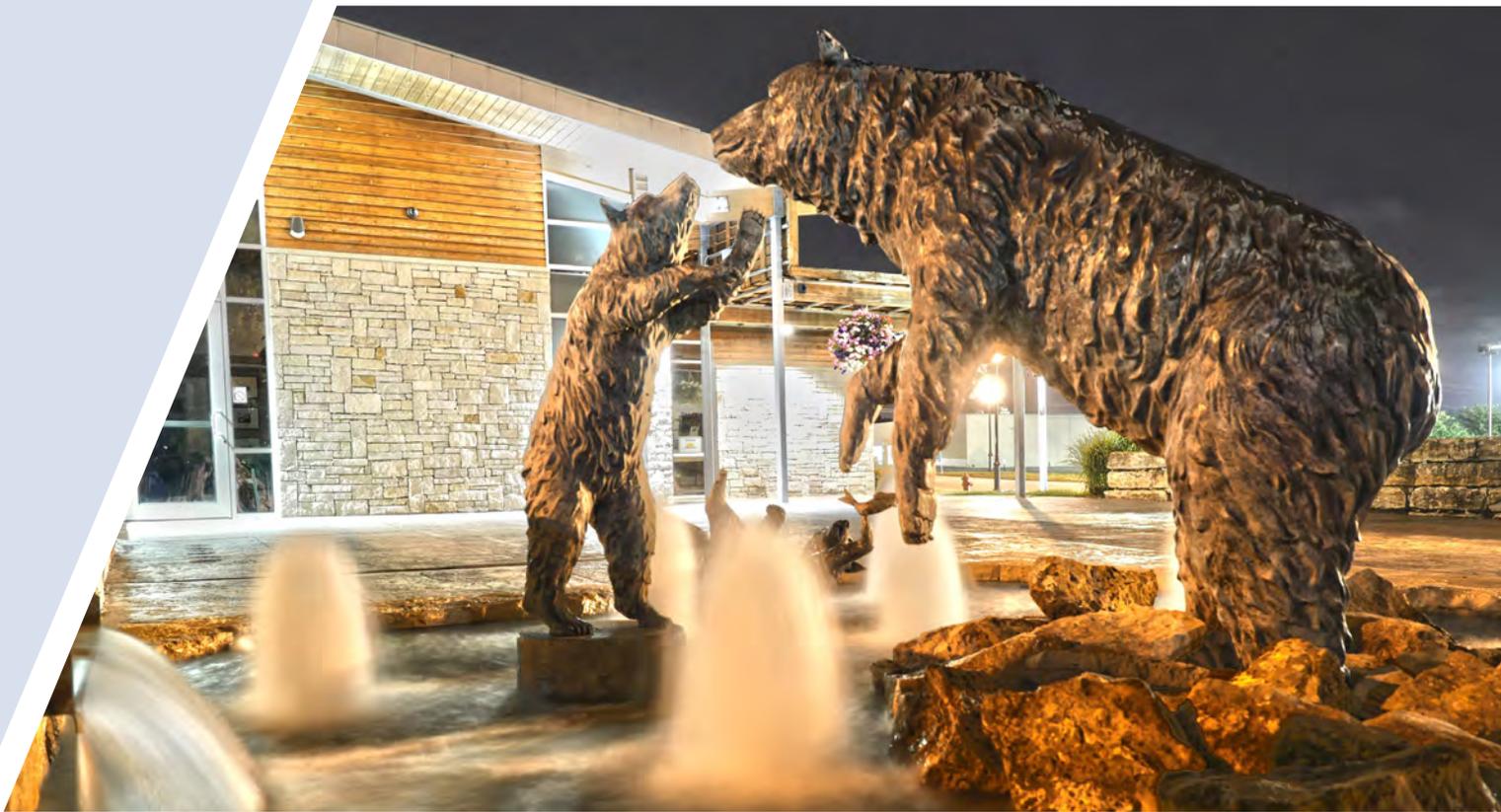


CITY OF MERRIAM, KANSAS

# ANNUAL BUDGET

2016



The Merriam Historic Plaza features a bear sculpture and fountain which recalls the City's history as a popular amusement park in the late 1800's.



9001 W. 62<sup>ND</sup> STREET, MERRIAM, KS 66202 // 913-322-5500 // [www.merriam.org](http://www.merriam.org)

*This page intentionally blank*

# TABLE OF CONTENTS

Table of Contents .....	1
Mission Statement.....	4
GFOA Award.....	5
Merriam Governing Body .....	6
Department Heads and Appointed Officials.....	7
Organizational Chart .....	8

## **EXECUTIVE SUMMARY**

Budget Message .....	9
Budget Overview – All Funds Combined .....	15
Fund Overview .....	16
Revenue Overview – by Fund and Source .....	17
Budget Quick Facts .....	18
Value of Your City of Merriam Tax Dollars (Tax calculation example) .....	19
Effective Tax Rate – Residential Property.....	20
About Merriam.....	21
Economic Information .....	21
Financial Policies and Provisions .....	27
Planning and Goal Setting .....	29
Annual Budget Adoption .....	33
Budget Calendar .....	35
Financial Structure .....	36
Debt Service .....	41
Authorized Positions.....	44
Compensation Plan.....	46

## **REVENUES – ALL FUNDS**

Budgeted Revenue – Major Sources .....	51
Revenue Forecast Methodology .....	56

## **BUDGET BY FUND**

Expenditure by Fund – Summary and Graph.....	61
General Fund .....	62
Special Highway Fund .....	63
Special Alcohol Fund .....	64
Special Parks and Recreation Fund .....	65
Transient Guest Fund .....	66
Risk Management Reserve Fund.....	67
Equipment Reserve Fund .....	68
Capital Improvement Fund.....	69
Bond and Interest Fund.....	70

**Table of Contents - continued**

**BUDGET BY DEPARTMENT**

General Fund -- Expenditure by Department – Summary and Graph.....	71
General Fund -- Department by Character – Summary and Graph.....	72
Citywide Goals and Objectives.....	75
City Council .....	76
Administration (including General Overhead) .....	77
Municipal Court .....	78
Information Services .....	82
Police .....	86
Fire .....	90
Public Works .....	94
Culture and Recreation .....	98
Aquatic Center .....	102
Community Development.....	106
Capital Improvement Program Administration .....	110
Transient Guest Tax Fund – Expenditure by Department – Summary and Graph ..	113
Transient Guest Tax Fund -- Department by Character -- Summary.....	114
Merriam Marketplace .....	116
Visitors Bureau/Economic Development.....	120

**BUDGET BY LINE ITEM**

General Fund:	
City Council .....	123
Administration .....	124
Municipal Court.....	125
General Overhead.....	126
Information Services .....	128
Police .....	129
Fire .....	130
Public Works .....	131
Culture and Recreation .....	132
Aquatic Center .....	133
Community Development .....	134
Capital Improvement Fund:	
Capital Improvement Program Administration .....	135
Transient Guest Tax Fund:	
Merriam Marketplace .....	136
Parks and Recreation Special Events.....	137
Visitors Bureau.....	138
Economic Development.....	139

**CAPITAL IMPROVEMENT PROGRAM**

Capital Improvement Program .....	141
Five Year Capital Improvement Fund Forecast Highlights.....	142
Five Year Capital Improvement Fund Forecast .....	147
Expense Summary by Project.....	148
Project Listing.....	150
Impact on Operating Budget – Summary by Project.....	151
Detailed Project Descriptions .....	152

**Table of Contents - continued**

**STATISTICAL SECTION**

City Sales and Use Tax History.....	199
Property Tax Levies and Collections -- Last Ten Fiscal Years .....	200
Assessed Valuation Growth and Mill History Chart -- Last Ten Fiscal Years .....	201
Direct and Overlapping Property Tax Rates -- Last Ten Fiscal Years .....	202
Special Assessment Billings and Collections -- Last Ten Fiscal Years.....	203
Statement of Direct & Overlapping Debt .....	204
Principal Taxpayers.....	205
Property Value and Construction -- Last Ten Fiscal Years .....	206

<b><u>GLOSSARY</u></b> .....	207
------------------------------	-----

**MISSION STATEMENT**  
**CITY OF MERRIAM, KANSAS**

*To serve the public with transparent government focused on progress.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Merriam**

**Kansas**

For the Fiscal Year Beginning

**January 1, 2015**

A handwritten signature in cursive script, reading "Jeffrey R. Egan".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Merriam, Kansas for its annual budget for the fiscal year beginning January 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# Merriam Governing Body



PHONE NUMBER

E-MAIL ADDRESS

**Mayor:**

Ken Sissom ..... 913.523.5357 ..... mayors@merriam.org

**Ward One:**

Scott Diebold ..... 913.293.8457 ..... 1981stag@gmail.com  
 Robert Weems ..... 913.209.4105 ..... rweems@merriam.org

**Ward Two:**

Jim Wymer ..... 913.831.4061 ..... jimwymer1@gmail.com  
 Al Frisby ..... 913.206.5354 ..... alfrisbyformerriam@gmail.com

**Ward Three:**

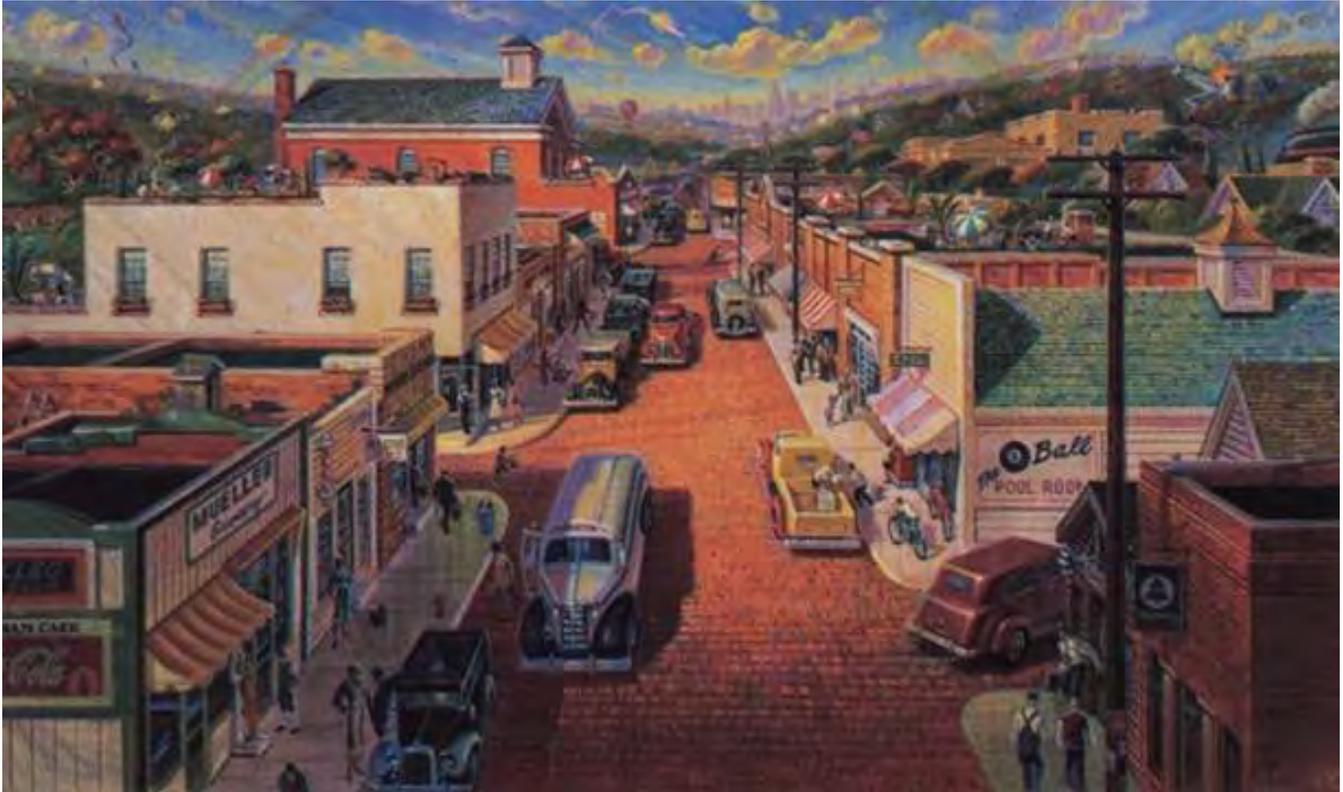
Nancy Hupp ..... 913.831.4471 ..... nancyh@merriam.org  
 Chris Hands ..... 913.384.5340 ..... chrish@merriam.org

**Ward Four:**

Cheryl Moore ..... 913.677.3277 ..... Cheryl.Moore2@hotmail.com  
 Bob Pape ..... 913.384.0746 ..... bpape@merriam.org



# City Department Heads and Appointed Officials



## City Department Heads

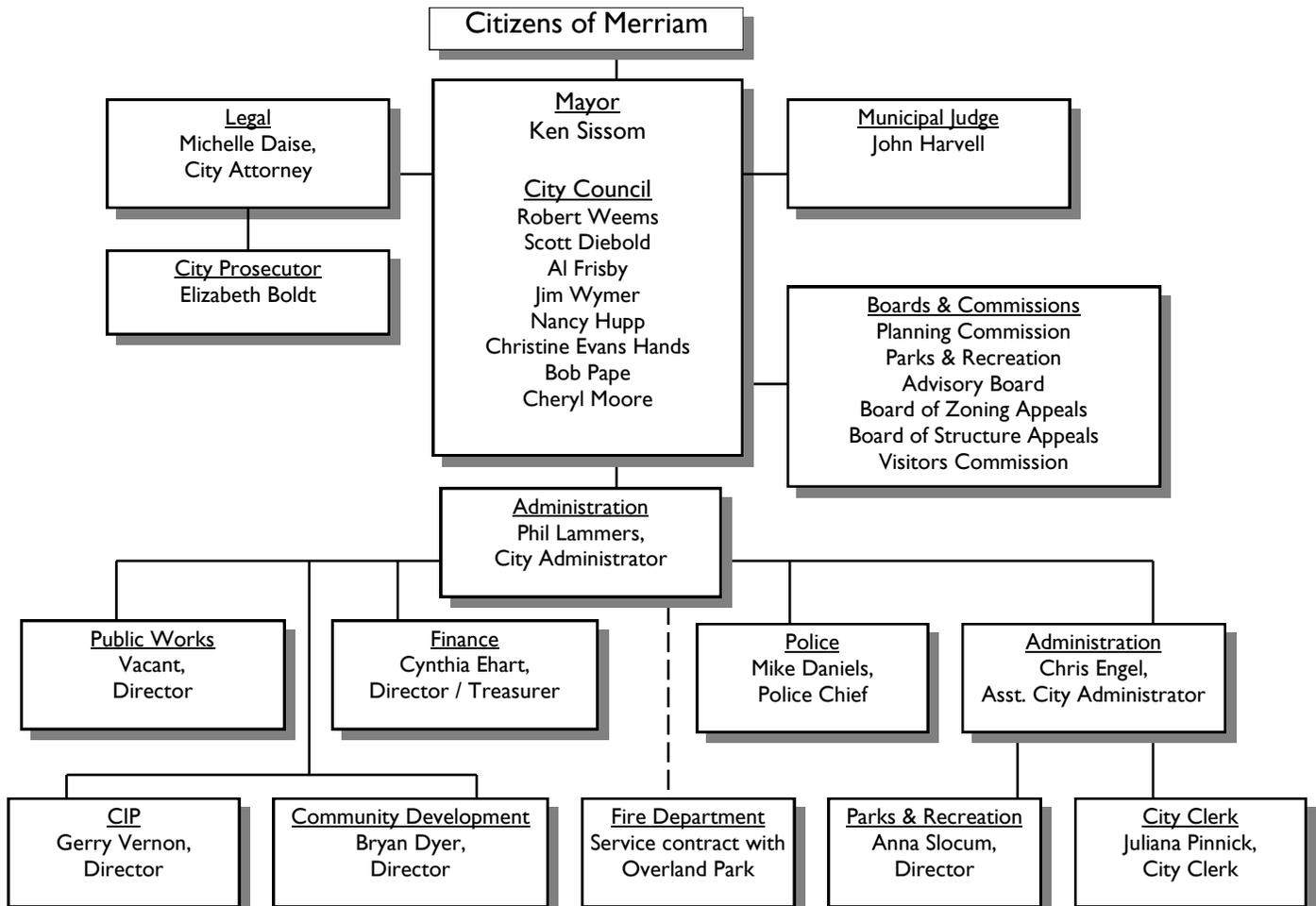
City Administrator	Phil Lammers	plammers@merriam.org	913.322.5501
Assistant City Administrator	Chris Engel	cengel@merriam.org	913.322.5511
Public Works Director	Vacant	publicworks@merriam.org	913.322.5570
Police Chief	Mike Daniels	miked@merriam.org	913.322.5589
Community Development Director	Bryan Dyer	bdyer@merriam.org	913.322.5527
Finance Director/City Treasurer	Cynthia Ehart	cindy@merriam.org	913.322.5504
Parks & Recreation Director	Anna Slocum	annas@merriam.org	913.322.5556
Director of Capital Improvements	Gerry Vernon	gvernon@merriam.org	913.322.5522

## Appointed Officials

City Attorney	Michelle Daise
Municipal Judge	John Harvell
Prosecutor	Elizabeth Boldt



# City Organizational Chart



CITY OF MERRIAM, KANSAS

# EXECUTIVE SUMMARY

ANNUAL BUDGET  
2016



IKEA's popular restaurant overlooks beautiful Vavra Park and the Merriam Aquatic Center.

*This page intentionally blank*

**The Honorable Mayor and City Council of the City of Merriam, Kansas:**

The City of Merriam Management Team is pleased to present the 2016 Budget. The Governing Body and City staff conducted work sessions during spring 2015 with a public hearing in August. The following assumptions and priorities were identified and incorporated into the 2016 Budget:

- Sustain financial stability
- Hold the mill levy at the current level
- Sustain quality services
- Sustain infrastructure improvements that will preserve and enhance property values

Information on the Governing Body's long-term goals and objectives is outlined in the "Planning and Goal Setting" section beginning on page 29, with discussion of initiatives underway to reach these Citywide goals.

**2016 Budget Considerations and Approach**

Results of the City's long-term commitment to economic development are evident in the 2016 Budget. As expected, City sales tax collections have continued to climb with the recent opening of new retail including the IKEA home furnishing store and the Hobby Lobby arts and crafts store. The City further secured its position as a hub for automobile sales with the opening of another major auto dealership. Auto sales accounted for 49% of sales and use tax collections in 2014 as buyers were motivated to upgrade to newer, safer vehicles with low interest rates. Auto industry experts anticipate that sales may plateau by 2016. Sales tax projections for 2016 reflect this scenario with overall increases of 1.5% to 2.0% over estimated 2015.

New construction in the City's redevelopment districts was primarily responsible for a 5.9% increase in overall assessed valuations. Because a portion of the related property tax is committed under tax increment financing (TIF) agreements, available property tax revenues will rise just 3.3%. Property taxes will receive another boost in 2016 when the Merriam Town Center TIF district ends, returning taxes on \$12.8 million in assessed valuation to the General and Bond Funds. Established in 1995, the Merriam Town Center district facilitated the development of a 500,000 square foot shopping center that continues to generate over \$1 million in City sales taxes annually. Additional property taxes from Merriam Town Center are estimated at \$164,456 for 2016 and \$328,914 for future years.

Personal service costs consume a large part of the City's budget. Rates for 2016 Kansas pensions declined slightly, but remain a significant cost at 20.42% on eligible salaries for police and fire. The City also contributes 20.18% of eligible salaries for pension costs of non-police and fire employees. Medical insurance costs have risen steadily in recent years and 2016 will be no exception. Budget 2016 provides for an increase of 8%.

Salary ranges for 2016 will reflect a .6% adjustment, equal to the Consumer Price Index increase for the Kansas City metropolitan area in 2014. Based on performance, employees are eligible for merit increases that average 4.1%. Employees "topped out" of their salary ranges may receive a one-time benefit of up to \$1,000 for satisfactory performance. The governing body has identified investment in employees as a key objective.

Ever-expanding information technology needs are driving the addition of one new employee and expanded hours for another. The City's Network Administrator will move from part-time to full-time employment, effective fall 2015. The new Asset Management Technician position will be responsible for

the City's infrastructure data base and program which will aid the City in proactive management of aging infrastructure.

The 2016 – 2020 Capital Improvement Program (CIP) demonstrates the Citywide goal to improve property values through sustained capital improvement efforts. The current program continues a robust construction schedule with projects totaling \$10.6 million supported by \$1.8 million in local grant assistance and \$4 million in transfers from the General Fund. Included for 2016 is a recreational needs assessment in response to a Citywide objective. The assessment will guide the City in renovation efforts for the community and aquatic centers which will require significant resources.

The 2016 Budget encompasses the stated priorities:

- Combined reserves for General Fund and Risk Management Fund are projected to remain at the policy level of 30% to 35% for the current five-year forecast
- Reserves for the Capital Improvement Funds are projected to provide adequate funding for all projects in the current five-year program
- The mill levy is set for 27.676
- Public safety and other services continue at existing high levels with 112.2 full time equivalent employees
- The five-year CIP is fully funded based upon priorities established by residents, City Council, and staff

### Revenue Highlights

**Overall:** Operating revenue totals \$24,825,101, an increase of \$274,594 or 1.1% over Estimated 2015 due to increased sales and property taxes offset by reduced intergovernmental grant revenue. Estimated 2015 is \$1,324,123 or 5.1% less than original Budget 2015 due to reduced intergovernmental grant revenue offset by increased sales taxes.

**Property Taxes and the Mill Levy:** The final mill levy obtained from Johnson County is 27.676, a slight increase (.071) from the 2015 level. The annual City property tax bill for the average Merriam home valued at \$150,000 will be \$477 or \$40 per month. Ad valorem property tax receipts are budgeted at \$3,186,500 for the General Fund and \$321,500 for the Bond and Interest Fund, an increase of 3.3% due to new construction and increased property values. Ad valorem property taxes comprise 14.1% of Citywide revenue.

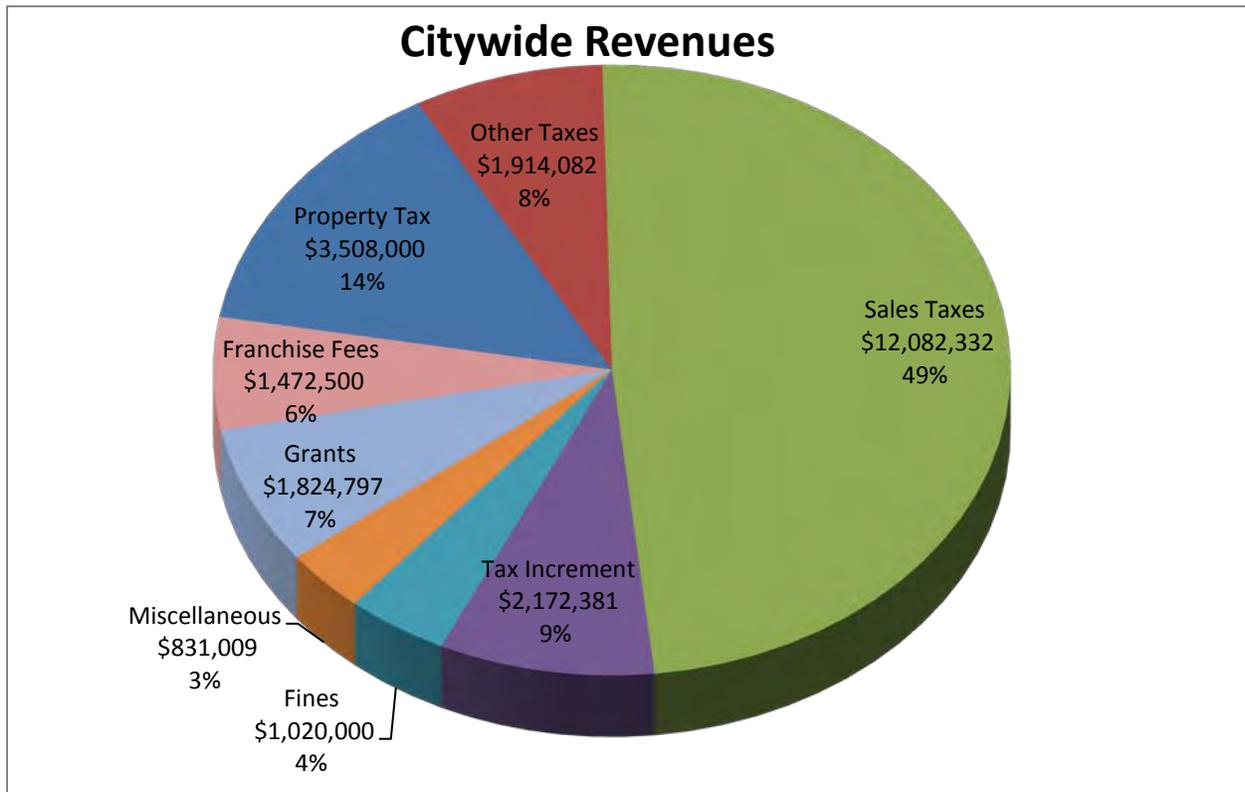
**Sales and Use Taxes:** Budget 2016 includes \$12,082,332, the largest source of Citywide revenues at 48.7%. Receipts include \$7,678,610 from the 1% sales tax, \$2,037,222 from the ¼% sale tax, \$650,000 from City use tax, and \$1,716,500 from County sales tax. Budget 2016 is 1.6% greater than Estimated 2015 primarily due to increased retail sales from continued economic growth.

**Miscellaneous Revenues:** Budget 2016 includes \$1,824,797 or 7.4% of Citywide revenue, from intergovernmental grants for the Antioch Road Reconstruction project and the Shawnee Mission Parkway bridge over the BNSF Rail. Estimated 2015 intergovernmental grant revenue was \$1,855,484 less than Budget 2015 due to the cancellation of the Antioch Park Creek stormwater improvement project and associated grant revenue. Budget 2016 also includes \$2,172,381 or 8.8% of Citywide revenue, from excess tax increment financing (TIF) revenues available for eligible projects within the designated TIF area.

**Franchise Fees:** Budget 2016 includes \$1,472,500 or 5.9% of Citywide revenue from franchise fees on electricity, natural gas, cable television, trash and some telephone services. Water, internet service, and cellular phones are not subject to franchise fees. Collections vary with usage levels of electricity and natural gas and unseasonably hot or cold weather.

**Court Fines:** Budget 2016 includes \$1,020,000 or 4.1% of Citywide revenue. Collections can vary due to the availability of police officers for traffic duty.

**Transfers:** Budget 2016 includes \$4,834,305 for transfers between funds, primarily from the General Fund to the Capital Improvement and Equipment Reserve Funds. While not operating revenues, the transfers provide resources where needed. Transfer levels vary according to the needs of the five-year CIP and the ten-year Major Equipment Replacement Schedule.



### Expenditure Highlights

**Overall:** Operating expenditures total \$26,679,618, including \$10,817,439 for capital improvements. Budget 2016 is \$2,620,319 or 10.9% more than Estimated 2015, primarily due to increased spending on capital improvements and increased personal service costs. Estimated 2015 is \$921,111 or 3.1% less than original Budget 2015 primarily due to changes in the timing of various capital improvement projects and staffing vacancies.

**Personal Services:** Citywide employee salary and benefits comprise 31.8% of operating expenditures. Budget 2016 includes \$5,791,090 for salaries and \$2,681,775 for benefits, a combined increase of \$451,763 or 5.6% more than Estimated 2015. The increase is attributable to the addition of 1.4 new employees, merit raises averaging 4.1%, and medical insurance cost rising by 8%. Commencing in 2015, fire services are provided under contract with City of Overland Park resulting in lower personal services costs for years after 2014 (and higher contractual services).

**Contractual Services:** Expenditures for 2016 are budgeted at \$4,598,004, which is \$182,337 or 4.1% over Estimated 2015. Expanding information technology needs increased maintenance costs including new GPS services, on-line municipal code book, and infrastructure asset management. Other increases

occurred in property/liability insurance and traffic signal maintenance. Commencing in 2015, fire services are provided under contract with City of Overland Park resulting in higher contractual services costs for years after 2014 (and higher personal services).

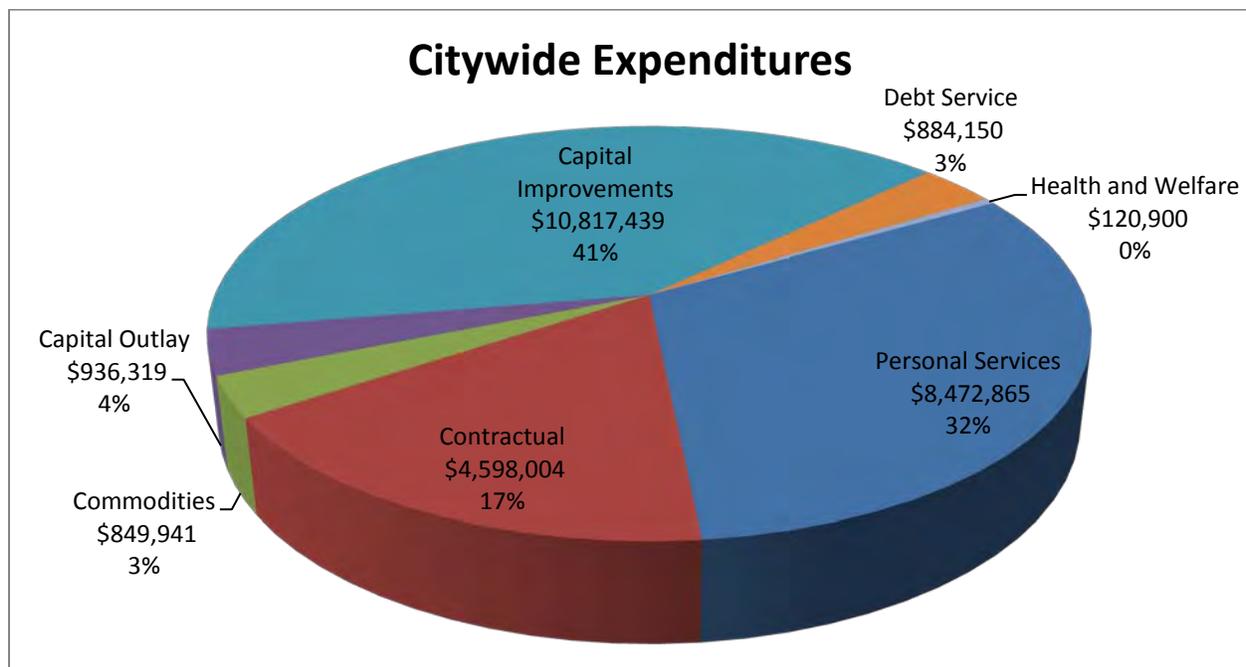
**Commodities:** Expenditures for 2016 are budgeted at \$849,941 or 8.14% over Estimated 2015. The increase is primarily due to an allowance for rising gasoline costs and information technology equipment and software upgrades.

**Capital Equipment:** Expenditures for 2016 are budgeted at \$963,319. Purchases will include a picnic shelter for Brown Park, cardio fitness equipment for the Community Center, two police vehicles, overhead door replacements for fire department bays, two pickup trucks, a backhoe and asphalt roller for Public Works, and computer equipment as scheduled. Additionally, funds are budgeted to upgrade equipment at the Community Center and Aquatic Centers as recommended in recent structural/mechanical surveys.

**Capital Improvements:** Expenditures for 2016 are budgeted at \$10,817,439, which is \$1,674,824 or 18.3% over Estimated 2015. This budget varies according to the Five-year CIP and the availability of federal or local grant funds and interlocal agreements. Projects for 2016 include: \$1,100,000 for storm drain replacement; \$1,700,000 for rehabilitation of Farley Ave; \$1,418,280 for rehabilitation of the Shawnee Mission Parkway Bridge over BNSF Rail; \$1,821,594 for reconstruction of Antioch Rd. (67<sup>th</sup> to Johnson Drive); and \$531,326 for streetlight projects. The projects support a Citywide goal to sustain the capital improvement efforts and street lighting program. Significant construction activity continues as the City makes use of available grant funds in 2016 and 2017.

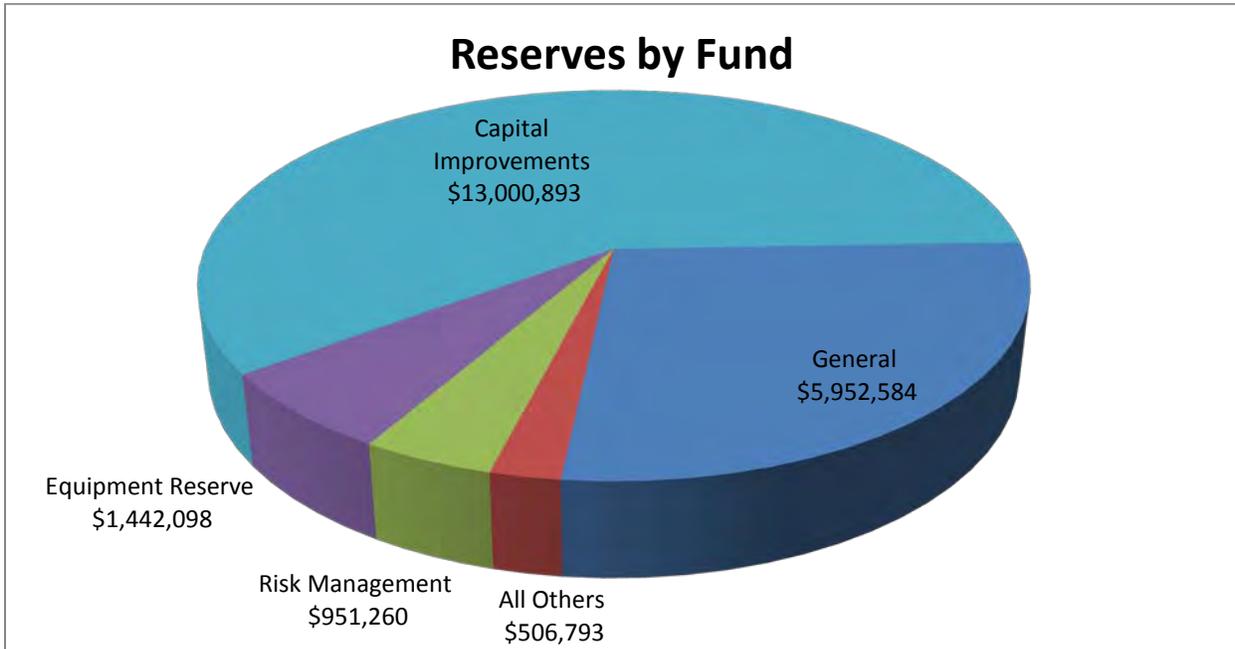
**Debt Service:** Principal and interest payments comprise 3.3% of operating expenditures. Expenditures continue to decline along with general obligation debt balances. As of October 1, 2015, outstanding general obligation debt is \$5,165,000, down \$765,000 or 12.9% from the prior year.

**Health & Welfare:** Budget 2016 includes \$120,900 for health and welfare programs and community events. The City will continue its commitment to the Franchise Fee Rebate Program, Johnson County Human Resources Emergency Assistance Program, Johnson County HOME Program, and Johnson County's Drug and Alcoholism Council. New for 2016 is a contribution to the Shawnee Mission Cares Program facilitated by the local school district for families in crisis.



## Reserves and Contingency

Maintaining adequate reserve funds (fund balance) is vital to the City's ability to mitigate risks and ensure stable tax rates. Reserves provided funding for unexpected operating or capital expenditures and to cover unanticipated revenue shortfalls such as sales tax fluctuations. Furthermore, rating agencies monitor fund balance levels to evaluate a government's continued credit worthiness. Ending 2016 reserves for General Fund and Risk Management Fund are projected at 40.4% of General Fund revenues, which meets the City's fund balance policy target of 30% to 35%.



## Future Budget Considerations

Following the longest session in state history, the Kansas legislature recently passed a bill that imposes a profound tax policy change on local governments. Unless approved by popular vote, municipalities will be unable to collect property taxes in excess of the Consumer Price Index (CPI) increase. Thus if property value increases (excluding new construction) exceed the CPI increase, the City's mill levy and associated real property taxes must be reduced or submitted for a popular vote. The legislation provides a few exemptions, but the change marks a significant reduction in local government authority. Unless the law is amended, the changes will impact budgets for 2019 and forward.

Also in 2015, the legislature raised the state sales tax by .40% pushing the total rate on sales in Merriam to 8.975%. Because the Kansas City metropolitan area straddles the Kansas/Missouri state line, there are concerns that some consumers will seek lower sales tax rates on the Missouri side of the state line, particularly for big ticket items.

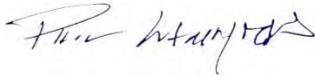
Both measures have the potential to reduce City revenues. If significant, projects and programs may be impacted.

## Conclusion

The outlook for the City of Merriam is positive. Development of the 2016 Budget has been aided by the opening of new retail establishments. In recent months, two new "big box" stores and one new auto dealership have opened in Merriam. The associated revenue growth provides needed funding for the rising costs of personal services, technology, and capital improvements. Five-year projections indicate the City can sustain current programs and projects while maintaining reserves at the target level.

We wish to thank Mayor Ken Sissom and the City Councilmembers for providing a positive vision and direction for preparation of the 2016 Budget. Also, we wish to acknowledge the department directors, Accountant Trish Wertz, and Communication Specialist Lauren Bunch for their contributions and commitment to this process.

Respectfully Submitted,



Phil Lammers  
City Administrator



Cynthia Ehart  
Finance Director

## Budget Overview - All Funds Combined

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Budget 2016</u>
<b>Beginning Fund Balance</b>	<b>\$ 19,784,452</b>	<b>\$ 16,342,542</b>	<b>\$ 23,361,937</b>	<b>\$ 23,708,145</b>
<b>Revenues</b>				
Taxes	16,556,086	16,451,518	16,995,871	17,504,414
Franchise Fees	1,477,427	1,426,875	1,472,500	1,472,500
Licenses/Permits/Fees	790,460	577,387	577,387	613,689
Fines	1,240,239	1,081,375	1,100,000	1,020,000
Interest Income	60,682	54,300	54,300	51,800
Bond Proceeds	-	-	-	-
Miscellaneous	6,984,658	6,283,175	4,350,449	4,162,698
<b>Total Revenues</b>	<b>27,109,552</b>	<b>25,874,630</b>	<b>24,550,507</b>	<b>24,825,101</b>
Transfers In	6,018,120	4,492,873	4,698,225	4,834,305
<b>Total Resources</b>	<b>\$ 52,912,124</b>	<b>\$ 46,710,045</b>	<b>\$ 52,610,669</b>	<b>\$ 53,367,551</b>
<b>Expenditures</b>				
Personal Services	\$ 9,360,538	\$ 8,276,792	\$ 8,021,102	\$ 8,472,865
Contractual Services	2,032,255	4,493,457	4,415,667	4,598,004
Commodities	689,905	836,849	785,969	849,941
Capital Outlay	501,369	713,899	712,056	936,319
Capital Improvements	8,900,424	9,677,523	9,142,615	10,817,439
Debt Service	1,827,448	869,450	869,450	884,150
Health & Welfare	89,970	112,440	112,440	120,900
<b>Total Expenditures</b>	<b>23,401,909</b>	<b>24,980,410</b>	<b>24,059,299</b>	<b>26,679,618</b>
Contingency	130,158	-	145,000	-
Transfers Out	6,018,120	4,492,873	4,698,225	4,834,305
<b>Total Appropriations</b>	<b>\$ 29,550,187</b>	<b>\$ 29,473,283</b>	<b>\$ 28,902,524</b>	<b>\$ 31,513,923</b>
<b>Ending Fund Balance</b>	<b>\$ 23,361,937</b>	<b>\$ 17,236,762</b>	<b>\$ 23,708,145</b>	<b>\$ 21,853,628</b>

## Fund Overview - 2016 Budget

	General	Special Highway	Special Alcohol	Special Parks and Recreation	Transient Guest Tax	Risk Management Reserve	Equipment Reserve	Capital Improvements	Bond and Interest	Totals
<b>Beginning Fund Balance</b>	\$ 6,522,866	\$ 275,544	\$ 320	\$ 389	\$ 470,567	\$ 994,460	\$ 1,629,248	\$ 13,769,992	\$ 44,759	\$ 23,708,145
<b>Revenues</b>										
Taxes	13,854,407	290,170	20,580	20,580	479,131	-	-	2,037,222	802,324	17,504,414
Franchise Fees	1,472,500	-	-	-	-	-	-	-	-	1,472,500
Licenses/Permits/Fees	613,689	-	-	-	-	-	-	-	-	613,689
Fines	1,020,000	-	-	-	-	-	-	-	-	1,020,000
Interest Income	25,000	-	-	-	-	1,800	2,000	20,000	3,000	51,800
Miscellaneous	99,300	-	-	-	46,220	-	20,000	3,997,178	-	4,162,698
<b>Total Revenues</b>	<b>17,084,896</b>	<b>290,170</b>	<b>20,580</b>	<b>20,580</b>	<b>525,351</b>	<b>1,800</b>	<b>22,000</b>	<b>6,054,400</b>	<b>805,324</b>	<b>24,825,101</b>
Transfers In	90,000	-	-	-	-	-	700,000	3,969,305	75,000	4,834,305
<b>Total Resources</b>	<b>\$ 23,697,762</b>	<b>\$ 565,714</b>	<b>\$ 20,900</b>	<b>\$ 20,969</b>	<b>\$ 995,918</b>	<b>\$ 996,260</b>	<b>\$ 2,351,248</b>	<b>\$ 23,793,697</b>	<b>\$ 925,083</b>	<b>\$ 53,367,551</b>
<b>Expenditures</b>										
Personal Services	\$ 7,903,378	\$ -	\$ -	\$ -	\$ 318,622	\$ -	\$ -	\$ 250,865	\$ -	\$ 8,472,865
Contractual Services	4,320,229	-	20,900	-	152,375	45,000	-	59,500	-	4,598,004
Commodities	802,066	40,000	-	-	7,875	-	-	-	-	849,941
Capital Outlay	6,200	-	-	20,969	-	-	909,150	-	-	936,319
Capital Improvements	-	500,000	-	-	-	-	-	10,317,439	-	10,817,439
Debt Service	-	-	-	-	-	-	-	-	884,150	884,150
Health & Welfare	44,000	-	-	-	76,900	-	-	-	-	120,900
<b>Total Expenditures</b>	<b>13,075,873</b>	<b>540,000</b>	<b>20,900</b>	<b>20,969</b>	<b>555,772</b>	<b>45,000</b>	<b>909,150</b>	<b>10,627,804</b>	<b>884,150</b>	<b>26,679,618</b>
Contingency	-	-	-	-	-	-	-	-	-	-
Transfers Out	4,669,305	-	-	-	-	-	-	165,000	-	4,834,305
<b>Total Appropriations</b>	<b>\$ 17,745,178</b>	<b>\$ 540,000</b>	<b>\$ 20,900</b>	<b>\$ 20,969</b>	<b>\$ 555,772</b>	<b>\$ 45,000</b>	<b>\$ 909,150</b>	<b>\$ 10,792,804</b>	<b>\$ 884,150</b>	<b>\$ 31,513,923</b>
<b>Ending Fund Balance</b>	<b>\$ 5,952,584</b>	<b>\$ 25,714</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 440,146</b>	<b>\$ 951,260</b>	<b>\$ 1,442,098</b>	<b>\$ 13,000,893</b>	<b>\$ 40,933</b>	<b>\$ 21,853,628</b>

## 2016 Revenue Overview - By Fund and Source

	General	Special Highway	Special Alcohol	Special Parks and Recreation	Transient Guest Tax	Risk Management Reserve	Equipment Reserve	Capital Improvements	Bond and Interest	Totals
<b>Beginning Fund Balance</b>	\$ 6,522,866	\$ 275,544	\$ 320	\$ 389	\$ 470,567	\$ 994,460	\$ 1,629,248	\$ 13,769,992	\$ 44,759	\$ 23,708,145
<b>Revenues</b>										
<b>Taxes:</b>										
Property	3,186,500	-	-	-	-	-	-	-	321,500	3,508,000
Property Tax on prior TIF	149,384	-	-	-	-	-	-	-	15,072	164,456
Special Assessments	-	-	-	-	-	-	-	-	423,283	423,283
City Sales	8,328,610	-	-	-	-	-	-	2,037,222	-	10,365,832
County Sales	1,716,500	-	-	-	-	-	-	-	-	1,716,500
Motor Vehicle	452,833	-	-	-	-	-	-	-	42,469	495,302
Alcohol	20,580	-	20,580	20,580	-	-	-	-	-	61,740
Transient Guest	-	-	-	-	479,131	-	-	-	-	479,131
Fuel	-	290,170	-	-	-	-	-	-	-	290,170
<b>Total Taxes</b>	<b>13,854,407</b>	<b>290,170</b>	<b>20,580</b>	<b>20,580</b>	<b>479,131</b>	<b>-</b>	<b>-</b>	<b>2,037,222</b>	<b>802,324</b>	<b>17,504,414</b>
<b>Franchise Fees:</b>										
Electric	896,000	-	-	-	-	-	-	-	-	896,000
Gas	295,000	-	-	-	-	-	-	-	-	295,000
Phone	35,000	-	-	-	-	-	-	-	-	35,000
Cable	135,000	-	-	-	-	-	-	-	-	135,000
Waste haulers	111,500	-	-	-	-	-	-	-	-	111,500
<b>Total Franchise Fees</b>	<b>1,472,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,472,500</b>
<b>Lic/Pmts/Fees:</b>										
Occupational Licenses	175,500	-	-	-	-	-	-	-	-	175,500
Other Licenses	45,550	-	-	-	-	-	-	-	-	45,550
Construction Permits	153,000	-	-	-	-	-	-	-	-	153,000
Pool Fees	109,298	-	-	-	-	-	-	-	-	109,298
Community Center Fees	121,741	-	-	-	-	-	-	-	-	121,741
Other Fees	8,600	-	-	-	-	-	-	-	-	8,600
<b>Total Lic/Pmts/Fees</b>	<b>613,689</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>613,689</b>
<b>Fines</b>	<b>1,020,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,020,000</b>
<b>Intergovernmental</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,824,797</b>	<b>-</b>	<b>1,824,797</b>
<b>Interest Income</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,800</b>	<b>2,000</b>	<b>20,000</b>	<b>3,000</b>	<b>51,800</b>
<b>Bond Proceeds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>	<b>99,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,220</b>	<b>-</b>	<b>20,000</b>	<b>2,172,381</b>	<b>-</b>	<b>2,337,901</b>
<b>Transfers In</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>700,000</b>	<b>3,969,305</b>	<b>75,000</b>	<b>4,834,305</b>
<b>Total Revenues</b>	<b>\$ 17,174,896</b>	<b>\$ 290,170</b>	<b>\$ 20,580</b>	<b>\$ 20,580</b>	<b>\$ 525,351</b>	<b>\$ 1,800</b>	<b>\$ 722,000</b>	<b>\$ 10,023,705</b>	<b>\$ 880,324</b>	<b>\$ 29,659,406</b>
<b>Total Funds Available</b>	<b>\$ 23,697,762</b>	<b>\$ 565,714</b>	<b>\$ 20,900</b>	<b>\$ 20,969</b>	<b>\$ 995,918</b>	<b>\$ 996,260</b>	<b>\$ 2,351,248</b>	<b>\$ 23,793,697</b>	<b>\$ 925,083</b>	<b>\$ 53,367,551</b>

## **BUDGET QUICK FACTS**

- Total Adopted Budget: \$53,367,551
- Total General Fund Budget: \$23,697,762
- Major Source of Revenue: 1% Regular City Sales Tax \$8,328,610
- Real and Personal Property Tax provides 22.18% of the operating revenues in the General Fund (excluding transfers in)
- County and City Sales Tax provides 58.80% of the operating revenues in the General Fund (excluding transfers in)
- Total Budget Reserves in the General Fund: \$5,952,584
- Estimated assessed Valuation for the City of Merriam in 2015 is \$171,683,529
- The 2015 Mill Rate for the City of Merriam is 27.676, an increase of 0.071 over last year
- The largest General Fund department budget is General Overhead: \$5,681,550
- The smallest General Fund department budget is City Council: \$77,527

## Value of Your City of Merriam Tax Dollars (Average Merriam Home)

### Example:

**Market Value of Home: \$150,000**  
**Current Mill Rate: 27.676**

**Assessed Valuation: \$17,250**  
To determine assessed valuation multiply market value by 11.5%:  
 $150,000 \times 11.5\% = \$17,250$

**Annual Tax Liability for City Services: \$477.41**

To calculate the annual tax bill, multiply the assessed valuation by the mill rate and divide the result by 1,000.  
 $17,250 \times 27.676 = 477,411$ ;  $477,411 \div 1,000 = \$477.41$

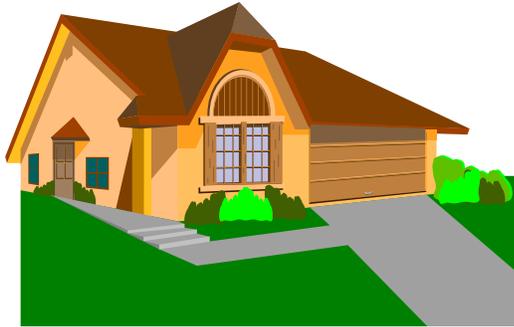
**Monthly Expenses for City Services: \$39.78**

To determine the monthly tax expenses for City services, divide the tax liability by 12 months:  
 $477.41 \div 12 = \$39.78$

### VALUE OF YOUR CITY OF MERRIAM TAX DOLLARS

The following list is a representative sampling of the City Services provided for \$39.78 per month.

- ✓ Police Protection
- ✓ Municipal Court
- ✓ Snow Removal
- ✓ Street Repairs
- ✓ Community Center



- ✓ Fire Protection
- ✓ Animal Control
- ✓ Code Enforcement
- ✓ Parks, Playgrounds, Swimming Pool
- ✓ Capital Improvements

For comparative purposes, the following are common monthly expenses for a Merriam Family:

One twelve-gallon tank of unleaded self-service fuel at \$2.50 per gallon would cost \$30.00.

A family of four could eat one large pizza twice a month at \$16.00 for about \$32.00.

Monthly basic cable service costs about \$49.99.

Standard monthly internet service costs about \$29.99.

Basic cellular telephone service fee with unlimited minutes is \$30.00, excluding taxes and long-distance charges.

A family could purchase a 24-pack of Coke/Pepsi once each week at \$6.99 or \$27.96 per month.

A homeowner could receive weekly lawn service at \$30.00 per visit or \$120.00 per month.

## **Effective Tax Rate - Residential Property**

<b>Fair Market Value Of Home</b>	<b>Assessed Value 11.50%</b>	<b>Annual City Tax With Mill of 27.676</b>	<b>Total Overlapping Ad Valorem Tax With Mill of 121.301</b>
\$80,000	\$9,200	\$254.62	\$1,115.97
90,000	10,350	286.45	1,255.47
100,000	11,500	318.27	1,394.96
110,000	12,650	350.10	1,534.46
120,000	13,800	381.93	1,673.95
130,000	14,950	413.76	1,813.45
140,000	16,100	445.58	1,952.95
150,000	17,250	477.41	2,092.44
160,000	18,400	509.24	2,231.94
170,000	19,550	541.07	2,371.43
180,000	20,700	572.89	2,510.93
190,000	21,850	604.72	2,650.43
200,000	23,000	636.55	2,789.92
210,000	24,150	668.38	2,929.42
220,000	25,300	700.20	3,068.92
230,000	26,450	732.03	3,208.41
240,000	27,600	763.86	3,347.91
250,000	28,750	795.69	3,487.40

**Each tax bill reflects a tax per \$1,000 of fair market value of \$3.18 city tax and \$13.95 total overlapping ad valorem property tax**

*11.5% is the rate of assessment of residential property in Kansas.*

*27.676 is the mill levy rate for the city portion of the real estate tax bill.*

*121.301 is the total overlapping mill levy rate for city, county, state board of education, community college, and drainage board ad valorem real estate tax bill.*

## About Merriam



### Size and Location

The City covers 4 1/2 square miles and is located in northeast Johnson County, Kansas, approximately eight miles from downtown Kansas City, Missouri. Along with six other Kansas counties and eight Missouri counties, we comprise the metropolitan Kansas City region with a population of approximately 2 million. The City is a prime middle class community with a sound business basis in the center of the metropolitan region.

### History

The history of this community began between 1826 and 1833 when the Shawnee Indians were moved into the region from their settlements in Ohio and Missouri. They established themselves along the banks of the Kansas River and surrounding tributaries, including Turkey Creek in Merriam. Railroad development played a major role in the settlement of this area with a route from Kansas City through the Turkey Creek basin to Olathe. In 1870, the first station was built and the town was named Merriam, in honor of Charles Merriam, a one-time secretary/treasurer of the railway.

With Kansas City becoming the focal point of trade, communication and transportation, and with a population of over 75,000, railroad executives saw a need for a large, well-planned amusement park and purchased 40 acres in Merriam because of the country atmosphere and quick means of transportation. Costing 25 cents to enter, the park attracted more than 20,000 visitors per day.

Perhaps one of the most recognizable historic movements in education was the 1949 *Webb v. School District 90*, a lawsuit on behalf of 39 families whose children were rejected from the white-only school, known as South Park Elementary. Corinthian Nutter, a true pioneer in desegregation, was the key witness in the lawsuit and helped create history when the *Webb* case paved the way for the 1954 *Brown v. the Board of Education* decision to remove segregation in the public system.

## **Demographics**

The estimated population of Merriam is 11,281. Further detailed population is presented as follows (2010 US Census):

Merriam Population by Age	Percent	Merriam Population by Race	Percent
Age 19 and under	21.9%	Caucasian	78.1%
Age 20 - 39 years	31.5%	Hispanic	10.7%
Age 40 - 64 years	32.6%	Black	6.1%
Age 65 and above	14.0%	Asian	2.6%
		All other	2.5%

Median household income is \$54,809 and the median value of owner-occupied homes is \$156,600. The City has 5,224 housing units with the rate of homeownership at 58.0%. A language other than English is spoken in 10.2% of Merriam homes. Bachelor's degrees or higher are held by 33.7% of residents; high school diplomas are held by 92.6% of residents. (All information estimated by the U.S. Census Bureau)

## **Government and Organization of the City**

Merriam was incorporated as a third class city on October 23, 1950, and was made a second class city on January 18, 1957.

The City operates under a non-partisan Mayor/Council form of government with the addition of a City Administrator. The Mayor is elected on an at-large basis and serves a four-year term. The eight Councilmembers are elected by ward (two representing each of four wards) and serve four year terms of office. An election for Councilmembers is held every odd-numbered year with one representative from each of the four wards being chosen each election. The City Administrator is appointed by the Mayor and City Council as the chief administrative officer of the City and is charged with the efficient and effective administration of the City.

The City's formal relationship with its employees is excellent. The City has adopted a Personnel Policy Manual and a pay scale system (based on pay-for-performance). The City pays up to 80.4% of premiums for family coverage and 87% of premiums for single coverage for health and dental insurance benefits for all full-time and part-time regular employees. The City does not recognize any unions for the purpose of collective bargaining.

## **Educational Facilities**

The City is included in Shawnee Mission School District No. 512, which is divided into five attendance areas. Residents of Merriam are in the Shawnee Mission North attendance district. District enrollment is approximately 27,509. There are five high schools, five middle schools, two specialized schools and thirty-three elementary schools. Its reputation is among the top in the United States. Nearly 91% of Shawnee Mission students graduate from high school.

The Johnson County Community College (JCCC) is located near the center of Johnson County. With an enrollment of approximately 19,500, JCCC is the largest of the nineteen community colleges in Kansas, and is a member of the League for Innovation in the Community College.

The University of Kansas Edwards Campus, with an approximate enrollment of 2,000, is located within Johnson County. It offers a variety of undergraduate and master's degree programs. The main campus of the University of Kansas is located in Lawrence, just 35 miles from the City and is one of the country's major state universities. The University Of Kansas School Of Allied Health is located in Kansas City, Kansas, approximately ten miles from the City limits. The University of Saint Mary has one location in Johnson County, one location in Leavenworth County and on-line classes, with a total approximate enrollment of 1,400 students. Kansas State University recently opened its K-State Olathe location, which

is approximately 14 miles from the City. K-State Olathe offers courses for graduate level students preparing for careers in bioscience and biotechnology and is part of the Kansas Bioscience Park.

### **Medical and Health Facilities**

The Shawnee Mission Medical Center located in the City is a 504 bed not-for-profit full-service hospital with all ancillary and out-patient departments and a 24-hour emergency service. Services include a Birth Center, Center for Pain Management, Hand Specialty Center, Special Needs Center, Women's Health Center, Heart & Vascular Center, Wound Care Center, Sleep Disorders Center and Cancer Center. Additionally, Trinity Lutheran Manor, a 120-bed nursing home facility, is located in the City.

### **Public Utilities**

Electrical power is supplied under franchise by Kansas City Power and Light Company of Kansas City, Missouri. Local gas service is provided by Kansas Gas Service Company. Local phone, cable and internet service is provided by AT&T Telephone Company, Consolidated Communications, Inc., or Time Warner. Water One, a quasi-municipal corporation, provides water service to the City. Sewer service is supplied by the Johnson County Unified Wastewater District, a separate governmental agency organized and governed by the County's Board of County Commissioners.

Google Fiber has recently installed fiber for high-speed internet and digital television services in Merriam.

### **Recreational and Cultural**

Merriam is part of the Greater Kansas City Metropolitan Area, which abounds with cultural and recreational amenities that include the Kauffman Center for the Performing Arts, National World War I Museum, Kansas City Museum, Nelson-Atkins Museum of Art, Nerman Museum of Contemporary Art, Harry S. Truman Library and Museum, the Kansas City Symphony, the Starlight Theater, the Kansas City Repertory Theater, the Lyric Opera, the Folly Theater, the New Theater, Theater in the Park and the Kansas City Zoo. Oceans of Fun, Worlds of Fun, and Schlitterbahn are theme parks geared to family entertainment. The Sprint Arena is a world class facility hosting sports and entertainment events.

Kansas City is the home of the Kansas City Chiefs, an NFL football team; the Kansas City Royals, a Major League Baseball team; Sporting KC, a Major Soccer League; the Missouri Comets, a Major League Indoor Soccer team; the Missouri Mavericks, of the Central Hockey League, and the Kansas City T-Bones, a minor league baseball team. The Kansas Speedway hosts NASCAR Sprint Cup series as well as other races.

The City has ten municipal parks. Vavra Park is 4.37 acres and includes an Olympic size swimming pool and aquatic center, pavilion, picnic tables, and playground equipment. The Esther Brown Memorial Park is 3.68 acres, has tennis courts, basketball courts, picnic tables, playground equipment, and access to the Streamway Trail. Campbell Park is located at 61st & Turkey Creek and has picnic tables and playground equipment. The Streamway Park offers a paved 3.68-mile nature trail running north along Turkey Creek from 75<sup>th</sup> Street to Werner Park. Chatlain Park is 5.25 acres and is equipped with a pavilion, picnic tables and playground equipment. Quail Creek Park is 5.25 acres and includes playground equipment, an exercise trail, and a bird-watching area. Roger Werner Park includes 2.1 acres along Turkey Creek and is connected by a pedestrian bridge to the Merriam Marketplace pavilion. Dedicated in September 2006, Merriam Historic Plaza serves as a gateway to the City and home of the Merriam Visitors Bureau. The park features a paved walking path lined with interpretive signs tracing the history of the City, an original sculpture by artist Kwan Wu, fountains, a rain garden and native Kansas plantings. Waterfall Park contains 15 acres that includes soccer fields and a walking path for visitors to enjoy.

Also located within the City is the 44-acre Antioch Park, which is maintained by the Johnson County Parks and Recreation District. Antioch Park provides picnic shelters, tennis and basketball courts, a rose garden, two small fishing lakes, and a Vietnam War veteran memorial.

Shawnee Mission Park, located seven miles west of Merriam, is a 1,600 acre park with a 120 acre lake for boating and fishing, eleven picnic shelters, an archery range, a 53 acre dog off-leash area, and several nature trails. It also features an outdoor Theater in the Park.

### **Community Events**

The City sponsors numerous local events that bring residents together and attract visitors. Here are a few of them.



The Farmers Market operates each Saturday from April to October offering delicious local produce and other products.



Our furry friends enjoy the annual "Pooch Paddle" at the Merriam Aquatic Center at the end of each season.



Neighbors gather for food and fun at a Party in Your Park event.



The Turkey Creek Auto and Motorcycle Show attracts enthusiasts from the region.



Merriam's Turkey Creek Festival celebrated its 30<sup>th</sup> anniversary in 2015.



Food trucks rallies serve up gourmet food and musical entertainment.

## ***Economic Information***

### **Retail and Office**

The City is a commercial center in Johnson County featuring many commercial and retail businesses including IKEA, a popular “destination retail” store; Marshalls, a chain department store; Home Depot, a large retail home improvement and construction supply center; and Hobby Lobby, a retail home decor store. "Downtown" Merriam features a music store, small restaurants, a garden center, a feed store, a motorcycle dealership, auto parts stores, and other miscellaneous shops.

The Merriam Town Center strip mall includes more than 60 acres of land, containing approximately 500,000 square feet of store floor area. It contains a grocery store, a sporting goods store, a home improvement store, a pet supply store, three restaurants, a theater complex, and several other retail stores and employs approximately 1,000 people. Tenants include:

Home Depot	Hen House	PetSmart
Office Max	Party City	Game Stop
GNC	Mattress Firm	Chili's
Great Clips	Cinemark Theater	Marshall's
Old Navy	Famous Footwear	Visionworks
Cute Nails	China Garden Buffet	Good Feet Store
Lake Shore Learning	Verizon Wireless	Dick's Sporting Goods

Several automobile dealerships are located in the City including Hendrick Chevrolet/Nissan, Hendrick Toyota, Hendrick Lexus, Infiniti of Kansas, Aristocrat Motors, Baron BMW/Baron Mini, Carmax, Shawnee Mission Kia and Shawnee Mission Hyundai. The five hotels located in the City are Drury Inn, Rodeway Inn, Homestead Village, Quality Inn and Hampton Inn. Many offices are located in the City such as doctors' offices associated with the Shawnee Mission Medical Center, corporate headquarters, and smaller offices. Merriam is home to the Seaboard Allied Milling Corporation, one of the largest producers and sellers of agriculture products in the world.

While a breakdown of retail sales is not available, in 2014 the City collected \$6,914,867 in sales tax from the City's one-percent sales tax (excluding use taxes). This would indicate that over \$691,486,000 worth of retail sales occurred in the City. (Note: Out-of-state sales of automobiles are not included in this sales tax figure.)

### **Financial and Banking Institutions**

Residents of the City have easy access to the substantial financial and banking institutions located in the greater metropolitan area. Two banks are located in Merriam. US Bank, which has a branch at Antioch and Shawnee Mission Parkway, has assets in excess of \$403 billion and is the fifth largest financial services holding company in the United States. The main location of the Morrill & Janes Bank is located in Merriam and serves commercial clients. Morrill & Janes Bank was founded in 1871 and has approximately \$860 million in assets.

### **Employment**

The City has more than 600 businesses and employers with total employment estimated at 15,150 jobs. Total employment for Johnson County is estimated at 309,150 jobs while the average 2015 to-date unemployment rate in Johnson County is 3.7%. The labor force has a strong work-ethic orientation, and the Kansas Constitution contains a "right-to-work" provision.

The following is a sample of businesses and employers located in Merriam:

<u>Major Employers</u>	<u>Business</u>	<u># Employees</u>
Shawnee Mission Medical Center	Hospital	2,982
Synchrony Financial	Credit Services	800
IKEA Property, Inc.	Home Furnishings	266
First Student	School Bus Service	250
Hendrick Chevrolet/Nissan	Automobile Dealer	239
Seaboard Allied Milling	Agri-business & Transportation	248
Carmax	Automobile Dealer	225
Baron BMW/Shawnee Mission Kia	Automobile Dealer	215
Home Depot	Home Improvement Store	160
Aristocrat Motors	Automobile Dealer	150
Industrial Bearing (IBT)	Industrial Equipment	140
Hendrick Toyota	Automobile Dealer	136
Lee Company	Apparel Manufacturer	134
Hendrick Lexus	Automobile Dealer	133
Shawnee Mission School District	Public elementary schools	94

<u>Other Employers</u>	<u>Business</u>
Cinemark Theater	Movie Theater Multiplex
Hen House	Grocery Store
Johnson County Library	Public Library
Officemax	Office Supply Store
Shawnee Steel & Welding	Steel Fabrication
US Bank	Bank
Maverick Lumber	Building Materials Company

### **Tax Increment Financing Districts**

Tax Increment Financing (TIF) was approved by the Council as the method of financing. The Tax Increment Financing Act (K.S.A. 12-1770 *et seq.*) authorizes cities to help redevelop blighted property and potentially blighted property through private investment which may be aided by the issuance of special obligation city bonds or other “pay as you go” reimbursements. Such obligations are retired by the increased property tax payments (increment) caused by the higher assessments on the redeveloped property. TIF is based on the concept of a partnership between the city and the private sector by providing public capital for private economic ventures which serve a public purpose (i.e. redevelopment of blighted or potentially blighted areas which are known in the TIF law as conservation areas).

The City has established two TIF districts. The first, Merriam Town Center, transformed a 65-acre mixed residential area into commercial use with the construction of a 500,000 square foot shopping center completed in 1999. Retail sales from the Center generate over \$1 million in additional City sales tax annually. A subordinated TIF revenue bond remains outstanding for this project. This TIF district is scheduled to end in 2016.

The second, I-35 Redevelopment District, encompasses significant underdeveloped area along both sides of I-35. This district was formerly known as the Enterprise Zone Redevelopment District. The City makes contractual “pay as you go” TIF payments to several developers per the terms of various redevelopment agreements.

The I-35 Redevelopment District includes the successful Merriam Pointe and Merriam Village projects. The 35-acre Merriam Pointe redevelopment is home to four automobile dealerships. Just one lot remains undeveloped in Merriam Pointe, which is located on the southwest corner of I-35 and 67<sup>th</sup> Street. The district is also home to the 33-acre Merriam Village project, originally conceived in March 2005 then stalled due to economic conditions. In 2013, IKEA Property Inc. (IKEA) purchased 18 acres of this site and opened a 359,000 square foot home furnishings store in fall 2014. The City has a redevelopment

agreement with IKEA that grants them \$19.9 million in property and sales TIF assistance over 20 years. Merriam Village is located on the southeast corner of Johnson Drive and I-35.

## ***Financial Policies and Provisions***

### **General Provisions**

The City of Merriam financial policies and provisions, compiled below, set forth the basic framework for the overall fiscal management of the City. These policies assist the decision-making process of the City Council and the Administration. These policies provide guidelines for evaluating both current activities and proposals for future programs and budgets. Some policies are covered by formally adopted City Council policies, others are covered by administrative policy only.

Financial policies aid the City by improving financial management, improving financial position, and improving the creditworthiness of the City. They also serve to ensure that all financial transactions conducted by or on behalf of the City, its agencies, departments, officials, and authorized agents, shall be made in a manner and method which provides for the most proficient and effective management of the financial resources and funds of the City. These policies provide for the maximum protection of the City taxpayer, in accordance with and utilizing established financial management practices, accounting standards, and auditing requirements. Included in these are specific policies related to operations, accounting and auditing, reserves, capital projects, cash management, debt, and budget.

The City Council is responsible for establishing and authorizing policies and procedures for the management of all financial resources and transactions of the City. The City Administrator, Finance Director, and other City officials are responsible for adopting administrative procedures necessary to implement the financial policies.

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

### **Revenue Provisions**

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

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

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

The City will annually review its user charges and fees. The City will consider market rates and charges levied by other public and private organizations for similar services.

The City acknowledges the fact that property values have historically increased in this area of the country. Increasing property values will consequently increase the taxes that citizens pay unless the mill levy is reduced by a comparable level. The City will annually review the effect of increasing property values and will take that into consideration when establishing the mill levy rate. This is not the case currently as property values have declined for the last several years. The 2015 final mill levy increased by .071 from the prior year, compared to a decrease of .020 for the 2014 levy.

The Council has adopted a policy that dictates the use of sales tax revenues. Capital improvement projects are funded significantly by sales taxes including: one-half of the City's 1% local sales tax; all of the City's .25% sales tax for streets; and the City's entire share of the 1995 .25% Countywide sales tax for public safety. In 2010 voters approved a referendum to replace the City's .25% sales tax for streets.

The replacement tax provides for the collection of .25% sales tax from 1/1/2011 through 12/31/2020 designated for street and drainage improvements. The following sales taxes provide for funding of general operations: one-half of the City's 1% sales tax; the City's entire share of the 2010 .25% Countywide sales tax for public safety; and the City's entire share of the .6% Countywide sales tax.

### **Expenditure Provisions**

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

The City will actively participate in risk management pools with other local area governments as long as the pools continue to outperform the market rates for these same services.

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

### **Reserve Provisions**

The City maintains a reserve and fund balance policy which sets a target of 30% to 35% of General Fund revenue for the combined General Fund and Risk Management Fund balances. If projected fund balances fall below the target range, the policy requires the City Administrator to submit a plan to restore the balances within range of the next five-year General Fund balance projection. The Risk Management Reserve Fund provides security from uninsured losses including emergency events or lawsuits, and conditions resulting in unanticipated expenditure requirements or revenue fluctuations.

The 2016 Budget satisfies the policy regarding General Fund reserves.

### **Capital Project Provisions**

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

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

### **Cash Management/Investment Provisions**

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

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

The Council has adopted a formal investment policy to guide the investment of idle funds. The policy emphasizes the preservation of principal, while seeking to obtain the best available rate of return. The policy fully complies with statutes concerning the investment of funds by municipalities in Kansas.

The City has formed an Investment Committee consisting of the Finance Director/City Treasurer, City Administrator, Mayor, and Council President. The committee meets quarterly to review the status of the City's investments, the return on the investments, and the outlook of existing market conditions and other factors affecting the City's investment decisions.

### **Debt Service Provisions**

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

The City will comply with the legal debt margin established by the statutes. The State of Kansas limits bonded debt to 30% of assessed valuation (excluding: revenue bonds, storm drainage or sanitary sewer improvement bonds and refunding bonds).

### **Accounting, Auditing, and Financial Reporting Provisions**

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

The City will submit to an annual audit by an independent certified public accountant with the goal of attaining an unqualified opinion.

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

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

### **Budget Policies**

The City Council must adopt a balanced budget, where total resources equal total obligations in accordance with K.S.A. 79-2927. Total resources include beginning fund balances and total obligations include contingency and ending fund balances. The budget adoption and amendment process is described further on pages 33 and 34.

## ***Planning and Goal Setting***

The City of Merriam has changed dramatically since its incorporation in 1950. Merriam is a “first suburb” in the Kansas City metro area, with most housing stock dating from the 1950’s and 1960’s. In the early to mid-1990’s, the City began to focus on extensive infrastructure improvements and redevelopment. In addition, the City completed several extensive drainage projects to alleviate the area’s history of stormwater flooding.

Following completion of the successful Merriam Town Center shops in 1998, the City enjoyed robust sales and property tax revenues. During these years, City Council was able to roll back the mill levy and keep property tax collections fairly constant. However, in 2002 as the national and state economy began to falter, the State of Kansas experienced budget difficulties and discontinued statutory demand transfers to cities. Additionally, the City struggled with stagnate sales tax collections and rising operating costs. Then in 2008, the City Council increased the mill in order to maintain quality public safety and other services just as the economy entered the Great Recession. The recession stalled two key redevelopment projects but finally resumed in 2011.

Since 2011, five additional auto dealerships and the IKEA home furnishing store have opened in Merriam ushering in higher sales tax collections and assessed valuations. A stable financial forecast allows greater focus on desired goals with continued emphasis on efficiency. Governing Body and City staff will continue efforts in goal setting and establishing plans to achieve them.

**Mission Statement and Values** – The Governing Body conducted worksessions to update their mission statement and identify what they value most highly about the City. Citizen input was obtained via an on-line survey and was incorporated into their discussions. Values identified were: quality service, convenient location, public safety, and diversity. “To serve the public with transparent government focused on progress” is the City’s new mission statement.

**Planning and Goal Setting by Governing Body** – Citywide goals and objectives are reviewed and updated annually by the Governing Body. The six goals below reflect the long-range goals of the Governing Body. Additions and updates to specific initiatives were made as part of the review process. Goals are followed by specific objectives that will gauge progress toward the goal.

Goal #1: Code Enforcement – Enforce City codes fairly to improve physical conditions in the community.

*Objective:* Reduce code violations involving maintenance of yards and trash receptacles.

*Objective:* Reduce the number of repeat code offenders.

*Objective:* Establish methods to measure progress toward reduced code violations and report data to City Council.

Goal #2: Community Development – Improve value of property and the quality of life through investment in and redevelopment of our neighborhoods.

*Objective:* Sustain capital improvement efforts.

*Objective:* Sustain street lighting program.

*Objective:* Support public art projects in a prominent Merriam location.

*Objective:* Complete the City's sidewalk system.

*Objective:* Partner with neighborhoods to provide better island maintenance.

*Objective:* Update the easement acquisition policy.

Goal #3: Citizen Advocacy – Enhance citizen engagement with the City.

*Objective:* Enhance the new City website.

Goal #4: Economic Development – Promote and stimulate quality development to enhance the City's economic base.

*Objective:* Promote existing developments.

*Objective:* Work with local business owners and business associations (i.e. Downtown Merriam Partnership).

*Objective:* Keep abreast of legislative efforts and current events that are adverse to the City of Merriam.

*Objective:* Explore expansion of the I-35 TIF District to include the vacant K-Mart property.

*Objective:* Increase administrative support of the Flags 4 Freedom event.

Goal #5: Administrative Focus – Deliver quality services in an efficient manner.

*Objective:* Continue to invest in our employees.

Goal #6: Sustainable Planning – Implement best management and planning practices and encourage the community to undertake energy-reducing and recycling efforts.

*Objective:* Complete construction of the Upper Turkey Creek project.

*Objective:* Evaluate options for renovation and improvements of the City's Community Center and Aquatic Center

### Integration with Other Long-Term Planning Processes

The Council and staff utilize several processes and documents to help develop long-term goals and objectives, including the following:

**Citizen surveys** - Surveys will be used on a periodic basis (typically every three years) to help the Council set long-term goals and objectives and serve as a benchmark on how well the City meets its long-term objectives and goals. The most recent survey was conducted in spring 2015 using a professional survey firm. Results were obtained from a statistically random sample with a precision of +/- 4.2% at the 95% confidence level. Results of the latest survey reflect positively on the City with satisfaction in the City's overall image increasing by 12% since the 2006 survey. Two-thirds of respondents (66%) also expressed support for significant upgrades to the pool and community center.

Other key findings are listed below.

- 88% were satisfied with overall quality of City services
- 87% were satisfied with quality of life in the City
- 74% were satisfied with the overall value received for City tax dollars and fees
- 73% were satisfied with the overall image of the City
- 66% were satisfied with City leadership and elected officials
- 87% to 89% were satisfied with the quality of City police and fire protection
- 90% were satisfied with the maintenance of City parks
- 88% were satisfied with maintenance of major City streets
- 57% were satisfied with the enforcement of residential property maintenance
- 63% were satisfied with the enforcement of commercial property maintenance

**Preliminary Budget Work Sessions** – City staff and Council meet several times from February through July each year prior to presentation of the operating budget and the CIP Five-year Plan. These preliminary work sessions provide an opportunity to discuss the financial outlook and short-term priorities for the upcoming budget year.

**Five-year Capital Improvement Plan** - The Council receives staff and citizen input on the prioritization of capital improvement needs. The Council also conducts periodic “bus tours” where they visit recently completed capital improvement projects; planned projects; and proposed or possible projects. After receiving this input, the Council meets in work sessions to discuss priorities. These discussions serve as a guide as the City develops the new Five-year capital improvement plan (the Plan) each year. The Plan forms the basis for the current year’s capital improvement budget which is funded by a .25% special sales tax and General Fund transfers per City Council policy. Per the policy, up to half of the City’s 1% general sales tax may be used to fund the Five-year capital improvement plan to fund the Plan. Additionally, City use taxes associated with the .25% special sales tax are also dedicated to the Plan. These dedicated revenues provide resource to ensure that the City can continue enhance and maintain its infrastructure over the long term.

**Twenty-year Comprehensive Plan** – The Comprehensive Plan is an official long-range policy statement adopted and amended by formal resolution of the Planning Commission and City Council. It is a major component of the planning process for the City as it guides the long-range, comprehensive decision making process involving primarily physical development and those City actions expected to influence development in the long-term. The Comprehensive Plan is an explicit statement of future goals for the community, and serves as a formal vision for the Planning Commission, elected officials, residents, private organizations, and individuals.

In addition, the Comprehensive Plan is a measuring tool for evaluating specific development proposals and their impact on the general public welfare. The plan is supplemented and implemented by other policy documents and ordinances including the Zoning Ordinance, Subdivision Regulations, Flood Hazard Ordinance, Stormwater Management Ordinance, Building Codes and Capital Improvements Program. The Comprehensive Plan addresses eight major topics. These are: (1) goals and objectives, (2) background and relationships, (3) physiography, (4) socio-economic studies, (5) land use, (6) major thoroughfare plan, (7) community facilities and public utilities plan and (8) implementation.

The City of Merriam’s Comprehensive Plan was adopted in January of 2001. The planning framework includes an introduction and a summary of the existing population and employment characteristics of the City of Merriam. The Plan contains a discussion of the urban form principals upon which the plan is based, in the following categories: Housing; Commercial and Industrial Development; Future Land Use; Parks and Recreation; Public Facilities; and Transportation.

The Comprehensive Plan is updated on a regular basis to ensure that it reflects current activities and community goals and needs. Since its adoption in 2001, the City amended the Comprehensive Plan in 2004 with the approval of the West Antioch School Site Plan Amendment. This amendment proposed appropriate land uses for the former West Antioch Elementary School Site. A second amendment was approved in 2005 with the adoption of the Grandview Housing Assessment, which called for

redevelopment of the Grandview area into a mixed use development. The third amendment occurred in June 2007 which addressed appropriate uses for the South Park Sub Area Plan, site of the former South Park Elementary School. The fourth amendment occurred in February 2014 to incorporate the Shawnee Mission Parkway Corridor Study. This study provided recommendations for land use, plus financial, transportation, and design characteristics along this well-traveled route. Amendments will be considered when required to reflect changes to the future land use map and zoning updates.

The vision for the future of Merriam is described in Section 2.2 of the Comprehensive Plan: *“Merriam is a quality place that attracts people because of its strong neighborhoods, accessible shopping, job opportunities, inviting public spaces and its convenient location to regional attractions.”*

Here are some of the long-term goals outlined in the 2001 Comprehensive Plan:

- Reinvestment goal - Merriam’s housing stock contributes to the vitality of neighborhoods.
- Public Services goal - People are attracted to Merriam neighborhoods because of the quality educational, recreation, public safety, infrastructure, medical and social services.
- Identity goal - Merriam’s neighborhoods have a distinct identity that helps define their boundaries and fosters pride and belonging among residents.
- Mixed Development goal - Merriam’s commercial development includes many activity centers where a variety of uses (e.g. retail stores, residences, civic buildings, and office.) thrive because they are connected.
- Durability goal - Merriam’s commercial buildings are built to last with quality materials and are designed for changing uses to accommodate shifts in the market.

**Economic Development** – Merriam enjoys a unique location that combines quiet, almost rural neighborhoods with the excellent commercial opportunities afforded by proximity to Interstate-35. City staff and Council work to identify potential areas for redevelopment. Merriam is a land-locked city, so there is little undeveloped land available. Due to the extraordinary costs of infill redevelopment projects compared to green field development, the City expects to partner with private developers in an effort to compete with cities that can offer undeveloped tracts. More on such partnerships may be found in the Tax Increment Financing section under Economic Information. The Assistant City Administrator leads economic development activities for the City.

**Parkland Development** - The City sets funds aside in the five-year capital improvement plan when needed to purchase and develop parkland. As a city that is land-locked and completely developed, parkland is not readily available. For that reason, the City must plan to acquire parkland as appropriate properties become available. In the last 10 years, the City has acquired almost 80 additional acres of parkland. The City has recently extended the sidewalk system through downtown along Merriam Drive and into Brown Park and Waterfall Park. New soccer fields were dedicated at Waterfall Park in August 2012.

**Downtown Enhancements** – The City has facilitated the enhancement and revitalization of the downtown retail district. In 2001, the City completed construction of Merriam Marketplace, a pavilion that is home to the farmer’s market each Saturday from April through October. Additionally, Merriam Marketplace is host to a variety of community events including the annual Turkey Creek Car and Motorcycle Show, and musical performances held throughout the summer. Extensive street improvements to Merriam Drive, the main street running through this downtown area, were completed in 2005. These improvements include expanded sidewalks with tree wells, decorative streetlights, and monument signs at each end of the downtown district and in other locations to direct shoppers to the area. The City’s Public Works department grows and maintains hanging flower baskets along Merriam Drive during the summer.

**Infrastructure maintenance** - The City has a long-term street overlay program to maintain all streets in the City. The program calls for a major overlay and curb repair to every street on a nine-year schedule. The City has dedicated its share of the State fuel tax to fund the annual street overlay program. Additionally, the 2016 budget includes \$400,000 from the Capital Improvement Fund to supplement the fuel tax dollars.

As an older, “first suburb”, the City must be committed to infrastructure and property maintenance to maintain property values and curb the creep of blight. To facilitate this, the Council has developed an aggressive long-term approach to code enforcement, including having a staff of three professional code enforcement officers and a summer weed enforcement program.

**Ten-year Major Equipment Replacement Schedule** - The City maintains a ten-year major equipment replacement schedule to provide for systematic replacement of equipment items over \$5,000 for each department. The replacement schedule is used to forecast the amount of transfers needed from the General Fund to the Equipment Reserve Fund, where equipment purchases for each year are budgeted.

**Five-year General Fund Balance Projections** – City staff forecasts General Fund balances using current information and trends for revenues and expenditures to assess areas of concern for current and future budgets. Fund balances range from 30% to 35% which satisfies the reserve policy. Revenues are up since the prior projection based upon recent sales tax trends. Interfund transfers to the capital improvement fund have also increased, but do not exceed the policy target level of 50% of City sales tax. Sales tax revenues can vary depending upon general economic conditions and so projections are regularly reviewed and updated. Significant variations in revenue estimates could necessitate changes to program priorities, particularly to the capital improvement program.

<b>Five-Year General Fund Balance Projections</b>						
<i>in millions</i>						
	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	
Beginning Fund Balance	\$ 6.523	\$ 5.958	\$ 5.253	\$ 5.426	\$ 5.706	
Revenues	\$ 17.175	\$ 17.404	\$ 17.602	\$ 17.831	\$ 18.036	
Operating Expenditures	\$ 13.071	\$ 13.568	\$ 14.098	\$ 14.565	\$ 15.038	
Interfund Transfers	\$ 4.669	\$ 4.540	\$ 3.331	\$ 2.986	\$ 2.927	
Subtotal Expenditures	\$ 17.740	\$ 18.108	\$ 17.429	\$ 17.551	\$ 17.965	
Projected Fund Balance	\$ 5.958	\$ 5.254	\$ 5.426	\$ 5.706	\$ 5.777	

**Annual Budget Adoption**

**Policy**

It is the policy of the City Council to plan for the orderly operation of the City by the adoption of an annual budget of all anticipated revenues and expenditures according to K.S.A. 79-2927 et. seq. Total resources include beginning fund balances and total obligations include contingency and ending fund balances.

**Responsibilities**

Citizens are encouraged to share ideas and provide input concerning City operations as well as budgetary issues. Citizens may provide input at council meetings, public hearings, and through surveys and other forms of communication.

The City Council is responsible for reviewing and adopting an annual budget for all funds for which the City is responsible. Council must also approve large purchases, change orders to existing contractual agreements, and budget transfers between funds.

The City Administrator is responsible for recommending a balanced budget to the Council for adoption. In addition, the City Administrator provides general guidelines for budget preparation as well as overseeing budget implementation during the fiscal year.

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

### **Budget Development Process**

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

The Finance Director issues budget forms and instructions to departments in March. All departments shall submit their budget requests according to the schedule and instructions. The Finance Director reviews and evaluates the budget requests, and assists the City Administrator in formulating the budget to be recommended to the Council. Departments are prepared to fully explain and justify their requests to the City Administrator.

The City Administrator formulates a recommended budget and submits it to the Council for consideration in June. The Council will meet in work sessions and committee meetings to consider and discuss the budget. The Council may invite officials, departments, and agencies to present additional information or justifications concerning their requests. Copies of the proposed budget summary are available to the public at City Hall and on the website by mid July.

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

The Council will then hold a public hearing on the date and time specified in the publication for the purposes of hearing taxpayer questions and comments concerning the proposed budget. The Council shall adopt an annual budget and the Finance Director will file it with the County Clerk on or before August 25<sup>th</sup>. Copies of the expanded budget document are available to the public at City Hall and on the website in late fall.

The process of amending the City's budget is outlined and authorized by K.S.A. 79-2929a. Amendments to the City's budget are allowed only in the event of an increase in the original budget for previously unbudgeted increases in revenues other than ad valorem property taxes. To amend the budget the City is required to publish a "Notice of Hearing" 10 days prior to the hearing. The City then must hold a public hearing and forward amended budget forms to the County Clerk for certification.

## 2015 Calendar for 2016 Budget

Date	Task/Event	Responsibility
April 13	Distribute status report for Council Goals and solicit updates from new City Council	City Administrator, Finance Director
April 24	CIP Tour	CIP Director
April 27	Work Session - CIP Forecast and Priorities	City Council, City Administrator CIP Director, Public Works Director Finance Director
May 12	Review and discuss update of Council Goals with Department Heads	City Administrator
May 12	Distribute budget forms & instructions Turn on budget entry in system	Finance Director
May 18	Work Session to review Financial Trends	City Council, City Administrator Assistant CA, Finance Director
June 8	Department Budget Requests due to City Administrator & Finance Director	Department Heads
June 8 - June 19	Review of Department draft budgets. Discussion with Department Heads	City Administrator, Finance Director Assistant City Administrator
June 22	Work Session - Preliminary Operating Budget	City Council, City Administrator, Finance Director, Asst. City Administrator
June 23 - July 10	Develop Recommended Budget	City Administrator, Finance Director Assistant City Administrator
July 13	<i>Review 2015 Revenue Projections; Recommended 2016 City Operating Budget</i>	City Council, City Administrator Finance Director, Assistant City Administrator
July 14 - July 24	Finalize Operating Budget	City Administrator, Finance Director Assistant City Administrator
July 28	Publication of Budget Notice	Finance Director
August 10	Formal Budget Hearing Consider Resolution to Adopt Budget	City Council
August 11	Publication of Budget Vote Results (if required)	Finance Director
August 25	Certify Budget to County Clerk	Finance Director

## Financial Structure

### Basis of Presentation

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

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

### Fund Structure

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

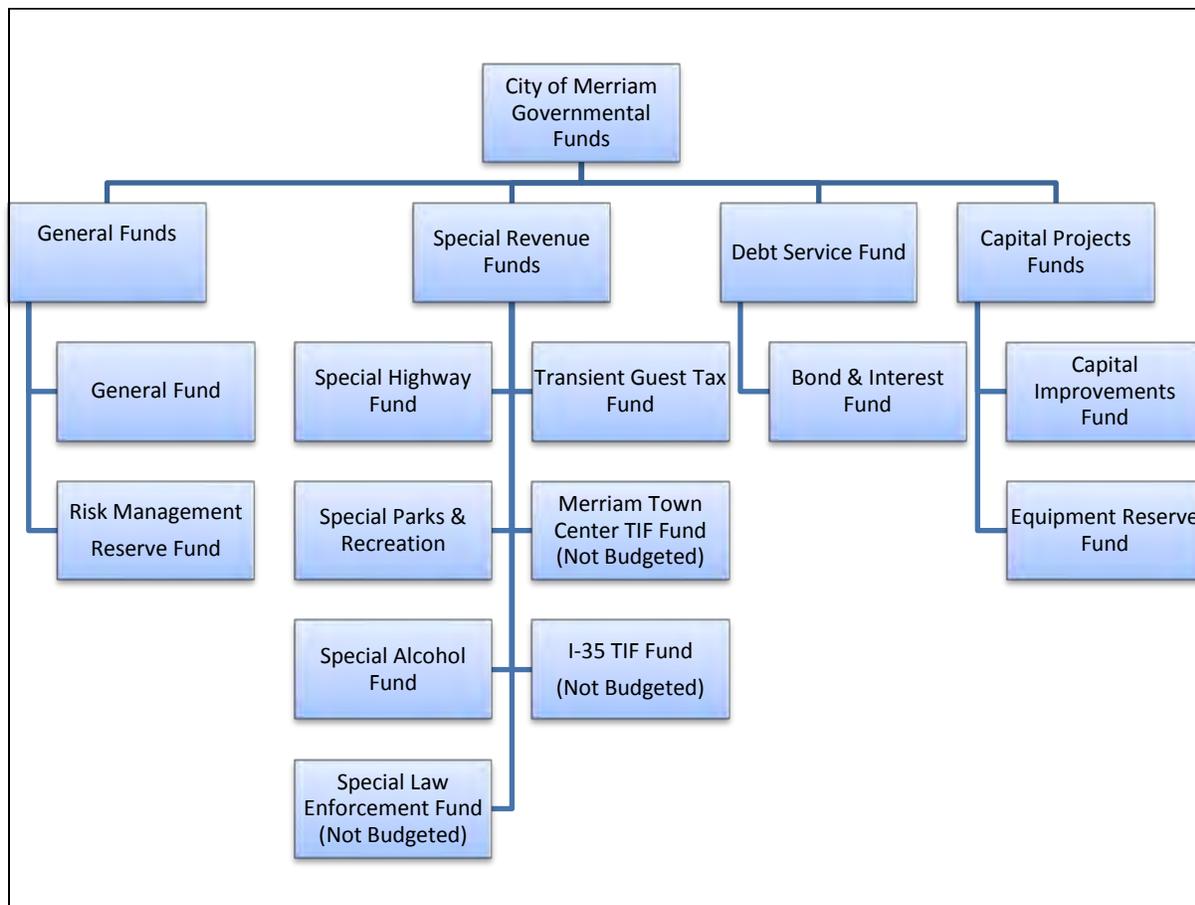
- **The General Fund** is the principal fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are financed through revenues received by the General fund. The general fund is used to pay for the expenditures of various departments throughout the City, with a few exceptions as noted below under Special Revenue Funds. The Risk Management Reserve Fund accounts for transfers from the General Fund and is used for the payment of risk management related expenses. For financial reporting purposes, the City's Risk Management Reserve Fund, which has its own legally adopted budget, is reported with the General Fund.
- **Special Revenue Funds** are used to account for revenues derived from specific taxes, governmental grants or other revenue sources which are designated to finance particular functions or activities of the City as identified below.
  - *Special Highway Fund* accounts for Motor Fuel tax receipts and is used for construction, maintenance and repairs of City roads.
  - *Special Parks and Recreation Fund* accounts for one third of the Special Alcohol tax receipts and is used to purchase and maintain City parks and recreational services and facilities.
  - *Special Alcohol Fund* accounts for one third of the Special Alcohol tax receipts and is used to fund the City's crime prevention programs for elementary school students.
  - *Transient Guest Tax Fund* accounts for Transient Guest tax receipts and is used to enhance the community in ways that attract visitors, including operation of the Visitors Bureau.
- **Bond and Interest Fund** is used to account for the accumulation of resources for and the payment of principal, interest and other related costs of the City's general obligation bonds.

- **Capital Projects Funds** are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays including acquisition or construction of capital facilities and other capital assets.
  - *The Capital Improvement Fund* is used to account for monies derived from 50% of the City 1% sales tax, 100% of special sales taxes, grants and contributions of outside agencies used to finance infrastructure improvements in the City. This fund also accounts for monies derived from property tax incremental financing (TIF) revenue received from properties located in a redevelopment district.
  - *Equipment Reserve Fund* accounts for transfers from the General Fund and is used to finance the acquisition of major equipment purchases.

Water and sewer services are provided by Water One, a quasi-governmental agency not associated with the City, and so Merriam has no enterprise fund.

The City has additional funds that are audited, but not included in the budget. The special law enforcement fund accounts for monies derived from property seizures related to illegal drug arrests and prosecution as well as the disbursement of monies for drug enforcement purposes. The tax increment financing funds, while consisting of major expenditures are considered outside everyday operations.

The following fund structure diagram of City budgeted and unbudgeted funds provides a graphic overview of the City's fund structure.



## Use of Funds by City Departments

The following table lists City departments and the funds they use.

Department	Percent of Expenditures Associated with Funds (approximate)*							
	General	Special Highway	Special Alcohol	Special Parks	Transient Guest	Risk Mgmt	Equip. Reserve	Capital Improv.
City Council	100							
Administration	87				7	4	2	
Municipal Court	100							
General Overhead	100							
Information Services	94				1		5	
Police	98		1				1	
Fire	98						2	
Public Works	64	14					9	13
Culture Recreation	57			1	12		30	
Aquatic Center	100							
Merriam Marketplace					100			
Visitors Bureau					100			
Community Development	97						3	
CIP Administration								100
* excludes Bond Fund								

The Special Highway Fund is used by the Public Works department for street overlay, paving and other street expenditures. The Special Alcohol Fund is used by the Police department to fund alcohol and drug education programs. The Special Parks & Recreation Fund is used by the Culture & Recreation department to supplement purchases for City parks. The Transient Guest Tax Fund supports community events (i.e.: Turkey Creek Festival, Turkey Creek Car Show), the farmers' market operations, and the Visitor's Bureau operations. The Risk Management Fund is used by the Administration department for risk management consulting fees or uninsured insurance claims. The Equipment Reserve Fund is used by all departments to fund large equipment purchases.

Several General Fund programs generate revenues that are not sufficient to sustain the operational costs for the associated department. Such departments are supported and supplemented by the collection of sales, property taxes and other general revenues. For example, swimming pool usage fees cover about one-third of the cost to operate the Aquatic Center department. However, the Governing Body desires to make this amenity available to Merriam residents. Similarly, building permits cover just under one-third of the cost to operate the Community Development department, which is a vital City function. Policy decisions and priorities of City Council will dictate allocation of resources to departments when funding sources are under pressure.

## Basis of Accounting

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

In applying the susceptible-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, funds are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if susceptible-to-accrual criteria are met.

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

The accrual basis of accounting is utilized by proprietary fund types. Under this basis of accounting, revenues are recognized when earned (including unbilled services) and expenses are recorded when liabilities are incurred. The City has no proprietary fund types.

**Budgetary Basis and Ending Cash Position**

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

While the fund balance is not an annual source of revenue to fund operations of the City, year-end carryovers are used to fund future year operating and capital budgets. It is critical that adequate fund balance reserves are kept to meet unexpected operating or capital demands and to cover any unanticipated revenue shortfalls. Kansas statutes require that budgeted ending fund balances be zero, but the City does not expect to expend budgeted reserves. The following table details actual and projected ending fund balances for the General Fund, major funds and non-major funds.

Fund	Actual Fund Balance			Projected	
	2013	2014	% Change	2015	2016
General Fund	\$ 6,031,940	\$ 6,770,394	12.24%	\$ 6,522,866	\$ 5,952,584
Capital Improvements	10,937,783	13,122,406	19.97%	13,769,922	13,000,893
Bond & Interest	162,407	55,077	-66.09%	44,759	40,933
Other Governmental	2,652,322	3,414,080	28.72%	3,370,598	2,859,218
Total	<u>\$ 19,784,452</u>	<u>\$ 23,361,957</u>		<u>\$ 23,708,145</u>	<u>\$ 21,853,628</u>

(See pages 16 and 17 for fund balances by fund for purposes of Budget 2016 presentation)

General Fund ending fund balance increased by 12.24% from 2013 to 2014. The balance is 39.63% of 2014 operating revenues, up slightly from the prior year. The increase was primarily due to better than expected sales tax collections, particularly from auto dealerships. Projected 2016 ending fund balance of \$5,952,584 is 34.84% of estimated revenues and which satisfies the reserve policy.

The balance for the Capital Improvement Fund increased by 19.97% from 2013 to 2014. The increase was due to better than expected sales tax collections and the delayed commencement of the Residential Street Group IV and other projects. The Bond and Interest Fund balance decreased 66.09% from 2013 to 2014 due to a reduction in the level of transfers from the Capital Improvement Fund. The Bond and Interest Fund serves to pay known amounts of principal and interest on existing debt using transfers from the Capital Improvement Funds. The two significant non-major funds are the Equipment Reserve and the Risk Management Fund. The Equipment Reserve fund fluctuates depending on projected needs in the 10-Year Equipment Replacement Schedule, while the Risk Management Fund is a contingency fund that would aid the City in managing uninsured expenditures.

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

### **Additional Considerations**

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

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

## **Debt Service**

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

Local governments are often faced with increasing demands for services and infrastructure improvements. These demands often exceed the corresponding revenue necessary to finance the services and improvements. This produces a need to finance public facilities and infrastructure. Through debt financing, the City can construct improvements in advance of or as the need arises rather than delaying projects. Debt financing more fairly distributes the costs of the improvements to the users of the project over its lifetime.

The goal of Merriam's debt policy is to maintain the ability to provide high quality essential city services and improvements in a cost effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses the following guidelines before financing projects with long term debt:

- Management staff and elected officials conservatively project the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.
- Debt will only be used to provide financing for essential and necessary capital projects and major equipment purchases. Debt will not be used to cover deficits (annual spending greater than annual revenue) or to cover short-term cash flow difficulties.

### **Outstanding Debt**

The following table provides a summary of the City's outstanding debt issues. The City's bonds have received a credit rating of "Aa2" by Moody's Investors Service (the rating prior to Moody's recalibration was A1).

#### **OUTSTANDING DEBT**

Purpose	Issue Date	Maturity Date	Original Amount	Amount Outstanding 1/1/2015	Principal Payments FY 2016
<b>General Obligation</b>					
Refunding bonds to refinance 2004, 2005 & 2008 street/storm drainage improvements	3/01/12	10/01/23	\$7,300,000	\$5,930,000	\$795,000
<b>Total Bonds</b>			<u>\$7,300,000</u>	<u>\$5,930,000</u>	<u>\$795,000</u>

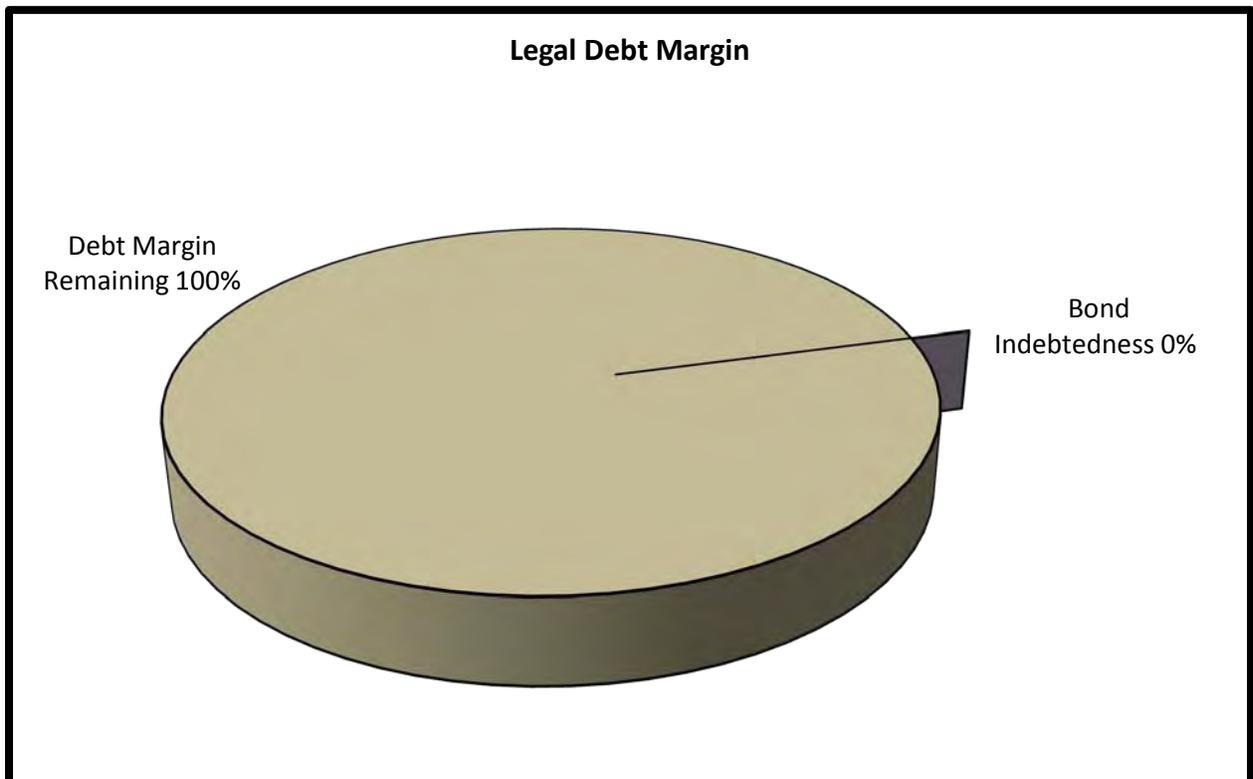
**Legal Debt Margin**

Percentage of legal debt margin used measures the City's ability to issue bonded debt. Direct bonded debt is debt for which the City has pledged its full faith and credit. The debt limit establishes a maximum dollar limitation calculated under existing law. The debt limitations provided by K.S.A. 10-308 provides that the debt of the City is limited to 30% of assessed valuation. Certain drainage and refunding issues are not subject to the limit as provided by K.S.A. 10-309.

**Legal Debt Margin Calculation for Fiscal Year 2015**

Assessed Value (a)	\$ 185,398,402
Debt Limit	55,619,521
Debt applicable to limit:	
General Obligation bonds and notes	5,165,000
Less: drainage and refunding issues not subject to limit	(5,165,000)
Total net debt applicable to limit	<u>                    -</u>
Legal debt margin remaining	<u><u>\$ 55,619,521</u></u>

(a) Combination of Motor Vehicle and Real Property values (preliminary estimates)



## **Annual Debt Service**

The following table provides a summary of the City's annual debt service requirements (principal and interest) on current debt obligations from the budget year through the final year of debt retirement. The City has never in its history defaulted on the payment of any of its debt obligations.

### **ANNUAL DEBT SERVICE REQUIREMENTS**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$795,000	\$89,150	\$884,150
2017	830,000	73,250	903,250
2018	860,000	56,650	916,650
2019	485,000	45,900	530,900
2020	510,000	38,625	548,625
2021	530,000	30,975	560,975
2022	560,000	21,700	581,700
2023	595,000	11,900	606,900
	<u>\$5,165,000</u>	<u>\$368,150</u>	<u>\$5,533,150</u>

## **Effect of Debt on Current and Future Operations**

The table below shows a comparison of budgeted debt service expenditures as a percentage of total City expenditures:

### **Debt Service as a Percentage of Total Expenditures**

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Budget 2016</u>
Total Expenditures	\$23,401,909	\$24,980,410	\$24,059,299	\$26,679,618
Debt Service Annually	\$1,827,448	\$869,450	\$869,450	\$884,150
Debt Service as a Percentage of Total Expenditures	7.81%	3.48%	3.61%	3.31%

Each year, the City prepares a five-year capital improvement program plan (see Capital Improvement Program section). In preparing the plan, the City forecasts projected revenues and expenditures for the plan period and beyond. Part of this forecasting process involves analyzing the impact of future debt service payments. The forecast reveals that all future debt service payments may be made with no property tax increases and no additional contributions from operating funds.

The City anticipates funding the Upper Turkey Creek Drainage project in 2018 without the issuance of bonds due to available balances in the Capital Improvement Fund. However, a recreational needs assessment will be conducted in 2016 to guide the City in renovation efforts for the community and aquatic centers. Renovation will require significant resources and issuance of bonds will be considered as a funding source.

## Authorized Paid Positions

Department	Position	Actual 2014	Estimated 2015	Budget 2016	
<b>City Council</b>	Mayor	1.00	1.00	1.00	
	Councilmember	8.00	8.00	8.00	
	<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	
<b>Administration</b>	City Administrator	1.00	1.00	1.00	
	Assistant City Administrator	1.00	1.00	1.00	
	Finance Director	1.00	1.00	1.00	
	City Clerk	1.00	1.00	1.00	
	Accountant	1.00	1.00	1.00	
	Human Resources/Risk Manager	1.00	1.00	1.00	
	Communication/Public Engagement Mgr.	1.00	1.00	1.00	
	Accounting Clerk	1.00	1.00	1.00	
	Administrative Assistant	1.00	1.00	1.00	
	Management Intern	0.50	1.00	1.00	
<b>Total</b>	<b>9.50</b>	<b>10.00</b>	<b>10.00</b>		
<b>Information Services</b>	Network and Comm. Administrator	0.60	0.60	1.00	
	<b>Total</b>	<b>0.60</b>	<b>0.60</b>	<b>1.00</b>	
<b>Municipal Court</b>	Court Administrator	1.00	1.00	1.00	
	Lead Court Clerk	0.00	0.00	0.00	
	Court Clerk	1.75	1.75	1.75	
<b>Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>		
<b>Police Department</b>	Police Chief	1.00	1.00	1.00	
	Police Major	0.00	1.00	1.00	
	Captain	2.00	2.00	2.00	
	Sergeant	4.00	3.00	3.00	
	Corporal	4.00	4.00	4.00	
	Master Police Officer	6.00	6.00	6.00	
	Police Officer	13.00	13.00	13.00	
	Records Clerk	3.00	3.00	3.00	
	Community Service Officer	2.00	2.00	2.00	
	Crossing Guard	0.75	0.75	0.75	
<b>Total</b>	<b>35.75</b>	<b>35.75</b>	<b>35.75</b>		
<b>Fire Department</b>	(Services through City of Overland Park after 2014)	<b>Total</b>	<b>22.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Public Works</b>	Public Works Director	1.00	1.00	1.00	
	Public Works Superintendent	1.00	1.00	1.00	
	Foreman	2.00	2.00	2.00	
	Asset Management Technician	0.00	0.00	1.00	
	Public Works Technician	1.00	1.00	1.00	
	Mechanic	1.00	1.00	1.00	
	Maintenance Worker III	1.00	1.00	1.00	
	Maintenance Worker II	7.00	6.00	6.00	
	Maintenance Worker I	1.60	1.80	1.80	
	Facility Maintenance Worker II	1.00	1.00	1.00	
	Administrative Assistant	1.00	1.00	1.00	
	Seasonal Labor	3.36	4.16	4.16	
	<b>Total</b>	<b>20.96</b>	<b>20.96</b>	<b>21.96</b>	

## Authorized Paid Positions

Department	Position	Actual 2014	Estimated 2015	Budget 2016
<b>Culture and Recreation</b>	Parks & Recreation Director	1.00	1.00	1.00
	Assistant Parks & Rec. Director	1.00	1.00	1.00
	Recreation Supervisor	1.00	1.00	1.00
	Facility Maintenance Worker II	1.00	1.00	1.00
	Facility Maintenance Worker I	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Facility Supervisor	2.72	2.72	2.72
	Fitness Specialist	0.23	0.23	0.23
	League Supervisor	0.14	0.00	0.00
	League Scorekeeper	0.14	0.00	0.00
	Programs Coordinator	0.13	0.41	0.41
	<b>Total</b>	<b>9.36</b>	<b>9.36</b>	<b>9.36</b>
<b>Aquatic Center</b>	Pool Manager	0.24	0.24	0.24
	Assistant Pool Manager	0.20	0.20	0.20
	Swim Coach	0.29	0.29	0.29
	Pool Supervisor	0.33	0.33	0.33
	Lifeguard/Head Lifeguard	5.21	5.21	5.21
	Cashier/Concession/Deck Attendant	4.00	4.00	4.00
	Concession Stand Supervisor	0.26	0.26	0.26
	Seasonal Maintenance Worker I	0.13	0.13	0.13
		<b>Total</b>	<b>10.66</b>	<b>10.66</b>
<b>Visitor's Bureau</b>	Visitor's Bureau Director	1.00	1.00	1.00
	Communication Specialist	1.00	1.00	1.00
		<b>Total</b>	<b>2.00</b>	<b>2.00</b>
<b>Marketplace</b>	Marketplace Supervisor	0.32	0.32	0.32
		<b>Total</b>	<b>0.32</b>	<b>0.32</b>
<b>CIP Administration</b>	City Engineer/CIP Director	1.00	1.00	1.00
	Administrative Assistant	0.40	0.40	0.40
	Construction Inspector	1.00	1.00	1.00
		<b>Total</b>	<b>2.40</b>	<b>2.40</b>
<b>Community Development</b>	Director of Community Development	1.00	1.00	1.00
	Building Inspector/Official	1.00	1.00	1.00
	Neighborhood Services Manager	1.00	1.00	1.00
	Code Compliance Officer	2.00	2.00	2.00
	Planner I	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Management Intern	0.50	0.00	0.00
		<b>Total</b>	<b>7.50</b>	<b>7.00</b>
<b>City Total</b>		<b>132.80</b>	<b>110.80</b>	<b>112.20</b>
<b>City Total excluding Fire</b>		<b>110.80</b>	<b>110.80</b>	<b>112.20</b>

<b>Classification By Category</b>				
	<b>Full Time</b>	101.00	78.00	80.00
	<b>Part Time</b>	17.46	17.66	17.06
	<b>Seasonal</b>	14.34	15.14	15.14
	<b>Total</b>	<b>132.80</b>	<b>110.80</b>	<b>112.20</b>

Note: All numbers given in full time equivalents (FTE). For instance, a part time employee working 10 hours per week (out of a possible 40 hours) would be counted as .25 FTE.

Note: Estimated 2015 reflects positions filled for some or all of 2015.

2016 additions include one Asset Management Technician in Public Works and movement of the Network Administrator to full time.

## **Compensation Plan**

### **FULL TIME POSITIONS EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
City Administrator	102,766	154,149
Assistant City Administrator	90,605	135,907
Police Chief	90,605	135,907
Police Major	79,883	119,824
Police Captain	62,095	93,142
Sergeant	54,746	82,119
Corporal	51,405	77,107
Master Police Officer	45,322	67,982
Police Officer	42,556	63,833
Police Officer Trainee	40,530	40,530
Community Service Officer	33,079	49,619
Records Clerk	31,060	46,591
Community Development Director	85,075	127,612
Building Inspector/Official	42,556	63,833
Neighborhood Services Manager	42,556	63,833
Code Compliance Officer/Part-Time Code Compliance Planner I	37,519	56,279
Management Intern	45,322	67,982
Director of Capital Improvements	30,180	46,175
Construction Inspector	85,075	127,612
Finance Director	39,958	59,937
Accountant	85,075	127,612
Accounting Clerk	48,268	72,401
Network and Communication Administrator	33,079	49,619
Human Resources/Risk Management Manager	79,883	119,824
Communication and Public Engagement Manager	62,095	93,142
City Clerk	51,405	77,107
Administrative Assistant	48,268	72,401
Visitors' Bureau Director	31,060	46,591
Communication Specialist	48,268	72,401
Court Administrator	39,958	59,937
Court Clerk/Part Time Court Clerk	48,268	72,401
	31,060	46,591

**Compensation Plan**

**FULL TIME POSITIONS (continued)  
EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Public Works Director	90,605	135,907
Public Works Superintendent	54,746	82,119
Foreman	42,556	63,833
Asset Management Technician	42,556	63,833
Public Works Technician	39,958	59,937
Mechanic	37,520	56,280
Maintenance Worker III	33,079	49,619
Maintenance Worker II	31,060	46,591
Facility Maintenance Worker II	31,060	46,591
Maintenance Worker I/Part Time Maintenance Worker I	27,385	41,077
Parks & Recreation Director	85,075	127,612
Assistant Parks & Recreation Director	62,095	93,142
Recreation Supervisor	48,268	72,401
Facility Maintenance Worker II	31,060	46,591
Facility Maintenance Worker I	27,385	41,077

**REGULAR PART TIME POSITIONS  
EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Business Development Coordinator	46,788	71,586
Network and Communication Administrator	54,746	82,119

**ELECTED POSITIONS  
EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Mayor	11,978	11,978
City Councilmembers	5,430	5,430

## **Compensation Plan**

### **PART TIME & SEASONAL POSITIONS EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Crossing Guard	11.78	16.81
Seasonal Maintenance Worker	11.00	15.71
Intern PT	10.68	15.25
Seasonal Construction Inspector	18.08	27.65
Part Time Farmers Marketplace Supervisor	11.49	16.41
Part Time Farmers Marketplace Coordinator	12.94	18.47
Facility Supervisor	11.61	17.41
Gym Supervisor	10.47	14.95
League Supervisor	10.47	14.95
League Scorekeeper	8.52	12.14
Programs Coordinator	12.36	18.54
Fitness Specialist	12.36	18.54
Seasonal Exempt Employees:		
Pool Manager	9,689	13,836
Assistant Pool Manager	5,696	8,135
Head Swim or Dive Coach	1,933	2,657
Asst. Swim or Dive Coach/Pre Comp Coach	1,397	1,993
PT Assistant Manager	13.56	19.37
Pool Supervisor	12.63	14.99
Head Lifeguard	10.05	12.36
Swim Lesson Instructor	9.54	24.50
Lifeguard	8.51	10.78
Concession Stand Supervisor	11.08	13.41
Cashier/Concessions/Deck Attendant	7.48	9.73

**Compensation Plan**

**RETAINERS FOR CONTRACTUAL POSITIONS  
EFFECTIVE JANUARY 1, 2016**

<b>Position</b>	<b>Monthly</b>	<b>Annual</b>
City Attorney*	-	-
Municipal Judge	3,623.13	43,477.56
Prosecutor	3,623.13	43,477.56

\* Per contractual agreement, the City Attorney will be paid \$164.43 per hour plus expenses and mileage.

*This page intentionally blank*

CITY OF MERRIAM, KANSAS

# REVENUES: ALL FUNDS

ANNUAL BUDGET  
2016



The Merriam Town Center shops were opened in 1999 with the aid of tax increment financing (TIF). The TIF district ends in 2016, but the success of the shopping center continues.

*This page intentionally blank*

## Revenue Sources

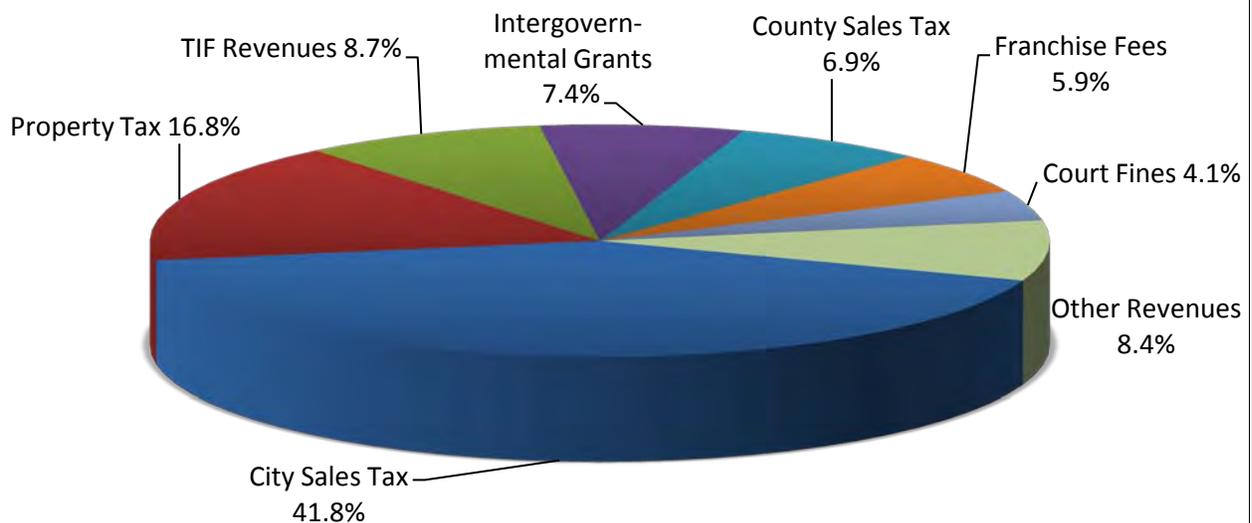
### Introduction

The City of Merriam has developed a diverse base of revenues to fund its operational and capital needs. The purpose of this section is to describe the major revenue sources and trends and how these affect the City. Special emphasis is placed on seven major revenue sources. This set of revenues is significant in that they collectively represent 91.6% of the City's projected current revenues in 2016. Current revenues are those funds that the City has budgeted to collect in 2016. Current revenue does not include beginning fund balance, interfund transfers, and bond proceeds. Each major source of revenue is described on the following pages. Excluding interfund transfers, bond proceeds, and projected beginning fund balance, current revenues projected in the 2016 budget total \$24,825,101. These seven major revenue sources and their contribution to overall revenues are summarized in the charts below.

### *Major Revenue Summary-All Funds*

Major Revenue Source	<i>Projected 2016 Revenue</i>	<i>Percent of Total Current Revenues</i>
<i>City Sales Tax</i>	\$10,365,832	41.8%
<i>Property Tax (including Motor Vehicle Tax)</i>	4,167,758	16.8%
<i>Tax Increment Financing Property Taxes (Miscellaneous)</i>	2,172,381	8.7%
<i>Intergovernmental Grants</i>	1,824,797	7.4%
<i>County Sales Tax</i>	1,716,500	6.9%
<i>Franchise Fees</i>	1,472,500	5.9%
<i>Court Fines</i>	1,020,000	4.1%
<i>Subtotal Major Revenue Sources</i>	22,739,768	91.6%
Other Revenues	2,085,333	8.4%
<b>Total Current Revenues</b>	<b>\$24,825,101</b>	<b>100%</b>

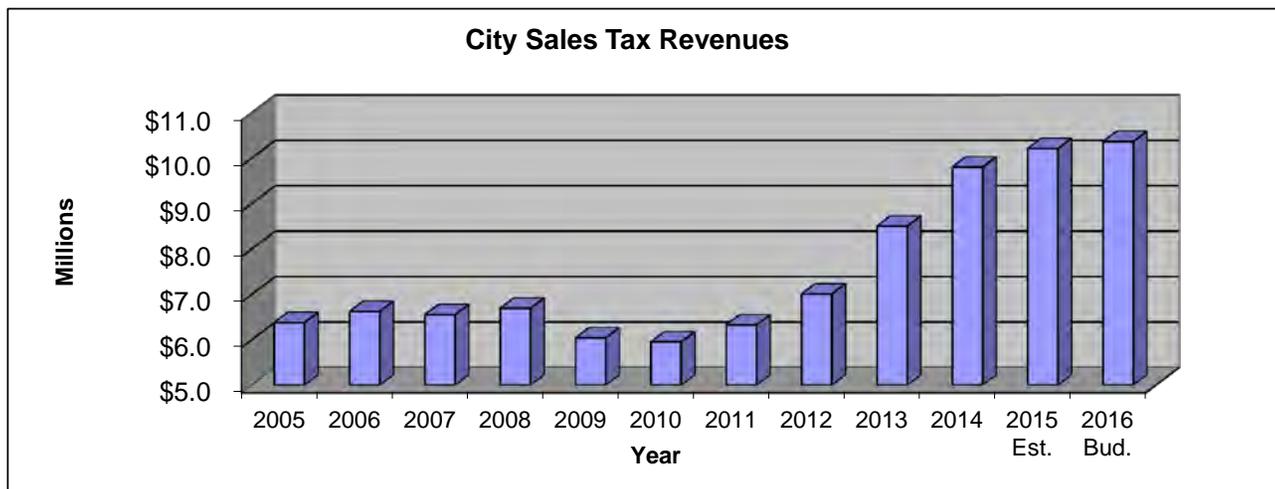
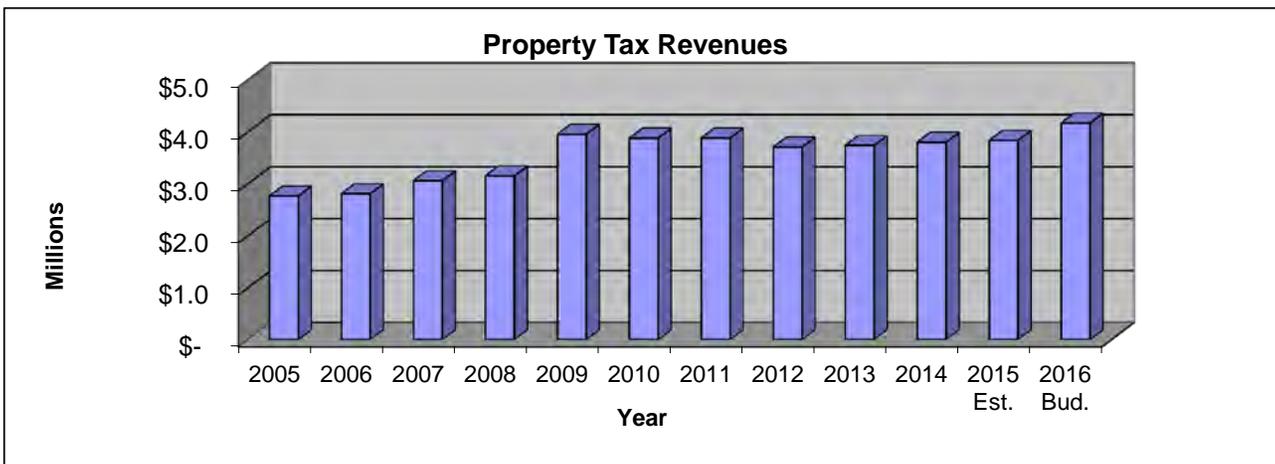
### Major Revenue Sources - Projected 2016



**Major Revenue Sources - Citywide\***  
2005 through 2016

Year	Property Tax	City Sales Tax	County Sales Tax	TIF Property Taxes	Intergov. Grant	Franchise Fees	Court Fines	Total Major Revenues*
2005	\$2,764,039	\$ 6,377,908	\$ 1,449,336	\$1,408,361	\$ 2,407,251	\$1,125,860	\$ 750,681	\$ 16,283,436
2006	2,806,413	6,623,315	1,454,689	1,386,310	1,543,102	1,065,447	771,878	15,651,154
2007	3,055,871	6,550,788	1,473,119	1,407,454	1,183,687	1,151,871	806,228	15,629,018
2008	3,151,493	6,694,377	1,357,193	1,430,819	716,806	1,164,267	930,356	15,445,311
2009	3,952,594	6,040,857	1,346,216	1,625,099	566,161	1,136,796	891,222	15,558,945
2010	3,879,003	5,952,837	1,293,227	1,476,708	1,093,060	1,325,346	1,049,970	16,070,151
2011	3,879,875	6,326,149	1,469,515	1,472,242	1,420,775	1,381,109	969,775	16,919,440
2012	3,705,350	7,007,917	1,481,333	1,270,000	211,484	1,331,702	935,450	15,943,236
2013	3,736,606	8,502,699	1,538,817	1,403,000	1,344,782	1,436,256	889,292	18,851,452
2014	3,797,739	9,803,843	1,682,881	3,485,000	3,084,029	1,477,427	1,240,239	24,571,158
2015 Est.	3,835,594	10,212,264	1,682,881	2,244,763	1,940,366	1,472,500	1,100,000	22,488,368
2016 Bud.	4,167,758	10,365,832	1,716,500	2,172,381	1,824,797	1,472,500	1,020,000	22,739,768

\* Includes only Major Revenue categories; Includes Budgeted funds only  
(excludes TIF Bond and TIF Contractual Liability Funds), Bond Proceeds and Other Revenues

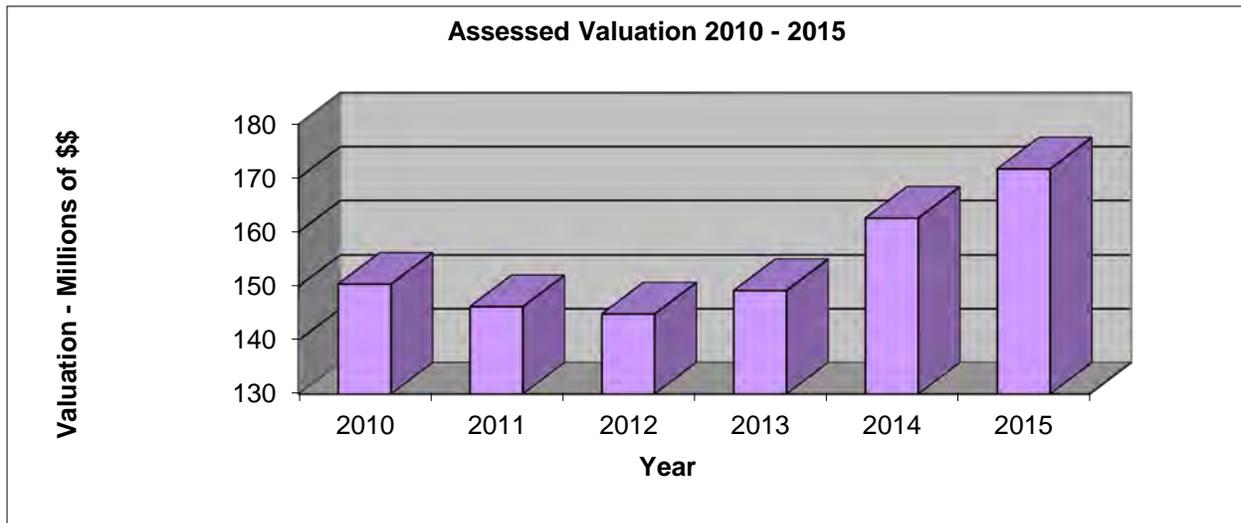


**Ad Valorem Property Tax (including Motor Vehicle Tax)**

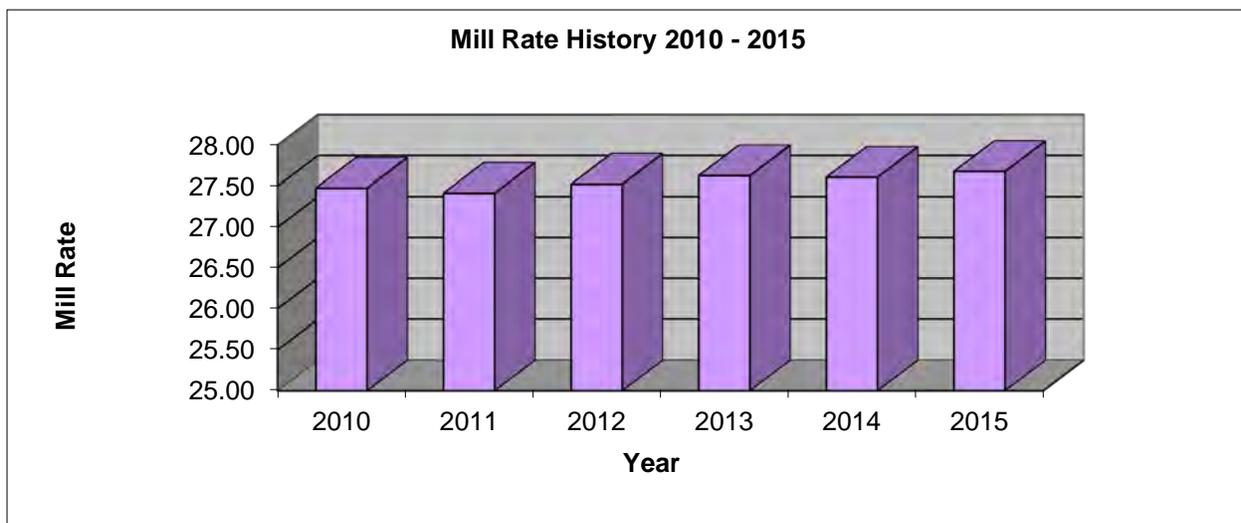
Budgeted 2016 ad valorem property taxes total \$4,167,758 or 16.8% of current revenues. General Fund ad valorem property taxes comprise \$3,788,717, or 22.2% of total General Fund current revenues (excluding transfers). Bond and Interest Fund ad valorem property taxes comprise \$379,041 or 44.6% of total Bond and Interest Fund current revenues.

Property taxes are collected on the assessed valuation of taxable real, tangible personal property plus motor vehicles. The County Clerk provides the estimated assessed valuation used in the calculation of property taxes necessary to fund the budget. *Note that the assessed valuation established and the mill levy set in 2015 will fund the 2016 Budget.*

Valuations declined following the 2008 recession. Improved valuations and new construction have contributed to a 14.15% increase since 2010.



Based upon the projected assessed valuation, the mill levy is calculated to fund ad valorem property tax revenue requirements. The 2016 budget will require an effective City property tax rate of 27.676 mills.



## Sales Taxes

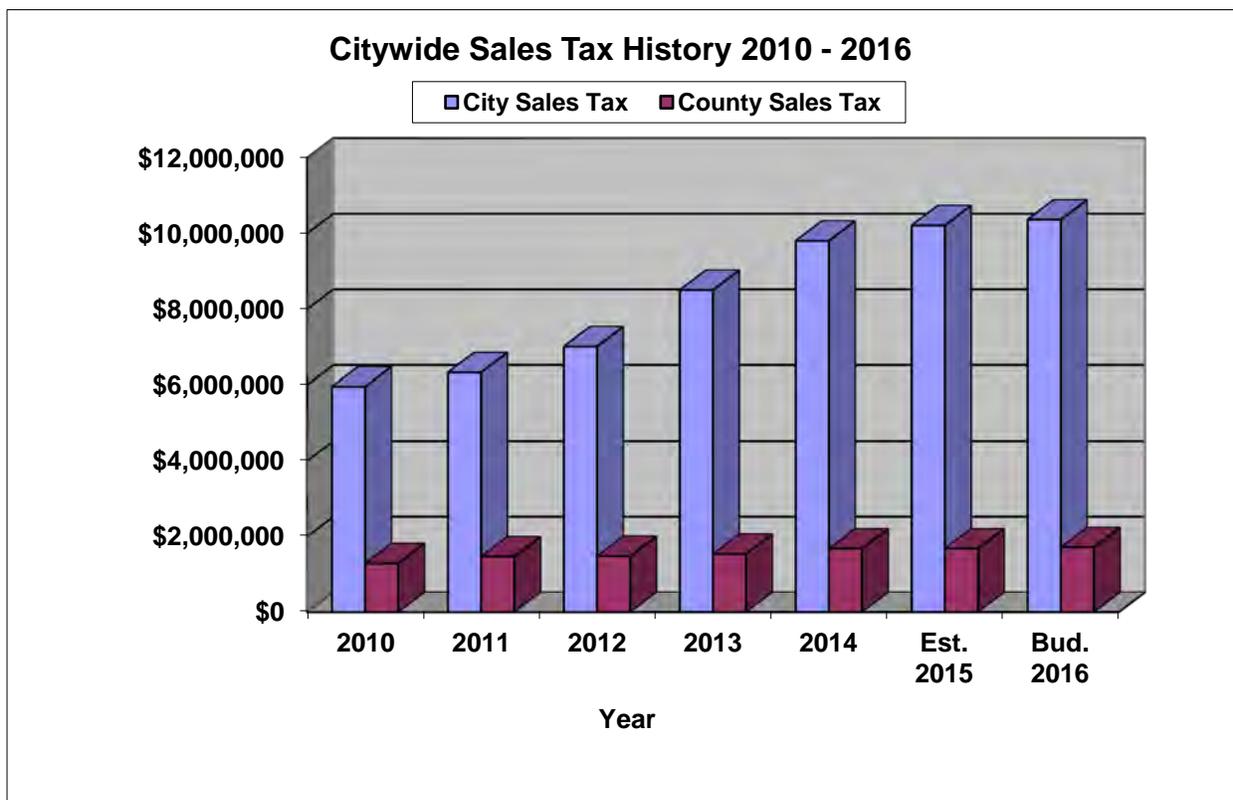
### City Sales Tax

The City's largest source of income is a 1.25% tax on items purchased within the City. City sales tax revenues budgeted for 2016 for all funds total \$10,365,832 and are projected to comprise 41.8% of total current revenues. Sales taxes have soared due to new retail openings and an improved economy. Budget 2016 projects City sales taxes at 102% of estimated 2015 with adjustments for new or changed retail. Actual 2015 is currently exceeding actual 2014.

### County Sales Tax

The City's allocation of the countywide sales tax is made up of three components: 1) the City's share of the countywide 0.6% sales tax, 2) the City's share of the original countywide 0.25% Public Safety sales tax (effective 2011), and 3) the City's share of the new countywide 0.25% Public Safety sales tax (effective 2009). The proceeds are distributed by the Kansas Department of Revenue and are based on different distribution formulas. Total county sales taxes budgeted for 2016 are \$1,716,500. County sales tax revenues are projected to comprise 6.9% of total current revenues. Budget 2016 projects county sales taxes at 100% of actual 2014.

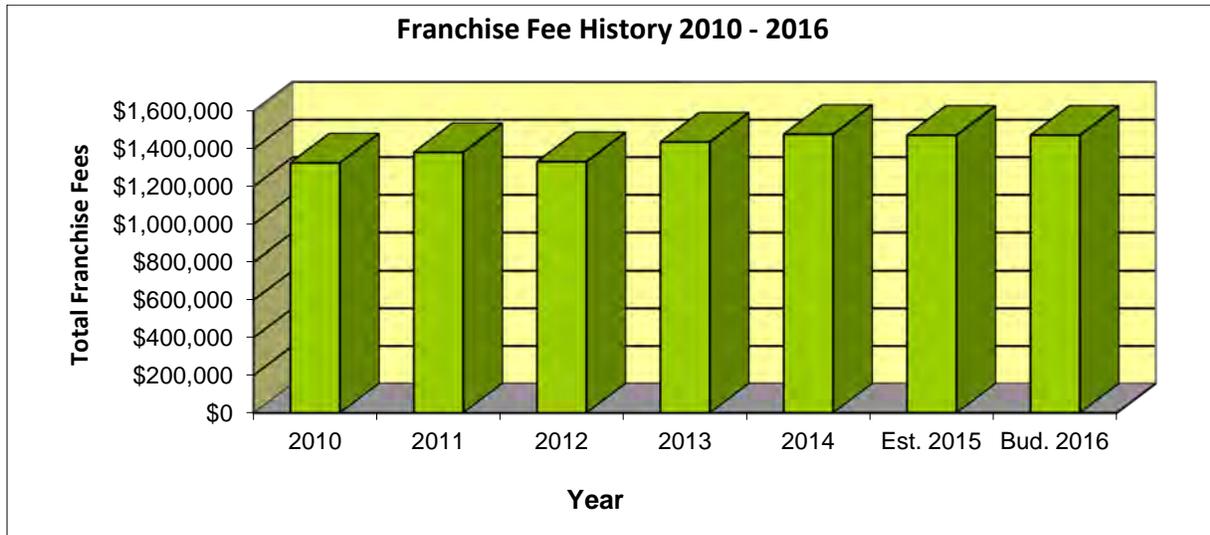
The historical trend of the City Sales Tax and County Sales Tax (all funds) is shown in the table below.



### Franchise Fees

The City levies franchise fees on electric, gas, telephone, cable, and waste management companies operating within the City limits. Due to the variable nature of this revenue source, more emphasis is placed on total franchise revenues. Telephone and cable franchise fees are related to the City's

population (which has remained fairly stable), while electric and gas, though related to the population, are also largely driven by the weather. Franchise revenues are projected to comprise 5.5% of total current revenues. Franchise revenues budgeted for 2015 total \$1,426,875, which is approximately 100.3% of estimated 2015 franchise receipts and approximately 100% of 2014 actual receipts. The 2016 budget includes an estimate for revenue on natural gas purchases previously exempt from franchise fees. Effective January 1, 2010, the fee is collected from customers who use the local natural gas provider only to transport product purchased from another provider.



**Tax Increment Financing Property Taxes (Miscellaneous)**

This revenue is generated from property tax increment, net of contractual payments to developers and is transferred to the Capital Improvement Fund from the TIF Contractual Liability Fund (a non-budgeted fund). Property tax increment is the difference between the “base” assessed valuation of property in a TIF district the year the district is established, and the additional or “incremental” assessed valuation added through redevelopment activities. The budgeted amount of these Capital Improvement Fund revenues is \$2,172,381 for 2016, and may be used to fund capital improvement projects in the TIF district generating the revenue.

**Court Fines**

Court fines are a significant part of the City’s budgeted General Fund revenues. The City carries a high volume of traffic due to our location at the intersection of Interstate 35 and Shawnee Mission Parkway (Highway 56), a major thoroughfare. With the largest sales tax “pull factor” in the state of Kansas, the City attracts many non-residents to shop in our retail centers. Court fines revenues are budgeted at \$1,020,000 for 2016.

**Intergovernmental Grants**

The 2016 Capital Improvement Fund budget includes \$1,824,797 in Intergovernmental Grants from various sources. In 2016, this will include money from the Johnson County Assistance Road System Program (CARS) for the Antioch Road reconstruction project and from Kansas DOT for the Shawnee Mission Parkway Bridge over BNSF Railroad project. All of these monies are related to specific capital improvement projects and will not be used for any of the City’s regular operations.

# Revenue Forecast Methodology

## GENERAL FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<p><b>Local Ad Valorem Property Tax</b></p> <p>Received from Johnson County, KS five times during the year</p>	<p>Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on the estimated assessed valuation in 2015 of \$171,683,529 (25.140 mills). This is a decrease of 0.098 mills from the previous mill levy.</p>	<p>The basis of this tax is the assessed valuation of taxable real &amp; tangible personal property in each county &amp; special taxing district. State law requires that all real &amp; tangible personal property shall be assessed at fair market value. Property is classified into various classes &amp; assessed at different percentages based on classification. Each individual government controls the tax levy set for its jurisdiction.</p>
<p><b>Delinquent Property Tax</b></p> <p>Received from Johnson County, KS five times during the year</p>	<p>Based on historical receipts.</p>	<p>The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.</p>
<p><b>Special Assessments-Mowing</b></p> <p>Received from Johnson County, KS five times during the year</p>	<p>Based on mowing assessments filed by the City Clerk.</p>	<p>City code provides that if a property owner fails to mow their property (within limits set by the code) that the City will have the property mowed. The property owner is then billed for the cost of the mowing plus administrative fees. If the property owner fails to pay these costs, the City may then ask for the County to add those charges to the property tax bill for the property.</p>
<p><b>City Sales Tax</b></p> <p>Received from State of KS monthly</p>	<p>Based on 102% of estimated 2015. The City reviews collection trends of individual businesses in detail.</p>	<p>The City levies a 1% tax on all nonexempt sales within the City.</p>
<p><b>Countywide Sales Tax</b></p> <p>Received from State of KS monthly</p>	<p>This is the City's share of the countywide .6% sales tax. Based on 102% of actual 2014 collections.</p>	<p>The proceeds of the Countywide sales tax are distributed by the State Department of Revenue based on the following formula: One half of all revenue collected within the County shall be apportioned among the County &amp; cities in the proportion of each entity's total taxing effort in that preceding year relative to the total taxing effort of all cities &amp; the County in the preceding year. The remaining one half of the revenue shall be apportioned to the County &amp; cities in the proportion each entity's population has relative to the total population in the County. The County share shall be calculated by the percentage of people residing in unincorporated areas.</p>
<p><b>Countywide Sales Tax-Public Safety (eff. 1/1/1995)</b></p> <p>Received from State of KS monthly</p>	<p>This is the City's share of the countywide .25% Public Safety sales tax. Based on 102% of estimated 2015 collections.</p>	<p>The portion of the Countywide Sales Tax due to the passage of the 1995 Public Safety Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.</p>
<p><b>Countywide Sales Tax-Public Safety (eff. 1/1/2009)</b></p> <p>Received from State of KS monthly</p>	<p>Same as Countywide Sales Tax-Public Safety (eff. 1/1/1995).</p>	<p>The portion of the Countywide Sales Tax due to the passage of the 2009 Public Safety Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.</p>
<p><b>Alcohol Tax</b></p> <p>Received from State of KS quarterly</p>	<p>Based on estimates received from the County and anticipated activity of liquor sales.</p>	<p>The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities &amp; must be allocated 1/3 to each of the following funds: General, Special Parks &amp; Recreation, and Special Alcohol.</p>
<p><b>Electric Franchise Fees</b></p> <p>Received from KCP&amp;L monthly</p>	<p>Based on recent actual.</p>	<p>The City levies a franchise tax of 5% of gross receipts from the electric utilities operating within the City limits.</p>

**GENERAL FUND (continued)**

<b>DESCRIPTION</b>	<b>KEY 2016 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Gas Franchise Fees</b> Received from Kansas Gas monthly	Based on recent actual.	The City levies a franchise tax of 5% of gross receipts from the gas utilities operating within the City limits.
<b>Phone Franchise Fees</b> Received from SW Bell monthly	Based on recent actual, with adjustment for gradual loss of land lines in favor of cell phones.	The City levies a franchise tax of 5% of gross receipts from the local exchange telephone companies operating within the City limits.
<b>Cable Franchise Fees</b> Received from franchisees monthly and quarterly	Based on recent actual, with adjustment for reduction in cable usage in favor of satellite TV.	The City levies a franchise tax of 5% of gross receipts from the cable companies operating within the City limits.
<b>Disposal Franchise Fees</b> Received from franchisee monthly	Based on recent actual.	The City levies a franchise tax of 7% of gross receipts from the waste disposal companies operating within the City limits.
<b>Occupational Licenses</b> Received from businesses annually	Based on projections of business occupation and applicable fees.	The governing body sets fees. Fees are analyzed annually.
<b>Other Licenses</b> Received from applicants annually	Based on projected number of businesses requiring these licenses.	See Occupational Licenses. (Liquor licenses, cereal malt beverage licenses, etc.)
<b>Construction Permits</b> Received prior to permit issuance	Based on historical receipts and trends, as well as known upcoming construction.	The governing body sets fees. Fees are analyzed annually. Fees are linked to the value of the new construction.
<b>Pool Fees</b> Received from patrons daily/annually	Based on department estimates and historical receipts and trends.	Admission fees are set by the governing body. Concession fees are set by department.
<b>Community Center Fees</b> Received from patrons per use/monthly/quarterly/annually	Based on department estimates and historical receipts and trends.	Admission fees are set by the governing body. Concession fees are set by department.
<b>Other Fees</b> Received from payer per charge	Based on historical receipts and trends.	Fees are set by the governing body. Fees are analyzed annually.
<b>Fines</b> Received from defendant as paid	Primarily court fines. Based on departmental estimates.	Fines are set by a combination of State law, municipal code, and judge's actions.
<b>Interest Income</b> Received from financial institution monthly	Based on the percentage return on investments and available cash balances. Due to the variable nature of this revenue source, projections are conservative.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
<b>Miscellaneous Revenue</b> Received from payer per charge	Based on historical receipts and trends. Based on the nature of these revenues, it is difficult to make accurate estimates.	Various revenues of a miscellaneous nature including, but not limited to, copy fees, sale of books and maps, and various reimbursements.
<b>Transfer from Transient Guest Tax Fund</b>	Based on the amount of expenditures the General Fund expends on promoting tourism and attracting visitors to our community.	Based on the City of Merriam's Charter Ordinance No. 13. Revenue is derived from a 7% tax on room rental for hotels and motels in the City. Transient Guest Taxes are collected in the fund by that name.
<b>Transfer from I-35 District</b>	Based on the amount of expenditures paid for in the General Fund that are reimbursable from the I-35 Redevelopment TIF District.	Consists of items such as mowing and maintenance by the Public Works department for City parks and properties within the I-35 District, and administrative staff time related to District projects.

**SPECIAL HIGHWAY FUND**

<b>DESCRIPTION</b>	<b>KEY 2016 PROJECTION FACTORS</b>	<b>APPLICABLE LAWS</b>
<b>Fuel Tax</b> Received from State of KS as requested, usually quarterly	Based on estimates provided by the League of Kansas Municipalities.	This is derived from a state tax on motor vehicle fuel and special fuel sales. The tax is apportioned to the County and cities based on statutory formulas. The cities portion is determined on a per capita basis.

## SPECIAL ALCOHOL FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Alcohol Tax</b>  Received from State of KS quarterly	Based on estimates received from the League of Kansas Municipalities.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities & must be allocated 1/3 to each of the following funds: General, Special Parks & Recreation, and Special Alcohol.

## SPECIAL PARKS AND RECREATION FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Alcohol Tax</b>  Received from State of KS quarterly	Based on estimates received from the League of Kansas Municipalities.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within City limits are returned to the respective cities & must be allocated 1/3 to each of the following funds: General, Special Parks & Recreation, and Special Alcohol.

## TRANSIENT GUEST TAX FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transient Guest Tax</b>  Received from State of KS quarterly	Based on 96% of actual 2014 collections.	Based on the City of Merriam's Charter Ordinance No. 23. Revenue is derived from a 7% tax on room rental for hotels and motels in the City.

## RISK MANAGEMENT RESERVE FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transfer from General Fund</b>	This is the amount estimated that the General Fund will expend on risk management activities in order for the Risk Management Reserve Fund to reach its target level. No transfers are budgeted for 2016.	Risk management activities are to be accounted for in the General Fund according to generally accepted governmental accounting standards. Kansas Statutes allow for the creation of a Risk Management Reserve Fund to allow for the accumulation of reserves to pay for claims and related costs arising from legal action and settlements not covered by commercial insurance.
<b>Interest Income</b>  Received from financial institution monthly	See General Fund.	See General Fund.

## EQUIPMENT RESERVE FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Transfers from General Fund</b>	The annual amount of transfers into this fund is determined based on projected future capital equipment purchase needs. Finance staff examines the ten year equipment replacement schedule to determine the amount of reserves needed to fund current and future capital equipment purchases.	
<b>Interest</b>  Received from financial institution monthly	See General Fund.	See General Fund.
<b>Miscellaneous</b>  Received from payor per charge	See General Fund	See General Fund.

## CAPITAL IMPROVEMENT FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Interest</b> Received from financial institution monthly	See General Fund	See General fund
<b>Transfer From General Fund-City Sales Tax</b>	Based on one half of the City's local sales tax plus 20% of the City's use tax. See projection of City Sales Tax in the General Fund.	Council policy dictates that one half of the City's local sales tax receipts be transferred to fund capital improvement projects.
<b>Transfer From General Fund-Countywide Sales Tax –Public Safety (eff. 1/1/1995)</b>	Not applicable in 2016.	Council policy discontinued this transfer after 2014.
<b>Transfer From Transient Guest Tax Fund</b>	Based on City policy and expectations. Transfers were discontinued in 2015 based on multi-year projections of fund requirements.	
<b>Intergovernmental Grant</b> Received from grantor per terms of grant	Based on estimates from the CIP department as to reimbursements expected from other governmental entities on capital improvement projects from grants or interlocal agreements.	
<b>City Sales Tax</b> Received from State of KS monthly	Based on 102% of estimated 2015. The City reviews collection trends of individual businesses in detail.	The City levies a separate 1/4 per cent sales tax. From 1-1-06 through 12-31-10 this is designated for streets. From 1-1-11 through 12-31-20 this is designated for streets and drainage improvements.
<b>Miscellaneous Revenue</b> Received from payor per charge	Consists of Tax Increment Financing revenue. Based on ad valorem taxes attributable to TIF districts in the City, less contractual payments to developers.	Under K.S.A. 12-1771, TIF increment may be used to finance capital improvement projects in the TIF district where the revenue is generated.

## BOND AND INTEREST FUND

DESCRIPTION	KEY 2016 PROJECTION FACTORS	APPLICABLE LAWS
<b>Local Ad Valorem Property Tax</b> Received from Johnson County, KS five times during the year	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on an estimated assessed valuation in 2015 of \$171,683,529 (2.536 mills). This is an increase of 0.169 mills from the previous mill levy.	The basis of this tax is the assessed valuation of taxable real & tangible personal property in each county & special taxing district. State law requires that all real & tangible personal property shall be assessed at fair market value. Property is classified into various classes & assessed at different percentages based on classification. Each individual government controls the tax levy set for its jurisdiction.
<b>Delinquent Property Tax</b> Received from Johnson County, KS five times during the year	Based on historical receipts.	The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.
<b>Motor Vehicle Tax</b> Received from Johnson County, KS five times during the year	Based on information received from the County.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.
<b>Special Assessment</b> Received from Johnson County, KS five times during the year	Based on expected special assessment receipts from improvements in special assessment districts. At the formation of the district, an annual amount of special assessments is determined and scheduled until the improvements are paid for.	K.S.A. 12-6a02 authorizes cities to levy and collect special assessments upon property in the area deemed by the governing body of the city to be benefited by improvements.
<b>Interest Income</b> Received from financial institution monthly	See General Fund.	See General Fund.
<b>Transfers from CIP Fund.</b>	Based upon debt service needs and the availability of funds from the Capital Improvement Program (CIP) Fund.	

*This page intentionally blank*

CITY OF MERRIAM, KANSAS

# BUDGET BY FUND

ANNUAL BUDGET  
2016



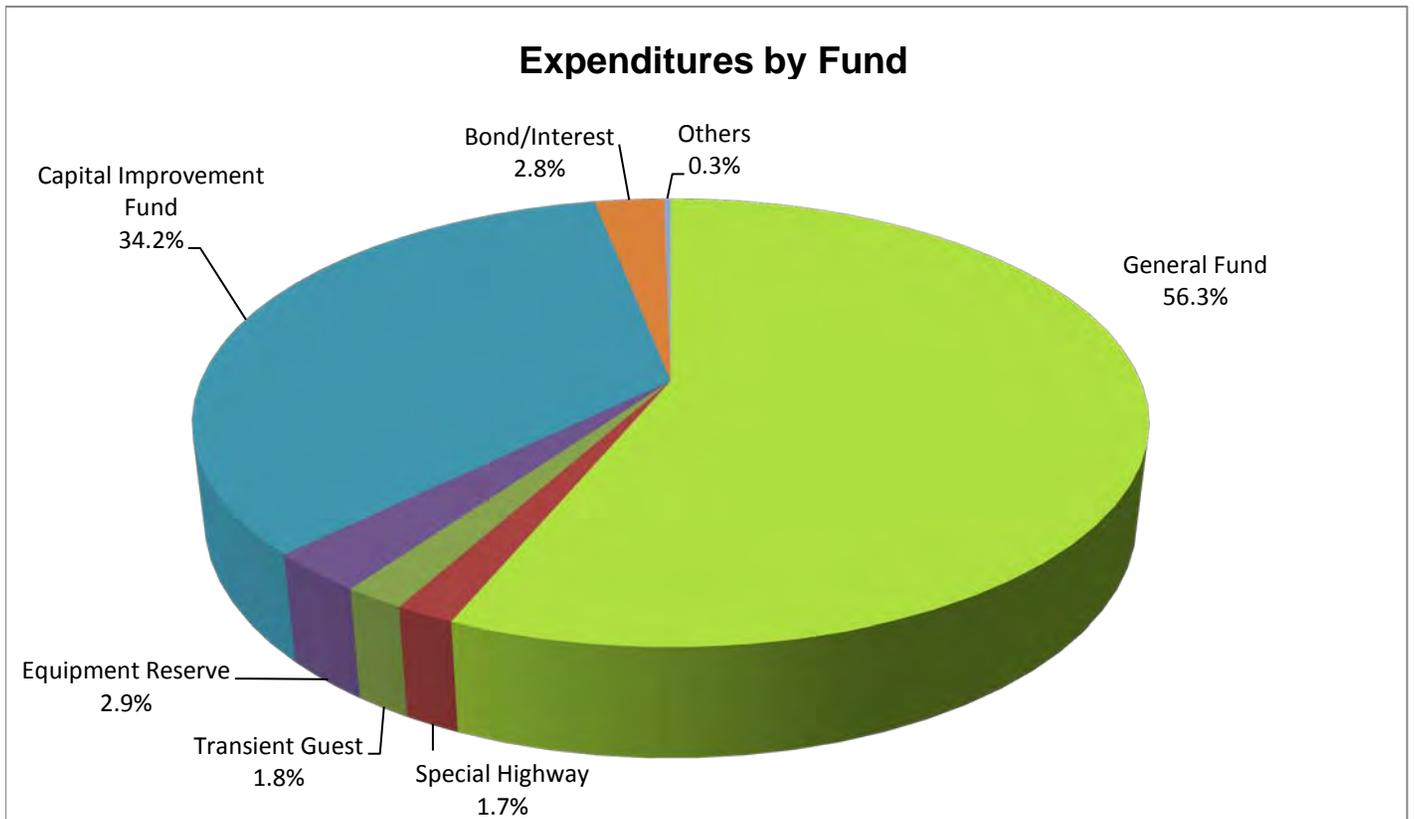
Merriam's Public Works Department cultivates and maintains over 200 beautiful hanging baskets during the summer. The City offers a course on how to build your own.



*This page intentionally blank*

## Expenditure by Fund

Fund	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
001-General	\$16,433,831	\$17,066,442	\$17,028,671	\$17,745,178
201-Special Highway	261,983	387,953	202,953	540,000
202-Special Alcohol	27,775	27,738	20,000	20,900
203-Special Parks and Recreation	25,088	27,843	26,000	20,969
204-Transient Guest Tax	490,560	571,112	559,012	555,772
221-Risk Management Reserve	23,191	45,000	45,000	45,000
222-Equipment Reserve	469,464	679,856	679,856	909,150
301-Capital Improvements	9,990,846	9,797,889	9,471,582	10,792,804
401-Bond and Interest	1,827,448	869,450	869,450	884,150
<b>TOTAL</b>	<b>\$ 29,550,186</b>	<b>\$ 29,473,283</b>	<b>\$ 28,902,524</b>	<b>\$ 31,513,923</b>



## General Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 6,031,941	\$ 6,770,394	\$ 6,522,866
Taxes:			
Property	3,054,985	3,102,125	3,186,500
City Property Tax on prior TIF	-	-	149,384
Motor Vehicle	414,837	403,200	452,833
City Sales Tax	6,914,867	7,556,450	7,678,610
City Use Tax	1,122,693	650,000	650,000
County Sales Tax	1,121,922	1,121,922	1,144,300
County Sales Tax 1/4 (eff 1995)	280,478	280,478	286,100
County Sales Tax 1/4 (eff 2009)	280,481	280,481	286,100
Alcohol Tax	19,482	20,000	20,580
Franchise Fees	1,477,427	1,472,500	1,472,500
Licenses/Fees/Permits	557,330	345,800	374,050
Charges for Service	233,130	231,587	239,639
Court Fines	1,240,239	1,100,000	1,020,000
Federal Grants (COPS)	106,544	-	-
Interest	23,719	27,500	25,000
Miscellaneous	234,150	99,100	99,300
Transfer from I-35 CIP	90,000	90,000	90,000
<b>SUBTOTAL OPERATING REVENUES</b>	<b>17,172,284</b>	<b>16,781,143</b>	<b>17,174,896</b>
<b>TOTAL REVENUES</b>	<b>\$ 23,204,225</b>	<b>\$ 23,551,537</b>	<b>\$ 23,697,762</b>
<b>EXPENDITURES</b>			
Personal Services	\$ 8,853,746	\$ 7,463,860	\$ 7,903,378
Contractual Services	1,882,799	4,149,892	4,320,229
Commodities	652,231	737,244	802,066
Capital Outlay	6,817	6,200	6,200
Health and Welfare	24,704	38,250	44,000
<b>SUBTOTAL OPERATING EXPENDITURES</b>	<b>11,420,297</b>	<b>12,395,446</b>	<b>13,075,873</b>
Interfund Transfers	4,887,910	4,508,225	4,669,305
Contingency	125,624	125,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,433,831</b>	<b>\$ 17,028,671</b>	<b>\$ 17,745,178</b>
<b>ENDING BALANCE</b>	<b>\$ 6,770,394</b>	<b>\$ 6,522,866</b>	<b>\$ 5,952,584</b>

**Fund Sources:** Property Tax, Sales Tax, Motor Vehicle Tax, Court Fines, Franchise Fees, Permits and Licenses

**Guideline:** Use for the payment of operating expenditures

**Highlight:** Ending fund balance represents 34.7% of operating revenues

## Special Highway Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 161,229	\$ 191,137	\$ 275,544
Taxes:			
Fuel Tax	291,891	287,360	290,170
<b>TOTAL REVENUES</b>	<b>\$ 453,120</b>	<b>\$ 478,497</b>	<b>\$ 565,714</b>
<b>EXPENDITURES</b>			
Commodities	\$ 29,541	\$ 40,000	\$ 40,000
Annual Overlay/Street Repairs	232,442	162,953	500,000
Contingency	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 261,983</b>	<b>\$ 202,953</b>	<b>\$ 540,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 191,137</b>	<b>\$ 275,544</b>	<b>\$ 25,714</b>

**Fund Sources:** Motor Fuel Tax and Transfers from other funds.

**Guidelines:** Used for construction, reconstruction, alteration, repair and maintenance of streets, highways, bridges and appurtenances (eg. curbing, streetlights, drainage structures.) Dollars from this fund may be used for certain bridge repairs identified in our biannual bridge inspection report.

## Special Alcohol Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 8,613	\$ 320	\$ 320
Taxes:			
Special Alcohol	19,482	20,000	20,580
<b>TOTAL REVENUES</b>	<b>\$ 28,095</b>	<b>\$ 20,320</b>	<b>\$ 20,900</b>
<b>EXPENDITURES</b>			
Drug/Alcohol Prevention & Education	\$ 27,775	20,000	\$ 20,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,775</b>	<b>\$ 20,000</b>	<b>\$ 20,900</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 320</b>	<b>\$ 320</b>	<b>-</b>

**Fund Sources:** Special Alcohol Tax. K.S.A. 79-41a04

**Guidelines:** To be used for alcohol rehabilitation programs. Eligible programs include those administered by Merriam Police Department in local elementary schools and the Johnson County Alcohol Tax Fund Partnership

## Special Parks and Recreation Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 8,996	\$ 3,389	\$ 389
Taxes:			
Special Alcohol	19,481	23,000	20,580
<b>TOTAL REVENUES</b>	<b>\$ 28,477</b>	<b>\$ 26,389</b>	<b>\$ 20,969</b>
<b>EXPENDITURES</b>			
Other Contractual Services	\$ -	\$ -	-
Capital Outlay	25,088	26,000	20,969
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,088</b>	<b>\$ 26,000</b>	<b>\$ 20,969</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,389</b>	<b>\$ 389</b>	<b>-</b>

**Fund Sources:** Special Alcohol Tax. K.S.A. 79-41a04

**Guidelines:** Used for the purchase, establishment, maintenance or expansion of park and recreational services, programs, and facilities.

## Transient Guest Tax Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 440,118	\$ 494,450	\$ 470,567
Transient Guest Tax	498,887	488,909	479,131
Rental and Special Event Income	44,862	46,220	46,220
Miscellaneous	1,143	-	-
<b>TOTAL REVENUES</b>	<b>\$ 985,010</b>	<b>\$ 1,029,579</b>	<b>\$ 995,918</b>
<b>EXPENDITURES</b>			
Personal Services	250,420	317,042	318,622
Contractual Services	88,697	139,055	152,375
Commodities	8,133	8,725	7,875
Capital Outlay	-	-	-
Health and Welfare	65,266	74,190	76,900
<b>SUBTOTAL OPERATING EXPENDITURES</b>	<b>412,516</b>	<b>539,012</b>	<b>555,772</b>
Interfund Transfers	75,000	-	-
Contingency	3,044	20,000	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 490,560</b>	<b>\$ 559,012</b>	<b>\$ 555,772</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 494,450</b>	<b>\$ 470,567</b>	<b>\$ 440,146</b>

**Fund Sources:** Transient Guest Tax. K.S.A. 12-1698

**Guidelines:** Used to enhance the community in ways that attract visitors, including general economic development and tourism as outlined in Charter Ordinance #23. The transient guest tax rate is 7% effective 1-1-2008. Current expenditures include the Visitors Bureau and staffing, Merriam Marketplace operations, special events and staffing. Economic Development activities are performed by the Asst City Administrator.

## Risk Management Reserve Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 959,350	\$ 1,037,660	\$ 994,460
Transfer from General Fund	100,000	-	-
Miscellaneous	-	-	-
Interest	1,501	1,800	1,800
<b>TOTAL REVENUES</b>	<b>\$ 1,060,851</b>	<b>\$ 1,039,460</b>	<b>\$ 996,260</b>
<b>EXPENDITURES</b>			
Contractual Services	\$ -	\$ 15,000	\$ 15,000
Insurance Claims & Settlements	21,701	30,000	30,000
Contingency	1,490	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,191</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 1,037,660</b>	<b>\$ 994,460</b>	<b>\$ 951,260</b>

**Fund Sources:** Transfers from the General Fund and interest earnings.

**Guidelines:** Used for the payment of risk management related expenses, unanticipated revenue fluctuations or expenditure requirements. The reserve estimate for 2016 is equal to 5.57% of the operating revenue of the General Fund.

## Equipment Reserve Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 1,074,015	\$ 1,687,104	\$ 1,629,248
Transfer from General Fund	1,050,000	600,000	700,000
Interest	4,487	2,000	2,000
Miscellaneous	28,066	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 2,156,568</b>	<b>\$ 2,309,104</b>	<b>\$ 2,351,248</b>
<b>EXPENDITURES</b>			
Capital Outlay	\$ 469,464	\$ 679,856	\$ 909,150
Contingency	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 469,464</b>	<b>\$ 679,856</b>	<b>\$ 909,150</b>
 <b>ENDING FUND BALANCE</b>	 <b>\$ 1,687,104</b>	 <b>\$ 1,629,248</b>	 <b>\$ 1,442,098</b>

**Fund Sources:** Transfers from the General Fund and interest on idle funds.

**Guidelines:** To finance the acquisition of equipment.

### Capital Purchases - Budgeted for 2016

	<i>Years Old</i>	<i>Cost</i>
<b><u>Police Department</u></b>		
Two Patrol Vehicles	6	\$53,000
<b><u>Fire Department</u></b>		
Overhead Door Replacements	20	35,000
Imaging Camera	10	9,000
<b><u>Community Development</u></b>		
Ford Ranger Pickup	16	24,000
<b><u>Parks/Recreation</u></b>		
Facility Equipment Replacements	various	250,000
Brown Park Picnic Shelter, other	new	90,000
Cardio Fitness Equipment	various	56,150
<b><u>Public Works</u></b>		
Backhoe	17	120,000
Roller Case	23	102,000
One-Ton Crew Cab	16	50,000
Heavy-truck Post Lift	25	50,000
Gooseneck Trailer	17	16,000
Hunter Wheel Balancer	12	9,000
<b><u>City Hall</u></b>		
Training/Conference Room Upgrades	15	25,000
<b><u>Information Technology</u></b>		
Computers/Monitor Replacements, Memory	various	20,000
<b>Total</b>		<b>\$ <u>909,150</u></b>

## Capital Improvement Funds

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 10,937,783	\$ 13,122,406	\$ 13,769,992
Interest	26,383	20,000	20,000
Transfer from General Fund-City Sales Tax	3,737,910	3,908,225	3,969,305
Transfer from Transient Guest Tax	75,000	-	-
Transfer from I-35 District Tax Increment Fund	1,650,000	1,650,000	1,875,000
Transfer from MTC Tax Increment Fund	1,835,000	594,763	297,381
1/4 Cent Sales Tax - Streets/Stormwater	1,766,283	2,005,814	2,037,222
Miscellaneous	864	-	-
Intergovernmental Grant	3,084,029	1,940,366	1,824,797
<b>TOTAL REVENUES</b>	<b>\$ 23,113,252</b>	<b>\$ 23,241,574</b>	<b>\$ 23,793,697</b>
<b>EXPENDITURES</b>			
Transfer to Bond and Interest Fund	\$ 965,209	100,000	\$ 75,000
Transfer to General Fund	90,000	90,000	90,000
Project Administration - Personal Services	256,372	240,200	250,865
Project Administration - Other	11,283	61,720	59,500
Capital Improvement	8,667,982	8,979,662	10,317,439
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,990,846</b>	<b>\$ 9,471,582</b>	<b>\$ 10,792,804</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 13,122,406</b>	<b>\$ 13,769,992</b>	<b>\$ 13,000,893</b>

**Fund Sources:** One-half of the City's Sales Tax, 1/4% City Sales Tax for Streets & Drainage, County Jail Tax, transfers from the Tax Increment Funds, and proceeds of various debt issues.

**Guidelines:** Used for the City's Capital Improvement Program and service for related debt issues.

## Bond and Interest Fund

	Actual 2014	Estimated 2015	Budget 2016
<b>REVENUES</b>			
Beginning Balance	\$ 162,407	\$ 55,077	\$ 44,759
Taxes:			
Property Tax			
Current	288,555	292,169	321,500
City Property Tax on prior TIF	-	-	15,072
Motor Vehicle	39,362	38,100	42,469
Special Assessment	422,400	425,863	423,283
Interest	4,592	3,000	3,000
Transfers from CIP Fund	965,209	100,000	75,000
<b>TOTAL REVENUES</b>	<b>\$ 1,882,525</b>	<b>\$ 914,209</b>	<b>\$ 925,083</b>
<b>EXPENDITURES</b>			
Principal	\$ 1,680,000	\$ 765,000	\$ 795,000
Interest	147,448	104,450	89,150
Commission and Postage	-	-	-
Contingency	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,827,448</b>	<b>\$ 869,450</b>	<b>\$ 884,150</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 55,077</b>	<b>\$ 44,759</b>	<b>\$ 40,933</b>

**Fund Sources:** Property Tax, Motor Vehicle Tax, Special Assessments, Interest and Transfers from other funds.

**Guidelines:** Resources used to retire the bonded indebtedness of the City. Statutory Authority: K.S.A. 10-113.

CITY OF MERRIAM, KANSAS

# BUDGET BY DEPARTMENT

ANNUAL BUDGET  
2016



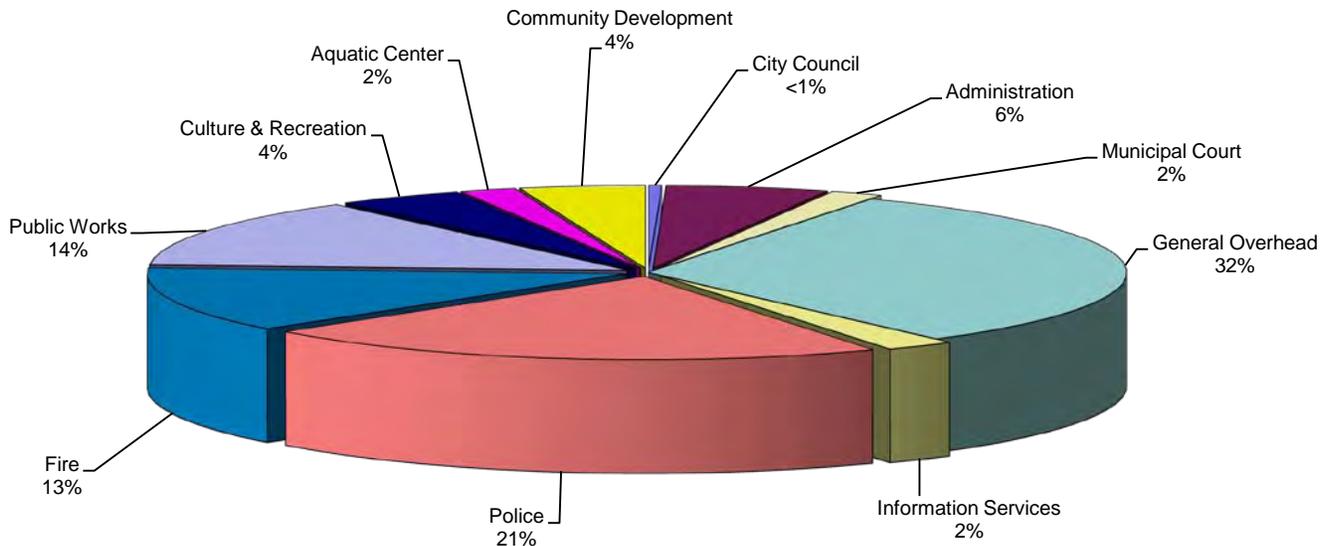
Now in its 20<sup>th</sup> year of operation, the Tim Murphy Art Gallery recently underwent a major expansion and renovation doubling in size! The space features fully restored 1911 hardwood floors, acoustic fabric walls, and LED lighting.

*This page intentionally blank*

## General Fund Summary by Department

Department	2014 Actual	2015 Budget	2015 Estimated	2016 Budget	% Increase Over 2015 Estimated
City Council	\$66,892	\$73,458	\$73,458	\$77,527	5.54%
Administration	869,110	952,856	940,819	977,152	3.86%
Municipal Court	248,383	313,017	301,401	317,173	5.23%
General Overhead	5,844,193	5,261,754	5,583,016	5,681,550	1.76%
Information Services	262,398	331,638	305,692	417,101	36.44%
Police	3,457,584	3,770,449	3,615,265	3,787,307	4.76%
Fire	2,124,696	2,225,865	2,220,665	2,241,270	0.93%
Public Works	2,026,187	2,281,636	2,198,587	2,397,888	9.06%
Culture & Recreation	687,361	761,529	759,970	757,265	-0.36%
Aquatic Center	291,470	371,758	343,388	339,065	-1.26%
Community Development	555,556	722,482	686,410	751,880	9.54%
<b>TOTAL</b>	<b>\$16,433,830</b>	<b>\$17,066,442</b>	<b>\$17,028,671</b>	<b>\$17,745,178</b>	<b>4.21%</b>

## General Fund Budget by Department



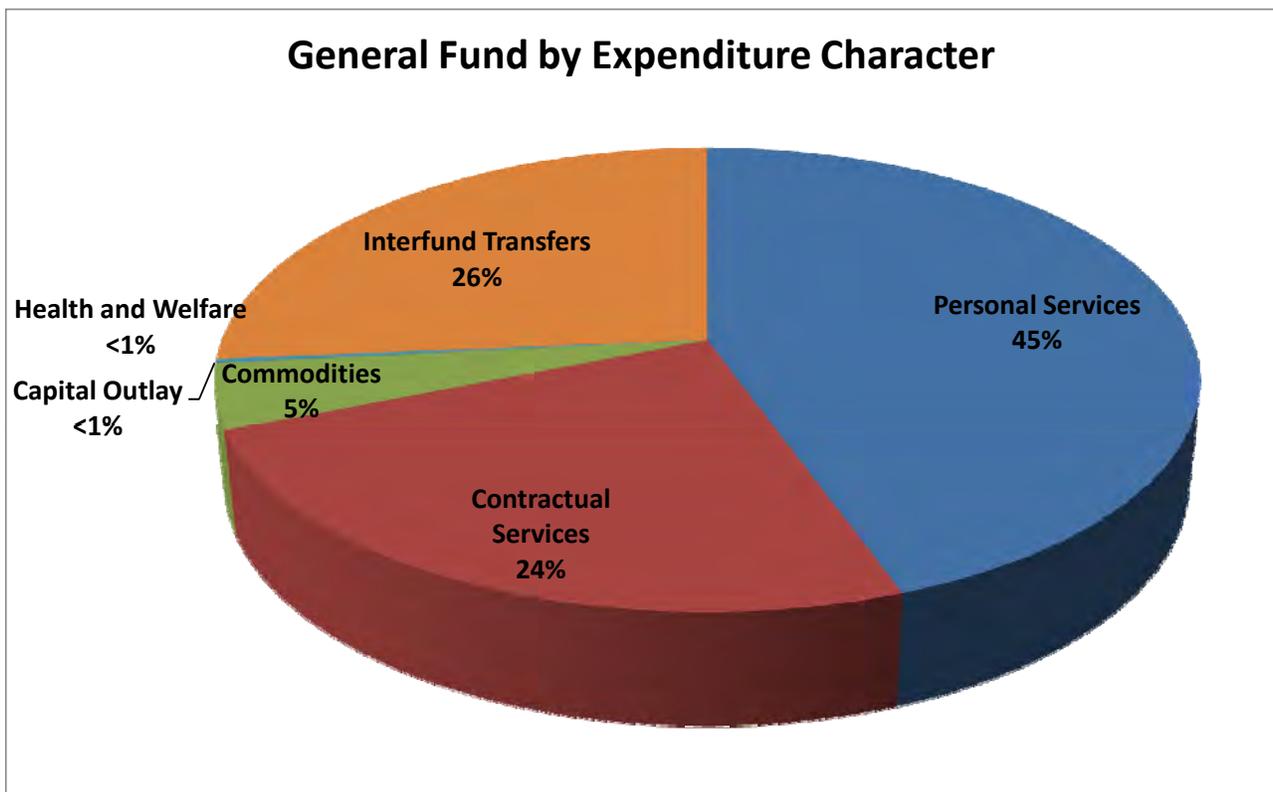
## General Fund - Department by Character

Expenditures	Actual 2014	Budget 2015	Estimated 2015	Budget 2016	Increase Over 15 Est.
<b>City Council</b>					
Personal Services	\$ 60,655	\$ 58,278	\$ 58,278	\$ 61,762	5.98%
Contractual Services	3,760	12,480	12,480	13,065	4.69%
Commodities	2,477	2,700	2,700	2,700	0.00%
<b>Total</b>	<b>66,892</b>	<b>73,458</b>	<b>73,458</b>	<b>77,527</b>	<b>5.54%</b>
<b>Administration</b>					
Personal Services	830,002	903,419	894,382	929,752	3.95%
Contractual Services	36,507	43,362	40,362	43,625	8.08%
Commodities	2,601	6,075	6,075	3,775	-37.86%
<b>Total</b>	<b>869,110</b>	<b>952,856</b>	<b>940,819</b>	<b>977,152</b>	<b>3.86%</b>
<b>Municipal Court</b>					
Personal Services	117,697	174,533	162,917	165,053	1.31%
Contractual Services	127,993	134,284	134,284	148,170	10.34%
Commodities	2,693	4,200	4,200	3,950	-5.95%
<b>Total</b>	<b>248,383</b>	<b>313,017</b>	<b>301,401</b>	<b>317,173</b>	<b>5.23%</b>
<b>General Overhead</b>					
Personal Services	6,485	16,520	16,520	14,770	-10.59%
Contractual Services	779,705	878,761	869,671	928,125	6.72%
Commodities	19,765	25,350	25,350	25,350	0.00%
Health and Welfare	24,704	38,250	38,250	44,000	15.03%
Interfund Transfers	4,887,910	4,302,873	4,508,225	4,669,305	3.57%
Contingency Usage	125,624	-	125,000	-	-100.00%
<b>Total</b>	<b>5,844,193</b>	<b>5,261,754</b>	<b>5,583,016</b>	<b>5,681,550</b>	<b>1.76%</b>
<b>Information Services</b>					
Personal Services	91,774	90,956	90,956	137,031	50.66%
Contractual Services	138,922	214,932	184,932	205,825	11.30%
Commodities	31,702	25,750	29,804	74,245	149.11%
Capital Outlay	-	-	-	-	0.00%
<b>Total</b>	<b>262,398</b>	<b>331,638</b>	<b>305,692</b>	<b>417,101</b>	<b>36.44%</b>
<b>Police</b>					
Personal Services	3,122,958	3,387,592	3,263,442	3,388,322	3.83%
Contractual Services	190,662	198,285	189,285	219,585	16.01%
Commodities	137,797	178,372	156,338	173,200	10.79%
Capital Outlay	6,167	6,200	6,200	6,200	0.00%
<b>Total</b>	<b>3,457,584</b>	<b>3,770,449</b>	<b>3,615,265</b>	<b>3,787,307</b>	<b>4.76%</b>
<b>Fire</b>					
Personal Services	1,993,284	-	-	-	0.00%
Contractual Services	79,111	2,158,565	2,158,565	2,167,170	0.40%
Commodities	52,301	67,300	62,100	74,100	19.32%
<b>Total</b>	<b>2,124,696</b>	<b>2,225,865</b>	<b>2,220,665</b>	<b>2,241,270</b>	<b>0.93%</b>

<b>Expenditures</b>	<b>Actual 2014</b>	<b>Budget 2015</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>Increase Over 15 Est.</b>
<b><i>Public Works</i></b>					
Personal Services	1,485,271	1,638,894	1,603,985	1,757,090	9.55%
Contractual Services	204,507	260,752	233,752	266,408	13.97%
Commodities	336,409	381,990	360,850	374,390	3.75%
<b>Total</b>	<b>2,026,187</b>	<b>2,281,636</b>	<b>2,198,587</b>	<b>2,397,888</b>	<b>9.06%</b>
<b><i>Culture and Recreation</i></b>					
Personal Services	485,098	524,484	524,484	534,333	1.88%
Contractual Services	181,142	198,403	196,844	191,551	-2.69%
Commodities	21,121	38,642	38,642	31,381	-18.79%
<b>Total</b>	<b>687,361</b>	<b>761,529</b>	<b>759,970</b>	<b>757,265</b>	<b>-0.36%</b>
<b><i>Aquatic Center</i></b>					
Personal Services	189,483	260,188	236,678	246,840	4.29%
Contractual Services	61,870	62,510	62,510	61,810	-1.12%
Commodities	40,117	49,060	44,200	30,415	-31.19%
<b>Total</b>	<b>291,470</b>	<b>371,758</b>	<b>343,388</b>	<b>339,065</b>	<b>-1.26%</b>
<b><i>Community Development</i></b>					
Personal Services	471,042	639,837	612,218	668,425	9.18%
Contractual Services	78,616	74,160	67,207	74,895	11.44%
Commodities	5,898	8,485	6,985	8,560	22.55%
<b>Total</b>	<b>555,556</b>	<b>722,482</b>	<b>686,410</b>	<b>751,880</b>	<b>9.54%</b>
<b>Total All Departments</b>	<b>\$ 16,433,830</b>	<b>\$ 17,066,442</b>	<b>\$ 17,028,671</b>	<b>\$ 17,745,178</b>	<b>4.21%</b>

### General Fund - Character Breakdown

Expenditures	Actual 2014	Budget 2015	Estimated 2015	Budget 2016	Increase Over 15 Est.
Personal Services	\$ 8,853,749	\$ 7,694,701	\$ 7,463,860	\$ 7,903,378	5.89%
Contractual Services	1,882,795	4,236,494	4,149,892	4,320,229	4.10%
Commodities	652,881	787,924	737,244	802,066	8.79%
Capital Outlay	6,167	6,200	6,200	6,200	0.00%
Health and Welfare	24,704	38,250	38,250	44,000	15.03%
Interfund Transfers	4,887,910	4,302,873	4,508,225	4,669,305	3.57%
Contingency Usage	125,624	-	125,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 16,433,830</b>	<b>\$ 17,066,442</b>	<b>\$ 17,028,671</b>	<b>\$ 17,745,178</b>	



# Citywide Goals and Objectives

## Planning and Goal Setting by the Governing Body

Citywide goals and objectives are reviewed and updated annually by the Governing Body. The goals and objectives are summarized below into seven categories. Goals are followed by specific objectives identified during the review that will gauge progress toward the goal. This information is also found in the Planning and Goal Setting section beginning on page 28. These goals are intended to provide direction for City staff in utilizing resources.

Goal #1: Code Enforcement – Enforce City codes fairly to improve physical conditions in the community.

*Objective:* Reduce code violations involving maintenance of yards and trash receptacles.

*Objective:* Reduce the number of repeat code offenders.

*Objective:* Establish methods to measure progress toward reduced code violations and report data to City Council.

Goal #2: Community Development – Improve value of property and the quality of life through investment in and redevelopment of our neighborhoods.

*Objective:* Sustain capital improvement efforts.

*Objective:* Sustain street lighting program.

*Objective:* Support public art projects in a prominent Merriam location.

*Objective:* Complete the City's sidewalk system.

*Objective:* Partner with neighborhoods to provide better island maintenance.

*Objective:* Update the easement acquisition policy.

Goal #3: Citizen Advocacy – Enhance citizen engagement with the City.

*Objective:* Enhance the new City website.

Goal #4: Economic Development – Promote and stimulate quality development to enhance the City's economic base.

*Objective:* Promote existing developments.

*Objective:* Work with local business owners and business associations (i.e. Downtown Merriam Partnership).

*Objective:* Keep abreast of legislative efforts and current events that are adverse to the City of Merriam.

*Objective:* Explore expansion of the I-35 TIF District to include the vacant K-Mart property.

*Objective:* Increase administrative support of the Flags 4 Freedom event.

Goal #5: Administrative Focus – Deliver quality services in an efficient manner.

*Objective:* Continue to invest in our employees.

Goal #6: Sustainable Planning – Implement best management and planning practices and encourage the community to undertake energy-reducing and recycling efforts.

*Objective:* Complete construction of the Upper Turkey Creek project.

*Objective:* Evaluate options for renovation and improvements of the City's Community Center and Aquatic Center

## ***General Fund Department: City Council***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2016 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 60,655	\$ 58,278	\$ 61,762	80%
Contractual Services	3,760	12,480	13,065	17%
Commodities	2,477	2,700	2,700	3%
<b>Department Total</b>	<b>\$ 66,892</b>	<b>\$ 73,458</b>	<b>\$ 77,527</b>	<b>100%</b>

---

### **Authorized Positions**

Part-time Positions	9.00	9.00	9.00
<b>Department Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

---

### **Classifications**

Mayor	1.00	1.00	1.00
Councilmember	8.00	8.00	8.00
<b>Department Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## **General Fund Department: City Council**

### **Program Description**

The City Council and the Mayor make up the Governing Body of the City and are responsible for making policy decisions for the community. The City Council is composed of eight elected citizens. Two Council members are elected in odd-numbered years from each of four wards and serve staggered 4-year terms. The Mayor is elected independently from the City-at-large and serves as the presiding officer at official meetings and as the City's chief elected official.

The City Council conducts its business in public sessions held in the City Council Chambers at City Hall, 9001 W. 62<sup>nd</sup> Street. Regularly scheduled meetings are held on the second and fourth Mondays of each month at 7:00 p.m. Special Council meetings are held on the call of the Mayor with the written consent of three Councilmembers. Worksessions are conducted periodically for in-depth study of topics including budgets and goal setting.

This department includes line items for City Council expenses for civic events, business meals, and Mayor and Council salaries.

### **Mission**

To serve as the City's legislative body, developing ordinances, resolutions, and policies for the betterment of the community. Empower appointed officers and employees to provide and improve municipal government. Encourage constituents to become involved in their community and local government.

### **Boards and Commissions**

Several boards and commissions exist to advise the City Council on specific areas of operations and to determine compliance with existing codes and regulations. The members are appointed by the Mayor with the consent of the Governing Body.

The Planning Commission: Meetings are held monthly. This nine-member commission is responsible for the adoption of a comprehensive plan for City development. This body makes recommendations to the City Council on rezoning applications, site development plans, and conditional uses.

The Board of Zoning Appeals: Meetings are held as needed. This seven-member body is responsible for ruling on zoning appeal cases. These cases arise from allegations of errors in decisions made by the zoning administrator and applications for variances from the zoning ordinance.

The Board of Structure Appeals: Meetings are held as needed. This five-member body has jurisdiction to hear and decide appeals where it is alleged there is an error in a decision made by a public officer in the enforcement of the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code or any other code or ordinance related to construction of buildings adopted by the City.

The Parks and Recreation Board: Meetings are held monthly. This seven-member board provides policy recommendations for operations, annual budget requests and program priorities concerning the Merriam Community Center, Aquatic Center and City parks.

The Tree Board: This board is not currently active. When in service, it is an appointed body responsible for setting forth regulations relating to the planting of trees, shrubs, and other plantings upon City-owned property to promote the beautification of the City.

***General Fund Department: Administration (including Gen Overhead)***

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character - Administration</b>				
Personal Services	\$ 830,002	\$ 894,382	\$ 929,752	96%
Contractual Services	36,507	40,362	43,625	4%
Commodities	2,601	6,075	3,775	0%
<b>Department Total</b>	<b>\$ 869,110</b>	<b>\$ 940,819</b>	<b>\$ 977,152</b>	<b>100%</b>

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character - General Overhead</b>				
Personal Services	\$ 6,485	\$ 16,520	\$ 14,770	0%
Contractual Services	779,705	869,671	928,125	16%
Commodities	19,765	25,350	25,350	0%
Health and Welfare	24,704	38,250	44,000	1%
Interfund Transfers	4,887,910	4,508,225	4,669,305	83%
Reserves and Contingency	125,624	125,000	-	0%
<b>Department Total</b>	<b>\$ 5,844,193</b>	<b>\$ 5,583,016</b>	<b>\$ 5,681,550</b>	<b>100%</b>

**Authorized Positions**

Full-time Positions	9.50	10.00	10.00
<b>Department Total</b>	<b>9.50</b>	<b>10.00</b>	<b>10.00</b>

**Classifications**

City Administrator	1.00	1.00	1.00
Assistant City Administrator	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Human Resources/Risk Mgmt Coordinator	1.00	1.00	1.00
Communications/Public Engagement Mgr.	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Management Intern	0.50	1.00	1.00
<b>Department Total</b>	<b>9.50</b>	<b>10.00</b>	<b>10.00</b>

## **General Fund Department: Administration (including General Overhead)**

### **Program Description**

The Administrative Department includes the offices of the City Administrator, Assistant City Administrator, Finance Director, City Clerk, Human Resources/Risk Manager and Communications Coordinator. The City Administrator provides the Governing Body with information and implements municipal policies. The Administrative Department is responsible for human resources, administrative support, risk management, municipal court and information services management. City Clerk functions include maintaining, coordinating and administering municipal records and municipal activities. The Finance Department is responsible for the administration and coordination of the City's financial services including budget, accounting, investments, payroll, debt service, financial information systems, and internal auditing. The Administration Department handles a wide range of administrative functions that deal with interaction of the City with citizens of Merriam, the governing body, and City management.

### **Mission**

To provide effective leadership, control, and direction for coordination of City operations.

### **Department Highlights**

- Recruited and processed over 60 new employees for seasonal, temporary and permanent positions.
- Completed implementation of a new time and attendance system for all employees. The new system provides for more efficient and accurate time-keeping and payroll processing.
- Implemented use of new employee performance review software and trained employees on use.
- Conducted a review and update of the employees' handbook.
- Continued commitment to send employees to the NE Chamber of Commerce Leadership Northeast Program. Four employees graduated from the program in 2015.
- Received maximum discounts on workers' compensation insurance due to high safety ratings and low experience factors.
- Received the GFOA Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting Award.
- Worked with the Fire Department and the City of Overland Park to implement administrative details associated with the ten-year contract for fire services.
- Engaged a company to provide investment advisory services in an effort to improve return on investments. Facilitated the update of the City Council policy for investment of City funds.
- Facilitated meetings of the ad hoc Public Art Committee and selected an outside consultant to provide guidance as to location and theme. The committee selected and received Council approval on the first of five planned projects.
- Conducted a conservation study on the K-Mart property at Antioch and Shawnee Mission Parkway. An independent real estate appraiser found that the study area was qualified as a "conservation area" per Kansas statutes.
- Conducted a citizen's survey to gauge levels of satisfaction with City services.

## General Fund Department: Administration (including General Overhead)

### Goals and Objectives Performance Measures

Department Goal: Efficient and effective operations

Citywide Goal Supported: Administrative Focus

*Objective:* Hold workers compensation claims to <5% of eligible payroll with an effective safety program.

*Objective:* Participate in a public pool for property and liability insurance coverage.

*Objective:* Maintain active investment of unrestricted cash at the 75% level.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
"Request-Tracker" Cases Received/Closed	58/57	83/83	130/125	150/150
Employees Provided Human Resources & Payroll (Regular & Seasonal)	218	206	189	189
Employee Turnover Rate	12.8%	8.7%	7.5%	5.0%
% of Work Comp Claims to Total Eligible Payroll	5.9%	1.2%	1.3%	1.0%
% of Unrestricted Cash Invested	81.6%	66.5%	85.8%	85.0%

Department Goal: Enhance citizen engagement with the City

Citywide Goal Supported: Citizen Advocacy

*Objective:* Issue Merriam Highlights newsletters three times per year; issue E-Merriam Updates biweekly.

*Objective:* Continue to develop the appropriate usage of social media outlets in engaging the community.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Number of Facebook "fans"	209	367	588	700
Number of E-Merriam Updates issued	N/A	16	23	26
Number of E-Merriam Update subscribers	N/A	780	740	800

Department Goal: Facilitate success of existing retail developments

Citywide Goal Supported: Economic Development

*Objective:* Continue a cooperative marketing campaign to brand Merriam as a great place to do business.

*Objective:* Adopt a new Community Improvement District policy.

*Objective:* Identify appropriate tools for use by parties interested in establishing businesses in Merriam.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
% New Businesses Issued Occupational Licenses/Total Licenses	2.5%	4.5%	12.5%	10.0%

**General Fund Department: Administration (including General Overhead)**

Department Goal: Increase employee participation in the City Wellness Program

Citywide Goal Supported: Invest in our employees

<b>Indicator</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Target 2016</b>
% Regular Employees Participating in the City Wellness Program	50%	24%	36%	50%

## ***General Fund Department: Municipal Court***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2016 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 117,697	\$ 162,917	\$ 165,053	52%
Contractual Services	127,993	134,284	148,170	47%
Commodities	2,693	4,200	3,950	1%
<b>Department Total</b>	<b>\$ 248,383</b>	<b>\$ 301,401</b>	<b>\$ 317,173</b>	<b>100%</b>

---

### **Authorized Positions**

Full-time Positions	2.00	2.00	2.00
Part-time Positions	0.75	0.75	0.75
<b>Department Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

---

### **Classifications**

Court Administrator	1.00	1.00	1.00
Court Clerk	1.75	1.75	1.75
<b>Department Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

# General Fund Department: Municipal Court

## Program Description

The Municipal Court is the court where alleged violations of City ordinances and the penal statutes of Kansas are tried. The court provides a forum in which citizens may receive a swift and impartial trial on charges brought against them. The Court's responsibility is to guarantee the lawful rights of all who are brought before it. The Municipal Court hears an average of 1,000 cases each month.

## Mission

To justly hear and dispatch all cases presented.

## Department Highlights

- Added additional docket to allow defendants the opportunity to see Judge and Prosecutor at same time.
- Implemented use of the Kansas Set-Off Program for the collection of unpaid fines.
- Increased staff efficiency with the addition of a copier in the courtroom eliminating the need to carry paperwork from the courtroom to the court clerk's office.
- Increased staff efficiency by implementing data entry by the court clerk directly from the courtroom thus allowing immediate access of data between the courtroom and clerks' office.
- Filled the vacant part-time clerk position to work during court sessions and provide scheduling relief.

## Goals and Objectives Performance Measures

Department Goal: Efficient and effective operations

- Objective:* Begin collecting defendant phone numbers and emails to better share notices and reminders.
- Objective:* Implement a Payment Plan for defendants owning large sums to eliminate return visits to Judge.
- Objective:* Work with Prosecutor to enter more data into court software for better accessibility.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Court Fines Collected	\$884,998	\$1,252,935	\$1,150,000	\$1,000,000
% Court Fines Paid Electronically	13.71%	15.48%	15.22%	20.00%
Court Translation Expenditures	\$5,938	\$6,454	\$6,600	\$7,050
Court Filings Processed	8,369	11,341	9,000	9,000
Warrants Issued	879	1130	950	950

## ***General Fund Department: Information Services***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2015 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 91,774	\$ 90,956	\$ 137,031	33%
Contractual Services	138,922	184,932	205,825	49%
Commodities	31,702	29,804	74,245	18%
<b>Department Total</b>	<b>\$ 262,398</b>	<b>\$ 305,692</b>	<b>\$ 417,101</b>	<b>100%</b>

---

### **Authorized Positions**

Part-time Positions	0.60	0.60	1.00
<b>Department Total</b>	<b>0.60</b>	<b>0.60</b>	<b>1.00</b>

---

### **Classifications**

Network and Comm. Administrator	0.60	0.60	1.00
<b>Department Total</b>	<b>0.60</b>	<b>0.60</b>	<b>1.00</b>

## General Fund Department: Information Services

### Program Description

Information Services coordinates computer related services for each department within the City. This program ensures that each department has the technologies necessary to provide the most effective services to the residents of the City of Merriam. Additionally, Information Services promotes collaboration between departments and encourages all employees to further their computer knowledge.

### Mission

To deliver effective computer related services to each department within the City, as well as maintain the City's web page. Provide ongoing computer training to City staff and thereby reach maximum productivity levels.

### Department Highlights

- Updated six City Hall door locks to allow for wireless management of keyless entry.
- Installed fiber optic cable to the Visitors Bureau.
- Installed new server for the Police Department.
- Migrated all mission critical servers to operate on either Server 2008 or Server 2013 software.
- Upgraded the Qnap NAS for City Hall backups.
- Implementation of NetMotion server for Police Department.
- Updated Full Court software to revision 6.0.
- Update Symantec Backup Software to Version 2013 R2.

### Goals and Objectives Performance Measures

Department Goal: Efficient and effective computer services

Citywide Goal Supported: Administrative Focus

*Objective:* Continue to utilize WebTrac Recreation Software for online facility rental and class registration.

*Objective:* Install and Configure new community development database and software.

*Objective:* Continue consolidation of capital assets into new Public Works / CIP asset management system.

*Objective:* Add Community Development mobile devices for real-time staff use in the field.

*Objective:* Explore installation of Citywide fiber optic connections to allow for more efficient transfer of data.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Computer Workstations Maintained	130	134	134	126
Computer Servers Maintained	12	14	14	13
Info Services Hours per Week per Computer	.16 hours/each	.18 hours/each	.18 hours/each	.36 hours/each

Department Goal: Enhance citizen engagement with the City

Citywide Goal Supported: Citizen Advocacy

*Objective:* Continue to identify opportunities to engage the community through the City website.

## ***General Fund Department: Police***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2016 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 3,122,958	\$ 3,263,442	\$ 3,388,322	89%
Contractual Services	190,662	189,285	219,585	6%
Commodities	137,797	156,338	173,200	5%
Capital Outlay	6,167	6,200	6,200	0%
<b>Department Total</b>	<b>\$ 3,457,584</b>	<b>\$ 3,615,265</b>	<b>\$ 3,787,307</b>	<b>100%</b>

---

### **Authorized Positions**

Full-time Positions	35.00	35.00	35.00
Part-time Positions	0.75	0.75	0.75
<b>Department Total</b>	<b>35.75</b>	<b>35.75</b>	<b>35.75</b>

---

### **Classifications**

Chief of Police	1.00	1.00	1.00
Police Major	-	1.00	1.00
Captain	2.00	2.00	2.00
Sergeant	4.00	3.00	3.00
Corporal	4.00	4.00	4.00
Master Police Officer	6.00	6.00	6.00
Police Officer	13.00	13.00	13.00
Records Clerk	3.00	3.00	3.00
Community Service Officer	2.00	2.00	2.00
Crossing Guard	0.75	0.75	0.75
<b>Department Total</b>	<b>35.75</b>	<b>35.75</b>	<b>35.75</b>

## **General Fund Department: Police**

### **Program Description**

The Administrative Officers of the Police Department are responsible for developing and implementing departmental policy, providing management controls over daily departmental administrative and line functions. They serve as the focal point for interaction with other City departments and the community. Regular Patrol Officers respond to calls for service within the City, identify criminal activities, apprehend offenders, make Municipal and District Court appearances, enforce traffic laws, and investigate vehicle accidents. The Investigations Unit gathers and processes evidence for solving crimes, investigating hit and run accidents, prosecuting criminal suspects and supports the department crime prevention efforts by spotting trends in criminal activity.

### **Mission**

Provide the Merriam community with professional, ethical, and compassionate law enforcement. Our Core Values are Courage, Sacrifice, and Compassion.

Our vision of the Merriam Police Department is a professional police agency capable of handling all emergencies and investigating all crimes that occur within our jurisdiction. We want competent officers who know what is expected of them and that live up to that expectation every time. We want our officers to be leaders not just in our department, but within the law enforcement community and our community as a whole. Community policing is not just a “catch phrase” we want every officer to feel that they have an obligation to make the community a better place and can take the initiative to get things done to make our community better.

### **Department Highlights**

- Community outreach activities included the Night Out Against Crime, Old Navy Family Safety Day, Citizen’s Police Academy, and Coffee with a Cop.
- Provided information to the community through electronic media including the new Merriam Police Department Facebook, Twitter accounts, and Nixle while maintaining and updating content on our web page.
- Continued training officers in Crisis Intervention Team Training (CIT) to educate officers on interactions with citizens with mental health issues.
- Became a member of the Johnson County Suicide Prevention Coalition.
- Participated in community outreach events through the Northeast Chamber of Commerce, Talking Tuesday’s, business ribbon cuttings, and the Northeast Chamber “Leadership Northeast” program.
- Participated in prescription drug take back events in partnership with Hen House grocery store and the DEA.
- Provided training for and implemented a Peer Support group for employees of the police department.
- Purchased and implemented Lexipol as a policy and procedure management system.
- Trained and outfitted a Police Honor Guard.
- Updated police uniforms to a traditional navy blue.
- Started a GPS locating system to assist parents of autistic children with funds from the JAG grant.

## General Fund Department: Police

### Goals and Objectives Performance Measures

Department Goal: Data Driven Policing

Citywide Goal Supported: Administrative focus

*Objective:* Monitor Part One violent crime (Murder, Rape, Robbery, Aggravated Assault/Battery) reports for patterns, increases and effective clearance percentage.

*Objective:* Monitor Part One property crime (Burglary, Theft, Vehicle Theft, Arson) reports for patterns, increases and effective clearance percentage.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Reported Violent Crimes/1,000 Residents	3.27	1.9	2.18	2.0
Violent Crimes/1,000 Solved	1.27	.9	.24	.5
Reported Property Crimes/1,000 Residents	48.9	46.3	49.7	49.0
Property Crimes/1,000 Solved	5.54	7.09	4.24	4.4
Arrests Made	1,177	1,252	1,074	1,200

Department Goal: Efficient and Effective Operations

Citywide Goal Supported: Administrative Focus

*Objective:* Maintain average response time for emergency calls for service to 5 minutes or less.

*Objective:* Maintain average response time for non-emergency calls for service to 9 minutes or less.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Calls for Service	13,315	12,976	13,000	13,000
Calls for Service per Patrol Officer	1,024	811	765	764
Average emergency response time	4.44	4.59	5.14	4.50
Average non-emergency response time	8.37	8.54	9.14	8.00

*Objective:* Provide safe streets with traffic enforcement as a means to reduce traffic accidents.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Accident ratio per 1,000 population	48.3	53.6	55.4	50.0
Injury Accident ratio per 1,000 population	11.2	11.0	11.5	10.0
Non-Injury Accident ratio per 1,000 population	37.1	42.6	43.1	42.5
Alcohol related accident ratio per 1,000 population	3.18	2.27	2.0	1.8

## **General Fund Department: Police**

Department Goal: Community Education

Citywide Goal Supported: Citizen Advocacy

*Objective:* Provide community education programs like Citizen's Police Academy, National Night Out Against Crime, and school events.

*Objective:* Initiate the Coffee with a Cop program to allow citizens time to interact with patrol officers.

*Objective:* Continue training community members for "active shooter" events.

<b><i>Indicator</i></b>	<b><i>Actual 2013</i></b>	<b><i>Actual 2014</i></b>	<b><i>Projected 2015</i></b>	<b><i>Target 2016</i></b>
Citizens Academy Attendance	14	5	16	15
National Night Out Attendance	40	20	20	50
School Events	3	3	3	3
Coffee with a Cop Events	0	0	6	6
Active Shooter Incident Training Events	3	8	5	5

**General Fund Department: Fire**

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character</b>				
Personal Services*	\$ 1,993,284	\$ -	\$ -	0%
Contractual Services*	79,111	2,158,565	2,167,170	97%
Commodities	52,301	62,100	74,100	3%
<b>Department Total</b>	<b>\$ 2,124,696</b>	<b>\$ 2,220,665</b>	<b>\$ 2,241,270</b>	<b>100%</b>

**Authorized Positions**

Full-time Positions	23.00	-	-
<b>Department Total</b>	<b>23.00</b>	<b>-</b>	<b>-</b>

**Classifications**

Fire Chief	1.00	-	-
Assistant Chief	1.00	-	-
Fire Marshall	-	-	-
Shift Officer/Captain	3.00	-	-
Fire Lieutenant	1.00	-	-
Master Firefighter	5.00	-	-
Firefighter	12.00	-	-
Firefighter trainee	-	-	-
<b>Department Total</b>	<b>23.00</b>	<b>-</b>	<b>-</b>

\*Effective 2015, fire services are provided under contract with the City of Overland Park.

## General Fund Department: Fire Department

### Program Description

Effective 2015, Merriam's fire and emergency medical services are provided under a ten-year contract with the City of Overland Park. Expenses incurred by Overland Park for the provision of these services are reimbursed by Merriam.

### Mission

The fire department is a value-driven team of dedicated professionals committed to providing emergency, educational and specialized services for the purpose of saving lives and reducing property loss for the community we serve.

### Department Highlights

- Ensured the seamless transition of 21 Merriam employees to the City of Overland Park fire department.
- Received an ISO rating of 1 Public Protection Classification (PPC) and Accreditation which aligns with the Overland Park Fire Department rating.
- Added a 40-hr Fire Inspector in the Merriam contract area as the point of contact for inspection and permit needs and discontinued the use of the on-duty firefighters for the inspection program.
- Conducted approximately 275 re-inspections to obtain 100% fire code compliance.
- Conducted approximately 250 burn site inspections associated with the issuance of burn permits.
- Executed the 2015 Training & Development Package as developed by the Training Chief.

### Goals and Objectives Performance Measures

Department Goal: Provide safe buildings to work in and safe residences to live in  
Citywide Goal Supported: Community Development

*Objective:* Conduct plan review and perform inspections on all new and existing commercial structures to ensure that they meet all building and fire code requirements.

*Objective:* Identify homes that do not have adequate smoke alarm protection, provide and install free alarms.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Fire Inspections Performed	590	538	700	700
Fire incidents/1,000 Residents	51.6	35.5	36.0	30.0
Non-fire incidents/1,000 Residents	109	117	125	100
\$ Loss to assessed value ratio - Residential	N/A	N/A	.0488%	<.400%
\$ Loss to assessed valuation ratio - Commercial	N/A	N/A	0%	<.400%

**General Fund Department: Fire Department**

Department Goal: Enforce City codes  
Citywide Goal Supported: Code Enforcement

*Objective:* Identify dangerous structures and take appropriate action to have them remediated.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Fire Code Violations Corrected	100%	100%	100%	100%

Department Goal: Enhance citizen engagement with the City  
Citywide Goal Supported: Citizen Advocacy

*Objective:* Continue to update the Fire Department web-site with educational articles, current events, and links to supporting sites.

*Objective:* Contact at least 20% (approximately 2,250) of residents each year with public fire education.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Public Education Attendance	6,089	2,500	7,198	8,000

Department Goal: Invest in our firefighters health and safety and training  
Citywide Goal Supported: Administrative Focus

*Objective:* Execute the 2016 Training and Development Package as developed by the Training Chief.

*Objective:* Emphasize safety by providing a minimum of 2 hours training per shift, plus 8 hours per quarter for specialty training.

*Objective:* Ensure all EMS personnel meet training requirements as required by the State of Kansas.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Firefighter Training Hours	5,820	6,850	8,662	9,000
% Firefighters with 20 hours of ISO-compliant in-service training	N/A	N/A	100%	100%
% Officers with 16 hours of ISO-compliant officer training	N/A	N/A	100%	100%

Department Goal: Implement the new fire services contract with the City of Overland Park  
Citywide Goal Supported: Administrative Focus

*Objective:* Continue work as necessary to re-determine Merriam's ISO rating to align with Overland Park's 1 Public Protection Classification (PPC) and Accreditation.

*This page intentionally blank*

## ***General Fund Department: Public Works***

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character</b>				
Personal Services	\$ 1,485,271	\$ 1,603,985	\$ 1,757,090	73%
Contractual Services	204,507	233,752	266,408	11%
Commodities	336,409	360,850	374,390	16%
Capital Outlay	-	-	-	0%
<b>Department Total</b>	<b>\$ 2,026,187</b>	<b>\$ 2,198,587</b>	<b>\$ 2,397,888</b>	<b>100%</b>

### **Authorized Positions**

Full-time Positions	16.00	16.00	17.00
Part-time Positions	1.60	1.80	1.80
Seasonal Positions	3.36	4.16	4.16
<b>Department Total</b>	<b>20.96</b>	<b>21.96</b>	<b>22.96</b>

### **Classifications**

Public Works Director	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00
Foreman	2.00	2.00	2.00
Asset Management Technician	-	-	1.00
Public Works Technician	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00
Maintenance Worker III	1.00	1.00	1.00
Maintenance Worker II	7.00	6.00	6.00
Maintenance Worker I	1.60	1.80	1.80
Facility Maintenance Worker II	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Seasonal Labor	3.36	4.16	4.16
<b>Department Total</b>	<b>20.96</b>	<b>20.96</b>	<b>21.96</b>

## **General Fund Department: Public Works**

### **Program Description**

The Public Works Department maintains the City's streets and parks. Street maintenance involves snow removal, cleaning, patching and repairing streets. The street Overlay Program provides for the overlay of asphalt at regular intervals to help maintain an adequate surface on streets. In addition, a program exists for the timely replacement of curbs and sidewalks. Park maintenance provides for the mowing of grass, planting and maintenance of beds, trees, flowers and shrubs, and removal of trash and debris from City facilities and parks. Building maintenance includes grounds maintenance at City Hall, Police Safety Center, Community Center, Marketplace, Aquatic Center and the Public Works building. Routine maintenance of streetlights, traffic signals and City signage is included, as well as all drainage maintenance.

### **Mission**

To efficiently maintain the City's streets, rights-of-way, and parks, respond to citizen requests for service, to beautify Merriam.

### **Department Highlights**

- Processed 1,281 work orders with 85% completed in 7 days or less.
- Conducted spring and fall Citywide cleanup campaigns.
- Mowed and trimmed over 60 acres (State and City Mowing). Swept streets on a regular schedule.
- Striped roads, crosswalks and stop bars.
- Installed 118 decorative streetlights Antioch/CDBG/East Frontage/75<sup>th</sup> Street/Residential IV.
- Installed/removed holiday lights and city banners and provided a holiday tree pickup.
- Maintained more than 550 trees in the nursery.
- Processed short-term parking permits, right-of-way permits and city property damage reimbursements. Completed inspections and billings. Inventoried trees, drainage boxes and streetlights via Geographic Information System.
- Installed playground equipment for Chatlain Park and swing set at Vavra Park.
- Maintained and repaired the Streamway Trail.
- Replaced 5,000 ft of curbing and 550 ft of sidewalk.
- Cleared 100% of snow from City streets within 48 hours at a cost of approximately \$13.42 per housing unit.
- Replaced and repaired 1500 linear feet of drainage pipe throughout the City.

## General Fund Department: Public Works

### Goals and Objectives Performance Measures

Department Goal: Reduce locomotive horn noise in Merriam  
Citywide Goal Supported: Community Development

*Objective:* Work with BNSF Railroad to facilitate the installation of a “Wayside Horns” system in Merriam.

Department Goal: Maintain and upgrade existing streetlight infrastructure  
Citywide Goal Supported: Community Development

*Objective:* Conduct regular streetlight inspections every four months.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Streetlights Installed	23	70	118	200
100% of Streetlights Inspected Quarterly	100%	100%	100%	100%

Department Goal: Provide a safe and enjoyable environment for users of City parks and trails.  
Citywide Goal Supported: Community Development

*Objective:* Continue to repair substandard areas on Streamway Trail and apply seal coat to extend life.

*Objective:* Continue playground inspections and repair or replace unsafe items found during inspections.

*Objective:* Replace existing wooden privacy fence along the trail from 75<sup>th</sup> Street north to Chatlain Park.

Department Goal: Identify infrastructure needing replacement such as asphalt, curb, and sidewalk  
Citywide Goal Supported: Community Development

*Objective:* Maintain at least 85% of City streets with a condition rating of “good”.

*Objective:* Conduct annual Overlay Program for streets and coordinate with Capital Improvement Program.

*Objective:* Map and identify curbs and sidewalks needing repair and coordinate with Capital Improvement Program.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Miles of Street Repair/Overlay	4.0	4.0	4.0	4.0
Street Maintenance Expense per Housing Unit (5,224 housing units per 2012 census update)	\$54.52	\$50.97	\$55.00	\$50.00
Miles of Curbing/Sidewalk Repaired	1.5	2.0	2.0	3.0
Percent of City streets with a condition rating of “good”	80%	80%	82%	87%

**General Fund Department: Public Works**

Department Goal: Cross train department employees to enhance productivity  
Citywide Goal Supported: Administrative Focus

*Objective:* Continue to develop method of use for the Public Works Management Practices Manual.  
*Objective:* Continue to develop employees through IMSA certifications. (Work Zone, Signs and Marking, Traffic Signal Maintenance and Roadway Lighting, Certified Playground Inspectors, Aquatic Facility Operators and KDOT Inspector’s Certifications)  
*Objective:* Continue to develop supervisor in the Public Works Institute through the APWA.

Department Goal: Improve maintenance and historical records for all City infrastructure  
Citywide Goal Supported: Administrative Focus

*Objective:* Continue to develop the GIS programs and complete the data entry of detailed infrastructure information into the Lucity asset management system.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Data Entry % Complete	0%	20%	50%	90%

Department Goal: Beautify the City  
Citywide Goal Supported: Community Development

*Objective:* Share information with citizens on how to build and maintain a hanging flower basket in City-sponsored classes.

## ***General Fund Department: Culture & Recreation***

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character</b>				
Personal Services	\$ 485,098	\$ 524,484	\$ 534,333	71%
Contractual Services	181,142	196,844	191,551	25%
Commodities	21,121	38,642	31,381	4%
Capital Outlay	-	-	-	0%
<b>Department Total</b>	<b>\$ 687,361</b>	<b>\$ 759,970</b>	<b>\$ 757,265</b>	<b>100%</b>

### **Authorized Positions**

Full-time Positions	8.00	8.00	8.00
Part-time Positions	1.36	1.36	1.36
<b>Department Total</b>	<b>9.36</b>	<b>9.36</b>	<b>9.36</b>

### **Classifications**

Parks & Recreation Director	1.00	1.00	1.00
Assistant Parks & Rec Director	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Facility Maintenance Worker II	1.00	1.00	1.00
Facility Maintenance Worker I	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Facility Supervisor	2.72	2.72	2.72
Fitness Specialist	0.23	0.23	0.23
League Supervisor	0.14	0.14	0.14
League Scorekeeper	0.14	0.14	0.14
Programs Coordinator	0.13	0.13	0.13
<b>Department Total</b>	<b>9.36</b>	<b>9.36</b>	<b>9.36</b>

## **General Fund Department: Culture and Recreation**

### **Program Description**

The Parks and Recreation Department initiates, develops, and administers recreational programs for Merriam residents and non-residents. The Community Center facility houses the majority of recreational classes, programs and special events. It also serves as a home for several social service programs administered by Johnson County.

### **Mission**

To provide and maintain facilities and programs that promote the health and wellness of the citizens of Merriam; to provide safe and attractive places to play; to provide opportunities to educate, protect, and enrich young people.

### **Department Highlights**

- Planned and coordinated 25 City-wide special events including: Turkey Creek Festival, three Party in Your Park events, celebration of National Parks and Recreation Month, Dad and Daughter Princess Ball, Brunch with the Bunny, Halloween Happenings, Mania in Merriam and Breakfast with Santa.
- Planned and coordinated 9 art exhibitions with attendance of approximately 1,450. Exhibitions included a national juried show with the Heartland Exhibit, a world-wide traveling exhibit featuring youth murals illustrating the world's unique cultures and peace through understanding, and a Kansas City metropolitan area high school show. To date 11 works of art have been sold.
- Celebrated 25 years of City operation of the Irene B. French Community Center with free classes and programs during a week-long anniversary event.
- Replaced the aging Chatlain Park Playground with a new Berliner Jupiter, Palmetto Swing and O'Tannenbaum play structure with new poured-in-place safety surfacing.
- Replaced the aging swing and safety surface at Vavra Park with a new Landscape Structures swing to match the playground equipment installed in 2012 with matching poured-in-place safety surfacing.
- Coordinated the renovation and expansion of the Tim Murphy Art Gallery to include the space formerly utilized by Historic Merriam. The renovation included restoration of the original 1911 hardwood flooring, replacement of the acoustic wall covering, addition of track lighting and window coverings in the new space, and purchase of 5 high-top bar tables to create a reception area.
- Phase 2 of 3 completed in the transformation of "Campbell Room" to an improved fitness center. This phase included purchase of new strength equipment and relocation of fitness center into new space.
- Increased promotion of department activities using daily posts to social media, primarily Facebook with followers increasing 30% through the course of the year.
- Coordinated a two day artist workshop taught by the Heartland Exhibition juror.
- Implemented a weekly drop-in painting opportunity for artists to socialize and paint every Friday in the gallery.
- Facilitated adoption of Brown Memorial Park and Campbell Park through the Adopt-A-Park program.
- Facilitated park improvements including: grills at Chatlain, Campbell and Brown Parks; new sign cabinet at Brown Park; benches along the Streamway Trail; creation of new picnic areas at Chatlain and Brown Parks.

## General Fund Department: Culture and Recreation

### Goals and Objectives Performance Measures

Department Goal: Improve our neighborhoods through investment in our parks

Citywide Goal Supported: Community Development

*Objective:* Revive Adopt-A-Park program; adopt out sections of Streamway Trail for improved maintenance.

*Objective:* Develop a park improvement plan for neighborhood parks to improve experiences of users and assist in maintaining property value of neighborhoods.

*Objective:* Develop a plan to implement portions of park master plans for Brown and Waterfall Park.

*Objective:* Replace and upgrade existing park signage identifying the name of park.

Department Goal: Deliver quality Parks and Recreation activities and programs in an efficient manner

Citywide Goal Supported: Administrative Focus

*Objective:* Evaluate the gymnasium schedule to provide consistent open gym time to patrons to increase the use of gymnasium.

*Objective:* Promote on-line registration of programs.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Daily Visits (fitness, gym, game)/ % increase (increase)	10,069/ (13.1%)	9,361/ (7.0%)	10,100/ 7.9%	10,500/ 4.0%
Outdoor Special Event Attendance/ % increase (increase)	11,537/ (23.5%)	15,606/ 35.3%	17,821/ 14.2%	20,000/ 12.2%
*Senior Program Attendance/ % increase (decrease)	8,515/ (4.1%)	7,524/ (11.6%)	8,100/ 7.5%	8,450/ 4.3%
Youth Program Attendance/ % increase (decrease)	3,659/ 9.4%	2,266/ (38.0%)	1,970/ (13.1)%	1,970/ 0.0%
Adult Program Attendance/ % increase (decrease)	3,674/ 19.4%	3,367/ (8.4%)	3,300/ 0.0%	3,300/ 0.0%
Art Gallery Attendance/ % increase (decrease)	1,306/ (7.4%)	1,310/ (0.0%)	1,450/ 11.5%	1,500/ 3.4%
Room /Gym Rentals/ % increase (increase)	719/ (0.1%)	898/ 24.9%	1,050/ 16.9%	1,100/ 4.8%
Pavilion Rentals/ % increase (decrease)	81/ 3.8%	68/ (16.0%)	75/ 10.3%	75/ 0.0%
Soccer Field Hourly Rentals/ % increase (decrease)	307/ 2261.5%	124/ (59.6%)	140/ 12.9%	140/ 0.0%

\*Includes JCPRD nutrition, flexercise, Merriam seniors

Department Goal: Enhance citizen engagement in Parks and Recreation activities and programs

Citywide Goal Supported: Citizen Advocacy

*Objective:* Utilize social media marketing and other media to increase the number of participants in recreation programs.

*Objective:* Continue evaluations for all recreational/educational programs to gain insight on areas for improvement.

Department Goal: Master Plan for the City's Community Center and Aquatic Center

Citywide Goal Supported: Sustainable Planning

*Objective:* Utilizing the information from the 2014 mechanical and structural evaluation, create a steering committee to help guide staff in the next step of creating a master plan for these facilities.

*Objective:* Conduct a recreational needs assessment and evaluate options for renovation and improvements to the Community Center.

*This page intentionally blank*

**General Fund Department: Aquatic Center**

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character</b>				
Personal Services	\$ 189,483	\$ 236,678	\$ 246,840	73%
Contractual Services	61,870	62,510	61,810	18%
Commodities	40,117	44,200	30,415	9%
<b>Department Total</b>	<b>\$ 291,470</b>	<b>\$ 343,388</b>	<b>\$ 339,065</b>	100%

**Authorized Positions**

Seasonal Positions	10.66	10.66	10.66
<b>Department Total</b>	<b>10.66</b>	<b>10.66</b>	<b>10.66</b>

**Classifications**

Pool Manager	0.24	0.24	0.24
Assistant Pool Manager	0.20	0.20	0.20
Swim Coach	0.29	0.29	0.29
Pool Supervisor	0.33	0.33	0.33
Lifeguard/Head Lifeguard	5.21	5.21	5.21
Cashier/Concession/Deck Attendant	4.00	4.00	4.00
Concession Stand Supervisor	0.26	0.26	0.26
Maintenance Worker I	0.13	0.13	0.13
<b>Department Total</b>	<b>10.66</b>	<b>10.66</b>	<b>10.66</b>

## ***General Fund Department: Aquatic Center***

### ***Program Description***

The Parks and Recreation Department initiates, develops, and administers summer aquatic programs. The aquatic center facility houses the recreational, instructional, and competitive aquatic programs for the City.

### ***Mission***

To provide quality aquatic programs in an attractive, safe, well-maintained facility that will foster an enjoyable atmosphere for the constructive use of leisure time.

### ***Department Highlights***

- Coordinated the Superpass cooperative membership with five other Johnson County city pools which allows members to visit pools participating in the program.
- Hosted two special City-wide events (Pool Party Palooza and Pooch Paddle), three swim meets and three dive meets.
- Provided free memberships to retired City employees.
- Provided a successful swim lesson program with 110 children participating in six different skill levels.
- Expanded private lessons to 17, with no vacancies for the season.
- Coordinated the registration and logistics of Merriam Dolphins Swim and Dive Team as a department program versus a parent/board-operated program.
- Implemented an electronic report of daily revenues to eliminate manual data entry into financial software system.
- Implemented employee time clock and scheduling software.
- Restructured staffing in concession area to mirror times of peak attendance and reduce costs.
- Implemented the Palintest kit for water quality analysis providing a more accurate measure of chlorine and pH chemistry.
- Upgraded and replaced all signs at pool to meet ADA standards.
- Installed hand rail from the top of stair case leading down to the pump house to improve employee safety.
- Replaced two shade awnings on the south side of the concession area, reconditioned 25 deck chairs, replaced 25 meter lane line reel, and replaced slide awnings.
- Coordinated concrete repairs in pool guttering and basin.

## General Fund Department: Aquatic Center

### Goals and Objectives Performance Measures

Department Goal: Deliver quality Aquatic Center activities and programs in an efficient manner  
Citywide Goal Supported: Administrative Focus

*Objective:* Oversee the maintenance and safety of the aquatic center facilities to comply with all national and local aquatic safety and environmental codes.

*Objective:* Prepare staff for safe operation of aquatic center through pre-season and in-service training and lifeguard certification.

*Objective:* Increase the sale of season passes, daily fee revenues, concession sales, swim lessons, and after-hours pool rentals with the use of comprehensive marketing plan.

*Objective:* Decrease expenditures in concession by evaluating staffing structures and commodity costs of concession supplies/products.

*Objective:* Maintain 100% inspection rating from Johnson County Health and Environmental Department.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Aquatic Center Attendance/ %increase/ (decrease)	20,376 N/A	20,375 0%	22,670 11.3%	23,500 3.7%
Attendance per Days Open	255	240	250	260
Johnson County Inspection Rating	100%	100%	100%	100%
Pool Rentals	19	20	21	20
Swim Lesson Enrollment/ %increase/(decrease)	112 N/A	139 24.1%	110 (20.9%)	120 9.0%
Swim Team Enrollment/ %increase/(decrease)	72 N/A	65 (9.7%)	52 (20%)	50 (3.8%)

Department Goal: Encourage recycling efforts  
Citywide Goal Supported: Sustainable Planning

*Objective:* Continue recycling of concessions waste by providing appropriate receptacles for use by patrons.

Department Goal: Create a Master Plan for the City's Aquatic Center  
Citywide Goal Supported: Sustainable Planning

*Objective:* Utilizing the information from the 2014 aquatic center evaluation, create a steering committee to help guide staff in the next step of creating a master plan for the Aquatic Center.

*Objective:* Conduct a recreational needs assessment and evaluate options for renovation and improvements to the Aquatic Center.

*This page intentionally blank*

## ***General Fund Department: Community Development***

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2016 Budget
<b>Summary by Character</b>				
Personal Services	\$ 471,042	\$ 612,218	\$ 668,425	89%
Contractual Services	78,616	67,207	74,895	10%
Commodities	5,898	6,985	8,560	1%
<b>Department Total</b>	<b>\$ 555,556</b>	<b>\$ 686,410</b>	<b>\$ 751,880</b>	<b>100%</b>

---

### **Authorized Positions**

Full-time Positions	7.00	7.00	7.00
Part-time Positions	0.50	-	-
<b>Department Total</b>	<b>7.50</b>	<b>7.00</b>	<b>7.00</b>

---

### **Classifications**

Community Development Director	1.00	1.00	1.00
Building Inspector/Official	1.00	1.00	1.00
Neighborhood Services Manager	1.00	1.00	1.00
Code Compliance Officer	2.00	2.00	2.00
Planner I	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Management Intern	0.50	-	-
<b>Department Total</b>	<b>7.50</b>	<b>7.00</b>	<b>7.00</b>

## ***General Fund Department: Community Development***

### ***Program Description***

The Community Development Department works to ensure orderly progress through administration of the Comprehensive Planning, Zoning, and Subdivision review processes. The administration includes reviewing site plans and re-zoning requests, writing staff reports, and presenting the information to the Planning Commission and City Council. This department enforces the City's construction codes through a systematic plan review and inspection program. The department is also responsible for the City's codes compliance through a program of systematic and by-complaint inspections of properties in the City. The department administers the Rental Housing Inspection and Licensing Program including apartment and multi-family complexes. Department staff provides support and assistance to the Planning Commission, Board of Zoning Appeals, Board of Structural Appeals, and City Departments, in addition to providing assistance to the general public and citizens as needed.

### ***Mission***

Improve physical conditions in the community through effective administration of planning, zoning, subdivision, building inspection, and code compliance programs.

### ***Department Highlights***

- Processed 25 planning related applications that include site development plans, preliminary and final development plans, changes of zoning, plats, etc.
- Pursued an estimated 1,900 individual code violations resulting in an estimated 2,300 inspections. The elevated number of violations and inspections was a result of enforcement of the City's solid waste container ordinance.
- Issued an estimated 300 construction permits with a total estimated building valuation of \$45,000,000.
- Renewed 336 landlord licenses, issued 16 new rental licenses, and performed approximately 300 rental inspections.
- Facilitated the approval of building plans for Karin I-35 Medical Office Building, Taco Bell, Jimmy John's, Mattress Firm, Shawnee Mission Medical Center, Timber Ridge, and a number of exterior and interior remodeling projects.
- Presented the Shawnee Mission Parkway Corridor Plan at the Kansas, Missouri and Quad-State planning conferences.
- Conducted final inspections of new businesses and issued Certificates of Occupancy for Jimmy Johns, Mattress Firm, Taco Bell, Hobby Lobby, and tenant finishes and remodels.
- Implemented an initiative to increase personal contact with citizens by Code Enforcement Officers.
- Obtained resident's compliance with the City's revised solid waste container storage requirements.

## General Fund Department: Community Development

### Goals and Objectives Performance Measures

Department Goal: Enforce City codes fairly to improve physical conditions in the community

Citywide Goal Supported: Code Enforcement

*Objective:* Enforce City codes uniformly and fairly. Achieve closure of 85% of code cases within 30 days.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Rental Licenses Issued (New & Renewal)	296	336	340	340
% Solid Waste Container Storage Compliance by Residents	N/A	N/A	100%	100%
Code Enforcement Violations (estimated)	640	710	1,890*	1,500
% of Cases Closed Within 30 Days	85%	90%	85%*	85%
% of Trial Cases Won in Municipal Court	100%	100%	93%	100%

\*These numbers reflect the initial enforcement of solid waste container screening requirements.

Department Goal: Establish methods to measure progress toward reduced code violations

Citywide Goal Supported: Code Enforcement

*Objective:* Purchase and implement Community Development tracking software to assist with code enforcement activities.

Department Goal: Enhance citizen engagement with the City

Citywide Goal Supported: Citizen Advocacy

*Objective:* Utilize new Community Development tracking software to provide information to citizens regarding code enforcement activities.

*Objective:* Continue supporting the city's website has a tool for citizens to use to submit code concerns.

*Objective:* Continue Code Enforcement Officers working during the evening hours for the purpose of increasing the amount of personal contact with residents.

Department Goal: Promote and stimulate quality development to enhance our economic base

Citywide Goal Supported: Economic Development

*Objective:* Facilitate the appropriate development of Timber Ridge, Merriam Village, Shawnee Mission Medical Center, old West Antioch Elementary School site, downtown Merriam, and the Sears/K-Mart site.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
% of Plans Reviewed Within 14 Days	90%	90%	90%	90%

*This page intentionally blank*

## ***Capital Improvement Fund: Capital Improvement Administration***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2016 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 256,372	\$ 240,200	\$ 250,865	81%
Contractual Services	8,401	55,370	56,100	18%
Commodities	2,882	6,350	3,400	1%
<b>Department Total</b>	<b>\$ 267,655</b>	<b>\$ 301,920</b>	<b>\$ 310,365</b>	<b>100%</b>
<b>Authorized Positions</b>				
Full-time Positions	2.00	2.00	2.00	
Part-time Positions	0.40	0.40	0.40	
<b>Department Total</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	
<b>Classifications</b>				
City Engineer/CIP Director	1.00	1.00	1.00	
Construction Inspector	1.00	1.00	1.00	
Administrative Assistant	0.40	0.40	0.40	
<b>Department Total</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	

## ***Capital Improvement Fund: Capital Improvement Program Administration***

### ***Program Description***

The Capital Improvement Program (CIP) Department works to identify infrastructure improvement needs and to systematically plan, schedule, manage, monitor and finance capital projects to ensure cost-effectiveness within established policies. The CIP reflects a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets. Department staff provides conceptual and technical assistance to allow the City Council to prioritize numerous projects and allocate them in future years within forecasted revenue streams. Department staff serves as liaison for engineering needs for all City departments.

### ***Mission***

Improve quality of life in the community through the effective administration and implementation of a comprehensive capital improvement program.

### ***Department Highlights***

- Conducted request for qualifications process for City Engineer with BHC-Rhodes Engineering receiving the appointment as consulting engineer for the City.
- Completed 75<sup>th</sup> Street Improvement between E. Frontage Road and Switzer, a joint project with City of Overland Park.
- Attended USACE Civil Works Review Board meeting in Washington D.C. for Upper Turkey Creek Project. Project was approved for consideration of federal funding for construction.
- Completed construction of Residential Street Group IV, 55<sup>th</sup> Street Drainage/Safety Improvements and Merriam Pointe Roundabout Rehabilitation.
- Began construction of Meyer Creek Improvements from Switzer Avenue to downstream past 70<sup>th</sup> Terrace. Project includes Sherwood Forest Slope Repair and Improvements to Connell Drive.
- Assisted Public Works in securing Johnson County Assisted Roadway System (CARS) funding for Antioch Road -67<sup>th</sup> to Johnson Drive.
- Began engineering design for Shawnee Mission Pkwy Bridge over BNSF Railroad rehabilitation.
- Began engineering design for Farley Road Improvements.
- Converted SMAC-approved Antioch Gardens Creek Project to a CARS project for Antioch Road – 67<sup>th</sup> to Johnson Drive.
- Created an e-mail distribution list to facilitate better communication to residents affected by capital projects.

# Capital Improvement Fund: Capital Improvement Program Administration

## Goals and Objectives Performance Measures

Department Goal: Program CIP based on a logical priority system that considers needs and available funding.  
Citywide Goal Supported: Community Development

*Objective:* Continue program development of projects.  
*Objective:* Continue support for USACE Upper Turkey Creek Project.

Department Goal: Deliver quality projects in an efficient manner  
Citywide Goal Supported: Administrative Focus

*Objective:* Continue taking programmed projects through a public process, design, and construction to meet the Five-year Capital Improvement Plan schedule.  
*Objective:* Ensure high quality projects through a detailed and comprehensive construction inspection process.  
*Objective:* Effectively manage all projects to achieve substantial completion  
*Objective:* Provide monthly updates regarding actual versus budgeted expenditures of capital improvement projects.  
*Objective:* Effectively administer contracts for design and construction services for all projects.

<i>Indicator</i>	<i>Actual 2013</i>	<i>Actual 2014</i>	<i>Projected 2015</i>	<i>Target 2016</i>
Number of Projects Managed	21	20	20	20
% of CIP Project Expenditures Funded by Grants	57%	35%	39.5%	35%
CIP Administration Expenditures as a % of CIP Project Expenditures	3.51%	3.07%	4.00%	4.00%

Department Goal: Enhance engagement with affected property owners on all projects  
Citywide Goal Supported: Citizen Advocacy

*Objective:* Provide clear expectations to affected property owners regarding capital improvement projects.  
*Objective:* Negotiate all required easements and private property impacts in a uniform and equitable manner, without the use of eminent domain.  
*Objective:* Provide timely project updates to residents that enhance communication and understanding.

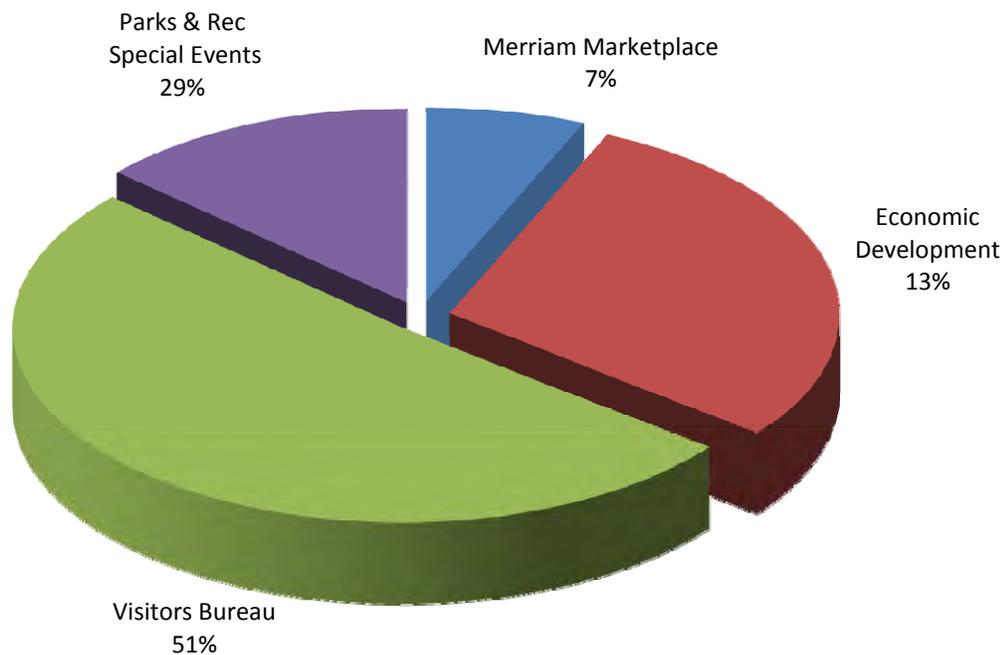
Department Goal: Promote and stimulate quality development to enhance the City's economic base  
Citywide Goal Supported: Economic Development

*Objective:* Promote redevelopment and new development within Merriam by improving and enhancing public infrastructure.

## Transient Guest Tax Fund Summary by Department

Department	2014 Actual	2015 Budget	2015 Estimated	2016 Budget	% Increase Over 2015 Estimated
Merriam Marketplace	\$28,585	\$32,437	\$32,437	\$36,884	13.71%
Parks & Rec Special Events	143,391	157,590	157,590	160,549	1.88%
Visitors Bureau	177,871	276,485	276,485	284,039	2.73%
Economic Development	62,669	104,600	72,500	74,300	2.48%
Contingencies & Transfers	78,044	0	20,000	0	-100.00%
<b>TOTAL</b>	<b>\$490,560</b>	<b>\$571,112</b>	<b>\$559,012</b>	<b>\$555,772</b>	<b>-0.58%</b>

## Transient Guest Tax Fund Budget by Department



## Transient Guest Tax Fund - Department by Character

Expenditures	Actual 2014	Budget 2015	Estimated 2015	Budget 2016	Increase over 15 Est
<b>Visitors Bureau</b>					
Personal Services	\$ 122,650	\$ 183,850	\$ 183,850	\$ 185,104	0.68%
Contractual Services	53,569	89,835	89,835	97,235	8.24%
Commodities	1,652	2,800	2,800	1,700	-39.29%
<b>Total</b>	<b>177,871</b>	<b>276,485</b>	<b>276,485</b>	<b>284,039</b>	<b>2.73%</b>
<b>Special Events</b>					
Personal Services	73,137	78,400	78,400	78,649	0.32%
Commodities	4,988	5,000	5,000	5,000	0.00%
Health and Welfare	65,266	74,190	74,190	76,900	3.65%
<b>Total</b>	<b>143,391</b>	<b>157,590</b>	<b>157,590</b>	<b>160,549</b>	<b>1.88%</b>
<b>Marketplace</b>					
Personal Services	4,633	4,792	4,792	4,869	1.61%
Contractual Services	22,459	26,720	26,720	30,840	15.42%
Commodities	1,493	925	925	1,175	27.03%
<b>Total</b>	<b>28,585</b>	<b>32,437</b>	<b>32,437</b>	<b>36,884</b>	<b>13.71%</b>
<b>Economic Development</b>					
Personal Services	50,000	50,000	50,000	50,000	0.00%
Contractual	12,669	54,600	22,500	24,300	8.00%
<b>Total</b>	<b>62,669</b>	<b>104,600</b>	<b>72,500</b>	<b>74,300</b>	<b>2.48%</b>
<b>Interfund Transfers</b>	75,000	-	-	-	n/a
<b>Contingency Usage</b>	3,044	-	20,000	-	-100.00%
<b>Total All Departments</b>	<b>\$ 490,560</b>	<b>\$ 571,112</b>	<b>\$ 559,012</b>	<b>\$ 555,772</b>	<b>-0.58%</b>

Expenditures	Actual 2014	Budget 2015	Estimated 2015	Budget 2016	Increase over 15 Est
Personal Services	\$ 250,420	\$ 317,042	\$ 317,042	\$ 318,622	0.50%
Contractual Services	88,697	171,155	139,055	152,375	9.58%
Commodities	8,133	8,725	8,725	7,875	-9.74%
Health and Welfare	65,266	74,190	74,190	76,900	3.65%
Interfund Transfers	75,000	-	-	-	n/a
Contingency Usage	3,044	-	20,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 490,560</b>	<b>\$ 571,112</b>	<b>\$ 559,012</b>	<b>\$ 555,772</b>	<b>-0.58%</b>

*This page intentionally blank*

***Transient Guest Tax Fund Department: Merriam Marketplace***

---

	Actual 2014	Estimated 2015	Budget 2016	% of Total 2015 Budget
<b>Summary by Character</b>				
Personal Services	\$ 4,633	\$ 4,792	\$ 4,869	13%
Contractual Services	22,459	26,720	30,840	84%
Commodities	1,493	925	1,175	3%
<b>Department Total</b>	<b>\$ 28,585</b>	<b>\$ 32,437</b>	<b>\$ 36,884</b>	<b>100%</b>

**Authorized Positions**

Seasonal Positions	0.32	0.32	0.32
<b>Department Total</b>	<b>0.32</b>	<b>0.32</b>	<b>0.32</b>

**Classifications**

Marketplace Supervisor	0.32	0.32	0.32
<b>Department Total</b>	<b>0.32</b>	<b>0.32</b>	<b>0.32</b>

## ***Transient Guest Tax Fund Department: Merriam Marketplace***

### ***Program Description***

The Merriam Marketplace is an outdoor facility that provides seasonal vendor space for sales of fresh produce; home baked goods, arts, and crafts and hosts several large special events throughout the year. It is owned and operated by the City of Merriam.

### ***Mission***

To facilitate a community gathering place while promoting the historic downtown area. Provide a venue for community special events.

### ***Department Highlights***

- Coordinated Farmers' Market operation for a 24-week Saturday session and a 13-week Wednesday evening session.
- Hosted 23 different entertainment performances and four chef demonstrations during the market season.
- Marketing strategy included billboard on Johnson Drive and I-35, advertisements in the Shawnee Dispatch, Kansas City Star, Kansas Travel Guide and a three month internet add with Prairie Village Post.
- Coordinated promotional items including reusable shopping bag on opening day and a season long attendance promotion. The promotion encouraged return trips to the market with attendees earning an entry into the drawing every week they attended the market.
- Facebook presence grew from 496 followers at the beginning of the season to 742 followers, an increase of 246, or 50%. Other insights provided by Facebook include total reach of posts. Posts on Saturday had the greatest reach with a season high reach achieved on June 27 with the post reaching 2,046.
- Hosted the annual Turkey Creek Car and Motorcycle Show with attendance of 250+ registered entries and 4,600+ spectators.
- Hosted events including: the annual garage sale, one cruise night, three Summer Sundays, Funday-Sunday, Food Truck Tuesday, Halloween Happenings, and Sundown with Santa/Mayor's Christmas Tree Lighting ceremony.
- Coordinated Marketplace operations in conjunction with Flags 4 Freedom community event.
- Recruited vendors and sold out all Saturday season vendor stalls.
- Coordinated six outside rentals.
- Facilitated maintenance including replacement of pole banners for the street, replacement of the drinking fountain, and masonry repair.
- Hosted a piano from the "Pianos on Parade" event which celebrated 100 years of music instruction excellence in Kansas City. The piano, decorated by local artist Lisa McElwee, featured a Farmers' Market "I Spy" theme. The goal of the event was to turn community sidewalks, storefronts and parks into piano concert halls.

## Transient Guest Tax Fund Department: Merriam Marketplace

### Goals and Objectives Performance Measures

Department Goal: Operate and utilize the Merriam Marketplace in an efficient manner

Citywide Goal Supported: Administrative Focus

*Objective:* Increase Farmers' Market visitor and vendor attendance.

*Objective:* Increase public awareness of Farmers' Market through use of social media marketing, radio, outdoor billboard and various print media advertising.

*Objective:* Increase rental of Marketplace facility by outside groups.

<b>Indicator</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Target 2016</b>
Saturday Average Vendor Spaces Rented/Week	26	25	26	26
Saturday Average Shopper Attendance/Week	686	680	690	680
Wednesday Average Vendor Spaces Rented/Week	N/A	12	15	10
Wednesday Average Shopper Attendance/Week	N/A	130	140	150

Department Goal: Enhance citizen engagement in Merriam Marketplace activities and programs

Citywide Goal Supported: Citizen Advocacy

*Objective:* Implement survey to evaluate effectiveness of Marketplace advertising.

Department Goal: Enhance the City's economic base by promoting use of Merriam Marketplace

Citywide Goal Supported: Economic Development

*Objective:* Provide weekly entertainment and chef demonstrations.

*Objective:* Enhance special event schedule to incorporate the use of the Marketplace for unique special event opportunities. Continue to evaluate and enhance current special events as they occur.

<b>Indicator</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Target 2016</b>
Saturday Market Total Season Shoppers	16,461	16,290	16,500	16,300
Wednesday Market Total Season Shoppers	N/A	1,695	1,750	1,950
Number of Special Events	5	9	9	10
Special Event Attendance/ % increase (decrease)	4,625/ 224.6%	7,100/ 53.5%	7,500/ 5.6%	12,500 66.7%
Marketplace Rentals	4	3	6	8

*This page intentionally blank*

***Transient Guest Tax Fund Department: Visitors Bureau/Eco Dev***

---

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Budget 2016</b>	<b>% of Total 2016 Budget</b>
<b>Summary by Character - Visitors Bureau</b>				
Personal Services	\$ 122,650	\$ 183,850	\$ 185,104	65%
Contractual Services	53,569	89,835	97,235	34%
Commodities	1,652	2,800	1,700	1%
<b>Department Total</b>	<b>\$ 177,871</b>	<b>\$ 276,485</b>	<b>\$ 284,039</b>	<b>100%</b>

---

**Summary by Character - Economic Development**

Personal Services	\$ 50,000	\$ 50,000	\$ 50,000	67%
Contractual Services	12,669	22,500	24,300	33%
<b>Department Total</b>	<b>\$ 62,669</b>	<b>\$ 72,500</b>	<b>\$ 74,300</b>	<b>100%</b>

---

**Authorized Positions**

Full time positions	2.00	2.00	2.00
<b>Department Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

---

**Classifications**

Visitors Bureau Director	1.00	1.00	1.00
Communication Specialist	1.00	1.00	1.00
<b>Department Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Transient Guest Tax Fund**  
**Department: Visitors Bureau/Economic Development**

**Program Description**

The Merriam Convention & Visitors Bureau (CVB) or “Merriam Visitors Bureau” is the official destination marketing/management organization for the City. The CVB’s responsibility is to create marketing messages designed to encourage visitation and overnight travel in Merriam which yields increased visitor spending. These efforts include marketing (advertising messages, partner collaboration), sales (tradeshows, presentations, lead generation, bid response, referrals) and service (site visits, city tours, hotel contract negotiation, follow-up, guest goodie bags).

**Mission**

To position tourism as a solid economic generator for the City of Merriam by actively marketing the community as a day trip and overnight visitor destination in the Kansas City region.

**Department Highlights**

- Hosted a record-breaking 863 group tour attendees visiting well-known tour stops unique to Merriam.
- Provided shuttle service for 124 people from Merriam hotels to the Sprint Center during the “March Madness” Big 12 Championships.
- Sponsored seasonal promotions for walk-in visitors and residents including the Passport to Summer Fun which featured six passport locations each providing a stamp and special activity for kids. Completed passports were entered into a drawing for a prize basket of donations from passport locations, local hotels and CVB partners.
- Hired new Graphic Artist/Communications Specialist to oversee redesign of Merriam promotional pieces, (most recognizably the Merriam Highlights) connecting graphic appeal and consistent branding to all of Merriam’s visual materials.
- Hosted two successful convention showcases with neighboring bureaus: American Bus Association and Missouri Bank Travel. Both events were ranked high in attendee evaluations and have yielded new leads for groups considering Merriam in the future.
- Assisted 600 walk-in visitors to Merriam Historic Plaza, yielded 2,035 social media fans, and distributed 16,000 Merriam visitor guides.

**Goals and Objectives / Performance Measures**

Department Goal: Serve as a connector between hotels and visitors through marketing, sales and service to drive visitation (new and repeat) to Merriam.

Citywide Goal Supported: Economic Development

*Objective:* Plan for 10-year anniversary promotions at Merriam Historic Plaza culminating in a September event.

*Objective:* Design new Visitors Bureau website to allow staff content management and enhanced user features.

*Objective:* Redesign meeting and group planning guides for online access to increase potential bookings.

*Objective:* Facilitate education of and collaboration with businesses, individuals and other tourism partners to extend Merriam’s marketing reach through regional campaigns and cooperative events (Tourism week; Shop Merriam IKEA customer promotions, guest presentations, hotel hospitality forums, etc).

<b>Indicator</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Target 2016</b>
Group Tour Participants	724	863	900	950
Tradeshows / Leads Obtained	4/ 2,869 (state fair)	3 /126	4 / 800 (ABA Conv.)	4 / 250
Marketing Impressions	2.68 million	2.7 million	2.5 million	2.8 million
Hotel Occupancy / Avg. Daily Rate	58.0% \$63.47	68.2% \$62.23	65% \$64.00	66.10% \$65.00

*This page intentionally blank*

CITY OF MERRIAM, KANSAS

# BUDGET BY LINE ITEM

ANNUAL BUDGET  
2016



Play equipment and safety surfaces in our City's parks are reviewed and inspected annually according to the City's master plan. Chatlain Park, in central Merriam, was the latest to receive improvements including playground equipment and safety surfacing installed in 2014.

*This page intentionally blank*

## General Fund Budget by Line Item: City Council

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 54,243	\$ 52,466	\$ 54,650
Benefits	6,412	5,812	7,112
<b>Total</b>	<b>60,655</b>	<b>58,278</b>	<b>61,762</b>
<b>Contractual Services</b>			
Conferences and Seminars	1,435	2,655	2,655
Dues and Subscriptions	460	415	460
Travel Expenses	1,865	4,850	5,390
Other Contractual	-	4,560	4,560
<b>Total</b>	<b>3,760</b>	<b>12,480</b>	<b>13,065</b>
<b>Commodities</b>			
Reception and Meals	2,477	2,700	2,700
<b>Total</b>	<b>2,477</b>	<b>2,700</b>	<b>2,700</b>
<b>Department Total</b>	<b>\$ 66,892</b>	<b>\$ 73,458</b>	<b>\$ 77,527</b>

## General Fund Budget by Line Item: Administration

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 589,334	\$ 610,582	\$ 636,149
Benefits	240,668	283,800	293,603
<b>Total</b>	<b>830,002</b>	<b>894,382</b>	<b>929,752</b>
<b>Contractual Services</b>			
Audit Expenses	21,440	20,890	24,346
Equipment Rental and Maintenance	-	1,475	775
Education and Training	8,632	9,996	10,115
Communications	790	1,080	1,080
Travel Expenses	5,645	6,921	4,309
Other Contractual	-	-	3,000
<b>Total</b>	<b>36,507</b>	<b>40,362</b>	<b>43,625</b>
<b>Commodities</b>			
Office Supplies	-	-	-
Reception and Meals	114	150	150
Other Commodities	2,487	5,925	3,625
<b>Total</b>	<b>2,601</b>	<b>6,075</b>	<b>3,775</b>
<b>Department Total</b>	<b>\$ 869,110</b>	<b>\$ 940,819</b>	<b>\$ 977,152</b>

## General Fund Budget by Line Item: Municipal Court

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 82,981	\$ 109,865	\$ 112,992
Benefits	34,716	53,052	52,061
<b>Total</b>	<b>117,697</b>	<b>162,917</b>	<b>165,053</b>
<b>Contractual Services</b>			
Judge Pro Tem	85	250	250
Municipal Judge	41,407	41,407	43,480
Prosecutor	41,407	41,407	43,480
Court Appointed Attorneys	6,936	11,500	9,500
District Court Appeals	2,601	2,000	2,000
Professional/Technical Services	6,844	7,050	7,050
Prisoner Care	23,450	24,500	25,000
Equipment Rental and Maintenance	1,103	1,250	1,550
Education and Training	340	550	925
Dues and Subscriptions	125	350	350
Communications	889	1,000	1,000
Printing & Publication	1,423	1,875	1,875
Travel Expenses	1,343	645	1,710
Other Contractual	40	500	10,000
<b>Total</b>	<b>127,993</b>	<b>134,284</b>	<b>148,170</b>
<b>Commodities</b>			
Office Supplies	1,860	3,000	2,750
Other Commodities	833	1,200	1,200
<b>Total</b>	<b>2,693</b>	<b>4,200</b>	<b>3,950</b>
<b>Department Total</b>	<b>\$ 248,383</b>	<b>\$ 301,401</b>	<b>\$ 317,173</b>

## General Fund Budget by Line Item: General Overhead

	Actual 2014	Estimated 2015	Budget 2016
<b>Employee Benefits</b>			
Employee Assistance Program	\$ 1,825	\$ 2,750	\$ 2,750
Plan Administration Fees	928	1,500	1,250
Other Employee Benefits	3,732	12,270	10,770
<b>Total</b>	<b>6,485</b>	<b>16,520</b>	<b>14,770</b>

<b>Contractual Services</b>			
Professional/Technical Services	44,339	63,400	67,000
Employment Advertising and Testing	28,278	30,500	31,000
Equipment Rental and Maintenance	32,338	65,682	67,082
Education and Training	995	750	750
Dues and Subscriptions	18,863	14,980	17,020
Postage	13,181	15,300	15,300
Printing & Publication	15,412	18,300	14,500
Utilities-Building	95,555	105,483	106,850
Street Light & Traffic Signal Electricity	117,277	129,583	136,600
Building and Grounds Maintenance	30,740	29,138	31,938
Street Light & Traffic Signal Maintenance	153,413	157,000	161,400
Operation Green Light	-	-	14,400
Special Assessment and Taxes	23,212	21,260	25,000
Insurance and Bond	120,076	129,010	145,000
Legal Services	84,268	86,285	91,285
Other Contractual	1,758	3,000	3,000
<b>Total</b>	<b>779,705</b>	<b>869,671</b>	<b>928,125</b>

<b>Commodities</b>			
Office Supplies	8,781	10,000	10,000
Reception and Meals	5,118	7,550	7,550
Other Commodities	5,866	7,800	7,800
<b>Total</b>	<b>19,765</b>	<b>25,350</b>	<b>25,350</b>

	Actual 2014	Estimated 2015	Budget 2016
<b>Health &amp; Welfare</b>			
Franchise Tax Rebate	4,454	5,000	5,000
Shawnee Mission Cares	-	-	5,000
Jo Co Human Resources	10,000	23,000	23,000
United Community Services	2,250	2,250	3,000
Johnson County HOME Program	8,000	8,000	8,000

<b>General Fund Budget by Line Item: General Overhead</b>			
<b>Total</b>	<b>24,704</b>	<b>38,250</b>	<b>44,000</b>
<b>Transfers</b>			
Transfer to Equipment Reserve	1,050,000	600,000	700,000
Transfer to Capital Improvement	3,737,910	3,908,225	3,969,305
<b>Total</b>	<b>4,887,910</b>	<b>4,508,225</b>	<b>4,669,305</b>
<b>Contingency</b>			
Equipment, Building, Emergency, etc...	125,624	125,000	-
<b>Total</b>	<b>125,624</b>	<b>125,000</b>	<b>-</b>
<b>Department Total</b>	<b>\$ 5,844,193</b>	<b>\$ 5,583,016</b>	<b>\$ 5,681,550</b>

## General Fund Budget by Line Item: Information Services

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 62,039	\$ 60,203	\$ 92,985
Benefits	29,735	30,753	44,046
<b>Total</b>	<b>91,774</b>	<b>90,956</b>	<b>137,031</b>
<b>Contractual Services</b>			
Computer Programming	6,748	41,250	31,250
Computer Services	8,281	10,000	10,000
Maintenance & Service Contracts	93,493	106,332	136,575
Education and Training	4,196	1,850	2,500
Communications	26,204	25,500	25,500
<b>Total</b>	<b>138,922</b>	<b>184,932</b>	<b>205,825</b>
<b>Commodities</b>			
Equipment & Software < \$5,000	31,702	29,804	74,245
<b>Total</b>	<b>31,702</b>	<b>29,804</b>	<b>74,245</b>
<b>Department Total</b>	<b>\$ 262,398</b>	<b>\$ 305,692</b>	<b>\$ 417,101</b>

## General Fund Budget by Line Item: Police

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 2,196,163	\$ 2,209,632	\$ 2,290,592
Benefits	926,795	1,053,810	1,097,730
<b>Total</b>	<b>3,122,958</b>	<b>3,263,442</b>	<b>3,388,322</b>
<b>Contractual Services</b>			
Employment Testing	-	300	-
Animal Care	10,947	11,000	14,000
Professional/Technical Services	2,872	4,400	4,700
Metro Squad	-	-	4,000
Utilities-Building	72,963	66,500	84,300
Building and Grounds Maintenance	27,461	25,000	25,000
Equipment Rental and Maintenance	18,820	22,500	25,000
Motor Vehicle Repair	14,450	15,000	15,000
Education and Training	12,052	11,900	11,900
Dues and Subscriptions	2,486	2,500	2,500
Communications	10,260	12,000	12,000
Printing & Publication	3,920	3,800	3,800
Travel Expenses	4,932	5,385	5,385
Other Contractual	9,499	9,000	12,000
<b>Total</b>	<b>190,662</b>	<b>189,285</b>	<b>219,585</b>
<b>Commodities</b>			
Office Supplies	8,083	8,400	8,400
Investigation & Crime Prevention Supplies	2,826	3,300	3,300
Ammunition	5,876	15,000	20,000
Uniforms	16,404	15,000	15,000
Vehicle Supplies (Gas,Oil,Tires,etc.)	70,884	75,038	86,900
Reception and Meals	1,413	1,300	1,300
Protective Clothing	4,985	6,600	6,600
Vehicle Equipment	8,499	8,500	8,500
Investigation & Crime Prevention Equip.	4,534	4,600	4,600
Equipment < \$5,000	11,219	13,600	13,600
Other Commodities	3,074	5,000	5,000
<b>Total</b>	<b>137,797</b>	<b>156,338</b>	<b>173,200</b>
<b>Capital Outlay</b>			
Furniture & Equipment	6,167	6,200	6,200
<b>Total</b>	<b>6,167</b>	<b>6,200</b>	<b>6,200</b>
<b>Department Total</b>	<b>\$ 3,457,584</b>	<b>\$ 3,615,265</b>	<b>\$ 3,787,307</b>

## General Fund Budget by Line Item: Fire

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services *</b>			
Salaries	\$ 1,361,178	-	-
Benefits	632,106	-	-
<b>Total</b>	<b>1,993,284</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>			
Physical Examinations	-	-	10,450
Contractual Fire Services	17,995	2,076,255	2,075,462
Equipment Rental and Maintenance	8,237	21,900	17,200
Building and Grounds Maintenance	19,812	20,000	14,500
Motor Vehicle Repair	18,858	17,550	17,550
Education and Training	1,686	6,840	6,840
Dues and Subscriptions	656	555	805
Communications	1,741	2,400	2,400
Printing & Publication	220	-	-
Travel Expenses	3,932	505	505
Other Contractual	5,974	12,560	21,458
<b>Total</b>	<b>79,111</b>	<b>2,158,565</b>	<b>2,167,170</b>
<b>Commodities</b>			
Uniforms	8,258	10,000	10,000
Operating Supplies	5,921	5,600	9,500
Vehicle Supplies (Gas, Oil, Tires, etc.)	22,484	29,000	31,700
Communication/Radio Equipment	769	1,000	1,000
Protective Clothing	2,599	1,200	2,700
First Aid Supplies	71	1,500	1,500
Fire Prevention Supplies	196	1,000	1,000
Chemicals	1,133	2,300	1,700
Other Commodities	10,870	10,500	15,000
<b>Total</b>	<b>52,301</b>	<b>62,100</b>	<b>74,100</b>
<b>Department Total</b>	<b>\$ 2,124,696</b>	<b>\$ 2,220,665</b>	<b>\$ 2,241,270</b>

\* Personal Services are provided under contract with the City of Overland Park eff. 2015.

## General Fund Budget by Line Item: Public Works

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 1,019,359	\$ 1,058,115	\$ 1,138,333
Benefits	465,912	545,870	618,757
<b>Total</b>	<b>1,485,271</b>	<b>1,603,985</b>	<b>1,757,090</b>
<b>Contractual Services</b>			
City-Wide Cleanup	21,926	20,000	27,000
Tree Trimming	5,788	11,100	11,100
Contractual Weed Control/Mowing	11,901	12,000	12,200
Pavement Marking	2,185	10,000	10,000
Utilities-Building	46,422	52,213	54,184
Building and Grounds Maintenance	23,515	26,413	27,143
Equipment Rental and Maintenance	46,769	51,500	51,500
Motor Vehicle Repair	8,440	8,500	8,500
Traffic Signal Maintenance	20,004	20,000	40,000
Education and Training	5,796	9,345	11,460
Dues and Subscriptions	1,137	1,250	1,250
Communications	8,059	8,340	8,340
Printing & Publication	159	150	300
Travel Expenses	2,406	2,941	3,431
<b>Total</b>	<b>204,507</b>	<b>233,752</b>	<b>266,408</b>
<b>Commodities</b>			
Office Supplies	2,062	2,200	2,200
Uniforms	8,204	11,530	11,530
Shop Supplies	9,983	10,700	11,200
Chemicals	9,750	10,500	10,700
Paint Supplies	7,625	11,100	11,300
Vehicle Parts/Repairs	39,828	39,910	39,910
Vehicle Supplies (Gas,Oil,Tires,etc.)	89,012	93,360	99,700
Communication/Radio Equipment	83	500	500
Tools	13,416	14,025	14,025
Salt/Sand/Ice Control	62,059	70,100	70,100
Rock/Asphalt/Concrete	47,011	50,000	50,000
Landscape Supplies	24,262	25,800	25,800
Reforestation	-	-	10,000
Equipment < \$5,000	6,108	3,700	-
Operating Supplies	17,006	17,425	17,425
<b>Total</b>	<b>336,409</b>	<b>360,850</b>	<b>374,390</b>
<b>Department Total</b>	<b>\$ 2,026,187</b>	<b>\$ 2,198,587</b>	<b>\$ 2,397,888</b>

## General Fund Budget by Line Item: Culture & Recreation

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 352,982	\$ 374,593	\$ 383,010
Benefits	132,116	149,891	151,323
<b>Total</b>	<b>485,098</b>	<b>524,484</b>	<b>534,333</b>
<b>Contractual Services</b>			
League Services	-	725	-
Program Services	20,930	25,000	24,337
Utilities-Building	60,955	73,520	68,500
Building and Grounds Maintenance	36,961	32,954	32,050
Equipment Rental and Maintenance	13,518	15,550	13,604
Education and Training	2,743	4,075	2,800
Dues and Subscriptions	995	1,040	1,035
Communications	4,237	3,720	4,380
Printing & Publication	23,771	23,200	27,000
Travel Expenses	5,000	3,980	4,150
Other Contractual	12,032	13,080	13,695
<b>Total</b>	<b>181,142</b>	<b>196,844</b>	<b>191,551</b>
<b>Commodities</b>			
Office Supplies	2,477	3,200	2,800
Operating Supplies	8,101	10,668	10,770
Recreation Supplies	6,557	6,504	6,771
Other Commodities	3,986	18,270	11,040
<b>Total</b>	<b>21,121</b>	<b>38,642</b>	<b>31,381</b>
<b>Department Total</b>	<b>\$ 687,361</b>	<b>\$ 759,970</b>	<b>\$ 757,265</b>

## General Fund Budget by Line Item: Aquatic Center

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 169,824	\$ 211,588	\$ 222,170
Benefits	19,659	25,090	24,670
<b>Total</b>	<b>189,483</b>	<b>236,678</b>	<b>246,840</b>
<b>Contractual Services</b>			
Physical Examinations	-	-	-
Swimming Competitions	492	2,040	1,975
Utilities	37,519	40,660	41,395
Building and Grounds Maintenance	4,673	4,210	3,700
Pool & Equipment Maint. and Repair	7,825	3,950	3,110
Education and Training	1,876	2,875	2,755
Communications	198	225	225
Printing & Publication	190	200	200
Other Contractual	9,097	8,350	8,450
<b>Total</b>	<b>61,870</b>	<b>62,510</b>	<b>61,810</b>
<b>Commodities</b>			
Uniforms	3,995	4,050	3,500
Chemicals & Pool Supplies	26,627	28,600	17,650
Concession Supplies	6,559	9,200	7,050
Operating & Cleaning Supplies	2,936	2,350	2,215
<b>Total</b>	<b>40,117</b>	<b>44,200</b>	<b>30,415</b>
<b>Department Total</b>	<b>\$ 291,470</b>	<b>\$ 343,388</b>	<b>\$ 339,065</b>

**General Fund Budget by Line Item:  
Community Development**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 335,507	\$ 408,787	\$ 448,286
Benefits	135,535	203,431	220,139
<b>Total</b>	<b>471,042</b>	<b>612,218</b>	<b>668,425</b>
<b>Contractual Services</b>			
Professional/Technical Services	68,225	51,047	58,000
Equipment Rental and Maintenance	1,073	500	500
Education and Training	1,720	2,290	2,300
Dues and Subscriptions	1,091	1,615	2,390
Communications	691	1,000	1,000
Printing & Publication	166	1,450	850
Travel Expenses	2,452	3,555	4,105
Other Contractual	3,198	5,750	5,750
<b>Total</b>	<b>78,616</b>	<b>67,207</b>	<b>74,895</b>
<b>Commodities</b>			
Other Commodities	5,898	6,985	8,560
<b>Total</b>	<b>5,898</b>	<b>6,985</b>	<b>8,560</b>
<b>Department Total</b>	<b>\$ 555,556</b>	<b>\$ 686,410</b>	<b>\$ 751,880</b>

**Capital Improvements Fund Budget by Line Item:  
CIP Administration**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 187,692	\$ 172,000	\$ 179,188
Benefits	68,680	68,200	71,677
<b>Total</b>	<b>256,372</b>	<b>240,200</b>	<b>250,865</b>
<b>Contractual Services</b>			
Outsourced & Special Engineering	4,928	35,000	35,000
Biennial Bridge Inspections	-	10,000	10,000
Motor Vehicle Repair	-	500	500
Education and Training	440	2,420	3,060
Dues and Subscriptions	2,192	4,800	4,850
Communications	395	500	500
Travel Expenses	107	1,700	1,700
Other Contractual	339	450	490
<b>Total</b>	<b>8,401</b>	<b>55,370</b>	<b>56,100</b>
<b>Commodities</b>			
Office Supplies & other	1,179	900	1,000
Uniforms, Books, Other Supplies	-	-	400
Gasoline	1,703	1,850	2,000
Equipment <\$5,000	-	3,600	-
<b>Total</b>	<b>2,882</b>	<b>6,350</b>	<b>3,400</b>
<b>Department Total</b>	<b>\$ 267,655</b>	<b>\$ 301,920</b>	<b>\$ 310,365</b>

**Transient Guest Tax Fund Budget by Line Item:  
Merriam Marketplace**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 4,218	\$ 4,361	\$ 4,430
Benefits	415	431	439
<b>Total</b>	<b>4,633</b>	<b>4,792</b>	<b>4,869</b>
<b>Contractual Services</b>			
Utilities	5,646	9,270	8,720
Program Services	3,750	4,200	4,200
Building and Grounds Maintenance	4,801	4,700	7,900
Equipment Rental and Maintenance	748	450	1,700
Dues and Subscriptions	60	150	150
Communications	-	150	-
Conferences & Training	49	200	150
Advertising	7,094	7,200	7,470
Printing & Publication/Other	311	400	550
<b>Total</b>	<b>22,459</b>	<b>26,720</b>	<b>30,840</b>
<b>Commodities</b>			
Operating & Cleaning Supplies	1,493	925	1,175
<b>Total</b>	<b>1,493</b>	<b>925</b>	<b>1,175</b>
<b>Department Total</b>	<b>\$ 28,585</b>	<b>\$ 32,437</b>	<b>\$ 36,884</b>

**Transient Guest Tax Budget by Line Item:  
Parks & Recreation Special Events**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 52,850	\$ 54,628	\$ 55,117
Benefits	20,287	23,772	23,532
<b>Total</b>	<b>73,137</b>	<b>78,400</b>	<b>78,649</b>
<b>Health and Welfare (Community Events )</b>			
Turkey Creek Festival	34,719	36,880	37,315
Art Gallery and Shows	10,917	13,980	16,450
Party in the Park Event	3,211	4,005	4,060
Car Show at Merriam Marketplace	10,790	13,650	12,975
Aquatic Center Event, Holiday, other	1,395	1,500	1,500
Concert in the Park/Music in the Marketplace	4,234	4,175	4,600
<b>Total</b>	<b>65,266</b>	<b>74,190</b>	<b>76,900</b>
<b>Commodities</b>			
Banners	4,988	5,000	5,000
<b>Total</b>	<b>4,988</b>	<b>5,000</b>	<b>5,000</b>
<b>Department Total</b>	<b>\$ 143,391</b>	<b>\$ 157,590</b>	<b>\$ 160,549</b>

**Transient Guest Tax Budget by Line Item:  
Visitor's Bureau**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 82,034	\$ 116,389	\$ 123,188
Benefits	40,616	67,461	61,916
<b>Total</b>	<b>122,650</b>	<b>183,850</b>	<b>185,104</b>
<b>Contractual Services</b>			
Utilities	11,139	16,700	16,950
Advertising	21,003	26,850	28,750
Building Maintenance	9,976	23,050	18,950
Conferences	355	2,500	1,500
Travel Expenses	1,480	3,050	2,450
Dues and Subscriptions	3,200	3,535	3,535
Telephone and Communications	2,922	3,300	13,300
Custodial Services	2,222	2,800	2,800
Postage	197	2,500	2,500
Printing and Binding	786	5,000	6,000
Meeting Expenses	289	550	500
<b>Total</b>	<b>53,569</b>	<b>89,835</b>	<b>97,235</b>
<b>Commodities</b>			
Office and Cleaning Supplies	877	1,050	1,100
Equipment < \$5,000	761	1,500	600
Volunteer Supplies & Bureau Events	14	250	-
<b>Total</b>	<b>1,652</b>	<b>2,800</b>	<b>1,700</b>
<b>Department Total</b>	<b>\$ 177,871</b>	<b>\$ 276,485</b>	<b>\$ 284,039</b>

**Transient Guest Tax Budget by Line Item:  
Economic Development**

	Actual 2014	Estimated 2015	Budget 2016
<b>Personal Services</b>			
Salaries	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Contractual Services</b>			
Dues and Subscriptions	5,041	9,600	9,300
Marketing	7,628	12,900	15,000
<b>Total</b>	<b>12,669</b>	<b>22,500</b>	<b>24,300</b>
<b>Department Total</b>	<b>\$ 62,669</b>	<b>\$ 72,500</b>	<b>\$ 74,300</b>

*This page intentionally blank*

CITY OF MERRIAM, KANSAS

# CAPITAL IMPROVEMENT PROGRAM

ANNUAL BUDGET  
2016



The W. Frontage Road roundabout was redesigned to better accommodate traffic including large delivery trucks for nearby auto dealerships.

*This page intentionally blank*

# ***Capital Improvement Program***

## **Objectives and Goals of the Five Year Capital Improvement Plan**

Cities continually face the need to repair and replace worn out and antiquated facilities and infrastructure as well as to build new ones to keep pace with the level of citizen needs and community growth. In an effort to look beyond the year to year budgeting to determine what, when, and where future improvements are to be made, the Council adopts a Five Year Capital Improvement Plan. The plan is analyzed and updated on an annual basis. The plan helps the Council and City staff better prepare for the future needs of the community while ensuring that adequate resources are available to finance those needs. Without this long range planning, public improvements may be given the wrong priorities, be poorly located, or unrealistic due to lack of available financial resources.

In formulating a Five Year Capital Improvement Plan, it is necessary to forecast the funds available each year in the plan. The forecast is formulated based upon certain facts and educated assumptions based on prior year trends and data, as well as forecasted trends in construction inflation. The purpose of the forecast of available funds is to show that the City does not have unlimited funds for construction projects and that priorities must be set in order to keep within available resources. In most instances, funds are not available to finance all desired projects. With suggestions and input from City staff and the citizens of the community, the Council must undertake the task of prioritizing the numerous projects and allocating them to the future years as funds are available.

The following Capital Improvement Plan represents a schedule of major public improvement projects and expenditures for the next five years. The Capital Improvement Plan is not a capital improvement budget separate from the City's annual operating budget. Rather, the Capital Improvement Plan serves as a guide in assisting the City in developing the annual budget each year. The accompanying Five Year Capital Improvement Plan is the result of the Council's devoted study and deliberation of the City's capital improvement needs.

The City of Merriam defines "capital expenditures" as expenditures with a cost to place in service of greater than \$5,000. "Capital improvements" refer to infrastructure additions and improvements, rather than repairs. Typically capital improvements have a useful life of twenty years or more and a cost of greater than \$100,000.

## **Impact of Capital Improvement Projects on Operating Budget**

Maintenance of road and drainage improvements is an ongoing expense that is a normal part of the City's operating budget. Many of the road and drainage projects included in the plan are improvements to existing infrastructure. Each individual project description sheet that follows summarizes the anticipated impact of that project on the operating budget.

## Five Year Capital Improvement Program Highlights

The Capital Improvement Program Highlights summarize the facts, assumptions, and projections that were used to formulate the revenue-forecasting model. The 2016-2020 Capital Improvement Plan (CIP) continues City efforts to upgrade and maintain City streets, improve stormwater/drainage infrastructure, and rehabilitate bridges.

### Fund Balances

- *2014 (Unaudited)* — CIP balances increased from \$10.9 million to \$13.1 million during 2014 due to several factors. Sales tax collections and related transfers were \$263,000 greater than expected; net cost for the Shawnee Creek drainage improvements was \$464,000 under budget; delays in several projects pushed \$1.6 million of budgeted costs into 2015. The delayed projects include: Residential Street Group IV, Sherwood Forest drainage repair, and W. Frontage roundabout. Actual 2014 expenditures for capital improvement projects totaled \$8.7 million.
- *2015 (Projected)* – Projected CIP balances at December 31, 2015 are \$13.7 million after estimated expenditures of \$9.4 million. Estimated revenues including grant proceeds are \$10.1 million.
- *2016 (Projected)* — Projected CIP balances at December 31, 2016 are \$12.9 million including \$5.6 million restricted tax increment (TIF) funds. Estimated 2016 project expenditures are \$10.6 million. Estimated 2016 revenues are \$10.0 million including \$4.0 million from General Fund sales tax transfers, \$2.0 million from the ¼ Cent Sales Tax collections, and \$1.9 million from various federal and county grants.
- *Sales Tax Estimates* — Projections for the plan depend heavily on the accuracy of sales tax estimates. Over the plan period, projections range from 101% to 103% of actual 2014 sales taxes and related transfers plus adjustments for new retail. Actual collections will be reviewed closely to assess the need for changes to the plan.
- *Individual Project Funds* — Capital Improvement funds are comprised of four separate categories, described below. Except for General Projects, restrictions apply to the use of project funds.
  1. *General Projects* – Funding is specified by the City Council's Capital Improvements Funding Policy (#116), amended in 2014. The policy calls for target transfers of 50% of the available 1% City Sales Tax plus .25% of the City Use tax. There are no restrictions on the type or location of projects using these funds. To maintain adequate General Fund balances, transfers to the CIP Fund will be reduced when needed. The current plan contains transfer reductions of \$5.65 million, about \$.5 million more than the prior plan. The reductions are offset by increased sales tax estimates, including new or expanding retail sales of \$2.1 million
  2. *I-35 Redevelopment District Projects* – Revenue consists of property taxes from the tax increment generated by the I-35 Redevelopment District less contractual payments to developers. Eligible projects must be located within the boundaries of the I-35 Redevelopment TIF District. The City expects to complete obligations under TIF agreements with Baron, Homestead and Merriam Pointe LLC during this plan period, resulting in larger balances. Projections indicate a fund balance of \$10.7 million by 2020 and staff is exploring additional options for use of these funds.
  3. *Merriam Town Center District Projects* – Revenue consists of property taxes from the TIF increment generated by the Merriam Town Center District. Following the March 2012 payoff of the senior TIF bond for Merriam Town Center, the bond indenture required only one-half of the increment be applied to the remaining subordinate TIF bond. The City may use the remaining half on projects within the District. Projections indicate a fund balance of \$1.3 million is available for additional projects. In fall 2015, City Council will be asked to consider an ordinance ending the district and collection of the increment, effective February 2016.

Additionally, Merriam Town Center and I-35 Redevelopment Districts receive funds from an annual “state guarantee” payment. The funds are received pursuant to a statutory settlement

## **Five Year Capital Improvement Program Highlights**

between the state and cities with TIF districts established before 1996 due to a major change to the state's school budget formula. Funds may be spent on eligible projects.

4. *Special Sales Tax Projects – Stormwater/Streets* – Merriam voters approved a ¼-cent sales tax dedicated to stormwater drainage and street improvements, to be collected for ten years from January 2011 through December 2020. Revenues are supplemented with external grants whenever possible. Additionally, projects are supported by transfers from General Projects - \$3.0 million in the current plan. Based on current estimates, quarter cent sales tax projections increased by \$863,000 compared with the prior plan.

### **Connection between the Bond Fund and the CIP Program**

Payment of principal and interest on the City's general obligation (GO) bonds is made from the Bond Fund. This fund receives property tax from its own mill levy (2.367 of the 27.605 mills for 2014) and from special assessments on the Merriam Pointe project area. However, these collections are not sufficient to cover scheduled debt service. In order to maintain a steady mill levy, this gap is covered by transfers from the Capital Improvement Fund.

The balance of the City's outstanding GO bonds is dropping steadily and so are debt service requirements. Capital Improvement Fund transfers for 2016 will provide \$100,000 (from the I-35 Redevelopment District Projects fund) of the \$884,150 total debt service. By December 31, 2016, outstanding GO debt will be \$4.370 million. Issuance of debt could occur in the future, but is not contemplated in the current plan.

### **Project Summary**

The following project summaries are highlights of the 2016-2020 Capital Improvement Program and not an exhaustive list. The project summary highlights are organized by funding source and are in a similar order as the Expense Summary by Project schedule. Additional details can be found in the individual project summary sheets.

#### General Projects

- **Brown Park Pavilion:** This project was identified in the Park Master Plan but is a new entry into the five year capital improvement program. It is recommended for construction in 2016. The project removes the existing tennis courts and builds a pavilion as a community gathering place in the park.
- **Fence Replacement – Streamway Trail:** approximately 1700 feet of existing wood privacy fence has become dilapidated and in constant need of repair. It is recommended to replace the existing fence with new treated wood to regain its use and look on this highly utilized trail.
- **Residential Streetlight Program:** The Council implemented this streetlight program to use available dollars as streets and neighborhoods are improved through the capital program. The program also includes retrofitting new decorative lighting into the neighborhoods improved before the program was implemented. Program funding levels continue in the proposed 2016-2020 CIP Program.
- **Upper Turkey Creek Feasibility Study/Construction:** This is a long-term project that is rather complex and requires cooperation from multiple jurisdictions at the local, county, state and federal levels. The U. S. Army Corps of Engineers (USACE) began a feasibility study in 2002 to address flooding concerns in the Upper Turkey Creek basin. The draft feasibility study was completed in spring 2010. In October of 2011, USACE, City of Merriam and the consulting engineers hosted a public open meeting to discuss the feasibility study and get public feedback. Alternative Formulation Briefing meeting was held in January 2013 to receive comments from other Federal reviewing agencies and to finalize the report. Construction timeframes are tentative due to funding constraints at the Federal level. The next step requires the KC Regional Corps Engineers and City Staff to present the project

## ***Five Year Capital Improvement Program Highlights***

to the Civil Works Review Board in Washington D.C. At this meeting, the project competes with other flood mitigation projects nationwide for funding. The project construction is not anticipated to occur before 2019 and has an estimated cost of approximately \$37.5 million, with the local entities' share at approximately \$13 million. Merriam's potential share is approximately \$5 million plus approximately \$2 million in kind for easement acquisition.

### I-35 Redevelopment District Projects

- **IKEA Way Mill/Overlay:** With heavy construction traffic on IKEA Way, the pavement has deteriorated. Some areas also need complete subgrade stabilization. Staff recommends resurfacing IKEA Way after the substantial construction activity has ceased. Mill/overlay operation can typically be performed during the week and IKEA Way can be fully open to traffic on the weekend when the heavier business traffic is expected.
- **W. Frontage Road Roundabout:** The roundabout was constructed in 2006 when the Merriam Pointe was proposed for multiple retail/mix use development. The roundabout does not properly function for current larger freight delivery trucks for multiple car dealerships. The traffic circle does not provide sufficient room for larger vehicles. BHC Rhodes reviewed the existing traffic patterns and recommended engineering modification. An art piece in the center island is under consideration. The project is currently under construction.
- **W. Frontage Road Curb/Gutter Improvement:** W. Frontage Road between the new Merriam Pointe auto dealers to south of 75<sup>th</sup> Street has curb/gutter only on the east side. Street run-off drains directly to the grassy area and down the slopes to the businesses below the street level. Staff proposes to install curb/gutter, sidewalk, drainage improvements and mill/overlay of pavement. Adjustments of existing decorative streetlights are part of the project. This corridor is substantially developed. The completion of the street will make this commercial corridor more attractive and safer for businesses.

### Merriam Town Center Projects

- **Antioch Road – Johnson Drive north to 54<sup>th</sup> Terrace:** This project is actually comprised of several feature improvements currently tracked as separate projects. They are as follows:
  - Mill and overlay street
  - Install sidewalks and other pedestrian enhancements
  - Install streetlight metering and new streetlights.
  - Traffic signal upgrades

### Special Sales Tax Projects (Stormwater/Streets) - effective January 2011 thru December 2020

- **Antioch Park Creek:** This project is recommended to be shelved indefinitely due to easement acquisition issues with the current property owners of the Antioch Park Apartments. This project as designed was to alleviate flooding concerns along Antioch Park Creek. It also made improvements to the undersized storm boxes under Antioch Road. Staff recommends that this component continue to be constructed as another project as listed next.
- **Antioch Road Reconstruction:** This project is proposed as an extension/continuation of the Antioch Park Creek project that is recommended to be shelved indefinitely. Converting the project from a storm water project to a street project allows the City to upgrade the box culverts under Antioch Road to improve deficient conditions present. The scope of work also includes: mill and overlay, pavement markings, pedestrian traffic signal modification, install new streetlights, traffic signal system and replacement of curb/gutters/sidewalk/ADA ramps as required. While we lose SMAC funding as a stormwater project, most of the street components of the project are CARS eligible. The design will be performed in 2015 and construction in 2016.

## ***Five Year Capital Improvement Program Highlights***

- Antioch Road Overlay – 67<sup>th</sup> Street to 75<sup>th</sup> Street: The centerline of Antioch Road divides City of Merriam and City of Overland Park and the Cities will collaborate in improving Antioch Road from 67<sup>th</sup> Street to 75<sup>th</sup> Street. Antioch Road is a Functionally Classified Street (i.e. major arterial) by Johnson County thus eligible for County Assisted Roadway System (CARS) funding. If selected for CARS funding, 50% of the construction costs will be reimbursable. City of Overland Park and City of Merriam plan to submit concurrent CARS application to Johnson County to request funding. The general scope of work includes replacement of curb/gutter and median and mill/overlay.
- Farley Avenue – 67<sup>th</sup> to 69<sup>th</sup> Street: Farley Avenue between 67<sup>th</sup> Street and 69<sup>th</sup> Street is currently a very narrow rural street section that does not meet current design standards. Following a 2011 feasibility study, Council preferred proceeding with a full street option with 24' wide street with curb/gutter and a sidewalk on one side. Additionally, a storm sewer system is planned to be constructed to improve drainage concerns. The project is slated to be designed in 2015 with construction in 2016.
- Meyer Creek Drainage Improvement: An existing concrete lined channel runs through the backyards of homes on 70<sup>th</sup> Street and Carrie Lane. The channel is undersized and therefore lacks capacity. Ten (10) homes on 70<sup>th</sup> Street are in the future 100-year flood plain per the study. The project will widen and deepen the existing channel and the crossing on W. 70<sup>th</sup> Terrace will be upsized to 20' wide and 8' tall. This project qualified for SMAC funding up to 75% of engineering consultant services, and eligible construction costs. The project will also improve other drainage improvements in the tract that are undersized and outlived its design life. These improvements are not SMAC eligible but recommended to be constructed together for overall cost savings.
- Shawnee Mission Pkwy Bridge over BNSF Railroad: The bridge was constructed by KDOT in 1980s and was annexed to the City of Merriam in 1990s. The bridge has not had significant maintenance/repair since its construction. The scope of work includes: clean and replace bridge expansion joints, sandblast and paint metal components to prevent corrosion, and repair failed embankments. The project qualified for STP funding of \$1,678,000 (80% of eligible cost) for engineering in 2015 and construction in late 2016.
- Residential Street Infill project: These streets were previously on the unprogrammed project list. In the past CIP program, individual locations were listed as separate unprogrammed projects. Construction on individual streets will not be a viable project due to economy of scale. Staff recommends proceeding with the following:
  - 51<sup>st</sup> Street Curb/Gutter In-fill Project Between Knox Ave and Switzer Road
  - Merriam Lane Improvement Between 61<sup>st</sup> Street to Merriam Drive
  - Campbell Street Improvement South of 60<sup>th</sup> Street

### Unprogrammed Projects

There remain seven unprogrammed projects. Many of these projects are drainage improvements as reported to staff by property owners. These drainage projects do not have an outside source of funding. These may be funded in the future years as funds become available as Council sets the priorities.

There is one creek improvement project that is eligible for SMAC funding. However, it seems to have substantial construction cost with very little public benefit of flood mitigation/taking homes out of floodplain. Any new creek improvements also incur additional on-going maintenance burden on Public Works. The newly constructed creek/flood mitigation projects will need substantial maintenance/improvement in the next 30 years or so.

*This page intentionally blank*

### Five Year Capital Improvement Fund Forecast

	Actual 2014	Budget 2015	Estimated 2015	Budget 2016	Budget 2017	Budget 2018	Budget 2019	Budget 2020
<b>REVENUES</b>								
Beginning Balance	\$ 10,937,783	\$ 8,264,553	\$ 13,122,406	\$ 13,769,992	\$ 13,000,893	\$ 12,257,050	\$ 15,407,783	\$ 14,759,156
Interest	26,383	20,000	20,000	20,000	20,000	30,000	30,000	35,000
Transfer from General Fund-Sales Tax	3,737,910	3,702,873	3,908,225	3,969,305	3,762,287	2,550,314	2,202,862	2,141,653
Transfer from Transient Guest Tax	75,000	-	-	-	-	-	-	-
Transfer from I-35 TIF Fund	1,650,000	1,675,000	1,650,000	1,875,000	1,900,000	2,000,000	2,100,000	3,300,000
Transfer from MTC TIF Fund	1,835,000	647,000	594,763	297,381	-	-	-	-
1/4 cent sales tax- Stormwater/Streets	1,766,283	1,901,162	2,005,814	2,037,222	2,060,005	2,080,265	2,107,798	2,128,466
Miscellaneous	864	-	-	-	-	-	-	-
Intergovernmental Grant	3,084,029	3,795,850	1,940,366	1,824,797	2,068,963	534,419	-	-
<b>TOTAL REVENUES</b>	<b>\$ 23,113,252</b>	<b>\$ 20,006,438</b>	<b>\$ 23,241,574</b>	<b>\$ 23,793,697</b>	<b>\$ 22,812,149</b>	<b>\$ 19,452,048</b>	<b>\$ 21,848,442</b>	<b>\$ 22,364,275</b>
<b>EXPENDITURES</b>								
Transfer to Bond & Interest Fund	\$ 965,209	100,000	100,000	75,000	100,000	100,000	150,000	150,000
Transfer to General Fund	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Reserve for Future Years	-	10,208,549	-	-	-	-	-	-
Project Administration	267,655	278,319	301,920	310,365	325,883	342,177	359,286	377,251
Capital Improvements Projects	8,667,982	9,329,570	8,979,662	10,317,439	10,039,216	3,512,088	6,490,000	7,825,750
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,990,846</b>	<b>\$ 20,006,438</b>	<b>\$ 9,471,582</b>	<b>\$ 10,792,804</b>	<b>\$ 10,555,099</b>	<b>\$ 4,044,265</b>	<b>\$ 7,089,286</b>	<b>\$ 8,443,001</b>

**Capital Improvement Program - Five Year Plan  
Expense Summary by Project**

Project Name	Total Project Estimate	Expenditures Through 3/31/15	Remaining Anticipated Expenditures by Year					
			2015	2016	2017	2018	2019	2020
<b>General Projects</b>								
Brown Park Pavilion	90,000	-	-	90,000	-	-	-	-
CDBG Streetlights 2016	135,280	-	-	135,280	-	-	-	-
CDBG Streetlights 2015 (Switzer to Knox)	160,470	-	160,470	-	-	-	-	-
CIP/Public Works Information Integration/Asset Mgmt	120,000	80,685	39,315	-	-	-	-	-
Community Center Structural/Mech Study	120,690	-	120,690	-	-	-	-	-
Corrugated Metal Pipe Replacement (47th/Eby/Antioch)	1,100,000	-	-	1,100,000	-	-	-	-
E. Frontage Rd (72nd to 75th St) Streetlights	92,000	-	92,000	-	-	-	-	-
Fence Replacement	72,050	-	-	72,050	-	-	-	-
HAWK Signal - Jo Dr/Goodman	37,100	-	37,100	-	-	-	-	-
Overlay Supplement	4,651,127	2,401,127	250,000	400,000	400,000	400,000	400,000	400,000
Park Signage	100,000	-	-	50,000	50,000	-	-	-
Police Department Facility Study	40,000	-	-	40,000	-	-	-	-
Project Administration 2013+	2,511,576	556,762	239,852	310,365	325,883	342,177	359,286	377,251
Public Art	565,000	5,602	107,398	113,000	113,000	113,000	113,000	-
Recreational Facilities Needs Assessment	150,000	-	-	150,000	-	-	-	-
Residential Streetlight Program	1,014,460	562,460	82,000	80,000	64,000	79,000	67,000	80,000
Shawnee Msn Pkw Streetlight Metering	75,000	-	-	75,000	-	-	-	-
Sidewalk Infill Project	1,815,000	-	-	-	715,000	550,000	550,000	-
Small Drainage Projects - Replacement/Rehabilitation	1,924,018	124,018	300,000	300,000	300,000	300,000	300,000	300,000
Storm Drain Inventory	400,000	-	100,000	100,000	100,000	100,000	-	-
Streamway Trail Ext (71st Street)	500,000	-	-	-	-	-	500,000	-
Streamway Trail Ext (Brown Park)	200,000	-	-	-	200,000	-	-	-
Upper Turkey Creek Drainage Improvement	4,297,000	-	-	-	-	176,250	575,000	3,545,750
Waterfall Park Development	509,196	364,196	-	60,000	-	-	85,000	-
Transfer to 1/4 Cent Stormwater/Street Projects	3,000,000	-	-	900,000	1,200,000	-	150,000	750,000
Transfer to 1/4 Cent Street Projects (Old)	1,300,000	1,500,000	(200,000)	-	-	-	-	-
Contingency	1,832,642	307,642	150,000	300,000	200,000	175,000	250,000	450,000
<b>Subtotal General Projects</b>	<b>\$ 26,812,610</b>	<b>\$ 5,902,492</b>	<b>1,478,825</b>	<b>4,275,695</b>	<b>3,667,883</b>	<b>2,235,427</b>	<b>3,349,286</b>	<b>5,903,001</b>
		<i>project fund balance</i>	<b>\$ 7,517,734</b>	<b>\$ 7,371,344</b>	<b>\$ 7,525,749</b>	<b>\$ 7,905,636</b>	<b>\$ 6,824,211</b>	<b>\$ 3,132,863</b>
<b>I-35 Redevelopment District Projects</b>								
City Hall Parking Lot Overlay/Drainage Repair	85,000	-	85,000	-	-	-	-	-
IKEA Way Mill/Overlay	98,000	-	98,000	-	-	-	-	-
Parking Lot - Vavra Park/Aquatic Center	115,000	-	-	115,000	-	-	-	-
W. Frontage Rd Curb/Gutter	1,220,000	-	-	120,000	1,100,000	-	-	-
W. Frontage Roundabout	290,000	24,729	265,271	-	-	-	-	-
Transfer from I-35 to Gen Projects for Admin	856,991	556,991	50,000	50,000	50,000	50,000	50,000	50,000
Transfer from I-35 to General Fund	1,349,000	831,500	67,500	90,000	90,000	90,000	90,000	90,000
Transfer from I-35 to SMPK Bridge/BNSF	312,070	-	-	-	312,070	-	-	-
Contingency	1,354,113	104,113	200,000	200,000	250,000	200,000	200,000	200,000
<b>Subtotal I-35 Redevelopment District Projects</b>	<b>\$ 5,680,174</b>	<b>\$ 1,517,333</b>	<b>\$ 765,771</b>	<b>\$ 575,000</b>	<b>\$ 1,802,070</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>
		<i>project fund balance</i>	<b>\$ 3,469,703</b>	<b>\$ 4,704,703</b>	<b>\$ 4,712,633</b>	<b>\$ 6,287,633</b>	<b>\$ 7,912,633</b>	<b>\$ 10,737,633</b>
<b>Merriam Town Center District Projects</b>								
Antioch Rd Overlay (Jo Dr to 54th Terr)	422,883	-	422,883	-	-	-	-	-
Antioch Rd Streetlight Metering (N. of Jo Dr)	115,000	-	115,000	-	-	-	-	-
Antioch Rd Streetlights (Jo Dr to 54th Terr)	316,046	-	-	316,046	-	-	-	-
Projects from Merriam Town Center TIF Enhancement	1,336,799	-	-	690,000	646,799	-	-	-
Traffic Signal Upgrades - Antioch Rd	161,480	-	161,480	-	-	-	-	-
Transfer from MTC to 2017 Antioch Rd Overlay	274,800	-	-	-	274,800	-	-	-
<b>Subtotal Merriam Town Center District Projects</b>	<b>\$ 2,627,008</b>	<b>\$ -</b>	<b>\$ 699,363</b>	<b>\$ 1,006,046</b>	<b>\$ 921,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<i>project fund balance</i>	<b>\$ 1,630,264</b>	<b>\$ 921,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Capital Improvement Program - Five Year Plan  
Expense Summary by Project**

Project Name	Total Project Estimate	Expenditures Through 3/31/15	Remaining Anticipated Expenditures by Year					
			2015	2016	2017	2018	2019	2020
<b>Special Sales Tax Projects - Streets (Old)</b>								
Residential Streets Group IV (incl Carter/Grant)	\$ 2,750,000	\$ 1,592,608	\$ 1,157,392	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Special Sales Tax Projects - Streets (Old)</b>	<b>\$ 2,750,000</b>	<b>\$ 1,592,608</b>	<b>\$ 1,157,392</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Special Sales Tax Projects - Streets/Stormwater</b>								
54th St/54th Terr Drainage Improvements	200,000	-	-	-	-	200,000	-	-
67th St Reconstruction (Antioch to west limit)	1,117,068	-	-	90,172	1,026,896	-	-	-
75th St - E. Frontage Rd to Antioch Streetlights	118,300	-	118,300	-	-	-	-	-
Antioch Rd Overlay (67th to 75th St)	570,500	-	570,500	-	-	-	-	-
Antioch Rd Overlay (47th St to 54th Ter)	926,000	-	-	80,000	846,000	-	-	-
Antioch Rd Reconstruction (67th to Jo Dr)	1,981,284	-	159,690	1,821,594	-	-	-	-
Antioch Rd Streetlights (67th to 75th )	241,500	-	241,500	-	-	-	-	-
Brown Park Creek Improvements (Lower)	1,500,000	-	-	-	-	-	-	1,500,000
Brown Park Creek Improvements (Upper)	3,000,000	-	-	-	-	-	3,000,000	-
Farley Ave 67th St to 69th St	1,872,500	-	172,500	1,700,000	-	-	-	-
Johnson Dr Reconstruction (Kessler Ln to west limit)	1,190,096	-	-	-	96,258	1,093,838	-	-
Meyer Creek Drainage	3,150,000	299,685	2,850,315	-	-	-	-	-
Residential St Infill Projects	2,326,500	-	-	201,017	2,125,483	-	-	-
Shawnee Mission Pkwy Bridge over BNSF Rail	2,844,950	8,390	137,500	1,418,280	1,280,780	-	-	-
Shawnee Mission Pkwy Bridge over Turkey Cr - Study	25,000	-	25,000	-	-	-	-	-
Sherwood Forest Drainage Outlet Repair	72,000	10,230	61,770	-	-	-	-	-
West Vernon Place Drainage Improvement	1,250,000	-	-	-	-	-	150,000	1,100,000
Contingency	2,150,000	-	450,000	500,000	525,000	125,000	300,000	250,000
<b>Subtotal Special Sales Tax Projects - Streets/Stormwater</b>	<b>\$ 24,535,698</b>	<b>\$ 318,306</b>	<b>\$ 4,787,074</b>	<b>\$ 5,811,063</b>	<b>\$ 5,900,417</b>	<b>\$ 1,418,838</b>	<b>\$ 3,450,000</b>	<b>\$ 2,850,000</b>
		<i>project fund balance</i>	<b>\$ 1,150,259</b>	<b>\$ 1,215</b>	<b>\$ 16,636</b>	<b>\$ 1,212,482</b>	<b>\$ 20,280</b>	<b>\$ 48,746</b>
Total All Projects	\$ 62,405,490	\$ 9,330,739	\$ 8,888,425	\$ 11,667,804	\$ 12,291,969	\$ 3,994,265	\$ 7,139,286	\$ 9,093,001
<i>Less: Transfers Between Project Funds</i>	7,092,860	2,888,490	(82,500)	1,040,000	1,926,870	140,000	290,000	890,000
<b>Total All Projects - Net of Transfers</b>	<b>\$ 55,312,629</b>	<b>\$ 6,442,248</b>	<b>\$ 8,970,925</b>	<b>\$ 10,627,804</b>	<b>\$ 10,365,099</b>	<b>\$ 3,854,265</b>	<b>\$ 6,849,286</b>	<b>\$ 8,203,001</b>

# Project Listing

Page	Project	Description	Anticipated Construction Year
<b>General Projects</b>			
152	Brown Park Pavilion	Park Improvements	2016
153	Community Development Block Grant 2016(CDBG) Fund	Street Lights 70 Ter-73 St-Slater- Grandview area	2016
154	Community Development Block Grant 2015(CDBG) Fund	Street Lights in Switzer-Knox neighborhood	2015
155	CIP/Public Works Info. Integration/Asset Management	Information/Asset Management	2013-2015
156	Corrugated Metal Pipe Rehab/Replacement (18"-60")	47th St/Eby St to Antioch Road	2016
157	E. Frontage Road/75th Street Streetlights Installation	Streetlights around the Medical Center	2015
158	Fence Replacement-Streamway Trail	75th St north to Chatlain Park	2016
159	Installation of HAWK Signal	Johnson Dr. at Goodman St.	2015-2016
160	Overlay Supplement	Various Locations	2015-2020
161	Park Signage	City Wide Parks	2016-2017
162	Public Art	Various Locations	2015-2019
163	Residential Streetlight Program	City-wide	2015-2020
164	Shawnee Mission Pkwy Streetlight Metering	Railroad Bridge to West City Limit	2016
165	Sidewalk Program	City Wide - Sidewalk In-Fill	2017-2019
166	Small Drainage Projects	Various Pipes Replacement/Rehabilitation	2015-2020
167	Storm Drain Inventory	City Wide Asset management/Inventory	2015-2018
168	Streamway Trail Extension	71st Street	2019
169	Streamway Trail Extension	Merriam Dr. to Brown Park to Knox Ave.	2017
170	Upper Turkey Creek Drainage Improvement	SMP to Waterfall Park (RR Crossing)	2018-2020
171	Upper Turkey Creek Drainage Budget Sheet	Budget Sheet	2018-2020
172	Waterfall Park Development	Park Improvements	2016/2019
<b>I-35 Redevelopment District Project</b>			
173	IKEA Way Mill/Overlay	62nd Terrace to Johnson Drive	2015
174	Parking Lot Overlay	Vavra Park/Aquatic Center	2016
175	W. Frontage Road Curb/Gutter Improvement	Turkey Creek Dr (Merriam Pointe) to 75th St	2016-2017
176	W. Frontage Road Roundabout	Safety/Traffic-flow Improvement	2015
<b>Merriam Town Center TIF Project</b>			
177	Antioch Rd. Mill/Overlay	54th Terrace to Johnson Drive	2015
178	Antioch Rd. Streetlight Metering	North of Johnson Drive	2015
179	Antioch Rd. Streetlights Installation	Johnson Dr. to 54th Ter.	2016
180	Traffic Signal Upgrades-Antioch Road	4 Intersections from Johnson Dr. to 54th Ter.	2015
<b>Special Sales Tax Projects - Stormwater/Streets</b>			
181	Residential Street Group IV	54thSt, 55th Ter/56th St, Carter, Grant, Hayes, Garner	2014-2015
182	W. 54 St., W. 54 Ter. & Switzer Drainage Improvements	Remi Caenen Subdivision	2018
183	West 67th Street Reconstruction/Improvement	Antioch Road to West City Limits	2016-2017
184	75th Street Streetlight Installation	E. Frontage Road to Antioch Rd.	2015
185	Antioch Road Mill/Overlay/Curb/Gutter Repair	67th Street ot 75th Street	2015
186	Antioch Road Mill/Overlay/Curb/Gutter Repair	47th Street to 54th Terrace	2017
187	Antioch Road Reconstruction/Improvement	West 67th Street to Johnson Drive	2016
188	Antioch Road Streetlights	67th Street to 75th Street	2015
189	Brown Park Creek Improvements (Lower Section)	4901 Knox Avenue to 4940 Grant Avenue	2020
190	Brown Park Creek Improvements (Upper Section)	47th Street to Knox Ave	2019
191	Farley Avenue Reconstruction	67th Street to 69th Street	2016
192	Johnson Drive Reconstruction/Improvement	Kessler Lane to West City Limits	2018
193	Meyer Creek Improvement	Switzer Road to Farley Ave	2015
194	Residential Street In-fill Project	Various Locations	2017
195	Shawnee Mission Pkwy Bridge over BNSF Railroad	Bridge Rehabilitation	2016
196	Shawnee Mission Pkwy Bridge over Turkey Creek	Preventative Maintenance/Repair Study	2017
197	Sherwood Forest Drainage Outlet Repair	Behind Shawnee Mission Pkwy Retaining Wall	2017
198	West Vernon Place Drainage Improvement	West Vernon Place Subdivision	2019-2020

## Impact on Operating Budget Summary by Project

Project	Description	Annual Maintenance Costs
<b>General Projects</b>		
Brown Park Pavilion	Park Improvements	\$ -
Community Development Block Grant 2016(CDBG) Fund	Street Lights 70 Ter-73 St-Slater- Grandview area	-
Community Development Block Grant 2015(CDBG) Fund	Street Lights in Switzer-Knox neighborhood	-
CIP/Public Works Info. Integration/Asset Management	Information/Asset Management	20,000
Corrugated Metal Pipe Rehab/Replacement (18"-60")	47th St/Eby St to Antioch Road	-
E. Frontage Road/75th Street Streetlights Installation	Streetlights around the Medical Center	-
Fence Replacement-Streamway Trail	75th St north to Chatlain Park	-
Installation of HAWK Signal	Johnson Dr. at Goodman St.	-
Overlay Supplement	Various Locations	-
Park Signage	City Wide Parks	-
Public Art	Various Locations	-
Residential Streetlight Program	City-wide	-
Shawnee Mission Pkwy Streetlight Metering	Railroad Bridge to West City Limit	-
Sidewalk Program	City Wide - Sidewalk In-Fill	-
Small Drainage Projects	Various Pipes Replacement/Rehabilitation	-
Storm Drain Inventory	City Wide Asset management/Inventory	-
Streamway Trail Extension	71st Street	-
Streamway Trail Extension	Merriam Dr. to Brown Park to Knox Ave.	-
Upper Turkey Creek Drainage Improvement	SMP to Waterfall Park (RR Crossing)	-
Upper Turkey Creek Drainage Budget Sheet	Budget Sheet	-
Waterfall Park Development	Park Improvements	-
<b>I-35 Redevelopment District Project</b>		
IKEA Way Mill/Overlay	62nd Terrace to Johnson Drive	-
Parking Lot Overlay	Vavra Park/Aquatic Center	-
W. Frontage Road Curb/Gutter Improvement	Turkey Creek Dr (Merriam Pointe) to 75th St	-
W. Frontage Road Roundabout	Safety/Traffic-flow Improvement	-
<b>Merriam Town Center TIF Project</b>		
Antioch Rd. Mill/Overlay	54th Terrace to Johnson Drive	-
Antioch Rd. Streetlight Metering	North of Johnson Drive	-
Antioch Rd. Streetlights Installation	Johnson Dr. to 54th Ter.	-
Traffic Signal Upgrades-Antioch Road	4 Intersections from Johnson Dr. to 54th Ter.	1,500
<b>Special Sales Tax Projects - Stormwater/Streets</b>		
Residential Street Group IV	54thSt, 55th Ter/56th St, Carter, Grant, Hayes, Garner	1,500
W. 54 St., W. 54 Ter. & Switzer Drainage Improvements	Remi Caenen Subdivision	-
West 67th Street Reconstruction/Improvement	Antioch Road to West City Limits	-
75th Street Streetlight Installation	E. Frontage Road to Antioch Rd.	-
Antioch Road Mill/Overlay/Curb/Gutter Repair	67th Street ot 75th Street	-
Antioch Road Mill/Overlay/Curb/Gutter Repair	47th Street to 54th Terrace	-
Antioch Road Reconstruction/Improvement	West 67th Street to Johnson Drive	-
Antioch Road Streetlights	67th Street to 75th Street	-
Brown Park Creek Improvements (Lower Section)	4901 Knox Avenue to 4940 Grant Avenue	-
Brown Park Creek Improvements (Upper Section)	47th Street to Knox Ave	-
Farley Avenue Reconstruction	67th Street to 69th Street	-
Johnson Drive Reconstruction/Improvement	Kessler Lane to West City Limits	-
Meyer Creek Improvement	Switzer Road to Farley Ave	-
Residential Street In-fill Project	Various Locations	-
Shawnee Mission Pkwy Bridge over BNSF Railroad	Bridge Rehabilitation	-
Shawnee Mission Pkwy Bridge over Turkey Creek	Preventative Maintenance/Repair Study	-
Sherwood Forest Drainage Outlet Repair	Behind Shawnee Mission Pkwy Retaining Wall	-
West Vernon Place Drainage Improvement	West Vernon Place Subdivision	-

# Brown Park Pavilion



## Project Information

**Project #:**  
**Construction Year:** 2016  
**Project Status:** Preliminary  
**Project Manager:** Parks Director  
**Funding Source:** General CIP  
**Contractor:** TBD

## Project Description

This project is being contemplated to update and enhance Brown Park as identified in the Park Master Plan. Various improvements have occurred such as the replacement of the playground in 2014 that have rejuvenated the park and increased annual attendance. The plan is to remove the dilapidated tennis courts and build a pavilion much like the one constructed at Vavra Park in 2008 to provide a permanent gathering place for visitors and neighbors. The Pavilion can be reserved similar to the rental schedule of other City owned pavilions.

## Project Costs

	<b><u>2016</u></b>
PAVILION CONSTRUCTION	\$81,000
CONTINGENCY	<u>\$ 9,000</u>
<b>TOTAL PROJECT COST:</b>	<b>\$90,000</b>

## Impact on Operating Budget

Impact to operating budget is undetermined at this time. The operating costs will be estimated after park scope and amenities are determined and planned.

# Community Development Block Grant 2016 (CDBG)

## Street Lights – 70th Ter, 71st St, 71st Ter, 72nd St, 72nd Ter, 73<sup>rd</sup> St, Slater, Grandview



### Project Information

**Project #:**  
**Construction Year:** 2016  
**Project Status:** Preliminary  
**Project Manager:** Public Works Director  
**Funding Source:** CDBG / General CIP  
**Contractor:** Public Works

### Project Description

Community Development Block Grant (CDBG) is a Federal Grant reserved for use only in the approved CDBG area for economically disadvantaged neighborhoods. The grant will supplement the City's streetlight program.

### Project Costs

	<u>2016</u>
TOTAL PROJECT COST	\$135,280
CDBG GRANT	-\$100,000
<b>CITY OF MERRIAM SHARE</b>	<b>\$35,280</b>

### Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works Department. The streetlights currently in place are not metered, and are maintained through a service contract with an outside provider. The Public Works Department will experience increased costs as more and more City maintained lights are installed. The City expects to offset much of this additional cost by gradually reducing the number of lights serviced contractually as well as the increased efficiency of the metered lights over non-metered lights.

# Community Development Block Grant 2015 (CDBG)

## Street Lights – Switzer to Knox between 51<sup>st</sup> and 53<sup>rd</sup> Streets



Existing Streetlight



### Project Information

**Project #:** GD1501  
**Construction Year:** 2015  
**Project Status:** Preliminary  
**Project Engineer:** N/A  
**Funding Source:** CDBG/General CIP  
**Contractor:** Generally Public Works

### Project Description

Community Development Block Grant (CDBG) is a Federal Grant reserved for use only in the approved CDBG area for economically disadvantaged neighborhoods. The grant will supplement the streetlights program.

### Project Costs

	<u>2015</u>
<b>TOTAL PROJECT COST</b>	\$160,470
<b>CDBG Grant</b>	-\$70,000
<b>CITY OF MERRIAM SHARE</b>	<b>\$90,470</b>

### Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works department. The streetlights currently in place are not metered, and are maintained through a service contract with an outside provider. The Public Works department will experience increased costs as more and more City-maintained lights are installed. The City expects to offset much of this additional cost by gradually reducing the number of lights serviced contractually, as well as the increased efficiency of the metered lights over non-metered lights.

# CIP/Public Works Information Integration/Asset Management

## Information and Asset Management and systematic project prioritization



This photo is from a video inspection of a pipe under Johnson/Eby (now IKEA Way) intersection. This pipe was replaced with subdrain type storm drainpipe for dual function to capture groundwater and storm water. The water on the bottom of the pipe is groundwater, not storm water. There had not been any rain events leading up to the video inspection. Catch basins feeding this pipe were dry.

Existing Pipe from Video Inspection (spring, 2011)

### Project Information

**Project #:** GM1307  
**Project Status:** Implementation  
**Project Manager:** Public Works Director/Assistant City Administrator  
**Funding Source:** General CIP  
**Contractor:** Lucity Software

### Project Description

In 2013, staff researched and solicited professional IT technical services to determine the best fit software for infrastructure record keeping. Lucity Software is a local company with local and nationwide clientele. Lucity is located in Overland Park, KS and easily accessible for technical support. The Lucity program was purchased and is being implemented as the first phase of asset management. Over the next few years, the data/City's infrastructures will be collected and transferred to the Lucity program for access by staff to determine condition of the infrastructure. This tool will be greatly helpful in prioritizing and programming replacement/repair of the structures.

### Project Costs

LUCITY AND HARDWARE UPGRADE  
**TOTAL PROJECT COST:**

### Expenditures by Year:

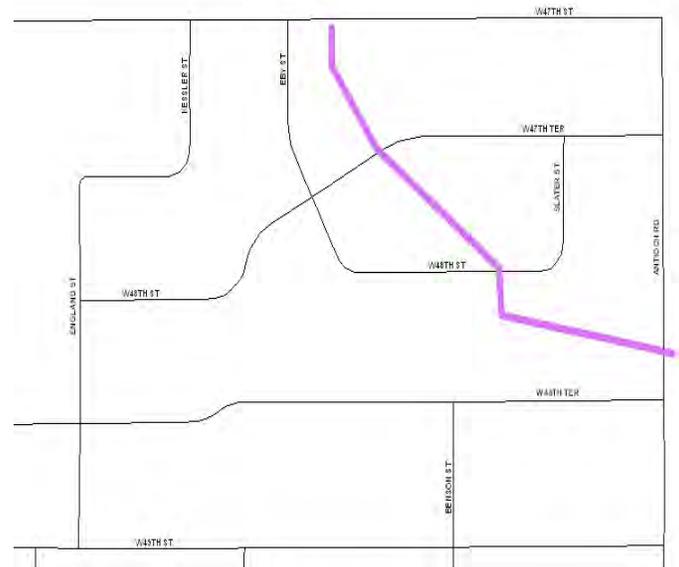
2015/Prior  
\$120,000  
**\$120,000**

### Impact on Operating Budget

Software annual license maintenance/upgrade cost is approximately \$20,000/year.

# Corrugated Metal Pipe Rehab/Replacement (18" - 60")

## 47<sup>th</sup> Street/Eby Street to Antioch Road



From Video Inspection (8-24-10)

### Project Information

**Project #:**  
**Construction Year:** 2016  
**Project Status:** Design  
**Project Engineer:** BHC Rhodes  
**Funding Source:** General CIP  
**Contractor:** TBD

### Project Description

An aging storm drain system runs from Eby Street/47<sup>th</sup> Street to Antioch Road. The pipe size varies from 18" CMP to 42" CMP to 60" CMP south of 48<sup>th</sup> Street. Many sections of the pipes are beyond their design lives and structural integrity of the pipes is compromised. A portion of 60" CMP collapsed and repaired by Public Works in Spring 2010. Another section has failed and separated from the system on 48<sup>th</sup> Street. This project is a case in point for the need for the Storm Drain System inventory. Staff recommends utilizing trenchless technology whenever possible due to risk of liability of safety and property damage trenching adjacent to house foundations and yards. Approximate cost of trenchless technology = \$450/lf x 1600lf = \$720,000.

### Project Costs

### Expenditures by Year:

	<b>2016</b>
PRELIMINARY COST EST.	\$720,000
REPAIR FAILED SECTIONS	\$100,000
CONTINGENCY	\$280,000
<b>TOTAL PROJECT COST:</b>	<b>\$1,100,000</b>

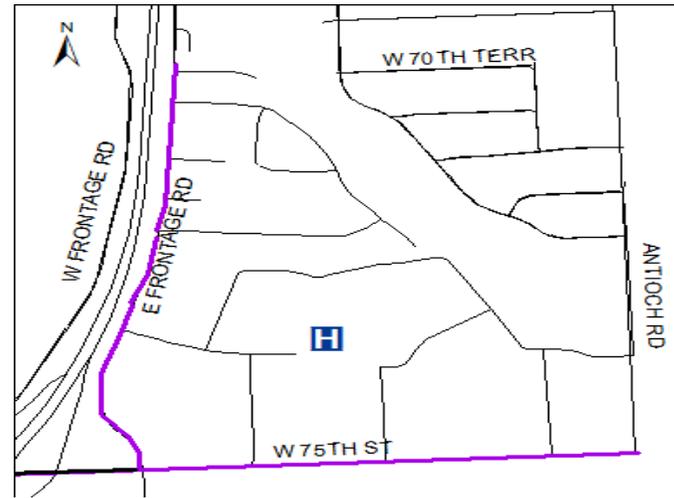
### Impact on Operating Budget

The project will produce savings for Public Works by eliminating constant maintenance and point repairs to the storm drain line.

# E. Frontage Road (72<sup>nd</sup> St to 75<sup>th</sup> St) Streetlights Installation



Existing Street lights



## Project Information

<b>Project #:</b>	GM1503
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Ongoing
<b>Project Engineer:</b>	N/A
<b>Funding Source:</b>	General CIP
<b>Contractor:</b>	Generally Public Works

## Project Description

The existing arterial street streetlights were purchased from KCP&L in 1990s. The City has been replacing them each year with the decorative streetlights with its own meter. The lights will be maintained by Public Works Department instead of contract services.

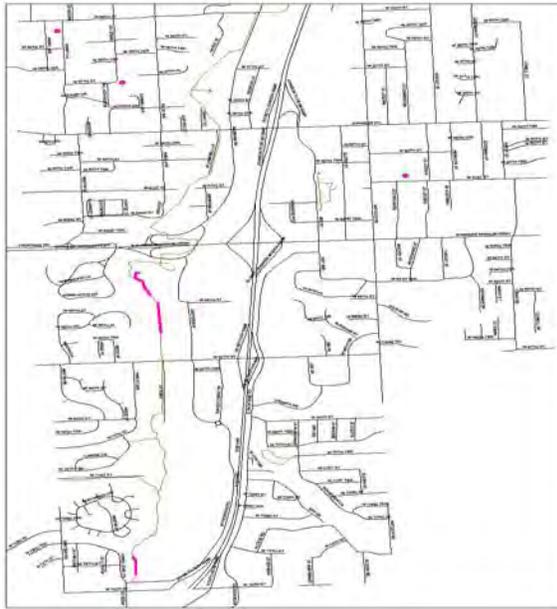
## Project Costs

<b>TOTAL PROJECT COST:</b>	<b>2015</b> <b>\$92,000</b>
----------------------------	--------------------------------

## Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works department. The streetlights currently in place are not metered, and are maintained through a service contract with an outside provider. The Public Works department will experience increased costs as more and more City-maintained lights are installed. The City expects to offset much of this additional cost by gradually reducing the number of lights serviced contractually, as well as the increased efficiency of the metered lights over non-metered lights.

# Fence Replacement – Streamway Trail



## Project Information

**Project #:**  
**Construction Year:** 2016  
**Project Status:** Construction  
**Project Manager:** Public Works Director  
**Funding Source:** General CIP  
**Contractor:** Public Works

## Project Description

Replace existing 1,655 linear feet of aging privacy fencing along Streamway Trail from 75<sup>th</sup> Street north to Chatlain Park with new treated lumber fencing. Vinyl fencing is more apt to crack and become damaged involving more tedious repairs. Repairs need to be made on 1,700 linear feet of damaged chain link fencing at various locations along drainage easements.

## Project Costs

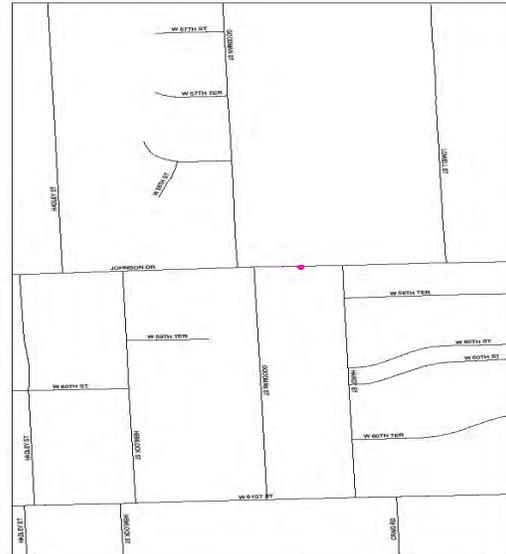
	<b><u>2016</u></b>
CONSTRUCTION	\$40,000
DRAINAGE EASEMENTS	\$25,500
CONTINGENCY	\$ 6,550
<b>TOTAL PROJECT COST:</b>	<b>\$72,050</b>

## Impact on Operating Budget

Currently the funds spent to repair the aging fences come out of the Public Works general operating budget.

# Installation of HAWK Signal

## Johnson Dr. at Goodman St.



### Project Information

**Project #:**  
**Construction Year:** 2015/2016  
**Project Status:** Construction  
**Project Manager:** Public Works Director  
**Funding Source:** General CIP  
**Contractor:** Public Works

### Project Description

Remove existing pedestrian crossing and install HAWK signal on Johnson Drive at Goodman St.

### Project Costs

	<u>2015</u>
KCP&L BUY OUT	\$3,000
CONSTRUCTION	\$31,000
CONTINGENCY	\$3,100
<b>TOTAL PROJECT COST:</b>	<b>\$37,100</b>

### Impact on Operating Budget

The improvement is not expected to have a significant effect on the operating budget.

# Overlay Supplement

## Various Locations



Residential Street (spring, 2011)

### Project Information

**Project #:** GM0303  
**Construction Year:** Multi-Year  
**Project Status:** Ongoing  
**Project Engineer:** City Engineer  
**Funding Source:** General CIP  
**Contractor:**

### Project Description

The City has committed its share of Special Highway Fund revenues (state tax on motorized vehicle fuel) to the annual overlay/curb replacement program. To provide for adequate street maintenance, Staff recommends an additional supplement of \$400,000 through 2020. Currently, the City of Merriam receives approximately \$290,000 annually in gas taxes. State budget shortfalls continue to place Special Highway Fund revenues in jeopardy. If State funding continues to reduce, it may become necessary to provide for even larger supplements if we wish to maintain the overlay program. Staff also recommends that the some streets are beyond its design life, thus mill/overlay will be ineffective in prolonging structural life of the street. Council should consider reconstruction of the street instead of mill/overlay.

### Project Costs

### Expenditures by Year:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
TOTAL COST	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Park Signage



## Project Information

**Project #:**  
**Construction Year:** 2016/2017  
**Project Status:** Design  
**Project Manager:** Parks Director  
**Funding Source:** General CIP  
**Contractor:** TBD

## Project Description

The existing park signage at our various parks is approaching forty years old and they are showing their age. There are broken posts, fading colors, and the old City logo. Staff plans to establish a branding concept with new signs that connect City facilities possibly using the design elements from the new monument sign at City Hall.

## Project Costs

	<u>2016</u>	<u>2017</u>	<u>Total</u>
CONSTRUCTION	\$45,000	\$45,000	\$90,000
CONTINGENCY	\$5,000	\$5,000	\$10,000
<b>TOTAL PROJECT COST:</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>

## Impact on Operating Budget

The sign updates will have no impact on the annual operating budget.

## Public Art

### Various Locations in the City

---



Bears at Visitors Bureau

### Project Information

**Project #:** GM1504  
**Construction Year:** 2015-2019  
**Project Status:** Preliminary  
**Project Manager:** City Administrator and City Council Ad-hoc Arts Committee  
**Funding Source:** General CIP  
**Contractor:**

### Project Description

As part of Council goals and objectives, the Council wishes to beautify and give positive image for City of Merriam. An ad-hoc committee was formed by staff and members of the Council to review what should be included as part of image branding for the City of Merriam.

### Project Costs

**TOTAL COST:** 2015-2019  
\$113,000 / year

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Residential Streetlight Program



Residential Street light on Goodman north of Johnson Drive

## Project Information

**Project #:** GM0403  
**Construction Year:** 2015 - 2020  
**Project Status:** Ongoing  
**Project Manager:** Public Works Director  
**Funding Source:** General CIP  
**Contractor:** Generally Public Works

## Project Description

City Council instituted a residential streetlight program to begin installation of standard residential streetlights with all of the upcoming residential street projects. In addition, City Council directed staff to infill street lights in previously improved residential areas. This project dedicates available dollars each year to add new lighting to existing residential neighborhoods in addition to lighting that will be installed as streets are converted from rural to urban sections. The new systems are installed and maintained by Public Works crews.

## Project Costs

	<b>Expenditures by Year:</b>					
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>TOTAL PROJECT COST:</b>	<b>\$82,000</b>	<b>\$80,000</b>	<b>\$64,000</b>	<b>\$79,000</b>	<b>\$67,000</b>	<b>\$80,000</b>

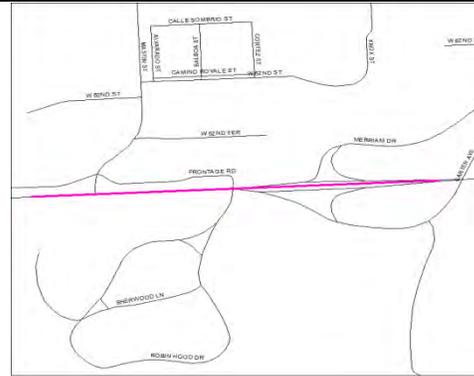
## Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works department. The streetlights currently in place are not metered, and are maintained through a service contract with an outside provider. The Public Works department will experience increased costs as more and more City-maintained lights are installed. The City expects to offset much of this additional cost by gradually reducing the number of lights serviced contractually, as well as the increased efficiency of the metered lights over non-metered lights.

# Shawnee Mission Parkway Streetlight Metering Railroad Bridge to West City Limit



SMP streetlight



## Project Information

<b>Project #:</b>	
<b>Design:</b>	N/A
<b>Construction Year:</b>	2016
<b>Project Status:</b>	Preliminary
<b>Project Manager:</b>	Public Works Director
<b>Funding Source:</b>	General CIP
<b>Contractor:</b>	Black and McDonald

## Project Description

The Public Works Director proposes to install streetlight metering devices for streetlights along Shawnee Mission Parkway from the Railroad Bridge to the City's western border. This will include the installation of LED light fixtures. The meter will separate the electrical usage and pay for actual usage instead of a flat fee as determined by KCP&L. The metering will allow the City of Merriam to maintain the streetlights resulting in a savings of outside contracted maintenance services.

## Project Costs

Estimated Cost	<b><u>2016</u></b> \$75,000
----------------	--------------------------------

## Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Sidewalk Program

## City Wide – Sidewalk In-Fill



### Project Information

**Project #:**  
**Construction Year:** 2017-2019  
**Project Status:** Preliminary  
**Project Engineer:** N/A  
**Funding Source:** General CIP  
**Contractor:** Public Works

### Project Description

Fill in approximately 27,053 linear feet of sidewalk in areas that either have no sidewalk or have partial sidewalks that need to be connected. It is proposed to break this project into three phases so that it can be properly managed and constructed with lower impact on the residents.

<u>Project Costs</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Total</u>
ENGINEERING	\$150,000			\$150,000
CONSTRUCTION	\$500,000	\$500,000	\$500,000	1,500,000
LEGAL	\$5,000			\$5,000
EASEMENT / ROW ACQUISITION	\$10,000			\$10,000
CONTINGENCY	\$50,000	\$50,000	\$50,000	\$150,000
<b>TOTAL PROJECT COST:</b>	<b>\$715,000</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>\$1,815,000</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on operating budget.

# Small Drainage Projects

## Various Pipes Replacement/Rehabilitation

---



Small storm drain outlet

### Project Information

<b>Project #:</b>	GM1103
<b>Construction Year:</b>	Ongoing
<b>Project Status:</b>	Varies
<b>Project Engineer:</b>	City Engineer
<b>Funding Source:</b>	General CIP
<b>Contractor:</b>	Public Works for spot repairs

### Project Description

City of Merriam has aging drainage infrastructures including Corrugated Metal Pipes (CMP) and Reinforced Concrete Pipe (RCP) that are either at risk of failure or undersized. Each year, the City Engineer and the Public Works Director are notified of failures that require emergency repairs. Many CMP pipes that are more than 15 years old are at risk for failure. In order to be more effective with limited available funding, the City Engineer proposes to utilize emerging technology in pipe installation if possible. Various trenchless technologies are available and have been widely used throughout North America. Such trenchless pipe installation technologies include Cured-In-Place-Pipe (CIPP), thermo-formed Ultra-Liner and Pipe Bursting, which all utilize existing pipe cavity and line the pipe instead of trenching across street sections. The cost of these technologies is becoming very competitive and in many cases can be more economical due to savings in logistics and cost of traffic control over busy streets and reconstruction of street over the trench. Another benefit to the trenchless technology is the significant reduction in risk of liability and safety in trenching adjacent to homes and yards. If trenchless technology is not feasible, the City Engineer and Public Works Director collaborate to find best option including in-house work with the Public Works crews.

### Project Costs

	<b><u>2015-2020</u></b>
<b>CONSTRUCTION</b>	<b>\$300,000/Year</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Storm Drain Inventory

## City-wide Asset Management/Inventory



Video Inspection photo of storm drain

### Project Information

**Project #:** GM1303  
**Construction Year:** 2015/2018  
**Project Status:** Preliminary  
**Project Manager:** City Engineer/Public Works Director  
**Funding Source:** General CIP  
**Contractor:**

### Project Description

In 2013, Lucity Software was selected to assist City of Merriam Public Works Department to begin assessing City's aging infrastructure. As the Lucity software gets operational, staff proposes to begin video inspection of storm drain pipes in a systematic manner beginning with the oldest neighborhoods. This information will be stored in Lucity to assist in assessing and prioritizing most urgent pipe replacement projects.

### Project Costs

	<b>Expenditures by Year:</b>			
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
PROJECT COST:	\$100,000	\$100,000	\$100,000	\$100,000

### Impact on Operating Budget

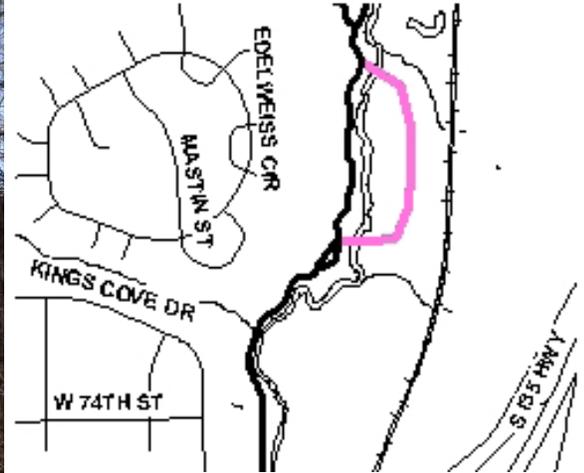
This project is not expected to have a significant effect on the operating budget.

# Streamway Trail Extension

## Turkey Creek Streamway Trail Extension (71<sup>st</sup> Street)



Streamway Trail



### Project Information

**Project #:**  
**Construction Year:** 2019  
**Project Status:** Preliminary  
**Project Engineer:** N/A  
**Funding Source:** General CIP  
**Contractor:** Public Works/others

### Project Description

Streamway Trail (also known as Turkey Creek Trail) is an important recreational trail heavily used by residents. A parcel of land in I-35 TIF area is a prime location for trail extension giving access to previously non-accessible area of the woodland. It will require a pedestrian bridge (rated for emergency vehicles) similar to other bridges along the trail. The bridge will be designed by an engineer and installed by a contractor. Clear/grubbing and asphalt trail will be installed by Public Works.

### Project Costs

#### 2019

PEDESTRIAN BRIDGE (2x)	\$350,000
TRAIL EXTENSION	\$150,000
<b>TOTAL PROJECT COST:</b>	<b>\$500,000</b>

### Impact on Operating Budget

The improvement is not expected to have a significant effect on operation budget.

# Streamway Trail Extension

## Merriam Dr. to Brown Park and Brown Park to Knox Ave. (Brown Park)



### Project Information

**Project #:**  
**Construction Year:** 2017  
**Project Status:** Preliminary  
**Project Engineer:** N/A  
**Funding Source:** General CIP  
**Contractor:** Public Works

### Project Description

Turkey Creek Streamway Trail is identified in the MetroGreen Program in Mid America Regional Council's (MARC) effort to connect trail and non-motorized form of recreation and means of transportation in the metropolitan areas surrounding the Kansas Cities. A six party Turkey Creek Coalition was formed to support the cooperative efforts to extend this trail system into surrounding participating cities which include Merriam, Overland Park, Kansas City Kansas, Mission, and Roeland Park. Currently the project was submitted to MARC's Transportation Outlook 2040 for review and planning. Our current proposal is to extend the trail as shown on the map. This Project cost estimate includes a pedestrian activated traffic signal for the Merriam Dr. crosswalk. One of the links starts at Merriam Dr. via 51<sup>st</sup> St. to Brown Park; the other starts at Brown Park and extends southwest along the creek to Knox Ave. City of Overland Park has completed the design for connecting the trail on the south side of I-35 and east of Antioch Rd.

### Project Costs

	<u>2017</u>
Surveying/Engineering	\$10,000
Construction	\$125,000
Hawk Signal	\$31,000
Easement/ROW Acquisition	\$10,000
Legal	\$5,000
Contingency	\$19,000
<b>TOTAL PROJECT COST:</b>	<b>\$200,000</b>

### Impact on Operating Budget

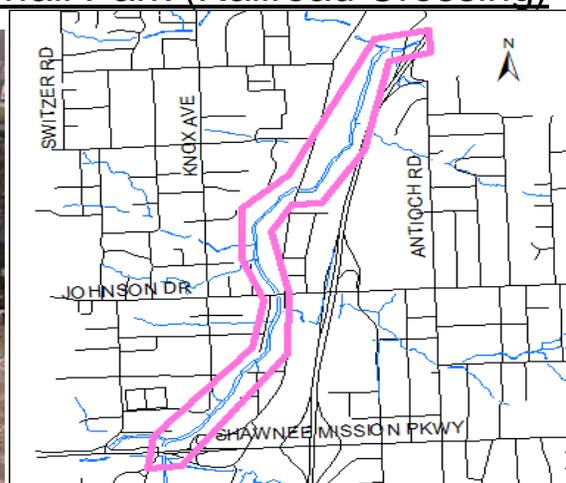
This project is not expected to have a significant effect on the operating budget. Anticipated annual increase in maintenance cost: Minimal.

# Upper Turkey Creek Improvement

## From Shawnee Mission Pkwy to Waterfall Park (Railroad Crossing)



Turkey Creek



### Project Information

<b>Project #:</b>	GM0204
<b>Construction Year:</b>	Unknown (2017 or 2018)
<b>Project Status:</b>	Feasibility Study Phase
<b>Project Engineer:</b>	US Army Corp of Engineers (Lead agency)
<b>Funding Source:</b>	Federal/General CIP/SMAC Funding
<b>Contractor:</b>	

### Project Description

In May of 2002, the City entered into an agreement with the USACE to assist in funding of the Feasibility Phase Study in an effort to define flood mitigation options. In January 2013, USACE hosted an Alternative Formulation Briefing with the Federal Agencies as a final step to finalize the Feasibility Study Report. In February 2013, the USACE requested the City to sign a non-binding Letter of Intent and financial certification in support for the project. It is anticipated that final engineering will take additional two years after study/preliminary engineering phase. Staff received verbal support for funding from SMAC/JOCO for construction when the project is ready to move forward. The easement acquisition that is subject to Federal Uniform Act (for property acquisition for construction) is not a SMAC eligible expense.

In spring, 2013, National Oceanic Atmospheric Administration (NOAA) released a new rainfall study for the Midwest region identified as Atlas 14. The USACE received comments from other Federal reviewing authority to address the higher rainfall rate in the Feasibility Study. This may affect the latest cost estimates.

Next page is the best estimate budget at this time subject to changes. It is hoped that following the upcoming Civil Works Review Board in May that a more distinct project schedule with a definitive budget is developed.

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget. Merriam Drainage District has maintenance jurisdiction along Turkey Creek and its banks.

# Upper Turkey Creek Improvement\*\*

## From Shawnee Mission Pkwy to Waterfall Park (Railroad Crossing)

### Final Engineering and Construction Expenditures by Year

	<u>Total</u>
<b><u>Cost Category</u></b>	
Engineering	\$ 3,066,000
Easement Acquisition	4,854,000
Utility Relocations	5,268,000
Construction	22,565,000
Construction Engineering/Other	1,826,000
Project Total	<u>\$ 37,579,000</u>

#### **Federal vs. Local Cost Apportionment**

Federal Share	\$ 24,426,000
Local Share	13,153,000
Total	<u>\$ 37,579,000</u>

#### **Local Share Funding Source**

Johnson County Stormwater Mgmt	\$ 6,106,750
In Kind Contributions (Easements)	2,000,000
City of Merriam	5,046,250
	<u>\$ 13,153,000</u>

\*\*Estimated costs represent the best available information as of April 20, 2015. Staff is awaiting further information from the US Army Corps of Engineers as to construction schedule. The current CIP plan includes \$4,297,000 of Merriam net costs.

# Waterfall Park Development

## Park Improvements



Waterfall Park Playfield



### Project Information

**Project #:** GM0411  
**Design Year:** Multi-year  
**Construction Year:** 2009-19  
**Project Status:** On-going  
**Project Engineer:** Public Works  
**Funding Source:** General CIP  
**Contractor:** Public Works

### Project Description

Waterfall Park was graded and seeded in 2009 for recreational play field. The play field is currently in use and rented for fee to recreational soccer by elementary school age children. Currently, Public Works waters the field by hooking up their water truck manually to the fire hydrant, which requires a crew and a water truck for several hours a day. For an irrigation system, WaterOne requires a water meter assembly. Public Works will also expand the parking lot.

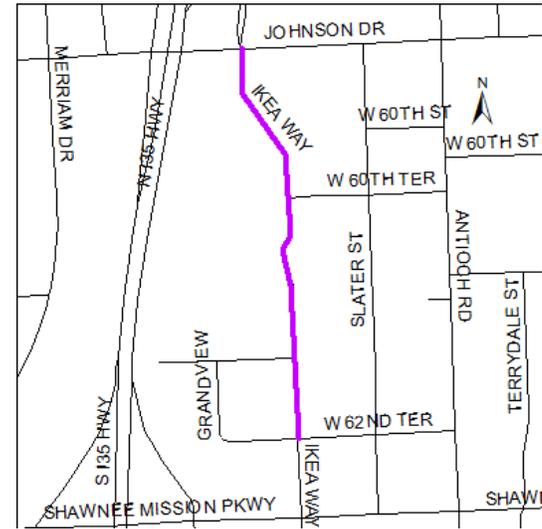
### Project Costs

	<b>Expenditures per Year:</b>				
	<u>2014/Prior</u>	<u>2015</u>	<u>2016</u>	<u>2019</u>	<u>Total</u>
VARIOUS IMPROVEMENTS/ WATER METER SYSTEM	\$364,196				\$364,196
PARKING LOT EXPANSION	\$60,000				\$60,000
PAVILION	\$85,000				\$85,000
<b>TOTAL PROJECT COST:</b>	<b>\$364,196</b>		<b>\$60,000</b>	<b>\$85,000</b>	<b>\$509,196</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget. The water bill and the cost of port-a-potty rental will be in the Parks and Recreation budget.

# IKEA Way Mill/Overlay



A Way

IKE

## Project Information

**Project #:** GT1501  
**Construction Year:** 2015  
**Project Status:** Preliminary  
**Project Engineer:** City Engineer/Public Works Director  
**Funding Source:** I-35 TIF  
**Contractor:** J.M. Fahey

## Project Description

Mill/ Overlay and curb/gutter replacement is proposed for Ikea Way from 62nd Terrace to Johnson Drive. Due to heavy construction traffic, the pavement deterioration was accelerated. The subgrade failure at the intersection of Ikea Way and 62<sup>nd</sup> Terrace and broken curb/gutter will be repaired by Public Works before mill/overlay.

## Project Costs

	<b><u>2015</u></b>
MILL/OVERLAY	\$83,692
CONTINGENCY	<u>\$14,308</u>
<b>TOTAL PROJECT COST:</b>	<b>\$98,000</b>

## Impact on Operating Budget

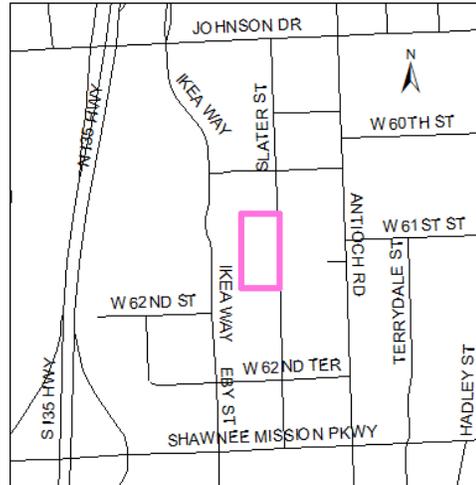
This project is not expected to have an effect on the operating budget.

# Parking Lot Mill/Overlay

## Vavra Park/Aquatic Center



Vavra Park Parking Lot



### Project Information

**Project #:** GT1401  
**Construction Year:** 2016  
**Project Status:** Preliminary  
**Project Engineer:** City Engineer/Public Works Director  
**Funding Source:** I-35 TIF for Vavra Park Parking Lot  
**Contractor:**

### Project Description

The Irene B. French Community Center and the Marketplace parking lots were mill/overlayed in 2013. Streets surrounding Vavra Park still have on-going construction activities and the work is deferred until construction vehicular traffic has subsided. The parking lots are showing signs of aging and subgrade drainage issues. Public Works will contract our curb/gutter repair. Any subgrade repair will be bid out with another CIP project prior to mill/overlay. Public Works will also crack seal prior to mill/overlay to prevent reflective cracking. The parking lot will be overlayed at the same time as IKEA Way in 2015 after construction activity subsides.

### Project Cost

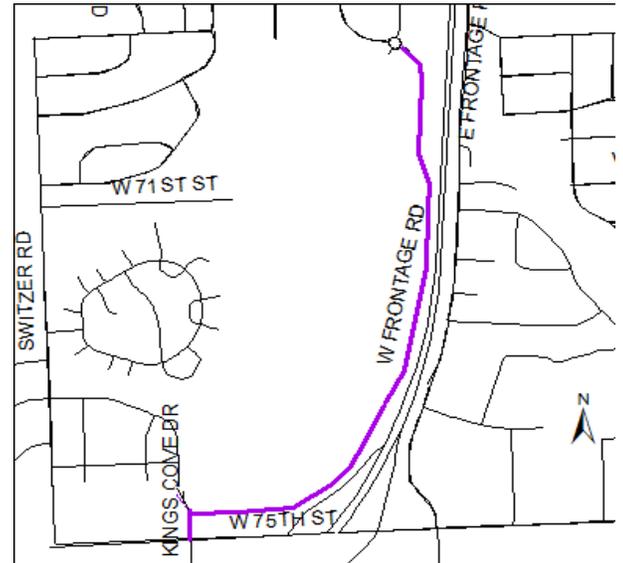
	<u>2016</u>
SUBGRADE REPAIR	\$30,000
CURB/GUTTER REPAIR	\$10,000
MILL/OVERLAY	\$60,000
CONTINGENCY	\$15,000
<b>TOTAL PROJECT COST:</b>	<b>\$115,000</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# W. Frontage Road Curb/Gutter Improvement

## Turkey Creek Drive (Merriam Pointe) to 75<sup>th</sup> Street



W. Frontage Road

### Project Information

**Project #:**  
**Design Year:** 2016  
**Construction Year:** 2017  
**Project Status:** Preliminary  
**Project Engineer:** TBD  
**Funding Source:** I-35 TIF  
**Contractor:**

### Project Description

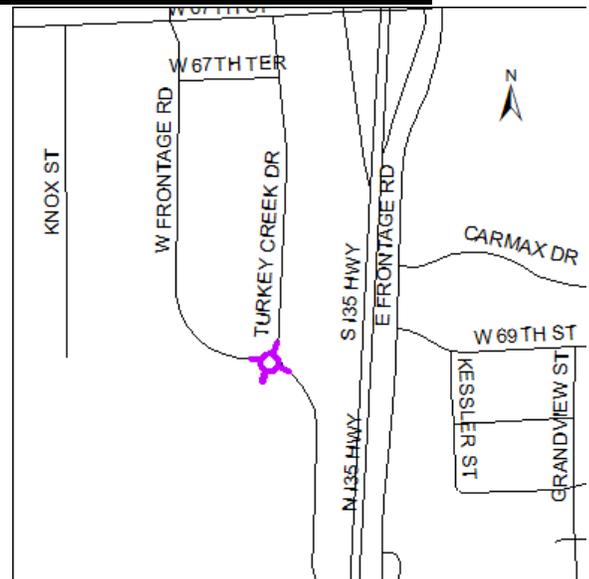
W. Frontage Road between the new Merriam Pointe auto dealerships to south of 75<sup>th</sup> Street have curb/gutter only on the east side. Street run-off drains directly to the grassy area and down the slopes to the businesses below the street level. Staff proposes to install curb/gutter, sidewalk, drainage improvements and mill/overlay of pavement. Existing decorative street lights need adjustments as part of the project.

<u>Project Costs</u>	<u>2016</u>	<u>2017</u>	<u>Total</u>
ENGINEERING	\$100,000		\$100,000
EASEMENT	\$10,000		\$10,000
LEGAL	\$10,000		\$10,000
CONSTRUCTION		\$1,000,000	\$1,000,000
CONTINGENCY		\$100,000	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$120,000</b>	<b>\$1,100,000</b>	<b>\$1,220,000</b>

### Impact on Operating Budget

The improvement is not expected to have a significant effect on operation budget.

# W. Frontage Road Roundabout Safety/Traffic Flow Improvements



Roundabout

## Project Information

**Project #:** GT1303  
**Construction Year:** 2015  
**Project Status:** Construction  
**Project Engineer:** City Engineer/BHC Rhodes  
**Funding Source:** I-35 TIF  
**Contractor:** Kansas Heavy Construction

## Project Description

The roundabout was constructed in 2006 when the Merriam Pointe Development was proposed for multiple retail/mixed uses. The roundabout does not properly function for large tractor trailer delivery trucks utilized by multiple car dealers. The curb/gutter is run over with tires and inner traffic circle does not provide sufficient room for larger vehicles. BHC Rhodes reviewed the existing traffic patterns and recommended engineering modification to the roundabout. Staff and engineer met with the dealerships on W. Frontage Road and provided comments. The project is in the I-35 TIF area. Island treatment for possible art piece is also in planning stage.

## Project Costs

	<b>2015</b>
FEASIBILITY STUDY	\$10,318
ENGINEERING	\$17,125
CONSTRUCTION	\$144,513
ISLAND ART PIECE	\$100,000
CONTINGENCY	\$18,044
<b>TOTAL PROJECT COST:</b>	<b>\$290,000</b>

## Impact on Operating Budget

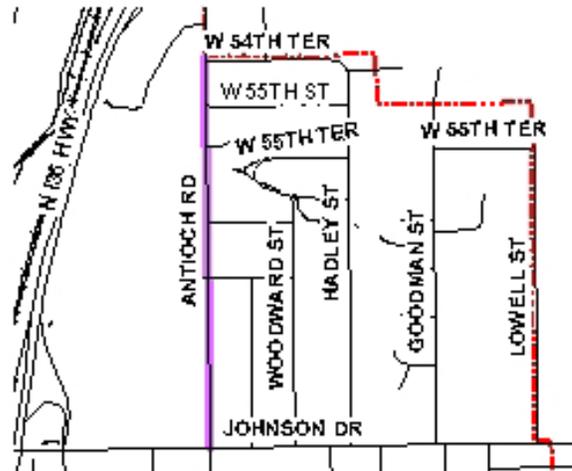
This project is not expected to have an effect on the operating budget.

# Antioch Road Mill and Overlay

## Johnson Dr to 54<sup>th</sup> Ter



Antioch Road



### Project Information

<b>Project #:</b>	GT1402
<b>Design:</b>	N/A
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Preliminary
<b>Project Engineer:</b>	Public Works Director /City Engineer
<b>Funding Source:</b>	Merriam Town Center TIF
<b>Contractor:</b>	J.M. Fahey

### Project Description

Antioch Road between Johnson Drive and 54<sup>th</sup> Terrace is a commercial corridor, which serves the Merriam Town Center businesses as well as provides access to I-35. Several old storm drain pipe crossings will be replaced before mill and overlay. The mill/overlay and curb/gutter replacement will be eligible CARS improvement.

### Project Costs

	<b>2015</b>
MILL/OVERLAY	\$372,883
CONTINGENCY	\$ 50,000
<b>TOTAL PROJECT COST</b>	<b>\$422,883</b>

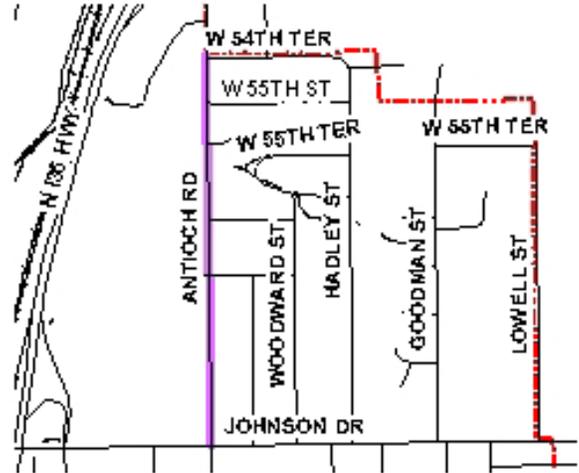
### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Antioch Road Streetlight Metering North of Johnson Dr.



Antioch Road streetlight



## Project Information

<b>Project #:</b>	GT1502
<b>Design:</b>	N/A
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Preliminary
<b>Project Manager:</b>	Public Works Director
<b>Funding Source:</b>	Merriam Town Center TIF
<b>Contractor:</b>	Varies

## Project Description

Public Works Director proposes to install streetlight metering device for streetlights north of Johnson Drive. The meter will separate the electric usage and pay for actual electric use instead of flat fee as determined by KCP&L. The metering will allow City of Merriam to maintain the streetlights, which will save in contract services to maintain the streetlights.

## Project Costs

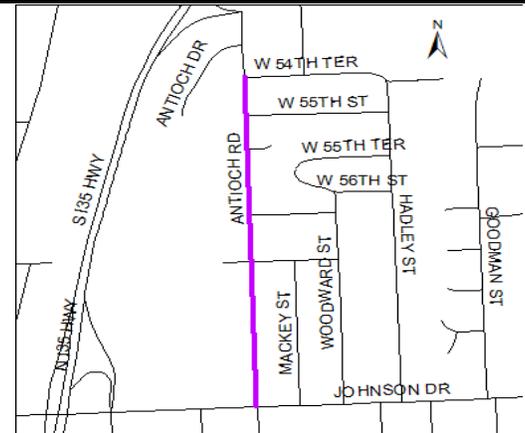
ESTIMATED COST	<b><u>2015</u></b> \$115,000
----------------	---------------------------------

## Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Antioch Road Streetlights Installation

## Johnson Drive to 54<sup>th</sup> Ter.



### Project Information

<b>Project #:</b>	
<b>Construction Year:</b>	2016
<b>Project Status:</b>	Construction
<b>Project Manager:</b>	Public Works Director
<b>Funding Source:</b>	Merriam Town Center TIF
<b>Contractor:</b>	Public Works

### Project Description

Removal of existing non-metered lights and the installation of new black decorative streetlights on both sides of Antioch Rd. from Johnson Dr. north to 54<sup>th</sup> Ter. The new system will be installed and maintained by Public Works.

### Project Costs

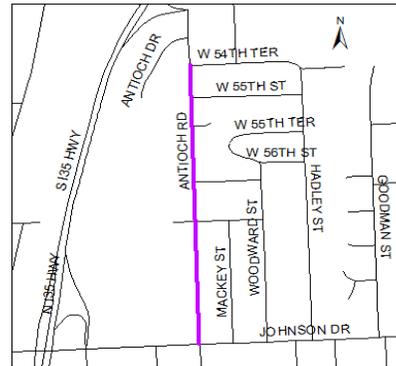
<b>TOTAL PROJECT COST:</b>	<b><u>2016</u></b> <b>\$316,046</b>
----------------------------	--

### Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works Department. The streetlights currently in place are not metered and are maintained through a service contract with an outside provider. The Public Works Department will experience increased costs due to the maintenance of these lights. The City expects to offset these additional costs by reducing the amount of lights serviced contractually as well as the efficiency of the metered lights over non-metered lights.

# Traffic Signal Upgrades

Four Intersections on Antioch Rd from Johnson Dr to 54th Ter



## Project Information

**Project #:**  
**Construction Year:** 2015  
**Project Status:** Construction  
**Funding Source:** Merriam Town Center TIF  
**Contractor:** Public Works

## Project Description

Install radar vehicle detection and battery backup on the following four intersections; Johnson Drive at Antioch, Antioch at 58<sup>th</sup> St, Antioch at 57<sup>th</sup> St and Antioch at 55<sup>th</sup> Ter. Install two pan tilt zoom cameras; one located at the intersection of Antioch and Johnson Drive and one at the intersection of Antioch at 57<sup>th</sup> St. The upgrades will utilize the Operation Green Light fiber service.

## Project Costs

	<b><u>2015</u></b>
Vehicle Radar Detection and Camera	\$102,000
Battery Backup	\$16,800
Installation	\$28,000
Contingency	\$14,680
<b>TOTAL PROJECT COST:</b>	<b>\$161,480</b>

## Impact on Operating Budget

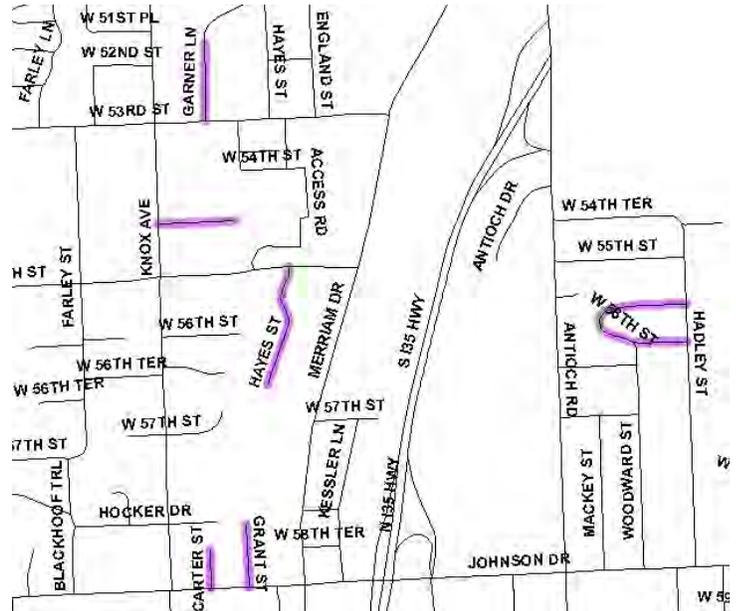
This project is not expected to have a significant effect on the operating budget since it is an upgrade to existing traffic signals. The battery backup system requires replacement batteries every 4 to 7 years. Anticipated annual increase in maintenance cost: \$1500.00

# Residential Streets Group IV

## 54<sup>th</sup> St, 55<sup>th</sup> Ter/56<sup>th</sup> St, Garner, Hayes, (incl. Carter and Grant)



54<sup>th</sup> Street East of Knox



### Project Information

<b>Project #:</b>	GM1402
<b>Design Year:</b>	2013
<b>Construction Year:</b>	2014/2015
<b>Project Status:</b>	Design
<b>Project Engineer:</b>	Affinis Corporation
<b>Funding Source:</b>	Special Sales Tax Projects
<b>Contractor:</b>	Kansas Heavy Construction

### Project Description

This street improvement project includes the conversion of ditch section streets to curb and gutter streets with improved storm drainage. Sidewalk is envisioned on one side of the street. Decorative street lighting will be installed. This project was originally programmed for funding by the special sales tax for residential streets approved in August 2005, which was depleted due to high construction prices during late 2000s. Due to budget constraints in 2008 and 2009, Carter and Grant (north of Johnson Drive) originally scheduled for construction in 2009 as part of Residential Streets Group II are now grouped with this project for construction in 2014.

### Project Costs

	<b>Expenditures by Year:</b>		
	<b>2013/14</b>	<b>2015</b>	<b>Total</b>
ENGINEERING SERVICES	\$206,736	\$10,264	\$217,000
CONSTRUCTION	\$1,257,742	\$903,776	\$2,161,518
EASEMENT/ROW ACQUISITION	\$54,239		\$54,239
LEGAL	\$7,679	\$7,321	\$15,000
REFORESTATION		\$11,000	\$11,000
STREET LIGHTS	\$66,212	\$26,788	\$93,000
CONTINGENCY		\$198,243	\$198,243
<b>TOTAL PROJECT COST:</b>	<b>\$1,592,608</b>	<b>\$1,157,392</b>	<b>\$2,750,000</b>

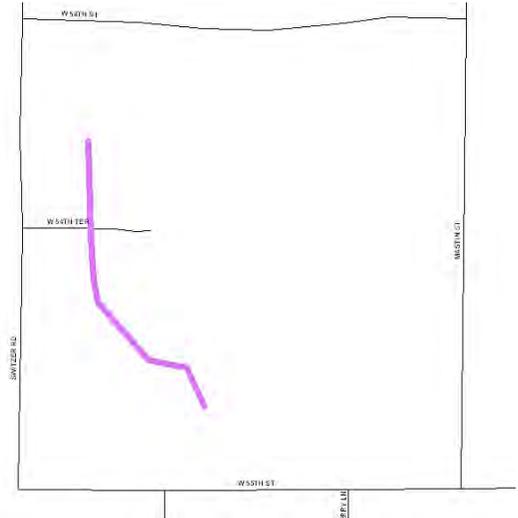
### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget, since it is an upgrade of an existing street. Upon completion, this project will be maintained as part of the City's nine-year street overlay program. Since the street will have a new surface, it can be moved toward the end of the overlay rotation. However, the new curb and gutter upgrade will add more drainage structures to the City's semiannual drain cleaning program. A project this size will involve 18 or more drain boxes. Each box takes about 2 man-hours to clean, at \$20/hour in salary and benefits. The Public Works department will install, inspect and maintain the upgraded, metered streetlights. Anticipated annual increase in maintenance cost: \$1,500

# W. 54<sup>th</sup> St., W. 54<sup>th</sup> Ter. & Switzer Rd Drainage Improvement Remi Caenen Subdivision



Drainage Path on backyards



## Project Information

**Project #:**  
**Construction Year:** 2018  
**Project Status:** Conceptual  
**Project Engineer:**  
**Contractor:**

## Project Description

The subdivision was developed in phases without any drainage improvement on the street. The properties receive drainage water from the development from the north. Only one property on 10209 W. 54<sup>th</sup> Terrace has a recorded surface drainage easement. Downstream properties have no recorded easements. Drainage meanders through multiple properties until it is captured in a private drainage improvement that outlets to City Storm system on 55<sup>th</sup> Street. Streets and some of the lower lying properties may experience flooding.

## Project Costs

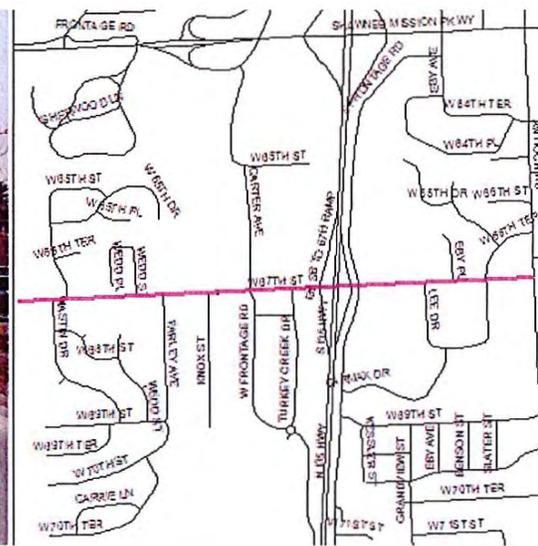
	<b><u>2018</u></b>
PRELIMINARY COST EST.	\$200,000
<b>TOTAL PROJECT COST:</b>	<b>\$200,000</b>

## Impact on Operating Budget

To be determined after design.

# 67th Street Reconstruction/Improvement

## West City Limits to Antioch Road



### Project Information

**Project #:**  
**Design:** 2016  
**Construction Year:** 2017  
**Project Status:** Design  
**Project Engineer:** BHC Rhodes  
**Funding Source:** CARS/Special Street Tax  
**Contractor:**

### Project Description

The project entails West 67<sup>th</sup> Street between West City Limits to Antioch Road. The scope of work includes removal of concrete cap around Antioch Road area, a 2-inch mill/overlay, new pavement markings, install new streetlights, new traffic signal system and replacement of curb/gutters/sidewalk/ADA ramps as required. The City of Merriam plans to submit CARS application to Johnson County to request funding.

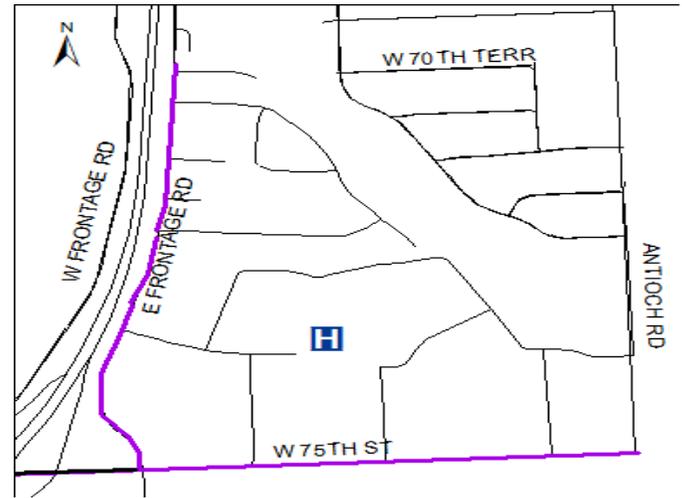
### Project Costs

	<u>2016/2017</u>
ENGINEER	\$90,172
CONSTRUCTION	\$546,213
SIDEWALK REPLACEMENT	\$172,500
STREET LIGHTS	\$193,011
ROW/EASEMENT	\$15,000
LEGAL	\$5,000
REFORESTATION	\$5,000
CONTINGENCY	\$90,172
TOTAL PROJECT COST	\$1,117,068
CARS ELIGIBLE FUNDING (50%)*	-\$500,948
<b>TOTAL MERRIAM COST:</b>	<b>\$616,120</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# 75<sup>th</sup> Street E. Frontage to Antioch Streetlights Installation



Existing Street lights

## Project Information

**Project #:**  
**Construction Year:** 2015  
**Project Status:** Ongoing  
**Project Engineer:** N/A  
**Funding Source:**  
**Contractor:** Generally Public Works

## Project Description

The existing arterial street streetlights were purchased from KCP&L in 1990s. The City has been replacing them each year with the decorative streetlights with its own meter. The lights will be maintained by Public Works Department instead of contract services.

## Project Costs

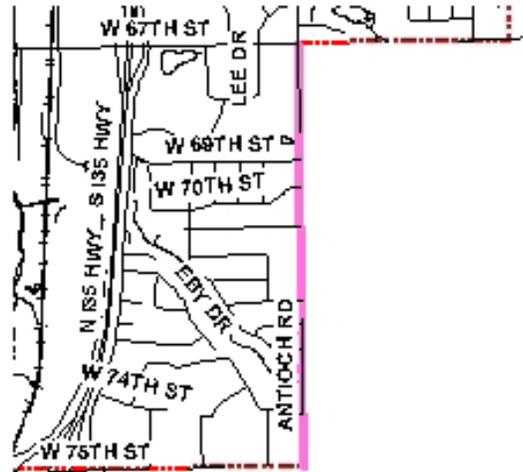
**TOTAL PROJECT COST:** **2015**  
**\$118,300**

## Impact on Operating Budget

The new decorative streetlights will be metered and maintained by the City's Public Works department. The streetlights currently in place are not metered, and are maintained through a service contract with an outside provider. The Public Works department will experience increased costs as more and more City-maintained lights are installed. The City expects to offset much of this additional cost by gradually reducing the number of lights serviced contractually, as well as the increased efficiency of the metered lights over non-metered lights.

# Antioch Road Mill/Overlay/Curb/Gutter Repair

## 67<sup>th</sup> Street to 75<sup>th</sup> Street (Joint Project with City of Overland Park)



Antioch Road

### Project Information

<b>Project #:</b>	GM1501
<b>Design year:</b>	2014
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Design by City of Overland Park
<b>Project Engineer:</b>	Joint Project with City of Overland Park (Lead)
<b>Funding Source:</b>	CARS/Special Sales Tax
<b>Contractor:</b>	

### Project Description

The centerline of Antioch Street divides City of Merriam and City of Overland Park. City of Merriam and City of Overland Park will collaborate in improving Antioch Road from 67<sup>th</sup> Street to 75<sup>th</sup> Street. Antioch Road is a Functionally Classified Street (i.e. major arterial) by Johnson County thus eligible for County Assisted Roadway System (CARS) funding. If selected for CARS funding, 50% of the construction costs will be reimbursable. City of Overland Park and City of Merriam plan to submit joint CARS application to Johnson County to request funding. The general scope of work includes replacement of curb/gutter and median and mill/overlay. Several CMP pipe crossings and catch basins that are beyond design life will be replaced prior to the CARS project. This is not CARS eligible cost.

### Project Costs

	<b>2015</b>
ENGINEERING	\$105,000
CONSTRUCTION (Total)*	\$761,000
STORM DRAIN CROSSINGS	\$290,000
CONTINGENCY	\$106,000
<b>TOTAL PROJECT COST:</b>	<b>\$1,262,000</b>
City of Overland Park share including CARS	-\$691,500
City of Merriam Cost	\$570,500
Merriam Share of CARS Funding	-\$167,000
<b>Net cost to Merriam</b>	<b>\$403,500</b>

### Impact on Operating Budget

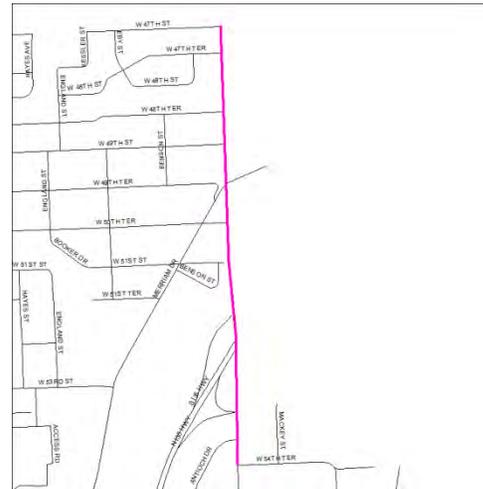
This project is not expected to have a significant effect on the operating budget.

# Antioch Road Mill/Overlay/Curb/Gutter Repair

## 47<sup>th</sup> Street to 54<sup>th</sup> Terrace (Joint Project with City of Overland Park)



Antioch Road



### Project Information

<b>Project #:</b>	
<b>Design year:</b>	2016
<b>Construction Year:</b>	2017
<b>Project Status:</b>	Design by City of Overland Park
<b>Project Engineer:</b>	Joint Project with City of Overland Park (Lead)
<b>Funding Source:</b>	CARS/Special Sales Tax/Merriam Town Center TIF
<b>Contractor:</b>	

### Project Description

The centerline of Antioch Street is the border between Merriam and Overland Park. The City of Merriam and the City of Overland Park will collaborate in improving Antioch Road from 47<sup>th</sup> Street to 54<sup>th</sup> Terrace. Antioch Road is a Functionally Classified Street (i.e. major arterial) by Johnson County thus eligible for County Assisted Roadway System (CARS) funding. If selected for CARS funding, 50% of the construction costs will be reimbursable. City of Overland Park and City of Merriam plan to submit joint CARS application to Johnson County to request funding. The general scope of work includes replacement of curb/gutter and median and mill/overlay. Several CMP pipe crossings and catch basins that are beyond design life will be replaced.

<u>Project Cost</u>	<u>2016/2017</u>
ENGINEERING	\$160,000
CONSTRUCTION*	\$1,356,000
STREETLIGHTS*	\$266,000
LEGAL	\$5,000
REFORESTATION	\$5,000
EASEMENT/ROW ACQUISITION	\$25,000
<b>TOTAL PROJECT COST:</b>	<b>\$1,817,000</b>
City of Overland Park share	-\$891,000
City of Merriam Cost	\$926,000
Merriam Share of CARS Funding * (50% of 50%)	-\$405,500
<b>Net cost to Merriam**</b>	<b>\$520,500</b>

\*\*approx. 30% of the project will be funded by Merriam Town Center TIF District funds.

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

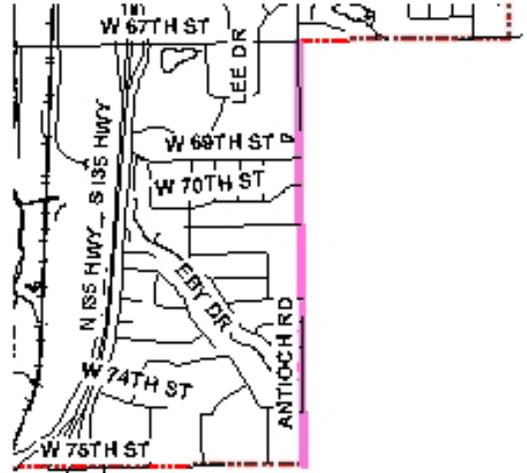


# Antioch Road Streetlights

## 67<sup>th</sup> Street to 75<sup>th</sup> Street



Antioch Road



### Project Information

<b>Project #:</b>	
<b>Design year:</b>	2014
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Preliminary
<b>Project Manager:</b>	Public Works Director
<b>Funding Source:</b>	Special Sales Tax
<b>Contractor:</b>	

### Project Description

After the CARS project with City of Overland Park, City of Merriam Public Works will install decorative streetlights to replace the existing cobra head streetlights. The new streetlights will separately be metered and maintained by Public Works.

### Project Costs

<b>TOTAL PROJECT COST:</b>	<b><u>2015</u></b> <b>\$241,500</b>
----------------------------	--

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Brown Park Creek Improvement (Lower section)

## 4901 Knox Avenue to 4940 Grant Avenue



Lower Brown Park Creek looking south from Knox Avenue



### Project Information

**Project #:**  
**Construction Year:** 2020  
**Project Status:** Conceptual  
**Project Engineer:**  
**Contractor:**

### Project Description

A natural drainage path meanders through various neighborhoods. During heavy rainstorms, the creek becomes very wide and causes erosions along its path. Brown Creek is a tributary stream to Turkey Creek.

### Project Costs

	<b>2020</b>
PRELIMINARY COST EST.	\$1,500,000
<b>TOTAL PROJECT COST:</b>	<b>\$1,500,000</b>

### Impact on Operating Budget

To be determined after design.

# Brown Park Creek Improvement (Upper section)

## 47<sup>th</sup> Street to Knox Ave



Backyards of along Upper Brown Park Creek



### Project Information

**Project #:**  
**Construction Year:** 2019  
**Project Status:** Conceptual  
**Project Engineer:**  
**Contractor:**

### Project Description

A natural drainage paths meanders through backyards of homes on 48<sup>th</sup> Street and Wedd Street. Some portion of the creek is concrete lined as part of the original home development. Most of the creek is a natural, with uneven widths carved out by storm water. During heavy rainstorms, the property owners have observed creek almost overtopping the banks. Brown Creek also receives water from un-named smaller creeks from the north from 47<sup>th</sup> Street adjacent to the 10002 W. 48<sup>th</sup> Street. Brown Creek is a tributary stream to Turkey Creek. The project should be analyzed as a system from all the tributaries.

### Project Costs

	<b><u>2019</u></b>
PRELIMINARY COST EST.	\$3,000,000
<b>TOTAL PROJECT COST:</b>	<b>\$3,000,000</b>

### Impact on Operating Budget

To be determined after design.

# Farley Avenue Reconstruction

## W. 67<sup>th</sup> Street to W. 69<sup>th</sup> Street



Farley Avenue looking south



### Project Information

<b>Project #:</b>	GM1601
<b>Design Year:</b>	2015
<b>Construction Year:</b>	2016
<b>Project Status:</b>	Feasibility Study complete
<b>Project Engineer:</b>	BHC Rhodes
<b>Funding Source:</b>	Special Sales Tax
<b>Contractor:</b>	

### Project Description

A Feasibility Study was completed and three options were presented to Council in fall, 2011. Council preferred the full street option with 24' wide curb/gutter street with sidewalk on one side. Farley Avenue between 67<sup>th</sup> Street and 69<sup>th</sup> Street is currently a very narrow rural street section. Pavement is only 20' wide and there are safety concerns with such a narrow street width. As a result, the street was marked one-way going southbound in fall, 2012. Due to lack of drainage inlets, the side of the road acts as natural ditch, which overtop and drain to adjacent properties. Per recent traffic counts by Public Works, this portion of Farley Avenue has 710 Northbound/662 Southbound vehicles per day as of 2011. Farley Avenue is not identified in Johnson County's map of functional classified street and is **not** eligible for funding from the County's CARS program. Due to lack of access for construction and precipitous fall on one side, construction of a full street section will be disproportionately more expensive compared with other residential streets.

### Project Costs

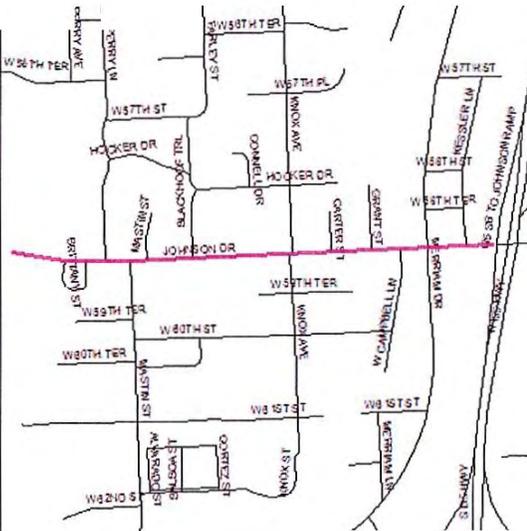
	<b>Expenditures per Year:</b>		
	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>Total</u></b>
FINAL ENGINEERING	\$172,500		\$172,500
CONSTRUCTION		\$1,420,000	\$1,420,000
EASEMENT		\$60,000	\$60,000
LEGAL		\$10,000	\$10,000
CONTINGENCY		\$210,000	\$210,000
<b>TOTAL PROJECT COST:</b>	<b>\$172,500</b>	<b>\$1,700,000</b>	<b>\$1,872,500</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Johnson Drive Reconstruction/Improvement

## West City Limits through Kessler Lane



### Project Information

**Project #:**  
**Design:** 2017  
**Construction Year:** 2018  
**Project Status:** Design  
**Project Engineer:** BHC Rhodes  
**Funding Source:** CARS/General CIP/Highway  
**Contractor:**

### Project Description

The project entails Johnson Drive from West City Limits through Kessler Lane. The scope of work includes removal of concrete cap around Merriam Drive area, 2 inch Mill/Overlay, pavement marking, install new streetlights, pedestrian traffic signal modification, traffic signal system/backup and replacement of curb/gutters/sidewalk/ADA ramps as required. The City of Merriam plans to submit CARS application to Johnson County to request funding.

### Project Costs

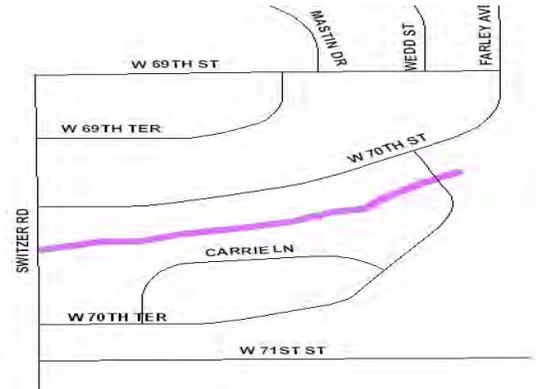
	<b>2017/2018</b>
ENGINEERING	\$96,258
CONSTRUCTION*	\$470,670
SIDEWALK REPLACEMENT*	\$262,500
STREET LIGHTS*	\$239,410
ROW/EASEMENT ACQUISITION	\$15,000
LEGAL	\$5,000
REFORESTATION	\$5,000
CONTINGENCY*	\$96,258
<b>TOTAL PROJECT COSTS</b>	<b>\$1,190,096</b>
<b>CARS ELIGIBLE FUNDING (50%)*</b>	<b>-\$534,419</b>
<b>TOTAL MERRIAM COSTS:</b>	<b>\$655,677</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Meyer Creek Improvement

## Switzer Road to Farley Ave



Meyer Creek

### Project Information

<b>Project #:</b>	GS1401
<b>Design Year:</b>	2013/2014
<b>Construction Year:</b>	2015
<b>Project Status:</b>	Preliminary Engineering Study (PES)
<b>Project Engineer:</b>	Consultant to be selected
<b>Funding Source:</b>	SMAC/Special Sales Tax
<b>Contractor:</b>	V. F. Anderson

### Project Description

This project is identified in the Northeast Johnson County Watershed Study, dated 11-20-06, as Turkey Creek Tributary Project 53 (TC53). A concrete lined channel runs through the backyards of homes on 70<sup>th</sup> Street and Carrie Lane. The existing channel lacks capacity. Ten (10) homes on 70<sup>th</sup> Street are in the 100-year flood plain per the study. The preliminary recommendation is to widen the size of the channel on W. 70<sup>th</sup> Terrace, which is 20' wide and 6' tall. This project will be funded by the special sales tax for streets/stormwater improvements. This project qualified for SMAC funding up to 75% of engineering consultant services, and eligible construction costs. The project will also improve other drainage improvements in the tract that are undersized and outlived its design life. These improvements are not SMAC eligible but recommended to be constructed together for overall cost savings.

### Project Costs

### Expenditures by Year:

	<u>2013/14</u>	<u>2015</u>	<u>Total</u>
FINAL ENGINEERING *	\$260,806	\$25,074	\$285,880
CONSTRUCTION *		\$2,270,795	\$2,270,795
EASEMENT/ROW ACQUISITION	\$30,844		\$30,844
LEGAL	\$8,035	\$16,965	\$25,000
REFORESTATION		\$10,000	\$10,000
ADDITIONAL DRAINAGE IMP/ENG		\$370,475	\$370,475
CONTINGENCY		\$157,006	\$157,006
<b>TOTAL PROJECT COST:</b>	<b>\$299,685</b>	<b>\$2,850,315</b>	<b>\$3,150,000</b>
<b>EST. 75% SMAC MATCH *</b>	<b>-\$189,252</b>	<b>-\$1,688,523</b>	<b>-\$1,877,775</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$110,433</b>	<b>\$1,161,792</b>	<b>\$1,272,225</b>

### Impact on Operating Budget

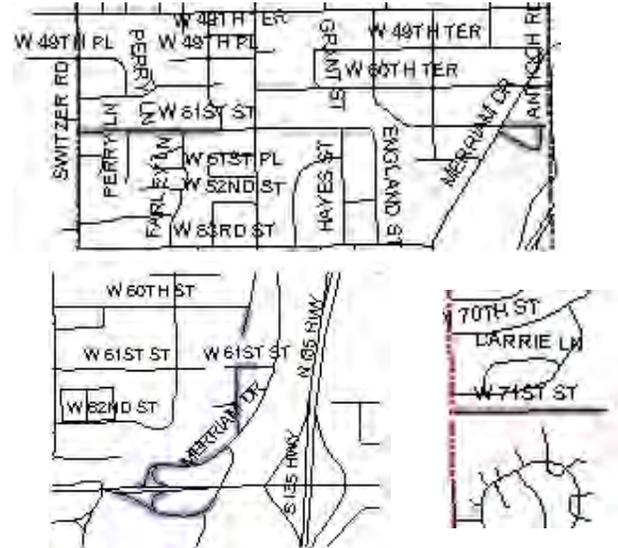
This project is not expected to have a significant effect on the operating budget, since it is an improvement of an unlined channel. Upon completion, this project will be maintained as part of the annual City's storm drainage system maintenance. The concrete lined channel will be checked and debris will be cleared.

# Residential In-Fill Street Project

## Unimproved Streets Throughout the City



Merriam Lane



### Project Information

**Project #:**  
**Construction Year:** 2017  
**Project Status:** Design  
**Project Engineer:** BHC Rhodes  
**Contractor:** TBD

### Project Description

Several residential streets are unimproved through the City. Individual locations were presented as individual projects. However, construction on individual streets will not be a viable project due to lack of interest from contractor bidding on the jobs and economy of scale. Staff proposes to combine three unimproved streets into one project.

- 51<sup>st</sup> Street Curb/Gutter In-fill Project Between Knox Ave and Switzer Road
- Merriam Lane Improvement Between 61<sup>st</sup> Street to Merriam Drive
- Campbell Street Improvement South of 60<sup>th</sup> Street

### Project Costs

	<u>2016</u>	<u>2017</u>	<u>Total</u>
ENGINEERING	\$201,017		\$201,017
CONSTRUCTION*		\$1,505,426	\$1,505,426
ROW/EASEMENT ACQUISITION		\$133,975	\$133,975
LEGAL		\$15,000	\$15,000
UTILITIES		\$170,000	\$170,000
CONTINGENCY		\$301,082	\$301,082
<b>TOTAL PROJECT COST</b>	<b>\$201,017</b>	<b>\$2,125,483</b>	<b>\$2,326,500</b>

### Impact on Operating Budget

To be determined after design.

# Shawnee Mission Pkwy Bridge over BNSF Railroad

## Bridge Repair/Rehabilitation



Shawnee Mission Pkwy Bridge over BNSF Railroad.



### Project Information

<b>Project #:</b>	GU1601
<b>Design Year:</b>	2015/2016
<b>Construction Year:</b>	2016/2017
<b>Project Status:</b>	Preliminary
<b>Project Engineer:</b>	TBD
<b>Funding Source:</b>	STP Federal Fund/I-35/Special Sales Tax
<b>Contractor:</b>	TBD

### Project Description

2011 Biennial Bridge Inspection of Shawnee Mission Pkwy over the BNSF railroad is identified this bridge qualified to receive Federal Funds for rehabilitation. The bridge carries more than 40,000 vehicles per day and plays a significant role in traffic/freight mobility. The bridge needs a significant rehabilitation to prolong the life of the bridge. The bridge was originally constructed by KDOT circa 1980s and was annexed to City of Merriam in the 1990s. The bridge has not received any significant repair since it opened.

### Project Costs

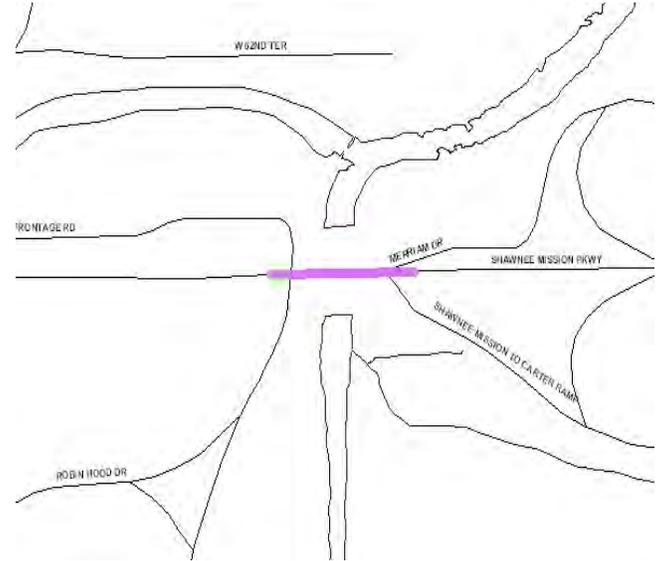
	<b>Expenditures by Year:</b>		
	<b><u>2015/Prior</u></b>	<b><u>2016/2017</u></b>	<b><u>Total</u></b>
FINAL ENGINEERING	\$137,500	\$137,500	\$275,000
CONSTRUCTION *		\$2,115,030	\$2,115,030
EASEMENT/ROW ACQUISITION		\$15,000	\$15,000
LEGAL/MARC	\$8,390	\$5,000	\$13,390
REFORESTATION		\$5,000	\$5,000
CONSTRUCTION ENGINEERING		\$210,000	\$210,000
CONTINGENCY		\$211,530	\$211,530
<b>TOTAL PROJECT COST:</b>	<b>\$145,890</b>	<b>\$2,699,060</b>	<b>\$2,844,950</b>
<b>STP FEDERAL FUND *</b>		<b>-\$1,678,000</b>	<b>-\$1,678,000</b>
<b>EST. CARS FUNDING</b>		<b>-\$323,515</b>	<b>-\$323,515</b>
<b>MERRIAM NET COST</b>	<b>\$145,890</b>	<b>\$697,545</b>	<b>\$843,435</b>
<b>I-35 TIF (37%)</b>	<b>\$57,309</b>	<b>\$258,092</b>	<b>\$312,070</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget.

# Shawnee Mission Pkwy Bridge over Turkey Creek

## Preventative Maintenance and Repair Study



Shawnee Mission Pkwy Bridge over Turkey Creek

### Project Information

**Project #:** GM1507  
**Construction Year:** 2017 or 2018  
**Project Status:** Feasibility Study  
**Project Engineer:**  
**Contractor:**

### Project Description

Shawnee Mission Pkwy Bridge over Turkey Creek was identified in the 2013 Biennial Bridge Inspection Report to be in need of repair/maintenance on the bridge deck underside and wing walls. The deck underside is showing signs of fatigue and exposed corroded steel rebars. The wing wall on the eastern bank of the creek has separated from the main structure and is creeping. Staff recommends performing a feasibility study on what repairs will be needed in next 3-5 years before more major work will be required. This study will provide maintenance measures and cost estimates which may be submitted for funding through Federal Surface Transportation Program (STP). Next call for project for STP will be in 2016.

### Project Costs

	<b><u>2015</u></b>
<b>ENGINEERING SERVICES</b>	<b>\$25,000</b>

### Impact on Operating Budget

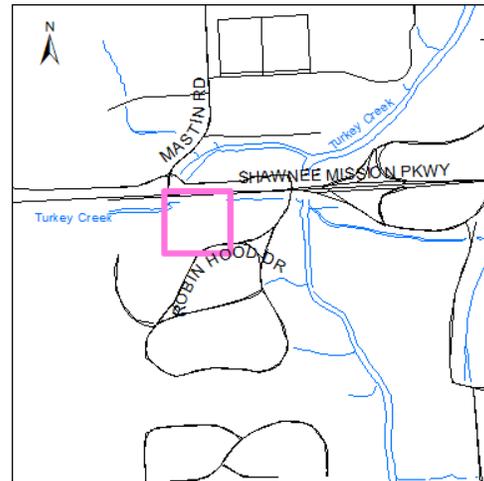
This project is not expected to have a significant effect on the operating budget.

# Sherwood Forest Drainage Outlet Repair

## Behind Shawnee Mission Pkwy Retaining Wall



Erosion behind Robin Hood Drive



### Project Information

**Project #:** GM1408  
**Construction Year:** 2015  
**Project Status:** Preliminary  
**Project Engineer:** N/A  
**Funding Source:** Special Sales Tax  
**Contractor:**

### Project Description

A storm drain pipe from Robin Hood Drive caused slope erosion behind Shawnee Mission Pkwy retaining wall. The outlet structure has no remaining riprap protection and the slope has eroded leaving a deep valley. This storm water drains to Shawnee Mission Pkwy and is causing hydrostatic pressure behind the retaining wall. The slope needs to be repaired and the stormwater will be conveyed to Turkey Creek Tributary at Mastin/Shawnee Mission Pkwy intersection.

### Project Costs

	<b><u>2015</u></b>
ENGINEERING	\$10,323
EASEMENT	\$200
LEGAL	\$5,000
REFORESTATION	\$5,000
CONSTRUCTION	\$46,125
CONTINGENCY	\$5,352
<b>TOTAL PROJECT COST:</b>	<b>\$72,000</b>

### Impact on Operating Budget

The improvement is not expected to have a significant effect on operation budget.

# West Vernon Place Drainage Improvement

## West Vernon Place Subdivision



One of the inlets on W. 65<sup>th</sup> Drive



### Project Information

**Project #:**  
**Construction Year:** 2019/2020  
**Project Status:** Conceptual  
**Project Engineer:**  
**Contractor:**

### Project Description

The subdivision is quite steep and drains very well on top. However, there is cross drainage across property lines from higher elevation properties to the lower elevation properties. There are only three or four inlets in the whole subdivision and these inlets do not have sufficient capacity. Streets and some of the lower lying properties may experience flooding.

### Project Costs

	<u>2019/2020</u>
PRELIMINARY COST EST.	\$1,250,000
<b>TOTAL PROJECT COST:</b>	<b>\$1,250,000</b>

### Impact on Operating Budget

The impact will be determined after design.

CITY OF MERRIAM, KANSAS

# STATISTICAL

ANNUAL BUDGET  
2016



Merriam is home to 44-acre Antioch Park, one of the county's most popular with two fishing lakes, walking paths, and picnic shelters.

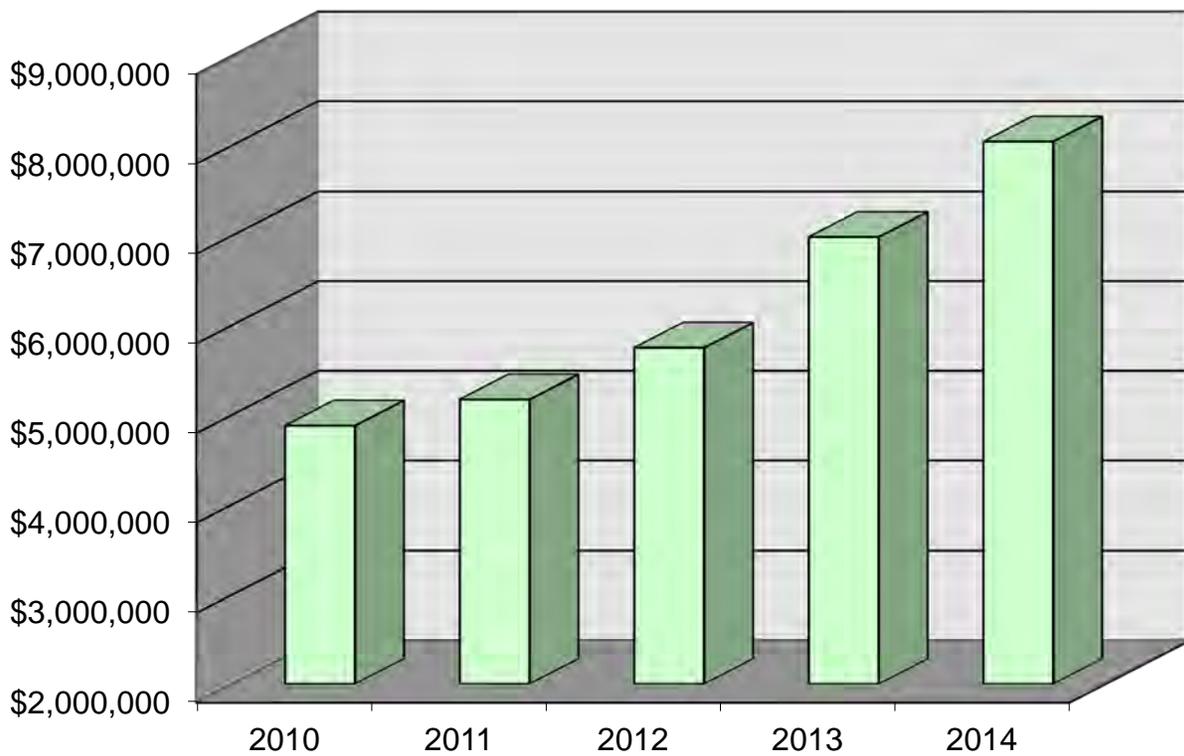


*This page intentionally blank*

**City Sales and Use Tax History (General Fund only)**  
 2010 through 2014

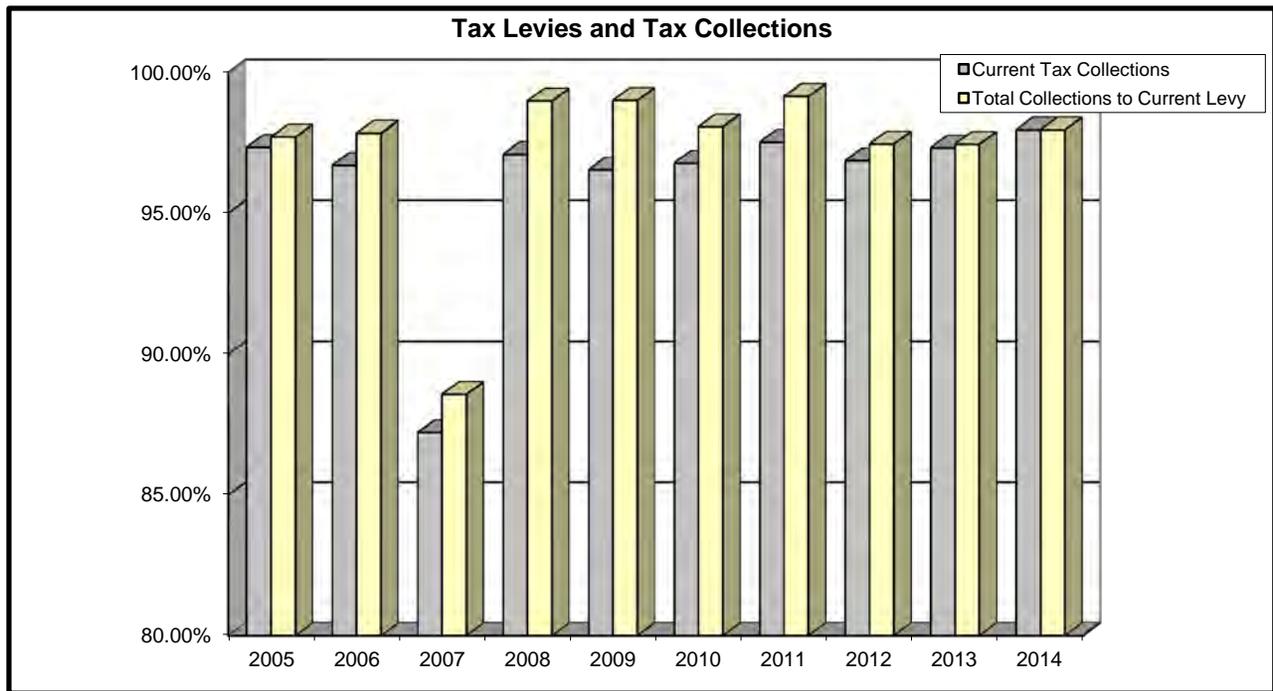
Year	2010	2011	2012	2013	2014
Annual Total	\$ 4,875,819	\$ 5,167,494	\$ 5,744,633	\$ 6,980,208	\$ 8,037,560

**Annual City Sales and Use Tax Comparison  
 2010-2014**



**Property Tax Levies and Collections - Last Ten Fiscal Years**  
December 31, 2014

Year (1)	Total Tax Levy	Current Tax Collections	Percentage Current Tax Collected	Prior Years' Tax Collected	Total Tax Collections	Percentage Total Collection to Current Levy
2005	\$ 2,967,139	\$ 2,887,999	97.33%	\$ 10,838	\$ 2,898,837	97.70%
2006	3,076,356	2,974,459	96.69%	35,320	3,009,779	97.84%
2007 *	3,734,492	3,256,645	87.20%	50,766	3,307,411	88.56%
2008	3,511,387	3,408,974	97.08%	66,514	3,475,488	98.98%
2009	4,536,145	4,378,952	96.53%	111,787	4,490,739	99.00%
2010	4,399,200	4,256,814	96.76%	57,148	4,313,962	98.06%
2011	4,132,227	4,029,285	97.51%	67,291	4,096,576	99.14%
2012	4,008,423	3,882,278	96.85%	23,677	3,905,955	97.44%
2013	3,986,833	3,879,588	97.31%	4,952	3,884,540	97.43%
2014	4,121,652	4,037,075	97.95%	-	4,037,075	97.95%



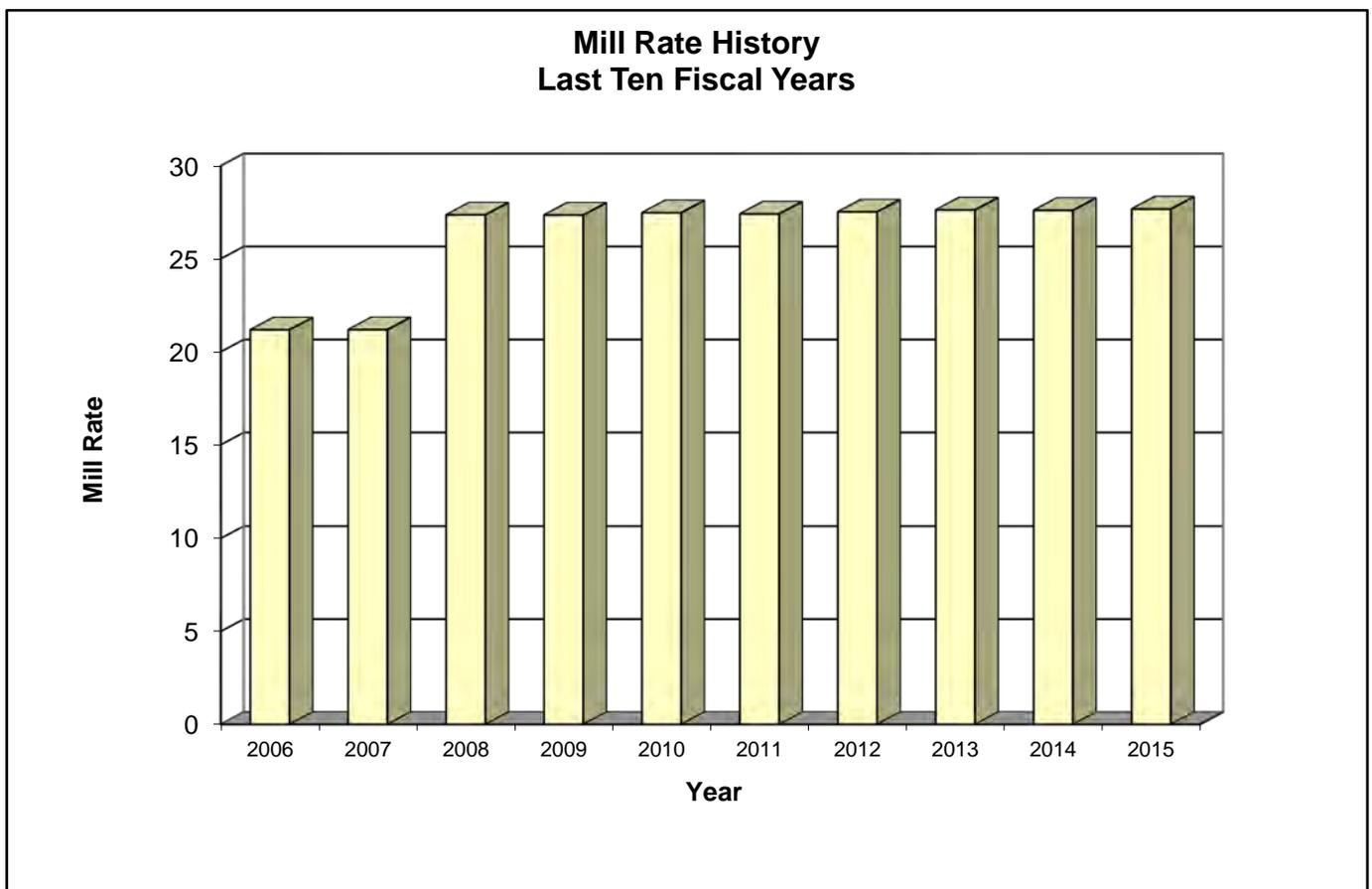
Note (1): The year shown is the year in which collections were received. The levy or assessment is certified to the County the previous year.

\* The assessed valuation for the 2007 budget included 3 parcels that were classified as tax-exempt prior to 2007. These parcels were being replatted at the time the county assessment was prepared, but regained their tax-exempt status after taxes were levied for 2007. Without the inclusion of these parcels, taxes levied would have been approximately \$3,403,000, with collections totaling 95.69% in the fiscal year of levy, and 97.19% for total collections to date.

## Assessed Valuation Growth/ Mill History - Last Ten Fiscal Years

December 31, 2014

Year	Assessed Valuation	Increase/ (Decrease)	% of Increase/ (Decrease)	Mill Rate	Mill Generated Tax Collections	Increased Ad Valorem Taxes
2006	\$ 176,313,306 *	\$ 16,427,864	10.27%	21.181	\$ 3,734,492	21.39%
2007	165,740,887 *	(10,572,419)	-6.00%	21.186	3,511,386	-5.97%
2008	165,794,770	53,883	0.03%	27.360	4,536,145	29.18%
2009	160,836,511	(4,958,259)	-2.99%	27.352	4,399,200	-3.02%
2010	150,405,068	(10,431,443)	-6.49%	27.474	4,132,229	-6.07%
2011	146,228,815	(4,176,253)	-2.78%	27.412	4,008,424	-3.00%
2012	144,859,898	(1,368,917)	-0.94%	27.522	3,986,834	-0.54%
2013	149,200,072	4,340,174	3.00%	27.625	4,121,652	3.38%
2014	162,552,346	13,352,274	8.95%	27.605	4,487,258	8.87%
<b>2015</b>	<b>\$ 171,683,529</b>	<b>9,131,183</b>	<b>5.62%</b>	<b>27.676</b>	<b>4,751,513</b>	<b>5.89%</b>

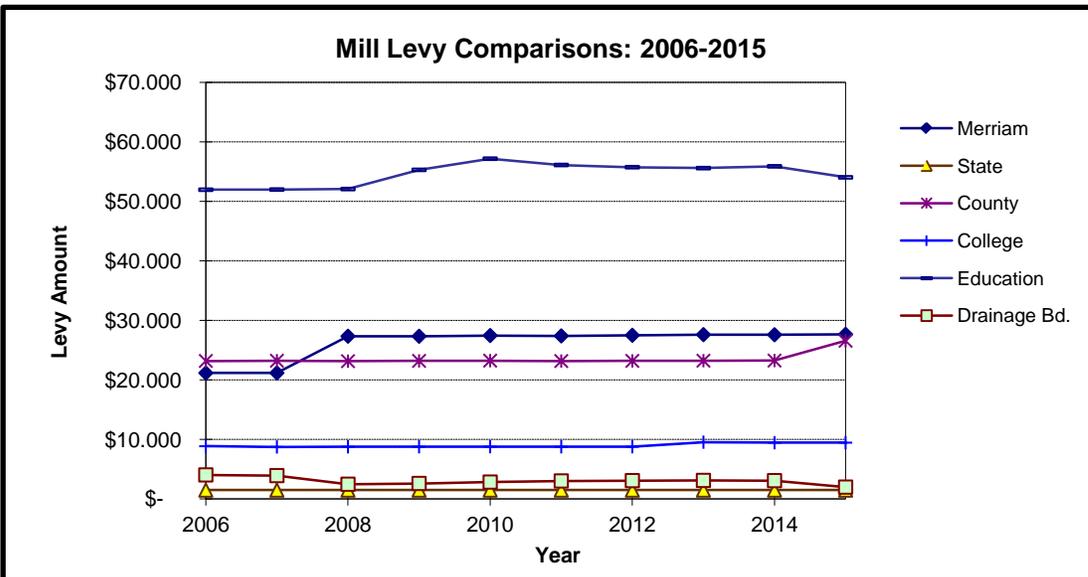
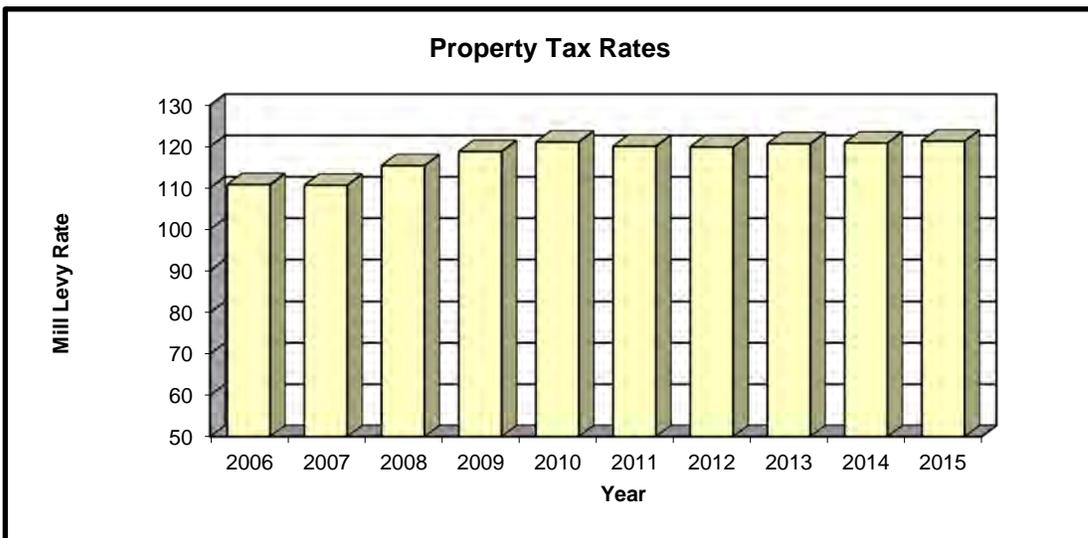


\* The 2006 assessed valuation included 3 parcels that were classified as tax-exempt prior to 2006. These parcels were being replatted at the time the county assessment was prepared, but have since regained their tax-exempt status and are not expected to be included in assessed valuation in future years. Without the inclusion of these parcels, 2006 assessed valuation would be \$160,678,547, an increase over 2005 of \$793,105 (.50% increase). The 2007 assessed valuation represents a 3.39% increase over adjusted 2006 values, net of these parcels.

**Direct and Overlapping Property Tax Rates - Last Ten Fiscal Years  
(per \$1,000 Assessed Valuation)**

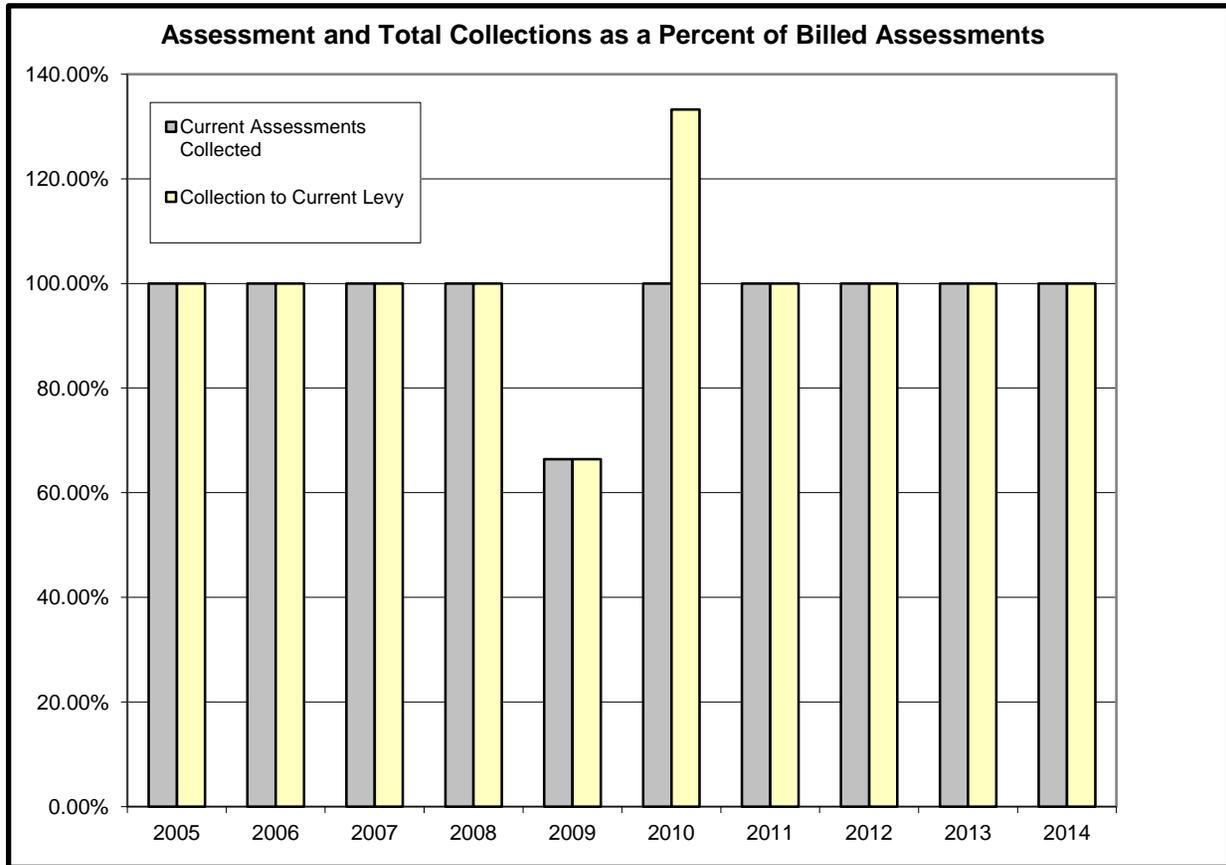
Year(1)	City of Merriam	State	County	Junior College	Board of Education	Merriam Drainage Bd.	Property Tax Total
2006	\$ 21.181	\$ 1.500	\$ 23.199	\$ 8.872	\$ 51.980	\$ 4.050	\$ 110.782
2007	21.186	1.500	23.242	8.749	52.008	3.934	110.619
2008	27.360	1.500	23.165	8.768	52.094	2.488	115.375
2009	27.352	1.500	23.213	8.784	55.318	2.615	118.782
2010	27.474	1.500	23.256	8.799	57.192	2.849	121.070
2011	27.412	1.500	23.188	8.776	56.135	3.038	120.049
2012	27.522	1.500	23.210	8.785	55.766	3.091	119.874
2013	27.625	1.500	23.247	9.551	55.611	3.127	120.661
2014	27.605	1.500	23.270	9.461	55.911	3.088	120.835
2015	27.676	1.500	26.595	9.469	54.059	2.002	121.301

Note (1) Indicates assessment year and year of levy. Represents basis for the following budget year.



**Special Assessment Billings and Collections - Last Ten Fiscal Years**  
**December 31, 2014**

Year (1)	Assessments Certified to County	Current Assessments Collections	Percentage Current Assessments Collected	Prior Years' Assessments Collected	Total Tax Collections	Percentage Total Collection to Current Levy
2005	\$ 54,977	\$ 54,977	100.00%	\$ -	\$ 54,977	100.00%
2006	52,345	52,345	100.00%	-	52,345	100.00%
2007	54,462	54,462	100.00%	-	54,462	100.00%
2008	51,375	51,375	100.00%	-	51,375	100.00%
2009	418,519	278,004	66.43%	-	278,004	66.43%
2010	422,900	422,900	100.00%	140,514	563,414	133.23%
2011	422,050	422,050	100.00%	-	422,050	100.00%
2012	420,850	420,850	100.00%	-	420,850	100.00%
2013	419,300	419,300	100.00%	-	419,300	100.00%
2014	422,400	422,400	100.00%	-	422,400	100.00%



Note (1): The year shown is the year in which collections were received. The levy or assessment is certified to the County the previous year.

**Statement of Direct and Overlapping Debt**  
December 31, 2014 and 2013

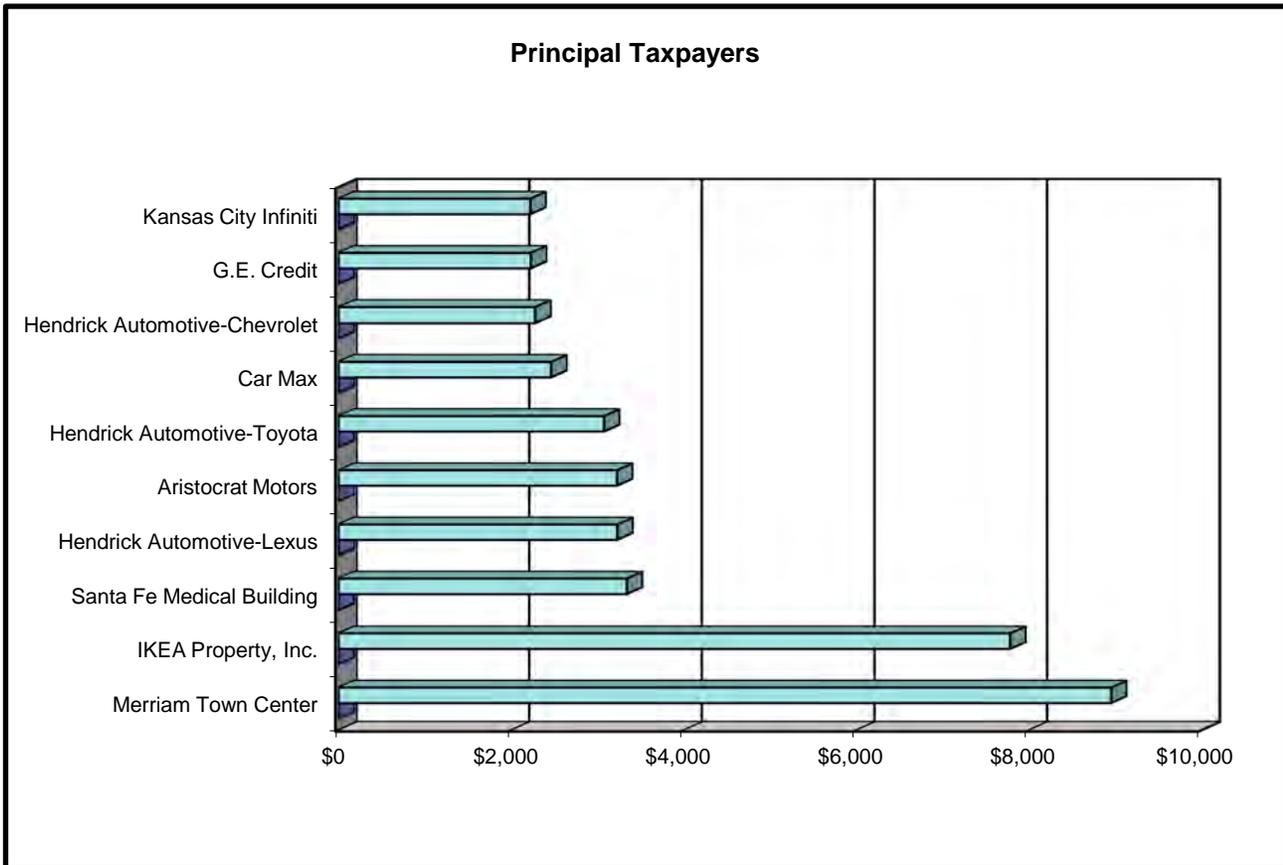
	December 31, 2014		December 31, 2013	
	<u>% of Debt Applicable to City</u>	<u>City of Merriam Share of Debt</u>	<u>% of Debt Applicable to City</u>	<u>City of Merriam Share of Debt</u>
<b>Direct Debt:</b>				
Bonded Debt				
General Obligation:				
Direct tax supported *		\$ 6,102,132		\$ 7,802,796
Special Obligation:				
TIF Revenue Bond		<u>1,260,448</u>		<u>1,769,859</u>
Total City Bonded Debt		<u>\$ 7,362,580</u>		<u>\$ 9,572,655</u>
<b>Overlapping Debt:</b>				
Governmental Unit:				
Shawnee Mission Unified				
School District	5.38%	\$ 8,558,609	5.15%	\$ 9,077,605
Johnson County	2.01%	182,243	1.96%	199,803
Johnson County Community College	0.00%	<u>-</u>	0.00%	<u>-</u>
Total Overlapping Debt		<u>\$ 8,740,852</u>		<u>\$ 9,277,408</u>
Combined Direct and Overlapping Debt		<u><u>\$ 16,103,432</u></u>		<u><u>\$ 18,850,063</u></u>

\* Amounts include unamortized premium/discount.

**Principal Property Taxpayers**  
December 31, 2014

Company Name	Business	Assessed Valuation	Percent of Total Assessed Valuation
Merriam Town Center	Shopping Center	\$ 8,950,501	6.00%
IKEA Property, Inc.	Home Furnishings	7,781,000	5.22%
Santa Fe Medical Building	Medical Building	3,339,501	2.24%
Hendrick Automotive-Lexus	Automobile Dealer	3,228,545	2.16%
Aristocrat Motors	Automobile Dealer	3,226,043	2.16%
Hendrick Automotive-Toyota	Automobile Dealer	3,076,518	2.06%
Car Max	Automobile Dealer	2,464,078	1.65%
Hendrick Automotive-Chevrolet	Automobile Dealer	2,278,643	1.53%
G.E. Credit	Credit/Loan Services	2,229,251	1.49%
Kansas City Infiniti	Automobile Dealer	2,221,820	1.49%
<b>Totals</b>		<b>\$ 38,795,900</b>	<b>26.00%</b>

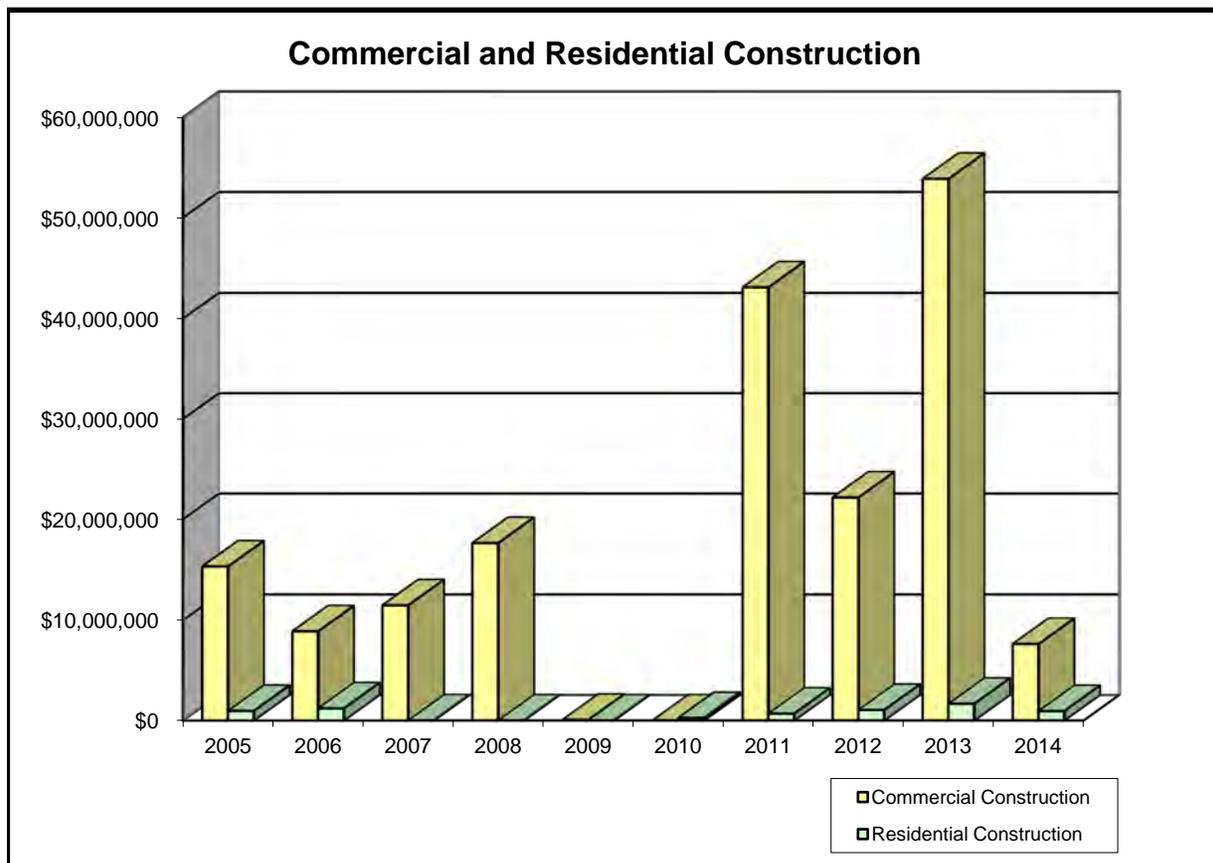
(Assessed values on chart below are in thousands of dollars.)



Source: Johnson County Appraiser

**Property Value of New Construction - Last Ten Fiscal Years**  
**December 31, 2014**

Year	Commercial Construction (1)		Residential Construction (1)	
	Number of Units	Value (1)	Number of Units	Value (1)
2005	5	\$ 15,284,365	7	\$ 957,000
2006	6	8,880,987	5	1,207,970
2007	4	11,478,003	0	-
2008	8	17,627,005	0	-
2009	2	67,500	0	-
2010	0	-	1	248,550
2011	5	43,109,064	4	685,000
2012	6	22,160,963	8	1,048,000
2013	8	53,858,792	12	1,665,000
2014	8	7,623,420	6	938,000



Note (1) Based on information obtained from issuance of building permits and estimated construction costs obtained from the City's Community Development Department.

CITY OF MERRIAM, KANSAS

# GLOSSARY

ANNUAL BUDGET  
2016



Johnson Drive Bridge over Turkey Creek was rehabilitated in 2014 with the help of federal and county grant funds. The six-month project replaced the structurally deficient bridge to improve safety for vehicular, bicycle and pedestrian traffic.

*This page intentionally blank*

## ***Glossary of Terms***

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

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

**Ad Valorem (Property Tax):** Is a general tax on all real and personal property not exempt from taxation by law. It is sometimes called an "ad valorem" property tax, which means (from Latin) it is based on value.

**Advanced Life Support (ALS):** Is a set of life-saving protocols and skills that extend basic life support to further support circulation and provide an open airway and adequate ventilation.

**Agency Fund:** A fund established to account for assets held by the City as a collection or paying agent for individuals, private organizations, other governmental units, or other funds.

**Alcohol Tax:** A tax on gross receipts derived from sale of alcoholic liquor. The City is required by Statute to credit these revenues in three equal portions to the General Fund, Special Parks and Recreation Fund, and Special Alcohol Fund.

**Appropriation:** The legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes. The assessed valuation for residential property in Kansas is 11.5% of fair market value.

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

**Authorized Positions:** Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Balanced Budget:** Per Kansas statute, a budget in which total resources, including fund balance and reserves, equal total obligations.

**Big Box Store:** A large retail superstore that sells a wide variety of merchandise, usually part of chain.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. Bonds are most frequently sold to raise funds for the construction of large capital projects.

**Bond and Interest Fund:** See Debt Service Fund

**Bond Refinancing:** The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget:** The financial plan for the operation of the City for the year.

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

**Budget Calendar:** The schedule of key dates which the City follows in the preparation and adoption of the budget.

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

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

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

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

**Capital Improvement Fund:** A fund established for the purpose of financing capital improvement projects.

**Capital Improvement Program (CIP):** A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the long-term needs of the City.

**Capital Outlay:** Expenditures which result in the acquisition of, or addition to, fixed assets.

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

**CARS:** County Assisted Road System.

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

**CDBG:** Community Development Block Grant.

**City/County Revenue Sharing:** Annually a percentage of the revenue from state sales and use tax collections are distributed by the State back to cities and counties.

**Commodity:** An expendable item which is consumable or has a short life span. Examples include office supplies, repair and replacement parts for equipment, supplies, salt, rock, gasoline and oil.

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

**Consumer Use Tax:** Is a sales tax placed on equipment or materials purchased outside of a city or county for use in said city or county.

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

**Contractual Service:** Services rendered to the City by private firms, individuals or other governmental agencies. Examples include, insurance, utility costs, printing services, and temporary employees.

**Cooper Test:** A test of physical fitness designed by Kenneth H. Cooper in 1968 for U.S. military use. It is commonly used by police departments to determine physical fitness of officers and candidates.

**CVB (Convention Visitor's Bureau):** Term used to describe marketing organization in the tourism industry. Merriam does not have a convention center, but the term is used in reference to the City's Visitor's Bureau.

**D.A.R.E. Program:** A program whereby a specially trained police officer regularly visits schools and educates the students on **Drug Awareness Resistance Education**.

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

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

**Deficit:** The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department:** The basic organizational unit of the City which is functionally unique in its delivery of services.

**Depreciation:** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Destination Retailer:** A retailer that attracts consumers willing to make a special trip solely for the purpose of shopping at that location. Destination stores are unique and appealing enough to entice shoppers to come visit in person even over long distances and inconvenient locations. Retailers often offer other services to further enhance the experience, i.e. on-site restaurants and babysitting services.

**Development Agreement:** An agreement between the City and a private property development company which could provide for public assistance in the form of tax increment financing (TIF), transportation development district taxes or other incentives in return for development (or redevelopment) of property in a specified manner. This could include construction and leasing or sale of retail and residential units.

**Disbursement:** The expenditure of monies from an account.

**Distinguished Budget Presentation Awards Program:** A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Economic Development Grant (a.k.a. School Tax):** A special 0.25% special sales tax assessed by Johnson County from 2003 – 2005, and renewed for 2006 – 2008, to assist area schools with capital improvement funding. The City receives a share of this tax as well, which is programmed for infrastructure improvements near schools. Collection of this tax ended 12/31/08.

**Emergency Operations Plan:** Plan developed by the City to establish the policies, guidance and resources that provide elected and appointed officials, City staff, and volunteer agencies with the information necessary to function in a coordinated manner before, during, and after a disaster.

**Employee (or Fringe) Benefits:** Contributions made by the City to meet commitments or obligations for employee fringe benefits. Included are the City's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Encumbrance:** An amount of money committed and set aside, but not yet expended, for the purpose of a specific good or service.

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

**Enterprise Zone:** A redevelopment district established prior to July 1, 1992, pursuant to K.S.A. 12-17, 107 through 12-17, 113, whereby the City has designated that the conservation, development or redevelopment of the area is necessary to promote the general and economic welfare of the city.

**Equipment Reserve Fund:** A fund established pursuant to K.S.A. 12-1,117 to account for the accumulation of resources used to finance the acquisition of major equipment items.

**Expendable Trust Fund:** A fund established to account for assets held by the City in a trustee capacity.

**Expenditure:** Decreases in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service, and capital outlays.

**Fiduciary Funds:** Funds established to account for assets held by the City in the capacity of a trustee or an agent.

**Fire Medic:** A firefighter who is also trained and certified as a paramedic. The main job responsibilities are as a firefighter with additional training to handle emergency medical situations as the need arises.

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

**Fiscal Year:** A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Merriam is the same as the calendar year (January 1-December 31).

**Fixed Assets:** Assets of a long term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. The City has established a level of \$5,000 for an item to be considered an asset; below \$5,000 the item is considered to be a commodity.

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

**Full Faith and Credit:** A pledge of the City's taxing power to repay debt obligations.

**Full-Time Equivalent Position (FTE):** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a summer lifeguard working for four months, or 690 hours, would be equivalent to .3 of a full-time position.

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

**Fund Balance:** The excess of assets over liabilities in a fund.

**Fund Type:** In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

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

**GASB:** The Government Accounting Standards Board (GASB) creates generally accepted accounting principles and its mission is to establish and improve standards of state and local governmental accounting and financial reporting.

**General Fund:** The fund used to account for all financial resources of the City except those required to be accounted for in another fund.

**General Obligation (G.O.) Bond:** The full faith and credit of the City's taxing power is pledged for the payment of bonds' principal and interest.

**GFOA:** Government Finance Officers Association.

**Governmental Funds:** Funds generally used to account for tax-supported activities. The generic fund types considered as Governmental Funds are General, Special Revenue, Capital Projects, and Debt Service.

**Grants:** A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Health Savings Account (HSA):** A medical savings account available to employees who are enrolled in a High Deductible Health Plan (HDHP). The funds contributed to the this account are not subject to federal income tax at the time of deposit. Funds must be used to pay for qualified medical expenses. Unlike a Flexible Spending Account (FSA), funds roll over from year to year if not spent.

**High Deductible Health Plan (HDHP):** An insurance plan that has higher deductibles than traditional insurance plans. HDHPs can be combined with a health savings account (HSA) or a health reimbursement arrangement to allow you to pay for qualified out-of-pocket medical expenses on a pre-tax basis.

**Infrastructure:** The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

**Insurance Service Office (ISO) Rating:** The ISO Collects information on municipal fire protection efforts in communities throughout the United States. In each of these communities, the ISO analyzes the relevant data and then assigns a Public Protection Classification from 1 to 10. Class 1 represents superior property fire protection. Class 10 indicates that the area's fire suppression program does not meet the ISO's minimum criteria.

**Interfund Transfers:** The movement of monies between funds of the City.

**Intergovernmental Revenue:** Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Interlocal Agreement:** Agreement between two or more municipalities to cooperatively share resources for their mutual benefit. Such agreements will be of a specific duration and specific purpose which may include sharing of capital projects, rights-of-way, or other joint purchases.

**Internal Services Fund:** A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies of a government on a cost-reimbursement basis. The City currently has no internal service funds.

**Levy:** To impose taxes for the support of government activities.

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

**Line-Item Budget:** A budget prepared along departmental lines that focuses on what is to be bought.

**Local Ad Valorem Tax Reduction (LAVTR):** Under KSA 79-2959, all local taxing sub-divisions other than school districts receive money from the State's Local Ad Valorem Tax Reduction (LAVTR) Fund. Distributions were discontinued by Kansas in 2002.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Marketing Impression:** Measure of advertising volume in print circulation and on-line views. An impression includes on-line display, even if not clicked or viewed.

**Materials and Supplies:** Expendable materials and operating supplies necessary to conduct departmental operations.

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

**Modified Accrual:** Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

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

**Object Category:** An expenditure classification, referring to the highest and most comprehensive level of classification. These include Personal Services, Contractual Services, Commodities, Capital Outlay, Transfers/Refunds, Debt Service and Losses.

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

**Objectives (Departmental):** Departmental objectives for the upcoming year are prepared and submitted along with the department's budget request.

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

**Obligations:** Amounts which the City may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

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

**Operating Expenses:** The cost for personnel, materials and equipment required for a department to function.

**Operating Revenue:** Funds that the City receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Personal Services:** Expenditures for salaries, wages and fringe benefits of City employees.

**Property Tax:** See Ad Valorem Tax.

**PTO Program:** Police Training Officer (PTO) Program was designed by the U.S. Dept. of Justice and was founded on adult-learning principles. The PTO Program focuses on learner-based teaching methods that use problem solving as the vehicle for learning by presenting real life problems that trainees must attempt to solve. Trainees are encouraged to collaborate with peers, develop resources and communicate effectively with the community.

**Public Protection Classification:** A countrywide classified system used by the Insurance Services Office (ISO) to reflect a community's local fire protection for property insurance rating purposes.

**Public Safety Tax (effective 1995):** A voter approved, .25% special sales tax assessed by Johnson County since 1995 to fund public safety within the county. The City's share of this tax is transferred from the General Fund to the Capital Improvement Fund, as specified by Council policy. The tax has no sunset date.

**Public Safety Tax (effective 2009):** A voter approved, .25% special sales tax assessed by Johnson County since 2009 to fund public safety within the county. The City's share of this tax remains in the City's General Fund. The tax has no sunset date.

**Pull Factor:** Measures the relative retail strength of a community and is computed by dividing the per capita sales tax of a city by the statewide per capita sales tax. Purchases of city residents who shop in other cities are offset by the purchases of out-of-city customers.

**Redevelopment Agreement:** See "Development Agreement" above.

**Reserve:** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution:** A special or temporary order of the City Council requiring less legal formality than an ordinance or statute.

**Resources:** Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue:** Sources of income financing the operations of the City.

**Revenue Category:** A revenue classification, referring to the highest and most comprehensive classification. These include Taxes, Intergovernmental Revenue, Licenses & Permits, Charges for Services, Miscellaneous Revenue, and Interfund Transfers.

**Risk Management Reserve Fund:** A fund established pursuant to K.S.A. 12-2615 to account for the accumulation of reserves on hand to transfer to the General Fund for paying claims and related costs arising from legal action and settlement not covered by commercial insurance.

**Sales Tax:** The City of Merriam has an ongoing 1 percent tax on all retail sales. In 2010, voters approved a ¼ cent tax for capital improvements to City streets/stormwater systems that replaced the previous ¼ tax for capital improvements to residential streets which expired December 31, 2010. The new ¼ cent tax is effective January 1, 2011 and expires December 21, 2020.

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

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

**Special Assessment Bond:** A bond payable from the proceeds of special assessments.

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

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

**Special Revenue Fund:** A fund created when the City receives revenues from a special source designated to be used for a specific purpose. In Kansas, many statutes exist whereby ad valorem taxes may be levied for specific purposes; when received, this revenue is accounted for in the Special Revenue Fund created to account for the specific purpose of the statute.

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

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

**Transient Guest Tax Fund:** A fund established in accordance with K.S.A. 12-1698 to account for revenue derived from transient guest tax levied upon the gross rental receipts paid by guests for lodging in the City. Expenditures are limited to be used for promotion of tourism, conventions and economic development.

**Transportation Development District/Tax (TDD):** A special taxing district authorized by K.S.A. 12-17, 132, whereby a petitioner of 100% of the landowners in an area request either the levy of special assessments or the imposition of a sales tax of up to 1% on goods and services sold within a given area. Upon creation of a TDD by a municipality, the revenue generated by a TDD special assessments or sales tax under Kansas law may pay the costs of transportation improvements in and around the new development.

**Wayside Horn System:** A system of horns installed at railroad crossings either in place of or in addition to train horns, with the goal of reducing ambient noise at the crossing.