



BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, December 3, 2013, 7:00 pm
City Hall Boardroom

Next numbers: Bill No. 2751 / Ord. No. 2721

1. CALL TO ORDER and ROLL CALL

2. CITIZEN INPUT

3. MAYOR'S REPORT

4. CONSENT AGENDA

- A. Approval of Minutes for the November 19, 2013 regular Board meeting
- B. Approval of Minutes for the November 19, 2013 work session
- C. Application for sign permit for EHC Accountants, 6325 Lewis Street, Suite 116, in Parkville Commons; Application No. SPA13-22
- D. Application for resort license with Sunday sales from Sakae LLC, 6325 Lewis Street, Suite 100, in Parkville Commons (formerly Cupini's)
- E. Accounts Payable

Please Note: All matters listed under "Consent Agenda" are considered to be routine by the Board of Aldermen and will be enacted upon under one motion without discussion. Any member of the Board of Aldermen may be allowed to request an item be pulled from the Consent Agenda for consideration under the regular agenda if debate and a separate motion are desired. Any member of the Board of Aldermen may be allowed to question or comment on an item on the Consent Agenda without a separate motion under the regular agenda. Items not removed from the Consent Agenda will stand approved upon motion of any Alderman, followed by a second and a majority voice vote to "Approve the Consent Agendas as Published".

5. ACTION AGENDA

- A. Ordinance approving the FY 2014 Operating Budget and 2014-2019 Capital Improvement Program (Administration)
- B. Resolution approving Financial Policies: Reserve Policy and Fewson Fund Policy (Administration)
- C. Resolution approving Revised Personnel Policies (Administration)
- D. Resolution to Eliminate and Consolidate Various Special Revenue Funds (Administration)
- E. Ordinance for the Replat of Lots 29 & 30, the Amended Plat, The National - Third Plat; Case PZ13-17; applicant, KGH Building Group, LLC (Community Development)
- F. Ordinance for the Replat of Lots 32 & 33, the Amended Plat, The National - Third Plat; Case PZ13-18; applicant, KGH Building Group, LLC (Community Development)
- G. Ordinance for Replat of Lot 4 Common Area of Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34; Case PZ13-19; applicant, J3-Pandi, LLC and Double Eagle Builders, LLC, owners (Community Development)
- H. Resolution approving and endorsing an application for the Platte County Parks and Recreation Outreach Grant Program (Public Works)

6. STAFF UPDATES ON ACTIVITIES

- A. Police Department
 - 1. New Vehicle
 - 2. Deer Program
- B. Community Development
 - 1. Downtown Master Plan
- C. Public Works
 - 1. Disaster Recovery Jobs Program (DRJP) Update
 - 2. Brink-Myers Retaining Wall Project Update

7. CITY COMMITTEE REPORTS

- A. Channel 2 & Website
- B. Community Land & Recreation Board (Ms. Driver)
- C. Environmental (Ms. Welch)
- D. Farmers Market (Ms. Driver)
- E. Financial Reports (Mr. Werner)
- F. Nature Sanctuaries (Ms. Driver)
- G. Policy (Ms. Welch & Mr. Werner)

8. OTHER COMMITTEE REPORTS

- A. Friends of Parkville Animal Shelter FOPAS (Ms. Snyder)
- B. Parkville Economic Development Council (Ms. Johnston)
- C. Parkville Area Chamber of Commerce (Mr. Werner)
- D. Main Street Association (Ms. Lamer)
- E. Banneker School (Mr. Brooks)
- F. Park University (Ms. Snyder)

9. MISCELLANEOUS ITEMS FROM THE BOARD

10. ADJOURN

General Agenda Notes:

This agenda closed at noon on Tuesday, November 26, 2013. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next board meeting agenda. Emergencies and urgent matters may be placed on an amended agenda only upon the vote of the Board of Aldermen.

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:00 p.m. on Tuesday, November 19, 2013 and was called to order by Mayor Jim Brooks. City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Kari Lamer	- present	Ward 3 Alderman Kendall Welch	- present
Ward 1 Alderman Diane Driver	- present	Ward 3 Alderman Chris Fisher	- present
Ward 2 Alderman Jim Werner	- present	Ward 4 Alderman Marc Sportsman	- present
Ward 2 Alderman Jackie Snyder	- present	Ward 4 Alderman Nan McManus	- present

A quorum of the Board of Aldermen was present.

The following staff was also present:

Lauren Palmer, City Administrator
Sean Ackerson, Asst. City Administrator/Comm. Dvlpt. Director
Kevin Chrisman, Police Chief
Kirk Rome, Public Works Director
Steve Chinn, Acting City Attorney

2. CITIZEN INPUT

A. Jim McCall and Audra Heller to provide update for the Parkville Chamber of Commerce

Jim McCall, Vice-President, and Audra Heller, President, thanked the Board for renewing the lease for the Train Depot. Cathy Kline invited the Board to an art auction on November 21. Mr. McCall stated the artists who donated the art that came to paint for two weeks brought business to Parkville and had a positive impact on our economy.

3. MAYOR'S REPORT

4. CONSENT AGENDA ITEMS

- A. Approval of Minutes for the November 5, 2013 regular Board meeting
- B. Approval of Minutes for the October 15, 2013 work session
- C. Approval of Minutes for the October 29, 2013 work session
- D. Approval of Minutes for the November 5, 2013 work session
- E. Accounts Payable

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER TO APPROVE THE CONSENT AGENDA AS PRESENTED. ALL AYE, MOTION PASSED 8-0.

5. ACTION AGENDA

A. Hiring Ordinance for Nicholas Pence

Police Chief Kevin Chrisman stated the selection process started in summer and he recommended hiring Nicholas Pence as police officer effective November 20, noting he had previous experience as a security officer and completed Police Academy training April 2013.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER THAT BILL 2750, AN ORDINANCE AUTHORIZING THE EMPLOYMENT OF NICHOLAS E. PENCE AS A POLICE OFFICER FOR THE CITY OF PARKVILLE EFFECTIVE NOVEMBER 20, 2013, BE APPROVED FOR FIRST READING. ALL AYE, MOTION CARRIED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER THAT BILL 2750 BE APPROVED ON FIRST READING AND PASSED TO SECOND READING BY TITLE ONLY. ALL AYE, MOTION CARRIED 8-0.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER THAT BILL 2750 BE APPROVED ON SECOND READING TO BECOME ORDINANCE 2720. ALL AYES BY ROLL CALL VOTE. AYES: JOHNSTON, WELCH, WERNER, DRIVER, LAMER, SNYDER, FISHER, AND SPORTSMAN; MOTION PASSED 8-0.

Bill 2750 was posted November 14, 2013.

B. 2014 Health Insurance Renewals

City Administrator Lauren Palmer noted insurance renewals were discussed at past budget work sessions and at the last Finance Committee meeting. She said that United Healthcare, the city's current provider, proposed a 16.4 percent increase for 2014 so staff asked the City's broker to seek out competitive proposals. Staff recommended Coventry with a more affordable plan and a December 31 renewal. Palmer noted the Finance Committee discussed Options 3 and 4, but after talking with staff she recommended Options 1 and 4. The Finance Committee discussed options to divide the premiums and recommended Option 3, a shared increase between employer and employees. Palmer noted employees would be sent materials and a renewal meeting would be scheduled.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER TO AUTHORIZE CONVERTING TO COVENTRY FOR EMPLOYEE HEALTH INSURANCE COVERAGE, EFFECTIVE DECEMBER 31, 2013; AND AUTHORIZE OPTION 3 AS THE APPROACH FOR SHARING PREMIUMS BETWEEN THE EMPLOYEE AND EMPLOYER. ALL AYE, MOTION PASSED 8-0.

6. NON-ACTION ITEMS

A. Downtown Master Plan

Assistant City Administrator/Community Development Director Sean Ackerson noted the planning process started in August, the draft was about 75 percent complete, and the final plan would be adopted by the end of the year. Ken Boone, Ochsner Hare & Hare, presented the major findings of the market study; provided an overview of the recommendations from Chapter 3 based on community input, existing conditions analysis, market analysis, discussions with staff, and experience; and said the common theme from the plan included preserving the current character of downtown, capitalizing on business, and commerce and economic activity were critical to the future of downtown. The final plan would be presented to the Planning Commission and come before the Board for final approval on December 17.

7. STAFF UPDATES ON ACTIVITIES

A. Administration

City Administrator Lauren Palmer provided an update for the 45 Highway Phase C Project, noting that staff met with Platte County and the Missouri Department of Transportation (MoDOT). She was optimistic the maintenance and cost-share agreement would be adopted in January, with a public meeting held by MoDOT in February. She also said right-of-way acquisition and utility relocation were scheduled next summer with the project out for bid and construction in 2016.

B. Police

Police Chief Kevin Chrisman updated the Board on crime stats distributed on November 15 and the deer harvest at Park University, and noted Shop with a Cop was scheduled for December 15.

C. Public Works

Public Works Director Kirk Rome provided an update on Platte Landing Park, noting that concrete was poured for the parking lot near the boat ramp and the boat ramp's final slab was set. He also noted that the same route would be used for Turkey Trot. Alderman Welch complimented Mr. Rome and his staff for their work on the project.

7. CITY COMMITTEE REPORTS

Environmental – Alderman Welch

Alderman Welch noted the Mid-Continent Library and Southeast Enterprises partnered to recycle used Christmas lights.

Financial Report (month ending October 31, 2013) – Alderman Werner

Alderman Werner noted the General Fund was in good shape. He suggested reports in 2014 include the current status in relation to the budget.

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER TO ACCEPT THE FINANCIAL REPORT FOR THE MONTH ENDING OCTOBER 31, 2013. ALL AYES, MOTION PASSED 8-0.

8. OTHER ORGANIZATION REPORTS

Parkville Economic Development Council – Alderman Johnston

Alderman Johnston provided an update on appointments to the Economic Development Council, noting that appointments should be made by the Board annually. Discussion focused on which City representatives would be on the Council for 2014. Staff would present an appointment proposal at a future meeting.

Main Street Association – Alderman Lamer

Alderman Lamer noted that the annual Light Up the Night Ceremony was scheduled for November 30, Christmas on the River for December 6 and Breakfast with Santa on December 7. She also noted that downtown business owners have agreed to extend their hours during the holiday season.

9. MISCELLANEOUS ITEMS FROM THE BOARD

Alderman Driver noted that Turkey Trot was scheduled for Thanksgiving morning.

10. ADJOURN

IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN FISHER TO ADJOURN THE NOVEMBER 19, 2013 REGULAR BOARD MEETING AT 9:08 P.M. ALL AYE, MOTION PASSED 8-0.

The minutes for Tuesday, November 19, 2013, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the third day of December, 2013.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney
11/21/2013



1. CALL TO ORDER

Mayor Jim Brooks called the work session to order at 5:30 p.m. on Tuesday, November 19, 2013.
City Clerk Melissa McChesney called the roll as follows:

Ward 1 Alderman Kari Lamer - present
Ward 1 Alderman Diane Driver - present
Ward 2 Alderman Jim Werner - present
Ward 2 Alderman Jackie Snyder - present
Ward 3 Alderman Kendall Welch - present
Ward 3 Alderman Chris Fisher - arrived after roll call
Ward 4 Alderman Marc Sportsman - present
Ward 4 Alderman Nan McManus - present

A quorum of the Board of Aldermen was present.

The following persons were also present:

Lauren Palmer, City Administrator
Sean Ackerson, Assistant City Administrator/Comm. Dvlpt. Director
Kevin Chrisman, Police Chief
Kirk Rome, Public Works Director
Steve Berg, Treasurer

2. GENERAL AGENDA

A. Proposed FY 2014 City of Parkville Budget and 2014-2019 Capital Improvements Program

City Administrator Lauren Palmer said the final budget would be presented to the Board on December 3 for final approval. She provided overviews of the Sewer Fund, financial and personnel policies, and a recap of the General Fund. In regards to the sewer fund she noted major operating improvements included pump station equipment, SRF Project equipment replacement, CCTV cleaning and root removal, Bluffs exposed line repair, Eastside Pump Station redirection, and the Nature Sanctuary Low Water Crossing repair. Future years included line maintenance beginning in 2015 to ensure all sewer lines were operational and maintained which was the driving factor in a sewer rate increase.

Further discussion focused on working capital and fund balances. Palmer noted that prior budget documents indicated a fund balance of \$200,000 and the financial advisor recommended starting with a 90 day reserve as the baseline and an annual debt service payment. Since the CCTV cleaning was not previously done there were questions about the current system and where issues may be. Palmer presented different scenarios for rate increases to maintain a structure to balance revenues with expenses and recommended a 3.5 percent increase in 2014, which would impact rate payers by \$1.22 per month, followed by various increases in future years to preserve an adequate level for reserves and maintenance.

Palmer provided a recap of the revised Capital Improvement Program for the General Fund, noting the only change was related to the flex-wing mower attachment scheduled for Finance Committee approval on November 25. She projected a four percent increase in revenues in the General Fund and highlighted an increase in the Sewer Enterprise Fund. Palmer noted that in 2014 the Emergency Reserve Fund is projected to exceed the 25 percent target set by the Board.

Further discussion focused on the revised financial policies for fund reserves and the Fewson Fund, and revised personnel policies for the merit increase and longevity pay. In regards to the reserve policy, the Board discussed the distinction between the General Fund operating and the

Emergency Reserve and each target, the percentage of reserves and the supermajority language, the sources of the information for the recommended reserve target, and the Fewson Fund. They also discussed the employee recognition program and the merit review process and timing of the increases.

3. **ADJOURN**

The work session ended at 6:57 p.m.

The work session minutes for Tuesday, November 19, 2013, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the third day of December, 2013.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney - 11/21/2013



CITY OF PARKVILLE

Policy Report

Date: Wednesday, November 20, 2013

Prepared By:

Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:

Lauren Palmer
City Administrator

ISSUE:

Application for a sign permit for EHC Accountants, 6325 Lewis Street, Suite 116, in the Parkville Commons. Application # SPA13-22

BACKGROUND:

EHC Accountants is proposing a wall sign that is approximately 31.25 square feet in a B-4 District. Signs in a B-4 district require board approval. There are no standards for the B-4 district. However, staff has reviewed the sign against the regulations for the "B-1" and "B-2" commercial districts as a benchmark. The B-1 and B-2 districts would permit the combined wall signs to cover a maximum of 10% of the area of wall to which the signs are fastened. The proposed signs cover approximately 8.7% of the façade.

The sign is proposed to be lit internally. No hours of illumination have been provided, but the Board's previously stated policy is to permit illumination between the hours of 5:00 a.m. and midnight. Staff recommends installing a timer or other automatic shut off to ensure these hours.

The signs are subject to the covenants and restrictions for the Parkville Commons. As such, the proposed sign has been reviewed and approved by River North Development, LLC (see attached application).

BUDGET IMPACT:

With the exception of application fees collected, there is no budget impact.

ALTERNATIVES:

1. Approve the sign, subject to staff recommended conditions.
2. Approve the sign as proposed without any conditions.
3. Deny the application.

STAFF RECOMMENDATION:

Approve the sign, subject to maximum hours of illumination between 5:00 am and midnight and installation of a timer or other automatic shutoff.

POLICY:

Per Parkville Municipal Code Section 463.140, Board of Aldermen approval is required prior to installation of any sign in a B-4 zoning district.

SUGGESTED MOTION:

I move that the sign permit for EHC Accountants be approved subject to staff recommended conditions.

ATTACHMENT:

1. Sign permit application SPA13-22



COMMUNITY DEVELOPMENT
 8880 Clark Avenue
 Parkville, MO 64152
 (816) 741-7676
 (816) 741-0013 FAX

Date Submitted: _____
 Application #: _____
 Date Approved: _____
 Permit #: _____

Application for Sign Permit

1. Property Information

Name of business/entity for which the sign is requested: EHC ACCOUNTANTST
 Property Address and/or general location: 6325 Lewis Street, Suit 116
Parkville MO 64152

Zoning District: _____ Current Use: _____

Do any covenants and/or deed restrictions apply to this site: Yes No

Note: If yes, this application must be accompanied by signed approval of the association/entity enforcing such.

2. Contact Information

Applicant(s):

Name: Jose Hernandez
 Address: 1708 Central Ave.
Kansas City KS 66102
 Phone: 913.787.6613
 Fax number: 913.281.0798
 Email: josehernandez1541@sbcglobal.net

Property owner(s), if other than applicant:

Name: Gina James
 Address: 6325 Lewis, Suit 116
Parkville MO, 64152
 Phone: 816.298.9000
 Fax number: 816.880.9237
 Email: _____

Company designing the sign:

Name: Advertising Alternatives LLC
 Address: 1708 Central Avenue
Kansas City KS, 66102
 Phone: 913.233.0799
 Fax number: 913.281.0798
 Email: josehernandez1541@sbcglobal.net

Company installing the sign:

Name: Advertising Alternatives LLC
 Address: 1708 Central Avenue
Kansas City KS, 66102
 Phone: 913.233.0799
 Fax number: 913.281.0798
 Email: josehernandez1541@sbcglobal.net

Contact(s) for correspondence: applicant owner designer installer other _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that no sign shall hereafter be erected, re-erected, constructed, altered or maintained except in conformance with the Parkville City Code. We acknowledge that the design, materials, and methods of construction of signs, shall comply with the applicable sections of the International Building Code and Electrical Code as adopted by the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit. We acknowledge that this permit is invalid if work is not completed within 180 days from the date of issuance, unless otherwise approved by the Community Development Director.

Applicant's Signature (Required) [Signature] Date: 11/08/13
Property Owner's Signature (Required) Gina James, CPA Date: 11/11/13

3. Sign Information

Sign Type: awning building directory door directional menu monument
 projecting sandwich board wall (painted) wall (mounted) window
 other: _____

Proposed location: 6325 N Lewis Suit 116, Parkville MO, 64152

Sign face dimensions/area: Height 20' Width 18' Projection _____ Area: 360 sq ft

Sign face material: White Lexan 3/16" with Full color Backlite.

Sign structure dimen./area: Height 25" Width 15' Projection _____ Area: 31.25 sq ft

Sign structure material: Aluminum .040

Text height: EHC CERTIFIED PUBLIC ACCOUNTANTS

If attached to or painted on a building: area of façade to which the sign is attached: _____

And percent of façade covered by sign: _____

If attached to or painted on a window or door, area of such: _____

And percent of surface covered by sign: _____

If attached to or painted on a building, the sign height above grade: Top _____ Bottom _____

Is the sign proposed to be lit? Yes No If yes, how? LED Interior Illumination

If yes, business hours and hours of illumination? _____

4. Checklist of required submittals

- Completed application.
- A drawn elevation or photo of the building showing the proposed sign face and sign structure, with dimensions, text and graphics, lettering heights, colors, materials, and method of attachment and/or construction. If attached to or painted on a building (including window or door signs), show the façade with dimensions and sign location. If the sign is free standing, include a site plan showing the sign location, building footprint, property lines, and abutting street rights-of-way and centerlines.
- Authorization signature of the applicant and property owner.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

For City Use Only

Application accepted as complete by: _____
Name / Title _____ Date _____

Action Taken: Approved Approved with Conditions Denied

Date of Action: _____ Name / Title: _____

Signature: _____

Special conditions if any: _____

Permit Fee: _____

Payment: Check # _____ M.O. _____ Cash Amt. _____

Light Box with Channel Letter Sign

PARKVILLE COMMONS

Architectural & Design Review
FINAL APPROVAL

These plans submitted and dated _____
for _____ of a tenant finish or
pad site on Lot # _____, _____ Plat or
Building _____, are approved as of _____

By:

River North Development, L.L.C.

Managing Director

ehc CERTIFIED PUBLIC ACCOUNTANTS

Up

20'

18'

ehc
6325 Lewis St. Suite 116

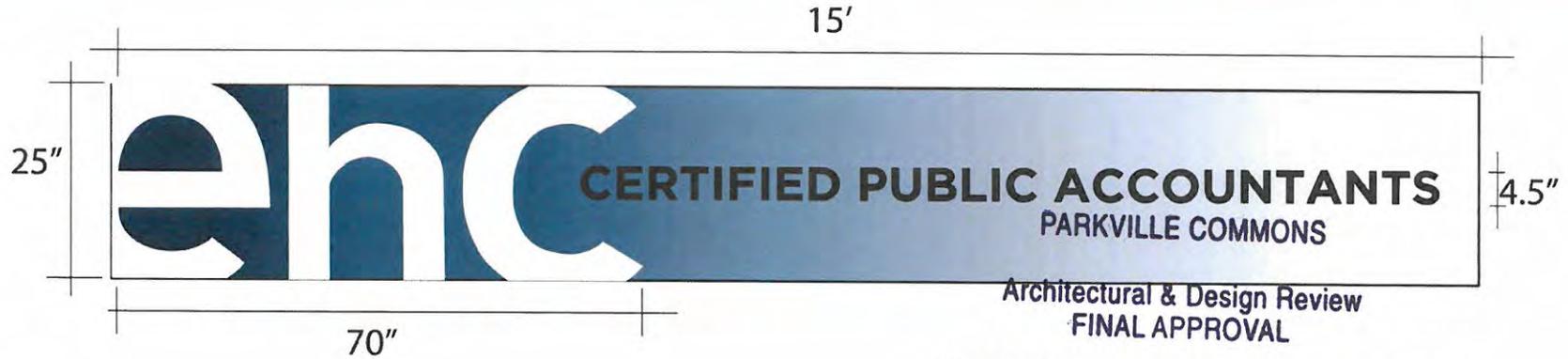
Gina C. James, CPA
Mary J. Hayslett, CPA

LOVE
PARKVILLE
BUY LOCAL

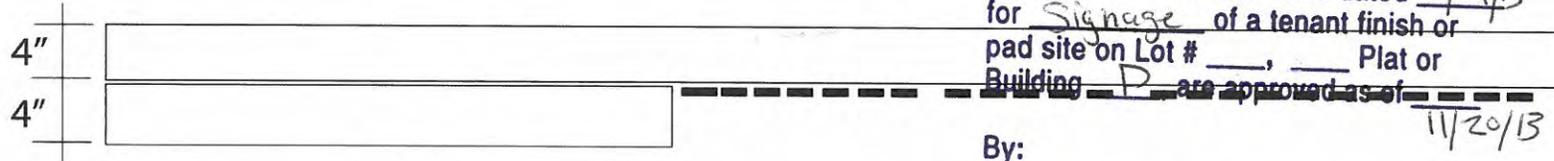


CHANNEL LETTERS SIGN MOUNTED ON LIGHT BOX (internal illuminated)

FRONT VIEW



SKY VIEW



These plans submitted and dated 11/19/13
 for Signage of a tenant finish or
 pad site on Lot # , Plat or
 Building P are approved as of 11/20/13

By: Alex Bloch
 River North Development, L.L.C.
 PVC Letters

Light Box
 (LED internal illumination)

Face color: Gradient Blue
 Return color: White
 Trim: white
 Face Material: White Lexan
 w/ full color backlit
 Internally illuminated (Flouresent lamps)

Channel Letters
 (LED Internal Illumination)

Face color: White
 Return color: White
 Trim: white
 Face Material: White Acrylic
 Internally illuminated (white LED)

CERTIFIED
 PVC Letters

Face color: Black
 1/4" Thickness

Alex Bloch
 Managing Director
 Property Manager

For more details call to 913 233 0799 or fax 913 281 0798

Advertising Alternatives LLC
 1708 CENTRAL AVE. KANSAS CITY KS 66102

Job Name:	EHC Certified Public Accounts	Date:	11/08/2013
Client:	Gina James	Artist:	
Address:	6325 Lewis Street Suit 116	Drawing /Rev No:	
City/State/Zip:	Parkville MO, 64152	Scale:	
Customer Approval:	Approval Date:	Sales Rep:	Jose Hdz

This original drawing is property of Advertising Alternatives LLC until it is purchased by client and is not to be exhibited, copied, reproduced or distributed without expressed written consent.

WALL ATTACHMENT NOTE:
 Installation details as shown do not always represent actual wall conditions. The proper attachment method for specific wall materials shall be verified in the field to provide for a safe and secure installation and must meet all local and state code requirements.

Note to the Board: This request from Sakae LLC at 6325 Lewis Street, Suite 100 is for a resort license with Sunday sales. The applicant has provided the City with all necessary documentation; passed all required inspections, including the background check for the managing officer and paid all standard license fees to allow this application to proceed to the Board.

Melissa McChesney, City Clerk

APPLICATION TO SELL LIQUOR IN PARKVILLE, MISSOURI (Rev. 5/13/99)

For period 12/31/13 to May 31, 2014

per Parkville Municipal Code Chapter 600

Date 11/7/13

SECTION 1

1. Name of business Sakae, LLC

2. Type of business Restaurant

3. Street address where liquor is to be sold 6325 Lewis St #100
Parkville, MO 64152

4. Mailing address 6325 Lewis St #100
Parkville, MO 64152

5. Phone No. of business (816)803-1959 FAX No. n/a

6. Name of managing officer (principal applicant) Sam Hoang

7. Name(s) of any partner(s) in this business (attach separate sheet if necessary):
n/a

8. Names(s) and residence address(es) of any other person(s) having financial interest in this business or partnership (attach separate sheet if necessary):
n/a

9. If corporation, give name of corporation, date of incorporation, state in which incorporated, and names and addresses of all stockholders who hold ten percent or more of the capital stock (attach separate sheet if necessary):

Sakae, LLC 11/2/13, Missouri

Sam Hoang

10. Name(s) and residence address(es) of any other person(s) having financial interest in the building to be used for liquor sales:

n/a

NOTE: A separate Section 2 must be completed by each managing officer and each partner, and all completed Section 2's must be filed with this application.

SECTION 3: LICENSE FOR WHICH APPLICATION IS MADE

(Please choose the license for which application is being made.)

1. **Microbrewer \$375:** (Based on annual production of at least 5,000 barrels, at a fee of \$7.50 per hundred barrels. If, at the end of the license year, the microbrewery has produced less than 5,000 barrels, the City shall refund \$7.50 for every hundred barrels under that number. A fraction of a hundred barrels produced shall be counted as a hundred barrels.)
Allows production of beer and malt liquor, not more than 10,000 barrels per year. Zones I-1, I-2 or I-3 only. Holder of this license must also have a resort liquor license. (RSMo 311.195)
2. **Retailer of malt liquor in the original package: \$22.50**
Allows sale of malt liquor in original package for consumption off premises. LIMITED to drug stores, cigar/ tobacco stores, confectioneries, delicatessens, grocery or general merchandise stores with stock having at-cost value of at least \$1,000 (RSMo 311.200)
3. **Retailer of malt liquor by the drink: \$52.50**
Allows sale of malt liquor/ light wine by drink for consumption on premises, sale of malt liquor/ light wine in original package for consumption off premises. (RSMo 311.200)
4. **Retailer of intoxicating liquor in original package: \$75**
Allows sale of intoxicating liquor, malt liquor in original package for consumption off premises. LIMITED to drug stores, cigar/ tobacco stores, confectioneries, delicatessens, grocery or general merchandise stores having at-cost value of at least \$1,000. (RSMo 311.200, 311.293)
5. **Resort license: \$375 Sunday Sales: additional \$300** *\$675*
Allows sale of intoxicating liquor by drink for consumption on premises of a "resort," sale of intoxicating liquor in original package for consumption off premises, sale of malt liquor by drink for consumption on premises, sale of malt liquor in original package for consumption off premises. (RSMo 311.095)
- 5a. **Temporary resort license: \$93.75 for 3 months/ Sunday sales: \$75 for 3 months**
Allows 3-month resort license, based on projection of sales. For all new restaurants.
6. **Temporary malt liquor/ light wine sale-by-drink permit: No fee**
Allows sale of light wine and malt liquor for consumption off premises where sold between 10:00a.m. and midnight (11:00a.m. to midnight on Sundays) or requested date(s) of sale. LICENSE LIMITED to church, school, civic, service, fraternal, veterans, political, or charitable club or organization for picnic, bazaar, fair, festival or similar gathering or event. (RSMo 311.482)
7. **Intoxicating liquor by drink for consumption on premises on boat: \$450**
Authorizes sale of intoxicating liquor by the drink at retail for consumption on the premises of any boat or other vessel licensed by the United States Coast Guard to carry one hundred (100) or more passengers for hire on navigable waters in or adjacent to this State, which has a regular place or mooring in Parkville, Missouri. NOTE: Does not include riverboat gambling boats. (RSMo 311.090)
8. **Intoxicating liquor by drink for consumption on premises- including Sunday Sales**
Authorizes sale of liquor by drink at retail for consumption on premises. LICENSE LIMITED to charitable, fraternal, religious, service or veterans' organization with 501(c) exemption. (RSMo 311.090)
9. **Wholesaler**
As defined by RSMo 311.180 (9): \$375

CITY OF PARKVILLE
Policy Report

Date: December 3, 2013

Prepared By:

Tim Blakeslee
Assistant to the City Administrator

Reviewed By:

Matthew Chapman
Finance/Human Resources Director

ISSUE:

Approval of Accounts Payable Invoices, Payroll Expenditures, Electronic Funds Transfer (EFT) Payments, Insurance Payments, and 1st of the Month Checks from 11/15/2013 - 11/29/2013.

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from Nov 15, 2013, through Nov 29, 2013. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of City funds.

BUDGET IMPACT:

Accounts Payable	\$ 170,271.09
Payroll	\$ 51,516.65
ETF Payments	\$ 1,115.00
Insurance Payments	\$ -
1 st of the Month	\$ 2,391.67
TOTAL	\$ 225,294.41

ALTERNATIVES:

1. Approve the release of funds.
2. Deny the release of funds and provide further direction to City Administration.
3. Deny any portion of the release of funds and provide further direction to City Administration.

STAFF RECOMMENDATION:

Staff recommends the release of funds as summarized in the attached statements.

SUGGESTED MOTION:

I move to appropriate \$225,294.41 of city funds to pay salaries and accounts.

ATTACHMENT/S:

1. Accounts Payable
2. 1st of the Month
3. ETF Payments
4. Payroll

PACKET: 04345 Federal Withholdings - 11/15/13

VENDOR SET: 01

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00044	Park Bank							
	I-T1 201311154007	Federal Withholding	D	11/15/2013		7,105.88CR	000000	
	I-T3 201311154007	FICA W/H	D	11/15/2013		8,166.20CR	000000	
	I-T4 201311154007	Medicare W/H	D	11/15/2013		1,909.88CR	000000	17,181.96

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	17,181.96	17,181.96
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	17,181.96	17,181.96

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04347 Utilities 11/19
VENDOR SET: 01
BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00159	Missouri American Water							
	I-10/9/13-11/8/	1017-210011742538	R	11/19/2013		16.47CR	031608	16.47
01614	KCPL							
	I-10/10/13-11/12/13	3363-47-3538	R	11/19/2013		2,652.69CR	031609	2,652.69

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	2,669.16	2,669.16
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	2	0.00	2,669.16	2,669.16

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04348 Utilities 11/19 #2

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01614	KCPL							
	I-10/11/13-11/13/13	6177-23-7374	R	11/19/2013		23.52CR	031610	23.52

** T O T A L S **

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	23.52	23.52
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	23.52	23.52

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04351 Utilities 11/25

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00159	Missouri American Water							
	I-10/12-11/14	10/12-11/14	R	11/25/2013		17.29CR	031611	
	I-10/15-11/15	10/15-11/15	R	11/25/2013		739.41CR	031611	
	I-2 Cents Add 11/25	10/15-11/15 Bills. 2 Cents Add	R	11/25/2013		0.02CR	031611	756.72
01614	KCPL							
	I-10/17/13-11/18/13	10/17/13-11/18/13	R	11/25/2013		1,618.58CR	031612	1,618.58

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		2	0.00	2,375.30	2,375.30
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		2	0.00	2,375.30	2,375.30

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04359 Utilities 11/26

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00159	Missouri American Water							
	I-10/15/113-11/15/13	10/15/13-11/15/13 Water Bills	R	12/03/2013		83.99CR	031663	
	I-10/15/13-11/15/13	Water 10/15/13-11/15/13	R	12/03/2013		82.04CR	031663	166.03
00160	Missouri Gas Energy							
	I-10/18/13-11/18/13	10/18/13-11/18/13 Gas Bills	R	12/03/2013		210.28CR	031664	210.28
01614	KCPL							
	I-10/17-11/18	10/17-11/18	R	12/03/2013		760.27CR	031665	760.27

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	1,136.58	1,136.58
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	3	0.00	1,136.58	1,136.58

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04365 One Check Riss Lake
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01390	Riss Lake Homes Association							
	I-11/2013	11/2013 Grinder Pump Transfer	R	12/03/2013		25,788.86CR	031670	25,788.86

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		1	0.00	25,788.86	25,788.86
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		1	0.00	25,788.86	25,788.86

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04368 Federal Withholdings -11/29/13

VENDOR SET: 01

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00044	Park Bank							
	I-T1 201311274008	Federal Withholding	D	11/29/2013		7,282.70CR	000000	
	I-T3 201311274008	FICA W/H	D	11/29/2013		8,538.52CR	000000	
	I-T4 201311274008	Medicare W/H	D	11/29/2013		1,996.88CR	000000	17,818.10

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	17,818.10	17,818.10
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	17,818.10	17,818.10

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04353 Regular Payments 11/25
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00207	Time-Warner Cable							
	I-11/21/13-12/20/13	City Hall Internet Service-AD	R	11/25/2013		175.00CR	031613	175.00
01099	Toshiba							
	I-10364855	Black Counter-AD	R	11/25/2013		108.90CR	031614	
	I-10364856	Color Counter-AD	R	11/25/2013		186.22CR	031614	
	I-10492880	Court Black Counter	R	11/25/2013		82.51CR	031614	377.63
ATT	AT&T Uverse							
	I-11/7/13-12/6/13	AT&T Uverse Street Barn-ST	R	11/25/2013		40.00CR	031615	40.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	592.63	592.63
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	3	0.00	592.63	592.63

PACKET: 04358 Regular Payments 11/26

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00006	Alamar Uniforms I-432775	Uniforms-PD	R	12/03/2013		115.89CR	031619	115.89
00489	American Equipment Co. I-17917	Bearings-ST	R	12/03/2013		88.80CR	031620	88.80
01369	Ameriguard Inc I-7133	Hiring/Substance Screening-PD	R	12/03/2013		275.00CR	031621	275.00
00258	Carter Waters Constructio I-11095124-1	Concrete Thermometer-ST	R	12/03/2013		46.87CR	031622	46.87
00014	Chucks Parkville Garage I-30164	Coil for truck-NS	R	12/03/2013		240.85CR	031623	240.85
02187	City of Weatherby Lake I-11/14/13	Crack Filling Machine Rental	R	12/03/2013		2,250.00CR	031624	2,250.00
00344	Coleman Equipment, Inc. I-116985	Case Uniloader Maint-PK	R	12/03/2013		39.73CR	031625	39.73
02092	Cook, Flatt & Strobel Engineers, P.A. I-32837	Route 9 Trail Phase 1	R	12/03/2013		1,646.59CR	031626	1,646.59
01990	Dale Brothers, Inc. I-10403	Salt and Sand-ST	R	12/03/2013		1,157.87CR	031627	
	I-10644	Salt and Sand-ST	R	12/03/2013		1,615.65CR	031627	
	I-10647	Salt and Sand-ST	R	12/03/2013		1,349.45CR	031627	
	I-10667	Salt and Sand-ST	R	12/03/2013		1,161.32CR	031627	
	I-10674	Salt and Sand-ST	R	12/03/2013		1,242.09CR	031627	
	I-10702	Salt and Sand-ST	R	12/03/2013		1,307.59CR	031627	
	I-10748	Salt and Sand-ST	R	12/03/2013		1,673.14CR	031627	
	I-10750	Satl and Sand-ST	R	12/03/2013		1,388.85CR	031627	10,895.96
02065	Data Technologies, Inc. I-11/18/13	UGM Meeting-SW	R	12/03/2013		95.00CR	031628	95.00
00156	Dave's Foreign Car Repair LLC I-128,516	Vehicle Repair and Maint-PD	R	12/03/2013		197.09CR	031629	
	I-128,606	Oil Change-PD	R	12/03/2013		35.00CR	031629	232.09
00036	Deffenbaugh Industries I-5891528	Transh Service at WWTF-SW	R	12/03/2013		29.71CR	031630	29.71

PACKET: 04358 Regular Payments 11/26
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01319	Dirt Man I-393027	Topsoil-DRJP	R	12/03/2013		500.00CR	031631	500.00
02186	Dr. Dent of the Ozarks I-2068	Vehicle Repair and Maint-PD	R	12/03/2013		35.00CR	031632	35.00
02175	eNet I-3647	IT Services-IT	R	12/03/2013		853.65CR	031633	853.65
00045	Federal Office Products, Inc. I-489343-0	Berg Supplies-AD	R	12/03/2013		9.95CR	031634	9.95
00052	Glen's Automotive Service Center, Inc I-89745	Blower Motor Repair-ST	R	12/03/2013		122.75CR	031635	122.75
00055	H&H Septic Service, Inc. I-33107C	Cleaning out McAfee Pumop-SW	R	12/03/2013		2,195.00CR	031636	2,195.00
00501	Hinckley Springs I-133233054049 I-6913039 110713	Water Delivery-ST Water Delivery-ST	R R	12/03/2013 12/03/2013		12.63CR 24.98CR	031637 031637	 37.61
00232	Hunt Martin Materials I-1299666 I-1299673 I-1299674 I-1299677	Rock-NS Rock-NS Rock-NS Rock-NS	R R R R	12/03/2013 12/03/2013 12/03/2013 12/03/2013		76.11CR 77.72CR 82.68CR 71.42CR	031638 031638 031638 031638	 307.93
00372	Intelligent Products Inc I-168483A	Dog Waste Bags-PK	R	12/03/2013		474.30CR	031639	474.30
01752	InterPrecision LLC I-1172013PARK	Spanish Interpreter-CT	R	12/03/2013		128.25CR	031640	128.25
01896	KC Wireless Inc I-101544	Capital Expend Vehicle-PD	R	12/03/2013		3,035.59CR	031641	3,035.59
01403	Kenny's Auto and Tire Service I-26967	Uniloader Tire Repair-PK	R	12/03/2013		25.00CR	031642	25.00
00279	Lettersmith Sign & Decal Company I-13947	Cap. Expenditure Vehicle-PD	R	12/03/2013		794.00CR	031643	794.00

PACKET: 04358 Regular Payments 11/26
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00088	Miller's Landscape and Lawncare							
	I-76086	Sprinkler System Blow Out-PK	R	12/03/2013		120.00CR	031644	
	I-76087	Sprinkler System Blow Out-PK	R	12/03/2013		100.00CR	031644	
	I-76088	Sprinkler System Blow Out-PK	R	12/03/2013		75.00CR	031644	
	I-76273	Sprinkler System Blow Out-PK	R	12/03/2013		75.00CR	031644	370.00
02168	Noel Derr							
	I-867454	Cemetary Maint-AD	R	12/03/2013		440.00CR	031645	440.00
02172	Ochsner Hare & Hare, LLC							
	I-4658	Downtown Master Plan	R	12/03/2013		24,282.00CR	031646	
	I-4680	Downtown Master Plan	R	12/03/2013		29,703.00CR	031646	53,985.00
00097	P & G Hardware							
	I-11/17/13 Invoice	11/17 Invoice-DRJP, PK, ST, PW	R	12/03/2013		432.30CR	031647	432.30
00107	Platte Rental & Supply							
	I-5376	X-line neon green-ST	R	12/03/2013		15.99CR	031648	15.99
01739	Print Time							
	I-9001936-IN	Mailing Envelopes-AD	R	12/03/2013		42.00CR	031649	42.00
00338	R H Fastener Supply, Inc.							
	I-274585-0003	Nuts,Bolts,Washers,ZipTies-ST	R	12/03/2013		125.80CR	031650	125.80
00113	Radioshack							
	I-025235	Batteries, Volt Meter-ST	R	12/03/2013		60.47CR	031651	60.47
01982	Rejis Commission							
	I-INV0032483	Terminal Rejis-PD	R	12/03/2013		62.56CR	031652	62.56
00274	Ricoh USA, Inc.							
	I-5028333345	Canon Maint-Nov	R	12/03/2013		76.05CR	031653	76.05
01798	Robert Fluchel							
	I-11/2/13 Exp Report	11/2/13 Exp Report Fluchel-NS	R	12/03/2013		15.00CR	031654	15.00
01785	ServiceMaster Elite							
	I-14994	Janitorial October-AD	R	12/03/2013		502.49CR	031655	502.49
01668	Shelley Oberdiek							
	I-Sept-October	September/October-AD	R	12/03/2013		560.00CR	031656	560.00

PACKET: 04361 Regular Payments 11/27
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01087	Stinson Morrison Hecker LLP							
	I-10069456	Legal Services-AD,SW	R	12/03/2013		6,450.00CR	031666	
	I-10069457	Legal Services-AD	R	12/03/2013		46.62CR	031666	
	I-1006959455	Legal Services-AD	R	12/03/2013		2,108.00CR	031666	8,604.62
01349	K & R's GT Muffler & Brake LLC							
	I-11706	01 Ford Repair-PK	R	12/03/2013		572.55CR	031667	572.55
01581	King's Small Engine Repair							
	I-K4387087	Gator and Mower Repair-PK	R	12/03/2013		201.10CR	031668	201.10
02018	Ace ImageWear							
	I-241616	Shop Towels-PK	R	12/03/2013		35.50CR	031669	35.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	4	0.00	9,413.77	9,413.77
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	4	0.00	9,413.77	9,413.77

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04358 Regular Payments 11/26
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01488	Staples Advantage I-80276447263	Office S-AD,ST,PK,ST,PW,CD,PD	R	12/03/2013		376.26CR	031657	376.26
02188	Tami Hays I-11/22/13 Exp Repor	11/22/13 Expense Report-SW	R	12/03/2013		33.30CR	031658	33.30
01538	The Victor L. Phillips, Co. I-WK82715	Case 70xt Repairs-PK	R	12/03/2013		944.94CR	031659	944.94
01967	The Waldinger Corporation I-122261-5	HVAC Maint-AD	R	12/03/2013		591.48CR	031660	591.48
02071	TranSystems Corporation I-0002507385 I-0002507385B	Livable Communities Study Livable Communities Study 14B	R	12/03/2013 12/03/2013		7,289.11CR 2,568.44CR	031661 031661	 9,857.55
00150	Vance Bros Inc I-109005 I-109065	Asphalt Patching-ST Asphalt Patching-ST	R	12/03/2013 12/03/2013		196.50CR 108.00CR	031662 031662	 304.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	44	0.00	93,271.21	93,271.21
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	44	0.00	93,271.21	93,271.21

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 04355 Monthly Checks - December 1

VENDOR SET: 01

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00100	Peter M. Schloss							
	I-Dec2013-Prosecuto	City Prosecutor	R	12/01/2013		1,450.00CR	031616	1,450.00
00577	Sarah E Recker, Law Offic							
	I-Dec2013-Pub Defen	Public Defender	R	12/01/2013		541.67CR	031617	541.67
01221	Andrew Coulson							
	I-Dec2013-Asst Pros	Assistant Prosecutor	R	12/01/2013		400.00CR	031618	400.00

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		3	0.00	2,391.67	2,391.67
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		3	0.00	2,391.67	2,391.67

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 04356 December 1 EFT Payments

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====							
01-01907	Chris Fisher*						
I-Dec2013-Allowance	12/01/2013	BOA	Expense Allowance	45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			BOA Expense Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			
=====							
01-01885	Diane Driver*						
I-Dec2013-Allowance	12/01/2013	Allowance		45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			
=====							
01-02044	Jackie Snyder*						
I-Dec2013-Allowance	12/01/2013	Monthly Expense Allowance		45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Monthly Expense Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			
=====							
01-01295	James Brooks*						
I-Dec2013-Exp allow	12/01/2013	Monthly Expense Allowance		45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Expense Allowance		10 501.01-32-00	Expense Allowan	45.00
			=== VENDOR TOTALS ===	45.00			
=====							
01-01886	Jim Werner*						
I-Dec2013-Allowance	12/01/2013			45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			
=====							
01-02045	Kari Lamer*						
I-Dec2013-Allowance	12/01/2013	Monthly Expense Allowance		45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Monthly Expense Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			

PACKET: 04356 December 1 EFT Payments

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-01887	Kendall Welch*						
I-Dec2013-Allowance	12/01/2013		Allowance	45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Allowance		10 501.01-32-00	Exp Allowance-B	45.00
			=== VENDOR TOTALS ===	45.00			
01-01681	Kevin Chrisman*						
I-Dec2013-Reimburse	12/01/2013		Cell Phone Reimbursement	40.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Cell Phone Reimbursement		10 505.03-05-00	Mobile Phones &	40.00
			=== VENDOR TOTALS ===	40.00			
01-02125	Kevin D. Humiston*						
I-Dec2013-Allowance	12/01/2013		Monthly Expense Allowance	45.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Monthly Expense Allowance		10 510.01-32-00	Expense Allow -	45.00
			=== VENDOR TOTALS ===	45.00			
01-02119	Kevin E. Davis*						
I-Dec2013-Reimburse	12/01/2013		Cell Phone Reimbursement	25.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Cell Phone Reimbursement		10 505.03-05-00	Mobile Phone &	25.00
			=== VENDOR TOTALS ===	25.00			
01-01837	Kirk Rome*						
I-Dec2013-Allowance	12/01/2013		Allowance	250.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: Y		
			Allowance		10 515.01-33-00	Auto Allow-Publ	250.00
I-Dec2013-REIMB	12/01/2013		Cell Phone Reimbursement	40.00			
	AP		DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
			Cell Phone Reimbursement		10 515.03-05-00	Mobile Phones &	40.00
			=== VENDOR TOTALS ===	290.00			

PACKET: 04356 December 1 EFT Payments

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====						
01-02142	Lauren Palmer*					
I-Dec2013-Allowance	12/01/2013	Auto Allowance	100.00			
	AP	DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
		Auto Allowance		10 501.01-33-00	Auto Allow-City	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-00193	Marc Sportsman*					
I-Dec2013-Allowance	12/01/2013	Monthly Expense Allowance	45.00			
	AP	DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
		Monthly Expense Allowance		10 501.01-32-00	Exp Allowance-B	45.00
		=== VENDOR TOTALS ===	45.00			
=====						
01-01239	Nan McManus Johnston*					
I-Dec2013-Allowance	12/01/2013	Monthly Expense Allowance	45.00			
	AP	DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
		Monthly Expense Allowance		10 501.01-32-00	Expense Allowan	45.00
		=== VENDOR TOTALS ===	45.00			
=====						
01-01033	Sean Ackerson*					
I-Dec2013-Allowance	12/01/2013	Auto allowance	200.00			
	AP	DUE: 12/01/2013 DISC: 12/01/2013		1099: Y		
		Auto allowance		10 518.01-31-00	Expense Allow.	200.00
		=== VENDOR TOTALS ===	200.00			
=====						
01-01729	Toni Rizutti*					
I-Dec2013-Reimburse	12/01/2013	Cell Phone Reimbursement	10.00			
	AP	DUE: 12/01/2013 DISC: 12/01/2013		1099: N		
		Cell Phone Reimbursement		10 510.03-05-00	Mobile Phone &	10.00
		=== VENDOR TOTALS ===	10.00			
		=== PACKET TOTALS ===	1,115.00			

CITY OF PARKVILLE Policy Report

Date: Wednesday, November 20, 2013

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Tim Blakeslee
Assistant to the City Administrator

ISSUE:

Approve 2014 Operating Budget and 2014 – 2019 Capital Improvement Program (CIP)

BACKGROUND:

The City operates on a January 1 – December 31 fiscal year and therefore must adopt a 2014 budget before the end of the calendar year. The process involves four budget work sessions followed by a legislative meeting to review and adopt the final budget.

At the first budget work session, staff presented preliminary budget sheets for the General Fund, Transportation Fund, Nature Sanctuary Donations Fund, and Emergency Reserve Fund. The second budget work session focused on the Debt Service Funds and the Capital Improvement Program (CIP). Updated forecast sheets for other budgeted funds were included in the second work session packet. A revised CIP was presented at the third budget work session, based on direction from the Mayor and Board at the second work session. The final work session focused on the Sewer Enterprise Fund and other miscellaneous follow-up items. The table below summarizes the recommended expenditures for 2014 by fund:

	Expenditures		
	2013 Budget	2013 Projected	2014 Budget
General Fund (minus transfers)	\$3,556,716	\$3,371,337	\$3,753,785
Transfers Out (unduplicated)	\$450,000	\$450,000	\$250,000
Debt Service	\$991,450	\$987,582	\$991,667
Sewer Enterprise Fund	\$1,191,413	\$1,128,735	\$1,288,764
Special Revenue Funds			
Transportation Fund (minus transfers)	\$246,000	\$201,270	\$608,050
Projects Fund (city funding minus transfers)	\$156,094	\$128,062	\$0
Nature Sanctuary Fund	\$0	\$6,187	\$13,000
Parks Donations	\$65,000	\$69,764	\$0
Eco Devo/Guest Tax	\$20,000	\$21,500	\$5,000
Equipment Fund (minus transfers)	\$65,963	\$64,470	\$0
Fewson Fund	\$150	\$150	\$88,400
TOTAL	\$6,742,786	\$6,429,057	\$6,998,666

The only change to the recommended budget after the fourth budget work session is related to personnel adjustments. The Board discussed altering the service award policy to recognize long-standing employees for years of service performed before the adoption of the policy. Staff amended the language of the policy to grant a one-time award in 2014 to employees with records of service who would not otherwise be eligible for a service award in 2014, as follows:

- 5 – 10 years of service - \$250
- 11 – 20 years - \$500
- 21 or more years - \$750

ITEM 5A
For 12-03-13
Board of Aldermen

In addition, a recommendation was made to adjust the merit award system such that new employees do not have to complete a full year of service before becoming eligible for a merit raise. Staff amended the policy so that new employees (less than one year of service) are eligible for a pro-rated merit increase based on the number of months of satisfactory performance in the preceding year. The combined impact of both changes to the merit increase and the service awards is just under \$3,000.

BUDGET IMPACT:

Recommended 2014 Budget			
	Revenues	Expenses	Balance
General Fund	\$4,640,755	\$4,226,511	\$414,243
Emergency Reserve Fund	\$1,320,966	\$0	\$1,320,966
Debt Service Funds	\$1,562,512	\$991,667	\$570,845
Special Revenue Funds	\$1,639,022	\$1,068,450	\$570,572
Sewer Enterprise Fund	\$1,784,905	\$1,288,764	\$496,141
TOTAL	\$10,948,160	\$7,575,392	\$3,372,767

ALTERNATIVES:

1. Adopt the 2014 Operating Budget and the 2014 – 2019 Capital Improvement Program.
2. Adopt the 2014 Operating Budget and the 2014 – 2019 Capital Improvement Program with changes as desired by the Board of Aldermen.
3. Table the item to December 17, 2013, and provide further direction to City Administration.

STAFF RECOMMENDATION:

Adopt the 2014 Operating Budget and the 2014 – 2019 Capital Improvement Program.

SUGGESTED MOTION

I move that Bill No. _____, an ordinance approving and adopting the 2014 Operating Budget and the 2014 – 2019 Capital Improvement Program (CIP) be approved on first reading and passed to second reading by title only.

I move that Bill No. _____ be approved on first reading and passed to second reading by title only.

I move that Bill No. _____ be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Responses to Questions from the 4th Budget Work Session
 2. Ordinance
 3. Recommended 2014 Operating Budget
 4. Recommended 2014 – 2019 Capital Improvement Program (CIP)
-



CITY OF PARKVILLE
Memorandum

Date: Friday, November 23, 2013

To: Mayor and Board of Aldermen

From: Tim Blakeslee, Assistant to the City Administrator

CC: Lauren Palmer, City Administrator
Department Heads

RE: Budget Work Session Request for Information

Below is a summary of questions or requests for additional information that were raised by the Mayor or Board of Aldermen at the last budget work session on November 19, 2013.

Items That Are Addressed in this Memorandum

- **Please explain why Parkville’s average annual sewer cost is above average if both the base rate and the consumption rate are below the average of peer communities.**

In the previous policy report to the board, Parkville’s average annual sewer cost seemed contradictory to the other statistics listed. The memo presented that Parkville is slightly above average on yearly cost, but lower than average on the base rate (monthly service fee) and consumption rates. There are two reasons for this apparent discrepancy.

1. For simplicity in the previous memo, only communities with a comparable consumption rate structure to Parkville were used in creating the table to the right. This means that the average for the first 1000 gallons (\$7.32) was computed by selecting only communities which have a consumption tier of 0 to 1000 gallons of usage.

	First 1000 gal	Add. 1000 gal
Parkville	\$ 5.44	\$ 5.44
Average	\$ 7.32	\$ 5.57

The average for an additional 1000 gallons (\$5.57) was computed by selecting only communities which have a static consumption tier after 1000 gallons of usage and **do not** have an additional third (or forth) tier.

However, there are a few communities with additional tiers or significantly different rate structures. Communities with multiple consumption rates generally have a declining rate structure that provides a discount for high volume customers. This means that while Parkville is below the average for the first-tier and second-tier consumption rates, it is not for the third tier or beyond.

	2000- 3000 gal	3000- 4000 gal
Parkville	\$ 5.44	\$ 5.44
Average	\$ 5.39	\$ 5.39

Base Rate Fee

2. There were eleven surveyed communities which do not have base rates (monthly service fees). These communities were not taken into consideration when calculating the base rate average in the chart to the right.

Parkville	\$ 11.51
Average	\$ 12.41

	Base Rate Fee (Including Those with \$0 Fee)
Parkville	\$ 11.51
Average	\$ 8.62

However, the average annual sewer cost included all surveyed communities, meaning that those without base rates were also incorporated (chart to the left). This would pull the average annual sewer cost down in some communities.

The combined effects of these two issues are the reason for the statistical discrepancy. The surveyed statistics still show that Parkville is near the average for sewer rates, monthly service fees, and average annual cost in the Kansas City metro area.

Has the City ever spent the proceeds from the Fewson Fund?

The original Fewson Trust documents direct that 50% of annual proceeds be distributed to the City for “general projects for the City of Parkville, Missouri.” Therefore, the City has transferred 50% of the Fewson earnings each year (except 2012 and 2013) into the Projects Fund or another fund specifically used for capital projects.

When interest rates were higher, the transfer typically ranged from \$8,000 to \$12,000. Due to low interest rates in 2012 and 2013, the transferable amounts would have been about half (or less) of previous years. The City decided not to transfer these funds in 2012 and 2013.

In the past, the transferred amounts have not been enough to cover any specific project, so the earnings were not identified directly as funding any specific projects.

Please let me know if you have any questions or if there are additional items that have not been addressed.

AN ORDINANCE APPROVING AND ADOPTING THE OPERATING BUDGET FOR THE PERIOD FROM JANUARY 1 THROUGH DECEMBER 31, 2014, AND THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2014 THROUGH 2019, FOR THE CITY OF PARKVILLE, MISSOURI.

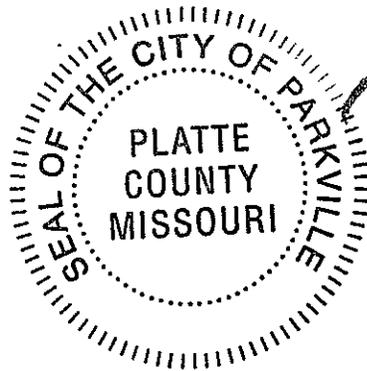
BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI AS FOLLOWS:

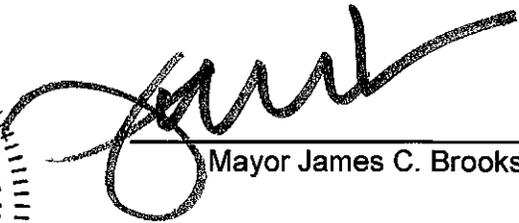
Section 1. The Board of Aldermen does hereby approve and adopt the 2014 Operating Budget for the City of Parkville, said budget attached hereto and incorporated herein by reference.

Section 2. The Board of Aldermen does hereby approve the 2014 - 2019 Capital Improvement Program (CIP), said CIP attached hereto and incorporated herein by reference.

Section 3. This ordinance shall become effective as of January 1, 2014.

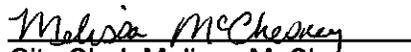
PASSED and APPROVED this 3rd day of December 2013.





Mayor James C. Brooks

ATTESTED:



City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Report

Date: Monday, November 18, 2013

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Matthew Chapman
Human Resources/Finance Director

ISSUE:

Resolution to Approve Financial Policies: Reserve Policy and Fewson Fund Policy

BACKGROUND:

Two policies were identified for revision during the budget process. The existing Emergency Reserve Fund Policy requires all General Fund balances to be swept the Emergency Reserve Fund at the end of the fiscal year. The wording of this policy does not account for maintaining an operating reserve or having a beginning fund balance for the next budget year. City Administration recommends a broader Reserve Policy that outlines the fund balance targets for all funds, primarily the General Fund, Emergency Reserve Fund, and Sewer Enterprise Fund. This policy would wholly replace the existing Emergency Reserve Fund policy.

When management of the Fewson Fund was assumed by the City, the Finance Committee developed a draft policy outlining the rules and regulations related to the management of the Fund. Although the policy was discussed at several committee meetings, staff can find no record that the final policy was ever officially adopted by the Board of Aldermen. Staff has reviewed and finalized the draft and recommends proceeding with adoption.

BUDGET IMPACT:

There is no budget impact associated with this action.

ALTERNATIVES:

1. Approve the recommended Reserve Policy and Fewson Fund Policy.
2. Approve the policies subject to revisions recommended by the Finance Committee.
3. Table the item and provide further direction to City Administration.

STAFF RECOMMENDATION:

Staff recommends that the Finance Committee approve the recommended Reserve Policy and Fewson Fund Policy.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on November 25, 2013, by a vote of 4-0, the Finance Committee approved the recommended Reserve Policy and Fewson Fund Policy.

POLICY:

The Board of Aldermen must approve all financial policies.

SUGGESTED MOTION:

I move to approve Resolution No. 12-01-13 to adopt the Reserve Policy and Fewson Fund Policy.

ATTACHMENTS:

1. Resolution No. 12-01-13
 2. Proposed Reserve Policy and Fewson Fund Policy
-



CITY OF PARKVILLE • 8890 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE, MO.
RESOLUTION # 12-01-13**

**A RESOLUTION REPEALING AND REPLACING VARIOUS FINANCIAL POLICIES FOR
THE CITY OF PARKVILLE, MISSOURI**

WHEREAS, the City of Parkville Emergency Reserve Fund Policy was adopted by the Board of Aldermen by Resolution No. 06-02-12 on June 02, 2012; and

WHEREAS, City of Parkville policies are reviewed from time to time and amended as necessary by resolution; and

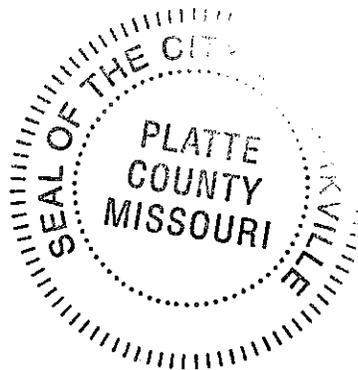
WHEREAS; the Parkville Finance Committee and City Administrator determined that certain financial policies need to be revised to reflect current and desired policies and to be consistent with the 2014 City Budget; and

WHEREAS, said financial policies were considered and recommended for Board of Aldermen approval by the Parkville Finance Committee on November 25, 2013.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby repeals the City of Parkville Emergency Reserve Fund Policy (Resolution No. 06-02-12) and replaces it with the Reserve Policy as attached hereto to this original Resolution and incorporated herein by reference; and

BE IT FURTHER RESOLVED that the Board of Aldermen hereby adopts the Fewson Fund Policy, as attached hereto to this original Resolution and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 3rd day of December 2013.



Mayor James C. Brooks

ATTESTED:

City Clerk Melissa McChesney

RESERVE POLICY

CITY OF PARKVILLE, MISSOURI

December 2013

INTRODUCTION

The establishment and maintenance of adequate cash balances and reserves allow the City financial flexibility and security and is recognized as an important factor considered by bond rating agencies and the underwriting community when reviewing City debt issuance. Along with maintaining the City's credit worthiness, such cash balances and reserves provide the means to handle economic uncertainties, local disasters and other unanticipated financial hardships, as well as, to meet cash flow requirements. In addition to the designations noted below, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years that are carried forward into the new year including debt service reserve requirements, reserves for encumbrances and other reserves or designations required by contractual obligations or generally accepted accounting principles.

MINIMUM FUND BALANCES

1. The City will establish and maintain fund balances for all funds based on evaluation of each individual fund. A positive cash balance should be shown in each governmental and enterprise fund at the end of the fiscal year.
2. At a minimum, the general fund balance should be no less than 5% of general fund appropriations for the succeeding fiscal year in order to provide adequate cash flow and emergency cash funding. The City will endeavor to grow a general fund balance of 15% of general fund appropriations for the succeeding fiscal year. Amounts over 15% shall be moved into the emergency reserve fund.
3. The City will establish an emergency reserve fund with expenditures limited to emergency situations such as a natural disaster, declared state of emergency, or other major unforeseen financial obligation. The City will maintain a balance in the emergency reserve fund of at least 25% of the general fund appropriations for the succeeding fiscal year.
4. The sewer utility fund balance should be able to provide 90 days of operations in addition to the current fiscal year debt service payments.

SPENDING FROM FUND BALANCES

5. A simple majority of the Board of Aldermen may approve expenditures from all fund balances, except the emergency reserve fund, to meet the operating needs of the City.

6. Any expenditure from the emergency reserve fund must be approved by a super majority (6 of 8) of the Board of Aldermen. The emergency must be documented as part of the Board of Aldermen action.
7. If an expenditure of the general fund balance would result in the combined fund balances of the emergency reserve fund and the general fund to fall below 10% of general fund appropriations for the succeeding fiscal year, such expenditure shall require approval of a super majority (6 of 8) of the Board of Aldermen.
8. In the event of a necessary expenditure from the emergency reserve fund, the City shall endeavor to rebuild the balance of the fund as soon as reasonably feasible following the emergency.

OTHER POLICIES

9. Restricted cash reserves should not be used to finance routine operating expenses that exceed budgeted levels.
10. Cash reserves should not be used to finance capital projects, unless those reserves were specifically earmarked for a project.
11. Revenues will equal or exceed expenditures for each budget year unless there are funds available in excess of the cash reserves requirements of this policy. Excess cash reserves may be used to balance revenues and expenditures as long as the minimum cash reserve requirements of this policy are met.

References:

- A. Government Finance Officers Association (GFOA) Best Practice Recommendation on the Appropriate Level of Unrestricted Fund Balance in the General Fund. Approved by the GFOA Executive Board, October 2009.
- B. Government Finance Officers Association (GFOA) Best Practice Recommendation on the Appropriate Levels of Working Capital in Enterprise Funds. Approved by the GFOA Executive Board, February 2011.
- C. A Risk-Based Analysis of General Fund Reserve Requirements: A Case Study of the City of Colorado Springs. Government Finance Officers Association. May 2013.
- D. This document was informed by staff and elected official discussions with staff at the Missouri Municipal League (MML) and the City's financial advisor, Springsted, Inc.

FEWSON FUND POLICY

CITY OF PARKVILLE, MISSOURI

December 2013

INTRODUCTION

In 1998, Parkville resident George W. Fewson left a portion of his estate in trust to the City of Parkville for the purpose of establishing a project fund. The will stipulated that earnings from the fund were to be distributed so that one-half of the earnings would be given to the City for "general projects of the City," which the City has interpreted to mean projects of a capital improvements nature. The remaining one-half was to be returned to the project fund principal. In 2010, in order to reduce administrative fees and eliminate income taxes on the fund's earnings, the trust was dissolved and the City assumed responsibility for the Fewson Fund as a governmental special revenue fund (Ord. No. 2534). The Fewson Fund funds or finances capital projects of the City of Parkville. The estimated value of the fund as of December 1, 2013, is \$572,935.

POLICES:

1. General Polices
 - a. The Board of Aldermen desires to respect the wishes of George W. Fewson by operating the Fund as outlined in this policy.
 - b. The fund's accounting period shall correspond with the City's accounting period, which is currently January 1 to December 31.
 - c. The assets of the fund shall never be intentionally reduced to less than \$525,000 plus accumulated earnings.
2. Fund Manager
 - a. A committee comprised of the Mayor, Chair of the Finance Committee, and the City Treasurer are designated as the Fund Manager.
 - b. The Fund Manager shall oversee the day-to-day operations through concurrence of a majority of the members of the Fund Manager.
 - c. The Fund Manager shall act in an advisory capacity to the Board of Aldermen.
 - d. Any single transaction that reduces the principal value of the Fund by more than 20 percent, and any loans made to the City or other disbursements for qualified Fewson Projects as described in Section 7, shall be approved by the Board of Aldermen upon recommendation of the Fund Manager.
 - e. An annual financial statement and report shall be prepared in February by the Fund Manager for the preceding year and shall include the fund balance at the beginning of the year; the increase or decrease in the fund assets during the year; the fund balance at the end of the year; the simple rate of return for that year based on the beginning fund balance; and an investment strategy for the coming year.

3. Earnings Distribution
 - a. In February of each year the Fund Manager will determine the earnings of the fund for the preceding year, and divide them as follows: (1) 50% of the earnings will be transferred to the City for capital projects and (2) 50% of the earnings will be retained by the fund for additional investment.
 - b. The City may only use its portion of earnings for acceptable projects as described in section 7, subject to approval by the Board of Aldermen.
4. Approved Investments
 - a. The booklet titled Investment Guidelines for Missouri Political Subdivisions, written by the State Treasurer's Office in 1998, and including any later editions of this booklet shall be the sole source of guidelines for determining what investments are appropriate for the Fund.
 - b. In addition to the investments found in those guidelines, the fund may loan money to the City in accordance with guidelines set forth in section 5.
5. Loans to the City of Parkville
 - a. The fund may make loans to the City in an aggregate amount not to exceed 67% of the fair market value of the fund. The proceeds of such loans shall be used exclusively for acceptable projects as described in Section 7.
 - b. The maximum term of any original loan shall be 48 months. Loans may be extended for one additional 24 month period. A fee of one-half of one percent of the loan balance at the time of extension shall be paid by the City to the Fewson Fund to purchase the 24 month extension.
 - c. The principal of the loan shall be repaid to the Fewson Fund in an amount equal to at least 5% of the original loan amount each quarter along with accrued interest. All remaining principal and accrued interest shall be payable to the Fewson Fund after 48 months, or 72 months if an extension has been purchased.
 - d. The interest rate that the City shall pay on such loans shall be equal to the Prime Lending Rate as published in the Wall Street Journal. Interest shall be accrued at this annual rate on the unpaid balance of the loan, and paid to the Fund each quarter along with principal as described above.
 - e. Rate adjustments shall be made annually on each loan on the anniversary date of the origination of the loan or extension. The adjustment will re-compute the annual interest rate as described above, which will then be the interest rate for the next four quarters of the loan.
 - f. Depending on the complexity of the project or financing, the Fund Manager may seek guidance from the City's bond counsel before recommending a loan to the Board of Aldermen.
6. Rate of Return Computation

- a. Both realized and unrealized gains and losses shall be included when computing the rate of return of the fund for any calendar year.
7. Fewson Projects
- a. A Fewson Project is an improvement in Parkville on public land, easements, rights-of-way, or private land that is leased for public use. A Fewson Project has an expected life of at least 10 years before substantial repairs or overhaul is anticipated. It is at least 50% funded through the earnings of the Fewson Fund that have been distributed to the City, or at least 50% funded through a loan to the City.
 - b. Proceeds from the Fewson Fund may only be used for construction, design, acquisition of land, or other purchases that are permanent to the Fewson Project. Equipment or materials that may be related to the Fewson Project but are not for the exclusive use of the Project are not appropriate for Fewson Fund proceeds.
 - c. If allowed by the Federal Emergency Management Agency (FEMA) or the U. S. Army Corps of Engineers (USACE), Fewson Projects can be built in floodways and floodplains.
 - d. A Fewson Project and its funding mechanism must be recommended for approval to the Board of Aldermen by the Fund Manager then approved by a majority vote of the Board of Aldermen. The Fund Manager should have the recommendation of Community Land and Recreation Board (CLARB) when appropriate.
 - e. A Fewson Project is limited to the following types of projects: acquisition of parkland, improvements to parks, urban trees in City rights-of-way, memorials, statues, and projects that improve the efficiency of city operations or quality of life for citizens.

CITY OF PARKVILLE

Policy Report

Date: Thursday, November 21, 2013

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Matthew Chapman
Human Resources/Finance Director

ISSUE:
Resolution to Approve Revised Personnel Policies

BACKGROUND:

Staff plans to work on a comprehensive review of the entire Personnel Manual and bring forward any recommended changes next year. However, there are two policy changes that need to be reviewed immediately related to recommended budget items. Attached is a recommended revision to the performance evaluation section of the Personnel Manual to address the award of annual merit raises. Staff recommends conducting performance evaluations on anniversary dates and using those evaluations to determine eligibility for a merit raise each January 1. In addition, a policy revision is recommended to address the proposed longevity pay system (service awards). These policy revisions are recommended for adoption concurrent with the 2014 Budget.

BUDGET IMPACT:

There is no direct budget impact associated with this action as the funding related to both policy items is already incorporated in the 2014 Budget. The service award program is estimated to cost \$12,250 in 2014. The estimated impact of the 1.3% merit increase in 2014 is \$20,500.

ALTERNATIVES:

1. Approve the recommended revisions to the Parkville Personnel Manual.
2. Approve the revisions subject to additional edits recommended by the Board of Aldermen.
3. Table the item and provide further direction to City Administration.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the recommended revisions to Section 2 and Section 5 of the Parkville Personnel Manual.

POLICY COMMITTEE RECOMMENDATION:

The Policy Committee has reviewed the recommended revisions.

POLICY:

Section 1.A. of the Personnel Manual states that amendments may be subsequently adopted by the Board of Aldermen.

SUGGESTED MOTION:

I move to approve Resolution No. 12-02-13 to adopt revisions to Section 2 and Section 5 of the Parkville Personnel Manual.

ATTACHMENTS:

1. Resolution No. 12-02-13
 2. Proposed Personnel Manual Revisions
-



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE, MO.
RESOLUTION # 12-02-13**

**A RESOLUTION APPROVING REVISIONS TO THE PERSONNEL POLICY MANUAL FOR
THE CITY OF PARKVILLE, MISSOURI**

WHEREAS, the City of Parkville Personnel Manual was adopted by the Board of Aldermen by resolution; and

WHEREAS, following adoption of said City of Parkville Personnel Manual, it was amended by the Board of Aldermen by resolution on November 6, 2001; November 1, 2005; July 7, 2009; August 4, 2009; January 17, 2012; and June 1, 2012; and

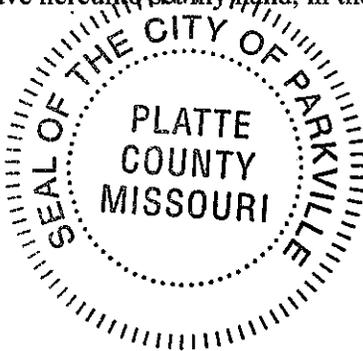
WHEREAS; said City of Parkville Personnel Manual is not a contract of employment and will be reviewed and amended by resolution from time to time to reflect needed changes; and

WHEREAS, revisions are necessary to ensure the Personnel Manual is consistent with aspects of the adopted 2014 City Budget; and

WHEREAS, said revisions have been reviewed and approved by the Parkville Policy Committee and the City Administrator.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby amends the City of Parkville Personnel Manual, as attached hereto to this original Resolution and incorporated herein by reference.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 3rd day of December 2013.



Mayor James C. Brooks

ATTESTED:

Melissa McChesney
City Clerk Melissa McChesney

Proposed Revisions to the City of Parkville Personnel Manual
(Related to the 2014 Budget)

December 3, 2013

Recommended for Approval Effective January 1, 2014

Section 2. Hiring, Promotions, Reviews and Terminations

Subsection G. Performance Reviews

An annual written performance appraisal of every employee will be conducted by the employee's direct supervisor on or before the employee's employment anniversary date. The appraisal will be a direct reflection of performance. The appraisal will include consideration of accomplishments, strengths and weaknesses. All employees who receive a satisfactory annual performance appraisal during the calendar year (January 1 to December 31) will be eligible for the merit increase in salary approved by the Board of Aldermen for the following calendar year. New employees who have not completed a full year of employment will be awarded with a pro-rated merit increase equal to one-twelfth (1/12) of the value of the annual merit increase for each full month of satisfactory service in the preceding year. Merit increases will take effect on January 1.

The supervisor will discuss the performance appraisal in consultation with the employee during a performance review. The supervisor will discuss the employee's level of progress and identify improvements if needed. During the performance review, the employee is encouraged to ask questions about the performance appraisal as well as his/her career goals. The review process offers the opportunity for the employee to ask questions or discuss any problems relating to his/her job performance.

The employee will review and sign the performance evaluation form to indicate that he/she has seen and discussed the performance evaluation with the supervisor, and the signature shall not necessarily be construed as the employee's agreement with the assessment. All performance evaluation forms must be reviewed and approved by the Department Head and City Administrator, or his designee. All performance evaluation forms must be submitted to the Human Resources Director for documentation in the employee's personnel file.

Section 5. Employment Benefits

New Section G. Employee Service Recognition Program

In recognition of service and loyalty to the City of Parkville, when a full-time employee has completed five (5) years of continuous service, he/she will be presented with a service award. Additional service awards are presented to employees for each increment of five (5) years of service (10 years, 15 years, 20 years, etc.). For each service award, a full-time employee will receive a cash award of \$50 per year of continuous service (i.e. \$250 for 5 years, \$500 for 10 years, etc.). A part-time employee will receive a cash award of \$25 per year of continuous service (i.e. \$125 for 5 years, \$250 for 10 years, etc.).

For all current employees who have completed five (5) years or more years of continuous service as of December 31, 2013, but who are not eligible for a service award in 2014, a one-time service award will be granted in recognition of past service before the adoption of this policy, as follows:

Term of Service	Full-Time Status	Part-Time Status
5 – 10 years	\$250	\$125
11 – 20 years	\$500	\$250
21+ years	\$750	\$375

Service awards will be subject to all applicable federal and state income tax withholdings.

CITY OF PARKVILLE
Policy Report

Date: Monday, November 25, 2013

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Matthew Chapman
Human Resources/Finance Director

ISSUE:
Resolution to Eliminate and Consolidate Various Special Revenue Funds

BACKGROUND:
The Government Finance Officers Association (GFOA) Best Practice on Improving the Effectiveness of Fund Accounting (March 26, 2004) states that the use of unnecessary funds for financial reporting purposes can result in undue complexity and inefficient financial administration. GFOA recommends that state and local governments periodically evaluate their fund structures to ensure that individual funds that have become superfluous are eliminated. As part of the 2014 Budget process, staff identified several inactive funds that can be eliminated or consolidated with other similar funds.

The Other Donations Fund has been inactive for many years, and the remaining balance of \$3,281 is not restricted for any specific purpose. The Sewer Special Assessment Fund was established to account for assessments related to debt for the wastewater treatment plant. The related debt was paid in full in 2011, and the remaining balance of \$14,529 is now unrestricted. Staff recommends eliminating both of these funds and returning the unrestricted balances to the General Fund.

The Park Reservations & Fees Fund is an inactive fund with a small balance of \$576. The Parkland Dedication Fund has a balance of \$43,362. Both funds were established for the purpose of supporting public land acquisition and improvements. Staff recommends consolidating both of these funds with the Parks Donations Fund.

BUDGET IMPACT:
The following recommended changes are included in the proposed operating budget for 2014.

CLOSED FUND	BALANCE	TRANSFER TO
Other Donations	\$3,281	General Fund
Sewer Special Assessment	\$14,529	General Fund
Park Reservations & Fees	\$576	Parks Donations
Parkland Dedication Fund	\$43,362	Parks Donations

- ALTERNATIVES:
1. Approve Resolution No. 12-03-13 to consolidate and eliminate various inactive special revenue funds.
 2. Do not approve the resolution.
 3. Table the item and provide further direction to City Administration.

STAFF RECOMMENDATION:
Staff recommends that the Board of Aldermen approve Resolution No. 12-03-13 to consolidate and eliminate various inactive special revenue funds.

ITEM 5D
For 12-03-13
Board of Aldermen Meeting

POLICY:

The Board of Aldermen must approve the appropriation of all governmental funds.

SUGGESTED MOTION:

I move to approve Resolution No. 12-03-13 to consolidate and eliminate various inactive special revenue funds as recommended by City Administration.

ATTACHMENT:

1. Resolution No. 12-03-13



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

CITY OF PARKVILLE, MO.
RESOLUTION # 12-03-13

A RESOLUTION APPROVING THE ELIMINATION AND CONSOLIDATION OF VARIOUS SPECIAL REVENUE FUNDS OF THE CITY OF PARKVILLE, MISSOURI

WHEREAS, the Other Donations Fund has been inactive for many years and the remaining balance of \$3,281 is unrestricted; and

WHEREAS, the Sewer Special Assessment Fund was established to pay for debt related to the wastewater treatment plant; and

WHEREAS, the debt supported by the Sewer Special Assessment Fund was paid in full in 2011, and the remaining balance of \$14,529 is unrestricted; and

WHEREAS; the Park Reservations & Fees Fund has been inactive for many years and the remaining balance of \$576 is unrestricted; and

WHEREAS; the Parkland Dedication Fund has been inactive for many years and the remaining balance of \$43,362 is restricted for public land and parks improvements; and

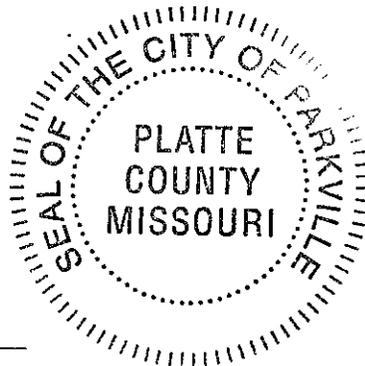
WHEREAS, the Parks Donations Fund was also established to account for donations to the acquisition and improvement of public parks land; and

WHEREAS, the Government Finance Officers Association (GFOA) recommends that state and local governments that use fund accounting should periodically undertake a comprehensive evaluation to ensure that individual funds that have become superfluous are eliminated.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen dissolves the Other Donations Fund and Sewer Special Assessments Fund and transfers the balances to the General Fund; and

BE IT FURTHER RESOLVED that the Board of Aldermen dissolves the Park Reservation & Fees Fund and the Parkland Dedication Fund and transfers the balances to the Parks Donations Fund.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 3rd day of December 2013.



Handwritten signature of Mayor James C. Brooks

ATTESTED:

Melissa McChesney
City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Report

Date: Monday, November 25, 2013

Prepared By:

Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:

Lauren Palmer
City Administrator

ISSUE:

Ordinance for the Replat of Lots 29 & 30, the Amended Plat, The National – Third Plat. Case PZ13-17. Applicant, KGH Building Group, LLC.

BACKGROUND:

The applicant proposes to combine existing lots 29 and 30 of the Amended Plat, the National – Third Plat into a new Lot 29-A. The application has been reviewed against the City of Parkville's Municipal Codes, including the subdivision regulations and the R-2 zoning district regulations. The application has also been reviewed against the previously approved Amended Plat, the National – Third Plat and the conditions thereof. The plat meets all applicable City regulations and minimum criteria, and with the exception of a reduction in the total buildable lots is consistent with and meets all conditions of the previously approved final plat.

No easements or rights-of-way have changed from the approval of the Amended Plat, the National – Third Plat. The plat does not affect existing utilities and no new public improvements are required or proposed - with the exception of private lateral lines, all other public improvements have previously been completed and accepted.

BUDGET IMPACT:

With the exception of application fees collected, there is no budget impact.

ALTERNATIVES:

1. Approve the Final Plat by ordinance as submitted.
2. Approve the Final Plat by ordinance subject to changes.
3. Deny the Final Plat.

STAFF RECOMMENDATION:

Approval of the proposed final plat as submitted.

POLICY:

All plats must be approved by the Board of Aldermen prior to recording.

SUGGESTED MOTION:

I move that Bill No. 2752, an ordinance approving the Replat of Lots 29 & 30, the Amended Plat, The National – Third Plat, a subdivision in the City of Parkville, Platte County, Missouri, be approved on first reading and passed to second reading by title only.

I move that Bill No. 2752 be approved on first reading and passed to second reading by title only.

ITEM 5E
For 12-3-13
Board of Aldermen Meeting

I move that Bill No. 2752 be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Proposed Ordinance
2. Replat of Lots 29 & 30, the Amended Plat, The National – Third Plat

AN ORDINANCE APPROVING THE REPLAT OF LOTS 29 & 30, THE AMENDED PLAT, THE NATIONAL – THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Replat of Lots 29 & 30, the Amended Plat, The National – Third Plat, as described in the application and depicted in the plat attached hereto and incorporated herein by reference as Exhibit A is hereby approved.

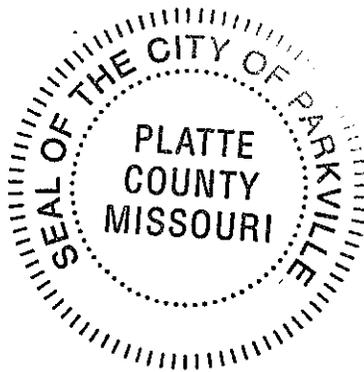
SECTION 2. The City hereby accepts and agrees to maintain City improvements, if any, in easements and rights-of-ways, which are designated on the Replat of Lots 29 & 30, the Amended Plat, The National – Third Plat.

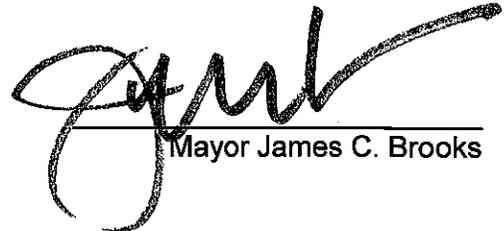
SECTION 3. The Governing Body hereby authorizes the Public Works Director to approve the public improvements subject to satisfactory completion of any and all associated inspections and determination that said improvements are completed in accordance with all applicable City standards.

SECTION 4. The City Clerk is hereby directed to have said plat recorded in the office of the Platte County Recorder of Deeds following execution.

SECTION 5. This ordinance shall be effective immediately upon its passage and approval.

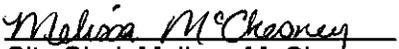
PASSED and APPROVED this 3rd day of December 2013.





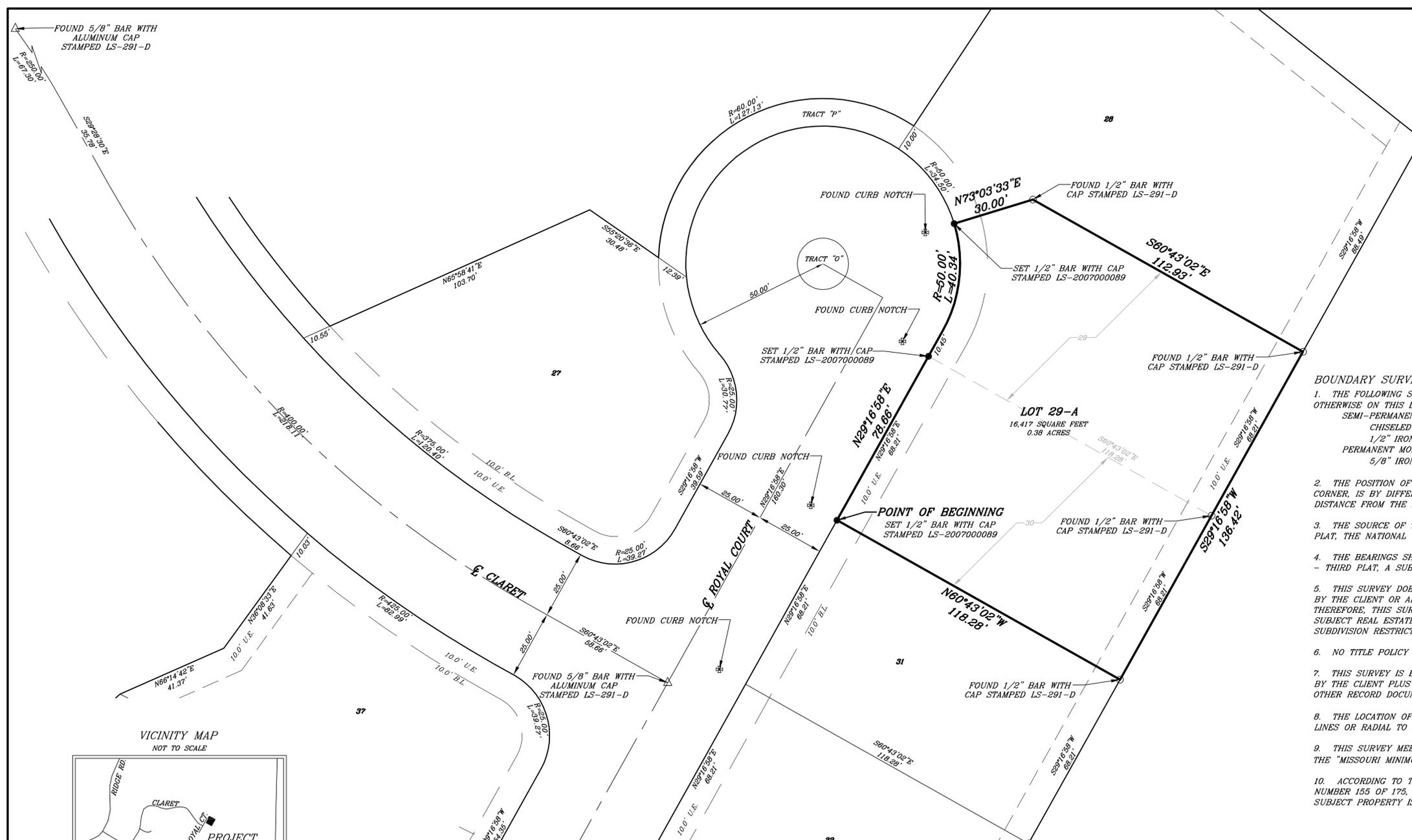
Mayor James C. Brooks

ATTESTED:



City Clerk Melissa McChesney

(FINAL PLAT)
REPLAT OF LOTS 29 AND 30
THE AMENDED PLAT,
THE NATIONAL - THIRD PLAT
 A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI
 IN SECTION 22, TOWNSHIP 51 NORTH, RANGE 34 WEST



- BOUNDARY SURVEY NOTES:**
- THE FOLLOWING STANDARD MONUMENTATION HAS BEEN SET AT THE NOTED LOCATION UNLESS INDICATED OTHERWISE ON THIS DRAWING:
 SEMI-PERMANENT MONUMENTATION:
 CHISELED CROSS AT ALL CORNERS MARKED " * "
 1/2" IRON BAR WITH PLASTIC CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED " • "
 PERMANENT MONUMENTATION:
 5/8" IRON BAR WITH ALUMINUM CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED " ▲ ".
 - THE POSITION OF EXISTING MONUMENTATION AS INDICATED BY AN " ⊕ " " ○ " OR " △ ", IF NOT THE TRUE CORNER, IS BY DIFFERENCES IN COORDINATES OR AT RIGHT ANGLES TO THE PROPERTY LINE AT THE NOTED DISTANCE FROM THE NEAREST BOUNDARY CORNER.
 - THE SOURCE OF THE DESCRIPTION USED FOR THIS SURVEY WAS DERIVED FROM THE PLAT OF THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.
 - THE BEARINGS SHOWN HEREON ARE BASED UPON THE PLAT OF THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.
 - THIS SURVEY DOES NOT REFLECT ANY OF THE FOLLOWING WHICH WERE EITHER NOT REQUESTED OR FURNISHED BY THE CLIENT OR ARE NOT WITHIN THE SCOPE OF THE SERVICES PROVIDED BY A PROFESSIONAL SURVEYOR; THEREFORE, THIS SURVEYOR DOES NOT ACCEPT ANY LIABILITY SHOULD ANY OF THEM BE APPLICABLE TO THE SUBJECT REAL ESTATE: SUBSURFACE CONDITIONS; BUILDING SET BACK LINES; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; AND ZONING OR OTHER LAND USE REGULATIONS.
 - NO TITLE POLICY WAS PROVIDED BY THE CLIENT FOR THIS SURVEY.
 - THIS SURVEY IS BASED UPON RECORD DOCUMENTS, LEGAL DESCRIPTIONS, AND OTHER INFORMATION FURNISHED BY THE CLIENT PLUS OTHER INFORMATION KNOWN TO THIS SURVEYOR. THIS SURVEYOR HAS NO KNOWLEDGE OF ANY OTHER RECORD DOCUMENTS WHICH AFFECT THE SUBJECT REAL ESTATE.
 - THE LOCATION OF EXISTING STRUCTURES SHOWN HEREON IS AT RIGHT ANGLES (90°) TO STRAIGHT PROPERTY LINES OR RADIAL TO CURVED PROPERTY LINES.
 - THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS OF AN URBAN PROPERTY SURVEY AS DEFINED BY THE "MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS".
 - ACCORDING TO THE FLOOD INSURANCE RATE MAP OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, PANEL NUMBER 155 OF 175, COMMUNITY-PANEL NUMBER 290475, 0155A, EFFECTIVE DATE: DECEMBER 18, 1979, THE SUBJECT PROPERTY IS IN ZONE C, AN AREA OF MINIMAL FLOODING.

DEDICATION:
 THE UNDERSIGNED PROPRIETORS OF THE PROPERTY DESCRIBED HEREIN HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THIS PLAT AND SAID PROPERTY SHALL HEREAFTER BE KNOWN AS:

IN TESTIMONY WHEREOF:
 KGH BUILDING GROUP, LLC HAS CAUSED THESE PRESENTS TO BE EXECUTED THIS _____ DAY OF _____, 2013.

REPLAT OF LOTS 29 AND 30, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT

KEVIN GREEN

EASEMENTS:
 AN EASEMENT IS HEREBY GRANTED TO THE CITY OF PARKVILLE, MISSOURI, MISSOURI AMERICAN WATER COMPANY, KCP&L, MISSOURI GAS ENERGY, PLATTE COUNTY REGIONAL SEWER DISTRICT AND ALL OTHER PUBLIC UTILITY COMPANIES, THEIR SUCCESSORS AND ASSIGNS, THE RIGHT AND EASEMENT FOR THE PURPOSE OF IMPROVING, CONSTRUCTING, MAINTAINING, AND REPAIRING PUBLIC UTILITIES, INCLUDING WATER, GAS, ELECTRIC, TELEPHONE, CABLE TV, SEWERS AND DRAINAGE FACILITIES, WITH THE RIGHT OF TEMPORARY USE OF ADJACENT GROUND NOT OCCUPIED BY IMPROVEMENTS FOR THE EXCAVATION AND STORAGE OF SAID UTILITIES, SEWERS AND OTHER DRAINAGE FACILITIES ON THE STRIP OR STRIPS OF LAND SHOWN AS EASEMENTS, INCLUDING THE UTILITY EASEMENTS (U/E) AND WATER LINE EASEMENTS

NOTARY CERTIFICATION:
 STATE OF MISSOURI)
) SS:
 COUNTY OF PLATTE)

BUILDING LINES:
 BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THIS PLAT, AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT OR OTHERWISE LOCATED BETWEEN THIS LINE AND THE STREET RIGHT-OF-WAY LINE.

STREETS:
 THE STREETS AND RIGHTS OF WAY SHOWN ON THIS PLAT AND NOT HERETOFORE DEDICATED TO PUBLIC USE ARE HEREBY SO DEDICATED

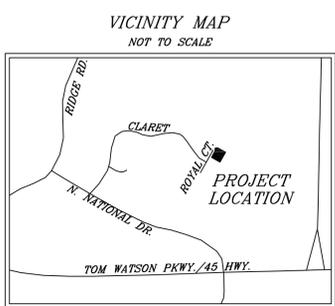
COVENANTS AND RESTRICTIONS:
 THE COVENANTS AND RESTRICTIONS FILED WITH THE AMENDED PLAT, THE NATIONAL - THIRD PLAT CONTINUE TO APPLY TO THIS REPLAT. NO NEW COVENANTS OR RESTRICTIONS WILL BE FILED.

BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 2013, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, APPEARED KEVIN GREEN, TO ME KNOWN, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS AUTHORIZED TO SIGN ON BEHALF OF KGH BUILDING GROUP, LLC, AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID COMPANY AND THAT SAID KEVIN GREEN, ACKNOWLEDGES SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID COMPANY.

IN WITNESS WHEREOF:
 MY COMMISSION EXPIRES: _____
 _____ NOTARY PUBLIC

CITY OF PARKVILLE, MISSOURI
 THIS IS TO CERTIFY THAT THIS FINAL PLAT, REPLAT OF LOTS 29 AND 30, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT WAS SUBMITTED TO, CONSIDERED AND APPROVED BY THE PARKVILLE BOARD OF ALDERMAN THIS _____ DAY OF _____, 2013.
 SAID PLAT WAS APPROVED VIA ORDINANCE # _____

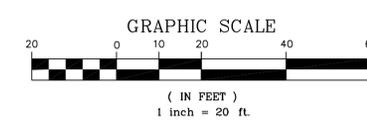
JAMES C. BROOKS, MAYOR
 MELISSA McCHESNEY, ASSISTANT CITY CLERK



SURVEYOR'S CERTIFICATION
 I HEREBY CERTIFY THAT WE HAVE MADE A SURVEY OF THE PREMISES HEREIN DESCRIBED WHICH MEET OR EXCEED THE CURRENT MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AS JOINTLY ESTABLISHED BY THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY AND THE MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS, AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED ON THIS DRAWING TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

FOR SIGNATURE ONLY
 (SEE PAGE 2 FOR SIGNATURE)

ROBERT G. YOUNG, PLS-2007000089 DATE _____



PROPERTY DESCRIPTION
 CONTAINING 16,417 SQUARE FEET OR 0.38 ACRES

ALL OF LOTS 29 AND 30, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI BEING FURTHER DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID LOT 30; THENCE N29°16'58"E, ALONG THE WESTERLY LINE OF SAID LOT 30 AND SAID LOT 29, A DISTANCE OF 78.66 FEET; THENCE NORTHERLY, CONTINUING ALONG THE WESTERLY LINE OF SAID LOT 29 ALONG A CURVE TO THE LEFT BEING TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 50.00 FEET, AN ARC DISTANCE OF 40.34 TO THE NORTHWESTERLY CORNER OF SAID LOT 29; THENCE N73°03'33"E, ALONG THE NORTHERLY LINE OF SAID LOT 29, A DISTANCE OF 30.00 FEET; THENCE S60°43'02"E, ALONG THE NORTHEASTERLY LINE OF SAID LOT 29, A DISTANCE OF 112.93 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 29; THENCE S29°16'58"W, ALONG THE EASTERLY LINE OF SAID LOT 29 AND SAID LOT 30, A DISTANCE OF 136.42 FEET TO THE SOUTHEASTERLY CORNER OF SAID LOT 30; THENCE N60°43'02"W, ALONG THE SOUTHERLY LINE OF SAID LOT 30, A DISTANCE OF 118.28 FEET TO THE POINT OF BEGINNING.

REVISED - 11/25/2013 - PER CITY COMMENTS - R.G.Y.
 © COPYRIGHT 2013 R.L. BUFORD & ASSOCIATES, LLC
 D:\A-PLATTE COUNTY\13102\dwg\13102.dwg 11/25/2013 11:56:36 AM CST

R.L. Buford & Associates, LLC
 LAND SURVEYING - DEVELOPMENT CONSULTANTS
 R.L. BUFORD & ASSOCIATES, LLC - MO CERT. OF
 AUTHORITY LICENSE NO. LS-2010031977

P.O. BOX 14069, PARKVILLE, MO. 64152 (816) 741-6152

SEC.-TWP.-RGE.	COUNTY	JOB NO.	DATE	FIELD BOOK	PAGE	DRAWN BY
22-51-34	PLATTE	P-13099	11/19/2013	LOOSE LEAF	LOOSE LEAF	R.G.Y.

CITY OF PARKVILLE

Policy Report

Date: Monday, November 25, 2013

Prepared By:

Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:

Lauren Palmer
City Administrator

ISSUE:

Ordinance for the Replat of Lots 32 & 33, the Amended Plat, The National – Third Plat. Case PZ13-18. Applicant, KGH Building Group, LLC.

BACKGROUND:

The applicant proposes to combine existing lots 32 and 33 of the Amended Plat, the National – Third Plat into a new Lot 32-A. The application has been reviewed against the City of Parkville's Municipal Codes, including the subdivision regulations and the R-2 zoning district regulations. The application has also been reviewed against the previously approved Amended Plat, the National – Third Plat and the conditions thereof. The plat meets all applicable City regulations and minimum criteria, and with the exception of a reduction in the total buildable lots is consistent with and meets all conditions of the previously approved final plat.

No easements or rights-of-way have changed from the approval of the Amended Plat, the National – Third Plat. The plat does not affect existing utilities and no new public improvements are required or proposed - with the exception of private lateral lines, all other public improvements have previously been completed and accepted.

BUDGET IMPACT:

With the exception of application fees collected, there is no budget impact.

ALTERNATIVES:

1. Approve the Final Plat by ordinance as submitted.
2. Approve the Final Plat by ordinance subject to changes.
3. Deny the Final Plat.

STAFF RECOMMENDATION:

Approval of the proposed final plat as submitted.

POLICY:

All plats must be approved by the Board of Aldermen prior to recording.

SUGGESTED MOTION:

I move that Bill No. 2753, an ordinance approving the Replat of Lots 32 & 33, the Amended Plat, The National – Third Plat, a subdivision in the City of Parkville, Platte County, Missouri, be approved on first reading and passed to second reading by title only.

I move that Bill No. 2753 be approved on first reading and passed to second reading by title only.

ITEM 5F
For 12-3-13
Board of Aldermen Meeting

I move that Bill No. 2753 be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Proposed Ordinance
2. Replat of Lots 32 & 33, the Amended Plat, The National – Third Plat

AN ORDINANCE APPROVING THE REPLAT OF LOTS 32 & 33, THE AMENDED PLAT, THE NATIONAL – THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Replat of Lots 32 & 33, the Amended Plat, The National – Third Plat, as described in the application and depicted in the plat attached hereto and incorporated herein by reference as Exhibit A is hereby approved.

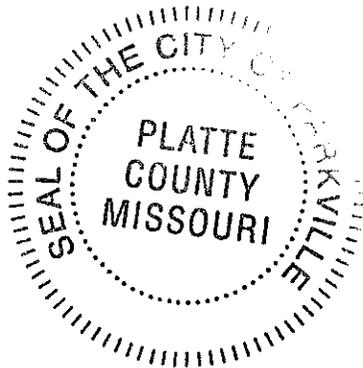
SECTION 2. The City hereby accepts and agrees to maintain City improvements, if any, in easements and rights-of-ways, which are designated on the Replat of Lots 32 & 33, the Amended Plat, The National – Third Plat.

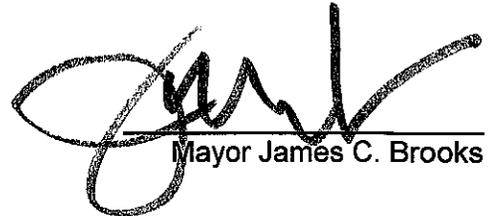
SECTION 3. The Governing Body hereby authorizes the Public Works Director to approve the public improvements subject to satisfactory completion of any and all associated inspections and determination that said improvements are completed in accordance with all applicable City standards.

SECTION 4. The City Clerk is hereby directed to have said plat recorded in the office of the Platte County Recorder of Deeds following execution.

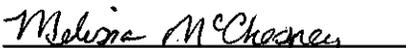
SECTION 5. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 3rd day of December 2013.




Mayor James C. Brooks

ATTESTED:


City Clerk Melissa McChesney

(FINAL PLAT)
REPLAT OF LOTS 32 AND 33
THE AMENDED PLAT,
THE NATIONAL - THIRD PLAT
 A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI
 IN SECTION 22, TOWNSHIP 51 NORTH, RANGE 34 WEST

PROPERTY DESCRIPTION
 CONTAINING 16,088 SQUARE FEET OR 0.37 ACRES

ALL OF LOTS 32 AND 33, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI BEING FURTHER DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHERLY MOST CORNER OF SAID LOT 32; THENCE S60°43'02"E, ALONG THE NORTHEASTERLY LINE OF SAID LOT 32, A DISTANCE OF 118.28 FEET TO THE EASTERLY MOST CORNER OF SAID LOT 32; THENCE S29°16'58"W, ALONG THE SOUTHEASTERLY LINE OF SAID LOT 32 AND LOT 33, A DISTANCE OF 136.42 FEET TO THE SOUTHERLY MOST CORNER OF SAID LOT 33; THENCE N60°43'02"W, ALONG THE SOUTHWESTERLY LINE OF SAID LOT 33, A DISTANCE OF 109.95 FEET TO A POINT ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF ROYAL COURT; THENCE NORTHERLY ALONG SAID LINE AND ALONG THE NORTHWESTERLY LINE OF SAID LOT 33, ALONG A CURVE TO THE RIGHT HAVING AN INITIAL TANGENT BEARING OF N18°54'24"W, A RADIUS OF 25.00 FEET, AN ARC DISTANCE OF 21.03 FEET; THENCE N29°16'58"E, CONTINUING ALONG SAID LINE AND ALONG THE NORTHWESTERLY LINE OF SAID LOT 32, A DISTANCE OF 117.78 FEET TO THE POINT OF BEGINNING.

BOUNDARY SURVEY NOTES:

1. THE FOLLOWING STANDARD MONUMENTATION HAS BEEN SET AT THE NOTED LOCATION UNLESS INDICATED OTHERWISE ON THIS DRAWING:
 SEMI-PERMANENT MONUMENTATION:
 CHISELED CROSS AT ALL CORNERS MARKED " * "
 1/2" IRON BAR WITH PLASTIC CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED " • "
 PERMANENT MONUMENTATION:
 5/8" IRON BAR WITH ALUMINUM CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED " ▲ "
2. THE POSITION OF EXISTING MONUMENTATION AS INDICATED BY AN " * ", " • " OR " ▲ ", IF NOT THE TRUE CORNER, IS BY DIFFERENCES IN COORDINATES OR AT RIGHT ANGLES TO THE PROPERTY LINE AT THE NOTED DISTANCE FROM THE NEAREST BOUNDARY CORNER.
3. THE SOURCE OF THE DESCRIPTION USED FOR THIS SURVEY WAS DERIVED FROM THE PLAT OF THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.
4. THE BEARINGS SHOWN HEREON ARE BASED UPON THE PLAT OF THE AMENDED PLAT, THE NATIONAL - THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.
5. THIS SURVEY DOES NOT REFLECT ANY OF THE FOLLOWING WHICH WERE EITHER NOT REQUESTED OR FURNISHED BY THE CLIENT OR ARE NOT WITHIN THE SCOPE OF THE SERVICES PROVIDED BY A PROFESSIONAL SURVEYOR; THEREFORE, THIS SURVEYOR DOES NOT ACCEPT ANY LIABILITY SHOULD ANY OF THEM BE APPLICABLE TO THE SUBJECT REAL ESTATE: SUBSURFACE CONDITIONS; BUILDING SET BACK LINES; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; AND ZONING OR OTHER LAND USE REGULATIONS.
6. NO TITLE POLICY WAS PROVIDED BY THE CLIENT FOR THIS SURVEY.
7. THIS SURVEY IS BASED UPON RECORD DOCUMENTS, LEGAL DESCRIPTIONS, AND OTHER INFORMATION FURNISHED BY THE CLIENT PLUS OTHER INFORMATION KNOWN TO THIS SURVEYOR. THIS SURVEYOR HAS NO KNOWLEDGE OF ANY OTHER RECORD DOCUMENTS WHICH AFFECT THE SUBJECT REAL ESTATE.
8. THE LOCATION OF EXISTING STRUCTURES SHOWN HEREON IS AT RIGHT ANGLES (90°) TO STRAIGHT PROPERTY LINES OR RADIAL TO CURVED PROPERTY LINES.
9. THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS OF AN URBAN PROPERTY SURVEY AS DEFINED BY THE "MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS".
10. ACCORDING TO THE FLOOD INSURANCE RATE MAP OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, PANEL NUMBER 155 OF 175, COMMUNITY-PANEL NUMBER 290475, 0155A, EFFECTIVE DATE: DECEMBER 18, 1979, THE SUBJECT PROPERTY IS IN ZONE C, AN AREA OF MINIMAL FLOODING.

DEDICATION:

THE UNDERSIGNED PROPRIETORS OF THE PROPERTY DESCRIBED HEREIN HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THIS PLAT AND SAID PROPERTY SHALL HEREAFTER BE KNOWN AS:

REPLAT OF LOTS 32 AND 33, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT

EASEMENTS:

AN EASEMENT IS HEREBY GRANTED TO THE CITY OF PARKVILLE, MISSOURI, MISSOURI AMERICAN WATER COMPANY, KCP&L, MISSOURI GAS ENERGY, PLATTE COUNTY REGIONAL SEWER DISTRICT AND ALL OTHER PUBLIC UTILITY COMPANIES, THEIR SUCCESSORS AND ASSIGNS, THE RIGHT AND EASEMENT FOR THE PURPOSE OF IMPROVING, CONSTRUCTING, MAINTAINING, AND REPAIRING PUBLIC UTILITIES, INCLUDING WATER, GAS, ELECTRIC, TELEPHONE, CABLE TV, SEWERS AND DRAINAGE FACILITIES, WITH THE RIGHT OF TEMPORARY USE OF ADJACENT GROUND NOT OCCUPIED BY IMPROVEMENTS FOR THE EXCAVATION AND STORAGE OF MATERIALS DURING THE INSTALLATION, REPAIR OR REPLACEMENT OF SAID UTILITIES, SEWERS AND OTHER DRAINAGE FACILITIES ON THE STRIP OR STRIPS OF LAND SHOWN AS EASEMENTS, INCLUDING THE UTILITY EASEMENTS (U/E) AND WATER LINE EASEMENTS

BUILDING LINES:

BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THIS PLAT, AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT OR OTHERWISE LOCATED BETWEEN THIS LINE AND THE STREET RIGHT-OF-WAY LINE.

STREETS:

THE STREETS AND RIGHTS OF WAY SHOWN ON THIS PLAT AND NOT HERETOFORE DEDICATED TO PUBLIC USE ARE HEREBY SO DEDICATED

COVENANTS AND RESTRICTIONS:

THE COVENANTS AND RESTRICTIONS FILED WITH THE AMENDED PLAT, THE NATIONAL - THIRD PLAT CONTINUE TO APPLY TO THIS REPLAT. NO NEW COVENANTS OR RESTRICTIONS WILL BE FILED.

CITY OF PARKVILLE, MISSOURI

THIS IS TO CERTIFY THAT THIS FINAL PLAT, REPLAT OF LOTS 32 AND 33, THE AMENDED PLAT, THE NATIONAL - THIRD PLAT WAS SUBMITTED TO, CONSIDERED AND APPROVED BY THE PARKVILLE BOARD OF ALDERMEN THIS _____ DAY OF _____, 2013. SAID PLAT WAS APPROVED VIA ORDINANCE # _____

 JAMES C. BROOKS, MAYOR

 MELISSA McCHESNEY, ASSISTANT CITY CLERK

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT WE HAVE MADE A SURVEY OF THE PREMISES HEREIN DESCRIBED WHICH MEET OR EXCEED THE CURRENT MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AS JOINTLY ESTABLISHED BY THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY AND THE MISSOURI BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS AND LANDSCAPE ARCHITECTS, AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED ON THIS DRAWING TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

ROBERT G. YOUNG, PLS-2007000089 DATE _____

IN TESTIMONY WHEREOF:

KGH BUILDING GROUP, LLC HAS CAUSED THESE PRESENTS TO BE EXECUTED THIS _____ DAY OF _____, 2013.

 KEVIN GREEN

NOTARY CERTIFICATION:

STATE OF MISSOURI)
) SS:
 COUNTY OF PLATTE)

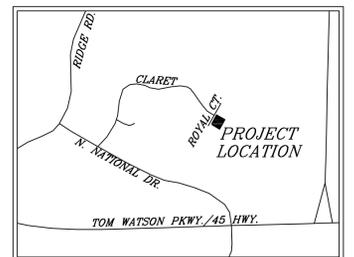
BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 2013, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, APPEARED KEVIN GREEN TO ME KNOWN, WHO BEING BY ME DULY SWORN DID SAY THAT HE IS AUTHORIZED TO SIGN ON BEHALF OF KGH BUILDING GROUP, LLC, AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID COMPANY AND THAT SAID KEVIN GREEN, ACKNOWLEDGES SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID COMPANY.

IN WITNESS WHEREOF:

 MY COMMISSION EXPIRES: _____
 NOTARY PUBLIC



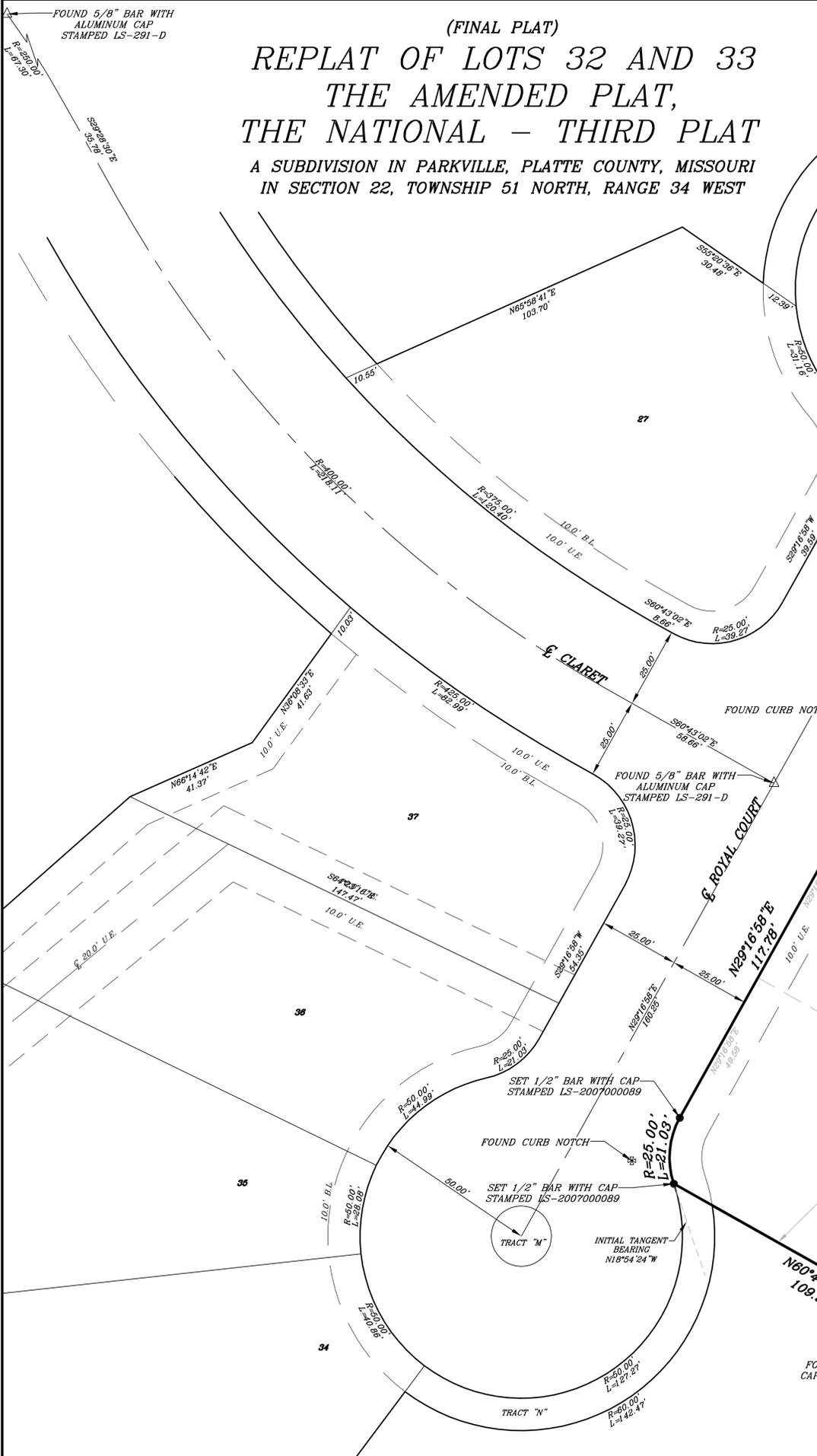
VICINITY MAP



REVISED - 11/25/2013 - PER CITY COMMENTS - R.G.Y.
 © COPYRIGHT 2013 R.L. BUFORD & ASSOCIATES, LLC
 D:\A-PLATTE COUNTY\13099\dwg\13099.dwg 11/25/2013 11:46:46 AM CST

R.L. Buford & Associates, LLC
 LAND SURVEYING - DEVELOPMENT CONSULTANTS
 R.L. BUFORD & ASSOCIATES, LLC - MO CERT. OF AUTHORITY LICENSE NO. LS-2010031977

SEC.-TWP.-RGE.	COUNTY	JOB NO.	DATE	FIELD BOOK	PAGE	DRAWN BY
22-51-34	PLATTE	P-13099	11/19/2013	LOOSE LEAF	LOOSE LEAF	R.G.Y.



CITY OF PARKVILLE

Policy Report

Date: Monday, November 25, 2013

Prepared By:

Sean Ackerson
Assistant City Administrator /
Community Development Director

Reviewed By:

Lauren Palmer
City Administrator

ISSUE:

Ordinance for the Replat of Lot 4 Common Area of the Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34. Case PZ13-19. Applicant, J3-Pandi, LLC & Double Eagle Builders, LLC, owners.

BACKGROUND:

The plat is proposed to increase the lot area of Lot 5 of Townhomes at the National 1st Plat. The increase is proposed to accommodate a duplex oriented at an angle with one unit accessing Lime Stone Road and the other accessing Lime Stone Court. Lot 5 was originally planned for a three-plex fronting on Lime Stone Road. The replat would adjust the northern and western lot lines of Lot 5, decreasing the lot area of the recently platted Lot 4 Common Area. The replat does not affect the individual condominium lots 4-1 through 4-3.

The application has been reviewed against the City of Parkville's Municipal Codes, including the subdivision regulations, the R-5 zoning district regulations, the approved Plans for the Townhomes at The National, the Final Plat of the Townhomes at The National - First Plat and the Final Plat, Lot 4-1 through 4-3, Townhomes at The National – 1st Plat. The proposed replat meets all applicable requirements. Although the replat expands Lot 5, reduces the total number of unit, reorients the building proposed on Lot 5, and modifies the utility easement location, the proposed replat is still consistent with the intent of the previously approved plans and plats.

The plat shows the vacating a 10 foot utility easement along the original north property line of Lot 5. This easement is to be vacated by separate instrument and replaced by a new easement as shown on the plat. Existing service providers have verified that no utilities exist in the existing easement. With this exception, no easements or rights-of-way have changed from the approval of the Townhomes at The National – First Plat as recorded. The plat does not affect existing utilities and no new public improvements are required or proposed (all have previously been constructed).

BUDGET IMPACT:

With the exception of application fees collected, there is no budget impact.

ALTERNATIVES:

1. Approve the Final Plat by ordinance as submitted.
2. Approve the Final Plat by ordinance subject to changes.
3. Deny the Final Plat.

STAFF RECOMMENDATION:

Approval of the proposed final plat as submitted.

POLICY:

All plats must be approved by the Board of Aldermen prior to recording.

SUGGESTED MOTION:

I move that Bill No. 2754, an ordinance approving the Replat of Lot 4 Common Area of the Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34, a subdivision in Parkville, Platte County, Missouri, be approved on first reading and passed to second reading by title only.

I move that Bill No. 2754 be approved on first reading and passed to second reading by title only.

I move that Bill No. 2754 be approved on second reading to become Ordinance No. _____.

ATTACHMENTS:

1. Proposed Ordinance
2. Replat of Lot 4 Common Area of the Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34

AN ORDINANCE APPROVING REPLAT OF LOT 4 COMMON AREA OF THE FINAL PLAT OF LOTS 4-1 THROUGH 4-3 OF THE TOWNHOMES AT THE NATIONAL - 1ST PLAT, LOT 5 OF THE TOWNHOMES AT THE NATIONAL - 1ST PLAT, AND PART OF THE NW ¼ OF SECTION 26-51-34, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Replat of Lot 4 Common Area of the Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34, as described in the application and depicted in the plat attached hereto and incorporated herein by reference as Exhibit A is hereby approved.

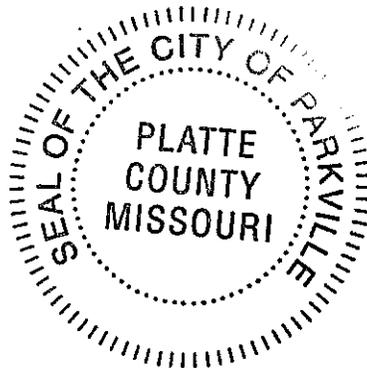
SECTION 2. The City hereby accepts and agrees to maintain City improvements, if any, in easements and rights-of-ways, which are designated on the Replat of Lot 4 Common Area of the Final Plat of Lots 4-1 through 4-3 of the Townhomes at the National - 1st Plat, Lot 5 of the Townhomes at the National - 1st Plat, and part of the NW ¼ of Section 26-51-34.

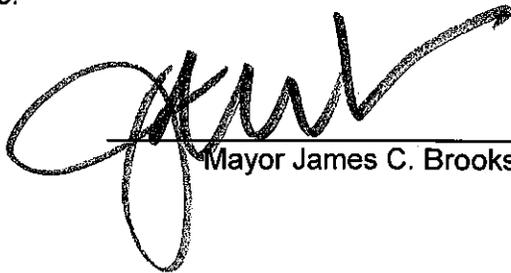
SECTION 3. The Governing Body hereby authorizes the Public Works Director to approve the public improvements subject to satisfactory completion of any and all associated inspections and determination that said improvements are completed in accordance with all applicable City standards.

SECTION 4. The City Clerk is hereby directed to have said plat recorded in the office of the Platte County Recorder of Deeds following execution.

SECTION 5. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 3rd day of December 2013.





Mayor James C. Brooks

ATTESTED:

Melissa McChesney
City Clerk Melissa McChesney

FINAL PLAT
LOT 4 COMMON AREA OF THE FINAL PLAT
OF LOT 4-1 THROUGH 4-3, TOWNHOMES
AT THE NATIONAL - 1ST PLAT, LOT 5,
TOWNHOMES AT THE NATIONAL - 1ST
PLAT, AND PART OF THE NORTHWEST 1/4
OF SECTION 26-51-34

A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI

PROPERTY DESCRIPTION
 CONTAINING 38,738 SQUARE FEET OR 0.89 ACRES

ALL OF LOT 4 COMMON AREA OF THE FINAL PLAT OF LOT 4-1 THROUGH 4-3, TOWNHOMES AT THE NATIONAL - 1ST PLAT, LOT 5, TOWNHOMES AT THE NATIONAL - 1ST PLAT, AND PART OF THE NORTHWEST QUARTER OF SECTION 26, TOWNSHIP 51 NORTH, RANGE 34 WEST, ALL BEING IN PARKVILLE, PLATTE COUNTY, MISSOURI BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 4 COMMON AREA; THENCE N89°42'46"E, ALONG THE NORTH LINE OF SAID LOT 4 COMMON AREA, A DISTANCE OF 168.09 FEET TO THE NORTHEAST CORNER THEREOF; THENCE S07°55'34"E, ALONG THE EASTERLY LINE OF SAID LOT 4 COMMON AREA, A DISTANCE OF 26.30 FEET TO THE NORTHWEST CORNER OF SAID LOT 5; THENCE S71°46'45"E, ALONG THE NORTH LINE OF SAID LOT 5, A DISTANCE OF 160.73 FEET TO THE NORTHEAST CORNER THEREOF; THENCE S07°55'34"E, ALONG THE EAST LINE OF SAID LOT 5, A DISTANCE OF 2.62 FEET; THENCE SOUTHERLY, CONTINUING ALONG SAID EAST LINE, ALONG A CURVE TO THE RIGHT BEING TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 175.00 FEET, AN ARC DISTANCE OF 157.16 FEET; THENCE SOUTHWESTERLY, CONTINUING ALONG SAID LINE AND ALONG THE SOUTHERLY LINE OF SAID LOT 5, ALONG A CURVE TO THE RIGHT BEING TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 25.00 FEET, AN ARC DISTANCE OF 39.59 FEET; THENCE WESTERLY, CONTINUING ALONG SAID SOUTHERLY LINE AND THE SOUTHERLY LINE OF SAID LOT 4 COMMON AREA, ALONG CURVE TO THE LEFT BEING TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 275.00 FEET, AN ARC DISTANCE OF 209.86 FEET; THENCE N89°28'25"W, CONTINUING THE SOUTHERLY LINE OF SAID LOT 4 COMMON AREA, A DISTANCE OF 54.70 FEET TO THE SW CORNER OF SAID LOT 4 COMMON AREA; THENCE N00°31'35"E, ALONG THE WEST LINE OF SAID LOT 4 COMMON AREA, A DISTANCE OF 144.90 FEET TO THE POINT OF BEGINNING. EXCEPT LOTS 4-1, 4-2, AND 4-3, OF THE FINAL PLAT OF LOT 4-1 THROUGH 4-3, TOWNHOMES AT THE NATIONAL - 1ST PLAT.

SURVEY NOTES:

1. THE FOLLOWING STANDARD MONUMENTATION HAS BEEN SET AT THE NOTED LOCATION UNLESS INDICATED OTHERWISE ON THIS DRAWING:

SEMI-PERMANENT MONUMENTATION:

CHISELED CROSS AT ALL CORNERS MARKED "✕"

1/2" IRON BAR WITH PLASTIC CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED "●"

PERMANENT MONUMENTATION:

5/8" IRON BAR WITH ALUMINUM CAP STAMPED "LS-2007000089" SET AT ALL CORNERS MARKED "▲"

2. THE POSITION OF EXISTING MONUMENTATION AS INDICATED BY AN "✕", "○" OR "△", IF NOT THE TRUE CORNER, IS BY DIFFERENCES IN COORDINATES OR AT RIGHT ANGLES TO THE PROPERTY LINE AT THE NOTED DISTANCE FROM THE NEAREST BOUNDARY CORNER.

3. THE SOURCE OF THE DESCRIPTION USED FOR THIS SURVEY WAS DERIVED FROM THE PLAT OF THE TOWNHOMES AT THE NATIONAL - 1ST PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

4. THE BEARINGS SHOWN HEREON ARE BASED UPON THE PLAT OF THE TOWNHOMES AT THE NATIONAL - 1ST PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

5. THIS SURVEY DOES NOT REFLECT ANY OF THE FOLLOWING WHICH WERE EITHER NOT REQUESTED OR FURNISHED BY THE CLIENT OR ARE NOT WITHIN THE SCOPE OF THE SERVICES PROVIDED BY A PROFESSIONAL SURVEYOR; THEREFORE, THIS SURVEYOR DOES NOT ACCEPT ANY LIABILITY SHOULD ANY OF THEM BE APPLICABLE TO THE SUBJECT REAL ESTATE: SUBSURFACE CONDITIONS; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; AND ZONING OR OTHER LAND USE REGULATIONS.

6. NO TITLE REPORT WAS PROVIDED BY THE CLIENT FOR THIS SURVEY.

7. THIS SURVEY IS BASED UPON RECORD DOCUMENTS, LEGAL DESCRIPTIONS, AND OTHER INFORMATION FURNISHED BY THE CLIENT PLUS OTHER INFORMATION KNOWN TO THIS SURVEYOR. THIS SURVEYOR HAS NO KNOWLEDGE OF ANY OTHER RECORD DOCUMENTS WHICH AFFECT THE SUBJECT REAL ESTATE.

8. ALL VISIBLE UTILITIES SERVICING LOT 4 APPEAR TO BE WITHIN THE DESIGNATED UTILITY EASEMENTS.

9. THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS OF AN URBAN PROPERTY SURVEY AS DEFINED BY THE "MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS".

10. ALL INTERIOR LOT LINES DIVIDING THE UNITS ARE PARALLEL OR PERPENDICULAR TO EACH OTHER.

DEDICATION:

THE UNDERSIGNED PROPRIETORS OF THE PROPERTY DESCRIBED HEREIN HAVE CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THIS PLAT AND SAID PROPERTY SHALL HEREAFTER BE KNOWN AS:

FINAL PLAT, LOT 4 COMMON AREA, FINAL PLAT OF LOT 4-1 THROUGH 4-3,
 AND LOT 5, TOWNHOMES AT THE NATIONAL - 1ST PLAT

EASEMENTS:

ALL EASEMENTS SHOWN HEREON HAVE BEEN PREVIOUSLY DEDICATED ON THE PLAT OF THE TOWNHOMES AT THE NATIONAL - 1ST PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI.

STREETS:

THE STREETS SHOWN ON THIS PLAT AND NOT HERETOFORE DEDICATED TO PUBLIC USE ARE HEREBY SO DEDICATED.

BUILDING LINES:

BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THIS PLAT, AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT OR OTHERWISE LOCATED BETWEEN THIS LINE AND THE STREET RIGHT-OF-WAY LINE.

COVENANTS AND RESTRICTIONS:

THE COVENANTS AND RESTRICTIONS RECORDED WITH THE TOWNHOMES AT THE NATIONAL - 1ST PLAT APPLY TO THIS PLAT.

COMMON AREA:

THE COMMON AREA SHOWN HEREON WILL BE MAINTAINED BY A HOME OWNERS ASSOCIATION FOR USE AND ENJOYMENT AS THEY DEEM APPROPRIATE.

IN WITNESS WHEREOF: JS-PANDI, LLC (OWNER OF UNPLATTED PORTION IN NW 1/4 OF SECTION 26-51-34) AND DOUBLE EAGLE BUILDERS, LLC (OWNER OF LOT 4 COMMON AREA AND LOT 5) HAVE CAUSED THESE PRESENTS TO BE EXECUTED THIS _____ DAY OF _____, 2013.

DALE BROUK, CO-MANAGER

STATE OF MISSOURI)
) SS:
 COUNTY OF)

BE IT REMEMBERED THAT ON THIS _____ DAY OF _____, 2013, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE AFORESAID, CAME DALE BROUK, TO ME PERSONALLY KNOWN, WHO BEING BY ME DULY SWORN, DID SAY THAT HE IS THE CO-MANAGER OF JS-PANDI, LLC, AND DOUBLE EAGLE BUILDERS, LLC AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED ON BEHALF OF SAID COMPANIES AND THAT DALE BROUK, ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID COMPANIES.

IN WITNESS WHEREOF: I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL IN THE DATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC

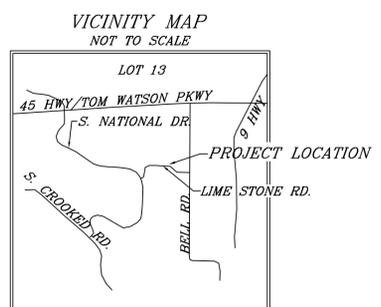
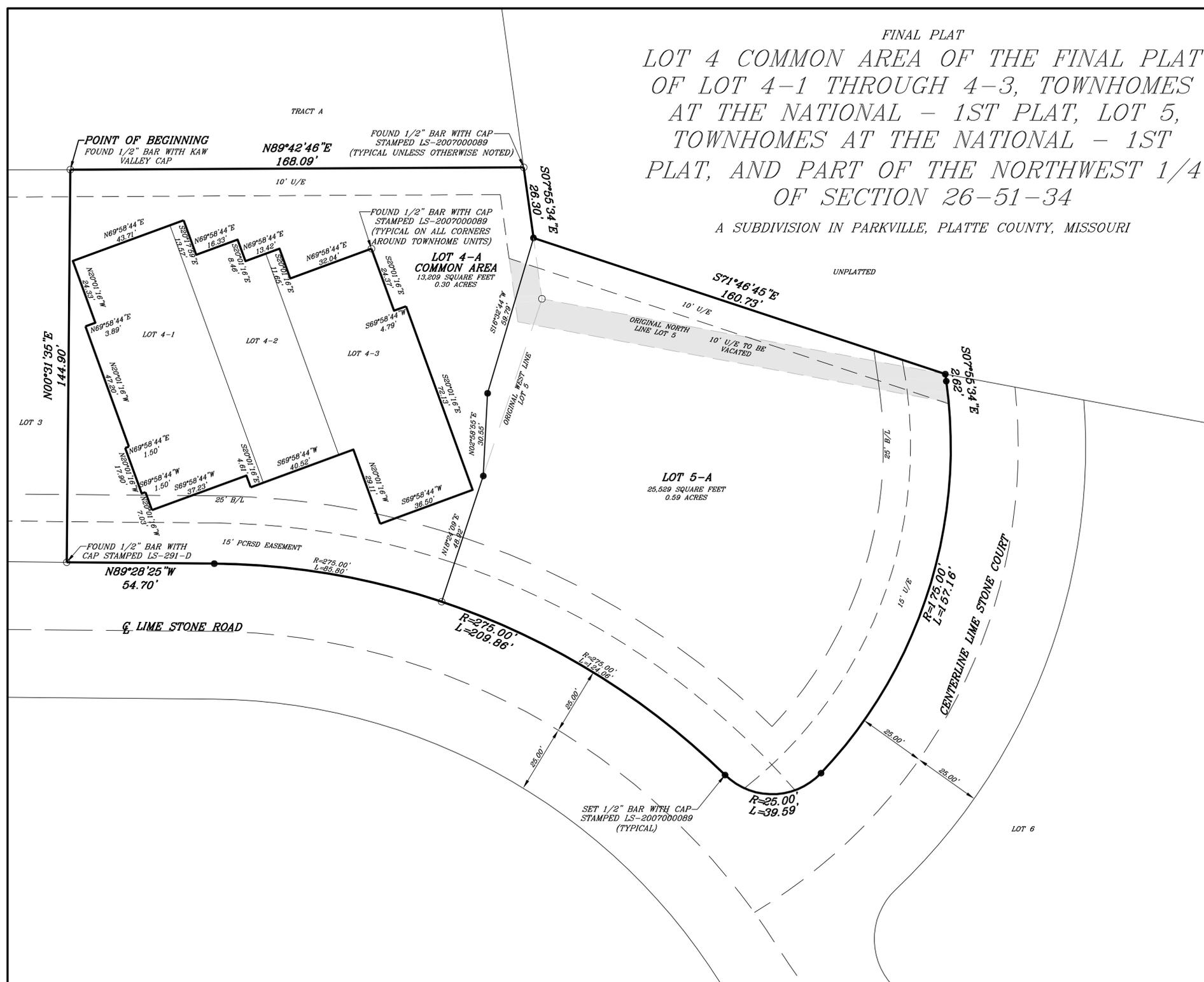
MY COMMISSION EXPIRES: _____

CITY OF PARKVILLE, MISSOURI

THIS IS TO CERTIFY THAT THIS FINAL PLAT, LOT 4 COMMON AREA OF FINAL PLAT OF LOT 4-1 THROUGH 4-3, AND LOT 5 TOWNHOMES AT THE NATIONAL - 1ST PLAT WAS SUBMITTED TO, CONSIDERED AND APPROVED BY THE PARKVILLE BOARD OF ALDERMAN THIS _____ DAY OF _____, 2013 VIA ORDINANCE # _____.

JAMES C. BROOKS, MAYOR

MELISSA McCHESNEY, CITY CLERK



SURVEYOR'S CERTIFICATION
 I HEREBY CERTIFY THAT WE HAVE MADE A SURVEY OF THE PREMISES HEREIN DESCRIBED WHICH MEET OR EXCEED THE CURRENT MISSOURI MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AS JOINTLY ESTABLISHED BY THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY AND THE MISSOURI BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LANDSCAPE ARCHITECTS AND LAND SURVEYORS, AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED ON THIS DRAWING TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

FOR PAPER ONLY
SEE SURVEYOR'S CERTIFICATION

ROBERT C. YOUNG, PLS-2007000089 DATE _____

REVISED - PER CITY COMMENTS - R.G.Y.
 © COPYRIGHT 2013 R.L. BUFORD & ASSOCIATES, LLC
 D:\NA-PLATTE COUNTY\Y-P-13144\dwg\NP-13144.dwg 11/25/2013 11:48:27 AM CST

R.L. Buford & Associates, LLC
 LAND SURVEYING - DEVELOPMENT CONSULTANTS
 R.L. BUFORD & ASSOCIATES, LLC - MO CERT. OF AUTHORITY LICENSE NO. LS-2010031977

P.O. BOX 14069, PARKVILLE, MO. 64152 (816) 741-6152

SEC.-TWP.-RGE.	COUNTY	JOB NO.	DATE	FIELD BOOK	PAGE	DRAWN BY
26-51-34	PLATTE	P-13144	11/20/2013	LOOSE LEAF	LOOSE LEAF	R.C.Y.

CITY OF PARKVILLE

Policy Report

Date: Tuesday, November 26, 2013

Prepared By:
Lauren Palmer
City Administrator

Reviewed By:
Kirk Rome, P.E.
Public Works Director

ISSUE:

Resolution approving and endorsing an application for the Platte County Parks and Recreation Outreach Grant Program

BACKGROUND:

In 2009 the voters of Platte County approved a 10-year half-cent sales tax for parks, recreation, and stormwater control. A portion of the sales tax proceeds are allocated for the Outreach Grant Program to promote the development of local parks and recreation facilities and programs. Approximately \$250,000 is available each year through this program, and the deadline for the next grant cycle is December 20, 2013.

On September 16, 2013, the City and County entered into a cooperative agreement for the joint development, operation, and management of Platte Landing Park. In general terms, Platte County is responsible for the construction and capital improvements of the park, and the City of Parkville is responsible for day-to-day maintenance and programming. In September, a construction contract was awarded for the base bid of Phase 1A of the park, but both the City and County agreed to work cooperatively to identify savings to achieve additional project elements, including the loop trail around the perimeter of the park and an open play field area on the eastern edge of the park.

Through a combination of value engineering, private donations, and in-kind contributions from both the City and County, it is now within reach to accomplish the loop trail, an approximately 5-acre open play field area, and concrete for the eastern parking lot (previously scoped for gravel). The funding gap for these project alternates is approximately \$62,000. In recent project meetings, the City and County have discussed pursuing an Outreach Grant to make up this difference. Although the application would be subject to the regular review and approval process, County officials have voiced strong support to consider an application for completing the alternate elements of Phase 1A of Platte Landing Park.

BUDGET IMPACT:

There is no direct budget impact. The City's local match for the project would be demonstrated through existing cash and in-kind contributions to the development and maintenance of Platte Landing Park.

ALTERNATIVES:

1. Approve Resolution No. 12-04-13 to endorse an application for the Platte County Parks and Recreation Outreach Grant Program for the loop trail and open play fields for Platte Landing Park.
 2. Approve the resolution but direct City Administration to apply for alternative project(s).
 3. Do not submit an application for this grant cycle.
-

STAFF RECOMMENDATION:

Approve Resolution No. 12-04-13 to endorse an application for the Platte County Parks and Recreation Outreach Grant Program for the loop trail and open play fields for Platte Landing Park.

COMMUNITY LAND AND RECREATION BOARD (CLARB) RECOMMENDATION:

At the meeting on November 13, 2013, CLARB voted to recommend submitting two Outreach Grant applications in this cycle: (1) loop trail for Platte Landing Park and (2) storage facility for the Parks Maintenance Building in English Landing Park.

Typically Outreach Grants do not exceed \$50,000 per award. Due to the magnitude of the grant request for Platte Landing Park, staff recommends submitting only one application in this grant cycle. The Capital Improvement Program (CIP) currently identifies a joint maintenance facility for the Parks Division and the Nature Sanctuary, subject to future available funding. Staff has concerns about constructing additional storage space in the flood plain in English Landing Park and would like time to further evaluate this concept and develop scope and cost options before seeking grant funding.

POLICY:

Platte County requires a resolution of support from the governing body to accompany each application for the Outreach Grant Program.

SUGGESTED MOTION:

I move to approve Resolution No. 12-04-13 to endorse an application for the Platte County Parks and Recreation Outreach Grant Program for the loop trail and open play fields for Platte Landing Park.

ATTACHMENT:

1. Resolution No. 12-04-13
-



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

**CITY OF PARKVILLE, MO.
RESOLUTION # 12-04-13**

A RESOLUTION APPROVING AND ENDORSING AN APPLICATION TO THE PLATTE COUNTY COMMISSION FOR FUNDING UNDER THE PARKS AND RECREATION OUTREACH GRANT PROGRAM, FUNDED BY THE COUNTY-WIDE DEDICATED PARKS AND RECREATION HALF-CENT SALES TAX

WHEREAS, the County of Platte and the City of Parkville deem it a high priority to improve quality of life for all citizens through parks and recreation programs; and

WHEREAS, the County Commission of the County of Platte seeks to support local parks and recreation efforts, create effective partnerships, and increase the level of cooperation between County government and cities, schools, and non-profit community service organizations within the county; and

WHEREAS; the citizens of Platte County on August 4, 2009, approved a renewal of the dedicated half-cent sales tax for parks, recreation, and stormwater control for a period of ten (10) years; and

WHEREAS, the County Commission of the County of Platte has developed the *Parks and Recreation Outreach Grant Program*, funded by the citizen approved half-cent county-wide sales tax; and

WHEREAS, the City of Parkville wishes to make application to the County for consideration of specific projects for Outreach Grant Program funds; and

WHEREAS, on September 16, 2013, the City of Parkville and Platte County executed a Cooperative Development, Operation and Management Agreement to establish a cooperative partnership for Platte Landing Park in Parkville, Missouri; and

WHEREAS, the City of Parkville agrees to comply with all program guidelines and requirements of said Outreach Grant Program if such application shall be funded by the County Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen approves and endorses an application for the Platte County Parks and Recreation Outreach Grant Program for gap funding to complete the loop trail (alternate 1) and open play field (alternate 2) for Platte Landing Park Phase 1A.

BE IT FURTHER RESOLVED that the Board of Aldermen directs City Administration to complete and submit the required grant application documents.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 3rd day of December 2013.

ATTESTED:

City Clerk Melissa McChesney



Mayor James C. Brooks



Memorandum

To: Mayor and Board of Aldermen
From: Kirk Rome P.E., Public Works Director
Date: Monday, November 25, 2013

Re: DRJP Update – English Landing Park and Platte Landing Park

Beginning on October 8th five workers were hired by the Full Employment Council into the 2013 Disaster Recovery Jobs Program (DRJP) for the City of Parkville. These workers passed a background check and drug screen. Of these workers one is a clerical assistant and was assigned to the FEC northland office. Of the other four workers a supervisor and three laborers were assigned to English Landing Park. On October 30th seven additional personnel joined the workforce and consisted of one supervisor and five laborers assigned to the park, and one clerical assistant working at City Hall.

During the period of October 14, 2013, to November 22, 2013, the following work was accomplished by the DRJP workforce: the removal of brush, vines, dead trees, and other debris from English Landing Park primarily along the area between the river and the trail. Crews worked on planting and staking trees and maintaining the trail surface, and other general cleanup and parks repairs. Workers removed the deteriorated concrete sidewalk and slab/retaining wall at the parks building. Workers removed approximately fifty dead trees and cut many of those into firewood for the public to have for free. Crews have cleaned out storm drains and the batting cage, trimmed bushes, and performed other landscape maintenance. The clerical assistant has been assisting with tracking DRJP workers timesheets, filing, making copies, tracking project expenses, and assisting with DRJP tool acquisition. The grant has provided several thousand dollars worth of personal protective gear for the workers as well as new tools that will remain with the City after the workers leave at the end of the year. Approximately 3480 hours have been expended by DRJP staff to date.

City of Parkville- Public Works Department
 Material Expenses thru November 22, 2013
 DRJP 2013

Items	Invoice Date	Expenses
Native seed mix/grass	10/24/13	\$186.00
Hardwood Mulch	10/24/13	\$84.00
Trees& Organic Material	10/30/13	\$240.00
Landscaping Rock	10/30/13	\$126.00
Topsoil	11/12/13	\$500.00
Misc Hardware/ Landscape pins	11/13/14	\$7.50
Playground Mulch	11/14/13	\$490.00
Plants		
Gravel		
Lumber		
Paint		
Compost		
Playground Repair Parts		
Paver Bricks		
Concrete		
Steel		
Electrical Supplies		
Other		
Total to date		\$1,633.50
2013 DRJP Budget		\$17,500.00