



**REGULAR MEETING AGENDA**  
**Wednesday, July 20, 2022 at 7:00 p.m.**

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

**Meeting In Person and Virtually via Zoom**

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

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**1. PUBLIC HEARINGS**

**2. SPECIAL PRESENTATIONS**

- Introduction of New City Clerk
- Parks and Recreation Month Proclamation

**3. ISSUANCE OF NOTES AND BONDS**

**4. CONSENT AGENDA**

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

**CONSENT AGENDA - GENERAL**

- 4a. [Minutes of the June 15, 2022 City Council Meeting and the July 6, 2022 Special City Council Meeting](#)

**CONSENT AGENDA - Finance & Administration Committee**

[Finance & Administration Committee Meeting Packet - July 6, 2022](#)

[Finance & Administration Committee Meeting Minutes - July 6, 2022](#)

- 4b. Contract for Crossing Guard Services

**CONSENT AGENDA - Community Development Committee**

[Community Development Committee Meeting Packet - July 6, 2022](#)

[Community Development Committee Meeting Minutes - July 6, 2022](#)

- 4c. Community Center HVAC Maintenance Agreement

- 4d. Mohawk Park Inspection Services

**5. PUBLIC COMMENTS**

**6. ACTION ITEMS  
Planning Commission**

**Miscellaneous**

**7. COMMITTEE REPORTS**

**Finance & Administration, Trent Boultinghouse**

[Finance & Administration Committee Meeting Packet - July 6 2022](#)

[Finance & Administration Committee Meeting Minutes - July 6, 2022](#)

**Community Development, Ben Chociej**

[Community Development Committee Meeting Packet - July 6, 2022](#)

[Community Development Committee Meeting Minutes - July 6, 2022](#)

- 7a. 55th Street (Lamar to 165 Feet East of Maple) Street Preservation Program Design ([page 4](#))

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**10. COMMENTS FROM THE CITY COUNCIL**

**11. COUNCIL COMMITTEE LIAISON REPORTS**

- Sustainability Commission (Kring/Thomas)
- Parks, Recreation + Tree Commission (Loudon/Ryherd)
- Mission Magazine Editorial Board (Boultinghouse)
- Family Adoption Committee (Chociej)

**12. MAYOR'S REPORT**  
**Appointments**

**13. CITY ADMINISTRATOR'S REPORT**

13a. June 2022 Interim Financial Reports ([page 18](#))

**14. EXECUTIVE SESSION**

14a. Discussion of Security Measures

**ADJOURNMENT**

<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 20, 2022
<b>Public Works</b>	From:	Celia Duran

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

**RE:** Engineering Services Task Order for 55th St. (Lamar Ave. to 165 Feet East of Maple St.)

**RECOMMENDATION:** Approve a task order with Olsson for engineering services for 55th St. (Lamar Ave. to 165 Feet East of Maple St.) in an amount not to exceed \$210,588.00

**DETAILS:** During budget discussions, City Council has expressed an interest in accelerating the residential Street Preservation Program depending upon available funding. The City has currently allocated \$2.0 million annually for residential streets and four residential streets are currently in design for construction in 2023.

The Pavement Condition Index (PCI) for 55th St. from Lamar Ave. to 165 feet east of Maple St. (city limits) ranges from 34 (“very poor”) to 55.1 (“poor”) and the asphalt depth ranges from 3 inches to 8 inches. Based on the pavement condition and the poor condition of the sidewalk, this street is identified as the next highest priority street after the 2023 residential streets currently in design.

The scope of work for 55th St. (Lamar Ave. to 165 feet east of Maple St.) includes full depth pavement reconstruction; curb and gutter, sidewalk, retaining wall, and driveway approach removal and replacement; and stormwater improvements or repairs (pipes, structures, and culverts with risk ratings of 4’s and 5’s).

If this task order is approved, Olsson will begin design for potential construction in 2023. During preliminary design, Staff will reach out to utility companies (WaterOne, JCW, and Kansas Gas Service, etc.) who have all expressed interest in replacing their infrastructure prior to street reconstruction. Depending upon the number of utilities interested in replacement and their timelines, the construction may need to be delayed until 2024; however, Staff and Olsson will make every effort to construct 55th St. in 2023 if at all possible.

The current construction estimate for the four streets planned for 2023 is approximately \$2,450,000 (including inflation and contingency). Once final design is completed for these streets the construction costs may potentially increase (especially on 61st Terrace since the culverts have not yet been modeled or designed). Since this number already exceed the estimated annual budget, there are some financial decisions that will likely need to be made related to the 2023 Street Preservation Program package.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Street Sales Tax Fund/Capital Improvement Fund
Available Budget:	\$2,000,000 (CIP) + \$205,292 (SMP) + \$253,828 (SMP) + \$220,00 (2022 CIP savings)

<b>City of Mission</b>	Item Number:	7a.
<b>ACTION ITEM SUMMARY</b>	Date:	July 20, 2022
<b>Public Works</b>	From:	Celia Duran

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

The attached task order includes all design services for 51st Street (survey, data collection, design, utility coordination, and preparation of a maximum of 46 temporary construction easement (TCE) documents). The right-of-way appears to be offset on Johnson County AIMS; therefore, Olsson is conservatively assuming that a TCE will be required for every property for sidewalks, driveway approaches, and retaining walls, but will only charge for the actual amount of TCEs that are completed. Additionally, costs are included for administrative/construction services for this street (project meetings, permitting, preparation of bid documents, and bid and construction phase services) in case 55th St. cannot be constructed with the four streets designated for construction in 2023.

The services listed in Olsson's task order will be completed for a total amount not to exceed \$210,588. This cost is higher than the cost for 61st Terrace since 55th St. is approximately 1,000 feet longer and therefore requires more design and plan sheets. Costs are also included for TCEs for all 46 properties (\$34,434).

Olsson is currently working on a conceptual cost estimate for 55th St. and has estimated a ballpark construction cost of \$1.6 to \$1.8 million for 55th St. east of Lamar Ave. Once final design has been completed, this cost may increase due to inflation, material supply chain issues, fuel costs, etc. Depending upon the funding available and timeline for construction, 55th St. could potentially be constructed in phases if necessary.

**CFAA CONSIDERATIONS/IMPACTS:** The project includes improvements to streets and sidewalks to promote mobility and provide infrastructure that maximizes use and safety for all users.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	Street Sales Tax Fund/Capital Improvement Fund
Available Budget:	\$2,000,000 (CIP) + \$205,292 (SMP) + \$253,828 (SMP) + \$220,00 (2022 CIP savings)

## Exhibit "A" – Task Order

### TASK ORDER: 55<sup>th</sup> Street Reconstruction - Lamar to City Limits

This Task Order is made as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, under the terms and conditions established in the MASTER AGREEMENT FOR PROFESSIONAL SERVICES, dated January 1, 2019 (the Agreement), between the City of Mission, Kansas (Owner) and OLSSON. This Task Order is made for the following purpose, consistent with the Project defined in the Agreement:

This task order is related to providing design services (plans and specifications) for the street reconstruction of 55<sup>th</sup> Street from Lamar – east to the city limit line past Maple.

#### Section A. - Scope of Services

A.1. OLSSON shall perform the following Services as outlined in **EXHIBIT C "Scope of Services"**

#### Section B. - Schedule

OLSSON shall perform the Services and deliver the related Documents starting in July 2022 and ending in October 2024.

#### Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, Owner shall pay to OLSSON the estimated amount of \$210,588.00, payable according to the following terms:

Client shall pay to Olsson for the performance of the Basic Services the actual time of personnel performing such Services Reimbursable Expenses, unless otherwise agreed to by both parties. Reimbursable expenses will be invoiced in accordance with the Schedule contained in Item C.2. Olsson's Services will be provided on a time and expense basis. Olsson shall submit invoices on a monthly basis, are due upon presentation and shall be considered past due if not paid within 30 calendar days of the due date.

C.2. Owner shall pay to OLSSON in accordance with the Schedule of Fees described in Exhibit B attached to the Master Agreement for Professional Services. Adjustments to the above Schedule of Fees will be presented to the Owner annually for approval.

**Section D. - Owner's Responsibilities** Owner shall perform and/or provide the following in a timely manner so as not to delay the Services of OLSSON. Unless otherwise provided in this Task Order, Owner shall bear all costs incident to compliance with the following:

#### Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Task Order:

IN WITNESS WHEREOF, the Owner and OLSSON have executed this task order.

City of Mission, Kansas (Owner)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

OLSSON

By: Paul B. Moore

Name: Paul Moore, P.E.

Title: Vice President

Date: 6-23-2022



## EXHIBIT C

### SCOPE OF SERVICES: 55<sup>th</sup> Street Reconstruction - Lamar to City Limits

#### Mission, Kansas

#### FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES:

Olsson will provide design services (plans and specifications) for the street reconstruction of 55<sup>th</sup> Street from Lamar – east to the city limit line. In addition, driveway approaches will be replaced to tie into the new curb line. Storm sewer replacement will be performed on storm lines identified as structure ratings of 4 or 5. The storm sewer system will not be brought up to APWA 5600 standards with this project. No known drainage issues have been identified and the existing inlet configuration will be retained.

The project will be one bid package that will be slated for construction in the 2023 or 2024 construction season.

#### GENERAL DESIGN REQUIREMENTS

The Design plans shall be signed and sealed by the licensed professional engineer responsible for the preparation of the design plans.

#### Task I. Survey

##### 1.01 Topographic Survey

- A. Complete topographic survey for the project limits. (See attached Map) Survey shall include shots at pavement tie-in locations, existing back of curb, edges of pavement, existing lane lines across roadway, existing storm and sanitary sewer systems, fences, trees, building corners, etc. to create project mapping.
- B. All topographical surveys shall include field locating utilities.
- C. Pick up additional information resulting from Field Check review and evaluation.
- D. Contact utility companies and one call center as appropriate for field marking of utility locations.

##### 1.02 Office Survey Services

- A. Gather and research information such as boundary records, utility information, easements, benchmark data, and attend external meetings regarding surveying and base mapping.



- B. Create a base map at a scale of 1" = 20 ft showing both contours at one-foot intervals and property lines using the plat information, field boundary data, topography information, and legal descriptions.

**Task II. Preliminary Design**

**2.01 Data Collection** – The Consultant will provide the following services.

- A. Compile photos of the area.

**2.02 Develop preliminary plans 60%:**

- A. General Layout

- B. Typical Sections

- C. Alignment layout sheet

- 1. Includes horizontal and vertical control information
  - 2. Alignment tables

- D. Preliminary demo plans

- E. Subsurface drainage design (61<sup>st</sup> Terr. and Reeds)

- 1. Hydraulic Grade calculations
  - 2. Storm Sewer Profiles

- F. Surface drainage design

- G. Plan and Profile Sheets

- 1. Plan Scale 1" = 20'
  - 2. Profile Scale H = 1" = 20' V = 1" = 5'

- H. Intersection layouts (assume 9)

- I. ADA ramp layouts (assume 18)

- J. Driveway layouts and profiles (assume 41)

- K. Integral sidewalk retaining wall layout and profile (assume 2)

- L. Provide Cross-Sections every 25 feet derived from a proposed surface model created for the project.

**2.03** Submit a PDF set of preliminary plans (60%) to City for review. Meet with the City at the time of delivery to discuss project and point out any concerns that may have resulted from data collection, design, etc.

**2.04** Preliminary cost estimate shall be furnished based on standardized itemized units of work and the experience and qualifications of Olsson's judgment as an experienced and qualified design professional, familiar with the construction industry and advise the City if, in its opinion, the

amount budgeted for construction is not sufficient to adequately design and construct the improvement as requested.

**2.05** Utility Coordination throughout the design process. This includes the following:

1. Send notification letters to all utilities.
2. Submit FC plans to utilities with utility lines in color.
3. Identify conflicts and develop relocation solutions.
4. Determine utilities that need potholes.
5. Email and phone correspondence with utilities.
6. Provide electronic base maps to all utilities for their use in developing relocation plans.
7. Create and maintain utility conflict form.
8. Coordinate new utility replacements (WaterOne and JCW and Gas) with road design.

**2.06** Permitting

A. Prepare the necessary plans and application for permit submission to and approval of:

1. State Permits include:
  - a. KDHE NOI and preparation of a SWPPP

**2.07** Right-of-way and easements.

A. Describe Easements necessary to complete project. Assume 46 Temporary easements

1. Furnish legal descriptions (sealed by Kansas RLS)
2. Maps and sketches as follows:
  - a. Plan and profile pages showing all proposed takings.
  - b. Individual tract maps of takings for each ownership including:
    - (1.) Title block.
    - (2.) Ownership boundaries.
    - (3.) Existing rights-of-ways and easements.
    - (4.) Proposed takings identified with text and graphically.
    - (5.) Legend for taking type.
    - (6.) Graphical scale and north arrow.
    - (7.) Ownership information.
    - (8.) Legal description of all takings.

### **Task III. Final Design**

**3.01** Prepare detailed plans and specifications.

A. Typical Sections.

B. Storm Drainage design

- C. Plan and Profile Sheets (Scale as stated in Preliminary Design).
- D. Intersection Details.
- E. ADA ramp layouts and spot grades (assume 18)
- F. Drive profiles and grading.
- G. Integral sidewalk retaining wall layout and profile (assume 2)
- H. Curb return information.
- I. Final Demo plans.
- J. Compile necessary standard details.
- K. Final Cross Sections every 25 feet.
- L. Erosion Control plans meeting all NPDES requirements.
- M. Develop final quantity tables per including break out tables for each bid item.

- 3.02** Utility Coordination Plan During final design the Consultant shall prepare a utility coordination plan that would include gathering the proposed relocation plans for all utility companies involved with the project and graphically inputting the information into one plan to assist in determining potential conflicts. Electronic base files will be available in AutoCAD for utilities to design from.
- 3.03** Provide a detailed opinion of probable cost (including appropriate contingency).
- 3.04** Provide PDF copy of the Office Check plans (90%) to the City.
- 3.05** Upon receipt of City comments on Office Check submittal, make necessary modifications and furnish a PDF copy of the Final plans (100%).
- 3.06** At the completion of the bid process, furnish to the City the CAD drawings of the project in AutoCAD format for the City's future use. The record contract documents for the project will be the original sealed drawings. In addition, furnish plans in .pdf. Specifications to be provided in PDF format.
- 3.07** Develop project special provisions for contract documents. Olsson will prepare special provisions to the specs as needed. It is assumed that the city will provide the front-end documents and Olsson will compile the contract documents for the project. Olsson will provide the bid form.

**Task IV. Project Meetings & Project Management**

- 4.01** Meetings

- A. Attend pre-design meeting and walk through.
- B. Coordination meetings with the city.
- C. Field Check to be performed with representatives of the Consulting Engineer, the City, at the project site with appropriate detailed plan.
- D. Utility coordination meetings (assume 2)

**4.02 Project Management**

- A. Coordination with City.
- B. Monitor scope, schedule, and fee.
- C. QAQC Ensure the OA QAQC procedures are being followed at all milestones.
- D. Coordinate the pot holing of existing utilities.

**Task V. Bidding**

- 5.01** Prepare written addenda to the bidding documents as required and/or requested.
- 5.02** Attend the pre-bid conference.
- 5.03** Answer Contractor questions.
- 5.04** Assist the City in analyzing bids and making recommendation for award of the construction contract.
- 5.05** Prepare a bid tabulation in printed and MS Excel Format.

**Task VI. Construction Period Services**

- 6.01** Prepare for and attend preconstruction meeting including minutes.
- 6.02** Shop Drawing & Material Submittal Review.
- 6.03** Answer contractor questions (RFI).
- 6.04** Plan Revisions (minor).
- 6.05** Field Visits to resolve issues.
- 6.06** Compile as built plans.
- 6.07** Participate in walk through.

### Compensation

Task I – Survey	\$61,043.00
Task II – Preliminary Design	\$60,457.00
Task III – Final Design	\$57,139.00
Task IV – Meetings & Management	\$12,164.00
Task V – Bidding	\$4,663.00
Task VI – Construction Period Services	\$8,810.00

Expenses \$6,312.00

TOTAL \$210,588.00

### ***City Responsibilities***

1. The City shall arrange the pre-bid and bid letting meetings.

### ***Assumptions***

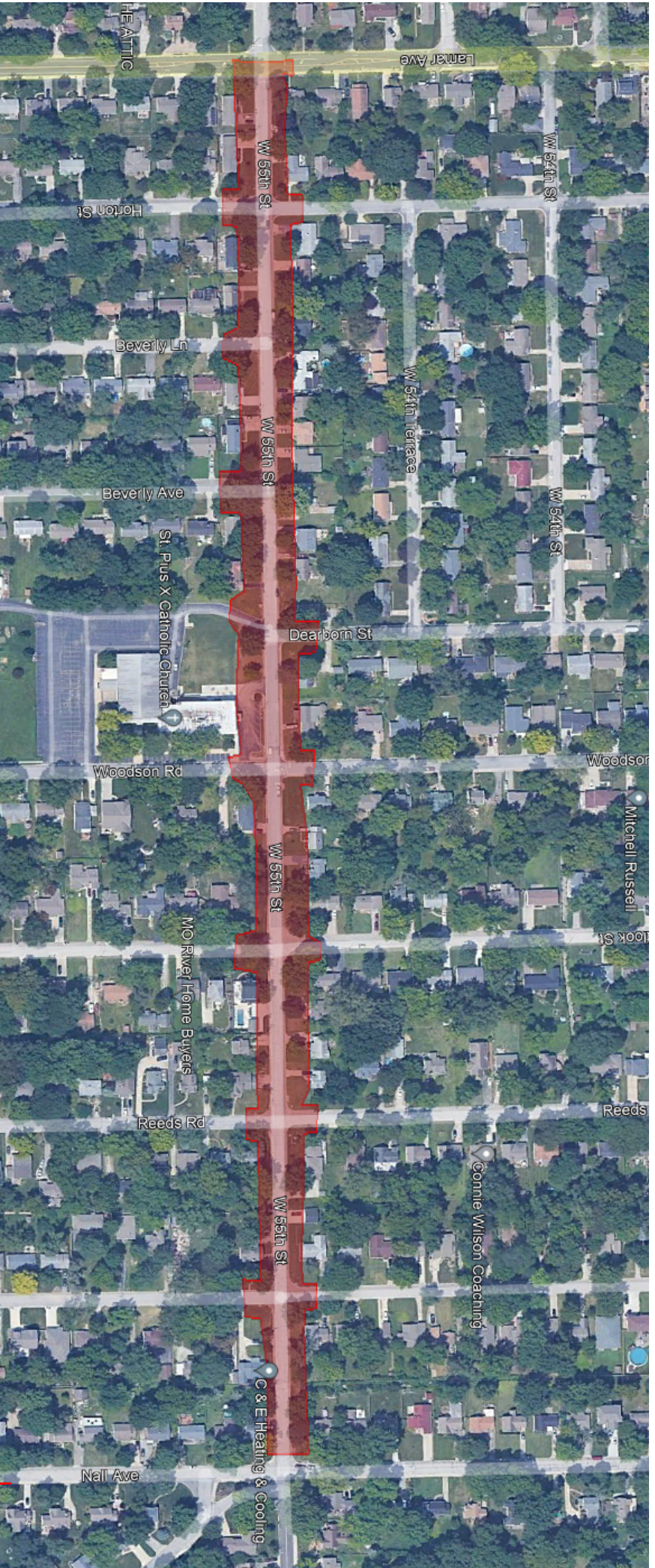
1. Manufactured items shall be accepted based on certificates of compliance, shop drawings, catalog data, etc. where so indicated.
2. Retaining walls will be integral sidewalk retaining walls 3' in height or less relying on the standard detail for structural design. A wall profile will be provided.
3. Special design drainage inlets and junction structure will not be required.
4. A Corps of Engineers Permit is not required for the project.
5. FEMA permitting is not required for the project.
6. No services are expected to be required for additional traffic analysis.
7. Pavement section will follow city standard.
8. As-built markup will be provided by the city or contractor.
9. Traffic control will be handled with standard details. No plans are required.
10. Inlet design and spacing will not meet APWA 5600. It is assumed that we are putting back the inlets that are there today since there are no known drainage issues.

### ***Exclusions***

1. Olsson has not included services for a Traffic Impact Study, Level of Service Analysis, or traffic count data.

2. Olsson will not be involved with direct land acquisition or appraisal proceedings.
3. Olsson will not design any utility relocation such as waterline, sanitary sewer line, gas, phone, power, etc.
4. Olsson will not design irrigation for the project.
5. No inspections have been identified in association with any correction period that will be included in the construction contract. Those services can be contracted at a later date if requested by the City.
6. No time has been included in this fee estimate for surveying associated with utility relocations, setting project control for the contractor prior to construction, staking of temporary easements, or construction staking.
7. A CLOMR and LOMR will not be performed with this contract.
8. Sanitary sewer and septic system design are not included.
9. Environmental permitting does not include 4f or 6f parkland permits
10. Waterline design.
11. 3D visualization and graphics.
12. Structural Design
13. Public meeting.
14. Detour plan
15. O&E reports. It is assumed all easements will be temporary and can be written from the platted linework.

SURVEY LIMITS - 55TH ST.  
LAMAR TO CITY LIMITS



**MAN-HOUR ESTIMATE - Street Reconstruction Project 55th Street - Lamar to City Limits - Mission Kansas**

6/23/2022

Task No.	Description of Work Items / Tasks	Billing Rate	\$238	\$214	\$126	\$83	\$118	\$131	\$118	\$105	\$142	\$92	Total	Total Fee	Total Per Phase
		Senior Technical Leader	Team Leader	Associate Engineer	Associate Tech	Design Assoc.	Senior Surveyor	Survey Tech	Survey Crew 1 Person	Survey Crew 2 Person	Admin Coord	Man-hours			
<b>1.0</b>	<b>Survey</b>														
	Establish Control and benches		3						5		20		28	\$4,072.00	
	Topographic Survey		3					6	5	60	20		94	\$11,158.00	
	Exhibits & descriptions (46 tracts) 61st Terr		24					48	195				267	\$34,434.00	
	Base file creation		6					5	80				91	\$11,379.00	
<b>1.0</b>	<b>SUBTOTAL</b>		0	36	0	0	0	59	285	60	40	0	480		\$61,043.00
<b>2.0</b>	<b>Preliminary Design (60%)</b>														
	<b>Data Collection</b>														
	Compile photos of the project area		2										2	\$428.00	
	<b>Roadway Plan Development</b>														
	General layout		1					2					3	\$450.00	
	Typical sections		1					4					5	\$686.00	
	Alignment layouts, table & Survey Reference Sheet		1					2					3	\$450.00	
	Demo and Removals sheet		1	2				3					6	\$820.00	
	Road plan sheets		2	10				6					18	\$2,396.00	
	Road profile sheets		2	6				24					32	\$4,016.00	
	Intersection layouts (9)		2	18				2					22	\$2,932.00	
	ADA layouts (18)		4	20				2					26	\$3,612.00	
	Driveway layouts and profile (assume 41)		2	40				4					46	\$5,940.00	
	Integral sidewalk retaining wall layout and profile (2)		1	6				6					13	\$1,678.00	
	Road Cross Sections (every 25 feet)		1	8				4					13	\$1,694.00	
	<b>Roadway Design</b>														
	Horizontal geometry		1	2				2					5	\$702.00	
	Vertical geometry		2	12				12					26	\$3,356.00	
	Road template and surface model		2	30				2					34	\$4,444.00	
	Storm Drainage pipe network layout.		2	8				8					18	\$2,380.00	
	Pipe Profiles		3	20				8					31	\$4,106.00	
	Submit Preliminary Plans to City		1	1				1					3	\$458.00	
	Quantities & Cost estimate		2	6				8					16	\$2,128.00	
	<b>Utility Coordination</b>														
	Send notification letters to all utilities		2										2	\$428.00	
	Submit FC plans to utilities with utility lines in color		1					2					3	\$450.00	
	Identify conflicts and develop relocation solutions		2	4				4					10	\$1,404.00	
	Determine utilities that need pot holes		2	2				2		5			11	\$1,441.00	
	Email and phone correspondence with utilities		7										7	\$1,498.00	
	Provide electronic base maps to all utilities for their use in developing relocation plans.		1					2					3	\$450.00	
	Coordinate new utility replacements (WaterOne and JCW and Gas) with road design.		6					6					12	\$1,992.00	
	Create and maintain utility conflict form		1					1					2	\$332.00	
	<b>Permits</b>														
	NOI (includes KDWP and KSHS)		3	8									11	\$1,650.00	
	SWPPP		4	34									38	\$5,140.00	
	QAQC		14										14	\$2,996.00	
<b>2.0</b>	<b>SUBTOTAL</b>		0	76	237	0	117	0	0	5	0	0	435		\$60,457.00
<b>3.0</b>	<b>Final Design (90%- Final)</b>														
	Address field check comments		1	6				6					13	\$1,678.00	
	Final typical sections		1	1				4					6	\$812.00	
	Final survey reference sheet		1	1				1					3	\$458.00	
	Final Intersection details sheets (9)		2	9				9					20	\$2,624.00	
	Final ADA layouts and spot grading (Assume 18)		2	36				4					42	\$5,436.00	
	Final Driveway layouts and profile (assume 41 )		6	41				41					88	\$11,288.00	
	Final Integral sidewalk retaining wall layout and profile (2)		2	6				6					14	\$1,892.00	
	Final Storm Drainage pipe network layout.		1	4				4					9	\$1,190.00	
	Final storm & culvert profiles		1	8				16					25	\$3,110.00	
	Final plan/profile sheets		1	8				24					33	\$4,054.00	
	Update Road template and surface model		2	32				2					36	\$4,696.00	



**MAN-HOUR ESTIMATE - Street Reconstruction Project 55th Street - Lamar to City Limits - Mission Kansas**

6/23/2022

Task No.	Description of Work Items / Tasks	Billing Rate	\$238	\$214	\$126	\$83	\$118	\$131	\$118	\$105	\$142	\$92	Total	Total Fee	Total
		Senior Technical Leader	Team Leader	Associate Engineer	Associate Tech	Design Assoc.	Senior Surveyor	Survey Tech	Survey Crew 1 Person	Survey Crew 2 Person	Admin Coord	Man-hours		Per Phase	
	Curb return profiles		1	2			18						21	\$2,590.00	
	Final Cross sections		1	2			6						9	\$1,174.00	
	Erosion Control Plans		2	6			8						16	\$2,128.00	
	Compile all standard details including project specific details		1				2						3	\$450.00	
	Final Quantity tables and recap (Road items) with breakout tables		4	12			12						35	\$4,483.00	
	Prepare specification and bid book and special provisions		2									2	4	\$612.00	
	Cost estimate (office check)		3	2			2						7	\$1,130.00	
	Submit Office Check Plans to City		2				2						4	\$664.00	
	Provide plan modifications based on 90% review comments received from City		1	6			6						13	\$1,678.00	
	Submit 100% plans to City		1	1			1						3	\$458.00	
	QAQC		6										6	\$1,284.00	
	<b>Utility Coordination</b>														
	Review each utility company's relocation plans		8	6			2						16	\$2,704.00	
	Obtain digital plans of relocation layout from each utility		2				1						3	\$546.00	
<b>3.0</b>	<b>SUBTOTAL</b>		0	54	189	0	177	0	0	0	0	2	429		<b>\$57,139.00</b>
<b>4.0</b>	<b>Project Meetings &amp; Project Management</b>														
	<b>5.01 Meetings</b>														
	Attend pre design meeting and walk thru		6										6	\$1,284.00	
	Coordination meetings with city by phone		8										8	\$1,712.00	
	Field Check meeting in the field		6										10	\$1,816.00	
	Utility meetings (2) including prep		8	4									12	\$2,216.00	
	<b>5.02 Project Management</b>														
	Coordination with City		16										16	\$3,424.00	
	Monitor scope, schedule, and fee		2										2	\$428.00	
	QAQC		6										6	\$1,284.00	
<b>4.0</b>	<b>SUBTOTAL</b>		0	52	4	0	0	0	0	0	0	0	60		<b>\$12,164.00</b>
<b>5.0</b>	<b>Bidding Phase</b>														
	<b>Bidding</b>														
	Prepare written addenda to the bidding documents		6		6								20	\$2,314.00	
	Attend and prepare for the pre bid meeting		2										2	\$428.00	
	Answer Contractor questions during the bid period.		4	1	1								6	\$1,065.00	
	Assist the City in analyzing bids and making recommendations		2										2	\$428.00	
	Prepare a bid tabulation in printed and MS Excel Format.		2										2	\$428.00	
													0	\$0.00	
													0	\$0.00	
<b>5.0</b>	<b>SUBTOTAL</b>		0	16	1	7	0	0	0	0	0	0	32		<b>\$4,663.00</b>
<b>6.0</b>	<b>Construction period Services Phase</b>														
	Prepare for and attend preconstruction meeting		3										3	\$642.00	
	Shop Drawing & Material Submittal Review		8	6									14	\$2,468.00	
	Answer contractor questions (RFI)		6										6	\$1,284.00	
	Plan Revisions (Road)		2	4	6								12	\$1,430.00	
	Field Visits to resolve issues		6	2									8	\$1,536.00	
	Compile as built plans		2		2								4	\$594.00	
	Participate in walk through		4										4	\$856.00	
<b>6.0</b>	<b>SUBTOTAL</b>		0	31	12	8	0		0	0	0	0	51		<b>\$8,810.00</b>
	<b>Total Man-hours</b>		0	265	443	15	294	59	285	65	40	2	1487		
	<b>Total</b>		\$0	\$56,710	\$55,818	\$1,245	\$34,692	\$7,729	\$33,630	\$6,825	\$5,680	\$184	\$204,276.00	<b>\$204,276.00</b>	

**SUMMARY**

Total Labor	\$204,276.00
Total Expenses	\$6,312.00
<b>Total Project Fee</b>	<b>\$210,588.00</b>

<b>City of Mission</b>	Item Number:	13a.
<b>INFORMATIONAL ITEM</b>	Date:	July 20, 2022
<b>ADMINISTRATION</b>	From:	Laura Smith

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

**RE:** June 2022 Monthly Interim Financial Report

**DETAILS:** The monthly interim financial reports are provided as a part of the Council’s legislative meeting packets and will be reviewed and considered under the City Administrator’s Report section of the agenda.

If appropriate, high level information will be provided during the meeting, and Council will have the opportunity to ask any questions they might have at this time. Following the review at the Council meeting, the reports will be posted on the website.

The Summary Report is included in the packet with a link to the full June 2022 Interim Financial Report found [here](#).

**CFAA CONSIDERATIONS/IMPACTS: NA**

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



# MONTHLY FINANCIAL REPORT

JUNE 2022

**MISSION**  
*Kansas*



# Mission, Kansas

## Monthly Financial Report – Executive Summary

### June 2022

#### General Fund Revenue Summary by Category as of 06/30/22

	2022 Adopted Budget	2022 Est Budget	MTD Collections	YTD Collections	% of Est Budget Collected
<b>Taxes</b>					
Property Tax - General	1,760,000	1,760,000	611,028	1,566,987	89%
Property Tax - Streets	1,120,000	1,120,000	456,526	1,127,089	101%
Delinquent Property Tax	20,300	20,300	464	6,902	34%
Motor Vehicle Tax	262,800	262,800	52,973	120,732	46%
City Sales and Use Tax	4,150,000	4,150,000	263,959	1,886,768	45%
County Sales and Use Tax	893,200	893,200	95,324	526,190	59%
County Sales and Use Tax - Jail	224,000	224,000	23,745	130,872	58%
County Sales and Use Tax - Public Safety	224,000	224,000	23,745	130,872	58%
County Sales and Use Tax - Court	224,000	224,000	23,745	130,871	58%
Franchise Tax	1,022,000	1,022,000	76,515	565,965	55%
Alcohol Tax	90,000	90,000	27,027	54,599	61%
Intergovernmental Revenue	5,000	5,000	18,777	41,091	0%
Mission Square Pilot	47,250	47,250	0	24,106	51%
Licenses and Permits	154,000	154,000	21,050	80,424	52%
Jo Co Plan Review/Inspection Fees	200,000	200,000	12,937	187,302	94%
Police Fines	743,500	743,500	28,085	193,939	26%
Charges for Services	141,500	141,500	1,877	13,478	10%
Interest	5,000	5,000	5,121	9,319	186%
Miscellaneous and other	89,360	89,360	2,055	10,638	12%
Pool Revenues	132,000	132,000	64,238	101,914	77%
Parks Special Event Revenues	215,000	215,000	47,636	97,756	45%
Community Center Revenues	730,700	730,700	77,981	423,833	58%
Bond Proceeds	0	0	0	0	0%
Transfers In (ARPA Funds)	751,782	751,782	0	0	0%
<b>Total Revenues</b>	<b>13,205,392</b>	<b>13,205,392</b>	<b>1,934,805</b>	<b>7,431,647</b>	<b>56%</b>

#### General City Sales Tax :

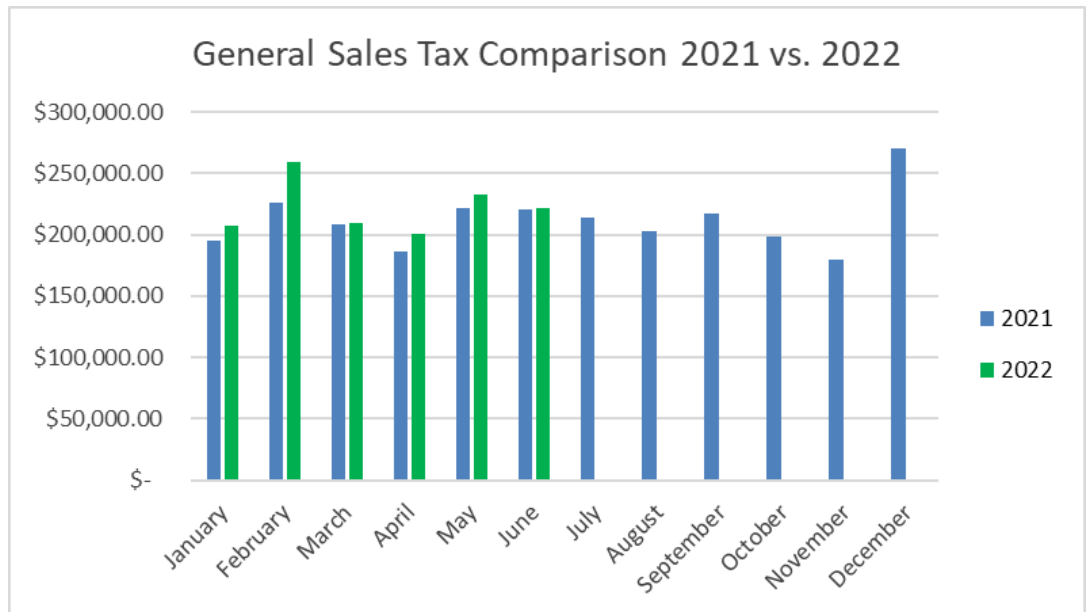
Total Estimated Budget:  
\$2,550,000

Total City Sales Tax collected YTD:  
\$1,330,697

% of Estimated Budget collected:  
52%

% of Year Expended:  
50%

% change yr over yr = **0.85%**  
% change 5 yr avg = **12.52%**

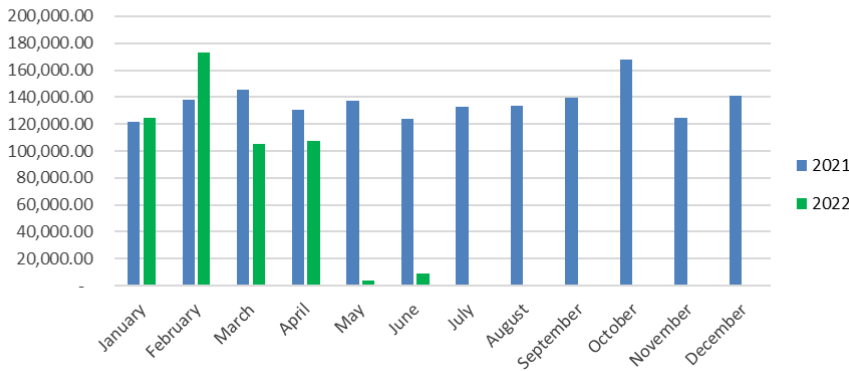


# Mission, Kansas

## Monthly Financial Report – Executive Summary

### June 2022

General Use Tax Comparison 2021 vs. 2022



**Comments/Highlights:**

- City sales tax revenues are performing in line with 2022 Budget Estimates, however use tax revenues have been significantly impacted by refunds totaling approximately \$311,000 issued by the Kansas Department of Revenue for funds received in 2014-16. Staff is in conversation with the Kansas DOR to more fully understand the situation and any ongoing impacts.
- County sales tax and use tax revenues are trending in line with budget estimates. Total General County Sales and Use tax collected YTD totaled \$526,655 or 59% of the total Estimated Revenues for 2022.

Total Estimated Budget: \$1,600,000    Total City Use Tax collected YTD: \$522,877    % of Total Estimated Budget collected: 33%

% of Year Expended: 50%

% change yr over yr = **-92.86%**

% change 5 yr avg = **-91.99%**

Period Ending 6/30/22		Revenue Budget		Revenue YTD	Uncollected Revenue	Expenditure Budget		Expense YTD	Unencumb. Balance	Current Cash, MIP and Investments Balance
01	General	\$ 13,205,392.00	\$ 7,431,646.50	\$ 5,773,745.50	\$ 15,511,882.00	\$ 7,246,531.27	\$ 8,265,350.73	\$ 6,718,370.56		
02	IRS 125 Plan	\$ -	\$ 28,612.18	\$ (28,612.18)	\$ -	\$ 34,453.59	\$ (34,453.59)	\$ 36,004.23		
03	Special Highway	\$ 250,100.00	\$ 131,418.07	\$ 118,681.93	\$ 850,000.00	\$ 20,319.39	\$ 829,680.61	\$ 692,329.95		
08	Court - Bonds	\$ -	\$ 31,363.00	\$ (31,363.00)	\$ -	\$ 29,516.00	\$ (29,516.00)	\$ 57,009.00		
09	Special Alcohol	\$ 90,000.00	\$ 54,598.60	\$ 35,401.40	\$ 145,000.00	\$ 52,700.00	\$ 92,300.00	\$ 138,365.00		
10	Special Park & Recreation	\$ 90,050.00	\$ 82,200.12	\$ 7,849.88	\$ 130,500.00	\$ 42,377.94	\$ 88,122.06	\$ 177,520.22		
14	Court - ADSAP	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ (150.00)	\$ 11,286.17		
15	Court - Reinstatement	\$ -	\$ 10,885.00	\$ (10,885.00)	\$ -	\$ 11,119.00	\$ (11,119.00)	\$ 1,190.09		
16	Special Law Enforcement	\$ -	\$ 4,800.00	\$ (4,800.00)	\$ -	\$ -	\$ -	\$ 22,716.95		
17	Restricted	\$ -	\$ 20,000.00	\$ (20,000.00)	\$ -	\$ 64,295.60	\$ (64,295.60)	\$ 62,295.68		
18	Jo Co School District Sales Tax	\$ -	\$ 19.89	\$ (19.89)	\$ -	\$ -	\$ -	\$ 18,182.86		
19	MBDC	\$ 120,050.00	\$ 30,887.18	\$ 89,162.82	\$ 98,000.00	\$ 53,271.92	\$ 44,728.08	\$ 15,258.09		
22	Storm Drain Utility	\$ 2,712,035.00	\$ 2,778,607.03	\$ (66,572.03)	\$ 3,003,450.00	\$ 228,901.46	\$ 2,774,548.54	\$ 3,838,581.74		
24	Equipment Reserve Fund	\$ 80,500.00	\$ 2,917.00	\$ 77,583.00	\$ 302,000.00	\$ 111,338.10	\$ 190,661.90	\$ 259,250.51		
25	Capital Improvement Fund	\$ 2,530,720.00	\$ 47,292.73	\$ 2,483,427.27	\$ 2,676,500.00	\$ 1,162,670.17	\$ 1,513,829.83	\$ (843,473.33)		
26	Rock Creek Drainage Dist #1	\$ 22,010.00	\$ 11,061.66	\$ 10,948.34	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 16,522.29		
27	Rock Creek Drainage Dist #2	\$ 84,100.00	\$ 59,883.92	\$ 24,216.08	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 81,607.74		
30	Solid Waste Utility Fund	\$ 659,000.00	\$ 554,446.61	\$ 104,553.39	\$ 643,000.00	\$ 299,208.14	\$ 343,791.86	\$ 259,832.62		
31	ARPA Fund	\$ 751,782.00	\$ 756,254.66	\$ (4,472.66)	\$ 751,782.00	\$ -	\$ 751,782.00	\$ 1,512,509.32		
35	Transportation Fund	\$ -	\$ 17.47	\$ (17.47)	\$ -	\$ -	\$ -	\$ 13,416.15		
40	Street Sales Tax	\$ 858,000.00	\$ 354,418.27	\$ 503,581.73	\$ 1,524,300.00	\$ 4,650.00	\$ 1,519,650.00	\$ 930,635.50		
45	Parks & Rec Sales Tax	\$ 990,500.00	\$ 531,976.57	\$ 458,523.43	\$ 1,804,600.00	\$ 575,110.65	\$ 1,229,489.35	\$ 1,281,204.97		
50	Mission Trails TIF	\$ 290,000.00	\$ 350,285.88	\$ (60,285.88)	\$ 286,000.00	\$ 175,142.99	\$ 110,857.01	\$ 175,142.89		
55	Silvercrest at Broadmoor	\$ -	\$ 5,958.97	\$ (5,958.97)	\$ -	\$ -	\$ -	\$ 12,561.35		
60	Mission Crossing TIF Fund	\$ 416,000.00	\$ 266,581.37	\$ 149,418.63	\$ 410,000.00	\$ 264,058.39	\$ 145,941.61	\$ 39,065.42		
64	Rock Creek TIF Dist #2	\$ -	\$ 9,662.01	\$ (9,662.01)	\$ -	\$ -	\$ -	\$ 9,662.01		
65	Cornerstone Commons Fund	\$ 69,000.00	\$ 34,405.44	\$ 34,594.56	\$ 67,500.00	\$ 33,862.84	\$ 33,637.16	\$ 12,650.73		
66	Capitol Federal TIF Fund	\$ 23,000.00	\$ 20,028.00	\$ 2,972.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 41,056.18		
67	Mission Bowl TIF Fund	\$ -	\$ 32,881.61	\$ (32,881.61)	\$ -	\$ -	\$ -	\$ 32,881.61		
68	Rock Creek TIF Fund #3	\$ -	\$ 50,756.34	\$ (50,756.34)	\$ -	\$ -	\$ -	\$ 119,662.82		
69	Rock Creek TIF Fund #4	\$ -	\$ 42,426.85	\$ (42,426.85)	\$ -	\$ -	\$ -	\$ 82,366.62		
70	Mission Farm and Flower Market	\$ -	\$ 13,315.00	\$ (13,315.00)	\$ -	\$ 10,693.04	\$ (10,693.04)	\$ 16,727.68		
		\$ 23,242,239.00	\$ 13,749,607.93	\$ 9,492,631.07	\$ 28,312,514.00	\$ 10,420,370.49	\$ 17,892,143.51	\$ 15,842,393.62		
MIP Statement										
Treasury Bills										
Cash balances										
Total										
Difference										

**Mission, Kansas**  
**Monthly Financial Report – Executive Summary**  
**June 2022**

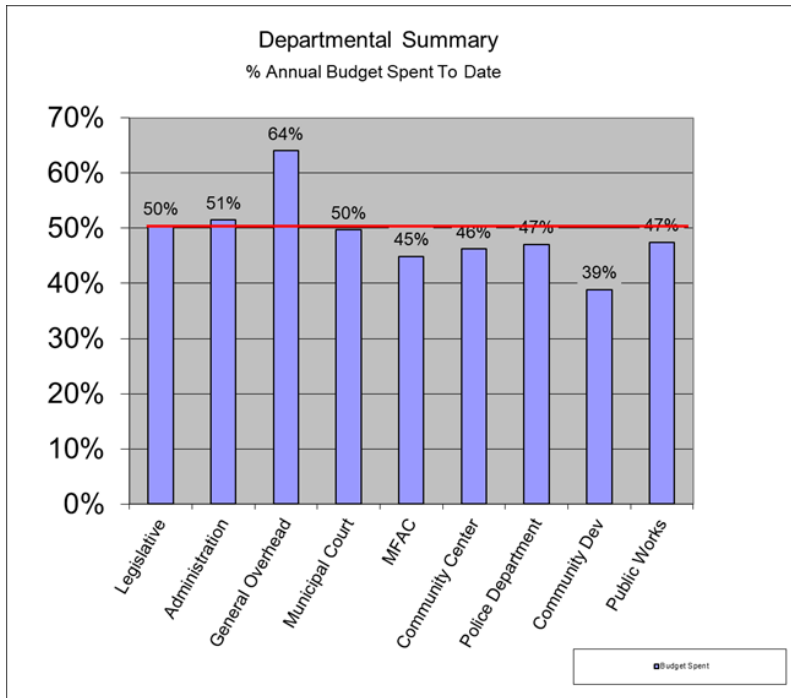
**General Fund Expenditures by Department as of 06/30/22:**

DEPARTMENT	Budget 2022	Estimated Budget	Monthly Expenditure	YTD Expenditure	Amount Remaining	Expenditure Rate
<b>Legislative</b>						
Personnel Services	57,010	57,010	4,665	26,544	30,466	47%
Contractual Services	126,200	126,200	10,057	64,474	61,726	51%
Commodities	1,200	1,200	-	1,968	(768)	164%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>184,410</b>	<b>184,410</b>	<b>14,722</b>	<b>92,986</b>	<b>91,424</b>	<b>50%</b>
<b>Administration</b>						
Personnel Services	885,000	885,000	67,479	450,621	434,379	51%
Contractual Services	35,350	35,350	1,944	20,332	15,018	58%
Commodities	900	900	28	1,878	(978)	209%
Capital Outlay	-	-	-	1,075	(1,075)	0%
Debt Service	-	-	-	-	-	0%
<b>Total</b>	<b>921,250</b>	<b>921,250</b>	<b>69,451</b>	<b>473,906</b>	<b>447,344</b>	<b>51%</b>
<b>General Overhead</b>						
Personnel Services	-	-	-	-	-	0%
Contractual Services	372,000	372,000	21,121	159,170	212,829.96	43%
Commodities	51,500	51,500	1,642	15,421	36,079.33	30%
Capital Outlay	1,958,840	1,958,840	170,572	1,560,167	398,672.58	80%
Debt Service	326,538	326,538	-	-	326,538.00	0%
<b>Total</b>	<b>2,708,878</b>	<b>2,708,878</b>	<b>193,335</b>	<b>1,734,758</b>	<b>974,120</b>	<b>64%</b>
<b>Municipal Court</b>						
Personnel Services	280,450	280,450	23,063	145,423	135,027	52%
Contractual Services	22,000	22,000	336	5,106	16,894	23%
Commodities	6,750	6,750	1,897	3,360	3,390	50%
Capital Outlay	2,000	2,000	750	914	1,086	46%
<b>Total</b>	<b>311,200</b>	<b>311,200</b>	<b>26,046</b>	<b>154,804</b>	<b>156,396</b>	<b>50%</b>
<b>Parks and Recreation</b>						
<b>Mission Family Aquatic Center (MFAC)</b>						
Personnel Services	166,900	166,900	37,156	55,357	111,543	33%
Contractual Services	77,000	77,000	19,686	35,549	41,451	46%
Commodities	48,450	48,450	18,389	40,376	8,074	83%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>292,350</b>	<b>292,350</b>	<b>75,232</b>	<b>131,283</b>	<b>161,067</b>	<b>45%</b>
<b>Community Center</b>						
Personnel Services	1,643,000	1,643,000	139,272	746,503	896,497	45%
Contractual Services	762,250	762,250	79,043	369,132	393,118	48%
Commodities	107,400	107,400	6,294	46,322	61,078	43%
Capital Outlay	-	-	-	-	-	0%
<b>Total</b>	<b>2,512,650</b>	<b>2,512,650</b>	<b>224,610</b>	<b>1,161,957</b>	<b>1,350,693</b>	<b>46%</b>
<b>Police Department</b>						
Personnel Services	3,507,100	3,507,100	275,558	1,733,584	1,773,516	49%
Contractual Services	378,500	378,500	26,344	146,400	232,100	39%
Commodities	144,250	144,250	10,958	72,810	71,440	50%
Capital Outlay/Lease	117,700	117,700	-	-	117,700	0%
<b>Total</b>	<b>4,147,550</b>	<b>4,147,550</b>	<b>312,860</b>	<b>1,952,794</b>	<b>2,194,756</b>	<b>47%</b>
<b>Community Development</b>						
Personnel Services	457,000	457,000	33,300	200,217	256,783	44%
Contractual Services	222,887	222,887	18,901	64,030	158,857	29%
Commodities	4,000	4,000	197	1,456	2,544	36%
Capital Outlay	-	-	-	246	(246)	0%
<b>Total</b>	<b>683,887</b>	<b>683,887</b>	<b>52,399</b>	<b>265,950</b>	<b>417,937</b>	<b>39%</b>
<b>Public Works</b>						
Personnel Services	1,119,800	1,119,800	97,277	584,957	534,843	52%
Contractual Services	1,139,500	1,139,500	91,176	449,643	689,857	39%
Commodities	253,832	253,832	59,119	165,803	88,029	65%
Capital Outlay	16,000	16,000	-	-	16,000	0%
<b>Total</b>	<b>2,529,132</b>	<b>2,529,132</b>	<b>247,572</b>	<b>1,200,404</b>	<b>1,328,728</b>	<b>47%</b>
<b>Other General Fund</b>	<b>1,220,575</b>	<b>1,220,575</b>	<b>-</b>	<b>77,690</b>	<b>1,142,885</b>	<b>6%</b>
<b>General Fund Total</b>	<b>15,511,882</b>	<b>15,511,882</b>	<b>1,216,227</b>	<b>7,246,531</b>	<b>8,265,351</b>	<b>47%</b>

# Mission, Kansas

## Monthly Financial Report – Executive Summary

### June 2022



Additional highlights/comments:

- The City's cash balance position is strong with an ending cash balance across all funds of \$15.8 million at June 30, 2022. The increase over the previous month is attributed to the second half distribution of property tax receipts from the County. Major expenditures in June included iFCIP improvements, Mohawk Park design, 2022 Street Preservation Program work and laptop replacement city-wide.
- Street Sales Tax collections YTD in 2022 totaled \$387,099 and Parks + Recreation Sales Tax collections were \$530,558 which represents a combined increase of **12%** YTD over 2021 collections. This month's financials are the first to reflect the increased collections from the dedicated street sales tax which took effect on April 1, 2022.

In an effort to address questions surrounding revenues and expenses for the Powell Community Center (PCC), including cost recovery rates, historical and YTD revenue and expense information is included in the monthly interim financial report. The table below illustrates actual revenues and expenses from 2015 through 2021 showing the difference in total dollars (subsidy for operations). YTD information for 2022 is also included. The cost recovery or self-sufficiency rate for each year is also shown in the table. A feasibility study for the PCC is currently underway to aid in assessing the center's long-term feasibility and highest and best use.

	2015	2016	2017	2018	2019	2020	2021	2022 YTD
Revenues	\$ 1,780,144	\$ 1,817,753	\$ 1,758,157	\$ 1,675,697	\$ 1,698,878	\$ 710,775	\$ 706,254	\$ 617,696
Expenses	\$ 2,089,988	\$ 2,225,928	\$ 2,284,283	\$ 2,342,798	\$ 2,425,932	\$ 2,062,448	\$ 2,267,738	\$ 1,161,957
Difference (\$)	\$ (309,845)	\$ (408,175)	\$ (526,127)	\$ (667,101)	\$ (727,054)	\$ (1,351,673)	\$ (1,561,484)	\$ (544,261)
Cost Recovery %	85%	82%	77%	72%	70%	34%	31%	53%

Following passage of the American Rescue Plan Act (ARPA), the City is slated to receive a direct disbursement of funds (\$1,503,565) to address COVID-19 impacts. The first half payment was received in July 2021 and the balance was distributed in June 2022. ARPA funds are currently shown as a transfer into the General Fund to address COVID-19 related revenue shortages. An evaluation of city-wide revenue loss is currently underway to aid in determining how the federal funding might best be used by Mission.

The reports that follow provide line item detail level summaries of revenues and expenditures for all funds, and are generated through the City's financial management software, Governmentor. In addition to information on the current budget/fiscal year, the reports will contain information on the prior year actuals.

In addition to these summary reports, a summary claims report detailing expenditures for the month by fund is provided along with a report that details all payments made in the current month by vendor (listed alphabetically).