

**City of Mission
Regular Meeting Agenda
Wednesday, November 18, 2020
7:00 p.m.
Meeting Held Virtually Via Zoom**

(Information for the public on how to participate will be available at
missionks.org/calendar prior to the meeting)

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

- 2020 Budget Amendment

2. SPECIAL PRESENTATIONS

- Shop Small Saturday

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 October 21, 2020 City Council Meeting](#) and
[November 4, 2020 Special City Council Meeting](#)

CONSENT AGENDA - Finance & Administration Committee

[Finance & Administration Committee Meeting Packet 11-4-2020](#)
[Finance & Administration Committee Meeting Minutes 11-4-2020](#)

- 4b. UCS Human Service Fund Allocation
- 4c. Data Collection/Management Software Purchase for Police Department
- 4d. Property and Casualty Insurance Renewal
- 4e. Hazard Mitigation Plan Resolution

CONSENT AGENDA - Community Development Committee

[Community Development Committee Meeting Packet 11-4-2020](#)

[Community Development Committee Meeting Minutes 11-4-2020](#)

4f. Purchase of Pickup Truck for Public Works

5. PUBLIC COMMENTS

6. ACTION ITEMS

Planning Commission

Miscellaneous

7. COMMITTEE REPORTS

Finance & Administration, Debbie Kring

[Finance & Administration Committee Meeting Packet 11-4-2020](#)

[Finance & Administration Committee Meeting Minutes 11-4-2020](#)

7a. Resolution Amending 2020 Budget (page 3)

Community Development, Sollie Flora

[Community Development Committee Meeting Packet 11-4-2020](#)

[Community Development Committee Meeting Minutes 11-4-2020](#)

7b. Snow Shoveling Ordinance (page 6)

7c. FCIP Consultant Selection (page 17)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. COMMENTS FROM THE CITY COUNCIL

11. MAYOR'S REPORT

Appointments

12. CITY ADMINISTRATOR'S REPORT

12a. October Interim Financial Reports (page 51)

13. EXECUTIVE SESSION

ADJOURNMENT

City of Mission	Item Number:	7a.
ACTION ITEM SUMMARY	Date:	November 18, 2020
Administration	From:	Brian Scott

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

RE: Amendment to the 2020 Adopted Budget

RECOMMENDATION: Approve the resolution to amend the maximum expenditure limit for the Capital Improvement Fund in the 2020 Budget.

DETAILS: The adopted annual budget establishes the maximum expenditure authority for each fund or taxing authority for that particular fiscal year. Exceeding these expenditures without formally amending the budget is a violation of Kansas budget statutes. Furthermore, state laws require that a public hearing be held when amending the budget. A public hearing has been scheduled for the City Council meeting on November 18th, and the attached notice was published in The Legal Record on November 3rd, 2020.

The budget amendment is not the result of unanticipated or unauthorized expenditures, but rather results from the settlement of a class action lawsuit pertaining to the Transportation Utility Fee. In accordance with the settlement agreement a set amount of money had to be set aside by the City to pay for those parties that may have a claim. Once claims were submitted, certified, and paid out, the funds remaining from the set aside had to be used for transportation related expenses. This settlement was not agreed upon until after the 2020 budget had been adopted.

The budget amendment is established through the attached resolution and will increase the expenditure authority in the 2020 Budget for the Capital Improvement Fund from \$2,017,318 to \$2,306,000, a difference of approximately \$288,682. The Capital Improvement Fund has excess funds in fund balance that will be used to cover this increase in the expenditure maximum.

CFAA: N/A

Related Statute/City Ordinance:	K.S.A. 79-2929a(a)
Line Item Code/Description:	Fund 19 Mission Convention and Visitors Bureau (MCVB)
Available Budget:	Fund 19 - \$90,000

CITY OF MISSION

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MISSION, KANSAS AMENDING THE MAXIMUM EXPENDITURE AUTHORITY FOR THE 2020 BUDGET FOR THE CAPITAL IMPROVEMENT FUND.

WHEREAS, the Capital Improvement Fund is used to account for funds expended for major capital improvements (infrastructure) in the city; and

WHEREAS, Revenues and Expenditures can be difficult to anticipate when the original budget is adopted; and

WHEREAS, the proposed amendments are not the result of any unexpected or unauthorized expenditures, and expenditures will not exceed the funds available to pay for the expenditures; and

WHEREAS, in accordance with state law, the City of Mission conducted a public hearing and has prepared the necessary documents to amend the 2020 Budget to increase the maximum expenditure limits in the Capital Improvement Fund.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION:

Section 1. That the maximum expenditure authority in the 2020 Budget for the following fund has been established as:

Capital Improvement Fund:	\$2,306,000
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PASSED AND APPROVED BY THE CITY COUNCIL this 18th day of November 2020.

APPROVED BY THE MAYOR this 18th day of November 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan
City Clerk

**Notice of Budget Hearing for Amending the
2020 Budget**

The governing body of
City of Mission

will meet on the day of November 18, 2020 at 7:00 P.M. at Virutal City Council Meeting Via Zoom for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Clerk's Office, Mission City Hall, 6090 Woodson and will be available at this hearing.

Summary of Amendments

Fund	2020 Adopted Budget			2020 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Capital Improvement Fund			2,017,318	2,306,000
			0	0
			0	0
			0	0
			0	0
			0	0

Brian Scott

Official Title: Asst. City Administrator/Finance Dir.

City of Mission	Item Number:	7b.
ACTION ITEM SUMMARY	Date:	November 18, 2020
Administration/Public Works	From:	Celia Duran

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

RE: Ordinance requiring snow removal from sidewalks

DETAILS: On several occasions over the past year, the Council has discussed the City’s current policy for shoveling sidewalks after a snowfall. The discussion included concerns regarding students walking to school on unshoveled sidewalks in residential areas, as well as uncleared sidewalks in some commercial locations. Staff was directed to provide further information regarding various options in advance of the 2020/2021 winter season.

Resolution No. 768 which was approved in 2010, states that “owners of property adjacent to public right-of-way or easement upon which a public sidewalk is located are encouraged to remove snow, ice and other debris therefrom.” Although property owners are encouraged to shovel, this resolution does not specifically **require** property owners to shovel sidewalks and there is no enforcement mechanism or associated fine schedule. This makes it difficult for staff to respond effectively to complaints. The attached table illustrates snow removal policies from other Johnson County cities

As of March 2020, seven of sixteen cities in Johnson County have adopted policies that require property owners to shovel snow on sidewalks in public right-of-way adjacent to their property. The typical timeframe required to shovel snow is within 48 hours after a snowfall, although there are some variations in some of the cities.

In order to address Council concerns, Staff has recommended adoption of an ordinance that would require property owners to shovel sidewalks within 48 hours after the end of a snow storm. This would be incorporated into Chapter 220, Nuisances, of Mission’s Municipal Code. The proposed ordinance includes a courtesy notice that will be sent to owners, occupants or agents in charge of the property adjacent to public sidewalks with snow and ice in violation of this ordinance. This notice will inform them of the requirement to remove snow and ice within 48 hours after a snowfall. No fee or assessment will be charged with the courtesy notice. Only one courtesy notice each winter season shall be required.

With passage of the attached ordinance, staff is provided with opportunities to require private property owners (apartments, commercial properties) to complete the snow removal, thereby alleviating the need for the City to dedicate limited staff resources to this purpose. Staff plans to inform and educate residents and business owners through the website, mailings, Mission magazine, etc. following ordinance approval.

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

City of Mission	Item Number:	7b.
ACTION ITEM SUMMARY	Date:	November 18, 2020
Administration/Public Works	From:	Celia Duran

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

CFAA IMPACTS/CONSIDERATIONS: Snow removal policies can assist in ensuring that sidewalks and trails are cleared in a timely manner to ensure access and safe walking conditions for residents of all ages and abilities.

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

CITY OF MISSION, KANSAS

ORDINANCE _____

AN ORDINANCE ADOPTING REQUIREMENTS FOR KEEPING PUBLIC SIDEWALKS FREE OF SNOW AND ICE BY ESTABLISHING ARTICLE V, SNOW AND ICE TO BE REMOVED, OF SECTION 220, NUISANCES, OF THE MISSION MUNICIPAL CODE.

WHEREAS, Sidewalks are an integral part of the City's transportation network, providing a safe and efficient means by which pedestrians can walk around their neighborhood, go to and from school, or access other parts of the city; and

WHEREAS, In order to ensure that sidewalks remain passable during inclement weather conditions, the City Council adopted Resolution No. 786 on February 17, 2010 which states that "owners of property adjacent to public right-of-way or easement upon which a public sidewalk is located are *encouraged* (emphasis added) to remove snow, ice and other debris therefrom"; and

WHEREAS, The City council would now like to require that sidewalks be free of snow and ice within 48 hours after the end of a severe weather event;

NOW THEREFORE IT BE ORDINATED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS:

Chapter 220. Nuisances

Article V. Snow and Ice to Be Removed.

Section 220.350 - Purpose.

The purpose of this Article is to establish requirements for removal of snow and ice on public sidewalks in order to protect the public health and welfare of the residents, and businesses of the City and to authorize the City to take certain actions to ensure that the intent and requirements of this Article are met.

Section 220.360 - Definitions.

PUBLIC SIDEWALK

Any sidewalk for use by the public.

Section 220.370 - Snow and Ice to Be Removed.

A. It shall be unlawful for any owner, agent, lessee, tenant or other person occupying or having charge or control of any property abutting public sidewalks to fail to take reasonable measures to remove all snow and ice from such sidewalks within forty eight (48) hours from the time that the snowfall or ice storm ceases.

B. Furthermore, it shall be unlawful for any owner, agent, lessee, tenant or other person occupying or having charge or control of any property to place snow removed from said property upon any public street, alley or sidewalk.

Section 220.380 – Public Officer – Notice To Remove.

A. Courtesy Notice. The City Administrator, or his/her designee, is hereby designated as the “Public Officer” and shall be charged with the administration and enforcement of this Article. The Public Officer, or an authorized assistant, shall notify in writing the owner, occupant or agent in charge of any property in the City adjacent to public sidewalks with snow and ice in violation of this Article, by mail, by personal service, or by posting Notice on the front door. The first notice will be sent as a courtesy and no fee or assessment will be charged. This courtesy notice will inform the owner, occupant or agent in charge of the property of the requirements to remove snow and ice from public sidewalks within 48 hours from the time that the snowfall or ice storm ceases. Only one courtesy notice each winter season shall be required.

B. Enforcement Notice. An enforcement notice may be issued following the courtesy notice. Such Notice shall include the following:

The second notice shall, as a minimum, include the following:

1. The owner, occupant or agent in charge of the property is in violation of the City snow and ice removal law on public sidewalks;
2. The owner, occupant or agent in charge of the property is ordered to remove snow and ice within 24 hours of the receipt of notice unless it has already melted due to weather temperatures.
3. The owner, occupant or agent in charge of the property may request a hearing before the Governing Body or its designated representative within five (5) days of the notice to contest any nuisance fee or special assessment. This does not apply to a Citation issued in Municipal Court or decision of the Municipal Judge;
4. If the owner, occupant or agent in charge of the property does not remove the snow and ice on public sidewalks to the satisfaction of the Public Officer, the City or its authorized agent will remove the snow and ice and assess the cost of this removal, including a reasonable administrative fee, against the owner, occupant, or agent in charge of the property and at the option of the Public Officer will:
 - a. Assess a nuisance fee in an amount not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00); and/or,
 - b. Issue a citation to appear in the Municipal Court of the City;

5. The owner, occupant or agent in charge of the property will be given an opportunity to pay the assessments and, if it is not paid, the assessments will be added to the property tax as a special assessment;

6. No further notice shall be given prior to snow and ice removal during the calendar year;

7. The owner, occupant or agent in charge of the property shall contact the Public Officer if there are any questions regarding the order.

If there is a change in the recorded owner of title to the property subsequent to the giving of notice prior to Subsection, the City may not recover any costs or levy an assessment for the costs incurred by the removal of snow or ice on public sidewalks adjacent to such property unless the new recorded owner of title to such property has been provided notice as required by this Section.

Section 220.390 Abatement – Nuisance Fee – Assessment of Costs.

A. Upon the expiration of 24 hours after receipt of an Enforcement Notice required by Section 220.380; and in the event that the owner, occupant or agent in charge of the premises shall neglect or fail to comply with the requirements of Section 220.360, the City or its authorized agent shall cause the snow or ice to be removed and assess the cost of removal, including a reasonable administrative fee, against the owner, occupant or agent in charge of the property and, at the option of the Public Officer, will:

1. Assess a nuisance fee in an amount not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00); and/or

2. Issue a citation to appear in the Municipal Court of the City against the owner, occupant or agent in charge of the property.

B. The Public Officer or his/her authorized agent shall give notice to the owner, occupant or agent in charge of the premises by mail of the costs of the nuisance fee and the costs of the abatement of the nuisance, if applicable. The notice shall state the payment of the costs is due and payable within thirty (30) days following issuance of the notice.

C. If the costs of the nuisance fee or of removal or abatement costs remain unpaid after thirty (30) days following issuance of the notice, a record of the costs of such nuisance fee or the costs of the removal shall be certified to the City Clerk who shall cause such costs to be assessed against the particular lot or piece of land in front of or abutting the sidewalk on which such snow or ice was so removed. The City Clerk shall certify the assessment to the County Clerk at the time other special assessments are certified for spreading on the tax rolls of the County.

Section 220.400 Failure to Comply – Penalty.

A. Upon conviction of the owner, occupant or agent in charge of the property by the Municipal Court of the City of any provisions of this Article, such owner, occupant or agent in charge of the property shall be fined an amount according Section 100.100 General Penalty as follows:

Whenever any offense is declared by any provision of this Code, absent a specific or unique punishment prescribed, the offender shall be punished in accordance with this Section:

1. A fine of not to exceed one thousand dollars (\$1,000.00); or
2. Imprisonment for not more than one hundred eighty (180) days; or
3. Both such fine and imprisonment not to exceed (1) and (2) above.

B. Whenever any provision of this Code declares that each day of violation of a Code Section constitutes a separate offense, each day shall be deemed ended at 6:00 P.M. on the day following the original or previous offense.

PASSED AND APPROVED by the City Council this ___ day of _____, 2020.

APPROVED by the Mayor this ___ day of _____, 2020.

Ronald E. Appletoft, Mayor

ATTEST:

Audrey M. McClanahan, City Clerk

APPROVED BY:

PAYNE & JONES, CHARTERED

David K. Martin, City Attorney
11000 King, Suite 200
PO Box 25625
Overland Park, KS 66225-5625
(913) 469-4100
(913) 469-8182

RESOLUTION NO. 786

A RESOLUTION ESTABLISHING POLICY REGARDING SNOW AND ICE REMOVAL ON SIDEWALKS.

WHEREAS, previous ordinances regarding snow and ice removal on City sidewalks have proven difficult to enforce; and

WHEREAS, the severity, duration, and other factors regarding snow and ice storms contribute to the complexities of determining a "proper" time for snow and ice removal; and

WHEREAS, plowing and other street maintenance activities during snow and ice events may in fact contribute to snow and ice accumulations upon the sidewalks.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. Owners of property adjacent to public right-of-way or easement upon which a public sidewalk is located are encouraged to remove snow, ice and other debris therefrom;

SECTION 2. The Public Works Department should make a concerted effort to keep trails and public sidewalks around schools clear of snow and ice in conjunction with any street snow removal actions.

SECTION 3. City Staff should make every effort to encourage citizens to shovel their sidewalks using standard and electronic media and outreach efforts, such as through the City's newsletter, webpage, and social networking presence.

ADOPTED by the Governing Body of the City of Mission, Kansas, this 17th day of February 2010.

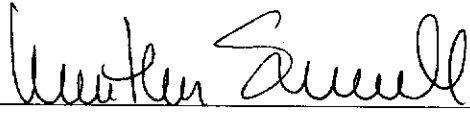
APPROVED by the Mayor, this 17th day of February, 2010.



LAURA McCONWELL, Mayor

(SEAL)

ATTEST:



Martha Sumrall, City Clerk

APPROVED AS TO FORM ONLY:

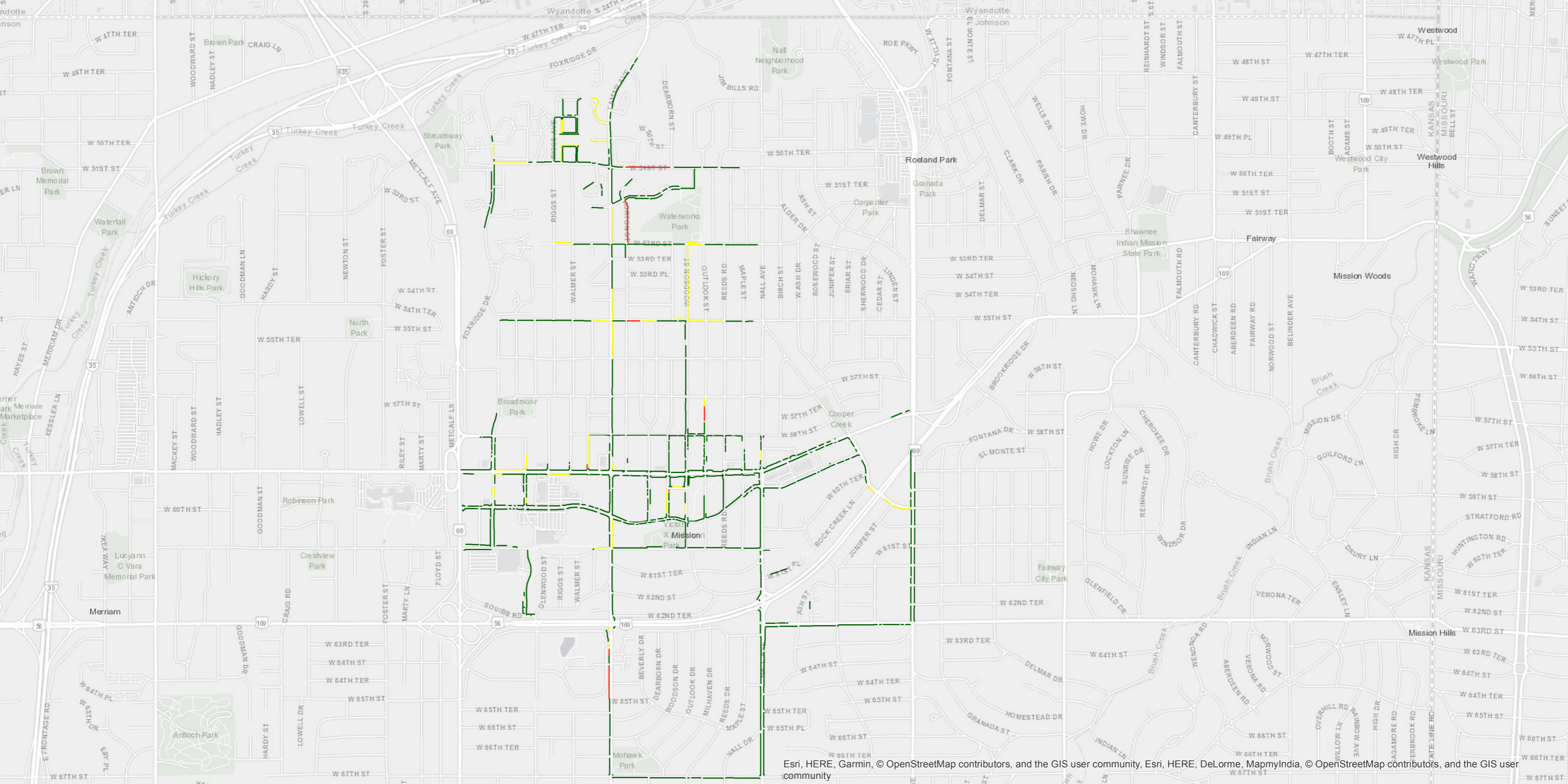


David Martin, City Attorney

**POLICIES FOR SHOVELING SIDEWALKS
(CITIES IN JOHNSON COUNTY)**

CITY	POLICY	DESCRIPTION
DeSoto	Yes	12 hours after snowfall (\$25 fine)
Edgerton	Yes	48 hours after snowfall
Fairway	No	N/A
Gardner	Yes	48 hours after snowfall or next sunrise if snows overnight
Leawood	Yes	48 hours after snowfall
Lenexa	No	N/A
Merriam	No	N/A
Mission Hills	No	N/A
Mission Woods	No	N/A
Olathe	No	No ordinance, but requests shoveling on a case-by-case basis
Overland Park	No	Currently evaluating per Shawnee Mission Post
Prairie Village	Yes	24 hours after snowfall
Roeland Park	Yes	48 hours after snowfall
Shawnee	Yes	48 hours after snowfall
Spring Hill	Yes	No timeframe specified (\$2-\$50 fine imposed)
Westwood		No

Note: This data was based on review of City Code.



City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	November 18, 2020
ADMINISTRATION	From:	Emily Randel

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

RE: Facility Conservation Improvement Program Consultant Selection

RECOMMENDATION: Authorize staff to formally enter into the Facility Conservation Improvement Program (FCIP) and solicit an investment grade audit with Control Technology & Solutions, LLC.

DETAILS: In July 2019, the Community Development Committee directed staff to move forward with the Facility Conservation Improvement Program (FCIP) offered by the Kansas Corporation Commission (KCC) as a way to achieve energy conservation through energy performance contracts. Cities may take advantage of the program's single procurement energy performance contracts that include the cost of an energy study, audit, improvement or equipment design and costs associated with the implementation of approved improvements. Energy performance contracting guarantees energy savings, and if the savings are not achieved, the Energy Service Company (ESCO) reimburses the City the difference. An energy audit at the Community Center has been a Council priority, and maintenance issues have also been an increasing concern at both the Community Center and the Public Works Facility.

Staff engaged in the process in summer of 2020, checking with others at municipalities and school districts who had used the program. Staff selected three Energy Service Companies (ESCOs) from the State of Kansas' pre-approved list and invited them to conduct walk-throughs of the City facilities. Staff provided the firms with utility billing history information, mechanical equipment lists and maintenance records, building plans, and energy usage information related to the City's streetlights. Lynn Retz and David Carter and others from the FCIP program also attended the walk-throughs and will provide technical assistance throughout the process.

The three Energy Services Companies selected were:

- Navitas, LLC
- Energy Service Companies (ESP)
- Control Technology & Solutions, LLC (CTS Group)

On October 26, the three firms presented their qualifications and a preliminary review of the City's energy demands and potential savings via a virtual meeting. The review group consisted of two councilmembers, a member of the Sustainability Commission, a member from the Planning Commission, and four City staff members. Lynn Retz and David Carter also participated. Based on the ranked scoring completed by each of the members of the review group, staff recommends pursuing an investment grade audit

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

City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	November 18, 2020
ADMINISTRATION	From:	Emily Randel

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

with Control Technology & Solutions, LLC (CTS Group).

The investment grade audit will incorporate feedback from City staff, the City Council and members of the Sustainability Commission to determine what elements to include in the improvements. The audit will include detailed analysis of the energy needs of the City and the anticipated cost of upgrading or replacing various equipment in each building. The audit will also weigh the benefits of converting the streetlights not yet using LED lighting. Each element included in the eventual contract and project will be evaluated by the ESCO, the project team, City Council, and the Sustainability Commission. The audit will include engineering and construction services and will be comprehensive in fee for service, the administrative fee owed to the State, and the monitoring of the improvements for a minimum of three years following installation.

The program steps include:

1. Check references of the pre-approved list of ESCOs.	Completed
2. Schedule walk-throughs with selection of ESCOs	Completed
3. ESCO presentations	Completed
4. Consideration of the selection of an ESCO by the Community Development Committee, City Council	In Progress
5. Investment grade audit performed	Pending
6. KCC staff review audit report	Pending
7. Consideration of recommendations from report, development of contract	Pending
8. Implementation	Pending

CFAA IMPACTS/CONSIDERATIONS: N/A

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

CITY OF MISSION FCIP INTERVIEW

PREPARED BY CTS GROUP

OCTOBER 26TH, 2020



AGENDA

- Introductions
- Goals and Challenges
- Process Overview
- Facility Analysis
- Preliminary Recommendations
- Financial Summary
- References
- About CTS



YOUR TEAM



ELLIE BLANKENSHIP

LOCAL GOVT ACCOUNT EXECUTIVE

With over 20 years in the energy services industry, and eleven at CTS, Ellie has been dedicated exclusively to the local government market and has been instrumental in all CTS Municipal Projects. Ellie brings this experience to all her clients as she guides them through the process of developing a high-quality solutions that exceed their expectations.



JOHN SHAW, ICMA-CM

MUNICIPAL MARKET MANAGER

With over 20 years working in state and local government, and five years at CTS, John brings his previous experience as City Manager to help guide the team to develop innovative solutions for infrastructure and facility needs for our Municipal Clients. His extensive knowledge of city budgeting and finances provides additional support throughout the process.



**AMY NEMETH, PE, CEM,
LEED AP**

REGIONAL ENGINEERING MANAGER

Amy has been a leader in the field of energy services for 30 years. She leads the development and operations team to deliver projects on time and on budget and leverages her extensive knowledge of mechanical and control systems for the design of new systems that maximize efficiency, comfort and investment for our clients.



MATT ANDERSON, PE, CEM

SENIOR PROJECT ENGINEER

Matt's 10-year career in the field of engineering and energy optimization has provided him with the tools and insight to develop energy savings performance projects that maximize not only saving, but also comfort for the occupants. He leverages his knowledge to develop systems that embody a life cycle program management approach.

MISSION GOALS AND CHALLENGES

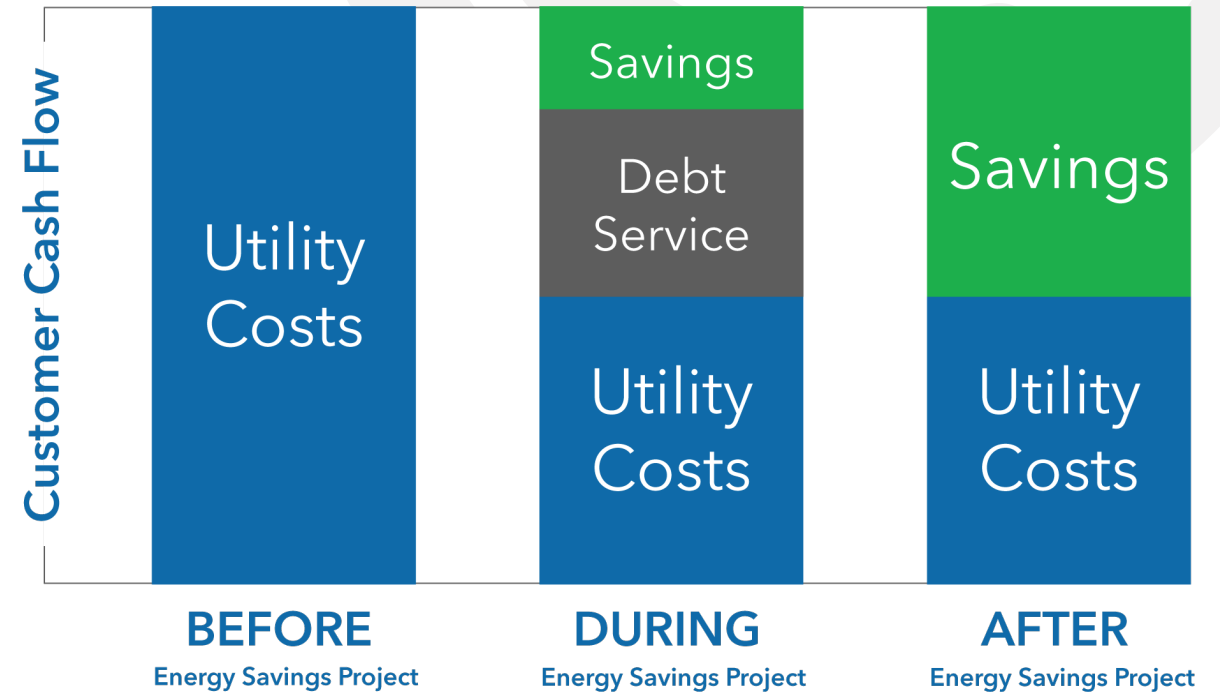
- Budget Pressures
- Maintain Aging Infrastructure
- Maintain High Quality of Life
- Provide Effective and Valued Public Services
- Competition with Other Cities and Commercial Service Providers
- COVID-19 Impact
- Safety and Security
- Changing Demographics
- Public Relations and Perceptions
- Currently updating Comprehensive Plan
- Sustainability - Active Sustainability Committee



In other words, every day you have to do more with less!

BENEFITS OF PERFORMANCE CONTRACTING WITH CTS

- Uses current funds spent on utility bills to pay for infrastructure
- Improves workplace environment
- Implement strategies to create safer, healthier, building environments
- Corrects building deficiencies
- Saves staff time
- Enhanced safety, comfort and energy efficiency
- Reduction of maintenance and operations costs
- Significantly reduce carbon footprint
- Standardize equipment for improved economics
- Guaranteed Energy Savings
- No CHANGE ORDERS!



PRELIMINARY FACILITY ANALYSIS

Powell Community Center

Public Works

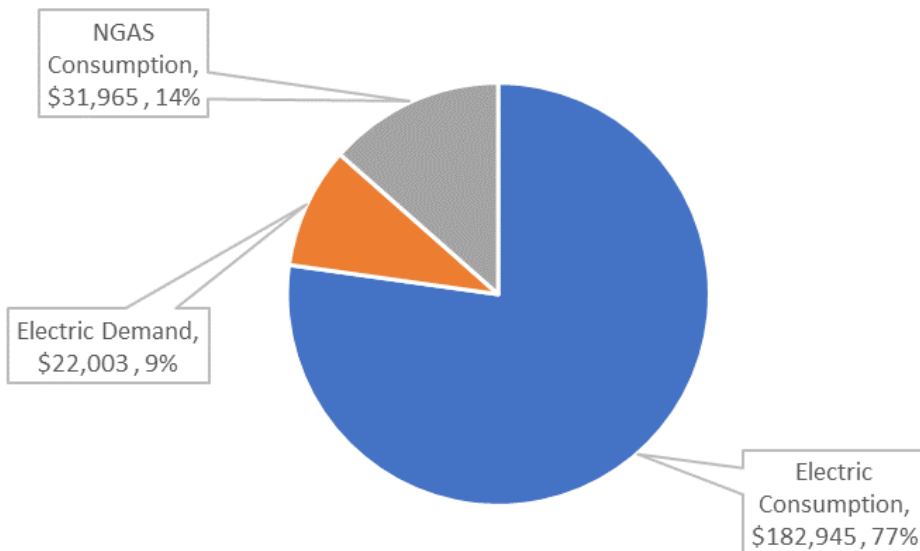
Street Lighting



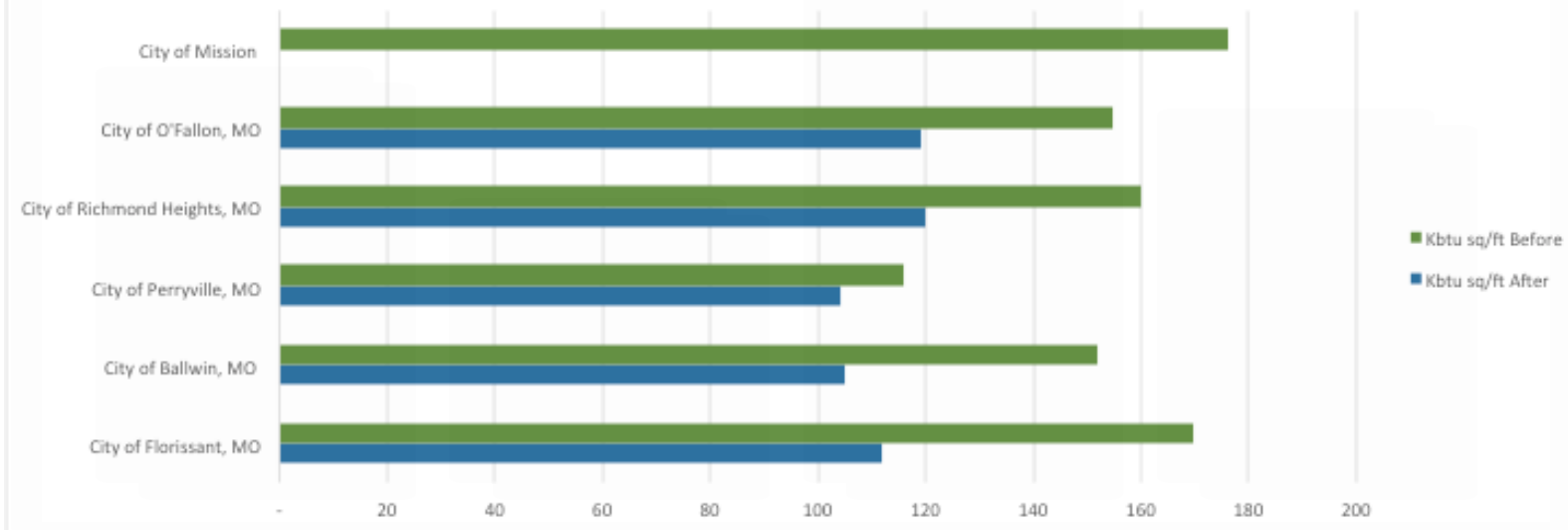
UTILITY ANALYSIS – POWELL COMMUNITY CENTER

Community Center							
Type		Annual Total		Annual Costs		Average Unit Cost	
Electricity	Consumption	2,214,847	kWh	\$ 182,945	77%	\$ 0.08	\$/kWh
	Demand	4,688	kW	\$ 22,003	9%	\$ 4.69	\$/kW
Natural Gas	Consumption	57,396	Therms	\$ 31,965	13%	\$ 0.56	\$/therm
Annual Operating Cost:				\$ 236,913			
Area	74,526		Total Cost per SF	\$ 3.18	\$/SF		
Energy Use Index	178.42	kBtu/SF/Year	Electrical kWh Cost per SF	\$ 2.45	\$/SF		
Electrical EUI	101.40	kBtu/SF/Year	Electrical Cost per SF	\$ 0.30	\$/SF		
NGAS EUI	77.02	kBtu/SF/Year	NGAS Cost per SF	\$ 0.43	\$/SF		

Building Utility Cost



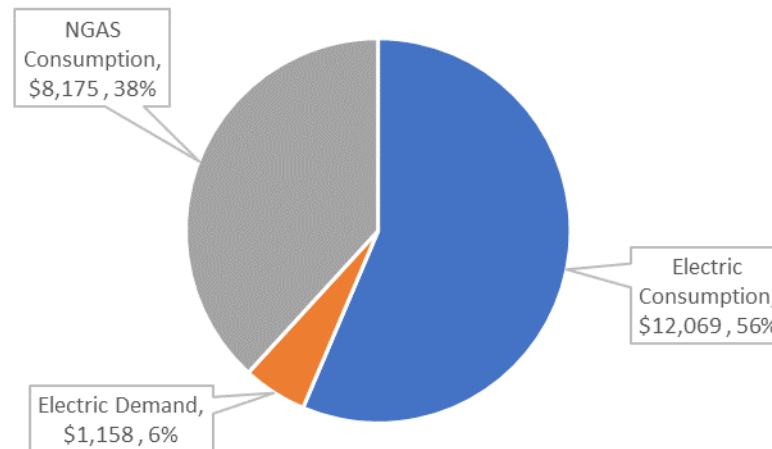
Community Center Kbtu Per Sq Ft Comparison



UTILITY ANALYSIS - PUBLIC WORKS FACILITY

Public Works Facility							
Type		Annual Total		Annual Costs		Average Unit Cost	
Electricity	Consumption	120,219	kWh	\$ 12,069	56%	\$ 0.10	\$/kWh
	Demand	386	kW	\$ 1,158	5%	\$ 3.00	\$/kW
Natural Gas	Consumption	12,196	Therms	\$ 8,175	38%	\$ 0.67	\$/therm
Annual Operating Cost:				\$ 21,401			
Area	23,275		Total Cost per SF	\$ 0.92	\$/SF		
Energy Use Index	70.02	kBtu/SF/Year	Electrical kWh Cost per SF	\$ 0.52	\$/SF		
Electrical EUI	17.62	kBtu/SF/Year	Electrical Cost per SF	\$ 0.05	\$/SF		
NGAS EUI	52.40	kBtu/SF/Year	NGAS Cost per SF	\$ 0.35	\$/SF		

Building Utility Cost



EXISTING CONDITIONS – POWELL COMMUNITY CENTER

Mechanical Systems

- Original building is served by Chiller, Boiler, Cooling Tower & Air handling units
 - ▶ Pool exhaust is being sucked into Cooling Tower causing deterioration
 - ▶ Equipment is reaching the end of its useful life
 - ▶ Piping appears to be in good condition
- The addition is served by rooftop units
 - ▶ Units are oversized and bringing in too much outside air
- 2nd Floor Aerobics Room has Humidity issues
 - ▶ Required addition of humidifiers
- Pool area unit in need of replacement and has started having costly repairs
 - ▶ Chloramines are stagnating at the water level.
 - ▶ Condensation all long the window area
 - ▶ Currently there is supply air being dumped at the bottom of the windows



EXISTING CONDITIONS – POWELL COMMUNITY CENTER

Electrical Power and Lighting

- Mostly T8 Fluorescent troffers
- Compact fluorescent (CFL) cans
- Exterior lighting with high intensity discharge (HID) and CFL wall pack fixtures
- Some areas appear to be under-lit, especially Pool and Gym
- No daylight harvesting with skylights

Temperature Controls

- Units seem to be competing with one another
- Maintenance staff reported hot and cold areas which can be indicative of a malfunctioning control system

Building Envelope

- Air infiltration throughout the building
- Skylights do not function well



EXISTING CONDITIONS – PUBLIC WORKS FACILITY

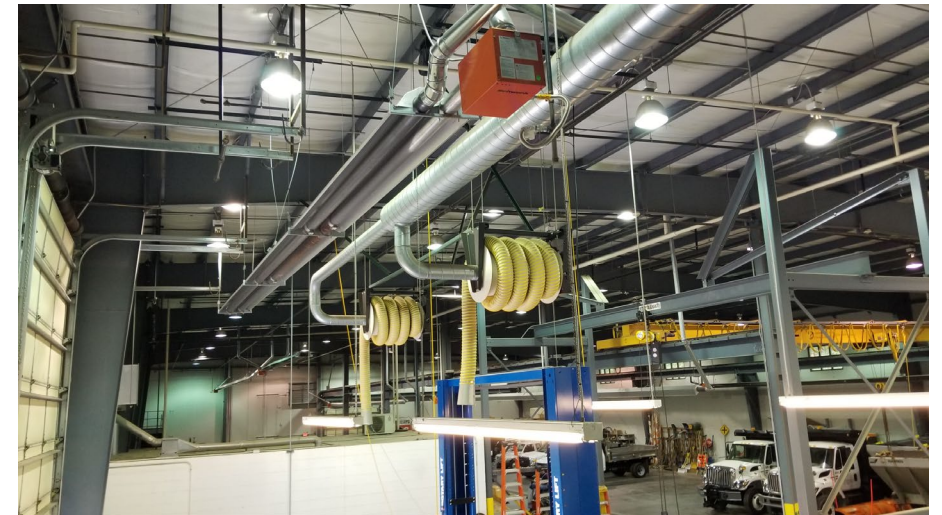
Mechanical

- Split systems to condition offices at the end of their useable life and utilize R-22
- Localized exhaust systems in good condition
- Radiant Heat in Bays



Lighting

- Office lighting is T-8
- Garage lighting is metal halide
- Exterior lighting is not LED



EXISTING CONDITIONS – CITY-WIDE

Streetlights in need of replacement

- Primarily high-pressure sodium
- Some metal-halide
- Some already upgraded to LED



Some Streetlight poles also in need of replacement

- Detailed city-wide takeoff needs to be completed
- Evaluate smart city technologies



ENERGY CONSERVATION MEASURES



Building	Energy Conservation Measures																					
	Lighting Efficiency Upgrades					HVAC Upgrades							Healthy Building Upgrades			Controls		Pool Improvements				Envelope
	Interior LED Retrofit	Exterior LED Upgrades	Occupancy Sensors	Daylight Harvesting and Replace Skylights with Solartubes	Street Light LED Upgrades	Upgrade Rooftop Units (AHU-7,8,9) with Right-Sized Equipment Including Heat Recovery	Upgrade Chiller with Heat Recovery Chiller and Upgrade Cooling Tower	Upgrade Steam Boiler System to Condensing Hot Water Boilers	Upgrade Steam Humidifiers with Ultrasonic Humidifiers	Hot Water and Chilled Water Variable Speed Drives	Upgrade Split Systems	Add Destratification Fans	Demand Controlled Ventilation	Ultraviolet Lights	Needle Point Bi-polar Ionization in New Rooftop Units	Data Analytics/Monitored Based Commissioning	Replace Gas Detection System to Eliminate Excess Exhaust	Upgrade Pool Dehumidification System	Add Variable Speed Drives to Pool Pumps	Advanced Controls for Pool Water Treatment System	Liquid Pool Cover	Envelope Repair and Weatherization
Powell Community Center	●	●	●	●		●	●	●	●	●	●	●	□	●	●	□	●	●	●	●	●	
Public Works Facility	●	●	●							●	●		□	●		□						
City-Wide					●																	

● Evaluated and included in financial analysis.

□ Evaluated but not included at this time. Further investigation needed during the investment grade audit to determine need and financial justification.

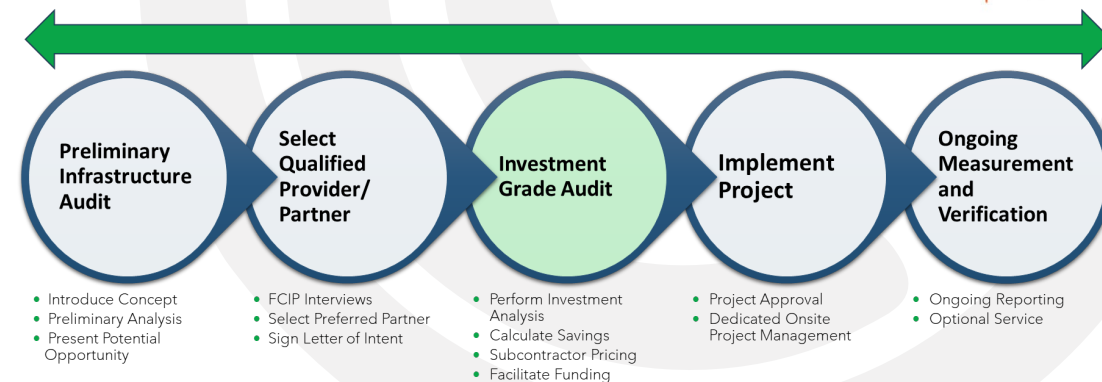
FINANCIAL SUMMARY

PRELIMINARY ESTIMATED COSTS	ESTIMATED ANNUAL ENERGY SAVINGS	ESTIMATED ANNUAL OPERATIONAL SAVINGS
\$1,971,549 to \$2,409,672	\$96,106 to \$117,463	\$28,900 to \$35,300
ESTIMATED ANNUAL PAYMENT	15 years @ 2.75%	20 years @ 3.0%
Low End Estimate	\$162,178	\$132,519
High End Estimate	\$198,218	\$161,968

- This cost model is reflective of all items identified are selected. All project items are verified during detailed audit and final scope determined with City
- Energy savings will be guaranteed
- Operational savings will be verified through operational audit
- CTS can assist City to determine optimal financing approach

CTS PROJECT DEVELOPMENT

Goal: Achieve maximum savings for the lowest required investment and partner with the City to ensure all your goals and needs are met



Facility Analysis and Project Development Methodology:

Staff Interviews – Identify the challenges and goals for each facility and new facility needs.

Data Collection and Facilities Analysis – Analyze energy bills, operating cost data, field measurements and observations to determine how building is operated and to identify current operational inefficiencies.

Scope Development – Utilize a holistic, Life Cycle approach for the development of initiatives that will be proposed for implementation.

Engineering and Design – Develop construction drawings and equipment specifications for each improvement measure

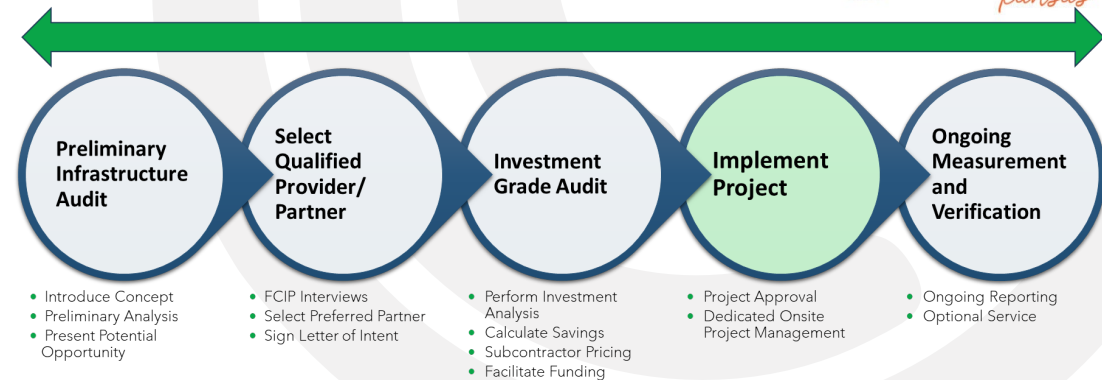
Project Costing – Review the site conditions and project scope with a select group of City approved local subcontractors and receive competitive bids.

Final Proposal – Present Project Options with Guaranteed Maximum Pricing, Guaranteed Energy Savings and Identified Operational Savings for review and discussion with the City to determine the Final Project Scope and Phased approach.

CTS will implement this step at our risk with no cost should the City decide not to move forward

CTS PROJECT MANAGEMENT

Goal: Complete customer satisfaction including project completion on time per scope of work with no change orders and limited disruptions of normal City activity



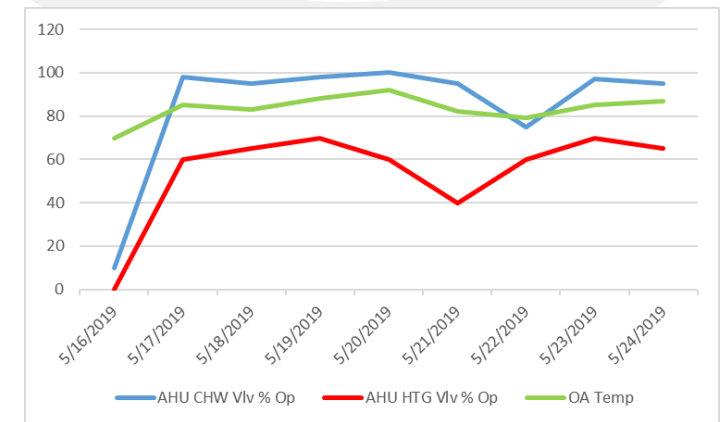
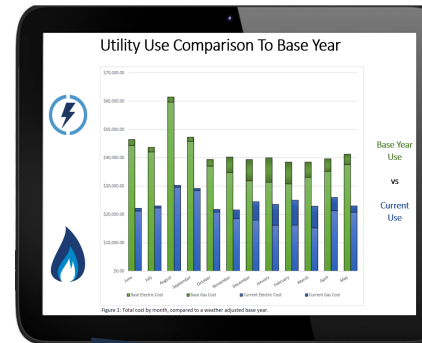
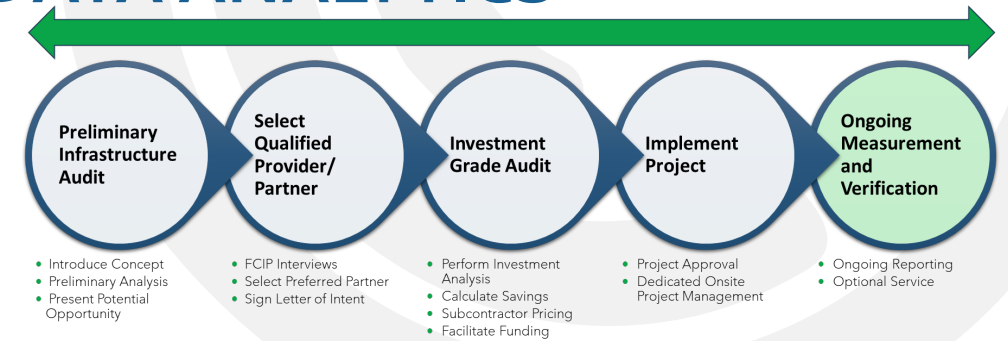
- CTS Project Manager is involved throughout the entire process to ensure seamless transition to project implementation
- CTS **DEDICATES** full-time project manager to a project and provides oversight of all trade contractors
- Project Manager is overseen by the Regional Construction Leader and Director of Operations
- CTS utilizes local labor whenever possible and bids out work for all trades to multiple contractors for best equipment at best price
- Procure Software tracks projects from start to finish and City has access
- CTS has a great deal of experience working with cities with multiple facilities while the buildings are occupied



CTS MEASUREMENT AND VERIFICATION/DATA ANALYTICS

Goal: Ensure we achieve the guaranteed savings for the project

- Measurement and Verification of Savings
 - ▶ International Performance Measurement and Verification Protocol
- Continued Support for Maintaining Savings using Data Analytics
 - ▶ Daily checks start at zone level conditions and work back to central systems
 - ▶ Monitoring live electric meter data allows us to identify opportunities to lower peak building demand



Graph showing AHU with simultaneous heating and cooling identified through data monitoring

BUILDING CONTROLS WITH ORCHESTRATE

Get the most out of your HVAC and Lighting systems using our unique and powerful Orchestrate platform

Optimized Controls:

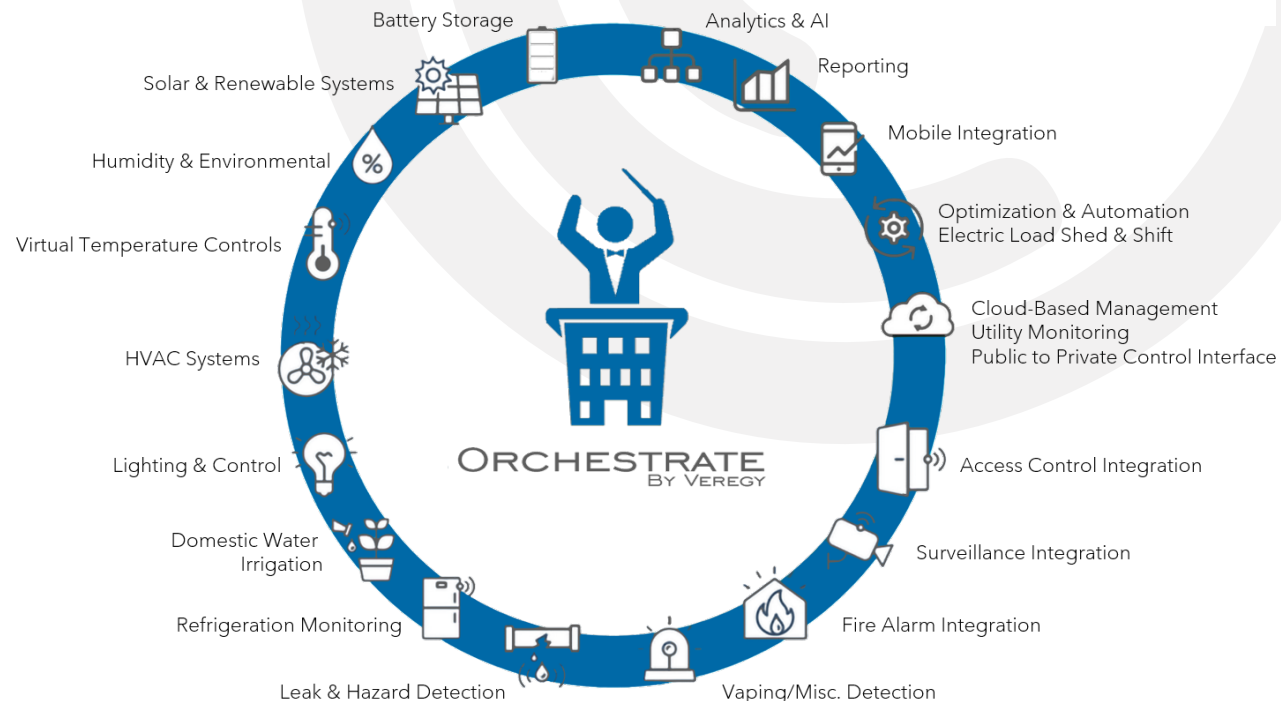
- Orchestrate allows you to set an HVAC system to flush the inside air to the proper control settings in just a few clicks.
- Lighting systems and many other systems can also be streamlined into your facility operations.

Remote Management:

- Orchestrate platform ties your systems together and allows them to be managed securely and remotely even from your own home.

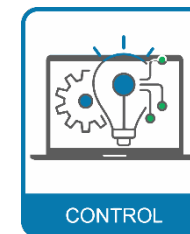
Customizable Features:

- Create custom workflows for unique needs
- Data Analytics



Remote Management

- Building Automation & Scheduling Interface
- Custom Workflows



Optimized Controls

- Integrate all of your systems into one.
- Schedule integration



SIMILAR PROJECTS

Our experience with similar projects is unsurpassed!

Community Center/Pool Projects:

- City of Perryville, MO (2)
- City of Florissant, MO (2)
- City of Ballwin, MO
- City of Richmond Heights, MO
- City of O'Fallon, MO (2)
- City of Shrewsbury, MO
- City of Collinsville, IL
- Village of Orland Park, IL (4)



Street Lighting Projects:

- City of Ferguson, MO
- City of O'Fallon, MO (2)
- City of Maplewood, MO
- City of Florissant, MO (2)
- Village of Mundelein, IL (2)
- Village of Orland Park, IL (4)
- Village of Evergreen Park, IL

Public Works Building Projects:

- City of O'Fallon, MO
- Village of Mundelein, IL (Built New)
- City of Hazelwood, MO

CITY OF O'FALLON, MO – TWO PHASES

Projects Implemented in All City Facilities:

- HVAC Replacements and Controls
- Destratification Fans
- LED Lighting Upgrades
- Street/Park Lighting Retrofits to LED
- Roofing
- Plumbing
- Security
- Swimming Pool Upgrades including complete replacement of Pool Dehumidification Unit

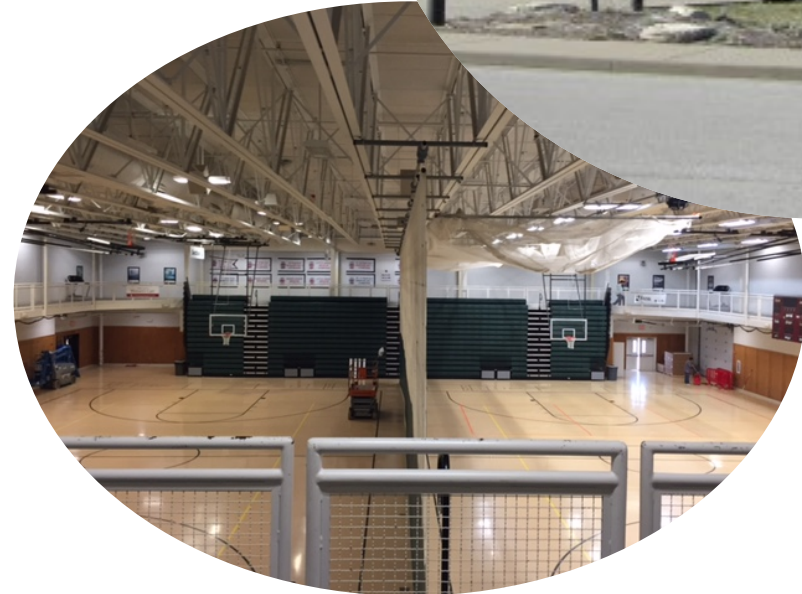


Project Costs: \$ 4,069,701
Annual Energy Savings: \$ 111,657
4 Buildings: 242,400 sq. ft.
Rebates: \$60,369

CITY OF PERRYVILLE, MO – TWO PHASES

Both Phases Completed at Perry Park Center

- HVAC and Controls Upgrades Including:
 - Needlepoint bipolar ionization healthy building technology
 - Pool Dehumidification Unit
 - New HVAC Rooftop Units
 - High Efficiency Boilers
- LED Lighting Upgrades
- Pool Partition Doors
- Skylight Replacement
- Locker Room Upgrades



Lighting Before

Lighting After

Project Costs: \$ 3,850,428
Annual Energy Savings: \$ 57,446
1 Building: 105,000 sq. ft.
Rebates: \$7,913

CITY OF FLORISSANT, MO – TWO PHASES

Phase 1: James J. Eagan Community Center

- HVAC and Controls
- LED Lighting Upgrades
- Pool Dehumidification System
- Partial Roof Replacement
- Electric Service Upgrades

Phase 2: City-Wide Project

- City-Wide LED Lighting Upgrades including Decorative Street Lighting
- Windows and Exterior Doors
- HVAC and Controls
- Space planning and Interior Restorations



Project Costs: \$ 7,436,482
Annual Energy Savings: \$ 137,220
5 Buildings: 157,775 sq. ft.
Rebates: \$9,995

A FAMILY OF COMPANIES



31 YRS
Industry
Experience

\$1.7 BIL
Energy Saving
Projects

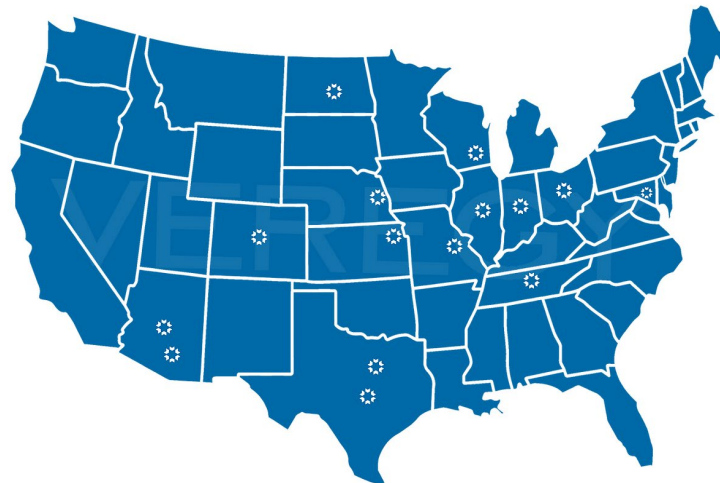
1,000s
Buildings
Optimized

500+
Veregy
Professionals

8 BIL
kWhs of
Energy Saved

20 BIL
Gallons
Water Saved

12.4 BIL
Carbon Dioxide
Pounds Reduced



WHY CTS?

- **Our Team**

- ✓ Over 100 years combined experience on your project team
- ✓ Our Veregy group provides 6 more companies we can work with to meet Mission’s needs
- ✓ Dedicated local government team
- ✓ Local office just miles from Mission
- ✓ In-house engineering technical resources with significant experience

- **Our Experience**

- ✓ Vast experience with community centers with indoors pool as well as street lighting
- ✓ Over 427 of projects in the Midwest in 600 buildings
- ✓ 70% repeat and referral customer rate

- **Our Knowledge**

- ✓ We understand your infrastructure challenges and how to correct
- ✓ We know how manage projects in occupied buildings to minimal disruption
- ✓ We understand the unique challenges of a facilities with indoor pools

- **Our Dedication and Commitment to Mission**

- ✓ Unbiased project and technology selection - vendor neutral
- ✓ Full and accurate assessment of all potential projects
- ✓ Work to complete projects utilizing local labor
- ✓ Cost effective ECM’s - the right recommendations and a competitive process to select the best products and contractors for implementation
- ✓ Superior project delivery with NO Change orders
- ✓ Flexibility and Openness



CTS By the Numbers	
Employees	100+
Project Managers	35
Engineers	23
Buildings Impacted	600
Projects Completed	427
Total Projects \$ in Midwest	\$816M



THANK YOU! QUESTIONS?



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[HTTP://WWW.CTSGROUP.COM](http://WWW.CTSGROUP.COM)

APPENDIX

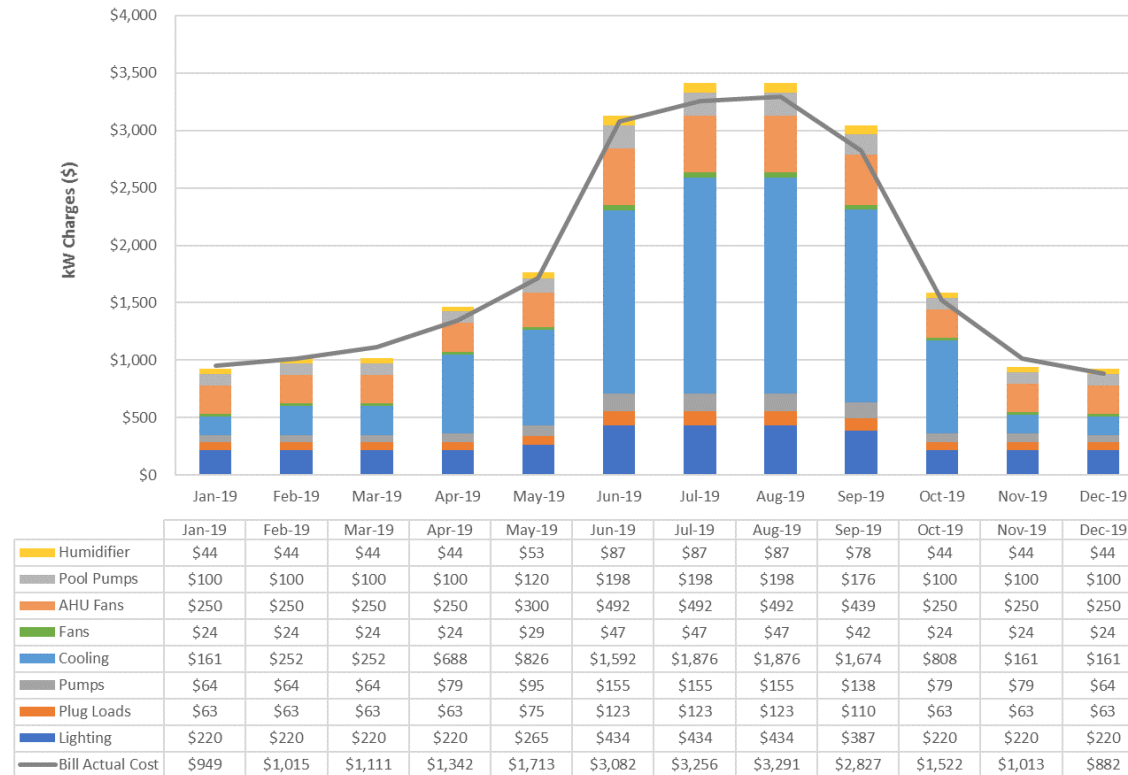
- Utility Graphs



UTILITY ANALYSIS – POWELL COMMUNITY CENTER



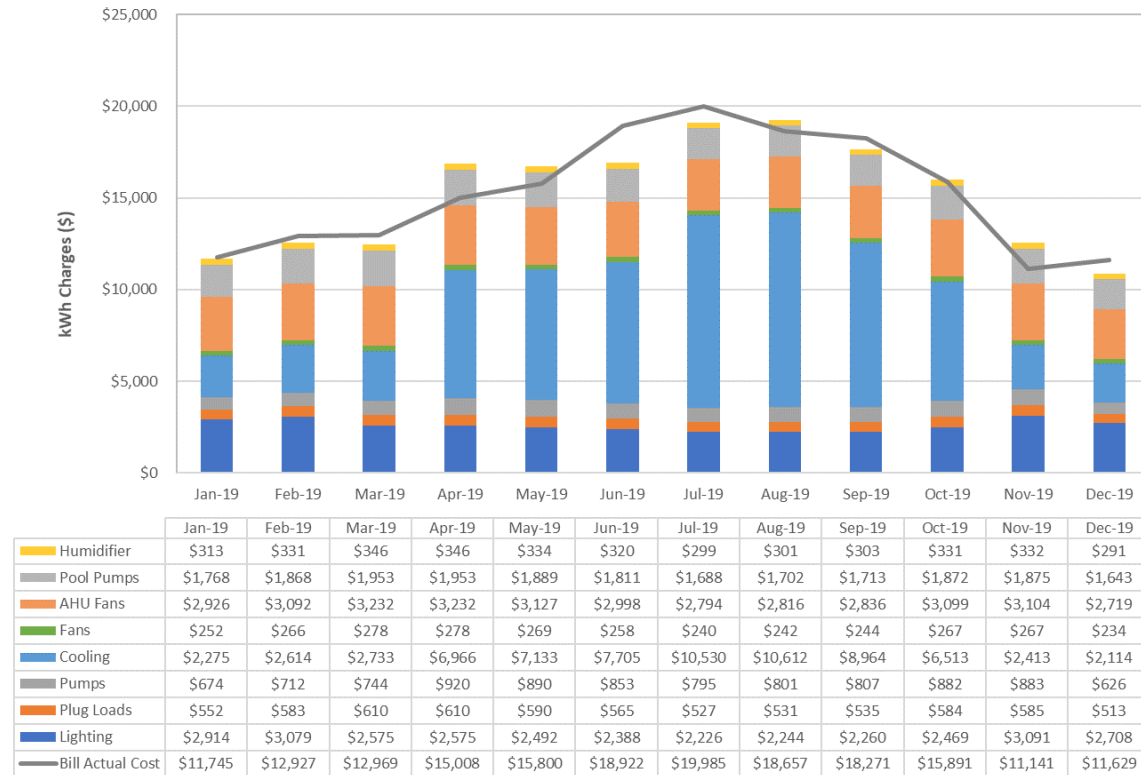
kW Charges - Utility Bill Match by End Use Equipment



UTILITY ANALYSIS – POWELL COMMUNITY CENTER



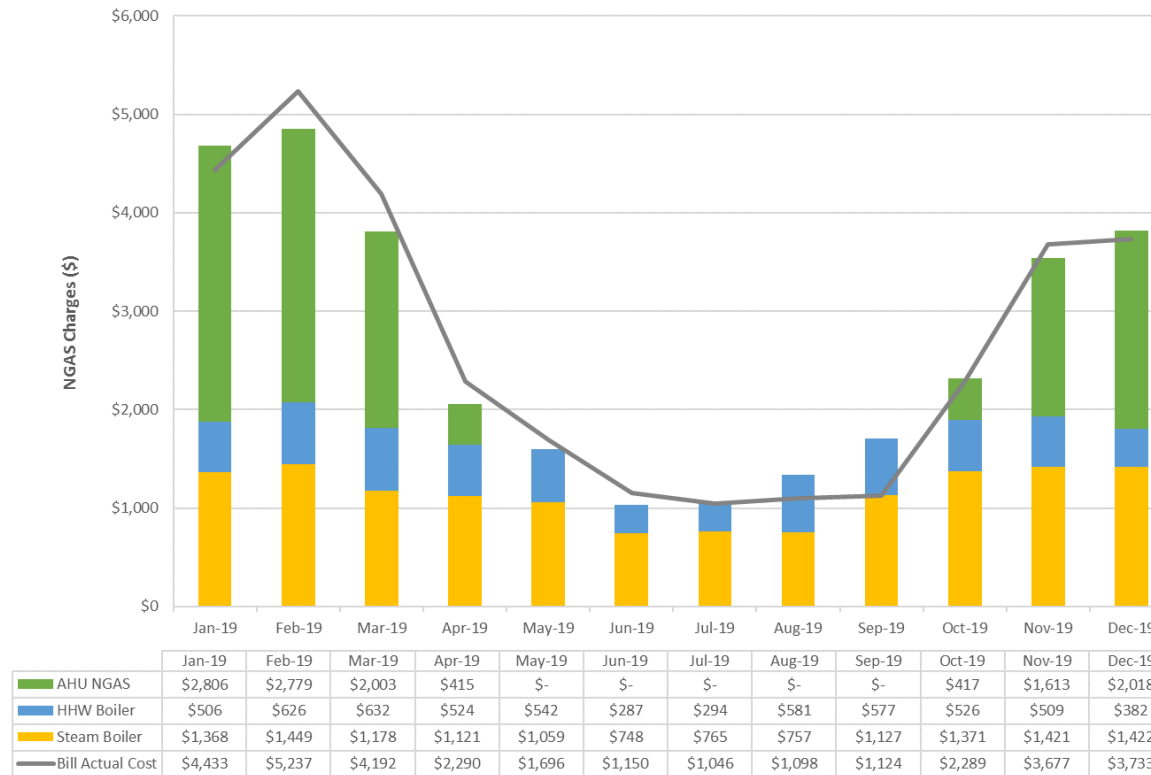
kWh Charges - Utility Bill Match by End Use Equipment



UTILITY ANALYSIS – POWELL COMMUNITY CENTER

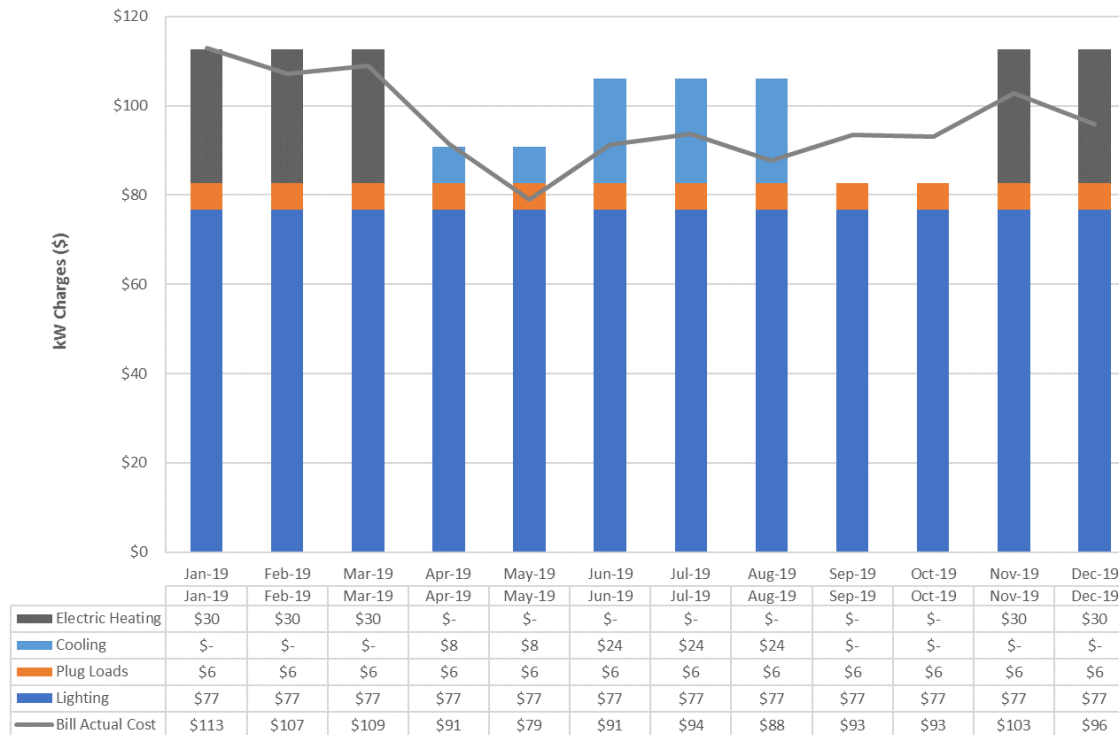


NGAS Charges - Utility Bill Match by End Use Equipment



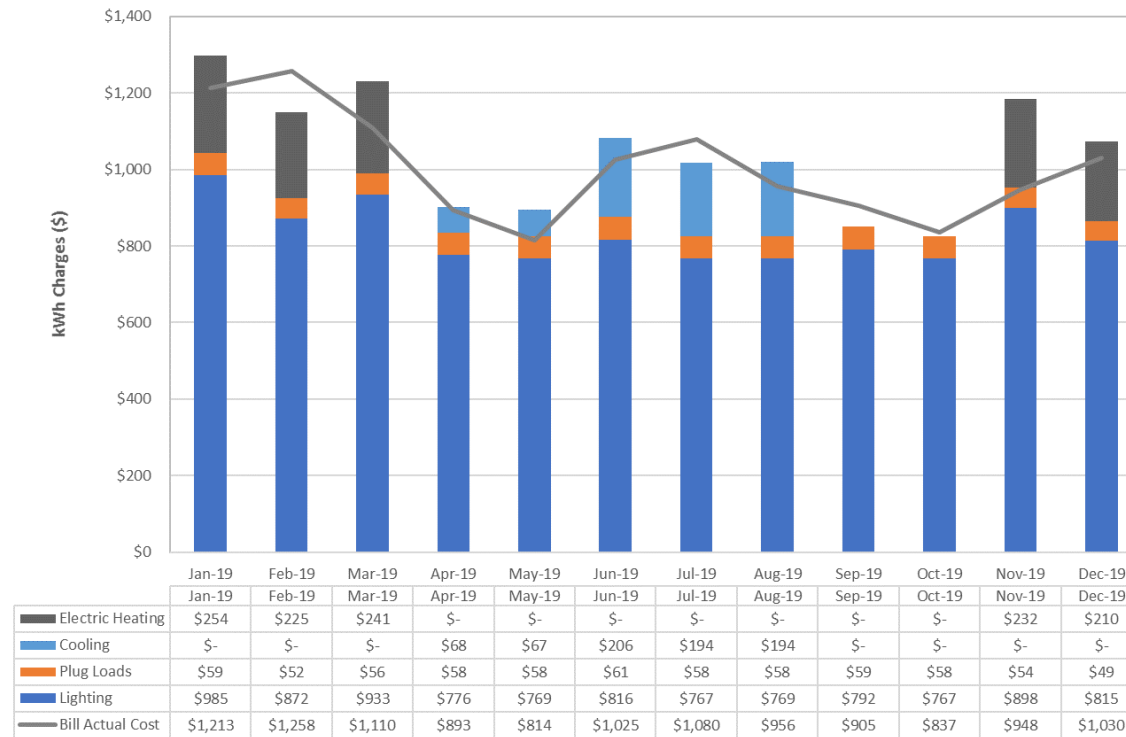
UTILITY ANALYSIS - PUBLIC WORKS FACILITY

kW Charges - Utility Bill Match by End Use Equipment



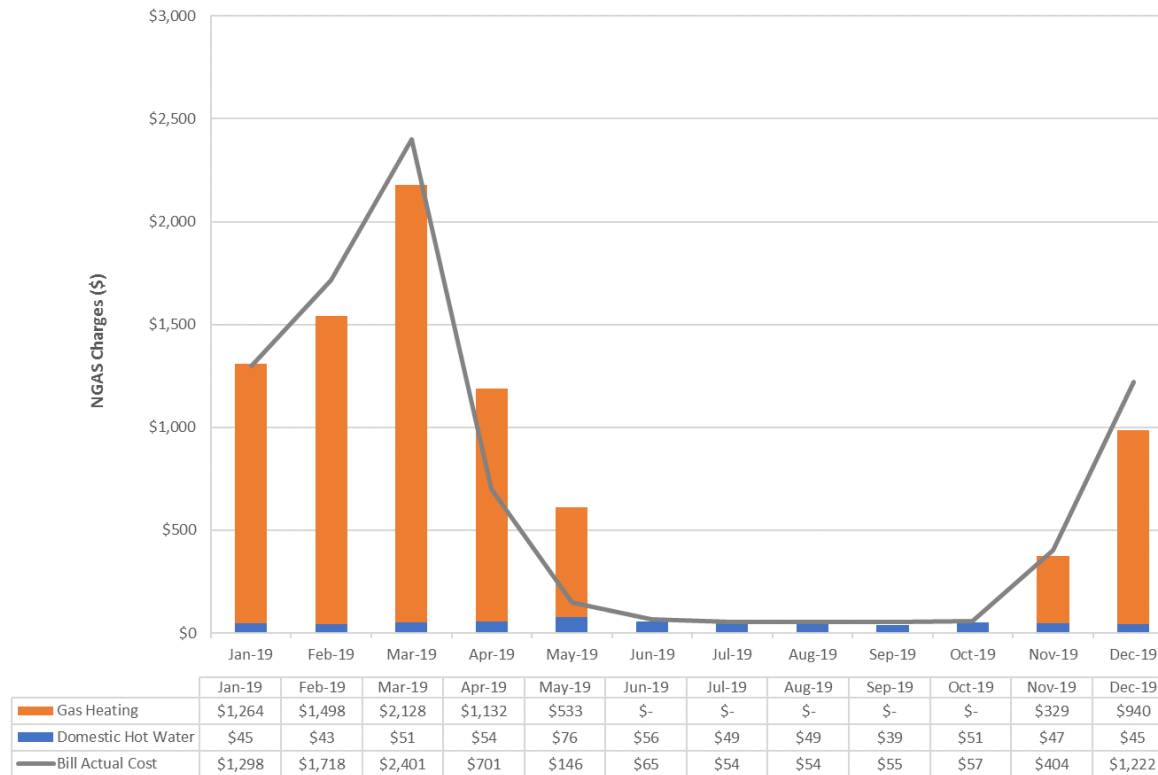
UTILITY ANALYSIS - PUBLIC WORKS FACILITY

kWh Charges - Utility Bill Match by End Use Equipment



UTILITY ANALYSIS - PUBLIC WORKS FACILITY

NGAS Charges - Utility Bill Match by End Use Equipment



City of Mission	Item Number:	12a.
INFORMATIONAL ITEM	Date:	November 18, 2020
ADMINISTRATION	From:	Laura Smith

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

RE: October 2020 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 as they have been for many years.

An Executive Summary for the report has been created and reformatted to assist in presenting high-level information in a more visually appealing format. This information will continue to be refined and developed to meet the needs of the Council and the public.

CFAA CONSIDERATIONS/IMPACTS: NA

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