



**CITY COUNCIL WORK SESSION**  
**Wednesday, July 17, 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. Community Dialogue – 2025 Budget

Each year as part of the annual budget development process, the City Council hosts a Community Dialogue meeting to present the proposed budget and to provide residents or other interested stakeholders and opportunity to weigh in on the proposal for the next fiscal year.

<b>City of Mission</b>	Item Number:	1.
<b>INFORMATIONAL ITEM</b>	Date:	July 17, 2024
<b>ADMINISTRATION</b>	From:	Laura Smith

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

**RE:** Community Dialogue - 2025 Budget

**DETAILS:** Each year as part of the annual budget development process, the City Council hosts a Community Dialogue meeting to present the proposed budget and to provide residents or other interested stakeholders and opportunity to weigh in on the proposal for the next fiscal year.

Feedback received during the work session can then be incorporated as appropriate into a final budget recommendation to be presented to the City Council in August.

**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:	
Line Item Code/Description:	
Available Budget:	

# 2025 Budget - Community Dialogue

## July 17, 2024



# Mission Governing Body

## Ward I



Josepha Haden  
Chomphosy



Trent  
Boultinghouse

## Ward III



Debbie Kring



Brian Schmid

## Mayor



Sollie Flora

## Ward II



Lea Loudon

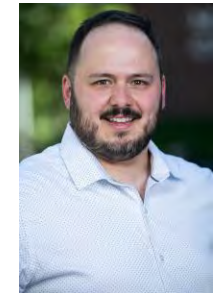


Mary Ryherd

## Ward IV



Cheryl  
Carpenter-Davis

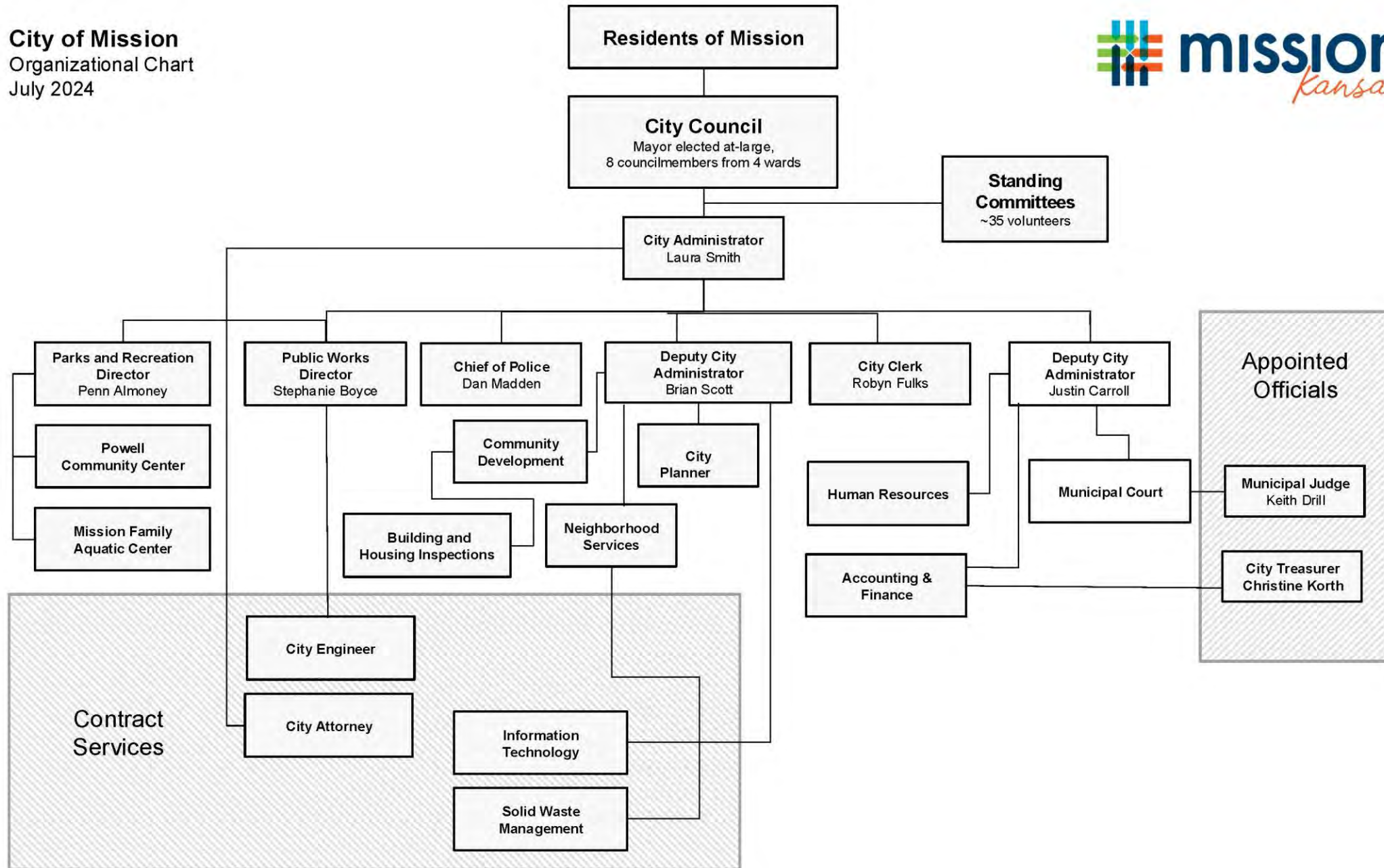


Ben Chocie

Contact information available at [www.missionks.org](http://www.missionks.org)



**City of Mission**  
Organizational Chart  
July 2024



# Why do we budget?

- Identify priorities, goals and objectives
- Identify revenue mix necessary to support service delivery and infrastructure investment
- Communicate with the public
- Help plan and project future needs and challenges
- Required by State Statute

Budget

Priorities

Goals

Objectives

Where do they  
come from?

### Citizens

DirectionFinder Survey  
Social media feedback  
Public meetings

### Council

Goal-setting retreats  
Constituent Contact  
DirectionFinder Survey  
Regional priorities/programs

### Annual Budget

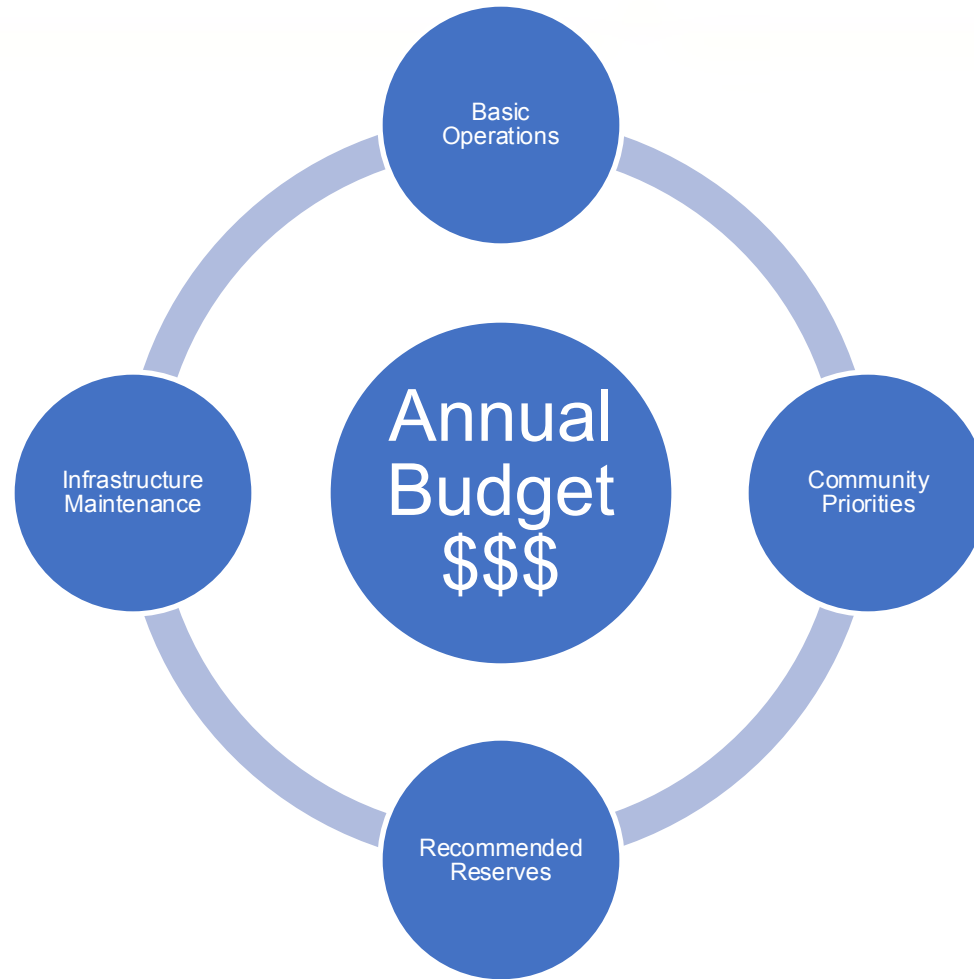
### Boards/Commissions

Meetings/retreats  
Council feedback/direction  
Mission citizens

### Staff

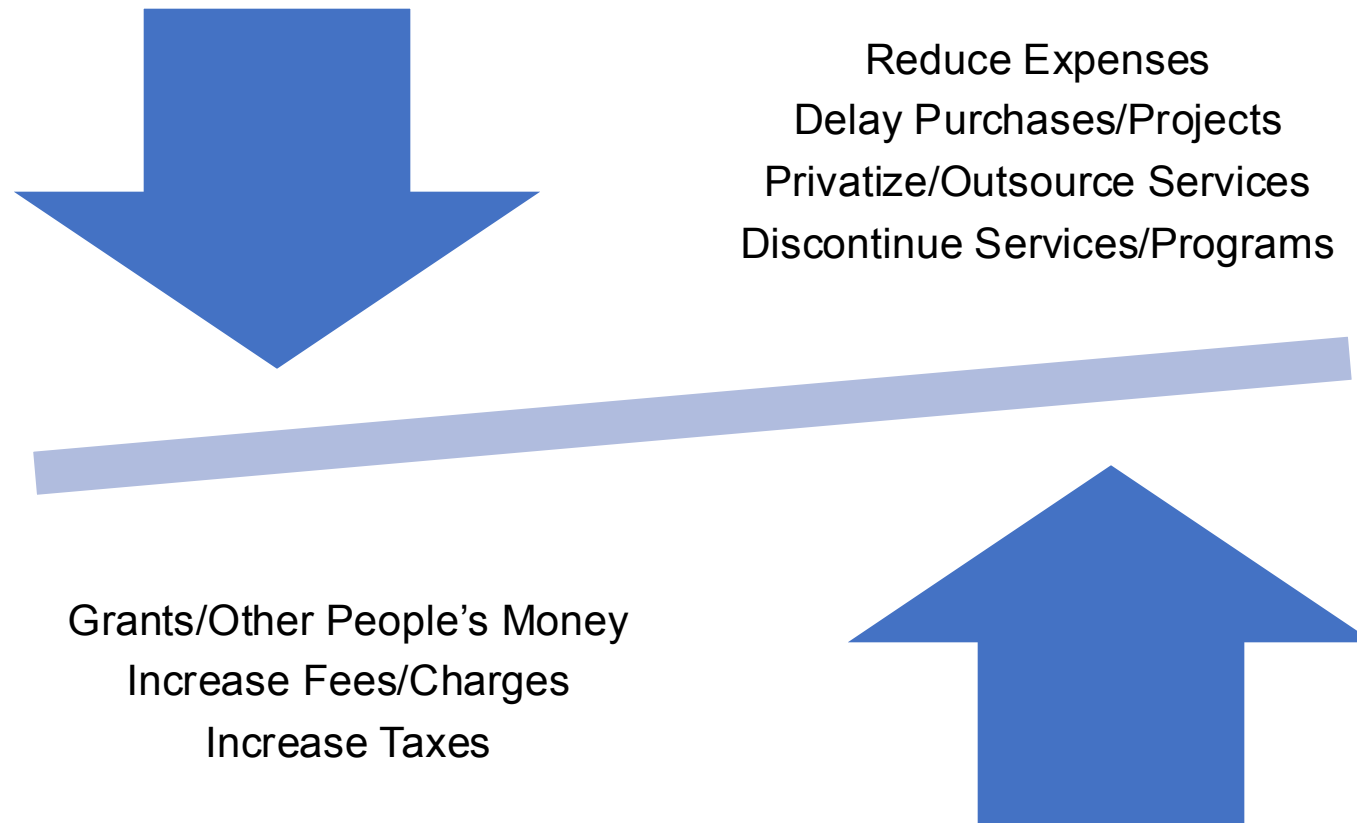
Council/citizen feedback  
DirectionFinder Survey  
Best practices  
Professional networking

# What does a budget really pay for?





# As stewards of public resources, we must continually seek an appropriate balance between revenues and expenses.



# It's all a matter of time and money

What do we need to consider?

- Quality of life for residents
- Impacts to service delivery
- Federal/State/Local laws
- Unanticipated events
- Long-term sustainability

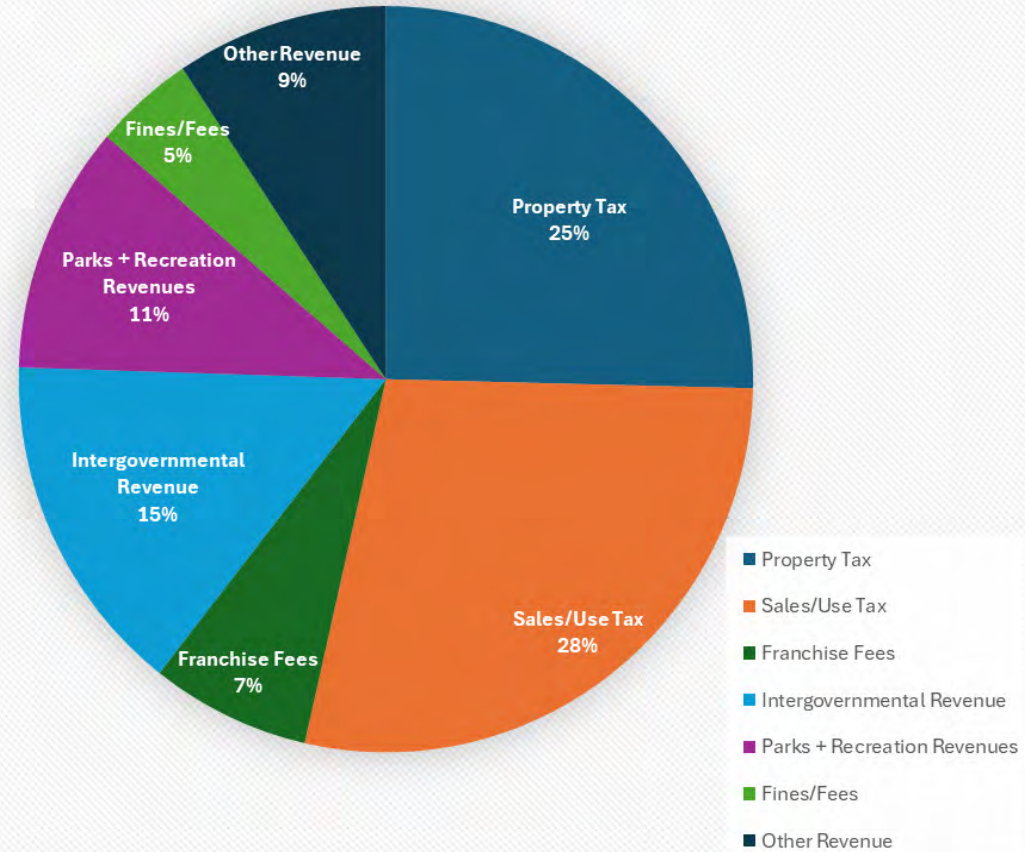


# 2025 General Fund Overview

- Covers all operating departments/services and some capital expenses
- Largest single budget of the City's 19 funds
- Where reserve funds are maintained
- Built conservatively – both revenues and expenses - with continued monitoring through final budget adoption
- Typically has a one-year focus for revenues and expenses

# General Fund Revenues 2025

2025 General Fund Revenues - By Category



\$16.25 million

7% increase from 2024 Est

88% of revenues come from 5 sources

- Sales and Use tax performance remains consistent (modest growth)
- Continued recovery for Community Center revenues
- Reflects maintaining mill levy at 18.497 mills

# Property Tax Revenues

- Important to take a long-term view
- Avg growth: 5 years = 7.0%
- In last 5 years, experienced a high of 11% (2023) and low of 4% (2025)
- 2024 Tax Year growth = 4%
- One mill generates \$223,063 in the 2025 Budget

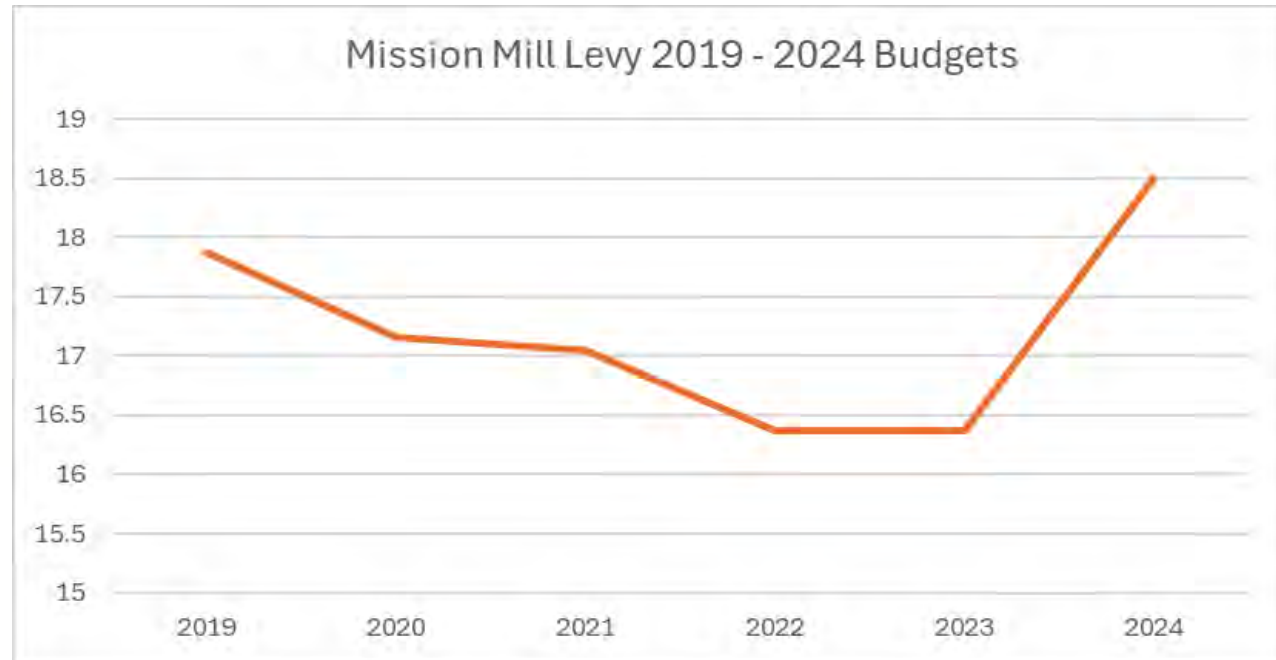
Tax Year	Budget Year	Assessed Valuation	Mill Levy	% Change
2016	2017	\$131,901,035	18.019	NA
2017	2018	\$139,660,568	17.973	6%
2018	2019	\$157,485,883	17.878	13%
2019	2020	\$160,906,225	17.157	2%
2020	2021	\$172,481,966	17.048	7%
2021	2022	\$180,264,694	16.369	5%
2022	2023	\$199,833,897	16.374	11%
2023	2024	\$213,672,592	18.497	7%
2024	2025	\$223,063,827	18.497	4%



	2023 Actual	2024 Budget	2024 Estimated	2025 Proposed
Property Tax (General)	\$1,502,665	\$2,572,192	\$2,572,302	\$2,746,012
Property Tax (Streets)	\$1,400,000	\$1,400,000	\$1,400,000	\$1,380,000
Motor Vehicle Taxes	\$ 231,035	\$ 279,788	\$ 264,788	\$ 270,293
Total	\$3,133,700	\$4,251,980	\$4,237,090	\$4,396,305



# Revenue Neutral Rate



- Current Mill Rate: 18.497
- RNR Rate for 2024 Tax Year (2025 Budget): 17.719
- Revenue neutral means that a government collects property tax revenues equal to what they 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.



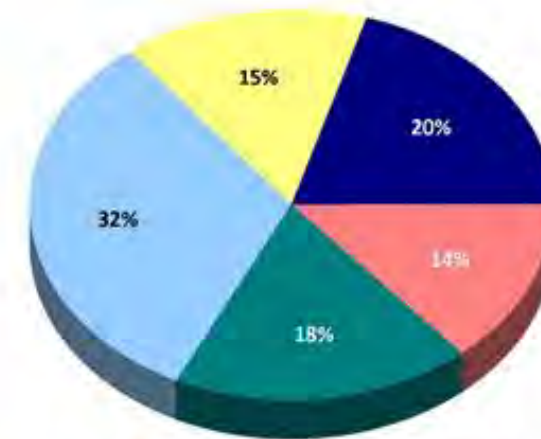
# Mill Levy Considerations for 2024 Budget



Total mills	Cost for Avg Homeowner (\$310,305)	Increase over current (per month)	Increase over current (per year)
16.374	\$584/yr → \$49/mo	NA	NA
18.500	\$660/yr → \$55/mo	\$6	\$72

## Q21. Maximum Amount Respondent Households Would be Willing to Invest to Make Improvements

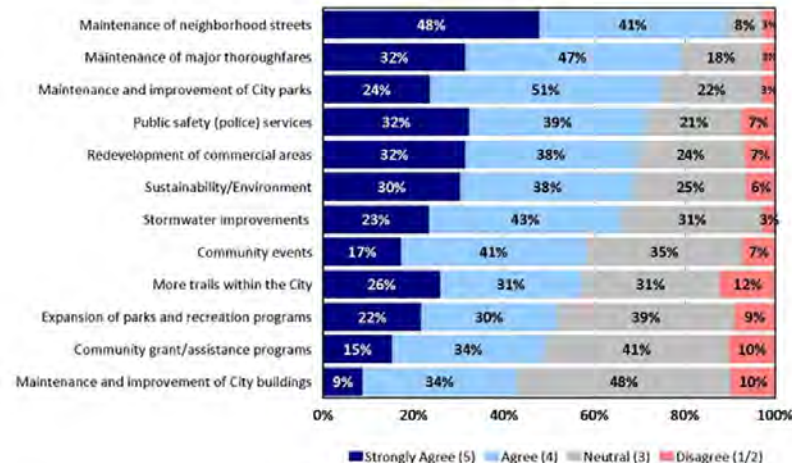
by percentage of respondents (excluding "not provided")



■ \$16 - \$20 per month ■ \$11 - \$15 per month ■ \$6 - \$10 per month ■ \$1 - \$5 per month ■ None

## Q19. Agreement with Statements of Support for Increased City Investment in Current and Future Unmet Needs

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding "don't know")



35% willing to invest \$11 - 20 more per month

32% willing to invest \$6 - 10 more per month



# Sales Tax Revenues

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
City	\$4,250,000	\$4,360,615	2.6%	\$4,300,000	\$4,425,000	\$4,578,125
County	\$1,755,830	\$1,962,404	12%	\$1,922,000	\$1,942,000	\$1,998,675

- Sales and Use Tax performance, both City and County remains consistent
- Growth for 2025 is conservative
  - City Sales @ 2%, City Use @ 5%
  - County Sales @ 2.4%, County Use @ 5%





# Parks + Recreation Revenues (Powell Community Center)

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
Memberships	\$350,000	\$498,784	43%	\$400,000	\$455,000	\$465,000
Rentals	\$165,000	\$274,145	66%	\$220,000	\$285,000	\$290,000
Programs	\$190,000	\$209,277	10%	\$215,000	\$240,000	\$250,000
Daily Fees	\$150,000	\$249,620	66%	\$185,000	\$260,000	\$275,000
Summer Camp	\$189,225	\$209,164	11%	\$200,000	\$225,000	\$235,000
Totals	\$1,044,225	\$1,440,990	38%	\$1,220,000	\$1,465,000	\$1,515,000

- Facility celebrates its 25th Anniversary in 2024
- Goal is to return to 70-80% cost recovery overall.
- Feasibility Study and pro forma suggest recovery is possible in 2-3 years.
- Recovery in 2023 and 2024 has been better than expected
- Added Business Manager's position in July 2024 to assist in data collection and analysis for programs and services



# Franchise Fees and Fines/Forfeitures



	2023 Actual	2024 Budget	2024 Estimated	2025 Budget
Total Franchise receipts	\$1,048,051	\$1,161,500	\$1,101,000	\$1,141,500

- 5% of gross receipts from utilities (2% for Google broadband)
- Impacted by weather and rate increases

	2023 Budget	2023 Actual	% change	2024 Budget	2024 Estimated	2025 Proposed
Fines	\$700,000	\$428,788	<b>(-39%)</b>	\$678,250	\$678,250	\$713,250

- Fines resulting from traffic, code or other municipal ordinance violations
- Impacted by staffing levels and adjudication in municipal court



# General Fund Expenses

Every year staff evaluates several options and alternatives to bring the overall budget into balance including:

- Eliminating/combining positions, holding positions vacant intentionally
- Delaying the purchase of capital equipment
- Eliminating or reducing specific budget line items
- Privatizing or outsourcing services to achieve efficiencies or economies of scale

Each line item is reviewed annually

Expenses are budgeted in four categories: Personnel, Contractual Services, Commodities and Capital

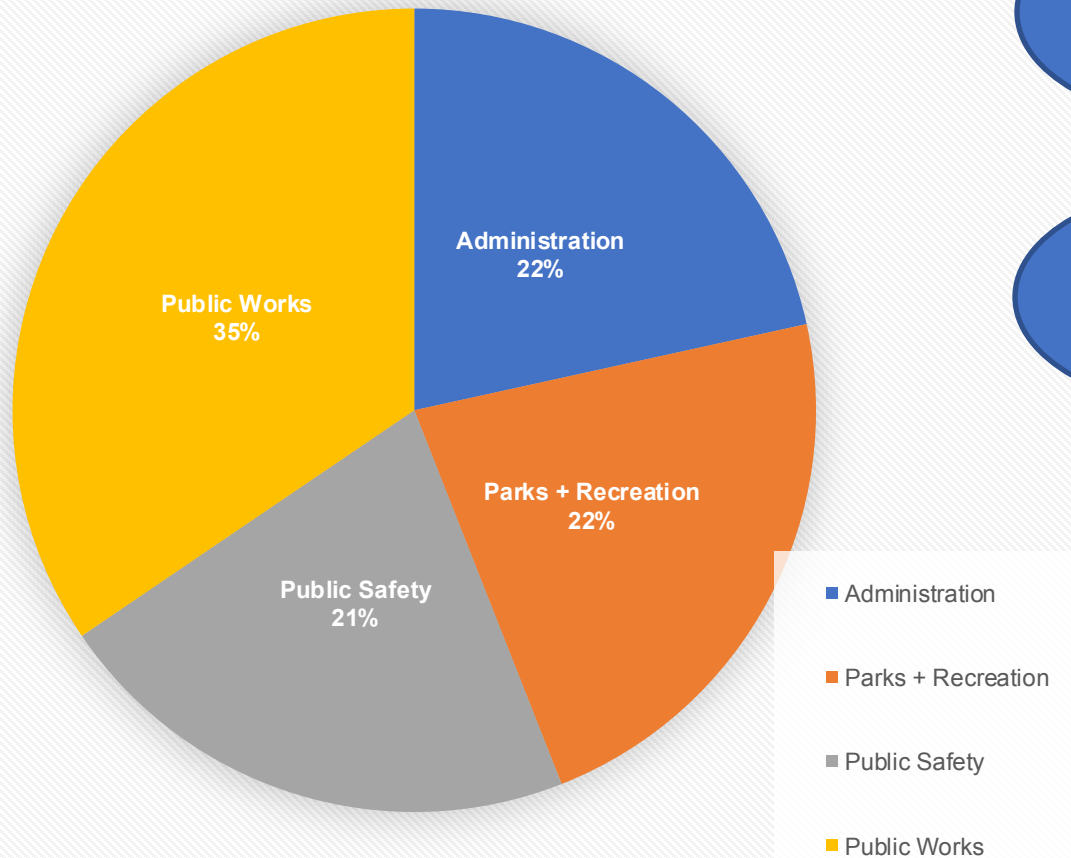
General Fund Transfers to other funds also are counted as expenses. General Fund transfers included for the 2024 Budget are:

- \$1,380,000 to the CIP Fund for street maintenance (property tax)
- \$55,000 to the Solid Waste Utility fund to subsidize a portion of city-wide trash contract.



# 2025 General Fund Expenses by Function

2025 General Expenses - By Function



4% increase  
over 2024 est

\$14.42  
million



- Administration = General Overhead, Legislative, Administration
- Public Works = Public Works, Community Development
- Public Safety = Police, Municipal Court
- Parks + Recreation = Powell Community Center, Mission Family Aquatic Center

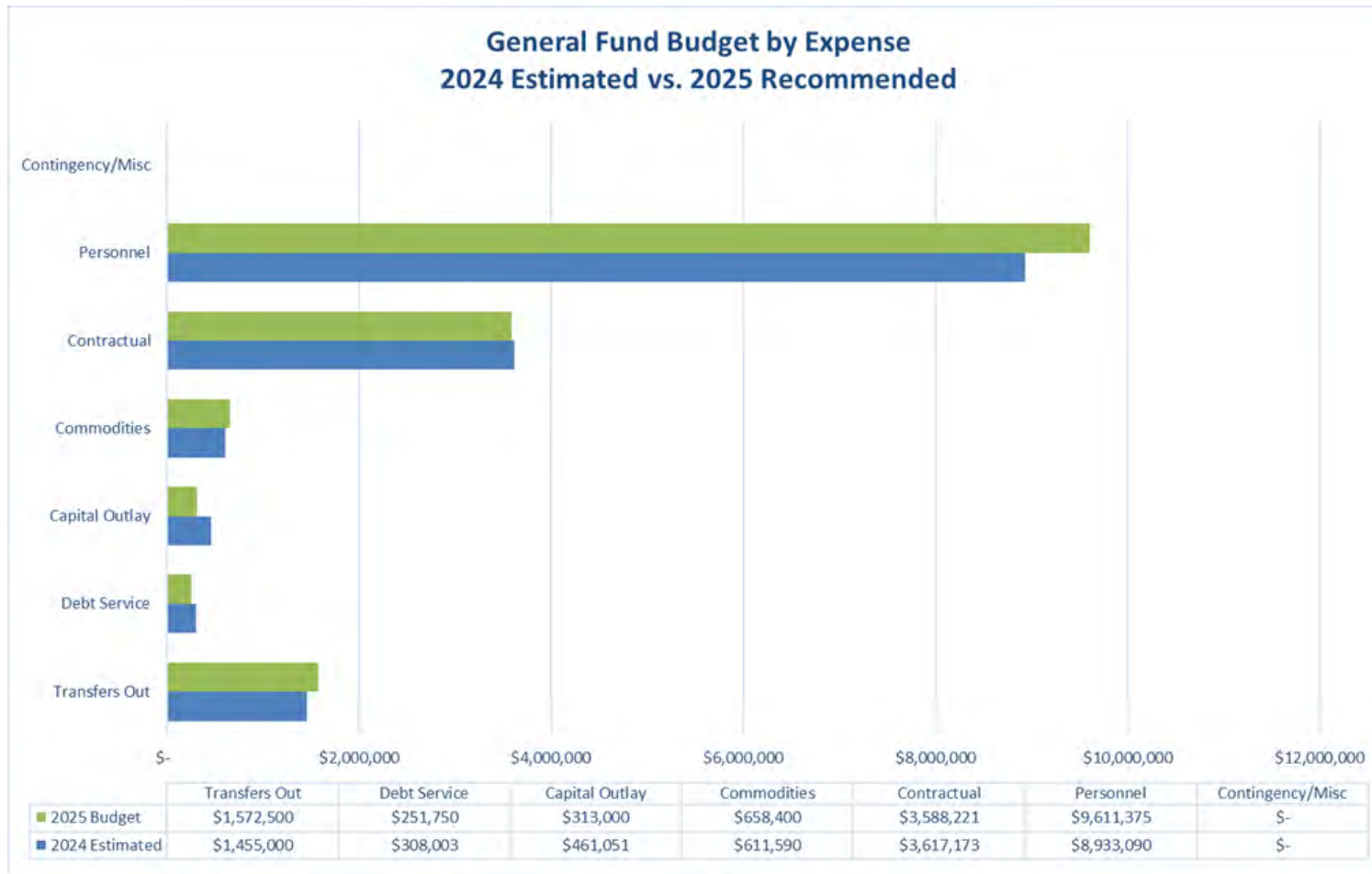
# 2025 Personnel Expenses

Department	Budgeted/Authorized Employees 2025 Proposed Budget
Administration	6 FT, 2 PT
Municipal Court	2 FT
Public Works	12 FT
Community Development	7 FT
Parks and Recreation	13 FT, 3 PT
Police	33 FT
Total	73 FT, 5 PT

- Totals \$9.6M in General Fund for 2025
- Competition from public/private sector continues to present challenges in recruiting and retaining employees
- Personnel costs are 59% of General Fund Budget expenditures (target is 60%-65%)
- No changes to personnel included in the 2025 budget



# General Fund Expense Comparison 2024 to 2025



- Personnel costs experiencing 8% increase
- Contractuals are maintained at essentially the same level as 2024
- Commodities increasing by 8% (fuel and cost of goods and services)
- Capital Outlay decreases – one time ALPR Expense in 2024
- Debt Service – FCIP Issue
- Transfers increase with funds going to Equipment Reserve and Replacement Fund



# Supplemental Requests

- Council, Staff, and Advisory Board's Supplemental Lists typically exceed revenues in any one fiscal year
- Requests are evaluated and funded based on department needs, Council/community priorities, policy goals and objectives, and resources available.
- Supplemental requests can be funded in any of the City's funds including: General Fund, Equipment Reserve and Replacement Fund, MCVB Fund, Stormwater Utility Fund, Capital Improvement Fund and the Parks + Recreation Sales Tax Fund
- Requests are evaluated against the Key Performance Areas as well as the following:
  - *Customer service/Quality of Life*
  - *Operational efficiencies*
  - *Liability issues*
  - *Best practice*
  - *Council priority*
  - *Connection to climate goals*
  - *One-time vs. on-going expenditure*
- There are still several high priority supplemental requests which are not currently funded in the 2025 Budget. They will continue to be evaluated throughout the remainder of 2024 and into 2025.



# General Fund Reserves

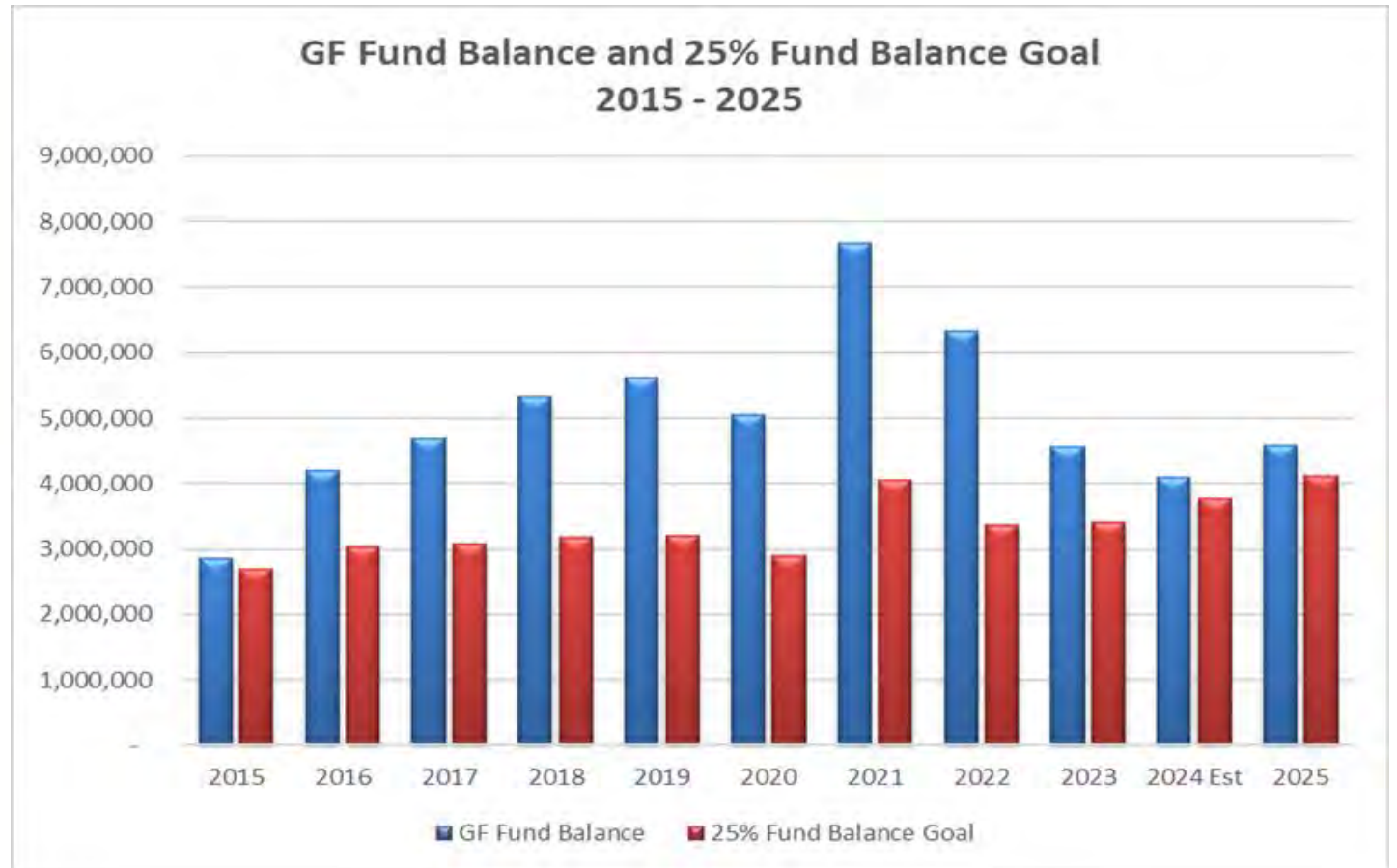
GFOA Recommends no less than 2 months of operating reserves

City Council Policy is 25% of annual General Fund Revenues

Designed to mitigate revenue shortfalls, unanticipated expenditures and to ensure stable tax rates

Can be used to balance the budget or help fund unanticipated or unique expenses

## How much is too much?



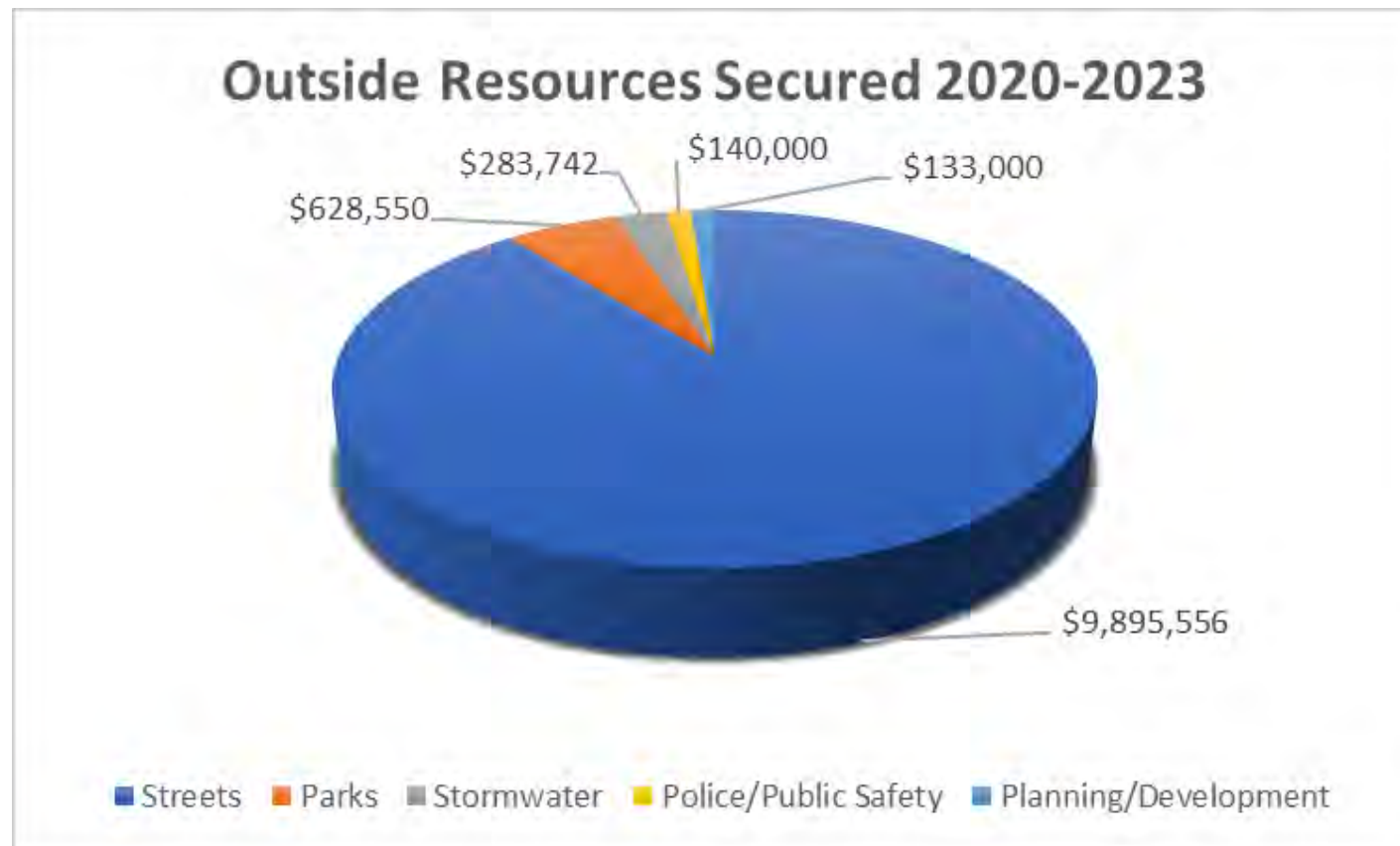
- Any increase in General Fund revenues increases the amount of fund balance required to meet the 25% policy goal.
- For example, for a revenue increase of \$500,000, only \$375,000 is available to “spend” and \$125,000 is “saved” in General Fund reserves.
- One time revenues (i.e. ARPA Funds, grants are excluded from fund balance calculations)





## Leveraging Outside Resources

*One of the most effective things we can do to stretch taxpayer dollars is to leverage outside resources or “other people’s money.”*



Since 2020, the City has successfully leveraged \$11,080,848 in Federal, State and County funds

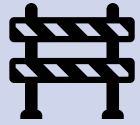
We anticipate the potential for an additional \$4-5 million before targeted projects move to construction.





---

# 2025 – 2029 Capital Improvement Program (CIP)



### Streets

10-Year Residential Street Plan

CARS Projects

Bridges

Sidewalks

Traffic Signals



### Stormwater

Asset Inventory and Condition Rating

Channel Maintenance Program

Channel Maintenance and Repairs

Integration with Street Maintenance Program



### Parks

Outdoor Parks

Powell Community Center

Mission Family Aquatic Center

Trails

Green space acquisition



### Public Buildings/Facilities

City Hall

Police Station

Public Works

Farmers Market

Public Parking Lots

Jo Drive Streetscape

Tree Canopy

Street Light Network



### Technology

Court Software

Building Permitting Software

Financial Management Software

E-Ticketing System

Hardware Replacement and Upgrades



### Vehicles and Equipment

10-year equipment and replacement schedules

Maintenance considerations

Evaluate future needs based on program and service delivery priorities

## Assets and Asset Needs

Where are we today?

What are the threats or opportunities in each category?

Constant rebalancing and re-evaluation of priorities



# CIP Debt Summary - 2025

Types of Improvements:				Balance	
		<u>Principal</u>	<u>Interest</u>		
<b>Streets</b>					
	2022A	\$305,000	\$146,675	FUND 40	3,034,891
<b>Parks Sales Tax</b>					
	2022A	\$260,000	\$125,550	FUND 45	2,600,108
<b>Stormwater</b>					
	2014A	\$395,000	\$62,188	FUND 22	1,745,000
	2019A	\$450,000	\$118,800	FUND 22	2,035,000
	2020A	\$1,055,000	\$55,126	FUND 22	1,840,000
	<b>Total</b>	<b>\$2,465,000</b>	<b>\$508,339</b>		<b>\$11,254,999</b>



# CIP Program Areas – 2025 Revenue Highlights

## Stormwater Revenues

- Stormwater Utility Fee:  
*Single-family household \$336/yr*
- Special Assessment Revenues
- Drainage District Revenues

**Annual local revenues = \$2.67M**  
(without Gateway assessment)

**Other revenues: \$500,000 (SMAC)**



## Street Revenues

- Gas tax distribution from the State
- $\frac{3}{8}$ -cent retail sales tax
- General Fund mills dedicated to street repair and maintenance (~\$1.4M)

**Annual local revenues = \$2.9M**

**Other revenues: \$1.26M**



## Parks + Recreation Revenues

- $\frac{3}{8}$ -cent retail sales tax
- One-third of alcohol tax distribution

**Annual local revenues = \$1.34M**

**Other revenues: \$0**



# CIP Program Areas - 2025 Expenditure Highlights



## Stormwater (\$4.39M)

- Design of Rock Creek Channel improvements (Outlook to Woodson)
- 5424 Maple Channel Repair
- Stormwater Master Plan
- Maintenance Projects (\$450K)
- Stormwater Debt Service

## Streets (\$5.46M)

- Annual residential street maintenance program
- 63rd St (Roe/Nall) - CARS Project
- Design/ROW/Easement Acquisition for Johnson Drive (Lamar to Metcalf)
- Miscellaneous repairs, striping
- Street Debt Service



## Parks + Recreation (\$1.54M)

- Rock Creek Trail Resurfacing
- PCC Locker Room Remodel
- PCC Pool Liner Resurfacing
- Parks Maintenance Personnel
- Parks + Recreation Debt Service



# Other Funds - 2025 Highlights

## MCVB Fund

- Required to account for transient guest tax revenues
- Primarily supports Mission Magazine
- Exploring opportunities to fund business advertising campaign in 2024 and 2025



## Special Alcohol Fund

- \$140,000 in annual revenues (1/3 alcohol tax)
- \$65,000 - UCS Drug and Alcoholism Council
- \$90,000 - Supports Mental Health Co-Responder program
- Carry-over funds from prior years and grant funding support expenses



## TIF and CID Funds

Separate funds established to account for funds provided on specific redevelopment projects

- Distributions controlled by development agreements
- Mission Crossing, Cornerstone Commons, The Locale, and the Residence at Rock Creek developments

## Solid Waste Utility Fund

- Supports residential trash, recycling and yard waste program
- Resident rate stays the same for 2025
- City pays subsidized contract with Gen Fund revenues
- 3% increase in 2025 Contract and City absorbs additional costs



# Key Performance Areas

- The Governing Body has established five key performance areas which reflect the top priorities and objectives identified through citizen surveys and other methods.
- Outcome statements were developed for each key performance area.
- The goal is to tie budget and policy recommendations to these key performance areas to communicate progress.



Key Performance Areas	Outcome Statement
Infrastructure	Mission's infrastructure is strategically invested in to maintain and ensure a safe and connected community for all.
Economic Development	Mission has a diversified and robust civic and business community with a thriving downtown-a city where all you desire on a weekly basis is only a walk or bike ride away.
Sustainability	Mission is a leader in sustainability, which has created a resilient and adaptable city by reducing our carbon footprint in City operations and across our community.
Parks and Recreation	Mission maintains welcome, inclusive, clean safe destinations and programs to improve our community's quality of life and activities.
Municipal Operations	Delivering responsive and relevant services through the continual evaluation of resident, business, Council, and organizational priorities to allow limited or finite resources to be allocated.





# Key Performance Area Spending 2025

Infrastructure: \$11.01M

Parks + Recreation: \$1.77M

Infrastructure: Mission's infrastructure is strategically invested in to maintain and ensure a safe and connected community for all. <b>Total 2025 Investment: \$11,009,300</b>	
<i>GF transfer of property tax revenues for street maintenance (\$1.38 million)</i>	<i>Jo Drive (Lamar to Metcalf ROW/Easements) (\$1.68 million) \$\$ (E)</i>
<i>63<sup>rd</sup> Street (Roe to Nall) (\$755,000) \$\$</i>	<i>Funding for stormwater maintenance projects (\$450,000)</i>
<i>5424 Maple Channel Design and Repairs (\$700,000) (S)</i>	<i>Stormwater Inventory and Master Plan (\$175,000) \$\$ (S)</i>
<i>Debt service for street infrastructure projects (\$459,300)</i>	<i>Debt service for stormwater infrastructure projects (\$2.14 million)</i>
<i>Bridge inventory and maintenance (\$25,000)</i>	<i>Residential street program (\$2.0 million)</i>
<i>Traffic striping/traffic safety programs (\$75,000)</i>	<i>Curb and sidewalk program funding (\$150,000)</i>
<i>Creek channel maintenance (\$20,000 total) (S)</i>	<i>Rock Creek Channel Design (Woodson to Maple) (\$1.0 million) \$\$ (S)</i>

Parks and Recreation: Maintaining welcoming, inclusive, clean, safe destinations and programs to improve the community's quality of life and activities. <b>Total 2025 Investment: \$1,766,550</b>	
<i>Rock Creek Trail (Lamar/Squibb) Resurfacing (\$100,000) (S) (E)</i>	<i>Outdoor Park Improvements (\$62,000)</i>
<i>Park maintenance line item (\$75,000) (M)</i>	<i>P+R maintenance staff – FT and PT (\$150,000) (M)</i>
<i>MFAC upgrades (\$52,000) (M)</i>	<i>PCC Improvements (\$451,000) (S) (M)</i>
<i>Parks, PCC and MFAC maintenance – capital projects (\$437,500) (M)</i>	<i>Park debt service (\$439,050)</i>



# Key Performance Area Spending 2025

Muni Operations: \$882,500

Sustainability: \$425,750

Eco Development: \$135,000

Municipal Operations: Delivery of responsive and relevant services through the continual evaluation of resident, business, Council, and organizational priorities which allocate limited or finite resources (\$ and time). <b>Total 2024 Investment: \$882,500*</b>	
Funding for employee retention and recruitment/annual merit (~\$325,000)	Replacement of Public Works Radios (\$45,000) (I)
Replace IT network components (\$70,000)	Replace Tasers for police department (\$20,000 yr 3 of 5)
Replace Body/In-car Cameras for Police (\$53,000 yr 2 of 5)	Initiatives to promote and enhance diversity, equity and inclusion (DEI) throughout the organization and the community. (\$10,000)
Replacement of (4) front line patrol fleet vehicles (~\$137,500)	DirectionFinder Survey (\$17,000) (E) (S)
Asset Management Software/Tablets (\$40,000) (I) (S)	City Hall/PPD Facility Improvements (\$40,000)
Exhaust Fans in Public Works Facility (\$35,000)	Mental Health Co-Responder Program (\$90,000)

\*In addition to General Fund salaries, benefits, contractual and commodity expenses.

Sustainability: Mission is a leader in sustainability which has created a resilient and adaptable city by reducing our carbon footprint in both City operations and across our community. <b>Total 2025 Investment: \$425,750</b>	
Preservation and enhancement of urban tree canopy (\$50,000) (P)	Johnson Drive Native Plantings Maintenance (\$25,000) (S) (E)
Business Recycling Program (\$9,000) (E)	FCIP Improvements – annual debt service (\$251,750) (M)(P)
Participation in Renewables Direct program (~\$50,000 annually)	Bike Share Program (\$40,000) \$\$ (E)

Economic Development: A diversified and robust civic and business community with a thriving downtown – a city where all you desire on a weekly basis is only a walk or a bike ride away (15 min city). <b>Total 2025 Investment: \$135,000</b>	
Business Improvement Grant Program (BIG) (\$45,000)	Mission Magazine (\$45,000)
Mission Business Support (\$45,000)	



# How do you stay connected?

## In person (Virtual)

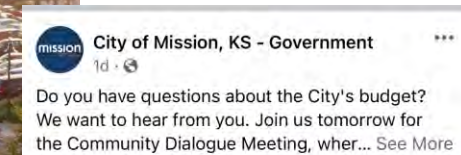
- Participate in public meetings
- Visit [missionks.org](https://missionks.org) for full calendar

## By email

- Sign up for Mission Monthly emails
- Visit [missionks.org](https://missionks.org) search “Mission Monthly”

## On social media follow:

- @CityofMissionKS
- @MissionKSParksRec
- @MissionKSMarket
- Facebook, X, Instagram





**Budget/Revenue Neutral Public Hearings and Budget Adoption**  
**August 21, 2024**  
**7:00 pm**  
**Mission City Hall**