



# 2019 Annual Budget And Capital Improvement Program



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# ***CITY OF MISSION, KANSAS***

## **Mayor**

Ronald E. Appletoft

## ***City Council***

### **Ward I**

Pat Quinn  
Hillary Parker Thomas

### **Ward II**

Arcie Rothrock  
Nick Schlossmacher

### **Ward III**

Debbie Kring  
Kristin Inman

### **Ward IV**

Ken Davis  
Sollie Flora

## ***Staff***

City Administrator: Laura Smith  
Assistant City Administrator/Finance Director: Brian Scott  
City Clerk: Martha Sumrall  
Police Chief: Ben Hadley  
Parks & Recreation Director: Vacant  
Public Works Director: Vacant

## ***Treasurer***

Deborah Long

## ***Attorney***

David K. Martin

## ***Municipal Judge***

Municipal Judge: Keith E. Drill

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August 1, 2018

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

The City of Mission Leadership Team is pleased to present the Recommended 2019 budget. It is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position while also minimizing the tax burden on our citizens and businesses.

The City of Mission's budget covers the period of January 1st through December 31st. The entire budget is made up of sixteen individual funds totaling \$23.26 million in estimated expenditures for 2019. Most of the annual budget discussions focused on the City's General Fund and those funds tied specifically to capital infrastructure investments, including the Capital Improvement Fund, the Stormwater Utility Fund, the Street Sales Tax Fund, the Special Highway Fund, the Special Parks Fund, and the Parks & Recreation Sales Tax Fund. In addition, there are several miscellaneous funds which the City is required to maintain that are detailed later in this overview.

### **General Fund**

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, and Administration. It is an operating budget, focused primarily on revenues coming and going in a particular fiscal year.

There are three primary revenue streams that support the General Fund budget: sales/use taxes (local and intergovernmental), property taxes, and parks and recreation revenues. Altogether, they make up 74% 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.

### **General Fund Policy Assumptions**

The 2019 Recommended Budget, accomplishes a number of Council goals and objectives, and includes the following policy assumptions:

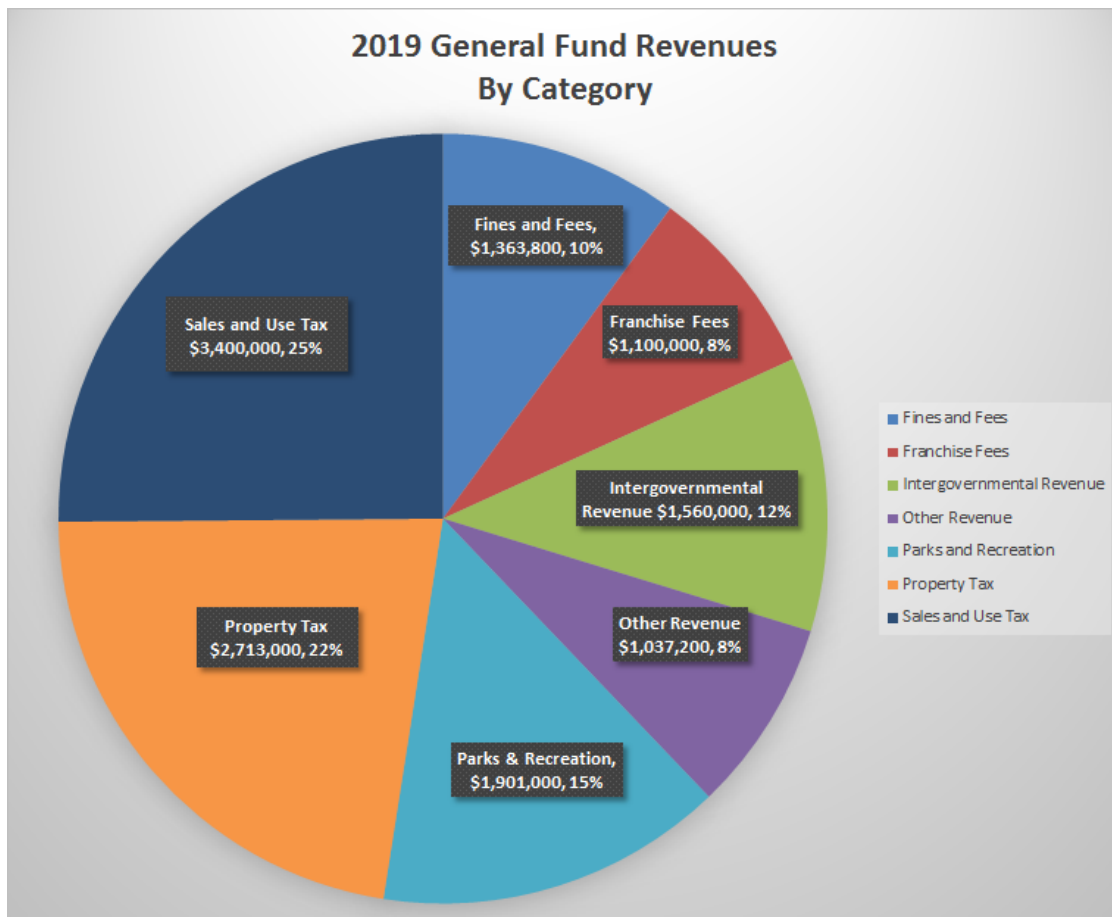
- Holding the mill levy rate constant (17.951). Of that total, 10.951 mills will be used to support General Fund operations. The revenue generated from the remaining 7 mills (\$1,050,000) will be transferred to the Capital Improvement Fund to support street maintenance activities.
- Maintain a General Fund balance of no less than 25% of total General Fund revenues. The 2019 Recommended budget includes a restricted General Fund balance in the amount of \$3,382,625 which achieves the fund balance goal and leaves an estimated unrestricted fund balance at December 31, 2019 of \$1,056,201.
- Increase the Solid Waste Utility Rate from \$168.84 to \$175.03 annually for single-family property owners. An estimated transfer of \$85,000 from the General Fund subsidizes the remainder of the contract for single-family residential trash service which will be billed at a rate

- of \$16.96 per household per month in 2019.
- 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 budgeted in the General Fund total \$20,000.
- Funding for two new positions, and a 3% merit pool to reward employee performance.
- Maintaining funding for the Business Improvement Grant (BIG) Program at \$35,000.
- Increasing the Park Maintenance budget to \$35,000 in the Public Works Department in continued response to recommendations from the Parks and Recreation Master Plan.
- Funding for the highest priority capital equipment purchases for each Department.

### Revenue Highlights

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

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

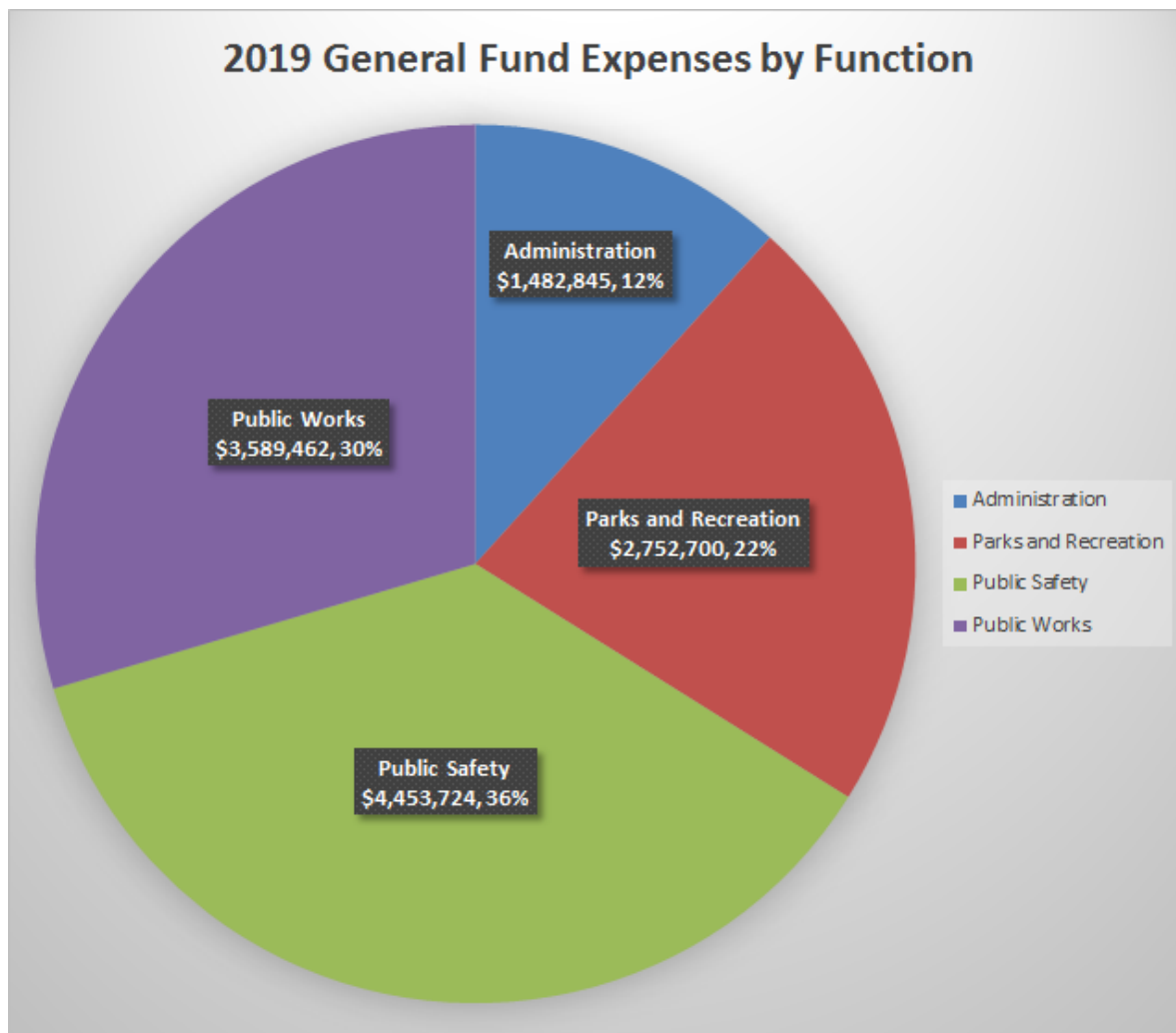


**The 2019 Recommended Budget maintains the mill levy constant, and does not include any significant increases in fees or taxes collected by the City.**

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

### Expenditure Highlights

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



### Personnel

The largest expenditure category in the General Fund is Personnel Services. Budgeted at \$7.63 million, these costs represent approximately 60.2% of the total General Fund budget, excluding transfers. The 2019 Recommended Budget includes two new Community Service Officer positions in the Police Department, for a total of seventy (70) full-time employees authorized in the 2019 Recommended

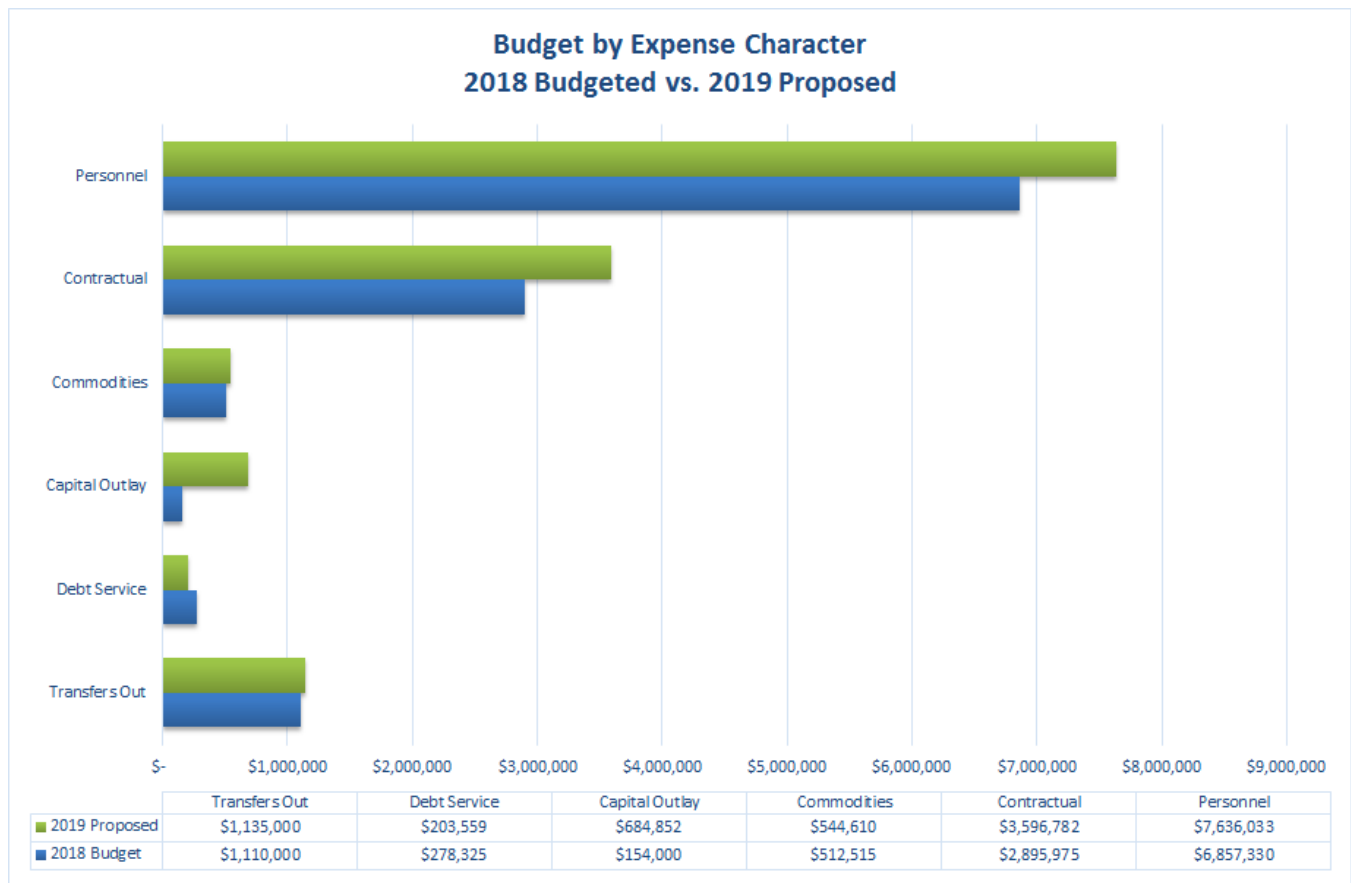
## Budget.

Personnel costs increased 11.3% over the 2018 Budget, primarily as a result of the addition of two new full-time positions, an estimated 20% increase in health and welfare benefits, and fully accounting for all previously authorized positions in the Public Works Department.

### *Contractuals/Commodities*

Contractual services and commodities make up the next largest share of the General Fund expenses. 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.

Contractuals and commodities account for a combined total of approximately \$4.1 million in 2019, an increase of 20% over the 2018 Budget. Increases are driven by several one time/limited expenditures such as plan review and inspection services (\$622,000), an update of the DirectionFinder Survey (\$16,000), and an update to the City's Comprehensive Plan (\$140,000).



### *Capital/Debt Service*

The 2019 Budget includes funding for all current capital lease-purchase obligations as well as capital purchases which will be made outright, and are based on vehicle and equipment replacement schedules maintained by each Department. Capital equipment items to be purchased from the General



Fund in 2019 include:

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

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

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

- Ford F450 Crew Cab Truck: This truck replaces a 2006 model that is used for asphalt patching and other street maintenance activities. The truck has a flatbed installed for carrying tools and equipment. Estimated cost: \$70,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.
- Ford F450 Extended Cab Truck: This truck replaces a 2006 model with similar features that is used for hauling and other maintenance activities. This vehicle is also used for snow removal activities. The replacement costs include a plow and other related attachments required for plowing. Estimated cost: \$75,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$15,000.
- International Class 7 Truck: This will replace a 2006 model of a similarly sized vehicle that is used for heavy hauling and snow removal activities. This truck has experienced increases in maintenance costs over the last several years. Estimated cost: \$185,000 (01-20-403-03 Public Works Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$25,000.
- Leaf Vacuum: The leaf vacuum is used to remove leaves from inlets, channels, and other areas not easily accessible by the mowers. The current leaf vacuum is a 2006 model. Staff is looking to modify the setup of this piece of equipment to better fit operational needs. Estimated cost: \$12,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$1,000.
- Message Boards: The portable message boards are used for traffic control and other public messaging. The current message boards were purchased in 2005 and will be replaced with boards with similar capabilities, but which are more compact and easier to operate. Estimated cost: \$40,000 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$5,000.
- Walking Saw: The walking saw is used for cutting pavement and curb. The current saw is thirteen years old and in need of replacement. It will be replaced with a similar model. Estimated cost: \$2,500 (01-20-403-06 Public Works - Other Equipment). Estimated trade-in/resale value of existing vehicle/equipment: \$ 500.

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

- Laptop computers: The Department proposes to purchase one laptop computer which would be

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

Sylvester Powell, Jr. Community Center - None

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

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

- Radio System Replacement: Due to Federal mandates related to encryption frequencies which will take effect in 2019, the radio system for the Police Department will need to be replaced. The upgrade allows all public safety departments to communicate with one another on all activities, including tactical operations. The upgrade replaces both handheld (40) and mobile (18) units and all related equipment. The Department is currently researching two vendors, but anticipates purchasing the new radios from Motorola Corporation. Estimated cost: \$225,000 (01-30-404-04 Radios). Estimated trade-in/resale value of existing vehicle/equipment: \$20,000.
- Computer replacement: The Department has established a program to replace 20% of computers annually in order to maintain systems within their estimated life expectancy. These funds will replace fourteen of the oldest computers. Estimated cost: \$21,000 (01-30-402-03 Computer Systems). Estimated trade-in/resale value of existing vehicle/equipment: \$0.
- Vehicle: The 2011 Ford Explorer assigned to Investigations is scheduled for replacement. Estimated cost: \$41,152 (01-30-403-01 Police Vehicles). Estimated trade-in/resale value of existing vehicle/equipment: \$11,000.
- Radar: The Department currently maintains nine (9) hand held radar/lidar units for use in traffic enforcement activities. Other units are installed in each of the patrol vehicles and both motorcycles. Funds are budgeted each year to replace one unit. Estimated cost: \$3,700 (01-30-404-05 Radar). Estimated trade-in/resale value of existing vehicle/equipment: \$0.
- Handguns/Shotguns: The Police Department assigns handguns to each commissioned officer and every front line patrol vehicle is equipped with a shotgun. Funds are budgeted each year to ensure the Department has an adequate number, including a small surplus. The surplus is required to ensure officers can continue to carry/access the appropriate firearms in the event a weapon breaks, is removed for cleaning, or is involved in a shooting and must be taken out of service. Estimated cost: \$3,000 (01-30-404-03 Handguns/Shotguns). Estimated trade-in/resale value of existing vehicle/equipment: \$0.

*Transfers*

Transfers are used to support programs and activities budgeted in other funds. The 2019 budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$1,050,000 for street maintenance activities. 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.

### *Supplemental Requests*

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

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

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

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

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

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

#### *Street Program*

When the current street maintenance program was developed in 2010, the goal was to generate approximately \$1.5-1.7 million in local funds to support a comprehensive street maintenance program. Currently, three revenue streams support the City's street and transportation network projects:

1. Special Highway funds (gas tax) distributed by the State (\$250,000 annually)
2. ¼-cent Sales Tax for Streets (~\$575,000 annually)
3. Mill levy dedicated to street maintenance (~\$1,050,000 annually)

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

- Continued dedication of revenue generated by 7 mills of General Fund property tax to the Street Program
- Reconstruction of Broadmoor from Johnson Drive to Martway (CARS Project)
- Continued funding in the amount of \$350,000 to address residential street and transportation network needs
- Continued funding in the amount of \$75,000 for miscellaneous Public Works maintenance projects
- Continued funding in the amount of \$25,000 for bridge inspections and maintenance
- Design of Foxridge Phase II (51st to Foxridge)
- Striping, curb repair, and surface treatment for Lamar (SRTS grant)

### *Stormwater Program*

Over the last ten years, the City has completed nearly \$30 million of stormwater improvements along the Rock Creek Channel, removing significant sections of private commercial properties from the 100-Year floodplain. Stormwater utility fee revenues have been set to cover existing debt service, leaving very limited funds for new projects or system maintenance. This presents ongoing challenges as there are still significant issues to be addressed in both primary and secondary stormwater systems throughout the City.

Revenues in the stormwater program come primarily from:

1. Stormwater utility fees assessed annually to each parcel in the City of Mission (~\$2.5 million annually)
2. Drainage district revenues (~\$85,000 annually)
3. Gateway Special Assessment (~\$599,000 annually)

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

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

### *Parks & Recreation Program*

The Parks & Recreation Program Plan addresses the capital infrastructure needs of the Sylvester Powell, Jr. Community Center (SPJCC), the Mission Family Aquatic Center (MFAC), the City's eight (8) outdoor parks, and trails located throughout Mission. The program is funded primarily with:

1.  $\frac{3}{8}$ -cent Sales Tax for Parks and Recreation (~\$875,000 annually)
2. Special Parks and Recreation funds (alcohol tax) distributed by the State (~\$75,000 annually)

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

- Submission of a grant application to secure funding for a portion of a new play structure at Water Works Park.
- Gel Coat treatment for Slide 1 (orange slide) at the MFAC
- Maintenance of the Leisure Pool Play Feature at the MFAC
- Replace dance floor at SPJCC
- Replace carpet in administrative area of SPJCC
- Replace flooring in A&B Conference areas of SPJCC
- Complete identified roof repairs at SPJCC
- Refurbish hardwood floors at SPJCC
- Ongoing maintenance and repair (Year 3) of PoolPak at SPJCC
- Replace seated rider/scrubber at SPJCC

### Recommended Capital Improvement Program 2019-2023

The 5-year CIP is a planning document, designed to be fluid and flexible. The first year of the plan reflects the recommended capital budget for 2019. The remaining four years represent a schedule and estimate of future capital needs that may be funded given adequate revenues. The recommended 2019-2023 CIP includes the following policies and priorities:

1. Maintain the Stormwater Utility Fee at \$28 per ERU per month. This provides an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service and maintenance of stormwater infrastructure.
2. Establish a property tax mill rate of 8.852 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$4,500 annually.
3. Establish a property tax mill rate of 10.521 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$85,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.951. The revenues equivalent to approximately 7 mills (\$1,050,000), will be transferred to the Capital Improvement Fund to support street maintenance activities.
5. Use revenues from the  $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$875,000) for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities.

### Other Funds

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City's total annual budget. Highlights from several of the remaining miscellaneous funds which the City maintains separately are detailed below.

#### Special Alcohol Fund

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

Historically, the City has contributed the majority of these funds (\$40,000 recommended for 2019) to the Drug and Alcoholism Council. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

Approximately \$15,000 is allocated to offset expenses associated with the DARE program in our local elementary schools. An additional \$15,000 is set aside to cover the costs associated with the Johnson County mental health co-responder program.

#### Solid Waste Utility Fund

The Solid Waste Utility Fund accounts for the fees collected from single-family residential properties which are used to support the annual trash, recycling and yard waste contract with Waste Management. The 2019 contract is subject to a 3.68% rate increase, for a total estimated annual contract amount of \$607,000. The recommendation is to apply the current cost sharing percentage (86% resident/14% City) to the 2019 contract bringing the total annual fees per single-family household in 2019 to \$175.03 of the \$203.52 total annual fee. Resident fees are collected as a part of the annual real estate property tax bill.

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

#### Mission Convention and Visitors Bureau (MCVB) Fund

The Mission Convention and Visitors Bureau (MCVB) was formed by City ordinance in February of 2009, and replaced the former Mission Business Development Committee (MBDC) first established in August of 2003 to assist in the revitalization and redevelopment of the Mission business district. In 2016, the Council disbanded the MCVB Committee, but the fund is maintained to account for transient guest tax revenues (9% hotel/motel tax) received by the City. These funds are used exclusively to support the publication and distribution of five issues of the *Mission Magazine* each year.

The MCVB Fund also currently manages revenues and expenses for the Mission Business Partnership and the annual Holiday Adoption program on a "pass-through" basis, and is anticipated to continue to do so in the 2019 Budget.

#### Mission Crossing TIF/CID Fund

This Fund is used to account for the revenues and expenses associated with the Tax Increment Financing District (TIF) and Community Improvement District (CID) associated with the Mission Crossing Development. This is the development at Metcalf/Broadmoor/Martway that includes the Welstone facility, Culvers, Chik-fil-A, and the small retail strip center.

All distributions from this fund are made in accordance with a development agreement for this project, and reimburse the developer for certain approved development costs. The TIF property tax revenues

are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing to the developer on a quarterly basis.

#### **Cornerstone Commons CID Fund**

This fund is used to account for the revenues and expenses associated with the Community Improvement District (CID) associated with the Cornerstone Commons Development. The development is located at Barkley/Johnson Drive and includes the Natural Grocer, several restaurants and office space.

All distributions from this fund are made in accordance with a development agreement, and reimburse the developer for certain approved development costs. The CID sales tax (1% additional) is received from the State and calculated/verified and distributed by staff. Payments are made to the developer quarterly.

#### **Summary**

The City's Leadership Team is grateful to the Mayor and City Council for their many hours of work and focused attention throughout the budget development process. We look forward to adoption and implementation of the 2019 Recommended Budget.

# Community Profile





## City of Mission 2019 Annual Budget

### History of Mission

Today, the city of Mission is a mature, first tier suburban community within the larger Kansas City metropolitan area. The city is located in the northeast portion of Johnson County, Kansas – just two miles due west of the Missouri/Kansas border and the city of Kansas City, Missouri. However, nearly 200 hundred years ago, the community was an area of wilderness that lay just beyond the border of the newly formed state of Missouri, and at the edge of a vast, open prairie.

The first “settlers” where actually members of the Shawnee Indian tribe that were relocated to the Kansas Territory as part of the 1830 Indian Removal Act. Missions were soon established in the area by well-intentioned Christians to help assimilate the Indians to the ways of “white people.” The missionaries taught reading and writing to the Indian children and farming techniques and household practices to the Indian adults. The Shawnee Baptist Mission, was established by the Rev. Isaac McCoy in 1831 in the vicinity of 55<sup>th</sup> Street and Walmer in present day Mission. The Shawnee Methodist Mission was established in 1839, just a mile to the east, by the Rev. Thomas Johnson, for whom Johnson County derives its name. These missions, and their association with the Shawnee Indians, is what has given this part of Johnson County its identity as “Shawnee Mission.”

By the 1840s, the Santa Fe, Oregon and California Trails had become established corridors through the area for those going west. Departing from the Westport settlement in what is today the mid-town area of Kansas City, Missouri, these trails passed directly through present day Mission from approximately 53<sup>th</sup> Street and Nall Avenue on the east to Broadmoor Park on the west where they split, the Santa Fe Trail going to the south and the Oregon and California Trails continuing west. Local history has it that there were two watering stops in Mission in the area of 5920 Maple and 6201 West 61<sup>st</sup> Terrace.

With the passage of the Kansas-Nebraska Act in 1854 the area started to be quickly settled by those wanting to establish homesteads. One of the first families to settle in the area of present day Mission was that of Washington Cross who purchased approximately 200 acres from a Shawnee Indian named John Prophet. Washington Cross and his wife are buried on their original homestead. The grave site is preserved at the corner of Lamar Avenue and Johnson Drive in the heart of Mission. Other families soon followed including the Walmer, Breyfogle, Barkley, Miller, and Roe families. These families would become some of the leading families of Johnson County in the later part of the 19<sup>th</sup> Century.

The area of present day Mission began to see its first commercial development in the very early days of the 20<sup>th</sup> Century. In 1906 William B Strang, Jr. established the Missouri and Kansas Interurban railroad, which ran from downtown Kansas City, Missouri through northeast Johnson County to Olathe. Strang utilized the Interurban as a commuter line for people that were moving to newly platted residential areas that he had established just to the south of present day in Mission in what would become Overland Park. The rail line followed much of the same path as the Santa Fe Trail, passing through Mission with two stops, Morrison Ridge stop near 53<sup>rd</sup> Street and Lamar Avenue and the Goodman Station stop located at Herald’s corner near Metcalf Avenue and Johnson Drive.

With the advent of the automobile a few decades later, commercial businesses started to be built along Johnson Drive providing services and goods for the growing number of residents. The first business was a pharmacy established in 1928 by John Morrow. The first independent grocery store was established by Oral Rider in the early 1930's. Mack Hardware, which is still in operation today, was established in 1937. And, the Dickinson movie theater was built in 1938. By the end of the 1940's the stretch of Johnson Drive from Lamar to Nall Avenues had become a thriving commercial corridor with a variety of stores and businesses. Many of the one-story, brick buildings that housed these businesses still stand today, serving as the core of Mission's downtown business district.

The end of the Second World War brought a flood of young families seeking new housing opportunities beyond the traditional urban setting of Kansas City. The rural farmsteads that had made up northeast Johnson County quickly gave way to suburban style subdivisions with single-family homes. This rapid growth led to demands for more formal land use control, planning, and services including public safety and utilities. In short succession the area of northeast Johnson County began to be incorporated into distinct communities such as Fairway, Roeland Park, and Mission. Mission was formally incorporated as a city on July 2, 1951 with a population of approximately 1,500 residents.

With an established commercial district along Johnson Drive and easy access provided by U.S. 69 Highway (Metcalf Avenue) to the west and U.S. Highway 50 (Shawnee Mission Parkway) to the south, the city began to see rapid growth in the residential, retail/business, and office sectors. The Mission Shopping Center, one of the first suburban malls in the nation, was built in 1956. Other businesses soon followed and by the 1970s the city was at its zenith as the commercial hub of Johnson County.

Today Mission is a fully developed city with a population of just under 9,500. Its growth and development is now in the form of regeneration. Many of the young families that originally moved to the city during the early days have now grown and moved on, leading to a generational turnover of new young families. And, new development opportunities are in the form of redevelopment of older commercial sites. The aforementioned Mission Mall site is now the Gateway Development. The city still remains a vibrant, prosperous community with a strong future.



## City of Mission 2019 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 9,490 (2016 5-Year Census Estimate), and covers an area of approximately 2.7 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. The Council is comprised of eight members elected from four wards, with equal representation from each ward. Each councilmember representing a ward is elected on a staggered basis, to a four-year term. The Mayor is elected at large to a four-year term. The Mayor and Council are 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 the general operations of the City, and may advise the City Council on accepted public administration practices, legislation and public policy.

The City has six operating departments including Police, Court, Public Works, Parks and Recreation, Community Development and Administration. The City has a total of 72 full-time employees.

#### Educational Facilities

The city of Mission lies within Unified School District No. 512 (Shawnee Mission School District), which is divided into five attendance areas. Two elementary schools – Rushton and Highlands - are located within the city as is one high school – Horizons. 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 the city. 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. Advent Hospital (formerly, Shawnee Mission Medical Center), the University of Kansas Medical Center are large, full-service hospitals located within a few miles of the City. Saint Luke's Community Hospital opened a micro hospital at the corner of Roe and Johnson Drive in the summer of 2018. Emergency medical services are provided by Johnson County Med-Act, a program administered by Johnson County. 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, Consolidated 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 Commissioners.

### Public Works

The City's Public Works Department is responsible for maintaining the streets, sidewalks, and storm water infrastructure within the community. They provide snow removal services and oversee infrastructure repair and reconstruction projects.

### Police and Fire Protection

The City provides police protection to its residents. There are currently 30 full-time commissioned officers authorized in the Department, including three investigators. The department provides 24-hour protection. Dispatching services are provided by Johnson County Sheriff's office.

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 with its own board of directors and taxing authority. The Fire District operates three stations, with one located in the city of Mission.

### 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.

## City of Mission 2019 Annual Budget

### Economic Outlook

#### Regional Business Environment

Located in the heartland of America, the economy of the Kansas City metropolitan area is driven primarily by businesses in the agricultural sciences, transportation, and financial services industries.

The metropolitan area sits at the intersection of two primary interstate highways – Interstate 70 (east/west) and Interstate 35 (north/south). Other U.S. highways and state routes also converge within the Kansas City area. This highway access, in combination with Kansas City's presence as the fourth largest retail hub in the United States, makes the region a prime location for the distribution of commercial goods.

Major employers in the Kansas City region include Hallmark, a leader in the gift and greeting card industry; Cerner, a developer of medical information systems; and H&R Block, a national tax preparation company. Several leaders in the financial services industry including American Century Funds and Waddle & Reed are also located in Kansas City.

The United States government has a large presence in the area with regional offices for several U.S. agencies and government departments including the Internal Revenue Service, Federal Transportation Agency, Environmental Protection Agency, Governmental Administration Services, and Health and Human Services.

Downtown Kansas City has experienced a renaissance over the past decade with the development of the Power and Light entertainment district and the construction of a new performing arts center. In the Cross Roads district, hundred year old buildings that once housed manufacturing and commercial enterprises today house luxury apartments and artist studios and galleries.

#### Johnson County Business Environment

Johnson County, Kansas lies along the state line, just west of Kansas City, Missouri. Developed mostly in the years following the Second World War, it has become one of the premier suburban communities in the nation. It is known for highly desirable subdivisions, popular retail centers, and class A office buildings.

The primary transportation routes in Johnson County are Interstates 35 and 435, and U.S. Highway 69. The street pattern in Johnson County generally follows a grid pattern with north/south and east/west roads.

Many national companies call Johnson County home including Sprint, a cellular telecommunications company; Garmin, a manufacturer of global positioning systems for the marine and aviation industries; and YRC Worldwide, a national logistics and transportation carrier.

Blue Valley and Shawnee Mission School Districts enjoy a national reputation for excellence in education.

### Mission Business Environment

The business environment within the City of Mission provides a good balance between retailers, professional services, and corporations in a variety of industries including adult education, pharmaceutical distribution systems, radio broadcasting, and publication.

Since the 1930s, the Johnson Drive corridor, which bisects the City of Mission from east to west, has served as the retail trade area for northeast Johnson County. Various national and local retailers, businesses, and professional services, are located along the historic Johnson Drive corridor. Both ends of the corridor are anchored by shopping opportunities for residents and visitors. In addition, the City offers a full-service grocery store and national, big-box retailer.

The City has numerous small to medium-sized office buildings that serve as home to professional service providers, including doctors and dentist. Financial services, such as insurance companies, banks, and accountants are also well represented among the City's businesses.

Employers within the City of Mission include:

- AT&T – Telecommunications/Broadcasting
- Skills Path – Professional Development and Adult Learning
- Pryor Learning Solutions – Professional Development and Adult Learning
- Script Pro – Automated Pharmaceutical Distribution Systems
- Family Features Editorial Syndicate – Publisher of Family and Lifestyle Material
- Walz Tetrack Advertising – Full Service Advertising Firm
- Entercom Broadcasting – Commercial Radio Broadcasting Stations
- Vinsolutions - Automobile Data Base for Auto Retailers
- Buffalo Funds – Private Equity Fund Company

In addition, the City is adjacent to major transportation corridors including Interstate 35, U.S. 69 (Metcalf) and U.S. 50 (Shawnee-Mission Parkway).

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.

Despite being landlocked and nearly 100% developed, the Governing Body continues to focus on ensuring that the City's economic environment remains health through business retention and redevelopment opportunities. Mission is seen as a desirable area by the development community for investment in new projects. The City actively works to attract and secure development projects that are consistent with the community's progressive design guidelines and standards.

The Mission Crossing development, at 61<sup>st</sup> and Metcalf, is a mixed-use development on the site of the former Herf-Jones printing plant. Completed in 2016, this \$24 million redevelopment project includes 20,000 square feet of retail space and a 100+ unit residential facility designed for independent living.

Cornerstone Commons, located at Johnson Drive and Barkley, was completed in the fall of 2016. This redevelopment of the former Keystone Dodge Car Dealership includes a Natural Grocer, office space, and several casual dining restaurants in multiple one and two-story buildings.

The City approved two new redevelopment projects in the fall of 2017. The Gateway is a \$380 million, mixed-use project that will be comprised of a 170 unit apartment building, 200 room hotel, 75,000 square feet of office building, 55,000 square feet of retail/entertainment. The project will be constructed on the site of the former Mission Mall, a long-time fixture of northeast Johnson County located at the corner of Johnson Drive and Roe Avenue. Mission Trails is a \$41 million, luxury apartment complex to be built on the site of the former Pyramid Insurance Company at the corner of Johnson Drive and Beverly, just east of Lamar Avenue. Both projects are expected to commence construction in the summer of 2018.

The Gateway and Mission Trails anchor each end of the historic Johnson Drive commercial corridor. The projects represent a renaissance for this area that began in 2014 when the City completed a comprehensive \$10.8 million redesign and reconstruction of Johnson Drive from Lamar Avenue to Nall Avenue. In addition to full-depth reconstruction of the street, the project also entailed storm water and utility upgrades, updated pedestrian friendly design featuring new sidewalks, seat walls, enhanced landscaping, and decorative streetlights. It is anticipated that these projects will be the catalyst for future investment along this important corridor, and the heart of the Mission Community.

Gateway

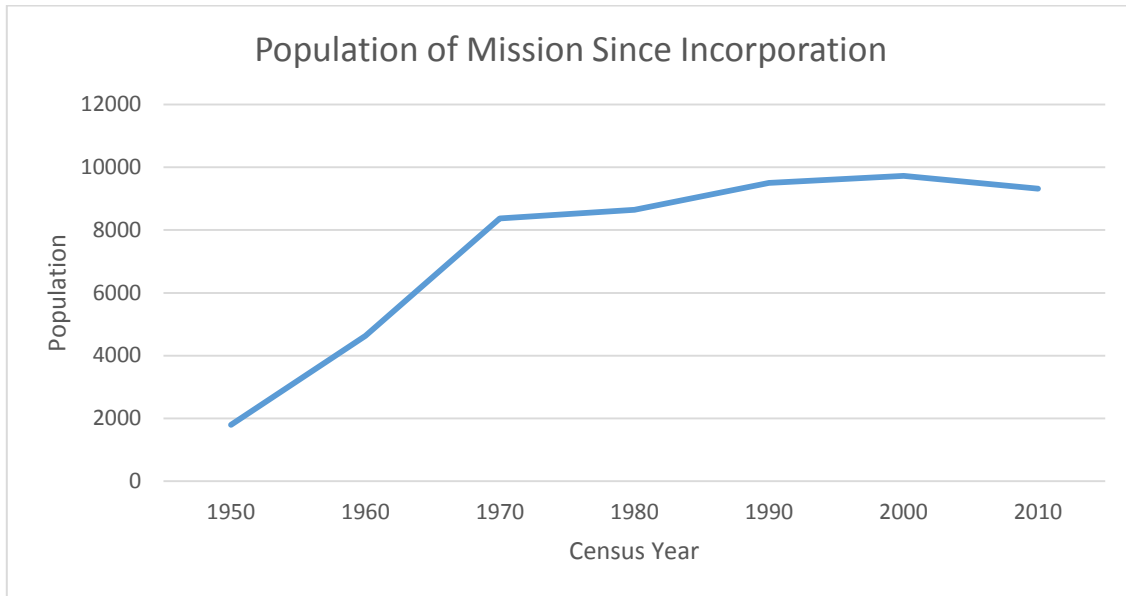


Mission Trails Apartments



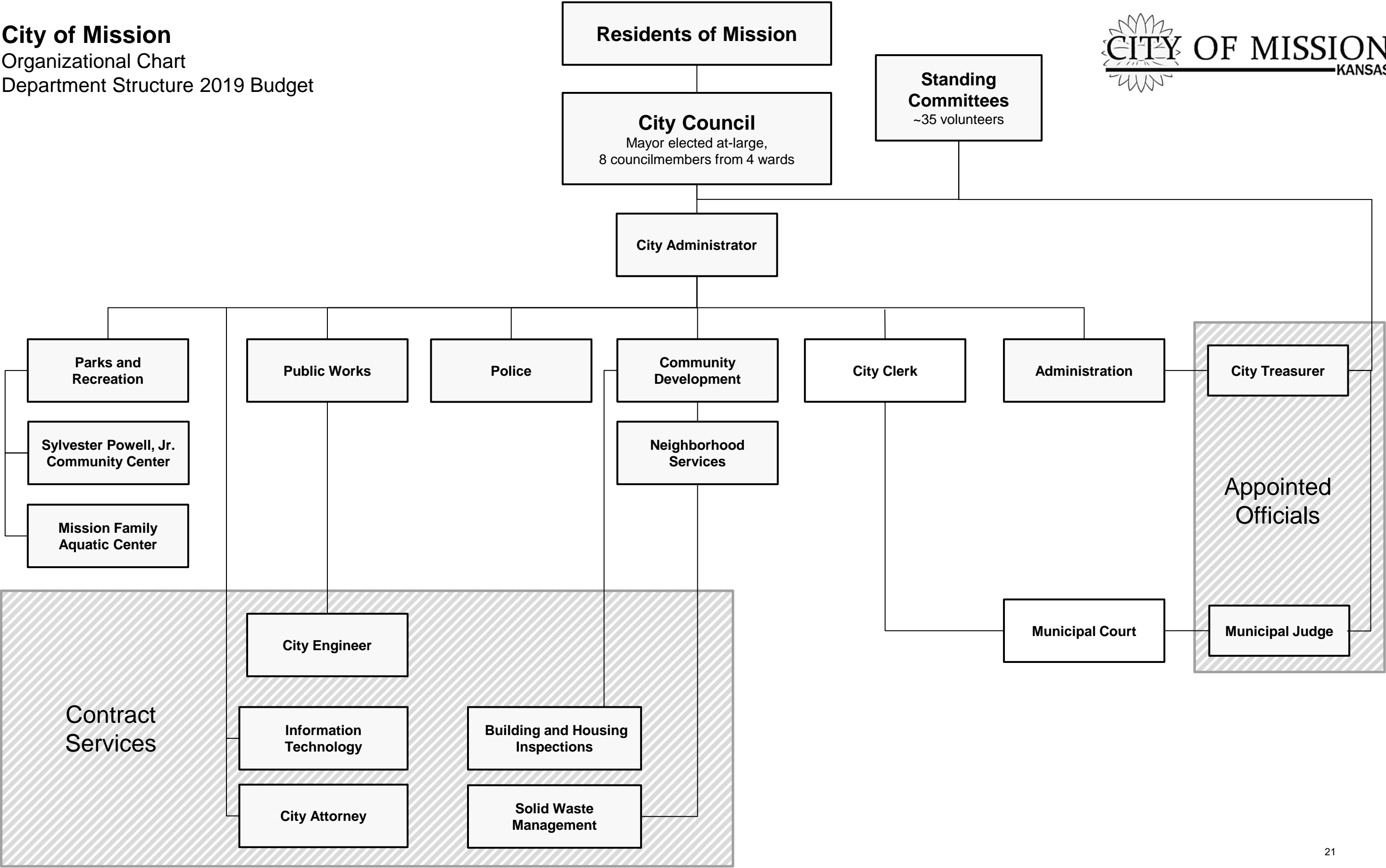
# City of Mission 2019 Annual Budget

## Demographic Information about Mission



	2010 Census	2000 Census	Change
Population	9,323	9,727	-404
White	84.6%	88.95%	-4.35%
African American	5.5%	3.78%	1.72%
Native American	0.4%	0.33%	0.07%
Asian	3.9%	2.76%	1.13%
Other	2.6%	2.03%	0.57%
Median Age	35.2	35	0.2
Number of Households	5,000	5,119	-119
Household with Children	18.3%	16.7%	1.60%
House with Someone Alone 65+ Age	10%	8.5%	1.50%
Median Household Income	\$48,407	\$42,298	\$6,109
Below the Poverty Line	7.2%	5.7%	1.5%





# 2019 Budget Summary



## City of Mission 2019 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
  - Vehicle and Equipment Replacement 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.

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## City of Mission 2019 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 25<sup>th</sup>. 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 1<sup>st</sup>.



## City of Mission 2019 Annual Budget

### Summary of Revenue Sources

<b>GENERAL FUND</b>		
<b>Description</b>	<b>Basis of Projection</b>	<b>Additional Information</b>
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 2018 of \$171,027,097 (10.878 mills, with an additional 7 mills 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.
Countywide Sales Tax – Court House	Based on historical receipts and trends. This is the City's share of the countywide .25% courthouse sales tax adopted in 2016.	The portion of the Countywide Sales Tax due to the passage of the Sales Tax for a new courthouse 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.
Plan Review and Inspection Fees	Based on department estimates.	The City collects fees for land use site plan review, building construction plan review, and building construction inspections. 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 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.
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**STORMWATER FUND**

Storm Water 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. \$14.58/household/mo in 2019.	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	No bonds are anticipated to be sold this fiscal year.	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 has not been budget since 2016.*

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 transfer from other funds as allowed by state statute to support construction or debt service for capital improvement projects.
Bond Proceeds	No bonds are anticipated to be sold this fiscal year.	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	No bonds are anticipated to be sold this fiscal year.	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	No bonds are anticipated to be sold this fiscal year..	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.

# 2019 General Fund Summary





City of Mission 2019 Annual Budget

All Funds Summary

	<u>General Fund</u>	<u>Capital Improv. Fund</u>	<u>Equipment Reserve and Replacement Fund</u>	<u>Storm Water Utility Fund</u>	<u>Street Sales Tax Fund</u>	<u>Parks &amp; Recreation Sales Tax Fund</u>	<u>Special Highway Fund</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,870,162</b>	<b>\$ 614,331</b>	<b>\$ 448,550</b>	<b>\$ 1,410,837</b>	<b>\$ 235,987</b>	<b>\$ 429,621</b>	<b>\$ 146,316</b>
<b>REVENUES</b>							
Property Taxes	1,715,000			-			
Property Taxes For Streets	1,050,000						
Payment in Lieu of Taxes							
Motor Vehicle Taxes	265,000						
Sales and Use Taxes	3,400,000				575,000	875,000	
Franchise Tax Fees	1,100,000						
Transient Guest Tax							
Licenses and Permits	170,700						
Plan Review/Insp. Fees	622,000						
Police Fines	1,362,300						
Charges for Services	226,000						
Bond/Lease Proceeds	-	-		-			
Miscellaneous and Other	80,000	67,360	40,200	15,000	100	50,000	100
Intergovernmental Rev.	1,560,000	518,000		-			255,100
Pool Revenues	139,000						
Community Center Rev.	1,840,500						
Special Assessments				599,000			
Solid Waste Utility Fees							
Stormwater Utility Fees				2,535,000			
Transportation Utility Fees							
Transf. from Other Funds	-	1,633,675	-	88,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 13,530,500</b>	<b>\$ 2,219,035</b>	<b>\$ 40,200</b>	<b>\$ 3,237,000</b>	<b>\$ 575,100</b>	<b>\$ 925,000</b>	<b>\$ 255,200</b>
<b>EXPENDITURES</b>							
Personal Services	7,636,033	-	-	-	-	-	-
Contractual Services	3,596,782	-	-	150,000	-	-	-
Commodities	544,610	-	-	-	-	-	25,000
Capital Outlay	684,852	2,192,500	30,000	250,000	-	510,500	350,000
Debt/Lease Service	203,559	550,738	-	2,396,523	471,660	527,750	-
Cont./Reserves/Trans.	-		390,000		-	230,000	
Transfers to Other Funds	1,135,000	-	-	283,675	300,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,800,836</b>	<b>\$ 2,743,238</b>	<b>\$ 420,000</b>	<b>\$ 3,080,198</b>	<b>\$ 771,660</b>	<b>\$ 1,268,250</b>	<b>\$ 375,000</b>
<b>Difference</b>	<b>(270,336)</b>	<b>(524,203)</b>	<b>(379,800)</b>	<b>156,802</b>	<b>(196,560)</b>	<b>(343,250)</b>	<b>(119,800)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,599,826</b>	<b>\$ 90,128</b>	<b>\$ 68,750</b>	<b>\$ 1,567,639</b>	<b>\$ 39,427</b>	<b>\$ 86,371</b>	<b>\$ 26,516</b>

City of Mission 2019 Annual Budget

All Funds Summary

<u>Special Alcohol Fund</u>	<u>Special Parks &amp; Recreation Fund</u>	<u>Solid Waste Utility Fund</u>	<u>MCVB Fund</u>	<u>Mission Crossing TIF/CID Fund</u>	<u>Cornerst. Commons TIF/CID Fund</u>	<u>RC Drainage #1 Fund</u>	<u>RC Drainage #2 Fund</u>	<u>All Funds</u>
\$ 72,040	\$ 17,095	\$ 2,321	\$ 76,833	\$ 40,565	\$ 17,294	\$ 1,711	\$ 16,242	\$ 7,966,965
				180,000		5,000	90,000	1,990,000
								1,050,000
								-
								265,000
				190,000	67,000			5,107,000
								1,100,000
			45,000					45,000
								170,700
								622,000
								1,362,300
								226,000
	-							-
	200	100	25,100			-	100	238,060
75,000	75,000							2,483,100
								139,000
								1,840,500
								599,000
		528,000						528,000
								2,535,000
								-
-	-	85,000	-	-	-	-	-	1,806,675
\$ 75,000	\$ 75,200	\$ 613,100	\$ 70,100	\$ 370,000	\$ 67,000	\$ 5,000	\$ 90,100	\$ 22,147,535
15,000	-	-	-	-	-	-	-	7,651,033
55,000	-	612,000	75,000	370,000	67,500	-	-	4,926,282
1,000	-	500	-	-	-	-	-	571,110
-	15,000	-	-	-	-	-	-	4,002,852
-	67,655	-	-	-	-	-	-	4,217,885
								230,000
-	-	-	-	-	-	3,000	85,000	1,806,675
\$ 71,000	\$ 82,655	\$ 612,500	\$ 75,000	\$ 370,000	\$ 67,500	\$ 3,000	\$ 85,000	\$ 23,825,837
4,000	(7,455)	600	(4,900)	-	(500)	2,000	5,100	(1,678,302)
\$ 76,040	\$ 9,640	\$ 2,921	\$ 71,933	\$ 40,565	\$ 16,794	\$ 3,711	\$ 21,342	\$ 6,288,663

City of Mission 2019 Annual Budget

General Fund Summary

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

# City of Mission 2019 Annual Budget

## Revenue Detail

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

City of Mission 2019 Annual Budget

Revenue Detail

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

# City of Mission 2019 Annual Budget

## Revenue Detail

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

# City of Mission 2019 Annual Budget

## Summary of Costs by Department

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

# City of Mission 2019 Annual Budget

## Summary of Costs by Department

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



## City of Mission 2019 Annual Budget

### Summary of Costs by Type of Expenditure

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

## 2019 General Fund



## City of Mission 2019 Budget Worksheet

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

### Department Description

Functions and obligations which cannot be readily charged to a particular department are grouped within General Overhead. General Overhead accounts for general liability insurance, utilities for City Hall and the Police Department, postage, building and grounds maintenance, audit expenses, and other city-wide expenses. The debt line-item in this department is for the purchase of a portion of the City's street light system in 2013.

Replacement of the city-wide phone system, city-wide surveillance camera system, and upgraded network cabling were completed in 2018.

### Objectives

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

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

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

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

## City of Mission 2019 Budget Worksheet

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

### Department Description

The City Council serves as the legislative and policy-making body of the City. The City Council is composed of eight councilmembers - two from each ward elected for four year terms - and a mayor who is elected at large for a four year term. Budgetary support for the City's boards and commissions is also accounted for in this department.

### Objectives

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

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

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

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

## City of Mission 2019 Budget Worksheet

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

### Department Description

The Administration Department provides the general support functions for the City including support of the governing body, finance and accounting, human resources/payroll, record-keeping and public information.

The City Administrator supports the Governing Body in policy development setting general direction for the organization, implements municipal policies, and oversees the day to day operations of the City.

The Assistant City Administrator/Finance Director is responsible for administering the financial functions of the City including accounting, debt service, and auditing. This position also oversees the human resources and risk management functions of the City, and the Community Development Department.

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

The Assistant City Administrator coordinates various community outreach initiatives, oversees the Mission Market, provides staff support to the Sustainability and Capital Improvement Program (CIP) Committee, and works on special projects as assigned.

### Objectives

- Promote organizational excellence.
- Monitor, supervise, direct, control, and promote organizational activities.
- Provide solid financial control.
- Implement new financial and municipal court software programs purchased in 2018.
- Submit the 2019 Budget to the Government Finance Officer's Association for consideration of their Outstanding Budget Award.
- Continue to evaluate opportunities to enhance the Mission Market for 2019 and beyond.

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

### 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
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

City of Mission 2019 Budget Worksheet

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

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



## City of Mission 2019 Budget Worksheet

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

### Department Description

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

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

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

Funds were allocated in 2018 under capital equipment for the purchase of a new court software.

### Objectives

- Maintain a computerized record of municipal violations and the Court's disposition of cases.
- Keep current and up-to-date on entering warrants into systems
- Maintain a diversionary program for DUI cases
- Complete implementation of new municipal court software purchased in 2018.

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

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

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

## City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services

### Department Description

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

Neighborhood Services was merged with the Community Development Department in 2017.

### Objectives

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

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 114,722	\$ -	\$ -	\$ -
Contractual Services	86,830	-	-	-
Commodities	1,082	-	-	-
Capital Outlay	23,004	-	-	-
<b>Total</b>	\$ 225,638	\$ -	\$ -	\$ -

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b><u>Personnel Services</u></b>					
01-15-101-01	Full Time Salaries	\$ 81,410	\$ -	\$ -	\$ -
01-15-101-02	Part Time Salaries	-	-	-	-
01-15-101-04	Overtime Salaries	2,049	-	-	-
01-15-102-01	Health/Welfare Benefits	12,944	-	-	-
01-15-102-02	Social Security	6,354	-	-	-
01-15-102-03	KPERS	8,839	-	-	-
01-15-102-04	Employment Security	208	-	-	-
01-15-102-05	Workers Compensation	1,294	-	-	-
01-15-102-06	City Pension	1,624	-	-	-
	<b>Total Personnel Services</b>	<b>\$ 114,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Contractual Services</u></b>					
01-15-201-08	Telephone	\$ -	-	-	-
01-15-202-02	Commercial Travel	286	-	-	-
01-15-202-03	Lodging / Meals	1,554	-	-	-
01-15-202-04	Parking / Tolls	96	-	-	-
01-15-202-05	Mileage	456	-	-	-
01-15-203-01	Registration	1,972	-	-	-
01-15-204-01	Advertising	-	-	-	-
01-15-205-01	Insurance	234	-	-	-
01-15-206-01	Professional Organizations	439	-	-	-
01-15-206-03	Periodicals/Books	49	-	-	-
01-15-206-04	Legal Publications	-	-	-	-
01-15-206-05	Professional Services	288	-	-	-
01-15-206-06	Legal Services	-	-	-	-
01-15-207-04	Housing Imp - Loan Program	-	-	-	-
01-15-207-07	Pre-Employment Testing	-	-	-	-
01-15-208-04	Public Relations	1,991	-	-	-
01-15-208-13	Employee Recognition	-	-	-	-
01-15-212-07	Vehicle Maintenance	125	-	-	-
01-15-214-03	Printing	258	-	-	-
01-15-215-03	Miscellaneous	367	-	-	-
01-15-216-01	Nuisance Abatement	5,644	-	-	-
01-15-216-02	Weed Abatement	(366)	-	-	-
01-15-216-04	Mission Possible Program	31,531	-	-	-
01-15-216-05	How-To Clinics	-	-	-	-
01-15-216-06	Neighborhood Grant Program	4,136	-	-	-
01-15-216-07	Business Improvement Grant	24,414	-	-	-
01-15-216-09	Citizen Rebate Program	13,080	-	-	-
01-15-216-11	Jo Co Utility Assistance	-	-	-	-
01-15-216-12	Storm Water BMP	275	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 86,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Commodities</u></b>					
01-15-301-01	Office Supplies	\$ 71	\$ -	\$ -	\$ -
01-15-301-02	Clothing	492	-	-	-
01-15-301-05	Printed Forms	-	-	-	-
01-15-304-04	Miscellaneous	49	-	-	-
01-15-306-01	Gas/Oil	470	-	-	-
	<b>Total Commodities</b>	<b>\$ 1,082</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City of Mission 2019 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b><u>Capital Outlay</u></b>					
01-15-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-15-401-02	Office Furnishings	-	-	-	-
01-15-402-03	Computer Systems	-	-	-	-
01-15-403-06	Other Equipment/Software	1,095	-	-	-
01-15-407-01	Vehicle	21,909	-	-	-
01-15-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 23,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Neighborhood Services Total</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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## City of Mission 2019 Budget Worksheet

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

### Department Description

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

In particular, the department provides general street maintenance services including patching and repair, snow removal, and sweeping. The department oversees the City's annual street maintenance program, which entails more intensive road work including sealing and mill and overlay of existing streets. The Department also oversees contracts for design and construction of major street and storm water repair projects.

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

The department was increased by one Laborer position in 2019 to provide for full-staffing that was reduced a few years ago during the recession.

Capital equipment purchases for 2019 include one single-axel dump truck and two 1 ton pick-up trucks.

### Objectives

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

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

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

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



City of Mission 2019 Budget Worksheet

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

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

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## City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

### Department Description

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

The Community Development Department enforces the City's building construction codes through a systematic plan review and inspection program.

In 2016, the Community Development Director position was eliminated, and oversight of the Department was placed with the Assistant City Administrator/Finance Director. In 2017, the Neighborhood Services Department was merged with the Community Development Department to provide greater efficiency in operations. In 2018 the planner position was eliminated and a full-time building official was added to provide continuity in the City's building safety program.

Professional Services line item includes expenditures in 2019 for a citizen satisfaction survey and update of the City's comprehensive plan. Funds have also been budgeted in plan review and inspections for the

### Objectives

- Inform the public regarding development opportunities and regulations in Mission.
- Work with those parties going through the property development process to ensure that the City's design vision is fulfilled and that the process is smooth and efficient.
- Provide oversight and coordination of current development projects including The Gateway, Mission Trails, and Martway Apartments to ensure building safety and design guidelines are met and construction is efficient and completed in a timely manner.
- Continue to find areas of process improvements to ensure that the development review process and permitting and building inspection are as efficient as possible.
- Coordinate the update of the City's Comprehensive Plan.

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

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b><u>Personnel Services</u></b>					
01-23-101-01	Full Time Salaries	\$ 93,655	\$ 200,340	\$ 209,500	\$ 223,500
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	91	592	500	500
01-23-102-01	Health/Welfare Benefits	2,027	15,041	14,000	49,000
01-23-102-02	Social Security	6,863	14,996	16,000	17,500
01-23-102-03	KPERS	9,295	17,560	20,000	21,300
01-23-102-04	Employment Security	224	196	500	500
01-23-102-05	Workers Compensation	555	4,099	6,500	6,700
01-23-102-06	City Pension	1,580	3,620	4,200	4,500
	<b>Total Personnel Services</b>	<b>\$ 114,289</b>	<b>\$ 256,444</b>	<b>\$ 271,200</b>	<b>\$ 323,500</b>
<b><u>Contractual Services</u></b>					
01-23-201-08	Telephone	\$ 283	\$ 1,239	\$ 500	\$ 500
01-23-202-02	Commercial Travel	698	894	1,500	1,500
01-23-202-03	Lodging / Meals	890	3,935	3,050	3,000
01-23-202-04	Parking / Tolls	68	257	200	200
01-23-202-05	Mileage	172	218	1,650	-
01-23-203-01	Registration /Tuition	1,750	2,143	3,500	3,000
01-23-203-02	Planning Commission	655	6,831	-	-
01-23-205-01	Insurance	-	575	250	500
01-23-205-01	Notary	100	50	-	100
01-23-206-01	Professional Organizations	1,138	3,072	2,300	2,500
01-23-206-03	Periodicals/Books/Publications	-	104	50	1,000
01-23-206-04	Advertising	120	629	500	500
01-23-206-04	Legal Publications	-	-	1,100	1,000
01-23-206-05	Professional Services	11,373	89,684	5,500	176,000
01-23-206-06	Land Use Attorney Services	26,704	57,460	30,000	30,000
01-23-206-08	Plan/Inspection Fees	78,228	92,350	85,000	450,000
01-23-207-03	Engr/Arch/Planning Services	17,316	77,948	51,000	75,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	52	-	-	-
01-23-208-04	Public Relations	60	3,748	6,000	5,000
01-23-208-05	Meeting Expense	242	287	250	250
01-23-208-13	Employee Recognition	-	251	400	250
01-23-212-06	Service Contracts	-	6,343	-	-
01-23-212-07	Vehicle Maintenance	-	864	500	1,000
01-23-214-03	Printing	198	801	1,500	1,000
01-23-215-03	Miscellaneous	-	25,298	1,000	1,000
01-23-216-01	Nuisance Abatement	-	4,693	6,000	5,000
01-23-216-04	Mission Possible Program	-	19,210	35,000	35,000
01-23-216-06	Neighborhood Grant Program	-	4,007	5,000	5,000
01-23-216-07	Business Improvement Grant	-	28,067	35,000	35,000
01-23-216-09	Citizen Rebate Program	-	11,607	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	-	2,372	5,000	5,000
01-23-216-12	Storm Water BMP	-	144	500	500
	<b>Total Contractual Services</b>	<b>\$ 140,047</b>	<b>\$ 445,082</b>	<b>\$ 302,250</b>	<b>\$ 858,800</b>

City of Mission 2019 Budget Worksheet

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

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

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## City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation

### Department Description

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

The Marketing Budget for the community center was increased for 2019 for professional marketing services.

### Objectives

- Provide programs, classes, and special events at parks and recreation facilities, and through community partnerships.
- Coordinate on-going needs assessment for parks and recreation programs and facilities.
- Staff and operate parks and recreational facilities with a customer service focus, emphasizing the effective use of City resources.
- Offer age specific programs for youth, seniors and other demographics.
- Maintain and operate Mission Aquatic Facility.
- Manage the implementation of recommendations contained in the Parks Master Plan adopted in 2016.

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

### Authorized Positions

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

City of Mission 2019 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b><u>Personnel Services</u></b>					
01-25-101-01	Full Time Salaries	\$ 13,674	\$ -	\$ 21,500	\$ 19,320
01-25-101-02	Part Time Salaries	88,051	79,712	115,000	115,000
01-25-101-04	Overtime Salaries	1,242	175	2,000	2,000
01-25-102-01	Health/Welfare Benefits	1,598	-	7,700	-
01-25-102-02	Social Security	8,149	6,115	10,000	9,000
01-25-102-03	KPERS	1,111	-	2,000	-
01-25-102-04	Employment Security	266	80	300	300
01-25-102-05	Workers Compensation	1,849	4,099	6,000	7,000
01-25-102-06	City Pension	293	-	500	-
	<b>Total Personnel Services</b>	<b>\$ 116,234</b>	<b>\$ 90,181</b>	<b>\$ 165,000</b>	<b>\$ 152,620</b>
<b><u>Contractual Services</u></b>					
01-25-201-01	Electricity	\$ 14,113	\$ 16,029	\$ 16,000	\$ 16,500
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	19,976	17,048	12,000	16,000
01-25-201-08	Telephone	-	52	900	900
01-25-203-03	Training/Registration	1,018	108	1,500	1,500
01-25-204-01	Marketing/Public Relations	23	114	2,000	1,500
01-25-205-01	Insurance - Building & Equipment	4,679	4,028	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	105	-	800	2,000
01-25-208-13	Employee Recognition	362	174	500	500
01-25-210-01	Maint Bldg. / Land	3,519	7,629	2,500	4,000
01-25-212-05	Other Equipment / Repairs	3,724	868	2,500	2,500
01-25-213-02	Rental Agreements	1,101	1,303	1,500	1,500
01-25-214-05	Computer Services	669	-	-	-
01-25-214-12	Mission Swim Team	7,500	7,500	7,500	7,500
01-25-215-02	Contract Serv/Maint Agreements	7,164	16,467	9,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 63,952</b>	<b>\$ 71,320</b>	<b>\$ 61,700</b>	<b>\$ 71,400</b>
<b><u>Commodities</u></b>					
01-25-301-01	Office Supplies	\$ 5	\$ 548	\$ 250	\$ 500
01-25-301-02	Clothing	1,829	1,816	2,000	2,500
01-25-301-03	Food Service	16,930	17,740	20,000	20,000
01-25-301-04	Printing	-	-	-	-
01-25-301-08	Equipment and Supplies	5,719	5,755	7,500	7,500
01-25-303-04	Safety Supplies	568	865	1,000	1,000
01-25-304-02	Cleaning Chemicals	6	4	750	750
01-25-304-05	Pool Chemicals	10,900	12,790	9,000	12,000
01-25-305-05	Repair / Parts Maintenance	899	561	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 36,856</b>	<b>\$ 40,079</b>	<b>\$ 41,500</b>	<b>\$ 45,250</b>
<b><u>Capital Outlay</u></b>					
01-25-407-01	Equipment Replacement	\$ -	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	-	4,325	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-	-
01-25-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 4,325</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Mission Family Aquatic</b>		<b>\$ 217,042</b>	<b>\$ 205,904</b>	<b>\$ 268,200</b>	<b>\$ 269,270</b>



City of Mission 2019 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b><u>Personnel Services</u></b>					
01-27-101-01	Full Time Salaries	\$ 561,654	\$ 575,701	\$ 600,000	\$ 625,000
01-27-101-02	Part Time Salaries	490,390	481,941	520,000	556,000
01-27-101-04	Overtime Salaries	21,855	22,352	20,000	21,000
01-27-102-01	Health/Welfare Benefits	111,953	110,128	125,500	186,500
01-27-102-02	Social Security	80,640	80,216	88,000	92,000
01-27-102-03	KPERS	61,273	52,967	61,000	63,000
01-27-102-04	Employment Security	2,628	1,046	3,000	2,500
01-27-102-05	Workers Compensation	7,396	16,395	17,500	19,000
01-27-102-06	City Pension	12,201	12,169	12,000	12,000
	<b>Total Personnel Services</b>	<b>\$ 1,349,990</b>	<b>\$ 1,352,915</b>	<b>\$ 1,447,000</b>	<b>\$ 1,577,000</b>

<b><u>Contractual Services</u></b>					
01-27-201-01	Electricity	\$ 199,696	\$ 226,976	\$ 205,000	\$ 210,000
01-27-201-03	Gas	28,337	29,418	35,000	32,250
01-27-201-05	Water and Sewer	40,702	35,937	35,000	37,000
01-27-201-08	Telephone	2,533	7,536	5,000	5,000
01-27-202-02	Travel / Commercial	-	1,031	2,500	2,500
01-27-202-03	Lodging / Meals	1,881	4,286	3,500	4,800
01-27-202-04	Parking / Tolls	54	51	150	150
01-27-202-05	Mileage	718	696	1,500	1,500
01-27-203-01	Registration / Tuition	1,184	2,617	3,500	3,000
01-27-203-02	Staff Training	1,813	5,334	3,000	6,000
01-27-203-03	Tuition Reimbursement	-	700	-	-
01-27-204-01	Marketing / Public Relations	21,485	21,819	30,000	60,000
01-27-205-01	Insurance - Building & Equipment	34,621	29,806	37,000	37,000
01-27-205-02	Notary Bonds	75	-	100	100
01-27-206-01	Professional Organizations	2,070	1,420	2,500	2,500
01-27-207-07	Pre-Employment Drug Testing	3,382	7,844	3,500	6,100
01-27-208-13	Employee Recognition	1,448	2,464	3,000	3,000
01-27-210-01	Maint - Bldg. / Land	93,318	99,952	30,000	60,000
01-27-212-05	Equipment Maintenance	13,572	15,647	10,000	14,000
01-27-212-07	Vehicle Maintenance	-	-	500	500
01-27-213-02	Rental Equipment	16,265	10,477	10,000	12,800
01-27-214-03	Printing	11,515	14,362	13,000	15,000
01-27-214-05	Computer Services / Software	12,144	10,892	13,000	15,000
01-27-214-10	Registration Materials	-	-	-	-
01-27-214-11	Special Programs	12,861	13,985	20,000	22,850
01-27-214-12	Swim Programs	314	1,022	500	1,500
01-27-214-13	Mission Summer Program	28,520	31,228	29,000	31,500
01-27-215-01	Seasonal Programs	12,317	15,138	20,000	20,000
01-27-215-02	Contract Services / Maint. Agreements	57,728	56,476	60,000	63,000
01-27-215-03	Miscellaneous	-	-	-	-
01-27-215-04	Field Trips	-	-	-	-
01-27-215-05	Contract Instructors	151,310	156,606	150,000	165,000
01-27-215-06	Transportation Services	11,468	11,810	13,000	13,200
01-27-215-10	Parking Lot Lease	11,043	11,705	12,000	12,000
	<b>Total Contractual Services</b>	<b>\$ 772,372</b>	<b>\$ 827,236</b>	<b>\$ 751,250</b>	<b>\$ 857,250</b>

City of Mission 2019 Budget Worksheet

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

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

## City of Mission 2019 Budget Worksheet

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

### Department Description

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

Capital Equipment includes the upgrade of the police department's radio system, which is a shared system with Johnson County Sheriff's office and other emergency response agencies in the County. The Police Department is also replacing one detective car in 2019.

### Objectives

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

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

### Authorized Positions

Full-Time	31.00	31.00	31.00	33.00
Part-Time (1040 avg.)	2.00	1.00	1.00	0.00
Seasonal (650 avg.)	0.94	0.00	0.00	0.00
<b>Total</b>	<b>33.94</b>	<b>32.00</b>	<b>32.00</b>	<b>33.00</b>

City of Mission 2019 Budget Worksheet

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

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

City of Mission 2019 Budget Worksheet

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

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

## 2019 Capital Project Funds



## City of Mission 2019 Budget Worksheet

**Fund Group:** Capital

**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 (CIP), or to cover debt service obligations for capital infrastructure projects that have been recently completed.

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

Capital Outlay for 2019 includes:

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

Debt Service in this fund includes:

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

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	340	-	-
Commodities	-	-	-	-
Capital Outlay	89,354	1,183,916	406,120	2,192,500
Debt Service	653,688	654,843	655,474	550,738
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 1,061,594</b>	<b>\$ 2,743,238</b>

### Authorized Positions

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

City of Mission 2019 Annual Budget

Fund Group: Capital Fund: Capital Improvement				
	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 36,846</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 614,331</b>
<b>REVENUES</b>				
<b>Intergovernmental Revenue</b>				
Jo County CARS Grant	\$ -	\$ 589,615	\$ -	\$ 450,000
Safe Routes to School Grant	-	-	-	68,000
Total for Intergovernmental Revenue	-	589,615	-	518,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Mission Pet Mart Loan	\$ 64,360	\$ 64,361	\$ 64,360	\$ 64,360
Sale of Fixed Assets	-	-	-	-
West Gateway Plan Review Fees	1,840	22,483	-	-
Interest	120	2,244	2,000	3,000
Miscellaneous Revenue	11,513	-	-	-
Total for Miscellaneous and Other	\$ 77,833	\$ 89,087	\$ 66,360	\$ 67,360
<b>Transfers From Other Funds</b>				
General Fund	\$ 790,654	\$ 885,368	\$ 900,000	\$ 1,050,000
Storm Water Utility Fund	256,110	277,519	288,675	283,675
Street Sales Tax Fund	-	-	-	300,000
Total for Transfers from Other Funds	\$ 1,046,764	\$ 1,162,887	\$ 1,188,675	\$ 1,633,675
<b>TOTAL REVENUES</b>	<b>\$ 1,124,597</b>	<b>\$ 1,841,588</b>	<b>\$ 1,255,035</b>	<b>\$ 2,219,035</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ 340	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 89,354	\$ 1,183,916	\$ 406,120	\$ 2,192,500
<b>Debt Service</b>				
2007A - Principal & Interest	\$ 98,688	\$ 84,843	\$ 100,036	\$ -
2013C - Principal & Interest (Street	555,000	570,000	555,438	550,738
Total for Debt Service	\$ 653,688	\$ 654,843	\$ 655,474	\$ 550,738
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 1,061,594</b>	<b>\$ 2,743,238</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 614,331</b>	<b>\$ 90,128</b>



## City of Mission 2019 Budget Worksheet

	<b>Fund Group:</b> Capital
	<b>Fund:</b> Equip. Reserve and Replacement

### Fund Description

This fund was created to capture funds transferred from the General Fund for the purpose of buying vehicles and equipment. The fund also captures proceeds from the sale of vehicles and equipment to be re-used for new vehicle and equipment purchases.

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

Purchases for vehicles and equipment may be made from this fund. None are planned for 2019 as this fund is being seeded for future purchases.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service				
Transfers/Reserves	-	-	-	390,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 390,000

### Authorized Positions

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

City of Mission 2019 Annual Budget

		Fund Group: Capital		
		Fund: Equip. Reserve and Replacement		
	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
FUND BALANCE JANUARY 1	\$ -	\$ -	\$ 308,350	\$ 448,550
REVENUES				
Transfers from Other Funds				
General Fund	\$ -	\$ 200,000	\$ 100,000	\$ -
Total for Transfers	\$ -	\$ 200,000	\$ 100,000	\$ -
Miscellaneous and Other				
Sale of Fixed Assets	\$ -	\$ 108,350	\$ 40,000	\$ 40,000
Interest	-	-	200	200
Total For Miscellaneous and Other	\$ -	\$ 108,350	\$ 40,200	\$ 40,200
TOTAL REVENUES	\$ -	\$ 308,350	\$ 140,200	\$ 40,200
EXPENDITURES				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ 30,000
Reserve	\$ -	\$ -	\$ -	\$ 390,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 420,000
FUND BALANCE DECEMBER 31	\$ -	\$ 308,350	\$ 448,550	\$ 68,750

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## 2019 Special Revenue Funds



## City of Mission 2019 Budget Worksheet

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

### Fund Description

The Storm Drain Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property tax bill. The fee is set as a dollar amount per ERU, or equivalent residential unit, that equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For 2019, the amount remains at \$28 per ERU/per month. A single-family parcel of property pays a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, determined by taking the total impervious surface for the parcel and dividing by 2,600 sq. ft. to determine the appropriate ERU multiplier.

Revenue is also derived from the Rock Creek Drainage Districts #1 and #2, which funds are transferred to the Storm Drain Utility. In addition, a special assessment on The Gateway project is also accounted for in this fund.

Funds are used primarily for debt service on the following general obligation bonds:

- 2010A - Refunding of 2008 temporary notes
- 2010B - Restructuring of 2005A and portion of 2009A G.O. Bonds
- 2013C - Storm water portion of the Johnson Drive Improvements (trsf. to Capital Fund)
- 2014A - Refunding of a portion of 2009A G.O. Bonds

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

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	31,892	34,896	50,000	150,000
Commodities	-	-	-	-
Capital Outlay	-	163,586	250,000	250,000
Debt Service	2,335,943	2,306,343	2,309,473	2,396,523
Transfers/Reserves	256,110	277,519	288,675	283,675
<b>Total</b>	<b>\$ 2,623,945</b>	<b>\$ 2,782,344</b>	<b>\$ 2,898,148</b>	<b>\$ 3,080,198</b>

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Estimate 2018</b>	<b>Proposed 2019</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 37,027</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,410,837</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
Property Tax	\$ -	\$ -	\$ -	\$ -
Delinquent Property Tax	-	-	-	-
Motor Vehicle Tax	-	-	-	-
Total Property Taxes	\$ -	\$ -	\$ -	\$ -
<b>Fees</b>				
Storm Water Utility Fees	\$ 2,497,945	\$ 2,494,632	\$ 2,500,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	34,531	76,592	35,000	35,000
Total Fees	\$ 2,532,476	\$ 2,571,224	\$ 2,535,000	\$ 2,535,000
<b>Special Assessments</b>	\$ 299,798	\$ -	\$ 1,497,500	\$ 599,000
<b>Intergovernmental</b>	\$ -	\$ -	\$ -	\$ -
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Interest	\$ 561	\$ 6,688	\$ 10,000	\$ 15,000
Miscellaneous	-	-	-	-
Total Miscellaneous and Other	\$ 561	\$ 6,688	\$ 10,000	\$ 15,000
<b>Transfers From Other Funds</b>				
General Fund	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	-	-	-	-
Rock Creek Drainage #1 Fund	-	2,000	3,000	3,000
Rock Creek Drainage #2 Fund	50,000	85,000	85,000	85,000
Total Transfer From Other Funds	\$ 50,000	\$ 87,000	\$ 88,000	\$ 88,000
<b>TOTAL REVENUES</b>	<b>\$ 2,882,835</b>	<b>\$ 2,664,912</b>	<b>\$ 4,130,500</b>	<b>\$ 3,237,000</b>

City of Mission 2019 Budget Worksheet

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

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Estimate 2018</u>	<u>Proposed 2019</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERS	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
Total for Personnel	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
Professional Services	\$ -	\$ 60	\$ -	\$ -
Engineering Services	11,119	33,871	50,000	150,000
Inspections	-	-	-	-
Storm Drain Repairs	20,774	965	-	-
Other Contractual Services	-	-	-	-
Refund Rebate Utility Fee	-	-	-	-
Total for Contractual Services	\$ 31,892	\$ 34,896	\$ 50,000	\$ 150,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 163,586	\$ 250,000	\$ 250,000
<b>Debt Service</b>				
2010A Refunding - Prin & Int	\$ 366,612	\$ 367,812	\$ 368,738	\$ 369,388
2010B Refunding - Interest	279,131	279,131	279,132	279,132
2014A Refunding - Prin & Int	324,838	321,838	1,389,838	1,741,438
2014B Refunding - Prin & Int	1,358,800	1,331,000	265,200	-
KDHE Loan	6,562	6,562	6,565	6,565
Total For Debt Service	\$ 2,335,943	\$ 2,306,343	\$ 2,309,473	\$ 2,396,523
<b>Transfers To Other Funds</b>				
Capital Improvement Fund	\$ 256,110	\$ 277,519	\$ 288,675	\$ 283,675
Total for Transfers to Other Funds	\$ 256,110	\$ 277,519	\$ 288,675	\$ 283,675
<b>TOTAL EXPENDITURES</b>	<u>\$ 2,623,945</u>	<u>\$ 2,782,344</u>	<u>\$ 2,898,148</u>	<u>\$ 3,080,198</u>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,410,837</b>	<b>\$ 1,567,639</b>

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## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Street Sales Tax

### Fund Description

In April 2012, voters approved a 1/4 of 1% special sales tax for streets - more commonly known as the Street Sales tax. The tax has a 10-year sunset, and will expire in March 2022.

Revenue from the street sales tax is pledged first to retire the Series 2012-A General Obligation Bonds issued for the Martway/Johnson Drive rehabilitation projects. Any remaining revenue is available to support other street and road improvements, primarily the City's annual seal and overlay program in residential areas of the City. Funds in 2019 are being transferred to the Capital Improvement Funds to assist with the Broadmore Reconstruction and Lamar repairs.

### Debt Service:

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

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	140,000	168,562	175,000	-
Debt Service	470,870	472,045	472,316	471,660
Transfers/Reserves	-	-	-	300,000
<b>Total</b>	<b>\$ 610,870</b>	<b>\$ 640,607</b>	<b>\$ 647,316</b>	<b>\$ 771,660</b>

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

## City of Mission 2019 Budget Worksheet

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

### Fund Description

In April 2013, voters approved a 3/8 of 1% Special Sales Tax for Parks and Recreation - more commonly known as the Parks Sales Tax. The sales tax has a sunset of 10 years and will expire in March 2023.

A portion of the sales tax is pledged to retire the Series 2013-B General Obligation Bonds that were issued for renovations and improvements to the Mission Family Aquatic Center (MFAC).

Another portion is used to fund various capital improvements at the SPJCC Community Center, which has primarily been building renovation and equipment maintenance.

The balance is earmarked to establish a reserve for other parks and recreation activities including repair and maintenance of building components at the City's community center, maintenance and improvements at the outdoor aquatic center, and implementation of recommendations from the recently completed Parks Master Plan, particularly at the eight outdoor parks.

Capital items for 2019 include replacement of the playground equipment at Waterworks Park, gel-coating of the first waterslide at the Mission Family Aquatic Center, pool-pak repairs for the notarium at the community center, and floor and carpet replacement at the community center.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	404,344	252,011	481,000	510,500
Debt Service	526,450	529,000	531,100	527,750
Transfers/Reserves	-	-	330,000	230,000
<b>Total</b>	<b>\$ 930,794</b>	<b>\$ 781,011</b>	<b>\$ 1,342,100</b>	<b>\$ 1,268,250</b>

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Highway

### Fund Description

Kansas state statutes (K.S.A. 79-3425c) provide for certain highway aid payments to be distributed directly to cities on a per capita basis from the state treasurer. Payments are made quarterly from the state's Special City and County Highway (SCCH) fund, which receives approximately 35% of the state's motor fuel tax collections. Cities must credit their payments to a separate fund for construction, reconstruction, alteration, repair, and maintenance of streets and highways.

The City utilizes these funds for general street repair including bridges, streetlights, curbs and drainage, and the annual chip seal and overlay programs. These funds may be used to leverage funds from the County Assistance Road System (CARS) Program, state and federal grants, or transfers from other funds.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	20,000	25,000
Capital Outlay	199,061	291,536	175,000	350,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 199,061</b>	<b>\$ 291,536</b>	<b>\$ 195,000</b>	<b>\$ 375,000</b>

### Authorized Positions

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

City of Mission 2019 Annual Budget

		Fund Group: Special Revenue		Fund: Special Highway
	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
FUND BALANCE JANUARY 1	\$ 12,390	\$ 129,376	\$ 91,216	\$ 146,316
REVENUES				
Intergovernmental - Kansas Gas Tax	\$ 316,034	\$ 252,742	\$ 250,000	\$ 255,000
Miscellaneous and Other				
Interest	\$ 12	\$ 634	\$ 100	\$ 100
Miscellaneous	-	-	-	-
	\$ 12	\$ 634	\$ 100	\$ 100
TOTAL REVENUES	\$ 316,047	\$ 253,376	\$ 250,100	\$ 255,100
EXPENDITURES				
Personnel Services				
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERS	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
Total for Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -
Commodities				
Asphalt Patch	\$ -	\$ -	\$ 20,000	\$ 25,000
Total for Commodities	\$ -	\$ -	\$ 20,000	\$ 25,000
Capital Outlay	\$ 199,061	\$ 291,536	\$ 175,000	\$ 350,000
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 199,061	\$ 291,536	\$ 195,000	\$ 375,000
FUND BALANCE DECEMBER 31	\$ 129,376	\$ 91,216	\$ 146,316	\$ 26,416

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Alcohol

### Fund Description

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

The Special Alcohol Tax Fund is to support programs "whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers." (KSA 79-41a04).

Of the 2019 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$15,000 will support the City's participation in the Johnson County mental health co-responder program, and \$40,000 will be provided to agencies designated by the Drug & Alcoholism Council to support the provision of KSA 79-41a04.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services	28,038	37,950	45,000	55,000
Commodities	-	-	1,000	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 43,038</b>	<b>\$ 52,950</b>	<b>\$ 61,000</b>	<b>\$ 71,000</b>
<u>Authorized Positions</u>				
Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2019 Annual Budget

		<b>Fund Group:</b>		Special Revenue
		<b>Fund:</b>		Special Alcohol
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Estimate 2018</b>	<b>Proposed 2019</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 27,423</b>	<b>\$ 46,201</b>	<b>\$ 68,040</b>	<b>\$ 72,040</b>
<b>REVENUES</b>				
<b>Intergovernmental - Alcohol Tax</b>	\$ 61,815	\$ 74,789	\$ 65,000	\$ 75,000
<b>TOTAL REVENUES</b>	<b>\$ 61,815</b>	<b>\$ 74,789</b>	<b>\$ 65,000</b>	<b>\$ 75,000</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERS	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
Total for Personnel Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Contractual Services</b>				
Drug and Alcoholism Council	\$ 28,038	\$ 31,962	\$ 30,000	\$ 40,000
Mental Health Responder	-	5,988	15,000	15,000
Total Contractual Services	\$ 28,038	\$ 37,950	\$ 45,000	\$ 55,000
<b>Commodities</b>				
DARE Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000
Total Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 43,038</b>	<b>\$ 52,950</b>	<b>\$ 61,000</b>	<b>\$ 71,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 46,201</b>	<b>\$ 68,040</b>	<b>\$ 72,040</b>	<b>\$ 76,040</b>



## City of Mission 2019 Budget Worksheet

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

### Fund Description

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

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

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

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

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

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Solid Waste Utility

### Fund Description

The City established the Solid Waste Utility in 2008 as a mechanism for more efficient and cost effective collection of residential solid waste, and to promote the recycling of solid waste. Through the Solid Waste Utility, the City contracts with one hauler to provide solid waste collection for all single-family residential properties in the city. The City collects a fee for this service as a special assessment on the property tax bill.

The City currently has a contract with Waste Management (formerly Deffenbaugh Industries), which will expire in 2019. Solid waste collection (trash, recycling, and yard waste) is once a week, and the service includes a bulky item pick-up the first week of every month. The annual Solid Waste Utility Fee is \$170 per single-family residential parcel.

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

The City will be working on bidding out solid waste services in 2019 so that a contract is in place

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,273	567,452	588,100	612,000
Commodities	1,000	2,000	500	500
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 567,273</b>	<b>\$ 569,452</b>	<b>\$ 588,600</b>	<b>\$ 612,500</b>
<u>Authorized Positions</u>				
Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2019 Annual Budget

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

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Conv. and Visitors Bur.

### Fund Description

Charter Ordinance No. 17 was approved in March of 2006 establishing a Transient Guest Tax of 6%, a Convention and Tourism Fund, and a Convention Commission. This was subsequently revised by Charter Ordinance No. 18, which raised the Transient Guest Tax to 9%, and Charter Ordinance No. 24 which reconstituted the Convention Commission to the Mission Convention and Visitors Bureau (MCVB).

The Transient Guest Tax, along with sponsorships, special event revenue, and donations is used for the promotion of the City of Mission and attracting tourism through festivals, special events, and the Mission magazine.

In 2017, the MCVB Committee was disbanded, but the fund remains to account for receipt and expenditure of the Transient Guest Tax. The City continues to manage revenues and expenses for the Mission Business Partnership and the Holiday Adoption efforts through the MCVB Fund.

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

### Authorized Positions

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

City of Mission 2019 Annual Budget

		<b>Fund Group:</b>		Special Revenue	
		<b>Fund:</b>		Mission Conv. and Visitors Bur.	
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Estimate 2018</b>	<b>Proposed 2019</b>	
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 67,632</b>	<b>\$ 82,484</b>	<b>\$ 81,733</b>	<b>\$ 76,833</b>	
<b>REVENUES</b>					
<b>Transient Guest Tax Receipts</b>	\$ 43,835	\$ 64,160	\$ 45,000	\$ 45,000	
<b>Miscellaneous and Other</b>					
Event Sponsorship/Revenue	\$ 21,555	\$ 9,858	\$ -	\$ -	
Holiday Adoption Revenue	2,525	7,580	25,000	25,000	
Interest	-	280	100	100	
Miscellaneous Revenue	17	-	-	-	
Total for Miscellaneous and Other	\$ 24,097	17,718	25,100	25,100	
<b>TOTAL REVENUES</b>	<b>\$ 67,932</b>	<b>\$ 81,878</b>	<b>\$ 70,100</b>	<b>\$ 70,100</b>	
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>					
MCVB General Expenses	\$ 2,264	\$ -	\$ -	\$ -	
Barbeque Contest	17,433	-	-	-	
Holiday Lights Event	3,641	5,673	-	-	
Mission Merchants	1,403	7,167	-	-	
MCVB Magazine	22,255	41,351	50,000	50,000	
Holiday Adoptions	6,083	28,438	25,000	25,000	
Pole Sign Incentive Program	-	-	-	-	
Business Support Programs	-	-	-	-	
Total for Contractual Services	\$ 53,080	\$ 82,628	\$ 75,000	\$ 75,000	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 82,484</b>	<b>\$ 81,733</b>	<b>\$ 76,833</b>	<b>\$ 71,933</b>	

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Crossing TIF/CID

### Fund Description

Mission Crossing is the redevelopment of a 6.2 acre site on the City's western boundary that, since 1954, had been the former headquarters and manufacturing plant for Herff Jones, Inc. The project entailed the demolition of the existing building and construction of three stand-alone buildings totaling approximately 20,000 square feet of commercial space, and a 100 unit residential facility designed for independent, senior-living.

The mixed use development complies with the redevelopment goals of the City's West Gateway district. It includes streetscape improvements along the project perimeters, a new public park located at the southwest corner of Martway and Broadmoor, a public trail along Metcalf Avenue and two transit shelters to access the enhanced bus services along the Johnson Drive/Martway corridors.

The Mission Crossing Tax Increment Financing (TIF) district and Community Improvement District (CID) were both established in 2010 for the purpose of redirecting revenue (property and sales tax) generated from the project to reimburse the developer for certain approved development costs. The TIF [K.S.A 12-1770 et seq] is structured to reimburse the developer on a "pay-as-you-go" basis with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the agreement was adopted (base valuation), and the City's 1% general sales tax generated from all retail sales that occur within the defined project area. The CID [K.S.A 12-6a26 et seq] is structured to reimburse the developer on a "pay-as-you-go" basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

This project is anticipated to generate approximately \$3,948,000 in TIF revenue over the 20 year life of the TIF plan, and approximately \$1,188,000 in CID revenue over the 22 year life of the CID.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	269,091	319,587	324,378	370,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 269,091</b>	<b>\$ 319,587</b>	<b>\$ 324,378</b>	<b>\$ 370,000</b>
<u>Authorized Positions</u>				
Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

City of Mission 2019 Annual Budget

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



## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Cornerstone Commons CID

### Fund Description

The Cornerstone Commons project is the redevelopment of a 2.98 acre tract at the southwest corner of Johnson Drive and Barkley Street. Prior to redevelopment, the site was an automobile dealership that had closed.

The project is a mixed-use development that conforms to the design principles of the West Gateway district and Form Based Code by having multi-level structures situated up to the sidewalk, on-street parking, and pedestrian oriented elements such as benches, lighting, and landscaping.

The development includes a 15,000 square foot Natural Grocer store, a 4,000 square foot building for casual dining/retail, and a third 12,000 square foot building for casual dining/retail and office.

The CID [K.S.A 12-6a26 et seq] is structured to reimburse the project developer on a “pay-as-you-go” basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

The total estimated value for all of the improvements is \$1,721,788, of which the redevelopment agreement stipulates that no more than \$1,500,000 will be reimbursed to the developer through the CID sales tax.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	63,772	62,360	67,500	67,500
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 63,772	\$ 62,360	\$ 67,500	\$ 67,500

### Authorized Positions

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

City of Mission 2019 Annual Budget

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

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #1

### Fund Description

The City established the Rock Creek Drainage District No. 1 pursuant to K.S.A. 13-10,128 through 13-10,133 in July of 2006 (Ordinance 1206). Drainage District No. 1 is comprised of the original Mission Mall site bounded by Shawnee Mission Parkway, Roeland Drive, and Johnson Drive.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #1 are transferred to the City's Storm Water Utility Fund to assist with debt service.

At present the site is vacant, but is anticipated to be developed in the near future into a 556,000 square feet residential/retail/commercial mixed-use project to be known as The Gateway.

	Actual 2016	Actual 2017	Budget 2018	Proposed 2019
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	2,000	3,000	3,000
<b>Total</b>	\$ -	\$ 2,000	\$ 3,000	\$ 3,000

### Authorized Positions

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

City of Mission 2019 Annual Budget

		Fund Group: Special Revenue		Fund: Rock Creek Drainage Dist. #1	
	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019	
FUND BALANCE JANUARY 1	\$ 1,423	\$ 3,672	\$ 1,711	\$ 1,711	
REVENUES					
Property Taxes					
Real Estate Tax	\$ 2,249	\$ 24	\$ 3,000	\$ 5,000	
Real Estate Tax Delinquent	-	-	-	-	
Total for Property Taxes	\$ 2,249	\$ 24	\$ 3,000	\$ 5,000	
Miscellaneous and Other					
Interest	\$ -	\$ 15	\$ -	\$ -	
Total for Miscellaneous and Other	\$ -	\$ 15	\$ -	\$ -	
TOTAL REVENUES	\$ 2,249	\$ 39	\$ 3,000	\$ 5,000	
EXPENDITURES					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	\$ -	\$ -	\$ -	\$ -	
Commodities	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	\$ -	
Transfers To Other Funds					
Storm Water Utility Fund	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	
Total for Transfers To Other Funds	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	
TOTAL EXPENDITURES	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	
FUND BALANCE DECEMBER 31	\$ 3,672	\$ 1,711	\$ 1,711	\$ 3,711	

## City of Mission 2019 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #2

### Fund Description

The City established the Rock Creek Drainage District No. 2 pursuant to K.S.A. 13-10,128 through 13-10,133 in August of 2007 (Ordinance 1241). Drainage District #2 comprises those properties along Rock Creek and within the flood plain of Rock Creek. The district is bounded, approximately, by Roeland Drive on the east, Johnson Drive on the north Martway on the south to a point just east of Lamar.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #2 are transferred to the City's Storm Water Utility Fund to assist with debt service.

Both Rock Creek Drainage Districts No. 1 and No. 2 make up the same boundary as the Rock Creek Tax Increment Finance District which was established in 2007 for the purpose of encouraging redevelopment in the flood plain. Most all of the properties in the district are already developed, and redevelopment to-date in the district has been modest.

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

### Authorized Positions

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

City of Mission 2019 Annual Budget

		Fund Group:	Special Revenue	
		Fund:	Rock Creek Drainage Dist. #2	
	Actual 2016	Actual 2017	Estimate 2018	Proposed 2019
FUND BALANCE JANUARY 1	\$ 3,409	\$ 10,814	\$ 16,142	\$ 16,242
REVENUES				
Property Taxes				
Real Estate Taxes	\$ 81,037	\$ 89,640	\$ 85,000	\$ 90,000
Real Estate Taxes Delinquent	-	394	-	-
Total for Property Taxes	\$ 81,037	\$ 90,034	\$ 85,000	\$ 90,000
Miscellaneous and Other				
Interest	\$ 37	\$ 294	\$ 100	\$ 100
Total For Miscellaneous and Other	\$ 37	\$ 294	\$ 100	\$ 100
TOTAL REVENUES	\$ 81,074	\$ 90,328	\$ 85,100	\$ 90,100
EXPENDITURES				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 23,670	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds				
Storm Water Utility Fund	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000
Total for Transfers To Other Funds	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000
TOTAL EXPENDITURES	\$ 73,670	\$ 85,000	\$ 85,000	\$ 85,000
FUND BALANCE DECEMBER 31	\$ 10,814	\$ 16,142	\$ 16,242	\$ 21,342

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# 2019 Capital Improvement Program





## City of Mission 2019 Annual Budget

### Capital Improvement Program

#### **Purpose**

A Capital Improvement 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 Capital Improvement 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 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.

### **2019-2023 Community Investment 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 storm water 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:

- Storm Water Utility Fees
- Drainage District Revenues
- Property Tax revenues (dedicated 7 mill for streets)
- ¼-cent Dedicated Street Sales Tax
- ⅜-cent Dedicated Parks & Recreation Sales Tax
- Special Highway Revenues (pass through from State)
- Special Parks & Recreation Revenues (pass through from State)
- County, State or Federal Funds

The summary and detail for the 2019 - 2023 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 such as reconstruction of Nall Avenue, Martway Street, and Johnson Drive, as well as improvements to Rock Creek. 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 storm water projects and arterial street projects are funded with assistance through the Johnson County Storm Water Management Advisory Committee (SMAC) or the Johnson County Assisted Road Systems (CARS). The storm water 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. 1012**

**A RESOLUTION ADOPTING THE 2019-2023 CAPITAL IMPROVEMENT  
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 significant resources in infrastructure 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 multi-year CIP does not specifically commit the city to any expenditures beyond the current budget year 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 2019-2023 CIP is adopted. The City expects to receive approximately \$6,615,000 million of revenue and spend \$8,192,667 million in expenditures as part of the 2019 Budget related to the Capital Improvement Program. The expenditures exceed revenues as a result the drawdown of fund balances carried over from previous years.

**Section 2.** In 2019, 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

plan documents included as Exhibit 1.

**Section 3.** The Governing Body acknowledges that there are other infrastructure projects which have been identified but are not budgeted in the 2019-2023 CIP. These include, but are not limited to:

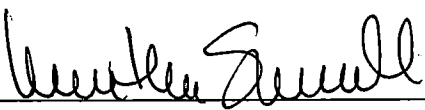
- a. Major street construction projects for Barkley St (57<sup>th</sup> St to 61<sup>st</sup> St) and Metcalf Ave (56<sup>th</sup> St to 61<sup>st</sup> St). Each of these public projects would likely be pursued in partnership with redevelopment by adjacent private property owners.
- b. Completing the remediation of the Rock Creek Floodplain and establishing a Secondary Stormwater System construction program.
- c. Supporting Downtown Mission redevelopment via public parking, public parkland, and a local market that considers the priorities established by the Downtown Visioning Committee (Resolution 849 11-16-11).
- d. Locating and/or maintaining Administrative and Public Safety personnel in facilities that can sustainably meet the long-term needs of the city.
- e. Evaluating the results of the Park Master Plan as it relates to potential development of the secondary trail system to better connect residents and visitors to the primary system.

**THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION**, this 15th day of August 2018.

**THIS RESOLUTION IS APPROVED BY THE MAYOR** this 15th day of August 2018.

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

ATTEST:

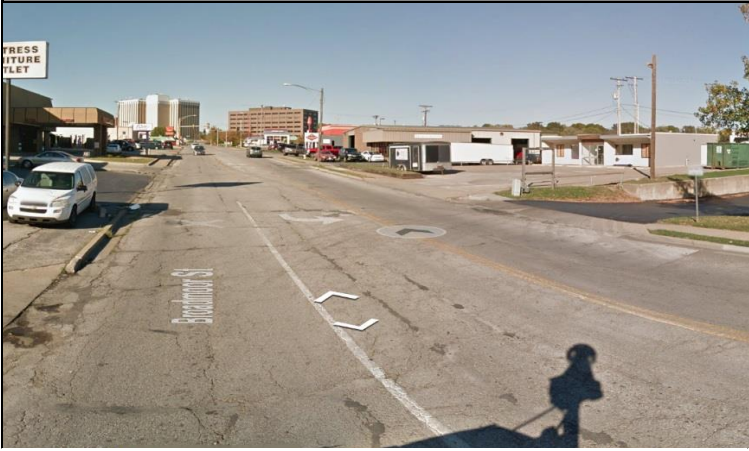
  
\_\_\_\_\_  
Martha Sumrall, City Clerk

## Street Program Plan (2019-2023)

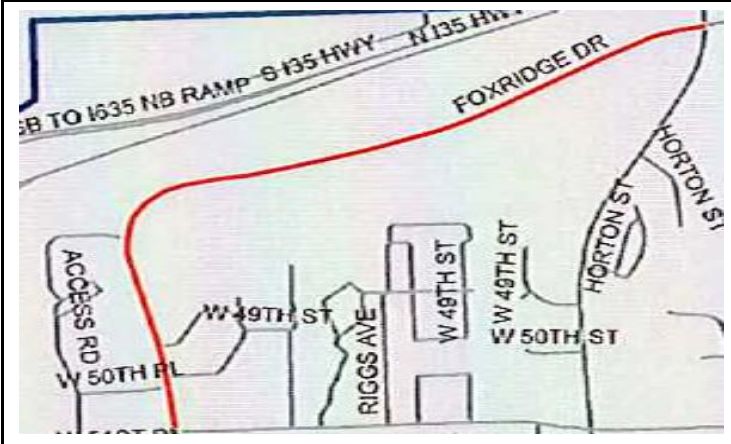
	2018	2019	2020	2021	2022	2023
<b>Revenues</b>						
<b>Beginning Balance*</b>	820,309	1,050,111	136,888	(1,402,033)	(1,092,114)	(427,609)
<i>Local Revenue</i>						
7 mills dedicated to streets	900,000	1,050,000	975,000	975,000	975,000	975,000
0.25% Street Sales Tax Revenues - existing	575,000	575,000	575,000	575,000	145,000	-
Gateway Development - Street Sales Tax Portion	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,475,000</b>	<b>1,625,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,120,000</b>	<b>975,000</b>
<i>External Revenue</i>						
CARS Reimbursements	-	450,000	1,780,000	-	-	1,500,000
Special Highway	250,000	250,000	250,000	250,000	250,000	250,000
SMAC Reimbursements	-	-	-	-	1,500,000	1,500,000
Grants / Other Outside Funding	-	68,000	55,440	-	1,200,000	1,200,000
Miscellaneous Revenues	-	-	-	-	-	-
<b>Sub-total</b>	<b>250,000</b>	<b>768,000</b>	<b>2,085,440</b>	<b>250,000</b>	<b>2,950,000</b>	<b>4,450,000</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Street Revenues</b>	<b>1,725,000</b>	<b>2,393,000</b>	<b>3,635,440</b>	<b>1,800,000</b>	<b>4,070,000</b>	<b>5,425,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Broadmoor (Martway/Johnson Drive)	256,120	906,586	-	-	-	-
Foxridge (51st to Lamar)	-	730,066	3,576,161	-	-	-
Johnson Drive (Lamar to Metcalf)	-	-	-	-	1,778,076	8,994,183
Lamar (SMP to Foxridge)	-	555,848	-	-	-	-
UBAS Treatment - Roe (SMP to 63rd St)	-	-	110,877	-	-	-
UBAS Treatment - Nall (Martway to 67th St)	-	-	-	-	-	202,500
UBAS Treatment - Jo Drive (Nall to Roe)	-	-	-	-	135,756	-
Full-depth Reconstruction Projects (non-CARS eligible)	-	-	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>256,120</b>	<b>2,192,500</b>	<b>3,987,038</b>	<b>300,000</b>	<b>2,213,832</b>	<b>9,496,683</b>
<i>Maintenance Programs</i>						
Residential Street Program	350,000	300,000	350,000	350,000	350,000	350,000
PW Maintenance Programs (sidewalks, traffic safety)	125,000	50,000	75,000	75,000	75,000	75,000
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000
<b>Sub-total</b>	<b>500,000</b>	<b>375,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
<i>Debt Service</i>						
Johnson Drive/Martway Debt Service (2012A)	\$472,315	\$471,660	\$470,060	\$472,718	\$474,300	\$0
Jo Drive - Street Portion (2013C)	\$266,763	\$267,063	\$267,263	\$267,363	\$267,363	\$271,625
<b>Sub-total</b>	<b>739,078</b>	<b>738,723</b>	<b>737,323</b>	<b>740,081</b>	<b>741,663</b>	<b>271,625</b>
<b>Total Street Expenses</b>	<b>1,495,198</b>	<b>3,306,223</b>	<b>5,174,361</b>	<b>1,490,081</b>	<b>3,405,495</b>	<b>10,218,308</b>
<b>Ending Balance</b>	<b>1,050,111</b>	<b>136,888</b>	<b>(1,402,033)</b>	<b>(1,092,114)</b>	<b>(427,609)</b>	<b>(5,220,917)</b>

**Remaining Debt Service/  
Year Retires**  
\$0 (2022)  
\$0 (2023)

Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Broadmoor- Johnson Drive to Martway</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> John Belger</p> <p><b><u>Initial Date of Preparation:</u></b> 8/3/11</p> <p><b><u>Date of Most Recent Update:</u></b> 5/21/18</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Broadmoor from Johnson Drive to Martway</p>																																	
<p><b><u>Project Description:</u></b>          This project was initially designed in 2011 for construction in 2012. Due to concerns about the design elements and lack of funding, this project did not move forward at that time. In 2017, Broadmoor was declared a CARS eligible route. The project was re-introduced into the 5 year CIP with design in 2018 and construction in 2019. Project improvements will include stormwater infrastructure, curbs replacement, sidewalk replacement, and new pavement. The traffic signal at Johnson Drive and Broadmoor would also be replaced with this project. <b>A recent open house revealed design concerns still exist. Moving forward there are a number of items to look at including potential parking solutions, parking ratios for area businesses, and other solutions for on street vs. traditional parking.</b></p>																																	
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Community Investment Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Foxridge Phase II</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 10/12/16</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/21/18</p>																																																	
<p><b><u>Project Location (address if known):</u></b> Foxridge Drive from 51st Street to Lamar Avenue</p>																																																	
<p><b><u>Project Description:</u></b> Foxridge Drive between 51st and Lamar Avenue is a 32 foot wide minor collector serving multi-family residential, commercial, and industrial traffic. Due to the street being located at the bottom of a hill, there is a significant amount of water damage to the pavement, subgrade, and curb. Foxridge lacks sidewalks, forcing pedestrians to walk in the street. Proposed improvements call for full depth pavement replacement, replacement of curb, and new stormwater infrastructure. An underdrain will be installed to better handle runoff. Pedestrian improvements, such as sidewalk and street lighting, will also be made. Funds from the County Assistance Road System (CARS) Program will be utilized on this project funding 50% of construction and construction inspection costs. The DirectionFinder Survey, completed in 2015, showed lower citizen satisfaction with Foxridge when compared to other arterial streets in the City.</p>																																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Lamar Curb Repairs and Pavement Improvements</p>																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p>																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																	
<p><b><u>Project Location (address if known):</u></b> Lamar Ave. Multiple Locations.</p>																																	
<p><b><u>Project Description:</u></b> This project would replace deteriorated curb ahead of the pavement and striping for bike lanes associated with the Safe Routes to Schools Phase II Bicycle Lane Project.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Residential Street Program</p>																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/21/18</p>																																	
<p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> The annual street maintenance program was implemented in 2011 and has historically included two separate programs. The Mill &amp; Overlay Program focuses on repairing those streets with damaged surface asphalt which are on the cusp of complete disrepair. Asphalt work, curb, sidewalk, and ADA accessibility are addressed with these projects. Chip Seal is an intermediate street maintenance treatment which focuses on preserving the streets that are already in good condition by extending their useful life. Depending on the year and the needs identified, other programs may be included in the budget. Past examples include geotechnical analysis and street condition inventories. For 2018, we are considering modifying the program to focus on high impact items, which would include things such as replacement of sidewalks at Highlands Elementary School, ramp modifications at 60th &amp; Roe, a large scale curb replacement program, and an expanded geotechnical analysis program. Results from the 2017 street asset inventory will be used to redesign the residential street program for 2019.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: right;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td>2020</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td>2021</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td>2022</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td>2023</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 1,750,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2019	350,000.00	2020	350,000.00	2021	350,000.00	2022	350,000.00	2023	350,000.00	<b>Total Five Year Cost</b>	<b>\$ 1,750,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: right;">Expenditure \$:</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td style="text-align: right;">350,000.00</td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 350,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax	350,000.00	Special Highway		Park Sales Tax		Park Sales Tax		Other		<b>Total:</b>	<b>\$ 350,000.00</b>
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																	

Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Miscellaneous Public Works Programs</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> John Belger</p> <p><b><u>Initial Date of Preparation:</u></b><span style="float: right;">9/26/17</span></p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> These programs include traffic striping, street signage, and miscellaneous concrete repairs. The goal is to address areas with known issues, and ultimately put them on rotating schedule for regular maintenance.</p>																																	
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Bridge Maintenance Program</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/28/17</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b> 7/24/17</p>																																																	
<p><b><u>Project Location (address if known):</u></b> Various locations</p>																																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> Bi-annual bridge inspections are performed locally and reviewed by Kansas Department of Transportation. The program includes tasks to update, repair, and replace worn traffic striping, signage, and flatwork not completed in the Annual Street Maintenance Program. Inspections occur in odd numbered years. Funding is allocated each year to provide sufficient resources to address ongoing maintenance issues.</p>																																																	
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# Capital Improvement Project Summary Sheet

## City of Mission

<b>Project Name:</b> Ultrathin Bonded Asphalt Surface (UBAS) - Roe			
<b>Project Request Prepared By:</b> John Belger			
<b>Initial Date of Preparation:</b> 6/4/18			
<b>Date of Most Recent Update:</b>			
<b>Project Location (address if known):</b> Roe Avenue - SMP to 63rd Street			
<b>Project Description:</b> UBAS Treatment on Roe Ave. from Shawnee Mission Parkway to 63rd Street. Potential for CARS funding for these projects. Approximately 50% of this project is located in Fairway and funding will be secured through an interlocal agreement.			
<b>Timeline:</b>		<b>Funding Source:</b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2019		Capital Improvement	\$ 55,438.50
2020	\$ 110,877.00	Stormwater Utility	
2021		Street Sales Tax	
2022		Special Highway	
2023		Park Sales Tax	
Total Five Year Cost	\$ 110,877.00	Park Sales Tax	
		Other (Fairway)	55,438.50
		Total:	\$ 110,877.00
<b>Priority:</b>			
Immediate <input type="checkbox"/>	Next Two Years <input type="checkbox"/>	Next Five Years <input type="checkbox"/>	Six Years + <input type="checkbox"/>



Capital Improvement Project Summary Sheet  
City of Mission

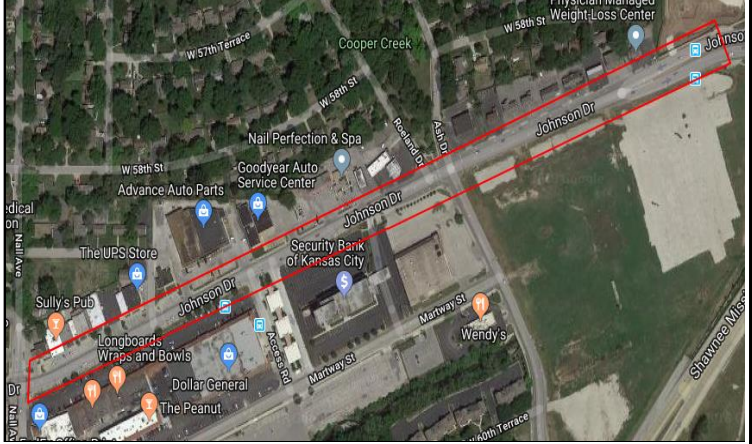
<p><b><u>Project Name:</u></b> <b>Full Depth Pavement Reconstruction- Residential Streets</b></p> <p><b><u>Project Request Prepared By:</u></b> John Belger</p> <p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p> <p><b><u>Date of Most Recent Update:</u></b> 5/21/18</p> <p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> During the first years of the Annual Street Maintenance Program, it was discovered that a number of streets scheduled for mill and overlay were not suitable for this treatment. The road sections either had thin asphalt sections or badly damaged subgrade. To combat this issue, geotechnical exploration was used to determine whether scheduled streets were suitable for mill and overlay treatment in future year's programs. Approximately 50% of the streets tested would not have the ability to support this treatment. These streets have been compiled on a list in the street inventory and will require a full depth reconstruction. Estimated cost for repairs to the sections of streets currently on the list is approximately \$18 million. A specific program approach has not yet been determined, but funds are set aside beginning in 2020 as a placeholder for decisions on future full depth reconstruction work.</p>																																	
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# Capital Improvement Project Summary Sheet

## City of Mission

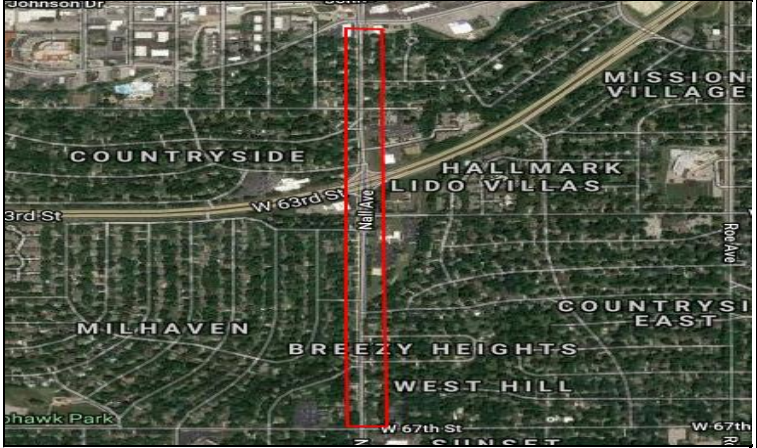
<b>Project Name:</b> Johnson Drive- Metcalf Ave to Lamar Ave		
<b>Project Request Prepared By:</b> John Belger		
<b>Initial Date of Preparation:</b> 5/21/18		
<b>Date of Most Recent Update:</b>		
<b>Project Location (address if known):</b> Johnson Drive - Metcalf to Lamar		
<b>Project Description:</b> This full depth street rehabilitation project will include an extension of the Johnson Drive stormwater interceptor, new catch basins, storm sewers, curb/gutter, sidewalks, pavement markings, street signs, ADA ramps, street lights, and traffic signals. The project is eligible for Johnson County CARS (\$1.5 million) and SMAC (\$1.5 million) funding. In addition, staff anticipates making application for federal Surface Transportation Program (STP) funds (\$1.2 million) in 2020 for the 2023 funding year. Application for STP funds will be made through MARC.		
<b>Timeline:</b>		<b>Funding Source:</b>
Budget Year:	Expenditure:	Fund:
2019		Capital Improvement
2020		Stormwater Utility
2021		Street Sales Tax
2022 (Design, ROW, Utilities)	\$ 1,778,076.00	Special Highway
2023 (Construction, Inspection)	\$ 8,994,183.00	Park Sales Tax
Total Five Year Cost	\$ 10,772,259.00	Park Sales Tax
		Other (CARS, SMAC, STP)
		Total:
<b>Priority:</b>		
Immediate <input type="checkbox"/>	Next Two Years <input type="checkbox"/>	Next Five Years <input checked="" type="checkbox"/>
		Six Years + <input type="checkbox"/>

Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> <b>Ultrathin Bonded Asphalt Surface (UBAS) - Johnson Drive</b></p>																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p>																																	
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<p><b><u>Project Location (address if known):</u></b> Johnson Drive - Nall to Roe</p>																																	
<p><b><u>Project Description:</u></b> UBAS Treatment on Johnson Drive from Nall Ave to Roe Ave. Potential for CARS funding for these projects. Approximately 25% of the project will occur in the City of Roeland Park, and financial participation will be secured through an interlocal agreement.</p>																																	
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Community Investment Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Ultrathin Bonded Asphalt Surface (UBAS) - Nall</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> John Belger</p> <hr/> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <hr/> <p><b><u>Date of Most Recent Update:</u></b> 7/3/18</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Nall Ave- Martway to 67th Street</p>																																	
<p><b><u>Project Description:</u></b> UBAS Treatment on Nall Ave from 63rd to 67th Street. Prairie Village has requested CARS funding for this project in 2023, for the portion of the project from Shawnee Mission Parkway to 67th Street. Mission would contribute approximately \$52,500 as our share. The balance of the project (Shawnee Mission Parkway to Nall) is exclusively Mission's responsibility, and would be done at our expense (\$150,000) in connection with the Prairie Village project.</p>																																	
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## Stormwater Program Plan (2019-2023)


	2018	2019	2020	2021	2022	2023	
<b>Revenues</b>							
<b>Beginning Balance</b>	196,338	1,418,694	920,500	72,173	282,067	488,561	
<i>Local Revenue</i>							
Stormwater Utility Fund Revenues	2,535,000	2,535,000	2,500,000	2,500,000	2,500,000	2,500,000	
Drainage District Revenues	88,000	88,000	85,000	85,000	85,000	85,000	
Gateway Special Benefit District Revenues	1,497,500	599,000	599,000	599,000	599,000	599,000	
<b>Sub-total</b>	<b>4,120,500</b>	<b>3,222,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	
<i>Extenal Revenue</i>							
SMAC Revenues	-	-	3,154,140	-	-	-	
Miscellaneous Revenues	-	-	-	-	-	-	
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>3,154,140</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Debt Proceeds</i>							
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Stormwater Revenues</b>	<b>4,120,500</b>	<b>3,222,000</b>	<b>6,338,140</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	
<b>Expenses</b>							
<i>Capital Projects</i>							
Rock Creek Channel (Nall to Roeland Drive)	-	640,000	4,206,898	-	-	-	
<b>Sub-total</b>	<b>-</b>	<b>640,000</b>	<b>4,206,898</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Maintenance Programs</i>							
Repair and Maintenance Fund	250,000	250,000	250,000	250,000	250,000	250,000	
Miscellaneous Engineering	50,000	150,000	50,000	50,000	50,000	50,000	
<b>Sub-total</b>	<b>300,000</b>	<b>400,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	
<i>Debt Service/Loan Repayment</i>							
KDHE Loan Repayment	6,562	6,562	6,562	6,562	6,562	\$6,562	<b>Remaining Debt Service/ Year Retires</b>
GO Series 2010A	368,738	369,388	364,763	-	-	-	\$52,496 (2031)
GO Series 2010B	279,131	279,131	974,131	1,331,331	1,333,131	\$598,131	\$0 (2020)
GO Series 2013C - Stormwater Portion	288,675	283,675	283,575	283,375	283,075	\$287,000	\$2,563,193(2026)
GO Series 2014-A	1,389,838	1,741,438	1,050,538	1,052,838	1,054,738	\$1,060,313	\$0 (2023)
GO Series 2014-B	265,200	-	-	-	-	-	\$3,396,076 (2029)
<b>Sub-total</b>	<b>2,598,144</b>	<b>2,680,194</b>	<b>2,679,569</b>	<b>2,674,106</b>	<b>2,677,506</b>	<b>1,952,006</b>	\$0 (2018)
<b>Total Stormwater Expenses</b>	<b>2,898,144</b>	<b>3,720,194</b>	<b>7,186,467</b>	<b>2,974,106</b>	<b>2,977,506</b>	<b>2,252,006</b>	<b>Total Remaining \$6,011,765</b>
<b>Ending Balance</b>	<b>1,418,694</b>	<b>920,500</b>	<b>72,173</b>	<b>282,067</b>	<b>488,561</b>	<b>1,420,555</b>	

# Capital Improvement Project Summary Sheet

## City of Mission

<b>Project Name:</b> <b>Rock Creek (Nall to Roeland Drive)</b>			
<b>Project Request Prepared By:</b> John Belger			
<b>Initial Date of Preparation:</b> 9/26/17			
<b>Date of Most Recent Update:</b> 5/21/18			
<b>Project Location (address if known):</b> Rock Creek Channel from the end of the Mission Bowl Flood Wall to Roeland Drive.			
<b>Project Description:</b> The proposed project would address erosion and flooding concerns in this section of Rock Creek. Retaining walls would be constructed the entire length of the channel to combat erosion. Capacity in the channel would help alleviate flooding at Martway and Roeland Drive. SMAC Funding for this project will not be available in 2019 due to other projects in queue.			
<b>Timeline:</b>		<b>Funding Source:</b>	
Budget Year:	Expenditure:	Fund:	Expenditure \$:
2019	640,000.00	Capital Improvement	
2020	4,206,898.00	Stormwater Utility	1,692,758.00
2021		Street Sales Tax	
2022		Special Highway	
2023		Special Parks and Recreation	
Total Five Year Cost	\$ 4,846,898.00	Park Sales Tax	
		Other: SMAC	3,154,140.00
		Total:	\$ 4,846,898.00
<b>Priority:</b> Immediate <input checked="" type="checkbox"/> Next Two Years <input type="checkbox"/> Next Five Years <input type="checkbox"/> Six Years + <input type="checkbox"/>			


Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Stormwater Maintenance and Repairs</p>																																	
<p><b><u>Project Request Prepared By:</u></b> John Belger</p>																																	
<p><b><u>Initial Date of Preparation:</u></b></p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 9/26/17</p>																																	
<p><b><u>Project Location (address if known):</u></b> Various Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> This fund is for repairs to stormwater infrastructure that fails unexpectedly and engineering of these failures when necessary.</p>																																	
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Parks & Recreation Program Plan (2019-2023)							
	2018	2019	2020	2021	2022	2023	
<b>Revenues</b>							
Beginning Fund Balance	940,270	703,115	536,865	368,665	286,165	231,215	
<i>Local Revenue</i>							
0.375% Parks & Recreation Sales Tax Revenues	875,000	875,000	875,000	875,000	875,000	215,000	
Transfers/other	-	-	-	-	-	-	
Sub-total	875,000	875,000	875,000	875,000	875,000	215,000	
<i>External Revenue</i>							
Special Parks & Recreation Revenues	65,000	75,000	75,000	75,000	75,000	75,000	
Grant Proceeds		Waterworks Play Structure 50,000					
Sub-total	65,000	125,000	75,000	75,000	75,000	75,000	
<i>Debt Proceeds</i>							
Sub-total	-	-	-	-	-	-	
Total Parks and Recreation Revenues	940,000	1,000,000	950,000	950,000	950,000	290,000	
<b>Expenses</b>							
<i>Capital Projects</i>							
Park Systems Improvements	105,000	170,000	100,000	150,000	150,000	150,000	
Tennis Court Repairs	25,000	Waterworks Play Structure 170,000			Legacy Park Shade Structure 6,000		
Park Amenities TBD	40,000		Park Amenities TBD 100,000	Park Amenities TBD 150,000	Park Amenities TBD 144,000	Park Amenities TBD 150,000	
Park Entrance Signage	40,000						
MFAC Improvements/Equipment Replacement	118,455	40,000	72,000	35,000	25,000	-	
MFAC Second Slide Tower	105,000	Gel Coat Slide 1 28,000	Shade Structure Replacement 15,000	Restripe Parking Lot 10,000	Gel Coat Slide 2 25,000		
Lounge Chairs	13,455	Leisure Pool Play Feature Mtce 12,000	MFAC Painting 45,000	UV Light Bulb Replacement 12,000			
			Lane Line Replacement 12,000	Diving Board Replacement 13,000			
SPJCC Improvements/Equipment Replacement	257,600	300,500	289,100	182,500	164,500	601,500	
Small Kaivac	5,000	Seated Rider Scrubber 16,000	Conference Center Banquet Chairs 24,100	Conference Center Blinds 10,000	Conference Center Carpet 30,000	Locker Room Flooring 30,000	
Gym Dividers (2)	25,000	Pool Pak Repairs/Replacement 65,000	Dry Sauna Re-cedar 17,500	Natorium Ceiling Repairs 70,000	Conference Center Projectors 18,000	Adult Lounge Counters 9,000	
Pool Pak Repairs/Replacement	65,000	Hardwood Floors 45,000	Resurface Pool Deck 40,000	Selectorized Weight Equipment 80,000	Conference Center Painting 20,000	North and South Kitchen Counters 20,000	
Sound System A&B	10,000	Roof Repairs 30,000	Gel Coat Indoor Pool Slide 28,000	Steamroom retiling 15,000	Natorium Painting 32,000	Roof Resurfacing 425,000	
Cardio/Weight/Stairs Flooring	67,000	A&B Flooring 110,000	Conference Center Tables 10,000		Parking Lot seal/restripe 57,000	Pool Resurfacing 100,000	
Carpet Cleaner	16,000	Admin Office Carpeting 15,000	Small Kaivac 5,000			Adult Lounge Furniture 10,000	
Indoor Pool Resurfacing	57,100	Dance Floor Conference Center 12,000	Indoor Track Resurfacing 123,000				
Flat Panel TVs	5,000		Adult Lounge Furniture 6,000				
			Free Weight Equipment 28,000				
Computer Replacement	7,500	Computer Replacement 7,500	Computer Replacement 7,500	Computer Replacement 7,500	Computer Replacement 7,500	Computer Replacement 7,500	
Sub-total Capital Projects	481,055	510,500	461,100	367,500	339,500	751,500	
<i>Maintenance/Operations</i>							
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	
Park Improvement Fund	50,000						
Sub-total	110,000	60,000	60,000	60,000	60,000	60,000	
<i>Debt Service/Lease Payments</i>							
Outdoor Aquatic Facility Debt Service (2013B)	\$531,100	\$527,750	\$529,100	\$530,000	\$530,450	\$530,450	\$0 (2023)
Cardio Equipment Lease	55,000	68,000	68,000	75,000	75,000	75,000	on-going lease
HVAC Controller Lease	-	-	-	-	-	-	
Sub-total	586,100	595,750	597,100	605,000	605,450	605,450	
Total Parks & Recreation Expenses	1,177,155	1,166,250	1,118,200	1,032,500	1,004,950	1,416,950	
Ending Balance	703,115	536,865	368,665	286,165	231,215	(895,735)	



Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Waterworks Park Play Structure</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																																	
<p><b><u>Project Location (address if known):</u></b> Waterworks Park 5814 W 53rd St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> Waterworks Park is highly used not only during the school year by students of Rushton Elementary School, but year round by residents of the community. The existing playground structure is approximately 35 years old and in need of updating/replacement. The Parks, Recreation and Tree Commission selected this play structure as the first "large ticket" parks project to demonstrate to residents the types of projects that could be completed with renewal of the Parks and Recreation Sales Tax. Staff anticipates pursuing grant opportunities to assist in replacement and upgrade of the Waterworks Park play structure.</p>																																																	
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Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Gel Coat Slide 1 - MFAC</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																																	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> Proper preventative maintenance of water slides includes periodic gel coating to repair worn or damaged surfaces, cracks or large chips, caulking of slide joints, and touch up of steel parts. Gel coating is less expensive than replacing the slide, it provides for continued safety of pool patrons, and increases the life span of the slide.</p>																																																	
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Stormwater Utility																																																	
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Park Sales Tax		28,000.00																																															
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<b>Total:</b>	<b>\$</b>	<b>28,000.00</b>																																															
<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																																	

Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Leisure Pool Play Feature Maintenance</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The safety panels and netting on the leisure pool play feature are showing significant signs of wear and tear, and are in need of replacement. Periodic maintenance and repairs allow for the facility to continue to provide a safe and attractive play environment for pool patrons.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 70%;">Expenditure:</td> </tr> <tr> <td>2019</td> <td>12,000.00</td> </tr> <tr> <td>2020</td> <td></td> </tr> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 12,000.00</b></td> </tr> </table>	Budget Year:	Expenditure:	2019	12,000.00	2020		2021		2022		2023		<b>Total Five Year Cost</b>	<b>\$ 12,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>12,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 12,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	12,000.00	Other		<b>Total:</b>	<b>\$ 12,000.00</b>
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																	




Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> <b>Seated Rider Scrubber</b></p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The seated rider scrubber is used multiple times a day to clean the gymnasium, racquetball and aerobics room floors, and the track, hallways and entrance areas. Based on the amount of use this equipment experiences, it is scheduled for replacement every five (5) years.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td>16,000.00</td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 16,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019	16,000.00		2020			2021			2022			2023			<b>Total Five Year Cost</b>	<b>\$ 16,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>16,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 16,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	16,000.00	Other		<b>Total:</b>	<b>\$ 16,000.00</b>
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																								


Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> PoolPak Repair-Replacement</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The poolpak is used to dehumidify the natatorium and heat the pool and hot tub water. Without the poolpak in an operable condition, we are not able to provide indoor simming activities. Currently we have budgeted \$65,000 per year on a three year cycle to maintain the poolpak. Staff will evaluate replacement of the entire system as a long-term alternative.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: right;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td style="text-align: right;">65,000.00</td> </tr> <tr> <td>2020</td> <td></td> </tr> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 65,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2019	65,000.00	2020		2021		2022		2023		<b>Total Five Year Cost</b>	<b>\$ 65,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: right;">Expenditure \$:</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">65,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 65,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	65,000.00	Other		<b>Total:</b>	<b>\$ 65,000.00</b>
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Hardwood Floor Resurfacing</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																																	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> As part of the annual facility maintenance activities, all hardwood floors in the community center are resealed. The floors have reached a point where more extensive maintenance is required, which includes removing of all layers of sealer, sanding off the top 1/8 inch of the wood (and line paint), staining where necessary, repainting of all lines and sealing the floors.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 10%;">Expenditure:</td> <td style="width: 60%;"></td> </tr> <tr> <td>2019</td> <td>45,000.00</td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 45,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019	45,000.00		2020			2021			2022			2023			<b>Total Five Year Cost</b>	<b>\$ 45,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 10%;">Expenditure \$:</td> <td style="width: 60%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td>45,000.00</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$</b></td> <td><b>45,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement			Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Park Sales Tax		45,000.00	Other			<b>Total:</b>	<b>\$</b>	<b>45,000.00</b>
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Capital Improvement Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> Roof Repairs																																																																	
<b><u>Project Request Prepared By:</u></b> Christy Humerickhouse																																																																	
<b><u>Initial Date of Preparation:</u></b> <div style="text-align: right;">3/11/18</div>																																																																	
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<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202																																																																	
<b><u>Project Description:</u></b> A roof assessment conducted by GBA in 2016 identified repairs that should be made in 0-2 years, 3-5 years, and 6-10 years. The first set of repairs were made in 2018. Additional recommended repairs include: replacing wall relief vents in the lower pit area and flash to avoid potential leaks, repairing seam defects in the field of the roof areas around curb and drain penetrations, repairing open flashing details at the lower modified bitumen roof, repairing the Spanish tile roof with mortar closure repairs, ridge closure repairs and loose tile repairs in various areas.																																																																	
<b><u>Timeline:</u></b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 10%;"></td> <td style="width: 30%;">Expenditure:</td> <td style="width: 30%;"></td> </tr> <tr> <td>2019</td> <td></td> <td>30,000.00</td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td>\$</td> <td>30,000.00</td> </tr> </table>	Budget Year:		Expenditure:		2019		30,000.00		2020				2021				2022				2023				Total Five Year Cost		\$	30,000.00	<b><u>Funding Source:</u></b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 10%;"></td> <td style="width: 30%;">Expenditure \$:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td></td> <td>30,000.00</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td>\$</td> <td>30,000.00</td> </tr> </table>	Fund:		Expenditure \$:		Capital Improvement				Stormwater Utility				Street Sales Tax				Special Highway				Special Parks and Recreation				Park Sales Tax			30,000.00	Other				Total:		\$	30,000.00
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<b><u>Priority:</u></b> Immediate <input checked="" type="checkbox"/> Next Two Years <input type="checkbox"/> Next Five Years <input type="checkbox"/> Six Years + <input type="checkbox"/>																																																																	


Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Meeting Rooms A &amp; B Flooring Replacement</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The carpet in meeting rooms A &amp; B is now 20 years old and showing sign of wear and tear. Prior to replacement, the future use of these rooms will be evaluated to determine what flooring type (carpet, tile, athletic) will be recommended.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Administrative Office Carpet Replacement</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The carpet in the administrative offices is original to the building and is in need of replacement.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td>15,000.00</td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 15,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019	15,000.00		2020			2021			2022			2023			<b>Total Five Year Cost</b>	<b>\$ 15,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Fund:</td> <td style="width: 40%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>15,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 15,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	15,000.00	Other		<b>Total:</b>	<b>\$ 15,000.00</b>
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Dance Floor - Conference Center</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description:</u></b> A 15' x 15' portable dance floor is used in conjunction with various rentals and events in the conference center. The current floor was purchased in 2008 and requires replacement in order for the facility to continue to provide high quality services to members, patrons, and rental customers.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Shade Canopy Replacement - MFAC</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																								
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																								
<p><b><u>Date of Most Recent Update:</u></b></p>																																								
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The shade canopies at the Mission Family Aquatic Center will be replaced to address issues of fading and tearing.</p>																																								
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> MFAC Painting</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5930 W 61st St Mission, KS 66202</p>	<div style="border: 1px solid black; height: 150px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description:</u></b> Repainting of the pool shells is required every 4-5 years, with minor touch ups in between. The MFAC's shells were last painted in 2017. As the facility ages and additional coats of paint are applied, the time between paintings may be extended.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Lane Line Replacement - MFAC</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b><span style="float: right;">6/2/18</span></p> <hr/> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The lane lines are used daily for six weeks of the year by the Mission Marlins swim team as well as for lap swimmers during open swim times. The lane lines and reels should be replaced every 6-7 years.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Banquet Chairs</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> A total of 300 banquet chairs are maintained on-site for use in conjunction with various rentals and events at the Community Center. The current chairs were purchased in 2013 and require replacement periodically in order to maintain and attractive and functional experience for members, patrons, and rental customers.</p>																																										
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Dry Sauna Re-cedar</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> Saunas employ dry heat to provide relaxing and therapeutic effects on the body. Over time, a sauna builds up dirt and grime and which can foster the growth of mold or mildew. To prevent the sauna from becoming unusable it should be cleaned on a daily basis, the cedar should be sanded once a year, and the cedar should be replaced every 5 years, or more often if needed. This project includes tear out, material removal/disposal, and installation of new Western Red Cedar Grade A 1x4 T&amp;G wood.</p>																																								
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Resurface Indoor Pool Deck - 2020</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/2/18</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> The chemicals used in the swimming pool take a toll on the decking which surrounds it. Periodically resurfacing the pool deck improves safety by adding renewed texture to provides better traction and prevent slips and falls. Resurfacing also improves the aesthetics of the area.</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td>40,000.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 40,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2019			2020	40,000.00		2021			2022			2023			Total Five Year Cost		\$ 40,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">40,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 40,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	40,000.00	Other		<hr/>		Total:	\$ 40,000.00
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Gel Coat Water Slide SPJCC - 2020</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> In 2020, the slide at the Sylvester Powell, Jr. Community Center will be 26 years old. The slide will be inspected for blisters, cracks, delamination, coring, voids and fractured fiberglass. All issues identified in the inspection will be addressed to extend the life of the water slide, to increase safety, and to minimize maintenance costs.</p>																																								
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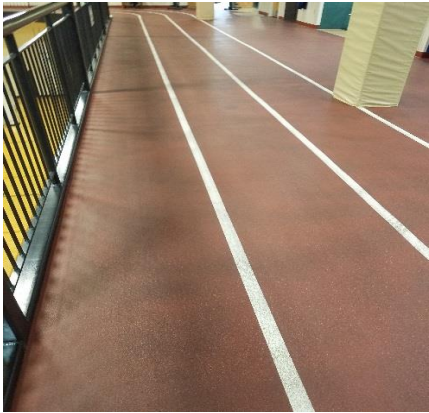
<p><b><u>Project Name:</u></b> Conference Center Tables</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The 60-inch round tables are used for various activities on an almost daily basis in the conference center and require periodic replacement.</p>																																								
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Small Kaivac</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The Kaivac no-touch cleaning system allows staff to remove dirt and odor causing germs in the locker rooms, restrooms and the steamroom. This equipment provides a more efficient method of cleaning and rapidly dries the floor to eliminate slip-and-fall accidents.</p>																																								
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Indoor Track Resurfacing</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b></p> <p><b><u>Date of Most Recent Update:</u></b> 9/22/17</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> The indoor walking/jogging track receives extensive use year round. This project replaces the existing 10,750 sq. ft. of synthetic flooring.</p>																																																	
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Adult Lounge Furniture</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The adult lounge furniture experiences heavy use by members and guests of the community center and requires frequent replacement. The furniture is commercial grade to ensure the longest life based on usage.</p>																																																	
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<p><b><u>Project Name:</u></b> Free Weight Equipment</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																	
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> Replacement of weight plates, dumbbells, barbells, benches, and accessories which are aging and no longer under warranty.</p>																																	
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input type="checkbox"/>                  Next Two Years <input checked="" type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																	


Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Parking Lot Re-Seal/Stripe</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																																	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The parking lot at the Mission Family Aquatic Center was sealed striped in connection with the facility opening in 2014. Periodic maintenance is required. Costs included for resurfacing and restriping : \$5,000 for Cape Seal, \$3,000 for striping, and a \$2,000 contingency for traffic control, mobilization, and phasing.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 10%;">Expenditure:</td> <td style="width: 60%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td>10,000.00</td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 10,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021	10,000.00		2022			2023			Total Five Year Cost		\$ 10,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 10%;">Expenditure \$:</td> <td style="width: 60%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td style="text-align: right;">\$ 10,000.00</td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement			Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Park Sales Tax		10,000.00	Other			Total:		\$ 10,000.00
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> UV Sanitation Light Bulb Replacement - MFAC</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																								
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																								
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<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> UV sanitation systems eliminate chlorine-resistant microorganisms, which are common causes of pool closures. Facilities equipped with these systems consume fewer chemicals and allow sanitizers to be more effective. Each of the three bodies of water at the aquatic center were constructed with UV sanitation systems and the light bulbs in these units required periodic replacement based on hours of usage.</p>																																								
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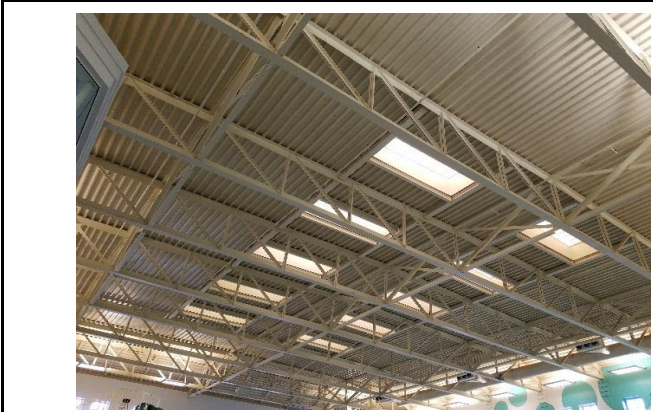
Capital Improvement Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> <b>Diving Board Replacement</b>																																																																	
<b><u>Project Request Prepared By:</u></b> Christy Humerickhouse																																																																	
<b><u>Initial Date of Preparation:</u></b> <div style="text-align: right;">6/2/18</div>																																																																	
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<b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202																																																																	
<b><u>Project Description:</u></b> Normal wear and tear, chemically treated water, and environmental conditions contribute to the deterioration of diving boards. Deterioration of the boards includes the loss of slip resistant surfacing and cracking, and they must be replaced periodically to prevent injuries.																																																																	
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Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Conference Center Blinds - 2021</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> The blinds in the conference center are used on a daily basis for various classes, events, and rentals, sometimes being raised and lowered multiple times a day. Replacement of the blinds is required in order to maintain them in an acceptable working condition</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td>10,000.00</td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 10,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021	10,000.00		2022			2023			Total Five Year Cost		\$ 10,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 10,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	10,000.00	Other		<hr/>		Total:	\$ 10,000.00
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Capital Improvement Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> Natatorium Ceiling Repairs</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> Because of moisture and chemicals in the pool area, corrosion is the most common problem in the natatorium. If the ceiling beams are not properly maintained, the structural integrity of the building can be compromised to the point of failure, and could result in a potential roof collapse. This project includes sandblasting of all the ceiling beams, replacing nuts and bolts as needed, and repainting of the beams with a urethane based paint.</p>																																								
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Selectorized Weight Equipment</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																																	
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The Selectorized weight equipment is used daily by patrons of all ages. This weight equipment is the most "user friendly" of all the equipment and should be replaced periodically to ensure it is maintained in good working order.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 10%;">Expenditure:</td> <td style="width: 60%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td>80,000.00</td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 80,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021	80,000.00		2022			2023			Total Five Year Cost		\$ 80,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 10%;">Expenditure \$:</td> <td style="width: 60%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td style="text-align: right;">80,000.00</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td style="text-align: right;">\$ 80,000.00</td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement			Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Park Sales Tax		80,000.00	Other			Total:		\$ 80,000.00
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Steam Room Retiling</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 9/22/17</p> <p><b><u>Date of Most Recent Update:</u></b> 6/2/18</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	<div style="border: 1px solid black; height: 150px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b>          Over time, the environment inside the steam room can lead to serious and costly issues which include; mold growth, failure of the walls, floor and/or ceiling assemblies, and loose tiles falling on occupants. Periodically replacing the tile and grout provides for a safe, clean, and healthy facility for patrons. This project includes the removal and replacement of all existing tile and grout.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: left;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td></td> </tr> <tr> <td>2020</td> <td></td> </tr> <tr> <td>2021</td> <td>15,000.00</td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 15,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2019		2020		2021	15,000.00	2022		2023		<b>Total Five Year Cost</b>	<b>\$ 15,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: left;">Expenditure \$:</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td>\$</td> </tr> <tr> <td>Street Sales Tax</td> <td>\$</td> </tr> <tr> <td>Special Highway</td> <td>\$</td> </tr> <tr> <td>Special Parks and Recreation</td> <td>\$</td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">15,000.00</td> </tr> <tr> <td>Other</td> <td>\$</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 15,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility	\$	Street Sales Tax	\$	Special Highway	\$	Special Parks and Recreation	\$	Park Sales Tax	15,000.00	Other	\$	<b>Total:</b>	<b>\$ 15,000.00</b>
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<p><b><u>Priority:</u></b></p> <p>           Immediate <input type="checkbox"/>                Next Two Years <input type="checkbox"/>                Next Five Years <input checked="" type="checkbox"/>                Six Years + <input type="checkbox"/> </p>																																	


Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Shade Structure Replacement - Legacy Park</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Legacy Park 6000 Boardmoor St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The shade canopy in Legacy Park should be replaced periodically to maintain an aesthetically pleasing appearance in one of the City's most visible parks.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2018</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td style="text-align: right;">6,000.00</td> <td></td> </tr> <tr> <td>Total Five Year Cost</td> <td style="text-align: right;">\$ 6,000.00</td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2018			2019			2020			2021			2022	6,000.00		Total Five Year Cost	\$ 6,000.00		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 30%;">Expenditure \$:</td> <td style="width: 40%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td style="text-align: right;">6,000.00</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 6,000.00</td> <td></td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement			Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation	6,000.00		Park Sales Tax			Other			Total:	\$ 6,000.00	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Gel Coat Slide 2 - MFAC</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																	
<p><b><u>Date of Most Recent Update:</u></b></p>																																	
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66212</p>																																	
<p><b><u>Project Description:</u></b> Proper preventative maintenance of water slides includes periodic gel coating to repair worn or damaged surfaces, cracks or large chips, caulking of slide joints, and touch up of steel parts. Gel coating is less expensive than replacing the slide, it provides for continued safety of pool patrons, and increases the life span of the slide. provides for continued safety of guests, and increases the life span of the slide.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Carpet - 2022</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																								
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The conference center is used on a daily basis for various classes, events, and rentals, sometimes being used multiple times a day. Replacement of the carpet is needed to maintain the conference center in an acceptable condition.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>30,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 30,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021			2022	30,000.00		2023			<b>Total Five Year Cost</b>	<b>\$ 30,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>30,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 30,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	30,000.00	Other		<b>Total:</b>	<b>\$ 30,000.00</b>
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Conference Center Projectors - 2022</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The conference center hosts a variety of activities that include, but are not limited to; wedding receptions, business meetings, bridal/baby showers, retirement dinners, holiday parties, quinceaneras, etc. Many rentals include the use of the facility's audio visual equipment. To accommodate the needs, and maintain pace with technology improvements, the projectors require periodic replacement.</p>																																	
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Conference Center Painting</p>																																	
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<p><b><u>Project Description:</u></b> The conference center is used on an almost daily basis for activities that include corporate meetings, classes, baby/bridal showers, wedding receptions, etc. Updating and refreshing the paint colors allow the facility to stay current with market trends and provide an attractive facility for guests.</p>																																	
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Capital Improvement Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Natatorium Painting</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																																	
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The natatorium was last painted in 2015. Because of the corrosive environment caused by the pool chemicals this area needs to be repainted periodically.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 10%;">Expenditure:</td> <td style="width: 60%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td style="text-align: right;">32,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 32,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021			2022	32,000.00		2023			Total Five Year Cost		\$ 32,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 10%;">Expenditure \$:</td> <td style="width: 60%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Parks Sales Tax</td> <td></td> <td style="text-align: right;">32,000.00</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td style="text-align: right;">\$ 32,000.00</td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement			Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Parks Sales Tax		32,000.00	Other			Total:		\$ 32,000.00
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> SPJCC Parking Lot Seal and Re-stripe</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description:</u></b> Extensive maintenance was done on the community center parking lots in 2017. In order to preserve the investment in the parking lots, they require periodic sealing and re-striping. Costs for this work are broken down as follows: Cape Seal \$37,000, striping \$11,000, and a \$9,000 contingency for traffic control, mobilization and phasing..</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: left;">Expenditure:</th> </tr> <tr> <td>2019</td> <td></td> </tr> <tr> <td>2020</td> <td></td> </tr> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td>57,000.00</td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 57,000.00</b></td> </tr> </table>	Budget Year:	Expenditure:	2019		2020		2021		2022	57,000.00	2023		<b>Total Five Year Cost</b>	<b>\$ 57,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: left;">Expenditure \$:</th> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>57,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 57,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	57,000.00	Other		<b>Total:</b>	<b>\$ 57,000.00</b>
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Locker Room Flooring</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																			
<p><b><u>Project Description:</u></b> The tile flooring in the men's and women's locker room is original to the facility and showing significant signs of wear and tear, especially in the showers. Staff regROUTS frequently, but the floors are in need of complete replacement. Since the construction of the facility, several advanced flooring options have been introduced to the market. Staff will explore current replacement options and replace the floor in these areas to continue to provide an aesthetically please and safe facility for members and patrons.</p>																			
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Adult Lounge Counters - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <hr/> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The counter in the adult lounge is original to the facility and showing significant signs of wear and tear. Replacing the counter will assist in providing an aesthetically pleasing and functional facility for members and guests.</p>																																								
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> North and South Kitchen Counters - 2023</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p>																																	
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The counters in the north and south kitchens are original to the facility and are showing significant signs of wear and tear. Replacing these counters will assist in providing an aesthetically pleasing and functional facility for members and guests.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Roof Resurfacing - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <hr/> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> A roof assessment conducted by GBA in 2016 recommended replacement of the roof in 2023. The work includes; removal and replacement of the existing roofing for the entire modified and built up roof areas, and repair of the Spanish tile roof by mortar closure repairs, ridge closure repairs and loose tile repairs in various areas.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td style="text-align: right;">425,000.00</td> <td></td> </tr> <tr> <td>Total Five Year Cost</td> <td style="text-align: right;">\$ 425,000.00</td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021			2022			2023	425,000.00		Total Five Year Cost	\$ 425,000.00		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">425,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 425,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	425,000.00	Other		Total:	\$ 425,000.00
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> <b>Pool Resurfacing - 2023</b></p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The pool at the community center was last resurfaced in 2018 with a Diamond Brite material that had a life expectancy of 5 to 7 years. Staff will evaluate and consider Diamond Brite, Pebble Tee, Pebble Sheen, and River Rok as replacement options.</p>																																	
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Adult Lounge Furniture - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Christy Humerickhouse</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b>          The adult lounge furniture experiences heavy use by the members and guests of the community center and requires frequent replacement. The furniture is commercial grade to ensure the longest life based on usage.</p>																																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td style="text-align: right;">10,000.00</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 10,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2019			2020			2021			2022			2023	10,000.00		<b>Total Five Year Cost</b>	<b>\$ 10,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 30%;">Expenditure \$:</td> <td style="width: 40%;"></td> </tr> <tr> <td>Capital Improvement</td> <td></td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td>Stormwater Utility</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Special Highway</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>10,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:		Capital Improvement		10,000.00	Stormwater Utility	\$		Street Sales Tax	\$		Special Highway	\$		Special Parks and Recreation	\$		Park Sales Tax	\$		Other	\$		<b>Total:</b>	<b>\$</b>	<b>10,000.00</b>
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# 2019 Outstanding Debt Obligations And Debt Policy





## City of Mission 2019 Annual Budget

### Debt Service Summary

#### **Overview and Debt Financing Principles**

Construction of new infrastructure, or the reconstruction and upgrade of existing infrastructure, can often exceed the financial resources of a local government in a given fiscal year. To overcome this deficit, local governments will often debt-finance these major capital projects over a period of several years. This allows the local government to complete the project in a timely manner rather than saving funds over a period of time to complete the project at a later date.

The goal of Mission's debt policy is to maintain the ability to provide high quality essential city services and improvements in a cost-effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses a formally established Debt Policy when determining when to finance projects with debt.

#### **Outstanding Debt**

The following provides a summary of the City's outstanding debt issues as of December 31, 2019. Debt service schedules are maintained and updated by the Administration Department. The City's current credit rating is "Aa3" as assigned by Moody's Rating Services.

#### **General Obligation Debt Supported by Taxes/Utility Fees**

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding at 12-31-19
8/12/10	\$3,200,000	Series 2010A Stormwater	9/1/20	\$355,000
12/15/10	\$6,945,000	Series 2010B Stormwater	9/1/29	\$6,945,000
7/11/13	\$680,000	Series 2013A - Streetlights	9/1/23	\$290,000
12/20/13	\$4,480,000	Series 2013C - Jo Drive	9/1/23	\$2,090,000
8/7/14	\$9,795,000	Series 2014A - 2009A Refunding	9/1/29	\$6,780,000

**General Obligation Debt Supported Primarily by Other Sources (Sales Tax)**

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding at 12-31-18
2/16/12	\$4,360,000	Series 2012A - Jo Dr & Martway Improvements	9/1/22	\$1,365,000
7/11/13	\$4,510,000	Series 2013B - Outdoor Pool	9/1/23	\$1,970,000

**Legal Debt Margin**

Percentage of legal debt margin used measures the City's ability to issue bonded debt. Direct bonded debt is debt for which the City has pledged its full faith and credit. The debt limit establishes a maximum dollar limitation calculated under existing law. The debt limitations outlined by K.S.A. 10-308 provide that the debt of the City is limited to 30% of assessed valuation. Debt issued for certain purposes, for example storm water improvements is exempted from the calculation of the legal debt margin.

CITY OF MISSION  
DEBT SUMMARY 2019

Debt Issue	Issue Date	Original Issue Amount	Interest Rates	Amount Outstanding 1/1/2019	Debt to be Issued in 2019	Debt Service 2019		Amount Outstanding 12/31/2019	Maturity Date	Repayment Source
						Interest	Principal			
GO Taxable Bonds, Series 2007A Mission Pet Mart Relocation	5/1/2007	\$ 750,000	5.0-5.3	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ 705,000	\$ -	\$ 19,388	\$ 350,000	\$ 355,000	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	\$ -	\$ 279,131	\$ -	\$ 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	\$ 1,805,000	\$ -	\$ 31,660	\$ 440,000	\$ 1,365,000	9/1/2022	1/4-cent Street Sales Tax
GO Bonds, Series 2013A Streetlight Acquisition	7/11/2013	\$ 680,000	2.0-3.0	\$ 360,000	\$ -	\$ 9,575	\$ 70,000	\$ 290,000	9/1/2023	General Fund
GO Bonds, Series 2013B Mission Aquatic Center	7/11/2013	\$ 4,510,000	2.0-3.0	\$ 2,425,000	\$ -	\$ 72,750	\$ 455,000	\$ 1,970,000	9/1/2023	Parks & Recreation Sales Tax
GO Bonds, Series 2013C* Johnson Drive Improvements	12/20/2013	\$ 4,480,000	2.0-2.5	\$ 2,585,000	\$ -	\$ 55,738	\$ 495,000	\$ 2,090,000	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	\$ 8,325,000	\$ -	\$ 196,438	\$ 1,545,000	\$ 6,780,000	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	\$ -	\$ -	\$ -	\$ -	\$ -	9/1/2018	Storm Water Utility and Drainage Districts
<b>Totals</b>		\$ 38,755,000		\$ 23,150,000	\$ -	\$ 664,679	\$ 3,355,000	\$ 19,795,000		

Total Debt Service Payments (P&I): \$ 4,019,679

\*2013 C includes a street and a stormwater component

Types of Improvements:				
	Principal	Interest		
Streets	\$ 495,000	\$ 55,738	FUND 25	
	\$ 440,000	\$ 31,660	FUND 40	
Stormwater	\$ 1,895,000	\$ 494,956	FUND 22	
Parks	\$ 455,000	\$ 72,750	FUND 10	
Private/Special Assessmer	\$ -	\$ -	FUND 25	
General Fund	\$ 70,000	\$ 9,575	FUND 1	
Total	\$ 3,355,000	\$ 664,679		
	\$ 4,019,679			

## City of Mission 2019 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 required 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.

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## Supplemental Information



## City of Mission 2019 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.

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**CITY OF MISSION, KANSAS  
RESOLUTION NO. 1011**

**A RESOLUTION ESTABLISHING BUDGET POLICIES FOR BUDGET YEAR 2019 FOR THE CITY OF MISSION, KANSAS.**

**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 continues to promote a redevelopment vision designed to bring increased density to our community 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, stormwater structures, parks, and public facilities to maintain and enhance property values and 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 5-Year Capital Improvement Program (CIP) within the 2019 Budget.

1. Maintain the Stormwater Utility Fee at \$28 per ERU per month. This provides an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service and maintenance of stormwater infrastructure.
2. Establish a property tax mill rate of 8.852 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$4,500 annually.
3. Establish a property tax mill rate of 10.521 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$85,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.951. The revenues equivalent to approximately 7 mills (\$1,050,000), will be transferred to the Capital Improvement Fund to support street maintenance activities.
5. Use revenues from the  $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$875,000) for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities.

**Section 2.** The Governing Body has established the following policies to maintain basic services and city operations as part of the General Fund and within the 2019 Budget.

1. Preserve an estimated 10.951 mills for General Fund operations. Although the total mills to be levied in the General Fund are estimated at 17.951, the revenues generated by approximately 7 mills will be used exclusively for street maintenance.
2. Maintain a General Fund balance of no less than 25% of total General Fund revenues. The 2019 Recommended budget includes a restricted General Fund balance in the amount of \$3,382,625

which achieves the fund balance goal and leaves an estimated unrestricted fund balance at December 31, 2019 of \$1,056,201.

3. Increase the Solid Waste Utility Rate from \$168.84 to \$175.03 annually for single-family property owners. An estimated transfer of \$85,000 from the General Fund subsidizes the remainder of the contract for single-family residential trash service which will be billed at a rate of \$16.96 per household per month in 2019.
4. Continue to manage the organization's pay structure and benefits in accordance with the total compensation philosophy developed in 2017, including evaluating the potential to implement both market and merit adjustments as the budget allows. A 3% merit pool has been included in the 2019 Budget.
5. Fund replacement of the highest priority capital equipment needs, including replacement of computers for City Hall and the Police Department, three trucks, two message boards and a leaf vacuum in Public Works, a radio system upgrade, one Ford Explorer and handguns and radar units in the Police Department. Capital equipment replacement is estimated at \$684,852.
6. 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 50% rebate of the Solid Waste Utility Fee. This expense is estimated at approximately \$20,000.
7. Continue to evaluate opportunities to improve cost recovery for the Community Center.

**Section 3.** The Governing Body directs staff to pursue the following areas as part of ongoing budget considerations.

1. Continue to look for partnership options that could decrease costs supported by Mission taxpayers.
2. Continue to aggressively manage department expenditures to be as efficient as possible in using limited resources to deliver high quality services.

**PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION** on this 15th day of August 2018.

**APPROVED BY THE MAYOR** on this 15th day of August 2018.

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

ATTEST:

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

## City of Mission 2019 Annual Budget

### Five Year Historical Analysis of Mill Levies

#### Break Down of Mill Levy for City of Mission

Taxing Entity	Tax Year				
	2014	2015	2016	2017	2018
State of Kansas	1.500	1.500	1.500	1.500	1.500
Johnson County	17.764	19.582	19.590	19.318	19.024
Johnson County Community College	9.461	9.469	9.473	9.503	9.266
Johnson County Parks and Recreation	2.349	3.101	3.102	3.112	3.088
<b>City of Mission</b>	<b>11.354</b>	<b>18.225</b>	<b>18.019</b>	<b>17.973</b>	<b>17.878</b>
Unified School District #512 (Shawnee Mission)	55.911	54.059	54.940	53.663	52.427
Consolidated Fire District #2	11.003	11.757	11.769	11.760	11.750
Johnson County Library	3.157	3.912	3.915	3.921	3.901
<b>Total Mill Levy for City of Mission</b>	<b>112.499</b>	<b>121.605</b>	<b>122.308</b>	<b>120.750</b>	<b>118.834</b>
Rock Creek Drainage District #1	10.499	10.499	10.442	8.802	8.852
Rock Creek Drainage District #2	10.500	10.500	10.500	10.500	9.793

*Some properties within the City of Mission are also in one of two drainage districts. These properties will have an additional mill levy depending on which drainage district they are located*

#### Total Mill Levy of Other Cities in Johnson County

City	Tax Year				
	2014	2015	2016	2017	2018
Desoto	143.757	152.586	154.604	151.604	146.775
Edgerton	153.464	156.336	154.515	150.128	134.815
Fairway	119.774	122.009	124.151	122.691	120.873
Gardner	133.376	136.204	138.354	137.315	138.457
Lake Quivira	108.578	109.372	109.748	108.245	106.483
Leawood	128.864	132.161	130.548	130.684	128.501
Lenexa	121.907	123.430	124.348	122.849	119.115
Merriam	117.747	119.299	120.193	118.758	117.086
Mission Hills	123.068	125.317	126.240	124.739	122.918
Mission Woods	113.229	118.908	119.817	119.061	116.358
Olathe	123.643	126.104	126.147	129.307	127.949
Overland Park	102.979	104.471	106.320	104.582	102.772
Prairie Village	120.638	122.880	123.760	122.088	120.270
Roeland Park	134.523	136.765	137.752	133.800	129.487
Shawnee	114.662	116.190	119.131	117.631	115.823
Spring Hill	140.095	143.613	143.438	144.073	142.820
West Wood	123.420	125.903	125.590	124.084	122.263
West wood Hills	121.065	124.380	129.786	127.720	130.277

Mill Levies are established in the Tax Year to fund the subsequent fiscal year budget.

## City of Mission 2019 Annual Budget

### Five Year History of Assessed Property Values for City of Mission

Type of Property	Tax Year				
	2014	2015	2016	2017	2018
Real Property	\$ 112,420,150	\$ 116,824,998	\$ 127,313,589	\$ 134,635,081	\$ 148,847,600
Personal Property	1,490,100	1,270,683	1,250,762	1,000,871	944,126
Utility Property	3,290,205	3,493,512	3,412,918	4,024,616	7,694,157
Motor Vehicles	11,636,486	11,983,543	12,423,247	12,987,922	13,541,214
<b>Total Assessed Value</b>	<b>\$ 128,836,941</b>	<b>\$ 133,572,736</b>	<b>\$ 144,400,516</b>	<b>\$ 152,648,490</b>	<b>\$ 171,027,097</b>

Change in Total Assessed

Value	2.91%	3.68%	8.11%	5.71%	12.04%
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City of Mission Mill

Levy*	11.354	18.225	18.019	17.973	17.878
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Total Property Tax

Generated	\$ 1,462,815	\$ 2,434,363	\$ 2,601,953	\$ 2,743,551	\$ 3,057,622
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### Property Tax Calculation

#### Determining Assessed Value

State statutes require that the valuation of real property subject to taxation be updated each year as of January 1st, and such property be physically inspected by the County Appraiser at least once every six years. All property is to be valued at its market value, which is what the Appraiser believes to be fairly worth. Assessed value is a percentage of the market value as set by state statutes.

Public Utility Real and Tangible Property	33% of Market Value
Commercial/Industrial Real and Tangible Property	25% of Market Value
Vacant Real Property	12% of Market Value
Residential Real Property	11.5% of Market Value
Motor Vehicles	20% of Market Value

#### Formula for Determining Property Tax

Assessed Property Value / 1,000 X Mill Levy = Property Tax

#### Example for a Home with a Market Value of \$150,000

(\$150,000 X 33%)/ 1,000 X 120.75 = \$2,082.94

# City of Mission 2019 Annual Budget

## 2018- 2019 Pay Classification

Position Title	Pay Grade	Pay Range		
		Minimum	Midpoint	Maximum
Office Assistant	11	\$32,261	\$39,525	\$46,789
Accountant	11	\$32,261	\$39,525	\$46,789
HR Specialist	17	\$45,110	\$55,257	\$65,404
Accounting Manager	20	\$53,864	\$65,972	\$78,081
Assistant City Administrator	21	\$57,116	\$69,973	\$82,829
City Clerk	23	\$62,974	\$77,143	\$91,313
Asst City Administrator/Finance Director	31	\$93,490	\$114,521	\$135,553
City Administrator	33	\$102,580	\$125,654	\$148,728
Court Clerk	13	\$37,115	\$45,470	\$53,826
Laborer/Equipment Operator I	11	\$32,261	\$39,525	\$46,789
Laborer/Equipment Operator II	13	\$37,115	\$45,470	\$53,826
Mechanic	15	\$42,620	\$52,212	\$61,803
Public Works Crewleader	16	\$44,666	\$54,718	\$64,770
Public Works Superintendent	21	\$57,116	\$69,973	\$82,829
Public Works Director	29	\$84,399	\$103,388	\$122,377
Neighborhood Services Officer	14	\$40,664	\$49,766	\$58,868
Planning & Development Services Manager	23	\$62,974	\$77,143	\$91,313
Maintenance Worker	10	\$31,066	\$38,050	\$45,033
Facilities & Maintenance Supervisor	20	\$53,864	\$65,972	\$78,081
Aquatics Facilities Manager	17	\$45,110	\$55,257	\$65,404
Aquatics Coordinator	13	\$37,115	\$45,470	\$53,826
Recreation Program Supervisor	20	\$53,864	\$65,972	\$78,081
Recreation Program Coordinator	15	\$42,620	\$52,212	\$61,803
Administrative Supervisor	20	\$53,864	\$65,972	\$78,081
Rental Coordinator	13	\$37,115	\$45,470	\$53,826
Parks & Recreation Director	29	\$84,399	\$103,388	\$122,377
Police Records Clerk	13	\$37,115	\$45,470	\$53,826
Police Officer I	15	\$42,620	\$52,212	\$61,803
Police Officer II	16	\$44,666	\$54,718	\$64,770
Detective	19	\$51,814	\$63,464	\$75,115
Corporal	19	\$51,814	\$63,464	\$75,115
Sergeant	22	\$60,051	\$73,568	\$87,084
Captain	26	\$74,657	\$91,446	\$108,235
Chief of Police	31	\$93,490	\$114,521	\$135,553

# City of Mission 2019 Annual Budget

## Full-time Equivalent Employees by Function Last Ten Fiscal Years

<u>Function/Program</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
General Government											
Administration/Finance	7	7	7	7	7	6	5	5	5	7	7
Community Development	4	4	4	4	2	3	3	3	3	3	3
Nieghborhood Services	0	0	0	0	2	2	2	2	2	2	2
Municipal Court	3	3	3	3	3	3	4	4	4	4	4
Public Works	13	12	12	11	11	11	11	11	11	11	11
Police	33	31	31	31	31	31	31	31	31	31	31
Parks & Recreation	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>13</u>
Total	73	70	70	68	69	69	69	68	68	70	71

Source: City of Mission, Kansas Budget



## City of Mission 2019 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 25<sup>th</sup> 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.