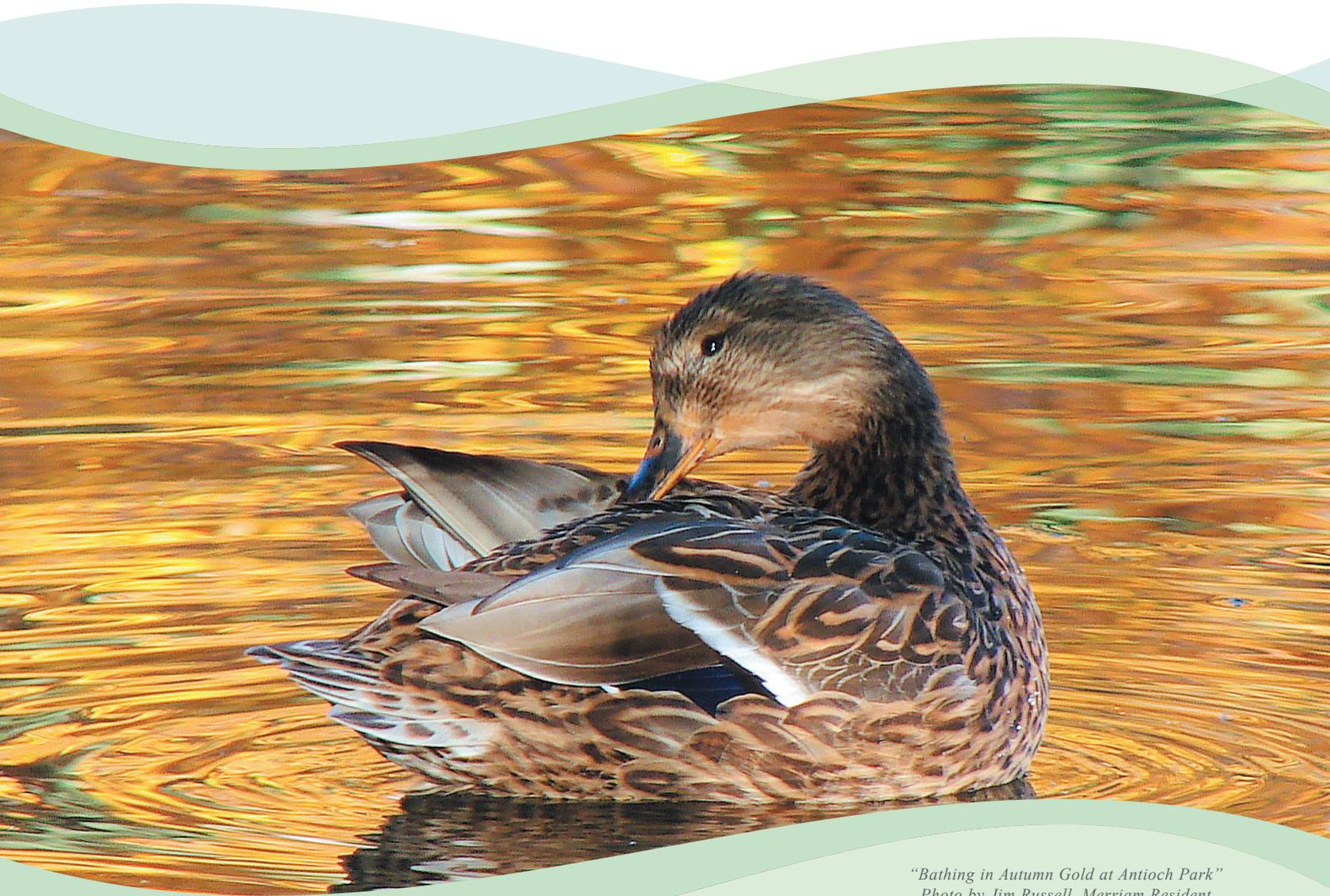


# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



*"Bathing in Autumn Gold at Antioch Park"*  
Photo by Jim Russell, Merriam Resident



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**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

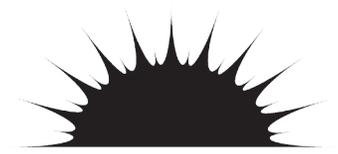
**January 1, 2013**

A handwritten signature in black ink, appearing to read '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, 2013. 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**

*Just right.*

# Merriam Governing Body



PHONE NUMBER

E-MAIL ADDRESS

**Mayor:**

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

**Ward One:**

Chad Rowe ..... 913.831.0144 ..... chadr@merriam.org

John Canterbury ..... 816.786.9980 ..... johncanterbury@yahoo.com

**Ward Two:**

Jim Wymer ..... 913.831.4061 ..... jimwymer1@gmail.com

Al Frisby ..... 913.203.5354 ..... afrisbyii@kc.rr.com

**Ward Three:**

Nancy Hupp ..... 913.831.4471 ..... nancyh@merriam.org

Chris Hands ..... 913.384.5340 ..... chrish@merriam.org

**Ward Four:**

Todd Boyer ..... 913.710.7619 ..... todd@toddboyer.org

Pam Bertoncin ..... 913.269.9518 ..... PamBertoncin@aol.com



# City Department Heads and Appointed Officials



## City Department Heads

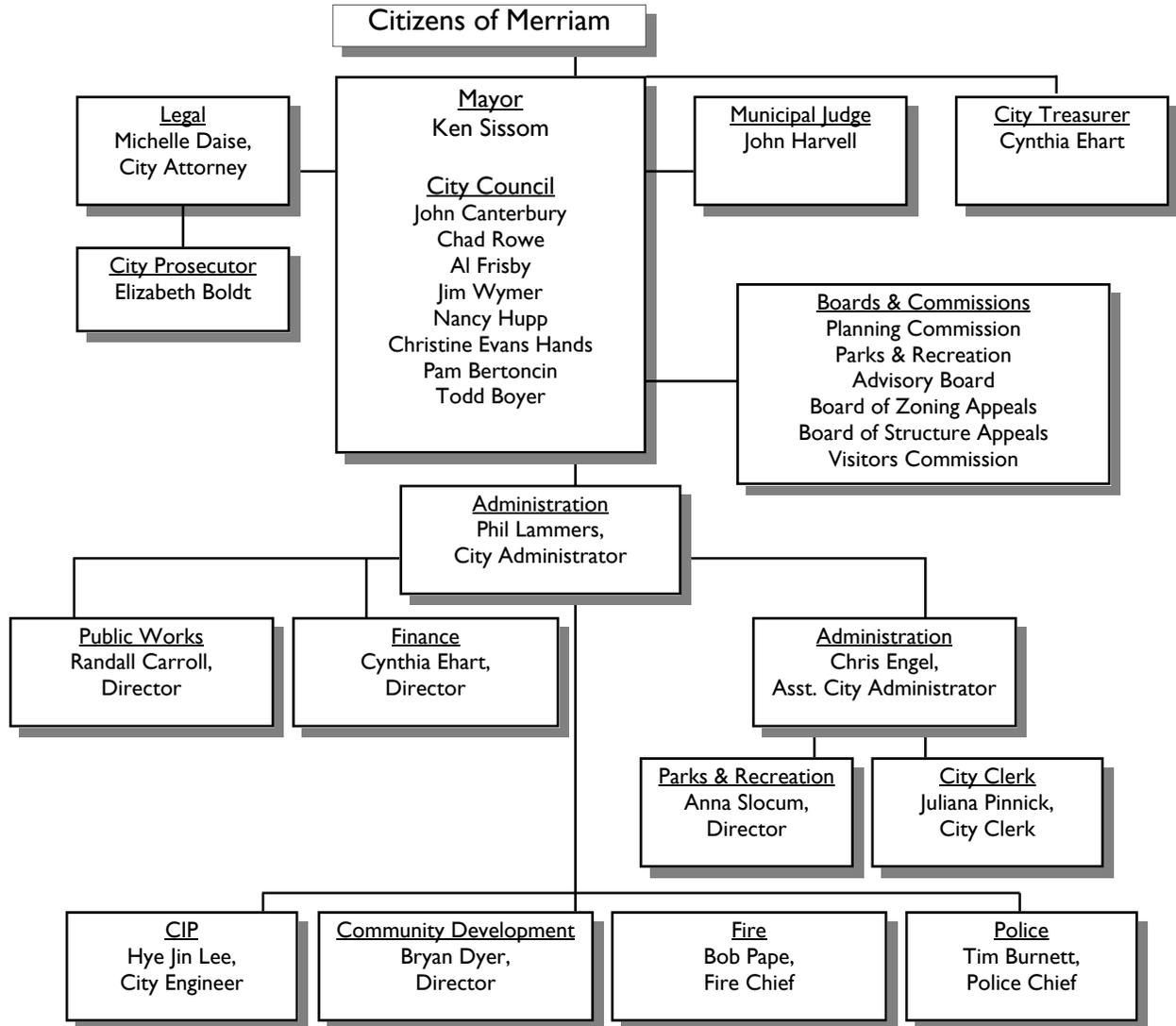
City Administrator	Phil Lammers	plammers@merriam.org	913.322.5501
Assistant City Administrator	Chris Engel	cengel@merriam.org	913.322.5511
Police Chief	Tim Burnett	timb@merriam.org	913.322.5589
Public Works Director	Randy Carroll	randyc@merriam.org	913.322.5571
Community Development Director	Bryan Dyer	bdyer@merriam.org	913.322.5527
Finance Director/City Treasurer	Cynthia Ehart	cindy@merriam.org	913.322.5504
City Engineer	Hye Jin Lee	hlee@merriam.org	913.322.5522
Fire Chief	Bob Pape	bobp@merriam.org	913.322.5538
Parks & Recreation Director	Anna Slocum	annas@merriam.org	913.322.5556

## Appointed Officials

City Attorney	Michelle Daise
Municipal Judge	John Harvell
Prosecutor	Elizabeth Boldt



# City Organizational Chart



# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Executive Summary

In addition to new Ford Interceptor Utility vehicles, the Merriam Police Department implemented DigiTICKET, a digital ticketing system which will allow officers to more quickly/accurately process citations.

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

The City of Merriam Management Team is pleased to present the 2014 Budget. It is a balanced budget, as required by law. The primary focus of this budget is to maintain the City's existing high service levels while maintaining appropriate fund balances and reserves.

### **Factors Influencing 2014 Budget Development**

**Priorities and Values:** The Governing Body and City staff conducted work sessions during spring 2013 with a public hearing in July. The following assumptions and priorities were identified and incorporated into the 2014 Budget:

- Sustain financial stability
- Hold the mill levy at the current level
- Sustain quality public safety services
- Sustain infrastructure improvements that will preserve and enhance property values
- Provide fair compensation and benefits to City staff

Information on the Governing Body's long-term goals and objectives is outlined in the "Planning and Goal Setting" section beginning on page 28, with discussion of initiatives underway to reach those goals.

**Budget Considerations and Approach:** The continued economic recovery in Merriam is evident in our rising sales tax collections, up 8.9% over 2011. Pent-up demand for automobile purchases and the recent opening of three new auto dealerships have led the way for record-high collections. In 2014, IKEA, a popular "destination-retailer" is scheduled to open a home furnishing store in Merriam which will strengthen and diversify our sales tax base.

Assessed property values are up for the first time since 2008 – 3.4% overall. Commercial values improved by 8.6% due chiefly to new construction while residential values struggled with additional declines of 1.4%. Most of the property tax associated with the new construction is dedicated under tax increment agreements, so available revenues will rise only .4%.

Challenges include the rising cost of employee benefits. Pension costs increased by 16.4%, driven by state-required contributions to Kansas Police and Fire (KP&F) and Kansas Public Employees Retirement System (KPERs). Medical insurance costs are expected to rise as much as 10% in 2014. Escalation of benefit costs is expected to be an on-going challenge for future budgets.

The employees' compensation plan was reviewed by an outside consultant and the approved plan will take effect in 2014. The plan provides relief to more than 30 previously "topped out" employees and supports a long-term goal of the Governing Body to invest in their employees. Additionally, merit raises of up to 5% will be available for most employees. One part-time employee position (.5 full time equivalent) will be added for 2014. The part-time codes enforcement officer will support Community Development department efforts to improve identification and correction of code violations in Merriam neighborhoods, a long-term goal of the Governing Body.

The City's 2014 - 2018 Capital Improvement Program (CIP) is fully funded with transfers from the General Fund in accordance with City Council policy. The 2014 program plans for an ambitious construction schedule with infrastructure projects totaling \$12.7 million, including \$4.6 million in federal and local grant assistance. Five-year projections for the General Fund indicate the need to reconsider the City Council policy of sharing City sales taxes with the Capital Improvement Fund. Within three years, significant reductions in interfund transfers to the CIP will be needed to maintain the targeted General Fund balance.

The 2014 Budget encompasses the stated priorities:

- General Fund reserves are budgeted at 17.08% of revenues, with projected actual reserves expected to exceed the policy target of 25%
- The mill levy is set for 27.625
- Public safety services continue at existing high levels with 29 sworn police officers and 23 firefighters
- The requested Five-Year CIP is fully funded based upon priorities established by residents, City Council, and staff
- A revised compensation plan effective in 2014 aligns employee pay ranges with relevant markets

### Revenue Highlights

**Overall:** Operating revenue is expected to rise by \$2,289,973 or 10.5% over Estimated 2013 due chiefly to the receipt of intergovernmental grant revenues discussed in Miscellaneous Revenue, below. Estimated 2013 is \$995,474 or 4.6% greater than originally budgeted due to improved, actual sales tax collections.

**Property Taxes and the Mill Levy:** The final mill levy obtained from Johnson County is 27.625 a slight increase (.103) from the 2013 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 \$3,046,500 for the General Fund and \$287,906 for the Bond and Interest Fund which is .40% more than 2013 due to an increase in assessed property valuations. Ad valorem property taxes comprise 15.2% of Citywide revenue.

**Sales Taxes:** Budget 2014 includes \$9,333,426 or 38.6% of Citywide revenues. Sales taxes are the City's largest source of revenue. Receipts include \$7,852,093 from the City's 1% and ¼% sales taxes plus \$1,481,333 from the City's share of County sales taxes. Budget 2014 is 7.6% greater than Estimated 2013 primarily due to new retail sales. Three new auto dealerships have recently opened and IKEA will open a new home furnishing store in fall of 2014. Sales taxes have shown continual improvement with Actual 2012 increasing 8.9% over Actual 2011.

**Miscellaneous Revenues:** Budget 2014 includes \$4,602,850, or 19.0% of Citywide revenue, from intergovernmental grant revenue for City stormwater and bridge projects. The City will receive grant funds from the Johnson County Stormwater Management Advisory Committee and federal Bridge/Surface Transportation Enhancement Program. Budget 2014 also includes \$2,020,212, or 8.4% of Citywide revenue, from excess tax increment financing (TIF) revenues available for eligible projects within the designated TIF area.

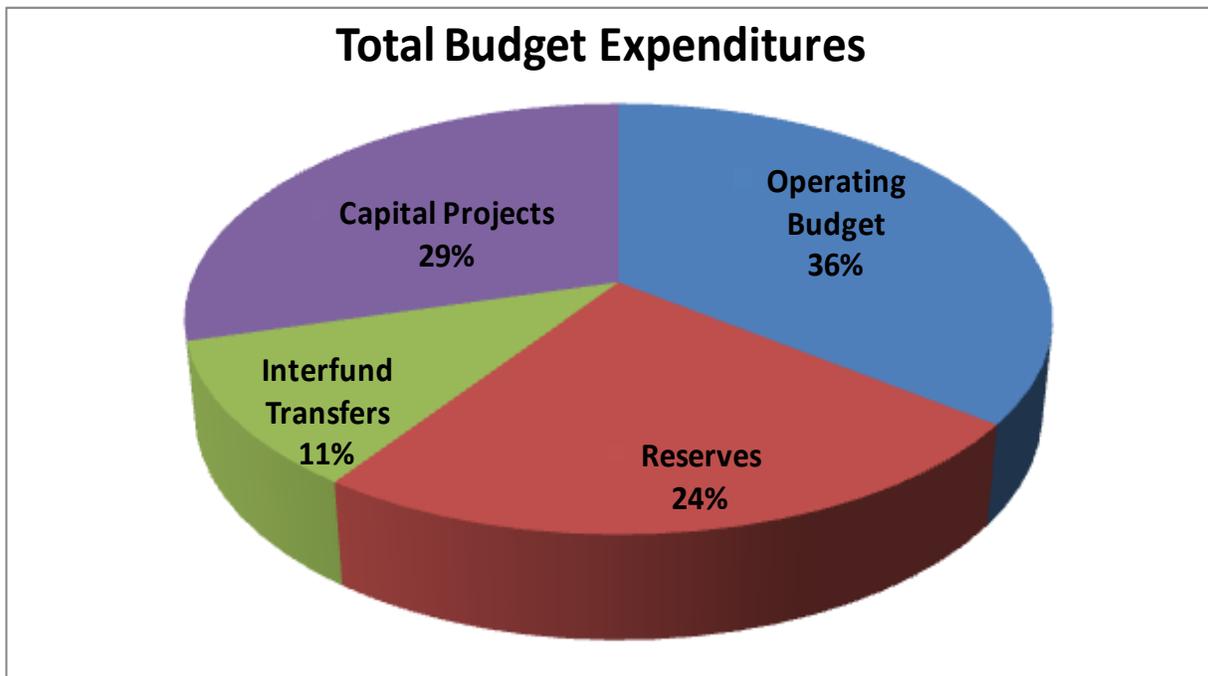
**Franchise Fees and Court Fines:** These categories contribute \$2,234,825 or 9.2% of Citywide revenue. Franchise fee collections vary with usage levels of electricity and natural gas and unseasonably hot or cold weather. Court fine collections have declined slightly due to the availability of police officers for traffic duty.

## Expenditure Highlights

**Overall:** Budget 2014 operating expenditures are up \$5,022,680 or 21.2% over Estimated 2013 due to a significant increase in capital improvement project expenditures programmed in 2014 as discussed below.

**Personal Services:** Employee salary and benefits comprise 35.1% of the operating expenditures. Budget 2014 includes \$6,841,524 for Citywide salaries, an increase of \$107,224 or 1.6% over Estimated 2013. Salaries would have increased more were it not for retirements and personnel changes in Fire, Police and Parks Departments. The average merit raise will be 4.1%.

The cost of Citywide employee benefits for 2014 are \$3,245,082, an increase of \$458,610 or 16.4% over Estimated 2013. Medical insurance is projected to rise by at least 10%. Rising statutory rates for Kansas Police and Fire Pension (KP&F) and the Kansas Public Employee Retirement (KPERS) also contribute to the increase.



**Contractual Services and Commodities:** Expenditures for 2014 are budgeted at \$2,339,142, which is \$207,876 or 9.8% over Estimated 2013. Increases include costs to expand economic development activities using transient guest tax funds and maintenance costs for new asset management software.

**Capital Equipment:** Expenditures for 2014 are budgeted at \$537,053. Purchases will include a playground equipment for Brown Park, three police vehicles, protective clothing for firefighters, and refurbishing of the pumps for Merriam's aquatic center. Other purchases include a utility vehicle and trailer for Public Works and computer equipment as scheduled.

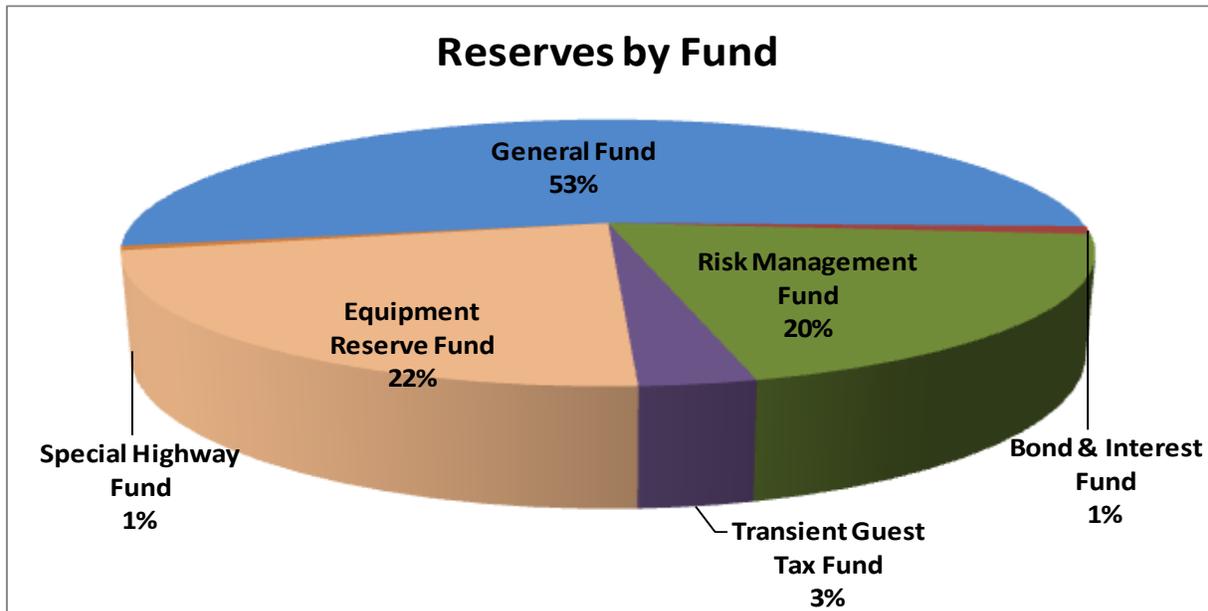
**Capital Improvements:** Expenditures for 2014 are budgeted at \$12,715,550, which is \$5,588,393 or 75.4% over Estimated 2013. This budget varies according to the Five-Year CIP and the availability of federal or local grant funds and interlocal agreements. Programmed capital projects for 2014 include: \$5,536,000 for stormwater and drainage improvements in Shawnee, Meyer, and Antioch Creeks; \$4,452,000 for street improvements on 75<sup>th</sup> Street, Residential Group IV plus overlay work; and \$1,370,000 for rehabilitation of the Johnson Drive Bridge over Turkey Creek.

**Debt Service:** Budget 2014 debt service comprises 6.4% of the operating expenditures. Expenditures have declined significantly along with general obligation debt balances. As of October 1, 2013, outstanding general obligation debt is \$7,610,000, down \$2,915,000 or 27.7% from the prior year.

**Health & Welfare:** Budget 2014 includes \$94,320 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, and Johnson County HOME Program. The City will contribute \$20,000 to the Johnson County's Drug and Alcoholism Council (DAC), through its Special Alcohol Fund.

**Reserves:** The City has budgeted the following in the operating and reserve funds:

<b>General Fund:</b>	
Operating Reserve & Contingency	\$1,719,086
Equipment Reserve	50,000
Insurance Reserve	50,000
Building Reserve	375,000
Emergency Event Reserve	275,000
Total – General Fund	<u>2,469,086</u>
<b>Special Highway Fund:</b>	
Contingency	25,000
<b>Transient Guest Tax Fund:</b>	
Contingency	146,572
<b>Risk Management Reserve Fund:</b>	
Risk Management Reserve	914,661
<b>Equipment Reserve Fund:</b>	
Technology Reserve	45,000
Streetlight Reserve	15,000
Equipment Reserve	983,638
Total – Equipment Reserve Fund	<u>1,043,638</u>
<b>Bond &amp; Interest Fund:</b>	
Reserve	<u>45,357</u>
<b>Total Reserves</b>	<u><u>\$4,644,314</u></u>



**Budget Totals:** The budget for all funds combined in 2014 is \$44,315,925. This represents an increase of \$3,811,270 from the 2013 Budget, due primarily to increased capital improvements and personal service costs offset by reduced debt service. The 2014 Budget includes \$4,878,145 of interfund transfers, \$4,644,314 of reserves in operating and reserve funds plus \$6,084,091 of reserves for future capital improvements. The total operating budget after adjusting for transfers, reserves, and capital projects is \$15,709,939.

### Conclusion

Indicators of an improved economy are evident locally and nationally. Consumer spending is on the rise along with City sales taxes, which will provide 32.5% of Citywide revenues in 2014. Merriam's location along the highly visible Interstate-35 corridor provides retailers with a large customer base and new retail will further enhance sales tax collections. Home sales and employment numbers are on the upswing, but the economy still has room for improvement. Unemployment remains stubbornly high in some areas of the Kansas City metropolitan area and the nation. Continued maintenance of adequate reserves will allow the City to respond to future changes in economic conditions.

We wish to thank Mayor Ken Sissom and the City Councilmembers for providing a positive vision and direction for preparation of the 2014 Budget. Special acknowledgement to the department directors, Christy Playter, Communications Coordinator, and Trish Wertz, Accountant, for their involvement and commitment to this process

Respectfully Submitted,

Phil Lammers  
City Administrator

Cynthia Ehart  
Finance Director

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## Budget Overview - All Funds Combined

	<u>Actual 2012</u>	<u>Budget 2013</u>	<u>Estimated 2013</u>	<u>Budget 2014</u>
<b>Beginning Fund Balance</b>	<b>\$ 15,750,591</b>	<b>\$ 13,690,065</b>	<b>\$ 17,155,922</b>	<b>\$ 15,273,117</b>
<b>Revenues</b>				
Taxes	13,392,679	13,041,088	13,531,952	14,263,409
Franchise Fees	1,331,702	1,367,300	1,367,300	1,343,825
Licenses/Permits/Fees	699,089	621,236	621,236	641,267
Fines	935,450	1,028,000	900,000	891,000
Interest Income	78,471	101,800	94,800	79,800
Bond Proceeds	-	-	-	-
Miscellaneous	2,290,952	4,759,792	5,359,402	6,945,362
<b>Total Revenues</b>	<b>18,728,343</b>	<b>20,919,216</b>	<b>21,874,690</b>	<b>24,164,663</b>
Transfers In	5,591,379	5,895,374	5,924,127	4,878,145
<b>Total Resources</b>	<b>\$ 40,070,313</b>	<b>\$ 40,504,655</b>	<b>\$ 44,954,739</b>	<b>\$ 44,315,925</b>
<b>Expenditures</b>				
Personal Services	\$ 8,526,457	\$ 9,720,772	\$ 9,520,772	\$ 10,086,605
Contractual Services	1,764,282	2,131,266	2,131,266	2,339,142
Commodities	634,740	820,379	820,379	825,371
Capital Outlay	571,881	580,789	580,789	537,053
Capital Improvements	2,531,745	7,530,878	7,411,043	12,999,436
Debt Service	3,171,059	3,140,298	3,135,298	1,827,448
Health & Welfare	81,737	87,148	87,148	94,320
<b>Total Expenditures</b>	<b>17,281,901</b>	<b>24,011,530</b>	<b>23,686,695</b>	<b>28,709,375</b>
Reserves & Contingency	41,111	10,597,751	70,800	10,728,405
Transfers Out	5,591,379	5,895,374	5,924,127	4,878,145
<b>Total Appropriations</b>	<b>\$ 22,914,391</b>	<b>\$ 40,504,655</b>	<b>\$ 29,681,622</b>	<b>\$ 44,315,925</b>
<b>Ending Fund Balance</b>	<b>\$ 17,155,922</b>	<b>\$ -</b>	<b>\$ 15,273,117</b>	<b>\$ -</b>

## Fund Overview - 2014 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>	\$ 4,146,260	\$ 57,636	\$ 7,275	\$ 7,553	\$ 256,866	\$ 957,861	\$ 968,938	\$ 8,811,568	\$ 59,160	\$ 15,273,117
<b>Revenues</b>										
Taxes	11,325,723	291,250	23,000	23,000	405,000	-	-	1,450,000	745,436	14,263,409
Franchise Fees	1,343,825	-	-	-	-	-	-	-	-	1,343,825
Licenses/Permits/Fees	641,267	-	-	-	-	-	-	-	-	641,267
Fines	891,000	-	-	-	-	-	-	-	-	891,000
Interest Income	15,000	-	-	-	-	1,800	5,000	55,000	3,000	79,800
Miscellaneous	147,300	-	-	-	43,500	-	20,000	6,734,562	-	6,945,362
<b>Total Revenues</b>	<b>14,364,115</b>	<b>291,250</b>	<b>23,000</b>	<b>23,000</b>	<b>448,500</b>	<b>1,800</b>	<b>25,000</b>	<b>8,239,562</b>	<b>748,436</b>	<b>24,164,663</b>
Transfers In	90,000	-	-	-	-	-	550,000	3,172,936	1,065,209	4,878,145
<b>Total Resources</b>	<b>\$ 18,600,375</b>	<b>\$ 348,886</b>	<b>\$ 30,275</b>	<b>\$ 30,553</b>	<b>\$ 705,366</b>	<b>\$ 959,661</b>	<b>\$ 1,543,938</b>	<b>\$ 20,224,066</b>	<b>\$ 1,872,805</b>	<b>\$ 44,315,925</b>
<b>Expenditures</b>										
Personal Services	\$ 9,594,295	\$ -	\$ -	\$ -	\$ 240,564	\$ -	\$ -	\$ 251,746	\$ -	\$ 10,086,605
Contractual Services	2,081,562	-	30,275	-	164,835	45,000	-	17,470	-	2,339,142
Commodities	776,046	40,000	-	-	9,325	-	-	-	-	825,371
Capital Outlay	6,200	-	-	30,553	-	-	500,300	-	-	537,053
Capital Improvements	-	283,886	-	-	-	-	-	12,715,550	-	12,999,436
Debt Service	-	-	-	-	-	-	-	-	1,827,448	1,827,448
Health & Welfare	25,250	-	-	-	69,070	-	-	-	-	94,320
<b>Total Expenditures</b>	<b>12,483,353</b>	<b>323,886</b>	<b>30,275</b>	<b>30,553</b>	<b>483,794</b>	<b>45,000</b>	<b>500,300</b>	<b>12,984,766</b>	<b>1,827,448</b>	<b>28,709,375</b>
Reserves & Contingency	2,469,086	25,000	-	-	146,572	914,661	1,043,638	6,084,091	45,357	10,728,405
Transfers Out	3,647,936	-	-	-	75,000	-	-	1,155,209	-	4,878,145
<b>Total Appropriations</b>	<b>\$ 18,600,375</b>	<b>\$ 348,886</b>	<b>\$ 30,275</b>	<b>\$ 30,553</b>	<b>\$ 705,366</b>	<b>\$ 959,661</b>	<b>\$ 1,543,938</b>	<b>\$ 20,224,066</b>	<b>\$ 1,872,805</b>	<b>\$ 44,315,925</b>
<b>Ending Fund Balance*</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* The City Council must adopt a balanced budget where total resources equal total obligations in accordance with K.S.A. 79-2927. The result is a budget with \$ -0- ending fund balance. The budget adoption and amendment process is further described on pages 33 and 34.

## 2014 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>	\$ 4,146,260	\$ 57,636	\$ 7,275	\$ 7,553	\$ 256,866	\$ 957,861	\$ 968,938	\$ 8,811,568	\$ 59,160	\$ 15,273,117
<b>Revenues</b>										
<b>Taxes:</b>										
Property	3,046,500	-	-	-	-	-	-	-	287,906	3,334,406
Special Assessments	-	-	-	-	-	-	-	-	422,400	422,400
City Sales	6,402,093	-	-	-	-	-	-	1,450,000	-	7,852,093
County Sales	1,481,333	-	-	-	-	-	-	-	-	1,481,333
Motor Vehicle	371,797	-	-	-	-	-	-	-	35,130	406,927
Alcohol	24,000	-	23,000	23,000	-	-	-	-	-	70,000
Transient Guest	-	-	-	-	405,000	-	-	-	-	405,000
Fuel	-	291,250	-	-	-	-	-	-	-	291,250
<b>Total Taxes</b>	<b>11,325,723</b>	<b>291,250</b>	<b>23,000</b>	<b>23,000</b>	<b>405,000</b>	<b>-</b>	<b>-</b>	<b>1,450,000</b>	<b>745,436</b>	<b>14,263,409</b>
<b>Franchise Fees:</b>										
Electric	797,365	-	-	-	-	-	-	-	-	797,365
Gas	248,260	-	-	-	-	-	-	-	-	248,260
Phone	50,000	-	-	-	-	-	-	-	-	50,000
Cable	156,500	-	-	-	-	-	-	-	-	156,500
Waste haulers	91,700	-	-	-	-	-	-	-	-	91,700
<b>Total Franchise Fees</b>	<b>1,343,825</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,343,825</b>
<b>Lic/Pmts/Fees:</b>										
Occupational Licenses	172,400	-	-	-	-	-	-	-	-	172,400
Other Licenses	32,500	-	-	-	-	-	-	-	-	32,500
Construction Permits	183,000	-	-	-	-	-	-	-	-	183,000
Pool Fees	122,905	-	-	-	-	-	-	-	-	122,905
Community Center Fees	119,887	-	-	-	-	-	-	-	-	119,887
Other Fees	10,575	-	-	-	-	-	-	-	-	10,575
<b>Total Lic/Pmts/Fees</b>	<b>641,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>641,267</b>
<b>Fines</b>	<b>891,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>891,000</b>
<b>Intergovernmental</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,714,350</b>	<b>-</b>	<b>4,769,350</b>
<b>Interest Income</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,800</b>	<b>5,000</b>	<b>55,000</b>	<b>3,000</b>	<b>79,800</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>92,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,500</b>	<b>-</b>	<b>20,000</b>	<b>2,020,212</b>	<b>-</b>	<b>2,176,012</b>
<b>Transfers In</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	<b>3,172,936</b>	<b>1,065,209</b>	<b>4,878,145</b>
<b>Total Revenues</b>	<b>\$ 14,454,115</b>	<b>\$ 291,250</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>	<b>\$ 448,500</b>	<b>\$ 1,800</b>	<b>\$ 575,000</b>	<b>\$ 11,412,498</b>	<b>\$ 1,813,645</b>	<b>\$ 29,042,808</b>
<b>Total Funds Available</b>	<b>\$ 18,600,375</b>	<b>\$ 348,886</b>	<b>\$ 30,275</b>	<b>\$ 30,553</b>	<b>\$ 705,366</b>	<b>\$ 959,661</b>	<b>\$ 1,543,938</b>	<b>\$ 20,224,066</b>	<b>\$ 1,872,805</b>	<b>\$ 44,315,925</b>

## **BUDGET QUICK FACTS**

- Total Adopted Budget: \$44,315,925
- Total General Fund Budget: \$18,600,375
- Major Source of Revenue: 1% Regular City Sales Tax \$6,402,093
- Real and Personal Property Tax provides 21.21% of the operating revenues in the General Fund (excluding transfers in)
- County and City Sales Tax provides 54.88% of the operating revenues in the General Fund (excluding transfers in)
- Total Budget Reserves in the General Fund: \$2,469,086
- Assessed Valuation (preliminary) for the City of Merriam in 2013 is \$149,200,072
- The 2013 Mill Rate for the City of Merriam is 27.625, an increase of 0.103 over last year
- The largest General Fund department budget is General Overhead: \$7,005,029
- The smallest General Fund department budget is City Council: \$67,954

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

### Example:

**Market Value of Home: \$150,000**  
**Current Mill Rate: 27.625**

**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: \$476.53**

To calculate the annual tax bill, multiply the assessed valuation by the mill rate and divide the result by 1,000.  
 $17,250 \times 27.625 = 476,531.25$ ;  $476,531.25 \div 1,000 = \$476.53$

**Monthly Expenses for City Services: \$39.71**

To determine the monthly tax expenses for City services, divide the tax liability by 12 months:  
 $476.53 \div 12 = \$39.71$

### VALUE OF YOUR CITY OF MERRIAM TAX DOLLARS

The following list is a representative sampling of the City Services provided for \$39.71 per month.

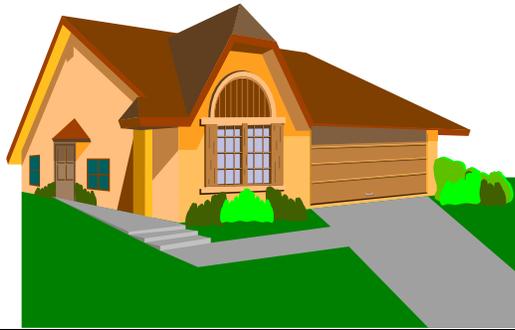
Police Protection

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 \$3.10 would cost \$37.20.

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.

Internet broadband service costs about \$49.99.

Basic cellular telephone service fee with unlimited minutes is \$20.00, 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 27.625</b>	<b>Total Overlapping Ad Valorem Tax With Mill of 120.661</b>
\$80,000	\$9,200	\$254.15	\$1,110.08
90,000	10,350	285.92	1,248.84
100,000	11,500	317.69	1,387.60
110,000	12,650	349.46	1,526.36
120,000	13,800	381.23	1,665.12
130,000	14,950	412.99	1,803.88
140,000	16,100	444.76	1,942.64
150,000	17,250	476.53	2,081.40
160,000	18,400	508.30	2,220.16
170,000	19,550	540.07	2,358.92
180,000	20,700	571.84	2,497.68
190,000	21,850	603.61	2,636.44
200,000	23,000	635.38	2,775.20
210,000	24,150	667.14	2,913.96
220,000	25,300	698.91	3,052.72
230,000	26,450	730.68	3,191.48
240,000	27,600	762.45	3,330.24
250,000	28,750	794.22	3,469.00

***Each tax bill reflects a tax per \$1,000 of fair market value of \$3.18 city tax and \$13.88 total overlapping ad valorem property tax***

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

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

*120.661 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 11,174. 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 \$52,668 and the median value of owner-occupied homes is \$157,500. The City has 5,224 housing units with the rate of homeownership at 64.0%. A language other than English is spoken in 14.8% of Merriam homes. Bachelor's degrees or higher are held by 33.9% of residents; high school diplomas are held by 91.1% 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 full-time employees is very good. 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 27,450. 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 18,000, 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 1,157 students.

## **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, a Center for Pain Management, a Hand Specialty Center, a Special Needs Center, a Women's Health Center, a Heart & Vascular Center, a Wound Care Center, and a Sleep Disorders 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 service is provided by AT&T Telephone Company, SureWest, 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.

In 2013, Google Fiber was approved to commence installation of high-speed internet and cable television 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, twelve 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.

## ***Economic Information***

### **Retail and Office**

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

Merriam Town Center 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	Eye Masters
Cute Nails	China Garden Buffet	Good Feet Store
Bob Evans Restaurant	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, and Shawnee Mission Hyundai. The five hotels located in the City are Drury Inn, Comfort 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. In 2014, IKEA, a popular "destination-retailer" is scheduled to open a home furnishing store in Merriam.

While a breakdown of retail sales is not available, in 2012 the City collected \$5,053,137 in sales tax from the City's one-percent sales tax (excluding use taxes). This would indicate that over \$505,000,000 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. Three banks are located in Merriam. US Bank, which has a branch at Antioch and Shawnee Mission Parkway, has assets in excess of \$354 billion and is the fifth largest financial services holding company in the United States. Brotherhood Bank operates a branch across from Merriam Town Center at Johnson Drive and Slater. Founded in 1924, Brotherhood Bank has \$557 million in assets. 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 \$600 million in assets.

### **Employment**

The City has more than 600 businesses and employers with total employment estimated at 14,100 jobs. Total employment for Johnson County is estimated at 288,400 jobs while the average 2013 to-date unemployment rate in Johnson County is 5.2%. 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	2,994
GE Consumer Finance	Credit Services	540
First Student	School Bus Service	320
Hendrick Chevrolet/Nissan	Automobile Dealer	235
Seaboard Allied Milling	Agri-business & Transportation	213
Carmax	Automobile Dealer	160
Hendrick Toyota	Automobile Dealer	136
Home Depot	Home Improvement Store	140
Industrial Bearing (IBT)	Industrial Equipment	142
Aristocrat Motors	Automobile Dealer	136
Baron BMW/Baron Mini	Automobile Dealer	125
Hendrick Lexus	Automobile Dealer	125
Lee Company	Apparel Manufacturer	122
Shawnee Mission Hyundai	Automobile Dealer	120
Shawnee Mission School District	Public elementary schools	114

<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

### **Tax Increment Financing Districts**

Tax Increment Financing (TIF) was approved by the Council as the method of financing. The Tax Increment Financing Act (TIF) (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 Tax Increment Financing (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. TIF projects completed in this district include two hotels and expansions of two existing automobile dealerships. The district’s Merriam Pointe project is essentially complete and contains three new automobile dealerships plus a new home for a long-time Merriam auto dealer, Hendrick Toyota. The City makes contractual TIF payments to several developers per the terms of various redevelopment agreements. Sales tax collections from the area provide a strong boost to City revenues.

Another I-35 Redevelopment District project is Merriam Village. In March 2005, the City entered into an agreement with DDR Merriam Village, LLC (DDR) to redevelop approximately 35 acres of property on the southeast corner of Johnson Drive and I-35. A portion of the planned retail was completed in 2008, but

was never occupied by a permanent tenant due to economic conditions. In 2013, IKEA Property Inc. (IKEA) purchased 18 acres of this site from DDR to construct a 359,000 square foot home furnishings store expected to open in fall 2014. IKEA stores are destinations for consumers traveling from outside their “home” metropolitan areas. The City has entered into a redevelopment agreement with IKEA that grants them \$19.9 million in property and sales TIF assistance over 20 years. DDR relinquished their TIF incentives for a portion of the project in favor of IKEA, but will retain their rights to TIF incentives for the remaining areas of the original project.

## ***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 2013 final mill levy increased by .103 from the prior year, compared to increase of .11 for the 2012 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 that provides budgeted reserves for the General Fund should be equal to the greater of 15% of budgeted revenues or 2 months of budgeted operating expenditures. General Fund targeted fund balance is 25% of budgeted revenues. Additionally, the Risk Management Reserve Fund should be equal to at least 7.5% of budgeted revenues of the General Fund. The Risk Management Reserve is intended to provide security in the event of an emergency event or condition resulting in unanticipated expenditure requirements or revenue fluctuations.

The 2014 Budget satisfies the policy regarding General Fund reserves. However, Council approved a resolution providing for an exception to the Risk Management Reserve policy for 2014, allowing reserves to be budgeted at 6.33% of General Fund budgeted revenues or \$169,398 less than the required amount.

### **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. 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 in the 60 years since incorporation, particularly in the last 20 years. 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. The Merriam Town Center redevelopment project also was initiated during that time. Since then, the City has maintained an aggressive capital improvement program, and Merriam Town Center has been fully developed and has become extremely successful. In addition, the City completed several extensive drainage projects to alleviate the area’s history of stormwater flooding. Along with many municipalities, Merriam enjoyed robust sales and property tax revenues from the mid 1990’s through 2001. 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 slow, the State of Kansas began to experience budget difficulties. The state discontinued statutory demand transfers to cities in 2002, which are unlikely to be reinstated. In addition, Merriam sales tax revenue has been generally flat since 2001 due to increased retail competition in the area and general changes in the business environment. Costs of operations - particularly employee health insurance and retirement contributions, energy costs and commodities- are increasing at rates in excess of the overall rate of inflation. While the City continues to enjoy a healthy financial condition, it recognizes that there must be increased focus on efficiency and identification of the most desired goals, as well as further development of linkage between goals and budget creation. Governing Body and City staff continues to work on this challenge.

**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. In the 2013 process, prior goals of “Sustainability” and “Planning” were combined to reflect the inherent linkage of these two goals. 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. The results of the citizen survey conducted in spring of 2012 reflected positively on the City’s quality of services and quality of life. The results reinforced the need to remain focused on code enforcement and community development issues. Goals are followed by specific objectives that will gauge progress toward the goal. Objectives are followed by information on related initiatives.

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

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

*Initiative:* Investigate charging an administrative fee for code enforcement violations that result in a court appearance.

*Initiative:* Continue to work with and educate banks/property maintenance firms that are caring for foreclosed properties on Merriam’s property maintenance requirements.

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

*Initiative:* Hire a part-time codes enforcement officer for this purpose.

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.

*Initiative:* The City’s five-year CIP program includes \$32 million in street, bridge, stormwater and other projects. Staff has obtained federal and county grant funds for some projects to leverage City funds. (See five-year CIP Plan for project schedule.)

*Objective:* Sustain street lighting program.

*Initiative:* Accelerate streetlight conversion program to accommodate modern metered lighting.

*Initiative:* Monitor the LED streetlights installed under a pilot program grant to determine desirability of based upon energy-savings, aesthetics, and cost of conversion.

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

*Objective:* Enhance the updated City website with e-commerce capabilities.

*Initiative:* Work with CivicPlus to allow citizens to purchase some permits and licenses on the City’s new web-site.

*Initiative:* Complete installation of WebTrac by spring 2014 to allow for on-line registration in class offerings at the City’s Community Center and Aquatic Center.

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

*Objective:* Promote existing developments.

*Initiative:* Fund Kansas City Area Development Council (KCADC) for three years and evaluate the cost and benefit of the program.

*Initiative:* Update the City’s existing Tax Increment Financing Policy (TIF) and adopt a new Community Improvement District Policy.

*Initiative:* Provide regular reports to the City Council on local commercial developments.

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

*Initiative:* Continue attendance by council members at six bimonthly DMP meetings. Continue staff attendance at various events conducted by North East Johnson County Chamber of Commerce and promote the area through the NE7 Committee.

*Initiative:* Develop cooperative advertising for major City industries to enhance/expand their customer base and highlight their connection to Merriam.

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

*Initiative:* Continue to engage services of a lobbyist to track state and federal legislative efforts that are adverse to our community's interest.

*Initiative:* Continue to subscribe to local business publications for information on current business trends.

*Initiative:* Staff participation in the League of Kansas Municipalities Taxation and Finance Committee.

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

*Objective:* Codify City codes and research conflicting ordinances for clarity and make them available to the public.

*Initiative:* Complete project with Municode for codification and provide navigation to the codes from our new web site in 2013.

*Objective:* Invest in our employees.

*Initiative:* Conduct an independent salary survey in 2013. Provide for full merit raises to eligible employees in 2014.

*Initiative:* Provide for adequate training for employees.

*Objective:* Enhance communications between Governing Body and staff.

*Initiative:* Provide quarterly status updates for Citywide goals and objectives

*Initiative:* Distribute a rolling 3-month calendar to identify upcoming Council meetings and action items each month.

*Initiative:* Provide updates on economic and community development activities during Council meetings.

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

*Objective:* Consider Alternate Development Scenarios policies proposed by Mid-America Regional Council (MARC).

*Initiative:* Conclude the study for Creating Sustainable Places and commence Planning for Sustainable Places node study for the Eby Street/Shawnee Mission Parkway area.

*Initiative:* Submit the plans for consideration as an amendment to the comprehensive plan.

*Objective:* Revise the solid waste code.

*Initiative:* Refine draft code changes, adopt new code and implement the changes to City code Chapter 23 – Solid Wastes.

*Objective:* Complete Upper Turkey Creek drainage study.

*Initiative:* Complete the Upper Turkey Creek flood mitigation study including new hydrology analysis. The original funding agreement was amended to enable the U.S. Army Corps of Engineers to complete the study.

#### 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 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. A survey was conducted in spring 2012. The most recent survey was conducted by a professional survey firm and was conducted via a statistically random sample with a precision of +/- 4% at the 95%

confidence level. Some key results for residents surveyed are identified below. In most categories, satisfaction levels increased since the 2006 survey. However, the percent satisfied with the City's overall image decreased to 61% from 66% in the prior survey.

- 89% were satisfied with overall quality of City services
- 85% were satisfied with quality of life in the City
- 88% to 90% were satisfied with the quality of City police and fire protection
- 91% were satisfied with the maintenance of City parks
- 93% were satisfied with the snow removal on City streets
- 81% were satisfied with the maintenance of City streets
- 61% to 65% were satisfied with mowing and maintenance enforcement for commercial property
- 62% were satisfied with enforcement of clean-up of litter and debris

**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 each year. The five-year capital improvement plan forms the basis for the current year's capital improvement budget. To facilitate having a long-term capital improvement plan, the Council has adopted a policy that dictates the use of sales tax revenues to fund the projects. The County levies a .25% sales tax that is shared with the cities in the county. All of the City's share of the proceeds of this tax will be used to finance capital improvement projects. The City levies a 1% local sales tax. One half of this tax is dedicated to finance capital improvement projects. Having this dedicated revenue source ensures that the City will continue to enhance 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. The City also approved a

second amendment in 2005 with the adoption of the Grandview Housing Assessment, which called for redevelopment of the Grandview area into a mixed use development. In June 2007 the City also adopted an amendment concerning the appropriate uses for the South Park Sub Area Plan, site of the former South Park Elementary School. An amendment will be considered concerning changes to the future land use map and updates to rezoning.

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.

**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.

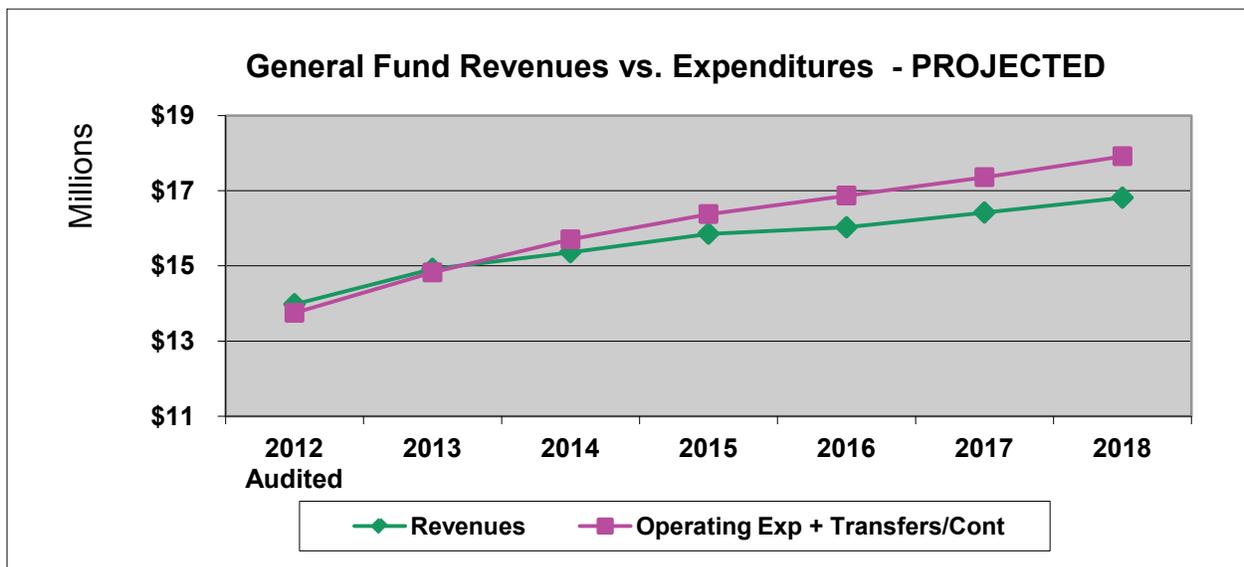
**Downtown Enhancements** – The City has facilitated the enhancement and revitalization of the downtown retail district. In 2001, the City completed construction of Merriam Marketplace, a pavilion that is home to the farmer’s market each Saturday from April through October. Additionally, Merriam Marketplace 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 2014 budget includes \$200,000 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 two 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. The following chart illustrates the trend of expenditures and interfund transfers to outpace revenues. The ability to maintain the target General Fund balance of 25% of budgeted revenues will be difficult to maintain in the current scenario. City Council and staff have discussed remedies including a reduction in the amount of general sales taxes shared with the Capital Improvement Fund. While efforts have been made to accurately project new sales tax revenues, actual receipts for new retailers could vary up or down from projections. Projections are regularly reviewed and updated.



**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. 79-2929 et. seq.

**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 around the first week of 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 around late May or early 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.

**2013 Calendar for 2014 Budget**

<b>Date</b>	<b>Responsibility</b>	<b>Task</b>
March 12	Finance Director	Distribute budget forms & instructions Turn on budget entry in system
March 12	City Administrator	Review of existing Council Goals with Department Heads
April 15	City Administrator, Finance Director Assistant City Administrator	Distribute status report for Council Goals Solicit updates from City Council
April 22	City Council, City Administrator City Engineer, Public Works Director Finance Director	Work Session - CIP Forecast and Priorities
April 29	Department Heads	Department Budget Requests due to City Administrator
April 29 - May 8	City Administrator, Finance Director Assistant City Administrator	Review of Department draft budgets
May 8 - May 15	City Administrator, Department Heads Assistant City Administrator	City Administrator discuss budgets with Department Heads
May 20	City Council, City Administrator Finance Director Assistant City Administrator	Work Session - Citywide Goal Setting Preliminary Operating Budget Direction on balance budget
May 21	City Administrator	Review of updated Council Goals with Department Heads
May 21- June 21	City Administrator, Finance Director Assistant City Administrator	Develop Recommended Budget
June 24	City Council, City Administrator Department Heads	Work Session - Review 2013 Revenue Projections; Recommended 2014 City Operating Budget
June 25 - July 5	City Administrator, Finance Director Assistant City Administrator	Finalize Operating Budget
July 9	Finance Director	Publication of Budget Notice
July 22	City Council	Formal Budget Hearing First Reading of Budget Ordinance
August 12	City Council	Approval of Budget Ordinance
August 25	Finance Director	File Budget documents with County Clerk

## 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.
- **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.
  - *Equipment Reserve Fund* accounts for transfers from the General Fund and is used to finance the acquisition of major equipment purchases.
  - *Risk Management Reserve Fund* accounts for transfers from the General Fund and is used for the payment of risk management related expenses.
  - *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 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.

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.

### **Use of Funds by City Departments**

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

Department Name	Fund Name								
	General	Special Highway	Special Alcohol	Special Parks/Rec	Transient Guest	Risk Mgmt.	Equip. Reserve	Capital Improv.	Bond & Interest
City Council	X								
Administration	X				X	X		X	X
Municipal Court	X								
General Overhead	X								
Information Services	X						X		
Police	X		X				X		
Fire	X						X		
Public Works	X	X					X	X	
Culture & Recreation	X			X	X		X		
Aquatic Center	X			X			X		
Merriam Marketplace	X				X				
Visitor's Bureau					X				
Community Development	X						X	X	

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 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 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, as shown on page 16. However, revenue estimates are conservative and the City does not expect to expend budgeted reserves. Therefore, the City expects to finish the budget year with a fund balance. The following table details actual and projected ending fund balances for the General Fund, major funds and non-major funds. Note: The projected 2013 ending balance shown below is an updated projection made in fall 2013 as this document is going to print. The 2014 beginning balance projections shown on page 16 were made in July as the budget was being prepared, therefore these numbers will not match.

Fund	Actual			Projected	
	2011	2012	% Change	2013	2014
General Fund	\$ 5,272,702	\$ 5,499,390	4.30%	\$ 5,590,000	\$ 5,253,000
Capital Improvements	8,227,799	9,060,139	10.12%	8,812,000	6,084,000
Bond & Interest	71,423	110,423	54.60%	59,000	45,000
Other Governmental	2,178,667	2,485,970	14.11%	2,256,000	2,180,000
Total	<u>\$ 15,750,591</u>	<u>\$ 17,155,922</u>		<u>\$ 16,717,000</u>	<u>\$ 13,562,000</u>

(See pages 16 and 17 for fund balances by fund for purposes of Budget 2014 presentation)

The General Fund ending balance increased by 4.30% from 2011 to 2012. Sales tax collections were better than expected. Projected 2013 ending fund balance of \$5,590,000 is a healthy 40.12% of estimated revenues and 36.57% of estimated expenditures.

The balance for the Capital Improvement Fund increased by 10.12% from 2011 to 2012. The increase was due to better than expected sales tax collections and lower than budgeted cost for the Residential Streets Group III project. The Bond and Interest Fund balance increased 54.60% from 2011 to 2012 due to adjustments in the debt service schedule following issuance refunding bonds in 2012. Issuance of new debt will be considered for the 2016 construction of the Turkey Creek Stormwater Improvement project, depending upon the project scope and costs. 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 balance of the Equipment Reserve fund fluctuates depending on projected needs in the 10-Year Equipment Replacement Schedule; 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 1/1/2013	Principal Payments FY 2014
<b>General Obligation</b>					
Eby Street/Quaker Creek – bonds (Merriam Village public improvement)	11/15/05	10/01/14	\$5,900,000	\$635,000	\$320,000
West Frontage Road – bonds (Merriam Pointe public improvements)	09/15/08	10/01/14	3,500,000	695,000	355,000
Refunding bonds to refinance 2003* Street/Storm Drainage improvements	10/01/10	10/01/13	3,585,000	1,895,000	-0-
Refunding bonds to refinance 2004, 2005 & 2008 street/storm drainage improvements	3/01/12	10/01/23	7,300,000	7,300,000	1,005,000

**Total Bonds** \$20,285,000 \$10,525,000 \$1,680,000

\*The original bond issue includes the following projects: Antioch/Shawnee Mission Parkway intersection, Shawnee Mission Parkway Bridge repairs, Goodman Street, Forest Park Drainage, and 73<sup>rd</sup> and Switzer Drainage.

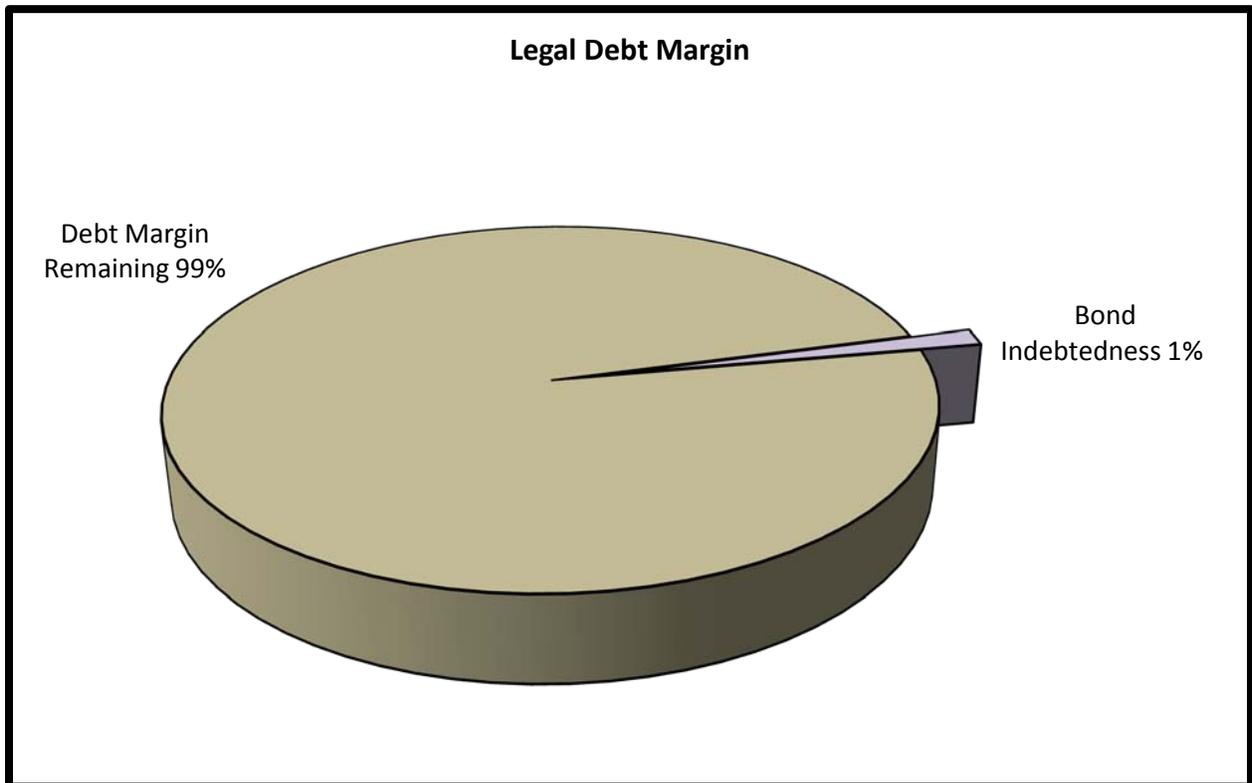
## Legal Debt Margin

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 2013**

Assessed Value (a)	\$ 161,897,282
Debt Limit	48,569,185
Debt applicable to limit:	
General Obligation bonds and notes	7,610,000
Less: drainage and refunding issues not subject to limit	(6,935,000)
Total net debt applicable to limit	<u>675,000</u>
Legal debt margin remaining	<u>\$ 47,894,185</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>
2014	\$1,680,000	\$147,447	\$1,827,447
2015	765,000	104,450	869,450
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>\$7,610,000</u>	<u>\$620,047</u>	<u>\$8,230,047</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 2012</u>	<u>Budget 2013</u>	<u>Estimated 2013</u>	<u>Budget 2014</u>
Total Expenditures	\$17,281,901	\$24,011,530	\$23,686,695	\$28,709,375
Debt Service Annually	\$3,171,059	\$3,140,298	\$3,135,298	\$1,827,448
Debt Service as a Percentage of Total Expenditures	18.35%	13.08%	13.24%	6.37%

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.

## Authorized Paid Positions

Department	Position	Actual 2012	Estimated 2013	Budget 2014
<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	0.00	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 Coordinator	1.00	1.00	1.00
	Accounting Clerk	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	
<b>Information Services</b>	Network and Comm. Administrator	0.50	0.60	0.60
	<b>Total</b>	<b>0.50</b>	<b>0.60</b>	<b>0.60</b>
<b>Municipal Court</b>	Court Administrator	0.00	0.00	1.00
	Lead Court Clerk	1.00	1.00	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
	Captain	1.00	1.00	1.00
	Lieutenant	2.00	1.00	1.00
	Sergeant	3.00	4.00	4.00
	Corporal	4.00	4.00	4.00
	Master Police Officer	7.00	6.00	6.00
	Police Officer	11.00	12.00	12.00
	Property Clerk	1.00	0.00	0.00
	Records Clerk	2.00	3.00	3.00
	Community Service Officer	2.00	2.00	2.00
	Crossing Guard	1.00	1.00	1.00
<b>Total</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	
<b>Fire Department</b>	Fire Chief	1.00	1.00	1.00
	Assistant Chief	1.00	1.00	1.00
	Fire Marshall	0.00	0.00	0.00
	Shift Officer/Captain	3.00	3.00	3.00
	Fire Lieutenant	3.00	3.00	3.00
	Master Firefighter	5.00	4.00	4.00
	Firefighter	10.00	11.00	11.00
	Firefighter Trainee	0.00	0.00	0.00
<b>Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</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
	Public Works Technician	0.00	0.00	1.00
	Mechanic	0.00	0.00	1.00
	Maintenance Worker III	0.00	0.00	1.00
	Maintenance Worker II	6.00	10.00	7.00
	Maintenance Worker I	5.60	1.60	1.60
	Facility Maintenance Worker II	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Seasonal Labor	3.36	3.36	3.36
<b>Total</b>	<b>20.96</b>	<b>20.96</b>	<b>20.96</b>	

## Authorized Paid Positions

Department	Position	Actual 2012	Estimated 2013	Budget 2014
<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	0.14	0.14
	League Scorekeeper	0.14	0.14	0.14
	Programs Coordinator	0.13	0.13	0.13
	<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
	Swim Lesson Coordinator	0.14	0.14	0.14
	Swim Lesson Instructor	0.19	0.19	0.19
	Lifeguard	5.21	5.21	5.21
	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>Total</b>	<b>10.66</b>	<b>10.66</b>	<b>10.66</b>
<b>Visitor's Bureau</b>	Visitor's Bureau Director	0.75	1.00	1.00
		<b>Total</b>	<b>0.75</b>	<b>1.00</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	1.00	1.00	1.00
	Construction Inspector	1.00	1.00	1.00
		<b>Total</b>	<b>2.00</b>	<b>2.00</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	0.00	0.00	0.00
	Code Compliance Officer	2.00	2.00	2.50
	Planner I	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Management Intern	0.00	0.00	0.00
	<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.50</b>
<b>City Total</b>		<b>127.55</b>	<b>129.65</b>	<b>130.15</b>
<b>Classification By Category</b>				
	<b>Full Time</b>	97.00	104.00	104.00
	<b>Part Time</b>	15.96	11.31	11.81
	<b>Seasonal</b>	14.34	14.34	14.34
	<b>Total</b>	<b>127.30</b>	<b>129.65</b>	<b>130.15</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 2013 reflects positions filled for some or all of 2013. Positions budgeted but not filled will indicate 0.00 for Estimated 2013.

**Positions from 2012 to 2013 increased by 1.35 FTE due to authorization of an Assistant City Administrator, increasing the Visitors Bureau Director from 0.75 to 1.00 FTE, and increasing the Network Comm. Administrator from 0.50 to 0.60 FTE. Positions from 2013 to 2014 increased by 0.50 FTE as described in the Budget Message.**

## Compensation Plan

### FULL TIME POSITIONS EFFECTIVE JANUARY 1, 2014

Position	Range Bottom	Range Top
City Administrator	102,153	153,230
Assistant City Administrator	90,064	135,097
Police Chief	90,064	135,097
Police Captain	79,406	119,109
Lieutenant	61,724	92,586
Sergeant	54,420	81,630
Corporal	51,098	76,647
Master Police Officer	45,051	67,577
Police Officer	42,302	63,453
Police Officer Trainee	40,288	40,288
Community Service Officer	32,882	49,323
Records Clerk	30,875	46,313
Community Development Director	84,567	126,851
Building Inspector/Official	42,302	63,453
Neighborhood Services Manager	42,302	63,453
Code Compliance Officer/Part-Time Code Compliance Planner I	37,296	55,944
Management Intern	45,051	67,577
City Engineer	30,000	45,900
Construction Inspector	84,567	126,851
	39,720	59,580
Fire Chief	90,064	135,097
Assistant Fire Chief	79,406	119,109
Fire Marshal	61,724	92,586
Shift Fire Captain	54,420	81,630
Fire Lieutenant	51,098	76,647
Master Firefighter	45,051	67,577
Firefighter II	42,302	63,453
Firefighter I	39,720	59,580
Firefighter Trainee	37,829	37,829
Finance Director	84,567	126,851
Accountant	47,980	71,969
Accounting Clerk	32,882	49,323
Human Resources/Risk Management Coordinator	61,724	92,586
Communications Coordinator	51,098	76,647
City Clerk	47,980	71,969
Administrative Assistant	30,875	46,313
Visitors' Bureau Director	47,980	71,969

**Compensation Plan**

**FULL TIME POSITIONS (continued)  
EFFECTIVE JANUARY 1, 2014**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Court Administrator	47,980	71,969
Court Clerk/Part Time Court Clerk	30,875	46,313
Public Works Director	90,064	135,097
Public Works Superintendent	54,420	81,630
Foreman	42,302	63,453
Public Works Technician	39,720	59,580
Mechanic	37,296	55,944
Maintenance Worker III	32,882	49,323
Maintenance Worker II	30,875	46,313
Facility Maintenance Worker II	30,875	46,313
Maintenance Worker I/Part Time Maintenance Worker I	27,221	40,832
Parks & Recreation Director	84,567	126,851
Assistant Parks & Recreation Director	61,724	92,586
Recreation Supervisor	47,980	71,969
Facility Maintenance Worker II	30,875	46,313
Facility Maintenance Worker I	27,221	40,832

**REGULAR PART TIME POSITIONS  
EFFECTIVE JANUARY 1, 2014**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Business Development Coordinator	46,509	71,159
Network and Communication Administrator	54,420	81,630

**ELECTED POSITIONS  
EFFECTIVE JANUARY 1, 2014**

<b>Position</b>	<b>Range Bottom</b>	<b>Range Top</b>
Mayor	11,907	11,907
City Councilmembers	5,398	5,398

## Compensation Plan

### PART TIME & SEASONAL POSITIONS EFFECTIVE JANUARY 1, 2014

Position	Range Bottom	Range Top
Crossing Guard	11.71	16.71
Seasonal Maintenance Worker	10.94	15.62
Intern PT	10.62	15.16
Seasonal Construction Inspector	17.97	27.49
Part Time Farmers Marketplace Supervisor	11.42	16.31
Part Time Farmers Marketplace Coordinator	12.86	18.36
Facility Supervisor	11.54	17.31
Gym Supervisor	10.41	14.86
League Supervisor	10.41	14.86
League Scorekeeper	8.47	12.07
Programs Coordinator	12.29	18.43
Fitness Specialist	12.29	18.43
Seasonal Exempt Employees:		
Pool Manager	9,631	13,754
Assistant Pool Manager	5,662	8,087
Head Swim or Dive Coach	1,922	2,641
Asst. Swim or Dive Coach/Pre Comp Coach	1,389	1,981
PT Assistant Manager	13.48	19.26
Swim Lesson Coordinator	12.56	14.90
Head Lifeguard	9.99	12.28
Swim Lesson Instructor	9.48	11.76
Lifeguard	8.46	10.72
Concession Stand Supervisor	11.02	13.33
Cashier/Concessions/Deck Attendant	7.43	9.67

**Compensation Plan**

**RETAINERS FOR CONTRACTUAL POSITIONS  
EFFECTIVE JANUARY 1, 2014**

<b>Position</b>	<b>Monthly</b>	<b>Annual</b>
City Attorney*	-	-
Municipal Judge	3,450.60	41,407.20
Prosecutor	3,450.60	41,407.20

\* Per contractual agreement, the City Attorney will be paid \$156.60 per hour plus expenses and mileage.

# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Revenues: All Funds

In July 2013, IKEA, the world's leading home furnishings retailer, broke ground for its future Kansas City-area store that is slated to open fall 2014 in Merriam. The project will create 500 jobs during construction and 300 jobs upon opening of the 359,000 square-foot store.

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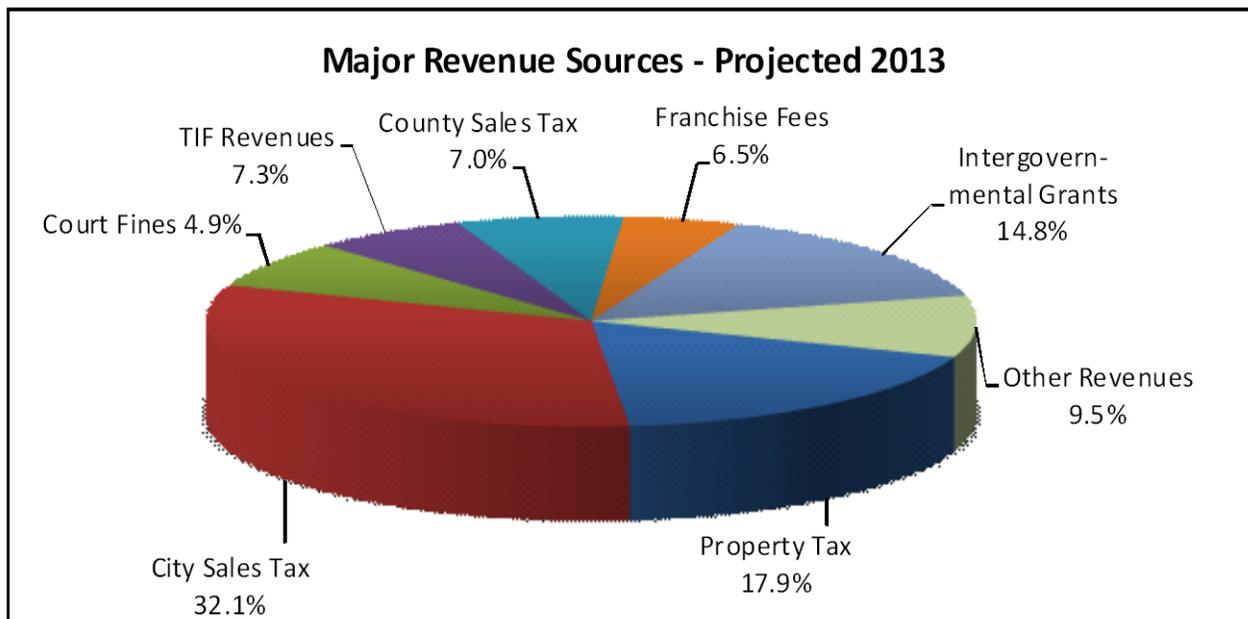
## Revenue Sources

### 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 90.5% of the City's projected current revenues in 2013. Current revenues are those funds that the City has budgeted to collect in 2013. 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 2013 budget total \$20,919,216. These seven major revenue sources and their contribution to overall revenues are summarized in the charts below.

### **Major Revenue Summary-All Funds**

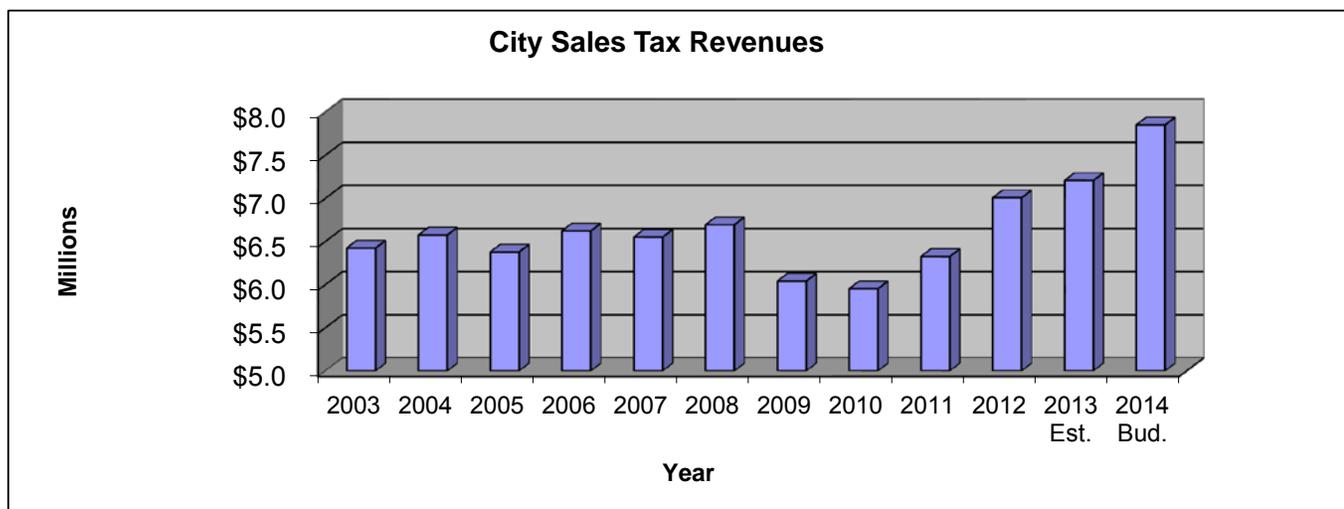
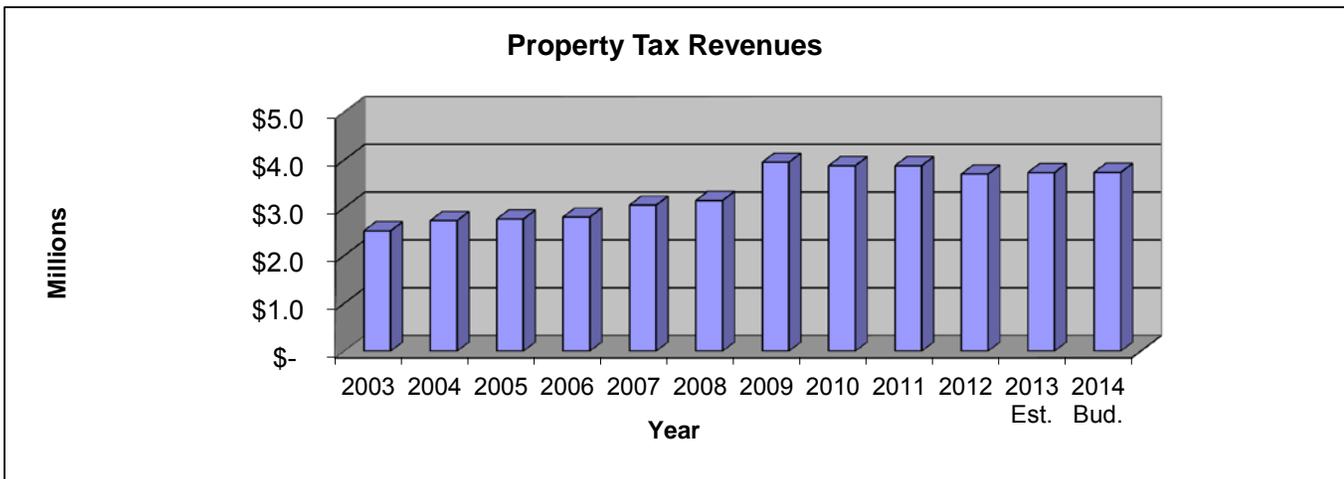
Major Revenue Source	<b>Projected 2013 Revenue</b>	<b>Percent of Total Current Revenues</b>
<i>Property Tax (including Motor Vehicle Tax)</i>	\$3,735,410	17.9%
<i>City Sales Tax</i>	6,716,494	32.1%
<i>Tax Increment Financing Property Taxes (Miscellaneous)</i>	1,522,855	7.3%
<i>Franchise Fees</i>	1,367,300	6.5%
<i>County Sales Tax</i>	1,469,515	7.0%
<i>Court Fines</i>	1,028,000	4.9%
<i>Intergovernmental Grants</i>	3,103,750	14.8%
<i>Subtotal Major Revenue Sources</i>	18,943,324	90.5%
Other Revenues	1,975,892	9.5%
<b>Total Current Revenues</b>	<b>\$20,919,216</b>	<b>100%</b>



**Major Revenue Sources - Citywide\***  
2003 through 2014

Year	Property Tax	City Sales Tax	County Sales Tax	TIF Property Taxes	Intergov. Grant	Franchise Fees	Court Fines	Total Major Revenues*
2003	\$2,517,294	\$ 6,423,777	\$ 1,275,896	\$1,121,416	\$ 445,178	\$1,097,987	\$ 558,069	\$ 13,439,617
2004	2,730,585	6,575,355	1,439,407	905,890	1,384,985	1,075,969	677,498	14,789,689
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 Est.	3,735,410	7,207,358	1,469,515	2,592,119	2,574,096	1,367,300	900,000	19,845,798
2014 Bud.	3,741,333	7,852,093	1,481,333	2,020,212	4,714,350	1,343,825	891,000	22,044,146

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

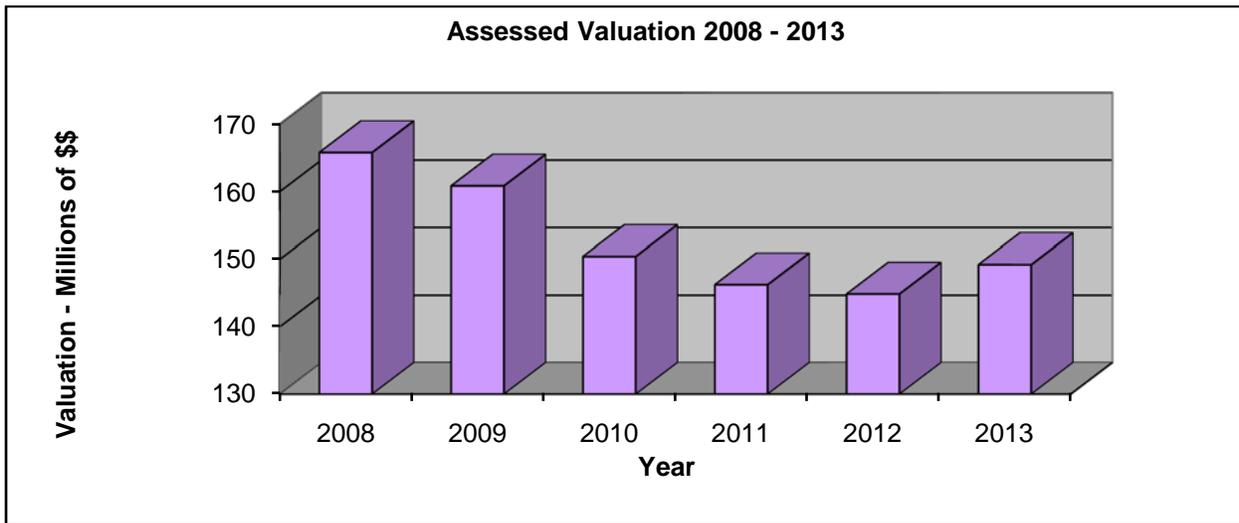


**Ad Valorem Property Tax (including Motor Vehicle Tax)**

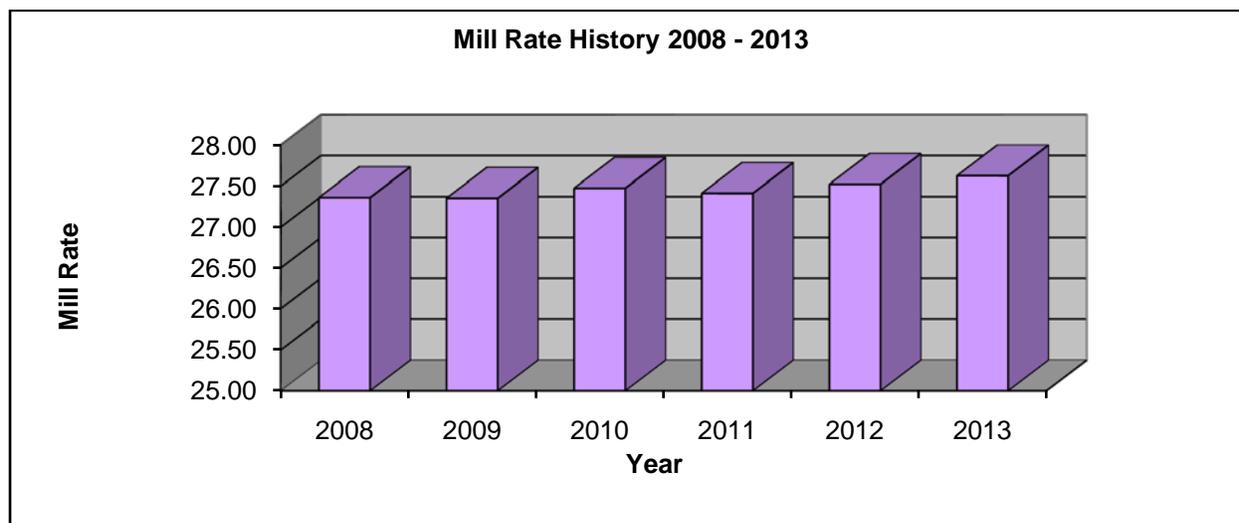
Budgeted 2014 ad valorem property taxes total \$3,741,333 or 15.5% of current revenues. General Fund ad valorem property taxes comprise \$3,418,297, or 23.8% of total General Fund current revenues (excluding transfers). Bond and Interest Fund ad valorem property taxes comprise \$323,036 or 40.0% of total 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 2013 will fund the 2014 Budget.*

While real property values grew steadily for many years, values have dropped in recent years due to widespread declines in the real estate market. Overall values declined 10.0% since 2008



Based upon the projected assessed valuation, the mill levy is calculated to fund ad valorem property tax revenue requirements. The 2014 budget will require an effective City property tax rate of 27.625 mills.



## Sales Taxes

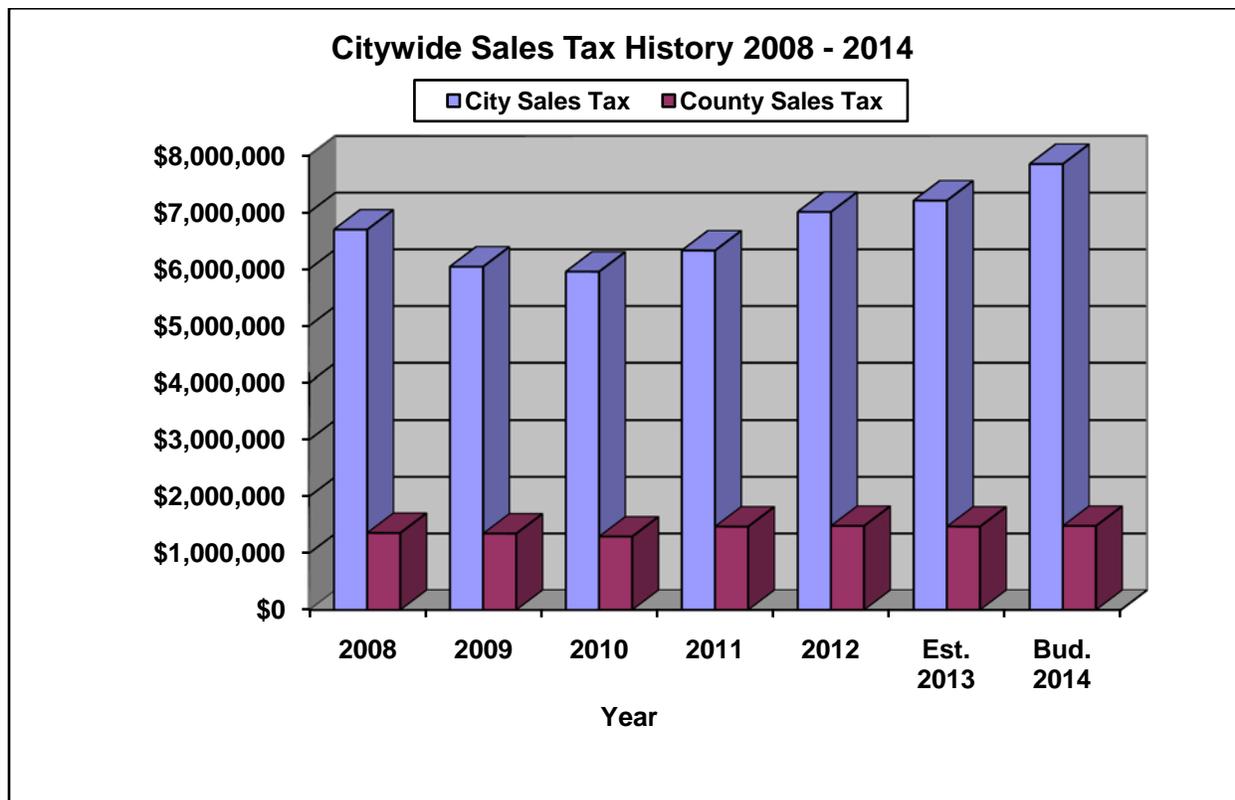
### City Sales Tax

The City's largest source of income is a 1.25% tax on items purchased within the City. City sales tax revenues budgeted for 2014 for all funds total \$7,852,093 and are projected to comprise 32.5% of total current revenues. Sales taxes have rebounded since the sharp declines seen during the recent recession. Budget 2014 projects City sales taxes at 100% of actual 2012 plus over \$800,000 from new retail sales. Actual 2013 is currently exceeding actual 2012.

### 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 State Department of Revenue and are based on different distribution formulas. Total county sales taxes budgeted for 2014 are \$1,481,333. County sales tax revenues are projected to comprise 6.1% of total current revenues. Budget 2014 projects county sales taxes at 100% of actual 2012.

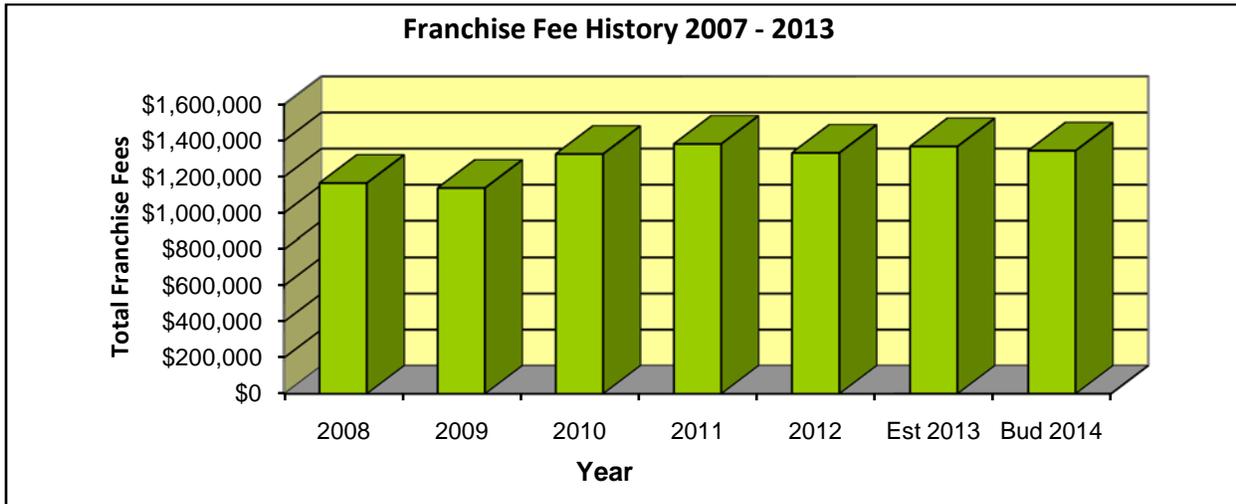
The historical trend of the City Sales Tax and County Sales Tax (all funds) is shown in the table below.



### 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 6.5% of total current revenues. Franchise revenues budgeted for 2014 total \$1,343,825, which is 98% of estimated 2013 franchise receipts and approximately 101% of 2012 actual receipts. The 2014 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 \$2,020,212 for 2014, 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 \$891,000 for 2014.

**Intergovernmental Grants**

The 2014 Capital Improvement Fund budget includes \$4,714,350 in Intergovernmental Grants from various sources. In 2014, this will include money from the Johnson County Stormwater Management Program (SMAC) for construction of the Shawnee and Meyer Creek projects plus federal Bridge/Surface Transportation grant funds for the Johnson Drive bridge. 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 2014 PROJECTION FACTORS	APPLICABLE LAWS
<b>Local Ad Valorem Property Tax</b>	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on the assessed valuation in 2013 of \$149,200,072 (25.240 mills). This is an increase of 0.094 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>	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>Special Assessments-Mowing</b>	Based on mowing assessments filed by the City Clerk.	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.
<b>City Sales Tax</b>	Based on 100% of 2012 actual, with a \$655,000 adjustment for new businesses in 2014. The City reviews collection trends of individual businesses in detail.	The City levies a 1% tax on all nonexempt sales within the City.
<b>Countywide Sales Tax</b>	This is the City's share of the countywide .6% sales tax. Based on 100% of actual 2012 collections.	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 & cities in the proportion of each entity's total taxing effort in that preceding year relative to the total taxing effort of all cities & the County in the preceding year. The remaining one half of the revenue shall be apportioned to the County & 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.
<b>Countywide Sales Tax-Public Safety (eff. 1/1/1995)</b>	This is the City's share of the countywide .25% Public Safety sales tax. Based on 100% of actual 2012 collections.	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.
<b>Countywide Sales Tax-Public Safety (eff. 1/1/2009)</b>	Same as Countywide Sales Tax-Public Safety (eff. 1/1/1995).	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.
<b>Alcohol Tax</b>	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within 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.
<b>Electric Franchise Fees</b>	Based on recent actual.	The City levies a franchise tax of 5% of gross receipts from the electric utilities operating within the City limits.

**GENERAL FUND (continued)**

DESCRIPTION	KEY 2014 PROJECTION FACTORS	APPLICABLE LAWS
Gas Franchise Fees	Based on recent actual.	The City levies a franchise tax of 5% of gross receipts from the gas utilities operating within the City limits.
Phone Franchise Fees	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.
Cable Franchise Fees	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.
Disposal Franchise Fees	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.
Occupational Licenses	Based on projections of business occupation and applicable fees.	The governing body sets fees. Fees are analyzed annually.
Other Licenses	Based on projected number of businesses requiring these licenses.	See Occupational Licenses. (Liquor licenses, cereal malt beverage licenses, etc.)
Construction Permits	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.
Pool Fees	Based on department estimates and historical receipts and trends.	Admission fees are set by the governing body. Concession fees are set by department.
Community Center Fees	Based on department estimates and historical receipts and trends.	Admission fees are set by the governing body. Concession fees are set by department.
Other Fees	Based on historical receipts and trends.	Fees are set by the governing body. Fees are analyzed annually.
Fines	Primarily court fines. Based on departmental estimates.	Fines are set by a combination of State law, municipal code, and judge's actions.
Interest Income	Based on the percentage return on investments and available cash balances. 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.
Miscellaneous Revenue	Based on historical receipts and trends. Based on the nature of these revenues, it is difficult to make accurate estimates.	Various revenues of a miscellaneous nature including, but not limited to, copy fees, sale of books and maps, and various reimbursements.
Transfer from Transient Guest Tax Fund	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.
Transfer from I-35 District	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**

DESCRIPTION	KEY 2014 PROJECTION FACTORS	APPLICABLE LAWS
Fuel Tax	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 2014 PROJECTION FACTORS	APPLICABLE LAWS
Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within 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 2014 PROJECTION FACTORS	APPLICABLE LAWS
Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within 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 2014 PROJECTION FACTORS	APPLICABLE LAWS
Transient Guest Tax	Based on 2012 collections adjusted for delinquent receipts.	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 2014 PROJECTION FACTORS	APPLICABLE LAWS
Transfer from General Fund	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 2014.	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.
Interest Income	See General Fund.	See General Fund.

## EQUIPMENT RESERVE FUND

DESCRIPTION	KEY 2014 PROJECTION FACTORS	APPLICABLE LAWS
Transfers from General Fund	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.	
Interest	See General Fund.	See General Fund.
Miscellaneous	See General Fund	See General Fund.

## CAPITAL IMPROVEMENT FUND

DESCRIPTION	KEY 2014 PROJECTION FACTORS	APPLICABLE LAWS
Interest	See General Fund	See General fund
Transfer From General Fund-City Sales Tax	Based on one half of the City's local sales 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.
Transfer From General Fund-Countywide Sales Tax -Public Safety (eff. 1/1/1995)	Based on the amount of the .25% Countywide Sales Tax. See projection of Countywide Public Safety Sales Tax in the General Fund.	Council policy dictates that the proceeds of this County tax be transferred to fund capital improvement projects.
Transfer From Transient Guest Tax Fund	Based on City policy and expectations.	
Intergovernmental Grant	Based on estimates from the Community Development Department as to the amount of reimbursement we expect to receive from other governmental entities as their share of various capital improvement projects scheduled to be completed during the year.	
City Sales Tax	Based on 100% of actual 2012, with a \$164,000 adjustment for new retail in 2014. 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.

**CAPITAL IMPROVEMENT FUND (continued)**

DESCRIPTION	KEY 2014 PROJECTION FACTORS	APPLICABLE LAWS
Miscellaneous Revenue	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 2014 PROJECTION FACTORS	APPLICABLE LAWS
Local Ad Valorem Property Tax	Levy is based on the amount needed to fund the Ad Valorem Property tax requirement for this fund based on a projected assessed valuation in 2013 of \$149,200,072 (2.385 mills). This is an increase of 0.009 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.
Delinquent Property Tax	Based on historical receipts.	The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.
Motor Vehicle Tax	Based on information received from the County.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.
Special Assessment	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.
Interest Income	See General Fund.	See General Fund.
Transfers from CIP Fund.	Based upon debt service needs and the availability of funds from the Capital Improvement Program (CIP) Fund.	

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# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Budget by Fund

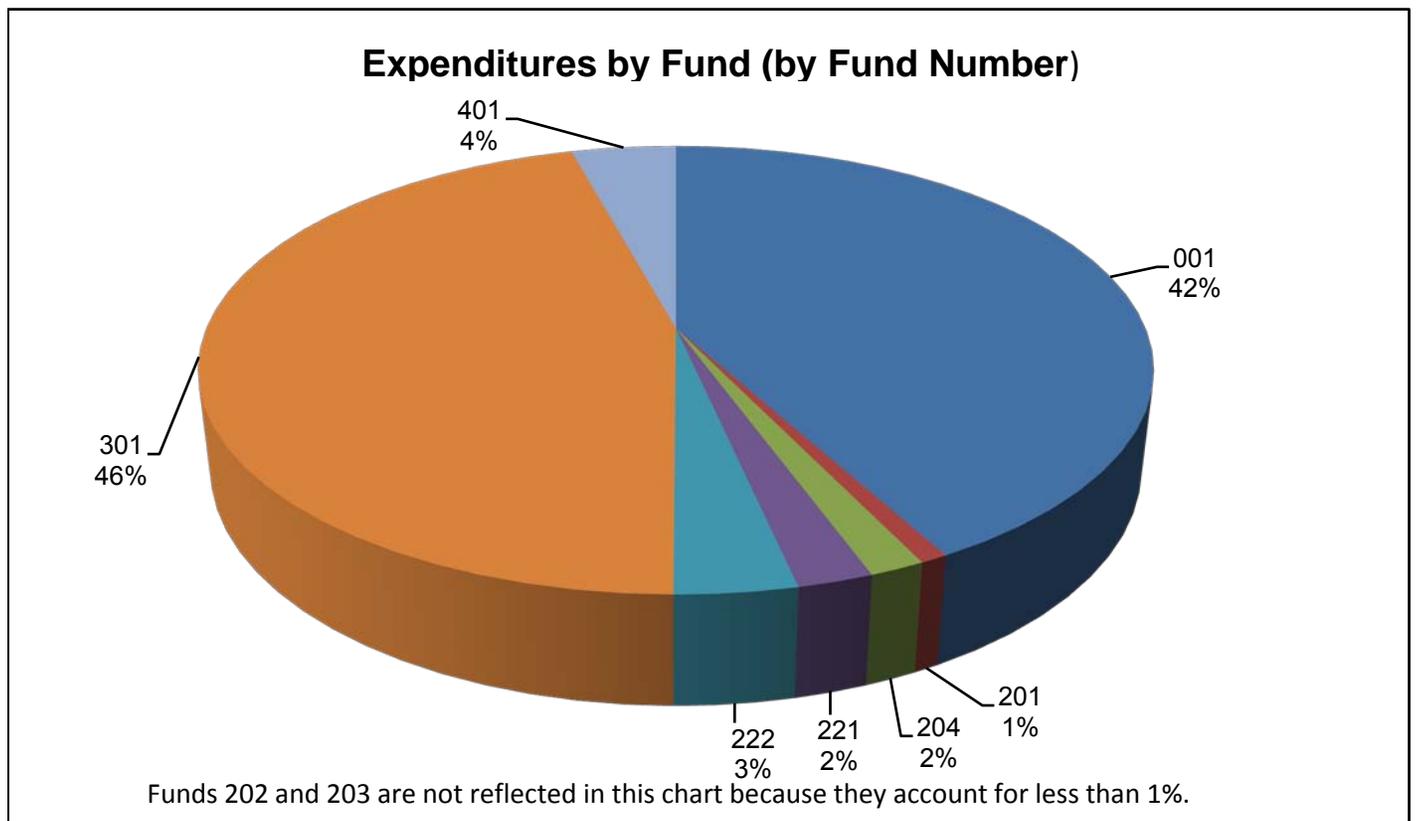


In February 2013, the Kansas City metro was hit with two major snowstorms that dropped over a foot of snow and closed many businesses, schools, and city offices. However, just one day after the crippling storm, the Merriam Public Works Department had treated all major and residential streets making them clear for those residents and visitors to get out, restock supplies and experience safe travels in the City of Merriam.

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## Expenditure by Fund

Fund	2012 Actual	2013 Budget	2013 Estimated	2014 Budget
001-General	\$13,748,153	\$17,500,681	\$15,285,194	\$18,600,375
201-Special Highway	375,508	390,878	390,878	348,886
202-Special Alcohol	20,972	22,844	22,844	30,275
203-Special Parks and Recreation	24,455	22,844	22,844	30,553
204-Transient Guest Tax	274,574	569,368	484,953	705,366
221-Risk Management Reserve	18,368	826,972	15,000	959,661
222-Equipment Reserve	537,542	1,406,970	587,545	1,543,938
301-Capital Improvements	4,743,759	16,580,063	9,737,066	20,224,066
401-Bond and Interest	3,171,059	3,184,035	3,135,298	1,872,805
<b>TOTAL</b>	<b>\$ 22,914,390</b>	<b>\$ 40,504,655</b>	<b>\$ 29,681,622</b>	<b>\$ 44,315,925</b>



## General Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 5,272,702	\$ 5,499,390	\$ 4,146,260
Taxes:			
Property	3,025,952	3,034,390	3,046,500
County Sales Tax	987,555	979,671	987,555
Motor Vehicle	359,355	378,490	371,797
City Sales Tax	5,744,633	5,900,000	6,402,093
Alcohol Tax	24,775	21,333	24,000
County Sales Tax 1/4 (eff 1995)	246,889	244,922	246,889
County Sales Tax 1/4 (eff 2009)	246,889	244,922	246,889
Franchise Fees	1,331,702	1,367,300	1,343,825
Licenses/Fees/Permits	464,082	371,000	387,900
Charges for Service	235,007	250,236	253,367
Court Fines	935,450	900,000	891,000
Federal Grants (COPS)	55,518	55,000	55,000
Interest	15,026	15,000	15,000
Miscellaneous	212,008	79,800	92,300
Transfer from I-35 CIP	90,000	90,000	90,000
<b>SUBTOTAL OPERATING REVENUES</b>	<b>13,974,841</b>	<b>13,932,064</b>	<b>14,454,115</b>
<b>TOTAL REVENUES</b>	<b>\$ 19,247,543</b>	<b>\$ 19,431,454</b>	<b>\$ 18,600,375</b>
<b>EXPENDITURES</b>			
Personal Services	\$ 8,386,936	\$ 9,051,091	\$ 9,594,295
Contractual Services	1,686,893	2,011,762	2,081,562
Commodities	598,079	772,469	776,046
Capital Outlay	9,884	6,200	6,200
Health and Welfare	24,698	23,750	25,250
<b>SUBTOTAL OPERATING EXPENDITURES</b>	<b>10,706,490</b>	<b>11,865,272</b>	<b>12,483,353</b>
Interfund Transfers	3,019,958	3,394,922	3,647,936
Reserves and Contingency	21,705	25,000	2,469,086
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,748,153</b>	<b>\$ 15,285,194</b>	<b>\$ 18,600,375</b>
<b>ENDING BALANCE</b>	<b>\$ 5,499,390</b>	<b>\$ 4,146,260</b>	<b>\$ -</b>

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

**Guidelines:** Used for the payment of operating expenditures.

**Highlight:** The combination of reserves and contingency represents a total reserve equal to 17.08% of operating revenues and 2.37 months of operating expenditures in this fund.

## Special Highway Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 252,626	\$ 162,144	\$ 57,636
Taxes:			
Fuel Tax	285,026	286,370	291,250
<b>TOTAL REVENUES</b>	<b>\$ 537,652</b>	<b>\$ 448,514</b>	<b>\$ 348,886</b>
<b>EXPENDITURES</b>			
Commodities	\$ 33,446	\$ 40,000	\$ 40,000
Annual Overlay/Street Repairs	342,062	325,878	283,886
Contingency	-	25,000	25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 375,508</b>	<b>\$ 390,878</b>	<b>\$ 348,886</b>
<b>ENDING BALANCE</b>	<b>\$ 162,144</b>	<b>\$ 57,636</b>	<b>-</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 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 4,983	\$ 8,786	\$ 7,275
Taxes:			
Special Alcohol	24,775	21,333	23,000
<b>TOTAL REVENUES</b>	<b>\$ 29,758</b>	<b>\$ 30,119</b>	<b>\$ 30,275</b>
<b>EXPENDITURES</b>			
Drug/Alcohol Prevention & Education	\$ 20,972	22,844	\$ 30,275
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,972</b>	<b>\$ 22,844</b>	<b>\$ 30,275</b>
<b>ENDING BALANCE</b>	<b>\$ 8,786</b>	<b>\$ 7,275</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 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 8,744	\$ 9,064	\$ 7,553
Taxes:			
Special Alcohol	24,775	21,333	23,000
<b>TOTAL REVENUES</b>	<b>\$ 33,519</b>	<b>\$ 30,397</b>	<b>\$ 30,553</b>
<b>EXPENDITURES</b>			
Other Contractual Services	\$ -	\$ -	-
Capital Outlay	24,455	22,844	30,553
<b>TOTAL EXPENDITURES</b>	<b>\$ 24,455</b>	<b>\$ 22,844</b>	<b>\$ 30,553</b>
<b>ENDING BALANCE</b>	<b>\$ 9,064</b>	<b>\$ 7,553</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 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 167,103	\$ 353,432	\$ 256,866
Transient Guest Tax	417,878	350,000	405,000
Rental and Special Event Income	39,462	38,387	43,500
Miscellaneous	3,563	-	-
<b>TOTAL REVENUES</b>	<b>\$ 628,006</b>	<b>\$ 741,819</b>	<b>\$ 705,366</b>
<b>EXPENDITURES</b>			
Visitors Bureau	\$ 118,691	\$ 156,775	\$ 186,318
Special Events	111,082	140,447	148,784
Merriam Marketplace Operations	24,019	27,731	34,442
Economic Development Activities	-	50,000	114,250
Contingency	3,438	10,000	146,572
Transfer to Capital Improvement Fund	17,344	100,000	75,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 274,574</b>	<b>\$ 484,953</b>	<b>\$ 705,366</b>
<b>ENDING BALANCE</b>	<b>\$ 353,432</b>	<b>\$ 256,866</b>	<b>\$ -</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

	Actual 2012	Estimated 2013	Budget 2014
<b>Expenditures by Character:</b>			
<b>Salaries</b>			
Visitor's Bureau	\$ 54,818	\$ 70,892	\$ 71,532
Special Events	40,473	52,058	52,545
Marketplace	4,586	4,339	4,552
Other Economic Dev		50,000	50,000
<b>Total Salaries</b>	<b>99,877</b>	<b>177,289</b>	<b>178,629</b>
<b>Benefits</b>			
Visitor's Bureau	25,490	35,783	39,311
Special Events	13,676	19,991	22,169
Marketplace	478	422	455
	<b>39,644</b>	<b>56,196</b>	<b>61,935</b>
<b>Contractual</b>			
Visitor's Bureau	35,254	47,740	72,875
Special Events	-	-	-
Marketplace	18,763	22,420	27,710
Other Economic Dev			64,250
	<b>54,017</b>	<b>70,160</b>	<b>164,835</b>
<b>Commodities</b>			
Visitor's Bureau	3,023	2,360	2,600
Special Events		5,000	5,000
Marketplace	192	550	1,725
	<b>3,215</b>	<b>7,910</b>	<b>9,325</b>
<b>Health and Welfare</b>	<b>57,039</b>	<b>63,398</b>	<b>69,070</b>
<b>Contingency</b>	<b>3,438</b>	<b>10,000</b>	<b>146,572</b>
<b>Transfers</b>	<b>17,344</b>	<b>100,000</b>	<b>75,000</b>
	<b>\$ 274,574</b>	<b>\$ 484,953</b>	<b>\$ 705,366</b>

## Risk Management Reserve Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 838,172	\$ 971,061	\$ 957,861
Transfer from General Fund	-	-	-
Miscellaneous	150,000	-	-
Interest	1,257	1,800	1,800
<b>TOTAL REVENUES</b>	<b>\$ 989,429</b>	<b>\$ 972,861</b>	<b>\$ 959,661</b>
<b>EXPENDITURES</b>			
Contractual Services	\$ 2,400	\$ 15,000	\$ 15,000
Insurance Claims & Settlements	-	-	30,000
Risk Management Reserve	15,968	-	914,661
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,368</b>	<b>\$ 15,000</b>	<b>\$ 959,661</b>
<b>ENDING BALANCE</b>	<b>\$ 971,061</b>	<b>\$ 957,861</b>	<b>-</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 budgeted for 2014 is equal to 6.33% of the operating revenue of the General Fund. Council Policy No. 127 requires a minimum of 7.5% of operating revenues of the General Fund.

## Equipment Reserve Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 907,039	\$ 981,483	\$ 968,938
Transfer from General Fund	450,000	550,000	550,000
Interest	4,292	5,000	5,000
Miscellaneous	157,694	20,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 1,519,025</b>	<b>\$ 1,556,483</b>	<b>\$ 1,543,938</b>
<b>EXPENDITURES</b>			
Capital Outlay	\$ 537,542	\$ 551,745	\$ 500,300
Technology Reserve	-	-	45,000
Street Lights Reserve	-	-	15,000
Equipment Reserve	-	35,800	983,638
<b>TOTAL EXPENDITURES</b>	<b>\$ 537,542</b>	<b>\$ 587,545</b>	<b>\$ 1,543,938</b>
<b>ENDING BALANCE</b>	<b>\$ 981,483</b>	<b>\$ 968,938</b>	<b>\$ -</b>

**Fund Sources:** Transfers from the General Fund and interest on idle funds.  
**Guidelines:** To finance the acquisition of equipment.

### Capital Purchases - Budgeted for 2014

	<i>Years Old</i>	<i>Cost</i>
<b><u>Police Department</u></b>		
Patrol Vehicle	5	\$26,500
Patrol Vehicle	5	26,500
Detective Vehicle	7	23,500
<b><u>Fire Department</u></b>		
Protective Clothing	5	60,000
Large Diameter Hose	various	10,000
City-Wide AED Replacements	8	26,000
<b><u>Community Development</u></b>		
Ford Ranger Pickup	14	24,000
<b><u>Parks/Recreation</u></b>		
Aquatic Center Pump Refurbishing	5	34,000
Brown Park Playground Equipment	18	149,350
<b><u>Public Works</u></b>		
Gator Utility Vehicle	10	15,500
GPS (w/ GEO system/software)	5	11,150
Triple Axle Trailer	32	26,000
Vehicle-Based Radio	new	6,000
Cable/Fault Locator	7	6,000
Flooring	18	14,300
<b><u>Information Technology</u></b>		
Police Dept Server (VPN from vehicles)	new	6,500
Computers/Monitor Replacements, Memory	various	30,000
<b><u>Other</u></b>		5,000
<b>Total</b>		<b>\$ 500,300</b>

## Capital Improvement Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>REVENUES</b>			
Beginning Balance	\$ 8,227,799	\$ 9,060,139	\$ 8,811,568
Interest	52,806	70,000	55,000
Transfer from General Fund-City Sales Tax	2,569,958	2,844,922	3,097,936
Transfer from Transient Guest Tax	17,344	100,000	75,000
Transfer from I-35 District Tax Increment Fund	1,270,000	1,408,619	1,391,212
Transfer from MTC Tax Increment Fund	-	1,183,500	629,000
1/4 Cent Sales Tax - Streets/Stormwater	1,263,284	1,307,358	1,450,000
Miscellaneous	191,223	-	-
Intergovernmental Grant	211,484	2,574,096	4,714,350
<b>TOTAL REVENUES</b>	<b>\$ 13,803,898</b>	<b>\$ 18,548,634</b>	<b>\$ 20,224,066</b>
<b>EXPENDITURES</b>			
Transfer to Bond and Interest Fund	\$ 2,464,076	2,339,205	\$ 1,065,209
Transfer to General Fund	90,000	90,000	90,000
Reserve for Future Years	-	-	6,084,091
Project Administration - Personal Services	-	236,196	251,746
Project Administration - Other	-	11,500	17,470
Capital Improvement	2,189,683	7,060,165	12,715,550
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,743,759</b>	<b>\$ 9,737,066</b>	<b>\$ 20,224,066</b>
<b>ENDING BALANCE</b>	<b>\$ 9,060,139</b>	<b>\$ 8,811,568</b>	<b>\$ -</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

	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>
<b>REVENUES</b>			
Beginning Balance	\$ 71,423	\$ 110,423	\$ 59,160
Taxes:			
Property Tax			
Current	280,818	286,759	287,906
Back	4,962	-	-
Motor Vehicle	34,263	35,771	35,130
Special Assessment	420,850	419,300	422,400
Interest	5,090	3,000	3,000
Transfers from CIP Fund	2,464,076	2,339,205	1,065,209
<b>TOTAL REVENUES</b>	<b>\$ 3,281,482</b>	<b>\$ 3,194,458</b>	<b>\$ 1,872,805</b>
<b>EXPENDITURES</b>			
Principal	\$ 2,800,000	\$ 2,915,000	\$ 1,680,000
Interest	371,059	220,298	147,448
Commission and Postage		-	-
Cash Basis Reserve	-	-	45,357
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,171,059</b>	<b>\$ 3,135,298</b>	<b>\$ 1,872,805</b>
<b>ENDING BALANCE</b>	<b>\$ 110,423</b>	<b>\$ 59,160</b>	<b>-</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

## 2014 Annual Budget



## Budget by Department



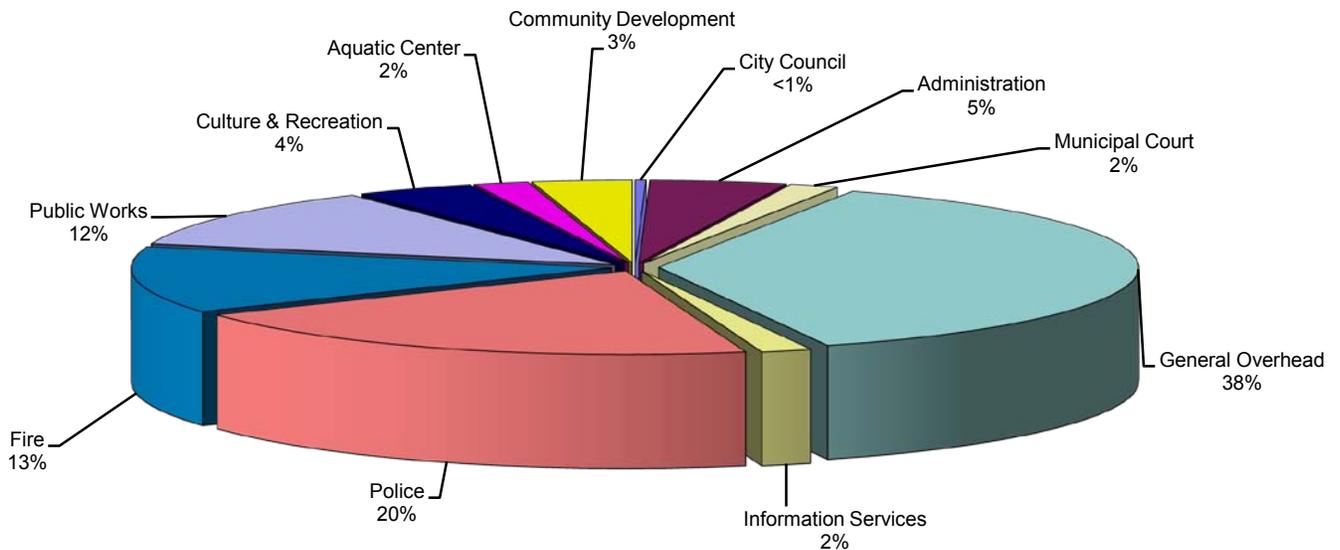
The Merriam Fire Department comes from a long tradition of “Serving the People”. They are responsible for the prevention and suppression of fire within the City of Merriam, responding to fire and medical calls, floods, hazardous materials incidents, vehicle extrication, inspections and enforcement of fire safety codes, public education, and emergency management. Merriam firefighters log over 5,000 hours of training and over 1,500 hours of physical fitness each year to ensure they are fit and ready when any call comes in.

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## General Fund Summary by Department

Department	2012 Actual	2013 Budget	2013 Estimated	2014 Budget	% Increase Over 2013 Estimated
City Council	\$64,182	\$69,893	\$69,893	\$67,954	-2.77%
Administration	695,094	886,051	821,051	859,851	4.73%
Municipal Court	273,742	295,601	295,601	306,619	3.73%
General Overhead	3,781,747	6,322,912	4,307,425	7,005,029	62.63%
Information Services	223,243	294,348	294,348	315,989	7.35%
Police	3,147,930	3,578,631	3,523,631	3,749,882	6.42%
Fire	2,095,096	2,286,636	2,251,636	2,401,559	6.66%
Public Works	1,804,226	2,095,480	2,070,480	2,173,223	4.96%
Culture & Recreation	672,661	761,322	751,322	748,756	-0.34%
Aquatic Center	280,265	335,740	335,740	343,998	2.46%
Community Development	709,967	574,067	564,067	627,515	11.25%
<b>TOTAL</b>	<b>\$13,748,153</b>	<b>\$17,500,681</b>	<b>\$15,285,194</b>	<b>\$18,600,375</b>	<b>21.69%</b>

## General Fund Budget by Department



## General Fund - Department by Character

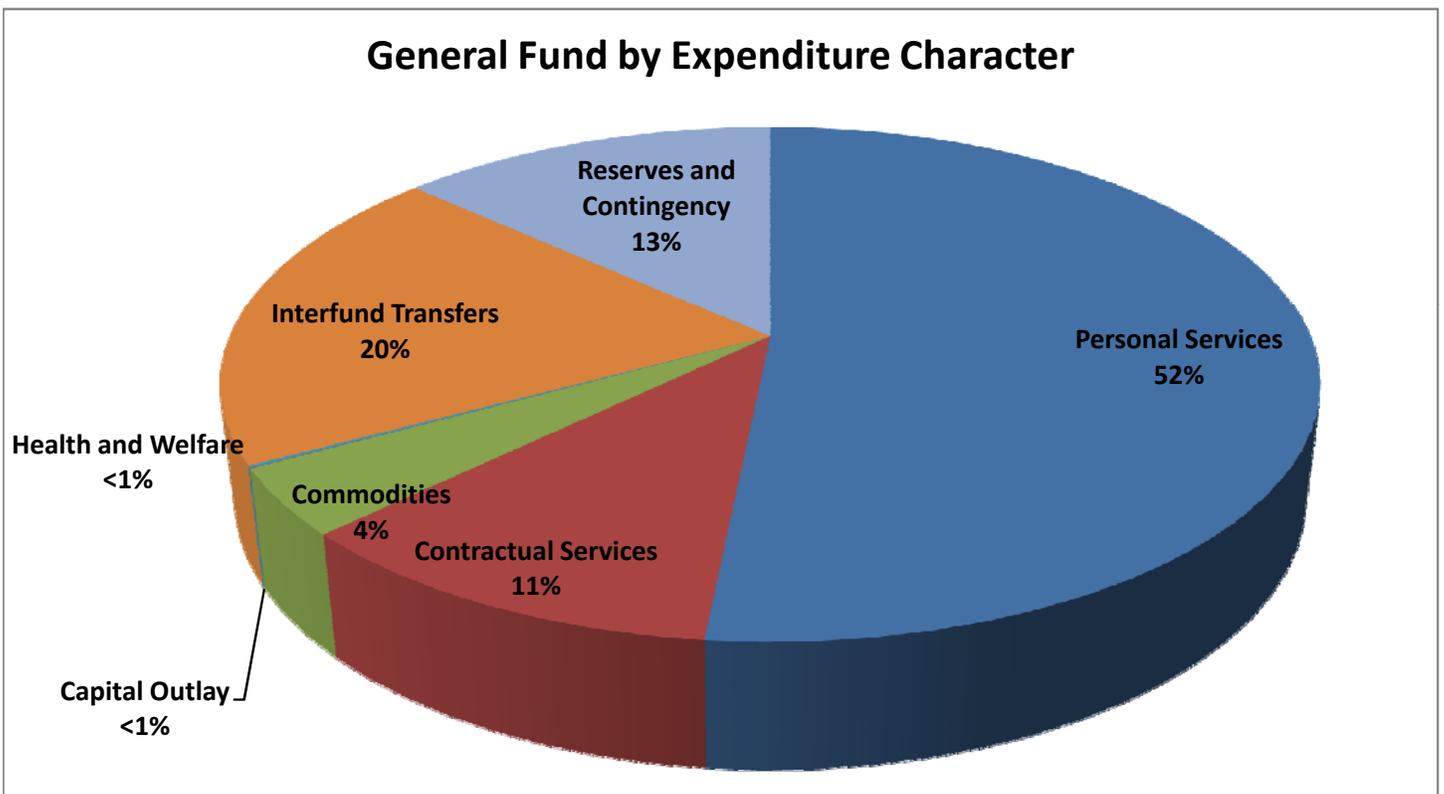
Expenditures	Actual 2012	Budget 2013	Estimated 2013	Budget 2014	% of Total	Increase Over 13 Est.
<b>City Council</b>						
Personal Services	57,012	58,053	58,053	58,179	85.61%	0.22%
Contractual Services	5,457	9,320	9,320	7,125	10.49%	-23.55%
Commodities	1,713	2,520	2,520	2,650	3.90%	5.16%
<b>Total</b>	<b>64,182</b>	<b>69,893</b>	<b>69,893</b>	<b>67,954</b>	<b>100.00%</b>	<b>-2.77%</b>
<b>Administration</b>						
Personal Services	658,806	839,545	774,545	814,690	94.75%	5.18%
Contractual Services	35,472	43,466	43,466	41,546	4.83%	-4.42%
Commodities	816	3,040	3,040	3,615	0.42%	18.91%
<b>Total</b>	<b>695,094</b>	<b>886,051</b>	<b>821,051</b>	<b>859,851</b>	<b>100.00%</b>	<b>4.73%</b>
<b>Municipal Court</b>						
Personal Services	152,420	161,621	161,621	168,780	55.04%	4.43%
Contractual Services	118,317	130,280	130,280	134,139	43.75%	2.96%
Commodities	3,005	3,700	3,700	3,700	1.21%	0.00%
<b>Total</b>	<b>273,742</b>	<b>295,601</b>	<b>295,601</b>	<b>306,619</b>	<b>100.00%</b>	<b>3.73%</b>
<b>General Overhead</b>						
Personal Services	9,483	9,780	9,780	10,200	0.15%	4.29%
Contractual Services	691,443	829,373	829,373	827,857	11.82%	-0.18%
Commodities	14,460	24,600	24,600	24,700	0.35%	0.41%
Health and Welfare	24,698	23,750	23,750	25,250	0.36%	6.32%
Interfund Transfers	3,019,958	3,266,169	3,394,922	3,647,936	52.08%	7.45%
Reserves and Contingency	21,705	2,169,240	25,000	2,469,086	35.24%	9776.34%
<b>Total</b>	<b>3,781,747</b>	<b>6,322,912</b>	<b>4,307,425</b>	<b>7,005,029</b>	<b>100.00%</b>	<b>62.63%</b>
<b>Information Services</b>						
Personal Services	66,901	78,468	78,468	80,768	25.56%	2.93%
Contractual Services	124,804	178,915	178,915	198,896	62.94%	11.17%
Commodities	31,538	36,965	36,965	36,325	11.50%	-1.73%
Capital Outlay	-	-	-	-	0.00%	0.00%
<b>Total</b>	<b>223,243</b>	<b>294,348</b>	<b>294,348</b>	<b>315,989</b>	<b>100.00%</b>	<b>7.35%</b>
<b>Police</b>						
Personal Services	2,827,396	3,206,186	3,151,186	3,359,797	89.59%	6.62%
Contractual Services	172,632	192,295	192,295	205,085	5.47%	6.65%
Commodities	141,787	173,950	173,950	178,800	4.77%	2.79%
Capital Outlay	6,115	6,200	6,200	6,200	0.17%	0.00%
<b>Total</b>	<b>3,147,930</b>	<b>3,578,631</b>	<b>3,523,631</b>	<b>3,749,882</b>	<b>100.00%</b>	<b>6.42%</b>
<b>Fire</b>						
Personal Services	1,980,043	2,137,105	2,102,105	2,250,659	93.72%	7.07%
Contractual Services	45,880	79,656	79,656	87,375	3.64%	9.69%
Commodities	65,404	69,875	69,875	63,525	2.65%	-9.09%
Capital Outlay	3,769	-	-	-	0.00%	0.00%
<b>Total</b>	<b>2,095,096</b>	<b>2,286,636</b>	<b>2,251,636</b>	<b>2,401,559</b>	<b>100.00%</b>	<b>6.66%</b>

<b>Expenditures</b>	<b>Actual 2012</b>	<b>Budget 2013</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total</b>	<b>Increase Over 13 Est.</b>
<b>Public Works</b>						
Personal Services	1,314,301	1,483,944	1,458,944	1,543,294	71.02%	5.78%
Contractual Services	219,651	243,552	243,552	244,785	11.26%	0.51%
Commodities	270,274	367,984	367,984	385,144	17.72%	4.66%
Capital Outlay	-	-	-	-	0.00%	0.00%
<b>Total</b>	<b>1,804,226</b>	<b>2,095,480</b>	<b>2,070,480</b>	<b>2,173,223</b>	<b>100.00%</b>	<b>4.96%</b>
<b>Culture and Recreation</b>						
Personal Services	482,520	549,195	539,195	526,870	70.36%	-2.29%
Contractual Services	166,515	184,095	184,095	199,374	26.63%	8.30%
Commodities	23,626	28,032	28,032	22,512	3.01%	-19.69%
Capital Outlay	-	-	-	-	0.00%	0.00%
<b>Total</b>	<b>672,661</b>	<b>761,322</b>	<b>751,322</b>	<b>748,756</b>	<b>100.00%</b>	<b>-0.34%</b>
<b>Aquatic Center</b>						
Personal Services	188,031	224,594	224,594	237,688	69.10%	5.83%
Contractual Services	54,857	58,778	58,778	61,420	17.85%	4.49%
Commodities	37,377	52,368	52,368	44,890	13.05%	-14.28%
<b>Total</b>	<b>280,265</b>	<b>335,740</b>	<b>335,740</b>	<b>343,998</b>	<b>100.00%</b>	<b>2.46%</b>
<b>Community Development</b>						
Personal Services	650,023	502,600	492,600	543,370	86.59%	10.31%
Contractual Services	51,865	62,032	62,032	73,960	11.79%	19.23%
Commodities	8,079	9,435	9,435	10,185	1.62%	7.95%
<b>Total</b>	<b>709,967</b>	<b>574,067</b>	<b>564,067</b>	<b>627,515</b>	<b>100.00%</b>	<b>11.25%</b>
<b>Total All Departments</b>	<b>13,748,153</b>	<b>17,500,681</b>	<b>15,285,194</b>	<b>18,600,375</b>	<b>100.00%</b>	<b>21.69%</b>

### General Fund - Character Breakdown

Expenditures	Actual 2012	Budget 2013	Estimated 2013	Budget 2014	%of Total	Increase Over 13 Est.
Personal Services	\$ 8,386,936	\$ 9,251,091	\$ 9,051,091	\$ 9,594,295	51.59%	6.00%
Contractual Services	1,686,893	2,011,762	2,011,762	2,081,562	11.19%	3.47%
Commodities	598,079	772,469	772,469	776,046	4.17%	0.46%
Capital Outlay	9,884	6,200	6,200	6,200	0.03%	0.00%
Health and Welfare	24,698	23,750	23,750	25,250	0.14%	6.32%
Interfund Transfers	3,019,958	3,266,169	3,394,922	3,647,936	19.61%	7.45%
Reserves and Contingency	21,705	2,169,240	25,000	2,469,086	13.27%	9776.34%
<b>Total Expenditures</b>	<b>\$ 13,748,153</b>	<b>\$ 17,500,681</b>	<b>\$ 15,285,194</b>	<b>\$ 18,600,375</b>	<b>100.00%</b>	

### General Fund by Expenditure Character



# 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 the number of repeat code offenders.

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

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.

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

*Objective:* Enhance the updated City website with e-commerce capabilities.

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.

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

*Objective:* Codify City codes and research conflicting ordinances for clarity and make them available to the public.

*Objective:* Invest in our employees.

*Objective:* Enhance communications between Governing Body and staff.

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

*Objective:* Consider Alternate Development Scenarios policies proposed by Mid-America Regional Council (MARC).

*Objective:* Revise the solid waste code.

*Objective:* Complete Upper Turkey Creek drainage study.

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

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	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total 2014 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 57,012	\$ 58,053	\$ 58,179	86%
Contractual Services	5,457	9,320	7,125	10%
Commodities	1,713	2,520	2,650	4%
<b>Department Total</b>	<b>\$ 64,182</b>	<b>\$ 69,893</b>	<b>\$ 67,954</b>	<b>100%</b>

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### **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>

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### **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 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character - Administration</b>				
Personal Services	\$ 658,806	\$ 774,545	\$ 814,690	95%
Contractual Services	35,472	43,466	41,546	5%
Commodities	816	3,040	3,615	0%
<b>Department Total</b>	<b>\$ 695,094</b>	<b>\$ 821,051</b>	<b>\$ 859,851</b>	<b>100%</b>

<b>Summary by Character - General Overhead</b>				
Personal Services	\$ 9,483	\$ 9,780	\$ 10,200	0%
Contractual Services	691,443	829,373	827,857	12%
Commodities	14,460	24,600	24,700	0%
Health and Welfare	24,698	23,750	25,250	0%
Interfund Transfers	3,019,958	3,394,922	3,647,936	53%
Reserves and Contingency	21,705	25,000	2,469,086	35%
<b>Department Total</b>	<b>\$ 3,781,747</b>	<b>\$ 4,307,425</b>	<b>\$ 7,005,029</b>	<b>100%</b>

**Authorized Positions**

Full-time Positions	8.00	9.00	9.00
<b>Department Total</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>

**Classifications**

City Administrator	1.00	1.00	1.00
Assistant City Administrator	-	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 Coordinator	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Department Total</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</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 Coordinator 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**

- Added "Request Tracker" to the City's website allowing citizens to report concerns directly to appropriate departmental staff
- Continued work on recodification process of all City codes into a format easily accessible from the City website. Completion is expected in spring 2014.
- Recruited and processed over 60 new employees for seasonal, temporary and permanent positions
- Updated payroll processing to a hosted Time & Attendance software to increase efficiency and eliminate paper waste and redundant data entry
- Integrated into the "Notify JoCo" mass notification network to better communicate critical or time-sensitive occurrences throughout the community via telephone, e-mail and text messages
- Received the GFOA Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting Award
- Received maximum discounts on workers' compensation insurance due to high safety ratings and low experience factors
- Completed a Comprehensive Salary and Benefits Study to ensure the City continues to be competitive in the recruitment and retention of high quality employees
- Demolished a derelict motel property on Merriam Drive improving both the beautification and safety of Merriam Drive

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

### Goals and Objectives Performance Measures

Department Goal: Efficient and effective operations

Citywide Goal Supported: Administrative Focus

*Objective:* Coordinate the budget process and provide financial oversight to maintain solid financial position

*Objective:* Control losses through an effective safety program

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

*Objective:* Promptly respond to citizen inquiries and requests for services

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Occupational Licenses Issued	925	943	980	950
% of Citizen Inquiries Returned within 2 Hrs	60%	65%	75%	75%
Vendor and Purchasing Card Pmts Processed	5,067	4839	5,100	5,000
"Request-Tracker" Cases Received/Closed	N/A	N/A	N/A	51/47
Employees Provided Human Resources & Payroll (Regular & Seasonal)	207	223	220	215
% of Work Comp Claims to Total Eligible Payroll	5.80%	6.73%	5.91%	6.00%
Employee Turnover Rate	11.22%	12.63%	13.00%	7.50%
Open Records Requests Processed	25	29	30	30
% of Open Records Requests Processed within 48 Hours	45%	72	60%	60%

Department Goal: Enhance citizen engagement with the City

Citywide Goal Supported: Citizen Advocacy

*Objective:* Issue Merriam Highlights newsletters in conjunction with the Parks and Recreation program guide three times per year

*Objective:* Issue weekly E-Merriam Updates and regularly update the City's website

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

Department Goal: Facilitate success of existing retail developments

Citywide Goal Supported: Economic Development

*Objective:* Begin 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 developers and parties interested in establishing businesses in Merriam

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

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	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total 2014 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 152,420	\$ 161,621	\$ 168,780	55%
Contractual Services	118,317	130,280	134,139	44%
Commodities	3,005	3,700	3,700	1%
<b>Department Total</b>	<b>\$ 273,742</b>	<b>\$ 295,601</b>	<b>\$ 306,619</b>	<b>100%</b>

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### **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>

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### **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

- Integrated the Police Department's e-ticketing system into the case management software
- Continued migration of old case data into the new case management software
- Initiated collection of appropriate fees to offset the cost of incarcerating certain individuals
- Continued to reduce the use of a translator through consolidation of applicable court cases
- Began collaborative efforts with Police Department to address and investigate outstanding warrants
- Trained Judge and Prosecutor on new case management software

## Goals and Objectives Performance Measures

Department Goal: Efficient and effective operations  
 Citywide Goal Supported: Administrative Focus

- Objective:* Continue to utilize and train on new case management software.  
*Objective:* Continue the commitment to go 'paperless' by utilizing available technologies.  
*Objective:* Issue letters for all active warrants advising of available options.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Court Fines Collected	\$969,775	\$935,450	\$900,000	\$900,000
Court Translation Expenditures	\$7,476	\$5,720	\$5,000	\$5,000
Court Filings Processed	8,063	7,841	8,000	8,250
Warrants Issued	867	853	880	900

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

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	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total 2014 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 66,901	\$ 78,468	\$ 80,768	26%
Contractual Services	124,804	178,915	198,896	63%
Commodities	31,538	36,965	36,325	11%
Capital Outlay	-	-	-	0%
<b>Department Total</b>	<b>\$ 223,243</b>	<b>\$ 294,348</b>	<b>\$ 315,989</b>	<b>100%</b>

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### **Authorized Positions**

Part-time Positions	0.50	0.60	0.60
<b>Department Total</b>	<b>0.50</b>	<b>0.60</b>	<b>0.60</b>

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### **Classifications**

Network Comm. Administrator	0.50	0.60	0.60
<b>Department Total</b>	<b>0.50</b>	<b>0.60</b>	<b>0.60</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

- Completed implementation of e-ticketing system for the Police Department
- Initiated operating system upgrades to Windows 7 for all City computers
- Issued tablet devices to all newly elected councilmember's instead of traditional laptops
- Upgraded outdoor wireless access for Fire Department vehicles
- Completed upgrades to phone and voicemail systems
- Updated to Microsoft Exchange Server 2010
- Completed a FireHouse software upgrade that included tablet integration throughout the Fire Department
- Installed a new server for WebTrac Recreation software
- Selected a vendor for a new Public Works / CIP asset management system following a request for proposals process

### Goals and Objectives

#### Performance Measures

Department Goal: Efficient and effective computer services

Citywide Goal Supported: Administrative Focus

*Objective:* Implement WebTrac Recreation Software for online facility rental and class registration

*Objective:* Begin consolidation of existing systems into new Public Works / CIP asset management system

*Objective:* Increase usage of 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

<b>Indicator</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Projected 2013</b>	<b>Target 2014</b>
Computer Workstations Maintained	110	120	125	125
Computer Servers Maintained	7	7	10	12
Info Services Hours per Week per Computer	.17 hours/each	.16 hours/each	.18 hours/each	.18 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**

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	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total 2014 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 2,827,396	\$ 3,151,186	\$ 3,359,797	90%
Contractual Services	172,632	192,295	205,085	5%
Commodities	141,787	173,950	178,800	5%
Capital Outlay	6,115	6,200	6,200	0%
<b>Department Total</b>	<b>\$ 3,147,930</b>	<b>\$ 3,523,631</b>	<b>\$ 3,749,882</b>	<b>100%</b>

### **Authorized Positions**

Full-time Positions	34.00	34.00	34.00
Part-time Positions	1.00	1.00	1.00
<b>Department Total</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>

### **Classifications**

Chief of Police	1.00	1.00	1.00
Captain	-	1.00	1.00
Lieutenant	2.00	1.00	1.00
Sergeant	4.00	4.00	4.00
Corporal	3.00	4.00	4.00
Master Police Officer	8.00	6.00	6.00
Police Officer	11.00	12.00	12.00
Property Clerk	1.00	-	-
Records Clerk	2.00	3.00	3.00
Community Service Officer	2.00	2.00	2.00
Crossing Guard	1.00	1.00	1.00
<b>Department Total</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</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 crime and prosecuting criminal suspects. They investigate hit and run accidents and support department crime prevention efforts by spotting trends in criminal activity.

### **Mission**

Provide safety and security for all persons within the City with responsive and professional services. To work within the moral and legal standards of the community, by forming a partnership between the community and the police department employees.

### **Department Highlights**

- Continued to implement the Department of Justice COPS (Community Oriented Policing Services) grant that fully funds an officer's salary and benefits for three years (ending in 2014). The officer is dedicated to serve victims of domestic violence.
- Completed Phase 2, data-gathering, of a three-phase plan to provide better services to victims of domestic violence. In this phase information is collected about victims' needs for help with the legal system and their available resources. Service changes will be considered in Phase 3 (see COPS grant, above).
- Started daily safety checks at our two elementary schools by uniformed officers
- Graduated seventeen students from the Citizen's Police Academy
- Crime prevention activities included the Neighborhood Watch Program and the "Night Out Against Crime"
- Continued to provide information to the community through electronic media in addition to maintaining and updating content on our web page for our citizens
- Implemented the use of electronic tickets as the primary way of giving citations during traffic stops. This system will assist both the Police Department and the Municipal Court by electronically moving data into the case management software system.
- Continued the use of weekly on-duty training sessions to keep officers focused on training and the complex job of a police officer

## General Fund Department: Police

### Goals and Objectives Performance Measures

Department Goal: Community Oriented Policing  
Citywide Goal Supported: Community Development

*Objective:* Support the Community Oriented Policing philosophy in all phases of the department through effective interaction with our citizens. Further enhance community partnerships in an ongoing effort to develop solutions to problems that may reduce crime and increase the public trust in the police. Continue to improve our Community Policing efforts by attending Northeast Johnson County Chamber of Commerce events.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Reported Violent Crimes/1,000 Residents	2.5	4.8	4.0	3.5
Reported Property Crimes/1,000 Residents	48.3	50.3	49.0	49.00
Traffic Violations Issued	8,499	7,788	8,000	9,000
Arrests Made	1,202	1,189	1,116	1,250
% Change in Reported Crimes	(16.59%)	4.14%	(5%)	(5%)

Department Goal: Service to victims of domestic violence  
Citywide Goal Supported: Administrative Focus

*Objective:* Complete Phase 3 of the three-phase plan to provide better support and follow-up services to victims of domestic violence. In this phase, data gathered in Phase 2 is evaluated to determine what services we can improve on to help the victims of domestic violence in Merriam.

Department Goal: Efficient and effective operations  
Citywide Goal Supported: Administrative Focus

*Objective:* Enhance our “safe school” efforts with the implementation of a part-time Crime Prevention Officer who works with the school administration to improve safety and cooperation between the schools and the police. Continue with an apartment liaison officer project to improve the working relationship between the police, the apartment complex management and the apartment population.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Calls for Service	12,769	13,168	13,340	13,600
Average non-emergency response time	5:30	5:26	5:30	5:00
Average emergency response time	4:05	3:49	3:46	3:30
Miles Traveled per Patrol Officer	6,776	7,319	7,228	7,500
Calls for Service per Patrol Officer	982	1,012	1,026	1,055
Sworn Officer/Major (Part 1) Crimes	28	29	29	29
Motor Vehicle Accidents Investigated	486	457	528	500
Community Service Officer Calls	900	1334	1400	1450

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

Department Goal: Community Education

Citywide Goal Supported: Community Development

*Objective:* Provide community education programs such as the Citizen's Police Academy, neighborhood watch meetings, National Night Out Against Crime, and crime prevention seminars given to children in our elementary schools. Offer teacher training for "active shooter" events to further educate those responsible for our children in appropriate reactions and actions to an armed confrontation.

Department Goal: Training

Citywide Goal Supported: Administrative Focus

*Objective:* Continue to improve our Field Training Officer program with the implementation of "adult learning" techniques and by shifting the focus to a "learner responsibility" concept instead of a "teacher responsibility" concept.

## ***General Fund Department: Fire***

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	<b>Actual 2012</b>	<b>Estimated 2013</b>	<b>Budget 2014</b>	<b>% of Total 2014 Budget</b>
<b>Summary by Character</b>				
Personal Services	\$ 1,980,043	\$ 2,102,105	\$ 2,250,659	93%
Contractual Services	45,880	79,656	87,375	4%
Commodities	65,404	69,875	63,525	3%
Capital Outlay	3,769	-	-	0%
<b>Department Total</b>	<b>\$ 2,095,096</b>	<b>\$ 2,251,636</b>	<b>\$ 2,401,559</b>	<b>100%</b>

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### **Authorized Positions**

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

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### **Classifications**

Fire Chief	1.00	1.00	1.00
Assistant Chief	1.00	1.00	1.00
Fire Marshall	-	-	-
Shift Officer/Captain	3.00	3.00	3.00
Fire Lieutenant	1.00	3.00	3.00
Master Firefighter	5.00	4.00	4.00
Firefighter	12.00	11.00	11.00
Firefighter trainee	-	-	-
<b>Department Total</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>

# General Fund Department: Fire Department

## Program Description

Fire department personnel are responsible for the prevention and suppression of fire within the City of Merriam, responding to fire alarms, windstorms, floods, explosions, hazardous materials incidents, terrorism, fast water rescue, vehicle extrication, and rescue of entrapped people, homeland security, and unforeseen catastrophes. The Fire Department conducts fire safety inspections, public safety education and awareness programs, enforcement of the provisions of the 2006 International Fire and Life Safety Codes, and emergency medical services in cooperation with Johnson County Med-Act.

## Mission

Provide a high level of service to the community in the area of fire suppression and emergency medical services. Emphasize preventing fires through public education, strong fire prevention programs, and pre-planning inspections and code enforcement.

## Department Highlights

- Received a Class 2 rating by the Insurance Services Office (ISO). Only five departments in the State of Kansas have received this high rating
- Received grants (FEMA, Heart of America Chiefs and Johnson County Fire and Emergency Services Chiefs' Association) for carbon monoxide and smoke alarms of which are being installed in our community at no charge to our residents
- Obtained a FEMA grant to replace SCBA breathing apparatuses valued at \$141,000
- Provided public education to all fifth grade students in Merriam elementary schools with our "Aerial Andy" program
- Provided National Incident Management and Emergency Response Plan training to all Department Heads and their Assistants on Emergency Center Operations
- Responded to 1,900 calls with an average response time of 5 minutes and 4 seconds and a reaction time of 1 minutes 18 seconds (projected for 2013)
- Entered into a contract with Overland Park Fire Department to receive core fire/EMS training for the remainder of 2013 and 2014
- Property save rate is 98% (projected 2013)

## 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.

Indicator	Actual 2011	Actual 2012	Projected 2013	Target 2014
Fire Inspections Performed	572	619	590	620
Fire incidents/1,000 Residents	45.71	42.00	51.60	53.70
Non-fire incidents/1,000 Residents	104.91	115.09	109.00	124.00

**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 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Fire Code Violations Identified	907	947	940	900
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:* Increase opportunities to interact with the public at Homes Association and Block party events.

*Objective:* Offer ride-a-long opportunities for Police Department Academy participants.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Public Education Attendance	4,675	4,384	4,500	4,500

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

*Objective:* Emphasize the safety of our members by providing a minimum of 2 hours training per shift.

*Objective:* Provide employees the opportunity to seek advanced education at the National Fire Academy, collegiate level and fire schools.

*Objective:* Provide employees with the equipment, time and education to improve their physical conditioning.

*Objective:* Provide our employees with quality personal protective equipment and public safety equipment, so that they may conduct their jobs safely and efficiently.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Firefighter Training Hours	7,214	7,194	5,800	7,475
% Firefighters Completing Annual In-service Training Requirements	100%	100%	100%	100%

Department Goal: Provide Advanced Life Support (ALS) to citizens of Merriam and northern Overland Park  
Citywide Goal Supported: Administrative Focus

*Objective:* Collaborate with Overland Park Fire Department in a joint venture to provide ALS through a squad concept in a quick response vehicle.

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

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	Actual 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services	\$ 1,314,301	\$ 1,458,944	\$ 1,543,294	71%
Contractual Services	219,651	243,552	244,785	11%
Commodities	270,274	367,984	385,144	18%
Capital Outlay	-	-	-	0%
<b>Department Total</b>	<b>\$ 1,804,226</b>	<b>\$ 2,070,480</b>	<b>\$ 2,173,223</b>	<b>100%</b>

### **Authorized Positions**

Full-time Positions	16.00	16.00	16.00
Part-time Positions	1.60	1.60	1.60
Seasonal Positions	3.36	3.36	3.36
<b>Department Total</b>	<b>20.96</b>	<b>20.96</b>	<b>20.96</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
Public Works Technician	-	-	1.00
Mechanic	-	-	1.00
Maintenance Worker III	-	-	1.00
Maintenance Worker II	6.00	10.00	7.00
Maintenance Worker I	5.60	1.60	1.60
Facility Maintenance Worker II	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Seasonal Labor	3.36	3.36	3.36
<b>Department Total</b>	<b>20.96</b>	<b>20.96</b>	<b>20.96</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 1,987 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 23 decorative streetlights
- Installed/removed holiday lights and city banners and provided a holiday tree pickup
- Maintained more than 750 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 Campbell Park
- Maintained and repaired the Streamway Trail, including seal coating from Johnson Drive to Merriam Drive and realignment due to bank erosion from 71<sup>st</sup> to 75<sup>th</sup> Street
- Upgraded 420 regulatory street signs to high-intensity sheeting
- Replaced 5,000 ft of curbing and 900 ft of sidewalk
- Cleared 100% of snow from City streets within 48 hours at a cost of \$1.60 per housing unit
- Repaired trail at Brown Park by applying seal coat to extend its life
- Replaced and repaired 2000 liner ft of drainage pipe throughout the City.
- Installed HAWK pedestrian signals at 67<sup>th</sup> and Knox Street, the first in Johnson County.

## General Fund Department: Public Works

### Goals and Objectives Performance Measures

Department Goal: To provide safe passage for pedestrians/residents walking throughout the city.  
Citywide Goal Supported: Community Development

*Objective:* Conduct an extensive sidewalk inspection and prioritize areas of substandard sidewalks.  
*Objective:* Replace sections of sidewalk with greater than 1 inch rise at the adjoining sections that may create trip hazards for pedestrians.  
*Objective:* Upgrade pedestrian cross lights at multiple intersections.

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

*Objective:* Conduct regular streetlight inspections every four months.  
*Objective:* Update 5-year Streetlight Program 2013-2018.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Streetlights Installed	33	51	23	108
% of Streetlights Inspected Annually	100%	100%	100%	100%

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

*Objective:* Continue to repair substandard areas on Streamway trail and apply seal coat to extend life.  
*Objective:* Plant trees from nursery along south section of Streamway Trail.

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

*Objective:* Map and identify curbs and sidewalks repairs and coordinate with Capital Improvement Program.  
*Objective:* Conduct annual Overlay Program for streets and coordinate with Capital Improvement Program.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</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)	\$63.83	\$71.88	\$53.51	\$60.00
Miles of Curbing/Sidewalk Repaired	4.0	2.5	1.5	2.0

## ***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 review current operations and make necessary changes.

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

*Objective:* Continue to develop the GIS programs.  
*Objective:* Train employees to effectively use the asset management software to be installed in 2014.

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

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	Actual 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services *	\$ 482,520	\$ 539,195	\$ 526,870	70%
Contractual Services	166,515	184,095	199,374	27%
Commodities	23,626	28,032	22,512	3%
Capital Outlay	-	-	-	0%
<b>Department Total</b>	<b>\$ 672,661</b>	<b>\$ 751,322</b>	<b>\$ 748,756</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 14 City-wide special events including: Turkey Creek Festival, two Party in Your Park events, Party in the Park celebrating National Parks and Recreation Month and National Ice Cream Day, Back to School Bash Splash, Turkey Creek Car and Motorcycle Show, and the summer concert series
- Planned and coordinated 10 art exhibitions with attendance of approximately 1,400. Exhibitions included a national juried show and a Kansas City metropolitan area high school show. A total of 18 works of art sold during 2013.
- Provided coordination and maintenance services for program and rental activities at the Irene B. French Community Center
- Replaced the aging Campbell Park Playground with a new Landscape Structure's Playbooster playground with a poured in place safety surfacing
- Refurbished the monument sign at the Irene B. French Community Center
- Increased promotion of department activities using daily posts to social media, primarily Facebook. Provided material to be included in E-Merriam News on a weekly basis.
- Senior Adult program participation increased 12 percent, youth program registrations increased by 20 percent and adult program registrations increased by 15 percent from 2012 registrations
- Completed a park survey to identify future improvements to neighborhood parks
- Repaired the Jenks Gymnasium floor, removing all wood from underlayment to prevent future buckling issues
- Coordinated 307 hourly rentals of Julius McFarlin Soccer Fields at Waterfall Park
- Implemented a single source vendor for janitorial supplies reducing waste and providing uniformity throughout the department
- Upgraded RecTrac Software for program registration to eliminate external credit card processing allowing for all terminals to process transactions at the point of sale

## 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 with the 2015 Budget.

*Objective:* Develop a plan to implement portions of park master plans for Brown and Waterfall Park with the 2015 Budget.

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

Citywide Goal Supported: Administrative Focus

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

*Objective:* Implement on-line registration of programs. Utilize this resource to begin reducing the cost of printing seasonal catalogues

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Community Center Attendance	40,266	40,273	40,300	40,425
Outdoor Special Event Attendance	18,753	15,082	15,500	17,500
Senior Program Attendance	1,046	1,133	1,200	1,250
Youth Program Attendance	3,610	3,346	3,850	4,025
Adult Program Attendance	4,091	3,078	3,380	3,515
Art Gallery Attendance	1,331	1,410	1,325	1,430
Room /Gym Rentals	630	720	700	735
Pavilion Rentals	80	78	82	85
Julius McFarlin Soccer Field Hourly Rentals	NA	13	307	325
Expenditures as a % of Gen Fund	5.20%	4.89%	4.91%	5.00%

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

*Objective:* Work to implement a Recreation Plan to identify community wants and needs regarding recreational opportunities.

Department Goal: Introduce “Fit-tastic Healthy Initiatives” to help educate families on healthy habits.

Citywide Goal Supported: Community Development

*Objective:* Utilizing this evidence-based program, develop a plan and promote commitment to change for creation of a healthier community.

*Objective:* Develop a plan to include at least one of the five segments of the program into all special events.

*Objective:* Provide material to educate citizens on the program and the five steps to create healthy habits.

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

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	Actual 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services	\$ 188,031	\$ 224,594	\$ 237,688	69%
Contractual Services	54,857	58,778	61,420	18%
Commodities	37,377	52,368	44,890	13%
<b>Department Total</b>	<b>\$ 280,265</b>	<b>\$ 335,740</b>	<b>\$ 343,998</b>	<b>100%</b>

### **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
Swim Lesson Coordinator	0.14	0.14	0.14
Swim Lesson Instructor	0.19	0.19	0.19
Lifeguard	5.21	5.21	5.21
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 for Merriam residents and non-residents. 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
- Implemented the ability to accept credit cards for daily pool pass fees. Daily pool pass punch card sales soared to 1300% over anticipated budget as a result.
- Introduced concession punch cards and sold 70 cards
- Implemented the use of RecTrac for daily financial reports, providing better data for use inside and outside of the department
- Installed new chemical controller and chlorinator which reduced chemical cost by 36 percent due to the cooler season and efficiency of the products
- Completed application with Johnson County Wastewater for sewer-use credit through the installation of a deduct meter
- Improved the aesthetics of the pool deck with the installation of seven new lifeguard chairs with umbrellas, re-strapping of 33 deck chairs, and purchase of a new pool vacuum and new sound system speakers
- Developed an after-season evaluation for aquatic center patrons resulting in a 20 percent return from email respondents and a 13 percent return from season pass holders
- Hosted two special events, two swim meets and three dive meets
- Offered Saturday swim lessons for the first time. Swim lessons increased by 4 percent over previous year.
- Improved the admission signs and height limit signs for both pools

## 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 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.

*Objective:* Receive an overall satisfaction rating of 80% or better on annual evaluation of season members in the area of customer service.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Aquatic Center Attendance	26,967	27,167	20,376	27,300
Attendance per Days Open	346	331	330	310
Johnson County Inspection Rating	100%	100%	NA	100%
Pool Rentals	5	22	18	25
Satisfaction Rating Customer Service	N/A	N/A	N/A	80%
Expenditures as a % of Gen Fund	2.36%	2.04%	2.20%	1.85%

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

*Objective:* Continue recycling of concessions waste.

Department Goal: Introduce “Fit-tastic Healthy Initiatives” to help educate families on healthy habits.  
Citywide Goal Supported: Community Development

*Objective:* Create a concession menu that provides healthier options.

*Objective:* Promote the importance of 60 minutes or more of physical activity for everyone through available materials and announcements made during pool operation.

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**General Fund Department: Community Development**

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	Actual 2012	Estimated 2013	Budget 2014 *	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services *	\$ 650,023	\$ 492,600	\$ 543,370	86%
Contractual Services *	51,865	62,032	73,960	12%
Commodities *	8,079	9,435	10,185	2%
<b>Department Total</b>	<b>\$ 709,967</b>	<b>\$ 564,067</b>	<b>\$ 627,515</b>	<b>100%</b>

**Authorized Positions**

Full-time Positions	8.00	6.00	6.00
Part-time Positions	-	-	0.50
<b>Department Total</b>	<b>8.00</b>	<b>6.00</b>	<b>6.50</b>

**Classifications**

Community Development Director	1.00	1.00	1.00
City Engineer *	1.00	-	-
Building Inspector/Official	1.00	1.00	1.00
Neighborhood Services Manager	-	-	-
Code Compliance Officer	2.00	2.00	2.50
Construction Inspector *	1.00	-	-
Planner I	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Department Total</b>	<b>8.00</b>	<b>6.00</b>	<b>6.50</b>

\* In 2012, the budget and authorized positions associated with Capital Improvement (CIP) Administration were included in the General Fund's Community Development department. In 2013, CIP Administration was separated from General Fund. Authorized positions and budget are now found on the Capital Improvement Administration pages.

# 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, Downtown Merriam Partnership, 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 20 planning related applications that include site development plans, preliminary and final development plans, changes of zoning, plats, etc.
- Pursued an estimated 640 individual code violations resulting in an estimated 1,800 inspections. Maintained 100% conviction rate in Municipal Court cases that resulted in trials.
- Issued an estimated 400 construction permits with a total estimated building valuation of \$80,000,000
- Renewed 270 landlord licenses and issued 16 new rental licenses; updated Informational department brochures regarding building codes, property maintenance, etc.
- Inspected 219 rental units and identified 227 exterior violations and 402 interior violations
- Facilitated the approval of building plans for IKEA, Shawnee Mission Medical Center, Timber Ridge, and a number of exterior and interior remodeling projects
- Completed the initial planning for the Shawnee Mission Parkway Corridor planning project as part of the Mid-America Regional Council (MARC) Creating Sustainable Places program
- Partnered with the Mid-America Regional Council (MARC), the Kansas Department of Transportation (KDOT) and HUD on the Planning Sustainable Places grant to complete a detailed corridor plan for Shawnee Mission Parkway
- Conducted final inspections of new businesses and issued Certificates of Occupancy for Hendrick Lexus, Hendrick Chevrolet, Hendrick Nissan, Infiniti of Kansas City, and Shawnee Mission Hospital Birth Center

## 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. Achieve closure of 85% of code cases within 30 days. Maintain reputation for strict and fair inspections.

**General Fund Department: Community Development**

*Objective:* Maintain rental inspection and licensing program.  
*Objective:* Continue ongoing state educational and certification program for inspectors. Update building code provisions as needed.

<i>Indicator</i>	<i>Actual 2011</i>	<i>Actual 2012</i>	<i>Projected 2013</i>	<i>Target 2014</i>
Rental Licenses Issued (New & Renewal)	335	290	300	295
Code Enforcement Violations (estimated)	600	650	640	650
% of Cases Closed Within 30 Days	85%	85%	85%	85%

Department Goal: Improve value of property/quality of life through investment in/redevelopment of neighborhoods  
Citywide Goal Supported: Community Development

*Objective:* Continue monitoring home foreclosures.  
*Objective:* Continue educating banks and property maintenance companies on property code requirements.  
*Objective:* Work with Mid-America Regional Council (MARC) to complete the Planning Sustainable Places planning efforts for Shawnee Mission Parkway

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

*Objective:* Complete codification of zoning and subdivision regulations and make them available to the public via the City web site.  
*Objective:* Through the Planning Sustainable Places grants from MARC, create a robust public involvement process for the Shawnee Mission Parkway planning efforts.

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 and Sears/K-Mart site.

<i>Indicator</i>	<i>Actual 2010</i>	<i>Actual 2011</i>	<i>Projected 2012</i>	<i>Target 2013</i>
% of Plans Reviewed Within 14 Days	90%	90%	90%	90%

Department Goal: Rethink planning opportunities for our community  
Citywide Goal Supported: Sustainable Planning

*Objective:* Utilize the existing web-based citizen reporting tools to quickly respond to citizen code enforcement concerns.

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**Capital Improvement Fund: Capital Improvement Administration**

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	Actual 2012	Estimated 2013	Budget 2014 *	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services *	N/A	\$ 236,196	\$ 251,746	94%
Contractual Services *	N/A	9,150	11,120	4%
Commodities *	N/A	2,550	6,350	2%
<b>Department Total</b>	<b>\$ -</b>	<b>\$ 247,896</b>	<b>\$ 269,216</b>	<b>100%</b>

**Authorized Positions**

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

**Classifications**

City Engineer *	N/A	1.00	1.00
Construction Inspector *	N/A	1.00	1.00
<b>Department Total</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>

\* In 2012, the budget and authorized positions associated with Capital Improvement (CIP) Administration were included in the General Fund's Community Development department. In 2013, CIP Administration was separated from General Fund. Authorized positions and budget are now found on the Capital Improvement Administration pages.

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

## **Program Description**

The Capital Improvement Program (CIP) Department works to identify infrastructure improvement needs, design and ensure the construction of capital improvements meet technical and quality of materials specification within the City of Merriam. "Capital improvements" refer to infrastructure additions and improvements, rather than repairs. Department staff provides conceptual and technical assistance to allow City Council to prioritize the numerous projects and allocate them to the future years, as funds become available. The CIP Department also provides technical assistance to all other departments within the organization. In 2012, the department was reorganized, with City Engineer now reporting directly to the City Administrator.

## **Mission**

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

## **Department Highlights**

- Completed Shawnee Mission Pkwy Median repair
- Completed 67<sup>th</sup> Street/Carter/W. Frontage Road intersection drainage/safety improvement
- Began construction of Shawnee Creek East/West Drainage and Flood Mitigation improvement project
- Completed storm drain repairs on various difficult-to-access locations utilizing trenchless technologies at a comparable or lower cost than a traditional construction method
- Secured Johnson County Stormwater Management Program (SMAC) funding for Meyer Creek Improvements between Switzer Road to Turkey Creek
- Acquired professional engineering design services for Meyer Creek Improvement
- Acquired professional engineering design services Residential Street Group IV and 55<sup>th</sup> Street Drainage/Safety Improvement
- Secured Johnson County Assisted Roadway System (CARS) funding for two street projects programmed for 2014 and 2015
- Completed engineering design and review of KDOT for Johnson Drive Bridge over Turkey Creek
- Completed Merriam Drive bridge repair over Turkey Creek in partnership with Merriam Drainage District for cost-sharing
- Provided technical/engineering assistance to Public Works Department with various projects
- Assisted Community Development with private development plan reviews
- Completed Community Audit Review (CAV) of our floodplain by the Kansas Department of Agriculture/Division of Water Resources to begin Community Rating System (CRS) of the floodplain

# 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:* Complete Upper Turkey Creek Feasibility study.

*Objective:* Ensure high quality projects through a detailed and comprehensive construction inspection process.

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 timeframe established in the five-year Capital Improvement Plan.

*Objective:* Continue to promote efficient construction processes by requiring contractors to bid both the dollar amount of construction as well as the time it will take them to complete the project.

*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 2011</i>	<i>Actual 2012</i>	<i>Actual 2013</i>	<i>Target 2014</i>
Number of Projects Managed	18	22	21	20
% of CIP Project Expenditures Funded by Grants	88%	12%	57%	60%
CIP Administration Expenditures as a % of CIP Project Expenditures	6.01%	6.08%	3.51%	2.12%

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.

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

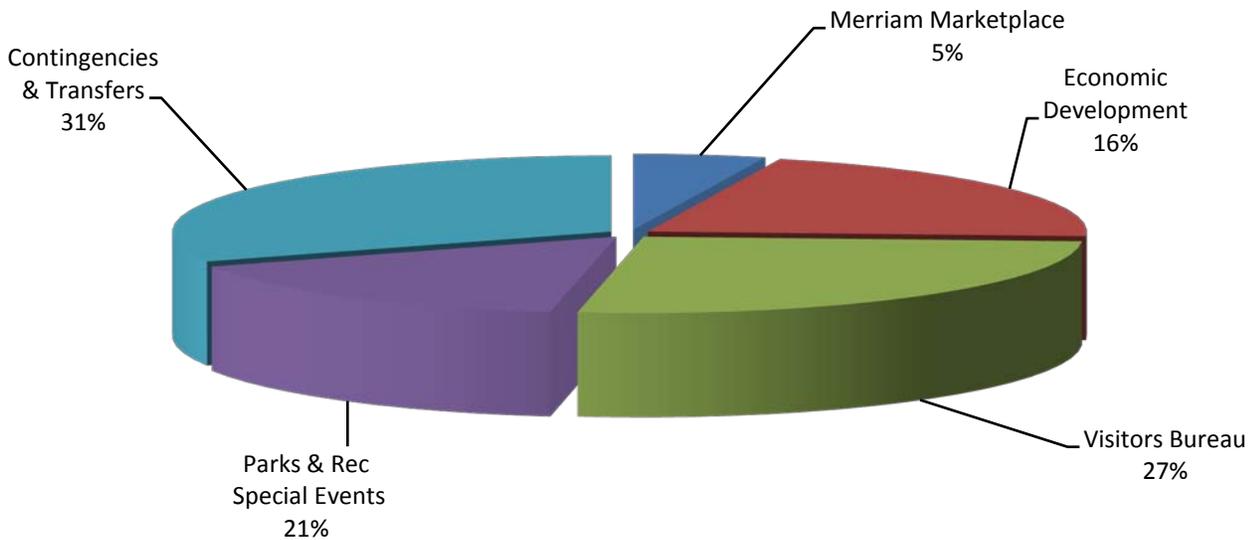
Citywide Goal Supported: Economic Development

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

## Transient Guest Tax Fund Summary by Department

Department	2012 Actual	2013 Budget	2013 Estimated	2014 Budget	% Increase Over 2013 Estimated
Merriam Marketplace	\$24,019	\$27,731	\$27,731	\$34,442	24.20%
Parks & Rec Special Events	111,082	140,447	140,447	148,784	5.94%
Visitors Bureau	118,691	156,775	156,775	186,318	18.84%
Economic Development	0	50,000	50,000	114,250	128.50%
Contingencies & Transfers	20,782	194,415	110,000	221,572	101.43%
<b>TOTAL</b>	<b>\$274,574</b>	<b>\$569,368</b>	<b>\$484,953</b>	<b>\$705,366</b>	<b>45.45%</b>

### Transient Guest Tax Fund Budget by Department



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

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	Actual 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services	\$ 5,064	\$ 4,761	\$ 5,007	15%
Contractual Services	18,763	22,420	27,710	80%
Commodities	192	550	1,725	5%
<b>Department Total</b>	<b>\$ 24,019</b>	<b>\$ 27,731</b>	<b>\$ 34,442</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. It is owned and operated by the City of Merriam in cooperation with the Downtown Merriam Partnership.

### **Mission**

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

### **Department Highlights**

- Coordinated Marketplace operations for a 24-week session
- Hosted 14 different entertainment performances and three chef demonstrations
- Venue for the annual Turkey Creek Car and Motorcycle Show with attendance of 258 registered entries and 3,500 spectators
- Hosted the annual garage sale, two cruise nights, 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 season vendor stalls; vendor annual attendance was 609 and annual shopper attendance was 16,100.
- Coordinated four rentals including two successful food truck rallies

### **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 2011</b>	<b>Actual 2012</b>	<b>Projected 2013</b>	<b>Target 2014</b>
Average Vendor Spaces Rented/Week	27	25	25	27
Average Shopper Attendance/Week	546	596	640	600

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

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

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><i>Indicator</i></b>	<b><i>Actual 2011</i></b>	<b><i>Actual 2012</i></b>	<b><i>Projected 2013</i></b>	<b><i>Target 2014</i></b>
Season Patron Attendance	12,567	14,316	16,100	15,500
Number of Special Events	39	40	39	43
Marketplace Rentals	5	2	4	5

Department Goal: Introduce "Fit-tastic Healthy Initiatives" to help educate families on healthy habits.  
Citywide Goal Supported: Community Development

*Objective:* Utilize this evidence-based program by promoting the importance of eating fresh produce and encouraging vendors to provide samples to help younger visitors expand their culinary horizons

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***Transient Guest Tax Fund Department: Visitors Bureau***

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	Actual 2012	Estimated 2013	Budget 2014	% of Total 2014 Budget
<b>Summary by Character</b>				
Personal Services	\$ 80,309	\$ 106,675	\$ 110,843	59%
Contractual Services	35,254	47,740	72,875	39%
Commodities	3,128	2,360	2,600	1%
<b>Department Total</b>	<b>\$ 118,691</b>	<b>\$ 156,775</b>	<b>\$ 186,318</b>	<b>100%</b>

**Authorized Positions**

Full time positions	0.75	1.00	1.00
<b>Department Total</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>

**Classifications**

Visitors Bureau Director	0.75	1.00	1.00
<b>Department Total</b>	<b>0.75</b>	<b>1.00</b>	<b>1.00</b>

## **Transient Guest Tax Fund Department: Visitors Bureau**

### **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, 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**

- Managed an aggressive marketing campaign targeting the leisure and group markets generating 2.36 million marketing impressions through 18 print and online campaigns
- Hosted the first-ever Frontier Military Historic Byway event in Merriam during National Tourism Week (Walk with L&C along Merriam’s Turkey Creek Streamway Trail)
- Hosted the “Re-Pin it to Win it Contest” featuring 20 things to do in Merriam this summer: 85 entries
- Participated in a regional collaborative marketing campaign (“14 Weeks of Summer in Kansas City”)
- Assisted 533 walk-in visitors to Merriam Historic Plaza (YTD October 2013), a 38% increase over 2012 and 46% increase over 2011
- Realized \$11,042 in group spending through direct CVB sales (tradeshows, referrals, requests for proposals)
- Increased Merriam’s exposure through monthly blogging, media releases, social marketing and travel writer host tours during the Midwest Travel Writer Association Conference

### **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:* Increase visitation to Merriam hotels during Big XII Men’s Basketball Championship by providing free bus transportation from hotels to games for overnight patrons.

*Objective:* Produce a magazine-style community and visitors guide distributed to all residents and visitors (by request, at tradeshows, through lead fulfillment, etc.)

*Objective:* Create a new mobile-ready website for exploremerriam.com since more than 50% of current web traffic comes from mobile devices.

*Objective:* Grow department into a bureau **and** visitor information center in preparation of new destination retail traffic.

<b>Indicator</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Projected 2013</b>	<b>Target 2014</b>
Group Tour Participants	458	653	600	650
Tradeshows / Leads Obtained	4 / 181	5 / 297	5 / 338	4 / 350
Marketing Impressions	1.9 million	1.45 million	2.36 million	2.0 million
Hotel Occupancy / Avg Daily Rate	60.2% \$57.04	51.5% \$62.31	58.1% \$63.83	60.0% \$64.12

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# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Budget by Line Item

The mission of Merriam's Public Works Department is to efficiently maintain the City's streets, right-of-ways, and parks, to respond to citizen request for service, and to beautify the City of Merriam. In 2013, when it came time to replace Merriam's 20 year old water truck, the governing body authorized the public works department to build a new water truck by purchasing parts from various vendors and assembling it themselves. This resourcefulness saved the city and our taxpayers over \$50,000.



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## General Fund Budget by Line Item: City Council

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 51,660	\$ 52,466	\$ 52,466
Benefits	5,352	5,587	5,713
<b>Total</b>	<b>57,012</b>	<b>58,053</b>	<b>58,179</b>
<b>Contractual Services</b>			
Conferences and Seminars	1,410	1,905	2,000
Dues and Subscriptions	415	275	275
Travel Expenses	3,632	4,640	4,250
Other Contractual	-	2,500	600
<b>Total</b>	<b>5,457</b>	<b>9,320</b>	<b>7,125</b>
<b>Commodities</b>			
Reception and Meals	1,713	2,520	2,650
<b>Total</b>	<b>1,713</b>	<b>2,520</b>	<b>2,650</b>
<b>Department Total</b>	<b>\$ 64,182</b>	<b>\$ 69,893</b>	<b>\$ 67,954</b>

## General Fund Budget by Line Item: Administration

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 503,846	\$ 553,411	\$ 558,402
Benefits	154,960	221,134	256,288
<b>Total</b>	<b>658,806</b>	<b>774,545</b>	<b>814,690</b>
<b>Contractual Services</b>			
Audit Expenses	26,900	26,280	23,640
Professional/Technical Services	-	-	-
Equipment Rental and Maintenance	244	250	275
Education and Training	2,444	4,288	4,765
Dues and Subscriptions	2,693	5,338	5,231
Communications	959	925	1,080
Printing & Publication	-	-	-
Travel Expenses	2,232	6,385	6,555
Other Contractual	-	-	-
<b>Total</b>	<b>35,472</b>	<b>43,466</b>	<b>41,546</b>
<b>Commodities</b>			
Office Supplies	159	700	500
Reception and Meals	434	590	965
Other Commodities	223	1,750	2,150
<b>Total</b>	<b>816</b>	<b>3,040</b>	<b>3,615</b>
<b>Department Total</b>	<b>\$ 695,094</b>	<b>\$ 821,051</b>	<b>\$ 859,851</b>

## General Fund Budget by Line Item: Municipal Court

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 113,806	\$ 114,683	\$ 116,523
Benefits	38,614	46,938	52,257
<b>Total</b>	<b>152,420</b>	<b>161,621</b>	<b>168,780</b>
<b>Contractual Services</b>			
Judge Pro Tem	-	250	250
Municipal Judge	38,340	38,340	41,407
Prosecutor	38,340	38,340	41,407
Court Appointed Attorneys	7,169	10,000	9,500
District Court Appeals	-	2,000	2,000
Professional/Technical Services	6,032	7,250	7,350
Prisoner Care	23,170	29,000	27,000
Equipment Rental and Maintenance	219	-	-
Education and Training	-	500	500
Dues and Subscriptions	175	200	275
Communications	953	950	1,000
Printing & Publication	904	1,950	1,950
Travel Expenses	3,015	1,500	1,500
Other Contractual	-	-	-
<b>Total</b>	<b>118,317</b>	<b>130,280</b>	<b>134,139</b>
<b>Commodities</b>			
Office Supplies	1,990	2,500	2,500
Other Commodities	1,015	1,200	1,200
<b>Total</b>	<b>3,005</b>	<b>3,700</b>	<b>3,700</b>
<b>Department Total</b>	<b>\$ 273,742</b>	<b>\$ 295,601</b>	<b>\$ 306,619</b>

## General Fund Budget by Line Item: General Overhead

	Actual 2012	Estimated 2013	Budget 2014
<b>Employee Benefits</b>			
Employee Assistance Program	\$ 2,683	\$ 2,600	\$ 2,750
Plan Administration Fees	1,484	1,680	1,680
Other Employee Benefits	5,316	5,500	5,770
<b>Total</b>	<b>9,483</b>	<b>9,780</b>	<b>10,200</b>
<b>Contractual Services</b>			
Professional/Technical Services	28,355	50,000	35,100
Employment Advertising and Testing	30,671	25,000	30,000
Equipment Rental and Maintenance	32,398	34,659	37,063
Education and Training	-	-	-
Dues and Subscriptions	17,066	16,214	15,080
Postage	13,310	16,190	15,200
Printing & Publication	15,451	18,200	17,050
Utilities-Building	90,900	92,413	98,886
Street Light & Traffic Signal Electricity	128,601	120,890	132,525
Building and Grounds Maintenance	29,599	33,607	33,607
Street Light & Traffic Signal Maintenance	112,025	165,000	162,000
Special Assessment and Taxes	18,906	14,820	26,446
Insurance and Bond	114,289	151,000	135,520
Legal Services	58,169	88,380	86,380
Other Contractual	1,703	3,000	3,000
<b>Total</b>	<b>691,443</b>	<b>829,373</b>	<b>827,857</b>
<b>Commodities</b>			
Office Supplies	8,993	10,000	10,000
Reception and Meals	644	7,550	7,550
Other Commodities	4,823	7,050	7,150
<b>Total</b>	<b>14,460</b>	<b>24,600</b>	<b>24,700</b>

## General Fund Budget by Line Item: General Overhead

	Actual 2012	Estimated 2013	Budget 2014
<b>Health &amp; Welfare</b>			
Home Improvement Loan Partnership	\$ -	\$ -	\$ -
Franchise Tax Rebate	4,693	5,000	5,000
Jo Co Human Resources	9,800	8,500	10,000
United Community Services	2,205	2,250	2,250
Johnson County HOME Program	8,000	8,000	8,000
<b>Total</b>	<b>24,698</b>	<b>23,750</b>	<b>25,250</b>
<b>Transfers</b>			
Transfer to Equipment Reserve	450,000	550,000	550,000
Transfer to Capital Improvement	2,569,958	2,844,922	3,097,936
<b>Total</b>	<b>3,019,958</b>	<b>3,394,922</b>	<b>3,647,936</b>
<b>Reserves &amp; Contingency</b>			
Equipment, Building, Emergency, etc...	21,705	25,000	2,469,086
<b>Total</b>	<b>21,705</b>	<b>25,000</b>	<b>2,469,086</b>
<b>Department Total</b>	<b>\$ 3,781,747</b>	<b>\$ 4,307,425</b>	<b>\$ 7,005,029</b>

## General Fund Budget by Line Item: Information Services

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 46,701	\$ 53,557	\$ 53,493
Benefits	20,200	24,911	27,275
<b>Total</b>	<b>66,901</b>	<b>78,468</b>	<b>80,768</b>
<b>Contractual Services</b>			
Computer Programming	27,823	35,000	25,000
Computer Services	5,121	7,500	9,000
Professional/Technical Services	-	-	-
Maintenance & Service Contracts	70,374	105,360	137,763
Education and Training	120	5,555	1,000
Communications	21,366	25,500	26,133
<b>Total</b>	<b>124,804</b>	<b>178,915</b>	<b>198,896</b>
<b>Commodities</b>			
Equipment & Software < \$5,000	31,538	36,965	36,325
<b>Total</b>	<b>31,538</b>	<b>36,965</b>	<b>36,325</b>
<b>Department Total</b>	<b>\$ 223,243</b>	<b>\$ 294,348</b>	<b>\$ 315,989</b>

## General Fund Budget by Line Item: Police

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 2,055,591	\$ 2,250,530	\$ 2,288,367
Benefits	771,805	900,656	1,071,430
<b>Total</b>	<b>2,827,396</b>	<b>3,151,186</b>	<b>3,359,797</b>
<b>Contractual Services</b>			
Employment Testing	165	300	300
Animal Care	10,149	16,000	20,000
Professional/Technical Services	3,551	3,600	3,900
Metro Squad	2,689	4,000	4,000
Juvenile Intake Services	-	-	-
Utilities-Building	60,899	58,550	66,000
Building and Grounds Maintenance	25,399	29,500	29,500
Equipment Rental and Maintenance	18,086	22,500	22,500
Motor Vehicle Repair	10,935	15,000	15,000
Education and Training	10,112	10,700	11,900
Dues and Subscriptions	2,393	2,500	2,500
Communications	11,874	12,250	12,000
Printing & Publication	2,826	4,210	3,800
Travel Expenses	3,254	4,185	4,685
Other Contractual	10,300	9,000	9,000
<b>Total</b>	<b>172,632</b>	<b>192,295</b>	<b>205,085</b>
<b>Commodities</b>			
Office Supplies	8,102	8,400	8,400
Investigation & Crime Prevention Supplies	3,136	3,300	3,300
Ammunition	13,009	13,000	18,000
Uniforms	14,042	15,000	15,000
Vehicle Supplies (Gas,Oil,Tires,etc.)	72,587	99,400	97,400
Reception and Meals	1,377	1,300	1,300
Communication/Radio Equipment	-	-	-
Protective Clothing	2,659	3,000	5,000
Vehicle Equipment	6,692	8,500	8,500
Investigation & Crime Prevention Equip.	3,442	4,200	4,300
Equipment < \$5,000	12,235	12,600	12,600
Other Commodities	4,506	5,250	5,000
<b>Total</b>	<b>141,787</b>	<b>173,950</b>	<b>178,800</b>
<b>Capital Outlay</b>			
Furniture & Equipment	6,115	6,200	6,200
<b>Total</b>	<b>6,115</b>	<b>6,200</b>	<b>6,200</b>
<b>Department Total</b>	<b>\$ 3,147,930</b>	<b>\$ 3,523,631</b>	<b>\$ 3,749,882</b>

## General Fund Budget by Line Item: Fire

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 1,393,567	\$ 1,437,891	\$ 1,468,869
Benefits	586,476	664,214	781,790
<b>Total</b>	<b>1,980,043</b>	<b>2,102,105</b>	<b>2,250,659</b>
<b>Contractual Services</b>			
Equipment Rental and Maintenance	9,501	15,000	15,300
Building and Grounds Maintenance	7,024	12,000	20,800
Motor Vehicle Repair	9,497	17,800	15,750
Education and Training	6,809	15,702	16,850
Dues and Subscriptions	1,423	1,555	1,830
Communications	3,076	3,720	3,000
Printing & Publication	499	500	500
Travel Expenses	5,455	8,615	8,945
Other Contractual	2,596	4,764	4,400
<b>Total</b>	<b>45,880</b>	<b>79,656</b>	<b>87,375</b>
<b>Commodities</b>			
Uniforms	4,150	6,000	6,000
Vehicle Supplies (Gas, Oil, Tires, etc.)	24,515	33,325	32,325
Communication/Radio Equipment	1,857	1,000	1,000
Protective Clothing	2,438	5,000	3,200
First Aid Supplies	1,338	3,000	1,500
Fire Prevention Supplies	131	1,000	1,000
Chemicals	1,793	3,550	2,350
Equipment < \$5,000	21,700	9,400	8,550
Other Commodities	7,482	7,600	7,600
<b>Total</b>	<b>65,404</b>	<b>69,875</b>	<b>63,525</b>
<b>Capital Outlay</b>			
Furniture & Equipment	3,769	-	-
<b>Total</b>			
<b>Department Total</b>	<b>\$ 2,095,096</b>	<b>\$ 2,251,636</b>	<b>\$ 2,401,559</b>

## General Fund Budget by Line Item: Public Works

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 932,833	\$ 988,362	\$ 989,047
Benefits	381,468	470,582	554,247
<b>Total</b>	<b>1,314,301</b>	<b>1,458,944</b>	<b>1,543,294</b>
<b>Contractual Services</b>			
City-Wide Cleanup	26,754	26,200	27,000
Tree Trimming	7,280	7,600	7,600
Contractual Weed Control/Mowing	9,407	12,000	12,000
Pavement Marking	2,020	3,000	3,000
Utilities-Building	40,197	54,034	48,534
Building and Grounds Maintenance	23,130	23,913	23,913
Equipment Rental and Maintenance	46,596	48,500	51,500
Motor Vehicle Repair	8,422	8,500	8,500
Traffic Signal Maintenance	38,511	38,750	40,000
Education and Training	7,666	8,192	9,580
Dues and Subscriptions	1,280	1,200	1,200
Communications	6,771	7,217	7,217
Printing & Publication	131	150	150
Travel Expenses	1,486	4,296	4,591
<b>Total</b>	<b>219,651</b>	<b>243,552</b>	<b>244,785</b>
<b>Commodities</b>			
Office Supplies	1,960	2,100	2,200
Uniforms	8,487	8,500	9,250
Shop Supplies	10,674	10,950	10,950
Chemicals	10,421	10,500	10,500
Paint Supplies	10,584	11,100	11,100
Vehicle Parts/Repairs	36,845	37,000	39,910
Vehicle Supplies (Gas,Oil,Tires,etc.)	82,340	118,200	118,200
Communication/Radio Equipment	1,542	1,400	1,400
Tools	19,426	13,225	14,025
Salt/Sand/Ice Control	8,369	66,784	66,784
Rock/Asphalt/Concrete	39,287	45,000	50,000
Landscape Supplies	24,386	25,800	25,800
Equipment < \$5,000	-	-	7,600
Operating Supplies	15,953	17,425	17,425
<b>Total</b>	<b>270,274</b>	<b>367,984</b>	<b>385,144</b>
<b>Department Total</b>	<b>\$ 1,804,226</b>	<b>\$ 2,070,480</b>	<b>\$ 2,173,223</b>

**General Fund Budget by Line Item:  
Culture and Recreation**

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 363,551	\$ 395,495	\$ 377,692
Benefits	118,969	143,700	149,178
<b>Total</b>	<b>482,520</b>	<b>539,195</b>	<b>526,870</b>
<b>Contractual Services</b>			
Professional/Technical Services	-	-	-
League Services	792	1,765	1,590
Program Services	23,257	32,864	31,457
Utilities-Building	57,852	61,240	61,990
Building and Grounds Maintenance	27,117	25,800	35,330
Equipment Rental and Maintenance	13,530	13,693	14,949
Education and Training	2,327	2,875	3,700
Dues and Subscriptions	656	795	1,015
Communications	3,610	2,653	3,660
Printing & Publication	24,105	26,045	29,145
Travel Expenses	1,579	2,990	3,640
Other Contractual	11,690	13,375	12,898
<b>Total</b>	<b>166,515</b>	<b>184,095</b>	<b>199,374</b>
<b>Commodities</b>			
Office Supplies	4,053	3,000	3,200
Operating Supplies	6,908	7,780	7,603
Recreation Supplies	6,556	7,224	7,799
Other Commodities	6,109	10,028	3,910
<b>Total</b>	<b>23,626</b>	<b>28,032</b>	<b>22,512</b>
<b>Department Total</b>	<b>\$ 672,661</b>	<b>\$ 751,322</b>	<b>\$ 748,756</b>

## General Fund Budget by Line Item: Aquatic Center

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 168,879	\$ 202,819	\$ 214,400
Benefits	19,152	21,775	23,288
<b>Total</b>	<b>188,031</b>	<b>224,594</b>	<b>237,688</b>
<b>Contractual Services</b>			
Physical Examinations	-	-	-
Swimming Competitions	475	475	475
Utilities	38,945	33,869	40,550
Building and Grounds Maintenance	4,312	4,600	4,910
Pool & Equipment Maint. and Repair	3,123	3,150	3,150
Education and Training	849	1,775	1,875
Communications	221	200	225
Printing & Publication	-	200	200
Other Contractual	6,932	14,509	10,035
<b>Total</b>	<b>54,857</b>	<b>58,778</b>	<b>61,420</b>
<b>Commodities</b>			
Uniforms	3,710	3,500	3,250
Chemicals & Pool Supplies	22,254	34,968	29,890
Concession Supplies	9,788	11,000	9,200
Operating & Cleaning Supplies	1,625	2,900	2,550
<b>Total</b>	<b>37,377</b>	<b>52,368</b>	<b>44,890</b>
<b>Department Total</b>	<b>\$ 280,265</b>	<b>\$ 335,740</b>	<b>\$ 343,998</b>

## General Fund Budget by Line Item: Community Development

	Actual 2012*	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 487,592	\$ 345,751	\$ 371,973
Benefits	162,431	146,849	171,397
<b>Total</b>	<b>650,023</b>	<b>492,600</b>	<b>543,370</b>
<b>Contractual Services</b>			
Professional/Technical Services	34,619	46,450	58,000
Equipment Rental and Maintenance	352	300	400
Unsafe Structure Removal	-	-	-
Education and Training	1,874	2,198	2,200
Dues and Subscriptions	4,789	1,065	1,255
Communications	1,127	1,000	1,000
Printing & Publication	274	1,450	1,450
Travel Expenses	3,091	3,319	3,405
Other Contractual	5,739	6,250	6,250
<b>Total</b>	<b>51,865</b>	<b>62,032</b>	<b>73,960</b>
<b>Commodities</b>			
Other Commodities	8,079	9,435	10,185
<b>Total</b>	<b>8,079</b>	<b>9,435</b>	<b>10,185</b>
<b>Department Total</b>	<b>\$ 709,967</b>	<b>\$ 564,067</b>	<b>\$ 627,515</b>

\*CIP Administration included in actual 2012, but is budgeted and accounted for in the CIP fund for 2013+.

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

	Actual 2012*	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ -	\$ 162,045	\$ 171,663
Benefits	-	74,151	80,083
<b>Total</b>	<b>-</b>	<b>236,196</b>	<b>251,746</b>
<b>Contractual Services</b>			
Motor Vehicle Repair	-	1,200	500
Education and Training	-	2,000	2,020
Dues and Subscriptions	-	3,600	4,200
Communications	-	500	500
Travel Expenses	-	1,750	3,450
Other Contractual	-	100	450
<b>Total</b>	<b>-</b>	<b>9,150</b>	<b>11,120</b>
<b>Commodities</b>			
Office Supplies		700	900
Gasoline		1,850	1,850
Equipment <\$5,000		-	3,600
<b>Total</b>	<b>-</b>	<b>2,550</b>	<b>6,350</b>
<b>Department Total</b>	<b>\$ -</b>	<b>\$ 247,896</b>	<b>\$ 269,216</b>

\*CIP Administration was in Community Development in 2012, but is budgeted and accounted for in the CIP Fund in 2013+.

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

Transient Guest Tax Fund			
	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 4,586	\$ 4,339	\$ 4,552
Benefits	478	422	455
<b>Total</b>	<b>5,064</b>	<b>4,761</b>	<b>5,007</b>
<b>Contractual Services</b>			
Utilities	8,567	7,720	9,970
Program Services	2,403	3,600	3,750
Building and Grounds Maintenance	3,525	3,000	4,500
Equipment Rental and Maintenance	101	850	1,400
Dues and Subscriptions	-	150	150
Communications	101	120	150
Conferences & Training	-	80	140
Advertising	4,024	6,500	7,200
Printing & Publication/Other	42	400	450
<b>Total</b>	<b>18,763</b>	<b>22,420</b>	<b>27,710</b>
<b>Commodities</b>			
Operating & Cleaning Supplies	192	550	1,725
<b>Total</b>	<b>192</b>	<b>550</b>	<b>1,725</b>
<b>Department Total</b>	<b>\$ 24,019</b>	<b>\$ 27,731</b>	<b>\$ 34,442</b>

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

Transient Guest Tax Fund

	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 40,473	\$ 52,058	\$ 52,545
Benefits	13,676	19,991	22,169
<b>Total</b>	<b>54,149</b>	<b>72,049</b>	<b>74,714</b>
<b>Health and Welfare (Community Events )</b>			
Turkey Creek Festival	29,377	34,685	38,200
Art Gallery and Shows	9,867	9,985	10,980
Party in the Park Event	3,401	3,160	3,490
Car Show at Merriam Marketplace	9,139	9,868	10,080
Aquatic Center Event, Holiday, other	2,396	900	1,420
Concert in the Park/Music in the Marketplace	2,754	4,800	4,900
<b>Total</b>	<b>56,934</b>	<b>63,398</b>	<b>69,070</b>
<b>Commodities</b>			
Banners	-	5,000	5,000
<b>Total</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>Department Total</b>	<b>\$ 111,083</b>	<b>\$ 140,447</b>	<b>\$ 148,784</b>

## Transient Guest Tax Budget by Line Item: Visitors Bureau

	Transient Guest Tax Fund		
	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries	\$ 54,819	\$ 70,892	\$ 71,532
Benefits	25,490	35,783	39,311
<b>Total</b>	<b>80,309</b>	<b>106,675</b>	<b>110,843</b>
<b>Contractual Services</b>			
Utilities	6,321	7,395	15,930
Advertising	11,926	17,700	28,000
Building Maintenance	4,896	6,000	10,140
Conferences	530	750	1,600
Travel Expenses	1,973	2,240	3,100
Dues and Subscriptions	4,811	5,935	3,535
Telephone and Communications	1,976	3,020	3,020
Custodial Services	2,424	2,500	2,600
Postage	293	300	600
Printing and Binding	-	1,400	3,800
Meeting Expenses	104	500	550
<b>Total</b>	<b>35,254</b>	<b>47,740</b>	<b>72,875</b>
<b>Commodities</b>			
Office and Cleaning Supplies	612	1,000	950
Equipment < \$5,000	2,216	1,160	1,200
Volunteer Supplies & Bureau Events	300	200	450
<b>Total</b>	<b>3,128</b>	<b>2,360</b>	<b>2,600</b>
<b>Department Total</b>	<b>\$ 118,691</b>	<b>\$ 156,775</b>	<b>\$ 186,318</b>

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

Transient Guest Tax Fund			
	Actual 2012	Estimated 2013	Budget 2014
<b>Personal Services</b>			
Salaries		\$ 50,000	\$ 50,000
<b>Total</b>	-	<b>50,000</b>	<b>50,000</b>
<b>Contractual Services</b>			
Dues and Subscriptions			4,250
Marketing			60,000
<b>Total</b>	-	-	<b>64,250</b>
<b>Commodities</b>			
Office Supplies			
<b>Total</b>	-	-	-
<b>Department Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 114,250</b>

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# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Capital Improvement Program

Merriam's Turkey Creek Car & Motorcycle Show, held annually the second Saturday in September, features more than 200 hot rods, classic cars, street rods, antique cars, and motorcycles on display. The event draws over 3,000 spectators to the Merriam Marketplace, located in Merriam's historic downtown district.



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# ***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 proposed 2014 – 2018 Capital Improvement (CIP) Plan continues City efforts to complete programmed residential street projects while adding new street and stormwater drainage projects funded by the ¼-cent sales tax approved by voters in 2010.

### Fund Forecasts

- *2012 Balances* — Capital Improvement fund balances increased from \$8.2 million to \$9.0 million during 2012 due to greater than expected sales taxes collections (\$364,242) and lower than expected costs for the Residential Group III Street project (\$299,546). Variations from the prior five-year plan also occurred due to project timing. Engineering work is underway on the Shawnee Creek and Johnson Dr. Bridge projects, but expenditures as of December 31, 2012 were lower than expected. As a result, 2012 fund balances were \$1.237 million larger than projected in April 2012. Actual 2012 expenditures for capital improvement projects totaled \$3.097 million.
- *Overall Projected Fund Balance* — The plan programs project expenditures of \$6.877 million in 2013 and \$12.959 million in 2014. Revenues for 2014 include \$3.548 from Johnson County Stormwater Management Advisory Committee (SMAC) grants and \$1.086 million from federal Bridge/Surface Transportation (BR/STP) grants. Projected fund balance at December 31, 2014 is \$6.186 million including \$3.007 million of restricted tax increment financing (TIF) project funds.

Projections for the five-year plan depend heavily on the accuracy of sales tax projections. Known new retail sales include: Lexus (summer 2013), Infiniti (summer 2013), Kia (winter 2013), and IKEA (fall 2014). Existing retail is expected to continue at 100% of actual 2012 sales. Actual collections will be reviewed closely to assess the need for changes to the plan.

- *Individual Project Funds* — The overall Capital Improvement fund balance consists of six separate project funds, which are described below. With the exception of General Projects, some restrictions apply to the use of each project fund.
  1. *General Projects* – The major source of funds for General Projects is the sales tax transferred from the General Fund per Council Policy. There are no restrictions on the type or location of projects, which may be funded with General Project funds. Sales tax transfers from General Fund are increased by \$2.4 million compared with the prior five-year plan. Transfers for estimated new retail sales are \$396,010 in 2014. The Upper Turkey Creek Drainage Improvement has been reclassified as a General Project due to the availability of funds. As a result, projected General Project fund balances drop to \$1.7 million by 2016, but begin to recover in 2017 and 2018.
  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. Projections indicate that additional projects could be funded over the five-year plan period.
  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 requires that 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. The City will collect these funds through 2016, when the TIF ends. 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 between the state and cities with TIF districts established before 1996 due to a major change to the state’s school budget formula.
  4. *Special Sales Tax Projects - Streets (Old)* – This ¼-cent sales tax dedicated to street projects ended in December 2010. A similar tax was approved by voters in January 2010 and is discussed

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

below. Street Tax Projects are supplemented with \$3.456 million in transfers from General Projects, a decrease of \$444,000 from the prior plan. This program will end with the construction of Residential Group IV in 2014.

5. *Special Sales Tax Projects – Merriam Drive* – The 1/8-cent sales tax dedicated to Merriam Drive projects ended December 31, 2005. The proceeds were used to fund improvements to Merriam Drive including streets, lighting, signage, and sound equipment for the Merriam Marketplace. The remaining \$141,899 will be applied to engineering work for the Johnson Drive Bridge over Turkey Creek project and will close the program.
6. *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. Many of these projects are eligible for SMAC and other grants. Stormwater/Street Projects are supplemented with \$1.625 million in transfers from General Project funds, an increase of \$275,000 from the prior plan. The transfers will permit the completion of eligible projects using all available Stormwater/Street funds. Quarter cent sales tax projections are increased by \$556,000 compared with the prior five-year plan. Estimated new retail sales are \$197,505 in 2014. The Farley Avenue 67<sup>th</sup> Street to 69<sup>th</sup> Street project has been reclassified as a Stormwater/Streets Project because it is an eligible use of these funds. Street/Stormwater funds are budgeted with minimal contingencies for 2014, 2015, and 2016. Shortfalls would be covered with General Project funds or by rescheduling projects.

### **Debt Obligations**

- The Bond & Interest Fund receives property taxes from a portion of the City's mill levy (2.376 of the 27.522 mills for 2012) and from special assessments on the Merriam Pointe project area. However, these collections are not sufficient to cover scheduled debt service. By making annual transfers from the Capital Improvement Fund, the City is able to maintain a steady mill levy even when debt service requirements vary significantly from year to year. Capital Improvement Fund transfers for 2014 will provide \$1.2 million of the \$1.8 million total required. The balance of the City's outstanding general obligation (GO) bonds will drop to \$5.930 million by December 31, 2014.
- I-35 Redevelopment District Projects fund debt service on bond issues for improvements at Merriam Village and Merriam Pointe. General Projects fund debt service on other bond issues.
- In 2012, the City refunded three GO bonds for improvements to Merriam Village and Merriam Pointe (Series 2004, 2005 and 2008). The Series 2008 GO bonds for improvements at Merriam Pointe were originally tied to special assessment that have been certified and attached to the property rolls. As a result, the City will continue to collect special assessment revenues through 2018 although the underlying bonds have been refunded.
- The City could consider issuance of bonds to fund the Corp of Engineer's Turkey Creek flood mitigation project, programmed for construction in 2015. The current plan anticipates the project could be funded from General Projects in lieu of a bond issue.

### **Project Summary**

Below projects summary are highlights and not an exhaustive list. The project summary highlights are organized by funding source. Additional details can be found in the individual project summary sheets.

#### General Projects

- **Bridge Repairs – Merriam Drive over Turkey Creek:** According to the underwater bridge inspection report (dated April 2011), the Merriam Drive Bridge over Turkey Creek has 5-6' deep scours under the bridge footing/foundation. Staff gained funding partnership with Merriam Drainage District for

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

scour repair similar to Shawnee Mission Pkwy Bridge over Turkey Creek. The deck repair (gutter replacement) will be performed at the same time. City of Merriam will be fully responsible for the cost of deck repair.

- **Overlay Supplement:** The City has committed its share of Special Highway Fund revenues (state tax on motorized vehicle fuel) to the annual overlay/curb replacement program. The current plan provides for supplements of \$200,000 through 2018 from General Project funds to augment the approximately \$275,000 received annually in gas taxes to “catch-up” on deferred overlays. State budget shortfalls continue to place Special Highway Fund revenues in jeopardy. Important information to consider is that the old streets constructed in the 1950s, 60s and 70s are now at the end of their design/service life. The underlying structural base is giving out and mill/overlay may no longer be a viable option for maintenance. Many old pavements are constructed without aggregate base. Some streets have lime treated base, which over time is saturated with water and no longer effective as a structural base. Staff proposes to take core samples in the future to determine which streets may be still viable for mill/overlay. Some streets need to be considered for full reconstruction at considerable expense.
- **Turkey Creek Feasibility Study/Construction:** The U. S. Army Corps of Engineers (USACE) began a feasibility study in 2002. This was a joint project with Johnson County, Wyandotte County, Merriam and the U.S Army Corps of Engineers to address flooding concerns in the Upper Turkey Creek basin. The draft feasibility study was completed in spring 2010. On October 29, 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. After City adopts and accepts the study/options as outlined in the feasibility study, USACE will request City’s participation and obligation of funds for final engineering. So far, Johnson County’s SMAC expressed financial support for the project if the City desires that this is important flood mitigation. The project construction is not anticipated to occur before 2016 and has an estimated cost of approximately \$19 million, with the local entities’ share at approximately \$6 million. Johnson County Stormwater Management Program (SMP/SMAC) does not reimburse for easements and right-of-way acquisition. Council should consider whether this project merits the cost of the project. Right-of-way acquisition is subject to Federal Uniform Property Acquisition Act (Uniform Act). Each easement must be paid for at market value per this Uniform Act. USACE is determining which properties are owned by the Merriam Drainage District (MDD). USACE suggested that since MDD is another public entity, donation of land/easements might be feasible and reasonable.
- **Corrugate Metal Pipe Rehab/Replacement:** City of Merriam has aging streets and storm drain pipes that were installed as part of housing developments as far back as in the 1950s and 1960s. The standards for materials and construction were much different than what would be currently allowed. Many storm drain pipes were corrugated metal pipe (CMP) which is very susceptible to corrosion with salt application during the winter storms. Public Works Department made more frequent point repairs in recent years as they are notified of failures. Often times, it is difficult to determine where to stop the repair due to extent of damages already sustained in the pipe system. Staff highly recommends a comprehensive inventory and systematic prioritization for replacement of old storm drainpipe infrastructures.
- **CIP/Public Works Information Integration/Asset Management:** Due to advancement in technology, staff decided that City of Merriam needed a technical expert to assist the City in how to implement a system to better manage our assets and information. The first order of work is to assess our hardware to determine whether we need a hardware upgrade before we purchase a GIS-based asset management program. CIP and Public Works have large collection of data and record drawings on various software platforms. Some of the software platforms are no longer supported. Staff is faced with aging infrastructure and the need for more comprehensive database to combine all the different

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

data into one user-friendly system is becoming more urgent. Many cities in the Metropolitan areas have such systems already implemented. Staff is researching and sharing information with others to explore a best-fit option for City of Merriam. Total budget for the project is \$350,000 spread out to three years. First year cost of asset management program implementation is approximately \$150,000 with possible annual program update costs and initial storm drainpipe inventory.

### I-35 Redevelopment District Projects

- 67<sup>th</sup> Street/Carter Intersection Drainage Improvement: Staff receives calls annually regarding poor drainage at the intersection. During winter months after snow events, the melting snow is prone to freezing in the morning hours when the temperature is the lowest. This creates hazardous conditions. The Carter and Frontage Road on the east half of the intersection needs to be re-profiled to facilitate drainage that is more efficient. The drainage inlet throat will be modified to drain.

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

- 55<sup>th</sup> Street Drainage/Safety Improvement: An open Channel/Creek runs along W. 55<sup>th</sup> Street. The stream eventually outlets to Turkey Creek via series of private and public storm drain system. Per City records, the pipe under Merriam Drive was installed in early 1980s when the Merriam Drive was improved from a ditch section street. The open channel/creek is approximately 7 feet deep. Public Works had several maintenance repairs in this area for drainage. Hayes Street is programmed for improvement as part of Residential Street Group IV in 2014 for construction. Staff recommend that this project be constructed concurrently in order to eliminate any re-do of street repair and construction inconvenience for the residents. This project is not SMAC Funding eligible.
- 75<sup>th</sup> Street – Antioch Road to Switzer (2013-2014): City of Overland Park approached City of Merriam for partnership for improvement project on 75<sup>th</sup> Street from Antioch Road to Switzer Road. Due to budget constraints, the project was split into two segments. One segment is Antioch Road to Frontage Road (2013) and the second segment from Frontage Road to Switzer Road (2014). City of Overland Park will be the design lead agency for both segments. Antioch to E. Frontage Road portion (2013) project received Johnson County's County Assisted Road System (CARS) program fund. CARS program funds 50% of the construction cost. A three-party (Johnson County, City of Merriam and City of Overland Park) interlocal agreement was executed in February 2013.

75<sup>th</sup> Street – Frontage Road to Switzer Road (2014) will require total reconstruction due to failed underlying concrete pavement. This project is significantly more expensive than the east portion. The City of Merriam submitted the application for CARS funding for 2014 construction. Total estimated cost for City of Merriam \$1,531,700. If approved for CARS funding for 2014, the projects will require inter-local agreement with Johnson County, City of Merriam, City of Overland Park and City of Shawnee.

- Antioch Park Creek Improvement: This project is identified in the Northeast Johnson County Watershed Study, dated 11-20-06, as Turkey Creek Tributary Project 60 (TC60). Five buildings (including Antioch Hills Apartments) are prone to flooding during a 100-yr (1%) storm between Antioch and Frontage Road. A double 8'x7' reinforced concrete box (RCB) carries the water flow under Antioch Road and the open channel crosses the properties that are prone to flooding. The existing channel lacks capacity. This project will be funded by the special sales tax for streets/stormwater improvements. This project is on the SMP project list pending review of priorities by the Stormwater Management Advisory Council (SMAC). SMAC Funding will fund 75% of engineering consultant services and eligible construction costs. If qualified for funding, the design will be performed in 2014 and construction in 2015.
- Antioch Street Overlay – 67<sup>th</sup> Street to 75<sup>th</sup> Street: 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

## Five Year Capital Improvement Program Highlights

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: A Feasibility Study was completed and three options were presented to the 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. In fall, 2012, staff noticed pavement failures. As a result, for safety concerns, the street is marked one-way going southbound. Due to lack of drainage inlets, the side of the road acts as natural ditch, overtop and drain to adjacent properties. Per recent traffic counts by the Public Works department, this portion of Farley Avenue has 710 Northbound/662 Southbound vehicles per day as of 2011. Farley Avenue is not identified in the 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.
- Johnson Drive Bridge over Turkey Creek: The project was approved for maximum 80% matching funds up to \$1,120,000 in BR/STP Federal fund. The federal funding is split between 2013 and 2014. The project is in final engineering design phase. The construction is anticipated to begin end of 2013 or January 2014. This will allow the project for early start and spread the construction to two years instead of expending all the funds in one single year. GBA, the consultant engineer, will also perform the construction inspection services as required by KDOT for continuous inspection. The cost of inspection services is an allowable reimbursable cost. The cost of engineering design services is excluded from the grant reimbursement agreement.
- Meyer Creek Drainage Improvement: The 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 future 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 as approved by voters in January 2010. 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 Creek Drainage Improvement Projects: The projects received Johnson County's Stormwater Management Program (SMP) funds for design and construction. The projects are in final design phase. So far, three public meetings were conducted. Easement acquisitions are in progress. The project was split into East and West portion for sake of manageability of funds and construction. During final engineering, the consultant determined that some of the upstream improvements requested by City of Shawnee, the construction constraints and residents requests were not adequately addressed during Preliminary Engineering Study (PES), which determined the preliminary cost estimate for SMP funding. The overall engineer's estimate for the West portion has increased approximately \$600,000. Staff conferred with Johnson County SMAC program. Staff recommends that Merriam submit a request for cancellation of the project for 2013 construction and re-submit for funding consideration for 2014 construction, which in the Johnson County, fiscal year begins in October 2013. The project will be most likely funded again with the higher amounts. The City of Merriam is still responsible for the increase share. However, the increased share is manageable with available CIP funds. This delay will actually be beneficial in acquiring necessary easements and staggering construction in 2013 and 2014 during dry season.

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

- Bridge Repairs – Shawnee Mission Pkwy Bridge over BNSF Railroad: GBA, consultant engineer, and staff identified this bridge as next important bridge to program for major maintenance/repair. 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. Although unseen, the bridge abutment is hollow, joints need to be repaired and steel girders needs to be painted. The project qualified for STP funding of \$1,678,000 (80% of eligible cost) for engineering in 2015 and construction in 2016. The construction will be a challenge with active railroad under the bridge and the proposed bridgework underside of the bridge.

### Unprogrammed Projects

- There are 14 identified unprogrammed projects. There are unimproved streets combined as In-Fill Residential Streets to make the project viable for contractors to bid and for sake of economy of scale.
- There are many drainage improvement projects also on the list. These are compiled from residents calling CIP and Public Works to report problems with drainage. These projects do not have any outside source of funding. These may be funded in the future years as funds become available as Council sets the priorities.

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**Five Year Capital Improvement Fund Forecast**

	Audited 2012	Budget 2013	Estimated 2013	Budget 2014	Budget 2015	Budget 2016	Budget 2017	Budget 2018
<b>REVENUES</b>								
Beginning Balance	\$ 8,227,799	\$ 7,818,289	\$ 9,060,139	\$ 8,811,568	\$ 6,084,091	\$ 9,684,219	\$ 9,629,426	\$ 11,318,557
Interest	52,806	70,000	70,000	55,000	45,000	50,000	50,000	50,000
Transfer from General Fund-Sales Tax	2,569,958	2,716,169	2,844,922	3,097,936	3,393,000	3,403,000	3,412,000	3,422,000
Transfer from Transient Guest Tax	17,344	100,000	100,000	75,000	75,000	50,000	50,000	50,000
Transfer from I-35 TIF Fund	1,270,000	1,377,355	1,408,619	1,391,212	1,394,883	1,400,820	1,396,751	1,378,371
Transfer from MTC TIF Fund	-	145,500	1,183,500	629,000	629,000	379,000	-	-
1/4 cent sales tax-Streets	-	-	-	-	-	-	-	-
1/4 cent sales tax- Stormwater/Streets	1,263,284	1,249,000	1,307,358	1,450,000	1,550,000	1,570,000	1,575,000	1,580,000
Miscellaneous	191,222	-	-	-	-	-	-	-
Intergovernmental Grant	211,484	3,103,750	2,574,096	4,714,350	1,875,075	1,678,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ 13,803,897</b>	<b>\$ 16,580,063</b>	<b>\$ 18,548,634</b>	<b>\$ 20,224,066</b>	<b>\$ 15,046,049</b>	<b>\$ 18,215,039</b>	<b>\$ 16,113,177</b>	<b>\$ 17,798,928</b>
<b>EXPENDITURES</b>								
Transfer to Bond & Interest Fund	\$ 2,464,076	2,439,205	2,339,205	1,065,209	162,553	165,552	157,719	166,859
Transfer to General Fund	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Reserve for Future Years	-	6,598,162	-	-	-	-	-	-
Project Administration	-	236,196	-	269,216	282,677	296,811	311,651	327,234
Capital Improvements Projects	2,189,683	7,216,500	7,307,861	12,715,550	4,826,600	8,033,250	4,235,250	856,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,743,759</b>	<b>\$ 16,580,063</b>	<b>\$ 9,737,066</b>	<b>\$ 14,139,975</b>	<b>\$ 5,361,830</b>	<b>\$ 8,585,613</b>	<b>\$ 4,794,620</b>	<b>\$ 1,440,593</b>

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

Project Name	Total Project Estimate	Expenditures Through 3/31/13	Remaining Anticipated Expenditures by Year					
			2013	2014	2015	2016	2017	2018
<b>General Projects</b>								
Biennial Bridge Inspections	\$ 30,568	\$ 9,568	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -
Bridge Repairs - Merriam Dr/Turkey Creek	180,000	3,820	176,180	-	-	-	-	-
CDBG Streetlights for Forest Park	90,000	-	-	90,000	-	-	-	-
CIP/Public Works Information Integration/Asset Mgmt	350,000	-	150,000	100,000	100,000	-	-	-
City Parking Lot Repairs (Comm Ctr & Mktpl)	175,000	-	175,000	-	-	-	-	-
Community Center Entrance Architectural Review	10,000	-	-	10,000	-	-	-	-
Corrugated Metal Pipe Replacement (47th/Eby/Antioch)	1,100,000	-	-	-	-	-	1,100,000	-
Dutch Maid Property/Demo	45,490	16,780	28,710	-	-	-	-	-
Gymnasium Floor Rehabilitation	37,500	16,154	21,346	-	-	-	-	-
Overlay Supplement	3,190,796	1,990,796	200,000	200,000	200,000	200,000	200,000	200,000
Project Administration 2013+	1,735,193	52,096	195,508	269,216	282,677	296,811	311,651	327,234
Reforestation	209,167	149,167	10,000	10,000	10,000	10,000	10,000	10,000
Residential Streetlight Program	902,094	452,094	75,000	75,000	75,000	75,000	75,000	75,000
Shawnee Mission Pkwy Corridor Plan	158,000	-	158,000	-	-	-	-	-
Shawnee Mission Pkwy Median Replacement	258,500	1,296	257,204	-	-	-	-	-
Small Drainage Projects - Replacement/Rehabilitation	612,352	12,352	100,000	100,000	100,000	100,000	100,000	100,000
Special Projects Engineering Services	174,923	24,923	25,000	25,000	25,000	25,000	25,000	25,000
Traffic Signal Coordination (Greenlight)	310,135	118,158	6,978	37,000	37,000	37,000	37,000	37,000
Upper Turkey Creek Drainage Improvement	5,740,750	-	-	43,750	37,500	3,068,750	2,381,250	209,500
W. Vernon Place Stormwater Study	25,000	-	25,000	-	-	-	-	-
Transfer to 1/4 Cent Stormwater/Street Projects	1,625,000	550,000	-	-	300,000	775,000	-	-
Transfer to 1/4 Cent Street Projects (Old)	3,456,000	1,500,000	-	1,956,000	-	-	-	-
Waterfall Park Development	366,866	311,866	15,000	40,000	-	-	-	-
Contingency	1,380,239	280,239	300,000	100,000	200,000	200,000	200,000	100,000
<b>Subtotal General Projects</b>	<b>\$ 22,163,573</b>	<b>\$ 5,489,309</b>	<b>\$ 1,925,925</b>	<b>\$ 3,055,966</b>	<b>\$ 1,374,177</b>	<b>\$ 4,787,561</b>	<b>\$ 4,446,901</b>	<b>\$ 1,083,734</b>
<b>I-35 Redevelopment District Projects</b>								
67th Street/Carter Intersection Drainage Improvements	\$ 195,000	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -
I-35 Redevelopment District Maintenance (MHP, other)	87,997	60,885	27,113	-	-	-	-	-
Misc I-35 Projects (Slater Area Improvements '13)	683,555	183,555	500,000	-	-	-	-	-
Municipal Complex Enhancements (Signage '13)	126,637	51,637	75,000	-	-	-	-	-
Parking Lot - Vavra Park/Aquatic Center	110,000	-	-	110,000	-	-	-	-
Transfer from I-35 to 75th/Frontage Rd	612,680	-	113,080	499,600	-	-	-	-
Transfer from I-35 to Gen Projects for Admin	806,991	506,991	50,000	50,000	50,000	50,000	50,000	50,000
Transfer from I-35 to General Fund	1,169,000	629,000	90,000	90,000	90,000	90,000	90,000	90,000
Contingency	473,581	98,581	100,000	75,000	50,000	50,000	50,000	50,000
<b>Subtotal I-35 Redevelopment District Projects</b>	<b>\$ 4,265,440</b>	<b>\$ 1,530,647</b>	<b>\$ 1,150,193</b>	<b>\$ 824,600</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>	<b>\$ 190,000</b>
<b>Merriam Town Center District Projects</b>								
54th Terr to Johnson Drive Overlay	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Antioch Retaining Wall Repairs	100,000	-	100,000	-	-	-	-	-
Projects from Merriam Town Center TIF Enhancement	500,000	-	-	-	250,000	250,000	-	-
<b>Subtotal Merriam Town Center District Projects</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Special Sales Tax Projects - Streets (Old)</b>								
Residential Streets Group IV (incl Carter/Grant)	\$ 2,705,000	\$ -	\$ 242,000	\$ 2,463,000	\$ -	\$ -	\$ -	\$ -
Contingency	175,000	-	25,000	150,000	-	-	-	-
<b>Subtotal Special Sales Tax Projects - Streets (Old)</b>	<b>\$ 2,880,000</b>	<b>\$ -</b>	<b>\$ 267,000</b>	<b>\$ 2,613,000</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 3/31/13	Remaining Anticipated Expenditures by Year						
			2013	2014	2015	2016	2017	2018	
<b>Special Sales Tax Projects - Merriam Drive</b>									
Johnson Drive Bridge Over Turkey Creek (Merriam Dr Portion)	\$ 141,899	\$ 363	\$ 141,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Sales Tax Projects - Streets/Stormwater</b>									
55th St. Drainage/Safety Improvement	\$ 325,000	\$ -	\$ 35,000	\$ 290,000	\$ -	\$ -	\$ -	\$ -	\$ -
75th St - Antioch to Frontage Rd	172,000	-	172,000	-	-	-	-	-	-
75th St - Frontage Rd to Switzer	1,531,700	-	282,700	1,249,000	-	-	-	-	-
Antioch Park Creek Drainage	2,980,100	-	-	340,000	2,640,100	-	-	-	-
Antioch St. Overlay 67th to 75th St	280,000	-	-	-	280,000	-	-	-	-
Comprehensive Engineering Study/PES	210,000	121,755	46,245	42,000	-	-	-	-	-
Farley Ave 67th St to 69th St	1,690,000	-	-	-	195,000	1,495,000	-	-	-
Johnson Drive Bridge over Turkey Creek	1,758,101	44,452	343,649	1,370,000	-	-	-	-	-
Meyer Creek Drainage	3,098,700	-	282,000	2,816,700	-	-	-	-	-
Shawnee Creek Drainage - East (Farley to Knox)	2,182,100	91,995	1,141,005	949,100	-	-	-	-	-
Shawnee Creek Drainage - West (Switzer to Farley)	2,674,000	92,999	1,151,001	1,430,000	-	-	-	-	-
Shawnee Mission Pkwy Bridge over BNSF Rail	2,650,890	8,390	-	-	320,000	2,322,500	-	-	-
Contingency	1,150,000	-	200,000	350,000	300,000	200,000	50,000	50,000	
<b>Subtotal Special Sales Tax Projects - Streets/Stormwater</b>	<b>\$ 20,702,591</b>	<b>\$ 359,591</b>	<b>\$ 3,653,600</b>	<b>\$ 8,836,800</b>	<b>\$ 3,735,100</b>	<b>\$ 4,017,500</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	
<b>Total All Projects</b>	<b>\$ 51,003,502</b>	<b>\$ 7,379,910</b>	<b>\$ 7,238,254</b>	<b>\$ 15,580,366</b>	<b>\$ 5,549,277</b>	<b>\$ 9,245,061</b>	<b>\$ 4,686,901</b>	<b>\$ 1,323,734</b>	
<i>Less: Transfers Between Project Funds/Funds</i>	7,669,670	3,185,990	253,080	2,595,600	440,000	915,000	140,000	140,000	
<b>Total All Projects - Net of Transfers</b>	<b>\$ 43,333,832</b>	<b>\$ 4,193,919</b>	<b>\$ 6,985,174</b>	<b>\$ 12,984,766</b>	<b>\$ 5,109,277</b>	<b>\$ 8,330,061</b>	<b>\$ 4,546,901</b>	<b>\$ 1,183,734</b>	

# Project Listing

Page	Project	Description	Anticipated Construction Year
<b>General Projects</b>			
150	Biennial Bridge Inspection	Odd years as required by KDOT/FHWA	2012-2016
151	Bridge Repairs - Merriam Dr. over Turkey Creek (TC)	Preventative Maintenance and Repair	2013
152	CDBG Streetlights for Forest Park	Streetlights in Forest Park Subdivision	2014
153	CIP/Pub Works Information Integration/Asset Mgmt	Information/Asset Management	2013-2015
154	City Parking Lots Mill/Overlay	Community Center/Marketplace/Vavra Park	2013-2014
155	Corrugated Metal Pipe Rehab/Replacement (18"-60")	47th St/Eby St to Antioch Road	2016
156	Overlay Supplement	Various Locations	2014-2018
157	Residential Streetlight Program	Various Locations	2014-2018
158	Shawnee Msn Pkwy Corridor Plan	Eby to Antioch Road	2013
159	Shawnee Msn Pkwy Median Replacement	Antioch Road to Lowell St	2013
160	Small Drainage Projects	Various Pipes Replacement/Rehabilitation	2014-2018
161	Traffic Signal Coordination	Operation Green Light	2014-2018
162	Upper Turkey Creek Improvement	Entire Channel Through Merriam	2013-2017
163	Waterfall Park Development	Park Improvements	2013-2014
<b>I-35 Redevelopment District Projects</b>			
164	67th Street/Carter Street	Intersection Drainage Improvements	2013
165	Misc I-35 Projects	Slater Area Improvement	2013
166	Municipal Complex Enhancement	Additional Monument and Guide Signage	2013
<b>Merriam Town Center TIF Project</b>			
167	Antioch Road Mill/Overlay/Wall Repair	54th Terrace to Antioch Road	2013-2014
<b>Special Sales Tax Projects - Streets</b>			
168	Residential Streets Group IV	54th St, 55th Terr/56th St, Garner, Hayes	2014
<b>Special Sales Tax Projects - Stormwater/Streets</b>			
169	55th Street Drainage/Safety Improvement	Merriam Dr to 9415 W. 55th Street	2014
170	75th Street Curb/Gutter Repair and Mill/Overlay	Antioch Road to E. Frontage Road	2013
171	75th Street Reconstruction/Improvement	E. Frontage Road to Switzer Road	2014
172	Antioch Park Creek Drainage Improvement	Antioch Road to 64th Place	2015
173	Antioch Road Mill/Overlay/Curb/Gutter Repair	67th Street to 75th Street	2015
174	Comprehensive Engineering Study	SMAC Eligible Drainage Projects PES	2012-2016
175	Farley Avenue Reconstruction	67th Street to 69th Street	2011-2014
176	Johnson Drive Bridge over Turkey Creek	Bridge Rehabilitation	2013-2014
177	Meyer Creek Improvement	Switzer Road to Farley Ave	2014
178	Shawnee Creek (East) Improvement	Farley Ave to Knox Ave	2013
179	Shawnee Creek (West) Improvement	Switzer Road to Farley Ave (incl. Mastin)	2013
180	Shawnee Msn Pkwy Bridge over BNSF Railroad	Bridge Rehabilitation	2016

# Impact on Operating Budget Summary by Project

Project	Description	Annual Maintenance Costs
<b>General Projects</b>		
Biennial Bridge Inspection	Odd years as required by KDOT/FHWA	\$ -
Bridge Repairs - Merriam Dr. over Turkey Creek (TC)	Preventative Maintenance and Repair	-
CDBG Streetlights for Forest Park	Streetlights in Forest Park Subdivision	-
CIP/Pub Works Information Integration/Asset Mgmt	Information/Asset Management	-
City Parking Lots Mill/Overlay	Community Center/Marketplace/Vavra Park	-
Corrugated Metal Pipe Rehab/Replacement (18"-60")	47th St/Eby St to Antioch Road	-
Overlay Supplement	Various Locations	-
Residential Streetlight Program	Various Locations	-
Shawnee Msn Pkwy Corridor Plan	Eby to Antioch Road	-
Shawnee Msn Pkwy Median Replacement	Antioch Road to Lowell St	-
Small Drainage Projects	Various Pipes Replacement/Rehabilitation	-
Traffic Signal Coordination	Operation Green Light	-
Upper Turkey Creek Improvement	Entire Channel Through Merriam	-
Waterfall Park Development	Park Improvements	-
<b>I-35 Redevelopment District Projects</b>		
67th Street/Carter Street	Intersection Drainage Improvements	-
Misc I-35 Projects	Slater Area Improvement	-
Municipal Complex Enhancement	Additional Monument and Guide Signage	-
<b>Merriam Town Center TIF Project</b>		
Antioch Road Mill/Overlay/Wall Repair	54th Terrace to Antioch Road	-
<b>Special Sales Tax Projects - Streets</b>		
Residential Streets Group IV	54th St, 55th Terr/56th St, Garner, Hayes	1,500
<b>Special Sales Tax Projects - Stormwater/Streets</b>		
55th Street Drainage/Safety Improvement	Merriam Dr to 9415 W. 55th Street	100
75th Street Curb/Gutter Repair and Mill/Overlay	Antioch Road to Frontage Road	-
75th Street Reconstruction/Improvement	Frontage Road to Switzer Road	-
Antioch Park Creek Improvement	Antioch Road to 64th Place	-
Comprehensive Engineering Study	SMAC Eligible Drainage Projects PES	-
General Street and Drainage Improvement	Various Locations	-
Johnson Drive Bridge over Turkey Creek	Bridge Rehabilitation	-
Meyer Creek Improvement	Switzer Road to Farley Ave	-
Shawnee Creek (East) Improvement	Farley Ave to Knox Ave	-
Shawnee Creek (West) Improvement	Switzer Road to Farley Ave (incl. Mastin)	-
Shawnee Msn Pkwy Bridge over BNSF Railroad	Bridge Rehabilitation	-
		<u>\$ 1,600</u>

# Biennial Bridge Inspection

## Odd years as required by KDOT/FHWA



Johnson Drive Bridge over Turkey Creek, 2011 inspection photo

### Project Information

**Project #:** GM0702  
**Construction Year:** Odd year  
**Project Status:** Varies  
**Project Engineer:** GBA  
**Funding Source:** General CIP  
**Contractor:**

### Project Description

Merriam has eleven (and a half bridge shared with City of Overland Park) major bridges that require regular maintenance. Per biennial bridge inspection performed in Fall, 2011 as required KDOT and the Federal Highway Administration and Kansas Department of Transportation. The report identified several bridge maintenance items that can be completed by Public Works or other forces as recommended by the inspection reports.

### Project Costs

	<b>Expenditures by Year:</b>			
	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>Total</u>
BIENNIAL BRIDGE INSPECTIONS	\$7,000	\$7,000	\$7,000	\$21,000
<b>TOTAL PROJECT COST:</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$21,000</b>

### Impact on Operating Budget

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

# Bridge Repairs – Merriam Dr. over Turkey Creek

## Preventative Maintenance and Repair



Merriam Drive Bridge over Turkey Creek under repair

### Project Information

<b>Project #:</b>	GM1207
<b>Design year:</b>	2012
<b>Construction Year:</b>	2013
<b>Project Status:</b>	Design
<b>Project Engineer:</b>	DRG
<b>Funding Source:</b>	General CIP/Merriam Drainage District
<b>Contractor:</b>	

### Project Description

Merriam Drive Bridge over Turkey Creek was identified as one of three bridges needing special attention for maintenance in the 2009 and 2011 Biennial Bridge Inspection. The underwater inspection report was complete in October 2011 with assistance from matching Federal Funds. The underwater report indicates 5-6 feet of scour under the footing/foundation. The report recommends repairs as soon as possible to avoid performing underwater inspection every two years for observation. Merriam Drainage District agreed to participate in cost sharing of any improvement/repair to the footing. The repair on top deck of the bridge will be paid for by City of Merriam.

### Project Costs

	<b>Expenditures by Year:</b>		
	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>Total</u></b>
ENGINEERING SERVICES	\$30,000		\$30,000
CONSTRUCTION ESTIMATE		\$150,000	\$150,000
<b>TOTAL PROJECT COST:</b>	<b>\$30,000</b>	<b>\$150,000</b>	<b>\$180,000</b>
<b>MERRIAM DRAINAGE DISTRICT</b>	<b>-\$0</b>	<b>-\$ 41,250</b>	<b>-\$ 41,250</b>
<b>BRIDGE REPAIRS – City of Merriam</b>	<b>\$30,000</b>	<b>\$108,750</b>	<b>\$138,750</b>

### Impact on Operating Budget

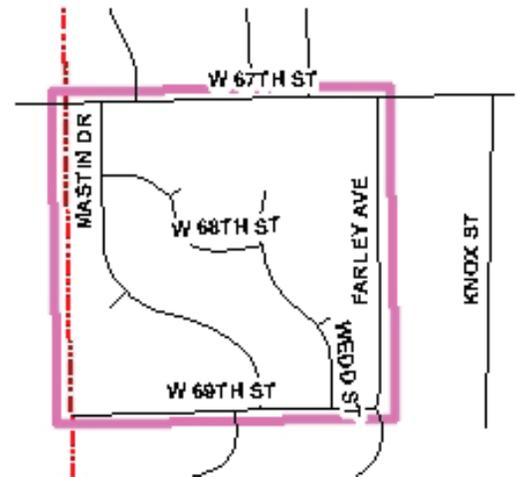
This project is not expected to have a significant effect on the operating budget.

# Community Development Block Grant (CDGB)

## Street Lights in Forest Park subdivision



Existing Street light



### Project Information

**Project #:**  
**Construction Year:** 2014  
**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 street lights program for Forest Park subdivision.

### Project Costs

#### Expenditures by Year:

	<u>2014</u>
TOTAL PROJECT COST	\$90,000
CDBG Grant	<del>-\$80,000</del>
CITY OF MERRIAM SHARE	\$10,000

### 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 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 #:**  
**Engineering:** 2013-2015  
**Construction Year:** on-going  
**Project Status:** Design  
**Project Engineer:** GBA  
**Funding Source:** General CIP  
**Contractor:**

### Project Description

Although the City of Merriam kept good records over the years, the system in which the data is stored is antiquated. Due to such advancement in technology, many software platforms are no longer supported. CIP recently scanned plans dating as far back as 1960s. These plans were stored in the basement and at-risk for becoming obliterated due to chemical reactions from ammonia soaked blueprints. These CIP and Public Works data are valuable in setting priority goals for infrastructure upgrades and replacements. Staff is working with Information Technology (IT) professionals to determine the best methods to upgrade our system and acquire a program to keep track of our asset data/records as a first phase of this asset management. After we have proper IT upgrades, staff proposes to begin assessing/inventorying our underground storm drainage system utilizing video and photography technology. The Public Works department has made more frequent point repairs in recent years as they are notified of failures. Staff highly recommends a comprehensive inventory and systematic prioritization for replacement of old storm drain pipe infrastructures.

### Project Costs

	<b>Expenditures by Year:</b>			
	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>Total</u></b>
ENGINEERING SERVICES	\$150,000	\$100,000	\$100,000	\$350,000
<b>TOTAL PROJECT COST:</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$350,000</b>

### Impact on Operating Budget

Software annual maintenance/upgrade cost is to be determined.

# City Parking Lots Mill/Overlay

Irene B. French Community Center, the Market Place, and Vavra Park



Community Center



Market Place

## Project Information

**Project #:** GM1302 (for CC and Market Place parking lots)  
**Construction Year:** 2013-2015  
**Project Status:** Preliminary  
**Project Engineer:** City Engineer  
**Funding Source:** General CIP and I-35 TIF for Vavra Park Parking Lot  
**Contractor:**

## Project Description

The Irene B. French Community Center, the Marketplace and Vavra Park are places of many civic activities. The parking lots are showing signs of aging and in order to extend the service life of the parking lots, staff recommends mill/overlay similar to streets mill/overlay program. Public Works will crack seal prior to mill/overlay to make the mill/overlay more effective.

## Project Costs

### Expenditures by Year:

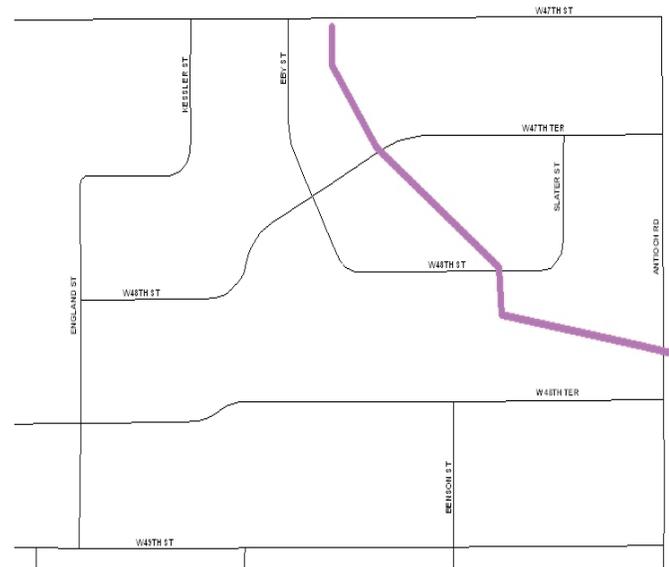
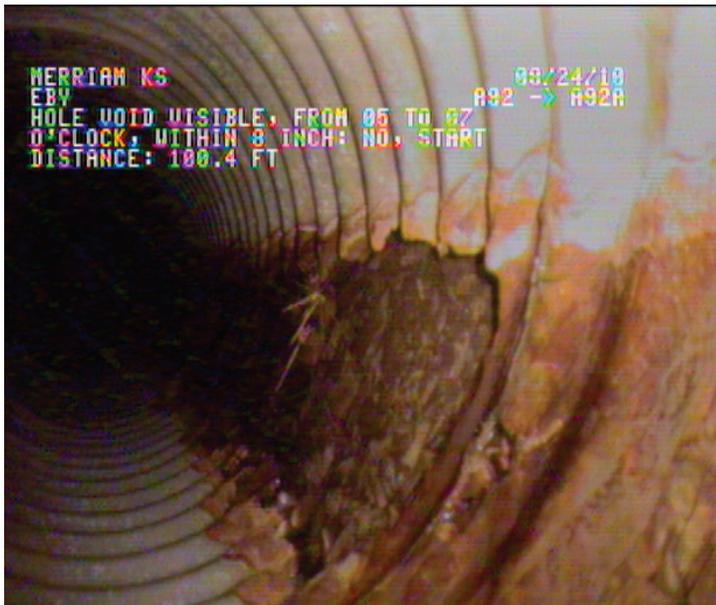
	<u>2013</u>	<u>2014</u>
COMMUNITY CENTER	\$68,000	
VAVRA PARK (I-35 TIF)		\$100,000
MARKET PLACE	\$91,000	
CONTINGENCY	\$16,000	\$10,000
<b>TOTAL PROJECT COST:</b>	<b>\$175,000</b>	<b>\$110,000</b>

## Impact on Operating Budget

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

# 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:** 2017  
**Project Status:** Conceptual  
**Project Engineer:**  
**Funding Source:** General CIP  
**Contractor:**

### 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 has collapsed and was repaired by Public Works in Spring 2010. Another section has failed and separated from the system on 48<sup>th</sup> Street. Public Works secured the site for safety but has not been repaired yet. 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:

	<u>2017</u>
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.

# Overlay Supplement

## Various Locations



Residential Street (spring, 2011)

### Project Information

**Project #:** GM0303  
**Construction Year:** 2014-2018  
**Project Status:** Preliminary  
**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 \$200,000 through 2018. Currently, the City of Merriam receives approximately \$275,000 annually in gas taxes. State budget shortfalls continue to place Special Highway Fund revenues in jeopardy. If State funding is significantly cut, it may become necessary to provide for even larger supplements if we wish to maintain the overlay program.

### Project Costs

### Expenditures by Year:

	<u>2013/Prior</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>
Construction	\$2,190,796	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$3,190,796
<b>TOTAL COST:</b>	<b>\$2,190,796</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$3,190,796</b>

### 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

<b>Project #:</b>	GM0403
<b>Construction Year:</b>	2014 - 2018
<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

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

**TOTAL PROJECT COST: \$75,000/year**

## 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 Pkwy Corridor Plan

## “Planning Sustainable Places” – Eby Street to Antioch Road



Shawnee Mission Pkwy



### Project Information

<b>Project #:</b>	GU1201
<b>Program Year:</b>	2013
<b>Construction Year:</b>	Study Only
<b>Project Status:</b>	Study Phase
<b>Consultant:</b>	Confluence
<b>Funding Source:</b>	General CIP
<b>Contractor:</b>	N/A

### Project Description

City of Merriam received a Housing and Urban Development (HUD) grant for Planning Sustainable Places (PSP) program for Shawnee Mission Pkwy between Eby Street and Antioch Road. All Federal Grants in the Kansas City Metropolitan area are administered by Mid-America Regional Council (MARC) as the Metropolitan Program Organization (MPO). The project was administered by the Community Development Director as a planning effort to envision the best use of this important commercial corridor. The planning effort also considers transportation access, design, financing and pedestrian connectivity to other places in the City. Johnson County Transit also contributed \$7,000 for this effort.

### Project Costs

#### **Expenditure by Year:** **2013**

<b>TOTAL PROJECT COST</b>	<b>\$158,000</b>
<b>PSP GRANT (HUD)</b>	<b>-\$120,000</b>
<b>JOCO TRANSIT</b>	<b>-\$7,000</b>
<b>CITY OF MERRIAM SHARE</b>	<b>\$31,000</b>

### Impact on Operating Budget

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

# Shawnee Mission Pkwy Median Replacement

## Antioch Road to Lowell Drive



Shawnee Mission Pkwy Median



### Project Information

**Project #:** GM1203  
**Construction Year:** 2013  
**Project Status:** Engineering/Bidding  
**Project Engineer:** City Engineer /Affinis Corp for drafting  
**Funding Source:** General CIP/CARS  
**Contractor:**

### Project Description

The Shawnee Mission Parkway median has been in despair for many years. In 2011, KDOT improved the portion from Antioch Road to the I-35 ramps. Per discussions with KDOT, the curb medians from Antioch Road to Lowell (eastern City limit) will be the responsibility of the City of Merriam. In order to save on future maintenance cost of concrete brick pavers, staff recommends installing concrete cap in place of the concrete brick pavers.

### Project Costs

#### Expenditure by Year:

	<u>2013</u>
FINAL ENGINEERING	\$5,500
CONSTRUCTION *	\$230,000
CONTINGENCY	\$23,000
<b>TOTAL PROJECT COST:</b>	<b>\$258,500</b>
<b>CARS (50% of Const) *</b>	<b>\$115,000</b>
<b>CITY OF MERRIAM SHARE</b>	<b>\$143,500</b>

### Impact on Operating Budget

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

# Small Drainage Projects

## Various Pipes Replacement/Rehabilitation

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Small storm drain outlet

### **Project Information**

<b>Project #:</b>	GM1103
<b>Program Year:</b>	On-going
<b>Construction Year:</b>	2014 - 2018
<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 Utilize Trenchless Technology if possible

### **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 Cast-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**

CONSTRUCTION	\$100,000/Year
<b>TOTAL PROJECT COST:</b>	<b>\$100,000/Year</b>

### **Impact on Operating Budget**

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

# Traffic Signal Coordination Operation Green Light

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## Project Information

**Project #:** GM0203  
**Construction/Operations Year:** 2009 -2017  
**Project Status:** Construction/Maintenance  
**Project Engineer:** MARC  
**Funding Source:** General CIP  
**Contractor:**

## Project Description

Operation Green Light (OGL) is one of the ways that the Mid-America Regional Council is attempting to address concerns of traffic congestion in the metro. This program is a system wide approach to coordinating traffic signals in an effort to minimize congestion for the sake of health and welfare of the community. The City of Merriam's contribution to this project is monetary and is based on the number of signals participating in the MARC's network of coordinated system. Merriam will benefit greatly with Johnson Drive and Shawnee Mission Parkway being identified as priority corridors to receive coordination. The City of Merriam has 23 participating intersections of which 9 intersections are shared with adjacent cities. All participating intersections received hardware upgrades in 2009-2010. MARC is working to connect these all intersections to MARC system to be monitored and coordinated to improve traffic on Shawnee Mission Parkway, Johnson Drive, Antioch Road and 75<sup>th</sup> Street. MARC received federal subsidy for 2009 to 2013 which was passed down to the participating cities. The City of Merriam's participating costs range from \$6,600 in 2009 to \$17,000 in 2013. After 2013, without Federal subsidy, funding will go back to \$32,994/year +\$4000/year for other maintenance expenses.

## Project Costs

	<b>Expenditures by Year:</b>						<b>Total</b>
	<b><u>2012/Prior</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	
<b>TOTAL PROJECT COST:</b>	<b>\$125,135</b>	<b>\$37,000</b>	<b>\$37,000</b>	<b>\$37,000</b>	<b>\$37,000</b>	<b>\$37,000</b>	<b>\$310,135</b>

## Impact on Operating Budget

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

# 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 (2016 or 2017)
<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 a 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. USACE secured federal funds for preliminary engineering for Fall 2013. 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 which is subject to Federal Uniform Act (for property acquisition for construction) is not a SMAC eligible expense. Engineering expenditure may occur prior to 2016 pending USACE's schedule. Below is a best estimated budget at this time subject to changes.

### Project Costs

	<b>Expenditures by year:</b>					
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Total</u>
PRELIM ENGINEERING	\$675,000	\$525,000				\$1,200,000
FINAL ENGINEERING			\$500,000			\$500,000
EASEMENT ACQUISITION			\$3,000,000	\$2,100,000		\$5,100,000
CONSTRUCTION				\$4,000,000	\$8,200,000	\$12,200,000
<b>PROJECT SUBTOTAL</b>	<b>\$675,000</b>	<b>\$525,000</b>	<b>\$3,500,000</b>	<b>\$6,100,000</b>	<b>\$8,200,000</b>	<b>\$19,000,000</b>
Local Share	\$175,000	\$125,000	\$3,175,000	\$3,100,000	\$838,000	\$7,663,000
SMAC Funding	\$131,250	\$93,750	\$375,000	\$750,000	\$628,500	\$1,922,250
<b>Merriam Share</b>	<b>\$43,750</b>	<b>\$31,250</b>	<b>\$2,800,000</b>	<b>\$2,350,000</b>	<b>\$209,500</b>	<b>\$5,434,500</b>
Contingency		\$6,250	\$268,750	\$31,250		\$306,250
<b>TOTAL MERRIAM COST</b>	<b>\$43,750</b>	<b>\$37,500</b>	<b>\$3,068,750</b>	<b>\$2,381,250</b>	<b>\$209,500</b>	<b>\$5,740,750</b>

### 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.

# Waterfall Park Development

## Park Improvements



Waterfall Park Playfield



### Project Information

**Project #:** GM0411  
**Design Year:** 2013  
**Construction Year:** 2013-14  
**Project Status:** Preliminary  
**Project Engineer:** Public Works  
**Funding Source:** General CIP  
**Contractor:** Contract through 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. A port-a-potty is a necessary amenity due to lack of any public restroom facility nearby. Per our code, an enclosure will be required to screen the port-a-potty. 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. After a season of use, Public Works will re-seed the field for the following year's use.

### Project Costs

	Expenditures per Year:			Total
	<u>2012/prior</u>	<u>2013</u>	<u>2014</u>	
VARIOUS IMPROVEMENTS	\$311,866			\$311,866
PORT-A-POTTY ENCL./RE-SEEDING		\$15,000		\$15,000
WATER METER SYSTEM			\$40,000	\$40,000
<b>TOTAL PROJECT COST:</b>	<b>\$311,866</b>	<b>\$15,000</b>	<b>\$40,000</b>	<b>\$366,866</b>

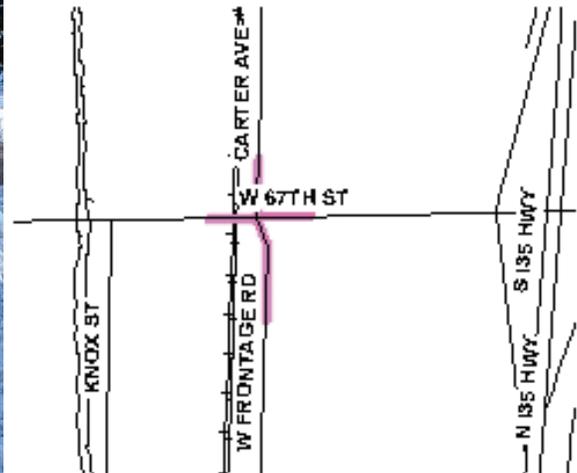
### Impact on Operating Budget

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.

# 67<sup>th</sup> Street/Carter Street Intersection Drainage Improvements



67<sup>th</sup> Street/Carter



## Project Information

**Project #:** GT1301  
**Construction Year:** 2013  
**Project Status:** Preliminary  
**Project Engineer:** City Engineer/Affinis  
**Funding Source:** I-35 TIF  
**Contractor:**

## Project Description

The north and south legs of the intersection at 67<sup>th</sup> Street/Carter do not drain well during storms/snow melt. The low points in the intersections hold water. It has potential for hydroplaning and becomes icy when the snow melts and re-freezes overnight during winter. The inlets/catch basins need to be modified and the pavement have to be re-graded for better drainage. The project is in the I-35 TIF area.

## Project Costs

### Expenditures by year: 2013

ENGINEERING	\$20,000
CONSTRUCTION	\$150,000
CONTINGENCY	\$25,000
<b>TOTAL PROJECT COST:</b>	<b>\$195,000</b>

## Impact on Operating Budget

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

# Misc I-35 Projects

## Slater Area Improvements



Slater Street



### Project Information

**Project #:** GM0904  
**Construction Year:** 2013  
**Project Status:** Preliminary  
**Project Engineer:** City Engineer/Public Works Director  
**Funding Source:** I-35 TIF  
**Contractor:** Public Works for Street Lights/Contractor TBD for Overlay

### Project Description

New decorative streets lights will replace existing cobra-head style street lights on Slater, 62<sup>nd</sup> Terrace. Mill/Overlay and curb/gutter replacement is proposed for Slater, 62<sup>nd</sup> Terrace and Eby from Shawnee Mission Pkwy to 62<sup>nd</sup> Terrace. These additional improvements will enhance the municipal complex and surrounding area for visiting public to the City Hall as well as surrounding commercial destinations. Only west half Slater Street is in the I-35 TIF area. The east half of the Slater Street will be funded by Special Highway fund per City's annual mill/overlay program.

### Project Costs

### Expenditures by Year

	<b>2013</b>
Street Lights	\$150,000
Mill/Overlay	\$350,000
<b>TOTAL PROJECT COST:</b>	<b>\$500,000</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.

# Municipal Complex Enhancement

## Additional Monument and Guide Signage



62<sup>nd</sup> Ter/Eby St corner



### Project Information

<b>Project #:</b>	GM0507
<b>Construction Year:</b>	2013
<b>Project Status:</b>	Preliminary
<b>Project Engineer:</b>	N/A
<b>Funding Source:</b>	I-35 TIF
<b>Contractor:</b>	Public Works/others

### Project Description

In order to better guide the public, a new Municipal Complex Monument Sign was constructed by Public Works in 2010 and the upper parking lot was also reconfigured in 2011. A new monument sign and directional guide signs are proposed to replace the old one at the corner of 62<sup>nd</sup> Terrace and Eby Street to better guide the visiting public to bring attention to the new Municipal Complex where they can access the City Hall and the Police Station via a public entry.

### Project Costs

#### Expenditures by Year: 2013

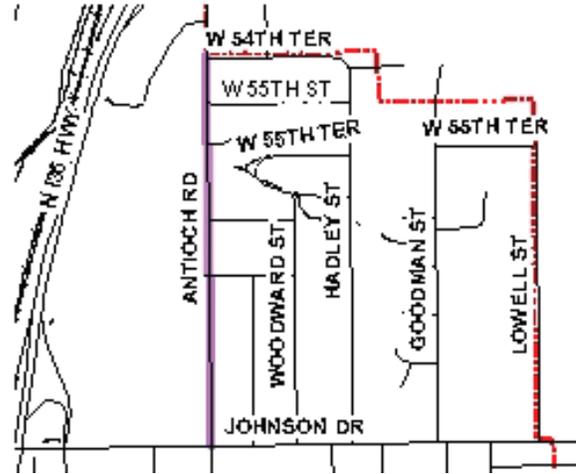
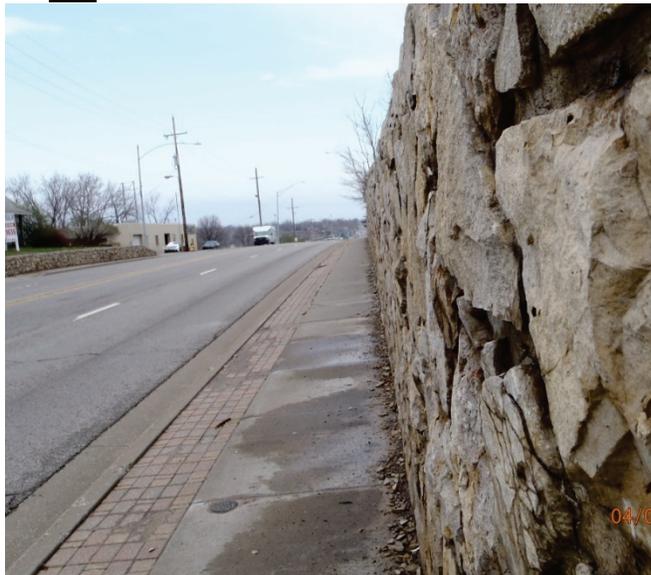
I-35 TIF Fund	\$75,000
<b>TOTAL PROJECT COST:</b>	<b>\$75,000</b>

### Impact on Operating Budget

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

# Merriam Town Center District Projects

## Antioch Road Mill/Overlay and Retaining Wall Repair



Antioch Road south of 55<sup>th</sup> Street

### Project Information

<b>Project #:</b>	
<b>Design:</b>	N/A
<b>Construction Year:</b>	2013-2014
<b>Project Status:</b>	Preliminary
<b>Project Engineer:</b>	City Engineer/Public Works Director
<b>Funding Source:</b>	Merriam Town Center TIF
<b>Contractor:</b>	Varies

### Project Description

Staff proposes mill/overlay of Antioch Road between 54<sup>th</sup> Terr to north of Johnson Drive and repairing gravity retaining wall on Antioch south of 54<sup>th</sup> Terrace. Street work (i.e. mill/overlay and drainage repair) will be “bundled” with another street project for sake of economy of scale for such project and better unit prices.

### Project Costs

### Expenditures by Year:

	<u>2013</u>	<u>2014</u>
RETAINING WALL REPAIR	\$100,000	
STREET MILL/OVERLAY		\$250,000
<b>TOTAL PROJECT COST:</b>	<b>\$100,000</b>	<b>\$250,000</b>

### Impact on Operating Budget

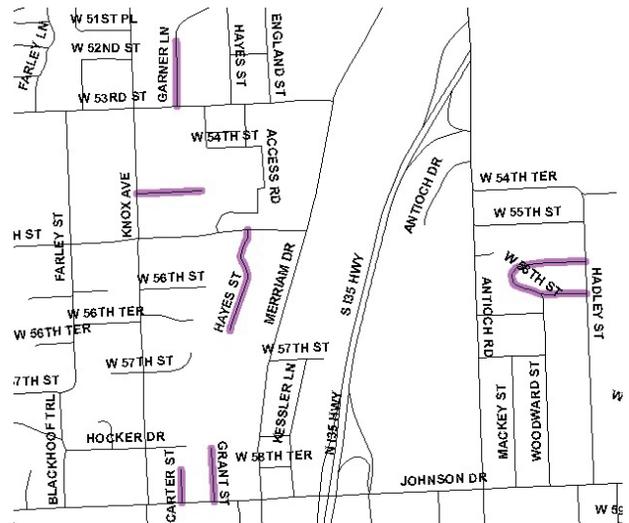
This project is not expected to have a significant effect on the operating budget.

# 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

**Project #:**  
**Design Year:** 2013  
**Construction Year:** 2014  
**Project Status:** Design  
**Project Engineer:** Affinis Corporation  
**Funding Source:** Special Sales Tax Projects  
**Contractor:**

### 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</b>	<b>2014</b>	<b>Total</b>
ENGINEERING SERVICES	\$230,000		\$230,000
CONSTRUCTION		\$2,175,000	\$2,175,000
EASEMENT/ROW ACQUISITION	\$5,000	\$7,000	\$12,000
LEGAL	\$7,000	\$10,000	\$17,000
REFORESTATION		\$11,000	\$11,000
STREET LIGHTS		\$78,000	\$78,000
CONTINGENCY		\$182,000	\$182,000
<b>TOTAL PROJECT COST:</b>	<b>\$242,000</b>	<b>\$2,463,000</b>	<b>\$2,705,000</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.

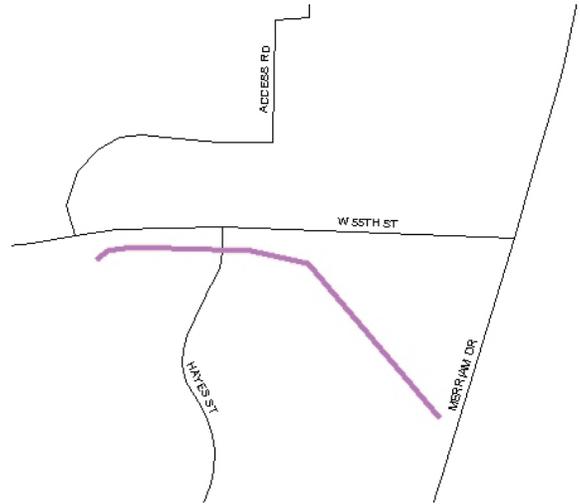
Anticipated annual increase in maintenance cost: \$1,500

# 55<sup>th</sup> Street Drainage/Safety Improvement

## Merriam Drive to 9415 W. 55<sup>th</sup> Street



Open channel on 55<sup>th</sup> Street (from Hayes Street)



### Project Information

**Project #:** GM1403  
**Design year:** 2013  
**Construction Year:** 2014  
**Project Status:** Preliminary  
**Project Engineer:** Affinis  
**Funding Source:** Special Sales Tax  
**Contractor:**

### Project Description

An open channel/creek runs along W. 55<sup>th</sup> Street. The stream eventually outlets to Turkey Creek via series of private and public storm drain system. Per City records, the pipe under Merriam Drive was installed in early 1980s when the Merriam Drive was improved from a ditch section street. The open channel/creek is approximately 7 feet deep. Public Works had several maintenance repairs in this area for drainage. Hayes Street is programmed for improvement as part of Residential Street Group IV in 2014 for construction. Staff recommend that this project be constructed concurrently in order to eliminate any re-do of street repair and construction inconvenience for the residents. This project is not SMAC Funding eligible.

### Project Costs

#### Expenditures by Year:

	<u>2013</u>	<u>2014</u>	<u>Total</u>
ENGINEERING SERVICES	\$25,000		\$25,000
CONSTRUCTION		\$250,000	\$250,000
EASEMENT/ROW ACQUISITION	\$5,000	\$5,000	\$10,000
LEGAL	\$5,000	\$5,000	\$10,000
REFORESTATION		\$5,000	\$5,000
CONTINGENCY		\$25,000	\$25,000
<b>TOTAL PROJECT COST:</b>	<b>\$35,000</b>	<b>\$290,000</b>	<b>\$325,000</b>

### Impact on Operating Budget

This project is not expected to have a significant effect on the operating budget. Upon completion, this project will be maintained as part of the annual City's storm drainage system maintenance. The storm drain inlets will be checked for debris and clearance of debris from the inlet boxes. The task is expected to take about 1 hour of 2 man-hours to clean, at \$20/hour in salary and benefits.

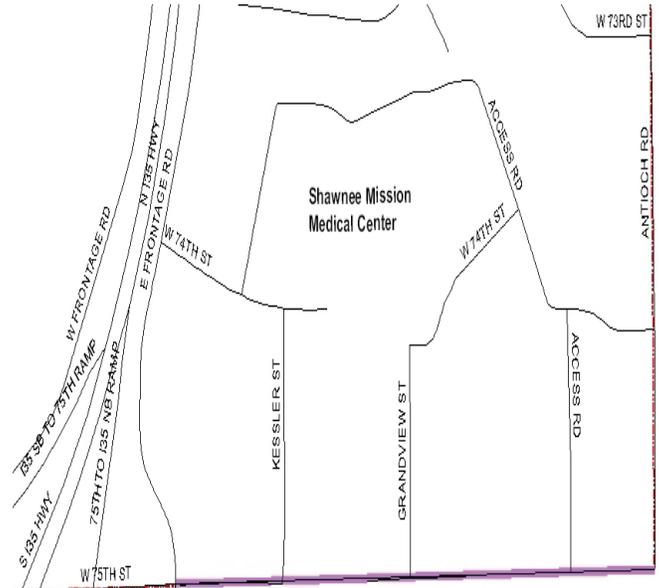
Anticipated annual increase in maintenance cost: \$100

# 75<sup>th</sup> Street Curb/Gutter Repair and Mill/Overlay

## From Antioch Road to Frontage Road (Joint Project with City of Overland Park)



75<sup>th</sup> Street front of Shawnee Mission Medical Center



### Project Information

<b>Project #:</b>	GM1304
<b>Design year:</b>	2012
<b>Construction Year:</b>	2013
<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 75<sup>th</sup> Street divides City of Merriam and City of Overland Park. The City of Overland Park approached the City seeking partnership in improving 75<sup>th</sup> Street from Antioch Road to Switzer Road (the western City Limit). 75<sup>th</sup> Street 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.

### Project Costs

#### Expenditures by year:

	<u>2013</u>
CONSTRUCTION *	\$584,000
CONTINGENCY	\$26,000
<b>TOTAL PROJECT COST:</b>	<b>\$610,000</b>
<b>CARS Funding (50% OF CONST) *</b>	<b>-\$292,000</b>
<b>Overland Park/Merriam (50% of remaining)</b>	<b>-\$146,000</b>
<b>Est. Merriam Cost</b>	<b>\$172,000</b>

### Impact on Operating Budget

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

# 75<sup>th</sup> Street Reconstruction/Improvement

From E. Frontage Road to Switzer Road (Joint Project with City of Overland Park)



75<sup>th</sup> Street east of Switzer Road



## Project Information

<b>Project #:</b>	GM1404
<b>Design year:</b>	2013
<b>Construction Year:</b>	2014
<b>Project Status:</b>	Design
<b>Project Engineer:</b>	BHC Rhodes under contract with City of Overland Park
<b>Funding Source:</b>	CARS/Special Sales Tax/I-35
<b>Contractor:</b>	

## Project Description

The centerline of 75<sup>th</sup> Street divides City of Merriam and City of Overland Park. City of Overland Park approached the City of Merriam seeking partnership in improving 75<sup>th</sup> Street from Antioch Road to Switzer Road (the western City Limit). The 75<sup>th</sup> Street 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 scope of work includes total reconstruction of structurally failed pavement/bridge approach, traffic signal modification, replacement of curb/gutters, and mill/overlay, polymer-overlay on bridge deck.

## Project Costs

### Expenditures by Year:

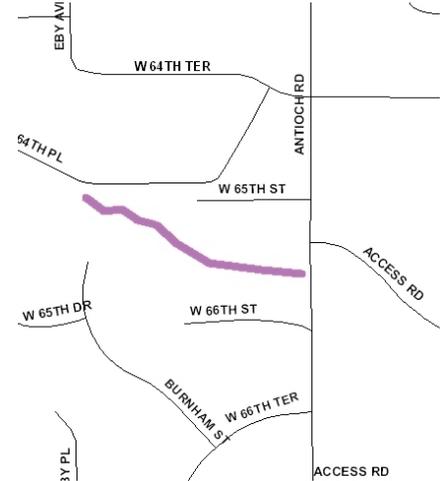
	<u>2013</u>	<u>2014</u>	<u>Total</u>
ENGINEERING SERVICES	\$545,400		\$545,400
CONSTRUCTION *		\$4,256,000	\$4,256,000
EASEMENT/ROW ACQUISITION	\$5,000	\$5,000	\$10,000
LEGAL	\$5,000	\$5,000	\$10,000
REFORESTATION		\$5,000	\$5,000
CONTINGENCY		\$170,000	\$170,000
<b>TOTAL PROJECT COST:</b>	<b>\$555,400</b>	<b>\$4,441,000</b>	<b>\$4,996,400</b>
<b>CARS (50% of eligible cost) *</b>		<b>-\$2,128,000</b>	<b>-\$2,128,000</b>
<b>Overland Park/Merriam</b>	<b>-\$272,700</b>	<b>-\$1,064,000</b>	<b>-\$1,336,700</b>
<b>Est Merriam Cost</b>	<b>\$282,700</b>	<b>\$1,249,000</b>	<b>\$1,531,700</b>
<b>I-35 Fund (40%)</b>	<b>\$113,080</b>	<b>\$499,600</b>	<b>\$612,680</b>

## Impact on Operating Budget

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

# Antioch Park Creek Improvement

## Antioch Road to 64<sup>th</sup> Place



Antioch Park Creek

### Project Information

**Project #:**  
**Design Year:** 2014  
**Construction Year:** 2015  
**Project Status:** Preliminary Engineering Study (PES)  
**Project Engineer:** Consultant to be selected  
**Funding Source:** Special Sales Tax  
**Contractor:**

### Project Description

This project is identified in the Northeast Johnson County Watershed Study, dated 11-20-06, as Turkey Creek Tributary Project 60 (TC60). Five buildings (including Antioch Hills Apartments) are prone to flooding during a 100-yr (1%) storm between Antioch and Frontage Road. A double 8'x7' reinforced concrete box (RCB) carries the water flow under Antioch Road and the open channel crosses the properties that are prone to flooding. The existing channel lacks capacity. This project will be funded by the special sales tax for streets/stormwater improvements. This project is on the SMP project list pending review of priorities by the Stormwater Management Advisory Council (SMAC). SMAC Funding will fund 75% of engineering consultant services and eligible construction costs.

### Project Costs

#### Expenditures by Year:

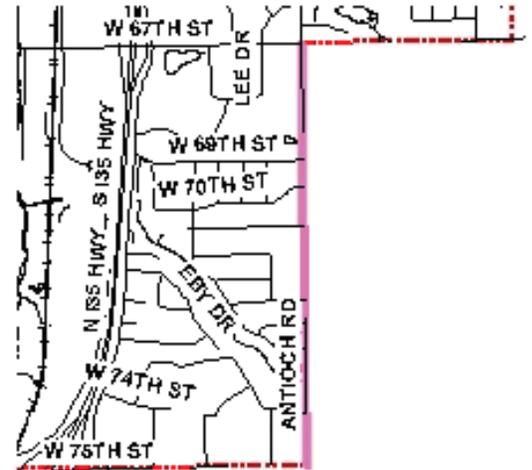
	<u>2014</u>	<u>2015</u>	<u>Total</u>
FINAL ENGINEERING *	\$320,000		\$320,000
CONSTRUCTION *		\$2,500,100	\$2,500,100
EASEMENT/ROW ACQUISITION	\$10,000	\$10,000	\$20,000
LEGAL	\$10,000	\$10,000	\$20,000
REFORESTATION		\$20,000	\$20,000
CONTINGENCY		\$100,000	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$340,000</b>	<b>\$2,640,100</b>	<b>\$2,980,100</b>
<b>EST. 75% SMAC MATCH *</b>	<b>-\$240,000</b>	<b>-\$1,875,075</b>	<b>-\$2,115,075</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$100,000</b>	<b>\$765,025</b>	<b>\$865,025</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 and enlargement of existing. 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 for debris and clearance of debris from the channel.

# Antioch Road Mill/Overlay/Curb/Gutter Repair

## From 67<sup>th</sup> Street to 75<sup>th</sup> Street (Joint Project with City of Overland Park)



Antioch Road

### Project Information

**Project #:**  
**Design year:** 2014  
**Construction Year:** 2015  
**Project Status:** Design by City of Overland Park  
**Project Engineer:** Joint Project with City of Overland Park (Lead)  
**Funding Source:** CARS/Special Sales Tax  
**Contractor:**

### 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 partner 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.

### Project Costs

### Expenditures by year:

	<u>2015</u>
CONSTRUCTION (Total)	\$800,000
CONTINGENCY	\$80,000
<b>TOTAL PROJECT COST:</b>	<b>\$880,000</b>
<b>CARS Funding (50% OF CONST)</b>	<b>-\$400,000</b>
<b>Overland Park/Merriam (50% of remaining)</b>	<b>-\$200,000</b>
<b>Est. Merriam Cost</b>	<b>\$280,000</b>

### Impact on Operating Budget

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

# Comprehensive Engineering Study

## SMAC Eligible drainage projects Prelim. Engineering Study (PES)



### Project Information

**Project #:** GS1102  
**Program Year:** 2011-2014  
**Construction Year:** Study only  
**Project Status:** Preliminary  
**Funding Source:** Special Sales Tax  
**Project Engineer:** J2 Engineering

### Project Description

The Northeast Johnson County Watershed Study was completed Fall 2006. The report identified thirteen (13) problem drainage areas. These watershed areas are all tributary to Turkey Creek which traverses from south to north from the City of Merriam to Kansas City, KS. staff engage a consultant engineer to prepare Preliminary Engineering Study (PES) for submittal to Johnson County Public Works Stormwater Management Advisory Council (SMAC) program for possible 75% matching funds for engineering and construction. The PES will allow the projects to be ranked and prioritized for funding. So far, Merriam completed 8 PES reports. Three projects were approved for funding. One project is pending for review by the SMAC for approval.

### Project Costs

	<b>Expenditures by Year:</b>				
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Total</u>
ENGINEERING SERVICES	\$60,000	\$64,000	\$44,000	\$42,000	\$210,000
<b>TOTAL PROJECT COST:</b>	<b>\$60,000</b>	<b>\$64,000</b>	<b>\$44,000</b>	<b>\$42,000</b>	<b>\$210,000</b>

### Impact on Operating Budget

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

# Farley Avenue Reconstruction

## W. 67<sup>th</sup> Street to W. 69<sup>th</sup> Street



Farley Avenue looking south



### Project Information

**Project #:**  
**Design Year:** 2015  
**Construction Year:** 2016  
**Project Status:** Feasibility Study complete  
**Project Engineer:**  
**Funding Source:** Special Sales Tax  
**Contractor:**

### 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 is 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>2015</b>	<b>2016</b>	<b>Total</b>
FINAL ENGINEERING	\$195,000		\$195,000
CONSTRUCTION		\$1,300,000	\$1,300,000
EASEMENT		\$20,000	\$20,000
LEGAL		\$25,000	\$25,000
REFORESTATION		\$20,000	\$20,000
CONTINGENCY		\$130,000	\$130,000
<b>TOTAL PROJECT COST:</b>	<b>\$195,000</b>	<b>\$1,495,000</b>	<b>\$1,690,000</b>

### Impact on Operating Budget

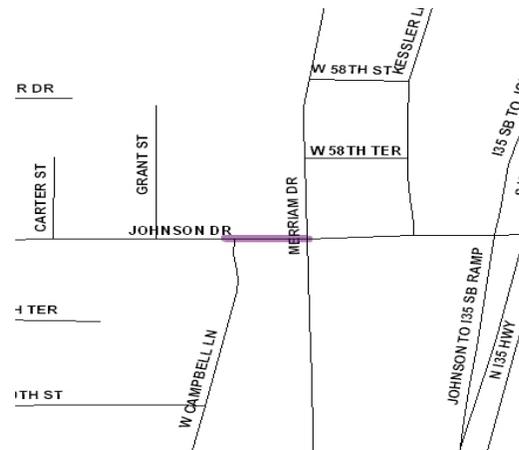
This project is not expected to have a significant effect on the operating budget.

# Johnson Drive Bridge over Turkey Creek

## Bridge Rehabilitation



Johnson Drive Bridge Over Turkey Creek



### Project Information

**Project #:** GM1401/GU1401  
**Design Year:** 2012-2013  
**Construction Year:** 2013-2014  
**Project Status:** Final Engineering  
**Project Engineer:** GBA  
**Funding Source:** STP Federal Fund/Special sales tax  
**Contractor:**

### Project Description

The biennial bridge inspection report performed in 2007 identified the Johnson Drive Bridge over Turkey Creek as a priority bridge for rehabilitation/replacement. In 2009, Staff solicited consultant services for a Feasibility Study to determine the best course of action for the bridge. The draft Feasibility Study determined that the bridge can be rehabilitated at a cost of approximately \$1.4 million. Completion of the Feasibility Study will also aid the City of Merriam in applying for State/Federal funding needed for construction. \$140,000 from 1/8 cent Merriam Drive Sales Tax is allocated for the project. Staff submitted a BR/STP funding application, which is administered by Mid-America Regional Council (MARC). The project qualified for funding. Staff secured County's CARS funding for 50% of eligible cost for City's share.

### Project Cost

	<b>Expenditures by Year:</b>			<b>Total</b>
	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	
FINAL ENGINEERING SERVICES	\$230,000			\$230,000
CONSTRUCTION *		\$280,000	\$1,120,000	\$1,400,000
EASEMENT/ROW ACQUISITION		\$10,000		\$10,000
LEGAL SERVICES		\$10,000		\$10,000
CONTINGENCY			\$250,000	\$250,000
<b>TOTAL PROJECT COST:</b>	<b>\$230,000</b>	<b>\$300,000</b>	<b>\$1,370,000</b>	<b>\$1,900,000</b>
<b>80% STP MATCH *</b>		<b>-\$224,000</b>	<b>-\$896,000</b>	<b>-\$1,120,000</b>
<b>CARS Funding</b>			<b>-\$190,000</b>	<b>-\$190,000</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$230,000</b>	<b>\$76,000</b>	<b>\$284,000</b>	<b>\$590,000</b>

### Impact on Operating Budget

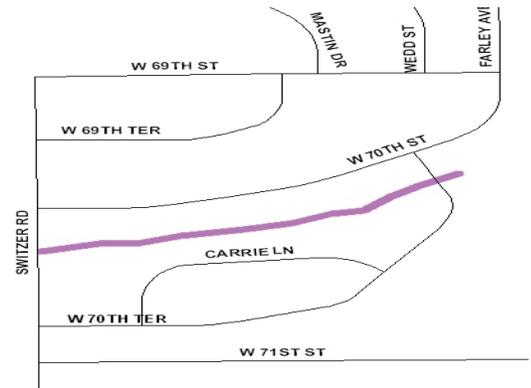
This project is not expected to have a significant effect on the operating budget.

# Meyer Creek Improvement

## Switzer Road to Farley Ave



Meyer Creek



### Project Information

<b>Project #:</b>	GS1401
<b>Design Year:</b>	2013
<b>Construction Year:</b>	2014
<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>	

### 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

	<b>Expenditures by Year:</b>		
	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>Total</u></b>
FINAL ENGINEERING *	\$272,000		\$272,000
CONSTRUCTION *		\$2,231,700	\$2,231,700
EASEMENT/ROW ACQUISITION	\$10,000	\$10,000	\$20,000
LEGAL		\$25,000	\$25,000
REFORESTATION		\$10,000	\$10,000
ADDITIONAL DRAINAGE IMP/ENG		\$440,000	\$440,000
CONTINGENCY		\$100,000	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$282,000</b>	<b>\$2,816,700</b>	<b>\$3,098,700</b>
<b>EST. 75% SMAC MATCH *</b>	<b>-\$204,000</b>	<b>-\$1,673,775</b>	<b>-\$1,877,775</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$78,000</b>	<b>\$1,142,925</b>	<b>\$1,220,925</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.

# Shawnee Creek (East) Improvement Farley Ave. to Knox Ave.



Shawnee Creek behind W. 52<sup>nd</sup> Street

## Project Information

<b>Project #:</b>	GS1301
<b>Design Year:</b>	2012-2013
<b>Construction Year:</b>	2013-2014
<b>Project Status:</b>	Final Engineering/Construction
<b>Project Engineer:</b>	Affinis Corp.
<b>Funding Source:</b>	SMAC/Special Sales Tax
<b>Contractor:</b>	

## Project Description

This project was identified in the Northeast Johnson County Watershed Study, dated 11-20-06, as Turkey Creek Project 63 (TC63). This unimproved Turkey Creek tributary conveys drainage behind the residences and four buildings are prone to flooding as well as several other properties whose backyards are seriously compromised due to erosion into the creek. This project will be funded by the special sales tax for CIP improvements as approved by voters in January, 2010. This project qualified for SMAC funding. SMAC will fund 75% of engineering consultant services and construction costs. Shawnee Creek was split into two projects to better plan for funding availability.

## Project Costs

### Expenditures by Year:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Total</u>
FINAL ENGINEERING *	\$66,000	\$117,000		\$183,000
CONSTRUCTION *		\$1,000,000	\$834,100	\$1,834,100
EASEMENT/ROW ACQUISITION		\$30,000		\$30,000
LEGAL		\$20,000		\$20,000
REFORESTATION			\$15,000	\$15,000
CONTINGENCY			\$100,000	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$66,000</b>	<b>\$1,167,000</b>	<b>\$949,100</b>	<b>\$2,182,100</b>
<b>EST. 75% SMAC MATCH *</b>	<b>-\$49,500</b>	<b>-\$837,750</b>	<b>-\$625,575</b>	<b>-\$1,512,825</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$16,500</b>	<b>\$329,250</b>	<b>\$323,525</b>	<b>\$669,275</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 for debris and clearance of debris from the channel.

# Shawnee Creek (West) Improvement

## Switzer Road to Farley Ave (Includes Mastin Street Drainage)



Shawnee Creek West at Switzer Road

### Project Information

**Project #:** GS1302  
**Design Year:** 2012-2013  
**Construction Year:** 2013-2014  
**Project Status:** Final Engineering/Construction  
**Project Engineer:** Affinis Corp.  
**Funding Source:** SMAC/Special Sales Tax  
**Contractor:** TBD

### Project Description

The project is in final engineering stage. Due to increase in scope of work not explicitly described in the PES report and general escalation in construction price, the project will be re-submitted to SMAC for consideration for funding for the larger amount for fall, 2013. This creek conveys drainage behind the residences that are prone to flooding as well as several other properties whose backyards are seriously compromised due to erosion into the creek. This project will be funded by the streets/stormwater special sales tax. SMAC will fund 75% of engineering consultant services and construction costs. A Corrugated Metal Pipe (CMP) pipe under Switzer Road will be replaced and City of Shawnee supports this joint project.

### Project Costs

	Expenditures by Year:			
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Total</u>
FINAL ENGINEERING *	\$76,000	\$103,000		\$179,000
CONSTRUCTION *		\$1,000,000	\$1,250,000	\$2,250,000
EASEMENT/ROW ACQUISITION		\$50,000		\$50,000
LEGAL		\$15,000		\$15,000
REFORESTATION			\$30,000	\$30,000
ADDITIONAL DRAINAGE IMP			\$50,000	\$50,000
CONTINGENCY			\$100,000	\$100,000
<b>TOTAL PROJECT COST:</b>	<b>\$76,000</b>	<b>\$1,168,000</b>	<b>\$1,430,000</b>	<b>\$2,674,000</b>
<b>EST. 75% SMAC MATCH *</b>	<b>-\$57,000</b>	<b>-\$827,250</b>	<b>-\$937,500</b>	<b>-\$1,821,750</b>
<b>City of Shawnee</b>			<b>-\$40,000</b>	<b>-\$40,000</b>
<b>CITY OF MERRIAM FUNDS</b>	<b>\$19,000</b>	<b>\$340,750</b>	<b>\$452,500</b>	<b>\$812,250</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.

# 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
<b>Construction Year:</b>	2016
<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>			
	<u>2013</u>	<u>2015</u>	<u>2016</u>	<u>Total</u>
FINAL ENGINEERING		\$300,000		\$300,000
CONSTRUCTION *			\$2,097,500	\$2,097,500
EASEMENT/ROW ACQUISITION		\$10,000	\$5,000	\$15,000
LEGAL		\$10,000	\$15,000	\$25,000
REFORESTATION			\$5,000	\$5,000
MARC FEE	\$8,390			\$8,390
CONTINGENCY			\$200,000	\$200,000
<b>TOTAL PROJECT COST:</b>	<b>\$8,390</b>	<b>\$320,000</b>	<b>\$2,322,500</b>	<b>\$2,650,890</b>
<b>STP FEDERAL FUND *</b>			<b>-\$1,678,000</b>	<b>-\$1,678,000</b>
<b>MERRIAM SHARE</b>	<b>\$8,390</b>	<b>\$320,000</b>	<b>\$644,500</b>	<b>\$972,890</b>

### Impact on Operating Budget

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

# CITY OF MERRIAM, KANSAS

## 2014 Annual Budget



## Statistical

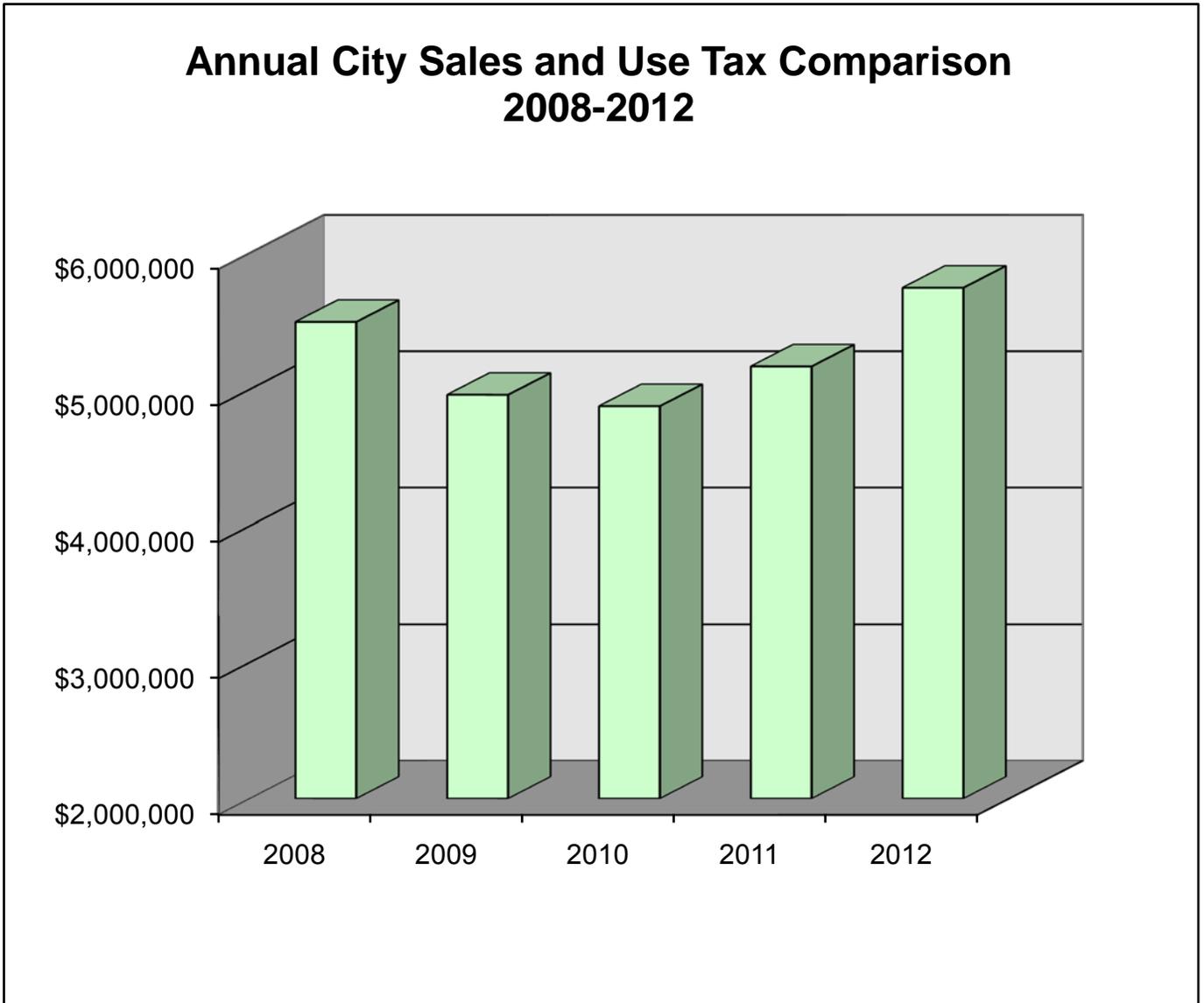


Many of the plants and flowers seen on public property in Merriam start out here...a state-of-the-art greenhouse located at Merriam's Public Works facility. The function of the professional grower's greenhouse is to grow the annual and perennial plants used to beautify the city. Marigolds, salvia, vinca, geraniums, impatiens, and poinsettias are only a few of the plants are grown seasonally.

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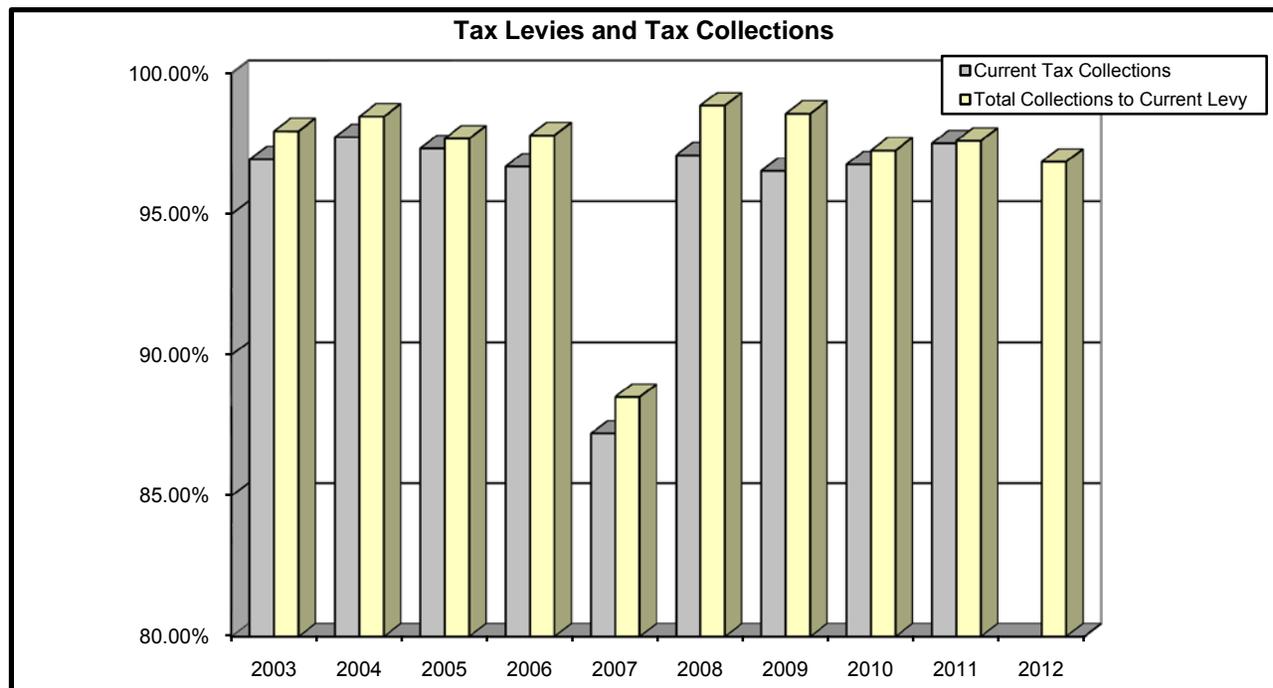
**City Sales and Use Tax History (General Fund only)**  
2008 through 2012

Year	2008	2009	2010	2011	2012
Annual Total	\$ 5,493,829	\$ 4,959,205	\$ 4,875,819	\$ 5,167,494	\$ 5,744,633



**Property Tax Levies and Collections - Last Ten Fiscal Years**  
December 31, 2012

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
2003	\$ 2,685,544	\$ 2,603,296	96.94%	\$ 26,884	\$ 2,630,180	97.94%
2004	2,899,944	2,833,984	97.73%	21,257	2,855,241	98.46%
2005	2,967,139	2,887,999	97.33%	10,193	2,898,192	97.68%
2006	3,076,356	2,974,459	96.69%	33,932	3,008,391	97.79%
2007 *	3,734,492	3,256,645	87.20%	48,518	3,305,163	88.50%
2008	3,511,387	3,408,974	97.08%	62,161	3,471,135	98.85%
2009	4,536,145	4,378,952	96.53%	92,106	4,471,058	98.57%
2010	4,399,200	4,256,814	96.76%	21,701	4,278,515	97.26%
2011	4,132,227	4,029,285	97.51%	3,643	4,032,928	97.60%
2012	4,008,423	3,882,278	96.85%	-	3,882,278	96.85%



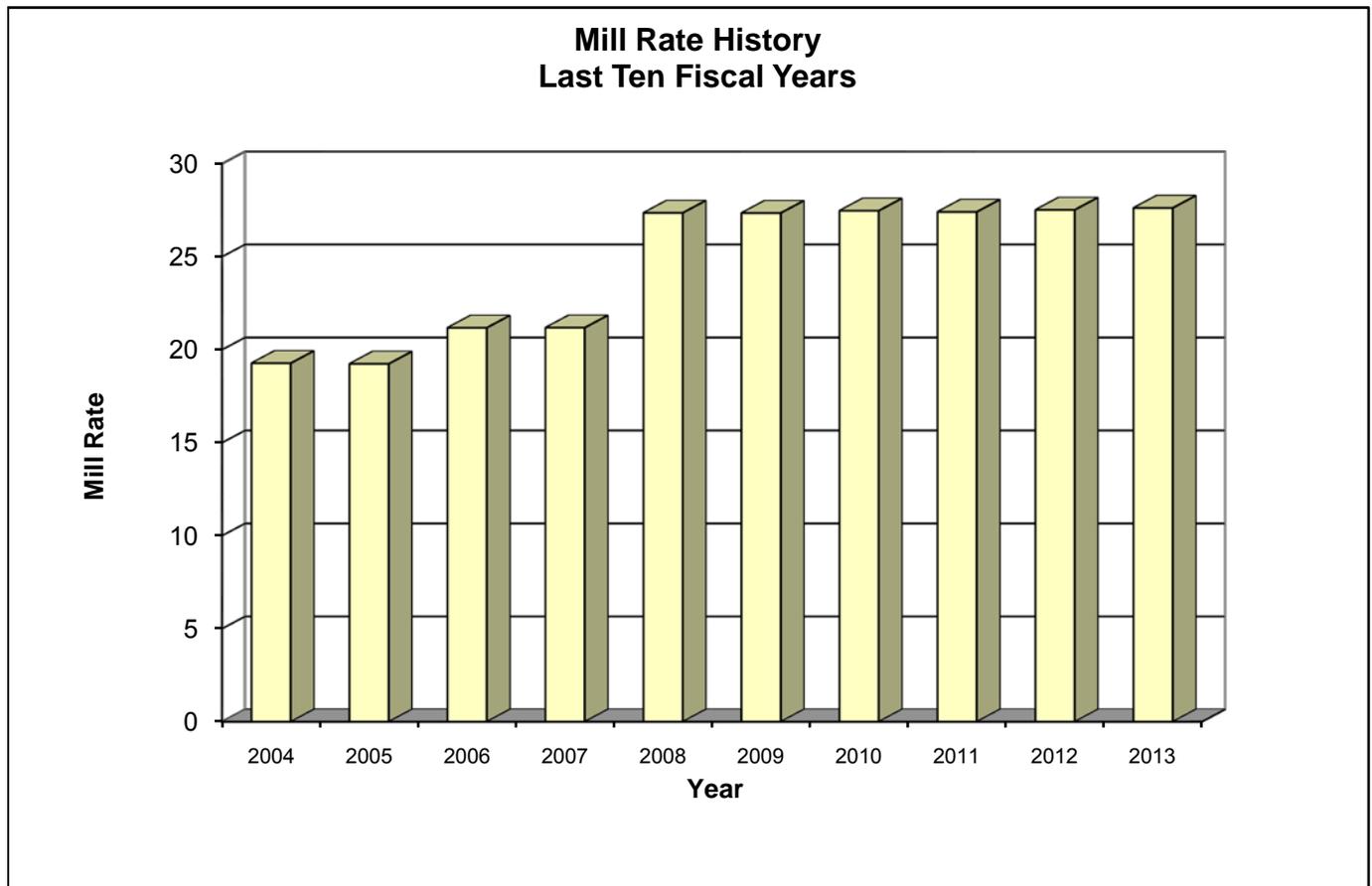
Note (1): The year shown is the year in which collections were received. The levy or assessment is certified to the County the previous year.

\* 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 97.12% for total collections to date.

## Assessed Valuation Growth/ Mill History - Last Ten Fiscal Years

December 31, 2012

Year	Assessed Valuation	Increase/ (Decrease)	% of Increase/ (Decrease)	Mill Rate	Mill Generated Tax Collections	Increased Ad Valorem Taxes
2004	\$ 153,937,164	\$ 3,564,270	2.37%	19.275	\$ 2,967,139	2.32%
2005	159,885,442	5,948,278	3.86%	19.241	3,076,356	3.68%
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%
<b>2013 Prelim</b>	<b>\$ 149,200,072</b>	<b>\$ 4,340,174</b>	<b>3.00%</b>	<b>27.625</b>	<b>\$ 4,121,652</b>	<b>3.38%</b>

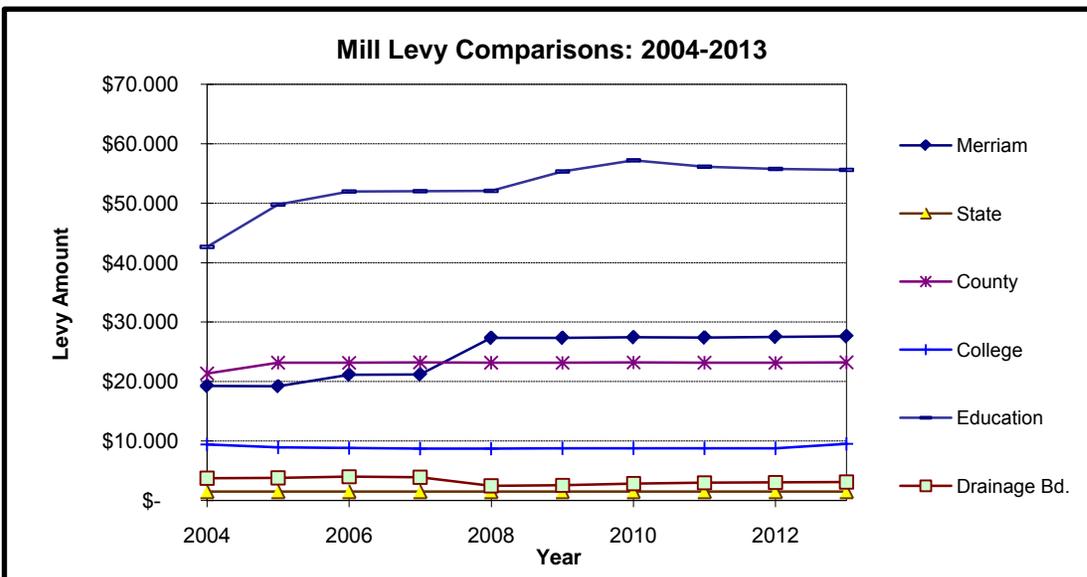
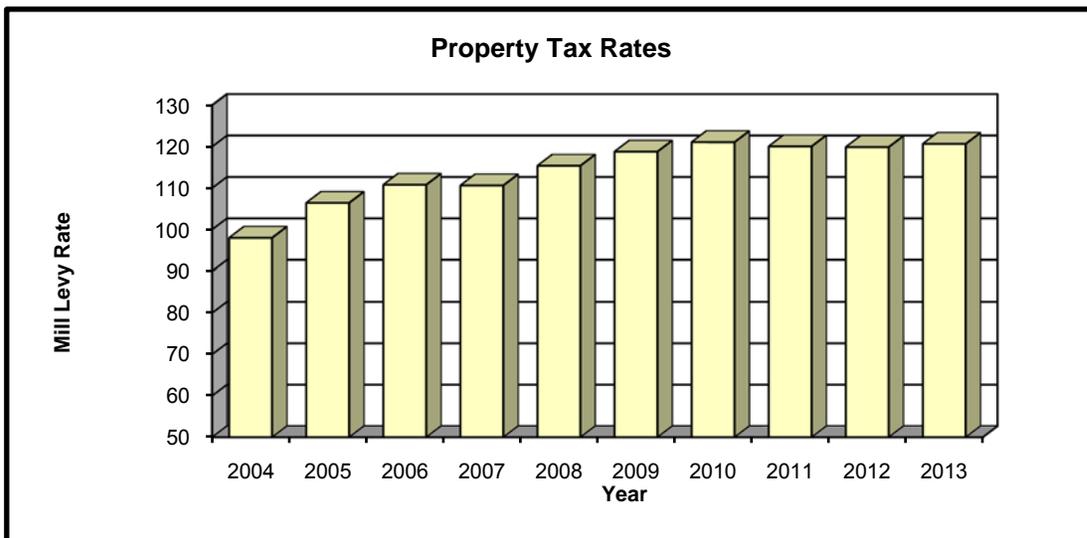


\* The 2006 assessed valuation included 3 parcels that were classified as tax-exempt prior to 2006. These parcels were being replatted at the time the county assessment was prepared, but have since regained their tax-exempt status and are not expected to be included in assessed valuation in future years. 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)**

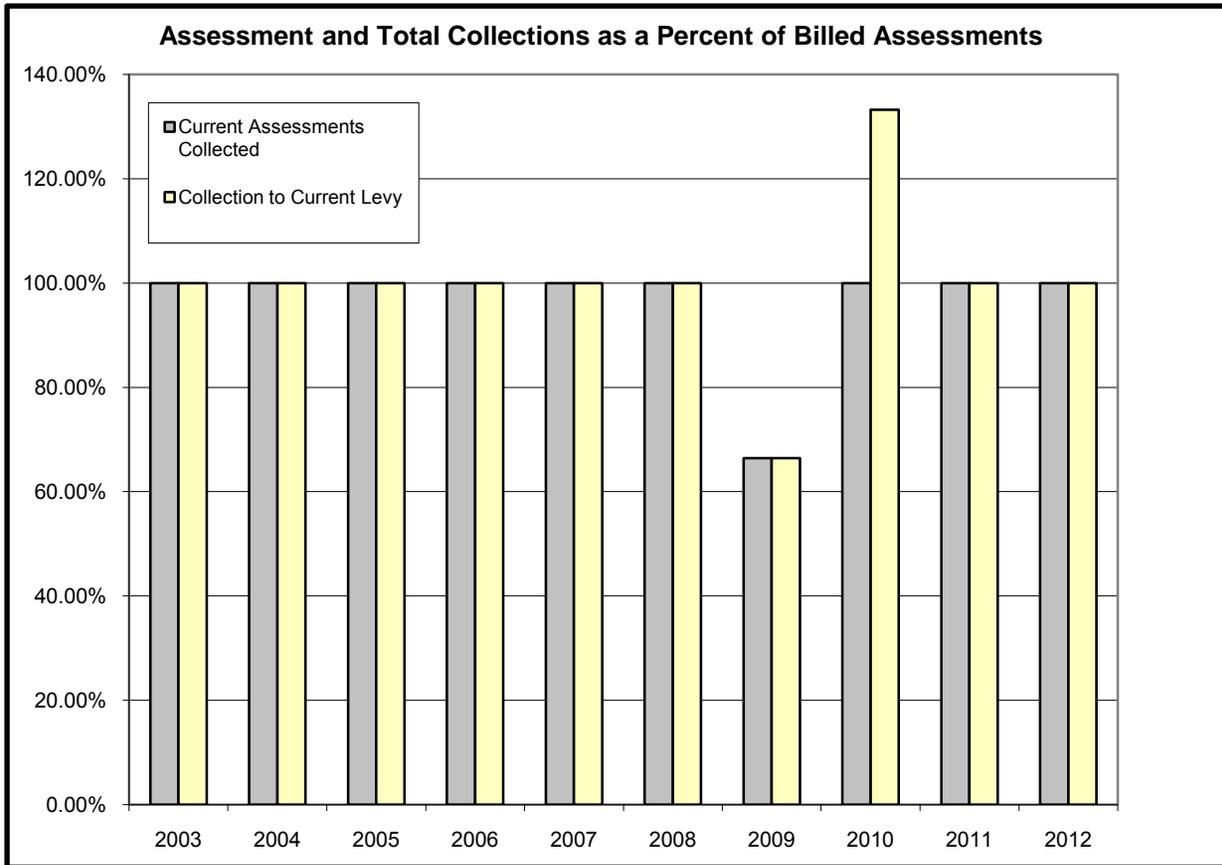
Year(1)	City of Merriam	State	County	Junior College	Board of Education	Merriam Drainage Bd.	Property Tax Total
2004	\$ 19.275	\$ 1.500	\$ 21.364	\$ 9.438	\$ 42.655	\$ 3.749	\$ 97.981
2005	19.241	1.500	23.163	8.960	49.748	3.798	106.410
2006	21.181	1.500	23.199	8.872	51.980	4.050	110.782
2007	21.186	1.500	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

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, 2012**

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
2003	\$ 54,560	\$ 54,560	100.00%	\$ -	\$ 54,560	100.00%
2004	52,390	52,390	100.00%	-	52,390	100.00%
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%



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.

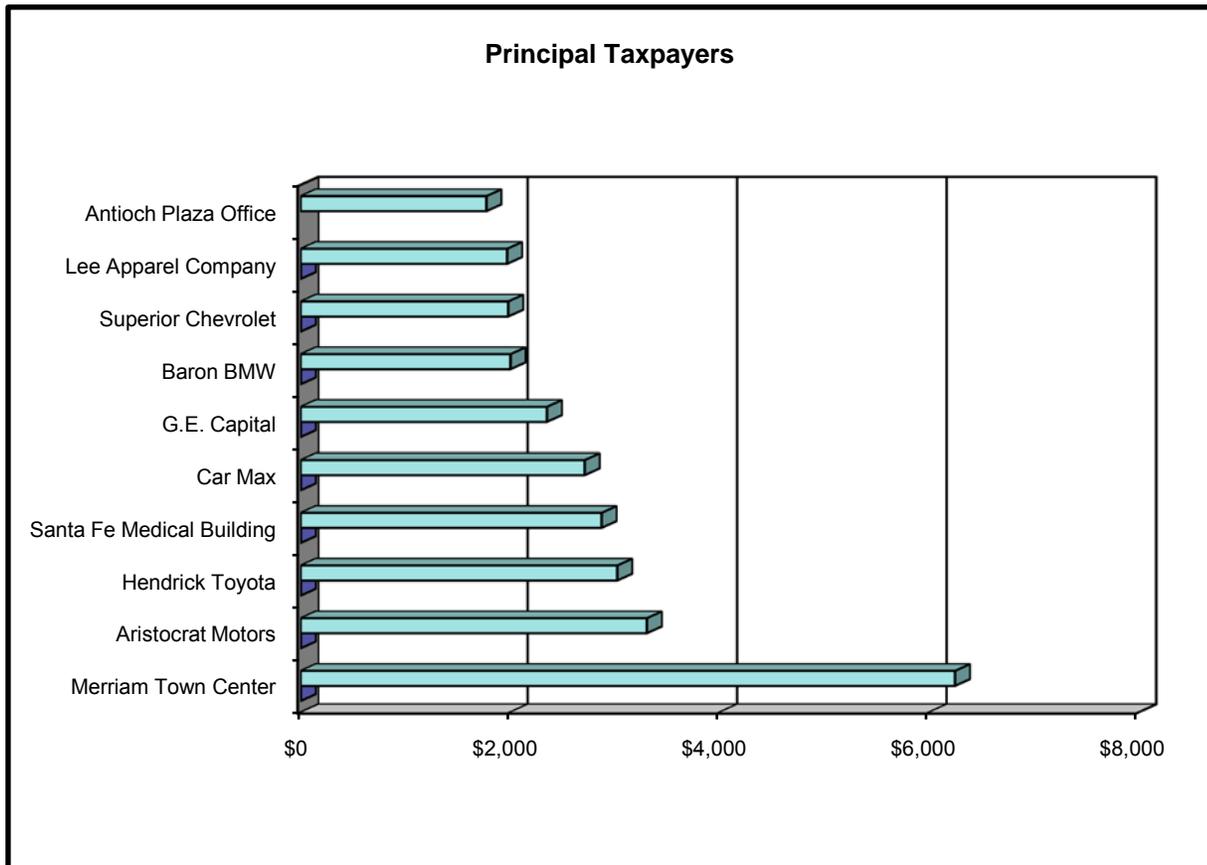
**Statement of Direct and Overlapping Debt**  
*December 31, 2012 and 2011*

	December 31, 2012		December 31, 2011	
	<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		<u>\$ 10,525,000</u>		<u>\$ 13,140,000</u>
Total City General Obligation				
Bonded Debt		<u>\$ 10,525,000</u>		<u>\$ 13,140,000</u>
<b>Overlapping Debt:</b>				
Governmental unit				
Shawnee Mission Unified				
School District	5.04%	\$ 9,766,503	5.01%	\$ 10,401,410
Johnson County	1.93%	164,857	1.94%	214,235
Johnson County Community College	0.00%	<u>-</u>	0.00%	<u>-</u>
Total Overlapping Debt				
		<u>\$ 9,931,360</u>		<u>\$ 10,615,645</u>
Combined Direct and Overlapping Debt				
		<u><u>\$ 20,456,360</u></u>		<u><u>\$ 23,755,645</u></u>

**Principal Taxpayers**  
December 31, 2012

Company Name	Business	Assessed Valuation	Percent of Total Assessed Valuation
Merriam Town Center	Shopping Center	\$ 6,246,751	3.95%
Aristocrat Motors	Automobile Dealer	3,304,971	2.09%
Hendrick Toyota	Automobile Dealer	3,022,338	1.91%
Santa Fe Medical Building	Medical Building	2,873,250	1.82%
Car Max	Automobile Dealer	2,710,753	1.71%
G.E. Capital	Credit/Loan Services	2,350,751	1.49%
Baron BMW	Automobile Dealer	2,002,608	1.27%
Superior Chevrolet	Automobile Dealer	1,981,006	1.25%
Lee Apparel Company	Clothing Manufacturer	1,970,750	1.25%
Antioch Plaza Office	Office Building	1,773,000	1.12%
<b>Totals</b>		<b>\$ 28,236,178</b>	<b>17.86%</b>

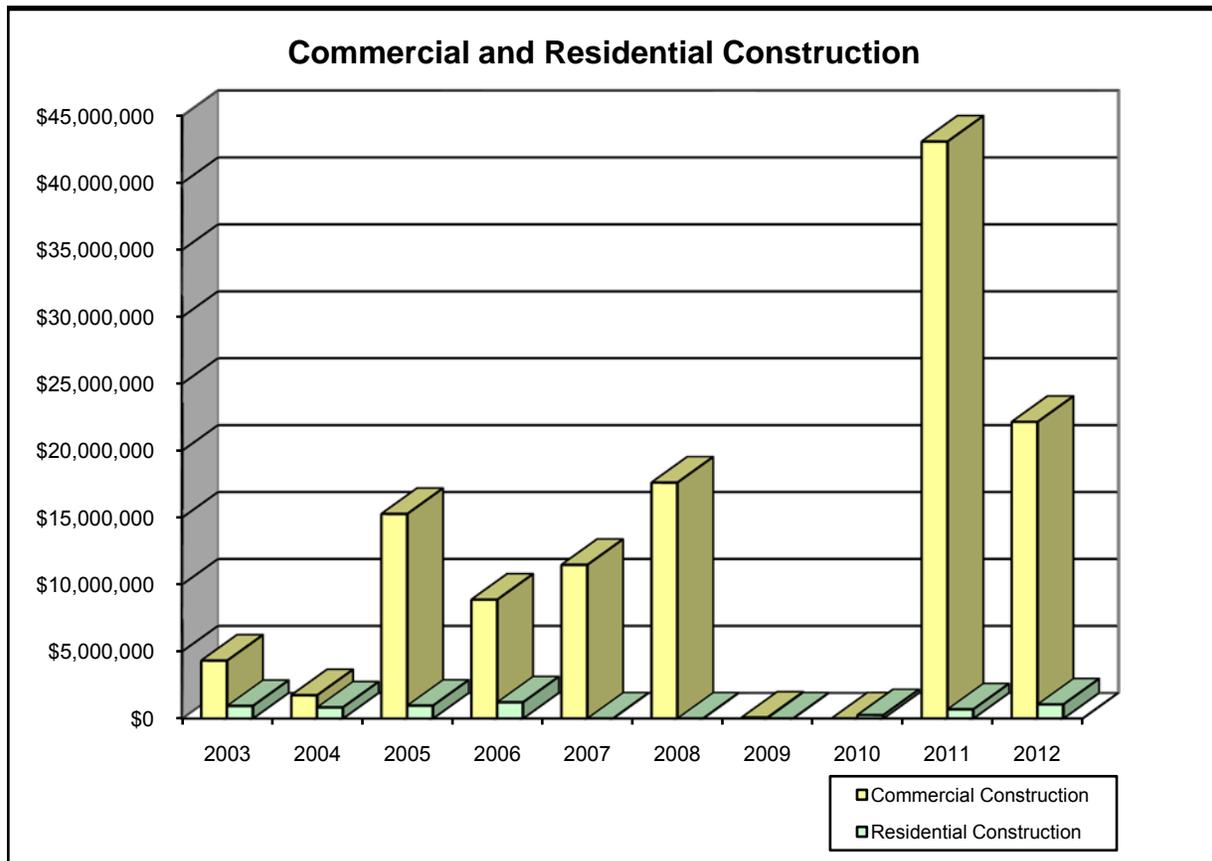
(Assessed values on chart below are in thousands of dollars.)



Source: Johnson County Appraiser

**Property Value of New Construction - Last Ten Fiscal Years**  
*December 31, 2012*

Year	Commercial Construction (1)		Residential Construction (1)	
	Number of Units	Value (1)	Number of Units	Value (1)
2003	6	\$ 4,324,168	10	\$ 935,000
2004	2	1,735,000	5	828,400
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



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

## 2014 Annual Budget



## Glossary

Most people never think of Kansas as having waterfalls, but the natural beauty of the falls on Turkey Creek are not lost on our residents and visitors. One of Merriam's newest parks, Waterfall Park in downtown Merriam, provides a paved walking path and benches that overlook the Turkey Creek waterfall.

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## ***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:** A budget in which total resources equal total obligations.

**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.

**Cost-of-Living Adjustment (COLA):** An increase in salaries to offset the adverse effect of inflation on compensation.

**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 has become attractive and popular to customers for more than its products alone. Price, variety and ambience are some factors that draw customers to destination retailers.

**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.

**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.

**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.

**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.

**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.