



2017 Budget & CIP



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CITY OF MISSION, KANSAS

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Steve Schowengerdt

City Council

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Pat Quinn
Tom Geraghty

Ward II

Arcie Rothrock
Nick Schlossmacher

Ward III

Debbie Kring
Kristin Inman

Ward IV

Suzanne Gibbs
Ron Appletoft

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Assistant City Administrator/Finance Director: Brian Scott
City Clerk: Martha Sumrall
Municipal Judge: Keith E. Drill
Police Chief: Ben Hadley
Parks & Recreation Director: Christy Humerickhouse
Public Works Director: John Belger

Attorney

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Treasurer

Donald Chamblin

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Introduction



City of Mission 2017 Annual Budget

About Mission

Size and Location

The City of Mission is located in northeastern Johnson County, Kansas, a suburban area of the Kansas City metropolitan area. The City lies adjacent to a major transportation corridor, Interstate 35, and is accessible to the entire metropolitan area. The City has a population of approximately 9,516, and covers an area of approximately 3.0 square miles, of which nearly 100% is developed.

Government and Organization of the City

The City of Mission was incorporated in 1951 and became a City of the Second Class in 1959.

The City operates under a non-partisan Council/Mayor form of government with a City Administrator. The Council is comprised of eight members elected from four wards, with equal representation from each ward. Each ward elects two Councilmembers to four-year terms. The Council is responsible for all policy-making functions of the City.

The City Administrator is appointed by the Mayor and Council and serves as the chief administrative officer of the City. The City Administrator is responsible for the implementation of policies adopted by the Council. The City Administrator is also responsible for all personnel and may advise the City Council on accepted public administration practices, legislation and public policy.

The City has adopted a Personnel Policy Manual and a pay scale system (based on pay-for-performance). The City offers a comprehensive and competitive benefit package for eligible employees. The City does not recognize any unions for the purpose of collective bargaining.

Educational Facilities

The City lies within Unified School District No. 512 (Shawnee Mission), which is divided into five attendance areas. There are a variety of parochial and private schools in and around the City that provide options for local residents.

Residents of the City also enjoy access to a number of higher education opportunities in the Kansas City metropolitan area. Johnson County Community College, University of Kansas Regent's Center, and the University of Missouri-Kansas City are all large public institutions offering a variety of associate to doctoral degrees and are located within minutes of City limits. A number of smaller private colleges are also located nearby.

Medical and Health Care Facilities

The City has access to a wide variety of healthcare services throughout the Kansas City metropolitan area. Shawnee Mission Medical Center, the University of Kansas Medical Center, and St. Joseph's Hospital are large full-service hospitals located within three miles of the City. Emergency medical services are provided by Johnson County Med-Act, a program administered by Johnson County. Med-Act responds to all types of medical emergencies and has medical vehicles based at the fire station within the City. In addition to medical services available in surrounding communities, the City is also home to doctors and dentists representing a wide variety of medical specialties.

Public Utilities

Kansas City Power & Light supplies electricity to the City and Kansas Gas Service provides natural gas. Local telephone service is provided by AT&T, SureWest Communications, or Time Warner. Water services are provided by Water District No. 1 (WaterOne), a quasi-municipal corporation. Sewer service is supplied by the Johnson County Unified Wastewater District, a separate governmental agency organized and governed by the County's Board of County Commissioners.

Police and Fire Protection

The City provides police protection to its residents. There are currently 29 full-time commissioned officers authorized in the Department. The department utilizes 10 fully equipped police vehicles with 24-hour dispatching service.

Johnson County Consolidated Fire District No. 2 (the "Fire District") provides fire protection to residents of the City and the majority of northeastern Johnson County. The Fire District is a separate and distinct governmental entity not under the direct control of the governing bodies of the municipalities it serves. The Fire District operates three stations, with one located in the City.

Recreational and Cultural

The City offers a variety of recreational opportunities to its residents. There are seven public parks maintained by the City encompassing a total of 30 acres. Most parks are equipped with picnic tables, playground equipment, walking trails, and parking facilities. Some parks contain baseball/softball diamond, tennis courts and shelters. Numerous activities and sporting clubs are available through the Johnson County Parks and Recreation Commission. Additionally, the 80,000+ sq. ft. Sylvester Powell, Jr. Community Center offers indoor swimming, fitness programs and classes as well as outstanding meeting and special event space.

The Kansas City metropolitan area is home to many nationally recognized attractions, including the Country Club Plaza, the Kansas City Zoo, the Nelson Atkins Museum of Art, and Starlight Theater, among others. Professional sports teams include the Kansas City Chiefs football team, the Royals baseball team, and the Sporting KC major league soccer team. The Kansas City Symphony, Lyric Opera, and the State Ballet of Missouri present annual season.

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Economic Outlook

Business

Business within the City consists primarily of retail trade and professional services. Four large shopping centers and the Downtown District surrounding the Johnson Drive corridor form the foundation of Mission's retail trade. A full-service grocery store, a number of downtown boutiques, and a wide variety of restaurants serve the needs of many residents of the City and surrounding communities.

The City is home to numerous small to medium-sized office buildings that serve as homes to professional service providers, including doctors and dentists. Financial services, such as insurance companies, banks, and accountants, are also well represented among the City's businesses. In addition, the City is adjacent to the major transportation corridors of Johnson Drive, Shawnee Mission Parkway and Interstate 35.

The daytime population of the City is approximately 15,000 as a result of the large number of people who come into the City to work, conduct business, and shop. These individuals work in a variety of businesses, most of which are retail.

Johnson Drive consists of approximately two miles of retail and commercial developments that have been established for several decades. Other employers include laboratories, the Shawnee Mission Post Office and Distribution Center, Johnson County offices, State of Kansas Drivers License Bureau, a number of restaurant and fast food establishments, grocery chains and a host of other service providers.

Economic Development

Despite being landlocked and nearly 100% developed, the Governing Body continues to focus on ensuring that the City's economic environment remains healthy through redevelopment and business retention. The City continues to facilitate and encourage redevelopment and investment throughout the community by using its comprehensive master plan to attract and secure development that is consistent with the community's design guidelines and standards.

Development continued or completed on a number of key redevelopment projects within the City in 2014. Cornerstone Commons, located on the south side of Johnson Drive between Broadmoor and Barkley, was completed in the fall. It added a Natural Grocer, office space, and more restaurant choices in multiple one- and two-story buildings within Mission's West Gateway. The Mission Crossing development, at 61st and Metcalf, continues to attract tenants; and construction of the project's second phase, the three-story Welstone senior independent living facility, was completed in January 2016.

In November 2014, Mission completed the comprehensive redesign and reconstruction of downtown Johnson Drive. The street and all features were replaced on Johnson Drive between Nall and Lamar Avenues. In addition to utility infrastructure upgrades and full-depth street reconstruction, the project also included an updated pedestrian friendly design featuring new sidewalks, seat walls, enhanced landscaping and decorative streetlights. The \$10.8 million project benefited from Johnson County CARS funding, federal STP grant funds, and a reimbursement from Johnson County Wastewater.

Major Employers

<u>Employer</u>	<u>Product or Service</u>	<u>Employees</u>
AT&T	Telecommunications	677
ScriptPro	Pharmaceutical automation / robotics	500
Hy-Vee Food Stores	Grocery and retail	275
U.S. Post Office	Federal government and services	250
Entercom Kansas City	Radio broadcasting	250
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Comprehensive Plan

The Mission City Council has adopted a Comprehensive Plan that contains detailed guidelines for future development and redevelopment throughout the City. The Planning Commission reviews the plan annually.

By state statute, the Comprehensive Plan is required as a guide for “orderly city development to promote the health, safety, welfare and convenience of the people of a community.” As a vibrant city committed to good planning, however, Mission reviews and updates its comprehensive plan for more than just legal requirements. Continual review and discussion allow the City to actively plan for an ever-evolving, vibrant community. The City’s Comprehensive Plan update goes further than the statutory minimum: it promotes a true “Vision” for the people of the Mission community. The *Mission Comprehensive Plan* helps define how community vision for revitalization can be extended citywide, and how the Mission community is redefining and adapting the “big ideas” of mixed use development and multimodal transportation. The Plan also presents action plans and recommendations not only for the central core business districts of Mission, but also citywide within its neighborhoods.

City of Mission 2017 Annual Budget

Budget Adoption Process

Policy

It is the policy of the City Council to plan for the orderly operation of the City by the adoption of an annual budget of all anticipated revenues and expenditures according to K.S.A. 79-2929 et. Seq.

Responsibilities

The City Council is responsible for adopting an annual budget for all funds for which the City is responsible.

The City Administrator is responsible for recommending a balanced budget to the Council for adoption.

The Finance Director is responsible for establishing the budget schedule; evaluating department requests; estimating revenues, expenses, and financial impacts of budget proposals; ensuring compliance with applicable state budget laws; providing the Council with the information necessary for it to make responsible decisions; and administering the financial policies and procedures.

Budget Development Process

During the first quarter of each year, the Finance Director and the City Administrator establish the calendar for adoption of the annual operating budget for the following year. The calendar is designed to allow sufficient time for preparation of budget requests, public comment, staff and administrative review, Council consideration, and publication and submission deadlines established by statute. All dates are to be considered mandatory deadlines unless otherwise modified by the City Administrator.

The Finance Director shall issue budget forms and instructions to departments in early April. All departments shall submit their budget requests according to the schedule and instructions.

The Finance Director will review and evaluate the budget requests, and assist the City Administrator in formulating a budget to be recommended to the Council. Departments shall be prepared to fully explain and justify their requests to the City Administrator.

The City Administrator will formulate a recommended budget and submit it to the Council for consideration. The Council will meet in work sessions and committee meetings to consider and discuss the budget. The Council may invite officials,

departments, and agencies to present additional information or justifications concerning their requests.

After review by the Council and action to set a public hearing date, the Finance Director will publish the proposed budget and notice of public hearing in the City's official newspaper. The public hearing shall be scheduled at least 10 days after the publication of the proposed budget, but no later than August 15th, in accordance with the statutes.

The Council will hold a public hearing on the date and at the time specified in the publication for the purposes of hearing taxpayer questions and comments concerning the proposed budget. The public hearing may or may not be scheduled on the same date as formal adoption of the budget.

The Council shall adopt an annual budget and the Finance Director will file it with the County Clerk on or before August 25th. The mill rate that is set as part of the annual budget will be applied by the County Clerk to the assessed value of property within the City to calculate individual property tax bills that are sent in November and collected and remitted to the City in January.

The fiscal year begins on January 1st.

City of Mission 2017 Annual Budget

Financial Structure

Basis of Presentation

In determining the agencies or entities which comprise the City for financial reporting purposes, the criteria of oversight responsibility over such agencies or entities, special financing relationships and scope of public service provided by the agencies or entities is used. Oversight responsibility is determined by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations and accountability for fiscal matters. Based on these criteria, there are no other agencies or entities which should be included in the financial statements of the City.

The accounts of the City are organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, equities, revenues, and expenditures. The various funds are grouped by type in the financial statements. Within each fund type exists one or more funds. The following fund types and account groups are used by the City.

Fund Structure

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (other than those in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position. The following are the City's governmental fund types:

- **The General Fund** is the principal fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are financed through revenues received by the General Fund.
- **Capital Project Funds** are used to account for financial resources segregated for the acquisition or construction of major capital facilities/infrastructure.
 - Capital Improvement Fund.
- **Special Revenue Funds** are used to account for revenues derived from specific taxes, governmental grants or other revenue sources which are designated to finance particular functions or activities of the City.
 - Storm Water Utility Fund

- Transportation Utility Fund
- Street Sales Tax Fund
- Parks and Recreation Sales Tax Fund
- Special Highway Fund
- Special Alcohol Fund
- Special Parks and Recreation Fund
- Solid Waste Utility Fund
- Mission Convention and Visitor's Bureau Fund
- Mission Crossing TIF/CID Fund
- Cornerstone Commons CID Fund
- Rock Creek Drainage District Fund #1
- Rock Creek Drainage District Fund #2

Basis of Accounting

The modified accrual basis of accounting is utilized by all governmental and agency fund types. Under the modified accrual basis of accounting, revenues are recorded as collected unless susceptible to accrual, i.e. amounts measurable and available to finance the City's operations or of a material amount and not received at the normal time of receipt. Significant revenues which are considered susceptible to accrual include delinquent property taxes (on the basis of amounts expected to be collected within 60 days of year-end); sales, utility and franchise taxes; interest; and certain State and Federal grants and entitlements. Expenditures, other than interest on long-term debt, are recorded when the liability is incurred. The City has implemented GASB 34, which will use the accrual basis in some financial statements.

In applying the susceptible-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, funds are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if susceptible-to-accrual criteria are not met.

Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

Budgetary Basis and Ending Cash Position

The final budget adopted by the City Council must be a balanced budget, where total resources equal total obligations. The State Budget Law prohibits a budget which projects spending in excess of available resources. The Budget Law further prohibits unappropriated balances in funds supported by general tax levies. The City's budget is prepared on the modified accrual basis and assumes that prior year's ending cash balances will be fully utilized to balance the budget.

While the Fund Balance is not an annual source of revenue to fund operations of the City, year-end carryovers are used to fund future year operating and capital budgets. It is critical that adequate fund balance reserves are kept to meet unexpected operating or capital demands and to cover any unanticipated revenue shortfalls. The State Budget Law requires that budgeted ending fund balances be zero. However, revenue estimates are conservative and the City does not expect to expend budgeted reserves. Therefore, the City expects to finish the budget year with a fund balance.

Encumbrances, which represent purchase orders, contracts, and other commitments, are treated as budgetary expenditures in the year incurred.

Additional Considerations

In order to insure that Kansas public agencies will conduct their financial affairs in a fiscally responsible manner, the State Legislature enacted a cash-basis law in 1933 (K.S.A. 10-1101 to 10-1122) which makes it unlawful for the Governing Body of any municipality to create any indebtedness in excess of the amount of funds actually on hand in the treasury of such municipality at the time for such purpose, or to authorize the issuance of any order, warrant, or check or other evidence of indebtedness of such municipality in excess of the funds actually on hand in the treasury of such municipality at the time for such purpose. The essence of the cash basis law is to prohibit municipalities from spending more than they receive annually in operating revenues, and to prevent the issuance of short-term debt to cover operating expenditures.

The Kansas Statutes and the Director of Accounts and Reports provide for municipal record keeping in conformance with the cash-basis and budget laws of the State of Kansas. Separate funds are maintained for specific purposes and projects in accordance with state law, the State Division of Accounts and Reports, Department of Administration, bond covenants, tax levies, commitments for grants and ordinances and resolutions passed by the City Council. Revenues and expenditures are accounted for and an annual report produced showing revenues received, encumbrances and expenditures against budgeted revenues and expenditures.

Annual audits of the City's financial records are performed by a firm of certified public accountants in accordance with generally accepted auditing standards. The annual audit is filed with the State Division of Accounts and Reports.

2017 Budget Summary



The Honorable Mayor and City Council of the City of Mission, Kansas:

The City of Mission Leadership Team is pleased to present the 2017 budget. It is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position.

Each year we identify and account for potential threats and opportunities to the budget. These may stem from economic trends, legislative action, the public, the City Council, or professional staff. The following issues were discussed in the development and adoption of the 2017 Budget:

- Balancing service delivery/operating needs with infrastructure investment
- Appropriately funding facility and equipment needs
- Employee health/welfare and retirement expenses that outpace inflation
- Implementing more aggressive cost recovery goals for the Community Center
- Leveraging redevelopment opportunities city-wide
- Managing legislative impacts, including a property tax lid effective January 1, 2017

2017 Recommended Budget

The City of Mission's budget covers the period of January 1st through December 31st. The entire budget is made up of more than a dozen individual funds totaling \$23.7 million for 2017. Most of the annual budget discussions focus on the City's General Fund and funds tied specifically to capital infrastructure investments. These include the Capital Improvement Fund, the Stormwater Utility Fund, the Transportation Fund, the Street Sales Tax Fund, the Special Highway Fund, the Special Parks Fund, and the Parks & Recreation Sales Tax Fund.

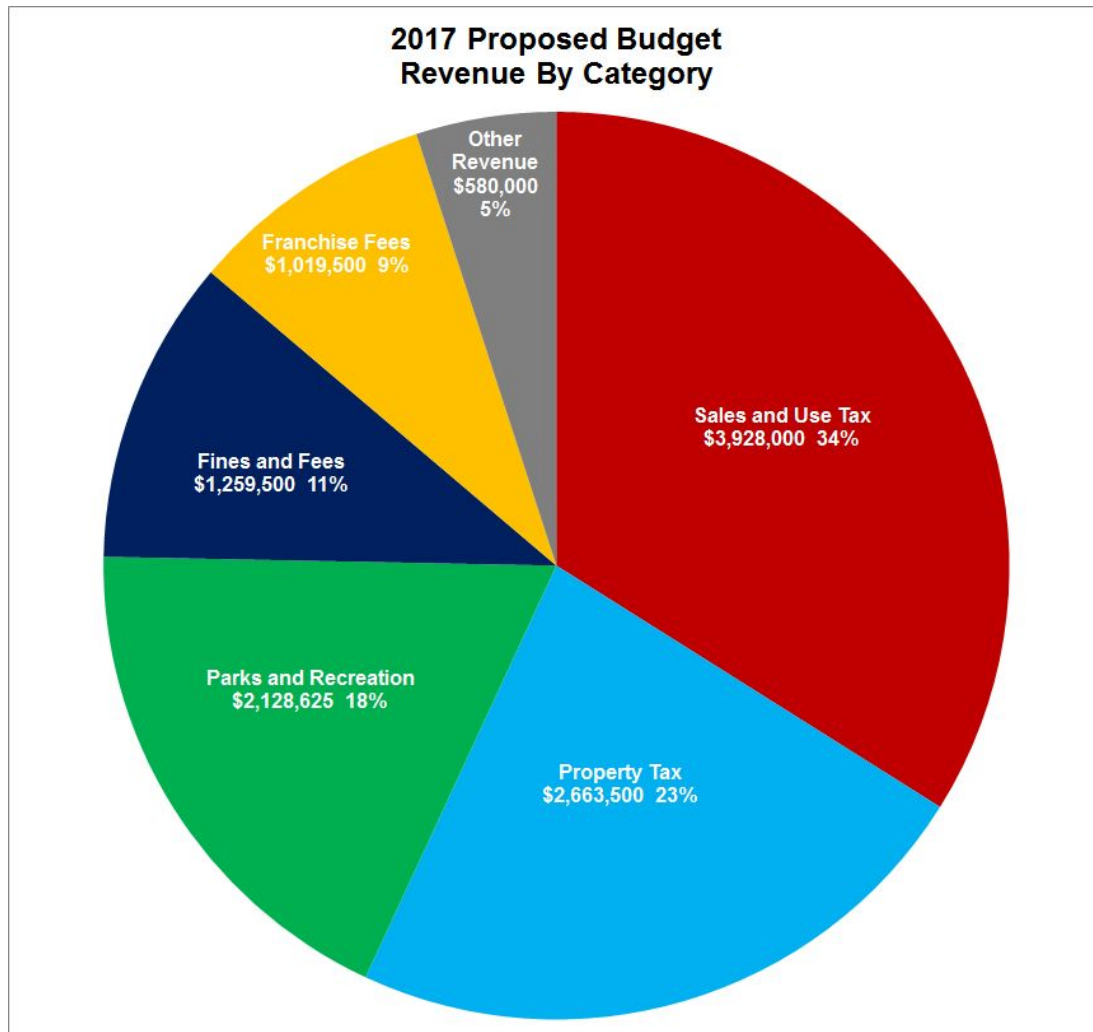
General Fund

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, and Administration. This is an operating budget, focused primarily on revenues coming and going in a particular fiscal year. There are four primary revenue streams that support the General Fund budget: sales/use taxes, property taxes, fines and forfeitures, and parks and recreation revenues. Altogether, these revenues make up 80-85% of the annual General Fund budget resources. Fluctuations in these revenue streams impact how the City is able to pay for and maintain core services.

Revenue Highlights

Total estimated revenues in the 2017 General Fund budget are \$11.5 million. Revenues increased by 5.09% between 2016 and 2017. While there are shifting trends among revenue categories (sales taxes, fines, community center), no one revenue stream demonstrates increases sufficient to keep pace with

inflation, increases in personnel costs, or ongoing capital equipment and facility needs.



The 2017 Recommended Budget maintains the mill levy constant with 2016, and does not include any increases in fees or taxes collected by the City. Of the total estimated mill rate (18.225 mills), 11.225 mills will support General Fund operations with revenue generated by the remaining 7 mills (\$925,000), transferred to the Capital Improvement Fund to support the street maintenance program.

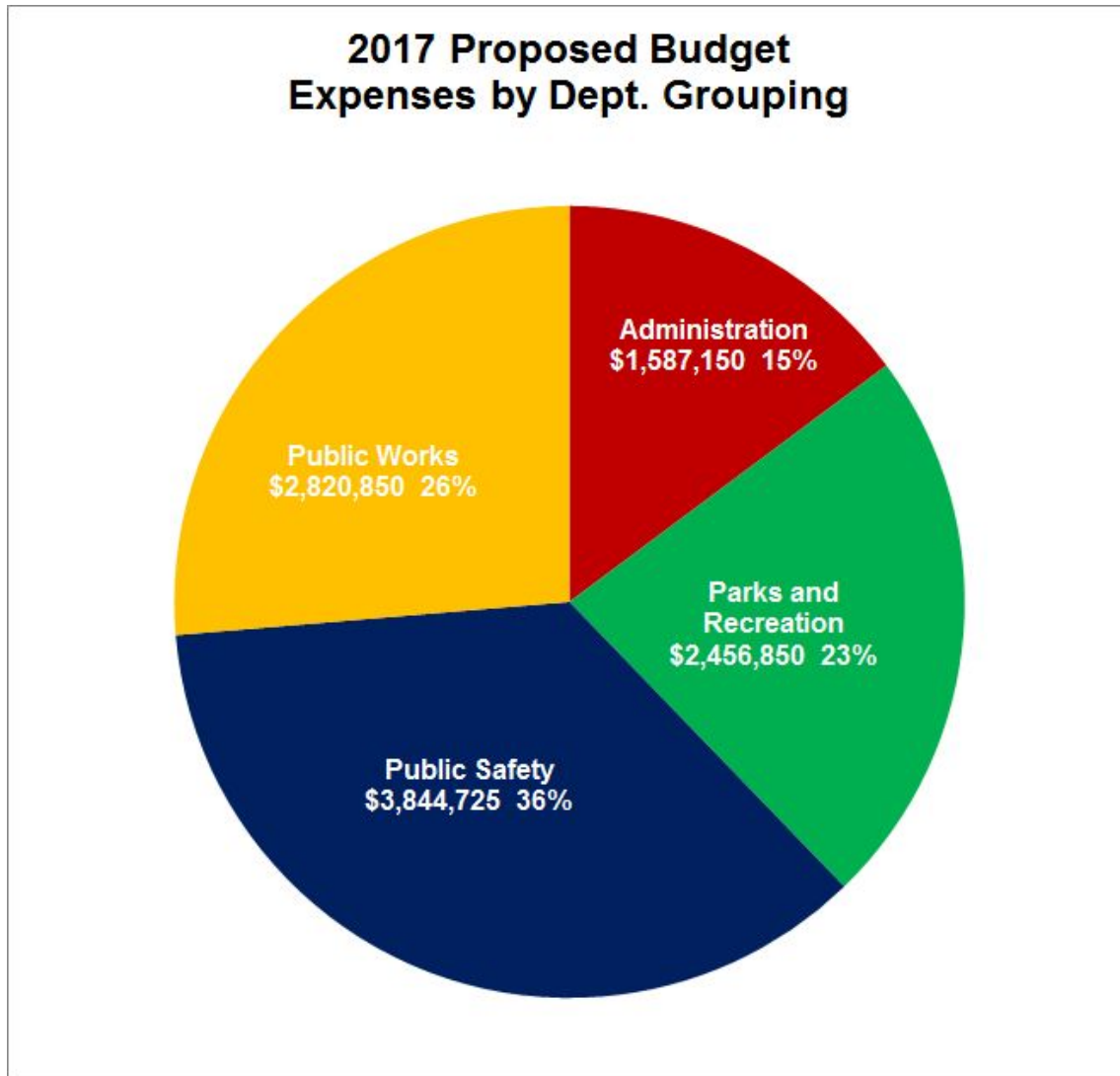
Expenditure Highlights

Each year there are many options and alternatives to consider in order to balance the budget. Even though the 2017 Budget presented no immediate challenges, any and all of the following were considered during the development of a recommended budget:

- Eliminating budgeted staff positions/freezing salaries
- Delaying the purchase of capital equipment
- Eliminating/reducing “non-essential” budget items
- Privatizing or outsourcing services to achieve efficiencies or economies of scale

The 2017 Recommended General Fund expenditures are estimated to increase 8.38% from the 2016 Budget, including transfers. The primary expense drivers are capital equipment purchases and leases,

which have increased as a result of deferrals in prior years. The 2017 General Fund Expenditures by Department are detailed in the graph below:



Personnel

The largest expenditure category in the General Fund is Personnel Services. Budgeted at \$6.58 million, these costs represent approximately 60% of the General Fund budget. The 2017 Recommended Budget includes sixty-eight (68) full-time employees, representing no increase over the previous year.

Contractuals/Commodities

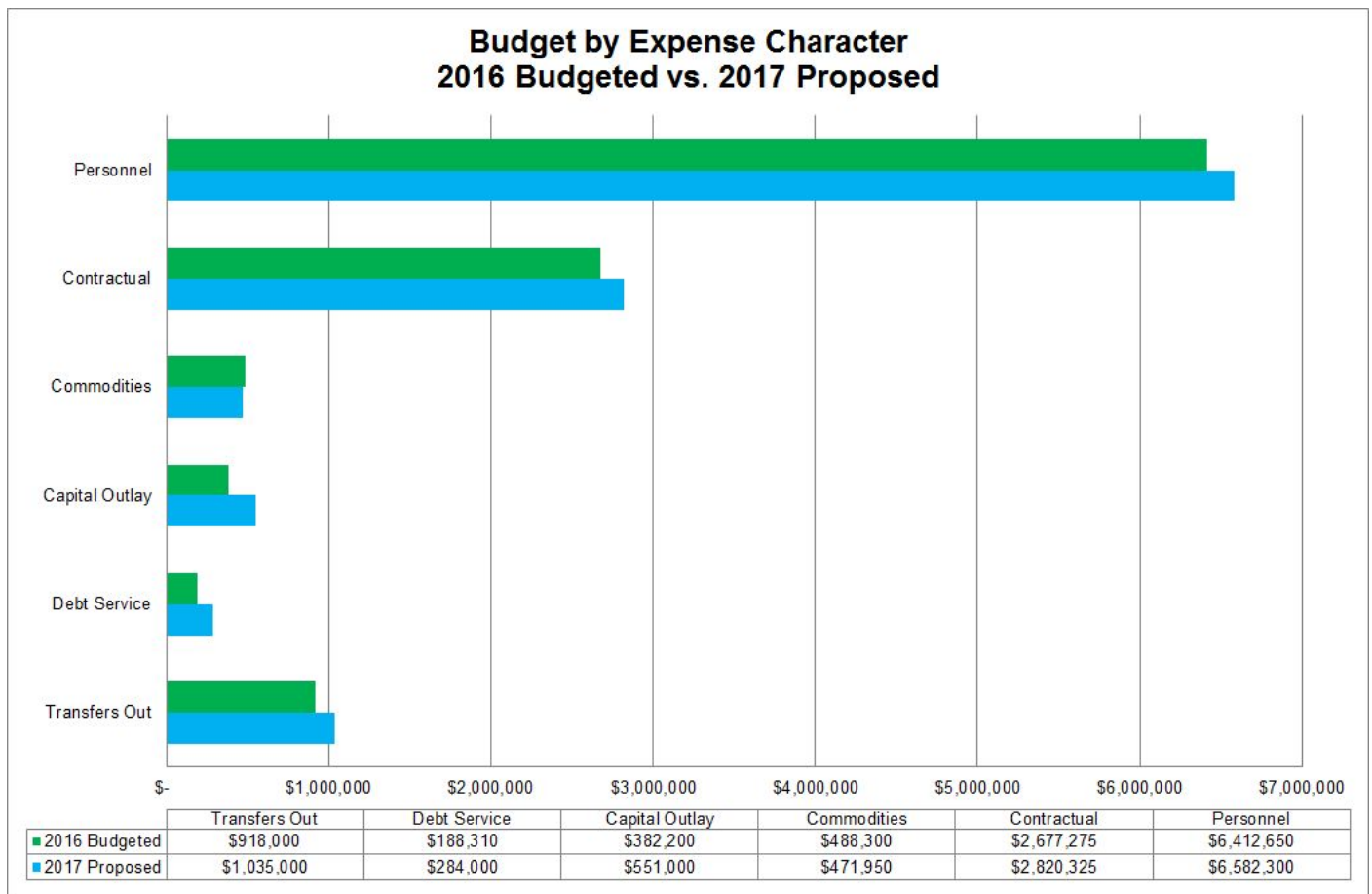
Contractual services and commodities make up the next largest share of the General Fund expenses, accounting for a combined total of approximately \$3.3 million in 2017. Contractual services are things provided or secured through contracts with others, including utilities, legal services, engineer/architect services, prisoner housing, and maintenance/operation of traffic signals. Commodities are consumable goods such as fuel, salt, program supplies, etc. Careful management of the departmental budgets provides for controlled expenditures in both of these categories.

Capital/Debt Service

The 2017 Budget includes funding for all current lease-purchase obligations for capital equipment, such as streetlights, police vehicles and the street sweeper. Capital expenditures reflect purchases which will be made outright, and are based on vehicle and equipment replacement schedules maintained by each Department.

Transfers

Transfers are used to support programs and activities budgeted in other funds. The 2017 budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$925,000 for street maintenance. A transfer in the amount of \$85,000 is also included, and represents the transfer to the Solid Waste Utility Fund to subsidize a portion of the residential trash service contract.



The 2017 Recommended Budget, accomplishes a number of Council goals and objectives, and includes the following policy assumptions:

1. Holding the mill levy rate constant (18.225 mills). 11.225 mills will be used to support General Fund operations and revenue from the additional 7 mills will be transferred to the Capital Improvement Fund to support the street maintenance program.
2. Maintaining a General Fund balance of no less than \$2.25 million. The City's goal for reserve funds is 25% of total General Fund revenues. To reach that goal, the City would need to have a General Fund balance of approximately \$2.8 million.
3. Maintaining the Solid Waste Utility Rate at \$13.59 per month for single-family property owners.

An estimated transfer of \$85,000 from the General Fund subsidizes single-family residential trash service which is billed at a rate of \$15.79 per month per home from Deffenbaugh.

4. Continuing the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 100% of total city mill excluding special assessments, and 50% rebate of the solid waste utility fee. Current rebate program costs are budgeted at \$25,000.
5. Establishing a transfer to create a facility/equipment reserve fund (\$250,000).
6. No new positions, and a 3% merit pool for employee performance.
7. Funding for a city-wide classification and compensation study/update (\$25,000).
8. Adding \$20,000 requested by the Tree Board to develop a tree maintenance and replacement program for City-owned properties.
9. Increasing funding for the Business Improvement Grant (BIG) Program from \$27,000 to \$35,000.
10. Including a Park Maintenance budget of \$15,000 in the Public Works Department, in direct response to recommendations outlined in the Parks and Recreation Master Plan.
11. Continuing to move the cost recovery goal for the Community Center toward 100% of operating costs, excluding capital.
12. Funding for the highest priority capital equipment purchases for each Department, including deferred IT hardware and software upgrades.
13. Funding for replacement of the financial management system (originally budgeted in 2014).

In order to achieve these goals/objectives some trade-offs were required. Most notably, the 2017 Recommended Budget is presented with annual expenditures exceeding revenues (\$390,450) which reduces the fund balance from 26% to 21%. For the second year in a row, we added significantly (approximately \$400,000) to the General Fund fund balance, and at the end of 2015, we exceeded the Council's fund balance policy.

We accomplished the rebuilding several years ahead of projections. While not sustainable in the long term, using a portion of the fund balance helps to relieve pressure among competing priorities in the 2017 Budget and potentially for future years. It should be noted that the projected ending fund balance is equivalent to approximately three (3) months of operating expenses; a commonly recognized standard in municipal government.

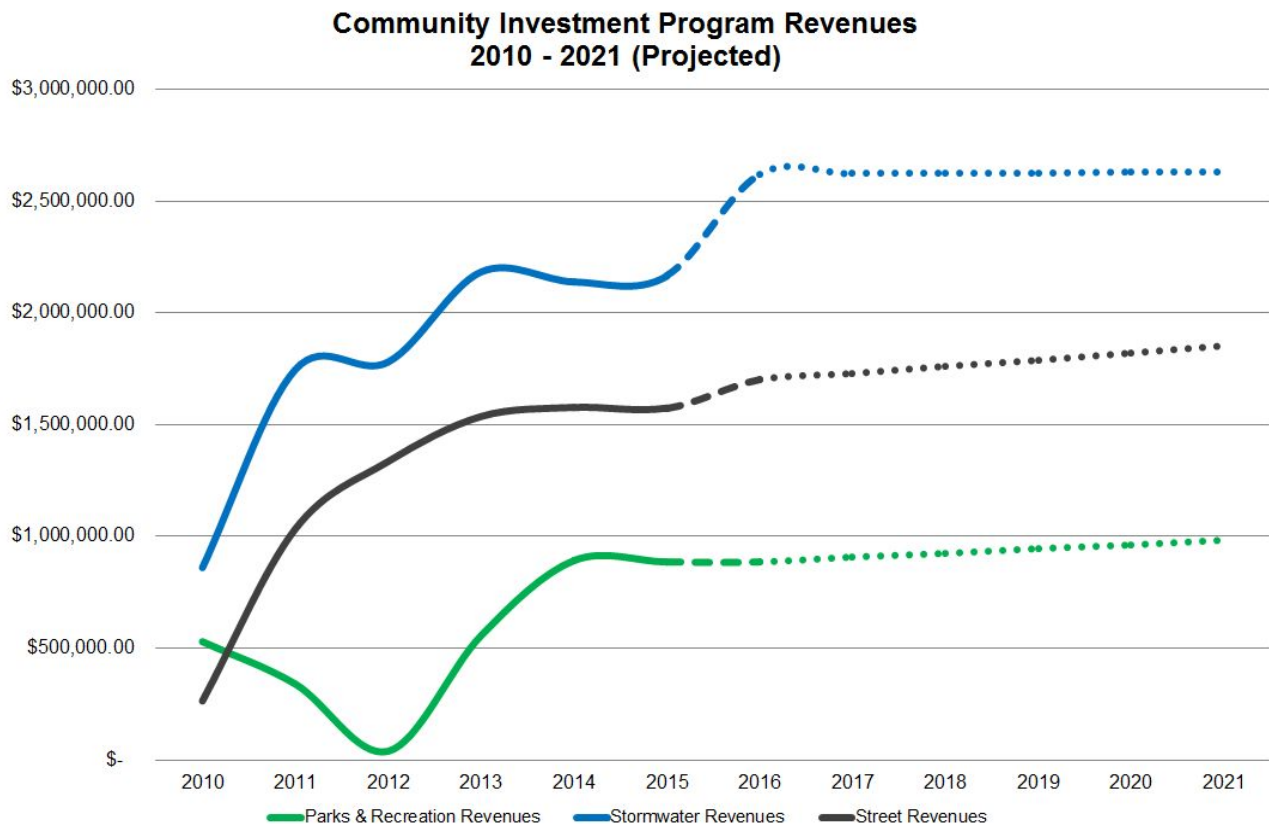
While the outlook in the General Fund is much improved, there are still a number of deferred technology, equipment and facility needs that will need to be addressed over the next several years.

Community Investment Program (CIP)

Much of the progress in the General Fund is due to conscious steps taken over the last 10-12 years to address infrastructure challenges. Implementing dedicated revenue streams for capital infrastructure investment has allowed the City to make progress on identified needs including:

- Stormwater Utility Fees
- Transportation Utility Fees
- Property Tax Revenues
- Sales Tax Revenues
 - ¼-cent Dedicated Street Sales Tax
 - ⅜-cent Dedicated Parks & Recreation Sales Tax
- Drainage District Revenues

These revenue streams are used to build a multi-year Community Investment Program (CIP) focused around three primary program areas: streets, stormwater and parks and recreation. A summary of available program revenues in each program area from 2010 through 2021 is included in the graph below.



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. Projects of this type are managed in the CIP as part of the annual budget process. A CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule of capital projects for a five-year period of time.

The goal of Mission's 2017-2021 Community Investment Program (CIP) is to forecast future public improvements and facilities in the City and to provide data concerning need, cost, timing, funding sources, budget impacts and alternatives. The goal is pursued with the following objectives.

Capital Improvement Plan/Program Objectives

- Integrate the CIP into the Annual Budget in order to provide a comprehensive financial plan for accomplishing the goals of the City.
- Leverage City resources against available federal, state and county funds in such a manner that the present and future citizens of Mission will be provided with the highest level of services and facilities without adverse financial impacts in the future.
- Support decisions and actions that assist in maintaining the City's bond rating.

Last year, the City faced several challenges in the CIP, including the need to address a shortfall in stormwater revenues, as well as options to replace the Transportation Utility Fee (TUF). Ultimately, the City Council took several important steps with the 2016 Budget which are still relevant for 2017, including:

- Increased the stormwater utility fee by \$5/month/ERU to generate approximately \$450,000 in additional revenues in the Stormwater Fund. The impact on a single family property was \$60/year.
- Certified the special assessment/special benefit district at The Gateway site, generating \$600,000 annually over the next 20 years.
- Increased the mill levy in the General Fund by 7 mills, and dedicated all revenue to street maintenance and repair. (\$925,000 annually)

Because of magnitude of the City's infrastructure needs, these same issues continue to impact the 2017-2021 CIP. Highlights of the 2017-2021 CIP are discussed by program area below.

Street Program

When the current street maintenance program was established in 2010, the goal was to use approximately \$1.5-1.6 in locally generated funds to support a comprehensive street maintenance program. In the 2017-2021 CIP, streets are funded with three local revenue streams:

1. Special Highway funds (gas tax) distributed by the State (\$245,000 annually)
2. ¼-cent Sales Tax for Streets (\$550,000 annually)
3. 7 mills (\$925,000 annually)

The City does not have fund balances sufficient to cash flow large-scale projects. The current revenues are can support existing street-related debt service, approximately \$350,000 in chip seal and mill and overlay work on residential streets each year, and some other limited street maintenance activities. In 2017, the budget includes Phase I of the Foxridge project (51st to 56th Street), which will use Johnson County CARS funding to supplement the City's dollars.

Several factors which have the potential to significantly impact current and future street programs were not not be resolved at the time the 2017 budget was adopted. Those include:

- Decision on TUF, particularly the potential for repayment
- Outcome of County Sales Tax election slated for November 2016
- Decision on Gateway Development (impact on Street Sales tax)

As we wait for resolution on all or some of these factors, the City's discussions will surround how we want to define a preferred maintenance program and/or construction standards (**the what**), and how quickly it should be achieved (**the when**).

Stormwater Program

Over the last ten years, the City completed major stormwater improvements along the Rock Creek Channel, removing significant sections of private commercial properties from the 100-Year FEMA

Floodplain. Prior to the 2016 Budget, stormwater revenues essentially covered existing debt service only, providing no funds for new projects or system maintenance. Revenues to support this program are included in the Stormwater Fund and the Rock Creek Drainage District #1 and #2 Funds.

Similar to streets, there are a number of “unknowns” that also surround the Stormwater Program. Based on the potential fluctuation in revenues, the 2017-2021 Stormwater plan is very conservative, and does not include any major projects.

Parks & Recreation Program

The Parks & Recreation Program Plan addresses the capital infrastructure needs of the Sylvester Powell, Jr. Community Center, the Mission Family Aquatic Center (including debt service), eight (8) outdoor parks, and trails throughout our City. Revenues dedicated to this program are generated through a $\frac{3}{8}$ -cent parks and recreation sales tax and $\frac{1}{3}$ of the alcohol funds distributed by the State.

In 2015-2016, city officials, staff, citizens and a consultant team participated in the development of a Parks Master Plan. The Plan is the City’s first comprehensive guide to assist in resource allocation and decision-making related to the delivery of parks and recreation services. The Master Plan provides recommendations on how to maintain and enhance our parks, recreation facilities, and programs to meet public needs and expectations over the next 5-10 years.

Items of note in the 2017 Parks & Recreation Program Plan include funds to add a second slide to the MFAC (\$95,000) and completion of the sidewalk and parking lot repairs at the Community Center. The HVAC and mechanical system needs of the Community Center continue to be significant cost drivers in this program area.

Recommended Community Investment Program 2017-2021

When reviewing and considering the 5-year CIP, it is important to remember this is a planning document, designed to be fluid and flexible. The first year of the plan reflects the recommended capital budget for 2017. The remaining four years represent a schedule and estimate of future capital needs that may be funded given adequate revenues. The recommended 2017-2021 CIP includes the following policies and priorities:

1. Maintains the Stormwater Utility Fee at \$28.00 per ERU per month, to generate approximately \$2.5 million annually which is dedicated primarily to the repayment of existing stormwater debt service.
2. Maintains the current property tax mill rate of 10.500 mills in Rock Creek Drainage District #1 and Rock Creek Drainage District #2. These districts generates approximately \$95,000 in revenue which is transferred to the Stormwater Fund to support existing debt service.
3. Dedicates revenue generated from 7 mills levied in the General Fund (\$925,000) to support street maintenance activities.
4. Uses the $\frac{3}{8}$ -cent Parks & Recreation Sales Tax that generates approximately \$825,000 annually for debt service on the outdoor aquatic facility, facility and equipment maintenance at the Sylvester Powell, Jr. Community Center, and maintenance of the City’s outdoor park and trail amenities.

The 2017 Budget and 2017-2021 Community Investment Program (CIP) is primarily focused on maintaining the City’s existing high quality service levels and sound financial position, while also minimizing the tax burden on citizens. The City’s Leadership Team is grateful to the Mayor and City

Council for their many hours of work and focused attention throughout the development and adoption of the 2017 Budget.

Respectfully Submitted,

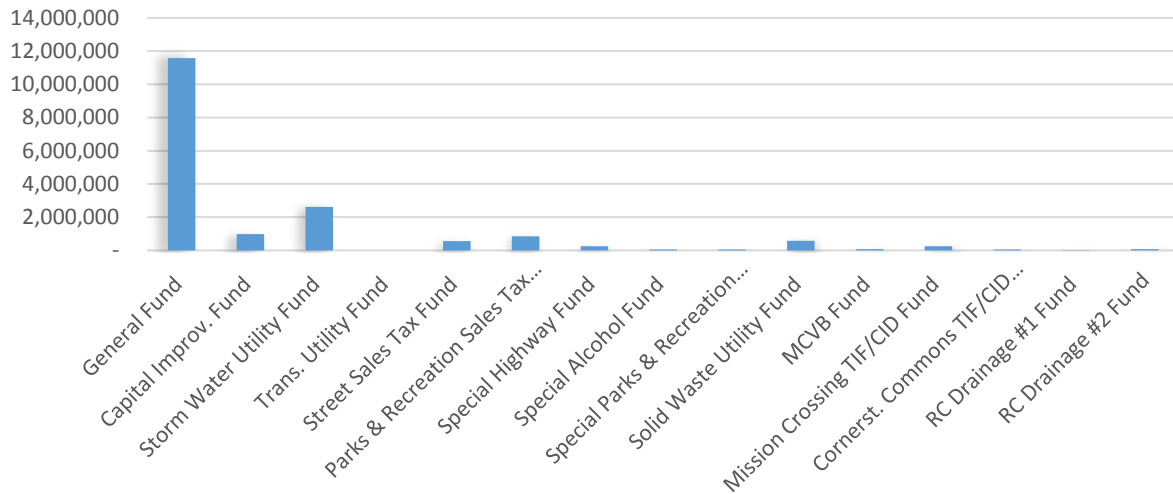
A handwritten signature in cursive script, appearing to read "Laura Smith".

Laura Smith
City Administrator

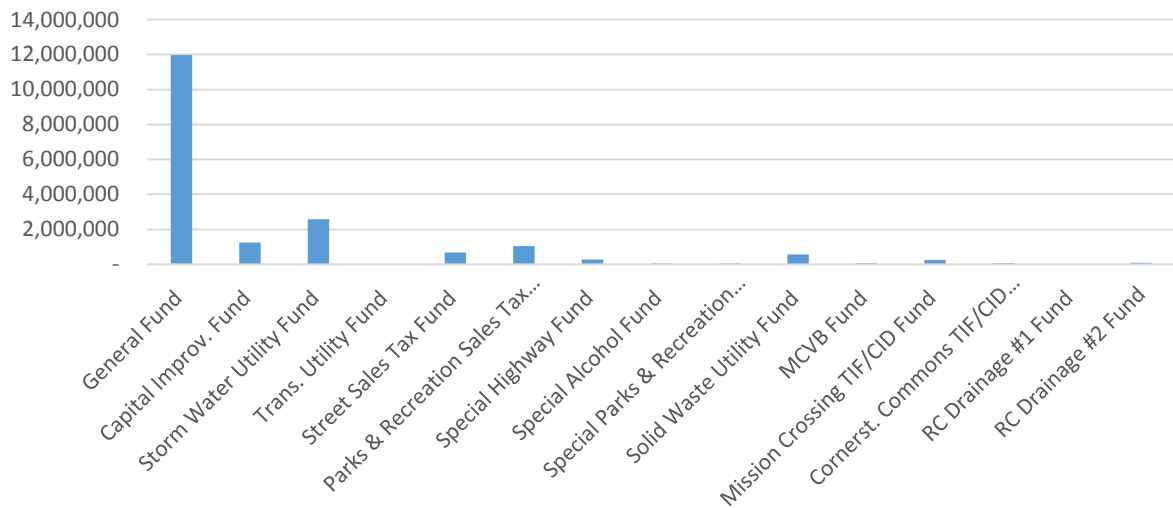
City of Mission 2017 Annual Budget

All Fund Summary

REVENUES FOR ALL FUNDS



Expenditures For All Funds



City of Mission 2017 Annual Budget

All Funds Summary

	General Fund	Capital Improv. Fund	Storm Water Utility Fund	Trans. Utility Fund	Street Sales Tax Fund	Parks & Recreation Sales Tax Fund	Special Highway Fund
BEGINNING FUND BALANCE	\$2,811,988	\$80,391	\$291,156	\$14,177	\$148,159	\$608,382	\$58,240
REVENUES							
Property Taxes	1,495,000	-	-	-	-	-	-
Property Taxes For Streets	925,000	-	-	-	-	-	-
Payment in Lieu of Taxes	-	-	-	-	-	-	-
Motor Vehicle Taxes	243,500	-	-	-	-	-	-
Sales and Use Taxes	2,740,000	-	-	-	550,000	850,000	-
Franchise Tax Fees	1,019,500	-	-	-	-	-	-
Transient Guest Tax	-	-	-	-	-	-	-
Licenses and Permits	150,650	-	-	-	-	-	-
Plan Review/Inspection Fees	200,000	-	-	-	-	-	-
Police Fines	1,259,500	-	-	-	-	-	-
Charges for Services	167,350	-	-	-	-	-	-
Bond/Lease Proceeds	-	-	-	-	-	-	-
Miscellaneous and Other	62,000	64,860	200	-	50	500	200
Intergovernmental Revenue	1,188,000	-	-	-	-	-	246,600
Pool Revenues	108,000	-	-	-	-	-	-
Community Center Revenues	2,020,625	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-
Solid Waste Utility Fees	-	-	-	-	-	-	-
Stormwater Utility Fees	-	-	2,530,000	-	-	-	-
Transportation Utility Fees	-	-	-	-	-	-	-
Transfers from Other Funds	-	925,000	88,000	-	-	-	-
TOTAL REVENUES	11,579,125	989,860	2,618,200	-	550,050	850,500	246,800
EXPENDITURES							
Personal Services	6,582,300	-	-	-	-	-	-
Contractual Services	2,821,825	-	-	-	-	-	-
Commodities	470,450	-	-	-	-	-	-
Capital Outlay	551,000	650,000	-	-	150,000	300,000	275,000
Debt/Lease Service	284,000	377,324	2,583,865	-	472,045	529,000	-
Contingency/Reserves/Trans.	250,000	220,000	-	-	50,000	220,000	-
Transfers to Other Funds	1,010,000	-	-	-	-	-	-
TOTAL EXPENDITURES	11,969,575	1,247,324	2,583,865	-	672,045	1,049,000	275,000
ENDING FUND BALANCE	2,421,538	(177,073)	325,491	14,177	26,164	409,882	30,040

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
\$25,223	\$11,665	\$8,790	\$52,660	\$ 26,587	\$ 66	\$423	\$6,409	
-	-	-	-	130,000	-	2,800	80,000	1,707,800
-	-	-	-	-	-	-	-	925,000
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	243,500
-	-	-	-	120,000	65,000	-	-	4,325,000
-	-	-	-	-	-	-	-	1,019,500
-	-	-	35,000	-	-	-	-	35,000
-	-	-	-	-	-	-	-	150,650
-	-	-	-	-	-	-	-	200,000
-	-	-	-	-	-	-	-	1,259,500
-	-	-	-	-	-	-	-	167,350
-	-	-	-	-	-	-	-	-
-	150	50	38,070	-	-	15	5	166,100
59,000	59,180	-	-	-	-	-	-	1,552,780
-	-	-	-	-	-	-	-	108,000
-	-	-	-	-	-	-	-	2,020,625
-	-	-	-	-	-	-	-	-
-	-	487,000	-	-	-	-	-	487,000
-	-	-	-	-	-	-	-	2,530,000
-	-	-	-	-	-	-	-	-
-	-	85,000	-	-	-	-	-	1,098,000
59,000	59,330	572,050	73,070	250,000	65,000	2,815	80,005	17,995,805
15,000	-	-	-	-	-	-	-	6,597,300
45,000	-	570,000	73,000	250,000	65,000	-	-	3,824,825
-	-	500	-	-	-	-	-	470,950
-	-	-	-	-	-	-	-	1,926,000
-	55,200	-	-	-	-	-	-	4,301,434
-	-	-	-	-	-	-	-	740,000
-	-	-	-	-	-	3,000	85,000	-
60,000	55,200	570,500	73,000	250,000	65,000	3,000	85,000	18,958,509
24,223	15,795	10,340	52,730	26,587	66	238	1,414	3,181,613

City of Mission 2017 Annual Budget

Summary of Revenue Sources

GENERAL FUND		
Description	Basis of Projection	Additional Information
Local Ad Valorem Property Tax	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on a projected assessed valuation in 2016 of \$131,977,269 (11.354 mills, with an additional 7 for street projects in the CIP).	The basis of this tax is the assessed valuation of taxable real and tangible personal property in each county and special taxing district. State law requires that all real and tangible personal property shall be assessed at fair market value. Property is classified into various classes and assessed at different percentages based on classification. Each individual government controls the tax levy set for its jurisdiction.
Delinquent Property Tax	Based on historical receipts.	The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.
City Sales Tax	Based on historical receipts and trends.	The City levies a 1% general sales tax on all nonexempt sales within the City.
Compensating Use Tax	Based on historical receipts and trends.	The compensating use tax is a sales tax placed on equipment, goods and materials purchased outside of a city or county for use in said city or county. Use Tax revenues attributed to purchases made by Mission residents or businesses are reimbursed to the City. This tax has a city and county component.
Countywide Sales Tax	Based on historical receipts and trends. This is the City's share of the countywide .6% sales tax.	The proceeds of the countywide sales tax are distributed by the State Department of Revenue based on the following formula: One half of all revenue collected within the County shall be apportioned among the County and cities in the proportion of each entity's total taxing effort in the preceding year relative to the

Countywide Sales Tax (cont.)		total taxing effort of all cities and the County in the preceding year. The remaining one half of the revenue shall be apportioned to the County and cities in the proportion each entity's population has relative to the total population of the County. The County share shall be calculated by the percentage of people residing in unincorporated areas.
Countywide Sales Tax - Public Safety	Based on historical receipts and trends. This is the City's share of the countywide .25% Public Safety sales tax.	The portion of the Countywide Sales Tax due to the passage of the Public Safety Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.
Countywide Sales Tax – Jail	Based on historical receipts and trends. This is the City's share of the countywide .25% Jail sales tax.	The portion of the Countywide Sales Tax due to the passage of the Jail Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.
Motor Vehicle Tax	Based on information received from the County.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.
Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer or drinking establishment. 70% of the taxes paid within the City limits are returned to the respective cities and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.

Franchise Fees	Based on historical receipts and trends.	The City levies a franchise tax of 5% of gross receipts from the electric, gas, cable, and telephone utilities operating within the City limits. Cable and telephone fees are generally driven by population and are relatively stable. Electric and gas fees are driven not only by population but also by weather, and may fluctuate more dramatically.
Licensing Fees	Based on department estimates and historical receipts.	Fees for business and liquor licensing.
Johnson County Plan Review and Inspection Fees	Based on department estimates.	The City contracts with Johnson County for building inspection and plan review services. Fees are collected based on the schedule established by the County.
Parks Special Event Revenues	Based on department estimates and historical receipts.	Fees for summer, winter and spring break camps at the Community Center.
Mission Family Aquatic Center Revenues	Based on department estimates and historical receipts and trends.	Annual memberships, daily admissions and concession sales at the Mission Family Aquatic Center.
Community Center Revenues	Based on department estimates and historical receipts and trends.	The governing body sets an annual self-sufficiency rate or goal for the department, which then establishes membership, rental and program fees at the Community Center.
Fines	Primarily court fines. Based on departmental estimates.	Fines are set by a combination of State law, municipal code and judge's actions.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Charges for Services	Based on historical receipts and trends.	Primarily made up of court costs and administrative expenses charged to North East Animal Control. Also includes weed and nuisance abatement fees.
Miscellaneous Revenue	Based on historical receipts and trends. Based on the nature of these revenues, it is difficult to make accurate estimates.	Various revenues of a miscellaneous nature including, but not limited to, copy fees, sale of books and maps, sale of fixed assets and various reimbursements.

STORMWATER FUND

Stormwater Utility Fee	Based on equivalent residential units (ERUs) of impervious surface on developed parcels within the City.	Equal to \$28 per month per ERU. This represents an annual charge of \$336/year for every single family property.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.

SPECIAL HIGHWAY FUND

Fuel Tax	Based on historical receipts and trends, and estimates provided by the League of Kansas Municipalities.	This is derived from a state tax on motor vehicle fuel and special fuel sales. The tax is apportioned to the County and cities based on statutory formulas. The city's portion is determined on a per capita basis.
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SPECIAL ALCOHOL FUND

Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within the City limits are returned to the respective cities and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.
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SPECIAL PARKS AND RECREATION FUND

Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by and club, caterer, or drinking establishment. 70% of the taxes paid within the City limits are returned to the respective cities and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.
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SOLID WASTE UTILITY FUND

Solid Waste Utility Fees	Established annually and collected on property tax bill. \$13.59/household/mo in 2016.	Fees for a portion of contractual trash services provided to all single-family residences.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased
Transfer from General Fund	Reviewed and established annually during the budget process.	General Fund supplement to utility fees collected per residential household.

CAPITAL IMPROVEMENT FUND

Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased
Interfund Transfers	Reviewed and established annually during the budget process depending on infrastructure or debt service needs.	Council may authorize transfers from other funds as allowed by state statute to support construction or debt service for capital improvement projects. Starting in 2016, 7 mills of revenue will be transferred into the fund annually.
Bond Proceeds	Not included in budget.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to capital projects.

TRANSPORTATION FUND

Note – The Transportation Utility Fee was not included in the 2016 or 2017 Budget.

Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased
Interfund Transfers	Reviewed and established annually during the budget process depending on infrastructure or debt service needs.	Council may authorize a transfers from other funds as allowed by state statute to support construction or debt service for capital improvement projects.
Bond Proceeds	Not included in budget.	Council may authorize the issuance of debt to finance capital improvement projects.

Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to street/transportation projects.
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STREET SALES TAX BOND FUND

Special City Sales Tax - Streets	Based on historical trends.	In December 2011, voters approved an additional .25% sales tax for street and infrastructure improvements. Sales tax sunsets in 2022.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Bond Proceeds	Not included in budget.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to street/transportation projects.

PARKS & RECREATION SALES TAX FUND

Special City Sales Tax - Parks & Recreation	Based on historical trends.	In November 2012, voters approved an additional .375% sales tax dedicated to parks and recreation programs and facilities. Sales tax sunsets in 2023.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Bond Proceeds	Not included in budget.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to parks and recreation projects.

2017 General Fund



City of Mission 2017 Annual Budget

General Fund Summary

	Actual 2015	Budget 2016	Budget 2017	% of Difference 2016 to 2017
<u>BEGINNING FUND BALANCE</u>	\$ 2,341,433	\$ 2,860,180	\$ 2,811,988	
<u>REVENUES</u>				
Property Taxes	\$ 1,300,360	\$ 1,335,000	\$ 1,495,000	11.99%
Property Taxes For Streets	-	833,000	925,000	11.04%
Motor Vehicle Taxes	159,066	160,118	243,500	52.08%
Sales/Use Taxes	3,078,281	2,730,000	2,740,000	0.37%
Franchise Taxes	1,009,649	1,050,000	1,019,500	-2.90%
Licenses and Permits	143,010	145,500	150,650	3.54%
Review/Plan Inspection Fees	247,902	150,000	200,000	33.33%
Police Fines	964,828	1,250,000	1,259,500	0.76%
Service Charges	510,404	200,000	167,350	-16.33%
Pool Revenues	104,545	107,000	108,000	0.93%
Community Center Revenue	1,780,144	1,793,125	2,020,625	12.69%
Intergovernmental Revenue	1,128,918	1,147,800	1,188,000	3.50%
Miscellaneous and Other	79,889	117,000	62,000	-47.01%
TIF/CID Proceeds	42,527	-	-	
Bond/Lease Proceeds	221,260	-	-	
Transfers In	25,518	-	-	
Total	\$ 10,796,303	\$ 11,018,543	\$ 11,579,125	5.09%
<u>EXPENSES</u>				
Personnel Services	\$ 6,088,062	\$ 6,412,650	\$ 6,582,300	2.65%
Contractual	2,464,837	2,677,275	2,821,825	5.40%
Commodities	398,717	488,300	470,450	-3.66%
Capital Outlay	414,167	382,200	551,000	44.17%
Debt Service	79,865	188,310	284,000	50.82%
TIF CID Payment	8,567	-	-	
Contingency/Reserve	178,340	-	250,000	
Sub Total for Expenses	\$ 9,632,556	\$ 10,148,735	\$ 10,959,575	7.99%
Transfers Out				
Storm Water Utility	\$ 560,000	\$ -	\$ -	
Capital Improvement Fund	-	833,000	925,000	
Solid Waste Fund	85,000	85,000	85,000	
Sub Total for Transfer Out	\$ 645,000	\$ 918,000	\$ 1,010,000	10.02%
Total for Expenses	\$ 10,277,556	\$ 11,066,735	\$ 11,969,575	8.16%
<u>DIFFERENCE</u>	\$ 518,747	\$ (48,192)	\$ (390,450)	
<u>ENDING FUND BALANCE</u>	\$ 2,860,180	\$ 2,811,988	\$ 2,421,538	
Percentage of Fund Balance to Revenues	26%	26%	21%	

City of Mission 2017 Annual Budget

Revenue Detail

	Actual 2015	Budget 2016	Budget 2017
<u>Property Tax</u>			
Real Estate Tax (General Property Tax)	1,296,911	1,320,000	1,475,000
Delinquent Real Estate Tax	3,449	15,000	20,000
Property Tax	1,300,360	1,335,000	1,495,000
<u>Property Tax for Streets (7 Mills)</u>	-	833,000	925,000
<u>Motor Vehicle Tax</u>			
Motor Vehicle Tax	156,487	158,291	240,000
Recreational Vehicle Tax	315	436	500
Heavy Truck Tax	1,687	1,391	3,000
Rental Excise Tax	-	-	-
Delinquent Personal Property Tax	577	-	-
Motor Vehicle Tax	159,066	160,118	243,500
<u>City Sales/Use Tax</u>			
City Sales Tax	2,163,877	2,200,000	2,200,000
City Use Tax	914,404	530,000	540,000
City Sales/Use Tax	3,078,281	2,730,000	2,740,000
<u>Franchise Tax</u>			
KCP&L	611,095	585,000	630,000
KS Gas Service	212,333	255,000	200,000
SBC Telephone	29,359	51,000	26,000
Sure West Telephone	6,872	-	4,000
AT&T (SBC) Video	60,392	62,000	64,000
Sure West Video	20,722	22,000	22,000
Time Warner Video	68,835	75,000	72,000
Google (New)	41	-	1,500
Franchise Tax	1,009,649	1,050,000	1,019,500
<u>Licenses and Permits</u>			
Occupational License	90,191	90,000	90,000
Public Works Permits	4,041	3,500	4,500
Rental License	29,792	40,000	35,000
Rental Inspection Fee	1,000	-	3,000
Tree Service License Fee	260	-	150
Sign Permit Fee	5,368	2,500	3,000
Land Use Fee	3,523	1,500	7,000
Liquor License	6,650	5,000	5,000
Operator/Solicitor/Massage License	2,185	3,000	3,000
Licenses and Permits	143,010	145,500	150,650

City of Mission 2017 Annual Budget

Revenue Detail

	Actual 2015	Budget 2016	Budget 2017
<u>Intergovernmental Revenue</u>			
County Sales/Use Tax			
County Sales Tax	592,431	605,000	631,000
County Use Tax	114,161	120,000	120,000
County Sales/Use Tax	706,592	725,000	751,000
County Sales/Use Tax - Jail			
County Jail Sales Tax	147,226	153,000	151,000
County Jail Use Tax	28,540	32,000	31,000
County Sales/Use Tax - Jail	175,766	185,000	182,000
County Sales/Use Tax - Pub Safety			
County Public Safety Sales Tax	147,224	153,000	151,000
County Public Safety Use Tax	28,520	32,000	31,000
County Sales/Use Tax - Pub Safety	175,744	185,000	182,000
Alcohol Tax	57,129	42,800	58,000
Other Intergovernmental Revenue	13,687	10,000	15,000
Total for Intergovernmental	1,128,918	1,147,800	1,188,000
<u>Plan Review/Inspection Fees</u>			
JoCo Building Permit Fees	164,142	98,000	125,000
JoCo Plan Review Fees	83,760	52,000	75,000
Jo Co Plan Review/Inspection Fees	247,902	150,000	200,000
<u>Police Fines</u>			
Fines	909,388	1,200,000	1,200,000
Parking Fines	5,006	4,000	7,000
Alarm Fines	425	500	500
Police Dept. Lab Fees	1,210	-	500
Fuel Assessment Fees	33,504	35,000	35,000
ADA Accessibility Fees	8,556	8,500	9,000
Motion Fees	6,440	1,500	7,000
Expungent Fees	300	500	500
Court Appointed Attorney	-	-	-
Police Fines	964,828	1,250,000	1,259,500
<u>Service Charges</u>			
Court Costs	126,898	121,000	130,000
On Line Convenience	4,017	5,000	4,000
Charge for Services	-	-	-
Animal License	-	-	100
Reimbursed Expenses	369,345	62,000	20,000
NEAC Administrative Cost Reimbursement	8,946	7,250	9,000
Nuisance Abatement Fees	1,199	4,500	4,000
Weed Abatement Fees	-	250	250
Service Charges	510,404	200,000	167,350

City of Mission 2017 Annual Budget

Revenue Detail

	Actual 2015	Budget 2016	Proposed 2017
<u>Miscellaneous and Other</u>			
Interest/Investments	1,937	2,000	2,000
Sale of Fixed Assets	46,000	40,000	40,000
Farmer's Market	-	-	5,000
Miscellaneous	31,952	75,000	15,000
Miscellaneous and Other	79,889	117,000	62,000
<u>Pool Revenues</u>			
Outdoor Pool Membership	33,563	35,000	35,000
Outdoor Pool Front Desk	38,375	38,000	40,000
Outdoor Pool Concessions	20,472	20,000	20,000
Outdoor Pool Program Fees	4,575	5,000	5,000
Outdoor Pool Rental	2,220	3,000	3,000
Super Pool Pass Revenue	5,340	6,000	5,000
Pool Revenue	104,545	107,000	108,000
<u>Community Center Revenue</u>			
Community Center Membership	781,576	825,000	860,000
Community Center Rental	212,183	205,000	285,000
Community Center Program	287,694	340,000	350,000
Community Center Daily Fees	212,089	141,000	225,000
Community Center Misc.	10,507	15,000	10,000
Community Center Resale of Items	954	1,000	1,000
Community Center Sponsorship/Ads	-	3,000	1,500
Morrow Trust Fund	(940)	-	-
Mission Summer Program	222,956	210,000	235,000
Mission Square PILOTS	53,125	53,125	53,125
Community Center Revenues	1,780,144	1,793,125	2,020,625
<u>TIF/CID Proceeds</u>			
Mission Crossing TIF - Sales Tax	-	-	-
Mission Crossing CID - Sales Tax	(5,649)	-	-
Cornerstone Commons - CID Sales Tax	48,167	-	-
TDD Sales Tax	9	-	-
CID/TIF Proceeds	42,527	-	-
<u>Bond/Lease Proceeds</u>			
2015 Lease Purchase of Street Sweeper	221,260	-	-
2016 Lease Purchase of Police Vehicles	-	-	-
Bond/Lease Proceeds	221,260	-	-
<u>Transfers From Other Funds</u>			
Parks Sales Tax	25,518	-	-
Transfers From Other Funds	25,518	-	-
Total Revenue	10,796,303	11,018,543	11,579,125

City of Mission 2017 Annual Budget

Summary of Costs by Type of Expenditure For Proposed 2017

	<u>Personnel</u>	<u>Contractual Services</u>	<u>Commodities</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Total</u>
General Overhead	\$ -	\$ 286,500	\$ 43,750	\$ 175,000	77,000	\$ 582,250
Legislative	\$ 56,650	\$ 112,650	\$ 700	\$ -		\$ 170,000
Administration	\$ 802,050	\$ 32,400	\$ 450	\$ -		\$ 834,900
Municipal Court	\$ 291,000	\$ 21,575	\$ 8,000	\$ -		\$ 320,575
Neighborhood Services	\$ -	\$ -	\$ -	\$ -		\$ -
Public Works	\$ 839,400	\$ 880,300	\$ 153,350	\$ 315,000	\$ 57,500	\$ 2,245,550
Community Development	\$ 265,200	\$ 304,600	\$ 4,500	\$ 1,000		\$ 575,300
Parks and Recreation						
Mission Aquatic Center	\$ 166,500	\$ 59,700	\$ 39,500	\$ -		\$ 265,700
Sylvester Powell Jr. Community Center	\$ 1,397,900	\$ 700,250	\$ 93,000	\$ -		\$ 2,191,150
Police	\$ 2,763,600	\$ 423,850	\$ 127,200	\$ 60,000	\$ 149,500	\$ 3,524,150
TOTAL	<u>\$ 6,582,300</u>	<u>\$ 2,821,825</u>	<u>\$ 470,450</u>	<u>\$ 551,000</u>	<u>\$ 284,000</u>	<u>\$ 10,709,575</u>

City of Mission 2017 Annual Budget

Summary of Costs by Department

	Actual 2015	Budget 2016	Budget 2017	% Change 2016 to 2017
<u>General Overhead</u>				
Personal Services	\$ -	\$ -	\$ -	0.00%
Contractual Services	210,676	245,150	286,500	0.00%
Commodities	48,353	47,450	43,750	-7.80%
Capital Outlay	10,495	195,700	175,000	-10.58%
Debt Service	79,865	79,865	77,000	-3.59%
TOTAL	\$ 349,389	\$ 568,165	\$ 582,250	
<u>Legislative</u>				
Personal Services	\$ 51,011	\$ 56,500	\$ 56,650	0.27%
Contractual Services	81,492	102,100	112,650	10.33%
Commodities	99	700	700	0.00%
Capital Outlay	1,490	-	-	0.00%
TOTAL	\$ 134,092	\$ 159,300	\$ 170,000	
<u>Administration</u>				
Personal Services	\$ 706,585	\$ 719,000	\$ 802,050	11.55%
Contractual Services	26,464	23,450	32,400	38.17%
Commodities	135	650	450	-30.77%
Capital Outlay	3,137	-	-	0.00%
TOTAL	\$ 736,321	\$ 743,100	\$ 834,900	
<u>Municipal Court</u>				
Personal Services	\$ 294,281	\$ 307,300	\$ 291,000	-5.30%
Contractual Services	55,566	21,425	21,575	0.70%
Commodities	4,910	8,500	8,000	-5.88%
Capital Outlay	180	-	-	0.00%
TOTAL	\$ 354,937	\$ 337,225	\$ 320,575	
<u>Neighborhood Services</u>				
Personal Services	\$ 107,102	\$ 116,500	\$ -	-100.00%
Contractual Services	91,730	125,050	-	-100.00%
Commodities	1,327	1,600	-	-100.00%
Capital Outlay	-	21,500	-	-100.00%
TOTAL	\$ 200,160	\$ 264,650	\$ -	

City of Mission 2017 Annual Budget

Summary of Costs by Department

		Actual 2015	Budget 2016	Budget 2017	% Change 2016 to 2017
<u>Public Works</u>					
Personal Services	\$	740,426	\$ 826,350	\$ 839,400	1.58%
Contractual Services		758,775	826,700	880,300	6.48%
Commodities		123,710	148,350	153,350	3.37%
Capital Outlay		255,654	65,000	315,000	384.62%
Debt Service		-	57,325	57,500	0.31%
TOTAL	\$	1,878,565	\$ 1,923,725	\$ 2,245,550	
<u>Community Development</u>					
Personal Services	\$	175,643	\$ 258,500	\$ 265,200	2.59%
Contractual Services		271,353	167,350	304,600	82.01%
Commodities		408	2,400	4,500	87.50%
Capital Outlay		-	-	1,000	0.00%
TOTAL	\$	447,404	\$ 428,250	\$ 575,300	
<u>Mission Aquatic Center</u>					
Personal Services	\$	101,945	\$ 136,500	\$ 166,500	21.98%
Contractual Services		47,461	58,450	59,700	2.14%
Commodities		30,989	42,000	39,500	-5.95%
Capital Outlay		-	-	-	0.00%
TOTAL	\$	180,395	\$ 236,950	\$ 265,700	
<u>Community Center</u>					
Personal Services	\$	1,333,977	\$ 1,259,500	\$ 1,397,900	10.99%
Contractual Services		655,826	733,250	700,250	-4.50%
Commodities		98,171	94,750	93,000	-1.85%
Capital Outlay		-	-	-	0.00%
TOTAL	\$	2,087,973	\$ 2,087,500	\$ 2,191,150	
<u>Police</u>					
Personal Services	\$	2,577,092	\$ 2,732,500	\$ 2,763,600	1.14%
Contractual Services		265,494	374,350	423,850	13.22%
Commodities		90,615	141,900	127,200	-10.36%
Capital Outlay		143,211	100,000	60,000	-40.00%
Debt Service		-	51,120	149,500	
TOTAL	\$	3,076,414	\$ 3,399,870	\$ 3,524,150	
TOTAL COSTS FOR ALL DEPTS.	\$	9,445,649	\$ 10,148,735	\$ 10,709,575	5.53%

City of Mission 2017 Annual Budget

Fund:	General
Department:	General Overhead

Department Description

Function and obligations which cannot be readily charged to a particular department are grouped within General Overhead. Included in General Overhead are funds for liability insurance, utilities for City Hall and the Police Department, office supplies, postage, building and grounds maintenance, professional services, legal services, and other city-wide expenses.

Objectives

- Efficiently monitor utility costs
- Control losses through an effective safety and loss control program
- Maintain City Hall and Police Department facilities

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	256,398	210,676	245,150	286,500
Commodities	28,722	48,353	47,450	43,750
Capital Outlay	5,978	10,495	195,700	175,000
Debt Service	78,104	79,865	79,865	77,000
Total	\$ 369,202	\$ 349,389	\$ 568,165	\$ 582,250

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
Total	0.00	0.00	0.00	0.00

City of Mission Annual 2017 Budget

Fund:	General
Department:	General Overhead

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
		\$ -	\$ -	\$ -
	Total Personnel Services	\$ -	\$ -	\$ -
<u>Contractual Services</u>				
01-07-201-01	Electricity - City Hall	\$ 40,541	\$ 45,000	\$ 43,000
01-07-201-03	Natural Gas - City Hall	4,067	8,000	6,000
01-07-201-05	Water and Sewer - City Hall	2,071	4,000	4,000
01-07-201-08	Telephone	-	6,000	6,000
01-07-203-03	Tuition Reimbursement	7,113	7,000	7,000
01-07-204-01	Advertising	1,443	250	2,000
01-07-205-01	Insurance - City Hall and Equipment	47,554	38,000	50,000
01-07-206-03	Periodicals/Books	1,575	500	1,500
01-07-206-04	Legal Publications	711	3,500	2,000
01-07-206-05	Professional Services	19	4,500	30,000
01-07-207-02	Finance/Audit	21,295	22,500	23,000
01-07-207-07	Pre-employment/Hiring Expense	1,266	-	1,500
01-07-207-07	Bank Fees	281	-	1,000
01-07-210-02	Janitorial Services	-	-	18,000
01-07-212-06	Service Contracts	24,256	25,000	25,000
01-07-213-02	Rentals and Leases	8,545	10,000	10,000
01-07-214-02	Property Taxes	6,463	12,000	14,500
01-07-214-05	Computer Services	37,429	49,500	35,000
01-07-214-06	Codification	3,142	3,500	3,500
01-07-214-13	Website Development	-	5,900	3,500
01-07-215-03	Contingency	2,904	-	-
	Total Contractual Services	\$ 210,676	\$ 245,150	\$ 286,500
<u>Commodities</u>				
01-07-301-01	Office Supplies	\$ 9,542	\$ 5,700	\$ 5,000
01-07-301-04	Postage	12,287	13,000	12,000
01-07-304-04	Misc Supplies	173	250	250
01-07-305-01	Janitorial Supplies	1,292	3,500	1,500
01-07-305-02	Maintenance/Repairs City Hall	25,059	25,000	25,000
	Total Commodities	\$ 48,353	\$ 47,450	\$ 43,750
<u>Capital Outlay</u>				
01-07-402-03	Computer Systems/Software	\$ 5,829	\$ -	\$ 175,000
01-07-404-06	Equipment Replacement	4,666	195,700	-
	Total Capital Outlay	\$ 10,495	\$ 195,700	\$ 175,000
<u>Debt Service</u>				
	2013A Principal and Interest	79,865	79,865	77,000
	Total Debt Service	79,865	79,865	77,000
	General Overhead Total	\$ 349,389	\$ 568,165	\$ 582,250

City of Mission 2017 Annual Budget

Fund:	General
Department:	Legislative

Department Description

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

Objectives

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

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 52,999	\$ 51,011	\$ 56,500	\$ 56,650
Contractual Services	106,795	102,100	112,650	112,650
Commodities	240	700	700	700
Capital Outlay	195	-	-	-
Total	\$ 160,229	\$ 153,811	\$ 169,850	\$ 170,000

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
Total	9.00	9.00	9.00	9.00

City of Mission Annual 2017 Budget

Fund:	General
Department:	Legislative

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-09-101-03	Wages and Salaries	\$ 46,597	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-
01-09-102-02	Social Security	3,652	3,700	3,700
01-09-102-03	KPERS	-	-	-
01-09-102-04	Employment Security	114	100	100
01-09-102-05	Workers Compensation	647	500	650
	Total Personnel Services	\$ 51,011	\$ 56,500	\$ 56,650
<u>Contractual Services</u>				
01-09-201-07	Telephone	\$ 99	\$ -	\$ -
01-09-202-06	Commercial Travel	1,036	2,000	3,000
01-09-202-07	Lodging and Meals	2,087	3,500	4,000
01-09-202-08	Parking and Tolls	17	200	200
01-09-202-09	Mileage	314	350	350
01-09-203-02	Registration	1,060	3,250	3,500
01-09-205-01	Insurance - Public Official	7,000	5,500	7,000
01-09-206-01	Professional Organizations	50	500	100
01-09-206-02	Municipal Organizations	7,335	7,500	8,000
01-09-206-03	Periodicals/Books	275	500	500
01-09-208-01	Annual Celebrations	13,892	10,000	10,000
01-09-208-02	Election Expense	-	16,000	15,000
01-09-208-03	Holiday Parties	5,179	7,500	7,500
01-09-208-04	Public Relations	6,075	9,500	6,000
01-09-208-05	Meeting Expenses	890	1,000	1,000
01-09-208-08	Human Service Fund (UCS)	6,395	6,500	7,000
01-09-208-09	Chamber of Commerce	5,926	5,800	6,500
01-09-208-12	MARC	2,306	2,000	2,500
01-09-208-15	JOCO Utility Assistance	1,555	-	-
01-09-208-16	Farmer's Market	-	-	10,000
01-09-214-07	Newsletter	20,000	20,000	20,000
01-09-215-03	Miscellaneous	-	500	500
	Total Contractual Services	\$ 81,492	\$ 102,100	\$ 112,650
<u>Commodities</u>				
01-09-301-01	Office Supplies	\$ 99	\$ 500	\$ 500
01-09-301-04	Printing	-	200	200
	Total Commodities	\$ 99	\$ 700	\$ 700
<u>Capital Outlay</u>				
01-09-407-05	Contingency	\$ 1,490	\$ -	\$ -
	Total Capital Outlay	\$ 1,490	\$ -	\$ -
Legislative Total		\$ 134,092	\$ 159,300	\$ 170,000

City of Mission 2017 Annual Budget

Fund:	General
Department:	Administration

Department Description

The Administration Department includes the City Administrator, Assistant City Administrator/Director of Finance, City Clerk, Human Resources Specialist, Senior Accountants, and Public Information Officer.

The City Administrator provides the Governing Body with information and implements municipal policies, overseeing the day to day operations of the City.

The Assistant City Administrator/Director of Finance is responsible for administering the financial functions of the City including accounting, debt service, and auditing. This position also oversees the Human Resources and the 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 oversee the municipal court function.

Objectives

- Promote organizational excellence
- Provide solid financial control
- Monitor, supervise, direct, control, and promote organizational activities
- Coordinate and maintain records of business license
- Respond to citizen inquiries and requests for services
- Administer classification and compensation system and employee benefits in accordance

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 584,757	\$ 706,585	\$ 719,000	\$ 802,050
Contractual Services	23,677	26,464	23,450	32,400
Commodities	538	135	650	450
Capital Outlay	1,988	3,137	-	-
Total	\$ 610,960	\$ 736,321	\$ 743,100	\$ 834,900

Authorized Positions

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

City of Mission Annual 2017 Budget

Fund:	General
Department:	Administration

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-10-101-01	Full Time Salaries	\$ 487,520	\$ 466,000	\$ 563,000
01-10-101-02	Part Time Salaries	38,067	55,000	43,850
01-10-101-04	Overtime Salaries	-	-	-
01-10-102-01	Health/Welfare Benefits	84,253	83,000	88,200
01-10-102-02	Social Security	39,086	40,500	42,400
01-10-102-03	KPERS	48,293	52,000	51,500
01-10-102-04	Employment Security	1,255	500	600
01-10-102-05	Workers Compensation	1,941	1,500	1,500
01-10-102-06	City Pension	6,170	20,500	11,000
	Total Personnel Services	\$ 706,585	\$ 719,000	\$ 802,050
<u>Contractual Services</u>				
01-10-201-08	Telephone	\$ 1,236	\$ 1,500	\$ 1,500
01-10-202-02	Commercial Travel	1,433	1,150	1,500
01-10-202-03	Lodging/Meals	3,737	3,250	4,000
01-10-202-04	Parking/Tolls	198	200	200
01-10-202-05	Mileage	1,259	900	1,500
01-10-203-01	Registration/Tuition	4,240	4,500	5,500
01-10-204-01	Advertising	-	-	-
01-10-205-02	Notary Bonds	75	100	100
01-10-206-01	Professional Organizations	4,060	1,500	4,500
01-10-206-02	Municipal Organizations	500	500	500
01-10-206-03	Periodicals/Books/Publications	390	500	500
01-10-206-05	Professional Services	324	850	850
01-10-208-04	Public Relations	3,855	2,000	4,000
01-10-208-05	Meeting Expenses	1,692	750	1,500
01-10-208-13	Employee Recognition	357	500	500
01-10-214-03	Printing	208	250	250
01-10-215-03	Miscellaneous	160	-	500
01-10-215-04	Sustainability Expenses	2,740	5,000	5,000
	Total Contractual Services	\$ 26,464	\$ 23,450	\$ 32,400
<u>Commodities</u>				
01-10-301-01	Office Supplies	\$ -	\$ 550	\$ 250
01-10-301-04	Postage	-	-	-
01-10-301-05	Printed Forms	135	100	200
	Total Commodities	\$ 135	\$ 650	\$ 450
<u>Capital Outlay</u>				
01-10-401-01	Office Machines	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	3,174	-	-
01-10-402-03	Computer Systems	40	-	-
01-10-407-05	Contingency	(77)	-	-
	Total Capital Outlay	\$ 3,137	\$ -	\$ -
Administration Total		\$ 736,321	\$ 743,100	\$ 834,900

City of Mission 2017 Annual Budget

Fund:	General
Department:	Municipal Court

Department Description

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

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

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

Objectives

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

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 307,799	\$ 294,281	\$ 307,300	\$ 291,000
Contractual Services	42,072	55,566	21,425	21,575
Commodities	4,291	4,910	8,500	8,000
Capital Outlay	-	180	-	-
Total	\$ 354,162	\$ 354,937	\$ 337,225	\$ 320,575

Authorized Positions

Full-Time	4.00	3.00	3.00	3.00
Part-Time	7.00	7.00	2.00	2.00
Seasonal	0.00	0.00	0.00	0.00
Total	11.00	10.00	5.00	5.00

City of Mission Annual 2017 Budget

Fund:	General
Department:	Municipal Court

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-11-101-01	Full Time Salaries	\$ 126,624	\$ 133,500	\$ 134,000
01-11-101-02	Part Time Salaries	6,962	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,213	8,000	8,000
01-11-101-06	City Attorney - Court	40,365	55,000	45,000
01-11-101-09	City Attorney Appeals - Court	7,020	8,000	8,000
01-11-102-01	Health/Welfare Benefits	37,754	33,600	32,500
01-11-102-02	Social Security	16,094	19,500	15,000
01-11-102-03	KPERS	13,419	13,800	12,500
01-11-102-04	Employment Security	504	300	300
01-11-102-05	Workers Compensation	3,883	3,000	3,000
01-11-102-06	City Pension	3,074	2,600	2,700
01-11-102-07	Administrative Charge/Pension Plan	368	-	-
	Total Personal Services	\$ 294,281	\$ 307,300	\$ 291,000
<u>Contractual Services</u>				
01-11-201-08	Telephone	\$ 5,649	\$ 3,500	\$ 3,500
01-11-202-03	Lodging/Meals	184	400	800
01-11-202-04	Parking/Tolls	-	25	25
01-11-202-05	Mileage	273	350	500
01-11-203-01	Registration/Tuition	320	500	600
01-11-204-01	Advertising - Classified	-	100	100
01-11-205-01	Insurance	700	700	700
01-11-205-02	Notary Bonds	150	100	100
01-11-206-05	Professional Services	6,000	4,800	4,800
01-11-206-06	City Attorney Services	-	-	-
01-11-207-07	Pre-employment Expenses	-	150	150
01-11-208-13	Employee Recognition	200	300	300
01-11-209-02	Computer Maintenance	2,453	5,000	5,000
01-11-209-03	Defense	3,203	5,500	5,000
01-11-214-08	Prisoner Care	36,435	-	-
	Total Contractual Services	\$ 55,566	\$ 21,425	\$ 21,575
<u>Commodities</u>				
01-11-301-01	Office Supplies	\$ 2,147	\$ 4,000	\$ 3,500
01-11-301-04	Postage	-	-	-
01-11-301-05	Printed Forms	2,763	4,500	4,500
01-11-302-01	Uniforms	-	-	-
	Total Commodities	\$ 4,910	\$ 8,500	\$ 8,000
<u>Capital Outlay</u>				
01-11-401-01	Office Machines	\$ -	\$ -	\$ -
01-11-402-03	Computer Systems	180	-	-
01-11-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 180	\$ -	\$ -
Municipal Court Total		\$ 354,937	\$ 337,225	\$ 320,575

City of Mission 2017 Annual Budget

Fund:	General
Department:	Neighborhood Services

Department Description

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

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

Objectives

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

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 128,218	\$ 107,102	\$ 116,500	\$ -
Contractual Services	87,906	91,730	125,050	-
Commodities	970	1,327	1,600	-
Capital Outlay	-	21,500	-	-
Total	\$ 217,094	\$ 221,659	\$ 243,150	\$ -

Authorized Positions

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

City of Mission Annual 2017 Budget

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

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-15-101-01	Full Time Salaries	\$ 74,053	\$ 83,000	\$ -
01-15-101-02	Part Time Salaries	-	-	-
01-15-101-04	Overtime Salaries	54	500	-
01-15-102-01	Health/Welfare Benefits	14,408	12,600	-
01-15-102-02	Social Security	5,629	6,500	-
01-15-102-03	KPERS	7,199	8,500	-
01-15-102-04	Employment Security	180	200	-
01-15-102-05	Workers Compensation	4,530	3,500	-
01-15-102-06	City Pension	1,049	1,700	-
	Total Personnel Services	\$ 107,102	\$ 116,500	\$ -
<u>Contractual Services</u>				
01-15-201-08	Telephone (new line item)	\$ 160	\$ -	-
01-15-202-02	Commercial Travel	394	500	-
01-15-202-03	Lodging / Meals	1,041	1,000	-
01-15-202-04	Parking / Tolls	82	50	-
01-15-202-05	Mileage	236	450	-
01-15-203-01	Registration	1,411	1,000	-
01-15-204-01	Advertising	148	200	-
01-15-205-01	Insurance	100	250	-
01-15-206-01	Professional Organizations	215	600	-
01-15-206-03	Periodicals/Books	-	50	-
01-15-206-04	Legal Publications	-	100	-
01-15-206-05	Professional Services	15,760	18,000	-
01-15-206-06	Legal Services	-	1,000	-
01-15-207-04	Housing Project - Loan Imp Program	23	100	-
01-15-208-04	Public Relations	30	3,000	-
01-15-208-13	Employee Recognition	50	250	-
01-15-212-07	Vehicle Maintenance	147	500	-
01-15-214-03	Printing	345	1,000	-
01-15-215-03	Miscellaneous	631	1,000	-
01-15-216-01	Nuisance Abatement	3,666	6,000	-
01-15-216-02	Weed Abatement	-	-	-
01-15-216-04	Mission Possible Program	24,830	35,000	-
01-15-216-05	How-To Clinics	-	-	-
01-15-216-06	Neighborhood Grant Program	3,859	5,000	-
01-15-216-07	Business Improvement Grant	22,750	27,000	-
01-15-216-09	Citizen Rebate Program	9,829	18,000	-
01-15-216-11	Jo Co Utility Assistance	6,025	5,000	-
01-15-216-12	Storm Water BMP	-	-	-
	Total Contractual Services	\$ 91,730	\$ 125,050	\$ -
<u>Commodities</u>				
01-15-301-01	Office Supplies	\$ 48	\$ 100	\$ -
01-15-301-02	Clothing	513	500	-
01-15-301-05	Printed Forms	-	-	-
01-15-306-01	Gas/Oil	767	1,000	-
	Total Commodities	\$ 1,327	\$ 1,600	\$ -

City of Mission Annual 2017 Budget

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

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Capital Outlay</u>				
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	-	-	-
01-15-407-01	Vehicle	-	21,500	-
01-15-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ 21,500	\$ -
	Neighborhood Services Total	\$ 200,160	\$ 264,650	\$ -

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City of Mission 2017 Annual Budget

Fund:	General
Department:	Public Works

Department Description

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

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

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

Objectives

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

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 674,312	\$ 740,426	\$ 826,350	\$ 839,400
Contractual Services	690,451	758,775	826,700	880,300
Commodities	111,433	123,710	148,350	153,350
Capital Outlay	152,153	255,654	65,000	315,000
Debt Service (Lease)	-	-	57,325	57,500
Total	\$ 1,628,349	\$ 1,878,565	\$ 1,923,725	\$ 2,245,550

Authorized Positions

Full-Time	11.00	11.00	12.00	12.00
Part-Time	1.00	1.00	0.00	0.00
Seasonal	0.63	0.63	0.00	0.00
Total	12.63	12.63	12.00	12.00

City of Mission Annual 2017 Budget

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-20-101-01	Full Time Salaries	\$ 478,717	\$ 518,000	\$ 532,000
01-20-101-02	Part Time Salaries	23,050	24,000	6,000
01-20-101-04	Overtime Salaries	9,928	25,000	25,000
01-20-102-01	Health/Welfare Benefits	95,426	122,850	147,500
01-20-102-02	Social Security	39,492	43,000	42,000
01-20-102-03	KPERS	50,952	58,000	51,500
01-20-102-04	Employment Security	1,221	500	600
01-20-102-05	Workers Compensation	31,060	24,000	26,000
01-20-102-06	City Pension	10,581	11,000	8,800
	Total Personnel Services	\$ 740,426	\$ 826,350	\$ 839,400
<u>Contractual Services</u>				
01-20-201-02	Electricity - Maint. Facility	\$ 15,237	\$ 20,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	5,335	12,500	9,500
01-20-201-06	Water and Sewer - Maint. Facility	5,809	6,500	6,500
01-20-201-07	Refuse - Maint. Facility	1,279	5,000	5,000
01-20-201-08	Telephone	5,740	6,500	6,500
01-20-201-10	Traffic Signals - KCPL Lease	330,301	360,000	360,000
01-20-201-11	Traffic Signal - OP Interlocal	5,918	6,000	8,000
01-20-201-12	Traffic Signals Maint.	19,585	30,000	25,000
01-20-201-13	Street Lights - KCPL Power	55,146	45,000	60,000
01-20-201-15	Street Lights - Streetscape & Parks	1,536	2,500	2,500
01-20-202-02	Travel/Commercial	781	1,000	1,000
01-20-202-03	Lodging / Meals	1,950	2,000	2,000
01-20-202-04	Parking / Tolls	61	100	100
01-20-202-05	Mileage	363	1,000	1,000
01-20-203-01	Registration / Tuition	2,514	3,500	3,500
01-20-204-01	Advertising	-	500	500
01-20-205-01	Insurance - Building & Equipment	40,000	40,000	40,000
01-20-206-01	Professional Organizations	1,734	2,500	2,500
01-20-206-04	Legal Advertising	15	100	100
01-20-206-05	Professional Services	-	5,000	2,500
01-20-207-03	Engineering/Architect Services	49,341	45,000	45,000
01-20-207-06	Inspections	3,295	-	4,000
01-20-207-07	Pre-Employment Drug Testing	864	1,000	1,000
01-20-208-04	Public Relations	549	900	1,000
01-20-208-05	Meeting Expense	92	-	500
01-20-208-13	Employee Recognition	1,146	500	1,500
01-20-210-01	Building Repairs / Maintenance	10,061	8,500	10,000
01-20-210-02	Janitorial Services	-	-	5,000
01-20-210-03	Trees / Shrubs Maintenance	1,471	5,000	20,000
01-20-210-04	Tree Board	1,467	5,000	5,000
01-20-212-03	Storm Warning Sirens	827	1,500	1,500
01-20-212-05	Equipment Repairs	1,231	8,000	8,000
01-20-212-06	Service Contracts	157,247	162,500	175,000
01-20-212-07	Vehicle Maintenance	21,964	15,000	20,000
01-20-212-08	Holiday Decorations	11,288	15,000	15,000
01-20-212-09	Johnson Drive Maintenance	573	2,500	5,000
01-20-213-02	Rental Equipment	2,931	4,000	4,000
01-20-213-03	Laundry / Uniforms	1,123	2,000	2,000
01-20-214-02	Vehicle Registration	3	100	100
01-20-214-03	Printing	-	500	500
	Total Contractual Services	\$ 758,775	\$ 826,700	\$ 880,300

City of Mission Annual 2017 Budget

Fund:	General
Department:	Public Works

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Commodities</u>				
01-20-301-01	Office Supplies	\$ 769	\$ 1,000	\$ 1,000
01-20-301-04	Postage	-	100	100
01-20-302-01	Uniforms/Clothing	175	1,000	1,000
01-20-303-04	Safety Supplies	3,290	4,000	4,000
01-20-304-01	Shop Chemicals	163	3,000	3,000
01-20-304-02	Fertilizer / Weeds	411	1,000	1,000
01-20-304-04	Misc. Supplies	30	250	250
01-20-305-01	Janitor Supplies	1,364	1,500	1,500
01-20-305-02	Building Repair Parts / Plumbing	85	3,500	3,500
01-20-305-03	Tools - Building / Land Maint.	3,030	4,000	4,000
01-20-305-04	Landscape	739	2,500	2,500
01-20-306-01	Gas / Oil	19,499	35,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	18,969	25,000	25,000
01-20-306-03	Tools - Vehicle / Equip Maint.	5,940	5,000	5,000
01-20-307-01	Asphalt Patch	916	-	-
01-20-307-02	Rock	278	1,000	1,000
01-20-307-03	Sand / Salt	54,542	55,000	55,000
01-20-307-05	Signs	5,504	5,000	5,000
01-20-307-06	Traffic Paint	70	500	500
01-20-307-07	Park Maintenance	7,938	-	15,000
	Total Commodities	\$ 123,710	\$ 148,350	\$ 153,350
<u>Capital Outlay</u>				
01-20-401-01	Office Machines	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	479	-	-
01-20-402-03	Computer Systems	2,147	-	-
01-20-403-03	Public Works Vehicles	253,028	65,000	115,000
01-20-403-06	Public Works - Other Equipment	-	-	200,000
01-20-404-04	Radios	-	-	-
01-20-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 255,654	\$ 65,000	\$ 315,000
<u>Debt Service</u>				
	2015 Lease Purchase	\$ -	\$ 57,325	\$ 57,500
	Total for Debt Service	\$ -	\$ 57,325	\$ 57,500
	Public Works Total	\$ 1,878,565	\$ 1,923,725	\$ 2,245,550

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City of Mission 2017 Annual Budget

Fund:	General
Department:	Community Development

Department Description

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

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

In 2016 the Community Development Director position was eliminated, and oversight of the Department was placed with the Assistant City Administrator/Finance Director. In 2017 the Neighborhood Services Department was merged with the Community Development

Objectives

- Effectively manage city redevelopment projects
- Effectively inform the public regarding development opportunities in Mission
- Effectively manage the development review process
- Maintain efficient permitting and building inspection program

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 262,433	\$ 175,643	\$ 258,500	\$ 265,200
Contractual Services	182,791	271,353	167,350	304,600
Commodities	766	408	2,400	4,500
Capital Outlay	-	-	-	1,000
Total	\$ 445,990	\$ 447,404	\$ 428,250	\$ 575,300

Authorized Positions

Full-Time	3.00	2.00	2.00	4.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	3.00	2.00	2.00	4.00

City of Mission Annual 2017 Budget

Fund:	General
Department:	Community Development (Includes Neighborhood Services for 2017)

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-23-101-01	Full Time Salaries	\$ 130,258	\$ 184,500	\$ 191,500
01-23-101-02	Part Time Salaries	-	-	-
01-23-101-04	Overtime Salaries	148	500	800
01-23-102-01	Health/Welfare Benefits	17,279	34,000	32,200
01-23-102-02	Social Security	10,610	14,500	14,900
01-23-102-03	KPERS	11,149	19,000	17,500
01-23-102-04	Employment Security	323	500	200
01-23-102-05	Workers Compensation	2,783	1,500	5,000
01-23-102-06	City Pension	3,091	4,000	3,100
	Total Personnel Services	\$ 175,643	\$ 258,500	\$ 265,200
<u>Contractual Services</u>				
01-23-201-08	Telephone	\$ 348	\$ 500	\$ 500
01-23-202-02	Commercial Travel	-	1,000	1,500
01-23-202-03	Lodging / Meals	88	1,850	3,050
01-23-202-04	Parking / Tolls	18	100	200
01-23-202-05	Mileage	15	1,200	1,650
01-23-203-01	Registration /Tuition	344	1,700	3,300
01-23-203-02	Planning Commission	864	4,000	4,000
01-23-205-01	Insurance	-	-	250
01-23-206-01	Professional Organizations	973	1,700	2,300
01-23-206-03	Periodicals/Books/Publications	-	-	50
01-23-206-04	Advertising	83	500	500
01-23-206-04	Legal Publications	-	-	1,100
01-23-206-05	Professional Services	20,570	3,000	5,500
01-23-206-06	Land Use Attorney Services	13,972	30,000	30,000
01-23-206-08	Jo Co Plan/Inspection Fees	174,874	85,000	85,000
01-23-207-03	Engineer/Architect/Planning Services	58,537	35,000	51,000
01-23-207-04	Housing Project - Loan Improvement Program	-	-	100
01-23-207-07	Pre-Employment Testing	-	200	200
01-23-208-04	Public Relations	179	450	4,250
01-23-208-05	Meeting Expense	70	500	250
01-23-208-13	Employee Recognition	68	150	400
01-23-212-07	Vehicle Maintenance	-	-	500
01-23-214-03	Printing	349	500	1,500
01-23-215-03	Miscellaneous	-	-	1,000
01-23-216-01	Nuisance Abatement	-	-	6,000
01-23-216-04	Mission Possible Program	-	-	35,000
01-23-216-06	Neighborhood Grant Program	-	-	5,000
01-23-216-07	Business Improvement Grant	-	-	35,000
01-23-216-09	Citizen Rebate Program	-	-	20,000
01-23-216-11	Johnson County Utility Assistance Program	-	-	5,000
01-23-216-12	Storm Water BMP	-	-	500
	Total Contractual Services	\$ 271,353	\$ 167,350	\$ 304,600

City of Mission Annual 2017 Budget

Fund:	General
Department:	Community Development (Includes Neighborhood Services for 2017)

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Commodities</u>				
01-23-301-01	Office Supplies	\$ 408	\$ 700	\$ 800
01-23-301-03	Clothing	-	-	500
01-23-301-02	City Maps	-	200	200
01-23-301-04	Postage	-	500	500
01-23-301-05	Printed Forms	-	1,000	1,000
01-23-306-01	Gas/Oil	-	-	1,500
	Total Commodities	\$ 408	\$ 2,400	\$ 4,500
<u>Capital Outlay</u>				
01-23-401-01	Office Machines	\$ -	\$ -	\$ -
01-23-401-02	Office Furnishings	-	-	1,000
01-23-402-03	Computer Systems	-	-	-
01-23-403-06	Other Equipment/Software	-	-	-
01-23-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ -	\$ -	\$ 1,000
	Community Development Total	\$ 447,404	\$ 428,250	\$ 575,300

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City of Mission 2017 Annual Budget

Fund:	General
Department:	Parks and Recreation

Department Description

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

Objectives

- Provide programs, classes, and special events at parks and recreation facilities, and through community partnerships
- Coordinate on-going needs assessment for parks and recreation programs and facilities
- Staff and operate parks and recreational facilities with a customer service focus, emphasizing the effective use of City resources
- Offer age specific programs for youth, seniors and other demographics
- Maintain and operate Mission Aquatic Facility

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 1,482,277	\$ 1,435,922	\$ 1,396,000	\$ 1,564,400
Contractual Services	803,753	703,287	791,700	759,950
Commodities	129,471	129,160	136,750	132,500
Capital Outlay	5,706	-	-	-
Total	\$ 2,421,207	\$ 2,268,369	\$ 2,324,450	\$ 2,456,850

Authorized Positions

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

City of Mission Annual 2017 Budget

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

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-25-101-01	Full Time Salaries	\$ 16,371	\$ 16,500	\$ 20,400
01-25-101-02	Part Time Salaries	65,412	100,000	125,000
01-25-101-04	Overtime Salaries	2,104	1,500	2,000
01-25-102-01	Health/Welfare Benefits	2,482	3,000	3,100
01-25-102-02	Social Security	6,695	8,600	8,500
01-25-102-03	KPERS	1,811	1,500	2,000
01-25-102-04	Employment Security	217	-	100
01-25-102-05	Workers Compensation	6,471	5,000	5,000
01-25-102-06	City Pension	382	400	400
	Total Personnel Services	\$ 101,945	\$ 136,500	\$ 166,500
<u>Contractual Services</u>				
01-25-201-01	Electricity	\$ 16,005	\$ 15,750	\$ 17,000
01-25-201-03	Gas	-	1,000	1,000
01-25-201-05	Water and Sewer	3,969	11,000	11,000
01-25-201-08	Telephone	495	900	900
01-25-203-03	Training/Registration	525	1,500	1,500
01-25-205-01	Insurance - Building & Equipment	5,000	5,000	5,000
01-25-204-01	Marketing/Public Relations	615	3,000	3,000
01-25-207-07	Pre-Employment Drug Testing	-	800	800
01-25-208-13	Employee Recognition	266	500	500
01-25-210-01	Maint Bldg. / Land	932	2,000	2,000
01-25-212-05	Other Equipment / Repairs	236	1,000	1,000
01-25-213-02	Rental Agreements	775	1,500	1,500
01-25-214-12	Mission Swim Team	7,513	7,500	7,500
01-25-215-02	Contract Serv/Mant. Agreements	11,129	7,000	7,000
01-25-215-05	Consultant/instructors	-	-	-
	Total Contractual Services	\$ 47,461	\$ 58,450	\$ 59,700
<u>Commodities</u>				
01-25-301-01	Office Supplies	\$ 548	\$ 250	\$ 250
01-25-301-02	Clothing	1,396	2,500	2,500
01-25-301-03	Food Service	16,036	22,500	20,000
01-25-301-04	Printing	575	-	-
01-25-301-08	Equipment and Supplies	3,804	7,500	7,500
01-25-303-04	Safety Supplies	545	500	500
01-25-304-02	Cleaning Chemicals	266	750	750
01-25-304-05	Pool Chemicals	6,982	7,500	7,500
01-25-305-05	Repair / Parts Maintenance	837	500	500
	Total Commodities	\$ 30,989	\$ 42,000	\$ 39,500
<u>Capital Outlay</u>				
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 - Mission Family Aquatic Center Total		\$ 180,395	\$ 236,950	\$ 265,700

City of Mission Annual 2017 Budget

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

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Personnel Services</u>				
01-27-101-01	Full Time Salaries	\$ 529,386	\$ 529,000	\$ 567,000
01-27-101-02	Part Time Salaries	478,553	450,000	510,000
01-27-101-04	Overtime Salaries	24,754	18,500	25,000
01-27-102-01	Health/Welfare Benefits	119,155	100,000	121,000
01-27-102-02	Social Security	81,325	75,000	86,700
01-27-102-03	KPERS	59,681	54,000	54,700
01-27-102-04	Employment Security	2,547	1,000	1,100
01-27-102-05	Workers Compensation	25,949	20,000	20,000
01-27-102-06	City Pension	12,627	12,000	12,400
	Total Personnel Services	\$ 1,333,977	\$ 1,259,500	\$ 1,397,900

Contractual Services

01-27-201-01	Electric	\$ 154,863	\$ 180,000	\$ 165,000
01-27-201-03	Gas	29,732	50,000	40,000
01-27-201-05	Water and Sewer	34,429	30,000	35,000
01-27-201-08	Telephone	3,101	5,000	5,000
01-27-202-02	Travel / Commercial	501	1,500	1,500
01-27-202-03	Lodging / Meals	2,460	2,500	2,500
01-27-202-04	Parking / Tolls	104	150	150
01-27-202-05	Mileage Staff	391	1,500	1,500
01-27-203-01	Registration / Tuition	2,713	2,000	2,000
01-27-203-02	Staff Training	2,515	5,000	5,000
01-27-203-03	Tuition Reimbursement	89	-	-
01-27-204-01	Marketing / Public Relations	21,708	30,000	30,000
01-27-205-01	Insurance - Building & Equipment	33,000	37,000	37,000
01-27-205-02	Notary Bonds	-	100	100
01-27-206-01	Professional Organizations	2,015	3,000	3,000
01-27-207-07	Pre-Employment Drug Testing	2,182	2,000	2,000
01-27-208-13	Employee Recognition	1,727	2,000	2,000
01-27-210-01	Maint - Bldg. / Land	47,478	40,000	40,000
01-27-212-05	Equipment Maintenance	7,679	9,000	8,000
01-27-212-07	Vehicle Maintenance	-	500	500
01-27-213-02	Rental Equipment	7,154	10,000	7,500
01-27-214-03	Printing	11,276	18,000	13,000
01-27-214-05	Computer Services / Software	10,774	10,000	10,000
01-27-214-10	Registration Materials	(13)	-	-
01-27-214-11	Special Programs	8,068	13,000	10,000
01-27-214-12	Swim Programs	90	1,500	500
01-27-214-13	Mission Summer Program	28,243	23,000	23,000
01-27-215-01	Seasonal Programs	12,584	14,000	14,000
01-27-215-02	Contract Services / Maint. Agreements	57,886	50,000	60,000
01-27-215-03	Miscellaneous	126	-	-
01-27-215-04	Field Trips	31	-	-
01-27-215-05	Contract Instructors	152,511	175,000	160,000
01-27-215-06	Transportation Services	9,993	7,500	10,000
01-27-215-10	Mission Square Parking Lot Lease	10,417	10,000	12,000
	Total Contractual Services	\$ 655,826	\$ 733,250	\$ 700,250

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

Account Number	Account Title	Actual 2015	Budget 2016	Proposed 2017
<u>Commodities</u>				
01-27-301-01	Office Supplies	\$ 3,132	\$ 4,500	\$ 3,500
01-27-301-02	Clothing	4,202	1,500	4,000
01-27-301-03	Food Services / Concession Supplies	7,822	8,500	8,500
01-27-301-04	Postage	1,828	7,500	5,500
01-27-301-05	Printing	435	1,750	1,500
01-27-301-08	Equipment & Supplies	37,334	35,000	35,000
01-27-301-09	Special Event Supplies	6,286	7,500	6,500
01-27-303-04	Safety Supplies	835	-	-
01-27-304-02	Cleaning Supplies	20,653	15,000	15,000
01-27-304-05	Pool Chemicals	8,401	6,500	6,500
01-27-305-05	Bldg. Maint / Repair / Parts	6,551	6,000	6,000
01-27-306-01	Gas/Oil	692	1,000	1,000
	Total Commodities	\$ 98,171	\$ 94,750	\$ 93,000
<u>Capital Outlay</u>				
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 - Community Center Total		\$ 2,087,973	\$ 2,087,500	\$ 2,191,150

City of Mission 2017 Annual Budget

Fund:	General
Department:	Police

Department Description

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

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

Objectives

- Efficiently monitor utility costs
- Control losses through an effective safety and loss control program
- Maintain City Hall and Police Department facilities

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 2,598,675	\$ 2,577,092	\$ 2,732,500	\$ 2,763,600
Contractual Services	279,986	265,494	374,350	423,850
Commodities	106,254	90,615	141,900	127,200
Capital Outlay	328,244	143,211	100,000	60,000
Debt Service (Lease)	-	-	51,120	149,500
Total	\$ 3,313,159	\$ 3,076,412	\$ 3,399,870	\$ 3,524,150

Authorized Positions

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

City of Mission Annual 2017 Budget

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Personnel Services</u>				
01-30-101-01	Full Time Salaries	\$ 1,602,050	\$ 1,700,000	\$ 1,740,000
01-30-101-02	Part Time Salaries	11,794	45,000	15,000
01-30-101-04	Overtime Salaries	88,113	100,000	110,000
01-30-102-01	Health/Welfare Benefits	334,476	385,000	406,500
01-30-102-02	Social Security	129,458	129,000	135,200
01-30-102-03	KPERS	8,833	9,500	8,200
01-30-102-04	Employment Security	4,012	2,000	1,700
01-30-102-05	Workers Compensation	33,901	30,000	30,000
01-30-102-06	City Pension	1,254	2,000	2,000
01-30-102-07	KP&F Retirement	364,766	330,000	315,000
01-30-102-08	NEACC Money Purchase Plan	(1,564)	-	-
	Total Personnel Services	\$ 2,577,092	\$ 2,732,500	\$ 2,763,600
<u>Contractual Services</u>				
01-30-201-08	Telephone	\$ 18,271	\$ 21,500	\$ 22,000
01-30-202-02	Commercial Travel	665	5,000	6,000
01-30-202-03	Lodging / Meals	12,875	16,000	20,000
01-30-202-04	Parking / Tolls / Misc.	108	400	400
01-30-202-05	Mileage Reimbursement	-	200	200
01-30-203-01	Registration / Tuition / Other	12,681	13,000	18,000
01-30-203-02	Firing Range	9,031	10,000	10,000
01-30-203-04	Training / Junior College	2,262	4,000	4,000
01-30-204-01	Advertising - Classified	-	500	500
01-30-205-01	Insurance	500	1,750	1,750
01-30-205-02	Notary Bonds	100	400	400
01-30-206-01	Professional Organizations	2,731	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	925	2,500	2,500
01-30-206-05	Professional Services	141	2,000	2,000
01-30-207-07	Pre-employment Exams	2,364	5,000	5,000
01-30-208-04	Public Relations	7,163	11,500	11,500
01-30-208-13	Employee Recognition	1,420	3,000	3,000
01-30-212-04	Communications / Radios	1,388	5,000	5,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	7,477	15,000	10,000
01-30-212-06	Service Contracts/Rentals	25,796	50,000	75,000
01-30-212-07	Vehicle Maintenance	45,643	36,000	36,000
01-30-213-02	Equipment Rental	-	750	750
01-30-213-03	Uniform Dry Cleaning	7,216	10,000	10,000
01-30-214-02	Vehicle Registration	743	350	350
01-30-214-05	Computer Services	25,190	25,000	40,000
01-30-214-06	Animal Control / Care	74,034	78,000	82,000
01-30-214-08	Prisoner Care	-	50,000	50,000
01-30-214-09	Crime Prevention	750	3,000	3,000
01-30-214-10	DARE Supplies	2,763	-	-
01-30-214-12	Bullet Proof Vest Grant	2,920	-	-
01-30-215-03	Miscellaneous	338	1,000	1,000
	Total Contractual Services	\$ 265,494	\$ 374,350	\$ 423,850

City of Mission Annual 2017 Budget

Fund:	General
Department:	Police

Account Number	Account Title	Actual 2015	Budget 2016	Budget 2017
<u>Commodities</u>				
01-30-301-01	Office Supplies	\$ 3,742	\$ 6,000	\$ 4,500
01-30-301-02	Copy Machine Supplies	-	200	200
01-30-301-04	Postage	374	1,200	2,000
01-30-301-05	Printed Forms	1,369	4,000	4,000
01-30-301-06	Other Operating Supplies	1,477	5,500	5,500
01-30-302-01	Uniforms / Leather / Protect Vests	9,235	23,000	23,000
01-30-302-02	Equipment - General	13,162	15,000	15,000
01-30-303-01	Investigation Supplies	1,576	3,500	5,000
01-30-303-02	Property and Evidence Supplies	1,474	5,000	3,500
01-30-303-03	Booking Facility Supplies	107	1,000	1,000
01-30-306-01	Fuel	52,413	70,000	55,000
01-30-306-02	Fleet Tire Replacement	5,686	7,500	7,500
01-30-306-03	Emergency Management	-	-	1,000
	Total Commodities	\$ 90,615	\$ 141,900	\$ 127,200
<u>Capital Outlay</u>				
01-30-401-01	Office Machines	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-
01-30-402-03	Computer Systems	11,401	-	-
01-30-403-01	Police Vehicles	123,485	100,000	55,500
01-30-404-03	Handguns / Shotguns	8,325	-	1,000
01-30-404-04	Radios	-	-	-
01-30-404-05	Radar	-	-	3,500
01-30-404-06	Other Equipment	-	-	-
01-30-404-07	Video Recorder	-	-	-
01-30-404-08	Motorcycles	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-
01-30-407-05	Contingency	-	-	-
	Total Capital Outlay	\$ 143,211	\$ 100,000	\$ 60,000
<u>Debt Service</u>				
	2011 Lease-Purchase	\$ -	\$ 1,802	\$ -
	2014 Lease-Purchase	-	49,318	49,500
	2016 Lease-Purchase	-	-	100,000
	Total Debt Service	\$ -	\$ 51,120	\$ 149,500
	Police Total	\$ 3,076,414	\$ 3,348,750	\$ 3,374,650

2017 Capital Project Fund



City of Mission 2017 Annual Budget

Fund Group: Capital Projects Fund: 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, 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 2016 included:

- \$350,000 for the City's Street Maintenance Program
- \$134,000 for the design of Foxridge reconstruction from 56th Street to 51st Street

Capital Outlay for 2018 includes:

- \$650,000 has been identified as the City's match for the reconstruction of Foxridge from 56th Street to 51st Street

Debt Service in this fund includes:

- 2007A - Principal & Interest - Relocation of Mission Pet Mart to allow for the Johnson Drive improvements
- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 44,045	\$ -	\$ -	\$ -
Contractual Services	97,816	1,518	-	-
Commodities	-	-	-	-
Capital Outlay	4,795,632	1,724,621	484,000	650,000
Debt Service	588,322	652,107	370,315	377,324
Transfers/Reserves	80,000	-	-	-
Total	\$ 5,605,815	\$ 2,378,246	\$ 854,315	\$ 1,027,324

Authorized Positions

Full-Time	0.50	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.50	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Capital Projects Fund: Capital Improvement Fund			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 196,848	\$ 36,846	\$ 80,391
REVENUES			
Intergovernmental Revenue	\$ 1,640,049	\$ -	\$ -
Bond Proceeds		\$ -	\$ -
Miscellaneous and Other			
Mission Pet Mart Loan	\$ 64,360	\$ 64,360	\$ 64,360
Sale of Fixed Assets	-	-	-
West Gateway Plan Review Fees	6,757	-	-
Interest	42	500	500
Miscellaneous Revenue	-	-	-
Total for Miscellaneous and Other	\$ 71,158	\$ 64,860	\$ 64,860
Transfers From Other Funds			
General Fund	\$ -	\$ 833,000	\$ 925,000
Storm water Fund	324,038	-	-
Street Sales Tax Fund	183,000	-	-
Total for Transfers from Other Funds	\$ 507,038	\$ 833,000	\$ 925,000
TOTAL REVENUES	\$ 2,218,245	\$ 897,860	\$ 989,860
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ 1,518	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 1,724,621	\$ 484,000	\$ 650,000
Debt Service			
2007A - Principal & Interest	\$ 98,435	\$ 99,251	\$ 99,805
2013C - Principal & Interest (Street Portion)	553,672	271,064	277,519
Total for Debt Service	\$ 652,107	\$ 370,315	\$ 377,324
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,378,246	\$ 854,315	\$ 1,027,324
FUND BALANCE DECEMBER 31	\$ 36,846	\$ 80,391	\$ 42,927

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2017 Special Revenue Funds



City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: 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 taxes. The fee is set as a dollar amount per one ERU, which is a residential equivalent unit that equals 2,600 square feet, the amount of impervious surface that an average single-family residential parcel of property may have. For 2017, the amount has been set as \$336 per one ERU, which an equivalent residential unit of 2,600 square feet. A single-family parcel of property will pay a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, which is determined by taking the total impervious surface for the parcel and dividing by the 2,600 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 fund per Charter Ordinances and #2 and Ordinance 1206.

Funds have been used to pay 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
- 2014A - Refunding of a portion of 2009A G.O. Bonds
- 2014B - Refunding of a portion of 2009A G.O. Bonds
- KDHE - A Kansas Department of Health and Environment loan

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 44,046	\$ -	\$ -	\$ -
Contractual Services	8,901	16,430	5,000	-
Commodities	60	-	-	-
Capital Outlay	-	-	-	-
Debt Service	16,581,163	2,371,807	2,619,319	2,583,865
Transfers/Reserves	-	-	-	-
Total	\$ 16,634,170	\$ 2,388,237	\$ 2,624,319	\$ 2,583,865

Authorized Positions

Full-Time	0.50	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.50	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Storm water Utility			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 24,077	\$ 37,027	\$ 291,156
REVENUES			
Property Taxes			
Property Tax	\$ 5	\$ -	\$ -
Delinquent Property Tax	70	-	-
Motor Vehicle Tax	-	-	-
Total Property Taxes	\$ 75	\$ -	\$ -
Fees			
Storm Water Utility Fees	\$ 2,042,515	\$ 2,475,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	40,698	25,000	30,000
Total Fees	\$ 2,083,213	\$ 2,500,000	\$ 2,530,000
Special Assessments	\$ -	\$ 299,798	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -
Miscellaneous and Other			
Interest	\$ 136	\$ 150	\$ 200
Miscellaneous	-	-	-
Total Miscellaneous and Other	\$ 136	\$ 150	\$ 200
Transfers From Other Funds			
General Fund	\$ 560,000	\$ -	\$ -
Capital Improvement Fund	-	-	-
Rock Creek Drainage #1 Fund	3,800	3,500	3,000
Rock Creek Drainage #2 Fund	78,000	75,000	85,000
Total Transfer From Other Funds	\$ 641,800	\$ 78,500	\$ 88,000
TOTAL REVENUES	\$ 2,725,224	\$ 2,878,448	\$ 2,618,200

City of Mission 2017 Annual Budget

Fund Group: Special Revenue			
Fund: Storm water Utility			
	Actual 2015	Budget 2016	Budget 2017
EXPENDITURES			
Personnel Services			
Full-Time Salaries	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-
Social Security	-	-	-
KPERS	-	-	-
Employment Security	-	-	-
City Pension	-	-	-
Total for Personnel	\$ -	\$ -	\$ -
Contractual Services			
Professional Services	\$ 465	\$ -	\$ -
Engineering/Architecture Services	6,562	5,000	-
Inspections	-	-	-
Storm Drain Repairs	9,403	-	-
Other Contractual Services	-	-	-
Refund Rebate Utility Fee	-	-	-
Total for Contractual Services	\$ 16,430	\$ 5,000	\$ -
Commodities			
	\$ -	\$ -	\$ -
Capital Outlay			
	\$ -	\$ -	\$ -
Debt Service			
2010A Refunding - Principal & Interest	\$ 367,913	\$ 366,613	\$ 367,813
2010B Refunding - Interest	279,131	279,131	279,131
2013C - Principal & Interest (Storm Water Portion)	-	283,374	277,519
2014A Refunding -Principal & Interest	343,027	324,838	321,838
2014B Refunding - Principal & Interest	1,375,176	1,358,800	1,331,000
KDHE Loan	6,561	6,564	6,565
Total For Debt Service	\$ 2,371,807	\$ 2,619,319	\$ 2,583,865
Transfers To Other Funds			
Capital Improvement Fund	\$ 324,038	\$ -	\$ -
Total for Transfers to Other Funds	\$ 324,038	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,712,275	\$ 2,624,319	\$ 2,583,865
FUND BALANCE DECEMBER 31	\$ 37,027	\$ 291,156	\$ 325,491

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City of Mission 2017 Annual Budget

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 consists of an annual fee collected from each property in the City as an assessment on the property taxes. The fee is 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. The residential per trip rate is 2.076 cents and the commercial per trip rate is 1.490 cents. A single-family parcel of property would pay a transportation utility fee of \$72 per year. Other properties would pay a fee based on the land use and the number of vehicles trips.

In 2013, the City was challenged on the legality of the transportation utility fee. The City received a favorable ruling in the circuit court, but this decision was overturned by the appeals court in July of 2015. The City decided to pursue an appeal of the Appellate Court's decision to the Kansas Supreme Court. In the meantime, however, the City decided to not collect the transportation utility fee for the 2016 and 2017 budget year.

In lieu of the transportation utility fee, the City raised the mill levy by 7 mills in 2016 to provide a funding source for needed street and road improvements. Thus, this fund currently has no revenue source and no expenditures.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	5,313	-	-	-
Commodities	-	-	-	-
Capital Outlay	115,136	11,057	-	-
Debt Service	2,372,194	885,226	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 2,492,643	\$ 896,283	\$ -	\$ -

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Transportation Utility Fund			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 58,386	\$ 14,177	\$ 14,177
REVENUES			
Fees			
Transportation Utility Fee	\$ 767,727	\$ -	\$ -
Transportation Utility Fee Delinquent	4,285	-	-
Total for Fees	\$ 772,012	\$ -	\$ -
Intergovernmental Revenue	-	-	-
Miscellaneous and Other			
Reimbursed Expenses	\$ -	\$ -	\$ -
Interest	62	-	-
Miscellaneous Revenue	-	-	-
Total for Miscellaneous and Other	\$ 62	\$ -	\$ -
Transfers From Other Funds			
Street Sales Tax	\$ 80,000	\$ -	\$ -
Total for Transfers	\$ 80,000	\$ -	\$ -
TOTAL REVENUES	\$ 852,074	\$ -	\$ -
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 11,057	\$ -	\$ -
Debt Service			
2011A - Principal and Interest	\$ 885,226	\$ -	\$ -
Total for Debt Service	\$ 885,226	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 896,283	\$ -	\$ -
FUND BALANCE DECEMBER 31	\$ 14,177	\$ 14,177	\$ 14,177

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: Street Sales Tax

Fund Description

Upon voter approval, the City of Mission began collecting a 1/4 of 1% special sales tax for streets - more commonly known as the street sales tax - in April of 2012. The tax has a 10-year sunset.

Revenue from the street sales tax is pledged 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.

Debt Service:

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

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	16,553	200,000	150,000
Debt Service	470,945	473,845	470,870	472,045
Transfers/Reserves	-	263,000	50,000	50,000
Total	\$ 470,945	\$ 753,398	\$ 720,870	\$ 672,045

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Street Sales Tax			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 517,464	\$ 318,999	\$ 148,159
REVENUES			
Sales Tax - 1/4 Cent for Streets	\$ 554,876	\$ 550,000	\$ 550,000
Miscellaneous and Other			
Interest	\$ 57	\$ 30	\$ 50
Total Miscellaneous and Other	\$ 57	\$ 30	\$ 50
TOTAL REVENUES	\$ 554,933	\$ 550,030	\$ 550,050
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 16,553	\$ 200,000	\$ 150,000
Debt Service			
2012A - Principal & Interest	\$ 473,845	\$ 470,870	\$ 472,045
Total for Debt Service	\$ 473,845	\$ 470,870	\$ 472,045
Reserves	\$ -	\$ 50,000	\$ 50,000
Transfers To Other Funds			
Capital Improvement Fund	\$ 183,000	\$ -	\$ -
Transportation Utility Fund	\$ 80,000	\$ -	\$ -
Total for Other Funds	\$ 263,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ 753,398	\$ 720,870	\$ 672,045
FUND BALANCE DECEMBER 31	\$ 318,999	\$ 148,159	\$ 26,164

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: Parks Sales Tax

Fund Description

Upon voter approval the City of Mission began collecting a 3/8 of 1% Special Sales Tax for Parks and Recreation - more commonly known as the Parks Sales Tax - in April of 2013. The sales tax has a sunset of 10 years.

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 City's outdoor aquatic facility.

Another portion is used to fund various capital improvements at the City's community center, which has primarily been building renovation and equipment maintenance.

The balance has been earmarked to establish a reserve for other parks and recreation activities including repair and maintenance of building components at the City's community center, purchase of a second water slide at the aquatic facility, and implementation of recommendations from the recently completed parks master plan.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	3,059,977	210,546	268,500	300,000
Debt Service	530,103	529,586	526,450	529,000
Transfers/Reserves	100,000	-	110,000	220,000
Total	\$ 3,690,080	\$ 740,132	\$ 904,950	\$ 1,049,000

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Parks Sales Tax			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 671,668	\$ 738,332	\$ 608,382
REVENUES			
Sales Tax - 3/8th Cent for Parks	\$ 832,314	\$ 775,000	\$ 850,000
Bond Proceeds	\$ -	\$ -	\$ -
Miscellaneous and Other			
Interest	\$ -	\$ -	\$ 500
Total for Miscellaneous and Other	\$ -	\$ -	\$ 500
TOTAL REVENUES	\$ 832,314	\$ 775,000	\$ 850,500
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 210,546	\$ 268,500	\$ 300,000
Debt Service			
2013B - Principal & Interest	\$ 529,586	\$ 526,450	\$ 529,000
Total For Debt Service	\$ 529,586	\$ 526,450	\$ 529,000
Reserves			
Park Improvements From Master Plan	\$ -	\$ 50,000	\$ 100,000
Facility Reserve Community Center	-	50,000	100,000
Facility Reserve Aquatic Facility	-	10,000	20,000
Total for Reserve Accounts	\$ -	\$ 110,000	\$ 220,000
Transfers To Other Funds			
General Fund	\$ 25,518	\$ -	\$ -
Total for Transfers to Other Funds	\$ 25,518	\$ -	\$ -
TOTAL EXPENDITURES	\$ 765,650	\$ 904,950	\$ 1,049,000
FUND BALANCE DECEMBER 31	\$ 738,332	\$ 608,382	\$ 409,882

City of Mission 2017 Annual Budget

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 slurry and overlay programs. In the past these funds have been leveraged with funds from the County Assisted Road System (CARS) program, state and federal grants, and transfers from other funds to pay for major road projects.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 10,000	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	235,179	300,811	200,000	275,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 245,179	\$ 300,811	\$ 200,000	\$ 275,000

Authorized Positions

Full-Time	0.15	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.15	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Special Highway			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 63,176	\$ 12,390	\$ 58,240
REVENUES			
Intergovernmental - Kansas Gas Tax	\$ 249,775	\$ 245,850	\$ 246,600
Miscellaneous and Other			
Interest	\$ 76	\$ -	\$ 200
Miscellaneous	174	-	-
	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ 200</u>
TOTAL REVENUES	\$ 250,025	\$ 245,850	\$ 246,800
EXPENDITURES			
Personnel Services			
Full-Time Salaries	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-
Social Security	-	-	-
KPERs	-	-	-
Employment Security	-	-	-
City Pension	-	-	-
Total for Personnel Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 300,811	\$ 200,000	\$ 275,000
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	<u><u>\$ 300,811</u></u>	<u><u>\$ 200,000</u></u>	<u><u>\$ 275,000</u></u>
FUND BALANCE DECEMBER 31	\$ 12,390	\$ 58,240	\$ 30,040

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund

Fund: 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).

Total Alcohol Tax funds allocated to the City of Mission are estimated to be \$177,000 for 2017. A third of these funds - \$59,000 - are proportioned to the City's Special Alcohol Tax Fund. Of the funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$14,000 will support the City's participation in the Johnson County mental health response program, and \$30,000 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 awarded organizations 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 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services	29,669	36,331	30,000	45,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 39,669	\$ 51,331	\$ 45,000	\$ 60,000

Authorized Positions

Full-Time	0.15	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
Total	0.15	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Special Alcohol			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 21,626	\$ 27,423	\$ 25,223
REVENUES			
Intergovernmental - Alcohol Tax	\$ 57,128	\$ 42,800	\$ 59,000
TOTAL REVENUES	\$ 57,128	\$ 42,800	\$ 59,000
EXPENDITURES			
Personnel Services			
Full-Time Salaries	\$ 15,000	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-
Social Security	-	-	-
KPERs	-	-	-
Employment Security	-	-	-
City Pension	-	-	-
Total for Personnel Services	\$ 15,000	\$ 15,000	\$ 15,000
 Contractual Services	 \$ 36,331	 \$ 30,000	 \$ 45,000
 Commodities	 \$ -	 \$ -	 \$ -
 Capital Outlay	 \$ -	 \$ -	 \$ -
 Debt Service	 \$ -	 \$ -	 \$ -
 Transfers To Other Funds	 \$ -	 \$ -	 \$ -
TOTAL EXPENDITURES	\$ 51,331	\$ 45,000	\$ 60,000
 FUND BALANCE DECEMBER 31	 \$ 27,423	 \$ 25,223	 \$ 24,223

City of Mission 2017 Annual Budget

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.

Total Alcohol Tax funds allocated to the City of Mission are estimated to be \$177,000 for 2017. A third of these funds - \$59,000 - are proportioned to the City's Special Parks and Recreation Fund to support general programming and parks construction and maintenance. Budgeted expenditures include \$48,000 for an annual lease on fitness equipment for the community center and \$14,256 for an annual lease on a new HVAC system for the community center. The lease for the HVAC system was paid in full in June of 2016 freeing up funds for other expenditures.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	93,804	323,329	-	-
Debt Service	-	-	55,200	55,200
Transfers/Reserves	-	-	-	-
Total	\$ 93,804	\$ 323,329	\$ 55,200	\$ 55,200

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Special Parks and Recreation			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 118,334	\$ 24,065	\$ 11,665
REVENUES			
Intergovernmental - Alcohol Tax	\$ 57,129	\$ 42,800	\$ 59,180
Bond/Lease Proceeds	\$ 168,128	\$ -	\$ -
Miscellaneous and Other			
Interest	152	-	150
Miscellaneous	3,651	-	-
Total Miscellaneous and Other	3,804	-	150
TOTAL REVENUES	\$ 229,060	\$ 42,800	\$ 59,330
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ 323,329	\$ -	\$ -
Debt Service/Lease Payments	\$ -	\$ 55,200	\$ 55,200
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 323,329	\$ 55,200	\$ 55,200
FUND BALANCE DECEMBER 31	\$ 24,065	\$ 11,665	\$ 15,795

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Solid Waste Utility
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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.

The City currently has a contract with Waste Management (formerly Deffenbaug Industries), which will expire in 2019. Solid waste collection is once a week, and there is a bulky item pick-up the first week of every month. The annual Solid Waste Utility Fee is \$163 per single-family residential parcel.

For the past few years, the City has supplemented this service in the amount of \$85,000 which is transferred from the General Fund to the Solid Waste Utility Fund.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,489	566,441	565,000	570,000
Commodities	2,000	-	500	500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 568,489	\$ 566,441	\$ 565,500	\$ 570,500

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Solid Waste Utility			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ -	\$ 3,290	\$ 8,790
REVENUES			
Fees			
Solid Waste Utility Fee	\$ 481,367	\$ 483,000	\$ 483,000
Trash Bag Sales	1,685	2,000	2,000
Yard Waste Stickers	1,366	-	1,000
Commercial Recycling	-	-	-
Recycling Rebate	314	1,000	1,000
	<u>\$ 484,731</u>	<u>\$ 486,000</u>	<u>\$ 487,000</u>
Miscellaneous and Other			
Interest	\$ -	\$ -	\$ 50
Total for Miscellaneous and Other	\$ -	\$ -	\$ 50
Transfers from Other Funds			
General Fund	\$ 85,000	\$ 85,000	\$ 85,000
Total for Miscellaneous and Other	\$ 85,000	\$ 85,000	\$ 85,000
TOTAL REVENUES	\$ 569,731	\$ 571,000	\$ 572,050
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services			
Solid Waste Contract	\$ 562,219	\$ 565,000	\$ 565,000
Utility Rebate Refund	4,222	-	5,000
Total for Contractual Services	\$ 566,441	\$ 565,000	\$ 570,000
Commodities	\$ -	\$ 500	\$ 500
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 566,441	\$ 565,500	\$ 570,500
FUND BALANCE DECEMBER 31	\$ 3,290	\$ 8,790	\$ 10,340

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: Mission Conv. And Visitor's Bur.

Fund Description

Charter Ordinance No. 17 was approved in March of 2006 establishing a Transient Guest Tax of 6%, a Convention and Tourism Fund, and a Convention Commission. This was subsequently revised by Charter Ordinance No. 18, which raised the Transient Guest Tax to 9%, and Charter Ordinance No. 24 which reconstituted the Convention Commission to the Mission Convention and 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 monthly Mission magazine. A portion of the magazine expenses are covered by the General Fund (Newsletter 01-09-214-07) in the legislative budget.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	75,559	45,633	66,000	73,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ 75,559	\$ 45,633	\$ 66,000	\$ 73,000

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Mission Convention & Visitor's Bur.			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 47,126	\$ 53,660	\$ 52,660
REVENUES			
Transient Guest Tax Receipts	\$ 36,786	\$ 30,000	\$ 35,000
Miscellaneous and Other			
Event Sponsorship/Revenue	\$ 6,842	\$ 30,000	\$ 30,000
Holiday Adoption Revenue	8,477	5,000	8,000
Interest	61	-	70
Miscellaneous Revenue	-	-	-
Total for Miscellaneous and Other	\$ 15,381	\$ 35,000	\$ 38,070
TOTAL REVENUES	\$ 52,166	\$ 65,000	\$ 73,070
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services			
MCVB General Expenses	\$ 3,031	\$ 1,000	\$ 3,000
Mission Family Festival	1,181	-	-
Barbeque Contest	335	25,000	25,000
Holiday Lights Event	9,992	10,000	10,000
Mission Merchants	1,605	-	-
MCVB Magazine	21,838	25,000	27,000 *
Holiday Adoptions	7,651	5,000	8,000
Total for Contractual Services	\$ 45,633	\$ 66,000	\$ 73,000
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 45,633	\$ 66,000	\$ 73,000
FUND BALANCE DECEMBER 31	\$ 53,660	\$ 52,660	\$ 52,730

City of Mission 2017 Annual Budget

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 had been the former headquarters and manufacturing plant for Herff Jones, Inc. since 1954. 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 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 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	245,975	187,000	250,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ -	\$ 245,975	\$ 187,000	\$ 250,000

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Mission Crossing TIF/CID			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ -	\$ 26,587	\$ 26,587
REVENUES			
Property Taxes -TIF	\$ 143,172	\$ 75,000	\$ 130,000
Sales Tax - TIF	\$ 55,163	\$ 56,000	\$ 60,000
Sales Tax - CID	\$ 83,228	\$ 56,000	\$ 60,000
TOTAL REVENUES	\$ 281,563	\$ 187,000	\$ 250,000
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services			
TIF Property Tax Reimbursement	\$ 143,172	\$ 100,000	\$ 130,000
TIF Sales Tax Reimbursement	50,370	43,500	60,000
CID Sales Tax Reimbursement	61,433	43,500	60,000
Total for Contractual Services	\$ 254,975	\$ 187,000	\$ 250,000
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 254,975	\$ 187,000	\$ 250,000
FUND BALANCE DECEMBER 31	\$ 26,587	\$ 26,587	\$ 26,587

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: 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 incorporating pedestrian oriented elements such as benches, lighting, and landscaping.

The development includes a 15,000 square foot Natural Grocers 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 these 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 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	71,500	6,500
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
Total	\$ -	\$ -	\$ 71,500	\$ 6,500

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Cornerstone Commons CID				
	Actual 2015	Estimate 2016	Budget 2017	
FUND BALANCE JANUARY 1	\$ -	\$ 6,566	\$ 66	
REVENUES				
Sales Tax - CID	\$ 6,566	\$ 65,000	\$ 65,000	
TOTAL REVENUES	\$ 6,566	\$ 65,000	\$ 65,000	
EXPENDITURES				
Personnel Services	\$ -	\$ -	\$ -	
Contractual Services				
CID Sales Tax Reimbursement	\$ -	\$ 69,000	\$ 62,500	
Administrative Fee	-	2,500	2,500	
Total for Contractual Services	\$ -	\$ 71,500	65,000	
Commodities	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	
Transfers To Other Funds	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ 71,500	\$ 65,000	
FUND BALANCE DECEMBER 31	\$ 6,566	\$ 66	\$ 66	

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: 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 of 10.5 mills 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 "Gateway."

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	2,550	3,800	3,500	3,000
Transfers/Reserves	-	-	-	-
Total	\$ 2,550	\$ 3,800	\$ 3,500	\$ 3,000

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue Fund: Rock Creek Drainage Dist. #1			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 2,515	\$ 1,423	\$ 423
REVENUES			
Property Taxes			
Real Estate Tax	\$ 2,708	\$ 2,500	\$ 2,800
Real Estate Tax Delinquent	-	-	-
Total for Property Taxes	\$ 2,708	\$ 2,500	\$ 2,800
Miscellaneous and Other			
Interest	\$ -	\$ -	\$ 15
Total for Miscellaneous and Other	\$ -	\$ -	\$ 15
TOTAL REVENUES	\$ 2,708	\$ 2,500	\$ 2,815
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds			
Storm Water Utility Fund	\$ 3,800	\$ 3,500	\$ 3,000
Total for Transfers To Other Funds	\$ 3,800	\$ 3,500	\$ 3,000
TOTAL EXPENDITURES	\$ 3,800	\$ 3,500	\$ 3,000
FUND BALANCE DECEMBER 31	\$ 1,423	\$ 423	\$ 238

City of Mission 2017 Annual Budget

Fund Group: Special Revenue

Fund: 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 the Rock Creek and within the flood plain of the 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 of 10.5 mills 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.

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.

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	77,000	78,000	75,000	85,000
Transfers/Reserves	-	-	-	-
Total	\$ 77,000	\$ 78,000	\$ 75,000	\$ 85,000

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
Total	0.00	0.00	0.00	0.00

City of Mission 2017 Annual Budget

Fund Group: Special Revenue			
Fund: Rock Creek Drainage Dist. #2			
	Actual 2015	Estimate 2016	Budget 2017
FUND BALANCE JANUARY 1	\$ 3,758	\$ 3,409	\$ 6,409
REVENUES			
Property Taxes			
Real Estate Taxes	\$ 77,636	\$ 78,000	\$ 80,000
Real Estate Taxes Delinquent	16	-	-
Total for Property Taxes	<u>\$ 77,651</u>	<u>\$ 78,000</u>	<u>\$ 80,000</u>
Miscellaneous and Other			
Interest	\$ 1	\$ -	\$ 5
Total For Miscellaneous and Other	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 5</u>
TOTAL REVENUES	<u>\$ 77,652</u>	<u>\$ 78,000</u>	<u>\$ 80,005</u>
EXPENDITURES			
Personnel Services	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -
Transfers To Other Funds			
Storm Water Utility Fund	\$ 78,000	\$ 75,000	\$ 85,000
Total for Transfers To Other Funds	<u>\$ 78,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>
TOTAL EXPENDITURES	<u>\$ 78,000</u>	<u>\$ 75,000</u>	<u>\$ 85,000</u>
FUND BALANCE DECEMBER 31	\$ 3,409	\$ 6,409	\$ 1,414

2017 Community Investment Program



City of Mission 2017 Annual Budget

Community Investment Program

Purpose

A Community Investment Program (CIP) is a major public infrastructure and planning tool for municipalities. The CIP is a statement of the City's policies and financial abilities to manage the physical development and redevelopment of the community. The development of a five-year CIP provides a systematic plan for providing efficient and effective public infrastructure improvements within a prioritized framework.

There are several benefits to developing and adopting a Community Investment Program. Not only does it become a management tool for the Governing Body and City staff, it can also provide valuable information to the Planning Commission, citizens, developers and businesses who are interested in the development and redevelopment of Mission. The CIP document can assist in leveraging available resources through improved timing of projects, and coordination of the City's projects with those of other public or private entities.

The City of Mission's CIP aims to provide effective and efficient services to improve the quality of life for residents, businesses and visitors in our community. The following principles serve as a guide for evaluating and prioritizing capital project requests recommended to the Governing Body.

- Provide effective and efficient governmental services to residents, businesses and visitors.
- Enhance public health, safety and welfare.
- Consider solutions that extend beyond the City's boundaries.
- Use public investment as a catalyst for economic growth in a manner consistent with the major planning processes the City has performed.
- Safeguard Mission's environment and natural beauty for present and future generations through implementation of sustainable solutions.
- Maintain and sustain effective land use planning.
- Maintain or enhance cultural, recreational, educational and social opportunities.
- Protect existing investment in facilities and infrastructure that are vital in delivering fundamental services to our residents.
- Anticipate future facility and infrastructure needs to best leverage the City's capital resources.
- Comply with applicable state and federal mandates.

Goals and Objectives

The goal of Mission's Community Investment Program (CIP) is to forecast future public improvements and facilities in the City and to provide data concerning need, cost, timing, funding sources, budget impacts and alternatives. The goal is pursued with the following objectives.

Community Investment Program Plan / Program Objectives

1. Integrate the CIP budget into the Annual Operating Budget in order to provide a comprehensive financial plan for accomplishing the goals of Mission.
2. Execute the CIP budgetary process in a manner that will provide the Governing Body with an opportunity to respond to community needs.
3. Leverage City resources against available federal, state and county funds in such a manner that the present and future citizens of Mission will be provided with the highest level of services and facilities without adverse financial impacts in the future.
4. Ensure that all decisions and actions will assist in maintaining the City's bond ratings.

Despite the many benefits of multi-year planning, it is important to highlight the fact that the CIP is a fluid document. Revenues can fluctuate as a result of changing economic conditions or shifts in public policy. Private economic decisions can also affect the timing, scale and location of capital projects. Finally, community objectives are difficult to set and may be altered during the annual budget process when priorities are reviewed. The CIP should be reviewed and updated annually, primarily in connection with the annual budget process. Reviewing the CIP annually provides flexibility to ensure the City provides the most efficient and effective level of service for present and future citizens.

The first year of the Plan reflects the approved capital budget for the current fiscal year. The remaining four years represent a schedule and estimate of future capital needs that may be funded given adequate revenues. In summary, a CIP should reflect community assets, community needs and community goals, and should also provide guidelines for growth and development.

2017-2021 Community Investment Plan/Program

Historically, Mission's General Fund revenues have been shared between operating costs and investment in capital projects. Debt financing prior to 2005 was used primarily for construction and expansion of the Community Center, acquisition of parkland (Mohawk), economic development (Target) and some limited stormwater improvements.

Mission has long prided itself in having a low mill levy and on relying primarily on sales tax revenues to support the City's budget. In the early 2000's a combination of factors began to emerge that put pressure on the City's resources, including:

- FEMA revisions to 100-year floodplain, impacting central business corridor
- Street improvement needs/projects that outpaced annual revenues (Roe, Nall, Martway, and Johnson Drive)
- Increasing operating subsidies for the Community Center
- Deferred maintenance of City vehicles and equipment
- Deferred maintenance of City facilities (City Hall, Public Works)

These factors potentially threatened not only the ability to sustain the delivery of basic city services but also had long-term implications for maintaining property values throughout the community. From 2004-2013, approximately \$11 million was transferred from the General Fund for capital projects or debt service associated with capital projects, representing approximately 18% of total General Fund (operating) revenues for that same time period.

There have been a number of actions taken over the last several years to begin to address these challenges, specifically efforts to establish dedicated revenue streams for capital infrastructure investments. In recent years, the emphasis has been to fund Mission's capital projects through a variety of transparent, dedicated sources, including:

- Stormwater Utility Fees
- Transportation Utility Fees
- Property Tax revenues (dedicated mill for Mohawk Park debt service)
- ¼-cent Dedicated Street Sales Tax
- ⅜-cent Dedicated Parks & Recreation Sales Tax
- Drainage District Revenues
- Special Highway Revenues (pass through from State)
- Special Parks & Recreation Revenues (pass through from State)
- County, State or Federal Funds
- Transfers from other Funds

The summary and detail for the 2017 - 2021 Community Investment Program (CIP) is included on the following pages. A large portion of the current capital infrastructure revenue streams are dedicated to debt service obligations. The City has used debt financing to help provide for the timely completion of infrastructure improvements. While the amount of debt incurred in recent years is not insignificant, it is important to evaluate that debt in relationship to the increase in the City's net assets and the useful life of the assets being constructed or repaired.

Outside Funding Sources

In addition to developing dedicated local revenue streams over the last 10-12 years, the City has also aggressively pursued outside funding to help support the investment in capital infrastructure. More than \$30 million in federal, state and county funds was secured for various projects between 2005-2014.

Major stormwater projects and arterial street projects are funded with assistance through the Johnson County Stormwater Management Advisory Committee (SMAC) or the Johnson County Assisted Road Systems (CARS). The stormwater program collects revenue county-wide and reallocates it among all cities. CARS funding is considered and appropriated annually by the Board of County Commissioners.

Conclusion

Mission continues to face infrastructure challenges that will put pressure on future budgets. The CIP provides an important tool to guide the decision-making process to ensure the program accurately reflects community assets, community needs and community goals, as well as providing guidelines for growth and development.

**CITY OF MISSION, KANSAS
RESOLUTION NO. 970**

A RESOLUTION ADOPTING THE 2017-2021 COMMUNITY INVESTMENT PROGRAM (CIP) FOR THE CITY OF MISSION, KANSAS.

WHEREAS, the City of Mission, faces significant infrastructure projects, including, streets, stormwater, and public facilities necessary to maintain property values and encourage additional private-sector redevelopment; and

WHEREAS, in City-wide surveys conducted by ETC in 2007, 2011, and 2015 the citizens of Mission articulated redevelopment as one of the top priorities facing the city; and

WHEREAS, the City of Mission, has invested over \$70 million in infrastructure during the past ten years in support of both public and private-sector goals; and

WHEREAS, a multiyear CIP is recognized as an important planning and budgeting document for municipalities; and

WHEREAS, the CIP contains expenditures to actively construct and maintain capital projects as well as to pay debt service on bonds issued for infrastructure improvements; and

WHEREAS, the annual adoption of a CIP does not specifically commit the city to any expenditures and is an important forecasting tool for the annual budget process; and

WHEREAS, the CIP better positions the city to solicit external resources to help fund infrastructure projects in the City of Mission,

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

Section 1. The 2017-2021 CIP is adopted. The City expects to receive approximately \$5,406,714 million of revenue and spend \$4,960,811 million in expenditures as part of the 2017 budget related to the Community Investment Program.

Section 2. In 2017, the CIP will fund projects and debt service in three primary program areas: streets, stormwater and parks and recreation. Specific projects and debt service obligations are detailed in the program

2017-2021 Community Investment Program - Overview

	2016	2017	2018	2019	2020	2021
Revenues						
Beginning Balance	905,342	1,351,245	878,330	230,707	(1,811,765)	(1,697,657)
<u>Local Revenue</u>	5,118,064	4,907,000	4,882,000	4,882,000	4,882,000	4,857,000
<u>External Revenue</u>	288,650	1,030,600	305,600	2,373,600	305,600	305,600
<u>Debt Proceeds</u>	0	0	0	0	0	0
Total CIP Revenues	5,406,714	5,937,600	5,187,600	7,255,600	5,187,600	5,162,600
Expenses						
<u>Capital Projects</u>	433,056	1,890,163	1,306,900	4,586,405	462,500	542,500
Streets	69,464	1,453,663	1,088,900	4,317,405	300,000	300,000
Stormwater	0	0	0	0	0	0
Parks & Recreation	363,592	436,500	218,000	269,000	162,500	242,500
<u>Maintenance/Operations Programs</u>	585,000	610,000	610,000	710,000	610,000	610,000
Streets	450,000	450,000	450,000	550,000	450,000	450,000
Stormwater	75,000	100,000	100,000	100,000	100,000	100,000
Parks & Recreation	60,000	60,000	60,000	60,000	60,000	60,000
<u>Debt Service</u>	3,942,755	3,910,352	3,918,323	4,001,667	4,000,992	3,999,187
Streets	741,933	743,508	739,079	738,723	737,323	740,081
Stormwater	2,619,319	2,589,919	2,593,144	2,680,194	2,679,569	2,674,106
Parks & Recreation	581,503	576,925	586,100	582,750	584,100	585,000
Total CIP Expenses	4,960,811	6,410,515	5,835,223	9,298,072	5,073,492	5,151,687
Ending Balance	1,351,245	878,330	230,707	(1,811,765)	(1,697,657)	(1,686,744)
						Remaining Debt Service
						\$12,715,465

2017-2021 Community Investment Program - Summary by Program Area

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Balance	905,342	1,351,245	878,330	230,707	(1,811,765)	(1,697,657)	
Streets	345,567	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	
Stormwater	41,860	225,839	117,920	6,776	(191,418)	(388,987)	
Parks & Recreation	517,915	412,386	247,961	267,861	240,111	317,511	
<u>Local Revenue</u>							
Streets	1,383,000	1,475,000	1,475,000	1,475,000	1,475,000	1,475,000	
Stormwater	2,878,298	2,582,000	2,582,000	2,582,000	2,582,000	2,582,000	
Parks & Recreation	856,766	850,000	825,000	825,000	825,000	800,000	
<u>External Revenue</u>							
Streets	245,850	971,600	246,600	2,314,600	246,600	246,600	
Stormwater	0	0	0	0	0	0	
Parks & Recreation	42,800	59,000	59,000	59,000	59,000	59,000	
<u>Debt Proceeds</u>							
Streets	0	0	0	0	0	0	
Stormwater	0	0	0	0	0	0	
Parks & Recreation	0	0	0	0	0	0	
Total CIP Revenues	5,406,714	5,937,600	5,187,600	7,255,600	5,187,600	5,162,600	
Expenses							
<u>Capital Projects</u>							
Streets	69,464	1,453,663	1,088,900	4,317,405	300,000	300,000	
Stormwater	0	0	0	0	0	0	
Parks & Recreation	363,592	436,500	218,000	269,000	162,500	242,500	
<u>Maintenance/Operations Programs</u>							
Streets	450,000	450,000	450,000	550,000	450,000	450,000	
Stormwater	75,000	100,000	100,000	100,000	100,000	100,000	
Parks & Recreation	60,000	60,000	60,000	60,000	60,000	60,000	
<u>Debt Service</u>							
Streets	741,933	743,508	739,079	738,723	737,323	740,081	<u>Remaining Debt Service</u>
Stormwater	2,619,319	2,589,919	2,593,144	2,680,194	2,679,569	2,674,106	\$1,013,288
Parks & Recreation	581,503	576,925	586,100	582,750	584,100	585,000	\$10,641,277
Total CIP Expenses	4,960,811	6,410,515	5,835,223	9,298,072	5,073,492	5,151,687	\$1,060,900
Ending Balance	1,351,245	878,330	230,707	(1,811,765)	(1,697,657)	(1,686,744)	
Streets	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	(1,394,662)	
Stormwater	225,839	117,920	6,776	(191,418)	(388,987)	(581,093)	
Parks & Recreation	412,386	247,961	267,861	240,111	317,511	289,011	

Street Program Plan (2017-2021)

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Balance*	345,567	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	
<i>Local Revenue</i>							
Transportation Utility Fund Revenues	0	0	0	0	0	0	
7 mills dedicated to streets	833,000	925,000	925,000	925,000	925,000	925,000	
0.25% Street Sales Tax Revenues - existing	550,000	550,000	550,000	550,000	550,000	550,000	
Sub-total	1,383,000	1,475,000	1,475,000	1,475,000	1,475,000	1,475,000	
<i>External Revenue</i>							
CARS Reimbursements	0	725,000		2,000,000	0	0	
Special Highway	245,850	246,600	246,600	246,600	246,600	246,600	
Miscellaneous Revenues	0	0	0	68,000	0	0	
Sub-total	245,850	971,600	246,600	2,314,600	246,600	246,600	
<i>Debt Proceeds</i>							
Sub-total	0	0	0	0	0	0	
Total Street Revenues	1,628,850	2,446,600	1,721,600	3,789,600	1,721,600	1,721,600	
Expenses							
<i>Capital Projects</i>							
Johnson Drive							
Foxridge (56th to 51st)	69,464	1,453,663					
Foxridge (51st to Lamar)			788,900	4,017,405			
Full-depth Reconstruction Projects (non-CARS eligible)			300,000	300,000	300,000	300,000	
Sub-total	69,464	1,453,663	1,088,900	4,317,405	300,000	300,000	
<i>Maintenance Programs</i>							
Street Maintenance Program (seal and mill/overlay)	350,000	350,000	350,000	450,000	350,000	350,000	
PW Maintenance Programs (sidewalks, traffic safety)	75,000	75,000	75,000	75,000	75,000	75,000	
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000	
Sub-total	450,000	450,000	450,000	550,000	450,000	450,000	
<i>Debt Service</i>							
Johnson Drive/Martway Debt Service (2012A)	470,870	472,045	472,316	471,660	470,060	472,718	
Jo Drive - Street Portion (2013C)	271,063	271,463	266,763	267,063	267,263	267,363	
Sub-total	741,933	743,508	739,079	738,723	737,323	740,081	
Total Street Expenses	1,261,397	2,647,171	2,277,979	5,606,128	1,487,323	1,490,081	
Ending Balance	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	(1,394,662)	
							Remaining Debt Service/ Year
							Retires
							\$474,300 (2022)
							\$538,988 (2023)

Stormwater Program Plan (2017-2021)

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Balance	41,860	225,839	117,920	6,776	(191,418)	(388,987)	
<i>Local Revenue</i>							
Stormwater Utility Fund Revenues	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Drainage District Revenues	78,500	82,000	82,000	82,000	82,000	82,000	
Transfer from General Fund for Debt Service							
Transfer from CIP Fund for Debt Service							
Gateway Special Benefit District Revenues	299,798	0	0	0	0	0	
Sub-total	2,878,298	2,582,000	2,582,000	2,582,000	2,582,000	2,582,000	
<i>Extenal Revenue</i>							
SMAC Revenues							
Miscellaneous Revenues							
Sub-total	0	0	0	0	0	0	
<i>Debt Proceeds</i>							
Sub-total	0	0	0	0	0	0	
Total Stormwater Revenues	2,878,298	2,582,000	2,582,000	2,582,000	2,582,000	2,582,000	
Expenses							
<i>Capital Projects</i>							
Sub-total	0	0	0	0	0	0	
<i>Maintenance Programs</i>							
Repair and Maintenance Fund	0	50,000	50,000	50,000	50,000	50,000	
Stormwater Administrative Costs							
Miscellaneous Engineering	75,000	50,000	50,000	50,000	50,000	50,000	
Sub-total	75,000	100,000	100,000	100,000	100,000	100,000	
<i>Debt Service/Loan Repayment</i>							
KDHE Loan Repayment	6,562	6,562	6,562	6,562	6,562	6,562	Remaining Debt Service/ Year Retires
GO Series 2010A	366,613	367,813	368,738	369,388	364,763	-	\$65,620 (2031)
GO Series 2010B	279,131	279,131	279,131	279,131	974,131	1,331,331	\$4,494,455 (2026)
GO Series 2013C - Stormwater Portion	283,375	283,575	283,675	283,675	283,575	283,375	\$570,075 (2023)
GO Series 2014-A	324,838	321,838	1,389,838	1,741,438	1,050,538	1,052,838	\$5,511,127 (2029)
GO Series 2014-B	1,358,800	1,331,000	265,200	-	-	-	
Sub-total	2,619,319	2,589,919	2,593,144	2,680,194	2,679,569	2,674,106	
Total Stormwater Expenses	2,694,319	2,689,919	2,693,144	2,780,194	2,779,569	2,774,106	
Ending Balance	225,839	117,920	6,776	(191,418)	(388,987)	(581,093)	

Parks & Recreation Program Plan (2017-2021)

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Fund Balance (unreserved)	517,915	412,386	247,961	267,861	240,111	317,511	
Local Revenue							
0.375% Parks & Recreation Sales Tax Revenues	850,000	850,000	825,000	825,000	825,000	800,000	
Transfers/other	6,766						
Sub-total	856,766	850,000	825,000	825,000	825,000	800,000	
External Revenue							
Special Parks & Recreation Revenues	42,800	59,000	59,000	59,000	59,000	59,000	
Sub-total	42,800	59,000	59,000	59,000	59,000	59,000	
Debt Proceeds							
Sub-total	0	0	0	0	0	0	
Total Parks and Recreation Revenues	899,566	909,000	884,000	884,000	884,000	859,000	
Expenses							
Capital Projects							
Mission Crossing Park	109,042						
Park Improvement Fund	50,000	50,000	50,000	50,000	50,000	50,000	
MFAC Improvements/Equipment Replacement		Addition of second slide tower	95,000				
SPJCC Improvements/Equipment Replacement	204,550	291,500	168,000	219,000	112,500	192,500	
6' Rectangular Tables	8,200	Refrigerators	10,000	Small Kaivac	5,000	Seated Rider Scrubber	16,000
Round Tables (42)	7,500	A&B Carpet/Flooring	20,000	Gym Dividers (2)	25,000	Selectorize Equipment	45,000
Aerobics Room Sound	2,000	A&B Banquet Chairs	13,000	Star Track Spinner Bikes (1/2)	12,500	Small Kaivac	5,000
Step Equipment	4,350	Dance Floor - Conference	3,000	Pool Pak Replacement	65,000	Adult Lounge Furniture	3,000
Pool Vacuums	6,000	Pool Resurfacing	50,000	Sound System A&B	10,000	Pool Pak Replacement	65,000
Gymnastic Mats	6,500	Conference Center Projectors	15,000	Free Weight Equipment	28,000	Locker Room Flooring	40,000
Stoves (2)	2,000	Replace Back-Up Battery Sytem	8,000	Steam Room retilling	15,000	Elevator Maintenance	25,000
Flat Panel TVs	5,000	Parking Lot	100,000	Star Track Spinner Bikes (1/2)	12,500		
Cameras	12,500	Pool Pak Replacement	65,000				
Phone System	18,000						
Parking Lot/Sidewalks	125,000						
Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement	7,500
Sub-total	363,592	436,500	218,000	269,000	162,500	242,500	
Maintenance/Operations							
Facility Reserve Funds (SPJCC)	50,000	50,000	50,000	50,000	50,000	50,000	
Facility Reserve Funds (MFAC)	10,000	10,000	10,000	10,000	10,000	10,000	
Transfer to General Fund for Operations							
Sub-total	60,000	60,000	60,000	60,000	60,000	60,000	
Debt Service/Lease Payments							
Outdoor Aquatic Facility Debt Service (2013B)	526,450	529,000	531,100	527,750	529,100	\$530,000	\$1,060,900 (2023)
Cardio Equipment Lease	47,925	47,925	55,000	55,000	55,000	55,000	on-going lease
HVAC Controller Lease	7,128						
Sub-total	581,503	576,925	586,100	582,750	584,100	585,000	
Total Parks & Recreation Expenses	1,005,095	1,073,425	864,100	911,750	806,600	887,500	
Ending Balance (unreserved)	412,386	247,961	267,861	240,111	317,511	289,011	
SJPCC Reserve	235,000	SJPCC Reserve	285,000	SJPCC Reserve	335,000	SJPCC Reserve	385,000
MFAC Reserve	20,000	MFAC Reserve	30,000	MFAC Reserve	40,000	MFAC Reserve	50,000
Park Improvement Reserve	100,000	Park Improvement Reserve	150,000	Park Improvement Reserve	200,000	Park Improvement Reserve	250,000
Total Reserves	355,000	Total Reserves	465,000	Total Reserves	575,000	Total Reserves	685,000
Total Fund Balance	767,386	712,961	842,861	925,111	1,112,511	1,194,011	

2017 Outstanding Debt Obligations And Debt Policy



CITY OF MISSION
DEBT SUMMARY 2017

Debt Issue	Issue Date	Original Issue Amount	Interest Rates	Amount Outstanding 1/1/2017	Debt to be Issued in 2017	Debt Service 2017		Amount Outstanding 12/31/2017	Maturity Date	Repayment Source
						Interest	Principal			
GO Taxable Bonds, Series 2007A Mission Pet Mart Relocation	5/1/2007	\$ 750,000	5.0-5.3	\$ 185,000	\$ -	\$ 9,806	\$ 90,000	\$ 95,000	9/1/2018	Private Loan
GO Bonds, Series 2010A Refunding of 2008-2 Taxable Temp Notes	8/18/2010	\$ 3,200,000	2.0-2.75	\$ 1,375,000	\$ -	\$ 37,812	\$ 330,000	\$ 1,045,000	9/1/2020	Storm Water Utility and Drainage Districts
GO Refunding Bonds, Series 2010B Restructure 2005A and portion of 2009A	12/15/2010	\$ 6,945,000	4.0-4.25	\$ 6,945,000	\$ -	\$ 279,132	\$ -	\$ 6,945,000	9/1/2029	Storm Water Utility and Drainage Districts
GO Bonds, Series 2012A Johnson Drive/Martway Improvements	2/16/2012	\$ 4,360,000	.40-2.0	\$ 2,670,000	\$ -	\$ 42,046	\$ 430,000	\$ 2,240,000	9/1/2022	1/4-cent Street Sales Tax
GO Bonds, Series 2013A Streetlight Acquisition	7/11/2013	\$ 680,000	2.0-3.0	\$ 490,000	\$ -	\$ 12,176	\$ 65,000	\$ 425,000	9/1/2023	General Fund
GO Bonds, Series 2013B Mission Aquatic Center	7/11/2013	\$ 4,510,000	2.0-3.0	\$ 3,300,000	\$ -	\$ 99,000	\$ 430,000	\$ 2,870,000	9/1/2023	Parks & Recreation Sales Tax
GO Bonds, Series 2013C Johnson Drive Improvements	12/20/2013	\$ 4,480,000	2.0-2.5	\$ 3,550,000	\$ -	\$ 75,038	\$ 480,000	\$ 3,070,000	9/1/2023	1/4-cent Street Sales Tax and Storm Water Utility
GO Refunding, Series 2014-A (replaced portion of 2009-A)	8/7/2014	\$ 9,795,000	2.0-3.0	\$ 9,595,000	\$ -	\$ 221,838	\$ 100,000	\$ 9,495,000	9/1/2029	Storm Water Utility and Drainage Districts
GO Refunding, Series 2014-B (replaced portion of 2009-A)	8/27/2014	\$ 4,035,000	2.0-4.0	\$ 1,525,000	\$ -	\$ 61,000	\$ 1,270,000	\$ 255,000	9/1/2018	Storm Water Utility and Drainage Districts
Totals		\$ 38,755,000		\$ 29,635,000	\$ -	\$ 837,848	\$ 3,195,000	\$ 26,440,000		
						Total Debt Service Payments:				
								\$ 4,032,848		

City of Mission 2017 Annual Budget

Debt Financing Policy

The Debt Financing Policy Statement sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policy that:

- 1) the City obtain financing only when necessary,
- 2) the process for identifying the timing and amount of debt or other financing be as efficient as possible,
- 3) the most favorable interest rate and other related costs be obtained, and
- 4) when appropriate, future financial flexibility be maintained.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other City obligations permitted to be issued or incurred under Kansas law, shall only be used to purchase capital assets that cannot reasonably be acquired from either available current revenues or fund balances. The useful life of the asset or project shall exceed the payout schedule of any debt the City assumes.

To enhance creditworthiness and prudent financial management, the City is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning.

Evidence of this commitment to capital planning will be demonstrated through periodic adjustment of the City's Comprehensive Plan and the annual adoption of a Community Investment Program (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years. In addition, the City will use a ten-year equipment replacement schedule and an annual five-year financial forecast to assist with long-term financial planning.

Responsibility for Policy

The primary responsibility for developing debt financing recommendations rests with the Finance Director. In developing such recommendations, the Finance Director shall be assisted by the City Administrator and City's outside Financial Advisor (FA), the three of whom shall comprise the Debt Management Committee who will:

- meet at least semi-annually to consider the need for debt financing and assess progress on the current CIP and any other program/improvement deemed necessary by the City Administrator;
- meet at least annually to test adherence to this policy statement and to review applicable debt ratios serving as benchmarks;
- review changes in federal and state legislation that affect the City's ability to issue debt and report such findings to the City Council as appropriate;
- review annually the provisions of resolutions authorizing issuance of general obligation bonds of the City;
- review semi-annually the opportunities for refinancing current debts; and
- review annually the services provided by the City's financial advisor, bond

counsel, paying agents and other debt financing service providers.

Prior to each meeting, the Finance Director shall gather information on the financial status of the City's current CIP. The report shall be based in part on information collected from departmental managers for the City and shall include a projection of near term financing needs compared to available resources, an analysis of the impact of contemplated financings on the property tax rate and user charges, and a final financing recommendation. In developing financing recommendations, the Debt Management Committee shall consider:

- the length of time proceeds of obligations are expected to remain on hand and their related carrying costs;
- the options for interim financing including short term and inter-fund borrowing, taking into consideration federal and state reimbursements;
- the effect of proposed actions on the tax rate and user charges;
- trends in bond markets;
- trends in interest rates; and,
- other factors as deemed appropriate.

Use of Debt Financing

Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The City will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

- when the project is included in the City's five-year Community Investment Program; or when the project involves acquisition of equipment that cannot be purchased outright without causing an unacceptable spike in the property tax rate; or,
- when the project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the City; and,
- when the project's useful life, or when the projected service life of the equipment, will be equal to or exceed the term of the financing; and,
- when there are designated revenues sufficient to service a debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate pay-as-you-go versus debt financing in funding capital improvements:

Factors which favor pay-as-you-go financing include circumstances where:

- the project can be adequately funded from available current revenues and fund balances;
- the project can be completed in an acceptable time frame given the available revenues;
- additional debt levels could adversely affect the City's credit rating or repayment sources; or

- market conditions are unstable or suggest difficulties in marketing debt.

Factors which favor long-term debt financing include circumstances where:

- revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;
- market conditions present favorable interest rates and demand for municipal debt financing;
- a project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs;
- a project is immediately required to meet or relieve capacity needs or existing life/health/safety needs;
- unprogrammed cash reserves are insufficient to pay project costs; or
- the life of the project or asset financed is five years or longer.

Structure and Term of Long-Term Debt Financing

Term of Debt

City debt obligations will be structured to achieve the lowest possible net interest cost to the City given market conditions, the urgency of the capital project, and the nature and type of any security provided. Moreover, to the extent possible, the City will design the repayment of its overall debt issues so as to recapture rapidly its credit capacity for future use. As a benchmark, the City shall strive to repay at least 25% of the principal amount of its general obligation bonds, excluding special assessment bonds, within five years and at least 75% within ten years.

General Obligation Bonds

The City shall use an objective analytical approach to determine whether it can afford to assume new general obligation bonds beyond what it retires each year (see Assumption of Additional Long-Term Obligations below). Generally, this process will compare benchmarks relative to key demographic data of the City.

These benchmarks shall include, at a minimum, ratios reflecting long-term debt per capita, long-term debt as a percent of taxable value, long-term debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net long-term debt of all local taxing jurisdictions. This process shall also examine the direct costs and quantifiable benefits of any proposed expenditures.

The decision on whether to assume new general obligation bonds shall, in part, be based on (a) costs and benefits, (b) the current conditions of the municipal bond market, and (c) the City's ability to assume new general obligation bonds as determined by the aforementioned benchmarks.

Revenue Bonds

For the City to issue new revenue bonds, projected annual revenues as defined by the ordinance authorizing such issuance, shall be at a rate greater than 100% of the issue's

average annual debt service. If necessary, annual adjustments to the City's rate structures will be considered in order to maintain an acceptable coverage factor.

Special Assessment Bonds

The City shall maintain a watchful attitude over the issuance of special assessment bonds for benefit district improvements. While the City's share of any benefit district project may fluctuate, under Kansas law, the City will not pay more than 95% of any proposed costs related to a benefit district. A report on the findings of the Debt Management Committee will be submitted to the City Administrator prior to the City Council approval of any special assessment bond issue.

Economic Development Bonds

The City shall follow City Council Policy 106 which outlines the procedure for considering applications for Tax Increment Financing (TIF) used for economic development and redevelopment purposes in accordance with the provisions of K.S.A 12-1770 through 12-1780. In addition the City shall use all relevant portions of City Council Policy 106 for the issuance of any other type of Economic Development Bonds, including STAR Bonds.

Assumption of Additional Long-Term Obligations

The City shall not assume more tax-supported general obligation bond debt (excluding special assessment bonds) without first conducting an objective analysis as to the community's ability to assume and support additional general obligation bond service payments. Whenever appropriate, self-supporting revenue bonds shall be issued before general obligation bonds.

Asset Life

The City will consider long-term financing for the acquisition, replacement, or expansion of physical assets (including land) only if a capital project has a useful life of longer than the term of the bond issue supporting it. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

Length of Long-Term Debt

City long-term debt will be amortized for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users.

The City normally shall issue bonds with an average life of 10 years or less for general obligation bonds and 20 years for revenue bonds and special assessment bonds. (However, there may be special circumstances when the cost of a project necessitates a bond life greater than 10 years.) When feasible, the structure of general obligation bonds will reduce principal at a faster rate than amortization of revenue bonds or special assessment bonds. There shall be no "balloon" bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term, unless anticipated revenues streams would support otherwise. There shall always be at least interest paid in the first fiscal year after a bond sale and principal

starting no later than the second fiscal year after the bond issue, unless the City is required to issue Capital Appreciation Bonds (CABs).

Call Provisions

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the City. All bonds shall be callable only at par.

Long-Term Debt Structuring

At a minimum, the City will seek to amortize general obligation bonds with level principal and interest costs-over the life of the issue. Pushing higher costs to future years in order to reduce short-term budget liabilities will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of general obligation bonds prohibitive.

Variable Rate Long-Term Obligations

The City may choose to issue bonds that pay a rate of interest that varies according to predetermined formula or results from a periodic remarketing of the securities, consistent with state law and covenants of pre-existing bonds, and depending on market conditions.

Long-Term Debt Administration and Financing

Financing Proposals

Any capital financing proposal of a City division, agency, or utility involving the pledge or other extension of the City's credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the City's credit, shall be referred to the Finance Director or his/her designee.

Bond Counsel

The City will utilize external bond counsel for all Long-Term Debt issues. All long-term debt issued by the City will include a written opinion by Bond Counsel affirming that the City is authorized to issue the long-term debt, stating that the City has met all Federal and State constitutional and statutory requirements necessary for issuance, and determining a long-term debt federal income tax status.

Underwriter's Counsel

City payment for Underwriters Counsel will be authorized for negotiated sales by the Finance Director on a case-by-case basis depending on the nature and complexity of the transaction and the needs expressed by the underwriters.

Financial Advisor

The City will utilize an external Financial Advisor, to be selected for a term of up to three years, through a competitive process administered by the City's Finance Director. The utilization of the Financial Advisor for certain long-term debt issuance will be at the discretion of the Finance Director and City Administrator on a case-by-case basis. For each City bond sale the Financial Advisor will provide the City with information on pricing and underwriting fees for comparable sales by other issuers.

Temporary Notes

Use of short-term borrowing, such as temporary notes, will be undertaken only if the transaction cost plus interest on the notes are less than the cost of internal financing, or available cash or reserves are insufficient to meet project needs or current obligations.

Credit Enhancements

Credit enhancement (letters of credit, bond insurance, etc.) may be used if the costs of such enhancements will reduce the net service payments on the bonds.

Lease/Purchase Agreements

The use of lease/purchase agreements in the acquisition of vehicles, equipment and other capital assets shall be considered carefully relative to any other financing option or a "pay-as-you-go" basis. Although lifetime costs of lease may be higher than other financing options or if the asset were purchased outright, this will not preclude lease-purchase agreements from being considered by the City as a funding option for certain capital projects.

Competitive Sale of Long-Term Debt

The City, as a matter of policy, shall seek to issue its general or revenue bond obligations in a competitive sale unless it is determined by the Debt Management Committee that such a sale method will not produce the best results for the City. In such instances where the City, through a competitive bidding for its bonds, deems the bids received as unsatisfactory or does not receive bids, it may at the election of the City Council, enter into negotiation for sale of the bonds.

Refunding of Long-Term Debt

Periodic reviews of all outstanding long-term debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

City staff and the Financial Advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding long-term debt. As a general rule, the present value savings of a particular refunding will exceed 3% of the refunded debt service.

Refunding issues that produce a net present value savings of less than 3% will be

considered on a case-by-case basis. Refunding issues with negative savings will not be considered unless there is a compelling public policy objective.

Conduit Financings

The City may sponsor conduit financings in the form of Industrial Revenue Bonds for those activities (i.e. economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the City's overall service and policy objectives as outlined in City Council Policy 112.

All conduit financings must insulate the City completely from any credit risk or exposure and must first be approved by the City Administrator before being submitted to the City Council. All conduit financings will require an appropriate issuance fee as determined by the Debt Management Committee in accordance with City Council Policy 112.

Arbitrage Liability Management

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

General

Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the City will not issue obligations except for identifiable projects with very good prospects of timely initiation. Temporary notes and subsequent general obligation bonds will be issued timely as project contracts are awarded so that all issues will be spent quickly.

Responsibility

Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel, Financial Advisor, and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise.

Credit Ratings

Rating Agency Relationships

The Finance Director and the Debt Management Committee shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the City's various debt obligations. This effort shall include providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new long-term debt issuance.

Use of Rating Agencies

The Debt Management Committee shall be responsible for determining whether or not a rating shall be requested on a particular financing and which of the major rating agencies

shall be asked to provide such a rating.

Minimum Long-Term Rating Requirements

The City's minimum rating requirement for its direct, general obligation debt is a rating of "AA" or higher. If a given long-term debt cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to ensure that the minimum rating is achieved. If credit enhancement is unavailable or is determined by the Debt Management Committee to be uneconomical, then the obligations may be issued without a rating.

Rating Agency Requirements

Full disclosure of operations and open lines of communication shall be made to rating agencies used by the City. The Debt Management Committee, with assistance of the City's Financial Advisor, shall prepare the necessary materials and presentations to the rating agencies. Credit rating will be sought from any rating agency as recommended by the City's Debt Management Committee.

Financial Disclosure

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments and agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The City is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Official statements accompanying long-term debt issues, Comprehensive Annual Financial Reports, and continuing disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Department of Finance shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.

Debt Policy Terminology

Arbitrage. Arbitrage refers to the rebate amount due to the Internal Revenue Service where funds received from the issuance of tax-exempt debt have been invested and excess earnings have occurred.

General Obligation Bonds. Bonds backed by the full faith and credit of the City. Although General Obligation Bonds may be repaid with revenues sources other than ad valorem taxes (e.g. voter-approved sales taxes), the issuer's tax levy commitment is

unlimited. As such, this structure has strong marketability in competitive offerings and attracts the lowest interest costs.

Municipal Lease Agreements. The City enters into a lease agreement with another party (typically a third-party vendor) to lease an asset over a defined period of time at a prearranged annual payment.

Revenue Bonds. Bonds secured by revenues generated by the facility from dedicated user fees. Planning for such issues generally is more complex because future costs and revenues directly affect each other. Credit enhancement (e.g., insurance or letter of credit) may be needed because of the limited source of long-term debt service payments that may be available in outlying years.

Special Obligation Bonds. Bonds backed by a dedicated revenue source and not the full faith and credit of the City. For example, Special Obligation Tax Increment Bonds would be repaid solely from pledged tax increment financing revenues. Because it is not secured by an unlimited tax levy, this structure has typically requires a negotiated offering with interest costs higher than those available for General Obligation Bonds.

Special Assessment Bonds. Bonds issued to develop facilities and basic infrastructure for the benefit of properties within the benefit district. Assessments are levied on properties benefited by the project.

Temporary Notes. Notes are issued to provide temporary financing, to be repaid by long-term financing. This type of bridge financing has a maximum maturity of four years under Kansas law.

Supplemental Information



City of Mission 2017 Annual Budget

Financial Policies and Provisions

General Provisions

The City of Mission's financial policies and provisions, compiled below, set forth the basic framework for the overall fiscal management of the City. These policies assist the decision-making process of the City Council and the Administration. They provide guidelines for evaluating both current activities and proposals for future programs and budgets.

Financial policies aid the City by improving financial management, improving financial position, and improving the credit-worthiness of the City. They also serve to ensure that all financial transactions conducted by or on behalf of the City, its agencies, departments, officials, and authorized agents, shall be made in a manner and method which provides for the most proficient and effective management of the financial resources and funds of the City. These policies provide for the maximum protection of the City taxpayer, in accordance with and using established financial management practices, accounting standards, and auditing requirements.

The City Council shall be responsible to establish and authorize policies and procedures for the management of all financial resources and transactions of the City. The City Administrator, Finance Director, and other City officials shall adopt administrative procedures necessary to implement the financial policies.

It is the policy of the City to maintain sound financial practices and policies which are viable and current according to generally accepted accounting principles, auditing standards and financial management experience, and which are consistent and comply with all applicable state and federal laws. The City shall regularly review its policies and procedures and reserves its right to change and supplement them as necessary.

Revenue Provisions

The City will attempt to maintain a diversified and stable revenue system to shelter it from short term fluctuations in any one revenue source.

The City will attempt to obtain additional revenue sources as a way of ensuring a stable, balanced budget.

The City will establish user charges and fees at a level relative to the cost of providing the service.

The City acknowledges that property values have historically increased in Johnson

County, but in recent valuation years the City has seen a decrease in overall property values in our community. Increasing property values will increase property tax revenues when the mill levy is held constant. Decreasing property values reduce the revenue available to the City unless the mill levy is increased. The City will annually review the effect of property values and will take that into consideration when establishing the mill levy rate.

The City levies a 1% general local sales tax. A special ¼-cent sales tax became effective in April 2012 (sunsets April 2022) that is dedicated to street repair and maintenance. A special 3/8-cent parks and recreation sales tax became effective April 2013 (sunsets April 2023). Revenues from this special sales tax may be used to fund construction, operation, or maintenance of parks and recreation facilities.

Expenditure Provisions

The City will manage expenditures to assure that service delivery will be efficient and cost effective when carrying out the public policy directives established by the Council.

The City will continue to support a scheduled level of maintenance and replacement of its infrastructure, fleet, and other equipment and facilities.

Reserve Provisions

The City has established a goal of maintaining 25% of General Fund revenues as a reserve in this fund. From time to time, short-term, planned draw-down of reserves may occur based on specific needs and priorities established by the Council.

Capital Project Provisions

The City will annually develop a five-year plan for capital improvements in accordance with City policies.

The City will adopt annual capital budgets based on the five-year capital improvement plan.

Cash Management/Investment Provisions

The City will deposit all funds on the same day the funds are received.

The City will collect revenues aggressively, including past due bills of any type.

The Council follows an investment policy that emphasizes the preservation of principal, while seeking to obtain the best available rate of return. The policy fully complies with statutes concerning the investment of idle funds by municipalities in Kansas.

The Finance Director, City Administrator, and City Treasurer, will regularly review the status of the City's investments, the return on the investments, and the outlook of existing market conditions and other factors affecting the City's investment decisions.

Debt Service Provisions

The City has adopted a formal debt policy which governs the type, amount and length of any long-term debt issued by the City Council.

When general obligation debt is issued, the City will seek to obtain interest costs that are the lowest attainable in the market. The City will seek to maintain good financial policies and financial reporting to aid in the acquisition of the best market rates.

The City will comply with the legal debt margin established by state statutes.

Accounting, Auditing, and Financial Reporting Provisions

The City will follow the Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) for budget preparation and financial reporting.

The City will submit to an annual audit by an independent certified public accountant to gain an unqualified opinion.

The City will prepare a Comprehensive Annual Financial Report (CAFR) and submit it for consideration to the Governmental Finance Officers Association for their Certificate of Achievement for Excellence in Financial Reporting.

The City will follow the standards of full disclosure in all financial reporting and bond offering statements.

Budget Amendment Policy

The process of amending the City's budget is outlined and authorized by K.S.A. 79-2929a. Amendments to the City's budget are allowed only in the event of an increase in the original budget for previously unbudgeted increases in revenues other than ad valorem property taxes. To amend the budget, the City is required to publish a Notice of Hearing ten days prior to the hearing. The City then must hold a public hearing and forward amended budget forms to the County Clerk for certification.

**CITY OF MISSION, KANSAS
RESOLUTION NO. 969**

A RESOLUTION ESTABLISHING BUDGET POLICIES FOR BUDGET YEAR 2017 FOR THE CITY OF MISSION, KANSAS, ROCK CREEK DRAINAGE DISTRICT #1, AND ROCK CREEK DRAINAGE DISTRICT #2.

WHEREAS, the City of Mission must provide basic services to protect the health, safety, and welfare of the citizens of this community; and

WHEREAS, the City of Mission seeks to promote a redevelopment vision designed to bring increased density to our commercial corridors to positively impact property values and lower the per capita cost of basic services; and

WHEREAS, it is important to fund the replacement and repair of public infrastructure such as streets, sidewalks, storm water structures, parks, and public facilities to encourage private redevelopment; and

WHEREAS, the City has implemented more transparent methods for paying for services and infrastructure through dedicated stormwater, solid waste, parks and recreation, and street revenues;

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

Section 1. The Governing Body establishes the following policies to maintain the public infrastructure as part of the Community Investment Program (CIP) within the 2017 Budget.

1. Maintain the Stormwater Utility Fee \$28 per ERU per month. This would provide an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service.
2. Maintain the current property tax mill rate of 10.500 mills in Rock Creek Drainage District #1 and Rock Creek Drainage District #2. The Drainage Districts generate approximately \$82,000 in combined annual revenue.
3. Maintain a total mill in the General Fund equal to approximately 18.225. The revenues generated from the equivalent of 7 mills will be transferred to the Capital Improvement Fund to support street maintenance. Property tax revenues to be transferred to the CIP Fund in 2017 are estimated at \$925,000.
4. Continue to use the revenues from the $\frac{3}{8}$ -cent Parks & Recreation Sales Tax for debt service on the outdoor aquatic facility, replacement and repair of facility and equipment needs at the Sylvester Powell, Jr. Community Center and maintenance and enhancement of the City's outdoor parks and trail systems. The Parks & Recreation Sales Tax is estimated to generate approximately \$850,000.

Section 2. The Governing Body has established the following policies to maintain basic services and city operations as part of the General Fund within the 2017 Budget.

1. Preserve the equivalent mill levy rate (18.225) used to fund the 2016 Budget. Although total mills are levied in the General Fund, the revenue from 7 mills is dedicated for street maintenance, leaving 11.225 mills available to support General Fund operations.
2. Maintain a General Fund balance of no less than \$2.25 million. The City's goal for reserve funds

is 25% of total General Fund revenues. In order to achieve this goal, the fund balance target for 2017 would be \$2.89 million.

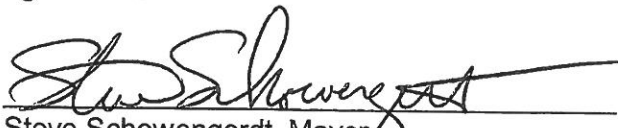
3. Maintain the Solid Waste Utility Rate at \$13.59 per month for single-family property owners. An estimated transfer in the amount of \$85,000 from the General Fund subsidizes single-family residential trash service from Deffenbaugh, which will be contracted at a rate of \$15.79 per month per home in 2017.
4. Continue to implement merit pool increases for outstanding employee performance.
5. Fund replacement of the highest priority capital equipment needs, including hardware and software (citywide), a front wheel loader (Public Works), mowers (Public Works), a one and a half ton truck (Public Works), an air compressor (Public Works), a half ton truck (Parks & Recreation), and various police vehicles and equipment. Capital equipment expenditures are estimated at \$551,000.
6. Establish an Equipment Reserve Fund with a \$250,000 transfer from the General Fund.
7. Maintain the Franchise and Mill Rate Rebate program at 100% of the City franchise fees, 100% of the total City mill exclusive of all City special assessments, and a 50% rebate of the Solid Waste Utility Fee. This expense is estimated at approximately \$25,000.
8. Continue to explore opportunities to increase the cost recovery goal for the Community Center, ultimately working toward 100%. The 2017 Budget as presented achieves a 93% cost recovery rate, excluding capital.

Section 3. The Governing Body directs staff to pursue the following as part of on-going budget considerations.

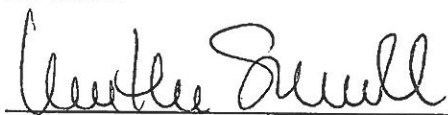
1. Continue to research and refine the street maintenance program, including presenting funding or financing options to address full-depth reconstruction projects and maintenance of major thoroughfares.
2. Research and begin implementation of a comprehensive asset management program.
3. Continue to look for partnership options that could decrease costs supported by Mission taxpayers.
4. Continue to aggressively manage department expenditures to be as efficient as possible in using limited resources to deliver high quality services.
5. Facilitate a Council goal setting session to develop and articulate Council goals and objectives for upcoming budget cycles.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION on this 17th day of August 2016.

APPROVED BY THE MAYOR on this 17th day of August 2016.


Steve Schowengerdt, Mayor

ATTEST:


Martha Sumrall, City Clerk

**City of Mission, Kansas
2017 Salary Schedule**

Adopted 2017

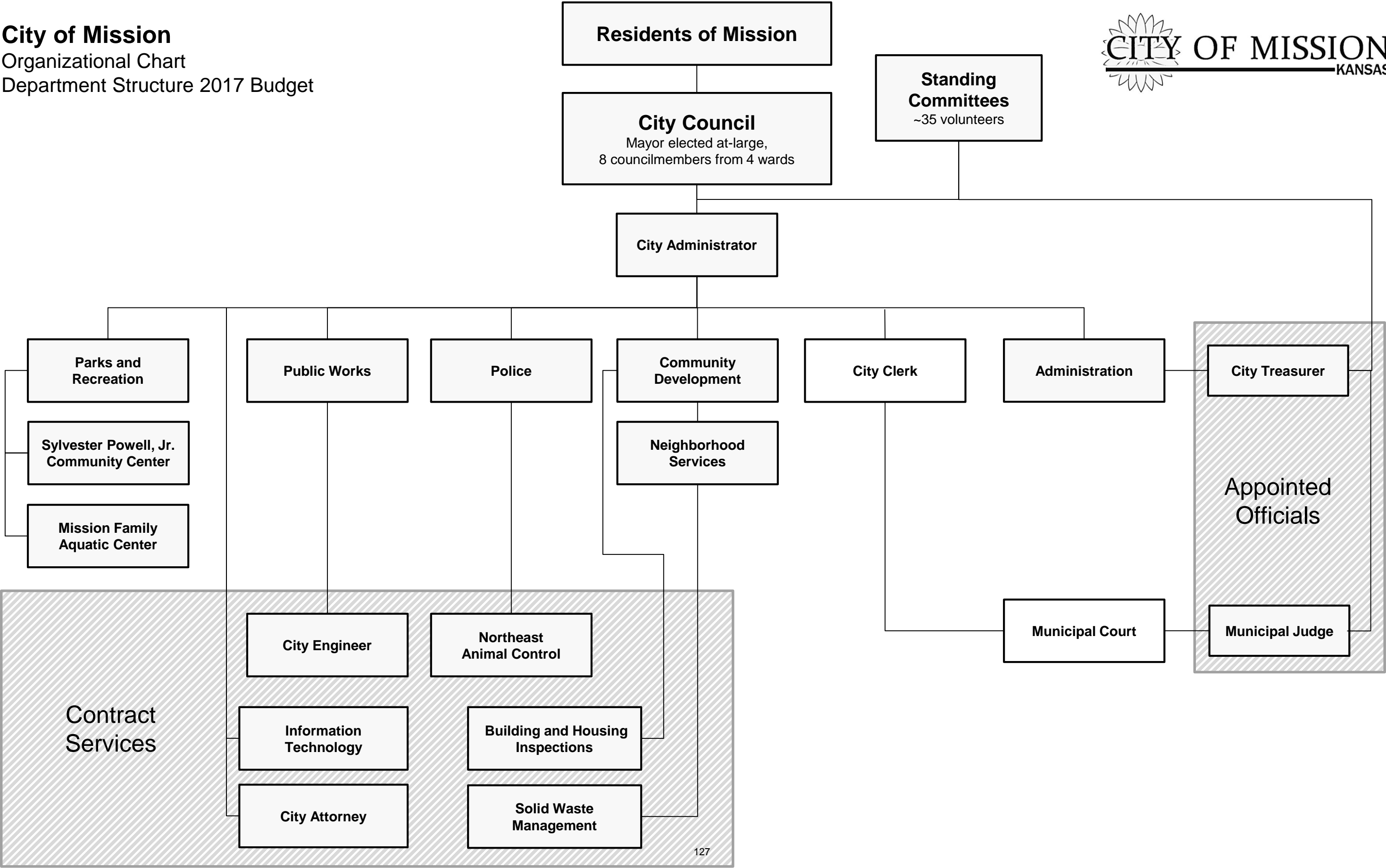
Position Title	Pay Grade	Pay Range		
Administrative Assistant	8	27,689	TO	40,149
Office Assistant	11	32,053	TO	46,478
Administrative Supervisor	20	49,725	TO	72,101
HR Specialist	17	42,954	TO	62,285
Senior Accountant	17	42,954	TO	62,285
Public Information Officer	19	47,357	TO	68,668
City Clerk	23	57,563	TO	83,467
Finance Director	29	77,140	TO	111,853
City Administrator	33	93,764	TO	135,958
Assistant Court Clerk	11	32,053	TO	46,478
Court Clerk	13	35,339	TO	51,242
Laborer/Equipment Operator I	11	32,053	TO	46,478
Laborer/Equipment Operator II	13	35,339	TO	51,242
Mechanic	13	35,339	TO	51,242
Asst Public Works Superintendent	19	47,357	TO	68,668
Public Works Superintendent	21	52,212	TO	75,706
Public Works Director	29	77,140	TO	111,853
Neighborhood Services Officer	14	37,106	TO	53,803
Planner	21	52,212	TO	75,706
Community Development Director	29	77,140	TO	111,853
Maintenance Worker	10	30,527	TO	44,264
Maintenance Supervisor	13	35,339	TO	51,242
Aquatics Manager	17	42,954	TO	62,285
Aquatics Coordinator	13	35,339	TO	51,242
Program Supervisor	20	49,725	TO	72,101
Program Coordinator	15	38,961	TO	56,494
Rental/Event Coordinator	15	38,961	TO	56,949
Parks & Recreation Director	29	77,140	TO	111,853
Police Records Clerk	13	35,339	TO	51,242
Police Officer	15	38,961	TO	56,494
Police Detective	19	47,357	TO	68,668
Police Sergeant	21	52,212	TO	75,706
Captain	26	66,637	TO	96,623
Chief of Police	29	77,140	TO	111,853

City of Mission, Kansas
2017 Part-Time Employee Pay Plan

Adopted 2017

Grade	Position	Pay Range	
		Minumum	Maxium
A	Day Care Attendant	\$8.00/hr	\$11.50/hr
	MFAC Entry / Support Staff		
	Entry Desk		
	Facilities Staff		
	TNT Counselor		
	MSC Counselor		
B	Life Guards	\$8.75/hr	\$12.70/hr
C	Camp Assistant Director	\$10.00/hr	\$14.50/hr
D	Camp Director	\$14.00/hr	\$20.25/hr
E	Court Ballif	\$17.50/hr	\$25.25/hr

City of Mission
Organizational Chart
Department Structure 2017 Budget



City of Mission 2017 Annual Budget

Glossary of Terms

Accrual Basis

A basis of accounting in which transactions are recognized at the time they are incurred as opposed to when cash is received or spent.

Adopted Budget

Refers to the budgeted amounts approved by the City Council and sent to the County Clerk's Office for certification. The budget is required to be delivered to the County Clerk by no later than the 25th of August.

Ad Valorem Taxes

Ad Valorem taxes, commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Agency Fund

A fund established to account for assets held by Johnson County as a collection or paying agent for individuals, private organizations, other governmental units, or other funds.

Appropriation

An authorization made by the City Council which permits the City to incur obligations and to make expenditures for specific purposes.

Assessed Valuation

A value that is established for real or personal property use as a basis for levying property taxes. The assessed valuation for residential property in Mission is 11.5% of fair market value, and commercial property is 25%.

Assets

Resources owned or held by the City which have monetary value.

Bond

A written promise to pay a sum of money on a specific date at a specific interest rate. Bonds are most frequently sold to raise funds for large capital projects, such as constructing stormwater facilities, streets, or public facilities such as a community center, city hall or police station.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a specified period of time (budget fiscal year) indicating all planned revenues and expenditures for the year. The term may be used to describe a plan for an entire jurisdiction, such as "the City of Mission Budget," or it may apply to specific plans or parts of a fiscal plan, such as "the Capital Budget" or "the Police Department Budget."

Budget Amendment

An increase in the published budget expenditure authority at the fund level for a given year's published budget.

Budget Revision

A change in budgeted expenditure authority for any City department which does not result in an increase in the published budget authority of any fund.

Budgetary Basis

This refers to the basis of accounting used to estimate financing sources and uses in the budget.

This generally takes one of three forms: GAAP, cash or modified accrual.

Budgetary Control

The control or management of the City in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAFR

Comprehensive Annual Financial Report. An annual, audited financial report issued by the City stating the results of the previous year's fiscal operations.

Community Investment Program (CIP)

A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the long-term needs of the City. Examples of items frequently included in the CIP are new buildings, land acquisition, roads, bridges, culverts, and park amenities and improvements.

Capital Outlay

Expenditures which result in the acquisition of, or addition to, fixed assets.

Capital Projects

Major construction, acquisition, or renovation activities which add value to the City's physical assets or significantly increase their useful life. Also called capital improvements.

CARS (County Assisted Road System)

The CARS program provides funds to the cities of Johnson County to construct and maintain major arterials. Each year the cities submit a 5-year road improvement plan to Johnson County. Using a scoring system, Johnson County selects projects and allocates funds. The County pays 50% of the project's construction and construction inspection costs. Cities are responsible for 100% of design, right-of-way, and utility relocation costs.

Cash Basis

A basis of accounting in which transactions are recognized only when cash is received or spent.

Commodities

Expendable items which are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

Consumer Price Index (CPI)

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Consumer Use Tax

A sales tax placed on equipment or materials purchased outside of a city or county for use in said city or county.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services

Services rendered to the City by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Debt Service

Expenditures to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

Debt Service Fund

A fund established to account for the accumulation of resources for the payment of general long-term debt principal and interest.

Encumbrance

The commitment of appropriated funds to purchase an item or service prior to actual payment. To encumber funds means to set aside or commit funds for a specified future expenditure. Funds are generally encumbered once a contractual obligation has been entered into by the Governing Body.

Enterprise Fund

A governmental accounting fund in which services provided are financed and operated similar to those of a private business- where the intent is that the costs (expenses, including depreciation) of providing goods and services be financed or recovered primarily through user fees. The City currently has no Enterprise Funds.

Expendable Trust Fund

A fund established to account for assets held by the City in a trustee capacity.

Expenditure

A decrease in net financial resources, these include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

Fiscal Policy

The City's policies with respect to revenues, spending, and debt management as these relate to City services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of the City's budget and its funding.

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The fiscal year for the City is the same as the calendar year (January 1 – December 31).

Fixed Assets

Assets of a long term character, such as land, buildings, improvements other than buildings, machinery and equipment. The City has established a level of \$1,000 for an item to be considered an asset; below \$1,000, the item is a commodity.

Franchise Fees

Fees charged utility companies for operating within the City's corporate limits.

Fund

An accounting entity which has a set of self-balancing accounts and which records all financial transactions for specific activities or functions.

Fund Balance

Fund balance is the excess of assets less liabilities.

Fund Type

A group of subfunds that have similar activities, objectives, or funding sources. In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

GAAP

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB 34

New framework and financial reporting model for state and local governments, designed by the Governmental Accounting Standards Board (GASB), to fulfill the requirement of reporting all infrastructure assets in financial statements.

General Fund

The fund used to account for all financial resources except those required to be accounted for in another fund. Revenues are derived primarily from general property taxes, local sales taxes, utility taxes, license and permit fees, and State shared taxes. General Fund expenditures include the costs of general City government.

G.O. Bond

A General Obligation (G.O.) Bond is a bond secured by the issuer's full faith and credit.

Grants

Grants are gifts of money from another government or private source which must be spent to complete a stated program or purpose.

Interfund Transfers

The movement of monies between funds of the City.

Levy

To impose taxes or fees for the support of City activities.

Liability

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Line Item

A specific expenditure category within an agency budget. Examples include postage, rent, paper supplies and travel.

Long Term Debt

Debt with a maturity of more than one year after date of issuance.

Market Value

The appraised price of real property. Market value is also called the "100% value" of property.

Mill

The property tax rate which is based on the valuation of the property. A tax rate of one mill produces one dollar on each \$1,000 of assessed property valuation.

Modified Accrual Basis

The basis of accounting is used for governmental funds and expendable trust funds where the measurement focus is on current financial resources measurement. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

Motor Vehicle Tax

Tax received from the county for vehicles licensed in Mission and is based on the age and value of the vehicle and is taxed according to the county-wide average tax rate for the previous year.

Object Category

An expenditure classification, referring to the highest and most comprehensive level of

classification. These include Personal Services, Contractual Services, Commodities, Capital Outlay, Transfers/Refunds, Debt Service and Losses.

Object Class

An expenditure classification, referring to specific groups of objects, such as salaries and wages, utilities, rent, supplies and materials, and administrative equipment.

Object of Expenditure

An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture/furnishings.

Operating Budget

The annual budget and process which provides a financial plan for the operation of the City and the provision of services for the year. Excluded from the operating budget are one-time capital projects, which are determined by a separate, but interrelated, process.

Operating Expenses

The cost for personnel, materials and equipment required for a department to function.

Pay-As-You-Go Basis

A term used to describe the financial policy which funds capital outlays from current revenues rather than by borrowing.

Personnel Services

Expenditures for salaries, wages, and fringe benefits of City employees.

Property Tax

See Ad Valorem Tax

Reserves

Reserves are funds set aside to support unknown or unforeseen disbursements of a legal or emergency nature and to provide resources for future funding requirements. These funds may accumulate throughout one or more fiscal years.

Revenue

Funds which the City receives as income.

Revenue Bonds

These bonds are used to finance public improvement projects authorized by the Governing Body, and are backed by revenues or user fees.

Sales Tax

The City of Mission has an ongoing 1% sales tax on all retail sales. The City's voters also authorized the collection of an additional ¼ cent tax for street and transportation infrastructure needs and an additional 3/8 cent tax for parks and recreation.

Solid Waste Utility Fee

A fee assessed to all single-family residential households in the City of Mission to provide for the curbside collection of trash, recycling and yard waste.

Special Alcohol Fund

A fund established in accordance with K.S.A. 79-41a04. Revenues for the fund are derived from alcohol taxes. Expenditures for the fund are limited to alcohol and drug abuse prevention and education.

Special Assessment

A compulsory levy made against certain properties to defray part or all of the costs of a specific improvement deemed to primarily benefit the assessed properties.

Special Highway Fund

A fund established in accordance with K.S.A. 79-3425C to account for those revenues received from the state tax on motor fuel. Statutes restrict the use of these funds to non-capital street and highway expenditures.

Special Parks and Recreation Fund

A fund established in accordance with K.S.A. 79-41a04. Revenues for the fund are derived from alcohol taxes. Expenditures for the fund are limited to parks and recreational services, programs and facilities.

Stormwater Utility Fee

Based on the amount of impervious surface on all developed property in the City, the fee is set per equivalent residential unit (ERU) which is equal to 2,600 sq. ft. The rate is reviewed and established annually during the budget process and is dedicated to stormwater improvements and maintenance.

Tax Base

Objects and/or activities to which a specific tax is applied; state law and/or local ordinances define what makes up the tax base and determines what objects, if any, are exempted from taxation. For example, the City's real property tax base is the market value of all real estate in the City.

Taxes

Compulsory charges levied by the City for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or fees.

Tax Increment Financing (TIF)

A method of financing established in accordance with K.S.A. 12-1770 et seq. This method allows cities to help redevelop property through private investment. Revenues for this method are derived from the increased property tax payments (increment) caused by the higher assessments on the redeveloped property.

Transportation Utility Fee

A fee assessed to properties based on the number of vehicle trips (actual or estimated) each property generates over a period of time. Based on a per-trip calculation for every land-use in the City using the Trip Generation (8th Edition, 3 Volume set) Informational Report of the Institute of Transportation Engineers (ITE). The rate is reviewed and established annually during the budget process and is dedicated to street and transportation improvements and maintenance.

User Fees

All fees charged by the City for the use of certain programs or facilities.