



**CITY OF MISSION, KANSAS**  
**FINANCE & ADMINISTRATION COMMITTEE**

**WEDNESDAY, JULY 6, 2022 at 7:30 p.m.**  
**(or immediately following 6:30 p.m. Community Development Committee)**

**POWELL COMMUNITY CENTER**  
**6200 MARTWAY**

**Meeting In Person and Virtually via Zoom**

*This meeting will be held in person at the time and date shown above. In consideration of the COVID-19 social distancing recommendations, this meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913.676.8350, with any questions or concerns.*

**PUBLIC HEARINGS / PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**ACTION ITEMS**

1. Acceptance of the June 1, 2022 Finance & Administration Committee Minutes – Emily Randel ([page 3](#))

Draft minutes of the June 1, 2022 Finance and Administration Committee meeting are included for review and acceptance.

2. Contract for Crossing Guard Services – Dan Madden ([page 14](#))

The City has contracted with All City Management Services (ACMS) for crossing guard services for several years, And staff is seeking approval of a contract with ACMS for the 2022-2023 school year. Staff recommends entering into a new agreement for the 2022-2023 school year for a total estimated annual cost of \$19,771.20. The rate increase from \$24.80 per hour to \$27.46 per hour represents a total increase of \$1,915.20 per year.

## DISCUSSION ITEMS

3. 2023 Budget – Laura Smith ([page 22](#))

Discussion of the 2022 Estimated and 2023 Budgets will continue, with an emphasis on the other non-major funds (non-infrastructure related).

## OTHER

4. Department Updates – Laura Smith

**Trent Boultinghouse, Chairperson**  
**Debbie Kring, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson St***  
**913.676.8350**

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	July 6, 2022
<b>Administration</b>	From:	Emily Randel

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

**RE:** June 1, 2022 Finance & Administration Committee Minutes.

**RECOMMENDATION:** Review and accept the June 1, 2022 minutes of the Finance & Administration Committee.

**DETAILS:** Minutes of the June 1, 2022 Finance & Administration Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

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

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



## **MINUTES OF THE MISSION FINANCE & ADMINISTRATION COMMITTEE**

June 1, 2022

The Mission Finance and Administration Committee met at the Powell Community Center and virtually via ZOOM on Wednesday, June 1, 2022. The following Committee members were present: Ken Davis, Trent Boultinghouse, Hillary Thomas, Debbie Kring, Lea Loudon, Mary Ryherd, and Ben Chociej. Councilmember Kristen Inman and Mayor Flora were absent. Councilmember Boultinghouse called the meeting to order at 7:18 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, Assistant City Administrator/Interim City Clerk Emily Randel, Public Works Director Celia Duran, Parks & Recreation Director Penn Almoney and Chief Dan Madden.

### **Public Comments**

Councilmember Boultinghouse reminded the public they could participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

### **Public Presentations**

There were no public presentations.

### **Acceptance of the May 4, 2022 Finance and Administration Committee Minutes**

Minutes of the May 4, 2022 Finance and Administration Committee Meetings were provided to the Committee. There being no objections or corrections, the minutes were accepted as presented.

### **Resolution Approving Parks and Recreation Sales Tax Ballot Language**

Ms. Smith reminded the Committee that Mission currently has a three-eighths percent citywide retailers' sales tax which is dedicated to the acquisition, construction, equipping, operation, maintenance, and debt service for parks and recreational facilities. The sales tax was approved by voters in the November 2012 general election, took effect in April 2013 and will sunset in March 2023.

Continued progress for Mission's park system, especially with respect to the outdoor park system, hinges on successful renewal of the parks and recreation sales tax. Through citizen feedback collected through the DirectionFinder Survey process in 2021, residents continue to express a desire for investment in high-quality, well-maintained park facilities and popular, well-attended recreation and enrichment programs. Over the last 18-24 months, efforts have been focused on building out a plan for continued investment in Mission's parks.

Information regarding the current sales tax including its history and what projects have been completed since its inception has been reviewed and discussed in Committee meetings and work sessions leading up to this point. Since implementation, the dedicated sales tax has generated approximately \$7.79 million in revenues which has been used for: replacement of the Mission Family Aquatic Center, deferred maintenance at Powell Community Center, creation of a Parks Master Plan, maintenance and expansion of the trail network, development of conceptual plans for outdoor park improvements and a start on implementation of some of these improvements.

In February, Council directed staff to coordinate with the Johnson County Election Office to plan for a mail ballot election to occur on September 20, 2022 for renewal of the dedicated parks and recreation sales tax. Following a presentation to the Parks, Recreation and Tree Commission in May 2022, they are recommending that the Council consider renewing the parks and recreation sales tax at the rate of  $\frac{3}{8}$ -percent.

All of the work leading up to this point has resulted in the preparation of the Resolution included in the packet. Based on the needs and priorities identified through on-going review and analysis, direction was provided following the May 25 Council work session for staff to prepare the documents seeking renewal of the parks and recreation sales tax at the current rate of  $\frac{3}{8}$ -percent for a period of ten years via a mail ballot election on September 20, 2022. If approved, the renewed sales tax would take effect April 1, 2023 and sunset on March 31, 2033.

Ms. Smith indicated that the 2012 ballot language was written broadly to include the acquisition, construction, improvement, equipping, operating and maintaining of parks and recreational facilities along with the payment of debt service associated with any bonds issued for the same. This provided the most flexibility in how funds could be used throughout the life of the sales tax. In discussions leading up to this point, Council has expressed continued support for this approach and the Resolution reflects that preference.

Councilmember Davis indicated he had opportunity to watch the work session and to review the information from the Parks, Recreation and Tree Commission. Although he is supportive of renewal of the tax, he stated he remains in the minority in his belief that the rate should be reduced to  $\frac{1}{4}$ -percent rather than  $\frac{3}{8}$ -percent. As he has expressed in previous meetings, it is his position that the City's overall (cumulative) sales tax should be reduced back to what it was prior to renewal of the dedicated street sales tax.

Councilmember Kring asked if Councilmember Davis could propose a different rate since he is opposed to the rate being proposed.

Councilmember Davis stated that if he was interested, he could suggest an amendment to the Resolution at the Council meeting in June 15, but believes that since he feels it is the minority view he doesn't want to waste the Council's time.

Councilmember Kring noted that she believes the timing on the ballot is perfect in concert with the fact we are fully staffed at the pool, work at Mohawk and other parks is happening and people are able to really see the things that their tax dollars are funding. She stated that as long as the overall sales tax rate was not going higher than where it is today, she was comfortable with the ¾-percent recommendation.

Councilmember Thomas stated that while she agrees with keeping the ballot language as broad as possible, she would like to see more “back of house” policy or controls regarding what is spent for maintenance at the Powell Community Center versus Mission’s outdoor parks.

Councilmember Boultinghouse spoke in favor or renewal. He had submitted comments for the May 25 work session which he was unable to attend in support of the ¾-percent rate. He believes that with our larger day time population and other outside visitors, this provides a unique opportunity to make investments benefitting 100% of our Mission residents without asking them to shoulder 100% of the cost.

Councilmember Chociej recommended that the Resolution be forwarded to the City Council for approval. All agreed and this item will appear on the Regular Agenda.

### **License Plate Reader Grant Submission**

In late 2021, Senator Moran’s office contacted Chief Madden regarding possible funding opportunities for law enforcement projects in the City of Mission. Based on previous budget considerations for the Department, the Chief reached out to a local vendor to discuss preliminary budget numbers for license plate reader technology. Based on the projected cost per camera, crime map data was used to determine potential locations to install this technology and Chief Madden responded to the Senator’s office with a request for \$140,000 in funding to acquire and install license plate reader technology.

Automated license plate readers (ALPR) systems are used in nearly every city across the metropolitan area. These systems allow for real time and investigative uses which can both prevent crimes or be used to identify potential suspect vehicles if a crime occurs. They provide reliable and unbiased data to law enforcement.

ALPR systems are cameras capable of identifying license plates on vehicles that pass by their locations. Each time a vehicle passes by an ALPR camera, a photo is taken of the license plate and the rear of the car. The license plate is instantly checked through both national and regional crime databases, to see if it is reported stolen or connected to a person with a felony warrant. If the license plate has an entry, all officers receive an alert on their in-car computer with the photo of the license plate. Officers can then move into the area to try to locate the vehicle. Many crimes are committed using stolen vehicles. Being able to respond in “real time” with a police presence can help to reduce the opportunity for additional crimes to occur in our community.

Another feature of the ALPR systems is the ability to manually enter a license plate into the system, so it alerts officers if the vehicle travels through our City. For example, if Overland Park puts out a “Be On The Lookout” (BOLO) for a vehicle involved in an aggravated robbery that includes a license plate, officers can manually enter that license plate into the system. If that vehicle passes by one of Mission’s ALPR locations or an ALPR in any other jurisdiction, officers receive an instant alert putting them on notice that a suspect vehicle is in their jurisdiction.

The ALPR system does not relieve our officers of manually/visually validating the information in the field before making any stop. The Chief expressed his desire to use the technology for felony warrants, stolen vehicles, missing persons, etc. He is not interested in setting up the system to look for traffic warrants or other misdemeanor warrants. He believes the ALPRs act as a “force multiplier” for the Department.

Another area where ALPRs are invaluable is investigations. If there is a situation where multiple vehicles are burglarized in an area between a certain time, officers and/or detectives have the capability to query all license plates that passed by an ALPR location within a certain timeframe. That information can be used to try to develop a suspect. This scenario plays out in many ways, for a variety of criminal investigations but can also be used to locate missing persons, vehicles associated with AMBER Alerts and other situations that aren’t necessarily criminal in nature.

The funding request is based on the installation of twenty-one ALPR cameras and associated equipment. A review of crime data, as well as traffic information was used to develop the preferred locations for the cameras. Concentrating cameras in areas with higher traffic volumes, higher incidence of crime, or proximity to entry and exit points to Mission can provide officers much more information than placing a camera at every intersection.

As with any law enforcement technology tool, there will be strict policies related to the use of ALPR data, as well as data retention guidelines. The Chief expects to bring forward a Resolution outlining the anticipated use and data retention guidelines prior to installation or activation of any equipment secured through the grant process. This funding is attached to a grant program through the Community Oriented Police Services program through the United States Department of Justice, and the grant submission is due before the end of June.

City Administrator Smith stated that In conversation with Mayor regarding this agenda item, she expressed general support for the approach outlined by the Chief and had a good suggestion that prior to implementation of the technology in Mission, staff prepare a Resolution for the Council to ensure the Council/Department philosophy and policy were consistent and that the same was translated into the Department’s operating procedures.

Councilmember Davis wanted to confirm that no City matching funds required, and asked about the life expectancy of the equipment so as to anticipate the cost of replacing the equipment.

Chief Madden confirmed the allocation requires no City match and responded that according to the vendor, it would be realistic to expect a life-span for the equipment of up to 10 years. Damage to the equipment is more common than equipment failure.

Councilmember Thomas expressed her support for the project. She shared that she is currently employed on the Jewish Community Center campus and license plate readers were installed there following the 2014 shootings to help employees and visitors feel safer. She is excited to see this technology coming to Mission. On a more procedural note, she inquired whether it was typical for the City Council to have to approve a grant application.

Ms. Smith stated that it is not required in all cases. However, based on the nature and sensitivity of some of the some policy considerations or decisions surrounding this technology, Staff wanted to make sure there was Council support for the application before asking the Chief to spend time on the application process.

Councilmember ChocieJ thanked Chief Madden for the presentation and reiterated how important it was to him to develop policies to mitigate concerns surrounding privacy and misuse. He likes the Mayor's suggestion of the Resolution to capture the philosophies around the use of the equipment. He also inquired whether the cameras match only on license plate text or if they provided additional information such as make, model, or color of a vehicle.

Chief Madden responded that there is some limited AI technology built in, but it is mostly text only in the equipment that supports the most robust sharing options among agencies. As technology improves, better data is likely to follow. The readers will capture license plate, temporary tag, or no tag information.

Councilmember ChocieJ asked whether we had some level of confidence that requests from other agencies would not violate our policy regarding use.

Chief Madden advised that there are many safeguards in place regarding use of the ALPR technology, and policies are very strict overall. He does not feel concerned regarding abuse or misuse by other agencies because the technology is so valuable that agencies don't want to risk losing it as a result of misuse.

Councilmember Boultinghouse thinks this is a good idea and expressed that he is equally encouraged by the suggestion for a Resolution to outline responsible policies and practices. It gives him peace of mind that the City is concerned with creating appropriate guardrails prior to implementation of any new technology. He also asked whether there were any concerns with severe weather or rain limiting the effectiveness of the technology.

The Chief replied that while it could be possible in the event of heavy winds or rain for effectiveness to be diminished, overall accuracy rates for the equipment are in the upper 90% range.



Councilmember Loudon expressed her excitement for how useful this technology would be in assisting with Amber Alerts.

Councilmember Davis simply confirmed his believe that although we may abide by Resolution, other agencies wouldn't be bound, by it.

Ms. Smith confirmed that a Mission Resolution could not bind another agency. However, a violation of the policy is likely a personnel issue that would be handled swiftly and taken with appropriate seriousness.

Councilmember Kring noted that there have been several incidents where people have crossed through multiple jurisdictions in the process of committing a crime. She asked how communication occurs now when other cities have the license plate reader technology and Mission does not.

Chief Madden used the example of robbery at Commerce Bank several years ago where witnesses were able to get the license plate information. That was shared and Merriam's LPRs were able to identify the car passing through an intersection near Merriam Town Center just minutes later. This coordination and communication help with real time investigations.

Councilmember Kring asked which cities, besides Mission, didn't have the ALPR technology. And what personnel would be evaluating the information.

The Chief advised that he was uncertain about the City of Spring Hill, but otherwise all cities in Johnson County except Mission, Gardner, Fairway and Roeland Park currently have the technology. Gardner, Fairway and Roeland Park are all discussing budgeting for acquisition of the ALPR system. He also reported that the "real time" data would be received or reviewed preliminarily by patrol officers in the field. Following an event, the data would be available to supervisors and investigations staff.

Securing grant funding for this purchase relieves the need for the City's General Fund to consider a budgetary allocation for this technology. The nature of the Congressionally Designated Spending does not allow the City the opportunity to submit a different request for use of the allocated funds.

Councilmember Davis recommended that this be forwarded to the Council for approval and considered on the regular agenda.

### **Ordinance Amending City-Sponsored Special Event Boundaries**

Assistant City Administrator/Interim City Clerk Emily Randel presented information on Mission's Municipal code section that requires the Governing Body to pass a resolution designating specific City-Sponsored Special events when alcoholic beverages are allowed on public property. A resolution is not required for events occurring within the boundaries of a Common Consumption Area. The Designated District for these events was set in 2005 and currently includes property

bounded by Shawnee Mission Parkway on the south, Metcalf Avenue on the west, 58th Street on the north and Roe Avenue to the east. For reference, the Common Consumption Area boundaries are Martway to the south, Lamar Avenue to the west, the north side of Johnson Drive including the buildings to the north and Roeland Drive to the east.

The boundaries of the Designated District were reviewed during the creation of the Common Consumption Area in the fall of 2021. The boundaries were intended to mimic the commercial corridor and other adjacent event spaces. In order to include Broadmoor Park in the Designated District for future events, including the Mission Summer Picnic, the northern boundary of the district needs to be adjusted from W. 58th Street to W. 57th Street.

Alcohol sales have been popular when they have occurred in recent years at the Mission Market and the Mission Summer Family Picnic. Staff is unaware of any negative impacts from the sales. Staff has received feedback that alcohol sales help widen the appeal of City-sponsored events and is becoming increasingly common at events held by others around the region.

Councilmember Kring inquired whether alcohol would be sold or if attendees would be allowed to bring alcohol in. Ms. Randel responded that the model for the Summer Family Picnic was for alcohol to be sold.

Councilmember Loudon asked whether Andersen Park was included. Ms. Randel responded that Andersen Park was already included within the Common Consumption area boundaries, but events desiring to serve alcohol would still have to either go through an administrative approval or Council approval process.

Councilmember Davis recommended the ordinance be forwarded to Council for approval. All agreed and this will be on the consent agenda.

### **Resolution Designating City-Sponsored Special Events**

Ms. Randel advised that when an event does not conform to the requirements of the Common Consumption area, the City Council must pass a resolution each year designating specific events to be held in that calendar year.

Any vendor providing alcohol at an approved event is required to obtain a temporary/special event license from both the State of Kansas and the City. Vendors are limited to four temporary or special event permits per calendar year. The Common Consumption Area Permit currently in place allows for drinking establishments within the area to participate in events within the district without the need for a waiver.

A Resolution was prepared which designated the following as City Sponsored Festival Events for 2022:

- Mission Summer Family Picnic, Broadmoor Park - 5-10 p.m. - Saturday, July 9, 2022

- Yoga on the Deck, Mission Family Aquatic Center - 7-10 p.m. - Thursday, July 28, 2022

Following publication of the Committee packet, Ms. Randel determined that there was an additional date for Council consideration. As discussed previously, any licensed vendor may be approved for sales within the Common Consumption area administratively. This is the case for each of the Mission Market events in 2022 with the exception of the final date, hosted by a group that is not a drinking establishment, the Shawnee Mission Rotary Club. That date has been added to the resolution.

- Mission Market, beer garden host by the Shawnee Mission Rotary Club – 4:30-8 p.m. - Thursday, August 25, 2022

Ms. Randel indicated that prior to the June 15 Council meeting the resolution and the packet materials would be updated for reflect that addition.

Councilmember Davis said he was trying to get his head around the antithetical concept of mixing yoga and wine (laughs from the Committee).

Ms. Randel indicated that staff had considered the appropriate safeguards, are pretty sure that the wine would follow the yoga (more laughs from Committee). Our experience with the Market and the Summer Family Picnic says things have gone smoothly and without incident.

Ms. Smith said, all joking aside that the Parks + Recreation staff have made a concerted effort this season at the Mission Family Aquatic Center to create opportunities for more “adults only,” and she commends them on their creativity.

Councilmember ChocieJ said he is pleased to know the events involving alcohol have not experienced any issues and wants to ensure staff continues to review and monitor whether people are being responsible at events where alcohol is served.

Ms. Randel commented that particularly at the Market site, we have such good relationships with the vendors, that we feel we have trusted partnerships, and they have an incentive to ensure all rules and requirements are being followed.

Councilmember Davis inquired whether there had been any issues from Chief Madden’s perspective.

The Chief reported there have been no issues or concerns, and attendees have demonstrated responsible behavior during these events.

Councilmember Boultinghouse praised the staff for their creativity.

Councilmember ChocieJ originally recommended that this Resolution be forwarded to the City Council for approval on the consent agenda.

Councilmember Kring mentioned that this presents a good opportunity share information about our upcoming events with a larger audience if it's not on the consent agenda. Additionally, Ms. Randel advised that with the addition of the Rotary sales at the Market the packet materials would be changing, and it was generally our practice not to put a revised action item on the consent agenda. All agreed and this item will be considered under the regular agenda.

### **Discussion Items**

There were no Discussion Items for consideration on the agenda.

### **OTHER**

Councilmember Boutlinghouse offered his congratulations to the new Committee Chairs and Vice Chairs.

### **Department Updates**

Ms. Randel informed the Committee that the season 8 for the Mission Market kicks off on June 2, and will be hosted every Thursday for 13 weeks from 4:30 – 8 p.m. There is a great lineup of returning vendors, dinner options and a rotating beer garden. The Rock Creek Channel project will have some impacts on the market site, specifically the location of the restrooms. There will be signage, but everyone is encouraged to assist market attendees in adhering to the changes. The water fountain delivery has been delayed but is still expected to be completed later this season.

Councilmember Chocie asked if the transition to power on the poles means generators can be eliminated. Ms. Randel responded that food truck vendors would still likely be asked/allowed to use a generator, but the power available to the other vendors would now be much more convenient and eliminate the need for extension cords to be strung across the sidewalk/trail.

Councilmember Kring asked whether any of the chairs being surplus from the Community Center would be available for use at the market. Ms. Randel advised that will certainly be evaluated when chair inventory becomes available.

Chief Madden shared the news of CSO Wayne Brinkley's upcoming retirement on July 1. There will be a reception on July 6 from 3-5 p.m. recognizing CSO Brinkley's long tenure and dedication to the City of Mission.

The Chief also reported that Mission has had not just one, but two vehicles go into Turkey Creek this week. As a result, the Department will be reaching out to KDOT to seek their assistance in evaluating solutions for some type of barrier protection to prevent cars from going into the creek along this section of I-35.



Councilmember Thomas asked that as long as the Department was reaching out to KDOT, could they please initiate a conversation to see if anything could be done to repair or replace the guardrails on Lamar Bridge as this seems like a dangerous situation. The Chief agreed to ask.

Ms. Smith advised that in line with the other conversations regarding grant applications on the Committee meetings this evening, she wanted to share with the Council plans to submit a Planning Sustainable Places grant application to MARC later this month focused in and around market site and along the Rock Creek Trail. The development project grant would explore opportunities for better connections and the potential to for more green infrastructure solutions throughout this central corridor. If successful, the resulting plan could be used when applying for implementation grants in the future.

Ms. Smith reminded the Council that the Climate Action Plan Task force was meeting next Wednesday at 4:30 pm., but the budget work session originally anticipated for June 8 was cancelled. Ms. Smith also shared that June 3 was “National Gun Violence Awareness Day” and Mayor Flora had issued a proclamation to help raise awareness around this important matter.

Councilmember Davis inquired whether Mission was planning anything for the upcoming Juneteenth holiday.

Ms. Smith reported that there was nothing exclusive to Mission, but that Staff has been and would continue to actively promote events hosted by Johnson County and other surrounding communities.

Councilmember Loudon reminded everyone of the Ward II meeting scheduled for June 6 at 7 p.m. at Shelter 1 in Andersen Park. All were welcome to attend.

### **Meeting Close**

There being no further business to come before the Committee, the meeting of the Finance and Administration Committee adjourned at 8:12 p.m.

Respectfully submitted,

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Emily J. Randel, Interim City Clerk

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	July 6, 2022
<b>Police Department</b>	From:	Dan Madden

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

**RE:** School Crossing Guard Services

**RECOMMENDATION:** Approve a contract with All City Management Services, Inc. to provide school crossing guard services at two locations in the City of Mission.

**DETAILS:** The City of Mission has contracted with All City Management Services, Inc. to provide crossing guard services at: 51st and Lamar (Rushton Elementary) and 62nd and Roe (Highlands Elementary) since August 2016. The Police Department has generally been pleased with their services although, just like many employers, they have had difficulties hiring employees which resulted in Officers or a CSO covering crosswalks on several occasions. To address these staffing shortages and challenges, All City Management Services, Inc has proposed a 10.7% increase for services provided to attract more candidates. Staff recommends entering into a new agreement for the 2022-2023 school year for a total estimated annual cost of \$19,771.20. The rate increase from \$24.80 per hour to \$27.46 per hour represents a total increase of \$1,915.20 per year.

Because the current plan is for Rushton students to go to Westwood View after the winter break Staff requested language in the contract that will allow for flexibility in canceling the 51st and Lamar crossing guard with notice. This will allow staff to learn more about the logistics of SMSD bussing students to and from Westwood View. After evaluating SMSD's plan, staff will assess the need for a crossing guard at 51st and Lamar with the children's safety being the priority.

The contract is based on an estimated number of hours required to appropriately staff the identified locations. Billing from ACMS reflects only hours worked by their staff, and when Mission personnel are required to cover the shifts, the City is not billed under the proposed contract.

**CFAA CONSIDERATIONS/IMPACTS:** Healthy, vibrant communities provide multiple, accessible transportation options that contribute to the independence of all residents. Young adults, baby boomers and all ages increasingly seek and choose communities where they can walk, bike or access transit to get to school, work, services, and entertainment.

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-30-212-06 Service Contracts/Rentals
Available Budget:	\$20,000

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	July 6, 2022
<b>Police Department</b>	From:	Dan Madden

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

Related Statute/City Ordinance:	NA
Line Item Code/Description:	01-30-212-06 Service Contracts/Rentals
Available Budget:	\$20,000



## ALL CITY MANAGEMENT SERVICES

June 15, 2022

Sergeant Robert Meyers  
City of Mission  
600 Woodson, Mission, KS 66202

Dear Sergeant Robert Meyers,

It is once again the time of the year when many agencies are formulating their budgets for the coming fiscal year. Toward that end, please allow this letter to serve as confirmation of our interest in extending our agreement for providing School Crossing Guard Services through the 2022-2023 fiscal year.

As you may know hiring challenges have impacted all sectors of the labor market, across the nation. Our workforce has been decimated, the number of sites that remained unstaffed in spite of our doubling down on ads, incentives and recruitment efforts has been frightening to say the least.

In our industry our workforce has historically maintained an average age of approximately 64 years old. Since COVID and as a direct result of the lives lost, the risk inherent with this age group and the fears still prevalent we've lost a significant portion of our workforce. The net effect has been a younger workforce that expects and demands wage rates higher than minimum wage. When we factor in a higher cost of living, the rising costs of gas with most Crossing Guards required to go back and forth to work 2, 3 or 4 times a day, the demand for higher wages is predictable.

Our plan as we enter the coming school year is to offer more competitive wages. This will mean significantly higher billing rates for most programs throughout the nation. To facilitate the calculation of the annual program cost we have developed and included with this letter a Client Worksheet. This Worksheet is our best estimation of the hours and cost of your program based on the current schedules and the proposed price increase.

While we remain committed to providing a safe, cost-effective and professional School Crossing Guard Program we hope you will find this new pricing acceptable. If you have any questions or need additional information, please contact me at (800) 540-9290. Take care.

Sincerely,

Baron Farwell,  
General Manager

# All City Management Services Inc.

## Client Worksheet 2022 - 2023

Department: 2500801

Billing Rate for 2022/2023: \$27.46

City of Mission  
600 Woodson  
Mission, KS 66202

**KEY:**

**Traditional Calendar:**

For sites with no regularly scheduled early release days, use 180 regular days

For sites with one regularly scheduled early release day/week, use 144 regular days and 36 minimum days

**Sites with traditional calendar:**

		4		180		\$27.46	=	\$19,771.20
2	Sites at 2.0 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

**TOTAL PROJECTED HOURS**

**720**

**TOTAL ANNUAL PROJECTED COST**

**\$19,771.20**



## AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the “Agreement”) is dated June \_\_, 2022 and is between the CITY OF MISSION (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

### WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or around July 15, 2022 and ends on June 30, 2023 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a “Crossing Guard”. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City’s representative in dealing with the Contractor shall be designated by the City of Mission.
4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. City may add location(s) to the program and Contractor will provide staffing for new locations within ten (10) business days from receiving written notification from the City. City may remove location(s) from the program by providing Contractor written notification and Contractor shall be required to eliminate staffing at stated location within one (1) business day of receiving notice from the City. Any increase or decrease in the number of locations shall require a written amendment to the contract.
5. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
6. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
7. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
8. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school

crossing areas.

9. Crossing Guard Services (the “Services”) shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City’s jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
10. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.
11. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City.
12. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a “Claim” and collectively, the “Claims”) that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
  - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
  - b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
  - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties’ respective degrees of culpability, as determined by the court, and Contractor’s duty to indemnify City will be limited accordingly.
  - d) Notwithstanding anything to the contrary contained herein, Contractor’s indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined

aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$5,000,000 (Five Million Dollars).

13. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
14. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.
15. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty-seven Dollars and Forty-six Cents (**\$27.46**) per hour, per Crossing Guard during the term. Based on a minimum of two (2) sites and upon a projected (684) hours of service the cost shall not exceed Eighteen Thousand, Seven Hundred Eighty-three Dollars (\$18,783.00) per year, unless Contractor fails to perform service.
16. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
17. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.
18. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
19. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year written below.

**CITY**

**CONTRACTOR**

**City of Mission**

**All City Management Services, Inc.**

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
D. Farwell, Corporate Secretary

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

Date \_\_\_\_\_

<b>City of Mission</b>	Item Number:	3.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	July 6, 2023
<b>Administration</b>	From:	Laura Smith

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

**RE:** 2022 Estimated – 2023 Proposed Budget – Other Funds

**DETAILS:** Discussion of the 2022 Estimated and 2023 Budgets will continue, with an emphasis on the other non-major funds (non-infrastructure related).

A memo and fund summaries are included in the packet.

**CFAA IMPACTS/CONSIDERATIONS:** Developing and maintaining a budget which takes into accounts the needs and priorities of residents of all ages and abilities is an important commitment in obtaining our Community’s for All Ages objectives.

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



## MEMORANDUM

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Date: July 1, 2022

To: Mayor and City Council

From: Laura Smith, City Administrator

RE: Budget Memo #3 - 2023 – Continued General Fund Discussion and Other Funds

As we continue our discussions surrounding the 2022 Estimated and 2023 Proposed budgets during the July 6 Finance and Administration Committee meeting, we will also be discussing the non-capital infrastructure funds which are included in the City of Mission's budget. Those include:

- Equipment Reserve and Replacement Fund
- Special Alcohol Fund
- Mission Convention and Visitors Bureau (MCVB) Fund
- Solid Waste Utility Fund
- TIF/CID Funds
- ARPA Fund

The General Fund and the various funds that support the 5-Year Capital Improvement Program (CIP) make up the majority of the City's total annual budget. There are several other miscellaneous funds which the City maintains separately which are discussed in the narrative below.

### Equipment Reserve and Replacement Fund

During the development of the 2017 budget, staff recommended establishing an Equipment Reserve and Replacement Fund. Kansas Statutes Annotated 12-1,117 allows municipalities to establish an Equipment Reserve and Replacement Fund as a financing mechanism to build up reserve monies for the routine replacement of city vehicles and equipment. By setting aside funds each budget year, the City can build a reserve account to finance the future purchase of a single piece of equipment or a group of vehicles that may otherwise prove infeasible to be purchased from the General Fund in a given budget year.

A transfer from the General Fund to the Equipment Reserve and Replacement Fund was authorized in the amount of \$200,000 in the 2017 Budget. Each year, as the budget is developed, staff reviews the needs both in the current and future years and will

recommend both transfers and expenditures from this fund as appropriate. Because of the high resale/surplus value of our equipment since the fund was established, there has not been a need to transfer additional funds from the General Fund since 2017.

The Equipment Reserve and Replacement Fund work sheet included in the packet reflects \$246,000 in vehicle and equipment requests shown in the supplemental work sheet provided during the June 29th work session. These purchases can be accommodated within the current fund without a transfer from the General Fund in 2023.

It should be noted, the that Boss Snowrater (sidewalk snow plow) is shown as a 2022 expenditure. Based on pricing considerations, supply chain constraints and the opportunity to have the equipment for the 2022 snow season, the Public Works Department has requested Council consider authorizing that purchase in the current fiscal year rather than waiting until 2023.

There are two vehicles shown on the supplemental list which have not been included in the current 2023 Budget. Those include:

- Ford F-250 Truck for PW Assistant Superintendent
- Replacement vehicle for Community Services Officers/Animal Control

As discussed in our last work session, staff is continuing to explore how best to meet these identified needs, whether that be through some realignment of the current fleet or retention of a vehicle scheduled for replacement that would have been sold. Once final alternatives and staff recommendations are finalized, they will be presented to the Council for consideration in any final budget decisions for 2023.

### Special Alcohol Fund

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% to the State and 70% 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 1997).

Alcohol Tax fund revenues were impacted slightly by COVID-19, but have recovered quickly. Total distributions to the City of Mission in 2022 are estimated to be \$270,000, and are expected to increase to \$375,000 in 2023. A third of these funds - \$90,000 in 2022 and \$125,000 in 2023 - will be proportioned to the City’s Special Alcohol Tax Fund. Special Alcohol funds have historically been used to support Mission’s DARE activities, the mental health co-responder program, and the UCS’ Drug & Alcoholism Council recommendations.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the awarded organizations have access to funds from multiple participating jurisdictions. Governing Body’s in each jurisdiction have the ultimate authority and responsibility to determine which organizations receive funds. The 2023 Budget includes a recommendation to contribute \$60,000 to the DAC, an increase over 2022 of \$10,000.

Approximately \$15,000 is allocated to offset expenses associated with the DARE program provided in our local elementary schools. Since Officer Fleeer’s retirement, we have not had a designated, trained officer available, so the expenses in 2022 have been eliminated. The Chief has been in conversation with our local elementary school principals who continue to be interested in Mission providing DARE programs/resources in the future.

In 2021/2022 funding for the Johnson County mental health co-responder program was increased to hire a second co-responder. There continues to be sufficient resources in the Special Alcohol Fund to cover the costs associated with this important resource for our Police Department and our community. 2022 Estimated costs reflect grant funding that was secured by the City of Merriam for the program as well as a lapse in getting the second co-responder hired, trained and out on the street. This program continues to be an important priority for the Department and the Council and we will continue to work with our partner cities to explore grant funding opportunities.

### 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. The transient guest tax, sometimes referred to as a hotel/motel tax, is charged on the rental of rooms, lodging, or other sleeping accommodations. A transient guest tax is charged in addition to sales tax, and Mission's rate is at the maximum allowed under current State statute.

Transient guest tax funds are used to attract residents and visitors to our community to spend dollars in support of our local businesses. Since its creation, these funds have primarily been used to support the publication and distribution of five issues of the *Mission Magazine* each year. But can be allocated for beautification, wayfinding, etc. in our commercial districts.

The MCVB Fund also previously served as a "pass through" fund for revenues and expenses associated with the Mission Business District and the Family Adoption program. In 2021, the Mission Business District funds were distributed back to them, and there are plans in 2022 to establish a separate fund to more easily track and monitor the revenues and expenses associated with the Family Adoption Program.

Later this month Staff will be making a withdrawal of the funds carried in the Greater KC Community Foundation's Charitable Fund since 2017 to reimburse the MCVB Fund for expenditures made from 2017-2022 related to the Family Adoption Program. The anticipated reimbursement to the MCVB fund is approximately \$74,000 and will provide an opportunity to consider funding of additional supplemental requests, such as banners for 2023. Market site improvements and E-bike amenities have also been discussed in previous year's budget conversations.

### 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/GFL. The solid waste contract has been funded through a combination of fees collected from residents and a transfer from the General Fund (budgeted at \$85,000 for 2022).

As discussed previously, WCA/GFL has requested an increase of 5% for the 2023 contract. Section 4.3(e) of our current agreement states:

*After the first year of the Initial Term and each year thereafter, the Contractor may increase the price for the services performed by*

*Contractor for the next year by an amount equal to the "Consumer Price Index, All Urban Consumers, U.S City Averages" for Garbage and Trash Collection 12-month average as provided by the U.S. Bureau of Labor Statistics. The City shall be notified by May 1st of each year of any increases that may occur for the following year pursuant to the Consumer Price Index. If not notified of any proposed change in price, along with the calculations produced by the Consumer Price Index, by said date, the price will remain unchanged for the next year. In no case shall an annual increase ever be greater than 3% without the mutual agreement, in writing, of both parties.*

According to the [Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers \(CPI-U\): U.S. city average, by expenditure category, 12-month analysis](#), the unadjusted percent change for garbage and trash collection service for the past twelve months (May 2021 to May 2022) is 5.4%.

We are currently collected fees from 2,972 households in Mission. A more detailed comparison of solid waste charges and fees over the last several years, including the detailed fund worksheet, will be provided during the presentation at the Committee meeting. Staff will review options for changes in either fees charged, the General Fund transfer, or both for 2023. The solid waste utility fees are certified to the County as a part of the annual budget process and assessed annually on residential property tax bills. Currently, residents are contributing just under \$200 annually for these services, or less than \$16/month.

### TIF and CID/Funds

The City is required to maintain separate funds for various development and redevelopment projects which have been approved for Tax Increment Financing (TIF) or Community Improvement Districts (CID). The City currently has several active TIF/CID projects which include:

- Mission Crossing
- Cornerstone Commons
- Mission Trails Apartments (The Locale)
- Capitol Federal

A fund will be created in the 2023 budget process for the Mission Bowl project, but there would be no anticipated expenditures from the fund in FY2023.

All distributions from these funds are made in accordance with a development agreement for the 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.

### American Rescue Plan Act (ARPA) Fund

This fund was established in 2021 as the repository for the approximately \$1.5 million in American Rescue Plan Act (ARPA) funds that will be distributed to Mission through the State of Kansas. The funds came in two distributions. One in July 2021 and the second in June of this year. The City has until 2024 to obligate the funds and 2026 to expend them.

At this time, the 2023 Based Budget anticipates transferring the full amount of ARPA funds into the General Fund to account for revenue losses resulting from the COVID-19 pandemic. As the budget continues to develop staff will return with specific recommendations and opportunities regarding potential use of these federal stimulus funds.

### Summary/Remaining Steps

We anticipate that as we move through the remaining budget conversations, there will be more questions and an appetite for additional research or alternative scenarios. Recognizing that, and the calendar that we discussed during the June 29th work session, the dates shown below reflect our current plan for reviewing, refining and finalizing the 2022 Estimated and 2023 Proposed budget.

- July 6            F&A Committee – Continued Review of General Fund, Supplemental Requests, and other non-Major/non-CIP Funds
- July 20          Deadline to Notify County Treasurer of intent to exceed Revenue Neutral Rate for 2023 Budget and set date of public hearing
- Aug 3            F&A Committee – 2023-2027 CIP/Infrastructure Funds, presentation and recommendations from Climate Action Plan (CAP) Task Force
- Aug 17          Prior to City Council Meeting – Community Dialogue

City of Mission 2023 Annual Budget

				<b>Fund Group:</b>	Capital
				<b>Fund:</b>	Equipment Reserve/Replacement
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>YE Estimate</u>	<u>Budget</u>
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 476,458</b>	<b>\$ 486,593</b>	<b>\$ 367,672</b>	<b>\$ 367,672</b>	<b>\$ 131,030</b>
<b>REVENUES</b>					
<b>Transfers from Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Miscellaneous and Other</b>					
Sale of Fixed Assets	\$ 91,635	\$ 199,375	\$ 80,000	\$ 80,000	\$ 120,000
Insurance Proceeds	1,000	-	-	-	\$ -
Interest	984	17	500	500	\$ 100
<b>Total</b>	<b>\$ 93,619</b>	<b>\$ 199,392</b>	<b>\$ 80,500</b>	<b>\$ 80,500</b>	<b>\$ 120,100</b>
<b>TOTAL REVENUES</b>	<b><u>\$ 93,619</u></b>	<b><u>\$ 199,392</u></b>	<b><u>\$ 80,500</u></b>	<b><u>\$ 80,500</u></b>	<b><u>\$ 120,100</u></b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>					
Single-Axle Dump Truck - PW	\$ -	\$ 166,351	\$ -	\$ -	\$ -
Ford F150	-	32,929	-	-	\$ -
Skid Steer	-	112,061	-	-	\$ -
Sign Equipment	-	6,972	-	-	\$ -
Ford F250 - PW (Budgeted in 2021)	-	-	-	36,395	\$ -
Admin/Invest Vehicle - Police	-	-	37,000	-	\$ 80,000
Single-Axle Dump Truck - PW	-	-	190,000	205,804	\$ -
Tandem Compaction Roller - PW	-	-	35,000	39,473	\$ -
Ford F-250 - PW	-	-	40,000	35,470	\$ -
Boss Snowrator	-	-	-	18,000	\$ -
Ford F-450 - PW	-	-	-	-	\$ 90,000
Gator Utility Vehicle - PW	-	-	-	-	\$ 38,000
Car Wash System Replacement	\$ -	\$ -	\$ -	\$ -	\$ 19,000
Gator Utility Vehicle/Trailer - P+R	-	-	-	-	\$ 19,000
<b>Total Capital Outlay</b>	<b>\$ 83,484</b>	<b>\$ 318,313</b>	<b>\$ 302,000</b>	<b>\$ 317,142</b>	<b>\$ 246,000</b>
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 83,484</u></b>	<b><u>\$ 318,313</u></b>	<b><u>\$ 302,000</u></b>	<b><u>\$ 317,142</u></b>	<b><u>\$ 246,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 486,593</b>	<b>\$ 367,672</b>	<b>\$ 146,172</b>	<b>\$ 131,030</b>	<b>\$ 5,130</b>

City of Mission 2023 Annual Budget

			<b>Fund Group:</b>	Special Revenue	
			<b>Fund:</b>	Special Alcohol	
	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Budget 2022</u>	<u>YE Estimate 2022</u>	<u>Budget 2023</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 126,201	\$ 110,196	\$ 110,546	\$ 110,546	\$ 130,546
<b>REVENUES</b>					
<b>Intergovernmental - Alcohol Tax</b>	\$ 73,607	\$ 88,860	\$ 90,000	\$ 110,000	\$ 125,000
<b>TOTAL REVENUES</b>	<u>\$ 73,607</u>	<u>\$ 88,860</u>	<u>\$ 90,000</u>	<u>\$ 110,000</u>	<u>\$ 125,000</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</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
<b>Contractual Services</b>					
Drug and Alcoholism Council	\$ 50,000	\$ 48,527	\$ 50,000	\$ 50,000	\$ 60,000
Mental Health Responder	24,612	24,983	80,000	40,000	90,000
<b>Total</b>	\$ 74,612	\$ 73,510	\$ 130,000	\$ 90,000	\$ 150,000
<b>Commodities</b>					
DARE Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 89,612</u>	<u>\$ 88,510</u>	<u>\$ 145,000</u>	<u>\$ 90,000</u>	<u>\$ 165,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 110,196	\$ 110,546	\$ 55,546	\$ 130,546	\$ 90,546

City of Mission 2023 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Mission Convention and Visitors Bureau (MCVB)		
	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>YE Estimate 2022</b>	<b>Budget 2023</b>
<b>FUND BALANCE JANUARY 1</b>	\$ 72,802	\$ 63,087	\$ 27,850	\$ 27,850	\$ 54,900
<b>REVENUES</b>					
<b>Transient Guest Tax Receipts</b>	\$ 58,192	\$ 55,500	\$ 55,000	\$ 55,000	\$ 55,000
<b>Miscellaneous and Other</b>					
Event Sponsorship/Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Holiday Adoption Revenue	5,038	2,673	-	-	-
Interest	132	1	50	50	-
Miscellaneous Revenue	-	-	65,000	75,000	-
Total	5,170	2,674	65,050	75,050	-
<b>TOTAL REVENUES</b>	<b>\$ 63,362</b>	<b>\$ 58,174</b>	<b>\$ 120,050</b>	<b>\$ 130,050</b>	<b>\$ 55,000</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
General Expenses	\$ 2,318	\$ 8,521	\$ 1,000	\$ 1,000	\$ 1,000
Mission Merchants	8,964	7,617	-	-	-
Mission Magazine	45,879	44,962	55,000	50,000	50,000
Family Adoption Program	15,917	23,710	-	10,000	-
Pole Sign Incentive Program	-	-	-	-	-
Total	\$ 73,077	\$ 84,810	\$ 56,000	\$ 61,000	\$ 51,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>					
Streetlight Banners	\$ -	\$ 8,600	\$ 12,000	\$ 12,000	\$ 12,000
Mission Market Site Improvements	-	-	30,000	30,000	-
Total	\$ -	\$ 8,600	\$ 42,000	\$ 42,000	\$ 12,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 73,077</b>	<b>\$ 93,410</b>	<b>\$ 98,000</b>	<b>\$ 103,000</b>	<b>\$ 63,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 63,087</b>	<b>\$ 27,850</b>	<b>\$ 49,900</b>	<b>\$ 54,900</b>	<b>\$ 46,900</b>

City of Mission 2023 Annual Budget

	Fund Group: Special Revenue		Fund: Rock Creek TIF District #2A (Capitol Federal)	
	Actual 2020	Actual 2021	YE Estimate 2022	Budget 2023
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ 21,028	\$ 24,028
<b>REVENUES</b>				
Property Taxes -TIF	\$ -	\$ 21,028	\$ 21,000	\$ 23,500
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ 21,028</u>	<u>\$ 21,000</u>	<u>\$ 23,500</u>
<b>EXPENDITURES</b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>				
TIF Property Tax Reimbursement	\$ -	\$ -	\$ 18,000	\$ 20,000
Total for Contractual Services	\$ -	\$ -	\$ 18,000	\$ 20,000
Commodities	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,000</u>	<u>\$ 20,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ 21,028	\$ 24,028	\$ 27,528

City of Mission 2023 Annual Budget

			<b>Fund Group:</b>	Special Revenue	
			<b>Fund:</b>	Mission Crossing TIF/CID	
	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Budget 2022</u>	<u>YE Estimate 2022</u>	<u>Budget 2023</u>
<b>FUND BALANCE JANUARY 1</b>	\$ (149,559)	\$ (184,461)	\$ (145,872)	\$ (145,872)	\$ (140,372)
<b>REVENUES</b>					
<b>Property Taxes -TIF</b>	\$ 181,442	\$ 330,962	\$ 225,000	\$ 221,500	\$ 275,000
<b>Sales Tax - TIF</b>	\$ 97,942	\$ 107,800	\$ 98,000	\$ 100,000	\$ 110,000
<b>Sales Tax - CID</b>	\$ 104,824	\$ 110,010	\$ 93,000	\$ 100,000	\$ 110,000
<b>TOTAL REVENUES</b>	<u>\$ 384,208</u>	<u>\$ 548,771</u>	<u>\$ 416,000</u>	<u>\$ 421,500</u>	<u>\$ 495,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
TIF Property Tax Reimbursement	\$ 221,088	\$ 292,433	\$ 225,000	\$ 220,000	\$ 250,000
TIF Sales Tax Reimbursement	99,974	110,179	95,000	98,000	100,000
CID Sales Tax Reimbursement	<u>98,048</u>	<u>107,570</u>	<u>90,000</u>	<u>98,000</u>	<u>100,000</u>
Total for Contractual Services	\$ 419,110	\$ 510,181	\$ 410,000	\$ 416,000	\$ 450,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 419,110</u>	<u>\$ 510,181</u>	<u>\$ 410,000</u>	<u>\$ 416,000</u>	<u>\$ 450,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ (184,461)	\$ (145,872)	\$ (139,872)	\$ (140,372)	\$ (95,372)

City of Mission 2023 Annual Budget

			<b>Fund Group:</b>	Special Revenue	
			<b>Fund:</b>	Cornerstone Commons CID	
	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>YE Estimate 2022</b>	<b>Budget 2023</b>
<b>FUND BALANCE JANUARY 1</b>	\$ 9,016	\$ 6,811	\$ 6,811	\$ 6,811	\$ 8,311
<b>REVENUES</b>					
<b>Sales Tax - CID</b>	\$ 66,562	\$ 68,676	\$ 69,000	\$ 69,000	\$ 72,000
<b>TOTAL REVENUES</b>	<u>\$ 66,562</u>	<u>\$ 68,676</u>	<u>\$ 69,000</u>	<u>\$ 69,000</u>	<u>\$ 72,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
CID Sales Tax Reimbursement	\$ 66,267	\$ 69,071	\$ 65,000	\$ 65,000	\$ 68,000
Administrative Fee	2,500	-	2,500	2,500	2,500
<b>Total</b>	<u>68,767</u>	<u>69,071</u>	<u>\$ 67,500</u>	<u>\$ 67,500</u>	<u>\$ 70,500</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 68,767</u>	<u>\$ 69,071</u>	<u>\$ 67,500</u>	<u>\$ 67,500</u>	<u>\$ 70,500</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 6,811	\$ 6,417	\$ 8,311	\$ 8,311	\$ 9,811

City of Mission 2023 Annual Budget

			<b>Fund Group:</b>	Special Revenue	
			<b>Fund:</b>	Mission Apartments TIF	
	<u>Actual 2020</u>	<u>Actual 2021</u>	<u>Budget 2022</u>	<u>YE Estimate 2022</u>	<u>Budget 2023</u>
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ (175,143)	\$ (175,143)	\$ (110,858)
<b>REVENUES</b>					
<b>Property Taxes -TIF</b>	\$ -	\$ 286,039	\$ 290,000	\$ 350,285	\$ 390,000
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ 286,039</u>	<u>\$ 290,000</u>	<u>\$ 350,285</u>	<u>\$ 390,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
TIF Property Tax Reimbursement	\$ -	\$ 461,182	\$ 286,000	\$ 286,000	\$ 375,000
Total for Contractual Services	\$ -	\$ 461,182	\$ 286,000	\$ 286,000	\$ 375,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ 461,182</u>	<u>\$ 286,000</u>	<u>\$ 286,000</u>	<u>\$ 375,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ (175,143)	\$ (171,143)	\$ (110,858)	\$ (95,858)

City of Mission 2023 Annual Budget

	Fund Group: Fund:			Special Revenue American Rescue Plan Fund	
	Actual 2020	Actual 2021	Budget 2022	YE Estimate 2022	Budget 2023
<b>FUND BALANCE JANUARY 1</b>	\$ -	\$ -	\$ (0)	\$ -	\$ -
<b>REVENUES</b>					
<b>Intergovernmental - ARPA Funding</b>	\$ -	\$ (0)	\$ 751,782	\$ 751,782	\$ 751,782
<b>Miscellaneous and Other</b>					
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ 751,782</u>	<u>\$ 751,782</u>	<u>\$ 751,782</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>					
General Fund	\$ -	\$ -	\$ 751,782	\$ 751,782	\$ 751,782
Total	\$ -	\$ -	\$ 751,782	\$ 751,782	\$ 751,782
<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 751,782</u>	<u>\$ 751,782</u>	<u>\$ 751,782</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ -	\$ (0)	\$ (0)	\$ -	\$ -