	250	250
	Total Commodities	\$ 92	\$ 1,250	\$ 1,250	\$ 1,250
<u>Capital Outlay</u>					
01-09-407-05	Contingency	\$ -	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Legislative Total	\$ 195,910	\$ 203,495	\$ 185,495	\$ 193,395

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Administration

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Personnel Services</u>					
01-10-101-01	Full Time Salaries	701,000	587,000	680,000	650,000
01-10-101-02	Part Time Salaries	59,538	55,775	48,000	52,000
01-10-101-04	Overtime Salaries	5,921	4,500	6,000	6,500
01-10-102-01	Health/Welfare Benefits	115,579	106,000	100,000	105,000
01-10-102-02	Social Security	61,119	50,000	56,000	53,000
01-10-102-03	KPERS	65,837	61,500	66,800	68,000
01-10-102-04	Employment Security	815	1,300	1,300	1,300
01-10-102-05	Workers Compensation	6,145	7,000	7,000	8,000
01-10-102-06	City Pension	12,973	13,000	9,500	12,500
	Total Personnel Services	\$ 1,028,927	886,075	974,600	956,300
<u>Contractual Services</u>					
01-10-201-08	Telephone	\$ 2,131	\$ 2,450	\$ 2,450	\$ 2,450
01-10-202-02	Commercial Travel	1,034	2,000	2,000	2,000
01-10-202-03	Lodging/Meals	2,074	4,000	4,000	4,000
01-10-202-04	Parking/Tolls	124	100	100	100
01-10-202-05	Mileage	403	500	500	500
01-10-203-01	Registration/Tuition	2,672	4,000	4,000	4,000
01-10-204-01	Advertising	2,301	-	-	-
01-10-205-02	Notary Bonds	-	100	100	100
01-10-206-01	Professional Organizations	3,185	5,000	5,000	5,000
01-10-206-02	Municipal Organizations	-	200	200	200
01-10-206-03	Periodicals/Books/Publications	1,870	2,500	2,500	2,500
01-10-206-05	Professional Services	15,715	2,500	7,500	7,500
01-10-206-06	Attorney Services	-	-	-	-
01-10-207-07	Pre-Employment Testing	207	-	-	-
01-10-208-04	Public Relations	4,109	6,000	6,000	6,000
01-10-208-05	Meeting Expenses	1,472	1,500	1,500	1,500
01-10-208-06	JoCo Utility Assistance Prog.	-	-	-	-
01-10-208-13	Employee Recognition	2,497	1,000	1,000	1,000
01-10-212-06	Service Contracts	-	-	-	-
01-10-214-03	Printing	227	250	250	250
01-10-214-05	Computer Services	-	-	-	-
01-10-214-13	Website Development	-	250	250	250
01-10-215-03	Miscellaneous	3	500	500	500
01-10-215-04	Sustainability Expenses	-	-	-	-
	Total Contractual Services	\$ 40,024	\$ 32,850	\$ 37,850	\$ 37,850

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Administration

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Commodities</u>					
01-10-301-01	Office Supplies	3,953	3,500	3,500	3,500
01-10-301-02	Clothing	-	350	350	350
01-10-301-04	Postage	-	100	100	100
01-10-301-05	Printed Forms	-	100	100	100
	Total Commodities	\$ 3,953	4,050	4,050	4,050
 <u>Capital Outlay</u>					
01-10-401-01	Office Machines	\$ -	-	-	-
01-10-401-02	Office Furnishings	-	-	-	-
01-10-402-03	Computer Systems	320	-	-	-
01-10-407-05	Contingency	-	-	-	-
01-10-407-10	Sustainability Assets	-	-	-	-
	Total Capital Outlay	\$ 320	\$ -	\$ -	\$ -
	Administration Total	\$ 1,073,224	\$ 922,975	\$ 1,016,500	\$ 998,200

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Municipal Court

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<u>Personnel Services</u>					
01-11-101-01	Full Time Salaries	\$ 105,747	125,500	130,000	135,000
01-11-101-02	Part Time Salaries	-	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	13,300	8,000	10,000	12,000
01-11-101-06	City Attorney - Court	51,055	75,000	55,000	60,000
01-11-101-09	City Attorney Appeals - Court	32,935	5,000	20,000	15,000
01-11-102-01	Health/Welfare Benefits	23,250	22,000	23,500	27,500
01-11-102-02	Social Security	10,675	18,000	12,000	13,500
01-11-102-03	KPERS	11,152	13,000	13,000	14,500
01-11-102-04	Employment Security	139	450	450	450
01-11-102-05	Workers Compensation	3,752	4,500	4,500	4,500
01-11-102-06	City Pension	2,215	2,750	2,750	2,750
	Total Personal Services	\$ 284,220	\$ 304,200	\$ 301,200	\$ 315,200
<u>Contractual Services</u>					
01-11-201-08	Telephone	\$ 1,092	2,500	2,500	2,500
01-11-202-03	Lodging/Meals	-	1,000	1,000	1,000
01-11-202-04	Parking/Tolls	-	50	50	50
01-11-202-05	Mileage	125	400	400	400
01-11-203-01	Registration/Tuition	25	500	500	500
01-11-204-01	Advertising - Classified	-	-	-	-
01-11-205-01	Insurance	-	-	-	-
01-11-205-02	Notary Bonds	25	100	100	100
01-11-206-05	Professional Services	-	5,000	5,000	5,000
01-11-206-06	City Attorney Services	-	-	-	-
01-11-207-07	Pre-employment Expenses	85	150	150	150
01-11-208-13	Employee Recognition	117	200	200	200
01-11-209-01	Appeals	-	-	-	-
01-11-209-02	Computer Maintenance	19,689	20,000	20,000	20,000
01-11-209-03	Defense	1,500	3,000	3,000	3,000
	Total Contractual Services	\$ 22,658	\$ 32,900	\$ 32,900	\$ 32,900
<u>Commodities</u>					
01-11-301-01	Office Supplies	\$ 2,864	3,000	3,000	3,000
01-11-301-02	Clothing	391	3,500	3,500	3,500
01-11-301-04	Postage	3,334	250	250	250
01-11-301-05	Printed Forms	3,603	-	3,500	3,500
	Total Commodities	\$ 10,192	\$ 6,750	\$ 10,250	\$ 10,250

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Municipal Court

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
Capital Outlay					
01-11-401-01	Office Machines	\$ -	-	-	-
01-11-402-03	Computer Systems	82	-	-	-
01-11-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ 82	\$ -	\$ -	\$ -
	Municipal Court Total	\$ 317,153	\$ 343,850	\$ 344,350	\$ 358,350

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Public Works

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	<u>Estimated 2024</u>	<u>Budget 2025</u>
<u>Personnel Services</u>					
01-20-101-01	Full Time Salaries	\$ 596,304	\$ 720,000	\$ 720,000	\$ 765,000
01-20-101-02	Part Time Salaries	33,387	42,500	-	-
01-20-101-04	Overtime Salaries	12,749	23,000	23,000	23,000
01-20-102-01	Health/Welfare Benefits	160,764	172,000	180,000	200,000
01-20-102-02	Social Security	48,925	59,000	50,000	62,000
01-20-102-03	KPERS	61,482	80,000	72,000	83,000
01-20-102-04	Employment Security	618	1,500	1,500	1,500
01-20-102-05	Workers Compensation	39,771	50,000	45,000	50,000
01-20-102-06	City Pension	10,624	15,000	13,000	15,000
	Total Personnel Services	\$ 964,624	\$ 1,163,000	\$ 1,104,500	\$ 1,199,500
<u>Contractual Services</u>					
01-20-201-02	Electricity - Maint. Facility	\$ 11,283	\$ 15,000	\$ 13,000	\$ 15,000
01-20-201-04	Natural Gas - Maint. Facility	13,393	15,000	16,500	17,000
01-20-201-06	Water and Sewer - Maint. Fact	10,384	12,000	12,500	13,000
01-20-201-07	Refuse - Maint. Facility	24,118	25,000	25,000	25,000
01-20-201-08	Telephone	4,492	5,000	4,840	5,000
01-20-201-10	Traffic Signals - KCPL Lease	327,240	350,000	335,000	340,000
01-20-201-11	Traffic Signal - OP Interlocal	7,088	7,000	7,000	7,000
01-20-201-12	Traffic Signals Maint.	74,455	80,000	88,395	84,000
01-20-201-13	Street Lights - KCPL Power	74,475	58,000	140,000	145,000
01-20-201-15	Street Lights - Street & Parks	748	1,000	1,000	1,000
01-20-202-02	Travel/Commercial	-	1,500	1,500	1,500
01-20-202-03	Lodging / Meals	595	3,500	3,500	3,500
01-20-202-04	Parking / Tolls	-	100	100	100
01-20-202-05	Mileage	-	300	300	300
01-20-203-01	Registration / Tuition	5,620	8,500	8,500	8,500
01-20-203-04	Worker's Comp Claims	-	-	-	-
01-20-204-01	Advertising	2,135	2,000	2,000	2,000
01-20-205-01	Insurance - Building & Equipment	40,110	42,000	42,000	42,000
01-20-205-02	Notary Bonds	-	-	-	-
01-20-206-01	Professional Organizations	1,292	2,000	2,000	2,000
01-20-206-03	Periodicals/Books/Publications	-	300	300	300
01-20-206-04	Legal Advertising	30	100	500	500
01-20-206-05	Professional Services	-	3,000	3,000	3,000
01-20-207-03	Engineering/Architect Services	81,072	75,000	75,000	75,000
01-20-207-06	Inspections	2,313	8,000	6,000	7,000
01-20-207-07	Pre-Employment Drug Testing	1,940	1,500	1,500	1,500
01-20-208-04	Public Relations	-	500	500	500
01-20-208-05	Meeting Expense	(432)	1,000	1,000	1,000
01-20-208-13	Employee Recognition	2,555	1,000	1,000	1,000
01-20-210-01	Building Repairs / Maintenance	4,706	14,500	20,567	14,500
01-20-210-02	Janitorial Services	6,840	7,000	7,000	7,000
01-20-210-03	Trees / Shrubs Maintenance	60,236	50,000	50,000	50,000
01-20-210-04	Tree Maintenance (Streets)	516	1,000	1,000	1,000
01-20-211-03	Curbs/Sidewalks	7,530	-	-	-
01-20-211-04	Drainage	-	-	-	-
01-20-212-03	Storm Warning Sirens	616	1,500	1,000	1,500
01-20-212-04	Communications	-	-	-	-

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Contractual Services (cont.)</u>					
01-20-212-05	Equipment Repairs	78	5,500	2,000	5,500
01-20-212-06	Service Contracts	269,725	235,000	235,000	245,000
01-20-212-07	Vehicle Maintenance	1,564	15,000	8,000	10,000
01-20-212-08	Holiday Decorations	14,226	20,000	20,000	20,000
01-20-212-09	Johnson Drive Maintenance	32,193	25,000	25,000	50,000
01-20-213-02	Rental Equipment	272	5,000	5,000	5,000
01-20-213-03	Laundry / Uniforms	6,038	5,000	5,000	5,000
01-20-214-02	Vehicle Registration	35	500	150	500
01-20-214-03	Printing	\$ 121	\$ -	\$ -	\$ -
01-20-214-04	Computer Services	-	-	-	-
01-20-215-03	Contingency	-	-	-	-
	Total Contractual Services	\$ 1,091,625	\$ 1,105,324	\$ 1,173,676	\$ 1,218,725
<u>Commodities</u>					
01-20-301-01	Office Supplies	\$ 2,614	\$ 1,800	\$ 1,800	\$ 1,900
01-20-301-04	Postage	(36)	400	400	400
01-20-302-01	Uniforms/Clothing	2,655	3,500	3,500	3,700
01-20-303-04	Safety Supplies	4,731	5,000	3,500	5,500
01-20-304-01	Shop Chemicals	2,584	4,000	2,500	4,500
01-20-304-02	Fertilizer / Weeds	1,858	1,500	1,500	1,500
01-20-304-04	Misc. Supplies	747	1,000	800	1,000
01-20-305-01	Janitorial Supplies	-	1,000	1,000	1,250
01-20-305-02	Bldg. Repair Parts / Plumbing	17,311	20,000	10,000	20,000
01-20-305-03	Tools - Building / Land Maint	2,414	11,000	11,000	11,000
01-20-305-04	Landscape	87	3,000	3,000	3,000
01-20-306-01	Gas / Oil	26,355	40,000	35,000	40,000
01-20-306-02	Vehicle / Equip Repair Parts	34,826	38,000	35,000	38,000
01-20-306-03	Tools - Vehicle / Equip Maint	24,440	12,000	12,000	12,000
01-20-307-02	Rock	-	500	500	1,000
01-20-307-03	Sand / Salt	676	65,000	50,000	65,000
01-20-307-05	Signs	5,653	15,000	15,000	15,000
01-20-307-06	Traffic Paint	-	500	500	1,000
01-20-307-07	Park Maintenance	19,734	75,000	-	-
	Total Commodities	\$ 146,649	\$ 298,200	\$ 187,000	\$ 225,750
<u>Capital Outlay</u>					
01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	-	-	-	-
01-20-402-03	Computer Systems	1,798	-	-	-
01-20-403-03	Public Works Vehicles	-	-	-	-
01-20-403-06	Public Works - Other Equipment	14,625	-	-	-
01-20-404-04	Radios	-	-	-	-
01-20-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ 16,423	\$ -	\$ -	\$ -
	Public Works Total	\$ 2,219,321	\$ 2,566,524	\$ 2,465,176	\$ 2,643,975

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Community Development

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Personnel Services</u>					
01-23-101-01	Full Time Salaries	\$ 368,334	\$ 565,000	\$ 565,000	\$ 585,000
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	2,207	1,750	1,750	1,250
01-23-102-01	Health/Welfare Benefits	43,913	89,000	72,000	90,000
01-23-102-02	Social Security	28,319	44,000	44,000	50,000
01-23-102-03	KPERS	33,654	59,000	50,000	60,000
01-23-102-04	Employment Security	368	1,000	500	750
01-23-102-05	Workers Compensation	9,755	11,000	11,000	12,500
01-23-102-06	City Pension	6,712	11,000	11,000	11,000
	Total Personnel Services	\$ 493,262	\$ 781,750	\$ 755,250	\$ 810,500
<u>Contractual Services</u>					
01-23-201-08	Telephone	\$ 854	\$ 900	\$ 900	\$ 1,200
01-23-202-02	Commercial Travel	446	1,500	1,500	1,000
01-23-202-03	Lodging / Meals	2,656	3,000	1,000	4,500
01-23-202-04	Parking / Tolls	38	100	100	50
01-23-202-05	Mileage	96	150	700	150
01-23-203-01	Registration /Tuition	4,683	2,500	1,000	4,500
01-23-203-02	Planning Commission	-	-	-	-
01-23-204-01	Advertising	304	-	-	-
01-23-205-01	Insurance	2,054	-	-	500
01-23-205-02	Notary Bonds	-	100	100	100
01-23-206-01	Professional Organizations	2,059	2,500	2,500	4,000
01-23-206-03	Periodicals/Books/Publications	709	200	200	400
01-23-206-04	Legal Publications	704	500	500	500
01-23-206-05	Professional Services	80,894	125,000	125,000	10,000
01-23-206-06	Land Use Attorney Services	41,297	50,000	50,000	50,000
01-23-206-08	Plan/Inspection Fees	30,632	153,000	50,000	5,000
01-23-207-03	Engr/Arch/Planning Services	43,884	15,000	40,000	15,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	435	200	350	-
01-23-208-04	Public Relations	889	1,000	1,000	700
01-23-208-05	Meeting Expense	2,181	500	500	250
01-23-208-13	Employee Recognition	(9,925)	150	-	200
01-23-212-06	Service Contracts	-	-	-	-
01-23-212-07	Vehicle Maintenance	232	500	500	500
01-23-214-03	Printing	(6,889)	2,000	1,000	1,250
01-23-214-04	Computer Services	55,057	56,570	60,000	34,000
01-23-215-03	Miscellaneous	1,597	1,000	1,000	1,000
01-23-216-01	Nuisance Abatement	29,797	5,000	40,000	25,000
01-23-216-04	Mission Possible Program	23,344	35,000	35,000	35,000
01-23-216-06	Neighborhood Grant Program	4,067	5,000	5,000	5,000
01-23-216-07	Business Improvement Grant	14,730	45,000	45,000	45,000
01-23-216-09	Citizen Rebate Program	10,513	25,000	25,000	25,000
01-23-216-11	Jo Co Utility Assistance Program	3,757	5,500	5,500	5,000
01-23-216-12	Storm Water BMP	(830)	5,000	5,000	5,000
	Total Contractual Services	\$ 340,265	\$ 541,870	\$ 498,350	\$ 279,800

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Community Development

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
Commodities					
01-23-301-01	Office Supplies	\$ 729	\$ 1,500	\$ 1,500	\$ 1,500
01-23-301-02	City Maps	-	-	-	-
01-23-301-03	Clothing	523	500	500	500
01-23-301-04	Postage	3,334	1,000	3,000	2,000
01-23-301-05	Printed Forms	-	-	-	-
01-23-306-01	Gas/Oil	190	2,000	2,000	2,000
	Total Commodities	\$ 4,776	\$ 5,000	\$ 7,000	\$ 6,000
Capital Outlay					
01-23-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-23-401-02	Office Furnishings	494	-	-	-
01-23-402-03	Computer Systems	2,785	-	1,500	-
01-23-403-06	Other Equipment/Software	-	-	-	-
01-23-407-01	Vehicle	-	-	-	-
01-23-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ 3,279	\$ -	\$ 1,500	\$ -
	Community Development Total	\$ 841,582	\$ 1,328,620	\$ 1,262,100	\$ 1,096,300

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Parks + Recreation - Mission Family Aquatic Center (MFAC)

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Personnel Services</u>					
01-25-101-01	Full Time Salaries	\$ 23,358	\$ 23,500	\$ 28,500	\$ 32,000
01-25-101-02	Part Time Salaries	164,309	130,000	165,000	180,000
01-25-101-04	Overtime Salaries	1,312	2,000	2,000	2,000
01-25-102-01	Health/Welfare Benefits	6,039	7,200	7,200	7,200
01-25-102-02	Social Security	14,354	10,500	15,000	17,300
01-25-102-03	KPERS	2,214	2,500	2,500	3,250
01-25-102-04	Employment Security	188	400	400	400
01-25-102-05	Workers Compensation	7,129	8,500	8,000	9,000
01-25-102-06	City Pension	470	500	500	500
	Total Personnel Services	\$ 219,373	\$ 185,100	\$ 229,100	\$ 251,650
<u>Contractual Services</u>					
01-25-201-01	Electricity	\$ 16,483	\$ 19,000	\$ 19,000	\$ 17,000
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	59,100	37,000	60,000	60,000
01-25-201-07	Trash	391	-	-	-
01-25-201-08	Telephone	-	-	-	-
01-25-203-03	Training/Registration	1,420	2,000	1,500	1,500
01-25-204-01	Marketing/Public Relations	206	1,500	1,500	1,500
01-25-205-01	Insurance - Building & Equipment	1,224	3,500	3,000	3,000
01-25-207-07	Pre-Employment Drug Testing	3,952	4,500	4,500	4,500
01-25-208-13	Employee Recognition	291	700	700	800
01-25-210-01	Maint Bldg. / Land	8,558	6,000	6,000	7,000
01-25-212-05	Other Equipment / Repairs	7,293	8,000	8,000	8,000
01-25-213-02	Rental Agreements	97	1,000	1,000	1,000
01-25-214-05	Computer Services	(1,951)	25	25	-
01-25-214-12	Mission Swim Team	3,000	3,000	3,000	3,000
01-25-215-02	Contract Serv/Maint Agreements	13,744	12,000	12,000	14,000
	Total Contractual Services	\$ 113,808	\$ 98,225	\$ 120,225	\$ 121,300
<u>Commodities</u>					
01-25-301-01	Office Supplies	\$ 575	\$ 400	\$ 400	\$ 500
01-25-301-02	Clothing	3,656	5,000	5,000	5,000
01-25-301-03	Food Service	24,633	27,000	27,000	28,000
01-25-301-04	Printing	556	750	750	750
01-25-301-08	Equipment and Supplies	1,432	7,500	6,000	7,500
01-25-303-04	Safety Supplies	1,376	2,000	2,000	2,000
01-25-304-02	Cleaning Chemicals	684	-	-	-
01-25-304-04	Miscellaneous	-	-	-	-
01-25-304-05	Pool Chemicals	19,054	22,000	22,000	22,000
01-25-305-05	Repair / Parts Maintenance	3,043	6,000	5,000	6,000
	Total Commodities	\$ 55,009	\$ 70,650	\$ 68,150	\$ 71,750

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Parks + Recreation - Mission Family Aquatic Center (MFAC)

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
Capital Outlay					
01-25-407-01	Equipment Replacement	\$ -	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	-	-	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-	-
01-25-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Parks + Recreation - MFAC Total	\$ 388,190	\$ 353,975	\$ 417,475	\$ 444,700

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Parks + Recreation - Powell Community Center

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
Personnel Services					
01-27-101-01	Full Time Salaries	\$ 731,268	\$ 845,000	\$ 785,000	\$ 845,000
01-27-101-02	Part Time Salaries	627,482	465,000	575,000	580,000
01-27-101-04	Overtime Salaries	907	1,000	1,000	1,000
01-27-102-01	Health/Welfare Benefits	140,396	170,500	155,000	175,000
01-27-102-02	Social Security	100,488	107,500	110,000	120,000
01-27-102-03	KPERS	70,058	80,000	75,000	88,000
01-27-102-04	Employment Security	1,310	2,500	1,750	2,200
01-27-102-05	Workers Compensation	22,512	30,000	27,500	30,000
01-27-102-06	City Pension	13,625	16,500	15,000	18,000
	Total Personnel Services	\$ 1,708,046	\$ 1,718,000	\$ 1,745,250	\$ 1,859,200
Contractual Services					
01-27-201-01	Electricity	\$ 110,473	\$ 165,000	\$ 120,000	\$ 125,000
01-27-201-03	Gas	43,552	55,000	53,000	55,000
01-27-201-05	Water and Sewer	29,574	30,000	30,000	30,000
01-27-201-07	Trash	7,789	7,000	8,000	8,000
01-27-201-08	Telephone	8,469	8,000	8,500	8,500
01-27-202-02	Travel / Commercial	568	2,700	2,700	2,700
01-27-202-03	Lodging / Meals	739	4,800	3,000	3,000
01-27-202-04	Parking / Tolls	20	50	50	50
01-27-202-05	Mileage	1,121	1,500	1,500	1,500
01-27-203-01	Registration / Tuition	3,014	4,200	4,200	4,200
01-27-203-02	Staff Training	2,106	4,000	4,000	4,500
01-27-203-03	Tuition Reimbursement	1,044	-	-	-
01-27-204-01	Marketing / Public Relations	100,590	68,650	75,000	80,000
01-27-205-01	Insurance - Building & Equipment	52,204	57,500	54,000	55,000
01-27-206-01	Professional Organizations	1,822	3,500	3,000	3,000
01-27-206-05	Professional Services	9,835	5,000	5,000	10,000
01-27-207-07	Pre-Employment Drug Testing	8,555	6,100	8,000	8,000
01-27-208-13	Employee Recognition	3,923	5,000	5,000	5,500
01-27-210-01	Maint - Bldg. / Land	22,521	50,000	50,000	45,000
01-27-212-05	Equipment Maintenance	9,379	14,000	14,000	12,000
01-27-212-07	Vehicle Maintenance	157	500	200	500
01-27-213-02	Rental Equipment	14,509	11,300	15,000	15,000
01-27-214-03	Printing	25,729	25,000	27,500	27,500
01-27-214-05	Computer Services / Software	18,384	20,000	20,000	20,000
01-27-214-11	Special Programs	19,479	25,000	25,000	27,000
01-27-214-12	Swim Programs	1,172	-	-	1,000
01-27-214-13	Mission Summer Program	35,341	45,000	45,000	48,000
01-27-215-01	Seasonal Programs	45,827	39,000	45,000	45,000
01-27-215-02	Contract Services / Maint. Agreements	105,425	73,000	75,000	80,000
01-27-215-03	Miscellaneous	-	-	-	-
01-27-215-04	Field Trips	-	-	-	-
01-27-215-05	Contract Instructors	94,425	90,000	100,000	110,000
01-27-215-06	Transportation Services	14,570	15,000	15,000	17,500
	Total Contractual Services	\$ 792,316	\$ 835,800	\$ 816,650	\$ 852,450

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Parks + Recreation - Powell Community Center

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
Commodities					
01-27-301-01	Office Supplies	\$ 4,404	\$ 5,000	\$ 5,000	\$ 5,000
01-27-301-02	Clothing	6,568	8,500	8,500	9,000
01-27-301-03	Food Services / Concession Supplies	45	2,000	4,000	7,000
01-27-301-04	Postage	10,035	8,000	10,000	10,000
01-27-301-05	Printing	767	1,000	1,000	1,500
01-27-301-08	Equipment & Supplies	34,601	35,000	35,000	35,000
01-27-301-09	Special Event Supplies	9,308	13,000	13,000	15,000
01-27-303-04	Safety Supplies	3,372	2,000	2,000	2,000
01-27-304-02	Cleaning Supplies	\$ 6,759	\$ 10,000	\$ 9,000	\$ 10,000
01-27-304-05	Pool Chemicals	419	11,000	11,000	11,000
01-27-305-05	Bldg. Maint / Repair / Parts	13,873	18,000	16,000	18,000
01-27-306-01	Gas/Oil	12,106	1,000	1,000	1,000
01-27-306-02	Vehicle/Equip Repair Parts	-	-	-	-
	Total Commodities	\$ 102,257	\$ 114,500	\$ 115,500	\$ 124,500
Capital Outlay					
01-27-402-03	Computer Systems	\$ -	-	-	-
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-	-
01-27-407-03	Construction/Repair	-	-	-	-
01-27-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -
Parks + Recreation - Powell Community Center Total		\$ 2,602,619	\$ 2,668,300	\$ 2,677,400	\$ 2,836,150

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Personnel Services</u>					
01-30-101-01	Full Time Salaries	\$ 2,299,387	\$ 2,425,000	\$ 2,395,000	\$ 2,685,700
01-30-101-02	Part Time Salaries	2,982	-	-	-
01-30-101-04	Overtime Salaries	198,937	150,000	200,000	200,000
01-30-101-05	Overtime Salaries (Court)	5,591	4,500	4,500	5,000
01-30-102-01	Health/Welfare Benefits	410,586	460,000	425,000	475,000
01-30-102-02	Social Security	183,493	190,000	190,000	205,000
01-30-102-03	KPERS	15,827	24,000	16,500	17,500
01-30-102-04	Employment Security	2,399	4,500	3,000	4,500
01-30-102-05	Workers Compensation	43,523	68,000	55,000	60,000
01-30-102-06	City Pension	2,209	3,500	3,500	3,500
01-30-102-07	KP&F Retirement	523,289	518,000	550,000	580,000
	Total Personnel Services	\$ 3,688,223	\$ 3,847,500	\$ 3,842,500	\$ 4,236,200
<u>Contractual Services</u>					
01-30-201-08	Telephone	10,832	17,500	17,500	17,500
01-30-202-02	Commercial Travel	1,727	4,500	4,500	4,500
01-30-202-03	Lodging / Meals	16,513	18,000	18,000	18,000
01-30-202-04	Parking / Tolls / Misc.	110	300	300	300
01-30-202-05	Mileage Reimbursement	-	-	300	300
01-30-203-01	Registration / Tuition / Other	18,142	20,000	20,000	20,000
01-30-203-02	Firing Range	9,368	8,000	8,000	10,500
01-30-203-04	Training / Junior College	990	-	-	-
01-30-205-01	Insurance	39,169	39,000	39,000	40,000
01-30-205-02	Notary Bonds	25	100	100	50
01-30-206-01	Professional Organizations	2,410	3,500	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	1,366	1,500	1,500	1,800
01-30-206-05	Professional Services	1,180	4,000	4,000	7,500
01-30-207-07	Pre-employment Exams	8,718	7,000	7,000	10,000
01-30-208-04	Public Relations	6,803	10,000	10,000	10,000
01-30-208-13	Employee Recognition	2,174	3,500	3,500	3,500
01-30-210-02	Janitorial Services	19,119	22,000	22,000	23,100
01-30-212-04	Communications / Radios	2,354	3,500	3,500	3,750
01-30-212-05	Other Equip/Radar/Repair/Misc.	3,324	10,000	10,000	10,000
01-30-212-06	Service Contracts/Rentals	47,695	90,000	90,000	115,300
01-30-212-07	Vehicle Maintenance	47,515	55,000	55,000	75,000
01-30-213-02	Equipment Rental	7,153	5,000	5,000	8,000
01-30-213-03	Uniform Dry Cleaning	6,448	6,000	6,000	7,000
01-30-214-02	Vehicle Registration	500	700	700	700
01-30-214-05	Computer Services	23,853	50,276	50,276	50,276
01-30-214-06	Animal Control / Care	14,705	12,000	12,000	15,000
01-30-214-08	Prisoner Care	48,210	35,000	35,000	40,000
01-30-214-09	Crime Prevention	104	1,000	1,000	500
01-30-215-03	Miscellaneous	1,250	3,000	3,000	-
	Total Contractual Services	\$ 341,757	\$ 430,376	\$ 430,676	\$ 496,076

City of Mission 2025 Budget Worksheet

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
<u>Commodities</u>					
01-30-301-01	Office Supplies	\$ 4,905	5,000	5,000	5,500
01-30-301-04	Postage	72	250	250	250
01-30-301-05	Printed Forms	1,412	2,000	2,000	2,000
01-30-301-06	Other Operating Supplies	2,418	4,500	4,500	4,500
01-30-302-01	Uniforms/Leather/Protect Vests	28,396	37,000	37,000	37,000
01-30-302-02	Equipment - General	8,971	25,000	25,000	25,000
01-30-303-01	Investigation Supplies	484	1,500	1,500	1,500
01-30-303-02	Property/Evidence Supplies	3,538	5,000	5,000	5,500
01-30-303-03	Booking Facility Supplies	134	500	500	350
01-30-303-04	Safety Supplies	-	-	-	-
01-30-305-01	Janitorial Supplies	-	2,000	2,000	500
01-30-306-01	Fuel	66,589	71,000	71,000	71,000
01-30-306-02	Fleet Tire Replacement	6,026	8,500	8,500	10,000
01-30-306-03	Emergency Management	-	5,500	5,500	9,000
	Total Commodities	\$ 122,945	\$ 167,750	\$ 167,750	\$ 172,100
<u>Capital Outlay</u>					
01-30-401-01	Office Machines	\$ -	-	-	-
01-30-402-02	Office Furnishings	1,613	5,000	5,000	10,000
01-30-402-03	Computer Systems	36,959	-	5,000	-
01-30-403-01	Police Vehicles	-	-	-	-
01-30-404-03	Handguns / Shotguns	379	-	500	-
01-30-404-04	Radios	-	-	-	-
01-30-404-05	Radar	-	-	-	-
01-30-404-06	Other Equipment	107,932	25,000	172,096	25,000
01-30-404-07	In-Car/Body Cameras	-	-	53,000	53,000
01-30-404-08	Motorcycles	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-
01-30-407-05	Contingency	-	-	-	-
	Total Capital Outlay	\$ 146,883	\$ 30,000	\$ 235,596	\$ 88,000
<u>Debt Service</u>					
01-90-808-01	2020 Lease-Purchase	\$ 112,767	\$ 137,500	\$ 55,553	\$ 137,500
	Total Debt Service	\$ 112,767	\$ 137,500	\$ 55,553	\$ 137,500
	Police Total	\$ 4,412,575	\$ 4,613,126	\$ 4,732,075	\$ 5,129,876

Highest Priority Supplemental Requests				
Description	Amount	Fund	Year	Description
Fire alarm replacement for City Hall/PD	\$70,000	Gen	2024	The fire alarm panel has a failure. It may be able to be repaired but we are having a lot of difficulty with the proprietary vendor, Johnson Controls. We've been told the current panel has been out of date for a significant period of time.
City Hall Air Quality Remediation	\$50,000	Gen	2024	Duct Cleaning and other remediation to address issues from 2024 evaluation
Radios for PW vehicles	\$45,000	Gen	2025	The current radios being used in the PW vehicles were purchased in 2010. As parts break or stop working, they are unable to be replaced as they are not being made and supported any longer. In addition to radios, there is funding budgeted for the parts needed to install mobile radios and for a bluetooth radio and headset for use in the loader.
Network switches	\$70,000	Gen	2025	Replacement of four network switches.
DirectionFinder survey	\$17,000	Gen	2025	The City does a community survey every 4 years and the last one was in 2021.
Flooring replacement for PD	\$40,000	Gen	2025	Reduce to reflect squad room and supervisors areas only
FT Parks Technician	\$57,500	TBD	2025	Recommended by PRT and requested by Parks Supervisor for 2025; park maintenance needs continuing to increase with new amenities at parks.
Asset management software and tablets	\$39,500	Gen/SWU	2025	Public Works is seeking to implement a GIS centric asset management and work order software for it's maintenance and operations and fleet services. This can also be used by other departments, specifically parks and recreations for facilities and any assets that own, maintain and inspect. In addition to a one-time implementation cost, there would be an annual maintenance fee associated with software. Add 7-8 tablets for PW to use in field for asset management.
Exhaust fan for PW shop	\$30,000	Gen	2025	This would replace the 2007 exhaust fans in the shop.
Floor Scrubber	\$30,000	Gen	2025	Replacement of floor scrubber for PW shop.
Implementation of 2021 IECC	\$20,000	Gen	2025	Training of City staff and general consulting services for applicants to assist with the implementation of the 2021 International Energy Efficiency Code.

Highest Priority Supplemental Requests				
Description	Amount	Fund	Year	Description
Financial management software	\$100,000	Gen	2025	Replacing the current financial management software is a critical need for the organization. Staff has begun researching various new vendors. Preliminary cost estimates are around approximately \$75,000 for implementation. Ongoing subscription costs will also need to be accounted for and have been estimated at approximately \$20,000/year.
Payroll processing software (3rd party vendor)	\$15,000	Gen	2025	Replacing the current payroll processing vendor would be greatly beneficial to the organization. The limitations and inefficiencies of the current vendor continually create issues for staff who submit and approve timecards and staff who process payroll.
Ravo Series 5i Street Sweeper	\$325,000	Equip Reserve	2025	Replacement of current street sweeper (2015). Electric street sweeper costs approx. \$589,000.

Supplemental Budget Items				
Description	Amount	Fund	Year	Notes
<u>Personnel/Consulting Time</u>				
FT Parks Technician	TBD	Gen/PR Sales Tax	2025	Recommended by PRT and requested by Parks Supervisor for 2025; park maintenance needs increased with new amenities at parks in 2024.
<u>Grant Match</u>				
N/A				
<u>Vehicles/Equipment</u>				
Ford F-550 & equipment	\$120,000	Gen	2025	Replacement of Unit 786 (2014) that was not able to be replaced in 2024.
Ravo Series 5i Street Sweeper	\$325,000	Gen	2025	Replacement of current street sweeper (2015). Electric street sweeper costs approx. \$589,000.
Radios for PW vehicles	\$45,000	Gen	2025	The current radios being used in the PW vehicles were purchased in 2010. As parts break or stop working, they are unable to be replaced as they are not being made and supported any longer. In addition to radios, there is funding budgeted for the parts needed to install mobile radios and for a bluetooth radio and headset for use in the loader.
Tank outfitting for 2 trucks for brine application	\$27,000	Gen	2025	In an effort to treat the City streets during low temps under 30 degrees, staff would like to outfit 2-3 vehicles with tanks and sprayers for brine.
Handgun replacement	\$28,000	Gen	2025	Replacement of current handguns and holsters for handguns with optics to improve accuracy and reduce liability.
Tablets for PW asset management	\$4,500	Gen	2025	Add 7-8 tablets for PW to use in field for asset management.
Floor Scrubber	\$30,000	Gen	2025	Replacement of floor scrubber for PW shop.
Exhaust fan for PW shop	\$30,000	Gen	2025	This would replace the 2007 exhaust fans in the shop.
Front-line Police vehicles	TBD	Gen	2025	The final costs are dependent on how many vehicles are purchased in 2024. There are 6 replacements budgeted for 2024.
Replace 6 Admin/Detective vehicles	\$300,000	Gen	2025	All are 2015-2016 vehicles outside of the normal replacement schedule.
Network switches	\$70,000	Gen	2025	Replacement of four network switches.
<u>Projects</u>				
Greening of City owned lots on Martway	\$70,000	Gen	2025	This project entails removing the asphalt parking lot on City owned property on Woodson and Outlook and putting down seed in order to "green-up" this area. This will serve as a transition from the Beverly Park being removed for the Mission Beverly development until permanent improvements can be made along the Rock Creek Trail corridor study. It will provide a temporary park area until these final improvements can be made.
PD Parking Lot and Retaining Walls	TBD	Gen	2025	This would make comprehensive repairs to the PD parking lot as well as necessary repairs for the retaining walls near the public entrance.
Flooring replacement for PD	\$40,000	Gen	2025	The flooring in nearly all areas of the PD is original to the remodel in 1996-1997. This would include removing carpet and/or tile and finishing with polished concrete or epoxy flooring in the main hallways, squad room, patrol supervisors offices, and locker rooms.
Implementation of 2021 IECC	\$20,000	Gen	2025	Training of City staff and general consulting services for applicants to assist with the implementation of the 2021 International Energy Efficiency Code.
<u>Contract Services</u>				
Asset management software	\$35,000		2025	Public Works is seeking to implement a GIS centric asset management and work order software for it's maintenance and operations and fleet services. This can also be used by other departments, specifically parks and recreations for facilities and any assets that own, maintain and inspect. In addition to a one-time implementation cost, there would be an annual maintenance fee associated with software.

Fire alarm replacement for City Hall/PD	\$40,000		2025	The fire alarm panel has a failure. It may be able to be repaired but we are having a lot of difficulty with the proprietary vendor, Johnson Controls. We've been told the current panel has been out of date for a significant period of time.
Financial management software	\$100,000	Gen	2025	Replacing the current financial management software is a critical need for the organization. Staff has begun researching various new vendors. Preliminary cost estimates are around approximately \$75,000 for implementation. Ongoing subscription costs will also need to be accounted for and have been estimated at approximately \$20,000/year.
Payroll processing software	\$15,000	Gen	2025	Replacing the current payroll processing vendor would be greatly beneficial to the organization. The limitations and inefficiencies of the current vendor continually create issues for staff who submit and approve timecards and staff who process payroll.
DirectionFinder survey <u>Future Considerations</u>	\$17,000	Gen	2025	The City does a community survey every 4 years and the last one was in 2021.
Remodel of Community Development Office Space	\$257,500	Gen	2026	The Community Development Department and the Finance group (Administration Department) share a wing of city hall that is approximately 1,800 square feet. Within this wing there are four offices, a kitchenette, a storage room, and a vault, as well as general working areas. Nine (9) employees in total work in this area. Four have offices. The other five (5) sit at desks in the open office area. The work space is cramped and shopped-up. This request would entail knocking down a wall (maybe two) that divides the space right now, new carpeting, new ceiling tiles and lights, walls painted, re-routing of computer connections and electrical, and upgrades to the kitchenet area. The cost also includes cubicles for the five employees. This will create better, more functional office space for the employees and a boost morale and productivity.
FT Sports Coordinator	TBD	Gen		Not recommended for 2025 budget, but part of Feasibility Study recommendation to be reviewed and potentially implemented at a later date when tied to potential increased revenue.
Part Time Fitness Coordinator	\$30,000	Gen		Recommended fitness coordinator position for the Powell Community Center.