

# City of Goddard, Kansas

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## 2020 Budget

*Your Home, Our Community!*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Goddard  
Kansas**

For the Fiscal Year Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Goddard, Kansas** for its annual budget for the fiscal year beginning **January 1, 2018**. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, 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.



## Organizational Mission Statement

*The mission of the City of Goddard is to work cooperatively and efficiently to provide a vibrant community that is growing and accessible for our neighbors. We aim to be a destination for a family oriented active lifestyle.*

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# Reader's Guide

The 2020 Budget Book contains information pertaining to the City of Goddard. This reader's guide has been developed to make this book easier to navigate.

This book contains 16 sections:

- i. City Overview
- ii. City Profile
- iii. Financial & Budget Policy
- iv. Budget Process & Calendar
- v. City Administrator's Message
- vi. Executive Summary
- vii. Budget Summary
- viii. General Fund  
Department Budgets
- ix. Bond & Interest Fund – Debt Service
- x. Special Revenue Funds  
Library Fund  
Special Parks & Recreation Fund  
Tourism Promotion Fund  
Special Highway/Street Fund
- xi. Enterprise Funds  
Water Fund  
Sewer Fund
- xii. Non-Budgeted Funds  
Reserve Funds  
Organizational Grant Fund
- xiii. Capital Improvement Fund
- xiv. Capital Improvement Plan
- xv. Glossary
- xvi. Statistical Information

Each Section is briefly described below.

## City Overview

This section includes information about the City's elected and appointed officials, a map of the City, and an organization chart.

## City Profile

This section includes information about the community. Included is information about the community's history, demographics, and information relating to education and business.

## Financial & Budget Policy

This section provides information about the City's financial policies and objectives, with specific detail about the City's method of accounting and budgeting.

## Budget Process & Calendar

The budget process is outlined to show its compliance with state budget law. A calendar of important dates in the budget process is provided.

## City Administrator's Message

The message written to the Mayor, City Council and the public provides a broad picture of the 2020 budget. Included are 2020 Budget Highlights, Priorities, and Issues.

## Executive Summary

The executive summary discusses the 2020 budget and summarizes the following:

- A summary of the budget including a description of how it is organized
- An explanation of how property taxes are calculated for homeowners.
- Factors influencing the 2018 Budget
- Budgeted Fund Balance
- Budgeted Revenue
- Major Revenue Sources
- Budgeted Expenditure
- Capital Expenditure

## Budget Summary

The budget summary includes a chart showing all beginning and ending fund balances, revenue, and expenditure for all funds combined for the budget and comparison years.

# Reader's Guide

## **General Fund**

An overview of the General Fund is provided, including Fund Balance, Revenue, and Expenditure summaries.

## **Department Budgets**

Overviews for each department funded through the General Fund are provided. Included are each Department's mission statement, goals, summary of major responsibilities, major challenges, 2018 accomplishments and 2019 & 2020 objectives. In addition to a staffing summary, this section also includes the Departments alignment with the City's mission and strategic programming initiatives.

## **Bond & Interest Fund – Debt Service**

An overview of the City's long term debt management is provided, including analysis and information about the City's debt limits.

## **Special Revenue Funds**

Overviews for each of the Special Revenues are provided.

## **Enterprise Funds**

Overviews are provided for the City's Water and Sewer utilities.

## **Non-Budgeted Funds**

Overviews are provided for the City's Reserve Funds and the Organizational Grant Fund.

## **Capital Improvement Fund**

An overview of the City's Capital Improvement Fund including a list of projects financed in 2016.

## **Capital Improvement Plan**

Information about the City's capital projects currently underway or planned for the years 2019-2024.

## **Glossary**

This section includes a glossary of terms used in the budget book.

## **Statistical Information**

This section contains statistical information about the city including data about; housing, population, income, education, commute time, land area, elevation, and other Census data.

# CITY OVERVIEW

# City Overview

## Goddard City Council



**Mayor  
Jamey Blubaugh**



**Council President  
Larry Zimmerman**



**Sarah Leland**



**Joe Torske**



**Brent Traylor**



**Brooke Brandenburg**

Mayor Jamey Blubaugh

[blubaugh@goddardks.gov](mailto:blubaugh@goddardks.gov)

Council President Larry Zimmerman

[zimmerman@goddardks.gov](mailto:zimmerman@goddardks.gov)

Sarah Leland

[sleland@goddardks.gov](mailto:sleland@goddardks.gov)

Joe Torske

[torske@goddardks.gov](mailto:torske@goddardks.gov)

Brent Traylor

[traylor@goddardks.gov](mailto:traylor@goddardks.gov)

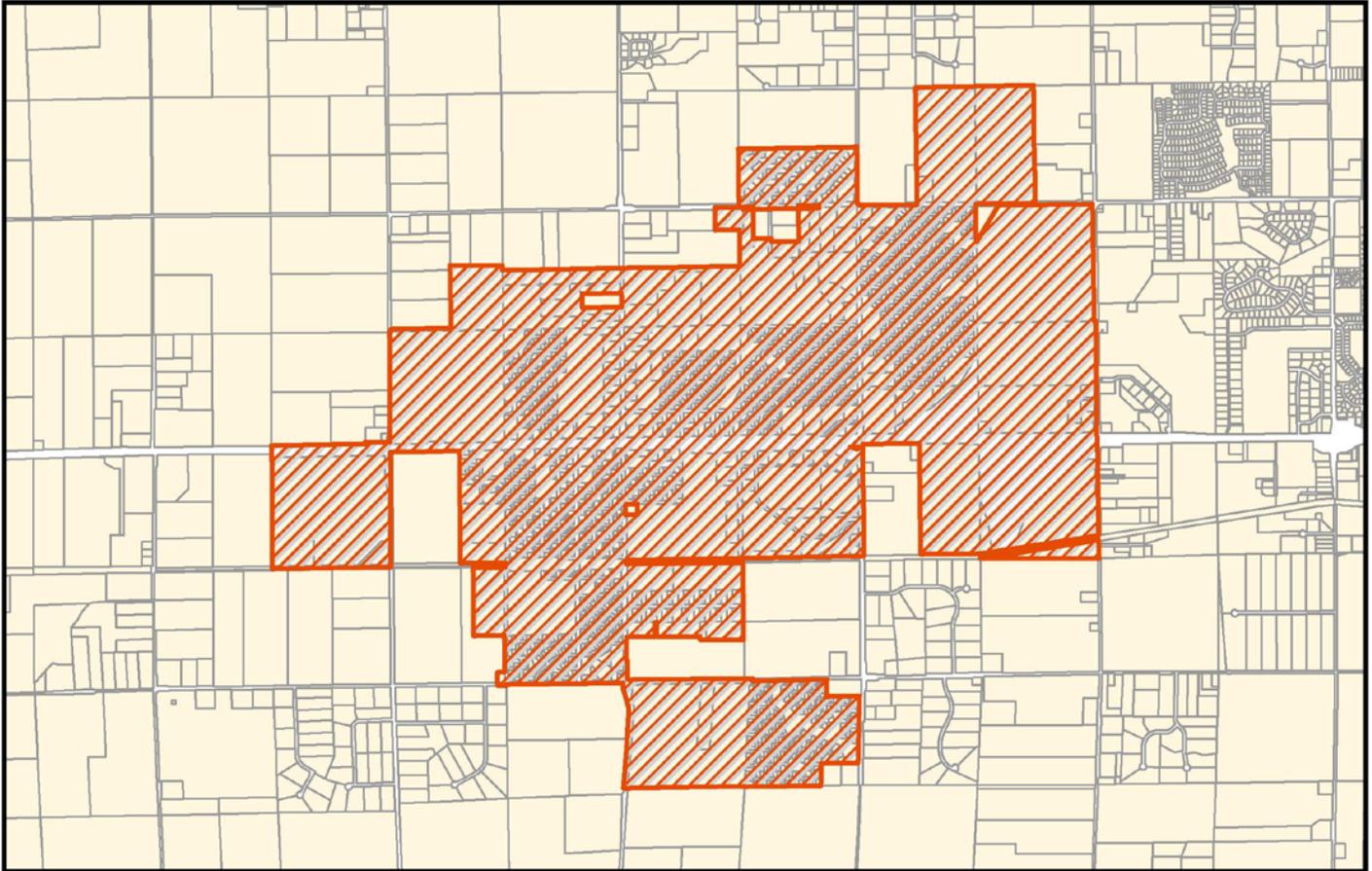
Brooke Brandenburg

[brandenburg@goddardks.gov](mailto:brandenburg@goddardks.gov)

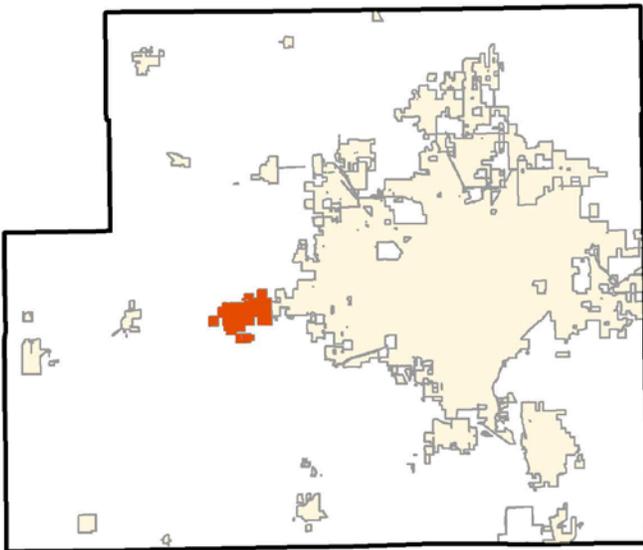
# City Overview



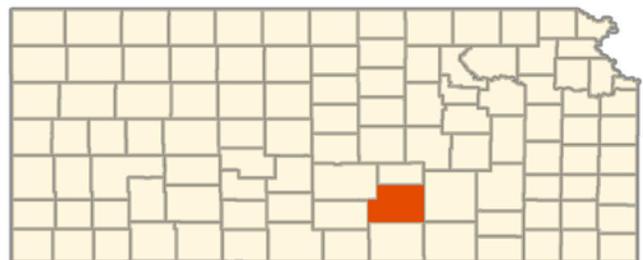
## City Overview Goddard, KS (2019)



### Sedgwick County



### State of Kansas



# City Overview

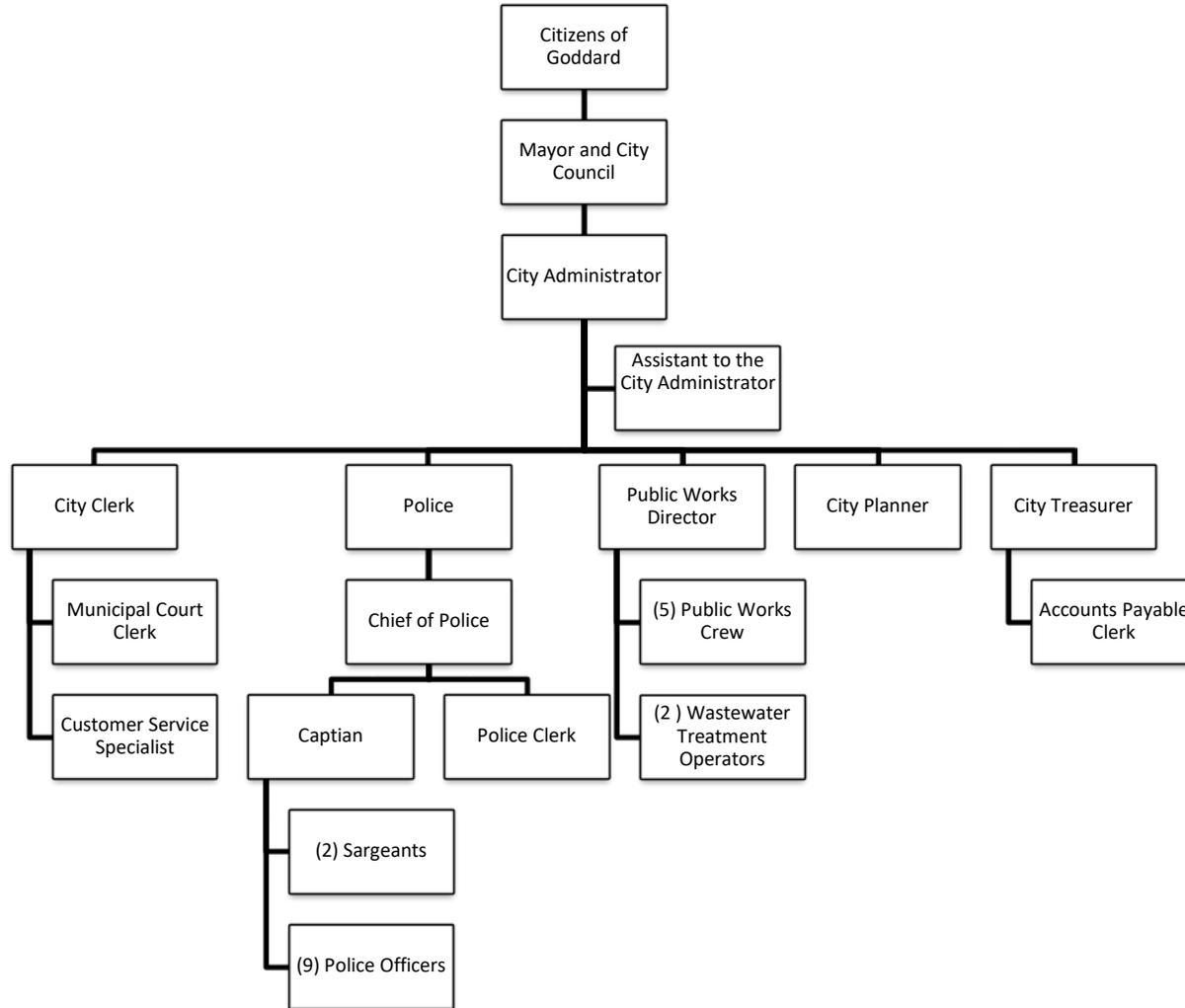
## Elected Officials

<u>Name</u>	<u>Title</u>	<u>Term Began</u>	<u>Term Expires</u>
Jamey Blubaugh	Mayor	January 2018	December 2019
Larry Zimmerman	Council President	April 2015	December 2019
Joe Torske	Council Member	April 2015	December 2019
Sarah Leland	Council Member	April 2015	December 2019
Brent Traylor	Council Member	January 2018	December 2021
Brooke Brandenburg	Council Member	January 2018	December 2021

## Administrative Officials

<u>Name</u>	<u>Office</u>	<u>Appointed</u>
Brian W. Silcott	City Administrator	2008
Teri Laymon	City Clerk	2008
Matt Lawn, CPFO	City Treasurer	2008
Fred Farris	Chief of Police	2017
Hon. Terry Beall	Municipal Court Judge	2017

# City Overview



POSITION SUMMARY (not including elected or Contractual/Seasonal positions)

2016	2017	2018	2019	2020
29	29	29	30	30

# City Profile

Originally platted in 1883, and incorporated in 1910, the City of Goddard takes its name from J.F. Goddard, surveyor, vice president, and general manager of the Santa Fe Railroad Company. Located in South Central Kansas just west of Wichita on US-54/400 Highway in Sedgwick County, Goddard is a city of the second class, and a vibrant, fast growing community of about 1,710.

The City operates under the Mayor-Council form of government. The five Council members are elected at large and serve four year terms. The Mayor, elected at large for two year terms has veto power over certain Council action, presides over Council meetings and appoints certain City officials, subject to Council approval.

## **Municipal Services and Utilities**

The City owns and operates its own water and sewer utility systems. Kansas Gas supplies natural gas, and Westar Energy and Sedgwick County Electric Coop supplies electricity to the City. Telephone service is provided by AT&T and Cox Communications. Cox Communications also operates a cable television system under franchise with the City.

The City has 13 sworn police officers. Sedgwick County Fire District #1 provides continuous full-time fire protection to the City, and Sedgwick County Emergency Management Service (EMS) operates an emergency ambulance service for the City and surrounding area.

## **Transportation and Communication Facilities**

The City is served by U.S. Highways 54. Regularly scheduled air service is available at Wichita Dwight D. Eisenhower National Airport, Wichita, Kansas, located approximately 7 miles from the City.

## **Educational Institutions and Facilities**

Unified School District No. 265 operates five elementary schools, two intermediate schools, two middle schools and two high school in the City and surrounding area. As of 2016/2017, the district had a total enrollment of 5,679 students. Higher education opportunities include Wichita State University, Friends University, and Newman University which are located within 25 miles of the City.

## **Medical and Health Facilities**

Major medical service is available at Wesley Medical Center and Via Christi Regional Medical Center in Wichita, Kansas. The Goddard Medical Clinic, employing two doctors, serves the community's immediate needs for family practice care. There are also two dentists and two chiropractors located in the City.

# City Profile

## ECONOMIC INFORMATION

The City is located west of the City of Wichita and enjoys the economic, business and recreational opportunities provided by Wichita.

<u>Major Employers</u>		<u>Product/Service</u>	<u>Number of Full- &amp; Part-time Employees</u>
1.	Unified School District #265 (Goddard)	Education	688
2.	Universal Products	Vinyl graphics	189
3.	Wal-Mart	Corporate Retail Services	184
4.	Dillons Warehouse	Grocery storage facility	175
5.	Nowak Construction	Construction	93
6.	Medicalodges of Goddard	Nursing Home	85
7.	Tanganyika Wildlife Park	Wildlife Park	47

## Labor Force

The Following table sets forth labor force figures for Sedgwick County and the State of Kansas:

### SEDGWICK COUNTY

<u>Average For Year</u>	<u>Total Labor Force</u>	<u>Employed</u>	<u>Unemployed</u>	<u>Unemployed Rate</u>
2012	246,743	229,760	16,983	6.9%
2013	246,412	231,237	15,175	6.2
2014	247,317	234,034	13,283	5.4
2015	246,201	234,392	11,809	4.8
2016	245,673	233,914	11,759	4.8

### STATE OF KANSAS

<u>Average For Year</u>	<u>Total Labor Force</u>	<u>Employed</u>	<u>Unemployed</u>	<u>Unemployed Rate</u>
2012	1,485,220	1,400,122	85,098	5.7%
2013	1,486,910	1,407,987	78,923	5.3
2014	1,493,986	1,426,194	67,792	4.5
2015	1,489,165	1,426,764	62,401	4.2
2016	1,484,001	1,422,122	61,879	4.2

**Source:** City Clerk

# City Profile

## Retail Sales Tax Collections

The following table lists State of Kansas sales tax collections for the years indicated for sales occurring in Sedgwick County, Kansas:

<u>Year</u>	<u>Sales Tax Collections</u>	<u>Per Capita Sales Tax</u>
2012	\$484,056,319	\$946.73
2013	492,551,072	969.64
2014	499,576,979	987.32
2015	428,776,274	987.44
2016	549,882,967	1,074.00
2017	353,065,608*	Not Available

The statewide sales and use tax was increased from 4.25% to 4.9% effective July, 1 1992. It was subsequently increased to 6.3%, effective July 1, 2010, and decreased to 6.15%, effective July 1, 2013. Effective July 1, 2015, the statewide sales and use tax was increased to 6.5%.

*\*through August 2017*

**Source:** Kansas Department of Revenue; Kansas Statistical Abstract

## Oil Production

The Oil production (in number of barrels) for Sedgwick County for the years listed is indicated in the following table:

<u>Year</u>	<u>Sedgwick County</u>
2012	153,156
2013	173,255
2014	155,153
2015	139,416
2016	127,833

**Source:** Kansas Geological Survey

## Gas Production

The gas production (in thousands of cubic feet) in Sedgwick County for the years listed is indicated in the following table;

<u>Year</u>	<u>Sedgwick County</u>
2012	15,796
2013	18,507
2014	17,850
2015	17,543
2016	17,796

**Source:** Kansas Geological Survey

# City Profile

## Financial and Banking Institutions

There are currently 41 banks located in Sedgwick County. For the years listed, bank deposits of the County's banks are as follows (in thousands of dollars)

<u>Year</u>	<u>Sedgwick County</u>
2013	11,290,000
2014	11,672,000
2015	12,069,000
2016	12,581,000
2017	12,581,000

*Source:* FDIC

## Building Permits

The following table indicates the number of building permits and total valuation of these permits issued within the City for the years indicated. These numbers reflect permits issued for new construction of for major renovations:

<u>Year</u>	<u>Number of Permits Issued</u>		<u>Total Valuation</u>	
	<u>Residential</u>	<u>Non-Residential</u>	<u>Residential</u>	<u>Non-Residential</u>
2013	40	3	\$4,785,400	\$9,007,279
2014	14	9	2,337,398	6,790,500
2015	8	3	1,476,115	1,482,678
2016	18	11	3,158,680	33,096,833
2017	9	2	1,384,405	495,707

*Source:* City Clerk

## Population Trends

The following table shows the approximate population of City and Sedgwick County in the years indicated:

<u>Year</u>	<u>City</u>	<u>Sedgwick County</u>
	<u>Population</u>	<u>Population</u>
2012	4,533	503,889
2013	4,581	506,570
2014	4,688	509,294
2015	4,708	511,574
2016	4,710	511,995

The median age of persons in Sedgwick County and the State of Kansas is 34.2 and 36.0, respectively, per the 2010 Census.

*Source:* Kansas Statistical Abstract

# City Profile

## Personal Income Trends

Sedgwick County personal and per capita income and the State of Kansas per capita income are listed for the years indicated, in the following table:

<u>Year</u>	<b>Sedgwick County Total Income*</b>	<b>Sedgwick County Per Capita Income</b>	<b>State of Kansas Per Capita Income</b>
2012	23,683,947	46,997	44,811
2013	24,085,292	47,586	45,867
2014	25,472,816	50,078	46,568
2015	25,143,719	49,267	46,994
2016	25,197,029	49,213	47,228

*\*Thousands of Dollars*

**Source:** Bureau of Economic Analysis

# FINANCIAL & BUDGET POLICIES

# Financial & Budget Policy

## Financial and Budgetary Policies and Goals

### Financial Goals

Financial goals are broad, relatively timeless statements of the financial position the City seeks to attain. The financial goals of the City of Goddard are:

- To provide full value for each tax dollar by delivering quality services efficiently and on a cost-effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of the governing body, and other changes that may affect our financial well-being.
- To manage funds as if the City of Goddard is required to secure and maintain a strong credit rating in the financial community.

### Basis of Accounting & Departure from GAAP

The City of Goddard operates under the Kansas Municipal Audit and Accounting Guide (KMAAG) regulatory basis of accounting, which is the statutory basis for the State of Kansas. Annual financial statements are presented after applying encumbrances, where applicable, to record accrued contracts, inventories, properties, and equipment. All assets and liabilities are measured at cost and the regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or other assets, liabilities, or deferred inflows or out flows, other than those mentioned above.. Cash receipts are only recognized when the cash balance of a fund is increased. For an inter-fund transaction, a cash receipt is recorded in the fund receiving cash from another fund. Cash disbursements are recognized when the cash balance of a fund is decreased. For an inter-fund transfer, a cash disbursement is recorded in the fund from which the cash is transferred. Expenditures include disbursements, accounts payable, and encumbrances. Encumbrances are commitments related to unperformed (executory) contracts for goods and services and are usually evidenced by a purchase order or written contract.

While the State of Kansas does require municipalities to adhere to GAAP requirements for the full accrual method of accounting and to compute depreciation on fixed assets, the City has obtained a waiver from the state law requiring that adherence.

### Basis of Budgeting

All appropriated fund budgets will be prepared using the KMAAG regulatory basis of budgeting in which revenues are recognized when cash is received, and expenditures include disbursements, accounts payable, and encumbrances. Any unused budget authority lapses at year end and cannot be rolled forward. An appropriated operating budget is not required for the Capital Improvement Reserve, Equipment Reserve, or utility reserves.

# Financial & Budget Policy

## Budget Policy

Sound financial practice and the desire to secure and maintain a strong credit rating dictate that our budgets be balanced, constantly monitored, and responsive to changes in service demands. With these concepts in mind, the City of Goddard should adopt the following budget policy statements:

- Annual operating budgets will be adopted for the General Fund, Special Revenue Funds, Proprietary Funds, and Debt Service Fund. Project-length budgets will be adopted for all capital projects.
- Annual operating budgets will be adopted on a balanced basis, where operating revenues (estimated revenues) are used to fund operating expenditures/expenses (appropriations). Operating revenues include taxes, charges for services, interest earnings, license and permit fees, fines, penalties, and forfeitures, regularly recurring governmental aid (demand transfers and scheduled grant funding), debt proceeds and transfers from other funds for operating (non-capital) purposes. Operating expenditures/expenses include salaries and wages, employee benefits, non-capital equipment and improvements, depreciation (proprietary funds only), materials, supplies, contractual costs, transfers to other funds for operating (non-capital) purposes. Fund balances should not be considered a source of funds for operating expenditures/expenses. Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/improvements.
- The City will adopt an annual budget for the General Fund that includes a contingency equal to at least 7% but no more than 10% (in accordance with Kansas State Budget Law KSA 79-2927) of the total General Fund appropriations of that budget. This contingency will be used to provide for expenditures that exceed or revenues that do not meet budget estimates, and/or for new or increased program requirements required by law or desired and approved by Council resolution.
- Unreserved and undesignated fund balances may be appropriated as part of the adopted budget to fund capital or emergency expenditures/expenses. Unreserved and undesignated fund balance should not be used for operating expenditures/expenses in the adopted budget.
- Unencumbered fund balances may not exceed 5% of the total budget of the fund and must comply with all facets of Kansas State Budget Law.
- One-time revenues that are not required by law or agreement to be used to fund capital or emergency expenditures/expenses in the adopted budget.
- Reservations and designations of fund balance will be estimated in the adopted budget for amounts of fund equity legally restricted or otherwise not available for appropriation.
- The City' fiscal year shall be the calendar year.
  - On or before July 25<sup>th</sup> of each year the City Administrator shall submit a proposed budget for the ensuing fiscal year to the City Council.
  - Upon receiving the proposed budget from the City Administrator and prior to a formal public hearing, the City Council may request a budget workshop detailing the various economic, environmental, and service demand/delivery issues affecting the composition of the proposed budget. Changes may be made to the budget at any time prior to the formal adoption of the proposed budget given due regard for statutory timeframes on proposed changes.
  - After considering the proposed budget, but not later than August 15<sup>th</sup> the City Council will hold a public hearing on the proposed budget.
  - After the public hearing, the Council may adopt the proposed budget with a majority vote of the City Councilors present.

## Financial & Budget Policy

- The City Clerk will file all levies and budget with the county clerk by August 25<sup>th</sup> in accordance with KSA 79-2930.
- The City Council shall adopt the proposed budget and determine the tax rate for the ensuing year in accordance with the Kansas State Law.
  
- The City Administrator may at any time during the fiscal year transfer part or all of any available appropriation balance among programs or accounts within any fund. The Council may by resolution transfer part of all of any available appropriation balance among programs or accounts within and/or between funds.
- No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the available balance thereof.

# Financial & Budget Policy

## Debt Management Policy

Debt is an effective way to finance capital improvements or to even out short-term revenue flows. Properly managed debt preserves credit rating, provides flexibility in current and future operating budgets, and provides us with long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the City of Goddard has adopted the following debt management policy statements:

- Long-term debt will be issued only for objects or purposes having a period of probable usefulness of at least 10 years.
- Short-term debt may be issued to finance current operating expenditures only in the event of extreme financial emergency. Short-term debt may be issued whenever appropriate for objects or purposes having a period of probable usefulness of at least five years under Kansas State Budget Law.
- Whenever appropriate, we should seek to issue debt that can be repaid from special assessments, enterprise fund revenues, or other sources other than a general tax levy from real property.
- Debt maturity will not exceed the lesser of: the useful life (as established by the City Administrator), or the period of probable usefulness (as defined by Kansas State Budget Law), of the object or purpose so financed.
- The annual operating budgets of all funds will be maintained so as to ensure the full and timely repayment of debt principal and interest due the year.
- As required by Kansas State Debt Limit Law KSA 10-308 through 10-311 and 10-427a and any other applicable laws, our total amount of outstanding debt will not exceed 30% of the assessed valuation of the City for that year.
- As required under Kansas State law
  - A mandatory referendum is required for the approval of debt that exceeds 30% of the City's assessed evaluation.
- Debt limits established by law and policy will be calculated at least once each year, and whenever otherwise requested or appropriate.
- Good communications will be maintained with bond rating agencies, bond counsel, banks, financial advisors, and others involved in debt issuance and management.
- Our comprehensive annual financial reports and official statements will reflect our commitment to full and open disclosure concerning our debt.

# Financial & Budget Policy

## Expenditure/Expense Policy

Expenditures/expenses are a rough measure of a local government's service output. While many expenditures/expenses can be easily controlled, emergencies, unfounded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures/expenses and provide for a quick and effective response to adverse financial situations, the City of Goddard has adopted the following expenditure/expense policy statements:

- Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized, and sufficiently documented.
- Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion.
- The review and approval process for all claims against the City shall be as follows:
  - Departments must issue purchase orders as required under the City's purchase policy. Departments are encouraged to issue purchase orders whenever practical, even if they are not required.
  - Properly completed claims must be prepared and submitted to the City Administrator and/or City Treasurer or said designee by the department responsible for originating the claim.
    - A "properly completed claim" must include, but is not limited to, the vendor's name and address, date of claim, explanation, and accounts to be charged, department authorization signature and sufficient documentation.
    - "Sufficient documentation" means that a person unfamiliar with the transaction could understand what was ordered, when, by whom, from what vendor, at what price, when the goods or services were delivered or are to be delivered, who accepted delivery, and who authorized payment.
  - Typical documentation includes copies of purchase orders, invoices and/or statements, Council resolutions awarding bids or state and local contracts, records of quotes received, receiving slips, correspondence and other communications.
  - The City Treasurer or designee will issue checks promptly for all claims properly completed and submitted.
- The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments in any account do not exceed the authorized budget for that account.
- Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law or otherwise established by the City Administrator or City Treasurer.
- Arrangements will be encouraged with other governments, private individuals, and firms, to contract out or cooperatively deliver services, in a manner that reduces cost and/or improves efficiency and effectiveness while maintaining service quality.
- The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
- We will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
- All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

# Financial & Budget Policy

## Revenue Policy

Revenues determine the capacity of a local government to provide services. Under ideal conditions, revenues would grow at a rate equal to or greater than expenditures. To ensure that our revenues are balanced and capable of supporting our desired levels of services, the City of Goddard has adopted the following revenue policy statements:

- A process to review diversified and stable revenues will be maintained to shelter us from short-run fluctuations in any one revenue source.
- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenue will be explored to ensure that we are maximizing our revenue potential.
- Each year, major revenues will be projected for at least two years and beyond if warranted.
- Legally restricted revenues will be avoided when they adversely affect the short or long-term financial health of our government.
- We will strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid shall be carefully examined for matching requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that our participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise established by policy.
- A balance will be sought in the revenue structure between elastic and inelastic revenues, to minimize any adverse effects caused by inflationary or economic changes.
- One-time revenues will be used for capital improvements or as legally restricted to a purpose.
- We will carefully and routinely monitor any amounts due the City. An aggressive policy of collection will be followed for all receivables, including property taxes.
- General Fund recreation user charges and fees should be set to recover approximately 35% of total costs generated by General Fund recreation programs.
- Proprietary funds will generate revenue sufficient to support the full direct and indirect costs of these funds.
- Revenue forecasts shall be conservative, using generally accepted forecasting techniques and appropriate data whenever possible.
- Each year and whenever appropriate, we shall review our schedule of fees and related administrative procedures.

# Fund Structure

General Fund	Special Revenue	Capital Project	Enterprise	Reserve
<b>General Government</b> Administration Mayor & Council City Hall	<b>Speical Highway Fund</b> (Public Works Streets)	<b>Capital Improvement Fund</b>	<b>Water Utility Fund</b> (Public Works - Water)	<b>Equipment Reserve Fund</b>
<b>Law Enforcement</b> Municipal Court Police Administration Community Outreach Animal Control Code Enforcement	<b>Library Fund</b>	<b>STAR Bond Fund</b> (Sales Tax Revenue Bond)	<b>Wastewater (Sewer) Utility Fund</b> (Public Works - Sewer)	<b>Water Reserve Fund</b>
<b>Recreation &amp; Culture</b> City Swimming Pool Parks & Recreation Community Center Library Services Community Events	<b>Special Parks &amp; Recreation Fund</b>			<b>Sewer Reserve Fund</b>
<b>Community Development</b> Economic Development Planning & Zoning Activities Committee Chamber of Commerce Public Health	<b>Tourism Promotion Fund</b>			
	<b>Bond &amp; Interest (Debt Service) Fund</b>			

The City maintains 13 financial funds. City Departments are organized into major program areas: Administration, Law Enforcement, Community Development, and Public Works. Each program area contains multiple budget units.

## Administration Department

The Administration Department is responsible for all the City's general operations including: finance & budgeting, mayor & city council, human resources, customer service, communications, and information technology.

## Law Enforcement

Law Enforcement is responsible for all of the City's public safety and law enforcement operations. These include the municipal court, the Goddard Police Department, community outreach, animal control, and code enforcement.

## Community Development

This department is responsible for all community development operations for the City. These include economic development, planning & zoning, the Goddard Activities Committee, the Goddard Chamber of Commerce, and public health.

## Public Works

Public Works is funded by the Water, Sewer, and Street funds. They maintain the City's infrastructure in these key areas.

# **BUDGET PROCESS & CALENDAR**

# Budget Process & Calendar

## Budget Process

The City of Goddard is governed by a 5-member City Council and Mayor. The Budget is prepared by the City administrator according to policies and guidelines set forth by the City Council.

The budget process is comprehensive and incorporates long-term and short-term strategic planning to best deliver services to citizens. The City's budget year is the calendar year, January-December.

## Kansas Statute

The State of Kansas imposes certain guidelines and time frames in the manner that the City adopts and implements its budget.

### Budget Law

KSA 79-2925 includes the following provisions

- Cities prepare annual, itemized budgets
- Present the budget no later than August 1
- Do not budget contingency greater than 10% of budgeted expenditures
- Do not budget fund balances (for applicable funds) of more than 5% of fund expenditures
- Adopt the annual budget no later than 10 days prior to August 25
- Provide notices of public hearings
- Provide the adopted budget to the County Clerk by August 25th

## Budget Amendments

Since the annual operating budget is formulated well in advance of its execution, the City Council recognized that it may become necessary to amend a budget after adoption. KS Statute 79-2929 permits the budgets to be increased for previously unbudgeted increases through revenue other than the property tax. It is the policy of the City to amend budget only in extenuating circumstances.

The City may authorize for amendment of any current year budget, at the fund level, after giving public notice and holding a public hearing as required by State Statute.

## Budget Calendar

February	Notices for 2020 budget/funding requests sent to external organizations.
March	External organizations present formal funding requests to City Council.
March – April	City Administrator and City Treasurer discuss budget priorities and outlook.
May	City Administrator, City Treasurer, and Department Heads discuss budget needs for 2020.
May 6	City Administrator presents Capital budget and CIP review during regular Council meeting.
June 3	City Administrator presents the public utility funds budgets during regular Council meeting.
June 17	City Administrator presents the non property tax supported operating funds budgets at the regular Council meeting.
July 1	City Administrator presents tax supported funds budgets and the complete 2020 Budget during regular Council meeting.
August 5	Public Hearing held during regular meeting of the Goddard City Council. Council adopts 2020 Budget.

# **CITY ADMINISTRATOR'S MESSAGE**

# City Administrator's Message



City of Goddard  
*Your Home, Our Community!*

P.O. Box 667 ♦ 118 N Main Street ♦ Goddard, Kansas ♦ ph 316-794-2441 ♦ fax 316-794-2401

The Honorable Mayor  
and Members of the City Council  
City of Goddard, Kansas

Mayor Blubaugh and Council,

Kansas State Law (K.S.A. 12-1014) prescribes the process and requirements for the City's annual budget. The state law designates the City Administrator as the official responsible for the preparation and presentation of a budget for consideration by the elected Governing Body. This is sometimes called an "executive budget process." The attached document contains the adopted budget for the General Fund, various Special or Reserve Funds, the Bond and Interest Fund and the City's Enterprise or Utility Funds (water & sewer). This document represents a comprehensive financial plan for operating the City Government in 2020.

Beginning in May 2019, City staff has devoted a substantial portion of time to budget drafting, analysis and final preparation. Various reviews have been completed at the Department, City Treasurer, City Clerk, City Administrator and City Council levels. Departmental budget needs were carefully reviewed to insure that they met available financial resources. Preparing an efficient and effective budget requires substantial fiscal, program and project analysis at the staff and executive levels.

However, it is equally or perhaps more important to have a solid policy foundation established by the City Council throughout the year. This can occur by discussing goals, shared expectations, service objectives, major projects, standards and accomplishments. Also essential to use in the budget process, are formal legislative and policy decisions you make through the year, as well as state and federal trends, mandates and related actions.

The formal budget document primarily gives an accounting and yearly plan for government finances. It sets significant policy decisions on taxes and user fee levels required to provide services to the community. It provides clear guidance as to our intent in planning and scheduling those essential services. At the same time, the budget must be prepared in a manner that is flexible, adaptable, and does not necessarily restrict our ability to respond to changing circumstances and priorities for 2020. One of the difficulties in the statutory budget timetable in Kansas is that fiscal analysis and planning has to be done so early in the prior fiscal year. That makes it much more difficult to project needs and resources. We respond to that by budgeting conservatively, for maximum flexibility, and conducting regular reviews and necessary updates. This budget is designed using the best available information as a "roadmap" into 2020.

# City Administrator's Message

The 2020 Budget, as adopted, provides our City Departments and our professional and dedicated employees the resources to meet the high service expectations of our citizens. The budget provides for the same basic operational service level as the current budget year. City staff will continue to apply all of our skills to use these resources in a prudent and responsible manner, always keeping focused on bringing the maximum value to our citizens. As your City Administrator, my objective is to ensure that the City of Goddard provides the best possible service available, within budgetary limitations. This will take a hard-working and dedicated city staff as well as a City Council with the vision to help lead this organization into the future.

2020 brings several new opportunities and challenges to our organization. This budget coincides with the third year that the City will be required to comply with the property tax lid imposed by the Kansas State Legislature. In order to avoid a vote by the citizens to approve the annual budget, the governing body will be limited in the amount of additional property tax that can be levied from year to year. The new formula states that property tax revenue can only be increased annually by a percentage equal to the average growth of the Consumer Price Index (CPI) over the previous five years. Fortunately, increased costs for public safety are exempt from this limitation, and since nearly all of the increased property tax established in this budget will be used to fund public safety operations, the tax lid will not affect the 2020 Budget.

In the fall of 2014, the citizens of Goddard approved 1% City sales tax, the purpose of which is to reduce the mill levy and fund new quality of life capital improvements to the City. The Council will continue the process of planning those new improvements in 2020 as part of the Capital Improvement Plan. In 2019 & 2020, construction will begin in the STAR (Sales Tax Revenue) Bond district. The City will need to address our portion of the capital expenditures for infrastructure improvements in the benefit district. Commercial development continues to be a major focus in the City's efforts to grow responsibly. This new development project lays the ground work for some exiting economic growth in our community.

The 2020 budget will be the inaugural year of the City's priority based budgeting system. In the fund and department pages of this document, accomplishments from 2018 and goals & objectives for 2019 and 2020 will be provided along with financial and budget information. Management and staff will use these goals and objectives going forward, to focus City spending to best achieve the Mission and Vision established by the governing body and the Goddard community.

City staff looks forward to working with you and we pledge to do our very best at implementing the budget efficiently and effectively in 2020.

Respectfully submitted,

Brian W. Silcott  
City Administrator

# EXECUTIVE SUMMARY

# Executive Summary

On August 5, 2019 the City Council adopted the 2020 annual budget of \$9,626,388. The City of Goddard budgets revenue and operational & debt service expenditures for the major funds in the categories listed below. The General Fund contains all the revenue and expenditures for general government services. The Debt Service Fund (Bond & Interest Fund) covers the payment of long term debt and temporary capital project financing. The Special Revenue Funds include the Goddard City Library Fund (Property Tax Supported) and the (Non-Property Tax Supported) Special Highway Street Fund, the Parks and Recreation Fund, and The Tourism Promotion Fund. The Enterprise Funds include the Water Utility Fund and the Waste-Water Utility (Sewer) Fund.

The Budget's adoption concluded a process where the City Council, after listening to recommendations from City Staff and input from citizens, allocates resources to fund essential functions of the City for the upcoming fiscal year. The 2020 Budget maintains a flat mill levy in the General Fund, making the total levy to 33.230 mills.

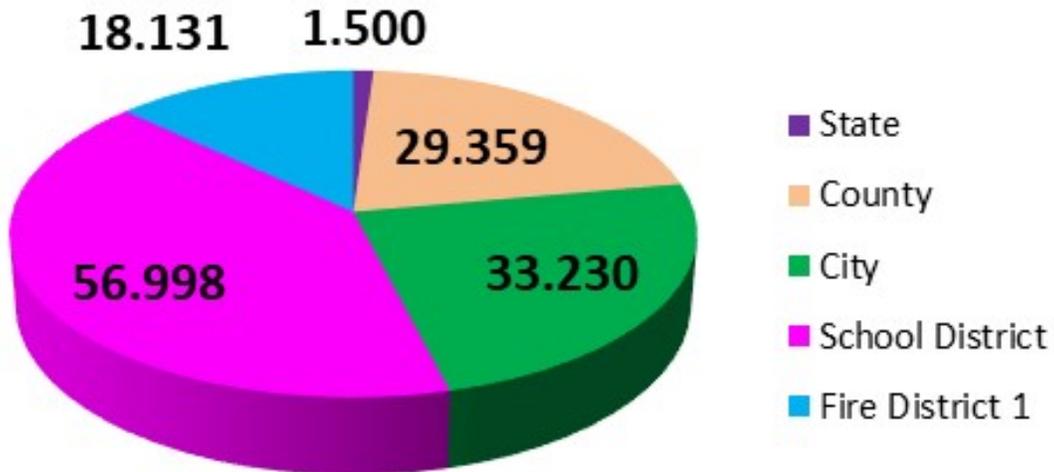
	2020 Budget by Fund Type					Total All Operating Funds
	General Fund	Debt Service Fund	Special Revenue Funds		Enterprise Funds	
			Property Tax Supported	Non Property Tax Supported		
<b>REVENUES</b>						
Taxes	\$3,154,319	\$48,571	\$147,103	\$202,130	\$6,300	\$3,558,423
License & Permits	90,120	0	0	0	0	90,120
Charges for Service	100,600	0	0	0	2,510,780	2,611,380
Fines, Forfeitures & Penalties	77,000	0	0	0	26,000	103,000
Other Revenue	0	0	0	0	500	500
Contributions	0	0	0	0	0	0
Sales/Rentals	7,500	0	0	0	500	8,000
Special Revenue	0	380,780	0	0	0	380,780
Bond Proceeds	0	810,000	0	0	0	810,000
Uses of Money	18,360	200	0	0	0	18,560
Transfers In	0	79,900	0	528,500	0	608,400
<b>TOTAL REVENUE</b>	<b>\$3,447,899</b>	<b>\$1,319,451</b>	<b>\$147,103</b>	<b>\$730,630</b>	<b>\$2,544,080</b>	<b>\$8,189,163</b>
<b>EXPENDITURES</b>						
Personal Services	\$1,692,680	\$0	\$0	\$429,500	\$1,005,900	\$3,128,080
Contractual Services	755,770	0	0	158,000	451,720	1,365,490
Commodities & Supplies	224,240	0	0	72,100	197,060	493,400
Capital Outlay	110,000	0	0	230,000	0	340,000
Non Operating	38,750	500	147,128	0	7,200	193,578
Transfers Out	1,328,500	0	0	20,000	289,900	1,638,400
Debt Service	0	1,307,800	0	0	703,100	2,010,900
Capital Outlay - Discretionary	358,960	97,580	0	0	0	456,540
<b>TOTAL EXPENDITURES</b>	<b>\$4,508,900</b>	<b>\$1,405,880</b>	<b>\$147,128</b>	<b>\$909,600</b>	<b>\$2,654,880</b>	<b>\$9,626,388</b>
<b>REVENUE OVER (UNDER)</b>	<b>-\$1,061,001</b>	<b>-\$86,429</b>	<b>-\$25</b>	<b>-\$178,970</b>	<b>-\$110,800</b>	<b>-\$1,437,225</b>

## Executive Summary

The 2020 Budget maintains the property (ad valorem) tax rate to 33.230 mills. The total property tax rate paid by all Goddard citizens is estimated to be 142.360 mills. Each mill costs a homeowner \$11.50 per \$100,000 of value of their home. Based on a total tax rate of 139.218 mills, a homeowner with a home valued at \$140,000 would pay total annual property taxes of \$2,241.41; \$535.00 of this amount goes to the City of Goddard. This is a tax burden of \$44.59 per month in city property taxes.

<b>Home Valuation</b>	<b>\$ 140,000</b>
Assessed Rate	x 11.5%
Assessed Value	\$ 16,100
Total Mill Levy	x 139.218
<b>Total Tax</b>	<b>\$ 2,241.41</b>
City Portion: 33.230 mills	\$ 535.00

**Taxes By Jurisdiction (Shown in Mills)**



# Executive Summary

## Factors Influencing the 2020 Budget

### Current Economic Conditions

Its been over a decade since the Great Recession of 2008, and economic recovery continues to grow at a moderate to slow pace. The City of Goddard has not been immune to these economic realities. Prior to 2008, residential growth more than doubled the City's population from less than 2,000 residents in the year 2000, to over 4,000 residents by 2010. Since 2010, population and residential growth has slowed considerably.

Beginning in 2008, the City turned its focus toward commercial and industrial growth, and we have experienced considerable success. Several retailers have expanded into the City along the US 54 corridor, and a large economic development project has commenced that will serve local and regional communities with family entertainment, youth sports, hotel, and restaurant services.

Because of how cities raise and collect their revenues, cities will be weathering the effects of the economic downturn long after a national recovery is underway. Persistent state budget shortfalls, and poor planning, will also contribute to cities' fiscal woes, as states continue to slash aid to local governments.

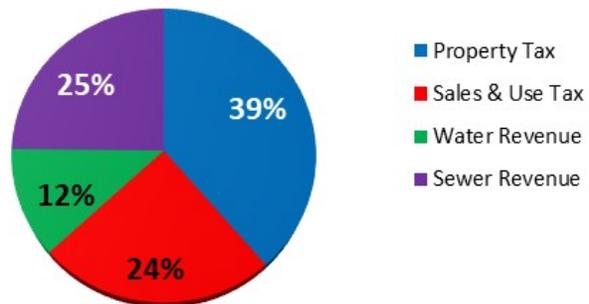
To boost revenues, many cities have reported raising fees on services like water use and garbage collection; property taxes; and some even raised their sales tax. Even as city revenues have dropped, wages, pension and health care costs have steadily climbed and will continue to do so even without an economic recovery.

### Maintaining Service Levels

The 2020 Budget focuses funding on programs and services that meet the expectations of residents. The most challenging aspect of this year's budget process has been maintaining high levels of service while the city's revenue streams remain flat. As the City has made efforts in previous years to fully staff and equip all City operations, the corresponding expenditures have increased. In order to fund the expenditure increases, the City Council has been obligated to make small mill levy increases in recent years. In 2014, the citizens of Goddard voted to adopt a 1% citywide sales tax. Its purpose is to reduce the burden of potential further mill levy increases in the future, and to fund capital quality-of-life improvements in the parks system and capital street projects. The 2020 budget maintains the mill levy at 33.230 mills.

### Top 4 Reveue Indicators

Top 4 Revenue Indicators		
	2018	2019
Revenue	Jan-July	Jan-July
Property Tax	\$1,357,313	\$1,413,019
Sales & Use Tax	772,283	892,595
Water Revenue	461,102	439,742
Sewer Revenue	\$838,787	\$906,382



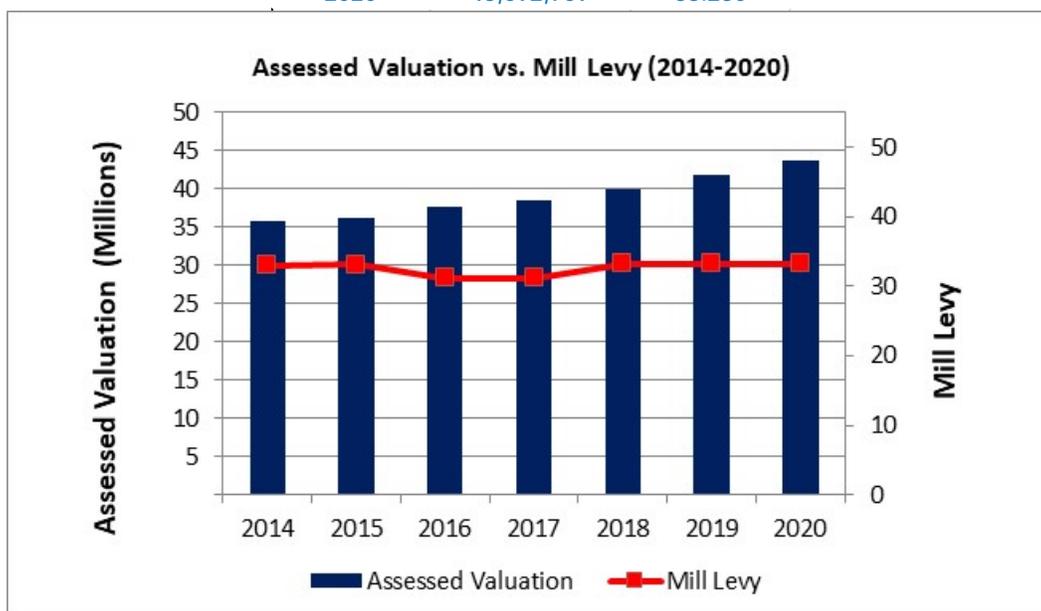
# Executive Summary

## Property Tax Changes 2014-2018

The City's goal to continue maintaining the level of service that the citizens have come to expect, led to the City Council's decision to raise the total mill levy by 5 mills for the 2014 budget year. The current mill levy is much closer to that of comparable sized cities in this region, but remains among the lowest for cities in Sedgwick County. In 2017, assessed valuation increased by 3.97%. Moderate valuation growth is anticipated during the next few years as the city works to fill vacant commercial and industrial locations, and home values continue to creep slowly upward. A major valuation increase is anticipated to occur in 2019 and 2020 as large commercial properties come onto the tax rolls. The completion of Stage 1 of the City's STAR (Sales Tax Revenue) Bond economic development project will initially increase the City's total assessed valuation by \$12,000,000 (32%). Further growth is expected as the project's benefit district fills with new development in the following years.

The Citizens of Goddard approved a 1% City Sales Tax in 2014 that took effect in January of 2015. The City proposed adding a sales tax to offset the possibility of future mill levy increases and to fund capital projects, particularly in the City's park system, and other quality of life projects. The City Council decided to raise the General Fund mill levy by 2 mills for the 2018 Budget due to anticipated cost increases for general operations and public safety. The City is anticipating continued growth in service demands coinciding with our economic development goals.

Year	Assessed Valuation	Mill Levy
2014	35,753,767	33.057
2015	36,273,601	33.085
2016	37,766,838	31.164
2017	38,503,303	31.228
2018	40,028,668	33.230
2019	41,854,846	33.230
2020	43,692,769	33.230



# Executive Summary

## Budgeted Fund Balance

The City of Goddard defines Fund Balance as total revenue minus total expenditures for a particular fund. As an organization that operates under on a cash basis, the ending fund balance for 2019 includes the fund balance as of January 1 plus revenue expected to be received during the year, minus all funds encumbered for operations, debt payments, and capital outlays. For budgeting purposes, staff routinely under estimates projected revenue and overestimates projected expenditures as to maintain a balanced budget and maintain a surplus of budget authority. For this reason, we budget a “Capital Outlay – Discretionary” line item within the General Fund. Should emergency circumstances require extra spending, funds budgeted here can be used, and the Council has made use of this appropriation in the past for small not budgeted capital projects. The projected drop in fund balance in the General Fund, for example, is presented to include; capital expenses that will only occur in emergency situations such as natural disasters and built in budgeted overages for expanded staffing, services, and commodities. These expenses are only included in the operating budget for the purpose of adhering to Kansas State statutes requirements for budgeting.

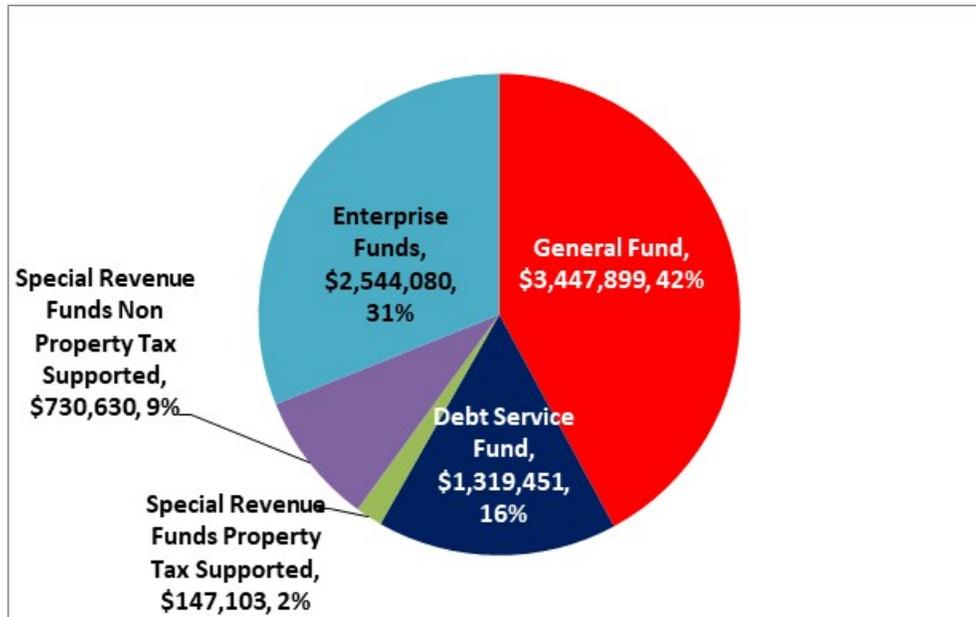
Fund Balances			
Ending Fund Balances as of December 31			
	2018	2019*	2020**
General Fund	\$1,399,600	\$1,061,000	\$1
Water Fund	544,523	468,953	403,783
Sewer Fund	1,038,041	1,098,171	314,413
Street Fund	1,004,594	953,754	759,784
Bond & Interest	\$109,836	\$86,430	\$1

\*Estimated

\*\*Budgeted

# Executive Summary

## Budgeted Revenues



### 2020 Budget - Revenue by Fund Type

The **General Fund** is the major operating and taxing fund for the City of Goddard. It totals \$3,447,899. in revenue or 42% of total revenue. Service funded by this fund include Administration, Police, Municipal Court, Parks & Recreation, Community Development, Planning & Zoning, Economic Development, Animal Control, Public Health, and some city facilities.

The **Debt Service Fund (Bond & Interest Fund)** provides for the retirement of all City general obligation (GO) debt, special assessment debt and temporary note debt. This fund accounts for 16% of total revenue.

**Special Revenue Funds** are established to account for specific resources that are legally restricted to expenditures for specified purposes

The property tax-supported special revenue fund (Library Fund) supports the City Library, and accounts for 2% of total revenue

Non-property tax supported special revenue funds include the Parks & Recreation Fund (used for capital purchases only. Park operations are funded through the General Fund), the Tourism Promotion Fund, and the Special Highway/Street Fund. These funds account for 9% of total revenue.

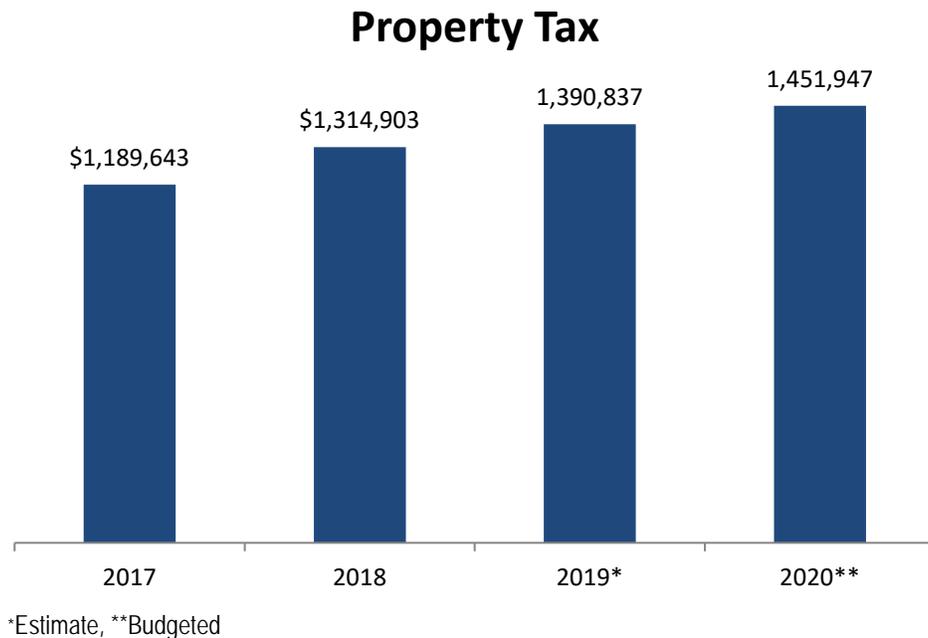
**Enterprise Funds** include the Water Utility Fund and Sewer Utility Fund. These operations are financed and operated in a manner similar to a private business, where the intent of the governing body is that the costs (expenses, including debt service) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges. Operations include the City's Water and Sewer utilities, and account for 31% of total revenue.

# Executive Summary

## Major Revenue Sources

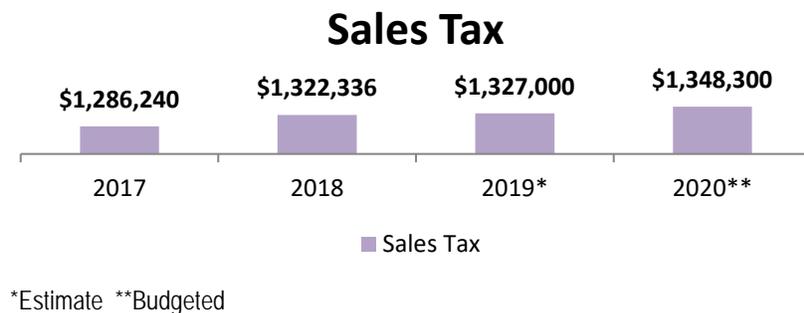
### Property Tax

Property tax equals \$1.45 million or 17.73% of total 2020 budgeted revenue. Of this, \$1.279 million has been allocated to the General Fund. Property tax revenues are determined by applying the City mill levy of 33.230 mills to the assessed valuation of taxable property located within the boundaries of the City. In addition to the General Fund, Property tax revenues are deposited into the Library and Bond & Interest Funds. The Library Fund is merely a pass through fund by which the City levies 2.969 mills on behalf of the City Library board. When the funds are distributed, the City passes those funds onto the Goddard City Library.



### Sales and Compensating Use Taxes

The City is entitled to a share of the 1% sales tax levied by Sedgwick County. Sales tax is revenue levied on the sale of goods and services within a taxing district. The City also began levying its own 1% Sales Tax in 2015. We project that total sales tax from both the County and City will total \$1,348,300. The City conservatively estimates that the sales tax portion from the county will continue to grow at 2%. The City's tax estimate is based on a projection furnished by the Kansas Dept. of Revenue since trend data isn't available for this new revenue source.

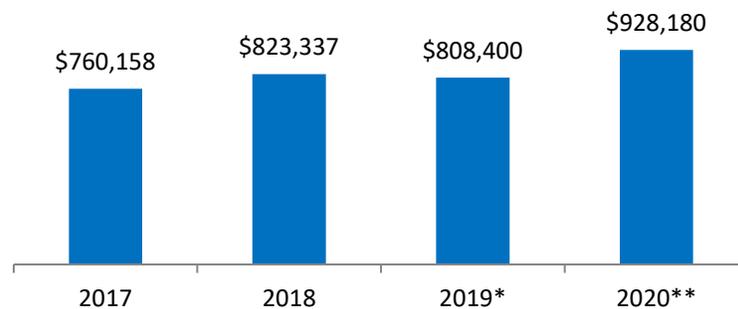


# Executive Summary

## Water Revenue

The Water Fund is funded by charges for services within the water utility. This includes water sales, connection fees, reconnection fees and penalties, inspection fees, and as of 2013, debt service fees. Prior to 2015, revenue in the Water Fund had been stagnant and even declining in 2013. Conservation efforts by Water utility customers, in response to multi year drought conditions, resulted in a drop in water usage and sales. In 2015, the City Council adopted a series of water rate increases that were implemented annually with the final increase occurring in 2017. The Council also adopted a debt service charge whose purpose is to retire the debt on utility infrastructure improvements. During the 2020 budget process, staff made a new rate structure recommendation to the City Council to shift the burden of water revenue onto usage allowing the base rate to dropped. 2020 revenue projections for both proprietary funds use the new rate structure.

### Water Revenue Trend

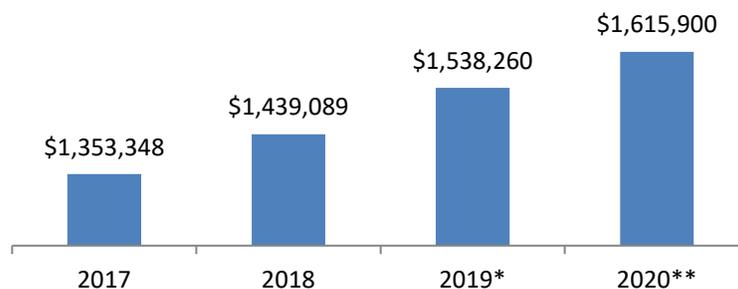


\*Estimate \*\*Budgeted

## Sewer Revenue

The Sewer Utility is also funded by charges for services. This includes sewer sales, inspection fees, debt service fees, and penalty charges for late pay. Revenue shortfalls in prior years, combined with increased costs for personnel, operations at the wastewater treatment facility (WWTF) and debt service payments led to a dangerously low fund cash balance at the beginning of 2016. The City Council was forced to adopt operational sewer rate increases that are scheduled to be implemented annually thru 2018. During the 2020 budget process, staff recommended a change to the Sewer utility rate structure, that will be in place during the 2020 operating year.

### Sewer Revenue Trend



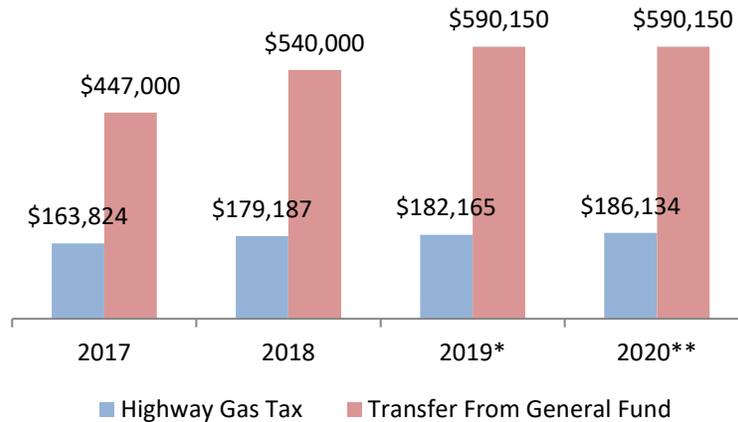
\*Estimate \*\*Budgeted

# Executive Summary

## Street Fund Revenue

Street operations and capital outlays are primarily financed by a transfer from the General Fund. Policy dictates that the transfer be equal to 75% of sales tax collections. Additionally, the Street Fund receives revenue in the form of state highway taxes on fuel sales. The estimate for the gas taxes is established by the State of Kansas and released annually before local budgets are required to be adopted.

### Street Revenue Trend

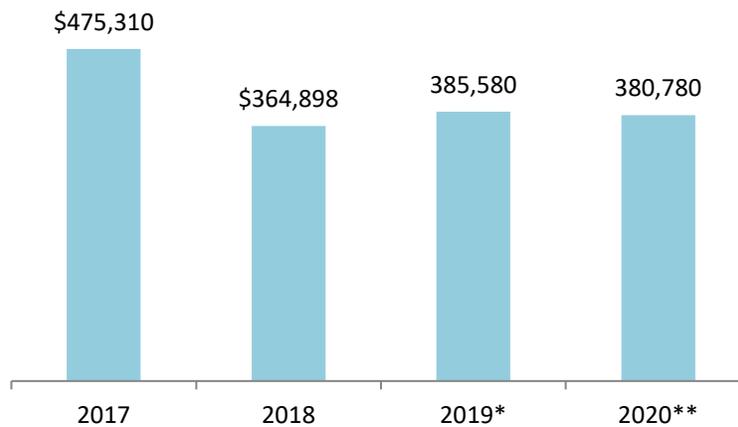


\*Estimate, \*\*Budgeted

## Bond & Interest Revenue

The Bond & Interest fund levies a small mill levy to fund the at large portion of the City's General Obligation Debt. The remaining regular financing source is special assessment revenue, revenue paid by homeowners to repay infrastructure improvements at the time the residential developments were being built. The special assessment estimate is based on the schedule of repayment established in the repayment agreements. In 2016 there will also be single inflow in the form of GO Bond proceeds for the retirement of temporary notes on a capital project. There will be a single temp note inflow for the City's share of a Sales Tax Revenue Bond (STAR Bond) project that is expected to begin in 2019.

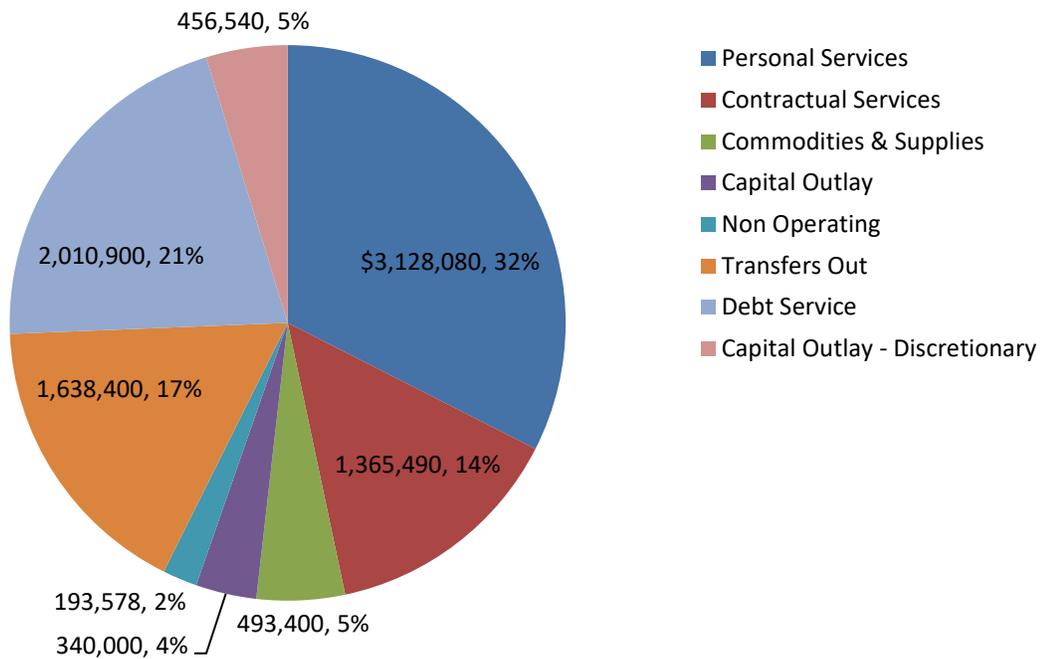
### Special Assessments



\*Estimate \*\*Budgeted

# Executive Summary

## Budgeted Expenditures



Budgeted Expenditures are grouped into 8 categories; Personal Services, Contractual Services, Commodities and Supplies, Capital Outlay, Non-Operating, Transfers Out, Debt Service, and Capital Outlay – Discretionary.

### **Personal Services**

Personal Services, with a budget of \$3.13 million, is the largest operational expenditure category, accounting for 32% of total expenditures. The 2020 Budget reflects a 12.11% increase over the 2019 budget. Increases in expenditure for salaries, retirement, and a modest increase in health insurance premiums led to the overall budget increase..

### **Contractual Services**

Contractual Services, with a budget of \$1.36 million, accounts for 14% of total expenditures. The 2020 budget reflects a 8.53% increase over the 2019 budget. Contractual Services include services purchased and delivered by external entities.

# Executive Summary

## **Commodities & Supplies**

Commodities and Supplies, with a budget of \$493,400, accounts for 5% of total expenditures. The 2020 Budget reflects a 7% increase from the amount budgeted in 2019. Commodities and Supplies include the purchase of office supplies, street signs, and chemicals for the water distribution system and the wastewater treatment facility.

## **Capital Outlay**

Capital Outlay, with a budget of \$340,000, accounts for 4% of the budgeted expenditures. Capital outlays are expenses that add fixed assets to the City. Purchases are normally considered a capital outlay if they benefit the City for more than one year. The 2020 Budget includes Capital Outlay expenditures for new police vehicles in the General Fund, \$205,000 for street resurfacing in the Special Highway Street Fund, and \$25,000 out of the Parks and Recreation Fund for upgrades to the City's park system.

## **Non-Operating**

Non-Operating, with a budget of \$193,578, accounts for 2% of budgeted expenditures. The primary purpose of this category is for payments to external agencies that the City supports financially. \$147,128 is the portion of property tax revenue that the City levies on behalf of the Goddard Library. The remainder includes payments to the Goddard Activities Committee, the Goddard Chamber of Commerce, and the City's sponsorship of community events.

## **Transfers Out**

Transfers Out, with a budget of \$1,638,400, account for 17% of budgeted expenditures. The 2020 Budget reflects a 6.68% decrease from the 2019 budget. Transfers Out include transfers from operating departments into reserve accounts such as the Equipment Reserve Fund, the Water Reserve Fund, the Sewer Replacement Reserve Fund, and the Capital Improvement Fund. It also includes the transfer from the General Fund to the Special Highway Street fund to fund its operations. Additional transfers include those from the Enterprise funds to Water and Sewer Reserve Funds and a transfer from the Water utility to the debt service fund.

The transfer to the Special Highway/Street Fund has been lowered in 2020 due to reallocation of personnel costs to other Public Works Department funding sources.

## **Debt Service**

Debt Service, with a budget of \$2 million, accounts for 21% of total budgeted expenditures. The 2020 Budget reflects a 2.6% increase over the 2019 Budget. These expenditures include payments for the City's GO bonded debt and the revolving loans for the construction of the wastewater treatment facility and lagoons. The decrease in budgeted expenses is due to the retirement of a GO Bond.

## **Capital Outlay – Discretionary**

Capital Outlay – Discretionary, with a budget of \$456,540 accounts for 5% of budgeted expenditures. This category is used to for two purposes. 1. It reflects expenditures for unexpected capital purchases and improvements that occur during the budget year. 2. It is used as a cash reserve line item in the Bond & Interest Fund as a place-holder for temp notes retirement on capital projects whose construction and implementation occur over multiple years.

# Executive Summary

## Capital Expenditures

To better plan for future development and financial conditions and due to the substantial investment needed to complete capital projects, the City of Goddard has established an on-going multi-year capital improvement plan (CIP).

The CIP was established to identify future large capital projects necessary to meet the growing needs of the City and to determine their implications on the future financial condition of the City. The Current CIP covers years 2019-2024.

The CIP, used in conjunction with the long-range expenditure and revenue forecast, enables the City time to plan and identify funding for the large one-time capital expenditures. Below is a grouping of the City of Goddard's CIP Projects.

- Public Buildings – City Hall Remodel
- Public Buildings - WWTF Updates/Upgrades
- Public Buildings – Salt Storage Facility
- Public Buildings – Public Works Building Construction
- Streets – Frontage Road Realignment
- Streets – 183<sup>rd</sup> St Redesign
- Streets – Maintenance
- Streets - Rebuild
- Streets/Parks – 183<sup>rd</sup> Street Pathway
- Streets/Parks – US-54 Kellogg Beautification Corridor
- Streets/Parks – Front Porch Project
- Streets/Parks – Main Street Beautification
- Infrastructure – Arbor Creek Lift Station
- Infrastructure – Water Wells Security Upgrades
- City Parks/Recreation – Linear Park Playground Upgrades
- City Parks/Recreation – Northside City Park
- Public Works – Equipment/Fleet

Funding mechanisms allowed are unreserved/non-designated fund balance; pay-as-you-go financing; sales tax financing; and debt financing. More information on these projects can be found in the CIP section of this document.

# BUDGET SUMMARY

# Budget Summary

## ALL FUNDS COMBINED BUDGET SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020
<b>BEGINING BALANCE ALL FUNDS</b>	<b>\$9,670,147</b>	<b>\$9,214,916</b>	<b>\$9,416,780</b>	<b>\$8,504,329</b>
<b>REVENUES</b>				
Taxes	3,397,063	3,420,240	3,476,217	3,558,423
License & Permits	228,332	88,510	95,350	90,120
Charges for Service	2,314,653	2,385,270	2,418,910	2,611,380
Fines, Forfeitures & Penalties	80,018	103,000	88,000	103,000
Refunds/Reimbursements	9,879	0	100	0
Other Revenue	778	500	500	500
Contributions	16,737	4,000	20,100	0
Sales/Rentals	15,825	7,000	7,460	8,000
Special Revenue	364,898	384,420	385,580	380,780
Bond Proceeds	875,134	800,000	0	810,000
Uses of Money	25,351	25,460	38,360	38,560
Transfers In	1,695,050	1,755,700	1,629,900	1,638,400
<b>TOTAL REVENUE</b>	<b>9,023,718</b>	<b>8,974,101</b>	<b>8,160,477</b>	<b>9,239,163</b>
<b>EXPENDITURES</b>				
Personal Services	2,211,939	2,790,250	2,500,160	3,128,080
Contractual Services	1,014,563	1,258,220	1,235,600	1,365,490
Commodities & Supplies	383,136	460,950	465,190	493,400
Capital Outlay	1,811,647	1,472,500	1,347,950	821,750
Non Operating	165,581	193,350	184,200	193,078
Transfers Out	1,695,050	1,750,050	1,634,900	1,618,400
Debt Service	1,983,013	2,023,670	1,233,600	2,053,400
Capital Outlay - Discretionary	9,159	493,000	10,000	476,540
<b>TOTAL EXPENDITURES</b>	<b>9,274,087</b>	<b>10,441,990</b>	<b>8,611,600</b>	<b>10,150,138</b>
REVENUE OVER (UNDER)	-250,369	-1,467,889	-451,123	-888,975
<b>ENDING BALANCE ALL FUNDS</b>	<b>\$9,419,780</b>	<b>\$7,747,027</b>	<b>\$8,965,655</b>	<b>\$7,593,354</b>

# Budget Summary

REVENUE ALL FUNDS		EXPENDITURE ALL FUNDS	
Taxes	\$3,558,423	Personal Services	\$3,128,080
License & Permits	90,120	Contractual Services	1,365,490
Charges for Service	2,611,380	Commodities & Supplies	493,400
Fines, Forfeitures & Penalties	103,000	Capital Outlay	821,750
Refunds/Reimbursements	0	Non Operating	193,078
Other Revenue	500	Transfers Out	1,618,400
Contributions	0	Debt Service	2,053,400
Sales/Rentals	8,000	Capital Outlay - Discretionary	476,540
Special Revenue	380,780	<b>TOTAL EXPENDITURES</b>	<b>\$10,150,138</b>
Bond Proceeds	810,000		
Uses of Money	38,560		
Transfers In	1,638,400		
<b>TOTAL REVENUE</b>	<b>\$9,239,163</b>		

Schedule of Transfers				
Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2018	Current Amount for 2019	Proposed Amount for 2020
General Fund	Special Highway/Street	590,150	475,000	478,500
General Fund	Equipment Reserve	200,000	200,000	200,000
General Fund	Capital Improvement	600,000	600,000	600,000
General Fund	Special Parks & Rec	50,000	50,000	50,000
Water Utility	Bond & Interest	79,900	79,900	79,900
Water Utility	Equipment Reserve	20,000	20,000	20,000
Water Utility	Water Reserve Fund	40,000	40,000	40,000
Wastewater Utility	Equipment Reserve	-	25,000	25,000
Wastewater Utility	Sewer Replacement Res.	75,000	100,000	100,000
Wastewater Utility	Capital Improvement	-	25,000	25,000
Special Highway/Street	Equipment Reserve	40,000	20,000	20,000
<b>Totals</b>		<b>1,695,050</b>	<b>1,634,900</b>	<b>1,638,400</b>

# GENERAL FUND



## General Fund

*The General Fund is the primary operational fund for the City's non-utility business. The Fund is largely financed through taxes.*

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Services Funded

- General Government
  - Administration
  - Mayor & City Council
  - City Hall
- Law Enforcement
  - Municipal Court
  - Police Administration
  - Community Outreach
  - Animal Control
  - Code Enforcement
- Recreation and Culture
  - City Swimming Pool
  - Parks & Recreation
  - Community Center
  - Library Services
  - Community Events
- Community Development
  - Economic Development
  - Planning & Zoning
  - Activities Committee
  - Chamber of Commerce
  - Public Health
- Inter-fund Transfers
  - Special Highway / Street Fund
  - Bond & Interest Fund
  - Equipment Reserve Fund
  - Capital Improvement Fund
  - Special Parks & Recreation Fund

## General Fund Overview

The General Fund is the primary funding source of City non-utility operations and includes revenues, expenditures, and transfers to other funds. General Fund expenditures consist of 6 operational functions. These functions are General Government, Law Enforcement, Recreation & Culture, Public Works, Community & Economic Development, and Transfers to Other Funds. These operations are financed largely by property taxes (known as ad valorem tax) and sales taxes. Additional funding comes from an assortment of other taxes, fees, penalties, and fines.

The 2020 Adopted Budget has been developed in accordance with the consensus of the Council. The 2020 Adopted Budget reflects the operational needs as identified by the Mayor, Council President, City Administrator and Department Directors. Due to the early forecast of revenues and expenditures, many of which were originally forecast in April and reassessed in June, the specific outcome is uncertain. The forecast of the City's assessed valuation for 2020 is \$41,854,846 with one mill projected to total \$41,854. The City's 2018 assessed valuation is \$42,692,769 with a General Fund mill levy of 29.281. The 2020 Budget presents a **BALANCED BUDGET** with expenditures totaling \$4,508,900, revenues totaling \$3,447,899, and a cash carryover of \$1,061,002. The 2020 Budget represents an increase of \$127,980 (2.92%) in expenditures over the balanced 2019 Adopted Budget. The General Fund mill levy as presented is estimated to total 29.281 mills, which is the same as the 2019 actual mill rate.

In 2018, a "tax lid" imposed by the State of Kansas on city and county governments went into effect. The new law is intended to limit the ability of cities and counties to raise their property tax levies without voter approval. The maximum property tax increase allowed without a vote is determined by the average growth of the Consumer Price Index (CPI) over the previous five years. For example, if the current budget year property tax levy is \$1 million and the CPI grew by only 1%, the maximum property tax levy allowed without a vote in next year's budget would be \$1,010,000. Since the City of Goddard levied \$1,211,314 (which doesn't include the levy for the Goddard City Library) in property taxes in 2018, and the growth of the CPI in 2017 was 1.4%, the most the City would have been able to levy in 2019, without voter approval, would be \$1,228,272.

This new funding formula prevents the City from capturing all of the additional property taxes generated thru growth in assessed valuation while maintaining a flat mill levy. The City's total assessed valuation grew by \$1,826,178 (4.5%) in 2018. In previous years, that growth would have meant \$22,630 in additional property tax revenue with no change to the mill levy (tax rate). The new formula only allows for \$16,958 in additional property tax revenue. If not for the exemption explained below, the City would be forced to reduce its mill levy to comply with the "tax lid".

Certain types of expenditures are exempt from the "tax lid", including the funding of increased expenses for law enforcement activities. The 2020 Budget includes \$91,442 in additional funding for law enforcement activities. This effectively voids the impact of the "tax lid" on the City's property tax levy.

## General Fund - Finance and Operations

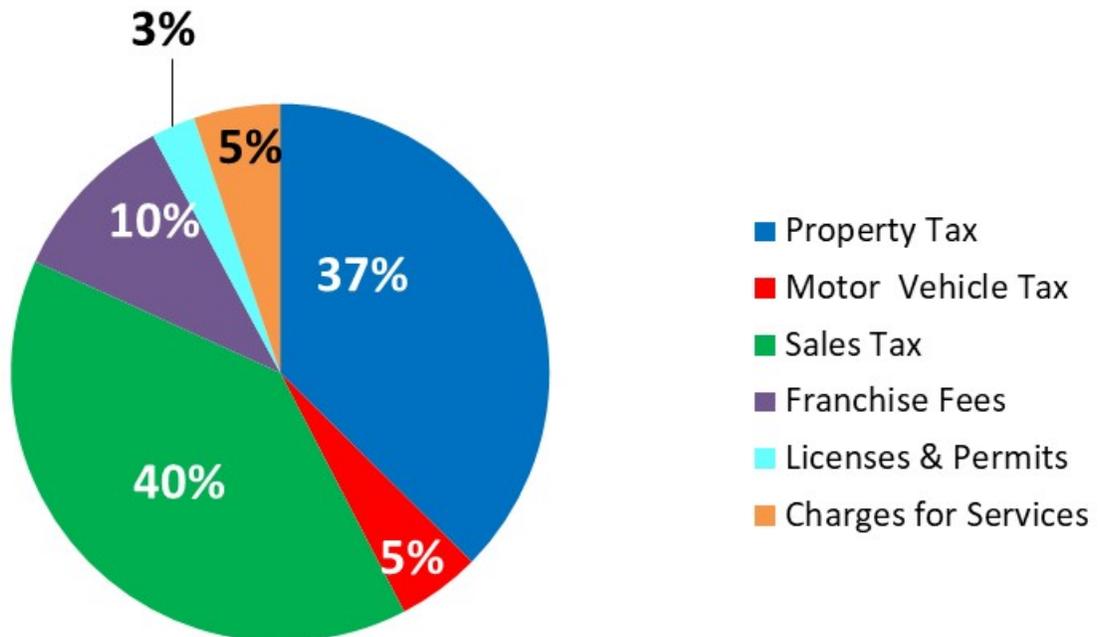
The 2020 Budget is presented with a fund summary of revenues, expenditures, and fund balances below. The following page provides revenue detail which groups revenues into like classifications. Revenues are grouped into Taxes & Franchise Fees, Licenses & Permits, Use of Money & Property, Charges for Services, Contributions, and Sales of Property & Merchandise. Expenditures are continued on the next page by classification as well. Expenditures are classified into the following sub categories: Personal Services (including salaries, wages, health insurance, and other employee benefits), Contractuals (contracted services), Commodities, Capital Outlay, Non-Operating Expenses, Transfers to Other Funds, and Capital Outlay - Discretionary. All charts display this information for the 2018 Actual, 2019 Adopted, 2019 Estimate, 2020 Proposed, and 2021 Projected budgets.

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$1,483,080	\$1,098,366	\$1,399,600	\$1,061,002	\$1
FUND REVENUE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
TAXES AND FRANCHISE FEES	\$3,007,970	\$3,031,616	\$3,082,682	\$3,154,319	\$3,242,400
LICENSES AND PERMITS	228,332	88,510	95,350	90,120	93,720
USE OF MONEY & PROPERTY	21,149	11,760	18,160	18,360	18,360
CHARGES FOR SERVICES	128,714	164,350	166,810	177,600	177,600
CONTRIBUTIONS	20,632	0	20,200	0	732,000
SALES OF PROP./MERCHANDISE	7,437	6,500	7,200	7,500	7,500
<b>TOTAL REVENUE</b>	<b>\$3,414,235</b>	<b>\$3,302,736</b>	<b>\$3,390,402</b>	<b>\$3,447,899</b>	<b>\$4,271,580</b>
FUND EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$1,264,011	\$1,615,780	\$1,420,540	\$1,692,680	\$1,797,780
CONTRACUTAL SERVICES	525,659	657,900	665,730	755,770	756,700
COMMODITIES & SUPPLIES	172,596	197,540	200,730	224,240	225,070
CAPITAL OUTLAY	67,226	80,000	80,100	110,000	110,000
CAPITAL OUTLAY - DISCRETIONARY	9,159	353,900	10,000	358,960	0
NON-OPERATING EXPENSES	18,915	35,650	26,900	38,750	38,750
TRANSFERS TO OTHER FUNDS	1,440,150	1,440,150	1,325,000	1,328,500	1,343,000
<b>TOTAL EXPENDITURE</b>	<b>\$3,497,718</b>	<b>\$4,380,920</b>	<b>\$3,729,000</b>	<b>\$4,508,900</b>	<b>\$4,271,299</b>
REV. OVER (UNDER) EXP.	-\$83,482	-\$1,078,184	-\$338,598	-\$1,061,001	\$281
<b>ENDING FUND BALANCE</b>	<b>\$1,399,598</b>	<b>\$20,182</b>	<b>\$1,061,002</b>	<b>\$1</b>	<b>\$282</b>

# General Fund Revenue

GENERAL FUND REVENUE	ACTUAL	ADOPTED	ESTIMATED	ADOPTED	PROJECTED
	2018	2019	2019	2020	2021
Ad Valorem Tax (Property Tax)	\$1,158,642	\$1,225,542	\$1,225,542	\$1,279,386	\$1,330,500
Motor Vehicle Tax	144,569	146,896	146,900	154,015	160,000
Recreational Vehicle Tax	2,248	1,545	1,500	1,718	1,900
16/20 Meter Truck Tax	12	94	240	313	400
Commercial Vehicle Tax	12,256	13,046	14,200	14,429	15,500
Watercraft	0	903	1,000	888	1,000
Delinquent Tax	11,336	0	10,000	0	0
Franchise Fees	356,341	350,000	355,000	355,000	362,100
Sales Tax - Sedgwick County	637,773	625,400	640,000	650,200	660,000
Sales Tax - City of Goddard	485,127	487,000	487,000	494,800	502,700
Alcohol/Liquor Tax	232	190	1,300	270	300
Comp. Use Tax - Sedgwick Co.	79,927	76,000	80,000	81,300	78,000
Comp. Use Tax - City of Goddard	119,508	105,000	120,000	122,000	130,000
<b>TAXES AND FRANCHISE FEES</b>	<b>3,007,970</b>	<b>3,031,615</b>	<b>3,082,681</b>	<b>3,154,318</b>	<b>3,242,399</b>
LICENSES AND PERMITS	228,332	88,510	95,350	90,120	93,720
USE OF MONEY & PROPERTY	21,149	11,760	18,160	18,360	18,360
CHARGES FOR SERVICES	128,714	164,350	166,810	177,600	177,600
CONTRIBUTIONS	20,632	0	20,200	0	732,000
SALE OF PROPERTY/MERCH.	7,437	6,500	7,200	7,500	7,500
<b>TOTAL</b>	<b>\$3,414,235</b>	<b>\$3,302,735</b>	<b>\$3,390,401</b>	<b>\$3,447,899</b>	<b>\$4,271,579</b>

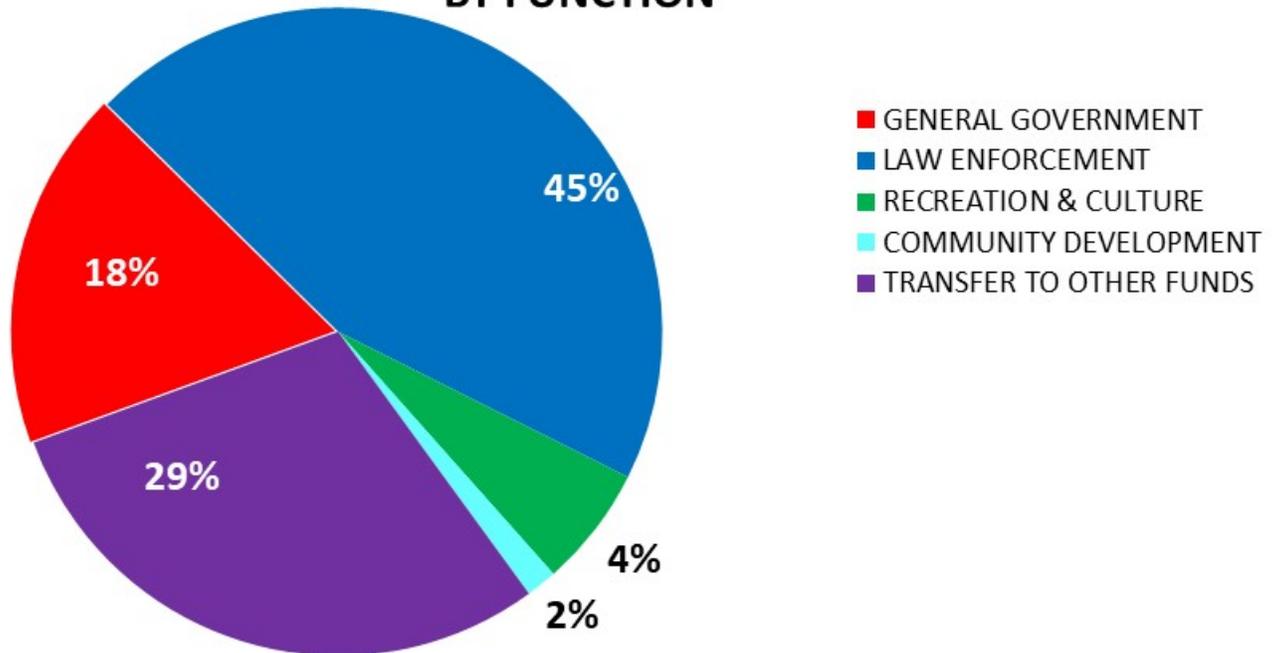
## GENERAL FUND REVENUE PROPOSED - 2020



# General Fund Expenditures

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
BEGINNING FUND BALANCE	\$1,483,080	\$1,098,366	\$1,399,600	\$1,061,002	\$1
TOTAL REVENUE	\$3,414,235	\$3,302,736	\$3,390,402	\$3,447,899	\$4,271,580
PERSONAL SERVICES	\$1,264,011	\$1,615,780	\$1,420,540	\$1,692,680	\$1,797,780
CONTRACUTAL SERVICES	525,659	657,900	665,730	755,770	756,700
COMMODITIES & SUPPLIES	172,596	197,540	200,730	224,240	225,070
CAPITAL OUTLAY	67,226	80,000	80,100	110,000	110,000
CAP. OUTLAY - DISCRETIONARY	9,159	353,900	10,000	358,960	0
NON-OPERATING EXPENSES	18,915	35,650	26,900	38,750	38,750
TRANSFERS TO OTHER FUNDS	1,440,150	1,440,150	1,325,000	1,328,500	1,343,000
<b>TOTAL EXPENDITURE</b>	<b>\$3,497,718</b>	<b>\$4,380,920</b>	<b>\$3,729,000</b>	<b>\$4,508,900</b>	<b>\$4,271,299</b>
REV. OVER (UNDER) EXP.	-83,482	-1,078,184	-338,598	-1,061,001	281
ENDING FUND BALANCE	\$1,399,598	\$20,182	\$1,061,002	\$1	\$282

## 2020 GENERAL FUND BUDGET BY FUNCTION



## General Fund Expenditures by Function

FUND EXPENDITURES	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
<b>GENERAL GOVERNMENT</b>					
PERSONAL SERVICES	\$173,387	\$211,000	\$190,900	\$270,700	\$291,600
CONTRACTUALS	108,191	144,630	123,050	147,830	148,030
COMMODITIES	27,101	28,530	28,700	28,830	28,830
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING EXPENSES	-9,289	1,450	1,950	1,950	1,950
CAP. OUTLAY DISCRETIONARY	9,159	353,900	10,000	358,960	0
	<b>\$308,550</b>	<b>\$739,510</b>	<b>\$354,600</b>	<b>\$808,270</b>	<b>\$470,410</b>
<b>LAW ENFORCEMENT</b>					
PERSONAL SERVICES	\$1,043,729	\$1,345,400	\$1,180,440	\$1,362,100	\$1,446,300
CONTRACTUALS	274,599	365,590	377,610	430,960	430,960
COMMODITIES	106,642	120,860	103,230	127,510	127,940
CAPITAL OUTLAY	60,336	80,000	80,000	110,000	110,000
NON-OPERATING EXPENSES	1,388	0	0	0	0
	<b>\$1,486,694</b>	<b>\$1,911,850</b>	<b>\$1,741,280</b>	<b>\$2,030,570</b>	<b>\$2,115,200</b>
<b>RECREATION &amp; CULTURE</b>					
PERSONAL SERVICES	\$46,895	\$59,380	\$49,200	\$59,880	\$59,880
CONTRACTUALS	89,249	120,650	121,700	145,650	146,350
COMMODITIES	33,859	37,100	57,800	56,700	57,100
CAPITAL OUTLAY	6,890	0	100	0	0
NON-OPERATING EXPENSES	8,552	9,200	9,450	9,800	9,800
	<b>\$185,446</b>	<b>\$226,330</b>	<b>\$238,250</b>	<b>\$272,030</b>	<b>\$273,130</b>
<b>COMMUNITY DEVELOPMENT</b>					
CONTRACTUALS	\$53,619	\$27,030	\$43,370	\$31,330	\$31,360
COMMODITIES	4,995	11,050	11,000	11,200	11,200
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING EXPENSES	18,264	25,000	15,500	27,000	27,000
	<b>\$76,878</b>	<b>\$63,080</b>	<b>\$69,870</b>	<b>\$69,530</b>	<b>\$69,560</b>
<b>TRANSFER TO OTHER FUNDS</b>					
SPECIAL HIGHWAY (STREET)	\$590,150	\$590,150	\$475,000	\$478,500	\$493,000
EQUIPMENT RESERVE	200,000	200,000	200,000	200,000	200,000
CAPITAL IMPROVEMENT	600,000	600,000	600,000	600,000	600,000
SPECIAL PARKS & RECREATION	50,000	50,000	50,000	50,000	50,000
	<b>\$1,440,150</b>	<b>\$1,440,150</b>	<b>\$1,325,000</b>	<b>\$1,328,500</b>	<b>\$1,343,000</b>
<b>TOTAL</b>	<b>\$3,497,717</b>	<b>\$4,380,920</b>	<b>\$3,729,000</b>	<b>\$4,508,900</b>	<b>\$4,271,300</b>

# DEPARTMENT BUDGETS



## Administration Department

*Thru teamwork, the Administration Department provides quality management of the day-to-day operations of the City; while seeking to improve the quality of life of our neighbors, and to support and empower our employees from whom the City derives its strength.*

### Department Location

City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

Brian Silcott

City Administrator

[bsilcott@goddards.gov](mailto:bsilcott@goddards.gov)

Teri Laymon

City Clerk

[tlaymon@goddards.gov](mailto:tlaymon@goddards.gov)

Matt Lawn

Chief Financial Officer

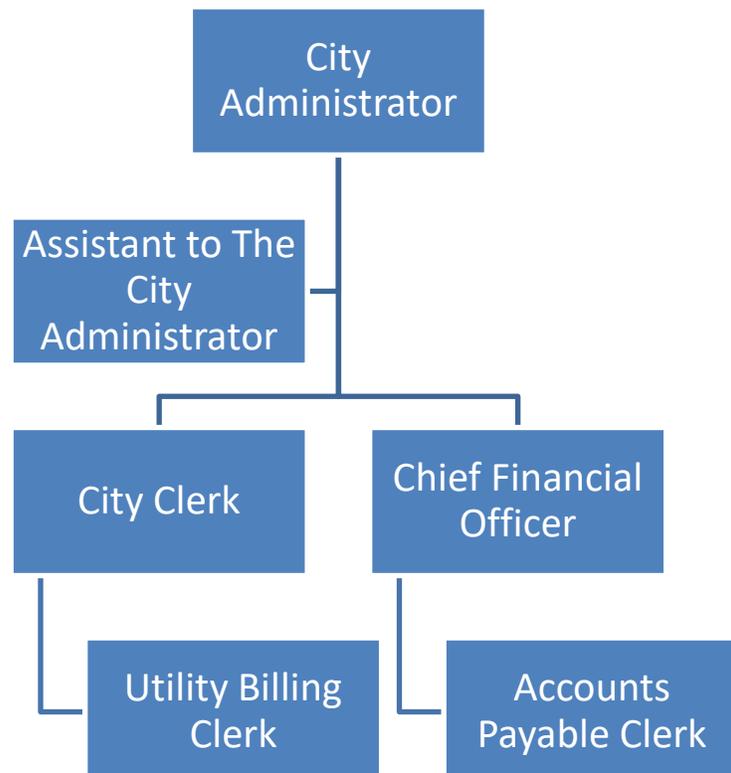
[mlawn@goddards.gov](mailto:mlawn@goddards.gov)

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Major Services

- Implementing and administering the general policies and procedures of the City as outlined by the City Council.
- Day-to-day management of City business
- Human Resources
- Utility Billing Administration
- Accounts Payable Administration
- Finance

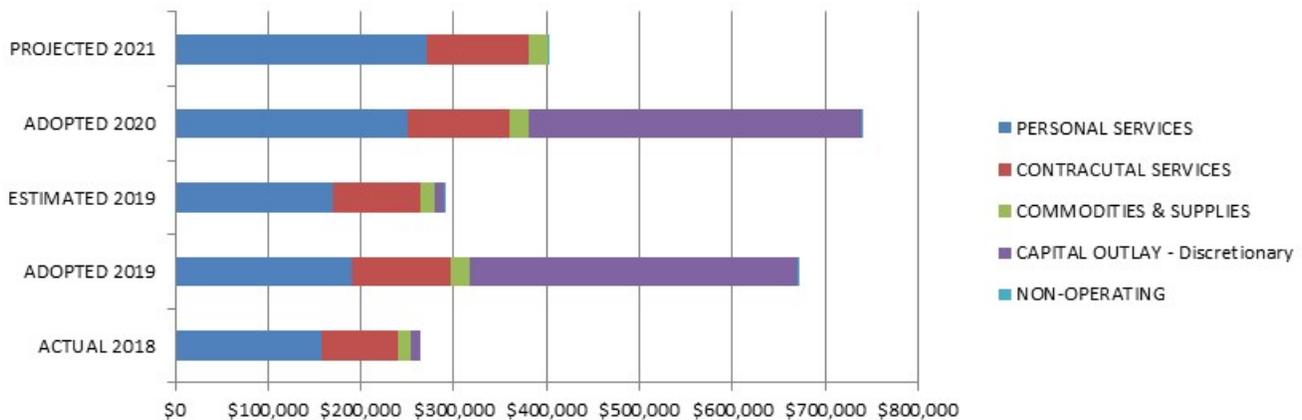
### Department Structure



# Administration Department Budget

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$157,650	\$190,500	\$170,400	\$250,200	\$271,100
CONTRACUTAL SERVICES	83,053	106,870	93,100	109,870	110,070
COMMODITIES & SUPPLIES	13,654	20,000	16,200	20,300	20,300
CAPITAL OUTLAY - Discretionary	9,159	353,900	10,000	358,960	0
NON-OPERATING	-10,623	450	950	950	950
<b>TOTAL EXPENDITURE</b>	<b>\$252,892</b>	<b>\$671,720</b>	<b>\$290,650</b>	<b>\$740,280</b>	<b>\$402,420</b>

## Administration - Budget Summary



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	6	6	6	6	6
PART TIME	0	0	0	0	0
	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

## 2019 Additions

- No personnel changes in 2019

## 2020 Additions

- No personnel changes in 2020

# Finance and Operations

The 2020 Administration Budget reflects an increase in total expenditure of \$68,560. Nearly all of that increase is for personnel costs. The 2020 **Operating** Budget is \$137,587 more than actual **operating** (total expenditures less Capital Outlay) expenditures in 2018. The **Operating** Budget is defined as the total budget less the Capital Outlay - Discretionary line item (10-110-8530).

The 2020 Budget increases the Personal Services cost allocation by \$59,700. Increased costs for wages, health insurance, and employee retirement benefits are expected in 2020.

Administration also contains contractual items such as City Hall internet & telephone services, insurance of all City facilities not related to utility operations, bonding for employees such as the City Clerk and Deputy City Clerk, advertising costs for community events, and publication costs required for legislative actions such as ordinances and annual budget notices.

Professional Services include costs such as the General Fund's portion of the audit fee, and web/I.T. costs. Formerly these line items were classified under Contractual Labor, and are now classified by itemized professional service classifications. Contractual Services also includes fees, travel, and lodging costs for members of staff attending their respective national, state, and regional professional association meetings, conferences and training.

Commodity items include office supplies, computer supplies, software, materials, supplies, and postage. There is an on-going annual appropriation for computer purchases to replace staff computers on a 3-4 year replacement program.

Capital Outlay is used for operating and capital outlay contingency/discretionary expenditures. Non-Operating Expenses are sales tax and state fees related to the operation of general government functions.

## Goals and Objectives

### Implementing the Goddard Business Plan

- Expand access to entertainment amenities, including restaurants and retail options, for the enjoyment and convenience of Goddard residents and visitors.
- Support a high quality park and recreation system, focused on becoming a model community for outdoor recreation opportunities.
- Support the beautification of City corridors, public spaces, current and future neighborhoods
- Support community connectedness through the enhancement of local government to citizen communication, public infrastructure, and public spaces.
- Assess the quality and quantity of current housing options to ensure the availability of quality affordable housing for all current and future residents.

# City Administrator

The City Administrator ensures that the policy direction set by the City Council is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner. The administrator's duties include:

- Carrying out Council policies and goals
- Ensuring effective and efficient delivery of City services
- Preparing and monitoring the annual budget
- Directing day-to-day operations of the City
- Attending City Council meetings
- Recommending policies/programs to the City Council
- Keeping the City Council fully advised of the financial and other conditions of the City
- Supplying the City Council with information to aid decision-making
- Serving as the City representative in various arenas

## 2018 - 2023 Goals and Objectives

- **Amenities & Entertainment**
  - Encourage development of US-54 corridor
  - Encourage development of the STAR Bond District
  - Create a business retention plan
  - Identify available existing commercial space & work with area realtors to fill available space.
  - Identify restaurant retail matches and recruit matches to Goddard.
- **High Quality Parks & Recreation**
  - Continue to invest in the enhancement & marketing of the Prairie Sunset Trail
  - Continue investment in the existing park system through the construction of a Linear Park splash pad, pavilion, and shade structures.
  - Adopt codes & policies that require the creation of an outdoor space for recreation within all new residential developments
  - Develop stronger partnerships between current organizations that coordinate recreation opportunities and community activities
  - Develop the Front Porch and Pathway projects.
  - Develop a new park on the North side of the City.
- **Beautification of Public Space**
  - Create a Kellogg corridor landscape plan.
  - Install intersection flower beds in right-of-way.
  - Support forestation & reforestation of right-of-way, medians, and public space
  - Work with home and business owners to identify and mitigate deterioration of residential and commercial property
  - Dedicate funding to ensure the beautification of public spaces

- **Beautification of Public Space (continued)**

- Create codes and policies that regulate the minimum forestation of future residential and commercial development.
- Invest in consistent and appealing way finding signage of Kellogg/US-54 and throughout City.
- Improve the visual appeal of the community with public art.

- **Community Connectedness**

- Create a walkability plan
- Identify options for a Kellogg/US-54 pedestrian crossing
- Create a community information and engagement plan to promote consistent dialogue with residents.
- Identify partnerships between community stakeholders
- Create, maintain, and promote visibility and marketing of community events.
- Create a long range infrastructure plan.

- **Housing**

- Perform housing needs assessment
- Identify available land for residential growth
- Recruit mixed use development in/near STAR Bond District.

# City Clerk

The City Clerk's office is responsible for many basic governmental functions. As part of the official duties, the Clerk serves as the record keeper of all City Council proceedings and actions, as well as City records (ordinances, resolutions, deeds, contracts, agreements, easements, vacations).

The City Clerk is designated as the Freedom of Information Officer and coordinates requests for records. The Clerk's office is also responsible for providing the Governing Body with agenda packets and materials, maintaining and updating the City Code, recording and certifying special assessments, licensing for cereal malt beverage drinking establishments, food, peddlers, handbills, street closures and fireworks stand permits. The City Clerk is also responsible for the city's human resource functions including providing programs that deliver a foundation for excellence and provides equal opportunity for City employees and the public. These programs include the full spectrum of activities from staffing services, compensation/classification, and employee relations, benefit management, career and organizational development.

## 2017 Accomplishments

- Continued employee workplace training program
- Continued Employee Wellness Program

## 2019/2020 Goals and Objectives

- Implement new phone system.
- Solicit multiple bids for Employee Health Insurance.
- Enhance the Health & Wellness Program.
- Continue Employee workplace training program.
- Develop strategic cycle elements for priority based budgeting initiative for:
  - Administration
    - City Clerk
    - Human Resources
    - Municipal Court
    - Utility Billing

# Assistant to the City Administrator

The Assistant to the City Administrator is a department head level position with supervisory responsibility for the City's Public Works division. In addition, this employee assists the City Administrator in planning, organizing, directing, and coordinating the administrative and operational affairs of the City.

## 2018 Accomplishments

- Public Works
  - Parks
    - Added new amenities in the City park system
    - Over 50 new trees planted in City parks.
  - Streets
    - Over 50 street signs replaced with new signs meeting reflectivity requirements.
  - Sewer Utility
    - Council approved and staff installed new UV replacement parts for the UV disinfection system.

## 2019/2020 Goals and Objectives

- Administration
  - Launch new City website
  - Develop Public Works strategic cycle elements as part of priority based budgeting iterative.
- Public Works
  - Parks
    - Extension of Linear Park sprinkler system
  - Streets
    - Install solar powered crossing lights on 183<sup>rd</sup> st.
    - Continue implementation of storm-water management plan.
    - Continue annual pavement preservation program
    - Continue to provide maintenance and traffic control assistance at annual public events.
  - Sewer Utility
    - Purchase and install facility upgrades at the WasteWater Treatment Facility and at the Lagoons.

# Chief Financial Officer / City Treasurer

The Chief Financial Officer is responsible for financial controls, recording and reporting, budget preparation, accounts receivable, accounts payable, payroll, long-term debt management, investments and utility billing & customer service. The CFO assists with the coordination of the annual audit performed by an independent certified public accountant (CPA). Kansas Statute 75-1122 requires an annual audit of the City's books be performed by an independent auditor that has been approved by the City Council.

## 2018 Accomplishments

- Completed implementation of new banking system and procedures.
- Continued development of priority/program based budgeting format and procedures.
- Received positive audit opinion with no findings.
- Received GFOA Distinguished Budget Presentation Award for 2018 and 2019 Goddard Budget documents.
- Completed 30+ hours of continuing education credits to maintain GFOA CPFO Certification
- Nominated to Board of Directors for the Kansas Government Finance Officers Association

## 2019/2020 Goals and Objectives

- Finalize priority based budget format and procedures for 2021 budget document.
- Receive GFOA Distinguished Budget Presentation award for 2020
- Fully Implement OpenGov financial reporting platform and launch public web portal.
- Reformat the City's Financial Statements to reflect the criteria for the GFOA Small Government Financial Reporting Award Program.
- Review the City's Financial Policies to ensure compliance with GFOA's Best Practices.

## Performance Measures

Administration	2015	2016	% +/-
Agenda Items Processed	143	164	15%
Ordinances Adopted	11	14	27%
Resolutions	6	12	100%
CMB Licenses Issued	5	6	20%
Vendor Permits Issued	20	14	-30%
Liquor Licenses Issued	3	3	n/c
Compliance Invoices Sent	2	13	550%
Compliance Invoiced	\$610	\$4,575	650%
Compliance \$ Collected	\$0	676	
\$ Submitted to Tax Roll	\$705	\$2,606	270%

Accounts Payable	2015	2016
Checks Issued	1513	1365
Invoices Processed	2617	2167
	\$4,046,645	\$4,619,854

Utility Billing	2015	2016	% +/-
Water Customers	1,758	1776	1%
Sewer Customers	1,694	1709	1%
\$ Sent to Collection (setoff)	\$6,392	\$6,290	-2%
\$ Collected	\$2,342	\$3,060	31%
Balance of Bad Debt	\$17,440	19604%	12%

## Performance Measures

Municipal Court	2015	2016
Number of Cases Filed	935	887
Diversion Agreements	34	18
Cases Dismissed	134	29
Paid in Full	86	97
Payment Agreements	163	169
Failed to Appear	124	120
Suspension	9	10
Warrants Issued	84	78
Jailed	13	13
Jail Fees	\$23,175	\$23,111
Payments (court fines)	\$61,494	\$62,094
Collections Sent	\$45,518	\$9,532
Collection Received	\$6,257	\$1,800

Human Resources	2015	2016	% +/-
Full Time Employees	25	28	8%
Part Time Employees	2	1	-50%
Voluntary Separations	11	4	-64%
Involuntary Separations	0	0	n/c
New Hires	9	6	-33%
Insurance Claims	5	7	40%
Accident Reports	11	5	-55%
Vacation Hours	3427	2724	-21%
Sick Hours Used	2220	1762	-21%
Overtime Used	2560	2398	-6%



## Mayor & City Council

*The mission of the City Council is to provide policy direction for the City of Goddard in developing, implementing, and maintaining services to the citizens of Goddard.*

### Department Location

#### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

Mayor Blubaugh

[gregory@goddardks.gov](mailto:gregory@goddardks.gov)

Council President Ramirez

[ramirez@goddardks.gov](mailto:ramirez@goddardks.gov)

Council Member Zimmerman

[zimmerman@goddardks.gov](mailto:zimmerman@goddardks.gov)

Council Member Torske

[torske@goddardks.gov](mailto:torske@goddardks.gov)

Council Member

Brandenburg

[brandenburg@goddardks.gov](mailto:brandenburg@goddardks.gov)

Council Member Traylor

[traylor@goddardks.gov](mailto:traylor@goddardks.gov)

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Community Connectedness ♦ Destination Community

### Major Services

- Establish policy direction for the City by enacting ordinances, laws, and policies
- Adopt the annual budget
- Levy taxes
- Appoint staff to director level positions
- Appoint citizens to boards and commissions

### Department Structure

One Mayor

One Council President

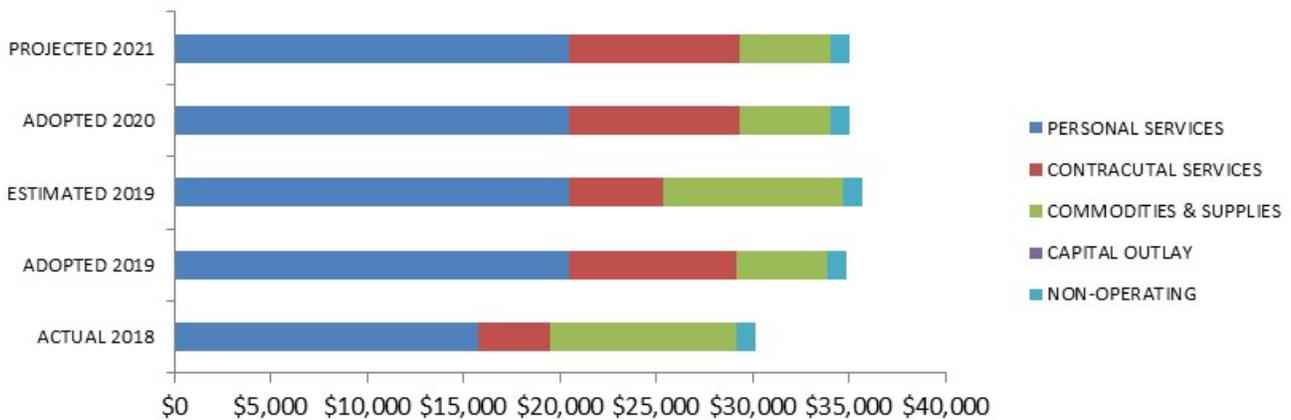
Four Council Members

[All elected at large]

# Mayor & City Council Budget

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$15,738	\$20,500	\$20,500	\$20,500	\$20,500
CONTRACUTAL SERVICES	3,745	8,650	4,850	8,850	8,850
COMMODITIES & SUPPLIES	9,660	4,680	9,350	4,680	4,680
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	1,000	1,000	1,000	1,000	1,000
<b>TOTAL EXPENDITURE</b>	<b>\$30,142</b>	<b>\$34,830</b>	<b>\$35,700</b>	<b>\$35,030</b>	<b>\$35,030</b>

## Mayor & Council - Budget Summary



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	0	0	0	0	0
PART TIME	6	6	6	6	6
	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

## 2019 Additions

- No personnel changes in 2019

## 2020 Additions

- No personnel changes in 2020

## Finance and Operations

The Council / Mayor budget funds the positions of Mayor and City Council members. Personnel Services comprise 59% of the budget. Council members receive a stipend of \$100 per month plus \$50 per meeting. The Mayor receives a stipend of \$200 per month and \$100 per meeting. A portion of the contractual spending budget is used to fund memberships and dues to peer-organizations such as the Kansas Mayors Association and the National League of Cities. Most contractual spending is used for professional development and training for the Mayor and City Council, including travel expenses and registration costs for attending conferences such as those sponsored by the League of Kansas Municipalities (LKM), the Sedgwick County Association of Cities (SCAC), the Regional Economic Area Partnership of South Central Kansas, and the Hugo Wall School of Urban and Public Affairs at Wichita State University.

Commodity line items fund food purchases for hosting events such as various SCAC and LKM events.

The 2020 operating budget continues to allocate funding for various local community groups under the Non-Operating expenses. This discretionary line item has been used in the past to fund organizations such as the Child Advocacy Center and the Goddard Women's Group.

## City Hall

*The mission of City Hall as with any public/civic center is to provide a user friendly, constituent oriented facility that is aesthetically pleasing and designed to serve its citizens.*



### Department Location

City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

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Community Connectedness ♦ Destination Community

### Major Services

- Serves as primary office for City operations.
- City Hall houses the Administration, Mayor, Police, Community Development, and Municipal Court offices.
- Hosts the regular meetings of the City Council, the Planning Commission, the Park Board, and the Municipal Court.

# City Hall Budget

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$21,394	\$29,110	\$25,100	\$29,110	\$29,110
COMMODITIES & SUPPLIES	3,787	3,850	3,150	3,850	3,850
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	334	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$25,516</b>	<b>\$32,960</b>	<b>\$28,250</b>	<b>\$32,960</b>	<b>\$32,960</b>

## City Hall Budget Summary



## Finance and Operations

The City Hall budget funds repair, maintenance, utility costs, commodities for grounds keeping, and any capital outlay for the facility.

The 2020 Operating Budget is \$32,960, even with the 2019 allocation. The largest portion of the budget is utility costs including electric, gas, and trash. Total contractual costs for the 2020 are \$29,110.

The Commodity Budget includes grounds keeping, custodial, and food supplies, and operating materials.

The Non-Operating cost center will fund real estate taxes on an empty lot across the street from City Hall that the City purchased in 2015. The City plans to use the lot for city office space or some other public use in the future.

City Hall is regularly used to host City Council Meetings and the Goddard Municipal Court. It also houses most of the City's office staff including the Administration, Police, Court, and Community Development offices.

The City of Goddard regularly hosts several multi-jurisdictional meetings in City Hall. In previous years several such meetings were held at the Goddard City Hall included the following: satellite town halls for the Kansas 4<sup>th</sup> congressional district, regional Wichita Area Metropolitan Planning Organization transportation planning sessions, Kansas Department of Transportation regional project meetings, Sedgwick County Association of Cities, Kansas Association of Municipal Court Clerks regional meetings, Sedgwick County Chiefs of Police meetings, and American Red Cross blood drives.



# Law Enforcement

*The Law Enforcement Division shall preserve and protect the safety and wellbeing of all individuals in the City of Goddard through compassionate public service. We shall project through our actions the pinnacle of integrity, honor, fairness, and compassion to those we serve.*

## Department Location

City Hall  
 118 N. Main St.  
 Goddard, KS 67052  
 316-794-2441

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## Major Services

- Municipal Court
- Police Administration
  - Law Enforcement Services
    - Investigations
    - Crime Prevention
    - Traffic Safety
- Community Outreach
  - Bike Patrol
  - Business Alert Program
  - Public Education
- Animal Control
- Code Enforcement

## Law Enforcement Personnel

### Municipal Court

Municipal Court Clerk	0.5
<b>Total Municipal Court</b>	<b>0.5</b>

### Police Department

Chief of Police	1
Lieutenant	1
Sergeant	2
Patrol Officer	9
Police Clerk	1
<b>Total Police</b>	<b>14</b>

### Animal Control/Code Enforcement

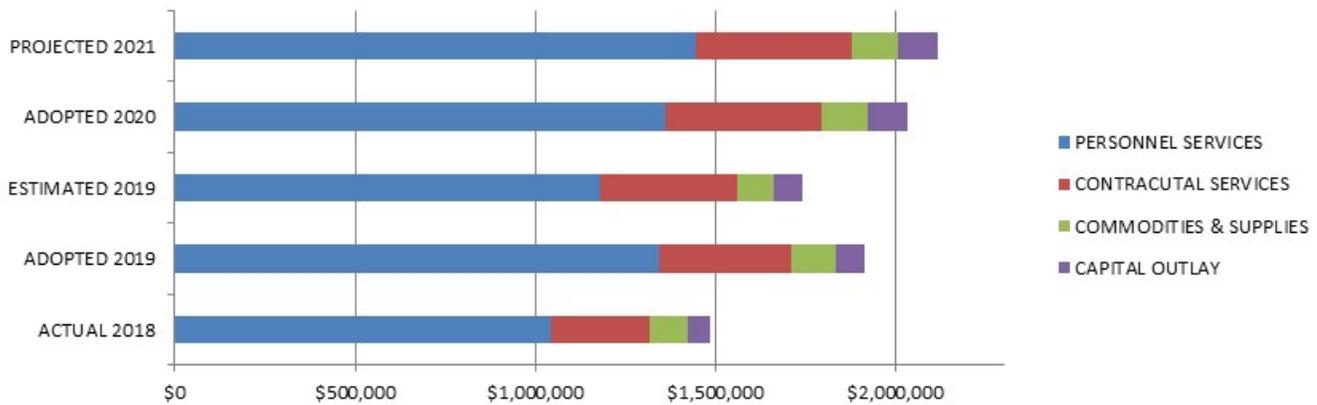
Code Enforcement Specialist	1
<b>Total AC/Code Enf.</b>	<b>1</b>

**TOTAL LAW ENFORCEMENT 15.5**

# Law Enforcement Budget

EXPENSES BY TYPE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONNEL SERVICES	\$1,043,729	\$1,345,400	\$1,180,440	\$1,362,100	\$1,446,300
CONTRACUTAL SERVICES	274,599	365,590	377,610	430,960	430,960
COMMODITIES & SUPPLIES	106,642	120,860	103,230	127,510	127,940
CAPITAL OUTLAY	60,336	80,000	80,000	110,000	110,000
NON-OPERATING	1,388	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$1,486,694</b>	<b>\$1,911,850</b>	<b>\$1,741,280</b>	<b>\$2,030,570</b>	<b>\$2,115,200</b>

## Law Enforcement Budget Summary



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	14.5	14.5	14.5	15.5	15.5
PART TIME	0	0	0	0	0
	<b>14.5</b>	<b>14.5</b>	<b>14.5</b>	<b>15.5</b>	<b>15.5</b>

## 2019 Additions

- No personnel changes in 2019.

## 2020 Additions

- Police to add a detective/patrol position in 2020

## Finance and Operations

Law Enforcement is the largest operating department within the City budget and accounts for 71.97% of general fund operating costs. The 2020 budget projects a 6.21% increase in expenditures over the 2019 Adopted Budget, due to the addition of an additional patrol officer position, pay increases for staff, and additional health insurance costs. The 2020 Budget includes the purchase of three fully equipped police patrol vehicle at a budgeted amount of \$110,000. The fleet replacement program replaces cruisers every 150,000 miles.

The 2020 Law Enforcement budget funds 15.5 positions; including the Municipal Court Clerk (½ FTE), Chief of Police, 1 Lieutenant, 2 Sergeants, 1 police clerk, 9 patrol officers, and 1 Animal Control / Community Development Specialist.

The 2020 Budget increases the allocation for Contractual Services by \$65,370. Compensation for the Municipal Court Judge will be paid via the Contractual Legal Services line item beginning in 2017. Previously this position's salary and benefits were paid thru Personal Services.

The 2020 Commodity allocation is increased by \$6,650. Fuel costs account for almost 53% of all commodity spending. The commodity budget also includes spending for Safety Equipment, radio replacements, and other equipment based on the replacement schedule.

The Capital Outlay budget includes the above referenced addition of three new police patrol vehicle in 2020 and three more in 2021.



## Municipal Court

*The mission of the Municipal Court is to serve the citizens of the community by upholding the law in an unbiased and impartial manner and facilitating the interests of justice and the needs of all citizens in a thorough and fair manner.*

### Department Location

#### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

#### Judge

Hon. Terry Beall

#### Court Clerk

Cathy Schroeder

[cschroeder@goddards.gov](mailto:cschroeder@goddards.gov)

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### Major Services

- Operates municipal court proceedings three times a month.
- Maintains all court documents.
- Provides State law enforcement agencies, the City, and other courts with all required records and reports.
- Provides court appointed attorneys, probation officers, prosecutors and a municipal judge.

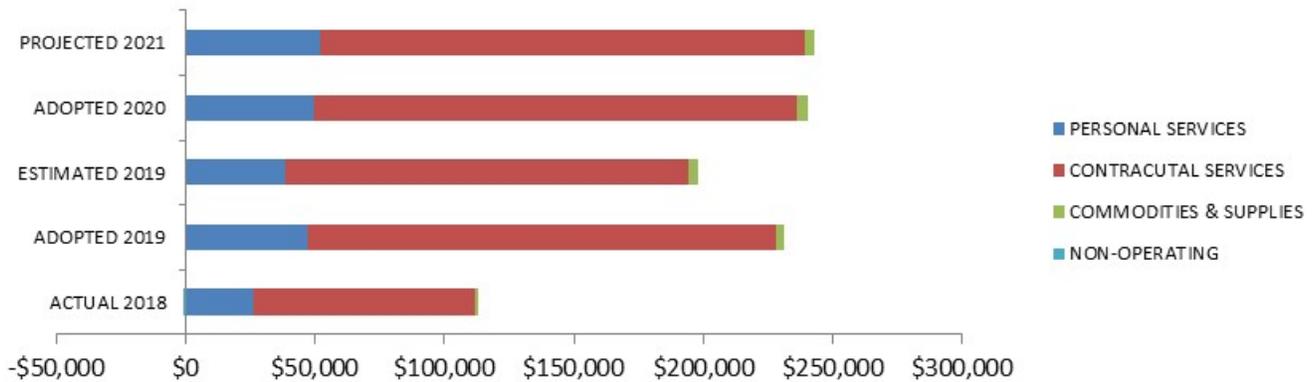
### Department Structure



# Municipal Court Budget

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$25,874	\$47,300	\$38,640	\$49,600	\$52,300
CONTRACUTAL SERVICES	85,997	180,870	155,400	186,800	186,800
COMMODITIES & SUPPLIES	1,451	3,190	4,160	4,190	4,190
NON-OPERATING	-5	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$113,317</b>	<b>\$231,360</b>	<b>\$198,200</b>	<b>\$240,590</b>	<b>\$243,290</b>

## Municipal Court Budget Summary



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	0	0	1	1	1
	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>

## 2019 Additions

- A full time position in the Municipal Court cost center was created in 2019. Previously this position was funded thru the Administration Department. From 2019 onward, half of the personnel costs will be funded thru this cost center.

## 2020 Additions

- No personnel changes in 2020

## Finance and Operations

Municipal Court is responsible for collecting court imposed fines and penalties. Revenues include ticket fines, court costs, and diversion fines/fees. Local Court costs are \$90 and are evaluated each budget season for cost recovery. In addition to local penalties and fines the court also collects a \$20 law enforcement training fee and a \$0.50 Judges Training Fee on behalf of the State.

The 2020 Operating Budget totals \$240,590. This reflects an increase in proposed spending of \$9,200. Legal services are the single largest expenditure in the Municipal Court cost center. They include contractual costs for the Municipal Court Judge, City Prosecutors, probation officers, court appointed attorneys, and all other legal services for the Municipal Court that are provided by the City's Legal Counsel.

2020 Personnel Services costs are \$49,600 and fund half the payroll costs for the Municipal Court Clerk. Previously the Municipal Court Clerk was fully funded from the Administration department, but from now on those costs will be shared. The former Municipal Court Judge was elected to the district court in 2016. The new judge's compensation has been shifted to Contractual Services as his position is contracted through his law firm.

Contractual spending for 2020 is \$186,800 with \$121,000 of that allocated to legal services (Municipal Court Judge, City Prosecutor and Public Defender). Contractuals also include \$30,000 for the housing of City inmates at the Sedgwick County Jail.

2020 Commodities total \$4,190 and include miscellaneous expenditures for the department such as postage and office supplies.

There are no Capital Outlay or Non-Operating expenses anticipated in 2020.



# Police Department

*The Goddard Police Department shall preserve and protect the safety and wellbeing of all individuals in the City of Goddard through compassionate public service. We shall project through our actions the pinnacle of integrity, honor, fairness, and compassion to those we serve.*

## Department Location

### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

### Chief of Police

Fred Farris

[ffarris@goddardks.gov](mailto:ffarris@goddardks.gov)

### Lieutenant

Lance Beagley

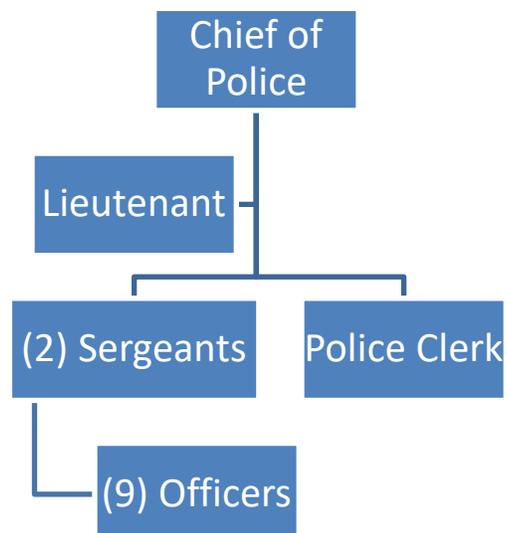
[lbeagley@goddardks.gov](mailto:lbeagley@goddardks.gov)

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## Major Services

- Police Administration
  - Law Enforcement Services
    - Investigations
    - Crime Prevention
    - Traffic Safety
- Community Outreach
  - Bike Patrol
  - Business Alert Program
  - Public Education
- Animal Control

## Department Structure



# Police Administration

Police personnel are responsible for delivering law enforcement services through the community policing philosophy. Emphasis is placed on proactive prevention and intervention, customer service and developing partnerships throughout the community. This occurs through National Night Out, Neighborhood Watch programs, and Crime Prevention through Environmental Design functions.

The Police Department investigates Felony and Misdemeanor crimes along with violations of city ordinances and codes. Police Officers are versed in evidence collection, crime scene preservation, interviewing and interrogation of suspects, witnesses and victims of crimes. The Police Department investigates traffic accidents and complaints of driving behaviors.

Approximately 20,000 cars per day pass through the City on US 400. Monitoring and enforcement efforts of traffic infractions and high accident locations are an everyday assignment. Police Officers are well versed in traffic collision investigation and reconstruction.

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$1,017,249	\$1,239,600	\$1,126,800	\$1,295,300	\$1,375,700
CONTRACUTAL SERVICES	104,084	110,560	130,450	138,950	138,950
COMMODITIES & SUPPLIES	100,343	108,820	93,770	114,470	114,900
CAPITAL OUTLAY	60,336	80,000	80,000	110,000	110,000
NON-OPERATING	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$1,282,012</b>	<b>\$1,538,980</b>	<b>\$1,431,020</b>	<b>\$1,658,720</b>	<b>\$1,739,550</b>

## 2018 Accomplishments

- Maintained low crime rates.
- Successful charging of major crimes.
- Successfully promoted 3 staff members into supervisory positions.
- Purchased 2 new vehicles at state contract prices
- Purchased safety equipment to protect officers in the field.

## 2019/2020 Goals and Objectives

- Continue high quality operations within potential budget constraints.
- Crime Prevention Through Environmental Design (CEPTED) Training for officers and supervisors.
- Implement new Records Management System (RMS)
- Establish strategic cycle elements for priority based budgeting initiative.

# Community Outreach

It is the goal of the Community Outreach function of the Department to provide a service directly to our citizens and neighbors. This is accomplished with our Bike Patrol, public education initiatives (such as the Bike Rodeo), officer training, and facility tours given to the public.

Community events such as National Night Out, the Goddard Fall Festival, the community Thanksgiving meal, and other holiday celebrations provide further opportunities for the department and its staff to interact with the public in a positive and cooperative atmosphere.

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$0	\$4,500	\$4,500	\$4,500	\$4,500
COMMODITIES & SUPPLIES	4,485	2,150	2,150	2,150	2,150
<b>TOTAL EXPENDITURE</b>	<b>\$4,485</b>	<b>\$6,650</b>	<b>\$6,650</b>	<b>\$6,650</b>	<b>\$6,650</b>

## 2018 Accomplishments

- Grew the Bike Patrol by three officers
- Provided an enhanced presence at the National Night Out celebration
- Grew the Business Alert Program
- Began neighborhood patrols with bicycle and motor vehicle patrol.
- Implemented “Beat” system for the patrols.
- Grew Bike Rodeo classes for are kids to learn bicycle safety and laws.

## 2019/2020 Goals and Objectives

- Begin Bike Rodeo classes for area kids to learn bicycle safety and laws.
- Expand the Bike Patrol further
- Have an even greater presence at community special events, possibly including a mounted patrol.
- Renew and rebuild the Neighborhood Watch Program

# Animal Control

The Animal Control function of the Police Department is responsible for answering calls for stray or nuisance animals. The City does not have facilities for housing these animals long term, but contracts with a local veterinary clinic in cases when short term housing isn't an option.

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$1,412	\$2,250	\$1,900	\$2,250	\$2,250
COMMODITIES & SUPPLIES	358	5,050	2,850	5,050	5,050
<b>TOTAL EXPENDITURE</b>	<b>\$1,769</b>	<b>\$7,300</b>	<b>\$4,750</b>	<b>\$7,300</b>	<b>\$7,300</b>

## 2018 Accomplishments

- Purchased new and better equipment for the Animal Control officer.
- Utilized a decommissioned police patrol vehicle for Animal Control use.
- Took advantage of training opportunities for the Animal Control Officer.

## 2019/2020 Goals and Objectives

- Develop a Standard Operating Procedure for the Animal Control Officer (ACO)
- Provide new training opportunities
- Purchase an in-car computer system for the ACO.

# Code Enforcement

Code Enforcement is a function of the Law Enforcement Division. Duties include enforcing compliance with city codes including building, backflow, drainage, and nuisance.

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$606	\$58,500	\$15,000	\$17,200	\$18,300
CONTRACUTAL SERVICES	83,107	67,410	85,360	98,460	98,460
COMMODITIES & SUPPLIES	5	1,650	300	1,650	1,650
NON-OPERATING	1,393	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$85,110</b>	<b>\$127,560</b>	<b>\$100,660</b>	<b>\$117,310</b>	<b>\$118,410</b>

## 2018 Accomplishments

- Formalize backflow registration process
- Proactively monitor for nuisance violations
- Public education Campaign for Code Enforcement implemented
  - "You might be a violator if..."

## 2019/2020 Goals and Objectives

- Create Storm-water Management Plan
- Proactively monitor for nuisance violations.
- Assist with Community Wide Clean Up events
- Partner with "Pathway Home Team" to address ongoing code violations for those needing assistance in the community.
- Focus on clean-up of Old Town.

# Performance Measures

CRIMES	
PART I OFFENSES	REPORTED
Homicide	0
Auto Theft	4
Aggravated Assault	4
Rape	0
Theft > \$1,500	12
Burglary	9

CRIMES	
PART II OFFENSES	REPORTED
Theft < \$1,500	44
Vandalism	16
Domestic Violence	16
Sex Offenses Child	5
Drug Crimes	18

INVESTIGATIONS	
Cases Assigned	175
Felony Cases Charged	8
Misdemeanor Cases Charged	38
Cases Dismissed (LOP'd)	24
Unfounded	52
Pending Investigation/Charging	50
Cases Taken over by Feds.	3

TRAFFIC ACCIDENTS	
TOTAL 2016 CRASHES	86
Fatality	0
Injury	17
Non-Injury	41
< \$1,000 & Courtesy	28
Accidents on Kellogg Dr.	9 (10%)
Accidents on US-54 Highway	38 (44%)

FLEET MANAGEMENT	
VEHICLES	MILEAGE
21 Chevy Tahoe (ACO)	118,524
23 Chevy Tahoe	55,200
24 Chevy Tahoe	49,038
26 Chevy Tahoe	77,751
27 Chevy Tahoe	55,576
28 Chevy Tahoe	40,047
29 Chevy Impala (Investigations)	25,159
30 Chevy Tahoe	11,600
31 Chevy Tahoe	16,038



## Recreation & Culture

*The mission of Goddard Recreation & Culture is to provide user friendly, cost-effective recreational activities that enhance the beautification of the City and provide for leisure pursuits of all Goddard residents and visitors.*

### Department Location

#### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

Brian Silcott

City Administrator

[bsilcott@goddards.gov](mailto:bsilcott@goddards.gov)

Teri Laymon

City Clerk

[tlaymon@goddards.gov](mailto:tlaymon@goddards.gov)

Matt Lawn

Chief Financial Officer

[mlawn@goddards.gov](mailto:mlawn@goddards.gov)

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Community Connectedness ♦ Destination Community

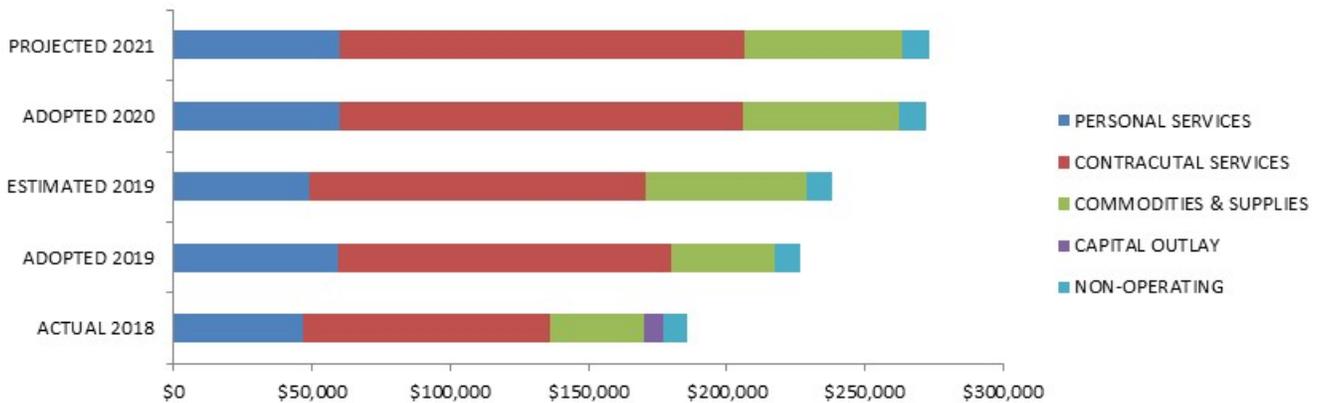
### Major Services

- Community Swimming Pool
  - The City provides staffing, facility management and maintenance, and funds all other operational costs for this City owned recreational facility.
- City Parks
  - City staff maintains the parks system, and the City funds all operational costs.
- Goddard Community Center
  - The city owns, maintains, and funds operational costs.
- Goddard City Library
  - The City owns and maintains the building which houses the Goddard City library.
- Community Events
  - This cost center allocates operational funding for City sponsored community events.

# Recreation & Culture Budget

EXPENSES BY TYPE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$46,895	\$59,380	\$49,200	\$59,880	\$59,880
CONTRACUTAL SERVICES	89,249	120,650	121,700	145,650	146,350
COMMODITIES & SUPPLIES	33,859	37,100	57,800	56,700	57,100
CAPITAL OUTLAY	6,890	0	100	0	0
NON-OPERATING	8,552	9,200	9,450	9,800	9,800
<b>TOTAL EXPENDITURE</b>	<b>\$185,446</b>	<b>\$226,330</b>	<b>\$238,250</b>	<b>\$272,030</b>	<b>\$273,130</b>

## Recreation & Culture Budget Summary



## 2019 Additions

- No personnel changes in 2019.

## 2020 Additions

- No personnel changes in 2020

## Finance and Operations

The 2020 Budget reflects a \$45,700 increase in spending over the 2019 Adopted Budget. Most of this additional allocation is being used to fund utility and other operational costs for the Goddard City Library. Library Operations is a new cost center in 2019, created as a result of the Library's Strategic Planning initiative to update and modernize library operations in the City. Additional resources have also been added to the Community Events cost center, as the City continues to grow and expand this community requested service.

Contractual spending has been increased in the parks as well to fund Grounds and Lawn Supplies. Beginning in 2014, the City contracted out mowing services for the parks, and those costs have been re-allocated to the Street Fund. Prior to that, the City's park staff did the mowing.

The 2020 Non-Operating Budget contains refunds, sales tax on concession items and the purchase of concessions items for resale. The Swimming pool is the only cost centers in Recreation & Culture operations to reflect non-operating expenses.

## City Swimming Pool

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$46,895	\$59,380	\$48,700	\$59,380	\$59,380
CONTRACUTAL SERVICES	13,153	17,950	16,700	18,250	18,650
COMMODITIES & SUPPLIES	14,711	18,200	19,200	21,600	22,000
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	8,288	9,200	8,750	9,800	9,800
<b>TOTAL EXPENDITURE</b>	<b>\$83,048</b>	<b>\$104,730</b>	<b>\$93,350</b>	<b>\$109,030</b>	<b>\$109,830</b>

## Parks and Recreation

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$42,966	\$50,100	\$43,100	\$52,800	\$52,800
COMMODITIES & SUPPLIES	11,802	10,800	17,300	15,800	15,800
CAPITAL OUTLAY	6,890	0	100	0	0
NON-OPERATING	245	0	200	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$61,904</b>	<b>\$60,900</b>	<b>\$60,700</b>	<b>\$68,600</b>	<b>\$68,600</b>

## Community Center

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$9,774	\$15,400	\$13,000	\$15,400	\$15,400
COMMODITIES & SUPPLIES	583	2,400	2,300	2,400	2,400
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	6	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$10,362</b>	<b>\$17,800</b>	<b>\$15,300</b>	<b>\$17,800</b>	<b>\$17,800</b>

## Library Services (Library Facilities)

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$14,403	\$13,700	\$10,350	\$14,900	\$14,900
COMMODITIES & SUPPLIES	601	700	2,800	700	700
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	13	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$15,019</b>	<b>\$14,400</b>	<b>\$13,150</b>	<b>\$15,600</b>	<b>\$15,600</b>

## Library Operations

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$0	\$0	\$500	\$500	\$500
CONTRACUTAL SERVICES	0	0	18,300	18,300	18,300
COMMODITIES & SUPPLIES	0	0	6,200	6,200	6,200
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

## Community Events

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$8,953	\$23,500	\$20,250	\$26,000	\$26,300
COMMODITIES & SUPPLIES	6,161	5,000	10,000	10,000	10,000
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	0	0	500	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$15,114</b>	<b>\$28,500</b>	<b>\$30,750</b>	<b>\$36,000</b>	<b>\$36,300</b>

### 2018 Accomplishments

- Goddard Gathering Events
  - Hold Goddard Gatherings once per quarter.
    1. Movie Night at the Pool
    2. Halloween Parade
    3. Tree Lighting Ceremony
- Community Cleanups
  - Spring Clean Up
  - Fall Clean Up

### 2019/2020 Goals and Objectives

- Hold Goddard Gatherings Once Per quarter
  - Jazz in the Park
  - Arbor Day Poster Contest & Tree Planting
  - Music In the Park
  - Tree Lighting Ceremony
- Community Cleanups
  - Spring Clean Up
    - Neighbors United
  - Fall Clean Up



## Community Development

*The Community Development Department is responsible for ensuring that the development of the city occurs in a manner which is safe, efficient, attractive, and enhances the overall quality of life for the Citizens of Goddard.*

### Department Location

#### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

Tim Johnson

Community Development

Director

[tjohnson@goddards.gov](mailto:tjohnson@goddards.gov)

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Community Connectedness ♦ Destination Community

### Major Services

- Economic Development
- Planning & Zoning
- Activities Committee
- Chamber of Commerce
- Public Health

### Department Structure

# City Planner

# Community Development Budget

EXPENSES BY TYPE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$53,619	\$27,030	\$43,370	\$31,330	\$31,360
COMMODITIES & SUPPLIES	4,995	11,050	11,000	11,200	11,200
NON-OPERATING	18,264	25,000	15,000	27,000	27,000
<b>TOTAL EXPENDITURE</b>	<b>\$76,878</b>	<b>\$63,080</b>	<b>\$69,370</b>	<b>\$69,530</b>	<b>\$69,560</b>

## Community Development Budget Summary



## 2019 Additions

- No personnel changes in 2019.

## 2020 Additions

- No personnel changes in 2020

## Department Overview

The Planning and Zoning Division is charged with processing all zoning, specific use permits, site plans, landscape and subdivision plats. They're also responsible for the preparation and implementation of the City's Comprehensive Plan. The City Planner serves as secretary of the Goddard Planning Commission. The Planning Commission consists of 7 members; each member is appointed by the Mayor with consent of the City Council. The Planning Commission meets on the second Monday of each month at 7pm in the City Council Chambers at the Goddard City Hall.

The Economic Development Division's purpose is to promote Goddard as a community and business center in the global marketplace. The Economic Development Division has 2 cost centers; the first is Contractuals, with an annual appropriation of \$5,950 for advertising and City memberships.

## Finance and Operations

The 2020 Adopted Budget totals \$69,530.

There are no Personal Services costs within this department as staff costs are allocated within the Administration Budget. Non Operating costs include a \$15,000 allocation to the Goddard Activities Committee, and a \$10,000 sponsorship for annual community events.

### 2018 Accomplishments

- Adopted and implemented Back Flow policies and program, in compliance with KDHE and EPA standards.
- Creation of property inventory
- Creation of organizational system for all planning documents such as plat maps and site plans.

### 2019/2020 Goals and Objectives

- Updated and adopted new zoning code
- Hosted quarterly Goddard Gatherings
- Draft and adopt design policy statement
- Assist with community events
  - National Night Out
  - Goddard Fall Fest
  - others

# Economic Development

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$42,986	\$6,250	\$10,150	\$6,950	\$6,950
COMMODITIES & SUPPLIES	318	450	450	450	450
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING	0	10,000	0	10,000	10,000
<b>TOTAL EXPENDITURE</b>	<b>\$43,304</b>	<b>\$16,700</b>	<b>\$10,600</b>	<b>\$17,400</b>	<b>\$17,400</b>

## 2018 Accomplishments

- Developed property inventory list.

## 2019/2020 Goals and Objectives

- Support Chamber of Commerce operations and growth
- Work with existing businesses/landlords to promote available properties in the City
- Actively recruit new business and industry to the community.

# Planning & Zoning

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$606	\$0	\$15,000	\$0	\$0
CONTRACTUAL SERVICES	8,524	13,650	29,390	16,650	16,650
COMMODITIES & SUPPLIES	314	500	3,950	650	650
NON-OPERATING EXPENSES	0	0	500	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$8,838</b>	<b>\$14,150</b>	<b>\$33,840</b>	<b>\$17,300</b>	<b>\$17,300</b>

## 2018 Accomplishments

- Created organizational system for all planning document such as plat maps and site plans.
- Completed FEMA floodplain clean up and remediation of Public Works yard.

## 2019/2020 Goals and Objectives

- Updated and adopted new zoning code
- Adopted new FEMA floodplain Maps
- Draft and adopt design policy statement.

# Activities Committee

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACTUAL SERVICES	\$638	\$5,000	\$1,500	\$5,000	\$5,000
COMMODITIES & SUPPLIES	4,342	10,000	6,500	10,000	10,000
NON-OPERATING	3,264	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$8,243</b>	<b>\$15,000</b>	<b>\$8,000</b>	<b>\$15,000</b>	<b>\$15,000</b>

## 2018 Accomplishments

- Planned and executed Community Special Events
  - Annual Easter Egg Hunt
  - 4<sup>th</sup> Of July Celebration
  - National Night Out
  - Fall Festival
  - Halloween Parade
  - Community Thanksgiving Dinner
  - Breakfast with Santa

## 2019/2020 Goals and Objectives

- Continue to hold and improve Community Special Events
  - Annual Easter Egg Hunt
  - 4<sup>th</sup> Of July Celebration
  - National Night Out
  - Fall Festival
  - Halloween Parade
  - Community Thanksgiving Dinner
  - Breakfast with Santa

# Chamber of Commerce

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$1,471	\$1,600	\$1,800	\$2,200	\$2,200
COMMODITIES & SUPPLIES	0	0	0	0	0
NON-OPERATING	15,000	15,000	15,000	17,000	17,000
<b>TOTAL EXPENDITURE</b>	<b>\$16,471</b>	<b>\$16,600</b>	<b>\$16,800</b>	<b>\$19,200</b>	<b>\$19,200</b>

## 2018 Accomplishments

- Assist and partner with Community Events
  - Easter Egg Hunt
  - National Night Out
  - Fall Festival
- Grown Member ship
- Host Annual Mixer
  - January 2016 at Tanganyika Wildlife Park.

## 2019/2020 Goals and Objectives

- Assist and partner with Community Events
  - Easter Egg Hunt
  - National Night Out
  - Fall Festival
- Grown Member ship
- Host Annual Mixer
  - January 2017 – Tanganyika

# Public Health

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$0	\$530	\$530	\$530	\$560
COMMODITIES & SUPPLIES	21	100	100	100	100
<b>TOTAL EXPENDITURE</b>	<b>\$21</b>	<b>\$630</b>	<b>\$630</b>	<b>\$630</b>	<b>\$660</b>

## 2018 Accomplishments

- Community Blood Drives
  - Host and increase the number of donors and units donated.
- Provided access to monthly visit of Sedgwick County Mobile Health Clinic
- Provided and coordinated monthly commodity distribution
- Worked with Pathway Church “Home Team” to connect volunteers to those in need of assistance.

## 2019/2020 Goals and Objectives

- Proactively monitor and address health code violations
- Connect resources with those needing assistance
  - Sedgwick County Mobile Health Clinic monthly visits
  - Commodities distribution monthly
  - Community Blood Drives
- Worked with Neighbors United and the American Red Cross to install smoke detectors in homes free of charge to residents.
- Increase blood donors and units donated at blood drives
- Work with county mobile health clinic to promote free resources.



## General Fund Transfers Out

*The General Fund makes transfers to several funds including the Special Highway/Street Fund, the Equipment Reserve Fund, the Special Parks & Recreation Fund, and the Capital Improvement Fund.*

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Community Connectedness ♦ Destination Community

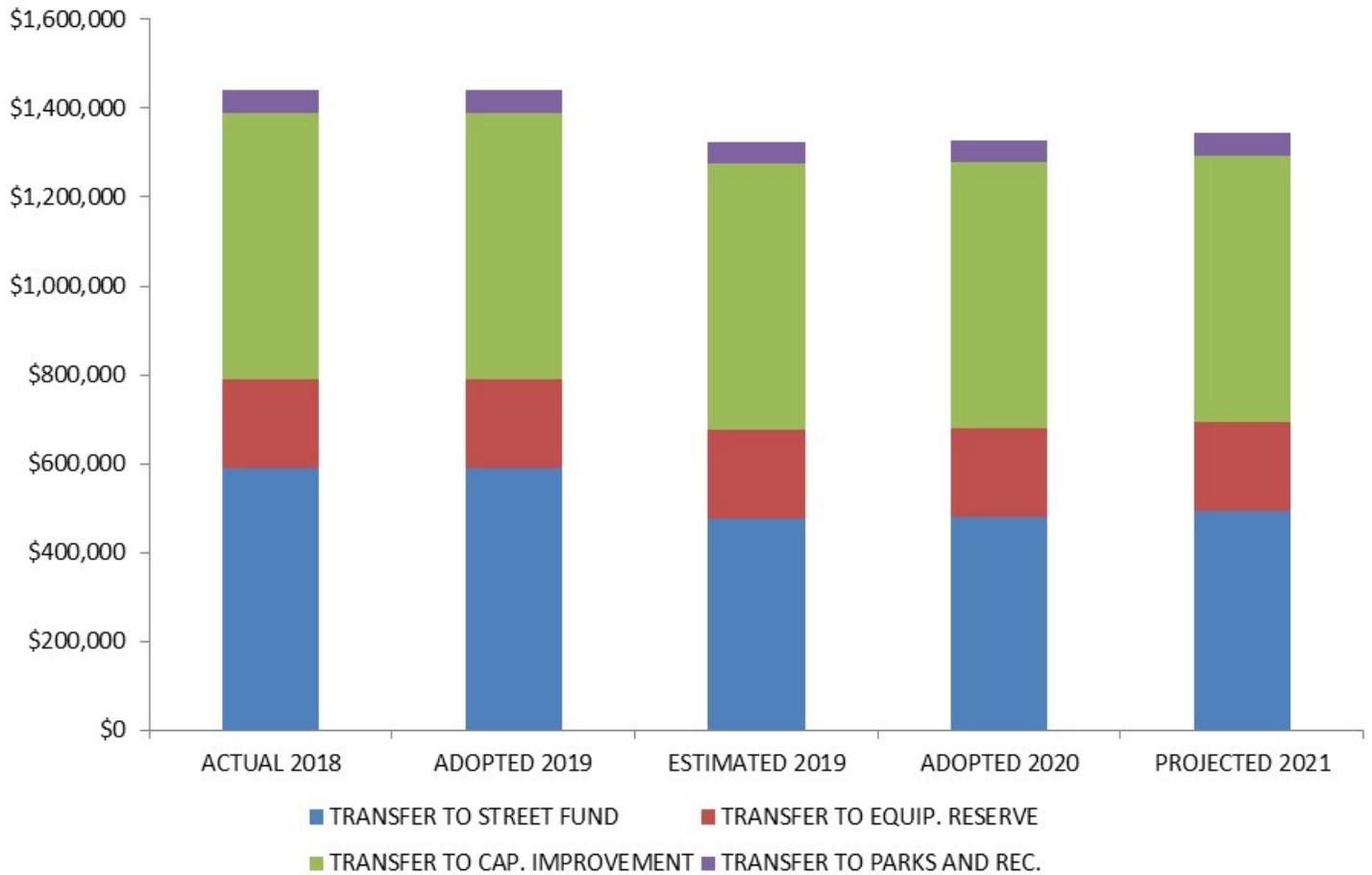
### Inter-fund Transfers

- **General Fund to Special Highway/Street Fund**
  - The transfer funds Street Operations and the Street Maintenance Program
  - Generated by Sales and Use Tax receipts
- **General Fund to Equipment Reserve Fund**
  - The transfer funds the purchase of heavy equipment or other non-regular large ticket purchases used for City operations.
  - The funds are generated by Sales & Use taxes and non-dedicated Ad valorem tax.
- **General Fund to Capital Improvement Fund**
  - The transfer funds Capital Projects.
  - The funds are generated by Sales and Use Tax and Ad valorem tax.
- **General Fund to Special Parks & Rec. Fund**
  - The transfer funds improvements in the City's Park System.
  - The transfer is generated by Sales & Use taxes.

# Transfer Budget

FUND TRANSFERS	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
TRANSFER TO STREET FUND	\$590,150	\$590,150	\$475,000	\$478,500	\$493,000
TRANSFER TO EQUIP. RESERVE	200,000	200,000	200,000	200,000	200,000
TRANSFER TO CAP. IMPROVEMENT	600,000	600,000	600,000	600,000	600,000
TRANSFER TO PARKS AND REC.	50,000	50,000	50,000	50,000	50,000
<b>TOTAL EXPENDITURE</b>	<b>\$1,440,150</b>	<b>\$1,440,150</b>	<b>\$1,325,000</b>	<b>\$1,328,500</b>	<b>\$1,343,000</b>

## General Fund Interfund Transfers



## Overview

The 2020 budget reflects a total of \$1,328,500 in transfers of which, 36% is being transferred to the Special Highway/Street Fund (Street Fund). It has been City policy to transfer the equivalent of 75% of the Sedgwick County sales tax distribution to the Street Fund in previous years. In 2014, voters approved an additional City Sales Tax of 1% for the purposes of street & infrastructure improvements and general property tax relief. The Adopted transfer total includes the equivalent of 75% of the Sedgwick County Sales Tax distribution, plus 25% of the 1% City Sales Tax's anticipated collections.

The Budget maintains the transfer to the Equipment Reserve fund of \$200,000 annually. Typically the Equipment Reserve fund receives transfers from the General Fund, the Water and Sewer Utility funds, and the Street Fund. Due to revenue shortfalls and cost constraints in the. To save fund balance during the 2017 budget year, the transfer was temporarily reduced by half.

The Transfer to the Capital Improvement fund was increased to \$685,150 in 2017 to rebuild cash balance which has been depleted over the last few years. The intention was to fund some capital improvement projects with the additional fund balance. During the 2018 budget development process, the transfer was set at \$600,000 and will continue at that amount annually to fund capital improvement projects.

Beginning in 2015, the transfer to the Special Parks & Recreation fund was increased to \$50,000 annually. The intention was to rebuild fund balance after the City's assistance with park improvements over the last several years. This fund is historically financed by State alcohol tax distributions, however due to State of Kansas budget constraints the distribution is less than \$200 and is expected to dissipate further in the coming years.

**BOND & INTEREST FUND  
(DEBT SERVICE)**



## Bond & Interest Fund (Debt Service)

*The Bond & Interest Fund provides for the retirement of the City's general obligation and special assessment bonds. Each Year the City levies taxes that, together with special assessments credited to these funds, are sufficient to pay the principal and interest due.*

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Community Connectedness ♦ Destination Community

### Major Services

- Levies property taxes.
- Receives Special Assessment revenue.
- Receives temporary note revenue for capital project funding.
- Makes Debt Service and interest payments on the City's general obligation bonds and temporary notes.

## Bond & Interest Fund Budget

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$156,958	\$133,168	\$109,836	\$86,430	\$1
<b>FUND REVENUE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
AD VALOREM TAX	\$38,778	\$41,032	\$41,032	\$42,833	\$45,000
DELINQUENT TAX	405	0	300	0	0
MOTOR VEHICLE TAX	5,193	4,915	4,809	5,157	5,200
RECREATIONAL VEHICLE TAX	81	52	54	58	60
16/20 M TRUCKS TAX	0	3	4	10	10
COMMERCIAL VEHICLE TAX	440	437	389	483	300
WATERCRAFT	0	30	26	30	0
SPECIAL ASSESSMENTS	364,898	384,420	385,580	380,780	383,230
G.O. BOND PROCEEDS	0	800,000	0	810,000	0
TEMP NOTE PROCEEDS	0	0	0	0	0
REFUNDS	0	0	0	0	0
PROJECTED REVENUE OFFSET	0	0	0	0	23,000
TRANSFER FROM WATER FUND	79,900	79,900	79,900	79,900	79,900
INTEREST ON IDLE FUNDS	0	200	200	200	200
<b>TOTAL REVENUE</b>	<b>\$489,696</b>	<b>\$1,310,989</b>	<b>\$512,294</b>	<b>\$1,319,451</b>	<b>\$536,900</b>
<b>FUND EXPENDITURE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
PRINCIPAL	\$395,000	\$1,182,000	\$410,000	\$1,192,000	\$440,000
INTEREST	141,818	122,070	125,200	115,800	95,600
SERVICE AND ISSUANCE FEES	0	500	500	500	500
CASH BASIS RESERVE	0	139,100	0	97,580	0
<b>TOTAL EXPENDITURE</b>	<b>\$536,818</b>	<b>\$1,443,670</b>	<b>\$535,700</b>	<b>\$1,405,880</b>	<b>\$536,100</b>
REV. OVER (UNDER) EXP.	(\$47,122)	(\$132,681)	(\$23,406)	(\$86,429)	\$800
<b>YEAR ENDING FUND BALANCE</b>	<b>\$109,836</b>	<b>\$487</b>	<b>\$86,430</b>	<b>\$1</b>	<b>\$801</b>

## Funds Information

The Bond & Interest Fund provides for the retirement of the City's general obligation and special assessment bonds. Each year, the City levies taxes that, together with special assessments credited to these funds and transfers from the General Fund, are sufficient to pay the principal and interest payments due. General obligation bonds have typically been issued for terms of twenty years. The Kansas water pollution revolving loans for the sewer treatment facility and the lagoons were both issued for twenty years, as was the Kansas Public Water Supply revolving loan for the water supply line. In the case of industrial revenue bonds, the City has no direct responsibility for repayment of the bonds.

## General Obligation Bonded Debt

Large capital improvement projects for the City of Goddard normally require long-term financing through municipal bonds.

As of May 1, 2019 the City had total bonded debt outstanding of \$4,215,000 backed by the full faith and credit of the government. This means that bond holders have the power to compel the City to levy property taxes to repay the bonds.

## Temporary Notes

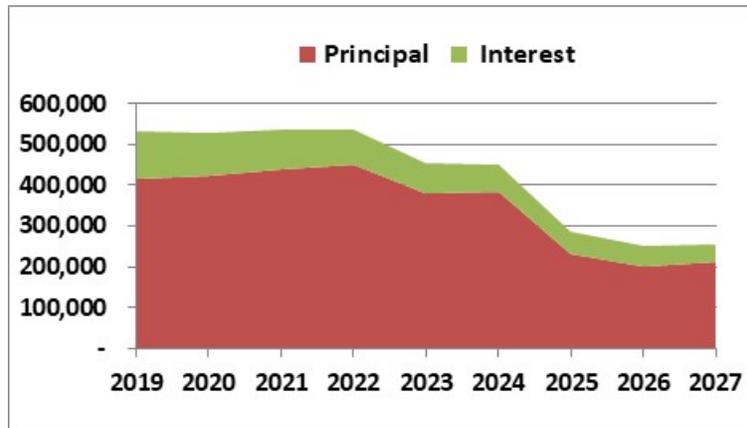
The City issues temporary notes to cover the costs of capital improvement projects prior to the establishment of long term financing. These temp notes are retired once permanent financing is issued. Currently the City has issued \$4,867,000 in temp notes. These notes will be retired and permanent financing issued in 2020.

## Other Bonds

Revenue Bonded Debt (Revenue bonds) differ from general obligation bonds in that the full taxing power of the City is not pledged to their repayment. The City is obligated to \$6,962,005 (as of May 2019) of State revolving loan funds secured solely by specified water and sewer revenue sources. This debt includes \$4,736,540 for the construction of the waste water treatment facility, \$50,280 for construction of the lagoons, and \$2,175,185 for construction of a 16" water supply line. For utilities, a coverage ratio is required and maintained to assure investors of a sound operation. The revenue stream of the utility for which bonds are issued secures the revenue bonds.

## GO Bond Debt Service Requirements

Future debt service expenditures are projected to be between \$531,313 and \$254,165 per year thru 2027. The debt service expenditures will increase once permanent financing has been issued to retire the temp notes. Occasionally the City will issue refunding bonds to retire the older G.O. bonds if it is determined to be in the financial interest of the City.



## Mill Levy Requirements

Of the \$425,000 in G.O. debt service payments due in 2020, \$316,340 is charged to the benefit districts for which the bonds were issued. That portion of the payment is funded by special assessment revenue. The remaining \$108,660 is funded by the mill levy assessed to the Bond and Interest Fund and carryover fund balance. Based on the 2019 assessed valuation for the City of Goddard, the mill levy required to fund the City's portion of the debt service payments would need to be 2.714 mills.

# Statement of Indebtedness

Statement of Indebtedness as of May 1, 2019				
General Obligation Bonds				
Series	Date of Indebtedness	Final Maturity	Original Principal	Amount Outstanding
Series 2010	10/15/2010	10/1/2025	\$ 475,000	\$ 260,000
Series 2013	2/15/2013	10/1/2028	\$ 1,358,000	\$ 980,000
Series 2014	3/1/2014	10/1/2034	\$ 1,055,000	\$ 925,000
Series 2016 - Refunding	10/6/2016	10/1/2024	\$ 1,605,000	\$ 1,255,000
Series 2017	6/21/2017	10/1/2037	\$ 815,000	\$ 795,000
<b>Total GO Bonds</b>				<b>\$ 4,215,000</b>
Other Bonds				
KS Water Pollution Revolving Loan - Lagoons	12/30/1999	9/1/2020	\$ 489,801	\$ 50,280
KS Water Pollution Revolving Loan - WWTF	3/6/2008	9/1/2029	\$ 6,940,928	\$ 4,736,540
KS Water Supply Loan Fund - 2512	2/1/2015	8/1/2034	\$ 2,675,923	\$ 2,175,185
<b>Total Other Bonds</b>				<b>\$ 6,962,005</b>
Temporary Notes				
Series 2017-1	7/1/2017	10/1/2020	\$ 767,000	\$ 767,000
Series 2018-1	1/30/2018	2/1/2020	\$ 3,340,000	\$ 3,340,000
Series 2018-2	6/28/2018	7/1/2020	\$ 760,000	\$ 760,000
<b>Total Temp Notes</b>				<b>\$ 4,867,000</b>
<b>Total Indebtedness</b>				<b>\$ 16,044,005</b>

# Debt Ratios

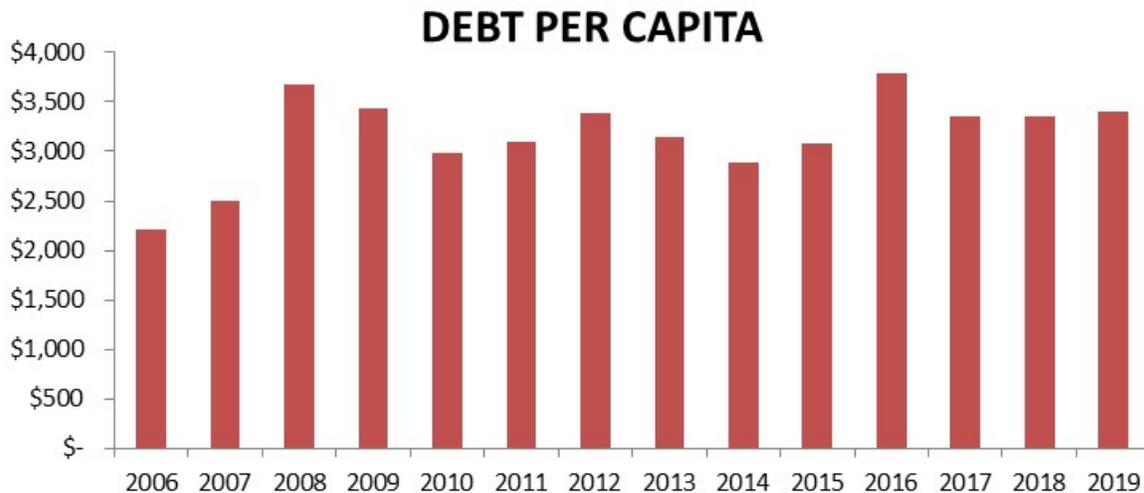
To provide perspective and monitor trends in indebtedness of the City, various debt ratios are calculated. It is instructive to note that the growth environment generates additional debt burdens upon the City, but the debt ratios are within reasonable range. It has been possible to finance improvements without jeopardizing these common indicators.

## Per Capita Debt

Per capita debt is derived by dividing total direct debt by the population of the City of Goddard. In recent years per capita debt has grown steadily with spikes in 2008 when the permanent financing for the waste water treatment facility was established and in 2012 when GO debt was added for a new residential development. Additional debt was added in 2016 as the City embarks on a new economic development project mostly financed through the State of Kansas STAR (Sales Tax Revenue) Bond program. The recent growth is a reflection of increasing economic activity in the City of Goddard and the use of debt to finance these activities.

### Per Capita Debt Comparisons

City of Goddard, KS	\$3,401
Sedgwick County, KS	\$3,600
City of Maize, KS	\$7,668

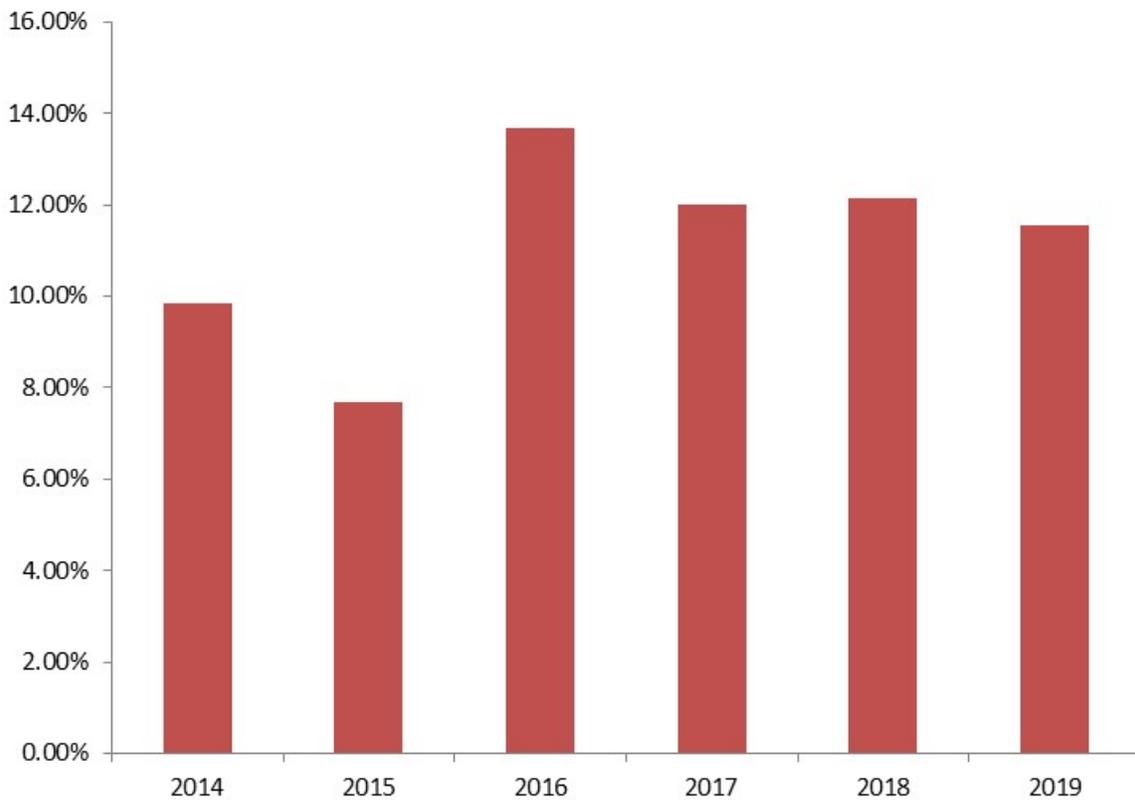


# Net Bonded Debt to Assessed Valuation

A component of the State debt law is the legal debt limit. According to Kansas Law, bonded debt for Cities is not to exceed 30% of tangible assessed valuation within the jurisdiction, with the following exceptions

- Bonds issued by any city for the purpose of acquiring, enlarging or improving any storm or sanitary sewer system.
- Bond issued by any city for the purpose of acquiring, enlarging, extending or improving any municipal utility;
- Bonds issued by any city to pay the cost of improvements to intersections of streets and alleys that portion of any street immediately in front of city or school district property.

**DEBT PER ASSESSED VALUTAION**



# Statement of Debt Capacity

## CITY OF GODDARD, KANSAS GENERAL OBLIGATION DEBT CAPACITY AS OF MAY 1, 2019

ASSESSED VALUATION				
2018 Equalized Assessed Valuation of Taxible Tangible Property				\$ 41,854,897
2018 Tangible Value of Motor Vehicles				6,274,531
2018 Equalized Assessed Tangible Valuation for Computation of Bonded Debt Limitation				\$ 48,129,428
GENERAL OBLIGATION DEBT				
General Obligation Debt Limitation - 30% of Equalized Assessed Tangible Valuation				\$ 14,438,828
Outstanding General Obligation Bonds/Revolving Loan Funds			\$ 11,177,005	
Outstanding Temporary Notes			\$ 4,867,000	
Total Outstanding General Obligation Debt				\$ 16,044,005
EXEMPT DEBT				
Issue	Dated Date	Exempt Percent	Outstanding Amount	Amount Exempt
Kansas Water Pollution Revolving Loan Fund - C20-1507-01	12/30/1999	100.00%	\$50,280	\$50,280
Kansas Water Pollution Revolving Loan Fund - C20-1734-01	3/6/2008	100.00%	4,736,540	4,736,540
General Obligation Bonds, Series 2010	10/15/2010	32.15%	260,000	83,590
General Obligation Bonds, Series 2013	2/15/2013	71.39%	980,000	699,622
General Obligation Bonds, Series 2014	3/1/2014	59.24%	925,000	547,970
Kansas Public Water Supply Loan Fund - 2512	10/15/2014	100.00%	2,175,185	2,175,185
General Obligation Refunding Bonds Series 2016	10/6/2016	64.12%	1,255,000	804,706
General Obligation Bonds, Series 2017	6/21/2017	42.38%	795,000	336,921
General Obligation Temporary Notes Series 2017-1	7/1/2017	21.51%	767,000	164,982
General Obligation Renewal Temporary Notes Series 2018-1	1/30/2018	3% of AV	3,340,000	1,255,647
General Obligation Renewal Temporary Notes Series 2018-2	6/28/2018	17.86%	760,000	135,736
			\$16,044,005	
Total Exempt Debt				\$10,991,179
Net Debt Applicable to Statutory Debt Limitation				\$ 5,052,826
ADDITIONAL DEBT CAPACITY				\$ 9,386,003

# Outstanding Debt

CITY OF GODDARD, KANSAS  
 OUTSTANDING GENERAL OBLIGATION BONDED/REVOLVING LOAN DEBT  
 AS OF MAY 1, 2019

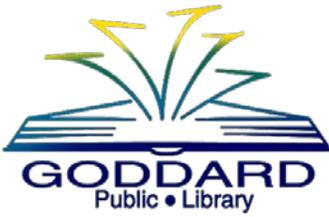
YEAR	\$500,000.00 Kansas Water Pollution Revolving Loan Fund 12/30/1999	\$6,940,928.06 Kansas Water Pollution Revolving Loan Fund 3/6/2008	\$475,000 G.O. Bonds Series 2010 Dated 10/15/10	\$1,358,000 G.O. Bonds Series 2013 Dated 2/1/13	\$1,055,000 G.O. Bonds Series 2014 3/1/2014	\$2,675,922.92 Kansas Public Water Supply Loan Fund 10/15/2014	\$1,605,000 G.O. Bonds Series 2016 10/6/2016	\$815,000 G.O. Bonds Series 2017 6/21/2017	TOTALS
2019	16,470.82	187,714.49	35,000.00	85,000.00	40,000.00	58,800.00	225,000.00	30,000.00	\$ 677,985
2020	33,808.94	382,866.79	35,000.00	90,000.00	45,000.00	119,636.37	225,000.00	30,000.00	\$ 961,312
2021	-	393,002.39	35,000.00	90,000.00	45,000.00	122,403.82	240,000.00	30,000.00	\$ 955,406
2022	-	403,406.32	35,000.00	95,000.00	45,000.00	125,235.30	245,000.00	30,000.00	\$ 978,642
2023	-	414,085.66	40,000.00	95,000.00	50,000.00	128,132.27	160,000.00	35,000.00	\$ 922,218
2024	-	469,717.81	40,000.00	100,000.00	50,000.00	131,096.25	160,000.00	35,000.00	\$ 985,814
2025	-	527,410.11	40,000.00	100,000.00	55,000.00	134,128.81	-	35,000.00	\$ 891,539
2026	-	541,372.20	-	105,000.00	55,000.00	137,231.51	-	40,000.00	\$ 878,604
2027	-	555,703.89	-	110,000.00	60,000.00	140,405.98	-	40,000.00	\$ 906,110
2028	-	570,415.01	-	110,000.00	60,000.00	143,653.89	-	40,000.00	\$ 924,069
2029	-	290,845.46	-	-	65,000.00	146,976.92	-	40,000.00	\$ 542,822
2030	-	-	-	-	65,000.00	150,376.83	-	45,000.00	\$ 260,377
2031	-	-	-	-	70,000.00	153,855.39	-	45,000.00	\$ 268,855
2032	-	-	-	-	70,000.00	157,414.41	-	50,000.00	\$ 277,414
2033	-	-	-	-	75,000.00	161,055.75	-	50,000.00	\$ 286,056
2034	-	-	-	-	75,000.00	164,781.49	-	50,000.00	\$ 289,781
2035								55,000.00	\$ 55,000
2036								55,000.00	\$ 55,000
2037								60,000.00	\$ 60,000
<b>Total</b>	<b>50,280</b>	<b>4,736,540</b>	<b>\$ 260,000</b>	<b>\$ 980,000</b>	<b>\$ 925,000</b>	<b>\$ 2,175,185</b>	<b>\$ 1,255,000</b>	<b>\$ 795,000</b>	<b>\$ 11,177,005</b>
<b>Exempt Percent</b>	<b>100.00%</b>	<b>100.00%</b>	<b>32.15%</b>	<b>71.40%</b>	<b>59.24%</b>	<b>100.00%</b>	<b>64.12%</b>	<b>42.38%</b>	
<b>Total Amount Exempt</b>	<b>\$ 50,280</b>	<b>\$ 4,736,540</b>	<b>\$ 83,590</b>	<b>\$ 699,622</b>	<b>\$ 547,970</b>	<b>\$ 2,175,185</b>	<b>\$ 804,706</b>	<b>\$ 336,921</b>	<b>\$ 9,434,814</b>
<b>Month of Maturity</b>	<b>1-Sep</b>	<b>1-Sep</b>	<b>1-Oct</b>	<b>1-Oct</b>	<b>1-Oct</b>	<b>1-Feb 1-Aug</b>	<b>1-Oct</b>	<b>1-Oct</b>	

**TEMPORARY NOTES**

	<u>Series</u>	<u>Amount</u>	<u>Dated Date</u>	<u>Maturity Date</u>
	2017-1	\$ 767,000	7/1/2017	10/1/2020
	2018-1	\$ 3,340,000	1/30/2018	2/1/2020
	2018-2	\$ 760,000	6/28/2018	7/1/2020

# **SPECIAL REVENUE FUNDS**

# LIBRARY FUND



## Library Fund

*This Fund Levies Ad Valorem tax on behalf of the Goddard Public Library. The Library Board is responsible for the operations of the Library. The City's obligation is limited to its ownership and maintenance of the Library building and authorization of the acquisition or disposition of other capital assets.*

### Location

Goddard Public Library

201 N. Main St.

Goddard, KS 67052

316-794-8771

[staff@goddardlibrary.org](mailto:staff@goddardlibrary.org)

L **Active Lifestyles** ♦ **Economic Growth** ♦ **Housing** ♦ **Quality of Life** ♦  
**Community Connectedness** ♦ **Destination Community**

### Major Services

- Library services to the Goddard Community
- Computers available for public use.

## Library Fund Budget

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$12,841	\$7,233	\$7,514	\$25	\$0
<b>FUND REVENUE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
AD VALOREM TAX	\$117,483	\$124,263	\$124,263	\$129,728	\$130,000
MOTOR VEHICLE TAX	15,734	14,251	14,251	15,616	15,700
RECREATIONAL VEHICLE TAX	245	167	167	174	180
16/20 M TRUCKS TAX	1	18	30	32	50
COMMERCIAL VEHICLE TAX	1,334	956	1,500	1,463	1,600
WATERCRAFT TAX	0	0	100	90	0
DELINQUENT TAXES	1,227	0	800	0	0
CONTRIBUTIONS	0	4,000	0	0	0
<b>REVENUE TOTAL</b>	<b>\$136,023</b>	<b>\$143,655</b>	<b>\$141,111</b>	<b>\$147,103</b>	<b>\$147,530</b>
<b>FUND EXPENDITURE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
LIBRARY BOARD	\$141,350	\$150,500	\$148,600	\$147,128	\$147,530
<b>EXPENDITURE TOTAL</b>	<b>\$141,349</b>	<b>\$150,500</b>	<b>\$148,600</b>	<b>\$147,128</b>	<b>\$147,530</b>
REV. OVER (UNDER) EXP.	(\$5,327)	(\$6,845)	(\$7,489)	(\$25)	\$0
<b>YEAR ENDING FUND BALANCE</b>	<b>\$7,514</b>	<b>\$388</b>	<b>\$25</b>	<b>\$0</b>	<b>\$0</b>

## Finance and Operations

The Goddard Public Library is operated by The Library Board, and this fund is used as a mechanism to levy property tax on their behalf. The City Council has the authority to approve the Library's acquisition and/or disposition of capital assets and debt, but the Library Board oversees everyday operations. The Goddard Public Library is presented as a discrete related municipal entity in the City's financial statements.

**SPECIAL PARKS &  
RECREATION FUND**



## *Special Parks & Recreation Fund*

*The Parks & Rec Fund allocates expenditures for facility and infrastructure improvements to the City's park system.*

L Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Major Services

- Funding capital facility and infrastructure improvements in the City's parks system.

## Special Parks & Recreation Budget

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
BEGINNING FUND BALANCE	\$191,106	\$216,106	\$220,744	\$70,744	\$95,744
<b>FUND REVENUE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
TRANSFER FROM GENERAL FUND	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>TOTAL REVENUE</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>FUND EXPENDITURE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
CAPITAL OUTLAY - PARK UPGRADES	\$20,361	\$200,000	\$200,000	\$25,000	\$25,000
<b>TOTAL EXPENDITURE</b>	<b>\$20,361</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
REV. OVER/(UNDER) EXP.	\$29,639	(\$150,000)	(\$150,000)	\$25,000	\$25,000
<b>YEAR ENDING FUND BALANCE</b>	<b>\$220,744</b>	<b>\$66,106</b>	<b>\$70,744</b>	<b>\$95,744</b>	<b>\$120,744</b>

## Finance and Operations

The purpose of the Special Parks & Recreation Fund is to allocate expenditures for facility and infrastructure improvements to the City's park system. Beginning in 2015, the General Fund transfer to the fund was increased to \$50,000 annually. The intention was to rebuild the cash fund balance after the City's assistance with park improvements over the last several years. This fund is historically financed by State alcohol tax distributions, however due to State of Kansas budget constraints the distribution is less than \$200 and is expected to dissipate further in the coming years.

In 2019, new playground equipment is planned to be installed in Linear Park next to the splash pad and pavilion improvements. Staff plans to fund the project with Special Parks and Recreation Fund cash balance, and funds from the Capital Improvement Fund.

# TOURISM PROMOTION FUND



## Tourism and Promotion Fund

*The Tourism & Promotion Fund's purpose is to collect Transient Guest Tax (hotel occupancy tax) and to fund marketing campaigns on behalf of the City of Goddard.*

L **Active Lifestyles** ♦ **Economic Growth** ♦ **Housing** ♦ **Quality of Life** ♦  
**Community Connectedness** ♦ **Destination Community**

### Major Services

- Collects Transient Guest Tax
- Funds Marketing and Promotions for the City.

## Tourism & Promotion Fund Budget

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$54,418	\$67,918	\$70,802	\$68,302	\$58,302
<b>FUND REVENUE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
TRANSIENT GUEST TAX	16,384	15,000	13,500	15,000	15,000
<b>TOTAL REVENUE</b>	<b>\$16,384</b>	<b>\$15,000</b>	<b>\$13,500</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>FUND EXPENDITURE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
MARKETING & PROMOTION	0	25,000	16,000	25,000	25,000
<b>TOTAL EXPENDITURE</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$16,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
REV. OVER (UNDER) EXP	\$16,384	(\$10,000)	(\$2,500)	(\$10,000)	(\$10,000)
<b>YEAR ENDING FUND BALANCE</b>	<b>\$70,802</b>	<b>\$57,918</b>	<b>\$68,302</b>	<b>\$58,302</b>	<b>\$48,302</b>

## Finance and Operations

The purpose of the Tourism & Promotion fund is to collect Transient Guest Tax revenue and to fund tourism and marketing campaigns on behalf of the City of Goddard. The Transient Guest Tax was first levied by the City beginning in 2015. Currently the City only has one motel that collects this tax, but construction is underway to build a large hotel that will generate further revenue in the near future.

**SPECIAL HIGHWAY / STREET  
FUND**



## Street Department

*The Mission of the Street Department is to provide safe, high quality, affordable, well maintained streets to the citizens of Goddard and our neighbors.*

### Department Location

#### City Hall

118 N. Main St.

Goddard, KS 67052

316-794-2441

Brian Silcott

City Administrator

[bsilcott@goddardks.gov](mailto:bsilcott@goddardks.gov)

Joseph Turner

Public Works Director

[jturner@goddardks.gov](mailto:jturner@goddardks.gov)

Teri Laymon

City Clerk

[tlaymon@goddardks.gov](mailto:tlaymon@goddardks.gov)

Matt Lawn, CPFO

Chief Financial Officer

[mlawn@goddardks.gov](mailto:mlawn@goddardks.gov)

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Major Services

- Street/Roadway Maintenance
- Street Cleaning
- Snow and Ice Removal
- Traffic Signals
- Street Lights
- Storm Water
- Mosquito Control
- Inter-fund Transfers

### Department Structure

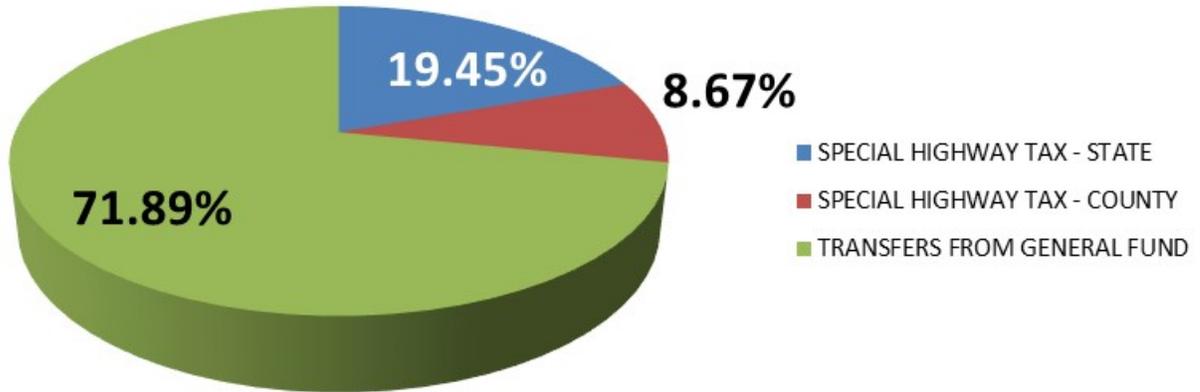
Public Works  
Director

Public Works  
Street Division  
(6)

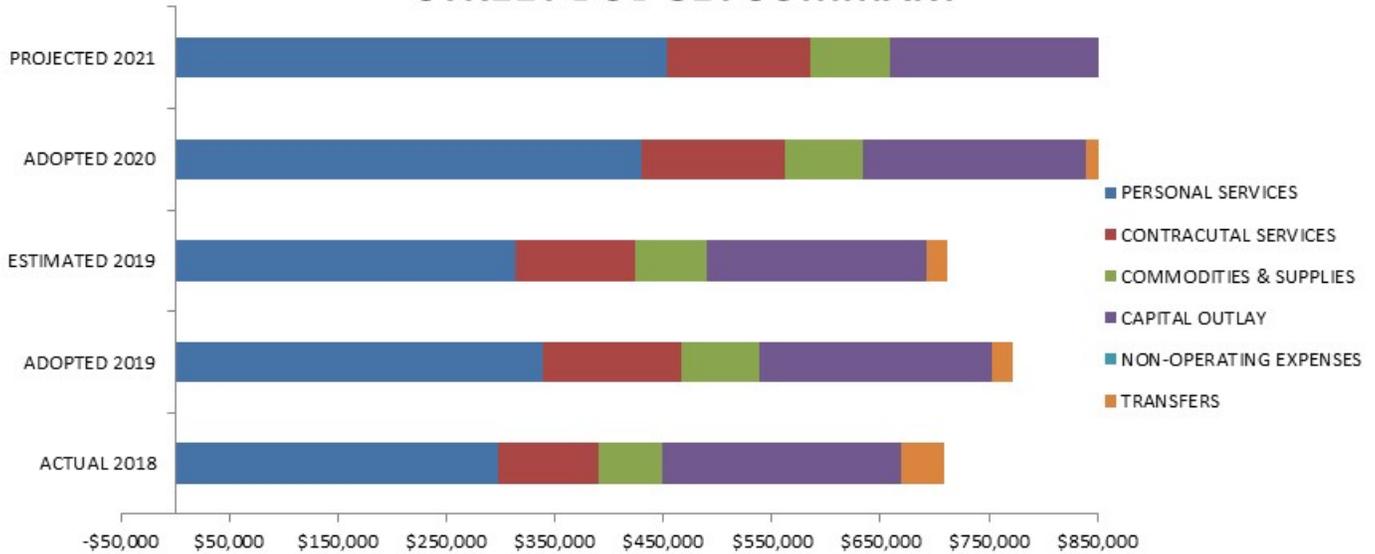
## Street Fund Summary

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING CASH BALANCE</b>	\$936,421	\$942,591	\$1,004,594	\$953,754	\$759,784
<b>FUND REVENUE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
SPECIAL HIGHWAY TAX - STATE	\$128,663	\$127,700	\$129,270	\$129,440	\$130,740
SPECIAL HIGHWAY TAX - COUNTY	57,472	56,200	57,240	57,690	28,270
	1,300	0	0	0	0
TRANSFERS FROM GENERAL FUND	590,150	595,800	475,000	478,500	493,000
<b>TOTAL</b>	<b>\$777,584</b>	<b>\$779,700</b>	<b>\$661,510</b>	<b>\$665,630</b>	<b>\$652,010</b>
<b>FUND EXPENDITURE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
PERSONAL SERVICES	\$297,782	\$338,500	\$313,400	\$429,500	\$453,000
CONTRACUTAL SERVICES	91,736	127,750	110,800	133,000	132,500
COMMODITIES & SUPPLIES	59,384	72,050	66,150	72,100	73,900
CAPITAL OUTLAY	220,202	214,000	202,000	205,000	205,000
NON-OPERATING EXPENSES	307	0	0	0	0
TRANSFERS	40,000	20,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$709,410</b>	<b>\$772,300</b>	<b>\$712,350</b>	<b>\$859,600</b>	<b>\$884,400</b>
REV. OVER (UNDER) EXP.	\$68,173	\$7,400	-\$50,840	-\$193,970	-\$232,390
<b>ENDING CASH BALANCE</b>	<b>\$1,004,594</b>	<b>\$949,991</b>	<b>\$953,754</b>	<b>\$759,784</b>	<b>\$527,394</b>

## STREET REVENUE SUMMARY



## STREET BUDGET SUMMARY



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	7	7	7	7	7
PART TIME	0	0	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### 2019 Additions

- No personnel changes in 2019.

### 2020 Additions

- No personnel changes in 2020

# Finance and Operations

## Overview

The Street Department's primary function is to provide a safe and efficient street and right-of-way network that is convenient for the purposes of Goddard's citizens, businesses, and visitors.

Responsibilities include the administration of the roadway maintenance program, street cleaning, snow and ice removal, traffic signals & street lighting, and mosquito control.

Roadway maintenance is set on a revolving annual schedule which prioritizes preventative treatments depending on the age and condition of the roadway. These projects are funded through the Capital Outlay function of the Administration cost center. The work is performed by an outside contractor who is selected annually through a competitive bid process.

The Administration cost center also funds salaries, benefits, and training for administrative and street operations staff. Funding for mowing the City's right-of-ways and other administrative functions are also charged to the Administration cost center.

The Operations cost center funds the repair and maintenance of equipment and vehicles, materials purchases (salt, sand, gravel...etc...), fuel, and signage.

The Storm Water cost center was created in 2016 to allocate resources specifically for drainage, including culvert and storm sewer maintenance.

The Street Lighting cost center funds the repair and maintenance of street lights and signals, as well as the electrical costs to operate them.

Mosquito Control funds the chemical and repair/maintenance costs for mosquito treatments during the summer months.

## Anticipated Operational Changes

Because the City will begin doing most minor street maintenance projects "in house", some costs have been shifted from contractual spending to the purchase of commodities including raw materials (asphalt, millings...etc.)

The City has taken over mowing and maintenance of the rights-of-way along the US54 corridor. Additional costs for equipment and fuel may be needed in future budgets.

## Major Departmental Challenges

Due to budget shortages at the State of Kansas, there is uncertainty about revenue from highway/gas taxes in the future. The Legislature has been raiding the Kansas Department of Transportation (KDOT) budget to fund State General Fund operations. It may be necessary to find other funding sources for Street operations beginning in 2021.

## Finance and Operations

The Street Fund is funded partly by a transfer from the General Fund as allowed by Kansas statute for the purpose of funding capital improvements projects. Further funding comes from collections of State and County Special gas/fuel taxes. As referenced above, the State Legislature has raided the KDOT budget to fund State General Fund operations. The City may need to find a different source of revenue to fund operations if the state withholds the Highway/Gas tax money for State operations.

The 2020 operating budget includes increases for salaries and benefits. Salaries for staff and the new Public Works Director were increased in 2019. The goal was to bring salaries and wages in line with levels of similar sized cities in the Wichita metropolitan area. The Street Fund makes an annual transfer of \$20,000 to the Equipment Reserve Fund.

## STREET ADMINISTRATION

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
PERSONAL SERVICES	\$297,782	\$338,500	\$313,400	\$429,500	\$453,000
CONTRACUTAL SERVICES	39,565	44,650	48,200	48,700	45,200
COMMODITIES & SUPPLIES	4,005	6,450	4,250	6,500	7,800
CAPITAL OUTLAY	204,861	200,000	200,000	200,000	200,000
NON-OPERATING EXPENSES	301	0	0	0	0
<b>TOTAL</b>	<b>\$546,514</b>	<b>\$589,600</b>	<b>\$565,850</b>	<b>\$684,700</b>	<b>\$706,000</b>

## STREET OPERATIONS

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$11,125	\$24,000	\$15,800	\$25,000	\$25,000
COMMODITIES & SUPPLIES	42,068	45,600	45,100	45,600	45,600
CAPITAL OUTLAY	15,341	14,000	2,000	5,000	5,000
NON OPERATING	6	0	0	0	0
<b>TOTAL</b>	<b>\$68,540</b>	<b>\$83,600</b>	<b>\$62,900</b>	<b>\$75,600</b>	<b>\$75,600</b>

## STORMWATER

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$3,345	\$5,000	\$3,000	\$5,000	\$5,000
COMMODITIES & SUPPLIES	503	5,000	2,500	5,000	5,000
<b>TOTAL</b>	<b>\$3,848</b>	<b>\$10,000</b>	<b>\$5,500</b>	<b>\$10,000</b>	<b>\$10,000</b>

## STREET LIGHTING & SIGNALS

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$37,322	\$53,600	\$43,300	\$53,800	\$56,800
COMMODITIES & SUPPLIES	1,258	3,000	2,500	3,000	3,000
CAPITAL OUTLAY	0	0	0	0	0
<b>TOTAL</b>	<b>\$38,579</b>	<b>\$56,600</b>	<b>\$45,800</b>	<b>\$56,800</b>	<b>\$59,800</b>

## MOSQUITO CONTROL

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$379	\$500	\$500	\$500	\$500
COMMODITIES & SUPPLIES	11,550	12,000	11,800	12,000	12,500
<b>TOTAL</b>	<b>\$11,929</b>	<b>\$12,500</b>	<b>\$12,300</b>	<b>\$12,500</b>	<b>\$13,000</b>

# INTER-FUND TRANSFERS

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
Transfer to Equipment Reserve Fund	\$40,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>

# ENTERPRISE FUNDS

# **WATER UTILITY FUND**



## Water Department

*The Mission of the Water Department is to provide safe, reliable, customer-convenient water service of the highest quality to our customers and neighbors in the Goddard Community.*

### Department Location

#### City Hall

118 N. Main St.  
Goddard, KS 67052  
316-794-2441

Brian Silcott  
City Administrator  
[bsilcott@goddardks.gov](mailto:bsilcott@goddardks.gov)

Joe Turner  
Public Works Director  
[jturner@goddardks.gov](mailto:jturner@goddardks.gov)

Teri Laymon  
City Clerk  
[tlaymon@goddardks.gov](mailto:tlaymon@goddardks.gov)

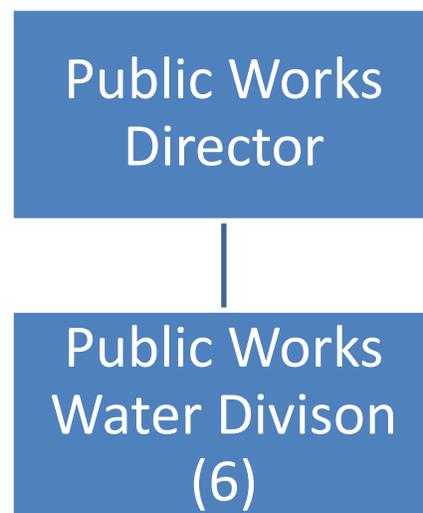
Matt Lawn  
City Treasurer  
[mlawn@goddardks.gov](mailto:mlawn@goddardks.gov)

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Major Services

- Water Administration
  - Personnel Costs
  - Administrative functions
  - Capital Purchasing
- Water Transmission
  - Maintains water supply including care and maintenance of storage facilities
- Water Treatment and Processing
  - Operation of chlorination facility
- Debt Service
- Inter-fund Transfers

### Department Structure



# Water Fund Summary

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
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**BEGINNING FUND BALANCE**      \$      556,792    \$      509,572    \$      544,524    \$      468,954    \$      463,484

FUND REVENUES	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
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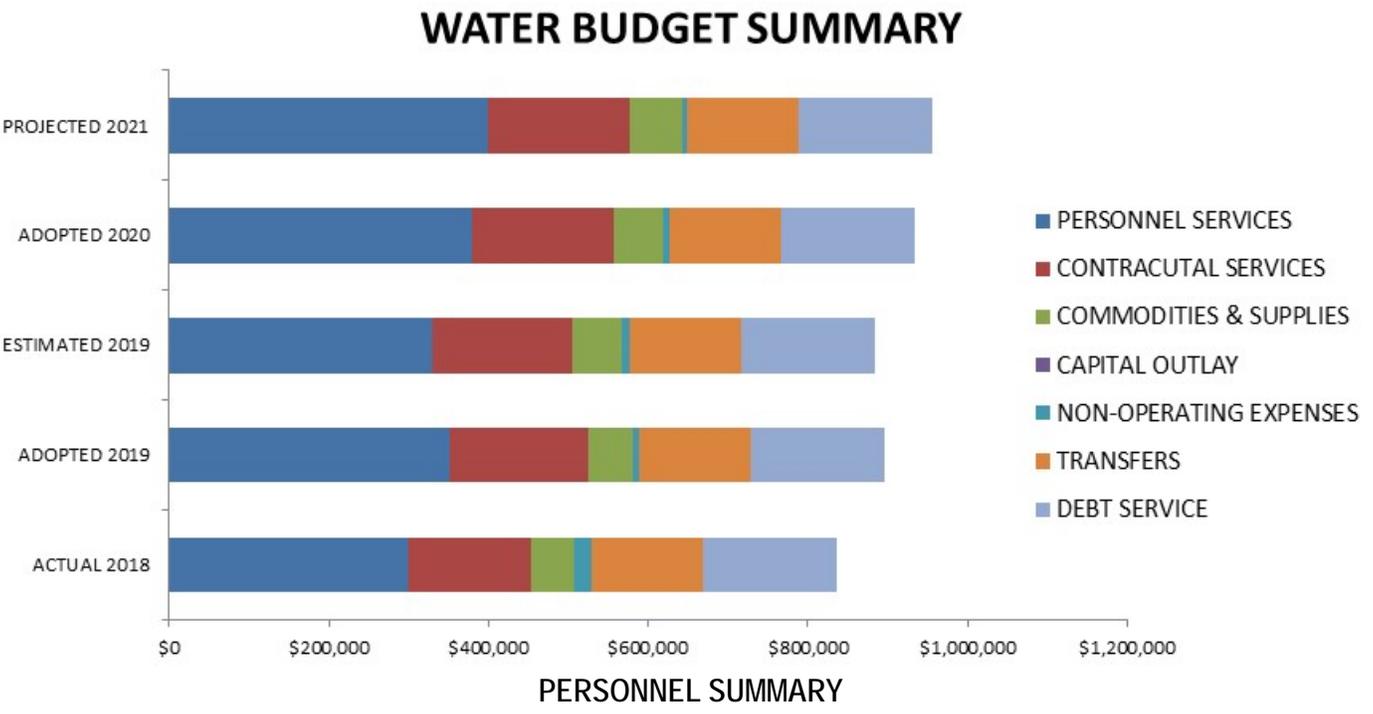
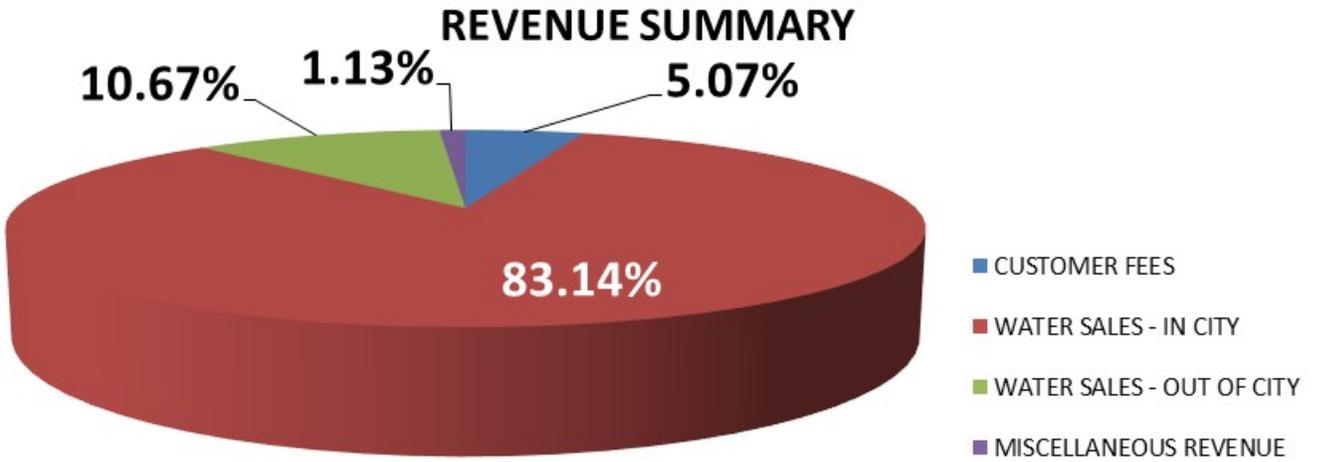
SALES TAX	\$5,653	\$3,600	\$5,800	\$6,300	\$6,500
NEW SERVICE FEES	9,435	10,000	9,500	10,000	10,500
SERVICE RECONNECTION	4,776	12,720	4,800	12,720	13,100
CONNECTION & INSPECTION	31,500	18,000	27,000	18,000	18,000
WATER SALES - IN CITY	667,880	430,600	430,600	771,660	794,810
WATER SALES - OUT OF CITY	82,770	54,300	54,300	99,000	101,970
DEBT SERVICE FEES	0	265,900	265,900	0	0
PENALTY/LATE CHARGES	10,973	10,000	10,000	10,000	10,000
MISCELLANEOUS REVENUE	778	500	500	500	500
SCRAP METAL SALES	485	0	0	0	0
REFUNDS	1,934	0	0	0	0
A/R BALANCE	7,154	0	0	0	0
<b>TOTAL</b>	<b>\$823,337</b>	<b>\$805,620</b>	<b>\$808,400</b>	<b>\$928,180</b>	<b>\$955,380</b>

FUND EXPENDITURES	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
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PERSONNEL SERVICES	\$300,569	\$351,670	\$330,470	\$379,900	\$398,815
CONTRACTUAL SERVICES	152,518	172,820	174,220	176,720	177,620
COMMODITIES & SUPPLIES	54,521	56,430	62,880	62,130	65,130
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING EXPENSES	20,468	7,000	8,500	7,000	7,000
TRANSFERS	139,900	139,900	139,900	139,900	139,900
DEBT SERVICE	167,629	168,000	168,000	168,000	168,000
<b>TOTAL</b>	<b>\$835,606</b>	<b>\$895,820</b>	<b>\$883,970</b>	<b>\$933,650</b>	<b>\$956,465</b>

REV.OVER (UNDER) EXP.      -\$12,268      -\$90,200      -\$75,570      -\$5,470      -\$1,085

**ENDING FUND BALANCE**      **\$544,524**      **\$419,372**      **\$468,954**      **\$463,484**      **\$462,399**



### PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	7	7	7	7	7
PART TIME	0	0	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### 2018 Additions

### 2019 Additions

- No personnel changes in 2017.
- Unfilled PW Laborer position dropped to restore Public Works Director position.

# Finance and Operations

## Overview

The Water Department supplies and distributes high quality water for the City of Goddard. Services include pumping and purifying water, maintaining distribution, managing facilities and planning for the City's future needs. The Water Utility produces, treats, and distributes approximately **201,000,000** gallons of water per year for its customers. The water utility provides customers with treated water that originates in one of two well fields located west of the city limits. Water is drawn from the Equus Beds and is distributed through **25 Miles** of water mains and transmission lines. Additionally this infrastructure includes a 500,000 gallon water tower and a 500,000 gallon water storage tank, the latter going online in 2012. These storage facilities are designed to provide a constant supply of water to our customers and maintain an adequate level of water for fire protection throughout the city.

## Operational Changes

- During the 2020 budget process, the City Council received a recommendation from staff to restructure the water and sewer utility's rate structure in an effort to shift more of the burden onto high usage customers and lowering the base rate. The Council will consider the new rate ordinance in 2019.
- Continuing transfers to reserve funds which were previously eliminated as operational costs exceeded revenue.
- Increasing the amount of transfers to reserves as the utility's unencumbered cash balance recovers in coming years.

## Major Departmental Challenges

- As infrastructure ages it is vital to remain proactive in maintaining the system, thus ensuring proper distribution and treatment.
- Evaluation and repair of elevated water tower.
- Planning for future water needs by seeking a secondary well field and source water supply.
- Building fund cash balance to improve the utility's future operating position.

The Water Fund Budget is organized by functional subdivisions. (cost centers), which include; Administration, Transmission, Treatment & Processing, Debt Service, and Transfers.

Due to low consumption in the preceding years, the City Council adopted a moderate base rate increase for water users in September of 2015. The base rate is scheduled to increase again during the September billing cycles of 2016 and 2017.

Additionally, the Council adopted a debt service fee of \$12.44 per user per month in 2015 that will be used to retire the debt issued to pay for the new water storage tank and the 16" water supply line.

The rate increases have returned the Utility to operating at a surplus, which will allowed the return of reserve transfers beginning in 2018.

Transfers of \$20,000 to the Equipment Reserve Fund and \$40,000 to the Water Reserve Fund were restored in 2018 and will be continued going forward. Depending on the health of the fund's cash balance, this transfer may be increased in future budgets. The transfer of \$79,900 to the Bond & Interest fund for repayment of the debt on the water storage tank, and will continue until 2034.

In 2019 the Public Works Director position has been reinstated. This position had been eliminated in 2015, when its duties were overtaken by the Assistant to the City Administrator. One Third (1/3) of the position's personnel costs are funded by the Water Utility Fund.

## WATER ADMINISTRATION

	ACTUAL	ADOPTED	ESTIMATE	ADOPTED	PROJECTED
DEPARTMENT EXPENDITURE	2018	2019	2019	2020	2021
PERSONAL SERVICES	\$300,569	\$351,670	\$330,470	\$379,900	\$398,815
CONTRACUTAL SERVICES	\$58,295	\$75,140	\$76,140	\$78,840	\$79,340
COMMODITIES & SUPPLIES	\$5,564	\$6,730	\$7,130	\$7,130	\$7,130
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
NON-OPERATING EXPENSES	\$20,101	\$6,500	\$8,000	\$6,500	\$6,500
<b>TOTAL</b>	<b>\$384,530</b>	<b>\$440,040</b>	<b>\$421,740</b>	<b>\$472,370</b>	<b>\$491,785</b>

## WATER TRANSMISSION

	ACTUAL	ADOPTED	ESTIMATE	ADOPTED	PROJECTED
DEPARTMENT EXPENDITURE	2018	2019	2019	2020	2021
CONTRACUTAL SERVICES	\$90,853	\$92,180	\$93,680	\$92,380	\$92,380
COMMODITIES & SUPPLIES	41,029	42,300	44,750	42,300	45,300
CAPITAL OUTLAY	-	-	-	-	-
NON-OPERATING EXPENSES	366	500	500	500	500
<b>TOTAL</b>	<b>\$132,248</b>	<b>\$134,980</b>	<b>\$138,930</b>	<b>\$135,180</b>	<b>\$138,180</b>

## TREATMENT & PROCESSING

	ACTUAL	ADOPTED	ESTIMATE	ADOPTED	PROJECTED
DEPARTMENT EXPENDITURE	2018	2019	2019	2020	2021
CONTRACUTAL SERVICES	\$3,370	\$5,500	\$4,400	\$5,500	\$5,900
COMMODITIES & SUPPLIES	7,928	7,400	11,000	12,700	12,700
CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL</b>	<b>\$11,298</b>	<b>\$12,900</b>	<b>\$15,400</b>	<b>\$18,200</b>	<b>\$18,600</b>

## DEBT SERVICE

	ACTUAL	ADOPTED	ESTIMATE	ADOPTED	PROJECTED
DEPARTMENT EXPENDITURE	2018	2019	2019	2020	2021
Water Storage Tank Debt Service	\$167,629	\$168,000	\$168,000	\$168,000	\$168,000
<b>TOTAL</b>	<b>\$167,629</b>	<b>\$168,000</b>	<b>\$168,000</b>	<b>\$168,000</b>	<b>\$168,000</b>

## INTER-FUND TRANSFERS

	ACTUAL	ADOPTED	ESTIMATE	ADOPTED	PROJECTED
DEPARTMENT EXPENDITURE	2018	2019	2019	2020	2021
Transfer to Bond & Interest Fund	\$79,900	\$79,900	\$79,900	\$79,900	\$79,900
Transfer to Equipment Reserve Fund	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Transfer To Water Reserve Fund	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>TOTAL</b>	<b>\$139,900</b>	<b>\$139,900</b>	<b>\$139,900</b>	<b>\$139,900</b>	<b>\$139,900</b>

## PERFORMANCE MEASURES

Public Works - Water Department	2016	2017	% +/-
Service Shut-offs	119	100	-19.00%
Meter Re-reads	429	404	-6.19%
Water Main Breaks	2	10	80.00%
Water used (Gallons)	191,691,000	223,145,000	14.10%
Valves Replaced	1	2	50.00%
Valves Exercised	156	241	35.27%
Water / Sewer Locates	929	862	-7.77%
Average Well Depth (ft.)	42	167	74.85%

**WASTE WATER UTILITY FUND  
(SEWER FUND)**



## Sewer Department

*The Mission of the Sewer Department is to provide safe, reliable, customer-convenient sewer service of the highest quality to our customers and neighbors in the Goddard Community.*

### Department Location

#### City Hall

118 N. Main St.  
Goddard, KS 67052  
316-794-2441

Brian Silcott  
City Administrator  
[bsilcott@goddardks.gov](mailto:bsilcott@goddardks.gov)

Joe Turner  
Public Works Director  
[jturner@goddardks.gov](mailto:jturner@goddardks.gov)

Teri Laymon  
City Clerk  
[tlaymon@goddardks.gov](mailto:tlaymon@goddardks.gov)

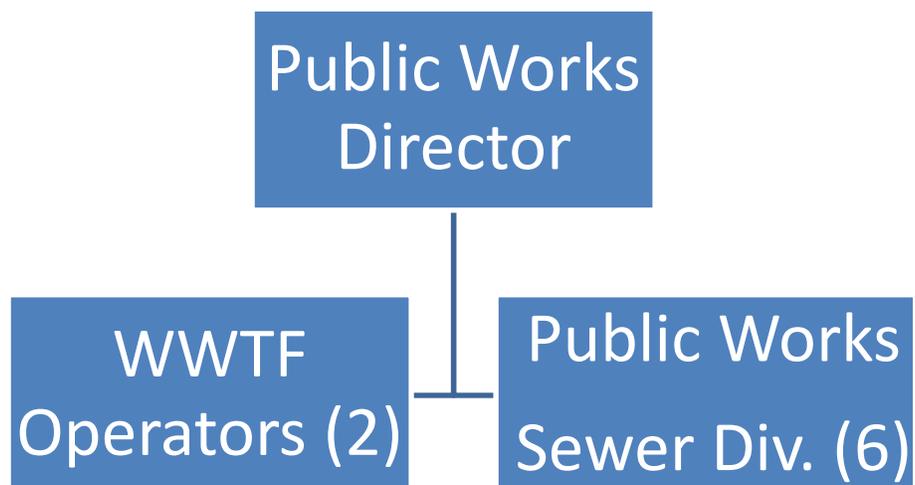
Matt Lawn  
City Treasurer  
[mlawn@goddardks.gov](mailto:mlawn@goddardks.gov)

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Community Connectedness ♦ Destination Community

### Major Services

- Sewer Administration
  - Personnel Costs
  - Administrative functions
  - Capital Purchasing
- Water Collection & Transmission
  - Maintains water supply including care and maintenance of storage facilities
- Wastewater Treatment
  - Operation of chlorination facility
- Debt Service
- Inter-fund Transfers

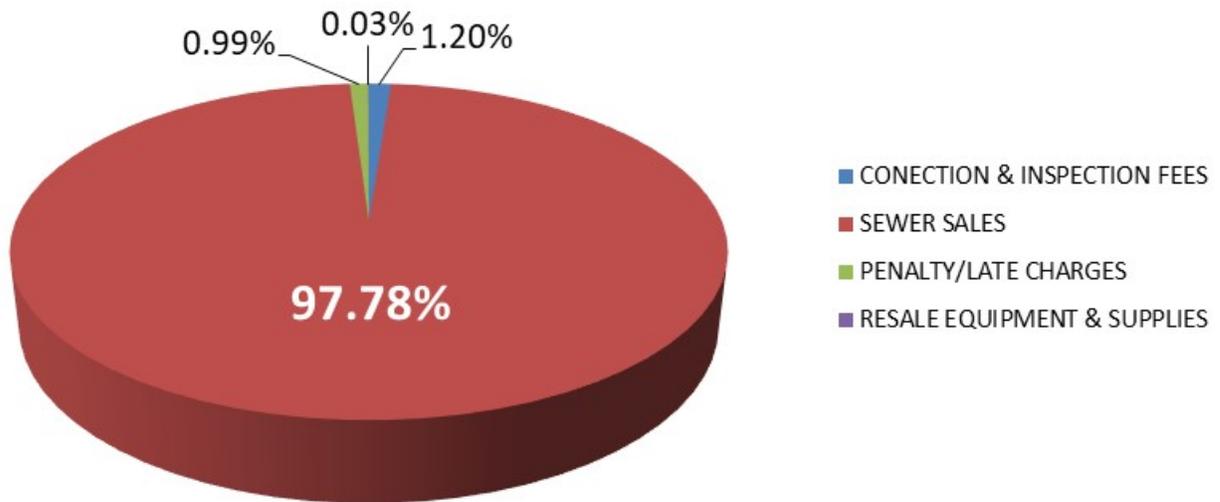
### Department Structure



# Sewer Fund Summary

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>JANUARY 1ST CASH BALANCE</b>	\$773,336	\$897,327	\$1,038,041	\$1,098,171	\$1,100,441
<b>FUND REVENUES</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONNECTION & INSPECTION FEES	\$34,000	\$19,400	\$27,000	\$19,400	\$19,600
SEWER SALES	\$1,400,487	\$1,487,000	\$1,495,000	\$1,580,000	\$1,622,000
PENALTY/LATE CHARGES	\$24,137	\$16,000	\$16,000	\$16,000	\$16,000
RESALE EQUIPMENT & SUPPLIES	\$500	\$500	\$0	\$500	\$500
REFUNDS	\$1,300	\$0	\$0	\$0	\$0
SCRAP METAL SALES	\$413	\$0	\$260	\$0	\$0
A/R BALANCE	-\$21,747	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,439,089</b>	<b>\$1,522,900</b>	<b>\$1,538,260</b>	<b>\$1,615,900</b>	<b>\$1,658,100</b>
<b>FUND EXPENDITURES</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
PERSONNEL SERVICES	\$349,576	\$484,300	\$435,750	\$518,400	\$518,300
CONTRACTUAL SERVICES	\$244,650	\$274,750	\$268,850	\$275,000	\$275,800
COMMODITIES & SUPPLIES	\$80,498	\$134,930	\$135,430	\$134,930	\$135,050
CAPITAL OUTLAY	\$2,163	\$0	\$0	\$0	\$0
NON-OPERATING EXPENSES	-\$15,459	\$200	\$200	\$200	\$200
TRANSFERS	\$75,000	\$150,000	\$150,000	\$150,000	\$150,000
DEBT SERVICE	\$437,958	\$487,900	\$487,900	\$535,100	\$500,200
<b>TOTAL</b>	<b>\$1,174,385</b>	<b>\$1,532,080</b>	<b>\$1,478,130</b>	<b>\$1,613,630</b>	<b>\$1,579,550</b>
REV. OVER (UNDER) EXP.	\$264,705	-\$9,180	\$60,130	\$2,270	\$78,550
<b>ENDING CASH BALANCE</b>	<b>\$1,038,041</b>	<b>\$888,147</b>	<b>\$1,098,171</b>	<b>\$1,100,441</b>	<b>\$1,178,991</b>

## REVENUE SUMMARY



## SEWER BUDGET SUMMARY



## PERSONNEL SUMMARY

	ACTUAL 2018	ADOPTED 2019	ESTIMATED 2019	ADOPTED 2020	PROJECTED 2021
FULL TIME	9	9	9	9	9
PART TIME	0	0	0	0	0
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

### 2018 Additions

- No personnel changes in 2018.

### 2019 Additions

- Public Works Laborer Position eliminated to restore Public Works Director.

# Finance and Operations

## Overview

The Sewer Utility provides high quality wastewater collection and treatment services to the City of Goddard. Services include maintaining wastewater collection systems, treating wastewater, managing facilities and planning for the City's future needs. The Sewer Utility treats approximately 165 million gallons of wastewater annually at the Wastewater Treatment Facility (WWTF). The WWTF is an enhanced nutrient removal sewage treatment plant, and is designed to meet the most stringent permit requirements dictated by the Kansas Department of Health and Environment (KDHE). The wastewater treated at this facility arrives through a network of over 152,000 linear feet of sanitary sewer mains and three lift stations. The sewer system also includes 500 manholes and a 50 acre lagoon complex.

## Operational Changes

- As equipment life cycles end and their warranties expire at the WWTF, additional costs for equipment parts & supplies will be required going forward.
- Due to an increase in operational costs, the City Council approved an increase in wastewater rates during the first quarter of 2016.
- Anticipating the scheduled rise in debt service payments for the WWTF to begin in 2019, the Council passed a series of small increases in debt service fees to begin in 2016 and end in 2018.
- In 2018, the transfer to the Sewer Replacement Reserve Fund was restored. Due to the positive impact of the rate increases on the fund's cash balance, transfers to the Equipment Reserve and Capital Improvement funds will be restored beginning in 2019. The transfer to the Sewer Replacement Reserve fund will also increase by 35%.

## Major Departmental Challenges

- Taking all reasonable and prudent efforts to meet the KDHE permit requirements at the WWTF.
- Maintaining and enhancing sewer system infrastructure in a climate of low residential growth and increasing commercial service demand.
- Building Sewer Fund cash balance to improve the utility's future operating position.
- Sanitary sewer line maintenance program currently being funded by reserves and not within the operational budget.
- Manhole rehab program has been suspended for Infiltration/Inflow reduction since 2013.

## Finance and Operations

The Sewer Fund Budget is organized by functional subdivisions. (cost centers), which include; Administration, Collection, Treatment, Debt Service, and Transfers.

Between 2013 and 2015 the Sewer Utility operated at a deficit, and the ending cash balance declined steadily. Reduced usage led to lower than anticipated revenue collections. Simultaneously, costs of operations increased, particularly at the WWTF. The Council, prudently, adopted a significant sewer base rate increase that began in April of 2016.

The 2020 Budget should allow for the restoration of maintenance activities that have been abandoned in recent years. Transfers to the Sewer Replacement Reserve Fund in 2018 should provide sufficient fund balance to restore sewer line cleaning, manhole rehabilitation, and other major maintenance activities that have not taken place in several years.

In 2019 the Public Works Director position has been reinstated. This position had been eliminated in 2015, when its duties were overtaken by the Assistant to the City Administrator. One Third (1/3) of the position's personnel costs are funded by the Sewer Utility Fund.

The Treatment cost center, which includes the operation of the WWTF, includes additional contractual spending for Maintenance of the WWTF. Warranties on equipment and parts at the WWTF are beginning to expire, and additional funding will be needed to replace and maintain said equipment. Staff has developed a schedule for replacement and maintenance for future budget years as well. The 2019 replacement schedule includes:

AeroMod Basins, replace sensor caps	\$ 200
ACH Pump, replace pump head	200
Blowers, maintenance	2,000
Compressors, maintenance	200
Exhaust fans, maintenance	200
Fuzzy Filters, cleaning and maintenance	200
IPS Pumps, cleaning and maintenance	200
MPS Pumps, maintenance	200
Tristan Belt Filter Press, maintenance	2,000
Polymer pumps, cleaning and maintenance	300
Samplers, maintenance	200
Cleaning and replacement of various filter screens	2,800
Sludge Conveyor, maintenance	300
UV system disinfection	13,100
Vortex grit removal	13,100
General Plant Maintenance	4,800
<b>TOTAL</b>	<b>\$ 40,000</b>

The single largest expenditure for the Sewer Utility is Debt Service. The WWTF and the Lagoons were financed under the Kansas Department of Health and Environment (KDHE) Pollution Control Revolving Loan Program. About 90% of the debts service payments are for principal and interest on the WWTF. Debt service payments are scheduled to increase by a total of 24% during 2019 and 2020.

## SEWER ADMINISTRATION

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
PERSONNEL SERVICES	\$349,576	\$484,300	\$435,750	\$518,400	\$518,300
CONTRACUTAL SERVICES	62,462	75,950	71,400	76,200	70,900
COMMODITIES & SUPPLIES	7,431	7,900	7,000	7,900	8,000
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING EXPENSES	-15,465	100	100	100	100
<b>TOTAL</b>	<b>\$404,004</b>	<b>\$568,250</b>	<b>\$514,250</b>	<b>\$602,600</b>	<b>\$597,300</b>

## COLLECTION & TRANSMISSION

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$20,378	\$23,250	\$23,650	\$23,250	\$23,750
COMMODITIES & SUPPLIES	10,966	15,330	15,330	15,330	15,350
CAPITAL OUTLAY	0	0	0	0	0
NON-OPERATING EXPENSES	6	100	100	100	100
<b>TOTAL</b>	<b>\$31,350</b>	<b>\$38,680</b>	<b>\$39,080</b>	<b>\$38,680</b>	<b>\$39,200</b>

## WASTEWATER TREATMENT

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
CONTRACUTAL SERVICES	\$161,810	\$175,550	\$173,800	\$175,550	\$181,150
COMMODITIES & SUPPLIES	62,100	111,700	113,100	111,700	111,700
CAPITAL OUTLAY	2,163	0	0	0	0
<b>TOTAL</b>	<b>\$226,074</b>	<b>\$287,250</b>	<b>\$286,900</b>	<b>\$287,250</b>	<b>\$292,850</b>

## DEBT SERVICE

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
Waste Water Treatment Facility	\$403,000	\$453,100	\$453,100	\$500,200	\$500,200
Lagoons	34,830	34,800	34,800	34,900	0
Non Operating Expenses	128	0	0	0	0
<b>TOTAL</b>	<b>\$437,958</b>	<b>\$487,900</b>	<b>\$487,900</b>	<b>\$535,100</b>	<b>\$500,200</b>

## INTER-FUND TRANSFERS

DEPARTMENT EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
Transfer to Equip. Reserve Fund	\$0	\$25,000	\$25,000	\$25,000	\$25,000
Transfer To Sewer Reserve Fund	\$75,000	\$100,000	\$100,000	\$100,000	\$100,000
Transfer to Cap. Improvement Fund	\$0	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTAL</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>

## PERFORMANCE MEASURES

Public Works - Wastewater Department	2016	2017	% +/-
WWTF - Average Daily Inflow	436,500	410,500	-6.33%
Hours Lift Stations On	1,004	1,004	0.00%
Water / Sewer Locates	929	862	-7.77%

# NON-BUDGETED FUNDS



## Non - Budgeted Funds

*The Reserve funds are used to purchase large ticket, non-regular assets for the City's operations and utilities.*

*The Organizational Grant Fund has been used to collect and disperse moneys allocated from grants.*

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Community Connectedness ♦ Destination Community

### Reserve Funds

- Equipment Reserve Fund
- Water Reserve Fund
- Sewer Replacement Reserve Fund

## Equipment Reserve Fund

Kansas Statute 12-1, 117 allows for municipalities to transfer moneys to a municipal equipment reserve fund to finance the acquisition of equipment. The City of Goddard funds its equipment reserve with transfers from the General, Water, Sewer, and Street funds. This fund has been used to purchase equipment such as: vehicles, police equipment, computers and other IT hardware, and mowers.

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	<b>\$645,190</b>	<b>\$761,690</b>	<b>\$527,372</b>	<b>\$727,372</b>	<b>\$932,372</b>
FUND REVENUE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
REFUNDS - POLICE	\$1,450	\$0	\$0	\$0	\$0
SALE OF ASSETS - POLICE	5,265	0	0	0	0
SALE OF EQUIPMENT - PUBLIC WORKS	1,725	0	0	0	0
TRANSFERS IN	0	0	0	0	0
GENERAL FUND	200,000	200,000	200,000	200,000	200,000
WATER FUND	20,000	20,000	20,000	20,000	20,000
SEWER/WASTEWATER FUND	0	25,000	0	25,000	25,000
SPECIAL HIGHWAY/STREET FUND	40,000	20,000	40,000	20,000	20,000
<b>TOTAL REVENUE</b>	<b>\$268,440</b>	<b>\$265,000</b>	<b>\$260,000</b>	<b>\$265,000</b>	<b>\$265,000</b>
FUND EXPENDITURE	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
FIREARMS - POLICE	\$1,456	\$0	\$0	\$0	\$0
SAFETY EQUIPMENT - POLICE	4,749	0	0	0	0
AV EQUIPMENT - POLICE	99,705	0	0	0	0
FLEET - POLICE	6,736	0	0	0	0
OTHER EQUIPMENT - PUBLIC WORKS	3,195	0	0	0	0
HEAVY EQUIPMENT - PUBLIC WORKS	235,000	0	0	0	0
FLEET - PUBLIC WORKS	35,417	0	60,000	60,000	60,000
<b>TOTAL EXPENDITURE</b>	<b>\$386,258</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
REV. OVER (UNDER) EXP.	-\$117,818	\$265,000	\$200,000	\$205,000	\$205,000
<b>YEAR ENDING FUND BALANCE</b>	<b>\$527,372</b>	<b>\$1,026,690</b>	<b>\$727,372</b>	<b>\$932,372</b>	<b>\$1,137,372</b>

## Water Reserve Fund

The City maintains a reserve fund specifically to finance the replacement and maintenance of equipment and other property owned by the City of Goddard's water utility. The Water Reserve is funded by transfers from the water fund.

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$506,781	\$546,781	\$347,982	\$387,982	\$427,982
<b>FUND REVENUE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
REIUMBURSEMENTS	\$0	\$0	\$0	\$0	\$0
TRANSFER FROM WATER FUND	40,000	40,000	40,000	40,000	40,000
<b>TOTAL REVENUE</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>FUND EXPENDITURE</b>	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
IRRIGATION SYSTEM & WELLS	\$40,169	\$0	\$0	\$0	\$0
UTILITY INFRASTRUCTURE REPAIR	127,635	0	0	0	0
EQUIPMENT	30,995	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$198,799</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
REV. OVER (UNDER) EXP.	-\$158,799	\$40,000	\$40,000	\$40,000	\$40,000
<b>YEAR ENDING FUND BALANCE</b>	<b>\$347,982</b>	<b>\$586,781</b>	<b>\$387,982</b>	<b>\$427,982</b>	<b>\$467,982</b>

## Sewer Replacement Reserve Fund

The City maintains a reserve fund to replace and maintain equipment and other property associated with the City of Goddard wastewater utility. The Sewer Reserve is funded by transfers from the Sewer Fund.

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
BEGINNING FUND BALANCE	\$129,210	\$204,210	\$185,767	\$250,767	\$275,767
<b>FUND REVENUE</b>					
	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
TRANSFER FROM SEWER FUND	\$75,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>TOTAL REVENUE</b>	<b>\$75,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>FUND EXPENDITURE</b>					
	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
UTILITY INFRASTRUCTURE	\$18,443	\$75,000	\$35,000	\$75,000	\$75,000
<b>TOTAL EXPENDITURE</b>	<b>\$18,443</b>	<b>\$75,000</b>	<b>\$35,000</b>	<b>\$75,000</b>	<b>\$75,000</b>
REV. OVER (UNDER) EXP.	\$56,557	\$25,000	\$65,000	\$25,000	\$25,000
<b>YEAR ENDING FUND BALANCE</b>	<b>\$185,767</b>	<b>\$229,210</b>	<b>\$250,767</b>	<b>\$275,767</b>	<b>\$300,767</b>

# CAPITAL IMPROVEMENT FUND



## Capital Improvement Fund

*The Capital Improvement Fund is used for financing the design and construction of some capital projects and the purchase of some capital assets.*

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### Capital Improvement Fund

- Receives revenue in the form of temporary notes for some capital improvement projects.
- Receives a transfer from the General Fund to finance those future capital improvement projects which don't have a dedicated revenue source.
- This fund is used only during the purchase and/or design/construction phase of a project. Permanent financing and debt service repayment is accounted in the Bond & Interest Fund.
- More information about current and future capital projects can be found in the 2019-2024 Capital Improvement Program.

### Finance & Operations

The Capital Improvement Fund is used to allocate funding for the various capital improvement projects taking place in the City of Goddard.

Funding for capital improvements come primarily from two sources. The first is temporary financing where a short term bond that is secured for the funding of large scale projects. The temporary notes are used to pay for the costs as they come in during the life of the project. After the project is completed, the city then secures long term financing to pay off the temporary notes. In previous years projects such as infrastructure for residential developments, street projects, and the new water storage tank were all initially financed via this method.

Smaller projects that will not require long term bonds for financing are usually paid out of the unencumbered fund balance of the Capital Improvement Fund. This fund typically receives budgeted transfers from the General Fund for the purpose of building up the fund's cash balance. This allows the City to fund these smaller projects without the need to take on additional debt.

# Capital Improvement Fund

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$1,091,404	\$612,804	\$774,074	\$628,224	\$906,474
<b>FUND REVENUE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
TRANSFERS IN					
GENERAL FUND	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
SEWER FUND	0	25,000	25,000	25,000	25,000
<b>TOTAL REVENUE</b>	<b>\$600,000</b>	<b>\$625,000</b>	<b>\$625,000</b>	<b>\$625,000</b>	<b>\$625,000</b>
<b>FUND EXPENDITURE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
NW BYPASS ROW AGREEMENT	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>PROJECTS</b>					
Subdivisions - Engineering/Design	38,630	0	0	0	0
Water Distribution	9,819	0	0	0	0
WWTF	3,500	0	0	0	0
Sewer/Stormwater Improvements	24,595	0	0	0	0
Park/Trail Capital Projects	726,778	400,000	0	0	0
Street Improvement Projects	111,008	0	0	0	0
Public Works - Fleet	0	100,000	0	0	0
City Hall Remodel	0	0	180,000	0	0
183rd St South Sidewalk	0	0	110,000	0	0
Frontage Road Realignment	0	400,000	377,850	0	0
Northside Park	0	0	100,000	343,250	100,000
Front Porch	0	500	0	500	75,000
<b>TOTAL EXPENDITURE</b>	<b>\$917,331</b>	<b>\$903,500</b>	<b>\$770,850</b>	<b>\$346,750</b>	<b>\$178,000</b>
REV OVER (UNDER) EXP.	-\$317,331	-\$278,500	-\$145,850	\$278,250	\$447,000
<b>ENDING FUND BALANCE</b>	<b>\$774,074</b>	<b>\$334,304</b>	<b>\$628,224</b>	<b>\$906,474</b>	<b>\$1,353,474</b>

# STAR BOND FUND



## STAR Bond Fund

*The STAR Bond Fund is used for the accounting of the City's contributions to a \$100+ million economic development project along US 54 In Goddard. The project is partially financed thru STAR (Sales Tax Revenue) Bonds*

Active Lifestyles ♦ Economic Growth ♦ Housing ♦ Quality of Life ♦  
Community Connectedness ♦ Destination Community

### STAR Bond Fund

- The City's contribution to the Goddard Galleria project includes:
  - The construction of a roadway at the entrance of the benefit district that extends to its center.
  - Other infrastructure costs including traffic signalization, water, wastewater, and storm water improvements.
- The State of Kansas requires that all of the City's funding of the project be accounted for separately from our other capital projects, including the project's debt service.

### Finance & Operations

The City has issued to series of temporary notes to finance its portions of the Goddard Galleria Project. The first issuance was \$770,000 which was used for the construction of a roadway at the benefit district's entrance. Construction was completed in 2016, and the temp notes are expected to be retired in 2018 when G.O. Bonds will be issued.

The City has issued another series of temporary notes in the amount of \$3,160,000 which will be used for other infrastructure improvements within the benefit district. These notes are scheduled to retire in 2019, but due to delays caused by the project's developers, it is unclear whether primary construction will be completed by that time. Permanent financing thru G.O. Bonds will eventually be used to retire these temp notes as well.

# STAR Bond Fund

	ACTUAL 2018	ADOPTED 2019	ESTIMATE 2019	ADOPTED 2020	PROJECTED 2021
<b>BEGINNING FUND BALANCE</b>	\$3,132,610	\$3,217,150	\$3,185,931	\$3,163,931	\$3,141,931
<b>FUND REVENUE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
REFUNDS & REIUMBURSEMENTS	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	18,795	13,500	20,000	20,000	20,000
BOND PROCEEDS & TEMP NOTES	875,134	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$893,929</b>	<b>\$13,500</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>FUND EXPENDITURE</b>	<b>ACTUAL 2018</b>	<b>ADOPTED 2019</b>	<b>ESTIMATE 2019</b>	<b>ADOPTED 2020</b>	<b>PROJECTED 2021</b>
ADMINISTRATIVE COSTS	\$0	\$0	\$0	\$0	\$0
<u>TEMP NOTE DEBT SERVICE</u>					
PRINCIPAL	\$774,235	\$31,600	\$0	\$0	\$0
INTEREST	42,162	31,600	42,000	42,000	42,000
ISSUANCE FEES	24,211	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>\$840,608</b>	<b>\$63,200</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>\$42,000</b>
REV OVER (UNDER) EXP.	\$53,320	-\$49,700	-\$22,000	-\$22,000	-\$22,000
<b>ENDING FUND BALANCE</b>	<b>\$3,185,931</b>	<b>\$3,167,450</b>	<b>\$3,163,931</b>	<b>\$3,141,931</b>	<b>\$3,119,931</b>

# City of Goddard

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## 2019-2024 Capital Improvement Program



*Your Home  
Our Community*

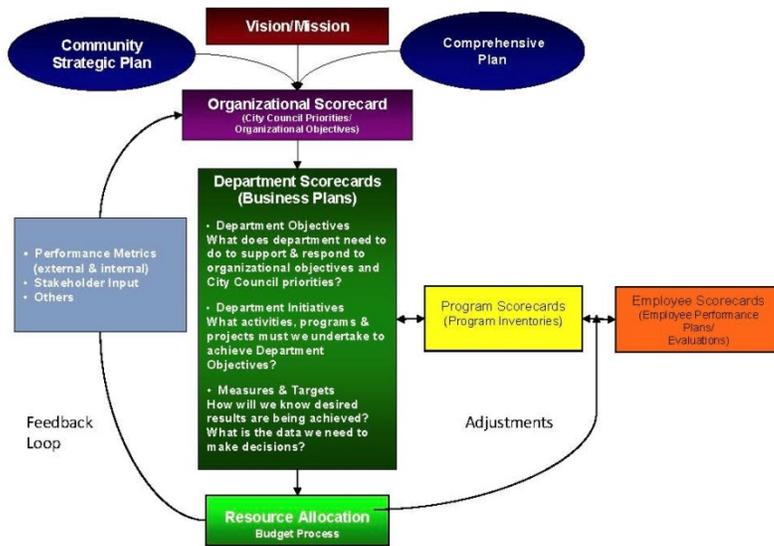




## Organizational Mission Statement

*The mission of the City of Goddard is to work cooperatively and efficiently to provide a vibrant community that is growing and accessible for our neighbors.  
We aim to be a destination for a family oriented active lifestyle*

# STRATEGIC CYCLE

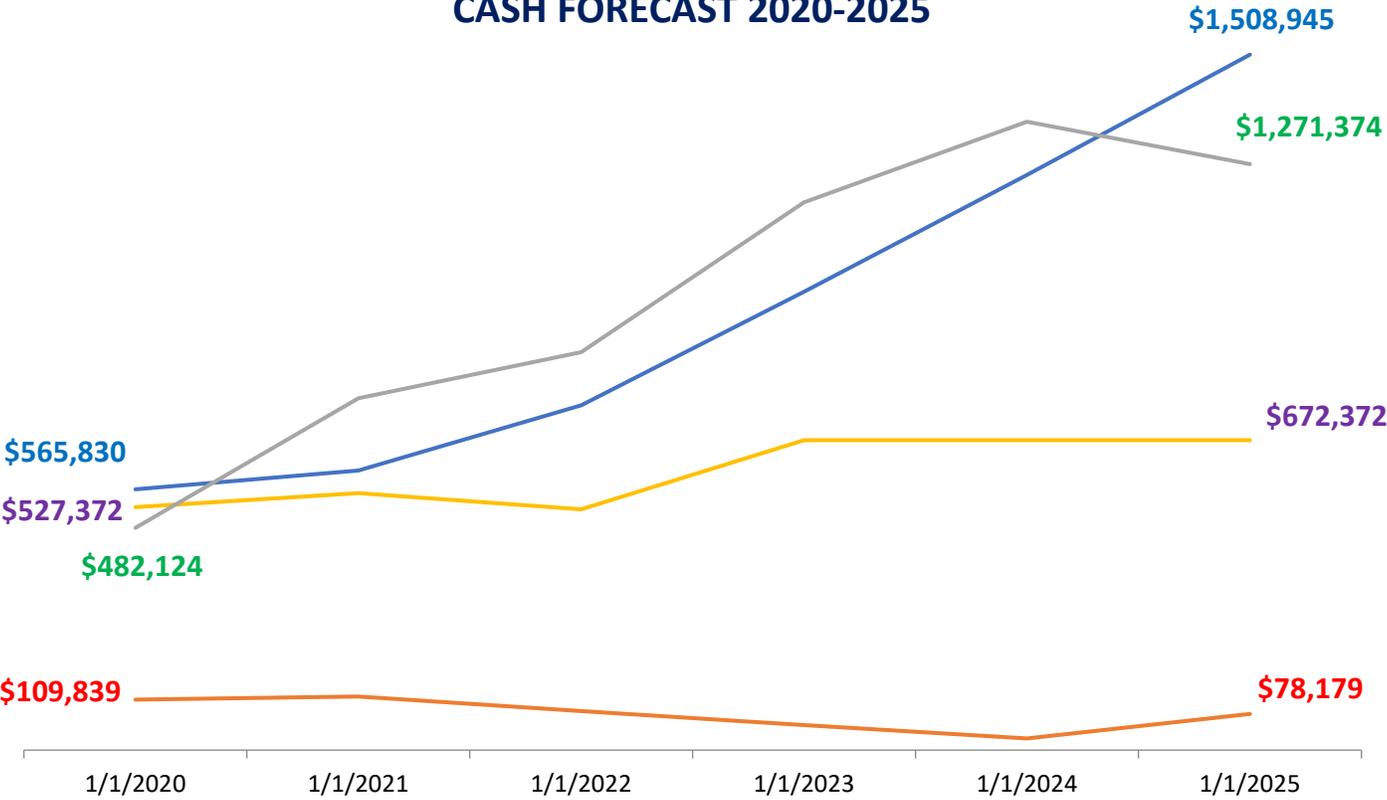


City of Goddard, Kansas  
**Capital Improvement Plan Projects**  
 2019 thru 2024

**FUNDING SOURCE SUMMARY**

Source	2019	2020	2021	2022	2023	2024	Total
<b>Capital Improvement Fund</b>	<b>\$ 857,850</b>	<b>\$ 343,750</b>	<b>\$ 525,000</b>	<b>\$ 300,000</b>	<b>\$ 450,000</b>	<b>\$ 717,000</b>	<b>\$ 3,193,600</b>
City Hall Remodel	180,000	0	0	0	0	0	180,000
183rd St. (South) Sidewalk	110,000	0	0	0	0	0	110,000
Frontage Road Realignment	377,850	0	0	0	0	0	377,850
Northside Park	100,000	343,250	100,000	0	100,000	0	643,250
Playground Equipment - Linear Park	30,000	0	0	0	0	0	30,000
Kellogg Beautification Corridor	60,000	0	0	0	0	0	60,000
Street Projects - Rebuild	0	0	350,000	100,000	350,000	100,000	900,000
Front Porch	0	500	75,000	0	0	0	75,500
Main Street Beautification	0	0	0	200,000	0	0	200,000
WWTF Redesign/Remodel	0	0	0	0	0	67,000	67,000
Salt Storage Building	0	0	0	0	0	50,000	50,000
Public Works Building	0	0	0	0	0	500,000	500,000
<b>Parks &amp; Recreation Fund</b>	<b>\$130,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,000</b>
Northside Park	100,000	100,000	0	0	0	0	200,000
Playground Equipment - Linear Park	30,000	0	0	0	0	0	30,000
<b>Equipment Reserve Fund</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$300,000</b>
Public Works - Equipment/Fleet	0	60,000	60,000	60,000	60,000	60,000	300,000
<b>Water Reserve Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>
Water Infrastructure Security	0	0	225,000	0	0	0	225,000
<b>Special Highway Fund</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,200,000</b>
Street Projects - Maintenance	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
<b>G.O. Bonds</b>	<b>\$0</b>	<b>\$654,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,110,200</b>	<b>\$0</b>	<b>\$2,764,500</b>
Arbor Creek Lift Station	0	654,300	0	0	0	0	654,300
183rd St. Redesign	0	0	0	0	2,110,200	0	2,110,200
	<b>\$ 1,187,850</b>	<b>\$ 1,358,050</b>	<b>\$ 1,010,000</b>	<b>\$ 560,000</b>	<b>\$ 2,820,200</b>	<b>\$ 977,000</b>	<b>\$ 7,913,100</b>

# CASH FORECAST 2020-2025



- General Fund
- Equipment Reserve Fund
- Bond & Interest Fund
- Capital Improvement Fund

City of Goddard, Kansas  
**Capital Improvement Plan Projects**  
 2019 thru 2024  
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Project Name	2019	2020	2021	2022	2023	2024	Total	
City Hall Remodel	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000	7
183rd St. (South) Sidewalk	110,000	0	0	0	0	0	110,000	8
Frontage Road Realignment	377,850	0	0	0	0	0	377,850	9
Northside Park	200,000	443,250	100,000	0	100,000	0	843,250	10
Playground Equipment - Linear Park	60,000	0	0	0	0	0	60,000	11
Kellogg Beautification Corridor	60,000	0	0	0	0	0	60,000	12
Street Projects - Maintenance	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	13
Street Projects - Rebuild	0	0	350,000	100,000	350,000	100,000	900,000	14
Arbor Creek Lift Station	0	654,300	0	0	0	0	654,300	15
Public Works - Equipment/Fleet	0	60,000	60,000	60,000	60,000	60,000	300,000	16
Water Wells Security	0	0	225,000	0	0	0	225,000	17
Front Porch	0	500	75,000	0	0	0	75,500	18
Main Street Beautification	0	0	0	200,000	0	0	200,000	19
183rd ST Redesign	0	0	0	0	2,110,200	0	2,110,200	20
WWTF Redesign/Remodel	0	0	0	0	0	67,000	67,000	21
Salt Storage Building	0	0	0	0	0	50,000	50,000	22
Public Works Building	0	0	0	0	0	500,000	500,000	23
Year Totals	\$1,187,850	\$1,358,050	\$1,010,000	\$560,000	\$2,820,200	\$977,000	\$7,913,100	

















**PROJECT NAME: Arbor Creek Lift Station**

DEPARTMENT: Public Works  
CONTACT: City Administrator

ESTIMATED COST: \$654,300  
COMPLETION DATE: Fall 2020

PRIOR EXPENDITURES: \$0  
COSTS REMAINING: \$654.300



**PROJECT DESCRIPTION:** Construction of lift station to serve a new residential subdivision.

**PROJECT JUSTIFICATION:** This addition to the City's wastewater system, will serve a new residential subdivision and future residential development.

Expenditures	2019	2020	2021	2022	2023	2024
Construction	\$0	\$506,000	\$0	\$0	\$0	\$0
Design	0	55,700	0	0	0	0
Engineering & Inspection	0	42,000	0	0	0	0
Contingency	0	50,600	0	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$654,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source	2019	2020	2021	2022	2023	2024
GO Bond	\$0	\$654,300	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$654,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Expected Budget Impact:** This project will require additional budget spending for utilities and maintenance.

Budget Impact	2019	2020	2021	2022	2023	2024
Electric	\$0	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
Maintenance	0	1,500	1,500	1,500	1,500	1,500
<b>Total</b>	<b>\$0</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>



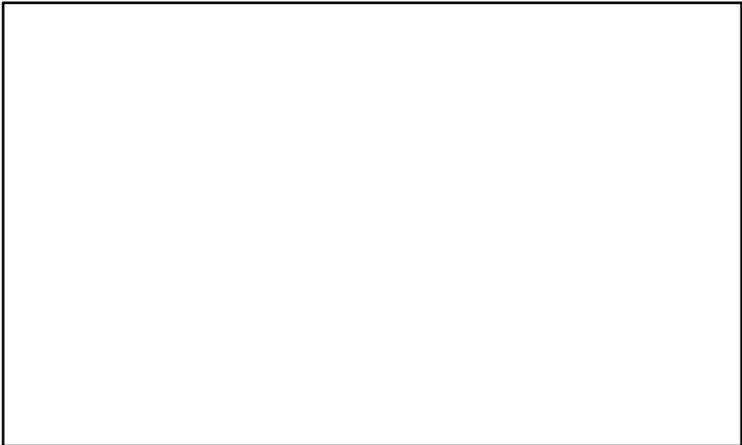


**PROJECT NAME: Water Wells Security Upgrades**

DEPARTMENT: Public Works  
CONTACT: City Administrator

ESTIMATED COST: \$225,000  
COMPLETION DATE: Fall 2021

PRIOR EXPENDITURES: \$0  
COSTS REMAINING: \$225,000



**PROJECT DESCRIPTION:** Addition of security fencing and generators at the City's water wells 4 & 5 and the chlorination building.

**PROJECT JUSTIFICATION:** Improved security for the City's water supply.

Expenditures	2019	2020	2021	2022	2023	2024
Security Fencing	\$0	\$0	\$120,000	\$0	\$0	\$0
Generator - Wells 4 & 5	0	0	60,000	0	0	0
Generator - Chlorinator Bldg.	0	0	20,000	0	0	0
Generator - Other Infrastructure	0	0	25,000	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Funding Source	2019	2020	2021	2022	2023	2024
Water Reserve Fund	\$0	\$0	\$225,000	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Expected Budget Impact:** There will be additional operational costs for utilities and maintenance.

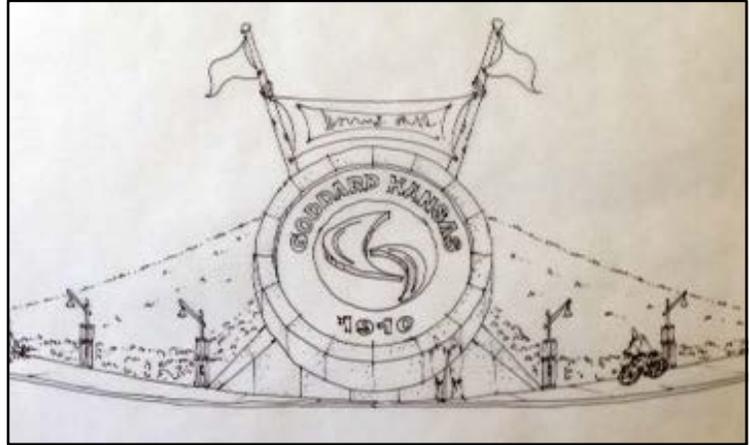
Budget Impact	2019	2020	2021	2022	2023	2024
Utilities	\$0	\$0	\$1,500	\$1,500	\$1,500	\$1,500
Maintenance	0	0	1,000	1,000	1,000	1,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>

**PROJECT NAME: Front Porch / Gateway**

**DEPARTMENT:** Administration  
**CONTACT:** City Administrator

**ESTIMATED COST:** \$78,500  
**COMPLETION DATE:** Fall 2021

**PRIOR EXPENDITURES:** \$3,500  
**COSTS REMAINING:** \$75,000



**PROJECT DESCRIPTION:** Creation of a city gateway at the corner of US 54 and 167<sup>th</sup>. To include uniform aesthetics along city rights of way and frontage roads.

**PROJECT JUSTIFICATION:** The upcoming development projects in Goddard have created a desire for a clearly defined aesthetic image for the city/community.

<b>Expenditures</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Design	\$0	\$500	\$0	\$0	\$0	\$0
Construction	0	0	62,000	0	0	0
Trees/Planters	0	0	6,000	0	0	0
Contingency	0	0	7,000	0	0	0
<b>Total</b>	<b>\$0</b>	<b>\$500</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Funding Source</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Capital Improvement Fund	\$0	\$500	\$75,000	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$500</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Expected Budget Impact:** This project is projected to add approximately \$5,000 annually to our Parks & Recreation budget, which will be used for maintenance and growth of the right-of-way greenery.

<b>Budget Impact</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Maintenance/Trees/Plants	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>



**PROJECT NAME: Main Street Beautification**

DEPARTMENT: Parks & Recreation  
CONTACT: City Administrator

ESTIMATED COST: \$200,000  
COMPLETION DATE: Fall 2022

PRIOR EXPENDITURES: \$0  
COSTS REMAINING: \$200,000



**PROJECT DESCRIPTION:** Lighting, aesthetic, and curb improvements along the Main St. corridor from Santa Fe to Kellogg Ave (US-54).

**PROJECT JUSTIFICATION:** The City Council and staff have long prioritized improving the City’s aesthetics to meet citizen demands for beautification and for economic development.

Expenditures	2019	2020	2021	2022	2023	2024
Updated Amenities	\$0	\$0	\$0	\$50,000	\$0	\$0
Construction	0	0	0	115,000	0	0
Design	0	0	0	15,000	0	0
Contingency	0	0	0	20,000	0	0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>

Funding Source	2019	2020	2021	2022	2023	2024
Capital Improvement Fund	\$0	\$0	\$0	\$200,000	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>

**Expected Budget Impact:** Additional annual expenses for maintenance costs.

Budget Impact	2019	2020	2021	2022	2023	2024
Maintenance	\$0	\$0	\$0	\$1,000	\$1,000	\$1,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>









# GLOSSARY

# Glossary

<b>Ad Valorem Tax</b>	A tax levied on the assessed value of real and personal property. Also referred to as a property tax.
<b>Amortization</b>	The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.
<b>Appraised Value</b>	The market value of real property, personal property, and utilities as determined by the County Appraiser.
<b>Appropriation</b>	Expenditure authority approved by the governing body with specific limitations as to the amount, purpose, and time.
<b>Assessed Value</b>	The official value placed on real estate, personal property, and utilities as a basis for levying taxes. The value is determined by applying a mathematical factor to the appraised value. The value is also determined by the property classification; residential real estate is assessed at 11.5%.
<b>Balanced Budget</b>	Kansas statute requires that the City adopt a balanced budget based on the following requirement: "Appropriations shall be limited to the total of estimated revenues and the unencumbered fund balances estimated to be available at the close of the current fiscal year." The City adopts a statutorily balanced budget.
<b>Bonds</b>	Process for the long-term borrowing of funds. The City of Goddard uses bonds to finance large capital projects. Lenders, the purchasers of the bonds, are repaid the principal amount in annual installments and accrued interest semi-annually. The most common types of bonds are general obligation and revenue bonds. These bonds are most frequently used for construction of large capital projects, such as public buildings, streets, and water & wastewater utility systems.
<b>Budget</b>	A financial plan of operation which includes an estimate of proposed revenues and expenditures for a fiscal year. A formal budget constitutes a legal spending limit for local governments in Kansas and provides a level of control for most government activities.
<b>Budget Adoption</b>	A formal process by which the budget is approved by the governing body.
<b>Budget Amendment</b>	The legal means by which an adopted budget may be increased. The Budget may only be increased with revenues other than ad valorem taxes. The amendment process follows similar steps as the budget adoption.

# Glossary

<b>Budget Publication</b>	A legal step toward formal budget adoption. To meet legal requirements, the public must be notified of budget proposals via local print media.
<b>Budget Transfer</b>	The process by which approved budgeted dollars may be reallocated between line items expenditures within the same Fund and/or Department to cover unforeseen expenses. Requires City Administrator's approval.
<b>Budgetary Control</b>	The control or management of a government unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
<b>Capital Improvement Plan (CIP)</b>	A long-term plan of facility and infrastructure enhancement. The City of Goddard uses a five-year term for capital planning.
<b>Contingency</b>	A budgetary reserve set aside for emergencies or unforeseen expenditures.
<b>Contractual Services</b>	Costs of services provided by external entities
<b>Debt Service</b>	Payments of interest and repayment of principal to holders of City of Goddard bonds and other debt instruments.
<b>Department</b>	A Functionally similar grouping of City divisions, such as the Public Works Department, which includes the Water, Sewer, and Street divisions.
<b>Disbursement</b>	The actual payout of funds; expenditure.
<b>Division</b>	An organizational unit which is functionally unique in delivery of services. A division may contain one or more programs.
<b>Employee Benefits</b>	Social Security, retirement, unemployment compensation, and health/life/ dental insurance for eligible employees is paid for and provided by the City of Goddard through the payroll process.
<b>Encumbrance</b>	A commitment of funds, though actual disbursement has not yet occurred.
<b>Enterprise Fund</b>	An accounting entity for recording revenues and expenditures of government services that are self-supporting.
<b>Estimated Revenues</b>	Projections of funds to be received during the fiscal year.
<b>Expenditure</b>	An outlay of cash for the purpose of acquiring an asset or providing a service.

# Glossary

<b>Expenditure Type</b>	<p>A grouping of similar expenditures. Examples are as follows:</p> <ul style="list-style-type: none"><li>Personal Services- expenditures for direct personnel compensation and benefits.</li><li>Capital Outlay - expenditures related to the purchase of equipment and other fixed assets.</li></ul>
<b>Fiduciary Fund</b>	<p>Trust and agency funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.</p>
<b>Fiscal Year</b>	<p>A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of █████ coincides with the calendar year.</p>
<b>Full-Time Equivalent (FTE)</b>	<p>A method of quantifying and allocating staffing levels, based on a full-time (FTE) work schedule. One worker may perform functions for several programs, and that person's salary and benefits would be divided among those programs for funding according to how much of the person's time is spent for each program. For example, a person who devoted 3 days of work per week to one program would be assessed against that program as 0.6 (24 hours divided by 40) FTE.</p>
<b>Fund</b>	<p>An accounting entity for recording expenditures and revenues, comparable to an individual bank account. Funds are established to account for specific activities and are subject to special limitations.</p>
<b>Fund Balance</b>	<p>Fund equity for governmental funds and trust funds that reflects the accumulated excess of revenues and other financial sources over expenditures and other uses for general governmental functions.</p>
<b>FY</b>	<p>Fiscal Year</p>
<b>General Fund</b>	<p>A fund that accounts for City services that are not otherwise specified. The General Fund includes most general government and public safety.</p>
<b>Governmental Fund Revenue</b>	<p>Most of the City's revenue sources are channeled through the General Operating Fund. Such revenues are commonly generated by fees, charges, taxes, and intergovernmental functions.</p>
<b>Governmental Funds</b>	<p>Funds generally used to account for tax-supported activities. The general fund, special revenue funds, debt service funds and capital projects funds are all governmental funds.</p>

# Glossary

<b>Infrastructure</b>	The basic installations and facilities on which the continuance and growth of the City depends, such as roads, bridges, drainage, water and sewer systems.
<b>Investment Income</b>	Interest earned on public tax funds being held until expended or distributed to other units of government in the City. Investments can only be made in instruments specified by state law and the City's investment policy.
<b>Long Term Debt</b>	Debt with a maturity of more than one year after the date of issuance.
<b>Levy</b>	A compulsory collection of monies or the imposition of taxes.
<b>Mill</b>	A monetary unit used to express the property tax rate. One mill is equivalent to one-thousandth of a dollar, or \$1 of tax per \$1,000 of assessed valuation.
<b>Modified Accrual Basis of Accounting</b>	Basis of accounting according to which revenues are recognized in the accounting period in which they become available and measurable and expenditures are recognized in the accounting period in which fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.
<b>Operating Budget</b>	The portion of the budget that pertains to daily operations that provide basic governmental services.
<b>Performance Measure</b>	A quantitative means of assessing the efficiency and effectiveness of services performed by departments and divisions.
<b>Program</b>	A functional budgetary subdivision, usually within divisions providing specific programs or projects.
<b>Proprietary Fund</b>	See Enterprise Fund
<b>Restricted Unencumbered Cash</b>	Carryover cash from previous year that has been earmarked to fund services in the current year's budget.
<b>Revenue</b>	A source of income that finances governmental operations.

# Glossary

<b>Revenue Type</b>	<p>A grouping of similar revenues. Examples are as follows:</p> <ul style="list-style-type: none"><li>Taxes - ad valorem, motor vehicle, and other taxes. Penalties assessed on back taxes are also included.</li><li>Licenses - receipts from licenses and permits.</li><li>Intergovernmental Revenue - monies received from other governments including either the state or federal government.</li><li>Charges for Services - fees charged to users of a service to offset the incurred cost.</li></ul>
<b>Risk Management</b>	<p>An organized attempt to protect a government's assets against accidental loss in the most economical method.</p>
<b>Special Assessments</b>	<p>Charges assessed against property in a special district formed to pay for specific capital improvements such as streets, sewers, curbs and gutters. While charges are normally assessed on the basis of the square footage of the lot, charges alternatively may be assessed against the value of the lot, or on the basis of both lot square footage and value.</p>
<b>Special District</b>	<p>A designated geographic area in which a tax is levied to pay for specific capital improvements such as streets, sewers, curbs and gutters.</p>
<b>Special Liability</b>	<p>Any municipality may establish a special fund for the payment of costs to cover the liability of governmental entities under the Kansas Tort Claims Act.</p>
<b>Special Revenue Fund</b>	<p>A fund in which revenues are limited to a specific activity</p>
<b>Tax Year</b>	<p>The calendar year in which ad valorem taxes are levied to finance the following calendar year budget. For example, taxes levied in 2010 finance the 2011 budgets.</p>
<b>Unencumbered Balance</b>	<p>The amount of funds, which is neither expended nor reserved, but is still available for future purchases.</p>

# STATISTICAL INFORMATION

# Statistical Information

*From City-Data.com*

## HOUSING

Houses: 693 (661 occupied: 514 owner occupied, 147 renter occupied)

Housing density: 285 houses/condos per square mile

Median price asked for vacant for-sale houses and condos in 2009 in this state: \$153,178.

Median contract rent in 2009: \$703 (lower quartile is \$530, upper quartile is \$924)

Median gross rent in Goddard, KS in 2009: \$1,004

Housing units in Goddard with a mortgage: 402 (68 second mortgage, 45 home equity loan, 2 both second mortgage and home equity loan)

Houses without a mortgage: 87

Median household income for houses/condos with a mortgage: \$76,857

Median household income for apartments without a mortgage: \$49,107

Median monthly housing costs: \$1,187

## POPULATION

Population in 2012: 4,532 (100% urban, 0% rural). Population change since 2000: +122.5% Males: 2,222 (49.0%)

Females: 2,310 (51.0%)

Median resident age: 29.5 years

For population 15 years and over in Goddard city: Never married: 22.5%

Now married: 62.7%

Separated: 0.4%

Widowed: 4.5%

Divorced: 9.9%

## INCOME

Estimated median household income in 2012: \$65,425 (it was \$50,352 in 2000) Estimated per capita income in 2012: \$23,391.

## EDUCATION

For population 25 years and over in Goddard: High school or higher: 92.1%

Bachelor's degree or higher: 26.0% Graduate or professional degree: 8.6% Unemployed: 6.6%

## COMMUTE

Mean travel time to work (commute): 20.5 minutes

# Statistical Information

## LAND AREA

- Total 4.49 sq mi (11.63 km<sup>2</sup>)
- Land 4.43 sq mi (11.47 km<sup>2</sup>)
- Water 0.06 sq mi (0.16 km<sup>2</sup>)

Elevation 1,463 ft (446 M)

## *CENSUS INFO*

As of the 2010 United States Census, there were 4,344 people, 1,442 households, and 1,124 families residing in the city. The population density was 979.5 people per square mile (378.2/km<sup>2</sup>). There were 1,542 housing units at an average density of 347.7 per square mile (134.2/km<sup>2</sup>). The racial makeup of the city was 91.5% White, 1.2% Asian, 0.9% African American, 0.8% American Indian, 2.6% from other races, and 3.1% from two or more races. Hispanics and Latinos of any race were 6.4% of the population.

There were 1,442 households of which 49.5% had children under the age of 18 living with them, 63.5% were married couples living together, 9.8% had a female householder with no husband present, 4.6% had a male householder with no wife present, and 22.1% were non-families. 18.5% of all households were made up of individuals, and 5.4% had someone living alone who was 65 years of age or older. The average household size was 2.98, and the average family size was 3.44.

The median age in the city was 29.5 years. 35.1% of residents were under the age of 18; 6.7% were between the ages of 18 and 24; 33.4% were from 25 to 44; 18.1% were from 45 to 64; and 6.7% were 65 years of age or older. The gender makeup of the city was 48.9% male and 51.1% female.

The median income for a household in the city was \$65,139, and the median income for a family was \$66,533. Males had a median income of \$51,058 versus \$33,542 for females. The per capita income for the city was \$22,095. About 3.7% of families and 5.0% of the population were below the poverty line, including 5.1% of those under age 18 and 7.1% of those age 65 or over.