

**City of Mission**  
**Regular Meeting Agenda**  
**Wednesday, August 19, 2020**  
**7:00 p.m.**  
**Meeting Held Virtually Via Zoom**

(Information for the public on how to participate will be available at  
missionks.org/calendar prior to the meeting)

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

- 1. PUBLIC HEARINGS**
- 2. SPECIAL PRESENTATIONS**
- 3. ISSUANCE OF NOTES AND BONDS**
- 4. CONSENT AGENDA**

*NOTE: Information on consent agenda items has been provided to the Governing Body. These items are determined to be routine enough to be acted on in a single motion; however, this does not preclude discussion. **If a councilmember or member of the public requests, an item may be removed from the consent agenda for further consideration and separate motion.***

**CONSENT AGENDA - GENERAL**

- 4a. [Minutes of the July 15, 2020 City Council Meeting](#)

**CONSENT AGENDA - Finance & Administration Committee**

[Finance & Administration Committee Meeting Packet 8-5-2020](#)  
Finance & Administration Committee Meeting Minutes 8-5-2020

- 4b. Contract for Crossing Guard Services

**CONSENT AGENDA - Community Development Committee**

[Community Development Committee Meeting Packet 8-5-2020](#)  
Community Development Committee Meeting Minutes 8-5-2020

- 4c. Resolution to Ratify Emergency Expenditure for Repairs to the Chiller

**5. PUBLIC COMMENTS**

**6. ACTION ITEMS**  
**Planning Commission**

## **Miscellaneous**

### **7. COMMITTEE REPORTS**

#### **Finance & Administration, Debbie Kring**

[Finance & Administration Committee Meeting Packet 8-5-2020](#)

Finance & Administration Committee Meeting Minutes 8-5-2020

- 7a. Communications Strategy Update ([page 3](#))
- 7b. 2021 Budget Resolution ([page 7](#))
- 7c. 2021-2025 CIP Resolution ([page 11](#))
- 7d. Adoption of the 2021 Budget ([page 18](#))

#### **Community Development, Sollie Flora**

[Community Development Committee Meeting Packet 8-5-2020](#)

Community Development Committee Meeting Minutes 8-5-2020

- 7e. Pre-Development Agreement with Mission Bowl, LLC. ([page 115](#))

### **8. UNFINISHED BUSINESS**

### **9. NEW BUSINESS**

- 9a. Massage Establishment Application - Sherri Rinne, Elemental Massage & Wellness, 5845 Horton Street, Ste. 202 ([page 122](#))

### **10. COMMENTS FROM THE CITY COUNCIL**

### **11. MAYOR'S REPORT Appointments**

### **12. CITY ADMINISTRATOR'S REPORT**

### **13. EXECUTIVE SESSION**

## **ADJOURNMENT**

<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	August 19, 2020
<b>Administration</b>	From:	Emily Randel

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

**RE:** Communications Strategy Update

**RECOMMENDATION:** Approve a rebranding design for use throughout the City’s communications including logo, signage, website and other essential materials.

**DETAILS:** Since Council’s approval of a contract with Crux for communication, branding and public relations services, the firm has completed the research phase of the contract. The research included individual interviews, focus groups and surveys with members of the community, staff and the Governing Body. The Crux team completed a marketing audit of existing collateral, website, social media, email and print publications, and a comparison of Mission’s communication practices to those of comparable local governments in the area. Representatives from Crux presented their findings at the Finance and Administration Committee meeting in June.

Crux has been collaborating with staff to develop a 30-60-90-120 communications plan and has engaged in the following steps:

- Coordinating communication roles and responsibilities in each City department
- Brainstorming new methods to increase reach and engagement
- Participated in an introductory meeting with the Mission Magazine editorial board
- Expanded the City’s existing list of media contacts
- Prioritizing collateral and other deliverables to address most quickly as the new branding is implemented.

Crux will now be presenting two design concepts for Council’s consideration. The concepts are based on the feedback shared during the research phase of the project. Both concepts aim to highlight the best of Mission in a way that feels current and unique and is reflective of the feedback Crux sought from a variety of stakeholder groups. If there is consensus around one of the design options, development of the new branding materials will begin right away. The new branding will be incorporated in things like applications, meeting notices, official letterhead, printed publications, apparel, City vehicles, and more. The implementation of the new designs will be made in a thoughtful manner, balancing considerations for visibility, frequency of use, and cost.

**CFAA CONSIDERATIONS/IMPACTS:**

The revised communication plan will take a more holistic view of the methods the City is currently using to reach our residents and visitors and the ways we can improve. Effective communication helps to boost social inclusion and participation for all.

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

- Goals:**
- 1. Launch refreshed brand**
  - 2. Create decentralized communication processes**
  - 3. Increase web/social media/email engagement**
  - 4. Increase Parks & Recreation registrations**

July	Deliverables	Tactics	Status
	Brand	<ol style="list-style-type: none"> <li>1. Finalize brand messaging</li> <li>2. Finalize logo &amp; color exploration</li> <li>3. Present brand concepts to City staff &amp; revise based on feedback</li> <li>4. With City staff, develop preliminary brand launch strategy (print, social, PR, web, direct mail)</li> </ol>	<ol style="list-style-type: none"> <li>1. In progress</li> <li>2. In progress</li> <li>3. Complete</li> <li>4. Up next</li> </ol>
	Process	<ol style="list-style-type: none"> <li>1. Identify core communication team members &amp; review job descriptions</li> <li>2. Meet 1:1 with departmental communication leads + Emily to review departmental strategic communication needs/wishes</li> <li>3. Establish monthly communication lead meetings - 1st meeting to review research + 30-60-90-120 + design concepts, collateral catalogue, audit Constant Contact lists</li> <li>4. With Emily, prioritize communication needs across the organization</li> <li>5. Begin developing master editorial calendar for City staff approval</li> <li>6. With Emily, develop clear guidelines governing City staff vs. Crux roles + responsibilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. Complete</li> <li>4. Up next</li> <li>5. In progress</li> <li>6. Ongoing</li> </ol>
	Email Marketing	<ol style="list-style-type: none"> <li>1. City Comms Leads: Audit database &amp; organize according to segment</li> <li>2. Develop &amp; present to City staff strategies to increase subscribers &amp; engagement</li> </ol>	<ol style="list-style-type: none"> <li>1. Up next</li> <li>2. In progress</li> </ol>
	Website	<ol style="list-style-type: none"> <li>1. Establish timeline to begin work on new website in Q4</li> </ol>	<ol style="list-style-type: none"> <li>1. Up next</li> </ol>
	Social Media	<ol style="list-style-type: none"> <li>1. Begin streamlining existing channels + create police account(s)</li> <li>2. Review all accounts, update + standardize bio info</li> <li>3. Begin outlining social media content strategy</li> </ol>	<ol style="list-style-type: none"> <li>1. Up next</li> <li>2. Up next</li> <li>3. Up next</li> </ol>
	Public Relations	<ol style="list-style-type: none"> <li>1. Research potential award opportunities &amp; share with Emily. Add any application deadlines of interest. to editorial calendar.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete</li> </ol>
	Marketing Collateral	<ol style="list-style-type: none"> <li>1. Audit website &amp; printed collateral to build list of existing collateral to review/prioritize with City staff</li> <li>2. Explore with City staff budget/appetite for implementing wayfinding, signage &amp; banners</li> <li>3. Introductory meeting with Mission Magazine/MetroMedia staff to understand timelines, goals, roles + responsibilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. Complete</li> </ol>
	Analytics	<ol style="list-style-type: none"> <li>1. Connect website and social channels to Google Analytics to start monthly tracking</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete</li> </ol>

August	Deliverables	Tactics	Status
	Brand	<ol style="list-style-type: none"> <li>1. Present for approval revised brand concepts to City staff &amp; Council, based on July feedback</li> <li>2. Continue developing brand launch strategy (print, social, PR, web, direct mail)</li> <li>3. Develop brand standards document (assumes brand has been approved)</li> </ol>	
	Process	<ol style="list-style-type: none"> <li>1. Establish monthly meetings with core communication team members to review departmental communication needs/wishes</li> <li>2. Continue prioritizing communication needs across the organization</li> <li>3. Continue developing &amp; maintaining master editorial calendar</li> <li>4. Continue developing clear guidelines governing City vs. Crux roles + responsibilities</li> </ol>	
	Email Marketing	<ol style="list-style-type: none"> <li>1. Design email templates for City, Parks &amp; Rec + Market, add all to Constant Contact</li> <li>2. Execute strategies to increase subscribers &amp; engagement</li> </ol>	Assumes August brand approval
	Website	<ol style="list-style-type: none"> <li>1. With City staff, identify key areas on existing website to update/implement new brand + areas/documents for archiving</li> </ol>	

	<b>Social Media</b>	<ol style="list-style-type: none"> <li>1. Design &amp; implement City-branded social profile &amp; cover images</li> <li>2. Develop content, style, frequency guidelines for City social media posts</li> <li>3. Identify &amp; prioritize social media needs/wishes</li> <li>4. Develop social media strategy + editorial calendar</li> <li>5. Design evergreen graphics</li> </ol>
	<b>Public Relations</b>	<ol style="list-style-type: none"> <li>1. Develop press release template</li> </ol>
	<b>Marketing Collateral</b>	<ol style="list-style-type: none"> <li>1. Begin creating new collateral with updated brand, based on prioritized organizational list</li> <li>2. Identify vendors for vinyl signage</li> <li>3. Design vinyl lamp post banners</li> <li>4. Mission Magazine action item TBD, based on print schedule</li> </ol>
	<b>Analytics</b>	<ol style="list-style-type: none"> <li>1. Report baseline analytics</li> </ol>

<b>September</b>	<b>Deliverables</b>	<b>Tactics</b>	<b>Status</b>
	<b>Brand</b>	<ol style="list-style-type: none"> <li>1. Execute brand launch strategy, phase 1 (social, press release, email, print, Johnson Drive window clings)</li> </ol>	
	<b>Process</b>	<ol style="list-style-type: none"> <li>1. Monthly meeting with core communication team members</li> <li>2. Finalize prioritized list of organizational communication needs</li> <li>3. Finalize master editorial calendar</li> <li>4. Finalize roles + responsibilities guidelines</li> </ol>	
	<b>Email Marketing</b>	<ol style="list-style-type: none"> <li>1. Execute email marketing strategy per editorial calendar</li> <li>2. Provide email marketing support as needed</li> </ol>	
	<b>Website</b>	<ol style="list-style-type: none"> <li>1. Define website objectives, users' needs, project scope (functionality, content)</li> <li>2. Develop sitemap</li> </ol>	
	<b>Social Media</b>	<ol style="list-style-type: none"> <li>1. Conduct social media training for departmental communication leads</li> <li>2. Provide support for content + design as needed</li> </ol>	
	<b>Public Relations</b>	<ol style="list-style-type: none"> <li>1. Identify PR opportunities based on news of the day</li> </ol>	
	<b>Marketing Collateral</b>	<ol style="list-style-type: none"> <li>1. Continue creating new collateral with updated brand, based on prioritized organizational list</li> <li>2. Mission Magazine action item TBD</li> <li>3. Develop Parks &amp; Recreation guide template</li> </ol>	
	<b>Analytics</b>	<ol style="list-style-type: none"> <li>1. Report August analytics</li> </ol>	

<b>October</b>	<b>Deliverables</b>	<b>Tactics</b>	<b>Status</b>
	<b>Brand</b>	<ol style="list-style-type: none"> <li>1. Execute brand launch strategy, phase 2 (marketing collateral, direct mail, vinyl banners, Mission Magazine)</li> </ol>	
	<b>Process</b>	<ol style="list-style-type: none"> <li>1. Monthly meeting with core communication team members</li> <li>2. Explore need for individual trainings (social media, Word, PowerPoint, Excel)</li> </ol>	
	<b>Email Marketing</b>	<ol style="list-style-type: none"> <li>1. Provide support for email marketing as needed</li> </ol>	
	<b>Website</b>	<ol style="list-style-type: none"> <li>1. Develop concepts for content outline + imagery</li> <li>2. Solicit developer bids</li> </ol>	
	<b>Social Media</b>	<ol style="list-style-type: none"> <li>1. Conduct social media training for departmental communication leads</li> <li>2. Provide support for content + design as needed</li> </ol>	
	<b>Public Relations</b>	<ol style="list-style-type: none"> <li>1. Identify PR opportunities based on news of the day</li> </ol>	
	<b>Marketing Collateral</b>	<ol style="list-style-type: none"> <li>1. Finalize creation of new collateral with updated brand, based on prioritized organizational list</li> <li>2. Identify banners &amp; signage vendors</li> <li>3. Design wayfinding</li> <li>4. Mission Magazine action item TBD</li> <li>5. Finalize Parks &amp; Recreation guide template</li> </ol>	
	<b>Analytics</b>	<ol style="list-style-type: none"> <li>1. Report September analytics</li> </ol>	

**November - Q1 2021**

<b>Deliverables</b>	<b>Tactics</b>	<b>Status</b>
<b>Brand</b>	1. Create new collateral as needed	
<b>Process</b>	1. Monthly meeting with core communication team members	
<b>Email Marketing</b>	1. Provide support for email marketing as needed	
<b>Website</b>	1. Build templates 2. Coding 3. Begin writing content 4. Final review/revision/approval	Website design/build in December
<b>Social Media</b>	1. Provide support for content + design as needed	
<b>Public Relations</b>	1. Identify PR opportunities based on news of the day	
<b>Marketing Collateral</b>	1. Design wayfinding	
<b>Analytics</b>	1. Report October analytics	

<b>City of Mission</b>	Item Number:	7b.
<b>ACTION ITEM SUMMARY</b>	Date:	August 19, 2020
<b>Administration</b>	From:	Laura Smith

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

**RE:** 2021 Budget Resolution and Financial Policies

**RECOMMENDATION:** Approve the 2021 Budget Resolution outlining the policy decisions, mill levies, and fees included in the City of Mission, Rock Creek Drainage District #1 and Rock Creek Drainage District #2 budgets for 2021.

**DETAILS:** As a part of the annual budget process, the City Council adopts a budget resolution which outlines and describes the financial policies, tax and fee structures and other related issues identified in a particular fiscal year. The attached Resolution has been prepared based on the staff, Council and public input received to date in the budget process. If, following the 2021 Budget Public Hearing on August 5, 2020, any changes are recommended they will be incorporated into a revised version which will appear on the August 19 City Council Agenda.

**CFAA CONSIDERATIONS/IMPACTS:** The 2021 Budget was developed with the goals and objectives of the Communities for All Ages program in mind. A community for all ages seeks to meet the needs of the very old, the very young and everyone in between. It creates and fosters an active, caring and welcoming community that promotes respect, diversity and inclusion. A common goal is to develop policies, services and programs that result in affordable, livable and sustainable places.

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

**CITY OF MISSION, KANSAS**  
**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ESTABLISHING BUDGET POLICIES FOR BUDGET YEAR 2021 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 2021 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 9.856 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$25,000 annually.
3. Establish a property tax mill rate of 9.771 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$77,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.570. The revenues equivalent to approximately 7 mills (\$1,102,000), 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 2021 Budget.

1. Preserve an estimated 10.570 mills for General Fund operations. Although the total mills to be levied in the General Fund are estimated at 17.570, 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 2021 Recommended budget includes a restricted General Fund balance in the amount of \$3,025,714 which achieves the fund balance goal and leaves an estimated unrestricted fund balance \$123,385 at December 31, 2021.
3. Increase the Solid Waste Utility Rate by 5% to a rate of \$183.83 annually for single-family property owners. A transfer of \$75,000 from the General Fund has been maintained to subsidize the remainder of the contract for single-family residential trash service beginning January 1, 2021.
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 3.5% merit pool has been included in the 2021 Budget.
5. Fund replacement of the highest priority capital equipment needs. Capital equipment replacement is estimated at \$281,200 with \$111,200 in the General Fund and \$170,000 in the Equipment Reserve and Replacement Fund.
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 impacts of the coronavirus pandemic on General Fund revenues and be positioned to respond to continued revenue declines.

**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.
3. Continue to explore opportunities to replenish the General Fund excess reserves which

have been anticipated to help balance COVID-19 related revenue impacts in 2020 and 2021.

**PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION** on this 19th day of August 2020.

**APPROVED BY THE MAYOR** on this 19th day of August 2020.

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Ronald E. Appletoft, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk

<b>City of Mission</b>	Item Number:	7c.
<b>ACTION ITEM SUMMARY</b>	Date:	August 19, 2020
<b>Administration</b>	From:	Laura Smith

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

**RE:** 2021-2025 Capital Improvement Program Resolution

**RECOMMENDATION:** Approve the Resolution adopting the City of Mission's 2021-2025 Capital Improvement Program (CIP).

**DETAILS:** As a part of the annual budget process, the Governing Body adopts a resolution which outlines and describes the financial policies, tax and fee structures and other related issues included in the recommended budget for the upcoming fiscal year. In addition, the Governing Body also adopts a resolution that addresses the recommended five-year infrastructure plan, also referred to as Mission's Capital Improvement Program (CIP).

The revenues and expenses programmed in the CIP for 2021 are included in the 2021 Recommended Budget in the appropriate funds. The remainder of the CIP is designed to be fluid and flexible in order to evaluate and address changes in resources or priorities in future years. Projects which have been identified or discussed but were not specifically included in the 2021-2025 CIP may be outlined in the body of the Resolution in order to establish a public record/reminder of historical considerations. These projects may eventually be programmed within the 5-year plan as a part of future budget discussions.

Approval of the 2021-2025 CIP does not commit the City to any specific expenditures beyond those detailed in the 2021 Budget.

**CFAA CONSIDERATIONS/IMPACTS:** The 2021-2025 CIP was developed with the goals and objectives of the Communities for All Ages program in mind. A community for all ages seeks to meet the needs of the very old, the very young and everyone in between. It creates and fosters an active, caring and welcoming community that promotes respect, diversity and inclusion. A common goal is to develop policies, services and programs that result in affordable, livable and sustainable places.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	Various
Available Budget:	2020 - \$11,996,472 (all program areas combined)

**CITY OF MISSION, KANSAS**  
**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE 2021-2025 CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE CITY OF MISSION, KANSAS.**

**WHEREAS**, the City of Mission, faces significant infrastructure project needs, including, streets, stormwater, parks and recreation and public facilities which are necessary to maintain property values and encourage additional private-sector redevelopment; 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 but serves as 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 2021-2025 CIP is adopted. The City expects to receive approximately \$6,103,720 million of revenue and spend \$6,058,609 million in expenditures as part of the 2021 Budget related to the Capital Improvement Program.

**Section 2.** In 2021, 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 2021-2025 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 19th day of August 2020.

**THIS RESOLUTION IS APPROVED BY THE MAYOR** this 19th day of August 2020.

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Ronald E. Appletoft, Mayor

ATTEST:

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Audrey M. McClanahan, City Clerk

# EXHIBIT 1

## 2021-2025 Community Investment Program - Summary by Program Area

	2020	2021	2022	2023	2024	2025	
<b>Revenues</b>							
<b>Beginning Balance</b>	8,345,250	2,950,335	2,995,446	1,821,090	(1,679,985)	(1,640,683)	
Streets	1,261,958	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)	
Stormwater	5,844,962	685,228	733,020	850,777	850,777	1,144,579	
Parks & Recreation	1,238,330	1,052,555	682,455	563,505	(625,945)	(1,205,945)	
<i>Local Revenue</i>							
Streets	1,630,000	1,682,500	1,247,500	1,102,500	1,102,500	1,102,500	
Stormwater	3,222,000	3,228,000	3,303,000	3,303,000	3,303,000	3,303,000	
Parks & Recreation	875,000	875,000	900,000	215,000	-	-	
<i>External Revenue</i>							
Streets	798,000	215,000	544,000	2,842,500	437,000	348,500	
Stormwater	133,220	18,220	18,220	18,220	18,220	18,220	
Parks & Recreation	85,000	85,000	85,000	85,000	85,000	85,000	
<i>Debt Proceeds</i>							
Streets	-	-	-	-	-	-	
Stormwater	-	-	-	-	-	-	
Parks & Recreation	-	-	-	-	-	-	
<b>Total CIP Revenues</b>	<b>6,743,220</b>	<b>6,103,720</b>	<b>6,097,720</b>	<b>7,566,220</b>	<b>4,945,720</b>	<b>4,857,220</b>	
<b>Expenses</b>							
<i>Capital Projects</i>							
Streets	1,140,083	340,000	1,773,000	5,535,000	764,000	547,000	
Stormwater	5,098,672	-	-	-	-	-	
Parks & Recreation	488,675	665,100	438,500	824,000	530,000	530,000	
<i>Maintenance/Operations Programs</i>							
Streets	600,000	450,000	450,000	450,000	450,000	450,000	
Stormwater	523,184	400,000	400,000	550,000	550,000	550,000	
Parks & Recreation	60,000	60,000	60,000	60,000	60,000	60,000	
<i>Debt Service (includes lease purchase)</i>							
Streets	737,323	740,081	741,663	271,625	-	-	<b>Remaining Debt Service</b>
Stormwater	2,893,098	2,798,428	2,803,463	2,477,418	2,185,865	2,792,065	\$0
Parks & Recreation	597,100	605,000	605,450	605,450	75,000	75,000	\$7,364,801
<b>Total CIP Expenses</b>	<b>12,138,135</b>	<b>6,058,609</b>	<b>7,272,076</b>	<b>10,773,493</b>	<b>4,614,865</b>	<b>5,004,065</b>	Cardio lease purchase on-going
<b>Ending Balance</b>	<b>2,950,335</b>	<b>2,995,446</b>	<b>1,821,090</b>	<b>(1,386,183)</b>	<b>(1,349,130)</b>	<b>(1,787,528)</b>	
Streets	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)	(1,125,317)	
Stormwater	685,228	733,020	850,777	1,144,579	1,436,132	1,123,734	
Parks & Recreation	1,052,555	682,455	563,505	(625,945)	(1,205,945)	(1,785,945)	

## EXHIBIT 1

### Street Program Plan (2021 - 2025)

Revenues	2020	2021	2022	2023	2024	2025
<b>Beginning Balance*</b>	1,261,958	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)
<i>Local Revenue</i>						
7 mills dedicated to streets	1,050,000	1,102,500	1,102,500	1,102,500	1,102,500	1,102,500
0.25% Street Sales Tax Revenues - existing	580,000	580,000	145,000	-	-	-
Gateway Development - Street Sales Tax Portion	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,630,000</b>	<b>1,682,500</b>	<b>1,247,500</b>	<b>1,102,500</b>	<b>1,102,500</b>	<b>1,102,500</b>
<i>External Revenue</i>						
CARS Reimbursements	485,000	-	319,000	2,617,500	212,000	123,500
Special Highway	245,000	215,000	225,000	225,000	225,000	225,000
SMAC Reimbursements	-	-	-	-	-	-
Grants / Other Outside Funding	68,000	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
<b>Sub-total</b>	<b>798,000</b>	<b>215,000</b>	<b>544,000</b>	<b>2,842,500</b>	<b>437,000</b>	<b>348,500</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>2,428,000</b>	<b>1,897,500</b>	<b>1,791,500</b>	<b>3,945,000</b>	<b>1,539,500</b>	<b>1,451,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
UBAS Treatment Lamar (SMP to Foxridge)	1,140,083	-	-	-	-	-
UBAS Treatment - Jo Drive (Lamar to Roe)	-	40,000	638,000	-	-	-
Foxridge (51st to Lamar)	-	-	835,000	5,235,000	-	-
Mill and Overlay - Roe (SMP to 63rd St)	-	-	-	-	464,000	-
UBAS Treatment - Nall (Martway to SMP)	-	-	-	-	-	247,000
Full-depth Reconstruction Projects (non-CARS eligible)	-	300,000	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>1,140,083</b>	<b>340,000</b>	<b>1,773,000</b>	<b>5,535,000</b>	<b>764,000</b>	<b>547,000</b>
<i>Maintenance Programs</i>						
Residential Street Program	500,000	350,000	350,000	350,000	350,000	350,000
PW Maintenance Programs (sidewalks, traffic safety)	75,000	75,000	75,000	75,000	75,000	75,000
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000
<b>Sub-total</b>	<b>600,000</b>	<b>450,000</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)	470,060	472,718	474,300	-	-	-
Jo Drive - Street Portion (2013C)	267,263	267,363	267,363	271,625	-	-
<b>Sub-total</b>	<b>737,323</b>	<b>740,081</b>	<b>741,663</b>	<b>271,625</b>	<b>-</b>	<b>-</b>
<b>Total Street Expenses</b>	<b>2,477,406</b>	<b>1,530,081</b>	<b>2,964,663</b>	<b>6,256,625</b>	<b>1,214,000</b>	<b>997,000</b>
<b>Ending Balance</b>	<b>1,212,552</b>	<b>1,579,971</b>	<b>406,808</b>	<b>(1,904,817)</b>	<b>(1,579,317)</b>	<b>(1,125,317)</b>

# EXHIBIT 1

## Stormwater Program Plan (2021 - 2025)

Stormwater Program Plan (2021 - 2025)						
	2020	2021	2022	2023	2024	2025
<b>Revenues</b>						
<b>Beginning Balance</b>	5,844,962	685,228	733,020	850,777	850,777	1,144,579
<i>Local Revenue</i>						
Stormwater Utility Fund Revenues	2,535,000	2,530,000	2,605,000	2,605,000	2,605,000	2,605,000
Drainage District Revenues	88,000	99,000	99,000	99,000	99,000	99,000
Gateway Special Benefit District Revenues	599,000	599,000	599,000	599,000	599,000	599,000
<b>Sub-total</b>	<b>3,222,000</b>	<b>3,228,000</b>	<b>3,303,000</b>	<b>3,303,000</b>	<b>3,303,000</b>	<b>3,303,000</b>
<i>Extenal Revenue</i>						
SMAC Revenues	115,000	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
RCHA CID Revenues	18,220	18,220	18,220	18,220	18,220	18,220
<b>Sub-total</b>	<b>133,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	-	-	-	-	-	-
<b>Total Stormwater Revenues</b>	<b>3,355,220</b>	<b>3,246,220</b>	<b>3,321,220</b>	<b>3,321,220</b>	<b>3,321,220</b>	<b>3,321,220</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Rock Creek Channel (Nall to Roeland Drive)	5,039,432					
Design/Construction Inspection	519,918					
Property Acquisition	-					
Construction	4,519,514					
51st & Lamar Stormwater Repairs	59,240					
<b>Sub-total</b>	<b>5,098,672</b>	-	-	-	-	-
<i>Maintenance Programs</i>						
Repair and Maintenance Projects		350,000	350,000	500,000	500,000	500,000
50th/Dearborn Drainage	184,975					
Rock Creek Channel Failure	109,450					
Miscellaneous Engineering	228,759	50,000	50,000	50,000	50,000	50,000
<b>Sub-total</b>	<b>523,184</b>	<b>400,000</b>	<b>400,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
<i>Debt Service/Loan Repayment</i>						
KDHE Loan Repayment	6,562	6,562	6,562	6,562	6,562	6,562
GO Series 2010A	364,763	-	-	-	-	-
GO Series 2010B	969,497	-	-	-	-	-
GO Series 2013C - Stormwater Portion	283,575	283,375	283,075	287,000	-	-
GO Series 2014-A	1,050,538	1,052,838	1,054,738	1,060,313	1,061,563	1,061,563
GO Series 2019A (Rock Creek/RCHA)	218,163	216,038	218,563	615,918	613,815	613,815
GO Series 2020A (Refunding of 2010B)		1,239,615	1,240,525	507,625	503,925	1,110,125
<b>Sub-total</b>	<b>2,893,098</b>	<b>2,798,428</b>	<b>2,803,463</b>	<b>2,477,418</b>	<b>2,185,865</b>	<b>2,792,065</b>
<b>Total Stormwater Expenses</b>	<b>8,514,954</b>	<b>3,198,428</b>	<b>3,203,463</b>	<b>3,027,418</b>	<b>2,735,865</b>	<b>3,342,065</b>
Annual Surplus/(Deficit)	(5,159,734)	47,792	117,757	293,802	585,355	(20,845)
<b>Ending Fund Balance</b>	<b>685,228</b>	<b>733,020</b>	<b>850,777</b>	<b>1,144,579</b>	<b>1,436,132</b>	<b>1,123,734</b>

<b>Remaining Debt Service/ Year Retires</b>
\$45,934/2031
\$0
\$0/refunded by 2020A
\$0
\$2,334,513/2029
\$3,076,579/2029
\$1,907,775/2029



# EXHIBIT 1

## Parks & Recreation Program Plan (2021 - 2025)

Parks & Recreation Program Plan (2021 - 2025)						
	2020	2021	2022	2023	2024	2025
<b>Revenues</b>						
<b>Beginning Fund Balance</b>	1,238,330	1,052,555	682,455	563,505	(625,945)	(1,205,945)
<i>Local Revenue</i>						
0.375% Parks & Recreation Sales Tax Revenues	875,000	875,000	900,000	215,000		
Transfers/other	-	-	-	-	-	-
<b>Sub-total</b>	<b>875,000</b>	<b>875,000</b>	<b>900,000</b>	<b>215,000</b>	<b>-</b>	<b>-</b>
<i>External Revenue</i>						
Special Parks & Recreation Revenues	85,000	85,000	85,000	85,000	85,000	85,000
Grant Proceeds/Other						
<b>Sub-total</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks and Recreation Revenues</b>	<b>960,000</b>	<b>960,000</b>	<b>985,000</b>	<b>300,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Park Systems Improvements	350,000	230,000	150,000	150,000	150,000	150,000
Mohawk Park Restrooms	250,000	80,000	6,000			
Park Amenities TBD	100,000	150,000	144,000	150,000	150,000	150,000
Legacy Park Shade Structure			6,000			
Park Amenities TBD			144,000	150,000	150,000	150,000
MFAC Improvements/Equipment Replacement	12,000	40,000	52,000	75,000	75,000	75,000
Shade Structure Replacement (\$15,000)	-	10,000	25,000	75,000	75,000	75,000
MFAC Painting and Maintenance	12,000	12,000	15,000			
Lane Line Replacement (\$12,000)	-	13,000	12,000			
Restripe Parking Lot		10,000				
UV Light Bulb Replacement		12,000				
Diving Board Replacement		13,000				
Spray Ground Timer		5,000				
SPJCC Improvements/Equipment Replacement	126,675	395,100	236,500	599,000	305,000	305,000
Conference Center Banquet Chairs (\$24,100)	-	10,000	30,000	30,000	30,000	30,000
Resurface Pool Deck	84,300	70,000	18,000	18,000	300,000	300,000
Indoor Pool Slide Maintenance (\$28,000)	-	80,000	20,000	20,000		
Conference Center Tables (\$10,000)	-	15,000	32,000	425,000		
Small Kaivac	4,875	24,100	57,000	100,000		
Indoor Track Resurfacing (\$123,000)	-	28,000	28,000	10,000		
South Kitchen Flooring (\$10,000)	-	10,000	35,000	35,000		
Firepanel Upgrade	18,100	123,000	11,500			
Stain/seal Exterior Beams	14,400	10,000	11,500	10,000		
Conference Center Banquet Chairs		24,100				
Indoor Pool Slide Maintenance		28,000				
Conference Center Tables		10,000				
Indoor Track Resurfacing		123,000				
South Kitchen Flooring		10,000				
Replace Chairs in A&B		20,000				
Touchless fixtures in restrooms/locker rooms		28,000				
North bathroom remodel		10,000				
Chemical Room Maintenance/Repairs		11,500				
Locker Room Flooring		30,000				
Adult Lounge Counters		9,000				
North and South Kitchen Counters		20,000				
Roof Resurfacing		425,000				
Pool Resurfacing		100,000				
Adult Lounge Furniture		10,000				
<b>Sub-total Capital Projects</b>	<b>488,675</b>	<b>665,100</b>	<b>438,500</b>	<b>824,000</b>	<b>530,000</b>	<b>530,000</b>
<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
<b>Sub-total</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<i>Debt Service/Lease Payments</i>						
Outdoor Aquatic Facility Debt Service (2019B)	\$529,100	\$530,000	\$530,450	\$530,450		
Cardio Equipment Lease	65,000	75,000	75,000	75,000	75,000	75,000
<b>Sub-total</b>	<b>597,100</b>	<b>605,000</b>	<b>605,450</b>	<b>605,450</b>	<b>75,000</b>	<b>75,000</b>
<b>Total Parks &amp; Recreation Expenses</b>	<b>1,145,775</b>	<b>1,330,100</b>	<b>1,103,950</b>	<b>1,489,450</b>	<b>665,000</b>	<b>665,000</b>
<b>Ending Balance</b>	<b>1,052,555</b>	<b>682,455</b>	<b>563,505</b>	<b>(625,945)</b>	<b>(1,205,945)</b>	<b>(1,785,945)</b>

Project has been deferred to future year

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August 5, 2020

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

The City of Mission Leadership Team is pleased to present the Recommended 2021 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. We believe the 2021 Recommended Budget conservatively addresses the challenges presented by the COVID-19 pandemic, which continues to present both short and long-term issues requiring careful evaluation and consideration.

The 2021 budget process can certainly be characterized as a journey without a roadmap, and while final outcomes remain uncertain, we feel confident in the models we have built and the deliberateness with which we are making choices to keep Mission positioned appropriately for the future. Over the next 12-18 months we anticipate this budget will be monitored and discussed regularly by both staff and the Governing Body as we work to remain responsive to an evolving financial landscape.

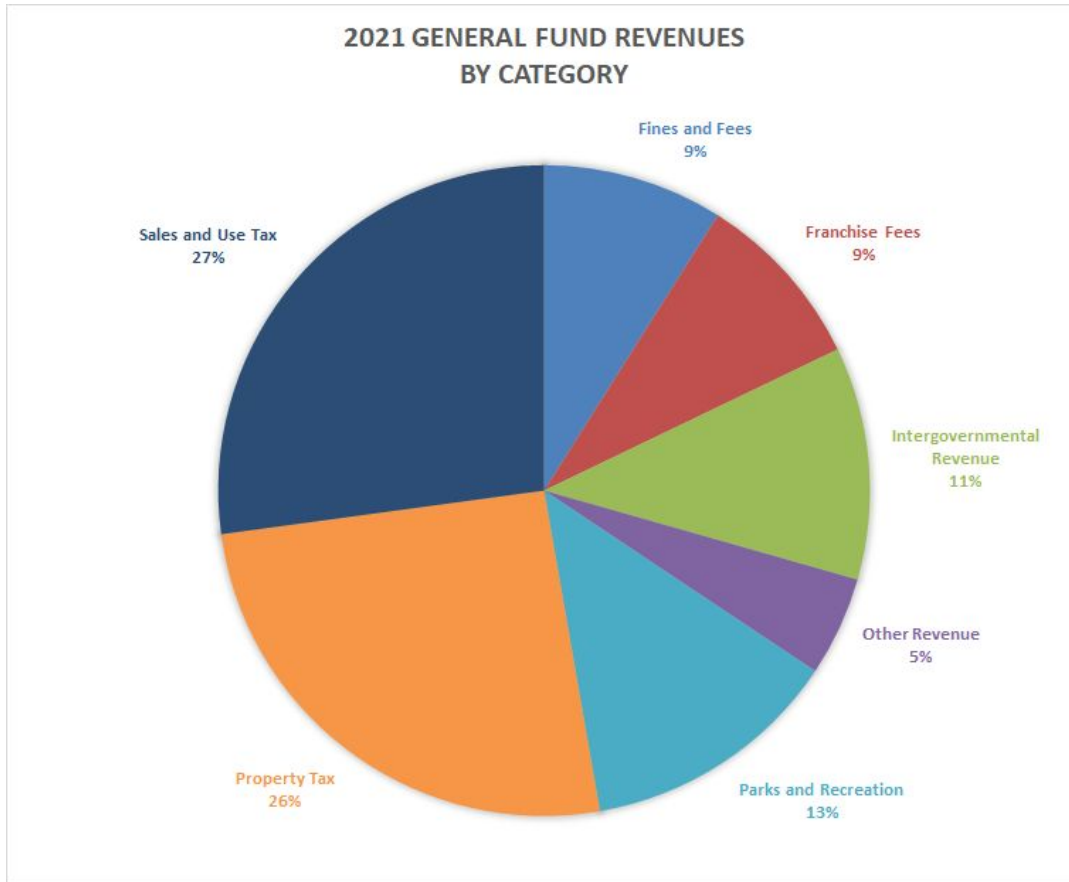
The City of Mission's budget covers the period of January 1st through December 31st. The 2021 budget includes approximately \$19.75 million of total revenues and \$21.42 million of expenses accounted for in seventeen individual funds. Expenses exceed revenues as the result of the expenditure of existing bond proceeds and the intentional use of excess General Fund reserves to address revenues impacted by the coronavirus pandemic.

Our current fund balance position provided a unique opportunity to approach the 2021 budget deliberations cautiously, while also eliminating the need to make immediate decisions in fiscal years 2020 and 2021 that could have potentially long-ranging impacts. Reliance on reserves is not a sustainable budget strategy, but Mission's conservative fiscal management over the past several years has provided an opportunity to maintain the level of programs and services our businesses and residents have come to expect.

### **General Fund Revenues**

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, Community Development, and Administration. It is an operating budget, focused primarily on revenues and expenses in the current fiscal year. Total estimated General Fund Revenues in the 2021 Recommended Budget are \$12.1 which represents a 7% increase over the 2020 Estimated Budget, but a 10% decrease from the original 2020 Budget and a 5% decrease from 2019 actuals.

This annual operating budget is supported by four primary revenue streams: sales/use taxes (local and intergovernmental), property taxes, parks and recreation revenues, and fines and forfeitures. Fluctuations in these revenue streams impact how the City is able to pay for and maintain core services. Totalling an estimated \$10.35 in the 2021 Recommended Budget, they make up approximately 86% of the General Fund Budget resources.



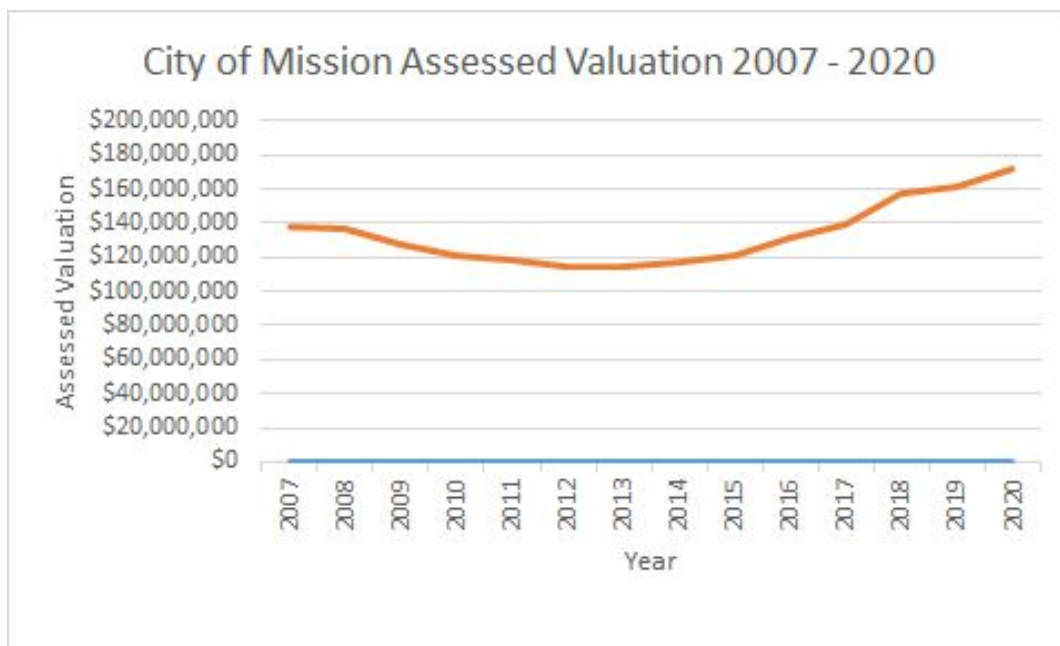
Using a five-year forecasting model, we began our budget discussions with a historical look at each of the major revenue streams in the General Fund to assist in fine-tuning estimates for the current budget year as well as for 2021. This modeling allows for continued flexibility as we review and evaluate revenues impacts in the coming months. Specific assumptions and considerations for each major revenue category are detailed below.

**Sales and Use Taxes:** The largest revenue stream in the City’s General Fund comes from sales and use taxes which include the City’s 1% general sales taxes and a portion of the County’s sales taxes. Sales tax receipts through the end of July continue to be on target with budget estimates, and the 2020 Estimated Budget and the 2021 Recommended Budget include a sales tax reduction of 10% instead of the 15% originally contemplated. Staff believes these revenues

will continue to improve, but the 10% reduction seems appropriately conservative for a revenue stream so vulnerable to economic fluctuations.

**Property Tax Revenues:** Property tax revenues are the next largest share of General Fund revenues. Mission’s 2020 assessed valuation has been estimated at \$172,504,333 which represents an increase of 5% from the current year. One mill in the 2021 budget will generate approximately \$172,500. The draft budget assumes the current mill levy (17.57) mills remains constant.

Of the total mill levy, 7 mills are assessed for street maintenance with the balance (10.57 mills) dedicated to General Fund operations. The table below details changes in Mission’s assessed valuation from 2007 through 2020.



**Parks and Recreation Revenues:** Parks and Recreation revenues are generated through a variety of sources including memberships, facility rentals, class/program fees and summer camp fees from the Community Center and memberships, daily fees and concessions from the Mission Family Aquatic Center (MFAC). These revenues were significantly impacted by the COVID-19 situation which resulted in a three month closure of the Community Center, cancellation of the summer camp program, and a decision not to open the MFAC for the 2020 season.

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The 2020 Estimated Budget anticipates a 50% decline in Parks and Recreation Revenues. In the 2021 Recommended Budget, summer camp and MFAC revenues are included, and Community Center revenues are reduced by 25%. These estimates will remain vulnerable to facility closure and statewide reopening and recovery strategies and will be closely monitored closely to ensure we can respond appropriately to future

***Fine and Forfeiture Revenues:*** Fine and forfeiture revenues are collected as a result of law enforcement activity, primarily traffic enforcement, and associated municipal court charges. Underperformance of this revenue stream has been masked by sales and use taxes in recent years, and required an adjustment prior to estimating any COVID-19 impacts. Revenues were brought in line with 2019 collections, and then decreased by 30%. The estimated recovery in 2021 is more dramatic as this revenue stream is not as dependent on a broader economic recovery.

***Revenue Summary:*** Since the beginning of our budget deliberations, the overall revenue outlook for the General Fund continues to improve, driven exclusively by sales tax receipts at this time. Sales tax performance will continue to be closely monitored as it is critical to the maintenance of Mission's core services and programs.

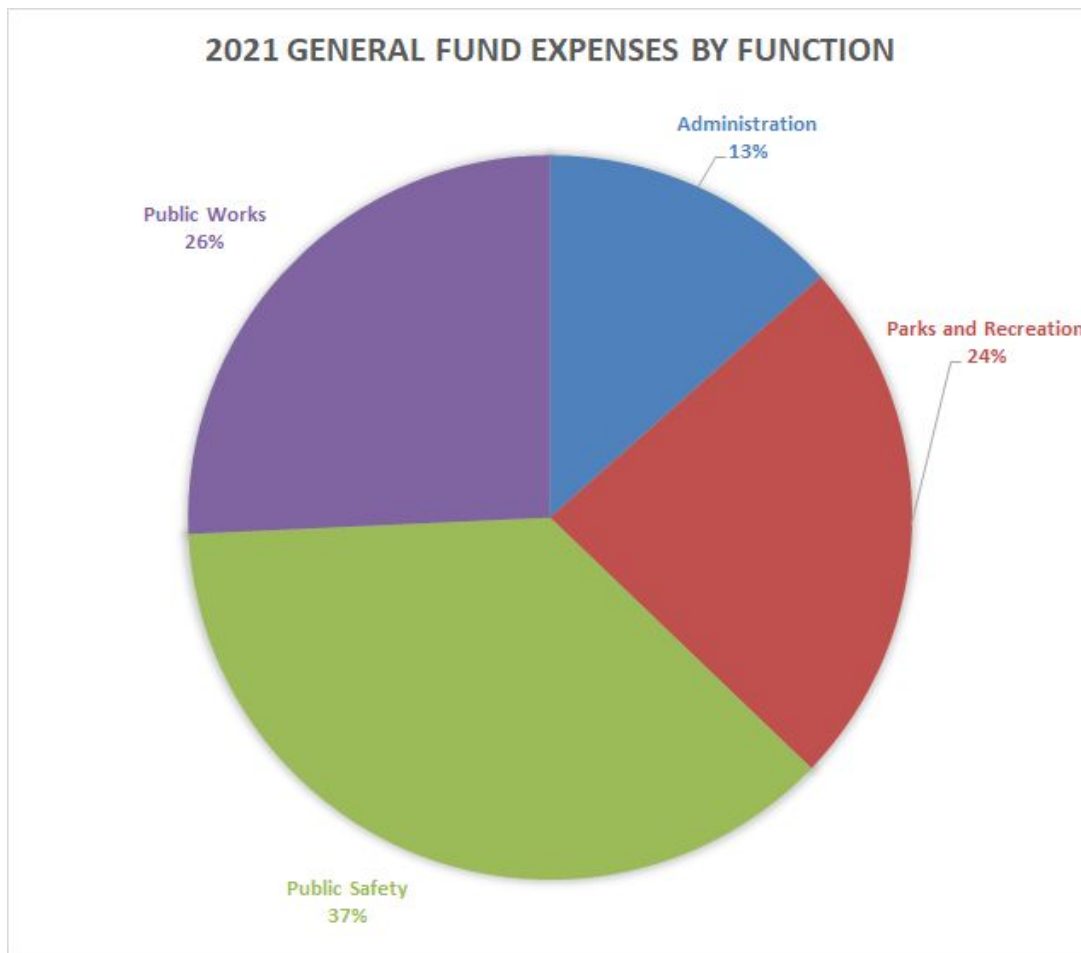
### **General Fund Policy Assumptions**

The 2021 Recommended Budget incorporates a number of Council goals, objectives and policy assumptions including:

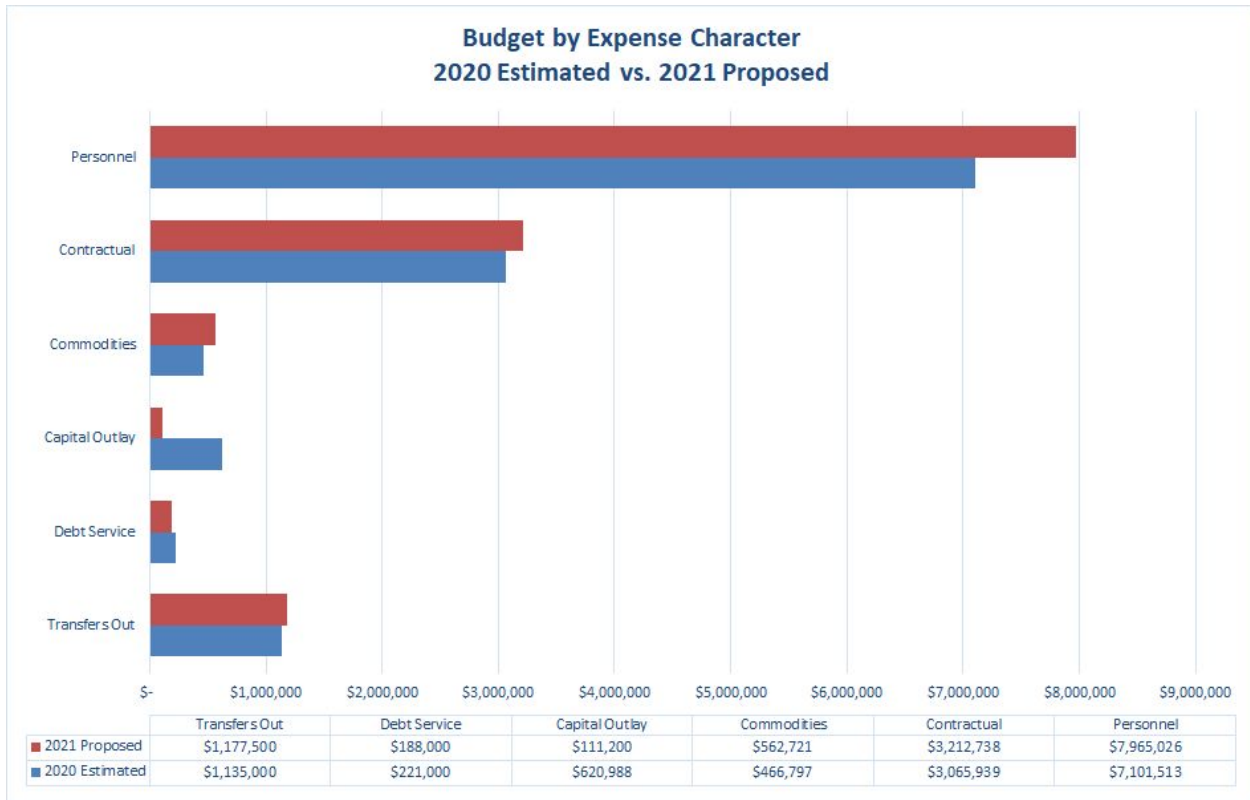
- Continuing to subsidize a portion of the annual Solid Waste Utility Rate for single-family property owners. The current contract with WCA will be increasing by 3%. The City will provide a \$75,000 subsidy toward annual contract costs. Charges assessed to each residential property are estimated to be \$183.83 annually for 2021, or an increase of \$0.67/mo.
- Maintaining the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 75% of total city mill excluding special assessments, and 50% of the solid waste utility fee.
- Personnel costs reflect a 3.5% merit pool for both 2020 and 2021. The 2020 Estimated budget shows all vacant positions being filled from September through December, and the 2021 Proposed Budget includes no new positions, and no budgeted "lapses" in FTEs.
- An increase in health and welfare benefits of 5% over 2020 rates.
- Maintaining funding for the Business Improvement Grant (BIG) Program.
- Funding for the highest priority capital equipment and technology purchases for each Department based on planned replacement or identified need (detailed later in memo).

**General Fund Expenditures**

Expenditures in the current year were evaluated for potential savings, and the 2020 Estimated expenditures total \$12.61 million (\$11,476,237 in Departmental expenses and \$1,135,000 in Transfers). This represents an overall **decrease** of 7% from the 2020 Budgeted expenses. Expenses by function are highlighted in the graph below.



The 2021 Recommended Budget includes \$13,127,185 in expenses (\$12,039,685 for Departments and \$1,177,500 in Transfers). This represents a 5% increase over the 2020 Estimated Budget, but a 3% **decrease** from the original 2020 Budget. Each of the major categories included in the Proposed 2021 Budget (Personnel, Contractuals, Commodities, Capital, Transfers) are highlighted in the chart and narrative that follows.



### **Personnel**

The largest expenditure category in the General Fund is Personnel Services. Budgeted at \$7.97 million in 2021, these costs represent approximately 67% of the General Fund budget expenses (excluding transfers). The 2021 Recommended Budget does not include any new positions. There are currently seventy-five (75) full-time employees (FTEs) authorized in the budget, and these are assigned by Department as follows:

Department	Admin	Court	Public Works	Comm Dev	Parks & Recreation	Police	Total
Number of FTE's	7	3	12	5	13	35	75

The 2021 Recommended Budget's personnel costs increased by just 1% over the 2020 Budget. While the 2021 Budget does include a 3.5% merit pool and an estimated 5% increase in

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health/welfare benefits, the overall increase is minimal because the 2020 Budget included a much larger increase in health/welfare benefits than the 0% actually realized.

The 2021 Recommended Budget accounts for full-staffing levels for the entire year. Historical data suggests that through natural attrition, Mission generally realizes a savings in personnel line items between \$185,000 - 200,000 annually. Any savings realized through position vacancies will contribute to a rebuilding of General Fund reserves.

As highlighted in our budget work sessions, if revenues continue to improve, staff plans to bring forward a proposal for a review and refresh of the 2017 Classification and Compensation study to evaluate whether our ranges and employee positions within them are appropriately aligned with respect to both external (market) and internal comparisons.

### **Contractuals/Commodities**

Contractual services and commodities make up the next largest share of the General Fund expenses, accounting for a combined total of approximately \$3.77 million in the 2021 Recommended Budget. Contractual services are things that are provided or secured through contracts with others and includes things such as utilities, legal services, engineer/architect services, prisoner housing, maintenance/operation of traffic signals. Commodities are consumable goods such as fuel, salt, program supplies, etc.

These budget line items in the 2021 Recommended Budget represent an increase of 7% over the 2020 Estimated Budget, but a decrease of 8% from the original 2020 Budget. Careful and consistent management of the Departmental Budgets will continue to provide for controlled expenditures in both of these categories.

### **Capital/Debt Service/Lease Payments**

For the 2021 Recommended Budget, capital expenditures in the General Fund total \$111,200 with the majority (\$100,000) being Financial Management software which has been carried over in the General Fund fund balance for the last several years and is shown as an expense in 2021. The 2021 Recommended Budget also includes debt service for the 2013A Bonds in the amount of \$80,000. These bonds were issued several years ago to acquire the streetlight system and resulted in immediate and ongoing savings to the General Fund budget of over \$120,000 annually. The bonds will retire in 2023. The 2021 Recommended Budget also includes an annual lease payment for police vehicles in the amount of \$108,000.



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## **Transfers**

Transfers are used to support programs and activities budgeted in other funds. The 2021 Recommended Budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$1,102,500 for street maintenance, representing the transfer of revenues generated by the 7 mills dedicated to streets.

A transfer in the amount of \$75,000 is shown to the Solid Waste Utility Fund, and is used to subsidize a portion of the residential trash service contract with Waste Management.

## **2020/2021 Capital and Supplemental Considerations**

Several projects, programs or equipment priorities, which were either carried over from 2019 or approved for 2020, have not yet been completed or in some cases even started. With the exception of the vehicle for the Police Department's Directed Patrol Unit (DPU) which has been deferred, all of those previously approved expenses are included in the 2020 Estimated Budget and 2021 Recommended Budget. Timing of purchases and expenditures will be closely monitored to ensure revenues are sufficient to move forward with any specific program or services.

In addition, capital and supplemental requests submitted by the Departments for 2021 have been incorporated. A summary of these capital and supplemental items is included below.

### **General Overhead**

#### **Wi-Fi Access Points (Hubs)**

*An updated wi-fi network allows employees to access the network from any location in any City facility. This will provide greater efficiency in work and enhanced collaboration on team projects, and will also allow ancillary technology such as projectors, copiers, and monitoring equipment to utilize the network/internet without a direct network access point. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

#### **Technology Replacement**

*A regular technology replacement program has been developed to ensure that employees get a new computer before the first reaches the end of its useful life. Regular replacement also ensures that computer systems and operating software are compatible with the latest software and network system updates. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

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Microsoft 365 Licensing

*The transition to Microsoft Office 365 from Google Chrome is recommended in the 2019 Budget. Staff anticipates improvements in technical support as well as security. Year Funded: 2019 (carry over to 2020). Amount Funded: \$30,000. Fund: General Fund*

Legislative

Increased Budget for Council constituent communications

*The public relations line item in the Legislative budget was increased so staff and Council may explore options for increasing and/or improving communications with residents and businesses. Year Funded: 2020. Amount Funded: \$15,000. Fund: General Fund*

Greenhouse Gas Inventory Update

*The funding will update the greenhouse gas emissions inventory completed in 2008 that informed the City of Mission's Climate Action Plan in 2009. The update will allow the City to evaluate the progress since 2009 and provide the opportunity to set new goals. Year Funded: 2019. Amount Funded: \$15,000. Fund: General Fund*

COVID-19 Housing Relief Fund. *The City has historically provided a variety of assistance programs for property owners (BIG Program, Rebate, Mission Possible), but has not offered support for vulnerable residents who might be at risk for eviction or foreclosure on the cusp of an economic depression. In an effort to consider extending some type of relief or assistance during this unique time, a recommendation to create a "COVID-19 Emergency Housing Assistance Fund" for low-income Mission residents experiencing financial hardship due to COVID-19 has been suggested. With one of the most socio-economic diverse makeups of anywhere in the KC Metro, Mission could consider helping to protect our residents, particularly those in multi-family housing, from being forced out of their homes, and perhaps our city, due to inability to pay rent or mortgage. The recommendation is for a one-time allocation of \$15,000 that would be distributed through an established housing support provided in the County. Year funded: 2020. Amount funded: \$15,000. Fund: General Fund.*

Public Works

Increased budget for tree maintenance on public property, including ROW

*Increased funding to address maintenance of trees on public property, including limited sections of KDOT Right-of-Way (specifically along Shawnee Mission Parkway). It is estimated this would be a recurring annual cost. Year Funded: 2020. Amount Funded: \$20,000. Fund: General Fund*

*Replace Lighted Arrow Board at Public Works Facility*

*The electronic arrow board, originally purchased in 2002 as part of the DUI checkpoint operations, is now used for street maintenance and repairs, and is crucial to crack sealing and patching operations to ensure crew safety. The new arrow board will meet all traffic control and safety measures required by federal law and include an updated LED light package for longer run time. Year Funded: 2020. Amount Funded: \$8,000. Fund: General Fund*

*TrafficCAD Sign Plotter and 48" Squeeze Roller.* *Since 2011, the Public Works Department has maintained an internal sign replacement program with specialized equipment, resulting in significant cost savings to the City. The Department has requested replacement of the equipment and a software upgrade to allow them to maintain this functionality in house, and to stay current with MUTCD signage specifications.*

Community Development

*New Building Permitting and Code Enforcement Software*

*New building permitting software application will be organized to better capture data needed for building permits and to track the progress of inspections. The software will also have a module for tracking code enforcement cases. New software will integrate with the City's GIS systems to provide geospatial data helpful in mapping where permits are issued or code cases occur. Year funded: 2019. Amount funded: \$40,000 (Cloud based applications could reduce this cost) Fund: General Fund*

Parks and Recreation

*Digital Signage Hardware and Software.* *The digital signage platform the Department is currently using is not user-friendly and unable to run on multiple computers at the Community Center. In addition, it does not provide staff the ability to draft and schedule posts in advance. This hardware and software upgrade will allow for a better system to communicate daily schedules for the gyms, fitness classes and reservations at both entrances. Year funded: 2021. Amount funded: \$5,440. Fund: General Fund.*

*Postage for Mailing Activity Guide.* *Memberships and registration numbers at the Community Center have decreased over the last several years. Although an activity guide is currently printed, it is not mailed to members (current or prospective) and staff believes there are a number of important marketing opportunities that are being missed. By mailing the Activity Guide, the goal would be to reach a broader population and*

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*increase visibility for the Parks and Recreation Department. The success will be evaluated at the end of the year to determine viability for future funding. Year Funded: 2021. Amount Funded: \$9,000. Fund: General Fund.*

## Police

### Directed Patrol Unit (original)

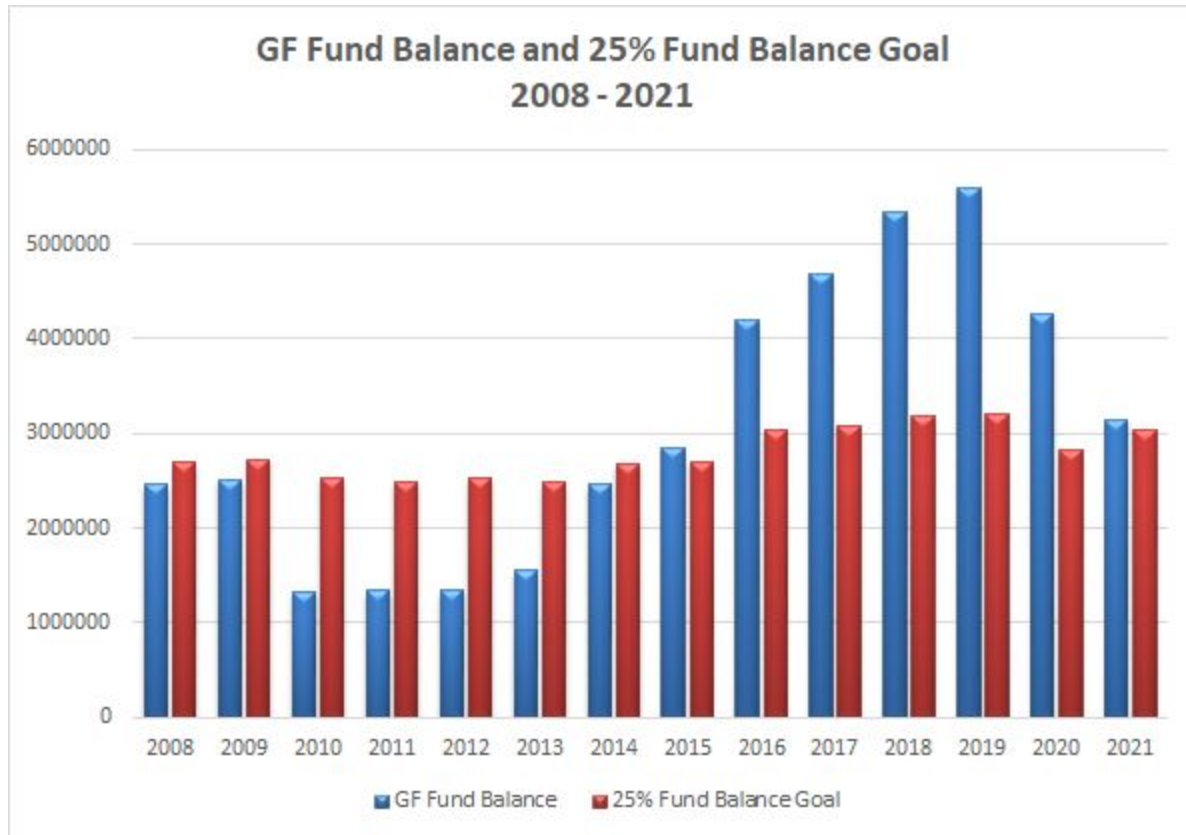
*The 2020 Budget included the conversion of two positions previously authorized for “over-hire” to permanent full-time positions in order to establish a Directed Patrol Unit (DPU). A Directed Patrol Unit was to assume responsibility for targeting areas of concern for criminal activity by using officers trained in surveillance techniques, drug investigations, subpoena and search warrant procedures, electronic surveillance equipment, interrogation techniques, informant management, and cellular phone forensics. Salary and benefits for the two officers are estimated at \$135,000. A new low profile vehicle is also included for an estimated \$70,000. Year funded: 2020. Amount Funded: \$205,000. Fund: General Fund.*

*Updated: Staff vacancies and workers compensation injuries have impacted the Department’s ability to successfully implement the DPU to date. While fielding this unit is still a goal, the vehicle purchase is not recommended. Department staffing is currently at 30 sworn personnel, and the recommendation is to leave the additional position vacant at least through the end of 2020.*

*Police Department Server. Replacement of this five year old server continues the planned replacement of the Department’s IT infrastructures. The server houses all police virtual machines and is a critical part of daily operations. Year funded: 2021. Amount funded: \$12,000. Fund: General Fund.*

## General Fund Fund Balance

The City Council has an established fund balance target/goal of 25% of budgeted revenues in the General Fund. The 25% fund balance requirement equates to \$3,025,714, leaving an estimated unrestricted General Fund fund balance in excess of the Council’s fund balance target of \$123,384. By using excess reserves to help cover anticipated revenue shortfalls in 2020 and 2021 we are able to continue to minimize service delivery impacts for residents and businesses. The chart below compares the City’s 25% goal and actual fund balance from 2008 through 2021.



**2021 - 2025 Capital Improvement Program**

The City uses a multi-year Capital Improvement Program (CIP) to address infrastructure investments. Mission’s CIP is focused around three primary program areas: streets, stormwater, and parks and recreation and serves as a guide for the efficient and effective provision of public infrastructure by outlining a schedule of capital projects over a five-year horizon.

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 City has consciously used debt to address deferred infrastructure needs and to complete projects which exceed the City’s cash flow abilities. The amount of debt is continually evaluated in relationship to the overall increase in the City’s net assets, as well as the useful life of the assets being constructed or repaired.

The majority of the City’s existing debt is related to capital improvement projects. Annual debt service requirements remain constant at approximately \$4 million/year through 2022, then decrease significantly in 2023, and again in 2024 and 2027. All debt currently supported by the capital project funds will be retired by 2031.

Similar to the 2020 Estimated and 2021 Recommended General Fund budgets, as a result of the pandemic, capital project fund budgets are anticipated to remain fluid. The 2021-2025 Capital Improvement Program will continue to be refined and developed throughout the remainder of 2020 and into the first of next year.

### Recommended Capital Improvement Program 2021-2025

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 2021. The remaining four years represent a schedule and estimate of future capital needs that **may** be funded given adequate revenues. The recommended 2021-2025 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 9.856 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$25,000 annually.
3. Establish a property tax mill rate of 9.771 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$77,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.570. The revenues equivalent to approximately 7 mills (\$1,103,000), 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.

The recommended 2021-2025 Capital Improvement Program is detailed in the attached spreadsheets for each of the three separate program areas. Highlights of each are detailed below.

### **Stormwater Program**

Revenues in the City's 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)

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The stormwater utility fee is currently set at \$28/ERU/month, and was last adjusted in 2017. The 2021-2025 CIP anticipates no changes to the stormwater utility fee over the five year program. Stormwater utility fee revenues have historically been set to cover existing debt service, leaving very limited funds for new projects or system maintenance. This has resulted in ongoing challenges as there are still significant issues to be addressed in both primary and secondary stormwater systems throughout the City. The availability of the Gateway special assessment will dictate what level of funding is available for these projects.

Beyond 2020 no specific stormwater projects are identified in the 2021-2025 CIP. Once the stormwater condition rating process is complete, staff will develop and present specific projects to be programmed in future years. The program includes \$2.15 million allocated over the next five years for repair/maintenance projects. As specific projects are identified, the City will also have the opportunity to apply for SMAC funding which, if secured, would supplement City dollars.

### **Street Program**

Currently, three revenue streams support the City's street and transportation network projects:

1. Special Highway funds (gas tax) distributed by the State (\$225,000 annually)
2. ¼-cent Sales Tax for Streets (~\$580,000 annually)
3. Mill levy dedicated to street maintenance (~\$1.1 million annually)

The 2021-2025 Street Program Plan is influenced by: expiration/renewal of the ¼-cent Street Sales Tax (sunsets March 31, 2022); City's ability to cash flow large projects (i.e. Foxridge); and, re-evaluation of the residential street maintenance program. Although street asset work has been slowed by the pandemic, conversation around a revised residential street program will begin in August, and are anticipated to, even after the 2021 budget is adopted.

The 2021-2025 Street Program Plan includes negative fund balances in out years, which are driven by the expiration of the street sales tax and by Foxridge project. There are many long term decisions to be made as we evaluate the residential street program, considering both appropriate construction standards, and the time horizon over which we desire to build a maintenance program. Although there are not yet any specific street segments identified, the program includes a total of \$1.15 million in 2020 and 2021 for residential street maintenance.

### **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),

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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 (~\$70,000 annually)

Debt service on the MFAC takes about 60% of the sales tax revenues generated. Maintenance and upkeep of the Community Center continues to demand significant resources as well. The remaining funds are continually being evaluated and prioritized to implement recommendations outlined in the 2015 Parks Master Plan.

Staff was in the process of long-range conceptual planning for improvements at Mohawk Park when the COVID-19 pandemic slowed progress significantly. The goal is, through a public visioning and input process, to build out a conceptual master plan for each major park and then develop plans for implementation. Work on Mohawk Park will resume in the near future and then will continue for Broadmoor Park, Waterworks Park, Streamway Park and Andersen Park. It is anticipated that these plans will drive multi-year funding strategies that would be presented in discussions surrounding renewal of the Parks and Recreation sales tax and assist in pursuing grant opportunities.

A number of projects at the Community Center were deferred for 1-2 years in order to gauge the longer term COVID-19 revenue impacts on the facility. The 2021-2025 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. As with the street sales tax, we need to be cognizant of its sunset as we continue to prioritize and program future improvements.

### **Other Funds**

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City's total annual budget. There are several other miscellaneous funds which the City maintains separately, and the 2021 Recommended Budget highlights are shown 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.



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Revenues in the Special Alcohol Fund are expected to be impacted by COVID-19 resulting in decreased revenues for 2020 (\$50,000) and 2021 (\$70,000).

Historically, the City has contributed the majority of these funds (\$50,000 recommended for 2021) 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 \$30,000 is set aside to cover the costs associated with Mission's participation in 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 WCA which took effect January 1, 2020. The 2021 budget anticipates a 3% increase in the contract. Charges assessed to each residential property are estimated to be \$183.83 annually for 2021, or an increase of \$0.67/mo.

The General Fund Budget includes a transfer in the amount of \$75,000 to support this contract which represents 15% of total annual contract costs.

#### 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 2021 Proposed Budget. The 2020 budget includes

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\$10,000 for the purchase of banners (2 styles) for the entire length of Johnson Drive and no specific projects have been identified for 2021.

#### Mission Crossing TIF/CID Fund

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

All distributions from this fund are made in accordance with a development agreement for this project, and reimburse the developer for certain approved development costs. The TIF property tax revenues are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing to the developer on a quarterly basis.

#### Cornerstone Commons CID Fund

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

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

#### **Summary**

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 2021 Recommended Budget, and stand ready to address any remaining questions the Council or the public may have.



2021  
Recommended Budget  
  
and  
  
2021-2025  
Capital Improvement Program (CIP)

August 5, 2020

**NOTICE OF BUDGET HEARING**

2021

The governing body of

**City of Mission**

will meet on August 5, 2020 at 6:30 PM at Mission City Hall - 6090 Woodson Road for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at City Clerk's Office - Mission City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget.

Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2019		Current Year Estimate for 2020		Proposed Budget for 2021		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate *
General	11,324,211	17.878	11,576,237	17.157	18,716,350	2,940,512	17.570
Debt Service							
Library							
Special Highway	114,650		250,000		350,000		
TIF	400,178		366,000		750,000		
Special Alcohol	72,597		90,000		145,000		
Special Parks and Recreation	67,893		117,655		87,655		
Mission Convention Visitor's	72,038		85,500		100,000		
Street Sales Tax	771,660		470,060		672,720		
Parks and Recreation Sales Tax	733,989		1,017,775		1,745,100		
Storm Water Utility	3,626,293		8,456,215		3,299,575		
Solid Waste Utility	612,804		566,000		609,000		
Capital Improvement	2,230,674		1,991,838		1,635,735		
Cornerstone Commons CID	61,644		61,000		61,000		
Equipment Replacement			300,000		170,000		
Totals	20,088,631	17.878	25,348,280	17.157	28,342,135	2940511.52	17.570
Less: Transfers	1,471,455		1,506,575		1,586,075		
Net Expenditure	18,617,176		23,841,705		26,756,060		
Total Tax Levied	2,815,503		2,760,596		xxxxxxxxxxxxxxxxxxxx		
Assessed Valuation	157,485,883		160,906,225		167,355,546		

Outstanding Indebtedness,	2018	2019	2020
January 1,			
G.O. Bonds	26,440,000	26,620,000	23,265,000
Revenue Bonds	0	0	0
Other	0	64,867	0
Lease Purchase Principal	462,528	385,142	209,549
Total	26,902,528	27,070,009	23,474,549

\*Tax rates are expressed in mills

**Brian Scott**

City Official Title: Ast. City Administrator/Finance Dir.

**NOTICE OF BUDGET HEARING**

State of Kansas  
Special District  
2021

The governing body of  
**Rock Creek Drainage District #1**  
Johnson County

will meet on August 5, 2020 at 6:30 P.M. at Mission City Hall, 6090 Woodson for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Ailed budget information is available at City Clerk's Office - Mission City Hall, 6090 Woodson and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate*
General	3,000	8.852	3,000	8.857	56,000	25,038	9.856
Debt Service							
Totals	3,000	8.852	3,000	8.857	56,000	25,038	9.856
Less: Transfers	3,000		3,000		15,000		
Net Expenditures	0		0		41,000		
Total Tax Levied	4,533		22,458		xxxxxxxxxxxxxxx		
Assessed Valuation	512,094		490,897		2,540,466		

Outstanding Indebtedness,

Jan 1,	2018	2019	2020
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrant	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.

Brian Scott  
Ast. City Administrator/Finance Dir.

**NOTICE OF BUDGET HEARING**

State of Kansas  
Special District  
2021

The governing body of  
**Rock Creek Drainage District #2**  
**Johnson County**

will meet on August 5, 2020 at 6:30 P.M. at Mission City Hall, 6090 Woodson for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Aided budget information is available at City Clerk's Office, Mission City Hall, 6090 Woodson and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2021 Expenditures and Amount of 2020 Ad Valorem Tax establish the maximum limits of the 2021 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2019		Current Year Estimate for 2020		Proposed Budget Year for 2021		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2020 Ad Valorem Tax	Estimate Tax Rate*
General	85,000	9.793	85,000	9.174	100,000	77,424	9.771
Debt Service							
Totals	85,000	9.793	85,000	9.174	100,000	77,424	9.771
Less: Transfers	85,000		85,000		100,000		
Net Expenditures	0		0		0		
Total Tax Levied	85,541		79,469		xxxxxxxxxxxxxxx		
Assessed Valuation	8,735,046		8,667,893		7,923,793		

Outstanding Indebtedness,

Jan 1,	<u>2018</u>	<u>2019</u>	<u>2020</u>
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
No-Fund Warrant	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

\*Tax rates are expressed in mills.

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Brian Scott  
Ast.City Administrator/Finance Dir.

# City of Mission 2021 Annual Budget

## Fund Structure

### All Funds Summary

#### **General Fund**

Revenue Detail

General Fund Budget Totals by Expenditure Categories

General Fund Budget Totals by Department

General Fund Summary

#### **Departments**

General Overhead

Legislative

Administration

Municipal Court

Public Works

Community Development

Parks and Recreation - Mission Family Aquatic Center

Parks and Recreation - Sylvester Powell, Jr. Community Center

Police

#### **Capital Project Funds**

Capital Improvement Fund

Equipment Reserve and Replacement Fund

#### **Special Revenue Funds**

Storm Water Utility Fund

Transportation Fund

Street Sales Tax Fund

Parks Sales Tax Fund

Special Highway Fund

Special Alcohol Fund

Special Parks and Recreation Fund

Solid Waste Fund

Mission Convention and Visitor's Bureau Fund

Mission Crossing TIF/CID Fund

Cornerstone Commons CID Fund

Rock Creek TIF District #2A Fund

Rock Creek Drainage District #1 Fund

Rock Creek Drainage District #2 Fund

City of Mission 2021 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>	<u>Special Alcohol Fund</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,263,429</b>	<b>\$ 634,763</b>	<b>\$ 311,958</b>	<b>\$ 706,402</b>	<b>\$ 447,604</b>	<b>\$ 1,000,817</b>	<b>\$ 196,278</b>	<b>\$ 81,201</b>
<b>REVENUES</b>								
Property Taxes	1,747,500	-	-	-	-	-	-	-
Property Taxes For Streets	1,102,500	-	-	-	-	-	-	-
Payment in Lieu of Taxes	-	-	-	-	-	-	-	-
Motor Vehicle Taxes	248,538	-	-	-	-	-	-	-
Sales and Use Taxes	3,285,000	-	-	-	580,000	875,000	-	-
Franchise Tax Fees	1,077,000	-	-	-	-	-	-	-
Transient Guest Tax	-	-	-	-	-	-	-	-
Licenses and Permits	157,900	-	-	-	-	-	-	-
Plan Review/Insp. Fees	175,000	-	-	-	-	-	-	-
Police Fines	1,083,842	-	-	-	-	-	-	-
Service Charges	137,700	-	-	-	-	-	-	-
Bond/Lease Proceeds	-	-	-	-	-	-	-	-
Miscellaneous and Other	128,000	68,860	77,500	10,000	5,000	5,000	1,000	-
Intergovernmental Rev.	1,399,300	-	-	-	-	-	215,000	70,000
Pool Revenues	108,324	-	-	-	-	-	-	-
Community Center Rev.	1,452,250	-	-	-	-	-	-	-
Special Assessments	-	-	-	18,220	-	-	-	-
Solid Waste Utility Fees	-	-	-	-	-	-	-	-
Stormwater Utility Fees	-	-	-	2,605,000	-	-	-	-
Transf. from Other Funds	-	1,385,575	-	115,000	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 12,102,854</b>	<b>\$ 1,454,435</b>	<b>\$ 77,500</b>	<b>\$ 2,748,220</b>	<b>\$ 585,000</b>	<b>\$ 880,000</b>	<b>\$ 216,000</b>	<b>\$ 70,000</b>
<b>EXPENDITURES</b>								
Personal Services	7,965,026	-	-	-	-	-	-	15,000
Contractual Services	3,212,738	450,000	-	400,000	-	-	-	80,000
Commodities	562,721	-	-	-	-	-	50,000	-
Capital Outlay	111,200	40,000	170,000	-	-	665,100	300,000	-
Debt/Lease Service	188,000	550,735	-	2,515,056	472,720	530,000	-	-
Cont./Reserves/Trans.	-	-	-	-	-	60,000	-	-
Transfers to Other Funds	1,177,500	-	-	283,575	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,217,185</b>	<b>\$ 1,040,735</b>	<b>\$ 170,000</b>	<b>\$ 3,198,631</b>	<b>\$ 472,720</b>	<b>\$ 1,255,100</b>	<b>\$ 350,000</b>	<b>\$ 95,000</b>
<b>Difference</b>	<b>(1,114,331)</b>	<b>413,700</b>	<b>(92,500)</b>	<b>(450,411)</b>	<b>112,280</b>	<b>(375,100)</b>	<b>(134,000)</b>	<b>(25,000)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,149,098</b>	<b>\$ 1,048,463</b>	<b>\$ 219,458</b>	<b>\$ 255,991</b>	<b>\$ 559,884</b>	<b>\$ 625,717</b>	<b>\$ 62,278</b>	<b>\$ 56,201</b>



City of Mission 2021 Annual Budget

All Funds Summary

Special Parks & Recreation Fund	Solid Waste Utility Fund	MCVB Fund	Mission Crossing TIF/CID Fund	Cornerst. Commons CID Fund	Mission Trails TIF Fund	Capitol Federal TIF	RC Drainage #1 Fund	RC Drainage #2 Fund	All Funds
\$ 35,283	\$ 28,638	\$ 84,502	\$ (148,559)	\$ 9,016	\$ -	\$ -	\$ 12,994	\$ 21,933	\$ 7,686,259
-	-	-	200,000	-	288,000	20,000	5,000	86,000	\$ 2,346,500
-	-	-	-	-	-	-	-	-	\$ 1,102,500
-	-	-	-	-	-	-	-	-	\$ -
-	-	-	-	-	-	-	-	-	\$ 248,538
-	-	-	185,000	61,000	-	-	-	-	\$ 4,986,000
-	-	-	-	-	-	-	-	-	\$ 1,077,000
-	-	50,000	-	-	-	-	-	-	\$ 50,000
-	-	-	-	-	-	-	-	-	\$ 157,900
-	-	-	-	-	-	-	-	-	\$ 175,000
-	-	-	-	-	-	-	-	-	\$ 1,083,842
-	-	-	-	-	-	-	-	-	\$ 137,700
-	-	-	-	-	-	-	-	-	\$ -
150	100	22,200	-	-	-	-	10	100	\$ 317,920
70,000	-	-	-	-	-	-	-	-	\$ 1,754,300
-	-	-	-	-	-	-	-	-	\$ 108,324
-	-	-	-	-	-	-	-	-	\$ 1,452,250
-	-	-	-	-	-	-	-	-	\$ 18,220
-	547,000	-	-	-	-	-	-	-	\$ 547,000
-	-	-	-	-	-	-	-	-	\$ 2,605,000
-	75,000	-	-	-	-	-	-	-	\$ 1,575,575
\$ 70,150	\$ 622,100	\$ 72,200	\$ 385,000	\$ 61,000	\$ 288,000	\$ 20,000	\$ 5,010	\$ 86,100	\$ 19,743,569
-	-	-	-	-	-	-	-	-	7,980,026
-	583,000	100,000	370,000	61,000	275,000	15,000	-	-	5,546,738
-	1,000	-	-	-	-	-	-	-	613,721
20,000	-	-	-	-	-	-	-	-	1,306,300
67,655	-	-	-	-	-	-	-	-	4,324,166
-	-	-	-	-	-	-	-	-	60,000
-	-	-	-	-	-	-	15,000	100,000	1,576,075
\$ 87,655	\$ 584,000	\$ 100,000	\$ 370,000	\$ 61,000	\$ 275,000	\$ 15,000	\$ 15,000	\$ 100,000	21,407,026
(17,505)	38,100	(27,800)	15,000	-	13,000	5,000	(9,990)	(13,900)	(1,663,457)
\$ 17,778	\$ 66,738	\$ 56,702	\$ (133,559)	\$ 9,016	\$ 13,000	\$ 5,000	\$ 3,004	\$ 8,033	6,022,802

City of Mission 2021 Annual Budget

General Fund Summary

	Budget 2019	Actual 2019	Budget 2020	Estimated 2020	Proposed 2021
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 5,327,212	\$ 5,327,212	\$ 5,588,626	\$ 5,588,626	\$ 4,263,429
<b><u>REVENUES</u></b>					
Property Taxes	\$ 1,715,000	\$ 1,749,800	\$ 1,665,000	\$ 1,660,000	1,747,500
Property Taxes For Streets	1,050,000	1,014,780	975,000	1,050,000	1,102,500
Motor Vehicle Taxes	265,000	246,313	268,300	244,600	248,538
Sales/Use Taxes	3,400,000	3,639,764	3,650,000	3,285,000	3,285,000
Franchise Taxes	1,100,000	1,024,697	1,127,500	1,008,500	1,077,000
Licenses and Permits	170,700	155,907	158,700	157,400	157,900
Review/Plan Inspection Fees	622,000	236,566	225,000	175,000	175,000
Police Fines	1,362,300	1,078,268	1,160,500	753,990	1,083,842
Service Charges	226,000	137,009	114,500	113,500	137,700
Pool Revenue	139,000	144,225	155,000	-	108,324
Community Center Revenue	1,840,500	1,698,878	1,849,400	835,750	1,452,250
Intergovernmental Revenue	1,560,000	1,539,116	1,562,000	1,379,300	1,399,300
Miscellaneous	80,000	124,046	135,000	183,000	128,000
TIF/CID Proceeds	-	-	-	-	-
Bond/Lease Proceeds	-	-	450,000	420,000	-
Transfers In	-	-	-	20,000	-
<b>TOTAL REVENUES</b>	<b>\$ 13,530,500</b>	<b>\$ 12,789,369</b>	<b>\$ 13,495,900</b>	<b>\$ 11,286,040</b>	<b>\$ 12,102,854</b>
<b><u>EXPENSES</u></b>					
Personnel Services	\$ 7,636,033	\$ 7,121,949	\$ 7,875,060	\$ 7,101,513	\$ 7,965,026
Contractual Services	3,596,782	2,773,129	3,519,700	3,065,939	3,212,738
Commodities	544,610	525,373	581,220	466,797	562,721
Capital Outlay	684,852	708,037	355,112	620,988	111,200
Debt Service/Lease-Purchase	203,559	195,774	205,000	221,000	188,000
Contingency/Reserve	-	148,720	-	-	-
<b>Sub Total for Expenses</b>	<b>\$ 12,665,836</b>	<b>\$ 11,472,982</b>	<b>\$ 12,536,092</b>	<b>\$ 11,476,237</b>	<b>\$ 12,039,685</b>
<b>Transfers Out</b>					
Storm Water Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	1,050,000	1,014,780	975,000	1,050,000	1,102,500
Solid Waste Fund	85,000	85,000	85,000	85,000	75,000
Equipment Replacement Fund	-	(44,807)	-	-	-
<b>Sub Total for Transfers Out</b>	<b>\$ 1,135,000</b>	<b>\$ 1,054,973</b>	<b>\$ 1,060,000</b>	<b>\$ 1,135,000</b>	<b>\$ 1,177,500</b>
<b>TOTAL EXPENSES</b>	<b>\$ 13,800,836</b>	<b>\$ 12,527,955</b>	<b>\$ 13,596,092</b>	<b>\$ 12,611,237</b>	<b>\$ 13,217,185</b>
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	<b>\$ (270,336)</b>	<b>\$ 261,414</b>	<b>\$ (100,192)</b>	<b>\$ (1,325,197)</b>	<b>\$ (1,114,331)</b>
<b><u>ENDING FUND BALANCE</u></b>	<b>\$ 5,056,876</b>	<b>\$ 5,588,626</b>	<b>\$ 5,488,434</b>	<b>\$ 4,263,429</b>	<b>\$ 3,149,098</b>

City of Mission 2021 Annual Budget

Revenue Detail

	Actual 2019	Budget 2020	Estimated 2020	Proposed 2021
<u>Property Tax</u>				
Real Estate Tax (General Property Tax)	1,735,980	1,650,000	1,650,000	1,732,500
Delinquent Real Estate Tax	13,820	15,000	10,000	15,000
Property Tax	1,749,800	1,665,000	1,660,000	1,747,500
<u>Property Tax for Streets (7 Mills)</u>	1,014,780	975,000	1,050,000	1,102,500
<u>Motor Vehicle Tax</u>				
Motor Vehicle Tax	241,875	263,000	240,000	241,923
Recreational Vehicle Tax	895	800	600	682
Heavy Truck Tax	3,526	4,000	3,500	5,633
Rental Excise Tax	-	-	-	-
Delinquent Personal Property Tax	17	500	500	300
Motor Vehicle Tax	246,313	268,300	244,600	248,538
<u>City Sales/Use Tax</u>				
City Sales Tax	2,482,631	2,420,000	2,178,000	2,178,000
City Use Tax	1,157,133	1,230,000	1,107,000	1,107,000
City Sales/Use Tax	3,639,764	3,650,000	3,285,000	3,285,000
<u>Franchise Tax</u>				
KCP&L	682,577	750,000	625,000	725,000
KS Gas Service	200,175	225,000	250,000	225,000
SBC Telephone	18,864	19,000	19,000	19,000
Consolidated Telephone (formerly SureWest)	3,027	3,500	3,500	3,000
AT&T (SBC) Video	27,989	27,000	26,000	25,000
Consolidated Video (formerly SureWest)	10,384	20,000	9,000	8,000
Spectrum Video (formerly Time Warner)	57,170	55,000	55,000	53,000
Google (New)	24,511	28,000	21,000	19,000
Franchise Tax	1,024,697	1,127,500	1,008,500	1,077,000
<u>Licenses and Permits</u>				
Occupational License	100,987	95,000	95,000	95,000
Public Works Permits	4,200	3,500	3,500	3,500
Rental License	33,598	45,000	45,000	45,000
Rental Inspection Fee	-	1,000	-	-
Tree Service License Fee	10	200	-	-
Sign Permit Fee	5,612	5,000	6,000	5,000
Land Use Fee	1,725	1,500	1,500	1,500
Liquor License	7,975	5,000	5,000	6,500
Operator/Solicitor/Massage License	1,150	2,000	1,000	1,000
Animal License	650	500	400	400
Licenses and Permits	155,907	158,700	157,400	157,900
<u>Plan Review/Inspection Fees</u>				
Building Permit Fees	121,562	150,000	125,000	125,000
Plan Review Fees	115,004	75,000	50,000	50,000
Plan Review/Inspection Fees	236,566	225,000	175,000	175,000

	Actual 2019	Budget 2020	Estimated 2020	Proposed 2021
<u>Intergovernmental Revenue</u>				
<b>County Sales/Use Tax</b>				
County Sales Tax	679,402	695,000	625,500	625,500
County Use Tax	<u>151,654</u>	<u>150,000</u>	135,000	<u>135,000</u>
County Sales/Use Tax	831,056	845,000	760,500	760,500
<b>County Sales/Use Tax - Jail</b>				
County Jail Sales Tax	168,573	172,000	154,800	154,800
County Jail Use Tax	<u>37,913</u>	<u>37,000</u>	33,300	<u>33,300</u>
County Sales/Use Tax - Jail	206,486	209,000	188,100	188,100
<b>County Sales/Use Tax - Pub Safety</b>				
County Public Safety Sales Tax	168,573	172,000	154,800	154,800
County Public Safety Use Tax	<u>37,913</u>	<u>37,000</u>	33,300	<u>33,300</u>
County Sales/Use Tax - Pub Safety	206,486	209,000	188,100	188,100
<b>County Sales/Use Tax - Court House</b>				
County Court House Sales Tax	168,572	172,000	154,800	154,800
County Court House Use Tax	<u>37,913</u>	<u>37,000</u>	33,300	<u>33,300</u>
County Sales/Use Tax - Pub Safety	206,485	209,000	188,100	188,100
<b>Alcohol Tax</b>	<b>88,603</b>	85,000	50,000	70,000
<b>Other Intergovernmental Revenue</b>	-	5,000	4,500	4,500
<b>Total for Intergovernmental</b>	<b>1,539,116</b>	<b>1,562,000</b>	<b>1,379,300</b>	<b>1,399,300</b>
<u>Police Fines</u>				
Fines	1,021,428	1,100,000	715,000	1,031,642
Parking Fines	8,275	5,000	3,000	4,000
Alarm Fines	500	500	200	200
Police Dept. Lab Fees	(499)	500	790	500
Fuel Assessment Fees	9,106	9,000	6,500	10,000
ADA Accessibility Fees	36,086	40,000	26,000	35,000
Motion Fees	2,472	5,000	2,000	2,000
Expungement Fees	900	500	500	500
Court Appointed Attorney	-	-	-	-
Police Fines	<u>1,078,268</u>	<u>1,160,500</u>	<u>753,990</u>	<u>1,083,842</u>
<u>Service Charges</u>				
Court Costs	50,061	50,000	35,000	50,500
On Line Convenience	4,449	4,500	3,500	4,000
Charge for Services	-	-	-	-
Reimbursed Expenses	17,466	50,000	12,000	20,000
Animal Control Contracts	61,800	5,000	58,000	58,200
Nuisance Abatement Fees	3,233	5,000	5,000	5,000
Weed Abatement Fees	-	-	-	-
Service Charges	<u>137,009</u>	<u>114,500</u>	<u>113,500</u>	<u>137,700</u>

	Actual 2019	Budget 2020	Estimated 2020	Proposed 2021
<u>Miscellaneous and Other</u>				
Interest/Investments	104,556	110,000	35,000	30,000
Sale of Fixed Assets	-	-	3,000	3,000
Sustainability Revenue	-	-	-	-
Farmer's Market	-	-	-	-
Contributions	-	-	-	-
Miscellaneous	19,490	25,000	145,000	95,000
Miscellaneous and Other	124,046	135,000	183,000	128,000
<u>Pool Revenues</u>				
Outdoor Pool Membership	38,318	45,000	-	28,739
Outdoor Pool Front Desk	54,871	55,000	-	41,153
Outdoor Pool Concessions	32,341	37,000	-	24,256
Outdoor Pool Program Fees	6,290	7,000	-	4,718
Outdoor Pool Rental	5,945	3,000	-	4,459
Super Pool Pass Revenue	6,460	8,000	-	5,000
Pool Revenue	144,225	155,000	-	108,324
<u>Community Center Revenue</u>				
Community Center Membership	607,807	625,000	312,500	468,750
Community Center Rental	268,284	285,000	142,500	213,750
Community Center Program	331,082	400,000	200,000	300,000
Community Center Daily Fees	219,395	250,000	125,000	187,500
Community Center Misc.	5,402	5,000	2,500	3,750
Community Center Resale of Items	1,138	900	250	500
Community Center Sponsorship/Ads	-	500	-	-
Morrow Trust Fund	-	-	-	-
Mission Summer Program	212,645	230,000	-	225,000
Mission Square PILOTS	53,125	53,000	53,000	53,000
Community Center Revenues	1,698,878	1,849,400	835,750	1,452,250
<u>TIF/CID Proceeds</u>				
Mission Crossing TIF - Sales Tax	-	-	-	-
Mission Crossing CID - Sales Tax	-	-	-	-
Cornerstone Commons - CID Sales Tax	-	-	-	-
TDD Sales Tax	-	-	-	-
CID/TIF Proceeds	-	-	-	-
<u>Bond/Lease Proceeds</u>				
2014 Lease Purchase of Police Vehicles	-	-	-	-
2015 Lease Purchase of Street Sweeper	-	-	-	-
2016 Lease Purchase of Police Vehicles	-	-	-	-
2020 Lease Purchase of Police Vehicles	-	450,000	420,000	-
Bond/Lease Proceeds	-	450,000	420,000	-
<u>Transfers From Other Funds</u>				
Transfers From Other Funds	-	-	-	-
Transfers From Other Funds	-	-	-	-
<b>Total Revenue</b>	<b>12,789,369</b>	<b>13,495,900</b>	<b>11,266,040</b>	<b>12,102,854</b>

City of Mission 2021 Annual Budget

Summary of Costs by Department

	Actual 2019	Budget 2020	Actual 2020	Proposed 2021	% Change 2020/2021
<b><u>General Overhead</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	295,500	323,000	304,548	305,000	0%
Commodities	58,472	50,500	42,600	43,500	2%
Capital Outlay	86,740	28,000	58,000	100,000	
Debt Service	79,575	80,000	80,000	80,000	0%
Total	\$ 520,287	\$ 481,500	\$ 485,148	\$ 528,500	9%
<b><u>Legislative</u></b>					
Personnel Services	\$ 53,276	\$ 56,710	\$ 56,550	\$ 56,600	0%
Contractual Services	113,320	174,900	124,150	147,600	19%
Commodities	771	1,850	1,700	1,700	0%
Capital Outlay	-	-	-	-	
Total	\$ 167,367	\$ 233,460	\$ 182,400	\$ 205,900	13%
<b><u>Administration</u></b>					
Personnel Services	\$ 866,541	\$ 867,250	\$ 861,395	\$ 849,000	-1%
Contractual Services	28,918	50,050	35,350	34,150	-3%
Commodities	826	1,100	700	600	-14%
Capital Outlay	7,403	-	-	-	
Total	\$ 903,687	\$ 918,400	\$ 897,445	\$ 883,750	-2%
<b><u>Municipal Court</u></b>					
Personnel Services	\$ 357,119	\$ 352,500	\$ 280,600	\$ 326,600	16%
Contractual Services	10,078	30,100	23,825	28,100	18%
Commodities	6,092	10,500	4,875	6,750	38%
Capital Outlay	2,118	-	70,000	2,000	-97%
Total	\$ 375,407	\$ 393,100	\$ 379,300	\$ 363,450	-4%
<b><u>Public Works</u></b>					
Personnel Services	\$ 790,268	\$ 1,056,000	\$ 949,018	\$ 1,041,523	10%
Contractual Services	789,837	1,029,020	1,019,940	1,069,021	5%
Commodities	175,412	193,800	183,602	193,800	6%
Capital Outlay	174,242	34,000	249,488	2,500	-99%
Debt Service	28,662	-	-	-	
Total	\$ 1,958,421	\$ 2,312,820	\$ 2,402,048	\$ 2,306,844	-4%
<b><u>Community Development</u></b>					
Personnel Services	\$ 254,697	\$ 405,600	\$ 354,700	\$ 447,000	26%
Contractual Services	317,744	566,300	507,526	337,900	-33%
Commodities	4,075	8,000	4,300	5,000	16%
Capital Outlay	23,631	7,000	47,500	-	-100%
Total	\$ 600,148	\$ 986,900	\$ 914,026	\$ 789,900	-14%

City of Mission 2021 Annual Budget

Summary of Costs by Department

	Actual 2019	Budget 2020	Actual 2020	Proposed 2021	% Change 2020/2021
<b><u>Mission Aquatic Center</u></b>					
Personnel Services	\$ 156,340	\$ 162,500	\$ -	\$ 154,000	
Contractual Services	70,235	81,150	23,250	76,750	230%
Commodities	49,436	50,970	3,020	50,971	1588%
Capital Outlay	3,412	3,412	-	-	
Total	\$ 279,423	\$ 298,032	\$ 26,270	\$ 281,721	972%
<b><u>Community Center</u></b>					
Personnel Services	\$ 1,472,003	\$ 1,620,500	\$ 1,385,050	\$ 1,638,955	18%
Contractual Services	835,197	870,220	720,570	821,696	14%
Commodities	104,245	112,500	95,200	114,150	20%
Capital Outlay	16,506	-	-	-	
Total	\$ 2,427,951	\$ 2,603,220	\$ 2,200,820	\$ 2,574,801	17%
<b><u>Police</u></b>					
Personnel Services	\$ 3,171,705	\$ 3,354,000	\$ 3,214,200	\$ 3,451,348	7%
Contractual Services	312,299	394,960	306,780	392,521	28%
Commodities	126,044	152,000	130,800	146,250	12%
Capital Outlay	393,986	282,700	196,000	6,700	-97%
Debt Service	87,536	125,000	141,000	108,000	-23%
Total	\$ 4,091,571	\$ 4,308,660	\$ 3,988,780	\$ 4,104,819	3%
<b>Total for All Departments</b>	<b>\$ 11,324,262</b>	<b>\$ 12,536,092</b>	<b>\$ 11,476,237</b>	<b>\$ 12,039,685</b>	<b>5%</b>

City of Mission 2021 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	\$ -	\$ 305,000	\$ 43,500	\$ 100,000	80,000	\$ 528,500
Legislative	\$ 56,600	\$ 147,600	\$ 1,700	\$ -	-	\$ 205,900
Administration	\$ 849,000	\$ 34,150	\$ 600	\$ -	-	\$ 883,750
Municipal Court	\$ 326,600	\$ 28,100	\$ 6,750	\$ 2,000	-	\$ 363,450
Public Works	\$ 1,041,523	\$ 1,069,021	\$ 193,800	\$ 2,500	\$ -	\$ 2,306,844
Community Development	\$ 447,000	\$ 337,900	\$ 5,000	\$ -	-	\$ 789,900
Parks and Recreation						
Mission Family Aquatic Center	\$ 154,000	\$ 76,750	\$ 50,971	\$ -	-	\$ 281,721
Sylvester Powell, Jr. Community Center	\$ 1,638,955	\$ 821,696	\$ 114,150	\$ -	-	\$ 2,574,801
Police	\$ 3,451,348	\$ 392,521	\$ 146,250	\$ 6,700	\$ 108,000	\$ 4,104,819
<b>Total</b>	<u>\$ 7,965,026</u>	<u>\$ 3,212,738</u>	<u>\$ 562,721</u>	<u>\$ 111,200</u>	<u>\$ 188,000</u>	<u>\$ 12,039,685</u>



## City of Mission 2021 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.

The 2019 and 2020 Budgets contemplate additional technology (hardware and software) replacement and upgrades. Financial management software is budgeted for 2021.

Objectives

- Efficiently monitor utility costs.
- Control losses through an effective safety and loss control program.
- Maintain City Hall and Police Department facilities.
- Explore options for ongoing information technology support for the organization.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Department Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	252,975	295,500	304,548	305,000
Commodities	77,031	58,472	42,600	43,500
Capital Outlay	184,079	86,740	58,000	100,000
Debt Service	75,875	79,575	80,000	80,000
<b>Total</b>	<b>\$ 589,960</b>	<b>\$ 520,287</b>	<b>\$ 485,148</b>	<b>\$ 528,500</b>

Authorized Positions

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

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
		\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -

**Contractual Services**

01-07-201-01	Electricity - City Hall	\$ 37,335	\$ 45,000	\$ 35,000	\$ 42,000
01-07-201-03	Natural Gas - City Hall	5,197	7,000	7,000	8,000
01-07-201-05	Water and Sewer - City Hall	1,915	2,500	1,500	2,000
	Refuse - City Hall	-	-	2,300	2,500
01-07-201-08	Telephone	2,191	5,000	2,500	2,500
01-07-203-03	Tuition Reimbursement	925	7,000	-	5,000
01-07-204-01	Advertising	265	1,000	-	1,000
01-07-205-01	Insurance - City Hall and Equip	44,917	45,000	44,748	50,000
01-07-206-03	Periodicals/Books	-	1,000	-	500
01-07-206-04	Legal Publications	5,127	1,500	3,000	1,500
01-07-206-05	Professional Services	40,355	10,000	56,500	20,000
01-07-207-02	Finance/Audit	27,460	35,000	28,000	30,000
01-07-207-07	Pre-employment/Hiring Expense	-	-	-	-
01-07-207-07	Bank Fees	961	2,500	1,000	1,000
01-07-210-02	Janitorial Services	6,065	7,500	7,000	7,000
01-07-212-06	Service Contracts	30,145	27,000	25,000	25,000
01-07-213-02	Rentals and Leases	5,400	6,000	5,000	5,000
01-07-214-02	Property Taxes	13,112	15,000	15,000	15,000
01-07-214-05	Computer Services	66,505	90,000	60,000	75,000
01-07-214-06	Codification	2,301	5,000	2,000	2,000
01-07-214-13	Website Development	5,326	5,000	5,000	5,000
01-07-215-03	Contingency	-	5,000	4,000	5,000
	<b>Total Contractual Services</b>	\$ 295,500	\$ 323,000	\$ 304,548	\$ 305,000

**Commodities**

01-07-301-01	Office Supplies	\$ 6,531	\$ 7,000	\$ 4,000	\$ 3,000
01-07-301-04	Postage	19,036	15,000	10,400	12,000
01-07-304-04	Misc. Supplies	112	500	200	500
01-07-305-01	Janitorial Supplies	-	3,000	3,000	3,000
01-07-305-02	Maintenance/Repairs City Hall	32,794	25,000	25,000	25,000
	<b>Total Commodities</b>	\$ 58,472	\$ 50,500	\$ 42,600	\$ 43,500

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay</u></b>					
01-07-402-03	Computer Systems/Software	\$ 86,740	\$ 28,000	\$ 58,000	\$ 100,000
01-07-404-06	Equipment Replacement	-	-	-	-
01-07-499-01	Land	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 86,740</b>	<b>\$ 28,000</b>	<b>\$ 58,000</b>	<b>\$ 100,000</b>
<b><u>Debt Service</u></b>					
	2013A Principal and Interest	<u>79,575</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
	<b>Total Debt Service</b>	<b>79,575</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
	<b>General Overhead Total</b>	<b>\$ 520,287</b>	<b>\$ 481,500</b>	<b>\$ 485,148</b>	<b>\$ 528,500</b>

## City of Mission 2021 Budget Worksheet

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

### Department Description

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

### Objectives

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

<u>Department Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ 53,115	\$ 53,276	\$ 56,550	\$ 56,600
Contractual Services	83,915	113,320	124,150	147,600
Commodities	2,174	771	1,700	1,700
Capital Outlay	2,715	-	-	-
<b>Total</b>	\$ 141,919	\$ 167,367	\$ 182,400	\$ 205,900

### 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 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Personnel Services</u></b>					
01-09-101-03	Wages and Salaries	\$ 48,300	\$ 52,200	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-	-
01-09-102-02	Social Security	4,082	3,670	3,670	3,670
01-09-102-03	KPERS	-	-	-	-
01-09-102-04	Employment Security	261	240	130	130
01-09-102-05	Workers Compensation	633	600	550	600
	<b>Total Personnel Services</b>	<b>\$ 53,276</b>	<b>\$ 56,710</b>	<b>\$ 56,550</b>	<b>\$ 56,600</b>

**Contractual Services**

01-09-201-07	Telephone	\$ 118	\$ -	\$ -	\$ -
01-09-202-06	Commercial Travel	3,222	4,000	3,500	5,000
01-09-202-07	Lodging and Meals	8,758	10,000	10,000	12,000
01-09-202-08	Parking and Tolls	82	200	100	200
01-09-202-09	Mileage	151	500	300	500
01-09-203-02	Registration	5,910	6,000	7,000	7,500
01-09-203-05	Planning Commission	-	-	-	-
01-09-205-01	Insurance - Public Official	6,057	7,500	-	-
01-09-206-01	Professional Organizations	50	100	50	100
01-09-206-02	Municipal Organizations	9,877	9,500	9,500	9,500
01-09-206-03	Periodicals/Books	-	500	100	500
01-09-208-01	Annual Celebrations	22,503	25,000	10,000	15,000
01-09-208-02	Election Expense	-	15,000	-	15,000
01-09-208-03	Holiday Parties	7,101	-	-	-
01-09-208-04	Public/Employee Relations	7,057	31,500	25,000	31,500
01-09-208-05	Meeting Expenses	3,334	5,000	2,500	5,000
01-09-208-08	Human Service Fund (UCS)	7,600	7,600	7,600	8,300
01-09-208-09	Chamber of Commerce	7,950	9,000	5,000	9,000
01-09-208-12	MARC	2,657	3,500	3,500	3,500
01-09-208-15	JOCO Utility Assistance	-	-	-	-
01-09-208-16	Farmer's Market	9,975	10,000	10,000	10,000
01-09-214-07	Newsletter	-	-	-	-
01-09-214-03	Miscellaneous	890	-	-	-
01-09-215-04	Sustainability Commission	2,933	20,000	20,000	5,000
01-09-215-05	PRT Commission	-	5,000	5,000	5,000
01-09-215-06	Planning Commission	7,095	5,000	5,000	5,000
	<b>Total Contractual Services</b>	<b>\$ 113,320</b>	<b>\$ 174,900</b>	<b>\$ 124,150</b>	<b>\$ 147,600</b>

City of Mission 2021 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Commodities</u></b>					
01-09-301-01	Office Supplies	\$ 201	\$ 500	\$ 500	\$ 500
01-09-301-02	Clothing	481	1,000	1,000	1,000
01-09-301-04	Printing	89	350	200	200
	<b>Total Commodities</b>	<b>\$ 771</b>	<b>\$ 1,850</b>	<b>\$ 1,700</b>	<b>\$ 1,700</b>
<b><u>Capital Outlay</u></b>					
01-09-407-05	Contingency	\$ -	\$ -	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Legislative Total</b>	<b>\$ 167,367</b>	<b>\$ 233,460</b>	<b>\$ 182,400</b>	<b>\$ 205,900</b>

## City of Mission 2021 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 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 to the City Administrator oversees human resources, 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.
- Submit the 2021 Budget to the Government Finance Officer's Association for consideration of their Outstanding Budget Award.
- Continue to evaluate opportunities to enhance the Mission Market.
- Purchase and implement a new financial management software.

<u>Department Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ 799,623	\$ 866,541	\$ 861,395	\$ 849,000
Contractual Services	33,509	28,918	35,350	34,150
Commodities	929	826	700	600
Capital Outlay	2,808	7,403	-	-
<b>Total</b>	<b>\$ 836,867</b>	<b>\$ 903,687</b>	<b>\$ 897,445</b>	<b>\$ 883,750</b>

Authorized Positions

Full-Time	7.00	7.00	7.00	7.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	2.00	2.00	2.00	2.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-10-101-01	Full Time Salaries	\$ 621,324	\$ 614,000	\$ 623,260	\$ 600,000
01-10-101-02	Part Time Salaries	28,191	40,000	32,870	42,000
01-10-101-04	Overtime Salaries	1,054	-	2,000	1,000
01-10-102-01	Health/Welfare Benefits	86,575	87,000	78,795	83,000
01-10-102-02	Social Security	51,631	47,000	47,000	47,000
01-10-102-03	KPERS	61,288	62,000	60,420	60,000
01-10-102-04	Employment Security	3,379	3,000	3,000	2,000
01-10-102-05	Workers Compensation	2,141	2,000	1,800	2,000
01-10-102-06	City Pension	10,957	12,250	12,250	12,000
	<b>Total Personnel Services</b>	<b>\$ 866,541</b>	<b>\$ 867,250</b>	<b>\$ 861,395</b>	<b>\$ 849,000</b>

<b>Contractual Services</b>					
01-10-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-10-201-08	Telephone	3,671	2,500	3,700	3,500
01-10-202-02	Commercial Travel	392	1,500	700	500
01-10-202-03	Lodging/Meals	1,767	5,000	1,500	500
01-10-202-04	Parking/Tolls	126	200	50	50
01-10-202-05	Mileage	547	1,000	100	500
01-10-203-01	Registration/Tuition	2,637	6,000	2,000	3,000
01-10-204-01	Advertising	-	-	1,000	1,000
01-10-205-02	Notary Bonds	50	100	-	100
01-10-206-01	Professional Organizations	4,308	5,500	5,000	5,000
01-10-206-02	Municipal Organizations	200	500	500	500
01-10-206-03	Periodicals/Books/Publications	2,386	2,500	2,500	1,500
01-10-206-05	Professional Services	5,542	15,000	10,000	10,000
01-10-206-06	Attorney Services	-	-	-	-
01-10-207-07	Pre-Employment Testing	176	-	-	-
01-10-208-04	Public Relations	5,148	5,000	5,000	5,000
01-10-208-05	Meeting Expenses	793	3,000	800	1,000
01-10-208-06	JoCo Utility Assistance Prog.	0	-	-	-
01-10-208-13	Employee Recognition	150	1,500	1,500	1,000
01-10-212-06	Service Contracts	-	-	-	-
01-10-214-03	Printing	173	250	500	500
01-10-214-13	Website Development	850	-	-	-
01-10-215-03	Miscellaneous	-	500	500	500
01-10-215-04	Sustainability Expenses	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 28,918</b>	<b>\$ 50,050</b>	<b>\$ 35,350</b>	<b>\$ 34,150</b>

<b>Commodities</b>					
01-10-301-01	Office Supplies	\$ 557	\$ 500	\$ 500	\$ 500
01-10-301-04	Postage	23	-	-	-
01-10-301-05	Printed Forms	247	100	100	100
01-10-301-02	Clothing	-	500	100	-
	<b>Total Commodities</b>	<b>\$ 826</b>	<b>\$ 1,100</b>	<b>\$ 700</b>	<b>\$ 600</b>



City of Mission 2021 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Capital Outlay</u></b>					
01-10-401-01	Office Machines	\$ 6,902	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	-	-	-	-
01-10-402-03	Computer Systems	501	-	-	-
01-10-407-05	Contingency	-	-	-	-
01-10-407-10	Sustainability Assets	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 7,403</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Administration Total</b>	<b>\$ 903,687</b>	<b>\$ 918,400</b>	<b>\$ 897,445</b>	<b>\$ 883,750</b>

## City of Mission 2021 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.

A municipal court case management software was purchased and implemented in 2020.

### 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.

<u>Department Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ 314,214	\$ 357,119	\$ 280,600	\$ 326,600
Contractual Services	16,851	10,078	23,825	28,100
Commodities	5,811	6,092	4,875	6,750
Capital Outlay	-	2,118	70,000	2,000
<b>Total</b>	<b>\$ 336,876</b>	<b>\$ 375,407</b>	<b>\$ 379,300</b>	<b>\$ 363,450</b>

### Authorized Positions

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

City of Mission 2021 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Personnel Services</u></b>					
01-11-101-01	Full Time Salaries	\$ 162,215	\$ 155,000	\$ 137,550	\$ 146,000
01-11-101-02	Part Time Salaries	-	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	11,762	8,000	8,000	8,000
01-11-101-06	City Attorney - Court	68,290	55,000	35,000	57,000
01-11-101-09	City Attorney Appeals - Court	3,175	5,000	2,500	5,000
01-11-102-01	Health/Welfare Benefits	43,306	57,500	35,900	40,000
01-11-102-02	Social Security	14,709	18,800	13,550	19,000
01-11-102-03	KPERS	15,782	16,000	13,500	15,000
01-11-102-04	Employment Security	938	1,200	400	600
01-11-102-05	Workers Compensation	3,530	3,000	2,700	3,000
01-11-102-06	City Pension	3,412	3,000	1,500	3,000
01-11-102-07	Admin Charge/Pension Plan	-	-	-	-
	<b>Total Personal Services</b>	<b>\$ 357,119</b>	<b>\$ 352,500</b>	<b>\$ 280,600</b>	<b>\$ 326,600</b>
<b><u>Contractual Services</u></b>					
01-11-201-08	Telephone	\$ 1,056	\$ 2,500	\$ 2,500	\$ 2,500
01-11-202-03	Lodging/Meals	-	1,000	500	\$1,000
01-11-202-04	Parking/Tolls	-	50	25	50
01-11-202-05	Mileage	-	500	400	500
01-11-203-01	Registration/Tuition	175	500	200	500
01-11-204-01	Advertising - Classified	-	100	-	100
01-11-205-01	Insurance	-	-	-	-
01-11-205-02	Notary Bonds	75	100	-	100
01-11-206-05	Professional Services	315	10,000	10,000	10,000
01-11-206-06	City Attorney Services	-	-	-	-
01-11-207-07	Pre-employment Expenses	199	150	-	150
01-11-208-13	Employee Recognition	296	200	200	200
01-11-209-01	Appeals	-	-	-	-
01-11-209-02	Computer Maintenance	6,102	10,000	10,000	10,000
01-11-209-03	Defense	1,860	5,000	-	3,000
01-11-214-08	Prisoner Care	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 10,078</b>	<b>\$ 30,100</b>	<b>\$ 23,825</b>	<b>\$ 28,100</b>
<b><u>Commodities</u></b>					
01-11-301-01	Office Supplies	\$ 3,455	\$ 4,500	\$ 2,500	\$ 3,000
01-11-301-04	Postage	-	-	-	-
01-11-301-05	Printed Forms	2,637	5,500	2,000	3,500
01-11-301-02	Clothing	-	500	375	250
	<b>Total Commodities</b>	<b>\$ 6,092</b>	<b>\$ 10,500</b>	<b>\$ 4,875</b>	<b>\$ 6,750</b>

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay</u></b>					
01-11-401-01	Office Machines	\$ 2,118	\$ -	\$ -	\$ -
01-11-402-03	Computer Systems	-	-	70,000	2,000
01-11-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 2,118</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 2,000</b>
	<b>Municipal Court Total</b>	<b>\$ 375,407</b>	<b>\$ 393,100</b>	<b>\$ 379,300</b>	<b>\$ 363,450</b>

## City of Mission 2020 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.

Vehicles and equipment in 2021 are being purchased from the Equipment Reserve and Replacement Fund.

The Public Works Department is responsible for managing significant capital improvement projects including the resurfacing and re-stripping of Lamara Avenue in 2020 from Shawnee Mission Parkway to Foxridge and the reconstruction of the Rock Creek Storm water channel between Roeland Drive and Nall Avenue.

Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails.
- Maintain city parks, playgrounds, shelters, and other facilities.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Department Budget Summary</u>				
Personnel Services	\$ 774,696	\$ 790,268	\$ 949,018	\$ 1,041,523
Contractual Services	845,621	789,837	1,019,940	1,069,021
Commodities	159,689	175,412	183,602	193,800
Capital Outlay	54,567	174,242	249,488	2,500
Debt Service (Lease)	57,325	28,662	-	-
<b>Total</b>	\$ 1,891,898	\$ 1,958,421	\$ 2,402,048	\$ 2,306,844
 <u>Authorized Positions</u>				
Full-Time	12.00	12.00	12.00	12.00
Part-Time	1.00	1.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	13.00	13.00	13.00	13.00

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-20-101-01	Full Time Salaries	\$ 469,973	\$ 631,000	\$ 605,000	\$ 655,000
01-20-101-02	Part Time Salaries	22,369	24,000	24,000	25,000
01-20-101-04	Overtime Salaries	32,947	20,000	25,000	20,000
01-20-102-01	Health/Welfare Benefits	137,888	225,000	155,000	175,523
01-20-102-02	Social Security	37,123	50,000	45,000	54,000
01-20-102-03	KPERS	51,106	65,000	58,600	70,000
01-20-102-04	Employment Security	2,373	3,000	1,668	2,000
01-20-102-05	Workers Compensation	29,192	30,000	26,750	30,000
01-20-102-06	City Pension	7,297	8,000	8,000	10,000
	<b>Total Personnel Services</b>	<b>\$ 790,268</b>	<b>\$ 1,056,000</b>	<b>\$ 949,018</b>	<b>\$ 1,041,523</b>
<b>Contractual Services</b>					
01-20-201-02	Electricity - Maint. Facility	\$ 14,630	\$ 20,000	\$ 18,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	8,807	15,000	15,000	15,000
01-20-201-06	Water and Sewer - Maint. Fact	11,626	10,000	10,000	10,000
01-20-201-07	Refuse - Maint. Facility	1,270	5,000	5,000	5,000
01-20-201-08	Telephone	3,771	5,000	3,500	5,000
01-20-201-10	Traffic Signals - KCPL Lease	335,804	400,000	400,000	400,000
01-20-201-11	Traffic Signal - OP Interlocal	5,115	8,000	8,000	8,000
01-20-201-12	Traffic Signals Maint.	20,407	35,000	65,000	65,000
01-20-201-13	Street Lights - KCPL Power	53,661	65,000	65,000	65,000
01-20-201-15	Street Lights - Street & Parks	890	2,500	1,200	2,500
01-20-202-02	Travel/Commercial	708	1,500	1,000	1,500
01-20-202-03	Lodging / Meals	3,040	3,000	1,500	3,000
01-20-202-04	Parking / Tolls	-	100	100	100
01-20-202-05	Mileage	-	300	300	300
01-20-203-01	Registration / Tuition	6,805	3,500	1,500	3,500
01-20-203-04	Worker's Comp Claims	59	-	-	-
01-20-204-01	Advertising	611	1,000	500	1,000
01-20-205-01	Insurance - Building & Equipment	32,304	40,000	40,000	40,000
01-20-205-02	Notary Bonds	-	-	-	-
01-20-206-01	Professional Organizations	-	2,000	1,500	2,000
01-20-206-03	Periodicals/Books/Publications	-	-	-	-
01-20-206-04	Legal Advertising	-	100	100	100
01-20-206-05	Professional Services	9,210	2,000	2,000	2,000
01-20-207-03	Engineering/Architect Services	42,254	50,000	40,000	50,000
01-20-207-06	Inspections	6,201	5,000	5,000	5,000
01-20-207-07	Pre-Employment Drug Testing	2,439	1,500	1,000	1,500
01-20-208-04	Public Relations	-	500	300	500
01-20-208-05	Meeting Expense	20	1,000	800	1,000
01-20-208-13	Employee Recognition	597	1,000	1,000	1,000
01-20-210-01	Building Repairs / Maintenance	4,000	15,000	12,000	15,000
01-20-210-02	Janitorial Services	4,115	5,000	4,120	5,000
01-20-210-03	Trees / Shrubs Maintenance	6,954	28,500	28,500	28,500

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Contractual Services (cont.)</b>					
01-20-210-04	Tree Board	859	-	-	-
01-20-211-03	Curbs/Sidewalks	25	-	-	-
01-20-211-04	Drainage	1,109	-	-	-
01-20-212-03	Storm Warning Sirens	720	1,500	1,500	1,500
01-20-212-04	Communications	-	-	-	-
01-20-212-05	Equipment Repairs	175	8,000	4,000	8,000
01-20-212-06	Service Contracts	186,610	220,000	217,000	230,000
01-20-212-07	Vehicle Maintenance	6,378	20,000	17,000	20,000
01-20-212-08	Holiday Decorations	-	20,000	17,000	20,000
01-20-212-09	Johnson Drive Maintenance	147	20,000	20,000	20,000
01-20-213-02	Rental Equipment	12,433	5,000	5,000	5,000
01-20-213-03	Laundry / Uniforms	3,763	5,000	3,800	5,000
01-20-214-02	Vehicle Registration	71	500	200	500
01-20-214-03	Printing	-	500	500	500
01-20-214-04	Computer Services	230	-	-	-
01-20-215-03	Contingency	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 789,837</b>	<b>\$ 1,029,020</b>	<b>\$ 1,019,940</b>	<b>\$ 1,069,021</b>
<b>Commodities</b>					
01-20-301-01	Office Supplies	\$ 2,349	\$ 1,200	\$ 1,200	\$ 1,200
01-20-301-04	Postage	53	100	100	100
01-20-301-05	Printed Forms	-	-	-	-
01-20-302-01	Uniforms/Clothing	2,495	2,000	3,202	2,000
01-20-303-04	Safety Supplies	3,486	5,000	4,500	5,000
01-20-304-01	Shop Chemicals	34	3,000	2,500	3,000
01-20-304-02	Fertilizer / Weeds	1,037	1,500	1,300	1,500
01-20-304-04	Misc. Supplies	4,806	1,000	1,000	1,000
01-20-305-01	Janitorial Supplies	189	1,000	800	1,000
01-20-305-02	Bldg. Repair Parts / Plumbing	16,966	5,000	5,000	5,000
01-20-305-03	Tools - Building / Land Maint	5,395	7,500	7,500	7,500
01-20-305-04	Landscape	4,567	3,000	3,000	3,000
01-20-306-01	Gas / Oil	28,746	25,000	25,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	21,763	27,000	27,000	27,000
01-20-306-03	Tools - Vehicle / Equip Maint	7,681	7,000	7,000	7,000
01-20-307-01	Asphalt Patch	-	-	-	-
01-20-307-02	Rock	-	1,500	1,500	1,500
01-20-307-03	Sand / Salt	49,948	60,000	50,000	60,000
01-20-307-05	Signs	7,822	7,500	7,500	7,500
01-20-307-06	Traffic Paint	29	500	500	500
01-20-307-07	Park Maintenance	16,448	35,000	35,000	35,000
01-20-307-08	Other Street Maint.	1,597	-	-	-
	<b>Total Commodities</b>	<b>\$ 175,412</b>	<b>\$ 193,800</b>	<b>\$ 183,602</b>	<b>\$ 193,800</b>

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay</u></b>					
01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	5,244	500	500	2,000
01-20-402-03	Computer Systems	5,252	500	500	500
01-20-403-03	Public Works Vehicles	102,370	-	209,488	-
01-20-403-06	Public Works - Other Equipment	61,376	33,000	39,000	-
01-20-404-04	Radios	-	-	-	-
01-20-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 174,242</b>	<b>\$ 34,000</b>	<b>\$ 249,488</b>	<b>\$ 2,500</b>
<b><u>Debt Service</u></b>					
	2015 Lease Purchase	\$ 28,662	\$ -	\$ -	\$ -
	<b>Total for Debt Service</b>	<b>\$ 28,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Public Works Total</b>	<b>\$ 1,958,421</b>	<b>\$ 2,312,820</b>	<b>\$ 2,402,048</b>	<b>\$ 2,306,844</b>



## City of Mission 2021 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 also enforces the City's building construction codes through a systematic plan review and inspection program, and the City's property maintenance codes. The department is responsible for overseeing the solid waste collection contract, coordinating neighborhood support programs, and grant and assistance programs for community businesses and residents.

The Assistant City Administrator/Finance Director provides oversight of the department, but is budgeted in the Administration Department Budget. 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. The 2020 Budget re-established the planner position.

### 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 and Mission Trails, 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 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Department Budget Summary</u>				
Personnel Services	\$ 205,212	\$ 254,697	\$ 354,700	\$ 447,000
Contractual Services	383,682	317,744	507,526	337,900
Commodities	714	4,075	4,300	5,000
Capital Outlay	821	23,631	47,500	-
<b>Total</b>	\$ 590,428	\$ 600,148	\$ 914,026	\$ 789,900

### Authorized Positions

Full-Time	4.00	4.00	5.00	5.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	4.00	4.00	5.00	5.00

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-23-101-01	Full Time Salaries	\$ 185,585	\$ 290,000	\$ 260,000	\$ 312,000
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	127	500	500	500
01-23-102-01	Health/Welfare Benefits	28,913	60,000	40,000	64,000
01-23-102-02	Social Security	13,447	19,000	18,500	24,000
01-23-102-03	KPERS	17,769	24,000	26,000	31,000
01-23-102-04	Employment Security	861	1,100	700	1,000
01-23-102-05	Workers Compensation	6,519	7,000	6,500	10,000
01-23-102-06	City Pension	1,476	4,000	2,500	4,500
	<b>Total Personnel Services</b>	<b>\$ 254,697</b>	<b>\$ 405,600</b>	<b>\$ 354,700</b>	<b>\$ 447,000</b>
<b>Contractual Services</b>					
01-23-201-08	Telephone	\$ 931	\$ 1,500	\$ 732	\$ 1,000
01-23-202-02	Commercial Travel	-	4,000	-	-
01-23-202-03	Lodging / Meals	430	3,000	-	-
01-23-202-04	Parking / Tolls	-	200	-	-
01-23-202-05	Mileage	231	-	500	1,000
01-23-203-01	Registration /Tuition	656	5,000	1,000	1,000
01-23-203-02	Planning Commission	148	-	154	-
01-23-204-01	Advertising	741	500	-	150
01-23-205-01	Insurance	68	1,000	500	500
01-23-205-01	Notary	-	100	100	-
01-23-206-01	Professional Organizations	953	5,000	4,000	4,000
01-23-206-03	Periodicals/Books/Publications	1,945	1,000	100	100
01-23-206-04	Legal Publications	87	1,000	1,000	500
01-23-206-05	Professional Services	2,036	50,000	145,000	20,000
01-23-206-06	Land Use Attorney Services	89,504	30,000	40,000	50,000
01-23-206-08	Plan/Inspection Fees	122,740	300,000	100,000	75,000
01-23-207-03	Engr/Arch/Planning Services	11,878	50,000	100,000	75,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	584	-	50	-
01-23-208-04	Public Relations	243	3,000	4,000	2,000
01-23-208-05	Meeting Expense	144	250	2,000	500
01-23-208-13	Employee Recognition	198	250	140	150
01-23-212-06	Service Contracts	-	-	-	-
01-23-212-07	Vehicle Maintenance	65	2,000	250	500
01-23-214-03	Printing	873	2,000	2,000	500
01-23-215-03	Miscellaneous	-	1,000	500	500
01-23-216-01	Nuisance Abatement	5,992	5,000	5,000	5,000
01-23-216-04	Mission Possible Program	27,075	35,000	35,000	35,000
01-23-216-06	Neighborhood Grant Program	4,841	5,000	5,000	5,000
01-23-216-07	Business Improvement Grant	25,034	35,000	35,000	35,000
01-23-216-09	Citizen Rebate Program	15,472	20,000	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	2,739	5,000	5,000	5,000
01-23-216-12	Storm Water BMP	2,138	500	500	500
	<b>Total Contractual Services</b>	<b>\$ 317,744</b>	<b>\$ 566,300</b>	<b>\$ 507,526</b>	<b>\$ 337,900</b>

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>Commodities</b>					
01-23-301-01	Office Supplies	\$ 1,317	\$ 2,000	\$ 1,000	\$ 1,500
01-23-301-02	City Maps	-	500	500	500
01-23-301-03	Clothing	1,437	1,500	500	500
01-23-301-04	Postage	410	1,000	1,000	1,000
01-23-301-05	Printed Forms	13	1,000	500	500
01-23-306-01	Gas/Oil	898	2,000	800	1,000
	<b>Total Commodities</b>	<b>\$ 4,075</b>	<b>\$ 8,000</b>	<b>\$ 4,300</b>	<b>\$ 5,000</b>
<b>Capital Outlay</b>					
01-23-401-01	Office Machines	\$ 1,658	\$ -	\$ 7,000	\$ -
01-23-401-02	Office Furnishings	-	7,000	500	-
01-23-402-03	Computer Systems	-	-	40,000	-
01-23-403-06	Other Equipment/Software	-	-	-	-
01-23-407-01	Vehicle	21,972	-	-	-
01-23-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 23,631</b>	<b>\$ 7,000</b>	<b>\$ 47,500</b>	<b>\$ -</b>
	<b>Community Development Total</b>	<b>\$ 600,148</b>	<b>\$ 986,900</b>	<b>\$ 914,026</b>	<b>\$ 789,900</b>

## City of Mission 2021 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.

Capital and equipment needs for the Parks and Recreation Department are managed primarily through the Parks Program in the 5-Year Capital Improvement Program.

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 Family Aquatic Center.
- Manage the implementation of recommendations contained in the Parks Master Plan.
- Continue with the design and implementation of enhancements to Mohawk Park.
- Develop long-term strategies for recovering and maintaining operations during the COVID-19 pandemic.

<u>Department Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ 1,574,870	\$ 1,628,343	\$ 1,385,050	1,792,955
Contractual Services	910,255	905,432	743,820	898,446
Commodities	151,625	153,681	98,220	165,121
Capital Outlay	-	19,918	-	-
<b>Total</b>	\$ 2,636,751	\$ 2,707,374	\$ 2,227,090	\$ 2,856,522

Authorized Positions

Full-Time	13.00	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>	83.46	83.46	83.46	83.46

City of Mission 2020 Budget Worksheet

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

<u>Account Number</u>	<u>Account Title</u>	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Personnel Services</u></b>					
01-25-101-01	Full Time Salaries	\$ 21,857	\$ 21,000	\$ -	\$ 19,000
01-25-101-02	Part Time Salaries	105,968	\$ 120,000	\$ -	\$ 114,000
01-25-101-04	Overtime Salaries	5,257	2,000	-	2,000
01-25-102-01	Health/Welfare Benefits	2,685	-	-	-
01-25-102-02	Social Security	10,102	10,500	-	10,000
01-25-102-03	KPERS	2,507	2,000	-	2,000
01-25-102-04	Employment Security	647	500	-	500
01-25-102-05	Workers Compensation	6,812	6,000	-	6,000
01-25-102-06	City Pension	507	500	-	500
	<b>Total Personnel Services</b>	<b>\$ 156,340</b>	<b>\$ 162,500</b>	<b>\$ -</b>	<b>\$ 154,000</b>
<b><u>Contractual Services</u></b>					
01-25-201-01	Electricity	\$ 15,060	\$ 17,500	\$ 2,000	\$ 17,000
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	19,401	25,000	2,000	22,000
01-25-201-07	Trash	47	-	-	-
01-25-201-08	Telephone	-	900	-	-
01-25-203-03	Training/Registration	456	1,500	-	1,500
01-25-204-01	Marketing/Public Relations	126	1,500	-	1,500
01-25-205-01	Insurance - Building & Equipment	4,038	5,000	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	1,926	2,000	-	2,000
01-25-208-13	Employee Recognition	303	500	-	500
01-25-210-01	Maint Bldg. / Land	9,259	4,000	4,000	4,000
01-25-212-05	Other Equipment / Repairs	2,138	2,250	2,250	2,250
01-25-213-02	Rental Agreements	1,513	1,500	-	1,500
01-25-214-05	Computer Services	118	-	-	-
01-25-214-12	Mission Swim Team	7,500	7,500	-	7,500
01-25-215-02	Contract Serv/Maint Agreements	8,350	12,000	8,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 70,235</b>	<b>\$ 81,150</b>	<b>\$ 23,250</b>	<b>\$ 76,750</b>
<b><u>Commodities</u></b>					
01-25-301-01	Office Supplies	\$ 304	\$ 300	\$ -	\$ 300
01-25-301-02	Clothing	2,466	2,500	-	2,500
01-25-301-03	Food Service	27,959	25,000	-	25,000
01-25-301-04	Printing	-	-	-	-
01-25-301-08	Equipment and Supplies	3,958	6,500	-	6,500
01-25-303-04	Safety Supplies	591	900	-	900
01-25-304-02	Cleaning Chemicals	825	750	-	750
01-25-304-04	Miscellaneous	-	-	-	-

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>Commodities (cont.)</b>					
01-25-304-05	Pool Chemicals	11,086	12,000	-	12,000
01-25-305-05	Repair / Parts Maintenance	228	1,000	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 49,436</b>	<b>\$ 50,970</b>	<b>\$ 3,020</b>	<b>\$ 50,971</b>
<b>Capital Outlay</b>					
01-25-407-01	Equipment Replacement	\$ 3,412	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	-	-	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-	-
01-25-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 3,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Parks &amp; Recreation - MFAC Total</b>	<b>\$ 279,423</b>	<b>\$ 294,620</b>	<b>\$ 26,270</b>	<b>\$ 281,721</b>

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Personnel Services</b>					
01-27-101-01	Full Time Salaries	\$ 582,188	\$ 665,000	\$ 620,000	\$ 722,000
01-27-101-02	Part Time Salaries	537,212	576,000	430,500	513,000
01-27-101-04	Overtime Salaries	33,816	20,000	7,500	10,000
01-27-102-01	Health/Welfare Benefits	124,139	160,000	143,250	188,955
01-27-102-02	Social Security	85,833	94,500	85,000	97,000
01-27-102-03	KPERS	74,581	68,000	65,000	73,000
01-27-102-04	Employment Security	5,477	6,000	6,000	3,000
01-27-102-05	Workers Compensation	18,488	19,000	16,800	18,000
01-27-102-06	City Pension	10,268	12,000	11,000	14,000
	<b>Total Personnel Services</b>	<b>\$ 1,472,003</b>	<b>\$ 1,620,500</b>	<b>\$ 1,385,050</b>	<b>\$ 1,638,955</b>
<b>Contractual Services</b>					
01-27-201-01	Electricity	\$ 195,667	\$ 210,000	\$ 170,000	\$ 205,000
01-27-201-03	Gas	28,095	32,250	31,000	32,250
01-27-201-05	Water and Sewer	35,118	37,000	34,000	37,000
01-27-201-07	Trash	518	-	-	5,400
01-27-201-08	Telephone	9,491	8,500	8,500	8,500
01-27-202-02	Travel / Commercial	1,939	2,500	2,500	2,625
01-27-202-03	Lodging / Meals	1,272	4,800	2,000	4,800
01-27-202-04	Parking / Tolls	52	150	50	100
01-27-202-05	Mileage	715	1,000	500	1,000
01-27-203-01	Registration / Tuition	3,452	3,000	3,000	3,200
01-27-203-02	Staff Training	5,480	6,000	4,500	6,000
01-27-203-03	Tuition Reimbursement	-	-	-	-
01-27-204-01	Marketing / Public Relations	26,936	60,000	60,000	35,000
01-27-205-01	Insurance - Building & Equipment	30,081	37,000	30,000	35,000
01-27-205-02	Notary Bonds	-	100	-	100
01-27-206-01	Professional Organizations	3,565	3,500	3,500	3,500
01-27-206-05	Professional Services	64,346	-	-	-
01-27-207-07	Pre-Employment Drug Testing	4,054	6,100	4,500	6,100
01-27-208-13	Employee Recognition	3,313	3,500	3,000	3,500
01-27-210-01	Maint - Bldg. / Land	61,720	60,000	60,000	60,000
01-27-212-05	Equipment Maintenance	10,953	14,000	14,000	14,000
01-27-212-07	Vehicle Maintenance	-	500	-	500
01-27-213-02	Rental Equipment	8,517	12,800	9,000	10,000
01-27-214-03	Printing	13,097	15,000	10,000	15,000
01-27-214-05	Computer Services / Software	15,851	15,000	15,000	15,000
01-27-214-10	Registration Materials	-	-	-	-
01-27-214-11	Special Programs	22,827	25,000	15,000	18,500
01-27-214-12	Swim Programs	1,486	1,500	1,500	1,500
01-27-214-13	Mission Summer Program	32,653	33,000	10,000	33,000
01-27-215-01	Seasonal Programs	18,038	23,000	15,000	28,300

City of Mission 2021 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 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b><u>Contractual Services (cont.)</u></b>					
01-27-215-02	Contract Services / Maint. Agreements	58,773	63,000	60,000	63,000
01-27-215-05	Contract Instructors	161,426	175,000	140,000	157,500
01-27-215-06	Transportation Services	13,744	15,000	12,000	14,300
01-27-215-10	Parking Lot Lease	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 835,197</b>	<b>\$ 870,220</b>	<b>\$ 720,570</b>	<b>\$ 821,696</b>
<b><u>Commodities</u></b>					
01-27-301-01	Office Supplies	\$ 3,999	\$ 4,000	\$ 4,000	\$ 4,000
01-27-301-02	Clothing	4,837	8,000	4,500	8,600
01-27-301-03	Food Services / Concession Supplies	7,148	8,500	7,000	8,000
01-27-301-04	Postage	2,155	5,000	2,000	5,000
01-27-301-05	Printing	1,130	1,500	1,200	1,300
01-27-301-08	Equipment & Supplies	38,556	39,000	39,000	39,000
01-27-301-09	Special Event Supplies	7,363	10,000	6,000	10,000
01-27-303-04	Safety Supplies	1,208	-	-	-
01-27-304-02	Cleaning Supplies	18,994	22,000	19,000	20,000
01-27-304-05	Pool Chemicals	9,054	7,500	6,000	8,500
01-27-305-05	Bldg. Maint / Repair / Parts	9,534	6,000	6,000	9,000
01-27-306-01	Gas/Oil	267	1,000	500	750
01-27-306-02	Vehicle/Equip Repair Parts	-	-	-	-
	<b>Total Commodities</b>	<b>\$ 104,245</b>	<b>\$ 112,500</b>	<b>\$ 95,200</b>	<b>\$ 114,150</b>
<b><u>Capital Outlay</u></b>					
01-27-402-03	Computer Systems	\$ 16,506	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-	-
01-27-407-03	Construction/Repair	-	-	-	-
01-27-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 16,506</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Community Center Total</b>		<b>\$ 2,427,951</b>	<b>\$ 2,603,220</b>	<b>\$ 2,200,820</b>	<b>\$ 2,574,801</b>



## City of Mission 2021 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.

Due to other priorities, including responding the COVID-19 pandemic, implementation of the DPU has been deferred, and although personnel dollars remain funded in the 2021 Budget, the vehicle has been eliminated.

### Objectives

- Ensure the safety of Mission residents and visitors.
- Recruit, train, and deploy qualified police personnel.
- Develop and enhance use of Niche, the new police records management.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<b>Department Budget Summary</b>				
Personnel Services	\$ 2,946,661	\$ 3,171,705	\$ 3,214,200	\$ 3,451,348
Contractual Services	370,787	312,299	306,780	392,521
Commodities	103,850	126,044	130,800	146,250
Capital Outlay	34,062	393,986	196,000	6,700
Debt Service (Lease)	140,748	87,536	141,000	108,000
<b>Total</b>	<b>\$ 3,596,108</b>	<b>\$ 4,091,571</b>	<b>\$ 3,988,780</b>	<b>\$ 4,104,819</b>

### Authorized Positions

Full-Time	31.00	33.00	35.00	35.00
Part-Time	1.00	1.00	0.00	0.00
Seasonal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<b>32.00</b>	<b>34.00</b>	<b>35.00</b>	<b>35.00</b>

City of Mission 2021 Budget Worksheet

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

Account Number	Account Title	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b><u>Personnel Services</u></b>					
01-30-101-01	Full Time Salaries	\$ 2,009,378	\$ 2,125,000	\$ 2,092,500	\$ 2,200,000
01-30-101-02	Part Time Salaries	-	-	-	-
01-30-101-04	Overtime Salaries	120,231	105,000	115,000	110,000
01-30-101-05	Overtime Salaries (Court)	8,132	10,000	6,000	10,000
01-30-102-01	Health/Welfare Benefits	378,404	435,000	350,000	411,648
01-30-102-02	Social Security	154,689	165,000	155,000	175,000
01-30-102-03	KPERS	18,972	19,000	19,000	19,000
01-30-102-04	Employment Security	9,883	10,000	10,000	5,700
01-30-102-05	Workers Compensation	36,004	37,000	32,700	40,000
01-30-102-06	City Pension	3,098	4,000	4,000	4,000
01-30-102-07	KP&F Retirement	432,865	444,000	430,000	476,000
01-30-102-08	NEACC Pension	50	-	-	-
	<b>Total Personnel Services</b>	<b>\$ 3,171,705</b>	<b>\$ 3,354,000</b>	<b>\$ 3,214,200</b>	<b>\$ 3,451,348</b>

**Contractual Services**

01-30-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-30-201-08	Telephone	22,299	23,440	23,477	23,500
01-30-202-02	Commercial Travel	4,527	6,000	3,000	6,000
01-30-202-03	Lodging / Meals	17,083	20,000	12,000	21,000
01-30-202-04	Parking / Tolls / Misc.	519	750	-	750
01-30-202-05	Mileage Reimbursement	159	-	-	-
01-30-203-01	Registration / Tuition / Other	25,218	27,000	12,000	26,000
01-30-203-02	Firing Range	6,012	10,000	10,000	10,000
01-30-203-04	Training / Junior College	-	-	-	-
01-30-204-01	Advertising - Classified	924	-	-	-
01-30-205-01	Insurance	3,369	-	-	-
01-30-205-02	Notary Bonds	25	250	250	250
01-30-206-01	Professional Organizations	3,575	3,500	2,000	3,500
01-30-206-03	Periodicals/Books/Publications	1,033	1,500	1,033	1,500
01-30-206-05	Professional Services	1,638	4,000	2,500	4,000
01-30-207-07	Pre-employment Exams	4,926	7,000	4,000	7,000
01-30-208-04	Public Relations	8,893	13,000	6,000	13,000
01-30-208-13	Employee Recognition	3,258	3,500	2,500	3,500
01-30-210-02	Janitorial Services	11,480	12,000	12,000	12,000
01-30-212-04	Communications / Radios	996	1,000	500	1,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	10,604	10,000	6,000	10,000
01-30-212-06	Service Contracts/Rentals	56,101	90,000	80,000	90,000
01-30-212-07	Vehicle Maintenance	39,938	30,000	30,000	30,000

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Contractual Services (Cont.)</u></b>					
01-30-213-02	Equipment Rental	-	-	-	-
01-30-213-03	Uniform Dry Cleaning	5,992	10,000	6,500	7,500
01-30-214-02	Vehicle Registration	468	1,000	1,000	1,000
01-30-214-05	Computer Services	42,185	50,000	45,000	50,000
01-30-214-06	Animal Control / Care	13,543	15,000	15,000	15,000
01-30-214-08	Prisoner Care	24,692	50,000	30,000	50,000
01-30-214-09	Crime Prevention	-	1,000	-	1,000
01-30-214-10	DARE Supplies	-	-	-	-
01-30-214-11	Local Law Enforcement Blk Grant	-	-	-	-
01-30-214-12	Bullet Proof Vest Grant	-	-	-	-
01-30-215-03	Miscellaneous	824	3,000	-	3,000
	<b>Total Contractual Services</b>	<b>\$ 312,299</b>	<b>\$ 394,960</b>	<b>\$ 306,780</b>	<b>\$ 392,521</b>

**Commodities**

01-30-301-01	Office Supplies	\$ 3,802	\$ 5,000	\$ 3,800	\$ 5,000
01-30-301-02	Copy Machine Supplies	-	-	-	-
01-30-301-04	Postage	294	2,000	500	750
01-30-301-05	Printed Forms	1,873	2,500	2,000	2,500
01-30-301-06	Other Operating Supplies	4,370	5,500	4,500	4,500
01-30-302-01	Uniforms/Leather/Protect Vests	30,141	33,000	30,000	33,000
01-30-302-02	Equipment - General	22,281	25,000	25,000	25,000
01-30-303-01	Investigation Supplies	733	3,500	1,500	1,500
01-30-303-02	Property/Evidence Supplies	3,120	4,000	3,500	3,500
01-30-303-03	Booking Facility Supplies	-	500	-	500
01-30-303-04	Safety Supplies	-	-	-	-
01-30-305-01	Janitorial Supplies	806	2,500	2,500	2,500
01-30-306-01	Fuel	51,898	60,000	50,000	55,000
01-30-306-02	Fleet Tire Replacement	6,550	7,500	6,500	7,500
01-30-306-03	Emergency Management	174	1,000	1,000	5,000
	<b>Total Commodities</b>	<b>\$ 126,044</b>	<b>\$ 152,000</b>	<b>\$ 130,800</b>	<b>\$ 146,250</b>

City of Mission 2021 Budget Worksheet

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

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b><u>Capital Outlay</u></b>					
01-30-401-01	Office Machines	\$ 58,440	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-	-
01-30-402-03	Computer Systems	4,025	21,000	11,000	-
01-30-403-01	Police Vehicles	79,718	70,000	-	-
01-30-404-03	Handguns / Shotguns	1,286	3,000	-	3,000
01-30-404-04	Radios	249,458	-	-	-
01-30-404-05	Radar	-	3,700	-	3,700
01-30-404-06	Other Equipment	1,060	-	-	-
01-30-404-07	In-Car/Body Cameras	-	185,000	185,000	-
01-30-404-08	Motorcycles	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-
01-30-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 393,986</b>	<b>\$ 282,700</b>	<b>\$ 196,000</b>	<b>\$ 6,700</b>
<b><u>Debt Service</u></b>					
	2014 Lease-Purchase	-	-	-	-
	2016 Lease-Purchase	87,536	-	-	-
	2020 Lease-Purchase	-	125,000	141,000	108,000
	<b>Total Debt Service</b>	<b>\$ 87,536</b>	<b>\$ 125,000</b>	<b>\$ 141,000</b>	<b>\$ 108,000</b>
	<b>Police Total</b>	<b>\$ 4,091,571</b>	<b>\$ 4,308,660</b>	<b>\$ 3,988,780</b>	<b>\$ 4,104,819</b>

## City of Mission 2020 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 Capital Improvement 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. Since the 2016 Budget, the City Council has levied the equivalent of 7 mills of general property tax 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 2020 includes:

- UBAS Surface Treatment of Lamar (Shawnee Mission Parkway to Foxridge), including striping for bike lanes.

No specific project has been indentified for funding in the 2021 budget year. Instead, the City is working on a comprehensive analysis of the condition of streets and roads in the city. Once completed, the City will identify streets in residential areas that are in most need or repairs or reconstruction and utilize funds in 2021 to address these projects.

Debt Service in this fund includes:

- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue. Stormwater funds are transferred to make the full debt service payment.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<b><u>Fund Expenditure Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	329,064	300,000	450,000
Commodities	-	-	-	-
Capital Outlay	240,681	1,350,872	1,131,350	40,000
Debt Service	650,473	550,738	550,838	550,735
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 891,154	\$ 2,230,674	\$ 1,982,188	\$ 1,040,735

**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 2021 Annual Budget

	<b>Fund Group:</b>		Capital	
	<b>Fund:</b>		Capital Improvement	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 784,516</b>	<b>\$ 659,016</b>	<b>\$ 659,016</b>	<b>\$ 634,763</b>
<b>REVENUES</b>				
<b>Intergovernmental Revenue</b>				
Jo County CARS Grant	\$ 435,870	\$ 489,530	\$ 485,000	\$ -
Safe Routes to School Grant	-	-	68,000	-
Total for Intergovernmental Revenue	<u>435,870</u>	<u>489,530</u>	<u>553,000</u>	<u>-</u>
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Mission Pet Mart Loan	\$ 64,360	\$ 64,360	\$ 64,360	\$ 64,360
West Gateway Plan Review Fees	-	-	-	-
Interest	14,795	3,000	7,000	4,500
Miscellaneous Revenue	-	-	-	-
Total for Miscellaneous and Other	<u>\$ 79,155</u>	<u>\$ 67,360</u>	<u>\$ 71,360</u>	<u>\$ 68,860</u>
<b>Transfers From Other Funds</b>				
General Fund	\$ 1,014,780	\$ 975,000	\$ 1,050,000	\$ 1,102,000
Storm Water Utility Fund (2013C)	275,368	283,575	283,575	283,575
Street Sales Tax Fund	300,000	-	-	-
Total for Transfers from Other Funds	<u>\$ 1,590,149</u>	<u>\$ 1,258,575</u>	<u>\$ 1,333,575</u>	<u>\$ 1,385,575</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 2,105,173</u></b>	<b><u>\$ 1,815,465</u></b>	<b><u>\$ 1,957,935</u></b>	<b><u>\$ 1,454,435</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ 329,064	\$ -	\$ 300,000	\$ 450,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 1,350,872	\$ 1,466,480	\$ 1,131,350	\$ 40,000
<b>Debt Service</b>				
2013C - Principal & Interest	<u>550,738</u>	<u>550,838</u>	<u>550,838</u>	<u>550,735</u>
Total for Debt Service	<u>\$ 550,738</u>	<u>\$ 550,838</u>	<u>\$ 550,838</u>	<u>\$ 550,735</u>
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,230,674</u></b>	<b><u>\$ 2,017,318</u></b>	<b><u>\$ 1,982,188</u></b>	<b><u>\$ 1,040,735</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 659,016</b>	<b>\$ 457,163</b>	<b>\$ 634,763</b>	<b>\$ 1,048,463</b>

## City of Mission 2021 Budget Worksheet

<b>Fund Group:</b>	Capital
<b>Fund:</b>	Equipment Reserve and Replacement

Fund Description

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

Purchases for vehicles and equipment may be made from this fund.

In 2020, a single axle dump truck, a 3/4-ton pick-up truck, and skid steer with attachments was budgeted in this fund for the Public Works Department.

In 2021, a 3/4-ton pick-up truck, and back-hoe will be acquired for the Public Works Department.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	495	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	300,000	170,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 495	\$ -	\$ 300,000	\$ 170,000

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 2021 Annual Budget

	<b>Fund Group:</b> Capital		<b>Fund:</b> Equipment Reserve/Replacement	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 447,091</b>	<b>\$ 476,458</b>	<b>\$ 476,458</b>	<b>\$ 311,958</b>
<b>REVENUES</b>				
<b>Transfers from Other Funds</b>				
General Fund	\$ -	\$ -	\$ -	\$ -
Total for Transfers	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Sale of Fixed Assets	\$ -	\$ 40,000	\$ 133,000	\$ 75,000
Insurance Proceeds	25,624	-	-	-
Interest	3,744	9,500	2,500	2,500
Total For Miscellaneous and Other	\$ 29,367	\$ 49,500	\$ 135,500	\$ 77,500
<b>TOTAL REVENUES</b>	<b>\$ 29,367</b>	<b>\$ 49,500</b>	<b>\$ 135,500</b>	<b>\$ 77,500</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 300,000	\$ 300,000	\$ 170,000
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 170,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 476,458</b>	<b>\$ 225,958</b>	<b>\$ 311,958</b>	<b>\$ 219,458</b>



## City of Mission 2021 Budget Worksheet

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

### Fund Description

The Storm Water Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property tax bill. The fee is set as a dollar amount per ERU, or equivalent residential unit, that equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For 2021, the annual fee 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.

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

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

- 2010A - Refunding of 2008 temporary notes
- 2010B - Restructuring of 2005A and portion of 2009A G.O. Bonds
- 2013C - Storm water portion of the Johnson Drive Improvements (transfer to Capital Fund)
- 2014A - Refunding of a portion of 2009A G.O. Bonds
- 2019A - Rock Creek Channel Improvements (east of Nall to Roeland Drive)
- 2020A - Refunding of the 2010B Bonds.

Secondary storm water system projects and maintenance activities are paid from this fund.

Improvements to the Rock Creek storm channel from Roeland Drive to Nall are budgeted for 2020. There are no capital projects budgeted for 2021 other than maintenance project.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	446	47,747	523,205	400,000
Commodities	-	-	-	-
Capital Outlay	2,943	830,708	5,039,435	-
Debt Service	2,309,469	2,472,470	2,609,528	2,515,056
Transfers/Reserves	275,219	275,368	283,575	283,575
<b>Total</b>	<b>\$ 2,588,077</b>	<b>\$ 3,626,293</b>	<b>\$ 8,455,743</b>	<b>\$ 3,198,631</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 2021 Annual Budget

	<b>Fund Group:</b>		Special Revenue	
	<b>Fund:</b>		Storm Water Utility	
	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 1,906,995</b>	<b>\$ 5,810,145</b>	<b>\$ 5,810,145</b>	<b>\$ 706,402</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	\$ 2,566,934	\$ 2,500,000	\$ 2,510,000	\$ 2,575,000
Storm Water Utility Fees Delinquent	21,790	35,000	20,000	30,000
Total Fees	\$ 2,588,724	\$ 2,535,000	\$ 2,530,000	\$ 2,605,000
<b>Special Assessments</b>				
Gateway Special Benefit District	\$ 599,596	\$ 599,000	\$ 599,000	\$ -
Roeland Court Townhomes CID	-	18,220	-	18,220
	\$ 599,596	\$ 617,220	\$ 599,000	\$ 18,220
<b>Intergovernmental</b>				
SMAC Funds	\$ -	\$ -	\$ 115,000	\$ -
Total Intergovernmental	\$ -	\$ -	\$ 115,000	\$ -
<b>Bond Proceeds</b>	\$ 4,177,120	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Interest	\$ 76,003	\$ 40,000	\$ 20,000	\$ 10,000
Miscellaneous	-	-	-	-
Total Miscellaneous and Other	\$ 76,003	\$ 40,000	\$ 20,000	\$ 10,000
<b>Transfers From Other Funds</b>				
General Fund	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	-	-	-	-
Rock Creek Drainage #1 Fund	3,000	3,000	3,000	15,000
Rock Creek Drainage #2 Fund	85,000	85,000	85,000	100,000
Total Transfer From Other Funds	\$ 88,000	\$ 88,000	\$ 88,000	\$ 115,000
<b>TOTAL REVENUES</b>	<b>\$ 7,529,443</b>	<b>\$ 3,280,220</b>	<b>\$ 3,352,000</b>	<b>\$ 2,748,220</b>

City of Mission 2021 Annual Budget

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

	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>EXPENDITURES</b>				
<b>Contractual Services</b>				
Professional Services	\$ 1,975	\$ -	\$ -	\$ -
Engineering Services	43,472	50,000	228,780	50,000
Inspections	-	-	-	-
Storm Drain Repairs	2,188	350,000	294,425	350,000
Other Contractual Services	112	-	-	-
Refund Rebate Utility Fee	-	-	-	-
Total for Contractual Services	<u>\$ 47,747</u>	<u>\$ 400,000</u>	<u>\$ 523,205</u>	<u>\$ 400,000</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 830,708	\$ 4,561,237	\$ 5,039,435	\$ -
<b>Debt Service</b>				
2010A Refunding - Princ & Intr	\$ 369,388	\$ 364,763	\$ 364,762	\$ -
2010B Refunding - Princ & Intr	279,132	974,131	969,500	-
2014A Refunding - Princ & Intr	1,741,438	1,050,538	1,050,538	1,052,838
2019A GO Bonds - Princ & Intr	-	218,163	218,163	216,038
2020A Refunding - Princ & Intr	-	-	-	1,239,615
KDHE Loan	6,565	6,565	6,565	6,565
Fiscal Agent Fees	75,947	-	-	-
Total For Debt Service	<u>\$ 2,472,470</u>	<u>\$ 2,614,160</u>	<u>\$ 2,609,528</u>	<u>\$ 2,515,056</u>
<b>Transfers To Other Funds</b>				
Capital Improvement Fund (2013C)	<u>\$ 275,368</u>	<u>\$ 283,575</u>	<u>\$ 283,575</u>	<u>\$ 283,575</u>
Total for Transfers to Other Funds	<u>\$ 275,368</u>	<u>\$ 283,575</u>	<u>\$ 283,575</u>	<u>\$ 283,575</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 3,626,293</u></u>	<u><u>\$ 7,858,972</u></u>	<u><u>\$ 8,455,743</u></u>	<u><u>\$ 3,198,631</u></u>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 5,810,145</b>	<b>\$ 1,231,393</b>	<b>\$ 706,402</b>	<b>\$ 255,991</b>

## City of Mission 2021 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.

Debt Service:

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

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	472,315	471,660	470,060	472,720
Transfers/Reserves	-	300,000	-	-
<b>Total</b>	\$ 472,315	\$ 771,660	\$ 470,060	\$ 472,720

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 2021 Annual Budget

	Fund Group: Fund:		Special Revenue Street Sales Tax	
	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>FUND BALANCE JANUARY 1</b>	\$ 455,201	\$ 332,664	\$ 332,664	\$ 447,604
<b>REVENUES</b>				
<b>Sales Tax - 1/4 Cent for Streets</b>	\$ 645,064	\$ 600,000	\$ 580,000	\$ 580,000
<b>Miscellaneous and Other</b>				
Interest	\$ 4,059	\$ 15,000	\$ 5,000	\$ 5,000
<b>Total Miscellaneous and Other</b>	\$ 4,059	\$ 15,000	\$ 5,000	\$ 5,000
<b>TOTAL REVENUES</b>	<b><u>\$ 649,123</u></b>	<b><u>\$ 615,000</u></b>	<b><u>\$ 585,000</u></b>	<b><u>\$ 585,000</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 375,000	\$ -	\$ -
<b>Debt Service</b>				
2012A - Principal & Interest	\$ 471,660	\$ 471,660	\$ 470,060	\$ 472,720
<b>Total for Debt Service</b>	\$ 471,660	\$ 471,660	\$ 470,060	\$ 472,720
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>				
Capital Improvement Fund	\$ 300,000	\$ -	\$ -	\$ -
Transportation Utility Fund	-	-	-	-
<b>Total for Other Funds</b>	\$ 300,000	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 771,660</u></b>	<b><u>\$ 846,660</u></b>	<b><u>\$ 470,060</u></b>	<b><u>\$ 472,720</u></b>
<b>FUND BALANCE DECEMBER 31</b>	\$ 332,664	\$ 101,004	\$ 447,604	\$ 559,884

## City of Mission 2021 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 and Recreation 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 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 projects are detailed in the Parks Capital Improvements Program spreadsheet.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	407,756	206,239	488,675	665,100
Debt Service	531,100	527,750	529,100	530,000
Transfers/Reserves	-	-	-	60,000
<b>Total</b>	\$ 938,856	\$ 733,989	\$ 1,017,775	\$ 1,255,100

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 2021 Annual Budget

	<b>Fund Group:</b> Special Revenue			
	<b>Fund:</b> Parks and Recreation Sales Tax			
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 891,257	\$ 1,135,592	\$ 1,135,592	\$ 1,000,817
<b>REVENUES</b>				
<b>Sales Tax - 3/8th Cent for Parks</b>	\$ 967,596	\$ 875,000	\$ 875,000	\$ 875,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Interest	10,728	-	8,000	5,000
Total for Miscellaneous and Other	\$ 10,728	\$ -	\$ 8,000	\$ 5,000
<b>TOTAL REVENUES</b>	<b><u>\$ 978,324</u></b>	<b><u>\$ 875,000</u></b>	<b><u>\$ 883,000</u></b>	<b><u>\$ 880,000</u></b>
<b>EXPENDITURES</b>				
<b>Capital Outlay</b>	\$ 206,239	\$ -	\$ -	\$ -
Outdoor Parks	-	350,000	350,000	230,000
MFAC	-	79,000	12,000	40,000
SPJCC	-	247,600	126,675	395,100
Total for Capital Outlay	\$ 206,239	\$ 676,600	\$ 488,675	\$ 665,100
<b>Debt Service</b>				
2013B - Principal & Interest	\$ 527,750	\$ 529,100	\$ 529,100	\$ 530,000
Total For Debt Service	\$ 527,750	\$ 529,100	\$ 529,100	\$ 530,000
<b>Reserves</b>				
Outdoor Park Improvements	\$ -	\$ -	\$ -	\$ -
Facility Reserve - SPJCC	-	50,000	-	50,000
Facility Reserve - MFAC	-	10,000	-	10,000
Total for Reserve Accounts	\$ -	\$ 60,000	\$ -	\$ 60,000
<b>Transfers To Other Funds</b>				
General Fund	\$ -	\$ -	\$ -	\$ -
Total for Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 733,989</u></b>	<b><u>\$ 1,265,700</u></b>	<b><u>\$ 1,017,775</u></b>	<b><u>\$ 1,255,100</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 1,135,592</b>	<b>\$ 744,892</b>	<b>\$ 1,000,817</b>	<b>\$ 625,717</b>

## City of Mission 2021 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.

Capital Projects 2020:

- Full-depth reconstruction (\$300,000)
- Asphalt repair and patching, and crack sealing (\$50,000)

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	11,612	57,948	20,000	50,000
Capital Outlay	214,031	56,702	300,000	300,000
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 225,643	\$ 114,650	\$ 320,000	\$ 350,000

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 2021 Annual Budget

	<b>Fund Group:</b>		Special Revenue	
	<b>Fund:</b>		Special Highway	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 123,626</b>	<b>\$ 270,278</b>	<b>\$ 270,278</b>	<b>\$ 196,278</b>
<b>REVENUES</b>				
<b>Intergovernmental - Kansas Gas Tax</b>	\$ 258,871	\$ 250,000	\$ 245,000	\$ 215,000
<b>Miscellaneous and Other</b>				
Interest	\$ 2,430	\$ 100	\$ 1,000	\$ 1,000
Miscellaneous	-	-	-	-
	<u>\$ 2,430</u>	<u>\$ 100</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 261,301</u></b>	<b><u>\$ 250,100</u></b>	<b><u>\$ 246,000</u></b>	<b><u>\$ 216,000</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Total for Personnel Services	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>				
Asphalt Patch	\$ 57,948	\$ 25,000	\$ 20,000	\$ 50,000
Total for Commodities	<u>\$ 57,948</u>	<u>\$ 25,000</u>	<u>\$ 20,000</u>	<u>\$ 50,000</u>
<b>Capital Outlay</b>	\$ 56,702	\$ 225,000	\$ 300,000	\$ 300,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 114,650</u></b>	<b><u>\$ 250,000</u></b>	<b><u>\$ 320,000</u></b>	<b><u>\$ 350,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 270,278</b>	<b>\$ 270,378</b>	<b>\$ 196,278</b>	<b>\$ 62,278</b>

## City of Mission 2021 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 2021 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$30,000 will support the City's participation in the Johnson County mental health co-responder program, and \$50,000 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.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Services	37,952	57,597	80,000	80,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	<b>\$ 37,952</b>	<b>\$ 72,597</b>	<b>\$ 95,000</b>	<b>\$ 95,000</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 2021 Annual Budget

	<b>Fund Group:</b>		Special Revenue	
	<b>Fund:</b>		Special Alcohol	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 110,196	\$ 126,201	\$ 126,201	\$ 81,201
<b>REVENUES</b>				
<b>Intergovernmental - Alcohol Tax</b>	\$ 88,603	\$ 85,000	\$ 50,000	\$ 70,000
<b>TOTAL REVENUES</b>	<u>\$ 88,603</u>	<u>\$ 85,000</u>	<u>\$ 50,000</u>	<u>\$ 70,000</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
Full-Time Salaries	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-	-
Social Security	-	-	-	-
KPERS	-	-	-	-
Employment Security	-	-	-	-
City Pension	-	-	-	-
<b>Total for Personnel Services</b>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
<b>Contractual Services</b>				
Drug and Alcoholism Council	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000
Mental Health Responder	17,597	30,000	30,000	30,000
<b>Total Contractual Services</b>	<u>\$ 57,597</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>
<b>Commodities</b>				
DARE Supplies	\$ -	\$ 1,000	\$ -	\$ -
<b>Total Supplies</b>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 72,597</u>	<u>\$ 96,000</u>	<u>\$ 95,000</u>	<u>\$ 95,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 126,201	\$ 115,201	\$ 81,201	\$ 56,201

## City of Mission 2021 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 support general programming and parks construction and maintenance.

Debt Service is for lease-purchase of cardio fitness equipment.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	345	-	-
Capital Outlay	2,357	-	50,000	20,000
Debt Service	70,624	67,548	67,655	67,655
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 72,981	\$ 67,893	\$ 117,655	\$ 87,655

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 2021 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Special Parks and Recreation	
	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 81,801</b>	<b>\$ 102,738</b>	<b>\$ 102,738</b>	<b>\$ 35,283</b>
<b>REVENUES</b>				
<b>Intergovernmental - Alcohol Tax</b>	\$ 88,603	\$ 85,000	\$ 50,000	\$ 70,000
<b>Bond/Lease Proceeds</b>	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Interest	227	200	200	150
Total Miscellaneous and Other	\$ 227	\$ 200	\$ 200	\$ 150
<b>TOTAL REVENUES</b>	<b>\$ 88,829</b>	<b>\$ 85,200</b>	<b>\$ 50,200</b>	<b>\$ 70,150</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ 345	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 50,000	\$ 50,000	\$ 20,000
<b>Debt Service/Lease Payments</b>	\$ 67,548	\$ 67,655	\$ 67,655	\$ 67,655
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 67,893</b>	<b>\$ 117,655</b>	<b>\$ 117,655</b>	<b>\$ 87,655</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 102,738</b>	<b>\$ 70,283</b>	<b>\$ 35,283</b>	<b>\$ 17,778</b>

## City of Mission 2021 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 had a contract with Waste Management (formerly Deffenbaugh Industries), which expired in 2019. The City took bids for solid waste collection in the summer of 2019 and awarded a five year contract to Waste Corporation of America (WCA) effective January 1, 2020.

Solid waste collection (trash, recycling, and yard waste) is once a week, and the service includes a bulky item pick-up once a month. WCA's contractual increase for 2021 is 3%. The City will continue to subsidize a portion of the contract with General Fund revenues (\$75,000) in 2021 and the residential assessment will be \$183.83 annually which equates to an increase for homeowners of approximately \$0.67/month.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<b><u>Fund Expenditure Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	591,154	611,804	565,000	583,000
Commodities	2,000	1,000	1,000	1,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 593,154	\$ 612,804	\$ 566,000	\$ 584,000

**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 2021 Annual Budget

	<b>Fund</b>		Special Revenue	
	<b>Fund:</b>		Solid Waste Utility	
	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ (6,611)</b>	<b>\$ (11,962)</b>	<b>\$ (11,962)</b>	<b>\$ 28,638</b>
<b>REVENUES</b>				
<b>Fees</b>				
Solid Waste Utility Fee	\$ 516,873	\$ 585,000	\$ 520,000	\$ 546,000
Trash Bag Sales	-	-	-	-
Yard Waste Stickers	2,691	2,000	1,500	1,000
Commercial Recycling	-	-	-	-
Recycling Rebate	-	1,000	-	-
	<u>\$ 519,564</u>	<u>\$ 588,000</u>	<u>\$ 521,500</u>	<u>\$ 547,000</u>
<b>Miscellaneous and Other</b>				
Interest	\$ 2,889	\$ 100	\$ 100	\$ 100
Total for Miscellaneous and Other	\$ 2,889	\$ 100	\$ 100	\$ 100
<b>Transfers from Other Funds</b>				
General Fund	\$ 85,000	\$ 95,000	\$ 85,000	\$ 75,000
Total for Miscellaneous and Other	\$ 85,000	\$ 95,000	\$ 85,000	\$ 75,000
<b>TOTAL REVENUES</b>	<b><u>\$ 607,453</u></b>	<b><u>\$ 683,100</u></b>	<b><u>\$ 606,600</u></b>	<b><u>\$ 622,100</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
Solid Waste Contract	\$ 608,919	\$ 667,000	\$ 562,000	\$ 580,000
Utility Rebate Refund	2,885	5,000	3,000	3,000
Total for Contractual Services	\$ 611,804	\$ 672,000	\$ 565,000	\$ 583,000
<b>Commodities</b>	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 612,804</u></b>	<b><u>\$ 672,500</u></b>	<b><u>\$ 566,000</u></b>	<b><u>\$ 584,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ (11,962)</b>	<b>\$ (1,362)</b>	<b>\$ 28,638</b>	<b>\$ 66,738</b>

## City of Mission 2021 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Convention and Visitors Bureau

Fund Description

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

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

In 2017, the MCVB Committee was disbanded, but the fund remains to account for receipt and expenditure of the Transient Guest Tax. The majority of the annual revenues are dedicated to the publication and distribution of the Mission Magazine five times annually.

The City continues to manage revenues and expenses for the Mission Business Partnership and the Holiday Adoption efforts as a pass-through in the MCVB Fund.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	82,172	72,038	85,500	100,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 82,172	\$ 72,038	\$ 85,500	\$ 100,000

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 2021 Annual Budget

Fund Group: Special Revenue				
Fund: Mission Convention and Visitors Bureau (MCVB)				
	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>FUND BALANCE JANUARY 1</b>	\$ 69,343	\$ 72,802	\$ 72,802	\$ 84,502
<b>REVENUES</b>				
<b>Transient Guest Tax Receipts</b>	\$ 51,270	\$ 60,000	\$ 45,000	\$ 50,000
<b>Miscellaneous and Other</b>				
Event Sponsorship/Revenue	\$ -	\$ -	\$ -	\$ -
Holiday Adoption Revenue	13,679	25,000	15,000	15,000
Interest	961	500	200	200
Miscellaneous Revenue	9,588	10,000	37,000	7,000
Total for Miscellaneous and Other	24,227	35,500	52,200	22,200
<b>TOTAL REVENUES</b>	<b>\$ 75,497</b>	<b>\$ 95,500</b>	<b>\$ 97,200</b>	<b>\$ 72,200</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
MCVB General Expenses	\$ 233	\$ 10,000	\$ 3,000	\$ 10,000
Mission Merchants	9,763	7,500	7,500	10,000
MCVB Magazine	46,048	50,000	50,000	50,000
Holiday Adoptions	15,994	25,000	25,000	30,000
Pole Sign Incentive Program	-	3,000	-	-
Business Support Programs	-	-	-	-
Total for Contractual Services	\$ 72,038	\$ 95,500	\$ 85,500	\$ 100,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 72,038</b>	<b>\$ 95,500</b>	<b>\$ 85,500</b>	<b>\$ 100,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 72,802</b>	<b>\$ 72,802</b>	<b>\$ 84,502</b>	<b>\$ 56,702</b>

## City of Mission 2021 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.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	506,831	400,178	366,000	370,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 506,831	\$ 400,178	\$ 366,000	\$ 370,000

<u>Authorized Positions</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
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 2021 Annual Budget

	<b>Fund Group:</b>		Special Revenue	
	<b>Fund:</b>		Mission Crossing TIF/CID	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ (142,816)</b>	<b>\$ (149,559)</b>	<b>\$ (149,559)</b>	<b>\$ (148,559)</b>
<b>REVENUES</b>				
<b>Property Taxes -TIF</b>	\$ 199,265	\$ 210,000	\$ 182,000	\$ 200,000
<b>Sales Tax - TIF</b>	\$ 97,625	\$ 80,000	\$ 93,000	\$ 93,000
<b>Sales Tax - CID</b>	\$ 96,546	\$ 80,000	\$ 92,000	\$ 92,000
<b>TOTAL REVENUES</b>	<b><u>\$ 393,435</u></b>	<b><u>\$ 370,000</u></b>	<b><u>\$ 367,000</u></b>	<b><u>\$ 385,000</u></b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
TIF Property Tax Reimbursement	\$ 208,908	\$ 210,000	\$ 181,000	\$ 190,000
TIF Sales Tax Reimbursement	96,337	80,000	93,000	90,000
CID Sales Tax Reimbursement	94,933	80,000	92,000	90,000
Total for Contractual Services	<u>\$ 400,178</u>	<u>\$ 370,000</u>	<u>\$ 366,000</u>	<u>\$ 370,000</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 400,178</u></b>	<b><u>\$ 370,000</u></b>	<b><u>\$ 366,000</u></b>	<b><u>\$ 370,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ (149,559)</b>	<b>\$ (149,559)</b>	<b>\$ (148,559)</b>	<b>\$ (133,559)</b>

## City of Mission 2021 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 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	78,727	78,727	61,000	61,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ 78,727	\$ 78,727	\$ 61,000	\$ 61,000

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 2021 Annual Budget

	<b>Fund Group:</b>		Special Revenue	
	<b>Fund:</b>		Cornerstone Commons CID	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 6,033	\$ 9,016	\$ 9,016	\$ 9,016
<b>REVENUES</b>				
<b>Sales Tax - CID</b>	\$ 64,627	\$ 70,000	\$ 61,000	\$ 61,000
<b>TOTAL REVENUES</b>	<u>\$ 64,627</u>	<u>\$ 70,000</u>	<u>\$ 61,000</u>	<u>\$ 61,000</u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
CID Sales Tax Reimbursement	\$ 61,644	\$ 68,000	\$ 58,500	\$ 58,500
Administrative Fee	-	2,500	2,500	2,500
Total for Contractual Services	<u>61,644</u>	<u>70,500</u>	<u>61,000</u>	<u>61,000</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 61,644</u>	<u>\$ 70,500</u>	<u>\$ 61,000</u>	<u>\$ 61,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 9,016	\$ 8,516	\$ 9,016	\$ 9,016

## City of Mission 2021 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Apartments TIF (The Locale)

Fund Description

The Locale is the redevelopment of the former Pyramid Insurance office building at 6501 Johnson Drive. The project entails the demolition of the existing building and construction of a four-story luxury apartment building with approximately 200 one and two bedroom apartments. The project will also have an outdoor pool with patio area, work out facility for residents, and other amenities. There will be a restaurant on the ground floor.

An four-story parking structure will be built next to the apartment building. There will be 50 parking spaces dedicated for public parking on the ground floor, which was negotiated as part of the development agreement. In addition \$250,000 will also be paid by the developer to the City.

The Mission Apartments Tax Increment Financing (TIF) district was established in 2017 for the purpose of redirecting property tax revenue 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).

The project was completed in spring of 2020 and opened to residents as The Locale.

	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	275,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ 275,000

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 2021 Annual Budget

	<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Mission Apartments (The Locale)	
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>				
Property Taxes -TIF	\$ -	\$ -	\$ -	\$ 288,000
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 288,000</u>
<b>EXPENDITURES</b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
TIF Property Tax Reimbursement	\$ -	\$ -	\$ -	\$ 275,000
Total for Contractual Services	\$ -	\$ -	\$ -	\$ 275,000
Commodities	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 275,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ -	\$ -	\$ 13,000

## City of Mission 2021 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek TIF District #2A (Capitol Federal)

Fund Description

The Rock Creek Tax Increment Financing (TIF) district was established in 2006 for the purpose of spurring new development within the areas that makes up the Rock Creek storm water channel (primarily areas along Johnson Drive and Matrway) and to provide funding for improvements to the storm water channel and properties within its floodplain. New property tax and sales tax revenue generated from new development within the district is the intended source of funding for creek improvements and other public improvements.

In 2010, the Rock Creek TIF District #2A was carved out as a subset of the district for funding of certain cost associated with the development of a Capitol Federal Savings and Loan bank at the southwest corner of Nall Avenue and Johnson Drive. The Rock Creek TIF District #2A was structured to reimburse the developer on a “pay-as-you-go” basis with reimbursement coming from the property tax on the assessed valuation for the completed project (property tax increment) less the assessed valuation for the property prior to the project being completed, the (base valuation). However, the new assessed valuation for the completed bank development was less than the base valuation, because the base valuation included all of the properties within the larger Rock Creek TIF District.

This was corrected in the fall of 2019 when the entire Rock Creek TIF District was split up into small five smaller TIF Districts, Rock Creek TIF District #2A being one of them. An increment should now be recognized from the new assessed value with the improvement (the bank) on that particular parcel of property less the original, base assessed value for the parcel without the improvement. The City will recognize this increment with the 2020 property tax roll and reimburse the developer accordingly.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	15,000
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	-	-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ 15,000

<u>Authorized Positions</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
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 2021 Annual Budget

	Actual 2019	Budget 2020	YE Estimate 2020	Proposed 2021
<b>Fund Group:</b> Special Revenue <b>Fund:</b> Rock Creek TIF District #2A (Capitol Federal)				
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>				
Property Taxes -TIF	\$ -	\$ -	\$ -	\$ 20,000
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>
<b>EXPENDITURES</b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
TIF Property Tax Reimbursement	\$ -	\$ -	\$ -	\$ 15,000
Total for Contractual Services	\$ -	\$ -	\$ -	\$ 15,000
Commodities	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ -	\$ -	\$ 5,000

## City of Mission 2021 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.

<u>Fund Expenditure Budget Summary</u>	Actual 2018	Actual 2019	YE Estimate 2020	Proposed 2021
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	3,000	3,000	3,000	15,000
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 15,000</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 2021 Annual Budget

	<b>Fund Group:</b> Special Revenue			
	<b>Fund:</b> Rock Creek Drainage Dist. #1			
	<u>Actual 2019</u>	<u>Budget 2020</u>	<u>YE Estimate 2020</u>	<u>Proposed 2021</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 9,909	\$ 11,484	\$ 11,484	\$ 12,994
<b>REVENUES</b>				
<b>Property Taxes</b>				
Real Estate Tax	\$ 4,533	\$ 5,000	\$ 4,500	\$ 5,000
Real Estate Tax Delinquent	-	-	-	-
Total for Property Taxes	<u>\$ 4,533</u>	<u>\$ 5,000</u>	<u>\$ 4,500</u>	<u>\$ 5,000</u>
<b>Miscellaneous and Other</b>				
Interest	\$ 42	\$ -	\$ 10	\$ 10
Total for Miscellaneous and Other	<u>\$ 42</u>	<u>\$ -</u>	<u>\$ 10</u>	<u>\$ 10</u>
<b>TOTAL REVENUES</b>	<u><u>\$ 4,575</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 4,510</u></u>	<u><u>\$ 5,010</u></u>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>				
Storm Water Utility Fund	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Total for Transfers To Other Funds	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 15,000</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 3,000</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 3,000</u></u>	<u><u>\$ 15,000</u></u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 11,484	\$ 13,484	\$ 12,994	\$ 3,004

## City of Mission 2021 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 2018	Actual 2019	YE Estimate 2020	Proposed 2021
<u>Fund Expenditure Budget Summary</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-
Commodities	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Transfers/Reserves	85,000	85,000	85,000	100,000
<b>Total</b>	\$ 85,000	\$ 85,000	\$ 85,000	\$ 100,000

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 2021 Annual Budget

		<b>Fund Group:</b> Special Revenue			
		<b>Fund:</b> Rock Creek Drainage Dist. #2			
	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>YE Estimate 2020</b>	<b>Proposed 2021</b>	
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 21,933</b>	<b>\$ 23,333</b>	<b>\$ 23,333</b>	<b>\$ 21,933</b>	
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Taxes	\$ 86,822	\$ 90,000	\$ 83,000	\$ 85,000	
Real Estate Taxes Delinquent	(1,428)	-	500	1,000	
Total for Property Taxes	<u>\$ 85,394</u>	<u>\$ 90,000</u>	<u>\$ 83,500</u>	<u>\$ 86,000</u>	
<b>Miscellaneous and Other</b>					
Interest	\$ 1,006	\$ 100	\$ 100	\$ 100	
Total For Miscellaneous and Other	<u>\$ 1,006</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>	
<b>TOTAL REVENUES</b>	<b><u>\$ 86,400</u></b>	<b><u>\$ 90,100</u></b>	<b><u>\$ 83,600</u></b>	<b><u>\$ 86,100</u></b>	
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ 85,000	\$ 85,000	\$ 85,000	\$ 100,000	
Total for Transfers To Other Funds	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 100,000</u>	
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 85,000</u></b>	<b><u>\$ 85,000</u></b>	<b><u>\$ 85,000</u></b>	<b><u>\$ 100,000</u></b>	
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 23,333</b>	<b>\$ 28,433</b>	<b>\$ 21,933</b>	<b>\$ 8,033</b>	



2021-2025  
Capital Improvement Program (CIP)

## 2021-2025 Community Investment Program - Summary by Program Area

	2020	2021	2022	2023	2024	2025	
<b>Revenues</b>							
<b>Beginning Balance</b>	8,345,250	2,950,335	2,995,446	1,821,090	(1,679,985)	(1,640,683)	
Streets	1,261,958	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)	
Stormwater	5,844,962	685,228	733,020	850,777	850,777	1,144,579	
Parks & Recreation	1,238,330	1,052,555	682,455	563,505	(625,945)	(1,205,945)	
<i>Local Revenue</i>							
Streets	1,630,000	1,682,500	1,247,500	1,102,500	1,102,500	1,102,500	
Stormwater	3,222,000	3,228,000	3,303,000	3,303,000	3,303,000	3,303,000	
Parks & Recreation	875,000	875,000	900,000	215,000	-	-	
<i>External Revenue</i>							
Streets	798,000	215,000	544,000	2,842,500	437,000	348,500	
Stormwater	133,220	18,220	18,220	18,220	18,220	18,220	
Parks & Recreation	85,000	85,000	85,000	85,000	85,000	85,000	
<i>Debt Proceeds</i>							
Streets	-	-	-	-	-	-	
Stormwater	-	-	-	-	-	-	
Parks & Recreation	-	-	-	-	-	-	
<b>Total CIP Revenues</b>	<b>6,743,220</b>	<b>6,103,720</b>	<b>6,097,720</b>	<b>7,566,220</b>	<b>4,945,720</b>	<b>4,857,220</b>	
<b>Expenses</b>							
<i>Capital Projects</i>							
Streets	1,140,083	340,000	1,773,000	5,535,000	764,000	547,000	
Stormwater	5,098,672	-	-	-	-	-	
Parks & Recreation	488,675	665,100	438,500	824,000	530,000	530,000	
<i>Maintenance/Operations Programs</i>							
Streets	600,000	450,000	450,000	450,000	450,000	450,000	
Stormwater	523,184	400,000	400,000	550,000	550,000	550,000	
Parks & Recreation	60,000	60,000	60,000	60,000	60,000	60,000	
<i>Debt Service (includes lease purchase)</i>							
Streets	737,323	740,081	741,663	271,625	-	-	<b>Remaining Debt Service</b>
Stormwater	2,893,098	2,798,428	2,803,463	2,477,418	2,185,865	2,792,065	\$0
Parks & Recreation	597,100	605,000	605,450	605,450	75,000	75,000	\$7,364,801
							Cardio lease purchase on-going
<b>Total CIP Expenses</b>	<b>12,138,135</b>	<b>6,058,609</b>	<b>7,272,076</b>	<b>10,773,493</b>	<b>4,614,865</b>	<b>5,004,065</b>	
<b>Ending Balance</b>	<b>2,950,335</b>	<b>2,995,446</b>	<b>1,821,090</b>	<b>(1,386,183)</b>	<b>(1,349,130)</b>	<b>(1,787,528)</b>	
Streets	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)	(1,125,317)	
Stormwater	685,228	733,020	850,777	1,144,579	1,436,132	1,123,734	
Parks & Recreation	1,052,555	682,455	563,505	(625,945)	(1,205,945)	(1,785,945)	

## Street Program Plan (2021 - 2025)

	2020	2021	2022	2023	2024	2025
<b>Revenues</b>						
<b>Beginning Balance*</b>	1,261,958	1,212,552	1,579,971	406,808	(1,904,817)	(1,579,317)
<i>Local Revenue</i>						
7 mills dedicated to streets	1,050,000	1,102,500	1,102,500	1,102,500	1,102,500	1,102,500
0.25% Street Sales Tax Revenues - existing	580,000	580,000	145,000	-	-	-
Gateway Development - Street Sales Tax Portion	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,630,000</b>	<b>1,682,500</b>	<b>1,247,500</b>	<b>1,102,500</b>	<b>1,102,500</b>	<b>1,102,500</b>
<i>External Revenue</i>						
CARS Reimbursements	485,000	-	319,000	2,617,500	212,000	123,500
Special Highway	245,000	215,000	225,000	225,000	225,000	225,000
SMAC Reimbursements	-	-	-	-	-	-
Grants / Other Outside Funding	68,000	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
<b>Sub-total</b>	<b>798,000</b>	<b>215,000</b>	<b>544,000</b>	<b>2,842,500</b>	<b>437,000</b>	<b>348,500</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>2,428,000</b>	<b>1,897,500</b>	<b>1,791,500</b>	<b>3,945,000</b>	<b>1,539,500</b>	<b>1,451,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
UBAS Treatment Lamar (SMP to Foxridge)	1,140,083	-	-	-	-	-
UBAS Treatment - Jo Drive (Lamar to Roe)	-	40,000	638,000	-	-	-
Foxridge (51st to Lamar)	-	-	835,000	5,235,000	-	-
Mill and Overlay - Roe (SMP to 63rd St)	-	-	-	-	464,000	-
UBAS Treatment - Nall (Martway to SMP)	-	-	-	-	-	247,000
Full-depth Reconstruction Projects (non-CARS eligible)	-	300,000	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>1,140,083</b>	<b>340,000</b>	<b>1,773,000</b>	<b>5,535,000</b>	<b>764,000</b>	<b>547,000</b>
<i>Maintenance Programs</i>						
Residential Street Program	500,000	350,000	350,000	350,000	350,000	350,000
PW Maintenance Programs (sidewalks, traffic safety)	75,000	75,000	75,000	75,000	75,000	75,000
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000
<b>Sub-total</b>	<b>600,000</b>	<b>450,000</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)	470,060	472,718	474,300	-	-	-
Jo Drive - Street Portion (2013C)	267,263	267,363	267,363	271,625	-	-
<b>Sub-total</b>	<b>737,323</b>	<b>740,081</b>	<b>741,663</b>	<b>271,625</b>	<b>-</b>	<b>-</b>
<b>Total Street Expenses</b>	<b>2,477,406</b>	<b>1,530,081</b>	<b>2,964,663</b>	<b>6,256,625</b>	<b>1,214,000</b>	<b>997,000</b>
<b>Ending Balance</b>	<b>1,212,552</b>	<b>1,579,971</b>	<b>406,808</b>	<b>(1,904,817)</b>	<b>(1,579,317)</b>	<b>(1,125,317)</b>



## Stormwater Program Plan (2021 - 2025)

Stormwater Program Plan (2021 - 2025)						
	2020	2021	2022	2023	2024	2025
<b>Revenues</b>						
<b>Beginning Balance</b>	5,844,962	685,228	733,020	850,777	850,777	1,144,579
<i>Local Revenue</i>						
Stormwater Utility Fund Revenues	2,535,000	2,530,000	2,605,000	2,605,000	2,605,000	2,605,000
Drainage District Revenues	88,000	99,000	99,000	99,000	99,000	99,000
Gateway Special Benefit District Revenues	599,000	599,000	599,000	599,000	599,000	599,000
<b>Sub-total</b>	<b>3,222,000</b>	<b>3,228,000</b>	<b>3,303,000</b>	<b>3,303,000</b>	<b>3,303,000</b>	<b>3,303,000</b>
<i>Extenal Revenue</i>						
SMAC Revenues	115,000	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
RCHA CID Revenues	18,220	18,220	18,220	18,220	18,220	18,220
<b>Sub-total</b>	<b>133,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	-	-	-	-	-	-
<b>Total Stormwater Revenues</b>	<b>3,355,220</b>	<b>3,246,220</b>	<b>3,321,220</b>	<b>3,321,220</b>	<b>3,321,220</b>	<b>3,321,220</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Rock Creek Channel (Nall to Roeland Drive)	5,039,432					
Design/Construction Inspection	519,918					
Property Acquisition	-					
Construction	4,519,514					
51st & Lamar Stormwater Repairs	59,240					
<b>Sub-total</b>	<b>5,098,672</b>	-	-	-	-	-
<i>Maintenance Programs</i>						
Repair and Maintenance Projects		350,000	350,000	500,000	500,000	500,000
50th/Dearborn Drainage	184,975					
Rock Creek Channel Failure	109,450					
Miscellaneous Engineering	228,759	50,000	50,000	50,000	50,000	50,000
<b>Sub-total</b>	<b>523,184</b>	<b>400,000</b>	<b>400,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
<i>Debt Service/Loan Repayment</i>						
KDHE Loan Repayment	6,562	6,562	6,562	6,562	6,562	6,562
GO Series 2010A	364,763	-	-	-	-	-
GO Series 2010B	969,497	-	-	-	-	-
GO Series 2013C - Stormwater Portion	283,575	283,375	283,075	287,000	-	-
GO Series 2014-A	1,050,538	1,052,838	1,054,738	1,060,313	1,061,563	1,061,563
GO Series 2019A (Rock Creek/RCHA)	218,163	216,038	218,563	615,918	613,815	613,815
GO Series 2020A (Refunding of 2010B)		1,239,615	1,240,525	507,625	503,925	1,110,125
<b>Sub-total</b>	<b>2,893,098</b>	<b>2,798,428</b>	<b>2,803,463</b>	<b>2,477,418</b>	<b>2,185,865</b>	<b>2,792,065</b>
<b>Total Stormwater Expenses</b>	<b>8,514,954</b>	<b>3,198,428</b>	<b>3,203,463</b>	<b>3,027,418</b>	<b>2,735,865</b>	<b>3,342,065</b>
Annual Surplus/(Deficit)	(5,159,734)	47,792	117,757	293,802	585,355	(20,845)
<b>Ending Fund Balance</b>	<b>685,228</b>	<b>733,020</b>	<b>850,777</b>	<b>1,144,579</b>	<b>1,436,132</b>	<b>1,123,734</b>

<b>Remaining Debt Service/ Year Retires</b>
\$45,934/2031
\$0
\$0/refunded by 2020A
\$0
\$2,334,513/2029
\$3,076,579/2029
\$1,907,775/2029

**Parks & Recreation Program Plan (2021 - 2025)**

	2020	2021	2022	2023	2024	2025
<b>Revenues</b>						
<b>Beginning Fund Balance</b>	1,238,330	1,052,555	682,455	563,505	(625,945)	(1,205,945)
<i>Local Revenue</i>						
0.375% Parks & Recreation Sales Tax Revenues	875,000	875,000	900,000	215,000	-	-
Transfers/other	-	-	-	-	-	-
<b>Sub-total</b>	<b>875,000</b>	<b>875,000</b>	<b>900,000</b>	<b>215,000</b>	<b>-</b>	<b>-</b>
<i>External Revenue</i>						
Special Parks & Recreation Revenues	85,000	85,000	85,000	85,000	85,000	85,000
Grant Proceeds/Other	-	-	-	-	-	-
<b>Sub-total</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
<i>Debt Proceeds</i>						
Sub-total	-	-	-	-	-	-
<b>Total Parks and Recreation Revenues</b>	<b>960,000</b>	<b>960,000</b>	<b>985,000</b>	<b>300,000</b>	<b>85,000</b>	<b>85,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Park Systems Improvements	350,000	230,000	150,000	150,000	150,000	150,000
Mohawk Park Restrooms	250,000	80,000	6,000	-	-	-
Park Amenities TBD	100,000	150,000	144,000	150,000	150,000	150,000
Legacy Park Shade Structure	-	-	6,000	-	-	-
Park Amenities TBD	-	-	-	150,000	150,000	150,000
MFAC Improvements/Equipment Replacement	12,000	40,000	52,000	75,000	75,000	75,000
Shade Structure Replacement (\$15,000)	-	10,000	25,000	75,000	75,000	75,000
MFAC Painting and Maintenance	12,000	12,000	15,000	-	-	-
Lane Line Replacement (\$12,000)	-	13,000	12,000	-	-	-
Restripe Parking Lot	-	10,000	5,000	-	-	-
UV Light Bulb Replacement	-	12,000	15,000	-	-	-
Diving Board Replacement	-	13,000	12,000	-	-	-
Spray Ground Timer	-	5,000	-	-	-	-
SPJCC Improvements/Equipment Replacement	126,675	395,100	236,500	599,000	305,000	305,000
Conference Center Banquet Chairs (\$24,100)	-	10,000	30,000	30,000	30,000	30,000
Resurface Pool Deck	84,300	70,000	18,000	18,000	300,000	300,000
Indoor Pool Slide Maintenance (\$28,000)	-	80,000	20,000	20,000	-	-
Conference Center Tables (\$10,000)	-	15,000	32,000	32,000	-	-
Small Kaivac	4,875	24,100	57,000	57,000	-	-
Indoor Track Resurfacing (\$123,000)	-	28,000	28,000	28,000	-	-
South Kitchen Flooring (\$10,000)	-	10,000	35,000	35,000	-	-
Firepanel Upgrade	18,100	123,000	11,500	11,500	-	-
Stain/seal Exterior Beams	14,400	10,000	-	-	-	-
South Kitchen Flooring	-	10,000	-	-	-	-
Replace Chairs in A&B	-	20,000	-	-	-	-
Locker Room Flooring	-	-	-	-	-	-
Adult Lounge Counters	-	-	-	-	-	-
North and South Kitchen Counters	-	-	-	-	-	-
Roof Resurfacing	-	-	-	-	-	-
Pool Resurfacing	-	-	-	-	-	-
Adult Lounge Furniture	-	-	-	-	-	-
Computer Replacement	5,000	5,000	5,000	5,000	5,000	5,000
<b>Sub-total Capital Projects</b>	<b>488,675</b>	<b>665,100</b>	<b>438,500</b>	<b>824,000</b>	<b>530,000</b>	<b>530,000</b>
<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
<b>Sub-total</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<i>Debt Service/Lease Payments</i>						
Outdoor Aquatic Facility Debt Service (2019B)	\$529,100	\$530,000	\$530,450	\$530,450	75,000	75,000
Cardio Equipment Lease	65,000	75,000	75,000	75,000	75,000	75,000
<b>Sub-total</b>	<b>597,100</b>	<b>605,000</b>	<b>605,450</b>	<b>605,450</b>	<b>75,000</b>	<b>75,000</b>
<b>Total Parks &amp; Recreation Expenses</b>	<b>1,145,775</b>	<b>1,330,100</b>	<b>1,103,950</b>	<b>1,489,450</b>	<b>665,000</b>	<b>665,000</b>
<b>Ending Balance</b>	<b>1,052,555</b>	<b>682,455</b>	<b>563,505</b>	<b>(625,945)</b>	<b>(1,205,945)</b>	<b>(1,785,945)</b>

Project has been deferred to future year

<b>City of Mission</b>	Item Number:	7e.
<b>ACTION ITEM SUMMARY</b>	Date:	August 19, 2020
<b>Community Development</b>	From:	Brian Scott

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

**RE:** Pre-Development Agreement with Mission Bowl, LLC

**RECOMMENDATION:** Approve the pre-development agreement with Mission Bowl, LLC for review and consideration of the redevelopment of the former Mission Bowl site at 5399 Martway Street.

**DETAILS:** The Sunflower Development Group has been in discussions with the City about the possible redevelopment of the former Mission Bowl property located at 5399 Martway Street. Sunflower is proposing to construct a 160 unit (+/-), multi-family residential structure on the site. Preliminary development plans have been submitted to the City for review and consideration by the Planning Commission at their August 24th meeting.

Sunflower is also seeking assistance from the City to cover some of the extraordinary costs that will be incurred with the development project including demolition of the vacant bowling alley on the site, re-alignment of a sanitary sewer main from the sanitary sewer lift station behind the site to a connection point with another main underneath Martway, and construction of a concrete wall in the Rock Creek channel along the southeast boundary of the site.

Sunflower recently submitted an application to the City for consideration of tax increment financing and the use of the sales tax exemption associated with industrial revenue bonds to help in offsetting these costs. Before City staff begins spending time and resources to review these applications and engage in negotiations with the Sunflower Group, it would be appropriate to enter into a pre-development agreement with Sunflower. The pre-development agreement recognizes Sunflower as the exclusive developer of the project and requires that they provide an upfront payment of \$10,000 to cover the City's costs in reviewing their application.

It is important to note that the pre-development agreement does not bind the City to accepting the proposed development project, nor does it obligate the City to approve the use of tax increment financing or the issuance of industrial revenue bonds for the sale tax exemption. Instead, it is merely a first-step in the process and sets the stage for consideration of the project and possible public assistance.

Sunflower has formed Mission Bowl, a limited liability corporation, for the purpose of conducting this redevelopment project.

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

Related Statute/City Ordinance:	K.S.A 12-1770
Line Item Code/Description:	N/A
Available Budget:	N/A

## PREDEVELOPMENT AGREEMENT

THIS PREDEVELOPMENT AGREEMENT (this “Agreement”) is entered into as of the \_\_\_ day of \_\_\_\_\_, 2020, between the CITY OF MISSION, KANSAS, a municipal corporation of the State of Kansas (the “City”), and MISSION BOWL APARTMENTS, LLC, a Kansas limited liability company, and its successors and assigns (the “Developer”) (the City and Developer are hereby collectively referred to as the “Parties”).

### RECITALS

A. The Parties desire to enter into this Agreement in order to designate the Developer as the exclusive developer during the term of this Agreement for the purpose of studying the feasibility of a multi-family housing development (“Development”) to be located at 5399 Martway, Mission, Kansas (“Project Area”) and determining matters that may be included in a development agreement between the Parties (“Development Agreement”).

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the City and the Developer agree as follows:

1. DEVELOPER OF RECORD. The City acknowledges that there are risks and costs of preliminary planning activities and other requirements associated with the preparation of a project plan under development. As an inducement to Developer to assume those costs and undertake those activities set forth herein, and for the other consideration described herein, the City designates Developer as the exclusive developer of record for the Project Area for a period of nine (9) months from the date hereof, expiring \_\_\_\_\_, 2021 (“Term”). During the Term,

as long as this Agreement is in effect, the City agrees that it will not enter into an agreement with any other person or entity for the implementation of any redevelopment project within the Project Area without the written consent of Developer.

2. BASIC TERMS OF FINAL DEVELOPMENT AGREEMENT.

The Parties agree that before either party is obligated to proceed with any development within the Project Area, a Development Agreement, satisfactory to both Parties in their sole and absolute discretion, must be entered into. Although the specific terms of such Development Agreement must be negotiated between the Parties, the Parties presently believe that such terms must necessarily address, at a minimum, the following matters, to-wit:

A. Determination of Development. The Parties must agree on the proposed square footages of each building, number of living units and the exterior design for the Development.

B. Agreement on Site Work, Infrastructure and Utilities. The Parties shall agree on how site work, utilities, street, intersection, sidewalk and similar improvements are to be addressed by any development plan.

C. Agreement on Plans and Specifications. The Parties shall agree on the plans and specifications of the exterior design of the Development.

D. Agreement on Progress Schedule. The Parties shall agree on a progress schedule by which the Development will be undertaken and completed, subject to force majeure.

E. Zoning Changes. The Parties shall agree as to how any necessary zoning changes will be addressed. Nothing contained within this Agreement, nor any future agreement, shall be deemed to bind the City, acting in its governmental capacity, to make any such zoning changes.

F. Public Incentives. The Parties shall agree on public incentives, if any, for which the Development qualifies.

G. Other Matters. The Development Agreement shall also address any other matters that either party deems appropriate.

In the event of a conflict between this Agreement and the Development Agreement, the terms of the Development Agreement shall control.

3. OBLIGATIONS OF THE PARTIES TO PROCEED.

The obligation of the Parties to proceed beyond this Agreement is dependent upon the Parties entering into a Development Agreement prior to the termination of this Agreement. Nothing contained herein shall: (i) obligate the City to create or approve the Development; (ii) obligate the City to create or approve a development plan for Project Area; (iii) obligate the City to approve or provide public incentives; or (vi) obligate either party to enter into a Final Development Agreement.

4. FEASIBILITY STUDY. The City may wish to obtain a third-party Feasibility Study (the "Study") to determine whether the Development's benefits and tax increment revenue and other available revenues are expected to exceed or be sufficient to pay for the eligible costs of the Development. Developer shall reasonably cooperate with the City and its consultants in connection with the Study, including but not limited to sharing non-proprietary information, attending public input sessions and attending City Council work sessions.

5. MISCELLANEOUS.

A. Costs. Except as otherwise provided specifically herein, each party shall be solely responsible for all costs and expenses incurred by such party in connection with the matters contemplated by this Agreement. Provided, however, that the Developer will reimburse and pay the City for its expenses incurred ("City Expenses") following execution of this Agreement.

i. In order to ensure the prompt and timely payment of the City Expenses, the Developer will establish a fund (the "Fund") in the amount of \$10,000.00 ("Initial Deposit") by paying such amount to the City contemporaneously with the execution of this Agreement, receipt of which is hereby acknowledged.

ii. City shall provide Developer with a written description of each City Expense containing the name of the party to which the expense will be owed and a reasonable description of the work to be performed or service to be provided. Developer shall have fifteen (15) days after receipt of the City's notice to approve or deny the expense or request additional detail. In the event Developer fails to respond within the fifteen (15) day period, the expense shall be deemed approved. In the event Developer denies any City Expense, the City and Developer shall attempt in good faith to resolve Developer's objection thereto; in the event the parties are unable to resolve such objection, City may terminate this Agreement.

iii. On a monthly basis, the City will pay the approved City Expenses from the Fund and will submit to Developer monthly statements itemizing the approved City Expenses paid from the Fund during the preceding month.

iv. In the event the City determines that the total of the City Expenses will exceed the balance in the Fund, the City will submit an itemized statement therefor to the Developer to replenish the Fund so that there is a cash balance available against which additional City Expenses may be applied on a current basis.

v. All statements of approved City Expenses will be payable by Developer within thirty (30) days of receipt thereof.

vi. If economic incentives are extended to Developer for its project, and any City Expenses are eligible for reimbursement through such incentives, the City will not oppose such reimbursement.

vii. All studies, reports, and other work product, other than attorney-client work product, prepared for City and paid out of the Fund shall be provided to Developer at no charge to Developer.

B. Assignability. Neither party shall assign this Agreement without the written consent of the other party.

C. Amendments. This Agreement may be supplemented or amended only by written instrument executed by the Parties affected by such supplement or amendment.

D. Applicable Law. This Agreement shall be deemed to be entered into in the state of Kansas, and shall be enforceable under the laws of that state.

E. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon the Parties hereto, and the permitted successors and assigns of the Parties.

F. Non-liability of City Officials and Employees. No member of the governing body, official or employee of the City shall be personally liable to Developer, or any successor in interest to Developer, pursuant to the provisions of this Agreement, nor for any default or breach of the Agreement by the City.

G. Not A Partnership. The provisions of this Agreement are not intended to create, nor shall they in any way be interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the Parties.



H. Termination. Developer may terminate this Agreement upon ten (10) days' advance written notice to the City, in which event (i) the City will be reimbursed for all approved City Expenses actually incurred by the City prior to the receipt of such termination notice, (ii) all remaining moneys on deposit in the Fund shall immediately be returned to Developer, and (iii) this Agreement shall automatically terminate and the Parties shall have no further obligations hereunder.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

CITY OF MISSION, a Kansas municipal  
corporation

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

ATTEST:

\_\_\_\_\_  
Audrey M. McClanahan, City Clerk

MISSION BOWL APARTMENTS, LLC, a  
Kansas limited liability company

By:   
\_\_\_\_\_  
Jason Swords, Manager

<b>City of Mission</b>	Item Number:	9a.
<b>ACTION ITEM SUMMARY</b>	Date:	August 19, 2020
<b>Administration</b>	From:	Audrey McClanahan

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

**RE:** Massage Establishment Permit, Sherri Rinne, 5845 Horton, Suite 202

**RECOMMENDATION:** Approve the Massage Establishment Permit for Sherri Rinne, Elemental Massage and Wellness at 5845 Horton, Suite 202.

**DETAILS:** Under the provisions of Chapter 620 of Mission’s Municipal Code, anyone opening a massage establishment is required to submit an initial application which is considered by the City Council. On February 19, 2020, Council approved the massage establishment application for Kristine Fotland at the same location. Ms. Fotland has since relocated, out-of-state, and is in the process of selling the business to Sherri Rinne, who will operate as Elemental Massage and Wellness.

Sherri Rinne has submitted her application to operate as the sole massage therapist at 5845 Horton, Suite 202. She has provided the necessary documentation regarding education and training, and her background check has been completed and approved by Chief Hadley. Following approval of the initial application and payment of the \$300 application fee, the license will be renewed annually based on the square footage of the business. Ms. Rinne has already applied for the required massage therapist permit, which was approved administratively per City code.

In order to allow Ms. Rinne to not have a 30+ day period of interruption to the business, Staff is requesting the City Council consider the massage establishment permit as a New Business item on the August 19, 2020 City Council meeting agenda.

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

Related Statute/City Ordinance:	Chapter 620
Line Item Code/Description:	n/a
Available Budget:	n/a